

ALBANY PARKING AUTHORITY

BEST PRACTICE GUIDELINES

The Albany Parking Authority, its Officers, Directors and Employees, shall be familiar with the Public Authorities Law and more particularly, but not exclusively, Section 2824(1)(b) which requires Directors to understand, review and monitor the implementation of fundamental financial and management controls and the operating decisions of the Authority. To accomplish this goal, the Authority shall conduct its business in such a way as to comply with the following guidelines.

1. Food, beverage or other refreshments purchased for the exclusive personal use of Directors, Management or other Employees or by persons with whom the Authority conducts business, shall not be permitted unless such food, beverage or other refreshments are being purchased for a reasonable and proper sum and is being offered and/or consumed in the furtherance of the Authority's business and mission. All expenditures of funds for such items shall be accounted for to the Authority. Any such expense in excess of the sum of \$100.00 shall be permitted only with the prior authorization of the Board of Directors.

2. Funds shall not be expended for the purchase of flowers and/or gifts for Staff, Directors, or family members of Staff or Directors.

3. At no time shall the Authority's services or facilities be used for the personal use of current or former Board Members, Staff, or family members thereof.

4. Special occasions, functions or parties shall only be funded if those functions relate to the purpose of the Authority and the furtherance of the Authority's business and mission.

5. Charitable contributions or sponsorship of events or associations shall only be permitted where such contributions or sponsorships are in furtherance of the Authority's mission.

6. The Authority's funds shall not be expended for the purchase of tobacco products and shall only be utilized for the purchase of alcoholic beverage which is incidental to a meal consumed during the furtherance of the Authority's business and mission. All expenditures of funds for such items shall be accounted for to the Authority. Any such expense in excess of the sum of \$100.00 shall be permitted only with the prior authorization of the Board of Directors.

7. Membership dues for professional organizations, fees for professional licenses and similar expenses shall only be paid on behalf of Employees or Staff for organizations and licenses that are directly related to the business and mission of the Authority.

8. Authority vehicles may only be used for personal use upon the prior approval of the Board of Directors and such use shall be properly documented for tax purposes.

9. Purchase expenses, postage and similar expenses for invitations, expressions of sympathy to Staff or families of Authority Staff shall be prohibited.

10. Cell phones, or other related electronic communication devices, computers, vehicles and other Authority equipment shall not be assigned or utilized by non-Authority Staff.

11. No expenses shall be incurred and no Authority funds shall be expended for the purchase and/or use of any item, or service, which is exclusively for the personal benefit of an Employee, Officer or Director.

12. All expenses incurred may only be permitted if such expense advances the public purpose and is consistent with the Authority's business and mission.