



1515.2: Authorized Costs of Administration

When a GA Unit initially applies for state funds, all administrative expenses are subject to prior approval requirements.

Units that receive state funds must request prior approval for any regular recurring items not listed below. Regular recurring items are those which occur on a regular, ongoing basis, such as monthly or quarterly.

Personnel expenses required by a collective bargaining agreement do not require prior approval.

➡ After the GA Unit has been approved, the following expenditures do not require prior approval, but may not exceed any amounts/rates established by a federal or state statute:

- janitorial services and supplies
- security guards
- salaries
- SA/IMRF contributions
- Unemployment Insurance
- Workers' Compensation Insurance (for employees)
- liability insurance
- travel (within State)
- office supplies
- postage
- printing
- telephone (routine charges)
- utilities
- office rent (any change in office location requires prior approval)
- garbage disposal
- office equipment service contractor and maintenance agreements
- bank fees
- newspaper subscription

Commission county bond premiums for GA Administrators and the GA portion of the annual audit expense also do not require prior approval.

Prior approval for janitorial service and security guards is required if the expense has not previously been approved by DHS. Justification must be provided of the need and cost before approval will be given.

Routine administrative costs associated with the Earnfare program are also allowable.


Notify the DHS Bureau of Research and Analysis of any discrepancies in the accounting records or procedures of the GA Unit. Also notify the central DHS office if any expenses appear to need justification or the amount of the expense appears to be excessive.

Special Administrative Procedures for Furniture and Equipment

➡ Use the following guidelines for the acquisition, repair, maintenance, and disposal of furniture and equipment:

- a. ➡ Purchase of any item of new furniture and equipment which exceeds \$100 requires prior approval. The request for prior approval is to be directed to the DHS Bureau of Research and Analysis. Obtain prior approval in advance of the expenditure of funds.

If the estimated purchase price is \$1,000 or more, require competitive bids from at least 2 prospective suppliers. Include the bids with the request for prior approval of purchase.

- b.  When the cost of repairs or maintenance to existing furniture and equipment exceeds \$100, direct a request for prior approval to the DHS Bureau of Research and Analysis. Obtain prior approval in advance of the expenditure of funds.

If the estimated cost of repairs or maintenance is \$1,000 or more, require competitive bids from at least 2 prospective suppliers. Include the bids with the request for prior approval of repairs or maintenance.

- c. When disposing of obsolete furniture and equipment, keep a record of the disposal on site for subsequent DHS audits.

Maintain an inventory control for each item of furniture and equipment owned by the General Assistance Fund. Include the following information:

- the inventory identification number;
- the description (including make, model, and manufacturer's serial number, if any);
- the source and date of acquisition;
- the purchase price or inventory value; and
- the date and cost of each service call and/or repair.

Keep the file current at all times. Update the file for each piece of property acquired by the Unit. When property is sold, transferred, or scrapped, move the item to inactive status.