

MOTION:

**June 5, 2012
Regular Meeting
Res. No. 12-**

SECOND:

**RE: ESTABLISHMENT OF RULES AND PROCEDURES FOR
EXPENDITURES FROM SUPERVISOR DISTRICT OFFICE EXPENSE
FUNDS**

ACTION:

WHEREAS, the Prince William County Board of County Supervisors allocates funds to each Supervisor's Magisterial District office for staff, office expenses, and constituent service communications activities; and

WHEREAS, the Prince William Board of County Supervisors seeks to maintain the trust of taxpayers in the integrity and procedures used in the expenditure of all taxpayer funds; and

WHEREAS, the practice of individual Supervisor's making donations to charitable groups (non-governmental entities), schools, libraries, and various community organizations has generated concerns and questions about the use of taxpayer funds for such purposes; and

WHEREAS, the Prince William Board of County Supervisors has determined that there is a need for a specific set of rules and standards for the expenditure of appropriated funds for Supervisor District Office Expenses to assure adherence to the highest standards of accountability and transparency;

NOW, THEREFORE, BE IT RESOLVED that the Prince William Board of County Supervisors hereby issues the following directives to govern the expenditure of appropriated funds for each Supervisor for their District Office expense funds, effective on the date of adoption of this resolution:

- A. Expenditures from appropriated District Office expense funds for each individual Supervisor cannot be used for any cash or in-kind donations to any non-governmental organization or any governmental entity that is the recipient of appropriated funds in the Prince William County budget; and
- B. Expenditures from appropriated District Office expense funds for each individual Supervisor cannot be used to sponsor events or for advertising in any publications associated with those events. Funds can be used to purchase a single ticket for admission to events for the individual District Supervisor and/or a designated staff member when that event attendance is in furtherance of the official duties of the District Supervisor.

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- C. Any fund balances currently existing in District Office expense accounts for the current fiscal year, or carried over from prior years, may be transferred to a currently approved Capital Improvement Project fund or future Capital Improvement Project identified in the adopted Comprehensive Plan prior to the end of this fiscal year provided that approval is granted by the Board of County Supervisors using current procedures for reviewing and approving such expenditures.

- D. Any fund balances remaining in District Office expense accounts at the end of each future fiscal year shall be automatically transferred to the County Revenue Stabilization Fund or to an approved Capital Improvement Project at the request of the District Supervisor.

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

ATTEST: _____

Clerk to the Board