Missoula Neighborhoods

Financial Policies & Procedures Guide

Resolution 7581

Each neighborhood per fiscal year receives a certain amount of funds according to the size of the neighborhood. The funds are calculated by how many dwellings are in each neighborhood and the USPS mailing rate. The funds can be used for the following:

- In Meeting Expenses
- Meeting room rental
- Audio visual equipment use, easels, pens, etc.
- Signs to advertise the meetings
- All printing costs associated with the meeting
- Facilitators for the meeting
- Babysitting for meetings and leadership team meetings
- Refreshments at the meetings of the Councils and Committees
- Socials-Picnics, Ice Cream Socials etc. that are a secondary activity to the Neighborhood Council Meeting. Funds spent on the social component of the meeting should be an appropriate portion of the total budget for the meeting Information to Citizens
- Printing newsletters and notices of meetings; Newsletters that are not entirely Neighborhood Council business can be funded with proportionate amount of costs, i.e., newsletter with one page Neighborhood Council insert, Neighborhood Council pays 1/6th of the mailing cost.
- Delivery can be by mail or by person of the notice and agenda of the meeting
- Maps, City/County Plans that are purchased for neighborhood use
- Web assistance of a technical nature (help improve the web sites)
- Newspaper notices 3. Miscellaneous
- Accessory materials and refreshments for volunteer events o i.e. garbage bags for cleanup days but not permanent equipment like rakes, shovels, tangible items
- Leadership Team training and travel expenses in Missoula
- Equipment, trees, playgrounds equipment, and other capital expenditures provided a Neighborhood Council has fulfilled its requirement to meet once during the fiscal year.

- The Neighborhood Council Leadership Team must coordinate with the Neighborhood Liaison to market or give recognition to the Neighborhood Council and/or Community Forum for capital expenditures. Items not appropriate for expenditures of Neighborhood Council Operating Funds. 1. Socials that do not include a Neighborhood Council meeting.

- The Community Forum may allocate a portion of the appropriated Neighborhood Project Funds to be used for small project grants. Small projects must:
- Be located or used within City limits and benefit City residents
- Be sponsored by a Neighborhood Council Leadership Team or the Community Forum Leadership Team

Funds from the Reallocated funds, Community Forum and the Traffic Circle accounts may be used for Missoula Neighborhoods projects and approved by the Community Forum. Some options are Neighborhood Improvement Grants, Neighborhood Council system, Communications and Public Relations.

All funds from the Neighborhood Councils (general and mailing supplement), Reallocated Funds, Community Forum and Traffic Circles must be spent or under contract by June 30, of each year or all funds will be forfeited and returned to the City General Fund. The neighborhood office requests the timeline by May 30, of each year to have time to process contracts. The exception is $5000 from the Neighborhood funds will return to the Reallocated Fund Account.

Process to use funds:

A purchase order (PO) # can be used for local vendors. A PO is issued by request and charged to the vendor. The vendor will send an invoice to the Missoula Neighborhoods. The invoice is approved by Neighborhood staff and is coded with the correct account # and sent to the Finance Department for payment. The Finance Dept. processes the claim and sends a check to the vendor. The information is added to the Neighborhood budget workbook.

If paying out of pocket. A receipt and a filled out and signed reimbursement claim form by the purchaser is submitted to the Neighborhood office. Staff approves the reimbursement claim form, adds the correct fund code and signs it. The reimbursement claim information is added to the Neighborhood Budget workbook. The reimbursement claim with the receipt is sent to the Finance department for reimbursement to the purchaser.