



Monthly Refund Report

February 2021

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 2021 Monthly Refund Report

Department Name	Vendor Name	Fund	Amount	Description
Public Works (540)				
	Brian Forrester	201	3,500.00	SEWER
	Colin S Richman	201	638.76	WATER & SEWER
	DON FUTCH	201	471.00	WATER & SEWER
	LOUISIANA CRAB SHACK	201	3,031.52	WATER & SEWER
	MATTHEW COOK	201	6.22	WATER
	PANERA LLC	201	8.47	WATER
	PHIG HOPEN LLC	201	104.07	WATER
	RICHARD SWEET	201	1,238.37	WATER & SEWER
	Samantha Lachapelle	201	8.14	SEWER
	SHULER S. JORDAN	201	196.96	WATER
	XIAO XU	201	94.56	WATER & SEWER
Grand Total		11	9,298.07	



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