

## FINANCE COMMITTEE MINUTES

EMBS Meeting Room C128, Courthouse, Baraboo WI

Tuesday, October 11, 2011

Members present: Steve Bach, Tommy Lee Bychinski, Joan Fordham, Jason Lane and William F. Wenzel

Others present: Kerry Beghin, Elizabeth Geoghegan, Lynn Horkan, Marty Krueger, Peter Murray, Kathy Schauf, and media

The meeting was called to order by Chairperson Bychinski at 8:30 AM. Certification of open meeting compliance was given. **Motion by Wenzel to adopt the agenda, second by Fordham. Motion carried. Motion by Bach to adopt the minutes of previous meetings on September 13 and 20, 2011, second by Lane. Motion carried.**

Public Comment: None

Communications: None

### Presentation of County financial reports.

Beghin reviewed the County financial position. Sales tax and its volatility were discussed; current year to date is comparable with last year. Various departments' revenues and expenses were reviewed.

### Discussion and consideration of process and procedure for 2012 budget amendments.

Murray spoke about the 2012 budget process.

Committee discussed the process for finalizing the budget. Reviewed meeting dates the drafted amendment process. Emphasized form is for financial specific amendments not for change in policy and procedures. All proposed amendments will go forward to county board and does not prevent a supervisor from bringing an amendment to the November board meeting. **Motion by Fordham to use process as described in the draft memo for supervisor amendments, second by Bach. Motion carried.**

### Consideration of 2012 budget recommendation to the County Board.

Reviewed updated 2012 budget as adjusted by the Finance Committee on 10/5/2011. **Motion by Bach to move budget forward for presentation to County Board as adjusted on 10/5/2011, second by Lane. Motion carried.**

### Treasurer's Department Update.

Geoghegan updated the Committee on Treasurer Department activity. Department is gearing up for tax bills and data conversion for new system. Reviewed properties for tax deeds. Noted State decision concerning the assessment of the Town of LaValle taxes for 2010. **Motion by Lane to approve payment of Treasurer's Department invoices in the amount of \$6,777.93, second by Fordham. Motion carried.**

### Accounting Department Update.

Beghin highlighted Accounting Department recent activity. Discussed timeline for audit request for purchase. **Motion by Bach to approve payment of Accounting Department invoices in the amount of \$90,256.97 and County invoices in the amount of \$2,595,518.79, second by Lane. Motion carried.**

The next regular meeting will be Tuesday, November 8, 2011 at 8:30 a.m.

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

Respectfully submitted,

Joan Fordham, Finance Committee Secretary