



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 02/20/20

Amended* Post Date:

The following documents are included in the packet for the Finance Committee on February 26, 2020:

- 1) Amended Agenda
- 2) Minutes from 01/29/2020 and 02/18/2020
- 3) Treasurer's Monthly Report
- 4) Credit Card Requests
 - a. Cassie Ewerdt
 - b. Ed Tetlaff
- 5) Budget Adjustment-Land Conservation
- 6) Line Item Transfers
 - a. County Administrator
 - b. Land Conservation (2)



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 26, 2020 Time: 10:00AM
The Green Lake County Government Center, County Board Room
571 County Road A, Green Lake WI***

Amended 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: 01/29/20 and *02/18/20
5. Public Comments (3 Min. Limit)
6. Treasurer's Monthly Report
 - Tax Collection Update
 - January Financial Reports
 - Sales Tax Update
7. In-Rem Update
8. Credit Card Request
 - Cassie Ewerdt-Register in Probate
 - Ed Tetzlaff-Financial Manager
9. TREDC Revolving Loan Fund Update
10. Budget Review
11. Budget Adjustment
 - Land Conservation
12. Line Item Transfer
 - County Administrator- Physicals/Drug Testing
 - Land Conservation- Vehicle Maintenance
 - Land Conservation- Twin Lake Improvement
13. Supervisor/Lay People Monthly Claims
14. Committee Discussion
15. Future Meeting Dates: Regular Meeting 03/25/2020
16. Future Agenda items for action & discussion:
17. 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 29, 2020

The meeting of the Finance Committee was called to order by Chair Harley Reabe at 10:00 AM on Wednesday, January 29, 2020, 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
Brian Floeter
Larry Jenkins

Absent: Dennis Mulder
Robert Lyon

Other County

Employees Present: Liz Otto, County Clerk
Sheriff Mark Podoll
Kayla Yonke, HHS Financial Manager
Becky Pence, Hwy Admin Asst
Ed Tetzlaff, Financial Mgr

Gary Podoll, Emergency Mgmt Director
Dawn Klockow, Corporation Counsel
Amanda Toney, Treasurer
Cathy Schmit, Cty Administrator (10:05)
Dave Abendroth, Supervisor #4

MINUTES

Motion/second (Jenkins/Floeter) to approve the minutes of the December 23, 2019 meeting with no additions or corrections. Motion carried with no negative vote.

PUBLIC COMMENTS - none

TREASURER'S MONTHLY REPORT

- **Tax Collection Update**
Treasurer Amanda Toney stated that her office is in the midst of collecting 1st installment tax payments for the 10 municipalities they contract with for that service.
- **December Financial Reports**
Treasurer Amanda Toney updated her written report which was submitted in the packet. Discussion held.
- **Sales Tax Update**
Discussion held on current sales tax figures.

IN REM UPDATE

Corporation Counsel Dawn Klockow updated the committee on the 6 properties which were acquired by the county through tax foreclosure. Letters have been sent to all owners/occupants to vacate in 28 days. Treasurer Toney will speak with maintenance in regard to securing the properties.

CREDIT CARD REQUEST

Motion/second (Jenkins/Floeter) to approve the credit card request for Deputy Sheriff Taylor Wallace in the amount of \$1,500.00. Motion carried with no negative vote.

TREDC REVOLVING LOAN FUND UPDATE

Chair Reabe gave the committee an update on the loan fund summary spreadsheet which was provided to each member. Corporation Counsel Klockow stated that she will be starting the collection process for one loan after speaking to the TREDC board.

LINE ITEM TRANSFER

- **Emergency Management** – transfer \$689.48 out of Radio Maintenance Contract to various expense accounts due to overages.

Motion/second (Jenkins/Floeter) to approve the line item transfer request. Motion carried with no negative vote.

BUDGET REVIEW

December 2019 revenues and expenditures were reviewed.

SUPERVISOR’S/LAY PEOPLE MONTHLY CLAIMS

Supervisor’s claims: \$1,068.53

Lay people: \$759.20

Motion/second (Floeter/Jenkins) to approve supervisor and lay people claims. All ayes. Motion carried with no negative vote.

COMMITTEE DISCUSSION

- **Future meeting dates:** Regular meeting – February 26, 2020 @ 10:00 AM.
- **Future agenda items for action & discussion:**

ADJOURNMENT

Chair Reabe adjourned the meeting at 10:20 AM.

Submitted by,


Liz Otto
County Clerk

FINANCE COMMITTEE
February 18, 2020

The special meeting of the Finance Committee was called to order by Chair Harley Reabe at 5:30 PM on Tuesday, February 18, 2020, 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
Brian Floeter
Larry Jenkins

Absent: Dennis Mulder
Robert Lyon

Other County

Employees Present: Liz Otto, County Clerk
Amanda Toney, Treasurer
Sarah Guenther, Register of Deeds

Dawn Klockow, Corporation Counsel
Cathy Schmit, County Administrator

RESOLUTIONS

- **Resolution 1-2020 Salary for County Clerk 2021-2024**

Motion/second (Floeter/Jenkins) to approve the resolution and forward to County Board for final approval. Motion carried with no negative vote.

- **Resolution 2-2020 Salary for Register of Deeds 2021-2024**

Motion/second (Jenkins/Floeter) to approve the resolution and forward to County Board for final approval. Motion carried with no negative vote.

- **Resolution 3-2020 Salary for County Treasurer 2021-2024**

Motion/second (Floeter/Jenkins) to approve the resolution and forward to County Board for final approval. Motion carried with no negative vote.

COMMITTEE DISCUSSION

- **Future meeting dates: Regular meeting – February 26, 2020 @ 10:00 AM.**
- **Future agenda items for action & discussion:**

ADJOURNMENT

Chair Reabe adjourned the meeting at 5:36 PM.

Submitted by,


Liz Otto
County Clerk



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 19, 2020

Memo to Finance Committee:

The January sales tax deposit was \$128,731.85. This is the highest amount we have ever received in the month of January.

TAX COLLECTION UPDATE:

As of today, we have collected and settled for \$28,120,556.51 in Real Estate and Personal Property taxes, out of \$42,108,972.73

Yearly Collection Comparison

Date	Amount Left to Collect	Percentage of Tax Roll
01/31/20	13,988,416.22	33.22%
01/31/19	13,675,440.01	33.24%
01/31/18	12,570,297.87	30.22%

Lindsey, Stef and I have completed the February Settlement process. Stef has also completed creating the assessment rolls for the 2020 tax cycle.

IN-REM UPDATE f/k/a TAX DEED UPDATE

On March 1, 2020, the County will make a loan payment to the Depository Trust Company for \$855,878.75.

Justice Center Principle – \$705,000.00

Justice Center Interest – \$150,878.75

Per the January 2020 credit card statement, we have a balance of 1,789,149 credit card points. The county has earned an additional 34,309 points this statement. This calculates to \$17,891.49.

Respectfully submitted,

Amanda R Toney

GREEN LAKE COUNTY TREASURER'S REPORT

JANUARY 2020

CASH BALANCE: 12-31-2019 **488,327.64**

RECEIPTS:

General:	1,183,394.76
Redemption Tax - Principle:	37,817.62
Redemption Tax - Interest	6,633.71
Redemption Tax - Penalty	3,316.80
Postponed & Delinquent Tax - Principle:	0.00
Postponed & Delinquent Tax - Interest:	0.00
Postponed & Delinquent Tax - Penalty	0.00
Sales Tax Deposit from State	128,731.85
Transfer from LGIP	350,000.00
January Settlement	4,504,856.88
General Transportation Aids	221,398.51

TOTAL RECEIPTS: 6,436,150.13 **6,924,477.77**

DISBURSEMENTS:

General Maintenance:	2,060,691.00
Direct Deposit Payroll	850,306.15
DHHS Deposit to LGIP	76,006.30
Payroll deductions and taxes	404,724.65
Sales Tax Money Transfer to LGIP	99,052.48
Bank fees (Security Token, NSF Fee and RDC)	98.00
Real Estate Transfer Fees	15,658.08
Transfer to Flex/HRA account	7,020.54
Wire to Fortiti (Settlement CD)	1,000,000.00
Wire to Associated (Settlement CD)	1,000,000.00
Sales Tax Remittance	214.11
Credit Card Payment	103,242.30
Voided Checks	-760.50

TOTAL DISBURSEMENTS: 5,616,253.11

TREASURER'S CASH BALANCE: 01/31/20 **1,308,224.66**

BANK RECONCILIATION

Green Lake Horicon Bank-Checking:	690195	352,390.03
Green Lake Horicon Bank - Money Market:	690224	<u>1,405,378.57</u>

TOTAL 1,757,768.60

Less Outstanding Checks 351,514.65

Town of Manchester Settlement	128,612.77
NSF Tax Payments	-30,354.46
T- St Marie Canadian Check Duplicate Transfer Reimbursement	-239.02
Canadian Check Charge from Horicon	10.00

Available Bank Balance 1,308,224.66

CASH BALANCE	1,308,224.66
TREASURER'S CASH	<u>1,308,224.66</u>
DIFFERENCE	0.00

GREEN LAKE COUNTY TREASURER'S REPORT

JANUARY 2020

RECONCILIATION OF RECEIPTS & DEPOSITS

Cash in Office	December 31, 2019	0.00
Total Receipts	JANUARY 2020	<u>0.00</u>
SUB TOTAL		0.00
Less Deposits for Month:		<u>0.00</u>
Cash in Office	1/31/2020	0.00

PROOF OF OUTSTANDING CHECKS

Outstanding Checks	December 31, 2019	332,474.96
Total Disbursements	JANUARY 2020	5,616,253.11
	SUB TOTAL	<u>5,948,728.07</u>
Less Checks Cashed by Bank		3,299,508.29
DHHS Deposit to LGIP		76,006.30
Payroll deductions and taxes		115,527.81
Sales Tax transfer to LGIP		99,052.48
Bank fees (Security Token, NSF Fee and RDC)		98.00
Transfer to Flex/HRA account		7,020.54
Wire to Fortiti (Settlement CD)		1,000,000.00
Wire to Associated (Settlement CD)		1,000,000.00

Outstanding Checks	1/31/2020	351,514.65
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2020 INTEREST REVENUE

(PROJECTED BUDGET: \$246,000.00)

1/31/20 Money Markets	January Interest	\$9,365.54
1/31/20 Certificate of Deposits	January Interest	\$9,433.33

TOTAL	\$18,798.87
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HORICON BANK ACCOUNTS

Balance as of 01/31/20

Flex/HRA Checking Account #2395	\$5,185.50
Flex/HRA Money Market Account #2366	\$204,896.44
Gelhar Escrow Account #8674	\$34,810.06

GREEN LAKE COUNTY TREASURER'S REPORT

INVESTMENTS JANUARY 2020

LOCAL GOVERNMENT INVESTMENT POOL

#824000

<u>Date</u>		<u>Account #01</u>
12/31/19	Balance L.G.I.P.	2,055,734.20
01/03/20	Transfer to cover general maintenance checks	-350,000.00
01/06/20	HFS Comm Aids	196.00
01/06/20	DCF Sparc Pmt	26,718.72
01/30/20	DCF Sparc Pmt	49,091.58
01/31/20	Interest	2,396.08
01/31/20	Balance L.G.I.P.	\$1,784,136.58

Date Started INSTITUTIONS

PRINCIPLE YIELD RATE DUE DATE

03/27/19	First Business Bank	12 month	#702092899	52,750.25	2.80%	03/27/20
04/18/19	Fortifi Bank**	12 month	#1022506303	1,000,000.00	2.10%	04/16/20
03/28/19	Citizens Community Federal	13 month	40035669	166,464.93	2.35%	04/28/20
07/03/19	First Business Bank	12 month	#702123499	506,519.53	2.60%	07/03/20
01/28/20	Farmers & Merchants Bank CD**	6 month	#719785	1,000,000.00	1.75%	07/28/20
01/31/20	Associated Bank**	6 month	#2912997471	1,000,000.00	1.40%	07/31/20
09/26/19	Farmers & Merchants Bank CD** (CDARS)	12 month	#1023046241	1,022,437.88	1.98033%	08/26/20
12/01/17	Farmers & Merchants Bank CD**	12 month	#704462	2,000,000.00	2.00%	01/01/21
04/20/11	Farmers & Merchants Bank**	Money Market	310818	148,809.75	1.75%	
09/26/18	Farmers & Merchants Bank (ICS)	Money Market	310818	4,538,076.46	1.75%	
11/01/15	Horicon Retirement	Money Market	1424497	18.18	0.50%	
08/05/13	Ripon Horicon Bank	Money Market	831744	5,222.02	0.15%	
	TOTAL			\$11,440,299.00		

** Collateralized Investment

SALES TAX

	<u>2020 PRINCIPLE</u>	<u>2020 INTEREST</u>	<u>TOTAL SALES TAX</u>	<u>Retailer Collection Period</u>
BALANCE 12/31/19			2,606,244.32	
01/31/20	99,052.48	15,010.41	114,062.89	October, 2019
			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 2020	99,052.48	15,010.41	\$2,720,307.21	
TOTAL 2020 LOAN PAYMENTS			0.00	
BALANCE OF SALES TAX FUNDS			\$2,720,307.21	

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>
1/31/2020 LGIP Sales Tax Account #09			1,197,325.78		
Associated Bank	2912981202	6 months	522,981.43	1.40%	7/27/2020
Fortifi Bank	8526203	11 months	500,000.00	2.25%	10/14/2020
Fortifi Bank	1023383485	11 months	500,000.00	2.25%	11/30/2020
Total Funds Held in Trust			\$2,720,307.21		

<u>2020 LOAN PAYMENT HISTORY</u>		
<u>PAYMENT DATE</u>	<u>LOAN PAYMENT AMOUNT</u>	<u>TOTAL</u>
		\$0.00
		Total Paid on Loan in 2020

JANUARY 2020

EFFECTIVE INTEREST RATES - OVERALL

<u>INSTITUTION</u>	<u>AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>RATE</u>
L.G.I.P.	2,986,930.54		1.61%
First Business Bank	52,750.25	#702092899	2.80%
Fortifi Bank**	1,000,000.00	#1022506303	2.10%
Citizens Community Federal	166,464.93	40035669	2.35%
First Business Bank	506,519.53	#702123499	2.60%
Farmers & Merchants Bank CD**	1,000,000.00	#719785	1.75%
Associated Bank**	1,000,000.00	#2912997471	1.40%
Farmers & Merchants Bank CD**(CDARS)	1,022,437.88	#1023046241	1.98%
Farmers & Merchants Bank CD**	2,000,000.00	#704462	2.00%
Farmers & Merchants Bank**	148,809.75	310818	1.75%
Farmers & Merchants Bank (ICS)	4,538,076.46	310818	1.75%
Horicon Retirement	18.18	1424497	0.50%
Ripon Horicon Bank	5,222.02	831744	0.15%
Horicon Bank	<u>1,405,378.57</u>	690224	<u>0.05%</u>
	15,832,608.11	Average APY	1.63%
<u>TOTAL INVESTED</u>	<u>14,421,989.34</u>	Average Investment APY	<u>2.03%</u>

MONTHLY

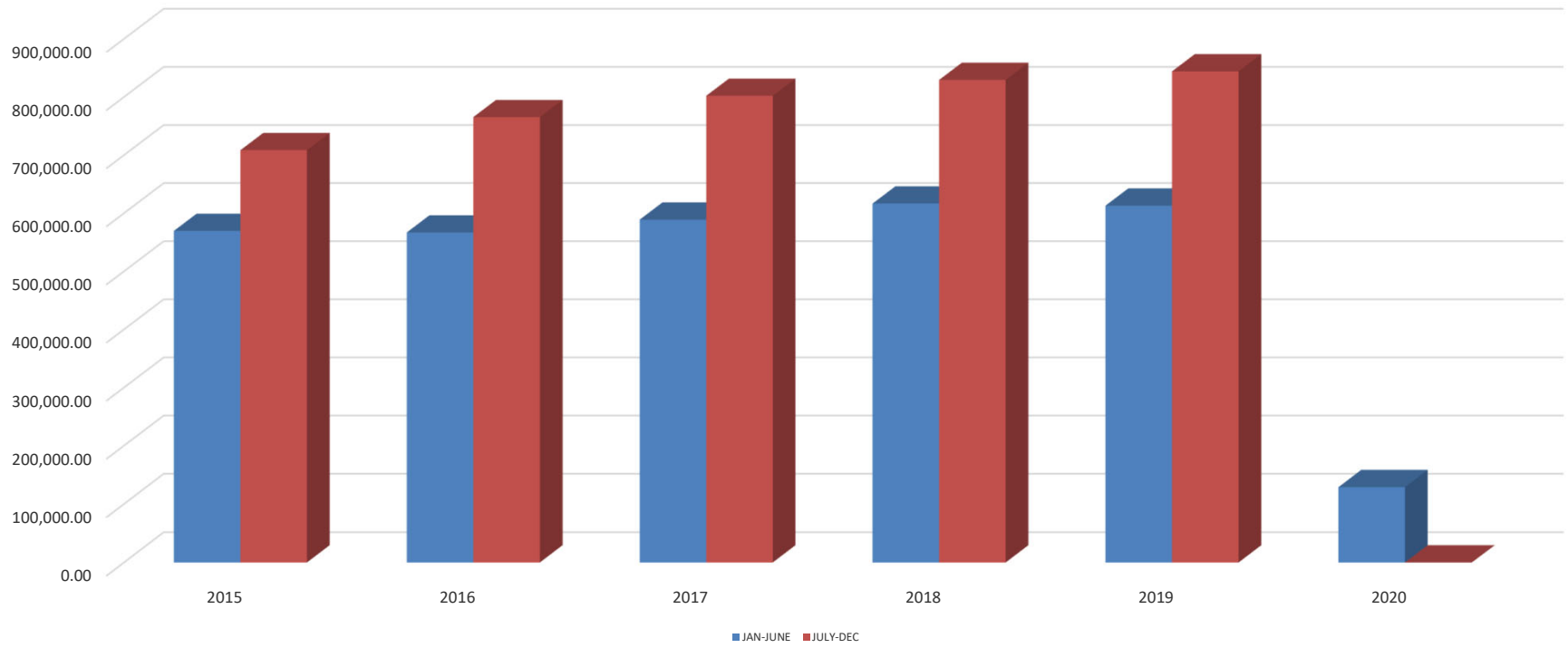
AVERAGE

January 2020
 February 2020
 March 2020
 April 2020
 May 2020
 June 2020
 July 2020
 August 2020
 September 2020
 October 2020
 November 2020
 December 2020

1.63%

Date		Institution	Account #	Amount	
1/31/2020	MM	Horicon	1000002366	26.62	
1/31/2020	MM	LGIP	Account #1	2,396.08	
1/31/2020	MM	Farmers & Merchants	310818	94.47	
1/31/2020	MM	Farmers & Merchants ICS	310818	6,739.69	
1/31/2020	MM	Horicon Retirement	1424497	0.32	
1/31/2020	MM	Ripon Horicon Bank	831744	0.66	
1/31/2020	MM	Horicon	690224	82.82	
1/31/2020	MM	Horicon	690195	24.88	
			TOTAL MONEY MARKET INTEREST		\$9,365.54
1/2/2020	CD	First Business Bank	702123499	1,104.16	
1/1/2020	CD	Farmers & Merchants Bank	704462	3,077.01	
1/14/2020	CD	Fortifi Bank	1022506303	5,252.16	
			TOTAL CERTIFICATE OF DEPOSIT INTEREST		\$9,433.33

SALES TAX Q1/2 VS Q3/4



EMPLOYEE AGREEMENT

I, (employee name) Casandra Ewerdt, 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: Casandra Ewerdt Date: 02/03/2020

Department: Register in Probate/Circuit Court

Card # Issued: _____

Request for Credit Card Approval

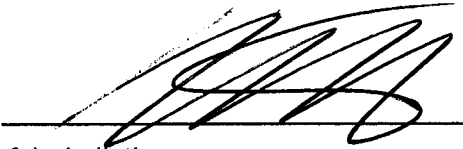
Department: Register in Probate/Circuit Court

Committee: Jud/Law

Name of Card Holder	Title of Postion	Credit Card Limit
Casandra J. Ewerdt	Register in Probate & Judicial Assistant	\$1,000.00

Justification for Credit Card(s):

Our office would like a credit card for purposes of conferences, booking hotel rooms and also ordering any supplies when needed.

Department Head Approval: 

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) Ed Tetzlaff, 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:  Date: 11/11/2019

Department: Administration

Card # Issued: _____

Request for Credit Card Approval

Department: Administration

Committee: Finance

Name of Card Holder	Title of Position	Credit Card Limit
Edwin Tetzlaff	Financial Manager	\$20,000.00

Justification for Credit Card(s):

Countywide purchasing / AP to maximize money back %

Department Head Approval: *Christine G. Schmit*

Date Approved by Committee of Jurisdiction: _____

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

Date Approved By Finance Committee: _____

GREEN LAKE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: February 13, 2020
 Department: Land Conservation
 Amount: \$19,862.00
 Budget Year Amended: 2019

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

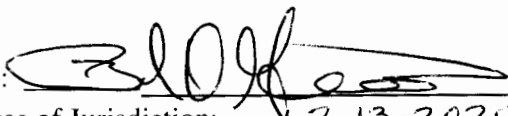
There was an overestimation of the DATCP Staff Funding for our department. Due to errors like these, DATCP now publishes preliminary staff funding numbers prior to budget finalization.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
19-100-14-43584-000-000	Land Conservation Revenue	\$ 159,000.00	\$ (19,862.00)	\$ 139,138.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ (19,862.00)	

Expenditure Budget Lines Amended:

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

Department Head Approval: 
 Date Approved by Committee of Jurisdiction: 2-13-2020

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: Personnel
 Budget Year Amended: 2019

No. _____
Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
19-100-23-51820-382-000	Pre-Employment Physicals	\$ 2,400.00	\$ 1,018.00	\$ 1,325.00	\$ 1,382.00
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
Total Transfer			\$ 1,018.00		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
19-100-23-51820-390-000	Drug Testing	\$ 675.00	\$ 1,018.00	\$ 1,693.00	\$ 1,693.00
				\$ -	
				\$ -	
				\$ -	
				\$ -	
Total Transfer			\$ 1,018.00		

Explanation for Transfer:
 Transfer needed to remedy incorrectly transposed numbers from during the budget process. By error, the dollar amount necessary for drug testing was the amount budgeted for physicals; the dollar amount necessary for physicals was budgeted for drug testing.

Department Head Approval

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

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

No. _____
Date: _____

Department: Land Conservation
 Budget Year Amended: 2019

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
19-100-14-56110-340-000	Operating Expenses	\$ 3,100.00	\$ 1,131.92	\$ 461.45	\$ 1,968.08
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 1,131.92		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
19-100-14-56110-352-000	Vehicle Maintenance	\$ 2,300.00	\$ 1,131.92	\$ 3,431.92	\$ 3,431.92
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 1,131.92		

Explanation for Transfer:
We had unexpected costs to repair our boat motor and had increased fuel costs.

Department Head Approval  2-13-2020
 Governing Committee Approval 2/13/20

 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: Land Conservation
 Budget Year Amended: 2019

No. _____
Date: _____

From Account

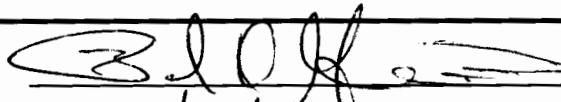
Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
19-100-14-56110-395-000	Planning Grant (Lake & River Fund)	\$ 11,939.00	\$ 5,502.49	\$ 3,622.34	\$ 6,436.51
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 5,502.49		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
19-100-14-56110-395-001	Twin Lakes Improvement	\$ 5,000.00	\$ 5,502.49	\$ 10,502.49	\$ 10,502.49
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 5,502.49		

Explanation for Transfer:
 We are waiting for the final grant reimbursement for Twin Lakes . Until that happens, we need to transfer funds from our general Lakes and River Funds to cover the final costs.

Department Head Approval


2-13-2020
2/13/20

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