

ZSFG ACCOUNTING POLICIES AND PROCEDURES

Policy Number: 020_1

Policy Title: Tickets or Passes Distribution Policy

PURPOSE

The purpose of this policy is to ensure all tickets or passes distributed by ZSFG are in compliance with regulation section 18944.1 (Regulations of the Fair Political Practices Commission, Title 2, Division 6, California Code of Regulations). This policy applies to all ZSFG officers or employees. This policy describes the process of distributions tickets and passes in a manner that ensures compliance and accountability is achieved by ZSFG. For this policy Ticket or Pass is anything that provides admission privilege to an event.

STATEMENT OF POLICY

All applicable administrative and fiscal policies and guidelines established by the City and County of San Francisco (CCSF) will be observed and complied with in the distribution of any tickets or passes. In addition, ZSFG will honor the donor's intent with distribution of tickets and passes, not to be superseded by the City and County rules. All Tickets or Passes will be received and distributed in accordance this policy.

PROCEDURES

A. Accepting Ticket or Pass

ZSFG will accept the gift or donation of Tickets or Passes only when they/or are in compliance with CCSF admin code, ZSFG gift policy, Controller Office's Accounting policy and procedures.

B. Distributing Ticket or Pass Public Purpose

- a. The distribution of any ticket or pass by ZSFG is to promote and/or recognize employee performance in achieving stated goal in patient care. It further helps to enhance employee morale, increase retention of an officer or employee and reward for year of services.
- b. Ticket or Pass will be distributed to those employee or officers meeting the stated goal or purposes when approved by ZSFG leadership.
- c. Records will be kept in the form of a log retaining names of staff who received tickets or passes for reporting and compliance purposes.

C. Prohibition of Transfer

An employee or officer who has received a ticket or pass distributed under this policy shall not transfer to any other person except officer or employee's Spouse, domestic partner, or dependent children for their personal use.

D. Disclosure

ZSFG shall report the distribution of any ticket or pass under this policy by posting on its website.

APPROVAL:

ZSFG A/Accounting Manager:

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Demissie Mulatu
600874A756E6473... DATE: 6/29/2023 | 2:26 PM PDT

ZSFG Chief Financial Officer:

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Jennifer Boffi
2ADD4DEDC88E46E... DATE: 6/29/2023 | 2:33 PM PDT

Date Adopted: 06/29/2023

Date Approved: _____

Date Revised: _____