



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 02/20/19

Amended* Post Date:

The following documents are included in the packet for the Finance Committee on February 27, 2019:

- 1) Agenda
- 2) Minutes from 01/23/19
- 3) Credit Card Request Approvals
- 4) Treasurer's Monthly Report
- 5) Budget Adjustments/Line Item Transfers



**GREEN LAKE COUNTY
OFFICE OF THE COUNTY CLERK**

*Elizabeth Otto
County Clerk*

*Office: 920-294-4005
FAX: 920-294-4009*

***Finance Committee
Meeting Notice***

***Date: February 27, 2019 Time: 5:30PM
The Green Lake County Government Center, County Board Room
571 County Road A, Green Lake WI***

AGENDA

**Committee
Members**

*Harley Reabe, Chair
Larry Jenkins, Vice-Chair
Robert Lyon
Dennis Mulder
Brian Floeter
Elizabeth Otto, Secretary*

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Minutes: 01/23/19
5. Public Comments (3 Min. Limit)
6. Correspondence
7. Credit Card Request Approvals
8. Treasurer's Monthly Report
9. Tax Deed Update
10. Budget Review
11. Budget Adjustments/Line Item Transfers
12. Supervisor's Monthly Claims
13. Committee Discussion
14. Future Meeting Dates: Regular Meeting 03/27/2019
15. Future Agenda items for action & discussion:
16. Adjourn

Kindly arrange to be present, if unable to do so, please notify our office.
Sincerely,
Elizabeth Otto, County Clerk

Please note: Meeting area is accessible to the physically disabled. Anyone planning to attend who needs visual or audio assistance, should contact the County Clerk's Office, 294-4005, not later than 3 days before date of the meeting.

FINANCE COMMITTEE
January 23, 2019

The meeting of the Finance Committee was called to order by Chair Harley Reabe at 5:30 PM on Wednesday, January 23, 2019, in the Green Lake County Board Room. The requirements of the open meeting law were certified as being met. The Pledge of Allegiance was recited.

Present: Harley Reabe
Larry Jenkins
Robert Lyon
Brian Floeter

Absent: Dennis Mulder

Other County
Employees Present: Liz Otto, County Clerk
Jason Jerome, HHS Director
Amanda Toney, Treasurer

Dawn Klockow, Corp Counsel
Chief Deputy Mark Putzke
Kayla Yonke, HHS Financial Manager

MINUTES

Motion/second (Jenkins/Lyon) to approve the minutes of the December 26, 2018 meeting with no additions or corrections. All ayes. Motion carried.

PUBLIC COMMENTS - none

CORRESPONDENCE - none

CREDIT CARD REQUEST APPROVALS - none

TREASURER'S MONTHLY REPORT

Treasurer Amanda Toney went over her December report. Interest income has increased for 2018. Discussion held.

TAX DEED UPDATE

Treasurer Amanda Toney stated there are no updates to report.

BUDGET REVIEW

Expenditures and revenues through December 2018 were reviewed and discussed.

BUDGET ADJUSTMENTS/LINE ITEM TRANSFERS

- Emergency Management – budget adjustment to transfer increase the Disaster revenue and expense funds by \$800 for the sandbags in August/September.
- SO – budget adjustment in the amount of \$1,339.65 due to more Safekeepers revenue and an increase in Jail Janitorial supplies.
- SO – budget adjustment for \$10,150 to adjust both the Inmate Phone expense and revenue accounts due to higher phone volume.
- SO – budget adjustment for \$620.83 to both the expense and revenue accounts for Commissary due to higher inmate usage.
- Emergency Management – line item transfer in the amount of \$597.10 from Capital Equipment to Disaster and Travel to cover the cost of August/September tornado and flooding costs.

- SO – line item transfer in the amount of \$1,700 from the Office Supply account to Uniforms to cover higher costs in the Uniform account.
- SO – line item transfer in the amount of \$89 from Small Items of Equipment to Capital Equipment to cover the cost of a chair.
- County Administrator – budget adjustment to transfer \$30 from Contingency to the Green Lake Greenways carryover.
- HHS – budget adjustment for additional grants received in the amount of \$9,085 for Basic Needs and Community Impact funds in Children & Families unit.
- HHS – line item transfers in the amount of \$6,259 from various AODA accounts to better report expenses in the Behavioral Health unit.
- HHS – line item transfer in the amount of \$302,900 to combine several revenue accounts for the Income Maintenance grant in the Economic Support unit.

Motion/second (Floeter/Lyon) to approve budget adjustment and line item transfers as presented. All ayes. Motion carried.

SUPERVISOR’S MONTHLY CLAIMS

Supervisor’s claims: \$486.84

Lay people: \$189.00

Motion/second (Jenkins/Lyon) to approve supervisor’s and lay people monthly claims. All ayes. Motion carried.

COMMITTEE DISCUSSION

- **Future meeting dates: Regular meeting – February 27, 2019 at 5:30 PM**
- **Future agenda items for action & discussion:**

ADJOURNMENT

Chairman Reabe adjourned the meeting at 5:59 pm.

Submitted by,

Liz Otto
County Clerk

Request for Credit Card Approval

Department: Highway

Committee: Highway

Name of Card Holder	Title of Postion	Credit Card Limit
Dean Anderson	Hwy Laborer	\$1,000.00
Jake Koepke	Hwy Laborer	\$1,000.00
Chuck Mittlestadt	Hwy Laborer	\$1,000.00
Dick Norquist	Hwy Laborer	\$1,000.00
Randy Scherbarth	Hwy Laborer	\$1,000.00
Chris Shaffer	Hwy Laborer	\$1,000.00
Steven Warwick	Hwy Laborer	\$1,000.00

Justification for Credit Card(s):

To purchase needed supplies when working in the field.

Department Head Approval: Catherine J Schmit

Date Approved by Committee of Jurisdiction: 1/29/2019

Following this acceptance please forward to the County Clerk's Office.

Date Approved By Finance Committee: _____



GREEN LAKE COUNTY
OFFICE OF THE COUNTY TREASURER

Amanda R. Toney
Treasurer and Real Property Lister

Office: 920-294-4018
FAX: 920-294-4009

February 20, 2019

Memo to Finance Committee:

The January sales tax deposit was \$109,509.43. All future sales tax figures will include sales tax on online purchases.

TAX COLLECTION UPDATE:

As of today, we have collected and settled for \$27,467,819.25 in Real Estate and Personal Property taxes, out of \$41,143,259.26.

Yearly Collection Comparison

Date	Amount Left to Collect	Percentage of Tax Roll
01/31/19	13,675,440.01	33.24%
01/31/18	12,570,297.87	30.22%
01/31/17	13,916,197.55	33.03%

Lindsey and I have completed the February Settlement process. While we were working on that, Stef was working on creating the assessment rolls for the 2019 tax cycle. As of today, this process is now completed.

On March 1, 2019, the County will make a loan payment to the Depository Trust Company for \$1,101,971.25.

Justice Center Principle – \$690,000.00

Justice Center Interest – \$155,632.50

Communication Tower Principle – \$255,000.00

Communication Tower Interest – \$1,338.75

As of the February credit card statement our current credit card points are at 1,035,194. This calculates out to be \$10,351.94.

Respectfully submitted,
Amanda R. Toney

GREEN LAKE COUNTY TREASURER'S REPORT

JANUARY 2019

CASH BALANCE: 12-31-2018 **504,138.57**

RECEIPTS:

General:	1,287,403.49
Redemption Tax - Principle:	33,772.90
Redemption Tax - Interest	5,746.29
Redemption Tax - Penalty	2,873.09
Postponed & Delinquent Tax - Principle:	0.00
Postponed & Delinquent Tax - Interest:	0.00
Postponed & Delinquent Tax - Penalty	0.00
Sales Tax Deposit from State	109,509.43
Transfer from LGIP for General Maintenance Checks	500,000.00
January Settlement Collections	4,289,154.34

TOTAL RECEIPTS: 6,228,459.54 **6,732,598.11**

DISBURSEMENTS:

General Maintenance:	1,908,652.13
Direct Deposit Payroll	807,986.91
DHHS Deposit to LGIP	77,694.19
Payroll deductions and taxes	413,040.78
Sales Tax Money Transfer to LGIP	103,170.65
Bank fees (Security Token & NSF)	18.00
Real Estate Transfer Fees	24,450.72
Transfer to Flex/HRA account	9,050.49
Voided Checks from a Previous Month	-1,255.26
Sales Tax Remittance	312.54

TOTAL DISBURSEMENTS: 3,343,121.15

TREASURER'S CASH BALANCE: 01-31-2019 **3,389,476.96**

BANK RECONCILIATION

Green Lake Horicon Bank-Checking:	690195	158,321.11
Green Lake Horicon Bank - Money Market:	690224	<u>3,474,493.59</u>

TOTAL 3,632,814.70

Less Outstanding Checks 158,608.30

Town of Manchester Settlement 72,882.64

Point & Pay Transactions to be Receipted after Settlement 11,846.80

Available Bank Balance 3,389,476.96

CASH BALANCE	3,389,476.96
TREASURER'S CASH	<u>3,389,476.96</u>
DIFFERENCE	0.00

GREEN LAKE COUNTY TREASURER'S REPORT

JANUARY 2019

RECONCILIATION OF RECEIPTS & DEPOSITS

Cash in Office	December 31, 2018	0.00
Total Receipts	JANUARY 2019	<u>0.00</u>
SUB TOTAL		0.00
Less Deposits for Month:		<u>0.00</u>
Cash in Office	01-31-2019	0.00

PROOF OF OUTSTANDING CHECKS

Outstanding Checks	December 31, 2018	212,006.89
Total Disbursements	JANUARY 2019	3,343,121.15
SUB TOTAL		<u>3,555,128.04</u>
Less Checks Cashed by Bank		3,096,515.00
DHHS Deposit to LGIP		77,694.19
Payroll deductions and taxes		110,071.41
Sales Tax transfer to LGIP		103,170.65
Bank fees (Security Token & NSF)		18.00
Transfer to Flex/HRA account		9,050.49

Outstanding Checks **01-31-2019** **158,608.30**

2019 INTEREST REVENUE

(PROJECTED BUDGET: \$153,000.00)

1/31/19 Money Markets	January Interest	\$35,445.90
1/31/19 Certificate of Deposits	January Interest	\$5,091.78
2/28/19 Money Markets	February Interest	
2/28/19 Certificate of Deposits	February Interest	
3/31/19 Money Markets	March Interest	
3/31/19 Certificate of Deposits	March Interest	
4/30/19 Money Markets	April Interest	
4/30/19 Certificate of Deposits	April Interest	
5/31/19 Money Markets	May Interest	
5/31/19 Certificate of Deposits	May Interest	
6/30/19 Money Markets	June Interest	
6/30/19 Certificate of Deposits	June Interest	
7/31/19 Money Markets	July Interest	
7/31/19 Certificate of Deposits	July Interest	
8/31/19 Money Markets	August Interest	
8/31/19 Certificate of Deposits	August Interest	
9/30/19 Money Markets	September Interest	
9/30/19 Certificate of Deposits	September Interest	
10/31/19 Money Markets	October Interest	
10/31/19 Certificate of Deposits	October Interest	
11/30/19 Money Markets	November Interest	
11/30/19 Certificate of Deposits	November Interest	
12/31/19 Money Markets	December Interest	
12/31/19 Certificate of Deposits	December Interest	

TOTAL **\$40,537.68**

HORICON BANK ACCOUNTS

Balance as of 01/31/19

Flex/HRA Checking Account #2395	\$5,185.50
Flex/HRA Money Market Account #2366	\$376,469.52
Gelhar Escrow Account #8674	\$34,757.90

GREEN LAKE COUNTY TREASURER'S REPORT

INVESTMENTS JANUARY 2019

LOCAL GOVERNMENT INVESTMENT POOL

#824000

<u>Date</u>		<u>Account #01</u>
12/31/18	Balance L.G.I.P.	2,264,441.53
01/04/19	Transfer to General Checking	-500,000.00
01/07/19	DCF Spare Pmt	17,784.08
01/08/19	HFS Comm Aids	3,318.00
01/31/19	DCF Spare Pmt	7,084.00
01/31/19	DCF Spare Pmt	49,508.11
01/31/19	Interest	3,843.39
01/31/19	Balance L.G.I.P.	\$1,845,979.11

Date Started INSTITUTIONS

			<u>PRINCIPLE</u>	<u>YIELD RATE</u>	<u>DUE DATE</u>	
04/14/18	Fortifi Bank** (f/k/a First National Bank)	12 month	#8631292	1,015,146.93	2.00%	04/14/19
09/27/18	Farmers & Merchants Bank CD** (CDARS)	12 month	#708494/#1021831219	1,000,000.00	2.22514%	10/20/19
12/01/17	Farmers & Merchants Bank CD**	25 month	#704462	2,034,641.53	1.75%	01/01/20
10/30/13	Citizens Community Federal	Money Market	20033645	163,503.54	0.25%	
04/20/11	Farmers & Merchants Bank**	Money Market	310818	1,042,648.38	1.75%	
09/26/18	Farmers & Merchants Bank (ICS)	Money Market	310818	4,438,147.67	2.50%	
03/18/15	First Business Bank	Money Market	7017-03210	2,746.27	0.49%	
11/01/15	Horicon Retirement	Money Market	1424497	15.34	0.50%	
08/05/13	Ripon Horicon Bank	Money Market	831744	5,214.20	0.15%	
TOTAL				\$9,702,063.86		

SALES TAX

	<u>2019 PRINCIPLE</u>	<u>2019 INTEREST</u>	<u>TOTAL SALES TAX</u>	<u>Retailer Collection Period</u>
BALANCE 12/31/18			2,098,615.27	
01/31/19	103,170.65	13,164.07	116,334.72	October, 2018
			0.00	
			0.00	
			0.00	
			0.00	
			0.00	
			0.00	
			0.00	
			0.00	
			0.00	
			0.00	
			0.00	
			0.00	
			0.00	
			0.00	
			0.00	
			0.00	
TOTAL COLLECTED IN 2019	103,170.65	13,164.07	\$2,214,949.99	
TOTAL 2019 LOAN PAYMENTS			0.00	
BALANCE OF SALES TAX FUNDS			\$2,214,949.99	

SALES TAX INVESTMENTS

	<u>Institution</u>	<u>C.D. #</u>	<u>Term</u>	<u>Principle Invested</u>	<u>Int. Rate</u>	<u>Due Date</u>
1/31/2019	LGIP Sales Tax Account #09			1,705,349.99		
	Bank Mutual	2911684252	12 months	509,600.00	2.60%	1/25/2019
	Total Funds Held in Trust			\$2,214,949.99		

<u>PAYMENT DATE</u>	<u>LOAN PAYMENT AMOUNT</u>	<u>2019 LOAN PAYMENT HISTORY</u>	<u>TOTAL</u>
03/01/19			0.00
09/01/19			0.00
			\$0.00
			Total Paid on Loan in 2019

** Collateralized Investment

JANUARY 2019

EFFECTIVE INTEREST RATES - OVERALL

<u>INSTITUTION</u>	<u>AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>RATE</u>
L.G.I.P.	3,556,680.74		2.47%
Fortifi Bank** (f/k/a First National Bank)	1,015,146.93	#8631292	2.00%
Farmers & Merchants Bank CD**(CDARS)	1,000,000.00	#708494/#1021831219	2.23%
Farmers & Merchants Bank CD**	2,034,641.53	#704462	1.75%
Citizens Community Federal	163,503.54	20033645	0.25%
Farmers & Merchants Bank	1,042,648.38	310818	1.75%
Farmers & Merchants Bank (ICS)	4,438,147.67	310818	2.50%
First Business Bank	2,746.27	7017-03210	0.49%
GL Cty Retirement-Horicon	15.34	1424497	0.50%
Ripon Horicon Bank	5,214.20	831744	0.15%
Horicon Bank	<u>3,474,493.59</u>	690224	<u>0.05%</u>
	16,733,238.19	Average APY	1.29%
 <u>TOTAL INVESTED</u>	<u>13,253,515.06</u>	Average Investment APY	<u>1.68%</u>

MONTHLY

AVERAGE

January 2019
 February 2019
 March 2019
 April 2019
 May 2019
 June 2019
 July 2019
 August 2019
 September 2019
 October 2019
 November 2019
 December 2019

1.29%

Date	Institution	Account #	Amount
1/31/2019	MM Horicon	1000002366	49.15
1/31/2019	MM LGIP	Account #1	3,843.39
1/31/2019	MM Citizens Community	20033645	34.71
1/31/2019	MM Farmers & Merchants	310818	22,019.15
1/31/2019	MM Farmers & Merchants ICS	310818	9,412.96
1/31/2019	MM First Business Bank	7017-03210	1.16
1/31/2019	MM Horicon Retirement	1424497	0.15
1/31/2019	MM Ripon Horicon Bank	831744	0.66
1/31/2019	MM Horicon	690224	66.76
1/31/2019	MM Horicon	690195	17.81
		TOTAL MONEY MARKET INTEREST	\$35,445.90
1/25/2019	CD Fortifi CD	8631292	5,091.78
		TOTAL CERTIFICATE OF DEPOSIT INTEREST	\$5,091.78

GREEN LAKE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: January 17, 2019
 Department: Personnel/County Administration
 Amount: \$1,970.99
 Budget Year Amended: 2018

Source of Increase / Decrease and affect on Program:
 (If needed attached separate brief explanation.)

We utilized this as an "in and out account".

We allowed employees to purchase Green Lake County sweatshirts and apparel. Employees paid Green Lake County in the amount of \$1970.99. Green Lake County paid the 4Imprint bill in the amount of \$1970.99.

The Green Lake County credit card was used in order to gain the cash back rewards.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
18-100-23-48600-000-000	Credit Card Points Redeemed	\$0	\$1,970.99	\$ 1,970.99
				\$ -
				\$ -
Total Adjustment			\$ 1,970.99	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
18-100-23-51820-790-000	Employee Incentive	\$ 1,750.00	\$ 1,970.99	\$ 3,720.99
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 1,970.99	

Department Head Approval: Nicole Beschke Catherina J. Schmit
 Date Approved by Committee of Jurisdiction: 2/14/19

Following this approval please forward to the County Clerk's Office.

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.

Date of publication of Class 1 notice of budget amendment: _____

GREEN LAKE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: January 3, 2019
 Department: Corporation Counsel
 Amount: \$3,834.00
 Budget Year Amended: 2019

Source of Increase / Decrease and affect on Program:
 (If needed attached separate brief explanation.)

Corporation Counsel will be co-teaching with the UW-GB Behavioral Health Training Partnership regarding mental health laws. The contract is for \$3,834.00 for for training sessions for time and travel expenses for four (4) training sessions. See the attached sheet for mileage calculations.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
18-100-03-48181-000-000	Training Revenue	\$ -	\$ 3,834.00	\$ 3,834.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 3,834.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
18-100-03-51320-330-000	Travel	\$ 471.00	\$ 333.27	\$ 804.27
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 333.27	

Department Head Approval: *Ann Klockow* 1/3/19
 Date Approved by Committee of Jurisdiction: *Ann J. Klockow* 2/11/19
Following this approval please forward to the County Clerk's Office.

Date Approved by Finance Committee: _____
 Date Approved by County Board: _____

Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.

Date of publication of Class 1 notice of budget amendment: _____

Mileage for
UW-GB BHTP training

IRS milage rate 2019

\$0.58

Date	Destination	Miles to	Miles Back	Total miles	Mileage Cost
3/12/2019	Best Western Primier Resort, 1000 Cameron Way, Neenah WI	64.1	64.1	128.2	\$74.36
6/18/2019	Tundra Lodge, 865 Lombardi Avenue, Green Bay	93.4	73.6	167	\$96.86
9/10/2019	Best Western Primier Resort and Oshkosh Convention Center, 1 N. Main Street, Oshkosh, WI	46.3	46.3	92.6	\$53.71
12/3/2019	Tundra Lodge, 865 Lombardi Avenue, Green Bay	93.4	93.4	186.8	\$108.34

Total mileage cost

\$333.27

**Mileage is calculated from employee's home, except for 6/18/19 due to the County Board meeting,
where ending mileage is at the Government Center

GREEN LAKE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: February 1, 2019
 Department: Clerk of Circuit Court
 Amount: \$23,174.61
 Budget Year Amended: 2018

Source of Increase / Decrease and affect on Program:
 (If needed attached separate brief explanation.)

Due to unforeseen circumstances, Guardian ad Litem expenses and Medical (psychological evals) have increased in 2018. To accommodate the overage, I am requesting to transfer the amount from additional Guardian ad litem reimbursements.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
18-100-02-45126-000-000	GAL Reimbursement	\$ 25,000.00	\$ 23,174.61	\$ 48,174.61
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 23,174.61	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
18-100-02-51220-212-000	GAL Expenses	\$ 38,000.00	\$ 18,514.86	\$ 56,514.86
18-100-02-51220-250	Medical	\$ 4,500.00	\$ 4,659.75	\$ 9,159.75
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 23,174.61	

Department Head Approval: Amy S. Thomas
 Date Approved by Committee of Jurisdiction: 2/13/19

Following this approval please forward to the County Clerk's Office.

Date Approved by Finance Committee: _____
 Date Approved by County Board: _____

Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.

Date of publication of Class 1 notice of budget amendment: _____

GREEN LAKE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: February 6, 2019
 Department: Emergency Management
 Amount: \$20,533.00
 Budget Year Amended: 2019

Source of Increase / Decrease and affect on Program:
 (If needed attached separate brief explanation.)

Received new grant

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
19-100-18-46915-000-000	Hazardous Mitigation Plan	\$ -	\$ 20,533.00	\$ 20,533.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 20,533.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
19-100-18-52812-208-000	Contract - Hazmat Team	\$ 3,600.00	\$ 18,375.00	\$ 21,975.00
19-100-18-52812-310-000	Office Supplies	\$ -	\$ 1,294.00	\$ 1,294.00
19-100-18-52812-330-000	Travel	\$ -	\$ 864.00	\$ 864.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 20,533.00	

Department Head Approval: Doug V. Perrell

Date Approved by Committee of Jurisdiction: 2/13/19

Following this approval please forward to the County Clerk's Office.

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.

Date of publication of Class 1 notice of budget amendment: _____

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: _____ County Clerk
 Budget Year Amended: _____ 2018

No. _____
Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
18-100-04-51440-320	Publications - Elections	\$ 25,500.00	\$ 3,440.00		\$ 22,060.00
18-100-04-51930-154	Retiree's Insurance Premiums	\$ 39,565.00	\$ 4,640.00		\$ 34,925.00
18-100-04-51440-312	Election Supplies	\$ 675.00	\$ 370.00		\$ 305.00
18-100-04-51430-111	Postage	\$ 40,800.00	\$ 1,333.00		\$ 39,467.00
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 9,783.00		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
18-100-04-51440-320	Programing	\$ 40,000.00	\$ 8,157.25		\$ 48,157.25
18-100-04-51440-319	Ballots	\$ 9,000.00	\$ 42.75		\$ 9,042.75
18-100-04-5144-140-0	Per Diem - Canvas Board	\$ 360.00	\$ 90.00		\$ 450.00
18-100-04-51430-225	Telephone	\$ 22,600.00	\$ 1,211.00		\$ 23,811.00
18-100-04-51430-303	Codification	\$ 4,000.00	\$ 262.00		\$ 4,262.00
					\$ -
Total Transfer			\$ 9,763.00		

Explanation for Transfer:
 Election programing, ballot costs, and canvas board per diems were up in 2018 due to 2 unforeseen elections. Telephone and general code costs were also up slightly so funds are being transferred from accounts which had excess funds left over.

Department Head Approval

Liz Otto

Governing Committee Approval

Angela Lawrence 2/11/19

If < \$500:

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval:

If > \$500:

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on :

Date

Revised 02/2017

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: TREASURER
 Budget Year Amended: 2018

No. _____
Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	TD Expenditure	New Budget
18-100-08-51520-531-000	Forest Crop Land	\$ 500.00	\$ 500.00		\$ -
18-100-08-51520-310-000	Office Supplies	\$ 2,353.00	\$ 514.00		\$ 1,839.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 1,014.00		

To Account

Account #	Account Name	Current Budget	Transfer Amount	TD Expenditure	New Budget
18-100-08-51520-810-000	Capital Equipment	\$ 3,000.00	\$ 1,014.00		\$ 4,014.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 1,014.00		

Explanation for Transfer:
 My original plan for funding for a new folder was to use the \$3K in the capital equipment account and then \$2K from my carry-over funds which were earmarked for a new folding machine. The \$2K carry-over funds are now unavailable so I was able to find some excess funds in the forest crop land and office supplies accounts to make up the difference.

Department Head Approval

Amanda Toney
Lang Weber 2/11/19

Governing Committee Approval

If < \$500:
 Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval: _____

If > \$500:
 Send to County Clerk's Office

FINANCE COMMITTEE Approval given on : _____ **Date** _____

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: Clerk of Circuit Court
 Budget Year Amended: 2018

No. _____
Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
18-100-02-51220-194	Bailiffs	\$ 1,600.00	\$ 159.72	\$ 1,378.84	\$ 1,440.28
18-100-02-51220-310	Office Supplies	\$ 2,400.00	\$ 705.49	\$ 1,677.25	\$ 1,694.51
18-100-02-51220-196	Jury	\$ 16,100.00	\$ 6,237.04	\$ 9,280.99	\$ 9,862.96
				\$ -	-
				\$ -	-
				\$ -	-
				\$ -	-
Total Transfer			\$ 7,102.25		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
18-100-02-51220-198	Interpreter	\$ 2,900.00	\$ 129.72	\$ 3,029.72	\$ 3,029.72
18-100-02-51220-208	Court Commissioner	\$ 70.00	\$ 30.00	\$ 100.00	\$ 100.00
18-100-02-51220-327	Law Books	\$ 2,000.00	\$ 705.49	\$ 2,705.49	\$ 2,705.49
18-100-02-51220-204	Court Appointed Attorney	\$ 13,000.00	\$ 6,237.04	\$ 19,238.04	\$ 19,238.04
				\$ -	-
				\$ -	-
Total Transfer			\$ 7,102.25		

Explanation for Transfer:
 To transfer money between line items due to unforeseen overages on Interpreter, Court Commissioner, Law Books and Court Appointed Attorney.

Department Head Approval *Amy O. Thomas*
 Governing Committee Approval 2/13/19

If < \$500:
 Send to County Administrator's Office
 COUNTY ADMINISTRATOR Approval: _____
If > \$500:
 Send to County Clerk's Office
 FINANCE COMMITTEE Approval given on : _____
Date _____ Revised 02/2017