



**FINANCE COMMITTEE  
THURSDAY, JANUARY 16, 2014 - 7:30 A.M.  
CONFERENCE ROOM N-1 – FIFTH FLOOR  
ROCK COUNTY COURTHOUSE-EAST**

**Agenda**

1. Call to Order and Approval of Agenda
2. Tax System Update
3. Citizen Participation, Communications and Announcements
4. Approval of Minutes –January 2, 2014
5. Transfers and Appropriations
  - A. Sheriff's Office
  - B. Public Health
6.
  - A. Bills
  - B. Bills Over \$10,000
  - C. Encumbrances Over \$10,000
  - D. Pre-Approved Encumbrance Amendments
  - E. Approval of Bills for Other Departments
7. Report on Cash Balances and Investments
8. Adjournment

## Rock County Transfer Request - Over \$500

TO: FINANCE DIRECTOR      Date 12/09/13      Transfer No. 13-85  
 Requested By Sheriff's Office      Department Sheriff Robert Spoden      Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 21-2200-0000-64125 Description: Board of Prisoners - Cor. Fac. Current Balance:	\$6,386.00	Account #: 21-2200-0000-67161 Description: Capital Assts 5000+ - Cor. Fac. Current Balance:	\$6,386.00
Account #: Description: Current Balance:		Account #: Description: Current Balance:	
Account #: Description: Current Balance:		Account #: Description: Current Balance:	
Account #: Description: Current Balance:		Account #: Description: Current Balance:	

**REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC**

The 2013 Board of Prisoners Food budget included a 1.7% cost increase based on estimates made in June of 2012. The cost per meal in 2013 was less than the anticipated budgeted amount.

**REASON TRANSFER IS NECESSARY - BE SPECIFIC**

Per IT, the printer the Jail Clerk's office is beyond repair. The Jail Clerk's office is also routinely having problems with the fax and the copier. The Sheriff's Office plans on replacing the three stand alone units with a multi-function printer (MFP).

**FISCAL NOTE:**

Sufficient funds are available for transfer.  
  
*SC 12-10-13*

**ADMINISTRATIVE NOTE:**

Recommended:  
  
*[Signature]*  
*12-10-13*

<b>REQUIRED APPROVAL</b>	<b>DATE</b>	<b>COMMITTEE CHAIR</b>
<input checked="" type="checkbox"/> Governing Committee	_____	_____
<input checked="" type="checkbox"/> Finance Committee	_____	_____

## Rock County Transfer Request - Over \$500

TO: FINANCE DIRECTOR      Date 12/16/13      Transfer No. 13-86  
 Requested By Public Health      Department      Karen Cain, Health Officer      Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 31-3000-0000-61610 Description: Health Insurance Current Balance: \$82,392	\$20,000	Account #: 31-3000-0000-64000 Description: Medical Supplies	\$20,000
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	

**REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC**

Health Department staff used lower cost health insurance plans than had been budgeted for 2013, so funds are available in this account for transfer.

**REASON TRANSFER IS NECESSARY - BE SPECIFIC**

Demand has been high for several of the vaccines purchased by the health department, including the zostavax (shingles), hepatitis-A, hepatitis-B, and pneumonia vaccines. The shingles vaccine is especially costly -- 50 doses cost nearly \$9,000. This transfer will enable the health department to pay for needed vaccines for our citizens.

**FISCAL NOTE:**

Sufficient funds are available for transfer. *95 12-16-13*

**ADMINISTRATIVE NOTE:**

Recommended. *ESK 12-26-13*

**REQUIRED APPROVAL**

**DATE**

**COMMITTEE CHAIR**

Governing Committee \_\_\_\_\_

Finance Committee \_\_\_\_\_

Distribution: **EMAIL** Sherry Oja and Susan Balog

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
05-1500-0000-68010	EXP.ALLOCATIONS	P1301641	12/31/2013	STATELINE COPY PRODUCTS INC	58.68
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	0.00	0.00	16,287.60	58.68	(16,346.28)
<b>FINANCE DIRECTOR PROG TOTAL</b>				<b>58.68</b>	

I have examined the preceding bills and encumbrances in the total amount of **\$58.68**  
 Claims covering the items are proper and have been previously funded. These items are to be treated as follows:  
 A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.  
 B. Bills under \$10,000 to be paid.  
 C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: JAN 16 2014

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
07-1430-0000-62400	R & M SERV	P1303860	12/13/2013	LASER PRINTER SOLUTIONS LLC	159.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	211,793.00	140,016.63	5,162.20	159.00	66,455.17
07-1430-0000-63407	COMPUTER SUPPL	P1303655	11/21/2013	CDW GOVERNMENT INC	157.56
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	17,940.00	13,008.61	438.00	157.56	4,335.83
07-1430-0000-67130	TERMINALS/PC'S	P1303716	11/27/2013	CDW GOVERNMENT INC	284.02
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	115,521.00	78,398.24	0.00	284.02	36,838.74
07-1430-0000-67131	OTHER COMP HARDW	P1303715	12/09/2013	CORE BTS INC	907.78
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	109,579.00	80,941.49	0.00	907.78	27,729.73
07-1430-0000-67143	IT CROSS CHARGES	P1303639	11/22/2013	CDW GOVERNMENT INC	56.14
		P1303689	11/27/2013	CDW GOVERNMENT INC	470.53
		P1303690	11/25/2013	CDW GOVERNMENT INC	585.58
		P1303691	11/25/2013	CDW GOVERNMENT INC	2,357.73
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	50,000.00	199,522.44	32,464.62	3,469.98	(185,457.04)
<b>INFORMATION TECHNOLOGY PROG TOTAL</b>				<b>4,978.34</b>	

I have examined the preceding bills and encumbrances in the total amount of \$4,978.34

Claims covering the items are proper and have been previously funded. These items are to be treated as follows:

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Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

2013...

Rock County

COMMITTEE APPROVAL REPORT

01/08/2014

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
10-1721-0000-62119	OTHER SERVICES	P1203402	12/31/2013	HMS TECHNOLOGIES INC	2,654.20
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	193,662.00	96,544.02	63,809.22	2,654.20	30,654.56
<b>LAND RECORDS PROG TOTAL</b>				<b>2,654.20</b>	

I have examined the preceding bills and encumbrances in the total amount of **\$2,654.20**

Claims covering the items are proper and have been previously funded. These items are to be treated as follows:

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C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

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Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
14-1411-0000-63100	OFC SUPP & EXP	P1300733	12/03/2013	PAPER RECOVERY SERVICE CORPOR	7.75
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	2,500.00	2,362.66	0.00	7.75	129.59
14-1411-0000-63103	LEGAL FORMS	P1300724	12/31/2013	BEAR GRAPHICS INC	793.37
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	17,500.00	17,325.61	0.00	793.37	(618.98)
<b>ELECTIONS PROG TOTAL</b>				<b>801.12</b>	

I have examined the preceding bills and encumbrances in the total amount of **\$801.12**  
 Claims covering the items are proper and have been previously funded. These items are to be treated as follows:  
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Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
17-1715-0000-62119	OTHER SERVICES	P1301196	11/30/2013	FIDLAR COMPANIES	570.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	473,721.00	229,775.64	99,566.86	570.00	143,808.50
<b>ROD REDACTION PROJECT PROG TOTAL</b>				<b>570.00</b>	

I have examined the preceding bills and encumbrances in the total amount of **\$570.00**

Claims covering the items are proper and have been previously funded. These items are to be treated as follows:

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Committee Chair \_\_\_\_\_



Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
07-1430-0000-63407 ENC	COMPUTER SUPPL	R1400893	01/03/2014	AMAZON.COM	39.88
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	15,176.00	0.00	3,358.00	39.88	11,778.12
<b>INFORMATION TECHNOLOGY PROG TOTAL</b>					<b>39.88</b>

I have examined the preceding bills and encumbrances in the total amount of **\$39.88**

Claims covering the items are proper and have been previously funded. These items are to be treated as follows:

A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.

B. Bills under \$10,000 to be paid.

C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **JAN 16 2014**

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
15-1540-0000-62119	OTHER SERVICES	P1400681	01/01/2014	PER MAR SECURITY SERVICES	394.68
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	505.00	0.00	0.00	394.68	110.32
<b>COUNTY TREASURER PROG TOTAL</b>				<b>394.68</b>	

I have examined the preceding bills and encumbrances in the total amount of **\$394.68**  
 Claims covering the items are proper and have been previously funded. These items are to be treated as follows:  
 A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.  
 B. Bills under \$10,000 to be paid.  
 C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **JAN 16 2014**

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_