

**ADMINISTRATIVE CODE  
BOARD OF COUNTY COMMISSIONERS**

<b>CATEGORY:</b> Financial/Fiscal/Budget	<b>CODE NUMBER:</b> A C - 3 - 7
<b>TITLE:</b>  Allowed Expenditures for Entertainment/ Promotion	<b>ADOPTED:</b> 9/1/87
	<b>AMENDED:</b> 9/21/94                      4/21/98
	<b>ORIGINATING DEPARTMENT:</b> County Administration

**PURPOSE/SCOPE:**

To set **guidelines** for expenditures allowed for entertainment/promotion.

**POLICY/PROCEDURE:**

The Board of County Commissioners **recognize** the need for certain County employees, specifically those in Airport promotion, Tourist Development **promotion**, and authorized Economic Development staff serving the Industrial Development Authority when meeting with a business **prospect**, to **expend** tax funds for **entertainment** purposes, in connection with their promotional duties. Furthermore, it recognizes the need for certain other management personnel to **offer** hospitality to dignitaries who are visiting Lee County at the request of the Board or management staff.

Tourist Development staff shall **operate under** the authority set forth in F.S.' §125.0104(9).

Airport administrative staff shall operate under the authority set forth in F.S. '§331.20 which states:

The **Board** of County Commissioners of every county owning and operating an airport shall have the **tight, power, and authority** to publicize, **advertise**, and promote the activities of its airport; to make known the advantages, facilities, resources, products, attractions, and **attributes** of its airport; to create a favorable climate of opinion concerning its airport; to cooperate with other agencies, public and private, to accomplish these purposes; and, in furtherance thereof, to authorize **expenditures** for the purposes here enumerated, including meals, hospitality and entertainment of persons in the interest of promoting and engendering goodwill **toward** its airport.

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Economic Development staff who ~~serve~~ as staff to ~~the~~ IDA, shall operate -under the authority set forth in F.S. §159.47.

All other County Administrative staff shall operate pursuant to the general law set forth in Florida Statutes §112.061, as amended and to ~~the~~ special act set forth in Chapter 61-2406, Section 1, House Bill 635, Florida Statutes, which states:

The Board of County Commissioners of Lee County is authorized to budget annually in its general revenue fund an item entitled "Entertainment" and to expend from the fund, at its discretion, monies for the ~~entertainment, travel expenses and lodging~~ of visiting dig&&es or public officials.

Any County department or division that can show good cause or need for ~~these~~ expenditures is hereby required to submit a request for such funds as a line item expense (specifically line item 4810) as part of its annual budget to ~~be~~ approved by the Board of County Commissioners.

This Administrative Code shall apply to all county employees and shall apply whether the entertainment takes place within the boundaries of Lee County or ~~outside~~ of Lee County.

All standard rules and policies, of County purchasing shall apply, including the issuing of Purchase Orders in advance of such expenditures. For those County employees whose work may require frequent expenditures of this nature, a Purchase Order may be processed in the name of the employee for reimbursement. The employee shall submit to his or her immediate supervisor the proper receipts, descriptions of purchases, and reasons for purchase for all such expenditures, including date and time of day; person(s) name, title and address being entertained, and location...

~~All~~ Purchase Orders for entertainment and all subsequent ~~requests~~ for reimbursement must be approved by the Office of the County Manager. That office will, approve or deny request based on intent and purpose of the request.

In the event anticipated entertainment expenditures occur without prior administrative review, it shall ~~be~~ mandatory that such expenditures be reviewed and approved by ~~the~~ Office of the County Manager before submitting for payment.

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The following rules shall apply to all, County employees who seek to make expenditures or seek reimbursement for entertainment or promotion purposes:

1. The purchase of alcoholic beverages with County funds is not expressly prohibited. However, such purchases are limited to those circumstances where the purchase of an alcoholic beverage would be considered a part of a normal business function, such as, but not limited to, purchasing a beverage with a meal. Such purchases should be pre-approved by the Office of the County Manager.
2. Certain social functions may require the attendance of the employee's spouse, family or companion. However, the costs incurred for such non-employees will be at the employee's expense, and will not be reimbursed by the County. Payment for accompanying non-employees expenses should be made prior to submitting reimbursement invoices to the County.
3. All entertainment expenditures shall be of a reasonable nature in keeping with the position or level of the (non-employee) person entertained. The County Manager's Office shall have final determination, before or after the fact, of the appropriateness of the expenditure. Any expenditure deemed not appropriate by the County Manager's Office will not be paid by the county.

Any County employee found in violation of this Code, is subject to disciplinary action as described in the Lee County Personnel Handbook.