

***Anderson County Board of Commissioners***  
***Financial Management Committee***  
***Meeting Agenda***

February 12, 2024  
4:00 PM, Room 312

Purpose of Meeting: Regularly scheduled meetings to discuss topics as they relate to the County Financial Management System of 1981

Meeting Facilitator: Terry Frank (Committee Chair)

Invitees: Tracy Wandell (Vice-Chairman), Josh Anderson, Phil Yager, Tim Isbel, Gary Long, and Tim Parrott

- I. Charitable Donation Policy Changes
- II. Capital Assets & Controllable Assets Policy, Section 10.5
- III. Sale of Surplus County Personal Property, Section 10.6.1
- IV. Wireless Device Policy, Attachment 7 to Purchasing Policy
- V. County Vehicle Identification Policy
- VI. Travel Policy
- VII. New Business

# ANDERSON COUNTY TENNESSEE

## CHARITABLE DONATION POLICY



Amended by County Commission: February 22, 2024  
Amended by Finance Committee: February 10, 2024  
Amended by Nonprofit Committee: February 6, 2024  
Amended by County Commission: July 17, 2023  
Amended by Finance Committee: July 10, 2023  
Originally Adopted by County Commission: December 20, 2021  
Approved by Finance Committee: December 13, 2021  
Approved by Nonprofit Committee: November 9, 2021

## TABLE OF CONTENTS

|                           |           |
|---------------------------|-----------|
| Introduction.....         | ..Page 3  |
| Procedures.....           | ..Page 4  |
| Supporting State Law..... | Exhibit A |
| Application.....          | Exhibit B |
| Sample Resolution .....   | Exhibit C |

## **Anderson County, Tennessee Charitable Donation Policy**

### **INTRODUCTION**

Pursuant to Tenn. Code Ann. § 5-9-109, the County Legislative Body may appropriate funds for the financial aid of any nonprofit charitable organization exempt from taxation pursuant to the Internal Revenue Code of 1954, § 501(c)(3) (26 U.S.C. § 501(c)(3)); any chamber of commerce exempt from taxation pursuant to the Internal Revenue Code of 1954, § 501(c)(6) (26 U.S.C. § 501(c)(6)); or any nonprofit civic organization exempt from taxation pursuant to § 501(c)(4) of the Internal Revenue Service Code (26 U.S.C. § 501(c)(4)), that operates primarily in the county for the purpose of bringing about civic betterments and social improvements through efforts to maintain and increase employment opportunities in the county by promoting industry, trade, commerce, tourism and recreation by inducing manufacturing, industrial, governmental, educational, financial, service, commercial, recreational and agricultural enterprises to locate in or remain in the county.

This Charitable Donation Policy document is a written guideline with parameters that affect how donations are appropriated. The purpose of the Donation and Policy document is to improve the quality of management and legislative decisions when appropriating donations, to provide justification for the donations, and ensure furtherance of benefitting the general welfare of the residents of Anderson County. In addition, the Charitable Donation Policy assists Anderson County in ensuring that appropriations are made in accordance with Tenn. Code Ann. §5-9-109 and Chapter 0380-2-7 of the Rules of the Comptroller of the Treasury.

This policy is applicable to donations from all Anderson County funds, with the exception of Anderson County Schools.

Anderson County may, from time to time, review the Charitable Donation Policy and make revisions and updates, if warranted.

Relevant Tenn. Code Ann. is attached to this policy as Exhibit A.

## PROCEDURES FOR APPROPRIATION TO NON-PROFIT

1. Authority
  - a. Anderson County will only appropriate funds by utilizing the statutory authority provided by Tennessee Code Annotated.
2. Qualifying Agencies:
  - a. Nonprofit charitable organizations, any chamber of commerce, exempt from taxation pursuant to the Internal Revenue Code of 1954, § 501(c)(6) (26 U.S.C. § 501(c) (6))
  - b. or any nonprofit civic organization exempt from taxation pursuant to § 501 (c) (4) of the Internal Revenue Service Code (26 U.S.C. § 501 (c) (4)), that operates primarily in the county for the purpose of bringing about civic betterments and social improvements through efforts to maintain and increase employment opportunities in the county by promoting industry, trade, commerce, tourism and recreation by inducing manufacturing, industrial, governmental, educational, financial, service, commercial, recreational and agricultural enterprises to locate in or remain in the county
  - c. No part of net earnings inures to the benefit of any individual
  - d. Must provide year-round services
3. Further Qualifications for Funding Consideration:
  - a. Must have a physical presence in Anderson County
4. Application Time Period:
  - a. Application period: Applications may be considered any time during the year, but must be submitted 90 days in advance of expected final hearing/vote.
5. Application Submittal Process:
  - a. Each applicant must fully complete a charitable donation application form. Exhibit B.
  - b. Applicant must provide proof of nonprofit registration.
  - c. Applicant must provide copy of the most recent annual audit (must be within 2 years of current).
  - d. Applicant must provide description of program that serves residents of Anderson County and the proposed use of county assistance.
  - e. Applicant must provide the amount requested.
6. Review of Requests:
  - a. Applications will be received by the Finance Director, 100 N. Main Street, Room 212, Clinton, Tennessee, 37716.
  - b. The Finance Director shall review the applications for completeness and compliance with policy.
  - c. Following review by the Finance Director, applications deemed eligible for consideration will be forwarded to the County Nonprofit Committee for consideration. The Nonprofit Committee serves as a subcommittee of Anderson County Commission.
  - d. At a meeting of the Nonprofit Committee, members will review applications and requests and, at the same meeting, make recommendations to the Budget

Committee.

- e. Applicants will be allowed seven (7) minutes for an oral presentation to the Nonprofit Committee, and five (5) minutes for Questions and Answers.
- f. Following the Nonprofit Committee meeting, recommendations will be forwarded to the Budget Committee and may include:
  - l. Recommendation for approval
  - ll. Recommendation for alternate funding level
  - lll. Recommendation for more information
  - lv. Recommendation for applicant to return at a later date (e.g. capital project request, matching contribution where county may wish to see more progress on nonprofit's fundraising)
  - v. No recommendation
- g. The Nonprofit Committee shall meet quarterly for purposes of review.

7. Funding of Requests:

- a. Budget Committee will review application requests and recommendations from the Nonprofit Committee.
- b. Appropriations to nonprofit organizations other than charitable organizations will be published in a newspaper of general circulation in the county of the intent to make an appropriation to a nonprofit but not charitable organization, specifying the intended amount of the appropriation and the purposes for which the appropriation will be spent.
- c. Approved requests will be forwarded to full commission for approval.
- d. Commission will make final decision to approve funding recommended by Budget Committee.
- e. All proposed requests will be approved by resolution. Sample resolution attached as Exhibit C.

8. Report on use of funds

- a. At each quarterly meeting the Finance Committee will present a year-to-date itemization of contributions.
- b. In compliance with the Appropriation Agreement, the nonprofit will submit a report to the Finance Director by June 30<sup>th</sup> on the expenditure of the funds appropriated by Anderson County.
- c. The Finance Director will review all expenditures for compliance and submit an annual report to the Nonprofit Committee by June 30<sup>th</sup>.

PROCEDURES FOR APPROVING IN-KIND DONATIONS

- 1. In-Kind Donations shall follow the same application process as Procedures for Appropriation to Nonprofits. In-Kind Donations include but are not limited to below market value lease of land, below market value lease of space, utilities, lease/use of equipment.

## EXHIBIT A

### Tenn. Code Ann. § 5-9-109

Current through the 2021 First Extraordinary and the 2021 Regular Sessions.

- **TN - Tennessee Code Annotated**
- **Title 5 Counties**
- **Chapter 9 Appropriation and Disbursement of Funds**
- **Part 1 Authorized Appropriations Generally**

#### 5-9-109. Charitable and civic organizations.

---

(a)

(1) The county legislative body or governing body of each county may appropriate funds for the financial aid of any nonprofit charitable organization, any chamber of commerce, exempt from taxation pursuant to the Internal Revenue Code of 1954, § 501(c)(6) (26 U.S.C. § 501(c)(6)), or any nonprofit civic organization in accordance with the guidelines required by subsection (b).

(2) For the purposes of this section:

(A) A nonprofit charitable organization is one in which no part of the net earnings inures or may lawfully inure to the benefit of any private shareholder or individual and that provides services benefiting the general welfare of the residents of the county; and

(B) A nonprofit civic organization means a civic organization exempt from taxation pursuant to § 501(c)(4) of the Internal Revenue Code (26 U.S.C. § 501(c)(4)), that operates primarily in the county for the purpose of bringing about civic betterments and social improvements through efforts to maintain and increase employment opportunities in the county by promoting industry, trade, commerce, tourism and recreation by inducing manufacturing, industrial, governmental, educational, financial, service, commercial, recreational and agricultural enterprises to locate in or remain in the county.

(3) The statement of public policy set forth in Acts 1955, chapter 209, § 3 is hereby incorporated into and made a part of this section, and it is hereby determined and declared that appropriations authorized by this section are needed to relieve the emergency created by the continuing migration from Tennessee and its counties of a large number of its citizens in order to find employment elsewhere, and to enable the counties of the state to assist nonprofit organizations in furthering the economic development, social welfare and common good of its residents.

(b) Each county legislative body shall devise guidelines directing for what purposes the appropriated money may be spent. These guidelines shall provide generally that any funds appropriated shall be used to promote the general welfare

of the residents of the county. Any funds appropriated under this section shall be used and expended under the direction and control of the county legislative bodies.

**(c)**

**(1)** Any nonprofit organization that desires financial assistance from the county legislative body or the governing body of the county shall file with the county clerk a copy of an annual report of its business affairs and transactions, which includes, but is not limited to, a copy of an annual audit, a description of the program that serves the residents of the county, and the proposed use of the county assistance.

**(2)** Such report will be open for public inspection during the regular business hours of the county clerk's office.

**(3)** Any nonprofit organization that desires such financial assistance may file, in lieu of the annual audit, an annual report detailing all receipts and expenditures in a form prescribed by the comptroller of the treasury.

**(4)** Such report shall be prepared and certified by the chief financial officer of such nonprofit organization.

**(5)** Financial reports shall be available to fiscal officers of the county and shall be subject to audit under § 4-3-304.

**(d)** Appropriations to nonprofit organizations other than charitable organizations may be made only when notices have been published in a newspaper of general circulation in the county of the intent to make an appropriation to a nonprofit but not charitable organization, specifying the intended amount of the appropriation and the purposes for which the appropriation will be spent.

## **History**

---

Acts 1976, ch. 696, § 1; 1977, ch. 120, § 1; impl. am. Acts 1978, ch. 934, §§ 7, 22, 36; Acts 1979, ch. 132, § 1; T.C.A., § 5-932; Acts 1984, ch. 820, §§ 1, 3; 1989, ch. 62, § 1; 1992, ch. 545, §§ 1, 2; 1995, ch. 106, § 1; 1999, ch. 38, § 1; 2010, ch. 740, § 1; 2017, ch. 123, § 1.

TENNESSEE CODE ANNOTATED

Copyright © 2021 by The State of Tennessee All rights reserved



EXHIBIT B



**ANDERSON COUNTY GOVERNMENT**  
**CHARITABLE DONATION APPLICATION FORM**

**Submission Date:** \_\_\_\_\_

Name of Organization: \_\_\_\_\_

**Purpose of Request:** \_\_\_\_\_ **Amount Requested:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Type of Agency (Please mark one):

☐

**Non-Profit Charitable Organization (26 U.S.C.A. § 501(c)(3))**

- \* No part of net earnings inures to the benefit of any individual
- \* Must provide year-round services

☐

**Non-Profit Civic Organization (26 U.S.C.A. § 501(c)(4) or (c)(6))**

- \* Operates primarily for civic betterments and social improvements through efforts to maintain and increase employment opportunities by promoting industry, trade, commerce, tourism, and recreation

*If NOT a non-profit charitable or civic organization - STOP. You are not eligible for funding.*

**Do you have proof of nonprofit registration?      YES                      NO**

*If NO - STOP. You are not eligible for funding.*

Are you based in, or are your activities closely aligned with Anderson County? Explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*If NOT-STOP. You are not eligible for funding.*

## Questionnaire

1. Is your organization a recipient of United Way funding? If so, how much? How often?

---

---

---

2. What group of citizens benefits from this organization's service (e.g. all residents, age group, particular community)?

---

---

---

3. Is Anderson County's portion of the money being matched from elsewhere? If yes, from where and what is the matching ratio?

---

---

---

4. If a previous appropriation has been received from Anderson County, for how much and how long?

---

---

---

5. Does your organization support an existing countywide function of government (e.g. health, legal education, public safety, court mediation services)? If yes, describe.

---

---

---

6. Is this an operational request, special project, infrastructure?

---

---

---

7. Is your organization receiving funds from another county or municipality? If yes, how much and from which other entities?

---

---

---

---

8. Is your organization a recipient of taxes, fees, or in-kind services or support authorized by Anderson County for the benefit of your organization (e.g. court fees for providing mediation for the courts, leased space, utilities)?
- 
- 

### **Submittal Requirements**

Eligible agencies **MUST** attach the following materials to this application:

- ☐ Proof of Non-Profit Registration
- ☐ A copy of the most recent annual audit (must be within 2 years of current)
- ☐ A description of the program that serves the residents of Anderson County and the proposed use of county assistance
- ☐ The amount requested
- ☐ Proof of physical location in Anderson County

***If ALL of the items required are not submitted - STOP. You will not be eligible for funding.***

Signature of Person Applying: \_\_\_\_\_

Title: \_\_\_\_\_

**Applications, with all accompanying attachments, should be sent to the following address:**  
Anderson County Government  
Office of the Finance Director  
100 North Main Street, Suite 212  
Clinton, Tennessee 37716

Exhibit C  
SAMPLE RESOLUTION  
**Anderson County, Tennessee**  
**Board of Commissioners**

RESOLUTION NO. xx-xx-xxxx

**RESOLUTION TO APPROPRIATE COUNTY FUNDS FOR SUPPORT TO NON-PROFIT  
CHARITABLE AND NON-PROFIT CIVIC ORGANIZATIONS THROUGHOUT THE FISCAL YEAR**

**WHEREAS**, Section 5-9-109, Tennessee Code Annotated, authorizes the Board of Commissioners of Anderson County to make appropriations to various non-profit charitable and non-profit civic organizations;

**WHEREAS**, the Board of Commissioners of Anderson County recognizes the ongoing need of these organizations to receive financial support throughout the fiscal year to effectively carry out their work; and

**WHEREAS**, it is the policy of Anderson County Government to maximize the impact of its contributions by ensuring they act as the 'last dollar in', thereby encouraging organizations to secure funding from a variety of sources and ensuring county funds fulfill critical funding gaps;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of Anderson County, Tennessee, on this xxth day of Month, 202x:

**1. Rolling Application Process:**

- Non-profit charitable and Non-profit civic organizations may submit applications for financial assistance throughout the fiscal year.
- Applications must include detailed reports as required under TCA 5-9-109 and demonstrate efforts to secure other sources of funding.

**2. Review and Approval:**

- Applications will be reviewed on a quarterly basis.
- Approvals will be based on the organization's alignment with county welfare goals, compliance with legal guidelines, and the adherence to the county's "last dollar in" policy.

**3. Specific Appropriations:**

- The following specific appropriations are made to the respective non-profit organizations for the fiscal year [specify year]:

|                               |            |
|-------------------------------|------------|
| Non-Profit Organization "ABC" | \$0,000.00 |
| Non-Profit Organization "XYZ" | \$0,000.00 |

**4. Funding Allocation and 'Last Dollar In' Contingency:**

- Appropriations will be subject to budgetary constraints, guidelines established by the county, and the condition that county funds are the 'last dollar in'.
- Non-profit organizations must provide documentation of other funding sources and demonstrate that the county's contribution is essential to complete the project or program budget.

**Exhibit C**  
**SAMPLE RESOLUTION**

**5. Conditions for Appropriation:**

- Non-profit organizations must use funds in accordance with the purposes outlined in their application and in a manner that benefits the residents of Anderson County.
- Non-profit organizations are subject to county audit and must make reports available for public inspection.

**BE IT FURTHER RESOLVED** that this resolution shall take effect from and after its passage and its provisions shall remain in effect until amended or rescinded. This resolution shall be spread upon the minutes of the Board of County Commissioners for Anderson County, Tennessee.

**RESOLVED, DULY PASSED, AND EFFECTIVE this xxth day of Month, 202X.**

\_\_\_\_\_  
H. Tyler Mayes, Chairman

\_\_\_\_\_  
Terry Frank, County Mayor

**ATTEST:** \_\_\_\_\_

Jeff Cole, County Clerk

**Section 10.5 Accountability Policy:** All department heads are responsible for the Capital Asset and Controllable Asset inventories of their departments. All departments are required to conduct an annual inventory of all controllable assets assigned to their department. A second inventory listing of only assets with cost basis that are over the capitalization threshold for financial reporting should be prepared and submitted to the Purchasing Office annually. All Capital Assets and Controllable Assets shall be assigned asset identification numbers for tracking and control purposes. When a Capital Asset is ready to be placed into service, the receiving department must supply the Deputy Purchasing agent with photographs of the asset and associated asset tag.

The Finance Department shall periodically review inventory lists with departments, offices and agencies for assets with a value of \$20,000 and greater. Any discrepancies shall be investigated and appropriate actions taken.

**Section 10.6 County Personal Property Disposition Policy:**

County Personal Property is any county-owned property other than Real Property. Surplus County Personal Property is property no longer needed or useful for the efficient or safe operation of county business.

When a Department Head or Elected Official identifies departmental property as no longer needed or useful for the efficient or safe operation of departmental business, they must request disposition of that property by the Purchasing Office utilizing the Property Disposition and Surplus Record form.

If the Department Head or Elected Official does not arrange for transfer to another department or office, the Deputy Purchasing Agent will send an email notification to the appropriate departmental contacts informing them that the property is available for transfer.

If no county departments or offices claim the property for transfer, and the property is a Capitalized Asset, the Deputy Purchasing Agent shall recommend that the Purchasing Committee and County Commission declare the property as available for disposition and approve the recommended Disposition Method.

If no county departments or offices claim the property for transfer, and the property is not a Capitalized Asset, the Deputy Purchasing Agent shall determine the appropriate Disposition Method.

Disposition Methods include, but are not limited to, surplus sale (including internet sales), salvage and scrap sale, donation, transfer, recycling, discarding, and destruction.

The Property Disposition and Surplus Record form is available on the Purchasing Department page of the County website.

**Section 10.6.1 Sale of Surplus County Personal Property:**

Equipment, materials and supplies that are no longer used in county operations shall be sold at open auction to the highest bidder by the Finance Department. The Deputy Purchasing Agent shall identify and organize surplus items until such auction is held. Internet auction websites may be utilized for listing surplus items for auction.

Equipment, materials, and supplies that are not sold at auction after three attempts may be recycled or discarded with the approval of the Finance Director.

**Section 10.6.2 Donation and Transfer of Equipment, Materials, and Supplies:**

Transferring or donating equipment, materials and supplies to an entity outside of Anderson County Government requires Purchasing Committee and County Commission approval. An exception exists for Anderson County Animal Care and Control (ACACC). When ACACC receives donated food products that are reaching expiration date or products not suitable for shelter use (e.g. rawhides/choking hazard; toys that can be ingested), ACACC may surplus those items to an officially registered 501c3 rescue organization at the discretion of the Department Head. Documentation of registered 501c3 will be maintained by ACACC and a log of surplus will be maintained.

**Section 10.6.3 Consumable County Personal Property:**

Consumable items that become damaged or depleted to a condition that no is longer useable for their intended purpose, and have little or no commercial value for their

## Robby Holbrook

---

**From:** Jay Yeager <jyeager@aclawdirector.com>  
**Sent:** Wednesday, February 7, 2024 11:25 AM  
**To:** Robby Holbrook  
**Subject:** External: RE: Sale of Surplus County Policy

**CAUTION:** This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Robby,

Not at all, since you are serving a Purchasing Agent also. The Finance Committee needs to approve the policy allowing you to determine which items can be destroyed and if they want it advertised first before destruction.

Thanks,

Jay

NOTE: This email may contain PRIVILEGED and CONFIDENTIAL INFORMATION and is intended only for the use of the specific individual(s) to which it is addressed. You are hereby notified that any unauthorized use, dissemination or copying of this email or the information contained in it or attached to it is strictly prohibited. If you received this email in error, please immediately notify the person named above by reply mail and delete this email message immediately.

**From:** Robby Holbrook <rholbrook@andersoncountyttn.gov>  
**Sent:** Wednesday, February 07, 2024 9:50 AM  
**To:** Jay Yeager <jyeager@aclawdirector.com>  
**Subject:** Sale of Surplus County Policy

Jay,

Last Finance meeting we asked the Committee to approve language in Section 10.6.1, Sale of Surplus County Personal Property

"Equipment, materials and supplies that are not sold at auction after 3 attempts may be recycled or discarded with the approval of the Finance Director."

Currently the Purchasing Committee has to approve this. We are talking basic items. Is there a problem with the Finance Director approving? Tracy wanted your opinion .



Robert J. Holbrook  
Anderson County Finance Director  
100 N Main St, Suite 212  
Clinton, TN 37716  
P: 865-264-6311 F: 865-264-6254



## **Anderson County Government Wireless Devices Policy**

### **Purpose**

This policy establishes guidelines for the purchase and appropriate use of wireless devices for county employees. Wireless devices include (but are not limited to) cell phones, laptops, tablets, hotspots and GPS units.

All County purchases of wireless devices must also comply with all Purchasing policies and procedures. All wireless devices are Anderson County property and may only be used for conducting Anderson County business.

### **Requesting a Cellular Device**

A *Request for Wireless / Electronic Device Form* (the form) must be submitted to the Purchasing Office. The form is to identify the type of device and service plan needed, the funding codes and the justification. For any cell phone exceeding \$200 in cost, the excess must be paid by the employee.

Simple convenience is not a sufficient justification for a wireless device.

Acceptable justifications include:

- Employee frequently travels on County business or regularly works away from their assigned workstation.
- Safety of employee.
- Employee's position requires access outside of normal business hours.

Available Plans:

- Basic calling (employee may only make and receive calls).
- Texting plan enables an employee to send and receive text messages.
- Data plan permits an employee to send and receive email and access the internet.

When applicable, the elected official/department head must determine the best shared plan for their employees.

The form includes the terms and conditions of wireless use and must be signed by the employee as an acknowledgement that these have been read and understood by the employee. The form must also be signed by the elected official/department head.

Each elected official/department head is responsible for the wireless devices in their department and is responsible for reviewing the usage on an annual basis, to ascertain the reasonableness of the usage.

A new form is required for a change in a wireless device or service.

### **Loss or Damage**

Employees issued wireless devices are responsible for the security and maintenance of the device and must promptly report any damage, loss, theft, or vandalism to the Purchasing Office at 457-6218 or at [purchasing@andersoncountyttn.gov](mailto:purchasing@andersoncountyttn.gov) and to the employee's supervisor. The Purchasing Office will review circumstances and arrange for the replacement or repair of the lost/stolen/damaged device.

### **Additional Terms and Conditions**

Tennessee Code Annotated § 55-8-199 makes it illegal for a driver to:

- (a) hold a cellphone or mobile device with any part of their body,
- (b) write, send, or read any text-based communication,
- (c) reach for a cellphone or mobile device in a manner that requires the driver to no longer be in a seated driving position or properly restrained by a seat belt,
- (d) watch a video or movie on a cellphone or mobile device, and
- (e) record or broadcast video on a cellphone or mobile device. Employees are discouraged from using a wireless device to make or receive calls while driving. Employees must follow all Federal and State laws regarding the use of wireless devices in motor vehicles. Texting or emailing while driving, and operating a wireless device in school zones are illegal in Tennessee. Other states have more stringent laws.

In all cases, use of a County provided wireless device is subject to the acceptable use restrictions covered in the "Use of Computer, Internet, Phone and e-Mail" policy as described in the Anderson County Government Employee Handbook.

### **Violations**

Failure to comply with County policies regarding wireless devices may result in disciplinary action, including termination of wireless device privileges. Any fees incurred through abuse of this policy constitutes misappropriation of County assets and misuse of government property, which may be subject to appropriate discipline. The County reserves the right to take legal action to recover any costs wrongly incurred by the county due to an employee's violation of this policy.

**Request for Wireless/Electronic Device Form**

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Employee Job Title: \_\_\_\_\_

Department: \_\_\_\_\_

Justification: \_\_\_\_\_

Requested Device: \_\_\_\_\_

Requested Accessories: \_\_\_\_\_

Device & Accessories Cost: \_\_\_\_\_

Device & Accessories Cost Budget Code: \_\_\_\_\_

Monthly Rate Plan Cost: \_\_\_\_\_

Monthly Cost Budget Code: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Elected Official/Department Head Signature: \_\_\_\_\_

**(By signing this form the Employee and Elected Official/Department Head certify agreement and compliance with the Anderson County Government Wireless Devices Policy.)**

Finance Director Approval: \_\_\_\_\_

Deputy Purchasing Agent Approval: \_\_\_\_\_

Wireless Vendor: \_\_\_\_\_

Date Ordered: \_\_\_\_\_

Wireless Phone Number Assigned: \_\_\_\_\_

## **Anderson County, Tennessee County Vehicle Identification Policy**

### **1. POLICY PURPOSE**

The purpose of this policy is to establish uniform standards for the identification of all motor vehicles owned or leased by Anderson County. This policy is designed to ensure that vehicles used for official county business are readily identifiable by the public and other government entities. The proper identification of county vehicles is crucial for several reasons: accountability, visibility, public trust, and security.

### **2. POLICY SCOPE**

This policy applies to all departments and agencies of Anderson County, including elected officials and their departments, that utilize vehicles purchased with county funds or leased by the county. This includes sedans, vans, SUVs, trucks, special purpose vehicles, and any other motorized vehicles.

### **3. POLICY**

#### **A. Identification Markings**

All Anderson County vehicles shall be marked with government-issued license plates and a County decal to ensure that they are easily identifiable as belonging to Anderson County. The standard identification package must include:

- The official Anderson County seal prominently displayed.
- A unique vehicle unit number assigned by the relevant Department Head, Elected Official, or Agency Leader.
- The department name or abbreviation to which the vehicle is assigned.
- An emergency contact phone number for the county.

#### **Exceptions:**

- Undercover vehicles operated by the Sheriff's Department may remain unmarked at the Sheriff's discretion.

#### **B. Design, Placement, and Maintenance**

- The design and placement of the identification markings must be consistent across all county vehicles.
- All markings and decals should be placed on both sides of the vehicle.
- All markings and decals must be made of high-quality materials suitable for long-term use and outdoor exposure, with reflective properties to ensure visibility at night.
- The condition of vehicle identification markings and decals must be maintained to a high standard. Any worn, damaged, or defaced markings must be repaired or replaced without delay.

### **4. Responsibilities**

Department Heads, Elected Officials, and Agency Leaders are responsible for ensuring that all vehicles under their jurisdiction are in compliance with this policy.

## Chapter 13

### Comprehensive Travel Regulations

**Section 13.1 General:** Travel may not be undertaken unless it is authorized in advance by the appropriate department head, elected official, agency leader or their designee.

Approved county travel expenses are paid on the basis travel advances and/or reimbursement of out-of-pocket costs incurred for necessary business expenses. All eligible expenses are subject to the limitations and conditions set forth herein. Limits on travel expenses are maximum amounts above which reimbursements cannot be made.

When traveling on county business, employees should be as cost-efficient and economical as circumstances permit.

Travel shall be by the most direct and efficient route possible. Individuals traveling by an indirect route are responsible for any additional expenses incurred.

(Discussion Point)The department head, elected official or agency leader shall designate the official workstation of an employee. The official workstation is the location at which the employee spends the majority of their working time. Mileage reimbursement shall be calculated from, and back to, the employee's official workstation.

If an employee begins, and/or ends, their trip at their residence without stopping at their official workstation, total reimbursable mileage will be the lesser of the distance from the employee's residence to, and/or from, their destination. If the total mileage to, and/or from, their residence is less than the total mileage to, and/or from their, workstation, no mileage reimbursement may be claimed.

**Section 13.2 Claims for Reimbursement of Travel Expenses:** Claims for reimbursement of travel expenses must be submitted no later than thirty (30) days after completion of the travel. Claims submitted after this period must provide a written explanation for the delay and may be approved or denied at the discretion of the Finance Director.

The standard Travel Expense Report form, the standard Mileage Expense Report form, or other forms as approved by the Finance Director, shall be used for all travel-related expense claims. Reimbursement of all travel-related expense claims by any other method is not allowed.

Each traveler must file a separate report for expense reimbursement. Travel claims shall be typed, or in ink, and signed by the employee and their supervisor. All signatures on claims for reimbursement must be original. No stamped signatures will be permitted.

Full conference and meeting agendas, if applicable, and supporting itemized receipts must be attached to the Travel Expense Report form when submitted. Itemized receipts are required for all expenses except for per-diem items.

No reimbursement will be made for State of TN sales tax. Traveling employees should obtain a copy of the State of Tennessee Sales and Use Tax Exemption form from the Finance Department prior to making their travel arrangements.

Expenses for books, supplies, postage, or other items that do not constitute actual travel expenses should not be made a part of the travel expense claim.

**Section 13.3 Air Travel:** The use of commercial air travel is encouraged when time is an important factor, or where the trip is so long that other methods of travel would prove more expensive. The fare must not exceed the regular coach fare charged to the general public. Advantage of advance purchase, round trip, and discount rates must be taken when available. Original documentation of transportation travel expenses, such as receipts, ticket stubs, or boarding passes, must accompany the expense claim when submitted for reimbursement.

Shuttle service to and from airports should be used when available and practical.

If an individual travels by common carrier (e.g., commercial airlines), reasonable ride-share or taxi fares are allowed for necessary local transportation.

**Discussion Point: 13.4 Vehicle Insurance** Each department head, elected official or agency leader shall be responsible for ensuring that employees authorized to use county, personal, or rental vehicles on county business must have a current copy of the employee's valid driver's license and proof of insurance on file.

If a county employee is transporting any other person in a personal vehicle on approved travel, a copy of the insurance certificate issued to the insured indicating liability limits of at least \$100,000/300,000/50,000 is required.

### **13.5 County Vehicles**

County-owned vehicles should be used only for official business.

Elected officials and employees should make use of county-owned vehicles whenever practical.

When transportation is by county-owned vehicle, necessary tolls, parking, gasoline, and automobile repair bills are allowable. Detailed receipts must be submitted for reimbursement.

### **13.6 Personal Vehicles**

Each department head, elected official or agency leader shall be responsible for ensuring that the use of personally owned vehicles is properly limited to working conditions which are such that the use of a county-owned vehicle is impossible or impractical.

Employees authorized to use their personal vehicle for business travel should submit for reimbursement based on the standard mileage rate allowance as established annually by the Internal Revenue Service. This allowance covers the cost of all operating expenses such as gas, oil, and repairs. No separate claims for such items are allowed.

Mileage as shown by a reputable on-line mapping system will be regarded as official. A copy of the route and mileage calculation must be submitted with the travel claim.

**13.7 Rental Vehicles** Charges for automobile rental shall not be allowed unless specific written authorization is secured in advance from the Finance Director.

### **13.8**

#### **Parking Charges**

Necessary charges for airport, hotel, and meeting location parking are allowed. Receipts for parking must be submitted for reimbursement. If self-parking options are available and practical, they must be utilized.

The county is not responsible for any parking or traffic violation tickets or citations.

Daily parking fees for employees working at their official workstation are not allowed.

### **13.9 Vicinity Mileage**

Vicinity Mileage authorized by the department head, elected official or agency leader may be claimed under the following conditions:

- (a) If a personal vehicle has been authorized in the routine or periodic performance of county duties, employees shall be reimbursed at the standard mileage rate established annually by the Internal Revenue Service.
- (b) Only mileage for official county business may be claimed for reimbursement and it must be treated in accordance with Internal Revenue Service regulations.
- (c) A mileage expense form, with a detailed account of mileage claimed, must be submitted to the Finance Department.



### **Section 13.10 Lodging and Meals:**

Reimbursement for lodging expenses are subject to the following conditions:

- (a) Travel must be authorized in advance by the appropriate department head, elected official, agency leader, or their designee.
- (b) Discussion Point: Lodging expenses are allowed only when overnight travel is required beyond a fifty (50) mile distance of the employee's official station.
- (c) The most economical and practical lodging option should be chosen.
- (d) Discussion Point: Any fees, tips, or gratuities for baggage handling are limited to a maximum of three dollars (\$3.00) per hotel
- (e) When employees share a hotel room, only one employee should claim the room cost on their expense report. Each employee should make a notation on their expense report indicating the employee(s) with whom the room was shared.

The per diem allowance for meals is \$50.00 per day as follows:

- Breakfast \$10.00
- Lunch \$15.00
- Dinner \$25.00

(Discussion Point): (To claim breakfast per diem, travel must begin before 6:00 a.m. To claim dinner per diem, the traveler must return after 7:00 p.m.)

(Discussion Point): Per Diem for lunch is not allowed unless overnight travel is involved or is beyond a fifty (50) mile distance of the employee's official workstation.

**OR**

A Meal and Incidental Expenses (M&IE) allowance is provided based on the GSA Per Diem Rates calculator found at: <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

The Traveler must provide a copy of their M&IE calculation when submitting for a travel expense advance or reimbursement. The first and last calendar day of travel is calculated at 75 percent of the full daily M&IE amount. If your trip includes meals that are already paid for by the County (such as through a registration fee for a conference), you will need to deduct those meals from your request for advance or reimbursement.

### **Section 13.11 Miscellaneous:**

Expenditures for entertainment (employee or others), snacks, laundry, valet service, room service, etc., are personal charges and will not be allowed.

### **Section 13.12 Travel Advances:**

Travel advances shall be made as follows:

- (a) The request for a travel advance should be sent to the Finance Director at least five (5) business days prior to the departure date.
- (b) Supporting documentation (meeting agendas, hotel and airline pricing, etc.) must be supplied with the request. An amount equal to the estimated expenditures will be allowed as an advance; however, no advance less than twenty-five dollars (\$25.00) will be made.
- (c) Upon return, the employee should submit an expense claim form detailing his/her actual expenditures. This claim should show the total expenses incurred. If an advance should exceed actual expenses, the employee shall return the excess to the Finance Department for deposit as a credit against the original advance.
- (d) (Discussion Point): Each employee requesting a travel advance for the first time must sign a payroll deduction authorization form. This allows the county to recover the advance from any salary owed the employee in the event of termination of employment or failure to submit a finalized travel claim. This deduction from payroll

will be used as a last resort in the event all other efforts to collect the advance have failed.

Special arrangements should be made in advance with the Finance Director for employees on extended travel whether in state or out-of-state. This provision is intended to cover employees attending schools or institutes and employees performing auditing, investigative or like duties requiring absence from their official workstation for more than one week.

These rules and regulations supersede and rescind all previous travel regulations approved by the Anderson County Board of County Commissioners.

# Y 2024 Per Diem Rates for knoxville, Tennessee

als & Incidentals (M&IE) rates and breakdown

| Primary Destination | County | M&IE Total | Continental Breakfast/Breakfast | Lunch | Dinner | Incidental Expenses | First & LastDay of Travel |
|---------------------|--------|------------|---------------------------------|-------|--------|---------------------|---------------------------|
| knoxville           | Knox   | \$64       | \$14                            | \$16  | \$29   | \$5                 | \$48.00                   |

VI

# Y 2024 Per Diem Rates for Tennessee

## als & Incidentals (M&IE) rates and breakdown

| Primary Destination | County   | M&IE<br>Total | Continental<br>Breakfast/Breakfast | Lunch | Dinner | Incidental<br>Expenses | First & LastDay of<br>Travel |
|---------------------|--|---------------|------------------------------------|-------|--------|------------------------|------------------------------|
| tandard Rate        | Applies for all locations without<br>specified rates | \$59          | \$13                               | \$15  | \$26   | \$5                    | \$44.25                      |
| rentwood / Franklin | Williamson   | \$69          | \$16                               | \$17  | \$31   | \$5                    | \$51.75                      |
| hattanooga          | Hamilton   | \$64          | \$14                               | \$16  | \$29   | \$5                    | \$48.00                      |
| noxville            | Knox   | \$64          | \$14                               | \$16  | \$29   | \$5                    | \$48.00                      |
| lemphis             | Shelby   | \$69          | \$16                               | \$17  | \$31   | \$5                    | \$51.75                      |
| ashville            | Davidson   | \$79          | \$18                               | \$20  | \$36   | \$5                    | \$59.25                      |