

MEMORANDUM

To: Vicki Tessmer, Supervisor, Board Records
Thru: Tammy Boggs, Sr Fiscal Services Manager, Building and Development Services
From: Tracy Brainard, Fiscal Specialist
Date: February 20, 2018
Subject: Refund Request – \$ 1,250.00



Due to the dollar amount of the attached refund request, Board approval is required prior to Finance issuing the refund check to the customer.

Please place this request on the Board's consent agenda. Once approved, please forward to Finance to have the check issued and email a copy of the Board approval to me at tracy.brainard@mymanatee.org.

Thank you for your help!

Building & Development Services Department
1112 Manatee Avenue West
Bradenton, FL 34205
Phone number: (941)748-4501

MEMORANDUM

To: Finance
From: Tracy Brainard
Date: February 20, 2018
Thru: Tammy Boggs, Senior Fiscal Services Manager,
Building and Development
Subject: Refund



Please process the following refund request:

| |
|---|
| Petitioner: St. John Missionary Baptist Church of Palmetto, Inc |
| PO Box 667 |
| Palmetto, FL 34220-0667 |
| |

| |
|--|
| Description: Customer check was over amount required |
|--|

| |
|---|
| Reason for Request: Customers check was over the amount needed. |
|---|

| Receipt # | Fee ID | Account# | Amount |
|-------------|--------|--------------------|-------------|
| 81000004315 | OVRPLN | 107.0000000.389901 | \$ 1,250.00 |

| |
|--|
| |
|--|

Recommendation: Approved Deny

| |
|------------------------|
| Refund Total \$1250.00 |
| |

Building & Development Services Department
1112 Manatee Avenue West
Bradenton, FL 34205
Phone number: (941) 748-4501

MEMORANDUM

To: Lacy Pritchard, Fiscal Analyst
From: Phyllis Strong, Development Services Section Manager
Date: January 29, 2018
Subject:



JAN 29 2018

The following individual has requested a refund from this department. I would appreciate processing of the request by your office.

| | |
|----------------------|---|
| PETITIONER: | St Johns Baptist Church P.O. Box 667 Palmetto, FL 34220 |
| DESCRIPTION: | Refund of overage of fees paid |
| REASON FOR REQUEST: | Customer overpaid for the Final Site Plan |
| DATE RECEIPT ISSUED: | 7/11/2017 |
| RECEIPT/PERMIT #: | 81000004315 |
| REFUND ACCT #: | |

RECOMMENDATION: Approve (x) Deny ()

REFUND AMOUNT DUE: \$1,250.00

Building and Development Services
Development Services/Zoning
1112 Manatee Avenue West, 4th FL Ste 408
Phone number: (941)749-3070

MANATEE COUNTY

3 ITEMS OF 4

MISC FEES RECEIPT

RECEIPT # : 81000004315

PRINT DATE : 01/26/2018

RECEIPT DATE : 07/11/2017

PRINT TIME : 10:41:07

OPERATOR : cstrong

COPY # : 1

RECEIVED BY : CAROLYN STRONG
REC'D. FROM : ST JOHN MISSIONARY

CASH DRAWER: 81

Notes: DTS# 20170341
ST JOHNS BAPTIST CHURCH FSP

| FEE ID | DESCRIPTION | PAYMENT |
|-----------|------------------------|---------|
| FSP | FINAL SITE PLAN | 4500.00 |
| PZI | PLANNING, ZONING INSP. | 460.00 |
| NRFDSP | NORTH RIVER FIRE FSP | 250.00 |
| OVER/PLNG | CASH OVRAGE | 1250.00 |
| TOTAL | | 6460.00 |

| METHOD OF PAYMENT | AMOUNT | REFERENCE NUMBER |
|-------------------|----------|------------------|
| CHECK/MONEY ORDER | 6,460.00 | 2844 |
| TOTAL RECEIPT : | 6,460.00 | |

ST. JOHN MISSIONARY BAPTIST CHURCH OF
PALMETTO INC

PO BOX 667
PALMETTO FL 34220-0667

941-792-6161

2844

63-27531 FL
24360

DATE 7/9/17

PAY
TO THE
ORDER OF

Manatee Co. Planning Dept.

\$ 6460.00

Six thousand four hundred sixty & 00/100

DOLLARS



Bank of America

ACH R/T 063100277

FOR Site Plan

Sheron Ackerman
Stephanie J. Harley

⑈002844⑈ ⑆063100277⑆ 229043794183⑈



Manatee County Building & Development

Fee Receipt

DTS 20170341 St Johns Baptist Church Final Site Plan

81000004315

| Description | Scope | Code | Qty | Fee | Total |
|-------------|--------------|-----------|-----|----------|------------|
| FSP | Administrati | FSP | 1 | 4,500.00 | \$4,500.00 |
| PZI | Administrati | PZI | 1 | 460.00 | 460.00 |
| NRFDFSP | Administrati | NRFDFSP | 1 | 250.00 | 250.00 |
| OVER/PLNG | Administrati | OVER/PLNC | 1 | 1,250.00 | 1,250.00 |
| | Revised/Moc | | | | 0.00 |
| | Revised/Moc | | | | 0.00 |
| | Revised/Moc | | | | 0.00 |
| | Revised/Moc | | | | 0.00 |
| | Revised/Moc | | | | 0.00 |
| | Revised/Moc | | | | 0.00 |
| | Revised/Moc | | | | 0.00 |
| | Revised/Moc | | | | 0.00 |

Category Total: 6,460.00

Category

| Description | Scope | Code | Qty | Fee | Total |
|-------------|-------------|------|-----|-----|-------|
| | Revised/Moc | | | | 0.00 |
| | Revised/Moc | | | | 0.00 |
| | Revised/Moc | | | | 0.00 |
| | Revised/Moc | | | | 0.00 |
| | Revised/Moc | | | | 0.00 |
| | Revised/Moc | | | | 0.00 |
| | Revised/Moc | | | | 0.00 |
| | Revised/Moc | | | | 0.00 |
| | Revised/Moc | | | | 0.00 |
| | Revised/Moc | | | | 0.00 |
| | Revised/Moc | | | | 0.00 |

Category Total: 0.00

Grand Total: \$ 6,460.00

Building Department
 General Ledger In-house Purchases Report by Account
 For Receipt Date 07/11/2017

Date: 07/12/2017

Account Number: 1070000000329008 - FSPRA - BCC Site plan review fee

| Permit | Receipt No | Date | Payment Type | Receipt Stat | Reg No | Source | Amt |
|-----------------------|------------|------|--------------|--------------|--------|--------|-------------------|
| Account Total: | | | | | | | \$4,925.00 |

Account Number: 1070000000329010 - CD - BCC Review plan fee

| Permit | Receipt No | Date | Payment Type | Receipt Stat | Reg No | Source | Amt |
|-----------------------|------------|------------|----------------------|--------------|--------|----------------------|-------------------|
| | 310024551 | 07/11/2017 | CHECK/MONEY ORDER | Open | 31 | dfi | \$1,210.00 |
| | | | | | | CHECK/MONEY ORDER | \$1,210.00 |
| Account Total: | | | | | | | \$1,210.00 |

Account Number: 1070000000329037 - PZI - BCC Permit-Private Zoning Inspects

| Permit | Receipt No | Date | Payment Type | Receipt Stat | Reg No | Source | Amt |
|-----------------------|------------|------------|----------------------|--------------|--------|----------------------|-------------------|
| | 310024551 | 07/11/2017 | CHECK/MONEY ORDER | Open | 31 | dfi | \$460.00 |
| | 810004297 | 07/11/2017 | CHECK/MONEY ORDER | Open | 81 | cst | \$350.00 |
| | 810004298 | 07/11/2017 | CHECK/MONEY ORDER | Open | 81 | cst | \$350.00 |
| | 810004315 | 07/11/2017 | CHECK/MONEY ORDER | Open | 81 | cst | \$460.00 |
| | 310024549 | 07/11/2017 | DISCOVER | Open | 31 | dfi | \$350.00 |
| | | | | | | CHECK/MONEY ORDER | \$1,620.00 |
| | | | | | | DISCOVER | \$350.00 |
| Account Total: | | | | | | | \$1,970.00 |

Account Number: 1070000000369002 - COPIES - BCC Maps and publication sales

| Permit | Receipt No | Date | Payment Type | Receipt Stat | Reg No | Source | Amt |
|-----------------------|------------|------------|----------------------|--------------|--------|----------------------|-----------------|
| | 810004312 | 07/11/2017 | CHECK/MONEY ORDER | Open | 81 | cst | \$187.43 |
| | 810004300 | 07/11/2017 | VISA | Open | 81 | cst | \$3.00 |
| | 810004300 | 07/11/2017 | VISA | Open | 81 | cst | \$15.60 |
| | 810004300 | 07/11/2017 | VISA | Open | 81 | cst | \$56.00 |
| | | | | | | CHECK/MONEY ORDER | \$187.43 |
| | | | | | | VISA | \$74.60 |
| Account Total: | | | | | | | \$262.03 |

Account Number: 1070000000389901 - OVRPLN - BCC Cash over and short

| Permit | Receipt No | Date | Payment Type | Receipt Stat | Reg No | Source | Amt |
|--------|------------|------------|----------------------|--------------|--------|--------|------------|
| * | 810004315 | 07/11/2017 | CHECK/MONEY ORDER | Open | 81 | cst | \$1,250.00 |

Manatee County, BCC

GL Transaction Details (Long)

07/11/2017 to 07/11/2017

| Primary Ref. | GL-PR. | FY | Post Date | PE ID | | | | DR |
|-------------------------|---------------------------------------|-------|------------|-------------------------------|------|------|-----|---------------|
| JL JL Key JL Obj | JL-PR. | FY | Date2 | Job Number | PeDB | | | CR |
| Transaction Description | | CK | ID-No. | 2nd Ref. | | Misc | | Units |
| Batch ID | | JeACG | TrACG | Contract | Sb | Prep | | Work Order No |
| 107000000 | - Unincorporated Services Fund | | | | | | | |
| 389901 | - Cash over and short | | | | | | | |
| BX170711 | 10 | 2017 | 07/11/2017 | N/A..N/A | | | | 0.00 |
| JL N/A..N/A 07/13/17 | 10 | 2017 | 07/11/2017 | 6518816 | P | | | 1,250.00 |
| IH:07/11/17 - OVER/PLNG | | AP | | RC539940 | | | | 0.00 |
| BX170711 | | | | | CR | BT | | |
| *** Object Totals *** | | | | | | | DR | 0.00 |
| | | | | | | | CR | 1,250.00 |
| | | | | | | | Net | -1,250.00 |
| *** EN Net *** | | 0.00 | | *** Object Totals with EN *** | | | | -1,250.00 |