



FINANCE COMMITTEE

REGULAR MEETING AGENDA

August 11, 2021

5:30 PM

2 Park Avenue

Firestone, CO 80504

1. **Call to Order & Roll Call**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
4. **Consent Agenda**
 - a. **Approval of May 26, 2021 Meeting Minutes**
5. **Discussion**
 - a. **Central Park Master Plan**
 - b. **Purchasing Policy Update**
 - c. **Purchasing Card Policy**
 - d. **Capitalization & Depreciation Policy Update**
6. **Future Agenda Items**
7. **Adjournment - 6:30 pm**

**AGENDA INFORMATION
MEMORANDUM**

**FIRESTONE
TOWN BOARD OF TRUSTEES**



AIM#: 4.a

Consent Agenda

Meeting Date: August 11, 2021

Initiated By:

Dept: Town Clerk

AGENDA TITLE

Approval of May 26, 2021 Meeting Minutes

SUMMARY

HISTORY AND PREVIOUS BOARD ACTION

RECOMMENDATION

ALTERNATIVES

ATTACHMENTS

1. May 26, 2021 Draft Meeting Minutes

FINANCIAL CONSIDERATIONS

TOWN OF FIRESTONE, COLORADO
Finance Committee Regular Meeting
MINUTES
May 26, 2021

1. Call to Order & Roll Call

The Finance Committee of the Town of Firestone met for a Regular Meeting on May 26, 2021, at the Police Department & Municipal Court Building, 9900 Park Avenue, Firestone, Colorado. Chair Jimenez called the meeting to order at 5:00 PM. The following were present upon the call of the roll:

Chair:	Frank A. Jimenez
Vice Chair:	Sean Doherty
Citizen Member:	Raymond Bryd - late arrival 5:11 PM Anna Thigpen Alexandra Kim

Staff: Present: Jessica Koenig, Secretary to the Committee; Jessica Clanton, Finance Director; AJ Krieger, Town Manager

2. Pledge of Allegiance

Chair Jimenez led the pledge of allegiance.

3. Approval of Agenda

Motion by Member Doherty, **second** by Citizen Member Kim, to Approve the Agenda, All in Favor, **Motion carried.**

4. Consent Agenda

Motion by Citizen Member Kim, **second** by Citizen Member Thigpen, to Approve the Consent Agenda, All in Favor, **Motion carried.**

a. Approval of March 24, 2021 Meeting Minutes

5. Discussion

a. Audit Review

b. TIF Bond Discussion

c. Year-to-Date Financial overview

6. Adjournment - 6:30 pm

Motion by Citizen Member Kim, **second** by Member Doherty, to Adjourn at 6:02 PM, All in Favor, **Motion carried.**

Introduced and Approved the 11th of August, 2021.

TOWN OF FIRESTONE,
COLORADO

ATTEST

Frank A. Jimenez, Chair

Jessica Koenig, Secretary

DRAFT

**AGENDA INFORMATION
MEMORANDUM**

FIRESTONE
TOWN BOARD OF TRUSTEES



AIM#: 5.a

Discussion

Meeting Date: August 11, 2021

Initiated By:

Dept: Finance

AGENDA TITLE

Central Park Master Plan

SUMMARY

HISTORY AND PREVIOUS BOARD ACTION

RECOMMENDATION

ALTERNATIVES

ATTACHMENTS

None

FINANCIAL CONSIDERATIONS

**AGENDA INFORMATION
MEMORANDUM**

**FIRESTONE
TOWN BOARD OF TRUSTEES**



AIM#: 5.b

Discussion

Meeting Date: August 11, 2021

Initiated By: Jessica Clanton

Dept: Finance

AGENDA TITLE

Purchasing Policy Update

SUMMARY

In 2021, the Purchasing Policy is scheduled to be reviewed and updated if necessary. The Finance Department has reviewed the existing policy and has recommended the proposed changes.

HISTORY AND PREVIOUS BOARD ACTION

The Board of Trustees adopted the Purchasing Policy on April 10, 2019.

RECOMMENDATION

Staff recommends approval of the updated Purchasing Policy

ALTERNATIVES

ATTACHMENTS

1. Purchasing Policy_Redlined

FINANCIAL CONSIDERATIONS

TOWN OF FIRESTONE PURCHASING POLICY EFFECTIVE AUGUST, 2021

This policy establishes guidelines related to the Town of Firestone (Town) purchases. The Town budget is the principal controlling document and all purchases must conform to the forecasted expenditures approved by the Board of Trustees (Board) as part of the budget process. The existence of an item in the Town budget does not automatically authorize procurement. This policy along with the Purchasing Procedures and any other Town applicable procedures and/or policies will establish internal controls to serve the best interests of the Town. Expenditures related to ongoing principal and interest payments for Town approved debt are not subject to this purchasing policy. When purchases involve the expenditures of federal, state, or local grants and/or are related to a Town approved intergovernmental agreement, the purchase should be in compliance with any applicable laws, regulations and/or agreement requirements. All employees purchasing on behalf of the Town are expected to adhere to the Town's Purchasing Policy. This policy and the provisions herein are promulgated solely in support of the proper exercise of the Town's fiscal responsibilities, including administration of annually appropriated funds, and solely for the benefit of the Town, and confer no rights, duties or entitlements to any bidders or proposers. This policy supersedes any and all previous purchasing policies adopted by the Town.

De-Centralized Purchasing

This is a system of purchasing in which purchasing authority, responsibility and control is given to the Department Directors. Department Directors are responsible for ensuring personnel in their department are knowledgeable of and trained in the purchasing procedures as adopted by the Town. By following the requirements established within this policy, Department Directors shall be able to properly plan purchases, so as to allow sufficient time to obtain proposals, quotations, or bids (with an allowable lead time for delivery). Departments shall not only be able to realize savings through competition between vendors, but shall also increase efficiency.

I. Standards for Purchasing

The following general standards apply when making purchases for the Town:

1. All purchases must be for the benefit of the Town.
2. All purchases must be properly authorized and approved and allocated to the correct fund/department and budgeted line item.
3. All purchases must be supported by sufficient documentation that includes payee, goods/services purchased and amount of purchase.
4. All purchases must be within the approved budget unless prior approval has been obtained by the Town Manager within the parameters of this policy.

5. No officer or employee shall make a purchase or enter into a contract that involves the expenditure of money in excess of appropriated funds.
6. Procure for the Town, if in the best interest of the Town, the best economic advantages while striving to achieve the highest quality of goods and services necessary to accomplish the needed functions of the Town.
7. Whenever possible, consolidate purchases in order to obtain economic benefits.
8. Encourage open competition as much as practical and when in the best interests of the Town.
9. Purchase goods and services from local vendors all other things being equal and within the parameters of this policy.
10. Take advantage of any competitive bidding partnerships with other municipalities to obtain a lower overall cost.
11. Require vendors to fulfill all terms and conditions of contracts.
12. Take advantage of all State and local tax exemptions.
13. Ensure that purchases go through the system of internal controls established in this policy and the Purchasing Procedures.

II. Authority to Purchase and Authorization Limits

The following personnel will have the authority to make purchases for the Town in accordance with the approved budget. If needed, the Finance Director will be consulted in circumstances when the budget objective is not clear. Any incurred obligations not authorized pursuant to this policy may become the purchaser's responsibility.

1. Department Supervisors or Designees have authority to approve purchases up to \$5,000 in aggregate for items that have already been approved and included in the Town's adopted budget.
2. Department Directors have authority to approve purchases up to \$25,000 in aggregate for items that have already been approved and included in the Town's adopted budget.
3. Items in excess of \$25,000 that have been included in the Town's adopted budget also require the Town Manager's approval in addition to the Department Directors. Items that are not included in the Town's budget will require the Town Manager's approval and the following items will always require the Town Manager's approval regardless of the dollar amount:

- a. Vehicles and rolling equipment
 - b. Firearms
 - c. Building and facility modifications
 - d. Multi-year contracts
4. The Town Manager will have authority to approve purchases up to \$50,000 for items that have already been approved and are included in the Town's adopted budget, with the exception of the following items which will require the Board's approval regardless of the dollar amount:
 - a. Real estate and land purchase contracts and water rights
 - b. Public Art
 5. Purchases of \$50,000 and above that are contemplated as part of the adopted budget and items above \$10,000 not included in the adopted budget will require approval by the Board.
 6. All Town travel including business travel and professional/education travel must ~~be approved by the appropriate Department Director or designee. Additionally, any out of state travel must also be approved by the Town Manager. Upon completion of travel, itemized receipts for all expenses should be submitted for reimbursement or reimbursement may be denied. In all cases, the most cost-effective method of travel must be sought. Refer to follow the Town's Travel Policy for more information.~~
 7. No purchases are to be artificially separated in an attempt to avoid the established authorization limits.

III. Informal & Formal Bidding

The Town will adhere to the following contract procurement policies.

1. Discretionary Purchases - All purchases under \$5,000 will be made on the basis of prices obtained from vendor ~~hardcopy or online catalogs~~. Buyers are to obtain the lowest and/or best price for items purchased and whenever feasible employees are recommended to utilize comparative pricing via verbal or informal methods.
2. Quotations - All purchases between \$5,000 to \$50,000, require informal bidding procedures as follows:
 - a. Informal Quotations - For purchases between \$5,000 and \$25,000, the requesting department shall obtain and document a minimum of three (3) verbal quotations;

such quotations shall be documented and retained for one year plus current year by the requesting department ~~and copies sent to the Finance Department upon payment.~~

- b. Formal Quotations - For purchases between \$25,001 and \$49,999, Formal quotations are to be requested from at least three vendors for any purchase within this range. Formal quotations are to be received in writing on vendor letterhead and shall be signed by an official of the vendor, one having the authority to contractually bind the vendor. Formal quotations shall be delivered to the requesting department ~~and. These quotations shall be retained for one year plus current year, by the requesting department and copies sent to the Finance Department upon payment.~~
3. Formal Bids - For purchases of \$50,000 or more, the requesting department shall follow and document the formal bid procedures as outlined in the Purchasing Procedures. The requesting department shall obtain and document a minimum of three (3) written bids to present to the Board. The Board may reduce the number of required quotations and waive otherwise applicable formal bidding requirement if it is determined that it is not practical or advantageous to the interest of the Town.
4. Change Orders: The purpose of a change order is to recognize changes occurring on jobs that may result in amendments to the project time schedule and/or cost. Change orders that affect time shall be approved by the Department Director and Project Manager. Change orders that result in additional costs shall have the approval of the Department Director and the Town Manager. If the original contract exceeds \$50,000 and the change order will result in costs exceeding the authorized amount (base bid + contingency), Board's approval is required.
5. State Bids/Cooperative Purchasing – State Bids are quotations or bids solicited through the State of Colorado (Bid Information and Distribution System). Use of State Bids is permitted ~~for any equipment or vehicle~~. Use of State Bids must be in accordance with applicable Purchasing Procedures and only current State Bids may be used. Use of State Bids overrides the formal bidding process and procedures listed in the Purchasing Procedures, except in situations where use of competitive bidding is required in conjunction or as a condition of receipt of federal or state funding for the project. The determination of whether to use State Bids shall be made by the Department Director. The Town Manager or designee shall have authority to join with other governmental bodies, including but not limited to, the State of Colorado, other local governments, and quasi-municipal corporations, in cooperative purchasing in the best interest of the Town, providing the bids are obtained as the result of a competitive bid process. Use of Cooperative purchasing overrides the formal bidding process and procedures listed in the Purchasing Procedures, except in situations where use of competitive bidding is required in conjunction or as a condition of receipt of federal or state funding for the project. The determination of whether to use Cooperative Purchasing shall be made by the Department Director.

6. Integrated Project Delivery Contracting – The Board may award an integrated project delivery (“IPD,” sometimes referred to as “design-build”) contract for capital improvements projects or other public projects in accordance with state law and the Purchasing Procedures.
7. Bonding Requirements – Bonds shall be executed on forms prescribed or approved by the Town Manager based on review by the Town Attorney as to form and State of Colorado law. Normally, bonds are used only on labor and materials procurement actions, such as projects for completion of public works or public buildings. Bonds generally are not required for purchases of vehicles, equipment, or standard commercial goods and services, particularly when the goods are not altered or customized to unique Town specifications, but may be required if deemed by the procuring department to be in the interests of the Town.

Insurance Requirements – Contracts for labor, materials and services entered into by the Town will require the selected contractor to carry the types and minimum amounts of insurance coverage as required by the Town. The contracts shall also contain other provisions regarding insurance as the Town shall require.

IV. Sole Source Purchases

It is the policy of the Town to recognize and solicit quotes and bids. Sole source purchases may be made if it has been determined that the goods or services can only be obtained from a single supplier capable of meeting all specifications and purchase requirements, or when it is in the Town’s best interests. Service and/or maintenance agreements offered by the manufacturer, or supplier, who is the only factory-authorized supplier in the DRCOG region, shall be deemed to be sole source without further justification. An affidavit of sole supplier must be ~~submitted with request for payment or purchase order~~ obtained by the requesting Department. If an item is required to standardize equipment or to replace parts of an existing system a sole supplier affidavit must be submitted with appropriate support.

V. Local Vendor Preference

To encourage purchasing from businesses located with the Town of Firestone, it is the policy of the Town to recognize and solicit quotes from local vendors. Whenever such local sources exist and are competitive, purchases may be made from local vendors; however, the bidding requirements, procedures and criteria of this Policy shall still apply.

Unless a violation of law or prohibited as a condition of a grant, bids for purchases of goods of \$5,000 or less may be awarded, as deemed appropriate solely within the discretion of the Town, to local vendors providing their proposal or quote is within 2% of the lowest bid. This provision applies only to purchases of goods of \$5,000 or less and does not apply to procurement of services. For purposes of this provision, a “local vendor” is defined as any person or entity who has been a

bona fide resident of the Town of Firestone who has held a valid Town Business License for at least six weeks immediately prior to submitting a bid.

VI. Emergency Procedures

Emergencies are those instances when there exists a threat to the public health, welfare or safety, or when delay would cause harm to the Town. In the event of local disaster declared by the Town, the Town shall comply with this Purchasing Policy to the extent practicable. Forms required herein for the purpose of authorizing and acquiring goods or services necessary for the immediate preservation of health and safety may be ratified after acquisition when a delay in acquiring the goods or services will cause immediate risk to health and safety, based upon the determination of the Town Manager. Goods and services necessary for the immediate preservation of health and safety during the event of a local disaster shall not require compliance with bidding or advertising requirements set forth in this Policy, and may be awarded on a sole-source basis. In the event of local disaster or emergency conditions declared by the Town, when it is not feasible to follow the bidding procedures, and it is necessary to authorize the purchase of equipment, supplies or services, or emergency repair costs in excess of \$50,000, the Town Manager shall first notify the Mayor or in the absence of the Mayor, the Mayor Pro Tem. In the absence of the Mayor and Mayor Pro Tem, the Town Manager is authorized to purchase the equipment, supplies or services necessary to manage the emergency. The Mayor and Mayor Pro Tem are also authorized to approve emergency purchases as needed.

VII. Noncompetitive Negotiation

When sole source or emergency procurement situations arise or when standard competitive processes are deemed non-practical, the Town Manager or designee may enter into noncompetitive negotiations in the best interest of the Town. A written determination of the basis for the noncompetitive negotiation and supplier selection shall be included in the contract file.

VIII. Conflicts of Interest

As provided in C.R.S. 24-18-201 et seq., elected and appointed Town Officials and Town employees shall not have a financial or other interest in any contract made by them as Town employees or officials, or by any Town body or board of which they are members or employees, except in the circumstances described in such statute. Such circumstances generally include contracts awarded via competitive bidding procedures, contracts with respect to which the official or employee has complied with the disclosure and recusal requirements of state law, and other limited situations. Relatives of Town employees will be allowed to bid on purchases or contracts with the Town only in those situations where the employee that is related to the bidder has no involvement or decision authority in the process of awarding the bid.

Elected and appointed Town officials and Town employees involved in the procurement process shall comply with all ethics laws governing such process. Town employees shall notify the Town Manager in writing of any actual or perceived conflict of interest. Board members shall disclose the conflict of interest in accordance with state law. Additional information regarding ethics rules for the Town contracting can be provided by the office of the Town Manager.

VII. Check Approval

The Town will issue checks bi-weekly. A detail report of all checks written will be presented monthly to the Board.

VIII. Policy Review

The Finance Committee and Finance Director will be responsible for reviewing the Purchasing Policy ~~every two years on an annual basis~~ and will make recommendations for revisions to the policy as deemed appropriate. Adoption and ~~changes-modifications~~ to the policy will require the approval of a simple majority vote by the entire Town Board.

Bobbi Sindelar, Mayor

Attest: Jessica Koenig, CMC, Town

Clerk

**AGENDA INFORMATION
MEMORANDUM**

**FIRESTONE
TOWN BOARD OF TRUSTEES**



AIM#: 5.c

Discussion

Meeting Date: August 11, 2021

Initiated By: Jessica Clanton

Dept: Finance

AGENDA TITLE

Purchasing Card Policy Update

SUMMARY

In 2021, the Purchasing Card Policy (previously referred to as Credit Card Policy) is scheduled to be reviewed and updated if necessary. The Finance Department has reviewed the existing policy and has recommended the proposed changes.

HISTORY AND PREVIOUS BOARD ACTION

The Board of Trustees adopted the Purchasing Card Policy on April 10, 2019.

RECOMMENDATION

Staff recommends approval of the updated Purchasing Card Policy

ALTERNATIVES

ATTACHMENTS

1. Purchasing Card Policy

FINANCIAL CONSIDERATIONS

TOWN OF FIRESTONE PURCHASING CARD POLICY UPDATED AUGUST 2021

This Purchasing Card Policy (“Policy”) establishes guidelines related to the use of purchasing cards issued by the Town of Firestone (“Town”) to ensure that procurement with Town-issued Purchasing Cards (“PCard”) is in compliance with the Town’s Purchasing Policy and to ensure responsibility and accountability in the use of Town-issued purchasing cards by Town employees. **If the use of your card is not in strict compliance, this may result in disciplinary action, up to and including termination of employment.** This Policy and the provisions herein are promulgated solely in support of the proper exercise of the Town’s fiscal responsibilities. This Policy supersedes any and all previous Town-issued credit/purchasing card policies adopted by the Town. This manual provides the guidelines under which you may utilize your PCard. Please read it carefully. Your signature on the “Purchasing Card Agreement” (see page 4) indicates that you understand the intent of the policy and agree to adhere to the guidelines established for the policy.

ELIGIBILITY AND PCARD LIMITS

- A cardholder must be an employee of the Town of Firestone. It shall be at the discretion of the Department Director responsible for the department to determine which employees are eligible to be cardholders.
- It shall be at the discretion of the Department Director responsible for the department to establish each cardholder’s per-month limits, provided that these limits are consistent with the Town’s Purchasing Policy and available credit line.
- In order to obtain a PCard the Department Director must request the card on behalf of the Employee. Please use the “*Purchasing Card Request*” form located on the Global Drive at Finance, Purchasing Card Docs, Purchasing Card Request or page 6 of this policy. Return the completed form to the PCard Administrator in the Finance Department.

PCARD USAGE

The following general standards apply to PCard usage:

- Use of PCard for purchases must be for the benefit of the Town and in accordance with this Policy and the Town’s Purchasing Policy.
- Purchases with PCard must be properly authorized and approved and allocated to the correct fund/department and budgeted line item. All unauthorized expenses will not be paid by the Town and the Town reserves the right to collect payment for unauthorized expenditures from the employee.
- All purchases made with PCard must be supported by itemized receipts and sufficient documentation that identifies payee, goods/services purchased, amount of purchase, date of purchase and, if applicable, for whom purchase was made (for example, attendees for whom meals were purchased).
- A monthly statement will be available to each cardholder for signature, and then forwarded to your supervisor for signature. After approval of the reports, all documentation must be turned into the Finance Department by the monthly deadline indicated on the Purchasing

Card Schedule. *No statement will be sent to the card administrator without ALL of the receipts attached.*

- Cardholders shall take all measures necessary to ensure the security of the PCard and the card number. Cardholders shall not give their card numbers to any other employee or other person to use on their behalf. The PCard is issued in your name and it will be assumed that any purchases made against the card will have been made by you and are your responsibility.
- It is the responsibility of the cardholder to immediately notify the issuing bank (as stated on the card) and the PCard Administrator of any lost or stolen PCard. Once a PCard is reported lost or stolen, the card will no longer be accepted.
- The cardholder is responsible for managing any returns or exchanges and ensuring that proper credit is received for returned merchandise. The cardholder must check to ensure credit notices are issued by the vendor, and provide the credit slip to the PCard Administrator. If a credit slip was not obtained, other documentation of the return must be given to the PCard Administrator.
- In the event of disputed charges, the cardholder must advise the Department Director of the cardholder's department and PCard Administrator. The cardholder must ensure that all required steps to register a dispute are followed.
- All charges will be automatically deducted from the Town's bank account. Therefore, it is imperative that all charges are reviewed, accounted for, coded on Paymentnet website and forwarded to the Finance Department by the **12th of every month. All receipts must be attached and the statement must be signed.**
- The Town is a municipal government exempt from sales tax. The Town's tax exempt number is on each PCard, and the Town's tax exemption is to be used when making a Town purchase. It is the cardholder's responsibility to ensure that sales tax is not included on the cost of the purchase. **The Town reserves the right to hold the cardholder making the purchase personally responsible for payment of sales tax.**
- Each authorized cardholder must sign a "*Town of Firestone Purchasing Card Agreement*" prior to receiving a PCard. Such Agreements are kept on file in the Finance Department.
- Upon separation of employment, a cardholder shall surrender his or her PCard on or before the cardholder's last day of employment and prior to issuance of final compensation to the cardholder.
- A cardholder shall also surrender his or her PCard to the PCard Administrator or the Director of Finance at any such time that the cardholder's card is cancelled or card privilege is revoked.

The following transactions and uses of PCards are not permitted:

- Splitting of total purchase costs, singly or between or among cardholders to avoid transaction limits.
- Personal purchases of any kind. Use of PCard for any personal purchases or expenses, even if with the intention of reimbursing the Town, is prohibited and will result in disciplinary action.
- Cash advances, money orders, bank drafts, etc.
- Payment for temporary help, maintenance contracts or long-term agreements.

- The Town does not reimburse expenses for the purchase of alcoholic beverages, and cardholders shall not use a PCard to purchase alcoholic beverages, except only in the following limited circumstances:
 - The purchase is made at or for an economic development activity where the Town is strategically marketing itself to a third party, and then the purchase shall only be made by or with the express prior consent of the Town Manager.
 - The purchase is made for a Town special event, such as the Town hosting a CML dinner or the Town’s annual holiday party.

Any unauthorized use of a PCard will be considered an improper use of government funds and may result in the loss of the PCard and/or disciplinary action against the employee, up to and including termination of employment, and/or referral to law enforcement.

Audit of the Program: Spot audits will be conducted periodically under direction of the Finance Director to confirm that PCards are being utilized responsibly, receipts are being retained, and the Cardholder’s monthly statements are being reconciled on a timely basis. The external auditors will also select cardholder transactions as part of their annual auditing process.

POLICY REVIEW

The Finance Committee and Director of Finance will be responsible for reviewing the Purchasing Card Policy every two years and shall make recommendations for revisions to the Policy as deemed appropriate. Adoption and changes to the Policy will require the approval of a simple majority vote by the entire Town Board.

Bobbi Sindelar, Mayor

Attest: Jessica Koenig, CMC, Town Clerk



PURCHASING CARD AGREEMENT

PURCHASING CARD NUMBER: _____

NAME OF EMPLOYEE: _____

Although this PCard ending in _____ is issued in your name, it is the property of the Town of Firestone and must be used in accordance with the Town's policies, procedures, and guidelines.

By signing this Agreement, you acknowledge that you have received the PCard indicated above and agree to comply with the following terms and conditions:

- I. This PCard is provided to you based upon your need to purchase business-related goods and services in the course and scope of your duties or employment with the Town of Firestone. The Town reserves the right to revoke this PCard at any time. This PCard is neither an entitlement nor reflective of title or position.
- II. This PCard is for business-related purchases only. Any use of this PCard for purchases of a personal nature is strictly prohibited.
- III. You are the only person entitled to use this PCard and you are responsible for all charges made against it.
- IV. Any unauthorized use of this PCard will be considered an improper use of government funds and will be subject to appropriate disciplinary action, termination of employment and/or referral to law enforcement.
- V. This PCard must be used in accordance with all Town policies, procedures and guidelines respecting government purchasing and the use of PCards as such policies, procedures, and guidelines may from time to time be issued and amended. The undersigned acknowledges that it has received, read and will comply with all terms and conditions of the Purchasing Card Policy.
- VI. Cardholders must comply with internal control procedures, including retaining receipts and identifying accounts to be charged.
- VII. An employee must return his or her PCard immediately upon separation from employment, or upon request at any other time by the Town Manager or his/her designee or the Department Director of the employee's department.

As the holder of this PCard, you are responsible for its protection and safekeeping. If this PCard is lost or stolen, you are required to contact the PCard Administrator immediately.

Signature of Cardholder

Date



PURCHASING CARD REQUEST

Date Requested: _____

Employee Name: _____

Employee Service Department: _____

Department #: _____

Employee Last 4 Digits of Social Security #: _____

Transaction Credit Limit: \$ _____

Monthly Credit Limit: \$ _____

Default Fund #: _____

Default G/L #: _____

E-mail Address for Statement: _____
(This will be the contact person if Finance has any questions on this person's purchasing card.)

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Department Director: _____ Date: _____

Town Manager: _____ Date: _____



Unavailable or Lost Receipt Form

Name of Cardholder: _____

Cardholder Account Number: _____

Date of Transaction	Merchant	Quantity	Detailed Explanation of Item(s) Purchased, Credited or Exchanged	Total Amount

I certify that the foregoing is true and correct:

Cardholder: _____ Date: _____

Reviewed and Approved By: _____ Date: _____

Supervisor/Dept. Director: _____ Date: _____

**AGENDA INFORMATION
MEMORANDUM**

**FIRESTONE
TOWN BOARD OF TRUSTEES**



AIM#: 5.d

Discussion

Meeting Date: August 11, 2021

Initiated By: Jessica Clanton

Dept: Finance

AGENDA TITLE

Capitalization & Depreciation Policy Update

SUMMARY

In 2021, the Capitalization & Depreciation Policy is scheduled to be reviewed and updated if necessary. The Finance Department has reviewed the existing policy and has only proposed formatting changes.

HISTORY AND PREVIOUS BOARD ACTION

The Board of Trustees adopted the Capitalization & Depreciation Policy on October 9, 2019.

RECOMMENDATION

Staff recommends approval of the updated Capitalization & Depreciation Policy.

ALTERNATIVES

ATTACHMENTS

1. Capitalization&Depreciation Policy

FINANCIAL CONSIDERATIONS

TOWN OF FIRESTONE

CAPITALIZATION AND DEPRECIATION POLICY

The Town of Firestone (Town) understands the importance of being in compliance with generally accepted accounting principles as established by the Governmental Accounting Standards Board (GASB) by reporting capital asset information in the Town's year-end government-wide financial statements. Reporting capital asset activity accurately and consistently, provides the readers of the Town's audited financial statements an economic measurement focus of the Town's position. The Town has established the following fiscal policy related to capitalization thresholds and capital asset depreciation method.

CAPITALIZATION THRESHOLD

The monetary threshold for capitalization purposes will be established for capital assets with an initial, individual cost of \$5,000 or more and having a useful life in excess of one year.

- The cost of commissions, delivery, setup, and or accessories should be included in the final cost of the capital asset.
- All capital assets shall be recorded and tracked via a perpetual inventory system. The Town will perform a physical inventory of its capital assets, either simultaneously or on a rotating basis, so that all of the assets are physically accounted for at least once every three years.
- The Town will develop capital asset replacement and maintenance schedules in accordance with accepted professional standards and best practices. The schedules will be utilized to commit adequate funding of re-investment in the Town's machinery, facilities, and infrastructure so as to prevent the deferment of required ongoing maintenance and replacement.

DEPRECIATION OF CAPITAL ASSETS

For year-end financial statement purposes, the Town will calculate depreciation expense on its capital assets utilizing the straight line method over the following estimated useful lives:

Infrastructure and Improvements	5-50 years
Buildings and Improvements	10-50 years
Machinery and Equipment	3-30 years

The Town will not calculate depreciation expense in the year that the capital asset is purchased.

POLICY REVIEW

The Finance Committee and Finance Director will be responsible for reviewing the Capitalization and Depreciation Policy every two years and will make recommendations for revisions to the policy as deemed appropriate. Adoption and modifications to this policy will require the approval of a simple majority vote by the entire Town Board.

Bobbi Sindelar, Mayor

Attest: Jessica Koenig, CMC, Town Clerk