

ORDINANCE NO. 2025-18

**AN ORDINANCE OF THE HUNTINGTON COUNTY BOARD OF
COMMISSIONERS ESTABLISHING A POLICY AUTHORIZING THE COUNTY
AUDITOR TO MAKE ADVANCE DISBURSEMENTS OF CERTAIN EXPENSES
UNDER INDIANA CODE § 36-2-6-4.**

WHEREAS, Indiana Code § 36-1-3 *et seq.* grants a county the authority to exercise any powers for the effective operation of government as to local affairs;

WHEREAS, Indiana Code § 36-2-6-4.5 provides a county executive the authority to disburse funds for certain lawful county purposes in advance of board allowance or regular meeting;

WHEREAS, in accordance with Indiana Code § 36-2-6-4.5(b), with the prior written approval of the board having jurisdiction over the allowance of claims, the county auditor may authorize and issue advance payments for the expenses set forth in Indiana Code § 36-2-6-4.5(b);

WHEREAS, it is in the best interest of Huntington County, Indiana, to ensure timely payment of routine and recurring expenses necessary for the efficient operation of county government; and

WHEREAS, the Board of Commissioners of Huntington County, Indiana (the “Board”), desires to adopt a policy consistent with Indiana law allowing the Huntington County Auditor (the “County Auditor”) to make such payments in advance of regular or special meetings of the Board.

NOW, THEREFORE, BE IT ORDAINED, by the Board of Commissioners of Huntington County, Indiana, as follows:

1. **AUTHORITY**. This Ordinance is adopted pursuant to the authority granted under Indiana Code § 36-2-6 *et seq.* and all other applicable laws.
2. **POLICY**. With the prior written approval of the Board, the County Auditor is hereby authorized to make claim payments in advance of board allowance for the following categories of expenses:
 - a. Property or services purchased or leased from the United States government, its agencies, or its political subdivisions.
 - b. License or permit fees.
 - c. Insurance premiums.
 - d. Utility payments or utility connection charges.
 - e. General grant programs where advance funding is not prohibited and the contracting party posts sufficient security to cover the amount advanced.
 - f. Grants of state funds authorized by statute.
 - g. Maintenance or service agreements.
 - h. Leases or rental agreements.
 - i. Bond or coupon payments.
 - j. Payroll.

- k. State or federal taxes.
 - l. Expenses that must be paid because of emergency circumstances.
 - m. Expenses described in an ordinance.
- 3. **PRIOR WRITTEN APPROVAL**. The Board hereby grants its prior written approval authorizing the County Auditor to make advance disbursements of funds for the types of expenses outlined in Section 2. of this Ordinance, provided that the County Auditor notifies the Board of such disbursements before they are made.
- 4. **DOCUMENTATION**. Each payment made in advance of Board allowance or meeting under this Ordinance shall be accompanied by a fully itemized claim document, invoice, bill, or other appropriate supporting documentation. Each claim shall include a certification by the County Auditor.
- 5. **MEETING AND APPROVAL**. All claims paid in advance under this Ordinance shall be submitted to the Board for review and formal approval at the next regular or special meeting following the disbursement of such payments.
- 6. **EFFECTIVE DATE**. This Ordinance shall be in full force and effect upon its passage and approval.

ADOPTED and PASSED by the Board of Commissioners of Huntington County, Indiana, this 20 day of October, 2025.

**This Resolution was adopted on October 20, 2025.
A signed physical copy of this document is
available by request in the Commissioners' Office
located at 201 North Jefferson Street Huntington,
Indiana**