

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. Any wire transfer that requires Auditor approval must receive such approval prior to submission of the wire.

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. If the wire requires Auditor approval, staff shall not process the wire request until receiving approval from the Auditor or Auditor's designee.
4. The Finance Director and the Treasurer shall remain copied on all subsequent correspondence, including follow-up communications and the final wire transfer confirmation.
5. 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.

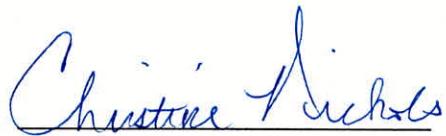
Effective Date

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

Signatures



Mona Hunt, Cash Management Supervisor



Christine Nichols, Head Cashier



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

Jeff Martin

Mark Morse, Chairman

Yellowstone County Clerk and Recorder

Michael J. Waters, Member

Chris White, Member