

## RUTHERFORD COUNTY COUNCIL – STATEMENT OF POLICY FOR SPENDING

1. The Rutherford County Council is comprised of the President, President Advisor or President Elect (depending on year of election), Vice-President for Programs, Vice President of Public Policy, Secretary, Treasurer, and Educational Chairpersons, and Rutherford County Club Presidents.
2. No expenses will be paid without proper documentation. Proper documentation consists of the original sales receipt or billing statement and submitted with an expense voucher obtained from the County Council Treasurer. Expenses should be submitted within three (3) months of expenditure. All expenses must be submitted before the end of the year in which the expenditure occurred.
3. Presidential approval is required for any expenditure over \$50.00 except normal expenses such as mileage or registration fees for TAFCE events. Any single expenditure over \$250.00 must have council approval. If time is critical, the President may approve the expenditure after conferring by phone or email with other council members.
4. Expenses for shipping packages will be paid when properly submitted with an original receipt and upon approval of the county council.
5. Council Members will be reimbursed for postage and envelopes for correspondence and reports when proper documentation is presented.
6. Expenses for copies will not be paid unless authorized by the County Council. When copies are needed, use your County Extension Office.
7. Telephone expenses will be reimbursed with proper documentation.
8. The President of the County Council or her/his representative in the event she/he cannot attend will be paid mileage at thirty (30) cents per mile to attend Central Region events with a starting and ending point being the Lane Agri-Park.
9. The President of the County Council or her/his representative in the event she/he cannot attend will be paid registration fees, mileage at thirty (30) cents a mile with the starting and ending point being Lane Agri-Park, banquet fees, Central Regional Breakfast cost (if applicable) to attend the annual TAFCE State Conference, unless paid by another source, i.e. Region or state pays.

10. A gift not to exceed \$25.00 shall be purchased for the County President upon completion of their term of office. Other County Officers and chairpersons will receive a memento not to exceed \$10.00 at the end of their term. Gifts should be purchased by the treasurer or president. The gifts will be presented during the Recognition Day Event. Advisor or President- Elect receive their gift at the end of their term as president.
11. The County President attending the Central Region Retreat will be reimbursed mileage at thirty (30) cents a mile with a starting point being the Lane Agri-Park and registration fees not including the extra night, unless fees are paid by another source, i.e. scholarship, Region or State.
12. All other expenditures must be approved by the Rutherford County Council members.

Approved: October 27, 2017