

HATC Action Item 4B

April 6, 2017

Resolution No. HATC-2017-04: To Adopt a Housing Authority of Travis County Fiscal Policy Framework Document

WHEREAS, the fiscal policies governing all budgeting, accounting, procurement and fiscal action will be assembled into a single policy document; and

WHEREAS, the Housing Authority of Travis County would like to establish strong internal controls policies; and

WHEREAS, the policy framework document will be updated periodically for revisions in policy with approval from the Executive Director for minor revisions or the Board of Commissioners for significant changes

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of HATC hereby:

1. Approves Resolution No. HATC-2017-04,
2. Authorizes the CEO/Executive Director to execute all necessary documents and extensions.

Passed and approved the 6th day of April 2017.


John Hernandez, Chair, Board of Commissioners

Attested and approved as to form:


Patrick B. Howard, CEO/Executive Director

HATC Action Item 4B

April 6, 2017

Resolution No. HATC-2017-04: To Adopt a Housing Authority of Travis County Fiscal Policy Framework Document

Background Information:

The Fiscal Policy Framework Document is a centralized policy document governing all budgeting, accounting, procurement and fiscal action related to the operations of the Housing Authority of Travis County and the programs administered. The Housing Authority currently has policies and procedures individualized in separate documents, with several policies that have not been updated or revised periodically. In an effort to establish strong internal controls, policies should be updated periodically and assembled into a single document of reference.

The framework document establishes the content and format of the policies to be included as updates and revisions are currently being drafted. As policies are drafted and updated, the framework document will be revised for such changes after review and approval of the Executive Director. Significant changes to policy provisions in this Fiscal Policies Document must be approved by the Board of Commissioners.

Requested Action:

Consideration and appropriate action regarding Resolution No. HATC-2017-04: To Adopt a Housing Authority of Travis County Fiscal Policy Framework Document

Alternate Option:

The Board of Commissioners could elect to Not Adopt a Housing Authority of Travis County Fiscal Policy Framework Document

Fiscal Impact:

N/A

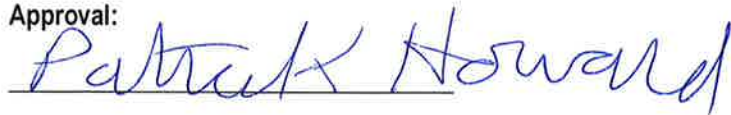
Attachments:

A. Housing Authority of Travis County Fiscal Policies Framework Document

Prepared by:

Jenilee Ramirez, Director of Finance and Administration

Approval:



Patrick B. Howard, CEO/Executive Director

The Housing Authority of Travis County

Fiscal Policies Framework Document

The Fiscal Policies Framework Document ("*Fiscal Policies Document*") will serve as the guiding policy document governing all budgeting, accounting, procurement and fiscal actions related to the management and operations of all programs administered by The Housing Authority of Travis County. The *Fiscal Policies Document* addresses all programs administered by the Housing Authority of Travis County, to include Section 8 Project Based Rental Assistance, Housing Choice Voucher Program, HATC-Owned Residential Communities (Non-PBRA), HUD-VA VASH Program, Continuum of Care, and all other related applicable associated programs and activities.

The *Fiscal Policies Document* is organized into the following chapters:

Chapter 1: General Internal Controls Policy Requirements for all Programs

Chapter 2: Inventory Policies and Procedures

Chapter 3: Procurement

Chapter 4: Employee / Commissioner Travel

Chapter 5: Single Audit Report [as per OMB Circular A-133]

Administrative processes, operating procedures, protocols, and management practices for any policy, initiative, or approach shall be developed pursuant to this *Fiscal Policies Document* and are subject to Housing Authority of Travis County CEO/Executive Director's prior review and approval. Such approval may be amended and/or withdrawn from time-to-time at the discretion of CEO/Executive Director.

The CEO/Executive Director of the Housing Authority of Travis County, as vested by the Board of Commissioners, can authorize revisions, as appropriate, to this *Fiscal Policies Document* in order to clarify the original intent of any policy enumerated herein without the prior approval of the Board of Commissioners, provided that any such revision to this *Fiscal Policies Document* does not substantially change the original intent of any policy. Significant changes to major policy provisions in this *Fiscal Policies Document* must be approved by the Board of Commissioners.

This *Fiscal Policies Document* adopted by the AHA Board of Commissioners on April 6, 2017 supersedes any previously-adopted HATC policy related to fiscal matters.