



# Santa Cruz Consolidated Emergency Communications Center

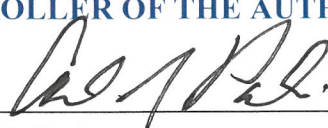
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**9-1-1** FIRE  
POLICE  
MEDICAL



Michael J. McDougall  
General Manager

## COMMUNICATIONS ADMINISTRATIVE POLICY/PROCEDURE

<b>Policy No.</b> 310	Date Issued: March 18, 1993
Section: 300 – Fiscal Policies	Date Revised: May 22, 2008
Accreditation Standards:	
<b>SUBJECT: CONTROLLER OF THE AUTHORITY</b>	
APPROVED: _____	
Board Chairperson	

- 1.0 Pursuant to Section Three, Sub-section A, paragraph 1 (c) of the Joint Powers Agreement, the General Manager shall appoint the Controller of the Authority.
  - 1.1 The Auditor-Controller for the County of Santa Cruz is appointed and designated as Controller of the Authority.
- 2.0 The Controller of the Authority shall advise the Board of Directors in connection with any accounting, budgetary, monetary, or other financial matter relating to the Authority.
- 3.0 The duties and responsibilities of the Controller include those set forth in the California Government Code section 6505 and 6509.5, some of which are:
  - 3.1 to establish with Board approval the annual budget format, accounts, and documentation.
  - 3.2 to make, or contract for, periodic audits which meet the requirements as prescribed by the State Controller for special districts under Section 26909 of the California Government Code.
  - 3.3 to establish and maintain the particular funds and accounts as required by generally accepted accounting practices.
  - 3.4 to enforce strict compliance with the approved annual budget.

- 3.5 to furnish monthly (or periodic) revenue, expenditure, and fund status reports to the Board of Directors and the General Manager.
  - 3.6 to maintain an inventory record, as submitted and certified by the General Manager, of all property of the Authority.
  - 3.7 to make all books and records open for inspection by Board Members or their representatives.
- 4.0 The costs for services provided by the Controller of the Authority shall be negotiated prior to the adoption of the annual budget for each fiscal year and shall be included in that budget.