

Agenda
***REVISED 1-04-2008**

Jefferson County
Finance Committee
Jefferson County Courthouse
320 S. Main Street
Room 112
Jefferson, WI 53549

Date: Thursday, January 10, 2008
Time: 8:30 a.m.

Committee members: Buchanan, Ron (Chair)
Mode, Jim
Molinaro, John
Rogers, Pamela
Schmeling, Sharon L.

1. Call to order
2. Roll call (establish a quorum)
3. Certification of compliance with the Open Meetings Law
4. Review of the agenda
5. Citizen comments
6. Approval of meeting minutes for 11/7/07, 12/6/07, and 12/13/07 meetings
7. Discussion and possible transfer from contingency fund for relocation of Emergency Management offices
8. Consideration and possible recommendation to County Board to
 - a. Amend purchase ordinance to allow purchasing agent to purchase without bids from governmental contract sources
 - b. Waive bids from vendors offering better terms than governmental contract prices
9. Discussion of administrative audit items referred by Administration & Rules/ICC Committee
 - a. Item 4.1-2a—Develop standard financial summary report format for quarterly presentation to the County Board
 - b. ***Item 5.1-1a – Reassign responsibility for accounting and payroll functions to Administration**
 - c. Item 5.3-3a—Eliminate government body/committee review of vouchers prior to payment
 - d. Item 5.3-3b—Update policy regarding dollar threshold at which pre-approval of a voucher is required.
 - e. Item 5.3-3c—Develop a summary report of invoices paid for monthly distribution to oversight committees.
 - f. Item 5.3-4a—Acquire scanners and image vouchers and supporting documentation in departments that directly enter accounts payable source data.
 - g. Item 5.4-3a—Seek bids for banking services
- 10. *Discussion and possible transfer from contingency fund for development and County insert to the Jefferson County Official Guide**
11. Review and discuss Highway Dept equipment fund
12. County Treasurer quarterly investment review
13. Payment of bills
14. Set next meeting date and agenda
15. Adjourn

Next scheduled meetings: Thursday, February 14, 2008
Thursday, February 28, 2008—Year end closing
Thursday, March 13, 2008
Thursday, April 10, 2008

All meetings are scheduled to begin at 8:30 am unless otherwise noted

Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.