

# Budget Checklist

Please use these questions to determine **appropriate** use of Community Council  
Funding:

- I. Answering “yes” to the following questions indicates **appropriate** use:
  - a. Does the expense meet Grant Agreement requirements?
  - b. Does the expense meet Salt Lake County’s Community Council Ordinance 2.56?
  - c. Does the expense meet your Community Council’s bylaws?
  
- II. Answering “yes” to the following questions indicates **inappropriate** use:
  - a. Will funding be used for a physical or structural community improvement?
  - b. Will funding be circulated back to the County (for example, money used to fund projects in SLCo departments such as the Sheriff’s Office, Parks and Rec or Public Works)?
  - c. Will funding be used for professional services other than bookkeeping?

## Administration Funds

- III. Examples of **Appropriate** use of Administrative Funding:
  - a. Postage – stamps, mailing to community council members and district residents (agendas, newsletters, announcement of district meetings)
  - b. Copies, Printing, Publication, Website – agendas, newsletters, reports, posters, election notices
  - c. Dues and Fees – ACCT dues, county, state or association dues
  - d. Elections – ballots, flyers, posters, etc...
  - e. Office Supplies – note paper, stationary, pens/pencils, computer disks/CDs, envelopes, magic markers, binders etc...
  - f. Rent Expenses- rental cost for meetings and public hearings, storage, rental for PO Box
  - g. Software
  - h. Recording Devices
  
- IV. Examples of **Inappropriate** use of Administrative Funding:
  - a. Community physical, structural or maintenance improvements
  - b. Historical Society
  - c. Entertainment
  - d. Donations (Sub for Santa, charity, flowers)
  - e. Chamber of Commerce memberships or similar organizations (excluding ACCT).
  - f. Meals for Council Members and/or friends and family
  - g. Funding directly or indirectly to SLCo agencies (i.e. Sheriff’s Office, Public Works, Parks and Recreation etc...)
  - h. Special Project expenses

## Special Project Funds

- V. Examples of **Appropriate** use of Special Project Funding:
  - a. County sponsored events (i.e. lunch for Neighborhood by Neighborhood)
  - b. Township and Unincorporated Community activities or events that are open to the community at large
  - c. Maintenance – can include any equipment used for community events, including one-time purchases (i.e. movie screen, projector, etc.)
  
- VI. Examples of **Inappropriate** use of Special Project Funding:
  - a. Professional Services (i.e. CPA, attorney, event planner, lobbyist, etc...)
  - b. Support for for-profit entities
  - c. Community physical, structural or maintenance improvements
  - d. Limited interest groups (i.e. religious organizations, beauty pageants, for-profit special interest groups, etc...)
  - e. Administrative expenses
  - f. Anything not permitted by SLCo Grant Agreement