

# TRI-PAR ESTATES PARK AND RECREATION DISTRICT POLICY AND PROCEDURE MANUAL

## ITEM 5.52 TRI-PAR FLEA MARKET

The community of Tri-Par Estates will hold a Flea Market annually in March. The Flea Market will be operated by volunteer residents/owners of the District. One group of volunteers under the direction of a Manager will prepare and conduct the sale. Another group of volunteers will serve as the Financial Committee for the Flea Market and distribution of proceeds. The Board of Trustees will select one Trustee to be liaison to the Manager and the Financial Committee.

### SECTION 1---FLEA MARKET OPERATION

#### A. FLEA MARKET MANAGER

1. **SELECTION:** The Manager will be selected and approved by the Board for a term of three years. The Manager may be reappointed for succeeding consecutive terms as desired.
2. **DUTIES OF MANAGER:**
  - a) Recruit volunteers as needed to operate the sale.
  - b) Determine dates, and schedule with office for use of Clubhouse.
  - c) Organize and oversee preparations and operations of the sale.
  - d) Following the Flea Market sale, prepare a detail report of activities and operation. This report will be distributed to the Board Trustee liaison, Chairperson of the Financial Committee and a copy kept on file in the T.P. office for guidance the following year.
  - e) Assist with recruitment of persons to serve on the Financial Committee.
  - f) Ensure that Flea Market operating expenditures are appropriately managed and reimbursed within the yearly budget amount approved by the Financial Flea Market Committee. All expenditures against the budget will be approved initially by the Flea Market Manager.

#### B. OPERATION

1. Donations will be accepted during the year prior to the sale and stored in the Flea Market's storage building.
2. Volunteers will organize items for sale during weeks prior to the sale.
3. Items will be moved to the Clubhouse and front yard for display and pricing during immediately prior to the sale.
4. Arrangements will be made to dispose of all unsold items within the week following the Flea Market sale.

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### SECTION 2---FLEA MARKET FINANCES

#### A. FLEA MARKET FINANCIAL COMMITTEE

**1. SELECTION:** A Flea Market Financial Committee shall consist of six persons who are Tri-Par owners. Members of the Committee will serve three-year staggered terms. The current Committee, in cooperation with the Flea Market Manager and the Trustee liaison, will recruit and select succeeding members. Members may serve additional terms as desired. The Trustee liaison will be an ex-officio, non-voting member of this Committee. The Committee shall select from its members a Chairperson, Vice-Chair, Secretary and Treasurer.

#### 2. DUTIES OF COMMITTEE OFFICERS:

##### CHAIRPERSON:

- a) Call meetings of the Committee and preside at meetings.
- b) Be contact person for residents and spokesperson for the Committee.
- c) Facilitate recruiting of succeeding members of the Committee.
- d) Report to Board Treasurer for payment of authorized expenditures of Flea Market funds.

##### VICE-CHAIR:

- a) Assist the Chairperson as requested.
- b) Serve as Chair in the absence of the Chairperson.

##### SECRETARY:

- a) Record minutes of all Committee meetings and be the custodian of the minutes.
- b) Distribute minutes to all members of the Committee.
- d) Transfer all files of minutes to succeeding Secretary.

##### TREASURER:

- a) Take leadership for handling cash during the Flea Market days.
- b) Keep detailed records of cash receipts, , and expenditure of any cash items during sale.
- c) Work closely with Board of Trustees Treasurer in managing cash and deposits.
- d) Transfer all records to succeeding Treasurer.

**3. QUORUM:** A quorum of four members shall be required to conduct the business of the Committee. A two-thirds vote of the members present shall be required for approval of items. The Chairperson shall have full voting privileges. The Trustee liaison must be present at all meetings of the Committee.

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## **4. DUTIES OF THE COMMITTEE:**

- a) Authorize expenditures for supplies and operation of the Flea Market.
- b) May be responsible for handling cash during the Flea Market days.
- c) Review and approve proposals for distributions of Flea Market proceeds.

## **5. MEETINGS:**

The Committee will meet on the third Monday of the month at 9AM starting in November and ending in April to review proposals and make recommendations. Meetings will be open, with no discussion or participation from the floor, to residents of Tri-Par Estates, and be held in the Conference Room.

## **B. DISTRIBUTIONS**

### **1. PROPOSALS:**

- a) Proposal forms are available at the Tri-Par office, and shall be submitted to the office addressed to the Chairperson of the Financial Committee.
- b) Any Tri-Par resident and/or Club may submit a proposal for a distribution.

### **2. DISTRIBUTION GUIDELINES:**

- a) Adequate funds shall be retained for preparation and operation of the following year's Flea Market with a \$8,500 reserve fund, all remaining amounts will be available for distribution.
  
- b) Distributions shall be for proposals that will enhance the status of the District and the wellbeing of its residents by supporting activities and development over and above the normal funding responsibilities of the District or individual Clubs of Tri-Par.
  
- c) NO funding shall be provided for construction or where a permit is required, unless approved by the Board of Trustees.
  
- d) Funds must be used within 30 days unless Committee determines an extension is necessary.
- e) All items requested by clubs/residents become the property of Tri-Par.
- f) All disbursements should be non-discriminatory to the parties requesting funds.

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## **C. MANAGEMENT OF FUNDS:**

### **1. RECEIPTS:**

- a) All Flea Market receipts will be deposited to the Flea Market trust fund account maintained by the District.
- b) Funds will be retained in the designated bank account until distributed.

### **2. DISBURSEMENTS:**

- a) The Financial Committee Chairperson will give requests for approved expenditures to the Tri-Par Treasurer for issuance of checks.
- b) Flea Market account checks shall be signed by two Tri-Par Trustees.

- 3. **REPORTS:** A report of approved distributions and expenses shall be provided in the Newsletter.

### **4. AUDITS:**

- a) Records of the Financial Committee shall be audited by a Trustee or other persons designated by the Board of Trustees.
- b) Records of receipts and disbursements from the Flea Market trust fund shall be audited by the C.P.A. firm as part of the Tri-Par annual audit.

Adopted by Trustees – 10/20/2015

No Changes Proposed – July 21, 2020

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