

Category: 200  
Number: 212

Subject: **CLAIMS PROCESSING POLICY**

1. PURPOSE: The purpose of this policy is to establish an orderly procedure that specifies how claims are to be processed and provides for the Elected Officials and the Department Heads to authorize his/her department's expenditures, the Administrator's Office and Treasurer to review the claim and the Clerk's Office to submit the claim to the Board in a timely manner.
2. AUTHORITY: The Gratiot County Board of Commissioners.
3. APPLICATION: This policy applies to all Elected Officials, Departments and Agencies of Gratiot County.
4. RESPONSIBILITY: The Administrator's Office shall be responsible for the implementation and administration of this policy.
5. DEFINITION(S): NONE
6. POLICY:
  - 6.1 The following is the general claims procedure established for those claims which, under statute, require the approval of the Gratiot County Board of Commissioners:
    - 6.1.1 Each Elected Official and/or appointed Department Head shall receive the original invoice for a claim against his or her respective department. Upon receipt of the invoice, the Department Head/Elected Official shall review said invoice and cause a voucher to be prepared authorizing the expenditure of funds provided funds are available and were appropriated in the budget. On this voucher the Department Head/Elected Official shall indicate the appropriate fund, activity and account number to which this expenditure is to be charged and sign his/her name authorizing said expenditure. The voucher, along with the original invoice, proof of delivery and such other information as deemed appropriate, shall be submitted to the Accounts Payable Clerk.
    - 6.1.2 The Administrator and/or Clerk and/or Treasurer are charged with the specific responsibility of reviewing the voucher (claim) for payment. This audit shall consist, at a minimum, of the following: original receipts or invoices, proper documentation, comparing the quantity, unit price and description of the goods or services received with the corresponding purchase order and/or Board resolution, if required; verifying all calculations; reviewing for appropriate account number charged, checking

conformity to purchasing policies established by the Board and verifying signature of authorized Department Head/Elected Official or designee.

- 6.1.3 Upon completing the review, a **“List of Checks”** will be prepared for those vouchers which have all supporting documentation including the original invoice. Those items with incomplete voucher claims shall be returned to the submitting department along with a note explaining what information is deficient. Those items listed in Section 6.2 of this policy may be paid immediately and shall be kept in a separate listing known as **“List of Prepaid Expenses”**.
  - 6.1.4 The Finance Committee and/or Full Board shall receive and review the **“List of Checks”** and **“List of Prepaid Expenses”**. The **“List of Checks”** and **“List of Prepaid Expenses”** shall include only those claims that have been approved by the Administrator and Clerk/or Treasurer. Both lists, at a minimum, shall include the payee's name (vendor) and dollar amount of the claim.
  - 6.1.5 The next business day following the Finance Committee or Full Board review and approval, the accounts payable clerk shall cause the printing of the checks and the creation of a check register for payment of the voucher. The original check register shall be retained and filed by the accounts payable office. One copy of the check register shall be sent to the Treasurer authorizing him/her to process checks.
  - 6.1.6 After the checks are printed, the checks shall be forwarded to the County Treasurer's Office for signing, processing and mailing as determined by the County Treasurer. The vouchers and supporting documentation shall be retained and filed by the accounts payable office.
  - 6.1.7 After review by the Finance Committee, the **“List of Checks”** will be submitted to the Board of Commissioners at their next regularly scheduled meeting. The **“List of Checks”** shall be recorded by the Clerk as to what action has been taken by the Board of Commissioners. After the Board meeting, the list shall be retained in the Board Meeting Minutes.
- 6.2 The County Administrator, and/or Clerk and/or Treasurer are hereby granted the authority to authorize payment without additional action by the Board of Commissioners under the following circumstances for items within the budget:
- 6.2.1 Implementation of any and all provisions of collective bargaining agreements and other compensation plans adopted by the Board of Commissioners.

- 6.2.2 Payment of premiums on insurance policies including, but not limited to, health insurance, life insurance, dental insurance, unemployment insurance and others.
  - 6.2.3 Payments provided for within the provisions of any and all contracts authorized by and approved by the Board of Commissioners.
  - 6.2.4 Replenishment of petty cash accounts within the various departments to the extent provided in departmental budgets.
  - 6.2.5 Postage to the extent provided in departmental budgets.
  - 6.2.6 Jury, witness and attorney fees by order of the Circuit Courts, District Courts and Probate Courts.
  - 6.2.7 Any invoices providing for a discount if paid within a specified period provided such invoices shall not be paid if such time period will allow consideration by the Board of Commissioners without loss of discount and further, provided that they have been budgeted in the departmental budget.
  - 6.2.8 Any and all utility bills, including but not limited to electrical, heating, natural gas, steam, telephone, water and sewage.
  - 6.2.9 Travel and registration advances to the extent provided in departmental budgets and as approved by the Board of Commissioners..
  - 6.2.10 Payments made to the State of Michigan for State Institutions.
- 6.3 The above claims shall be reported to the Board of Commissioners at least on a monthly basis and are to be filed by the Accounts Payable Office after receipt by the Board.
  - 6.4 Payments made from non-general fund, trust and agency accounts maintained by the County on behalf of other Boards or Agencies upon authorization of any Statutory Board or Agency with the authority to approve and authorize the distribution of sums from accounts maintained on their behalf may be made without Board approval by the County Administrator Treasurer and/or Clerk.
- 7. ADMINISTRATIVE PROCEDURES: The Administrator's Office shall be responsible for developing and implementing requested forms or extending procedures as necessary.
  - 8. ADMINISTRATOR/LEGAL COUNSEL REVIEW: The Administrator has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. The County Civil Council has determined that this policy as submitted complies with all applicable laws, rules and regulations.

Approved as to Substance:

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Gratiot County Administrator

Approved as to Legal Content:

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Gratiot County Civil Counsel