
Pleasant Hill Recreation & Park District

POLICY MANUAL

POLICY TITLE: Financial

POLICY NUMBER: 3010

The purpose of this policy is to ensure that the finances are maintained in a manner where controls are exercised and records kept that fairly represent the District's financial activities. This policy also establishes the target minimum Unrestricted Fund Balance that is to be maintained in the General Fund for the Pleasant Hill Recreation & Park District.

3010.1 Board policy, the Government and Resources Code of the State of California and compliance with sound accounting policies shall guide the District's financial management. A District Board Budget and Finance Committee composed of two Board Members are responsible for overseeing budget development and financial aspects prior to final Board approval.

3010.2 Financial statements provide historical and current data that aids management to evaluate the District's financial condition and attainment of budget goals. Quarterly Income Statements and the Balance Sheet for the General Fund shall be prepared and reviewed by the Board of Directors. Financial statements for other District funds may be requested and reviewed at the Board's discretion.

3010.3 The State Controllers Report shall be completed and filed in accordance with all applicable Government Code sections. In addition, all other required financial reporting shall be completed and filed to comply with each compliance agency's filing requirement.

3010.4 The District's financial records shall be audited annually by an independent certified public accountant. The Board of Directors will grant the audit by one firm for a period of up to five years, with review on an annual basis. The Board may extend the audit contract for additional years upon a vote and approval of the Board.

3010.5 The accounts of the District are organized on the basis of Fund Accounting where each fund is considered a separate entity. The following funds shall be recorded on the District's financial records;

- General Fund
- Parkland Dedication Fund
- Capital Project Fund
- Arts Fund
- Building Fund
- Computer Reserve Fund
- Lighting and Landscape Fund
- Assessment Districts (Valley High 2,4 & 5 and Woodside Hills 1 and 3)
- Other such separate funds approved by the Board to properly isolate and record financial activity as determined by the Board of Directors.

(Continues)

3010.6 The General Fund is the primary operating fund of Pleasant Hill Recreation & Park District. This fund reflects the collection of taxes and programming revenues and all payments of invoices/bills from current operations with warrants and or checks. An Unrestricted Fund Balance, is the difference between the assets and the liabilities in a fund less any other fund amounts that are restricted for a specific and exclusive purpose. It shall be the goal of Pleasant Hill Recreation & Park District to maintain an Unrestricted Fund Balance in the General Fund equal to the lesser of \$500,000 or 10% of the current year's operating budget.

Approved: 11/6/15
Amended: