



# ***GREEN LAKE COUNTY***

*571 County Road A, Green Lake, WI 54941*

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**Original Post Date: 08/16/18**

**Amended\* Post Date:**

**The following documents are included in the packet for the Finance Committee on August 22, 2018:**

- 1) Agenda
- 2) Minutes from 07/25/18
- 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: August 22, 2018 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: 07/25/18
5. Public Comments (3 Min. Limit)
6. Correspondence
7. Appearances
8. Credit Card Request Approvals
9. Treasurer's Monthly Report
10. Tax Deed Update
11. Resolutions
12. Ordinances
13. Budget Review
14. Budget Adjustments/Line Item Transfers
15. Administrator Update on 2019 Annual Budget
16. Supervisor's Monthly Claims
17. Committee Discussion
18. Future Meeting Dates: Regular Meeting 09/26/18
19. Future Agenda items for action & discussion:
20. 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**  
**July 25, 2018**

The meeting of the Finance Committee was called to order by Chair Harley Reabe at 5:30 PM on Wednesday, July 25, 2018, 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  
                            Dennis Mulder  
                            Brian Floeter

Also Present:       Liz Otto, County Clerk                       Lori Evans, SO Admin Asst  
                            Jason Jerome, HHS Director               Amanda Toney, Treasurer  
                            Mark Podoll, Sheriff                       Angie Petruske, Acct Budget Coord

**MINUTES**

***Motion/second (Jenkins/Mulder)*** to approve the minutes of June 27, 2018 with no additions or corrections. All ayes. Motion carried.

**PUBLIC COMMENTS** – none

**CORRESPONDENCE** – none

**APPEARANCES** – none

**CREDIT CARD REQUEST APPROVALS** – none

**TREASURER'S MONTHLY REPORT**

Treasurer Amanda Toney reported that there is 3.9 million (9.5%) left to collect in taxes for this year. Tax deeds are now down to 31 parcels with 25 owners. There was an issue with local post offices not delivering the certified mail for tax deeds correctly so this process will be adjusted next year. Credit card total points currently stands at \$7,168.00 in rebates.

**RESOLUTIONS/ORDINANCES - none**

**BUDGET REVIEW**

Revenues and expenses for June were reviewed and discussed.

**BUDGET ADJUSTMENTS/LINE ITEM TRANSFER**

- Sheriff's Office – Budget adjustment in the amount of \$1,364.00 due to increased Huber revenues to be used on additional drug testing. ***Motion/second (Mulder/Lyon)*** to approve budget adjustment. All ayes. Motion carried.
- Sheriff's Office – Budget adjustment in the amount of \$25,000 to be moved from Jail Salaries to General (Patrol) overtime. ***Motion/second (Lyon/Jenkins)*** to approve budget adjustment. All ayes. Motion carried.

- HHS/Aging – Transfer \$1,500 from Contracted Services Alz to Training Alz to utilize more training resources. ***Motion/second (Jenkins/Lyon)*** to approve line item transfer. All ayes. Motion carried.
- HHS/Children & Families – Transfer \$63,000 from various C&F funds to Foster Care Admin C&F to split out the admin costs from other foster care categories. ***Motion/second (Mulder/Floeter)*** to approve line item transfer. All ayes. Motion carried.

## **2019 BUDGETS**

- County Board
- Committees

County Clerk Liz Otto presented the preliminary budgets for 2019 for County Board and Committees. Discussion held.

## **ADMINISTRATOR UPDATE ON 2019 ANNUAL BUDGET**

County Administrator Cathy Schmit gave an update on the budget process such as budget workshops and the timeline. County Clerk Liz Otto also gave an update on projected health insurance costs for 2019.

## **SUPERVISOR'S MONTHLY CLAIMS**

Supervisor's claims: \$860.07

Lay people: \$580.94

***Motion/second (Floeter/Lyon)*** to approve supervisor's and lay people monthly claims. All ayes. Motion carried.

## **COMMITTEE DISCUSSION**

- **Future meeting dates:** Regular meeting – August 22, 2018 at 5:30 PM
- **Future agenda items for action & discussion:**

## **ADJOURNMENT**

Chairman Reabe adjourned the meeting at 6:15 PM.

Submitted by,



Liz Otto  
County Clerk

## Request for Credit Card Approval

Department: Coroner

Committee: Aud/LE

Name of Card Holder	Title of Position	Credit Card Limit
Amanda Thomas	Coroner	\$1000.00
Rachel Merrick	Deputy Coroner	\$500.00
Kelly Schulte	Chief Deputy Coroner	\$500.00

Justification for Credit Card(s):


Department Head Approval: Amanda Thomas

Date Approved by Committee of Jurisdiction: \_\_\_\_\_

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

Date Approved By Finance Committee: \_\_\_\_\_

## EMPLOYEE AGREEMENT

I, (employee name) Amada Thoma, agree to comply with the following terms and conditions regarding my use of the County credit card.

- I understand that I will be making financial commitments on behalf of Green Lake County and will strive to obtain the best value for the County.
- I understand that Green Lake County is liable for all charges made on the card. However I will be responsible for charges lacking proper documentation.
- I agree to use this card for approved purchases only and agree not to charge personal purchases. I understand that the County Clerk's Office will audit the use of this card and report and take appropriate action on any discrepancies.
- I agree to notify my Department Head and the County Administrator's Office immediately should any apparently fraudulent activity or charges related to the credit card arise or otherwise come to my attention.
- I will follow the established procedures for the use of the card. Failure to do so may result in either revocation of my use of County credit cards and/or other disciplinary actions.
- I have been given a copy of the Green Lake County Credit Card Policy and Procedures and understand the requirements for the card use.
- I agree to return the card immediately upon request or upon termination of employment (including retirement), or upon transfer to another department.
- I agree to return any credit card that has been canceled or expired to the County Administrator's Office as soon as possible for audit review.
- If the card is lost or stolen, I agree to notify the County Administrator and Department Head immediately.

Employee Signature: Amada Thoma Date: 7-12-18

Department: Coroner

Card # Issued: \_\_\_\_\_

## EMPLOYEE AGREEMENT

I, (employee name) Rachel Merrick, agree to comply with the following terms and conditions regarding my use of the County credit card.

- I understand that I will be making financial commitments on behalf of Green Lake County and will strive to obtain the best value for the County.
- I understand that Green Lake County is liable for all charges made on the card. However I will be responsible for charges lacking proper documentation.
- I agree to use this card for approved purchases only and agree not to charge personal purchases. I understand that the County Clerk's Office will audit the use of this card and report and take appropriate action on any discrepancies.
- I agree to notify my Department Head and the County Administrator's Office immediately should any apparently fraudulent activity or charges related to the credit card arise or otherwise come to my attention.
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- I have been given a copy of the Green Lake County Credit Card Policy and Procedures and understand the requirements for the card use.
- I agree to return the card immediately upon request or upon termination of employment (including retirement), or upon transfer to another department.
- I agree to return any credit card that has been canceled or expired to the County Administrator's Office as soon as possible for audit review.
- If the card is lost or stolen, I agree to notify the County Administrator and Department Head immediately.

Employee Signature: \_\_\_\_\_

Date: 07/16/18

Department: Coroners Office

Card # Issued: \_\_\_\_\_

## EMPLOYEE AGREEMENT

I, (employee name) Kelly J. Schmude, agree to comply with the following terms and conditions regarding my use of the County credit card.

- I understand that I will be making financial commitments on behalf of Green Lake County and will strive to obtain the best value for the County.
- I understand that Green Lake County is liable for all charges made on the card. However I will be responsible for charges lacking proper documentation.
- I agree to use this card for approved purchases only and agree not to charge personal purchases. I understand that the County Clerk's Office will audit the use of this card and report and take appropriate action on any discrepancies.
- I agree to notify my Department Head and the County Administrator's Office immediately should any apparently fraudulent activity or charges related to the credit card arise or otherwise come to my attention.
- I will follow the established procedures for the use of the card. Failure to do so may result in either revocation of my use of County credit cards and/or other disciplinary actions.
- I have been given a copy of the Green Lake County Credit Card Policy and Procedures and understand the requirements for the card use.
- I agree to return the card immediately upon request or upon termination of employment (including retirement), or upon transfer to another department.
- I agree to return any credit card that has been canceled or expired to the County Administrator's Office as soon as possible for audit review.
- If the card is lost or stolen, I agree to notify the County Administrator and Department Head immediately.

Employee Signature: Kelly J. Schmude Date: 7-18-18

Department: Coroner

Card # Issued: \_\_\_\_\_





## **GREEN LAKE COUNTY**

### **OFFICE OF THE COUNTY TREASURER**

*Amanda R. Toney*  
*Treasurer and Real Property Lister*

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

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08-15-2018

Memo to Finance Committee:

The July sales tax figure was \$116,127.56.

#### **TAX COLLECTION UPDATE:**

As of 8-15-18: We have \$625,443.27 left to collect, which is 1.50% of the total 2017 Real Estate taxes.

As of 8-16-17: We had \$787,099.98 left to collect, which was 2.12% of the total 2017 Real Estate taxes.

On Monday, August 20<sup>th</sup>, we will complete the August settlement in which all of the taxing jurisdictions within the County will receive their final funds from the 2017 levied tax amount. The total of this disbursement is \$7,931,768.71. Funds for this settlement are available from tax collection throughout the year up to and including second installment collection.

On the first working day of September, we will issue a certificate number to every parcel with delinquent 2017 taxes. This "issuance" starts the redemption period until Green Lake County could take a tax deed to the property. It is also required that a letter be sent to all delinquent 2017 taxpayers at this time to notify them that we could take a deed to their property if the taxes are unpaid in three years.

#### **TAX DEED UPDATE:**

As of today, we have 18 owners with 22 parcels that still have delinquent 2014 taxes. August 31<sup>st</sup>, is the final date for these taxpayers to pay their 2014 taxes in full. The most current information will be available at the meeting.

On Friday September 7<sup>th</sup>, we will be converting to our new tax collection software, Transcendent. The conversion up to this point has gone smoothly for this office and has streamlined the process for the Real Property Lister responsibilities. We are looking to working in one software module versus the two we have been working in since May.

Respectfully submitted,

Amanda R. Toney

**GREEN LAKE COUNTY TREASURER'S REPORT**

**JULY 2018**

CASH BALANCE: 06-30-2018 306,163.44

**RECEIPTS:**

General:	1,553,672.18
Redemption Tax - Principle:	26,770.38
Redemption Tax - Interest	7,297.09
Redemption Tax - Penalty	3,648.52
Postponed & Delinquent Tax - Principle:	4,434,082.25
Postponed & Delinquent Tax - Interest:	3,882.49
Postponed & Delinquent Tax - Penalty	1,941.26
Sales Tax Deposit from State	116,127.56
School Tax Levy	3,506,342.42
First Dollar Credit	614,841.72

**TOTAL RECEIPTS:** 10,268,605.87 10,574,769.31

**DISBURSEMENTS:**

General Maintenance:	1,106,424.24
Direct Deposit Payroll	528,427.62
DHHS Deposit to LGIP	537,771.82
Payroll deductions and taxes	335,075.89
Sales Tax Money Transfer to LGIP	126,711.01
Bank fees (Security Token & NSF)	28.00
Real Estate Transfer Fees	21,912.00
Transfer to Flex/HRA account	13,226.23
Transfer to Farmers & Merchants Money Market	6,000,000.00

**TOTAL DISBURSEMENTS:** 8,669,576.81

**TREASURER'S CASH BALANCE:** 1,905,192.50

**BANK RECONCILIATION**

Green Lake Horicon Bank-Checking:	690195	273,956.06
Green Lake Horicon Bank - Money Market:	690224	<u>1,905,181.73</u>

**TOTAL** 2,179,137.79

Less Outstanding Checks 273,945.29

Available Bank Balance 1,905,192.50

Cash in Office 07/31/18 0.00

07/31/18 CASH BALANCE	<span style="border: 1px solid black; padding: 2px;">1,905,192.50</span>
TREASURER'S CASH	<span style="border: 1px solid black; padding: 2px;">1,905,192.50</span>
DIFFERENCE	<span style="border: 1px solid black; padding: 2px;">0.00</span>

## GREEN LAKE COUNTY TREASURER'S REPORT

JULY 2018

### RECONCILIATION OF RECEIPTS & DEPOSITS

Cash in Office	June 30, 2018	0.00
Total Receipts	JULY 2018	<u>10,268,605.87</u>
<b>SUB TOTAL</b>		<b>10,268,605.87</b>
Less Deposits for Month:		<u>10,268,605.87</u>
Cash in Office	7/31/2018	0.00

### PROOF OF OUTSTANDING CHECKS

Outstanding Checks	June 30, 2018	256,990.95
Total Disbursements	JULY 2018	8,669,576.81
<b>SUB TOTAL</b>		<b><u>8,926,567.76</u></b>
Less Checks Cashed by Bank		1,870,199.38
DHHS Deposit to LGIP		537,771.82
Payroll deductions and taxes		104,686.03
Sales Tax transfer to LGIP		126,711.01
Bank fees (Security Token & NSF)		28.00
Transfer to Flex/HRA account		13,226.23
Transfer to Farmers & Merchants Money Market		6,000,000.00
<b>Outstanding Checks</b>	<b>7/31/2018</b>	<b>273,945.29</b>

### 2018 INTEREST REVENUE

(PROJECTED BUDGET: \$70,000.00)

1/31/18 Money Markets	January Interest	\$5,358.91
1/31/18 Certificate of Deposits	January Interest	\$3,205.48
2/28/18 Money Markets	February Interest	\$5,789.97
2/28/18 Certificate of Deposits	February Interest	\$0.00
3/31/18 Money Markets	March Interest	\$10,162.86
3/31/18 Certificate of Deposits	March Interest	\$0.00
4/30/18 Money Markets	April Interest	\$10,956.02
4/30/18 Certificate of Deposits	April Interest	\$3,145.68
5/31/18 Money Markets	May Interest	\$10,683.44
5/31/18 Certificate of Deposits	May Interest	\$9,197.61
6/30/18 Money Markets	June Interest	\$10,031.36
6/30/18 Certificate of Deposits	June Interest	\$0.00
7/31/18 Money Markets	July Interest	\$12,110.76
7/31/18 Certificate of Deposits	July Interest	\$4,988.90
Money Markets	August Interest	
Certificate of Deposits	August Interest	
Money Markets	September Interest	
Certificate of Deposits	September Interest	
Money Markets	October Interest	
Certificate of Deposits	October Interest	
Money Markets	November Interest	
Certificate of Deposits	November Interest	
Money Markets	December Interest	
Certificate of Deposits	December Interest	
<b>TOTAL</b>		<b><u>\$85,630.99</u></b>

### HORICON BANK ACCOUNTS

#### Balance as of 07/31/18

Flex/HRA Checking Account #2395	\$5,185.50
Flex/HRA Money Market Account #2366	\$473,077.25
Gelhar Escrow Account #8674	\$34,731.63

**INVESTMENTS JULY 2018**

## #824000

<u>Date</u>	<u>Account #01</u>
06/30/18 Balance L.G.I.P.	2,138,651.99
07/05/18 HFS Comm Aids	472,098.00
07/05/18 DCF Sparc Pmt	22,267.40
07/30/18 DCF Sparc Pmt	25,268.42
07/31/18 DCF Sparc Pmt	18,138.00
07/31/18 Interest	4,255.17
07/31/18 Balance L.G.I.P.	<b>\$2,680,678.98</b>

[illegible]

02/20/18	Fortifi Bank** (f/k/a First National Bank)	6 months	#8676645	2,006,095.89	1.25%	08/20/18
02/20/18	Horicon Bank**	182 days	#100000078184	2,000,000.00	1.25%	08/21/18
09/20/17	Farmers & Merchants Bank CD**	12 month	#708494	1,000,000.00	1.35%	09/20/18
12/09/17	Farmers & Merchants Bank CD**	12 month	#703152	1,000,000.00	1.35%	12/09/18
04/14/18	Fortifi Bank** (f/k/a First National Bank)	12 month	#8631292	1,004,988.90	2.00%	04/14/19
12/01/17	Farmers & Merchants Bank CD**	25 month	#704462	2,000,000.00	1.75%	01/01/20
10/30/13	Citizens Community Federal	Money Market	20033645	163,297.64	0.25%	
04/20/11	Farmers & Merchants Bank**	Money Market	310818	10,320,035.98	1.75%	
03/18/15	First Business Bank	Money Market	7017-03210	2,740.47	0.45%	
11/01/15	Horicon Retirement	Money Market	1424497	13.96	0.50%	
08/05/13	Ripon Horicon Bank	Money Market	831744	5,210.24	0.15%	
<b>TOTAL</b>				<b>\$19,502,383.08</b>		

**SALES TAX**

	<u>2018 PRINCIPLE</u>	<u>2018 INTEREST</u>	<u>TOTAL SALES TAX</u>	<u>Retailer Collection Period</u>
<b>BALANCE 12/31/17</b>			1,611,670.78	
01/01/18	113,333.47	1,587.62	114,921.09	October, 2017
02/01/18	89,933.78	1,531.20	91,464.98	November, 2017
03/01/18	126,251.39	802.09	127,053.48	December, 2017
04/01/18	75,898.03	974.52	76,872.55	January, 2018
05/01/18	72,655.36	1,165.20	73,820.56	February, 2018
06/01/18	125,227.50	1,367.30	126,594.80	March, 2018
07/01/18	126,711.01	1,671.52	128,382.53	April, 2018

TOTAL COLLECTED IN 2018	730,010.54	9,099.45	\$2,350,780.77
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TOTAL 2018 LOAN PAYMENTS	834,907.50
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BALANCE OF SALES TAX FUNDS	\$1,515,873.27
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## 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>
4/30/2018 LGIP Sales Tax Account #09			1,015,873.27		
Bank Mutual	7072041052	12 months	500,000.00	1.92%	1/11/2019
<b>Total Funds Held in Trust</b>			<b>\$1,515,873.27</b>		

2018 LOAN PAYMENT HISTORY				
<u>PAYMENT DATE</u>	<u>LOAN PAYMENT AMOUNT</u>		<u>TOTAL</u>	
03/01/18	834,907.50	Paid on 03/01/18	834,907.50	Justice Center Loan Payment-DTC
			<b>\$834,907.50</b>	<b>Total Paid on Loan in 2018</b>

\*\* Collateralized Investment

**JULY 2018**

**EFFECTIVE INTEREST RATES - OVERALL**

<b><u>INSTITUTION</u></b>	<b><u>AMOUNT</u></b>	<b><u>ACCOUNT NUMBER</u></b>	<b><u>RATE</u></b>
L.G.I.P.	3,701,844.21		1.95%
Fortifi Bank** (f/k/a First National Bank)	2,006,095.89	#8676645	1.25%
Horicon Bank**	2,000,000.00	#100000078184	1.25%
Farmers & Merchants Bank CD**	1,000,000.00	#708494	1.35%
Farmers & Merchants Bank CD**	1,000,000.00	#703152	1.35%
Fortifi Bank** (f/k/a First National Bank)	1,004,988.90	#8631292	2.00%
Farmers & Merchants Bank CD**	2,000,000.00	#704462	1.75%
Citizens Community Federal	163,297.64	20033645	0.25%
Farmers & Merchants Bank	10,320,035.98	310818	1.75%
First Business Bank	2,740.47	7017-03210	0.45%
GL Cty Retirement-Horicon	13.96	1424497	0.50%
Ripon Horicon Bank	5,210.24	831744	0.15%
Horicon Bank	<u>1,905,181.73</u>	690224	<u>0.05%</u>
	25,109,409.02	Average APY	1.08%
<b><u>TOTAL INVESTED</u></b>	<b><u>23,199,003.09</u></b>	Average Investment APY	<b><u>1.34%</u></b>

<b><u>MONTHLY</u></b>	<b><u>AVERAGE</u></b>
January 2018	0.82%
February 2018	0.95%
March 2018	1.00%
April 2018	1.05%
May 2018	1.07%
June 2018	1.08%
July 2018	1.08%
August 2018	
September 2018	
October 2018	
November 2018	
December 2018	

Date	Institution	Account #	Amount
1/31/2018	MM Horicon	1000002366	73.52
1/31/2018	MM LGIP	Account #1	1,888.16
1/31/2018	MM Citizens Community	20033645	36.86
1/31/2018	MM Farmers & Merchants	310818	3,206.81
1/31/2018	MM First Business Bank	7017-03210	0.27
1/31/2018	MM Horicon Retirement	1424497	0.85
1/31/2018	MM Ripon Horicon Bank	831744	0.66
1/31/2018	MM Horicon	690195	22.08
1/31/2018	MM Horicon	690224	129.70
<b>TOTAL MONEY MARKET INTEREST</b>			<b>\$5,358.91</b>
1/12/2018	CD Fortifi CD	8631292	3,205.48

**TOTAL CERTIFICATE OF DEPOSIT INTEREST \$3,205.48**

2/28/2018	MM Horicon (Flex MM)	1000002366	66.42
2/28/2018	MM LGIP	Account #1	1,872.65
2/28/2018	MM Citizens Community	20033645	31.28
2/28/2018	MM Farmers & Merchants	310818	3,669.16
2/28/2018	MM First Business Bank	7017-03210	0.35
2/28/2018	MM Horicon Retirement	1424497	0.15
2/28/2018	MM Ripon Horicon Bank	831744	0.60
2/28/2018	MM Horicon	690195	6.97
2/28/2018	MM Horicon	690224	142.39
<b>TOTAL MONEY MARKET INTEREST</b>			<b>\$5,789.97</b>

3/31/2018	MM Horicon (Flex MM)	1000002366	71.48
3/31/2018	MM LGIP	Account #1	2,424.61
3/31/2018	MM Citizens Community	20033645	33.52
3/31/2018	MM Farmers & Merchants	310818	7,564.96
3/31/2018	MM First Business Bank	7017-03210	0.38
3/31/2018	MM Horicon Retirement	1424497	0.14
3/31/2018	MM Ripon Horicon Bank	831744	0.66
3/31/2018	MM Horicon	690195	10.36
3/31/2018	MM Horicon	690224	56.75
<b>TOTAL MONEY MARKET INTEREST</b>			<b>\$10,162.86</b>

Date	Institution	Account #	Amount
4/30/2018	MM Horicon	1000002366	64.96
4/30/2018	MM LGIP	Account #1	2,767.09
4/30/2018	MM Citizens Community	20033645	34.64
4/30/2018	MM Farmers & Merchants	310818	8,040.70
4/30/2018	MM First Business Bank	7017-03210	0.40
4/30/2018	MM Horicon Retirement	1424497	0.62
4/30/2018	MM Ripon Horicon Bank	831744	0.65
4/30/2018	MM Horicon	690195	11.77
4/30/2018	MM Horicon	690224	35.19
<b>TOTAL MONEY MARKET INTEREST</b>			<b>\$10,956.02</b>
4/30/2018	CD Fortifi CD	8631292	3,145.68

**TOTAL CERTIFICATE OF DEPOSIT INTEREST \$3,145.68**

Date	Institution	Account #	Amount
5/31/2018	MM Horicon	1000002366	64.46
5/31/2018	MM LGIP	Account #1	3,108.26
5/31/2018	MM Citizens Community	20033645	34.65
5/31/2018	MM Farmers & Merchants	310818	7,443.28
5/31/2018	MM First Business Bank	7017-03210	0.40
5/31/2018	MM Horicon Retirement	1424497	0.30
5/31/2018	MM Ripon Horicon Bank	831744	0.66
5/31/2018	MM Horicon	690195	12.30
5/31/2018	MM Horicon	690224	19.13
<b>TOTAL MONEY MARKET INTEREST</b>			<b>\$10,683.44</b>
5/31/2018	CD Horicon Bank	77035	3,101.72
	CD Fortifi Bank	9676645	6,095.89
<b>TOTAL CERTIFICATE OF DEPOSIT INTEREST</b>			<b>\$9,197.61</b>

Date	Institution	Account #	Amount
6/30/2018	MM Horicon	1000002366	60.68
6/30/2018	MM LGIP	Account #1	3,220.55
6/30/2018	MM Citizens Community	20033645	32.42
6/30/2018	MM Farmers & Merchants	310818	6,694.46
6/30/2018	MM First Business Bank	7017-03210	0.38
6/30/2018	MM Horicon Retirement	1424497	0.15
6/30/2018	MM Ripon Horicon Bank	831744	0.64
6/30/2018	MM Horicon	690195	9.88
6/30/2018	MM Horicon	690224	12.20
<b>TOTAL MONEY MARKET INTEREST</b>			<b>\$10,031.36</b>

Date	Institution	Account #	Amount
7/31/2018	MM Horicon	1000002366	60.57
7/31/2018	MM LGIP	Account #1	4,255.17
7/31/2018	MM Citizens Community	20033645	35.78
7/31/2018	MM Farmers & Merchants	310818	7,653.91
7/31/2018	MM First Business Bank	7017-03210	0.53
7/31/2018	MM Horicon Retirement	1424497	0.14
7/31/2018	MM Ripon Horicon Bank	831744	0.67
7/31/2018	MM Horicon	690195	10.77
7/31/2018	MM Horicon	690224	93.22
<b>TOTAL MONEY MARKET INTEREST</b>			<b>\$12,110.76</b>
7/31/2018	CD Fortifi	8631292-1	4,988.90

**TOTAL CERTIFICATE OF DEPOSIT INTEREST \$4,988.90**

[illegible]

# GREEN LAKE COUNTY

## Notice of Budgetary Adjustment

### Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: August 6, 2018  
Department: County Clerk  
Amount: \$18,700.00  
Budget Year Amended: 2018

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

The budget for election publications has exceeded expectations for several reasons including: 2 unanticipated elections for the 42nd Assembly District, notices required for unanticipated referenda including state treasurer & dark stores, and new and improved publication requirements. The Elections carryover account in the amount of \$12,193 has already been applied to the budget. The Public Liability line item was estimated higher in anticipation of replenishing the deductible fund which wasn't needed.

#### Revenue Budget Lines Amended:

<u>Account #</u>	<u>Account Name</u>	<u>Current Budget</u>	<u>Budget Adjustment</u>	<u>Final Budget</u>
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

#### Expenditure Budget Lines Amended:

<u>Account #</u>	<u>Account Name</u>	<u>Current Budget</u>	<u>Budget Adjustment</u>	<u>Final Budget</u>
18-100-04-51930-509-000	Public Liability	\$ 132,000.00	\$ (18,700.00)	\$ 113,300.00
18-100-04-51440-320-000	Publications-Elections	\$ 6,800.00	\$ 18,700.00	\$ 25,500.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

Department Head Approval:   
Date Approved by Committee of Jurisdiction: 8/6/18

*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: July 16, 2018

Department: Corporation Counsel

Amount: \$383.00

Budget Year Amended: 2018

Source of Increase / Decrease and affect on Program:

(If needed attached separate brief explanation.)

Request to utilize funds originally designated for printer supplies and paper supply to purchase stand-up desk for clerical staff position. This budget adjustment is to approve the change in the designated purpose for the funds as originally approved in the annual budget for the amount of \$383.00.

### Revenue Budget Lines Amended:

<u>Account #</u>	<u>Account Name</u>	<u>Current Budget</u>	<u>Budget Adjustment</u>	<u>Final Budget</u>
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

### Expenditure Budget Lines Amended:

<u>Account #</u>	<u>Account Name</u>	<u>Current Budget</u>	<u>Budget Adjustment</u>	<u>Final Budget</u>
18-100-03-51320-309-000	Office Expenses	\$ 1,275.00		\$ 1,275.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

Department Head Approval: Dawn N. Klockner 7/16/18

Date Approved by Committee of Jurisdiction: 8/6/18

*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: August 8, 2018  
Department: Sheriff's office  
Amount: \$26,000.00  
Budget Year Amended: 2018

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

At the end of last year we had a Full-time Communications Officer post out to a Monday thru Friday 8:00 to 4:30 job in Human Services. Her replacement was hired and trained and went on his own in Mid April. We just received a resignation from a Corrections Officer effective September 1, 2018. We will not have another Communications Officer fully trained until Nov or Dec of 2018. Due to the part-time female jail position not having been filled yet and some of the MCA positions not filled until recently, the Jail salaries budget line has more funds in it yet than expected. We are asking to transfer funds from the Jail salaries to Radio (Dispatch) OT

**Revenue Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

**Expenditure Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
18-100-09-52700-110-000	Jail Salaries	\$ 917,809.00	\$ (26,000.00)	\$ 891,809.00
18-100-09-52110-125-000	Radio OT	\$ 31,858.00	\$ 26,000.00	\$ 57,858.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

Department Head Approval: Mel A Padoll  
Date Approved by Committee of Jurisdiction: 8-8-18  
*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: August 8, 2018  
Department: 911 Project  
Amount: \$25,456.00  
Budget Year Amended: 2018

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

Adjustment to cover the annual capital lease cost for the NextGen 911 Upgrade that must be completed by 2020. Our current system is obsolete and no longer supported. Estimated budget was for 6 months rather than annual installment.

### Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

### Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
18-400-00-57100-911-000	Capital Outlay - 911	\$ 53,452.12	\$ (25,456.00)	\$ 27,996.12
18-100-58300-000-000	911 Project	\$ 19,837.07	\$ 25,456.00	\$ 45,293.07
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

Department Head Approval: Dary V. Rodell

Date Approved by Committee of Jurisdiction: 8-8-18

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: July 30, 2018  
Department: Emergency Management  
Amount: \$20,533.00  
Budget Year Amended: 2018

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

Received new grant

#### Revenue Budget Lines Amended:

<u>Account #</u>	<u>Account Name</u>	<u>Current Budget</u>	<u>Budget Adjustment</u>	<u>Final Budget</u>
18-100-18-46915-000-000	Terroism Consequence Mgt	\$ -	\$ 20,533.00	\$ 20,533.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 20,533.00	

#### Expenditure Budget Lines Amended:

<u>Account #</u>	<u>Account Name</u>	<u>Current Budget</u>	<u>Budget Adjustment</u>	<u>Final Budget</u>
18-100-18-52812-206-000	Contract - Hazmat Team	\$ 3,600.00	\$ 18,375.00	\$ 21,975.00
18-100-18-52812-310-000	Office Supplies	\$ -	\$ 1,294.00	\$ 1,294.00
18-100-18-52812-330-000	Travel	\$ -	\$ 864.00	\$ 864.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 20,533.00	

Department Head Approval: Dany V. Roshell

Date Approved by Committee of Jurisdiction: 8-8-18

*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: Sheriff's Office  
Budget Year Amended: 2018

No. _____
Date: _____

## From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
18-100-09-52700-110-000	Jail Salaries	\$ 917,809.00	\$ 23,000.00	\$ 522,701.00	\$ 894,809.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 23,000.00		

## To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
18-100-09-52700-125-000	Jail Overtime	\$ 31,149.00	\$ 23,000.00	\$ 30,816.33	\$ 54,149.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 23,000.00		

<b>Explanation for Transfer:</b>
The part-time female jail position is not yet filled and we are not fully staffed yet in Master Control. Therefore there are Jail Salary funds that have not been used. Overtime has been higher than expected to fill open shifts and due to unanticipated sick leave by 3 different Corrections Officers. Therefore we are requesting the transfer of \$23,000 from Jail Salaries to Jail overtime.

Department Head Approval

M. A. P. 2018

Governing Committee Approval

[Signature] 2-8-18

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: District Attorney  
 Budget Year Amended: 2018

No. _____
Date: _____

## From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
18-100-03-51310-210-000	Pros. Services	1500.00	750.00	0	\$ 750.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 750.00		

## To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
18-100-03-51310-207-000	Transcripts	1000.00	750.00	1206.50	\$ 1750.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 750.00		

Explanation for Transfer:
<u>Needed more funds in Transcript Account</u>

Department Head Approval

Andrew Christensen

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

Revised 02/2017