

Category: 200

Number: 211

Subject: **GENERAL FINANCIAL POLICY**

1. PURPOSE: The purpose of this policy is to:
  - 1.1 Formulate a written County policy and define a clear policy direction for the County with respect to the financial planning and management.
  - 1.2 Assure that the County maintains a balanced budget for the current year and in future years.
  - 1.3 Serve as a planning tool in the formulation of future budgets by setting forth the general financial parameters from which the budget drafters are to work.
  - 1.4 Communicate to County Elected Officials, Department Heads, and the Public, the formal financial policy of the Board Commissioners.
  - 1.5 Assist in the preparation of an overall County Fiscal Integrity Plan.
2. AUTHORITY: Saginaw County Board of Commissioners.
3. APPLICATION: This policy applies to all County Elected Officials, Departments and Agencies of Saginaw County.
4. RESPONSIBILITY: The Controller/CAO shall be responsible for the implementation and administration of this policy.
5. DEFINITION(S): NONE
6. POLICY:
  - 6.1 Revenue Policy
    - 6.1.1 The County will try to maintain a diversified, stable revenue system to shelter it from short run fluctuations in any one revenue source. The Controller's Office will estimate its annual revenues by an objective and analytical process. Revenues will be projected for the next three years and will be updated annually in accordance with P.A. 621 of 1978. Each existing and potential revenue source will be re examined annually with the respective Department Head to determine its accuracy. The County will maintain a sound equalization review system to maintain property values current. Property will be assessed at fifty percent (50%) of true market value in accordance with Constitutional and statutory requirements.

6.1.2 The County will establish all user charges and fees at a level related to the cost of providing those services where permitted by statute or ordinance. Each year the County will recalculate the full cost of activities supported by user fees to identify the impact of inflation and other costs. The Controller's Office will revise user fees for review by the Board of Commissioners. The County will set fees and user charges for each Enterprise Fund such as water, sewer and airports at a level that fully supports the total direct and indirect cost of the activity including the cost of annual depreciation of capital assets where possible. The County will set fees for other user activities such as recreational services at a level to support the direct and indirect cost of the activity where possible.

## 6.2 Expenditure Policy

6.2.1 The Controller's Office will estimate the County's annual expenditures by an objective, analytical process in accordance with P.A. 621 of 1978. Projections will be made at a minimum for expenditures for the next three years and will be updated annually. Each existing and potential expenditure will be reexamined annually to determine if it is necessary and reasonable.

6.2.2 Purchases for operating expenses and capital improvements will be made in accordance with Board of Commissioners' adopted policies.

7. ADMINISTRATIVE PROCEDURES: NONE

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO 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. County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance:  
Saginaw County Controller/CAO

Approved as to Legal Content:  
Saginaw County Civil Counsel

ADOPTED: November 23, 1999