



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 06/21/2018

Amended* Post Date: 06/21/2018

The following documents are included in the packet for the Finance Committee on June 27, 2018:

- 1) Amended Agenda
- 2) *Draft minutes from 05/23/18 and 06/19/18
- 3) Treasurer's Monthly Report
- 4) Resolution Relating to Cancellation of Outstanding Checks
- 5) 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: June 27, 2018 Time: 5:30PM

**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: 05/23/18 and 06/19/18
5. Public Comments (3 Min. Limit)
6. Correspondence
7. Appearances
8. Credit Card Request Approvals
9. Treasurer's Monthly Report
10. Resolutions/Ordinances
 - Resolution Relating to Cancellation of Outstanding Checks
11. Budget Review
12. Budget Adjustments/Line Item Transfers
13. Administrator Update on 2019 Annual Budget
14. Corporation Counsel e-filing debit account with Green Lake County Clerk of Courts
15. Supervisor's Monthly Claims
16. *Closed Session
 - Consider motion to convene in Closed Session under Wis. §19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is involved. The matter involves Green Lake County Case 18CV37.
17. *Reconvene in open session to take action if appropriate, on matters discussed in Closed Session.
18. Committee Discussion
19. Future Meeting Dates: Regular Meeting 07/25/2018
20. Future Agenda items for action & discussion:
21. 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
May 23, 2018

The meeting of the Finance Committee was called to order by Chair Harley Reabe at 5:30 PM on Wednesday, May 23, 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 (5:36)

Also Present: Liz Otto, County Clerk
Cathy Schmit, Cty Admin
Dawn Klockow, Corp Counsel
Lori Evans, SO Admin Asst
Jason Jerome, HHS Director
Angie Petruske, Acct Budget Coord

MINUTES

Motion/second (Jenkins/Lyon) to approve the minutes of April 25, 2018 with no additions or corrections. All ayes. Motion carried.

PUBLIC COMMENTS – none

CORRESPONDENCE – none

APPEARANCES – none

CREDIT CARD REQUEST APPROVALS

Motion/second (Mulder/Lyon) to approve credit card requests for Jason Stuker, Chris Werdin, and Josh Nitzke at the Highway Department with a limit of \$1000.00. All ayes. Motion carried.

TREASURER'S MONTHLY REPORT

Treasurer Amanda Toney summarized her report. Discussion held regarding the credit card policy and the current points available that can be converted to a 1% rebate. The Highway Department has the largest rebate available at this time followed by the Sheriff's Office.

RESOLUTIONS/ORDINANCES - none

BUDGET REVIEW

April revenues and expenditures were reviewed and discussed.

BUDGET ADJUSTMENTS/LINE ITEM TRANSFER

- Maintenance/Safety & Security – \$7,269.00 carryover adjustment approved in 2017 to pay for contracted services rendered by Potter Lawson for security study and recommendations.
- County Administrator - \$6,458.00 taken out of various departments and transferred to IT for copier toner which is included in maintenance contracts.

- County Administrator – \$10,627.00 taken out of Non-Lapsing Retire/Salary/Fringe carryover account to cover County Administrator health insurance.
- County Administrator – line item transfer to move \$761.86 from Maintenance to Radio Infrastructure Maintenance Cont to cover additional cost of 911 maintenance.

Motion/second (Mulder/Jenkins) to approve all budget adjustments and the line item transfer. All ayes. Motion carried

SUPERVISOR'S MONTHLY CLAIMS

Supervisor's claims: \$4,391.19

Lay people: \$161.16

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

CLOSED SESSION

- Wis. §19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. This matter is in reference to a CDBG (Community Development Block Grant) loan where the home is being foreclosed upon by a first lien holder.

Motion/second (Lyon/Floeter) to convene into Closed Session at 5:57 PM. Roll call vote: Ayes - 5, Nays - 0, Absent - 0. Motion carried.

RECONVENE TO OPEN SESSION TO TAKE ACTION, IF APPROPRIATE, ON MATTERS DISCUSSED IN CLOSED SESSION

Motion/second (Mulder/Lyon) to reconvene into Open Session at 6:07 PM. Roll call vote: Ayes - 5, Nays - 0, Absent - 0. Motion carried.

Motion/second (Mulder/Lyon) to call a promissory note due, file a small claims suit and aggressively collect on a CDBG loan judgement. All ayes. Motion carried.

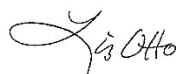
COMMITTEE DISCUSSION

- **Future meeting dates:** Regular meeting – June 27, 2018 at 5:30 PM
- **Future agenda items for action & discussion:**

ADJOURNMENT

Chairman Reabe adjourned the meeting at 6:09 PM.

Submitted by,



Liz Otto
County Clerk

FINANCE COMMITTEE
June 19, 2018

The special meeting of the Finance Committee was called to order by Chair Harley Reabe at 5:30 PM on Tuesday, June 19, 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

Absent: Brian Floeter

Also Present: Liz Otto, County Clerk
Dawn Klockow, Corp Counsel
Tony Daley, Berlin Journal

Cathy Schmit, County Administrator
Jason Jerome, HHS Director
Mark Putzke, Chief Deputy

RESOLUTIONS/ORDINANCES

• **Relating to 2019 Annual Budget Allocation for Pay for Performance**

County Administrator Cathy Schmit explained that this resolution takes into account the inflation rate as well as moving the final group of employees up to market value based on longevity.

Motion/second (Mulder/Jenkins) to approve the fiscal note for the resolution Relating to 2019 Annual Budget Allocation for Pay for Performance and forward to County Board for final approval. All ayes. Motion carried.

BUDGET ADJUSTMENTS

- Circuit Court – transfer \$1,796.00 from Attorney Fees & GAL to Maintenance Contracts to cover the cost of routine maintenance for courtroom video system.
- County Clerk – transfer \$13,079.00 from contingency to cover the additional premium cost for Vehicle Comprehensive and Vehicle Collision coverage due to changing from Actual Cost to Replacement Cost coverage.
- County Administrator – transfer \$25,875.00 from various mileage accounts to the vehicle lease program to cover the cost of fuel and leasing. Discussion held on leasing program.
- County Administrator – transfer \$182,000 from various capital outlay accounts for vehicle purchases to the Vehicle Lease program.

Motion/second (Jenkins/Lyon) to approve all budget adjustments as presented. All ayes. Motion carried.

- Sheriff's Office – line item transfer in the amount of \$823.00 from Juvenile Prisoner Board to Adult Prisoner Board to cover the cost of 2 extraditions.

Motion/second (Lyon/Jenkins) to approve line item transfer as presented. All ayes. Motion carried.

COMMITTEE DISCUSSION

- **Future meeting dates:** Regular meeting – June 27, 2018 at 5:30 PM
- **Future agenda items for action & discussion:**

ADJOURNMENT

Chair Reabe adjourned the meeting at 5:43 PM.

Submitted by,

Liz Otto
County Clerk

DRAFT



GREEN LAKE COUNTY

OFFICE OF THE COUNTY TREASURER

Amanda R. Toney
Treasurer and Real Property Lister

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

06-21-2018

Memo to Finance Committee:

The May sales tax figure was \$125,227.50. A copy of the sales tax comparison is included in the packet.

Total boat launch fees collected as of June 21, 2018 is \$13,296.92.

TAX COLLECTION UPDATE:

As of 6-21-18: We have \$6,795,308.57 left to collect, which is 16% of the total 2017 Real Estate taxes.

As of 6-22-17: We had \$7,828,168.60 left to collect, which was 20% of the total 2016 Real Estate taxes.

We mailed out second installment reminders in the first part of June and since then we have seen an increase in mail as well as taxpayers coming into the office.

TAX DEED UPDATE:

This week we mailed out certified tax letters to those taxpayers that still have a balance for their 2014 taxes. We mailed out 52 certified letters. These certified letters go to all 29 owners who own on 37 parcels along with any other parties that have an interest in the property. Those taxpayers that do not sign for their letters will have their names, parcel number(s) and brief description of their property published in the newspaper as a Class 3 notice.

This year the summer WCTA Conference was at the Hyatt Regency in Green Bay. The Department of Revenue gave a very in-depth session on Lottery Credit and special charges. We gave them a bunch of questions ahead of time and they spent quite a bit of time answering those questions. This is something we have asked for repeatedly and they finally delivered. Jon Hochkammer from WCA gave an informative session on "How a Bill Becomes a Law". I really took a lot away from this session and all of the legislative terms that we toss around at conference have started to make more sense to me.

I was excited for the Economic Forecast session and it left me a slightly disappointed. I was able to take-away a few things that will help with investing of tax dollars. One prediction is that the Fed will hike rates by a quarter point in June, September and December, then pause to assess the impact. This will bring short-term rates to 2.75% by year-end. Still an improvement from where are now. Other sessions included: RFP's for banking services, a meet the treasurer session, how to maximize your leadership impact and of course, our business meeting. We had the privilege of touring Lambeau Field, which was quite impressive.

I continue to monitor any Financial Institutions where we have funds invested.

Respectfully submitted,

Amanda R. Toney

GREEN LAKE COUNTY TREASURER'S REPORT

MAY 2018

CASH BALANCE: 04-30-2018 453,358.02

RECEIPTS:

General:	612,099.48
Redemption Tax - Principle:	15,551.96
Redemption Tax - Interest	3,319.36
Redemption Tax - Penalty	1,659.66
Postponed & Delinquent Tax - Principle:	103,106.13
Postponed & Delinquent Tax - Interest:	1,382.36
Postponed & Delinquent Tax - Penalty	691.17
Sales Tax Deposit from State	125,227.50
CD from Horicon Bank	506,397.13
Wire from Farmers & Merchants Bank	1,000,000.00

TOTAL RECEIPTS: 2,369,434.75 2,822,792.77

DISBURSEMENTS:

General Maintenance:	1,142,408.34
Direct Deposit Payroll	510,723.73
DHHS Deposit to LGIP	40,200.60
Payroll deductions and taxes	340,741.01
Sales Tax Money Transfer to LGIP	72,655.36
Bank fees	8.00
Real Estate Transfer Fees	30,281.28
Transfer to Flex/HRA account	7,545.98
Voided Checks from Previous Month	-200.00

TOTAL DISBURSEMENTS: 2,144,364.30

TREASURER'S CASH BALANCE: 678,428.47

BANK RECONCILIATION

Green Lake Horicon Bank-Checking:	690195	196,798.26
Green Lake Horicon Bank - Money Market:	690224	<u>678,316.17</u>

TOTAL 875,114.43

Less Outstanding Checks 196,685.96

Available Bank Balance 678,428.47

Cash in Office 05/31/18 0.00

05/31/18 CASH BALANCE	678,428.47
TREASURER'S CASH	<u>678,428.47</u>
DIFFERENCE	0.00

GREEN LAKE COUNTY TREASURER'S REPORT

MAY 2018

RECONCILIATION OF RECEIPTS & DEPOSITS

Cash in Office	April 30, 2018	0.00
Total Receipts	MAY 2018	<u>2,369,434.75</u>
SUB TOTAL		2,369,434.75
Less Deposits for Month:		<u>2,369,434.75</u>
Cash in Office	5/31/2018	0.00

PROOF OF OUTSTANDING CHECKS

Outstanding Checks	April 30, 2018	68,454.94
Total Disbursements	MAY 2018	2,144,364.30
	SUB TOTAL	<u>2,212,819.24</u>
Less Checks Cashed by Bank		1,784,583.82
DHHS Deposit to LGIP		40,200.60
Payroll deductions and taxes		111,139.52
Sales Tax transfer to LGIP		72,655.36
Bank fees		8.00
Transfer to Flex/HRA account		7,545.98

Outstanding Checks **5/31/2018** **196,685.96**

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	\$209,590.85
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
Money Markets	June Interest	
Certificate of Deposits	June Interest	
Money Markets	July Interest	
Certificate of Deposits	July Interest	
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	
	TOTAL	<u>\$262,300.85</u>

HORICON BANK ACCOUNTS

Balance as of 05/31/18

Flex/HRA Checking Account #2395	\$5,185.50
Flex/HRA Money Market Account #2366	\$499,513.05
Gelhar Escrow Account #8674	\$34,722.92

GREEN LAKE COUNTY TREASURER'S REPORT

INVESTMENTS MAY 2018

LOCAL GOVERNMENT INVESTMENT POOL

#824000

<u>Date</u>		<u>Account #01</u>
04/30/18	Balance L.G.I.P.	2,002,932.36
05/07/18	DCF Spare Pmt	24,687.60
05/08/18	HFS Comm Aids	4,450.00
05/31/18	DCF Spare Pmt	11,063.00
05/31/18	Interest	3,108.26
05/31/18	Balance L.G.I.P.	\$2,046,241.22

Date Started **INSTITUTIONS**

<u>Date Started</u>	<u>INSTITUTIONS</u>		<u>PRINCIPLE</u>	<u>YIELD RATE</u>	<u>DUE DATE</u>	
02/20/18	Fortifi Bank** (f/k/a First National Bank)	6 months	#8676645	2,000,000.00	1.25%	08/20/18
02/20/18	Horicon Bank**	182 days	#10000078184	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	1,000,000.00	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	163,229.44	0.25%	
04/20/11	Farmers & Merchants Bank**	Money Market	310818	4,305,687.61	1.75%	
03/18/15	First Business Bank	Money Market	7017-03210	2,739.56	0.45%	
11/01/15	Horicon Retirement	Money Market	1424497	13.67	0.50%	
08/05/13	Ripon Horicon Bank	Money Market	831744	5,208.93	0.15%	
	TOTAL			\$13,476,879.21		

0.00

SALES TAX

<u>BALANCE 12/31/17</u>	<u>2018 PRINCIPLE</u>	<u>2018 INTEREST</u>	<u>TOTAL SALES TAX</u>	<u>Retailer Collection Period</u>
			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
TOTAL COLLECTED IN 2018	478,072.03	6,060.63	\$2,095,803.44	
TOTAL 2018 LOAN PAYMENTS			834,907.50	
BALANCE OF SALES TAX FUNDS			\$1,260,895.94	

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			760,895.94		
Bank Mutual	7072041052	12 months	500,000.00	1.92%	1/11/2019
Total Funds Held in Trust			\$1,260,895.94		

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

** Collateralized Investment

MAY 2018

EFFECTIVE INTEREST RATES - OVERALL

<u>INSTITUTION</u>	<u>AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>RATE</u>
L.G.I.P.	2,812,412.24		1.81%
Fortifi Bank** (f/k/a First National Bank)	2,000,000.00	#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)	1,000,000.00	#8631292	2.00%
Farmers & Merchants Bank CD**	2,000,000.00	#704462	1.75%
Citizens Community Federal	163,229.44	20033645	0.25%
Farmers & Merchants Bank	4,305,687.61	310818	1.75%
First Business Bank	2,739.56	7017-03210	0.45%
GL Cty Retirement-Horicon	13.67	1424497	0.50%
Ripon Horicon Bank	5,208.93	831744	0.15%
Horicon Bank	<u>678,316.17</u>	690224	<u>0.05%</u>
	16,967,607.62	Average APY	1.07%
<u>TOTAL INVESTED</u>	<u>16,284,068.85</u>	Average Investment APY	<u>1.32%</u>

<u>MONTHLY</u>	<u>AVERAGE</u>
January 2018	0.82%
February 2018	0.95%
March 2018	1.00%
April 2018	1.05%
May 2018	1.07%
June 2018	
July 2018	
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
TOTAL MONEY MARKET INTEREST			\$5,358.91
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
TOTAL MONEY MARKET INTEREST			\$5,789.97

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
TOTAL MONEY MARKET INTEREST			\$10,162.86

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
TOTAL MONEY MARKET INTEREST			\$10,956.02
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
TOTAL MONEY MARKET INTEREST			\$10,683.44
5/31/2018	CD Horicon Bank	77035	3,101.72
	CD Fortifi Bank	9676645	6,095.89
TOTAL CERTIFICATE OF DEPOSIT INTEREST			\$9,197.61

RESOLUTION NUMBER -2018

Relating to Cancellation of Outstanding Checks

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 21st day of August, 2018, does resolve as follows:

- 1 **WHEREAS**, Fifteen checks issued by the Treasurer of Green Lake County, drawn
- 2 against the County’s account at Horicon Bank have not been presented for payment by
- 3 the payees of said checks in excess of one (1) year since said checks were issued;
- 4 **NOW, THEREFORE BE IT RESOLVED**, that said outstanding checks as listed below be
- 5 cancelled, and the amounts represented thereby be restored to the County’s general
- 6 account:

DATE	CK #	WRITTEN TO	AMOUNT
01/12/17	184715	ED SCHUH	27.54
02/16/17	185450	MIRANDA HIEMSTRA	20.00
02/23/17	185547	ALEC BLAKE	25.00
03/16/17	185922	PORTAGE COUNTY SHERIFF	523.03
03/16/17	185928	MELISSA SMIT	3.80
05/18/17	186947	CHAD KLATT	278.00
06/08/17	187239	KWIK TRIP	13.85
06/15/17	187405	PORTAGE COUNTY SHERIFF	86.67
06/22/17	187479	DON KUJAC	10.00
06/22/17	187510	KARI KUGLIN	28.24

7
8 **BE IT FURTHER RESOLVED** that a copy of this resolution be furnished to the Horicon
9 Bank.

10
11 **NOTE:** The above checks contain the notation “Void after six months”.

12
Roll Call on Resolution No. -2018 Submitted by Finance Committee:

Ayes , Nays , Absent , Abstain 0

Passed and Adopted/Rejected this 21st
day of August, 2018.

Harley Reabe, Chair

Larry Jenkins, Vice-Chair

County Board Chairman

Robert Lyon

ATTEST: County Clerk
Approve as to Form:

Dennis Mulder

Corporation Counsel

Brian Floeter

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: _____ DHHS/Aging
 Budget Year Amended: _____ 2018

No. _____
Date: _____

From Account

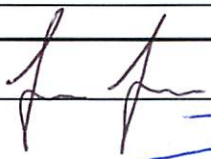
Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
18-209-32-54606-340-675	Operating Supplies- TEFAP	\$ 2,167.00	\$ 1,667.00	\$ -	\$ 500.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 1,667.00		

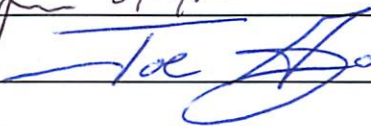
To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
18-209-32-54606-209-675	Contracted Services - TEFAP	\$ 1,000.00	\$ 1,667.00	\$ 2,175.44	\$ 2,667.00
		\$ -			\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 1,667.00		

Explanation for Transfer:
 Transfer funds from one grant line to another for a contracted helper at the food pantry.

Department Head Approval

 5/17/16



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: _____ DHHS/BHU
 Budget Year Amended: _____ 2018

No. _____
Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
18-207-36-54309-330-561	Travel-Crisis	\$ 7,500.00	\$ 1,500.00	\$ 1,138.32	\$ 6,000.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 1,500.00		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
18-207-36-54309-307-561	Training-Crisis	\$ 300.00	\$ 1,500.00	\$ 840.00	\$ 1,800.00
		\$ -			\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 1,500.00		

Explanation for Transfer:
 Moving expenditures so BHU staff can be trained in the crisis field to allow for more workers to rotate the oncall spots.

Department Head Approval _____ *[Signature]* 5/17/18
 Governing Committee Approval _____ *[Signature]*

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: _____ C&F/DHHS
 Budget Year Amended: _____ 2018

No. _____
Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
18-207-33-54522-412-356	Foster Care Respite- C&F	\$ 3,000.00	\$ 3,000.00	\$ -	\$ -
18-207-33-54522-415-356	Subsidized Guardianship	\$ 35,000.00	\$ 35,000.00		\$ -
18-207-33-54522-413-356	Out of Care Placement	\$ 185,000.00	\$ 25,000.00	\$ 58,096.41	\$ 160,000.00
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 63,000.00		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
18-207-33-54522-414-356	Foster Care Admin C&F	\$ 25,000.00	\$ 63,000.00	\$ 35,110.89	\$ 88,000.00
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 63,000.00		

Explanation for Transfer:
 In 2018 the state started splitting out foster care admin cost from their other foster care payments. This line transfer splits out the admin costs from the other foster care categories.

Department Head Approval

[Signature] 5-31-18

[Signature]

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

Department: _____ FRI/DHHS
 Budget Year Amended: _____ 2018

No. _____
Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
18-207-35-54806-310-000	Office Supplies	\$ 3,000.00	\$ 1,000.00		\$ 2,000.00
18-207-35-54805-330-310	Travel - 5310	\$ 5,000.00	\$ 1,250.00	\$ -	\$ 3,750.00
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 2,250.00		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
18-207-35-54806-225-000	Telephone	\$ 750.00	\$ 2,250.00	\$ 1,205.61	\$ 3,000.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 2,250.00		

Explanation for Transfer:
 The landline for FRI was not budgeted for in 2018, so we took money out of office supplies and travel that will not affect any grant money as the telephone is paid for by tax levy.

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