

HCC Expense Approval Process Overview

Step 1. Identify appropriate expenditure.

HCC's budget is paid for by city taxpayers. Budgeted funds (HCC Budget) are to be used only for accomplishing the HCC purpose per Article IV, Section 4.01 of the [City Charter](#).

Below are a few examples of how the HCC's funds have been used to advance the HCC's purpose.

- Printing a flyer for the purpose of:
 - introducing one or more district representatives, or providing information about the HCC, vacant positions and how to apply;
 - advertising a neighborhood meeting to investigate a neighborhood issue and identify solutions; and
 - announcing a City public hearing and including information about how to reach the HCC; neighborhood partners distributed the flyer in the affected neighborhood.
- Paying for some of the costs of a neighborhood gathering where district residents had an opportunity to learn more about the HCC and provide input by meeting district representatives.

Partnerships with neighborhood organizations can be a good way to reach out to residents of a neighborhood. The partnership must involve learning more about or engaging with the HCC. The HCC does not fund activities of other organizations unless there is a partnership that contributes to accomplishing the HCC's purpose.

Step 2. Estimate cost.

Step 3. Submit request to Treasurer before expense is incurred. It is the member's responsibility to obtain approval before the expense is incurred. Please complete the expense reimbursement form and submit your request to HCC Treasurer at least two weeks before the expense is incurred.

Step 4. Identify payment method. The options for payment are:

- A. Members pay for approved expenses and submit detailed receipts to the HCC Coordinator. Receipts must include the date, what was purchased, the amount of purchase, and the business name. A credit card receipt is not sufficient unless it contains all of this information. A check will be mailed to the member approximately two weeks after all documentation is received by the Coordinator.
- B. If the vendor is willing to bill the City, the Coordinator (**not the member**) will make arrangements with the vendor to bill the City. Allow plenty of time for the Coordinator to make arrangements during the 15-hour work week.

Step 5. Purchase goods or services and obtain detailed receipt. (If arrangements have been made for billing, an invoice should be sent to the HCC Coordinator.)

Step 6. Submit receipt for approved expenditures to HCC Coordinator.