



107 S. Jefferson Avenue  
Eatonton, GA 31024  
(706) 623-7113

## Called Meeting

### Agenda

Thursday, May 21, 2026 ♦ 10:00 AM

107 S. Jefferson Avenue, Eatonton, GA 31024

### Opening

1. Call to Order

### Financials

2. Approval of Financials - April 2026

### Called Meeting Business

3. Ratification of new HVAC System for the PDA office
4. Discussion and possible action on Budget request for the County

### Other Business

5. Other Business

### Executive Session

6. Enter Executive Session as allowed by O.C.G.A. 50-14-4, if necessary, for Personnel, Litigation, or Real Estate
7. Reopen meeting and execute Affidavit concerning the subject matter of the closed portion of the meeting
8. Action, if any, resulting from the Executive Session

### Closing

9. Adjournment

The Putnam Development Authority reserves the right to continue the meeting to another time and place in the event the number of people in attendance at the meeting, including the PDA members, staff, and members of the public exceeds the legal limits. The meeting cannot be closed to the public except by a majority vote of a quorum present for the meeting. The authority can vote to go into an executive session on a legally exempt matter during a public meeting even if not advertised or listed on the agenda. Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities are required to contact the ADA Compliance Officer, at least three business days in advance of the meeting at 706-485-1877 to allow the Authority to make reasonable accommodations for those persons.

**PUTNAM  
FORWARD**

**File Attachments for Item:**

2. Approval of Financials - April 2026

# Putnam Developmental Authority

## Balance Sheet As of Apr 30, 2026

	TOTAL
<hr/>	
<b>Assets</b>	
Current Assets	
Bank Accounts	
10000 Checking	0.00
10001 Checking-FMB	46,628.66
10002 New checking FMB	260,899.41
10050 One Georgia Funds	0.00
10055 The Peoples Bank	0.00
10100 Certificate of Deposit 11369	0.00
10200 Certificate of Deposit 14039	0.00
10300 Certificate of Deposit 42072	0.00
10400 Certificate of Deposit-22022	0.00
10500 Certificate of Deposit-28810	0.00
10600 Certificate of Deposit-24251	0.00
10700 Certificate of Deposit-22439	0.00
10800 Certificate of Deposit 43963/44575	53,602.08
10900 Certificate of Deposit 43964/44574	208,945.54
10910 Certificate of Deposit 44010/44573	52,255.28
10920 Certificate of Deposit 44011/44572	52,255.28
10930 Certificate of Deposit 44009/44571	52,255.28
<b>Total for Bank Accounts</b>	<b>\$726,841.53</b>
Accounts Receivable	
11005 Lease Receivable-State Properties Commission	97,186.57
<b>Total for Accounts Receivable</b>	<b>\$97,186.57</b>
Other Current Assets	
11605 Due from Others	0.00
11700 CIP	0.00
12007 Prepaid Insurance	3,896.00
<b>Total for Other Current Assets</b>	<b>\$3,896.00</b>
<b>Total for Current Assets</b>	<b>\$827,924.10</b>
Fixed Assets	
11100 10 ac. N. Park	0.00
11200 5 ac. N. Park	0.00
11225 Land	0.00
11250 Building-Tech College	0.00
11300 Tech. College Property	0.00
11350 Rock Eagle Land Improvements	0.00
11355 Rock Eagle Rech. Accum Deprecia	0.00
11400 Mach & Equip (Haband)	0.00
11500 142 Ac. Indust Blvd	0.00
11600 130 Ac. RE Tech. Park	0.00
11750 S Jefferson Avenue	388.18
11751 building-Old Hotel	0.00
15000 Furniture and Equipment	4,165.00
<b>Total for Fixed Assets</b>	<b>\$4,553.18</b>

# Putnam Developmental Authority

## Balance Sheet As of Apr 30, 2026

	TOTAL
<hr/>	
Other Assets	
12001 Note Receivable-Lease Purch Aar	-3,216.30
12005 Note Rec-Aaron	0.00
<b>Total for Other Assets</b>	<b>-\$3,216.30</b>
<b>Total for Assets</b>	<b>\$829,260.98</b>
<hr/>	
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	0.00
<b>Total for Accounts Payable</b>	<b>\$0.00</b>
Other Current Liabilities	
11360 Accum Depr-Building	0.00
11420 Accum Depr-Mach & Equip	0.00
12200 Account Payable	0.00
12300 Retainage Payable	0.00
18050 Accrued Payroll	0.00
28000 Deferred Inflow of Resources-Leases	70,745.47
<b>Total for Other Current Liabilities</b>	<b>\$70,745.47</b>
<b>Total for Current Liabilities</b>	<b>\$70,745.47</b>
<b>Total for Liabilities</b>	<b>\$70,745.47</b>
Equity	
30000 Opening Balance Equity	-315,511.47
31000 Restricted Net Assets	0.00
32000 Unrestricted Net Assets	1,039,546.32
Net Income	34,480.66
<b>Total for Equity</b>	<b>\$758,515.51</b>
<b>Total for Liabilities and Equity</b>	<b>\$829,260.98</b>
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# Putnam Developmental Authority

## Profit and Loss YTD Comparison

April 2026

	TOTAL	
	APR 2026	OCT 1 2025 - APR 30 2026 (YTD)
<b>Income</b>		
45000 Interest	4,808.07	11,471.15
46400 Other Types of Income		
46410 County Funding	10,000.00	70,000.00
46430 Miscellaneous Revenue		8,500.00
46450 Lease payments	6,431.42	41,804.23
<b>Total for 46400 Other Types of Income</b>	<b>\$16,431.42</b>	<b>\$120,304.23</b>
<b>Total for Income</b>	<b>\$21,239.49</b>	<b>\$131,775.38</b>
<b>Gross Profit</b>		
	<b>\$21,239.49</b>	<b>\$131,775.38</b>
<b>Expenses</b>		
62800 Facilities and Equipment		
62820 Electricity		2,443.32
62830 Repairs & Maintenance		162.56
62840 Insurance		
62841 Auto Owners Insurance		342.00
<b>Total for 62840 Insurance</b>		<b>\$342.00</b>
<b>Total for 62800 Facilities and Equipment</b>		<b>\$2,947.88</b>
63000 Professional Fees		\$1,056.00
63003 Accounting/Audit	720.00	720.00
63006 Legal Fees		6,582.44
<b>Total for 63000 Professional Fees</b>	<b>\$720.00</b>	<b>\$8,358.44</b>
64000 Projects		1,400.00
65100 Other Types of Expenses		
65107 Postage	15.60	15.60
65110 Advertising Expenses	231.50	10,882.48
65130 Conferences		279.00
65142 Office and General Supplies	14.59	377.69
65154 Utilities	\$452.07	\$2,204.47
65154a IT	425.00	5,268.86
<b>Total for 65154 Utilities</b>	<b>\$877.07</b>	<b>\$7,473.33</b>
65155 Bank Service Charges		18.00
<b>Total for 65100 Other Types of Expenses</b>	<b>\$1,138.76</b>	<b>\$19,046.10</b>
65136 Travel/ Meals		1,302.04
65144 Employee Expenses		
65145 Full Time Staff Salaries	5,574.82	39,023.74
65152 Payroll Taxes	3,602.36	25,216.52
<b>Total for 65144 Employee Expenses</b>	<b>\$9,177.18</b>	<b>\$64,240.26</b>
<b>Total for Expenses</b>	<b>\$11,035.94</b>	<b>\$97,294.72</b>
<b>Net Operating Income</b>	<b>\$10,203.55</b>	<b>\$34,480.66</b>
<b>Net Other Income</b>		
<b>Net Income</b>	<b>\$10,203.55</b>	<b>\$34,480.66</b>

# Putnam Developmental Authority

## Profit and Loss YTD Comparison

April 2026

## 10001 Checking-FMB, Period Ending 04/30/2026

## RECONCILIATION REPORT

Reconciled on: 05/04/2026

Reconciled by:

Any changes made to transactions after this date aren't included in this report.

## Summary

USD

Statement beginning balance.....	46,435.01
Checks and payments cleared (7).....	-11,035.94
Deposits and other credits cleared (2).....	13,500.00
Statement ending balance.....	<u>48,899.07</u>

Uncleared transactions as of 04/30/2026.....	-2,270.41
Register balance as of 04/30/2026.....	46,628.66

## Details

## Checks and payments cleared (7)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/06/2026	Check	1497	Rebekah Coker	-720.00
04/06/2026	Check	1498	Matt Poyner	-2,787.41
04/13/2026	Check	ach	IRS	-3,156.70
04/14/2026	Check	ach	Georgia Department of Reve...	-445.66
04/15/2026	Check	1163	Matt Poyner	-2,787.41
04/28/2026	Check	ach	Georgia Power	-190.58
04/30/2026	Check	1164	Farmers & Merchants Bank	-948.18

Total	-11,035.94
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## Deposits and other credits cleared (2)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/02/2026	Deposit			10,000.00
04/10/2026	Deposit			3,500.00

Total	13,500.00
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## Additional Information

## Uncleared checks and payments as of 04/30/2026

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/26/2021	Check	1113	Patrick Topping	-55.10
09/28/2021	Check	1159	The Hartsford	-350.78
11/01/2023	Check	1066	Mastercard	-1,864.53

Total	-2,270.41
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10002 New checking FMB, Period Ending 04/30/2026

**RECONCILIATION REPORT**

Reconciled on: 05/04/2026

Reconciled by:

Any changes made to transactions after this date aren't included in this report.

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**Summary**

USD

Statement beginning balance.....	260,899.41
Checks and payments cleared (0).....	.00
Deposits and other credits cleared (0).....	.00
Statement ending balance.....	<u>260,899.41</u>
Register balance as of 04/30/2026.....	260,899.41

**File Attachments for Item:**

3. Ratification of new HVAC System for the PDA office



ELECTRICAL - HEATING & AIR

**Billing Address**

Matt Poyner  
107 South Jefferson Avenue  
Eatonton, GA 31024 USA

**ProSouth Services**  
Electrical - Heating & Air  
938 Greensboro Rd  
Eatonton, GA, 31024  
Phone Number :(706) 749-8213

**Estimate** 15610453  
**Estimate Date** 5/13/2026

**Job Address**

Matt Poyner  
107 South Jefferson Avenue  
Eatonton, GA 31024 USA

Service #	Description	Quantity	Your Price	Total
Generic Service	Material / Labor	1.00	\$7,950.00	\$7,950.00
	Demo & haul off (1) existing HVAC system			
	Install (1) New 4-ton Carrier Air handler & Heat pump			
	Tie in line sets & duct work			
	Seal all connections			
	Vacuum down, add Freon, Start up			
	10 YEAR MANUFACTURER WARRANTY ON REPLACEMENT PARTS!			
	PLEASE ASK ABOUT OUR MAINTENANCE PROGRAM!			

<b>Sub-Total</b>	\$7,950.00
<b>Tax</b>	\$0.00
<b>Total Due</b>	\$7,950.00
<b>Deposit/Downpayment</b>	\$0.00

Thank you for choosing ProSouth Services Electrical - Heating & Air!

Please contact us about our Maintenance Service plans!

PLEASE NOTE: THIS IS AN ESTIMATE, NOT A CONTRACT FOR SERVICES.

The summary provided above is a good faith estimate from ProSouth Services Electrical - Heating & Air, based on our preliminary evaluation of the work to be performed at the specified location. This estimate does not account for potential material price increases or any additional labor and materials that may be required due to unforeseen conditions discovered once work begins. I acknowledge that the final cost may differ from this estimate, possibly to a significant extent. This estimate is not a guarantee of the final price. By signing below, I authorize the work as outlined under these estimated terms and agree to pay the full amount for all work performed, including any adjustments necessary due to unforeseen circumstances. This estimate is valid for 30 days unless otherwise specified.

For all estimates or jobs totaling \$2,000.00 or more, ProSouth Services requires a 50% deposit at time of scheduling. This deposit secures your service date and ensures that the necessary resources are allocated for your project. The remaining balance is due upon completion of the job, unless otherwise agreed to in writing. Failure to provide the deposit may result in a delay or cancellation of the scheduled service.

ProSouth Services is not responsible for sheetrock or paint repairs related to work performed unless damage occurs as a direct result of accidental impact or negligence during the course of our work. Any cosmetic or structural repairs required outside of such instances will be the responsibility of the property owner. ProSouth Services is not responsible for the repair or replacement of any sprinkler lines, sprinkler heads, or electric fences that may be damaged during digging or trenching as part of our work. To help prevent accidental damage, please ensure these systems are accurately marked prior to the start of our work.



ELECTRICAL - HEATING & AIR

**Billing Address**

Matt Poyner  
107 South Jefferson Avenue  
Eatonton, GA 31024 USA

**ProSouth Services**  
Electrical - Heating & Air  
938 Greensboro Rd  
Eatonton, GA, 31024  
Phone Number :(706) 749-8213

**Estimate** 15614539  
**Estimate Date** 5/13/2026

**Job Address**

Matt Poyner  
107 South Jefferson Avenue  
Eatonton, GA 31024 USA

Service #	Description	Quantity	Your Price	Total
Generic Service	Material / Labor	1.00	\$3,985.00	\$3,985.00
	Install (1) liquid line service valve			
	Repair (2) leaks in HVAC unit			
	Vacuum system			
	Add (10lbs) Freon to HVAC system			
	PLEASE ASK ABOUT OUR MAINTENANCE PROGRAM!			

<b>Sub-Total</b>	\$3,985.00
<b>Tax</b>	\$0.00
<b>Total Due</b>	\$3,985.00
<b>Deposit/Downpayment</b>	\$0.00

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**File Attachments for Item:**

4. Discussion and possible action on Budget request for the County



**PUTNAM DEVELOPMENT AUTHORITY - 2026-2027 BUDGET REQUEST**

<b>INCOME</b>	<b>ANNUAL</b>	<b>QUARTERLY</b>	<b>MONTHLY</b>
COUNTY ALLOCATION	\$ 261,864.00	\$ 65,466.00	\$ 21,822.00

<b>EXPENSES</b>	<b>ANNUAL</b>	<b>QUARTERLY</b>	<b>MONTHLY</b>
<b>FACILITIES &amp; EQUIPMENT</b>			
UTILITIES	\$ 2,950.00	\$ 737.50	\$ 245.83
IT	\$ 2,400.00	\$ 600.00	\$ 200.00
WEBSITE	\$ 5,400.00	\$ 1,350.00	\$ 450.00

<b>INSURANCE</b>			
GENERAL INSURANCE	\$ 10,000.00	\$ 2,500.00	\$ 833.33

<b>PROFESSIONAL FEES</b>			
EXECUTIVE DIRECTOR	\$ 119,664.00	\$ 29,916.00	\$ 9,972.00
PAYROLL TAXES	\$ 17,369.00	\$ 4,342.25	\$ 1,447.42
ACCOUNTING/AUDIT	\$ 3,200.00	\$ 800.00	\$ 266.67
COUNTY CLERK	\$ 4,404.00	\$ 1,101.00	\$ 367.00
LEGAL	\$ 31,500.00	\$ 7,875.00	\$ 2,625.00

<b>OTHER</b>			
TYTAN PICTURES	\$ 57,000.00	\$ 14,250.00	\$ 4,750.00
GENERAL SUPPLIES	\$ 1,500.00	\$ 375.00	\$ 125.00
GENERAL MARKETING EFFORTS	\$ 6,477.00	\$ 1,619.25	\$ 539.75
	<b>\$ 261,864.00</b>	<b>\$ 65,466.00</b>	<b>\$ 21,822.00</b>

<b>CAPX</b>	8 ACRE TRACT ON INDUSTRIAL BOULEVARD TO BE CLEARED & GRADED TO PROVIDE A MARKETABLE ASSET FOR PDA.	<b>NOT TO EXCEED \$250,000</b>
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May 1, 2026

Happy Friday! You can start entering your 2027 budget request. Please submit your budget request by Monday **June 1st**. This allows four weeks to complete your request. Please, please meet the deadline so we have enough time to prepare everything for the board.

Please see attached budget and mill rate schedule and a tentative work session schedule. If you need to change between the days for the work sessions in June, please let us know. I'll send the schedule out again around mid-June.

As always, please contact us if you need assistance. Have a wonderful week!

**Jennifer Smith, MSA**

Finance Director

Putnam County Board of Commissioners

117 Putnam Drive

Eatonton, GA 31024

[jsmith@putnamcountyga.us](mailto:jsmith@putnamcountyga.us)

Office: 706.485.1882

**2027 Budget & 2026 Mill Rate Schedule (Fiscal Year Oct. 2026 – Sept. 2027)**

**April/May**

S	M	T	W	T	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**June**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**July**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**August**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Meetings dates are green, other major dates are yellow.

- April 27 - Assessment notices mailed
- May 4 - Distribute budget packages

- 
- June 1 - Budget packages due to the Finance Department
  - June 11 - Last day to appeal assessments (45 days after estimated mailing date)
  - June 11 - Advertise budget work sessions (6/22, 6/23, 7/21)
  - June 18 - Preliminary digest submitted to Finance Department
  - June 18 - Budget requests submitted to the Board of Commissioners
  - June 22 - First budget work session
  - June 23 - First budget work session continued & guidance to staff on proposed budget
- 
- July 9 - Advertise first & second mill rate hearing (7/21) (only if raising above the rollback rate)
  - July 15 - Proposed budget submitted to the Board of Commissioners
  - July 16 - Advertise proposed budget, public hearing on budget (8/7), and meeting to adopt budget (8/18)
  - July 21 - First Mill Rate Hearing by 12:00 noon & Second Mill rate meeting 6:00 p.m. (only if raising above rollback rate)  
Second budget work session (for comments from departments on proposed budget)
  - July 30 - Advertise final public hearing on mill rate (8/7) and 5 Year History of Mill Rate (8/7)
- 

- August 7 - Final Mill Rate Hearing (if raising above rollback rate) / Adopt mill rate in regular meeting / Public Hearing on Budget
- August 18 - Adopt Budget

## 2027 PUTNAM COUNTY BUDGET WORK SESSIONS SCHEDULE

<b>Monday June 22, 2026 9:00 - 5:00 p.m.</b>
Clerk of Superior Court, Bd of Eq., State Court, Juvenile Court, Law Library
Putnam General Hospital
Health Department
Family and Children Services
Eatonton Public Library
County Extension Service
District Attorney & Juvenile Prosecutors Fund
Probate Court
Magistrate Court
Tax Commissioner
Tax Assessors
Public Transit System
Oconee Springs Park Fund
Edgewater Event Center
<b>Tuesday June 23, 2026 9:00 - 5:00 p.m.</b>
Sheriff, Jail, Emergency Management, & E911
Fire Stations
Ambulance Service
Coroner
Animal Services
Putnam Development Authority
State Court Judge
Board of Elections & Registration
Public Works
Recreation Department
Uncle Remus Golf Course
Planning & Development / P&D Commission / Code Enforcement
<b>These Departments to fill in as needed:</b>
District Commissioners
Executive Officers
Finance Department
General Administration, Legal Services, & Risk Management, RDC Fees
Human Resources
Public Buildings
Public Relations
Jail Fund
Drug Education Fund
Solid Waste Fund