

Section Name: Financial Management
Section Number: 300
Policy Number: 302

Effective Date: March 25, 1997
Revision Date: April 5, 2022

Subject: Approval of Claims against the County of Monroe

Overview:

The County of Monroe strives to provide timely payments to vendors, contractors and service providers to promote and foster good business working relationships with businesses providing goods and services to the county.

Purpose:

The purpose of this policy is to establish guidelines and procedures for the preparation and submission of all claims against the County to the Monroe County Board of Commissioners.

Scope:

This policy applies to the Board of Commissioners when auditing and adjusting for claims against the County.

Statement of Policy:

- A. Approval of Claims. On the first and third Tuesday of each month the Board of Commissioners will meet to approve a list of claims against the County. The list will consist of the vendor number, vendor name and the amount to be paid. If the Board of Commissioners does not meet due to a lack of agenda items, the County Administrator/Chief Financial Officer or Chairman of the Board of Commissioners shall be empowered to authorize payment of the claims. The listing of claims shall be approved by the Board of Commissioners at the next Regular Meeting under Consent Agenda.
- B. Issuing of Checks. Upon approval of the claims listing, the Finance Department shall issue checks for the payment of the approved listing of claims.
- C. Exceptions to this Policy. The Finance Department shall be allowed to authorize payments prior to the Board of Commissioners approval for exceptions contained in this policy. All payments made for the following exceptions, as noted in 1-7, will be paid on a weekly basis. Invoices paid on a weekly basis are not required to be submitted to the Board of Commissioners for their approval as required above:
 1. Bi-weekly payroll and all related tax withholding and payroll related withholding deposits.
 2. All invoices which will incur a penalty if not paid on a timely basis or invoices requiring a deadline that occurs prior to the finance committee approval, or invoices that will generate a discount if paid prior to a deadline.
 3. Invoices determined by the Administrator/Chief Financial Officer to require immediate payment.

4. All payments held in Trusts by the County for a third party.
5. All payments ordered by the Court including jury fees paid to jurists.
6. Investments and cash transfers approved by the County Treasurer.
7. Appropriations from and to operating funds of the County.

Definitions: None

Policy Compliance:

A. Responsibility

1. Elected Officials/Department Heads: All Elected Officials/ Department Heads have the responsibility and obligation to promptly review claims, verify each claims accuracy and legitimacy and approve the same for payment, in accordance with this policy.
2. County Administrator/Chief Financial Officer: The County Administrator/CFO will be responsible for overseeing and administering this policy.

Administrative Procedures.

- A. Department Heads or their authorized designee shall approve all invoices for payment, on forms approved by the Finance Department and submit them to the Finance Department no later than 5:00 p.m. on each Tuesday prior to the scheduled Board of Commissioners meeting in order to be included on the claims listing for the Board of Commissioners review. Invoices received after the time period contained above shall be included on the subsequent cycle.

Legislative History of Authority for Creation or Revision.

Adopted pursuant to action of the Monroe County Board of Commissioners, dated March 25, 1997.

Revised pursuant to action of the Monroe County Board of Commissioners, dated April 13, 1999, February 16, 2021 and April 5, 2022.