



**SAN GABRIEL VALLEY
COUNCIL OF GOVERNMENTS**

**ACCOUNTING AND
FINANCIAL POLICIES
AND PROCEDURES**

INTRODUCTION

The San Gabriel Valley Council of Governments (SGVCOG) Accounting and Financial Policies and Procedures Manual provides an overview of established guidelines for the financial management of the SGVCOG. This document formalizes accounting and financial procedures and documents internal controls. These policies are intended to ensure transparency, identify clear separation of duties, and maintain the overall integrity of processes.

ROLES & RESPONSIBILITIES

The Governing Board & Committees

The SGVCOG Governing Board meets monthly to review, discuss and approve staff recommendations relevant to the mission of the SGVCOG. These monthly meetings also provide an opportunity for staff to report on financial information, including monthly warrant registers. The Board is also presented with more detailed financial reports on a quarterly basis, including fiscal year budget status, expenditures by project, and grant reimbursement information. Capital construction project reports also include schedule and construction progress status. Annually, the Governing Board reviews and approves a fiscal year budget.

The Board has also identified the following committees to assist with financial oversight as follows:

- Capital Projects and Construction Committee;
- City Managers Steering Committee; and
- Executive Committee.

Staff

Below is a summary of the responsibilities of staff with regard to the finance and accounting duties of the SGVCOG:

Executive Director

- Manages day-to-day operations and implements Board directives
- Reviews final financial reports (budget, monthly/quarterly & bank transaction reports)
- Executes contracts and agreements
- Authorizes bank transactions
- Approves invoices

Director of Finance

- Prepares annual budget
- Prepares annual Indirect Cost Allocation Plan (ICAP)
- Prepares monthly and quarterly financial reports
- Ensures compliance with SGVCOG investment policy
- Authorizes bank transactions

Senior Accountant

- Reviews and posts account payables, journal entries
- Prepares check batch

- Prepares warrant register
- Reviews bank reconciliation
- Initiates electronic fund transfers

Accountant(s)

- Tracks accounts receivable
- Reconciles account balance sheets
- Prepares and records journal entries
- Prepares bank reconciliation
- Prepares grant billing
- Prints checks

Project Assistant

- Processes invoices for non-capital projects
- Reconciles credit card billing statements
- Maintains and accounts for petty cash

Administrative Services Manager

- Administers employee payroll and benefits
- Oversees processing of quarterly Governing Board stipend payments & year end W-2s
- Prepares annual State Controller's Compensation Report

Administrative Assistant/HR

- Assists with employee payroll and benefits processing
- Serves as Filing Officer for Governing Board Statements of Economic Interest Filings
- Processes quarterly Governing Board stipend payments

Project Managers/Non-Capital Projects *(PM refers to staff member assigned to overseeing a project)*

- Tracks grant budgets
- Ensures compliance with grant requirements
- Manages procurement processes for contracts related to projects
- Reviews and processes contractor invoices

Chief Engineer

- Manages construction project budgets
- Manages schedules for construction projects
- Executes construction-related/capital project contracts and agreements
- Approves capital project contractor invoices
- Authorizes bank transactions

Grants Manager/Capital Projects

- Manages grant funding and application/restrictions
- Assists with preparation of grant applications
- Tracks grant budgets

Project Managers (Capital Projects)

- Manages construction projects and budgets
- Reviews and approves contractor invoices

Program Manager (Capital Projects)

- Tracks capital project budgets and schedules
- Reviews and provides second/final approval of progress payment invoices

ANNUAL BUDGET

In accordance with SGVCOG bylaws, the Governing Board adopts an annual budget prior to the start of the fiscal year (July 1st). The budget preparation process typically begins in February. The annual fiscal year budget includes proposed programs and expenditures for the upcoming fiscal year. The budget may be amended periodically by the Governing Board to reflect variations (increases or decreases) in income or expenses during the year. In addition, it presents a fiscal year end snapshot of the projected expenses categorized by type of expenses and by program for the prior year.

At a minimum, the annual budget shall include the following information:

- Projected income
- Projected total expenditures
- Staffing levels
- Construction project cost estimates to date
- Construction project funding status
- Status of construction budget and schedules
- Status of prior fiscal year goals
- Proposed new fiscal year goals

The final board-adopted budget is posted on the SGVCOG's website (www.sgvkog.org).

SGVCOG staff is responsible for operating within the financial perimeters set by the approved budget and available funding. The Executive Director meets regularly with key staff to review and update project budgets and schedules where applicable.

REPORTING

Regular financial reporting provides valuable information on the ongoing financial condition of the SGVCOG and assures transparency

Monthly Reports

Monthly reports are provided to the SGVCOG Governing Board and contain bank account balance information and monthly warrant registers.

Quarterly Reports

Quarterly reports are presented to the SGVCOG Executive Committee, City Managers' Steering Committee and Governing Board. These reports include a more comprehensive review of the financial condition of the agency, with an emphasis on flagging potential risks of a project generating a deficit. The quarterly reports include the following:

- Grants receivable aging
- Budget status
- Revenue by source status
- Trial balance
- Project funding by source
- Investment status and compliance
- Construction project allocations vs. estimated completion
- Construction expenditure forecast
- Construction project schedules
- Audit Finding Information (construction)

Applicable construction reports will also be presented to the Capital Projects & Construction Committee. Quarterly progress and expenditure reports are also submitted to Metro, as required under the terms of a Memorandum of Understanding, for ACE Projects.

Annual Financial Audit

The SGVCOG is required to perform a financial and compliance audit each fiscal year. The independent audit includes a comprehensive evaluation and opinion to confirm the statements fairly present the agency's financial position. Additionally, the ACE Project is required by the federal government to monitor compliance with regulations governing the use of federal funds. The annual financial and compliance audit is posted on the SGVCOG (www.sgvcog.org).

In accordance with best management practices, professional audit services are procured to provide these services at least every five years.

Annual State Controllers Report

In accordance with Assembly Bill 341 (Government Code Section 53891), cities, counties and special districts are required to submit compensation reports to the State Controller's office annually. The request for compensation information is initiated electronically from the State Controller's office. The Human Resources agent is responsible for submitting the Compensation Report that includes employee salary and benefits information as well as compensation provided

to the Board members. CalPERS also requires position salary range information to be available on the SGVCOG website.

A Planning Agency Financial Transactions Report is also provided to the State Controller's Office. This annual report, due in October is prepared by the SGVCOG contracted financial auditors with balance sheet, revenue and expenses statements obtained from the Finance Director.

BANKING

The SGVCOG maintains operating and investment bank accounts with access limited to key management and Governing Board Officers.

Signature Authorization

All checks issued will require one or more signatures. The following individuals are signers on the SGVCOG bank accounts:

- Executive Director
- Finance Director
- Chief Engineer
- Governing Board President
- Governing Board First Vice-President

Access to SGVCOG Bank Accounts

The following individuals have on-line access to SGVCOG bank account(s):

- Executive Director
- Finance Director
- Chief Engineer

If changes occur resulting in separation from the SGVCOG of an authorized position either of staff or Board officer, access to SGVCOG bank accounts will be immediately terminated by way of notification to the bank by either the Executive Director or Finance Director.

Authorization Limits

Checks in the amount of five thousand dollars (\$5,000) or less require one (1) signature from an authorized signer. Two signatures are required for checks \$5,001 and above. Check warrant registers are provided monthly to the Governing Board.

ACH & Online Wire Transfers

Checks, Automated Clearing House (ACH) and online wire transfers are only issued for approved expenditures. Examples include: payment of salaries and expense reimbursements to employees, board member stipend and expense reimbursements, vendor invoices, right-of-way acquisition, construction utility and agency reimbursements.

Authorization limits for ACH and On-Line Wire Transfers carries a maximum limit that may be authorized within a 24-hour period and is as follows: \$5 million – Executive Director and Chief Engineer; \$2 million – Finance Director. Larger amounts (>\$500,000) *almost always* will be attributable to construction related activities.

Procedure

ACH Payments: The SGVCOG's bank is Citizens Business Bank (CBB). On-line transactions are permitted through a tiered process to ensure integrity. The process begins with accounting staff reviewing documentation for adequate approvals and supporting documentation. Thereafter, a payment processing report is provided to the Senior Accountant to initiate the process of ACH. CBB has issued electronic devices with associated codes to approved personnel unique to each

authorized user in which to process transactions. After verification of totals, the Senior Accountant utilizes the on-line access to initiate the ACH payment request. This initiates the payment request.

In order to authenticate each electronic transaction, CBB has issued electronic devices (tokens) to process transactions. Tokens are issued to specific approved personnel (i.e. Executive Director, Chief Engineer and Finance Director). Once the on-line payment request is created, an electronic authentication number is sent to the token. The approved personnel must then input this authentication number in order to continue the transaction. The token can only be used by the assigned personnel and is immediately deactivated should the employee separate employment with the SGVCOG.

Wire Transfers: On-line wire transfers are rarely used but are typically used for property acquisition transactions and made to the title company handling the transaction. As with ACH payments, the Senior Accountant will initiate the on-line wire transfer after all approvals and documentation is in order. The final step to complete a wire transfer is performed by one of the three authorized persons listed earlier (Executive Director, Chief Engineer or Finance Director). Thereafter, CBB verifies the transaction via a phone call to the Senior Accountant.

Internal audits are performed periodically by agency auditors on ACH and wire transfers in accordance with internal audit policies and procedures.

Bank Reconciliation

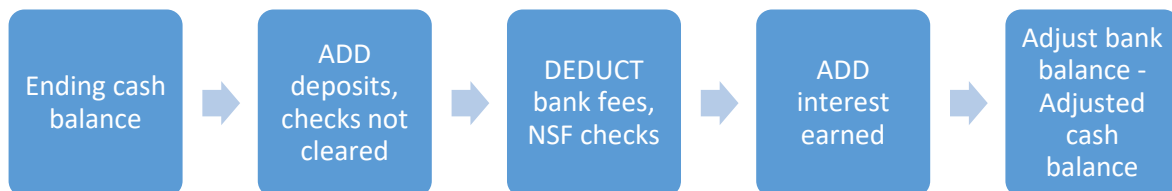
Regular bank reconciliation assures the balance on SGVCOG accounting records equal the corresponding information on a bank statement. The information on the bank statement is the bank's record of all transactions impacting the account during the past month. A summary of bank activity is reflected in the monthly warrant register.

Procedure

Daily bank activity report are generated by the Finance Director by accessing operating accounts via on-line banking. The daily activity report is reviewed and compared against bank statements by the Accountant. If a transaction requires correction or reclassification, a journal entry is created by the Accountant to include in the bank reconciliation process. The bank reconciliation report is reviewed by the Senior Accountant and in final, approved by the Finance Director.

The bank reconciliation worksheet will be updated with transactions such as:

- Check or electronic deposits or wire transfers;
- Inter-account transfers;
- Interest income earned on investments; and
- Payroll activities such as payroll checks and tax liabilities, EFT payments.



Monthly bank reconciliation reports are prepared by the Accountant by cross-referencing the accounting system logs with bank statements received from the Finance Director. Bank statements show all checks that have cleared, with outstanding checks verified by the Contracts Auditor. The final report is completed no later than five working days after the end of the month and approved by the Finance Director. A copy of the report is given to the Executive Director. The final report and corresponding documentation are kept both electronically and in hard copy in the accounting department files.

Journal Entries

A Journal Entry is an accounting log that is used to record a transaction in the general ledger from non-interfacing modules (i.e. accounts payable and recordkeeping applications). There are two types of general journal entries used in the Microsoft Dynamics GP financial system that can be categorized by:

- **General Journal Recurring Entry:** A journal voucher that occurs to record grant reimbursement receipts, write-off of prepaid expense, interest revenue, and payroll charges on a regular basis (e.g., monthly or quarterly).
- **Correcting Journal Entry:** A journal voucher used to correct or reclassify transactions that were identified during routine analysis.

Staff aims to minimize the need for adjusting entries. If a journal entry is necessary, staff will ensure justification is sufficiently documented.

Procedure

Journal entries are entered in the general ledger through a journal voucher. The journal voucher is the physical document that identifies journal entry type, date, debit/credit amount(s), and purpose for the journal entry. The process is as follows:

1. The Accountant receives a request for a journal entry with supporting documentation.
2. The Accountant enters a journal voucher for each item to be posted in the general ledger. Entries in the general ledger are reviewed by the Senior Accountant before receiving final approval of the Finance Director. All supporting documentation must be attached to the journal voucher for approval.
3. Upon approval by the Finance Director, the Senior Accountant posts the journal voucher into the general ledger.
4. Supporting documentation is returned to the Accountant for filing. An electronic copy and a hard copy are kept in the accounting department files. Journal vouchers are filed in batch sequence.

PETTY CASH

While the SGVCOG does not seek to receive or use cash for normal business transactions, a petty cash fund is available to provide a systematic method for paying and recording cash payment(s) deemed too small to be made by check or to a vendor that does not accept checks or credit cards. Petty cash is used sparingly.

SGVCOG maintains a maximum of four hundred dollars (\$400.00) petty cash in a secured location. These funds are replenished as needed. A designated project manager maintains control of and responsibility for payments disbursed from this fund. Total disbursement amount per occurrence may not exceed one hundred dollars (\$100.00). Disbursements require adequate documentation to justify their use and/or reimbursement. See Exhibit A (Purchase Request form). Receipts for all cash transactions must be submitted no more than three (3) business days after request.

ACCOUNTS RECEIVABLE

Cash and Check Receipts

Checks received by the SGVCOG are recorded and every attempt is made to deposit checks within (3) business days of receipt. Checks are securely filed in a locked cabinet until ready for deposit. The employee responsible for depositing checks cannot be the same employee responsible for logging checks for deposit(s).

Procedure

1. The Accountant creates a receipt journal entry in the general ledger. The journal entry includes: the invoice number associated with the deposit, check amount, payer, and total amount of the deposit if there are more than one checks.
2. Checks received shall be restrictively endorsed (“For Deposit Only”) with the appropriate bank account information and logged into the Bank Deposit Log by the Accountant. A copy of the check shall be attached to the printed Bank Deposit Log. Should the rare occurrence of cash be received as payment, cash should be counted and verified by an additional staff person upon receipt. It should be noted that it is not agency practice to accept cash as payment.
3. The Accountant shall prepare a bank deposit slip(s) with corresponding checks to be deposited by a member of the Administrative Services team.
4. The staff making a deposit must provide the receipt to the accounting department. If deposits are made after hours via the bank drop box which do not result in a deposit slip, this information should be noted in the Bank Deposits ledger.

Annual Member Dues

Revenue from membership dues is the primary source of income to support the SGVCOG’s day-to-day staffing and operations. The Governing Board and City Managers’ Steering Committee have created a structure for agency-membership dues.

Annual membership dues are calculated on an annual fiscal year cycle. The membership fee includes a base rate, which is applicable to all membership agencies, and a per capita rate. The SGVCOG has established a cap for membership dues. Pending approval by the Governing Board, membership dues are CPI-adjusted annually. See Exhibit A for a sample dues invoice.

Procedure

Rates are reviewed annually by the City Managers’ Steering Committee, and thereafter presented to the Governing Board for adoption. Once annual rates are approved and adopted, the Assistant Executive Director and supporting staff prepares the dues schedule for the coming fiscal year. The Accounting Technician invoices member agencies the first week of July and follows up on payments not received within 90 days.

Grant Billing

In addition to annual membership dues, the SGVCOG relies on grant funding for projects. While each grantor may have specific grant process and/or invoicing requirements, general grant tracking procedures are in place to ensure all grant expenses meet the requirements of the granting agency.

Procedure

The following is an overview of non-capital projects grant management:

1. Daily, staff input all grant billable time with description of work on their timesheets.
2. Monthly, staff track all project expenses and mileage on a separate expense form.
3. Within the first 5 days of the month, the Project Manager prepares a monthly grant summary report that details billable hours, by grant, and reviews for accuracy to ensure grant coding, hours and expenses are eligible.
4. Within the first 5 days of the month, finance staff compiles all paid invoices, approved and paid employee reimbursement request forms, and other approved expenses, along with appropriate documentation, and submits to Project Manager.
5. Project Manager inputs labor and expenses into monthly invoice tracking sheet.
6. Project Manager submits invoice information to finance staff to be entered into general ledger.
7. Project Manager submits final invoice package to Grant Manager at granting agency by the 15th of each month.
8. Project Manager updates budget tracking sheet to reflect invoice.
9. Monthly, finance staff prepares aging report and alerts Project Manager to follow up on any unpaid invoices that are more than 30 past due.

ACCOUNTS PAYABLE

Invoices

The SGVCOG makes every effort to process invoices in an efficient manner to assure the SGVCOG remains in good standing with its vendors. General administrative re-occurring invoices, such as rent, require less review. However, due to their size and complexity, consulting contract and capital project related invoices require multiple reviews. Therefore, those invoices have a distinct review process, as described below.

Procedure (Non-Capital Project)

The Project Assistant receives the invoice, prepares a Purchase Request form and routes it with supporting documentation for approval authorization.

Project Managers are responsible to review invoices for assigned projects to ensure adequate supporting documentation is included, hours and budget is accurate. See Exhibit B (Professional Services Invoice Review Form). Once approved, the Project Assistant routes the invoice to accounting for payment. Approval limits for non-capital project invoices are as follows:

- Project Manager – review/request for approval of invoices less than \$1000 and up to \$5,000
- Executive Director – approval of invoices greater than \$5,000

Procedure (Capital Projects)

ACE Project construction invoices have a net 30 payment clause. Therefore, staff is required to process each invoice expeditiously while also ensuring supporting documentation will justify the payment amount. Construction contractor invoices are subject to a 10% retention hold, and funds are deposited into a jointly held escrow account. Funds are released upon approval from the Senior Project Manager.

The procedure for capital project construction invoices is as follows:

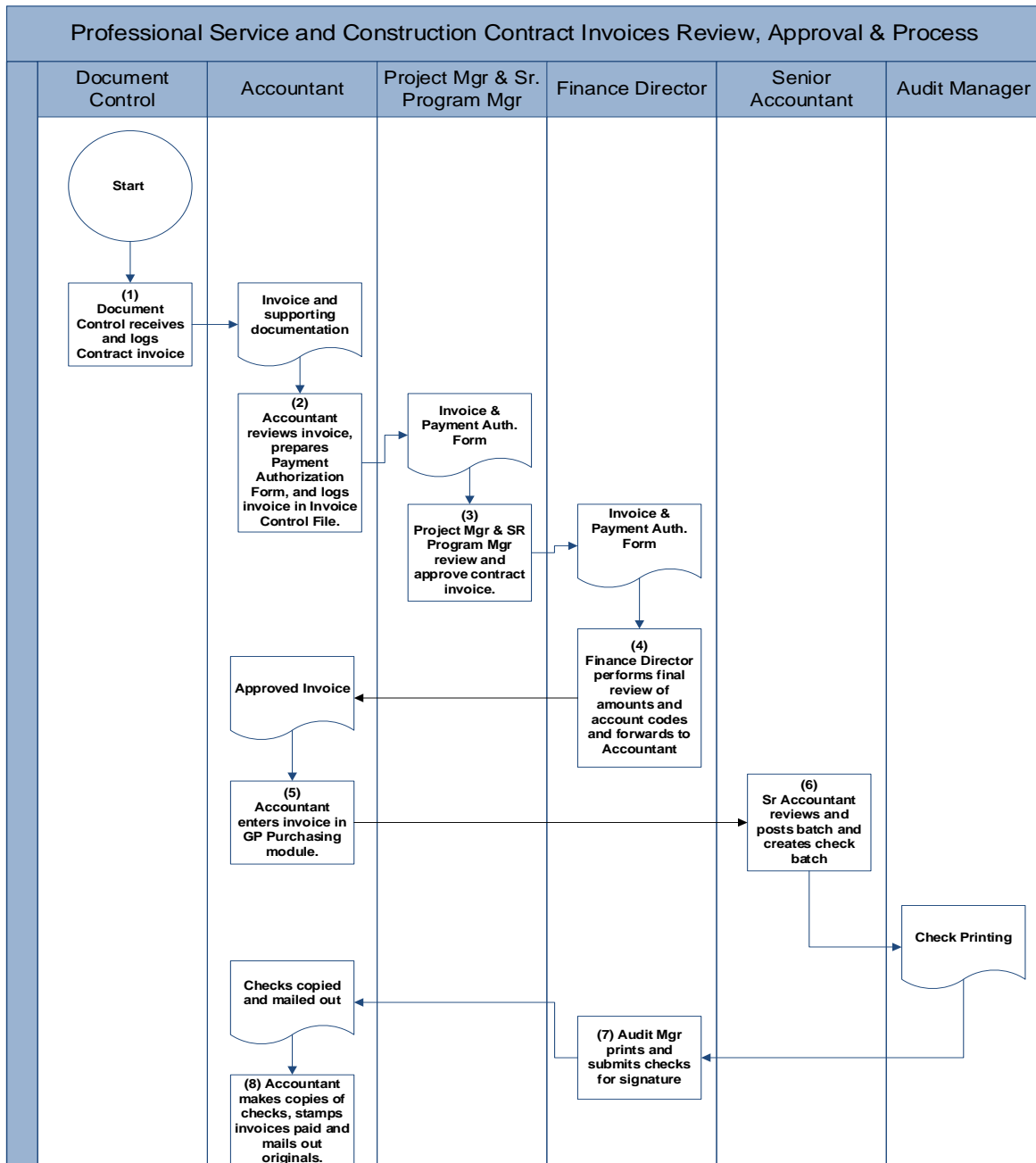
1. The Accountant receives the invoice, reviews it to confirm the billed costs are authorized and properly supported.
2. A progress payment estimate report, that is supported by a schedule of values, is prepared and includes the following:
 - Contract number, contractors name and project name;
 - Pay estimate and billing period;
 - Contract award value, approved changed orders and change notices;
 - Previous and current period earnings, retention and payments;
 - Signature by authorized contractor representative certifying under penalty of law to the correctness and accuracy of the estimate, the completion of working being billed, and the subcontractors and/or suppliers have been paid their share of previous payments; and
 - Construction manager (if applicable) acknowledgement of review and approval.

The schedule of values must contain the following:

- Payment item number and description;
- Billing unit, contract quantity, unit rate and contract value;

- Completed quantity and earned value for the current period; and
 - Cumulative balances for completed quantities and earned values.
3. Prior to approving the invoice, the Project/Program Manager must verify the following:
- All conditional and unconditional releases are in order;
 - Certified payrolls are in order;
 - Updated project schedule is acceptable;
 - Billed work has been completed in a satisfactory manner; and
 - Billed quantities are in order.

The approval process is shown below:



Approval Authorizations (Capital Projects)

Invoices related to capital projects require the following approvals:

Invoice Type	Required Approval(s)
Professional Services (Design)	Senior Project Manager & Program Manager, Chief Engineer*
Professional Services (Program Management)	Program Manager & Chief Engineer
Construction Services	Senior Project Manager & Program Manager
Construction (Fullerton Road project)	Program Manager & Chief Engineer
Construction Management	Senior Project Manager & Program Manager
Railroad	Program Manager, Chief Engineer & Senior PM
Right of Way	Program Manager, Chief Engineer & Senior PM
Third Party Invoice Review	Senior Project Manager & Program Manager
Legal Services	Project Manager, Chief Engineer & Senior PM
Insurance (brokerage)	Contracts Manager & Chief Engineer
Insurance policies	Administrative Services Mgr. & Chief Engineer
State & Federal Representation Services	Dir. Gov/Comm Relations & Chief Engineer

*Chief Engineer is required if cost will exceed 75% of the task order budget.

Employee Expense Reimbursements

All employee reimbursement requests must be approved by the employee's direct supervisor prior to incurring the expense. Supporting receipts must be submitted with a detailed report of expenses.

Reimbursements sought from the Executive Director must be approved by either the SGVCOG Governing Board President or the Governing Board Vice President.

Procedure

Prior to expense, employees must submit an expense request via the SGVCOG electronic *Unanet* system. Once the expense has been incurred, employees also use the *Unanet* system to request reimbursement. The request requires documenting transaction details, project allocation and supporting documents, such as receipts. The employee's direct supervisor reviews and approves or denies the request. Once approved, reimbursements are issued within twenty (20) business days.

Credit Card Purchases

The SGVCOG maintains a credit card for the use of purchases deemed appropriate and necessary for company business. The Executive Director approves in writing the issuance of a company credit card to employees who are required to frequently purchase goods or services for the SGVCOG. Examples include office supplies, meeting catering and supplies, and event materials. Use of credit card payment for business expenditures requires prior approval in writing from the Executive Director or appropriate designee. The employee must submit proper, completed request forms, with all documentation including receipt(s) of all transaction(s) to the designated Project Manager for review. See Exhibit C (Purchase Request Form).

Procedure

1. Employee submits a request to use the credit card with an explanation of intended purchases. The Executive Director or designee will approve the request before any purchases can be made.
2. Employee submits a completed form of transaction details and receipts for review and approval to the Executive Director or designee no more than three (3) business days after use.
 - Additional documentation is required if employee is unable to produce receipts. See Exhibit D (Missing Receipt Affidavit)
 - Amounts less than five hundred dollars (\$500.00) require approval of a designated Project Manager.
 - Amounts exceeding five hundred dollars (\$500.00) will require review of the Executive Director's designee and final approval from the Executive Director.
3. Project Assistant submits supporting documentation to the finance department for recording and reconciliation.

Petty Cash

While the SGVCOG does not seek to receive or use cash for normal business transactions, a petty cash fund is available to provide a systematic method for paying and recording cash payment(s) deemed too small to be made by check or to a vendor that does not accept checks or credit cards. Petty cash is used sparingly.

SGVCOG maintains a maximum of four hundred dollars (\$400.00) petty cash in a secured location. These funds are replenished as needed. A designated project manager maintains control of and responsibility for payments disbursed from this fund. Total disbursement amount per occurrence may not exceed one hundred dollars (\$100.00). Disbursements require adequate documentation to justify their use and/or reimbursement. See Exhibit A (Purchase Request form). Receipts for all cash transactions must be submitted no more than three (3) business days after request.

TIMEKEEPING & PAYROLL AND BENEFITS PROCESSING

Board Member Stipend Payments

The SGVCOG Governing Board members are entitled to a stipend of \$75 for attendance at each Governing Board meeting, with a limit of twelve (12) meetings per fiscal calendar year. Committee meeting attendance is ineligible for stipend payments. If the Governing Board finds it necessary to meet in excess of twelve (12) meetings, approval prior to the additional meeting(s) is required by the Governing Board. Stipend payments are made quarterly.

Procedure

All new Governing Board members are provided with pertinent forms necessary for enrollment in direct deposit. Payment of stipends are processed through payroll. Staff submits Governing Board sign-in sheets to Human Resources monthly for payments to be processed quarterly. Those members without direct deposits will have checks issued by the payroll service provider and mailed to them.

Timekeeping

A timesheet is used to determine earnings and accurately report project distribution for each pay period for both full-time and part-time employees. Project distribution will be used for grant billing. Employees are required to complete a bi-weekly timesheet through an electronic timesheet/expense report system (Unanet), allocating hours to assigned projects along with descriptions of work performed. Vacation and sick time accumulated and used is tracked through the Unanet system. Staff is encouraged to log time daily to ensure accuracy of project and grant coding on timesheets.

Procedure

Employees utilize an electronic timekeeping system. Employees record hours for a two-week period with allocation of task hours by project assignment or specific job responsibilities. Once complete, the employee electronically submits his/her timesheet to their supervisor for review and approval. Supervisors are responsible for expeditiously approving timesheets for accuracy.

Payroll

The SGVCOG Governing Board adopts a salary and classification resolution for each position once a new position is developed. All approved positions and salary ranges are adopted annually in the SGVCOG's budget and posted on the SGVCOG's website.

Employees are paid every other Friday with earnings paid through that pay period. Personnel Action Forms (Exhibit E), signed by the Executive Director, add new employees to payroll, set or adjust rates of pay, and remove employees from payroll after separation.

Procedure

The SGVCOG uses a third-party payroll service provider for its payroll reporting and submission of applicable taxes. The Administrative Services Manager, Administrative Assistant and the Director of Finance have access to payroll reporting system to ensure accuracy of payment of employee earnings, withholdings and deductions.

Salaried employees are assumed paid at their normal rate unless otherwise noticed. Hourly employees' timesheet summaries are submitted to the Administrative Services Manager no later than Wednesday morning of the ending pay period. Any other relevant information which may cause a change in pay must be submitted as soon as possible (i.e. leaves of absence, separations, etc.). The Administrative Assistant inputs all relevant information and prepare payroll for submission. The Administrative Assistant submits a pre-processing reporting journal to the Administrative Services Manager for approval. The report reflects employee earning, deductions, part time employee hours and another additional compensation due.

The Administrative Services Manager electronically submits the payroll for processing. Once submitted, the Director of Finance will electronically receive a notice of submission. The Director of Finance reviews the payroll information for accuracy. The payroll service calculates, withholds and submits applicable taxes. Check stubs are be available to the SGVCOG employees to download.

Net pay and withholdings are automatically debited from the agency's operating account and subsequently forwarded to the designated employee banking institutions and applicable federal and state tax entities.

Retirement Contributions

CalPERS

All full time and eligible part-time employees will be enrolled in California Public Employees Retirement System (CalPERS). If applicable, employee contributions will be deducted from the employees pay.

Procedure

The Administrative Services Manager is responsible for payroll reporting to CalPERS. The CalPERS system requires reporting employee earnings each payroll and contribution submissions for all employees. A member summary contributions report is generated through the CalPERS payroll reporting system that defines all contribution information or adjustments and serves as supporting documentation for submissions. Payroll reporting of hours is required for CalPERS retired annuitants under the contract with CalPERS. No additional contributions are required for retired annuitants.

ICMA

Employees may participate in an optional employee-sponsored retirement plan with ICMA.

Procedure

Employees' designated retirement contributions are deducted from their pay with each payroll and contributions transmitted via ACH within three business days. Contribution submission reports are prepared on-line by the Administrative Assistant, contributions are transmitted Administrative Services Manager. A contribution summary reflecting employee contributions serves as a check request back up for the Finance Department to electronically transmit necessary funds to ICMA.

Year-End Reporting

The Finance Department is responsible for issuing annual Form 1099s for payments exceeding \$600 in a calendar year. Form 1099s will be issued on or before January 31st for the prior calendar year.

The Administrative Services Manager is responsible for issuance of year-end W2 forms to each employee and Governing Board member/delegate on or before January 31st for the prior calendar year.

Exhibit A: Sample Dues Invoice



INVOICE

Date 07/01/2016
Invoice #
Terms Net 45 Days
Due Date

Bill To:
 «Name1»
 «Address_Line_1»
 «Address_Line_2»
 «City», «State» «Zip_Code»

Mail To:
 San Gabriel Valley Council of Governments
 Attn: Finance Department
 1000 S. Fremont Ave., Unit 42
 Alhambra, CA 91803

Description	Amount
FY 20XX-20XX Annual Membership Dues	«Amount»
<p><i>Please Indicate the Funding Source for our Dues:</i></p> General Fund \$ _____ Prop A & C, Transportation Funds \$ _____ Other _____ \$ _____	

Total «Amount»

Payment/Credit

Balance Due «Amount»

Thank you for your continued membership and support!

Exhibit B: Professional Services Invoice Review Form



Professional Services Invoice Review Form

Invoice Review

Contractor: _____

Invoice Amount: _____

Project Title:	_____
Project Manager:	_____

Signature: _____

Contract Type: Time & Materials Deliverables-Based Retainer

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Within scope | <input type="checkbox"/> Rates approved | <input type="checkbox"/> Expenses approved/
eligible | <input type="checkbox"/> Cost calculations
confirmed |
| <input type="checkbox"/> Work product
approved | <input type="checkbox"/> Positions approved | <input type="checkbox"/> Invoice documentation
provided | <input type="checkbox"/> Insurance active/
meets requirements |
| <input type="checkbox"/> Contract Execution <u>Date:</u> _____ | <input type="checkbox"/> Contract Expiration <u>Date:</u> _____ | | |

Approved by: _____
(>\$5,000)

Payment Authorization

Vendor ID: _____

Invoice #: _____

Invoice Date: _____

Requested by: _____

Reviewed by: _____

Approved by: _____

Account Title: _____

Account #: _____

- | |
|--|
| <input type="checkbox"/> Copy: Bill to grant |
| <input type="checkbox"/> Entered into GP |

Exhibit C: Purchase Request Form



PURCHASE REQUEST
PLEASE PRINT TO COMPLETE

Recurring Charge
Approved Date: _____

Method of Payment:
 Credit Card Invoice Petty Cash EFT

Requested By: _____ Date: _____

Intended Purchase:

Purchase Amount: (Anticipated) _____

Reviewed By: _____ N/A

PROOF OF TRANSACTION

This completed form must be submitted with three (3) business days of transactions or receipt of invoice.

Merchant/Payee Name: _____ Amount: \$ _____

Receipt or Invoice Provided: Y / N (Additional form required if unable to provide receipt)

Account to be Charged: (If Applicable)

SGV Energy Wise Other: _____

Explanation: (if intended purchase changed)

By signing, I am certifying that the above items are appropriate and necessary expenses incurred by me, for the San Gabriel Valley Council of Governments. I also certify that the items were received in full.

Employee Signature: _____ Date: _____

Reviewed By: _____ N / A

Amounts Exceeding \$500.00 Require Additional Review

Approved By: _____

FOR INTERNAL USE ONLY

Vendor ID : _____ Copy: Bill to Grant
 Invoice Date : _____ Entered Into GP
 Invoice No. _____
 Account Title : _____
 Account Code : _____

(Revised May 2018)

Exhibit D: Missing Receipt Affidavit



MISSING RECEIPT AFFIDAVIT
PLEASE PRINT TO COMPLETE

Employee Name: _____ Date of Request: _____

I am missing a receipt for:

I Incurred This Expense At:
(Merchant/Payee Name) _____

Date of Transaction: _____ Amount: _____

I UNDERSTAND THAT A MISSING RECEIPT AFFIDAVIT SHOULD BE USED ON RARE OCCASIONS AND MAY NOT BE USED ON A ROUTINE BASIS. I FURTHER UNDERSTAND THAT EXCESSIVE USE OF A MISSING RECEIPT AFFIDAVIT MAY REVOKE THE PRIVILEGE OF USING A COMPANY CREDIT CARD. I CERTIFY THAT THE AMOUNT SHOWN IS THE AMOUNT I ACTUALLY PAID; THAT I HAVE NOT AND WILL NOT SUBMIT A DUPLICATE CLAIM; AND THAT I HAVE NOT AND WILL NOT SEEK A CLAIM FOR THESE EXPENSES FROM ANY OTHER.

Employee Signature: _____ Date: _____

Reviewed By: _____ Date: _____

FOR INTERNAL USE ONLY

Vendor ID : _____ Copy: Bill to Grant
Invoice Date : _____ Entered Into GP
Account Title : _____
Account Code : _____

Exhibit E: Personnel Action Form



**San Gabriel Valley Council of Governments
PERSONNEL ACTION REQUEST**

PLEASE PRINT OR TYPE

EMPLOYEE: _____ **EFFECTIVE DATE** _____

TITLE: _____

SALARY: From: \$ _____ Annually To: \$ _____ Annually

ACTION:

- New Hire
- Separation
- Promotion
- Interim

- Salary Adjustment (per pay)

From: \$ _____ To: \$ _____

Reason _____

- Unpaid leave of absence (for salaried employees) Period: _____

Requested By: _____ **Date:** _____

Approved By: _____ **Date:** _____

Processed By: _____ **Date:** _____