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RIVERSIDE COUNTY TRAINING OFFICERS' ASSOCIATION POLICY AND PROCEDURES MANUAL

CHAPTER 1

FINANCIAL SYSTEM AND CLASS COORDINATION

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1.01 General Financial Policies

The scope of this policy is to provide general direction for financial matters of the association, in support of the Association's mission, and to comply with Federal and State laws. Nothing in this policy shall be construed to conflict with the RCTOA bylaws, and where conflict exists, the bylaws shall take precedence.

A. General Procedures

The Treasurer shall oversee all financial matters. The Association shall retain a certified public accountant to manage the routine transactions, maintain the ledger, prepare reports as necessary, and provide professional advice.

B. Association Budget

The Treasurer shall prepare an annual budget for presentation to the membership at the November meeting. The budget shall be approved no later than the December meeting, so it can be adopted effective January 1 each year.

Once the budget has been approved by the membership, the board of directors shall be given the authority to manage the budget without the general membership having to approve individual line items.

C. Class Budget

Each class sponsored by the Association shall have a balanced budget approved by the board of directors prior to advertising the class. Carry-over classes (i.e. Truck Academy, Rescue Systems, etc.) that have equipment caches and/or expendable supplies may and are encouraged to develop annual budgets for the programs. The designated class coordinators shall have the responsibility and authority to manage the budget within its limits. Whenever needs arise that are outside the scope of the class budget, the coordinator shall approach the general membership for consideration of the need.

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D. Reports

The Treasurer shall, in conjunction with the CPA, shall provide the following reports to the membership:

1. Monthly report; to include account balances and outstanding invoices
2. Quarterly report; to include final class budgets of completed classes, balances of the annual administrative budget and textbook inventory levels.
3. Annual report; to include final budgets of all classes and administrative budget.

E. Deposits

Class coordinators with active classes in registration shall forward checks/money orders to the CPA for deposit on a weekly basis. Each check shall be endorsed with the RCTOA bank stamp for protection prior to forwarding. Each check shall ID the attendee and the class code.

F. Purchases

The board of directors, including the past president shall have check signature authority. Receipts for approved purchases shall be returned to the CPA for reimbursement. Invoices shall either be sent to the CPA from the vendor, or shall be forwarded to the CPA as soon as they are received. Purchase order copies and expenditure verification forms shall be faxed to the CPA as soon as they are initialized.

The CPA will prepare the checks and forward to the Treasurer or other designated board member for signature and mailing. Invoices shall be paid in a timely manner as to avoid credit problems and/or finance charges.

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1.02 Class Administration and Budget

Class Coordinator

Each scheduled class shall have a designated coordinator that will perform the following:

- A. Prepare State Fire Training "Request for Course Scheduling", if applicable
- B. Prepare college teaching assignment, if appropriate
- C. Coordinate with the instructor on college administrative issues, instructional services contract (if applicable), and procuring class books, AV equipment, tools and equipment, supplies, etc.
- D. Develop and distribute the class advertising flyer, including distribution to the RCTOA webmaster.
- E. Develop the class budget
- F. Maintain a class file and register students, keep rosters, perform college and state registration, forward deposits and invoices to the CPA, process state fire training and/or college registration paperwork if applicable, process CFSTES, FSTEP, or RCTOA certificates as appropriate, and finalize budget and forward final class file to the CPA for archive.

Class Budget

Each class shall have a balanced budget approved by the board of directors prior to advertising.

Each budget shall include a 5% administrative overhead amount to the RCTOA administrative program.

Exception: classes may be offered for the direct benefit to RCTOA membership at RCTOA expense. These classes shall be approved by the membership, and shall not be subject to the 5% administrative fee.

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1.03 Class Refund Policy

Notification

The refund policy shall be outlined on each class registration form.

Refund Requests

Request for refunds shall be made to the class coordinator, and will not be accepted less than 72 hours prior to the class beginning date.

There will be no refunds made for no-shows.

Cancelled Classes

All students who paid for a class that must be cancelled shall receive a timely refund. The fees paid can be "rolled over" to another class, or a refund can be issued.

Refund Processing

If the refund request is within policy, the class coordinator shall approve the refund and forward the request to the CPA for processing the refund check.

The CPA shall ensure that the student's class fees have cleared the bank prior to processing the refund check, regardless of the reason for the refund.

The class coordinator shall attempt to fill the empty seat with a person on the waiting list, if applicable.

Refunds will be processed, less a \$25 handling fee, applied to each class that a refund is requested for. This does not apply to cancelled classes.

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Class Substitution

A qualified individual may be substituted for a registered student with the registrant's written approval, and the approval of the class coordinator.

Appeal Process

A student may appeal the refund policy in writing. The appeal letter will be presented to the membership at the next regularly scheduled meeting for consideration. The decision of the membership shall be final.

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1.04 Class Invoicing Procedures

This policy outlines the procedure for generating invoices and collecting payment for student fees through an invoicing system.

Classes Invoiced

Classes are not normally invoiced by the RCTOA, except as specifically outlined in this policy.

California Department of Forestry and Riverside County Fire Department, TR-7 and 48.14 Forms

Upon presentation of an approved *list of students* or CDF TR-60, CDF TR-7 or 48.14 Form for any class, the class coordinator will enroll the student in the class and forward the form to the CPA for invoicing. The CPA will invoice the appropriate agency for the class.

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CHAPTER 2

CLASS PROCEDURES

Issued 02/11/04

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2.01 RCTOA Course Allotment

Participating member departments of RCTOA will be allotted pre-enrollment spots in the following courses:

- Firefighter 1 Academy
- Multi-Agency Truck Operations Academy
- Rescue Systems 1

The pre-enrollment spots will be awarded as follows:

- 4 Riverside County
- 2 Riverside City
- 2 Corona
- 2 Cathedral City
- 2 Hemet
- 2 Murrieta
- 2 Norco
- 2 Palm Springs
- 2 Idyllwild
- 2 Morongo
- 2 Pechanga
- 2 Cabazon

The membership, as need arises, may adopt this policy for other special classes that are coordinated by a simple majority vote at a scheduled meeting.

Riverside Community College must keep at least a 15% open enrollment policy, and college staff shall keep the RCTOA membership apprised of any issues regarding class enrollments.

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CHAPTER 3

INTERNET WEB SITE POLICY

Issued 04/06/2006

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3.01 Web Content:

The RCTOA shall maintain the web page www.rctoa.org that will contain, at a minimum, the following information:

- Links to member departments. Member departments shall be responsible for maintaining their own sites
- Information regarding
 - The purpose of the Association
 - The Association's Mission and Vision Statements
 - The Association's By-Laws
 - The Association's membership roster
 - Meeting times and locations and Minutes of past meetings
 - All Association sponsored or co-sponsored classes, workshops and meetings including links to appropriate co-sponsoring entity
 - California State Fire Training Company Officer and Chief Officer tracks
 - Primary facilities information for Clark Training Center, Desert Training Center, Corona Training Center, etc
 - Downloads and Links page

3.02 Authorization to Make Changes:

- Web Master
 - Web page appearance and layout
- Admissions Clerk
 - Registration processes (as approved through the general membership)
- Coordinators
 - Course dates, times and locations
 - Instructor information
 - Course costs (as approved through the general membership)
- College Program Directors
 - Announcements that pertain to fire technology courses (as approved through the general membership)

Executive Board

- All major changes to fee schedule