

Category: 200  
Number: 231

Subject: **LAPSED SALARY POLICY**

1. PURPOSE: The purpose of this policy is to:
  - 1.1 Formulate a written County policy and clearly define the Board of Commissioners policy with respect to Lapsed Salary Funds;
  - 1.2 Serve as a planning tool in the formulation of future budgets by setting forth the Board of Commissioners policy from which the budget drafters are to work;
  - 1.3 Assist the County in maintaining a balanced budget for the current year and in future years;
  - 1.4 Recover any unspent, unobligated or lapsed salaries and provide for the transfer of those funds to reduce the use of fund balance;
  - 1.5 Communicate to County Elected Officials, Department Heads, and the public, the formal Lapsed Salary Policy of the Board of Commissioners.
2. AUTHORITY: The Saginaw County Board of Commissioners.
3. APPLICATION: This policy applies to all County Elected Officials, Department Heads and Agencies of Saginaw County.
4. RESPONSIBILITY: The Controller's Office is responsible for the implementation of this policy.
5. DEFINITION(S): NONE
6. POLICY:
  - 6.1 It is the policy of the Board of Commissioners that all lapsed or unspent salaries and related fringe benefits be transferred by the Controller's Office at year end from the respective department, activities and funds to a specific fund's "Fund Balance Account." Any reduction in a department's budget as a result of this policy shall be construed as an automatic reduction of a department's budget in compliance with P.A. 621 of 1978.

7. ADMINISTRATIVE PROCEDURES:

7.1 The Controller/CAO shall be responsible for developing, updating and implementing any associated administrative procedures not already stated in this policy.

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance:  
Saginaw County Controller/CAO

Approved as to Legal Content:  
Saginaw County Civil Counsel

ADOPTED: November 23, 1999