

A large, black, jagged starburst shape with a white outline, centered on the page. It contains the main title and subtitle. To the left of the starburst is a green and white triangle pointing towards it. To the right is a black semi-circle with a green outline. The background is a solid blue color with some white and green decorative elements at the top and bottom edges.

Neighborhood Planning Assembly

Budgeting and Purchasing Process

Rules for Use of City Funds

Purchases must be in relation to one of the following NPA goals:

1

To be open and accessible to all voters of the city residing in the ward

2

To provide ward residents with information concerning city programs and activities

3

To help obtain residents' views of city needs

4

To help provide residents with an opportunity to make recommendations relating to government decisions

5

To provide advice to City Commissions or the City Council relating to community development, housing programs, the City's Comprehensive Development Plan, waterfront planning activities, and the City budget.

Examples of Eligible Expenses


YES!

- **Childcare for meeting attendees**
- **Advertising or outreach for promoting meetings**
- **Meeting supplies such as food or paper products**

NO!

- **Cash to a person or family in need**
- **Charity donations**
- **Supplies or services intended to be used next fiscal year**

Purchasing Process Overview



Decide as a Ward how the budget should be spent

See **NPA Budgeting Tool** sheet for assistance

- What goals or projects will you accomplish this year?
- What vendors/businesses could you use?

Request for Direct Payment Form

To avoid personal payment, submit an **NPA Direct Payment Form** to the NPA Coordinator at least 3 weeks in advance, including purchase details and vendor estimates.

Request for Reimbursement

Please submit an **NPA Reimbursement Form** with itemized receipts to the NPA Coordinator for reimbursement. Checks will be mailed unless pickup at City Hall is requested.

Request Ward Budget Updates

Request an updated Ward budget from the NPA Coordinator at any time during the year



NPA- REQUEST FOR DIRECT PAYMENT

DATE: 04/29/2024

VENDOR NAME: City Market

VENDOR CONTACT: 802-557-7200

REQUESTOR NAME: Jane Doe

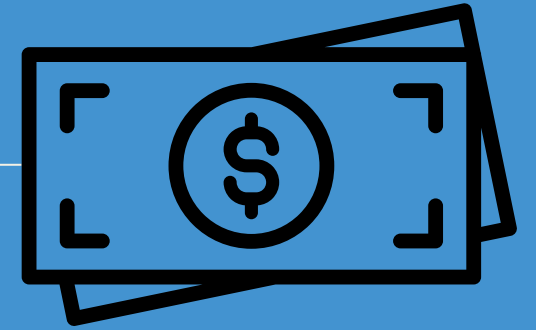
REQUESTOR CONTACT: 555-555-5555

WARD NUMBER: 5

DESCRIPTION OF REQUEST: Catering Sevices for August Meeting 8/11/24

ITEM/SERVICE	EXPENSE CATEGORY	AMOUNT
Catering Svcs for 50	Food Reim	500.00
TOTAL		500.00

- Submit one form per vendor to the NPA Coordinator for approval
- Requests of at least \$1,000.00 in goods or \$2,500.00 in services must come with at least 3 quotes attached and a reasoning for selection (price, timeframe, local business, type of service, etc.)
- Requests must be submitted at least 3 weeks before expected payment



NPA Request for Direct Payment Form

- Available as printable or fillable pdf
- Must be received by NPA Coordinator at least 3 weeks in advance
- Contracts are required for services over \$2,500.00 and must be signed by City CAO



NPA Request for Reimbursement Form

- Remember to include receipts for full payment
- Checks can be sent by mail or picked up at City Hall
- Receipts can be scanned and sent using smartphone apps.



REQUEST FOR REIMBURSEMENT: NPA SUPPORT

DATE:

CHECK PAYABLE TO:

ADDRESS:

DESCRIPTION:

WARD NUMBER:

Check to be picked up at City Hall:

VENDOR	EXPENSE CATEGORY	AMOUNT
City Market	Food Reim	15.00
Best Buy	Other	5.00
John Doe (2 hrs)	Childcare	50.00
Seven Days	Advertising	30.00

TOTAL

-Email this completed form and an itemized receipt for each purchase to the NPA Coordinator for approval.
-Eligible expense categories include: Food Reimbursement, Advertising, Room Rental, Childcare, 'Other'.
-Checks can be picked up at 3rd Floor of City Hall for prompter payment



End of Fiscal Year

Please submit all reimbursement paperwork **by May 31st** in order for CEDO to allow for last minute budget usage

June expenses need discussion with NPA Coordinator due to tight deadline.

