



MANATEE COUNTY GOVERNMENT

AGENDA MEMORANDUM

SUBJECT: <u>Proposed Policy Change on Refunds</u>		COUNTY ATTORNEY APPROVAL:	
AGENDA DATE REQUESTED: <u>December 4, 1990</u>	DEPARTMENT/OFFICE: <u>Financial Management</u>	_____ CONTENT	_____ FORM
DIVISION: <u>N/A</u>	AUTHORIZED BY: <u>Jim Seuffert, Director, OFM</u> <small>(Department/Office Director)</small>	_____ EXECUTION	X _____ NOT REQUIRED
CONTACT PERSON: <u>Jim Seuffert</u> Ext. <u>3730</u>	DATE SUBMITTED: <u>November 19, 1990</u>	NOT SUBMITTED _____	COMMENTS: _____
TYPE: REGULAR <input checked="" type="checkbox"/> CONSENT <input type="checkbox"/>			

FORM OF MOTION, OR OTHER ACTION REQUIRED:

Consideration of proposed policy change regarding refunds and certain small payments.

ESTIMATED TIME OF PRESENTATION: <u>3 min</u>	BY: <u>Jim Seuffert</u>
BOARD ACTION(S) REQUIRED: _____	_____ Report
_____ Execution	_____ Approval
_____ Acceptance	_____ Authorization
_____ Appointment	_____ Adoption
	Other _____ Discussion
	_____ Consideration

COST: N/A
 SOURCE: N/A
 BUDGET OFFICE APPROVAL: _____ COMMENTS: _____

CONSEQUENCES IF DEFERRED:

ATTACHMENTS:	INSTRUCTIONS TO BOARD RECORDS:
1) <u>Memo to BCC</u>	<u>Approve copy to Kim & Sam F...</u>
2) <u>Memo from Mr. Ellis</u>	_____
3) <u>Memo from Mr. Shore</u>	_____

AGENDA DISPOSITION

ACTION TAKEN BY THE BOARD:	DATE ACTION WAS TAKEN: <u>12/4/90</u>
<input checked="" type="checkbox"/> APPROVED	<input type="checkbox"/> DEFERRED UNTIL _____
<input type="checkbox"/> DENIED	<input type="checkbox"/> REFERRED TO STAFF _____
<input type="checkbox"/> ACCEPTED INTO RECORD	<input type="checkbox"/> OTHER _____

SPECIAL INSTRUCTIONS: _____

AGENDA CODE: _____



MANATEE COUNTY GOVERNMENT

OFFICE OF FINANCIAL MANAGEMENT

MEMORANDUM

DATE: December 4, 1990

TO: Board of County Commissioners

FROM: *J* Seuffert, Director, Office of Financial Management

SUBJECT: **PROPOSED POLICY CHANGE ON REFUNDS**

RECOMMENDATION

It is recommended that the Board of County Commissioners consider a change in the current policy for refunds and other small payments to contractors, subcontractors, architects, engineers, and attorneys. This change would allow such payments to be approved by Department/Office Directors and processed without Board approval by the Finance Department of the Office of the Clerk of the Circuit Court, as long as they do not exceed \$100. Payments of this nature exceeding \$100 would still require approval by the Board of County Commissioners.

BACKGROUND AND DISCUSSION

Currently, Board-approved procedures require that all refunds and payments to contractors, subcontractors, architects, engineers, and attorneys be approved by the Board of County Commissioners. These items are submitted for approval on the Clerk of the Circuit Court's consent calendar.

The Clerk of the Circuit Court has recommended, and the Office of Financial Management concurs, that internal controls would not be compromised if a \$100 threshold was established below which payments of this nature could be processed without Board approval.

If approved, the language on the attached page would be substituted for the existing language in the procedures manual.

If you have any questions regarding this recommendation, please call.

APPROVED IN OPEN SESSION

JS/bga
OFM-90-441

DEC 4 1990

cc: A. V. Ellis, DPA, County Administrator
R. B. Shore, Clerk of the Circuit Court

BOARD OF COUNTY COMMISSIONERS
MANATEE COUNTY, FLORIDA

P.O. Box 1000 • Bradenton, Florida 34206-1000
1112 Manatee Avenue West • Suite # 939 • Bradenton, FL 34205



RECEIVED

OCT 8 1990

O.F.M.

MANATEE COUNTY GOVERNMENT

OFFICE OF THE COUNTY ADMINISTRATOR

October 8, 1990

MEMORANDUM

TO: James W. Seuffert, Director
Office of Financial Management

FROM: A. V. Ellis, CPA, County Administrator

SUBJECT: Proposed Policy Change on Refunds

The recommendations of Mr. Shore in his October 4, 1990, memorandum on the above subject appear sound and acceptable.

Since issues related to finances are under your aegis, if you also agree, would you initiate action for approval by the Board.

Staff would need to have administrative instructions, if the policy proposed is adopted.

Please let me know of your decision; or, if you have any questions.

AVE/vbd

Attach. (1)

<In responding, please refer to AO-90-10958>.

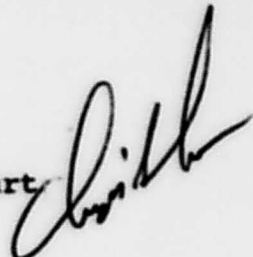
**Manatee County
CLERK OF THE CIRCUIT COURT**

Richard B. "Chips" Shore

P.O. BOX 1000 — MANATEE COUNTY COURTHOUSE — BRADENTON, FLORIDA 34206 — TELEPHONE (813) 749-1800

MEMORANDUM

To: Gus Ellis, County Administrator
From: R. B. Shore, Clerk of Circuit Court
Date: October 4, 1990
**Subject: Revision to the Board's Policy
for Board Approved Payments**



Several years ago the Board of County Commissioners adopted policies regarding refunds and certain payments which required Board approval.

The policy regarding refunds included return of deposits as well as revenue refunds regardless of amount. I am submitting for your consideration a revised refund policy eliminating the need for Board approval on return of deposits, i.e., trap deposits, safety seat deposits, etc. I am also recommending that only revenue refunds over \$100 require Board approval.

The policy regarding Board approved payments also does not currently have any dollar limit. Again, I am recommending that only payments over \$100 to contractors, subcontractors, architects, engineers and attorneys require Board approval.

These revisions should allow small refunds and other payments, which would be approved by the Department Director, to be processed quicker and reduce the number of refunds presented to the Board on the Clerk's Consent Calendar.

If you agree with this recommendation, please prepare as an agenda item for presentation to the Board. If you have any questions or comments regarding these suggested revisions, please feel free to let me know.

RBS:nh
Attachments

cc: Jim Seuffert
Rick Ashley
Kim Umana

CLERK CIRCUIT AND COUNTY COURT - CLERK BOARD OF COUNTY COMMISSIONERS - COUNTY COMPTROLLER, AUDITOR AND RECORDER

MANATEE COUNTY BOARD OF COUNTY COMMISSIONERS
POLICY FOR BOARD APPROVED PAYMENTS

1. Any refund of a revenue item over \$100.00 requires Board approval. Refunds of deposits held by the County may be disbursed without going before the Board.
2. Any payments over \$100.00 to construction contractors, subcontractors, architects, engineers and attorneys require Board approval.
3. Payments and refunds for the Manatee Civic Center and Port Manatee will fall under the jurisdiction of the respective Authorities and their procedures should be consulted.

CLERK OF CIRCUIT COURT
CONSENT CALENDAR

DECEMBER 4, 1990

BONDS

Accept:

Sheriff's Public Deputies Blanket Bonds (13 additions; 6 deletions)

Release:

Mill Creek, Phase III

Defect Security (LC 908-89, BancFlorida), \$51,042.42

Authorize:

Magnolia Hill

Transmittal of Letter of Credit (accepted 9/18/90):
No. 400927, \$80,835.00 (Barnett Bank of Tampa, N.A.)
to P/Works; authorize P/Works to proceed with claim against L/C
for purpose of constructing/completing required improvements.

BILLS FOR PAYMENT

Carlton, Fields, et al - Public Health & Indigent Care	\$ 4,394.96
Nabors, Giblin, et al - Kirchner, et al v Civic Ctr, et al	842.48
" " " - Hy Kom v MC, et al	4,697.89
Bush, Ross, et al - Sim Smith v. Barnes, et al	512.00
Master Mechanical - SW Methane Gas Recovery Sys Constr	151,586.33
Dick LaPierre, Inc - Rubonia Sewer, Req. No. 1	8,100.00
M. L. Boyer Construction - Bayshore Gardens Pkwy Bridge/ Widening, Part Pmt 1 & Final	71,277.00
David Griffith & Assoc - Revenue Enhancement Study for Growth Mgmt Svcs	158.34

REFUNDS

Rescind (Scrivener's Error; appr 11/29/90)

Edmund G. Smith - Golf Playbook 481.50

Approve

Edmund G. Smith - Golf Playbook 588.50
Vernard Hampton - Construction Permit Withdrawn 37.50
Joan Seay - P&R Softball Class Cancellation 20.00
Paul H. Tresca - Animal Cage 20.00
Betty Benson - Animal Cage 20.00

WARRANT LIST

Approve: November 29, 1990 to December 3, 1990

Authorize: December 4, 1990 to December 10, 1990

AUTHORIZE CHAIRMAN TO SIGN

Financing Terms Agreement and Schedule w/NCR Corporation for
16-month Lease/Purchase of software and hardware (approved
12/4/90)

APPROVE, RATIFY & CONFIRM

P&R Special Interest Classes Instructor's Agreements:

June Morgan Mack - Women's Series

Tom Seguin - Gemology: Diamonds & Colored Stones

ACCEPT

West Side Fire Control District -

General Operating Budget, FY 1990-91

Manatee County Law Library -

(a) Law Library Committee Membership List

(b) Schedule of Meetings, Fiscal Year 1990-91

(c) 1990-91 Budget