

OPERATION OSWEGO COUNTY, INC.

Use of Discretionary Funds Policy

This Policy is adopted the 14th day of December, 2017, by the unanimous vote of the OPERATION OSWEGO COUNTY, INC., a quorum of its members having been present and voting in the affirmative.

WHEREAS, the Board of the OPERATION OSWEGO COUNTY, INC. must authorize the use of OOC funds; and

WHEREAS, the OOC Board yearly reviews and updates its Mission Statement & Objectives as appropriate; and

WHEREAS, the members of the OOC Board have executed an Acknowledgement of Fiduciary Responsibility;

NOW, THEREFORE, be it

RESOLVED that the Members of the OPERATION OSWEGO COUNTY, INC. establish the following policy regarding the expenditure of OOC discretionary funds:

- 1. General:** The expenditure of OOC funds is to be limited to purposes that are related to and supportive of the mission and authority of the OOC and shall not be spent in support of the private or personal interests or to the benefit of directors, management or staff.
- 2. Expense Reimbursement** – Employees and Board members may be reimbursed for expenses, incurred while carrying out OOC business, including, but not limited to, meals, lodging, mileage, parking, highway tolls. An employee or board member using their own vehicle to conduct OOC business will be reimbursed at the mileage rate established by the County of Oswego Legislature.
- 3. Training/Memberships-** Employees and Board Members are entitled to be reimbursed for training, education and membership fees which are incurred for the purpose of advancing the mission of the OOC. Professional licensing expenses or membership in a Board Member or Employees Professional Organizations are not reimbursable.
- 4. Annual Meeting-** Expenses incurred as a result of attendance at the Annual Meeting of the New York State Economic Development Council shall be reimbursed.
- 5. Prior Board Approval-** Prior Board approval shall be obtained for the incurrence of expenses in excess of \$500.00 for travel and meetings.

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6. Business Meetings- Payment for Business Meetings, including meals, involving current or prospective projects may be reimbursed.

7. Board Approval – Expenses shall be reimbursed only after review and approval by the Board.

8. Ineligible Expenses- Expenses incurred for the purchase of alcoholic beverages, tobacco products, or expenses incurred on behalf of spouses or friends or guests are not eligible for reimbursement.

This Policy has been reviewed and approved by the Board of Directors at its meeting held on March 22, 2021.

Tricia Peter-Clark
Secretary