



# MONROE COUNTY BOARD OF SUPERVISORS

202 SOUTH K STREET, RM 1  
SPARTA, WISCONSIN 54656  
PHONE 608-269-8705  
FAX 608-269-8747  
[www.co.monroe.wi.us](http://www.co.monroe.wi.us)

## AMENDED NOTICE OF MEETING

**COMMITTEE: FINANCE MEETING**

**TIME: 9:00 a.m.**

**PLACE: Monroe County Highway Department  
Conference Room  
803 Washington Street  
Sparta, WI 54656**

**DATE: Wednesday, December 16, 2015**

### SUBJECT MATTER TO BE CONSIDERED

1. Call to order/roll call
2. Next Meeting date & time
3. Minutes approval 11/18/2015
4. Justice Center Building Project
  - a. Justice Center Update – Discussion/Action
  - b. Approval of Justice Center Vouchers – Discussion/Action
  - c. Change Order for the Rental of the Temporary Hot Water Boiler – Discussion/Action
5. Radio Tower Project
  - a. Radio Project Update – Discussion/Action
  - b. Approval of Radio Tower Project Vouchers – Discussion/Action
6. Credit Card Approval(s) – Discussion/Action
  - a. Human Services
  - b. Highway
  - c. Sheriff
7. Rolling Hills Repurpose of Funds – Discussion/Action
8. Budget Adjustment(s) – Discussion/Action
  - a. Child Support
  - b. Capital Outlay(Maintenance)
  - c. Jail
  - d. Retirement/Fringe Pool
  - e. Health
9. Line Item Transfer(s)– Discussion/Action
  - a. Health
  - b. Personnel
  - c. Senior Services
10. Treasurer
  - a. Monthly Financial Report
  - b. Treasurer Department Monthly Report Review
11. Finance Director
  - a. Monthly Financial Report
  - b. Finance Department Monthly Report Review
  - c. Financial Software Update
12. Resolution Withdrawing from Local Government Property Insurance Fund - Discussion/Action
13. Monthly County Disbursement Journal Approval – Discussion/Action
14. County Board Monthly Per Diem and Voucher Approval - Discussion/Action
15. Items for next month's agenda
16. Adjournment

James Kuhn, Committee Chair

Date notices mailed: December 14, 2015

PLEASE NOTE: A quorum of the Monroe County Board or other committees may be present at this meeting. No business of the County Board or other committees will be conducted at this meeting, only the business noted above.



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13. Monthly County Disbursement Journal Approval – Discussion/Action
14. County Board Monthly Per Diem and Voucher Approval - Discussion/Action
15. Items for next month's agenda
16. Adjournment

James Kuhn, Committee Chair

Date notices mailed: December 11, 2015

PLEASE NOTE: A quorum of the Monroe County Board or other committees may be present at this meeting. No business of the County Board or other committees will be conducted at this meeting, only the business noted above.

Finance Committee  
November 18, 2015

Present: Cedric Schnitzler, Pete Peterson, Sharon Folcey, Wallace Habhegger; James Kuhn Absent  
Others: Annette Erickson, Tina Osterberg, Catherine Schmit, Kurt Marshaus, Randy Williams, Shirley Chapiewsky, Rob Conroy, Peggy Thorson, Eric Weihe, Gail Frie

The meeting was called to order in the Highway Department Conference Room at 9:00 a.m. by Cedric Schnitzler.

- Next meeting date – December 16, 2015 at 9:00 a.m., at the Highway Department Conference Room.
- Minutes Approval – Motion by Pete Peterson second by Sharon Folcey to approve the 10/21/15 & 10/23/15 minutes. Carried 4-0.
- Finance Director
  - a. Tina Osterberg gave the monthly Financial Report.
  - b. Finance Department Monthly Report Review.
  - c. Financial Software Update – Tina Osterberg explained that implementation is continuing this week; inventory and work orders. The system has been updated to a new version. Cash drawers will be in December along with E Procurement. Everyone is off Kronos and in ESS of the Munis system.
  - d. Health Savings Budget Adjustment Update – Tina Osterberg explained that the health savings budget adjustment has been completed.
- Credit Card Approvals
  - a. Land Conservation – Tina Osterberg explained the need for a \$1,000.00 credit card for the Land Conservation Director. Motion by Wallace Habhegger second by Pete Peterson to approve credit card. Carried 4-0.
  - b. Administrator – Catherine Schmit explained the need for a \$1,000.00 credit card for her Office Assistant. Motion by Wallace Habhegger second by Sharon Folcey to approve credit card. Carried 4-0.
- Justice Center Building Project
  - a. Justice Center Update – Kurt Marshaus explained ceilings, painting, electrical fixtures, plumbing fixtures and security items are being completed. Estimated completion date is February 8, 2016. The generator has been set and will be up and running in December. Kurt explained upcoming change orders; installation of access panels and precast cell grills.
  - b. Approval of monthly Justice Center Building Project expenditures – Discussion. Motion by Pete Peterson second by Sharon Folcey to approve the Justice Project expenditures in the amount of \$1,456,971.41. Carried 4-0.
  - c. \$22,880.90 Change Order for Installation of ADA Assessable Shower Controls in Pods 4 & 5, both Female Huber Units and the Male and Female Huber Entrance Showers – Kurt Marshaus explained handicap requirement. Discussion. Motion by Sharon Folcey second by Cedric Schnitzler to approve change order in the amount of \$22,880.90. Carried 3-1.
- Radio Tower Project
  - a. Radio Project Update – Randy Williams provided a status update of the Dairyland and US Cellular Towers. Randy provided an updated list of all change orders to all members. Monthly rental fees were explained. Discussion.
  - b. Approval of Radio Tower Project Vouchers – Discussion. Motion by Wallace Habhegger second by Sharon Folcey to approve the Radio Tower change order requests in the amount of \$471,018.30. Carried 4-0.
- Budget Adjustment -

- a. Clerk of Court – Shirley Chapiewsky explained 2015 budget adjustment in the amount of \$21,742.83 for revenues exceeding budgeted amounts in attorney fees, judicial reimbursement and State GAL payment. These additional revenues are needed to cover expense lines exceeding budgeted amounts. Motion by Sharon Folcey second by Wallace Habegger to approve budget adjustment. Carried 4-0. Discussion.
  - b. Solid Waste – Gail Frie explained 2015 budget adjustment in the amount of \$4,799.44 for additional grant dollars received. The Solid Waste committee did not take action. Discussion. Motion by Wallace Habegger second by Pete Peterson to approve budget adjustment contingent on committee approval before the next County Board meeting. Carried 4-0.
  - c. Jail/Maintenance - Rob Conroy explained 2015 budget adjustment in the amount of \$194,000.00 for delayed completion of the justice center. Unforeseen out of county housing costs, the maintenance courthouse budget can cover a portion of the needed funding. Motion by Wallace Habegger second by Sharon Folcey to approve budget adjustment. Discussion. Carried 4-0.
- Line Item Transfer
    - a. Solid Waste – Gail Frie explained the 2015 line item transfer in the amount of \$13,200.00 for low market prices for recyclables, monies moved to contracted services. Discussion. Motion by Pete Peterson second by Wallace Habegger to approve line item transfer contingent on committee approval before the next County Board meeting. Carried 4-0. Gail Frie explained the 2015 line item transfer in the amount of \$55,000.00 for revenue needed for WNDR initial site inspection, initial site report, leachate rate increase and pump replacement. Discussion. Motion by Wallace Habegger second by Pete Peterson to approve line item transfer contingent on committee approve before the next County Board meeting. Discussion. Carried 4-0.
    - b. Sheriff – Rob Conroy explained 2015 line item transfer in the amount of \$5,540.00 for equipment grant. Motion by Pete Peterson second by Sharon Folcey to approve line item transfer. Carried 4-0.
    - c. Emergency Management – Rob Conroy explained the 2015 line item transfer in the amount of \$3,301.00 for state required exercise. Discussion. Motion by Wallace Habegger second by Pete Peterson to approve line item transfer. Carried 4-0.
    - d. Justice - Peggy Thorson explained the 2015 line item transfer in the amount of \$9,000.00 for purchase of new vehicle. Discussion. Motion by Wallace Habegger second by Sharon Folcey to approve line item transfer. Carried 4-0.
- Treasurer
    - a. Annette Erickson gave the monthly Treasurers Report.
    - b. Treasurer Department Monthly Report Review. Annette updated committee on an upcoming shortage in the amount of \$667.60 in 2016 for a City of Tomah Request for Charge Back of Rescinded or Refunded Taxes for Cardinal IG Company - Counties share. This item will be revisited in January.
    - c. Resolution Regarding Cancellation of 2014 Outstanding Checks – Annette Erickson explained need to clear Monroe County's books of old outstanding checks. Discussion. Motion by Wallace Habegger second by Sharon Folcey to approve resolution and forward to the full County Board. Carried 4-0.
    - d. Treasurer/Finance Monthly Reconciliation – Annette explained that the monthly reconciliation has been completed through October.
- Fiscal Note on Resolution
    - a. Resolution Amending the County Code to Incorporate Changes to County Committees and Boards Due to Reduction of the Monroe County Board Size – Motion to approve fiscal note by Sharon Folcey second by Pete Peterson. Discussion. Carried 4-0.
    - b. Resolution Approving Amendment to the County Administrator Contract - Motion to approve fiscal note by Sharon Folcey second by Pete Peterson. Discussion. Carried 3-1.

- Monthly County Disbursement Journal – Motion by Pete Peterson second by Sharon Folcey to approve Monthly County Disbursement Journal. Carried 4-0.
- Monthly Per Diems and Vouchers – Motion by Pete Peterson second by Sharon Folcey to approve Monthly Per Diems and Vouchers. Carried 4-0.
- Items for next month's agenda –
- Adjournment - Motion by Pete Peterson second by Wallace Habegger to adjourn at 10:40 a.m. Carried 4-0.

Shelley Bohl, County Clerk  
Recorder

## Request for Credit Card Approval

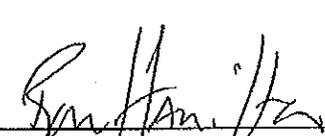
Department: Human Services

Committee: Human Services

Name of Card Holder	Title of Position	Credit Card Limit
Nicole Haugh	Social Worker	\$ 1,000.00

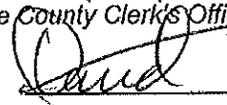
**Justification for Credit Card(s):**

Credit card for agency purchases where it is not feasible to use the regular purchasing procedure.
When not in use all credit cards are locked in a safe.

Department Head Approval:  / 

Date Approved by Committee of Jurisdiction: 11/19/15

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

Date Approved By Finance Committee: 

## Request for Credit Card Approval

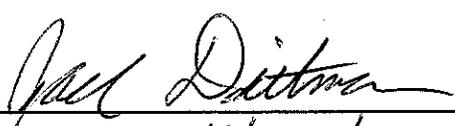
Department: Highway

Committee: Highway

Name of Card Holder	Title of Postion	Credit Card Limit
Jack Dittmar	Highway Commissioner	\$1,000
Jon Pauley	Patrol Superintendent	\$1,000
William Pieper	Shop Superintendent	\$1,000

**Justification for Credit Card(s):**

This approval is for credit card limit increases only.
All three employees currently have county credit cards with \$500 limits.
Increasing limits to \$1,000 is consistent with new employee minimum limits and allows for multiple purchases within the same invoice period before being maxed out at a \$500 monthly spending limit.

Department Head Approval: 

Date Approved by Committee of Jurisdiction: 11/20/2015

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

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

## Request for Credit Card Approval

Department: Sheriff's Office

Committee: Public Safety & Justice

<u>Name of Card Holder</u>	<u>Title of Position</u>	<u>Credit Card Limit</u>
Thao Moua	Office Manager	\$1,000.00

**Justification for Credit Card(s):**

There are times the Office Manager will be out on training outside of the county. The credit card use usually entails lodging for training and office supplies.

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: \_\_\_\_\_

# MONROE COUNTY

## Notice of Re-Purpose of Funds

Unanticipated Change of What Funds Were Labeled For

Date: 7/27/2015  
 Department: ROLLING HILLS  
 Amount: \$9,723.00  
 Budget Year Amended: 2015

Explanation/Reason funds are being re-purposed and affect on Program:  
 (If needed attached separate brief explanation.)

The bids for new cable wiring in the facility came in \$9.723 above the budgeted amount.

The tub cost for the tub remodel project was under budget leaving \$9,200. The camera security project was under budget by \$2,500. Therefore, we would like to take the \$9,200 from the tub and \$523 from the camera project and move it to the cable wiring project.

**Original Budgeted Line's Purpose:**

<u>Account #</u>	<u>Account Name</u>	<u>Original Purpose</u>	<u>Amount to Re-Purpose</u>
64210990.581060	CAPITAL - MOV EQUIP	CAMERA SYSTEM	\$ 523.00
64210990.581050	CAPITAL - FIXED EQUIP	TUB FOR TUB PROJECT	\$ 9,200.00
Total Adjustment			\$ 9,723.00

**New Budgeted Line's Purpose:**

<u>Account #</u>	<u>Account Name</u>	<u>New Purpose</u>	<u>Amount Re-Purposed</u>
64210990.581050	CAPITAL - FIXED EQUIP	CABLE REWIRING	\$ 9,200.00
64210990.581050	CAPITAL - FIXED EQUIP	CABLE REWIRING	\$ 523.00
Total Adjustment			\$ 9,723.00

Department Head Approval: *Andra Adams NHA*  
 Date Approved by Committee of Jurisdiction: 11/23/15

*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: \_\_\_\_\_

# MONROE COUNTY

## Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: November 24, 2015  
 Department: Child Support  
 Amount: \$14,300.00  
 Budget Year Amended: 2015

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

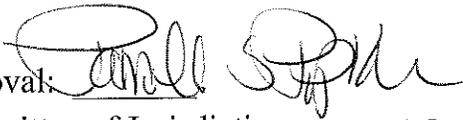
One of my employees ended up taking family health and dental insurance for 2015 after budget was done. We did not include in the prior budget adjustment for all of the departments as we believed I would have enough revenue to cover this. Tina and I have now looked over my revenues and believe that I will be able to cover the cost.

**Revenue Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
21330000 435600	state aid	\$ 458,349.00	\$ 14,300.00	\$ 472,649.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 14,300.00	

**Expenditure Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
21330000 515020 CS110	health insurance-dedicated	\$ 19,060.00	\$ 13,500.00	\$ 32,560.00
21330000 515025 CS110	dental insurance-dedicated	\$ 1,030.00	\$ 800.00	\$ 1,830.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 14,300.00	

Department Head Approval:   
 Date Approved by Committee of Jurisdiction: 12-08-15 

*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: \_\_\_\_\_

# MONROE COUNTY

## Notice of Budgetary Adjustment

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

Date: December 3, 2015  
 Department: Capital Outlay (Maintenance)  
 Amount: \$10,000.00  
 Budget Year Amended: 2016

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

Need to carry over Capital Outlay funds from 2015 to 2016 for the parking lot expansion project at 124 N. Court Street property. Project could not be completed in 2015, will start in Spring 2016.

**Revenue Budget Lines Amended:**

<u>Account #</u>	<u>Account Name</u>	<u>Current Budget</u>	<u>Budget Adjustment</u>	<u>Final Budget</u>
10000000.493000	Gen. Fund Applied	\$ -	\$ 10,000.00	\$ 10,000.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 10,000.00	

**Expenditure Budget Lines Amended:**

<u>Account #</u>	<u>Account Name</u>	<u>Current Budget</u>	<u>Budget Adjustment</u>	<u>Final Budget</u>
17100160.580150	Capital Outlay-Land Impr.	\$ -	\$ 10,000.00	\$ 10,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 10,000.00	

Department Head Approval: Berry L. Spahr  
 Date Approved by Committee of Jurisdiction: 12-9-2015

*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: \_\_\_\_\_

# MONROE COUNTY

## Notice of Budgetary Adjustment

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

Date: December 10, 2015  
 Department: Jail  
 Amount: \$50,000.00  
 Budget Year Amended: 2015

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

Due to the delayed completion of phase 1 of the Justice Center the Jail is incurring unforeseen additional expenses for the Board of Prisoners Out of County Housing. An additional \$50,000 is needed to cover the expenses for the remainder of 2015.

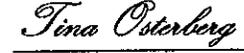
**Jail Expenditure Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
12710120 521145 SH650	BRD PRISONERS OUT OF CNTY	\$ 599,192.00	\$ 50,000.00	\$ 649,192.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 50,000.00	

**Contingency Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
10010000 539200	CONTINGENCY FUND	\$ 234,009.00	\$ (50,000.00)	\$ 184,009.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ (50,000.00)	

Department Head Approval: 

Department Head Approval: 

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

*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: \_\_\_\_\_

# MONROE COUNTY

## Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: December 7, 2015  
 Department: Retirement/Fringe Pool  
 Amount: \$51,370.34  
 Budget Year Amended: 2015

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

This adjustment is to cover unknown health and dental insurance costs at the time of the 2015 budget adoption.

**Decrease Expenditure Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11435000 515200	Retirement/Fringe Pool	\$ 44,444.86	\$ (28,896.71)	\$ 15,548.15
10010000 539200	Contingency Fund	\$ 234,009.00	\$ (22,473.63)	\$ 211,535.37
Total Adjustment			\$ (51,370.34)	

**Increase Expenditure Budget Lines Amended:**

11220000 515020	Clerk of Court - Health Ins.	\$ 51,305.00	\$ 9,076.26	\$ 60,381.26
11220000 515025	Clerk of Court - Dental Ins.	\$ 4,397.00	\$ 72.82	\$ 4,469.82
11710000 515025	Register of Deeds - Dental	\$ 1,281.00	\$ 375.82	\$ 1,656.82
11310000 515025	District Attorney - Dental	\$ 3,116.00	\$ 452.40	\$ 3,568.40
12930000 515020	Dispatch - Health Ins.	\$ 134,667.00	\$ 1,984.11	\$ 136,651.11
12930000 515025	Dispatch - Dental Ins.	\$ 6,985.00	\$ 144.54	\$ 7,129.54
12110000 515025	Sheriff - Dental Ins.	\$ 3,239.00	\$ 13.95	\$ 3,252.95
12111000 515020	Patrol - Health Ins.	\$ 95,355.00	\$ 7,724.93	\$ 103,079.93
12111000 515025	Patrol - Dental Ins.	\$ 5,674.00	\$ 82.60	\$ 5,756.60
12113000 515025	Detective - Dental Ins.	\$ 2,337.00	\$ 514.35	\$ 2,851.35
12701000 515020	Jailers - Health Ins.	\$ 110,136.00	\$ 28,608.85	\$ 138,744.85
12701000 515025	Jailers - Dental Ins.	\$ 5,895.00	\$ 2,093.65	\$ 7,988.65
12900000 515025	Emergency Mgmt - Dental	\$ 254.00	\$ 26.71	\$ 280.71
14190000 515020	Dog Control - Health Ins.	\$ 10,296.00	\$ 66.45	\$ 10,362.45
14190000 515025	Dog Control - Dental Ins.	\$ 532.00	\$ 22.90	\$ 554.90
24600001 515025 SS130	SS Cong:Meal Coord - Dental	\$ -	\$ 44.00	\$ 44.00
24600050 515025 SS130	SS HD:Meal Coord - Dental	\$ -	\$ 22.00	\$ 22.00
24630330 515025 SS130	SS IIIB:Meal Coord - Dental	\$ -	\$ 22.00	\$ 22.00
24630300 515025 SS130	SS IIIB:Meal Coord - Dental	\$ -	\$ 22.00	\$ 22.00
Total Adjustment			\$ 51,370.34	

Department Head Approval: \_\_\_\_\_

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

*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: \_\_\_\_\_

# MONROE COUNTY

## Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: October 13, 2015  
 Department: Health  
 Amount: \$500.00  
 Budget Year Amended: 2015

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

Received funding from Unimin for the car seat program. This funding will allow the health department to purchase additional car seats for infants, toddlers and children who meet the program income guidelines and requirements.

**Revenue Budget Lines Amended:**

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
24110000 432205	DOT Health Prog.	\$ 4,000.00	\$ 500.00	\$ 4,500.00
				\$ -
Total Adjustment			\$ 500.00	

**Expenditure Budget Lines Amended:**

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
24110000 534050	Block Grants	\$ 19,950.00	\$ 500.00	\$ 20,450.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 500.00	

Department Head Approval: Mahon D Felton 12-14-15  
 Date Approved by Committee of Jurisdiction: Mary J Cook 12-14-15  
*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: Public Health  
 Budget Year Amended: 2015

No. _____
Date: _____

**From Account**

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
24110000 533200	Mileage	\$ 14,210.00	\$ 3,000.00	\$ 8,489.00	\$ 11,210.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
<b>Total Transfer</b>			<b>\$ 3,000.00</b>		

**To Account**

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
24110000 521520	Preventive Programs	\$ 28,863.00	\$ 3,000.00	\$ 29,764.79	\$ 31,863.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
<b>Total Transfer</b>			<b>\$ 3,000.00</b>		

**Explanation for Transfer:** Public demand for Zostavax (shingles) Vaccine and Hepatitis B vaccine has increased and therefore need to purchase this vaccine.

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Department Head Approval Mahmud Nelson 12-14-15

Governing Committee Approval Mary G Cook 12-14-15

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**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

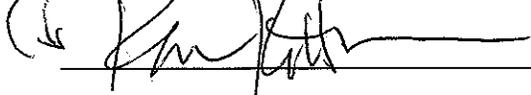
Department: Personnel  
 Budget Year Amended: 2015

No. _____
Date: _____

	<u>Account #</u>	<u>Account Name</u>	<u>Transfer Amount</u>	<u>Original Budget</u>	<u>YTD Expenditures</u>
From Account	11431000-515700	Education & Training	\$ 2,000.00	\$ 20,000.00	\$ 5,270.00
	<b>Total Transfer</b>		<b>\$ 2,000.00</b>		

To Account	11430000-531065	Advertising	\$ 2,000.00	\$ 8,400.00	\$ 10,928.53
	<b>Total Transfer</b>		<b>\$ 2,000.00</b>		

**Explanation for Transfer:**  
 Advertising expense will exceed amount budgeted due to retirements at the end of the year and addition of new positions in various departments. Also, unexpected resignations for full-time positions with expired eligibility lists.

Department Head Approval \_\_\_\_\_  
  
 Governing Committee Approval \_\_\_\_\_  


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

COUNTY ADMINISTRATOR Approval given on : \_\_\_\_\_  
Date

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

FINANCE COMMITTEE Approval given on : \_\_\_\_\_  
Date

# REQUEST FOR LINE ITEM TRANSFER

Office Use Only

12/1/2015

Department: Senior Services  
 Budget Year Amended: 2015

No. _____
Date: _____

**From Account**

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
24600001 534105	Cong site supplies	\$ 2,969.00	\$ 418.00	\$ 1,818.83	\$ 2,551.00
24600010 521380	Cataract Cong meals	\$ 6,181.00	\$ 500.00	\$ 4,675.57	\$ 5,681.00
24630370 527105	IIIB Other Services Clients	\$ 6,826.00	\$ 200.00	\$ 4,556.59	\$ 6,626.00
24640000 527105	IIID Other Services Clients	\$ 1,376.00	\$ 200.00	\$ 833.56	\$ 1,176.00
<b>Total Transfer</b>			<b>\$ 1,318.00</b>		

**To Account**

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
24600025 524600	Sparta Cong equip repair	\$ 450.00	\$ 746.00	\$ 1,195.16	\$ 1,196.00
24600045 524600	Wilton Cong equip repair	\$ -	\$ 172.00	\$ 171.33	\$ 172.00
24630300 533250	IIIB Staff Travel	\$ 500.00	\$ 200.00	\$ 606.50	\$ 700.00
24640000 511000	IIID Salaries	\$ 1,088.00	\$ 200.00	\$ 1,231.20	\$ 1,288.00
				\$ -	-
				\$ -	-
				\$ -	-
				\$ -	-
				\$ -	-
<b>Total Transfer</b>			<b>\$ 1,318.00</b>		

<b>Explanation for Transfer:</b>
Unexpected repair on dishwashers.
Staff Travel was more than expected.
Guidelines for grant usage has changed and we use more in salaries now than for direct client services

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 02/20/2014