

Policy - Allegan County Board of Commissioners

Payment of Accounts Payable Prior to Board Authorization

AUTHORITY:

This Policy is authorized by MCLA 46.11, MCLA 141.421 et seq., and the Michigan Department of Treasury's interpretive statements regarding the requirements of the Uniform Budgeting and Accounting Act:

"All disbursements must be approved by the legislative body prior to disbursement unless addressed otherwise in the charter. The legislative body may establish a formal policy to authorize payments prior to approval to avoid finance or late charges and to pay appropriated amounts and payroll (including related payroll taxes and withholdings). This policy must be very limited and a list of payments made prior to approval must be presented to the legislative body for approval."

STATEMENT OF POLICY:

Due to holidays and other demands on the Board of Commissioners, it may be necessary to authorize the processing and payment of accounts payable, including appropriated amounts, payroll, payroll taxes and withholdings, prior to approval by the full Board of Commissioners. The purpose of this Policy is to establish a procedure to allow for such processing and payments, and to provide for review and approval by the Board.

IMPLEMENTATION:

In any instance where the Board of Commissioners will not meet due to year-end holidays (Christmas, New Years, etc.), or where a regularly scheduled meeting of the Board of Commissioners is cancelled for any reason, or where it becomes necessary to release claims due to time constraints and assessment of late fees or finance charges, the Chairperson of the Board may authorize the use of this Policy to provide for the payment of Accounts Payable which are within the categories of the "scheduled accounts" set forth in Exhibit "A" attached. Upon the direction of the Chairperson or the Administrator, or in their absence, their designees, may provide for payment of those scheduled accounts which they determine to be necessary or advantageous to authorize for payment prior to review and approval by the Board and/or the Finance Committee.

The Administrator, Budget and Finance Director, or their designees, shall, at the designated body's next meeting, notify the Board and/or the Finance Committee of the accounts which have been paid and of the amounts paid. The Board and/or the Finance Committee shall then act to review and approve the accounts paid.

The Allegan County Administrator may, by Administrative Rule, amend the list of scheduled accounts set forth in Exhibit "A" as may be necessary to provide for the effective administration of this Policy.

EXHIBIT "A"

SCHEDULED ACCOUNTS

The following categories of accounts are authorized for payment under the terms of the Policy - Payment of Accounts Payable Prior to Board Authorization:

Supplies

Other Services and Charges

Capital Outlays

Scheduled Principal and Interest Payments

Payments due to federal, state, or local government

Pass-through payments held in trust