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ADMINISTRATIVE MANUAL
TOWN OF LOS GATOS

Subject: Volunteer Fiscal Policy

Page: 1 of 2

Section Number:

Approved:



Effective Date:

3-21-94

Revised Date:

PURPOSE

To summarize fiscal policies contained in the Town Code and the Town Purchasing Manual for Town volunteers, including Town Commission, Committee, and Board members.

SCOPE

These policies and procedures apply to all Town volunteers.

Town Commissions, Boards, and their members are subject to the same obligations and procedures contained in the Town Code and the Town Purchasing Manual for purchases, contracts, and budgets. No person may obligate the Town without complying with those requirements.

The Town Purchasing Officer is the Town Manager. Any questions regarding possible contracts, purchases, or budgets should be referred to the Liaison Department Head.

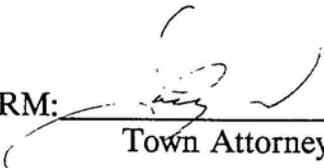
POLICY

See attached Resolution 1994-48.

PROCEDURES

See attached Resolution 1994-48.

APPROVED AS TO FORM:



Town Attorney

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RESOLUTION 1994-48

**RESOLUTION OF THE TOWN COUNCIL
OF THE TOWN OF LOS GATOS
ESTABLISHING COUNCIL FISCAL POLICY
FOR VOLUNTEERS**

WHEREAS, the Town has adopted fiscal procedures contained in the Town Code and Town Purchasing Manual for purchases, contracts, and budgets; and

WHEREAS, these policies and procedures apply to all Town volunteers, including commission, committee, and board members; and

WHEREAS, Town volunteers are subject to the same obligations and procedures contained in the Town Code and the Town Purchasing Manual for purchases, contracts, and budgets; and

WHEREAS, no person may obligate the Town without complying with those requirements.

NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF LOS GATOS DOES HEREBY RESOLVE AS FOLLOWS: That the following policies and procedures be adopted:

**COMMISSIONER/VOLUNTEER POLICIES AND PROCEDURES
PROJECT IMPLEMENTATION**

- I. Project/Program Budget
 - A. All projects must have a written budget clearly detailing revenues and expenses, including justification for any non-expendable supplies exceeding \$100.

- B. The budget must be approved by the Department Head, Town Manager and Council with authorization by the Department Head and Town Manager.
- C. All project revenues must be received by the Town of Los Gatos before any expenditures are made.
- D. All payments require Department Head's prior approval.

II. Contracting for Services

- A. All service costs must be included in the Council-approved budget.
- B. All services received by the Town must be defined by written contract. All service contracts must be approved by the Department Head, the Town Attorney, and executed by the Town Manager. Any contracts exceeding \$4,000 must receive prior approval by the Town Council.
- C. Payment is made directly to the vendor except if another payment method is arranged with the Department Head in advance of the expenditure net 30 days.
- D. Contract amendments must be approved by Council.

III. Materials Purchase

- A. All materials purchases must be included in the Council-approved budget.
- B. Payment is made directly to the vendor except if another payment method is arranged with the Department Head in advance of the expenditure.

IV. Other Payment Methods

- A. Petty cash - Only to be used for emergency or one-time expenditures by authority of the Department Head. Commissioners may be reimbursed for eligible documented expenses under \$20.00 within two working days.
- B. Claim for reimbursement - Eligible documented expenses exceeding \$20.00 for any project will be reimbursed within three weeks of receipt.
- C. Advance - Requests for advance of funds and claim for reimbursement shall be in written form approved by the Town Manager. These costs shall approximate the out-of-pocket expenses to be incurred. Sufficient documentation to support such requests or claim shall be provided.

V. Publicity/Outreach Materials

All publicity and outreach materials must be approved by the Department Head prior to duplication and or distribution.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the 21st day of March, 1994, by the following vote:

COUNCIL MEMBERS:

AYES: Joanne Benjamin, Steven Blanton, Linda Lubeck, Patrick O'Laughlin
Mayor Randy Attaway

NAYS: None

ABSENT: None

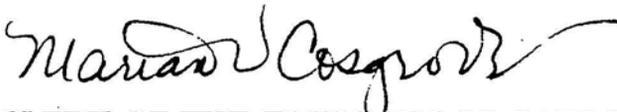
ABSTAIN: None

SIGNED:



MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

ATTEST:



CLERK OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA