



## Cover Memorandum/Staff Report

**File #:** 18-0396 CRA

**Agenda Date:** 7/9/2019

**Item #:**

**TO:** CRA Board of Commissioners  
**FROM:** Lori Hayward, Finance and Operations Director  
**THROUGH:** Renée A. Jadusingh, CRA Executive Director  
**DATE:** JULY 9, 2019

AMENDMENT TO CRA ACCOUNTING POLICIES AND PROCEDURES

### **Recommended Action:**

Approve the proposed amendment to "Accounting Policies and Procedures Manual" for the Delray Beach Community Redevelopment Agency.

### **Background:**

Revisions to the CRA Accounting Policies and Procedures Manual were last approved by the CRA Board on March 22, 2018 to update Section 3.5 (Payroll) related to personal leave reports. Prior to that the CRA's Manual was last updated September 22, 2011 and a more extensive review has been conducted this year.

An updated CRA Accounting Policies and Procedures Manual is attached (See Exhibit A). The manual has the following proposed revisions:

- Two sections that include processes were removed and will be updated/added to the internal CRA Operations Manual:
  1. **Section 5: The CRA Budget Process**
  2. **Section 9: Project and Property Related Accounting**
- **Section 3: Accounting and Finance**
  - 3.1 Accounts Payable was updated to allow checks to be processed with two authorized check signers whether manual or through digital signatures. This provides the option of using digital signatures.

Also, the two authorized signers are CRA staff and the requirement that a board member signs has been removed.

A copy of the 2011 manual is available upon request.

Attachment(s): Exhibit A - CRA Accounting Policies and Procedures Manual

### **CRA Attorney Review:**

N/A

### **Finance Review:**

Reviewed and prepared by Lori Hayward, CRA Finance & Operation Director.

**Funding Source/Financial Impact:**

N/A