

STATE OF INDIANA

BEFORE THE BOARD OF CLARK COUNTY COMMISSIONERS

ORDINANCE NO. 13-2011

AN ORDINANCE AMENDING THE PROCEDURES ALLOWING THE CLARK COUNTY AUDITOR TO PROCESS AND PAY CERTAIN CLAIMS AGAINST THE COUNTY PRIOR TO CONSIDERATION AND ALLOWANCE BY THIS BOARD

WHEREAS, this Board of Commissioners of Clark County, Indiana (this "Board"), is the executive body of Clark County government pursuant to the provisions of IC 36-2-2-2; and,

WHEREAS, IC 36-2-6-4 establishes the procedures to be used by this Board in the allowance of claims against the County; and,

WHEREAS, this Board previously adopted Ordinance No. 7-2005 on February 24, 2005, in order to further establish procedures for the allowance of claims against the County in furtherance of the requirements of applicable Indiana law; and,

WHEREAS, this Board has now determined that a need exists to amend the claims payment procedures established by Ordinance No. 7-2005 and to replace it with this Ordinance.

NOW, THEREFORE, BE IT ORDAINED by this Board of Clark County Commissioners as follows:

1. Pursuant to the provisions of IC 36-2-6-4.5(a), this Board hereby adopts this Ordinance for purposes of allowing certain claims to be approved and paid in advance of allowance by this Board.

2. Notwithstanding the provisions of IC 5-11-10, and with the prior written approval of this Board, the Clark County Auditor may make claim payments in advance of allowance by this Board for the following kinds of expenses:

a. Property or services purchased or leased from the United States government, its agencies, or its political subdivisions;

b. License or permit fees;

c. Insurance premiums;

d. Utility payments or utility connection charges;

e. General grant programs where advance funding is not prohibited and the contracting party posts sufficient security to cover the amount advanced;

- f. Grants for Federal and State funds authorized by statute;
- g. Maintenance or service agreements;
- h. Leases or rental agreements;
- i. Bond or coupon payments;
- j. Payroll;
- k. Federal, State, or local taxes;
- l. Expenses that must be paid upon declaration of emergency circumstances as declared by official action of this Board;

m. Expenses described in any other ordinance adopted by this Board for such purposes, including without limitation for, cell phone bills; travel reimbursements; conference registration fees; internet connection fees and monthly charges; postage; meals for prisoners; expenses which prevent the County from incurring interest, carrying charges, or late fees; expenses from which the County can receive a discount by making early payment; expenses incurred by a credit card when interest or finance charges can be avoided, provided that original receipts must be attached to the credit card statement and verified for accuracy, and all credit card statements must be reviewed prior to payment to ensure legitimacy as a County expense.

3. Each payment of expenses under this section must be supported by a fully itemized invoice or bill and certification of the Auditor.

4. At no time are payments for capital purchases (specifically including equipment, vehicles, etc.) be paid for under this Ordinance without prior approval by this Board.

5. Each payment of expenses under this Ordinance must be supported by a fully itemized invoice or bill and certification by the Auditor as required by IC 36-2-6-4.5(c).

6. Pursuant to IC 36-2-6-4.5(d), the Auditor shall submit a list of each claim paid pursuant to this Ordinance for review and approval of this Board at its next regular or special meeting following the pre-approved payment of the expense. A complete listing of all claims (regular and early) shall be provided to this Board by the Auditor no later than the end of the day on the Friday prior to the meeting date.

7. Notwithstanding the terms of this Ordinance, it is the intent of this Board to have as few early claims as possible. Therefore careful consideration should be given when paying an early claim.

8. To ensure prompt payment to all County vendors, it is the responsibility of individual departments to prepare, review, and submit claims to the Auditor in a timely manner for inclusion in the claims docket.

9. In accordance with the foregoing, the Auditor is hereby authorized to process claims for payment in advance of allowance at meetings of this Board.

10. This Ordinance shall be in full force and effect upon its adoption by this Board.

Dated this 9th day of June, 2011.

BOARD OF COUNTY COMMISSIONERS



M. Edward Meyer, President



Les Young, Commissioner



Mike Moore, Commissioner

Attested by:



R. Monty Snelling, Clark County Auditor

2011 CLAIMS SCHEDULE (REVISED)

To: ALL COUNTY DEPARTMENTS
FROM: CLAIMS DEPARTMENT

AS A RESULT OF AN AMENDMENT TO THE EARLY CLAIMS ORDINANCE, CLAIMS WILL NOW BE DUE ON OR BEFORE THE FOLLOWING DATES:

SUBMIT CLAIMS BY:	COMMISSIONERS ALLOWANCES	CHECKS DISTRIBUTED
JUNE 23, 2011	JULY 7, 2011	JULY 12, 2011
JULY 7, 2011	JULY 21, 2011	JULY 25, 2011
JULY 21, 2011	AUGUST 4, 2011	AUGUST 9, 2011
AUGUST 4, 2011	AUGUST 18, 2011	AUGUST 22, 2011
AUGUST 18, 2011	SEPTEMBER 1, 2011	SEPTEMBER 6, 2011
SEPTEMBER 1, 2011	SEPTEMBER 15, 2011	SEPTEMBER 20, 2011
SEPTEMBER 15, 2011	SEPTEMBER 29, 2011	OCTOBER 3, 2011
SEPTEMBER 29, 2011	OCTOBER 13, 2011	OCTOBER 18, 2011
OCTOBER 13, 2011	OCTOBER 27, 2011	OCTOBER 31, 2011
OCTOBER 31, 2011	NOVEMBER 10, 2011	NOVEMBER 15, 2011
NOVEMBER 10, 2011	NOVEMBER 22, 2011	NOVEMBER 29, 2011
NOVEMBER 22, 2010	DECEMBER 8, 2011	DECEMBER 13, 2011
DECEMBER 8, 2011	DECEMBER 21, 2011	DECEMBER 28, 2011

1. MILEAGE MUST BE SUBMITTED ON A MILEAGE FORM. A REGULAR CLAIM FORM IS NOT REQUIRED WITH A MILEAGE FORM. THE 2011 MILEAGE RATE IS .44 CENTS PER MILE.
2. VENDOR NUMBERS SHOULD BE WRITTEN IN THE UPPER LEFT-HAND CORNER OF THE CLAIM IN RED INK. VENDOR NUMBERS MAY BE FOUND ON THE STUBS OF THE CHECKS.
3. ALL CLAIMS MUST BE SIGNED BY DEPARTMENT HEADS.
4. MAKE SURE YOU CHECK BALANCES BEFORE SUBMITTING CLAIMS.
5. DO NOT USE WHITE-OUT ON ORIGINAL INVOICES.
6. CLAIMS SHOULD BE PUT IN ALPHABETICAL ORDER.
7. CLAIM AMOUNT, VENDOR NAME & NUMBER, FUND, APPROPRIATION AND LOCATION NUMBERS SHOULD BE WRITTEN ON FRONT OF CLAIM.
8. ATTACH INVOICES WITH STAPLES ON DESCRIPTION PART OF CLAIM. INVOICES SHOULD BE FACING OUTWARD OF CLAIM.
9. MAKE SURE CLAIM AMOUNT CORRESPONDS TO INVOICE AMOUNT. IF AMOUNT IS DIFFERENT, PLEASE PROVIDE AN EXPLANATION AS TO REASON FOR DISCREPANCY.

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