

## II. Funding Policies

### B. Funding Criteria

Funding requests over ~~\$25,000~~\$50,000 may only be approved through the Board's formal Agenda.

1. In order to qualify as a recipient of JWB funds on an annual basis an agency must:
  - a. Be a non-profit corporation or governmental entity.
  - b. Serve children and their families in Pinellas County.
  - c. Demonstrate organizational capacity, prior outcome attainment, and evidence-based programs.
  - d. Demonstrate operational cost effectiveness and provide tangible benefits for participants.
  - e. Have a National Accreditation (COA, CARF, JCAHO) and be in good standing.
  - f. Propose to provide services that align with JWB's strategic direction.
  - g. Have a total annual agency operating budget over ~~\$500,000~~ 1,000,000 documented for three consecutive years or operate under an ASO or collaborative. Agencies currently funded as of the date of the approval of this policy are grandfathered.
  - h. Be in compliance with all applicable federal, state, and local laws.
  - i. If currently funded by JWB, meet all contract compliance criteria.

## IV. Fiscal Policies

### A. Fund Disbursement

JWB funding is provided on a reimbursement ~~or basis, per diem or unit cost basis.~~ The method of payment can be check, EFT or purchase card.

JWB will contract ~~for residential and shelter programs, such as runaway, homeless, substance abuse and domestic violence programs,~~ on a per diem, ~~or~~ unit cost basis and/or line item expense reimbursement. The terms of these contracts will be established by JWB at the onset of each fiscal year, ~~and may include line item reimbursement for specifically approved program expenses.~~

JWB may issue Memorandums of Agreement or Understanding in regards to new initiatives. This authorizes access to JWB funding where payment can be direct to the provider or to a vendor.

### D. Budget Roles of Board and Executive Director

Prior to issuance of the contract, agencies may request allocation adjustments between programs, to be approved by the Executive Director (OHD).

Except for pilot programs, measurable outcomes and contracted service levels may only be adjusted at the beginning of each contract cycle, with approval of the Executive Director (OHD).

Contracts for Board approved program allocations which are not timely executed will be reported to the Board for possible reallocation of funds.

No contracted agency may use JWB funds to sub-contract with another provider without prior approval of the JWB Executive Director (OHD).

The Executive Director also has authority to execute annual contracts up to ~~\$25,000~~ \$50,000 and is directed to report on a monthly basis to the Board all expenditures.

The Board shall approve all lease agreements pertaining to occupancy and real estate.

## H. Investment Policy

### 9. Maturity & Liquidity Requirements

Investments of the JWB will allow for the day-to-day liquidity needs. Therefore, investments will be made in accordance with anticipated cash need and cash flow requirements. JWB shall limit its maximum maturity to ~~two~~ three years unless specific authority is given to exceed that limitation.

## I. Purchasing Policies

### 1. Purchasing Policy

The JWB shall adhere to prudent financial management practices and applicable governmental standards for purchasing.

- a. Items with a total cost of less than ~~\$1,000~~\$5,000 (per fiscal year) may be purchased by phone or other contact between the Purchasing Unit and Supplier, using buyer experience and knowledge. (Competitiveness is stressed for orders under ~~\$1,000~~\$5,000.)
- b. Items with a cost of between ~~\$1,001~~\$5,001 and ~~\$5,000~~\$10,000 (per fiscal year) will be purchased on the basis of a minimum of three oral bids which shall be documented or three written quotations.
- c. Items with a cost of between ~~\$5,001~~\$10,001 and ~~\$25,000~~\$50,000 (aggregate contract value) will be purchased on the basis of a minimum of three written quotations or an RFP.
- d. Items with a cost in excess of ~~\$25,000~~\$50,000 (aggregate contract value) require an RFP, Invitation to Bid or Invitation to Negotiate to be issued, and are awarded through Board approval.
- e. All contracts in excess of ~~\$25,000~~\$50,000 will be thoroughly reviewed at least every 5 years. Recommendations for either continuation funding, program restructuring, re-bidding or contract termination will be brought before the Board for approval. In the intervening years, contracts warrant formal staff review for continued funding.
- f. This policy supersedes any prior conflicting policy.

## K. Authorized Expenditures

2. Where JWB staff are authorized to use their privately owned vehicles for any category of travel on official JWB business, they shall receive reimbursement at the rates announced by the IRS as the

standard mileage rates for computing the deductible costs of operating an automobile for business purposes. This rate shall be benchmarked to the IRS rate and change accordingly. ~~on October of each fiscal year.~~

## L. Fund Balance Policy

1. The JWB shall maintain a prudent reserve fund to assure that it has an adequate capability to respond to changing or emerging community needs, unanticipated funding opportunities, the need to stabilize the millage rate, natural disasters, or emergency situations that threaten to disrupt the orderly delivery of services to families and children in Pinellas County. This policy ensures that JWB maintains adequate fund balance/net assets and reserve in the operating fund to assure the effective management of cash flow for daily financial needs and provide for unforeseen economic downturns, revenue shortfalls and emergencies.

The Board shall adopt and periodically review targets for its designation of fund balance that reflect:

- The statutory prohibition against incurring debt for capital expenses.
  - The unique role of JWB as a funder of ongoing services to families and children.
2. Designations of general fund balances represent tentative plans for future use of financial resources. In the fund financial statements, fund balance for governmental funds is reported in classifications that comprise the limitations on the funds. The fund balance is reported in five components – non-spendable, restricted, committed, assigned and unassigned.
  3. **Non-spendable** includes amounts that cannot be spent because they are either not in spendable form or are legally or contractually bound. **Restricted** consists of amounts that have constraints placed on them either externally by third-parties (creditors, grantors, contributors, or laws or regulations of other governments) or by law. **Committed** consists of amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the JWB. **Assigned** consists of amounts that are constrained by the JWB's intent to be used for specific purposes, but are neither restricted nor committed. The authority for assigning fund balance is expressed by the JWB Board or the Executive Director as established in the Board's Policy. **Unassigned** represents amounts that have not been restricted, committed or assigned to specific purposes within the general fund.

4. The total ~~designation of~~ fund balance, less third party non-spendable or restricted funds of JWB, shall be targeted at a minimum of three months of operating expense.~~not exceed 20% of the budgeted expenditures for the immediate succeeding fiscal year as established by Board action during the budget process.~~

The Board shall identify both its unassigned and committed / assigned cash reserves.

- a. The “ Committed and/or Assigned fund balance” includes:
  1. Those sums from the prior year(s) that are budgeted for expenditure in the immediate succeeding fiscal year (cash forward).
  2. Those sums necessary to sustain mandated reserve levels.
  3. Those sums dedicated to a future capital expense for building expansion or construction.
  4. Those sums which, by formal action, the Board has committed to expend in succeeding fiscal years.
- b. The “ Unassigned fund balance” is the difference between the total fund balance less all other components defined.
  1. JWB shall maintain an emergency reserve within the Unassigned fund balance. of at least 3% of the budgeted expenditures for the immediate succeeding fiscal year to meet the requirements of natural disaster or similar calamitous events.
  - ~~2. JWB shall seek to maintain a total unassigned fund balance that shall not exceed 10% of the budgeted expenditures for the immediate succeeding fiscal year.~~