

## First 5 Commission of San Diego

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Subject: **Executive Director Signatory Authority**

Policy Number: F5C-008

Effective Date: June 29, 2015

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### **Purpose**

To establish a policy authorizing the Executive Director to approve certain administrative expenditures on behalf of the First 5 Commission of San Diego (Commission).

### **Background**

The First 5 Commission of San Diego operates as an entity autonomous from the County of San Diego for the purposes of strategic planning and the allocation of revenue consistent with the Strategic Plan. In order to maintain that autonomy, the Executive Director of the Commission requires the authority to approve administrative expenses incurred in the day-to-day operations of the Commission.

In order for the Commission to conduct business in a more efficient and expeditious manner, it is necessary to develop a policy allowing the Commission to better perform its day-to-day operations in the disbursement of certain Commission expenditures. This policy will ensure that the Commission is responsive in meeting its financial obligations in a timely manner, while still maintaining control and accountability over expenses incurred on behalf of Commission-related activities.

### **Policy**

The Executive Director, or his/her designee, shall have signatory authority to approve operational expenditures and program funding contracts incurred on behalf of the Commission where appropriations have been included and approved by the Commission in the annual budget. This authority does not extend to expenditures specifically requiring Commission or Department of Purchasing and Contracting approval. Only the Executive Director and his/her Director (supervisor) may sign or approve travel requests.

### **Procedures**

- A. Funding for all service, supply, and program expenditures incurred on behalf of the Commission shall be included in the annual fiscal year budget approved by the Commission.
- B. In the processing of claims and payments to be made, the Executive Director, or designee, shall have signatory authority to approve those claims and payments made on behalf of the Commission.
- C. Services and supplies to be procured by Commission staff and approved by the Executive Director, or designee, include Out-of County Travel and related expenses, Non-travel, In-County Travel, Professional & Specialized Services, Consultant Contracts, and all budgeted categories of expenditures.

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- D. Services and supplies and support for Community Education/Symposia to be procured on behalf of the Commission in excess of \$50,000 and not included in the approved annual fiscal year budget shall require Commission approval prior to procuring the service or supply.
- E. The Executive Director or his/her designee shall have the authority to move appropriations within the approved annual budget as long as the total budget does not change.

Sunset Review: June 2018

Originally Approved: June 19, 2006 (9)

Revised: June 3, 2009 (1); June 4, 2012 (2)

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Date

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