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**Policies & Procedures
of the
Eastern Plumas Recreation District**

General Provisions

- A The Board of Directors (Board), as the governing body of the Eastern Plumas Recreation District (EPRD), formulates financial policies for the District..
- B The Board shall designate a responsible party to manage all financial operations within the approved budget(s).
- C Financial duties and responsibilities must be separated so that no one person has control over receipts, disbursements, payrolls, reconciliation of bank accounts, etc. The Treasurer shall have the only post office box key and not be authorized to sign checks.*
- D Separate accounts will be maintained as required by funding sources and at the direction of the Board.*
- E All forms will be completed in black or blue ink, typed or word-processed.
- F Expenses shall be allocated by actual identifiable expenses and/or proportioned by time spent or usage per funding source using identified categories.
- G EPRD will use a bookkeeping system in accordance with approved financial accounting requirements. Accounts will be kept in a computerized format.
- H EPRD's fiscal year is January 1 through December 31. _____
- I Financial Policies & Procedures shall be reviewed annually by the Board.
- J Handling of financial matters shall conform to the highest ethical standards and Conflict of Interest policies. Failure to conform to this policy may constitute grounds for dismissal/removal from office or employment.
- K The Treasurer shall approve and sign all required federal, state and local reports subject to the approval of the Board.

Revenue, Deposits & Allocations

- A Receipts: EPRD receives cash and checks in the normal course of business.
 - 1. Accounts receivable are the responsibility of and are maintained by the Treasurer.

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2. Checks made payable to an individual, "cash," or any other payee other than EPRD or Eastern Plumas Recreation District will not be accepted.
3. It is the general policy of the EPRD that no payment shall be accepted in cash. However, when a cash payments are received, the Treasurer or his/her designee shall record the payment in a payment receipt book with duplicates. The original will be sent to the payee. The copy will remain in the book for bookkeeping and audit purposes. The Treasurer shall maintain a list of cash receipts. In the event that cash receipts exceed \$1,000 in any quarter, the Board shall review them.
4. The receipt shall be completely filled out and the project or account to be credited will be indicated.
5. When EPRD receives a check the Treasurer or his/her designee shall endorse it, record it in the bookkeeping system, copy it and deposit it in the bank in a timely manner. Copies of all receipts, deposits, withdrawals and checks will be provided to the Treasurer for approval if prepared by the designee.

B Deposits

1. The Treasurer or designee shall be responsible for creating deposit slips.
2. The Treasurer or designee shall be responsible for making all deposits in a timely manner.

Purchasing Authorization, Disbursements and Check Cashing

A Purchasing Authorization

1. *A budget, approved by the Board at the time of entering into a grant or contract, constitutes approval to proceed according to that specific financial plan.*
2. An expenditure which causes a project to exceed the budget requires the approval of the Board. Recurrences of the necessity to seek approval may signal the need to revise the budget.

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3. Expense voucher forms must be prepared and turned in with supporting documents as least quarterly, signed by the spender and approved by the Treasurer or designee, if included in the operating or project budget. The Treasurer approves the expense vouchers if prepared by a designee.
4. Invoices and bills will be timely. A summary of bills will be prepared by the designee and approved by the Treasurer.
5. Credit cards may be used for customary charges. Invoices shall be attached to credit card statements, with allocations made to the appropriate class. Expenditures are subject to spending authorizations that appear elsewhere in this policy. All credit card rewards, airline miles or other perks will be used expressly for ERPD's benefits.
6. Directors shall fill out an expense voucher detailing dates, amounts and descriptions of items. All vouchers shall be filled out and returned to ERPD within 30 days. All vouchers shall be for reasonable and necessary costs subject to the ERPD Travel Policies.

B Check processing

1. Checks shall be processed in a timely manner. Checks up to ⁷⁵⁰~~\$1000~~ and within budget shall be signed by a Director authorized on the bank account. All other checks shall be authorized by the Board and signed by two Directors authorized on the bank account.
2. All blank checks shall be securely kept.
3. Voided checks shall be marked VOID and retained in the check register.
4. No checks shall be made payable to "cash" or "bearer."
5. Blank checks shall not be pre-signed.
6. Checks shall not be prepared without a proper invoice or signed voucher.

C Bank Reconciliation

1. Bank statements shall be received at the ERPD post office box or electronically by the Treasurer who shall prepare a monthly reconciliation report for the Board.

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D Petty Cash

1. A petty cash fund, not to exceed \$100, *may* be maintained for authorized EPRD purchases only, generally postage, copying, office or other supplies.
2. If the fund is kept, it is to be kept in a secure location.
3. A log of all expenditures from the fund will be maintained by the Treasurer or designee. The Treasurer will approve petty cash expenditures. A check will be prepared by an authorized signer on the bank account when petty cash requires replenishment.

EPRD Property

- A Capital equipment shall be defined as all items with a unit cost or value of \$1,000 or more, as defined by the funding source.
- B The Treasurer, or designee appointed by the Board, shall, at the time any capital asset is acquired, ensure that an inventory number and label is assigned to the asset and that the asset is added to the property list.
- C Treasurer is responsible for ensuring that capital equipment is labeled with the equipment numbers assigned.
- D All capital acquisition requires the approval of the Board or its designee.
- E A physical inventory of all equipment can be requested by the Board to be carried out by its designee. The capital list shall be updated accordingly and approved by the Board.
- F The Board shall be notified immediately of all cases of loss, damage or destruction.
- G The Board or its designee will inventory all supplies remaining once a project for which they have been purchased is completed. These supplies are the property of the District and will be used according to law and reasonable need.

Contracts and Subcontracts

- A The Treasurer shall approve contracts in an amount up to \$1,000. Contracts for \$1,000 or more shall be approved by the Board whereupon the Treasurer may approve any contract upon the Board's written or emailed instruction.

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Grant Reports

A Monthly financial reports by cost and income category for each grant will be prepared by the Treasurer or designee and reviewed and approved by the Board.

EPRD Projects and Operating Budgets

A Budgets will be prepared by the Treasurer in conjunction with the Project Manager. The Board must approve all budgets and any changes to budgets.

B The Treasurer or designee, in conjunction with the Project manager, shall monitor program expenses for conformity with the grant budget(s) on at least a monthly basis.

C The Treasurer or designee shall monitor operating expenses for conformity with the operating budget on at least a monthly basis.

D The Board will receive a minimum of four fiscal reports per year and a grants summary including total amounts and expenditures.

Audits

A EPRD requires an annual audit performed at the direction of the Board as set forth by Division 9 of the California Public Resources Code, *subject to County Board of Supervisors exceptions*.