AMENDMENT I TO THE
POLICY GUIDELINES AND PROCEDURES FOR THE
EMPLOYEE FLOWER and MEMORIAL FUND

I. PURPOSE
To establish policy and procedures for a County-wide Employee Flower and Memorial Fund.

II. SCOPE
This policy will apply to all participating County Departments. It will cover flowers and/or memorials for full time and permanent part-time employees as stipulated in the guidelines section of this policy.

III. BACKGROUND
A fund consisting of a portion of the commissions earned from the vending machines are utilized to cover flowers and memorials for hospitalization and death. This will benefit all employees and relieve each department the necessity of maintaining individual flower and memorial funds.

IV. GUIDELINES
Flowers and donations to memorials are permitted to be sent following the below policy guidelines and procedures. The Cobb County Finance Department has the right to deny any Flower Fund request that does not follow the appropriate policy guidelines and procedures.

1. HOSPITALIZATION
Covers the following for full-time and part-time employees:
   a. Employee inpatient hospitalization or outpatient surgery that requires more than three days recuperation.
   b. Employees spouse for inpatient hospitalization for the arrival of a baby.
   c. Employees spouse for major surgery or inpatient hospitalization that requires more than 2 weeks recuperation. *Major surgery/hospitalization definition- surgery involving imminent risk of life to the patient (This may be subject to pre-approval from the Finance Department)
   d. In the case of an ongoing illness, the Department Head will use his/her discretion as to how often flowers should be sent from the department. The limit set on flowers for hospitalization is $65 plus delivery charges.

2. DEATH
Covers full-time and permanent part-time employees and his/her immediate family members in case of death. Definition of employee’s immediate family is spouse, child, or parent. The limit set for flowers in case of death is $100 plus delivery charges.

3. MEMORIAL
Covers full-time and permanent part-time employees and his/her immediate family members in case of death. Definition of employee’s immediate family will be spouse, child or parent. The limit set for a memorial in lieu of flowers is $100.

V. PROCEDURES

1. Individual departments will be responsible for ordering flowers and/or memorials for their employees within the guidelines set forth in this policy or any subsequent amendments hereto.
2. The departments are responsible for filling out in completion the Flower Fund Request form found via the CobbWeb and submitting for processing to the Finance Department. *(This form can and should be filled out prior to receiving the invoice).*

3. The department should use a florist that will invoice the County. The invoice should be billed to the ordering department and sent to the Finance Department Flower Fund email address, Flower.Fund@cobbcounty.org.

4. Revenue from the vending machine commissions will be deposited into the General Fund Administration account 014-0141-4851 and the Finance Department will pay submitted invoices charging account 014-0142-6576.

5. If the invoice is sent to the ordering department it is the departments’ responsibility to deliver it to the Finance Department via the Flower.Fund@cobbcounty.org email address.

6. Upon receipt of the invoice, the Finance Department will generate a purchasing document in the financial system and submit it to the ordering departments Department Head or authorized signatory for approval. Final approval will be generated by the Finance Director and Accounts Payable.

7. When sending memorial funds in lieu of flowers, the flower/memorial fund request for payment form must be filled out in its entirety and submitted to the Finance Department via email to Flower.Fund@cobbcounty.org along with a directive to the charity. *(See below).*

8. The memorial directive may be either (a) a completed form provided by the charity (may be available on their website) or (b) a letter from the department to the charity stating the purpose of the gift, name of the deceased, and name/address of the employee or employee’s family so an acknowledgement card can be sent to them from the charity. *(Form can be found via the CobbWeb).*

9. The County Manager is authorized to approve the use of these funds and/or memorial funds to be sent in memory of an outstanding community leader or public dignitary.

10. The County Manager is authorized by the Board of Commissioners to administer and amend this policy and/or procedures as needed.

11. This policy is to be in effect as of the date approved and signed below.

*Refer to ATTACHMENT A for prior policy information.*

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APPROVED BY:  

[Signature]

County Manager, David Hankerson

DATE APPROVED:  

2/12/13
ATTACHMENT A
Policy for Employees Flower & Memorial Fund- Approved by the board on May 9, 1995

POLICY FOR EMPLOYEE'S FLOWER & MEMORIAL FUND

I. PURPOSE:

To establish policy and procedures for a County-wide Flower Fund.

II. SCOPE:

This policy will apply to all participating County Departments. It will cover flowers and/or memorials for full-time and permanent part-time employees as stipulated in the guidelines section of this policy.

III. BACKGROUND:

A committee consisting of twelve Cobb County employees from various departments recommends that a portion of the commissions earned from the vending machines be utilized to cover flowers and memorials for hospitalization and death. This will benefit all employees and relieve each department the necessity of maintaining individual flower and memorial funds.

IV. GUIDELINES:

HOSPITALIZATION
Covers full-time and permanent part-time employees only for inpatient hospitalization or out-patient surgery that requires more than three days recuperation. In the case of an ongoing illness, the Department Head will use his/her discretion as to how often flowers should be sent from the department. The limit set on flowers for hospitalization is $30 plus delivery charges.

DEATH
Covers full-time and permanent part-time employees and his/her immediate family members in case of a death. Definition of employee's immediate family will be spouse, child, or parent. The limit set for flowers and/or memorials in case of death is $60 plus delivery charges.

AMENDMENT 1 - changes to Flower Policy 2013

Amended name to County-wide Employee Flower and Memorial Fund.

NO CHANGE

REMOVED – A committee consisting of twelve Cobb County employees from various departments recommends.

ADDED - Flowers and donations to memorials are permitted to be sent following the below policy guidelines and procedures. The Cobb County Finance Department has the right to deny any Flower Fund request that does not follow the appropriate policy guidelines and procedures.

ADDED - Coverage for employee spouse having a baby.
Coverage for employees spouse for major surgery with restrictions

Increase in amounts from latest increase after the 1995 policy from Hospitalization at $45 and Death at $75 to below:
INCREASED Hospitalization amount to $65
INCREASED Death amount to $100
Current amounts of $45 (hospital/$75 death do not reflect in the 1995 agenda)

ADDED Memorial Section
IV. PROCEDURES:

1. Individual departments will be responsible for ordering flowers and/or memorials for their employees within the guidelines set forth in this policy or any subsequent amendments hereto.

2. The department should use a florist that will invoice the County. The invoice should be billed to the ordering department, and the ordering department will submit the invoice to the Finance Department.

3. An in-house form provided by the Finance Department must be filled out, signed by the ordering department’s Department Head, and submitted along with the invoice to the Finance Department.

4. Revenue from the vending machine commissions will be deposited into the General Fund Administration account 014-0141-4851 and the Finance Department will pay submitted invoices charging account 014-0141-6576.

5. The Finance Department will provide a semi-annual financial statement to each department to be circulated to employees. Statements will be prepared as of March 31 and September 30 of each year.

6. The County Manager is authorized to approve the use of these funds for flowers and/or memorials to be sent in memory of an outstanding community leader or public dignitary.

7. The County Manager is authorized by the Board of Commissioners to administer and amend this policy and/or these procedures as needed.

AMENDMENT 1 - changes to Flower Policy 2013

No change to Number 1

This section has been shifted to Number 3 and changed to acknowledge limited Florists to be used and ordering instructions.

This now number 2- changed to explain usage of E-flower fund form.

Only change to number 4 is change in Unit number for invoice charging to 014-0142.

Removed this language-added new number 5

This is now number 9-
A new number 6 reflects procedures of forms.

This is now number 10
New number 7- reflects procedures for memorials as well as number 8