



Monthly Refund Report October 2020

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.

October 2020 Refund Report

Department Name	Vendor Name	Fund	Amount	Description
Arts & Culture (181)				
	Jill Kaplan	100	79.00	ART CENTER CLASS REGISTRATION
	Jolynn Sockwell	100	50.00	ART CENTER CLASS REGISTRATION
	Lisa Graham	100	95.85	ART CENTER CLASS REGISTRATION
	LISA KLEYSSTEUBER	100	79.05	ART CENTER CLASS REGISTRATION
	MARIA PUIG	100	148.35	ART CENTER CLASS REGISTRATION
Subtotal		5	452.25	
Public Works (540)				
	CAROL LAYDEN	201	191.56	WATER
	CRABAPPLE VENTURES LLC	201	354.45	WATER
	DAVID PERRAS	201	948.38	SEWER
	DAVID WATERS	201	411.89	SEWER
	DOUGLAS NEWHOFF	201	83.10	SEWER
	GREG SEARS	201	88.39	SEWER
	HUNTINGTON NAT BANK TRUSTEE	201	22.59	WATER
	JEFF BEECHAM	201	74.68	SEWER
	JEMILLE WILLIAMS	201	191.49	WATER
	JILL B. LEVENSON-SMITH	201	81.84	WATER & SEWER
	KENYANYA HARGREAVES & OLUNGA (201	268.08	SEWER
	Land Sellutions, Inc.	203	4,741.66	WATER SYSTEM & METER FEE
	LISA VALLERY	201	757.98	SEWER
	LI ZHANG	201	23.62	WATER & SEWER
	MARC JANSSENS	201	1.85	MARC JANSSENS, 355 SHARPE LANE
	MARIETTE D EDWARDS	201	151.82	WATER & SEWER
	MATHEW T. SALTER	201	261.26	WATER & SEWER
	Patricia Martin	201	50.12	WATER & SEWER
	PERRY DEVELOPMENT GROUP	201	2,128.06	WATER
	RENEE CATHEY	201	8,244.72	SEWER
	SHOPS AT CREEKSIDE, LLC	203	5,000.00	MAINTENANCE BOND (SUBDIVISION INSPECTION)
	STEPHANIE AMEY	201	1,432.57	SEWER
	STEVE R HEMENWAY	201	70.80	SEWER
	SYLVESTER MORGAN	201	282.74	SEWER
	TRACEY JACKSON	201	270.97	WATER & SEWER
	VENKITA VARADARAJA	201	2.04	WATER & SEWER
Subtotal		26	26,136.66	
Grand Total		31	26,588.91	



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