

## **Discretionary Fund Policy**

**Background:** In Fiscal Year 2020, a discretionary fund was established for the City Commission to make contributions to organizations that benefit the city and its residents.

**Purpose:** The purpose of this policy is to provide clear guidelines on the procedure for requesting discretionary funds budgeted for the City Commissioners. This policy aims to clarify the process and institute deadlines so that staff can complete the requests before the end of each fiscal year.

### **Policy Guidelines:**

1. **Deadlines for Requests:** Requests must be submitted in writing with all required back-up documentation by July 31 to allow staff to allocate the funds and close out the fiscal year on time.
2. **Lead Time and Back-up Documentation to Complete a Request:**
  - a. Requests must be submitted early enough to allow for a two-week processing period for departments to complete the request. Requests could take up to a month to be finalized; requests that are not provided in a timely manner with all the required back-up documentation will be filled in the next fiscal year.
  - b. An organization must complete a vendor package to become a registered vendor of the city before any request will be fulfilled.
  - c. The organization shall provide a letter indicating the amount requested and how the funds would be used.
  - d. All requests from the commission shall be in writing with the complete back-up provided for the request.