

County Administrator's Office responses to questions posed by the Commission for Women regarding fund administration.

April 2019

1) Are all county commissions moving in this direction or is this unique to the Women's Commission?

Most county advisory bodies have no access to finances.

2) If we move forward, how soon would an account be set up?

An account in the County finance system could likely be set up within weeks of receiving a deposit from the Commission.

3) Who would be the authorized user and would the Women's Commission receive access to account?

The Commission's Treasurer would work with a budget liaison in the County Administrator's Office to deposit and access funds.

4) Is there an approval process to obtain commission funds?

Yes. The Board of Supervisors must authorize the solicitation of donations or fundraising campaigns. Donations must be tracked and reported to the County Administrator's Office.

5) Will our funds be used for any other purpose beyond the Women's Commission?

No.

6) If there is an approval process to access funds, what is the turnaround time?

Yes. We would likely use the same process and protocols as are used for County municipal advisory councils. Your CAO Liaison can provide the necessary forms and instructions.

7) How would the commission handle in-kind donations?

If by "in-kind", you mean a person's volunteer services, there are no specific requirements for tracking or reporting such services. If in-kind donations include gifts, then the estimated value of gifts must be tracked and reported to the CAO, and should be included in each Treasurer's report.

8) Is the Women's Commission responsible for bank fees or will this be covered by the County?

There are no bank fees or interest. Funds will be deposited in the County General Fund in a cost center designated for the Commission.

9) Is there a county liaison to support grant writing if requesting grants as a county commission?

No.

10) What about check writing permissions?

See response to #6. The Auditor's office will ultimately issue checks on behalf of the Commission, after approval by the CAO liaison.

11) Who will provide the initial funding of the account since the commission does not have funds on hand?

No budget provision has been authorized for the Commission. However, the Commission may consider fundraising or soliciting donations (see response to #4).