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| Policy: | Food & Beverages Paid by Department Resource and Volunteer or Employee Recognition | | |
| No.: | FMT-AP-06-003 | Supersedes: | Budget & Finance 95-8 |
| Effective Date: | May 01, 2006 | Approval/Review Date & Signature: | |

1.0 PURPOSE

To provide guidelines of what is the allowable use of HSD funds in providing food and beverages for business purposes.

2.0 REFERENCES

- 2.1 Seattle Municipal Code, Chapter 4.96 "Recognition of Volunteers." [Seattle Municipal Code 4.96](#).
- 2.2 Memorandum, 5/14/87, James K. Pharris, Senior Assistant Attorney General, Washington State Office of the Attorney General, to Lee Reaves, Chief Examiner, Division of Municipal Corporations, Office of the Washington State Auditor, "Eating and Drinking at Public Expense", pages 1 through 17.
<http://www.mrsc.org/Subjects/Personnel/pharris-eat.aspx>
- 2.4 For food consumed by employees during approved training/travel, please consult the **City Travel/Training Policy** for the appropriate policy, procedures and forms.
- 2.5 Where it is necessary to obtain a cash advance to purchase food and beverages, please consult the **Cash Advance Policy** and **Expenditure Pre-Authorization and Approval Policy**.
- 2.6 For meal reimbursement during required overtime hours, please contact Human Resources.
- 2.7 For questions or clarification on this procedure, please contact the Accounts Payable Supervisor

3.0 POLICY - Food and Beverage Paid by Department Resources

- 3.1 Using Department monetary resources (regardless of fund source) for food and beverage is allowable when authorized by ordinance or union agreement and budget authority exists in the funding source that will pay for the cost. Examples of this authorization include reimbursement for meals when traveling, overtime meals in certain bargaining agreements, and volunteer recognition and service award ceremonies. Other current practices include purchasing food for community members for HSD sponsored trainings.
- 3.2 Departmental monetary resources may be used for food and beverages when associated with training sessions, retreats, and attendance at events critical to an individual's job duties (such as business meetings that are only conducted at meal times). The cost of food and beverages must be incidental to the purpose of the meeting/event, must be reasonable and necessary, and must be able to withstand public scrutiny.
- 3.3 The total cost of the meal or snack may not exceed the per diem rate for City of Seattle. All expenses should be reasonable.
- 3.4 Documentation required for food and beverages may vary depending on the purchasing terms:

- Cash advances and employee reimbursements require receipts. The receipt must itemized every food or beverage purchased including quantity and per unit cost. **A credit card slip that only shows the total amount of the transaction does not meet the definition of an itemized receipt.**
- Food and beverages arranged through a catering company will be paid upon receipt of an invoice. The invoice must itemized every food or beverage purchased including quantity and per unit cost.
- Per Diem costs for employee training/travel do not require receipts.
- **Sign in sheets, event flyer, and agendas are required documentation for all food and beverage purchases not associated with individual employee training/travel.** Where these may not be available, please consult with your Accounts Payable Supervisor in advance for an approved alternative.
- Where a caterer has been given a non-refundable deposit or the food or beverages have been purchased and the event or training is under attended, clear documentation as to why the situation has occurred is required (for example, inclement weather for a planned outdoor event). Additionally, all food and beverages that can be preserved and used for another Departmental training event must be collected and returned to the Department. Perishable items should be dispersed to community feeding programs, if possible, to avoid waste.

3.5 It may be appropriate to use Department resources for food and beverages in other circumstances. Caution must be exercised to avoid what could be construed as inappropriate use of City funds (all resources administered by the Department are considered City funds). An inappropriate use of funds would be when resources are used for "hosting," or when funds are given as a gift. It is not practical to cover every conceivable allowable situation; however, the following questions should be answered:

- Did our clients consume the food or drink?;
- What was the nature of the occasion (was it consistent with other HSD activities)?;
- What public purpose or policy objective was served?; and
- Was the consumption of food and beverages an appropriate way to carry out the legal or policy objective or program activity?

Specific situations not covered in this policy must be judged on their own merits. Please confer with your Division Director, Finance Analyst and/or Finance Manager to obtain concurrence before obligating or expending funds for food and beverages.

Note: It is very useful to include a provision in grant budgets for food and beverage events.

4.0 PROCEDURES - Food and Beverage Paid by Department Resources

4.1 Initiate an EPAA to begin the approval process. Be sure to specify the type of purchase (reimbursement, cash advance, etc.). Attach a list of invitees and proposed agenda being sure to state the business need of the event. The list of invitees will be used to determine if the cost per person is allowable and the agenda will be used to determine if it fulfills a business need and serves a public purpose or policy objective. Route through supervisor for approval.

- 4.2 Route to Finance Analyst who will review and assign coding. Finance Analyst will route to Accounts Payable Staff.
- 4.3 Accounts Payable Staff will initiate payment according to relevant policies.
- 4.4 Within 10 business days of the close of the event or training, you will need to provide your Finance Analyst with the event or training sign in sheet or approved alternative documentation. This is a requirement even if the event was not a cash advance or reimbursement.
- 4.5 Accounts Payable will close the file upon receiving all documentation demonstrating compliance.

5.0 List of Caterers

City Purchasing Services as courtesy has compiled a list of caterers which is an option for you to use. <http://inweb/purchasing/pdfs/CityofSeattleFoodCaterers.pdf>

OR

You may search the following database <http://registration/>

6.0 POLICY - Volunteer or Employee Recognition

6.1 Seattle Municipal Code 4.96.010 Policy (Unabridged)

It shall be the policy of The City of Seattle to allow recognition and expression of its appreciation, in a manner appropriate for a governmental agency, to those who volunteer their time or services by serving on committees, carrying out assignments, or otherwise assisting in the performance of City functions, as well as to those City officers and employees who, because of similar service, are deserving of such recognition.

(Ord. 115303 Section 1, 1990: Ord. 111787 Section 1, 1984.)

6.2 Seattle Municipal Code 4.96.020 Policy Implementation (Unabridged)

To implement SMC 4.96.010, the head of any City employing unit may arrange and present recognition ceremonies (such as tours, receptions, and entertainment activities), and present to outstanding volunteers, and in satisfaction of a condition of employment, to City officers and employees symbols of recognition (such as a letter, medal, plaque, pin or tie clip, jacket or cap, bouquet of flowers or an ornamental plant, or other object or experience demonstrating gratitude and acknowledgment of merit) that convey the City's appreciation. Separate ceremonies may be held for different divisions or activities.

These general guidelines shall apply in undertaking any such recognition program:

The cost and expenses of providing such recognition and appreciation for volunteers shall be budgeted, or noted in the City's annual budget, as an identified sum;

The recipients shall be selected upon an objective basis, that reflects time, effort or skills donated or applied for the furtherance of City functions;

The primary value of the memento or apparel presented on the occasion shall be in the thought expressed rather than in the intrinsic worth of the object or the food or entertainment provided; and

The ceremony and presentations shall be in keeping with the pattern and practices of governmental agencies and public service organizations that solicit and draw upon donated services and contributions, in giving recognition and showing appreciation to their compensated staff and to people who volunteer their time or skill for the support of City programs and activities.

(Ord. 115303 Section 2, 1990; Ord. 111787 Section 2, 1984.)

6.3 Seattle Municipal Code 4.96.030 Refreshments (Unabridged)

A. To assist in performance of assigned activities or to show appreciation of time and service donated or of meritorious compensated service, the heads of City employing units may provide light refreshments to volunteers and, as a condition of employment, to compensated City staff, or any of the same, during or immediately after the performance of their duties if

(1) funds are appropriated in the City's annual budget for the employing unit for providing refreshments to volunteers and such staff, or

(2) the refreshments are donated to the City for such purposes. For this purpose, the head of a city employing unit may authorize an organization that regularly provides or coordinates volunteers, to maintain furniture, machines and/or equipment for dispensing light refreshment to volunteers and to compensated City staff, and subject to the authorization of the Director of Executive Administration, contract with such an organization for providing volunteers and such staff with light refreshments as authorized in this section.

B. The term, "light refreshments," is illustrated by these examples: coffee, tea, milk, hot chocolate, fruit juices, soft drinks and nonalcoholic beverages; doughnuts, cakes, pies, cookies, fruit, sandwiches, and light snacks; and when donated to the City for an activity or to assist volunteers and further motivate compensated City staff and volunteers, the food and drink supplied by the donor.

(Ord. 120794 Section 77, 2002; Ord. 115303 Section 3, 1990; Ord. 111787 Section 3, 1984.)

7.0 PROCEDURES – Honorarium for Volunteer

Following will be the required documents by your division's finance analyst:

✓ EPAA if over \$500,

✓ Memo (this memo will serve as "invoice") to *Finance* describing (if you are providing an EPAA, you do not repeat the same information on the memo):

- that "committee name" is paying an honorarium on behalf of Human Services Department
- to whom
- how much (and that it is from budgeted funds)
- check mailing address (you may reference W-9 if provided).
- what is the exact date of when the check should be mailed (assuming that services was provided)

- what are the topics covered by the speaker (if not on a separate document)
- why is HSD paying the honorarium to this person and/or how is the City benefiting from the presentation.
- if no EPA, the committee coordinator who has the budget authority, must sign the memo

- ✓ If there was an agreement as to what the speaker will speak, date, etc., attach that as a supporting documentation
- ✓ Any flyer for the event as supporting documentation
- ✓ Sign in sheet is required to show that the event took place.

Once finance analyst has reviewed, coded, and approved the package, it is routed to accounts payable for processing. Assuming that this has been communicated in advance by finance analyst to accounts payable about a “rush” payment:

If it is a one-time vendor setup-total annual payment will be less than \$600 (HSD will not have the speaker again):

a) gather all the documentation including sign-in sheet by attendees, accounts payable will process the payment package same day for next day payment

If it is not a one-time vendor setup instead a regular vendor-total annual payment will be over than \$600 (HSD will have the speaker for multiple presentations):

a) give the W-9 to accounts payable *as soon as possible* for new vendor setup if required before the event

b) gather all the documentation including sign-in sheet of attendees, accounts payable will process the same day for next day payment