

**ADMINISTRATIVE CODE
BOARD OF COUNTY COMMISSIONERS**

CATEGORY: Committees/Boards/Commissions/Examiners	CODE NUMBER: AC-2-21
TITLE: Animal Care Trust Fund	ADOPTED: 6/11/02
	AMENDED: 8/6/02; 12/2/08; 06/16/09
	ORIGINATING DEPARTMENT: Domestic Animal Services

PURPOSE/SCOPE:

This Administrative Code is established for the purpose of establishing the Lee County Domestic Animal Services Animal Care Trust.

POLICY/PROCEDURE:

ESTABLISHMENT

- A. There is hereby established the Lee County Domestic Animal Care Trust.

EXPENDITURES

- A. No expenditure or obligations of anticipated expenditure from the Lee County Domestic Animal Services Animal Care Trust Fund shall be made outside the realm of this code without authorization from the Board of County Commissioners.
- B. Copies of invoices for any Animal Care Trust Fund expenditures shall be provided to the Finance Department for reimbursement.
- C. The Lee County Domestic Animal Services Director may authorize expenditures in accordance with current purchasing procedures and policies.
- D. Any single expenditure over fifty-thousand dollars (\$50,000.00) shall be made in accordance with current purchasing procedures and policies.
- E. Expenditures shall be available for animals under the care of Lee County Domestic Animal Services and for pet owners who cannot afford to pay for services. In order to qualify for assistance through the Lee County Domestic Animal Services Animal Care Trust Fund the pet owner must be a Lee County resident and agree to have their pet spayed or neutered, possess a current rabies vaccination, annual boosters, microchip and county license to be provided at no cost to the pet owner by Lee County Domestic Animal Services.
- F. Expenditures may be made from the Animal Care Trust Fund that will supplement or enhance the programs of Lee County Domestic Animal Services where such programs directly benefit the animals of Lee County through education, direct services, emergency preparedness, or other enhancements to provide veterinary care and boarding at Lee County Domestic Animal Services so long as trust funds for that purpose are available in the Trust.
- G. On-going or long-term commitments of funds from the Animal Care Trust Fund to projects, events or programs of Lee County Domestic Animal Services may be made so long as trust funds for that purpose are available in the Fund.

- H. Lee County Domestic Animal Services may operate affordable spay and neuter programs in part or in whole, with Animal Care Trust Fund dollars so long as trust funds for that purpose are available in the Trust.
- I. All gifts, grants and awards of money hereunder shall be deposited in the Lee County Domestic Animal Services Animal Care Trust Fund Account, which shall be a separate account established and maintained apart from the general revenue fund and accounts of Lee County. All donations made to Lee County Domestic Animal Services shall be considered donations to the Trust Fund.
- J. Any gifts, grants, and awards received subject to a condition specified by the Grantor of such gift shall be expended strictly in accordance with such conditions. Such funds shall be maintained by the Clerk of Courts as the Clerk to the Board of County Commissioners.
- K. Monies obtained hereunder may be accepted on behalf of Lee County Domestic Animal Services Animal Care Trust Fund by Lee County Animal Services Director or designee and upon receipt of said monies shall cause the same to be delivered for deposit into the Lee County Animal Care Trust Fund Account.
- L. Funds deposited or credited to the Lee County Domestic Animal Services Animal Care Trust Fund Account and not expended by the close of any fiscal year shall be carried forward to the next succeeding fiscal year.
- M. All gifts, grants and awards of money received hereunder from either the public or private donors shall be placed in trust being expended, utilized and distributed only for the use and purpose of providing for the welfare of animals within Lee County.
- N. The Clerk of Courts, as the Clerk to the Board of County Commissioners, shall perform annual audits of the Funds and make recommendations as to their management.

TERMINATION OF THE ANIMAL CARE TRUST FUND

- A. The Lee County Domestic Animal Services Animal Care Trust Fund shall be self-perpetuating from year to year unless formally terminated by the Board of County Commissioners.
- B. The Lee County Domestic Animal Services Animal Care Trust Fund Account shall continue to exist unless terminated by the official action of the Board of County Commissioners. If, by action of the Board of County Commissioners, the Lee County Domestic Animal Services Animal Care Trust Fund Account, is discontinued for any reason all existing funds shall be used for animal care and/or for the specified purpose of the donation.