

June-19-1991-515
ADMINISTRATIVE ORDER NO. 91-5
OF THE JEFFERSON COUNTY COMMISSION

JUNE 1991

Pursuant to the authority vested in the Jefferson County Commission by law, the following Administrative Order is hereby issued:

PURPOSE:

To establish a uniform policy of fiscal responsibility applicable to the financial operation of the County Commission and its respective offices.

(1) Policy: The County Commission recognizes its responsibility to provide leadership and direction by example to other elected officials, department heads and employees and to instill public confidence in the fiscal stewardship of the Jefferson County Commission. It is the policy of the Commission that County Commissioners and their staffs comply with the financial policy of the County, consisting of the laws and the administrative orders and resolutions of the Jefferson County Commission; and, that each Commissioner shall be personally responsible and liable for his own and his staff's violation of the financial policy.

(2) Each County Commissioner, in his official and individual capacity, shall be responsible for all expenditures or obligations of public funds by such County Commissioner and his office staff. No expenditure shall be made and no financial obligation shall be incurred by any commissioner or member of his staff that does not have approval in advance of both the purpose and the cost by the Jefferson County Commission. Such advance approval must be evidenced by the provisions and amounts

contained in the annual budget of the Jefferson County Commission or by a resolution of the County Commission specifically identifying and authorizing such expenditure or financial obligation.

(3) Any violation hereof by any County Commissioner or member of his staff which results in an expenditure of public funds or financial obligation of public funds outside the authorized purpose or in excess of the approved amount therefor, as reflected in the annual budget or not otherwise approved by resolution of the County Commission specifically identifying such, shall not be paid by County funds but shall be assessed to and the personal responsibility of the County Commissioner.

(4) Upon determination of any violation of this policy and the amount of said sum, the Finance Director shall present an invoice therefor to the responsible County Commissioner who shall immediately reimburse the County for funds already expended or shall promptly satisfy or resolve any such financial obligation. Upon a failure of such reimbursement or satisfaction of the financial obligation within 30 days of presentment, the Finance Director shall propose alternative methods of collection to the County Commission for approval, which may include suit and/or set-off against wages, compensation or pension account.

APPROVED BY THE
JEFFERSON COUNTY COMMISSION
DATE 6.19.91
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Chris Matlack
President Pro. Tem