

1 Hillsborough Soil and Water Conservation District

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3 SUBJECT: Policy – Financial Controls and Budget

4 EFFECTIVE DATE: Amended April 20th, 2026

5 Purpose

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

10 Authority

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

- 15 • The Executive Director is responsible for the day-to-day financial management of
16 the District. The District authorizes the Executive Director to pay bills, receive
17 funds, and maintain bank accounts.
- 18 • The Executive Director is authorized to sign checks up to \$5,000.00, except for
19 checks from the Mini-Farms account. The Executive Director, Chair, or Treasurer
20 is authorized to sign checks or authorize ACH transfers to Producers through the
21 Mini-Farms account in an amount up to \$30,000. Checks for amounts greater than
22 the limits above shall require the signature or electronic authorization, in the case
23 of ACH transfers, of the Chair or Treasurer.
- 24 • The Executive Director is authorized to enter into contracts for activities that have
25 been approved by the Board as a part of budgets or plans. The Board must authorize
26 any contracts outside of these parameters and all contracts with a financial value
27 greater than \$5,000.00.
- 28 • The Executive Director is authorized to manage expenses within the parameters of
29 approved budget(s), whether general or project-specific reporting to the Board on
30 variances and the reason for these variances.
- 31 • The Board must approve any use of the District designated cash reserve fund.

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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 \$5,000 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

All disbursements from the District’s funds must be made by check, with the exception of petty cash and payments to producers pursuant to a contract with FDACS which may be made 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 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

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

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

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71 **Creation of Corporate Obligations**

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

74 **Credit and Debit Cards : This section in conflict with HC BOCC Fiscal Controls**

75 The Board shall not authorize the use of debit cards for any purposes. The Board shall
76 determine whether there is a compelling need for the Board to obtain one or more credit cards. If
77 the Board determines that credit cards are needed, the Board shall authorize specific individuals to
78 utilize a corporate credit card. A corporate cardholder may use the credit card only for official
79 purposes directly related to the needs of the Board. The cardholder may not use a corporate credit
80 card for personal purposes, even if he or she plans to reimburse the organization.

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

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

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

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

109 **Borrowing and Lines Of Credit**

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

117 **Reimbursement**

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

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

134 To be reimbursed for expenses:

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

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

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

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152 **Financial Transactions with Insiders**

153 No advances of funds to employees or Supervisors are authorized.

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

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157 **Budget**

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

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

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

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

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

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Asset Protection

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

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- 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.

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- Plan and carry out suitable protection and maintenance of property, building, and equipment.

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- Avoid actions that would expose the District, Board or its staff to claims of liability.

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- Protect intellectual property, information, and files from unauthorized access, tampering, loss, or significant damage.

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- Receive, process, and disburse funds under controls that are sufficient to maintain basic segregation of duties to protect bank accounts, income receipts, and payments.

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Effective Date

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

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Authorizing Signatures:

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Ryan Gill, Chair

date:

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Robert M. Morris, Treasurer

date:

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