



**BULLOCH COUNTY
FINANCIAL POLICIES**

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SECTION 1 - PURPOSE AND OBJECTIVE OF THE POLICY MANUAL

1.0 GENERAL PROVISIONS

The Bulloch County Board of Commissioners has a responsibility to carefully account for public funds, to manage finances wisely, and to plan for the provision of public services. Sound financial policies are necessary to carry out these objectives responsibly and efficiently. The Bulloch County Board of Commissioners financial policies set forth below, and which shall be amended from time-to-time, is the basic framework for its overall financial management. The broad purpose of the following financial policies is to enable the Bulloch County Board of Commissioners to achieve and maintain a long-term positive financial condition. The key values of the County's financial management include fiscal integrity, prudence, planning, accountability, honesty, and openness. Specifically, the purpose is to provide guidelines for planning, directing, and maintaining day-to-day financial affairs.

SECTION 2 - BUDGETARY POLICIES

2.0 GENERAL PROVISIONS

Budgeting is an essential element of the financial planning, control, and evaluation process of county government. The “annual general appropriations budget” is the county’s annual financial operating plan. The annual budget includes the operating departments of the general fund, special revenue funds, debt service fund, capital project funds, enterprise funds, and other approved funds that may be established as needed. The following policies shall apply:

2.1 FISCAL YEAR

The county annual fiscal year for budgeting and financial reporting will be the period between July 1 and June 30 which coincides with the fiscal year for the State of Georgia.

2.2 PARTICIPATORY PROCESS

The county will utilize a decentralized operating budget process. Each department will have an opportunity to participate in requesting personnel, goods, capital items and services needed to carry-on its responsibility in an exemplary manner.

2.3 COMPREHENSIVENESS

Annual fiscal year fixed budgets will be adopted for all funds. Project budgets shall be adopted for major capital projects and no budgets are adopted for trust funds since budget authorization and control is achieved alternatively through stipulations in the trust agreements.

2.4 BUDGET CALENDAR

No more than six (6) months before the applicable fiscal year, the County Manager in consultation with the Chief Financial Officer shall prepare an annual budget preparation package for each department and budget unit explaining the calendar, policies and procedures for submission. The County Manager may outline priorities, targets and other guidelines consistent with good budgeting practice and the opportunities and challenges facing the county in the pending fiscal year planning period.

2.5 FIXED POSITION ALLOCATION

The Board of Commissioners shall adopt an annual general appropriations budget that shall have a fixed position allocation list showing the level of full-time equivalent (FTE) personnel (full-time and part-time) ratio for each department or budget division. Any increase in the additional positions or the FTE level shall require a budget amendment to be submitted to the County manager for approval by the Board of Commissioners.

2.6 PUBLIC NOTICE

The county shall follow public notice and review procedures for adoption of the annual general appropriations budget as provided for in O.C.G.A. 36-81-5. Adoption for such a budget shall be made by either resolution or ordinance.

2.7 BALANCED BUDGET REQUIRED

The budget must be structurally balanced for all budgeted funds. Total anticipated revenues plus that portion of beginning fund balance in excess of the required unreserved fund balance (see policy 2.10 below) must equal total estimated expenditures for the general fund; provided, however, that if the Board of Commissioners determines that circumstances so warrant and it is in the best interest of the citizens of Bulloch County, the Board of Commissioners may elect to utilize a portion of the required fund balance reserve to balance the general fund budget. Total anticipated revenues must equal total estimated expenditures/expenses for all other funds.

2.8 PERFORMANCE MEASUREMENT

The county may develop a program to integrate performance measures and objectives into the budget and a system to monitor performance in meeting objectives.

2.9 PRESENTATION STANDARDS

The county will annually submit documentation to qualify for the Governmental Finance Officers Association "Award for Distinguished Budget Presentation".

2.10 LEVEL OF UNRESERVED FUND BALANCE

The county will attempt to establish an unreserved fund balance in the general fund to pay expenditures caused by unforeseen emergencies, for cash short-falls caused by revenue declines and to eliminate any short-term borrowing to meet operating expenditures. The unreserved fund balance shall be maintained at an amount which represents the equivalent of three months of annual budgeted operations.

2.11 USE OF UNRESERVED FUND BALANCE

Unreserved fund balance for the general fund may be used for contingency spending exceeding those budgeted contingencies referenced in Policy 2.12 below, for periodic declining cash balances, one-time emergency expenditures, or, for unforeseen revenue declines. The County Manager may authorize use of unreserved fund balance for periodic declining cash balances, especially should the need arise to avoid the need for tax anticipation notes. The Board of Commissioners may appropriate such unreserved fund balance for one-time emergency expenditures or unforeseen revenue declines provided that the county has made a meaningful financial analysis that an inadequate level of short-term resources is available. The County Manager, in conjunction with the Chief Financial Officer, shall be responsible for conducting such an analysis. Such analysis shall be documented by means of written findings made by the County Manager and the Chief Financial Officer which shall be submitted to the Board of Commissioners. The Board of Commissioners may act upon the written findings by resolution.

2.12 CONTINGENCY BUDGET

To minimize or avoid the use of unreserved fund balance, the county may include an amount in the general fund (i.e., a line-item for contingencies) for unforeseen emergency

type operating expenditures. The amount of the contingency will be no more than 3% of the general fund operating budget or \$200,000, whichever is less.

2.13 EQUIPMENT ESCROW

The county shall annually budget a line item for designated departments for an equipment reserve account to be funded for a duration of time and at a level sufficient to meet scheduled equipment replacement needs that cannot be otherwise be purchased out of the capital improvements funds or programs. Such funds shall be escrowed as designated fund balance for capital equipment.

2.14 PROPRIETARY FUNDS

The enterprise and internal service operations of the county shall have the objective of being self-supporting to the extent that current revenues shall cover current expenditures (including direct and indirect costs), debt service and capital improvements.

2.15 INTERNAL CHARGES

An annual administrative fee assessment may be used to reimburse the general fund for support services against all eligible enterprise, special revenue and internal services funds. Such assessments shall be set in the annual revenue handbook referenced in Section 5 below.

2.16 LAPSED APPROPRIATIONS

All unencumbered appropriations lapse at year end. However, the appropriation authority for major capital projects and capital assets (i.e., the encumbered portions) carries forward automatically to the subsequent year.

2.17 BASIS OF ACCOUNTING

All budgets shall be adopted on a basis of accounting consistent with generally accepted accounting principles as promulgated by the Governmental Accounting Standards Boards, except for encumbrances. Revenues are budgeted when they become measurable and available and expenditures are charged against the budget when they become measurable, or where a liability has been incurred and the liability will be liquidated with current resources. All outstanding encumbrances are charged as expenditure to the budget appropriation in the year initially encumbered.

2.18 CONTROL AND REPORTING

The county will maintain a budgetary control system to ensure adherence to the budget and will prepare timely, monthly financial reports comparing actual revenues, expenditures and encumbrances with budgeted amounts.

2.19 LEGAL LEVEL OF CONTROL

The budget shall be adopted at the minimum legal level of control required by Georgia law, which is any expenditures for each department for each fund for which a budget is

required (i.e., the expenditures may not exceed the total for any department within a fund without the Board of Commissioners approval).

2.20 TRANSFERS

The County Manager shall have the authority to transfer appropriations within a department within the same fund from one line item to other line items (i.e., to another object classification within the same department) for all departments under the direction of the Board of Commissioners. The County Manager may be granted this authority by constitutional officers requesting such transfers provided it is properly documented. Any transfer affecting the allocations of constitutional officers or other operating departments may not be made without Board approval.

2.21 AMENDMENTS

The Board may authorize a budget amendment through a supplemental budget resolution at any time where upon and after consultation with the County Manager and other county officers such amendment is needed out of public necessity and in the best interest of the citizenry, and to further reflect any significant change in total revenues and expenditures.

2.22 PROCEDURE FOR TRANSFERS OR AMENDMENTS

All transfer and amendment requests and approvals must be documented using a proper form from the County Manager's Office.

SECTION 3 - DEBT MANAGEMENT POLICIES

3.0 GENERAL PROVISIONS

Debt may result when the county identifies the need to borrow from an individual or an institution. The county in this instance receives funds to acquire resources for current use with an obligation for repayment later. The debt from borrowing generally must be repaid with interest. The Bulloch County Board of Commissioners recognizes that to maintain flexibility in responding to changing service priorities, revenue inflows, and cost structures, a debt management strategy is required. The County strives to balance service demands and the amount of debt incurred. The County realizes that failure to meet the demands of growth may inhibit its continued economic viability, but also realizes that too much debt may have detrimental effects as well. The goal of the County's debt policy is to maintain a sound fiscal position and to protect the credit rating of the County. When the Bulloch County Board of Commissioners uses debt financing, it will ensure the debt is financed soundly and conservatively. The following policies shall apply:

3.1 TAX ANTICIPATION NOTES

The County may use short-term borrowing to cover cash flow shortage through the issuance of tax anticipation notes subject to Article 9, Section 5, Paragraph 5 of the Constitution of the State of Georgia.¹

3.2 LONG TERM DEBT

The issuance of long-term debt is limited to capital improvements or projects that cannot be financed from current revenues or resources. For purposes of this policy, current resources are defined as that portion of fund balance in excess of the required reserves. Every effort will be made to limit the payback period of the bonds to the estimated useful life of the capital projects or improvements. The county may use long-term debt financing when the following conditions exist:

- a) when non-continuous capital improvements are desired; and,
- b) when it can be determined that future citizens will receive a benefit from the improvement.

When the country utilizes long-term debt financing it will ensure that the debt is financed soundly by:

- a) conservatively projecting the revenue sources that will be utilized to repay the debt;
- b) financing the improvement over a period not greater than the useful life of the improvement; and,
- c) determining that the cost benefit of the improvement, including interest cost, is positive.²

3.3 CAPITAL LEASES

Capital leases may be used to finance equipment purchases anytime the total projected cost of the equipment purchase exceeds 5% of the general fund budget. Multi-year

lease-purchase contracts, including certificates of participation, may be used for the acquisition of real estate pursuant to the provisions of O.C.G.A. 36-60-13, in-lieu of long-term debt-financing.

3.4 BOND RATING OBJECTIVES

The County will maintain good communications with bond rating agencies and will try to improve or maintain its current bond rating annually.

3.5 LONG-TERM DEBT SCHEDULING

All efforts will be made to limit the long-term debt maturity schedule to the estimated useful life of the capital asset constructed or purchased.

3.6 DEBT SERVICE BUDGETING

Annual budget appropriations shall include debt service payments and reserve requirements for all debt currently outstanding.

3.7 CAPITAL IMPROVEMENTS PLANNING

Long-term borrowing should be incorporated into the county's capital improvement plan.

3.8 INTERFUND LOANS

Where cost effective, the Board of Commissioners may choose to issue loans between funds within its reporting entity. A document outlining the amount, rate, repayment terms, and other such pertinent items will be completed by County Manager after direction is issued by the Board of Commissioners to complete the inter-fund loan transaction. A meaningful financial analysis will be performed by the Chief Financial Officer and the County Manager on the lending fund's working capital to assure adequate cash flows will remain after the money is transferred to the borrowing fund. As a general rule, the lending fund should not incur financial hardship or an increase in rate structure as a result of the transaction. Any inter-fund loan must be approved in final form by the Board of Commissioners.

SECTION 4 - CAPITAL IMPROVEMENT PROGRAM AND BUDGET POLICIES

4.0 GENERAL PROVISIONS

County-wide capital improvements are to be assessed and prioritized based on the objectives, goals, work plans and strategic plans of Bulloch County. The Capital Improvements Program is a means to develop annual capital budgets for funding identified capital projects. The capital budget provides annual funding for long-term capital projects identified in the Capital Improvement Program (CIP). During the annual budget process, each department shall submit its budget request including operating and capital needs based on the Capital Improvements Program. Upon review of the requests, major capital projects are placed in the appropriate capital improvements fund. Other capital outlay shall be placed in the department's operating budget. The following policies shall apply:

4.1 SALES TAX AS PRIMARY FUNDING SOURCE

The county's primary capital funding source will typically be the Special Purpose Local Option Sales Tax. Other sources of alternative funding should be considered to help leverage SPLOST funds for additional projects.

4.2 FUND ACCOUNTING

The county may establish those capital improvements funds as necessary to achieve appropriate fund accounting goals.

4.3 CAPITAL IMPROVEMENTS CRITERIA

For the capital improvement program, all equipment and machinery, land and land improvements and building projects costing \$5,000 or more with an estimated useful life of three years or more are classified as major capital assets. Equipment and machinery costing \$5,000 or less with an estimated useful life of three years or less is classified as minor capital assets. Minor capital assets should be included generally in the operating budget, either in the equipment escrow account, or as line-item expenditure for the year the equipment is to be purchased. The Board of Commissioners may make exceptions to include minor capital assets in the capital improvements program at its discretion.

4.4 CAPITAL IMPROVEMENTS PROGRAM

A capital improvement program (CIP) will be developed for a period of six years. The first year will represent a current year program budget. The following five years will represent a plan for expenditures subject to annual review and update for each subsequent budget period.

4.5 CAPITAL IMPROVEMENTS PLANNING

The formulation of a capital improvements program shall consider goals, objectives and implementation strategies from various plans and studies including the Bulloch County Comprehensive Plan, Recreation Master Plan, Master Greenways Plan, Transportation Plan, Greenspace Plan, Solid Waste Management Plan, projects identified in a Special Purpose Local Option Sales Tax (SPLOST) referendum, or any other relevant

operational planning document.

4.6 CAPITAL IMPROVEMENTS PRIORITIZATION

Capital projects and/or capital asset purchases will receive a higher priority if they are based on an objective rating of the following criteria:

- a) public health and safety hazards;
- b) mandates;
- c) preservation of assets;
- d) economic development;
- e) operating budget impact;
- f) life expectancy of investment;
- g) level of service;
- h) population levels served;
- i) relationship to existing plans;
- j) extent of use;
- k) scheduling or timing of projects;
- l) special needs;
- m) available leveraged funding;
- n) timeliness; and,
- o) public support.

While these criteria will be the basis for ultimately prioritizing projects, they will be considered in conjunction with various other tangible and intangible factors including input from the general public and other public officials.

4.7 PAY AS YOU GO OBJECTIVE

To the extent that the unreserved general or enterprise fund balances exceed three months of annual budgeted operations, the county may draw upon the fund balance to provide pay-as-you-go financing for capital projects, or to otherwise leverage expenditures on capital projects.

4.8 CARRYING OVER FUNDS

The CIP will incorporate in its projection of expenditures and funding sources any amounts relating to the previous year's appropriations, but have yet to be expended.

4.9 PROJECT CLOSEOUT

Each year a closing resolution will be submitted to the Board of Commissioners to close out any project on the CIP which has been completed.

4.10 TRANSFERS AND AMENDMENTS

Any transfer or budget amendment impacting a capital improvement shall require Board approval in the same manner prescribed in Section 1, Budgetary Policies.

SECTION 5 - ACCOUNTING, AUDITING AND FINANCIAL REPORTING POLICIES

5.0 GENERAL PROVISIONS

The County shall maintain a system of financial monitoring, control, and reporting for all operations and funds in order to provide effective means of ensuring that overall County goals and objective are met. The following policies shall apply:

5.1 ACCOUNTING STANDARDS

The government will establish and maintain a high standard of accounting practices. Accounting standards will conform to generally accepted accounting principles as promulgated by the Governmental Accounting Standards Board.

5.2 ACCOUNTING STRUCTURE, CLASSIFICATION OF TRANSACTIONS, DISCLOSURE

Each department shall establish an adequate accounting structure to ensure that all valid transactions are identified and recorded; that all transactions are properly classified and monetarily valued; that all transactions are properly classified in the appropriate accounting period; and, that all transactions are properly presented and disclosed.

5.3 ANNUAL EXTERNAL AUDITING AND PROCUREMENT

An annual audit will be conducted by a properly licensed independent public accounting firm. Every three to five years, the county will issue a request for proposal to choose an auditor for a period of three years with two one year options. The government will request two proposals from qualified CPA firms. One proposal shall contain the firm's costs and a second will contain the firm's qualifications. The cost proposals shall only be opened after up to three qualified firms are determined. When awarding the contract for the independent audit, not less than 70% of the decision will be based upon technical qualifications rather than cost.

5.4 AUDIT COVERAGE

All general purpose, combining and individual fund and account group statements and schedules may be subject to a full scope audit. The general purpose financial statements shall be subject to the annual audit. The combining, individual fund and account group financial statements and schedules shall be limited to the relation to audit coverage.

5.5 FINANCE COMMITTEE

The Board of Commissioners shall appoint a finance committee who shall serve terms at the pleasure of the Board. The finance committee will have responsibility for recommending a certified public accounting firm for the county as well monitoring the independent audit process and making suggestions regarding internal controls within the country. This committee's responsibility will include for the purpose of the annual audit, the following:

- a) Recommendation to the Board of Commissioners of an independent auditor.

- b) Determine audit scope assessment.
- c) Review audit results.
- d) Review internal controls.

5.6 MONTHLY FINANCIAL REPORTING

The County Manager will prepare monthly financial reports for internal management purposes.

5.7 COMPREHENSIVE ANNUAL FINANCIAL REPORT

Annually, the finance office may prepare a comprehensive annual financial report. This report shall be made available to the elected officials, bond rating agencies, creditors and citizens. Annually, at the discretion of the Board of Commissioners the county may prepare and submit a comprehensive annual financial report to the Government Finance Officers Associations (GFOA) to determine its eligibility to receive the GFOA's Certificate of Achievement for Excellence in Financial Reporting.

5.8 INTERNAL CONTROLS AND AUDITING

The County will maintain strong internal audits function and internal control structures. All county departments shall develop and implement a plan of organization determining methods and procedures to be used to safeguard assets and resources and assure those assets and resources are used as effectively as possible.

5.9 ILLEGAL ACTS

Any employee will be prosecuted to the extent of the law in any instance where the employee is proven to have committed an illegal act such as theft.

SECTION 6 - REVENUE POLICIES

6.0 GENERAL PROVISIONS

Recognizing that the delivery of services requires sufficient funding, the county shall establish and maintain a system of revenues that strive to meet characteristics of simplicity, equity, stability, adequacy and vigorous collection, while meeting local, state and federal requirements, as prescribed. The following policies shall apply:

6.1 REVENUE DIVERSIFICATION

The county will attempt to maintain a diversified and stable revenue system to shelter it from short-run fluctuations in any single revenue source. The revenue mix should combine elastic and inelastic revenue sources to minimize the effect of economic downturns.

6.2 FEES AND USER CHARGES

The county will establish fees and user charges at a level related to the total cost (i.e., operating, direct, indirect and capital or debt service) to provide a service. The county will review all fees and user charges annually in order to keep pace with the cost of providing that service. When establishing user charges the following issues must be considered:

- a) ability to pay;
- b) pricing to limit or encourage demand;
- c) identifiable benefits;
- d) discourage waste; and,
- e) cost of collection.

6.3 REVENUE HANDBOOK

A revenue handbook will be established and maintained annually. This handbook will be utilized to adjust fees and user charges. The handbook will include at least the following information:

- a) the revenue source;
- b) legal authorization;
- c) method of collection;
- d) department responsible for collection;
- e) rate or charge history; and,
- f) prior year revenue history.

6.4 FEE WAIVERS AND REDUCTIONS

All waivers or reductions in fees must be approved by the Board of Commissioners except where discretionary authority has been granted by other policy or resolution, for example the waiver of fees during the occurrence of natural disasters or similar emergency.

6.5 REVENUE PROJECTIONS

The county may prepare a five-year revenue projection with an annual update. This projection will be used for operating budget preparation.

6.6 AD VALOREM TAX ESTIMATES

Upon the advise of the Tax Commissioner, Tax Assessor, County Manager and Chief Financial Officer, the Board of Commissioners may estimate the expected revenue to be generated by ad valorem taxes for the upcoming fiscal year in the annual general appropriations budget. However, property tax rates to generate the estimated revenue for the applicable taxing year shall be set not later than prescribed by state law in conjunction with the submission of the ad valorem tax digest to the Georgia Department of Revenue.

6.7 AD VALOREM TAX OBJECTIVE

Property tax rates shall be maintained at a rate adequate to fund the desired basic service level. Based upon taxable values, rates will be adjusted annually, where necessary to fund this desired service level.

6.8 REVENUE COLLECTIONS OBJECTIVE

The county will follow an aggressive policy of revenue collection. Services will be discontinued and legal means of collection for non-payment. Real property will be sold at the discretion of the Tax Commissioner to satisfy non-payment of property taxes.

SECTION 7 - GRANTS MANAGEMENT POLICIES

7.0 GENERAL PROVISIONS

All county departments shall confer with the County Manager and Chief Financial Officer to prior to application to determine if the grant application meets criteria that serves the best interest of the county, or its core functions. The county will seek grant funding for activities that meets the following criteria:

- a) The funded activities will further core county functions and are in the best interest of the citizens of the county.
- b) The merits of the program will be assessed as if it were funded with local tax dollars.
- c) Local tax dollars will not be used to make up for losses of intergovernmental aid without first reviewing the program and its merits as a budgetary increment.
- d) The funded activities are incorporated in county’s annual budget by original adoption or by resolution.
- e) No grant is to be accepted that incurs management and reporting costs greater than the grant amount, unless indirect costs or administrative costs can be reimbursed.

7.1 FUNDING AUTHORITY AND PRE-AWARD PROCEDURES

The County Manager is given authority to make application for and accept grants meeting the criteria above. However, the Board of Commissioners must approve by resolution, the application for and acceptance of any grants and key provisions in excess of the limits established for approval by the County Manager according to the thresholds below.

| | |
|---|---|
| <i>County Manager May Approve if Grant Amount is:</i> | <i>and, the Match Requirement is:</i> |
| \$100,000 or < | 0% |
| \$50,000 or < | 20% or < |
| \$25,000 or < | 40% or < |

Upon proper approval of a grant application, the County Manager’s Office in conjunction with the applicant department a pre-award file and identifier using the following coding system and examples.

| | | | | | |
|---------------|----|--------------------------|----|----------------------------------|--|
| Federal | 01 | Administration | 01 | | |
| State | 02 | Public Safety | 02 | | |
| Foundation | 03 | Public Works | 03 | | |
| Corporate | 04 | Community Development | 04 | Application Date (Year-Month) | Name or Acronym for Grantor Agency |
| Institutional | 05 | Community Services | 05 | | |
| Other | 06 | Health and Welfare | 06 | | |
| | | Judicial | 07 | | |

Examples:

| | |
|-----------------------------------|--|
| Assistance to Fire Fighters Grant | 01-02-09-07 Homeland Security |
| Solid Waste Reduction Grant | 02-03-09-07 Georgia Environmental Facilities Authority |
| County Road Contract | 02-03-09-07 Georgia Department of Transportation |

In addition to a tracking database, a sub-set filing system should be established for pre-award and any subsequent post-award documentation for audit purposes.

7.2 POST-AWARD PROCEDURES

- a) The recipient department must immediately notify the County Manager upon notice of any grant award.
- b) Prior to the receipt or expenditure of grant revenues, the County Manager or his/her designees will be provided with the necessary information as defined in this section prior to receiving grant revenues or making purchases against the grant.
- c) Each department shall consult with the Chief Financial Officer to establish appropriate reporting and accounting of all financial transactions in such form consistent with the County's Uniform Chart of Accounts.
- d) All grants shall be subject to the county's accounting and budgetary policies. Accounting and budgeting information shall be inclusive of required matching funds, both direct and in-kind.
- e) Each department is responsible for the program management of its grant funds and periodic reporting that meets the specifications of the grantor agency and the County.
- f) The department shall follow procurement requirements of the County unless the grantor agency's requirements are more restrictive. Should procurements result in savings that would leave unexpended funds in a grant allocation, the recipient department shall negotiate with the grantor agency to expend such funds for additional allowable resources.
- g) The recipient department must immediately notify the County Manager upon closure of any grant award.

The file descriptions below consist of the minimum recommended system for county awarded grants. These file descriptions will apply to most grant awards, though some may be more applicable to construction, land acquisition or equipment awards. The file system is consistent with items and/or areas that a grantor agency will typically review during a monitoring visit or an audit. Please note that grant files should be maintained in an area that that can be secured. Such files typically must be retained for a period of three years after the grant closeout.

| <i>Sub-File</i> | <i>Content</i> |
|---|---|
| <i>Application File</i> | <ul style="list-style-type: none"> • Copy of the grant application and project proposal. • Board of Commissioners resolution (where required).* |
| <i>Contract File</i> | <ul style="list-style-type: none"> • Award letter and contract between grantor and the County. • Documentation satisfying any special conditions of the contract. • Requests and approvals of contract amendments. |
| <i>Grant Reporting File</i> | <ul style="list-style-type: none"> • Quarterly reports with back-up documentation. • Monitoring reports by grantor agency. • Budget tracking system for all activities. • Project time-lines and schedules. • Assigned personnel costs associated with the program and their respective responsibilities (where required).* • Other related project activity materials. |
| <i>Financial Documentation File</i> | <ul style="list-style-type: none"> • Documentation designating bank depository (where required).* • Signature authorizations form for report and payment request forms (where required).* • Request for payment forms with back-up documentation. • Record of program commitments (match/leverage) with back up documentation (where required).* • Program activity documentation (account books, records, ledgers, printouts, etc.). • Time sheets for personnel paid with grant funds. • Paid invoices. • Other source documents (purchase orders, bids, etc.). • Copy of interim and final audit reports, documentation of clearance of noted audit exceptions, and any related correspondence. |
| <i>Property Management File</i> | <ul style="list-style-type: none"> • Property inventory and management register (date of purchase, amount, serial #, use, location, etc.). |
| <i>Close-Out File</i> | <ul style="list-style-type: none"> • Program close-out package (final correspondence, reports, funding draws, etc.). • Certification of completion notice by grantor agency. |
| <i>Public Participation/Civil Rights File</i> | <ul style="list-style-type: none"> • Contractor List • Women and minority owned contractor list • Section 504/ADA self-evaluation • Notice of nondiscrimination • EEO Certifications for contractors and subcontractors • Copy of public hearing notice (with minutes). |
| <i>Environmental Review Record</i> | <ul style="list-style-type: none"> • Environmental review statement. • Compliance documentation (including permits). |

| <i>Sub-File</i> | <i>Content</i> |
|----------------------------------|--|
| <i>Files</i> | <ul style="list-style-type: none"> • Published notices (including dissemination list for Findings of no Significant Impact – FONSI). • Request for release of funds (RROF/Certification) • Objections and responses. • Grantor Agency release letter (including verification of first date for obligating funds). |
| <i>Construction Project File</i> | <ul style="list-style-type: none"> • Contractor proof of liability and workmen’s compensation insurance. • Bid documents (ads, RFP, plans/specifications etc.). • Summary of bids received. • Notice of award with supporting documentation. • Contract and notice to proceed. • Contract change orders with supporting documentation. • List of subcontractors. • Contractor payment record (invoices, inspections, payment authorization forms, copy of checks, signed receipts, etc.). • Contract progress inspection reports. • Correspondence with the contractor about activity being completed. |
| <i>Property Acquisition</i> | <ul style="list-style-type: none"> • Copy of notice of interest in acquiring. • Copy of invitation to owner to accompany appraiser. • Appraisal report and review appraisal report. • Copy of establishment of just compensation and summary statement. • Copy of written offer to purchase. • Updates of the offer of just compensation. • Purchase/Sale agreement. • Statement of settlement costs. • Receipt of purchase. • Waiver, if donation. • If process terminated, copy of notice of intent not to acquire. |

Endnotes:

¹ a) the aggregate amount of such loans may not exceed seventy five percent (75%) of the total gross income from ad valorem taxes collected in the last preceding year; b) all such loans shall be payable on or before December 31 of the calendar year in which such loan is made; and, c) no such loan may be obtained when there is a loan then obtained unpaid in any prior year; and, d) the aggregate of such loans incurred in any one calendar year for current expenses shall not exceed the total anticipated revenue for such calendar year.

² The county will limit the total of its general obligation long-term debt to 10% of the assessed value of all taxable property within the county.