

BALDWIN COUNTY COMMISSION

POLICY #8.1		
Subject	Authority to Pay the Bills and Issue Checks	
Date Adopted	TBD	
Agenda Item	TBD	
Obsolete Versions	March 17, 2009	Minutes Page 11
	April 20, 2010	Minutes Page 8-9
	August 17, 2010	Minutes Page 9
	November 19, 2013	Agenda Item BE4
	October 17, 2017	Agenda Item BF1
	April 6, 2021	Agenda Item BM1

POLICY STATEMENT

This policy describes the way bills are to be paid and checks issued.

PROCEDURAL REQUIREMENT

Bills are approved by the procedures detailed in Finance & Accountings policy, "Processing Voucher Payments."

Standard Payment Procedures:

1. Finance and Accounting prepares an agenda item containing the bills to be paid at the next regularly scheduled County Commission meeting. Attached to this agenda are:
 - a) Listing of all the vendors or agencies to be paid over \$20,000.00.
 - b) Payments to be made by Vendor.
 - c) A detailed computer printout by fund.

2. Commissioners review the Vendor list for anyone with whom they have a “related interest” and pulls these from the agenda for a separate vote.
3. A motion and second is made to approve and pay the bills not pulled and a vote is taken on this motion.
4. A motion and second is made to approve and pay the remaining bills and a vote is taken on this motion with the Commissioner who has a “related interest” with a vendor, abstaining.

Interim Payment Procedures:

1. For the purpose of efficiency and effectiveness, the Commission recognized the need to make certain payments in-between regular Commission Meetings. The Commission allows the Clerk Treasurer to approve and pay bills under the Chairman’s signature for the following exceptions:
 - a) Sheriff payroll related vouchers
 - b) Commission payroll related vouchers
 - c) Commission credit card payments
 - d) Automobile delivery vouchers
 - e) Reoccurring utility bills
 - f) Payments required by law, contracts, or grant agreements
 - g) Other vouchers as deemed necessary by the Chairman
 - h) Election cost vouchers
 - i) Real Estate and Rights of Way Vouchers when they cannot be approved at a regular Commission meeting
 - j) Post office box rental fees
 - k) Land Redemptions
 - l) Solid Waste Refunds
 - m) Postage
 - n) Sales Tax Refunds
 - o) Highway/Solid Waste Permits
 - p) Baldwin County Emergency Rental Assistance Program
2. Finance and Accounting prepares a separate agenda item containing the Interim Payments to be ratified at the next regularly scheduled County Commission meeting. Attached to this agenda are:
 - a) Interim Payments made by Vendor.
 - b) A detailed computer printout by fund.

3. Commissioners review the Vendor list for anyone with whom they have a “related interest” and pulls these from the agenda for a separate vote.
4. A motion and second is made to ratify interim payments not pulled and a vote is taken on this motion.
5. A motion and second is made to ratify the remaining interim payments and a vote is taken on this motion with the Commissioner who has a “related interest” with a vendor, abstaining.
6. If any duly processed interim payment as identified by this policy is not ratified by the Commission, the payment is still deemed authorized under the authority established by Section 11-8-9 of the Code of Alabama.

FORMS/ATTACHMENTS/EXHIBITS

N/A

RELATED POLICIES

Policy #8.12 - Processing Voucher Payments