

Halifax County Board of Commissioners

Vernon J. Bryant, Chairman
J. Rives Manning, Jr., Vice-Chairman
Carolyn C. Johnson
Linda A. Brewer
Marcelle O. Smith
T. Patrick W. Qualls



Tony N. Brown
County Manager
Andrea H. Wiggins
Clerk to the Board
M. Glynn Rollins, Jr.
County Attorney

Monday April 6, 2020 Regular Meeting 9:30 AM

Halifax County Historic Courthouse
10 North King Street, Post Office Box 38, Halifax, North Carolina 27839
252-583-1131/Fax: 252-583-9921
www.halifaxnc.com

The mission of the Halifax County Board of Commissioners is to provide leadership and support for an effective county government that seeks to enhance the quality of life for the people of Halifax County.

Call to Order

Chairman Vernon J. Bryant

Invocation and Pledge of Allegiance

Adoption of the Agenda

Conflict of Interest

Chairman Vernon J. Bryant

In accordance with the Halifax County Board of Commissioners Rules of Procedures and N. C. G. S. Sec. 153A-44, it is the duty of every member present to vote on all matters coming before the Board, unless there is a conflict of interest as determined by the Board or by law. Does any Board member have any known conflict of interest with respect to any matters coming before the Board today? If so, please identify the conflict and the remaining Board members will vote to consider the requested excuse.

1. Consent Agenda

County Commissioners

- A. Budget Amendments
- B. Property Tax Refund and Releases - March 2020
- C. Proclamation in Support of the Sons of the American Revolution Observance of the Adoption of the Halifax Resolves
- D. Special Recognition - Reverend Jeremiah Webb's 90th Birthday
- E. Resolution Honoring Halifax County Centenarian Marie Adkins Berry
- F. 2021 North Carolina Heritage Award Recommendation - Napoleon Hill

2. Public Comment Period N. C. G. S. 153A - 52.1

- A. Public Comment Period

3. Agenda Items

- A. Audit Contract for June 30, 2020
- B. Fiscal Year 2020-2021 Fee Schedule

Mary W. Duncan, Finance Director

Mary W. Duncan, Finance Director

4. Other Business

County Commissioners

5. Closed Session

County Commissioners

6. Adjourn Until April 20, 2020 Regular Meeting

County Commissioners

Accommodations for individuals with disabilities may be arranged by contacting the County Manager's office at 252-583-1131 at least 48 hours prior to the meeting.



AGENDA
Halifax County Board of Commissioners
Regular Meeting

TO: Halifax County Board of Commissioners

FROM: Mary W. Duncan, Finance Director

SUBJECT: Budget Amendments

DATE: April 6, 2020 Regular Meeting

SUPPORTING INFORMATION:

Attached are copies of the budget amendments which transfer amounts from one fund to another, increase or decrease funds from an outside funding source or establish new budgets not set up in the original FY 20 Budget Adoption.

ATTACHMENTS:

Description

- ▢ BA Coversheet
- ▢ BA 4-6-20

TOTAL COST:

COUNTY COST:

REQUEST: Approve budget amendments

Budget Amendments**Fiscal Year 19 - 20****April 6, 2020**

1	Sheriff - Budget insurance claim reimbursement for 2 incidents: 1 at-fault motor vehicle accident and 1 not at-fault	\$ 6,989.17
2	Sheriff - Budget insurance claim reimbursement for 2 incidents: 1 at-fault motor vehicle accident and 1 not at-fault	2,990.50
3	DSS - LIEAP - increase budget per Funding Authorization #4 effective 3-9-20	19,855.00
4	DSS - CRISIS - increase budget per Funding Authorization #6 effective 10-31-19	37,465.00
5	EMS - Budget two insurance claim reimbursements; both for not at-fault accidents	2,117.25
6	Lottery - Public School Capital Building Fund - Close project and return sales tax reimbursement to fund	2,258.00

Approved: April 6, 2020

Vernon J. Bryant
Chairman

BUDGET AMENDMENT

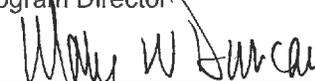
Account Number / Name	Debit (Expense Increase) (Revenue Decrease)	Credit (Expense Decrease) (Revenue Increase)	Explanation
110-9200-5353-00 / Maint & Repair - Auto	1,174.17		Sheriff
110-4410-4839-97 / Insurance Claims Reimb		1,174.17	To budget insurance claims reimbursement for a deer collision
110-9200-5353-00 / Maint & Repair - Auto	5,815.00		To budget insurance claims reimbursement for an at fault accident
110-4410-4839-97 / Insurance Claims Reimb		5,815.00	
TOTALS	6,989.17	6,989.17	

- * To **increase** a **revenue** line item, you credit - to decrease, you debit
- * To **increase** an **expense** line item, you debit - to decrease, you credit

Approval for Performance Compensation

Human Resources Director Date

Program Director
Date


3-10-20

Department / Agency Head
Date

MS
Date

County Manager or
Deputy County Manager or
County Commissioner Chairman

BUDGET AMENDMENT

Account Number / Name	Debit (Expense Increase) (Revenue Decrease)	Credit (Expense Decrease) (Revenue Increase)	Explanation
			DSS
125-4547-4211-00 DSS LIEAP Program		19,855.00	Adjust to actual for client distribution per reallocation FA # 4 effective 3/ 9/2020
125-6475-5481-04 LIEAP program	19,855.00		
TOTALS	19,855.00	19,855.00	

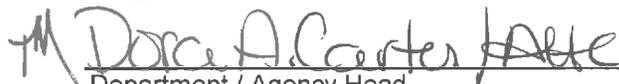
* To **increase** a **revenue** line item, you credit - to decrease, you debit
 * To **increase** an **expense** line item, you debit - to decrease, you credit

Approval for Performance Compensation

 Human Resources Director Date



 Program Director 3/11/2020
 Date



 Department / Agency Head 3/11/2020
 Date

 County Manager or
 Deputy County Manager or
 County Commissioner Chairman Date
 FIN BA 01

BUDGET AMENDMENT

Account Number / Name	Debit (Expense Increase) (Revenue Decrease)	Credit (Expense Decrease) (Revenue Increase)	Explanation
			DSS
125-4531-4210-26 DSS CRISIS Program		37,465.00	Adjust to actual for client distribution per reallocation FA # 6 effective 10/23/2019
125-6480-5481-00 CRISIS Intervention	37,465.00		
TOTALS	37,465.00	37,465.00	

* To **increase** a **revenue** line item, you credit - to decrease, you debit
 * To **increase** an **expense** line item, you debit - to decrease, you credit

Approval for Performance Compensation

 Human Resources Director Date


 Angela Conner 3/24/2020
 Program Director


 Sara Ann Carter, MSW 3/24/2020
 Department / Agency Head Date

 County Manager or Date
 Deputy County Manager or
 County Commissioner Chairman FIN BA 01

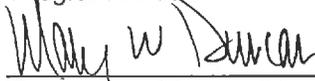
BUDGET AMENDMENT

Account Number / Name	Debit (Expense Increase) (Revenue Decrease)	Credit (Expense Decrease) (Revenue Increase)	Explanation
130-9800-5550-00 / Inventory Equipment	1,117.25		EMS
130-4439-4839-97 / Insurance Claims Reimb		1,117.25	To budget insurance claims reimbursement for a not at fault accident (struck by another vehicle)
130-9800-5353-00 / Maint & Rep-Vehicles	1,000.00		To budget reimbursement of insurance deductible for a not at fault accident
130-4439-4839-97 / Insurance Claims Reimb		1,000.00	
TOTALS	2,117.25	2,117.25	

- * To **increase** a **revenue** line item, you credit - to decrease, you debit
- * To **increase** an **expense** line item, you debit - to decrease, you credit

Approval for Performance Compensation

Human Resources Director Date

Program Director	Date
	3-16-20
Department / Agency Head	Date
County Manager or Deputy County Manager or County Commissioner Chairman	Date



AGENDA
Halifax County Board of Commissioners
Regular Meeting

TO: Halifax County Board of Commissioners

FROM: Doris Hawkins, Halifax County Tax Collector

SUBJECT: Property Tax Refund and Releases - March 2020

DATE: April 6, 2020 Regular Meeting

SUPPORTING INFORMATION:

Harvey T. and Selma Hawkins; 11842 Hwy 48, Littleton NC 27850

Parcel 0201303: Mobile home was double-listed on property

2015-Halifax County	\$ 108.33
2015-Rheasville Fire	\$ 10.46
2016-Halifax County	\$ 108.03
2016-Rheasville Fire	\$ 9.76
2017-Halifax County	\$ 101.01
2017-Rheasville Fire	\$ 9.13
2017-Halifax Co Schools	\$ 12.95
2018-Halifax County	\$ 93.40
2018-Rheasville Fire	\$ 8.55
2018-Halifax Co Schools	\$ 12.13
TOTAL	\$ 473.75

ATTACHMENTS:

Description

- ▣ N.C.G.S. 105-381 Taxpayer's remedies

TOTAL COST:

COUNTY COST:

REQUEST: Approve the March 2020 property tax refund and releases. The releases report will be provided after the month-end process is completed on the last business day of the month.

§ 105-381. Taxpayer's remedies.

(a) Statement of Defense. – Any taxpayer asserting a valid defense to the enforcement of the collection of a tax assessed upon his property shall proceed as hereinafter provided.

- (1) For the purpose of this subsection, a valid defense shall include the following:
 - a. A tax imposed through clerical error;
 - b. An illegal tax;
 - c. A tax levied for an illegal purpose.
- (2) If a tax has not been paid, the taxpayer may make a demand for the release of the tax claim by submitting to the governing body of the taxing unit a written statement of his defense to payment or enforcement of the tax and a request for release of the tax at any time prior to payment of the tax.
- (3) If a tax has been paid, the taxpayer, at any time within five years after said tax first became due or within six months from the date of payment of such tax, whichever is the later date, may make a demand for a refund of the tax paid by submitting to the governing body of the taxing unit a written statement of his defense and a request for refund thereof.

(b) Action of Governing Body. – Upon receiving a taxpayer's written statement of defense and request for release or refund, the governing body of the taxing unit shall within 90 days after receipt of such request determine whether the taxpayer has a valid defense to the tax imposed or any part thereof and shall either release or refund that portion of the amount that is determined to be in excess of the correct tax liability or notify the taxpayer in writing that no release or refund will be made. The governing body may, by resolution, delegate its authority to determine requests for a release or refund of tax of less than one hundred dollars (\$100.00) to the finance officer, manager, or attorney of the taxing unit. A finance officer, manager, or attorney to whom this authority is delegated shall monthly report to the governing body the actions taken by him on requests for release or refund. All actions taken by the governing body or finance officer, manager, or attorney on requests for release or refund shall be recorded in the minutes of the governing body. If a release is granted or refund made, the tax collector shall be credited with the amount released or refunded in his annual settlement.

(c) Suit for Recovery of Property Taxes. –

- (1) Request for Release before Payment. – If within 90 days after receiving a taxpayer's request for release of an unpaid tax claim under (a) above, the governing body of the taxing unit has failed to grant the release, has notified the taxpayer that no release will be granted, or has taken no action on the request, the taxpayer shall pay the tax. He may then within three years from the date of payment bring a civil action against the taxing unit for the amount claimed.
- (2) Request for Refund. – If within 90 days after receiving a taxpayer's request for refund under (a) above, the governing body has failed to refund the full amount requested by the taxpayer, has notified the taxpayer that no refund will be made, or has taken no action on the request, the taxpayer may bring a civil action against the taxing unit for the amount claimed. Such action may be brought at any time within three years from the expiration of the period in which the governing body is required to act.

(d) Civil Actions. – Civil actions brought pursuant to subsection (c) above shall be brought in the appropriate division of the general court of justice of the county in which the taxing unit is located. If, upon the trial, it is determined that the tax or any part of it was illegal or levied for an illegal purpose, or excessive as the result of a clerical error, judgment shall be

rendered therefor with interest thereon at six percent (6%) per annum, plus costs, and the judgment shall be collected as in other civil actions. (1901, c. 558, s. 30; Rev., s. 2855; C. S., s. 7979; 1971, c. 806, s. 1; 1973, c. 564, s. 3; 1977, c. 946, s. 2; 1985, c. 150, s. 1; 1987, c. 127.)



AGENDA
Halifax County Board of Commissioners
Regular Meeting

TO: Halifax County Board of Commissioners

FROM: Geoffrey S. Pittard, Halifax Resolves Chapter North Carolina Sons of the American Revolution

SUBJECT: Proclamation in Support of the Sons of the American Revolution Observance of the Adoption of the Halifax Resolves

DATE: April 6, 2020 Regular Meeting

SUPPORTING INFORMATION:

Attached, please find the Proclamation in Support of the Sons of the American Revolution Observance of the Adoption of the Halifax Resolves.

ATTACHMENTS:

Description

- ▢ Proclamation in Support of the Sons of the American Revolution Observance of the Adoption of the Halifax Resolves

TOTAL COST:

COUNTY COST:

REQUEST: Adopt the Proclamation in Support of the Sons of the American Revolution Observance of the Adoption of the Halifax Resolves.



Proclamation

*In Support of The Sons of The American Revolution
Observance of The Adoption of The Halifax Resolves*

Whereas, the stated purposes of the National Society, Sons of the American Revolution include: (1) "To perpetuate the memory of the people and events of the American Revolution" and (2) "To maintain and extend the institutions of American freedom"; and

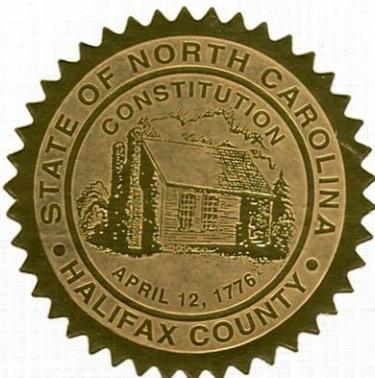
Whereas, the fourth North Carolina Provincial Congress convened on April 4, 1776 in Halifax to determine the direction the colony would take concerning independence; and

Whereas, on April 12, 1776, the appointed committee, under the leadership of Cornelius Harnett, crafted a document that determined not only the direction the colony of North Carolina would take, but also that of all the thirteen colonies; and

Whereas, this document, known as the Halifax Resolves, read in part "*Resolved, that the delegates for this Colony in the Continental Congress be empowered to concur with the delegates of the other Colonies in declaring independency, and forming foreign alliances, reserving to this Colony the sole and exclusive rights of forming a Constitution and laws for this Colony, and of appointing delegates from time to time (under the direction of the general representation thereof), to meet the delegates of the other Colonies for such purposes as shall be hereafter pointed out.*" This document paved the way for the writing of the Declaration of Independence.

Now, Therefore, Be It Proclaimed, that the Halifax County Board of Commissioners, in the State of North Carolina, is fully in support of the Halifax Resolves Chapter, North Carolina Society, Sons of the American Revolution's efforts to commemorate the adoption of this historic document on April 12, 2019.

Be It Further Proclaimed, that a copy of this proclamation be spread upon the minutes of the Halifax County Board of Commissioners this 6th day of April, 2020.



Vernon J. Bryant, Chairman
Halifax County Board of Commissioners

Andrea H. Wiggins, MMC, Clerk to the Board
Halifax County Board of Commissioners



3/10/2020

10 N. King St., Halifax, NC

Andrea Wiggins, Clerk of the Board,

I am requesting to be added to the agenda for the next meeting of the Board of Commissioners for Halifax County, in order to ask for the continued support of Halifax County, for our Halifax Resolves Memorial Service. The Board has presented a Proclamation at our event in years past. I would like to continue this tradition. This event has national recognition within our society, The Sons of the American Revolution, and will be held on April 18th this year, 2020.

The Halifax Resolves event has been an important addition to celebrating the rich history of our community. Our contributions to the founding of our nation need to be celebrated and remember for years to come. Our chapter has long supported the activities and people of our community and will continue to do so for the foreseeable future.

Thank You,

Geoffrey S. Pittard

President, Halifax Resolves Chapter,
North Carolina Sons of the American Revolution

252-532-0664 

Geo.s.pittard@gmail.com 





AGENDA
Halifax County Board of Commissioners
Regular Meeting

TO: Halifax County Board of Commissioners

FROM: Vernon J. Bryant, Chairman

SUBJECT: Special Recognition - Reverend Jeremiah Webb's 90th Birthday

DATE: April 6, 2020 Regular Meeting

SUPPORTING INFORMATION:

Attached, please find a letter celebrating Reverend Jeremiah Webb's 90th Birthday.

ATTACHMENTS:

Description

- ▯ Letter of Special Recognition - Reverend Jeremiah Webb's 90th Birthday

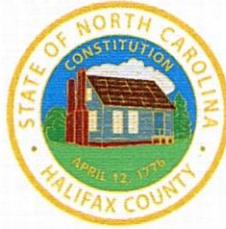
TOTAL COST:

COUNTY COST:

REQUEST: Approve the letter celebrating Reverend Jeremiah Webb's 90th Birthday.

Halifax County Board of Commissioners

Vernon J. Bryant, Chairman
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March 12, 2020

Reverend Jeremiah Webb
307 Holmes Drive
Weldon, North Carolina 27890

Dear Reverend Webb:

On behalf of the Halifax County Board of Commissioners, I would like to honor and congratulate Reverend Jeremiah Webb who was born on March 20, 1930 and will be celebrating the remarkable age of 90 years old.

With pride, dedication, and distinction, Reverend Webb has faithfully served the citizens of Halifax County and surrounding communities by his active participation in several religious, political, civic, and community affairs for many years. He was a dedicated member of the Neuse River Missionary Baptist Association, served as chairman of the Ordination Committee, was a member of the General State Baptist Convention and the Ministers Alliance of Halifax and Northampton counties. He also served as a member of the National Black Caucus, Political Action Committee, President of the NAACP of Halifax County, and the People's Program on Poverty of Halifax County.

On behalf of the Halifax County Board of Commissioners, it is an honor and a pleasure to extend to Reverend Jeremiah Webb our sincere congratulations and best wishes for many more happy years.

With kindest regards, I am

Sincerely,

A handwritten signature in black ink, appearing to read "Vernon J. Bryant", is written over a horizontal line.

Vernon J. Bryant, Chairman
Halifax County Board of Commissioners

The mission of the Halifax County Board of Commissioners is to provide leadership and support for an effective county government that seeks to enhance the quality of life for the people of Halifax County.

In God We Trust



AGENDA
Halifax County Board of Commissioners
Regular Meeting

TO: Halifax County Board of Commissioners

FROM: Vernon J. Bryant, Board of Commissioners Chairman

SUBJECT: Resolution Honoring Halifax County Centenarian Marie Adkins Berry.

DATE: April 6, 2020 Regular Meeting

SUPPORTING INFORMATION:

Attached, please find a resolution honoring Halifax County Centenarian Marie Adkins Berry for your approval.

ATTACHMENTS:

Description

- ▢ Resolution Honoring Halifax County Centenarian Marie Adkins Berry

TOTAL COST:

COUNTY COST:

REQUEST: Adopt the resolution honoring Halifax County Centenarian Marie Adkins Berry.



Resolution
in Honor of Halifax County Centenarian
Marie Adkins Berry

Whereas, Marie Adkins Berry was born on April 1, 1920 and was raised on a farm in the Darlington region of Halifax County, North Carolina; and

Whereas, Marie attended Aurelian Springs School and graduated in 1939. She then married the late Clifford Berry on December 15, 1939 and was blessed with two children, Patricia B. Smith and Steve D. Berry. She is the proud grandmother of three grandchildren and six great-grandchildren; and

Whereas, a centenarian is a person who lives to or beyond the age of 100 years; and

Whereas, Halifax County recognizes the contributions of senior citizens to our community and the important role they serve in our society; and

Whereas, Halifax County senior citizens have earned the respect and admiration of all the citizens of the County for their knowledge, wisdom, and community spirit and for how they enrich the lives of those around them through their joyous and sincere love for others and through their quiescent charm and wisdom which comes only from a fullness of years.

Now, Therefore, Be It Resolved, that the Halifax County Board of Commissioners publicly recognizes those who have reached such a remarkable age and who have witnessed and celebrated the innovations, cultural developments, and awesome achievements of this country during the last century, while themselves contributing to the growth and excellence of this great Nation, State, and County and does hereby deem it an honor and a pleasure to extend to centenarians in Halifax County sincere congratulations and best wishes for many more happy and productive years.

This the 6th day of April, 2020.



Vernon J. Bryant, Chairman
Halifax County Board of Commissioners

Andrea H. Wiggins, MMC, NCCCC, Clerk to the Board
Halifax County Board of Commissioners



AGENDA
Halifax County Board of Commissioners
Regular Meeting

TO: Halifax County Board of Commissioners

FROM: Vernon J. Bryant, Chairman

SUBJECT: 2021 North Carolina Heritage Award Recommendation - Napoleon Hill

DATE: April 6, 2020 Regular Meeting

SUPPORTING INFORMATION:

Attached, please find a letter recommending Napoleon Hill to receive the 2021 North Carolina Heritage Award.

ATTACHMENTS:

Description

- ▯ 2021 North Carolina Heritage Award Recommendation - Napoleon Hill

TOTAL COST:

COUNTY COST:

REQUEST: Approve the letter recommending Napoleon Hill to receive the 2021 North Carolina Heritage Award.

Halifax County Board of Commissioners

Vernon J. Bryant, Chairman
J. Rives Manning, Jr., Vice-Chairman
Carolyn C. Johnson
Linda A. Brewer
Marcelle O. Smith
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Tony N. Brown
County Manager
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M. Glynn Rollins, Jr.
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www.halifaxnc.com

March 25, 2020

Zoe van Buren
North Carolina Arts Council
Department of Natural and Cultural Resources
Mail Service Center 4632
Raleigh, North Carolina 27699-4632

Dear Ms. Buren:

Please accept this letter of recommendation in honor of Napoleon Hill for consideration of the prestigious 2021 North Carolina Heritage Award.

Napoleon Hill is known as one of Halifax County's finest local artist. Mr. Hill was educated in Scotland Neck, North Carolina. He has worked for the Roanoke Chowan Housing Authority as Maintenance Director for 40 years. During that time, Mr. Hill began painting the most inspiring and captivating murals for multiple churches in North Carolina and Virginia and continued to paint for more than 30 years. Mr. Hill has no formal art training; however, he is blessed with a natural gift. Halifax County is the proud recipient of the most remarkable, inspiring, and creative works of art in the form of community murals that captures our unique quality of life, traditions, culture, and historical events. The vibrant artwork of Mr. Hill is also proudly displayed in surrounding counties such as Northampton and Edgecombe. Mr. Hill has received many well-deserved honors and awards and was featured on the Tarheel Traveler and U.N.C. PBS. He is a Deacon and a faithful member of Saint Paul Baptist Church in Enfield, North Carolina.

On behalf of the Halifax County Board of Commissioners, I request your kind consideration in awarding the 2021 North Carolina Heritage Award to Mr. Napoleon Hill as he is most deserving of this great honor.

With kindest regards, I am

Sincerely,

Vernon J. Bryant, Chairman
Halifax County Board of Commissioners

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In God We Trust



AGENDA
Halifax County Board of Commissioners
Regular Meeting

TO: Halifax County Board of Commissioners

FROM: Andrea H. Wiggins, MMC, NCCCC, Clerk to the Board/Assistant to the County Manager

SUBJECT: Public Comment Period

DATE: April 6, 2020 Regular Meeting

SUPPORTING INFORMATION:

Attached, please find the Public Comment Period Statement.

ATTACHMENTS:

Description

- ▢ Public Comment Period Statement

TOTAL COST:

COUNTY COST:

REQUEST:



OPENING STATEMENT PUBLIC COMMENT PERIOD

As required by G.S. 153A-52.1, the Halifax County Board of Commissioners provides a public comment period once a month as an item of business on its regular meeting agenda. Now is the scheduled time for the public comment period.

When I call your name, please come to the podium, state your name and address, and begin speaking. You will have three minutes to address the board. If you have documents that you want to give to the board, please hand those out before going to the podium.

I will not go over the rules for the public comment period because they were posted by the door of this room. By signing up to speak, you have acknowledged that you are familiar with the rules and that you will abide by them.

We will do our best to hear from everyone who has signed up to speak, but if we are unable to accommodate everyone in the time allotted, you will be invited to speak during our next public comment period, at which time you will be given priority without having to sign up again.

We appreciate your interest in Halifax County government, and we look forward to hearing from you.

At this time, I invite our first speaker to come to the podium and give us your remarks.



AGENDA
Halifax County Board of Commissioners
Regular Meeting

TO: Halifax County Board of Commissioners

FROM: Mary W. Duncan, Finance Director

PRESENTER: Mary W. Duncan, Finance Director

SUBJECT: Award audit contract for fiscal year ending June 30, 2020

DATE: April 6, 2020 Regular Meeting

SUPPORTING INFORMATION:

This is the third year of the contract with Mauldin & Jenkins (M&J). Finance has had lengthy conversations with them regarding the necessity of meeting the October 31st filing deadline as set by the NC Treasurer's Office. It is our recommendation to award the FYE 6-30-20 audit contract to M&J for \$61,500.

ATTACHMENTS:

Description

- ▣ M & J Audit Contract FY 20

TOTAL COST:\$61,500

COUNTY COST:\$61,500

REQUEST: Award the 6-30-20 audit contract to Mauldin & Jenkins

The of and	Governing Board Board of Commissioners
	Primary Government Unit (or charter holder) Halifax County
	Discretely Presented Component Unit (DPCU) (if applicable)

Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)

and	Auditor Name Mauldin & Jenkins, PLLC
	Auditor Address 200 Galleria Parkway, Suite 1700 Atlanta, GA 30339

Hereinafter referred to as Auditor

for	Fiscal Year Ending	Audit Report Due Date
	06/30/20	10/31/20

Must be within four months of FYE

hereby agree as follows:

1. The Auditor shall audit all statements and disclosures required by U.S. generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).

2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with GAAS. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit performed under the requirements found in Subpart F of the Uniform Guidance (§200.501), it is recommended that the Auditor and Governmental Unit(s) jointly agree, in advance of the execution of this contract, which party is responsible for submission of the audit and the accompanying data collection form to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512).

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.
4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.
5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2018 revision, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he/she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon auditor's receipt of an updated peer review report. If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to *Government Accounting Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to LGC staff within four months of fiscal year end. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay shall be submitted to the Secretary of the LGC for approval.
7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his/her findings, together with his recommendations for improvement. That written report shall include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.
8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's (Units') records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.
9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. (This also includes any progress billings.) [G.S. 159-34 and 115C-447] All invoices for Audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved' with approval date shall be returned to

the Auditor to present to the Governmental Unit(s) for payment. This paragraph is not applicable to contracts for audits of hospitals.

10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. This does not include fees for any pre-issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item 13).
11. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.
12. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.
13. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit(s) shall not be billed for the pre-issuance review. The pre-issuance review shall be performed prior to the completed audit being submitted to LGC Staff. The pre-issuance review report shall accompany the audit report upon submission to LGC Staff.
14. The Auditor shall submit the report of audit in PDF format to LGC Staff. For audits of units other than hospitals, the audit report should be submitted when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC along with an Audit Report Reissued Form (available on the Department of State Treasurer website). These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC staff.
15. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the

Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.

16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing, on the Amended LGC-205 contract form and pre-audited if the change includes a change in audit fee (pre-audit requirement does not apply to charter schools or hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.

17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 28 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.

18. Special provisions should be limited. Please list any special provisions in an attachment. see attached engagement letter

19. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the parent government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.

20. The contract shall be executed, pre-audited (pre-audit requirement does not apply to charter schools or hospitals), and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.

21. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.

22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.

23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.

24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.

25. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.

26. E-Verify. Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.

27. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and Governmental Auditing Standards, 2018 Revision (as applicable). Financial statement preparation assistance shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, s/he must document and include in the audit workpapers how he/she reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.

28. Applicable to charter school contracts only: No indebtedness of any kind incurred or created by the charter school shall constitute an indebtedness of the State or its political subdivisions, and no indebtedness of the charter school shall involve or be secured by the faith, credit, or taxing power of the State or its political subdivisions.

29. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Item 16 for clarification).

Number 26 above, because the auditor does not have 25 or more employees in the State of North Carolina.

30. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/slgl/Pages/Audit-Forms-and-Resources.aspx>.

31. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

32. Modifications to the language and terms contained in this contract form (LGC-205) are not allowed.

FEEES FOR AUDIT SERVICES

1. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct (as applicable) and *Governmental Auditing Standards, 2018 Revision*. Refer to Item 27 of this contract for specific requirements. The following information must be provided by the Auditor; contracts presented to the LGC without this information will be not be approved.

Financial statements were prepared by: Auditor Governmental Unit Third Party

If applicable: Individual at Governmental Unit designated to have the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the non-attest services and accept responsibility for the results of these services:

Name:	Title and Unit / Company:	Email Address:
Mary Duncan	Finance Director	duncanm@halifaxnc.com

2. Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter but may not be included in this contract or in any invoices requiring approval of the LGC. See Items 8 and 13 for details on other allowable and excluded fees.

3. Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees below. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year billings. Should the 75% cap provided below conflict with the cap calculated by LGC staff based on the prior year billings on file with the LGC, the LGC calculation prevails. All invoices for services rendered in an audit engagement as defined in 20 NCAC 3 .0503 shall be submitted to the Commission for approval before any payment is made. Payment before approval is a violation of law. (This paragraph not applicable to contracts and invoices associated with audits of hospitals).

PRIMARY GOVERNMENT FEES

Primary Government Unit	Halifax County
Audit Fee	\$ 57,500
Additional Fees Not Included in Audit Fee:	
Fee per Major Program	\$
Writing Financial Statements	\$ 4,000
All Other Non-Attest Services	\$
75% Cap for Interim Invoice Approval <i>(not applicable to hospital contracts)</i>	\$ 46,125.00

DPCU FEES (if applicable)

Discretely Presented Component Unit	
Audit Fee	\$
Additional Fees Not Included in Audit Fee:	
Fee per Major Program	\$
Writing Financial Statements	\$
All Other Non-Attest Services	\$
75% Cap for Interim Invoice Approval <i>(not applicable to hospital contracts)</i>	\$

SIGNATURE PAGE

AUDIT FIRM

Audit Firm* Mauldin & Jenkins, PLLC	
Authorized Firm Representative (typed or printed)* James Bence	Signature* 
Date* 03/25/20	Email Address* jbence@mjcpa.com

GOVERNMENTAL UNIT

Governmental Unit* Halifax County	
Date Primary Government Unit Governing Board Approved Audit Contract* (G.S.159-34(a) or G.S.115C-447(a)) April 6, 2020	
Mayor/Chairperson (typed or printed)* Vernon J. Bryant, Chair	Signature*
Date April 6, 2020	Email Address bryantj@halifaxnc.com

Chair of Audit Committee (typed or printed, or "NA") N/A	Signature
Date	Email Address

GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).
Not applicable to hospital contracts.

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

Primary Governmental Unit Finance Officer* (typed or printed) Mary W. Duncan	Signature*
Date of Pre-Audit Certificate* April 6, 2020	Email Address* duncanm@halifaxnc.com

**SIGNATURE PAGE – DPCU
(complete only if applicable)**

DISCRETELY PRESENTED COMPONENT UNIT

DPCU*	
Date DPCU Governing Board Approved Audit Contract* (Ref: G.S. 159-34(a) or G.S. 115C-447(a))	
DPCU Chairperson (typed or printed)*	Signature*
Date*	Email Address*

Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

DPCU – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).
Not applicable to hospital contracts.

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

DPCU Finance Officer (typed or printed)*	Signature*
Date of Pre-Audit Certificate*	Email Address*

Remember to print this form, and obtain all required signatures prior to submission.

PRINT



Report on the Firm's System of Quality Control

To the Shareholders of Mauldin & Jenkins, LLC
and the National Peer Review Committee:

We have reviewed the system of quality control for the accounting and auditing practice of Mauldin & Jenkins, LLC (the firm), applicable to engagements not subject to PCAOB permanent inspection, in effect for the year ended May 31, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act; audits of employee benefit plans, an audit performed under FDICIA, and examinations of service organization's SOC 1 and SOC 2 engagements.

As part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Mauldin & Jenkins, LLC applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended May 31, 2017, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Mauldin & Jenkins, LLC has received a peer review rating of *pass*.

PBMares, LLP

PBMares, LLP
October 30, 2017



March 25, 2020

The Board of County Commissioners and
Tony Brown, County Manager
Halifax County, North Carolina
10 North King Street
Halifax, North Carolina 27839

Attn: Mary Duncan, Finance Director, and Tony Brown, County Manager

We are pleased to confirm our understanding of the services we are to provide Halifax County, North Carolina (the County) for the year ended June 30, 2020. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of Halifax County, North Carolina as of and for the year then ended. These statements will include the budgetary comparison information for the General Fund. We will obtain and place reliance on the report of other auditors for the Halifax County ABC Board, a discretely presented component unit of the County. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the County's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the County's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis (MD&A).
2. Local Governmental Employees' Retirement System Schedule of County's Proportionate Share of the Net Pension Liability.
3. Local Governmental Employees' Retirement System Schedule of County Contributions – Pension Plan.
4. Register of Deeds' Supplemental Pension Fund Schedule of County's Proportionate Share of the Net Pension Liability.

5. Register of Deeds' Supplemental Pension Fund Schedule of County Contributions – Pension Plan.
6. Other Post-Employment Benefits Schedule of Changes in the Net OPEB Liability and Related Ratios.
7. Other Post-Employment Benefits Schedule of County Contributions.
8. Law Enforcement Officers' Special Separation Allowance Schedule of Changes in the Total Pension Liability and Related Ratios.

We have also been engaged to report on supplementary information other than RSI that accompanies the County's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

1. Schedule of expenditures of federal and state awards.
2. Combining and individual fund statements.
3. Supplemental ad valorem tax schedules.

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, we have no responsibility for determining whether such other information is properly stated, and our auditor's report will not provide an opinion or any assurance on that other information:

1. Introductory section
2. Statistical section

Audit Objectives

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on -

- Internal control over financial reporting and compliance with the provisions of laws, regulations, contracts and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost*

Principles, and Audit Requirements for Federal Awards (Uniform Guidance) as well as the State Single Audit Implementation Act.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; the provisions of the Uniform Guidance; and the State Single Audit Implementation Act, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance and the State Single Audit Implementation Act, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Members of the Board of Commissioners for Halifax County, North Carolina. We will make reference to other auditor's report on the Halifax County ABC Board in our report on your financial statements. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements or the Single Audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue reports, or may withdraw from this engagement.

Management Responsibilities

Management is responsible for the financial statements, schedule of expenditures of federal and state awards, and all accompanying information as well as all representations contained therein.

Management is responsible for (1) designing, implementing, and maintaining effective internal controls, including internal controls over federal awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal and state awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable

laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. You are also responsible for coordinating our access to information relevant to the preparation and fair presentation of the financial statements of component units which may include discussions with component unit management and their auditors.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and to prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review subsequent to the start of fieldwork.

You are responsible for identifying all federal and state awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal and state awards (including notes and noncash assistance received) in conformity with the Uniform Guidance and the State Single Audit Implementation Act. You agree to include our report on the schedule of expenditures of federal and state awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal and

state awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal and state awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal and state awards no later than the date the schedule of expenditures of federal and state awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal and state awards in accordance with the Uniform Guidance and the State Single Audit Implementation Act; (2) you believe the schedule of expenditures of federal and state awards, including its form and content, is stated fairly in accordance with the Uniform Guidance and State Single Audit Implementation Act; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal and state awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

With regard to an exempt offering document with which Mauldin & Jenkins is not involved, you agree to clearly indicate in the exempt offering document that Mauldin & Jenkins is not involved with the contents of such offering document.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal and state awards, related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal and state awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal and state awards, and related notes prior to their issuance and have accepted responsibility for them. You agree to oversee the nonaudit services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal and state awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

We plan to obtain and place reliance on the report of other auditors for the Halifax County ABC Board, a discretely presented component unit of the County, assuming that our communications with the other auditors and review of their audit report and the financial statements of the Halifax County ABC Board provide sufficient and appropriate audit evidence on which to base our overall opinion on the aggregate discretely presented component units.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance and the State Single Audit Implementation Act, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance and the State Single Audit Implementation Act.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Halifax County, North Carolina's compliance with provisions of applicable laws, regulations, contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance

and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance and the State Single Audit Implementation Act requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal and state awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* and the *Audit Manual for Governmental Auditors in North Carolina*, issued by the Local Government Commission, for the types of compliance requirements that could have a direct and material effect on each of Halifax County's major programs. The purpose of these procedures will be to express an opinion on Halifax County's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance and the State Single Audit Implementation Act.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal and state awards, and related notes of the County in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform these services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal and state awards, and related notes services previously defined. We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Audit Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal and state awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to Halifax County, North Carolina; however, management is responsible for distribution of the reports and financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Mauldin & Jenkins and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be

requested to make certain audit documentation available to a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Mauldin & Jenkins personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by a regulatory body. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party (ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately May 11, 2020 and to issue our reports no later than October 31, 2020. Tim Lyons is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Our fee for these services will be \$61,500 for the year ended June 30, 2020. Our hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered as work progresses and are payable upon presentation. The above fees are based on anticipated cooperation from your personnel (including complete and timely receipt by us of the information on the respective client participation listings to be prepared annually) and the assumption that unexpected circumstances (including scope changes) will not be encountered during the audit. If significant additional time is necessary, we will discuss it with management and arrive at a new fee estimate before we incur the additional costs.

As a result of our prior or future services to you, we might be requested or required to provide information or documents to you or a third party in a legal, administrative, arbitration, or similar proceeding in which we are not a party. If this occurs, our efforts in complying with such requests will be deemed billable to you as a separate engagement. We shall be entitled to compensation for our time and reasonable reimbursement for our expenses (including legal fees) in complying with the request. For all requests we will observe the confidentiality requirements of our profession and will notify you promptly of the request.

We appreciate the opportunity to be of service to the Halifax County Tourism Development Authority and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

MAULDIN & JENKINS, LLC



James Bence

RESPONSE:

This letter correctly sets forth the understanding of the Halifax County Tourism Development Authority.

By: _____

Title: Finance Director

Approved as to form and legality

Halifax County

M. Glynn Rollins, Jr., County Attorney

Tony N. Brown, County Manager



AGENDA
Halifax County Board of Commissioners
Regular Meeting

TO: Halifax County Board of Commissioners

FROM: Mary W. Duncan, Finance Director

PRESENTER: Mary W. Duncan, Finance Director

SUBJECT: Fiscal Year 2020 - 2021 Fee Schedule

DATE: April 6, 2020 Regular Meeting

SUPPORTING INFORMATION:

Annually departments review and/or update the fees relative to services they provide. Attached is the FY 2019-2020 Fee Schedule with the proposed FY 2020-2021 changes highlighted.

ATTACHMENTS:

Description

- ▢ FY 21 Proposed Changes
- ▢ FY 21 Fee Schedule Proposed - Full

TOTAL COST:\$0

COUNTY COST:\$0

REQUEST: Approve the FY 2020-2021 Fee Schedule with the proposed changes.

Proposed Changes to the FY 20-21 Fee Schedule

indexing will be corrected
upon the Board's approval

2. Central Permitting

2.1.	Building Inspection			
2.1.3.	Electrical Permit Fees shall be as follows:			
2.1.3.1.	Amperes			
2.1.3.1.1.	Minimum electrical permit	\$	55.00	
2.1.3.1.2.	101-200	\$	60.00	
2.1.3.1.3.	201-400	\$	70.00	
2.1.3.1.4.	For each 100 amp over 400	\$	30.00	
2.1.3.1.5.	For services over 3,000 1,200 amp			\$30+\$0.03 / sq ft for new construction
2.1.4.	Heating and Air Conditioning Permit Fees			
2.1.4.1.	Residential			
2.1.4.1.1.	Heating and air conditioning units	\$	60.00	
2.1.4.1.2.	Heating unit only	\$	50.00	\$ 60.00
2.1.4.1.3.	Air conditioning only	\$	50.00	\$ 60.00
2.1.4.2.	Commercial			
2.1.4.2.1.	First Unit	\$	70.00	
2.1.4.2.2.	Each Additional Unit	\$	20.00	
2.1.4.2.3.	For new construction			\$20 \$30 + \$0.03 \$0.05 /sq ft
2.1.5.	Plumbing Permit Fees for installation of plumbing in new structures, or in old structures, in which plumbing fixtures have not been previously installed, or new baths added, shall be as follows:			
2.1.5.1.	Minimum Plumbing Permit	\$	50.00	\$ 60.00
2.1.5.2.	First bathroom	\$	50.00	\$ 60.00
2.1.5.7.	Hooking to County waterline	\$	40.00	\$ 50.00
2.1.8.	Other Fees			
2.1.8.2.	ABC Inspection Fee (fire & building)	\$	50.00	\$ 75.00

7. Health Department

7.3.	Laboratory Procedures			
90384	Rhogam immune	\$	110.23	reclassified
7.4.	Medical Procedures			
7.4.20.	90384 Rhogam immune	\$	110.23	reclassified
7.5.	Animal Control			
NEW	Tethering citation			\$ 150.00
7.6.	Environmental Health			
7.6.1.	Single family dwelling / residential			
7.6.1.5.	Reuse/re-connection permit	\$	75.00	\$ 100.00

**Proposed Changes
to the
FY 20-21 Fee Schedule**

indexing will be corrected
upon the Board's approval

7.6.1.6.	Setback verification (site visit)	\$ 50.00	\$ 70.00
7.6.1.7.	Setback verifications (no site visit)	\$ 10.00	\$ 20.00
7.6.1.9.	Permit redraw/revision (no site visit and no flow increase), All Permits	\$ 75.00	\$ 100.00
7.6.1.10.	Permit redraw/revision (site visit required), All Permits	\$ 150.00	\$ 200.00
7.7.	Home Health Charges		
7.7.1.	Skilled nursing visit	\$ 155.00	
7.7.2.	Physical therapy visit	\$ 140.00	
7.7.3.	Speech therapy visit	\$ 150.00	
7.7.4.	Occupation therapy visit	\$ 140.00	
7.7.5.	Medical Social Worker visit	\$ 200.00	
7.7.6.	Home Health Aide visit	\$ 70.00	

10. Library

10.1.	Fines		
NEW	Overdue hotspot	\$ 10.00	per day
NEW	Overdue Chromebook bundle	\$ 10.00	per day
NEW	Lost Hotspot	\$ 150.00	
NEW	Lost Chromebook bundle	\$ 650.00	

12. Public Utilities - Solid Waste Division

12.1.	Tipping Fees per ton		
DELETE	Bulk construction and demolition waste (landfill) from a single site source — 2,500+ tons within a 60 calendar day timeframe	\$ 42.83	
12.2.	Residential collection and disposal fee	\$ 128.18	\$ 132.60

13. Public Utilities - Water Division

13.1.	Rate Schedule		
13.1.1.	Residential rates for water service in the County shall be as follows:		
13.1.1.1.	Zero gallons (monthly fee)	\$ 28.84	\$ 29.71
13.1.1.2.	0 plus gallon (rate per 1000 gallons)	\$ 3.35	\$ 3.45
13.1.2.	Commercial rates for water service in the County shall be as follows:		
13.1.2.1.	Zero gallons (monthly fee)	\$ 28.84	\$ 29.71
13.1.2.2.	0 plus gallon (rate per 1000 gallons)	\$ 3.40	\$ 3.50
13.1.4.	Bulk rates for water service in the County shall be as follows:		
13.1.4.1.	0 plus gallons (rate per 1000 gallons)	\$ 3.25	\$ 3.35
13.1.5.	Institutional rates for water service in the County shall be as follows:		

**Proposed Changes
to the
FY 20-21 Fee Schedule**

indexing will be corrected
upon the Board's approval

13.1.5.1.	0 plus gallons (rate per 1000 gallons)	\$ 4.48	\$ 4.61
13.1.6.	Prison rates for water service in the County shall be as follows:		
13.1.6.1.	0 plus gallons (rate per 1000 gallons)	\$ 8.35	\$ 8.60

17. Tax Department

17.4.	Computer printouts		\$ 0.10
17.4.1.	Screen display printout (per page)	\$ 0.25	
17.4.2.	Report, no database query required (per page)	\$ 0.25	
17.4.3.	Report with database query (with \$20 setup fee added to per page cost)	\$ 0.25	
17.7.	Property maps & associated data		
17.7.1.	GIS query results (per page)	\$ 0.25	\$ 0.10
DELETE	Digital Data		
17.8.1.	Specialized programming		
17.8.1.1.	First megabyte of data	\$ 12.50	
17.8.1.2.	Each additional megabyte	\$ 4.00	
17.8.2.	Media		
17.8.2.1.	Compact disk (each)	\$ 1.00	
17.8.2.2.	DVD (each)	\$ 1.50	

Halifax County Schedule of Fees

To be Effective July 1, 2020

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1. Board of Elections

1.1.	Photocopy (black & white) (per page)	\$	0.10
1.2.	Photocopy (color) (per page)	\$	0.50
1.3.	Hard copy printouts / CD	\$	10.00
1.4.	Return check fee	\$	25.00

2. Central Permitting

2.1. Building Inspection

2.1.1. The valuations of structures are determined by square footage as follows:

2.1.1.1.	For two-story dwellings, the second story shall be figured at the same cost per square foot as the first floor		
2.1.1.2.	In determining the square footage of a building, or structure, the outside dimensions of the building, or structure, to be erected shall be used		
2.1.1.3.	Finished basements must be figured on the same cost per square foot area as the remainder of the structure		
2.1.1.4.	Unfinished basements, porches, carports, attached garages, and additional stories to dwelling (including modulars) shall be figured at the same cost per square foot of the dwelling		
2.1.1.5.	Detached garages and storages buildings shall be figured per square foot of the building	\$	0.15 per sq ft
2.1.1.6.	Boathouses shall be determined per square foot	\$	0.15 per sq ft
2.1.1.7.	Piers and decks shall be determined per square foot	\$	0.15 per sq ft
2.1.1.8.	Commercial buildings, professional offices and clinics, any type of construction shall be determined per square foot	\$	0.25 per sq ft
2.1.1.9.	Warehouse construction, wall six (6) inches, eight (8) inches, or twelve (12) inches shall be determined per square foot block, brick, or frame.	\$	0.12 per sq ft
2.1.1.10.	Metal buildings		
2.1.1.10.1.	Warehouse Use (Unfinished) shall be determined per sq ft	\$	0.14 per sq ft
2.1.1.10.2.	Commercial Use (Finished) shall be determined per sq ft	\$	0.16 per sq ft

2.1.2. Residential building permit fees shall be based on the total square footage of the proposed work as follows in the table below:

Building Square Foot	\$/ sq ft
0 - 1,600 sq ft	\$0.18 / sq ft
1,601 - 3,000 sq ft	\$0.22 / sq ft

	3,001 - 6,000 sq ft	\$0.26 / sq ft	
	6,001 sq ft & above	\$0.30 / sq ft	
2.1.2.1.	Permits shall not be required for work costing < \$5,000 unless the work involves load bearing structures OR requires an inspection per building code		
2.1.2.2.	Permits shall be required for all accessory buildings. All buildings must be anchored down.		
2.1.2.3.	All building permit fees are based off of a \$50.00 minimum		
2.1.2.4.	Building permits shall be required for all buildings, including schools, churches, fire departments, rescue squads, etc.		
2.1.2.5.	Building permits shall <u>NOT</u> be required for bona fide farm buildings		
2.1.2.6.	Modular homes:		
	2.1.2.6.1.	Listed: \$2.00 for each \$1,000.00 or fraction thereof the valuation	
	2.1.2.6.2.	Unlisted: Same as dwelling fee schedule in this section.	
2.1.2.7.	Mobile home set-up fee		
	2.1.2.7.1.	Singlewide	\$ 95.00
	2.1.2.7.2.	Doublewide	\$ 110.00
	2.1.2.7.3.	Triplewide	\$ 125.00
2.1.2.8.	Moved buildings		\$ 75.00
2.1.2.9.	Demolition of buildings		\$ 50.00 (plus any additional costs)
2.1.2.10.	Swimming pools		
	2.1.2.10.1.	Above ground	\$ 60.00
	2.1.2.10.2.	In ground (additional costs for electrical & plumbing permits)	\$0.11 / sq ft
2.1.2.11.	Building not specified		Valued at bid cost
2.1.2.12.	Sign permits: Permit fee based on sign value. First \$1,000.00 of valuation shall be \$80.00 and \$10.00 for each additional \$5,000.00 of valuation.		
2.1.2.13.	Re-inspection fees per trip		\$ 40.00
2.1.2.14.	Additional charges: The permit fee shall be doubled on any work that is begun before the proper permit is issued. The additional charge shall be limited to \$50.00		
2.1.2.15.	Fee for issuance of Certificate of Occupancy		\$ 50.00
2.1.2.16.	Commercial building plan review (preliminary or construction plan involving County review)		
	2.1.2.16.1.	Technical review	\$ 150.00

	2.1.2.16.2.	Additional charge per review for failure to satisfy review comments	\$	50.00
	2.1.2.16.3.	Plan review - sites less than 10,000 square feet	\$	75.00
2.1.3.	Electrical Permit Fees shall be as follows:			
	2.1.3.1.	Amperes		
	2.1.3.1.1.	Minimum electrical permit	\$	55.00
	2.1.3.1.2.	101-200	\$	60.00
	2.1.3.1.3.	201-400	\$	70.00
	2.1.3.1.4.	For each 100 amp over 400	\$	30.00
	2.1.3.1.5.	For services over 1,200 amp		\$30+\$0.03 / sq ft for new construction
	2.1.3.2.	The fees set out in this subsection shall also apply for mobile homes, crop dryers, bulk barns, signs, and service poles.		
	2.1.3.3.	Utility inspections: A utility inspection may be required by the electric company to be made on the electrical system of any structure whose electrical service has been discontinued for a period of 30 days or longer. Before a reconnection is allowed, the structure, if to be occupied, must have a sewer system approved by the County Health Department. The utility inspection fee shall be	\$	50.00
	2.1.3.4.	Re-inspection fees per trip	\$	40.00
	2.1.3.5.	Additional charges: The permit fee shall be doubled on any work that is begun before the proper permit is issued. The additional charge shall be limited to \$50.00.		
2.1.4.	Heating and Air Conditioning Permit Fees			
	2.1.4.1.	Residential		
	2.1.4.1.1.	Heating and air conditioning units	\$	60.00
	2.1.4.1.2.	Heating unit only	\$	60.00
	2.1.4.1.3.	Air conditioning only	\$	60.00
	2.1.4.2.	Commercial		
	2.1.4.2.1.	First Unit	\$	70.00
	2.1.4.2.2.	Each Additional Unit	\$	20.00
	2.1.4.2.3.	For new construction		\$30 + \$0.05/sq ft
	2.1.4.3.	Gas Piping	\$	50.00
	2.1.4.4.	Re-inspection fees per trip	\$	40.00
	2.1.4.5.	Additional charges: The permit fee shall be doubled on any work that is begun before the proper permit is issued. The additional charge shall be limited to \$50.00		

2.1.5.	Plumbing Permit Fees for installation of plumbing in new structures, or in old structures, in which plumbing fixtures have not been previously installed, or new baths added, shall be as follows:		
2.1.5.1.	Minimum Plumbing Permit	\$	60.00
2.1.5.2.	First bathroom	\$	60.00
2.1.5.3.	Second bathroom or part thereof	\$	20.00
2.1.5.4.	Each additional bathroom or part thereof	\$	10.00
2.1.5.5.	Installation of plumbing in any old structure in which plumbing fixtures have not been previously installed	\$	50.00 minimum
2.1.5.6.	Water heater replacements	\$	50.00
2.1.5.7.	Hooking to County waterline	\$	50.00
2.1.5.8.	Commercial buildings	\$	50.00 minimum
2.1.5.8.1.	For new construction		\$50 + \$0.03 sq/ft
2.1.5.9.	Re-inspection fees per trip	\$	40.00
2.1.5.10.	Additional charges: The permit fee shall be doubled on any work that is begun before the proper permit is issued. The additional charge shall be limited to \$50.00		
2.1.6.	Insulation Permit Fees shall be as follows:		
2.1.6.1.	Over 400 square feet of floor space, or first level	\$	50.00
2.1.6.2.	For each additional level or fraction thereof	\$	10.00
2.1.6.3.	Re-inspection fees per trip	\$	40.00
2.1.6.4.	Additional charges: The permit fee shall be doubled on any work that is begun before the proper permit is issued. The additional charge shall be limited to \$50.00		
2.1.7.	Fire Prevention Fees		
2.1.7.1.	Periodic fire inspections per structure		N/C
2.1.7.2.	First re-inspection for non-compliance, if code requirements are NOT met	\$	50.00
2.1.7.3.	Second re-inspections for non-compliance	\$	100.00
2.1.7.4.	Third re-inspections for non-compliance	\$	150.00
2.1.7.5.	State required semi-annual inspections on public schools		N/C
2.1.7.6.	Permit Fee for all Mandatory Fire Code Permits	\$	50.00
2.1.7.7.	Proposed Day Care Homes and Day Care Center Inspections		<i>(due at time of inspection)</i>
2.1.7.7.1.	less than 6 children	\$	20.00
2.1.7.7.2.	6-12 children	\$	30.00
2.1.7.7.3.	more than 12 children	\$	40.00
2.1.7.7.4.	Foster home	\$	20.00
2.1.7.7.5.	Group home (residential)	\$	20.00

	2.1.7.7.6.	Group home (commercial)	\$	40.00	
2.1.7.8.		Mandated State Fire Inspections			
	2.1.7.8.1.	Manufacturing & Industrial (based on sq ft of building)			
	2.1.7.8.1.1.	0-5,000 sq ft	\$	50.00	
	2.1.7.8.1.2.	5,001-10,000 sq ft	\$	100.00	
	2.1.7.8.1.3.	10,001-50,000 sq ft	\$	150.00	
	2.1.7.8.1.4.	50,001 sq ft & up	\$	200.00	
	2.1.7.8.2.	Business & Mercantile (based on sq ft of building)			
	2.1.7.8.2.1.	0-5,000 sq ft	\$	50.00	
	2.1.7.8.2.2.	5,001-10,000 sq ft	\$	100.00	
	2.1.7.8.2.3.	10,001-50,000 sq ft	\$	150.00	
	2.1.7.8.2.4.	50,001 sq ft & up	\$	200.00	
2.1.8.		Other Fees			
	2.1.8.1.	Asbestos Inspection Fee Per Structure			
	2.1.8.1.1.	Residential			
	2.1.8.1.1.1.	One and two family building - 3,000 square feet or less	\$	25.00	
	2.1.8.1.1.2.	For every additional 1,000 square feet or fraction thereof	\$	25.00	
	2.1.8.1.2.	Commercial			
	2.1.8.1.2.1.	Buildings 3,000 square feet of less	\$	60.00	
	2.1.8.1.2.2.	For every additional 1,000 square feet or fraction thereof	\$	60.00	
	2.1.8.2.	ABC Inspection Fee (fire & building)	\$	75.00	
	2.1.8.3.	List of road names (per set)	\$	10.00	
	2.1.8.4.	Solar Farms			
	2.1.8.4.1.	First 200 panels	\$	5.00 per panel	
	2.1.8.4.2.	Each additional panel over 200	\$	1.00 per panel	
	2.1.8.5.	Return check fee	\$	25.00	
2.1.9.		Contract Agreement - Fees for Municipalities			
	2.1.9.1.	Inspection Fee - Flat Rate per Hour	\$	50.00 (building, electrical, plumbing, mechanical)	
	2.1.9.2.	Inspection Fee - Flat Rate per Hour	\$	50.00 (fire inspections)	
	2.1.9.3.	Mileage - travel (per mile)		(current IRS reimbursement rate per mile as amended from time to time)	
	2.1.9.4.	Commercial Building Plan Review (preliminary or construction involving third-party review)			
	2.1.9.4.1.	Technical review	\$	250.00	
	2.1.9.4.2.	Additional charge per review for failure to satisfy review comments	\$	100.00	

	2.1.9.4.3.	Plan review - sites less than 10,000 sq ft	\$	125.00	
	2.1.9.5.	Re-inspections: When a third-party inspection agency is involved, there will be an additional charge	\$	60.00	
2.2.	Zoning				
	2.2.1.	Conditional use application	\$	175.00	
	2.2.2.	Halifax County Zoning Ordinance (each)	\$	18.00	
	2.2.3.	Mobile home park regulations (each)	\$	6.00	
	2.2.4.	Halifax County road name grid (each)	\$	1.50	
	2.2.5.	Subdivision ordinance	\$	15.00	
	2.2.6.	Watershed ordinance	\$	15.00	
	2.2.7.	Map - 18" x 24"	\$	6.00	
	2.2.8.	Map - 36" x 60"	\$	9.00	
	2.2.9.	Zoning permits			
	2.2.9.1.	Certificate of Zoning Compliance	\$	25.00	
	2.2.9.2.	update zoning	\$	10.00	
	2.2.10.	Major subdivision project	\$	150.00	+ \$10 per lot
	2.2.11.	Variances and deviations	\$	175.00	
	2.2.12.	Rezoning application	\$	175.00	
	2.2.13.	Specialty maps - cost determined by time and materials	\$	30.00	
	2.2.14.	Comprehensive development plan	\$	30.00	
	2.2.15.	Photocopy (black & white) (per page)	\$	0.10	
3.	<u>Cooperative Extension</u>				
	3.1.	4-H & Youth Day Camp (per person per week unless otherwise noted)	\$	55.00	
	3.2.	Ropes Course Rental (per day)	\$	100.00	
	3.3.	Rural Life Facilities Rental (per day or night Monday-Friday for agencies / groups outside County Government and affiliates)	\$	100.00	
	3.4.	Rural Life Facilities Rental (per weekend or holidays for agencies / groups outside County Government and affiliates)	\$	200.00	
	3.5.	Rings at 4-H Horse & Livestock Complex (per day)	\$	125.00	
	3.6.	Bathroom at 4-H Horse & Livestock Complex (per day)	\$	25.00	
	3.7.	Bathroom at 4-H Horse & Livestock Complex (per two days)	\$	40.00	
	3.8.	Concession Stand/Bathroom at 4-H Horse & Livestock Complex (per day)	\$	100.00	
	3.9.	Concession Stand/Bathroom at 4-H Horse & Livestock Complex (per two days)	\$	150.00	
	3.10.	Stalls at 4-H Horse & Livestock Complex (per day)	\$	15.00	
	3.11.	Stalls at 4-H Horse & Livestock Complex (per two days)	\$	25.00	
	3.12.	RV Hookups at 4-H Horse & Livestock Complex (per day)	\$	15.00	
	3.13.	Base charge for approved vendors on County property (per day)	\$	5.00	
	3.14.	Charge for approved NON-PROFIT vendors on County property (per day)	\$	-	

3.15.	Photocopy (black & white) (per page)	\$	0.10	
3.16.	Photocopy (color) (per page)	\$	0.50	
3.17.	Return check fee	\$	25.00	
4.	<u>County Management</u>			
4.1.	Photocopy (black & white) (per page)	\$	0.10	
4.2.	Photocopy (color) (per page)	\$	0.50	
4.3.	Official Commissioners' Agenda packet	\$	5.00	less than 100 pgs
4.4.	Return check fee	\$	25.00	
5.	<u>Emergency Services</u>			
5.1.	Emergency Medical Services			
5.1.1.	BLS-Emergency rate (in/out-of-county)	\$	350.00	
5.1.2.	Advanced Life Support (ALS)-Level 1-Emergency	\$	400.00	
5.1.3.	Advanced Life Support (ALS)-Level 2	\$	575.00	
5.1.4.	Specialty Care Transport (SCT)	\$	675.00	
5.1.5.	Mileage charge	\$	8.50	
5.1.6.	No Transport Fee	\$	100.00	
5.1.7.	BLS Split rate (BLS/S)	\$	238.00	
5.1.8.	ALS Split rate (ALS/S)	\$	272.00	
5.1.9.	Waiting charge (per hour)	\$	45.00	
5.1.10.	Standby charge (per hour)	\$	50.00	
5.1.11.	Treat/No transport	\$	150.00	
5.1.12.	Treat/Helicopter	\$	175.00	
5.2.	False Alarm Fees			
5.2.1.	Initial registration of alarm system (first year)	\$	25.00	
5.2.2.	Annual registration renewal - 4 or less false alarms in previous years	\$	10.00	
5.2.3.	Annual registration renewal - 5 or more false alarms in previous years	\$	15.00	
5.2.4.	Fine for false alarms (each) over 4 allowable false alarms within year	\$	50.00	
5.2.5.	Appeal fee	\$	25.00	
5.2.6.	Fine for non-registered alarm system	\$	100.00	
5.3.	Photocopy (black & white) (per page)	\$	0.10	
5.4.	Fire Report (per report)	\$	2.00	
5.5.	Large Attendance Events			
5.5.1.	EMS Standbys			\$25/hr for each staff member
	1-5,000 attendees - 5 Medical Staff			
	5,001-10,000 attendees - 7 Medical Staff			
	10,001-15,000 attendees - 10 Medical Staff			
	15,001-20,000 attendees - 12 Medical Staff			

	20,001+ attendees - 15 Medical Staff		
5.5.2.	Ambulance Standbys		
	1-10,000 attendees = one ambulance		\$50/hr including two personnel
	10,000+ attendees = two ambulances		\$50/hr per ambulance including two personnel per ambulance
5.6.	Return check fee	\$	25.00
6.	<u>Finance Department</u>		
6.1.	Return Check fee	\$	25.00
6.2.	Stop Payment fee (Accounts Payable)	\$	10.00
6.3.	Stop Payment fee (Payroll)	\$	10.00
6.4.	Photocopy (black & white) (per page)	\$	0.10
6.5.	Audit (regular)	\$	40.00
6.6.	Audit (CAFR)	\$	50.00
6.7.	PDF/Bluebar Printouts (per page)	\$	0.10
6.8.	Audit (on thumb drive)	\$	5.00
7.	<u>Health Department</u>		
7.1.	Office Visits		
7.1.1.	99201 New patient (see Physicians' Fee Reference for complete description)	\$	100.00
7.1.2.	99202 New patient (see Physicians' Fee Reference for complete description)	\$	177.00
7.1.3.	99203 New patient (see Physicians' Fee Reference for complete description)	\$	184.00
7.1.4.	99204 New patient (see Physicians' Fee Reference for complete description)	\$	190.00
7.1.5.	99205 New patient (see Physicians' Fee Reference for complete description)	\$	196.00
7.1.6.	99211 Established patient (see Physicians' Fee Reference for complete description)	\$	109.00
7.1.7.	99212 Established patient (see Physicians' Fee Reference for complete description)	\$	141.00
7.1.8.	99213 Established patient (see Physicians' Fee Reference for complete description)	\$	148.00
7.1.9.	99214 Established patient (see Physicians' Fee Reference for complete description)	\$	154.00
7.1.10.	99215 Established patient (see Physicians' Fee Reference for complete description)	\$	166.00
7.1.11.	99381 Initial preventive medicine evaluation and management of individual	\$	152.00
7.1.12.	99382 Initial preventive medicine evaluation and management of individual (see PFR for complete description) ages 1-4 years old	\$	152.00
7.1.13.	99383 Initial preventive medicine evaluation and management of individual (see PFR for complete description) ages 5-11 years old	\$	152.00
7.1.14.	99384 Initial preventive medicine evaluation and management of individual	\$	149.00
7.1.15.	99385 Initial preventive medicine evaluation and management of individual	\$	149.00
7.1.16.	99386 Initial preventive medicine evaluation and management of individual	\$	168.00

7.1.17.	99387 Initial preventive medicine evaluation and management of individual (see PFR for complete description) ages 65+ years old	\$	215.00
7.1.18.	99391 Periodic preventive medicine reevaluation and management of individual (see PFR for complete description) under 1 year old	\$	121.00
7.1.19.	99392 Periodic preventive medicine reevaluation and management of individual (see PFR for complete description) ages 1-4 years old	\$	121.00
7.1.20.	99393 Periodic preventive medicine reevaluation and management of individual (see PFR for complete description) ages 12-17 years old	\$	121.00
7.1.21.	99394 Periodic preventive medicine reevaluation and management of individual (see PFR for complete description) ages 18-39 years old	\$	121.00
7.1.22.	99395 Periodic preventive medicine reevaluation and management of individual (see PFR for complete description) ages 40-64 years old	\$	151.00
7.1.23.	99396 Periodic preventive medicine reevaluation and management of individual (see PFR for complete description) ages 65+ years old	\$	121.00
7.1.24.	99401 Preventive medicine counseling and/or risk factor reduction	\$	60.00
7.1.25.	99402 Preventive medicine counseling and/or risk factor reduction	\$	207.00
7.1.26.	99403 Preventive medicine counseling and/or risk factor reduction	\$	145.00
7.1.27.	99404 Preventive medicine counseling and/or risk factor reduction	\$	201.00
7.1.28.	99411 Preventive medicine counseling and/or risk factor reduction	\$	63.00
7.1.29.	99412 Preventive medicine counseling and/or risk factor reduction	\$	91.00
7.1.30.	96110 Administration and interpretation of health risk assessment instrument (e.g. PEDS)	\$	56.00
7.1.31.	99499 Consultation	\$	50.00
7.1.32.	99080 Reports and forms	\$	20.00
7.1.33.	59425 Antepartum Care only 4-6 visits	\$	495.00
7.1.34.	59426 Antepartum Care 7 visits or more	\$	693.00
7.1.35.	S0280 Pregnancy Risk Screening	\$	50.00
7.1.36.	S0281 Postpartum Assessment	\$	150.00
7.1.37.	59430 Postpartum visit	\$	126.00
7.2.	Immunizations		
7.2.1.	90471 Immunization administration (percutaneous, intradermal,	\$	18.00
7.2.2.	90472 Immunization administration (percutaneous, intradermal,	\$	25.00
7.2.3.	90473 Immunization; Admin oral/nasal	\$	20.00
7.2.4.	90632 Immunization, active; hepatitis A vaccine adult	\$	37.00
7.2.5.	90633 Immunization, hepatitis A vaccine pediatric/adolescent dosage-2	\$	23.00
7.2.6.	90636 Immunization; hepatitis A vaccine and hepatitis B adult dose (Twinrix)	\$	95.00
7.2.7.	90648 Immunization, Hemophilus influenza b vaccine (Hib), PRP-T	\$	18.00
7.2.8.	90649 Immunization; HPV Gardasil	\$	135.00
7.2.9.	90670 Immunization; Prevnar	\$	175.54
7.2.10.	90675 Immunization, active; rabies vaccine	\$	260.76

7.2.11.	90680	Rotavirus	\$	-
7.2.12.	90682	Flublok (egg free, 18 and older)	\$	60.00
7.2.13.	90686	Fluzone (6 months - 35 months)	\$	18.00
7.2.14.	90686	Flulaval	\$	18.00
7.2.15.	90686	Fluvarix	\$	18.00
7.2.16.	90687	Fluzone (3 years and older)	\$	18.00
7.2.17.	90688	Immunization, active; influenza virus vaccine	\$	18.00
7.2.18.	90691	Immunization, Typhoid	\$	98.00
7.2.19.	90696	Kinrix, (DTaP/IPV)	\$	24.00
7.2.20.	90698	DTaP Hib IP	\$	82.00
7.2.21.	90700	DTaP vaccine < 7 years of age	\$	41.00
7.2.22.	90702	Immunization, active; diphtheria and tetanus toxoids (DT)	\$	21.00
7.2.23.	90707	Immunization, active; measles, mumps and rubella virus vaccine	\$	72.00
7.2.24.	90710	Immunization, active; measles, mumps, rubella and varicella vaccine	\$	207.00
7.2.25.	90713	Immunization, active; poliomyelitis vaccine	\$	34.00
7.2.26.	90714	TD vaccine	\$	23.00
7.2.27.	90715	Tdap	\$	34.00
7.2.28.	90715	Immunization; tetanus, diphtheria toxoids and acellular pertussis (tdap)	\$	34.00
7.2.29.	90716	Immunization, active; varicella (chicken pox) vaccine	\$	126.00
7.2.30.	90723	Immunization; Pediarix (DTaP, HpeB, IPV)	\$	76.00
7.2.31.	90732	Immunization, active; pneumococcal vaccine, polyvalent	\$	96.00
7.2.32.	90734	Immunization, active; meningococcal polysaccharide vaccine (any	\$	122.00
7.2.33.	90744	Immunization, active; hepatitis B vaccine; pediatrics/adolescents	\$	18.00
7.2.34.	90746	Immunization, active; hepatitis B vaccine; adult dosage	\$	58.00
7.3.		Laboratory Procedures		
7.3.1.	36415	Routine venipuncture of finger/heel/ear stick for collection of	\$	17.00
7.3.2.	80061	Lipid profile	\$	30.00
7.3.3.	81000	Urinalysis, by dipstick or tablet reagent for bilirubin, glucose,	\$	23.00
7.3.4.	81001	Urinalysis automated, with microscopic	\$	23.00
7.3.5.	81002	Urinalysis non-automated, without microscopic	\$	13.00
7.3.6.	81003	Urinalysis automated, without microscopic	\$	18.00
7.3.7.	81025	Urine pregnancy test	\$	32.00
7.3.8.	81420	Informaseq	\$	751.00
7.3.9.	82501	Alpha Fetoprotein AFP	\$	35.00
7.3.10.	82120	Vaginal chemical analysis	\$	8.00
7.3.11.	82270	Fecal occult blood 1-3 simultaneous determination	\$	17.00
7.3.12.	82465	Cholesterol, total	\$	23.00
7.3.13.	82947	Glucola	\$	18.00

7.3.14.	82948	Glucose by monitoring devices-blood sugar	\$	29.00
7.3.15.	82950	Glucose; post glucose dose (includes glucose) one hour challenge-	\$	29.00
7.3.16.	83036	Hemoglobin, A1C	\$	47.00
7.3.17.	85018	Hemoglobin	\$	16.00
7.3.18.	87081	GC culture	\$	35.00
7.3.19.	87205	Smear, primary source with interpretation; routine stain for bacteria,	\$	25.00
7.3.20.	87210	Wet mount for bacteria, fungi, ova and/or parasites	\$	16.00
7.3.21.	87491/87591	Urine NAAT	\$	101.00
7.3.22.	87804QW	Flu test	\$	79.00
7.3.23.	87850	Neisseria gonorrhea	\$	51.00
7.3.24.	87880	Infectious agent detection by immunoassay with direct optical	\$	51.00
7.3.25.	99000	Handling fee for labs	\$	20.00
7.3.26.	99070	Supplies and materials - over and above the usual included with the	\$	12.00
7.3.27.	G0001	Routine venipuncture or finger/heel or ear stick for specimen	\$	17.00
7.3.28.	90384	Rhogam immune	\$	110.23
7.4.		Medical Procedures		
7.4.1.	11981	Insertion of drug delivery implant into tissue	\$	107.00
7.4.2.	11982	Removal of drug delivery implant from tissue	\$	107.00
7.4.3.	11983	Removal with reinsertion of drug delivery implant into tissue	\$	200.00
7.4.4.	12020	Treatment of superficial wound dehiscence; simple closure	\$	348.00
7.4.5.	12021	Treatment of superficial wound dehiscence; with packing	\$	318.00
7.4.6.	16000	Initial treatment, first degree burn, when no more than local treatment	\$	92.00
7.4.7.	20520	Removal of foreign body	\$	160.00
7.4.8.	30300	Removal of foreign body, intranasal; office procedure	\$	270.00
7.4.9.	30901	Control nasal hemorrhage, anterior, simple	\$	174.00
7.4.10.	54050	Destruction of lesion(s), penis (e.g., condyloma, papilloma,	\$	105.00
7.4.11.	56501	Destruction of lesion(s) vulva, simple, any method	\$	417.00
7.4.12.	56740	Excision of Bartholin's gland or cyst	\$	868.00
7.4.13.	58300	Insertion, intrauterine device IUD	\$	122.00
7.4.14.	58301	Removal of intrauterine device IUD	\$	139.00
7.4.15.	59025	Fetal non-stress test	\$	51.00
7.4.16.	65205	Removal of foreign body, external eye, conjunctival superficial	\$	90.00
7.4.17.	69200	Removal of foreign body from external auditory canal; without general	\$	122.00
7.4.18.	69210	Removal of impacted earwax	\$	157.00
7.4.19.	86580	Tuberculin skin test (PPD)	\$	26.00
7.4.20.	92551	Screening test, pure tone, air only (audiologic function test)	\$	35.00
7.4.21.	92950	Cardiopulmonary resuscitation (e.g., in cardiac arrest)	\$	490.00
7.4.22.	94640	Airway inhalation treatment	\$	45.00
7.4.23.	94760	Pulse oximetry - single	\$	39.00

7.4.24.	94761	Pulse oximetry - more than once	\$	67.00
7.4.25.	96372	Therapeutic, prophylactics or diagnostic injection (subcutaneous or	\$	71.00
7.4.26.	99173	Screening test of visual acuity	\$	20.00
7.4.27.	99406	Smoking Cessation Counselling	\$	16.00
7.4.28.	99501	MH post home visit assess	\$	62.00
7.4.29.	99502	Newborn assessment	\$	62.00
7.4.30.	3510F	Negative or positive TB skin test results	\$	-
7.4.31.	D0145	Initial comprehensive oral eval	\$	33.00
7.4.32.	D1203	Initial topical application fluoride	\$	25.00
7.4.33.	G0108	Diabetes self management training - individual	\$	55.34
7.4.34.	G0109	Diabetes self management training - group	\$	24.64
7.4.35.	H0033	Oral administration of TB meds-DOT	\$	-
7.4.36.	J0561	Bicillin	\$	-
7.4.37.	J0696	Rocephin	\$	22.00
7.4.38.	J1050	Depo-Provera contraceptive injection (p) (c)	\$	54.00
7.4.39.	J1050(ud)	Depo-Provera contraceptive interject (ud)	\$	22.50
7.4.40.	J1726	Drugs unclassified injection (17P)	\$	20.00
7.4.41.	J2790	Rhogam D immune globulin injection	\$	111.00
7.4.42.	J7298	Mirena IUD	\$	410.00
7.4.43.	J7300	Intrauterine contraceptive (p) (c)	\$	395.00
7.4.44.	J7300(ud)	Intrauterine contraceptive (ud)	\$	202.00
7.4.45.	J7301	Skyla IUD	\$	475.00
7.4.46.	J7307	Nexplanon	\$	453.00
7.4.47.	J7307(ud)	Nexplanon	\$	399.00
7.4.48.	S4993	Contraceptive pills of BC	\$	5.00
7.4.49.	S5001	Plan B	\$	45.00
7.4.50.	S9442	MH childbirth classes - NONE	\$	19.09
7.4.51.	S9442	Birthing classes	\$	32.00
7.4.52.	T1001	Complete TB form	\$	88.00
7.4.53.	T1002	TB new control treatment	\$	86.00
7.4.54.	T1002	STD control treatment	\$	86.00
7.4.55.	T1017	MH MCC initial	\$	29.30
7.4.56.	T1017	MH subsequent MCC	\$	29.30
7.4.57.	T1017	MH MCC home visit	\$	29.30
7.4.58.	T1502	Med Adm	\$	-
7.5.		Animal Control		
7.5.1.		Interference of animal control officer, agent or trap	\$	250.00
7.5.2.		Concealment of animal to evade ordinance	\$	100.00
7.5.3.		Public Nuisance		

	7.5.3.1.	first violation	\$	50.00
	7.5.3.2.	second violation	\$	100.00
	7.5.3.3.	subsequent violations	\$	250.00
7.5.4.		Reclaim		
	7.5.4.1.	first violation	\$	20.00
	7.5.4.2.	second violation	\$	35.00
	7.5.4.3.	subsequent violations	\$	50.00
7.5.5.		Keeping dangerous/potentially dangerous animal		
	7.5.5.1.	unattended/loose/unrestrained	\$	500.00
	7.5.5.2.	failure to tattoo/microchip	\$	500.00
	7.5.5.3.	failure to notify of change of address or death	\$	500.00
7.5.6.		Collection of dogs and cats for resale	\$	500.00
7.5.7.		Keeping exotic animal	\$	500.00
7.5.8.		Animal fighting and baiting	\$	500.00
7.5.9.		Mistreatment of animals	\$	500.00
7.5.10.		Cruel treatment of animals	\$	500.00
7.5.11.		Keeping stray animal	\$	100.00
7.5.12.		Failure to obtain rabies vaccination	\$	100.00
7.5.13.		No rabies tag	\$	10.00
7.5.14.		Release of suspected rabid animal	\$	500.00
7.5.15.		Rabies quarantine, failure to surrender	\$	500.00
7.5.16.		Quarantine (10 days)	\$	150.00
7.5.17.		Boarding (per day)	\$	15.00
7.5.18.		Adoption fee (intact animal)	\$	50.00
7.5.19.		Adoption fee (altered animal)	\$	25.00
7.5.20.		Rabies vaccination	\$	5.00
7.5.21.		Rabies vaccination (by Certified Rabies Vaccinators_non-clinic related)	\$	15.00
7.5.22.		Tethering citation	\$	150.00
7.6.		Environmental Health		
	7.6.1.	Single family dwelling / residential		
	7.6.1.1.	Lot evaluation - includes improvement permit, CA and OP	\$	350.00
	7.6.1.2.	Expansion/Relocation of Existing System (eval and all permits)	\$	350.00
	7.6.1.3.	Surcharge for each bedroom over 4	\$	50.00
	7.6.1.4.	Surcharge for all type 4 and above septic systems	\$	200.00
	7.6.1.5.	Reuse/re-connection permit	\$	100.00
	7.6.1.6.	Setback verification (site visit)	\$	70.00
	7.6.1.7.	Setback verifications (no site visit)	\$	20.00
	7.6.1.8.	Repair permits (includes evaluation and all permits)	\$	-

	7.6.1.9.	Permit redraw/revision (no site visit and no flow increase), All Permits	\$	100.00
	7.6.1.10.	Permit redraw/revision (site visit required), All Permits	\$	200.00
	7.6.1.11.	Revisit (futile initial trip on all paid on site service request)	\$	50.00
7.6.2.		All other On Site waste water		
	7.6.2.1.	Lot evaluation - includes all required septic permits (480 gallons or less)	\$	500.00
	7.6.2.2.	Non Profit Organization Septic Permits (verifiable and all flow rates)	\$	500.00
	7.6.2.3.	On Site Waste Water Permits for 481 to 3000 gpd	\$	500.00
	7.6.2.3.1.	Surcharge per gallon for daily flow over 480 gpd	\$	0.50
	7.6.2.4.	On Site Waste Water Permits for greater than 3000 gpd	\$	2,000.00
	7.6.2.4.1.	Surcharge per 500 gpd for flows greater than 3499	\$	100.00
	7.6.2.5.	Surcharge for all type 4 and above septic systems (includes non-profits)	\$	300.00
	7.6.2.6.	Reinspection/reuse/reconnection permit	\$	100.00
	7.6.2.7.	Permit redraw/revision (site visit required), All Permits	\$	200.00
	7.6.2.8.	Permit redraw/revision (no site visit and no flow increase), All Permits	\$	100.00
	7.6.2.9.	Repair permits (includes evaluation and all permits)	\$	-
	7.6.2.10.	Revisit (futile initial trip on all paid on site service request)	\$	50.00
7.6.3.		Well Permits and Water Sampling		
	7.6.3.1.	Bacterial (total coliform and fecal coliform)	\$	60.00
	7.6.3.2.	Inorganic water sample	\$	110.00
	7.6.3.3.	Nitrate/Nitrite Sample	\$	65.00
	7.6.3.4.	Pesticide Water Sample	\$	110.00
	7.6.3.5.	Petroleum Water Sample	\$	110.00
	7.6.3.6.	Well permit	\$	350.00
	7.6.3.7.	Well abandonment permit	\$	-
	7.6.3.8.	Full well panel	\$	110.00
7.6.4.		Miscellaneous Fees		
	7.6.4.1.	Food Service Plan Review (new)	\$	250.00
	7.6.4.2.	Food Service Plan Review (remodel)	\$	200.00
	7.6.4.3.	Swimming Pool Plan Review	\$	300.00
	7.6.4.4.	Annual Swimming Pool Permit	\$	200.00
	7.6.4.5.	Annual Swimming Pool Permit (per pool for each additional pool at same site)	\$	75.00
	7.6.4.6.	Extra pre-opening pool visit (when pool is not ready on initial visit)	\$	50.00
	7.6.4.7.	Annual Tattoo Permit	\$	250.00

	7.6.4.8.	Temporary Food Establishment Permit	\$	75.00
	7.6.4.9.	System Review Re-Inspection	\$	50.00
	7.6.4.10.	Serve Safe Course	\$	125.00
	7.6.4.11.	Serve Safe (Retest only)	\$	75.00
7.7.		Other fees		
	7.7.1.	Photocopy (black & white) (per page)	\$	0.10
	7.7.2.	Return check fee	\$	25.00
8.	<u>Human Resources Management</u>			
	8.1.	Employee ID card replacement (each)		
	8.1.1.	Lost or stolen	\$	10.00
	8.1.2.	Normal wear & tear		Free
	8.1.4.	Name change or position change		Free
	8.2.	Photocopy (black & white) (per page)	\$	0.10
	8.3.	IDs for outside entities/municipalities (initial setup)	\$	25.00
	8.4.	ID card replacements (for outside entities/municipalities) (each)	\$	10.00
	8.5.	Key card replacement		
	8.5.1.	Lost or stolen	\$	6.00
	8.5.2.	Normal wear & tear		Free
	8.6.	Return check fee	\$	25.00
9.	<u>Information Technology Services</u>			
	9.1.	Thumb-drive (each)		
	9.3.1.	SanDisk-Cruzer - 8 gb	\$	15.00
	9.3.2.	SanDisk-Cruzer - 16 gb	\$	25.00
	9.3.3.	SanDisk-Cruzer - 32 gb	\$	40.00
	9.3.9.	SanDisk-Cruzer - 64 gb	\$	60.00
	9.3.5.	SanDisk-Cruzer - 128 gb	\$	85.00
	9.2.	Special programming	\$	100.00
	9.3.	Return check fee	\$	25.00
10.	<u>Library</u>			
	10.1.	Fines		
	10.1.1.	Overdue book (\$3.00 maximum)	\$	0.05 per day
	10.1.2.	Overdue hotspot	\$	10.00 per day
	10.1.3.	Overdue Chromebook bundle	\$	10.00 per day
	10.1.4.	Lost hotspot	\$	150.00
	10.1.5.	Lost Chromebook bundle	\$	650.00
	10.2.	Photocopy (black & white) (per page)	\$	0.10

10.3.	Photocopy (color) (per page)	\$	0.50	
10.4.	Microfilm printer copying (new plain paper machine)	\$	0.25	
10.5.	Fax machine use (per page)	\$	0.50	
10.6.	Computer printouts (per page)	\$	0.15	
10.7.	Computer printouts w/ color photo (per page)	\$	1.00	
10.8.	Return check fee	\$	25.00	
11. <u>Natural Resources Conservation Services</u>				
11.1.	Use of no-till drill	\$	10.00	per acre
11.2.	Photocopy (black & white) (per page)	\$	0.10	
11.3.	Photocopy (color) (per page)	\$	0.50	
11.4.	Return check fee	\$	25.00	
12. <u>Public Utilities - Solid Waste Division</u>				
12.1.	Tipping Fees per ton			
12.1.1.	Industrial and Commercial Waste (MSW) (transfer station)	\$	63.03	
12.1.2.	Construction and demolition waste (landfill)	\$	63.03	
12.1.3.	Yard Waste	\$	49.00	
12.1.4.	Incorporated municipalities (MSW) within Halifax County (transfer station)	\$	63.03	
12.1.5.	Disposal of Animals	\$	63.03	
12.2.	Residential collection and disposal fee	\$	132.60	
12.3.	Availability fee (per habitable dwelling)	\$	42.55	
12.3.1.	Disposal fee	\$	51.59	
12.4.	Return check fee	\$	25.00	
13. <u>Public Utilities - Water Division</u>				
13.1.	Rate Schedule			
13.1.1.	Residential rates for water service in the County shall be as follows:			
13.1.1.1.	Zero gallons (monthly fee)	\$	29.71	
13.1.1.2.	0 plus gallon (rate per 1000 gallons)	\$	3.45	
13.1.2.	Commercial rates for water service in the County shall be as follows:			
13.1.2.1.	Zero gallons (monthly fee)	\$	29.71	
13.1.2.2.	0 plus gallon (rate per 1000 gallons)	\$	3.50	
13.1.3.	Residential and commercial rates for sewer service in the Weldon, Roanoke Rapids Sanitary District, Littleton, Scotland Neck, and Halifax service areas on County Water, shall be as follows:			Weldon's, Roanoke Rapids Sanitary
13.1.4.	Bulk rates for water service in the County shall be as follows:			
13.1.4.1.	0 plus gallons (rate per 1000 gallons)	\$	3.35	

13.1.5.	Institutional rates for water service in the County shall be as follows:		
13.1.5.1.	0 plus gallons (rate per 1000 gallons)	\$	4.61
13.1.6.	Prison rates for water service in the County shall be as follows:		
13.1.6.1.	0 plus gallons (rate per 1000 gallons)	\$	8.60
13.2.	Tap Fees		
13.2.1.	During new project construction, the cost for a 5/8" meter tap shall be \$50. If a citizen requires a larger tap, the cost shall be the normal tap fee less the same amount saved for a 5/8" water tap. After completion of construction, regular tap fees will be enforced		
		<u>Size</u>	<u>Fee</u>
13.2.1.1.	5/8" water tap	\$	675.00
13.2.1.2.	1" water tap	\$	725.00
13.2.1.3.	2" water tap	\$	1,975.00
13.2.1.4.	4" sewer tap (short)	\$	450.00
13.2.1.5.	4" sewer tap (long)	\$	650.00
13.2.2.	Water and sewer taps will be made for the approved tap fee, provided it can be completed with the Water Department's manpower and equipment. If special equipment and/or manpower is required, the cost to the customer will be the actual contracted cost of the tap		
13.3.	Wastewater Pre-Treatment Plant		
13.3.1.	Wastewater pre-treatment & disposal		cost based on actual expenses incurred
13.3.2.	Late payment penalty	\$	100.00 if payment is received after due date
13.3.3.	Reconnection charge	\$	500.00
13.4.	Other Fees		
13.4.1.	Security deposit	\$	75.00
13.4.2.	Security deposit with no SSN	\$	125.00
13.4.3.	Late payment penalty (charged 15 days after bill is due)	\$	10.00
13.4.4.	Disconnection penalty (charged 25 days after bill is due)	\$	25.00
13.4.5.	Temporary cut-off fee	\$	30.00
13.4.6.	Return check penalty	\$	25.00
13.4.7.	Special meter reading fee	\$	10.00
13.4.8.	Damage to County property		cost + 25%
13.4.9.	Move water service (owner's request)		cost + 25%
13.4.10.	Service charge (new accounts & transfers)	\$	50.00
13.4.11.	Meter tampering fee		
13.4.11.1.	First offense	\$	75.00
13.4.11.2.	Second offense or multiple in one calendar year	\$	150.00
13.5.	Fees shall be		

13.5.1. A Sewer Capacity charge for all users shall be a one time charge of \$3.50 per gallon, per day, of wastewater discharged into the wastewater collection system. Since each individual site is unique, the amount of discharge per day shall be established by using the "Daily Flow for Design" established by the North Carolina Department of Environment, Health, and Natural Resources, Division of Environmental Health as follows:

<u>Type of Establishment</u>	<u>Daily Flow for Design</u>
13.5.1.1. Airports (also Roanoke Rapids stations, Bus Terminals - not including food service facilities)	5 gallons / passenger
13.5.1.2. Barber shops	50 gallons / chair
13.5.1.3. Bars, Cocktail Lounges (not including food service facilities)	20 gallons / seat
13.5.1.4. Beauty Shops (style shops)	125 gallons / chair
13.5.1.5. Bowling lanes	50 gallons / lane
13.5.1.6. Businesses (other than those listed in this table)	25 gallons / employee
13.5.1.7. Camps (construction or work camps)	60 gallons / person
13.5.1.8. Camps (summer camps)	60 gallons / person
13.5.1.9. Campgrounds	100 gallons / campsite
13.5.1.10. Recreational Vehicle Park	120 gallons / space
13.5.1.11. Churches (not including a kitchen)	3 gallons / seat
13.5.1.12. Churches (including a kitchen)	5 gallons / seat
13.5.1.13. Country clubs	20 gallons / member
13.5.1.14. Daycare facilities	15 gallons / person
13.5.1.15. Factories (exclusive of industrial waste)	25 gallons / person / shift
13.5.1.15.1. with showers	10 gallons / person / shift
13.5.1.16. Food service facilities (restaurants)	40 gallons / seat
13.5.1.17. 24-Hour restaurants	75 gallons / seat
13.5.1.18. Hospitals	300 gallons / bed
13.5.1.19. Marinas	10 gallons / boat slip
13.5.1.19.1. with showers	30 gallons / boat slip
13.5.1.20. Meat markets	
13.5.1.20.1. per 100 sq ft of market floor space	50 gallons
13.5.1.20.2. add per employee	25 gallons
13.5.1.21. Motels / Hotels	120 gallons / room
13.5.1.21.1. with cooking facilities in room	175 gallons / room
13.5.1.22. Offices (per shift)	25 gallons / employee
13.5.1.23. Residential dwellings	240 gallons
13.5.1.24. Rest homes & Nursing homes	
13.5.1.24.1. with laundry	120 gallons / bed
13.5.1.24.2. without laundry	60 gallons / bed
13.5.1.25. Schools - day schools	

13.5.1.25.1.	with cafeteria, gym & showers	15 gallons / student
13.5.1.25.2.	with cafeteria only	12 gallons / student
13.5.1.25.3.	with neither cafeteria nor shower	10 gallons / student
13.5.1.26.	Schools - boarding schools	60 gallons / student
13.5.1.27.	Service stations	250 gallons / restroom
13.5.1.28.	Service stations - 24 hours	325 gallons / restroom
13.5.1.29.	Stores, shopping centers, & malls (exclusive of food service and meat markets)	120 gallons / 1000 sq ft of retail sales area
13.5.1.30.	Stadium, auditorium, theater, Drive-In	5 gallons / seat space
13.5.1.31.	Swimming pools, spas & bathhouses	10 gallons / person

14. Register of Deeds

14.1.	Instruments in General	
14.1.1.	First 15 pages	\$ 26.00
14.1.2.	All additional pages (per page)	\$ 4.00
14.1.3.	Non-standard forms	\$ 25.00
14.2.	Multiple Instruments	
14.2.1.	For each additional instrument	\$ 10.00
14.3.	Deeds of Trust - Mortgages	
14.3.1.	First 35 pages	\$ 64.00
14.3.2.	All additional pages (per page)	\$ 4.00
14.4.	Each additional index reference on assignments	\$ 10.00
14.5.	More than 20 distinct parties additional fee for each party	\$ 2.00
14.6.	Satisfactions	N/C
14.7.	Certified Copies	
14.7.1.	Certifying Recorded Instruments	
14.7.1.1.	First Page	\$ 5.00
14.7.1.2.	All additional pages (per page)	\$ 2.00
14.8.	Plats	
14.8.1.	Plats - recording fee	\$ 21.00 each
14.8.2.	Certified copy	\$ 5.00
14.8.3.	Plat copies (per map)	\$ 1.00
14.9.	Photocopy	
14.9.1.	Photocopy (black & white) (per page)	\$ 0.25
14.9.2.	Scanned image (per page)	\$ 0.25
14.9.3.	Tax maps	
14.9.3.1.	Query results (per page)	\$ 0.25
14.9.3.2.	8.5" x 11" w/o photo	\$ 1.50
14.9.3.3.	8.5" x 11" w/ photo	\$ 3.00

14.10.	Fax copy (per page)	\$	0.50	
14.11.	Marriage Licenses (Issuance)	\$	60.00	(includes \$35 state fee)
	14.11.1. Marriage License Certificate - regular or wallet	\$	10.00	
	14.11.2. Delayed Certificate w/ one (1) certified copy	\$	20.00	
	14.11.3. Correction after Issuance w/ one (1) certified copy	\$	10.00	
14.12.	Right of Way Plans (first page)	\$	21.00	\$5.00 per additional page
14.13.	Birth Certificates (certified)	\$	10.00	
	14.13.1. Registration of birth after 1 year or more years after birth (in-county) includes one (1) certified copy	\$	20.00	
	14.13.2. Registration of birth after 1 year or more years (out-of-county)	\$	10.00	
	14.13.3. Amendments of birth records	\$	10.00	
	14.13.4. Legitimations	\$	10.00	
14.14.	Death Certificates	\$	10.00	
	14.14.1. Amendments of death records	\$	10.00	
14.15.	Notary Public			
	14.15.1. Oath administered	\$	10.00	
	14.15.2. Verification of Commission	\$	5.00	
14.16.	Excise Stamp Tax (on each \$500.00 or fractional part of the consideration of value of the interest or property conveyed)	\$	1.00	
14.17.	Uniform commercial code			
	14.17.1. 1 - 2 pages	\$	38.00	
	14.17.2. 3 - 10 pages	\$	45.00	
	14.17.3. each additional page over 10 pages	\$	2.00	
14.18.	Removal of Graves Certificate			
	14.18.1. First page	\$	26.00	
	14.18.2. each additional page	\$	4.00	
14.19.	Military Service Record		N/C	
14.20.	VRAS - Statewide Automated System			
	14.20.1. Birth Abstract (births 1971+)	\$	14.00	
14.21.	Return check fee	\$	25.00	
15.	<u>Sheriff and Jail</u>			
15.1.	Fingerprint cards (per card)	\$	10.00	
15.2.	Incident reports (per report)	\$	2.00	
15.3.	Notary fee (per instrument)	\$	5.00	
15.4.	Photocopy (black & white) (per page)	\$	0.10	
15.5.	Photocopy (color) (per page)	\$	0.50	
15.6.	Sick call	\$	10.00	
15.7.	Confinement and board for out-of-county inmates (per day)	\$	40.00	

15.8.	Pre-confinement (per day)	\$	18.00
15.9.	Jail sentence confinement (per day)	\$	18.00
15.10.	Confinement for 24 hours	\$	5.00
15.11.	Gun permit	\$	5.00
15.12.	Serve civil papers	\$	30.00
15.13.	Concealed handgun permit	\$	90.00
15.14.	Concealed handgun permit renewal	\$	75.00
15.15.	Duplicate concealed handgun permit	\$	15.00
15.16.	Return check fee	\$	25.00
16. <u>Social Services</u>			
16.1.	Photocopy (black & white) (per page)	\$	0.10
16.2.	Photocopy (color) (per page)	\$	0.50
16.3.	Return check fee	\$	25.00
17. <u>Tax Department</u>			
17.1.	Photocopy (black & white) (per page)	\$	0.10
17.2.	Photocopy (color) (per page)	\$	0.50
17.3.	Fax copy (per page)	\$	0.50
17.4.	Computer printouts	\$	0.10
17.5.	Property cards (per card)	\$	0.50
17.6.	Index maps	\$	0.50
17.6.1.	36" x 56" wall map	\$	8.00
17.6.2.	Map book	\$	36.00
17.7.	Property maps & associated data		
17.7.1.	GIS query results (per page)	\$	0.10
17.7.2.	8.5" x 11" without photo	\$	1.50
17.7.3.	8.5" x 11" with photo	\$	3.00
17.7.4.	11" x 17" without photo	\$	3.00
17.7.5.	11" x 17" with photo	\$	6.00
17.7.6.	17" x 22" without photo	\$	4.00
17.7.7.	17" x 22" with photo	\$	8.00
17.7.8.	22" x 34" without photo	\$	6.00
17.7.9.	22" x 34" with photo	\$	12.00
17.7.10.	34" x 44" without photo	\$	8.00
17.7.11.	34" x 44" with photo	\$	16.00
17.7.12.	Custom plot creation & design (per hour)	\$	25.00
17.8.	Postage for Maps, CD/DVD		
17.8.1.	1 map, CD/DVD	\$	1.25

17.8.2.	2 maps, CDs/DVD	\$	1.50
17.8.3.	3 maps, CDs/DVD	\$	1.75
17.8.4.	4 maps, CDs/DVD	\$	2.00
17.8.5.	5 maps, CDs/DVD	\$	2.25
17.8.6.	6 maps, CDs/DVD	\$	2.50
17.8.7.	Each additional, add	\$	0.25
17.9.	Return check fee (per NCGS 105-357(b)(2)) - \$25 or 10% of the amount of the check or electronic payment, whichever is greater, subject to a maximum of \$1,000		