

# YELLOWSTONE COUNTY TREASURER'S OFFICE

## Wire Transfer Reporting Policy

### Policy # 26-01

#### Purpose

The purpose of this policy is to ensure timely communication for wire transfer activity. This policy and policy procedures applies to all Treasurer Office employees involved with office wire transfers.

#### Policy

All **wire transfer requests received** must be **communicated as soon as possible** to ensure prompt awareness and oversight. Staff are required to **CC the Finance Director and the Treasurer on all communications related to wire transfers**, beginning with the first response to the wire request and continuing through final confirmation.

This policy applies to **all** wire transfers.

#### Procedures

1. Upon receipt of a wire transfer request, staff must include the Finance Director and the Treasurer on all written communications related to the wire transfer request.
2. If the amount of the wire transfer is \$50,000 or more, staff must get approval from the Finance Director or the Finance Director's designee by email before wiring.
3. The Finance Director and the Treasurer shall remain copied on all subsequent correspondence, including follow-up communications and the final wire transfer confirmation.
4. All wire-related communications and confirmations shall be retained in accordance with applicable record retention requirements.

#### Compliance

Failure to follow the directives of this policy, and policy procedures contained herein will result in discipline up to and including termination of employment with Yellowstone County.

#### Effective Date

This policy is effective immediately and applies to all wire transfer activity handled by the Yellowstone County Treasurer's Office.

#### Signatures

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**Mona Hunt, Cash Management Supervisor**

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**Christine Nichols, Head Cashier**

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**Brenda McKinnon, Accounting Assistant/School Clerk**

Approved this \_\_\_\_\_ day of January 2026. The Board of County Commissioners and County Treasurer reserve the right to modify, amend or alter this policy.

ATTEST

Board of County Commissioners  
Yellowstone County

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Jeff Martin  
Yellowstone County Clerk and Recorder

Mark Morse, Chairman

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Michael J. Waters, Member

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Chris White, Member