

County Fiscal Coordinator Responsibilities

I. Policy

Budget Management

- Responsible for budget preparation, review, monitoring and management.
- Includes all stakeholders in the budget development process (agents, district board, councils, etc).
- Prepares, reviews and submits annual budget worksheet, memorandum of agreement and schedule of disbursement to District Office and Department of Local Governments.
- Ensures compliance with all Kentucky Revised Statutes and all University, College and Local policies and procedures as they pertain to fiscal matters.
- Provides guidance and leadership to other agents and to District Board in developing the budget and in setting tax rates (if applicable).
- Responsible for submitting request for county support staff salary increases to District Office.
- Works with District Board to develop 5 & 10 year budget plans.
- Other budget management duties as assigned.

Cash Management

- Ensures compliance with all Kentucky Revised Statutes and all University, College and Local policies and procedures as they pertain to cash management.
- Ensures all staff in office understand and adhere to proper cash handling policies and procedures.
- Ensures safe handling of all funds received in the county office via proper internal controls.
- Ensures receipts are provided for funds received and duplicates are maintained in the office.
- Ensures all deposits are made in accordance with policies and procedures.
- Ensures district board treasurer is appropriately bonded.
- Ensures bank account reconciliations are completed on a monthly basis.
- Ensures balances in bank accounts are bonded if over FDIC coverage.
- Ensures petty cash procedures are followed (if applicable).
- Ensures sales tax is collected as appropriate.
- Ensures all club/council funds adhere to policies and procedures.
- Other cash management duties as assigned.

Procurement & Disbursement Management

- Ensures compliance with all Kentucky Revised Statutes and all University, College and Local policies and procedures as they pertain to procurement and disbursement of funds.
- Ensures all staff in office understand and adhere to proper procurement & disbursement policies and procedures.
- Ensures safe handling of all credit cards and adherence to related policies (if applicable).
- Responsible for review and approval of all expenditures in the office.
- Ensures payment voucher and receipt is obtained for each payment made.
- Ensures state sales taxes are not paid on purchases where exempt.
- Ensures all penalty mail and other postage regulations are followed by all staff in the office.
- Ensures all building projects are managed according to policies and procedures (bidding, expenditures, for repairs, renovations, construction).

- Other procurement duties as assigned.

UK Cooperative Extension Service

Policies, Procedures & Guidelines

A.7

Financial Reporting & Audits

- Ensures compliance with all Kentucky Revised Statutes and all University, College and Local
- policies and procedures as they pertain to financial reporting and audits.
- Develops and maintains the delegation of authority schedule for the office.
- Responsible for all financial reporting as required by policies and procedures.
- Submits financial reports as required to District Board, DLG, State Office, etc.
- Responsible for audit of financial statements as required by KRS.
- Submits audit report to District Board, DLG, State Office, etc.
- Responsible for periodic financial operations review as required by College policies and
- procedures.
- Other reporting & audit duties as assigned.

Inventory Management

- Ensures compliance with all Kentucky Revised Statutes and all University, College and Local
- policies and procedures as they pertain to inventory management.
- Ensures a complete listing of all minor and capital equipment is maintained and verified on an
- annual basis.
- Ensures all staff in office understand and adhere to proper county vehicle policies and
- procedures.
- Ensures vehicle logs are maintained and reviewed for each county owned vehicle (if applicable).
- Ensures adequate insurance is maintained to cover all assets.
 - a. Other inventory management duties as assigned.