

 <div> TOWN OF  <b>LOS GATOS</b>  CALIFORNIA </div>		<b>COUNCIL POLICY MANUAL</b> <i>Small Town Service    Community Stewardship    Future Focus</i>	
<b>TITLE: COMMISSION BUDGETS</b>			<b>POLICY NUMBER: 5-03</b>
<b>EFFECTIVE DATE: 04/17/2024</b>			<b>PAGES: 2</b>
<b>ENABLING ACTIONS:</b>		<b>REVISED DATES:</b>	
<b>APPROVED:</b>			

I. **PURPOSE:**

The Town Council may allocate funding to Town Boards, Commissions, and/or Committees (hereafter, Commissions) for the purpose of communicating the work of the Commission to the Los Gatos community. This Policy sets forth the criteria for the use of these funds, should they be allocated.

This Policy works in concert with the Town's Purchasing Policy and other procedures.

II. **USE OF COMMISSION BUDGET**

- A. **Appropriate Uses:** Appropriate uses of a Commission's budget, include:
  - 1. Purchasing supplies and materials for Commission activities
  - 2. Printing flyers or other materials for distribution to the community
  - 3. Purchasing give away items at Town events (e.g., the Youth Commission giving away succulents at Spring into Green)
  - 4. Paying for the registration for a table or booth at a non-Town event
  - 5. Attending relevant workshops (registration only)
- B. **Inappropriate Uses:** Inappropriate uses of a Commission's budget, include:
  - 1. Hiring a vendor to perform services
  - 2. Paying Town employees or other individuals
  - 3. Granting or donating funds to a third-party organization(s), including being a sponsor or financially supporting a third-party organization's activities and/or events
- C. **Modification of Appropriate Uses:** Should a Commission identify a new use for its Town funds, this Policy must be updated by the Town Council.

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### III. **PROCEDURE FOR EXPENDITURES**

- A. **Prior to Expenditure:** Prior to any expenditure that is an appropriate use, the following procedure must be followed:
  1. The request for use of the Commission's budget must be agendized for Commission consideration.
  2. The staff liaison to the Commission would verify that the intended use of the funds meets this Policy.
  3. The staff liaison would verify available funds for the expenditure.
  4. If approved by the Commission, the staff liaison would explain how the purchase would occur.
  
- B. **Expenditure:** The staff liaison would be responsible for the expenditure, following the Town's Procurement Policy, State law, and local regulations.
  
- C. **Post-Expenditure:** The staff liaison would be responsible for submitting all receipts and documentation associated with the expenditure to the Finance Department, and retaining the documentation consistent with Town policies, procedures, and practices.

APPROVED AS TO FORM:

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Gabrielle Whelan, Town Attorney