

## Policy Implementation-Grouped by Reminder

Policy Item	Policy Text	Responsible Entities and Tasks (T=Treasurer, DM=District Management, B=Board, BP=B Pres, O=Operator, VM=Vendor Monitor)	Implementation Reminder	Critical Path	Assigned to-
I.1.c. Financials-Report	District financials will be produced and reported on a on a monthly basis, and will show a comparison of actual year-to-date revenues and expenses against the budget. These financial reports will be reviewed by the Board at regular monthly Board meetings and, in the case of meeting cancellation or other extenuating circumstance, no less than once a quarter.	DM to prepare report, T to present to B:	1-Monthly	DM>T>B	Hans
I.1.e. Operation Reserve	The District will maintain an operating reserve equal to three months of operating expenses. The status of operating reserves will be reviewed by the Board at regular monthly Board meetings and, in the case of meeting cancellation or other extenuating circumstance, no less than once a quarter.	Discussed this as an item on the financials to show we are in compliance	1-Monthly	T>B	Hans
I.3.a. Expense List	A list of expenses will be provided for each board meeting and will be reviewed by Board Members.	DM to provide invoice package to B 1 week before meeting. B to review	1-Monthly	DM>B	Brad
I.3.b. Checks Signed	Each check written to cover expenses will be signed by two Board Members.	DM to provide checks to sign.---T and designated B member counter sign checks	1-Monthly	DM>T>B	Anne
I.5.b. Review of Bank Statements	The FVAWD Treasurer will review bank statements, compare them to financial reports and will report to the FVAWD Board of Directors that the financial reports match (or have discrepancies with) the bank statements. The Treasurer will report the results of these reviews at regular monthly Board meetings and, in the case of meeting cancellation or other extenuating circumstance, no less than once a quarter.	T reviews bank statements/balances to prepared financial reports. Reports to B	1-Monthly	T>B	Brad
I.5.c. Checks signed by 2 B members	All checks will be signed by two Board Members.	As dictated by policy I.3.b.	1-Monthly	T>B	Anne
II.8.c. Look-Ahead report	A "Look-Ahead" report will be provided to the Board at each Board meeting showing scheduled events for the current year. This report will include major regulatory due dates and milestones for vendor and Board projects.	Look-Ahead ??---DM prepares report for monthly board meeting	1-Monthly	DM>B	Tim
V.18.a. Compensation Amount	Each Board Member will be compensated \$100 per meeting attended, up to a maximum established by the State of Colorado.	DM will submit checks for monthly payment	1-Monthly	DM>B	Tim