

CITY OF COSTA MESA, CALIFORNIA COUNCIL POLICY			
SUBJECT REFUNDS	POLICY NUMBER 100-1	EFFECTIVE DATE <u>5/17/99</u> <u>November 5,</u> <u>2013</u>	PAGE 1 OF 1
<p><u>PURPOSE</u></p> <p>The purpose of this regulation is to delegate limited authority for the authorization of refunds and to establish guidelines for refund procedures.</p> <p><u>POLICY</u></p> <p>Limited authority for refund authorization shall be delegated to the City staff. The A Rrefund Request Fform must be signed by the Department Head of the initiating Department and then forwarded to either the Finance Director or the City Manager for their countersignature as indicated below. The Finance Director shall be allowed to authorize any amount up to \$2,500<u>\$5,000</u> and the City Manager<u>CEO</u> shall be allowed to authorize any amount up to \$5,000<u>\$15,000.</u> and aAny amount over \$5,000<u>\$15,000</u> will require City Manager's approval with City Council concurrence<u>approval.</u></p> <p><u>PROCEDURE</u></p> <ol style="list-style-type: none"> 1. Refunds are to be researched by the initiating Department. 2. The initiating Department will then fill out a Refund Request Form <u>with supporting documentation and submit it to either:</u> <ol style="list-style-type: none"> a.The Finance Director for any amount under \$2,500; b.The City Manager for any amount under \$5,000; c.The City Manager with City Council concurrence for any amount over \$5,000. 3. <u>For refunds up to \$5,000, the initiating Department will submit the form and documentation to the Finance Director for review and payment.</u> 4. <u>For refunds over \$5,000 and up to \$15,000, the initiating Department will submit the Refund Request Form and supporting documentation to the Finance Director for review. The Finance Director will submit the form to the CEO for approval. The approved form will then be returned to the Finance Director for payment.</u> 3-5. <u>For refunds over \$15,000, the initiating Department will prepare a City Council Agenda Report and submit it with the Refund Request Form and supporting documentation. The Finance Director, CEO, City Attorney and City Clerk will review the item and the City Clerk will agendaize the item. Upon City Council approval, the approved Refund Request F</u>form will then be forwarded to the Finance Department<u>Director</u> for payment. <p><u>BACKGROUND</u></p> <p>Under current policy, all disbursements made by City warrant must first be approved by the City Council at a regular meeting in the form of a Warrant Resolution. The requirement unduly restricts efficient administration of the Recreation Excursion Program.</p> <p><u>PURPOSE</u></p> <p>The purpose of this policy is to increase efficiency in the administration of the Recreation Excursion Program by removing the prior City Council approval requirement and creating an alternative policy.</p>			

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POLICY

Limited authority is hereby delegated to the City Manager and to the Finance Director to disburse previously collected Recreation Excursion Program funds upon demand by the Recreation Manager. The Finance Director's authority is limited to \$1,750 and the City Manager's authority is limited to \$3,500. Disbursements in excess of \$2,500 will still require advance approval of the City Council. All disbursements authorized by the Finance Director or the City Manager shall be submitted on the next available Warrant Resolution for ratification by the City Council.

PROCEDURE

Detailed procedures to implement this policy are contained in Financial Regulation 5.0 issued by the Finance Director.

Comment [d1]: Deleted text is actually the text of Council Policy 100-2 (Special Authority to Disburse Recreation Excursion Funds). It is no longer relevant to include here.