

STATE OF GEORGIA

COUNTY OF CLAYTON

RESOLUTION NO. 2013 – 99

A RESOLUTION PROVIDING FOR THE DUTIES FOR THE CHIEF FINANCIAL OFFICER; TO PROVIDE AN EFFECTIVE DATE OF THIS RESOLUTION; AND FOR OTHER PURPOSES.

WHEREAS, the Clayton County Board of Commissioners now desires to provide for the duties and responsibilities of the Chief Financial Officer.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF CLAYTON COUNTY, GEORGIA, AND IT IS HEREBY RESOLVED

Section 1. The Board of Commissioners hereby authorizes the Chief Financial Officer to perform the following duties in addition to those duties provided for in other sections of the Code of Clayton County:

- (1) Keep and maintain accurate records reflecting the financial affairs of the county.
- (2) Compile the annual budget covering all county funds under the guidance of the Chairman and submit the same to the board of commissioners for approval.
- (3) Sign checks and disburse monthly allotments of monies appropriated and budgeted to each department, office or agency of the county entitled to receive the same.
- (4) Draw and sign all checks and warrants against county funds, countersigned by the chairman or vice-chairman, specify the account against which such funds are drawn and record same in a book which may be the stub of such checks and warrants showing the amount of each check or warrant, to whom payable and for what consideration.
- (5) Maintain current accounts of the collection and deposit of monies due the county from taxes and other sources.
- (6) Examine all claims against the county and make recommendations as to payment.

- (7) Maintain budgetary control accounts showing encumbrances for obligations entered into, liquidation of such encumbrances, unencumbered balances of allotments, unexpended balances of allotments, and all un-allotted balances of appropriations.
- (8) Maintain proprietary accounts of the assets, liabilities, revenues, and expenditures of all county funds. Maintain a permanent detailed fixed assets inventory of all assets of the county having a value of \$5,000.00 or more and having a usable life expectancy of two or more years and charged to the responsible county departments having custody of the assets. Components purchased separately and assembled into various units shall be treated as a fixed asset when the unit value is \$5,000.00 or more.
- (9) Prepare and issue monthly budgetary reports of the operations of all county funds to the board of commissioners.
- (10) Plan and prepare for meeting the financial needs of the county, project financial requirements, recommend a means of financing those requirements and advise the chairman and board of financial matters.
- (11) Conduct such internal audits, as he may deem advisable, of county funds and as the board of commissioners may direct.
- (12) Conduct or have conducted a physical inventory of real property assets as provided under provisions of O.C.G.A. § 50-16-141 and a physical inventory of personal property assets as defined in Section 2-12(8). The inventory of personal property assets shall be conducted annually on a cycled or sampling basis so as to provide reasonable coverage of all such personal property assets, and on a comprehensive basis not less than once every three years within each department or office so as to provide complete coverage of all such personal property assets within that department or office.

Section 2. This Resolution shall be effective on the date of its approval by the Board of Commissioners.

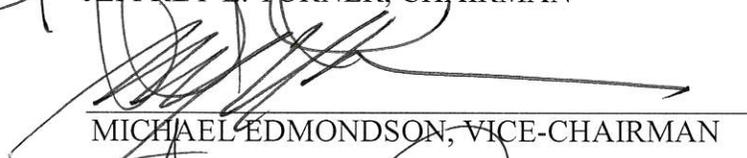
SO RESOLVED, this the 9th day of April, 2013.

{SIGNATURES ON FOLLOWING PAGE}

CLAYTON COUNTY BOARD OF COMMISSIONERS



JEFFREY E. TURNER, CHAIRMAN



MICHAEL EDMONDSON, VICE-CHAIRMAN



SONNA SINGLETON, COMMISSIONER



GAIL B. HAMBRICK, COMMISSIONER



SHANA M. ROOKS, COMMISSIONER

ATTEST:



SHELBY D. HAYWOOD, CLERK