



Ponderosa Pines Water Company
53299 Ponderosa Way
La Pine, OR 97739

March 12, 2018

**Resolution - #09-25-14 (3) Business Practices – Financial Review
Revised from Revision 2, Dated January 29, 2015**

WHEREAS, the 2012 Amended Bylaws of The Ponderosa Pines Water Company (PPWC), ARTICLE VI, states that the business and the property of the Corporation shall be managed and controlled by a Board of Directors. Such board shall have the power and authority to make rules and regulations and generally exercise all powers necessary for the transaction of Corporation business.

BE IT RESOLVED THAT the Ponderosa Pine Property Water Company Board of Directors, the Water Company CPA and Bookkeeper have determined it to be in the best interest of the company to standardize and document the financial business practices of the corporation as follows:

Financial Review
Month end –

- The Treasurer± will ensure that all business financial transactions have been submitted to the Bookkeeper upon receipt.
- The Bookkeeper will create monthly reports from the accounting system and email the reports to the Treasurer prior to the 20th of each month. The Treasurer will email the reports and bank statements to the board members.
- The Board will review each report for accuracy, compare actual expenses to budget and take note of any differences. Questions or concerns will be sent to the Bookkeeper by the Treasurer±.
- Each Director should come to the board meeting prepared to discuss monthly financials during the next scheduled board meeting.
- The Treasurer± will present the monthly financial report for the prior month(s) and ask for questions or changes. If none, the Treasurer± will request the board to accept the financial report.
- The accepted monthly financials will be made available to the members electronically, upon receipt in response to individual requests and posted at the Mailbox Center.

Fiscal Year End –

- The Bookkeeper will coordinate with the CPA to finalize the fiscal yearend financials by submitting a copy of the accounting system file in preparation of the yearend tax return
- The Bookkeeper will prepare and email the yearend reports from the accounting system to the Treasurer. The Treasurer will forward the reports to the board members.



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- The Board will review each report for accuracy, compare actual expenses to the budget and take notes of differences. Questions and/or concerns will be sent to the Bookkeeper by the Treasurer‡.
- Each Director should come to the board meeting prepared to discuss yearend financials during the next scheduled board meeting.
- The Treasurer‡ will present the fiscal yearend financial report. If no further questions or changes, the Treasurer‡ will request the board to accept the report for the record.
- The fiscal yearend Balance Sheet and Profit & Loss report will be distributed within the State mandated time frame (90 days) and will be posted at the mailbox center.
- The CPA will submit the tax returns to the Board for review. Once the tax returns are reviewed, they will be filed electronically.

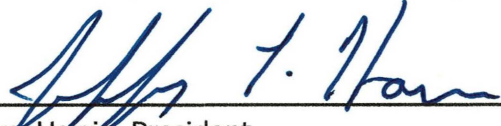
Reserves and Reserve Transfers –

- Reserve transfers/allocations per Board established resolution will be made quarterly by the Treasurer‡ from the Operating fund.
- Reserve transfers for Board approved expenses or reserve study items will be made as needed.
- Transfers will be reported at Board meetings and recorded in the formal meeting minutes.
- The amount of the yearend reserve fund transfer will be determined by the Bookkeeper (and/or CPA) and communicated to the Treasurer‡. The yearend reserve fund transfer must be made before the 31st of December.

Capital Credits –

- A Capital Credit account has been established for each member of the water company as of January 1, 2014.
- Each year, your Board will carefully assess the financial condition of the cooperative and determine an amount of capital credit to retire (if any) to our members. Capital credits may not be retired each year.

‡ Where the office of Treasurer is noted within this document, the President, Vice President, and/or Secretary will be called upon to perform these responsibilities in the Treasurer's absence.



Jeffrey Harris, President

12 MAR 18

Date




John Thomas, Vice President

3/12/18


Date




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Julie Shattler, Secretary 3-12-2018
Date


Cheryl Riddle, Treasurer 3-12-2018
Date


Jim Craig, Director 3-12-2018
Date


Steve Schroeder, Director 3-12-18
Date

Director Position Vacant Date