



Board of Commissioners Detail Expenditures Report

**1st
Quarter
2023**

This package is prepared by the Fulton County Department of Finance.

Fulton County Board of Commissioners
 Detail Expenditures Report
 Paid January 1, 2023 - March 31, 2023

Fiscal Period	Department	Unit Name	Object	Object / Rev Source Name	Line Amount	Vendor Name	Line Description	Type of Entry
1	101	Commissioner Thorne	1056	Court and Public Official Bonds	\$ 5.67		Monthly Risk Transfer - 1056 - Jan 2023	Journal Entry
2	101	Commissioner Thorne	1056	Court and Public Official Bonds	\$ 5.67		Monthly Risk Transfer - 1056 - Feb 2023	Journal Entry
3	101	Commissioner Thorne	1056	Court and Public Official Bonds	\$ 5.67		Monthly Risk Transfer - 1056 - Mar 2023	Journal Entry
				Court and Public Official Bonds Total	\$ 17.01			
1	101	Commissioner Thorne	1243	General Liability/Excess Insurance/Litigation Expense	\$ 738.83		Monthly Risk Transfer - 1243 - Jan 2023	Journal Entry
2	101	Commissioner Thorne	1243	General Liability/Excess Insurance/Litigation Expense	\$ 738.83		Monthly Risk Transfer - 1243 - Feb 2023	Journal Entry
3	101	Commissioner Thorne	1243	General Liability/Excess Insurance/Litigation Expense	\$ 738.83		Monthly Risk Transfer - 1243 - Mar 2023	Journal Entry
				General Liability/Excess Insurance/Litigation Expense Total	\$ 2,216.49			
3	101	Commissioner Thorne	1494	Mobile Telephone	\$ 84.03	AT&T MOBILITY	AT&T MOBILITY	Payment Voucher
3	101	Commissioner Thorne	1494	Mobile Telephone	\$ 84.09	AT&T MOBILITY	AT&T MOBILITY	Payment Voucher
				Mobile Telephone Total	\$ 168.12			
1	101	Commissioner Hausmann	1452	Motor Veh/Operating Supplies	\$ 15.00			P-Card
				Motor Veh/Operating Supplies Total	\$ 15.00			
1	101	Commissioner Hausmann	1456	Postage	\$ 287.79		Postage chargeback - Dec 2022	Journal Entry
1	101	Commissioner Hausmann	1456	Postage	\$ 214.33		Postage Fees chargeback - Dec 2022	Journal Entry
3	101	Commissioner Hausmann	1456	Postage	\$ 0.85		Postage Fees chargeback - Feb 2023	Journal Entry
3	101	Commissioner Hausmann	1456	Postage	\$ 0.33		Postage Fees chargeback - Feb 2023	Journal Entry
				Postage Total	\$ 503.30			
		Commissioner Thorne Total			\$ 2,919.92			
2	102	Commissioner Ellis	1342	Advertising	\$ 57.98		Renee Armentrout, District 2 - Advertisement - Nov & Dec 2022	Employee Reimbursement
3	102	Commissioner Ellis	1342	Advertising	\$ 34.00		Renee Armentrout, District 2 - Advertisement - Jan 2023	Employee Reimbursement
				Advertising Total	\$ 91.98			
1	102	Commissioner Ellis	1056	Court and Public Official Bonds	\$ 5.67		Monthly Risk Transfer - 1056 - Jan 2023	Journal Entry
2	102	Commissioner Ellis	1056	Court and Public Official Bonds	\$ 5.67		Monthly Risk Transfer - 1056 - Feb 2023	Journal Entry
3	102	Commissioner Ellis	1056	Court and Public Official Bonds	\$ 5.67		Monthly Risk Transfer - 1056 - Mar 2023	Journal Entry
				Court and Public Official Bonds Total	\$ 17.01			
1	102	Commissioner Ellis	1243	General Liability/Excess Insurance/Litigation Expense	\$ 738.83		Monthly Risk Transfer - 1243 - Jan 2023	Journal Entry
2	102	Commissioner Ellis	1243	General Liability/Excess Insurance/Litigation Expense	\$ 738.83		Monthly Risk Transfer - 1243 - Feb 2023	Journal Entry
3	102	Commissioner Ellis	1243	General Liability/Excess Insurance/Litigation Expense	\$ 738.83		Monthly Risk Transfer - 1243 - Mar 2023	Journal Entry
				General Liability/Excess Insurance/Litigation Expense Total	\$ 2,216.49			
		Commissioner Ellis Total			\$ 2,325.48			
1	103	Commissioner Barrett	1056	Court and Public Official Bonds	\$ 5.67		Monthly Risk Transfer - 1056 - Jan 2023	Journal Entry
2	103	Commissioner Barrett	1056	Court and Public Official Bonds	\$ 5.67		Monthly Risk Transfer - 1056 - Feb 2023	Journal Entry
3	103	Commissioner Barrett	1056	Court and Public Official Bonds	\$ 5.67		Monthly Risk Transfer - 1056 - Mar 2023	Journal Entry
				Court and Public Official Bonds Total	\$ 17.01			
1	103	Commissioner Barrett	1243	General Liability/Excess Insurance/Litigation Expense	\$ 738.83		Monthly Risk Transfer - 1243 - Jan 2023	Journal Entry
2	103	Commissioner Barrett	1243	General Liability/Excess Insurance/Litigation Expense	\$ 738.83		Monthly Risk Transfer - 1243 - Feb 2023	Journal Entry
3	103	Commissioner Barrett	1243	General Liability/Excess Insurance/Litigation Expense	\$ 738.83		Monthly Risk Transfer - 1243 - Mar 2023	Journal Entry
				General Liability/Excess Insurance/Litigation Expense Total	\$ 2,216.49			
		Commissioner Barrett Total			\$ 2,233.50			
1	104	Commissioner Hall	1056	Court and Public Official Bonds	\$ 7.08		Monthly Risk Transfer - 1056 - Jan 2023	Journal Entry
2	104	Commissioner Hall	1056	Court and Public Official Bonds	\$ 7.08		Monthly Risk Transfer - 1056 - Feb 2023	Journal Entry
3	104	Commissioner Hall	1056	Court and Public Official Bonds	\$ 7.08		Monthly Risk Transfer - 1056 - Mar 2023	Journal Entry
				Court and Public Official Bonds Total	\$ 21.24			
1	104	Commissioner Hall	1243	General Liability/Excess Insurance/Litigation Expense	\$ 913.25		Monthly Risk Transfer - 1243 - Jan 2023	Journal Entry
2	104	Commissioner Hall	1243	General Liability/Excess Insurance/Litigation Expense	\$ 913.25		Monthly Risk Transfer - 1243 - Feb 2023	Journal Entry
3	104	Commissioner Hall	1243	General Liability/Excess Insurance/Litigation Expense	\$ 913.25		Monthly Risk Transfer - 1243 - Mar 2023	Journal Entry
				General Liability/Excess Insurance/Litigation Expense Total	\$ 2,739.75			
3	104	Commissioner Hall	1056	Mobile Telephone	\$ 84.03	AT&T MOBILITY	AT&T MOBILITY	Payment Voucher
3	104	Commissioner Hall	1056	Mobile Telephone	\$ 84.09	AT&T MOBILITY	AT&T MOBILITY	Payment Voucher
				Mobile Telephone Total	\$ 168.12			
		Commissioner Hall Total			\$ 2,929.11			
3	105	Commissioner Arrington	1342	Advertising	\$ 1,500.00			Payment Voucher
				Advertising Total	\$ 1,500.00			
1	105	Commissioner Arrington	1056	Court and Public Official Bonds	\$ 7.08		Monthly Risk Transfer - 1056 - Jan 2023	Journal Entry
2	105	Commissioner Arrington	1056	Court and Public Official Bonds	\$ 7.08		Monthly Risk Transfer - 1056 - Feb 2023	Journal Entry
3	105	Commissioner Arrington	1056	Court and Public Official Bonds	\$ 7.08		Monthly Risk Transfer - 1056 - Mar 2023	Journal Entry
				Court and Public Official Bonds Total	\$ 21.24			
1	105	Commissioner Arrington	1243	General Liability/Excess Insurance/Litigation Expense	\$ 923.42		Monthly Risk Transfer - 1243 - Jan 2023	Journal Entry
2	105	Commissioner Arrington	1243	General Liability/Excess Insurance/Litigation Expense	\$ 923.42		Monthly Risk Transfer - 1243 - Feb 2023	Journal Entry
3	105	Commissioner Arrington	1243	General Liability/Excess Insurance/Litigation Expense	\$ 923.42		Monthly Risk Transfer - 1243 - Mar 2023	Journal Entry

Fulton County Board of Commissioners
 Detail Expenditures Report
 Paid January 1, 2023 - March 31, 2023

Fiscal Period	Department	Unit Name	Object	Object / Rev Source Name	Line Amount	Vendor Name	Line Description	Type of Entry
				General Liability/Excess Insurance/Litigation Expense Total	\$ 2,770.26			
2	105	Commissioner Arrington	1459	Printing	\$ 300.00	DOVE MAILING, INC.	District 5, Summer Newsletter	Payment Voucher
3	105	Commissioner Arrington	1459	Printing	\$ 300.00	DOVE MAILING, INC.	FILE SET UP/ PRINT/TRIM & FOLD	Payment Voucher
				Printing Total	\$ 600.00			
		Commissioner Arrington Total			\$ 4,891.50			
1	106	Commissioner Abdur-Rahman	1056	Court and Public Official Bonds	\$ 7.08		Monthly Risk Transfer - 1056 - Jan 2023	Journal Entry
2	106	Commissioner Abdur-Rahman	1056	Court and Public Official Bonds	\$ 7.08		Monthly Risk Transfer - 1056 - Feb 2023	Journal Entry
3	106	Commissioner Abdur-Rahman	1056	Court and Public Official Bonds	\$ 7.08		Monthly Risk Transfer - 1056 - Mar 2023	Journal Entry
				Court and Public Official Bonds Total	\$ 21.24			
1	106	Commissioner Abdur-Rahman	1243	General Liability/Excess Insurance/Litigation Expense	\$ 913.25		Monthly Risk Transfer - 1243 - Jan 2023	Journal Entry
2	106	Commissioner Abdur-Rahman	1243	General Liability/Excess Insurance/Litigation Expense	\$ 913.25		Monthly Risk Transfer - 1243 - Feb 2023	Journal Entry
3	106	Commissioner Abdur-Rahman	1243	General Liability/Excess Insurance/Litigation Expense	\$ 913.25		Monthly Risk Transfer - 1243 - Mar 2023	Journal Entry
				General Liability/Excess Insurance/Litigation Expense Total	\$ 2,739.75			
2	106	Commissioner Abdur-Rahman	1307	Hospitality-Expense	\$ 11.99		Pamela Lyons-Johnson, Human Trafficking Forum - Treats for Panel Participants	Employee Reimbursement
3	106	Commissioner Abdur-Rahman	1307	Hospitality-Expense	\$ 2,770.00	IKHLAS SUPERB SEAFOOD	District 6, Catering - State of Address Brunch	Payment Voucher
				Hospitality-Expense Total	\$ 2,781.99			
3	106	Commissioner Abdur-Rahman	1494	Mobile Telephone	\$ 80.48	AT&T MOBILITY	AT&T MOBILITY	Payment Voucher
3	106	Commissioner Abdur-Rahman	1494	Mobile Telephone	\$ 80.48	AT&T MOBILITY	AT&T MOBILITY	Payment Voucher
				Mobile Telephone Total	\$ 160.96			
3	106	Commissioner Abdur-Rahman	1459	Printing	\$ 2,000.00	VERTIKAL TRADES LTD.	District 6, Advertising Graphic Servics: Logo(s), Flyer(s), Banner(s), Shirt Design(s)	Payment Voucher
				Printing Total	\$ 2,000.00			
		Commissioner Abdur-Rahman Total			\$ 7,703.94			
1	107	Chairman Pitts	1056	Court and Public Official Bonds	\$ 7.08		Monthly Risk Transfer - 1056 - Jan 2023	Journal Entry
2	107	Chairman Pitts	1056	Court and Public Official Bonds	\$ 7.08		Monthly Risk Transfer - 1056 - Feb 2023	Journal Entry
3	107	Chairman Pitts	1056	Court and Public Official Bonds	\$ 7.08		Monthly Risk Transfer - 1056 - Mar 2023	Journal Entry
				Court and Public Official Bonds Total	\$ 21.24			
1	107	Chairman Pitts	1243	General Liability/Excess Insurance/Litigation Expense	\$ 923.42		Monthly Risk Transfer - 1243 - Jan 2023	Journal Entry
2	107	Chairman Pitts	1243	General Liability/Excess Insurance/Litigation Expense	\$ 923.42		Monthly Risk Transfer - 1243 - Feb 2023	Journal Entry
3	107	Chairman Pitts	1243	General Liability/Excess Insurance/Litigation Expense	\$ 923.42		Monthly Risk Transfer - 1243 - Mar 2023	Journal Entry
				General Liability/Excess Insurance/Litigation Expense Total	\$ 2,770.26			
3	107	Chairman Pitts	1456	Postage	\$ 0.60		Postage chargeback - Feb 2023	Journal Entry
3	107	Chairman Pitts	1456	Postage	\$ 0.33		Postage Fees chargeback - Feb 2023	Journal Entry
				Postage Total	\$ 0.93			
		Chairman Pitts Total			\$ 2,792.43			
		Grand Total			\$ 25,795.88			

Fulton County Board of Commissioners

Credit Card Spending

Total Travel Credit Card Purchases - January - March 2023

Commission District 4	\$	1,725.00
Grand Total	\$	1,725.00

Total Purchasing Credit Card Purchases - January - March 2023

Commission District 1	\$	341.48
Commission District 2	\$	405.49
Commission District 3	\$	8.93
Commission District 6	\$	451.45
At Large	\$	225.00
Grand Total	\$	1,432.35

Prepared by the Fulton County Finance Department
Extract from financial system of paid credit card statements

Fulton County Board of Commissioners - Travel Card Spending
 Paid January 1, 2023 - March 31, 2023

Dept	Name	Unit	Object	Month	Line Description	Sum of Line Amount
104						
	Commission District 4					
		Commissioner Hall				
			1302-Travel/Conference			
				3	Anita Harris, 2023 NACo Legislative Conference	575
					Marjorie Adams, 2023 NACo legislative Conference	575
					Natalie Hall, 2023 NACo Legislative Conference	575
Grand Total						1725



Department and Staff Travel and Training Report

**1st
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Fulton County
1st Quarter 2023
Department and Staff Travel/Training Report

Department	Department Name	Unit Name	Traveler	Travel/Training Conference	City/State	Cost			
104	Commission District 4	Commissioner Hall	Natalie Hall	NACo Legislative Conference	Washington, DC	575.00			
			Natalie Hall	NACo Legislative Conference	Washington, DC	575.00			
			Anita Harris	NACo Legislative Conference	Washington, DC	575.00			
			Commissioner Hall Total					1,725.00	Total
Commission District 4 Total						1,725.00			
118	County Manager	Executive	Max Borger	PAC Basic Mini Litigation	Atlanta, GA	100.00			
		Executive Total				100.00	Total		
County Manager Total						100.00			
120	Economic Development	Economic Development	Samir Abdullahi	Fintech Industry Show	Las Vegas, NV	257.76			
			Mariska Angall	2022 GFOA Conference	Austin, TX	150.00			
			Economic Development Total					407.76	Total
Economic Development Total						407.76			
121	Department of Community Development	Housing & Community Development	D.Norah, R.Crossley, N.Simms, D.Butler, M.Clark, M.Lee, V.Montford, K.Benjamin, E.Mincey, A.Grant, D.Edwards, A.Christian, A.Isaac, M.Alston-Brown, M.Primo, C.Thomas, J.Headspeth, A. Henderson, D.Ferrell, M.Redd, S.Wilson, C.Arthur, T.Williams, T.Everhart, G.Hunter		Training: Building a Strong Culture	Atlanta, GA	12,500.00		
			Community Development Total				12,500.00	Total	
			Community Development Total						12,500.00
210	Finance	Finance-Administration	Hakeem Oshikoya	Certification: ASSN INT	Atlanta, GA	200.00			
			Hakeem Oshikoya	2023 Octane Conference	Virtual	150.00			
			Finance-Administration Total					350.00	Total
Finance Total						350.00			
215	Human Resources	HR Administration	T.Adams, S.Baines, J.Benson, M.Blount, S.Blue, M.Braxton, P.Chavis, T.Christian, L.Cordell, J.Dinkins, G.Dowe, C.Evans, J.Gordon, J.Green, Janelle Green, S.Harvey, K.Hermon, L.Hill, J.Humphries, S.Isler, G.Jackson, P.Johnson, S.Jones, J.Kearse, A.Lee, M.Mehrazh, B.Mensah, S.Moore, C.Morgan, M.Parks, D.Parrish, A.Perkins, L.Robinson, M.Saffell, T.Smith, D.Strong, B.Whitehead, A.Willingham, V.Wilson, K.Yarbrough, Jeffrey Dinkins		HR Team Building	Atlanta, GA	10,000.00		
					Certification: DISC	Atlanta, GA	2,495.00		
			HR Administration Total					12,495.00	Total
			Employee Development	Nadia Williams	Training: Executive Coaching	Atlanta, GA	3,125.00		
			Karen Sullivan	Training: Executive Coaching	Atlanta, GA	3,125.00			
Employee Development Total					6,250.00	Total			
Human Resources Total						18,745.00			
220	Information Technology	Technology Enterprise Applications	Narendra Gadhiraju	2022 CGI Forum	Orlando, FL	306.38			
		Technology Enterprise Applications Total					306.38	Total	

Fulton County
1st Quarter 2023
Department and Staff Travel/Training Report

Department	Department Name	Unit Name	Traveler	Travel/Training Conference	City/State	Cost	
			O.Adeniyi, C.Barnswell, E.Baugh, R.Bhat, S.Branswell, D.Cole, E.Copeland, G.Crayton, C.Dickerson, B.Faye, S.Flanigan, Q.Iqbal, E.Johnson, P.Johnson, T.Lee, M.Maierhofer, S.McNair, N.Miller, N.Outlaw, V.Reynolds, C.Scott, D.Sequeira, A.simpson, T.Slaton, D.Stewart, P.Threats, A.Underwood, A.Wilson, S.Yancey, L.Ashekun	Training: 10 Five Behaviors of a Team Assessment	Atlanta, GA	4,500.00	
		IT Management				4,500.00	
		IT Management Total				4,500.00 Total	
						Information Technology Total	4,806.38
240	Tax Assessor	Tax Assessor - Administration	Tara Parker Michael Fitzgerald Melinda Kaplin Sylvester Pikney	Training: Assessment Administration Training: Assessment Administration Training: Assessment Administration Training: Assessment Administration	Pine Mountain, GA Pine Mountain, GA Pine Mountain, GA Pine Mountain, GA	686.00 364.00 784.13 343.00	
		Tax Assessor - Administration Total				2,177.13 Total	
		Tax Assessor - Pers Prop Assmt	Itiel Hawkins	Training: DOR - Fundamentals for Appraisers	Savannah, GA	516.16	
		Tax Assessor - Pers Prop Assmt Total				516.16 Total	
		Tax Assessor - Real Prop Assmt	George Lewis Jonathan Lee Kadijah Arnold Peaches Braodnax Robert Tutwiler Valencia Holland	Training: DOR - V Cost Approach Training: DOR - V Cost Approach Training: DOR - Course 1 A Training: DOR - Fundamentals for Appraisers Training: DOR - Course 1 A Training: DOR - Course IIB Income	Savannah, GA Savannah, GA Savannah, GA Savannah, GA Savannah, GA Savannah, GA	641.04 621.39 510.92 516.16 520.19 540.28	
		Tax Assessor - Real Prop Assmt Total				3,349.98 Total	
						Tax Assessor Total	6,043.27
265	Registration & Elections	Regist. & Elections - Admin.	Lashandra Little Marcia Ridley Sharon Benjamin	2023 Georgia Leeds 2023 Georgia Leeds 2023 Georgia Leeds	Athens, GA Athens, GA Athens, GA	432.50 529.89 558.50	
		Regist. & Elections - Admin Total				1,520.89 Total	
						Registrations & Elections Total	1,520.89
320	Police	Police-Federal Forfeitures - Department of Justice	Twanesa O'Neil Kenneth Schierle Jared Olmstead William Yates	Training: GSU Command Level Preparation Training: GSU Command Level Preparation 2023 SHOT Show Law Enforcement Conference 2023 GADCP Chief Conference	Atlanta, GA Atlanta, GA Las Vegas, NV Jekyll Island, GA	2,000.00 2,000.00 2,386.22 258.50	
		Police-Federal Forfeitures - Department of Justice Total				6,644.72 Total	
						Police Total	6,644.72
330	Sheriff Office	Jail	Charlotte Jackson John Jackson Kielah Yancy	ACA Conference 2023 Jail Management Conference 2023 Jail Management Conference	New Orleans, LA LaGrange, GA LaGrange, GA	96.09 375.00 537.00	
		Jail Total				1,008.09 Total	
		Sheriff Front Office	Willie Wiggins	2023 GSA Winter Conference	Braselton, GA	452.30	
		Sheriff Front Office Total				452.30 Total	
						Sheriff Office Total	1,460.39
405	Juvenile Court - Admin	Juvenile Court - Admin	Danielle Whitaker J. Michelle Jones Timothy Ezell	ining: Professional and Ethnical Dilemmas in Litigat ECOURTS ECOURTS	Atlanta, GA Las Vegas, NV Las Vegas, NV	250.00 325.50 365.53	
		Juvenile Court - Admin Total				941.03 Total	

Fulton County
1st Quarter 2023
Department and Staff Travel/Training Report

Department	Department Name	Unit Name	Traveler	Travel/Training Conference	City/State	Cost	
		Juvenile Drug Court Operations(CHOICES) 22-23	Lashawnda Woods-Roberts	2022 CACJ Conference	Athens, GA	249.50	
			Andrew Park	2022 CACJ Conference	Athens, GA	158.00	
			Dorsey Jones	2022 CACJ Conference	Athens, GA	58.00	
		Juvenile Drug Court Operations(CHOICES) 22-23 Total				465.50	Total
					Juvenile Court Total	1,406.53	
419	County Marshal	Criminal Warrants-GCIC	Tonae Clements	GCIC Symposium	Savannah, GA	558.00	
		Criminal Warrants-GCIC Total				558.00	Total
		Post	Maria McKee	2023 GADCP Chief Conference	Jekyll Island, GA	375.00	
			Maria McKee	GCIC Symposium	Savannah, GA	176.50	
		Post Total				551.50	Total
					County Marshal Total	1,109.50	
422	Magistrate Court	Magistrate Court	Cassandra Kirk	2023 ICJE Magistrate Court Judges Conference	On-Demand Webinar	395.00	
			Catherine Koura	2023 ICJE Magistrate Court Judges Conference	St. Simons Island, GA	395.00	
			Ryan Locke	2023 ICJE Magistrate Court Judges Conference	St. Simons Island, GA	395.00	
			Nancy Mau	2023 ICJE Magistrate Court Judges Conference	St. Simons Island, GA	395.00	
			Jennifer Neal-Jones	2023 ICJE Magistrate Court Judges Conference	On-Demand Webinar	395.00	
			Rashida Oliver	2023 ICJE Magistrate Court Judges Conference	On-Demand Webinar	395.00	
			Debbie-Ann Rickman	2023 ICJE Magistrate Court Judges Conference	On-Demand Webinar	395.00	
			Charles Simmons	2023 ICJE Magistrate Court Judges Conference	On-Demand Webinar	395.00	
			Cheryl Treadwell	2023 ICJE Magistrate Court Judges Conference	On-Demand Webinar	395.00	
			Reggie Williams	2023 ICJE Magistrate Court Judges Conference	On-Demand Webinar	395.00	
			Sandra Witherspoon	2023 ICJE Magistrate Court Judges Conference	On-Demand Webinar	395.00	
			Robert Wolf	2023 ICJE Magistrate Court Judges Conference	St. Simons Island, GA	395.00	
			Paul Knighten	2023 ICJE Magistrate Court Judges Conference	On-Demand Webinar	395.00	
			Todd Ashley	2023 ICJE Magistrate Court Judges Conference	St. Simons Island, GA	395.00	
			Sheryl Barnes	2023 ICJE Magistrate Court Judges Conference	On-Demand Webinar	395.00	
			Linda Borsky	2023 ICJE Magistrate Court Judges Conference	St. Simons Island, GA	395.00	
			Brandy Brooks	2023 ICJE Magistrate Court Judges Conference	On-Demand Webinar	395.00	
			Kimberly Carey	2023 ICJE Magistrate Court Judges Conference	St. Simons Island, GA	395.00	
			Kimberly Charles	2023 ICJE Magistrate Court Judges Conference	On-Demand Webinar	395.00	
			Katrenia Collins	2023 ICJE Magistrate Court Judges Conference	St. Simons Island, GA	395.00	
			Chevelle Douglas	2023 ICJE Magistrate Court Judges Conference	St. Simons Island, GA	395.00	
			Ashley Drake	2023 ICJE Magistrate Court Judges Conference	St. Simons Island, GA	395.00	
			Elizabeth Emmanuel	2023 ICJE Magistrate Court Judges Conference	On-Demand Webinar	395.00	
			John Defoor	2023 ICJE Magistrate Court Judges Conference	On-Demand Webinar	395.00	
			Jeffrey Frazier	2023 ICJE Magistrate Court Judges Conference	On-Demand Webinar	395.00	
			Elizabeth George	2023 ICJE Magistrate Court Judges Conference	St. Simons Island, GA	395.00	
			Elizabeth Higgins-Brooks	2023 ICJE Magistrate Court Judges Conference	On-Demand Webinar	395.00	
			Holly Hughes	2023 ICJE Magistrate Court Judges Conference	On-Demand Webinar	395.00	
		Magistrate Court Total				11,060.00	Total
					Magistrate Court Total	11,060.00	
451	Superior Court-All Judges	Superior Court-Judge Newkirk	Allyn Parsons	Training: AAML GA Chapter Family Law Seminar	Atlanta, GA	137.50	
		Superior Court-Judge Newkirk Total				137.50	Total
		Superior Court- Judge Whitaker	Paige Whitaker	Economics Institute for Judges Conference	Arlington, VA	208.00	
		Superior Court- Judge Whitaker Total				208.00	Total
					Superior Court-All Judges	345.50	
470	Superior Court-Clerk	Ik Of Sup Ct - General and Administrative Services Burea	Marla Robinson	IPMA Conference	Washington, DC	437.35	
			Nicholas Cotton	PRSA Conference	Dallas, TX	332.42	
		Clk Of Sup Ct - General and Administrative Services Bureau Total				769.77	Total
					Superior Court-Clerk Total	769.77	

Fulton County
1st Quarter 2023
Department and Staff Travel/Training Report

Department	Department Name	Unit Name	Traveler	Travel/Training Conference	City/State	Cost		
480	District Attorney	District Attorney	Capers Green	2023 WTC Conference	N/A	375.00		
			Matthew Norwood	2023 PAC Winter Conference	Athens, GA	357.31		
			Thomas Ricks	N/A	Savannah, GA	375.23		
			Thomas Wight	2023 Winter Conference	Atlanta, GA	209.63		
			Jacob Daughtry II	2022 PAC Summer Conference	Jekyll Island, GA	399.38		
			Mychal Scates Charakupa	2022 PAC Summer Conference	Jekyll Island, GA	1,228.38		
			Stacey Burke	2022 PAC Summer Conference	Jekyll Island, GA	1,249.38		
		District Attorney Total				4,194.31		
					District Attorney Total	4,194.31	Total	
540	Public Works	Commercial Pretreatment	Nicole Wright	2022 GAWP Fall Conference	Jekyll Island, GA	608.13		
		Commercial Pretreatment Total				608.13	Total	
		Constr Mgt-Proj. Engrg-Swr R&E	Abul Howlader Walter Rekuc	2022 ASCE Conference 2022 GAWP Annual Conference	Los Angeles, CA Savannah, GA	754.03 522.38		
		Constr Mgt-Proj. Engrg-Swr R&E Total				1,276.41	Total	
		Laboratory	Jenna Cook	2022 GAWP Fall Conference	Jekyll Island, GA	587.63		
		Laboratory Total				587.63	Total	
		Operating -Atl/Ful Water Res/C	Kathy Crews	2023 GRWA Spring Conference	Jekyll Island, GA	2,014.80		
		Operating -Atl/Ful Water Res/C Total				2,014.80	Total	
		Proj Engrg-Sewer R & E	Earl Burrell Roy Barnes Roy Barnes Samuel Phillips	2022 WEFTEC Conference 2022 GAWP Fall Conference 2022 WEFTEC Conference 2022 WEFTEC Conference	New Orleans, LA Jekyll Island, GA New Orleans, LA New Orleans, LA	223.00 349.50 45.00 302.50		
		Proj Engrg-Sewer R & E Total				920.00	Total	
		Water Meter Reading	Dewayne Nash	2022 GAWP Fall Conference	Jekyll Island, GA	239.38		
		Water Meter Reading Total				239.38	Total	
		Water Revenue	Michael Pendley	2022 GAWP Fall Conference	Jekyll Island, GA	592.00		
		Water Revenue Total				592.00	Total	
Water Revenue & Extension	Adriana Bustillos-Lefkovits John Beaty	Funder's Forum Workshop 2022 GAWP Fall Conference	Buford, GA Jekyll Island, GA	28.75 260.76				
Water Revenue & Extension Total				289.51	Total			
					Public Works Total	6,527.86	Total	
650	Library	Co-Op Extension-Family & Consumer Science	Von Baker Cecillia Tran	2022 NEAFCS Conference 2022 NEAFCS Conference	Raleigh, NC Raleigh, NC	1,109.07 902.20		
		Co-Op Extension-Family & Consumer Science Total				2,011.27	Total	
					Library Total	2,011.27		
999	Non-Agency	Fult Co Employ Retirement Syst	Andrew Stephens Elaine Greer	2022 GAPPT Conference 2022 GAPPT Conference	Athens, GA Athens, GA	132.63 295.10		
		Fult Co Employ Retirement Syst Total				427.73	Total	
					Non-Agency Total	427.73		
					1Q 2023 Grand Total:	82,155.88		



Monthly Payment Voucher Expenditure Report January Month 2023

Attached are the monthly payment voucher report and a copy of Policy 200-3. The payment voucher report is comprised of expenditures presented for payment on a payment voucher totaling \$2,500.00 or more, but less than \$50,000.00. Policy 200-3 is the Policy and Procedure for Voucher Preparation, Check Issuance and Cash Disbursements. This package is prepared by the Fulton County Department of Finance.

January 2023 Payment Voucher Summary Expenditure Report

Department	Department Name	Object Code	Amount
118 Total	County Manager	8	32,997.82
181 Total	Arts/Cooperative Extension	2	14,200.00
245 Total	Tax Commissioner	4	67,638.45
310 Total	Fire	1	27,083.33
335 Total	Emergency Management	1	24,675.08
405 Total	Juvenile Court	4	17,679.25
420 Total	State Court-General	6	27,150.00
450 Total	Superior Court-General	8	49,202.10
470 Total	Superior Court-Clerk	7	46,170.00
480 Total	District Attorney	3	11,168.50
490 Total	Public Defender	1	3,038.43
540 Total	Public Works	1	4,000.00
620 Total	Family & Childrens Services	4	81,026.18
730 Total	Grady Hospital	2	64,996.17
Grand Total		52	471,025.31

January 2023 Payment Voucher Expenditure Report

Department	Department Name	Fund	Fund Name	Vendor Customer Name	Object Code	Amount	Object Code Name	Description
118	County Manager	448	American Rescue Plan	Deborah A Edwards	1160	2,557.77	Professional Services	Senior Judge
118	County Manager	448	American Rescue Plan	Deborah A Edwards	1160	3,410.36	Professional Services	Senior Judge
118	County Manager	448	American Rescue Plan	JESSY LALL	1160	3,000.00	Professional Services	ORCA Judicial Services
118	County Manager	448	American Rescue Plan	JESSY LALL	1160	3,000.00	Professional Services	ORCA Judicial Services
118	County Manager	448	American Rescue Plan	James T Chafin	1160	5,070.00	Professional Services	ORCA Judicial Services
118	County Manager	448	American Rescue Plan	GAIL TUSAN WASHINGTON	1160	2,855.69	Professional Services	Senior Judge
118	County Manager	448	American Rescue Plan	Sharon Hambrick-Hill	1160	9,048.00	Professional Services	ORCA Judicial Services
118	County Manager	448	American Rescue Plan	Sharon Hambrick-Hill	1160	4,056.00	Professional Services	ORCA Judicial Services
118 Total					8	32,997.82		
181	Extension	100	General	ABEL 2 INC	1142	7,200.00	Arts-CFS	
181	Extension	100	General	T. Lang Dance	1142	7,000.00	Arts-CFS	
181 Total					2	14,200.00		
245	Tax Commissioner	100	General	DATAMATX INC	1456	17,279.47	Postage	
245	Tax Commissioner	100	General	DATAMATX INC	1456	8,335.91	Postage	
245	Tax Commissioner	100	General	DATAMATX INC	1456	34,056.83	Postage	
245	Tax Commissioner	100	General	DATAMATX INC	1459	7,966.24	Printing	
245 Total					4	67,638.45		
310	Fire	301	South Fulton Sub-District	City of South Fulton	1160	27,083.33	Professional Services	Fire Rescue Svcs for FIB
310 Total					1	27,083.33		
335	Emergency Management	100	General	EMERGENCY MANAGEMENT	1229	24,675.08	Management Agency	
335 Total					1	24,675.08		
405	Juvenile Court	100	General	CW Law, LLC	1160	8,036.25	Professional Services	Court Appointed Attorney
405	Juvenile Court	100	General	James Jones	1160	3,124.00	Professional Services	Court Appointed Attorney
405	Juvenile Court	100	General	The Law Office of Ronald M Richards & Associates, LLC	1160	3,519.00	Professional Services	Court Appointed Attorney
405	Juvenile Court	100	General	H&M Development and Management,LLC	1459	3,000.00	Printing	
405 Total					4	17,679.25		
420	State Court-General	100	General	REGINA MINCEY	1160	3,250.00	Professional Services	Judicial Officer
420	State Court-General	100	General	JESSY LALL	1160	6,000.00	Professional Services	Judicial Officer
420	State Court-General	100	General	JESSY LALL	1160	6,250.00	Professional Services	Judicial Officer

January 2023 Payment Voucher Expenditure Report

Department	Department Name	Fund	Fund Name	Vendor Customer Name	Object Code	Amount	Object Code Name	Description
420	State Court-General	100	General	K. ERIC MORROW	1160	4,750.00	Professional Services	Judicial Officer
420	State Court-General	100	General	Melanie Williams	1160	3,750.00	Professional Services	Judicial Officer
420	State Court-General	100	General	ADRIANA ALICIA CHANCEY	1162	3,150.00	Interpreter/Translator	
420 Total					6	27,150.00		
450	Superior Court-General	100	General	Taggart Court Reporting LLC	1151	2,590.60	Court Transcripts	
450	Superior Court-General	100	General	GLENN E. COOPER	1160	17,500.00	Professional Services	Judicial Officer
450	Superior Court-General	100	General	GLENN E. COOPER	1160	11,000.00	Professional Services	Judicial Officer
450	Superior Court-General	100	General	Jung Wook Lee	1160	2,500.00	Professional Services	Judicial Officer
450	Superior Court-General	100	General	Jung Wook Lee	1160	2,500.00	Professional Services	Judicial Officer
450	Superior Court-General	100	General	PATRICIA CHAVEZ-DIETZ	1162	2,790.00	Interpreter/Translator	
450	Superior Court-General	100	General	SAMANTHA ENGRAM	1151	2,821.50	Court Transcripts	
450	Superior Court-General	100	General	Scott Michael Kaye	1160	7,500.00	Professional Services	Judicial Officer
450 Total					8	49,202.10		
470	Superior Court-Clerk	100	General	Michael Nix	1182	16,100.00	Hearing Officer Fees	
470	Superior Court-Clerk	100	General	Michael Nix	1182	5,665.00	Hearing Officer Fees	
470	Superior Court-Clerk	100	General	Casey Lyon	1182	5,485.00	Hearing Officer Fees	
470	Superior Court-Clerk	100	General	KENNETH W. VOSS	1182	2,860.00	Hearing Officer Fees	
470	Superior Court-Clerk	100	General	WAM Real Estate Services, Inc	1182	5,150.00	Hearing Officer Fees	
470	Superior Court-Clerk	100	General	Kevin Andrew Lyon	1182	7,060.00	Hearing Officer Fees	
470	Superior Court-Clerk	100	General	Jay Hembree	1182	3,850.00	Hearing Officer Fees	
470 Total					7	46,170.00		
480	District Attorney	100	General	WORDZXPRESSED, INC	1164	2,568.50	Serv	
480	District Attorney	100	General	Thomas H Burtness	1160	6,100.00	Professional Services	Lighting Expert
480	District Attorney	100	General	Thomas Aveni	1160	2,500.00	Professional Services	Expert Witness
480 Total					3	11,168.50		
490	Public Defender	100	General	QUILL CORP	1462	3,038.43	Office Supplies	
490 Total					1	3,038.43		
540	Public Works	203	Water & Sewer R & E	Prominent Realty, LLC	S159	4,000.00	Serenbe Pump Station	
540 Total					1	4,000.00		
620	Services	100	General	FULTON COUNTY DFACS	1343	7,737.19	Client Benefits	

January 2023 Payment Voucher Expenditure Report

Department	Department Name	Fund	Fund Name	Vendor Customer Name	Object Code	Amount	Doc	Object Code Name	Description
620	Services	100	General	FULTON COUNTY DFACS	1343	45,163.00		Client Benefits	
620	Services	100	General	FULTON COUNTY DFACS	1234	5,400.00		Cont-Burial Services	
620	Services	100	General	FULTON COUNTY DFACS	1304	22,725.99		Miscellaneous	
620 Total					4	81,026.18			
730	Grady Hospital	100	General	FULTON-DEKALB HOSPITAL AUTHORITY	1083	23,433.67		North Fulton Clinic	
730	Grady Hospital	100	General	FULTON-DEKALB HOSPITAL AUTHORITY	1086	41,562.50		SW ATL/2600 MLK Clinic	
730 Total					2	64,996.17			
Grand Total						471,025.31			



Monthly Payment Voucher Expenditure Report February Month 2023

Attached are the monthly payment voucher report and a copy of Policy 200-3. The payment voucher report is comprised of expenditures presented for payment on a payment voucher totaling \$2,500.00 or more, but less than \$50,000.00. Policy 200-3 is the Policy and Procedure for Voucher Preparation, Check Issuance and Cash Disbursements. This package is prepared by the Fulton County Department of Finance.

February 2023 Payment Voucher Expenditure Summary Report

Exhibit

Department	Department Name	Object Code	Amount
110 Total	County Comm Clerk	1	3,143.37
118 Total	County Manager	11	45,755.45
130 Total	External Affairs	1	2,600.00
181 Total	Arts/Cooperative Extension	6	71,600.00
210 Total	Finance	1	25,992.00
215 Total	Human Resources	2	9,174.83
235 Total	County Attorney	9	57,861.63
265 Total	Registration & Election	2	26,530.00
335 Total	Emergency Management	1	24,675.08
340 Total	Medical Examiner	1	2,500.00
405 Total	Juvenile Court	5	21,083.00
420 Total	State Court-General	3	17,100.00
450 Total	Superior Court-General	16	63,068.04
470 Total	Superior Court-Clerk	3	8,465.00
480 Total	District Attorney	5	86,096.25
540 Total	Public Works	1	16,270.02
620 Total	Family & Childrens Services	4	109,975.34
730 Total	Grady Hospital	2	64,996.17
Grand Total		74	1,313,772.36

February 2023 Payment Voucher Expenditure Report

Department	Department Name	Fund	Fund Name	Vendor Customer Name	Object Code	Amount	Object Code Name	Description
110	County Comm Clerk	100	General	CARLYLE'S CORPORATE CATERING	1307	3,143.37	Hospitality-Expense	
110 Total					1	3,143.37		
118	County Manager	448	American Rescue Plan	JERRY W. BAXTER	1160	7,605.00	Professional Services	ORCA Judicial Services
118	County Manager	448	American Rescue Plan	JESSY LALL	1160	3,750.00	Professional Services	ORCA Judicial Services
118	County Manager	448	American Rescue Plan	Benjamin Studdard	1160	2,957.50	Professional Services	ORCA Judicial Services
118	County Manager	448	American Rescue Plan	David Thompson Emerson	1160	5,163.20	Professional Services	ORCA Judicial Services
118	County Manager	448	American Rescue Plan	David Thompson Emerson	1160	2,552.50	Professional Services	ORCA Judicial Services
118	County Manager	448	American Rescue Plan	Sharon Hambrick-Hill	1160	4,368.00	Professional Services	ORCA Judicial Services
118	County Manager	448	American Rescue Plan	Sharon Hambrick-Hill	1160	6,240.00	Professional Services	ORCA Judicial Services
118	County Manager	448	American Rescue Plan	The Dallas Law Firm	1160	2,779.40	Professional Services	ORCA Judicial Services
118	County Manager	448	American Rescue Plan	The Dallas Law Firm	1160	4,365.60	Professional Services	ORCA Judicial Services
118	County Manager	448	American Rescue Plan	The Dallas Law Firm	1160	3,474.25	Professional Services	ORCA Judicial Services
118	County Manager	448	American Rescue Plan	Chuck Rylant	1160	2,500.00	Professional Services	Expert Witness
118 Total					11	45,755.45		
130	External Affairs	100	General	THE FRABEL GALLERY INC.	1459	2,600.00	Printing	
130 Total					1	2,600.00		
181	Arts/Cooperative	100	General	ABFF Ventures LLC	1307	25,000.00	Hospitality-Expense	
181	Arts/Cooperative	100	General	Campbell Company	1160	5,000.00	Professional Services	Black History Film Festival in D.C.
181	Arts/Cooperative	100	General	The Pan African Film Festival	1307	13,000.00	Hospitality-Expense	
181	Arts/Cooperative	100	General	Mark Phifer	1160	5,000.00	Professional Services	ack History Film Festival in L.A. Coun
181	Arts/Cooperative	100	General	TADA Foundation Inc	1142	13,600.00	Arts-CFS	
181	Arts/Cooperative	100	General	Enrich Kids Now	1142	10,000.00	Arts-CFS	
181 Total					6	71,600.00		
210	Finance	100	General	Concur Technologies, Inc.	1113	25,992.00	Software License	
210 Total					1	25,992.00		
215	Human Resources	100	General	Turknett Associates	1317	6,250.00	Employer Sponsored	
215	Human Resources	100	General	Law Office of E Anthony Daniel PC	1160	2,924.83	Professional Services	GRC Hearing Attorney
215 Total					2	9,174.83		
235	County Attorney	725	Risk Management Fund	MCGUIREWOODS LLP	1160	4,030.50	Professional Services	COVID-19 Legal Advice
235	County Attorney	725	Risk Management Fund	MCGUIREWOODS LLP	1160	7,035.00	Professional Services	COVID-19 Legal Advice
235	County Attorney	725	Risk Management Fund	LEGAL AND LIABILITY RISK	1160	5,000.00	Professional Services	Legal Document Review
235	County Attorney	725	Risk Management Fund	ELIZABETH GALLO COURT	1164	3,349.85	Court Rep & Other Trans	
235	County Attorney	725	Risk Management Fund	CRUSER & MITCHELL, LLP	1160	8,975.00	Professional Services	Legal Document Review

February 2023 Payment Voucher Expenditure Report

Department	Department Name	Fund	Fund Name	Vendor Customer Name	Object Code	Amount	Object Code Name	Description
235	County Attorney	725	Risk Management Fund	Gregory Doyle Calhoun & Rogers,	1160	12,882.50	Professional Services	Land Use/Tax Sales
235	County Attorney	725	Risk Management Fund	SMITH, GAMBRELL, & RUSSELL, LLP	1160	6,746.03	Professional Services	Outside Counsel
235	County Attorney	725	Risk Management Fund	ELIZABETH GALLO COURT	1164	2,682.75	Court Rep & Other Trans	
235	County Attorney	725	Risk Management Fund	Johnson & Freeman, LLC	1160	7,160.00	Professional Services	Outside Counsel
235 Total					9	57,861.63		
265	Registration &	100	General	FULTON COUNTY BOARD OF	1121	13,527.50	Rent/Lease Buildings	
265	Registration &	100	General	FULTON COUNTY BOARD OF	1121	13,002.50	Rent/Lease Buildings	
265 Total					2	26,530.00		
335	Emergency	100	General	ATLANTA FULTON CO EMERGENCY	1229	24,675.08	Cont-Atl/Fc Emergency	
335 Total					1	24,675.08		

February 2023 Payment Voucher Expenditure Report

Department	Department Name	Fund	Fund Name	Vendor Customer Name	Object Code	Amount	Object Code Name	Description
340	Medical Examiner	100	General	NAME, Inc	1349	2,500.00	Membership/Dues	
340 Total					1	2.500.00		
405	Juvenile Court	100	General	Erica Wilson	1160	8,547.00	Professional Services	Court Appointed Attorney
405	Juvenile Court	100	General	The Law Office of Ronald M	1160	3,741.00	Professional Services	Court Appointed Attorney
405	Juvenile Court	100	General	H&M Development and	1462	3,795.00	Office Supplies	
405	Juvenile Court	100	General	Juliet Hall INC	1160	2,500.00	Professional Services	Executive Coaching
405	Juvenile Court	100	General	Juliet Hall INC	1160	2,500.00	Professional Services	Executive Coaching
405 Total					5	21.083.00		
420	State Court-General	100	General	ADRIANA ALICIA CHANCEY	1162	4,100.00	Interpreter/Translator	
420	State Court-General	100	General	JESSY LALL	1160	6,500.00	Professional Services	Judicial Officer
420	State Court-General	100	General	K. ERIC MORROW	1160	6,500.00	Professional Services	Judicial Officer
420 Total					3	17.100.00		
450	Superior Court-	100	General	KAREN MICHELE BOWES RIVERS	1151	4,941.09	Court Transcripts	
450	Superior Court-	100	General	EVELYN DIANE PARKER	1151	2,807.45	Court Transcripts	
450	Superior Court-	100	General	Jung Wook Lee	1160	2,500.00	Professional Services	Judicial Officer
450	Superior Court-	100	General	Jung Wook Lee	1160	2,500.00	Professional Services	Judicial Officer
450	Superior Court-	100	General	Jung Wook Lee	1160	2,500.00	Professional Services	Judicial Officer
450	Superior Court-	100	General	CHRISTOPHER ROBINSON	1160	3,250.00	Professional Services	Forensic Expert
450	Superior Court-	100	General	Shenika Hammond	1151	3,844.50	Court Transcripts	
450	Superior Court-	100	General	Scott Michael Kaye	1160	4,500.00	Professional Services	Judicial Officer
450	Superior Court-	100	General	Bryce Law LLC	1160	11,500.00	Professional Services	Judicial Officer
450	Superior Court-	100	General	Scott Michael Kaye	1160	7,500.00	Professional Services	Judicial Officer
450	Superior Court-	100	General	HROBOWSKI-HOUSTON LAW	1160	2,500.00	Professional Services	Judicial Officer
450	Superior Court-	100	General	HROBOWSKI-HOUSTON LAW	1160	2,500.00	Professional Services	Judicial Officer
450	Superior Court-	100	General	HROBOWSKI-HOUSTON LAW	1160	2,500.00	Professional Services	Judicial Officer
450	Superior Court-	100	General	HROBOWSKI-HOUSTON LAW	1160	4,000.00	Professional Services	Judicial Officer
450	Superior Court-	100	General	Care Promotions Inc	1368	2,925.00	Promotions	
450	Superior Court-	100	General	ALM GLOBAL, LLC	1342	2,800.00	Advertising	
450 Total					16	63.068.04		
470	Superior Court-Clerk	100	General	KENNETH W. VOSS	1182	2,560.00	Hearing Officer Fees	
470	Superior Court-Clerk	100	General	Marion Arlie Wilson	1182	2,510.00	Hearing Officer Fees	
470	Superior Court-Clerk	100	General	Michael Nix	1182	3,395.00	Hearing Officer Fees	
470 Total					3	8.465.00		

February 2023 Payment Voucher Expenditure Report

Department	Department Name	Fund	Fund Name	Vendor Customer Name	Object Code	Amount	Object Code Name	Description
480	District Attorney	100	General	WORDZXPRESSED, INC	1164	11,756.25	Court Rep & Other Trans	
480	District Attorney	100	General	Arma Forensics LLC	1160	5,840.00	Professional Services	Forensics Expert
480	District Attorney	100	General	Law Offices of Nathan J. Wade	1160	20,000.00	Professional Services	Outside Counsel
480	District Attorney	100	General	Law Offices of Nathan J. Wade	1160	25,250.00	Professional Services	Outside Counsel
480	District Attorney	100	General	Law Offices of Nathan J. Wade	1160	23,250.00	Professional Services	Outside Counsel
480 Total					5	86,096.25		
540	Public Works	201	Water & Sewer Revenue	CLAYTON COUNTY WATER	1322	16,270.02	Clayton County Oxidation	
540 Total					1	16,270.02		
620	Family & Childrens	100	General	FULTON COUNTY DFACS	1343	26,040.26	Client Benefits	
620	Family & Childrens	100	General	FULTON COUNTY DFACS	1343	35,131.00	Client Benefits	
620	Family & Childrens	100	General	FULTON COUNTY DFACS	1234	21,000.00	Cont-Burial Services	
620	Family & Childrens	100	General	FULTON COUNTY DFACS	1304	27,804.08	Miscellaneous	
620 Total					4	109,975.34		
730	Grady Hospital	100	General	FULTON-DEKALB HOSPITAL	1083	23,433.67	North Fulton Clinic	
730	Grady Hospital	100	General	FULTON-DEKALB HOSPITAL	1085	41,562.50	South Fulton Clinic	
730 Total					2	64,996.17		
Grand Total						1,313,772.36		



Monthly Payment Voucher Expenditure Report March Month 2023

Attached are the monthly payment voucher report and a copy of Policy 200-3. The payment voucher report is comprised of expenditures presented for payment on a payment voucher totaling \$2,500.00 or more, but less than \$50,000.00. Policy 200-3 is the Policy and Procedure for Voucher Preparation, Check Issuance and Cash Disbursements. This package is prepared by the Fulton County Department of Finance.

March 2023 Payment Voucher Expenditure Summary Report

Department	Department Name	Object Code	Amount
106 Total	Commission District 6	1	2,770.00
118 Total	County Manager	7	21,550.72
120 Total	Economic Development	3	7,500.00
186 Total	Diversity and Civil Rights Compliance	1	3,745.00
210 Total	Finance	1	6,915.00
235 Total	County Attorney	8	102,432.00
240 Total	Tax Assessor	1	12,500.46
265 Total	Registration & Election	4	16,197.75
310 Total	Fire	2	54,166.66
335 Total	Emergency Management	1	24,675.08
405 Total	Juvenile Court	7	26,712.25
410 Total	Probate Court	2	8,125.00
420 Total	State Court-General	3	16,250.00
450 Total	Superior Court-General	17	63,276.55
470 Total	Superior Court-Clerk	1	3,675.00
480 Total	District Attorney	6	92,976.98
490 Total	Public Defender	1	2,535.50

March 2023 Payment Voucher Expenditure Summary Report

Department	Department Name	Object Code	Amount
520 Total	Real Estate and Asset Management	2	39,376.40
540 Total	Public Works	3	40,808.08
620 Total	Family & Childrens Services	4	79,324.80
650 Total	Library	1	13,163.91
730 Total	Grady Hospital	2	64,996.17
Grand Total		78	703,673.31

March 2023 Payment Voucher Expenditure Report

Department	Department Name	Fund	Fund Name	Vendor Customer Name	Object Code	Amount	Object Code Name	Description
106	Commission District 6	100	General	Ikhlas Superb Seafood	1307	2,770.00	Hospitality-Expense	
106 Total					1	2,770.00		
118	County Manager	448	Plan	Janis C Gordon	1160	2,535.00	Professional Services	ORCA Judicial Service
118	County Manager	448	Plan	JESSY LALL	1160	4,500.00	Professional Services	ORCA Judicial Service
118	County Manager	448	Plan	ALFORD J DEMPSEY	1160	2,779.40	Professional Services	ORCA Judicial Service
118	County Manager	448	Plan	ALFORD J DEMPSEY	1160	2,605.69	Professional Services	ORCA Judicial Service
118	County Manager	448	Plan	S Alexandra Manning PC	1160	2,605.70	Professional Services	ORCA Judicial Service
118	County Manager	448	Plan	David Thompson Emerson	1160	2,703.25	Professional Services	ORCA Judicial Service
118	County Manager	448	Plan	Richard Thomas Winegarden	1160	3,821.68	Professional Services	ORCA Judicial Service
118 Total					7	21,550.72		
120	Economic Development	100	General	Roswell Economic Development Inc	1307	2,500.00	Hospitality-Expense	
120	Economic Development	100	General	Roswell Economic Development Inc	1307	2,500.00	Hospitality-Expense	
120	Economic Development	100	General	METRO ATLANTA CHAMBER OF COMMERCE	1307	2,500.00	Hospitality-Expense	
120 Total					3	7,500.00		
186	Diversity and Civil Rights Compliance	100	General	S-COMM, INC.	1408	3,745.00	Equipment Non-Capitalizable	
186 Total					1	3,745.00		
210	Finance	100	General	BLOOMBERG L.P.	1120	6,915.00	Rent/Lease Equipment	
210 Total					1	6,915.00		
235	County Attorney	725	Risk Management Fund	LEGAL AND LIABILITY RISK MANAGEMENT INSTITUTE	1160	36,500.00	Professional Services	Legal Expert Reviewer
235	County Attorney	725	Fund	Dreyer Law LLC	1160	7,584.00	Professional Services	egal Document Reviewer
235	County Attorney	725	Fund	SMITH, GAMBRELL, & RUSSELL, LLP	1160	23,458.00	Professional Services	Outside Counsel
235	County Attorney	725	Fund	Jackson Lewis P.C.	1160	3,500.00	Professional Services	Outside Counsel
235	County Attorney	725	Fund	Jackson Lewis P.C.	1160	9,800.00	Professional Services	Outside Counsel
235	County Attorney	725	Fund	Jackson Lewis P.C.	1160	9,115.00	Professional Services	Outside Counsel

March 2023 Payment Voucher Expenditure Report

Department	Department Name	Fund	Fund Name	Vendor Customer Name	Object Code	Amount	Object Code Name	Description
235	County Attorney	725	Fund	Jackson Lewis P.C.	1160	8,875.00	Professional Services	Outside Counsel
235	County Attorney	725	Fund	Kevin Stevenson	1160	3,600.00	Professional Services	Legal Expert Reviewer
235 Total					8	102,432.00		
240	Tax Assessor	100	General	Aviation Capital Partners LLC	1160	12,500.46	Professional Services	Tax Recovery
240 Total					1	12,500.46		
265	Registration & Election	100	General	GEORGIA INSTITUTE OF TECHNOLOGY	1121	4,058.75	Rent/Lease Buildings	
265	Registration & Election	100	General	GEORGIA INSTITUTE OF TECHNOLOGY	1121	4,779.00	Rent/Lease Buildings	
265	Registration & Election	100	General	ATLANTA BOARD OF EDUCATION	1121	3,680.00	Rent/Lease Buildings	
265	Registration & Election	100	General	ATLANTA BOARD OF EDUCATION	1121	3,680.00	Rent/Lease Buildings	
265 Total					4	16,197.75		
310	Fire	301	South Fulton Sub-District	City of South Fulton	1160	27,083.33	Professional Services	IGA Fire Svcs January 2023
310	Fire	301	South Fulton Sub-District	City of South Fulton	1160	27,083.33	Professional Services	IGA Fire Svcs February 2023
310 Total					2	54,166.66		
335	Emergency Management	100	General	ATLANTA FULTON CO EMERGENCY MANAGEMENT AGENCY	1229	24,675.08	Cont-Atl/Fc Emergency Mgmt Agc	
335 Total					1	24,675.08		
405	Juvenile Court	100	General	James Jones	1160	3,709.50	Professional Services	Court Appointed Attorney
405	Juvenile Court	100	General	CW Law, LLC	1160	6,663.75	Professional Services	Court Appointed Attorney
405	Juvenile Court	100	General	James Jones	1160	3,138.00	Professional Services	Court Appointed Attorney
405	Juvenile Court	100	General	The Law Office of Ronald M Richards & Associates, LLC	1160	3,501.50	Professional Services	Court Appointed Attorney
405	Juvenile Court	100	General	THE MOORE-MANNA LAW OFFICE, LLC	1160	3,943.05	Professional Services	Court Appointed Attorney
405	Juvenile Court	100	General	Juliet Hall INC	1160	3,256.45	Professional Services	Leadership Counseling
405	Juvenile Court	100	General	Juliet Hall INC	1160	2,500.00	Professional Services	Executive Coaching

March 2023 Payment Voucher Expenditure Report

Department	Department Name	Fund	Fund Name	Vendor Customer Name	Object Code	Amount	Object Code Name	Description
405 Total					7	26,712.25		
410	Probate Court	100	General	TCS Professional Services, Inc.	1160	5,500.00	Professional Services	tract Judicial Hearing Off
410	Probate Court	100	General	MERCEDES MURRELL	1160	2,625.00	Professional Services	Ward of Courts Hearings
410 Total					2	8,125.00		
420	State Court-General	100	General	K. ERIC MORROW	1160	4,750.00	Professional Services	Judicial Officer
420	State Court-General	100	General	ADRIANA ALICIA CHANCEY	1162	4,250.00	Interpreter/Translator	
420	State Court-General	100	General	JESSY LALL	1160	7,250.00	Professional Services	Judicial Officer
420 Total					3	16,250.00		
450	Superior Court-General	100	General	KAREN MICHELE BOWES RIVERS	1151	2,541.00	Court Transcripts	
450	Superior Court-General	100	General	CHERYL DENISE GILLIAM	1151	2,694.45	Court Transcripts	
450	Superior Court-General	100	General	IONIE E. TAYLOR	1151	3,327.50	Court Transcripts	
450	Superior Court-General	100	General	Jung Wook Lee	1160	2,500.00	Professional Services	Judicial Officer
450	Superior Court-General	100	General	Jung Wook Lee	1160	2,500.00	Professional Services	Judicial Officer
450	Superior Court-General	100	General	Jung Wook Lee	1160	2,500.00	Professional Services	Judicial Officer
450	Superior Court-General	100	General	Tucker Castleberry	1459	9,942.00	Printing	
450	Superior Court-General	100	General	Tucker Castleberry	1459	4,014.00	Printing	
450	Superior Court-General	100	General	SAMANTHA ENGRAM	1164	3,147.60	Court Rep & Other Trans Serv	
450	Superior Court-General	100	General	Scott Michael Kaye	1160	4,000.00	Professional Services	Judicial Officer
450	Superior Court-General	100	General	Scott Michael Kaye	1160	4,500.00	Professional Services	Judicial Officer
450	Superior Court-General	100	General	HROBOWSKI-HOUSTON LAW	1160	2,500.00	Professional Services	Judicial Officer
450	Superior Court-General	100	General	Patrick Robbins	1161	5,000.00	Court Ordered Evaluations	
450	Superior Court-General	100	General	ALM GLOBAL, LLC	1342	2,800.00	Advertising	
450	Superior Court-General	100	General	Legacy Parking Company, LLC	1122	4,255.00	Parking Lot Rental	
450	Superior Court-General	100	General	ALM GLOBAL, LLC	1342	2,800.00	Advertising	
450	Superior Court-General	100	General	Legacy Parking Company, LLC	1122	4,255.00	Parking Lot Rental	
450 Total					17	63,276.55		

March 2023 Payment Voucher Expenditure Report

Department	Department Name	Fund	Fund Name	Vendor Customer Name	Object Code	Amount	Object Code Name	Description
470	Superior Court-Clerk	100	General	Casey Lyon	1182	3,675.00	Hearing Officer Fees	
470 Total					1	3,675.00		
480	District Attorney	100	General	WORDZXPRESSED, INC	1164	9,372.00	Court Rep & Other Trans Serv	
480	District Attorney	440	Enforce	OFFICE	1469	19,404.98	Community Prosecutor services	
480	District Attorney	100	General	BONDURANT, MIXSON & ELMORE, LLP	1160	10,940.00	Professional Services	Outside Counsel
480	District Attorney	100	General	BONDURANT, MIXSON & ELMORE, LLP	1160	16,000.00	Professional Services	Outside Counsel
480	District Attorney	100	General	BONDURANT, MIXSON & ELMORE, LLP	1160	3,260.00	Professional Services	Outside Counsel
480	District Attorney	100	General	Law Offices of Nathan J. Wade	1160	34,000.00	Professional Services	Outside Counsel
480 Total					6	92,976.98		
490	Public Defender	100	General	WORDZXPRESSED, INC	1164	2,535.50	Court Rep & Other Trans Serv	
490 Total					1	2,535.50		
520	Real Estate and Asset Management	100	General	ArborServ Inc.	1160	24,805.00	Professional Services	Tree Service
520	Real Estate and Asset Management	100	General	CHI-ADA CORPORATION	1176	14,571.40	Cleaning Service	
520 Total					2	39,376.40		

March 2023 Payment Voucher Expenditure Report

Department	Department Name	Fund	Fund Name	Vendor Customer Name	Object Code	Amount	Object Code Name	Description
540	Public Works	203	E Water & Sewer	CITY OF ALPHARETTA	H065	20,304.00	Misc Water Line Proj	
540	Public Works	201	Revenue	CLAYTON COUNTY WATER AUTHORITY	1322	16,759.08	Clayton County Oxidation	
540	Public Works	100	General	S-COMM, INC.	1408	3,745.00	Equipment Non-Capitalizable	
540 Total					3	40,808.08		
620	Services	100	General	FULTON COUNTY DFACS	1343	4,258.32	Client Benefits	
620	Services	100	General	FULTON COUNTY DFACS	1343	36,003.00	Client Benefits	
620	Services	100	General	FULTON COUNTY DFACS	1234	19,200.00	Cont-Burial Services	
620	Services	100	General	FULTON COUNTY DFACS	1304	19,863.48	Miscellaneous	
620 Total					4	79,324.80		
650	Library	100	General	UNIVERSITY OF GEORGIA	1160	13,163.91	Professional Services	A Salaries Benefits Feb'23
650 Total					1	13,163.91		
730	Grady Hospital	100	General	FULTON-DEKALB HOSPITAL AUTHORITY	1083	23,433.67	North Fulton Clinic	
730	Grady Hospital	100	General	FULTON-DEKALB HOSPITAL AUTHORITY	1086	41,562.50	SW ATL/2600 MLK Clinic	
730 Total					2	64,996.17		
Grand Total						703,673.31		



POLICY AND PROCEDURE

SUBJECT: Procedure for Voucher Preparation, Check
Issuance and Cash Disbursements

DATE: January 19, 1994

NUMBER: 200-3

Statement of Policy: This policy shall be for the purpose of specifying what constitutes legal and accountable disbursements. It shall explain the policy governing the disbursements of funds and the procedure for remitting documents for payment.

Background: Disbursements shall be made only from written documents approved and issued by the Board of Commissioners. Disbursements shall not be initiated in the Finance Department unless for payment of purchases as established in the Finance Department's budget.

A written order and a completed voucher shall be the official authorization to make disbursements, provided funds are available in the budget.

Official orders of the courts are orders to pay attorney fees, court reporting fees, arbitration fees, juror and witness fees, other professional services and orders from judges ordering the distribution of funds. All court ordered requests for payment shall be audited and corrections made, if necessary, before disbursing funds.

Written orders of the Board of Commissioners include Purchase Orders for goods or services and Payment Vouchers for travel advances, dues, subscription, publications, mileage, petty cash, refunds and reimbursements, land acquisitions, hospitality, legal claims, utility and gasoline charges, stipend and supportive living payments.

The order and (or) supporting documentation must be legal and shall conform to the following criteria:

- (1) The availability of funds in the budget
- (2) Approval by the department head or an assigned employee within the department
- (3) In accordance with the terms of the order
- (4) Goods or services have actually been received
- (5) Mathematically correct with discounts and tax exemptions considered
- (6) Made payable to the proper vendor and not a factoring company without the official corrections made by the Purchasing Department and the Legal Department
- (7) No duplication of payments
- (8) Approved as correct in the editing process

Applicability: This policy shall apply to all Fulton County employees, department heads, and elected or appointed officials.

Responsibility: It shall be the responsibility of the department head to adhere to the requirements set forth in this policy. The department head will approve pay requests that are legal and accountable and provide all the supporting documentation necessary to process for payment.

Procedures: Accounts must be established in the budget and funds shall be available for disbursement before documents can be processed by the Finance Department.

Documents submitted for processing must have an assigned vendor code, correct accounting information, supporting evidence or documentation to substantiate the request and an approval from the department head, elected or appointed official.

The following documents or certifications will provide evidence that conform to procedures set forth in the policy and the Finance Department. The Finance Department is the agency responsible to input payment information into the system. The Director of Finance may delegate this responsibility to another department if it is determined that this action will not cause a loss of financial control and will speed up vendor payment.

Purchase Orders

Purchase orders for goods or services shall be approved by the Purchasing Agent. Contracts, change orders and amendments approved by the Board of Commissioners must also be processed on Purchase Orders. The purchase order will give detailed information for commodities and services. A copy of the purchase order is sent to the vendor.

Vendors are required to submit invoices, pay requests, etc. The requirement exists for both commodities and services. Invoices are submitted to the Finance Department for processing unless prior authorization by the Finance Department was given. Vendors are required to submit a copy of the purchase order with the invoice or the purchase order number must be referenced.

Payment cannot be made without a valid purchase order, formal recognition of receipt of goods or services by the department heads or appointed officers, and receipt of vendor official invoice, pay estimate, or official letterhead.

Payment Vouchers

Manual payment vouchers may be used to authorize payment for specific items that are procured without a purchase order. Payment vouchers must be authorized by department heads. They must include the correct accounting information as well as an assigned vendor code for the authorized payee. Unauthorized purchases for goods or services shall not be paid from a Payment Voucher unless it is considered a voucher item.

The Court Payment Transmittal Form shall be considered a payment voucher designed for use by judges, and court administrators to pay professional fees for court ordered services.

Supporting documentation such as invoices, applications, forms, evidence substantiating the request, etc., must accompany each payment voucher.

Acceptable Documents and Certifications that will provide evidence or propriety to the Finance Department are:

- (1) Copy of purchase order signed by the Purchasing Agent.
- (2) Court orders for services necessary for the operations of the courts, except furnishings and capital equipment. Also, subpoenas, drafts, and other official court papers.
- (3) Contracts, change orders, and amendments approved by the County Commission.
- (4) Official orders of the Board of Commissioners that are included in the minutes.
- (5) Orders of the County Manager and Board of Commissioners, certified by the Clerk of the Commission for hospitality and promotional expense.
- (6) Orders of the County Manager and (or) Board of Commissioners certified by the department head.
- (7) Petty cash and other type reimbursements certified by the department heads and approved by the Finance Department.
- (8) Requests for travel and conference/in-service training provided on the adopted form, signed by the department heads and approved by the County Manager or his designee.
- (9) Official utility bills certified by the authorized Department.
- (10) Official mileage forms certified by the department head or by the Finance Department.
- (11) Official requests for grants or special appropriations accepted and approved by the Board of Commissioners, funds identified in the budget and certified by the department heads.
- (12) Order of the Land Department approved by the Board of Commissioners for reimbursable right-of-way purchases and County right-of-way or land purchases.

Upon receipt of documents by the Finance Department, the following certifications shall be made before disbursement.

- (1) Certification that the amount claimed is in accordance with terms of authorization.
- (2) Certification will be made that all extensions and sums have been checked for accuracy.

- (3) Certification that the allowable discounts and tax exemptions have been deducted. The computation shall be shown on the invoice.
- (4) Certification that the payment is directed to the authorized payee and that the payment is not a duplication of a previous request.
- (5) Certification that the voucher has been completely edited for accuracy.

CHECK ISSUANCE: Vendor checks are produced twice weekly. Checks are mailed directly to vendors at the address appearing on the LGFS Vendor Table. Exceptions to this procedure must be requested in writing by the department head and must be approved by the Director of Finance or his designee.

- (1) Request for a check to be issued at other than a scheduled check day will only be honored if:
 - (a) Delay in mailing the payment will cause a disruption in accomplishing a critical county mission, including violation of a court order.
 - (b) The payment was delayed in either the department or in Finance and any additional delays will cause a disruption in providing a critical service to the community.
- (2) **Request for check pickup:** Checks may be held in treasury for pickup by a Fulton County Department Representative only when:
 - (a) Mailing the check will cause a delay or disruption in providing a critical mission, and
 - (b) The need for pickup is requested in writing by the appropriate department head and is approved by the Finance Director or his designee.

Departmental Sponsor: Finance Department

Policy Review Date: July 1995

References: Minutes of the Board of Commissioners, October 17, 1967
Minutes of the Board of Commissioners, December 1, 1973
Minutes of the Board of Commissioners, January 19, 1994

Departments Affected: All Departments and Offices of Appointed or Elected Officials



Monthly Refund Report January 2023

Attached are the monthly refund report and a copy of Policy 200-4. Fulton County routinely refunds monies paid to us by corporations or individuals when the intended project or service could not be accomplished. The responsible department determines when monies are to be refunded and would submit a request for disbursement of funds in accordance with Policy 200-4 – Refund of Money Paid to Fulton County. This package is prepared by the Fulton County Department of Finance.

January 2023 Refund Report

DEPARTMENT	VENDOR NAME	FUND	CHECK AMOUNT	DESCRIPTION
PUBLIC WORKS (540)				
	CALVIN ROYAL JR.	201	2,451.95	SEWER
	DON & LISA L. KENNEDY	201	2,517.56	SEWER
	JOHN BURGESS	201	19,117.89	SEWER
	RONALD HOFFMAN	201	1,010.00	SEWER
	STEVEN KIRCHNER	201	28.23	SEWER
	TRISH WILLIAMS	201	541.93	WATER & SEWER
	VANESSA VELASQUEZ	201	35.49	WATER
GRAND TOTAL			25,703.05	



Monthly Refund Report February 2023

Attached are the monthly refund report and a copy of Policy 200-4. Fulton County routinely refunds monies paid to us by corporations or individuals when the intended project or service could not be accomplished. The responsible department determines when monies are to be refunded and would submit a request for disbursement of funds in accordance with Policy 200-4 – Refund of Money Paid to Fulton County. This package is prepared by the Fulton County Department of Finance.

February 2023 Refund Report

DEPARTMENT	VENDOR NAME	FUND	CHECK AMOUNT	DESCRIPTION
EXTERNAL AFFAIRS (130)				
	MESQUITE PRODUCTIONS, INC	100	10,000.00	FILM/PRODUCTION SECURITY DEPOSIT
SUB-TOTAL			10,000.00	
PUBLIC WORKS (540)				
	ALI MUNAWAR	201	988.26	WATER
	CARLOS J RAMIREZ ALFORD	201	144.95	SEWER
	CHAROLETTE LANDY	201	834.23	WATER
	GEORGIA GOLF CENTER	201	4,274.82	WATER
	HAE LEE	201	509.90	SEWER
	LARRY HANLON	201	5,232.03	SEWER
	MARSHALL WRIGHT	201	1,000.00	SEWER
	MARY MASSARA	201	36.05	WATER
	ROBERT FRAPPIER	201	1,190.00	SEWER
	WHITWHALL HOMEOWNERS	201	4,087.89	WATER & SEWER
SUB-TOTAL			18,298.13	
GRAND TOTAL			28,298.13	



Monthly Refund Report March 2023

Attached are the monthly refund report and a copy of Policy 200-4. Fulton County routinely refunds monies paid to us by corporations or individuals when the intended project or service could not be accomplished. The responsible department determines when monies are to be refunded and would submit a request for disbursement of funds in accordance with Policy 200-4 – Refund of Money Paid to Fulton County. This package is prepared by the Fulton County Department of Finance.

March 2023 Refund Report

DEPARTMENT	VENDOR NAME	FUND	CHECK AMOUNT	DESCRIPTION
PUBLIC WORKS (540)	ALAN M MISSROON	201	138.73	SEWER
	CALIBER 1 CONSTRUCTION INC	453	2065	HYDRANT METER DEPOSIT
	DEANNE FREE	201	176.47	WATER & SEWER
	JOHN E. CARTWRIGHT	201	93.03	WATER
	JOHN WYNN	201	337.14	WATER & SEWER
	KERLINE LA FRANCE	201	1422.55	SEWER
	KIMCO REALTY CORP	201	454.1	WATER
	MAMTA PARIKH	201	149.01	SEWER
	MARY FARR	201	1016.79	WATER & SEWER
	MYERS PARK HOA	201	2132.23	WATER
	NATALIA MENDONCA RAFEEDIE	201	1397.47	SEWER
	SANCTUARY ACQUISITIONS WEST, LLC	201	135.55	WATER
	SEAN B SEYMORE	201	184.24	WATER
	WILLIAM OSKIN JR	201	5428.63	SEWER
Grand Total			15130.94	



POLICY AND PROCEDURE

SUBJECT: Refund of Money Paid to Fulton County for Specific Programs That For Some Reason May Not Be Accomplished

DATE: November 17, 1993

NUMBER: 200-4

Statement of Policy: Whenever a person, firm or other legal entity shall pay any sum of money to Fulton County for a specified purpose or service, but which because of circumstances cannot be accomplished in whole or in part, the Finance Director shall be authorized to refund such payment based on the recommendation of the responsible Department Head and upon supporting evidence to justify such refund.

Background: This policy outlines the actions to be taken to refund monies to individuals or corporate entities when a project in which they are involved is not completed, or is cancelled.

Applicability: This policy applies to all departments that have accepted fees or deposits for a purpose or service that for some reason cannot be accomplished. It does not apply to deposits received for projects that are covered by the Georgia Code dealing with Development Impact Fees or other development fees outlined in the Georgia Code. Additionally, refunds involving litigation or other legal matters must include an opinion from the County Attorney attesting to the propriety of the refund or a court document ordering the refund.

Responsibility: Department Heads are responsible for determining when monies are to be refunded. The Department Head will forward the supporting documents to the Finance Director, who will review them for completeness and for applicable refunds. A monthly report of refunds will be furnished to the County Manager and the Board of Commissioners.

Procedures: The Department Head will prepare a Payment Voucher and attach all necessary documentation, i.e., copies of cash receipt documents showing that the funds were, in fact, previously received and a memorandum stating the circumstances under which the refund is being made. This documentation will be forwarded to the Director of Finance for approval.

Departmental Sponsor: Finance Department

Policy Review Date: May 1997

References:
Minutes of the Board of Commissioners, March 4, 1964
Minutes of the Board of Commissioners, June 2, 1982
Minutes of the Board of Commissioners, November 17, 1993

Departments Affected: All Departments and Offices of Appointed or Elected Officials