

EXECUTIVE ORDER NUMBER 12

EFFECTIVE DATE: July 1, 1982


SUBJECT: FISCAL MANAGEMENT FOR FISCAL YEAR 1982-83.


Because of the need to effectively manage Metro's fiscal affairs, the following actions and responsibilities will take effect on July 1, 1982:

- 1) Department Heads are responsible for monitoring their respective budgets to assure that sufficient revenues are received to cover appropriated expenditures. Department Heads will report immediately to the Dept. of Finance and Administration any changes in budgeted revenues. It shall be the responsibility of the Dept. of Finance and Administration to monitor the revenue receipts for the General Fund.
- 2) Expenditures for departments and/or divisions (programs in the case of the Solid Waste Operating Fund) shall stay within the specific line item amount included within the adopted FY1982-83 Budget. No expenditures of funds will be made which exceeds the budgeted line item amounts. Changes in budgeted line items are authorized only with approval of the Budget Officer. It shall be the responsibility of the Budget Officer to inform the Accounting Manager of the line item change immediately upon approval.
- 3) To assist Department Heads in managing their budgets and appropriations, it shall be the responsibility of the Dept. of Finance and Administration to supply monthly line item revenue and expenditure reports to the respective Department Heads.

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- 4) In cases where an employee is supervised by a Department Head different from the funding department, the timesheet will be signed by two (2) Department Heads. The supervising department will verify work performed and the funding department will verify that funds are available and that the change is allowable. Department Heads are responsible for notifying Accounting when dual signatures are required. Accounting is responsible for verifying that all required signatures are on the timesheet prior to paying the employee.

  
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Rick Gustafson  
Executive Officer

  
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Date