



ADMINISTRATIVE MEMORANDUM COUNTY OF SAN MATEO

NUMBER: B-12

SUBJECT: Hosting Authority

RESPONSIBLE DEPARTMENT: County Manager/Clerk of the Board

APPROVED: John L. Maltbie **DATE:** February 1, 2005
John L. Maltbie, County Manager

PURPOSE

The purpose of this memo is to establish policies and procedures related to the hosting of events that will be of benefit to the County such as conventions, conferences, trainings, or special meetings. This Administrative Memorandum rescinds and replaces Administrative Memorandum B-12 dated January 7, 1997, to reflect the requirements of Section 2.12.290 of the San Mateo County Ordinance Code.

When the employees or officers of the County of San Mateo act as host for a convention, conference, training, or special meeting, the expenses may be paid by the County. These events may include non-County participants. This policy is intended for hosting of any event, regardless of funding source. Departments must establish internal controls for documenting all hosting expenditures, regardless of the cost, and all payments must be made in accordance with other existing County policies and procedures for expenditures. Events that are social in nature such as parties, retirements, holiday events, and picnics are expected to be paid by the participants and are not legitimate departmental operating expenses.

Hosting Authority for Events \$2,500 and Below

Gross expenditures up to \$2,500 per hosted event, or a cumulative amount of up to \$2,500 for a series of events in a single fiscal year, may be authorized by the Department Head or his/her designee. A copy of the approved Authorization to Host form must be submitted to the Controller's Office along with claims for payment.

Hosting Authority for Events \$2,501 and Above

Gross expenditures exceeding \$2,500 per hosted event, or a cumulative amount exceeding \$2,500 for a series of events in a single fiscal year, require approval of the County Manager prior to the event date. The County Manager may, at his/her discretion, require Board of Supervisors approval.



AUTHORIZATION TO HOST

1. Hosting Authority for Events \$2,500 and Below

Department/Division Name: _____

Budget Unit Number: _____

Name of Event: _____

Date of Event: _____

Purpose of Event: _____

Number/Description of Persons Attending: _____

Location of Event: _____

Estimated Cost: _____

Funding Source: _____

Authorized By: _____ Date: _____

Department Head or Designee

2. Hosting Authority for Events \$2,501 and Above

COUNTY MANAGER ACTION:

- Approved
- Not Approved
- Recommended for Board Approval

BOARD OF SUPERVISORS ACTION: (If Board Approval Recommended)

- Approved
- Not Approved

County Manager or Designee Date

Authorized Signature Date