



Town of Whitby Policy

Policy Title:	Mayor's Fundraiser Events Annual Reporting
Policy Number:	F 260
Reference:	Council Resolution # 213-17
Date Approved:	April 10, 2017
Date Revised:	Not applicable
Approval:	Council
Point of Contact:	Commissioner of Financial Services/Treasurer

Policy Statement

That an annual report be submitted to Council identifying the revenues, expenses and net proceeds, including staff support and Town resources, for the Mayor's fundraiser events held during the fiscal year.

Purpose

The Town's Mayor's Fundraiser Events Annual Reporting Policy is recommended to be updated to ensure, among other items, that the Mayor's fundraiser events are accounted for in a transparent manner with full disclosure for the use of all corporate resources and funds.

Scope

This policy applies to the Mayor's fundraiser events such as the golf tournament and/or any other fundraising event that staff may undertake to raise funds for the Mayor's Community Development Fund.

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1 Responsibilities

- 1.1** Designated Mayor's Fundraiser Events including the management and budgetary control are carried out under the leadership of Town staff. Participation at these events is open to residents, visitors and businesses.
- 1.2** The staff lead on the committee managing the special event, in consultation with the Treasurer, shall submit an annual report to Council for each special event.
- 1.3** Town staff person(s) or a duly Council appointed person has primary responsibility for leading the activities of event planning, including on site management.

2 Requirements

- 2.1** The annual report shall include, but not be limited to, the allocated budget for revenues and expenses, actual revenues and expenses compared to budget, and the net proceeds that are transferred to the Mayor's Community Development Fund Reserve.
- 2.2** Any additional staffing costs incurred to operate an event shall be borne by the event budget.
- 2.3** Any other Town resources or staff participation that are provided at no cost shall be included in the annual report. Staff participation shall be estimated and based on a FTE hours or days.
- 2.4** All events and the budget for the event will be approved annually by Council through the annual operating budget and approval process.

This Policy is hereby approved by Council Resolution # 213-17 on this 10th day of April, 2017.