

Policy Title: All Star Expenses and Fund Raising

Purpose:

This policy establishes guidelines for fundraising activities conducted in the name of the City of Geneva's recreation department and provision of funding relating to expenses for All Star tournaments. It ensures compliance with Alabama state laws and promotes accountability and transparency in the use of public funds.

Scope :

This policy applies to all fundraising activities conducted by or on behalf of the city's recreation department, including those involving parents or other participants.

Policy Provisions:

1. Fundraising Activities:

- All fundraising activities must be pre-approved by the city's recreation department and comply with applicable city and state regulations, including Code of Ala. § 45-37A-54.08, which mandates that park and recreation funds be managed and disbursed under the city's oversight Code of Ala. § 45-37A-54.08.
- All funds raised must be turned into the City Treasurer.

2. Expenses

Expenses must serve a public purpose and align with the recreation department's objectives, as required by Alabama law Code of Ala. § 45-37A-54.08. Jefferson Cnty. v. Taxpayers & Citizens, 232 So. 3d 845.

Non-city employees (parents, participants, etc.) are not authorized to expend funds, charge on account, or contract for good or services. Only authorized City personnel can obligate the City for any expense. Non-employees will not be reimbursed for an expense incurred without approval of the City Treasurer.

Non-city employees or groups are not authorized to use the City's tax identification number or sales tax exemption status.

A. Meals

- The City will contribute \$20 per participant per day food allowance for all-star tournaments where overnight stay is required because of the distance traveled.
- Funds can only be spent on meals.
- Fund allocation is per person. Funds for nonparticipating participants cannot be applied to meal costs.
- The person in charge of keeping funds will decide on the restaurant(s) each day, and menu for each restaurant, keeping in mind that the \$20 must cover all costs.

- All participants eligible for meals must eat with the group. No individual allowances will be given. Any participant not wishing to participate in the group meal will be responsible for their own costs.
- The person in charge of keeping funds should select restaurants that will allow meals within budget limits.
- The person in charge of keeping funds should select an eligible allowable menu option to ensure that funds are allocated evenly among eligible participants.
- The person in charge of keeping funds must keep and turn in a detailed receipt of purchases and must note on the back of the receipt or attach a sheet with the names of each person being paid for.
- The person in charge of keeping funds must remit the balance of unused funds back to the City, it can not be spent on any other expense.

B. Lodging

- The City of Geneva generally does not participate in the cost of lodging expenses for all-star tournaments.
- The City may assist with funding raising activities for lodging where overnight stay is required because of distance traveled.
- The Recreation Director will secure a block of rooms at a hotel of his choosing for the maximum number of nights for a tournament and establish a cost for fundraising purposes.
- Participants will be expected to raise any funds not raised by the City.
- Participants will have to turn in funds necessary to pay for the block of rooms.
- If teams do not have to stay the estimated number of nights then monies raised will be used for future all-star tournaments and cannot be reimbursed to individuals.
- Participants not wishing to participate in the selected rooms booked are responsible for booking and paying for their own room and are not eligible for any reimbursements.

C. Uniforms

The City of Geneva will contribute \$450.00 per team on uniforms. Monies will be paid directly to the company providing uniforms.

3. Prohibited Expenses:

- Funds or reimbursement will not be provided for personal expenses or expenses unrelated to the official purpose of the fundraising activity, in accordance with Ala. Admin. Coder. 560-X- 42-.10.
- Expenses incurred for non-business purposes, such as family meals or personal leisure, are strictly prohibited City of Dothan v. McCleskey, 24 So. 3d 1105.