



**FINANCE COMMITTEE
THURSDAY, JULY 17, 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. Citizen Participation, Communications and Announcements
3. Approval of Minutes –July 3, 2014
4. Transfers and Appropriations
 - A. 911 Communications Center
5.
 - A. Bills
 - B. Bills Over \$10,000
 - C. Encumbrances Over \$10,000
 - D. Pre-Approved Encumbrance Amendments
 - 1) Financial Services
 - E. Approval of Bills for Other Departments
6. Approval to Include Bidder's Qualification Statement in the Pinehurst Waterproofing Project RFP
7. Approval of Professional Consulting Services Contract with Sequoia Consulting Group
8. County Clerk Updates
 - A. Passport Checkbook
 - B. Suggestion for Per Diem Reimbursement
 - C. Notification that Effective 1/1/15 no Health Department Claims will be paid from the Dog Fund
 - D. Election Equipment Purchase
9. Report on Cash Balances and Investments
10. Adjournment

Rock County Transfer Request - Over \$1,000

TO: FINANCE DIRECTOR Date June 27, 2014
 Requested By Communications Center
Department

Transfer No. 14-36
Kathy Sukus
Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 23-2400-0000-62210 Description: Telephone Current Balance: \$80,645	\$4,822.00	Account #: 23-2400-0000-62420 Description: Machinery/Equipment R&M	\$9,822.00
Account #: 23-2400-0000-67131 Description: Computer Hardware Current Balance: \$5,000	\$5,000.00	Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC

Removal of T1 lines attached to AT&T SONET RING & installation of conduit and fiber optic cable for new AT&T ASE (Ethernet) Network, which will reduce overall monthly telephone bills. Computer Hardware funds available due to no further expected hardware needed.

REASON TRANSFER IS NECESSARY - BE SPECIFIC

Recommended UPS battery and fan replacement.

FISCAL NOTE:

Sufficient funds available for transfer. *6-27-14*

ADMINISTRATIVE NOTE:

Recommended *BSR* *6-27-14*

REQUIRED APPROVAL

Governing Committee DATE 7/7/14
 Finance Committee

COMMITTEE CHAIR

Man Beaver

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
00-0000-0063-29662	HEALTH INS TRUST	P1402536	07/02/2014	UNITED STATES TREASURY	5,910.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	0.00	(642,021.84)	16,744.37	5,910.00	619,367.47
				ISF-SELF INS PROG TOTAL	5,910.00

I have examined the preceding bills and encumbrances in the total amount of **\$5,910.00**

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: **JUL 17 2014**

Dept Head _____

Committee Chair _____

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
14-1411-0000-63100	OFC SUPP & EXP	P1400489	06/11/2014	OFFICE PRO	14.69
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	5,000.00	129.89	0.00	14.69	4,855.42
ELECTIONS PROG TOTAL				14.69	

I have examined the preceding bills and encumbrances in the total amount of **\$14.69**

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

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

Date: **JUL 17 2014**

Dept Head _____

Committee Chair _____

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
15-1541-0000-64901	TAX DEED EXP				
		P1402524	06/25/2014	JANESVILLE GAZETTE INC	3,709.04
		P1402525	06/25/2014	BELOIT DAILY NEWS	112.40
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	20,000.00	7,575.44	0.00	3,821.44	8,603.12
TAX DEED EXPENSE PROG TOTAL				3,821.44	

I have examined the preceding bills and encumbrances in the total amount of **\$3,821.44**
 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: **JUL 17 2014**

Dept Head _____

Committee Chair _____

PURCHASE ORDER NUMBER P1400296 PEID 048450

PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

This form must be used when adding funds to or changing an account number of a previously approved encumbrance. Please complete this form and e-mail to Susan Balog in Accounting (balog@co.rock.wi.us), Cheryl Mikrut in Accounting (mikrut@co.rock.wi.us) **and** Jodi Millis in Purchasing (jodi@co.rock.wi.us). Susan or Cheryl will forward on to your governing committee for approval. The Encumbrance and Purchase Order will be updated upon approval of all necessary committees and County Board (if amendment is over \$10,000).

DATE 7/8/14

DEPARTMENT Financial Services

COMMITTEE Finance

VENDOR NAME Baker Tilly

ACCOUNT NUMBER 05-1530-0000-62130

FUNDS DESCRIPTION Audit Fees

AMOUNT OF INCREASE \$ 10,000

INCREASE FROM \$ 87,000 TO \$ 97,000

ACCOUNT BALANCE AVAILABLE \$ A transfer of \$3,000 to \$4,000 may be needed ^{8x} 7-8-14

REASON FOR AMENDMENT Additional state grant programs are required to be included in the audit scope. Most of the fees will be cross-charged back to the grant programs.

APPROVALS

GOVERNING COMMITTEE _____
Chair Date

FINANCE COMMITTEE _____
(If over \$10,000) Chair Date

COUNTY BOARD _____
(If over \$10,000) Resolution # Adoption Date