

RESOLUTION NO. 2024-__

A RESOLUTION BY COUNCILMEMBERS KIMBERLY JAMES, DABOUZE ANTOINE, HECTOR GUTIERREZ, LATRESA AKINS-WELLS, AND ALLAN MEARS TO APPROVE ALL FINANCIAL POLICIES FROM THE CITY'S FINANCE DEPARTMENT.

WHEREAS, the City of Forest Park ("City") is a municipal corporation duly organized and existing under the laws of the State of Georgia; and

WHEREAS, the City's Finance Department ("Department") requests the (i) Long-Term Debt Financing Policy; (ii) the Forest Park Financial, Auditing, and Reporting Policy; (iii) the Fund Balance and Stabilization Policy; (iv) the Procedure for Recording Returned Checks to a Receivable Account and Writing Off Unresolved Amounts Policy; (v) the Grants Policy; (vi) the Accounts Payable Policy; (vii) the SOP Revenue Collection Policy; (viii) the Stale Check Policy; (ix) the City of Forest Park Mail Policy; (x) the Budget Line Transfer and Amendment Process Policy; (xi) the Empowerment Retirement Payment Procedures Policy; and (xii) the Cash Receipting Policy and Procedures (collectively, the "Financial Policies") to be accepted by the City; and

WHEREAS, the Long-Term Debt Financing Policy, more particularly described in **Exhibit A** attached hereto and incorporated herein, incorporates provisions to maintain a sound fiscal position and to protect the credit rating of the City; and

WHEREAS, the Forest Park Financial, Auditing, and Reporting Policy, more particularly described in **Exhibit B** attached hereto and incorporated herein, applies to all accounting records that are the responsibility of the Department and establishes a system of financial monitoring, control, and reporting for all operations and funds to provide an effective means of ensuring that financial integrity is not compromised; and

WHEREAS, the Fund Balance and Stabilization Policy, more particularly described in **Exhibit C** attached hereto and incorporated herein, establishes guidelines for preserving an adequate fund balance to sustain financial stability and to provide prudent management of the City's financial reserves; and

WHEREAS, the Procedure for Recording Returned Checks to a Receivable Account and Writing Off Unresolved Amounts Policy, more particularly described in **Exhibit D** attached hereto and incorporated herein, establishes identification, communication, recording, notice, and monitoring protocols for returned checks; and

WHEREAS, the Grants Policy, more particularly described in **Exhibit E** attached hereto and incorporated herein, establishes a framework for guiding the City's use and management of grant resources; and

WHEREAS, the Accounts Payable Policy, more particularly described in **Exhibit F** attached hereto and incorporated herein, establishes clear guidelines for processing, approving, and paying vendor invoices to ensure timely and accurate payment of the City's liabilities; and

WHEREAS, the SOP Revenue Collection Policy, more particularly described in **Exhibit G** attached hereto and incorporated herein, establishes a standardized process for collecting, recording, and reconciling revenue by all departments collecting revenue on behalf of the City; and

WHEREAS, the Stale Check Policy, more particularly described in **Exhibit H** attached hereto and incorporated herein, establishes provisions for checks which have not cleared the City's account after one hundred and eighty (180) days; and

WHEREAS, the City of Forest Park Mail Policy, more particularly described in **Exhibit I** attached hereto and incorporated herein, establishes standardized procedures for the receipt, handling, and distribution of incoming and outgoing mail to ensure efficiency, security, and confidentiality within the City; and

WHEREAS, the Budget Line Transfer and Amendment Policy, more particularly described in **Exhibit J** attached hereto and incorporated herein, establishes structured and controlled method for departments to reallocate funds within the budget when attempting to allocate an expense to a line item that is over budget; and

WHEREAS, the Empowerment Retirement Payment Procedures Policy, more particularly described in **Exhibit K** attached hereto and incorporated herein, establishes and maintains a uniform process for recording payroll deductions and subsequently remitting an equal amount to EMPOWER Retirement; and

WHEREAS, the Cash Receipting Policy and Procedures establishes uniform cash receipt and reporting policies and procedures across the City; and

WHEREAS, this approval of the Financial Policies will help aid with the overall financial efficiency, accuracy, and transparency of the City.

THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST PARK HEREBY RESOLVES:

Section 1. Approval. The Department's request to approve the Financial Policies as presented to the Mayor and City Council on October 21, 2024 is hereby approved; and

Section 2. Public Record. This document shall be maintained as a public record by the City Clerk ("Clerk") and shall be accessible to the public during all normal business hours of the City.

Section 3. Authorization of Execution. The Mayor is hereby authorized to sign all documents necessary to effectuate this Resolution.

Section 4. Attestation. The Clerk is authorized to execute, attest to, and seal any documents necessary to effectuate this Resolution, subject to approval as to form by the City Attorney.

Section 5. Effective Date. This Resolution shall become effective immediately upon its adoption by the Mayor and City Council of the City of Forest Park as provided in the City Charter.

SO RESOLVED this _____ day of _____, 2024.

CITY OF FOREST PARK, GEORGIA

Angelyne Butler, *Mayor*

ATTEST:

City Clerk (SEAL)

APPROVED AS TO FORM:

City Attorney

EXHIBIT A

LONG TERM DEBT FINANCING POLICY

The City of Forest Park, Georgia (City) recognizes that to maintain flexibility in responding to changing service priorities, revenue inflows, and cost structures, a debt management strategy is required. The City strives to balance service demands and the amount of debt incurred. The City 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 City's debt policy is to maintain a sound fiscal position and to protect the credit rating of the City. When the City utilizes debt financing, it will ensure the debt is financed soundly and conservatively.

RECOMMENDATION

Debt financing of capital improvements and equipment will be done only when one or more of the following four conditions exist:

- When non-continuous projects (those not requiring continuous annual appropriations) are desired;
- When it can be determined that future users will receive a benefit from the improvement;
- When it is necessary to provide basic services to residents and taxpayers;
- When total debt, including that issued by overlapping government entities, does not constitute an unreasonable burden to residents and taxpayers;
- Determining that the benefits of the improvement exceed the costs, including interest costs;
- Maintaining a debt service coverage ratio which ensures that combined debt service requirements will not exceed revenues pledged for the payment of debt;
- Analyzing the impact of debt service on total annual fixed costs before bonded long-term debt is issued;
- Maintaining total debt service for general obligation debt that does not exceed 10 percent of the net operating revenues. Net operating revenues are all general fund revenues available after accounting for transfers between other City funds;
- The Annual Budget and Capital Improvement Plan should include a statement of sources and uses for long term capital projects including debt service financing schedules and a capital debt capacity analysis;

- Professionals related to the financing transaction should be selected through a Request for Proposal process. Such professionals should include Bond Counsel, Financial Advisor, Underwriters, Placement Agent and Bond Trustee when such applicable services are needed. In no instance should the Underwriter selling and marketing the bonds serve as the Financial Advisor.

EXHIBIT B



CITY OF
FORESTPARK

City of Forest Park, GA
Policies

CITY OF FOREST PARK
FINANCE AND ADMINISTRATION
DEPARTMENT

ACCOUNTING, AUDITING AND
FINANCIAL REPORTING



CITY OF
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City of Forest Park, GA Policies

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City of Forest Park, GA Policies

I. ACCOUNTING

The City shall maintain a system of financial monitoring, control, and reporting for all operations and funds in order to provide an effective means of ensuring that financial integrity is not compromised. In addition, such practices shall provide City officials with the necessary resources in order to make sound financial decisions.

A. SCOPE


This policy applies to all accounting records that are the responsibility and under the management of the City's Department of Finance.

B. GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP)

The City will establish and maintain a high standard of accounting practices. Accounting standards will conform to generally accepted accounting principles of the United States as promulgated by the Governmental Accounting Standards Board (GASB). The City also will follow the Financial Accounting Standards Board's pronouncements, as applicable.

C. FUND STRUCTURE

The City will maintain the minimum number of funds consistent with legal compliance and sound financial administration. The City will adhere to the mandatory fund structure included in the Georgia Department of Community Affairs' (DCA) chart of accounts (see link below). Funds shall be classified in conformity with GAAP. Further, all funds shall be reported within the annual financial statements.

 [Uniform Chart of Accounts \(UCOA\) - Fourth Edition 4.3 \(May 2020, Amended May 2023\)](#)



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D. CHART OF ACCOUNTS

The Georgia General Assembly passed the Local Government Uniform Chart of Accounts and Reporting Act in 1997 (House Bill 491). This law requires the DCA to prepare and issue a standardized chart of accounts for Georgia governments. It shall be the policy of the City to implement and utilize the account classifications as the chart of accounts prescribes.

II. AUDITING

Georgia Law on Local Government Audits, O.C.G.A. Section 36-81-7, requires an independent annual audit for the City. The annual independent audit shall be conducted in accordance with generally accepted auditing standards (GAAS) and generally accepted governmental auditing standards (GAGAS). In addition, the City shall comply with the requirements of the General Accounting Office (GAO) and the Office of Management and Budget (OMB) when audits are conducted relating to federal funding, consistent with the Single Audit Act.

A. SCOPE

This policy applies to all funds that are the responsibility and under the management of the City of Sandy Springs and its Department of Finance.

B. AUDITOR QUALIFICATIONS

A properly licensed Georgia independent public accounting firm shall conduct the audit.

C. CHOOSING THE AUDIT FIRM

Every three to five years, the City will issue a request for proposal to choose an audit firm for a period of three years with two one-year renewal options. The City will request two proposals from qualified public accounting firms. One



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proposal shall contain the firm's costs and a second will contain the firm's qualifications. The cost proposals shall only be presented after 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.

D. AUDITING AGREEMENT

The agreement between the independent auditor and the City shall be in the form of a written contract or an engagement letter. The contract or engagement letter shall include the request for proposal as an appendix to the written document and all issues addressed in the request for proposal shall be required as part of the contract or engagement letter.

III. INTERNAL AUDIT

The City shall develop, and once developed, maintain a strong internal audit function, whereby applying financial practices and policies to transactions. The City shall develop accounting practices and procedures, which will be documented for use in internal control evaluation.

IV. MALFEASANCE AND EMBEZZLEMENT

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.

V. FINANCIAL REPORTING

A. SCOPE



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The Department of Finance shall develop and maintain an ongoing system of financial reporting to meet the information needs of the government, authorities, and regulatory agencies. In addition, the City Manager, Mayor, Council, Department Heads and the public shall have access to reports to allow them to monitor, regulate, and to use as a basis for future financial decisions.

B. ANNUAL COMPREHENSIVE FINANCIAL REPORT

In conjunction with the annual independent audit, the City shall prepare and publish an Annual Comprehensive Financial Report (ACFR). The City shall prepare the ACFR in conformity with GAAP and the Government Finance Officers Association's (GFOA) program requirements. Annually, the City will submit its CAFR to the GFOA to determine its eligibility to receive the GFOA's "*Certificate of Achievement for Excellence in Financial Reporting*." The City shall make this report available to the elected officials, bond rating agencies, creditors and citizens.

The City shall report in conformity with O.C.G.A Section 36-81-7. A copy of the City's annual audit (i.e., the ACFR) shall be submitted to the Georgia Department of Audits and Accounts within 180 days of year-end, as required. Additionally, all external reports as required by the regulatory agencies shall be completed and filed as prescribed by state and federal law. This includes, but not limited to CVIOG, EMMA, Federal government (single audit), and DCA.

VI. ANNUAL BUDGET DOCUMENT

The City shall prepare and publish an annual budget document in accordance with the policies contained within this document. This budget shall measure the annual funding and forecast the financial position of the City for the subsequent fiscal year. This document shall be prepared in conformity to the GFOA program requirements. Annually, the City will submit the budget to the GFOA to determine its eligibility to receive the GFOA's "*Distinguished Budget Presentation Award*." The City shall make the report available to elected officials, citizens, and any interested parties.



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City of Forest Park, GA Policies

VII. ANNUAL CITIZEN'S REPORT

At the direction of the City Manager, the Finance Department may coordinate with the Marketing Department (or similar provider) on the publication of an annual report to the citizen's (e.g., a popular report) which includes financial details. The citizen's report shall be in addition to the ACFR. This report shall follow the recommendations of the GFOA's "Popular Annual Financial Report" (PAFR) program guidelines. The City shall submit the Annual Citizen's Report to the PAFR program to determine its eligibility to receive the award.

VIII. INTERNAL REPORTING

A. FINANCIAL REPORTING TO THE CITY COUNCIL

On a monthly basis, the Finance Department shall prepare and present a summarized "Statement of Revenues and Expenditures" to the City Council for all of the City's operating funds. The City also shall prepare a "Capital Project" report outlining appropriations (if any), expenses, outstanding encumbrances, and available appropriable balances for capital projects.

B. FINANCIAL REPORTING TO THE ADMINISTRATION

In addition to the external reporting detailed above, the Finance Department shall coordinate the reporting needs of each department in order to design and implement those reports which the departments need to make sound business decisions. At a minimum, departments will receive reports detailing monthly department financial activity including expenses, any personnel costs in excess of the approved budget, and recommended budget line-item adjustments.

EXHIBIT C

FUND BALANCE AND STABILIZATION POLICY

This policy establishes guidelines for preserving an adequate fund balance in order to sustain financial stability and to provide prudent management of the City's financial reserves. Fund balance is a surplus of funds accrued from unexpended operating budgets and unanticipated revenues.

Fund equity at the governmental fund financial reporting level is classified as "fund balance." Fund equity for all other reporting is classified as "net assets." Generally, fund balance represents the difference between the assets and liabilities under the current financial resources measurement focus of accounting.

In the fund financial statements, the City's governmental funds report fund balance classifications that comprise a hierarchy based primarily on the extent to which the City is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. Fund balances are classified as follows:

Non-spendable. Fund balances are reported as non-spendable when amounts cannot be spent because they are either (a) not in spendable form (i.e., items that are not expected to be converted to cash) or; (b) legally or contractually required to be maintained intact.

Restricted. Fund balances are reported as restricted when there are limitations imposed on the use either through the enabling legislation adopted by the City, or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments.

Committed. Fund balances are reported as committed when they can be used only for specific purposes pursuant to constraints imposed by formal action of the City Council through the adoption of a resolution. Only the City Council may modify or rescind the commitment.

Assigned. Fund balances are reported as assigned when amounts are constrained by the City's intent to be used for specific purposes, but are neither restricted nor committed. Through Resolution, the City Council has authorized the City Manager or his or her designee to assign fund balances.

Unassigned. Fund balances are reported as unassigned as the residual amount when the balances do not meet any of the above criterion. The City reports positive unassigned fund balance only in the general fund. Negative unassigned fund balances may be reported in all funds.

The City's policy is to obtain and then maintain a minimum General Fund Balance and a related Stabilization Reserve equal to no more than **three months or 25 percent** of total annual operating expenditures.

The Stabilization Reserve provides the City with a "rainy day" fund for use in unforeseen, unbudgeted emergency situations, such as rapidly declining real estate values and/or tax

collection rates; the loss of a major taxpayer; sudden changes in revenues or spending requirements imposed by the state or federal government; natural disasters or emergency infrastructure failures; or unforeseen litigation.

EXHIBIT D

Procedure for Recording Returned Checks to a Receivable Account and Writing Off Unresolved Amounts

Identification of Returned Checks:

Receive returned checks and/or notification from the bank indicating non-sufficient funds (NSF) or any other reason for the return.

Immediately mark the returned checks with the date received for tracking purposes.

Communication with Payee:

Contact the payee immediately upon receipt of the returned check to inform them of the issue.

Notify the payee of the need to resolve the returned check and request them to make the payment promptly.

Certified Mail Notification:

Prepare a certified mail notification to the payee regarding the returned check.

Include details such as the amount of the returned check, reason for return, and instructions for resolving the issue.

Ensure to retain proof of mailing and delivery for record-keeping purposes.

Recording Returned Checks in Receivable Account:

Provide a copy of the NSF Notice and a copy of the check to the Senior Accountant to make a Journal Entry in Tyler ERP with the details of returned checks.

The Journal Entry will include information such as check number, date of original transaction, revenue account that is impacted, amount, reason for return, and customer/payee details.

Follow-Up and Resolution:

Regularly follow up with the payee to inquire about the status of the returned check and resolution efforts.

Document all communication with the payee regarding the returned check.

Replacement Check Recorded:

Cashier will record the repayment in a batch in Tyler ERP. The entry will debit the cash account and credit the NSF check receivable account and credit the NSF returned check revenue line.

Monitoring Period:

Maintain a monitoring period of 12 months from the date of receipt of the returned check.

Continuously track the progress of resolution attempts during this period.

Writing Off Unresolved Amounts:

At the end of the 12-month monitoring period, review the status of unresolved returned checks.

If the returned checks remain unresolved after diligent efforts, prepare to write off the outstanding amounts as bad debt.

Approval Process for Write-Off:

Obtain necessary approvals from management or relevant authorities before proceeding with the write-off process.

Recording Bad Debt Write-Off:

Document the write-off of the unresolved returned checks in the receivable account.

Adjust the accounts receivable balance by the amount of the write-off and adjust the subsidiary account (Business License, Property Taxes, other) and revenue account as required.

Closing Records:

Close out the records associated with the unresolved returned checks, ensuring proper documentation and filing for audit purposes.

Continued Monitoring:

Maintain records of the written-off amounts and periodically review them for potential recovery opportunities, e.g. business license renewal or property tax liens.

Process Improvement:

Conduct periodic reviews of the returned check handling process to identify any areas for improvement.

Implement necessary changes to enhance efficiency and effectiveness in handling returned checks and resolving outstanding issues.

By following this procedure, the organization can effectively manage returned checks, diligently pursue resolution with payees, and appropriately write off uncollectible amounts after a reasonable period.

ADDENDUM

Sample of Letter to Payee

Journal entry to record NSF Check



CITY OF
FORESTPARK
a city for every season

March 22, 2024

Verdin Properties, LLC
675 Seminole Avenue Suite 301
Atlanta, GA 30307

Dear Sir or Madam:

You are hereby notified that check number #1000 issued by you on February 08, 2024, drawn upon Regions Bank payable to City of Forest Park has been dishonored.

Pursuant to Georgia Law, you have (10) days from receipt of the notice to tender payment of the full amount of the check, plus a service charge, payable **Cash, Money Order or Certified Check.**

Check Amount	\$ 11,801.37
Service Charge	\$ 35.00
Amount Due	\$11,836.37

Unless this amount is paid in full within (10) days, you will be turned over to Collections.

Sincerely,

Chaunda Melson
Financial Service Tech
404 366-4720 Ext. 323



Journal Entry Input [X]

File Edit Functions Options Help Chat

Journal No# 13393 [New] Posting Date 3/22/2024

Packet 05156-RECORD RETURNED CHECKS 2024 [New] Reversing Date

Description RECORD RETURNED CHECK

Receipt

Entry Notes

Account [] [Template] Reference []

Description []

Project [] [] Amount 0.00

FN	Account	PJ	Line	Reference	Description	Amount
100	00-0000-11-11			CK #xxxxxx	RECORD RETURNED CHECK	999.66
999	00-0000-11-11			Misc 012345	RECORD RETURNED CHECK	999.66CR

Transaction Balance 0.00

OK Cancel

Edit fpg.nrobinso

EXHIBIT E

GRANTS POLICY

The purpose of this policy is to set forth an overall framework for guiding the City's use and management of grant resources. The City will aggressively pursue grant funding from federal, state and other sources, consistent with identified goals and objectives as set forth by the Mayor and Council. Aside from entitlement grants, the City should focus its efforts on securing grants for capital improvements. This approach will allow the City to compete for projects while maintaining financial independence should future grant sources diminish.

The City will only seek grants when sufficient staff resources are available to effectively administer the program in compliance with grant requirements and successfully perform the grant scope of work. Operating departments have the primary responsibility for seeking out grant opportunities, preparing effective grant applications, and successfully managing grant programs after they have been awarded.

A. Application and Acceptance of Grants

City Council approval to submit an application is required for Grants over \$100,000, any grant requiring match, or when approval or resolution is a requirement of the application. A detailed staff report and a resolution (where required) should be brought forth to City Council for Council adoption. The staff report should include the following information:

1. Project and grant details
2. Budget summary
3. Administration requirements and funding source
4. Match requirements
5. Compliance requirements
6. Grantee responsibilities
7. Maintenance and operations requirements
8. Long-term costs including staffing needs after the expiration of the grant.

In the event the application deadline does not allow the necessary lead time for council approval; and prior Council approval is not a requirement of the application; the Department Director should ensure the approval of the City Manager prior to submitting the application. Applications for grants under \$100,000 with no matching requirements can be submitted without City Council approval unless required by the granting agency.

B. Grant Administration and Compliance

Each department must notify the City Clerk and Finance Director upon acceptance of any grant awards. The City Department which applied for and received the grant is responsible for compliance with all aspects of the grant requirements including monitoring to ensure that grant activities are properly accomplished; submitting requests for reimbursement accurately and on time; and maintaining sufficient documentation to properly account for the grant activity. Any and all communication between the City and the granting agency must be forwarded to the Finance Director, at least quarterly, unless grant requirements call for more frequent reporting. The outsourcing of grant management does not relieve the responsible staff from ensuring compliance with grant requirements.

EXHIBIT F

City of Forest Park Accounts Payable Policy

1. Purpose

To establish clear guidelines for processing, approving, and paying vendor invoices to ensure timely and accurate payment of the City of Forest Park's liabilities.

2. Scope

This policy applies to all employees involved in the accounts payable process, including finance, procurement, and relevant Department Head or designee.

3. Policy Statement

The City of Forest Park is committed to maintaining good relationships with its vendors by ensuring timely and accurate payments while safeguarding its own financial interests.

4. Vendor Management

- **Vendor Selection:** Vendors should be selected based on criteria such as quality, cost, reliability, and compliance with the City of Forest Park's standards as determined by Procurement Officer(s).
- **Vendor Information:** Procurement Officer(s) will maintain a master list of approved vendors, including contact information, payment terms, and banking details.

5. Invoice Processing

- **Receipt of Invoices:** All invoices must be:
 - Stamped with received date.
 - Attached to purchase order and forwarded to the Accounts Payable department within 5 business days.
 - Acceptable delivery methods include mail, interoffice mail, email (accounts payable@forestparkga.gov), or electronic data interchange (i.e. Asana, Microsoft Groups, etc.)
- **Invoice Verification:** Accounts Payable will verify invoices against purchase orders for accuracy. A purchase order number must be included on the invoice. Discrepancies must be resolved before approval.
- **Approval Process:** Invoices must be approved by the relevant Department Head or designated approver before payment.
- **Data Entry:** Enter approved invoices into the accounting system within 7 business days.

6. Payment Processing

- **Payment Terms:** The City of Forest Park operates on a net-30 pay schedule unless otherwise negotiated with between the vendor & Procurement.
- **Payment Methods:** Payments will be made via check, electronic funds transfer (EFT), wire transfer, or credit card.
- **Payment Schedule:** To maintain volume levels, payments will be processed weekly. Invoices delivered to Accounts Payable by noon on Friday will be paid within 7 business days pending no discrepancies.
- **Payment Approval:** Payments must be reviewed and approved by authorized personnel before disbursement.
- **Disbursement:** Payments will be dispersed to the vendor by agreed upon payment method.

7. Record Keeping

- **Documentation:** Payment records will be retained in an alphabetized vendor file, in dated order and archived on an annual basis.
- **Reconciliation:** Reconcile accounts payable records with vendor statements regularly to ensure accuracy.

8. Internal Controls

- **Segregation of Duties:** Maintain separate responsibilities for invoice approval, data entry, and payment processing to prevent fraud.
- **Access Controls:** Restrict access to the accounts payable system to authorized personnel only.
- **Audit:** Conduct regular audits of the accounts payable process to identify and address any discrepancies or inefficiencies.

9. Dispute Resolution

- **Discrepancies:** Address any discrepancies or disputes with vendors promptly and professionally.
- **Dispute Escalation:** Escalate unresolved disputes to higher management for resolution.

10. Compliance

- **Regulatory Compliance:** Ensure all accounts payable activities comply with relevant laws and regulations.
- **Policy Review:** Review and update the accounts payable policy annually or as needed to ensure continued effectiveness and compliance.

11. Training and Communication

- **Employee Training:** Provide training to employees involved in the accounts payable process to ensure they are aware of and comply with the policy.
- **Communication:** Communicate any changes to the accounts payable policy to all relevant stakeholders promptly.

12. Responsibility and Accountability

- **Department Heads:** Responsible for ensuring their departments adhere to the accounts payable policy.
- **Accounts Payable Team:** Responsible for the accurate and timely processing of invoices and payments.
- **Internal Audit:** Responsible for auditing the accounts payable process to ensure compliance with the policy.

By following this policy, the City of Forest Park can ensure a streamlined and efficient accounts payable process that supports strong vendor relationships and maintains financial integrity.

EXHIBIT G

City of Forest Park Standard Operating Procedure Revenue Collection

Subject: Revenue Collection and Reconciliation
Department(s): All Revenue-Collecting Departments

1. Purpose

To establish a standardized process for collecting, recording, and reconciling revenue by all departments collecting revenue on behalf of the City of Forest Park. This procedure ensures consistency, accuracy, and timely submission of financial data to the Finance Department.

2. Scope

This procedure applies to all departments responsible for collecting revenue through cash, check, or credit card payments for the City of Forest Park.

3. Responsibilities

- **All Revenue-Collecting Departments:**
 - Record all revenue in the City's accounting system (currently Tyler).
 - Open daily batches for each type of payment (cash, check, and credit card).
 - Reconcile daily batches at the end of each business day.
 - Deliver the cash letter and supporting documentation (cash, check, and credit card payments) to the Finance Department prior to 10:00 AM the following business day for verification and posting.
- **Finance Department:**
 - Verify the accuracy of daily batches and supporting documentation.
 - Post the verified information into the City's accounting system.

4. Procedure

4.1 Revenue Recording in Accounting System

- Each department is responsible for recording revenue using the Tyler system. This includes:
 - Properly coding all revenue to the appropriate account line items.
 - Ensuring each transaction is reflected in the system.

4.2 Opening Daily Batches

- For each business day:
 - Open a separate batch for each payment type (cash, check, and credit card).
 - Record each transaction in the appropriate batch as payments are received throughout the day.

4.3 Daily Reconciliation

- At the end of each business day:
 - Reconcile all batches for cash, check, and credit card transactions.
 - Ensure the total amount in the batch matches the physical cash, checks, and credit card receipts on hand.

4.4 Preparation and Submission of Cash Letter

- Daily, before 10:00 AM:
 - Prepare a cash letter for each batch from the previous day.
 - Include the following supporting documentation:
 - Cash: Physical cash and cash receipts.
 - Check: Physical checks and check receipts.
 - Credit card: Receipts and corresponding transaction reports.
 - Submit the cash letter and all supporting documentation to the Finance Department for verification.

4.5 Verification and Posting

- Upon receipt of the cash letters and supporting documentation, the Finance Department will:
 - Verify the accuracy of the recorded revenue against the supporting documents.
 - Post the verified revenue into the City's accounting system.

5. Compliance

All departments must adhere to this procedure to ensure accurate and timely financial reporting. Non-compliance may result in delays in posting revenue and potential discrepancies in the City's financial records.

6. Review and Revision

This SOP will be reviewed annually by the Finance Department or as necessary to accommodate changes in the accounting system or revenue collection practices.

Appendices:

- **Appendix A:** Example of a Cash Letter
 - **Appendix B:** Tyler System Batch Entry Instructions
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EXHIBIT H

STALE CHECK POLICY

Purpose

The City of Forest Park issues checks for Payroll, Refunds and Accounts Payable. Once a check is issued, the recipient has 180 days to deposit the check. If the check has not cleared City of Forest Park's bank after 180 days, the check is considered stale dated. It is the City's policy to review and process stale dated and unclaimed checks monthly.

Definition

A stale check is a check that has not been presented to the bank for encashment within a period of 6 months.

Authority

Finance/City Manager

Procedure

1. Determining Stale Dated Checks

- a) Staff will identify and generate a list of outstanding checks six months old or older, by issue date, utilizing its treasury management reporting each month.
- b) The identified funds are moved to the appropriate holding account in the General Ledger for up to five (5) years.
- c) Staff will attempt to locate the payee by using available search tools (e.g., LexisNexis, SPOKEO, DMV, etc.).

2. Canceling Stale Dated Checks

- a) Staff will notify the payee or beneficiary in writing that a check was issued more than six months ago and has not cleared The City's treasury account. The payee will be provided with a "Declaration to Obtain Duplicate of a Lost or Destroyed Check" form.
- b) 30 days after initial notification - If there is no reply from the payee or beneficiary, a second notification will be sent by certified mail.
- c) 60 days after initial notification - If no reply has been received a final notice will be sent to the payee or beneficiary. The funds will remain in the holding account for up to five (5) years and will be absorbed into the System's reserves if unclaimed.

3. Re-issuing Stale Dated Checks

- a) Payee or beneficiary must provide a completed "Declaration to Obtain Duplicate of a Loss of Destroyed Check" affidavit, signed by the payee or beneficiary.
- b) Once the required documents are received by the City, a new check will be issued to the payee or beneficiary through the City accounts payable process.

4. Redeposit to Reserves (5 Years)

- a) At fiscal year-end, the holding accounts will be reconciled; any unclaimed funds five (5) years and older, from the date of initial contact, will be moved to the appropriate reserve account(s).

STALE CHECK POLICY

Policy Review:

This policy shall be reviewed at least every three years.

John Wiggins, Finance Director

POLICY APPROVAL DATE: January 22, 2024

FORM 1

Declaration to Obtain Duplicate of a Lost or Destroyed Check Form

I, _____, have examined the check numbered, dated ____/____/____, payable to me in the amount of \$ _____. I did not sign this check or authorize anyone to sign it. The signature on this check is not mine. I did not receive the whole or any part of the money. The signature below is my proper signature.

I certify under penalty of perjury that the information I have given in this statement is correct and true.

Signature of Recipient

Date

Signature of Witness

Date

EXHIBIT I

City of Forest Park Mail Policy

1. Purpose

The purpose of this mail policy is to establish standardized procedures for the receipt, handling, and distribution of incoming and outgoing mail to ensure efficiency, security, and confidentiality within the City of Forest Park.

2. Scope

This policy applies to all employees, contractors, and third parties involved in receiving mail at the City of Forest Park.

3. Mail Processing Operations

3.1. Hours of Operation

Mail will be received at City Hall from 8:00am to 5:00pm Monday through Friday, excluding holidays.

3.2. Mail Staff

Staff receiving mail are responsible for the following:

- Receiving all incoming mail and packages delivered to City Hall.
- Sorting and distributing mail to the appropriate departments or individuals.
- Sending outgoing mail from City Hall.
- Ensuring the security and confidentiality of mail.

4. Incoming Mail

4.1. Receipt of Mail

- All incoming mail should be delivered to City Hall.
- Mail will be received by front office staff
- Front office staff will open, date stamp and sort mail as delivered.
 - Note: Mail identified as Confidential will NOT be opened. Staff will date stamp outer face of mail piece.

4.2. Sorting and Distribution

- Mail (Confidential or otherwise) will be sorted and delivered to the designated mailbox located at City Hall.
-

5. Outgoing Mail

5.1. Preparation

- All outgoing mail must be placed in the designated area (on top of City Hall mailboxes) by 10am for same-day dispatch.

5.2. Special Handling

- Packages and registered mail will be handled according to the carrier's requirements.

6. Security and Confidentiality

6.1 Confidential Mail

- Confidential mail must be sealed and marked appropriately.

7. Mail Equipment

- Postage meter/ Scale is located at City Hall.
 - Can be accessed by individual department code.
- Letter openers
- Mail bag

8. Monitoring

8.1 Monitoring

- Finance will monitor postage usage and bill department line items monthly.

9. Review and Updates

- This policy will be reviewed annually and updated as necessary to ensure its effectiveness.

EXHIBIT J

Budget Line Transfer and Amendment Process

Purpose:

To provide a structured and controlled method for departments to reallocate funds within the budget when attempting to allocate an expense to a line item that is over budget.

Scope:

This procedure applies to all departments within the organization that seek to amend the budget to cover expenses that exceed the allocated amount for a specific line item.

Procedure:

1. Identify the Overbudget Line Item:

- The department identifies the line item that is over budget and determines the amount needed to cover the excess expense.
- If funds are not within budget, a budget amendment must be approved by resolution. The budget shall be adopted at the fund/department level, which is the legal level of budgetary control. The current year's budget may be adjusted to reflect changes in the local economy, changes in priorities or services needed, and receipt of unbudgeted revenues and for unanticipated expenditures.

2. Determine Source of Funds:

- The department identifies potential line items within their budget where funds are available and can be reallocated to the overbudget line item. The reallocation should not negatively impact the department's ability to meet its objectives.

3. Complete the Budget Transfer Form:

- The department completes the Budget Transfer Form, including:
 - **Line Item Over Budget:** Description and account number of the overbudget line item.
 - **Amount Needed:** The amount required to cover the overbudget expense.
 - **Source of Funds:** Description and account number of the line item(s) from which funds will be reallocated.

- **Justification:** A detailed explanation of the need for the budget amendment and the impact of reallocation on the department's operations.
- **Department Head Approval:** The department head must sign the form indicating their approval of the proposed budget transfer.

4. Submit to Finance for Review:

- The completed Budget Transfer Form is submitted to the Finance Department for review. Finance will:
 - **Review the Budget Transfer:** Assess the validity and necessity of the amendment.
 - **Check Availability of Funds:** Confirm that the proposed source of funds is available, and that the reallocation is feasible.
 - **Approve or Deny:** Finance will approve or deny the transfer. If denied, the department will need to revise the form or identify alternative solutions.

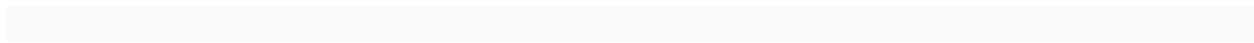
5. Submit to City Manager for Final Approval:

- Upon Finance approval, the form is forwarded to the City Manager for final approval. The City Manager will:
 - **Review the Request:** Ensure the line transfer aligns with the overall budgetary strategy and organizational priorities.
 - **Approve or Deny:** The City Manager will approve or deny the request. If denied, the department must revisit the budget or seek alternative funding.

6. Execute the Budget Transfer:

- Once approved by both Finance and the City Manager, the department may proceed with the reallocation of funds.
- The Finance Department will update the budget to reflect the approved changes.

7. Record Keeping:



- The approved Budget Transfer Form, along with any supporting documentation, will be retained by the Finance Department for audit and review purposes.

8. Reporting:

- The Finance Department will report all budget amendments to the City Council or appropriate governing body during the next budget report cycle.

Document: Budget Amendment Form (See Form Below)

Form Sections:

- **Line Item Over Budget:** (Include fields for description, account number, and amount needed)
- **Source of Funds:** (Include fields for description, account number, and amount to be transferred)
- **Justification:** (Provide space for a detailed explanation)
- **Approval Signatures:**
 - **Department Head:**
 - **Finance Department:**
 - **City Manager:**

This process ensures that all budget amendments are made transparently, with proper oversight and alignment with organizational financial strategies.

**CITY OF FOREST PARK
FY2024-2025 BUDGET AMENDMENTS**

DEPARTMENT: _____
FUND: _____

DATE: _____

Amendment Number _____

TRANSFER FROM: FINANCE

Dept.	Account Number	Account Name	Transfer Amount	Original Budget	Amended Budget	Expenses To Date	Current Balance	Amended Balance
0								
TOTAL			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

TRANSFER TO:

Dept.	Account Number	Account Name	Transfer Amount	Original Budget	Amended Budget	Expenses To Date	Current Balance	Amended Balance
TOTAL			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

JUSTIFICATION:

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Department Director: Date: _____	Finance: Recommend Approval: Date: _____	City Manager: Recommend Approval: Yes / No Date: _____	Date Incode Updated: Date: _____ Action: _____
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EXHIBIT K

City of Forest Park

Empower Retirement Payment Draft Procedures - Incode

Effective July 2024

Scope

These guidelines apply to the activity associated with the processing of funds transmitted to EMPOWER Retirement Services on a weekly basis. Employees elect the retirement program they wish to enroll in, and the payroll department updates the deduction codes accordingly.

Deductions are processed weekly and entered in TYLER by uploading the payroll journal entry generated in the ADP system. The Deputy Finance Director processes the weekly journal entry associated with the TRUIST ZBA account.

These guidelines cover all transactions involving the collection of employee deductions and subsequent remittance to EMPOWER Retirement Services. **Note:** Effective August 1, 2024, the City will transition to a deferred pension plan administered by the GA Municipal Association with no employer match to calculate.

Purpose

To establish and maintain a uniform process for recording payroll deductions and subsequently remitting an equal amount to EMPOWER Retirement. Deductions and remittance amounts should match weekly. Any discrepancies should be identified and resolved immediately.

Processes Related to Plan Enrollment and Payroll Deductions

Refer to the Human Resources department for procedures outlining the steps for onboarding employees and enrolling in various benefit programs, including retirement and pension. These processes are reviewed by the Finance Department to ensure compliance with guidelines.

Note: These procedures should be reviewed at least annually to ensure they remain current.

Procedure for Remitting to EMPOWER

1. The Finance Manager will run the Custom Empowerment report from the ADP portal. See separate directions for generating this report.
2. Using the Empower Report and Confirmation of funds transmitted, the Finance Manager will ensure that the transaction is entered into the Tyler ERP Accounts Payable Module.

The distribution of amounts in the Tyler ERP system will align with the chart below (see Coding Empower Payments) to ensure matching of deductions and remittances. Transactions will be posted weekly for timely expense reporting and bank account and GL reconciliation.

3. The Accounts Payable entry will debit the General Ledger accounts shown below and credit the Accounts Payable system.
4. When the check is processed, the AP will be debited, and the cash GL account 999-00-0000-11-1103 will be credited for the check amount and batch amount in total.

Coding Empower Payments

Effective July 2024

Empower Report Column Heading	GL Account Number	GL Account Name
LP_Loan PMNT457_Deductions	100-00-0000-12-1313	PR DED PAYABLE PENSION LOANS
LP2_Thrift LOANS_Deductions	100-00-0000-12-1313	PR DED PAYABLE PENSION LOANS
PEN_Pension WKL_Deductions	100-00-0000-12-1314	PR DED PAYABLE DEFERRED COMP
PE2_Pension WK_Other Deduction	100-00-0000-12-1314	PR DED PAYABLE DEFERRED COMP
R_Roth_Deductions	100-00-0000-12-1315	PR DED PAYABLE PENSION AFT TAX
MAT_457ER MATCH_Match	100-00-0000-51-2401	RETIREMENT CONTRIBUTIONS

Note: This Coding should be reviewed at least annually to ensure they remain current.

By following these procedures, we ensure accurate and timely processing of payroll deductions and remittances, maintaining transparency and efficiency in our financial operations.