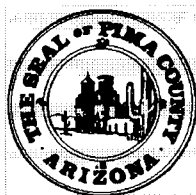


ADMINISTRATIVE PROCEDURES



Procedure Number: 22-15

Effective Date: 12/01/1993

Revision Date: 09/30/2003

C. Delaney
County Administrator

SUBJECT: **ADMINISTRATION OF THE CONTINGENCY FUND**

DEPARTMENT RESPONSIBLE: **County Administrator Financial Planning
and Operations Division**

I. **BACKGROUND**

Historically, responsibility for budgeting, accounting, reporting and claims processing for the Contingency Fund (Contingency) has been split between the County Administrator's Office and the Budget area. In order to streamline the process, increase efficiency, eliminate duplication of efforts, and provide a single entry point for all expenditures, all administrative duties will be consolidated in the Budget section of the Financial Planning and Operations Division within Central Services. The Administrator's staff will no longer share responsibility for the day-to-day administration of Contingency. The Administrator's staff may elect to facilitate the processing of high priority items if they so desire.

This procedure is supplemental to, and in no way interferes with, the Board of Supervisors' or County Administrator's authority or responsibility regarding disposition of Contingency funds.

II. **PROCEDURE**

The Sr. Finance Analyst assigned to Contingency will assume the administrative duties outlined in this procedure. These duties will be undertaken by the Finance Analyst Supervisor in the absence of the regular analyst.

CLAIMS PROCESSING

- All invoices to be charged to Contingency will be forwarded to the Sr. Finance Analyst assigned to the County Administration functional area.
- If a claim is processed by the Administrator's staff, the designated analyst should be notified and provided with a copy of the completed claim and supporting documentation.

REPORTS

- The analyst will continue to prepare a detailed monthly report showing the financial status of Contingency, including current appropriations, reserves set aside by the Board of Supervisors, year-to-date expenditures, transfers to other departments and the unreserved balance available.

BUDGETING

- The analyst shall have the primary responsibility for data input, providing reports from the budget system, and monitoring changes to Contingency balance as the budget cycle progresses.