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ADMINISTRATIVE ORDER NO. 75-7  
OF THE  
JEFFERSON COUNTY COMMISSION

October, 1975

Pursuant to the authority vested in the Jefferson County Commission by the Code of Alabama, the following Administrative Order is hereby issued:

PURPOSE

To facilitate and formalize execution of the budget for Jefferson County.

1. Policy. In order to ensure that all budgetary transactions are in accordance with policies established by the Jefferson County Commission, and to facilitate the efficient operation of the financial affairs of the County, all requests for budget alterations shall be submitted to the Budget and Management Office (BMO) for review and appropriate disposition.
2. System Implementation. In accordance with this policy, appropriate forms and procedures will be developed by the BMO and distributed to each department in the near future.
3. Procedure - Request for Additional Appropriation. In the event that the total amount appropriated to a department is insufficient to provide adequate funds to operate assigned programs, the affected department shall request an additional appropriation from the BMO not less than forty-five (45) days before the additional appropriation will be required. Full justification for the request shall be submitted to the BMO. The appropriate department head will be contacted and a budget conference scheduled. BMO will forward the request with its findings and recommendations to the County Commission for action. The County Commission may schedule an additional budget hearing. In emergency situations, contact the BMO immediately.
4. Procedure - Transfer between Major Objects of Expenditure. If the amount appropriated to a major object of expenditure is in excess of the amount necessary to adequately fund that element of the department's program, the department head may request that the excess amount be transferred to another major object of expenditure. This request, including full justification of the need for the additional amount in the new element and why it can be released from the old element, shall be submitted to the BMO. BMO will forward the request with its findings and recommendations to the County Commission for action. The BMO or the County Commission may schedule a hearing to discuss the request.

5. Procedure - Transfers between Departments or Divisions. If the amount appropriated to a department or division is in excess of the amount necessary to operate the overall program of that department or division, the department or division head with excess funds, with the concurrence of the department or division head to receive the funds, may request a transfer of the excess funds. This request shall be submitted to the BMO with full justification of the proposed use of the funds by the recipient department or division and a full statement concerning why the funds are excess and can be released. BMO will forward the request with its findings and recommendations to the County Commission for action. The BMO or the Commission may schedule a hearing to discuss the request.
6. Procedure - Request for Unbudgeted Additional Personnel. If additional personnel not provided for in the budget are required to operate a program, a request, including full justification of the need for the additional positions and why they were not included in the budget, shall be submitted to the BMO. The BMO will review the request and may visit the requesting department to review the duties of the requested position in relation to the duties of present employees. BMO will forward the request with its findings and recommendation to the County Commission for action.
7. Procedure - Transfers between Minor Objects of Expenditure. If the amount appropriated to a minor object of expenditure is in excess of the amount necessary for that minor object, the department head may request that the excess amount be transferred to another minor object of expenditure in which a shortage exists. This request, including a full statement of the need for the additional funds and the reason that funds can be released from the original minor object, shall be submitted to the BMO. If the BMO concurs with the request, it will initiate the requested adjustment and so inform the requesting department upon its accomplishment.
8. Procedure - Alterations to Allotments. In the event that an allotment for any period is used up and additional expenditures or commitments are required during that period to sustain on-going programs, the department head should submit a request to the BMO to alter the allotment. The request should include a full justification of the need for additional funds during the period and an explanation of why sufficient funds were not allotted to the period originally. If the BMO concurs with the request, it will accomplish the necessary adjustment and so inform the requesting department.
9. Procedure - Travel Request. Prior to traveling, the Travel Request/Authorization form BMO 30, shall be completed in triplicate and submitted to the BMO. BMO will approve or disapprove the travel and return two copies to the initiating department. If approved, one COPY of the Travel Request/Authorization Form shall be submitted to the Comptroller's Office where travel funds may be obtained. Detailed regulations concerning travel and accountability for travel funds will be issued on a county-wide basis by the BMO in the near future.

ORDERED at the County Courthouse, Jefferson County, Alabama, to be effective immediately.

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Tom Gloor, President  
Jefferson County Commission

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RESOLUTION

WHEREAS, Administrative Order 75-7 dated October, 1975, provides a procedure for employees to request travel at County expense; and

WHEREAS, said Administrative Order 75-7 is in conflict with the resolution of the Jefferson County Commission of February 13, 1968, recorded at Minute Book 31, Page 68, which resolution provided a specific travel request procedure for the Department of Revenue and which procedure is no longer necessary.

NOW, THEREFORE, BE IT RESOLVED BY THE JEFFERSON COUNTY COMMISSION that the resolution (No. 10) of February 13, 1968, recorded at Minute Book 31, Page 68 providing a travel request procedure for the Department of Revenue be, and hereby is, rescinded.

BE IT FURTHER RESOLVED that all other resolutions providing travel request procedures in conflict with Administrative Order 75-7 be, and the same hereby are, rescinded.