

FINANCE COMMITTEE MINUTES

EMBS Meeting Room C128, Courthouse, Baraboo WI

Tuesday, June 11, 2013

Members present: Tommy Lee Bychinski, Joan Fordham, Andrea Lombard and William F. Wenzel
Members excused: Jason Lane
Others present: Kerry Beghin, Tom Kriegl, Marty Krueger, Kathy Schauf

The meeting was called to order by Chairperson Bychinski at 8:30 AM. Certification of open meeting compliance was given. **Motion by Wenzel, second by Lombard to approve the agenda. Motion carried. Motion by Lombard, second by Fordham to approve the minutes of May 14 and 21, 2013. Motion carried.**

Public Comment: None

Communications: None

Discussion and consideration of program review form (mission, vision, goals and performance measures) for 2014 - Treasurer.

The Committee discussed meeting statutory requirements and interdepartmental cooperation. Consensus of the Committee for the Treasurer to proceed with creating the 2014 budget with goals as drafted.

Discussion and consideration of program review form (mission, vision, goals and performance measures) for 2014 - Accounting.

The Committee discussed the importance of producing a comprehensive budget document and comprehensive annual financial report. Consensus of the Committee for the Controller to proceed with creating the 2014 budget with goals as drafted.

Consider transfer of Human Services prior year fund balance per Financial Policy 5-94.

Motion by Lombard, second by Fordham to approve transfer of \$1,058,901.39 of excess Human Services fund balance to the General Fund. Motion carried.

Discussion of 2014 budget process, recap of citizen forums.

Members of the public who have attended the first three forums have appreciated the opportunity to speak outside the Committee structure. Common themes will be summarized for the full County Board. The Committee appreciates the efforts put forth by staff to facilitate the forums.

Selection of two delegates from the Finance Committee to the Capital Improvements Plan Committee.

Motion by Fordham, second by Lombard for Bychinski and Lane to be the Finance Committee delegates. Motion carried.

Presentation of County financial reports.

County financial information was reviewed and discussed.

Treasurer's Department Update.

Highlighted departmental activities and properties. **Motion by Fordham, by Lombard to approve payment of Treasurer's Department invoices in the amount of \$124,865.61. Motion carried.**

Accounting Department Update.

Beghin highlighted departmental activities and efforts in compiling a Comprehensive Annual Financial Report (CAFR) and responding to a 2011 single audit finding. **Motion by Wenzel, second by Lombard to approve payment of Accounting Department invoices in the amount of \$912.00 and County invoices in the amount of \$2,123,601.20. Motion carried.**

The next regular Finance Committee meeting is set for July 9, 2013.

Motion by Lombard, second by Wenzel to adjourn the meeting. Motion carried.

Respectfully submitted,

Joan Fordham
Finance Committee Secretary