



# BOISE COUNTY

## RESOLUTION #2014-25

### A BOISE COUNTY RESOLUTION ADOPTING THE BOISE COUNTY ADMINISTRATIVE PROCEDURES POLICY

**WHEREAS**, the Boise County Board of Commissioners has drafted the Boise County Administrative Procedures Policy; and

**WHEREAS**, diligent review and discussion of the new procedures and policy has been held by the Boise County Board of Commissioners during regularly scheduled meetings and Elected Officials/Department Head meetings.

**NOW THEREFORE BE IT RESOLVED** that the Boise County Board of Commissioners does hereby acknowledge the administrative procedures document put forth and attached to this resolution, and that it will be known as the Boise County Administrative Procedures Policy.

**IT IS FURTHER RESOLVED** that this resolution will be effective as of the signing date of this document.

**APPROVED** and **ADOPTED** in Open Session on this 25<sup>th</sup> day of February, 2014.

#### BOISE COUNTY BOARD OF COMMISSIONERS

Handwritten signature of Vicki L. Wilkins in black ink.

**VICKI L. WILKINS**, Chair

Handwritten signature of Barbara M. Balding in black ink.

**BARBARA M. BALDING**, Commissioner

Handwritten signature of Jamie A. Anderson in black ink.

**JAMIE A. ANDERSON**, Commissioner



ATTEST:

Handwritten signature of Mary T. Prisco in black ink.

**Mary T. Prisco**, Clerk to the Board

## **ADMINISTRATIVE PROCEDURES POLICY**

### **BUDGET REVIEW:**

- A. If you have unscheduled (i.e. not budgeted) revenue, grants, or donations, from federal, state or local governments, or private sources during the year, please contact the Clerk's Office in order to assist them in the preparation of a resolution, to account for that unanticipated revenue and expense within the budget.
- B. If other matters arise that you believe may affect the appropriated budget, please contact the Clerk's Office in order to discuss the matter and work towards a resolution. Title 31, Chapter 16, of Idaho Code, contains the governing statutes for the budget process and may be referred to, if desired.
- C. Be aware that the purpose of the fund balance is not to act as a reserve account for departmental discretionary spending. In order to be used, the fund balance must be carried over for the use of a specific department as an additional appropriation during the annual budgeting process. Fund balance can be used to adjust the budget during the year for purposes of meeting mandatory expenditures required by law as allowed or used to meet an "emergency" defined in 31-1608.
- D. Be aware that all resolutions to adjust the budget must be approved during the fiscal year of October 1<sup>st</sup> to September 30<sup>th</sup>.
- E. If you are going to go **over** a budgeted account appropriation, an explanation must be provided, via an email to the Clerk, to explain which other budgeted account appropriation is expected to come in **under** budget.

### **GRANT REIMBURSEMENTS:**

The department that generated the grant will be responsible for submitting reimbursement requests to the appropriate agency. The reimbursement request document(s), along with any other explanatory documentation, should be prepared by the responsible department and then a copy forwarded to the Clerk's Office and Treasurer's Office.

### **DEMAND WARRANTS:**

- A. The demand warrant "system" is established for limited use. The purpose of a demand warrant is to accommodate: 1) emergencies; 2) timely reimbursement of expenses incurred by an employee on the County's behalf; and 3) grant reimbursements; and 4) to distinguish the payment outside of the regular bill cycle.
- B. Demand warrants are not to be used as a mechanism for missed deadlines in the bill cycle process. Vouchers that do not meet the above criteria for a demand warrant, will be either processed as part of the current bill cycle (if the timing meets established deadlines) or held and paid during the next bill cycle.

**VENDORS:**

The federal government requires that a Form W-9 is on file for all vendors. If you are using a new vendor that is providing a service, a W-9 form **must** be attached to the voucher. If a W-9 is not attached, it **will** be sent back to the department and will not be paid until the required information is received.

**The County is subject to penalties, imposed by the federal government, if an audit is performed and we are deficient in our W-9 documentation.**

**BOCC AGENDA'S:**

- A. If you have items that require approval by the Board, you will need to contact the Clerk's Office, 10 days prior to the desired agenda date, with information on the item. An e-mail to the Clerk's Office should contain any pertinent information for the scheduling. All information needed for the Board's review, must be submitted to the Clerk's Office no later than 5:00 p.m. on the Thursday before the meeting. If the information has not been submitted, or you have not communicated or contacted the Clerk's Office by the 5:00 deadline, the item may be removed from the agenda.
- B. The Board has asked that Department Heads use the "Departmental Issues" time slot, on the agenda, for **action items**. If it is necessary to update the Board on something, please keep the update brief. Please request to be scheduled on the agenda if more time for discussion is warranted.
- C. Any contracts, agreements, and grants, should be sent to the Prosecuting Attorney and the Clerk's Office (preferably in a Word document) prior to coming before the Board. These types of documents must be reviewed by the P.A. for content. The Clerk's Office does not alter the intent of any document but will review for proper grammar, spelling, and conformity with required County signature lines.

**WORKMAN'S COMPENSATION INSURANCE FOR CONTRACTORS:**

If you are entering into a contract/agreement with another entity, Boise County requires proof of Workman's Compensation Insurance - prior to entering into the agreement. Please contact the Clerk's Office prior to presenting the contract/agreement to the Board for approval.

**PAYROLL ADDITIONS/CHANGES:**

All Payroll Addition/Change Forms **must** have a copy of the job description attached when submitted to the Board for approval. They **will not** be accepted if not attached. You will also need to include the reason for the change (i.e. certification achieved, probationary period has ended, new hire, etc.)