

# Memo

**To:** Board of Supervisors

**From:** Shelton Vance  
Comptroller

**CC:**

**Date:** March 21, 2016

**Re:** Insurance Refund

---

Election Commissioner Tammie Phillips has paid her insurance premium twice for the months of February and March. Please authorize a refund of \$103.96 (\$51.98 \*2) from the Self-Insurance Fund.

## Shelton Vance

---

**From:** Shelton Vance  
**Sent:** Monday, March 14, 2016 8:58 AM  
**To:** Tammie Phillips - Forward  
**Subject:** Insurance

Tammie,

Thanks for following up with me about the problem with your insurance withholding. When I was told of the problem, I thought that someone was pursuing this for you.

I have found the following –

At this time, you owe, or have owed, the premium for the months of:

- December
- January
- February
- March

From your Election Commission fees, we have withheld the premium for the months of:

- January
- February
- March

Through withdrawal from your account, we have collected the premium for the months of:

- December
- February
- March
- April

If I interpret this correctly, February and March premiums were taken from you twice.

Because all of these payments have been placed into the Insurance Fund, I need to obtain permission from the Board for the refund. I will put this on the next Board agenda and place two months of premiums (\$103.96) back into your bank account after Board approval on 3/21/2016.

Please indicated if you are in agreement with this calculation and solution.

Thanks,  
Shelton