

Michigan Independent Citizens Redistricting Commission (MICRC)
Financial Procedures

C-Commission as a whole; CC-Chair of Commission; VC-Vice Chair of Commission ED-Executive Director; GC-General Counsel; CO-Communications and Outreach Director; EA-Executive Assistant	C	CC	VC	ED	GC	CO	EA
BUDGET							
Adopt and monitor the MICRC Budget	X						
Adopt Policy for Approval of Expenses	X						
Approve contracts exceeding \$5,000	X						
Approve the issuance of procurement requests for informal proposals of \$5,000 to \$49,999.99, evaluate bids, and award contracts	X						
Approve posting of Requests for Proposals for contracts exceeding \$50,000, approve answers to bidder questions, determine and implement the proposal review process, and award contracts	X						
Assure budgeted expenses are logged accurately in order to provide monthly reports to the Commission				X			X
PAYABLES							
Negotiate all contracts for public hearing facilities, A/V, hotels, security, etc. and send to legal counsel for review						X	
Review all contracts related to public hearings, make recommendations, and assure edits are incorporated					X		
Review all invoices for public hearings - facilities, A/V, hotels, security, etc.; compare to contracts and negotiate savings, if applicable; send approvals to ED						X	
Review all invoices for communications, including PR consultants, radio, television, newspaper, social media, digital media, billboards, etc.; compare to contracts and negotiate savings, if applicable; send approvals to ED						X	
Review Federal Compliance LLC invoices; confirm hours and adherence to contract					X		
Review Litigation Counsel invoices; confirm hours and adherence to contract					X		
Review Election Data Services invoices; confirm hours and adherence to contract				X			
Approve informal contracts (less than \$5,000), after appropriate input from staff, and provide reports to the Commission				X			
Review all invoices; assure input from appropriate staff for monitoring; assure accuracy				X			
Forward all invoices for payment to the Legislative Services Bureau				X			
Assure follow up for late or lost payments				X			
PAYROLL & EXPENSE REIMBURSEMENT							
Approve each Commissioners' payroll and reimbursement for expenses each week				X			
Approve Executive Director's payroll and reimbursement for expenses each week		X	X				
Approve payroll and reimbursement for expenses each week for staff other than the Executive Director				X			
Review all expense reports for appropriate documentation							X
MISCELLANEOUS ACCOUNTING PROCEDURES							
Assure Document Record & Retention Policies are implemented and adhered to	X			X	X	X	X
Advertise availability of Requests for Proposals or other contract availability; conduct initial proposal reviews; assure notification regarding contract decisions; obtain signed contracts; assure compliance with contracts				X	X	X	X
Maintain unique personal computer logins and passwords for state computers	X			X	X	X	X
Establish the culture and highest standard for ethical behavior for all Commissioners, staff and contractors	X			X	X	X	X