



Putnam Development Authority

ideas. development.. growth...

117 Putnam Drive ◊ Eatonton, GA 31024 ◊ Tel: 706-485-1884
www.putnamdevelopmentauthority.com

Agenda

Monday, July 20, 2020 ◊ 9:00 AM

*Via Conference Call**

*This meeting is being held by conference call in accordance with the Georgia Open Meetings Law O.C.G.A. §50-14-1 (g) which provides for a virtual meeting under circumstances necessitated by emergency conditions.

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Opening

1. Call to Order

Minutes

2. Approval of Minutes
 - a. June 8, 2020 Regular Meeting
 - b. June 8, 2020 Executive Session

Financials

3. Approval of Financials - May 2020
4. Approval of Financials - June 2020

Regular Business

5. FY2021 Budget Report

Reports

6. Interim Economic Director's Report

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 706-485-2776 to allow the County to make reasonable accommodations for those persons.

Other Business

7. Other Business

Next Meeting Items

8. Next Meeting Items

Executive Session

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

Closing

12. 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 706-485-2776 to allow the County to make reasonable accommodations for those persons.

File Attachments for Item:

2. Approval of Minutes

a. June 8, 2020 Regular Meeting

b. June 8, 2020 Executive Session



117 Putnam Drive ♦ Eatonton, GA 31024 ♦ Tel: 706-485-1884
www.putnamdevelopmentauthority.com

Minutes

Monday, June 8, 2020 ♦ 9:00 AM

Putnam County Administration Building – Room 204

The Putnam Development Authority met on Monday, June 08, 2020 at approximately 9:00 AM via conference call.

PRESENT

Chairman Walt Rocker III
Member Patty Burns
Member Mylle Mangum
Member Eugene Smith
Member John Wojtas

OTHERS PRESENT

Attorney Kevin Brown
Interim Economic Development Director Pat Topping
County Clerk Lynn Butterworth

Opening

1. Call to Order

Chairman Rocker called the meeting to order at approximately 9:00 a.m. He reminded everyone to please mute themselves when not actively talking to prevent feedback. He also welcomed new board member Mylle Mangum and thanked Member Burns for coming back for another term.

(Copy of agenda made a part of the minutes.)

Minutes

2. Approval of Minutes
 - a. May 11, 2020 Regular Meeting
 - b. May 11, 2020 Executive Session

Motion to approve the May 11, 2020 Regular Meeting minutes.

Motion made by Member Wojtas, Seconded by Member Burns.

Voting Yea: Chairman Rocker, Member Burns, Member Smith, Member Wojtas

Voting Abstaining: Member Mangum (not present for meeting)

Motion to approve the May 11, 2020 Executive Session minutes.

Motion made by Member Wojtas, Seconded by Member Burns.

Voting Yea: Chairman Rocker, Member Burns, Member Smith, Member Wojtas

Voting Abstaining: Member Mangum (not present for meeting)

Financials

3. Approval of Financials - May 2020

Member Burns reviewed the county portion of the financials; the PDA portion was not received in time for the meeting. Chairman Rocker advised that he spoke to the County Manager and Finance Director and money can be moved around in the county budget, such as moving funds from Personnel to Professional Services for Interim EDD Topping. No action was taken.

Regular Business

4. CGTC Lease Agreement

Attorney Brown spoke with Jeff Scruggs, Executive Vice President of Central Georgia Technical College and was told not to worry about the deadline for the lease agreement; it can be approved retroactively. Mr. Scruggs also said they are willing to pay something into the lease agreement due to the age of the building; however, they will need to wait until the State budget is set to know what they can contribute. Whatever amount they contribute would help to build up a reserve replacement fund for future repairs. Attorney Brown also advised to confirm with the county what they are willing to contribute to maintenance of the building. No action was taken.

5. Discussion of PDA Budget for 2021

Interim EDD Topping explained a proposed budget set up where the PDA would submit a budget request to the county, and they would provide monthly agency payments to the authority. The PDA would then be responsible for paying all their own invoices. This method is a better situation with better control and is easier to plan. It is also how most other Development Authorities in the State operate. Putnam County is agreeable to this plan. Chairman Rocker said that our current bookkeeper, Rebekah Coker, is willing to take on the additional work. Attorney Brown advised that if the PDA brings on a fulltime employee, the county will process through payroll with appropriate benefits.

Motion that under the Director's recommendation to move forward with the FY2021 budget to an independent accounting system with the county no longer paying bills but instead disbursing funds to the PDA on a periodic basis and PDA will handle their own bills with the details to be decided later.

Motion made by Member Wojtas, Seconded by Member Burns.

Voting Yea: Chairman Rocker, Member Burns, Member Mangum, Member Wojtas

Voting Abstaining: Member Smith (lost connection to meeting)

Interim EDD Topping and Chairman Rocker began working on a proposed budget and will circulate via email to all members. A called meeting will be scheduled before the end of the month to approve it.

Motion to propose a budget for 2021 at \$225,000 with specific line items to be determined at a future date.

Motion made by Member Wojtas, Seconded by Member Smith.

Voting Yea: Chairman Rocker, Member Burns, Member Mangum, Member Smith, Member Wojtas

6. PDA and County Arrangement

Attorney Brown advised that a letter of agreement with the county is not needed for agency payments. No action was taken.

7. Downtown Hotel Mural Project

Chairman Rocker spoke with City Councilwoman Teresa Doster and she said the City will remove the existing mural on the side of the old Hotel. He also received a quote from the University of Georgia for restoration of the ghost mural underneath for \$5200 plus the cost of a manlift, which we may be able to borrow from the City. No action was taken.

8. Approval of 2019 Audit

Motion to approve the 2019 Audit as prepared.

Motion made by Member Burns, Seconded by Member Smith.

Voting Yea: Chairman Rocker, Member Burns, Member Mangum, Member Smith, Member Wojtas

(Copy of audit made a part of the minutes.)

9. Banking Discussion

Chairman Rocker advised that Farmers and Merchants Bank needs the signatures of Member Wojtas and Member Mangum to update the signature card. He recommended providing the bank with a Resolution, so everybody doesn't have to resign whenever there are changes to the board. Attorney Brown was asked to draw up a general banking resolution to Farmers and Merchants Bank.

10. Target Industry Report

Interim EDD Topping presented a Georgia Power Target Industry Analysis that was prepared in 2019. The report was reviewed and contained the following:

- Review of existing industry clusters
- Identification of other major regional employers (outside of industry clusters)
- Identification of supplier industries not currently in region
- Review of industry projected performance
- Review of regional talent base

EDD Topping recommended requesting an updated report from Georgia Power. No action was taken.

Other Business

11. Other Business

County Clerk Butterworth inquired about a check that was received from the Georgia Department of Economic Development in the amount of \$1970.00. No one knew anything about it. EDD Topping will call the State and see what he can find out.

EDD Topping reported the following:

- advised that the Middle Georgia Regional Commission handles the PDA's website and that a three-year agreement was renewed last year. A new website rebuild is included in that renewal and he thinks it's a good idea and will be working with them on it.
- working on the new Grad certification process for the South Industrial Park
- Updated available site information with Georgia Power and Georgia EMC to make it current

Next Meeting Items

12. Next Meeting Items

Final ratification of FY21 budget

Executive Session

13. Enter Executive Session as allowed by O.C.G.A. 50-14-4, if necessary, for Personnel, Litigation, or Real Estate

Motion to enter Executive Session for Litigation, Real Estate and Personnel purposes.

Motion made by Member Wojtas, Seconded by Member Burns.

Voting Yea: Chairman Rocker, Member Burns, Member Mangum, Member Smith, Member Wojtas

Meeting closed at approximately 10:02 a.m.

14. Reopen meeting and execute Affidavit concerning the subject matter of the closed portion of the meeting

Motion to reopen the meeting and execute the Affidavit concerning the subject matter of the closed portion of the meeting.

Motion made by Member Wojtas, Seconded by Member Burns.

Voting Yea: Chairman Rocker, Member Burns, Member Mangum, Member Smith, Member Wojtas

(Copy of affidavit made a part of the minutes.)

Meeting reopened at approximately 10:39 a.m.

15. Action, if any, resulting from the Executive Session

Motion to authorize the Chairman to request and execute documents to allow for an extension of performance of six months under the OneGeorgia Grant.

Motion made by Member Wojtas, Seconded by Member Mangum.

Voting Yea: Chairman Rocker, Member Mangum, Member Smith, Member Wojtas

Voting Abstaining: Member Burns (lost connection to meeting)

Motion to authorize the Chairman, EDD Topping and Attorney Brown to work-up and offer the appropriate savings schedule to Project Anchor, subject to the PDA charging a 1/8th of 1% financing fee and requiring Project Anchor to pay all other closing costs.

Motion made by Member Smith, Seconded by Member Wojtas.

Voting Yea: Chairman Rocker, Member Mangum, Member Smith, Member Wojtas

Voting Abstaining: Member Burns (lost connection to meeting)

Closing

16. Adjournment

Motion to adjourn the meeting.

Motion made by Member Smith, Seconded by Member Wojtas.

Voting Yea: Chairman Rocker, Member Burns, Member Mangum, Member Smith, Member Wojtas

Meeting adjourned at approximately 10:41 a.m.

ATTEST:

Lynn Butterworth
County Clerk

Walt Rocker III
Chairman



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The draft minutes of the June 8, 2020 Executive Session are available for Board Member review in the Clerk's office.

File Attachments for Item:

3. Approval of Financials - May 2020



Putnam County, GA

Income Statement

Account Summary

For Fiscal: 2020 Period Ending: 05/31/2020

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 101 - GENERAL FUND						
Expense						
101-75201-511100	Full-time Staff	68,139.00	68,139.00	0.00	10,419.20	57,719.80
101-75201-512101	Insurance Benefits	7,890.00	7,890.00	0.00	535.62	7,354.38
101-75201-512201	Social Security	5,213.00	5,213.00	0.00	794.25	4,418.75
101-75201-512401	Retirement Contributions	8,850.00	11,931.00	0.00	11,931.00	0.00
101-75201-512701	Workers Compensation	220.00	228.00	0.00	228.00	0.00
101-75201-512901	Payroll Accrual	425.00	425.00	0.00	0.00	425.00
101-75201-521203	Legal Services	20,000.00	20,000.00	0.00	7,606.72	12,393.28
101-75201-521206	Accounting/Auditing	6,500.00	6,500.00	0.00	0.00	6,500.00
101-75201-521220	Professional Services	20,000.00	20,000.00	6,732.45	15,664.45	4,335.55
101-75201-521301	Computer Services	4,489.00	4,489.00	69.00	552.00	3,937.00
101-75201-522201	Building & Ground Services	5,000.00	5,000.00	0.00	0.00	5,000.00
101-75201-522205	Equipment Services	500.00	500.00	0.00	13.98	486.02
101-75201-522321	Rental Expense	1,028.00	1,028.00	0.00	28.00	1,000.00
101-75201-523101	General Insurance	6,900.00	6,900.00	0.00	2,352.00	4,548.00
101-75201-523201	Telecommunications	1,500.00	1,500.00	66.51	581.43	918.57
101-75201-523215	Postage	250.00	250.00	0.00	25.85	224.15
101-75201-523301	Advertising	24,000.00	24,000.00	0.00	749.28	23,250.72
101-75201-523401	Printing & Binding	1,500.00	1,500.00	0.00	0.00	1,500.00
101-75201-523501	Travel	6,150.00	6,150.00	0.00	6.00	6,144.00
101-75201-523601	Dues & Fees	3,000.00	3,000.00	0.00	265.00	2,735.00
101-75201-523701	Education	4,400.00	4,400.00	0.00	0.00	4,400.00
101-75201-523920	Miscellaneous Services	20,000.00	16,911.00	0.00	0.00	16,911.00
101-75201-531101	Office & General Supplies	600.00	600.00	0.00	0.00	600.00
101-75201-531110	Building & Ground Supplies	2,000.00	2,000.00	0.00	0.00	2,000.00
101-75201-531231	Electricity	1,500.00	1,500.00	45.71	374.47	1,125.53
101-75201-531301	Meals For Special Events	2,500.00	2,500.00	0.00	81.53	2,418.47
101-75201-531401	Books & Periodicals	250.00	250.00	0.00	0.00	250.00
101-75201-531601	Small Equipment	2,500.00	2,500.00	0.00	0.00	2,500.00
	Expense Total:	225,304.00	225,304.00	6,913.67	52,208.78	173,095.22
	Fund: 101 - GENERAL FUND Total:	225,304.00	225,304.00	6,913.67	52,208.78	
	Total Surplus (Deficit):	-225,304.00	-225,304.00	-6,913.67	-52,208.78	



Putnam County, GA

Detail Report Account Detail

Date Range: 10/01/2019 - 09/30/2020

Account	Name	Beginning Balance	Total Activity	Ending Balance			
Fund: 101 - GENERAL FUND							
Expense							
101-75201-511100	Full-time Staff	0.00	10,419.20	10,419.20			
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Amount	Running Balance
10/10/2019	PYPKT02025	PYPKT02025 - PR PPE: 1...		PYPKT02025 - PR PPE: 10-06-2019 CM - Pa...		2,801.42	2,801.42
10/24/2019	PYPKT02037	PYPKT02037 - PR PPE: 1...		PYPKT02037 - PR PPE: 10/20/2019 CM - P...		2,801.42	5,602.84
11/07/2019	PYPKT02046	PYPKT02046 - PR PPE: 1...		PYPKT02046 - PR PPE: 11-03-2019 CM - Pa...		4,816.36	10,419.20
101-75201-512101	Insurance Benefits	0.00	535.62	535.62			
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Amount	Running Balance
10/01/2019	APPKT8726	INV0122601	133092	Economic Development	03465 - Greater Georgia Life Insurance Company	7.35	7.35
10/01/2019	GLPKT16798	JN10786		Medical Insurance		603.11	610.46
10/01/2019	GLPKT16798	JN10786		Dental Insurance		32.80	643.26
11/01/2019	GLPKT16955	JN10901		Medical Insurance		603.11	1,246.37
11/01/2019	GLPKT16955	JN10901		Dental Insurance		32.80	1,279.17
12/01/2019	GLPKT17160	JN11018		Medical Insurance		(705.28)	573.89
12/01/2019	GLPKT17160	JN11018		Dental Insurance		(38.27)	535.62
01/01/2020	GLPKT17289	JN11099		Dental Insurance		32.80	568.42
01/01/2020	GLPKT17292	JN11104		To correct error made in BCBS Insurance JE		(32.80)	535.62
101-75201-512201	Social Security	0.00	794.25	794.25			
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Amount	Running Balance
10/10/2019	PYPKT02025	PYPKT02025 - PR PPE: 1...		PYPKT02025 - PR PPE: 10-06-2019 CM - Pa...		211.48	211.48
10/24/2019	PYPKT02037	PYPKT02037 - PR PPE: 1...		PYPKT02037 - PR PPE: 10/20/2019 CM - P...		214.31	425.79
11/07/2019	PYPKT02046	PYPKT02046 - PR PPE: 1...		PYPKT02046 - PR PPE: 11-03-2019 CM - Pa...		368.46	794.25

Detail Report

Date Range: 10/01/2019 - 09/30/2020

Account	Name	Beginning Balance	Total Activity	Ending Balance
101-75201-512401	Retirement Contributions	0.00	11,931.00	11,931.00

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Amount	Running Balance
10/31/2019	GLPKT17038	JN10950		Monthly Retirement		885.00	885.00
11/30/2019	GLPKT17158	JN11011		Monthly Retirement		885.00	1,770.00
12/31/2019	GLPKT17280	JN11094		Monthly Retirement		885.00	2,655.00
01/31/2020	GLPKT17414	JN11159		Monthly Retirement		885.00	3,540.00
02/28/2020	GLPKT17472	JN11190		Monthly Retirement		885.00	4,425.00
03/31/2020	GLPKT17634	JN11270		Monthly Retirement		885.00	5,310.00
04/30/2020	GLPKT17660	JN11285		2020 Retirement Allocation		6,621.00	11,931.00

101-75201-512701	Workers Compensation	Beginning Balance	Total Activity	Ending Balance
		0.00	228.00	228.00

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Amount	Running Balance
03/31/2020	GLPKT17720	JN11315		2020 WC Insurance		228.00	228.00

101-75201-521203	Legal Services	Beginning Balance	Total Activity	Ending Balance
		0.00	7,606.72	7,606.72

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Amount	Running Balance
10/17/2019	APPKT8758	3355760	133294	Legal Serv/PDA	03560 - Seyfarth Shaw LLP	1,250.00	1,250.00
11/22/2019	APPKT8866	3377167	133775	Legal Services/PDA	03560 - Seyfarth Shaw LLP	1,250.00	2,500.00
12/13/2019	APPKT9078	3394784	134835	Legal Serv/PDA	03560 - Seyfarth Shaw LLP	1,250.00	3,750.00
01/22/2020	APPKT9010	3414479	134516	Legal Services/PDA	03560 - Seyfarth Shaw LLP	1,356.72	5,106.72
02/26/2020	APPKT9061	3434871	134756	Legal Serv/PDA	03560 - Seyfarth Shaw LLP	1,250.00	6,356.72
03/31/2020	APPKT9206	3456218	135227	Legal Serv/PDA	03560 - Seyfarth Shaw LLP	1,250.00	7,606.72

101-75201-521220	Professional Services	Beginning Balance	Total Activity	Ending Balance
		0.00	15,664.45	15,664.45

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Amount	Running Balance
10/25/2019	APPKT8765	2015-06-10/19	133371	Eatonton Industrial Park/PDA	02381 - P.C. Simonton Engineering, LLC	5,000.00	5,000.00
10/25/2019	APPKT8818	PGC-17-4030	133602	Eatonton Industrial Park/PDA	02381 - P.C. Simonton Engineering, LLC	2,415.00	7,415.00
11/15/2019	APPKT8866	2015-06-11/19	133758	Eatonton Industrial Park/PDA	02381 - P.C. Simonton Engineering, LLC	1,417.00	8,832.00
04/08/2020	APPKT9204	INV0127036	135197	bookkeeping svc/PDA	02743 - Rebekah D. Coker	100.00	8,932.00
05/08/2020	APPKT9307	INV0127787	135616	Prof Serv/PDA	04223 - Patrick J Topping	1,530.00	10,462.00
05/08/2020	APPKT9307	INV0127788	135616	Prof Serv/PDA	04223 - Patrick J Topping	2,310.00	12,772.00
05/22/2020	APPKT9307	INV0127786	135616	Prof Serv/PDA	04223 - Patrick J Topping	72.45	12,844.45
05/22/2020	APPKT9307	INV0127789	135616	Prof Serv/PDA	04223 - Patrick J Topping	2,820.00	15,664.45

Detail Report

Date Range: 10/01/2019 - 09/30/2020

Account	Name	Beginning Balance	Total Activity	Ending Balance
101-75201-521301	Computer Services	0.00	621.00	621.00

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Amount	Running Balance
10/02/2019	APPKT8805	11202	133484	PDA - Cogentes	03655 - Cogentes, Inc.	69.00	69.00
11/04/2019	APPKT8829	11285	133567	PDA - Cogentes	03655 - Cogentes, Inc.	69.00	138.00
12/01/2019	APPKT8871	11379	133721	PDA - Cogentes	03655 - Cogentes, Inc.	69.00	207.00
01/05/2020	APPKT8928	11561	134069	PDA - Cogentes	03655 - Cogentes, Inc.	69.00	276.00
02/01/2020	APPKT9001	11819	134375	PDA - Cogentes	03655 - Cogentes, Inc.	69.00	345.00
03/02/2020	APPKT9084	12079	134792	PDA - Cogentes	03655 - Cogentes, Inc.	69.00	414.00
04/02/2020	APPKT9181	12397	135121	PDA - Cogentes	03655 - Cogentes, Inc.	69.00	483.00
05/01/2020	APPKT9263	12677	135377	PDA - Cogentes	03655 - Cogentes, Inc.	69.00	552.00
06/01/2020	APPKT9315	12979	135647	PDA - Cogentes	03655 - Cogentes, Inc.	69.00	621.00

Account	Name	Beginning Balance	Total Activity	Ending Balance
101-75201-522205	Equipment Services	0.00	13.98	13.98

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Amount	Running Balance
10/12/2019	APPKT8763	IN817278	133257	Equip Svs/Dist Comm/Exe Ofc/HR/Fire-Re...	01115 - Georgia Duplicating Products, Inc.	13.98	13.98

Account	Name	Beginning Balance	Total Activity	Ending Balance
101-75201-522321	Rental Expense	0.00	28.00	28.00

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Amount	Running Balance
03/10/2020	APPKT9101	INV0126460	134889	Rental Exp/Putnam Dev Auth	01306 - Farmers & Merchants Bank	28.00	28.00

Account	Name	Beginning Balance	Total Activity	Ending Balance
101-75201-523101	General Insurance	0.00	2,352.00	2,352.00

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Amount	Running Balance
01/08/2020	APPKT8940	111505	134071	Directors & Officers Liability Insurance/PDA	03284 - Craig-Massee Insurance	2,029.00	2,029.00
02/03/2020	APPKT9010	INV0125005	134472	General Insurance/PDA	03284 - Craig-Massee Insurance	323.00	2,352.00

Detail Report

Date Range: 10/01/2019 - 09/30/2020

Account	Name	Beginning Balance	Total Activity	Ending Balance
101-75201-523201	Telecommunications	0.00	606.43	606.43

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Amount	Running Balance
10/01/2019	APPKT8707	18529	133003	Development Authority	03044 - Localloop, Inc	25.00	25.00
10/13/2019	APPKT8759	9840075800	133308	706-816-8099 Terry Schwindler	01191 - Verizon Wireless	62.70	87.70
11/01/2019	APPKT8784	18899	133431	Development Authority	03044 - Localloop, Inc	25.00	112.70
11/13/2019	APPKT8837	9842124019	133684	706-816-8099 Terry Schwindler	01191 - Verizon Wireless	62.70	175.40
12/01/2019	APPKT8861	19283	133748	Development Authority	03044 - Localloop, Inc	25.00	200.40
12/13/2019	APPKT8904	9844195450	134021	706-816-8099 Terry Schwindler	01191 - Verizon Wireless	33.12	233.52
01/01/2020	APPKT8925	19614	134090	Development Authority	03044 - Localloop, Inc	25.00	258.52
01/13/2020	APPKT8966	9846271886	134269	706-816-8099 Terry Schwindler	01191 - Verizon Wireless	46.63	305.15
02/01/2020	APPKT8999	19960	134401	Development Authority	03044 - Localloop, Inc	25.00	330.15
02/13/2020	APPKT9037	9848342894	134672	706-816-8099 Terry Schwindler	01191 - Verizon Wireless	46.63	376.78
03/01/2020	APPKT9064	20317	134735	Development Authority	03044 - Localloop, Inc	25.00	401.78
03/13/2020	APPKT9126	9850434340	135014	706-816-8099 Terry Schwindler	01191 - Verizon Wireless	46.63	448.41
04/01/2020	APPKT9158	20675	135065	Development Authority	03044 - Localloop, Inc	25.00	473.41
04/13/2020	APPKT9229	9852518928	135304	706-816-8099 Terry Schwindler	01191 - Verizon Wireless	41.51	514.92
05/01/2020	APPKT9251	21003	135405	Development Authority	03044 - Localloop, Inc	25.00	539.92
05/13/2020	APPKT9304	9854575274	135619	706-816-8099 Putnam Development Auth...	01191 - Verizon Wireless	41.51	581.43
06/01/2020	APPKT9317	21385	135667	Development Authority	03044 - Localloop, Inc	25.00	606.43

101-75201-523215	Postage	0.00	25.85	25.85
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Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Amount	Running Balance
12/31/2019	APPKT8958	INV0124806	134131	USPS PO 1228380024.Butterworth	01348 - Bank of America	25.85	25.85

101-75201-523301	Advertising	0.00	749.28	749.28
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Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Amount	Running Balance
10/31/2019	APPKT8803	INV0123364	133515	Advertising/Dist.Comm,P&D,PDA and Tran..	01179 - Smith Communications, Inc.	280.84	280.84
11/30/2019	APPKT8878	1949A	133850	Advertising/Transit-PDA	01179 - Smith Communications, Inc.	468.44	749.28

101-75201-523501	Travel	0.00	6.00	6.00
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Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Amount	Running Balance
10/31/2019	APPKT8821	INV0123942	133539	26312 - CITY OF ATLANTA.Schwindler	01348 - Bank of America	6.00	6.00

101-75201-523601	Dues & Fees	0.00	265.00	265.00
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Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Amount	Running Balance
10/24/2019	APPKT8765	INV0123276	133388	Dues & Fees/PDA	04136 - John Wojtas	265.00	265.00

Detail Report

Date Range: 10/01/2019 - 09/30/2020

Account	Name	Beginning Balance	Total Activity	Ending Balance
101-75201-531231	Electricity	0.00	374.47	374.47

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Amount	Running Balance
10/18/2019	APPKT8758	INV0123264	133304	Electricity/PDA	01045 - Tri-County EMC	47.46	47.46
11/15/2019	APPKT8816	INV0123458	133632	Electricity/PDA	01045 - Tri-County EMC	48.05	95.51
12/17/2019	APPKT8889	INV0124341	133931	Elect/PDA	01045 - Tri-County EMC	45.80	141.31
01/08/2020	APPKT8965	INV0124894	134266	Electricity/PDA	01045 - Tri-County EMC	47.44	188.75
02/08/2020	APPKT9033	INV0125972	134598	Electricity/PDA	01045 - Tri-County EMC	47.29	236.04
03/08/2020	APPKT9109	INV0126596	134939	Electricity/PDA	01045 - Tri-County EMC	46.43	282.47
04/08/2020	APPKT9204	INV0127035	135235	Electricity/PDA	01045 - Tri-County EMC	46.29	328.76
05/08/2020	APPKT9293	INV0127759	135571	Electricity/PDA	01045 - Tri-County EMC	45.71	374.47

Account	Name	Beginning Balance	Total Activity	Ending Balance
101-75201-531301	Meals For Special Events	0.00	81.53	81.53

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Amount	Running Balance
10/31/2019	APPKT8821	INV0123939	133539	IN GEORGIA ECONOMIC DEVE.Schwindler	01348 - Bank of America	40.00	40.00
10/31/2019	APPKT8821	INV0123940	133539	DEL TACO #1206.Schwindler	01348 - Bank of America	4.27	44.27
10/31/2019	APPKT8821	INV0123941	133539	TST LALORE CAFE.Schwindler	01348 - Bank of America	37.26	81.53

Total Expense: Beginning Balance: 0.00 Total Activity: 52,302.78 Ending Balance: 52,302.78

Total Fund: 101 - GENERAL FUND : Beginning Balance: 0.00 Total Activity: 52,302.78 Ending Balance: 52,302.78

Fund: 328 - SPLOST #8 Fund

Expense

Account	Name	Beginning Balance	Total Activity	Ending Balance
328-75201-542600	PDA Capital Purchases	0.00	0.00	0.00

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Amount	Running Balance
10/01/2019	GLPKT16939	JN10889		To correct entry from SPLOST 8 Cash to P...		95,579.00	95,579.00
10/01/2019	GLPKT16992	JN10926		Previous JE to move/correct entry was do...		3,000.00	98,579.00
10/01/2019	GLPKT16996	JN10927		To correct entry		0.70	98,579.70
10/01/2019	GLPKT17568	JN11239		To transfer contribution to PDA from FY2...		(98,579.70)	0.00

Total Expense: Beginning Balance: 0.00 Total Activity: 0.00 Ending Balance: 0.00

Total Fund: 328 - SPLOST #8 Fund: Beginning Balance: 0.00 Total Activity: 0.00 Ending Balance: 0.00

Grand Totals: Beginning Balance: 0.00 Total Activity: 52,302.78 Ending Balance: 52,302.78

Fund Summary

Fund	Beginning Balance	Total Activity	Ending Balance
101 - GENERAL FUND	0.00	52,302.78	52,302.78
328 - SPLOST #8 Fund	0.00	0.00	0.00
Grand Total:	0.00	52,302.78	52,302.78

Putnam Development Authority
Balance Sheet
As of May 31, 2020

	May 31, 20
ASSETS	
Current Assets	
Checking/Savings	
10001 · Checking-FMB	504,498.16
10050 · One Georgia Funds	50.00
10300 · Certificate of Deposit 42072	110,240.31
10600 · Certificate of Deposit-24251	82,389.12
Total Checking/Savings	697,177.59
Other Current Assets	
11700 · CIP	25,357.50
12007 · Prepaid Insurance	3,896.00
Total Other Current Assets	29,253.50
Total Current Assets	726,431.09
Fixed Assets	
11100 · 10 ac. N. Park	200,000.00
11200 · 5 ac. N. Park	100,000.00
11225 · Land	19,106.00
11250 · Building-Tech College	1,000,000.00
11300 · Tech. College Property	455,962.60
11350 · Rock Eagle Land Improvements	660,561.00
11355 · Rock Eagle Rech. Accum Deprecia	-62,386.40
11500 · 142 Ac. Indust Blvd	300,000.00
11600 · 130 Ac. RE Tech. Park	1,029,600.00
11751 · building-Old Hotel	123,536.00
Total Fixed Assets	3,826,379.20
TOTAL ASSETS	4,552,810.29
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
11360 · Accum Depr-Building	352,083.00
18050 · Accrued Payroll	667.00
Total Other Current Liabilities	352,750.00
Total Current Liabilities	352,750.00
Total Liabilities	352,750.00
Equity	
30000 · Opening Balance Equity	3,367,924.20
32000 · Unrestricted Net Assets	698,994.09
Net Income	133,142.00
Total Equity	4,200,060.29
TOTAL LIABILITIES & EQUITY	4,552,810.29

Putnam Development Authority
Reconciliation Detail
10001 · Checking-FMB, Period Ending 05/19/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						504,498.16
Cleared Balance						504,498.16
Register Balance as of 05/19/2020						504,498.16
Ending Balance						504,498.16

Putnam Development Authority
Profit & Loss YTD Comparison
May 2020

	<u>May 20</u>	<u>Oct '19 - May 20</u>
Income		
44500 · Grants		
44530 · Tri County	0.00	3,500.00
44546 · Community Affairs	0.00	239,592.35
Total 44500 · Grants	0.00	243,092.35
46400 · Other Types of Income		
46430 · Miscellaneous Revenue	0.00	7,880.44
Total 46400 · Other Types of Income	0.00	7,880.44
47001 · Contributed Capital	0.00	142,642.00
Total Income	0.00	393,614.79
Expense		
64000 · Projects		
64001 · SIP Project	0.00	239,592.35
Total 64000 · Projects	0.00	239,592.35
65144 · Salaries	0.00	12,800.00
66000 · Miscellaneous	0.00	8,080.44
Total Expense	0.00	260,472.79
Net Income	0.00	133,142.00

Putnam Development Authority
Reconciliation Detail
10001 · Checking-FMB, Period Ending 05/19/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						504,498.16
Cleared Balance						504,498.16
Register Balance as of 05/19/2020						504,498.16
Ending Balance						504,498.16

File Attachments for Item:

4. Approval of Financials - June 2020



Putnam County, GA

Income Statement Account Summary

For Fiscal: 2020 Period Ending: 06/30/2020

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 101 - GENERAL FUND						
Expense						
101-75201-511100	Full-time Staff	68,139.00	68,139.00	0.00	10,419.20	57,719.80
101-75201-512101	Insurance Benefits	7,890.00	7,890.00	0.00	535.62	7,354.38
101-75201-512201	Social Security	5,213.00	5,213.00	0.00	794.25	4,418.75
101-75201-512401	Retirement Contributions	8,850.00	11,931.00	0.00	11,931.00	0.00
101-75201-512701	Workers Compensation	220.00	228.00	0.00	228.00	0.00
101-75201-512901	Payroll Accrual	425.00	425.00	0.00	0.00	425.00
101-75201-521203	Legal Services	20,000.00	20,000.00	1,250.00	10,106.72	9,893.28
101-75201-521206	Accounting/Auditing	6,500.00	6,500.00	0.00	0.00	6,500.00
101-75201-521220	Professional Services	20,000.00	40,000.00	15,780.00	33,964.45	6,035.55
101-75201-521301	Computer Services	4,489.00	4,489.00	124.50	676.50	3,812.50
101-75201-522201	Building & Ground Services	5,000.00	5,000.00	0.00	0.00	5,000.00
101-75201-522205	Equipment Services	500.00	500.00	0.00	13.98	486.02
101-75201-522321	Rental Expense	1,028.00	1,028.00	0.00	28.00	1,000.00
101-75201-523101	General Insurance	6,900.00	6,900.00	0.00	2,352.00	4,548.00
101-75201-523201	Telecommunications	1,500.00	1,500.00	71.51	652.94	847.06
101-75201-523215	Postage	250.00	250.00	0.00	25.85	224.15
101-75201-523301	Advertising	24,000.00	20,911.00	0.00	749.28	20,161.72
101-75201-523401	Printing & Binding	1,500.00	1,500.00	0.00	0.00	1,500.00
101-75201-523501	Travel	6,150.00	6,150.00	0.00	6.00	6,144.00
101-75201-523601	Dues & Fees	3,000.00	3,000.00	0.00	265.00	2,735.00
101-75201-523701	Education	4,400.00	4,400.00	0.00	0.00	4,400.00
101-75201-523920	Miscellaneous Services	20,000.00	0.00	0.00	0.00	0.00
101-75201-531101	Office & General Supplies	600.00	600.00	20.00	20.00	580.00
101-75201-531110	Building & Ground Supplies	2,000.00	2,000.00	0.00	0.00	2,000.00
101-75201-531231	Electricity	1,500.00	1,500.00	45.57	420.04	1,079.96
101-75201-531301	Meals For Special Events	2,500.00	2,500.00	0.00	81.53	2,418.47
101-75201-531401	Books & Periodicals	250.00	250.00	0.00	0.00	250.00
101-75201-531601	Small Equipment	2,500.00	2,500.00	0.00	0.00	2,500.00
	Expense Total:	225,304.00	225,304.00	17,291.58	73,270.36	152,033.64
	Fund: 101 - GENERAL FUND Total:	225,304.00	225,304.00	17,291.58	73,270.36	
	Total Surplus (Deficit):	-225,304.00	-225,304.00	-17,291.58	-73,270.36	



Putnam County, GA

Detail Report Account Detail

Date Range: 10/01/2019 - 09/30/2020

Account	Name	Beginning Balance	Total Activity	Ending Balance			
Fund: 101 - GENERAL FUND							
Expense							
101-75201-511100	Full-time Staff	0.00	10,419.20	10,419.20			
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Amount	Running Balance
10/10/2019	PYPKT02025	PYPKT02025 - PR PPE:		PYPKT02025 - PR PPE: 10-06-2019 CM -		2,801.42	2,801.42
10/24/2019	PYPKT02037	PYPKT02037 - PR PPE:		PYPKT02037 - PR PPE: 10/20/2019 CM -		2,801.42	5,602.84
11/07/2019	PYPKT02046	PYPKT02046 - PR PPE:		PYPKT02046 - PR PPE: 11-03-2019 CM -		4,816.36	10,419.20
101-75201-512101	Insurance Benefits	0.00	535.62	535.62			
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Amount	Running Balance
10/01/2019	APPKT8726	INV0122601	133092	Economic Development	03465 - Greater Georgia Life Insurance Company	7.35	7.35
10/01/2019	GLPKT16798	JN10786		Medical Insurance		603.11	610.46
10/01/2019	GLPKT16798	JN10786		Dental Insurance		32.80	643.26
11/01/2019	GLPKT16955	JN10901		Medical Insurance		603.11	1,246.37
11/01/2019	GLPKT16955	JN10901		Dental Insurance		32.80	1,279.17
12/01/2019	GLPKT17160	JN11018		Dental Insurance		(38.27)	1,240.90
12/01/2019	GLPKT17160	JN11018		Medical Insurance		(705.28)	535.62
01/01/2020	GLPKT17289	JN11099		Dental Insurance		32.80	568.42
01/01/2020	GLPKT17292	JN11104		To correct error made in BCBS Insuranc		(32.80)	535.62
07/01/2020	GLPKT18460	JN11661		Medical Insurance		0.00	535.62
101-75201-512201	Social Security	0.00	794.25	794.25			
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Amount	Running Balance
10/10/2019	PYPKT02025	PYPKT02025 - PR PPE:		PYPKT02025 - PR PPE: 10-06-2019 CM -		211.48	211.48
10/24/2019	PYPKT02037	PYPKT02037 - PR PPE:		PYPKT02037 - PR PPE: 10/20/2019 CM -		214.31	425.79
11/07/2019	PYPKT02046	PYPKT02046 - PR PPE:		PYPKT02046 - PR PPE: 11-03-2019 CM -		368.46	794.25

Detail Report

Date Range: 10/01/2019 - 09/30/2020

Account	Name	Beginning Balance	Total Activity	Ending Balance
101-75201-512401	Retirement Contributions	0.00	11,931.00	11,931.00

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Amount	Running Balance
10/31/2019	GLPKT17038	JN10950		Monthly Retirement		885.00	885.00
11/30/2019	GLPKT17158	JN11011		Monthly Retirement		885.00	1,770.00
12/31/2019	GLPKT17280	JN11094		Monthly Retirement		885.00	2,655.00
01/31/2020	GLPKT17414	JN11159		Monthly Retirement		885.00	3,540.00
02/28/2020	GLPKT17472	JN11190		Monthly Retirement		885.00	4,425.00
03/31/2020	GLPKT17634	JN11270		Monthly Retirement		885.00	5,310.00
04/30/2020	GLPKT17660	JN11285		2020 Retirement Allocation		6,621.00	11,931.00

101-75201-512701	Workers Compensation	0.00	228.00	228.00
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Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Amount	Running Balance
03/31/2020	GLPKT17720	JN11315		2020 WC Insurance		228.00	228.00

101-75201-521203	Legal Services	0.00	10,106.72	10,106.72
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Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Amount	Running Balance
10/17/2019	APPKT8758	3355760	133294	Legal Serv/PDA	03560 - Seyfarth Shaw LLP	1,250.00	1,250.00
11/22/2019	APPKT8866	3377167	133775	Legal Services/PDA	03560 - Seyfarth Shaw LLP	1,250.00	2,500.00
12/13/2019	APPKT9078	3394784	134835	Legal Serv/PDA	03560 - Seyfarth Shaw LLP	1,250.00	3,750.00
01/22/2020	APPKT9010	3414479	134516	Legal Services/PDA	03560 - Seyfarth Shaw LLP	1,356.72	5,106.72
02/26/2020	APPKT9061	3434871	134756	Legal Serv/PDA	03560 - Seyfarth Shaw LLP	1,250.00	6,356.72
03/31/2020	APPKT9206	3456218	135227	Legal Serv/PDA	03560 - Seyfarth Shaw LLP	1,250.00	7,606.72
05/27/2020	APPKT9343	3499241	135854	Legal Serv/PDA	03560 - Seyfarth Shaw LLP	1,250.00	8,856.72
06/13/2020	APPKT9343	3480458	135854	Legal Serv/PDA	03560 - Seyfarth Shaw LLP	1,250.00	10,106.72

Detail Report

Date Range: 10/01/2019 - 09/30/2020

Account	Name	Beginning Balance	Total Activity	Ending Balance
101-75201-521220	Professional Services	0.00	28,534.45	28,534.45

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Amount	Running Balance
10/25/2019	APPKT8765	2015-06-10/19	133371	Eatonton Industrial Park/PDA	02381 - P.C. Simonton Engineering, LLC	5,000.00	5,000.00
10/25/2019	APPKT8818	PGC-17-4030	133602	Eatonton Industrial Park/PDA	02381 - P.C. Simonton Engineering, LLC	2,415.00	7,415.00
11/15/2019	APPKT8866	2015-06-11/19	133758	Eatonton Industrial Park/PDA	02381 - P.C. Simonton Engineering, LLC	1,417.00	8,832.00
04/08/2020	APPKT9204	INV0127036	135197	bookkeeping svc/PDA	02743 - Rebekah D. Coker	100.00	8,932.00
05/08/2020	APPKT9307	INV0127787	135616	Prof Serv/PDA	04223 - Patrick J Topping	1,530.00	10,462.00
05/08/2020	APPKT9307	INV0127788	135616	Prof Serv/PDA	04223 - Patrick J Topping	2,310.00	12,772.00
05/22/2020	APPKT9307	INV0127786	135616	Prof Serv/PDA	04223 - Patrick J Topping	72.45	12,844.45
05/22/2020	APPKT9307	INV0127789	135616	Prof Serv/PDA	04223 - Patrick J Topping	2,820.00	15,664.45
05/29/2020	APPKT9341	INV0127882	135870	Prof Serv/PDA	04223 - Patrick J Topping	2,520.00	18,184.45
06/05/2020	APPKT9341	INV0127881	135870	Prof Serv/PDA	04223 - Patrick J Topping	2,220.00	20,404.45
06/12/2020	APPKT9403	06122020	136176	Professional Serv/PDA	01715 - Putnam Development Authority	2,400.00	22,804.45
06/12/2020	APPKT9421	06122020	136192	Professional Serv/PDA	04223 - Patrick J Topping	2,400.00	25,204.45
06/20/2020	APPKT9403	06202020	136176	Professional Serv/PDA	01715 - Putnam Development Authority	2,580.00	27,784.45
06/20/2020	APPKT9421	06202020	136192	Professional Serv/PDA	04223 - Patrick J Topping	2,580.00	30,364.45
06/26/2020	APPKT9403	06262020	136176	Professional Serv/PDA	01715 - Putnam Development Authority	1,800.00	32,164.45
06/26/2020	APPKT9421	06262020	136192	Professional Serv/PDA	04223 - Patrick J Topping	1,800.00	33,964.45
07/03/2020	APPKT9403	07032020	136176	Professional Serv/PDA	01715 - Putnam Development Authority	1,350.00	35,314.45
07/03/2020	APPKT9421	07032020	136192	Professional Serv/PDA	04223 - Patrick J Topping	1,350.00	36,664.45
07/03/2020	APPKT9420	06122020-R	136176	Putnam Development Authority Revers	01715 - Putnam Development Authority	(2,400.00)	34,264.45
07/03/2020	APPKT9420	06202020-R	136176	Putnam Development Authority Revers	01715 - Putnam Development Authority	(2,580.00)	31,684.45
07/03/2020	APPKT9420	06262020-R	136176	Putnam Development Authority Revers	01715 - Putnam Development Authority	(1,800.00)	29,884.45
07/03/2020	APPKT9420	07032020-R	136176	Putnam Development Authority Revers	01715 - Putnam Development Authority	(1,350.00)	28,534.45

101-75201-521301	Computer Services	0.00	676.50	676.50
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Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Amount	Running Balance
10/02/2019	APPKT8805	11202	133484	PDA - Cogentes	03655 - Cogentes, Inc.	69.00	69.00
11/04/2019	APPKT8829	11285	133567	PDA - Cogentes	03655 - Cogentes, Inc.	69.00	138.00
12/01/2019	APPKT8871	11379	133721	PDA - Cogentes	03655 - Cogentes, Inc.	69.00	207.00
01/05/2020	APPKT8928	11561	134069	PDA - Cogentes	03655 - Cogentes, Inc.	69.00	276.00
02/01/2020	APPKT9001	11819	134375	PDA - Cogentes	03655 - Cogentes, Inc.	69.00	345.00
03/02/2020	APPKT9084	12079	134792	PDA - Cogentes	03655 - Cogentes, Inc.	69.00	414.00
04/02/2020	APPKT9181	12397	135121	PDA - Cogentes	03655 - Cogentes, Inc.	69.00	483.00
05/01/2020	APPKT9263	12677	135377	PDA - Cogentes	03655 - Cogentes, Inc.	69.00	552.00
06/01/2020	APPKT9315	12979	135647	PDA - Cogentes	03655 - Cogentes, Inc.	69.00	621.00
06/30/2020	APPKT9416	INV0130010	136136	IBACKUP.COM PRO SOFTNET.Butterwort	01348 - Bank of America	55.50	676.50

101-75201-522205	Equipment Services	0.00	13.98	13.98
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Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Amount	Running Balance
10/12/2019	APPKT8763	IN817278	133257	Equip Svs/Dist Comm/Exe Ofc/HR/Fire-	01115 - Xerox Business Solutions Southeast LLC	13.98	13.98

Detail Report

Date Range: 10/01/2019 - 09/30/2020

Account	Name	Beginning Balance	Total Activity	Ending Balance
101-75201-522321	Rental Expense	0.00	28.00	28.00

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Amount	Running Balance
03/10/2020	APPKT9101	INV0126460	134889	Rental Exp/Putnam Dev Auth	01306 - Farmers & Merchants Bank	28.00	28.00

Account	Name	Beginning Balance	Total Activity	Ending Balance
101-75201-523101	General Insurance	0.00	2,352.00	2,352.00

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Amount	Running Balance
01/08/2020	APPKT8940	111505	134071	Directors & Officers Liability Insurance/	03284 - Craig-Massee Insurance	2,029.00	2,029.00
02/03/2020	APPKT9010	INV0125005	134472	General Insurance/PDA	03284 - Craig-Massee Insurance	323.00	2,352.00

Account	Name	Beginning Balance	Total Activity	Ending Balance
101-75201-523201	Telecommunications	0.00	677.94	677.94

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Amount	Running Balance
10/01/2019	APPKT8707	18529	133003	Development Authority	03044 - Localloop, Inc	25.00	25.00
10/13/2019	APPKT8759	9840075800	133308	706-816-8099 Terry Schwindler	01191 - Verizon Wireless	62.70	87.70
11/01/2019	APPKT8784	18899	133431	Development Authority	03044 - Localloop, Inc	25.00	112.70
11/13/2019	APPKT8837	9842124019	133684	706-816-8099 Terry Schwindler	01191 - Verizon Wireless	62.70	175.40
12/01/2019	APPKT8861	19283	133748	Development Authority	03044 - Localloop, Inc	25.00	200.40
12/13/2019	APPKT8904	9844195450	134021	706-816-8099 Terry Schwindler	01191 - Verizon Wireless	33.12	233.52
01/01/2020	APPKT8925	19614	134090	Development Authority	03044 - Localloop, Inc	25.00	258.52
01/13/2020	APPKT8966	9846271886	134269	706-816-8099 Terry Schwindler	01191 - Verizon Wireless	46.63	305.15
02/01/2020	APPKT8999	19960	134401	Development Authority	03044 - Localloop, Inc	25.00	330.15
02/13/2020	APPKT9037	9848342894	134672	706-816-8099 Terry Schwindler	01191 - Verizon Wireless	46.63	376.78
03/01/2020	APPKT9064	20317	134735	Development Authority	03044 - Localloop, Inc	25.00	401.78
03/13/2020	APPKT9126	9850434340	135014	706-816-8099 Terry Schwindler	01191 - Verizon Wireless	46.63	448.41
04/01/2020	APPKT9158	20675	135065	Development Authority	03044 - Localloop, Inc	25.00	473.41
04/13/2020	APPKT9229	9852518928	135304	706-816-8099 Terry Schwindler	01191 - Verizon Wireless	41.51	514.92
05/01/2020	APPKT9251	21003	135405	Development Authority	03044 - Localloop, Inc	25.00	539.92
05/13/2020	APPKT9304	9854575274	135619	706-816-8099 Putnam Development Au	01191 - Verizon Wireless	41.51	581.43
06/01/2020	APPKT9317	21385	135667	Development Authority	03044 - Localloop, Inc	25.00	606.43
06/13/2020	APPKT9357	9856617181	135933	706-816-8099 Putnam Development Au	01191 - Verizon Wireless	46.51	652.94
07/01/2020	APPKT9378	21764	135999	Development Authority	03044 - Localloop, Inc	25.00	677.94

Account	Name	Beginning Balance	Total Activity	Ending Balance
101-75201-523215	Postage	0.00	25.85	25.85

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Amount	Running Balance
12/31/2019	APPKT8958	INV0124806	134131	USPS PO 1228380024.Butterworth	01348 - Bank of America	25.85	25.85

Detail Report

Date Range: 10/01/2019 - 09/30/2020

Account	Name	Beginning Balance	Total Activity	Ending Balance
101-75201-523301	Advertising	0.00	749.28	749.28

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Amount	Running Balance
10/31/2019	APPKT8803	INV0123364	133515	Advertising/Dist.Comm,P&D,PDA and Tr	01179 - Smith Communications, Inc.	280.84	280.84
11/30/2019	APPKT8878	1949A	133850	Advertising/Transit-PDA	01179 - Smith Communications, Inc.	468.44	749.28
05/31/2020	APPKT9326	INV0127859	135779	Advertising Dist, Comm, Public Rel, PDA	01179 - Smith Communications, Inc.	50.00	799.28
05/31/2020	GLPKT18349	JN11609		To correct entry from PDA to Dist Com		(50.00)	749.28

Account	Name	Beginning Balance	Total Activity	Ending Balance
101-75201-523501	Travel	0.00	6.00	6.00

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Amount	Running Balance
10/31/2019	APPKT8821	INV0123942	133539	26312 - CITY OF ATLANTA.Schwindler	01348 - Bank of America	6.00	6.00

Account	Name	Beginning Balance	Total Activity	Ending Balance
101-75201-523601	Dues & Fees	0.00	265.00	265.00

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Amount	Running Balance
10/24/2019	APPKT8765	INV0123276	133388	Dues & Fees/PDA	04136 - John Wojtas	265.00	265.00

Account	Name	Beginning Balance	Total Activity	Ending Balance
101-75201-531101	Office & General Supplies	0.00	20.00	20.00

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Amount	Running Balance
06/06/2020	APPKT9328	6.6.20PCBC	135768	PCHS Graphics-P.Topping-Bus Cards/PD	03743 - Putnam County High School	20.00	20.00

Account	Name	Beginning Balance	Total Activity	Ending Balance
101-75201-531231	Electricity	0.00	465.32	465.32

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Amount	Running Balance
10/18/2019	APPKT8758	INV0123264	133304	Electricity/PDA	01045 - Tri-County EMC	47.46	47.46
11/15/2019	APPKT8816	INV0123458	133632	Electricity/PDA	01045 - Tri-County EMC	48.05	95.51
12/17/2019	APPKT8889	INV0124341	133931	Elect/PDA	01045 - Tri-County EMC	45.80	141.31
01/08/2020	APPKT8965	INV0124894	134266	Electricity/PDA	01045 - Tri-County EMC	47.44	188.75
02/08/2020	APPKT9033	INV0125972	134598	Electricity/PDA	01045 - Tri-County EMC	47.29	236.04
03/08/2020	APPKT9109	INV0126596	134939	Electricity/PDA	01045 - Tri-County EMC	46.43	282.47
04/08/2020	APPKT9204	INV0127035	135235	Electricity/PDA	01045 - Tri-County EMC	46.29	328.76
05/08/2020	APPKT9293	INV0127759	135571	Electricity/PDA	01045 - Tri-County EMC	45.71	374.47
06/08/2020	APPKT9343	INV0127888	135871	Electricity/PDA	01045 - Tri-County EMC	45.57	420.04
07/08/2020	APPKT9410	INV0128498	136188	Electricity/PDA	01045 - Tri-County EMC	45.28	465.32

Detail Report

Date Range: 10/01/2019 - 09/30/2020

Account	Name	Beginning Balance	Total Activity	Ending Balance
101-75201-531301	Meals For Special Events	0.00	81.53	81.53

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Amount	Running Balance
10/31/2019	APPKT8821	INV0123939	133539	IN GEORGIA ECONOMIC DEVE.Schwind	01348 - Bank of America	40.00	40.00
10/31/2019	APPKT8821	INV0123940	133539	DEL TACO #1206.Schwindler	01348 - Bank of America	4.27	44.27
10/31/2019	APPKT8821	INV0123941	133539	TST LALORE CAFE.Schwindler	01348 - Bank of America	37.26	81.53

Total Expense: Beginning Balance: 0.00 Total Activity: 67,910.64 Ending Balance: 67,910.64

Total Fund: 101 - GENERAL FUND : Beginning Balance: 0.00 Total Activity: 67,910.64 Ending Balance: 67,910.64

Fund: 328 - SPLOST #8 Fund

Expense

Account	Name	Beginning Balance	Total Activity	Ending Balance
328-75201-542600	PDA Capital Purchases	0.00	0.00	0.00

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Amount	Running Balance
10/01/2019	GLPKT16939	JN10889		To correct entry from SPLOST 8 Cash to		95,579.00	95,579.00
10/01/2019	GLPKT16992	JN10926		Previous JE to move/correct entry was		3,000.00	98,579.00
10/01/2019	GLPKT16996	JN10927		To correct entry		0.70	98,579.70
10/01/2019	GLPKT17568	JN11239		To transfer contribution to PDA from FY		(98,579.70)	0.00

Total Expense: Beginning Balance: 0.00 Total Activity: 0.00 Ending Balance: 0.00

Total Fund: 328 - SPLOST #8 Fund: Beginning Balance: 0.00 Total Activity: 0.00 Ending Balance: 0.00

Grand Totals: Beginning Balance: 0.00 Total Activity: 67,910.64 Ending Balance: 67,910.64

Fund Summary

Fund	Beginning Balance	Total Activity	Ending Balance
101 - GENERAL FUND	0.00	67,910.64	67,910.64
328 - SPLOST #8 Fund	0.00	0.00	0.00
Grand Total:	0.00	67,910.64	67,910.64

Putnam Development Authority

Balance Sheet

06/24/20

As of June 30, 2020

Accrual Basis

	<u>Jun 30, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
10001 · Checking-FMB	506,468.16
10050 · One Georgia Funds	50.00
10300 · Certificate of Deposit 42072	110,240.31
10600 · Certificate of Deposit-24251	82,389.12
Total Checking/Savings	<u>699,147.59</u>
Other Current Assets	
11700 · CIP	25,357.50
12007 · Prepaid Insurance	3,896.00
Total Other Current Assets	<u>29,253.50</u>
Total Current Assets	<u>728,401.09</u>
Fixed Assets	
11100 · 10 ac. N. Park	200,000.00
11200 · 5 ac. N. Park	100,000.00
11225 · Land	19,106.00
11250 · Building-Tech College	1,000,000.00
11300 · Tech. College Property	455,962.60
11350 · Rock Eagle Land Improvements	660,561.00
11355 · Rock Eagle Rech. Accum Deprecia	-62,386.40
11500 · 142 Ac. Indust Blvd	300,000.00
11600 · 130 Ac. RE Tech. Park	1,029,600.00
11751 · building-Old Hotel	123,536.00
Total Fixed Assets	<u>3,826,379.20</u>
TOTAL ASSETS	<u><u>4,554,780.29</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
11360 · Accum Depr-Building	352,083.00
18050 · Accrued Payroll	667.00
Total Other Current Liabilities	<u>352,750.00</u>
Total Current Liabilities	<u>352,750.00</u>
Total Liabilities	352,750.00
Equity	
30000 · Opening Balance Equity	3,367,924.20
32000 · Unrestricted Net Assets	698,994.09
Net Income	135,112.00
Total Equity	<u>4,202,030.29</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,554,780.29</u></u>

Putnam Development Authority
Reconciliation Detail
10001 · Checking-FMB, Period Ending 06/19/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						504,498.16
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	06/11/2020			X	1,970.00	1,970.00
Total Deposits and Credits					1,970.00	1,970.00
Total Cleared Transactions					1,970.00	1,970.00
Cleared Balance					1,970.00	506,468.16
Register Balance as of 06/19/2020					1,970.00	506,468.16
Ending Balance					1,970.00	506,468.16

Putnam Development Authority Profit & Loss YTD Comparison

June 2020

	<u>Jun 20</u>	<u>Oct '19 - Jun 20</u>
Income		
44500 · Grants		
44530 · Tri County	0.00	3,500.00
44546 · Community Affairs	1,970.00	241,562.35
Total 44500 · Grants	1,970.00	245,062.35
46400 · Other Types of Income		
46430 · Miscellaneous Revenue	0.00	7,880.44
Total 46400 · Other Types of Income	0.00	7,880.44
47001 · Contributed Capital	0.00	142,642.00
Total Income	1,970.00	395,584.79
Expense		
64000 · Projects		
64001 · SIP Project	0.00	239,592.35
Total 64000 · Projects	0.00	239,592.35
65144 · Salaries	0.00	12,800.00
66000 · Miscellaneous	0.00	8,080.44
Total Expense	0.00	260,472.79
Net Income	1,970.00	135,112.00

File Attachments for Item:

5. FY2021 Budget Report

PUTNAM DEVELOPMENT AUTHORITY
Proposed FY2021 Budget

Full-time staff	\$41,600
Insurance Benefits	\$4,992
Social Security	\$3,162
Retirement Contributions	\$1,763
Workers Compensation	\$167
Part-time Employee	\$3,216
Subtotal Personnel	\$54,900
Legal Services	\$20,000
Accounting/Auditing	\$4,100
Professional Services	\$93,600
Computer Services	\$4,500
Bldgs. and Ground Services	\$5,000
Equipment Services	\$500
Rental Expense	\$100
General Insurance	\$6,000
Telecommunications	\$1,500
Postage	\$250
Advertising	\$5,000
Printing and Binding	\$1,500
Travel	\$8,900
Conferences	\$10,300
Marketing	\$1,500
Dues & Fees	\$3,000
Education	\$2,000
Office and General Supplies	\$600
Electricity	\$1,000
Books and Periodicals	\$250
Small Equipment	\$500
Subtotal Operating	\$170,100
Total Proposed Budget	\$225,000