VETERANS ASSISTANCE COMMISSION
OF MACOUPIN COUNTY, ILLINOIS

MACVAC-FIN-002

Budget & Procurement Policy

Adopting Macoupin County FY2025-2026 Financial Policies with MACVAC Adaptations

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Policy Number:	MACVAC-FIN-002
Effective Date:	May 13, 2026
Version:	v1.0
Legal Authority:	330 ILCS 45/9(g); 330 ILCS 45 § 4; 55 ILCS 5/5-1022 (Illinois Counties Code — Competitive Bidding); Macoupin County FY2025-2026 Financial Policies
Adopted By:	Board of Commissioners — Veterans Assistance Commission of Macoupin County | Resolution R-2026-12
Annual Review:	Required — Each calendar year by the Superintendent
Supersedes:	N/A — Initial Adoption

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Section 1 — Purpose and Authority

This policy establishes the financial management, budgeting, and procurement standards of the Veterans Assistance Commission of Macoupin County ("Commission"). It is adopted pursuant to 330 ILCS 45/9(g), which requires the Commission to adopt applicable county financial policies as its own, and is consistent with the Illinois Procurement Code (55 ILCS 5/5-1022). The Commission's annual budget is funded by a county tax levy of 0.02% pursuant to 330 ILCS 45 § 4 and is subject to county financial oversight.

Section 2 — Annual Budget Development

The Superintendent shall develop a proposed annual operating budget each fiscal year, consistent with the Macoupin County budget calendar. The budget shall:

- Be organized by cost center consistent with county financial systems
- Reflect all anticipated revenues (tax levy, grants, donations) and expenditures
- Be presented to the Board of Commissioners for review and approval prior to submission to the County Board
- Comply with the balanced budget requirement — projected expenditures shall not exceed projected revenues
- Be filed with the Macoupin County Clerk and Treasurer as required by law

Section 3 — Expenditure Authority

EXPENDITURE AUTHORITY TIERS

Amount	Authority	Requirements
$0 — $20,000	Superintendent	Budgeted item; document receipt and purpose
$20,001 — $35,000	Commission Approval	Board vote required; obtain minimum 2 quotes
Over $35,000	Commission Approval + Competitive Bid	Board vote + formal bid process per 55 ILCS 5/5-1022

No expenditure shall be authorized that causes the Commission's total spending to exceed the adopted budget without a formal budget amendment approved by the Board of Commissioners.

Section 4 — Procurement Procedures

The Superintendent is responsible for all procurement on behalf of the Commission, subject to the expenditure authority tiers in Section 3. The following standards apply to all purchases:

- Purchases shall be made from responsible vendors at fair and reasonable prices
- Contracts and purchase agreements shall be in writing for any expenditure over $1,000
- The Superintendent shall maintain documentation of all purchases, including invoices, receipts, and purpose statements

- Sole-source procurement (bypassing competitive quotes) is permitted only with written justification approved by the Board
- No Commission officer or employee shall receive personal benefit from any procurement transaction
- Procurement of professional services (legal, accounting, consulting) requires Board authorization regardless of amount

Section 5 — Payroll

All Commission employees are paid through Macoupin County payroll systems unless an alternative is approved by the Board. The Superintendent shall:

- Ensure all payroll submissions are accurate and timely
- Maintain records of all compensation, benefits, and deductions
- Ensure all required withholdings (federal, state, FICA) are remitted on time
- Report any payroll discrepancies to the Board Treasurer and the Macoupin County Finance Office immediately

Section 6 — Accounts Payable & Receivable

The Superintendent shall maintain current and accurate accounts payable and receivable records. All invoices shall be reviewed, approved, and paid within 30 days of receipt unless disputed. No payment shall be made without an approved purchase order or written authorization. All revenues received by the Commission shall be deposited within three business days of receipt.

Section 7 — Grant Management

Grants accepted by the Commission are subject to the terms and conditions of the granting authority in addition to this policy. The Superintendent shall:

- Maintain separate accounting records for each grant
- Ensure grant funds are expended only for allowable purposes per the grant agreement
- Submit required reports to granting agencies on time
- Notify the Board immediately of any compliance concern or audit finding related to a grant
- Obtain Board approval before accepting any grant over $10,000 or any grant with matching requirements

Section 8 — Internal Controls

The Commission shall maintain the following minimum internal controls to safeguard public funds:

- No single individual shall have complete control over any financial transaction from authorization through payment
- Bank statements shall be reconciled monthly and reviewed by the Board Treasurer or designee
- All check disbursements over $5,000 shall require dual authorization (Superintendent + Board President or Treasurer)
- Annual financial reports shall be presented to the full Board of Commissioners
- The Commission shall cooperate fully with any county, state, or independent audit

Section 9 — Financial Reporting

The Superintendent shall provide the following financial reports:

- Monthly expenditure summary to the Board at each regular meeting
- Annual financial report to the Macoupin County Board per 330 ILCS 45 § 4
- Annual report to the Governor's office per MVAA requirements
- Any other report required by the County, IDVA, or applicable state agency

Section 10 — Budget Amendments

Any transfer of funds between budget line items exceeding $2,500, or any expenditure of unbudgeted funds, requires a formal budget amendment approved by the Board of Commissioners by resolution. Emergency expenditures necessary to prevent harm to Veterans or Commission operations may be authorized by the Superintendent and ratified by the Board at its next regular meeting.

Section 11 — Annual Review

This policy shall be reviewed annually by the Superintendent in coordination with the Macoupin County Finance Office to ensure continued compliance with county financial systems and applicable state law. Any material amendments require Board approval by resolution.

ACKNOWLEDGMENT OF RECEIPT & UNDERSTANDING

MACVAC-FIN-002 — Budget & Procurement Policy

Veterans Assistance Commission of Macoupin County, Illinois

I acknowledge that I have received, read, and understand the Budget & Procurement Policy (MACVAC-FIN-002) of the Veterans Assistance Commission of Macoupin County. I understand that compliance with this policy is a condition of my service to the MACVAC, whether as an officer, employee, or commissioner. I agree to abide by its provisions and understand that violations may result in disciplinary action up to and including termination or removal.

Printed Name: ____

Title / Role: ____

Signature: X ______________________________________

Date: ____

FILING INSTRUCTION — SUPERINTENDENT

Collect signed acknowledgment forms from all commissioners, officers, and employees upon policy adoption. File in: 09_Personnel & HR / HR Policies / Acknowledgments / MACVAC-FIN-002. Retain for the duration of the individual's service plus three years per the Illinois Local Records Act (50 ILCS 205).