

**RESOLUTION 2025-\_\_\_\_\_**

**A RESOLUTION UPDATING THE FINANCIAL AND  
ADMINISTRATIVE POLICIES FOR THE BOARD OF  
COUNTY COMMISSIONERS, PROVIDING AN  
EFFECTIVE DATE**

WHEREAS, the Board of County Commissioners adopted certain financial and administrative policies pursuant to Resolution 2024-142, approved September 18, 2024, providing the necessary framework for sound financial management practices, careful fiscal planning and healthy long-term financial management of all County resources and activities. Financial policies provide a comprehensive approach to financial management to the betterment of Nassau County citizens; and

WHEREAS, Section I Budget Policy, Policy 10, states “Budget policies will be reviewed as part of the annual budget process” and the Board of County Commissioners has determined a need to update the Financial and Administrative Policies.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners, Nassau County, Florida in regular session duly assembled on the \_\_\_\_\_ day of \_\_\_\_\_ 2025 that the financial policies attached hereto as Exhibit A be effective upon adoption.

**BOARD OF COUNTY COMMISSIONERS  
NASSAU COUNTY, FLORIDA**

\_\_\_\_\_  
A.M. “HUPP” HUPPMANN  
Its: Chairman

**ATTEST AS TO CHAIRMAN’S SIGNATURE**

\_\_\_\_\_  
MITCH L. KEITER  
Its: Ex-Officio Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
DENISE C. MAY  
Its: County Attorney

EXHIBIT A

**Nassau County, Florida**

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**Financial and Administrative Policies**

**Financial Policies:**

- Section I Budget Policy
- Section II Fund Balance and Reserve Policy
- Section III Revenue Policy
- Section IV Expenditure Policy
- Section V Capital Expenditure Policy
- Section VI Debt Management Policy
- Section VII Fixed Asset Capitalization Policy
- Section VIII Grants Manual Policy
- Section IX Non Profit Funding Policy
- Section X Travel Policy
- Section XI Fleet Policy
- Section XII Donation Policy
- Section XIII Investment Policy
- Section XIV Municipal Grant Funding Policy
- Section XV Procurement (Credit) Card Policy

**Board Administrative Policies:**

- Employee Recognition Policy
- Proclamation - Recognition Policy

Resolution 2022-148, amending Resolution 2019-153 Public Records Policy for Nassau County

Purchasing Policy-Ordinance 2023-037, as amended, adopted by Board of County Commissioners defines the Purchasing Policy for Nassau County, Florida

Ordinance 2022-23, as amended, adopted by the Board of County Commissioners provides for the expenditure of funds for County sponsored events; allowing for business meetings and employee of the quarter lunches.

**Introduction**  
**Nassau County, Florida**  
**Financial and Administrative Policies**

Financial and Administrative policies are a key element of sound fiscal administration and provide the guidance for decisions of public managers. Financial policies are guidelines for operational and strategic decision making related to financial matters. They identify acceptable and unacceptable courses of action, establish parameters in which the government can operate, and provide a standard against which the government's fiscal performance can be evaluated. It is important to have financial and administrative policies that complement the statutory requirements and professional standards that establish local governments' financial framework.

Nassau County's financial and administrative policies herein set forth the basic framework for the overall fiscal management of the County. These Policies assist the decision making process of the Board of County Commissioners and the administration by providing guidelines for evaluating both current activities and proposals for future programs.

The following resources were utilized to update the financial policies:

- Florida Statutes
- Government Finance Officers Association (GFOA) publications
- National Advisory Council on State and Local Budgeting (NACSLB) recommended budget practices
- Rating agencies publications
- Florida Government Finance Officers Association publications
- Other governmental entities adopted policies
- Nassau County Clerk of the Circuit Court & Comptroller
- Nassau County Board and department managers' recommendations

It should be noted that the policies listed herein reflect those adopted by the Nassau County Board of County Commissioners. Financial policies adopted by other County Constitutional Officers do not appear here.