## **Apple Valley Heights County Water District**

#### **POLICY HANDBOOK**

POLICY TITLE:

**Expenditure Reimbursement** 

POLICY NUMBER: 4025

**4025.1** Purpose. The purpose of this policy is to prescribe the manner in which District employees and directors may be reimbursed for expenditures related to District business.

**4025.2** Scope. This policy applies to all employees and members of the Board of Directors and is intended to result in no personal gain or loss to an employee or director.

4025.3 Implementation. Whenever District employees or directors desire to be reimbursed for out-of-pocket expenses for item(s) or service(s) appropriately relating to District business, they shall submit their requests on a reimbursement form approved by the General Manager. Included on the reimbursement form will be an explanation of the District-related purpose for the expenditure(s), and receipts evidencing each expense shall be attached.

- **4025.4.1** The General Manager will review and approve reimbursement requests. Reimbursement requests by the Administrative Secretary-Treasurer will be reviewed and approved by the General Manager. Reimbursement requests by the General Manager will be reviewed and approved by the Board of Directors.
- **4025.4.2** All expenses must be reasonable and necessary, and employees and directors are encouraged to exercise prudence in all expenditures.
- **4025.4.3** The most economical mode and class of transportation reasonably consistent with scheduling requirements will be used. In the event a more expensive class of transportation is used, the reimbursable amount will be limited to the cost of the most economical class of transportation available. Reimbursement for use of personal vehicles will be at the applicable IRS-approved rate.
- **4025.4.4** Expenditures for food and lodging will be moderate and reasonable.
- **4025.4.5** An annual report of all reimbursements will be prepared by the Administrative Secretary-Treasurer and General Manager for review by the Board of Directors at the end of each fiscal year.

#### **Apple Valley Heights County Water District**

10:	Board of Directors
From:	General Manager & Administrative Secretary-Treasurer
Subject:	Annual Reimbursement Report - Policy 4025
Date:	

Each special district, as defined by subdivision (a) of Section 56036. shal, at least annually, disclose any reimbursement paid by the district within the immediately preceding fiscal year of at least one hundred dollars (\$100) for each individual charge for services or product received. "Individual charge" includes, but is not limited to, one mea., lodging for one day, transportation, or a registration fee paid to any employee or member of the governing body of the district. The disclosure requirement shall be fulfilled by including the reimbursement information ina document published or printed at least annually by a date determined by that district and shall be made available for public inspection.

I have reviewed the Accounts Payable records for the fiscal year ended 20\_\_\_\_\_, and I found the following charges which are subject to disclosure:

INDIVIDUAL	DESCRIPTION	AMOUNT PAID

Approved:

March 9, 2016

Motion:

By Director Woody.

Second:

By Director Braun

Yes:

Duwel, Braun, Hunter, Kaminsky, and Woody.

No:

None.

Abstain:

None.

Absent:

None.

# **Apple Valley Heights County Water District**

### **POLICY HANDBOOK**

POLICY TITLE: F

Remuneration and Reimbursement

POLICY NUMBER: 4030

**4030.1** Members of the Board of Directors shall receive a monthly "Director's Fee," the amount of which shall be established annually by the Board at its regular meeting in July and be consistent with applicable state law.

Approved:

March 9, 2016

Motion:

By Director Woody.

Second:

By Director Braun

Yes:

Duwel, Braun, Hunter, Kaminsky, and Woody.

No:

None.

Abstain:

None.

Absent:

None.