



**BUNCOMBE COUNTY GOVERNMENT
FINANCIAL ACCOUNTABILITY INITIATIVE
SUMMARY OF POLICY RECOMMENDATIONS
4/3/2018**

Policy Area in Review: Meals/Meeting Expenses

OVERVIEW

The purpose of this document is to summarize the purpose and major points of the county Meals and Meeting Expense policy.

POLICY PURPOSE

To establish a policy with guidelines for the appropriate purchase of food for County activities and events.

MAJOR POLICY POINTS

- Creation of a formal countywide policy governing meeting and meal expense.
- Existing HHS policy revised and recommended for County
- Establishes guidelines for appropriate events and activities (not a comprehensive list):
 - Meetings of the Board, advisory committees, public officials, and community members in supporting and collaborating in program success
 - Trainings, workshops, webinars, and seminars
 - Meetings with community members regarding collaboration and partnership in the community
- Establishes requirements for documentation of these events
- Outlines unacceptable uses and events