

LITTLE ROCK CITY BEAUTIFUL COMMISSION

COMMISSION EXPENSE PROCEDURES

MAY 1, 2008



COMMISSIONS EXPENSE PROCEDURES

REQUEST FROM LR PLANNING AND DEVELOPMENT DEPARTMENT

GOAL: FOCUS ON COMMUNITY ACTIVITIES FOR EXPENSES

ANNUAL BUDGET: \$2,500

MONTHLY REPORT TO CITY

Following each CBC Meeting: CBC Treasurer will email Venita with notice of any upcoming expenses for the next month

Why: So they can anticipate monthly expenses

(cc - Christy, CBC Chair, CBC Vice Chair, Dana, Tony)

RECEIPTS TO CITY

CBC Treasurer will give all original receipts directly to Venita

Why: Presently they are going thru too many hands and getting lost

CBC Treasurer will keep a copy of all receipts for our records

ANNUAL BUDGET REQUEST REPORT TO CITY: SEPTEMBER

Each year: CBC Chair will provide cover letter + Budget worksheet for next year (2009)

Why: Will help the Planning and Development Department anticipate next year's expenses

EXPENSES

Any commission expense that benefits the commissioners - will be taken out of CBC checking account such as the expenses for the appreciation celebration - framed certificates & food for outgoing commissioners/city directors, retreat facilitator gift, logo shirts, City Hall plaques (approval needed by City Manager via Tony).

No expenses for \$1,000 or over without 3 written bids and prior approval by P&D.

No expenses can be carried over to the next year.

Try to use various vendors around the city for expenses rather than one source.

Due to the big expense of the printing for the Garden Show (\$912.68), CBC checking account will cover the new EOB signs (\$688.01), approved at April CBC meeting. Printing excess will be used next year at the 2009 Garden Show.

To avoid the late charge for the Garden Booth, CBC will pay the Garden Booth fee in November 2008 and ask for City reimbursement in January 2009.

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Outstanding/pending expenses: 2008

Month	Cost	Description
All	\$600.00	Website (\$300 pd by City/not P&D which pd \$21.85)
Jan.	\$136.85 ?	Community Bakery for Retreat lunch
Feb.	\$100.00	City printing of Garden Show Flyers
April	\$30.00	New member (Bill) Logo Shirt
May	\$150.00	City Hall Back Garden - plaque/framed notice
June	\$100.00	Appreciation event - outgoing commissioners
Sept.	\$100.00	Voting lunch - September
Oct.	\$225.00	LA plaques/framed posters <u>Reduce</u>
Nov	\$200.00	2009 Garden Booth Fee (City reimbursement in '09)
All	\$50.00	Printing supplies/costs - EOB

Expense Totals: Per Funding Sources

City Expenses: \$1,161.85

CBC Expenses: \$ 480.00
