



## **ADMINISTRATIVE SUPPORT AND FINANCIAL OVERSIGHT POLICY**

The Parks Foundation of Clark County looks forward to collaborating with municipalities and volunteer committees working with the support and guidance of municipalities on a variety of projects to enhance our parks, trails, and recreational programs. We will do this by providing administrative support and financial oversight for projects approved by the municipality's parks department. The project must also be aligned with the mission, vision, and values of the Parks Foundation

Any municipality or volunteer organization that wishes to start and maintain a project fund through the Parks Foundation is required to maintain an annual membership. Minimum membership levels are currently set at \$240 for municipalities and \$120 for volunteer committees. The Parks Foundation requires that written municipality support and approval documentation be on file in the offices of the Foundation as well as a completed Project Administrative Support and Financial Oversight Agreement.

The Parks Foundation shall cover its costs of services by charging administrative fees on donations contributed to the Foundation for the specified project fund. Fees will be assessed on the total donations received on a monthly basis according to the following scale or unless otherwise negotiated by the Executive Director:

- 3% fee on monthly aggregate donations over \$10,000
- 5% fee on monthly aggregate donations under \$10,000
- Projects with budgets over \$1M will be negotiated separately

Funds deposited for specific Park Amenities (i.e., memorial bricks, benches, and dog waste stations), which have mutually agreed fee agreements already in place, shall be exempt from the administrative fee.

As part of the Parks Foundation administrative support and financial oversight, the Parks Foundation will:

- Establish and maintain separate line item accounting for the project under the appropriate municipality or jurisdiction account.
- Provide a repository for the funds.
- Prepare and send a receipt via postal mail or email for donations as appropriate. Maintain a current and updated list of donors, donor contact information (as provided by donors), and donation amount.
- Provide a report of project funds available upon request.
- Provide payment within thirty (30) days on invoices for specific, stated project expenses

as approved first by the appropriate committee chair and then the associated municipality. The Parks Foundation Finance Committee will then review and approve payment. Invoices that exceed the available account balance will not be paid, and the account holder will be notified.

- Promote the organization and activities as appropriate.

Please Note: Any interest earned from funds deposited will remain with the Foundation and all third-party credit card or online processing fees will be deducted from the account at the end of each month.

In order to appropriately facilitate the necessary oversight and support by the Parks Foundation, the affected municipality and /or volunteer committee shall:

- Direct all donors to make checks payable to the Parks Foundation with a reference to the specific Project Fund.
- Provide the Parks Foundation with written invoices and/or receipts for specific dollar amounts for specific, stated project expenses that have been approved by the municipality or jurisdiction.
- Promote the Parks Foundation of Clark County and the project as appropriate. All promotional materials must be approved by the Parks Foundation prior to use and must clearly state the project that the funds will be applied to.
- Ensure that current contact information is updated as needed at the Parks Foundation Office.

The Parks Foundation reserves the right to withhold payment for expenditures which fall outside the scope of the original project guidelines or those which may put the Parks Foundation at risk of losing its nonprofit 501(c)(3) status. A list of the type of generally and excluded expenses is included in the Project Agreement Document.

Project managers must seek prior approval from the governing municipality for expenses deviating from the approved budget that will be reimbursed with donations made to the project through the Parks Foundation.

In an attempt to help support longer term and ongoing projects, the Parks Foundation will follow up with any project that has not been active for one year. The goal of the Parks Foundation is to work with entities to maintain a current and active project status. However, in the event that no return correspondence is received, the account will be considered dormant. Additionally, each project is required to maintain a current membership and to make a minimum yearly donation of \$25.00 to the project or a qualified and approved expense reimbursement of no less than \$100.00 in order to avoid being considered dormant.

- Accounts that have been dormant for one (1) calendar year will be assessed a 5% dormancy fee.
- If there is no activity in the second calendar year, a 5% dormancy fee will again be

assessed and a letter will be sent to the Project Entity advising them that if the account remains dormant for another calendar year, the funds in the account will be moved to Community Grants and the Long Term account will be closed.

- If the Long-Term Project remains dormant after three years of inactivity, the funds in the account will be moved to Community Grants and the Project will closed.

Good-faith efforts will be made by Parks Foundation staff to contact project managers prior to the one-year dormancy date and to encourage activity that furthers the project's completion. Every effort will be made to ensure that projects are completed.

*By completing and signing the Project Administrative Support Document I/we confirm that I/we have read and understand the policy requirements and will adhere to it throughout the course of the project.*

\_\_\_\_\_ Initial by Municipality Representative

\_\_\_\_\_ Initial by Committee Representative



## PROJECT ADMINISTRATIVE SUPPORT AND FINANCIAL OVERSIGHT Agreement

Date: \_\_\_\_\_ PF Membership Level: \_\_\_\_\_

Project Name/Purpose of Fund: \_\_\_\_\_

Municipality and Volunteer Group: \_\_\_\_\_

Department/Municipality Representative (*person(s) authorized to approve invoices/receive fund balance information, etc.*) name, phone, email:

Municipality Representative: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Volunteer Committee Representatives (*representatives authorized to approve invoices/receive fund balance information, etc.*):

Committee Chair: \_\_\_\_\_

Committee Chair Phone: \_\_\_\_\_

Committee Chair Email: \_\_\_\_\_

Additional Contact Information:

Committee Member: \_\_\_\_\_

Committee Member Phone: \_\_\_\_\_

Committee Member Email: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Committee Member Phone: \_\_\_\_\_

Committee Member Email: \_\_\_\_\_

Project Timeline: \_\_\_\_\_

Fundraising Goal: \$\_\_\_\_\_

Anticipated fundraising activities/events/campaigns/appeals (please be specific):

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Project budget, including types of anticipated expenses (i.e. labor, vendors, material, supplies, printing, etc.) Please be specific as possible. You may attach a separate document if needed:

<b>Materials</b>	<b>Expected Cost</b>
<b>Equipment Rental</b>	
<b>Contractor work / Labor</b>	<b>Expected Cost</b>
<b>Program Supplies / Staff</b>	
<b>Total Expenses</b>	

**Below is a list of items that may be approved for, and excluded from, reimbursement. This list is meant to be an example and items outside of this list may or may not be approved by the municipalities and in certain instances, donors. All expense requests must first be sent to**

**the municipality for approval prior to payment by the Parks Foundation. Any expense that jeopardizes the 501(c)3 status of the Parks Foundation of Clark County will not be approved for reimbursement, regardless of municipality approval.**

**Items that are generally approved by municipalities:**

- Materials listed in the approved project budget.
- Contractor work and Equipment Rental listed in the approved budget.
- Mileage directly related to the project, if documented and accounted for in approved budget.

**The Parks Foundation will not reimburse or distribute funds for:**

- Hours worked for a contractor who does not have a completed and current W-9 on file.
- Purchase of or repairs to equipment that will be owned by an individual at the conclusion of the project.
- Capital improvements to property owned by an individual.
- Meals or Gift Certificates unless specifically approved by donor(s).

**Municipality Representative:** \_\_\_\_\_

*(Representative authorized to approve invoices and request fund balance information.)*

**Volunteer Committee Chair:** \_\_\_\_\_

*(Representative authorized to approve invoices and request fund balance information.)*

**Parks Foundation Executive Director:**

\_\_\_\_\_

\_\_\_\_\_

DATE

SIGNATURE