



**REIGNITE
YOUR
POTENTIAL**

FRPA | 2021

**WELCOME TO THE 2021
FRPA CONFERENCE!
AUGUST 30 - SEPTEMBER 2**

CAPRA 5.0 FINANCIAL MANAGEMENT



**REIGNITE
YOUR
POTENTIAL**
FRPA | 2021

COMMISSION FOR ACCREDITATION OF PARK AND RECREATION AGENCIES

LEARNING OBJECTIVES

1. REVIEW THE STANDARDS FOR 5.0 FINANCIAL MANAGEMENT OF THE AGENCY ACCREDITATION PROCESS.
2. UNDERSTAND THOROUGHLY THE SUGGESTED EVIDENCE OF COMPLIANCE FOR CAPRA ACCREDITATION.
3. IDENTIFY YOUR AGENCY'S POTENTIAL WEAKNESSES IN THIS CAPRA STANDARD.

CAPRA 5.0 Financial Management

- *This course is not intended to be a preparatory course for the CAPRA process.*
- *This course is not offered on behalf of the CAPRA Commission or the NRPA and is being offered as a method of sharing resources and information relative to process and documentation for agencies wishing to consider accreditation.*
- *For official information on CAPRA and the accreditation program, please visit <https://www.nrpa.org/certification/accreditation/CAPRA/>*



5.1 – Fiscal Policy ★

5.1.1 – Comprehensive Revenue Policy ★

5.1.2 – Agency Acceptance of Gifts and Donations

5.1.3 – Grants Procedures

5.1.4 – Private, Corporate, and Non-Profit Support Procedures

5.2 – Fiscal Management Procedures ★

5.2.1 – Authority and Responsibility for Fiscal Management

5.2.2 – Purchasing Procedures ★

5.2.2.1 – Emergency Purchase Procedures

5.3 – Accounting System ★

5.3.1 – Financial Status Reports

5.3.2 – Position Authorization Procedures

5.3.3 – Fiscal Control and Monitoring Procedures

5.3.4 – Independent Audit ★

5.4 – Annual or Biennial Budget ★

5.4.1 – Budget Development Guidelines

5.4.2 – Budget Recommendations

5.5 – Budget Control Procedures

5.5.1 – Supplemental/Emergency Appropriations Procedures

5.5.2 – Inventory and Fixed Assets Control





We will provide you access for 30 days to multiple resources and policy documents relating to Chapter 5 – Finance CAPRA

<https://tinyurl.com/FRPACAPRACH5>

Or email sroberson@scgov.net to gain access to sheet



IT STARTS IN
PARKS



ADDITIONAL RESOURCES

- [NRPA.org/CAPRA](https://nrpa.org/capra)
- NRPA CAPRA Agency and Visitor Training
- NRPA webinars
- Accreditation Standards (6th edition)
- Accreditation Handbook (18th edition)
- Management of Park and Recreation Agencies (4th Edition)
- Other accredited agencies (list available on NRPA website; currently 183 accredited park and recreation agencies across the country and 24 in Florida)



QUESTIONS



**REIGNITE
YOUR
POTENTIAL**
FRPA | 2021



**CITY OF TAMPA PARKS AND RECREATION
ACCREDITED 2021**

LISA GRIZZLE - ADMINISTRATION MANAGER - LISA.GRIZZLE@TAMPAGOV.NET

**SARASOTA COUNTY PARKS, RECREATION AND NATURAL RESOURCES
ACCREDITED 2018**

NICOLE RISSLER, DIRECTOR - NRISSLER@SCGOV.NET

SHELIA ROBERSON, BUSINESS OPERATIONS MANAGER - SROBERSON@SCGOV.NET

IT STARTS IN
PARKS



**REIGNITE
YOUR
POTENTIAL**

FRPA | 2021

FRPA
FLORIDA RECREATION
& PARK ASSOCIATION

FOR MORE INFORMATION ABOUT THE FLORIDA RECREATION AND
PARK ASSOCIATION VISIT [FRPA.ORG](https://www.frpa.org)