

**RESOLUTION
TO ABOLISH
PAID POSITION OF
BUSINESS ADMINISTRATOR
2009-13**

WHEREAS, studies have been conducted and it has been determined that no additional personnel are required to fill the position established by the Board as described hereinafter; and

WHEREAS, funds were and will no longer be available in the budget of the Fire District for payment of the persons to be appointed to the position established.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The following paid position shall be abolished and the powers, functions, duties, and compensation as prescribed.

BUSINESS ADMINISTRATOR; Maintain the financial records of the Board, which shall include the processing of all claims for payment, inspecting and certifying that goods and services purchased by the Fire District comply with specifications and terms of contracts and/or purchase orders, compute and supply to outside data processing company details of the Fire District's by-weekly and monthly payroll schedules for processing of payroll checks, maintain a cash receipts book and general journal, post accounting entries to the general ledger, perform monthly accounting closings, prepare and present monthly bill lists and budget analysis for the Board's public hearings, file paid claims and vendor correspondence, serve as a member of the Fire District's Fire Fighter Safety and Health Committee, and perform such other duties as prescribed from time to time by the Board. The annual compensation for the position of Business Administrator is set at 5,000 Dollars (\$5,000.00)

1. This resolution shall take effect upon passage on second reading as required by law.