

MEMORANDUM



To: Board Records
Through: *Charlie Hunsicker*
Charlie Hunsicker,
Director, Parks and Natural Resources
From: Sally Dillard, *SD*
Fiscal Analyst
Date: July 14, 2017
Subject: Refund Special Event for Major Beach Soccer Event for
Stephen Adair – July 29-30, 2017 – in the amount of
\$732.00

The following individual has requested a refund for special permit fees from this department. The request has been reviewed and verified.

PETITIONER: Stephen Adair
4501 Manatee Ave. W. #148
Bradenton, FL 34209

DESCRIPTION: Stephen Adair paid for special permit fees for a soccer event scheduled to be held July 29-30, 2017. Due to circumstances, the applicant is no longer able to host the event. The total fees are in the amount of \$742.00 minus \$10.00 administrative fee, for a total refund of \$732.00.

Parks and Natural Resources
5502 33rd Avenue Drive West, Bradenton, Florida 34209
Phone number: (941) 742-5923

Treasury Mgmt.

Manatee County
Board of County Commissioners
Audit Slip

AUDIT SLIP NUMBER

AS 1145427

Stephen Adair
Vendor Name
4501 Manatee Ave W
Address
Bradenton, FL 34209
City State Zip Code
757-763-9578
Phone Number

I hereby certify that the materials or services have been received, inspected and found satisfactory for the purpose for which they were purchased.
(ONLY COMPLETE IF ITEMS HAVE BEEN RECEIVED)

[Signature]
Payment Authorized by:
PKR / Recreation
Dept/Div
Michelle Richardson
Contact Person
x 6024
Phone

Received by _____ Date _____

REASON FOR PURCHASE Refund for a special event

ITEM	GENERIC DESCRIPTION	QTY	UNIT	AMOUNT	ACCT KEY	OBJ	JL NUMBER	ACTIVITY
	event			600.00 742.00	001 0000000	347203	0182004	8100
	admin fee			(-10.00)	001 0000000	369000		
	Refundable Deposit			100.00	001 0000000	220001		
	Sales Tax			42.00	001 0000000	217001		

TOTAL AMOUNT \$ 732.00

FINANCE USE ONLY

DESC _____ PE ID _____ PO _____

INV NUMBER _____ INV AMT \$ _____ INV DATE _____

DUE DATE _____ TERMS _____ DISCOUNT _____ SEP CK _____

RELATE CODES _____ SEC REF _____ DIVISION _____

VENDOR ACCT# _____

MANATEE COUNTY PARKS & NATURAL RESOURCES DEPARTMENT REFUND/CREDIT REQUEST FORM

Manatee County Parks & Natural Resources Department activity and facility fees are not refundable except under the following guidelines as per Resolution R-10-121:

A. REFUNDS

PROGRAMS/ACTIVITIES

- A written recommendation from a doctor (for two (2) or more absences) indicating that the individual should withdraw from an activity or program shall be entitled to a full or prorated refund. No administrative fee will be assessed.
- In the event that an activity or program is cancelled by Parks & Recreation Department, the individual or group would be entitled to a full or prorated refund or credit. There would be no administrative fee assessed.
- Refunds are subject to a twenty percent (20%) administrative fee of the total amount, not to exceed \$10.00.
- All refund requests must be accompanied by an original receipt or a copy of the cancelled check.

B. CREDITS

- Credits can be applied within thirty (30) days from one program activity and used toward another activity within ninety (90) days from the original request.
- Credit requests may be provided in the absence of an original receipt or cancelled check if County records establish payment.

Date: 6-27-17 Household #: 53118 Refund Credit

Requestor's Name (print): Stephen Adair Phone: 757-763-9578

Address: 4501 Manateeview City: Bradenton Zip: 34209

Facility or Program: Special Event / Beach Soccer Participant's Name: _____

Date(s) Cancelled or Missed: 7-29-17

Reason for Request: Event Cancelled by participant

Signature of Requestor: [Signature]

STAFF USE ONLY:

CALCULATIONS & COMMENTS

<u>paid</u>	<u>742.00</u>	
<u>admin fee</u>	<u>-10.00</u>	
	<u>732.00</u>	
TOTAL OF REFUND/ CREDIT:		<u>732.00</u>

NR
6/28/17

Preparer & Reviewer Signature: [Signature] Date: 6-27-17

Fiscal Division Approval: [Signature] Date: 6/30/17

Director Approval: [Signature] Date: 7/3/17



GLOBAL SALES RECEIPT

Receipt # 536436
 Payment Date: 05/12/17
 Household #: 53118

Manatee County Parks & Natural Resources
 5502 33rd Ave. Dr. W.
 Bradenton FL 34209

Stephen Adair
 4501 Manatee Ave W #148
 Bradenton FL 34209
 sadair@majorbeachsoccer.com

Hm Ph: (757)763-9578

Phone:

Facility Reservation Details

The following item reflects a payment towards a previous receipt

Facility: **Coquina Bch Gulfside, Beach Central Open**
 Reserv. Contact: **Stephen Adair, HM: (757)763-9578**
 Reserv. Number: **40713** Status: **Firm**
 Purpose: **Beach Soccer Event**
 Anticipated Count: **300**

	Date	Day	Time	Fees + Tax	Discount	Prev Paid	Cur Paid	Amount Due
Deposit Info:	07/29/2017	Sat	7:00A to 6:00P	321.00	0.00	0.00	321.00	0.00
	Charged:	100.00	Paid:	100.00	Balance Due:	0.00		

The following item reflects a payment towards a previous receipt

Facility: **Coquina Bch Gulfside, Beach Central Open**
 Reserv. Contact: **Stephen Adair, HM: (757)763-9578**
 Reserv. Number: **40713** Status: **Firm**
 Purpose: **Beach Soccer Event**
 Anticipated Count: **300**

Date	Day	Time	Fees + Tax	Discount	Prev Paid	Cur Paid	Amount Due
07/30/2017	Sun	7:00A to 6:30P	321.00	0.00	0.00	321.00	0.00

Processed on 05/12/17 @ 11:55:51 by KCR

FEES CHARGED ON NEW LINE ITEMS (+)	0.00
TAX CHARGED ON NEW FEES (+)	0.00
HH DEPOSIT/VISIT CHARGED	0.00
NEW AMOUNT DUE	0.00

PREVIOUS NET HOUSEHOLD BALANCE	742.00
TOTAL DUE	742.00

NEW FEES PAID ON THIS RECEIPT (-)	642.00
NEW DEPOSIT PAID (-)	100.00
TOTAL PAID	742.00

NEW NET HOUSEHOLD BALANCE	0.00
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Payment of **742.00** Made By **VISA/MC** Auth: Card#: xxxxxxxxxxxx With Reference **9014**

Run Date: 06/30/17
Run Time: 8:18A

GL Summary Distribution Report

User: SD

G/L Cd	Account Description	Account Number	DR Count	DR Amount	CR Count	CR Amount	Net Amount
182004	Permitting Fees	347203/0182004	0	0.00	2	600.00	600.00
217001	Sales Tax Account	217001	0	0.00	2	42.00	42.00
220001	Deposits	220001	0	0.00	1	100.00	100.00

Description	Pay Type	Pay Desc	DR Count	DR Amount	CR Count	CR Amount	Net Amount
Pay Code: 3 Totals	Cr Card	Visa/MC	0	0.00	5	742.00	742.00
GRAND TOTALS:				0.00		742.00	742.00

SELECTION CRITERIA:

Date Range: 05/12/2017 Through 05/12/2017
 Time Range: 12:00A Through 12:00A Fixed Times? yes
 Drawer Range: 0 Through 9999
 Receipt Range: 536436 Through 536436
 User Range: Through ZZZZZZZZZZ
 Include Over/Short Transactions? Yes
 Print Paycode Totals As Offsets? No
 Credit Type: 01,02,03,04,06,07,08,09,10,11,12, 5,14,15,80,90,96,98,99
 Debit Types: 01,02,03,04,06,07,08,09,10,11,12, 5,14,15,80,90,96,98,99
 Modules: (AR) yes (FR) yes (LS) yes (PM) yes (TP) yes (CR) yes (PS) yes (RN) yes (LK) yes (PT) yes (MS) yes
 G/L Code Range: 0 Through 999999
 Cst Ctr Range: Through ZZZZZZ

Run Date: 06/27/17

CASH JOURNAL

Run Time: 2:18P

User: KCR

Drwr	Date	Time	Rcpt #	Mod	D/C	Type	User	House/Other	Payment Reference	Amount
109	05/12/2017	10:58A	536433	F/R	C	Cash	KCR	Prooks		90.95
109	05/12/2017	11:35A	536434	POS	C	Visa/M	KCR	Long, Jim	3505	54.00
109	05/12/2017	11:42A	536435	POS	C	Cash	KCR	ZZZHOUSEHOLD, INTERNAL		3.00
109	05/12/2017	11:55A	536436	F/R	C	Visa/M	KCR	Major Beach Soccer	9014	742.00
109	05/12/2017	12:06P	536437	A/R	C	Visa/M	KCR	Scott, Ken	1727	50.00
109	05/12/2017	12:08P	536438	POS	C	Visa/M	KCR	ZZZHOUSEHOLD, INTERNAL	1969	19.00
109	05/12/2017	12:20P	536439	POS	C	Cash	KCR	ZZZHOUSEHOLD, INTERNAL		3.00
109	05/12/2017	12:54P	536442	POS	C	Cash	KCR	ZZZHOUSEHOLD, INTERNAL		3.00
109	05/12/2017	1:07P	536445	A/R	C	Visa/M	KCR	Khuc, Hieu	2795	556.00
109	05/12/2017	1:13P	536446	F/R	C	Check	KCR	Maria Barringhaus	1701	192.60
109	05/12/2017	2:40P	536461	POS	C	Visa/M	KCR	ZZZHOUSEHOLD, INTERNAL	3001	3.00
109	05/12/2017	2:47P	536462	POS	C	Cash	KCR	ZZZHOUSEHOLD, INTERNAL		3.00
109	05/12/2017	2:55P	536463	POS	C	Cash	KCR	ZZZHOUSEHOLD, INTERNAL		3.00
109	05/12/2017	3:03P	536464	F/R	C	Cash	KCR	Tatiana Yamposkaya		25.00
109	05/12/2017	3:04P	536465	F/R	C	Check	MAA	Gulf Beach Wedding	1823	213.00
109	05/12/2017	3:05P	536466	POS	C	Cash	KCR	ZZZHOUSEHOLD, INTERNAL		3.00
109	05/12/2017	3:15P	536468	POS	C	Visa/M	KCR	ZZZHOUSEHOLD, INTERNAL	7901	3.00
109	05/12/2017	3:29P	536469	F/R	C	Visa/M	KCR	Vibha Chopra	8018	25.00
109	05/12/2017	3:40P	536470	P/M	C	Visa/M	KCR	Diffley, William	4570	26.75
109	05/12/2017	3:53P	536471	POS	C	Cash	KCR	ZZZHOUSEHOLD, INTERNAL		3.00
109	05/12/2017	3:55P	536472	POS	C	Cash	KCR	ZZZHOUSEHOLD, INTERNAL		15.00
109	05/12/2017	3:58P	536473	A/R	C	Cash	KCR	Nebra, Alexandra		180.00
109	05/12/2017	4:03P	536474	F/R	C	Visa/M	KCR	Richdell Delva	4079	53.50
109	05/12/2017	4:04P	536475	POS	C	Cash	KCR	ZZZHOUSEHOLD, INTERNAL		3.00
109	05/12/2017	4:07P	536476	A/R	C	Cash	KCR	Schultz, Denise		50.00
109	05/12/2017	4:24P	536478	A/R	C	Visa/M	KCR	Lubin, Peggy	3314	58.00
109	05/12/2017	4:28P	536479	A/R	C	Visa/M	KCR	Galicia, Linda	2838	200.00
109	05/12/2017	4:40P	536480	F/R	C	Visa/M	KCR	Gulf Beach Wedding	5035	54.50
109	05/12/2017	4:44P	536481	A/R	C	Visa/M	KCR	Zies, Gregory	0570	330.00
109	05/12/2017	4:45P	536482	POS	C	Cash	KCR	ZZZHOUSEHOLD, INTERNAL		3.00
109	05/12/2017	4:48P	536483	A/R	C	Check	KCR	Bruns, Jason	112871	400.00
109	05/12/2017	4:57P	536484	POS	C	Cash	KCR	ZZZHOUSEHOLD, INTERNAL		3.00
109	05/12/2017	5:09P	536485	POS	C	Cash	KCR	ZZZHOUSEHOLD, INTERNAL		3.00
109	05/12/2017	5:10P	536486	POS	C	Visa/M	KCR	ZZZHOUSEHOLD, INTERNAL	7528	9.00
109	05/12/2017	5:17P	536487	POS	C	Visa/M	KCR	ZZZHOUSEHOLD, INTERNAL	1524	6.00
109	05/12/2017	5:26P	536488	POS	C	Visa/M	KCR	ZZZHOUSEHOLD, INTERNAL	1717	6.00
109	05/12/2017	5:37P	536489	POS	C	Cash	KCR	ZZZHOUSEHOLD, INTERNAL		6.00
109	05/12/2017	6:14P	536490	POS	C	Cash	KCR	ZZZHOUSEHOLD, INTERNAL		3.00
109	05/12/2017	6:38P	536492	POS	C	Visa/M	KCR	ZZZHOUSEHOLD, INTERNAL	8681	6.00
109	05/12/2017	6:56P	536493	A/R	C	Check	KCR	Today, Cool	32335	350.00

**MANATEE COUNTY
BOARD OF COUNTY COMMISSIONERS
LONESOME CASH RECEIPT**

Receipt Date 16-May-17
Batch File Name CRMR515E

Batch # C1706311
Bank Deposit Date 16-May-17


Division RECREATION CENTER Amount Total \$4,742.06

	DESCRIPTION		AMOUNT	ACCOUNT #
	Pavilion Rental Fees		\$230.00	001 0000000 -347203
	Outside Personal Trainer Fee		\$37.00	001 0000000 -347296/01820258100
*	Permitting Fees		\$850.00	001 0000000 347203/01820048100
	In House Personal Trainer Fee		\$25.00	001 0000000-347296/01820248100
	Contracted Instructors		\$5.00	001 0000000- 347205/01801018100
	Daily Guest Passes		\$179.44	001 0000000-347294
	Fees Due To Athletic Association		\$20.00	0010000000-202202
*	P&R Deposits - Adair/Maj Beach Soccer		\$100.00	001 0000000 220001
	Tennis Daily Fees		\$44.35	0010000000-347220
	Recreation Memberships		\$160.00	001 0000000 -347254
	Basketball Leagues		\$350.00	0010000000-347236
	EB Pool Rental		\$200.00	001 0000000-347287
	Speciality Camps		\$54.00	001 0000000-347205/01801008100
*	Sales Tax		\$129.11	001 0000000 - 217001
	Softball Mens Open		\$400.00	001 0000000 - 347228
	Nancy Cothron - Instructor		\$126.00	001 0000000 - 202200/01800983000
	Summer Camps		\$1,216.00	001 0000000-347206/01810118100
	Cash Over/Short		\$1.00	0010000000-389901
	Lifeguard Training		\$100.00	001 0000000-347289
	South County Use Fees		\$180.00	001 0000000-347255
	Swim Lessons		\$25.00	0010000000-347215
	Coed Kickball		\$400.00	0010000000-347284
	Household Cr Bal - Lubin & Robertson		-\$89.84	0010000000-347288

*Melissa K...
Preparer's Signature*

26051723
Bank Bag #

ACCOUNT NUMBER / JL Account Numb	Echo ACCOUNT NUMBER	Fin Code	Receipt	AR Reference	Pay & Bk	Tax Cd & Amt	Rec#
Amount	Description	Prep ID	Ref Dt	PO Reference	Bk Slip#	Tax Cd & Amt	Hit
ID & Text Ptr & Format	Name	Batch ID	Due Dt	Product ID	Dep. Dt.	Duty Cd & Amt	A/R?
Div & Term & Misc & Post Code	Echo Div & Term	Rel. Cd.	Bill Dt	Pay Reference	Disc. Amt	Chg. Cd & Amt	
001-0000000-347203	Facility use f		RC531930		AP	0.00	1
230.00	General Fund	KM	05/16/17			0.00	N
	NB PAVILION RENTAL FEES				05/16/17	0.00	
T 03		C1706311			0.00	0.00	
001-0000000-347296	0182025-8100 Personal Train		RC531931		AP	0.00	2
37.00	General Fund	KM	05/16/17			0.00	N
	NB OUTSIDE PERSONAL TRAINER FEE				05/16/17	0.00	
T 03		C1706311			0.00	0.00	
001-0000000-347203	0182004-8100 Facility use f		RC531932		AP	0.00	3
850.00	General Fund	KM	05/16/17			0.00	N
	NB PERMITTING FEES				05/16/17	0.00	
T 03		C1706311			0.00	0.00	
001-0000000-347296	0182024-8100 Personal Train		RC531933		AP	0.00	4
25.00	General Fund	KM	05/16/17			0.00	N
	NB IN HOUSE PERSONAL TRAINER FEE				05/16/17	0.00	
T 03		C1706311			0.00	0.00	
001-0000000-347205	0180101-8100 Special intere		RC531934		AP	0.00	5
5.00	General Fund	KM	05/16/17			0.00	N
	NB CONTRACTED INSTRUCTORS				05/16/17	0.00	
T 03		C1706311			0.00	0.00	
001-0000000-347294	Daily guest pa		RC531935		AP	0.00	6
179.44	General Fund	KM	05/16/17			0.00	N
	NB DAILY GUEST PASSES				05/16/17	0.00	
T 03		C1706311			0.00	0.00	
001-0000000-202202	Due to Athleti		RC531936		AP	0.00	7

ACCOUNT NUMBER / JL Account Numb	Echo ACCOUNT NUMBER	Fin Code	Receipt	AR Reference	Pay & Bk	Tax Cd & Amt	Rec#
Amount	Description	Prep ID	Ref Dt	PO Reference	Bk Slip#	Tax Cd & Amt	Hit
ID & Text Ptr & Format	Name	Batch ID	Due Dt	Product ID	Dep. Dt.	Duty Cd & Amt	A/R?
Div & Term & Misc & Post Code	Echo Div & Term	Rel. Cd.	Bill Dt	Pay Reference	Disc. Amt	Chg. Cd & Amt	
20.00	General Fund	KM	05/16/17			0.00	N
	NB FEES DUE TO ATHLETIC ASSOCIATI				05/16/17	0.00	
T 03		C1706311			0.00	0.00	
001-0000000-220001	Deposits		RC531937		AP	0.00	8
100.00	General Fund	KM	05/16/17			0.00	N
 T 03	NB P&R DEPOSITS - ADAIR/MAJ BEACH				05/16/17	0.00	
		C1706311			0.00	0.00	
001-0000000-347220	Racquet center		RC531938		AP	0.00	9
44.35	General Fund	KM	05/16/17			0.00	N
T 03	NB TENNIS DAILY FEES				05/16/17	0.00	
		C1706311			0.00	0.00	
001-0000000-347254	Pks-recreation		RC531939		AP	0.00	10
160.00	General Fund	KM	05/16/17			0.00	N
T 03	NB RECREATION MEMBERSHIPS				05/16/17	0.00	
		C1706311			0.00	0.00	
001-0000000-347236	Basketball Lea		RC531940		AP	0.00	11
350.00	General Fund	KM	05/16/17			0.00	N
T 03	NB BASKETBALL LEAGUES				05/16/17	0.00	
		C1706311			0.00	0.00	
001-0000000-347287	E. Bradenton p		RC531941		AP	0.00	12
200.00	General Fund	KM	05/16/17			0.00	N
T 03	NB EB POOL RENTAL				05/16/17	0.00	
		C1706311			0.00	0.00	
001-0000000-347205 0180100-8100	Special intere		RC531942		AP	0.00	13
54.00	General Fund	KM	05/16/17			0.00	N

ACCOUNT NUMBER / JL Account Numb	Echo ACCOUNT NUMBER	Fin Code	Receipt	AR Reference	Pay & Bk	Tax Cd & Amt	Rec#
Amount	Description	Prep ID	Ref Dt	PO Reference	Bk Slip#	Tax Cd & Amt	Hit
ID & Text Ptr & Format	Name	Batch ID	Due Dt	Product ID	Dep. Dt.	Duty Cd & Amt	A/R?
Div & Term & Misc & Post Code	Echo Div & Term	Rel. Cd.	Bill Dt	Pay Reference	Disc. Amt	Chg. Cd & Amt	
	NB				05/16/17	0.00	
T 03	SPECIALTIY CAMPS	C1706311			0.00	0.00	
001-0000000-217001				Sales Tax Paya	RC531943	AP	0.00 14
129.11	General Fund	KM	05/16/17			0.00	N
	NB			SALES TAX		05/16/17	0.00
T 03		C1706311			0.00	0.00	
001-0000000-347228				Softball Leagu	RC531944	AP	0.00 15
400.00	General Fund	KM	05/16/17			0.00	N
	NB			SOFTBALL MENS OPEN		05/16/17	0.00
T 03		C1706311			0.00	0.00	
001-0000000-202200 0180098-3000				Park & Recreat	RC531945	AP	0.00 16
126.00	General Fund	KM	05/16/17			0.00	N
	NB			NANCY COTHRON - INSTRUCTOR		05/16/17	0.00
T 03		C1706311			0.00	0.00	
001-0000000-347206 0181011-8100				Youth camp fee	RC531946	AP	0.00 17
1,216.00	General Fund	KM	05/16/17			0.00	N
	NB			SUMMER CAMPS		05/16/17	0.00
T 03		C1706311			0.00	0.00	
001-0000000-389901				Cash over and	RC531947	AP	0.00 18
1.00	General Fund	KM	05/16/17			0.00	N
	NB			CASH OVER/SHORT		05/16/17	0.00
T 03		C1706311			0.00	0.00	
001-0000000-347289				Parks:Lifeguar	RC531948	AP	0.00 19
100.00	General Fund	KM	05/16/17			0.00	N
	NB			LIFEGUARD TRAINING		05/16/17	0.00

347205/0180101-8100
 347208/0181011.8100
 347203/0182004
 347296/0182024.8100
 347296/0182025.8100
 202202
 217001
 Beach Soccer 220001
 347203
 347215
 347220
 347228
 347236
 347254
 347255
 347284
 47287
 288 Lubin's Robertsons
 89

DR Count

11
40
65
6
289.84
5,031.90

AND TOTALS:

MANATEE COUNTY BOARD OF COUNTY COMMISSIONERS
 26051723
 65
 461725

COINSA
 CHECK
 1
 2
 3
 4
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SALE AMOUNT

Signature Not Required
 STEPHEN ADAIR
 MERCHANT COPY

MANATEE CTY. PARKS R
 5502 33RD AVENUE DR W
 BRADENTON, FL 342096000
 05/12/2017
 Merchant ID:
 Terminal ID:
 Batch #:
 00000005297742
 07693659
 BATCH TOTAL \$

XXXXXXXXXXXX742
 11:55:19
 TID: XXXXX622
 DEBIT CARD
 DEBIT SALE
 XXXXXXXXXXXXXXX9014
 VISA
 US DEBIT
 A0000000980840
 0000
 BEAFB7F5FD8F5C31
 2
 679
 3
 125876
 Chip Read
 Issuer - PIN Verified
 \$0.00
 \$742.00