

COMMISSION POLICY

POLICY #3.4

SUBJECT: Commission Highway Contingency Account

DATE ADOPTED
February 19, 2008

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OBSOLETE VERSIONS *(Can be found in the Inactive Policy Book.)*
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NOTE: (CHARACTERISTICS OF A GOOD POLICY AND PROCEDURE DOCUMENT) -- A policy is typically a document that outlines specific requirements or rules that must be met. The overall goal is to write policies that are clear, concise and in simple language. If you use an acronym, spell it out the first time you use it.

POLICY STATEMENT

This policy defines the appropriation and financial record keeping of Commission Highway Contingency Accounts.

PROCEDURAL REQUIREMENT

In order to carry out this policy, the following steps must be taken:

1. This appropriation shall be budgeted annually for each Commission district.
2. Each Commissioner will have authority to propose the use of funds in their respective account.
 - a) Expenditure from an account must be moved by the “authority to propose” Commissioner and approved by majority vote of the Commission.
 - b) Expenditures from Commission Highway Contingency Accounts shall be allocated so that no more than ¼th of an annual account shall be spent each quarter.
3. In the event of a Declared Emergency, the Commission may vote to expend any amount from the Commission Highway Contingency Account.
4. The Budget Director shall maintain a record of approved expenditure, provide a detailed report prior to each Commission meeting, and make appropriate budget entry or forward such information to accounting for voucher payment.