

RSID AID-TO-CONSTRUCTION

PURPOSE

The purpose of this policy is to clarify the administrative procedures to be employed in the allocation and transfer of County Aid-to-Construction program funds to individual Rural Special Improvement District projects. This procedure is intended to insure timely and accurate transfers and accounting of Aid-to-Construction funds.

RESPONSIBILITIES

RSID administration is responsible for:

1. Preparation of RSID Aid-to-Construction agreements in accordance with current County policy.
2. Notification of Accounting Department of amount and timing of each Aid-to-Construction cash transfer.

Accounting Department:

1. Responsible, upon appropriate notification for transferring funds from Aid-to-Construction fund to the appropriate individual RSID account.
2. Timely analysis and adjustment of Aid-to-Construction allocations based on current policy upon completion of project.

PROCEDURES

1. Upon Board of County Commissioner approval of any RSID that qualifies for Aid-to-Construction funds under current County policy, RSID administration shall prepare a formal Aid-to-Construction agreement for Board of County Commissioner approval.
2. The Aid-to-Construction actual agreement shall specify the amount of aid only as a percentage of actual total construction cost in accordance with current County policy for granting such aid. (Not actual dollar amount).
3. An actual cash figure shall not be included in the agreement unless it is the Board of County Commissioners' intention to grant that specific cash amount.
4. Upon completion of an RSID project, the Accounting Department will notify RSID administration of the actual cash amount of aid required for the project based upon the original cost-sharing percentage approved in the original Aid-to-Construction agreement on actual total construction costs.

5. The Accounting Department will transfer the appropriate amount of cash from the Aid-to-Construction account to the individual RSID account in accordance with appropriate accounting procedures when actual costs are determined.
6. RSID administration will monitor the balance of cash available in the Aid-to-Construction account for future project planning.
7. At the end of any fiscal year where a project has not been completed, RSID administration will be responsible for encumbering the necessary Aid-to-Construction funds for the next fiscal year based on the best available estimate as to the final construction cost.
8. When such encumbrances are finally adjusted based on final actual cost, any surplus funds will revert to the Aid-to-Construction funds for reallocation. In the event of a shortage of funds, such shortage must be made up from supplemental funds from the Aid-to-Construction account in the current fiscal year.
9. Those funds encumbered at the end of the fiscal year will be adjusted based on final actual costs. Any surplus funds will revert to the fund from which they were appropriated for possible reallocation in the following budget year.

IMPLEMENTATION

This policy shall become effective March 30, 1983.