



N.C. Partnership for Economic Development

OUTLINE: UNIFORM ACCOUNTABILITY STANDARDS FOR USE OF STATE FUNDS

Recommended by Ad Hoc Committee on Uniform Standards

Dale Carroll, Chair (AdvantageWest Economic Development Group CEO)

Steve Luquire, Member (Charlotte Regional Partnership Chairman)

Jim Roberson, Member (Research Triangle Regional Partnership Past Chair)

Al Delia, Member (North Carolina's Eastern Region CEO)

Approved by Commerce Secretary Fain on 2/15/08

Adopted by Seven Regional Partnership Chairs on 2/15/08

Personnel Standards *(all must be written)*

- Written job descriptions.
- Performance Appraisal Process.
- Salary Ranges.
- Compensation Review Committee to review CEO performance and compensation, including bonuses.
- Written employee benefits policies.
- Written standards and specific measures regarding eligibility for bonuses. Bonus criteria must be pre-set. Policy should be inserted into employee handbook.
- Organizational Chart.
- Hiring process.
- Disciplinary policy, including termination and grievance procedures.

Contracts, Purchasing and Procurement Standards for Use of State Funds

- Written procurement policy with clearly defined thresholds, limits and requirements for expenditures.
- Wording in contracts to protect the financial and legal interests of the Partnership.
- All contracts should have a reasonable termination clause.

- Personal service contracts with lead or prime consultants above a defined threshold must have board-level approval.

Accounting Standards

- Finance, Audit and Budget Committee comprised of independent Board Members.
- Senior-level staff members, in addition to CEO, assigned to accounting functions.
- External accounting firms used in preparation of independent annual audit.
- Board-approved annual budget.
- Compliance to the fullest extent possible with OMB guidelines as they relate to legislative mandates for regional commissions and partnerships.
- Process for consistent presentation of actual expenses versus budget, actual revenues versus budget.
- Dual signatures required for checks based on dollar levels.
- Independent accounting of monthly bank statements by either board member(s) or third-party reviewer.
- A commitment to comply the Sarbanes-Oxley financial management standards for non-profit entities set for publication in 2009.

Integrity and Ethics

- Board governance consisting of active and engaged directors as officers and committee members.
- A conflicts-of-interest policy adopted by the board of directors
- Selection of an effective CEO possessing the highest standards of ethical and professional leadership is crucial for day-to-day management.
- A commitment to competence, professionalism and ethical behavior among all employees.
- Commitment to achieve accreditation through the International Economic Development Council's Accredited Economic Development Organizations (AEDO) program.