



BALDWIN COUNTY COMMISSION

POLICY #8.1		
Subject	Authority to Pay the Bills and Issue Checks	
Date Adopted	TBD	
Agenda Item	TBD	
Obsolete Versions	October 17, 2017	Minutes Page 11 (BF1)
	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

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:

1. Bills are approved by the procedures detailed in Finance & Accountings policy, "Processing Voucher Payments."
2. Finance and Accounting prepares an agenda 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) A vendor summary sheet.
 - c) A detailed computer printout by fund.

3. 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. A motion and second is made to approve and pay the bills not pulled and a vote is taken on this motion.
5. 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.
6. The Commission allows the Clerk Treasurer to approve and pay bills 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
 - ~~o)p) Baldwin County Emergency Rental Assistance Program~~
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