



CITY OF DETROIT
OFFICE OF THE CHIEF FINANCIAL OFFICER

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CFO ADMINISTRATIVE ORDER
No. 2018-101-027

SUBJECT: Rescinding of Existing Directives
ISSUANCE DATE: July 25, 2018
EFFECTIVE DATE: July 25, 2018

1. AUTHORITY

1.1. State of Michigan Public Act 279 of 1909, Section 117.4s(2), as amended by Public Act 182 of 2014, states the Chief Financial Officer shall supervise all financial and budget activities of the city and coordinate the city’s activities relating to budgets, financial plans, financial management, financial reporting, financial analysis, and compliance with the budget and financial plan of the city.

2. OBJECTIVE

2.1. To provide for the efficient, effective, and transparent management of the Office of the Chief Financial Officer (“OCFO”) through the standardized administration of its authority, functions, policies, procedures, statements, opinions, and other governance.

3. PURPOSE

3.1. To rescind outdated, inconsistent and arbitrary policies.

4. SCOPE

4.1. This CFO Administrative Order applies to all Divisions under the authority of the OCFO and all departments, divisions and agencies in the City of Detroit that are impacted by the OCFO’s authority, functions, policies, procedures, statements, opinions, and other governance.

5. RESPONSIBILITIES

5.1. All employees shall conduct operations in accordance with this CFO Administrative Order.

6. POLICY

6.1. The following documents are no longer valid or necessary and are hereby rescinded and will no longer have any authority:

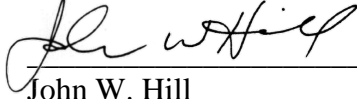
No.	Subject	Date Issued
8	Cost Center Numbers on Purchase Requisitions	05/20/75
11	Fringe Benefit Rates	07/17/75
16	Procedure for Handling Dishonored Checks Negative Cash Receipts Voucher Entry	11/24/75

No.	Subject	Date Issued
18	Timely Deposit of Checks	01/16/76
18.001	Timely Deposit of Checks	12/05/02
20	Cash Handling Procedures	12/05/02
25	Close of Fiscal Year 1975-76	06/01/76
30	Balance Forward Requests	08/02/76
32	1976-77 Employee Fringe Benefit Rate	08/26/76
33	Revised Postal Regulations	08/20/76
34	1976 Torch Drive	09/15/76
37	1976-77 Fiscal Year End Closing	05/02/77
38	Policy on Use of General Public Improvement Bond Fund Appropriations	05/23/77
41	1977-78 Employee Fringe Benefit Rate	07/29/77
42.001	Balance Forward Requests (N.A.)	08/02/77
42.002	Balance Forward Requests (N.A.)	08/19/77
53	Procedures for Due To's and Due From's (Replaced w/#153)	06/19/78
56	1978-79 Employee Fringe Benefit Rate	09/08/78
61	Insurance Reserve Fund Claims	12/27/78
67	1979-80 Employee Benefit Fringe Benefit Rate	07/27/79
70	General Repair & Maintenance Contract Guidelines	10/16/79
75	Cash Handling Shortages & Overages	02/22/80
79	1980-81 Employee Fringe Benefit Rate	07/14/80
83	1981-82 Fringe Benefits	07/09/81
86	1982-83 Employee Fringe Benefit Rate	07/07/82
88	Modification of General Repair and Maintenance Contract Guidelines	01/13/83
89	Modifies, in part, Finance Directive #88	03/08/83
91	1983-84 Employee Fringe Benefit Rate	07/19/83
94	1984-85 Employee Fringe Benefit Rate	07/01/84
97	Optical Care Eligibility	08/24/84
100	Sheltered Market Program Procedure	03/06/85
102	1985-86 Employee Fringe Benefit	06/21/85

No.	Subject	Date Issued
109	1986-87 Employee Fringe Benefit Rate	07/16/86
110	1987-88 Employee Fringe Benefit Rate	07/01/87
112	1988-89 Employee Benefit Rate	10/17/88
115	1989-90 Employee Fringe Benefit Rate	07/27/89
116	1990-91 Employee Fringe Benefit Rate	06/05/90
117	1990-91 Employee Fringe Benefit Rate (Revised)	07/18/90
118	1991-92 Employee Fringe Benefit Rate	07/01/91
120	1992-93 Employee Fringe Benefit Rate	01/01/92
123	1993-94 Employee Fringe Benefit Rate	07/01/93
124	Sheltered Market Program – Ordinance No. 559H as Amended Cessation of Program	07/13/93
125	Licensing Requirements for Personal Services Contracts for Appraisers	06/28/93
130	1994-95 Employee Fringe Benefit Rate	07/01/94
135	1995-96 Employee Fringe Benefit Rate	07/03/95
135.001	1996-97 Employee Fringe Benefit Rate	06/01/96
135.002	1997-98 Employee Fringe Benefit Rate	06/27/97
135.003	1998-99 Employee Fringe Benefit Rate	07/01/98
135.004	1998-00 Employee Fringe Benefit Rate	07/01/99
135.005	2000-01 Employee Fringe Benefit Rate	07/01/00
135.006	2001-02 Employee Fringe Benefit Rate	07/01/01
135.007	2002-03 Employee Fringe Benefit Rate	07/19/02
135.008	2003-04 Employee Fringe Benefit Rate	07/01/03
135.009	2004-05 Employee Fringe Benefit Rate	07/01/04
135.01	2004-05 Employee Fringe Benefit Rate	09/30/04
135.011	2005-06 Employee Fringe Benefit Rate	07/01/05
135.012	2006-07 Employee Fringe Benefit Rate	08/01/06
135.013	2007-08 Employee Fringe Benefit Rate	07/27/07
135.014	2008-09 Employee Fringe Benefit Rate	08/11/08
135.015	2009-10 Employee Fringe Benefit Rate	08/06/11
135.016	2011-12 Employee Fringe Benefit Rate	08/26/11

No.	Subject	Date Issued
135.017	2012-13 Employee Fringe Benefit Rate	07/01/12

APPROVED



John W. Hill

Chief Financial Officer, City of Detroit