

HCC Budget/Expenditure Procedure

- Budget determined and recommended by HCC
 - o Fixed expenses (phone)
 - o Annual, monthly, otherwise anticipated expenditures (subscriptions, event fees)
 - o Print materials (brochures, flyers, signage, etc.)
 - o Office supplies (pens, printer ink, paper)
 - o Event supplies (tablecloths, food/beverages, cups, display stands)
 - o Equal distribution of District funds
- Budget reviewed and finalized by Clerk's Office and Finance Department
- Budget reviewed by City Manager and recommended to City Commission
- City Commission approves preliminary and final budget

Purchase Scenario A: Open House event scheduled for November

- o **During the budget creation process**, plan for a dollar amount to be set aside for this event.
- o **October** – determine what needs to be purchased for the event as comprehensively as possible. Document each item in the Requisition Request Form.
 - **HCC Full Membership Meeting** – Discuss the request and vote to approve expenditures.
- o Purchase Items and keep all receipts.
- o Document purchases on the HCC Purchase Report Form. Submit form and receipts to Alyx or Dannai (we will continue to pay invoices and manage credit card statements).
 - **Budget Line Item:** Public Engagement Events > Event Name
- o **November** – Event occurs
 - **HCC Full Membership Meeting** – include expenditures in Treasurer's Report, state new budget item balances.
 - **Commission Meeting** – Discuss the event, include expenditures in Treasurer's Report, state new budget item balances

Purchase Scenario B: Neighborhood event contributions for supplies and set-up (August)

- o **July** – Determine what needs to be purchased for the event as comprehensively as possible. Document each item in the Requisition Request Form.
 - **HCC Full Membership Meeting** – Discuss the request and vote to approve expenditures.
- o Purchase Items and keep all receipts.
- o Document purchases on the HCC Purchase Report Form. Submit form and receipts to Alyx or Dannai (we will continue to pay invoices and manage credit card statements).
 - **Budget Line Item:** District-specific funds
- o **August** – Event occurs
 - **HCC Full Membership Meeting** – include expenditures in Treasurer's Report, state new budget item balances.
 - **Commission Meeting** – Discuss the event, include expenditures in Treasurer's Report, state new budget item balances

Purchase Scenario C: Neighborhood event asks for a sponsorship, donation, or contribution in the form of cash/check (August)

- **July** - Determine the contribution amount and document in the Requisition Request Form.
 - **HCC Full Membership Meeting** – Discuss the request and vote to approve expenditure.
 - **Create a memo for a Commission Meeting, requesting use of funds for the event. Submit to Clerk's Office 14 days prior to intended meeting date.**
 - **Commission Meeting** – Discuss the event and memo. If approved, proceed to next steps.
- Request an invoice from the event organizer and document on the HCC Purchase Report Form. Submit form and receipts to Alyx or Dannai (we will continue to pay invoices and manage credit card statements).
 - **Budget Line Item:** District-specific funds
- **August** – Event occurs
 - **HCC Full Membership Meeting** – include expenditures in Treasurer's Report, state new budget item balances.
 - **Commission Meeting** – Discuss the event, include expenditures in Treasurer's Report, state new budget item balances

Purchase Scenario D: New brochures needed for an event (November)

- **During the budget creation process**, plan for a dollar amount to be set aside for brochures in the Print Materials line item (intended for external printing, such as Action Print).
- **October** – determine what needs to be printed. Document in the Requisition Request Form.
 - **HCC Full Membership Meeting** – Discuss the print material and vote to approve the document AND the expenditures.
- Purchase and keep all receipts.
- Document purchases on the HCC Purchase Report Form. Submit form and receipts to Alyx or Dannai (we will continue to pay invoices and manage credit card statements).
 - **Budget Line Item:** Print Materials > Brochures
- **November** – Event occurs
 - **HCC Full Membership Meeting** – include expenditures in Treasurer's Report, state new budget item balances.
 - **Commission Meeting** – Discuss the event, include expenditures in Treasurer's Report, state new budget item balances

Purchase Scenario E: Candy, snacks, food, and/or beverages for an Open House (November)

- **During the budget creation process**, plan for a dollar amount to be set aside for this event.
- **October** – determine what needs to be purchased for the event as comprehensively as possible. Document each item in the Requisition Request Form.

- **HCC Full Membership Meeting** – Discuss the request and vote to approve expenditures.
- Purchase Items and keep all receipts.
- Document purchases on the HCC Purchase Report Form. Submit form and receipts to Alyx or Dannai (we will continue to pay invoices and manage credit card statements).
 - **Budget Line Item:** Public Engagement Events > Event Name
 - **If purchasing for a neighborhood event, funds should be budgeted and expensed from the District-specific line item.**
- **November** – Event occurs
 - **Submit a copy of the HCC and public sign-in sheet. Submit to Alyx or Dannai for Finance processes.**
 - **HCC Full Membership Meeting** – include expenditures in Treasurer’s Report, state new budget item balances.
 - **Commission Meeting** – Discuss the event, include expenditures in Treasurer's Report, state new budget item balances

Purchase Scenario F: Pens, printer ink/paper, general office/administrative supplies needed

- **During the budget creation process**, plan for a dollar amount to be set aside for office supplies.
- If supplies needed are **under \$100**
 - Coordinator purchases supplies and documents purchases on the HCC Purchase Report Form. Submit form and receipts to Alyx or Dannai (we will continue to pay invoices and manage credit card statements).
 - **Budget Line Item:** Office Supplies
 - Document each item in the Requisition Request Form.
 - **HCC Full Membership Meeting** – include expenditures in Treasurer’s Report, state new budget item balances.
- If supplies **exceed \$100**
 - Determine what needs to be purchased for the event as comprehensively as possible. Document each item in the Requisition Request Form.
 - **HCC Full Membership Meeting** – Discuss the request and vote to approve expenditures.
 - Submit Requisition Form to Dannai or Alyx for approval.
 - If approved, purchase Items and keep all receipts.
 - Document purchases on the HCC Purchase Report Form. Submit form and receipts to Alyx or Dannai (we will continue to pay invoices and manage credit card statements).
 - **Budget Line Item:** Office Supplies
- **HCC Full Membership Meeting** – include expenditures in Treasurer’s Report, state new budget item balances.
- **Commission Meeting** – include expenditures in Treasurer's Report, state new budget item balances