



SAN FRANCISQUITO CREEK
JOINT POWERS AUTHORITY

SFCJPA.ORG

**Notice of Special Meeting of the
Finance Committee
September 28, 2020 at 1:00 p.m.**

Due to the risk of COVID-19 transmission, this meeting will be held remotely. If you require an accommodation pursuant to the Americans with Disability Act, please contact the Clerk of the Board at the phone number or email listed at the bottom of this Agenda by 10:00 am on the day of the meeting.

**Join Zoom Meeting
<https://us02web.zoom.us/j/87152279410?pwd=YjBoYVAVEFZUSjVZZ2hEWmdvOFNHZz09>**

Meeting ID: 871 5227 9410 Pass code: 395318

AGENDA

Or by phone: (616) 699-006833,,87152279410#,,,,,0#,,395318#

1. ROLL CALL
2. APPROVAL OF AGENDA
3. PUBLIC COMMENT: *Individuals may speak on any topic for up to three minutes; during any other Agenda item, individuals may speak for up to three minutes on the subject of that item.*
4. REGULAR BUSINESS :
 - a. Proposed updates to Financial Policies
 - b. Proposed Personnel Budget Change
5. ADJOURNMENT

PLEASE NOTE: This Board meeting Agenda and supporting documents related to items on the Agenda can be viewed online by 1:00 p.m. on September 25, 2020 at sfcjpa.org -- click on the "Meetings" tab near the top. To be added to or removed from the Board Meeting distribution list, please e-mail jpa@sfcjpa.org.

NEXT MEETING: Regular Board meeting, October 22, 2020 at 3:30 PM, location to be determined



SAN FRANCISQUITO CREEK
JOINT POWERS AUTHORITY
SFCJPA.ORG

RESOLUTION No. 10-10-28-A

Resolution of the Board of Directors of

The San Francisquito Creek Joint Powers Authority (SFCJPA)

Adopting Financial Management and Accounting Policies

BE IT RESOLVED by the Board of Directors of the San Francisquito Creek Joint Powers Authority that the Board of Directors hereby adopts the attached Financial Management and Accounting Policies, dated October 28, 2010.

INTRODUCED AND PASSED:

AYES: Abrica, Burt, Kwok, Robinson

NOES: None

ABSENT: Gordon

ABSTAIN: None

ATTEST:

Vice Chairperson

Date: October 28, 2010

APPROVED:

Chairperson

Date: October 28, 2010

APPROVED AS TO FORM:

Legal Counsel

October 28, 2010

Date



SAN FRANCISQUITO CREEK

Joint Powers Authority

www.sfcjpa.org

East Palo Alto, Menlo Park, Palo Alto, San Mateo County Flood Control District, and the Santa Clara Valley Water District

FINANCIAL MANAGEMENT & ACCOUNTING POLICIES

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The San Francisquito Creek Joint Powers Authority (SFCJPA) was created on May 16, 1999 by a Joint Powers Agreement between the City of Menlo Park, City of Palo Alto, City of East Palo Alto, the Santa Clara Valley Water District, and the San Mateo County Flood Control District. The SFCJPA is governed by a five member Board of Directors composed of one elected member of the governing board or city council of each SFCJPA member agency.

The SFCJPA plans and implements projects, and provides services, which benefit communities within the 46-square mile San Francisquito Creek watershed. SFCJPA efforts protect residents from flooding, enhance their environment and quality-of-life, and coordinate emergency services among jurisdictions.

As an independent government agency, the SFCJPA must establish and maintain sound financial management and accounting policies. The Board adopted policies contained herein provide SFCJPA management with the authority and guidance to implement these policies through the adoption of a Financial Management and Accounting Procedures Manual.

ACCOUNTING, FINANCIAL REPORTING AND AUDITING

The SFCJPA will establish and maintain the highest standard of accounting practices.

- A. A comprehensive accounting process will be maintained to provide complete and timely financial information necessary to effectively operate the SFCJPA.
- B. Accounting procedures have been documented to guide employees in their tasks, to assure consistency in the SFCJPA's accounting practices, and to assist during employee turnover.
- C. The SFCJPA will meet the financial reporting standards established by the Governmental Accounting Standards Board.
- D. An annual audit will be performed by an independent certified public accountant in accordance with the requirements of the SFCJPA and its member agencies.
- E. The Finance & Office Manager will prepare and issue monthly and timely financial reports to the Executive Director. The Finance & Office Manager will also issue quarterly and yearly financial reports to be presented to the Finance Committee who will report the findings to the Board.
- F. To the extent possible, the Executive Director will organize and assign work duties and responsibilities so that no single employee performs a complete accounting cycle. Employees with access to cash and other physical assets will not also have access to the accounting records.

FINANCIAL RESERVES AND GOALS

Sufficient financial reserves are critical to the SFCJPA's ability to achieve its stated mission and purposes.

- A. The SFCJPA will maintain a reserve account of no less than 30% of the Authority's annual budget. Prudent use of reserves will enable the SFCJPA to maintain agency operations in the event of unanticipated shortfalls.
- B. The SFCJPA will maintain specific reserves required by law and/or debt covenants and any general reserve requirements as may be set from time to time by the Board.
- C. The SFCJPA will maintain sufficient reserves to support the cost of reimbursement in the case of disallowed expenditures upon grantor audit and to cover the timing difference between disbursement and reimbursement of grant-eligible costs.
- D. Unspent funds at year end will close to the SFCJPA reserves account and be used as roll over funds to the following fiscal year, unless otherwise directed by the Board.

BUDGET ADOPTION AND AMENDMENT

The budget is the central financial planning document that encompasses all revenue and expenditure decisions related to agency operations and capital expenditures. The budget establishes the level of service to be provided by the SFCJPA within the restriction of anticipated available funds.

- A. The SFCJPA will adopt an annual budget before the July 1 start of its fiscal year.
- B. The annual budget will be a balanced by utilizing all available revenues sources.

- C. The SFCJPA will maintain a budgetary control process to ensure compliance with the budget. The budget will be managed so that specific account fields are not overspent without the approval of the Executive Director or the Board, as described in resolution 09-06-25. Budget transfers between account-fields and budget adjustments that increase the authorized spending level of an account field of over \$10,000 must be approved by the Board. The Executive Director may authorize in writing a transfer of funds not to exceed \$10,000 between account fields, and from the unallocated balance of the General Contingency Account to any other account field, except to the account fields pertaining to the Executive Director's salary or transportation allowance. (Updated 09/22/2016)
- D. The Board will formally review the SFCJPA's fiscal condition, and amend the budget if necessary, approximately six months after the beginning of each fiscal year. (Updated 09/22/2016)

ACCOUNTING FOR REVENUES

The SFCJPA will maintain adequate control over revenues for accounting and reporting purposes. The accounting process will provide for timely and accurate recording and processing of revenue transactions as well as any specific reporting required.

- A. State and Federal funds, as well as private grants, may be utilized as long as the Executive Director determines that the total costs and requirements of accepting the funds will not adversely impact general operations.
- B. Accounting for third party grants or contracts will allow for separate reporting of the activity as both an SFCJPA activity and in accordance with the requirements of the grant or contract.
- C. If more than one funding source is available for financing a project, the most restrictive sources will be used first.

INVESTMENTS

Adequate cash management and investment procedures can help ensure that sufficient funds are available to meet current expenditures.

- A. The Board will periodically review all investments of funds made from the SFCJPA's reserve account and establish and approve additional investment policies.
- B. The investment policy shall require that idle cash is invested in accordance with the following order of priority: 1) Legality, 2) Safety, 3) Liquidity and 4) Yield.
- C. The SFCJPA will only invest in those investments authorized by the California Government Code section 53601.

CASH COLLECTIONS AND DISBURSEMENTS

A part of the overall maintenance of adequate accounting procedures is the ability to control cash collections and disbursements. Accounting procedures for these areas can be viewed in the SFCJPA's Financial Management and Accounting Procedures Manual.

- A. Disbursements, whether in the form of checks, electronic transfers or other means will be approved by the Executive Director, adequately documented, and accurately recorded in the accounting records. A process for retaining and retrieving supporting disbursements documentation will be maintained.

- B. The processes for cash collections and disbursements will provide for segregation of duties to the greatest extent possible. Bank reconciliations will be performed on a timely basis and reviewed on a timely basis by the Finance & Office Manger. (Updated 9/22/2016)
- C. All cash collections in the form of checks or currency will be deposited in a timely manner, safeguarded until properly deposited, and accurately recorded in the accounting records.
- D. A receivables process will be maintained that identifies and bills all amounts due to the SFCJPA on a timely basis.

PURCHASING AND CONTRACTING

The SFCJPA will maintain control over purchasing and contracting activities. A process shall provide for the efficient purchasing needs of the agency, prevent unnecessary purchases of materials and supplies, and comply with budgetary requirements.

- A. To the extent possible, vendors located within the jurisdictional lines of the SFJCPA's member agencies will be considered.
- B. The SFCJPA will obtain formal proposals through a request for proposal (RFP) process for each purchase of goods or services in an amount of \$25,000 or more. For purchases in dollar amounts between \$10,000 and \$25,000, the SFCJPA shall obtain at least three documented quotes in writing or from published price lists. Purchases in amounts less than \$10,000 may be made at the discretion of the Executive Director. The best proposal shall be determined based on a combination of price and quality. (Updated 09/22/2016)
- C. SFCJPA employees can purchase up to \$1,000 per transaction on behalf of the SFCJPA and be reimbursed with appropriate documentation and approval of the Executive Director. All purchases must be within the approved budget. (Updated 09/22/2016)
- D. An agency debit card will be available for certain purchases. The Executive Director will maintain control of the agency debit card at all times. (Updated 09/22/2016)
- E. The purchase of services over \$10,000 requires a contract between the SFCJPA and vendor; the award of said contract requires Board approval. For the purchase of services under \$10,000, the Executive Director has the discretion to require a contract with the vendor. All payments for services require an invoice from the vendor. (Updated 09/22/2016)
- F. The SFCJPA will pay invoices within 40 days of receipt. When discounts are offered, invoices will be paid within the discount period. (Updated 09/22/2016)
- G. For each RFP issued, the SFCJPA will establish and communicate to the prospective vendors the bidding procedures and evaluation criteria in order to ensure a fair bidding process and enable the SFCJPA to determine the most cost effective proposals. (Updated 09/22/2016)
- H. The SFCJPA will utilize standardized bidding and application procedures, requests for proposals, contracting provisions, and processes to ensure consistent and effective procurement of goods and services. (Updated 09/22/2016)



SAN FRANCISQUITO CREEK
JOINT POWERS AUTHORITY
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RESOLUTION NUMBER 16.9.22.A

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN FRANCISQUITO CREEK JOINT POWERS AUTHORITY
AMENDING FINANCIAL MANAGEMENT AND ACCOUNTING POLICIES**

BE IT RESOLVED by the Board of Directors of the San Francisquito Creek Joint Powers Authority that the Board of Directors hereby adopts the attached amended Financial Management and Accounting Policies, pages three and four, previously approved on October 28, 2010.

Approved and adopted on September 22, 2016, the undersigned hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the San Francisquito Creek Joint Powers Authority.

INTRODUCED AND PASSED:

AYES: Abrica, Burt, Keith, Kremen, Pine

NOES: None

ABSENT: None

ABSTAIN: None

ATTEST:

Director

Date: 9/22/16

APPROVED:

Chairperson

Date: 9/22/16

APPROVED AS TO FORM:

Legal Counsel

Date: 9/20/16



SAN FRANCISQUITO CREEK
JOINT POWERS AUTHORITY

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FINANCIAL MANAGEMENT & ACCOUNTING POLICIES

Adopted October 28, 2010

[Amended September 22, 2016](#)

- B. The annual budget will be a balanced by utilizing all available revenues sources.
- C. [The SFCJPA will maintain a budgetary control process to ensure compliance with the budget. The budget will be managed so that specific account fields are not overspent without the approval of the Executive Director or the Board, as described in resolution 09-06-25.](#)
- D. [Budget transfers between account fields and budget adjustments that increase the authorized spending level of an account field of over \\$35,000 must be approved by the Board. The Executive Director may authorize in writing a transfer of funds not to exceed \\$35,000 between account fields, and from the unallocated balance of the General Contingency Account to any other account field, except to the account fields pertaining to the Executive Director's salary or transportation allowance.](#)
- E. The Board will formally review the SFCJPA's fiscal condition, and amend the budget if necessary, approximately [seven](#) months after the beginning of each fiscal year.

ACCOUNTING FOR REVENUES

The SFCJPA will maintain adequate control over revenues for accounting and reporting purposes. The accounting process will provide for timely and accurate recording and processing of revenue transactions as well as any specific reporting required.

- A. State and Federal funds, as well as private grants, may be utilized as long as the Executive Director determines that the total costs and requirements of accepting the funds will not adversely impact general operations.
- B. Accounting for third party grants or contracts will allow for separate reporting of the activity as both an SFCJPA activity and in accordance with the requirements of the grant or contract.
- C. If more than one funding source is available for financing a project, the most restrictive sources will be used first.

INVESTMENTS

Adequate cash management and investment procedures can help ensure that sufficient funds are available to meet current expenditures.

- A. The Board will periodically review all investments of funds made from the SFCJPA's reserve account and establish and approve additional investment policies.
- B. The investment policy shall require that idle cash is invested in accordance with the following order of priority: 1) Legality, 2) Safety, 3) Liquidity and 4) Yield.
- C. The SFCJPA will only invest in those investments authorized by the California Government Code section 53601.

CASH COLLECTIONS AND DISBURSEMENTS

A part of the overall maintenance of adequate accounting procedures is the ability to control cash collections and disbursements. Accounting procedures for these areas can be viewed in the SFCJPA's Financial Management and Accounting Procedures Manual.

- A. Disbursements, whether in the form of checks, electronic transfers or other means will be approved by the Executive Director, adequately documented, and accurately recorded in the accounting records. A process for retaining and retrieving supporting disbursements documentation will be maintained.

- B. The processes for cash collections and disbursements will provide for segregation of duties to the greatest extent possible. Bank reconciliations will be reviewed on a timely basis by the Finance & [Administration](#) Manager.
- C. All cash collections in the form of checks or currency will be deposited in a timely manner, safeguarded until properly deposited, and accurately recorded in the accounting records.
- D. A receivables process will be maintained that identifies and bills all amounts due to the SFCJPA on a timely basis.

PURCHASING AND CONTRACTING

The SFCJPA will maintain control over purchasing and contracting activities. A process shall provide for the efficient purchasing needs of the agency, prevent unnecessary purchases of materials and supplies, and comply with budgetary requirements.

- A. To the extent possible, vendors located within the jurisdictional lines of the SFJCPA's member agencies will be considered.
- B. The SFCJPA will obtain formal proposals through a request for proposal (RFP) process for each purchase of goods or services in an amount of [\\$100,000](#) or more. For purchases in dollar amounts between [\\$35,000](#) and [\\$100,000](#), the SFCJPA shall obtain at least three documented quotes in writing or from published price lists. The best proposal shall be determined based on a combination of price and quality.
- C. [Purchases in amounts less than \\$35,000 may be made at the discretion of the Executive Director.](#)
- D. SFCJPA employees can purchase up to [\\$1,500](#) per transaction on behalf of the SFCJPA and be reimbursed with appropriate documentation and approval of the Executive Director. All [requests for reimbursement must be submitted within two weeks of the purchase date,](#)
- E. An agency debit card will be available for certain purchases. The Executive Director will maintain control of the agency debit card at all times.
- F. [The purchase of services of \\$35,000 or more requires a written contract between the SFCJPA and vendor or consultant and the award of such contract requires Board approval. For the purchase of services up to \\$35,000, the Executive Director has the discretion to enter into a written contract or standard purchase order with the vendor or consultant that defines the scope of services provided and any other appropriate terms. All payments for services require an invoice from the vendor or consultant.](#)
- G. The SFCJPA will pay invoices within [60](#) days of receipt. When discounts are offered, invoices will be paid within the discount period.
- H. For each RFP issued, the SFCJPA will establish and communicate to the prospective vendors the bidding procedures and evaluation criteria in order to ensure a fair bidding process and enable the SFCJPA to determine the most cost effective proposals.
- I. The SFCJPA will utilize standardized bidding and application procedures, requests for proposals, contracting provisions, and processes to ensure consistent and effective procurement of goods and services.

San Francisquito Creek Joint Powers Authority
Approved Fiscal Year 2020 - 21 Operating
Budget Approved by the SFCJPA Board 05/28/2020

		FY20- 21 Budget
REVENUES		
Member Contributions (\$308,000 each x 5)		\$1,540,000
Grant funding: SAFER Bay project		\$15,000
Upstream of Hwy. 101 project EIR legal		\$50,000
Interest		\$3,000
Total Revenues		\$1,608,000
EXPENSES		
Acct. Description		Amount
Personnel		
1 *Executive Director Salary		\$153,000
2 E.D. Transportation Allowance		\$5,000
3 Finance & Administration Mgr. Salary		\$106,668
4 Senior Project Manager Salary		\$123,480
5 Project Manager Salary		\$110,250
6 Employee Benefits		\$270,000
7 Membership Dues		\$8,000
8 Payroll Administration/Fees		\$3,000
9 Employer Taxes		\$50,000
Subtotal Personnel		\$829,398
Contract Services		
10 Legal Counsel		\$150,000
11 Auditor		\$20,000
12 Project Consultants		\$50,000
One-time Upstream of Hwy. 101 Project expenses		\$431,500
Subtotal Contract Services		\$651,500
Administrative		
13 Computers/Software		\$4,000
14 Meeting Supplies		\$1,000
15 Travel/Training		\$6,500
16 Office Supplies		\$1,500
17 Telecommunication		\$8,000
18 Postage		\$175
19 Printing/Design		\$1,000
20 Website		\$5,000
21 Liability Insurance		\$12,000
22 Office Lease		\$40,000
23 Utilities		\$7,500
24 Office furniture/maintenance		\$2,500
Subtotal Administrative		\$89,175
25 General Contingency		\$35,000
Total Expenses		\$1,605,073

*Executive Director Salary capped at \$153,000

Summary of SFCJPA Financial Policies:

Background

The 2008/2009 Management Letter accompanying the annual audit recommended that the SFCJPA approve the financial policies that had been recommended by our auditor. SFCJPA Management responded to the recommendation saying “the SFCJPA recognizes that a thorough review and update of its policies are needed. In late May 2009, we will request that the JPA Auditor send to us generic accounting policies appropriate for a Joint Powers Authority to customize and adopt. The JPA Executive Director intends to bring policies to the Board for adoption beginning with the June 2009 meeting.”

In 2010 the Finance and Administration Manager drafted financial and accounting policies that went through a round of edits and review between the Finance and Administration Manager, the Executive Director and the SFCJPA auditor. At the October 28, 2010 meeting of the Board, the draft financial and accounting policies were presented to the Board. At this meeting, the Board had a lengthy discussion regarding the SFCJPA need for a reserves policy and at what percentage the policy should stipulate. Though the discussion was left unresolved, when the Board voted to approve the draft policies the Board voted unanimously 4-0 to adopt the draft policies with the approval of Resolution 10-10-28-A. With the adoption of these policies the SFCJPA Board agreed to maintain a reserve account of no less than 30% of the Authority’s annual budget which would enable the SFCJPA to maintain agency operations in the event of unanticipated shortfalls.

In 2016 staff presented updated financial policies to the Board which included updates to several policies including what was considered a new reserves policy. There was a very lengthy discussion and debate regarding the need for a financial reserves policy. At the September 22, 2016 meeting of the Board, the Board voted unanimously 5-0 to only approve Resolution 16.9.22 A specifically only adopting the changes made on pages three and four of the policies being proposed then. The reserves policy being proposed at that time was not approved and therefore not taken into adoption in 2016.

Since then staff has had many conversations, typically during budget discussions, with Finance Committee members and Board members about the need to create a reserves policy that provides the agency with enough stability in the event we run over budget. Most recently, with the presentation of the fiscal year 2020/2021 budget, staff presented a budget which included an increase in member agency contributions to replace funds that were used toward unexpected legal costs. These funds were to be placed in reserves. The FY 2020/2021 budget was approved without the additional increase in funds to specifically support adding to the SFCJPA reserves, however staff was directed to bring back to the Board, via Finance Committee review a proposed reserves policy for discussion.

Based on the current SFCJPA reserves policy (referring back to the 2010 version of our financial policy), the SFCJPA should be maintaining a reserves balance of no less than \$481,521.90 or 30% of budgeted expenditures. As of today (09/23/2020) the SFCJPA has roughly 11.54% or just over \$185,000 designated as reserves. These funds are currently housed in the SFCJPA LAIF account. At any time, operational funds run low a transfer from LAIF to the SFCJPA operations savings account is made. It is important to note that the balance of this account fluctuates throughout the fiscal year and from fiscal year to fiscal year depending on the underspending or overspending of the operational budget.

Summary

A previous policy version, requiring a budget reserve was never clearly rescinded. Requests for clarification on reserves policy were based on a misunderstanding that the reserves policy from 2010 had been rescinded (it had not). Our present request is to clarify the Board's direction regarding a reserves policy, and at what percentage.

Updated and newly proposed financial policies:

Updated (previously approved) policies:

PURCHASING AND CONTRACTING:

C. Purchases in amounts of \$35,000 and less may be made at the discretion of the Executive Director. This includes contract amendments of \$35,000 and less. Contract amendments must be reported to the Board at the next scheduled Board meeting.

D. SFCJPA employees can purchase up to \$2,000 per transaction on behalf of the SFCJPA and be reimbursed with appropriate documentation and approval of the Executive Director. All requests for reimbursement must be submitted within two weeks of the purchase date and must include copies of receipts.

F. The purchase of services above \$35,000 requires a written contract between the SFCJPA and vendor or consultant and the award of such contract requires Board approval. For the purchase of services up to \$35,000, the Executive Director has the discretion to enter into a written contract or standard purchase order with the vendor or consultant that defines the scope of services provided and any other appropriate terms. All payments for services require an invoice from the vendor or consultant and the submission of a W-9 and proof of insurance.

New proposed Policy:

Policy brief & purpose

The SFCJPA may provide employees with credit cards that can be used for business-related expenses. The use of these credit cards helps in tracking and processing expenses and aids in making payments more efficiently. SFCJPA employees who are authorized to use credit cards must follow all guidelines regarding credit card use.

Scope

This policy applies to all SFCJPA employees who are eligible to use a SFCJPA credit card.

Policy elements

How does a SFCJPA credit card work?

The SFCJPA has a master credit card account. Employees who are eligible will be given a credit card in their name. Upon activation, employees will be able to use their individual card for business related expenses. Employees must keep a record of all receipts related to their credit card expenses. All credit cards will be paid on a monthly basis through the SFCJPA accounts payable process.

Employee credit card agreement

All employees who use a SFCJPA credit card need to sign and abide by a credit card agreement. Signing this agreement acknowledges that the credit card belongs to the SFCJPA and that the SFCJPA can and will process and investigate charges as we see fit. The agreement will refer to your responsibilities and the consequences for improper use. Employees should refer to this policy any time more information is needed about the use of the SFCJPA credit card.

Who can hold a SFCJPA credit card?

SFCJPA credit cards may be given to any fulltime employee of the SFCJPA [Executive Director, Project Managers, Finance & Administration Manger/Clerk of the Board] SFCJPA management has the right to withdraw a SFCJPA credit card from any employee at any point.

Allowable Expenses:

Any SFCJPA work related expenses including:

Office supplies, computer software

Subscriptions to business related communications/agencies

Training and educational materials

Expenses related to meetings (e.g. dinner, printed material)

Accommodations during work-related travel at current government rates.

Legal document expenses related to business

Transportation fares to and from meetings and during business related trips (airfare, train, taxi or ride-share fares, rental cars, etc.)

Other minor or per diem expenses that have been approved by your manager (e.g. meals, business material)

SFCJPA Credit cards are never to be used for personal expenses. Withdrawing cash using the SFCJPA credit card is prohibited.

Exceptions

Only the Executive Director can approve of any necessary/emergency exceptions.

The limits of the SFCJPA credit card

The Executive Director's card limit will exceed those of the other SFCJPA staff who will each have the same limit. Employee Credit Card limits are listed on the employee agreement form and is also listed below. These limits will be reviewed annually and adjusted as needed.

Executive Director: \$10,000

Project Managers: \$2,000

Finance & Administration Manger/Clerk of the Board: \$2,000

Your responsibilities

Employees using a SFCJPA credit card must:

Protect the card to the best of your ability. Do not leave the card unattended. Do not give the card to unauthorized people (e.g. friends, family, colleagues) not even just to hold.

Report the card stolen or lost as soon as possible. If, for example, there is a break-in at your home and your SFCJPA credit card is taken, you need to file a police report and contact the Finance & Administration Manager immediately (650) 457-0943 or mhparker@sfcja.org.

Use the card only for approved reasons. Follow the instructions in this policy and the employee card agreement, and do not use the card for personal or unauthorized expenses, even if you intend to compensate the charges later. Document all expenses and send receipts to the Finance & Administration Manager by the 25th of each month. Documentation must include the date and purpose of each expense (Employees can use the same format as the reimbursement expense forms).

Employees who do not submit their receipts on time will be responsible for late fees incurred on the account and we may subtract the fees from your salary.

Use of SFCJPA credit card policy

Employees using the SFCJPA credit card should:

Confirm expense is allowed under this policy.

Know and be mindful of the credit card limit.

Keep the credit card number and the physical card secure.

Avoid unnecessary expenses.

Violating this policy

SFCJPA employees are expected to comply the SFCJPA credit card policy and the employee agreement. Violating the terms of the policy or the agreement may result in one of the following actions:

If an employee incurs personal or unauthorized expenses, the employee will be responsible for all of the charges including any interest or fees associated with the expenses. If an employee repeatedly violates the no personal or unauthorized expense policy the employee will face disciplinary action up to an including termination depending on the amount and the type of expenses. If an employee loses a receipt the employee must inform the Finance & Administration Manager ensuring all information regarding the expense is available. If an employee consistently fails to submit receipts the employee may lose the right to have a credit

card. If an employee fails to submit expenses on time, and incurs late fees, the employee will be responsible to for the late fees. If an employee consistently incurs late fees the employee will lose the right to have a SFCJPA credit card.

Sharing or giving the SFCJPA credit card to unauthorized people or abusing the expense limits may result in suspension or termination. The SFCJPA has the right to review all employees credit card use and withdraw the privilege if there is any inappropriate use.

Employee Credit Card Agreement

I, _____, hereby acknowledge receipt of the Wells Fargo Business Elite Credit Card /-XXXX. (credit card number – enter last 4 digits only)

I understand that improper use of this card may result in disciplinary action as well as personal liability for any improper purchases. As a cardholder, I agree to comply with the terms and conditions of this agreement and the Credit Card Policy for the SFCJPA. I acknowledge receipt of the Credit Card Policy and confirm that I understand the terms and conditions.

As a holder of this credit card, I agree to accept the responsibility and accountability for the protection and proper use of the card. I will return the card to the SFCJPA upon demand during the period of my employment. I understand that the card is not to be used for personal or unauthorized purchases and that I must provide a receipt for every purchase. If the card is used for personal purchases or for purchases for any other entity or if I fail to provide receipts substantiating legitimate business expenses by the 25th of the month, the SFCJPA will be entitled to reimbursement from me of such purchases (through deduction of my paycheck). The SFCJPA shall be entitled to pursue legal action, if required, to recover the cost of such purchases, together with costs of collection and reasonable attorney fees.

Signature

(Cardholder)

Date:

Signature

(Executive Director)

Date :

Accounting Department use only:

Amount approved \$

Date: