

Subject: General Statement on REAP Fiscal Procedures
Effective: 6/12/06

REGIONAL ECONOMIC AREA PARTNERSHIP (REAP) FISCAL PROCEDURES

OBJECTIVE:

To provide REAP with fiscal procedures.

PROCEDURES:

REAP fiscal procedures establish a framework for the overall financial management of the organization. Operating independently of changing circumstances and conditions, the procedures assist the decision-making process of the organization and one drawn from long-standing principles, traditions, and practices that guide the organization and help to maintain its financial stability.

ASSESSMENT OF MEMBERSHIP FEES

1. Annual fees for membership in REAP are assessed each calendar year, in accord with REAP Bylaws as follows:

Cities

- *Cities with population above 10,000: \$3,000 plus \$.065 per capita.*
- *Cities with population between 3,000 and 10,000: \$1,000 plus \$.065 per capita.*
- *Cities with population under 3,000: \$200 plus \$.065 per capita.*

Counties

- *Counties with population above 50,000: \$3,000 plus \$.025 per capita*
- *Counties with population less than 50,000: \$1,500 plus \$.025 per capita*

Determination of Population: Official population figures used for state purposes, as recorded by the Kansas Secretary of State, shall be used in assessing fees for member cities and counties of REAP. Official population as of July 1, 2004 shall be used for determining assessments for calendar years 2006, 2007 and 2008. These figures will be updated every three years beginning with January 1, 1999.

Members in Good Standing: Member cities and counties of REAP will be assessed annually by invoice, and assessments for the upcoming calendar year will be due as of January 1. Members that have paid their assessments by March 31 will be considered members in good standing. Any member that has not paid its assessment by March 31 will be considered in arrears and will lose all voting privileges on the REAP governing body as of April 1.

2. Assessments for the upcoming year will be mailed annually to member jurisdictions no later than December 31.
3. Assessments will be deposited in the REAP Operating Fund.

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SELECTION OF DEPOSITORY

1. On the recommendation of the Treasurer, the Executive Committee shall designate a depository to secure all funds and money of REAP required for current operations or special programs.
2. The selection will be in accordance with all applicable Kansas state laws and regulations.

ESTABLISHMENT AND OVERSIGHT OF FUNDS

1. The Executive Committee of REAP shall establish an Operating Fund for current operations.
2. The Executive Committee of REAP shall establish additional funds as required by specific programs.
3. All funds and money of REAP required for current operations or special programs shall be placed in demand deposits in the official REAP depository.
4. All funds shall be under the joint care of the Chair, Vice-Chair and Treasurer of REAP and shall be held in the custody of a state or national bank or trust company and shall be held in the name of REAP.
5. The interest accrued on deposits shall be credited pro rata to the fund or funds of REAP from which the monies originated.

DISPERSAL OF FUNDS

1. Transfer or withdrawal shall be permitted only upon the written instruction of at least two REAP officers (Chair, Vice-Chair and/or Treasurer) and prior consent of the REAP Executive Committee and shall identify the purpose of the transfer or withdrawal.
2. Transfers or withdrawals shall be in accord with the adopted operating budget by REAP.

ADOPTION OF OPERATING BUDGET

1. The REAP Executive Officer shall recommend an operating budget for the upcoming year to the REAP Executive Committee for review no later than November 15.
2. At the regular December meeting of REAP, the Executive Committee shall recommend an operating budget to REAP for adoption.
3. Amendments to the operating budget may occur throughout the year and shall be brought to the attention of the Executive Committee and recommended by the Executive Committee to REAP at a meeting of the full membership.

ACCOUNTING, AUDITING, AND FINANCIAL REPORTING

1. The Treasurer shall recommend and the Executive Committee shall appoint an independent auditor.
2. An independent audit shall be performed annually, or at any time on request of REAP.
3. The Executive Officer will provide REAP with quarterly and annual financial reports.