

# **University Park Recreation District**

**Consideration of Resolution 2019-26,  
Designating Payment Authorization  
Approval Process**  
*(provided under separate cover)*

## RESOLUTION 2019-26

**A RESOLUTION OF THE UNIVERSITY PARK RECREATION DISTRICT PROVIDING A PROCESS FOR AUTHORIZATION OF PAYMENT OF DISTRICT INVOICES; AUTHORIZING THE TREASURER OR OTHER OFFICES SO DESIGNATED TO APPROVE INVOICES FOR PAYMENT; AUTHORIZING PAYMENT OF THE INVOICES AFTER APPROVAL OF AN APPROPRIATE DISTRICT OFFICER OR THE BOARD; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the University Park Recreation District (hereinafter the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 418, *Florida Statutes*, and Manatee County Ordinance 18-29, being situated in Manatee County, Florida; and

**WHEREAS**, the Board of Supervisors of the District ("Board") desires to provide a system for approving and paying of certain invoices received by the District; and

**WHEREAS**, the Board wishes to adopt a process for payment authorization and payment of District invoices.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE UNIVERSITY PARK RECREATION DISTRICT:**

1. The District hereby adopts the following process for the approval and payment of invoices received by the District, which is set forth as follows:
  - a. For all invoices and payments, except those related to long term financing, bond issuance and related expenses, the following applies:
    1. If the payment of an invoice will not exceed the budgeted amount for that category, the District Manager ("Manager") will add the invoice(s) to Payment Authorization Request, and forward the request to the Treasurer. The Treasurer may then authorize the Manager to pay the invoice(s).
    2. If the payment exceeds the budgeted amount, the Manager will approve/not approve the expense, and then forward to the Treasurer who will also approve/not approve the expense.

3. If the invoice will not exceed the budgeted amount and has been approved (Payment Authorization Request signed) by the Treasurer, the Manager will pay the invoice.
  4. If the invoice exceeds the budgeted amount and has been approved by the Manager, and the Treasurer (Payment Authorization Request signed by the Treasurer), the Manager will pay the invoice.
  5. At the next board meeting, the Board will ratify the Payment Authorization Request which will include the Vendor name, invoice number, and amount.
  6. The Manager will provide Financial Reports including a budget to actual report showing Year To Date Actual and Budget figures, as well as an end of year forecast.
- b. For those invoices related to long term financing, bond issuance and related expenses (non-recurring invoices) the following applies:
1. Non-recurring invoices will be approved by both the Manager, and a designated Board Member with the authority to approve Non-recurring invoices, prior to the submission of an Acquisition and Construction Fund Requisition to the Bond Trustee. The Manager will only submit Requisitions for payment of Non-Recurring invoices after Funding of the Acquisition and Construction Fund.
  2. The Manager will provide a Budget to Actual for the Non-recurring invoices showing Year To Date Actual and Budget figures, as well as an end of year forecast.
  3. Non-recurring invoices will include all Litigation expenses related to long term financing and bond issuance and will be paid out the Bond Proceeds.
  4. At the Monthly Board meeting, the Manager will present updated outstanding amounts, and a forecast of final litigation amounts.
2. In the event that either the Treasurer, otherwise designated Board member, or District Manager does not approve an invoice for payment, and any issues that cannot be resolved within five (5) business days, the matter shall be placed on the next available agenda for consideration by the Board with any appropriate budget amendment, if necessary.

3. This Resolution shall take effect immediately upon adoption.

**Adopted this 12th day of April, 2019.**

**ATTEST:**

**UNIVERSITY PARK  
RECREATION DISTRICT**

*Carol L. Harris*  
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Asst. Secretary

*Robert Wood*  
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Chairman