4.14.a SIERRA KINGS HEALTH CARE DISTRICT
FINANCE
POLICIES AND PROCEDURES

WIRES – the Sierra Kings Health Care District (the District) shall utilize electronic wires for financial transfers.

PURPOSE:
The purpose of this policy is to ensure the District has a standardized practice for electronic wires to facilitate transfers.

POLICY:
It is the policy of the District that wires facilitating the transfer of District funds shall be implemented in a manner that reflects transparency and accountability.

PROCEDURE:

1. All wire transfers must require dual authorization. The Chief Executive Officer and Chief Finance Officer must independently verify and approve each wire transfer. The first employee initiates the transfer, and the second employee approves it.
2. The employee requesting the wire transfer should provide the Business Office with the beneficiary's wiring instructions. This may include the following information:
    - Beneficiary's name and bank account details
    - Amount to be transferred
    - Purpose of the transfer
    - Any supporting information or documentation necessary for the completeness of the wire transfer.
3. The Business Office will then complete the wire transfer following the Accounting Handbook Wire Transfer Procedure located in the One Drive/Finance/Accounting Handbook.
4. Save any wire transfer documentation to the corresponding One Drive/Finance/Fiscal Year/**Wires** Folder.

Written: January 26, 2021
Revised: 10/22/24
Reviewed: