

**County of Plumas  
Special Discretionary Funds Policy**

**General Policy:**

The county has set a limit of \$300 for special discretionary expenses by County Department Heads and Elected Officials. These funds could be used for hosting out of town officials or anyone here on County business that is not a county employee. Discretionary funds would also include hosting interagency meetings that include agencies other than Plumas County.

**Scope:**

The policy shall apply to all Elected Officials, Department Heads and Board Members. When necessary, the above officials can designate someone to attend or arrange such meetings in their place.

**Review Authority:**

The primary review and approval of such claims shall be the responsible department head. Claims approved by the department head shall be submitted to the Auditor-Controller for review and payment subject to reasonable audit adjustments to conform to the requirements of this policy. Disputed claims are not subject to the grievance procedure in the Personnel Rules, but may be appealed to the County Administrative Officer.

**Specific Requirements:**

- All expenses for special discretionary funds of this type shall be paid out of account 52775.
- There is a \$300-limit per fiscal year unless the Board of Supervisors approves a change.
- Hosting means buying coffee, donuts, and/or lunch, partly as a courtesy and partly to encourage attendance.
- Meetings must include non-County attendees. Any meeting for just county employees would not be allowed under this policy
- The spending limits for individual meals will be the same as in the Travel Policy.
- The department head's meal (or his/her designee) can also be paid or reimbursed . from these funds.
- Any food purchases for training sessions must be paid out of this account **(52775)**.

**Questions-application and Interpretation of Policy**

Questions concerning application and interpretation of this policy should first be directed to the Auditor Controller. In the event of a disagreement. the question may be appealed to the CAO.