

## **Economic Development Authority of Fluvanna County**

### **Fiscal Controls Policy**

#### **I. Purpose of the Policy**

It is the intention of the Economic Development Authority of Fluvanna County ("Authority") to practice sound financial management and to conduct the financial transactions of the Authority using generally accepted accounting principles. The purpose of this Fiscal Controls Policy is to identify the various components of sound financial management and to provide a process for achieving them.

#### **II. Responsibilities of Authority Members**

It is the inherent responsibility of all Authority members to abide by the requirements and conditions set forth in this Policy.

#### **III. Receivables**

The Secretary or designee shall be responsible for receiving and opening the mail for the Authority. The Secretary may designate an individual from within the Authority or with a closely aligned organization (such as the County Economic Development Office or County Finance Department) to receive and open the mail in the Secretary's absence to enable the recording of information in a timely fashion.

Upon receiving funds for the Authority, the Secretary or designee shall record the amount, the purpose of the amount, and the source of the payment. A photocopy of the check payment will be made and retained with the financial records of the Authority. Checks will be stamped "For Deposit Only". Cash will be counted and documented. Additional documentation for cash deposits will include an attestation of funds, which will be signed by two persons.

All funds received shall be deposited and recorded immediately upon receipt when at all possible; in all cases, deposits shall be made by the end of the next full business day. Any checks and/or cash kept in the office overnight will be locked in a suitable drawer within the Secretary's office. The Treasurer shall be responsible for the depositing of funds received from the Secretary, and shall subsequently enter the information into the accounting system upon receiving it from the Secretary or their designee. The Treasurer will receive copies monthly of the actual payments received and bank deposits. The Secretary or designee will deliver to the Treasurer the monthly bank statements. The Treasurer is responsible for the reconciliation of the bank account, and the Chair will review the reconciliation before it is presented to the Authority at its next regular meeting. If any person other than the Secretary receives funds for

the Authority, that person shall immediately notify the Treasurer of the funds and transmit the funds to the Treasurer and a record of the funds to the Secretary within one (1) business day.

#### **IV. Accounts Receivable**

The Treasurer and Secretary will keep a detailed listing (including aging) of all accounts receivable and will work toward collecting them on a consistent, timely basis. The Treasurer or Secretary shall be responsible for preparing and sending invoices on behalf of the Authority. Accounts receivable that cannot be collected will be forwarded to the Chair for review before being presented to the Authority for consideration. At the Treasurer's discretion, receivables may be referred to the Authority for consideration. Only the Authority may release or discharge a receivable.

#### **V. Accounts Payable**

Any and all payments made by the Authority shall be based upon the receipt of a suitable invoice from the individual or vendor requesting payment. The invoice should contain sufficient information to allow the Treasurer to determine the initial date of the obligation, purpose, the due date of the invoice and amount requested. Sales taxes shall be separated in the amount due and subtracted from the total amount due. The Treasurer is responsible for receiving invoices and preparing checks for payment twice monthly, on the 10<sup>th</sup> and 25<sup>th</sup> of each month, or the following business day should the 10<sup>th</sup> and 25<sup>th</sup> fall on a weekend or holiday. It is the Authority's intent to remit payment within forty-five (45) days from the date of receipt of a valid invoice. The Treasurer shall review the invoices, verify their accuracy and the accuracy of any supporting documentation; validate that the services documented in the invoice were received and performed in accordance with underlying terms and agreements; and then approve and process for payment. A copy of the invoice, along with all supporting documentation should be maintained in the County's Economic Development Office, along with documentation signifying the approval for payment. All payments made by the Authority shall be made by checks or wire transfers as needed from Authority-approved bank accounts. Wire transfers shall not occur without the prior approval documented through an authorization form. Checks shall be countersigned by the Authority Chairman, Authority Vice-Chairman, or the Authority's Treasurer with a minimum of two signatures on each check.

#### **VI. Bank Statements**

The Secretary or designee shall receive all bank statements by mail directly to the Authority's business mailing address. The Secretary shall open and review the bank statements, initial such review on the statements, and transmit the statements to the Treasurer and the County's Economic Development Office. The Treasurer may retain copies of all statements received. All bank statements must be reconciled by the Treasurer within fifteen (15) days of receipt.

## **VII. Payroll**

At this time, the Authority does not employ any staff; therefore, payroll services are not required as of the date this policy is adopted.

## **VIII. Budgeting**

The Authority operates on a July 1 to June 30 fiscal year and shall adhere to all applicable Code of Virginia and Fluvanna County requirements. All expenditures made by the Authority, in conformance with the above Section V, must be made in accordance with a budget adopted by the Authority. The Treasurer is responsible for preparing and presenting annual operating budgets to the Authority not later than the May regular meeting preceding the commencement of the ensuing fiscal year. Budgets will clearly detail expected revenues, by amount and source, and proposed expenditures, by amount and purpose. Project budgets, including for capital improvements, shall be presented to the Authority for approval before or concurrently with contracts for materials and services related to the capital improvement project and budget. Project budgets, once approved by the Authority, are active for the term of the project, which could include multiple fiscal years.

## **IX . Reimbursements**

As identified in the above Section IX, Authority members and County staff may from time to time incur certain expenses on behalf of the Authority. Reimbursements will be requested on a form approved by the Treasurer. Reimbursement requests will be accompanied by valid receipts, which provide sufficient detail for the reviewer to determine the propriety of the reimbursement request. Requests for meals and/or related reimbursements will denote the individuals in attendance, and the business purpose of the expenditure. The Treasurer may approve these reimbursements but shall not also approve his/her own personal reimbursements. Mileage shall be reimbursed at the prevailing IRS rate at the time of the trip; meals shall be pre-approved before reimbursement and be reimbursed at the prevailing Commonwealth of Virginia per diem rate. The Chair and Vice Chair who countersign the reimbursements will also approve the reimbursement requests, except when the reimbursements are their own and in which case, the Secretary shall review the reimbursement request for consistency with other, similar requests and may approve. Reimbursements to the Authority members other than mileage shall be approved by the Treasurer prior to encumbering the expenses that create the reimbursement request.

## **X. Procurement**

Procurement of goods, services, and for capital improvement projects shall occur in a manner consistent with the Code of Virginia. Applicable Fluvanna County procurement policies may be used as a guide by the Authority.

## **XI. Reporting**

Authority will annually cause to have prepared and submitted to the Auditor of Accounts an audited financial statement in accordance to the Code of Virginia Section 30-140. The Authority shall review and approve a contract for services with an Auditor. The Economic Development Director shall forward real estate contracts, economic development incentive performance agreements, and similar documents approved by the Authority to the County Finance Department and Pre-Auditor to ensure that any financial implications of these obligations are reflected in the Authority's financial statements. The Authority members shall receive monthly-prepared financial statements, checking account statements, and check or payment registers at each regular meeting of the Authority for the two preceding months' fiscal activity. The Fluvanna County Director of Finance shall also receive copies of the financial statements when forwarded to the Authority members.

## **XII. Special Financing**

The Authority may from time-to-time initiate special financing, such as the sale of bonds or other instruments. Such special financing may require actions separate from this Policy. When special financing procedures require actions separate from this Policy, the Authority shall review the special financing procedures and approve their implementation and administration and such procedures should not be construed to conflict with this Policy.

## **XIII. Amendments**

This policy may be amended by a majority of the Authority members, provided notice of the proposed amendment is given not less than one week prior to the meeting.

APPROVED by the Economic Development Authority of Fluvanna County at its regular meeting on November 10, 2025.



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Rudy L. Garcia, Chair