



MARINA COAST WATER DISTRICT

11 RESERVATION ROAD, MARINA, CA 93933-2099

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Board of Directors
Budget and Personnel Committee Meeting
Marina Coast Water District
11 Reservation Road, Marina, California

Date: November 30, 2012
Time: 9:00 a.m.
Location: MCWD Board Room, 11 Reservation Road, Marina

Committee Members

Dan Burns
Howard Gustafson
Kenneth Nishi - Alternate

Agenda

This meeting has been noticed according to the Brown Act rules. The Committee will receive information on, discuss and consider making recommendations to the MCWD Board on the items contained in this agenda.

1. Call to Order
2. Public Comments on any item Not on the Agenda *Anyone wishing to address the Committee on matters not appearing on the Agenda may do so at this time. Please limit your comment to three minutes. The public may comment on any other item(s) listed on the Agenda at the time the item(s) is considered by the Committee.*
3. Approve/Receive the Draft Minutes for October 26, 2012
4. Consider Recommendation to Revise the District's Records Retention Policy and Schedules
5. Identify Agenda Items for the Next Committee Meeting
6. Committee Member Comments
7. Adjournment

Next Meeting: Friday, December 28, 2012, 9:00 a.m., 11 Reservation Road, Marina

Marina Coast Water District
Budget and Personnel Committee
Staff Report

Agenda Item: 4

Meeting Date: November 30, 2012

Prepared By: Kelly Cadiante

Reviewed By: Jim Heitzman

Subject: Consider Recommendation to Revise the District's Records Retention Policy and Schedules

Summary: During the District's audit of the FY 2011/2012 financial statements, staff inquired on whether cash receipts documents of customer payments needed to have the same retention period as other financial records since they are posted to individual customer accounts in the computerized financial system and reconciled with the District's banking records. The auditors confirmed that the retention period did not need to be as long as seven years and recommended that the District revise its records retention policy and schedules to reflect a three year retention for cash receipt records.

The Committee is requested to review the revisions to the policy and schedules and recommend approval by the full Board at the December 11, 2012 regular meeting.

Staff will provide the draft revised retention policy and schedules to the Committee for review and discussion at the meeting.