

## **Dover Arts Commission**

### Arts Trust Fund Processes

March 3, 2014

#### Deposits:

All parties are able to contribute to the Dover Arts Trust Fund.

- 1) Make contribution by check made payable to: City of Dover (Dover Arts Trust on the memo line).
- 2) Deliver the check to the City Finance Department at Dover City Hall for deposit to the Trust.

#### Withdrawal:

The Arts Commission Chair is authorized as agent to carry out the vote of the Arts Commission.

- 1) The Arts Commission determines by majority vote to authorize expenditures from the Dover Arts Trust Fund. If the Commission approves an expenditure which exceeds \$3000, the Chair contacts the City Finance Director to have the Board of Trustees provide their approval. (\$3000 is the Board threshold due to potential impact on investment planning.)
- 2) The Chair signs off on a company invoice for product or services approving payment of the invoice and sends it with a copy of Commission meeting minutes approving the expenditure to the City Finance Department for payment.
- 3) The Finance Department requests a check to be drawn against the Arts Trust Fund and directly sends it to the company.