



## MEMORANDUM

Comfort Lake-Forest Lake Watershed District

**Date:** December 13, 2023  
**To:** CLFLWD Board of Managers  
**From:** Mike Kinney, District Administrator  
**Subject:** Yearend Financials and Manager Reimbursement Requests



**District Wide**

### Background/Discussion

The purpose of this agenda item is to remind managers to submit reimbursement requests for 2023 expenses and per diems no later than January 31<sup>st</sup>. Staff keeps track of board meeting attendance and ensures monthly payment of per diems for board meetings. Managers may request reimbursement for additional meetings (e.g., liaison meetings, conferences), prep days (e.g., review of packet materials), and expenses (e.g., travel mileage, meals at conferences). Managers are requested to complete their reimbursement forms before January 31<sup>st</sup>, per the governance manual. This will help us ensure compliance with audit standards by processing all 2023 expenses before the audit.

For reference, the District's governance manual states the following:

General Governance Policies & Schedule, Section III, Paragraph c): Managers should prepare claim forms for per diem and expenses in duplicate. The original should be submitted to the administrator to be processed and approved in the same manner as other claims against CLFLWD. A claim must be submitted within 60 days of the date the per diem was earned or expense incurred, except that a per diem under paragraph III.b(iv) will be submitted within 60 days of the last activity to which the per diem applies. A claim within a given calendar year is to be submitted by January 31 of the following year. The manager will retain a copy for his or her personal records. All forms, including those in support of per diem under paragraph III.b(iv) or (v), will contain a description of the activity.

Review the full governance manual on the District's website at the following link:

[https://www.cflwd.org/wp-content/uploads/2022/08/GovernanceManual\\_Amended2022.pdf](https://www.cflwd.org/wp-content/uploads/2022/08/GovernanceManual_Amended2022.pdf)