



Cover Memo

File #: ACT 21-088, **Version:** 1

DATE: October 18, 2021

TO: Hayward Youth Commission

FROM: Hayward Youth Commission Advisor

SUBJECT

Hayward Youth Commission Funds and Process for Reimbursement of Purchased Goods on Behalf of the Hayward Youth Commission

RECOMMENDATION

That the Hayward Youth Commission (HYC) accepts the process for (1) Hayward Youth Commission funds to be added to the HYC account and (2) reimbursement of purchased items on behalf of the Hayward Youth Commission.

SUMMARY

Official representatives from the City of Hayward (COH), Hayward Unified School District (HUSD), and Hayward Area Recreation and Park District (HARD) agreed that each agency will contribute funds in the amount of \$1,000 each year to help advance the goals and projects of the Hayward Youth Commission. Every July of each year, the City of Hayward will invoice each agency (COH (Library Department), HUSD, and HARD) in the amount of \$1,000. Any unspent funds will be carried forward into the next fiscal year per the Finance Department's established annual carry forward process.

The current budget consists of funds remaining from previous budget cycles. In order to authorize and appropriate additional incoming funds, this item will be added to the FY22 budget at mid-year and the annual budget going forward. Contributing parties will receive an invoice (Attachment I) and the funds will be deposited into the HYC account which is managed under the office of the City Clerk budget

City staff has confirmed a process for HYC advisors to be reimbursed for goods purchased on behalf of the HYC. The process involves the HYC approving that HYC funds be spent for projects as recommended at a regular meeting; purchase is made by a HYC Advisor (must be a City employee) who submits the receipt (s) and a copy of the approved minutes of the meeting where direction was ratified, and reimbursement form (Attachment II) to the office of the City Clerk; and issuance of check to advisor via the City's Purchasing division.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Request for Contribution
Attachment III	Direct Payment Form