

## FINANCE COMMITTEE MINUTES

Room 213, West Square Building, Baraboo WI

Friday, April 10, 2012

Members present: Steve Bach, Tommy Lee Bychinski, Joan Fordham, Jason Lane and William F. Wenzel  
Others present: Scott Alexander, Kerry Beghin, Elizabeth Geoghegan, Lynn Horkan, Tom Kriegl, Marty Krueger, Don Nobs, and Jim Scherneck

The meeting was called to order by Chairperson Bychinski at 8:37 AM. Certification of open meeting compliance was given. **Motion by Wenzel to adopt the agenda, second by Fordham. Motion carried. Motion by Lane to adopt the minutes of previous meetings on March 9 and 20, 2012, second by Bach. Motion carried.**

Public Comment: None

Communications: Committee thanked Supervisor Bach for his service on the Board. Bach noted it was a pleasure and privilege to serve.

Discussion and possible resolution Assigning Fund Balances as of December 31, 2011.

Discussed the working capital/fund balance policy and carry forward of unexpended appropriations and ongoing projects. **Motion by Fordham to approve resolution Assigning Fund Balances as of December 31, 2011, second by Bach. Motion carried.**

Review of 2013 budget process – timeline, policies and priorities.

Timeline has been distributed. Night meetings for committees will be in May and June to discuss priorities, policies and programs. Initial discussions need to be focused on programs and priorities and not dollars. The Strategic Program Review form will allow for the discussion of programs first. It's a logic model to support the programs deemed most important to carry on in the county. The budget calendar is meant to be an interactive calendar with communication back and forth with many multiple reviews of the budget. Oversight committees should agendaize the budget in May, June, July, August, September and October. Department head, functional group and oversight committee trust, interaction and communication is key to success in this process. Objective is to look at ways to provide service in the best and most meaningful way.

Presentation of County financial reports.

County financial information was reviewed and discussed. 2011 is not yet final, but overall the budget ending in good shape. Anticipated over runs are more favorable then reported previously. County Clerk, Health Care Center (HCC) and Sheriff anticipate to be within budget. The Coroner will be over budget. 2012 sales tax collection is only for one month, but down from prior year.

Treasurer's Department Update.

Very busy with tax system implementation. Sent out over 200 letters to delinquent 2009 taxes with an emphasis on payment plans. **Motion by Wenzel to approve payment of Treasurer's Department invoices in the amount of \$1,100,792.18, second by Bach. Motion carried.**

Accounting Department Update.

Beghin highlighted Accounting Department recent activity. Audits begin next week. Plan to do the single audit report. **Motion by Lane to approve payment of Accounting Department invoices in the amount of \$76,184.68 and County invoices in the amount of \$2,683,999.59 second by Bach. Motion carried.**

The next regular meeting will be Tuesday, May 8, 2012 at 8:30 a.m.

**Motion by Wenzel to adjourn the meeting, second by Lane. Motion carried.**

Respectfully submitted,

Joan Fordham  
Finance Committee Secretary