

Callaway County Court Order

State of Missouri }
Callaway County } ss

COPY

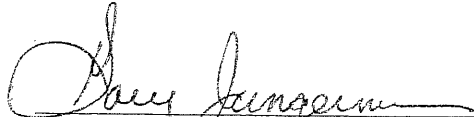
August Term 20 11

In the County Commission of said county, on the 31st day of October 2011 the following, among other proceedings, were had, viz:

Now on this day, the Callaway County Commission does hereby adopt the "Donations for Disaster Relief" policy and for the creation of the County Disaster Relief fund.

Copy attached

| |



Gary Jungermann
Presiding Commissioner



Donald "Doc" Kritzer
Western Associate Commissioner



Gabe Craighead
Eastern Associate Commissioner

Attest: Denise Hubbard
County Clerk/Deputy

By: Denise Stiefeman

Donations for Disaster Relief

PURPOSE: To encourage charitable cash donations to help meet needs arising from a disaster or major emergency by reassuring the public that donated funds will be strictly accounted for and used only for intended purposes.

I. RECITALS

Whereas, the Callaway County Commission and its Emergency Management Agency in times of disasters or major emergencies wish to encourage charitable donations to Callaway County to alleviate pain, hardship, suffering of those victimized by disasters and to further assist these victims to recover from such disasters or major emergencies, and

Whereas, one of the crucial ways to encourage such charitable donations is to reassure the public that the funds will be strictly accounted for and used for the intended purposes;

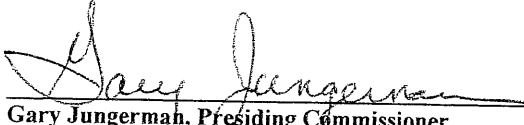
Wherefore, the County Commission and its Emergency Management Agency have adopted the following policy establishing a Callaway County Disaster Relief Fund hereinafter referred to as the "Fund".

II. POLICY

- A. Cash Donations, Where and How Made:** Cash or checks may be sent or hand delivered to either the County Treasurer, or to the Emergency Management Agency. Upon receipt of a donation, a receipt shall be issued to the donor documenting the name, date, purpose and amount of said donation with a copy of the receipt to be retained by the County.
- B. Relief Fund Created and Prompt Deposit of Funds:** The County shall establish a bank account where depository of funds can be deposited of any and all charitable donations made pursuant to this Policy. The bank account so established shall be known as the **Callaway County Disaster Relief Fund**.
- C. Segregation of the Fund from General Revenue; Funds to be Used only for Disaster Relief Efforts; Audit of the Fund:** The funds donated to and deposited within the Callaway County Disaster Relief Fund shall be used only for disaster relief efforts. At no time shall any monies in this Fund be diverted from the Fund into the County's General Revenue Accounts or be used for any other purpose other than disaster relief, recovery or mitigation. The Fund shall be subject to and part of the County's annual audit.
- D. Procedures for Expenditures and Disbursements:** If a disaster should arise and in the opinion of the Commission's Emergency Management Director there are resulting cost items that could or should be charged to and paid out of the Fund, the Director shall prepare an applicable Purchase Order for approval by the Commission. If the commission approves the purchase, then the Purchase Order(s) and or Applicable Invoice(s) shall be forwarded to the County Clerk for prompt payment to the applicable vendor(s).
- E. Specific Uses of the Fund and Reservation of the Authority to Use Surpluses for Replenishment of supplies and equipment and for Future Disasters:** Monies in the Fund may be used for by way of example only and not exclusively such items as food, housing, shelter, supplies, medical supplies, materials, requisite equipment or any other expenditure which the Emergency Management Director reasonably has concluded is related to and incurred as the result of a disaster or major emergency. Even though some donations may be made as linked to a particular disaster, the Commission hereby reserves its authority to retain any surplus funds donated for a specific disaster for use to replenish stockpiled items used on said disaster or major emergency and or to retain any net surplus funds for use to offset costs and legitimate expenditures for future disasters or major emergencies.

Effective Date: This policy shall become effective on the date of adoption as indicated by the last executed date for signature below.

FOR THE CALLAWAY COUNTY COMMISSION:



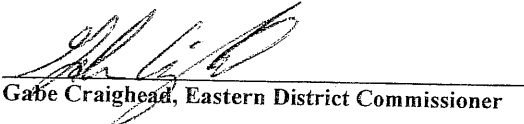
Gary Jungerman, Presiding Commissioner

11-2-2011
Date



Doc Kritzer, Western District Commissioner

11-2-2011
Date



Gabe Craighead, Eastern District Commissioner

11-2-2011
Date