



Office of Nikki Alvarez-Sowles, Esq. Pasco County Clerk & Comptroller

FI-AP003

AGENDA ITEM REVIEW

Revised 10/2019

AGENDA ITEM REVIEW

I. Purpose:

The purpose of this procedure is to explain the process used by Accounts Payable to review the items being presented for approval at the Pasco County Board of County Commissioners meetings.

II. Scope:

This policy applies to all agenda items being funded by the Pasco County Board of County Commissioners.

III. General Information:

- A. The Accounts Payable Team reviews the agenda items involving expenditures prior to the Board of County Commissioner meetings.
- B. The agenda is typically available on the county's website at the end of the week prior to the meeting. The BCC Agenda Coordinator will send an email to Accounts Payable to advise when it has been posted.
- C. When reviewing the agenda memorandums, Accounts Payable will verify the following:
 - 1. The amounts of money are consistent throughout the memo and match the amounts from any attached documents (e.g. bid documents, quotes, contracts).
 - 2. There are sufficient available funds in the account number that is provided by the county. If the language in the Fiscal Impact section of the agenda memo states funding will be available in "various accounts", you would not need to verify available funds. If it states that funding will be available in the next fiscal year and that budget has not been loaded in the financial system yet, you would not need to verify available funds.
 - 3. The name of the vendor matches the name exactly in all attached documents (e.g. bid documents, proposals, contracts).
 - 4. Any payment terms (e.g. hourly rates, lump sum) match the payment terms in any attached documents (contract, bid).
 - 5. For bids, you need to verify that the amounts on the vendor's bid form are mathematically correct. Add all items to verify total is accurate.
 - 6. Ensure there is no missing documentation. For instance, if the agenda item is for award of bid for a particular vendor, ensure the vendor's bid documentation is attached. If reference is made to any exhibits, ensure the exhibits are attached.
 - 7. If you find there are any discrepancies or inaccuracies, you must send an email to the county department and copy the Accounts Payable Operations Supervisor and Operations Lead.
- D. The county staff may decide to withdraw an agenda item from a Board meeting or they may pull the agenda item and have a revised page distributed at the meeting. They will need to contact the Agenda Coordinator and keep Accounts Payable apprised of what will be done to correct the issue.