

## **GREATER LOCKPORT DEVELOPMENT CORPORATION USE OF GLDC DISCRETIONARY FUNDS POLICY**

Pursuant to Section 2824(1)(b) of Public Authority Law directors shall understand, review and monitor the implementation of fundamental financial and management controls and the operating decisions of the GLDC.

The GLDC Board of directors and the GLDC management have an obligation to authorize the expenditure of funds only for purposes that relate to and support the mission of the authority. The fiduciary duty of the board includes adopting policies that safeguard the assets and resources of the GLDC and protect against the use of funds for purposes that do not advance its core purpose and objectives. It is particularly important for the board to develop a policy on a proper use of GLDC discretionary funds that clarifies for all employees what would and would not be considered appropriate expenditures.

### **Responsibility of Directors and Employees**

1. The expenditures of GLDC funds must relate directly to an enumerated power, duty or purpose of the GLDC. The funds may not be spent in support of the private or personal interests or to the benefit of directors, management or staff.
2. Directors, Supervisors and or Employees will prior approval of or authorization by an appropriate individual for any travel expenses incurred, including reimbursement for mileage, tolls, hotels, flights, etc. Additionally, documentation to justify the nature and purpose of such expenses, require the director, supervisor and or employee, to provide receipts for expenses. The Federal GSA guidelines for travel expenses including per diems, government lodging rates and amounts for meals and other incidental expenses will be used unless otherwise approved. Please refer to the Travel Policy for further direction.
3. Directors, supervisors and or employees realize certain meal costs also may be incurred through participation in, or sponsorship of, activities integral to meeting the core public purpose of the authority. Eligible meal costs must be properly documented and reasonable cost thresholds established. Receipts for such expenses will be given to the Treasurer for recording and reporting purposes.
4. Impropriety of purchases using GLDC cash or credit that are personal in nature, that would benefit one or more staff of the GLDC rather than benefit those dependent on the authority's services, or are not necessary to advance the mission of the GLDC will not be reimbursed or paid for by GLDC. Examples of inappropriate use of GLDC funds include, but need not be limited to:

- Food, beverages, and other refreshments purchased for the personal use of directors, management or other employees, or by persons with whom the GLDC conducts business (unless prior authorization is received);
- Flowers and gifts for staff, directors or family members;
- Subsidized or free use of GLDC services for the personal use of current or former board members, staff, or family members of staff;
- Celebrations for special occasions that do not directly relate to the purpose of the authority, such as catering or decorations for summer picnics, office parties or holiday or retirement parties;
- Charitable contributions or sponsorships of events not associated with the authority's mission;
- Purchases of alcohol or tobacco products;
- Membership dues in professional organizations on behalf of employees;
- Renewal of professional licenses for staff;
- Costs to purchase or mail holiday cards, invitations or expressions of sympathy to staff or family of GLDC staff;
- Assignment of cell phones or vehicles to non-GLDC staff; or
- Purchase of items considered personal expenses or that are intended to personally benefit an employee or director.