

Civic Education

Understand the decision. Find the records. Follow the money.

Start here to learn how to identify the responsible government or entity, understand a service, participate effectively and follow public spending.

Who did what, under what authority, and with whose money?

Explore the series through the same local framework: Appling County | Baxley | Graham | Surrency | Shared / Authorities.

This series teaches a way to investigate, not a complete current service or contact directory. Start with the eight questions in [Module 1](#). Later modules focus on the service, participation and money parts of that same checklist.

Start with the question you have

“Who is responsible?” Start with Module 1 and identify the location, issue, action and source of authority.

“Who provides this service?” Use Module 2 to trace the service area, provider, agreement, funding and records.

“How do I ask, participate or get documents?” Use Module 3 to prepare a focused inquiry or request and check the procedure for the particular meeting.

“What happened to the money?” Use Module 4 to connect the approval, financial records and evidence of the result.

1. Who Governs What?

Begin with the governmental map. Learn the difference between geographic Appling County and County government, incorporated and unincorporated areas, and the roles of municipalities and authorities. Use the jurisdiction questions to identify the decision you want to understand.

[Read Module 1: Who Governs What?](#)

2. How Services Actually Work

Follow a service from its coverage area to its provider, funding, decision-maker and records. Learn what to look for in service-delivery records and agreements when several governments or organizations are involved.

[Read Module 2: How Services Actually Work](#)

3. Citizen Toolkit

Choose the relevant meeting or office, prepare a focused records request, document what happened and follow up. The local meeting procedures covered here are specifically for Appling County Board of Commissioners meetings; other bodies and public hearings may use different procedures.

[Read Module 3: Citizen Toolkit](#)

4. Follow the Money

Trace a budget decision through its funding, commitments, payments and evidence of delivery. Practice with clearly labeled hypothetical figures and use a worksheet to keep each entity, fund and reporting period clear.

[Read Module 4: Follow the Money](#)

One issue can take you through all four

Follow the [fictional City B facility repair](#). City B and County A are invented, and the exercise is separate from the dated local examples. First identify the responsible entity. Then identify who operates the facility and the governing arrangements. Locate the relevant meeting and records. Finally, trace the authorization, payments and evidence that the repair was completed.

Where is it? Who acted? What gives them authority? Who provides the service? Who pays? Who holds the records?

Read the evidence with its limits

Follow the source links in each module. Check the document date, scope and status before applying a rule or figure to a current question. Keep documented facts, attributed statements, allegations, interpretations and unresolved questions distinct.

If an answer is not established by the records reviewed, identify what remains unconfirmed and which record could help resolve it. The exercises and templates are learning tools, not findings about a particular government or project.

Keep the written guide at the center

Use the written modules and their sources as the foundation. Read maps, graphics and other summaries alongside the explanations and limits in the relevant module.

New to the series? Begin with Who Governs What? Then follow the modules in order, or return to the one that fits your question.

Useful tools

[Find the next record](#) | [Request and follow-up templates](#) | [Fictional exercise](#)

Who Governs What?

Understanding Local Government in Appling County

Start with the decision

Imagine a repair to a public facility. Before asking who paid, identify who owns it, who approved the repair and what gives that body authority. The series follows one [fictional repair exercise](#) through these questions; its governments, records and figures are invented.

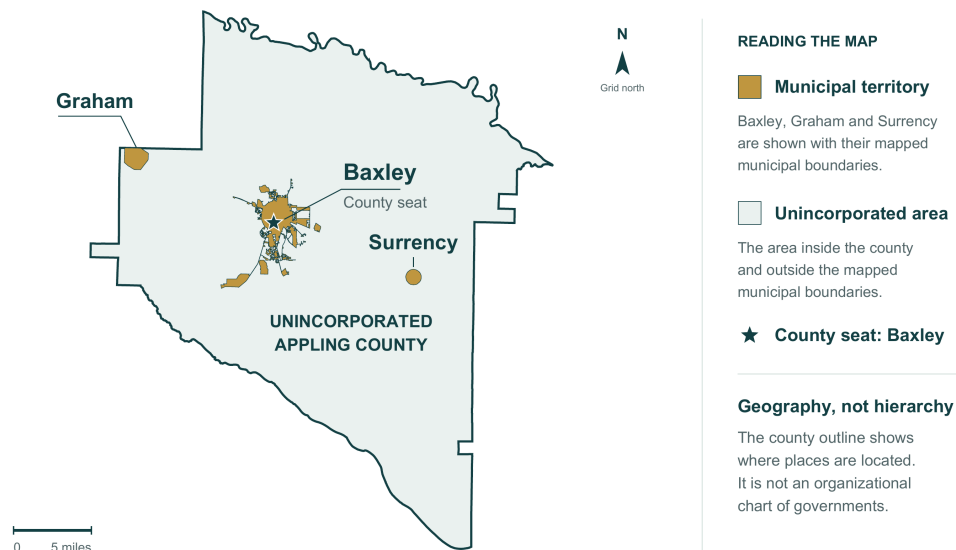
This series teaches a way to investigate, not a complete current service or contact directory. Start with the eight questions in [Module 1](#). Later modules focus on the service, participation and money parts of that same checklist.

C.L.O.C.K.

CIVIC EDUCATION / GRAPHIC 01

Appling County & its municipalities

A geographic guide to incorporated and unincorporated territory



Sources: Georgia GIO / U.S. Census 2024 county GIS; Georgia DCA municipal GIS (2023 TIGER base).
Live layers retrieved September 27, 2026. Working GIS boundaries; current legal limits not independently certified.
For civic education. Not a property survey.

APPLING COUNTY, GEORGIA

The map shows geography, not responsibility for a particular action. Boundary limit: the qPublic municipal-overlay cross-check is incomplete, and every legally effective municipal change is not confirmed. Read the [map source record](#). This is civic education, not a property survey.

Our local framework is Appling County | Baxley | Graham | Surrency | Shared / Authorities.

One geographic county, separate governments

Geographic Appling County includes Baxley, Graham, Surrency and unincorporated territory. “Appling County government” identifies the county-level government. Those two meanings are not interchangeable.

[\[1\]](#)[\[2\]](#)[\[3\]](#)

Incorporated territory is inside a municipality's limits. A person living there is both a city resident and geographically an Appling County resident. Unincorporated Appling County is the territory outside all three municipal boundaries. Location helps frame a question; it does not answer every question of responsibility. [\[1\]](#)[\[4\]](#)

What does county seat mean?

Baxley is Appling County's county seat: the place serving as the seat of county government. That designation does not make Baxley city government the government of the whole county or the governing city over Graham and Surrency. County and municipal authority must be examined separately. A city is not a county department. [\[8\]](#)[\[3\]](#)

Countywide describes an area, not a single operator

For this guide, "countywide" means across the county, including incorporated and unincorporated areas. It does not, by itself, mean that County government alone operates, funds or controls a service. Service-delivery records distinguish the area served, provider and funding arrangements. [\[4\]](#)[\[5\]](#)

County government includes distinct elected offices

Georgia's Constitution separately identifies elected county officers, including the sheriff, probate judge, superior court clerk and tax officers, and places limits on county home-rule action affecting elective county offices. Do not assume every county office is an ordinary department under the county commission. Identify the office and its governing law. [\[3\]](#)

Read the city's own governing documents

A municipal charter helps establish a city's organization and powers. Before assigning a particular decision to a mayor, council, administrator or department in Baxley, Graham or Surrency, check that city's current charter, amendments and applicable law. This module does not claim to have verified each city's current internal allocation of powers. [\[10\]](#)

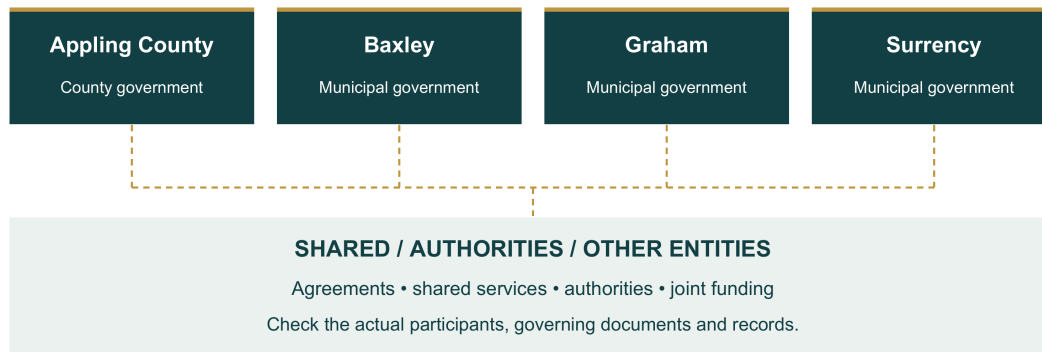
Where the governmental tracks connect

C.L.O.C.K.

CIVIC EDUCATION / GRAPHIC 03

How the governments relate

Separate governments can work together without becoming the same government



Connection does not automatically mean control.

An appointment, appropriation or agreement is a starting point for inquiry.

Read the documents to establish the scope of each entity's powers.

Dashed lines show possible relationships, not verified contracts or a chain of command.

Always identify: who acted, under what authority, and with whose money.
Basis: Georgia Constitution, Art. IX, Secs. II–III; Georgia DCA Local Government Authorities guidance.
This conceptual diagram does not show every elected office or public body. See Module 1. | Revision 2

DCA describes local authorities as separate entities for particular public purposes, with different creation methods and dependent or independent relationships. Development, hospital, housing and downtown development authorities are examples of authority types; a type name alone does not establish a specific entity's powers. [6]

Connection does not automatically mean control. Treat an appointment, appropriation or shared project as evidence of a relationship to investigate, not as a complete answer about legal control. Read the enabling law, charter, bylaws, appointment provisions and relevant ordinances, resolutions, contracts or agreements. This is CLOCK's research method, informed by the different authority arrangements described by DCA. [6]

Keep the roles separate

Use these distinctions as a research checklist. One entity may fill several roles; establish each answer from the relevant record.

Geography: where the issue occurs. Jurisdiction or legal authority: who has power to act on this issue. Service provider: who performs the work. Funder: where the money comes from. Decision-maker: who made the particular decision. Records custodian: who maintains the relevant agency records.

Do not infer jurisdiction solely from geography, the provider solely from jurisdiction, the funder solely from the provider, the decision-maker solely from the funder, or the custodian solely from the decision-maker. These are CLOCK teaching distinctions, informed by the separate service-area, provider and funding fields in DCA guidance and the Attorney General's records guidance. [5][7]

Permanent jurisdiction labels

APPLING COUNTY — primarily concerns County government.

BAXLEY — primarily concerns City of Baxley government.

GRAHAM — primarily concerns City of Graham government.

SURRENCY — primarily concerns City of Surrency government.

SHARED / AUTHORITY — involves multiple governments, an authority or a shared arrangement.

VERIFY JURISDICTION — available information does not yet establish responsibility reliably.

These are CLOCK editorial labels, not official legal classifications. Apply a label to the issue being discussed, and explain any overlapping roles.

The eight-question checklist

Use this master checklist throughout the series. Keep a source title, date and page or section beside each answer. Use VERIFY JURISDICTION when responsibility remains unsupported.

1. Where is it? Baxley, Graham, Surrency, unincorporated or multiple areas?
2. What is the issue? Name the service, decision, project or transaction.
3. Which entity has authority? Identify the government, office, authority or other entity.
4. Who actually acted? Identify the exact body, official, department or board.
5. What gives them authority? Locate the governing law and applicable documents.
6. Who provides the service? Identify the actual operator or service provider.
7. Who pays? Trace the funding source and any transfers.
8. Who has the records? Identify each relevant agency and records custodian.

For question 5, start with the Constitution, state law, local legislation or enabling law, then examine the applicable charter, ordinance, resolution, agreement, contract or adopted policy. Read subordinate documents within the authority allowed by governing law; a document's title alone does not establish a power. [\[3\]\[10\]](#)

[Download the matching checklist graphic.](#) The text above is the complete accessible checklist.

Worked example: identify the roles

The [fictional repair records](#) support these answers:

Question	Answer from the invented records
Where and what?	A repair to a City B-owned facility inside City B (F1).
Who may decide?	City B council may authorize the repair (F1).

Question	Answer from the invented records
Who acted?	City B council approved the allocation and amendment (F3).
What gives authority?	The fictional governing rule in F1; the agreement assigns project duties in F2.
Who provides the work?	The repair contractor under the signed contract (F4); City B manages the project (F2).
Who pays?	The revised allocation is \$40,000 from County A plus \$80,000 from City B (F2). Receipt and payment are separate questions.
Who holds records?	City B holds project records; County A holds its contribution records (F2).

City B's authority and County A's contribution answer different questions. The facts supplied do not show that the repair is complete.

Follow the records as well as the service

The Georgia Attorney General advises directing a records request to the agency's records custodian and recommends making it in writing. For a project involving several entities, identify the records held by each rather than assuming one office holds everything. [7]

For a real project, seek the corresponding approval, agreement and financial records; do not assume they match the fictional exercise.

Next: How Services Actually Work

Continue to [Module 2: How Services Actually Work](#). It focuses on service areas, providers, funding and decision authority from the same checklist.

Find the next record

Use the [source-finding guide](#) for document types, official starting points and unresolved local source limits.

Sources and boundaries of this edition

Reviewed September 27, 2026. This is civic education, not a complete service directory or a determination of responsibility in a particular dispute.

Graphic 1 uses the documented GIS layers. Its municipal layer is a working state dataset based on 2023 TIGER with submitted updates; the county layer is 2024 TIGER. I cannot confirm that every legally effective municipal change is included. The qPublic parcel-map boundary cross-check remains incomplete. The map is for civic education and is not a property survey. See the [Graphic 1 source record](#). [1][8]

1. [Georgia GIO county and municipal GIS](#). Graphic 1 uses the 2024 TIGER county layer and DCA Municipalities_v3. See the accompanying Graphic 1 source record for exact layer URLs, metadata and comparison findings.
2. [Appling County Service Delivery Strategy, 2022](#). PDF p. 2: participating entities and services; PDF pp. 3-5: fire-protection arrangement, funding and map. This is a dated record, not independent confirmation of present operations.
3. [Georgia Constitution, revised July 2025](#). Art. IX, Sec. I, Para. III (county officers); Sec. II, Paras. I-III (home rule and powers); Sec. III, Para. I (intergovernmental contracts). PDF pp. 80-85, 87-88; printed pp. 72-77, 79-80.
4. [DCA Service Delivery Strategies](#). Overview of service-delivery arrangements, funding equity and coordination among governments and authorities.
5. [Georgia SDS rules, effective January 1, 2026](#). Rules 110-12-9-.01(1), -.02(2) and -.04: scope, SDS contents and submission documentation. DCA verification is not approval of substantive arrangements.
6. [DCA Local Government Authorities](#). Sections Overview of Registered Local Government Authorities, Method of Creation and Authority Operations.
7. [Georgia Attorney General: How to Make an Open Records Request](#). Guidance on directing requests to the records custodian and making requests in writing.
8. [Appling County Board of Assessors / qPublic](#). Landing-page county-seat identification. Parcel-map boundary cross-check was not completed; see Graphic 1 source record.
9. [DCA Appling County SDS document index](#). The latest document listed on the retrieved index was dated 2022. This does not establish that no other amendments or agreements exist.
10. [Georgia Municipal Association: City Charters](#). Municipal association guidance on charters, local acts and municipal organization. Read each city's current charter and amendments before assigning a specific power.

How Services Actually Work

Following the service across governmental boundaries

The short story

The fictional facility repair from Module 1 now raises a service question: who manages the work, who performs it and who pays? A single project can have different answers for each role.

This module focuses on questions 3-8 of the master checklist, while keeping the location and issue visible. Decision authority means who may decide; the actor is who actually acted. Funding alone does not answer either question.

A service has several parts

For this guide, describe a service through four questions: Who provides it? Who pays? Who has authority over the relevant decision? Who holds the records? Keep the service area and legal authority alongside those answers. This is CLOCK's teaching method, not an official routing system.

PROVIDER	Who performs the service?
FUNDING	Where does the money come from?
DECISION AUTHORITY	Who may make this decision?
RECORDS	Which agency holds the supporting record?

Read the arrangement, not just the name

Georgia's Service Delivery Strategy (SDS) rules define a strategy as forms, geographic information, agreements, contracts and supporting materials. Form 2 addresses providers, territories, funding and implementing arrangements. These fields help separate the roles. [\[1\]](#)

Different arrangements need different questions

The descriptions below are reading aids. They do not assign a particular local service without supporting records.

Countywide, municipal and unincorporated-area

Countywide describes a reach across the county, including its cities and unincorporated territory. Ask whether one provider or several deliver the service. For a municipal service, identify the particular city and the actual service boundary. For an unincorporated-area service, check the area outside city limits and any exceptions. These questions follow the service-area distinctions used in SDS forms. [\[3\]](#)

Split service areas

If a record divides an area among providers, identify each part separately. A statement about one zone should not become a statement about every address. Read the legend and distinguish existing coverage from planned coverage. Georgia's mapping rules require the service map and its associated forms to agree. [\[1\]](#)

Cooperative or intergovernmental arrangements

Ask what each participant agreed to do: operate, finance, maintain, supervise or provide a facility. Locate the signed arrangement, amendments and effective period. Do not assume the participant receiving a payment made every decision. This is a document-reading checklist, informed by the agreement materials included in an SDS. [\[1\]](#)

Authorities and third-party providers

DCA describes authorities as separate entities for public purposes, with differing creation methods and dependent or independent relationships. Read the specific authority's governing documents. [\[7\]](#)

For a contracted provider, identify the contracting government, operator, scope, funding and oversight provisions. A contractor's role should be established from the actual contract. Likewise, an organization receiving public money should not be described as a government department merely because it receives that money.

Connection does not automatically mean control. Identify the power to make the particular decision.

Local examples: what the records establish

The latest entry located on DCA's Appling index is the 2022 strategy. The following strategy examples describe that dated document. I cannot confirm that every arrangement remains unchanged today. [\[2\]](#)

BAXLEY | A service boundary can cross city limits

The 2022 strategy describes Baxley sewer service inside and outside city limits (PDF p. 11). [\[3\]](#) Baxley's posted rate table also separates inside-city and outside-city customers for water and sewer (PDF p. 1). [\[4\]](#)

Teaching point: municipal boundaries and utility service areas should be checked separately. These sources do not establish availability at any particular address, and this article does not certify today's rates.

GRAHAM / SURRENCY | Verify each city separately

The 2022 water section names Baxley, Graham and Surrency and refers to existing and future mapped areas (PDF pp. 13-14). [\[3\]](#) Graham's municipal website describes its water service. [\[5\]](#)

Teaching point: a planned area is not proof of an active connection. Graham's website also cannot establish Surrency's current operating terms. Current Surrency service boundaries and terms remain unconfirmed in this review.

APPLING COUNTY / SHARED | Follow the specific facility

The 2022 parks section allocates operation and maintenance using separate County and city park lists (PDF pp. 7-8). [3] The County Recreation Department's facilities page lists several facilities, including its recreation complex and aquatic center. [6]

Teaching point: identify the particular park or facility, then verify the present owner, operator, maintenance assignment and funding. A facility list alone does not answer all four questions.

SHARED / AUTHORITY | Programs can involve other organizations

The 2022 youth section names County government, Boys & Girls Club and Headstart/Action Pact (PDF p. 18). [3]

Teaching point: examine each participant's role and the actual program agreement. A joint listing does not establish a chain of command.

Trace funding without skipping a step

For a service question, ask whether the record concerns routine operations, a capital project, a grant, debt, or a transfer. Use that distinction as a research question rather than assuming the answer. A rate schedule answers a different question from an adopted budget or payment record.

CLOCK's suggested record sequence is: identify the authorized funding source; find the appropriation or contract; locate payment records; then look for the record of the work or service delivered. Not every transaction uses the same documents. Record what each source actually establishes.

Identify the decision that matters

"Who has authority over this decision?" is too broad until the decision is named. Are you asking who sets a rate, approves a project, directs daily work, maintains an asset, selects a contractor or ends an agreement? Look for the clause or governing provision that addresses that decision.

Follow records to the responsible agencies

The Georgia Attorney General advises directing requests to the agency's records custodian and recommends making requests in writing. [8] For a shared project, make a separate list of records sought from each relevant agency. Do not assume one office holds everything.

Provider, funder, decision-maker and records custodian may be the same entity. Establish each role before combining them.

When sources do not give the same answer

Keep the sources, dates and scopes visible. Ask whether they describe different periods or different parts of a service. Do not silently pick one source or accuse an entity of wrongdoing from an unresolved difference. State the question and identify the record needed to answer it.

Use VERIFY JURISDICTION when responsibility remains unresolved. Use SHARED / AUTHORITY when evidence establishes multiple participants, explaining their individual roles. APPLING COUNTY, BAXLEY, GRAHAM and SURRENCY remain the labels for issues primarily involving those governments.

Try the method on one service

Choose a particular service and location. Complete the following record card; leave unsupported answers open.

- Service and location: Name the exact service, component and area.
- Period: Record when the arrangement applies.
- Authority and actor: Identify the governing provision and who acted.
- Provider: Name the operator and cite the record.
- Funding: Name each source; separate transfers if relevant.
- Decision authority: Name the decision and who can make it.
- Records: Identify the agency for each record sought.
- Evidence and gaps: List source, date, page/clause and open question.

Worked example: complete the service card

Use the same fictional records F1-F5. These entries are invented learning facts, not local service assignments.

Field	Completed answer
Service and area	Repair at the City B facility identified in F1.
Provider and manager	Contractor performs repairs under F4; City B manages the project under F2.
Decision authority and actor	F1 gives council repair authority; F3 records council's allocation and amendment.
Funding	F2 assigns \$40,000 to County A and \$80,000 to City B.
Records	City B: contract, inspections and payments. County A: contribution approval and transfer records (F2).
Gap	No completion record was supplied (F5); completion is unconfirmed.

For a real service, also record the agreement's dates and period of operation. Do not treat a historic service listing as confirmation of present terms.

What a supported explanation sounds like

"For [service] in [area] during [period], [source and locator] assigns [role] to [entity]. [Second source] establishes [funding or decision]. [Remaining issue] is not yet confirmed." This is a writing template; its blanks are not factual assertions.

Next: Citizen Toolkit

Module 3 turns these findings into practical next steps: identifying the meeting, reading the agenda, contacting the right office, seeking records and documenting what happened. Module 4 follows public money in greater depth.

Find the next record

Use the [source-finding guide](#) for document types, official starting points and unresolved local source limits.

Sources and scope

Reviewed September 27, 2026. This guide teaches how to investigate service arrangements. Dated examples remain dated; it is not a complete current service directory. Individual contracts, current operational boundaries, charters and funding records have not all been reconciled.

1. [Georgia service-delivery rules](#). Rules .01(1), .02(2), .03 and .04: effective January 1, 2026; strategy contents, mapping and forms. Not a determination of Appling compliance.
2. [DCA Appling strategy index](#). Latest listed entry located: 2022. Reviewed September 27, 2026. Listing is not proof that all later records are posted.
3. [2022 Appling County Service Delivery Strategy](#). PDF pp. 3-5 fire; 6-9 parks; 10-12 sewer; 13-17 water; 18-20 youth. Dated examples; current continuation not independently confirmed.
4. [City of Baxley posted utility rate tables](#). PDF p. 1, inside/outside city columns. Filename says FY2025; upload path says 2026/02. Neither alone proves present effective rates. No dollar amounts are asserted here.
5. [City of Graham, Georgia: Water Utilities](#). Municipal service description; accessed during this review. No effective date or complete operating-area map established from this page.
6. [Appling County Recreation Department: Facilities](#). Department facility listing. Used only for what the department lists, not as proof of title, contract terms or complete jurisdiction.
7. [DCA: Local Government Authorities](#). Overview, Method of Creation and Authority Operations. Separate public-purpose entities with varying relationships.
8. [Georgia Attorney General: Records requests](#). Guidance on records custodians and written requests.

Citizen Toolkit

Find the right place to act, ask and follow up

Choose your next step

Use this toolkit after identifying the issue and responsible entity. It applies the master checklist's actor, authority and records questions to a practical next step.

Your purpose	Start here
Attend or speak	Read general meeting guidance , then check the particular body's procedure.
Speak at the County Commission	Use the clearly bounded County Commission section .
Ask for an explanation	Read Contact the right office .
Obtain documents	Use Prepare a records request and the separate request template.
Follow up	Use Follow up with the record in hand .

Scope: the local sign-up and decorum rules below apply only to Applying County Board of Commissioners meetings. They are not rules for city councils, school boards, authorities or other bodies. Public hearings may use different procedures.

General meeting guidance

Before: identify the actual body

Start with the body named in the governing record: a county commission, city council, authority board or another office or body. Verify the meeting date, location and any changes through that entity's official notice or clerk. Do not rely on a recurring calendar entry alone.

Save the notice, agenda and available packet with the date you obtained them. Look for the exact project, agreement, ordinance or budget item. An agenda identifies expected business; it does not prove that an action occurred. Compare it with the resulting record.

Attendance and speaking are different

The Attorney General explains that the Open Meetings Act gives access to covered meetings but does not itself grant a general right to speak. Ask the clerk about comment sign-up, time limits and agenda placement. A public hearing may have separate participation requirements; check the notice and governing procedure for that hearing. [\[2\]](#)

APPLING COUNTY | County Commission meetings only

This local guide describes the County Commission documents supplied by the Clerk. Do not apply these rules to Baxley, Graham, Surrency, school boards, authorities or other bodies.

The Clerk supplied a signed ordinance and blank speaker form on August 31, 2026. The ordinance scan states an effective date of November 5, 2024; its certification records adoption November 4, 2024. Its filename contains 2025. We use the dates on the document, not the filename. I cannot confirm that no later amendments exist. [\[6\]](#)[\[7\]](#)

First identify the speaking opportunity

Type	What the supplied ordinance says
Public-comment period	Section 18(a), PDF p. 7, places public comments at the end of the agenda. It requires the speaker to be an Appling County resident or own real property within the county.
Comment on an agenda item	Section 18(b), PDF p. 7, allows the Board, by majority vote, to permit comment while the item is considered. Comments stay on that subject; five minutes and one opportunity apply unless the Board waives those limits.
Public hearing	Section 18(d), PDF p. 8, treats hearings separately and discusses time per side and special zoning procedures. Do not automatically carry the regular public-comment sign-up process into a hearing.

These are descriptions of the County document, not a legal determination that every restriction is enforceable in every circumstance. [\[6\]](#)

Check the actual notice

Section 10 states first-Tuesday regular meetings at 5:30 p.m. in the County Annex meeting room. Section 11 provides for other or rescheduled meetings. Treat this as the ordinance's stated schedule and verify the notice for the specific date, place and meeting type. [\[6, PDF pp. 4-5\]](#)

Complete the County's own speaker form

The form asks for name, contact number, mailing address, email, meeting date and topic, plus signature and date acknowledging its requirements. It lists submission by email or in person to the County Clerk. Use the blank original supplied with this guide. [\[7\]](#)

The contact printed on that form is Robyn Olliff Evans, County Clerk; revans@applingco.com; 69 Tippins Street, Suite 201, Baxley, Georgia 31513. Verify the current recipient and ask for confirmation of receipt and scheduling. These are the supplied form's details, not an independently refreshed contact directory. [\[7\]](#)

Before submitting: confirm the exact deadline with the Clerk. The form body and footer use different reference dates; the difference is explained below. [Download the supplied blank speaker form.](#)

Important: two different deadline references

Source	Deadline language
Ordinance section 18(a), PDF p. 7	Names and topics go to the Clerk at least one week before the agenda work session.
Form: PUBLIC INPUT and PUBLIC PARTICIPATION	Both refer to at least one week before the agenda work session.
Form footer	Refers to at least one week before the meeting date.

The work-session date and meeting date are different reference points. The documents should not be summarized as one unambiguous deadline. Ask the Clerk to confirm the applicable work-session date and exact submission deadline in writing; submit early. CLOCK has not obtained a clarification resolving this difference. [\[6\]\[7\]](#)

Know the time limit in the supplied ordinance

Section 18(a) states five minutes per speaker. When more than four speakers are scheduled for public participation, it reduces the time to three minutes each. It permits one speaking opportunity per meeting, keeps remarks to the chosen topic and does not allow giving your allotted time to another speaker. It also permits the Board, by majority vote of members present, to suspend these section 18(a) rules for a particular meeting. [\[6, PDF p. 7\]](#)

As a preparation aid, have a three-minute version ready as well as a five-minute version. Confirm which limit will apply. This is CLOCK's practical suggestion, not a promise of a speaking slot.

What the supplied rules say

Section 7(a) and the form require devices to be off or silent, while allowing them to record the meeting. Attendees are to remain silent while business is conducted. A speaker must first be recognized by the Chair and direct comments to the Chair rather than individual commissioners, staff or others. [\[6, PDF p. 2\]\[7\]](#)

The documents call for respectful conduct, prohibit personal attacks and derogatory or inappropriate remarks, and prohibit profanity. Section 18(c) describes being ruled out of order, a Board vote on a commissioner's point of order, and possible removal at the Chair's direction. This reports the documents' terms; it does not resolve the legal limits of applying them to protected criticism. [\[6, PDF pp. 7-8\]\[7\]](#)

Recording is expressly addressed

Section 12 permits visual and sound recordings of open meetings. Section 7(a)(1) specifically preserves use of a phone or device to record despite the silent-device rule. [\[6, PDF pp. 2, 5\]](#)

Putting a subject on the agenda is a separate request

Section 14(a)(3) and the form allow written requests to the Clerk for a subject to be considered for agenda placement, referring to receipt at least one week before the agenda work session. A request does not establish that the item has been placed on the agenda. Ask which process you need: an agenda item, the public-comment period, or participation in a hearing. [\[6, PDF p. 6\]\[7\]](#)

End of County Commission-only procedures. Obtain the notice and participation policy for every other body. The remaining sections are general research tools; the records-request template is not the County speaker form.

During and after any meeting you attend

During: record what happened

Write down	Keep it specific
Meeting identity	Body, date, location and agenda item.
Action	Motion, amendment, vote or other action you observed.
Source	Official recording timestamp, document page or your dated notes.
Open question	What you could not hear, establish or reconcile.

Mark personal notes as personal notes. If you paraphrase, do not put the paraphrase in quotation marks. Check consequential quotations against the recording or original document before repeating them.

After: compare the records

Look for the meeting summary and minutes; the Attorney General identifies those as meeting records. [2] Distinguish draft from approved minutes and note any correction. Follow a vote into the resulting resolution, agreement or other action record when one exists.

An agenda, an oral statement and an executed agreement answer different questions. Preserve their dates and status.

For the County Commission specifically, sections 19-20 of the supplied ordinance address summaries and minutes. [6, PDF p. 8]

Contact the right office with a focused question

Use the service and authority information from Modules 1 and 2 to identify the office. Verify its current official contact details before sending anything. This toolkit does not assume that the city clerk, county clerk or any other one person holds every record.

A useful inquiry is: “I am trying to identify which entity approved [specific action] at [location] during [period]. Which office handles that decision, and where can I find the approval record?” This is suggested wording, not a claim that the action occurred.

Questions and records requests serve different purposes

An ordinary inquiry can ask for an explanation. A records request should identify existing records. The Act does not require an agency to create a new report or summary, while electronic information accessible through its existing systems has specific production provisions. [3]

Prepare a records request

The Attorney General recommends writing to the records custodian and checking for a designated request officer on the agency website. Written requests help document scope and timing; the guidance also explains that enforcement actions depend on written requests. [1]

Name the project or topic, location if relevant, date range and record categories. For messages, identify likely people or offices and a useful topic and period. Check that the description would let someone distinguish the records you want from unrelated material.

Track timing and costs accurately

Under the cited Act, responsive records that can be located and produced must be made available within a reasonable time, no more than three business days after receipt. When responsive records exist but are unavailable within that period, the agency must provide their description and availability timeline within the same three-business-day period, and provide access as soon as practicable. Available records should not be held back solely because other responsive records are unavailable. Receipt by the designated recipient and lawful fee provisions can affect the timeline. [3]

Record the actual recipient, receipt evidence, any estimate and your response. Do not treat three business days as a guarantee that every request must be fully completed by then. Charges may apply; ask for an itemized estimate and clarify what you authorize. [3]

Use the record of delivery, the agency's response and the applicable provisions before drawing a conclusion about compliance.

Worked example: ask for the missing record

In the fictional repair exercise, F4 records payments, but F5 contains no completion evidence. A focused request to City B would ask for existing inspection reports, acceptance records and completion certificates for the identified repair, through a stated cutoff date. A separate request to County A could seek its contribution approval and transfer record.

Completed evidence-log entry: Documented fact: the invented ledger records \$90,000 paid. Unresolved: the supplied records do not establish acceptance of the repair. Next step: obtain City B's existing inspection and acceptance records. This exercise does not assert that those records exist or that payment was improper.

A reusable records-request template

Download the editable request and follow-up templates. These are separate from the County speaker form.

Replace every bracketed field and delete categories you do not need. Send to the appropriate agency, using its designated process where applicable. This is CLOCK's suggested wording, not an official form. The Attorney General also supplies a form. [\[5\]](#)

To: [Agency and designated records custodian]

Date: [Date]

Subject: Open Records Request - [project or topic; period]

Under the Georgia Open Records Act, I request copies of the following existing records held by your agency for [specific project, location or topic], covering [start date] through [end date]:

1. [Record category, such as an executed agreement and its amendments.]
2. [Record category, such as the approval, minutes or resolution for the identified action.]
3. [Record category, such as invoices and payment records for the identified contract.]

Please provide electronic copies where available, preferably in the format maintained or a supported standard export. Please provide an itemized cost estimate before incurring charges; I have not authorized a fee amount in this request. If any requested records are withheld or redacted, please identify the specific legal basis and provide the nonexempt portions. If responsive records cannot be provided within the applicable period, please describe them and provide the anticipated production schedule.

Please direct responses to [reply address].

[Name]

For issues involving several entities

Tailor each request to the records that entity may hold. Keep separate recipients, delivery evidence, responses and production lists. Then connect related items with a shared project name or agreement number. Do not infer that one agency's response speaks for every participant.

Check the response against the request

List which categories were supplied, partly supplied, withheld, reported not found or left unanswered. For withheld material, the Attorney General says the agency must cite the specific statutory exemption. [\[1\]](#) A statement that an agency has no responsive records is a statement about that agency's response, not proof that no such records exist anywhere.

Keep fact, statement and interpretation separate

Use these CLOCK reporting labels when describing what you found. They describe the strength and type of support; they are not legal rulings.

Label	How to write it
Documented fact	“The signed agreement dated [date], section [number], states...” Limit the claim to what the document establishes.
Attributed statement	“[Speaker/office] said [statement] on [date].” A statement is not automatically independent confirmation.
Allegation	“[Person] alleges [claim].” Identify the source and whether it has been corroborated.
Interpretation	“This may indicate [meaning], because [evidence].” Explain the reasoning and what could change it.
Unresolved question	“The reviewed sources do not establish [point].” Identify the search or missing record.
Conflicting evidence	State both sources, dates and scopes. Call it a contradiction only when the claims actually conflict.

Preserve an understandable record

Save the original files and correspondence as received. Keep notes, transcripts and marked-up copies separately. Record the source URL or sender, retrieval date, title and page or timestamp. Treat automated transcripts as derivative material until checked against the recording.

Maintain a short chronology: event date, what happened, supporting source and next step. If a date is unknown, label it unknown. A saved file or checksum can help track whether bytes changed; it does not establish the truth of the document's contents.

Use careful language about missing information

Prefer “not located in the sources reviewed” over “does not exist.” Prefer “the minutes record a vote” over a claim that the approved work was completed. Identify what would establish completion, such as an acceptance record, without assuming that record exists.

Follow up with the record in hand

If a response is incomplete or a promised production date passes, identify the unresolved item precisely. Preserve the earlier request and response so the agency can see what remains open.

Subject: Follow-up - records request dated [date]

On [date], I sent [agency/custodian] the attached request concerning [topic]. My records show [delivery evidence or confirmation]. Your response dated [date, if any] stated [brief accurate summary].

The following items remain unresolved: [identify missing categories, estimate, cited exemption or promised production date]. Please provide the status of those items and the expected next production date. I am attaching the original request and relevant correspondence for reference.

[Name and reply address]

A follow-up log

Field	What to retain
Request	Exact wording, recipient, date and receipt evidence.
Response	Date, records supplied, estimate, explanation and promised dates.
Your action	Clarification, fee decision or follow-up, with date.
Remaining issue	Specific missing category, unresolved question or next step.

When the issue remains unresolved

The Attorney General offers an informal Open Government Mediation Program for concerns involving access to local-government meetings and records. Intake is reviewed; participation is not guaranteed. The program warns that submitted information becomes an open record and may be shared with the entity involved. [\[4\]](#)

If considering that process, prepare a short factual chronology and relevant attachments. Avoid unrelated sensitive information. Do not assume a complaint suspends a legal deadline; a time-sensitive legal challenge needs advice about the applicable procedure.

Next: Follow the Money

Module 4 applies the same source-based method to budgets, revenues, transfers, expenditures and deliverables, keeping each government and authority's finances distinct.

Find the next record

Use the [source-finding guide](#) for document types, official starting points and unresolved local source limits.

Sources and scope

Reviewed September 27, 2026. This is an introductory civic-education toolkit, not a ruling about any agency's compliance or a complete guide to every legal exception. Verify the governing law and particular procedure for a disputed deadline, fee, hearing or court action.

1. [Georgia Attorney General: How to Make an Open Records Request](#). Custodian, written requests and disclosure exemptions.
2. [Georgia Attorney General: Open Government FAQ](#). Used for attendance versus speaking and general meeting-document guidance. Some other entries contain older figures; this module does not reproduce its fees, penalties or litigation deadlines.
3. [Open Records Act text linked by the Attorney General](#). O.C.G.A. 50-18-71(b), (c), (d), (f), (g), (j), PDF pp. 1-4: timing, charges, electronic records and existing records. This hosted compilation is not a certified current code edition.
4. [Georgia Attorney General: Open Government Mediation Program](#). Program purpose, intake discretion and notice that submitted information becomes an open record.
5. [Georgia Attorney General: request form](#). Optional agency-provided example. CLOCK template in this module is original suggested wording, not an official form.
6. [Appling County: Meetings Organization and Public Access](#). Preserved 13-page scan supplied by the County Clerk August 31, 2026. PDF p. 13 certifies adoption November 4, 2024 and states effective November 5, 2024, despite the filename containing 2025. Sections 7, 10-14 and 18-20, PDF pp. 2-8. Current amendments have not been independently ruled out.
7. [Appling County: Public Input - Speaker Request Form](#). One-page blank form supplied by the County Clerk August 31, 2026. Main instructions and footer use different deadline reference dates. Original filename retained.

What this toolkit does not assume

The County Commission section attributes local procedures and contact details to the supplied documents and identifies unresolved points. Confirm current arrangements before use; do not extend them to another body. The examples and templates are hypothetical learning tools.

Use the toolkit in order

Identify the entity and issue. Locate the relevant meeting or office. Read the records. Ask a focused question or request existing documents. Preserve the response. State what the evidence supports and what remains open.

Follow the Money

Trace the decision, the dollars and the result

The short story

Return to the fictional facility repair: City B manages the work, County A contributes funding, and the supplied records do not confirm completion. This module follows the approval into the financial records and then asks what was delivered.

The four questions below focus on the master checklist's authority, funding and records questions. Keep the entity and service roles from Modules 1 and 2 visible.

What was authorized? Where did the money come from? What was paid? What was delivered?

Financial terms before you compare

These short explanations are reading aids. Always use the definitions and accounting policies in the particular report.

Term	Plain-language meaning
Fiscal year (FY)	The annual financial-reporting period. Write down its start and end dates; a project or grant period may differ. [6]
Fund	A separate accounting unit used to track specified resources and activity. A fund label alone does not identify a separate bank account. [7]
Appropriation	The spending authority granted through the governing body's budget action, subject to its applicable limits. [4]
Actuals	Amounts recorded for the reporting period using that report's accounting basis; the label alone does not mean cash paid. [6]
Accounting basis	The rules for when transactions are recognized. Budget and financial-statement figures can use different bases. [6]
Commitment	In this guide, an obligation still to be fulfilled, such as an unpaid amount under a contract. Check it separately from payments. [3]
Fund balance	A measure of a governmental fund's net resources under the relevant reporting basis. It can include amounts unavailable for spending; it is not simply cash on hand. [8]
Enterprise fund	A fund used for activities charging external users, such as water/sewer service; examine other revenues as well. [1]
SPLOST	Special Purpose Local Option Sales Tax. Identify the particular authorization and permitted projects; the acronym alone cannot answer how money may be used. [9]

Keep the local framework visible

Start a separate file for	Record before comparing
Appling County	The County entity, fiscal year, fund and project.
Baxley	The City entity, fiscal year, fund and project.
Graham	The City entity, fiscal year, fund and project.
Surrency	The City entity, fiscal year, fund and project.
Shared / Authority	Each participant, agreement, contribution and reporting relationship.

These are research categories for the CLOCK series. Do not treat all spending inside the geographic county as County government spending. For an actual project, verify the entity on the approval and financial records.

Read an authority's reporting relationship

DCA explains that authorities can be dependent or independent and may have finances included in a local government's financial statements. [\[2\]](#) Check the reporting-entity notes before adding totals. Record the authority's own role even when its financial information appears in another entity's report.

Start with the right version of the budget

Use the following as a reading checklist. Record the document title, date, fiscal period, approval status and source page. Do not substitute a proposal for the record of what was adopted.

Document or label	What to check
Proposed budget	What was recommended, by whom and for which period?
Adopted budget	Which version did the governing body approve? Locate the adoption record.
Amended budget	Which later changes were approved, when and at what level?
Budget-to-actual report	Which budget version is used? What is the actuals cutoff date and accounting basis?
Year-end financial report	Which entities and funds are included? Read the notes and any auditor's report.
Payment record	Which transaction, payee, date, fund and invoice does it identify?

Approval and payment are different steps

GFOA describes appropriations as the spending boundaries established by the governing body and recommends controls at the relevant level of appropriation. [4] To evaluate a local transaction, locate the actual appropriation and any amendments. A line in a proposed budget is not sufficient evidence of an authorized payment.

Give every comparison a label

For example: “Proposed FY [year] General Fund expenditures compared with adopted FY [prior year] General Fund expenditures.” If comparing actual results, state that instead. Record whether the numbers cover a full year or part of one.

Before using a year-end report, read what its auditor’s opinion covers and any qualifications or findings. For a specific purchase, continue to the supporting transaction records. Do not describe an audit as proof that every project achieved its intended result.

Suggested source line: Entity | Fund | Fiscal period | Version | Cutoff date | Document and page.

Identify the source and the fund

Georgia’s Uniform Chart of Accounts distinguishes fund types and revenue categories. Its water/sewer enterprise-fund description includes user charges and other revenues. [1] A fund label alone does not establish every source of support for a service.

For each amount, record both where the money originated and where it was accounted for. Use this checklist to guide the search; it does not assert that every local entity receives each type of funding.

Source to investigate	Records and questions to pursue
Property taxes	Find the levy or rate record, collections and budget revenue line. Which entity receives the amount?
Sales taxes / SPLOST	Identify the exact tax program, authorization, project list and distribution agreement. What uses are authorized?
Utility charges / fees	Read the rate schedule and fund records. Separate customer receipts from transfers or capital support.
Grants	Find the award, conditions, matching contribution, reimbursement requests and receipts.
Borrowing	Identify proceeds separately from recurring receipts; review the debt terms and repayment schedule.
Transfers / shared funding	Match the sending and receiving entries. Locate the agreement or approved transfer.

Source to investigate	Records and questions to pursue
Prior-year resources	Identify the fund-balance use and any restrictions described in the budget and notes.

Follow both construction and operation

For a service or facility, ask separately how construction was financed and how ongoing operation is supported. Record the years involved. If two sources describe different periods or types of cost, explain that scope before calling their statements inconsistent.

For SPLOST or another restricted source, verify the particular authorization. Do not infer permitted uses from an acronym or a general budget heading.

Build a traceable project record

This is CLOCK's suggested document trail. A project may use different document names; identify the records actually maintained and mark any gaps.

Step	Evidence to locate
1. Authority to spend	Adopted appropriation, amendments, resolution or other applicable approval.
2. Funding	Fund/account, grant award, tax authorization, financing record or participant agreement.
3. Commitment	Executed contract, purchase order, scope, price and approved changes.
4. Billing	Invoice, billed period, quantity, unit price and supporting work record.
5. Payment	Payment entry matched to invoice, payee, amount and date; check reversals or credits.
6. Delivery	Inspection, acceptance, delivery receipt or performance report appropriate to the work.

Follow payments to another organization

For a payment to an authority, nonprofit or other organization, read the agreement for its purpose, conditions and reporting requirements. Trace the sender's approval and payment separately from the recipient's reported use. Do not assume the County, a city or another funder controls every recipient decision.

Look beyond the amount already spent

GFOA recommends comparing budgets with actual results, reviewing outstanding commitments, and examining whether services are being delivered as anticipated. It also recommends examining the reasons behind differences and using appropriate comparison periods. [3]

Ask for the records that could resolve a specific gap: the change order explaining a higher invoice, the ledger entry linking a transfer, or the acceptance record supporting completion. Use the Citizen Toolkit's request method and identify the project and date range.

A useful conclusion names the document and its limit: “The payment register records \$[amount] paid on [date]. Completion remains unconfirmed in the records reviewed.”

Practice: one hypothetical repair project

These figures continue the fictional City B repair in records F1-F5. They are not actual local figures. This simplified exercise tracks payments and remaining contractual commitments for the same project, with no other costs or adjustments assumed. The contract is \$115,000; the revised allocation is \$120,000.

Hypothetical record	Amount or status
Original approved allocation	\$100,000
Approved increase	\$20,000
Revised allocation	\$120,000
Payments recorded	\$90,000
Remaining contractual commitment	\$25,000, additional to the payments above
Completion evidence	No acceptance record supplied in this exercise

Show the arithmetic

Revised allocation: $\$100,000 + \$20,000 = \$120,000$.

Increase over the original: $\$20,000 \div \$100,000 \times 100 = 20\%$.

Allocation less recorded payments: $\$120,000 - \$90,000 = \$30,000$.

Allocation less payments and remaining commitment: $\$120,000 - \$90,000 - \$25,000 = \$5,000$.

The \$30,000 allocation less recorded payments includes the \$25,000 still committed in this exercise. This payment-based difference is not automatically an expenditure variance in a report using another accounting basis. [6] The \$5,000 difference does not establish available cash or permission to redirect it. Completion cannot be confirmed from these supplied facts.

Practice: avoid counting the same dollars twice

In a separate invented transfer exercise, suppose Government A transfers \$40,000 to Authority B, which pays the full \$40,000 to a contractor. Adding the transfer and contractor payment gives $\$40,000 + \$40,000 = \$80,000$ in recorded movements. But only \$40,000 reached the contractor in this example. For a combined A-plus-B calculation, the transfer is internal to that combined boundary even though A and B are separate entities. Retain both entries in the trail; exclude the transfer only when calculating their combined payment to the outside contractor.

Define the measure first: authorization, cash movement, expenditure or completed work. Then choose records that answer that question.

Your money-trail worksheet

Choose one project or budget line. Complete one entry per entity and connect related entries by project name or agreement number. Use “not located” or “not confirmed” where the record is missing.

Field	What to enter
Entity and role	County, named city, authority or other participant; its documented role.
Period and fund	Fiscal year, report cutoff, fund and account or project code.
Approval	Original amount, amendments, dates and source pages.
Funding	Source, conditions and supporting record.
Commitments and payments	Contract, remaining obligations, invoices, payments and matching identifiers.
Result	Expected work, completion evidence and unresolved items.
Conclusion	What the sources establish; what remains unconfirmed.

Find reports, then inspect their scope

DCA’s Report of Local Government Finance page links to submitted reports and the Tax and Expenditure Data Center. [5] Use these as discovery and comparison resources. Record the year and entity returned, and seek the underlying local documents for the transaction you are investigating.

A focused follow-up question

“I located [document, date, page] showing [amount or action]. Please identify the record linking that entry to [funding source, payment or completed work]. I have not yet located [specific record] in the materials reviewed.” This is suggested wording; replace the brackets with verified details.

Before sharing your finding

Recheck the entity, period, version and arithmetic. Separate document facts from attributed explanations and your interpretation. State the search limits. If the reviewed records do not resolve an issue, write: “I cannot confirm this from the records reviewed.”

Find the next record

Use the [source-finding guide](#) for document types, official starting points and unresolved local source limits.

Sources and scope

Sources reviewed September 27, 2026. Numbered links identify the material supporting the general financial concepts. The checklists, worksheet and invented exercises are CLOCK teaching tools.

1. [Georgia DCA: Uniform Chart of Accounts](#). Fourth edition 4.3, amended May 2023. Fund classifications and revenue accounts; PDF p. 64, account 505, covers water/sewer user charges and other revenues. This is the dated edition reviewed, not a claim that every local account is identical.
2. [Georgia DCA: Local Government Authorities](#). Authority structure and dependent/independent reporting classification.
3. [GFOA: Budget Monitoring](#). Best practice adopted March 31, 2018; compares budget, actual results, commitments and service performance. Guidance, not a local legal ruling.
4. [GFOA: Budget Control](#). Appropriations, spending controls and the level at which controls operate. Guidance, not proof of a particular local approval.
5. [Georgia DCA: Report of Local Government Finance](#). Links to submitted reports and the Tax and Expenditure Data Center. Use the fiscal year and reporting entity shown in each result.
6. [GFOA: Basis of Accounting versus Budgetary Basis](#). Timing, reporting periods and differences between budget and financial-statement figures.
7. [GFOA: Fund Accounting Applications](#). Accounting funds and external reporting; a fund is an accounting unit.
8. [GFOA: Fund Balance Guidelines for the General Fund](#). Meaning and availability of fund balance; some amounts are not spendable.
9. [Georgia Attorney General Opinion 2007-5](#). Dated opinion used here to expand the SPLOST acronym, not to certify current local project eligibility.

How to use this module

Use it to organize a source-based review of one budget item, payment or project. It does not verify current local budget totals, tax rates, debt balances, SPLOST allocations or any organization’s compliance. Confirm those from the applicable local records before publishing a specific finding.

Return to [Civic Education](#) to choose another question, or use [Module 3](#) to request the next record.

Follow the decision into the financial records, then follow the payment into evidence of the result.

Find the next record

Start with the document, then the custodian

These are starting points checked September 27, 2026, not a complete local contact directory. When a document is not posted, identify the relevant agency and designated records custodian using the [Attorney General's request guidance](#). Do not assume the county clerk holds every city's or authority's records.

Looking for	Starting source	What to do if the answer remains open
Service areas and arrangements	DCA Appling SDS index	Obtain current agreements, amendments and operational boundaries from each participant. The located strategy is dated 2022.
Municipal organization	GMA charter guidance	Obtain the specific city's charter and amendments; this guide is not a charter directory verified for all three cities.
Local financial reports	DCA finance-report page	Select the entity and year, then obtain the underlying local budget and transaction records.
County Commission speaker rules	Supplied ordinance	Confirm current amendments, meeting type and exact sign-up deadline.
County Commission speaker form	Supplied blank form	Before submitting, confirm the deadline: body and footer use different reference dates.
County and municipal geometry	Exact county layer , municipal layer and map source record	The local boundary-overlay cross-check is incomplete; current legal limits are not certified.

Read each document for the question it answers

This is CLOCK's practical reading checklist, not a claim that every transaction uses every document.

Document	Ask this question
Charter or enabling law	What organization or power does the governing text establish? Check amendments and applicable law.
Bylaws or adopted policy	What procedure is stated, and what superior law or document limits it?

Document	Ask this question
Agenda	What business was listed? Seek the resulting record to learn what actually happened.
Approved minutes	What motion, vote or action is recorded? Check the item and any later correction.
Ordinance or resolution	What exact action or rule was adopted, by whom, when and under what authority?
Executed agreement	What obligations did the signed parties accept? Read scope, dates, signatures and amendments.
Invoice	What amount and work were billed? Locate the matching approval and payment record.
Payment record	What transaction was recorded? Match payee, invoice, amount, date and any reversal.
Inspection or acceptance record	What work was checked or accepted, when, and with what exceptions?

[Back to Civic Education](#)

One example through the series: a facility repair

Fictional exercise - not an Appling County, Baxley, Graham, Surrency or authority project. City B and County A are invented governments. The invented documents below are supplied facts for the exercise, not real legal sources.

Record	Invented excerpt or fact
F1 - governing rule and property record	City B council may authorize repairs to City B facilities. The facility is owned by City B and lies inside its city limits.
F2 - signed project agreement	City B manages the repair and retains its contract, inspection and payment records. County A contributes \$40,000 and retains its own approval and transfer records. City B supplies the remaining \$80,000 of the revised allocation.
F3 - approved minutes and budget amendment	City B council initially allocates \$100,000, then approves an additional \$20,000.
F4 - signed repair contract and ledger	The contract is \$115,000. City B has paid \$90,000; \$25,000 remains contractually committed and unpaid. No other costs or adjustments are assumed.
F5 - supplied completion records	No inspection or acceptance record is included. The exercise does not establish whether one exists elsewhere.

Use these facts only for the worked exercise. They do not establish when a real contract should be paid or whether a real project complies with procurement rules.