

MEMORANDUM

APPROVED In Open Session
Manatee County Board of County Commissioners

6/6/18

To: Vicki Tessmer, Supervisor, Board Records
Thru: Tammy Boggs, Sr Fiscal Services Manager, Building
and Development Services
From: Tracy Brainard, Fiscal Specialist
Date: February 20, 2018
Subject: Refund Request – \$ 1,250.00



Due to the dollar amount of the attached refund request, Board approval is required prior to Finance issuing the refund check to the customer.

Please place this request on the Board's consent agenda. Once approved, please forward to Finance to have the check issued and email a copy of the Board approval to me at tracy.brainard@mymanatee.org.

Thank you for your help!

Building & Development Services Department
1112 Manatee Avenue West
Bradenton, FL 34205
Phone number: (941)748-4501

MEMORANDUM

To: Finance
From: Tracy Brainard
Date: February 20, 2018
Thru: Tammy Boggs, Senior Fiscal Services Manager,
Building and Development
Subject: Refund



Please process the following refund request:

Petitioner: St. John Missionary Baptist Church of Palmetto, Inc

PO Box 667

Palmetto, FL 34220-0667

Description: Customer check was over amount required

Reason for Request: Customers check was over the amount needed.

Receipt #	Fee ID	Account#	Amount
81000004315	OVRPLN	107.0000000.389901	\$ 1,250.00

Recommendation: Approved (X) Deny ()

Refund Total \$1250.00

Building & Development Services Department
1112 Manatee Avenue West
Bradenton, FL 34205
Phone number: (941) 748-4501

MEMORANDUM

To: Lacy Pritchard, Fiscal Analyst
From: Phyllis Strong, Development Services Section Manager
Date: January 29, 2018
Subject:



JAN 29 2018

The following individual has requested a refund from this department. I would appreciate processing of the request by your office.

PETITIONER:	St Johns Baptist Church P.O. Box 667 Palmetto, FL 34220
DESCRIPTION:	Refund of overage of fees paid
REASON FOR REQUEST:	Customer overpaid for the Final Site Plan
DATE RECEIPT ISSUED:	7/11/2017
RECEIPT/PERMIT #:	81000004315
REFUND ACCT #:	

RECOMMENDATION: Approve (x) Deny ()

REFUND AMOUNT DUE: \$1,250.00

Building and Development Services
Development Services/Zoning
1112 Manatee Avenue West, 4th FL Ste 408
Phone number: (941)749-3070

MANATEE COUNTY

3 ITEMS OF 4

MISC FEES RECEIPT

RECEIPT # : 81000004315

PRINT DATE : 01/26/2018

RECEIPT DATE : 07/11/2017

PRINT TIME : 10:41:07

OPERATOR : cstrong

COPY # : 1

RECEIVED BY : CAROLYN STRONG
REC'D. FROM : ST JOHN MISSIONARY

CASH DRAWER: 81

Notes: DTS# 20170341
ST JOHNS BAPTIST CHURCH FSP

FEE ID	DESCRIPTION	PAYMENT
FSP	FINAL SITE PLAN	4500.00
PZI	PLANNING, ZONING INSP.	460.00
NRFDSP	NORTH RIVER FIRE FSP	250.00
OVER/PLNG	CASH OVRAGE	1250.00
TOTAL		6460.00

METHOD OF PAYMENT	AMOUNT	REFERENCE NUMBER
CHECK/MONEY ORDER	6,460.00	2844
TOTAL RECEIPT :	6,460.00	

ST. JOHN MISSIONARY BAPTIST CHURCH OF

941-792-6161

2844

PALMETTO INC

PO BOX 667

PALMETTO FL 34220-0667

63-27631 FL
24360

DATE

7/9/17

PAY TO THE ORDER OF

Wynette Co. Planning Dept.

\$ 6460.00

DOLLARS



Bank of America



AC# R/T 063100277

FOR Site Plan

Sharon DeLeon
Stephanie J. Casley

⑈002844⑈ ⑆063100277⑆ 229043794183⑈

Building Department
 General Ledger In-house Purchases Report by Account
 For Receipt Date 07/11/2017

Date: 07/12/2017

Account Number: 1070000000329008 - FSPRA - BCC Site plan review fee

Permit	Receipt No	Date	Payment Type	Receipt Stat	Reg No	Source	Amt
Account Total:							\$4,925.00

Account Number: 1070000000329010 - CD - BCC Review plan fee

Permit	Receipt No	Date	Payment Type	Receipt Stat	Reg No	Source	Amt
	310024551	07/11/2017	CHECK/MONEY ORDER	Open	31	dfi	\$1,210.00
			CHECK/MONEY ORDER				\$1,210.00
Account Total:							\$1,210.00

Account Number: 1070000000329037 - PZI - BCC Permit-Private Zoning Inspects

Permit	Receipt No	Date	Payment Type	Receipt Stat	Reg No	Source	Amt
	310024551	07/11/2017	CHECK/MONEY ORDER	Open	31	dfi	\$460.00
	810004297	07/11/2017	CHECK/MONEY ORDER	Open	81	cst	\$350.00
	810004298	07/11/2017	CHECK/MONEY ORDER	Open	81	cst	\$350.00
	810004315	07/11/2017	CHECK/MONEY ORDER	Open	81	cst	\$460.00
	310024549	07/11/2017	DISCOVER	Open	31	dfi	\$350.00
			CHECK/MONEY ORDER				\$1,620.00
			DISCOVER				\$350.00
Account Total:							\$1,970.00

Account Number: 1070000000369002 - COPIES - BCC Maps and publication sales

Permit	Receipt No	Date	Payment Type	Receipt Stat	Reg No	Source	Amt
	810004312	07/11/2017	CHECK/MONEY ORDER	Open	81	cst	\$187.43
	810004300	07/11/2017	VISA	Open	81	cst	\$3.00
	810004300	07/11/2017	VISA	Open	81	cst	\$15.60
	810004300	07/11/2017	VISA	Open	81	cst	\$56.00
			CHECK/MONEY ORDER				\$187.43
			VISA				\$74.60
Account Total:							\$262.03

Account Number: 1070000000389901 - OVRPLN - BCC Cash over and short

Permit	Receipt No	Date	Payment Type	Receipt Stat	Reg No	Source	Amt
*	810004315	07/11/2017	CHECK/MONEY ORDER	Open	81	cst	\$1,250.00

Manatee County, BCC

GL Transaction Details (Long)

07/11/2017 to 07/11/2017

Primary Ref.	GL-PR.	FY	Post Date	PE ID				DR
JL JL Key JL Obj	JL-PR.	FY	Date2	Job Number	PeDB			CR
Transaction Description		CK	ID-No.	2nd Ref.		Misc		Units
Batch ID		JeACG	TrACG	Contract	Sb	Prep		Work Order No
107000000	- Unincorporated Services Fund							
389901	- Cash over and short							
BX170711	10	2017	07/11/2017	N/A..N/A				0.00
JL N/A..N/A 07/13/17	10	2017	07/11/2017	6518816	P			1,250.00
IH:07/11/17 - OVER/PLNG		AP		RC539940				0.00
BX170711					CR	BT		
*** Object Totals ***							DR	0.00
							CR	1,250.00
							Net	-1,250.00
*** EN Net ***		0.00		*** Object Totals with EN ***				-1,250.00