

Town of Stoughton  
Community Preservation Committee

Project and Invoice Approval Process

December 11, 2013

Updated December 2021

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# Project Approval

- Projects are submitted to the Community Preservation Committee (CPC) for approval.
- The CPC recommends projects to Town Meeting. The recommendation includes an amount, a category and a spending type (cash or bonding).
- The Town Accountant establishes a budget and an account number for each project to reflect the articles approved by Town Meeting.
- The CPC Program Administrator enters the project approvals online into the state's CP-3 database and updates the status of previously approved projects. For each project, this includes a brief description, current status, funding timeline and street location, if applicable.
- The deadline for entering information into the CP-3 is September 15. The Town must annually enter new project information or verify that there are no new projects in order for the Town to receive state CPA matching funds.

# Project Reporting

- Approved projects will be assigned to a CPC member who will serve as the CPC Liaison, who will be responsible for coordinating the flow of information to the full committee and the Program Administrator.
- The project's proponents shall designate their Project Liaison to the CPC and the Town.
- The status of each project will be reviewed regularly at CPC meetings. Periodic reporting from the Project Liaison will be required.
- The Project Liaison will be responsible for submitting IRS form W-9 to the Town Accountant for each vendor to be engaged on the project.
- The Town Accountant will provide Accounting Reports to the CPC Treasurer for regular review by the committee.
- The Community Preservation Committee has the responsibility of reviewing expenditures to ensure they are in line with Town Meeting approval and in accordance with the Community Preservation Act.

# Project Invoices

- Vendor will submit invoices to the Town Accounting Office for Payment. Copies of invoices over \$10,000 will be forwarded to the Town Manager for approval, and to the CPC.
- Requisition amounts in excess of \$10,000 must be approved by the Town Manager.
- Requisitions in excess of \$10,000 are subject to Massachusetts procurement rules and will be processed by the Town Procurement Officer.

# Administrative Expenditures

- Administrative expenditures (excluding payroll) must be approved by a vote of the committee and be evidenced in meeting minutes.
- Payroll expenditures (hours worked) must be approved by the CPC Chair, Vice Chair or CPC Treasurer, and then forwarded to the Town Manager.
- Payment requisitions must be submitted to the Town Accountant, including IRS Form W-9 for new vendors.
- Payment requisition amounts in excess of \$10,000 must be approved by the Town Manager.
- Invoice amounts in excess of \$10,000 are subject to Massachusetts procurement rules and will be processed by the Town Procurement Officer.

# Administrative Invoices

- Vendor invoices for administrative expenditures should be submitted for approval to the CPC Treasurer and Program Administrator.
- Invoices for administrative expenses (other than payroll) must be signed by two of the following: Committee Treasurer, Chair, Vice Chair and Program Administrator.
- The Program Administrator will submit approved administrative expense invoices to the Town Accountant for payment.
- The approved invoice submission deadline is 4:30 PM on Mondays.
- Invoices submitted by 4:30 PM on Monday will have a check issued one week from the following Thursday (ten days later). Checks will be mailed the next Monday or Tuesday.

# Allowable Uses Chart

	Open Space	Historic	Recreation	Housing
<b>Acquire</b>	Yes	Yes	Yes	Yes
<b>Create</b>	Yes	-	Yes	Yes
<b>Preserve</b>	Yes	Yes	Yes	Yes
<b>Support</b>	-	-	-	Yes
<b>Rehabilitate and/or Restore</b>	Yes – if acquired or created with CPA funds	Yes	Yes	Yes – if acquired or created with CPA funds

The chart above shows the allowable uses of CPA funds for the four CPA project categories: Open Space, Historic Preservation, Recreation and Community Housing. This chart is critical for determining whether a project is eligible for CPA funding.