



AGENDA ITEM 5 G

FINANCE POLICY AND PROCEDURES UPDATE

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

This item proposes updates to the CRTPA's adopted Finance Policy and Procedures as well the Memo on Internal Controls, approved by the CRTPA Board at the October 2022 meeting, and seeks approval of the revisions.

BACKGROUND AND ANALYSIS

In October 2022, the CRTPA Board approved updates to the agency's Finance Policy and Procedures, and the documented internal controls, set forth in the Memo on Internal Controls in Other Audit Areas. The Finance Policy establishes policies and procedures for the expenditure of the CRTPA grant funds and the internal operating practices for handling CRTPA funds and vendor payments. In addition, the Memo on Internal Controls in Other Audit Areas provides further detail on invoice development and record-keeping, including classifying unallowable costs. The Memo on Internal Controls is designed to provide reasonable assurance to the Board regarding the preparation of reliable annual financial statements and is updated as internal controls are refined and implemented.

Staff is recommending updates to the Finance Policy and Procedures as well as the Memo on Internal Controls to reflect changes in processes, as well as to include information on journal entries, accruals of expenditures for the purpose of the annual audit and the closeout of the biennial contract with the Florida Department of Transportation. The proposed changes are provided in **Attachment 1** in a strike-through and underline format. **Attachment 2** is a clean copy which reflects the final document as revised.

RECOMMENDED ACTION

Option 1: Approve the revised CRTPA's Finance Policy and Procedures, and Memo on Internal Controls.

Option 2: Provide other direction.

ATTACHMENTS

Attachment 1: Revised Finance Policy and Procedures and Memo on Internal Controls (Strikethrough and Underline)

Attachment 2: Revised Finance Policy and Procedures and Memo on Internal Controls (Clean Copy)

FINANCE POLICY GRANTS**APPROVED: November 2025****October 18, 2022****REVIEW BY: Every two years prior to development of UPWP****1. References and Terminology**

- a. Staff Services Agreement for administrative services between the City of Tallahassee and the Capital Region Transportation Planning Agency (CRTPA).
- b. State of Florida Department of Transportation (FDOT) and CRTPA Consolidated Planning Grant Agreement (CPGA) for PL funds [Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) funding].
- ~~b. State of Florida Department of Transportation CRTPA Agreement for PL funds.~~
- c. Vendor and Supplier are interchangeable terms and refer to an individual or company that sells goods or services to other businesses or consumers.
- d. Capital purchase shall be defined as office equipment and/or office equipment in excess of \$5,000 per item.
- ~~e. State of Florida Department of Transportation 5305(d) Agreement for FTA funds.~~

2. Purpose and Scope

- a. The purpose and scope of this section is to document financial procedures for the expenditure of the CRTPA grant funds and the internal operating processes for handling CRTPA funds and vendor payments.

3. Budget

- a. **General Policies.** The Board shall review and approve the CRTPA's Unified Planning Work Program (UPWP) and operating budgets, programming, and expenditure of CRTPA funds. The annual operating budget ~~and new UPWP budget will be~~ is reviewed by the Executive Committee prior to being submitted to the Board.
- b. **Unified Planning Work Program.** The UPWP shall be developed and approved by the CRTPA biennially. The ~~fiscal year of the~~ UPWP fiscal year shall be from July 1st to June 30th ~~—and will detail the annual expenditure of grant funds by tasks. A draft UPWP should be submitted to the Board for review no later than the March meeting and a final UPWP shall be submitted for approval by the Board no later than the May meeting. The budget will detail the expenditure of grant funds by tasks. A draft UPWP should be submitted to the Board for review at its March or April meeting and a final UPWP shall be submitted for approval by the Board no later than May 15th.~~ A copy is also provided to the City of Tallahassee Grants Management ~~Department~~ and Financial Management Departments. Operating and project budgets are maintained within the City's ~~software program, People Soft~~ Financial Management System.
- ~~c. Operating Budget.~~ The CRTPA Operating Budget shall be developed in accordance with the UPWP. ~~For the Operating Budget the~~ for the fiscal year ~~shall be~~ from October 1st to September 30th. A draft operating budget shall be submitted to the Financial Management

Department in mid-July of each year. The CRTPA staff shall prepare a detailed expenditure and revenue (operating and project budget) which is provided to the CRTPA's Budget Analyst and is maintained within the City's software program for programming in the City's Financial Management System. ~~A draft operating budget shall be submitted to the Financial Management Department in mid-July of each year. The City of Tallahassee operating budget approved at the City Commission meeting in September shall reflect the CRTPA revenues and expenditures.~~

d.c. Monitoring. CRTPA staff shall monitor the approved budgets in the UPWP and the City's Financial Management System and identify any necessary modifications, amendments, or changes/adjustments to the operating and/or project budgets.

e.d. UPWP Modifications. Modifications to the UPWP do not ~~change~~ revise the ~~FHWA or FTA~~ approved budget and ~~do not change/or~~ the scope of the a funded work task(s). Modifications do not require Board approval and shall be processed by CRTPA staff ~~and presented to the Board~~. The FDOT District Liaison and FHWA are advised of the modification via the UPWP Revision ~~f~~Form.

f.e. UPWP Amendments. Amendments to the approved UPWP add, delete, or change the scope of a work task(s), and/or revise the total grant funding. ~~All a~~A amendments ~~must be are~~ approved by the CRTPA Board ~~and by~~ FDOT and FHWA.

g.f. Operating Budget Changes. Changes to the CRTPA operating budget within the City's finance software shall be processed through a Line Item Transfer (LIT). All LITs shall be approved by the CRTPA Executive Director or their designee and be consistent with the approved UPWP. ~~with the exception of a LIT change that requires a UPWP amendment. The Board shall approve the LIT when approving the UPWP amendment. Upon approval, t~~ The City's Financial Resource Management office Department shall process the request. The City shall have no authority over approving changes to the CRTPA operating budget.

h.g. Invoices. The CRTPA staff shall prepare and submit invoices to ~~the State~~ FDOT for reimbursement ~~so that reimbursement is made back to the City of Tallahassee.~~ The billing details are provided to the CRTPA by the Grants Department and the invoices ~~shall be are~~ prepared and, reviewed by assigned CRTPA ~~s~~staff, and Final invoices are reviewed by the Grants Department ultimately and then approved by the CRTPA Executive Director.

i.h. Purchase Orders. CRTPA staff shall ensure that purchase order requisitions and vendor invoices are processed in a timely manner utilizing the City of Tallahassee's Procurement and Financial Systems. ~~PeopleSoft and On-Base software programs.~~ A vendor must register and submit the required documents to the City's Procurement Portal. The Procurement Department processes the registration and assigns the vendor a supplier number. Once a vendor is registered, the CRTPA staff submits a requisition for the purchase order (PO) in the City's Financial System and the Procurement Department processes the PO assigning it a number. Note, expenditures charged to the Unclassified Contractual Services budget line will also be assigned a class code by the City's Finance Department prior to opening the PO.

j. Consultant Project(s) Budget. ~~For consultant services the CRTPA staff opens the project with the Grants Department. The Grants Department reviews the project scope and supporting budget as approved by the Board. Upon determination that the supporting~~

~~documentation is adequate, the project is opened in People Soft and assigned a project number. The Grants representative sends an email with the Project Number to the CRTPA Administrative Assistant, the Project Manager, and the Executive Director. The CRTPA Administrative Assistant then submits a request to Procurement, through People Soft, to open the project's purchase order.~~

- i. **~~Purchase Order and Payments:~~** ~~The consultant must submit a W-9 Form and a Vendor Information Form to establish the company as a vendor. Upon receiving a consultant's A vendor's invoice is {submitted to the Project Manager, Invoices@talgov.com and to the CRTPA Administrative Assistant. } ~~†~~The CRTPA Project Manager or the Executive Director or their designee shall approve the invoice for payment. Once approved, the ~~The~~ Administrative Assistant shall ~~receipt and confirm approval process~~ process for payment within seven (7) workdays. ~~six (6) CRTPA workdays from receipt.~~ CRTPA approval authorizes the City of Tallahassee's Finance Department to process the payment.~~

4. **Purchasing**

- a. **Purpose and Scope.** The purpose and scope of this section is to specify requirements for the establishment, use, accountability, legal liability, and control of procurements and purchasing cards.
- b. **Single purchase order.** A purchase is the total amount of money encumbered by a single purchase order. It is unlawful to split purchases so as to appear to be authorized as a purchase that would not require competitive bidding.
- c. **~~Open market p~~Purchases \$1,000 - \$10,000** A one-time purchase for the day-to-day general operating needs of the office such as rentals, routine office supplies, minor office equipment and/or furniture costing less than \$1,000 may be processed with no further approval granted the expense if consistent with the adopted UPWP, ~~not covered by a CRTPA contract may be purchased on the open market.~~ For a one-time purchase between \$1,000 and \$10,000 ~~Quotes are always encouraged but not required and shall be approved by the Executive Director or their designee.~~ Purchases greater than \$1,000 but less than \$10,000 require the CRTPA to contact at least three vendors to get written quotes.
- d. **~~General purchases less than \$10,000.~~** ~~Purchases required for the day-to-day general operating needs of the office such as routine office supplies, minor office equipment and/or furniture costing less than \$10,000 (per item) may be authorized by the CRTPA Executive Director. If an item costs \$2,500 or more, it shall be supported by at least 3 price quotes, except in the case where the item is considered to be a sole source.~~
- e. **Purchases more than \$10,000 but less than ~~\$25,000~~\$35,000.** Purchases require the CRTPA staff to solicit and obtain a minimum of three competitive written quotations. , except in the case where the item is considered to be a sole source, and must be authorized by the CRTPA Executive Director consistent with the adopted UPWP.
- f. **Purchases over ~~\$25~~\$35,000.** Purchases are formally advertised and solicit sealed written competitive ~~bids~~proposals. Bids Solicitations will be advertised for a minimum of ~~14~~7 days and final contracts approved by the CRTPA Board.
- g. **Capital Purchases.** ~~Capital purchase shall be defined as office equipment and/or office~~

~~equipment in excess of \$5,000 per item. Capital purchases shall be submitted for review and approval of by the FDOT and FHWA, with final approval by the Executive Director. A capital purchase may be made with a Purchasing Card (PCard) up to \$10,000. If the purchase amount is over \$10,000, a "purchase order" must be generated. The following steps outline the process for approval and payment. **Purchase Order and Payment [Capital Equipment]:** The vendor must submit a W-9 Form and a Vendor Information Form to establish the company as a vendor. For capital purchases Procurement Services sends the purchase order to the vendor. The purchase order will then be sent to the vendor to order the item. Upon receiving of the vendor's invoice (submitted to Invoices@talgov.com and to the CRTPA Administrative Assistant) the CRTPA staff shall receipt and confirm approval for payment within six (6) CRTPA workdays from receipt. CRTPA approval authorizes the City of Tallahassee's Finance Department to process the payment.~~

- h. Purchasing Card.** The CRTPA Executive Director shall be responsible for determining the need to assign an CRTPA staff member a purchasing card (P-Card). All P-Card statements shall be reviewed, along with supporting documentation, and signed by the P-Card holder and the Executive Director. ~~Including the exemptions stated in these Policies and Procedures, the CRTPA shall follow City of Tallahassee's policies, unless otherwise stated herein, related to:~~

- ~~1) Purchasing Card Policy~~
- ~~2) Procurement~~
- ~~3) Blanket Purchase Orders~~
- ~~4) Prompt Payment of Invoices~~

5. Payroll and Check Distribution

- a. Purpose and Scope.** The purpose of this section is to standardize the collection of payroll information for entry into the City payroll system, and for the distribution of payroll checks and W-2s.
- b. Timekeeping:** CRTPA staff shall be required to submit a completed payroll timesheet and task sheet for entry in the City's payroll system based on the City's payroll processing schedule. The Programs Manager and Administrative Assistant shall input enter the hours worked by task ~~and, review~~ the entries and confirm these are correct ~~each other's entries.~~ Designated Managers shall be responsible for reviewing and signing off on staff's timecard prior to authorization of payment. The CRTPA Executive Director's timesheet shall be approved by the Assistant Director and all other timesheets shall be approved by the Executive Director or their designee in the event the Executive Director is not available. ~~reviewed by the Programs Manager and once confirmed all entries are correct, approved by use of electronic signature, or email communication received from the City of Tallahassee Assistant City Manager.~~ The CRTPA Executive Director shall be responsible for ensuring that staff follows this procedure.

6 Tangible Property/Assets

- a. Purpose and Scope.** The purpose of this section is to provide a documented inventory of

the CRTPA's property obtained through the expenditure of CRTPA grant funds.

- b. CRTPA Property.** All materials purchased through the expenditure of CRTPA grant funds for the operation of the CRTPA office shall be considered CRTPA property. ~~All property obtained through the~~ Expenditure of CRTPA grant funds for office supplies, upgrades and/or replacement of computer hardware and software that are included as part of the CRTPA's UPWP shall be considered authorized with the adoption of the UPWP budget. ~~Such purchases must may be approved by the CRTPA Executive Director~~ consistent with the policies and procedures set forth in Section 4. The CRTPA shall maintain an inventory list ~~for physical review once a year by the City of Tallahassee Asset Management Department and by FDOT upon request. The CRTPA shall continue to use City of Tallahassee's Asset Management Department to monitor the removal and disposal of CRTPA property.~~

7. CRTPA Executive Director Approval Authority

- a. Purpose.** The CRTPA is required to execute governmental documents related to administrative operations. In the interest of efficiency, this policy is being established to allow the CRTPA to delegate administrative functions of reimbursement requests and general operating contracts for services to the CRTPA Executive Director.

b. Types of Documents

(1) Fiscal. The CRTPA, which is funded by Federal and State grants, submits invoices and progress reports on a quarterly basis for reimbursement of expenses incurred by the CRTPA.

(2) Personnel. The CRTPA Executive Director shall maintain appropriate staff to support and carry out the work products of the CRTPA. The CRTPA Executive Director shall be authorized to approve all forms and administrative documents related to maintaining the CRTPA functions.

(3) Contracts.

(a) ~~Joint Participation Agreements (JPAs)~~ Grant Agreements. All ~~JPAs~~ Grant Agreements shall be approved by the CRTPA Governing Board.

(b) Operating Contracts. The CRTPA outsources services to both enhance productivity and to provide services that cannot be performed by staff. These contracts typically include printing services, copier contracts and other contracts necessary to perform the day-to-day operations of the CRTPA office. The CRTPA Executive Director shall be authorized to approve and execute all of these types of contracts.

(c) Special Service Contracts. The CRTPA ~~Governing board~~ Board shall approve the selection of vendors and contracts for special services that include General Planning Consultants, Legal and Audit Services, or other service contracts of significance to the CRTPA. The CRTPA Executive Director shall be authorized to approve minor changes to these contracts as long as they do not change the scope or intent of the original contract and is authorized to approve minor budget changes and work orders as necessary.

(d) Emergency Circumstances. Emergency situations may arise from time to time that

require immediate action and may not be postponed until the next scheduled CRTPA Board meeting. The CRTPA will convene the Executive Committee for approval of an emergency contract.

5. This policy addresses two types of emergency situations:

- a. Time Deadlines.** Due to unforeseen circumstances, time constraints may dictate action on an item prior to the next CRTPA Board meeting. Under such circumstances, the CRTPA Executive Director shall confer with the CRTPA Chair, or in the Chair's absence or unavailability, the Vice-Chair on appropriate action to be taken. If the Chair or Vice-Chair is not available, the CRTPA Executive Director, using the Director's best judgment and in keeping with established CRTPA policies, shall be granted authority to make said decision. The CRTPA Executive Director shall report on the item at the next scheduled CRTPA meeting. This authority is limited to operational situations only, and under no circumstances is the CRTPA Executive Director authorized to approve any item that is related to establishing a policy or making a statement of position for the CRTPA Board without approval from the CRTPA Board.
- b. Natural/Man-made Disasters.** The CRTPA Executive Director shall be granted authorization to execute general governmental documents that are in the best interest of the CRTPA in the event of a natural or man-made disaster. The procedures followed under this type of emergency shall adhere to the guidelines established in the CRTPA's Continuity of Operations Plan (COOP).

6. Effective Date; Revocation. This policy shall become effective upon approval by the CRTPA Board. The CRTPA Board may revoke this policy and the delegation of authority to the CRTPA Director at any time.

SEE INTERNAL CONTROLS ATTACHMENT FOR ADDITIONAL DETAIL ON PROCESSES

Capital Region Transportation Planning Agency

Memo on Controls in Other Audit Areas



Fixed Assets

The CRTPA tracks all capital assets internally based on a capitalization threshold of \$1,000. The Administrative Assistant ~~tags~~ maintains a list of any assets over the threshold. ~~and enters the transaction into PeopleSoft for tracking in the City of Tallahassee Asset Management System.~~ The CRTPA determines the useful lives of the asset based on prior purchases. ~~The Administrative Assistant performs an annual inventory of fixed assets.~~

Journal Entries

The CRTPA's assigned ~~accountant~~ financial representative prepares all journal ~~entry requests~~ entries and ~~enters~~ posts the ~~information~~ journal entry in ~~to PeopleSoft~~ the City's Financial Management System. ~~The assigned accountant at City of Tallahassee Finance Department reviews the entries and posts them to PeopleSoft.~~ The Administrative Assistant or Programs Manager reviews the journal entry and the CRTPA fund expense and related activity to ensure no ~~other~~ improper journal entries have been posted to the CRTPA fund that were not previously ~~approved~~ reviewed.

Pension Plan

The CRTPA utilizes the City of Tallahassee Pension Program. ~~The CRTPA has no part in the process, outside of normal payroll procedures and relies on the City to submit any necessary information.~~

Grants

All grant expenditures are approved are approved by the CRTPA Board through the Unified Planning Work Program (UPWP) ~~as noted below~~, and under the General Planning Consultant contract ~~by~~ through individual task work orders. ~~for planning projects. Both of which are approved by the CRTPA Board.~~ The City of Tallahassee fronts the costs of ~~the grant funded projects~~ CRTPA's expenditures, which are processed through the City's ~~financial system~~ Financial Management System. The CRTPA's Programs Manager and Administrative Assistant track all grant funds, and operating and project expenditures, by task from the UPWP. All costs are input into the Financial Management System ~~PeopleSoft System~~ and coded according to budget category. Unallowable expenses, which are charged to local funds, are coded ~~as such~~ accordingly. The Administrative Assistant or Programs Manager submits all requests for reimbursement to ~~the grantor agency~~ FDOT, after ~~approved~~ approval by the Executive Director, with all ~~receipts~~ reimbursements processed by the Administrative Assistant.

Budget Preparation

Every two years, the CRTPA prepares a Unified Planning Work Program (UPWP) that outlines the long-term projects of the CRTPA by task, including all grant funded projects. The work program is prepared in conjunction with the Florida Department of Transportation, Federal Highway Administration, and Federal Transit Administration based on the level of funding provided by each agency. From the program, the CRTPA segregates the tasks by fiscal year and compiles an operating budget. The CRTPA Board approves the UPWP on a biennially and the operating budget annually. The UPWP is modified/amended as needed. Modifications are approved by the Executive Director and amendments are approved by the CRTPA Board. Every year, the CRTPA prepares an Operating and project Budget and provides it to the City of Tallahassee ~~Financial Services~~ Resource Management Department for the purpose of tracking operating costs by category ~~and by project~~. Any budget adjustments occur through Line Item Transfer. Any budget increase or decreases are ~~is~~ approved by the CRTPA Board.

Operating and Project Expenditures (FUND 870)

~~Independent of the City's financial management system, the~~ The CRTPA ~~manually tracks~~ monitors all expenditures in ~~a spreadsheet for expenses in the Operating Fund Category (Code 870). At the end of the Fiscal Year (September 30th), for the purposes of the Audit, all costs incurred and all prepayment expenses are identified and accrued or prorated accordingly. In addition, local government true-up payments are processed. At the end of the biennial UPWP contract all costs incurred through June 30th of that year are accrued back to close out the grant. At the end of each quarter the CRTPA reviews the totals for the expenditures in each category and runs queries in Peoplesoft, comparing for accuracy and/or discrepancies with the CRTPA's records.~~

Project Expenditures (FUND 871)

~~The CRTPA also manually tracks all expenditures within the Project Fund 871 in a spreadsheet by project number. At the end of each quarter, the CRTPA reviews the totals for the expenditures in each project and runs queries in Peoplesoft and compares for accuracy and/or discrepancies with project expenditures.~~

Quarterly Grants Invoices Approvals

Quarterly the Grants Department runs a query and provides the quarterly fiscal operating expenditures in the quarterly billing detail to the CRTPA ~~and Accounting~~. The CRTPA's ~~assigned Accountant~~ staff categorizes expenditures by type and task consistent with the adopted UPWP and approved budget, with the final product being the invoice(s) to FDOT. ~~the quarterly billing detail~~. The CRTPA Grants staff compares the quarterly billing detail against the CRTPA ~~invoice(s)~~ 870 spreadsheet, and 871 as applicable. ~~Finally, the Accountant the CRTPA to ensure the quarterly billing detail totals match with the report from Grants.~~ The CRTPA Programs Manager or Administrative Assistant completes the final invoice ~~The CRTPA Administrative Assistant completes the quarterly invoice for the project costs incurred. This is reviewed by the Programs Manager. All invoices are reviewed and approved by the Executive Director. The CRTPA and~~ submits the required documentation to FDOT requesting

reimbursement for expenditures.

| **Updated ~~July~~ November 20215**

FINANCE POLICY GRANTS**APPROVED: November 2025****REVIEW BY: Every two years prior to development of UPWP*****1. References and Terminology***

- a. Staff Services Agreement for administrative services between the City of Tallahassee and the Capital Region Transportation Planning Agency (CRTPA).
- b. State of Florida Department of Transportation (FDOT) and CRTPA Consolidated Planning Grant Agreement (CPGA) for PL funds [Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) funding].
- c. Vendor and Supplier are interchangeable terms and refer to an individual or company that sells goods or services to other businesses or consumers.
- d. Capital purchase shall be defined as office equipment and/or office equipment in excess of \$5,000 per item.

2. Purpose and Scope

- a. The purpose and scope of this section is to document financial procedures for the expenditure of the CRTPA grant funds and the internal operating processes for handling CRTPA funds and vendor payments.

3. Budget

- a. **General Policies:** The Board shall review and approve the CRTPA's Unified Planning Work Program (UPWP) and operating budgets, programming, and expenditure of CRTPA funds. The annual operating budget is reviewed by the Executive Committee prior to being submitted to the Board.
- b. **Unified Planning Work Program:** The UPWP shall be developed and approved by the CRTPA biennially. The UPWP fiscal year shall be from July 1st to June 30th and will detail the annual expenditure of grant funds by tasks. A draft UPWP should be submitted to the Board for review no later than the March meeting and a final UPWP shall be submitted for approval by the Board no later than the May meeting. A copy is also provided to the City of Tallahassee Grants Management and Financial Management Departments. Operating and project budgets are maintained within the City's Financial Management System.
- c. **Operating Budget:** The CRTPA Operating Budget shall be developed in accordance with the UPWP for the fiscal year from October 1st to September 30th. A draft operating budget shall be submitted to the Resource Management Department in mid-July of each year. The CRTPA staff shall prepare a detailed expenditure and revenue (operating and project budget) which is provided to the CRTPA's Budget Analyst for programming in the City's Financial Management System.

- d. **Monitoring;** CRTPA staff shall monitor the approved budgets in the UPWP and the City's Financial Management System and identify any necessary modifications, amendments, or adjustments to the operating and/or project budgets.
- e. **UPWP Modifications:** Modifications to the UPWP do not revise the approved budget and/or the scope of a funded work task. Modifications do not require Board approval and shall be processed by CRTPA staff. The FDOT District Liaison, FHWA and FTA are advised of the modification via the UPWP Revision Form.
- f. **UPWP Amendments:** Amendments to the approved UPWP add, delete, or change the scope of a work task(s), and/or revise the total grant funding. Amendments are approved by the CRTPA Board, FDOT, FHWA and FTA.
- g. **Operating Budget Changes:** Changes to the CRTPA operating budget within the City's finance software shall be processed through a Line Item Transfer (LIT). All LITs shall be approved by the CRTPA Executive Director or their designee and be consistent with the approved UPWP. The City's Resource Management Department shall process the request. The City shall have no authority over approving changes to the CRTPA operating budget.
- h. **Invoices:** The CRTPA staff shall prepare and submit invoices to FDOT for reimbursement. The billing details are provided to the CRTPA by the Grants Department and the invoices are prepared by assigned CRTPA staff. Final invoices are reviewed by the Grants Department and then approved by the CRTPA Executive Director.
- i. **Purchase Orders:** CRTPA staff shall ensure that purchase order requisitions and vendor invoices are processed in a timely manner utilizing the City of Tallahassee's Procurement and Financial Systems. A vendor must register and submit the required documents to the City's Procurement Portal. The Procurement Department processes the registration and assigns the vendor a supplier number. Once a vendor is registered, the CRTPA staff submits a requisition for the purchase order (PO) in the City's Financial System and the Procurement Department processes the PO assigning it a number. Note, expenditures charged to the Unclassified Contractual Services budget line will also be assigned a class code by the City's Finance Department prior to opening the PO.
- j. **Purchase Order Payments:** A vendor's invoice is submitted to the Project Manager, to the CRTPA Administrative Assistant. The CRTPA Project Manager or the Executive Director or their designee shall approve the invoice for payment. Once approved, the Administrative Assistant shall process for payment within seven (7) workdays. CRTPA approval authorizes the City of Tallahassee's Finance Department to process the payment.

4. Purchasing

- a. **Purpose and Scope:** The purpose and scope of this section is to specify requirements for the establishment, use, accountability, legal liability, and control of procurements and purchasing cards.
- b. **Single purchase order:** A purchase is the total amount of money encumbered by a single purchase order. It is unlawful to split purchases so as to appear to be authorized as a purchase that would not require competitive bidding.
- c. **Purchases \$1,000 - \$10,000:** A one-time purchase for the day-to-day general operating needs of the office such as rentals, routine office supplies, minor office equipment and/or furniture costing less than \$1,000 may be processed with no further approval granted the expense if consistent with the adopted UPWP, For a one-time purchase between \$1,000 and \$10,000 quotes are encouraged but not required and shall be approved by the Executive Director or their designee.
- d. **Purchases more than \$10,000 but less than \$35,000:** Purchases require the CRTPA staff to solicit and obtain a minimum of three competitive written quotations , except in the case where the item is considered to be a sole source, and must be authorized by the CRTPA Executive Director consistent with the adopted UPWP.
- e. **Purchases over \$35,000:** Purchases are formally advertised and solicit sealed written competitive proposals. Solicitations will be advertised for a minimum of 7 days and final contracts approved by the CRTPA Board.
- f. **Capital Purchases:** Capital purchases shall be submitted for review and approval by FDOT and FHWA, with final approval by the Executive Director.
- g. **Purchasing Card:** The CRTPA Executive Director shall be responsible for determining the need to assign an CRTPA staff member a purchasing card (P-Card). All P-Card statements shall be reviewed, along with supporting documentation, and signed by the P-Card holder and the Executive Director.

5. Payroll and Check Distribution

- a. **Purpose and Scope:** The purpose of this section is to standardize the collection of payroll information for entry into the City's payroll system, and for the distribution of payroll checks and W-2s. The CRTPA Executive Director shall be responsible for ensuring that staff follows this procedure.
- b. **Timekeeping:** CRTPA staff shall be required to submit a completed payroll timesheet and task sheet for entry in the City's payroll system based on the City's payroll processing schedule. The Programs Manager and Administrative Assistant shall input enter the hours worked by task, review the entries and confirm these are correct. Designated Managers shall be responsible for reviewing and signing off on staff's timecard prior to authorization of payment. The CRTPA Executive Director's timesheet shall be approved by the Asst. Director and all other timesheets shall be approved by the Executive Director or their designee.

6. Tangible Property/Assets

- a. **Purpose and Scope:** The purpose of this section is to provide a documented inventory of the CRTPA's property obtained through the expenditure of CRTPA grant funds.
- b. **CRTPA Property:** All materials purchased through the expenditure of CRTPA grant funds for the operation of the CRTPA office shall be considered CRTPA property. Expenditure of CRTPA grant funds for office supplies, upgrades and/or replacement of computer hardware and software that are included as part of the CRTPA's UPWP shall be considered authorized with the adoption of the UPWP budget. Purchases must be approved consistent with the policies and procedures set forth in Section 4. The CRTPA shall maintain an inventory list.

7. CRTPA Executive Director Approval Authority

- a. **Purpose:** The CRTPA is required to execute governmental documents related to administrative operations. In the interest of efficiency, this policy is being established to allow the CRTPA to delegate administrative functions of reimbursement requests and general operating contracts for services to the CRTPA Executive Director.
- b. **Types of Documents:**
 - (1) **Fiscal.** The CRTPA, which is funded by Federal and State grants, submits invoices and progress reports on a quarterly basis for reimbursement of expenses incurred by the CRTPA.
 - (2) **Personnel.** The CRTPA Executive Director shall maintain appropriate staff to support and carry out the work products of the CRTPA. The CRTPA Executive Director shall be authorized to approve all forms and administrative documents related to maintaining the CRTPA functions.
 - (3) **Contracts.**
 - (a) **Grant Agreements.** All Grant Agreements shall be approved by the CRTPA Governing Board.
 - (b) **Operating Contracts.** The CRTPA outsources services to both enhance productivity and to provide services that cannot be performed by staff. These contracts typically include printing services, copier contracts and other contracts necessary to perform the day-to-day operations of the CRTPA office. The CRTPA Executive Director shall be authorized to approve and execute all of these types of contracts.
 - (c) **Special Service Contracts.** The CRTPA Board shall approve the selection of vendors and contracts for special services that include General Planning Consultants, Legal and Audit Services, or other service contracts of significance to the CRTPA. The CRTPA Executive Director shall be authorized to approve minor changes to these contracts as long as they do not change the scope or intent of the original contract and is authorized to approve minor budget changes and work orders as necessary.

(d) Emergency Circumstances. Emergency situations may arise from time to time that require immediate action and may not be postponed until the next scheduled CRTPA Board meeting. The CRTPA will convene the Executive Committee for approval of an emergency contract.

8. *This policy addresses two types of emergency situations:*

- a. **Time Deadlines:** Due to unforeseen circumstances, time constraints may dictate action on an item prior to the next CRTPA Board meeting. Under such circumstances, the CRTPA Executive Director shall confer with the CRTPA Chair, or in the Chair's absence or unavailability, the Vice-Chair on appropriate action to be taken. If the Chair or Vice-Chair is not available, the CRTPA Executive Director, using the Director's best judgment and in keeping with established CRTPA policies, shall be granted authority to make said decision. The CRTPA Executive Director shall report on the item at the next scheduled CRTPA meeting. This authority is limited to operational situations only, and under no circumstances is the CRTPA Executive Director authorized to approve any item that is related to establishing a policy or making a statement of position for the CRTPA Board without approval from the CRTPA Board.
- b. **Natural/Man-made Disasters:** The CRTPA Executive Director shall be granted authorization to execute general governmental documents that are in the best interest of the CRTPA in the event of a natural or man-made disaster. The procedures followed under this type of emergency shall adhere to the guidelines established in the CRTPA's Continuity of Operations Plan (COOP).

9. *Effective Date; Revocation:*

This policy shall become effective upon approval by the CRTPA Board. The CRTPA Board may revoke this policy and the delegation of authority to the CRTPA Director at any time.

SEE INTERNAL CONTROLS ATTACHMENT FOR ADDITIONAL DETAIL ON PROCESSES

Capital Region Transportation Planning Agency
Memo on Controls in Other Audit Areas



Fixed Assets

The CRTPA tracks all capital assets internally based on a capitalization threshold of \$1,000. The Administrative Assistant maintains a list of any assets over the threshold. The CRTPA determines the useful lives of the asset based on prior purchases.

Journal Entries

The CRTPA's assigned financial representative prepares all journal entries and posts the journal entry in the City's Financial Management System. The Administrative Assistant or Programs Manager reviews the journal entry and the CRTPA fund expense and related activity to ensure no improper journal entries have been posted to the CRTPA fund that were not previously reviewed.

Pension Plan

The CRTPA utilizes the City of Tallahassee Pension Program.

Grants

All grant expenditures are approved by the CRTPA Board through the Unified Planning Work Program (UPWP) and under the General Planning Consultant contract through individual task work orders... The City of Tallahassee fronts the costs of CRTPA's expenditures, which are processed through the City's Financial Management System. The CRTPA's Programs Manager and Administrative Assistant track all grant funds, and operating and project expenditures by task from the UPWP. All costs are input into the Financial Management System and coded according to the budget category. Unallowable expenses, which are charged to local funds, are coded accordingly. The Administrative Assistant or Programs Manager submits all requests for reimbursement to FDOT, after approval by the Executive Director, with all reimbursements processed by the Administrative Assistant.

Budget Preparation

Every two years, the CRTPA prepares a Unified Planning Work Program (UPWP) that outlines the long-term projects of the CRTPA by task, including all grant funded projects. The work program is prepared in conjunction with the Florida Department of Transportation, Federal Highway Administration, and Federal Transit Administration based on the level of funding provided by each agency. From the program, the CRTPA segregates the tasks by fiscal year and compiles an operating budget. The CRTPA Board approves the UPWP biennially and the operating budget annually. The UPWP is modified/amended as needed. Modifications are approved by the Executive Director and amendments are approved by the CRTPA Board. Every year, the CRTPA prepares an operating and project budget and provides it to the City of Tallahassee Resource Management Department for the purpose of tracking operating costs by category. Any budget adjustments occur through Line Item Transfer. Any budget increase or decreases are approved by the CRTPA Board.

Operating and Project Expenditures (FUND 870)

The CRTPA monitors all expenditures in Fund Category (Code 870). At the end of the Fiscal Year (September 30th), for the purposes of the Audit, all costs incurred and all prepayment expenses are identified and accrued or prorated accordingly. In addition, local government true-up payments are processed. At the end of the biennial UPWP contract all costs incurred through June 30th of that year are accrued back to close out the grant.

Quarterly Grants Invoices Approvals

Quarterly the Grants Department runs a query and provides the quarterly fiscal operating expenditures in the quarterly billing detail to the CRTPA. The CRTPA staff categorizes expenditures by type and task consistent with the adopted UPWP and approved budget, with the final product being the invoice(s) to FDOT. The CRTPA Grants staff compares the quarterly billing detail against the CRTPA invoice(s) to ensure the totals match. The CRTPA Programs Manager or Administrative Assistant completes the final invoice and submits the required documentation to FDOT requesting reimbursement for expenditures.

Updated November 2025