



**DOUGLAS COUNTY**  
**ADMINISTRATIVE POLICIES AND PROCEDURES**

<b>TITLE</b> Fiscal Management Policies	<b>Approved Date</b> 3/12/93
<b>POLICY CUSTODIAN</b> Finance	<b>Revision Date</b> 2/1/17

**PURPOSE:** To ensure sound budget decision-making and support a cohesive unified approach to financial management.

**DEPARTMENT RESPONSIBLE:** Finance

**DEPARTMENT(S) AFFECTED:** All

**POLICY:**

The following policies will help ensure sound fiscal management:

**BUDGET PREPARATION**

1. Budgets are adopted on a basis consistent with Colorado Revised Statutes (C.R.S) Title 29; Article 1.
2. Every effort will be made to prepare the budget in accordance with generally accepted accounting principles as defined by the Governmental Accounting Standards Board (GASB).
3. Budgets are required, and adopted, for all County governmental and proprietary funds except the Sheriff’s Forfeiture fund, which is exempt by statute from the budget and appropriation process.
4. Meetings will be held for strategic budget planning including setting program and funding priorities.
5. The budget will be prepared on a multi-year basis and updated annually, incorporating the appropriate portions of the multi-year capital improvement plan.
6. Resources will be allocated in an objective, analytical manner based on County goals, expected program results, and community need.
7. Projected expenditures may not exceed available resources, i.e., projected revenues and/or fund balance; jeopardize future needs; or rely on one-time or highly uncertain revenues to fund ongoing expenditures.
8. Elected officials and department heads will participate in the development of the budget by developing annual operating priorities, goals, and plans for their office or department that align with the County’s goals.

## **REVENUES/COST RECOVERY**

1. A revenue manual will be maintained to identify the legal authority, rates, limits and forecasting/review procedures for all revenues.
2. Revenue projections will be made periodically for the following five years on a conservative basis, using an objective, analytical process.
3. Where permitted, all user charges and fees to the public and to outside sources will be set at levels necessary to recover the direct and indirect cost of providing the services.
4. User charges for internal services will be established at levels that fully support the cost of providing the services.
5. Local revenues will not be utilized to replace lost or reduced federal or state grants, contracts or reimbursements; however, affected departments may request funding for continuation of the service as part of their annual budget request

## **VOUCHER AND PURCHASE AUTHORIZATIONS**

### **Vouchers (Including Handwrites and EFTs)**

1. All vouchers require accounting review.
2. Vouchers \$25,000 and over require accounting review and the signatures of the Director of Finance and the County Manager.
3. Vouchers \$100,000 and over require accounting review and the signatures of the Director of Finance, the County Manager, and the approval of a County Commissioner. Prior approval at a public business meeting is sufficient evidence of the approval of a County Commissioner. The date of the meeting should be noted on the voucher; if not a copy of the purchase order should identify that date and can be added as backup. Exceptions to this are:
  - The monthly taxes from the Clerk and Recorder are typically over \$100,000. They do not need BOCC approvals as they are fulfilling the requirements of an IGA.
  - Payments to the County's benefit vendors are usually over \$100,000 and are governed by contractual obligations approved by the BOCC. Vouchers are approved by the Director of Human Resources, Director of Finance, and County Manager.
  - Human Services non-agenda vouchers and Sheriff's Office Jackets go to the Accounting Manager for confirmation of proper designation as non-agenda. These vouchers typically contain sensitive information.

Departmental approval is required on all vouchers by an authorized signer. The signature of the authorized signer has to be on file in the Accounting Division. By signing the voucher, the signer acknowledges that the item or service is within the approved budgetary spending authority (Colorado Revised Statutes Title 29, Article 1) and is pursuant to Douglas County policies.

## **Purchase Orders**

1. Purchase Orders less than \$100,000 are approved by the County Manager.
2. Purchase Order changes less than \$100,000 are approved by the County Manager.
3. Purchase Orders \$100,000 or more are approved by the Board of County Commissioners at a public business meeting.
4. Purchase Order changes \$100,000 or more are approved by the Board of County Commissioners at a public business meeting. Purchase Order changes are reviewed by Finance before being placed on a business meeting.
5. If the Purchase Order change brings the Purchase Order to \$100,000 or increments of \$100,000, County Commissioner approval is necessary at a public business meeting. Purchase Order changes are reviewed by Finance before being placed on a business meeting.

## **CAPITAL IMPROVEMENT PROJECTS**

1. All capital improvement projects will be completed in accordance with an adopted capital improvements plan, prepared on a five-year basis, and updated annually.
2. Capital improvement projects will identify all estimated costs (including future operating/maintenance costs) and funding sources for the life of the project.