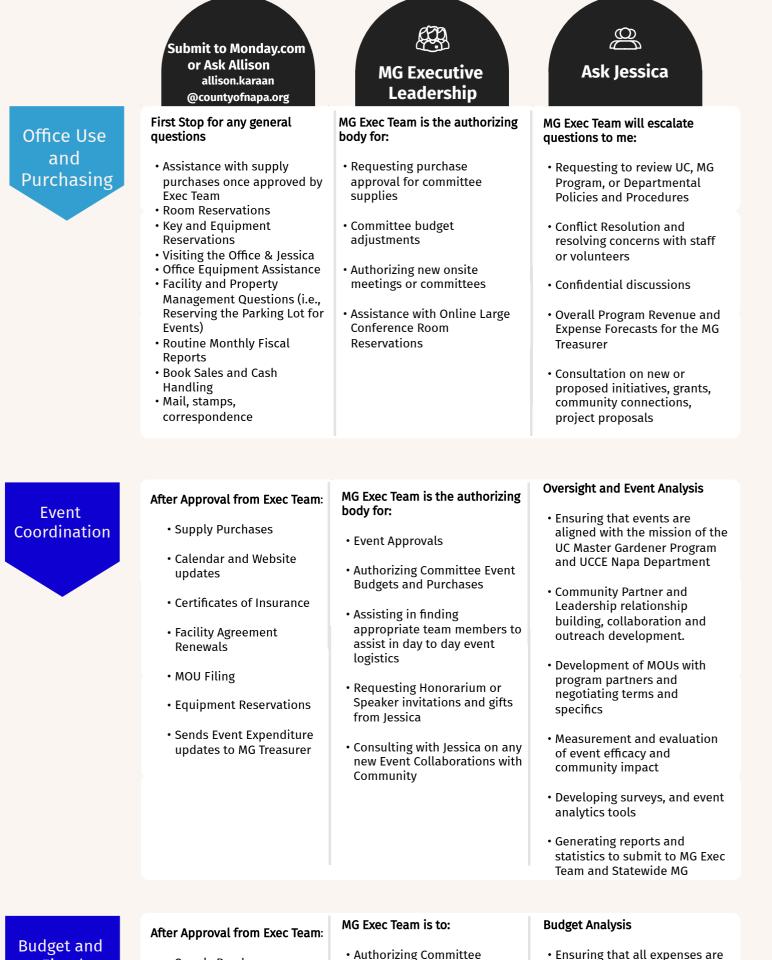
UC Master Gardeners of Napa County

Task Assignment "Quick" Guide



• Ensuring that all expenses are aligned with the mission of the

Supply Purchases



Fiscal

- Monthly Transaction Reports to MG Treasurer
- Routine purchases under \$500
- Monitoring Expenditures and reporting remaining balances to Project Chairs

Budget Proposals

- Ensuring all authorized purchases align with MG Program Expenditure Guidelines from Jessica
- Consulting with Jessica on any new purchase requests that are not normally done.
- Consulting with Jessica on any purchases that require a contract, agreement, insurance verification, or other administrative documentation
- Consulting with Jessica on any proposed service or rental expenses

UC Master Gardener Program and UCCE Napa Department

- Seeks, identifies, and administers opportunities for Napa County to obtain funding for development of horticulture and climate initiative programming
- Development of MOUs with program partners and negotiating terms and specifics
- Oversees and participates in the development and administration of the Program's annual budget and the Department's Strategic Staffing Plan.
- Forecasts funds needed for staffing, events, insurance equipment, materials, and supplies;
- monitors and approves expenditures; implement budget adjustments as needed.
- Generating financial reports and statistics to submit to MG Exec Team and Statewide MG, UC ANR BOC, and other key stakeholders