



LYON COUNTY
ADMINISTRATIVE POLICIES AND PROCEDURES

TOPIC: **Allocation of Consolidated Tax Revenue**

NUMBER: 2-5

EFFECTIVE: 05/01/2014

REVISED:

REVIEWED: 02/05/2015

REFERENCE:

POLICY CUSTODIAN:

A. GENERAL INFORMATION

1. The Board of County Commissioners:

- a. Is charged with control of County revenues and expenditures in order to promote prudence and efficiency in the expenditure of public funds.
- b. Has designated multiple funds to receive consolidated tax revenue, including the General Fund, the County Stabilization Fund, the Unemployment Compensation Fund, and the Retiree Health Benefits Fund.
- c. Budgets all consolidated tax revenues, based upon estimates, solely to the General Fund.
- d. Has tasked the County Comptroller with the ultimate responsibility for accounting for all aspects of the County's financial operations.

2. Consolidated tax revenues periodically exceed budgeted amounts.

3. The sole sources of designated revenue for the County Stabilization Fund, the Unemployment Compensation Fund, and the Retiree Health Benefits Fund are also from consolidated taxes.

B. PURPOSE

The purpose of Administrative Policy 2-5 is to provide procedural guidelines for allocating consolidated tax revenue between various funds.

C. ALLOCATION OF CONSOLIDATED TAX REVENUE BETWEEN FUNDS

1. The Board of Commissioners directs the County Comptroller:

- a. To allocate consolidated tax revenue into the General Fund up to the amount of the budgeted amounts.
 - b. To allocate consolidated tax revenue in excess of the General Fund budgeted amount into one or more of the following funds: the County General Fund, the County Stabilization Fund, the Unemployment Compensation Fund, and the Retiree Health Benefits Fund. The Comptroller will use his/her best judgment on which fund(s) shall receive this revenue and the amount to allocate to each fund, within statutory guidelines.
 - c. To report to the Board of Commissioners the amount of consolidated tax revenue the Comptroller has allocated to these funds. The report may be in the form of: a department head report during a Board of Commissioners' meeting, an email, or a quarterly report of revenues and expenditures.
2. The Board may choose to modify the Comptroller's allocation by a formal Board action prior to the issuance of the annual audit report.