

Discretionary Funds Policy

Adopted January 3, 2013 – Reviewed 10/01/20

The following is the policy of the Jefferson County Industrial Development Agency (“The Agency”) governing the use of the Agency’s Discretionary Funds.

As a broad statement of the Agency’s policy: The Agency will not use its funds to further interests beyond those which are the enumerated power, duty and purpose of the Agency. The use of its funds shall, in all cases, directly relate to the mission and public purpose of the Agency.

As regards specific acceptable expenditures, the following examples are provided:

1. Travel expenses directly related to the Mission of the Agency. These reimbursements should follow, wherever possible, guidelines established by the GSA as considered reasonable and responsible. This would include meals of staff operating in pursuit of the Agency’s mission. All of these expenses must be reasonable in nature and documented.
2. Meals and refreshments for Board members offered during official meetings of The Agency and those other meetings that are directly related to Agency business.
3. Expenditures that fall within acceptable standards for marketing the programs and policies of the Agency.
4. Technology that supports the effective role of the Board of Directors and Staff to include tablets, cell phones and computers.

As regards to specific unacceptable expenditures, the following examples are provided:

1. Gifts for staff, directors and/or family members.
2. Subsidized or free use of the Agency services for the personal use of current or former board members, staff, or family members.
3. Celebrations for special occasions that do not directly relate to the purpose of the Agency, such as catering or decorations for summer picnics, office parties and holiday or retirement parties.
4. Charitable contributions or sponsorships of events not associated with Agency’s mission.
5. Purchases of alcohol or tobacco products.
6. Personal use of authority vehicles, unless properly documented for tax purpose.

7. Costs to purchase or mail holiday cards, invitations or expressions of sympathy to staff or families of Agency staff.
8. Assignment of cell phones, tablets or vehicles to non-Agency staff.
9. Personal use of Agency resources including but not limited to office supplies.

Absent specific statutory power, public authorities may not use public funds to purchase items considered personal expenses or that are intended to personally benefit an employee or director. Expenses such as those listed above do not advance a public purpose and should be considered personal in nature and violate the policy of the Agency.