

RESOLUTION NO. 13-0509-01

RESOLUTION OF BRUSHY CREEK MUNICIPAL UTILITY DISTRICT
APPROVING AMENDED PROCEDURES CONCERNING FINANCIAL
REPORTING

WHEREAS, Brushy Creek Municipal Utility District (the "District") is a conservation and reclamation district, a body corporate and politic and governmental agency of the State of Texas, created under Article XVI, Sec. 59 of the Texas Constitution by order of the Texas Water Commission, now the Texas Commission on Environmental Quality (the "TCEQ"), and the District operates under Chapters 49 and 54 of the Texas Water Code, as amended; and

WHEREAS, the Board of Directors desires to adopt amended procedures concerning financial reporting. Now, Therefore,

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF BRUSHY CREEK MUNICIPAL UTILITY DISTRICT OF WILLIAMSON COUNTY, TEXAS, THAT:

Section 1. The matters and facts recited in the preamble to this Resolution are found to be true and correct and the same are incorporated herein as a part of this Resolution.

Section 2. The Board of Directors hereby approves the Procedures Concerning the Reporting of Financial Information in the form attached hereto. Said procedures shall become effective immediately upon the execution of this Resolution. The attached procedures shall supersede and replace all prior procedures, resolutions and orders adopted by the Board of Directors related to the same subject matter.

PASSED AND APPROVED this 9th day of May, 2013.


President

ATTEST:


Secretary

Brushy Creek Municipal Utility District Procedures Concerning the Reporting of Financial Information

These Procedures are intended to set forth the general practices to be followed by the District with respect to the preparation and reporting of financial information to the Board of Directors of the District each month, and the subsequent posting of information on the District's website for public review. In the event the Procedures will not be followed for any given reporting period, the Board of Directors shall be notified accordingly.

Monthly Reporting Period

The District's staff shall generally close the financial books for each monthly reporting period on the 10th day of the subsequent month. Any invoices received after the 10th day will be included within the next reporting period. Notwithstanding the foregoing, the District's staff shall close the financial books for the last month of the District's fiscal year (i.e., the month ending September 30th) on October 30th.

Monthly Financial Reports

District's staff shall prepare monthly financial reports for consideration by the Board of Directors containing the following information:

- Monthly Disbursement Report- This report shall include all disbursements made during the preceding reporting period. The report shall provide sufficient detail so as to allow the Board to identify the amount of each disbursement, the check number, and the vendor/payee. All credit card purchases during the reporting period shall be included in the Disbursement Report, including the amount of each purchase, and the vendor/payee to whom the payment was made.
- Monthly Detail Report
- Monthly Cash/Investments Inventory Report

These reports will generally be placed on the Board's agenda for review and approval at the second regular meeting of the month. Within 10 days after approval by the Board of Directors, the report will be posted on the District's website and available for public review.

Quarterly Financial Reports

The District's staff shall prepare quarterly financial reports for review and approval by the Board of Directors containing the following information:

- Quarterly Public Funds Investment Act Report
- Quarterly Cash/Investment Inventory Report

- Quarterly Balance Sheet with Fund Balances
- Quarterly Budget vs. Actual Expense Report (Income Statement), with any requests for budget amendments. The report will reflect amounts by budgeted line item for the following;
 - Annual budgeted amounts
 - Actual to date amounts
 - To date variance percentage
 - To date variance amounts

Variances of more than 10% and \$10,000 in any budgeted category in any cost center shall be explained in a narrative that accompanies the quarterly financial report.

These reports will generally be posted as a discussion and action item on the Board's agenda within 60 days after the end of the quarter, and after review and comment by the Board Treasurer. Within 10 days after approval by the Board of Directors, the report will be posted on the District's website and available for public review. The final quarterly report for the fiscal year will be presented to the Board at a regularly scheduled Board meeting.

Miscellaneous Financial Reports

The District's staff will prepare monthly financial reports for review by the Board of Directors containing the following miscellaneous financial information:

- Annual Budget vs. Actual year-to-date Expense Report – Fund Summaries
- Director Fee Report
- Board Contingency Report

These reports will generally be included as backup material in the Board packets for informational purposes at the Board's second regular meeting of each month but no later than 60 days after the end of the monthly reporting period.

Approved: July 2008

Amended: December 11, 2008

Amended: May 9, 2013