

RESOLUTION 2014-02

A RESOLUTION ADOPTING A SPENDING POLICY FOR THE TOWN OF JAMES ISLAND, SOUTH CAROLINA

Purpose:

The Town of James Island adopts an annual budget wherein funds are allocated to Town Council and the various Town commissions and committees. These funds are set each year according to anticipated needs such as training and supplies. This spending policy outlines the process by which those funds can be spent. A spending policy is in place to ensure a consensus exists amongst members that each expenditure made is the best use of those budgeted funds. This policy also recognizes the need for a certain amount of discretion when there is an immediate purchasing need.

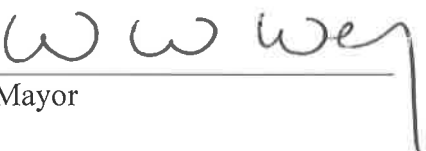
Process:

Each Town body should recommend expenditures through a majority vote. Once a purchase is recommended by the body, the Town Administrator can approve the purchase. From there, the Town Administrator may sign out the Town's credit card or have a check issued – whichever payment method is best suited for the purchase at hand.

Exceptions:

All purchases should be recommended by the body. However, for expenditures \$50 and under where there is an immediate need, such as an emergency or a purchase arises before the body is able to convene, the Chairman of the body may use his or her best judgment to approve the purchase. For expenditures over \$50 where an immediate need exists, the Town Administrator may approve. If the Town Administrator is not available, the Mayor may approve.

Enacted this the 16<sup>th</sup> day of January, 2014.

  
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Mayor

ATTEST

  
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Town Clerk