

ADMINISTRATIVE PROCEDURES



Procedure Number: 22-15

Effective Date: 12/01/1993

Revision Date: 09/28/2011

C. DeLuca
County Administrator

SUBJECT: **ADMINISTRATION OF THE CONTINGENCY FUND**

DEPARTMENT RESPONSIBLE: **Finance and Risk Management**

1. **BACKGROUND**

Budgeting, accounting, reporting and claims processing for the Contingency Fund (Contingency) will be performed by Finance and Risk Management. This procedure is supplemental to, and in no way interferes with, the Board of Supervisors' or County Administrator's authority or responsibility regarding disposition of Contingency funds.

2. **PROCEDURE**

The Budget Division will assume the administrative duties outlined in this procedure.

CLAIMS PROCESSING

- All invoices to be charged to Contingency will be forwarded to the Budget Division.

REPORTS

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

BUDGETING

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