

## **Policy – Allegan County Board of Commissioners**

### Budget monitoring and adjustments

#### **AUTHORITY:**

This Policy is authorized by MCLA 141.431 et seq., and the Michigan Department of Treasury's interpretive statements regarding the Uniform Budgeting and Accounting Act.

#### **STATEMENT OF POLICY:**

The purpose of this Policy is to establish clear divisions of responsibility for budget monitoring, compliance, and amendments.

#### **IMPLEMENTATION:**

The Board of Commissioners will pass a General Appropriations Act every year for the following fiscal year. The Chief Administrative Officer is ultimately responsible for control of expenditures under the General Appropriations Act. The Board of Commissioners will allow the Chief Administrative Officer, by Administrative Rule, to delegate authority for monitoring and control over expenditures as may be necessary to provide for the effective administration of this Policy.

Any responsible officer of the County shall not incur expenditures against an appropriation in excess of the amount appropriated by the legislative body. Any deviation from the original General Appropriations Act shall not be made without amending the General Appropriations Act. The chief administrative officer, an administrative officer, or an employee of the local unit shall not apply or divert money of the County for purposes inconsistent with those specified in the appropriations of the legislative body.

Appropriations which are neither expended, encumbered, nor specifically designated to be carried over will lapse at the end of the fiscal year.

The Chief Administrative Officer or the Budget and Finance Director, or their designees, will make available monthly financial reports for the Board of Commissioners. Such reports will state the amended budget, encumbrances outstanding, and actual expenditures to date.

The Chief Administrative Officer or designee may, at his or her discretion, amend the budget by transferring amounts between activities without increasing the total appropriations in the General Appropriations Act, up to an amount designated by the Board of Commissioners in the General Appropriations Act. Any such amounts transferred will be reported to the Board of Commissioners. Subject to the provisions of this Policy, the Chief Administrative Officer or the Board of Commissioners shall amend the General Appropriations Act as soon as it becomes apparent that a deviation from the original General Appropriations Act is necessary and the amount of the deviation can be determined.

If it becomes necessary to adjust the total appropriations in the General Appropriations Act, such an adjustment, along with written explanations for the proposed adjustments, shall be presented by the Chief Administrative Officer or a designee, to the Board of Commissioners for approval.