

**CITY OF COMMERCE
ADMINISTRATIVE POLICIES**

CONTRIBUTIONS AND HONORARIUMS

1.0 PURPOSE

To establish a policy for reporting contributions and honorariums.

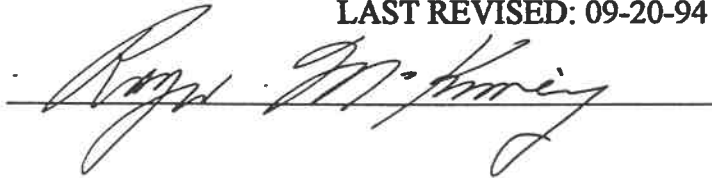
2.0 POLICY

- 2.1 Speeches and presentations which are related to City services delivered by City employees to community and professional organizations are made without charge.
- 2.2 If an organization wishes to give an honorarium or contribution for such a presentation, the remuneration must be made to the City, not to the individual employee.
- 2.3 An honorarium or contribution for a speech or other presentation made by a City employee to a group outside the City, either during working time or for which the City provided travel expenses, will also be made to the City.
- 2.4 Such contributions and honorariums will be turned over to the Director of Administrative Services for disposition.

EFFECTIVE: 06-01-97

LAST REVISED: 09-20-94

CITY MANAGER APPROVAL:



A handwritten signature in cursive script, appearing to read "Roger M. King", is written over a horizontal line.

Contribu.adp