



INDUSTRY/COMMITTEE SPENDING GUIDELINES

1. Industry/committee expenditures must be in line with their annual budget plans. Changes to spending plans must be brought to the Budget & Finance Committee for approval.
2. Expenditures of \$5,000 or more should be brought to the Budget & Finance Committee for approval.
3. Industry/committee funds may not be used for purchase of any gift or remuneration for SEIU Local 1021 staff.
4. Industry/committee expenditures need to be supported by meeting minutes authorizing the expenditure whenever the expenditure is not specifically noted in the industry or committee approved budget. Items such as food for meetings, room rental, and transportation that are part of an approved program need not have additional minutes for documentation; however expenditures of \$50 or more such as for gifts, door prizes, etc. must be approved in meeting minutes and be consistent with SEIU policies and procedures.
5. Door prizes and gifts over \$50 in value must be documented and inventoried including the method of how the prize/gift was distributed.
6. Industry/committee fund expenditures need to be signed off by the industry/committee chair.
7. Industry/committee expenditures must be consistent with SEIU 1021 policies and procedures.
8. All expenditures must have a legitimate union purpose.
9. Each industry and committee shall establish a steering committee that is authorized to, among other responsibilities, approve time-sensitive expenditures of industry/committee funds between industry/committee meetings. Members of the steering committee must be representative and, as much as possible, reflect the diversity of the industry or committee. Industry/committee chairs shall appoint the steering committee members. The chair shall advise industry/committee members of all decisions made by the steering committee at the next regular meeting and enter such decisions into the minutes with relevant documentation. Steering committees have fiduciary responsibilities and are accountable to their industry/committee for the appropriate expenditure of industry/committee funds.

**GENERAL SPENDING GUIDELINES
(STAFF RETIREMENT GIFTS)**

Up to \$1,000 of union funds may be authorized for items such as cakes, recognition gifts, food for party for those employees who retire from the local with 20 or more years of service. Such expenditures must be approved by an officer or industry/committee chair. Note: Recognition gifts cannot be cash or a cash equivalent like a gift card.