

COMMISSIONER'S RECORD N

Douglas County Republican, Lawrence

allowed for payment:

DOUGLAS COUNTY, KANSAS
Lawrence, Kansas

February 1, 1944

To: ALL OFFICERS AND DEPARTMENTS OF DOUGLAS COUNTY

The Board of County Commissioners wish to remind the various departments of the county of the following requirements of the law:

- (1) In order to conform in full to the requirements of the cash basis and budget laws, it is necessary to have centralized purchasing through the county clerk's office, so that any obligation may be charged as soon as it is created. In order to do this,
 - (a) Any office or department should communicate its requirements for supplies, materials, equipment, etc. to the County Clerk on a purchase requisition (Form No. SA-21). The County Clerk will then verify that there is a budget appropriation for the items requisitioned, that there is an adequate unexpended budget balance in the fund from which the purchase is to be made, and that there is sufficient unencumbered cash in the fund to cover the purchase, and then will issue a purchase order (Form No. SA-22) to be delivered to the vendor at the time the purchase is made. The cash and budget accounts are then charged and the balances are thus reduced to the unencumbered level.
 - (b) For salary and service claims, the County Commissioners have spread on their Journal, a register of the constant and regular monthly rate for each office and department and this amount is charged by the County Clerk at the beginning of each month against the budget and cash accounts. If in any department, there is need for extra clerk hire over and above the regular monthly allowance, the department head must present to the Board of County Commissioners his request for an additional amount, to be added to the register for that month, in advance of the creating of any liability for clerk hire.

In the future, no payment for supplies, materials, equipment, etc. under section (a) above, or for salaries or wages under section (b) above will be made unless the above procedure has been followed.
- (2) The adopted policy of this Board as to vacation time and absenteeism is as follows:
 - (a) Each regular employee of the county is entitled to one week of paid vacation for one year's employment, although qualified after the first six months of employment, the vacation to be taken during the fiscal year without carry-over from a previous year.
 - (b) The pay schedule is based on a forty-eight hour week, with the option that any office which can meet the requirements of public service without extra help, may close its office on Saturday afternoons. If at any time, it may be necessary for any office to perform its public service by staying open on Saturday afternoon, it is expected to do so as a part of its regular duties without any extra pay.
 - (c) Reasonable allowances will be made for necessary sick-leaves, it being understood that insofar as the office personnel can, it will take over the duties of the sick person, and that if extra help is necessary to replace the absent employee, the pay for extra help will be deducted from the remuneration of the absent employee.
- (3) The law requires a balanced budget, with revenue provisions made to equal the total fund requirements. The fund requirements are made up of designated classes of expenditures which are added together to make the fund total. Any change in a single class must be offset by a change in another class to maintain the balanced budget. Classification items are accumulated from department requests. The County Clerk is hereby instructed to attach to this letter a copy of the 1944 budget items, which represent the maximum expenditures for each class of expenditure within your department. If increased expenditures should become over your budget items, the Board of County Commissioners will have to determine whether there are savings in some other class outside of your department before any increase can be authorized.

L. E. Griffith

Ed Johnson

M. N. Penny

COM:gdd

The following cancellation order, cancelling dog tax erroneously charged to Paul Foster, was passed:

No. 329: CANCEL dog tax in the amount of \$1.00, charged to Paul Foster, 1901 Barker Ave., Lawrence, Kansas. City of Lawrence 1943 Tax Roll, Page 373, Line 35.

Double assessment on dog, which was also assessed to Bertel T. Foster, 1037 Conn. Street where the dog rightfully belongs.

No further business appearing, the Board adjourned to meet Monday, February 7, 1944.

ATTEST:


 T. R. Gerhart,
 County Clerk.


 L. E. Griffith, Chairman of the Board of
 County Commissioners.