

**Richland County Recreation Commission**  
**Regular Board Meeting Agenda**  
**June 17, 2019**  
**6:00PM**

**1. Call to Order:**

Commissioner Shepard is scheduled to call the meeting to order.

**2. Adoption of Agenda: (Action)**

**3. Minutes: (Action)**

Commissioner Shepard will request the Board to approve minutes from the May 20, 2019 Regular Board Meeting.

**4. Public Input:**

Citizens requesting to address the Board must sign up in advance prior to the beginning of the meeting and are limited to two minutes each.

**5. Financial Report:**

Brandy James will present to Board.

**6. New Business:**

None

**7. Other Business:**

Executive Director Report – Lakita Watson

Presentations – Lakita Watson

**8. Executive Session:**

- Contractual – First Tryon Securities, LLC
- CIP Finance Plan

**9. Election of Officers:**

Commissioner Shepard will call for the election of the Commission offices of Chair, Vice Chair and Secretary for the term of 2019 - 2020.

**11. Adjournment**

**BOARD OF COMMISSIONERS:**

*Cynthia Shepard, Chair  
Lisa L. Cotten, Vice Chair  
Robert Lapin, Secretary  
Thomas Clark  
Jermaine L. Johnson, Sr.  
Donzetta Lindsay  
Stephen Venugopal*



*"Enriching Lives. Connecting Communities."*

**ADMINISTRATIVE OFFICE:**

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**Richland County Recreation Commission  
Regular Board Meeting Minutes  
May 20, 2019  
6:00PM**

**Commissioners in Attendance:**

Cynthia Shepard  
Robert Lapin  
Donzetta Lindsay  
Thomas Clark  
Jermaine Johnson, Sr.  
Lisa L. Cotten  
Stephen Venugopal

**Others in Attendance:**

Mayor Bob Coble, Parliamentarian  
Joseph Dickey, Attorney

**1. Call to Order:**

Commissioner Shepard called the meeting to order at 6:02 p.m.

**2. Adoption of Agenda:**

**Motion to adopt the agenda made by Commissioner Johnson and second by Commissioner Lindsay. Motion approved unanimously by all members present; Shepard, Clark, Venugopal, Lapin, Lindsay, Johnson and Cotten.**

**3. Minutes:**

**Motion to approve minutes from May 20, 2019, Regular Board Meeting, made by Commissioner Cotten and second by Commissioner Clark. Motion approved**

unanimously by all members present; Shepard, Clark, Venugopal, Lapin, Lindsay, Johnson and Cotten.

#### **4. Public Input:**

**D’Andre Outten Brown** – Ms. Brown stated that she talked with Ms. Watson prior to meeting and was informed that extra security will be added at the Clyburn Technology Center.

Ms. Brown added that the REC Committee will be selling T-shirts with proceeds divided between scholarships for physical recreational therapy and for seniors who have fallen between the gaps.

Ms. Brown stated that they will be developing a community choir called the Parklane Road Adult Activity Center Community Choir.

**Hainsley Lewis** – Mr. Lewis stated that he talked with Ms. Watson prior to the meeting and was informed of his answer before he had a chance to ask his question.

Mr. Lewis also stated that the annual Back to School Bash will be held the second Saturday in September and invited everyone to attend.

**Doris Cocoran** – Ms. Cocoran, Italian Ice vendor, requested information regarding the new Vendor application. Ms. Watson explained that the application has not been presented to the Board and once the application is approved as part of RCRC’s policies and procedures, it will be posted on the website. Ms. Watson stated that it should be presented at the next board meeting and welcomed Ms. Cocoran to leave her contact or email information with Ms. Jami Russell, Community Relations Division Head.

Ms. Cocoran added that she understands that the Pop Warner football teams allow a vendor to come from another county. Ms. Cocoran stated that she pays taxes to Richland County to be the sole vendor for Italian Ice.

Ms. Watson stated that RCRC can address the issue as it relates to our User Agreement for facilities and community leagues. Ms. Watson requested the sites in question and Ms. Cocoran stated Meadowlake and lower Richland.

Ms. Cocoran stated that the name of her daughter's company is Z's Cool Me Down Italian Ice and Dominique Cocoran is the CEO.

#### **5. Financial Report: (Information)**

Brandy James, Chief Financial Officer presented financial reports included in Board's packet.

Ms. James introduced John "E" Rutherford, Manager LinRick Golf Course, to present a new tracking and accounting system, Teesnap, for action.

Mr. Rutherford presented highlights of Teesnap and pointed out that by switching LinRick would save enough money to pay for the new system.

Mr. Rutherford stated that Teesnap would be much more economical and easier to navigate for needed reports and information.

**Motion made by Commissioner Lapin to approve switching to Teesnap at LinRick as recommended by staff, second by Commissioner Venugopal. Motion approved unanimously by all members present; Shepard, Lapin, Venugopal, Cotten, Johnson, Lindsay and Clark.**

Ms. Watson, Executive Director, presented the Capital Improvement Plan (CIP) for review and informed Commissioners that a finance plan will be presented at the June meeting based on their input. Ms. Watson stated that the CIP is based on the needs and focuses on safety, security, and accessibility.

Ms. Brandy James, CFO, gave an overview of the plan and answered questions.

#### **6. New Business:**

None

## **7. Other Business:**

- Ms. Watson introduced Ms. Carletta Wilson, Sweet Potato Festival Committee President. Ms. Wilson gave greetings and introduced two of her Board members; Ms. Garrick and Ms. Jackson. Ms. Wilson thanked Ms. Watson, Commissioners and RCRC Staff for their help in making the festival a success and Ms. Jackson presented a plaque as a token of appreciation for all the help.
- Mr. Will Anderson, Executive Director of Operations Richland School District Two, presented a draft deed for Referendum Construction, involving Forest Lake Park and answered questions.

**Motion made by Commissioner Venugopal to accept the recommendation to deed the property back to Richland School District Two, second by Commissioner Lindsay. Motion approved unanimously by all members present; Shepard, Cotten, Venugopal, Lindsay, Lapin, Johnson and Clark.**

- Mr. Russell Ste. Marie presented updated information regarding the re-zoning of the Golf Course at Crickentree and its current Traditional Recreation Open Space (TROS). Mr. Ste. Marie solicited help from the Board in support of open space.
- Executive Director presented Policy No. 14015 Contracting with Independent Instructors for action.

**Motion made by Commissioner Venugopal to accept Policy No. 14015 Contracting with Independent Instructors, second by Commissioner Cotten. Motion approved unanimously by all members present; Shepard, Cotten, Lindsay, Venugopal, Clark, Lapin and Johnson.**

- Executive Director presented Policy No. 6015 Summer Day Camps and Policy No. 6020 Free Summer Day Camp Programs for action.

**Motion made by Commissioner Lindsay to accept Policy No. 6015 Summer Day Camps and Policy No. 6020 Free Summer Day Camp Programs, second by Commissioner Venugopal. Motion approved unanimously by all**

**members present; Shepard, Lindsay, Clark, Lapin, Johnson, Cotten, and Johnson.**

- Executive Director's Report – Ms. Lakita Watson presented and answered questions.

Ms. Watson introduced Ms. Clare Morris, CEO Clare Morris Agency, a marketing and public relations firm. Ms. Morris stated that her Agency has put together a plan to help promote the new RCRC and the goal for the next year is to increase program participation by 10%.

Chair Shepard stated that she is so proud of all the work put in over the past year and thanked everyone for the hard work.

**Motion to go into Executive Session for legal updates and a personnel matter made by Commissioner Johnson, second by Commissioner Cotten. Motion approved unanimously by all members present; Shepard, Johnson, Lapin Cotten, Venugopal, Lindsay, and Clark.**

Entered Executive Session 7:15p.m.

Commissioner Venugopal left meeting at 7:20p.m.

#### **8. EXECUTIVE SESSION:**

Executive Session ended 8:12p.m.

Chair Shepard stated no action was taken in Executive Session.

**Motion made by Commissioner Lindsay that we proceed with legal counsel's recommendation concerning Personnel Matter, second by Commissioner Johnson. Motion approved unanimously by all members present; Shepard, Lindsay, Cotten, Clark, Lapin, and Johnson.**

**Motion to adjourn made by Commissioner Lapin, second by Commissioner Cotten. Motion approved unanimously by all members present; Shepard, Johnson, Lapin, Clark, Cotten, and Lindsay.**

**10. Adjournment**

Meeting adjourned at 8:15 p.m.

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Cynthia Shepard, Chair

Minutes approved on this \_\_\_\_\_ day of \_\_\_\_\_ 2019.



## CASH HANDLING POLICIES AND PROCEDURES

Finance  
Policy No. 9005

Revision Date: May 20, 2019  
Last Revised Date: December 16, 2013

### Policy Statement

Richland County Recreation Commission (RCRC) receives several forms of payments for services rendered throughout the organization. The organization's goal is to establish a standardized procedure to minimize the risk of financial loss, poor customer service, compliance issues, and fraud. The Cash handling procedures are to ensure proper internal controls, segregation of duties, adequate safeguards of RCRC assets and its components which includes collecting, depositing, and reconciling. Proper cash handling is necessary to reduce risk, includes accountability, performance level monitoring, and balancing for all transactions that are recorded in an accurate, and timely manner.

### PETTY CASH

- A. Petty cash handling policy for the department is established to define parameters for authorized uses for minor disbursements. \$500 has been established as funding for the Petty Cash Account RCRC Office.
- B. The Accounts Payable Manager, shall complete the necessary paper work to replenish the petty cash fund as necessary to maintain \$500 for RCRC Office or anytime during the month that the fund has been reduced to less. Original receipts will be attached to the paper work for submission to RCRC Finance Department and charged to the appropriate operation fund account. The amount of the receipts must equal the amount of the disbursements.
- C. A quarterly cash count audit will be conducted by RCRC Finance personnel. The cash will be counted and verified against the receipts.
- D. The Accounts Payable Manager, is responsible for maintaining the security of the Petty Cash Fund.
- E. The replenishment of the Petty Cash is subject to the same procedures, review and approval as those for processing invoices for payment. Replenishment shall



be by payment voucher with appropriate original receipts attached. Receipts must show the date, purpose, amount and recipient.

- F. Petty cash should be used to make small purchases from vendors that do not have an account with the county nor accept credit cards as payment for purchases, or to make change for patrons when payment is received.
- G. Petty cash purchases exceeding \$500 must be authorized by The Chief Financial Officer or designated person.
- H. Cash will be disbursed by Accounts Payable Manager or other RCRC Finance personnel. Upon receipt of the cash, the recipient must acknowledge receiving the funds by signing and dating the sign-up sheet.
- I. All petty cash purchases must be supported by a receipt and given to the Accounts Payable Manager within 48 business hours. Any unused funds must be returned immediately.
- J. The petty cash fund should not be used for personal cash advances or personal checking cashing purposes.
- K. Under no circumstances will petty cash be mixed with other funds.

#### **SAFEKEEPING OF FUNDS**

- A. All forms of cash should be physically protected through the use of safes, locked cash drawers, cash registers, cashier's cages, locked metal boxes, etc.
- B. Personal and employee checks should not be cashed for any reason.
- C. Under no circumstances should money be taken home overnight by staff.
- D. It is the responsibility of each facility to make whatever provisions are necessary to properly safeguard the cash receipts in their area. Cash should not be retained in desk drawers or standard file cabinets since they are easily accessed with minimal force or readily available keys.
- E. Monies should never be unattended. This applies to cash registers, desk tops, and cash drawers. If an employee leaves his or her work station for any reason, regardless of how briefly, cash must be appropriately secured in a locked place.
- F. Cash funds are not to be used for financing IOUs or Loans.

#### **REVENUE COLLECTION RESPONSIBILITIES**

- A. Each Recreation District Supervisor is responsible for insuring all employees assigned to his/her facility have successfully completed training on cash handling,

initiating transactions in the online recreation management software and customer service. The manual and all associated forms can be found in the operations folder on the common server.

- B. All RCRC employees are responsible for the proper handling of all funds received from patrons. This responsibility includes, but is not limited to, verifying cash, checks and credit card transactions received and may be held liable for any loss occurring unless the loss was the result of an act of God, theft, or other reason beyond the control of the employee.
- C. Check Acceptance: In accepting checks, the RCRC employee must verify each check contains the following:
  - i. Name and address printed on the check
  - ii. Driver's License or State Issued ID number recorded on the check
  - iii. Address on check and State Issued ID are the same
  - iv. Two Phone numbers recorded on the check (i.e. home and/or work)
  - v. Check is written for correct amount
  - vi. Check is properly endorsed by patron
- D. Post-dated checks (checks dated after the current date) or stale dated checks (checks that have a date in excess of 180 days prior to the current date) will not be accepted.
- E. Checks will be accepted for the exact amount of service.
- F. Foreign checks are not accepted.
- G. Two party checks are not accepted
- H. RCRC employees are not authorized to make changes to checks written by a customer.
- I. Checks cannot be cashed in excess of service provided.
- J. RCRC Employees will not process payments for family members , acquaintances or themselves.
- K. Endorsement stamps should be applied on reverse of check.
- L. Customers who register and pay for classes, rentals, deposits or any other service provided by RCRC must complete a registration form. These forms should be completed in their entirety. The bottom of the form indicated by "Office Use Only," should be completed at the time of registration including the initials of the custodian,

date, check or credit card number or cash amount.

- M. All transactions should be entered into the online recreation management software by the end of the work day. RCRC employees should ensure all transactions are assigned to the correct budget and/or activity code within the online recreation management system. Each transaction should include a receipt to the payer for their record of payment and a copy of the receipt to be forwarded to the RCRC Finance Department.

### **RETURNED CHECKS**

In order to minimize revenue loss, the following procedures are to be used when checks are returned for non-sufficient funds:

- A. The Finance Department is alerted to any returned checks and will contact the accepting Site/department.
- B. The Finance department will contact the customer and attempt to collect the funds plus an additional \$30 fee. If funds are not received after 30 days, NSF checks are turned over to the Richland County Solicitors' Office for collection. The customer will then have to contact the solicitors' office to make payment. **In addition to RCRC'S \$30 NSF fee, the customer will also be responsible for any fees accessed by the solicitors' office.** If the check is not satisfied the solicitors' office will issue an arrest warrant on the individual.
- C. After two returned checks from a customer, RCRC will no longer accept checks from that specific customer, and subsequent payments must be by cash or money order (guaranteed form of payment). The customer's account in the online recreation management software should be updated to reflect this status.

### **DAILY CLOSING ACTIVITIES**

- A. Recreation Supervisors and/or Assistant Recreation Supervisors shall balance their cash drawer, cash register, etc. at the end of their work shift. Balancing requires the counting of all collected monies (including credit/debit card transactions), printing the Income Summary Report and preparing a deposit slip. All counting and/or balancing should occur out of public view in a location away from the collection area.
- B. Recreation Supervisors and/or Assistant Recreation Supervisors shall provide documentation for all corrections of previously recorded transactions, such as voids and cancels. Any correction shall be reported to the Recreation Supervisor and/or Recreation Superintendent for their approval.
- C. Deposits should be independently verified and placed in the facility safe, along with all associated receipts. The safe must be secured at all times.

## **SAFE PROCEDURES**

- A. Only designated persons will have access to the safe combinations. These designated persons shall be Recreation Superintendents, Recreation District Supervisors, Recreation Center Supervisors, Assistant Recreation Supervisors and Finance personnel.
- B. The safe combination should always be kept in a safe place and never given to anyone other than those assigned the combination.
- C. The safe should never be left open.
- D. No one other than those with authority shall be allowed inside the safe or remove any contents from the safe without prior approval from one of the individuals designated.
- E. Safe combinations will be changed as needed when a key employee is replaced.

## **TRANSFERRING FUNDS**

- A. Recreation District Supervisors shall bring all monies received to the Administrative Building by 2 p.m. for deposit. All deposits should be transferred in a locked deposit bag. The Income Summary Report and accompanying receipts should be included with the deposit. These forms should be forwarded to the Finance Department.
- B. Recreation District Supervisors will sign the deposit log indicating date and time the deposit was transmitted to the Administrative Building.
- C. All deposits will be verified by Administrative Support Specialist. The Recreation District Supervisor should be present during the verification of funds. The Administrative Support Specialist should sign the deposit the log indicating the deposit was received and verified. The deposit log should contain the following information:
  - i. Date
  - ii. Time
  - iii. Facility Location
  - iv. Facility Employee Name
  - v. Deposit Amount
  - vi. Recreation District Supervisor Signature
  - vii. Administrative Support Specialist Signature

## **DEPOSIT PROCEDURES**

- A. Funds are retrieved from the safe along with supporting documentation and then sorted by location. The amount of the monies must match the deposit amount that is recorded and printed on the Income Summary Form and deposit slip for each location. Upon agreement of these two processes and copying of all checks, monies are placed in a plastic bag supplied by the bank along with the completed deposit slip. The bag is sealed.
- B. Deposits must be completed in duplicate and distributed as follows:

- i. Original deposit are obtained by the Finance Department and placed in the bank bag.
- ii. A copy of the original deposit slip and supporting documentation are maintained in the Finance Department.
- iii. The Income Summary forms are delivered to the Finance Department for posting in the General Ledger.
- iv. All funds will be deposited the same business day by Finance Department personnel before 5 p.m.