



Monthly Refund Report January 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.

January 2021 Monthly Refund Report

Department Name	Vendor Name	Fund	Amount	Description
Public Works (540)				
	ANNIE ZHAO	201	5,079.43	SEWER
	BENCIK LAJOS	201	259.37	WATER & SEWER
	BOB DAVALLOU	201	103.75	WATER & SEWER
	CHARLES ATCHISON	201	43.38	WATER & SEWER
	EASTHAVEN COMMUNITY ASSOC INC	201	1,539.14	WATER & SEWER
	GENE DYSON	201	4,569.84	WATER
	G FORCE RACING GEAR POSTELL ASSO REFUND	201	102.74	WATER
	HAROLD FOLEY	201	504.83	SEWER
	JESSICA L. THIGPEN	201	52.05	WATER & SEWER
	Jie Lin	201	904.45	SEWER
	JUN WU	201	316.61	WATER
	LAURA CLIFFORD	201	1,256.71	WATER & SEWER
	LINDA BILDERBACK	201	1,788.79	WATER & SEWER
	Margot Swann	201	1,142.45	SEWER
	NARENDRAN VELLAISAMY	201	140.25	WATER & SEWER
	NATALIE CROWLEY	201	802.70	SEWER
	PETER CLARK	201	117.35	SEWER
	TARA A. & TRENTON DRAPER	201	639.84	WATER
	THE ESTATE OF ALICE HYCHE	201	38.19	WATER
	THOMAS LUPTOWSKI	201	4,603.26	WATER
	VICTORIA COOKE	201	28.06	WATER
	SR HOMES	453	45,000.00	MAINTENANCE BOND RELEASE
Grand Total		22	69,033.19	



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