



Fulton County Board of Commissioners
Agenda Item Summary

17-0509

BOC Meeting Date
6/21/2017

Requesting Agency

Finance

Commission Districts Affected

All Districts

Requested Action *(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)*

Approval of May 2017 Payment Voucher Expenditure Report

Requirement for Board Action *(Cite specific Board policy, statute or code requirement)*

Provided in accordance with Resolution #07-0845

Is this Item related to a Strategic Priority Area? *(If yes, note strategic priority area below)*

Yes All People trust government is efficient, effective, and fiscally sound

Is this a purchasing item?

No

Summary & Background

(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)

Scope of Work: (Provide a brief project scope of work of the services/work to be provided)

Approval of the Payment Voucher Expenditure Report for May 2017 on items \$2,500 or more but less than \$50,000.

A Payment Voucher is an approved instrument used to request payment to a vendor pursuant to Policy and Procedure #200-3. Disbursements are made from written orders approved by the Board of Commissioners or official orders of the Courts. As a written order, a payment voucher is used to disburse funds for travel advances, dues, subscriptions, publications, mileage, petty cash, refunds and reimbursements, land acquisitions, hospitality, legal claims, utility charges and stipends. Official orders of the Courts include attorney fees, court reporter fees, arbitration fees and other professional service orders from judges. These written and official orders are subject to review when submitted to Finance for payment. They are reviewed for accuracy and compliance with Policy #200-3 before disbursements are made.

Departments are required to ensure compliance with policy before submitting to Finance by marking the payment voucher with the appropriate category code.

Community Impact: (Provide the overall impact on community health, whether the impact would be Countywide or to a specific District, if applicable)

None

Department Recommendation: (Provide the user department recommendation)

Agency Director Approval		County Manager's Approval
Typed Name and Title	Phone	
Signature	Date	

Revised 03/12/09 (Previous versions are obsolete)

Approval

Project Implications: (What are the future implications of the item in terms of potential changes in budget, service provision, or County policy/operations?)

None

Community Issues/Concerns: (Identify any issues/concerns raised by constituents or clients concerning the agenda item and if those issues have been addressed?)

None

Department Issues/Concerns: (Identify any additional department recommendations or concerns including funding, staffing, external/internal partnerships and operational inefficiencies)

None

History of BOC Agenda Item: (Has this item previously been before the BOC? Yes or No. If yes, for non-purchasing item(s), describe what action(s) were taken.)

No

(For purchasing items, provide the project history chart or if a new procurement, insert "New Procurement".)

Contract & Compliance Information

(Provide Contractor and Subcontractor details.)

Agency Director Approval		County Manager's Approval
Typed Name and Title	Phone	
Signature	Date	

Revised 03/12/09 (Previous versions are obsolete)

17-0509

Solicitation Information	NON-MFBE	MBE	FBE	TOTAL
No. Bid Notices Sent:				
No. Bids Received:				
Total Contract Value	.			
Total M/FBE Values	.			
Total Prime Value	.			
Fiscal Impact / Funding Source	<i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i>			
.				
Exhibits Attached	<i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i>			
Source of Additional Information	<i>(Type Name, Title, Agency and Phone)</i>			

Agency Director Approval		County Manager's Approval
Typed Name and Title	Phone	
Signature	Date	

Revised 03/12/09 (Previous versions are obsolete)

Continued

Procurement

Contract Attached: .	Previous Contracts: .		
Solicitation Number: .	Submitting Agency: .	Staff Contact: .	Contact Phone: .

Description:.**FINANCIAL SUMMARY**

Total Contract Value:	MBE/FBE Participation:
Original Approved Amount: .	Amount: . %: .
Previous Adjustments: .	Amount: . %: .
This Request: .	Amount: . %: .
TOTAL: .	Amount: . %: .

Grant Information Summary:

Amount Requested: .	<input type="checkbox"/>	Cash
Match Required: .	<input type="checkbox"/>	In-Kind
Start Date: .	<input type="checkbox"/>	Approval to Award
End Date: .	<input type="checkbox"/>	Apply & Accept
Match Account \$: .		

Funding Line 1: .	Funding Line 2: .	Funding Line 3: .	Funding Line 4: .
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KEY CONTRACT TERMS

Start Date: .	End Date: .
Cost Adjustment: .	Renewal/Extension Terms: .

ROUTING & APPROVALS

(Do not edit below this line)

X	Originating Department:	Turner, Ray	Date: 6/7/2017
.	County Attorney:	.	Date: .
.	Purchasing/Contract Compliance:	.	Date: .
.	Finance/Budget Analyst/Grants Admin:	.	Date: .
.	Grants Management:	.	Date: .
X	County Manager:	Anderson, Dick	Date: 6/7/2017

Monthly Payment Voucher Expenditure Report May 2017 >2500<50000

Department	Department Name	Object Code	Amount
121 Total	Housing & Community Development	4	33,300.00
181 Total	Arts/Cooperative Extension	3	32,105.93
235 Total	County Attorney	9	80,322.66
405 Total	Juvenile Court	6	25,766.70
420 Total	State Court-General	1	2,592.50
450 Total	Superior Court-General	14	54,049.57
451 Total	Superior Court-Alljudges	1	2,600.00
480 Total	District Attorney	7	44,838.55
540 Total	Public Works	11	91,233.34
730 Total	Grady Hospital	2	64,996.17
750 Total	Health & Wellness	1	3,524.00
Total		59	435,329.42

Monthly Payment Voucher Expenditure Report May 2017

>2500<50000

Department	Department Name	Fund	Fund Name	Vendor	Object Code	Amount	Object Name	Description
121	Housing & Community Development	865	Comm Dev Block Grants	CONTINENTAL ENGINEERING & CONST.	V160	8,300.00	Program Income Expense	
121	Housing & Community Development	865	Comm Dev Block Grants	WCR ENTERPRISES	V160	7,500.00	Program Income Expense	
121	Housing & Community Development	865	Comm Dev Block Grants	CORPORATE VISION INC	V160	8,500.00	Program Income Expense	
121	Housing & Community Development	865	Comm Dev Block Grants	KEYATLANTA	V160	9,000.00	Program Income Expense	
121 Total					4	33,300.00		
181	Arts/Cooperative Extension	215	Wolf Creek Amphitheatre	Calloway Title and Escrow, LLC	1160	11,145.00	Professional Services	Title Review
181	Arts/Cooperative Extension	215	Wolf Creek Amphitheatre	Counsel On Call, LLC	1160	9,605.00	Professional Services	Outside Counsel
181	Arts/Cooperative Extension	100	General	UNIVERSITY OF GA.	1160	11,355.93	Professional Services	Salaries/Benefits
181 Total					3	32,105.93		
235	County Attorney	725	Risk Management Fund	SWIFT, CURRIE, MCGHEE & HIERS LLP	1160	17,367.45	Professional Services	Outside Counsel
235	County Attorney	725	Risk Management Fund	FORENSIC VALUATION CONSULTANTS, LLC	1160	12,000.00	Professional Services	Forensic Evaluation
235	County Attorney	725	Risk Management Fund	SWIFT, CURRIE, MCGHEE & HIERS LLP	1160	14,611.00	Professional Services	Outside Counsel
235	County Attorney	725	Risk Management Fund	SHINGLER LEWIS, LLC	1160	4,132.50	Professional Services	Outside Counsel
235	County Attorney	725	Risk Management Fund	WEST GROUP PAYMENT CENTER	1117	8,324.40	Database Fees	
235	County Attorney	725	Risk Management Fund	Counsel On Call, LLC	1160	7,920.00	Professional Services	Outside Counsel
235	County Attorney	725	Risk Management Fund	Nowell Sparks, LLC	1160	7,210.00	Professional Services	Outside Counsel
235	County Attorney	725	Risk Management Fund	WEST GROUP PAYMENT CENTER	1117	6,218.11	Database Fees	
235	County Attorney	725	Risk Management Fund	PROFESSIONAL DOCUMENT SERVICES	1459	2,539.20	Printing	
Total					9	80,322.66		
	Juvenile Court	100	General	Erica Wilson	1160	4,388.25	Professional Services	Attorney Fees
	Juvenile Court	100	General	Criminal & Family Law Group, D Merriman LLC	1160	2,715.60	Professional Services	Court Appointed Attorney
	Juvenile Court	100	General	Criminal & Family Law Group, D Merriman LLC	1160	3,853.35	Professional Services	Court Appointed Attorney
	Juvenile Court	100	General	REGINALD WELDON WILLIAMS	1160	9,127.00	Professional Services	Attorney Fees
	Juvenile Court	100	General	Erica Wilson	1160	2,988.75	Professional Services	Attorney Fees
	Juvenile Court	100	General	Criminal & Family Law Group, D Merriman LLC	1160	2,693.75	Professional Services	Court Appointed Attorney
405 Total					6	25,766.70		
420	State Court-General	100	General	JENNIFER ALICE HUBBARD	1160	2,592.50	Professional Services	Attorney Services
420 Total					1	2,592.50		
450	Superior Court-General	100	General	MELANIE MAE FISHER	1151	4,210.35	Court Transcripts	
450	Superior Court-General	100	General	Mary Ann Hanham	1151	3,576.77	Court Transcripts	
450	Superior Court-General	100	General	LAURA MICHELE HARRIS	1151	4,015.00	Court Transcripts	
450	Superior Court-General	100	General	Yoranda Nicole Said	1151	2,733.50	Court Transcripts	
450	Superior Court-General	100	General	G.G. Starks, Inc.	1151	2,920.50	Court Transcripts	
450	Superior Court-General	100	General	CAROLE POWELL	1160	4,510.00	Professional Services	Judicial Officer
450	Superior Court-General	100	General	SUSAN C. COOPER	1151	3,243.00	Court Transcripts	
450	Superior Court-General	100	General	MARGARET M. DORSEY	1160	3,608.00	Professional Services	Judicial Officer
450	Superior Court-General	100	General	MARGARET M. DORSEY	1160	2,706.00	Professional Services	Judicial Officer
450	Superior Court-General	100	General	JERRY W. BAXTER	1160	7,035.38	Professional Services	Senior Judge
450	Superior Court-General	100	General	Live Work and Pray, Corp	1160	4,005.00	Professional Services	Safe Housing
450	Superior Court-General	100	General	JUDGE T. JACKSON BEDFORD	1160	3,939.83	Professional Services	Senior Judge
450	Superior Court-General	100	General	THOMSON WEST	1117	3,773.12	Database Fees	
450	Superior Court-General	100	General	THOMSON WEST	1117	3,773.12	Database Fees	
450 Total					14	54,049.57		

Monthly Payment Voucher Expenditure Report May 2017

>2500<50000

Department	Department Name	Fund	Fund Name	Vendor	Object Code	Amount	Object Name	Description
451	Superior Court-Alljudges	100	General	ALISON K. ARCE, P.C.	1160	2,600.00	Professional Services	Judicial Officer
451 Total					1	2,600.00		
480	District Attorney	100	General	WORDZXPRESSED, INC	1164	2,909.50	Court Rep & Other Trans Serv	
480	District Attorney	100	General	WORDZXPRESSED, INC	1164	6,174.50	Court Rep & Other Trans Serv	
480	District Attorney	100	General	Gregg Marshall Stutchman	1160	3,300.00	Professional Services	Forensic Video Enhancement
480	District Attorney	100	General	Gregg Marshall Stutchman	1160	7,843.00	Professional Services	Forensic Analysis
480	District Attorney	100	General	PSYCHIATRIC ASSOCIATES OF ATLANTA	1160	2,960.00	Professional Services	Expert Witness Testimony
480	District Attorney	100	General	THOMSON WEST	1314	5,631.55	Books-Judges Law	
480	District Attorney	100	General	WF Bruton CFE and Assoc LLC	1160	16,020.00	Professional Services	Forensic Accounting Svcs
480 Total					7	44,838.55		
540	Public Works	509	Transp. Improvemnt Plan	A. PLATT COMPANY	T259	2,925.00	Fairburn Road	
540	Public Works	201	Water & Sewer Revenue	DEKALB COUNTY FINANCE	1328	32,333.17	Cont-Nancy Creek/Dekalb	
540	Public Works	201	Water & Sewer Revenue	CLAYTON COUNTY WATER AUTHORITY	1322	14,086.80	Clayton County Oxidation	
540	Public Works	201	Water & Sewer Revenue	DEKALB COUNTY FINANCE	1328	41,888.37	Cont-Nancy Creek/Dekalb	
Total					11	91,233.34		
	Grady Hospital	100	General	FULTON-DEKALB HOSPITAL AUTHORITY	1083	23,433.67	North Fulton Clinic	
	Grady Hospital	100	General	FULTON-DEKALB HOSPITAL AUTHORITY	1086	41,562.50	SW ATL/2600 MLK Clinic	
Total					2	64,996.17		
	Health & Wellness	818	Grants Health Wellness	Wellstar Atlanta Medical Center, Inc.	1160	3,524.00	Professional Services	Breast & Cervical Screening
Total					1	3,524.00		
Total					59	435,329.42		

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Total



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.

Policy and Procedure, continued

#200-3

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