

PROCEDURE

| Series: | Cash Management | COA: CFOP: |
|------------------------|--|---------------|
| Policy Name: | Non-Governmental Funds | |
| Policy Number: | CM180 | |
| Reviewed Date: | 10/22/2015, 08/07/2020, 04/16/24, 11/11/25 | |
| Revision #/ | 02/22/2017 | |
| Effective Date: | 11/1/2014 | |
| Applicable to: | All Family Partnerships of Central Florida Staff | |

PURPOSE: To track and maintain accurate spending records of non-governmental funds, and to ensure that overspending does not occur.

References

FL Statute, Rules/Regs, FPOCF Policies and procedures. .

Definitions

Include any terms that may not be commonly known.

Guidelines

- A. All non-governmental funds, over the amount of \$1,000, must be approved by the President & CEO.
- B. The President & CEO's signature must be on invoices, vouchers, and expense reimbursements that are submitted to finance for processing, requiring non-governmental funds over the amount of \$1,000.
- C. Any invoices, vouchers, or expense reimbursements intended to be funded through non-governmental funds that are submitted over \$1,000 without a signature will be returned to the employee until proper authorization is received.
- D. President & CEO's signature will also be required for multiple non-governmental expenses under \$1,000 if the expenses add up to the threshold and are for one event, i.e., food receipts from multiple vendors for one meeting.

BY DIRECTION OF THE PRESIDENT AND
CHIEF EXECUTIVE OFFICER:



PHILIP J. SCARPELLI
President and Chief Executive Officer
Family Partnerships of Central Florida

APPROVAL DATE: 12/5/2025