

# Cost Containment Program

The County's Cost Containment Program was created in the early 1980's to safeguard against potential overspending of budgets. The Program is designed to enhance control of expenditures and optimize the use of available resources. The Program contains many elements that have become the integral part of County's standard financial operating procedures. A summary of the Program is as follows:

- ❖ Budget control applied at the category level  
(salaries, benefits, services/supplies, travel & capital outlay)
- ❖ Prior approval required to fill vacant positions
- ❖ Buy-out costs to be recovered prior to filling vacancy

# Cost Containment Program

- ❖ Reclassifications must be cost neutral
- ❖ Budgetary savings and non-recurring resources shall be used only to fund capital expenditures
- ❖ Prior approval of all purchases
- ❖ Purchases are prohibited without a purchase order
- ❖ Original budget for General Fund departments does not include appropriations for capital outlay
- ❖ Prior approval of all out-of-town travel
- ❖ Other employee business expenses require prior approval of the County Manager