ROCK COUNTY, WISCONSIN



Board of Supervisors 51 South Main Street Janesville, WI 53545 (608)757-5510 Fax (608)757-5511

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	·	Sheriff Robert Spoden	
Depart	ment	Department Head	
FROM:	AMOUNT	TO:	AMOUNT
Account #: 21-2200-0000-64125		Account #: 21-2200-0000-67161	'
Description: Board of Prisoners - Cor. Fac.	\$6,386.00	Description: Capital Assts 5000+ - Cor. Fac.	\$6,386.00
Current Balance:			
Account #:		Account #:	
Description:		Description:	
Current Balance:			-
Account #:		Account #:	
Description:		Description:	
Current Balance:			
Account #:		Account #:	
Description:		Description:	
Current Balance:			·
REASON FUNDS ARE AVAILABLE FO	OR TRANSFER	R - BE SPECIFIC	
The 2013 Board of Prisoners Food bu- June of 2012. The cost per meal in 20	dget included a 013 was less tha	1.7% cost increase based on estimate an the anticipated budgeted amount.	s made in
REASON TRANSFER IS NECESSAR	Y - BE SPECIF	IC .	
Per IT, the printer the Jail Clerk's office problems with the fax and the copier. with a multi-function printer (MFP).	e is beyond rep	air. The Jail Clerk's office is also routin	ely having alone units
FISCAL NOTE:		ADMINISTRATIVE NOTE:	
Sufficient funds are available for trans	fer.	Recommended	
869-1272		12-10-13	
REQUIRED APPROVAL	DATE	COMMITTEE CHAI	R
✓ Governing Committee			
✓ Finance Committee	·		

Revised: 12/07/12

Rock County Transfer Request - Over \$500

TO: FINANCE DIRECTOR Date	12/16/13	Transfer No. 13-86	
Requested By Public Health		Karen Cain, Health Officer	
Depart	ment	Department Head	1
	T	T	
FROM:	AMOUNT	TO:	AMOUNT
Account #: 31-3000-0000-61610		Account #: 31-3000-0000-64000	
Description: Health Insurance	\$20,000	Description: Medical Supplies	\$20,000
Current Balance: \$82,392			
Account #:		Account #:	
Description:		Description:	
Current Balance:			
Account #:		Account #:	
Description:		Description:	
Current Balance:			·
Account #:		Account #:	
Description:	·	Description:	
Current Balance:			
REASON FUNDS ARE AVAILABLE F	OR TRANSFE	R - <u>BE SPECIFIC</u>	
Health Department staff used lower cost health in	surance plans than h	ad been budgeted for 2013, so funds are available i	n this account for
transfer.	•		
REASON TRANSFER IS NECESSAF	RY - <u>BE SPECIF</u>	FIC .	
Demand has been high for several of the vaccines hepatitis-B, and pneumonia vaccines. The shingle health department to pay for needed vaccines for	es vaccine is especia	ealth department, including the zostavax (shingles), ally costly 50 doses cost nearly \$9,000. This trans	fer will enable the
FISCAL NOTE:	•	ADMINISTRATIVE NOTE:	
Sufficient funds are available for transfer.	16/15	Recommended. 22-26-	13
REQUIRED APPROVAL	DATE	COMMITTEE CHA	<u>IR</u>
✓ Governing Committee			

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

Revised: 02/20/13



01/08/2014

Account Number	Account Name	PO#	Inv Date	Vendor Name		Inv/Enc Amt
05-1500-0000-68010	EXP.ALLOCATION:	S P1301641	12/31/2013	STATELINE COPY F	PRODUCTS INC	58.68
	Budget 0.00	YTD E>	•	YTD Enc 16,287.60	Pending 58.68	Closing Balance (16,346.28)
		FINAN	CE DIRECTO	OR PROG TOTAL	58.68	
Claims covering the A. Bills and encumb B. Bills under \$10.00	rances over \$10,000 00 to be paid.	d have been p referred to th	reviously fun e Finance Co	amount of \$58. ded. These items are pmmittee and County The Department Head.	to be treated as f Board.	ollows:
Date: JAN 16.2						
	014	De	pt Head		-	

COMMITTEE APPROVAL REPORT 2013.

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01/08/2014

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 SO	LUTIONS LLC	159.00
	Budget	YTD E	хр	YTD Enc	Pending	Closing Balance
	211,793.00	140,016	.63	5,162.20	159.00	66,455.17
07-1430-0000-63407	COMPUTER SUPP					
		P1303655	11/21/2013	CDW GOVERNMENT	T INC	157.56
	Budget	YTD E	хр	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 GOVERNMEN	TINC	284.02
	Budget	YTD E	Exp	YTD Enc	Pending	Closing Balance
	115,521.00	78,398	3.24	0.00	284.02	36,838.74
07-1430-0000-67131	OTHER COMP HA	RDW				
		P1303715	12/09/2013	CORE BTS INC		907.78
	Budget	YTD E	Ехр	YTD Enc	Pending	Closing Balance
	109,579.00	80,941	•	0.00	907.78	27,729.73
07-1430-0000-67143	IT CROSS CHARG	3ES				
		P1303639	11/22/2013	CDW GOVERNMEN		56.14
		P1303689	11/27/2013	CDW GOVERNMEN		470.53
		P1303690	11/25/2013	CDW GOVERNMEN	T INC	585.58
		P1303691	11/25/2013	CDW GOVERNMEN	TINC	2,357.73
	Budget	YTD I	≣xp	YTD Enc	Pending	Closing Balance
	50,000.00	199,522	•	32,464.62	3,469.98	(185,457.04)
	in.	FORMATION	TECHNOLO	GY PROG TOTAL	4,978.34	

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

Date:	JAN 1 6 2014	Dept Head	
		Committee Chair	

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

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 TECHNOLOGIE	S INC	2,654.20
	Budget 193,662.00	YTD E 96,544	•	YTD Enc 63,809.22	Pending 2,654.20	Closing Balance 30,654.56
		L	AND RECOR	DS PROG TOTAL	2,654.20	
A. Bills and encumb B. Bills under \$10,00	items are proper and rances over \$10,000 00 to be paid.	d have been referred to t	previously fun he Finance Co	amount of \$2,65 ded. These items are ommittee and County I	to be treated as f Board.	
Date: JAN 1 6 2	•		ept Head			- · · · · · · · · · · · · · · · · · · ·
		Committ	ee Chair			1824

COMMITTEE APPROVAL REPORT 2013...

JPP & EXP		Vendor Name		Inv/Enc Amt
P1300733	12/03/2013	PAPER RECOVERY SE	RVICE CORPOR	7.75
•	•	YTD Enc 0.00	Pending 7.75	Closing Balance 129.59
FORMS P1300724	12/31/2013	BEAR GRAPHICS INC		793.37
• .	•	YTD Enc 0.00	Pending 793.37	Closing Balance (618.98)
	ELECTIO	NS PROG TOTAL	801.12	
	.00 2,36 FORMS P1300724 get YTD	.00 2,362.66 FORMS P1300724 12/31/2013 get YTD Exp .00 17,325.61	.00 2,362.66 0.00 FORMS P1300724 12/31/2013 BEAR GRAPHICS INC get YTD Exp YTD Enc	.00 2,362.66 0.00 7.75 FORMS P1300724 12/31/2013 BEAR GRAPHICS INC get YTD Exp YTD Enc Pending 17,325.61 0.00 793.37

Committee Chair

Dept Head _____

JAN 1 6 2014

Date:

COMMITTEE APPROVAL REPORT 2013. 01/08/2014

	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 473,721.00	YTD E 229,775	•	YTD Enc 99,566.86	Pending 570.00	Closing Balance 143,808.50
	F	ROD REDAC	TION PROJE	CT PROG TOTAL	570.00	
I have exemined the	proceding bills and	ancumbranc	ee in the total	amount of \$570.00)	
A. Bills and encumbl B. Bills under \$10.00	items are proper and rances over \$10,000 00 to be paid.	d have been) referred to t	previously fun he Finance Co	ded. These Items are to ommittee and County Bo	be treated as fo ard.	
Claims covering the A. Bills and encumbi B. Bills under \$10,00 C. Encumbrances un	items are proper and rances over \$10,000 to be paid.	d have been) referred to t paid upon acc	previously fun he Finance Co ceptance by th	ded. These Items are to ommittee and County Bo e Department Head.	be treated as fo	
Claims covering the A. Bills and encumbl B. Bills under \$10,00	items are proper and rances over \$10,000 to be paid.	d have been referred to t raid upon acc De	previously fun he Finance Co	ded. These Items are to ommittee and County Bo	be treated as fo	

COMMITTEE APPROVAL REPORT

2014...

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 15,176.00	YTD E	Exp .00	YTD Enc 3,358.00	Pending 39.88	Closing Balance 11,778.12
	INFO	ORMATION	TECHNOLO	GY PROG TOTAL	39.88	**
Claims covering the A. Bills and encumber B. Bills under \$10,00	rances over \$10,000 00 to be paid.	have been referred to t	previously fun he Finance Co	amount of \$39.8 ded. These Items are committee and County Department Head.	to be treated as f	ollows:
Date: JAN 1 6	2014	Ď	ept Head			
	•	Committ	ee Chair			

COMMITTEE APPROVAL REPORT 2014 · · ·



01/08/2014

Account Number	Account Name	PO#	Inv Date	Vendor Name		Inv/Enc Amt
15-1540-0000-62119	OTHER SERVICES					
		P1400681	01/01/2014	PER MAR SECURIT	SERVICES	394.68
	Budget	YTD E	Exp	YTD Enc	Pending	Closing Balance
	505.00		.00	0.00	394.68	110.32
		COUNT	TY TREASURI	R PROG TOTAL	394.68	
I have examined the	preceding bills and	encumbranc	es in the total	amount of \$394		
Claims covering the A. Bills and encumb	items are proper and rances over \$10,000	d have been	previously fun	amount of \$394 ded. These items are ommittee and County	to be treated as f	ollows:
A. Bills and encumber B. Bills under \$10,00	items are proper and rances over \$10,000 00 to be paid.	d have been referred to t	previously fun he Finance Co	ded. These items are	to be treated as f	ollows:
Claims covering the A. Bills and encumbr B. Bills under \$10,00 C. Encumbrances un	items are proper and rances over \$10,000 00 to be paid.	d have been referred to to paid upon acc	previously fun he Finance Co	ded. These items are mmittee and County	to be treated as f	ollows: