

2006
94 Ordinance 99-0008

**An Ordinance Establishing Fee-Pooling
and a Purchase Order System for the Offices of
Johnson County Sheriff and County Court Clerk**

Be it ordained by the Fiscal Court of Johnson County:

SECTION I

Whereas, Attorney General's Opinion 74-1 and Kentucky Revised Statutes 67.080 and 67.083 provide the authority for Fiscal Court to install Fee-Pooling; and,

Whereas, the budget for the Johnson County Fiscal Court is dependent on the county's ad valorem taxes which normally are not due and payable until September 15th of each year, which causes an extreme cash flow problem for the county for the time periods before and after the tax season; and

Whereas, the Fiscal Court is trying to pursue sound fiscal policy and streamline the spending and accounting of county funds in an effort to more efficiently manage the services and operations for the citizens of Johnson County; and

Whereas, in an effort to maintain said services and cash flow, the Fiscal Court is of the opinion that a fee pooling system and purchase order system would be the most economic and beneficial measures to maintain the fiscal soundness of the county; and

Whereas, numerous items are budgeted by the Fiscal Court for the Johnson County Sheriff's Office and the Johnson County Clerk's Office and are paid for out of county funds although the Sheriff and County Clerk's Office hold their funds and only pay excess monies in to the Fiscal Court for their contributions to the fiscal health of the county, it nevertheless, is deemed by the Fiscal Court that the fiscal health of the county would be better cared for if the monies were turned over to the Fiscal Court on a monthly basis; and

Wherefore, the Fiscal Court feels that it is good business practice to implement a purchase order system for the Johnson County Sheriff's Office and the Johnson County Clerk's Office.

Now, therefore, the Fiscal Court of Johnson County enacts this ordinance which shall be known and may be cited as the "Johnson County Fee Pooling for the Sheriff and County Court Clerk Ordinance."

SECTION II

FEE POOLING SYSTEM

That from and after February 1, 2000:

1. All net income and net fees from the offices of the Sheriff and County Clerk, Johnson County, Kentucky, shall be paid over to the County Treasurer, such payment to be on a monthly basis and not later than the tenth (10th) day for each month for the net income and net fees collected in the preceding month; and
2. "Net income" and "net fees" shall mean all income and all fees collected less only approved transmittals to governmental agencies and/or applicable refunds to customers; and
3. The expenses of and the expenditures of the offices of Sheriff and County Clerk, Johnson County, Kentucky, shall be pre-approved and paid by the County treasurer in accordance with the Purchase Order system adopted by Johnson County Fiscal Court herein. Provided, however, the Sheriff and County Court Clerk shall certify to the Treasurer for payment each bi-monthly pay period, the names and hours of each employee of their respective offices who worked during such pay period and the Treasurer shall pay such payrolls without the necessity of any Purchase Order; and
4. The Sheriff and the County Court Clerk shall draw no checks upon the Fee Accounts other than the check to pay over the net income and net fees of the Fee Accounts to the County Treasurer; and
5. That the ordinary bills of the Johnson County Sheriff's Office and Johnson County Clerk's Office shall not be paid until approved by the Court; and
6. No salaries or expenses of the Johnson County Clerk's Office or Johnson County Sheriff's Office or their employees shall be paid if the fee officer is delinquent in the payment of one month's fee income. In the case of delinquencies, the said salaries and expenses shall only be paid at such time as the delinquencies have been corrected.

SECTION III

PURCHASE ORDER SYSTEM

Be it further ordained by the Fiscal Court, County of Johnson, Kentucky, as follows.

The Fiscal Court establishes a purchase order system to be used by the Johnson County Sheriff and Johnson County Clerk's Office on the following conditions:

1. All bills shall be pre-approved by obtaining a purchase order requisition, which may be requested by any employee of the Sheriff's Office or County Clerk's Office; and

2. The person requesting the purchase order shall, on the purchase order requisition form, indicate the item, quantity and the expected cost; and
3. The purchase order requisition must first have the approval of the Sheriff or County Clerk or, in their absence, his or her first assistant; and
4. Said purchase order requisition must have the second approval of the Office Manager/Executive Assistant in the Judge-Executive's office or the County Finance Officer with an indication that the item is a budgeted line item with available funds, or is not a budgeted line item; and
5. All purchase order requisitions for bills over two hundred fifty dollars (\$250.00) must have the third approval of the Johnson County Judge-Executive or his designee; and
6. After obtaining all required approval signatures on the purchase order requisition, a purchase order number shall be issued by the Johnson County Judge-Executive's Office.

SECTION IV

The provisions of the Ordinance are severable and if any provision or part thereof shall be held invalid or unconstitutional or inapplicable to any person or circumstance, such invalidity, unconstitutionality or inapplicability shall not affect or impair the remaining provisions of this Ordinance.

Attest

Approved

Betty J Conley, Clerk
Johnson County Court Clerk

[Signature]
Johnson County Judge-Executive

By Sallee Hollingsworth
DC

Approved on First Reading 12-14-99
Date

Approved on Second Reading 1-3-2000
Date

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