

PREFACE

The Barefoot Bay Recreation District Policy and Procedure Manual has been developed to provide the Finance Department and other departmental staff with assistance in effectively performing their responsibilities by stating the policies of the District and the Financial Department, and the ways and means of accomplishing its goals.

This Policy and Procedure Manual was established based on the criteria identified by the state of Florida Accounting Policies and Procedures Manual, and recommendations from the District's financial auditors.

The reasons for developing a Policy and Procedures Manual include:

1. Written policies and procedures promote teamwork.
2. They promote clarity, consistency and continuity of performance.
3. They provide excellent information for training programs.
4. They provide useful information for training programs.
5. They provide a means of comparing competent practice to the written, approved descriptions of procedures.
6. The written manual is a central source of adding, changing or deleting procedures.
7. Written policies promote proper delegation of authority.
8. The use of a manual supports effective time management for the supervisors to provide for planning and departmental development functions.
9. Manuals save supervisory time spent in answering repetitive questions.
10. Manuals serve as a source document for inspection by approval agencies.

i. ESTABLISHING A NEW FUND

It is the policy of the Recreation District to establish a new fund based on the criteria identified by the State of Florida in the Uniform Accounting System Manual. The manual recommends that only a minimum number of funds consistent with the legal and operational requirements of the District should be established. Each new fund adds complexity and costs to the administration of the District's financial system. A fund is defined as an independent fiscal and accounting entity consisting of a self-balancing set of accounts segregated for the purpose of carrying on specific activities in accordance with defined regulations, restrictions and limitations. This policy should address the following areas when opening a new fund:

Charter

The terms of reference are required, giving authority to open a new fund and setting out its purpose, manner of operation and peculiarities, if any.

Fund Identification and Interaction with Other Funds

The named fund is allocated an identifying number for General Ledger data collection and reporting.

The General Ledger set-up should take cognizance of the relationship of the new fund to existing funds and the appropriate codes put in place to facilitate operation.

II. CHART OF ACCOUNTS

Each fund has its own chart of accounts for all transactions relating to:

- Balance Sheet Revenues
- Cost of Sales (if applicable)
- Expenditures / Expenses

The funds and purposes are listed below. The General Fund, Shopping Center Enterprise Fund, Special Revenue Fund and Stormwater Fund consist of revenue and expenses for various operations. The other funds listed below are maintained as record-keeping funds.

<u>Description</u>	<u>Purpose</u>
General Fund	Legislative Expenses
Shopping Center Enterprise Fund	Revenue and Expenses for the Shopping Center
Special Revenue Fund	Revenue and Expenses for Operations and Maintenance of Common Grounds and Amenities
Stormwater Fund	Revenue and Expenses for repair and maintenance of the District's storm water utility system.
Debt service fund	Record of payments on Barefoot Bay Recreation District debt obligations
Pension Fund	Record of employer and employee contributions to

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401 A & 457

Customer Records

Record of customers billed
monthly for District Assessment
Fee

III. BANK ACCOUNTS

The District maintains several bank accounts as listed below.

<u>Bank Account</u>	<u>G/L Account #</u>	<u>Bank Account #</u>
Stormwater Fund	102-101.1000	5481002664
Revenue and expenses for repair and maintenance of the District's storm water utility system		
Operations Fund	001-101.1000 101-101.1000 402-101.1000	2835062417
Receipts and expenditures for the Special Revenue Fund, the General Fund and the Shopping Center Enterprise Fund		
Escrow Account	402-101.1100	2835062425
Shopping Center Tenant Security Deposits and Club cash deposits.		
Payroll Account	101-101.1500	5481000297
Payroll		
SBA Reserve	402-101.1300	111032
Savings Account Shopping Center		
SBA Reserve	101-101.1400	111032
Savings Account Special Revenue		
SBAAcct	001-151.1000	111031
Receipts from collection of non-ad valorem assessments		
Debt Service	201-101.1400	111033
Debt service fund		

Investment Policy

The District has an investment policy whereby the District can invest in various instruments and programs. The District currently participates in the State Board Association Pooled Investment Program (SBA) where the District has access to

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the money within twenty-four (24) hours. The interest earned on the SBA investments is recorded monthly.

Stormwater Fund Transfers

At the beginning of each month, the stormwater funds that have been deposited into the operating account during the previous month, are transferred to the stormwater fund bank account. On the balance sheet of the financial statement of the Fund 102, Stormwater Maintenance Fund, these funds are reported as "due from special revenue fund".

IV. MONTHLY DEBT PAYMENT

The Long Term Debt is paid once per year. Payment on the original loan is due on January 31 annually and payment on the \$500,000 credit line is due on December 30 annually.

The monthly payment to the debt fund at the present time is \$66,000 to cover repayment of the original loan and the \$500,000 credit line. Deposit to the Debt Fund is made each month and the following procedures apply:

In IMS Accounts Payable - File, Activity, Add New Activity. At the Template entry box hit F3 & Select Class - Debt Fund Payment, then select SBA debt fund payment. All pertinent information will appear on the screen with the exception of the current month being paid (which must be added to the description line) the due date and the invoice # (use payment date as invoice #).

This procedure will affect the following accounts:

DM	101-1300-581.4000	Transfer out Spec Rev Fund	61,667.00
DM	101-1300-581.4000	Transfer out Spec Rev Fund	3,100.00
DM	402-7300-581.4000	Transfer out Shop Ctr Fund	1,233.00
DM	101-131.4020	Due from Shop Ctr Fund	1,233.00
CR	101-101.1000	Cash - Operating Acct	66,000.00
CR	402-207.1010	Due to Spec Rev Fund	1,233.00
DM	201-101.1400	Cash - SBA Debt Fund	66,000.00
CR	201-381.2000	Transfer in Spec Rev Fund	61,667.00
CR	201-381.2000	Transfer in Spec Rev Fund	3,100.00
CR	201-381.4000	Transfer in Shop Ctr Fund	1,233.00

V. PETTY CASH

The following locations, amounts and purposes for petty cash were established to best serve the District's day-to-day operations.

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<u>Location</u>	<u>Amount</u>	<u>Purpose</u>
Pro Shop Pro Shop	\$100.00 \$150.00	Cash drawer Change drawer
19th Hole	as needed	Cash drawer
Lounge: Day	as needed	Cash drawer
Night	as needed	Cash drawer
Food & Beverage	\$2,000.00	Change/Cash drawer
Food & Beverage	\$ 150.00	Petty Cash for vendor service coordinator purchasing
Front Desk Change	\$ 75.00	Change drawer
Machines	\$ 240.00	Quarter machines Lounge & 19 th Hole
Human Resource Manager	\$ 150.00	Petty cash

VI. PURCHASING

Each department/area of operation purchases supplies according to the department's budget plan for the fiscal year, as indicated below. This procedure has been deemed the most cost-effective, efficient approach to purchasing in a small 80+ person organization.

Supplies	Person Responsible Property
Maintenance supplies	Services secretary Special
Recreation supplies	Projects Coordinator
Operating / Office supplies	Administrative Assistant Pro
Pro Shop inventory Food &	Shop Manager Food &
beverage supplies	Beverage coordinator

All purchases must be in the budget. The Community Manager and the Board of Trustees must approve any needed item that is not in the budget. The Community Manager is authorized to approve budgeted expenditures of \$7,500.00 without Board authorization.

Purchasing Procedures

The primary method of purchasing a product is through a purchase order. A purchase order ensures that proper procedures and approvals have been obtained prior to placing the order for the product. Certain items do not require a purchase order and are listed under exceptions to the use of Purchase Orders.

For purchases of up to \$499.99, purchase order and competitive pricing is not required; however, obtaining quotations is recommended whenever practical. Please note that the amount refers to the total of the purchase, including any shipping or other costs incidental to the purchase.

For purchases of \$500.00 to \$14,999.99 competitive pricing is required from at least two sources. A "No Bid" does not constitute a quote. These quotations should be submitted in writing, and kept on file in the accounts payable office and the requesting department.

For all purchases in the amount of \$30,000.00 or more, sealed bids are required and the Request for Proposal or Invitation to Bid process must be followed.

The Community Manager must approve all Capital purchases. Capital purchases are property of a non-consumable nature with a value of \$750 or more and a normal expected life of one (1) year or more.

The purchase of all computer equipment / software and related supplies and services shall have the approval of the Community Manager and Accounting Manager before a purchase order / contract is issued, including expenditures for telephone service and equipment, pagers, cell phones, fax machines, copiers, printers, digital cameras, computer training courses and manuals, storage media, database products, software / hardware maintenance agreements and software support, software upgrades, internet access, electronic subscriptions and any other type of data or voice service.

The purchase of all vehicles, trucks, heavy equipment, trailers or any motorized equipment, including golf carts and lawnmowers for use at the Golf Course, shall have the approval of the Community Manager and Accounting Manager before a purchase order / contract is issued.

The use of services for temporary employees shall have the approval of the Community Manager and Human Resources Manager.

Exceptions to the use of Purchase Orders

Some recurring obligations, which are exempt from the competitive bidding process and the purchasing approval process, are as follows:

- Utilities
- Travel and Training advances (reimbursements are handled through A/P)

- Insurance Premiums
- Temporary Personnel
- Debt Service Costs
- Payroll generated payments
- Certain refunds and reimbursements
- Other payments as approved by the Community Manager

Approval and payments for these items will be processed using the Monthly invoices as back up. These items require the approval of the Accounting Manager, and that funds are budgeted and available before the expenditure can be made. If funds are not available, a budget transfer shall be made.

Blanket Purchase Orders

Blanket purchase orders may be used for small repetitive specified goods or services from the same vendor that requires numerous orders / shipments over specified periods of time. Draws against the blanket must not exceed \$749.99 unless competitive pricing has been obtained. The use of blankets to by-pass the competitive pricing or bid procedures is not allowed.

Sole Source

Sole source is an award of contract to the only known source for the required goods or services, occasioned by the unique nature of the requirement, the vendor, the impracticality of obtaining competition or market conditions. A sole source purchase cannot be justified on the basis of quality or price, as quality can be a subjective evaluation based on individual opinion, and price considerations must be evaluated by competitive bidding. If there is more than one product or service that will perform essentially the same functions under essentially the same conditions as the requested product or service, a sole source is deemed not to exist. Some of the factors considered to qualify as a sole source are:

1. The stated vendor is the only producer of the product or service, and no commercial substitute is available.
2. The information or data is proprietary.
3. The maintenance or repair requires specialized equipment or expertise, which is available only from the original vendor, or vendor representative.
4. The merchandise to be purchased is for resale.

Sole source items must be justified and contain the following information:

1. How was a determination made, that the goods or services being purchased, are only available from one source.
2. What contacts, (if any), were made in an attempt to identify alternate sources.
3. What is the rationale that the goods or services being purchased cannot be substituted with similar goods or services from other sources.

Competitive Procurements

Formal bids are written documents issued by the Department Heads, and reviewed by the Community Manager, inviting potential contractors to submit sealed, written pricing for specific goods or services in conformance with specifications, terms, conditions and other requirements described in the bid invitation documents. Formal bids shall be utilized to document procurements of goods and contractual services with an aggregate cost of \$30,000 or more.

Request for Proposals (RFP's) are written documents issued by the Department Heads and reviewed by the Community Manager, inviting potential vendors to submit sealed proposals for specific professional services or goods in conformance with the scope of services, terms, conditions and other requirements described the RFP documents. RFP's are utilized for procurements of professional services or goods with an aggregate cost of \$30,000 or more.

Exceptions to Competition

The competitive procurement process may be waived:

1. In defined emergencies, documented in accordance with the Emergency Purchases section of these procedures.
2. For sole source procurements documented and approved in accordance with the Sole Source Purchases section of these procedures.
3. For seminars registrations and professional membership dues and fees.
4. For purchase of local utility services for BBRD owned or operated facilities.
5. Postage expense, when billed by a vendor at the currently prevailing postage rates established by the U.S. Postal Service.
6. For proprietary equipment, repairs or services.
7. Under other documented and justified circumstances approved by the community manager.

Awards

Suppliers shall be selected based on total cost, which considers delivery, freight cost, prices, quality, life cycle costs, warranty, services, terms and conditions. Awards to other than the low bidder, shall be documented to show the rationale for rejection (i.e. does not meet specifications, delivery and past performance problems).

Change Orders or Amendments

Change order means changes, due to unanticipated conditions or developments, made to a contract, which do not substantially alter the character of the work contracted for and which do not vary so substantially from the original specifications as to constitute a new undertaking. Such changes must be reasonably and conscientiously viewed as being in fulfillment of the original scope of the contract. Further, such changes when viewed against the

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background of the work described in the contract and the language used in the specifications, must clearly be directed either to the achievement of a more satisfactory result of the elimination of work not necessary to the satisfactory completion of the contract.

The Community Manager is hereby authorized to approve and initiate work on the following types of change orders determined in his / her judgment to be in the best interest of the public and which do not materially alter the scope of the work contemplated by the initial contract.

1. All change orders resulting in a cumulative net decrease to the initial cost of the contract to Barefoot Bay Recreation District.
2. Change orders increasing the initial contract cost by \$7,500, provided sufficient documentation is provided.
3. Change orders or amendments involving procedural or other matters that will not result in any change to the contract's cost.

The Board of Trustees must formally approve all other change orders before work may be authorized to begin.

Emergency Purchases

An emergency situation is defined as a circumstance in which the Community Manager determines the following criteria apply:

1. Critical operations will be severely affected in an adverse situation.
2. Creates a threat to public health, welfare or safety.
3. A delay in the procurement of goods or services is against the public interest.

In cases of an emergency, which require the immediate purchase of supplies or contractual services the Community Manager may waive normal, purchasing procedures.

Receiving

1. It is the responsibility of each department to inspect all goods or services to determine their conformance with the specifications set forth in the contract.
2. If goods or services are not acceptable, the department shall contact the vendor to resolve the problem, and notify the Community Manager.

Services performed on BBRD Property

Vendors performing work on Barefoot Bay Recreation District property are required to:

1. Be properly licensed under existing Federal, State and City laws.
2. Certificate of Insurance shall be provided by the successful bidder to assure EBRD's insurance program will not be called upon to respond to

losses from, and that the contractor is financially capable of responding to, claims resulting from the contractor's operations, activities or services for the BBRD. Further, the contractor agrees to hold harmless and indemnify BBRD for any claims, which may arise as a result of the contractor's actions. The amounts and types of insurance required will be detailed in the bidding or purchase document.

3. Construction and service contractors shall provide evidence of commercial general liability, property damage, workers compensation insurance and automobile liability coverage. This includes insurance for any subcontractor being utilized. Limits of coverage may vary based on the scope of work.
4. Professional services and environmental contractors shall provide evidence of professional liability, commercial general liability, workers compensation insurance and automobile liability coverage. This includes insurance for any subcontractor being utilized.
5. Obtain all permits required for the nature of the work.

Ethical Standards

No officer or employee of the Barefoot Bay Recreation District shall have any financial interest in the profits of any contract, service, or other work performed for BBRD; nor shall an officer or employee personally profit directly or indirectly from any contract, purchase, sale, or service between BBRD or any person or company, nor personally or as an agent provide any surety bail or bond required by law or subject to approval by the Board of Trustees. No officer or employee shall accept any free or preferred service, benefits, or concessions directly or indirectly, from any person or company doing business with, or soliciting business from BBRD.

Unacceptable Practices

The following practices are prohibited:

1. Purchase of a product or service prior to obtaining an approved purchase order.
2. Splitting purchase orders into smaller amounts for the purpose of avoiding the need for quotations, or formal bidding.
3. Specifying a purchase as a sole source when other sources, or substitute products or services, are available.
4. Miscoding purchases to accounts in order to avoid having to process a budget transfer.
5. Payment of Florida sales taxes.
6. Failure to take discounts

Signatures on Contracts

Contracts for on-going and / or routine purchases of goods or services must be signed and executed by the Community Manager. Contracts for unusual or non-

routine purchases must be signed and executed by the Community Manager. The Community Manager may also sign and execute contracts approved by the Board of Trustees, unless the Chairperson of the Board of Trustees was specified as the executor or signor.

VII. ACCOUNTS PAYABLE

All bills, packing slips, filled purchase orders and applicable paperwork must be turned into accounts payable on a daily basis, and all bills must be signed by the department manager. Unsigned bills will be returned to the department and payment will be delayed.

Accounts payable clerk sorts, checks, codes and enters the invoice data into IMS Accounts Payable program.

Bills that have been entered into IMS Accounts Payable are organized into alphabetical order and given to Accounting Manager for review of account numbers and to document cash flow requirement. Accounting Manager initials each invoice as approved and returns approved invoices to Accounts Payable for payment. Any bills pulled for further review are handled as needed before returning to Accounts Payable. Accounts Payable then prints activity report and checks against invoices to be sure they were entered correctly; then prints the checks. After the checks are printed, the checks are forwarded to the Community Manager for signing and the data is then transferred to the General Ledger.

After checks are signed, a copy of each check is made for the file. Checks are processed for mailing by Accounts Payable department. Invoices along with a copy of the check are filed in individual vendor files. Each vendor file has a control sheet on left side of file indicating the date, invoice number, amount of invoice, and the check number.

Liquor Surtax

Accounts Payable enters quantities of all alcoholic beverages purchased during the month into the Lotus spreadsheets by vendor name and quantity purchased. Monthly, Accounts Payable reconciles reports on Lotus to the IMS General Ledger and pays the liquor surtax in a timely manner, so that the check arrives on or before the 15th of the month for the surcharge due for previous month, as per instructions of the Division of Alcoholic Beverages and Tobacco, Bureau of Auditing and Tax Collection.

Sales Tax

Sales tax is transmitted electronically for the Shopping Center rent, and all merchandise sold each month by the Golf Pro Shop, the Lounge and 19th Hole snack bar, and all other items for which the District collects sales tax.

VIII. ACCOUNTS RECEIVABLE

A summary description of daily accounts receivable-related (A/R) procedures is provided in this section.

Mail

All payments received are forwarded to Accounts Receivable where they are posted to the customer accounts and prepared for bank deposit.

Pro Shop Receipts are picked up at the end of day by Community Relations Officer and dropped in Administration's safe. In the morning, A/R person reconciles receipts with register tapes and prepares for bank deposit.

Lounge receipts are dropped in safe located in lounge at the end of the shift. In morning A/R clerk picks up receipts for counting by staff. Staff reconciles cash to register tapes and forward to A/R to prepare for bank deposit.

19th Hole receipts are picked up at the end of the shift and dropped into Administration safe. Each morning, the staff reconciles the cash to register tapes which is then forwarded to A/R for preparation of the bank deposit.

Front desk receipts - guest passes and miscellaneous revenue collected at front desk are forwarded to A/R. Moneys are reconciled to receipts and the bank deposits are prepared.

Bank deposit

When the bank deposits are ready, the deposits are taken to the bank by Administration staff. The bank receipts are verified against the control sheet at bank and returned to A/R.

Food and Beverage Report

A/R staff prepares daily cash report listing the various revenues received. A/R will prepare daily report listing food and beverage revenue as lounge, 19th hole or party bars.

RV Storage Billing

When a contract is taken at the front desk, a space is assigned to the customer, a slip with the name, address, RV space assigned and customer account number is then sent to A/R where the information is entered into the customer records on IMS Utility Billing. Statements for RV storage payments due are mailed on the first working day of the month by A/R department.

Procedure: click on file, customers and enter customer's account #.

On the General Screen, Service Address, click on change address. In the notes line type in SPACE and the assigned RV space # click on OK. Change cycle to D (this is the assigned code of RV storage for printing of statements)

On the Transaction Screen, (if payment is for the current month) add the cost of the RV space plus the sales tax to current month billing.

On the Rates screen, click on insert rate, press F3 and highlight appropriate RV storage amount and click on select and then click on OK. Repeat above for Sales tax. (note the multiplier box, if customer is paying for more than 1 space change the number in the multiplier to the correct # of RV spaces ONLY to be charged.)

Customer records: The customer records are in IMS Utility billing program. All correspondence regarding a customer is kept in the individual customer file. A/R posts payments to the customer ledger in IMS accounts daily.

Posting Payments to Customers account(s)

1. Click on IMS activities, Payment entry, Manual a. change method of payment to check b. change date if different as to the one on the screen c. click on locate account
2. Type in customer account # and hit enter, that brings up the screen for customer account.

Assessment Fee Collection Policy

The District adopted the Assessment Fee Collection Policy, latest revision dated 4/25/2002, for the collection of accounts.

Coupon payment books are mailed annually in September for the October 1 fiscal year. Electronic Funds Transfer (EFT) is available for residents that want to have their monthly assessment fee automatically taken from their bank account. In order to sign up for EFT, a resident must make a written authorization and include a voided personal check.

Customers delinquent 30 days or more are subject to a monthly \$10.00 delinquent fee until their account is current. Payments are due on the first day of each month. Accounts are delinquent after 30 days.

When a resident goes 60 days past due, the District mails a demand letter that documents the delinquency and notifies the property owner of the District's intent to collect the debt. If there is no response to the demand letter, 10 days from the date of the letter, a lien is recorded on the property. We send a copy of the signed and notarized lien to the resident, both by certified mail and by regular

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mail and the District files the lien with the county. If there is still no response, the overdue account will be sent to the District's attorney for collection.

Sale of property

The appropriate social membership fee + sales tax is collected from each new owner each time the property changes hands, in accordance with the District's General Rules and the Deed of Restrictions.

IX. PRO SHOP CASH OUT PROCEDURE

The golf course pro shop operations receives payments for services in cash, check and credit cards. These detailed cash out steps are followed:

Cash out Register @ closing time

Press [F4] from the Point of Sale Screen
Continue? Y Print end of shift totals
Terminal - Enter Salesman (all)- Enter
Proceed - Enter

Press [2] Supplemental Analysis Reports Optional
Check off each ticket on report to check for any errors
If you find an error, correction will have to be made. (You would just reverse the process in which it was entered. Example: Enter same item, make quantity a minus amount. Continue until you reach screen showing payment method and enter same as originally entered and complete sale)
Re-enter the sale correctly
After any or all corrections have been made:
Count cash drawer, take out the \$100.00 bank.
Press [F4] and proceed to next step.

Press [3] Post transactions to History Do
you wish to continue? Y

There will be a lengthy report. To know if it was completed correctly, the word SUCCESS will be printed on the last page of report. If this page does not print out, don't panic. Check printer - if middle and lower lights are on steady, quickly press button below lights and last page will print. This one should have the word SUCCESS.

Make copy of pages showing SECTION 4, 5 AND 6

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Member Purchases: In box above Section # 5 - Write chit check for this amount (Add lessons and grip tickets to this check)

MC / VISA In box above Section # 5 - Total of both should equal total from Credit Card Terminal. (Exception: Memberships: Copies of Statements must be included with report)

In Section # 5: DEPARTMENT / CLASS / VENDOR TOTALS
Total Merchandise in Both Department and Class Columns
Subtotal Department Column, add tax to verify sales.

Section # 6 is used only for information.

Stamp front page of copy only with Date, Prepared by, # of Players and Comments stamp and complete.

Record all currency, coins, checks including BBGA check (Member Purchases) MC / VISA and any miscellaneous items on Brown Department Cashiers Report Envelope. All items listed must match totals from computer printout.

Make copies of completed computer printouts and envelope for pro shop records.

Items to be placed in Brown Department Cashiers Report Envelope:

- Original of worksheet
- Yellow copy of credit card charges
- Pink receipt tape from POS
- Currency, coins, checks, z tape etc. Put Brown Envelope in Bank Bag, lock and fill out the initial transfer sheet.

X. LIQUOR REQUISITIONING PROCEDURES

1. Bartenders fill out and date a liquor requisition form.
2. Form is turned into Administration.
3. Request is filled and delivered to bar by Administration Staff.
4. Requisition form is filled out in duplicate and signed and dated by Administration Staff.
5. White copy is turned into accounts payable, yellow copy is filed with liquor requisition form.
6. Both the Administration Staff and Accounts Payable record liquor requisitions and deliveries, as they are received, in separate Master Log Books.
7. After completion of the physical inventory count, (by Food & Beverage Assistant and the Food & Beverage Service Coordinator), on the first day of each month, the two books are compared to make sure they agree with each other and the inventory in the storage closet.

XI. FOOD & BEVERAGE CLOSEOUT PROCEDURE

The Food and Beverage Coordinator maintains a weekly calendar listing regular and special events for food and beverage activity. The Coordinator identifies events that require a cash draw.

The Food and Beverage Coordinator counts and delivers the cash draw for events identified on the calendar as requiring a draw. Each cash draw is put into a moneybag, along with a 10-key calculator tape listing the currency denominations and total amount of the draw. The Coordinator delivers the moneybag containing the draw to the appropriate site location. Only one draw per site is prepared and delivered. If two shifts are scheduled during the day at an individual site, when the first shift closes out the cash register, the bartender on the first shift will deposit only the daily receipts to the safe and leave the initial draw for the second shift.

The weekly calendar with the food and beverage events is maintained on a computer spreadsheet, and saved to the 'S' drive. This provides an electronic copy to be included with the daily back up of our computer system. The Food and Beverage Coordinator will log the amount of each draw on the electronic file of the weekly calendar.

The bartender at the site receiving the moneybag from the Coordinator counts the draw and signs the calculator tape listing the currency and total amount of the draw. The signed draw tape is placed in the moneybag and remains with the draw.

At the end of each shift, the bartender counts their days receipts, matching the cash receipts with both the "X" and T register tapes. The bartender then signs / initials the cash register tapes. The bartender will then put the day's cash receipts and the register tapes into a brown money envelope. The brown money envelope will then be deposited into the site safe.

The Coordinator picks up the daily deposits from the safe at each site. The drop now has the bartender's daily receipts and two tapes from the closing of the cash register: 1) The 'X' tape identifies the prior day's individual transactions, and 2) the 'Z' tape contains the total receipts collected. The money in each brown bag is counted by the Coordinator, and the collection is compared to the signed 'X' and the 'Z' tapes.

The prior day's cash receipts are classified as to the nature / type of sale by the Coordinator. The nature / type of sale is listed on the front of the brown envelope along with the total of the cash receipts by the Coordinator. Further, the beginning / ending transaction codes taken from the 'X' tape are written on the

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front of the brown cash envelope. The Coordinator initials each brown cash envelope. The brown envelope is then given to an Accounting Specialist in the BBRD accounting department.

The Accounting Specialist counts the prior day's receipts and ascertains that the receipts match the amount shown on the T tape. The Accounting Specialist enters the receipt totals to an electronic spreadsheet. The Accounting Specialist initials the brown cash envelope. The Accounting Manager reviews and signs off on the reconciliation. The Accounting Specialist makes up the daily bank deposit and gives the bank deposit slip and the money to the Administrative Specialist.

The Administrative Specialist takes the deposit to the bank. The Accounting Manager reconciles deposits to the bank statement.

The Coordinator gets a copy of each cash register report prepared by the Accounting Specialist. A copy is then attached to a hard copy of the electronic spreadsheet. The Coordinator counts all the cash in the petty cash drawer to insure that the total petty cash amount is correct after replacing and counting out the daily draw.

Access to the petty cash fund is restricted to persons with responsibility over the petty cash account and all petty cash is locked in a safe or metal cabinet. The Accounting Manager conducts periodic unscheduled counts of petty cash.

XII. PAYROLL

Payroll is processed on a biweekly schedule. The pay period runs Tuesday to Monday.

Payroll timecards are completed by the employee and signed by both the employee and the department manager.

The department manager checks for accuracy and posts the hours of each staff person to the time entry sheet. (Accounting staff randomly checks time cards for accuracy).

The time sheets and time cards are turned in on Tuesday and Administration posts the hours to the IMS Payroll Program. Administration then processes and prepares the payroll information, prints checks and pay stubs. The direct deposit is processed using Micro cash to transfer employee's funds to their account.

On Wednesday, staff person taking the daily deposit to the bank, takes signed check for the amount of payroll to the bank for deposit.

Administration disburses the checks to each department manager for distribution Friday afternoon.

XIII. PENSION FUND

ICMA is the firm handling the 401 A & 457 Plan.

The employee's share of the 401 A & 457 is deducted from their salary and credited to Barefoot Bay Recreation District.

Human Resources enters the employee and employer contributions of the 401 A Plan on the ICMA web site. HR also enters the employee's contributions of the 457 plan on the ICMA web site. HR then submits the information and ICMA processes the contributions.

Both contributions are posted to the IMS Pension Fund and reconciled to the quarterly statement from ICMA.

Telephone wire transfers are done for the 401A & 457 plan contributions. Wire transfer confirmations are received by fax after the wire transfer is made.

XIV. INVENTORIES / FIXED ASSETS

Inventories

Monthly a physical inventory is taken of food and beverage supplies and reconciled to the ledger.

Quarterly a physical inventory is taken of the pro shop merchandise and reconciled to the ledger.

Fixed Assets

A listing of all assets with a value of \$750.00 or more will be maintained. Each item is numbered when received with an all weather tag. When an item is disposed of the number tag is returned to administration.

Additions to inventory require an addition sheet from the department purchasing the item.

Deletions from inventory require a deletion sheet stating the reason for disposal from the department.

Both additions and deletions require approval by Community Manager. Each department manager is responsible for his / her department.

The fixed asset fund will be reconciled to the Special Revenue accounts for capital purchases on an annual basis.

XV. MONTH-END CLOSING PROCEDURE

The Board of Trustees holds their regularly scheduled District Meeting on the second Friday of each month. The financial statement is prepared for distribution, review and approval (subject to audit) on the Wednesday before the meeting (time frame permitting).

The following activities are performed and / or reconciled on a monthly basis:

- Liability Accounts
- Asset Accounts
- Bank Reconciliation
- Pooled Cash
- "Due to" and "Due From" Accounts
- Revenue Accounts
- Expense Accounts
- Interest Distribution

Checks Written

Check register in Lotus & check register in IMS A/P are printed and reconciled (they must match). When both registers are in balance post cash receipts.

Cash Receipts

Cash receipts are posted to the General Ledger at the end of each month. Daily during the month, the A/R staff prepares an income sheet showing the total deposit.

Journal entries

Journal Entries are used to record all transactions that have occurred during the month which are not automatically posted to the general ledger by an interface application. All entries between funds are checked to ensure that the receivables on one fund equal the liabilities on the other fund.

Account reconciliation

All balance sheet accounts on each fund are reconciled to the detail ledger of all transactions making up the general ledger accounts.

All general ledger cash accounts are reconciled to the bank statements. Operating Account bank balance consists of the following accounts: Shopping Center Enterprise Fund, Special Revenue Fund and General Fund.

Balance Operations Checking Account

The Operations checking account is balanced monthly by using the worksheet and the bank statement.

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Balance to the bank statements credits / deposits. On the worksheet list all deposits, re-deposits, wire transfers, add deposit in transit prior month and subtract deposit in transit current month. After all revenue is added balance equals deposit as per bank statement.

Balance to the bank statements withdrawals & other debits. On the same worksheet list all checks written, Payroll transfers, bank charges, credit card charges, all NSF checks, electronic transferred Sales Tax, add outstanding checks prior month and subtract outstanding checks current month. After all debits are added balance equals Withdrawals / Debits per bank statement.

When debits / credits on the worksheet and the bank statement are in balance, all credits & debits are posted to check register in Lotus program. Then J/E are prepared and entered into the IMS General Ledger.

Print balance sheet for all Funds and add together all totals associated with the operating account. Total matches check register in Lotus. THEN YOU ARE IN BALANCE.

Commissions

Commissions are paid quarterly. Supporting schedules reconcile to G/L.

Accruals

At the end of the month all payments due for the current month, where no invoice has been received are posted to the General Ledger with a J/E to expense the payment due. (i.e.: Water bills for the current month etc.)

Payroll accrual

The balance of the current month is entered into the G/L with a J/E to show the actual payroll \$ amount for the current month, (i.e. if payroll period ends on a Monday and there are 5 working days left in the month, 5 days are accrued.) Quarterly commission is also accrued along with payroll.

ALL ACCRUALS ARE REVERSED THE FOLLOWING MONTH.

Investment/Savings Accounts

The interest earned on the SBA and stormwater fund accounts is recorded monthly in the General Ledger with a Journal Entry.

XVI. YEARLY BUDGET SCHEDULE AND PROCEDURE

The yearly budget schedule is prepared in accordance with the requirements as defined in BREVARD COUNTY ORDINANCE NUMBER 84-05 (The Charter of the Barefoot Bay Recreation District), as excerpted below.

ARTICLE VI

BUDGET AND LEVY OF ASSESSMENTS

1 " Fiscal Year and Budget. The fiscal year of the district shall commence on October 1 of each year and end on September 30 of the following year. The trustees shall, on or before April 1 of each year, prepare an annual financial statement of income and disbursements during the prior fiscal year. On or before July 1 of each year, the trustees shall prepare and adopt an itemized budget showing the amount of money necessary for the operation of the district for the next fiscal year and the special assessment to be assessed and collected upon improved residential parcels of the district for the next ensuing year. Each year such a financial statement shall be published once during the month of April in a newspaper of general circulation within the county. A copy of the statement and a copy of the budget shall also be furnished to each owner of an improved residential parcel within 30 days after its preparation, and a copy of each shall be made available for public inspection at the principal office of the district at reasonable hours."

In order to meet the time frame mandated by the County Code, and the Florida Statutes, the Community Manager will begin to hold pre-budget meetings with each department of the district in order to have a draft of the proposed budget available for trustee perusal and public meetings, the Community Manager shall have a working draft available by April 1 of each year.

First week of April	First working draft presented to trustees
Third week of April	Workshop for the trustees to give their recommendations to the Community Manager. No input from the audience at this time.
Third week of May	Workshop to present proposed draft for mail out to community and hear comments from both trustees and citizens
Regular May meeting	Adopt proposed draft for mail out to Community.
Monday after May Meeting	Publish notice of Public Hearing in Florida Today, (must be 21 days prior to hearing). Mail proposed budget, proposed assessment rate, and prior year financial statements to all property owners of record.

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June 1 to June 9

Time frame for Public Hearing, for community input, on proposed budget that was received in mail. Board will have to consider two resolutions. One to set the special assessment rate, and one to adopt the formal budget

September 30

Current fiscal year ends

October 1

New fiscal year starts

XVII. TRAVEL EXPENSES

Per diem and travel expenses of public officers, employees and authorized persons shall be reimbursed in accordance with 112.061 F.S. These basic tenets apply to all EBRD travel:

- All travel is pre-authorized by the Community Manager
- receipts are required for reimbursed expenses
- use of personal vehicle is reimbursed at 29 cents/mile
- rates of per diem and subsistence allowance are reimbursed in accordance with 112.061 F.S.
- Expense Reports that are approved by the department head and Community Manager are reimbursed in a timely manner

www.myflorida.com is the website for easy access to Florida Statutes. A copy of 112.061 F.S. is attached for reference. As the statute(s) change(s), this policy and procedure manual will be modified accordingly.