

Revenue Policy

I. Background

Proper control over all revenues (including federal, state and private grants and cooperative agreements), is imperative for strong fiscal management. This includes control over revenue budgeting and forecasting, reconciliations, accounts receivable management, compliance with grant awards, regulations and cooperative agreements and general oversight over the various revenues the County collects.

II. Internal Controls

All aspects of revenue recordation and cash receipt shall be subject to proper internal controls with standard controls documented and followed by revenue generating departments.

III. Identity Theft Prevention Program

As required by the Federal Trade Commission's Red Flag Rules (Rules), by action at a regular meeting on April 15, 2009, the Board of Supervisors has adopted a written Identity Theft Prevention Program (ITPP) to detect, prevent and mitigate identity theft for customer accounts deemed "covered accounts" under the Rules and has authorized the County Administrator to implement the Program and to adopt and amend standard operating procedures appropriate to the size, complexity and nature of covered County operations. Oversight of the ITPP, including review of compliance reports and approval of amendments to the standard operating procedures, shall be the responsibility of the County Administrator.

IV. Accounts Receivable Collection

A. Bad Debt Expense

1. The determination of the need for an allowance for doubtful accounts will be based upon accepted business and auditing standards.
2. Write-offs
 - a. Non-tax balances
 - (1) For balances less than \$25 that are more than 180 days delinquent, all such amounts will be eligible for write-off upon department head's approval.
 - (2) For balances more than \$25, collection efforts will be performed for a period equivalent to the statute of limitations unless the debt has been discharged by bankruptcy, the business no longer exists or the individual is deceased, at which point such amounts will be written off upon department head's approval.
 - (3) For any account written off, customer information will be retained for as long as practically feasible in automated system capacity in order to have continued enforcement of service denied on credit until previously written off balances have been paid or to use State debt setoff options.
 - b. For general property tax balances, write-offs will be performed, subject to Treasurer's discretion in pursuit of all or part of such balances, for account balances up to State established threshold or \$25, whichever is less, or discharged by bankruptcy or as prescribed

by applicable statutes.

V. **Federal, State and Private Grants and Cooperative Agreements**

A. This portion of the revenue policy prescribes procedures and requirements for the fiscal and program administration of all Federal, state and private grants and cooperative agreements.

1. Purpose

a. The purpose of this policy is to:

- (1) Ensure proper oversight of all funds appropriated to the County from federal, state and local governments, non-profit agencies, and private sources;
- (2) Minimize the County's risk of non-compliance with the requirements of grant awards, regulations and cooperative agreements;
- (3) Ensure proper fiscal administration, accounting, audit and reporting of all grants and cooperative agreements.
- (4) Ensure proper program management of all grants and cooperative agreements.

2. Applicability

a. This policy and related Revenue Regulations apply to all grant and cooperative agreement applications prepared and/or submitted by County departments and Constitutional Officers to agencies outside the County government for funds, materials, or equipment to be received and/or administered by the County or by an agency for which the County acts as fiscal agent, including any grant or cooperative agreement funds or items passed through to a sub-recipient.

3. Centralized Responsibility

- a. The County Administrator shall establish underlying Revenue Regulations and procedures to help ensure that the purposes of this Policy regarding grants and cooperative agreements are met.
- b. Responsibility for the overall *fiscal management* of all County grants and cooperative agreements shall reside in the Department of Finance and Management Services.

4. Decentralized Responsibility

- a. Responsibility for the overall *program management* of all County grants and cooperative agreements shall reside with the Director or Directors of the Department(s) having functional responsibility for the individual grants or cooperative agreements, or as otherwise delegated by the County Administrator (hereinafter referred to as Senior Program Managers).
- b. It shall be the responsibility of the Senior Program Managers and

their delegates having program management responsibility for a grant or cooperative agreement to cooperate with and perform all duties prescribed by the Department of Finance and Management Services necessary for the proper fiscal management of all grants and cooperative agreements, and to file all required reports with grantors/agencies on a timely basis.