

FY22-FY23 PILOT STIPEND PROGRAM POLICY

Purpose

The purpose of the Montpelier's FY22-23 Board and Committee Stipend Pilot Program is to make available financial stipends for everyone appointed or elected to a board, commission, or committee that meets with a routine schedule on request. Stipends of **\$50** per meeting can be provided to volunteers to compensate them for their time, childcare assistance, food, transportation, or other needs in order to attend meetings.

Process

1. Complete an IRS W-9 form.
 - a. Stipend payments will be sent to the address listed on this form. The IRS W-9 form must be recertified annually as long as the volunteer participates in the stipend program. Stipends will not be paid without a completed IRS W-9 form on file.
 - b. It is required to update your W-9 when your address changes.
 - c. Reminders to update W-9s will be sent out every July from the City Manager's Office.
 - d. W-9s should be turned into or emailed to the City Manager's Office for filing and storage.
2. All volunteers elected or appointed as a member or representative to a board, committee or commission who are interested in receiving the stipend must complete the Boards & Committees STIPEND REGISTRATION FORM
 - a. Committee members can turn this in to their Chair or staff support. Forms should be turned into the City Manager's Office for filing and storage.
3. To receive Stipend Payment:
 - a. Submit meeting attendance. Staff representatives (or the Chair of the committee) of each board, committee or commission will complete and submit an ATTENDANCE RECORD after each meeting or on a monthly basis, whichever is a longer period to the City Manager's Office. Attendees included on the form must have a completed IRS W-9 on file.
 - i. Attendance Records can be submitted in writing or via email to staff support or the City Manager's Office directly
 - b. The City Manager's Office will review the Attendance Records and copy, code, and approve the reimbursements and facilitate the City's Finance Department to pay through the City's warrant process.
4. Concerns regarding attendance and stipend payments should be directed to the staff representative and/or committee chair responsible for submitting the reports. Attendance must be verifiable by official minutes of the meeting. Participants in the stipend program are only paid for meetings attended.

Eligibility for Stipends

1. Eligible for Stipends:
 - a. Any appointed and elected members of City of Montpelier board, commission, or committee that meets with a routine schedule.
2. Excluded from the stipend program:
 - a. Employees of the City of Montpelier are excluded from the stipend program.
 - b. City of Montpelier Council Members, or any Board, Commission, or Task Force members who already receive stipends.
 - c. Any subcommittee meetings, the Pilot will only reimburse for attendance at regularly scheduled meetings.

Program Start and Continued Enrollment

1. The City of Montpelier program will begin on July 1, 2022
 - a. Payments will begin upon receipt of the Stipend Registration Form and the W-9 form.
2. The City of Montpelier has allocated \$30,000 for July 2022- July 2023 for this program, stipends will be paid until funding is exhausted, whenever that may occur. Notice will be sent out if this occurs through the City Manager's Office.

Payments

1. All payments will be made through accounts payable from the Finance Department and all IRS regulations pertaining to Form 1099-Miscellaneous Income apply.
2. The Finance Department issues 1099-Miscellaneous form per IRS regulations for amounts paid equal to or greater than \$600 in a calendar year.
 - a. Please contact Vermont 211 at (802) 652-4636 or visit <https://www.vermont211.org/> about the impacts this may have on your annual taxes.

Questions

1. Question about this policy can be directed to the City Manager's Office by emailing kmurphy@montpelier-vt.org
2. Any Forms can be turned in via email to kmurphy@montpelier-vt.org, in person at the City Hall City Manager's Office, or via mail to:
City Hall
C/O City Manager's Office
39 Main Street
Montpelier VT 05602