

Richland County Rules and Resolutions Committee and Ethics Board

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Agenda Item Name: Committee/Commission/Board role in monitoring annual budgets

Department	County Board	Presented By:	Shaun Murphy-Lopez
Date of Meeting:	January 6 th , 2022	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Structure C
Date submitted:	January 5 th , 2022	Referred by:	12/2/21 R&R Committee meeting
Action needed by no later than (date)	n/a	Resolution	n/a

Recommendation and/or action language:

Recommend a motion to draft a change to the Committee Structure document bringing consistency to the practice of monitoring the annual budget of departments, for consideration at a future Rules & Resolutions Committee meeting.

Background: *(preferred one page or less with focus on options and decision points)*

At the December Rules & Resolutions Committee meeting, the committee took action to authorize research about how committees/commissions/boards conduct financial oversight of departments. Currently the Committee Structure document contains no language about the committee/commission/board role in monitoring the annual budget of departments.

The first page of the attachment shows that 12 bodies approve monthly bills, and five do not. Six bodies regularly take part in some form of annual budget monitoring, and 11 do not. There is likely a high amount of inconsistency within the six bodies regarding how annual budget monitoring is undertaken.

It is recommended that the following language be added to the Committee Structure document under each of these 17 committees/boards/commissions:

“Monitor the actual vs. approved annual budget in funds managed by the _____ Department/s on a minimum quarterly basis.”

If the committee is amenable to this recommendation, the second page of the attachment has been prepared which shows which departments should submit budget monitoring reports to which committees/boards/commissions.

Financial-related language already included in the Committee Structure document is the following:

- The role of the **Finance & Personnel Committee** is to *“supervise all financial matters of the County Board for the purpose of keeping expenditures under control and within the budget adopted by the County Board.”*
- The role of the **Audit Committee** is to *“review and approve all expense vouchers for the County Board of Supervisors and the various departments of the County, except for the Social Services Department, Pine Valley Healthcare and Highway Department for which the Audit Committee shall review the department summary sheets.”*
- The role of the **Commission on Aging and Disability Board** is to *“provide financial oversight for the Aging and Disability Resource Center Unit.”*
- The role of the **Highway & Transportation Committee** is to *“... direct the expenditure of the highway maintenance and construction funds, audit highway payrolls and material claims . . .”*

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- The role of the **Law Enforcement and Judiciary Committee** is to “*audit all bills for expenditures within the department.*”

Attachments and References:

Attachment: Current financial monitoring in committees/commissions/boards

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input checked="" type="checkbox"/>	No financial impact		

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)
