

Administrative Regulations
City of Iowa City
Title: Retirement Party Allowable Expenses
A.R. Number: Effective Date: Page: 1 of 2
Supersedes: A.R. Dated:

I. Purpose

The City of Iowa City values the contributions of its employees in fulfilling the mission of the City and providing quality services to our community. While there are occasions when public dollars are expended on activities to promote employee morale, it is important to recognize that such expenditures are public funds for public purposes under the law.

II. Policy

Costs related to certain employee retirement events, given the criteria detailed in Section III, are an allowable expense. This policy is intended to comply with auditor recommendations on detailing the public purpose of certain expenditures and to guide the requests for reimbursement of such expenditures, when the public purpose cannot be easily quantified.

III. Procedures

A. Allowable Expenses

1. Costs related to "open houses" are an allowable expense; this includes cake or cookies, punch, coffee, and associated paper products.
2. Costs related to gifts or gift certificates are not an allowable expense.
3. Non-allowable expenses may be covered by additional sources, such as pop funds or employee contributions.

B. Eligible Employees

1. Eligible employees are those that qualify for retirement under their respective retirement system and have filed for retirement.
2. This policy also applies to welcome or farewell events for the City Manager, City Attorney, City Clerk, Assistant to the City Manager, Council Members, Board and Commission Members or those designated by the City Manager.

IV. Responsibility

The Controller has primary responsibility for enforcing this policy.

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V. Regulation Update

The City Manager is responsible for updates to this policy.

Approved:


City Manager