



Agenda Item #6

RUSK COUNTY FINANCIAL PROCEDURES MANUAL

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CHAPTER 1- CASH RECEIPTS

DEPARTMENTAL RECEIPT OF CASH OR CHECK

Receive from payer payment for services provided by the County.

Immediately prepare a receipt for the amount of the payment. Give the original receipt to the payer and retain a copy of the receipt in the pre-numbered receipt book. Turn in one copy with the money to the Treasurer's office so it is attached to the official records.

DEPOSITING MONIES WITH THE COUNTY TREASURER

Monies shall be deposited with the County Treasurer on a daily basis if the total daily receipts exceed \$100.00. (This \$100.00 amount does not include the amount of petty cash approved for and held within the department.) If not, deposits should be made when the total accumulated receipts exceed \$100.00 or at the end of the week whichever comes first. If unable to immediately deposit money with the Treasurer's office, temporarily place the payment in a secure box or drawer, which is lockable. Funds can be left with the Treasurer to keep in the safe if desired.

Reconcile checks and currency with the receipt copies in the receipt book to assure all funds are accounted for. A separate staff member should be receipting funds and balancing the deposit to take to the Treasurer's office; if staffing allows within the respective department.

Take the checks and currency to the Treasurer's office. Cash collections should be deposited intact (i.e., do not pay for departmental expenditures with the cash collected).

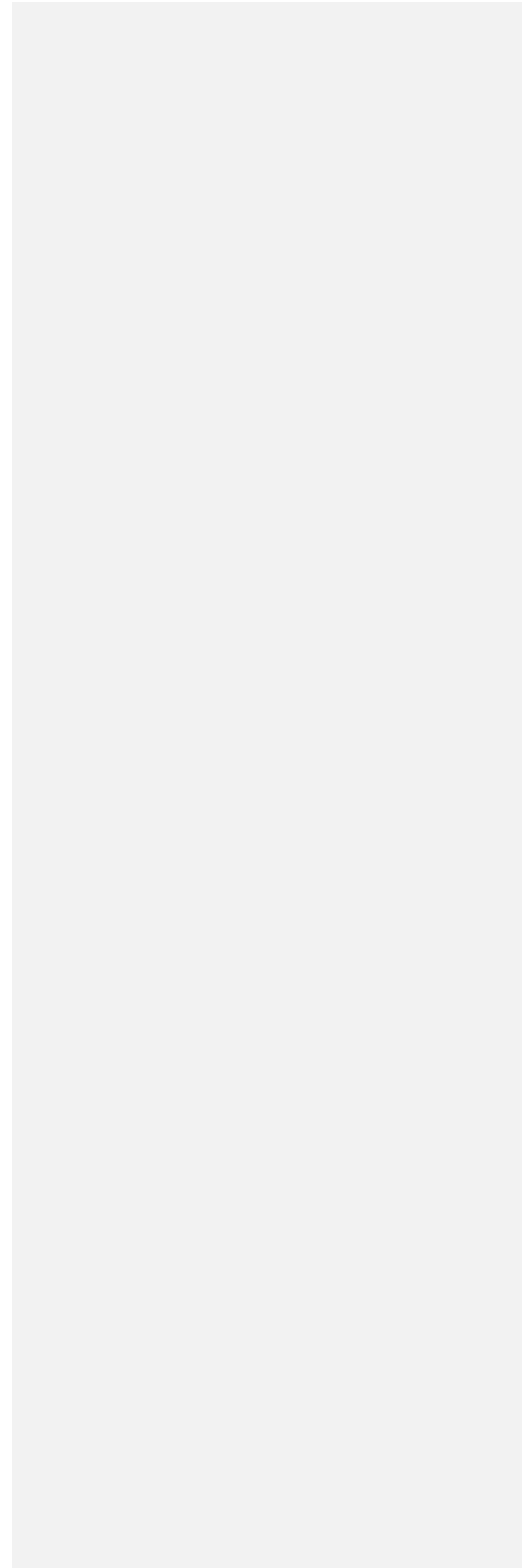
Inform the Treasurer's office of the proper account number and title to which the monies should be posted. In some instances there is not enough space provided on the receipt for the total breakdown of accounts. Please attach a memo indicating the proper breakdown of account and attach pertinent support. From 01/01-02/2x of the current year, we are able to move cash receipts back into the previous calendar year when the books are closed. If the receipt relates to the previous year, it must be indicated on the receipt documentation with the proper receivable account(s) and revenue account(s) noted.

The Treasurer's staff shall count the checks and currency and issue a Treasurer's receipt to the department submitting the deposit. They shall then include receipted monies in their daily deposit.

The Treasurer's office shall submit to the Finance department a copy of all receipts. The Finance department shall audit all receipts for the proper account assignment, proper fiscal period, consecutive receipt numbers and post to the general ledger. Additionally, the Finance department performs weekly verification of cash balances in the general ledger.

The Finance department may review each department's receipt book and shall review the Treasurer's receipt book on a periodic basis to determine that all cash has been deposited.

No acceptance or receipting of cash is allowed from within the Finance office. All cash is taken directly with the customer to the Treasurer's office for receipting, as they have no access to make entries into the general ledger.



CHAPTER 2- PETTY CASH

Departments with authorized Petty Cash:

Animal Shelter	\$50
Health & Human Services	\$50
Treasurer	\$200 <u>\$300</u>
County Clerk	\$100
Clerk of Circuit Court	\$100
Register of Deeds	\$100
Tourism	\$50 <u>\$100</u>
UW Extension	\$125
<u>Highway</u>	<u>\$50</u>
FF -Fair	\$2,000—during time of FF -Fair only

Petty cash is used for making change or for small incidental expenditures, not as a method to bypass the accounts payable process.

Petty cash funds cannot be used for travel expenditures, expenditures greater than \$10, or for personal use. No personal checks may be cashed from petty cash funds. If an employee purchases an item with their own personal credit card, this does not go through petty cash, it gets reimbursed through payroll.

Documentation for all expenses must be maintained and attached to the petty cash log. The petty cash log should state the date the funds were used, what the funds were used for, how much funds were used and the signature of the person accessing the funds.

There shall be no accumulation of cash by departments through sale of postage, copies, phone reimbursement, etc. All receipts of funds for these types of items are to be turned into the Treasurer with County receipts issued following Chapter 1 guidelines.

Additional petty cash funds can be authorized by the Finance Committee of the County Board.

Petty cash shall be kept in a locked drawer or cabinet. Stolen petty cash should be reported to the City of Ladysmith Police Department and Finance Director immediately, and a copy of the police report should be submitted to the Finance department. Any significant or patterned variances arising within the cash reconciliation need to be reported to the Finance Director.

The petty cash funds in each department shall be replenished, as needed using a County invoice. Replenishment should not occur more than once per month and at least once prior to year-end. All petty cash replenishments shall be handled through the normal monthly County invoice and check issuance system.

Reconciling and replenishing the petty cash account:

- Determine the total amount of petty cash monies expended by using the documentation of each expense.
- Count all the money remaining in the fund.
- Add the two amounts. The total of the two amounts must equal the amount of the original petty cash fund.
- Determine the accounts, which should be charged for each individual petty cash expenditure and enter on invoice.
- Make the invoice payable to Rusk County Treasurer. Department administrator and committee approvals are required. Attach the petty cash log to the invoice.
- Attach all original documentation to the invoice.
- Submit to the Finance department for payment.

Petty cash funds are subject to periodic audits performed by the Finance department.

Failure to follow the Financial Procedures Manual and audit guidelines may result in the Finance Committee closing the petty cash fund of that department.

CHAPTER 3- OTHER APPROVED CASH FUNDS & PROCEDURES

Clerk of Courts Trust Account

The Clerk of Courts has its own checking account for departmental transactions.

Checks are written directly out of the account for refunds due to the public, and require two signatures for processing. Monthly analysis by the Clerk of Court is done, and respective amounts issued to the County. Receipts of funds are produced electronically and recorded by Circuit Court staff. Reconciliation of receipts to daily deposits is completed by Circuit Court staff person who does not receipt the funds. Deposits are made at the bank by the Clerk of Court or a Deputy of the Clerk of Court. Any funds on hand are kept secure until banking is completed. Bank reconciliations are prepared monthly by the Clerk of Court. Banking records are summarized monthly by County Finance department as part of County's internal audit.

District Attorney Trust Account

The District Attorney's office holds funds in a separate account for restitution amounts due to victims.

Receipts of funds are made by the District Attorney Office staff. Each receipt is recorded in a two-copy receipt book. Each deposit is recorded on the deposit slip and then entered into the QuickBooks program. Each deposit made is recorded with an explanation of date received, payer, and purpose. Deposits to the bank are made weekly by District Attorney Office staff. The data entry is maintained by District Attorney Office staff. All bank reconciliations are completed by the County Finance Department on a monthly basis as part of the County's internal audit.

~~Junior~~-Fair Special Events

During the ~~Junior~~-Fair there are special events that require payment of prizes immediately after the events are completed. The prize pay outs are based on entrance fees and grandstand fees.

The County Treasurer controls the checking account for the ~~Junior~~-Fair. Checks issued from this ~~Junior~~-Fair special events checking account shall require only one signature of either the County Treasurer or a designee of the County Treasurer. This account is reconciled monthly by the Finance office. There is no activity outside the fair special events.

Special events registration fees are collected and receipted by volunteers who are running the event. Grandstand admission fees are collected by volunteers who are assisting with the event. All

registration fees and grandstand fees that are collected are turned into the Fair office for receipt. Funds are recounted by Fair office staff and/or volunteers to verify accuracy. Special event funds receipted shall be deposited in the overnight depository of the bank by the County Treasurer [or designated County employee](#). All funds receipted and checks written by the County Treasurer shall be recorded on the County books by the Finance Department. Reconciliation of the account shall be completed by the County Finance department.

TRIAD

~~The funds are comprised of donations, and held in a separate account for TRIAD related expenses. Checks are issued by one of two Board members. This account carries a very low balance, and has to be opened under County affiliation. Funds are balances annually by the Finance Department.~~

Commented [JW1]: Account closed in 2020

Inmate Canteen Fund

Inmates of the jail purchase candy or other items through this cash fund. Cost of items purchased are paid for by fund. Excess money (profit) is used to purchase items for use by all inmates. Jail Administrator and Sheriff control the funds. The Finance Department examines and reconciles the fund monthly.

All of those inmate funds are recorded/tracked through one of three secured "cash drawer" locations: Booking Money Manager [located at jail booking area], Stellar Teller wall kiosk [located on north wall of jail lobby] and the Admin Money Manager [located at the Jail Accounts Specialist's work station in RUSO.] Each of the three cash drawers have security settings for not accepting fake/counterfeit bills and or coin. Detailed ledgers are reviewed by the Finance Department monthly for auditing and confirmation of balancing.

BCRC – SWAT Fundraiser

Barron County and Rusk County have joined together to establish a drug enforcement fund. The account deposits are from donations or fundraising events. Signature authority is the Sheriff and Treasurer, and it is used to issue prize payouts at the fundraiser or urgent direct expenses. Funds are held within the account, but all attempts shall be made to issue standard expenses from the general fund checking to follow County payable procedures. An annual reimbursement to replenish the general fund is completed at year-end.

K-9 Fundraiser

The K-9 account is open for the purpose of issuing prize funds to the winners on-site. Money is transferred from the general fund annually for the prize amounts calculated, plus a minimum balance required by the bank. The initial funds less the minimum balance shall be transferred back to the general fund when the fundraiser prizes are paid out. The account shall not be used for payment of invoices.

Sheriff's Investigative Fund

The Sheriff has \$4,500 budgeted and approved to be placed in a checking account to be used for special investigative purposes where confidentiality is important to the investigation, usually drug related investigations. Replenishment does not have to be documented on the invoice. The Sheriff is in charge of the funds. The Finance Department examines and reconciles the fund annually at year end.

Huber Inmate Trust Account

Receipts of funds are made by the Jail Accounts Specialist or designee. Receipts are recorded in the Huber logbook and also on each Huber inmate's individual account. Deposits are made by an assigned dispatcher/jailer as needed, but at least weekly. Funds on hand are kept in a locked area of the Jailer's office. Reconciliation of the account to the individual records and Huber log is done by the Jail Accounts Specialist. Receipts and statements are distributed to inmates with activity. Summaries of the banking records are done by the County Finance department. Checks are signed by authorized staff.

Ambulance Checking Account

Rusk County contracts with an outside billing company to invoice patients for ambulance services and collect on those accounts. The funds belong to Rusk County, but the billing provider needs access to the deposits to properly post the payments to patient accounts and reconcile collections to accounts receivable records. A separate checking account is maintained with the County Treasurer and ambulance billing provider as the authorized signers. Cash collections from each month are transferred to the County's general checking account the following month and are reduced by the fees charged by the ambulance billing provider. The Finance Department staff reconciles the ambulance accounts receivable account as well as the ambulance checking account on a monthly basis.

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Housing Loan Accounts

Rusk County contracts with an outside provider to administer the County's housing loan programs (CDBG, HOME, NSP, etc.). Signatory authority is the housing loan administrator and the County Treasurer, and the account is used to receipt payments on housing loans and issue payments to vendors on behalf of loan recipients. The Finance Director authorizes payments out of the accounts prior to disbursement. The Finance Department staff examines and reconciles these accounts on a monthly basis.

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CHAPTER 4- BANKING PROCEDURES

Treasurer (various checking, savings, certificates of deposit, investment pool).

Money is received and receipted by the staff in the locked Treasurer's office. Receipts are issued by the employee receiving money. Each day the funds accumulated in the drawer or vault are counted and balanced against the total receipts issued to that point. This is done by two employees each day. Deposit slips are written out by one of the four employees in the office. Treasurer or Deputy Treasurer takes funds to bank daily. Funds received after the banking is completed are kept in the secure vault until the next banking period. During heavy receipt periods, deposits may be made more than once per day. Bank reconciliations are completed by the County Finance department. The Treasurer controls the signature plate, which is independent of the initiator of purchases, approver of purchases, receiving, shipping, preparer of checks, or accounts payable.

State Statute 59.20 states that the County Treasurer shall receive all monies from all sources belonging to the County. Statute 59.73 states that every County officer and employee and every board, commission or other body that collects or receives monies for or on behalf of the County shall give receipts, file those receipts with the County, keep cash books with day to day activity, pay all monies into the County treasury as directed by law, or daily, or as the board directs. Statute 59.74 states that the County Board or authorized committee shall designate banking institutions to accept deposits. Statute 59.75 states that the Treasurer shall deposit all funds daily in the designated banking institution.

All accounts that bear the County name and identification number shall be opened by the Treasurer upon authorization by the Finance Committee. The only exception are those funds that are held in trust for others in Chapter 4.

Checks may be drawn by the County Treasurer upon receipt of an invoice initialed-approved by the department administrator and processed by the Finance department. Finance Committee or overseeing committee signatures, if applicable, shall be on the payment approval report. Disbursements made by invoice and deposits made after written receipts are issued shall be recorded on the County's computer records in separate accounts if necessary to provide permanent records for audit purposes. Blank check stock is held in a secure, locked area within the Treasurer's office.

Reconciliation of the bank account is completed by the Assistant Finance Director or a member of the Finance Department staff whom does not have access to process accounts payable transactions.

The Assistant Finance Director A staff member of the Finance Department reconciles the bank accounts and reviews a monthly listing of stale dated checks, and contacts vendors prior to this to ensure the checks get cashed. In the event one is stale dated, it is reviewed for re-issuance by the Finance Director, or handled per State Statute 59.66. This staff member is separate from the receipting or payable functions.

CHAPTER 5- INVESTMENT PROCEDURES

Operating funds should be kept in accounts that generate earnings.

The Treasurer invests cash not needed for current bills as follows:

Certificates of Deposit

Banks and savings and loan offices are called for quotes on current interest rates being paid. The highest quote receives the certification of deposit funds. All certificates are backed up with collateral from the issuing bank or savings and loan. All CD investments shall be discussed with the Finance Committee and Finance Director prior to opening or renewing.

Investment Pool

Wire transfers and/or withdrawals are made by the Treasurer as needed. A token is assigned for our general checking account to initiate a transfer. The general checking account requires a callback verification from the bank with a staff member to verify the account numbers and amounts. A pin number is assigned to the Treasurer and one other staff member within that department. The bank shall not transfer the funds without the pin number verification. All bank transactions are receipted by the Treasurer's office, and a separate staff member balances the cash daily.

Treasury Bills

Savings Accounts

Sweep Accounts/Repurchase Agreements/Agency instruments

Specific Fund Deposits (County Board or state statute directives):

Mediation funds are separately invested with interest credited to the Mediation fund.

Personal Escort Section 18 vehicle replacement fund is invested with Treasurer's investments of general fund, but interest is credited to the replacement fund annually.

Bond issues are deposited in a separate fund and interest accrued is credited to the bond issue proceeds account.

Economic Development funds for Revolving Loan accounts are deposited in a separate account with interest credited to the Revolving Loan fund account.

Mining funds are deposited in separate investment accounts with interest credited to Mining accounts.

Economic Development Grants are required to be deposited in a separate checking account to meet grant requirements. There is no interest on these.

Some grants of federal asset forfeitures require interest to be allocated to unused grant funds or that program. These are done by County Finance department annually.

Investment Risk

All County funds shall be invested following guidelines set forth in State Statutes 66.0603 Investments, 34.05 Designation of public depositories, and 34.09. Financial institutions eligible as public depositories, as it presently exists or may from time to time be amended.

CHAPTER 6- PROCEDURE ON INVOICES FOR EXPENDITURES

Departments scan and key invoices into ~~MI~~miView~~P~~point indicating vendor name, remittance address, invoice number, account numbering, grant/insurance claim information, accounts payable batch information (i.e. Batch 1 = prior approval by finance not required, Batch 2 = finance approval required, Batch 3 = ACH/ETF payment, Batch 251 = paid by credit card), invoice date, payment due date (see below), input date (entry date into ~~MI Viewpoint~~miViewPoint), department, and a detailed description of each item purchased. Once the invoice is submitted into ~~miViewPoint~~~~MI Viewpoint~~, it must be approved by the department head before it is electronically routed to the Finance department for processing. If the department head is unable to approve the invoice due to an absence, the Administrative Coordinator can approve the invoice. Invoices must be routed to the Finance Department by 4:30 p.m. on Fridays for payment to be issued on the following Wednesday.

Payment due date needs to agree to the check issue date. If the payment is being disbursed through Batch 1, checks are typically issued Wednesday of the following week. For Batch 2, checks are typically issued the day ~~of~~after the finance meeting which is currently the 3rd Thursday of each month, so checks would typically be issued on the 3rd Friday. Batch 3 payment due date should agree to the date that the funds shall be drawn from the County's account. Credit card payments (Batch 251) are made on the ~~11th-14th~~ day of the month following the posting date of the purchase if the purchase posting date occurs between the 1st and the 25th of the month. If the posting date for the purchase occurs between the 26th and the end of the month, the payment due date would be the 4th day of the 2nd month after the posting date.

Checks, direct deposit, ETF and ACH payment shall not be made unless the County has a valid W-9 on file (signed within the last 3 years) for the vendor. If a vendor is not set up in ~~miViewPoint~~~~MI Viewpoint~~ or is listed as inactive, it is the responsibility of the department requesting payment to obtain a valid W-9 and direct deposit information (if desired by vendor) prior to payment. This information can be forwarded in paper format to the finance department, or emailed to the RC Finance group along with a copy of the invoice. Once a W-9 is obtained, the Finance office shall also verify the validity of the vendor and perform TIN matching with the IRS prior to payment. Limited exceptions are jury duty and ~~junior~~ fair premiums unless expected to exceed \$600.

For vendors performing services on County property, a certificate of insurance is required annually prior to the performance of services. Services should not be performed by the vendor until a certificate of insurance is obtained.

The Finance Department shall review vendors on an annual basis to ensure that W-9 and Direct Deposit information is updated every 3 years and certificates of insurance are updated annually. If the vendor does not have valid information on file, the vendor shall be changed to inactive status until current documentation is obtained.

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Departments are required to submit to their oversight committee on a monthly basis a payment approval report. The oversight committee shall review and approve expenditures as reflected in the minutes of the meeting and signatures of the attending members on the report.

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Departments are required to submit to their oversight committee; year-end line item projections based on actual expenses monthly, commencing in May of the current year and every month thereafter until closure of the year. (The report shall denote variances from the current year budget, thereby providing a framework for determining the financial impact and corrective action. The oversight committee shall be responsible for submitting to the Finance Committee any corrective action plan.

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A listing of all monthly invoices is presented to the Finance Committee at its monthly meeting for approval. If any expenditures are questioned at the meeting, the committee may deny the invoice or the department administrator may be called for an explanation.

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The Finance Department checks the invoices for accuracy before they are paid and prior to entering them on the books of the County.

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The invoices shall be entered individually on the County books using the invoice number (or statement date if no invoice number is available) and scanned into [miViewPoint](#)MI Viewpoint. Storage requirements are met electronically.

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The Treasurer pays the invoice if it matches the payment selection report and has been approved by the department. The external auditors view this as the last step before payment and the last point at which an invoice may be rejected. It serves as a double check that all procedures have been followed. Payment of expenditures of the County is covered under Section 59 of the state statutes.

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Any changes in amounts, voided checks or invoices must be recorded on the books of the County. Changes are to be initialed on voided check documentation and it is scanned into the bank statement files. All checks should be returned to the Finance Director so general ledgers may properly reflect the changes.

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The Treasurer shall distribute all payments issued by the County, except in special circumstances approved by the Treasurer and Finance Director. The Treasurer is the only individual authorized to complete ACH payment forms.

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Pre-numbered and mechanically produced checks are issued by the Treasurer's office on Wednesday of each week with some exceptions. Checks are issued continually after the regular monthly Finance Committee meeting until all checks are issued. Paper checks are mailed directly from the Treasurer's office, and shall not be given back to the preparer of the invoice or anyone involved in the invoice creation or approval. In some circumstances a check may need to go with to a training, land or building purchase, or vehicle purchases where we pay upon delivery, which are allowable exceptions. HHS has separate HIPPA related items which require secure documents to be enclosed with the check. A department delegate not involved in the invoicing process may pick up the check from the Treasurer's office, prepare the documents, and send out in the mail. Other exceptions shall require the Finance Director's approval.

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The Treasurer makes electronic transfers and ACH payments with the exception of payroll liabilities that require reconciliation prior to payment.

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The preferred primary method of payment is by County purchasing card, direct deposit, EFT/ACH, and finally by paper check.

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- A department head must submit a written request to the County Treasurer's office to receive a purchasing card. The request must include the person's name, department, monthly spending limit, reconciler, and approver.
- Upon approval of the request, the County Treasurer shall order the purchasing card.
- The County Treasurer shall maintain all records of purchasing card requests, approvals/denials, and lost/stolen/destroyed card information.
- An Employee Agreement must be signed and filed with the County Treasurer before the card is assigned to the employee/department. (See Chapter 13 Purchasing Card Policy & Procedures of the Rusk County Employee Handbook.)
- The department head is responsible for all department accounts.
- County purchasing cards are to be used only for County business. Personal use is not allowed. In the event that the purchasing card is used for personal use by employee error, the employee shall immediately report this error to his or her supervisor and reimburse the County Treasurer for that personal charge.
- All County purchasing card transactions must be traceable to an authorized employee in the transactions.
- Cash advances are not allowed.
- Meals are not allowed.
- The Finance Committee may cancel any department's purchasing card if misuse is determined
- The governing committee of the department and the Finance Committee shall review all transactions. Any purchasing card transaction submitted without proper documentation shall be deemed the personal obligation of the employee making the transaction.
- Failure to turn in purchasing card receipts shall result in the cancellation of the purchasing card.
- The Finance Department reconciles the purchasing card account on a monthly basis.
- Department Heads or designee are expected to log in and review purchase card expenses, and report discrepancies to the Finance Department and Treasurer's office. The Treasurer's office shall work with Wells Fargo to recover fraudulent purchases.

PRIOR APPROVAL BY FINANCE COMMITTEE IS NOT REQUIRED ON THE FOLLOWING INVOICES:

1. Utilities - Heating fuel, electricity, telephone, bulk gasoline, water, garbage
2. Travel reimbursements for motels within limits (once a month per department within 60 days after the travel). NOTE: Meal and mileage reimbursements must be paid through the payroll process.
3. Department of Health and Human Services Invoices

4. Highway Department Invoices
5. Payroll and withholdings from payroll
6. Jury and bailiff duty
7. Filing fees with Clerk of Court
8. Trust payments to other government agencies
9. Bond payments, interest, and paying agent fees on bonds
10. Advance registration for employee meetings (room and/or registration fees only)
11. Insurance installments, premiums and claims
12. Guardian Ad Litem payments (court ordered)
13. DA witness fees to be attached to subpoenas
14. Refunds
- ~~15.~~ Severance Tax Due State
- ~~16.~~15. Writ of executions
- ~~17.~~16. Purchasing card, EFT and ACH payments
- ~~18.~~17. Sheriff Special Investigative Fund invoices (\$1,000 or less—see 03/20/13 Finance minutes.)
- ~~19.~~18. ~~Junior~~-Fair Special Events Prize Pay Outs (during ~~Junior~~-Fair only)
- ~~20.~~19. Corporation Counsel contract payments
- ~~21.~~20. Purple Cat Vet
- ~~22.~~21. Land Conservation Cost Share payments
- ~~23.~~22. Forestry grant payments
23. Sheriff's Department tower lease to landowners (Revised 10/15/2020)
24. Invoices approved by Joint Management or Property Committees (meeting minutes must be attached)
- 24.25. Vehicle registration

The above listed invoices shall be signed by the Finance Committee at its regular monthly meeting.

Emergency approval by the Administrative Coordinator or the Finance Committee Chair, or in his or her absence the Finance Committee Vice-Chair, must be obtained for all other invoices before the Treasurer can pay them from County funds. This is not meant to avoid the normal approval process.

Invoices relating to the previous calendar year need to be submitted to the Finance department for processing or paid via credit card by the end of February to be considered prior-year transactions.

CHAPTER 7- TRAVEL AND TRAINING

Reimbursement for travel and training is provided for under various resolutions passed by the Rusk County Board of Supervisors and updated as necessary by the Finance Committee when situations and costs change. Current forms are prepared by Finance and saved on the common drive.

Prior approval for out of County or out of state travel is required for all employees. Employees must ask their governing committee prior to travel. Employees requiring training and/or convention attendance out of state for longer than three days must have Finance Committee permission. County Board members traveling out of state must get permission from Board Chair and Finance Committee.

Expenses of travel and training must be budgeted prior to incurring expenses.

Reimbursement is based on the current County Board approved schedule.

~~Effective January 1, 2018, reimbursement for meals shall be based on a stipend of \$6.00 for breakfast, \$7.50 for lunch, and \$14.00 for supper.~~ If meals are provided as part of the conference registration fee, ~~there is breakfast provide with lodging, or a meal is otherwise provided at no additional cost as part of the travel,~~ those meals shall not be reimbursed. On the first and last day of travel, employees must be in travel status during the meal period in order to claim the meal. The meal period times are as follows: 7 a.m. for breakfast, 1 p.m. for lunch and 6 p.m for dinner. For instance, if an employee departs home or work (whichever is closer to the travel destination) at 7:15 a.m., the employee may not claim breakfast that day. If the employee departs home or work (whichever is closer to the travel destination) at 6:45 a.m., the employee may claim breakfast that day. The Department Administrator (or authorized representative) must approve and sign the employee's meal reimbursement request before reimbursement shall be made. A meeting/conference agenda must be attached to the meal reimbursement request. Meal stipends shall be reimbursed through payroll, and all meal stipends are taxable to the employee. Any expenses over and above these reimbursable amount are the responsibility of the employee.

There shall be no reimbursement for in-County meals except as required by State Statutes.

Employees are not allowed to charge personal meals on the County credit cards or direct bill to the hotel. Room service meals (charged to the room) must be paid for by the employee prior to checking out.

Employees requesting reimbursement for mileage are required to have on file with the County Clerk's Office evidence of personal insurance in the amounts set forth by the Personnel Committee. Effective January 1, 2011, all employee mileage reimbursements must be made through payroll with the exception of Senior Services advisory committee members.

The County owned vehicles should be used instead of employees' own vehicles, when available. The County has fleet vehicles, which may be reserved and signed out. Bearing in mind that County cars should be used as much as possible when available, mileage shall be paid from the courthouse or the employee's residence, whichever is less, when personal vehicles are used. If a personal

vehicle is used when there is a County car available, the employee shall be reimbursed at .25-30 cents per mile unless it is more cost efficient to reimburse the employee from his or her residence.

Spouses, friends, or relatives accompanying employees on County business shall pay for their own meals and the difference between single and double motel room rates. Spouses, friends, or relatives shall not accompany employees in County owned vehicles unless such transportation is in connection with official County business, and prior authorization has been received by the Administrative Coordinator.

Invoices for reimbursement for travel related expenses (such as hotel bills, meals, mileage, and parking) must be submitted within 60 days of the date of travel with the exception of Senior Services Advisory Committee travel vouchers which can be submitted once a year by 4:00 p.m. on the last Tuesday in February following year end.

Department administrators have the authority to sign travel invoices for reimbursement prior to overseeing committee's voucher approval meeting. Departments using this procedure shall keep the overseeing committee informed as to the amounts that have been approved by department administrators that are not seen by the overseeing committee.

Normally one person's expenses per meeting/training is all that shall be reimbursed. If more than one person attends that same meeting from a department, justification shall be made to the overseeing committee ~~and the Finance Committee~~.

Explanations for departure from normal procedures should be written on the vouchers to help when the external auditors examine the vouchers after several years have gone by.

No reimbursements shall be made for alcoholic beverages.

Motel reimbursements are at the limit authorized by the County Board. The only departure from this authorized rate limit is if the employee is staying at the conference site, unless the County benefits from the change to another site. Where the conference does not have a host hotel, the established room rate limit shall be used.

To save the tax charged on rooms and sales tax, the tax exempt number or letter from the Finance Department should be given to the motels and they should direct bill for motel rooms. When the rooms are paid for by the employee, the employee should take along the tax exempt number so that he or she is not charged the sales tax. The hotel bill should be in the Rusk County's name, if possible, not the employee's.

When County credit cards are used, credit card receipts shall be turned in as soon as possible through the accounts payable process. Failure to turn in credit card receipts shall result in the cancellation of the credit card.

CHAPTER 8- PAYROLL

The ~~Personnel-Ad Hoc Interviewing~~ Committee approves all new hires. In some cases when the new hire is an appointed position, the approval comes from the County Board.

The Personnel Committee approves and signs all the Payroll Change Notices ~~prior to the change becoming effective. The County Board approves all~~ All wage adjustments ~~(including but not limited to hourly wage increases, increases in salaries, stipends, etc.)~~ and reclassifications ~~must be approved by the related oversight committee, Personnel Committee and the Finance Committee upon recommendation of the Personnel and Finance Committee prior to approval by County Board. The Personnel Committee has the discretion to approve counteroffers to retain employees within the approved wage scale without approval of the full County Board. The Finance Director or Assistant Finance Director audits and approves all Personnel Change Notices to ensure accurate set-up for payroll purposes.~~

New hires are required to appear in person to fill out State and Federal W-4 forms and other payroll related forms ~~in the Finance Department with Human Resources or their designee~~ prior to beginning employment with Rusk County. These payroll related forms include I9 (which requires a copy of the new hire's social security card, driver's license, etc.), Personnel Change Form, applicable benefit related forms, and Direct Deposit Form. Direct Deposit is required for all payroll deposits.

The individual departments prepare the payroll time sheets to submit to the Finance Department. Prior to the beginning of the New Year, the Finance Department shall distribute a schedule of payroll due dates and check issue dates. Payroll timesheets are due to the Finance department by ~~9~~10:00 a.m. on the date stated on the payroll schedule.

The department administrator verifies the payroll for accuracy and approves the payroll ~~prior~~ to submission to the Finance Department. Any other special payrolls, such as disaster payrolls, must be approved by the Personnel Committee ~~prior~~ to payment.

The Finance Department staff enters the payroll from the time sheets submitted by the department and checks them for accuracy. All time sheets must be signed by the employee and department manager. Notations for applicable FMLA or Workers Compensation days must be indicated on the time sheets.

After the Finance Department staff completes entering all the time sheets and prints reports, someone independent of keying the payroll data reviews the payroll register for accuracy and signs off. Then, he or she informs the Treasurer's Office that the checks are ready to be processed by emailing and printing a preliminary payroll register.

The Treasurer's Office processes the ACH payroll transactions. Paystubs are delivered electronically through ~~MI Paymipay~~ to employees through their own individual login. Some special circumstances require issuance of a paper check-stub, which is processed by the Treasurer's Office ~~and approved by the Finance Director.~~

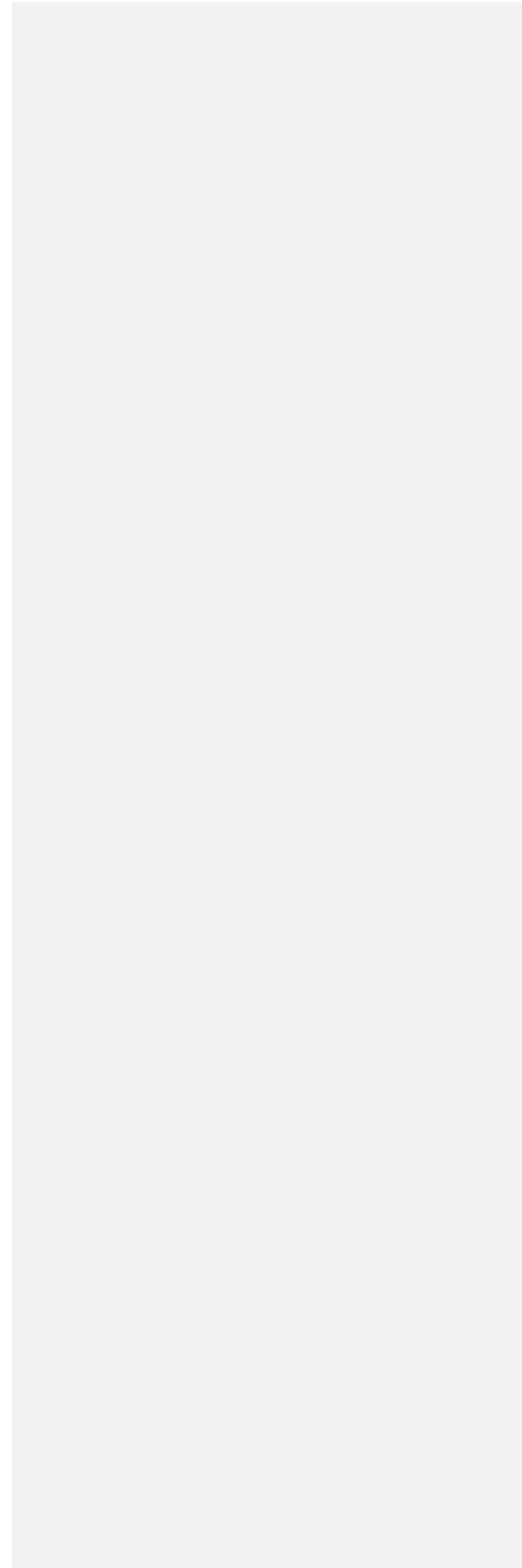
The Finance Department staff prepares all invoices relating to payroll withholdings. The Finance Director or an authorized employee of the Finance Department signs the payroll related invoices.

The Treasurer's Office makes all ACH transfers associated with the payroll withholdings based on vouchers provided by the Finance Department with the exception of accounts that require reconciliation prior to payment. After completing the ACH transfer, the Treasurer's Office enters the transaction number and effective date of the transfer on the invoice.

The Finance Department reconciles the bank accounts relating to the payroll transactions.

The Finance Department staff prepares the W-2 forms and distributes them to the employees by January 31 of each year.

The Finance Department staff prepares and submits all monthly and quarterly reports associated with payroll and payroll withholdings. The Finance Director or an authorized representative signs these reports.



CHAPTER 9- PURCHASING POLICIES

~~By direction of the County Board, the County Clerk has been delegated the authority to purchase office supplies to the best financial advantage for the County. By having one person spend time looking for the best prices, talking to salesmen, preparing vouchers, etc., the County departments should save time. Equipment would be purchased with approval of the Property Committee. The Property Committee may delegate authority up to a certain limit to the County Clerk.~~

~~The County Clerk shall coordinate office supply purchasing, keep a supply on hand of commonly used supplies, and coordinate group purchase of supplies and equipment. Supply orders outside of office supplies should be centrally coordinated within each department.~~ IT related purchases (computers, printers, TV's, etc.) are to be purchased through the IT department. The County's established rules of bidding and quotes shall be followed. State statutes and grant requirements shall be followed where required.

As with any expenditure by departments or committees, the published budget for the current year shall have funding for the item being purchased or the project planned.

~~Individual~~ Equipment item purchases over \$1,500, no matter the funding source (grant, levy, etc.), must have Property Committee approval. Per Resolution 91-22 the Highway Committee is authorized to purchase equipment with a complete unit value ~~exceeding up to \$300,000~~ 500,000 without further authority of the County Board. Property Committee acts as a clearing house for all County property. No used equipment shall be traded in, disposed of, or sold without Property Committee approval with the exception of obsolete or damaged beyond repair electronics as determined by the IT Department. Funds from sold property shall be evaluated and received by the Finance Department or approved by the Property Committee.

All property must be titled under the name "County of Rusk" with titles held in the County Clerk's office.

Departments are to use the purchasing card whenever possible. If a vendor charges a fee for use of the purchasing card, departments are not to use the purchasing card unless the fee is a flat fee that calculates to one-half percent or less of the total amount charged.

Guidelines for quotes and bidding:

~~A minimum of three quotes shall be obtained, either by fax, e-mail, or mail, for all equipment purchases over \$2,500.00.~~ Small day to day items or emergency repairs are not intended to be covered under the quoting procedure.

For software and service purchases that are not considered Public Works (Public Works: construction, alteration, demolition, installation, or repair work done under contract and paid in whole or in part out of public funds), a minimum of two written quotations must be obtained either by fax, e-mail, or mail.

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For all equipment purchases between \$2,500 and \$5,000, a minimum of two written quotations must be obtained either by fax, e-mail, or mail.

Quotes shall be presented to the overseeing committee, if applicable, and decision noted in the minutes of the committee. If quotes are of an emergency nature, the chairman of the committee can authorize purchase. Quotes should address specifications for warranties and service contracts.

~~Amounts up to \$5,000.00 may be acquired by bids or quotes following state statutes and grant requirements where applicable.~~

Recognizing that the County wants to do business in Rusk County, preference can be given to County bidders, providing service and quality are equal.

\$5,000 to \$25,000 5% preference leeway per item

State statutes #59.52 (29)(a) states that "all public works, including any contract for the construction, repair, remodeling or improvement of any public work, building or furnishing of supplies or material of any kind where the estimated cost exceeds \$25,000, shall be let by contract to the lowest responsible bidder. Any public work, the estimated cost of which does not exceed \$25,000, shall be let as the board may direct. If the estimated cost of any public work is between \$5,000 and \$25,000, the board shall give a Class 1 notice under Ch. 985 before it contracts for the work or shall contract with a person qualified as a bidder under ss. 66.0901 (2)." (This does not apply to office supplies and equipment. Highway items are governed under other statutes.)

1. Municipal competitive bidding statutes do not apply to projects undertaken by intergovernmental agreement or when the municipalities that shall perform the work have made a determination under sub. (29) to do the work themselves with their own employees.

Bidding Process

County shall carefully develop specifications for the item being bid.

Advertisements for bids shall include:

Time, place, date bids are due. (All bid are to be sent to County Clerk's Office with the exception of Highway projects and Forestry timber sales)

Name of contact person for bid inquiries~~person accepting bids.~~

Place, date, and time of bid opening.

A note as to the right to reject any or all bids.

Specifications.

Statement that bids are to be sealed.

Statement that excludes debarred contractors from bidding or utilizing subcontractors that are debarred (if project being bid is partially or fully grant funded).

Statement that questions regarding the bid specifications/process are to be in writing.

Bid opening procedure:

Bids are to be sealed and stored in the County Clerk's vault (with the exception of Highway projects and Forestry timber sales) until advertised opening time. Bids are to be opened by project oversight committee.

Minutes are kept as to amounts of each bid and decision of the committee ~~or department administrator.~~

If bid deposits accompany bids, winning bid shall have its check deposited, held or returned when another form of performance bond is received, others shall be returned ~~the same day~~ within 5 business days. If no decision is made at the meeting, checks shall be deposited, held and /or returned on the date of the decision.

Bids are to be made according to uniform specifications in the advertisement or available to bidders. Departure from specifications is not allowed.

Bid clarification is permitted. The County reserves the right to approve or deny any bids.

Proposals/Negotiated Proposals

When the County has a long standing working relationship with vendors that benefits the County due to the knowledge of the area being worked on, the equipment used, servicing of the items, or if compatibility of equipment is necessary, negotiated proposals may be considered.

Minutes must be kept of the proposal and its acceptance.

Letters of understanding shall be prepared by the County and signed by both parties.

Public works must follow state statutes.

Some grants or reimbursements require more stringent purchasing policies. Those guidelines shall govern County policy in those cases.

Vouchers in payment of items under bids or quotes or proposals shall refer to minutes of the meeting where the decision was made or bids opened. Installment payments shall have complete documentation attached.

Parts and assembly lists, service manuals, warranties, and service contracts, etc. shall be filed in the department for the life of the item. If the item is transferred between departments, the file shall follow also.

If the Emergency Services Committee decides that equipment is needed on all five ambulances and an ambulance squad(s) has previously purchased that equipment with monies it raised, the Director shall ask that the Emergency Services Committee to request reimbursement for the

ambulance squad(s) from the Finance Committee. Proper documentation must be provided and reimbursement shall be paid from excess ambulance revenues or the ambulance continuing appropriation funds.

Miscellaneous

Any rebates, gifts or other incentives received from purchasing items are County property and are not allowed to be kept by employees.

Donations of goods and supplies must be approved by Administrative Coordinator or Property Committee.

Vendor accounts held in the County's name are not to be used by employees for personal purchases.

Loans are prohibited to County employees or County Governmental Body Members.

Employees with access to accounting records or financial duties are required to take vacations, and others are cross-trained to perform these tasks in their absence.

Uniform Guidance Policy (Procurement for Federal Awards)

Conflicts of Interest

No employee, officer, or agent of the County of Rusk will participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated here in, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the County of Rusk must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontractors, unless the financial interest is not substantial or the gift is an unsolicited item of nominal value. Disciplinary actions will be applied for violations of such standards by officers, employees, or agents of the County of Rusk

Because of relationships with a parent company, affiliate, or subsidiary organization, the County of Rusk unable or appears to be unable to be impartial in conducting a procurement action involving a related organization and will not procure with those organizations.

Procurement Under Federal Awards

Procurement of goods and services whose costs are charged to Federal awards received by the County of Rusk are subject to all of the specific purchasing policies of the organization. In addition, procurements associated with Federal awards are subject to the following supplemental policies:

1. County of Rusk will avoid acquisition of unnecessary or duplicative items.

Consideration will be given to consolidating or breaking out procurements to obtain a more economical purchase.

2. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.
3. County of Rusk will consider entering into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services, and using Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.
4. County of Rusk will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

5. The County of Rusk will maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejections, and the basis for the contract price
6. All procurement transactions will be conducted in a manner providing full and open competition. All prequalified lists of persons, firms, or products which are used in acquiring goods and services will be current and include enough qualified sources to ensure maximum open and free competition. Potential bidders will not be precluded from qualifying during the solicitation period.
7. All solicitations will incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated. All solicitations will also identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
8. All necessary affirmative steps will be taken to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
9. A cost or price analysis will be performed in connection with every procurement action in excess of the Simplified Acquisition Threshold (\$250,000) including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, County of Rusk will make independent estimates before receiving bids or proposals.
10. All procurement files will be made available for inspection upon request by a Federal awarding agency.
11. All contracts will require the contractor to certify in writing that it has not been suspended or disbarred from doing business with any Federal agency.

Method of Procurement

County of Rusk will use one of the following methods of procurement:

1. Procurement by micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed \$10,000 (or \$2,000 in the case of acquisitions for construction subject to the Davis-Bacon Act). To

the extent practicable, the non-Federal entity must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations of the non-Federal entity considers the price to be reasonable.

2. Procurement by small purchase procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.
3. Procurement by sealed bids (formal advertising). Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest price.

All purchases in excess of \$10,000 shall be made by obtaining oral or written quotations from at least two responsible contractors. All purchases of at least \$25,000, but less than \$250,000, shall be made by obtaining written quotations from at least three responsible vendors. All purchases of \$250,000, or more shall be made by obtaining competitive proposals from at least three responsible vendors. Sealed bids shall be utilized when required by the Federal awarding agency.

In order for sealed bidding to be feasible, the following conditions will be present:

- a. A complete, adequate, and realistic specification or purchase description is available;
- b. Two or more responsible bidders are willing and able to compete effectively for the business;
- c. The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

If sealed bids are used, the following requirements apply:

- a. The invitation for bids will be publicly advertised and bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids;
- b. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
- c. All bids will be publicly opened at the time and place prescribed in the invitation for bids;
- d. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
- e. Any or all bids may be rejected if there is a sound documented reason.

4. Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:
 - a. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
 - b. Proposals must be solicited from an adequate number of qualified sources;
 - c. The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
 - d. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
 - e. Competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensations. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.
5. Procurement by noncompetitive proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:
 - a. The item is available only from a single source;
 - b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - c. The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or
 - d. After solicitation of a number of sources, competition is determined inadequate.

Suspension and Debarment

County of Rusk will review all grant purchases to verify that purchases will not be made against contractors that are on the Debarment or Suspension list supplied by the Government. The ~~Village Clerk/Treasurer~~project manager will review all ~~requisition bids requests~~ submitted for all grant accounts to make sure the contractor is not on the debarment list. This list is available at <https://www.sam.gov/>. If a match is found, the ~~Public Works Director~~oversight committee will be notified directly and the ~~Village Clerk/Treasurer will not process the requisition bid will be~~disqualified. All results of searches will be attached to the filed paperwork for verification of search and disqualification noted in minutes.

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Provisions Included in all Contracts

It is the policy of County of Rusk to include all of the following provisions, as applicable, in all contracts (including small purchases) with contractors and subawards:

1. **Remedies:** All contracts in excess of the small purchase threshold fixed at 41 U.S.C. 403(11) (currently \$150,000) shall contain contractual provisions or conditions that allow for administrative, contractual, or legal remedies in instances in which a contractor violates or breaches the contract terms.
2. **Termination:** All contracts in excess of \$10,000 shall contain suitable provisions for termination by County of Rusk, including the manner by which termination shall be affected and the basis for settlement. In addition, such contracts shall describe the conditions under which the contract may be terminated for default as well as conditions where the contract may be terminated due to circumstances beyond the control of the contractor.
3. **Equal Employment Opportunity:** All contracts shall contain a provision requiring compliance with E.O. 11246, "Equal Employment Opportunity", as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity", and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor".
4. **Davis-Bacon Act, as amended (40 U.S.C. 3141-3148):** If included in the federal agency's grant program legislation, all construction contracts of more than \$2,000 awarded by County of Rusk and its subrecipients shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 276a to a-7) and as supplemented by Department of Labor regulations (29 CFR part 5, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction"). Under this Act, contractors are required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. It is the policy of County of Rusk to place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. County of Rusk shall also obtain reports from contractors on a weekly basis in order to monitor compliance with the Davis-Bacon Act. County of Rusk shall report all suspected or reported violations to the Federal awarding agency.
5. **Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333):** [Where Applicable] All contracts awarded by County of Rusk in excess of \$250,000 for contracts that involve the employment of mechanics or laborers shall include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and

a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

6. **Rights to Inventions Made Under a Contract or Agreement:** Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and County of Rusk in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts, and Cooperative Agreements", and any implementing regulations issued by the awarding agency.
7. **Clean Air Act (42 U.S.C. 7401-7671g and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended:** Contracts and subawards of amounts in excess of \$150,000 shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act, as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
8. **Debarment and Suspension (E.O.s 12549 and 12689):**
9. For all contracts, the County of Rusk shall obtain from the contractor a certification that neither the contractor nor any of its principal employees are listed on the Excluded Parties List System in SAM.
10. **Byrd Anti-Lobbying Amendment (31 U.S.C. 1352):** For all contracts or subgrants of \$250,000 or more, County of Rusk shall obtain from the contractor or sub-grantee a certification that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. 1352. Likewise, since each tier provides such certifications to the tier above it, County of Rusk shall provide such certifications in all situations in which it acts as a sub-recipient of a sub-grant of \$250,000 or more.

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CHAPTER 10- BUDGETING PROCESS

This policy explains how the budget system at Rusk County complies with the statutory requirements of the Wisconsin budget law, Section 65.9, Wis. Statutes and Finance Committee policy and how it has been structured to meet the needs of management for information and control.

The Approved County Budget

A budget document is prepared each year by the Finance Committee of the County Board after departments have submitted their individual budgets. The budget of departments and line items is presented at a Public Hearing in November and final approval is given by the County Board on the second day of its November meeting or on the date that the County Board reaches an agreement on the budget. The dates for the meetings, hearings, and publishing in the paper are governed by State statutes.

The Finance Committee presents to the Board at its annual meeting in November. Modifications to the Finance Committee proposed budget can be made by County Board resolution any time prior to or subsequent to the public hearing and/or may be included as amendments to the budget approval resolution.

The months of August and September are normally when County Board committees act on budgets and resolutions of major policy issues that affect the budget are presented to the full County Board. It is recommended that committees start earlier than August if it is determined that major changes may have to be made.

Statutory Requirements for the Approved County Budget

The approved County budget is required to contain a list of all indebtedness; all anticipated revenue from all sources, all proposed appropriations for each department and line item and for each reserve account for the ensuing year; actual revenues and expenditures for not less than the first six months of the current year; and estimated revenues and expenditures for the balance of the current year. Information is also required to be presented identifying all anticipated unexpended or unappropriated balances and surpluses. (Ref. Sec. 65.90 (2).)

Publication of Budget Hearing Notice and Summary

Wisconsin statutes require a summary of the proposed budget to be published as a Class 1 legal notice in the local newspaper for a minimum of 15 days prior to the public hearing on the budget. Rusk County publishes a combined summary containing financial information by department of line item; this meets the publication requirements as indicated by Opinion of the

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Attorney General 30 OAG 304 (1941). The date and time of the budget hearing is also required to be included in the published notice; the hearing must be held no earlier than 15 days subsequent to the date of publication of the Class 1 legal notice (Ref. Sec. 65.90 (3).)

Filling Out Budget Forms

Prior Year Actual: These figures are issued to the department by the Finance department and shall be used instead of department figures for prior year. The official records are in the Finance department.

Current Year Budget: The budget as approved by the County Board at the November meeting from the previous year, PLUS any changes authorized through June 30.

6 Months Actual: Figures shall be provided by the Finance Department to departments to be used. Department records shall not be used.

12-Month Estimate: Departments shall estimate the twelve months actual amount to be needed for current year, regardless of amount budgeted.

Budget Request: Departments best estimate as to what is to be needed for next year with approval of overseeing Committee Chair.

Finance Approved: Amounts shall be determined at a meeting with the Finance Committee and Department Administrator and/or overseeing Committee Chair if requested by the Finance Committee.

County Board Approved: Final amounts approved at the November meeting of the County Board.

Reserved Funds

The approved County budget designates Reserve Funds, which are to be used for specific purposes. For example, left over end of year funds for the Veterans Commission are reserved because their use is restricted by statute (Ref. Sec. 45.01). In other situations, the County Board has designated funds as reserved for future specific purposes. All such reserve funds may be re-appropriated when needed by the Finance Committee for the purposes intended in the approved County budget as long as such transfers do not exceed 10% of the department funds as presented in the approved County budget. Reserve fund re-appropriations which exceed the 10% rule or which change the purpose for which the reserves were intended require resolution of the County Board with 2/3-majority vote needed.

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Bond Proceeds

Bond proceeds in support of capital projects are approved by the County Board separately from the annual County budget appropriations (Ref. Sec. 67.10 (3)). Spending authorizations under County bonding approvals extend through the life of the project and do not lapse at the end of the calendar or County budget year as do other budgetary appropriations. The respective County Board Committees, which are responsible for the use of approved bond funds, must coordinate with the Finance Committee to ensure that reserved and appropriated bond proceeds are periodically reviewed and reflect current requirements. Unused bond proceeds are required to be transferred to the Debt Service Fund for use in retiring indebtedness when the project is completed (Ref. Sec. 67.11 (1) (a)).

Changes to the County Board Budget

Transfers from one department or line item to another and transfers from the contingency fund may be approved by the Finance Committee provided that such transfers do not exceed the amount available and that they do not exceed 10% of the funds provided for the department or line item as published in the annual County budget.

Other transfers and appropriation changed to the approved County budget may be approved only with a 2/3-majority vote of the County Board (Ref. Sec. 65.90 (5) (a)).

Changes to the approved County budget must be published in the Ladysmith News within 10 days of the action (Ref. Sec. 65.90 (5) (b)).

CHAPTER 11- GENERAL FUND TRANSFERS

The County's general fund is created from previous years' accumulation of unused tax levy, or excess revenues. It is reduced by the amount of taxes not received in the current year. It is increased by the amount of the back taxes received over and above the amount not received for the current year. Some years we increase the fund and some years we decrease it, depending on how the taxpayers pay back and current taxes.

Transfer from General Fund to Department Budgets or Line Items:

Only the full County Board may request general fund transfers to supplement appropriations.

Action by the full Board shall require 13 votes to complete the transfer as it is amending the budget as it was originally published. If there are 16 present, it shall still take 13 votes in favor.

By County Board rule, any supervisor may present a resolution, so therefore any supervisor may bring forth a request for a general fund appropriation. Finance Committee can recommend general fund transfers also. The Finance Committee prefers to have the request for general funds go through its committee first for discussion, financial planning, and increased understanding of the need.

Upon passage by the County Board as required by statutes and recorded in the minutes, the transfer is then recorded on the books of the County and the department, authorizing the increased expenditure.

Requests for general funds must come before the Board during the year funding is needed.

2/3 figure was changed from 14 to 13 April 17, 2012 with decrease in number of County Board members.

CHAPTER 12- CONTINGENCY FUND TRANSFERS

Each year at budget time the County Board Finance Committee sets aside a certain amount determined to be adequate to cover emergency requests during the coming budget year. This includes unforeseen revenue shortfalls, unanticipated repairs, breaking down of equipment, illnesses, and position vacancies. At times the fund includes money for funding union contract settlements not agreed upon at budget time due to negotiations or arbitration's in progress. This would include the amount of wage settlements and all fringe benefits accompanying the settlement.

Transfer from Contingency to Department Budgets or Line Items:

Finance Committee by statute and by County Board resolution is authorized to transfer additional funding to a department or line item in an amount not exceeding 10% of the department's original approved official budget. Requests for contingency fund supplements to a budget are made on a form available from the Finance Department and acted on at the monthly Finance Committee meetings.

The Finance Committee may decide that they do not want to transfer the funds to the department or line without full County Board involvement and may recommend the transfer be taken to the County Board for action.

County Board transfer amounts needed to supplement a department or line item that exceed 10% of the original appropriation can only be approved by full County Board per state statutes.

By County Board rule, any supervisor may present a resolution so therefore any supervisor may bring forth a request for a contingency fund appropriation. Finance Committee can recommend contingency funding also. The Finance Committee prefers to have the request for contingency funding go through their committee first for discussion, financial planning, and increased understanding of the need.

Upon passage by either Finance Committee or County Board as required by statutes and recorded in the minutes, the transfer then is recorded on the books of the County and the department authorizing the increased expenditure.

Departments are expected to ask for funding prior to obligating the County for funds necessary to pay the invoices. This includes payroll invoices. Contingency fund requests shall be handled until the end of the calendar year for the current year.

CHAPTER 13- LINE ITEM TRANSFERS AND BUDGET AMENDMENTS

Departments are expected to follow the official budget as passed in November by the full County Board for the following calendar year.

As items within the department budget are estimates, the Finance Committee allows line item transfers of funding between different lines of the approved budgeted amount. Line item transfer forms do not need to be submitted to Finance unless wage items are requested to be transferred to other expenses, such as supplies.

If the overall budgeted expenses are greater than 10% of the overall budget, the Finance Director shall prepare a resolution for the Finance Committee with Contingency Fund or General Fund amount to be transferred in. If the budgeted revenues exceed 10% of the overall budget, the Finance Director shall also prepare a Resolution to amend the budget. This requires a 2/3 County Board vote, 13 votes, as it amends the budget as originally published.

It is expected that departments shall not exceed line item expenditures without prior approval.

Line items within a budget for wages are to correspond with the filled positions listed on the union contract or by County Board resolution. There are separate lines for extra help and for overtime.

Budgets can be amended by grant proposals being accepted and awarded to the County. See separate chapter on grants.

If the revenues for a certain department are increased, permission from the Finance Committee is necessary to spend the additional revenues in a budget expense line. (Example: Additional fees received \$5,000 over budget; department cannot spend the additional \$5,000 without approval.) Additional revenues beyond what was budgeted goes to the general fund at the end of the year. By the same token, if revenues fall below estimates, the difference comes from the general fund.

CHAPTER 14- READING AND USING COMPUTER REPORTS

The Finance department, upon department request, shall give each department a summary of their budget which shows:

Amount officially budgeted per object code (line item) and as amended by County Board or Finance Committee during year.

- Amount spent/received for month.
- Amount spent/received for year to date.
- Balance left in budget for current year.

If needed, departments can receive a report showing all the receipts and invoices and adjustments posted in detail upon request. From this report departments shall be able to trace invoice number, receipt number, dates, and names.

For those departments using General Ledger accounts, there is a printout showing balances at month end and year to date and a more detailed report showing invoice numbers, receipt numbers, dates, and names. These are handled on an individual basis upon request.

If a department regularly uses a certain account and wants to know the activity in that account every month, the Finance Department can also provide this to a department upon request or it is available through [MI Viewpoint/miViewPoint](#).

After all adjustments are made by the Finance Department and by the independent external auditor, another printout may be given out upon request.

Departments shall be given access to the [MI Viewpoint/miViewPoint](#) software to view invoices, journal entries, and account detail.

CHAPTER 15- ACCOUNT DESCRIPTIONS

Rusk County's chart of accounts descriptions is prescribed by the State of Wisconsin, our accounting system, and Generally Accepted Accounting Principles (GAAP) issued by the Governmental Accounting Standards Board (GASB). New account numbers can only be issued by the Finance Director in order to comply with these requirements.

Sample: 100-21-52111-111 Sheriff-Wages

Budgets

The first three numbers indicates the FUND of the County budget. Rusk County has several funds:

Fund 100	Governmental Accounts (most of the County)
Fund 200	Special Revenue Funds (restricted programs)
Fund 300	Debt Service Fund (for paying back bond issues)
Fund 400	Capital Projects Fund (for construction of capital items)
Fund 500	Enterprise Fund (County businesses – Past: Hospital & Nursing Home)
Fund 600	Internal Service Funds (County does business for other funds)
Fund 700	Trust and Agency Funds (bond issue and other debts over 1 year)
Fund 900	Fixed Assets (property and equipment inventory)

The second two numbers indicate the department. All accounts (revenues and expenses) pertaining to the department shall have the same department number.

The third group of numbers is a budget account number for that department. All expense accounts begin with a "5" and all revenue accounts begin with a "4." The remaining numbers are based on the state arrangement, which indicates where the money is coming from and the purpose for which it was spent. Every digit in the group of five numbers has a meaning to the state. The Finance Director has access to assign the numbers within the chart of accounts.

The fourth group of numbers indicates the line item within the budget, which need to be grouped together, such as payroll for Clerk II, FICA, office supplies, telephone, and capital outlay.

General Ledger

Some departments keep general ledgers balance sheet accounts in addition to their budget accounts. Those accounts are also arranged in a certain way to indicate to persons reading the report what type of account it is.

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Sample: 100-11101 Treasurer's Cash

The first group of numbers indicates the Fund as in the Budget number. The second group of numbers indicates whether it is an asset account, deferred outflow of resources account, liability account, deferred inflow of resources account, or equity account. Each digit in the group of five numbers has a meaning to the state and must be assigned by the Finance department to correspond to the state requirements.

Subsidiary

Departments with extensive accounts receivable should keep a subsidiary account of individual receivables, which shall total the amount, listed on the County records in the Finance department. These include Ambulance Accounts Receivables, Forestry Bond Deposits, and Tax Deed Land Inventory for sale, and Tax Deed Land Inventory Not for Sale.

CHAPTER 16- JOURNAL ENTRIES

If there has been an error in recording a voucher, receipt, or payroll amount, it can be corrected by using a Journal Entry Form available on the common drive. Contact the Finance Department to work out the correction if assistance is needed.

Journal entries are also used to redistribute certain expenses such as:

- Insurance payments on vehicles
- Worker Compensation Insurance premium on employees
- Use of County car by miles
- Use of central duplicating machines by copy
- Use of County telephone system
- Purchase from central supplies
- Use of postage machine

Journal entries are reviewed for accuracy and appropriate support, then processed by the County Finance Department throughout the month.

End of year journal entries can be made until Period 12 is closed for the prior year at the end of February. After February, entries may be posted to the previous year in Period 13 at the Finance Department's discretion. Auditor adjustments are processed in period 14.

Journal entries are reviewed and approved by the Assistant Finance Director, then reviewed and approved by the Finance Director before activity is reflected in the general ledger.

CHAPTER 17- GRANTS

The State of Wisconsin and Federal Government shall offer grant money to counties from time to time. The department administrator applies for the grant after the Rusk County ~~Contract/Grant Approval Form is completed~~ after approval by his/her committee and/or the full County Board. Once the grant is awarded, the Contract/Grant Approval Form is completed and submitted to the Administrative Coordinator. It is the department head's responsibility to ensure that the grant award/contract is submitted with the Contract/Grant Approval Form to be filed in the County Clerk's office.

If the grant is received, an official budget must be prepared. It may require amending the previously published official budget which would require a 2/3's majority vote for County Board approval. There have been times when even though the grant was applied for and received, it was turned down by the Board for lack of the 13-majority vote to amend the budget.

By County Board resolution, if the grant funding is eliminated from a program, the County must act on whether or not to continue the grant with County funds instead of grant funds. The program does not automatically continue after funding is withdrawn. This already may be in place within the initial resolution.

If the grant money continues from year to year, the grant program becomes part of the County budget process acted on in November of each year.

If the grant funds are for one year only and the project is not completed in the current year, a resolution must be passed by the County Board to allow the funds to be carried forward to the next year in a non-lapsing, continuing appropriation account.

Grant funds are generally accounted for in a separate fund of the County. The County Board does not have as much voice in the spending of the funds as they are restricted to a specific purpose and cannot be spent for another purpose. The fund is called a "special revenue fund."

Grants generally require separate audits by the County's independent external auditors. These costs can be incorporated into the grant budget if allowed.

Copies of the grant reports showing disposition of funds or funds remaining are to be given to the Finance Department as soon as the reports are filed. Preliminary audit work shall be done by the County prior to the independent auditor's arrival.

CHAPTER 18 – CONTRACTS, LEASES, AGREEMENTS

Per Chapter 2 Administration, the Finance Committee “shall be responsible for selecting and contracting the independent audit firm.”

Per Chapter 2 Administration, the Property Committee is responsible for entering into leases of County owned property with the exception of Joint Management leases, Highway leases, and leases falling under an individual committee’s jurisdiction. All leases entered into by the Property Committee shall be reported to the full County board at the next regularly scheduled County Board meeting after the execution of the Lease Agreement.

All contracts, leases, and agreements require the signature of the Chair of the Rusk County Board of Supervisors and the County Clerk unless otherwise approved by the full County Board of Supervisors after the appropriate committee or County Board approval is obtained. These items all need to follow the contract review policy; signed by Corporation Counsel, Finance Director, and the Administrative Coordinator.

All contracts, leases, and agreements shall be on file in the County Clerk’s Office.

Implemented 12/2018:

Prior to entering into any agreement that shall legally bind Rusk County, this contract/grant approval form is required to be completed and the attached contract/grant approved. The purpose of the review is to limit the County’s exposure to liability and prevent the purchase of duplicate services.

Originating Department heads should complete the form, attach a copy of the contract /grant and certificate of liability, and submit to the Administrative Coordinator’s Office. The form shall be logged and initiated through the review process. Please allow two weeks for the review process. Forms are available on the common drive. All contracts are scanned into the vendor profile, if applicable, for comparison to invoices when payment is remitted.

CHAPTER 19- GOVERNMENTAL ACCOUNTING PRINCIPLES

The purpose of this section is to introduce the user to basic accounting concepts and principles as they relate to governmental accounting in general and to Rusk County in particular. Rusk County is independently audited each year and as such, is required to follow generally accepted accounting principles, which are discussed briefly in this section.

Fund Accounting

One of the integral parts of governmental accounting is the use of funds to account for its activities. Rusk County utilizes fund accounting. A fund is defined as "an independent fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with regulations, restrictions, or limitations." Each fund operates independently under normal "double entry" accounting rules

Types of Funds

The following is a description of each major category of funds or account groups used in Rusk County.

Governmental

General Fund. The General Fund is the general operating fund of Rusk County. It is used to account for all financial resources except for those required to be accounted for in another fund. These start with the number 100-xx-xxxx.

Special Revenue Fund

The Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than major capital projects) that are legally restricted to expenditures for specified purposes. These start with the numbers 2xx-xx-xxxx.

Debt Service Fund

The Debt Service Funds are used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest, and related costs. These start with the numbers 300-xx-xxxx.

Capital Projects

The Capital Project Funds are used to account for the purchase or construction of major capital facilities or projects which are not financed by proprietary funds, Special Assessment Funds, or Trust Funds. These start with the number 400-xx-xxxx.

Enterprise

The Enterprise Funds are used to account for operations (a) that are financed and operated in a manner similar to private business enterprises where the intent of the County is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges, or (b) where the County has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriated for capital maintenance, public policy, management control, accountability, or other purposes. An example of this fund is the Hospital/Nursing Home that discontinued on 08/31/18. These funds start with the numbers 50x-xx-xxxx.

Internal Service

The internal service funds are used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the governmental unit, or to other governmental units, on a cost-reimbursement basis. Examples of this fund include the highway, central duplication, car pool, and HRA funds. These funds start with the numbers 6xx-xx-xxxx.

Fiduciary - Trust - Agency

The Trust and Agency Funds are used to account for assets held by the County in a fiduciary capacity as trustee, custodian or agent for individuals, other governmental units and non-public organizations. Examples of this would be amounts collected for the state for the DNR, traffic fines, licenses, and for other governments for special assessments. Prior to 2003, these funds start with the numbers 7xx-xx-xxxx. After 2003, these funds were moved to the general fund, fund 100.

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Fixed Assets and Long-Term Liabilities Account Group

Fixed Assets

Fixed assets used in governmental fund type operations are accounted for in the General Fixed Assets Account Group, rather than in the governmental funds. All fixed assets are valued at historical cost or estimated historical cost if actual historical cost is not available. Donated fixed assets are valued at their estimated fair value on the date donated. A listing of the fixed assets is kept by the insurance company and Finance Department, updated by departments yearly.

Long Term Liabilities

Long term liabilities expected to be financed from governmental funds are accounted for in the General Long Term Debt Account Group, not in the governmental funds. Examples of this are the bond issues for construction and the unfunded pension liability with the state pension board.

The two account groups are not "funds." They are concerned only with the measurement of results or operations.

Basis of Accounting

The modified accrual basis of accounting is followed by the governmental funds, expendable trust funds, and agency funds. Under the modified accrual basis of accounting, revenues and other governmental fund financial resources are recognized in the accounting period in which they become both measurable and available to finance expenditures of the fiscal period. Available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures other than interest on general long-term debt are recorded as liabilities when they are incurred.

Budget

The budget is the primary tool of local government for monitoring financial resources. Contained in the budget are decisions regarding its operations. When the budget is adopted, it represents the financial plan for operating the government in the coming year.

The major difference between a government and a business budget is the government is adopted into law and therefore legally binding. Expenditure budgets or appropriations represent the upper limit for government spending in a given year. Because the budget is legally binding, budgetary control is essential.

Like other governments, Rusk County adopts a budget for all County departments. Budgets are reviewed by liaison committees and the Finance Committee before forwarding the recommended budget to the County Board of Supervisors. The County Board considers the

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Finance Committee's proposed budget and adopts a budget in November of each year. The adopted budget sets both revenue and appropriation levels along with the amount of taxes that are to be levied in the County and apportioned to its municipalities.

Budgetary Accounting

Budgetary accounting and control is essential because of the legal aspects of the budget. In the County, appropriation accounts are maintained to control expenditures in accordance with the adopted budget. The department must obtain a transfer if a purchase shall cause an account to become overdrawn. The Finance department monitors overdrawn expense accounts and informs the Finance Committee.

CHAPTER 20- ACCOUNTING POLICIES

Accounting Policies

The purpose of this section is to outline and explain the various accounting policies in use in Rusk County. These policies define the methods of presenting financial information in the County.

Appropriation and Revenue Control

In accordance with Wisconsin State Statute 65.90, appropriations of the County are controlled. The budget is a legal document, which established the upper limit on spending as well as the amount of revenue projected to be realized in a given year. Rusk County budgets at the posting level accounts.

Budget Control

Budget reviews are used to control appropriations. They are also used to ensure that revenues of the County are realized in a timely manner in accordance with budget expectations.

Timing of Budget Review

A review of the budget compared to actual experience is conducted both on an interim basis and at year-end. Departments have access to its budgets status through MI Viewpoint Dashboard.

Method of Performing Review

Actual accounting experience is compared to the planned budget level to determine problem areas. If actual appropriations are exceeded, prior year experience or actual revenue is significantly below budgeted levels, and it shows a problem exists, the department administrator is required to resolve or alleviate the problem.

Level of Appropriation Control

Appropriations are controlled in the department's budgets at the posting level account.

Departments exceeding their appropriations in these posting accounts in which control is exercised must contact the Finance Director with a method of resolving the situation.

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Revenues are examined or reviewed at the posting level account. Unfavorable conditions in revenues are notified through the budget review procedure in which the department administrators are required to present a plan to correct the problem.

Capital Costs

The following costs are valid and proper when capitalizing items to the fixed asset system and general ledger:

- Land
- Acquisition cost
- Fees related to the purchase (i.e., appraisal, survey, legal, consultant, recording, etc.)
- Costs of landscaping
- Title insurance costs
- Advertising required in purchase of condemnation
- Any damage suits related to condemnation
- Cost to prepare the land for use
- Other costs related to land acquisition

Land Improvements

- Cost of paving (i.e., roadways, parking lots, etc.)
- Costs of fencing and lighting
- Costs of outside plumbing and underground improvements on County land (i.e., sewer, water, electric, telephone and gas)
- Cost of walls and steps
- Cost of signs and flagpoles
- Cost of fountains
- Cost of playground and picnic installation
- Cost of bleachers in a park or playground
- Other costs related to land improvement

Buildings and Structures

- Cost to build or the purchase price at the time of acquisition including all mechanical and electric equipment (i.e., plumbing, heating, air conditioning, etc.)
- Fees related to the acquisition or construction of the building (i.e., architectural, engineering, consultant, legal, etc.)
- Permits
- Cost of excavation
- Costs of preparing a newly acquired structure for specific use
- Insurance, utility, and interest costs during construction
- Any equipment or item affixed to the structure should be capitalized as part of the structure (i.e., built in equipment, partitions, carpeting, etc.)

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Personal Property (subject to the limitation of a unit value of \$5,000 and a useful life of one year)
Cost of item including the costs of placing the item in service.

Expense vs Capitalization

Expense

The cost of items (i.e., incidental repairs) which neither materially add to the value of the asset nor appreciably prolong its life, but merely keep it in an ordinarily efficient operating condition, are expense items that should be charged against the fiscal year the material or service was received and the liability incurred. Equipment, which by its nature has, short normal life expectancy, early obsolescence, or other factors that contribute to an early loss of usefulness is expensed. Personal property with a unit cost of less than \$5,000 or a useful life of less than one year is also expensed.

Capitalization

Amounts spent in restoring property or amounts spent for replacements which arrest deterioration and appreciably prolong the useful life of the asset are expenditures which are capitalized to the general ledger and recorded in the fixed asset system. Expenditures capitalized are considered assets of Rusk County, which are depreciated, if applicable, over the useful life of the property. Examples of items capitalized include those items of personal property with a unit cost of at least \$5,000 and useful life of at least one year. Cost of additions to or extensions of an existing fixed asset that is replaced by a new one are capitalized with an accompanying write off of the old asset. Replacement, however, must meet the definitions within the capitalization policy.

Because many factors enter into a determination of whether an item should be expensed or capitalized, no complete set of rules can be laid down to fit all possible situations. Each case must be analyzed on its own merits as to whether an expenditure appreciably prolongs or materially adds to the value of property resulting in capitalization of the item. If the expenditure does not meet this criteria, it should be expensed.

Capitalization in Rusk County occurs most often in Highway accounts, Central Duplication, Car Pool, Solid Waste/Recycling, and Enterprise Funds.

Depreciation Policy

In accordance with generally accepted accounting principles (GAAP), depreciation of fixed assets is required in the proprietary funds of government (enterprise and internal service funds) and must be shown on the operating statements of these funds. Depreciation is also used in examining or determining the full cost of a project or program. It is also a necessary cost of business when establishing user rates for services.

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Depreciation represents the expiration in the service life of fixed assets attributable to wear and tear, deterioration, and obsolescence. It represents the portion of the cost of a fixed asset, which is charged as an expense during a particular period or fiscal year.

Many methods of depreciating fixed assets exist. Rusk County utilizes the straight-line method of depreciating fixed assets. This method takes the cost of the fixed asset, less salvage value, and prorates it over the useful service life of the asset. Through this process, the entire cost of the asset is ultimately charged off as an expense.

The County's fixed asset system shall accommodate any service life selected for an asset. A service life can be different from a similar asset if you have a basis for such determination. Generally, service lives of assets are as follows:

- Land Improvements - 25 years
- Buildings and Improvements - 20 to 50 years
- Furniture, Machinery, Cars, Trucks, Equipment - 5 to 20 years

Enterprise and Internal Service Funds use depreciation on their operating statements. Only capital expenditures are part of the net budget of the County. Even though depreciation is not recognized in the net budget, it should be recorded in the operating accounts with an offset to accumulated depreciation in the general ledger.

Internal Control

The control over assets is the responsibility of management. Annually, each department has a list of the assets under its control. It is the responsibility of that department administrator to keep the list current. Forms for keeping the list current are available from the County Clerk or the common drive.

CHAPTER 21 – END OF YEAR PROCEDURES

Complete all journal entries that need to be done on an annual basis and update all subsidiary ledgers to the general ledger. Year-end audit corrections can be done until audit fieldwork.

Distribute end of year printouts to departments if requested.

Prepare and print 1099's and W2's, and Workers Compensation Audit.

Prepare and file annual Wisconsin Retirement System (WRS) and Affordable Care Act (ACA) reporting.

Reconcile accounts with departments.

Prepare grant files and audit books for external auditors.

Perform Caselle year-end closing activities.

The departments shall deposit all cash in the Treasurer's Office on a timely basis identifying which year it is attributable to and if it was cash on hand as of 12/31 of that year.

The departments shall identify on all vouchers submitted for payment in November, December, January, and February which year the expense is attributable to.

The departments shall update employee proof of auto insurance with the Clerk's office.

All employees shall complete and return ~~Section 125 open~~ enrollment forms to ~~the Finance department~~ Human Resources by a date to be determined by ~~Human Resources~~ the Finance Department. These forms need to be completed even if the employee does not choose to ~~participate in the Section 125 program if requested~~ enroll.

The departments shall provide the County Finance Department with a list of all volunteers for the year.

The Treasurer's office, County Clerk's office, Maintenance department, Administrative Coordinator, Corporation Counsel, and Finance department need to submit the Personal Activities Reports (PARS) to the Finance department for preparation of the annual cost report.

All departments shall provide the ~~County Clerk's~~ Finance office with changes in inventory/assets for the year.

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All departments shall provide the Finance department with a list of any money still expected to be received for the year. This list should include the source of the funds, the dollar amount, and what these funds are for.

All departments with grant funding shall provide the County Finance department copies of requests for payment associated with those grants prior to submission of the reports so that the Finance department can reconcile these requests to the County books. All departments shall submit a copy of all grant applications to the Finance department.

All departments shall print necessary reports for year end and file these reports.

All departments shall prepare new files for the upcoming year and properly store prior year files according to the record retention policy.

CHAPTER 22 – GIFT CARD PROCEDURES

If gift cards are purchased by or donated to a County department, it is the department head's responsibility to contact the Finance department to determine the proper accounting treatment for the transaction.

The gift cards are to be kept in a locked location with limited access.

Each department should track the gift cards received and disbursed so all cards are accounted for. Additionally, it is the department head's responsibility to ensure that gift cards are used only for allowable costs based on donor or grant funding stipulations.

When a disbursement occurs, a receipt form must be filled out by a Rusk County employee indicating the recipient name, type and amount of gift card, and source of funding. The form is to be signed and dated by the department head and recipient. These forms can be obtained from the Finance department.

The gift cards and supporting documentation may be subject to review/reconciliation by the Finance department on a semi-annual basis, but may be done more frequently if needed.

Implemented 01/2016

CHAPTER 23 – Certificates of Insurance

Purpose

To cover the County's liability for contracted vendors, and ensure the safety and compliance of all parties involved.

Recommendation

The County requires a *Certificate of Insurance* to be on file for any vendor who performs labor or services on County property; with a requirement of the County being listed as an additional insured. The minimum amount of General Liability Insurance coverage is \$1,000,000 as recommended by our liability insurance carrier, Wisconsin County Mutual Insurance Corporation. Work should not commence without proper documentation on file within the County.

There are several types of *Certificates of Insurance* that are needed depending on the services the County pays for:

1. General Liability Insurance (In case we are found negligent and liable in any way)
2. Worker Compensation Insurance (medical coverage and loss of wages, death benefits)
3. Professional Liability Insurance (usually dietitians, doctors, nurses, etc.)
4. Umbrella coverage (Some companies buy a policy that covers anything not already listed on their policies)
5. Automobile Liability

Refer to the Certificate of Insurance itself for these comments:

- A. The Insured section should be the name of the vendor we are paying for the services, or the name of the event being held on our property.
- B. The Certificate Holder should be the name of Rusk County AND the department requiring the certificate.
- C. This section shows the AGENT who insures the vendor. It is not the insurance company who would pay for any claims. That is in another section.
- D. This section shows the names of the companies that insure the vendor. There could be several, one for each of the types of insurance (liability, worker compensation, automobile, umbrella, professional liability etc.)
- E. Types of coverages for this particular vendor. The letter shall correspond to the names in D above.
- F. Dates of coverages for the type of insurance this certificate covers. You might need two certificates in one calendar year as not everyone uses January to January and not all coverages are for the same period.

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- G. Amount of coverage. The County requires \$1,000,000 for each occurrence in the General Liability section.

RECORD KEEPING

The Finance Department is audited on the *Certificates of Insurance* each year. We require copies to be emailed to our department prior to services being contracted. Each new vendor shall also need a W-9 submitted with the proof of insurance.

Tenant-User Liability Insurance Program

Persons or businesses that use the County facilities also are to provide proof of liability insurance in case of an injury while they are using that facility. If no General Liability coverage through the homeowner's insurance is available and approved through our carrier prior to the event, we offer the Tenant-Users Liability Program with minimum limits of \$250,000 in General Liability coverage for all days on the County property. Requests are sent to the Finance department and submitted to the insurance company prior to the event date. Proof of Insurance is mailed to the Finance department upon receipt.

Implemented 06/21/18

Object Codes – Appendix A

Expenses

- 100 Labor
- 110 Salaries
- 115 Extra Help
- 120 Wages
- 130 Employee Benefits
- 131 Sick Leave Pay
- 132 Vacations Pay
- 133 Longevity Pay
- 134 Holiday Pay
- 135 Compensatory Pay
- 136 Sick Leave Lump Sum Pay
- 137 Overtime
- 138 Other Leave with pay
- 140 Per Diem
- 150 Employer contributions
- 151 Social Security
- 152 Retirement (Employer's Share)
Retirement (Employee's Share paid by employer)
- 154 Hospital and Health Insurance
- 155 Life insurance
- 156 Worker's compensation
- 158 Unemployment compensation
- 159 Other employer contributions
- 190 Other personal services
- 191 Accrued vested sick leave pay
- 192 Accrued vested vacation pay

200 CONTRACTUAL SERVICES

- 210 Professional services
- 211 Medical
- 212 Legal
- 213 Accounting and Auditing
- 214 Data Processing
- 215 Engineering Fees
- 216 Janitorial
- 217 Department other
- 220 Utility services

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- 225 Telephone
- 229 Other Utility services
- 230 Repair and maintenance services-streets and related facilities
- 231 Blacktopping
- 232 Graveling
- 233 Paving-Concrete
- 234 Sanding
- 235 Snow removal
- 239 Other repair and maintenance-streets and related facilities
- 240 Repair and maintenance services-other
- 241 Motor vehicles
- 242 Other machinery and equipment
- 243 Furniture and furnishings
- 245 Grounds and ground improvements
- 246 Building service equipment
- 247 Buildings
- 249 Sundry repair and maintenance services
- 290 Other contractual services

300 SUPPLIES AND EXPENSES

- 310 Office supplies
- 311 Postage and box rent
- 312 Office stationary and forms
- 313 Printing and duplication
- 314 Small items of equipment
- 319 Other office supplies
- 320 Publications, subscriptions, and dues
- 324 Membership dues
- 325 Registration fees and tuition
- 329 Other publications, subscriptions, and dues
- 330 Travel
- 331 Motor pool charges
- 332 Employee automobile allowance/mileage
- 333 Vehicle lease sheriff travel
- 334 Commercial travel
- 335 Meals
- 336 Lodging
- 337 Training
- 339 Other travel
- 340 Operating supplies
- 344 Janitorial supplies
- 346 Clothing and uniforms
- 347 Medical supplies

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- 348 Educational supplies
- 349 Other operating supplies
- 350 Repair and maintenance supplies
- 351 Fuel
- 352 Oil, grease, and anti-freeze
- 353 Machinery and equipment parts
- 354 Painting supplies
- 355 Tires and batteries
- 356 Sundry items
- 360 Other repairs and maintenance supplies
- 361 Explosives
- 362 Consumable tools
- 363 Sign Parts and supplies
- 364 Traffic signal supplies
- 370 Road supplies
- 371 Crushes stone
- 372 Sand and gravel
- 373 Sodium chloride
- 374 Asphalt
- 375 Road oil and emulsions
- 380 Overhead charges
- 381 Shop overhead
- 390 Other supplies and expenses

500 FIXED CHARGES

- 510 Insurance
- 511 Insurance on buildings
- 512 Insurance on vehicles and equipment
- 513 Public liability
- 514 Professional liability
- 515 Insurance on boiler
- 516 Umbrella
- 517 Crime
- 518 Contractors equipment
- 519 Other Insurance
- 520 Premiums on surety bonds
- 521 Officials bonds
- 522 Employee bonds
- 523 DNR
- 530 Rents and leases
- 531 Land
- 532 Buildings and offices
- 533 Equipment

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- 534 Machinery
- 539 Other rents and leases
- 540 Depreciation and amortization
- 541 Provisions for depreciation
- 542 Provisions for amortization
- 543 Uncollectible accounts

600 DEBT SERVICE

- 620 Interest
- 690 Other debt service

700 GRANTS, CONTRIBUTIONS, INDEMNITIES, AND OTHER

- 730 Awards and Indemnities
- 732 Compensation for damages
- 740 Losses
- 748 Net loss on fixed assets
- 790 Other grants, contributions, and indemnities
- 791 Aids to localities

800 CAPITAL OUTLAY

- 810 Capital equipment
- 820 Capital Improvements
- 830 Land acquisition
- 850 Right of way acquisition

900 COST ALLOCATIONS (CREDITS)

- 910 Employee benefits and payroll taxes
- 920 Field small tools
- 930 Shop services
- 931 Fuel handling charge
- 940 Machinery rental
- 950 Building space rental
- 960 Pit and quarry products
- 970 Bituminous products
- 980 Equipment and materials acquisition
- 990 Indirect costs