

Family Partnerships of Central Florida

PROCEDURE

Series:	Cash Management	COA:
		CFOP:
Policy Name:	Non-Governmental Funds	
Policy Number:	CM180	
Reviewed Date:	10/22/2015, 08/07/2020, 04/16/24	
Revision #/Date:	02/22/2017	
Effective Date:	11/1/2014	
Applicable to:	All Family Partnerships of Central Florida	
Staff		

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 PRESIDENT AND
CHIEF EXECUTIVE OFFICER:



PHILIP J. SCARPELLI
President and Chief Executive Officer
Family Partnerships of Central Florida

APPROVAL DATE: 04/17/2024