

PARKS & RECREATION ACTIVITY FUND POLICY

1. Twice per year the P&R Commission will provide a schedule identifying all planned programs, including projected revenues and expenses for each. The Schedule will include all programs including programs which charge no fee.
2. Absent any prior objection from the Board of Finance, P&R may add or delete programs or events during the year by providing the above information in writing to the Comptroller at least fourteen (14) calendar days prior to the start of the program. Prior approval of the board is not required for any program addition within the semi-annual program submission period as long as the funds to be expended are less than \$2,500.
3. The Comptroller must be notified via an exception report identifying a significant change (lesser of 20% or \$1,000) in either a program's revenue or expense budget no later than 60 days after the end of the semi-annual program periods listing any major variances in expense or revenue in any program.
4. All hiring practices and payments to personnel will be handled in accordance with the employee handbook and BOF policy.
5. All program revenue will be deposited to the Activity Fund. Expenditures will be in accordance with current Comptroller's policy and the Purchasing ordinance.
6. The Activity Fund will be used only for expenditures directly related to approved P&R programs or other items individually approved by the Board of Finance and the Parks and Recreation Commission.
7. The P&R Commission will provide a capital spending plan with its annual budget submission for the forth coming fiscal year that identifies all projects requested to be funded by unencumbered monies in the Activity Fund on March 1 of the current fiscal year. P&R will also provide a five year Capital Spending Plan.
8. Any Activity Fund balance as of March 1 of each year that is not committed to an approved capital spending plan by July 1 will be automatically transferred to the General Fund as of July 1 subject to a minimum \$40,000 unencumbered fund balance.
9. At no point will any funds be received from or expended to any private entity for any purpose other than payments made directly to vendors in relation to an approved program.
10. Any changes made to program will be identified on the next following semi- annual program schedule.

Adopted at Board of Finance October 6, 2015