

FP 15: Expenditure Policy

All expenditures will be properly authorized through the budget ordinance and the County's Department Heads will monitor their budgets monthly to ensure compliance.

Expenditure budgets shall be monitored throughout the fiscal year by Department Heads, the Finance Office, and the County Manager. Budget compliance is the responsibility of the Department Head and the Finance Director.

Budgeted funds will only be spent for categorical purposes for which they are intended. The annual operating budget ordinance defines staff authorization for operating budget adjustments. Appropriations of debt proceeds will be made only for the purpose for which such debt instrument was issued or for the payment of debt principal and interest. Donations will be spent only toward the intent for which they were given.

Budgeted expenditures for debt service for any variable rate or synthetic variable rate debt will be set to at least the average of the prior five years.

For continuing contracts, funds will be requested to be appropriated in the annual budget ordinance to meet current year obligations arising under the contract, subject to approval of the Board of County Commissioners, in accordance with G.S. 159.

Payroll will be processed in accordance with the requirements of the Fair Labor Standards Act. Overtime and benefit payments will be made in accordance with the County's Personnel Ordinance.

The County will utilize non-capital operating leases for the procurement of copiers, for multi-function copiers/printers type machines, and for personal computers.

The County will fund current expenditures with current resources and will strive to avoid balancing budgets utilizing one-time revenues.

The County will employ the use of the carryover method for re-appropriation of outstanding purchases orders and contracts as of the end of each fiscal year into the new fiscal year. The process shall be explained in each year's budget ordinance.