

Town of Pitkin
Discretionary Spending Policy

The Town of Pitkin Board of Trustees recognizes their responsibility to ensure that a system of internal financial controls is maintained and includes disbursement approvals for various positions within the Town that have an associated budget. To prevent unapproved spending and to remain within the annual budget limits, the following is adopted:

Town Clerk

Type of Transaction	Fund	Comments
Toner/Ink/Paper	6302 – Office Supplies/Postage	Up to \$250/year
Misc. Office Supplies	6302 – Office Supplies/Postage	Up to \$100/year
Postage/Envelopes	6302 – Office Supplies/Postage	Up to \$150/year
Computer/Computer Equipment	6303 – Office Supplies/Other	Up to \$200/year for equipment Computer cost per Board approval

Any anticipated expenses above the authorized amounts must be pre-approved by the Board of Trustees. If the Clerk deems an expense above the authorized amount to be any emergency, a special meeting of the Board of Trustees must be called to approve the expense.

Cemetery Board

No later than September 30 of the current fiscal year, the Cemetery Board will submit a list of planned expenditures for the subsequent fiscal year to the Town of Pitkin Board of Trustees for review and approval. At no time may expenditures from any category exceed the yearly budget without prior approval of the Board of Trustees and completion of the

Type of Transaction	Fund	Comments
Capital Improvements	5460.2 – Cemetery – Capital Improvements	Up to Budget amount
Maintenance	5460.1 - Cemetery – Maintenance	Up to Budget amount
Other	5460.6 – Cemetery Expenses – Other	Up to Budget amount

Any anticipated expenses above the authorized amount must be pre-approved by the Board of Trustees. If the Street Commissioner deems an expense above the authorized amount to be any emergency, a special meeting of the Board of Trustees must be called to approve the expense.

Ditch Commissioner

No later than September 30 of the current fiscal year, the Ditch Commissioner will submit a list of planned expenditures for the subsequent fiscal year to the Town of Pitkin Board of Trustees for review and approval.

Type of Transaction	Fund	Comments
Labor (mowing, clearing, etc.)	5160.3 Ditches Expenses	Up to \$250/year without RFP All major cleaning/clearing work requires an RFP
Materials (fuel, parts, etc.)	5160.3 Ditches Expenses	Up to \$250/year
Meals	n/a	Not covered

Any anticipated expenses above the authorized amount must be pre-approved by the Board of Trustees. If the Street Commissioner deems an expense above the authorized amount to be any emergency, a special meeting of the Board of Trustees must be called to approve the expense.

Environmental Health Agent

No later than September 30 of the current fiscal year, the Environmental Health Agent will submit a list of planned expenditures for the subsequent fiscal year to the Town of Pitkin Board of Trustees for review and approval.

Type of Transaction	Fund	Comments
Office Supplies	6960 – Environmental Health	Up to \$100/year
Postage/Envelopes	6960 – Environmental Health	Up to \$100/year

Parks and Recreation Commissioner

No later than September 30 of the current fiscal year, the Parks and Recreation Commissioner will submit a list of planned expenditures for the subsequent fiscal year to the Town of Pitkin Board of Trustees for review and approval.

Type of Transaction	Fund	Comments
Hardware/Stain/Misc.	5361.1 – Parks and Rec – Maintenance	Up to \$250/year
Permanent Equipment	5361.2 – Parks and Rec – New Equipment	Up to \$500/year

Any anticipated expenses above the authorized amount must be pre-approved by the Board of Trustees. If the Parks and Recreation Commissioner deems an expense above the authorized

amount to be any emergency, a special meeting of the Board of Trustees must be called to approve the expense.

Street Commissioner

No later than September 30 of the current fiscal year, the Street Commissioner will submit a list of planned expenditures for the subsequent fiscal year to the Town of Pitkin Board of Trustees for review and approval.

Type of Transaction	Fund	Comments
Gravel/Road Base	5160.1 – Streets – Maintenance or 5160.4 – Streets – Improve/Open	Up to \$500/year above planned expenditures
Labor	5160.1 – Streets – Maintenance or 5160.4 – Streets – Improve/Open	Up to \$250/year without RFP
Signage/Posts	5160.1 – Streets – Maintenance	Up to \$500/year

Any anticipated expenses above the authorized amount must be pre-approved by the Board of Trustees. If the Street Commissioner deems an expense above the authorized amount to be any emergency, a special meeting of the Board of Trustees must be called to approve the expense.

Town Hall Commissioner

No later than September 30 of the current fiscal year, the Street Commissioner will submit a list of planned expenditures for the subsequent fiscal year to the Town of Pitkin Board of Trustees for review and approval.

Type of Transaction	Fund	Comments
Equipment/Cleaning Supplies/Cleaning	5260.1 – Town Hall - Maintenance	Up to \$200/year above planned expenditures
Capital Improvements	5260.4 – Town Hall – Capital Improvements	With Board Approval Only

Any anticipated expenses above the authorized amount must be pre-approved by the Board of Trustees. If the Town Hall Commissioner deems an expense above the authorized amount to be any emergency, a special meeting of the Board of Trustees must be called to approve the expense.