



**Bulloch County
Board of
Commissioners
Regular Meeting**

**2.07.2012
Estimated Time: 1 Hour & 45 Minutes
North Main Annex Community Room
Statesboro, Georgia
5:30 PM**

Meeting Function:	Board of Commissioners	Type of Meeting:	Regular Meeting
Meeting Chair:	Chairman, Garret Nevil (Presiding)	Recorder:	Business Office Manager, Molly Durden
Parliamentarian:	Chief Legal Counsel, Jeff Akins	Ex-Officio:	Tom Couch, County Manager; Harry Starling, Chief Financial Officer; Andy Welch, Development Services Director; Kirk Tatum, County Engineer; Mike Boyett & Therman Fail, Area Road Superintendents; Mike Rollins, Statesboro Bulloch County Parks and Recreation Director; and Randy Newman, Zoning Administrator.

General Agenda

ITEM	RESOURCE PERSON/FACILITATOR	TIME	REFER
Call to Order; Welcome Media and Visitors	Chairman Nevil	5:30 PM	
Invocation and Pledge of Allegiance	Commissioner Robert Rushing	5:32 PM	
Roll Call	County Manager Thomas Couch	5:33 PM	
Zoning Agenda and Public Hearings	Chairman & Zoning Administrator	5:34 PM	P/Z Pkg.
Approval of General Agenda	Chairman Nevil	6:30 PM	
Approval of Minutes – Regular Meeting held on January 17, 2012	Chairman Nevil	6:32 PM	Tab A
Public Comments	Audience	6:34 PM	
Consent Agenda	Chairman Nevil	6:45 PM	
Approval of an Alcoholic Beverage License	Clerk of the Board		Tab B
Approval of Fireworks Contract for Swing into Spring	Parks and Recreation		Tab C
Approval of Resolution Declaring as Unserviceable & Authorizing Sale of Equipment	Roads & Bridges/Legal		Tab D
Approval of Agreement for the Sale of Mowers & Tractors	Roads & Bridges/Legal		Tab E
Approval of Resolution Authorizing Acceptance of Cypress Hollow Court in Grand Cypress Subdivision	Roads and Bridges/Legal		Tab F
Approval of Resolution to Authorize Transfer of Vehicles	Legal		Tab G
Approval of Amendment to the Financial Policies	Administrative Services/Finance		Tab H
New Business		6:50 PM	
Discussion: Amend Schedule of Fees and Taxes for Occupational Taxes	Development Services		Tab I
Commission and Staff Comments	Chairman Nevil, et al.	7:00 PM	

Adjourn

Chairman

7:15 PM

Additional Information

Background information in Board packets

January 17, 2012
Statesboro, GA

Regular Meeting

The Board of Commissioners met at 8:30 a.m. in the Community Room of the North Main Annex. Chairman Nevil welcomed guests and called the meeting to order. Chairman Nevil gave the invocation and the pledge of allegiance.

Ms. Maggie Fitzgerald, Clerk of the Board, performed the roll call of the commissioners and staff. The following commissioners were present: Chairman Nevil, Vice Chairman Ethridge, Commissioner Mosley, Commissioner Simmons, Commissioner Rushing, Commissioner Thompson, and Commissioner Gibson. The following staff were present: County Manager Thomas Couch, Clerk of the Board Maggie Fitzgerald, County Attorney Jeff Akins, Development Services Director Andy Welch, Chief Financial Officer Harry Starling, Public Safety Director Ted Wynn, Area Road Superintendent Mike Boyett, Area Road Superintendent Therman Fail, and County Engineer Kirk Tatum.

After Roll Call, Chairman Nevil asked for amendments or modifications of the General Agenda. Hearing no amendments or modifications, Commissioner Ethridge offered a motion to approve the General Agenda as presented. Commissioner Mosley seconded the motion, and it carried unanimously.

The next item of business was the approval of the Minutes for the Regular Called Meeting held on January 3, 2012. Chairman Nevil called for corrections or modifications to the Minutes. Without hearing any corrections or modifications, Commissioner Gibson offered a motion to approve the minutes as presented. Commissioner Rushing seconded the motion, and it carried unanimously.

Next, Chairman Nevil asked for public comments from the audience at large or in writing. Clerk of the Board Maggie Fitzgerald and County Manager Thomas Couch both stated there were no formal requests or petitions received in writing. Hearing no comments from the public, Chairman Nevil moved forward to the next item on the Agenda.

Chairman Nevil stated that the next item on the Agenda was to approve the Consent Agenda as follows: (1) to dispense with the reading and adopt a resolution based

on the recommendation of the County Engineer to accept the dedication of and title to the streets in phase 1 of Stonebrook subdivision (see Exhibit #2012-4). Without discussion, Commissioner Simmons offered a motion to approve the Consent Agenda as presented. Commissioner Mosley seconded the motion, and it carried unanimously.

With no items of Old or Unfinished Business, Chairman Nevil stated that the first item of New Business was the discussion and/or action concerning the Staff recommendation to award the lowest and most responsible bid and the most favorable terms and conditions for the procurement of an allotment of motor graders. Chairman Nevil called on County Manager Thomas Couch to initiate the discussion regarding the matter, and Mr. Couch referred the matter to County Engineer Kirk Tatum. Mr. Tatum asked the Board to approve the purchase of the John Deere motor graders with financing from Flint Equipment Company, but allow some time for Chief Financial Officer Harry Starling to decide the best trade in option for the surplus of the existing motor graders. After further discussion, Commissioner Ethridge offered a motion to approve the lowest and most responsible bid and the most favorable terms and conditions for the procurement of an allotment of motor graders (See Exhibit #2012-5). Commissioner Rushing seconded the motion, and it carried unanimously.

Chairman Nevil stated that the second item of New Business was the discussion regarding a briefing by the County Manager on pending issues. Chairman Nevil called on County Manager Thomas Couch to initiate the discussion regarding the matter, and Mr. Couch discussed the final draft amendments to the County's financial policies, amending tax and fee rates for Occupational Tax Certificates, North Main Annex renovations, and scheduling a workshop for Tuesday, February 14, 2012. Commissioner Thompson stated that Department Heads should plan on attending the workshop. After further discussion, Chairman Nevil stated that the next item on the Agenda was Commissioner and Staff Comments. No action was taken regarding this matter.

With no further items of New Business, Chairman Nevil asked each Commissioner to take thirty seconds for any general comments or statements, beginning with Commissioner Ethridge and then proceeding down the bench accordingly. Commissioner Ethridge thanked the Staff, and especially the Roads Department for all of their hard work. Commissioner Mosley and County Engineer Kirk Tatum discussed the

petition for paving Buoy Road. Commissioner Thompson stated that he looks forward to the upcoming workshop, and hopes it gives the Commissioners and Staff an opportunity to answer questions and solve problems. Commissioner Gibson introduced Sheli Siebert, ACCG's Civic Affairs Foundation Director, and also discussed with Mr. Tatum the petition to pave Rough Rider Road.

After further discussion, Chairman Nevil asked for comments from the Staff, and County Manager Thomas Couch introduced Mr. Wayne Wright and Mr. Chris Miller from CH2MHill, and stated that they have been working on the County's revenue audit.

Chairman Nevil asked if there were any further comments from the Commission or Staff. Hearing no comments from the Board or Staff, Chairman Nevil asked for a motion to adjourn. Commissioner Mosley offered a motion to adjourn the meeting. Commissioner Simmons seconded the motion, and it carried unanimously.

J. Garrett Nevil, Chairman

Attest: Maggie Fitzgerald, Clerk of the Board

**BULLOCH COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM SUMMARY**

DEPARTMENT MAKING REQUEST:	MEETING DATE: 02.07.2012		
Public Safety: Sheriff, Administration: County Clerk	RESOLUTION ATTACHED?	YES	
		NO	x

REQUESTED MOTION OR ITEM TITLE:

To grant an alcoholic beverage license for package retail beer and wine sales to Vatsal and Bindiya Pithwa of Maruti Food & Gas, LLC., doing business as 301 Food & Gas, and is located at 17899 US Highway 301 North, Statesboro, Georgia.

SUMMARY/BACKGROUND ATTACH DETAILED SUMMARY, IF NEEDED:

There is no apparent reason to deny the application. Approval is recommended. Application is attached. Criminal history is attached.

AGENDA CATEGORY (CHECK ONE)		FINANCIAL IMPACT STATEMENT				
PRESENTATION		BUDGETED ITEM?	YES	N	AMENDMENT REQUIRED?	YES
			NO			NO
PUBLIC HEARING		ATTACH DETAILED ANALYSIS, IF NEEDED:				
CONSENT	x					
NEW BUSINESS						
OLD BUSINESS						
OTHER						

APPROVED FOR AGENDA											
DEPARTMENT DIRECTOR		PURCHASING OFFICER		OTHER		COUNTY CLERK		COUNTY STAFF ATTORNEY		COUNTY MANAGER	
YES		YES		YES		YES	<input checked="" type="checkbox"/>	YES		YES	<input checked="" type="checkbox"/>
NO		NO		NO		NO		NO		NO	
INITIAL		INITIAL		INITIAL		INITIAL	<i>Ang</i>	INITIAL		INITIAL	<i>u</i>
DATE		DATE		DATE		DATE	1.31.12	DATE		DATE	1.31.12

COMMISSION ACTION AND REFERRAL (Box 9)	
APPROVED	DATE TO BE RETURNED TO AGENDA
DENIED	
DEFERRED	NOTES
OTHER	

Office of the Sheriff

SHERIFF
LYNN M. ANDERSON



17257 HWY 301 NORTH
STATESBORO, GA 30458
(912) 764-8888
FAX (912) 764-2917

The following information is furnished to the Bulloch County Board of Commissioners, in regards to an application for a beer and Wine License. This information is furnished by the Bulloch County Sheriff's Department for the purpose of the Board in their decision on the issuance of a license.

NAME: ^① VATSAL Pithwa & ^② Bindiya Pithwa

BUSINESS: 301 Food & GAS

LOCATION: 17899 Hwy 301 N
STATESBORO, GA

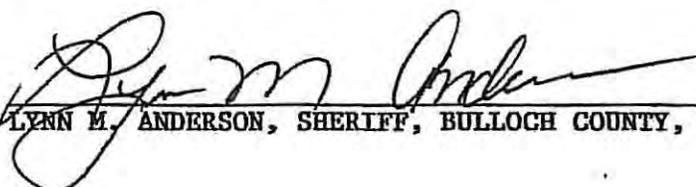
CRIMINAL HISTORY: 1-OK

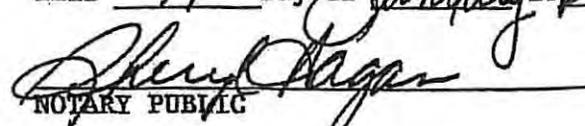
2-OK

RESIDENCY: 1-OK

1-OK

This information is furnished to the Bulloch County Board of Commissioners for their information only at their request.


LYNN M. ANDERSON, SHERIFF, BULLOCH COUNTY, GA.

This 17 Day of January 2012

NOTARY PUBLIC

"The sheriff shall keep and preserve the peace of his county."

Licensed

**BULLOCH COUNTY, GEORGIA
APPLICATION FOR ALCOHOLIC BEVERAGE LICENSE**

YOU MUST COMPLETE APPLICATION IN ITS ENTIRETY

DATE OF APPLICATION 12/20/2011 NEW RENEWAL _____

Type of Business to be operated:

<input checked="" type="checkbox"/> Retail beer and wine packaged only	\$1,500.00
<input type="checkbox"/> Retail beer and wine by the drink (pouring license)	\$1,500.00
<input type="checkbox"/> Retail liquor by the drink (pouring license)	\$3,000.00
<input type="checkbox"/> Pouring license (beer, wine, and liquor)	\$4,500.00
<input type="checkbox"/> Wholesale license	\$1,200.00
<input type="checkbox"/> Farm Winery	\$2,250.00
<input type="checkbox"/> Catering License (off premise)	\$ 500.00
<input type="checkbox"/> Application Fee (<u>due upon returning application</u>)	\$ 250.00
<input type="checkbox"/> Event Permit	\$ 50.00
<input type="checkbox"/> License Transfers	\$ 250.00
<input type="checkbox"/> Temporary Permit (all forms)	\$ 250.00
 Total license fee (include the application fee)	 \$ <u>1,500.00</u>

pd
\$250.00
12/22/11
~~250.00~~
~~250.00~~

***Late Penalty ***

All renewal applications received after November 1 and before January 1 - 25% of license fee

All renewal applications received after January 1 - 50% of license fee

Applicant's full name Vatsal Pithwa

Name of business Maruti Food & Gas, LLC DBA 301 Food & Gas

Location of business 17899 Highway 301 North, Statesboro, GA 30461-7480

Type of business organization (Corporation, limited liability company, partnership, etc.)
Limited Liability Company

Business mailing address 9046 Whispering Pines Blvd, Statesboro, GA 30458 Phone 478-396-8894

Applicant's home address 9046 Whispering Pines Blvd, Statesboro, GA 30458 Phone 478-396-8894

Applicant's age 30 Date of birth Social Security #

Are you a resident U.S. Citizen?

YES NO _____

Are you a resident of Bulloch County?

YES NO

If "No", then you must designate a resident of Bulloch County who shall be responsible for any matter relating to the license (ie., a "designee"). If you are appointing a designee, provide the following information:

Designee's Name & Home Address _____

Designee's Home Phone _____ Designee's Age _____

Designee's Date of Birth _____ Designee's SS# _____

Are you the owner of the business?

YES NO

If "Yes", attach documentation demonstrating your ownership of the business, such as an Operating Agreement, Partnership Agreement, or Shareholder's Agreement.

If "No", what is your title or interest in the business? _____

List all partners, shareholders, members, or managers of the business below:

Vatsal Pithwa _____

Bindiya Pithwa _____

Attach a copy of your business's Certificate of Existence from the Secretary of State's office.

BE ADVISED THAT ANY PARTNER, SHAREHOLDER, MEMBER OR MANAGER LISTED ABOVE MUST COMPLETE A SEPARATE APPLICATION AND CONSENT FORM FOR A BACKGROUND CHECK AND IT IS YOUR RESPONSIBILITY TO ENSURE THIS IS DONE.

Has the applicant or designee been convicted of any crime(s) in the past 5 years?

YES _____ NO

If "Yes", attach a detailed explanation to this application, and be sure to provide the date, jurisdiction, offense, and circumstances of the arrest/conviction.

Has the applicant or designee EVER been denied an alcoholic beverage license?

YES _____ NO

If "Yes", attach a detailed explanation to this application, and be sure to provide the date, County or City, and circumstances of the denial.

Has the applicant or designee EVER had an alcoholic beverage license suspended or revoked?
YES _____ NO X _____

If "Yes", attach a detailed explanation to this application, and be sure to provide the date, County or City, and circumstances of the suspension or revocation.

Approved _____ Rejected _____

This _____ day of _____, 20__.

Bulloch County Board of Commissioners

By: _____
J. Garrett Nevil, Chairman

Attest: _____
Maggie R. Fitzgerald, Clerk

Tuesday, January 17, 2012

Page 1

Response Key: .BUSX-

0583572 GA-CCH 20120117 14:33:01 20120117 14:33:00 201503836B
IR.GASIR0000.GA0160001.

GEORGIA CRIMINAL HISTORY NAME AND IDENTIFIER SEARCH

REQUESTED BY:

DATE: 20120117 PUR: E ATTN: NEVILS/KCM

ARN: ALR MARUTI FOODS

RESPONSE DATE: 20120117

QUERY REQUESTED ON:

NAM/PITHWA, VATSAL

DOB/ [REDACTED]

SEX/M

RAC/A

SOC/ [REDACTED]

NO RECORD FOUND

END OF RECORD

U*

Partner

**BULLOCH COUNTY, GEORGIA
APPLICATION FOR ALCOHOLIC BEVERAGE LICENSE**

YOU MUST COMPLETE APPLICATION IN ITS ENTIRETY

DATE OF APPLICATION 12/20/2011 NEW RENEWAL _____

Type of Business to be operated:

- Retail beer and wine packaged only \$1,500.00
- _____ Retail beer and wine by the drink (pouring license) \$1,500.00
- _____ Retail liquor by the drink (pouring license) \$3,000.00
- _____ Pouring license (beer, wine, and liquor) \$4,500.00
- _____ Wholesale license \$1,200.00
- _____ Farm Winery \$2,250.00
- _____ Catering License (off premise) \$ 500.00
- _____ Application Fee (due upon returning application) \$ 250.00
- _____ Event Permit \$ 50.00
- _____ License Transfers \$ 250.00
- _____ Temporary Permit (all forms) \$ 250.00

- Total license fee (include the application fee) \$ 1,500.00

***Late Penalty ***

All renewal applications received after November 1 and before January 1 - 25% of license fee

All renewal applications received after January 1 - 50% of license fee

Applicant's full name Bindiya Pithwa

Name of business Maruti Food & Gas, LLC DBA 301 Food & Gas

Location of business 17899 Highway 301 North, Statesboro, GA 30461-7480

Type of business organization (Corporation, limited liability company, partnership, etc.)
Limited Liability Company

Business mailing address 9046 Whispering Pines Blvd, Statesboro, GA 30458 Phone 478-396-8894

Applicant's home address 9046 Whispering Pines Blvd, Statesboro, GA 30458 Phone 478-396-8894

Applicant's age 28 Date of birth Social Security #

Are you a resident U.S. Citizen?

YES NO _____

Are you a resident of Bulloch County?

YES NO

If "No", then you must designate a resident of Bulloch County who shall be responsible for any matter relating to the license (ie., a "designee"). If you are appointing a designee, provide the following information:

Designee's Name & Home Address _____

Designee's Home Phone _____ Designee's Age _____

Designee's Date of Birth _____ Designee's SS# _____

Are you the owner of the business?

YES NO

If "Yes", attach documentation demonstrating your ownership of the business, such as an Operating Agreement, Partnership Agreement, or Shareholder's Agreement.

If "No", what is your title or interest in the business? _____

List all partners, shareholders, members, or managers of the business below:

Vatsal Pithwa	_____	_____
Bindiya Pithwa	_____	_____
_____	_____	_____
_____	_____	_____

Attach a copy of your business's Certificate of Existence from the Secretary of State's office.

BE ADVISED THAT ANY PARTNER, SHAREHOLDER, MEMBER OR MANAGER LISTED ABOVE MUST COMPLETE A SEPARATE APPLICATION AND CONSENT FORM FOR A BACKGROUND CHECK AND IT IS YOUR RESPONSIBILITY TO ENSURE THIS IS DONE.

Has the applicant or designee been convicted of any crime(s) in the past 5 years?

YES NO

If "Yes", attach a detailed explanation to this application, and be sure to provide the date, jurisdiction, offense, and circumstances of the arrest/conviction.

Has the applicant or designee EVER been denied an alcoholic beverage license?

YES NO

If "Yes", attach a detailed explanation to this application, and be sure to provide the date, County or City, and circumstances of the denial.

Has the applicant or designee EVER had an alcoholic beverage license suspended or revoked?

YES _____ NO X _____

If "Yes", attach a detailed explanation to this application, and be sure to provide the date, County or City, and circumstances of the suspension or revocation.

Approved _____ Rejected _____

This _____ day of _____, 20__.

Bulloch County Board of Commissioners

By: _____
J. Garrett Nevil, Chairman

Attest: _____
Maggie R. Fitzgerald, Clerk

Tuesday, January 17, 2012

Page 1

Response Key: .BUSX-

0583570 GA-CCH 20120117 14:32:21 20120117 14:32:20 201503836A
IR.GASIR0000.GA0160001.

GEORGIA CRIMINAL HISTORY NAME AND IDENTIFIER SEARCH

REQUESTED BY:
DATE: 20120117 PUR: E ATTN: NEVILS/KCM
ARN: ALR MARUTI FOODS
RESPONSE DATE: 20120117

QUERY REQUESTED ON:
NAM/PITHWA, BINDIYA
DOB/[REDACTED]
SEX/F
RAC/A
SOC/[REDACTED]

NO RECORD FOUND

END OF RECORD

U^a

**BULLOCH COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM SUMMARY**

DEPARTMENT MAKING REQUEST (Box 1) Parks and Recreation	MEETING DATE (Box 2) February 7, 2012		
	RESOLUTION ATTACHED? (Box 3)	YES	
		NO	

REQUESTED MOTION OR ITEM TITLE (Box 4)

The use of the company Pyro Shows for fireworks for the Swing into Spring Celebration, March 23, 2012

SUMMARY/BACKGROUND ATTACH DETAILED SUMMARY, IF NEEDED (Box 5)

AGENDA CATEGORY (CHECK ONE) (Box 6)		FINANCIAL IMPACT STATEMENT (Box 7)				
PRESENTATION (6a)		BUDGETED ITEM? (7a)	YES	X	AMENDMENT REQUIRED? (7b)	YES
			NO			NO
PUBLIC HEARING (6b)		ATTACH DETAILED ANALYSIS, IF NEEDED (7c)				
CONSENT (6c)	X	\$7,000.00 Expenditure amount in Special Activities operational budget (line item Contract Services). Revenues provided through event sponsorships.				
NEW BUSINESS (6d)		Account # 110-61910-52.3855				
OLD BUSINESS (6e)						
OTHER (6f)						

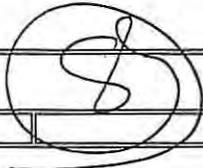
APPROVED FOR AGENDA (Box 8)

DEPARTMENT DIRECTOR		PURCHASING OFFICER		OTHER		COUNTY CLERK		COUNTY STAFF ATTORNEY		COUNTY MANAGER	
YES	✓	YES		YES		YES	✓	YES		YES	✓
NO		NO		NO		NO		NO		NO	
INITIAL	Ma	INITIAL		INITIAL		INITIAL	MD	INITIAL		INITIAL	ue
DATE	1/24/2012	DATE		DATE		DATE	1.31.12	DATE		DATE	1/31/12

COMMISSION ACTION AND REFERRAL (Box 9)

APPROVED		DATE TO BE RETURNED TO AGENDA
DENIED		
DEFERRED		
OTHER		
		NOTES

**SOLE SOURCE JUSTIFICATION FORM
BULLOCH COUNTY PURCHASING OFFICE**



DATE	January 23, 2012	REQUISITION NO.	
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DEPARTMENT INFORMATION

Department	Parks and Recreation	Department Head	Mike Rollins
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VENDOR INFORMATION

Vendor Name	Pyro Shows
Street Address	701 West Central Ave. Suite 2
City	LaFollette
State and Zip Code	Tenn 37766
Phone Number	800-662-1331
Fax Number	423 - 562-9171
E-mail or Web Site Address	www.pyroshowsusa.com

Please specifically justify why the items or services to be approved for sole source treatment:

Over the years we have found that no one company offers the same fireworks product, service or choreography. The makes the bid process for a fireworks show obsolete based on the inability to develop specifications on product. Based on their prior excellent service to our events (Swing Into Spring and 4th Celebration for 2005, 2006, 2007, 2008, 2009, 2010, 2011) we recommend the use of Pyro Shows for Swing Into Spring 2012.

CHECK	SOLE SOURCE CONSIDERATIONS
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X	Exclusive Rights: Item is proprietary under patent or copyright; or possesses a unique function or capability held by single vendor possessing capabilities critical for use (if item is proprietary but available from more than one source, competitive proposals are required).
	Replacement Parts, Equipment or Accessories: Needed for repair of existing equipment where compatibility is essential for integrity of results and there are no other dealers or distributors.
X	Technical Service: Service provided is of a highly specialized or scientific nature where proposed vendor is the only resource available or within the geographic area.
	Continuation of Prior Work: Additional item, service or work required, but not known to have been needed when the original order was placed with vendor
	Other: Otherwise, due to special scientific, technological, or extraordinary specifications and circumstances, the goods or services is available from only one vendor.

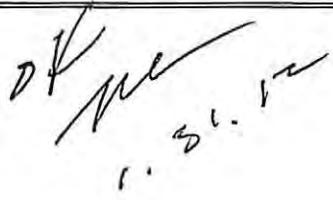
ATTACH THE FIRM PRICE QUOTATION AND PURCHASE REQUISITION FORM FROM THE SOLE SOURCE VENDOR. QUOTED PRICES SHALL BE FIRM FOR 30 DAYS AND SHALL BE DELEIVERED FOB: BULLOCH COUNTY.

I hereby declare that the information provided herein to be true and accurate to the best of my knowledge and I understand that false or misleading information may be a violation of County Purchasing Policies.



Signature of Requestor

IF THE PURCHASE IS \$10,000.00 OR MORE, APPROVAL IS REQUIRED BY THE BOARD OF COMMISSIONERS


1.31.12

**PYRO SHOWS
P.O. BOX 1776
LAFOLLETTE, TN 37766**

Contract Agreement

This Agreement, made this 2nd Day of November, 2011, by and between **PYRO SHOWS, Inc.**, a Tennessee Corporation, whose address is 701 W. Central Avenue, Suite 2, LaFollette, Tennessee 37766, and hereinafter referred to as **PYRO SHOWS** and **STATESBORO-BULLOCH PARKS & RECREATION**, with its principle place of business located at One Max Lockwood Drive, Statesboro, in the State of Georgia hereinafter referred to as "Customer."

WITNESSETH

In consideration of the mutual promises and undertakings set forth herein, receipt of said consideration being acknowledged, the parties hereby agree as follows:

I. FIREWORKS DISPLAY: **PYRO SHOWS** agrees to furnish to customer a firework display (hereinafter "SHOW") pursuant to our custom proposal #12GÁ3-23CUST7000-0002 dated this 2nd Day of November, 2011. The show will be given on the 23rd Day of March, unless **PYRO SHOWS** shall determine that weather conditions prohibit **PYRO SHOWS** from proceedings with the Show; in which case, **PYRO SHOWS** agrees to present the Show on a mutually agreed future date. In the event that weather conditions as determined by **PYRO SHOWS** do not allow the Show to proceed on this scheduled date, Customer shall remit the actual additional expenses **Pyro Shows** may incur in presenting the show on subsequent occasion; in no event shall these additional expenses be less than ten percent (10%) of the contract price for the Show.

II. CANCELLATION: Should Customer elect to cancel the Show for any reason, Customer must provide **PYRO SHOWS** with a thirty (30) days' written notice by certified mail, return receipt, to **PYRO SHOWS'** address as set forth above. Customer agrees that **PYRO SHOWS** shall incur substantial expense in preparation for the Show and, accordingly, agrees to pay **PYRO SHOWS** thirty percent (30%) of the total contracts price for the show as liquidated damages for cancellation of the Show and if the Customer does not provide **PYRO SHOWS** with notice as set forth herein, Customer shall pay **PYRO SHOWS** the entire contract price for the Show as liquidated damages.

III. SECURITY AREA: Customer agrees to furnish sufficient space for **PYRO SHOWS** to properly conduct the Show as determined by NFPA 1123-2010 (hereinafter "Security Area"). Customer agrees to provide adequate security protection to preclude persons unauthorized by **PYRO SHOWS** from entering the Security Area. For the purposes of the Agreement, "Unauthorized Persons" shall mean anyone other than the employees of **PYRO SHOWS** or persons specifically designated in writing by the sponsor, and submitted and approved, to **PYRO SHOWS** prior to the event. Cleanup and policing of Security Area are the responsibility of Customer.

IV. INDEMNIFICATION AND HOLD HARMLESS: Customer agrees to hold **PYRO SHOWS** harmless from any damages caused to Customer which result as a consequence of Unauthorized persons entering the Security Area. Furthermore, Customer agrees to defend and indemnify **PYRO SHOWS** from any and all claims brought against **PYRO SHOWS** for damages caused wholly or in part by Unauthorized Person who have entered the Security Area.

V. AMENDMENT & ASSIGNMENT: This agreement is deemed personal and confidential to Customer, his heirs, executors and administrators only, and may not be sold, assigned, amended, or transferred without the prior written consent of **PYRO SHOWS**.

VI. COMPLIANCE WITH THE LAWS AND REGULATIONS: Promptly upon the execution of this Agreement, Customer shall apply for the approval hereof to any agency, officer or authority of any government if such approval is required by any applicable law, ordinance, code or regulation. Customer agrees to indemnify and hold harmless **PYRO SHOWS** from against all claims, suits, causes of action, demands, penalties, losses or damages which may arise or accrue because of the failure or neglect of customer to obtain such approval. This Agreement is made expressly subject to and Customer expressly agrees to comply with and abide by all applicable laws, ordinances, codes and regulations insofar as the same may be applicable to the terms and conditions of this Agreement, including all rules and regulations now existing or that may be promulgated under and in accordance with any such law or laws.

VII. PERMITS AND LICENSES: Customer shall obtain and maintain, at its own expense, all necessary permits and licenses to enable **PYRO SHOWS** to perform fully hereunder unless otherwise forbidden by any other applicable statute, rule or otherwise. It is hereby stipulated that this Agreement is to be construed and governed by the laws of the State of Tennessee, and any suit involving this contract shall be brought in the Courts of Campbell County in the State of Tennessee, and the Customer hereby submits itself to the jurisdiction of said Courts and waives its rights to proceed against **PYRO SHOWS** in and other actions, in any other jurisdiction.

VIII. LATE PAYMENT: PYRO SHOWS shall charge, and Customer agrees to pay, one and one half percent (1 1/2%) per month late payment fee for each month until PYRO SHOWS is paid the amount set forth in Paragraph XIII herein. The stated late payment fee shall begin to run from the applicable date(s) established in the Proposal, unless this provision is prohibited by law.

IX. MUTUAL CANCELLATION: In the event of fire, accidents, strikes, delay, flood, acts of God, or causes beyond the control of PYRO SHOWS, which preclude PYRO SHOWS from presenting the Show, the parties hereto release each other from any and all performance of the covenants herein and from damages resulting from breach hereof, except that Customer agrees to assume the risk of damages to exhibits which must be placed in position and exposed a necessary time before the scheduled commencement of the Show.

X. ADVERTISEMENT AND PROMOTIONS: Customer agrees to state that fireworks display is being provided by Pyro Shows in all advertisements and promotions. Furthermore, Customer agrees to allow Pyro Shows to use sponsors name in Pyro Shows list of clients and any Pyro Shows advertisements and promotions.

XI. COMPLAINTS: In the event that Customer has a complaint concerning the Show, or any material or product used in or pursuant to the Show, or of the conduct of the Show by PYRO SHOWS, or any act or omission of PYRO SHOWS or its agents, either directly or indirectly, without limitation, Customer shall make complaint known to PYRO SHOWS in writing by certified mail to PYRO SHOWS' address as set forth above, within ten (10) days after the date of the Show. In the event that Customer fails to register any complaint in the time and in the manner specified, Customer agrees that it shall not claim such complaint as cause for an offset or withhold any payment due to PYRO SHOWS hereunder on account of or because of such complaint or any matter arising from, relating to or a consequence of the complaint.

Furthermore, Customer agrees that should PYRO SHOWS have to collect any amount due PYRO SHOWS hereunder which Customer claims as an offset or which is withheld by Customer on account of, or because of, a complaint not registered with PYRO SHOWS in the time and in the manner specified herein, by law or through an Attorney-at-Law, PYRO SHOWS shall be entitled to collect attorneys' fees in the amount of 15% of the amount owing PYRO SHOWS or the maximum amount allowed by law, whichever is greater, along with all cost of collection.

XII. WORKER'S COMPENSATION/EMPLOYEES: PYRO SHOWS shall provide Worker's Compensation insurance for its employees only.

XIII. PAYMENT TERMS: Customer shall pay PYRO SHOWS \$7,000.00 plus all applicable taxes according to the terms and conditions set forth in the attached Proposal for presenting the Show. Customer shall submit a 50% deposit upon return of signed contract. Balance due day of the show.

XIV. TAXES: Customer shall be responsible for all applicable sales taxes.

IMPORTANT: Checks must be payable to PYRO SHOWS, INC.

All the terms and conditions set forth on any addendum attached to this Agreement are made part of this Agreement and incorporated by reference herein.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year first above written.

PYRO SHOWS, INC.

BY: _____

Michael E. Walden, Vice President of Operations

Date

11/02/11

CUSTOMER

BY: _____

Date _____

WARRANTY EXCLUSIONS

EXCEPT AS SPECIFICALLY PROVIDED HEREIN, THERE ARE NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

No representation of affirmation of fact including but not limited to statement regarding capacity, suitability for use, or performance of equipment or products shall be, or be deemed to be, a warranty by PYRO SHOWS for any purpose, nor give rise to any liability or obligation of PYRO SHOWS whatsoever.

IN NO EVENT SHALL PYRO SHOWS BE LIABLE FOR ANY LOSS OF PROFITS OR OTHER ECONOMIC LOSS, INDIRECT, SPECIAL, CONSEQUENTIAL OR OTHER SIMILAR DAMAGES ARISING OUT OF ANY CLAIMED BREACH OF OBLIGATIONS HEREUNDER.

ADDENDUM
(if applicable)



P.O. Box 1776
 701 West Central Avenue
 LaFollette, TN 37766
 (800) 662-1331
 Fax (423) 562-9171
 www.pyroshows.com

- ABC Sports
Monday Night Football
- Silver Jubilee Celebration
Abu Dhabi, UAE
- University of Tennessee
Football Fireworks
- Boomsday Festival
Knoxville, TN
- Harborfest
Norfolk, VA
- SunFest
West Palm Beach, FL
- New Year's Eve
San Diego, CA
- Rivercade Days
Sioux City, IA
- Alan Jackson
"Chattahoochee"
- Dollywood
Pigeon Forge, TN
- Tennessee Titans
Nashville, TN
- Toyota Sky Blast
Tampa, FL
- Lighted Boat Parade
Jacksonville, FL
- Fourth of July
Fort Bragg, NC
- Bristol Motor Speedway
Bristol, TN
- Millennium Celebration
Fort Wayne, IN
- International Fireworks
Competition
San Sebastian, Spain
- Charlie Daniels
"America"
- Lennox Square
Atlanta, GA
- Superbowl XXXIX
Jacksonville, FL
- Fourth of July
Washington Monument
Washington, D.C.
- International Fireworks
Competition
Stockholm, Sweden
- USS North Carolina
Wilmington, NC
- Gator Bowl
Jacksonville, FL
- Dover International
Speedway
Dover, DE
- South Carolina Aquarium
Charleston, SC
- WBT Sky Show
Charlotte, NC
- Riverbend Festival
Chattanooga, TN
- North American
Fireworks Competition
Virginia Beach, VA

November 2, 2011

Statesboro-Bulloch Parks & Recreation
 Shelly Salter
 One Max Lockwood Drive
 Statesboro, GA 30459
 Phone: 912-489-9087

Re: Proposal for Fireworks Display

Dear Shelly:

Pyro Shows is pleased to enclose a proposal for your outdoor fireworks display on March 23, 2012 and on July 4, 2011.

The Pyro Shows proposals include all fireworks, labor, delivery, and permits. Our proposals include \$5,000,000.00 comprehensive general liability insurance that names you as an additional insured at no additional charge to you. All of our vehicles are covered by \$5,000,000.00 automobile insurance, and our technicians are covered by workers compensation.

After you have had a chance to look over the enclosed information, please call our office with any questions you may have. We look forward to hearing from you.

Sincerely:

Michael E. Walden

MEW/dw

Susp: 11/9; 11/16; 11/23



**BULLOCH COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM SUMMARY**

DEPARTMENT MAKING REQUEST (Box 1) Roads & Bridges/ Legal Department	MEETING DATE (Box 2) February 7, 2012		
	RESOLUTION ATTACHED? (Box 3)	YES	X
		NO	

REQUESTED MOTION OR ITEM TITLE (Box 4)

Resolution Declaring as Unserviceable and Authorizing Sale of Equipment

The attached resolution declares as unserviceable (i.e., surplus) and authorizes the sale of certain equipment in the Roads & Bridges Department. Approval is recommended.

AGENDA CATEGORY (CHECK ONE) (Box 6)		FINANCIAL IMPACT STATEMENT (Box 7)					
PRESENTATION (6a)		BUDGETED ITEM? (7a)	YES		AMENDMENT REQUIRED? (7b)	YES	
			NO			NO	X
PUBLIC HEARING (6b)		ATTACH DETAILED ANALYSIS, IF NEEDED (7c)					
CONSENT (6c)	X						
NEW BUSINESS (6d)							
OLD BUSINESS (6e)							
OTHER (6f)							

APPROVED FOR AGENDA (Box 8)											
DEPARTMENT DIRECTOR		PURCHASING OFFICER		OTHER		COUNTY CLERK		COUNTY STAFF ATTORNEY		COUNTY MANAGER	
YES	X	YES		YES		YES	✓	YES		YES	
NO		NO		NO		NO		NO		NO	
INITIAL		INITIAL		INITIAL		INITIAL <i>QJ</i>		INITIAL		INITIAL	
DATE 04/26/05		DATE		DATE		DATE 1/31/12		DATE		DATE	

COMMISSION ACTION AND REFERRAL (Box 9)	
APPROVED	DATE TO BE RETURNED TO AGENDA
DENIED	
DEFERRED	NOTES
OTHER	

State of Georgia
County of Bulloch

THE BULLOCH COUNTY BOARD OF COMMISSIONERS

RESOLUTION # 2012 - _____

WHEREAS, Bulloch County owns and holds good title to the vehicles, equipment, and other personal property listed in Exhibit "A" attached hereto (hereinafter collectively referred to as "the property"); and

WHEREAS, the Bulloch County Board of Commissioners finds that the property listed in Exhibit "A" attached hereto cannot be beneficially or advantageously used by the County under all circumstances;

NOW THEREFORE, BE IT RESOLVED by the Bulloch County Board of Commissioners that the property listed in Exhibit "A" attached hereto is hereby declared to be unserviceable property and the County Manager or his designee is hereby authorized to sell said property for the most advantageous price obtainable.

SO BE IT RESOLVED this 7th day of February, 2012.

**BOARD OF COMMISSIONERS OF
BULLOCH COUNTY, GEORGIA**

By: _____
J. Garrett Nevil, Chairman

Attest: _____
Maggie Fitzgerald, Clerk

EXHIBIT "A"

CAT 140H Motor Grader, S/N CCA03232 (2007 YR)

CAT 12H Motor Grader, S/N AMZ01191 (2007 YR)

CAT 12H Motor Grader, S/N AMZ01163 (2006 YR)

CAT 12H Motor Grader, S/N AMZ01162 (2006 YR)

John Deere 770CH Motor Grader, S/N 579697 (01 YR)

John Deere 6230 Farm Tractor, S/N B620039 (09 YR)

John Deere 6230 Farm Tractor, S/N L06230B620132 (09 YR)

John Deere 6230 Farm Tractor, S/N L06230B620399 (09 YR)

John Deere 6230 Farm Tractor, S/N L06230B61973 (09 YR)

Woods BB7200X Heavy Duty Mower, S/N 1140319 (YR)

Woods BB7200X Heavy Duty Mower, S/N 1140315 (YR)

Woods BB7200X Heavy Duty Mower, S/N 1140318 (YR)

Woods BB7200X Heavy Duty Mower, S/N 1140314 (YR)

Woods BB7200X Heavy Duty Mower, S/N 1140316 (YR)

**BULLOCH COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM SUMMARY**

DEPARTMENT MAKING REQUEST (Box 1) Roads & Bridges/ Legal Department	MEETING DATE (Box 2) February 7, 2012		
	RESOLUTION ATTACHED? (Box 3)	YES	
		NO	X

REQUESTED MOTION OR ITEM TITLE (Box 4)

Approval of Agreement with J.M. Wood Auction Company, Inc. for Sale of Tractors and Mowers

The attached agreement with J.M. Wood Auction Company, Inc. (the "Company") authorizes the Company to sell at auction four John Deere tractors and five Woods mowers, which were declared surplus by a resolution adopted at this same meeting. The agreement guarantees that Bulloch County will receive a minimum cash amount of \$100,000 less 8% commission (net of \$92,000). Approval is recommended.

AGENDA CATEGORY (CHECK ONE) (Box 6)		FINANCIAL IMPACT STATEMENT (Box 7)					
PRESENTATION (6a)		BUDGETED ITEM? (7a)	YES		AMENDMENT REQUIRED? (7b)	YES	
			NO			NO	X
PUBLIC HEARING (6b)		ATTACH DETAILED ANALYSIS, IF NEEDED (7c)					
CONSENT (6c)	X						
NEW BUSINESS (6d)							
OLD BUSINESS (6e)							
OTHER (6f)							

APPROVED FOR AGENDA (Box 8)											
DEPARTMENT DIRECTOR		PURCHASING OFFICER		OTHER		COUNTY CLERK		COUNTY STAFF ATTORNEY		COUNTY MANAGER	
YES	X	YES		YES		YES	✓	YES		YES	
NO		NO		NO		NO		NO		NO	
INITIAL		INITIAL		INITIAL		INITIAL	<i>mg</i>	INITIAL		INITIAL	
DATE	04/26/05	DATE		DATE		DATE	1/31/12	DATE		DATE	

COMMISSION ACTION AND REFERRAL (Box 9)	
APPROVED	DATE TO BE RETURNED TO AGENDA
DENIED	
DEFERRED	NOTES
OTHER	

Trey Murphy

From: "Russ" <russ@jmwood.com>
To: <tdmurphy@frontiernet.net>
Cc: "trey murphy" <trey.murphy2@gmail.com>
Sent: Monday, January 23, 2012 6:01 PM
Attach: BULLOCH COUNTY PROP 2012 MARCH REVISED TRACTORS B.doc
Subject: BULLOCH COUNTY PROP 2012 MARCH REVISED TRACTORS B

SEE ATTACHED...

January 23, 2012

Bulloch County Board of Commissioners
 115 North Main Street
 Statesboro, Georgia 30458

RE: County Auction

Dear Commissioner;

We want to thank you for allowing **J.M. WOOD AUCTION COMPANY, INC.** the opportunity of submitting a proposal on the auction of your surplus equipment. We believe our method and services as an Auction Company are necessary for you to achieve the profitable and professional disposal you expect.

1. The proposed auction will be **March 14-16, 2012** at our all weather drive through facility in Montgomery, Alabama.
2. Our advertising agency will prepare a descriptive brochure with color pictures and a detailed listing of your equipment. A personalized mailing list will be selected from our 75,000 national and international buyers. Plus, your County will benefit from our chain-advertising program.
3. Attractive newspaper ads will be placed in over three hundred (300) newspapers reaching over three million (3,000,000) readers. Plus, we will advertise in strategic national trade publications as, Rock & Dirt, Machinery Trader, Contractors Hotline, The Equipment Trader and Southern Loggin' Times. These publications will run attractive full- page advertisements announcing the auction. In addition we feature your equipment **WORLD WIDE** on our website. This method exposes your equipment to millions of potential customers that visit our website each day to view equipment that they need for there operations. We don't stop with just listing your equipment on line we offer **LIVE INTERNET BIDDING** at our auctions. Our live Internet auctions have registered thousands of new buyers that want and need your equipment. This national and international advertising campaign is essential in insuring the maximum dollar potential of your equipment.
4. **J.M. WOOD AUCTION COMPANY, INC.** will have representatives marketing your equipment and answering questions from prospective buyers prior to and during the auction.
5. **J.M.WOOD AUCTION COMPANY, INC.** will furnish all personnel to set-up, conduct the auction, collect all proceeds and assist in load-out for five (5) days following the auction.
6. Approximately two (2) weeks prior to auction date, our sales and set-up staff will be on site, organizing, tagging, and cataloging the items for auction. We will furnish a detailed sale day catalog for each buyer on inspection day and the day of the auction.
7. **J.M. WOOD AUCTION COMPANY, INC.** will furnish a computerized statement of each item sold. Auctioneer acts as Sellers agent. Seller guarantees that he is the sole owner of items being sold and states that items are free of all mortgages liens and encumbrances. Seller agrees to disclose all liens mortgages, taxes, encumbrances or claims of any sort and states he is not connected to claim by Bankrupt Court or IRS. In the event such claim should exist Seller agrees to pay all legal expense incurred by Auctioneer to protect and defend clear title. Seller hereby authorizes J.M. Wood Auction Co., Inc (hereby known as Auctioneer) at the absolute discretion of Auctioneer to carry out title searches in respect of the Equipment at the expense of Seller, but in no case shall Auctioneer have a duty to conduct, nor be responsible for the results of any such title search.

8. **J.M. WOOD AUCTION COMPANY, INC.** gives Bulloch County a gross financial guarantee of **\$100,000.00** for the sale of the John Deere Tractors and mowers on Bulloch County Inventory (Exhibit "B"). A commission rate of **8% Absolute** will be charged to gross sales and any other equipment that may be added by Bulloch County after the date of this agreement and sold by J.M. Wood Auction Company, Inc.
9. **J.M. WOOD AUCTION COMPANY, INC.** will provide, as a service to Bulloch County, a detailed report on any repairs deemed necessary to make the equipment bring the maximum dollar.
10. **J.M. WOOD AUCTION COMPANY, INC.** will provide transportation of the equipment on Bulloch County Inventory (Exhibit "B") to the Montgomery, Alabama auction facility. This freight service will be paid by J.M. Wood Auction Co. Inc.
11. **J.M. WOOD AUCTION COMPANY, INC.** will issue Bulloch County a check for full settlement within eight (8) banking days from date of auction.

We would like to thank you for allowing **J.M. WOOD AUCTION COMPANY, INC.** to present this proposal to you and we look forward to conducting your auction.

"WE TURN EQUIPMENT INTO CASH!!"

Bulloch County, Chairman

Date

Trey Murphy, Territory Manager
J.M. Wood Auction Co, Inc.

Date

John D. Gray, Vice President
J.M. Wood Auction Co., Inc

Date

Bryant S. Wood, Vice President
J.M. Wood Auction Co., Inc.

Date

THIS DOCUMENT IS CONFIDENTIAL; IT CONTAINS PROPRIETARY INFORMATION THAT IS INTENDED ONLY FOR USE BY AUTHORIZED J.M. WOOD AUCTION CO., INC. REPRESENTATIVES AND AUCTIONEERS. THIS DOCUMENT MAY NOT BE COPIED OR SHARED WITH ANY PARTY OTHER THAN J.M. WOOD AUCTION CO., INC. UNAUTHORIZED USE IS STRICTLY PROHIBITED.

BULLOCH COUNTY GEORGIA INVENTORY
JANUARY 23, 2010
EXHIBIT "B"

JOHN DEERE 6230 FARM TRACTOR, S/N B620039 (09 YR)
(2) REAR PORTS, SYNC SHUTTLE TRANSMISSION, FRONT WEIGHTS, CANOPY, 18.4-30 REAR TIRES, 291 HOURS
* CLEAN UP
*SEE GUARANTEE

JOHN DEERE 6230 FARM TRACTOR, S/N L06230B620132 (09 YR)
(2) REAR PORTS, SYNC SHUTTLE TRANSMISSION, FRONT WEIGHTS, CANOPY, 306 HOURS
*FRONT TIRES 10%
*REAR TIRES 90%
* CLEAN UP
*SEE GUARANTEE

JOHN DEERE 6230 FARM TRACTOR, S/N L06230B620399 (09 YR)
(2) REAR PORTS, SYNC SHUTTLE TRANSMISSION, FRONT WEIGHTS, CANOPY, 300 HOURS
*FRONT TIRES 10%
*REAR TIRES 90%
* CLEAN UP
*SEE GUARANTEE

JOHN DEERE 6230 FARM TRACTOR, S/N L06230B61973 (09 YR)
(2) REAR PORTS, SYNC SHUTTLE TRANSMISSION, FRONT WEIGHTS, CANOPY, 309 HOURS
*FRONT TIRES 25%
*REAR TIRES 80%
* CLEAN UP
*SEE GUARANTEE

WOODS BB7200X HEAVY DUTY MOWER, S/N 1140319 (YR)
* CLEAN UP
*SEE GUARANTEE

WOODS BB7200X HEAVY DUTY MOWER, S/N 1140315 (YR)
* CLEAN UP
*SEE GUARANTEE

WOODS BB7200X HEAVY DUTY MOWER, S/N 1140318 (YR)
* CLEAN UP
*SEE GUARANTEE

WOODS BB7200X HEAVY DUTY MOWER, S/N 1140314 (YR)
* CLEAN UP
*SEE GUARANTEE

WOODS BB7200X HEAVY DUTY MOWER, S/N 1140316 (YR)
* CLEAN UP
*SEE GUARANTEE

**BULLOCH COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM SUMMARY**

DEPARTMENT MAKING REQUEST (Box 1) Legal	MEETING DATE (Box 2) February 7, 2012		
	RESOLUTION ATTACHED? (Box 3)	YES	X
		NO	

REQUESTED MOTION OR ITEM TITLE (Box 4)

Resolution to Authorize Transfer of Vehicles to Ogeechee Technical College

SUMMARY/BACKGROUND ATTACH DETAILED SUMMARY, IF NEEDED (Box 5)

The Sheriff's Department has a 2003 and a 2006 Ford Crown Victoria that are surplus property. Rather than sell or scrap the vehicles, the Sheriff's Department would like to transfer the vehicles to Ogeechee Technical College for use in OTC's officer training programs. Approval of the attached resolution will authorize this transfer.

AGENDA CATEGORY (CHECK ONE) (Box 6)		FINANCIAL IMPACT STATEMENT (Box 7)			
PRESENTATION (6a)		BUDGETED ITEM? (7a)	YES NO	AMENDMENT REQUIRED? (7b)	YES NO
PUBLIC HEARING (6b)		ATTACH DETAILED ANALYSIS, IF NEEDED (7c)			
CONSENT (6c)	X				
NEW BUSINESS (6d)					
OLD BUSINESS (6e)					
OTHER (6f)					

APPROVED FOR AGENDA (Box 8)											
DEPARTMENT DIRECTOR		PURCHASING OFFICER		OTHER		COUNTY CLERK		COUNTY STAFF ATTORNEY		COUNTY MANAGER	
YES		YES		YES		YES	✓	YES	✓	YES	
NO		NO		NO		NO		NO		NO	
INITIAL		INITIAL		INITIAL		INITIAL <i>MB</i>		INITIAL <i>YS</i>		INITIAL	
DATE		DATE		DATE		DATE 1/31/12		DATE 1/31/12		DATE	

COMMISSION ACTION AND REFERRAL (Box 9)			
APPROVED		DATE TO BE RETURNED TO AGENDA	
DENIED			
DEFERRED		NOTES	
OTHER			

**STATE OF GEORGIA
COUNTY OF BULLOCH**

THE BULLOCH COUNTY BOARD OF COMMISSIONERS

RESOLUTION # 2012 - ____

WHEREAS, Bulloch County owns and holds good title to that certain 2003 Ford Crown Victoria with VIN # 2FAFP71W93X205054 and that certain 2006 Ford Crown Victoria with VIN # 2FAFP71WX6X156399; and

WHEREAS, said vehicles have been utilized by the Bulloch County Sheriff's Department; and

WHEREAS, the Bulloch County Sheriff's Department no longer has a need for said vehicles, and the Bulloch County Board of Commissioners finds that said vehicles cannot be beneficially or advantageously used by the County under all circumstances; and

WHEREAS, Ogeechee Technical College has a need for said vehicles for use in its officer training programs, and such programs provide a significant benefit to Bulloch County and its citizens;

NOW THEREFORE, BE IT RESOLVED by the Bulloch County Board of Commissioners as follows:

Section 1. Titles to that certain 2003 Ford Crown Victoria with VIN # 2FAFP71W93X205054 and that certain 2006 Ford Crown Victoria with VIN # 2FAFP71WX6X156399 are hereby authorized to be transferred to Ogeechee Technical College.

Section 2. The Chairman or the County Manager is hereby authorized to sign whatever documents are necessary to effectuate the transfer of titles to said vehicles to the Ogeechee Technical College.

Resolution approved and adopted this 7th day of February, 2012.

**BOARD OF COMMISSIONERS OF
BULLOCH COUNTY, GEORGIA**

By: _____
J. Garrett Nevil, Chairman

Attest: _____
Maggie Fitzgerald, Clerk

BULLOCH COUNTY BOARD OF COMMISSIONERS AGENDA ITEM SUMMARY

DEPARTMENT MAKING REQUEST (Box 1)		MEETING DATE (Box 2) February 7, 2012			
Roads & Bridges/Engineering/Legal		RESOLUTION ATTACHED? (Box 3)		YES	X
				NO	
REQUESTED MOTION OR ITEM TITLE (Box 4)					
Resolution Authorizing Acceptance of Cypress Hollow Court in Grand Cypress Subdivision					
SUMMARY/BACKGROUND ATTACH DETAILED SUMMARY, IF NEEDED (Box 5)					
Residents of Grand Cypress Subdivision have requested that the County accept dedication of and title to Cypress Hollow Court, which is the only road in this subdivision. This road was apparently never deeded to the County after completion of the subdivision. As indicated in the attached memorandum, County Engineer Kirk Tatum has inspected this road and determined that it complies with all County requirements. Adoption of the attached resolution will implement acceptance of this road and authorize Chairman Nevil to accept a deed for this road on behalf of the County.					
AGENDA CATEGORY (CHECK ONE) (Box 6)		FINANCIAL IMPACT STATEMENT (Box 7)			
PRESENTATION (6a)		BUDGETED ITEM? (7a)		YES	
				NO	X
PUBLIC HEARING (6b)		ATTACH DETAILED ANALYSIS, IF NEEDED (7c)			
CONSENT (6c)				NO	X
NEW BUSINESS (6d)					
OLD BUSINESS (6e)					
OTHER (6f)					
APPROVED FOR AGENDA (Box 8)					
DEPARTMENT DIRECTOR		PURCHASING OFFICER		OTHER	
COUNTY CLERK		COUNTY STAFF ATTORNEY		COUNTY MANAGER	
YES		YES		YES	<input checked="" type="checkbox"/>
NO		NO		NO	
INITIAL		INITIAL		INITIAL	
DATE		DATE		DATE	
COMMISSION ACTION AND REFERRAL (Box 9)					
APPROVED		DATE TO BE RETURNED TO AGENDA			
DENIED					
DEFERRED		NOTES			
OTHER					

**STATE OF GEORGIA
COUNTY OF BULLOCH**

THE BULLOCH COUNTY BOARD OF COMMISSIONERS

RESOLUTION # 2012 - ____

WHEREAS, Section 6.5 of Appendix B-Subdivision Regulations of the Code of Ordinances of Bulloch County, Georgia provides that "the county shall not accept title to or assume responsibility for maintaining any street until at least one (1) year after the street has been paved and until at least 50% of the lots have been built upon"; and

WHEREAS, the streets described in Exhibit "A" attached hereto and incorporated herein by reference have been paved for at least one (1) year and at least 50% of the lots in the subdivisions where said streets are located have been built upon; and

WHEREAS, the County Engineer has inspected said streets and determined that they comply with Bulloch County's standards, specifications, and regulations; and

WHEREAS, out of public necessity and for the good of the citizens of Bulloch County, the Bulloch County Board of Commissioners desires to accept the dedication of and title to said streets on behalf of Bulloch County;

NOW THEREFORE, BE IT RESOLVED that the Bulloch County Board of Commissioners hereby accepts the dedication of and title to those subdivision streets described in Exhibit "A," which is attached hereto and incorporated herein by reference, and further hereby authorizes the Chairman of the Bulloch County Board of Commissioners to accept and authorize the recording of deeds from the owners of said streets conveying title in same to Bulloch County.

SO BE IT RESOLVED this 7th day of February, 2012.

**BOARD OF COMMISSIONERS OF
BULLOCH COUNTY, GEORGIA**

By: _____
J. Garrett Nevil, Chairman

Attest: _____
Maggie Fitzgerald, Clerk

EXHIBIT A

All that certain tract or parcel of land situate, lying and being in the 1209th G.M. District of Bulloch County, Georgia, and being shown on a final plat of Grand Cypress Subdivision prepared by Donald W. Marsh, Registered Land Surveyor, dated May 17, 1995 and recorded in Plat Book 50, Page 3, Bulloch County Records, more particularly described and identified as all of the subdivision roads, streets, and right-of-ways and adjoining cul-de-sacs designated as the 60' right-of-way of Cypress Hollow Court.

The aforesaid plat and the description thereon are by reference incorporated herein and made a part hereof.

Memorandum

To: Jeff Akins

From: Kirk Tatum

Subject: Grand Cypress Subdivision

Date: January 26, 2012

I have performed an inspection of the roads in Grand Cypress subdivision with regard to County acceptance of the road rights-of-way. In my opinion the roads are satisfactory for acceptance by the County.

Please let me know if you have any questions.



BULLOCH COUNTY BOARD OF COMMISSIONERS AGENDA ITEM SUMMARY

DEPARTMENT MAKING REQUEST:

Administrative Services; finance

MEETING DATE: 02.07.2012

RESOLUTION ATTACHED?

YES	X
NO	

REQUESTED MOTION OR ITEM TITLE: :-

To amend the County Financial Policies with regard to fund balance reporting, debt management and cash and investments.

SUMMARY/BACKGROUND ATTACH DETAILED SUMMARY:

Fund balance reporting in compliance with GASB 54 requirements; debt management with regard to bond issuance, and cash and investments with regard to prudence.

AGENDA CATEGORY		FINANCIAL IMPACT STATEMENT					
(CHECK ONE)		BUDGETED ITEM?	YES	NO	AMENDMENT OR TRANSFER REQUIRED?	YES	NO
PRESENTATION					ATTACH DETAILED ANALYSIS, IF NEEDED: See attached resolution and policy documents. It should be noted that these changes have been previously discussed with no other feedback received. There are two drafts of the amended policy document – one with strikeouts and highlights noting the changes, and one clean copy.		
PUBLIC HEARING							
CONSENT	X						
NEW BUSINESS							
UNFINISHED BUSINESS							
OTHER							

AGENDA ITEM REVIEW AND APPROVAL

DEPARTMENT DIRECTOR		PURCHASING OFFICER		OTHER		COUNTY CLERK		COUNTY STAFF ATTORNEY		COUNTY MANAGER	
YES		YES		YES		YES		YES		YES	<input checked="" type="checkbox"/>
NO		NO		NO		NO		NO		NO	
INITIAL		INITIAL		INITIAL		INITIAL		INITIAL		INITIAL	<i>[Signature]</i>
DATE		DATE		DATE		DATE		DATE		DATE	1.31.12

COMMISSION ACTION AND REFERRAL

APPROVED		DATE TO BE RETURNED TO AGENDA:
DENIED		NOTES:
DEFERRED		

**BULLOCH COUNTY BOARD OF COMMISSIONERS
RESOLUTION # _____**

TO AMEND THE BULLOCH COUNTY FINANCIAL POLICIES

WHEREAS, the Bulloch County Board of Commissioners desires to implement a series of administrative policies utilizing best practices for local government management according to a schedule recommended by the County Manager; and,

WHEREAS, the Bulloch County Board of Commissioners believes the implementation of such policies are prudent within the course of conducting public business; and,

WHEREAS, the Bulloch County Board of Commissioners has examined staff recommendations for requested authorizations under this resolution; and,

WHEREAS, the Bulloch County Board of Commissioners has determined, out of public necessity and for the good of the citizens of Bulloch County, that the proposed action is needed; and,

WHEREAS, the Bulloch County Board of Commissioners constitutes the governing body of the Bulloch County Board of Commissioners;

NOW, THEREFORE IT BE RESOLVED, that the Bulloch County Board of Commissioners hereby adopts the amendments to its financial policies for county employees to be administered as provided within said policies; and, to become effective immediately upon adoption of this resolution.

SO BE IT RESOLVED, this ____ day of _____, 20__.

J. Garrett Nevil, Chairman
Bulloch County Board of Commissioners

Maggie Fitzgerald, Clerk of the Board
Bulloch County Board of Commissioners

RECORD OF ACTION TAKEN

COMMISSIONER	AYE	NAY	ABSTAIN	ABSENT	OTHER
Nevil (Chair)					
Thompson					
Gibson					
Moseley					
Simmons					
Rushing					
Etheridge (Vice-Chair)					
TOTAL					

CERTIFICATE OF RESOLUTION

The undersigned hereby certifies that I am the Chairman of the Board of Commissioners for Bulloch County, Georgia; that the attached hereto is a true copy of the Resolution duly adopted by the governing body of the County, at a meeting duly held on the ____ day of _____ 20__ at the Bulloch County Annex which a quorum was present and acting throughout, and that it has not been rescinded or modified and is now of full force and effect.

 J. Garrett Nevil, Chairman
 Bulloch County Board of Commissioners

The undersigned hereby certifies that I am the Clerk for Bulloch County, Georgia (the "County"); that the attached hereto is a true copy of the Resolution duly adopted by the governing body of the County, at a meeting duly held on the ____ day of _____ 20__ at the Bulloch County Annex which a quorum was present and acting throughout, and that it has not been rescinded or modified and is now of full force and effect.

 Maggie Fitzgerald, Clerk of the Board
 Bulloch County Board of Commissioners

GIVEN under the seal of the County, this ____ day of _____ 20__

(SEAL)



**BULLOCH COUNTY
FINANCIAL POLICIES**

APPROVED:

MARCH 2005

REVISED:

No. 1 - JUNE 2009

No. 2 – FEBRUARY 2012

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SECTION 1 - PURPOSE AND OBJECTIVE OF THE POLICY MANUAL

1.0 GENERAL PROVISIONS

The Bulloch County Board of Commissioners has a responsibility to carefully account for public funds, to manage finances wisely, and to plan for the provision of public services. Sound financial policies are necessary to carry out these objectives responsibly and efficiently. The Bulloch County Board of Commissioners financial policies set forth below, and which shall be amended from time-to-time, is the basic framework for its overall financial management. The broad purpose of the following financial policies is to enable the Bulloch County Board of Commissioners to achieve and maintain a long-term positive financial condition. The key values of the County's financial management include fiscal integrity, prudence, planning, accountability, honesty, and openness. Specifically, the purpose is to provide guidelines for planning, directing, and maintaining day-to-day financial affairs.

SECTION 2 - BUDGETARY POLICIES

2.0 GENERAL PROVISIONS

Budgeting is an essential element of the financial planning, control, and evaluation process of county government. The "annual general appropriations budget" is the county's annual financial operating plan. The annual budget includes the operating departments of the general fund, special revenue funds, debt service fund, capital project funds, enterprise funds, and other approved funds that may be established as needed. The following policies shall apply:

2.1 FISCAL YEAR

The county annual fiscal year for budgeting and financial reporting will be the period between July 1 and June 30 which coincides with the fiscal year for the State of Georgia.

2.2 PARTICIPATORY PROCESS

The county will utilize a decentralized operating budget process. Each department will have an opportunity to participate in requesting personnel, goods, capital items and services needed to carry-on its responsibility in an exemplary manner.

2.3 COMPREHENSIVENESS

Annual fiscal year fixed budgets will be adopted for all funds. Project budgets shall be adopted for major capital projects and no budgets are adopted for trust funds since budget authorization and control is achieved alternatively through stipulations in the trust agreements.

2.4 BUDGET CALENDAR

No more than six (6) months before the applicable fiscal year, the County Manager in consultation with the Chief Financial Officer shall prepare an annual budget preparation package for each department and budget unit explaining the calendar, policies and procedures for submission. The County Manager may outline priorities, targets and other guidelines consistent with good budgeting practice and the opportunities and challenges facing the county in the pending fiscal year planning period.

2.5 FIXED POSITION ALLOCATION

The Board of Commissioners shall adopt an annual general appropriations budget that shall have a fixed position allocation list showing the level of full-time equivalent (FTE) personnel (full-time and part-time) ratio for each department or budget division. Any increase in the additional positions or the FTE level shall require a budget amendment to be submitted to the County manager for approval by the Board of Commissioners.

2.6 PUBLIC NOTICE

The county shall follow public notice and review procedures for adoption of the annual general appropriations budget as provided for in O.C.G.A. 36-81-5. Adoption for such a budget shall be made by either resolution or ordinance.

2.7 BALANCED BUDGET REQUIRED

The budget must be structurally balanced for all budgeted funds. Total anticipated revenues plus that portion of beginning fund balance in excess of the required unreserved fund balance (see policy 2.10 below) must equal total estimated expenditures for the general fund; provided, however, that if the Board of Commissioners determines that circumstances so warrant and it is in the best interest of the citizens of Bulloch County, the Board of Commissioners may elect to utilize a portion of the required fund balance reserve to balance the general fund budget. Total anticipated revenues must equal total estimated expenditures/expenses for all other funds.

2.8 PERFORMANCE MEASUREMENT

The county may develop a program to integrate performance measures and objectives into the budget and a system to monitor performance in meeting objectives.

2.9 PRESENTATION STANDARDS

The county will may annually submit documentation to qualify for the Governmental Finance Officers Association "Award for Distinguished Budget Presentation".

2.10 FUND BALANCE POLICY, GENERALLY

The purpose of this policy is to establish criteria to define and maintain adequate fund balances in the county's fund accounting structure that will provide sufficient cash flow to meet daily and unforeseen financial needs, and to ensure the highest credit quality for the County. Fund balance measures the net financial resources available to finance expenditures for future periods. The application of fund balance policy for Bulloch County shall be subject to guidance under Statement Number 54 of the Governmental Accounting Standards Board, and for each fund in the county's fund structure may be composed of the following classifications:

- a) Nonspendable: This includes amounts that are in an un-spendable form or are required to remain intact (inventories, endowment from a corpus fund, prepaid items, long-term loans and notes receivable etc.).
- b) Restricted: This includes amounts that can be spent only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation (grant revenues, contributions, debt covenants, etc.). Certain fund balance amounts are restricted in accordance with State and Federal laws and are generally held in Special Revenue Funds.
- c) Committed: This includes amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority (major construction projects, stabilization funds for contingency or emergency). Fund balance of the County may be committed for a specific purpose by formal action of the Board of Commissioners. Amendments or modifications of the committed fund balance must also be approved by formal action of the Board of Commissioners.

- d) **Assigned:** These are amounts intended to be used by the government for specific purposes but do not meet the criteria to be classified as restricted or committed (specific projects, etc.). Fund balance may also be delegated to be assigned when appropriate by the County Manager or their designee under the approved annual appropriations budget.
- e) **Unassigned:** This amount is the residual classification for the government's general fund and includes all spendable amounts not contained in the other classifications. In other funds, the unassigned classification should be used only to report a deficit balance resulting from overspending for specific purposes for which amounts had been restricted, committed, or assigned (to maintain liquidity).

2.11 FUND BALANCE POLICY, SPECIFICALLY

Governmental fund types include the General Fund, Special Revenue Funds, Capital Projects Funds, and Debt Service Funds.

The Board of Commissioners hereby adopts the following fund balance policies for each governmental fund type:

- a) **General Fund:** The General Fund should be used to account for and report all financial resources not accounted for and reported in another fund. The General Fund will maintain sufficient working capital and a margin of safety to address satisfactory liquidity and for local and regional emergencies without borrowing. The unassigned General Fund balance may only be appropriated by resolution of the Board of Commissioners. It shall be the general policy of the Board of Commissioners to maintain an average unassigned fund balance equivalent to three (3) months of annual budgeted operating revenue, except where it is necessary or expedient to commit or assign no more than one (1) month for purposes that are in the county's best interests. In circumstances where expenditures are to be made for a purpose for which amounts are available in multiple fund balance classifications, resources will be expended in the following order:
 1. Restricted fund balance.
 2. Committed fund balance.
 3. Assigned fund balance.
 4. Unassigned fund balance.
- b) **Special Revenue Funds:** Special Revenue Funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. The restricted or committed proceeds of special revenue sources should be expected to continue to comprise a substantial portion of the inflows reported in the fund. Other resources also may be reported in the fund if those resources are restricted, committed, or assigned to the specified purpose of the fund.

The Board of Commissioners may discontinue reporting a special revenue fund, and instead report the fund's remaining resources in the General Fund, if the

government no longer expects that a substantial portion of the inflows will derive from restricted or committed revenue sources. The Board of Commissioners establishes the 40% rule averaged out over a period of three (3) years to determine whether a Fund is considered to be a Special Revenue Fund for reporting purposes. Any Special Revenue Fund with restricted and committed revenues less than 40% of total inflows shall for reporting purposes be considered a part of the County General Fund, or appropriate Special Revenue Fund. Any fund which ceases to exist as a Special Revenue due to the 40% rule may be combined with the General Fund or another Special Revenue Fund, if appropriate.

In circumstances where expenditures are to be made for a purpose for which amounts are available in multiple fund balance classifications, the order in which resources will be expended is as follows:

1. Restricted fund balance.
2. Committed fund balance.
3. Assigned fund balance.
4. Unassigned fund balance.

The Board of Commissioners commits the following fund balances to be reported as Special Revenue Funds:

1. Airport Fund: Funding will be provided by revenues generated by primarily hangar rental, fuel sales and other miscellaneous charges, fees and commissions. The revenue will be used to support operational and capital expenses of the facility. It shall be the general policy of the Board of Commissioners to maintain an average unassigned fund balance equivalent to three (3) months of annual budgeted operating revenue, except where it is necessary or expedient to commit or assign no more than one (1) month for purposes that are in the airport's best interests.
2. Correctional Institute Inmate Telephone Fund: Funding will be provided by commission revenue from the sale of phone cards to inmates. The revenue will be used to support operations and capital expenses of the facility.
3. Correctional Institute Commissary Fund: Funded by revenue generated by inmates or their outside supporters, the purpose of the institute's commissary or "canteen" is to give inmates the opportunity to purchase various items or amenities which are not provided by the institute. An offender's money is inventoried upon incarceration and an account is established for them. Deposits are made as money arrives for the inmates and canteen purchases are deducted from their accounts. Inmates are not permitted to keep money in their possession. Surplus revenue or net earnings may be used to support operations and capital expenses of the facility.
4. Jail Inmate Telephone Fund: Funding will be provided by commission revenue from the sale of phone cards to inmates. The revenue will be used to support operations and capital expenses of the facility, or for law enforcement purposes.

5. Jail Commissary Fund: Funded by revenue generated by inmates or their outside supporters, the purpose of the jail's commissary or "canteen" is to give inmates the opportunity to purchase various items or amenities which are not provided by the jail. An offender's money is inventoried upon incarceration and an account is established for them. Deposits are made as money arrives for the inmates and canteen purchases are deducted from their accounts. Inmates are not permitted to keep money in their possession. Surplus revenue or net earnings may be used to support operations and capital expenses of the facility, or for law enforcement purposes.
6. Drug Treatment and Education Fund: Funded by additional assessment on fines and penalties by the court system for drug related offenses as prescribed by state law. The revenue will be used to support operational and capital expenses for drug abuse treatment and education.
7. E-911 Fund: Funding is provided by subscription fees to provide Bulloch, Evans, and Candler Counties with an Enhanced 911 Emergency Telephone System and public safety answering point. The revenue will be used to support operational and capital expenses of the facility. It shall be the general policy of the Board of Commissioners to maintain an average unassigned fund balance equivalent to two (2) months of annual budgeted operating revenue, except where it is necessary or expedient to commit or assign no more than one (1) month for purposes that are in the county's best interests.
8. Multiple Grants Fund: This fund accounts for receipts and disbursements for smaller state and federal grants for restricted purposes. The revenue will be used to support operational and capital expenses for the grant's purpose.
9. Greenspace Fund: Funding is provided by grants and donations for the acquisition and management of public land to be set aside for conservation purposes or passive recreation as permanent greenspace; or, for related purposes included but not limited to public education on land conservation.
10. Hotel Motel Tax Fund: Funding is provided by an excise tax in an amount determined in the county code of ordinances pursuant state law and according to the taxing option selected by the Board of Commissioners. The revenue will be used as prescribed by state and local law.
11. Jail Add-On Fee Fund: Funded by additional assessment on fines and penalties by the court system for criminal violations as prescribed by state law. The revenue will be used to support operational and capital expenses of the facility.
12. Juvenile Services Fund: Funded by a supervision fee imposed by the court system as prescribed by state law. The revenue will be used to support operational and capital expenses for supplemental services as determined by the juvenile court.
13. Keep Bulloch Beautiful Fund: Funding is provided by revenues generated by tipping fees, grants and donations to promote and educate citizens regarding

community beautification, litter reduction, solid waste recycling and sustainability. The revenue will be used to support operational and capital expenses of the service.

14. Rural Fire District Fund: Funding is provided through an annual fee upon property owners in the county's rural fire districts to provide responsive volunteer fire protection while assisting in various mutual aid agreements with other jurisdictions. The revenue will be used to support operational and capital expenses of the service.
15. Statesboro Fire District Fund: Funding is provided through ad valorem taxes for a special tax district for a defined geographic unincorporated area contiguous to the City of Statesboro where the city fire department to act as first responder for fire calls within a five-mile radius of municipal fire stations. This arrangement provides enhanced fire service response and lower fire hazard insurance rates for homeowners and businesses in this area. The revenue will be used to support operational and capital expenses of the service.
16. Sheriff's Confiscated Assets Fund: Funding is provided by the confiscation and or sale of cash and assets seized in the course of criminal activity. The revenue will be used to support operational and capital expenses for law enforcement purposes.
17. Sheriff's Fingerprint Fund: Funding is provided by fees generated from the sales of fingerprint reports and identification cards. Surplus revenue or net earnings may be used to support operations and capital expenses for law enforcement purposes.
18. Streetlights Tax Districts Fund: Funding is provided through a special assessment on the annual ad valorem tax bill upon property owners within geographically defined unincorporated areas to collect the utility charges for streetlights in said district, as prescribed by local ordinance and enabled by state law. It shall be the general policy of the Board of Commissioners to maintain an average unassigned fund balance equivalent to three (3) months of annual budgeted operating revenue, except where it is necessary or expedient to commit or assign no more than one (1) month for purposes that are in the county's best interests.
19. Road Tax District Fund(s): Funding is provided through a special assessment on the annual ad valorem tax bill upon property owners within geographically defined unincorporated areas to amortize the cost for paving or improving in said district, as prescribed by local resolution or ordinance, and enabled by state law.
20. Tax Allocation Districts Funds: Funding is provided by revenues generated from additional increments of ad valorem taxes generated in a designated tax allocation district, once authorized. The revenue will be used for capital outlays prescribed by state law and local ordinances or resolutions.

Subscribing to the minimum funds principle, debt service for principal and interest will be accounted for in this fund, rather than maintaining a separate debt service fund.

- c) **Capital Projects Fund Balance Policy:** Capital Projects Funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets. Capital Projects Funds exclude those types of capital-related outflows financed by proprietary funds or for assets that will be held in trust for individuals, private organizations, or other governments. In circumstances where expenditures are to be made for a purpose for which amounts are available in multiple fund balance classifications, the order in which resources will be expended is as follows: 1) restricted fund balance, 2) committed fund balance, and 3) assigned fund balance.

The Board of Commissioners commits the following fund balances to be reported as Capital Projects Fund:

1. **Special Purpose Local Option Sales Tax Fund:** Funding is provided by a 1% sales tax, subject to voter referenda and state law, for capital outlay projects. Subscribing to the minimum funds principle, debt service for principal and interest will be accounted for in this fund, rather than maintaining a separate debt service fund.

In circumstances where expenditures are to be made for a purpose for which amounts are available in multiple fund balance classifications, the order in which resources will be expended is as follows:

1. Restricted fund balance.
2. Committed fund balance.
3. Assigned fund balance.
4. Unassigned fund balance.

- d) **Debt Service Fund Balance Policy:** Debt Service Funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest, even if it is being accumulated for future years' payments. Debt Service Funds should be used to report resources, if legally mandated.

The County Board of Commissioners commits the following fund balances to be reported as Debt Service Funds:

1. None at this time.

In circumstances where expenditures are to be made for a purpose for which amounts are available in multiple fund balance classifications, the order in which resources will be expended is as follows:

1. Restricted fund balance.
2. Committed fund balance.

3. Assigned fund balance.
4. Unassigned fund balance.

Proprietary fund types include the Enterprise and Internal Service Funds.

The Board of Commissioners hereby adopts the following fund balance policies for each governmental fund type:

- a) **Proprietary Fund Balance Policy:** Proprietary funds are used to account for a government's business-type activities. There are two types of proprietary funds – enterprise funds and internal service funds. Both enterprise and internal service funds recover the full cost of providing services (including capital costs) through fees and charges on those who use their services. In circumstances where expenditures are to be made for a purpose for which amounts are available in multiple fund balance classifications, resources will be expended in the following order:
 1. Restricted net assets.
 2. Unrestricted net assets.

The Board of Commissioners hereby adopts the following net assets policies for each proprietary fund type:

1. **Aquatic Center Enterprise Fund:** Funding will be provided by revenues generated by primarily fees and sales. The revenue will be used to support operational and capital expenses of the facility. It shall be the general policy of the Board of Commissioners to maintain an average unrestricted net assets equivalent to three (3) months of annual budgeted operating revenue, except where it is necessary or expedient to commit or assign no more than one (1) month for purposes that are in the fund's best interests.
2. **Employee Insurance Internal Service Fund:** Funding will be provided by revenues generated from both employee and employer payments for premiums. The revenue will be used to support payments for claims and administration for the self-insured insurance plan. Total net assets shall maintain a positive balance to illustrate the nature of recovered fees for services. It shall be the general policy of the Board of Commissioners to maintain average unrestricted net assets equivalent to two (2) months of annual budgeted operating revenue, except where it is necessary or expedient to commit or assign no more than one (1) month for purposes that are in the fund's best interests.
3. **Correctional Food Internal Service Fund:** Funding will be provided by revenues generated for the preparation and service of meals to inmates of the County Jail, County Correctional Institute, and for selected County functions where food service is required. Total net assets shall maintain a positive balance to illustrate the nature of recovered fees for services. It shall be the general policy of the Board of Commissioners to maintain average unrestricted net assets equivalent to two (2) months of annual budgeted operating revenue, except where it is necessary or expedient to commit or

assign no more than one (1) month for purposes that are in the fund's best interests.

2.12 CONTINGENCY BUDGET

~~To minimize or avoid the use of unreserved fund balance,~~ The county may include an amount in the general fund (i.e., a line-item for contingencies) for unforeseen emergency type operating expenditures. The amount of the contingency will be no more than 3% of the general fund operating budget or \$200,000, whichever is less.

~~2.13 EQUIPMENT ESCROW~~

~~The county shall annually budget a line item for designated departments for an equipment reserve account to be funded for a duration of time and at a level sufficient to meet scheduled equipment replacement needs that cannot be otherwise be purchased out of the capital improvements funds or programs. Such funds shall be escrowed as designated fund balance for capital equipment.~~

2.13 PROPRIETARY FUNDS

The enterprise and internal service operations of the county shall have the objective of being self-supporting to the extent that current revenues shall cover current expenditures (including direct and indirect costs), debt service and capital improvements.

2.14 INTERNAL CHARGES

An annual administrative fee assessment may be used to reimburse the general fund for support services against all eligible enterprise, special revenue and internal services funds. Such assessments shall be set in the annual revenue handbook referenced in Section 5 below.

2.15 LAPSED APPROPRIATIONS

All unencumbered appropriations lapse at year end. However, the appropriation authority for major capital projects and capital assets (i.e., the encumbered portions) carries forward automatically to the subsequent year.

2.16 BASIS OF ACCOUNTING

All budgets shall be adopted on a basis of accounting consistent with generally accepted accounting principles as promulgated by the Governmental Accounting Standards Boards, except for encumbrances. Revenues are budgeted when they become measurable and available and expenditures are charged against the budget when they become measurable, or where a liability has been incurred and the liability will be liquidated with current resources. All outstanding encumbrances are charged as expenditure to the budget appropriation in the year initially encumbered.

2.17 CONTROL AND REPORTING

The county will maintain a budgetary control system to ensure adherence to the budget and will prepare timely, monthly financial reports comparing actual revenues, expenditures and encumbrances with budgeted amounts.

2.18 LEGAL LEVEL OF CONTROL

The budget shall be adopted at the minimum legal level of control required by Georgia law, which is any expenditures for each department for each fund for which a budget is required (i.e., the expenditures may not exceed the total for any department within a fund without the Board of Commissioners approval).

2.19 TRANSFERS

The County Manager shall have the authority to transfer appropriations within a department within the same fund from one line item to other line items (i.e., to another object classification within the same department) for all departments under the direction of the Board of Commissioners. The County Manager may be granted this authority by constitutional officers requesting such transfers provided it is properly documented. Any transfer affecting the allocations of constitutional officers or other operating departments may not be made without Board approval.

2.20 AMENDMENTS

The Board may authorize a budget amendment through a supplemental budget resolution at any time where upon and after consultation with the County Manager and other county officers such amendment is needed out of public necessity and in the best interest of the citizenry, and to further reflect any significant change in total revenues and expenditures.

2.21 PROCEDURE FOR TRANSFERS OR AMENDMENTS

All transfer and amendment requests and approvals must be documented using a proper form from the County Manager's Office.

SECTION 3 - DEBT MANAGEMENT POLICIES

3.0 GENERAL PROVISIONS

Debt may result when the county identifies the need to borrow from an individual or an institution. The county in this instance receives funds to acquire resources for current use with an obligation for repayment later. The debt from borrowing generally must be repaid with interest. The Bulloch County Board of Commissioners recognizes that to maintain flexibility in responding to changing service priorities, revenue inflows, and cost structures, a debt management strategy is required. The County strives to balance service demands and the amount of debt incurred. The County realizes that failure to meet the demands of growth may inhibit its continued economic viability, but also realizes that too much debt may have detrimental effects as well. The goal of the County's debt policy is to maintain a sound fiscal position and to protect the credit rating of the County. When the Bulloch County Board of Commissioners uses debt financing, it will ensure the debt is financed soundly and conservatively. The following policies shall apply:

3.1 TAX ANTICIPATION NOTES

The County may use short-term borrowing to cover cash flow shortage through the issuance of tax anticipation notes subject to Article 9, Section 5, Paragraph 5 of the Constitution of the State of Georgia.¹

3.2 LONG TERM DEBT

The issuance of long-term debt is limited to capital improvements or projects that cannot be financed from current revenues or resources. For purposes of this policy, current resources are defined as that portion of fund balance in excess of the required reserves. Every effort will be made to limit the payback period of the bonds to the estimated useful life of the capital projects or improvements. The county may use long-term debt financing when the following conditions exist:

- a) when non-continuous capital improvements are desired; and,
- b) when it can be determined that future citizens will receive a benefit from the improvement.

When the country utilizes long-term debt financing it will ensure that the debt is financed soundly by:

- a) conservatively projecting the revenue sources that will be utilized to repay the debt;
- b) financing the improvement over a period not greater than the useful life of the improvement; and,
- c) determining that the cost benefit of the improvement, including interest cost, is positive.²

3.3 CAPITAL LEASES

Capital leases may be used to finance equipment purchases anytime the total projected cost of the equipment purchase exceeds 5% of the general fund budget. Multi-year

lease-purchase contracts, including certificates of participation, may be used for the acquisition of real estate pursuant to the provisions of O.C.G.A. 36-60-13, in-lieu of long-term debt-financing.

3.4 BOND RATING OBJECTIVES

The County will maintain good communications with bond rating agencies and will try to improve or maintain its current bond rating annually. **When the County issues bonds, it will consider insuring the bonds, which essentially results in the highest bond rating possible which may result in lower interest costs. The County shall follow a policy of full disclosure in financial reporting and with the preparation of a bond prospectus.**

3.5 LONG-TERM DEBT SCHEDULING

All efforts will be made to limit the long-term debt maturity schedule to the estimated useful life of the capital asset constructed or purchased.

3.6 DEBT SERVICE BUDGETING

Annual budget appropriations shall include debt service payments and reserve requirements for all debt currently outstanding.

3.7 CAPITAL IMPROVEMENTS PLANNING

Long-term borrowing should be incorporated into the county's capital improvement plan.

3.8 INTERFUND LOANS

Where cost effective, the Board of Commissioners may choose to issue loans between funds within its reporting entity. A document outlining the amount, rate, repayment terms, and other such pertinent items will be completed by County Manager after direction is issued by the Board of Commissioners to complete the inter-fund loan transaction. A meaningful financial analysis will be performed by the Chief Financial Officer and the County Manager on the lending fund's working capital to assure adequate cash flows will remain after the money is transferred to the borrowing fund. As a general rule, the lending fund should not incur financial hardship or an increase in rate structure as a result of the transaction. Any inter-fund loan must be approved in final form by the Board of Commissioners.

3.9 COMPETITIVE FINANCING

The County generally will conduct financings on a competitive basis. However, negotiated financings may be used due to market volatility or the use of an unusual or complex financing or security structure. The County may employ outside financial specialists to assist it in developing a bond issuance strategy, preparing bond documents, and marketing bonds to investors. The key players in the County's financing transactions include its financial advisor and bond counsel, the underwriter and County representatives.

3.10 LEGAL COMPLIANCE

When issuing debt, the County shall comply with all legal requirements, including the continuing disclosure requirements. This compliance includes adherence to local, state and federal legislation and bond covenants. More specifically, the Finance Director is responsible for maintaining a system of recordkeeping and reporting to meet the arbitrage rebate compliance requirements of the federal tax code. This effort includes tracking investment earnings on bond proceeds, calculating rebate payments in compliance with tax law, and remitting any rebatable earnings to the federal government in a timely manner in order to preserve the tax-exempt status of the County's outstanding debt issues. Additionally, general financial reporting and certification requirements embodied in bond covenants are monitored to ensure that all covenants are complied with. The County will comply with Amended SEC Rule 15c2-12 (the "Rule") by providing secondary market disclosure for all long-term debt obligations, which are subject to the Rule. As required, the County will submit annual financial information to all nationally recognized municipal securities repositories pursuant to the Rule, on a timely basis.

SECTION 4 - CAPITAL IMPROVEMENT PROGRAM AND BUDGET POLICIES

4.0 GENERAL PROVISIONS

County-wide capital improvements are to be assessed and prioritized based on the objectives, goals, work plans and strategic plans of Bulloch County. The Capital Improvements Program is a means to develop annual capital budgets for funding identified capital projects. The capital budget provides annual funding for long-term capital projects identified in the Capital Improvement Program (CIP). During the annual budget process, each department shall submit its budget request including operating and capital needs based on the Capital Improvements Program. Upon review of the requests, major capital projects are placed in the appropriate capital improvements fund. Other capital outlay shall be placed in the department's operating budget. The following policies shall apply:

4.1 SALES TAX AS PRIMARY FUNDING SOURCE

The county's primary capital funding source will typically be the Special Purpose Local Option Sales Tax. Other sources of alternative funding should be considered to help leverage SPLOST funds for additional projects.

4.2 FUND ACCOUNTING

The county may establish those capital improvements funds as necessary to achieve appropriate fund accounting goals.

4.3 CAPITAL IMPROVEMENTS CRITERIA

For the capital improvement program, all equipment and machinery, land and land improvements and building projects costing \$5,000 or more with an estimated useful life of three years or more are classified as major capital assets. Equipment and machinery costing \$5,000 or less with an estimated useful life of three years or less is classified as minor capital assets. Minor capital assets should be included generally in the operating budget, either in the equipment escrow account, or as line-item expenditure for the year the equipment is to be purchased. The Board of Commissioners may make exceptions to include minor capital assets in the capital improvements program at its discretion.

4.4 CAPITAL IMPROVEMENTS PROGRAM

A capital improvement program (CIP) will be developed for a period of six years. The first year will represent a current year program budget. The following five years will represent a plan for expenditures subject to annual review and update for each subsequent budget period.

4.5 CAPITAL IMPROVEMENTS PLANNING

The formulation of a capital improvements program shall consider goals, objectives and implementation strategies from various plans and studies including the Bulloch County Comprehensive Plan, Recreation Master Plan, Master Greenways Plan, Transportation Plan, Greenspace Plan, Solid Waste Management Plan, projects identified in a Special Purpose Local Option Sales Tax (SPLOST) referendum, or any other relevant

operational planning document.

4.6 CAPITAL IMPROVEMENTS PRIORITIZATION

Capital projects and/or capital asset purchases will receive a higher priority if they are based on an objective rating of the following criteria:

- a) public health and safety hazards;
- b) mandates;
- c) preservation of assets;
- d) economic development;
- e) operating budget impact;
- f) life expectancy of investment;
- g) level of service;
- h) population levels served;
- i) relationship to existing plans;
- j) extent of use;
- k) scheduling or timing of projects;
- l) special needs;
- m) available leveraged funding;
- n) timeliness; and,
- o) public support.

While these criteria will be the basis for ultimately prioritizing projects, they will be considered in conjunction with various other tangible and intangible factors including input from the general public and other public officials.

4.7 PAY AS YOU GO OBJECTIVE

To the extent that the unreserved general or enterprise fund balances exceed three months of annual budgeted operations, the county may draw upon the fund balance to provide pay-as-you-go financing for capital projects, or to otherwise leverage expenditures on capital projects.

4.8 CARRYING OVER FUNDS

The CIP will incorporate in its projection of expenditures and funding sources any amounts relating to the previous year's appropriations, but have yet to be expended.

4.9 PROJECT CLOSEOUT

Each year a closing resolution will be submitted to the Board of Commissioners to close out any project on the CIP which has been completed.

4.10 TRANSFERS AND AMENDMENTS

Any transfer or budget amendment impacting a capital improvement shall require Board approval in the same manner prescribed in Section 1, Budgetary Policies.

SECTION 5 - ACCOUNTING, AUDITING AND FINANCIAL REPORTING POLICIES

5.0 GENERAL PROVISIONS

The County shall maintain a system of financial monitoring, control, and reporting for all operations and funds in order to provide effective means of ensuring that overall County goals and objective are met. The following policies shall apply:

5.1 ACCOUNTING STANDARDS

The government will establish and maintain a high standard of accounting practices. Accounting standards will conform to generally accepted accounting principles as promulgated by the Governmental Accounting Standards Board.

5.2 ACCOUNTING STRUCTURE, CLASSIFICATION OF TRANSACTIONS, DISCLOSURE

Each department shall establish an adequate accounting structure to ensure that all valid transactions are identified and recorded; that all transactions are properly classified and monetarily valued; that all transactions are properly classified in the appropriate accounting period; and, that all transactions are properly presented and disclosed.

5.3 ANNUAL EXTERNAL AUDITING AND PROCUREMENT

An annual audit will be conducted by a properly licensed independent public accounting firm. Every three to five years, the county will issue a request for proposal to choose an auditor for a period of three years with two one year options. The government will request two proposals from qualified CPA firms. One proposal shall contain the firm's costs and a second will contain the firm's qualifications. The cost proposals shall only be opened after up to three qualified firms are determined. When awarding the contract for the independent audit, not less than 70% of the decision will be based upon technical qualifications rather than cost.

5.4 AUDIT COVERAGE

All general purpose, combining and individual fund and account group statements and schedules may be subject to a full scope audit. The general purpose financial statements shall be subject to the annual audit. The combining, individual fund and account group financial statements and schedules shall be limited to the relation to audit coverage.

5.5 FINANCE COMMITTEE

The Board of Commissioners shall appoint a finance committee who shall serve terms at the pleasure of the Board. The finance committee will have responsibility for recommending a certified public accounting firm for the county as well monitoring the independent audit process and making suggestions regarding internal controls within the country. This committee's responsibility will include for the purpose of the annual audit, the following:

- a) Recommendation to the Board of Commissioners of an independent auditor.

- b) Determine audit scope assessment.
- c) Review audit results.
- d) Review internal controls.
- e) **Review of all of the County's financial policies and practices.**

5.6 MONTHLY FINANCIAL REPORTING

The County Manager will prepare monthly financial reports for internal management purposes.

5.7 COMPREHENSIVE ANNUAL FINANCIAL REPORT

Annually, the finance office may prepare a comprehensive annual financial report. This report shall be made available to the elected officials, bond rating agencies, creditors and citizens. Annually, at the discretion of the Board of Commissioners the county may prepare and submit a comprehensive annual financial report to the Government Finance Officers Associations (GFOA) to determine its eligibility to receive the GFOA's Certificate of Achievement for Excellence in Financial Reporting.

5.8 INTERNAL CONTROLS AND AUDITING

The County will maintain strong internal audits function and internal control structures. All county departments shall develop and implement a plan of organization determining methods and procedures to be used to safeguard assets and resources and assure those assets and resources are used as effectively as possible. As trustees of County funds, the Board of Commissioners may direct the County Manager and Chief Financial Officer to conduct randomly or on demand internal audits on any funds and accounts under their fiduciary control and not in conflict with any other law or regulation.

5.9 ILLEGAL ACTS

Any employee will be prosecuted to the extent of the law in any instance where the employee is proven to have committed an illegal act such as theft.

SECTION 6 - REVENUE POLICIES

6.0 GENERAL PROVISIONS

Recognizing that the delivery of services requires sufficient funding, the county shall establish and maintain a system of revenues that strive to meet characteristics of simplicity, equity, stability, adequacy and vigorous collection, while meeting local, state and federal requirements, as prescribed. The following policies shall apply:

6.1 REVENUE DIVERSIFICATION

The county will attempt to maintain a diversified and stable revenue system to shelter it from short-run fluctuations in any single revenue source. The revenue mix should combine elastic and inelastic revenue sources to minimize the effect of economic downturns.

6.2 FEES AND USER CHARGES

The county will establish fees and user charges at a level related to the total cost (i.e., operating, direct, indirect and capital or debt service) to provide a service. The county will review all fees and user charges annually in order to keep pace with the cost of providing that service. When establishing user charges the following issues must be considered:

- a) ability to pay;
- b) pricing to limit or encourage demand;
- c) identifiable benefits;
- d) discourage waste; and,
- e) cost of collection.

6.3 REVENUE HANDBOOK

A revenue handbook will be established and maintained annually. This handbook will be utilized to adjust fees and user charges. The handbook will include at least the following information:

- a) the revenue source;
- b) legal authorization;
- c) method of collection;
- d) department responsible for collection;
- e) rate or charge history; and,
- f) prior year revenue history.

6.4 FEE WAIVERS AND REDUCTIONS

All waivers or reductions in fees must be approved by the Board of Commissioners except where discretionary authority has been granted by other policy or resolution, for example the waiver of fees during the occurrence of natural disasters or similar emergency.

6.5 REVENUE PROJECTIONS

The county may prepare a five-year revenue projection with an annual update. This projection will be used for operating budget preparation.

6.6 AD VALOREM TAX ESTIMATES

Upon the advice of the Tax Commissioner, Tax Assessor, County Manager and Chief Financial Officer, the Board of Commissioners may estimate the expected revenue to be generated by ad valorem taxes for the upcoming fiscal year in the annual general appropriations budget. However, property tax rates to generate the estimated revenue for the applicable taxing year shall be set not later than prescribed by state law in conjunction with the submission of the ad valorem tax digest to the Georgia Department of Revenue.

6.7 AD VALOREM TAX OBJECTIVE

Property tax rates shall be maintained at a rate adequate to fund the desired basic service level. Based upon taxable values, rates will be adjusted annually, where necessary to fund this desired service level.

6.8 REVENUE COLLECTIONS OBJECTIVE

The county will follow an aggressive policy of revenue collection. Services will be discontinued and legal means of collection for non-payment. Real property will be sold at the discretion of the Tax Commissioner to satisfy non-payment of property taxes.

SECTION 7 - GRANTS MANAGEMENT POLICIES

7.0 GENERAL PROVISIONS

All county departments shall confer with the County Manager and Chief Financial Officer prior to application to determine if the grant application meets criteria that serves the best interest of the county, or its core functions. The county will seek grant funding for activities that meets the following criteria:

- a) The funded activities will further core county functions and are in the best interest of the citizens of the county.
- b) The merits of the program will be assessed as if it were funded with local tax dollars.
- c) Local tax dollars will not be used to make up for losses of intergovernmental aid without first reviewing the program and its merits as a budgetary increment.
- d) The funded activities are incorporated in county's annual budget by original adoption or by resolution.
- e) No grant is to be accepted that incurs management and reporting costs greater than the grant amount, unless indirect costs or administrative costs can be reimbursed.

7.1 FUNDING AUTHORITY AND PRE-AWARD PROCEDURES

The County Manager is given authority to make application for and accept grants meeting the criteria above. However, the Board of Commissioners must approve by resolution, the application for and acceptance of any grants and key provisions in excess of the limits established for approval by the County Manager according to the thresholds below.

<i>County Manager May Approve if Grant Amount is:</i>	<i>and, the Match Requirement is:</i>
\$100,000 or <	0%
\$50,000 or <	20% or <
\$25,000 or <	40% or <

Upon proper approval of a grant application, the County Manager's Office in conjunction with the applicant department a pre-award file and identifier using the following coding system and examples.

Federal	01	Administration	01	Application Date (Year-Month)	Name or Acronym for Grantor Agency
State	02	Public Safety	02		
Foundation	03	Public Works	03		
Corporate	04	Community Development	04		
Institutional	05	Community Services	05		
Other	06	Health and Welfare	06		
		Judicial	07		

Examples:

Assistance to Fire Fighters Grant	01-02-09-07 Homeland Security
Solid Waste Reduction Grant	02-03-09-07 Georgia Environmental Facilities Authority
County Road Contract	02-03-09-07 Georgia Department of Transportation

In addition to a tracking database, a sub-set filing system should be established for pre-award and any subsequent post-award documentation for audit purposes.

7.2 POST-AWARD PROCEDURES

- a) The recipient department must immediately notify the County Manager upon notice of any grant award.
- b) Prior to the receipt or expenditure of grant revenues, the County Manager or his/her designees will be provided with the necessary information as defined in this section prior to receiving grant revenues or making purchases against the grant.
- c) Each department shall consult with the Chief Financial Officer to establish appropriate reporting and accounting of all financial transactions in such form consistent with the County's Uniform Chart of Accounts.
- d) All grants shall be subject to the county's accounting and budgetary policies. Accounting and budgeting information shall be inclusive of required matching funds, both direct and in-kind.
- e) Each department is responsible for the program management of its grant funds and periodic reporting that meets the specifications of the grantor agency and the County.
- f) The department shall follow procurement requirements of the County unless the grantor agency's requirements are more restrictive. Should procurements result in savings that would leave unexpended funds in a grant allocation, the recipient department shall negotiate with the grantor agency to expend such funds for additional allowable resources.
- g) The recipient department must immediately notify the County Manager upon closure of any grant award.

The file descriptions below consist of the minimum recommended system for county awarded grants. These file descriptions will apply to most grant awards, though some may be more applicable to construction, land acquisition or equipment awards. The file system is consistent with items and/or areas that a grantor agency will typically review during a monitoring visit or an audit. Please note that grant files should be maintained in an area that that can be secured. Such files typically must be retained for a period of three years after the grant closeout.

<i>Sub-File</i>	<i>Content</i>
<i>Application File</i>	<ul style="list-style-type: none"> • Copy of the grant application and project proposal. • Board of Commissioners resolution (where required).*
<i>Contract File</i>	<ul style="list-style-type: none"> • Award letter and contract between grantor and the County. • Documentation satisfying any special conditions of the contract. • Requests and approvals of contract amendments.
<i>Grant Reporting File</i>	<ul style="list-style-type: none"> • Quarterly reports with back-up documentation. • Monitoring reports by grantor agency. • Budget tracking system for all activities. • Project time-lines and schedules. • Assigned personnel costs associated with the program and their respective responsibilities (where required).* • Other related project activity materials.
<i>Financial Documentation File</i>	<ul style="list-style-type: none"> • Documentation designating bank depository (where required).* • Signature authorizations form for report and payment request forms (where required).* • Request for payment forms with back-up documentation. • Record of program commitments (match/leverage) with back up documentation (where required).* • Program activity documentation (account books, records, ledgers, printouts, etc.). • Time sheets for personnel paid with grant funds. • Paid invoices. • Other source documents (purchase orders, bids, etc.). • Copy of interim and final audit reports, documentation of clearance of noted audit exceptions, and any related correspondence.
<i>Property Management File</i>	<ul style="list-style-type: none"> • Property inventory and management register (date of purchase, amount, serial #, use, location, etc.).
<i>Close-Out File</i>	<ul style="list-style-type: none"> • Program close-out package (final correspondence, reports, funding draws, etc.). • Certification of completion notice by grantor agency.
<i>Public Participation/Civil Rights File</i>	<ul style="list-style-type: none"> • Contractor List • Women and minority owned contractor list • Section 504/ADA self-evaluation • Notice of nondiscrimination • EEO Certifications for contractors and subcontractors • Copy of public hearing notice (with minutes).
<i>Environmental Review Record</i>	<ul style="list-style-type: none"> • Environmental review statement. • Compliance documentation (including permits).

<i>Sub-File</i>	<i>Content</i>
<i>Files</i>	<ul style="list-style-type: none"> • Published notices (including dissemination list for Findings of no Significant Impact – FONSI). • Request for release of funds (RROF/Certification) • Objections and responses. • Grantor Agency release letter (including verification of first date for obligating funds).
<i>Construction Project File</i>	<ul style="list-style-type: none"> • Contractor proof of liability and workmen's compensation insurance. • Bid documents (ads, RFP, plans/specifications etc.). • Summary of bids received. • Notice of award with supporting documentation. • Contract and notice to proceed. • Contract change orders with supporting documentation. • List of subcontractors. • Contractor payment record (invoices, inspections, payment authorization forms, copy of checks, signed receipts, etc.). • Contract progress inspection reports. • Correspondence with the contractor about activity being completed.
<i>Property Acquisition</i>	<ul style="list-style-type: none"> • Copy of notice of interest in acquiring. • Copy of invitation to owner to accompany appraiser. • Appraisal report and review appraisal report. • Copy of establishment of just compensation and summary statement. • Copy of written offer to purchase. • Updates of the offer of just compensation. • Purchase/Sale agreement. • Statement of settlement costs. • Receipt of purchase. • Waiver, if donation. • If process terminated, copy of notice of intent not to acquire.

SECTION 8 - INVESTMENT AND PORTFOLIO POLICIES AND PROCEDURES

8.0 GENERAL PROVISIONS

This investment policy applies to activities of Bulloch County with regard to investing the financial assets of its funds (except for Retirement Funds and financial assets under the direct control of any of the Constitutional Officers of Bulloch County). These funds are accounted for in the County's annual financial report and include:

- a) General Fund
- b) Special Revenue Funds
- c) Debt Service Funds
- d) Capital Project Funds
- e) Proprietary Funds
- f) Internal Service Funds
- g) Other funds which may be created from time to time

At such time as funds under the direct control of Constitutional Officers might pass to the Board of Commissioners, then these policies will be applicable.

Except for cash in certain legally restricted and special funds, the County will consolidate cash and reserve balances from all funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

8.1 OBJECTIVES

Bulloch County's investment objectives in order of priority are:

- a) **Safety of Principal:** Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.
- b) **Credit Risk:** Bulloch County will minimize credit risk, which is the risk of loss due to the failure of the security issuer or backer, by:
 - 1) Limiting investments to the types of securities listed in this Investment Policy
 - 2) Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisers with which the County will do business with.
 - 3) Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.
- c) **Interest Rate Risk:** The County will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by:
 - 1) Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity

- 2) Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools and limiting the average maturity of the portfolio in accordance with this policy.
- d) Maintenance of Adequate Liquidity: The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). Alternatively, a portion of the portfolio may be placed in money market mutual funds or local government investment pools which offer same-day liquidity for short-term funds.
- e) Return on Investment: The County seeks to attain market rates of return on its investments, consistent with constraints imposed by its safety objectives, cash flow considerations and state laws that restrict the placement of certain funds.
- f) Performance Standard: The goal of the overall portfolio shall be an annual objective of exceeding the average return on for the Georgia Local Government Investment Pool (Georgia Fund 1) by twenty-five (25) basis points, net of any investment or safekeeping fees. The investment program shall seek to augment returns above this threshold, consistent with risk limitations identified herein and prudent investment principles.

8.2 LEGAL COMPLIANCE, ETHICS AND CONFLICT OF INTEREST

Funds of Bulloch County will be invested in compliance with the provisions of Georgia Code Section 36-83-4, 36-80-3 and 45-8-18, and in accordance with these policies and written administrative procedures. Certain funds may from time-to-time have outstanding bond issues which have specific investment policies contained within the bond ordinances and official statements. Those policies will be adhered to and are not in conflict with the terms of this policy.

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose any material financial interests in financial institutions, banks or broker-dealers that are considered for conducting business with the County.

8.3 DELEGATION OF AUTHORITY

The Board of Commissioners of Bulloch County shall establish the overall investment policies, the management and implementation of which is delegated to the Chief Financial Officer, designated as the investment officer who shall establish procedures for the operation of the investment program. Such procedures may include explicit delegation of authority to personnel or entities responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Chief Financial Officer.

8.4 PRUDENCE AND ETHICAL STANDARDS

The standard of prudence to be used by the Chief Financial Officer or his delegated entities shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. The "prudent person" standard is herewith understood to mean the following:

"Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

8.5 SUITABLE AND AUTHORIZED INVESTMENTS

Suitable and authorized investments set forth in the Official Code of Georgia Annotated, generally, are:

- a) Obligations of the State of Georgia or of other states.
- b) Obligations issued by the United States government consisting of U.S. Treasury Bills, Notes and Bonds.
- c) Obligations fully insured or guaranteed by the United States government or a United States government agency).
- d) Obligations of corporations of the U.S. Government.
- e) Repurchase agreements backed by b), c) or d)
- f) Prime Bankers' Acceptance that are eligible for purchase by the Federal Reserve Bank and have a credit rating of A1/P1 or better.
- g) The Local Government Investment Pool of the State of Georgia.
- h) Obligations of other political subdivisions of the State of Georgia.
- i.) Time deposits and savings deposits of banks organized under the laws of Georgia or the U.S. Government and operating in Georgia.
- j) Certificates of Deposit insured by the Federal Deposit Insurance Corporation provided, however, that that portion of such certificates of deposit in excess of the amount insured by the Federal Deposit Insurance Corporation shall be secured by direct obligations of the State of Georgia or the United States.

Where allowed by state law and in accordance with the *GFOA Recommended Practices on the Collateralization of Public Deposits*, full collateralization will be required on all demand deposit accounts, including checking accounts and non-negotiable certificates of deposit.

8.6 APPROVED BROKER-DEALERS AND BANKS

A list will be established and maintained for competitive proposals offered by local financial institutions and depositories (banks) selected by creditworthiness (e.g., a minimum capital requirement of \$10,000,000 and at least five years of operation) qualified to provide depository services. A formal request for proposals shall be issued every three years.

A list will be established and maintained for competitive proposals offered by financial institutions and depositories (banks) and also by approved security broker/dealers selected by creditworthiness (e.g., a minimum capital requirement of \$10,000,000 and at

least five years of operation) qualified to provide investment services. A formal request for proposals shall be issued every five (5) years. These may include "primary" dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule).

- a) It is the policy of Bulloch County to purchase securities only from those broker/dealers and banks that are authorized by the Board of Commissioners.
- b) Repurchase Agreements will be conducted only with those banks and broker/dealers who have executed a Master Repurchase Agreement with the County. All repurchase agreements must be in written form using the *Securities Industry and Financial Markets Association Master Repurchase Agreement* as a guide. *Annex 1* of this guide shall materially conform to the *GFOA Best Practice for Establishing a Repurchasing Agreement*. Agreements not substantially conforming to this *Master* and *Annex-1* are unacceptable.
- c) All financial institutions and broker/dealers who desire to become qualified for investment transactions must supply the following as appropriate:
 - 1) Audited financial statements demonstrating compliance with state and federal capital adequacy guidelines.
 - 2) Proof of National Association of Securities Dealers (NASD) certification (not applicable to Certificate of Deposit counterparties)
 - 3) Proof of FINRA certification
 - 4) Proof of state registration
 - 5) Completed broker/dealer questionnaire (not applicable to Certificate of Deposit counterparties)
 - 6) Certification of having read and understood and agreeing to comply with the County's investment policy.
 - 7) Evidence of adequate insurance coverage.

An annual review of the financial condition and registration of all qualified financial institutions and *broker/dealers* will be conducted by the Chief Financial Officer. The County shall seek to follow *GFOA Recommended Practice on "Governmental Relationships with Securities Dealers*.

8.7 SAFEKEEPING OF SECURITIES

- a) To protect against potential fraud and embezzlement the investment securities of the County shall be secured through third-party custody and safekeeping procedures. A Safekeeping Agreement will be executed. Securities will be held by a centralized independent third-party custodian selected by the County as evidenced by safekeeping receipts in the County's name listing the specific instrument, rate, maturity and other information. The safekeeping institution shall annually provide a copy of their most recent report on internal controls (*Statement of Auditing Standards No. 70, or SAS 70*).
- b) Exempt from the third-party safekeeping procedures are securities which collateralize Repurchase Agreements of 7 days duration or less. These securities shall be safekept at the Federal Reserve Bank, pledged to the Bulloch County Board of Commissioners and the County. shall have the right to approve any substitutions of collateral should that prove necessary.
- c) The Safekeeping Agreement explicitly requires that securities will be delivered versus payment. This practice ensures that the County neither transfers money

or securities before receiving the other portion of the transaction. Both transactions occur simultaneously through the custodial bank, authorized to conduct transactions for the County.

- d) Deposit type securities shall be collateralized at 110% of the face value. Other investments shall be collateralized by the actual security held in safekeeping by the primary agent.

8.8 DIVERSIFICATIONS OF THE PORTFOLIO

- a) It is the policy of Bulloch County to diversify its investment of idle funds so as to eliminate the risk of loss resulting from overconcentration of assets in a specific maturity, a specific issuer or a specific class of securities. Diversification strategies shall be reviewed periodically.
- b) In establishing specific diversification strategies, the following guidelines apply:

- 1) Portfolio maturities shall be staggered to provide funds when needed.
- 2) Maturities selected shall provide for stability of income and reasonable liquidity.
- 3) When evaluating the purchase of an individual security to a specific maturity its impact on the portfolio as a whole should be the major consideration.
- 4) Maximum limits by class of security are as follows:

U.S. Treasury Obligations	100%
U.S. Government Agency Securities and Securities Issued by Instrumentalities of Government Sponsored Corporations	70%
Local Government Investment Pool	70%
Repurchase Agreements	25%
Prime Bankers Acceptance	10%
Certificates of Deposit	25%
Obligations of other political subdivisions of the State of Georgia	25%

- c) No more than 90% of the entire invested portfolio may be placed with any one bank or security dealer.

8.9 SPECIFIC POLICIES TO ENSURE LIQUIDITY

Diversification of Investment Maturities

- a) The longer the maturity of a particular investment, the greater its susceptibility to market price and credit losses. The County seeks to limit such risk by maintaining conservative maturities that are within guidelines recommended by O.C.G.A. 36-83-4, and/or those recommended by the Government Finance Officers Association. The GFOA guidelines generally recommend avoiding securities with maturities beyond five years unless the investment is matched and held to a specific maturity.
- b) Investment maturities shall be scheduled to coincide with projected cash flow needs, taking into consideration large routine expenditures (i.e. payroll and debt payments) as well as anticipated revenues (i.e. property tax collections).
- c) Maximum maturities by class of security are as follows:

U.S. Treasury Obligations	5 years
U.S. Government Agency Securities and Securities issued by Instrumentalities of Government Sponsored Corporations	4 years
Repurchase Agreements	180 days
Prime Bankers' Acceptance	270 days
Local Government Investment Pool	N/A
Certificates of Deposit	2 years
Obligations of other political subdivisions of the State of Georgia	3 years

8.10 ACTIVE SECONDARY MARKETS

Although many securities are acceptable for investing using the legal authorized list, some are not very desirable from a liquidity standpoint. Accordingly, although investments may be on the authorized list, only those securities with an active secondary market may be purchased from that list.

8.11 ESTABLISHMENT OF INTERNAL CONTROL AND OVERSIGHT

The Chief Financial Officer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the County are protected from loss, theft or misuse. Details of the internal controls system shall be documented in an investment procedures manual and shall be reviewed and updated annually. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits requires estimates and judgments by management. It is the policy of the County to establish a system of internal controls which shall be in writing. The internal controls shall address the following points:

- a) Control of collusion: Collusion is a situation where two or more employees are working in conjunction to defraud their employer.
- b) Separation of functions: By separating key functions and having different people perform each function, each person can perform a "check and balance" review of the other people in the same area.
- c) Separation of transaction authority from accounting and recordkeeping: By separating the person who authorizes or performs the transaction from the people who record or otherwise account for the transaction, a good separation of duties is achieved.
- d) Custodial safekeeping: Securities purchased from any bank or dealer, including appropriate collateral, should be placed into a third party bank for custodial safekeeping.
- e) Avoidance of bearer-form securities: Bearer-form securities are much easier to convert to personal use than securities that are registered in the name of Bulloch County.
- f) Avoidance of physical delivery securities: Book entry securities are much easier to transfer and account for since actual delivery is never taken. Physical delivery securities must be properly safeguarded as are many valuable documents. The potential of fraud and loss increases with physical delivery securities.
- g) Clear delegation of authority to subordinate staff members: Subordinate staff members must have a clear understanding of their authority and responsibilities to avoid any improper actions. Clear delegation of authority also preserves the

internal control structure that is built around the various staff positions and their respective responsibilities.

- h) Written confirmation of telephone transactions for investments and wire transfers: Due to the potential for errors and improprieties arising from telephone transactions, all telephone transactions should be supported by written communications and approved by the appropriate person.
- i) Documentation of transactions and strategies: All transactions and the strategies that may have been used to develop the transactions should be documented in writing and approved by the appropriate person.
- j) Development of a wire transfer agreement with the County's lead bank: This agreement should outline the various controls and security provisions for making and receiving the wire transfers.
- k) Reporting: The Chief Financial Officer shall prepare periodic investment reports summarizing recent market conditions, economic developments, anticipated investment conditions, rates of return and portfolio performance.
- l) Oversight: Compliance should be assured through the County's annual independent audit. However, additional and periodic oversight shall be provided by the County's finance committee.

8.12 POLICY CONSIDERATIONS

Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.

This policy shall be reviewed on an annual basis. Any changes must be approved by the Board of Commissioners in consultation with the Chief Financial Officer.

Endnotes:

¹ a) the aggregate amount of such loans may not exceed seventy five percent (75%) of the total gross income from ad valorem taxes collected in the last preceding year; b) all such loans shall be payable on or before December 31 of the calendar year in which such loan is made; and, c) no such loan may be obtained when there is a loan then obtained unpaid in any prior year; and, d) the aggregate of such loans incurred in any one calendar year for current expenses shall not exceed the total anticipated revenue for such calendar year.

² The county will limit the total of its general obligation long-term debt to 10% of the assessed value of all taxable property within the county.



**BULLOCH COUNTY
FINANCIAL POLICIES**

APPROVED:

MARCH 2005

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No. 1 - JUNE 2009

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SECTION 1 - PURPOSE AND OBJECTIVE OF THE POLICY MANUAL

1.0 GENERAL PROVISIONS

The Bulloch County Board of Commissioners has a responsibility to carefully account for public funds, to manage finances wisely, and to plan for the provision of public services. Sound financial policies are necessary to carry out these objectives responsibly and efficiently. The Bulloch County Board of Commissioners financial policies set forth below, and which shall be amended from time-to-time, is the basic framework for its overall financial management. The broad purpose of the following financial policies is to enable the Bulloch County Board of Commissioners to achieve and maintain a long-term positive financial condition. The key values of the County's financial management include fiscal integrity, prudence, planning, accountability, honesty, and openness. Specifically, the purpose is to provide guidelines for planning, directing, and maintaining day-to-day financial affairs.

SECTION 2 - BUDGETARY POLICIES

2.0 GENERAL PROVISIONS

Budgeting is an essential element of the financial planning, control, and evaluation process of county government. The "annual general appropriations budget" is the county's annual financial operating plan. The annual budget includes the operating departments of the general fund, special revenue funds, debt service fund, capital project funds, enterprise funds, and other approved funds that may be established as needed. The following policies shall apply:

2.1 FISCAL YEAR

The county annual fiscal year for budgeting and financial reporting will be the period between July 1 and June 30 which coincides with the fiscal year for the State of Georgia.

2.2 PARTICIPATORY PROCESS

The county will utilize a decentralized operating budget process. Each department will have an opportunity to participate in requesting personnel, goods, capital items and services needed to carry-on its responsibility in an exemplary manner.

2.3 COMPREHENSIVENESS

Annual fiscal year fixed budgets will be adopted for all funds. Project budgets shall be adopted for major capital projects and no budgets are adopted for trust funds since budget authorization and control is achieved alternatively through stipulations in the trust agreements.

2.4 BUDGET CALENDAR

No more than six (6) months before the applicable fiscal year, the County Manager in consultation with the Chief Financial Officer shall prepare an annual budget preparation package for each department and budget unit explaining the calendar, policies and procedures for submission. The County Manager may outline priorities, targets and other guidelines consistent with good budgeting practice and the opportunities and challenges facing the county in the pending fiscal year planning period.

2.5 FIXED POSITION ALLOCATION

The Board of Commissioners shall adopt an annual general appropriations budget that shall have a fixed position allocation list showing the level of full-time equivalent (FTE) personnel (full-time and part-time) ratio for each department or budget division. Any increase in the additional positions or the FTE level shall require a budget amendment to be submitted to the County manager for approval by the Board of Commissioners.

2.6 PUBLIC NOTICE

The county shall follow public notice and review procedures for adoption of the annual general appropriations budget as provided for in O.C.G.A. 36-81-5. Adoption for such a budget shall be made by either resolution or ordinance.

2.7 BALANCED BUDGET REQUIRED

The budget must be structurally balanced for all budgeted funds. Total anticipated revenues plus that portion of beginning fund balance in excess of the required unreserved fund balance (see policy 2.10 below) must equal total estimated expenditures for the general fund; provided, however, that if the Board of Commissioners determines that circumstances so warrant and it is in the best interest of the citizens of Bulloch County, the Board of Commissioners may elect to utilize a portion of the required fund balance reserve to balance the general fund budget. Total anticipated revenues must equal total estimated expenditures/expenses for all other funds.

2.8 PERFORMANCE MEASUREMENT

The county may develop a program to integrate performance measures and objectives into the budget and a system to monitor performance in meeting objectives.

2.9 PRESENTATION STANDARDS

The county may annually submit documentation to qualify for the Governmental Finance Officers Association "Award for Distinguished Budget Presentation".

2.10 FUND BALANCE POLICY, GENERALLY

The purpose of this policy is to establish criteria to define and maintain adequate fund balances in the county's fund accounting structure that will provide sufficient cash flow to meet daily and unforeseen financial needs, and to ensure the highest credit quality for the County. Fund balance measures the net financial resources available to finance expenditures for future periods. The application of fund balance policy for Bulloch County shall be subject to guidance under Statement Number 54 of the Governmental Accounting Standards Board, and for each fund in the county's fund structure may be composed of the following classifications:

- a) Nonspendable: This includes amounts that are in an un-spendable form or are required to remain intact (inventories, endowment from a corpus fund, prepaid items, long-term loans and notes receivable etc.).
- b) Restricted: This includes amounts that can be spent only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation (grant revenues, contributions, debt covenants, etc.). Certain fund balance amounts are restricted in accordance with State and Federal laws and are generally held in Special Revenue Funds.
- c) Committed: This includes amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority (major construction projects, stabilization funds for contingency or emergency). Fund balance of the County may be committed for a specific purpose by formal action of the Board of Commissioners. Amendments or modifications of the committed fund balance must also be approved by formal action of the Board of Commissioners.

- d) Assigned: These are amounts intended to be used by the government for specific purposes but do not meet the criteria to be classified as restricted or committed (specific projects, etc.). Fund balance may also be delegated to be assigned when appropriate by the County Manager or their designee under the approved annual appropriations budget.
- e) Unassigned: This amount is the residual classification for the government's general fund and includes all spendable amounts not contained in the other classifications. In other funds, the unassigned classification should be used only to report a deficit balance resulting from overspending for specific purposes for which amounts had been restricted, committed, or assigned (to maintain liquidity).

2.1.1 FUND BALANCE POLICY, SPECIFICALLY

Governmental fund types include the General Fund, Special Revenue Funds, Capital Projects Funds, and Debt Service Funds.

The Board of Commissioners hereby adopts the following fund balance policies for each governmental fund type:

- a) General Fund: The General Fund should be used to account for and report all financial resources not accounted for and reported in another fund. The General Fund will maintain sufficient working capital and a margin of safety to address satisfactory liquidity and for local and regional emergencies without borrowing. The unassigned General Fund balance may only be appropriated by resolution of the Board of Commissioners. It shall be the general policy of the Board of Commissioners to maintain an average unassigned fund balance equivalent to three (3) months of annual budgeted operating revenue, except where it is necessary or expedient to commit or assign no more than one (1) month for purposes that are in the county's best interests. In circumstances where expenditures are to be made for a purpose for which amounts are available in multiple fund balance classifications, resources will be expended in the following order:
 1. Restricted fund balance.
 2. Committed fund balance.
 3. Assigned fund balance.
 4. Unassigned fund balance.
- b) Special Revenue Funds: Special Revenue Funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. The restricted or committed proceeds of special revenue sources should be expected to continue to comprise a substantial portion of the inflows reported in the fund. Other resources also may be reported in the fund if those resources are restricted, committed, or assigned to the specified purpose of the fund.

The Board of Commissioners may discontinue reporting a special revenue fund, and instead report the fund's remaining resources in the General Fund, if the government no longer expects that a substantial portion of the inflows will derive

from restricted or committed revenue sources. The Board of Commissioners establishes the 40% rule averaged out over a period of three (3) years to determine whether a Fund is considered to be a Special Revenue Fund for reporting purposes. Any Special Revenue Fund with restricted and committed revenues less than 40% of total inflows shall for reporting purposes be considered a part of the County General Fund, or appropriate Special Revenue Fund. Any fund which ceases to exist as a Special Revenue due to the 40% rule may be combined with the General Fund or another Special Revenue Fund, if appropriate.

In circumstances where expenditures are to be made for a purpose for which amounts are available in multiple fund balance classifications, the order in which resources will be expended is as follows:

1. Restricted fund balance.
2. Committed fund balance.
3. Assigned fund balance.
4. Unassigned fund balance.

The Board of Commissioners commits the following fund balances to be reported as Special Revenue Funds:

1. Airport Fund: Funding will be provided by revenues generated by primarily hangar rental, fuel sales and other miscellaneous charges, fees and commissions. The revenue will be used to support operational and capital expenses of the facility. It shall be the general policy of the Board of Commissioners to maintain an average unassigned fund balance equivalent to three (3) months of annual budgeted operating revenue, except where it is necessary or expedient to commit or assign no more than one (1) month for purposes that are in the airport's best interests.
2. Correctional Institute Inmate Telephone Fund: Funding will be provided by commission revenue from the sale of phone cards to inmates. The revenue will be used to support operations and capital expenses of the facility.
3. Correctional Institute Commissary Fund: Funded by revenue generated by inmates or their outside supporters, the purpose of the institute's commissary or "canteen" is to give inmates the opportunity to purchase various items or amenities which are not provided by the institute. An offender's money is inventoried upon incarceration and an account is established for them. Deposits are made as money arrives for the inmates and canteen purchases are deducted from their accounts. Inmates are not permitted to keep money in their possession. Surplus revenue or net earnings may be used to support operations and capital expenses of the facility.
4. Jail Inmate Telephone Fund: Funding will be provided by commission revenue from the sale of phone cards to inmates. The revenue will be used to support operations and capital expenses of the facility, or for law enforcement purposes.

5. Jail Commissary Fund: Funded by revenue generated by inmates or their outside supporters, the purpose of the jail's commissary or "canteen" is to give inmates the opportunity to purchase various items or amenities which are not provided by the jail. An offender's money is inventoried upon incarceration and an account is established for them. Deposits are made as money arrives for the inmates and canteen purchases are deducted from their accounts. Inmates are not permitted to keep money in their possession. Surplus revenue or net earnings may be used to support operations and capital expenses of the facility, or for law enforcement purposes.
6. Drug Treatment and Education Fund: Funded by additional assessment on fines and penalties by the court system for drug related offenses as prescribed by state law. The revenue will be used to support operational and capital expenses for drug abuse treatment and education.
7. E-911 Fund: Funding is provided by subscription fees to provide Bulloch, Evans, and Candler Counties with an Enhanced 911 Emergency Telephone System and public safety answering point. The revenue will be used to support operational and capital expenses of the facility. It shall be the general policy of the Board of Commissioners to maintain an average unassigned fund balance equivalent to two (2) months of annual budgeted operating revenue, except where it is necessary or expedient to commit or assign no more than one (1) month for purposes that are in the county's best interests.
8. Multiple Grants Fund: This fund accounts for receipts and disbursements for smaller state and federal grants for restricted purposes. The revenue will be used to support operational and capital expenses for the grant's purpose.
9. Greenspace Fund: Funding is provided by grants and donations for the acquisition and management of public land to be set aside for conservation purposes or passive recreation as permanent greenspace; or, for related purposes included but not limited to public education on land conservation.
10. Hotel Motel Tax Fund: Funding is provided by an excise tax in an amount determined in the county code of ordinances pursuant state law and according to the taxing option selected by the Board of Commissioners. The revenue will be used as prescribed by state and local law.
11. Jail Add-On Fee Fund: Funded by additional assessment on fines and penalties by the court system for criminal violations as prescribed by state law. The revenue will be used to support operational and capital expenses of the facility.
12. Juvenile Services Fund: Funded by a supervision fee imposed by the court system as prescribed by state law. The revenue will be used to support operational and capital expenses for supplemental services as determined by the juvenile court.
13. Keep Bulloch Beautiful Fund: Funding is provided by revenues generated by tipping fees, grants and donations to promote and educate citizens regarding

community beautification, litter reduction, solid waste recycling and sustainability. The revenue will be used to support operational and capital expenses of the service.

14. Rural Fire District Fund: Funding is provided through an annual fee upon property owners in the county's rural fire districts to provide responsive volunteer fire protection while assisting in various mutual aid agreements with other jurisdictions. The revenue will be used to support operational and capital expenses of the service.
15. Statesboro Fire District Fund: Funding is provided through ad valorem taxes for a special tax district for a defined geographic unincorporated area contiguous to the City of Statesboro where the city fire department to act as first responder for fire calls within a five-mile radius of municipal fire stations. This arrangement provides enhanced fire service response and lower fire hazard insurance rates for homeowners and businesses in this area. The revenue will be used to support operational and capital expenses of the service.
16. Sheriff's Confiscated Assets Fund: Funding is provided by the confiscation and or sale of cash and assets seized in the course of criminal activity. The revenue will be used to support operational and capital expenses for law enforcement purposes.
17. Sheriff's Fingerprint Fund: Funding is provided by fees generated from the sales of fingerprint reports and identification cards. Surplus revenue or net earnings may be used to support operations and capital expenses for law enforcement purposes.
18. Streetlights Tax Districts Fund: Funding is provided through a special assessment on the annual ad valorem tax bill upon property owners within geographically defined unincorporated areas to collect the utility charges for streetlights in said district, as prescribed by local ordinance and enabled by state law. It shall be the general policy of the Board of Commissioners to maintain an average unassigned fund balance equivalent to three (3) months of annual budgeted operating revenue, except where it is necessary or expedient to commit or assign no more than one (1) month for purposes that are in the county's best interests.
19. Road Tax District Fund(s): Funding is provided through a special assessment on the annual ad valorem tax bill upon property owners within geographically defined unincorporated areas to amortize the cost for paving or improving in said district, as prescribed by local resolution or ordinance, and enabled by state law.
20. Tax Allocation Districts Funds: Funding is provided by revenues generated from additional increments of ad valorem taxes generated in a designated tax allocation district, once authorized. The revenue will be used for capital outlays prescribed by state law and local ordinances or resolutions. Subscribing to the minimum funds principle, debt service for principal and

interest will be accounted for in this fund, rather than maintaining a separate debt service fund.

- c) **Capital Projects Fund Balance Policy:** Capital Projects Funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets. Capital Projects Funds exclude those types of capital-related outflows financed by proprietary funds or for assets that will be held in trust for individuals, private organizations, or other governments. In circumstances where expenditures are to be made for a purpose for which amounts are available in multiple fund balance classifications, the order in which resources will be expended is as follows: 1) restricted fund balance, 2) committed fund balance, and 3) assigned fund balance.

The Board of Commissioners commits the following fund balances to be reported as Capital Projects Fund:

1. **Special Purpose Local Option Sales Tax Fund:** Funding is provided by a 1% sales tax, subject to voter referenda and state law, for capital outlay projects. Subscribing to the minimum funds principle, debt service for principal and interest will be accounted for in this fund, rather than maintaining a separate debt service fund.

In circumstances where expenditures are to be made for a purpose for which amounts are available in multiple fund balance classifications, the order in which resources will be expended is as follows:

1. Restricted fund balance.
2. Committed fund balance.
3. Assigned fund balance.
4. Unassigned fund balance.

- d) **Debt Service Fund Balance Policy:** Debt Service Funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest, even if it is being accumulated for future years' payments. Debt Service Funds should be used to report resources, if legally mandated.

The County Board of Commissioners commits the following fund balances to be reported as Debt Service Funds:

1. None at this time.

In circumstances where expenditures are to be made for a purpose for which amounts are available in multiple fund balance classifications, the order in which resources will be expended is as follows:

1. Restricted fund balance.
2. Committed fund balance.
3. Assigned fund balance.

4. Unassigned fund balance.

Proprietary fund types include the Enterprise and Internal Service Funds.

The Board of Commissioners hereby adopts the following fund balance policies for each governmental fund type:

- a) **Proprietary Fund Balance Policy:** Proprietary funds are used to account for a government's business-type activities. There are two types of proprietary funds – enterprise funds and internal service funds. Both enterprise and internal service funds recover the full cost of providing services (including capital costs) through fees and charges on those who use their services. In circumstances where expenditures are to be made for a purpose for which amounts are available in multiple fund balance classifications, resources will be expended in the following order:
1. Restricted net assets.
 2. Unrestricted net assets.

The Board of Commissioners hereby adopts the following net assets policies for each proprietary fund type:

1. **Aquatic Center Enterprise Fund:** Funding will be provided by revenues generated by primarily fees and sales. The revenue will be used to support operational and capital expenses of the facility. It shall be the general policy of the Board of Commissioners to maintain an average unrestricted net assets equivalent to three (3) months of annual budgeted operating revenue, except where it is necessary or expedient to commit or assign no more than one (1) month for purposes that are in the fund's best interests.
2. **Employee Insurance Internal Service Fund:** Funding will be provided by revenues generated from both employee and employer payments for premiums. The revenue will be used to support payments for claims and administration for the self-insured insurance plan. Total net assets shall maintain a positive balance to illustrate the nature of recovered fees for services. It shall be the general policy of the Board of Commissioners to maintain average unrestricted net assets equivalent to two (2) months of annual budgeted operating revenue, except where it is necessary or expedient to commit or assign no more than one (1) month for purposes that are in the fund's best interests.
3. **Correctional Food Internal Service Fund:** Funding will be provided by revenues generated for the preparation and service of meals to inmates of the County Jail, County Correctional Institute, and for selected County functions where food service is required. Total net assets shall maintain a positive balance to illustrate the nature of recovered fees for services. It shall be the general policy of the Board of Commissioners to maintain average unrestricted net assets equivalent to two (2) months of annual budgeted operating revenue, except where it is necessary or expedient to commit or

assign no more than one (1) month for purposes that are in the fund's best interests.

2.12 CONTINGENCY BUDGET

The county may include an amount in the general fund (i.e., a line-item for contingencies) for unforeseen emergency type operating expenditures. The amount of the contingency will be no more than 3% of the general fund operating budget or \$200,000, whichever is less.

2.13 PROPRIETARY FUNDS

The enterprise and internal service operations of the county shall have the objective of being self-supporting to the extent that current revenues shall cover current expenditures (including direct and indirect costs), debt service and capital improvements.

2.14 INTERNAL CHARGES

An annual administrative fee assessment may be used to reimburse the general fund for support services against all eligible enterprise, special revenue and internal services funds. Such assessments shall be set in the annual revenue handbook referenced in Section 5 below.

2.15 LAPSED APPROPRIATIONS

All unencumbered appropriations lapse at year end. However, the appropriation authority for major capital projects and capital assets (i.e., the encumbered portions) carries forward automatically to the subsequent year.

2.16 BASIS OF ACCOUNTING

All budgets shall be adopted on a basis of accounting consistent with generally accepted accounting principles as promulgated by the Governmental Accounting Standards Boards, except for encumbrances. Revenues are budgeted when they become measurable and available and expenditures are charged against the budget when they become measurable, or where a liability has been incurred and the liability will be liquidated with current resources. All outstanding encumbrances are charged as expenditure to the budget appropriation in the year initially encumbered.

2.17 CONTROL AND REPORTING

The county will maintain a budgetary control system to ensure adherence to the budget and will prepare timely, monthly financial reports comparing actual revenues, expenditures and encumbrances with budgeted amounts.

2.18 LEGAL LEVEL OF CONTROL

The budget shall be adopted at the minimum legal level of control required by Georgia law, which is any expenditures for each department for each fund for which a budget is required (i.e., the expenditures may not exceed the total for any department within a fund without the Board of Commissioners approval).

2.19 TRANSFERS

The County Manager shall have the authority to transfer appropriations within a department within the same fund from one line item to other line items (i.e., to another object classification within the same department) for all departments under the direction of the Board of Commissioners. The County Manager may be granted this authority by constitutional officers requesting such transfers provided it is properly documented. Any transfer affecting the allocations of constitutional officers or other operating departments may not be made without Board approval.

2.20 AMENDMENTS

The Board may authorize a budget amendment through a supplemental budget resolution at any time where upon and after consultation with the County Manager and other county officers such amendment is needed out of public necessity and in the best interest of the citizenry, and to further reflect any significant change in total revenues and expenditures.

2.21 PROCEDURE FOR TRANSFERS OR AMENDMENTS

All transfer and amendment requests and approvals must be documented using a proper form from the County Manager's Office.

SECTION 3 - DEBT MANAGEMENT POLICIES

3.0 GENERAL PROVISIONS

Debt may result when the county identifies the need to borrow from an individual or an institution. The county in this instance receives funds to acquire resources for current use with an obligation for repayment later. The debt from borrowing generally must be repaid with interest. The Bulloch County Board of Commissioners recognizes that to maintain flexibility in responding to changing service priorities, revenue inflows, and cost structures, a debt management strategy is required. The County strives to balance service demands and the amount of debt incurred. The County realizes that failure to meet the demands of growth may inhibit its continued economic viability, but also realizes that too much debt may have detrimental effects as well. The goal of the County's debt policy is to maintain a sound fiscal position and to protect the credit rating of the County. When the Bulloch County Board of Commissioners uses debt financing, it will ensure the debt is financed soundly and conservatively. The following policies shall apply:

3.1 TAX ANTICIPATION NOTES

The County may use short-term borrowing to cover cash flow shortage through the issuance of tax anticipation notes subject to Article 9, Section 5, Paragraph 5 of the Constitution of the State of Georgia.¹

3.2 LONG TERM DEBT

The issuance of long-term debt is limited to capital improvements or projects that cannot be financed from current revenues or resources. For purposes of this policy, current resources are defined as that portion of fund balance in excess of the required reserves. Every effort will be made to limit the payback period of the bonds to the estimated useful life of the capital projects or improvements. The county may use long-term debt financing when the following conditions exist:

- a) when non-continuous capital improvements are desired; and,
- b) when it can be determined that future citizens will receive a benefit from the improvement.

When the country utilizes long-term debt financing it will ensure that the debt is financed soundly by:

- a) conservatively projecting the revenue sources that will be utilized to repay the debt;
- b) financing the improvement over a period not greater than the useful life of the improvement; and,
- c) determining that the cost benefit of the improvement, including interest cost, is positive.²

3.3 CAPITAL LEASES

Capital leases may be used to finance equipment purchases anytime the total projected cost of the equipment purchase exceeds 5% of the general fund budget. Multi-year

lease-purchase contracts, including certificates of participation, may be used for the acquisition of real estate pursuant to the provisions of O.C.G.A. 36-60-13, in-lieu of long-term debt-financing.

3.4 BOND RATING OBJECTIVES

The County will maintain good communications with bond rating agencies and will try to improve or maintain its current bond rating annually. When the County issues bonds, it will consider insuring the bonds, which essentially results in the highest bond rating possible which may result in lower interest costs. The County shall follow a policy of full disclosure in financial reporting and with the preparation of a bond prospectus.

3.5 LONG-TERM DEBT SCHEDULING

All efforts will be made to limit the long-term debt maturity schedule to the estimated useful life of the capital asset constructed or purchased.

3.6 DEBT SERVICE BUDGETING

Annual budget appropriations shall include debt service payments and reserve requirements for all debt currently outstanding.

3.7 CAPITAL IMPROVEMENTS PLANNING

Long-term borrowing should be incorporated into the county's capital improvement plan.

3.8 INTERFUND LOANS

Where cost effective, the Board of Commissioners may choose to issue loans between funds within its reporting entity. A document outlining the amount, rate, repayment terms, and other such pertinent items will be completed by County Manager after direction is issued by the Board of Commissioners to complete the inter-fund loan transaction. A meaningful financial analysis will be performed by the Chief Financial Officer and the County Manager on the lending fund's working capital to assure adequate cash flows will remain after the money is transferred to the borrowing fund. As a general rule, the lending fund should not incur financial hardship or an increase in rate structure as a result of the transaction. Any inter-fund loan must be approved in final form by the Board of Commissioners.

3.9 COMPETITIVE FINANCING

The County generally will conduct financings on a competitive basis. However, negotiated financings may be used due to market volatility or the use of an unusual or complex financing or security structure. The County may employ outside financial specialists to assist it in developing a bond issuance strategy, preparing bond documents, and marketing bonds to investors. The key players in the County's financing transactions include its financial advisor and bond counsel, the underwriter and County representatives.

3.10 LEGAL COMPLIANCE

When issuing debt, the County shall comply with all legal requirements, including the continuing disclosure requirements. This compliance includes adherence to local, state and federal legislation and bond covenants. More specifically, the Finance Director is responsible for maintaining a system of recordkeeping and reporting to meet the arbitrage rebate compliance requirements of the federal tax code. This effort includes tracking investment earnings on bond proceeds, calculating rebate payments in compliance with tax law, and remitting any rebatable earnings to the federal government in a timely manner in order to preserve the tax-exempt status of the County's outstanding debt issues. Additionally, general financial reporting and certification requirements embodied in bond covenants are monitored to ensure that all covenants are complied with. The County will comply with Amended SEC Rule 15c2-12 (the "Rule") by providing secondary market disclosure for all long-term debt obligations, which are subject to the Rule. As required, the County will submit annual financial information to all nationally recognized municipal securities repositories pursuant to the Rule, on a timely basis.

SECTION 4 - CAPITAL IMPROVEMENT PROGRAM AND BUDGET POLICIES

4.0 GENERAL PROVISIONS

County-wide capital improvements are to be assessed and prioritized based on the objectives, goals, work plans and strategic plans of Bulloch County. The Capital Improvements Program is a means to develop annual capital budgets for funding identified capital projects. The capital budget provides annual funding for long-term capital projects identified in the Capital Improvement Program (CIP). During the annual budget process, each department shall submit its budget request including operating and capital needs based on the Capital Improvements Program. Upon review of the requests, major capital projects are placed in the appropriate capital improvements fund. Other capital outlay shall be placed in the department's operating budget. The following policies shall apply:

4.1 SALES TAX AS PRIMARY FUNDING SOURCE

The county's primary capital funding source will typically be the Special Purpose Local Option Sales Tax. Other sources of alternative funding should be considered to help leverage SPLOST funds for additional projects.

4.2 FUND ACCOUNTING

The county may establish those capital improvements funds as necessary to achieve appropriate fund accounting goals.

4.3 CAPITAL IMPROVEMENTS CRITERIA

For the capital improvement program, all equipment and machinery, land and land improvements and building projects costing \$5,000 or more with an estimated useful life of three years or more are classified as major capital assets. Equipment and machinery costing \$5,000 or less with an estimated useful life of three years or less is classified as minor capital assets. Minor capital assets should be included generally in the operating budget, either in the equipment escrow account, or as line-item expenditure for the year the equipment is to be purchased. The Board of Commissioners may make exceptions to include minor capital assets in the capital improvements program at its discretion.

4.4 CAPITAL IMPROVEMENTS PROGRAM

A capital improvement program (CIP) will be developed for a period of six years. The first year will represent a current year program budget. The following five years will represent a plan for expenditures subject to annual review and update for each subsequent budget period.

4.5 CAPITAL IMPROVEMENTS PLANNING

The formulation of a capital improvements program shall consider goals, objectives and implementation strategies from various plans and studies including the Bulloch County Comprehensive Plan, Recreation Master Plan, Master Greenways Plan, Transportation Plan, Greenspace Plan, Solid Waste Management Plan, projects identified in a Special Purpose Local Option Sales Tax (SPLOST) referendum, or any other relevant

operational planning document.

4.6 CAPITAL IMPROVEMENTS PRIORITIZATION

Capital projects and/or capital asset purchases will receive a higher priority if they are based on an objective rating of the following criteria:

- a) public health and safety hazards;
- b) mandates;
- c) preservation of assets;
- d) economic development;
- e) operating budget impact;
- f) life expectancy of investment;
- g) level of service;
- h) population levels served;
- i) relationship to existing plans;
- j) extent of use;
- k) scheduling or timing of projects;
- l) special needs;
- m) available leveraged funding;
- n) timeliness; and,
- o) public support.

While these criteria will be the basis for ultimately prioritizing projects, they will be considered in conjunction with various other tangible and intangible factors including input from the general public and other public officials.

4.7 PAY AS YOU GO OBJECTIVE

To the extent that the unreserved general or enterprise fund balances exceed three months of annual budgeted operations, the county may draw upon the fund balance to provide pay-as-you-go financing for capital projects, or to otherwise leverage expenditures on capital projects.

4.8 CARRYING OVER FUNDS

The CIP will incorporate in its projection of expenditures and funding sources any amounts relating to the previous year's appropriations, but have yet to be expended.

4.9 PROJECT CLOSEOUT

Each year a closing resolution will be submitted to the Board of Commissioners to close out any project on the CIP which has been completed.

4.10 TRANSFERS AND AMENDMENTS

Any transfer or budget amendment impacting a capital improvement shall require Board approval in the same manner prescribed in Section 1, Budgetary Policies.

SECTION 5 - ACCOUNTING, AUDITING AND FINANCIAL REPORTING POLICIES

5.0 GENERAL PROVISIONS

The County shall maintain a system of financial monitoring, control, and reporting for all operations and funds in order to provide effective means of ensuring that overall County goals and objective are met. The following policies shall apply:

5.1 ACCOUNTING STANDARDS

The government will establish and maintain a high standard of accounting practices. Accounting standards will conform to generally accepted accounting principles as promulgated by the Governmental Accounting Standards Board.

5.2 ACCOUNTING STRUCTURE, CLASSIFICATION OF TRANSACTIONS, DISCLOSURE

Each department shall establish an adequate accounting structure to ensure that all valid transactions are identified and recorded; that all transactions are properly classified and monetarily valued; that all transactions are properly classified in the appropriate accounting period; and, that all transactions are properly presented and disclosed.

5.3 ANNUAL EXTERNAL AUDITING AND PROCUREMENT

An annual audit will be conducted by a properly licensed independent public accounting firm. Every three to five years, the county will issue a request for proposal to choose an auditor for a period of three years with two one year options. The government will request two proposals from qualified CPA firms. One proposal shall contain the firm's costs and a second will contain the firm's qualifications. The cost proposals shall only be opened after up to three qualified firms are determined. When awarding the contract for the independent audit, not less than 70% of the decision will be based upon technical qualifications rather than cost.

5.4 AUDIT COVERAGE

All general purpose, combining and individual fund and account group statements and schedules may be subject to a full scope audit. The general purpose financial statements shall be subject to the annual audit. The combining, individual fund and account group financial statements and schedules shall be limited to the relation to audit coverage.

5.5 FINANCE COMMITTEE

The Board of Commissioners shall appoint a finance committee who shall serve terms at the pleasure of the Board. The finance committee will have responsibility for recommending a certified public accounting firm for the county as well monitoring the independent audit process and making suggestions regarding internal controls within the country. This committee's responsibility will include for the purpose of the annual audit, the following:

- a) Recommendation to the Board of Commissioners of an independent auditor.

- b) Determine audit scope assessment.
- c) Review audit results.
- d) Review internal controls.
- e) Review of all of the County's financial policies and practices.

5.6 MONTHLY FINANCIAL REPORTING

The County Manager will prepare monthly financial reports for internal management purposes.

5.7 COMPREHENSIVE ANNUAL FINANCIAL REPORT

Annually, the finance office may prepare a comprehensive annual financial report. This report shall be made available to the elected officials, bond rating agencies, creditors and citizens. Annually, at the discretion of the Board of Commissioners the county may prepare and submit a comprehensive annual financial report to the Government Finance Officers Associations (GFOA) to determine its eligibility to receive the GFOA's Certificate of Achievement for Excellence in Financial Reporting.

5.8 INTERNAL CONTROLS AND AUDITING

The County will maintain strong internal audits function and internal control structures. All county departments shall develop and implement a plan of organization determining methods and procedures to be used to safeguard assets and resources and assure those assets and resources are used as effectively as possible. As trustees of County funds, the Board of Commissioners may direct the County Manager and Chief Financial Officer to conduct randomly or on demand internal audits on any funds and accounts under their fiduciary control and not in conflict with any other law or regulation.

5.9 ILLEGAL ACTS

Any employee will be prosecuted to the extent of the law in any instance where the employee is proven to have committed an illegal act such as theft.

SECTION 6 - REVENUE POLICIES

6.0 GENERAL PROVISIONS

Recognizing that the delivery of services requires sufficient funding, the county shall establish and maintain a system of revenues that strive to meet characteristics of simplicity, equity, stability, adequacy and vigorous collection, while meeting local, state and federal requirements, as prescribed. The following policies shall apply:

6.1 REVENUE DIVERSIFICATION

The county will attempt to maintain a diversified and stable revenue system to shelter it from short-run fluctuations in any single revenue source. The revenue mix should combine elastic and inelastic revenue sources to minimize the effect of economic downturns.

6.2 FEES AND USER CHARGES

The county will establish fees and user charges at a level related to the total cost (i.e., operating, direct, indirect and capital or debt service) to provide a service. The county will review all fees and user charges annually in order to keep pace with the cost of providing that service. When establishing user charges the following issues must be considered:

- a) ability to pay;
- b) pricing to limit or encourage demand;
- c) identifiable benefits;
- d) discourage waste; and,
- e) cost of collection.

6.3 REVENUE HANDBOOK

A revenue handbook will be established and maintained annually. This handbook will be utilized to adjust fees and user charges. The handbook will include at least the following information:

- a) the revenue source;
- b) legal authorization;
- c) method of collection;
- d) department responsible for collection;
- e) rate or charge history; and,
- f) prior year revenue history.

6.4 FEE WAIVERS AND REDUCTIONS

All waivers or reductions in fees must be approved by the Board of Commissioners except where discretionary authority has been granted by other policy or resolution, for example the waiver of fees during the occurrence of natural disasters or similar emergency.

6.5 REVENUE PROJECTIONS

The county may prepare a five-year revenue projection with an annual update. This projection will be used for operating budget preparation.

6.6 AD VALOREM TAX ESTIMATES

Upon the advice of the Tax Commissioner, Tax Assessor, County Manager and Chief Financial Officer, the Board of Commissioners may estimate the expected revenue to be generated by ad valorem taxes for the upcoming fiscal year in the annual general appropriations budget. However, property tax rates to generate the estimated revenue for the applicable taxing year shall be set not later than prescribed by state law in conjunction with the submission of the ad valorem tax digest to the Georgia Department of Revenue.

6.7 AD VALOREM TAX OBJECTIVE

Property tax rates shall be maintained at a rate adequate to fund the desired basic service level. Based upon taxable values, rates will be adjusted annually, where necessary to fund this desired service level.

6.8 REVENUE COLLECTIONS OBJECTIVE

The county will follow an aggressive policy of revenue collection. Services will be discontinued and legal means of collection for non-payment. Real property will be sold at the discretion of the Tax Commissioner to satisfy non-payment of property taxes.

SECTION 7 - GRANTS MANAGEMENT POLICIES

7.0 GENERAL PROVISIONS

All county departments shall confer with the County Manager and Chief Financial Officer to prior to application to determine if the grant application meets criteria that serves the best interest of the county, or its core functions. The county will seek grant funding for activities that meets the following criteria:

- a) The funded activities will further core county functions and are in the best interest of the citizens of the county.
- b) The merits of the program will be assessed as if it were funded with local tax dollars.
- c) Local tax dollars will not be used to make up for losses of intergovernmental aid without first reviewing the program and its merits as a budgetary increment.
- d) The funded activities are incorporated in county's annual budget by original adoption or by resolution.
- e) No grant is to be accepted that incurs management and reporting costs greater than the grant amount, unless indirect costs or administrative costs can be reimbursed.

7.1 FUNDING AUTHORITY AND PRE-AWARD PROCEDURES

The County Manager is given authority to make application for and accept grants meeting the criteria above. However, the Board of Commissioners must approve by resolution, the application for and acceptance of any grants and key provisions in excess of the limits established for approval by the County Manager according to the thresholds below.

<i>County Manager May Approve if Grant Amount is:</i>	<i>and, the Match Requirement is:</i>
\$100,000 or <	0%
\$50,000 or <	20% or <
\$25,000 or <	40% or <

Upon proper approval of a grant application, the County Manager's Office in conjunction with the applicant department a pre-award file and identifier using the following coding system and examples.

Federal	01	Administration	01	Application Date (Year-Month)	Name or Acronym for Grantor Agency
State	02	Public Safety	02		
Foundation	03	Public Works	03		
Corporate	04	Community Development	04		
Institutional	05	Community Services	05		
Other	06	Health and Welfare	06		
		Judicial	07		

Examples:

Assistance to Fire Fighters Grant	01-02-09-07 Homeland Security
Solid Waste Reduction Grant	02-03-09-07 Georgia Environmental Facilities Authority
County Road Contract	02-03-09-07 Georgia Department of Transportation

In addition to a tracking database, a sub-set filing system should be established for pre-award and any subsequent post-award documentation for audit purposes.

7.2 POST-AWARD PROCEDURES

- a) The recipient department must immediately notify the County Manager upon notice of any grant award.
- b) Prior to the receipt or expenditure of grant revenues, the County Manager or his/her designees will be provided with the necessary information as defined in this section prior to receiving grant revenues or making purchases against the grant.
- c) Each department shall consult with the Chief Financial Officer to establish appropriate reporting and accounting of all financial transactions in such form consistent with the County's Uniform Chart of Accounts.
- d) All grants shall be subject to the county's accounting and budgetary policies. Accounting and budgeting information shall be inclusive of required matching funds, both direct and in-kind.
- e) Each department is responsible for the program management of its grant funds and periodic reporting that meets the specifications of the grantor agency and the County.
- f) The department shall follow procurement requirements of the County unless the grantor agency's requirements are more restrictive. Should procurements result in savings that would leave unexpended funds in a grant allocation, the recipient department shall negotiate with the grantor agency to expend such funds for additional allowable resources.
- g) The recipient department must immediately notify the County Manager upon closure of any grant award.

The file descriptions below consist of the minimum recommended system for county awarded grants. These file descriptions will apply to most grant awards, though some may be more applicable to construction, land acquisition or equipment awards. The file system is consistent with items and/or areas that a grantor agency will typically review during a monitoring visit or an audit. Please note that grant files should be maintained in an area that that can be secured. Such files typically must be retained for a period of three years after the grant closeout.

<i>Sub-File</i>	<i>Content</i>
<i>Application File</i>	<ul style="list-style-type: none"> • Copy of the grant application and project proposal. • Board of Commissioners resolution (where required).*
<i>Contract File</i>	<ul style="list-style-type: none"> • Award letter and contract between grantor and the County. • Documentation satisfying any special conditions of the contract. • Requests and approvals of contract amendments.
<i>Grant Reporting File</i>	<ul style="list-style-type: none"> • Quarterly reports with back-up documentation. • Monitoring reports by grantor agency. • Budget tracking system for all activities. • Project time-lines and schedules. • Assigned personnel costs associated with the program and their respective responsibilities (where required).* • Other related project activity materials.
<i>Financial Documentation File</i>	<ul style="list-style-type: none"> • Documentation designating bank depository (where required).* • Signature authorizations form for report and payment request forms (where required).* • Request for payment forms with back-up documentation. • Record of program commitments (match/leverage) with back up documentation (where required).* • Program activity documentation (account books, records, ledgers, printouts, etc.). • Time sheets for personnel paid with grant funds. • Paid invoices. • Other source documents (purchase orders, bids, etc.). • Copy of interim and final audit reports, documentation of clearance of noted audit exceptions, and any related correspondence.
<i>Property Management File</i>	<ul style="list-style-type: none"> • Property inventory and management register (date of purchase, amount, serial #, use, location, etc.).
<i>Close-Out File</i>	<ul style="list-style-type: none"> • Program close-out package (final correspondence, reports, funding draws, etc.). • Certification of completion notice by grantor agency.
<i>Public Participation/Civil Rights File</i>	<ul style="list-style-type: none"> • Contractor List • Women and minority owned contractor list • Section 504/ADA self-evaluation • Notice of nondiscrimination • EEO Certifications for contractors and subcontractors • Copy of public hearing notice (with minutes).
<i>Environmental Review Record</i>	<ul style="list-style-type: none"> • Environmental review statement. • Compliance documentation (including permits).

<i>Sub-File</i>	<i>Content</i>
<i>Files</i>	<ul style="list-style-type: none"> • Published notices (including dissemination list for Findings of no Significant Impact – FONSI). • Request for release of funds (RROF/Certification) • Objections and responses. • Grantor Agency release letter (including verification of first date for obligating funds).
<i>Construction Project File</i>	<ul style="list-style-type: none"> • Contractor proof of liability and workmen's compensation insurance. • Bid documents (ads, RFP, plans/specifications etc.). • Summary of bids received. • Notice of award with supporting documentation. • Contract and notice to proceed. • Contract change orders with supporting documentation. • List of subcontractors. • Contractor payment record (invoices, inspections, payment authorization forms, copy of checks, signed receipts, etc.). • Contract progress inspection reports. • Correspondence with the contractor about activity being completed.
<i>Property Acquisition</i>	<ul style="list-style-type: none"> • Copy of notice of interest in acquiring. • Copy of invitation to owner to accompany appraiser. • Appraisal report and review appraisal report. • Copy of establishment of just compensation and summary statement. • Copy of written offer to purchase. • Updates of the offer of just compensation. • Purchase/Sale agreement. • Statement of settlement costs. • Receipt of purchase. • Waiver, if donation. • If process terminated, copy of notice of intent not to acquire.

SECTION 8 - INVESTMENT AND PORTFOLIO POLICIES AND PROCEDURES

8.0 GENERAL PROVISIONS

This investment policy applies to activities of Bulloch County with regard to investing the financial assets of its funds (except for Retirement Funds and financial assets under the direct control of any of the Constitutional Officers of Bulloch County). These funds are accounted for in the County's annual financial report and include:

- a) General Fund
- b) Special Revenue Funds
- c) Debt Service Funds
- d) Capital Project Funds
- e) Proprietary Funds
- f) Internal Service Funds
- g) Other funds which may be created from time to time

At such time as funds under the direct control of Constitutional Officers might pass to the Board of Commissioners, then these policies will be applicable.

Except for cash in certain legally restricted and special funds, the County will consolidate cash and reserve balances from all funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

8.1 OBJECTIVES

Bulloch County's investment objectives in order of priority are:

- a) **Safety of Principal:** Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.
- b) **Credit Risk:** Bulloch County will minimize credit risk, which is the risk of loss due to the failure of the security issuer or backer, by:
 - 1) Limiting investments to the types of securities listed in this Investment Policy
 - 2) Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisers with which the County will do business with.
 - 3) Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.
- c) **Interest Rate Risk:** The County will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by:
 - 1) Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity

- 2) Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools and limiting the average maturity of the portfolio in accordance with this policy.
- d) Maintenance of Adequate Liquidity: The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). Alternatively, a portion of the portfolio may be placed in money market mutual funds or local government investment pools which offer same-day liquidity for short-term funds.
- e) Return on Investment: The County seeks to attain market rates of return on its investments, consistent with constraints imposed by its safety objectives, cash flow considerations and state laws that restrict the placement of certain funds.
- f) Performance Standard: The goal of the overall portfolio shall be an annual objective of exceeding the average return on for the Georgia Local Government Investment Pool (Georgia Fund 1) by twenty-five (25) basis points, net of any investment or safekeeping fees. The investment program shall seek to augment returns above this threshold, consistent with risk limitations identified herein and prudent investment principles.

8.2 LEGAL COMPLIANCE, ETHICS AND CONFLICT OF INTEREST

Funds of Bulloch County will be invested in compliance with the provisions of Georgia Code Section 36-83-4, 36-80-3 and 45-8-18, and in accordance with these policies and written administrative procedures. Certain funds may from time-to-time have outstanding bond issues which have specific investment policies contained within the bond ordinances and official statements. Those policies will be adhered to and are not in conflict with the terms of this policy.

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose any material financial interests in financial institutions, banks or broker-dealers that are considered for conducting business with the County.

8.3 DELEGATION OF AUTHORITY

The Board of Commissioners of Bulloch County shall establish the overall investment policies, the management and implementation of which is delegated to the Chief Financial Officer, designated as the investment officer who shall establish procedures for the operation of the investment program. Such procedures may include explicit delegation of authority to personnel or entities responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Chief Financial Officer.

8.4 PRUDENCE AND ETHICAL STANDARDS

The standard of prudence to be used by the Chief Financial Officer or his delegated entities shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. The "prudent person" standard is herewith understood to mean the following:

"Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

8.5 SUITABLE AND AUTHORIZED INVESTMENTS

Suitable and authorized investments set forth in the Official Code of Georgia Annotated, generally, are:

- a) Obligations of the State of Georgia or of other states.
- b) Obligations issued by the United States government consisting of U.S. Treasury Bills, Notes and Bonds.
- c) Obligations fully insured or guaranteed by the United States government or a United States government agency).
- d) Obligations of corporations of the U.S. Government.
- e) Repurchase agreements backed by b), c) or d)
- f) Prime Bankers' Acceptance that are eligible for purchase by the Federal Reserve Bank and have a credit rating of A1/P1 or better.
- g) The Local Government Investment Pool of the State of Georgia.
- h) Obligations of other political subdivisions of the State of Georgia.
- i.) Time deposits and savings deposits of banks organized under the laws of Georgia or the U.S. Government and operating in Georgia.
- j) Certificates of Deposit insured by the Federal Deposit Insurance Corporation provided, however, that that portion of such certificates of deposit in excess of the amount insured by the Federal Deposit Insurance Corporation shall be secured by direct obligations of the State of Georgia or the United States.

Where allowed by state law and in accordance with the *GFOA Recommended Practices on the Collateralization of Public Deposits*, full collateralization will be required on all demand deposit accounts, including checking accounts and non-negotiable certificates of deposit.

8.6 APPROVED BROKER-DEALERS AND BANKS

A list will be established and maintained for competitive proposals offered by local financial institutions and depositories (banks) selected by creditworthiness (e.g., a minimum capital requirement of \$10,000,000 and at least five years of operation) qualified to provide depository services. A formal request for proposals MAY be issued every three years.

A list will be established and maintained for competitive proposals offered by financial institutions and depositories (banks) and also by approved security broker/dealers selected by creditworthiness (e.g., a minimum capital requirement of \$10,000,000 and at

least five years of operation) qualified to provide investment services. A formal request for proposals shall be issued every five (5) years. These may include "primary" dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule).

- a) It is the policy of Bulloch County to purchase securities only from those broker/dealers and banks that are authorized by the Board of Commissioners.
- b) Repurchase Agreements will be conducted only with those banks and broker/dealers who have executed a Master Repurchase Agreement with the County. All repurchase agreements must be in written form using the *Securities Industry and Financial Markets Association Master Repurchase Agreement* as a guide. *Annex 1* of this guide shall materially conform to the *GFOA Best Practice for Establishing a Repurchasing Agreement*. Agreements not substantially conforming to this *Master* and *Annex.1* are unacceptable.
- c) All financial institutions and broker/dealers who desire to become qualified for investment transactions must supply the following as appropriate:
 - 1) Audited financial statements demonstrating compliance with state and federal capital adequacy guidelines.
 - 2) Proof of National Association of Securities Dealers (NASD) certification (not applicable to Certificate of Deposit counterparties)
 - 3) Proof of FINRA certification
 - 4) Proof of state registration
 - 5) Completed broker/dealer questionnaire (not applicable to Certificate of Deposit counterparties)
 - 6) Certification of having read and understood and agreeing to comply with the County's investment policy.
 - 7) Evidence of adequate insurance coverage.

An annual review of the financial condition and registration of all qualified financial institutions and *broker/dealers will be conducted by the Chief Financial Officer*. The County shall seek to follow *GFOA Recommended Practice on "Governmental Relationships with Securities Dealers*.

8.7 SAFEKEEPING OF SECURITIES

- a) To protect against potential fraud and embezzlement the investment securities of the County shall be secured through third-party custody and safekeeping procedures. A Safekeeping Agreement will be executed. Securities will be held by a centralized independent third-party custodian selected by the County as evidenced by safekeeping receipts in the County's name listing the specific instrument, rate, maturity and other information. The safekeeping institution shall annually provide a copy of their most recent report on internal controls (*Statement of Auditing Standards No. 70, or SAS 70*).
- b) Exempt from the third-party safekeeping procedures are securities which collateralize Repurchase Agreements of 7 days duration or less. These securities shall be safekept at the Federal Reserve Bank, pledged to the Bulloch County Board of Commissioners and the County. shall have the right to approve any substitutions of collateral should that prove necessary.
- c) The Safekeeping Agreement explicitly requires that securities will be delivered versus payment. This practice ensures that the County neither transfers money

or securities before receiving the other portion of the transaction. Both transactions occur simultaneously through the custodial bank, authorized to conduct transactions for the County.

- d) Deposit type securities shall be collateralized at 110% of the face value. Other investments shall be collateralized by the actual security held in safekeeping by the primary agent.

8.8 DIVERSIFICATIONS OF THE PORTFOLIO

- a) It is the policy of Bulloch County to diversify its investment of idle funds so as to eliminate the risk of loss resulting from overconcentration of assets in a specific maturity, a specific issuer or a specific class of securities. Diversification strategies shall be reviewed periodically.
- b) In establishing specific diversification strategies, the following guidelines apply:

- 1) Portfolio maturities shall be staggered to provide funds when needed.
- 2) Maturities selected shall provide for stability of income and reasonable liquidity.
- 3) When evaluating the purchase of an individual security to a specific maturity its impact on the portfolio as a whole should be the major consideration.
- 4) Maximum limits by class of security are as follows:

U.S. Treasury Obligations	100%
U.S. Government Agency Securities and Securities Issued by Instrumentalities of Government Sponsored Corporations	70%
Local Government Investment Pool	70%
Repurchase Agreements	25%
Prime Bankers Acceptance	10%
Certificates of Deposit	25%
Obligations of other political subdivisions of the State of Georgia	25%

- c) No more than 90% of the entire invested portfolio may be placed with any one bank or security dealer.

8.9 SPECIFIC POLICIES TO ENSURE LIQUIDITY

Diversification of Investment Maturities

- a) The longer the maturity of a particular investment, the greater its susceptibility to market price and credit losses. The County seeks to limit such risk by maintaining conservative maturities that are within guidelines recommended by O.C.G.A. 36-83-4, and/or those recommended by the Government Finance Officers Association. The GFOA guidelines generally recommend avoiding securities with maturities beyond five years unless the investment is matched and held to a specific maturity.
- b) Investment maturities shall be scheduled to coincide with projected cash flow needs, taking into consideration large routine expenditures (i.e. payroll and debt payments) as well as anticipated revenues (i.e. property tax collections).
- c) Maximum maturities by class of security are as follows:

U.S. Treasury Obligations	5 years
U.S. Government Agency Securities and Securities issued by Instrumentalities of Government Sponsored Corporations	4 years
Repurchase Agreements	180 days
Prime Bankers' Acceptance	270 days
Local Government Investment Pool	N/A
Certificates of Deposit	2 years
Obligations of other political subdivisions of the State of Georgia	3 years

8.10 ACTIVE SECONDARY MARKETS

Although many securities are acceptable for investing using the legal authorized list, some are not very desirable from a liquidity standpoint. Accordingly, although investments may be on the authorized list, only those securities with an active secondary market may be purchased from that list.

8.11 ESTABLISHMENT OF INTERNAL CONTROL AND OVERSIGHT

The Chief Financial Officer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the County are protected from loss, theft or misuse. Details of the internal controls system shall be documented in an investment procedures manual and shall be reviewed and updated annually. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits requires estimates and judgments by management. It is the policy of the County to establish a system of internal controls which shall be in writing. The internal controls shall address the following points:

- a) Control of collusion: Collusion is a situation where two or more employees are working in conjunction to defraud their employer.
- b) Separation of functions: By separating key functions and having different people perform each function, each person can perform a "check and balance" review of the other people in the same area.
- c) Separation of transaction authority from accounting and recordkeeping: By separating the person who authorizes or performs the transaction from the people who record or otherwise account for the transaction, a good separation of duties is achieved.
- d) Custodial safekeeping: Securities purchased from any bank or dealer, including appropriate collateral, should be placed into a third party bank for custodial safekeeping.
- e) Avoidance of bearer-form securities: Bearer-form securities are much easier to convert to personal use than securities that are registered in the name of Bulloch County.
- f) Avoidance of physical delivery securities: Book entry securities are much easier to transfer and account for since actual delivery is never taken. Physical delivery securities must be properly safeguarded as are many valuable documents. The potential of fraud and loss increases with physical delivery securities.
- g) Clear delegation of authority to subordinate staff members: Subordinate staff members must have a clear understanding of their authority and responsibilities to avoid any improper actions. Clear delegation of authority also preserves the

internal control structure that is built around the various staff positions and their respective responsibilities.

- h) Written confirmation of telephone transactions for investments and wire transfers: Due to the potential for errors and improprieties arising from telephone transactions, all telephone transactions should be supported by written communications and approved by the appropriate person.
- i) Documentation of transactions and strategies: All transactions and the strategies that may have been used to develop the transactions should be documented in writing and approved by the appropriate person.
- j) Development of a wire transfer agreement with the County's lead bank: This agreement should outline the various controls and security provisions for making and receiving the wire transfers.
- k) Reporting: The Chief Financial Officer shall prepare periodic investment reports summarizing recent market conditions, economic developments, anticipated investment conditions, rates of return and portfolio performance.
- l) Oversight: Compliance should be assured through the County's annual independent audit. However, additional and periodic oversight shall be provided by the County's finance committee.

8.12 POLICY CONSIDERATIONS

Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.

This policy shall be reviewed on an annual basis. Any changes must be approved by the Board of Commissioners in consultation with the Chief Financial Officer.

Endnotes:

¹ a) the aggregate amount of such loans may not exceed seventy five percent (75%) of the total gross income from ad valorem taxes collected in the last preceding year; b) all such loans shall be payable on or before December 31 of the calendar year in which such loan is made; and, c) no such loan may be obtained when there is a loan then obtained unpaid in any prior year; and, d) the aggregate of such loans incurred in any one calendar year for current expenses shall not exceed the total anticipated revenue for such calendar year.

² The county will limit the total of its general obligation long-term debt to 10% of the assessed value of all taxable property within the county.



BULLOCH COUNTY BOARD OF COMMISSIONERS AGENDA ITEM SUMMARY

DEPARTMENT MAKING REQUEST:	MEETING DATE: 02.07.2012		
Development Services – Occupational Taxes	RESOLUTION ATTACHED?	YES	<input type="checkbox"/>
		NO	<input checked="" type="checkbox"/>

REQUESTED MOTION OR ITEM TITLE: ..

Discussion to amend amend the FY 2012 schedule of fees and taxes for occupational taxes.

SUMMARY/BACKGROUND ATTACH DETAILED SUMMARY:

Three options will be presented at the meeting to consider making the costs of tax certificates less expensive to smaller businesses. The staff is still working on models that will not sacrifice too much revenue leakage.

AGENDA CATEGORY		FINANCIAL IMPACT STATEMENT					
(CHECK ONE)		BUDGETED ITEM?	YES	<input type="checkbox"/>	AMENDMENT OR TRANSFER REQUIRED?	YES	<input type="checkbox"/>
			NO	<input type="checkbox"/>		NO	<input type="checkbox"/>
PRESENTATION		ATTACH DETAILED ANALYSIS, IF NEEDED: Will be presented at the meeting.					
PUBLIC HEARING							
CONSENT							
NEW BUSINESS	X						
UNFINISHED BUSINESS							
OTHER							

AGENDA ITEM REVIEW AND APPROVAL											
DEPARTMENT DIRECTOR		PURCHASING OFFICER		OTHER		COUNTY CLERK		COUNTY STAFF ATTORNEY		COUNTY MANAGER	
YES	<input type="checkbox"/>	YES	<input type="checkbox"/>	YES	<input type="checkbox"/>	YES	<input type="checkbox"/>	YES	<input type="checkbox"/>	YES	<input checked="" type="checkbox"/>
NO	<input type="checkbox"/>	NO	<input type="checkbox"/>	NO	<input type="checkbox"/>	NO	<input type="checkbox"/>	NO	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/>
INITIAL		INITIAL		INITIAL		INITIAL		INITIAL		INITIAL <i>JK</i>	
DATE		DATE		DATE		DATE		DATE		DATE <i>1.31.12</i>	

COMMISSION ACTION AND REFERRAL		
APPROVED		DATE TO BE RETURNED TO AGENDA:
DENIED		NOTES:
DEFERRED		