Hillsborough Soil and Water Conservation District

SUBJECT: **Policy – Financial Controls and Budget**

EFFECTIVE DATE: **Amended April 20th, 2026**

Purpose

The purpose of financial management in the operation of all Hillsborough Soil and Water Conservation District ("Conservation District") activities is to fulfill the mission in the most effective and efficient manner. In order to accomplish this, the Board of Supervisors commits to providing accurate and complete financial data for internal and external use by the Board.

Authority

Supervisors are ultimately responsible for the financial management of all activities. The Chair and Treasurer are authorized to act on the Board's behalf on financial matters when action is required in advance of a meeting of the Board.

- The Executive Director is responsible for the day-today financial management of the District. The District authorizes the Executive Director to pay bills, receive funds, and maintain bank accounts.
- The Executive Director is authorized to enter into contracts for activities that have been approved by the Board as a part of budgets or plans. The Board must authorize any contracts outside of these parameters and all contracts with a financial value greater than $10,000.
- The Executive Director is authorized to manage expenses within the parameters of approved budget(s), whether general or project-specific reporting to the Board on variances and the reason for these variances.
- The Board must approve any use of the District designated cash reserve fund.

Responsibilities

The Executive Director shall:

- Report the financial results of Board’s operations according to the schedule established by the District, but at least quarterly.
- Pay all obligations and file required reports in a timely manner.
- Make no contractual commitment for bank loans, corporate credit cards, or for real estate leases or purchases without specific approval of the District.
- Obtain competitive bids for items or services costing in excess of $10,000 per unit, as practicable. Selection shall be based on cost, service, and other elements of the contract.
- Retain an independent audit firm to complete an annual audit of the Board’s financial statements in accordance with the applicable Florida Statute (F.S. 215.97). The results of the audit shall be reviewed by the Board. Any other responsibilities assigned the external auditors shall be determined annually by the Board.

The Board shall:

- Review financial reports at each board meeting.
- Provide adequate training to Supervisors to enable each Supervisor to fulfill his or her financial oversight role.

Bank Accounts

Disbursements from the District’s funds may be made only as follows – by paper check signed by the Executive Director, Chair, Treasurer or by two of those three officers; or by ACH transfer. This allows the District to track how our funds are spent, who is spending them, and who is authorizing expenditures.

A District bank account can only be used for legitimate and allowable business purposes of the District. Requests for new bank accounts must be submitted to the Board of Supervisors. The ultimate decision to open a bank account is at the discretion of the Board of Supervisors.

All District bank accounts must have the District’s Employer Identification Number (EIN) or the equivalent as consistent with the applicable laws of the local jurisdiction, and reference the name of the District in the account title.

The Executive Director, or their designee, is responsible to record and reconcile all bank activity monthly. The completed monthly bank reconciliations must be submitted to the Treasurer for review not less than 5 business days prior to each regularly scheduled Board meeting. District bank accounts are also periodically reviewed by the Treasurer and the Chair for compliance with

District policies and purpose of the accounts. The Executive Director shall provide the Treasurer with a copy of all records of deposits, disbursements, and other bank transactions and of our accounting records for review.

The Treasurer should have on-line, read-only access to any District bank account.

Creation of Corporate Obligations

The Board needs to ensure that any obligation undertaken in the name of the District is authorized by the Board and is for a District and not a personal purpose.

Credit and Debit Cards :

The Board shall not authorize the use of debit cards for any purposes.

The Board authorizes the Executive Director to procure one (1) corporate credit card. Such credit card is to be used for official purposes directly related to the needs of the Board. The cardholder may not use said corporate credit card for personal purposes, even if he or she plans to reimburse the organization.

In order to use the card, the cardholder must follow these procedures:

1. Cardholder Agreement. Upon issuing a corporate card to a cardholder, the cardholder must sign a statement that the cardholder has read and understands this Credit Card policy and shall not use the card for any personal charges.
2. Advance Approval. The Board must give advance written approval to make a purchase whenever practical. The cardholder's purchase request should describe the purchase and cost.
3. Original Receipts. The cardholder must keep the original receipt that describes each purchase made on the card. The credit card receipt is not sufficient. In instances where a receipt could not be obtained, the cardholder must submit a detailed written explanation of the purchase and the amount.
4. Notification of use of the credit card: The cardholder shall email the Executive Director after each use of the Board credit card noting the date, vendor, and amount of each charge made.
5. Expense Form. Within 5 days after the end of the billing cycle, the cardholder must prepare and sign an expense detail form and attach original receipts and a copy of the purchase request. In the case of meals, the statement must include the names of all persons at the meal and a brief description of the business purpose, in accordance with IRS regulations.
6. Approval by Executive Director. The cardholder must give the expense detail form to the Executive Director for approval. The Executive Director shall review each

purchase to ensure that it was reasonable, necessary and the best value for the District. The Executive Director or his designee (other than the cardholder) shall reconcile the expense detail form to the credit card billing statement, authorize payment and follow up on any inconsistencies. The Executive Director shall report all credit card expenditures to the Treasurer on a quarterly basis.

7. Notification of Loss/Theft. The cardholder must notify the card issuer and the organization immediately in the event that the card is lost or stolen.

Borrowing and Lines Of Credit

The Board must approve application for and acceptance of any Lines of Credit. Once the Line of Credit is authorized by the Board, **the Treasurer can authorize borrowing within the limit of the line of credit up to $500.00**. A majority of all Supervisors must approve all borrowing against the line of credit greater than that amount. A majority of all Supervisors must approve any other borrowing of funds in the name of the corporation, including the use of any promissory notes. The Board must give very serious attention to be sure that the Board will have sufficient funds available to repay any loans or lines of credit on time.

Reimbursement

In proper circumstances, Board Supervisors and employees may be reimbursed for expenses related to Board business or operations that they incurred on behalf of the District. To receive reimbursement, the expense must meet the following requirements:

- The expense must be authorized in advance by the Chair or by the Treasurer or later approved by the Chair or by the Treasurer. If the Chair or the Treasurer is seeking reimbursement, authorization must come from another Supervisor. If the amount of reimbursement exceeds $2,500, a majority of voting Supervisors must authorize the expense.
- The expense must be incurred for goods or services purchased for the Board.
- Travel expenses must be for work related to the Board. The Board shall reimburse no more than the standard mileage rate for business use of a car as established by the IRS. The Board shall reimburse meal expenses incurred in direct connection with the Board business, or at the per diem rate established by the IRS. See Exhibit A for further information related to reimbursement for travel expenses and reimbursement rates.

To be reimbursed for expenses:

- *Documentation*. You must provide reasonable documentation showing the date, amount and what the expense was for. Your receipt must describe the purchase. Credit card receipts and store receipts that do not describe the purchase are not reasonable documentation.

- *Other Reimbursement*. Your voucher must reflect reimbursement from sources other than ours.
- *Timely Submission*. You must submit your documentation with a request for payment within 30 days from the end of the month in which the expense was incurred.
- *Overpayment*. If we overpay you, you must return any excess reimbursement within 60 days.

Reimbursement requests and supporting documentation must be submitted to the Executive Director for approval. The Executive Director shall review each request to ensure that it was related to Board business, reasonable, necessary, and the best value for the Board. The Executive Director shall be responsible for payment of approved reimbursements. If the Executive Director is seeking reimbursement, approval and payment must come from the Chair or Treasurer.

Financial Transactions with Insiders

No advances of funds to employees or Supervisors are authorized.

In no case shall the Board borrow funds from any employee or Supervisor of the organization without specific authorization from the Board.

Budget

In order to ensure that planned activities minimize the risk of financial jeopardy and are consistent with Board-approved priorities, long-range organization goals, the Executive Director shall:

- Submit a budget to the Board in time for reasonable approval by the Board prior to each fiscal year.
- Use responsible assumptions and projections as background, with the general goal of an unrestricted surplus.

The Board must authorize any purchase which does not conform to the budget.

Gift Acceptance : ***This section needs to be changed as it has serious impediment to our business development***

The Board may accept contributions of goods, services or cash for specific other than cash that are related to the programs and operations of the Board. Any other contributions of non-cash items must be reviewed and approved by the Board before acceptance.

Asset Protection

In order to ensure that the assets of the Conversation District are adequately protected and maintained, the Executive Director shall:

- Insure against theft and casualty losses to the organization and against liability losses to Supervisors, staff, or the District itself to levels indicated in consultation with suitable professional resources.
- Plan and carry out suitable protection and maintenance of property, building, and equipment.
    - Avoid actions that would expose the District, Board or its staff to claims of liability.
- Protect intellectual property, information, and files from unauthorized access, tampering, loss, or significant damage.
- Receive, process, and disburse funds under controls that are sufficient to maintain basic segregation of duties to protect bank accounts, income receipts, and payments.

Effective Date

This Policy shall become effective immediately upon adoption by the Board and shall supersede all other rules previously adopted by the Board.

****

Authorizing Signatures:

____________________________________ date:

Ryan Gill, Chair

____________________________________ date:

Robert M. Morris, Treasurer