

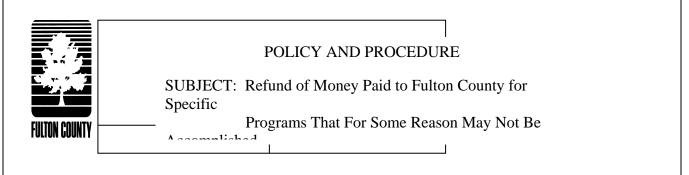
## Monthly Refund Report

## February 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.

## February 2020 Refund Report

Department Name	Vendor Name	Fund	Amount	Description
Public Works (540)				
	ANTHONY WILLIAMS	201	459.06	SEWER
	AR Services LLC	201	53.92	WATER
	ASHTON WOODS HOMES	201	461.62	WATER/SEWER
	CHRISTINA NUGENT	201		WATER
	ELIZABETH HOWE	201	53.13	SEWER
	ERICKA VALENCIA	201	1,116.00	SEWER
	FIFTH THIRD BANK	201	2,011.01	WATER
	HOMEOWNERS THORNHILL	201	3,132.09	WATER
	James Pitman	201	577.60	SEWER
	Jeffrey Anop	201	181.64	SEWER
	JEFFREY VAN ALLEN	201	46.16	WATER/SEWER
	JOYCE JONES	201	489.47	WATER
	KEITH ARMSTRONG	201	209.91	WATER/SEWER
	KKRE, LLC	201	99.73	WATER/SEWER
	Kristy Hopkins	201	317.15	WATER/SEWER
	LINDSEY KONVES	201	460.70	SEWER
	Mary Deadwyler	201	23.77	SEWER
	NATIONS BANK	201	1,881.29	WATER
	NIRMAL KATHIRESAN	201	557.41	WATER/SEWER
	Pavan Surapaneni	201	396.87	WATER/SEWER
	PEDRO MATEO	201	84.00	SEWER
	PENG LI	201	197.34	WATER
	PERRY CUSTOM HOMES LLC	201	1,252.91	WATER
	PETER BOWES	201	75.00	SEWER
	Peter Hillermann	201	158.17	WATER/SEWER
	Richard Okoye	201	384.69	SEWER
	Stephanie Wetzel	201	15.57	SEWER
	SUHAIL WARIS	201	19.56	WATER
	Tiffany Owens	201	312.53	WATER/SEWER
	Tyler Ross	201	1,368.53	SEWER
	VIVEK D' SOUZA	201	8,908.46	SEWER
	WENXIA ZHANG	201	100.72	WATER
	TERESA MERRIWEATHER	203	694.50	SEWER
Subtotal		33	26,488.64	
Grand Total		33	26,488.64	



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.

<u>Applicability</u>: 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.

**<u>Responsibility</u>**: 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
<b>Policy Review Date:</b>	May 1997
<u>References</u> :	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
<b>Departments Affected:</b>	All Departments and Offices of Appointed or Elected Officials