

Administrative Policy

1. Administration

1.1. Executive Director

1.1.1. The Association will be administered by an Executive Director.

1.1.2. The duties of the Executive Director are included in the contract for administrative services.

1.2. Other services provided by the Florida League of Cities

1.2.1. Meeting planning services.

1.2.2. Publications services.

1.2.3. Routine printing services.

1.2.4. Accounts Payable/Receivable.

1.2.5. Comptroller.

1.2.6. Legal Review.

1.2.7. Reception services.

1.2.8. IT Services.

1.2.9. Access to conference call system.

1.2.10. Records storage.

1.2.11. Work space for assigned employees.

1.2.12. General office equipment for assigned employees.

2. Budget

2.1. The Executive Director shall present a budget to the Executive Committee prior to the annual budget meeting.

2.2. The Association budget shall be discussed annually at the Board meeting prior to the new fiscal year.

2.3. The budget must be approved by majority vote of the Board of Directors.

2.4. The budget shall include:

2.4.1. Actual expenses and revenues from the last three audited years.

2.4.2. Current year expenses as of the most recent completed quarter.

2.4.3. The proposed expense and revenue amounts for the upcoming fiscal year.

2.5. Budget Amendments

2.5.1.1. Budget amendments are required when:

2.5.1.1.1. The total annual expenditures exceed the total annual approved

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budget; or,

2.5.1.1.2. The expenditure exceeds the line item budget in excess of \$1,500 or 25%, whichever is greater.

2.5.1.2. The budget amendment will clearly articulate the change in line item allocation(s).

2.5.1.3. Budget amendments must be approved by a majority vote of the Board.

3. Purchasing

3.1. Purchasing Authority

3.1.1. The approval of the annual budget authorizes the expenditure of any and all budgeted funds for the operational budget; for the Annual Conference; and for the Winter Institute.

3.1.2. The Executive Director may approve purchases and sign contracts for items in the approved annual budget, provided such purchases do not exceed the approved operational budget, or the event budget in question.

3.1.3. The Executive Director will notify the Association President when approved expenditures of more than \$5,000 are made and/or contracts of more than \$5,000 are executed.

3.1.4. The Executive Director will present approved and executed contracts and purchases of more than \$5,000 to the Board of Directors, for their information, at their next regularly scheduled meeting.

3.1.5. The Executive Director has the authority to execute multi-year contracts, under the general direction and knowledge of the President and the Board of Directors.

3.1.6. The Executive Director has authority to make purchases or enter into contract for non-budgeted items up to \$5,000. Over \$5,000 to \$10,000, requires approval of the President and over \$10,000 requires approval of the Board of Directors. Non-budgeted expenditures will be reported at the next regularly scheduled meeting of the Board of Directors.

3.1.7. The Executive Director will also annually report over-expenditures of budgeted line items to the Board of Directors.

3.1.8. Outside of the rules outlined in this section, purchases shall be made in conformance with the purchasing policies of the Florida League of Cities.

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3.2. Undesignated Fund Balance (Reserves)

- 3.2.1. Undesignated Fund Balance is funds of the Association that are cash assets not included in the annual operating budget.
- 3.2.2. The Association shall maintain a minimum Undesignated Fund Balance of 35% of the most recently audited year's revenue in order to be able to address emergencies or unanticipated opportunities that may arise.
- 3.2.3. Any expenditure from the undesignated fund balance (reserves) must be specifically approved by the Board of Directors in the form of a budget amendment.
- 3.2.4. Budget amendments shall be reported to the membership in the financial section of the annual report.

4. Records

4.1. General Records

- 4.1.1. FCCMA records will be open to members upon request.

4.2. Mailing List

- 4.2.1. The FCCMA mailing list will be made available for academic purposes as approved by the Board.
- 4.2.2. The mailing list will not be made available for vendor or corporate purposes either by request or by sale.

4.3. Exceptions

- 4.3.1. Exceptions to the above Records Policy requirements will follow the Florida Public Records Law (Chapter 286, F.S.) as it relates to any personal information provided to FCCMA.