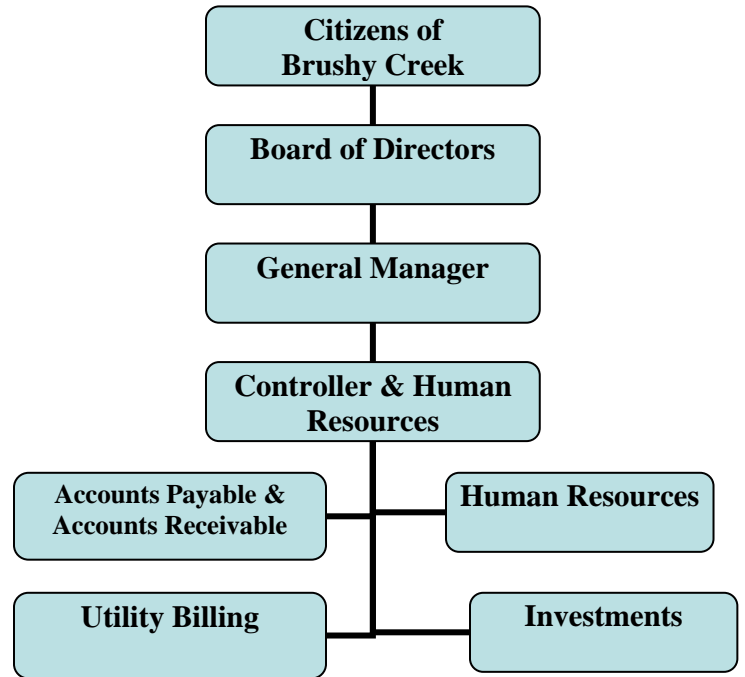




Mission Statement:

“The Accounting Department provides accounting and financial services and support to the District by processing the collection and disbursement of funds, preparing accounting and financial records and reports, analyzing and reconciling accounts to insure accuracy of the District’s financial statements, and providing internal financial controls in accordance with applicable rules, regulations, Board policies, and industry standards.”



Objectives:

- To provide accurate and useful financial information to the Board of Directors, Committees, and the General Manager
To support other departments in their financial and human resource needs
To provide exemplary customer service to the public
To safeguard the District’s assets
To ensure the District complies with all financial and employment laws, regulations, policies and standards

Departmental Structure and Functions:

General Manager – The Accounting Department interacts with the General Manager. The General Manager has been given authority to expend funds of the District within limitations established by the Board. He has responsibility for ensuring compliance with the appropriate rules and regulations with regard to the expenditure of public funds and to protect the public’s monies. The General Manager participates and reviews reports and recommendations from the Controller and acts as an Investment Officer.

Controller – The Controller is responsible for the District’s financial planning, financial policy development and implementation, and accounting functions. This includes reporting of financial activity, budget development and reporting, assisting with the independent financial audit, and safeguarding of District funds.

Human Resources – Human Resources is responsible for the District’s compliance with federal and state employment laws and compliance with the District’s Personnel Policies, assisting in the hiring, maintaining, and termination of employees, and maintenance and promotion of the employee benefit program.

Accounts Payable / Accounts Receivable – The AP/ AR function of the Accounting Department processes and records the disbursement and receipt of funds and ensures that those transactions meet District policies and procedures.

Utility Billing – The Utility Billing office is responsible for the accurate and timely billing of residents' utility and garbage services, assisting in the establishment of services for residents and contractors, assisting with troubleshooting resident's utility problems, receiving and recording utility payments, and primary reception for the administrative offices.

Investments – The Accounting Department also interacts with the District's Investment Officers to implement the proper investment of public funds. In accordance with Chapter 2256 of the Texas Government Code, the District's funds must be managed and invested in accordance with state law and the District's investment policy and objectives. Under the District's Investment Policy, the persons serving as Treasurer of the Board of Directors, the General Manager, and the Controller have been jointly appointed as investment officers.

Board Treasurer- The Accounting Department regularly interacts with the Board Treasurer regarding the District's financial affairs, including providing quarterly financial reports to the Treasurer for review and comment, and working with the Treasurer in connection with obtaining a complete, accurate and timely financial audit.

Approved: February 2008
Amended: December 11,2008