

**CLEAN AIR Force of Central Texas**  
**Clean Air Partners Program**  
**Financial Policies**  
**9.13.10**

Financial policies are set by the CLEAN AIR Force of Central Texas (CAF) Board of Directors to guide the work of staff and outsourced financial management. The following Financial Policies have been approved by the CAF Board of Directors on September 13, 2010 for the Clean Air Partners Program.

**I. Financial Planning and Budgets**

Under the general direction of the Treasurer and Board of Directors, CAF staff will develop an annual budget prior to November 30<sup>th</sup> of each year. The budget shall be approved by the Executive Committee and presented to the Board of Directors prior to December 15<sup>th</sup> of each year. For the purpose of financial operations, CAF's fiscal year is January 1<sup>st</sup> – December 31<sup>st</sup>. To be members, Clean Air Partners ("Partners"), are expected to help support the costs of the Clean Air Partners Program. Clean Air Partners may meet this obligation by (1) paying a membership due or making a donation to any of the CAF fundraising events, or (2) raising money from third parties ("give or get"). The "give or get" annual obligation of for-profit and nonprofit members will be based on their business size: \$250 for those with 25 or less local employees, \$500 for those with 26-99 local employees, \$750 for those with 100 – 499 local employees, and \$1,000 for those with 500+ local employees. The annual obligation for government members will come out of their annual Board dues. All Partners are encouraged to give more than these minimum amounts. Partners will be asked to commit to such financial obligation when they agree to be a Partner or in writing by each December Board meeting. Failure to "give or get" the financial obligation by April 1<sup>st</sup> of each year will result in the suspension of partnership until the financial obligation is met.

**II. Clean Air Partner Benefits**

The Clean Air Partners Program provides benefits to the employer, its employees and the community. Benefits to the employer include:

1. Training, guidance and assistance in implementing, maintaining, tracking and reporting clean air programs.
2. Managing voluntary emission reduction strategies at the local level rather than through enforced federal regulations.
3. Regional employer recognition through promotional materials (newsletters, websites, local advertisements, events, etc.) and awards.
4. Use of the Clean Air Partners logo by the employer.
5. Economical cost savings on utilities, fuel, vehicle maintenance, parking, etc.
6. Potential employer tax benefits.
7. Cost and time savings by utilizing e-business solutions as an alternative to travel.
8. Positive public relations opportunities as an employer working to improve our region's air quality.
9. Healthier, more productive employees and greater employee retention.
10. Potential credit for emission reductions from EPA and/or TCEQ.