



## CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT

PO Box 1041 ♦ 423 E. St Charles St. ♦ San Andreas, CA 95249  
info@CalaverasRCD.org

### REGULAR MEETING AGENDA

Thursday, June 3, 2021 6:00 PM

#### LOCATION

**CC-RCD Building - Top Floor. 423 E. Saint Charles St., San Andreas, CA 95249**

In compliance with the Americans with Disabilities Act (ADA), if you need assistance to participate in the meeting, please contact the District Secretary at 754-5887 at least 48 hours prior to the start of the meeting.

#### CALL TO ORDER:

- **Roll Call**
- **Pledge of Allegiance**

#### PUBLIC COMMENT:

The Board of Directors is limited by State law to providing a brief response, asking questions for clarification, or referring a matter to staff when responding to items not listed on the agenda.

#### ORDER OF BUSINESS:

1. Announcements from RCD partners. NRCS, CC Ag Dept., UCCE, etc. Info only

**CONSENT AGENDA:** The following items are expected to be routine/non-controversial. Items will be acted upon by the Board at onetime without discussion. Any Board member may request that any item may be removed for later discussion.

1. Approval of Minutes of April 26, 2021. Attached
2. Approval of Minutes of May 6, 2021. Attached
3. Approval of May 2021 financial statements.

#### OLD BUSINESS:

1. Update on Murphys to Forest Meadows CalFire Fuel Break Grant – *Long/Micheau – Information*
2. Update on current grant applications, RCCP program - *Long*

#### NEW BUSINESS:

1. Approve Annual Work Plan. (Attachment). *Discussion and Action, Beckman*
2. Review 2021-2022 draft budget. *Discussion, Beckman/Simpson*
3. Approve Accounting Policy and Procedures Manual. *Discussion and Action, Beckman/Simpson*

#### REPORTS AND DIRECTOR/STAFF COMMENTS:

1. Committee Reports:
  - None
2. Other items for Future Consideration
3. Board Member announcements. Info only
4. Staff announcements. Info only

#### ADJOURNMENT:

*Next Regular Meeting to be held at 6:00 pm on July1, 2021.*



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### Providing public comment

The CCRCDD Board of Directors is limited by State law to providing a brief response, asking questions for clarification, or referring a matter to staff when responding to items that are not listed on the agenda.

If you wish to provide public comment please:

- When prompted by the Secretary, please state your name, affiliation if applicable, and topic
- The Chair will call each speaker in the order received
- Comments on **non-agenda items** will be heard at the beginning of the meeting
- Comments on **agenda items** will be heard when the item is up for consideration
- Each speaker is allotted 3 minutes to speak; the Chair has the discretion to amend this time based on the number of speakers
- The Chair will keep track of time and inform each speaker when his/her allotted time has concluded

**Minutes of the Calaveras Resource Conservation District (RCD)**

**Special Board Meeting**

Monday, April 26, 2021

RCD In-Person & Virtual via GoToMeeting  
423 Saint Charles St, San Andreas, CA

**Call to Order:** The meeting was called to order by S. Beckman-President @ 6:00 pm

Board Members & Staff Present: S. Beckman-President; B. Dubois; K. Lambert; T. Robertson;; G. Long-Executive Director; Dana Simpson-Staff Accountant; Mary Cole-Admin , Jill Micheau – Grant Manager

Board Members & Staff Absent: K. Hafley; M. Robie

Others Present: Kaylee Dillashaw-Tanner Logging; Patrick McGreevy; Jan Bray; Laurie Plautz

**Public Comment:** None

**Consent Agenda Items:** None

**New Business:**

1. Fiscal Sponsor for Pine Ridge Fuel Break and Forest Meadows Fuels Reduction Project. – G. Long introduced the grant options being considered. Jan Bray spoke to the Pine Ridge Fuel Break grant. Kaylee Dillashaw, Pat McGreevy and Laurie Plautz spoke about the Forest Meadows Fuels Reduction Project.

**Motion made by K. Lambert to accept proposals for our participation as fiscal agents in the two projects. Second by B. Dubois. Passed 4/0/2 vote.**

**Adjournment of meeting.** Meeting adjourned @ 6:20 pm.

Next meeting **will return to in-person** and scheduled for **Thursday, June 3, 2021.**

Attest:

President, Sid Beckman \_\_\_\_\_

Date \_\_\_\_\_

Secretary, Brady Dubois \_\_\_\_\_

Date \_\_\_\_\_

## **Minutes of the Calaveras Resource Conservation District (RCD)**

Regular Board Meeting

May 6, 2021

RCD In-Person & Virtual via GoToMeeting

423 Saint Charles St, San Andreas, CA

**Call to Order:** The meeting was called to order by S. Beckman-President @ 6:00 pm

Board Members & Staff Present: S. Beckman-President; B. Dubois; T. Robertson; M. Robie; G. Long-Executive Director; Dana Simpson-Staff Accountant; Mary Cole-Admin , Jill Micheau – Grant Manager

Board Members & Staff Absent: K. Hafley; K. Lambert;

Others Present: Bobette Parsons-NRCS; Kaylee Dillashaw-Tanner Logging; Patrick McGreevy; Jan Bray; Doug Benton-Arnold Homeowner

### **Public Comment:**

**Partners:** Ms Parsons reviewed her submitted report..

### **Consent Agenda Items:**

1. Approval of 4/1/21 Minutes. Board Action – **M. Robie made motion to approve, B. Dubois second. On a 4-0-2 vote, minutes were approved.**
2. Approval of April 2021 Finance Reports – **M. Robie made motion to approve, B. Dubois second. On a 4-0-2 vote, financials were approved.**

### **Old Business:**

1. Preliminary Audit Report – Ms Simpson reported she met with auditor. He will provide us with a preliminary report in June and will present it to the Board at July meeting. We will ask the County for a waiver that allows us to do this audit every three years instead of annually.
2. Update on Sale of Building – Mr Robertson reported he researched for a lawyer and found one who belongs to another RCD and has been through the process of selling a government building. It was suggested we first get the appraisal and a land use planner before starting with the attorney. Mr Robie will speak with the agent for an appraisal. It was noted that sub-dividing the property could take 4-6 months and cost near \$15K.
3. Update on Cal Fire Murphys to Forest Meadows Fuel Break Grant: G. Long reported that eight contractors attended the project tour. Four proposals were turned in. The next advance request will be for \$227K. We need to be aware of the Red Flag Warnings and not do work on those days. Three other mastication units and one hand unit remain. RFP's will go out in late summer to be completed in fall/winter 2021/2022.

### **New Business:**

1. Security of building – G. Long reported that tenant Common Ground reported the theft in our parking lot of a catalytic convertor from one of their trucks. The requested we install a motion security camera. Mr Long priced it at \$180 for three cameras plus \$10/month subscription and asked the Board how they would like to proceed. It was agreed to install motion lights instead.
2. Future grants through CalAm – The resolution to participate in these was voted on and passed at our Special Meeting on April 26, 2021. We are moving forward and awaiting a response.

3. Additional Upcoming Grants – G. Long possible areas to get a grant for is the Hwy 26 corridor fuel break. It might be to return the area to a pine forest that was lost in the Butte Fire, and maybe put cattle grazing back on the land.
4. Reimbursement from UCCE – S. Beckman reported that since UCCE pays only a percent of utilities as their rent, and they used very little utilities since COVID, they have paid very little in this last year. They have two year lease ending in June 2022. This item will come back when more input is available from Mr. Hafley.
5. Annual Work Plan – It was suggested that the board hold a special meeting to develop a work plan based on the attached Strategic Plan. The date of May 20, 2021 at 7:30-9:30 am in the CCRCD Board Room was chosen.

**Reports:**

5. Committee Reports – None.
6. Other Items for Consideration – None.
7. Board Member announcements – None.
8. Staff announcements – None.

**Adjournment of meeting.** Meeting adjourned @ 7:15 pm.

Next meeting **will return to in-person** and scheduled for **Thursday, June 3, 2021.**

Attest:

President, Sid Beckman \_\_\_\_\_

Date \_\_\_\_\_

Secretary, Brady Dubois \_\_\_\_\_

Date \_\_\_\_\_

**DRAFT CCRCD Work Plan 2021-2022 (5/20/2021) DRAFT**

<b>Calaveras County RCD Priorities from Strategic Plan</b>	
<ul style="list-style-type: none"> <li>1. Education/Resource Policy</li> <li>2. Administration/Partnerships/Capacity Building</li> <li>3. Land Health</li> <li>4. Water</li> <li>5. Economic Development</li> </ul>	
<b>Priority 1. Education/Resource Policy</b>	
<b>Key Actions</b>	<b>Person/Area Responsible</b>
•	
<b>Priority 2. Administration/Partnerships/Capacity Building</b>	
<b>Key Actions</b>	<b>Person/Area Responsible</b>
✓ <b>Administration</b>	
<ul style="list-style-type: none"> <li>• Manage office building to meet health and safety requirements and tenants needs</li> <li>• Complete tasks to split parcel and list office building for sale</li> </ul>	Executive Director Building Committee
<ul style="list-style-type: none"> <li>• Complete internal control audit and address findings</li> <li>• Develop RCD contracting policy</li> <li>• Develop Position Descriptions for all RCD employees</li> </ul>	Executive Director Bookkeeper Board members
✓ <b>Partnerships</b>	
<ul style="list-style-type: none"> <li>• Develop partnerships with US Forest Service and Bureau of Land Management to use Good Neighbor and Master Stewardship authorities for developing and funding resource management projects on public lands</li> </ul>	Executive Director Board members
<ul style="list-style-type: none"> <li>• Attend Calaveras County Board of Supervisors meetings twice annually to inform them of CCRCD efforts</li> </ul>	Executive Director Board members
<ul style="list-style-type: none"> <li>• Regional Conservation Partnership Program ( RCPP )</li> </ul>	Executive Director Board members
<b>Priority 3. Land Health</b>	
<b>Key Actions</b>	<b>Person/Area Responsible</b>
<ul style="list-style-type: none"> <li>• Manage the Murphys to Forest Meadows Cal Fire Grant                             <ul style="list-style-type: none"> <li>○ Supervise implementation contract for Darby Knob unit</li> <li>○ Prepare additional implementation contracts on remaining units</li> </ul> </li> </ul>	Executive Director Grant Manager Board members

<b>DRAFT CCRC Work Plan 2021-2022 (5/20/2021) DRAFT</b>	
<ul style="list-style-type: none"> <li>• Research opportunities for vegetation and other resource management projects in Western and Northern Calaveras County</li> </ul>	Board members
<ul style="list-style-type: none"> <li>• Track progress of two CalAm Forestry Team grant applications</li> </ul>	Executive Director
<b>Priority 4. Water</b>	
<b>Key Actions</b>	<b>Person/Area Responsible</b>
<ul style="list-style-type: none"> <li>• Research opportunities to develop stock ponds to aid in ground water recharge, provide water for livestock, wildlife habitat, recreation and firefighting</li> </ul>	Board members Executive Director
<b>Priority 5. Economics</b>	
<b>Key Actions</b>	<b>Person/Area Responsible</b>
<ul style="list-style-type: none"> <li>• Continue to research opportunities for sale or transfer of isolated Bureau of Land Management parcels</li> </ul>	Board members

DRAFT



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# **ACCOUNTING POLICIES AND PROCEDURES MANUAL**



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# I. Introduction

The purpose of this manual is to describe all fiscal policies and procedures currently in use at Calaveras County Resource Conservation District (RCD) and to ensure that the financial statements conform to generally accepted accounting principles; assets are safeguarded; guidelines of grantors and donors are complied with; and finances are managed with accuracy, efficiency, and transparency.

All RCD's staff with a role in the management of fiscal and accounting operations are expected to comply with the policies and procedures in this manual.

These policies will be reviewed annually and revised as needed by the staff and approved by the Board of Directors.

## II. Accounting Procedures

### Chart of Accounts and General Ledger

The RCD has designated a Chart of Accounts specific to its operational needs and the needs of its financial statements. The Chart of Accounts is structured so that financial statements can be shown by natural classification (expense type) as well as by functional classification (Project vs. Administration/*District*). The Bookkeeper is responsible for maintaining the Chart of Accounts and revising as necessary. The Chart of Accounts is attached to this manual as an addendum.

**All grants awarded are assigned a separate account number.**

The general ledger is automated and maintained using our accounting software. All input and balancing is the responsibility of the Bookkeeper with final approval by the District Manager.

The District Manager should review the general ledger on a periodic basis for any unusual transactions.

The District Manager and Bookkeeper will prepare the documentation and assist our outside CPA to complete the annual audit.

### Basis of Accounting

The RCD uses the accrual basis of accounting, whereby revenue and expenses are identified with specific periods of time, such as a month or year, and are recorded as incurred. This method of recording revenue and expenses is without regard to date of receipt or payment of cash.

To ensure a timely close of the General Ledger, the RCD may book accrual entries. Some accruals will be made as recurring entries.

Accruals to consider:

1. Income, deferred income, payroll, prepaid insurance expenses are accrued on a monthly basis.
2. Recurring expenses, including employee vacation accrual, prepaid corporate insurance, depreciation, etc., are posted on an annual basis.

Throughout the fiscal year, expenses are accrued into the month in which they are incurred. The books are closed by the 15th after the end of the month. Invoices received after closing the books will be counted as a current-month expense.

At close of the fiscal year, all expenses that should be accrued are so accrued, in order to ensure that year-end financial statements should reflect all expenses incurred during the fiscal year. Year-end books are closed after the annual audit is complete.

## **Journal Entries**

The Bookkeeper is responsible for writing and posting the Journal entries, which are then included in the Financial reports. The Financial reports are submitted to the Board of Directors for review and approval, which is recorded in the Minutes.

## **Bank Reconciliations**

All bank statements are opened, reviewed for unusual balances and/or transactions and initialed and dated by the District Manager in a timely manner. Bank reconciliation and approval will occur within 30 days of the close of the month.

Once reviewed by District Manager, bank statements are submitted to the Bookkeeper for reconciliation as follows: a comparison of dates and amounts of deposits as shown in the accounting system and on the statement, a comparison of inter-account transfers, an investigation of any rejected items, a comparison of cleared checks with the accounting record including amount, payee, and sequential check numbers.

The Bookkeeper will verify that voided checks, if returned, are appropriately defaced and filed.

The Bookkeeper will investigate any checks that are outstanding over six months.

The Bookkeeper will attach the completed bank reconciliation to the applicable bank statement, along with all documentation and submit to the Board Secretary.

The Bookkeeper will scan the reconciliation report and bank statement and send to Board Secretary in advance of the Board meetings giving time for the Board Secretary's review. At the Board meeting the Board Secretary will provide the Bookkeeper the reviewed, dated, and initialed reconciliation report.

The Bookkeeper will file the reconciliation report.

## **Monthly and Fiscal Year-End Close**

The Bookkeeper will review and sign off on all month- and year-end journal entries. They will be printed and filed for audit trail purposes.

At the end of each month and fiscal year end, the Bookkeeper will review all balance sheet accounts including verification of the following balances: cash accounts match the bank reconciliations, fixed assets accounts reflect all purchases, write-downs and retirements, accounts receivable and payable accounts match outstanding amounts due and owed.

The income and expense accounts review will include reconciliation to amounts received and expended and verification that payroll expenses match the payroll reports including federal and state payroll tax filings.

The final monthly and fiscal year-end financial statements are run, reviewed, and approved by the Board of Directors.

The Bookkeeper will prepare the annual Special Districts Financial Transactions Report with the State Controller's Office by the annual deadline of January 31st.

The Bookkeeper will submit the Government Compensation in California report by April 30 as required by the State Controller's Office.

The Bookkeeper will prepare the Single Audit Notice of Exemption to the State Controller's Office nine months after fiscal year ends, by March 31st.

All other appropriate government filings including those required by the state tax board and attorney general's office will be completed and filed with the appropriate agency.

## **Record Keeping**

Accounting records are filed per fiscal year. The records for the most recent four years are filed in the Main office. Older accounting records are boxed, labeled and stored in the basement at 423 E St. Charles St in San Andreas.

# **III. Internal Controls**

## **Division of Responsibilities**

*The following is a list of personnel who have fiscal and accounting responsibilities:*

### *Board of Directors*

1. Reviews and approves the annual budget, which is recorded in the Minutes
2. Reviews annual audit and all financial reports, which is recorded in the Minutes
3. Reviews District Manager's performance annually and establishes the salary, which is recorded on the Evaluation Form.
4. At least one member of the board will be appointed by the board to be authorized signers on the bank accounts.
5. Reviews and approves all contracts and non-budgeted expenditures over \$500, which is recorded in the Minutes
6. Develops and amends, with assistance from the District Manager, and approves all fiscal policies. The policies shall be reviewed annually at end of fiscal year.

### *District Manager*

1. Reviews all financial reports including cash flow projections
2. Sees that an appropriate budget is developed annually
3. Reviews and approves all contracts and non-budgeted purchases under \$500
4. Reviews all grant submissions
5. Approves inter-account bank transfers
6. Is on-site signatory for all bank accounts
7. The District Manager opens all the RCD financial mail and endorses checks received using the appropriate bank account stamp. Checks are kept in a locked file drawer until Bookkeeper can process and deposit.
8. Reviews all bank statements for any irregularities
9. Advises staff on internal controls and accounting policies and procedures
10. Oversees the adherence to all internal controls
11. Reviews, revises, and maintains internal accounting controls and procedures
12. Monitors program budgets
13. Reviews all payrolls and is responsible for all personnel files
14. Reviews and manages cash flow
15. Reviews and approves all reimbursements and fund requests
16. Monitors and manages all expenses to ensure most effective use of assets
17. Monitors grant reporting and appropriate release of temporarily restricted funds

18. Oversees expense allocations
19. Monitors and makes recommendations for asset retirement and replacement
20. Initiates donor thank you letter acknowledgements

#### *Bookkeeper*

1. Overall responsibility for data entry into accounting system and integrity of accounting system data
2. Processes invoices and prepares checks
3. Makes bank deposits
4. Processes payroll
5. Maintains general ledger
6. Prepares monthly and year-end financial reports
7. Reconciles all bank accounts
8. Mails vendor checks
9. Manages Accounts Receivable
10. Processes all inter-account bank transfers
11. Assists District Manager with the development of annual and program budgets
12. Reviews all incoming and outgoing invoices
13. Maintains the Chart of Accounts and revises as necessary

#### *Board Secretary*

1. Reviews completed monthly bank reconciliations with bank statements

#### *Programs/Project Managers*

1. Initiate and approve all project expenditures and hours worked on the projects they manage

### **Conflict of Interest**

Employees have an obligation to conduct the business and activities of RCD within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which RCD wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the President for more information or questions about conflicts of interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of RCD's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if an employee has any influence on RCD transactions, including those involving contracts, it is imperative that he or she disclose to the President of RCD as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result, not only in cases where an employee or relative has a significant ownership in a firm with which RCD does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving RCD. (*RCD Personnel Handbook, Article 1.4*)

Individuals holding designated positions shall file their statements of economic interests, FPPC Form 700, with the RCD, which will make the statements available for public inspection and reproduction. (Gov. Code

Sec. 81008.) The Board Secretary will notify these individuals in February. Forms are to be sent to the Board Secretary due by April 1st. All statements will be retained by the RCD. The Board of Directors shall determine whether a conflict of interest exists for the District Manager or a member of the Board, and shall determine the appropriate response.

## **Physical Security**

All blank checks, cash, and checks to be signed or deposited are locked in a filing cabinet. Both the Bookkeeper and District Manager have keys/codes to this filing cabinet. The Bookkeeper and District Manager maintain the password to the accounting system.

Keys/Codes are managed and tracked by the District Manager.

# **IV. Financial Planning & Reporting**

## **Budgeting Process**

The RCD's annual budget is prepared by the District Manager working closely with the Bookkeeper and Programs/Project Managers to ensure that the annual budget is an accurate reflection of the programmatic and strategic goals of the coming year. Once a draft is prepared the District Manager will have the Finance Committee review.

The Board will review and approve the budget at its last meeting prior to the start of the fiscal year, June.

## **Internal Financial Reports**

The Bookkeeper will prepare the monthly and annual financial reports for distribution to the Board of Directors and approval. The reports will include: Balance Sheet, Profit & Loss Budget versus Actual, Deposit Detail Report, Check Detail Report, and any other reports requested by the Board.

The Bookkeeper will prepare quarterly budget versus actual report for each project detailing invoiced amounts for each task and match for distribution to the Programs/Project Manager and District Manager. The budget versus actual reports may be distributed on an as needed basis for closer management, especially towards the end of a project. These reports will be reviewed and discussed at the staff meetings or between District Manager and Bookkeeper.

Periodic and annual financial reports will be submitted to the Finance Committee and Board of Directors for review and approval.

## **Audit**

California Government Code 26909 requires an annual audit of a special district's accounts and records. The District Manager and Bookkeeper shall prepare for the audit visit. The District Manager will be available to assist in the audit discussions. The audit shall be completed by the end of the **seventh** month following the fiscal year end.

The full audit report is sent electronically to the Board prior to approval at the following monthly Board meeting.

The audit report is made available to the public as posted on the RCD website. A copy is electronically sent to the Calaveras County Auditor and the Calaveras County Local Agency Formation Commission Office (LAFCO).

## **State Controller's Office Reporting**

Government Code (GC) 53891 requires RCDs to submit an annual Government Compensation in California (GCC) report to the State Controller's Office (SCO). The GCC report for the previous calendar year is due not later than April 30th. The Bookkeeper shall prepare and submit this report.

Pursuant to Government Code section 12463.1, the California State Controller's Office has developed the Special Districts Financial Transactions Report to collect information to be published annually in the Special Districts Annual Report. Government Code section 53891 requires special districts to furnish this financial transactions report. Our outside CPA will prepare the annual Special Districts Financial Transactions Report with the State Controller's Office by the annual deadline of January 31st.

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) **2 CFR 200.501** requires non-Federal entities that expend \$750,000 or more in Federal awards in a fiscal year to have a single or program-specific audit conducted for that fiscal year. If applicable, the RCD's outside CPA will prepare the Single Audit. If not applicable, the Bookkeeper will prepare the Single Audit Notice of Exemption to the State Controller's Office nine months after fiscal year ends, by March 31st.

## **IRS Reporting**

The Bookkeeper will process and file IRS Form 941 Employer's Quarterly Federal Tax Return.

# **V. Revenue & Accounts Receivable**

## **Invoice Preparation**

All grants and projects are invoiced each month or quarterly, depending on the granting agency and requirements of invoicing, to capture all billable time and expenses and ensure a regular healthy cash flow for the organization.

The Bookkeeper gathers relevant expense documentation, prepares all invoices, and submits to the District Manager for approval. The District Manager makes copies of the documentation and processes/sends it according to the requirements of the granting agency and one copy is filed in the accounting grant file.

As part of the monthly close process, the Bookkeeper reviews an Accounts Receivable Aging report and alerts the District Manager of past due invoices. The District Manager will notify the granting agency inquiring the status of the payment.

## **Revenue Recognition**

All revenue received will be recorded in accordance with GAAP.

When revenue is received, the Bookkeeper posts to invoice as of date received.

## **Cash Receipts**

Cash receipts generally arise from:

1. Contracts and Grants (bulk)
2. Fee for services
3. Occasional direct donor contributions

RCD does not have a cash register or petty cash box.

Funds are generally received via U.S. mail or direct deposit.



## **Deposits**

The Bookkeeper processes the deposit, coding the income and posting the receipts in the accounting system. Deposits are to be posted to the checking account. A copy of the deposit slip is attached to the copy of the check(s) and is filed with the bank statements.

Deposits are made on a timely basis. All checks received are deposited within 5 days of receipt.

If a check is returned a replacement check is requested from the sponsor.

All cash received will be counted, verified, and signed off by the District Manager and Bookkeeper. A receipt may be given to the paying party, or a list generated of the paying parties, and a copy kept for internal purposes. The cash will be kept in a locked file cabinet and deposited within 24 business hours.

## **Contributions**

District Manager sends acknowledgements to contributors and copies of such acknowledgement are kept on file with the financial records.

# **VI. Expenses & Accounts Payable**

## **Payroll**

### ***Time Sheet Preparation & Approval***

All timesheets must be submitted by the 5<sup>th</sup> and 20<sup>th</sup> of each month. Each employee enters their hours worked per project on a district timesheet. A description of the activities is also entered. Programs/Project Managers will review and approve hours worked by other employees on the projects they manage. The District Manager reviews and approves all timesheets, including the hours approved by the Programs/Project Managers. The Bookkeeper then reviews and enters the information into our accounting system for processing payroll. The District Manager signs all time sheets. The District Manager's timesheet will be reviewed and approved by the Board President or Vice President if the President is unavailable.

### ***Payroll Additions, Deletions, and Changes Prior to Payroll Disbursements***

The District Manager has the ability to make changes to the employee's timesheet if an error is found. The change (error) request may come from the employee or is discovered by any of the managers. If changes need to be made to the timesheets, the District Manager will make the adjustments with the consent of the employee.

### ***Payroll Preparation & Approval***

Paychecks are directly deposited and check stubs are printed and sent to the employees by the 10<sup>th</sup> and 25<sup>th</sup> of each month.

The Bookkeeper will process payroll in a timely manner and record paid time off, sick time, and any other information deemed necessary to properly reflect time worked.

If the employee requests that his/her check be released to a third party, the request must be made in writing prior to distribution.

All quarterly federal and state payroll reports will be prepared and filed appropriately by the Bookkeeper.

The Bookkeeper will prepare the W-2 statements and mail to employees prior to January 31<sup>st</sup> of the following year for the prior calendar year.

### ***Pay Upon Termination***

Upon voluntary and involuntary termination, payroll is processed within 72 hours of the employee's departure. Bookkeeper calculates the final paycheck and ensures accuracy of any accrued Paid Time Off (PTO) to be paid. The District Manager reviews the final paycheck and distributes the check to the employee.

### ***Employee Retirement Account***

The RCD does not offer a retirement account at this time.

### **Purchase and Procurement**

See RCD Purchase and Procurement Policy. All Board approvals will be reflected in the Minutes.

### **Independent Contractors & Prevailing Wages**

The RCD will adhere to RCD Purchasing and Bidding Policy.

The RCD will enter into agreement with all awarded contractors. The agreement will specify that invoices need to show the name of the grant, the tasks, hours/dollars per task and a description of the work done per task.

If the project triggers prevailing wage requirements or Labor Compliance Program (LCP), the RCD will abide by the Awarding Body Responsibilities and LCP as defined under the Department of Industrial Relations under Labor Code section 1720.

The Bookkeeper will issue 1099 tax form to vendors as required.

### **Invoice Approval & Processing**

#### ***Invoices Received***

The District Manager opens all the RCD financial mail. All invoices must be verified and approved by the District Manager by writing the approval information on the invoice. The District Manager may seek confirmation from the Programs/Project Managers prior to the District Manager's approval. The approved invoices are forwarded to the Bookkeeper.

Checks are processed weekly. Checks can be prepared manually within one day, but this should be limited to emergency situations. Approved invoices will be paid within 30 days of receipt.

Checks cannot be issued without an invoice.

The Bookkeeper processes all invoices and:

1. Enters them into the Accounts Payable module
2. Prints and signs checks according to payment date due using the El Dorado Savings checking account
3. Attaches stub to the backup documentation
4. Mails checks and appropriate backup documentation and files all backup documentation in the appropriate file

## ***Credit Cards***

The District Manager will determine which staff member will be provided an organization credit card based on potential need. All staff members who are authorized to carry an organization credit card will be held personally responsible in the event that any charge is deemed personal or unauthorized. Unauthorized use of the credit card includes: personal expenditures of any kind; expenditures which have not been properly authorized; meals, entertainment, gifts, or other expenditures which are prohibited by budgets, laws, and regulations, and the entities from which the RCD receives funds.

The receipts for all credit card charges will be given to the District Manager by the 5th of each month. The receipt will have the initials of the employee, date, Project and Task, if applicable, and a description of the expense if the item/service is not clearly stated on the receipt. The District Manager will verify and approve all credit card charges with the monthly statements. The monthly statement and attached approved receipts will be given to the Bookkeeper for processing.

## **Cash Disbursements**

The RCD does not give cash disbursements.

## **Petty Cash**

The RCD does not have a Petty Cash Fund. However, occasionally petty cash has to be handled in certain cases such as registration fees for RCD events, such as workshops. In this case the petty cash handling procedures are to be followed accordingly:

Petty cash funds will come from either Board/District Manager approved RCD funds or personal funds and kept in a safely guarded container.

The total amount of petty cash will be written on a Form and initialed by the District Manager and either the Board Secretary or Bookkeeper.

If requested, a receipt will be given to the contributor.

Immediately after the event, the petty cash will be counted by two people and this amount will be written on the Form and initialed by both people. Cash received over the initial count will be segregated. All petty cash will remain in the safely guarded container and delivered to the Bookkeeper.

The Bookkeeper will deposit the segregated cash and return the initial cash to the personal account or RCD account. The form will be attached to the deposit record and filed.

## **Employee Expense Reimbursement**

Employees are reimbursed for out-of-pocket business related expenses using the Expense Reimbursement Form. Original receipts are to be attached to the Form. The Expense Reimbursement Forms must be submitted to the District Manager by the 5th of each month. The District Manager approves all Expense Reimbursement Forms and may seek confirmation from the Programs/Project Manager prior to the District Manager's approval. The approved expense reports are given to the Bookkeeper for processing. The reimbursement checks will be made out to the employee. (RCD Personnel Handbook)

Directors can be reimbursed for business related expenses.

## ***Travel Expenses***

See Reimbursement Policy.

## **VII. Personnel Records**

All personnel files contain the following documents: an application and/or resume, date of employment, position and pay rate, authorization of payroll deductions, W-4 withholding authorization, termination data where applicable, a signed confidentiality agreement, a signed acknowledgement of receipt of Employee Handbook and other forms as deemed appropriate by the District Manager.

All employees will fill out an I-9 form and submit the allowable forms of identification to the District Manager.

The completed I-9 forms will be kept in a secure location separate from the personnel files. A copy will be kept in the personnel files.

All personnel files are to be kept in a secure, locked file cabinet and accessed only by authorized personnel.

## **VIII. Asset Management**

### **Cash Management and Investments**

The board has the fiscal responsibility and authorization.

The RCD has a bank account with El Dorado Savings Bank (checking only)

### **Capital Equipment**

The following are examples of general categories of fixed assets:

1. Buildings
2. Computer equipment
3. Computer software
4. Furniture and fixtures
5. Intangible assets
6. Land
7. Leasehold improvements
8. Machinery
9. Vehicles

It is the organization's policy to capitalize all items which have a unit cost greater than one thousand dollars (\$1,000). Items purchased with a value or cost less than one thousand dollars (\$1,000) will be expensed in the period purchased.

The depreciation period for capitalized assets is as follows:

Computer Hardware	36 months
Office Equipment	60 months
Office Furniture	60 months
Computer Software	36 months
Leasehold improvements	Length of lease

1. A Fixed Asset Log is maintained by the Bookkeeper including date of purchase, asset description, purchase cost, asset number, method and life of asset.
2. The Log will be reviewed by the District Manager.

3. Annually, a physical inspection and inventory will be taken of all fixed assets and reconciled to the general ledger balances.
4. The District Manager and Bookkeeper shall be informed in writing of any change in status or condition of any property or equipment.
5. Depreciation is recorded annually. Depreciation is computed using the straight-line method over the estimated useful lives of the related assets. Any impaired assets discovered during the inventory will be written down to their actual value.

## **IX. Fiscal Policy Statements**

1. The accounting procedures used by the RCD shall conform to Generally Accepted Accounting Principles (GAAP) to ensure accuracy of information and compliance with external standards.
2. All cash accounts owned by the RCD will be held in financial institutions which are insured by the FDIC. No bank account will carry a balance over the FDIC insured amount (currently \$250,000).
3. All capital expenditures which exceed one thousand dollars (\$1,000) will be capitalized.
4. Salary advances are allowed with Board approval.
5. No travel cash advances will be made except under special conditions and pre-approved by the District Manager.
6. Reimbursements will be paid upon complete expense reporting and approval using the official RCD form.
7. Any donated item with a value exceeding (\$50) will be recorded and a letter acknowledging the donation will be sent to the donor within two weeks of the receipt of the donation.
8. All volunteer time shall be recorded as in-kind donations.
9. The District Manager, Bookkeeper, and at least one members of the board, appointed by the board, are the signatories on RCD's bank accounts.
10. The President reviews and approves all contracts and non-budgeted expenditures at \$1,000 - \$10,000
11. The Board reviews and approves all contracts and non-budgeted expenditures over \$10,000
12. Bank statements will be reconciled monthly. All bank statements will be given unopened to the District Manager for review.
13. Correction fluid and/or tape will never be used in preparing timesheets or any accounting documents.
14. Accounting and personnel records will be kept in locked file cabinets in the finance office and only parties with financial and/or HR responsibility will have access to the keys.
15. The Board develops and amends, with assistance from the District Manager, and approves all fiscal policies. The policies shall be reviewed annually at end of fiscal year.