

GLEN COVE INDUSTRIAL DEVELOPMENT AGENCY

DISCRETIONARY FUNDS POLICY

This Policy is adopted pursuant to a Recommended Practice
issued by the Authorities Budget Office

POLICY PURPOSE: It is the policy of the Glen Cove Industrial Development Agency (the “Agency”) to conduct its operations in compliance with the highest standards of conduct and ethical behavior and with best practices applicable to local development Agencies and to operate in an accountable and transparent manner.

AUTHORITY: Section 2824(1) of the New York State Public Authorities Law requires the board of directors of the Agency to adopt, understand, review and monitor the implementation of fundamental financial and management controls.

POLICY STATEMENT: The Agency will authorize the expenditure of its discretionary funds only for purposes that are directly related to and support the mission of the Agency and shall not be expended in support of the private or personal interests of or to the personal benefit of the directors, officers or employees of the Agency. The purpose of this policy is to provide clarification for the directors, officers and employees of the Agency what would and would not be considered appropriate expenditures of the Agency’s discretionary funds.

The Agency incorporates herein by reference, and directs the attention of the directors, officers and employees of the Agency to, the provisions of the Agency’s Travel and Meal Allowance and Reimbursement Policy Guidebook for the duly adopted policies and procedures of the Agency related to expenditure of the Agency’s discretionary funds for travel, meal, lodging, dues, memberships and professional fees, telephone charges and credit card expenses, among other expenses.

In addition to the foregoing policies and procedures, the following specific examples of acceptable expenditures are provided but are not intended as an exhaustive list:

1. Meals and refreshments (non-alcoholic) for the directors, officers and employees of the Agency offered during official meetings of the Agency and those other meetings that are directly related to and support the mission of the Agency, including, without limitation, committee and official staff meetings.
2. Technology that supports the effective discharge of the duties of the directors, officers and employees of the Agency including tablets, cell phones and computers.
3. Dues for the Agency to belong to professional peer organizations.

4. Costs of maintaining professional and other licenses of the Agency's directors, officers and employees that are a fundamental part of their responsibilities for the Agency.

In addition to the foregoing policies and procedures, the following specific examples of unacceptable expenditures are provided but are not intended as an exhaustive list:

1. Flowers and other gifts for directors, officers, employees and/or their respective family members.
2. Celebrations for special occasions that do not relate to the mission of the Agency, such as catering, decorating and related expenditures for summer picnics, office parties, employee recognition events and holiday or retirement parties.
3. Charitable contributions or sponsorship of events that do not relate to the mission of the Agency.
4. Purchases of alcohol or tobacco products, or expenses on behalf of a spouse, friend or guest of a director, officer or employee of the Agency.
5. Subsidized or free use of Agency services for the personal use of current or former directors, officers, employees of the Agency and/or their respective family members.
6. Personal use of vehicles or equipment of the Agency, unless properly documented for tax purposes.
7. Costs of purchasing or mailing holiday cards, invitations or expressions of sympathy to directors, officers or employees of the Agency and/or their respective family members.
8. Assignment of vehicles or equipment (including, without limitation, cellphones, tablets, or computers) of the Agency to non-Agency staff.
9. Personal use of Agency resources, including, but not limited to, office supplies.
10. Any other expenditure of funds to purchase, acquire or use items that would be considered personal expenses or that are intended to personally benefit a director, officer or employee of the Agency.

The directors, officers and employees of the Agency are hereby notified that failure to comply with the provisions of this Policy in connection with the expenditure of the Agency's discretionary funds may result in disciplinary action, including, without limitation, possible termination of employment, dismissal from the board and/or referral for civil or criminal prosecution if warranted.

This Policy is subject to modification and amendment at the discretion of the directors of the Agency, shall be filed annually with all local and state agencies as required under all applicable law and shall be posted on the Agency's website.

Adopted 06-30-2016