

STATE OF INDIANA

BEFORE THE BOARD OF CLARK COUNTY COMMISSIONERS

ORDINANCE NO. 4 -2015

**AN AMENDED ORDINANCE OF THE CLARK COUNTY COMMISSIONERS
CONCERNING PAYMENT OF CLAIMS**

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

WHEREAS, this Board is also the legislative body of Clark County government pursuant to the provisions of Ind. Code 36-1-2-9; and

WHEREAS, IC 36-2-6-4, dictates the procedure to be used in allowance of claims against the County; and

WHEREAS, Ordinance No. 13-2011 was effectuated to amend and therefore replace Ordinance 7-2005, and has been in effect since June 9, 2011; and

WHEREAS, a need exists to amend prior Ordinance 13-2011 and to replace it with this Ordinance.

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

- a) A county executive may adopt an ordinance allowing money to be disbursed for lawful county purposes under this section
- b) Notwithstanding I.C. 5-11-10, with the prior written approval of the board having jurisdiction over the allowance of claims, the County Auditor may make claim payments in advance of board allowance for the following kinds of expenses if the county executive has adopted an ordinance under subsection (a):
 - 1) Property or services purchased or leased from the United States government, its agencies or its political subdivision
 - 2) License or permit fees
 - 3) Insurance premiums
 - 4) Utility payments or utility connection charges

- 5) General grant programs where advance funding is not prohibited and the contracting party posts sufficient security to cover the amount advanced
- 6) Grants for Federal and State funds authorized by statute
- 7) Maintenance or service agreements
- 8) Leases or rental agreements
- 9) Bond or coupon payment
- 10) Payroll
- 11) Federal, State or local taxes
- 12) Expenses that must be paid upon declaration of emergency circumstance
- 13) Expenses described in an ordinance
 - a. cell phone bills
 - b. travel reimbursements
 - c. conference registration fees
 - d. internet connection fees and monthly charges
 - e. postage
 - f. meals for prisoners
 - g. prescription medical claims for prisoners
- 14) Expenses which prevent the county from incurring interest, carrying charges or late fees
- 15) Expenses from which the county can receive a discount by paying early
- 16) Expenses incurred by a credit card when interest or finance charges can be avoided. Original receipts must be attached to the credit card statement and verified for accuracy. All credit card statements must be reviewed prior to payment to ensure legitimacy as a County expense.
- c) Each payment of expenses under this section must be supported by a fully itemized invoice or bill and certification of the County Auditor.
- d) At no time should payments for capital purchases (including equipment, vehicles, etc.) be paid for under this early claim ordinance.
- e) The county executive or the county board having jurisdiction over the allowance of the claim shall review and allow the claim 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 the county executive by the County Auditor no later than the end of the day on the Friday prior to the meeting date.
- f) Notwithstanding this ordinance, it is the intent of the county executive to have as few early claims as possible. Therefore careful consideration should be given when paying an early claim.
- g) 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.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF CLARK COUNTY, INDIANA AS FOLLOWS:

That the County Auditor of Clark County, Indiana is hereby authorized to process claims for payment in advance of allowances at meetings pursuant to the above terms.

This Ordinance is in full force upon passage.

So Ordained this 15th day of January, 2015.

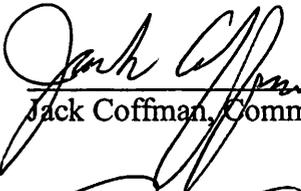
Members voting "NO":

Jack Coffman, Commissioner

Rick Stephenson, Commissioner

Bryan Glover, Commissioner

Members voting "YES":



Jack Coffman, Commissioner

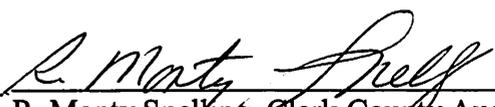


Rick Stephenson, Commissioner



Bryan Glover, Commissioner

Attested by:



R. Monty Snelling, Clark County Auditor