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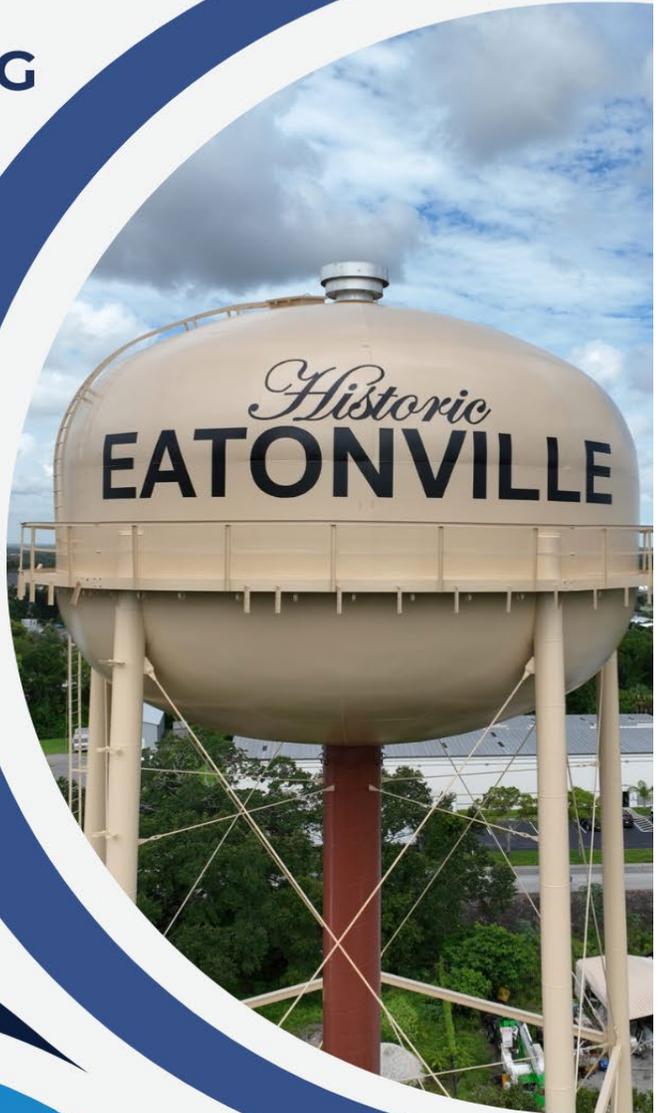
EATONVILLE

THE TOWN THAT FREEDOM BUILT

FINANCE

STANDARD OPERATING PROCEDURE SOP

2025

STATE OF FLORIDA DEP
STATE REVOLVING FUND
DW4802A0 & WW480290

Presented By
Mofoluso Murnane

GCI INC.

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1. Purpose

This SOP outlines the financial control systems and program management strategies employed by the Town of Eatonville in managing the State Revolving Fund (SRF) for infrastructure improvement projects. It establishes a system of checks and balances, ensuring financial integrity, budget tracking, and compliance with federal and state grant regulations.

2. Scope

This procedure applies to all financial activities related to the planning, design, and construction of utility infrastructure projects funded by the Florida Department of Environmental Protection SRF grants (DW4802A0 & WW480290).

3. Finance Department Structure

3.1 Key Personnel

- Finance Director: Katrina Gibson

- Senior Accountant: Rachel McCoy

- Accounts Payable Specialist: Karin Dunn

- Financial Compliance Personnel (TBD – Assigned by GCI): Acts as a liaison between the Finance Department and project management teams.

- Intern (Continuous Improvement Officer): Dedicated to monitoring and enhancing financial control systems.

3.2 Roles & Responsibilities

Role	Responsibilities	Governance
Finance Director	Oversees budget tracking, reporting, and compliance	Town of Eatonville
Program Director	Approves invoices, monitors project costs	G.C.I. Program Management
Financial Compliance Personnel	Provides final payment approvals and assists with invoice and cost monitoring, and reconciliation	G.C.I. Program Management
Accounts Payable Clerk	Processes disbursements and reconciles financial records	Town of Eatonville
Intern	Dedicated to monitoring and enhancing financial control systems.	G.C.I. Program Management

4. Project Setup

4.1 Budget Creation

- Establish a detailed project budget based on project scope, cost estimates, and approved funding.
- Breakdown budget into categories based on SRF funding classifications, including:
    - Planning
    - Design
    - Construction (labor, materials, equipment, permits)
    - Technical Services
    - Asset Management
    - Contingencies

4.2 Project Code Assignment

- Assign unique project codes to each construction project to ensure accurate expense tracking.
- Ensure all financial transactions and invoices reference assigned project codes.

4.3 Vendor List Management

- Maintain an updated list of approved vendors with contact information and payment terms.

- Regularly review and update the vendor list to ensure compliance with grant requirements and procurement policies.

5. Financial Management & Control Systems

5.1 Budget Tracking

- The Finance Director ensures that all project budgets are recorded in the Edmunds system.

- Budget tracking includes:
    - Allocated funds
    - Encumbrances
    - Expenditures
    - Remaining balances

- Monthly budget reviews are conducted to ensure compliance with SRF grant regulations.

5.2 Invoice Processing & Approval

- Receive invoices from vendors and verify them against purchase orders and project codes.

- Assign designated personnel to review invoices for accuracy (prices, quantities, terms).

- Obtain necessary approvals based on project budget and authorization levels.

- Promptly enter invoice details into the Edmunds accounting system, including project codes, vendor information, and line-item descriptions.

5.3 Disbursement Requests

- Submit SRF Disbursement Request Forms with invoice details (Completed work is submitted for reimbursement via the SRF Disbursement Request Form).

- Ensure Engineer Certification for construction-related disbursements.

- Conduct compliance checks before submission.

- The Finance Department (Director) submits requests electronically to the FDEP.

5.4 Cost Reporting & Reconciliation

- Generate quarterly financial reports comparing actual vs. budgeted expenses.

- Remaining funding balance

- Expected future costs

- Perform final reconciliation before project close-out: A final cost reconciliation report will be submitted at project completion to comply with SRF close-out requirements.

- The Finance Department ensures all transactions match with the Edmunds system records.

6. Payment Processing

6.1 Payment Approval Workflow

- Establish a clear approval process for payments, including required signatures from project managers, senior management, and accounting personnel based on invoice amount thresholds.

6.2 Payment Methods

- Determine appropriate payment methods (check, wire transfer, credit card) based on vendor terms and company policy.

6.3 Payment Reconciliation

- Regularly reconcile vendor statements against processed payments to ensure accuracy.

7. Cost Reporting

7.1 Regular Reporting

- Generate periodic project cost reports detailing actual expenses against budgeted amounts, highlighting variances and potential issues.

7.2 Report Distribution

- Distribute cost reports to relevant stakeholders (project managers, senior management) in a timely manner.

7.3 Cost Analysis

- Conduct detailed cost analysis to identify areas for cost optimization and potential cost overruns.

8. Financial Reconciliation

8.1 Bank Statement Reconciliation

- Regularly reconcile bank statements with accounting records to ensure all transactions are accounted for.

8.2 Intercompany Reconciliation

- If applicable, reconcile transactions between different company entities involved in the project.

9. Compliance and Audit

9.1 Internal Controls

- Implement robust internal controls to prevent fraud and ensure data integrity, including segregation of duties and regular review processes.

9.2 Tax Compliance

- Adhere to all relevant tax regulations regarding construction projects and vendor payments.

9.3 Audit Preparation

- Maintain proper documentation to facilitate smooth external audits.

10. Grant Management

10.1 Grant Administration

- Ensure compliance with grant terms and conditions as outlined by the Florida Department of Environmental Protection (FDEP).
- Maintain an organized system for grant agreements, amendments, and correspondence.

10.2 Fund Allocation & Tracking

- Allocate grant funds according to approved budget categories (planning, design, construction, technical services, etc.).
- Track fund disbursement and ensure proper documentation for all expenditures.

10.3 Grant Reporting

- Submit required financial and progress reports in accordance with grant deadlines.
- Ensure all expenses comply with grant allowable cost guidelines.

11. Centralized Financial System Development & Integration

11.1 System Integration

- Develop a centralized financial system that aggregates financial data, grants, and construction-related expenses.
- Ensure seamless integration with the Town of Eatonville's Edmunds system for real-time tracking.

11.2 Integration with Edmunds System

- All financial transactions will be coded and categorized in the Edmunds system to allow:
    - Automated tracking of grant/loan funds
    - Audit-ready financial reports
    - Real-time access to expenditure data
- Integration steps:
    1. Setup: Create funding accounts for SRF projects.

2. Processing: Invoices and payments linked to project budgets.
3. Auditing: Generate reports for internal audits and FDEP compliance checks.

11.3 Process Automation

- Implement automated workflows for budget tracking, payment approvals, and cost reporting.

- Utilize financial dashboards for stakeholder visibility and decision-making.

12. Continuous Improvement Mechanisms

12.1 Process Evaluation & Optimization

- Regularly review and update financial processes to enhance efficiency and compliance.

- Conduct annual financial system audits to identify and resolve process inefficiencies.

12.2 Staff Training & Development

- Provide ongoing training for Finance Department staff on grant compliance, financial controls, and system usage.

- Encourage participation in workshops and certification programs related to public finance and grant management.

13. Conclusion

This SOP establishes a structured financial control framework to ensure compliance, efficiency, and transparency in managing infrastructure improvement grants for the Town of Eatonville. By leveraging integrated financial systems, clear accountability measures, and continuous process enhancements, this document ensures effective financial oversight throughout the grant lifecycle.