

**RPOA FINANCE COMMITTEE RECOMMENDED PROCEDURES**  
ADOPTED BY FINANCE COMMITTEE, March 19, 2018

**Payment of Invoices**

1. Payments pursuant to Board approved contracts shall be authorized and approved as follows: a) if it is a fixed amount, the Treasurer shall approve the payment; b) if the amount is variable, review and approval by both the appropriate Committee Chair and the Treasurer shall be required.
2. Routine Committee operational expenditures of less than \$500 may be incurred by Committee Chairs without prior Board approval. Expenditures over \$500 shall require prior Board approval. Invoices for all Committee expenditures shall be reviewed and approved by the Committee Chair and forwarded to the Treasurer for approval and forwarding to FredrickZink for payment. Committee expenditures over \$500 shall be reported to the Board and included in Board minutes.
3. If an amount to be spent is over budget, it requires advance approval by both the Treasurer and another officer prior to obligating RPOA, *except in the case of an emergency*.
4. If the invoice is \$5,000 or more, it will require approval of both the Treasurer and another officer; *exception*: regular recurring payments under a Board-approved contract (e.g., monthly mowing payment) but not extra payments to the contractor.
5. The Treasurer will note on the invoice (or on the check request form): his/her approval and the number of the account to be charged; the invoice will then be delivered to FredrickZink for payment.
6. The President and Treasurer of RPOA will direct a letter to FredrickZink to pay only bills approved by the Treasurer (or the President in the absence of the Treasurer.)

**Bids and Contracts**

1. The following contracts *require* multiple bids: season contracts for snow removal, mowing, flower beds and irrigation; roads (major projects such as resurfacing) and other special or major projects. Multiple bids are *encouraged* for other contracts or expenditures likely to exceed \$5000. Any committee chair or person seeking to obligate RPOA for expenditures should use common sense in determining when multiple bids are desirable, recognizing that in cases of urgency or emergency there may not be time to obtain multiple bids, in which case the RPOA representative should use a contractor/vendor with whom RPOA has had positive experience and should refer to the list of recommended contractors as a guide.
2. Based on the bids, the appropriate committee negotiates the contract and makes a recommendation to the Board; the Board gives final approval.
3. The President signs all contracts.
4. Copies of all contracts are to be maintained by the Committee Chair, the Secretary and the Treasurer. Original, signed copies are to be filed in the First National Bank safe deposit box.

**Capitalizing Payments**

Subject to the recommendation of the CPA tax preparer, items of \$5000 or less will be expensed, NOT capitalized.

APPROVED by the RPOA Board March 19, 2018