COUNTY DEPARTMENT AGENDA REQUEST

Department:	Finance	Presenter(s):	Mary S. Holland
Meeting Date:	Thursday, March 25, 2010	Type of Request:	Consent

Wording for the Agenda:

Approval of staff's recommendation to revise authorization levels for routine recurring wire transfers as they are related to daily operations.

Background/History/Details:

The current approval process for payments over $5,000 requires the signature of the Chairman. Wire transactions are used on a routine basis as a means to settle debt payments, intergovernmental distributions, operational transactions, payroll, and internal transfers in a timely and efficient manner. Timing issues occur in the completion of the approval process for those transactions over $5,000. Since the majority of wire transfers are related to the daily operations of the County, staff is recommending a change to the current approval process as outlined in the attached memo. Wire transfers not related to daily operations, such as real estate transactions, and operations payments over $25,000 will continue to require the signature of the Chairman.

What action are you seeking from the Board of Commissioners?

Approval of the revised authorization levels for routine recurring wire transfers related to daily operations.

If this item requires funding, please describe:

Not Applicable.

Has this issue come before the Commissioners in the past?	No	If so, when?	
Do you need audio-visual for the presentation?	No	Back-up Material Submitted?	

STAFF USE ONLY

Approved by Finance	Yes	Reviewed by Legal	Yes
Approved by Purchasing	Not Applicable	Approved by County Clerk	Yes
Administrator's Approval	Yes		

Staff Notes:

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To: Jack Krakeel

From: Mary S. Holland

Date: December 1, 2009

Subject: Wire Transfers

In lieu of issuing a payable check, wire transfers are utilized as a means to make payment on certain type of transactions. There are five different types of routine transactions including debt payment, intergovernmental, operations, payroll, and transfers. In some cases, electronic payment is required by the vendor or agency. All of the transactions are on a recurring basis.

The approval process for accounts payable requires signatures by the Chairman and yourself for transactions over $5,000 and yourself for transactions $5,000 and below. This applies to paper checks and wire transfers. Checks are not mailed until the approval process is complete. This creates a timing issue for wire transfers to where wires are sent prior to completing the approval process. Staff is recommending the following changes be considered:

1. Debt Payments – semi-annual payment schedule would be submitted as a consent agenda item for Board approval. *Signatures of both the County Administrator and Finance Director would authorize payment by wire at time of submittal to vendor or agency.*
2. Intergovernmental – these are monthly distributions to the municipalities of SPLOST received from the State and sewage revenues collected on behalf of municipalities. *Signatures of both the County Administrator and Finance Director would authorize payment by wire of moneys collected for the municipalities.*
3. Operations – includes payment for postage meters, pcard transactions, workers' comp claims, and dental claims. *Amounts not to exceed $25,000. Signatures of both the County Administrator and Finance Director would authorize payment by wire at time of submittal to vendor or agency.*
4. Payroll – this is the most time sensitive process. Wires are transmitted to multiple agencies for the bi-weekly and monthly payrolls. Timing does not allow review outside of Finance prior to submitting electronic files. *Signature of either Finance Director or Asst Finance Director would authorize transmissions with signatures of both the County Administrator and Finance Director if applicable after file confirmations.*
5. Transfers – reimbursement to the County for Water System expenses and transfer of funds between operating, money market, and pool accounts as needed. *Signatures of both the Finance Director and Asst Finance Director would authorize transfers between accounts.*

Attached for your reference is a detailed listing of these wire transactions.