

CLINTON COUNTY BOARD OF COMMISSIONERS



Administrator
Ryan L. Wood
Clerk of the Board
Diane Zuker

Chairperson
Larry Martin
Vice-Chairperson
Robert Showers

Members
John Arehart
David Pohl
Mary L. Rademacher
Claude A. Vail
Virginia Zeeb

COURTHOUSE
100 E. STATE STREET
ST. JOHNS, MICHIGAN 48879-1571
989-224-5120

RESOLUTION 2006-33 **RESOLUTION AUTHORIZING REVISION TO CLINTON COUNTY'S** **CASH DISBURSEMENT/PAYMENT POLICY**

WHEREAS, Administration staff has completed a thorough review of the current cash disbursement/payment policy; and

WHEREAS, the County wishes to clarify and more thoroughly disclose payments made to service providers; and

WHEREAS, changes to the payment policy will allow the County to gain efficiencies and reduce personnel hours needed for payment processing; and

WHEREAS, said changes will allow the County to avoid interest payments, take advantage of vendor discounts, make vendor payments and employee reimbursements in a timely manner; and

WHEREAS, proposed changes to the payment policy have been reviewed with the County's auditor; and

WHEREAS, The Finance and Personnel Committee determined that adequate controls have been established in the payment authorization process including:

- Each voucher is authorized by the respective department head or elected official;
- Electronic notification of the Budget Director in the event payments are being requested in an over-budget line-item;
- Purchases in an amount of \$5,000 and over require the electronic approval of the Administrator and/or Deputy Administrator;
- Accounts payable clerk reviews all invoices for authorized signature, coding and any irregularities;
- County has and will contract with an independent accounting firm for an audit of cash receipting and cash disbursements on an annual basis;
- Monthly budget reviews by Budget Director and presentation of quarterly budget reports to the Board of Commissioners; and

NOW THEREFORE BE IS RESOLVED Administration is authorized to process and make payments semimonthly; and

BE IT FURTHER RESOLVED that:

- The Board of Commissioners shall be presented with a detailed report listing all payments with date ranges typically covering a four week period for the purpose of review and sign-off. Said report shall be totaled for all payments listed;
- Said report shall include payments from all funds managed by the County with the exclusion of trust and agency;
- Administration shall be authorized to phase in changes to payment policy to avoid conflicts with the current investment strategy;
- Administration is further directed to recommend changes to other policies that may conflict with this payment policy;

STATE OF MICHIGAN

COUNTY OF CLINTON

I, DIANE ZUKER, Clerk of the County of Clinton do hereby certify that the foregoing resolution was duly adopted by the Clinton County Board of Commissioners at the regular meeting held December 15, 2006 and is on file in the records of this office.

Debra A. Sutherland, Clinton County Deputy Clerk