

FINANCE COMMITTEE MINUTES

Room 213, West Square Building, Baraboo WI

Tuesday, December 8, 2015

Members present: Tommy Lee Bychinski, Wally Czuprynko, Joan Fordham, Marty Krueger, Andrea Lombard
Others present: Kerry Beghin, Liz Geoghegan, Carla Gogin, Tut Gramling, Lynn Horkan, Tom Kriegl, Brentt Michalek, Michelle Posewitz

The meeting was called to order by Chairperson Bychinski at 9:00 AM. Certification of open meeting compliance was given.

Motion by Czuprynko, second by Lombard to adopt the agenda. Motion carried. Motion by Lombard, second by Czuprynko to adopt the minutes of previous meetings on November 3 and 10, 2015. Motion carried.

Public Comment: None

Communications: None

Pre-audit meeting with auditors to address possible areas of concern prior to commencement of 2015 audit fieldwork.

Carla Gogin, partner with Baker Tilly (BT), noted the Sauk County 2014 Comprehensive Annual Financial Report (CAFR) was awarded the Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association (GFOA). Gogin commented BT is in the process of planning for the 2015 audit, she reviewed the aspects of planning. BT is interested to hear from Finance Committee members any areas of concern, now and at any point during the year. Gogin touched on the new GASB 68 reporting standards involving Wisconsin Retirement Systems (WRS). She reviewed the rotation for departmental reviews and explained the risk based audit and other analytical processes as part of the audit.

Update on possible 2015 budget overrun for Accounting Department.

Beghin reviewed the summary of unanticipated expenses for the possible 2015 budget overrun. She reviewed areas mitigating the overrun. The possible bottom line overrun is expected to be \$8,947.

Consideration of firm to provide Affordable Care Act reporting for 2015.

Beghin reviewed the November action taken by the Finance Committee and the follow up with the chosen contractor, TASC. She reviewed areas of concern in the contract review and payment terms. **Motion by Krueger, second by Fordham to approve Baker Tilly to provide Affordable Care Act reporting for 2015. Motion carried.**

2016 budget follow-up.

Gramling commented on the budget process and expressed interest in addressing all the concerns from the budget meeting in a thoughtful and planned manner. She recommended taking an informational and educational approach to gain understanding in the budget process. Kriegl commented on the budget process.

Presentation of County financial reports. Beghin reviewed notable items, key indicators and updated potential contingency fund use.

Treasurer's Department Update. Geoghegan reviewed a new option to contract for credit and debit card processing. New provider will integrate with the tax system. She reviewed the cost of the system. **Motion by Czuprynko, second by Fordham to recommend to the County Board the contract agreement with Point & Pay as a vendor for receiving payment via credit & debit cards & e-checks with the change for a 3 year contract. Motion carried.**

Geoghegan reviewed departmental activities. She reviewed staff changes. **Motion by Krueger, second by Lombard to accept the Treasurer's monthly report and approve payment of Treasurer's Department invoices in the amount of \$129,107.05. Motion carried.**

Accounting Department Update. Beghin highlighted departmental activities. She noted the preliminary audit field work is tomorrow, December 9. She highlighted multiple payroll changes this time of year. She also highlighted the GFOA award for the 2014 CAFR for the third consecutive year. New for 2015 is the Affordable Care Act reporting. Discussed the mandatory direct deposit policy approved by the Personnel Committee. Beghin reviewed the Ho-Chunk funding for 2016 and the previous parameters for the funding use. Consensus on agreement for the parameters and requests be sent to department heads. **Motion by Krueger, second by Fordham to accept the monthly report and approve payment of Accounting Department invoices in the amount of \$4,483.04 and County invoices in the amount of \$3,134,616.17. Motion carried.**

Public Comment: None

Next regular Finance Committee meeting will be Tuesday, January 12, 2016 8:30 AM.

Motion by Fordham, second by Krueger to adjourn the meeting. Motion carried.

Respectfully submitted, Andrea Lombard, Finance Committee Secretary