



Series 400 Personnel	Effective Date 03/23/2018	Review Date Three Years	Directive Number 403.6
Chapter 403 - Employee Wellness			
Reviewing Office <i>Office of Departmental Financial Services</i>			<input type="checkbox"/> New Directive <input checked="" type="checkbox"/> Revised <small>Revisions in <i>italics</i></small>
References			

RETIREMENT AND FLOWER FUNDS

403.6 - 1 PURPOSE

The purpose of this directive is to establish guidelines governing any Department entity, which maintains a fund such as a retirement, flower, or any fund in excess of fifty dollars.

403.6 - 2 Procedures

A qualifying Department entity shall appoint from its ranks a Board of Directors. The Board of Directors shall consist of six (6) members including a chairperson, secretary, and treasurer. The commanding officer shall act as the chairperson and appoint two (2) lieutenants, one (1) sergeant, and the two (2) remaining members.

403.6 - 3 Funds

403.6 - 3.1 Collections

Accurate accounts shall be kept of all funds received and disbursed. *A member designated by the Board will be responsible for the amount received or disbursed, the date of tender, and ensure signature by another member as a witness.* All funds collected shall be on a voluntary basis. Fines, voluntary or otherwise, shall not be imposed on any members of this Department. Practices of collecting money from members reporting late for work, or for any other reason, shall not be permitted. All funds collected for the fund shall be deposited in a bank checking account. Such account should be classified as "Unincorporated Society or Organization" account.

403.6 - 3.2 Disbursements

Disbursements of funds from such accounts shall be made only by check and all such checks shall bear the signature of *a member designated by the Board to handle funds and any other member of the Board.*

403.6 - 3.3 Expressions of Sympathy

- Flowers, not to exceed \$100 (including delivery fees), will be given for the death of a Department member, death of a Department member's spouse or domestic partner, death of a Department member's child, death of a Department member's parent, or death of a retired Department member.*

403.6 Retirement and Flower Funds

2. *If requested, in lieu of flowers, a \$100 donation will be given to a designated organization for the death of a Department member, death of a Department member's spouse or domestic partner, death of a Department member's child, death of a Department member's parent, or death of a retired Department member.*

403.6 - 3.4 Hospitalization

Flowers, plants, or a gift, not to exceed \$60 (including delivery fees), will be given for the hospitalization of Department members, hospitalization of a Department member's spouse or domestic partner, or hospitalization of a Department member's child living at home.

403.6 - 3.5 Birth/Adoption

Flowers, plants, or a gift, not to exceed \$60 (including delivery fees), will be given for an adoption or the birth of a child of a Department member.

403.6 - 3.6 Gifts

1. *A gift not to exceed \$50 will be given for the marriage of a Department member.*
2. *A gift not to exceed \$50 will be given for the retirement of a Department member.*

403.6 - 4 Responsibilities

1. City licenses necessary for the operation of vending machines shall be purchased by the command and kept current for each machine in operation.
2. The secretary shall keep such necessary records to reflect the transactions of the Board of Directors and officially advise the treasurer of such actions.
3. The treasurer shall be responsible for maintaining an accurate and complete set of records which will reflect the financial status of the organization at all times.
4. A monthly financial statement of receipts and disbursements shall be posted on the command bulletin board. This report shall be titled "Retirement and Flower Fund Financial Statement."
5. Expenditures for reasons other than those mentioned may be made at the discretion of the Board of Directors provided proper entries indicating the reasons are recorded.