

Category: 200  
Number: 224

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 Gratiot County Board of Commissioners.
3. APPLICATION: This policy applies to all County Elected Officials, Department Heads and Agencies of Gratiot County.
4. RESPONSIBILITY: The Administrator'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 Treasurer at the end of the County's fiscal year, Which is September 30<sup>th</sup>, from the respective departments, activities or 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 Administrator shall be responsible for developing, updating and implementing any associated administrative procedures not already stated in this policy.

8. ADMINISTRATOR /LEGAL COUNSEL REVIEW: The Administrator 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. The County Civil Counsel has determined that this policy as submitted complies with all applicable laws, rules and regulations.

Approved as to Substance:

Approved as to Legal Content:

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Gratiot County Administrator

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Gratiot County Civil Counsel