



Finance Department Policies

November 18, 2024

John Wiggins, Director

Jeremi Patterson, Deputy Director

Talisa Adams, Procurement Manager

Deidra Willingham, Staff Accountant



Meeting Agenda

- Departmental policies – High Level Overview
 - Finance & Accounting policy
 - Purchasing policy
 - P-Card policy
 - Travel policy
- Q&A
- Council's Approval



Purpose

- Codified and Approved by Governing Body
- Rules and Regulations that govern the purchasing, finance, accounts receivable, and payables processes for the City of Forest Park
 - Must follow Federal, State, and Local Laws
- Best Value! - Fair, Transparent, Open Process
- Exemptions/Exclusions/Exception
 - City Authorities (URA, DDA, DA)
 - Commodity Categories (ie., memberships, artists, advertisements, real estate, travel, etc.)



Finance & Accounting Policy



Accounting, Auditing,
and Financial
Reporting



Accounts Payable



Cash Receipts



Revenue
Collection



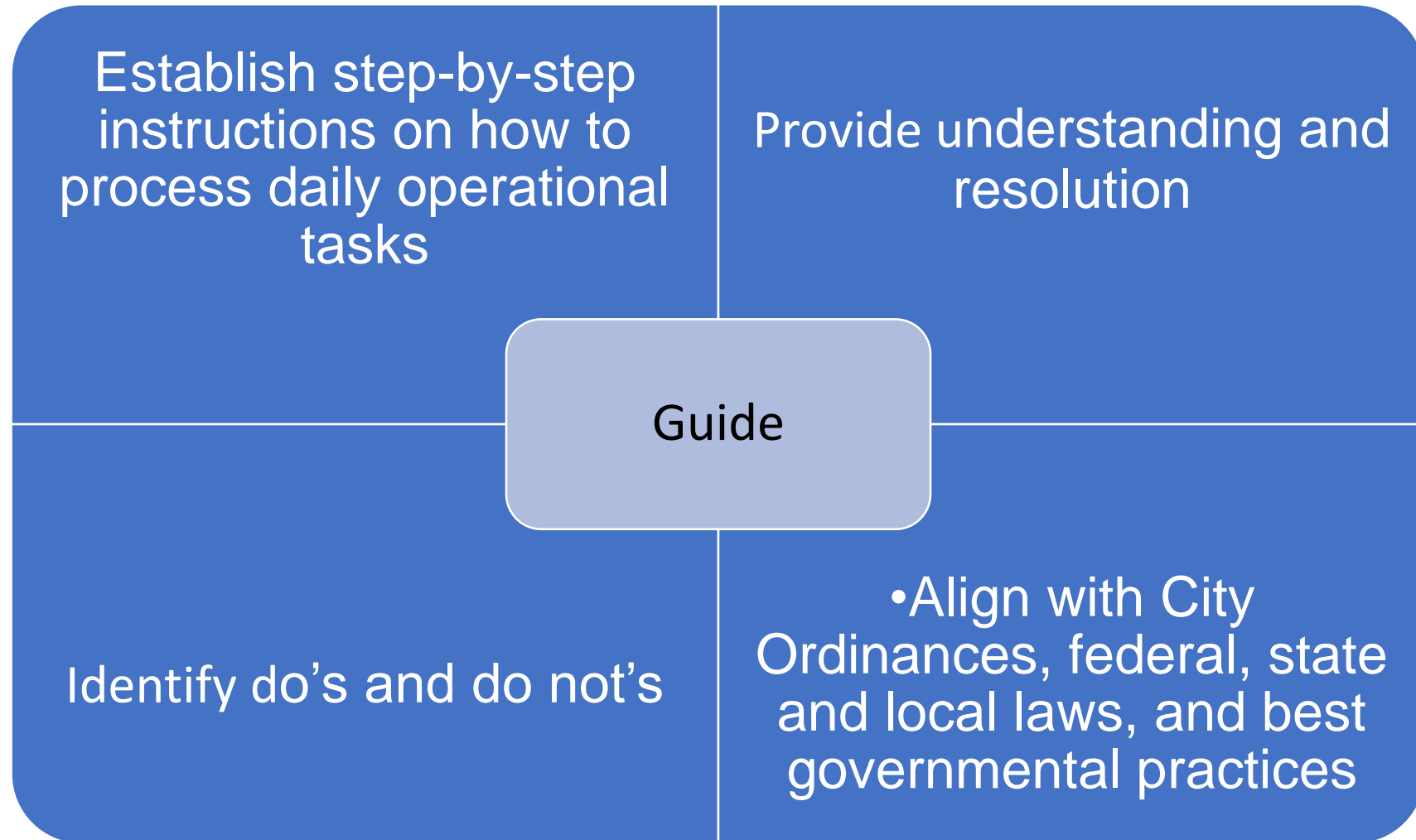
Budget Line
Transfer and
Amendment



Stale Check



Purchasing Policy



Policy Content

Features

Authority Approval Levels



Procurement Methods

Reference other policies



Features

1

- Defines authority of department and director

2

- Who can establish and enforce procedures

3

- Improper purchases

- Must comply with Budget and/or grant requirements
- Centralized Procurement Division / Procurement Manager
- May not be arbitrarily divided to avoid the formal sealed threshold methods, or to avoid approval authority



Authority Levels

Currently

- City Manager approval level up to \$10K
- Governing Body approval level over \$10K



Recommendation

- City Manager approval level up to \$50K (all informal solicitations and/or Purchase Order (PO))
- Governing Body approval level over \$50K (all formal solicitations and/or contract awards)



Authority Levels



	Procurement Method*	Required Approvals**	Amendments / Change Orders
≤ \$1,000.00	No competition required - one (1) written quote, Requisition, and PO.	1. Department director 2. One-time informal procurement processed by UD.	Increases greater than five percent (5%) or Two Thousand, Five Hundred Dollars and 00/100 Cents (\$2,500.00) – excluding any contingency – require additional Requisition and approval from all necessary parties.
\$1,000.01 - \$4,999.99	Three (3) written quotes, Requisition, and PO	1. Department director 2. Procurement manager 3. Informal procurement processed by UD.	
\$5,000.00 - \$49,999.99	Competitive Procurement (Informal Solicitation): - Requisition, PO, and/or Contract as appropriate.	1. Department director 2. Finance Department 3. Procurement manager 4. City Manager 5. City Attorney (contracts)	
\$50,000.00 >	Competitive Procurement (Formal Solicitation): - Requisition, PO, and/or Contract as appropriate.	1. Department Director 2. Finance Department 3. Procurement manager 4. City Manager 5. City Attorney (contracts) 6. City Council	

*The Procurement Methods listed above are not applicable to Sole Source Procurement, Single Source Procurement, Emergency Procurement, Cooperative Purchasing, and Real Estate Acquisition. See Article VII (Noncompetitive Procurements). Notwithstanding this exclusion, the Required Approvals must still be obtained based on the applicable purchasing threshold unless otherwise provided in Article VII.

**City Council approval is always required for purchases exceeding Fifty Thousand Dollars and 00/100 Cents (\$50,000.00) and if purchase is not within the annual budget.



Procurement Methods

Informal

- IWQ – Informal Written Quotes
- RFQ – Request for Quotes

Formal

- RFB – Request for Bid
- RFP – Request for Proposals
- RFQV – Request for Qualifications

Non-Competitive

- Cooperative Contracts/Piggyback
- Sole/Single Source
- Emergency



PCARD Policy

**Program Purpose
and Compliance
Requirements**

**Strict Prohibition
on Personal
Purchases**

**Defined Roles
and
Responsibilities**

**Internal Controls
and Compliance
Audits**

**Random Audits
and Ongoing
Monitoring**



Travel Policy



Pre-Approval for Overnight Travel:



Use of Personal and City Vehicles for In-State Travel:



Per Diem Allowance for Meals:



Strictly Defined Reimbursable and Non-Reimbursable Expenses:



Reference

Ethics Ordinance/Policy



P-Card Policy



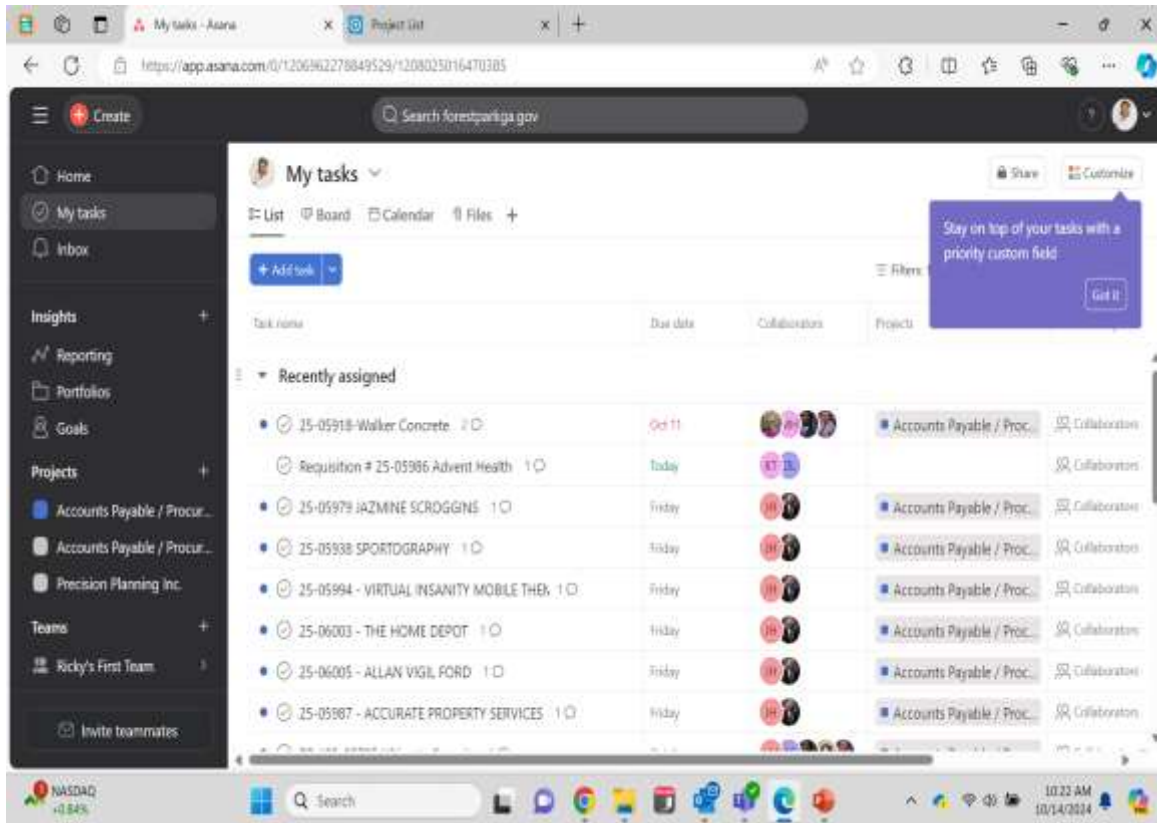
Travel Policy



Centralized Procurement Division

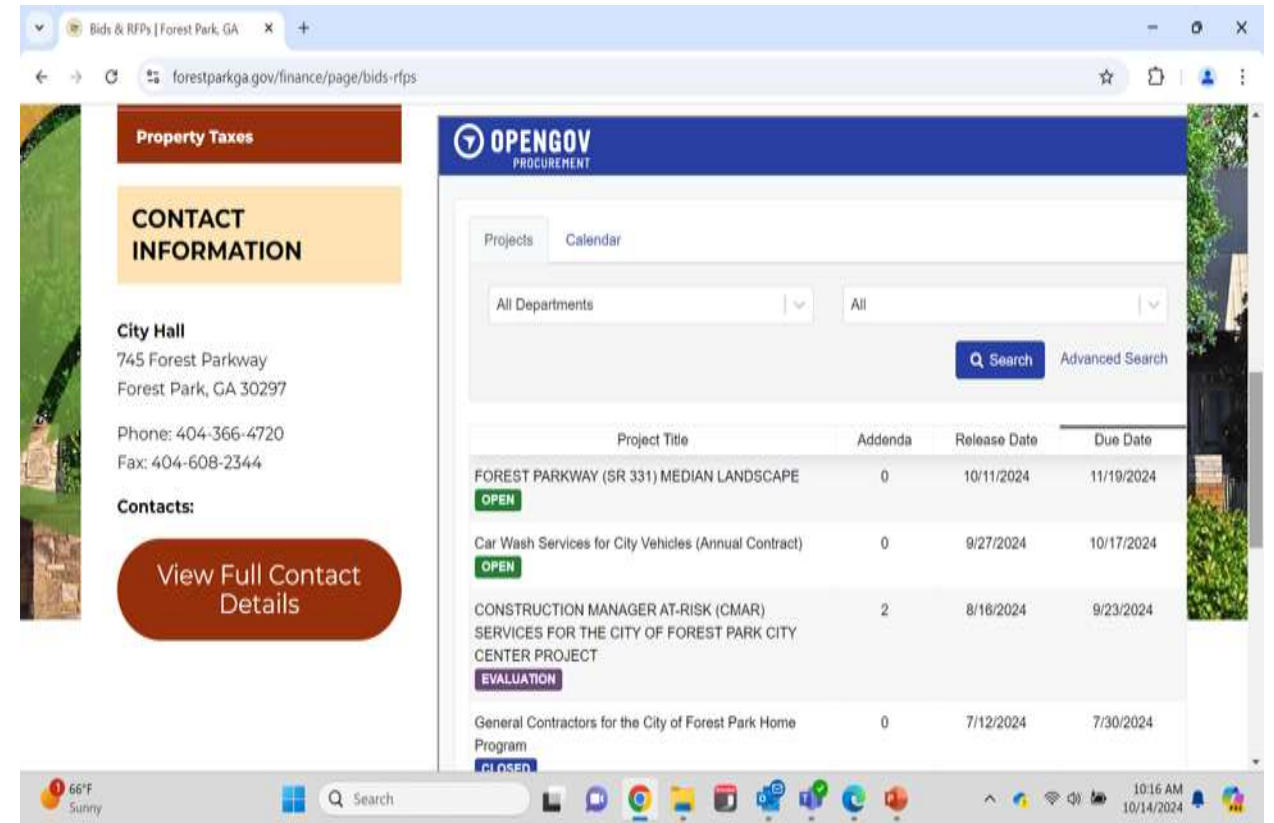
❖ ASANA - <https://app.asana.com/>

❖ OpenGov - <https://www.forestparkga.gov/finance/page/bids-rfps>



The screenshot shows the Asana web application interface. The user is logged in as 'My tasks' and is viewing a list of tasks. A purple callout box says 'Stay on top of your tasks with a priority custom field' and has a 'Get It' button. The task list includes:

Task Name	Due Date	Collaborators	Project
25-05918-Walker Concrete	Oct 11	[User Avatars]	Accounts Payable / Proc...
Requisition # 25-05986 Advent Health	Today	[User Avatars]	Accounts Payable / Proc...
25-05978 JAZMINE SCROGGINS	Friday	[User Avatars]	Accounts Payable / Proc...
25-05938 SPORTOGRAPHY	Friday	[User Avatars]	Accounts Payable / Proc...
25-05994 - VIRTUAL INSANITY MOBILE THEA	Friday	[User Avatars]	Accounts Payable / Proc...
25-06003 - THE HOME DEPOT	Friday	[User Avatars]	Accounts Payable / Proc...
25-06005 - ALLAN VIGIL FORD	Friday	[User Avatars]	Accounts Payable / Proc...
25-05987 - ACCURATE PROPERTY SERVICES	Friday	[User Avatars]	Accounts Payable / Proc...



The screenshot shows the OpenGov Procurement website. The left sidebar contains 'Property Taxes' and 'CONTACT INFORMATION' for City Hall. The main content area shows a search interface and a table of procurement projects.

Property Taxes

CONTACT INFORMATION

City Hall
745 Forest Parkway
Forest Park, GA 30297
Phone: 404-366-4720
Fax: 404-608-2344

Contacts:

[View Full Contact Details](#)

OPENGOV PROCUREMENT

Projects | Calendar

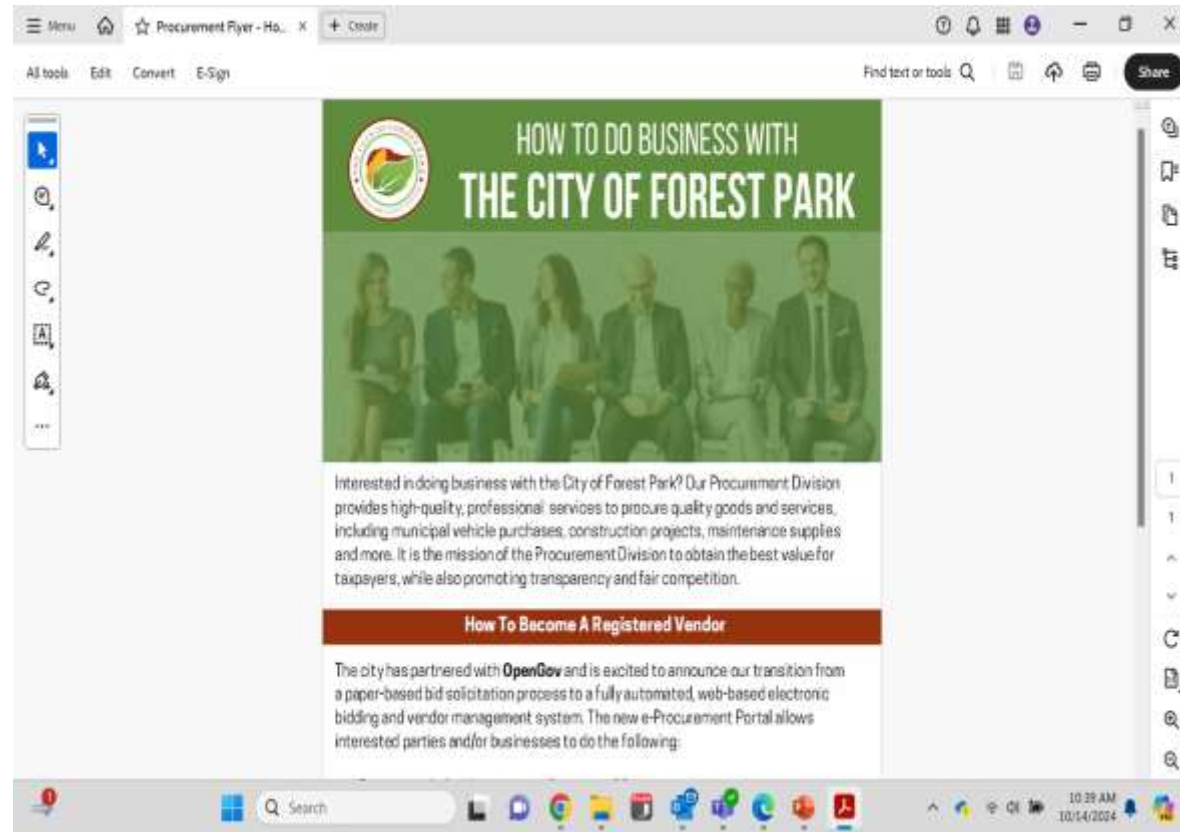
All Departments | All

[Search](#) [Advanced Search](#)

Project Title	Addenda	Release Date	Due Date
FOREST PARKWAY (SR 331) MEDIAN LANDSCAPE	0	10/11/2024	11/19/2024
OPEN			
Car Wash Services for City Vehicles (Annual Contract)	0	9/27/2024	10/17/2024
OPEN			
CONSTRUCTION MANAGER AT-RISK (CMAR) SERVICES FOR THE CITY OF FOREST PARK CITY CENTER PROJECT	2	8/16/2024	9/23/2024
EVALUATION			
General Contractors for the City of Forest Park Home Program	0	7/12/2024	7/30/2024
CLOSED			

How to Do Business

- Vendor Symposium
 - December 5, 2024
 - Quarterly Clinics



Q&A

THANK YOU!

We Are  #OneForestPark

