

**PROCEDURE**

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<b>Series:</b>	<b>Cash Management</b>	<b>COA:</b>
		<b>CFOP:</b>
<b>Policy Name:</b>	Non-Governmental Funds	
<b>Policy Number:</b>	CM180	
<b>Reviewed Date:</b>	10/22/2015, 08/07/2020	
<b>Revision #/Date:</b>	02/22/2017	
<b>Effective Date:</b>	11/1/2014	
<b>Applicable to:</b>	All Family of Agency Staff	

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**PURPOSE:** To track and maintain accurate spending records of non-governmental funds, and to ensure that overspending does not occur.

**References**

Include any FL Statute, Rules/Regs, BFP Policy/procedure that this policy refers to if any. Some may not refer to anything else.

**Definitions**

Include any terms that may not be commonly known.

**Guidelines**

- A. All non-governmental funds, over the amount of \$1,000, must be approved by the CEO.
- B. The CEO's signature must be on invoices, vouchers, and expense reimbursements that are submitted to finance for processing, requiring non-governmental funds over the amount of \$1,000.
- C. Any invoices, vouchers, or expense reimbursements that are submitted over \$1,000 without a signature will be returned to the employee until proper authorization is received.
- D. CEO signature will also be required for multiple expenses under \$1,000 if the expenses add up to the threshold and are for one event, i.e. food receipts from multiple vendors for one meeting.

BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:



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PHILIP J. SCARPELLI  
Chief Executive Officer  
Brevard Family Partnership

APPROVAL DATE: 8/25/2020