CENTRAL CONNECTICUT
REGIONAL PLANNING AGENCY

ADMINISTRATIVE POLICY

Adopted May 1, 2003; Amended 9/1/5; 6/7/7; 4/3/8;12/3/9; 12/2/10

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ADMINISTRATIVE POLICIES

I. PREFACE - These policies are intended to cover the most common situations not already covered by the Agency's Bylaws, Affirmative Action Policy, Public Participation Policies, or Personnel Policies. In situations not specifically detailed herein, the Agency, its supervisors and employees, shall use its respective best judgment in responding to unusual situations.

II. FINANCIAL MANAGEMENT

A. Accountant and Auditor Duties - The CCRPA shall employ the services of a certified public accountant (CPA) to perform required auditing services.

The CPA shall also:
Advise the CCRPA on the format and maintenance of its books of accounts and financial records in connection with all activities and projects undertaken by the CCRPA.
Advise those members of the Agency staff charged with duties and responsibilities relating to the financial records and books of accounts in the proper procedure to be followed in relation thereto.
Periodically review the system of financial records and accounts of the CCRPA for the purpose of increasing the efficiency and simplicity of the manner in which said records and accounts are maintained.
Become familiar with the details of each grant and/or funding source utilized by the CCRPA.
Review quarterly tax forms.
Prepare the annual audit in accordance with all federal, state, and local auditing requirements.
Confer with Federal and/or State auditors during the conduct of their respective audits of Agency accounts or at any other time deemed necessary.
Assist the CCRPA staff in preparation of various financial reports of a general or special nature as required by the Agency or other agencies.

The Office Manager/Bookkeeper shall provide accounting services for the CCRPA and shall follow good accounting procedures acceptable by Federal, State and/or local auditors.

B. Bonding Coverage - The CCRPA shall obtain and keep in force a $100,000 Blanket Bond covering the CCRPA against employee and/or officer dishonesty and depositor's forgery.

C. Competitive Bidding - The CCRPA shall seek competitive bids on equipment, major service contracts, significant CCRPA office rentals, and

similar items in excess of $2,000 each. The awarded bid may be used for a two (2) year period thereafter. For less expensive equipment and specific items where the lowest bid price source is known, these procedures may be waived by the Executive Director.

D. Corporate Credit Card - The CCRPA shall obtain a corporate credit card as approved by the PFP Committee and the Agency and may review and possibly change the selected Financial Institution from time to time. All financial limits and controls shall be the same for the credit card as for other CCRPA financial matters as noted in the preceding paragraphs. The corporate credit card may be used for on-line purchasing of office supplies/equipment, hotel reservations, airline tickets, restaurant/caterer charges for CCRPA meetings, conference registrations, as well as similar uses on behalf of the entire Agency. The corporate credit card is not to be used for personal purchases. The approved credit card signatories shall be the Executive Director and the Office Manager/Bookkeeper.

E. Financial Controls - The CCRPA shall establish a commercial checking account in a bank convenient to the Agency's Office. All deposits of Agency funds shall be made as soon as practicable. All checks must have two authorized signatures. The Agency Chair, Treasurer, Executive Director and one additional individual designated by the PFP shall be the approved check signers. Each pay period a listing of checks drawn shall be faxed to the Treasurer along with copies of checks, as requested. Once a month reimbursements for travel, meals, conferences, etc., and a copy of the bank statement for credit card purchases shall be reviewed by the Treasurer.

A payment voucher or a transfer of funds voucher must be prepared for each payment check and given the number printed on the check. The voucher must allocate the amount according to funding programs and budget item. A CCRPA staff member preparing the voucher must check and initial each voucher thus prepared. The Executive Director or her/his designee must approve the voucher by signature before the check is signed.

A member of the CCRPA staff, other than the Office Manager/Bookkeeper, shall reconcile all bank statements monthly.

The Office Manager/Bookkeeper must maintain a petty cash amount not to exceed one hundred dollars ($100) using the "impress system" of accounting. Petty cash vouchers must be approved by the Executive Director or her/his designee as well as initialed by those directly making the petty cash expenditure. This voucher shall contain the same type of information required on check vouchers. Petty cash invoices shall be

supported by receipted invoices.

The Executive Director may approve and acquire all purchases within budget limitations up to $1,500 for any individual purchase. With the approval of the Program, Finance and Personnel Committee, purchases of items costing more than $1,500 but less than $3,000 may be made. The full CCRPA Agency Board shall approve all expenditures in excess of $3,000 per item.

F. Annual Budgeting - Changes to the Administration and Personnel Policies of the CCRPA shall be made at any period of time deemed appropriate by the Program, Finance and Personnel Committee, except when any such change has a financial impact on the annual budget where in such a case the change shall be made as a part of the ensuing year's budget.

Line item changes to budgeted expense items shall be made only by a two thirds majority vote of the PFP Committee, or in the preparation of the annual budget, except when they pertain to a State or Federal Grant.

G. Unrestricted Net Assets - It is desirable to seek to secure and maintain up to 20% of the annual budget as "unrestricted net assets." If unrestricted Net assets should fall below 10%, or rise above 20% of the annual budget, a special financial panel will be convened by the Chairman of the Governing Board to recommend what actions should be taken to correct the financial situation.

III. RECORDS RETENTION

GENERAL	MINIMUM RETENTION
Agendas; Meeting Packages/Materials distributed to board & committee members	1 year
Annual reports; Contracts other than for services or consulting/Agreements; Correspondence which impacts agency Policy; Minutes; Plans/policy recommendations	permanent
Bid Documents, Services or Supplies	1 yr after completion or expiration
Contracts for services/supplies	3 yrs after expiration
Correspondence and memos, routine	2 Years
Consulting Contracts/Agreements	5 years after termination of contract
Expired insurance policies,	3 yrs after audit

Expired Lease	5 yrs after expiration
Legal Notices	1 year after decision
Litigation files/correspondence	25 years after resolution
Meeting audio tapes	6 months after minutes adopted
Resolutions; Newsletters; Staff papers	3 years
Statutory RPO Referrals: Agendas and Decision Letters	6 Years
Statutory RPO Referrals: Staff Reports	3 years
Applications & Work programs	3 years after end of contract or until audited which ever comes late
FINANCIAL	
Audit reports	permanent
Balance sheets, Billing for Services; Deposit slips; Accounting Journals; Ledgers, subsidiary; Payroll check register and summaries; Purchase orders; Grant Fund Requisitions	3 yrs, audited
Bank Statements, Canceled Checks; Financial Reports; Payroll journals/ledgers; Withholding tax records (W-2, 1099 misc.)	6 yrs, audited
Paid Invoices and check vouchers; Group insurance (Blue Cross, Blue Shield etc., monthly statements of premiums due)	7 yrs, audited
Budget estimates, preparation reports, requests, worksheets, etc.	current yr, + 1 yr
Budgets, formal-adopted	5 years
Disbursement ledgers	5 yrs, audited
Employee earning records	3 years after audit
Employee Record (Vacation Time, Sick Time, Comp. Time, Earned Day's); Task allocation sheets	3 years
General Ledgers	15 years, audited
Listing of checks drawn	6 yrs
Passbooks, closed bank account	6 yrs after cancellation
PERSONNEL	
Affirmative Action Plan	until superseded

Current and former employees who left the Agency in good standing : Applications /resumes for employment; Performance evaluations; Personnel action/correspondence; Personnel position change; Retirement forms, including retirement applications; refund of retirement money, etc.; Unemployment slips; Worker's Compensation	5 years after last day of employment with the Agency
Former Employees (whose employment was terminated by the Agency) personnel files	Duration of employment +20 years
Potential Employees (not hired): Applications/Resumes for employment	3 years
Grievances records	5 yrs
Salary schedules	Until superseded
Time sheets	3 yrs after audit
PENSION PLANS	
ING Plan Quarterly Reports	in accordance with the Plan Administrator's requirements and with the law as it may change from time to time
ING Annual KLM Pension Plan Report	
ING Annual Salary Survey Report	
ING, The Hartford (457), ICMA (457) bi-weekly confirmation of employee contributions	

IV. SELECTION OF CONSULTANTS - Each Agency consultant shall be approved by vote of the CCRPA. The Agency's Executive Director or her/his designee may screen potential consultants as part of this process and the CCRPA Program, Finance and Personnel Committee may be utilized in these selection proceedings. The Agency shall not employ any Agency Board Member, nor shall the Agency hire any direct relative of an Agency Board Member or staff person.

V. SOLICITING - Soliciting of goods or services by staff members or private individuals is not permitted within the CCRPA office.