

**Rock County Agriculture & Extension Education Committee**  
**Wednesday, November 11, 2015 – 7:00 p.m.**  
**2<sup>nd</sup> Floor Courthouse Conference Room**  
**Rock County Courthouse**  
**Janesville WI**

1. Call to Order
2. Approval of Agenda
3. Approval of October 14, 2015 Meeting Minutes
4. Citizen Participation, Information and Announcements
5. Educator Reports: Sheila DeForest, WNEP Coordinator; Donna Duerst, 4-H Youth Development Educator
6. 4-H Fairgrounds Maintenance and Contracts
7. Fair Board Report
8. Approval of Extension Bills/Transfers/Encumbrances
9. Department Update: Nov. 20 visit with Chancellor and Vice Chancellor
10. Comments from the Committee
11. Adjourn

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
56-5600-0000-63300	TRAVEL		10/22/2015	DUERST,DONNA	154.70
			10/23/2015	FLICKINGER,ANGELA	160.43
			10/23/2015	REBOUT,MEGAN	46.00
			10/23/2015	MARSDEN,CHRISTINE	65.55
			10/22/2015	HETZEL,KATHLEEN	88.55
			10/26/2015	BAKER,NICK	931.50
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	13,500.00	7,571.46	700.00	1,446.73	3,781.81
56-5600-0000-64209	DEMO EXP				
		P1500183	10/14/2015	SENTRY FOOD STORE	205.44
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	4,000.00	843.92	35.00	205.44	2,915.64
56-5600-0000-64904	SUNDRY EXPENSE				
		P1500180	09/17/2015	KIMS LETTERING	375.72
		P1502236	10/13/2015	UNIVERSITY OF WISCONSIN SOIL A	127.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	25,000.00	17,121.45	720.07	502.72	6,855.76
<b>U.W.EXTENSION PROG TOTAL</b>				<b>2,154.89</b>	
56-5610-0000-63500	R&M SUPPLIES				
		P1500181	10/08/2015	MENARDS	70.66
		P1501953	05/17/2015	DUMPSTERS ON WHEELS	250.00
		P1503374	10/12/2015	SCHARINES FARM SYSTEMS INC	414.00
			Budget	YTD Exp	YTD Enc
	13,800.00	7,908.46	433.00	734.66	4,723.88
<b>FAIRGROUNDS PROG TOTAL</b>				<b>734.66</b>	
56-5625-0000-63400	OPERATING SUPPLI				
		P1500181	10/09/2015	MENARDS	18.29
		P1503376	10/19/2015	REILLY FARMS	709.27
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	9,300.00	6,891.46	457.18	727.56	1,223.80
<b>FARM-GENERAL FUND PROG TOTAL</b>				<b>727.56</b>	

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I have examined the preceding bills and encumbrances in the total amount of **\$3,617.11**

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: **NOV 11 2015**

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

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

PURCHASE ORDER NUMBER

PEID

### 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](mailto:balog@co.rock.wi.us)), Cheryl Mikrut in Accounting ([mikrut@co.rock.wi.us](mailto:mikrut@co.rock.wi.us)) **and** Jodi Millis in Purchasing ([jodi@co.rock.wi.us](mailto: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 October 20, 2015

DEPARTMENT UW-Extension

COMMITTEE A&E

VENDOR NAME Manpower

ACCOUNT NUMBER 56-5610-0000-62400

FUNDS DESCRIPTION Maintenance

AMOUNT OF INCREASE \$ 4,200

INCREASE FROM \$ 35,000 TO \$ 39,200

ACCOUNT BALANCE AVAILABLE \$ 9,534.99 SB 10/21/15

REASON FOR AMENDMENT Due to increase of Manager's Salary and an increase of staffing hours as well as increased hours during Fair Week preparation, the encumbrance is short to pay the rest of 2015 invoices.

### APPROVALS

GOVERNING COMMITTEE  
Chair \_\_\_\_\_ Date \_\_\_\_\_

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

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