



WETZEL COUNTY COMMISSION

Lisa L. Heasley, President
Gregory A. Morris, Vice-President
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Bengy Swanson, Project Coordinator

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Jessica L. Davis, County Clerk

Adoption of Policy Regarding Budget Requests & Expenditure Submission

RESOLUTION

WHEREAS, the Wetzel County Commission's Fiscal Year begins on July 1st and ends on June 30th, and the Commission begins the budgeting process during the month of March, previous to Fiscal Year end. The following revisions and policy shall be adopted and enforced as of the date of this resolution:

- ❖ All requests must be submitted to the Wetzel County Commission between October 1st and December 31st of the previous calendar year.
- ❖ All requests must be submitted in writing.
- ❖ Requests must include the following:
brief description of the event, organization hosting the event, number of years the event has taken place, previous years contribution by the Commission (if applicable), expenditure report from the previous year (showing how money was spent), supporting evidence for request, dates of event, how the check is payable if approved and mailing address.
- ❖ If prior year contribution was made by the Commission and no expenditure report is turned in, request is automatically denied.
- ❖ If all funds are not used, they should be returned to the Wetzel County Commission. If the organization wishes to use the funding for a different purpose, they should seek approval of that reallocation.

On this day, September 5, 2023, the Wetzel County Commission adopts this policy for all future budget requests from outside agencies, groups, clubs, events, etc., seeking the approval, support, and/or funding by the Commission.

Attest: Jessica L. Davis
Jessica L. Davis, County Clerk

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