

TOWN OF PLAINFIELD

ORDINANCE NO: 21-2017

**AN ORDINANCE ESTABLISHING A TOWN
EMPLOYEE RECOGNITION FUND - 123**

WHEREAS, the Department Heads and Town Manager collects donations and sponsorship contributions in its normal operations; and,

WHEREAS, the Department Heads and Town Manager would like to utilize specific donations made to the Town Employee Recognition Fund -123, for related activities and expenses; and,

WHEREAS, the Clerk Treasurer has requested that the Plainfield Town Council establish a special non-reverting fund for Town Employee Recognition purposes; and,

WHEREAS, the Plainfield Town Council has determined that it is in the public interest to establish a separate, non-reverting fund for Town Employee Recognition purposes and a system to receive, hold and disburse such monies.

NOW, THEREFORE, BE IT ORDAINED by the Plainfield Town Council, Plainfield, Indiana, as follows:

1. **CREATION OF FUND.** Pursuant to Indiana Code § 36-10-3-22; the Town of Plainfield hereby creates and establishes a specific fund to be known as the, "Town Employee Recognition Fund," into which all monies and proceeds in the form of sponsor contributions and donations to the Town Employee Recognition Program Fund shall be deposited.
2. **PURPOSE OF FUND.** The primary purpose of the Town Employee Recognition Program Operating Fund is to allow for the use of donations and sponsorship contributions to operate the Town Employee Recognition Program.
3. **RESPONSIBILITY FOR FUND.** The Plainfield Clerk-Treasurer shall be responsible for receiving all funds to be deposited in such account and shall keep records as to the amounts received, the manner of their receipt, any disbursements and a current balance in such fund at all times.
4. **DEPOSIT OF FUNDS:** Upon receipt of any sponsorship contribution, the Plainfield Clerk-Treasurer shall immediately deposit all donations and sponsor contributions into the Town Employee Recognition Fund.
5. **DISBURSEMENT OF FUNDS.** The Plainfield Clerk – Treasurer is directed to only disburse funds from the Town Employee Recognition Fund created hereunder upon receipt of a claim allowed and signed as outlined in the towns' Purchasing Policy by the Clerk Treasurer's Office.
6. **LIMITATIONS ON THE USE OF FUNDS.** Any funds placed in the Town Employee Recognition Fund may not be withdrawn except for the purposes for which the fund was created. This Fund shall be considered as a non-reverting Fund and all proceeds are hereby considered to be separate and exclusive from any other Funds supported by taxpayer dollars.

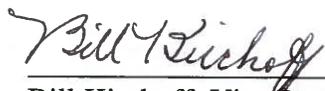
August
SAID ORDINANCE IS HERBY PASSED AND ADOPTED this _____ day of _____, 2017.

28th
_____ day of _____

TOWN COUNCIL, TOWN OF PLAINFIELD
HENDRICKS COUNTY, INDIANA



Robin G. Brandgard, President



Bill Kirchoff, Vice President



Kent McPhail

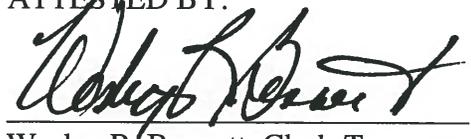


Lance K. Angle



Dan Bridget

ATTESTED BY:



Wesley R. Bennett, Clerk-Treasurer,
Town of Plainfield, Indiana