STANDARDS

TIER 1: MEETING LEGAL & BASIC REQUIREMENTS

Instructions: In the left-hand column, check the box for those practices your RCD currently implements (that is, your RCD has these policies or does these things already). The right-hand column shows the section of the CARCD Resource Library where you will be able to get more help.

Basic Reporting/Training Requirements	Resource Area
☐ Annual report to State Controller with Government Compensation Report (*Government Code 53065.5*)	Permitting and Regulatory Compliance
☐ Ethics Training (*Government Code 53235*) every 2 years	Permitting and Regulatory Compliance
☐ Form 700 - Statement of Economic Interests (All Directors and designated staff) – complete annually including assuming and leaving office. (*Government Code 87200*)	Permitting and Regulatory Compliance, Governance
☐ Independent audit yearly with rare exceptions (*Public Resources Code 9528* and *Government Code 26909* (5) Audit or a statement must be filed with State Controller. http://www.sco.ca.gov/aud_single_audit_requirement.html)	Permitting and Regulatory Compliance
☐ Provide employees with Sexual Harassment Literature. (*Government Code* 12950) [Training for District manager is suggested as well as adopting District policy.]	Permitting and Regulatory Compliance
☐ Directors must take an Oath of Office (*Public Resources Code* 9302, *Government Code 1360*)	Governance
☐ File reports and/or provide info to the Local Agency Formation Commission	Permitting and Regulatory Compliance

Quarterly and/or Monthly Requirements	Resource Area
☐ Maintain written records/minutes/agendas for meetings	Governance
☐ Follow the Brown Act (*Government Code Section 54950 et. al*). Properly post all agendas 72 hours in advance and on the RCD website.	Governance
☐ File and pay appropriate payroll taxes. Employers in California must submit the following payroll taxes: Federal - Federal Withholding (Income tax), Social Security, Medicare; State - State Income tax, State Disability Insurance	Operations
☐ File reports with State Board of Equalization	Permitting and Regulatory Compliance

Policies/Plans/Requirements	Resource Area
☐ Mission statement	Governance
☐ Annual and Long Range Plans	Governance
☐ Annual Budget	Operations

☐	Associate Director Policy	Operations
☐	Bidding Policy	Operations
☐	Conflict of Interest Code (REQUIRED OF ALL SPECIAL DISTRICTS) *(Government Code 87300)*	Governance
☐	Fee for Services Policy, if applicable *(if your RCD does fee for service)*	Operations
☐	Investment Policy, including Reserve Policy	Operations
☐	Nondiscrimination Policy (REQUIRED OF ALL SPECIAL DISTRICTS)	Operations
☐	Personnel Policy (REQUIRED FOR THOSE WITH EMPLOYEES)	Operations
☐	Public Records Request Policy	Operations
☐	Records Retention Policy that governs how organization and transaction records are created, stored, and disposed. The policy addresses: ☐ Short-term records storage ☐ Long-term records storage ☐ Where records are stored ☐ How records are protected from loss, damage, unauthorized access ☐ How documents are destroyed	Operations
☐	Reimbursement Policy (REQUIRED OF ALL SPECIAL DISTRICTS) *(Government Code 53232.2.)*	Operations
☐	Vehicle Use Policy	Operations
☐	Volunteer Policy	Operations

Suggested/Required Insurance	Resource Area
☐ Liability Insurance including special riders for projects	Operations
☐ Vehicle/Premises Insurance	Operations
☐ Errors and Omissions Insurance	Operations

Basic Operational Requirements	Resource Area
☐ Has the human resources it requires to deliver its mission. ☐ The RCD has staff. ☐ Each staff position has a written job description that specifies the responsibilities and the goals of that position. ☐ If the RCD has no staff, the RCD is led by an all-volunteer board that fulfills the duties of staff	Operations
☐ Carries out the RCD mission through projects and/or programs. Executes at least one program or project towards the RCD's strategic plan goals within the last three years. List / describe program(s) or project (s):	Operations
☐ Informs the community about its work, responding to requests for information from the public, decision makers, partner organizations, and others, either orally (over the phone or in person), with printed materials (such as a newsletter or annual report), or with electronic materials (such as a website).	Engagement and Outreach

RCD Self-Assessment Workbook – Helping Your RCD to Meet the Standards

☐ Manages its finances and assets in a responsible and accountable way, as demonstrated by the following:
  ☐ Adopts a budget based on programs and projects planned for the year. Projected revenue is great than or equal to projected expenditures, unless reserves are proposed to be used.
  ☐ The Board leads the budget development every year *(see #4 below)*.
  ☐ If not, then the Annual Budget is reviewed and approved by the board, or is consistent with board policy.
  ☐ Keeps accurate financial records.
  ☐ Has written accounting procedures to govern financial management.
	Operations