

RIVERSIDE COUNTY TRAINING OFFICERS' ASSOCIATION POLICY AND PROCEDURES MANUAL

CHAPTER 1

FINANCIAL SYSTEM AND CLASS COORDINATION

Issued

1.01

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1.01 General Financial Policies

The scope of this policy is to provide general direction for financial matters of the association, in support of the Association's mission, and to comply with Federal and State laws. Nothing in this policy shall be construed to conflict with the RCTOA bylaws, and where conflict exists, the bylaws shall take precedence.

A. General Procedures

The Treasurer shall oversee all financial matters. The Association shall retain a certified public accountant to manage the routine transactions, maintain the ledger, prepare reports as necessary, and provide professional advice.

B. Association Budget

The Treasurer shall prepare an annual budget for presentation to the membership at the November meeting. The budget shall be approved no later than the December meeting, so it can be adopted effective January 1 each year.

Once the budget has been approved by the membership, the board of directors shall be given the authority to manage the budget without the general membership having to approve individual line items.

C. Class Budget

Each class sponsored by the Association shall have a balanced budget approved by the board of directors prior to advertising the class. Carry-over classes (i.e. Truck Academy, Rescue Systems, etc.) that have equipment caches and/or expendable supplies may and are encouraged to develop annual budgets for the programs. The designated class coordinators shall have the responsibility and authority to manage the budget within its limits. Whenever needs arise that are outside the scope of the class budget, the coordinator shall approach the general membership for consideration of the need.

D. Reports

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The Treasurer shall, in conjunction with the CPA, shall provide the following reports to the membership:

1. Monthly report; to include account balances and outstanding invoices
2. Quarterly report; to include final class budgets of completed classes, balances of the annual administrative budget and textbook inventory levels.
3. Annual report; to include final budgets of all classes and administrative budget.

E. Deposits

Class coordinators with active classes in registration shall forward checks/money orders to the CPA for deposit on a weekly basis. Each check shall be endorsed with the RCTOA bank stamp for protection prior to forwarding. Each check shall ID the attendee and the class code.

F. Purchases

The board of directors, including the past president shall have check signature authority. Receipts for approved purchases shall be returned to the CPA for reimbursement. Invoices shall either be sent to the CPA from the vendor, or shall be forwarded to the CPA as soon as they are received. Purchase order copies and expenditure verification forms shall be faxed to the CPA as soon as they are initialized.

The CPA will prepare the checks and forward to the Treasurer or other designated board member for signature and mailing. Invoices shall be paid in a timely manner as to avoid credit problems and/or finance charges.