

BALDWIN COUNTY COMMISSION

POLICY #8.1		
Subject	Authority to Pay the Bills and Issue Checks	
Date Adopted	April 6, 2021	
Agenda Item	BM1	
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

POLICY STATEMENT

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

PROCEDURAL REQUIREMENT

~~In order to carry out this policy, the following steps must be taken:~~

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

- ~~1. Bills are approved by the procedures detailed in Finance & Accountings policy, "Processing Voucher Payments."~~

Standard Payment Procedures:

- ~~2.~~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:

- Listing of all the vendors or agencies to be paid over \$20,000.00.
- ~~A vendor summary sheet~~ Payments to be made by Vendor.

| c) A detailed computer printout by fund.

~~3.2.~~ Commissioners review the Vendor ~~Summary~~ list for anyone with whom they have a “related interest” and pulls these from the agenda for a separate vote.

~~4.3.~~ A motion and second is made to approve and pay the bills not pulled and a vote is taken on this motion.

~~5.4.~~ 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:

~~6.1.~~ The 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.
- ~~7. The Finance & Accounting Department will prepare an informational agenda for the next County Commission meeting. The Staff Recommendation will be to have the agenda and attachments made part of the minutes.~~

FORMS/ATTACHMENTS/EXHIBITS

N/A

RELATED POLICIES

Policy #8.12 - Processing Voucher Payments