



## WASCO COUNTY FINANCIAL POLICIES

### #3: REVENUE POLICY

*Adopted: 07/03/2019*

#### A. REVENUE

Wasco County ("County") will strive to maintain a diversified and stable revenue system. All new revenue sources should be considered by the following:

- Sustainability of the programs the revenue supports
- Administrative costs
- Operational costs
- Ongoing maintenance
- Acceptance by the public

One time revenues should be used for one-time expenditures only. If circumstances dictate use of one-time revenues for recurring expenditures, justification must be presented to the County Administrator and the Board of County Commissioners with a plan to end dependence on the one time revenue.

The County will not respond to revenue shortfalls with deficit financing or borrowing to support on-going operations. Expenses will be reduced to existing forecasted revenue or additional revenue will be considered.

Each year, the County's departments will evaluate fees and the full costs of activities supported by user fees to identify the impact of inflation and appropriate level of cost recover as directed by the intent of the Board of County Commissioners.

#### **Acceptable Forms of Payment**

Payments to the County are acceptable via ACH, Cash, Check, Credit / Debit Card. Credit card payments are subject to established provider rates, to be disclosed at the time of payment.

## **New Sources of Revenue**

All new sources of revenue should be evaluated by the Finance Department to establish whether alternate methods of recording and depositing are necessary.

## **Returned Checks**

The County will charge a fee for all returned checks as established by the current fee schedule.

## **B. ACCOUNTS RECEIVABLE**

Wasco County maintains generally accepted controls over its Accounts Receivables (AR) to ensure they are accurately recorded and accounted for and best practices are adopted and followed.

Wasco County shall implement appropriate controls over its accounts receivables to ensure:

1. All AR invoices and receipts are recorded into Wasco County's Accounts Receivable ledger in an accurate and timely manner
2. Any AR invoices connected to a Receivables Contract are duly applied to the Contract
3. Overdue AR Customer balances are processed in accordance with the Debt Collection & Write-Off Policy
4. There is appropriate segregation of duties, or alternative controls when necessary, in relation to the processing of AR transactions and the processing of cash receipts
5. The AR ledger balances are actively reviewed by Wasco County's Finance Director / Finance Manager in consultation with the relevant staff member(s) in order to maximize cash flow and minimize exposure to bad debt risk
6. Wasco County's Financial Statements include an accurate presentation of Wasco County's AR activity and balance.

Wasco County is committed to addressing Customer queries both promptly and accurately, and in a manner to enhance the collection of any outstanding balances.

Wasco County's Finance Manager is responsible for developing, implementing, and maintaining controls and procedures for the recording, monitoring and collection of accounts receivables, as well as the controls and procedures for issuing credit notes and refunding overpaid invoice balances. He or she is also responsible for communicating to the Finance Director, the County Administrator, and Board of Commissioners when issues occur.

## Credit Memos

In accordance with Wasco County's separation of duties and other Revenue Policies, credit memos shall only be issued where:

1. There is an appropriate and / or authorized need to decrease the price and / or quantity of goods or services invoiced
2. There is a bad debt and a credit note is required to affect the removal of the balance owing from the accounts receivable ledger
3. Overpaid invoices will only be refunded provided that there are no other outstanding balances, unless legal considerations require otherwise

## C. GRANTS

### Definition and Purpose

The definition of a grant for purposes of this policy is as follows: An award of financial assistance in the form of money or property by a funding source including the federal government, state government, other local governments, non-profit agencies, and private businesses and citizens that the County has the ability to accept or reject.

The purposes of the grant policies outlined in this document are:

- To ensure proper oversight of all funds appropriated to the County.
- To minimize the County's risk of non-compliance with grant requirements.
- To ensure proper administration and accounting of all grants.

### Scope

This policy is applicable to any Wasco County program, department and/or office preparing and submitting grant applications to agencies outside the County government for funds, materials or equipment to be received and administered by the County or by an agency for which the County acts as fiscal agent. If grant policies and regulations conflict with regulations and policies of the County, the federal and state regulations will prevail unless they are less restrictive than County policies-where County policy prevails.

Any unapproved submittal by any County program, department and/or office, in violation of these grant procedures shall not bind the County.

### Central Responsibility

The County Administrative Officer authorizes the Finance Department to promulgate any procedures related to grant management. The Finance Department will maintain the back-up file for all grants in order to facilitate management reporting and overall monitoring. The

required central grant file will be maintained by the department seeking grant funds and must be retained in accordance with the Oregon Secretary of State retention standards.

For Federal grants, the department should ensure compliance with the Federal Office of Management and Budget (OMB) general requirements and any other state and/or federal requirements specified in the grant conditions. However, the department responsible for the grant has the primary responsibility to ensure compliance with all grant terms.

### **Grant Application Procedures**

The Department Director or their designee should sign the grant application as approval that funds are available and that they are supportive of the fiscal impacts to their department.

Upon the department completing its financial assessment, they shall prepare and submit a Grant Approval Form to the Finance Department with the original grant application, along with any required assurances and conditions prior to submitting the application to the grantor agency for approval. The Finance department will obtain the County Administrator's approval and notify the department that the application has been approved.

If the grant is incorporated into the Adopted Wasco County Budget and appropriated, then no additional Board approval is required for the application and acceptance of the grant; however, supporting documentation to assist in monitoring of the grant should be forwarded to the Finance Department.

All grant award acceptances must have approval from the County Administrator and the Board of Commissioners. This action will involve preparation of a Board of Commissioners agenda item for inclusion on the next regular meeting agenda for consideration. In order for an item to be considered at a board meeting, the department must forward the required Board report and any necessary documentation to the Executive Assistant to the Board of Commissioners in accordance with Board of Commissioners agenda procedures.

In the event that a grant application is denied by the grantor, a copy of the letter of denial shall be forwarded to the Finance Department for their records.

### **Grant Acceptance Procedures**

The grant award letter/acceptance agreement (notification received detailing the amount of the grant awarded, grant assurances and special conditions, and the guidelines that must be followed to comply with the grant requirements) will be forwarded to the Finance Department, who will review the grant award for reporting requirements, special conditions, and deadlines related to administering the grant.

In order for expenditures to be processed against a grant, a budget appropriation must be established through Board Action. If the grant expenditures will require a change in the Adopted Budget, the Finance Department will submit a Budget Change Request to the Board of County

Commissioners. The Board of County Commissioners will authorize the grant acceptance by vote.

Upon obtaining a copy of the Board action approving a grant, the Finance Department will assign any necessary accounts codes or projects to track the funds and communicate to the department utilizing the grant the relevant codes. For reimbursable grants, all reimbursement requests should be copied and forwarded to Finance, noting the applicable account code for the receipting of the funds. Finance will notify the Treasurer of such anticipated receipts of revenue for those reimbursements made to the County.

## **Grant Monitoring and Reporting**

### ***Monitoring of Grants***

Departments are responsible for continuous monitoring of the financial status of grants. The Finance Department will provide departments with access of monthly financial reports for such monitoring. Departments must review the monthly financial reports and notify the Finance Department promptly of any discrepancies noted and/or any additional reports needed.

Departments must also monitor grants for compliance with all applicable federal, state, and local regulations and ensure that grant expenditures are in compliance with grant procurement policies and procedures. Departments should contact Finance if assistance is needed with compliance issues.

### ***Grant Reporting***

The requesting department is responsible for providing financial reports to grantors. If it is determined that the report preparation is to be handled by the Finance Department, this must be indicated on the Grant Processing Request Form.

All reimbursement requests should be copied and forwarded to Finance for review and monitoring of timeliness of revenue reimbursements.

## **Indirect Costs**

Grant applicants may request indirect costs if the application guidelines do not require a federally approved indirect cost rate and indirect cost are allowed in the grant. Departments should contact the Finance Department for assistance with identifying and calculating indirect costs for inclusion in grant applications. These funds may be used by the Finance Department to offset costs in overseeing the grant including staff time, external auditor expenditures, etc.

## **New Personnel**

New positions created by grant funding require approval by the County Administrator and Board of County Commissioners and fully disclosed in the information provided. Grant funded positions are subject to the grant award and acceptance. These positions are considered

temporary. Any position(s) created are subject to the standard county policies regarding personnel.

**County Administrator Exemption**

The County Administrative Officer may exempt any grants from this policy at his/her sole discretion.

APPROVED this 3rd day of July, 2019.

WASCO COUNTY BOARD OF COMMISSIONERS

  
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Steven D. Kramer, Commission Chair

  
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Scott C. Hege, Vice-Chair

  
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Kathleen B. Schwartz, County Commissioner

APPROVED AS TO FORM:

  
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Bradley Timmons  
Wasco County Counsel