



Monthly Payment Voucher Expenditure Report March 2020

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.

**Monthly Payment Voucher Expenditure Summary Report March 2020
>2500<50000**

| Department | Department Name | Object Code | Amount |
|-------------------|--------------------------------|--------------------|---------------|
| 104 Total | Commission District 4 | 1 | 8,952.00 |
| 106 Total | Commission District 6 | 1 | 15,000.00 |
| 107 Total | At Large | 1 | 15,000.00 |
| 118 Total | County Manager (Select Fulton) | 2 | 7,500.00 |
| 130 Total | External Affairs | 1 | 7,000.00 |
| 235 Total | County Attorney | 10 | 108,205.74 |
| 335 Total | Emergency Management | 1 | 36,901.50 |
| 405 Total | Juvenile Court | 2 | 8,682.75 |
| 419 Total | County Marshal | 1 | 3,320.00 |
| 421 Total | State Court-All Judges | 2 | 7,500.00 |
| 450 Total | Superior Court-General | 14 | 65,756.80 |
| 470 Total | Superior Court-Clerk | 3 | 14,175.00 |
| 480 Total | District Attorney | 4 | 30,297.64 |
| 520 Total | Real Estate and Asset Mgmt | 1 | 2,500.00 |
| 540 Total | Public Works | 11 | 159,090.46 |

**Monthly Payment Voucher Expenditure Summary Report March 2020
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| Department | Department Name | Object Code | Amount |
|--------------------|------------------------------------|--------------------|-------------------|
| 620 Total | Family & Childrens Svcs | 5 | 34,396.69 |
| 730 Total | Grady Hospital | 2 | 64,996.17 |
| 755 Total | Behavioral Health | 3 | 113,455.85 |
| Grand Total | | 65 | 702,730.60 |

**Monthly Payment Voucher Expenditure Report March 2020
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| Department | Department Name | Fund | Fund Name | Vendor Customer Name | Object Code | Amount | Object Code Name | Description |
|------------------|--------------------------------|------|----------------------|--|-------------|-------------------|--------------------------------|---|
| 104 | Commission District 4 | 100 | General | Hosea Feed The Hungry and Homeless, Inc. | 1160 | 8,952.00 | Professional Services | Support to Homeless and At-Risk |
| 104 Total | | | | | 1 | 8,952.00 | | |
| 106 | Commission District 6 | 100 | General | Hosea Feed The Hungry and Homeless, Inc. | 1160 | 15,000.00 | Professional Services | Support to Homeless and At-Risk |
| 106 Total | | | | | 1 | 15,000.00 | | |
| 107 | At Large | 100 | General | Hosea Feed The Hungry and Homeless, Inc. | 1160 | 15,000.00 | Professional Services | Support to Homeless and At-Risk |
| 107 Total | | | | | 1 | 15,000.00 | | |
| 118 | County Manager (Select Fulton) | 100 | General | GREATER NORTH FULTON CHAMBER OF COMMERCE | 1307 | 2,500.00 | Hospitality-Expense | RILA 2020 Partnership |
| 118 | County Manager (Select Fulton) | 100 | General | METRO ATLANTA CHAMBER OF COMMERCE | 1307 | 5,000.00 | Hospitality-Expense | Bisnow 2020 Sponsor & Monthly Luncheon Series Sponsor |
| 118 Total | | | | | 2 | 7,500.00 | | |
| 130 | External Affairs | 100 | General | GEORGIA INTERNATIONAL CONVEN- | 1307 | 7,000.00 | Hospitality-Expense | |
| 130 Total | | | | | 1 | 7,000.00 | | |
| 235 | County Attorney | 725 | Risk Management Fund | Harkins Law, LLC | 1160 | 5,000.00 | Professional Services | Outside Counsel |
| 235 | County Attorney | 725 | Risk Management Fund | Jett Law Group, LLC | 1160 | 2,735.78 | Professional Services | Outside Counsel |
| 235 | County Attorney | 725 | Risk Management Fund | Kenneth A. Ray Justice Services | 1160 | 29,009.61 | Professional Services | Outside Counsel |
| 235 | County Attorney | 725 | Risk Management Fund | NELSON MULLINS RILEY & SCARBOROUGH LLP | 1160 | 9,691.00 | Professional Services | Outside Counsel |
| 235 | County Attorney | 725 | Risk Management Fund | NGUYEN & PHAM, LLC | 1160 | 3,514.50 | Professional Services | Outside Counsel |
| 235 | County Attorney | 725 | Risk Management Fund | ROBBINS ROSS ALLOY BELINFANTE LITTLEFIELD, LLC | 1160 | 10,998.40 | Professional Services | Outside Counsel |
| 235 | County Attorney | 725 | Risk Management Fund | ROBERT HALF INTERNATIONAL | 1160 | 3,382.15 | Professional Services | Outside Counsel |
| 235 | County Attorney | 725 | Risk Management Fund | ROBERT HALF INTERNATIONAL | 1160 | 3,250.94 | Professional Services | Outside Counsel |
| 235 | County Attorney | 725 | Risk Management Fund | SMITH, GAMBRELL, & RUSSELL, LLP | 1160 | 36,826.77 | Professional Services | Outside Counsel |
| 235 | County Attorney | 725 | Risk Management Fund | The McKillip Law Firm LLC | 1160 | 3,796.59 | Professional Services | Outside Counsel |
| 235 Total | | | | | 10 | 108,205.74 | | |
| 335 | Emergency Management | 100 | General | ATLANTA F. C. EMERGENCY MGMT AGENCY | 1229 | 36,901.50 | Cont-Atl/Fc Emergency Mgmt Agc | |
| 335 Total | | | | | 1 | 36,901.50 | | |
| 405 | Juvenile Court | 100 | General | CW Law, LLC | 1160 | 3,363.75 | Professional Services | Attorney Fees |
| 405 | Juvenile Court | 100 | General | Erica Wilson | 1160 | 5,319.00 | Professional Services | Attorney Fees |
| 405 Total | | | | | 2 | 8,682.75 | | |
| 419 | County Marshal | 100 | General | LAZ PARKING | 1122 | 3,320.00 | Parking Lot Rental | |
| 419 Total | | | | | 1 | 3,320.00 | | |
| 421 | State Court-All Judges | 100 | General | JESSY LALL | 1160 | 4,250.00 | Professional Services | Judicial Officer |
| 421 | State Court-All Judges | 100 | General | K. ERIC MORROW | 1160 | 3,250.00 | Professional Services | Judicial Officer |
| 421 Total | | | | | 2 | 7,500.00 | | |
| 450 | Superior Court-General | 100 | General | CAROLE POWELL | 1160 | 4,961.00 | Professional Services | Judicial Officer |
| 450 | Superior Court-General | 100 | General | Carrie Newman | 1151 | 5,340.50 | Court Transcripts | |
| 450 | Superior Court-General | 100 | General | CMPTranslations Inc. | 1162 | 2,565.00 | Interpreter/Translator | |
| 450 | Superior Court-General | 100 | General | DENISE STEWART | 1151 | 5,362.50 | Court Transcripts | |
| 450 | Superior Court-General | 100 | General | DOCTOR NANCY ALDRIDGE, PHD | 1161 | 5,937.50 | Court Ordered Evaluations | |
| 450 | Superior Court-General | 100 | General | IONIE E. TAYLOR | 1151 | 2,621.60 | Court Transcripts | |
| 450 | Superior Court-General | 100 | General | KAREN MICHELE BOWES RIVERS | 1151 | 2,538.50 | Court Transcripts | |
| 450 | Superior Court-General | 100 | General | Kimberly Stephens | 1164 | 3,000.00 | Court Rep & Other Trans Serv | |
| 450 | Superior Court-General | 100 | General | LAURA MICHELE HARRIS | 1151 | 2,629.00 | Court Transcripts | |

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>2500<50000**

| Department | Department Name | Fund | Fund Name | Vendor Customer Name | Object Code | Amount | Object Code Name | Description |
|--------------------|----------------------------|------|------------------------------|---|-------------|-------------------|-------------------------------|-----------------------------|
| 450 | Superior Court-General | 100 | General | LAURA MICHELE HARRIS | 1151 | 3,888.50 | Court Transcripts | |
| 450 | Superior Court-General | 100 | General | Mary Ann Hanham | 1164 | 3,355.35 | Court Rep & Other Trans Serv | |
| 450 | Superior Court-General | 100 | General | MELANIE MAE FISHER | 1151 | 14,397.35 | Court Transcripts | |
| 450 | Superior Court-General | 100 | General | Stephen Macciocchi | 1161 | 3,000.00 | Court Ordered Evaluations | |
| 450 | Superior Court-General | 100 | General | SUSAN C. COOPER | 1164 | 6,160.00 | Court Rep & Other Trans Serv | |
| 450 Total | | | | | 14 | 65,756.80 | | |
| 470 | Superior Court-Clerk | 100 | General | DEBRA RENA FORREST | 1182 | 7,350.00 | Hearing Officer Fees | |
| 470 | Superior Court-Clerk | 100 | General | KENNETH W. VOSS | 1182 | 2,975.00 | Hearing Officer Fees | |
| 470 | Superior Court-Clerk | 100 | General | Marion Arlie Wilson | 1182 | 3,850.00 | Hearing Officer Fees | |
| 470 Total | | | | | 3 | 14,175.00 | | |
| 480 | District Attorney | 440 | Seized Property -Law Enforce | FULTON COUNTY DISTRICT ATTORNEY'S OFFICE | 1469 | 18,682.64 | Community Prosecutor services | |
| 480 | District Attorney | 100 | General | Noble Consulting and Expert Witness Services, LLC | 1160 | 2,950.00 | Professional Services | Expert Witness |
| 480 | District Attorney | 100 | General | WF Bruton CFE and Assoc LLC | 1160 | 5,160.00 | Professional Services | Expert Witness |
| 480 | District Attorney | 100 | General | WORDZXPRESSED, INC | 1164 | 3,505.00 | Court Rep & Other Trans Serv | |
| 480 Total | | | | | 4 | 30,297.64 | | |
| 520 | Real Estate and Asset Mgmt | 100 | General | Chattahoochee Valuation Group LLC | 1160 | 2,500.00 | Professional Services | Appraisal for Real Property |
| 520 Total | | | | | 1 | 2,500.00 | | |
| 540 | Public Works | 203 | Water & Sewer R & E | BOOKER REAL ESTATE SERVICES, LLC | S156 | 14,400.00 | Big Creek Diversion | |
| 540 | Public Works | 203 | Water & Sewer R & E | BOOKER REAL ESTATE SERVICES, LLC | S156 | 7,200.00 | Big Creek Diversion | |
| 540 | Public Works | 203 | Water & Sewer R & E | Cantrell Miller, LLC | S156 | 9,500.00 | Big Creek Diversion | |
| 540 | Public Works | 203 | Water & Sewer R & E | CITY OF ALPHARETTA | H065 | 30,850.46 | Misc Water Line Proj | |
| 540 | Public Works | 203 | Water & Sewer R & E | City of Duluth | H065 | 10,000.00 | Misc Water Line Proj | |
| 540 | Public Works | 203 | Water & Sewer R & E | JOHN W. BELL, P.C. | S156 | 28,650.00 | Big Creek Diversion | |
| 540 | Public Works | 203 | Water & Sewer R & E | JOHN W. BELL, P.C. | S156 | 3,350.00 | Big Creek Diversion | |
| 540 | Public Works | 203 | Water & Sewer R & E | JOHN W. BELL, P.C. | S156 | 4,350.00 | Big Creek Diversion | |
| 540 | Public Works | 203 | Water & Sewer R & E | JOHN W. BELL, P.C. | S156 | 20,850.00 | Big Creek Diversion | |
| 540 | Public Works | 203 | Water & Sewer R & E | JOHN W. BELL, P.C. | S156 | 20,950.00 | Big Creek Diversion | |
| 540 | Public Works | 308 | TSPLOST | PJC GROUP, LLC | 1160 | 8,990.00 | Professional Services | TSPLOST Audit |
| 540 Total | | | | | 11 | 159,090.46 | | |
| 620 | Family & Childrens Svcs | 100 | General | FULTON COUNTY DFACS | 1248 | 3,830.61 | Cash Match Programs | |
| 620 | Family & Childrens Svcs | 100 | General | FULTON COUNTY DFACS | 1343 | 4,285.08 | Client Benefits | |
| 620 | Family & Childrens Svcs | 100 | General | FULTON COUNTY DFACS | 1343 | 9,545.00 | Client Benefits | |
| 620 | Family & Childrens Svcs | 100 | General | FULTON COUNTY DFACS | 1343 | 6,586.00 | Client Benefits | |
| 620 | Family & Childrens Svcs | 100 | General | FULTON COUNTY DFACS | 1234 | 10,150.00 | Cont-Burial Services | |
| 620 Total | | | | | 5 | 34,396.69 | | |
| 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 | | |
| 755 | Behavioral Health | 100 | General | River Edge Behavioral Health Center | 1160 | 46,666.67 | Professional Services | Consulting Svcs |
| 755 | Behavioral Health | 100 | General | River Edge Behavioral Health Center | 1160 | 39,289.18 | Professional Services | Consulting Svcs |
| 755 | Behavioral Health | 100 | General | River Edge Behavioral Health Center | 1160 | 27,500.00 | Professional Services | Consulting Svcs |
| 755 Total | | | | | 3 | 113,455.85 | | |
| Grand Total | | | | | 65 | 702,730.60 | | |



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