

RESOLUTION #2023-4

RESOLUTION APPOINTING THE FRANKLIN COUNTY AUDITOR AS BUDGET DIRECTOR

WHEREAS, the Franklin County Board of Supervisors does see the need for appointing someone to serve as the Franklin County Budget Director.

WHEREAS, the Franklin County Board of Supervisors does wish the Budget Director to have a background in accounting, bookkeeping, and/or a working knowledge of governmental accounting standards.

WHEREAS, the Franklin County Board of Supervisors does establish the following duties as those of the budget director:

1. Assure compliance with state laws regarding governmental budgeting and reporting.
2. Prepare the Franklin County budget, including attending budget meetings and work sessions with Department Heads and Supervisors as necessary and requested by the Board of Supervisors.
3. Process all proposed department budgets into the County budget for presentation to the Board of Supervisors
4. Compile the Board's approved budget into the appropriate state forms and prepare publications and public hearings related to the annual budget process
5. Distribute approved budgets to all departments
6. Enter budgets on the State of Iowa site for various taxing entities including the County, Townships, Sanitary Districts, Lighting Districts, and Fire Districts
7. Certify the city and school budgets through the State of Iowa website
8. Coordinate and prepare budget amendments
9. Project anticipated income, expenditures, and fund balances for budgeting purposes
10. Assist Department Heads with managing budgets and ensuring that budgeted amounts are not exceeded in Dept, Fund, and Service Area
11. Assure accurate recording of budget and financial transactions in the computer system
12. Coordinate the preparation of monthly cash basis financial reports to the Supervisors and Department Heads
13. Coordinate the reconciliation of fund balances between County Treasurer and County Auditor General Ledgers
14. Prepare audit lead schedules and other reports and reconciliations as required for annual audit and state reporting
15. Coordinate the preparation of numerous expenditure and cost reports as required by the legislature
16. Assure compliance with grant agreements and handle related reporting as required by the grantor.
17. Fixed Asset accounting and reporting
18. Prepare and file the annual cash report
19. File the annual accrual report
20. Coordinate the timely completion of all state and federal reporting requirements
21. Annual review of insurance coverage of the County and make additions/deletions/changes where appropriate

AND IT IS HEREBY RESOLVED THAT the Franklin County Auditor shall serve as the Franklin County Budget Director and be responsible for all the duties previously listed and any others requested by the Board members as it pertains to the budget.

ADOPTED this 3rd day of January 2023 with the vote thereon being as follows:

AYES: Vanness, McVicker, Lukensmeyer


NAYS: None

ABSENT/NOT VOTING:


Franklin County Board of Supervisors



Chris Vanness, Chairman



Gary McVicker



Richard Lukensmeyer

ATTEST:



Katy Flint
Franklin County Auditor & Board Clerk