

Administrative Expenditure Policy

In recognition of special circumstances, of a non routine or non budgeted nature, that may require administrative expenditures prior to the routine Finance Committee/City Council review and approval process...

The following is hereby established:

Part I: Emergency Situations...

When in the combined judgment of the Mayor, Finance Director, and affected Department Head, a situation exists requiring prompt action, such as an expenditure necessary to maintain public safety and protection, it may be incurred upon the authority granted to the afore mentioned officers and managers by this policy. Said expenditure shall be promptly reported at the next regularly scheduled meeting of the Finance Committee and City Council.

Part II: Non- Emergency Situations – but where timeliness of an action is imperative...

Expenditures are allowed when in the combined judgment of the Mayor, Finance Director, and affected Department Head, a situation exists requiring prompt action (prior to the next regular Finance and City Council meetings) such as the filing of a grant application to assist in the funding of an existing City service. Grant applications requiring a commitment of City funds may only be initiated with the understanding they are subject to the subsequent approval of the Finance Committee and City Council.

Grant applications for non-routine or non-existing City programs, are not covered by this special policy, and must follow the routine pre-approval of Oversight Committee, Finance Committee, and City Council.

In the event one of the three aforementioned officials is not available, the remaining two may exercise the authority granted by this policy. (Stoughton Utilities operations are exempt from this policy.)

Adopted by the Common Council April 26, 2005