

COUNCIL POLICY STATEMENT

Policy No. 13
General Subject: Finance
Specific Subject: Accounting for Expenditures of Special Committees
and Commissions
Date Approved: November 15, 1976
Date Revised: June 5, 2001

PURPOSE

To establish guidelines for budget requests and for the accounting of expenditures of Special Committees and Commissions.

RATIONALE

While the City recognizes the desirability of having special committees and commissions implement various activities for the City, adequate budgeting, accounting and reporting controls should be implemented to thoroughly describe the use that is made of public funds.

POLICY STATEMENT

1. Each special committee shall submit a proposed budget to the Finance and Budget Committee for inclusion in the City Budget each December or within one month of formation of such Special Committee or Commission.
2. The special committee or commission shall submit bills to City with approving signature of committee or commission chairman for payment by the City.
3. The Finance Committee shall reserve the right to disallow any expenditure which it determines to be not appropriate to achieve the stated purpose of the special committee or commission.