

**Finance Committee Agenda**  
**Jefferson County**  
Jefferson County Courthouse  
311 S. Center Avenue  
Room 112  
Jefferson, WI 53549

Date: Tuesday, June 9, 2015 (note date change)

Time: 8:30 a.m.

Committee members:	Jones, Richard (Chair)	Poulson, Blane
	Braugher, James (Vice Chair)	Schroeder, Jim
	Hanneman, Jennifer (Secretary)	

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. Public comment (Members of the public who wish to address the Committee on specific agenda items must register their request at this time)
6. Approval of Finance Committee minutes for May 14, 2015
7. Communication
8. Presentation by the City of Jefferson of future concepts for the land of the old highway facility
9. Presentation by Sikich LLP regarding the 2014 Financial Report and Audit.
10. Discussion and possible action on the sale of old Highway facilities and land
11. Discussion and possible action on changes to the fee schedule
12. Discussion and possible action on a resolution for a budget amendment to cover retirement payout for the Health Department
13. Discussion and possible action on a possible contingency transfer to MIS for purchase of addition space for email retainage
14. Discussion and possible action on the Fund Balance Policy as discussed at the Task Force Committee
15. Discussion and possible action on changes to the Investment Policy
16. Monthly Financial Report for April 2015-Finance Department
17. Monthly Financial Report for April 2015-County Clerk
18. Monthly Financial Report for April 2015-Treasurer
19. Monthly Financial Report for April 2015-Child Support
20. Discussion of funding for projects related to the new Highway Facilities
21. Review and discussion on 2015 projections of budget vs. actual
22. Update and discussion on State Budget
23. Update on contingency fund balance
24. Set future meeting schedule, next meeting date, and possible agenda items
25. Payment of invoices
26. Adjourn

Next scheduled meetings:

- Thursday, July 9, 2015 Regular Meeting
- Thursday, August 13, 2015 Regular Meeting
- Monday, September 14, 2015 Regular and Budget Meeting
- Wednesday, September 16, 2015 Budget Meeting
- Thursday, September 17, 2015 Budget Meeting
- Friday, September 18, 2015 Budget Meeting
- Tuesday, October 8, 2015 Regular Meeting

All meetings are scheduled to begin at 8:30 am in Room 112 unless otherwise noted.

*The Committee may discuss and/or take action on any item specifically listed on the agenda.*

***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.***

Jefferson County  
Finance Committee Minutes  
May 14, 2015

Committee members: Braughler, James B (Vice Chair) Poulson, Blane  
Hanneman, Jennifer (Secretary) Schroeder, Jim  
Jones, Richard C. (Chair)

1. **Call to order** – Richard Jones called the meeting to order at 8:00 a.m.
2. **Roll call (establish a quorum)** – All committee members were present. Staff in attendance was Ben Wehmeier, Tammy Worzalla, Blair Ward and Brian Lamers. Others present were Ellen Roberts, Mark Mirsberger, Joe Veranth and Matt Slowinski from DANA Investment Advisors, also were Jeff Schroeder, Michelle Binns and Brian Della from PFM Asset Management LLC.
3. **Certification of compliance with the Open Meetings Law** – Wehmeier certified that notice of the meeting complied with the Open Meetings Law.
4. **Review of the agenda**-No Changes
5. **Public Comments** – None
6. **Approval of Finance Committee minutes for April 9<sup>th</sup>, 2015.** A motion was made by Poulson/Hanneman to approve the minutes of April 9<sup>th</sup>, 2015. The motion passed 5-0.
7. **Communications** –None
8. **Presentation from DANA Investment Advisors.** Information was passed out by DANA Investment Advisors. Copy can be viewed in the County Clerk Office.
9. **Presentation from PFM Asset Management LLC.** Information was passed out by PFM Asset Management LLC. Copy can be viewed in the County Clerk Office
10. **Discussion and possible action on RFP's for Investment Services.** Jones had asked staff for their recommendation. Staff unanimously agreed that they felt DANA would be the recommendation. The Committee also felt DANA was the best choice for the County. Lamers passed out the draft Resolution and Contract to bring forward to the County Board. The Committee recommended a couple changes and directed staff to make necessary changes to the draft. A motion was made by Schroeder/Poulson to recommend to the Treasurer transitioning from our current Investment Advisor to DANA Investment Advisors, with confirmation that a contract to be forwarded to the County Board. The motion passed 5-0.
11. **Discussion and possible action on Purchase Card Policy and Procedures (P-Cards).** Lamers talked about the P-Card program explaining that the departments are starting to use them more. We will be training on the SmartData system that JP Morgan has available for the County to use and we are working with MIS to integrate with the JD Edwards Financial system. Discussion took place on the cards, limits on the cards and the uses of the cards. Lamers stated since we started in Finance paying for items with the P-Cards we have spent over \$978,000 on the card which gave us a rebate of 1.59% or \$15,558 rebate. Ward

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expressed concern about the purchases prohibited with the purchase card in the policy. The committee requested Ward to work on the wording of the policy. Wehmeier explained there is a listing of prohibited purchases that are put in place by JP Morgan Chase and charges will not be accepted on certain categories. A motion was made by Poulson/Braugher to approve the Purchase Card Policy and Procedures (P-Cards) with possible wording changes to the listing of prohibited purchases by Corporation Counsel. The motion passed 5-0.

12. **Monthly Financial Report for March 2015-Finance Department.** Lamers stated that there is really nothing out of the ordinary for the Finance Department.
13. **Monthly Financial Report for March 2015-County Clerk Department.** Lamers pointed out that in BU 1202 Elections the expenses are higher because most of the maintenance on the election machines was paid in the beginning of the year.
14. **Monthly Financial Report for March 2015-Treasurer Department.** Lamers stated that interest on taxes is higher than anticipated but that usually drops somewhat in summer. Currently it is at about 42% of the annual budget. Regular interest on investments is below budget by about \$28,000. Also noted was the fair market value adjustment of a positive \$84,500 which is adjusted monthly.
15. **Monthly Financial Report for March 2015-Child Support Department.** Lamers stated revenue is low because we usually only receive state payments quarterly.
16. **Discussion of funding for projects related to the new Highway Facilities.** Wehmeier stated we received the remaining bonding funds this week. Lamers stated most of the subcontractors are paid except for the remaining paving and some smaller payments. We still have some remaining payments to Maas Construction and Sigma Group.
17. **Review and discussion on 2015 projections of budget vs. actual.** Lamers stated at this point looking at March there is nothing out of the ordinary to report with being this early in the year. MIS is above their budget at this point and will continue to monitor it, mostly due to maintenance cost and other costs paid in the beginning of the year.
18. **Update on the State Budget.** Wehmeier stated that the message was clear there is no new revenue. Joint Finance is continuing to meet and hoping to wrap up in June. Wehmeier discussed with the committee regarding the dissolving of the State Property Insurance which was voted on 16-0. WMMIC is moving forward with the combination of 3 companies to provide insurance to some municipalities.
19. **Update on contingency fund balance.** Lamers directed the Finance Committee to the schedule showing the current balance of 2015 general contingency of \$441,049 however, with the approval of for fiber optic projects there is a possible reduction of \$86,191 and the vested benefits balance of \$270,000. Lamers discussed there has been 5 retirements in the Health department with a substantial payout for benefits. Wehmeier stated that currently there is enough carryover in the Health department from the prior year that we would look at using those funds to offset the payout.
20. **Set future meeting schedule, next meeting date, and possible agenda items** – The next meeting is Thursday June 11, 2015 at 8:30 am. The agenda items will include an update on the Highway projects, projections of budget vs. actual, updates on the state budget and initial discussion on the 2016 budget.

**21. Payment of Invoices**-After review of the invoices, a motion was made by Hanneman/Braugher to approve the payment of invoices totaling \$551,653.43 for the main review and \$2,882,491.04 for the other payments and payroll deductions. The motion passed 5-0.

**22. Adjourn** – A motion was made by Hanneman/Schroeder to adjourn at 10 a.m. The motion passed 5-0.

Respectfully submitted,

Jennifer Hanneman  
Finance Committee  
Jefferson County  
/bll

RESOLUTION NO. 2015-\_\_\_\_\_

**Budget Amendment to Fee Schedule**

Executive Summary

Department fee schedules are adopted through the budget process. Throughout the year, departments review their fee schedules to determine if the fees established in their department fee schedule reflect the actual cost to provide the service. This resolution is a request from various county departments to amend their 2015 department fee schedule that has been adopted as part of budget to more accurately reflect the actual cost to provide services.

WHEREAS, the current department fee schedule has been adopted through the 2015 budget process, and

WHEREAS, some county departments have determined that the fees established in their 2015 department fee schedule no longer accurately reflect the cost to provide the service being provided, and

WHEREAS, the Finance Committee has reviewed the request from the departments, and recommends the attached changes to the fee schedule, and

WHEREAS, the Medical Examiner shall have the discretion to waive any fees or copying costs in exceptional circumstances, such as indigency, pursuant to written department policy establishing criteria after such policy has been reviewed by the Finance Committee. The total dollar amount of all Medical Examiner fee waivers shall be reported to the Law Enforcement and Emergency Management Committee quarterly. If a specific fee is not stated in the attached Medical Examiner Fee Schedule, the Medical Examiner shall charge for fees and costs in accordance with the Wisconsin Public Records Law unless such fees are waived as provided above.

NOW, THEREFORE, BE IT RESOLVED that the fee schedule approved in the 2015 budget be amended as set forth in the attached amended fee schedule upon passage of this resolution.

*Fiscal Note: The fiscal impact of this resolution is unknown and is based on the amount of services provided. Costs for providing services should be offset by the increased fees generated for providing those services. As a budget amendment, 20 affirmative votes are required.*

Ayes\_\_\_\_\_ Noes\_\_\_\_\_ Abstain\_\_\_\_\_ Absent\_\_\_\_\_ Vacant\_\_\_\_\_

Requested by  
Finance Committee

06-09-15

Brian Lamers: 05-29-15; J. Blair Ward: 06-01-15

APPROVED: Administrator\_\_\_\_; Corp. Counsel \_\_\_\_; Finance Director \_\_\_\_

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# Fee Schedule

Departments	Unit	2015 Rate	Proposed Rate
<b>County Clerk</b>			
Reissuance or Correction of Marriage License		-	10.00
<b>Health Department</b>			
Personal Care Worker (Program closed 3/31/15)	Per Hour	22.00	-
Personal Care Worker Holiday Rate (Program closed 3/31/15)	Per Hour	35.00	-
Personal Care RN Supervisory Visit (Program closed 3/31/15)	Per Visit	100.00	-
<b>Food Service Fees</b>			
Prepackaged Off Premise-License		116.00	107.00
Preinspection		175.00	178.00
Reinspection		130.00	132.00
Full Service-Simple-License		253.00	234.00
Preinspection		430.00	438.00
Reinspection		320.00	326.00
Full Service-Moderate-License		363.00	336.00
Preinspection		705.00	719.00
Reinspection		470.00	479.00
Full Service-Complex-License		594.00	550.00
Preinspection		1,020.00	1,040.00
Reinspection		770.00	785.00
Temporary Restaurant		187.00	173.00
<b>Lodging Fees</b>			
Tourist Rooming House (1-4 rooms)-License		121.00	112.00
Preinspection		300.00	306.00
Reinspection		170.00	173.00
Bed & Breakfast (8 or less rooms)-License		121.00	112.00
Preinspection		300.00	306.00
Reinspection		170.00	173.00
Hotel/Motel (5-30 rooms)-License		226.00	209.00
Preinspection		480.00	489.00
Reinspection		290.00	295.00
Hotel/Motel (31-99 rooms)-License		308.00	285.00
Preinspection		665.00	678.00
Reinspection		400.00	408.00
Hotel/Motel (100-199 rooms)-License		391.00	362.00
Preinspection		795.00	810.00
Reinspection		505.00	515.00
Hotel/Motel (200+ rooms)-License		539.00	499.00
Preinspection		1,185.00	1,208.00
Reinspection		700.00	714.00
<b>Campground Fees</b>			
Campground (1-25 sites)		193.00	178.00
Preinspection		380.00	387.00
Reinspection		240.00	244.00
Campground (26-50 sites)		275.00	255.00
Preinspection		565.00	576.00
Reinspection		350.00	357.00
Campground (51-100 sites)		336.00	311.00
Preinspection		700.00	714.00
Reinspection		425.00	433.00
Campground (101-199 sites)		391.00	362.00
Preinspection		830.00	846.00
Reinspection		500.00	510.00
Campground (200 or more sites)		451.00	418.00
Preinspection		965.00	984.00
Reinspection		580.00	591.00
Recreational & Educational Camp		556.00	515.00
Preinspection		1,200.00	1,224.00
Reinspection		720.00	734.00
<b>Tattoo &amp; Body Piercing Establishment Fees</b>			
Tattoo Establishments-License		149.00	137.00
Preinspection		255.00	260.00
Reinspection		180.00	183.00
Body Piercing Establishments-License		149.00	137.00

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Preinspection	255.00	260.00
Reinspection	180.00	183.00
Tattoo & Body Piercing Establishment	242.00	224.00
Preinspection	400.00	408.00
Reinspection	295.00	300.00
Temporary Tattooing Events-License	100.00	102.00
Swimming Pool Fees		
Swimming Pool-License	165.00	408.00
Preinspection	150.00	408.00
Swimming Pool with Water Attraction-License	193.00	474.00
Preinspection	175.00	474.00
Swimming Pool with Water Attraction & up to 2 Water Slides-License	275.00	680.00
Preinspection	250.00	680.00
Swimming Pool with less than 2 Water Slides (add. Charge per slide-License	165.00	150.00
Retail Food Establishments (Department of Agriculture)		
Large Potentially Hazardous-License	1,055.00	978.00
Preinspection	1,000.00	1,020.00
Reinspection	450.00	459.00
Small Potentially Hazardous-License	408.00	378.00
Preinspection	400.00	408.00
Reinspection	190.00	193.00
Very Small Potentially Hazardous-License	92.00	85.00
Preinspection	90.00	91.00
Reinspection	90.00	91.00
Large Non-Potentially Hazardous-License	293.00	271.00
Preinspection	300.00	306.00
Reinspection	190.00	193.00
Very Small Non-Potentially Hazardous-License	92.00	85.00
Preinspection	90.00	91.00
Reinspection	90.00	91.00
Not Engaged in Food Processing-License	50.00	45.00
Reinspection	90.00	91.00
Mobile Inspection Fee-License	40.00	41.00
School Inspections		
Full Service Kitchen-Inspection Fee	440.00	448.00
Preinspection	440.00	448.00
Satellite Kitchen-Inspection Fee	150.00	153.00
Preinspection	150.00	153.00
Medical Examiner		
Cremation Permit	200.00	220.00
Death Certificate Signing	25.00	50.00

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**DRAFT**  
**RESOLUTION NO. 2015-\_\_\_\_\_**

**Budget Amendment for Health Department Retirements**

Executive Summary

There were five (5) retirements in the Health Department in May 2015. The payout of vested benefits for these retirees, including fringe benefits, was approximately \$73,000. At the end of 2014, the Health Department had an excess fund balance of approximately \$203,000. According to the Fund Balance Policy, the balance should be used for capital purchases, repayment of debt or reduction of tax levy. Even though this is an operating expense, it is a non-budgeted expense. The following resolution is to fund the 2015 budget overage in the Health Department due to the payout of vested benefits.

\_\_\_\_\_

WHEREAS, the Health Department had five (5) employees retire in May 2015, and

WHEREAS, the payout of vested benefits including fringe benefits was approximately \$73,000, and

WHEREAS, the Health Department at the end of 2014 had an excess fund balance of approximately \$203,000, and

WHEREAS, the Finance Committee recommends a budget transfer of \$73,000 from the excess fund balance in the Health Department to fund the retirement payouts.

NOW, THEREFORE, BE IT RESOLVED that the 2015 budget be amended to authorize the transfer of \$73,000 from the 2014 Health Department Fund Balance, Account #240.355100, to the appropriate expense accounts within the Health Department for the purpose of funding the payout of vested benefits for Health Department retirees.

*Fiscal Note: The fiscal impact of this resolution is a \$73,000 reduction in the 2014 excess Health Department fund balance. As a budget amendment, this resolution requires (20) affirmative votes for passage.*

Ayes\_\_\_\_\_ Noes\_\_\_\_\_ Abstain\_\_\_\_\_ Absent\_\_\_\_\_ Vacant\_\_\_\_\_

Requested by  
Finance Committee

June 9, 2015

Brian Lamers 05/18/15; J. Blair Ward 05/19/15

APPROVED: Administrator\_\_\_\_; Corp. Counsel \_\_\_\_; Finance Director \_\_\_\_

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## Brian Lamers

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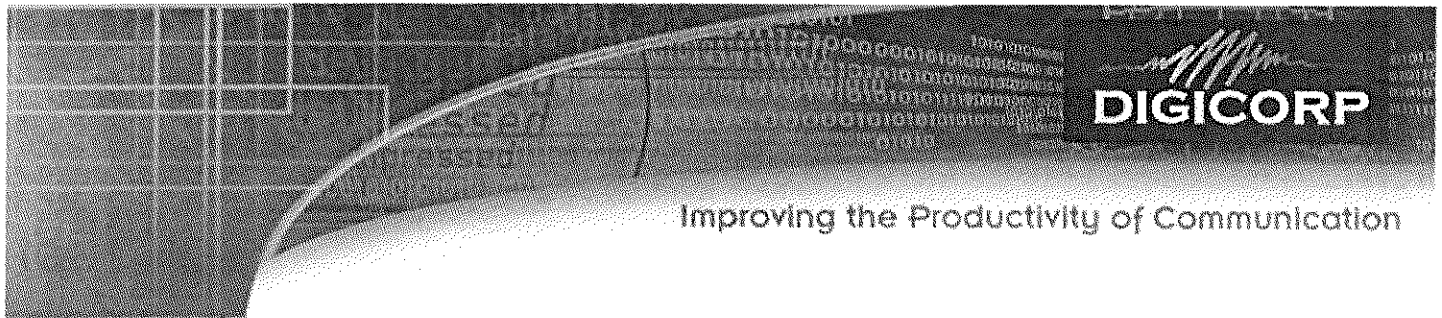
**From:** Roland Welsch, Jr.  
**Sent:** Monday, June 01, 2015 2:42 PM  
**To:** Benjamin Wehmeier  
**Cc:** Brian Lamers  
**Subject:** RE: Email Archiver Space info for Finance



Intradyn UPG  
2015 v2.docx

The current record retention plan for the MIS Department says that County emails must be kept for 7 years. Our current email archiver was on the long term capital budget list for 2016 to be replaced. However, due to the growth in number of copiers, we are dangerously short on disk space for the email archiver. I would select the 3 year maintenance agreement because you can save 12% on the maintenance. So, I need \$12,695. I have suggested cutting the length of time down that we keep emails and Blair and Ben did not like that approach. I got some quotes to try to send this to the cloud but those numbers were significantly higher. So, I will try to find savings between now and the end of the year to cover this. I currently have about \$4000 budget savings at this time. I would like to request that I be given up to \$8695 out of contingency if I can not find an addition \$8695 in savings in budgeted categories.

Roland



**BUDGET PROPOSAL FOR:** Jefferson County

**PROPOSAL DATE:** May 26, 2015

**ESTIMATED PROJECT COST:** See options below

**SYSTEM PROPOSED:** Intradyn Archiving and eDiscovery

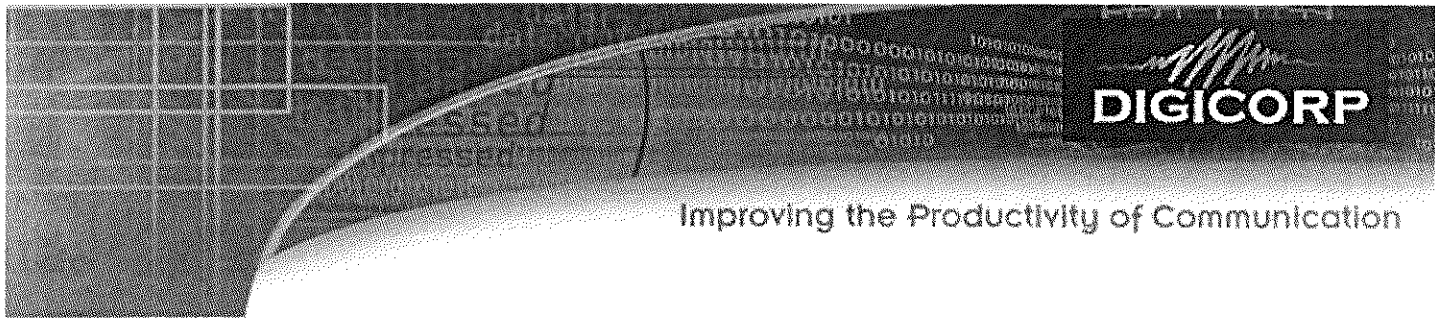
**SYSTEM CONFIGURATION:** Appliance (1 Year Support)

<u>QTY</u>	<u>DESCRIPTION</u>	<u>Unit Price</u>	<u>Extended Price</u>	<u>Renewals</u>
1	RazorSafe 800-B4 4TB	9,995.00	\$ 9,995.00	
1	Support, 1 Year: RS800 *Existing customer eligible for 6 months free maintenance upon return of old appliance.	2,700.00	\$ 2,700.00	\$ 3,000.00
	<b>Total</b>		<b>\$ 12,695.00</b>	

**SYSTEM CONFIGURATION:** Appliance (3 Year Support)

<u>QTY</u>	<u>DESCRIPTION</u>	<u>Unit Price</u>	<u>Extended Price</u>	<u>Renewals</u>
1	RazorSafe 800-B4 4TB	9,995.00	\$ 9,995.00	
1	Support, 3 Year: RS800 *Existing customer eligible for 6 months free maintenance upon return of old appliance.	7,200.00	\$ 7,200.00	\$ 3,000.00
	<b>Total</b>		<b>\$ 17,195.00</b>	

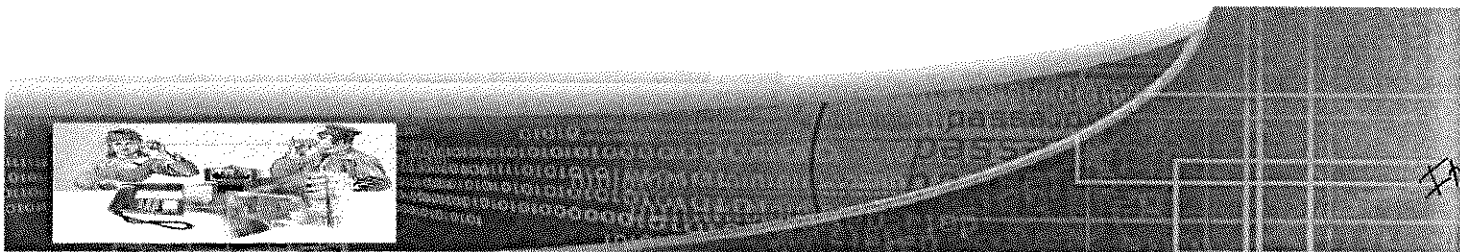




**PROFESSIONAL SERVICES:**

<u>QTY</u>	<u>DESCRIPTION</u>	<u>Unit Price</u>	<u>Extended Price</u>
1	Digicorp Professional Services		T&M

**PROJECT NOTES:** Applicable taxes, freight and trip charges are not included. Proposal assumes all necessary wiring and network connectivity is in place. Pricing includes upgrade promotions from Intradyn and is subject to change. Quote is valid until May 30, 2015.



## Jefferson County, Wisconsin Fund Balance Policy

Jefferson County finds that is essential to maintain an adequate level of fund balance in order to:

- adapt to revenue shortfalls and/or unanticipated expenditures,
- help ensure stable tax rates, and
- provide a measure of liquidity for normal operations while at the same time keeping the County's long range investments intact.

As such, Jefferson County has elected to implement a Fund Balance Policy guided by the "Best Practice" adopted by the GFOA (Government Finance Officers Association) Executive Board in October 2009. The Fund Balance Policy details are indicated below:

1. Jefferson County has implemented Governmental Accounting Standards Board (GASB) Statement No. 54, *Fund Balance Reporting and Fund Balance Type Definitions*. All definitions within the Fund Balance Policy will be in agreement with GASB Statement No. 54.
2. GASB Statement No. 54 pertains only to governmental funds. Business type funds, such as the Highway Department, shall be assumed to follow GASB Statement No. 54 for the purposes of this policy only.
3. The County shall maintain a minimum of two (2) months of budgeted expenditures within the General Fund for "working capital." This "working capital" shall be maintained to help cover revenue shortfalls, unanticipated expenditures, stabilize the tax rate, and provide liquidity.
4. The County shall maintain a minimum of two (2) months of budgeted expenditures within the Health Department for "working capital." This "working capital" shall be maintained to help cover revenue shortfalls, unanticipated expenditures, and stabilize the tax rate.
5. The Finance Committee shall strive to maintain three (3) months of budgeted expenditures within both the General Fund and Health Department for "working capital."
  - a. Should a budget proposed for adoption seek to utilize a portion of this additional "month" of "working capital," the reasoning for the usage of working capital shall be included in the budget document.
  - b. Within three months of the adoption of the proposed budget, unless already included in the budget document, the County Board shall be informed by the Finance Committee and/or the County Administrator as to either
    - i. A plan to restore the three months of working capital and related time frame, or

- ii. The rationale for remaining between two (2) and three (3) months working capital.
- 6. Budgeted expenditures for the General Fund shall be defined as
  - a. Total budgeted expenditures for the entire County in all governmental and business type funds for the immediate prior year (i.e. most recently adopted budget) less total budgeted expenditures for the Health Department for the immediate prior year.
  - b. Total budgeted expenditures shall include operating, capital, and debt expenditures.
  - c. Any budgeted capital or debt expenditures funded through bond proceeds shall be excluded.
- 7. Budgeted expenditures for the Health Department shall be defined as total budgeted expenditures for the immediate prior year (i.e. most recently adopted budget).
- 8. Any amount above three (3) months of budgeted expenditures for both the General Fund and Health Department shall be considered as the fund's unassigned fund balance. During the preparation of the budget for the subsequent year, the Finance Committee shall recommend to the County Board its plan for usage of this unassigned fund balance. This usage shall be limited to:
  - a. Fund capital outlay, being specific on purpose and timing of said outlay.
  - b. Repayment of debt.
  - c. Reduction of tax levy.
- 9. In the event that the Health Department's "working capital" does not meet the minimum required amount of two (2) months of budgeted expenditures or three (3) months of budgeted expenditures at the election of the Finance Committee,
  - a. The tax levy for the Health Department shall be increased to methodically bring the working capital up to required levels within a maximum of five (5) years.
  - b. The budget document shall include a recap of the methodology being used.
  - c. The calculation for unassigned funds within the General Fund shall be based upon total budgeted expenditures for all funds including the Health Department.
- 10. All departments shall transfer all remaining balances at year end to the General Fund, unless these balances are requested and approved to be non-lapsing. All funds within the Health Department shall automatically be retained by the Health Department.
- 11. Each department, including the Health Department, shall make a written preliminary request to the Finance Department by December 1<sup>st</sup> of each year for both discretionary and non-discretionary non-lapsing requests to be carried forward into the subsequent budget year. The Finance Committee at its first available meeting in December reviews these requests. Should the Finance

Committee determine it will not support a discretionary non-lapsing request, the applicable department shall be informed so that they have until year end to determine a course of action.

12. Non-lapsing requests, both discretionary and non-discretionary, are defined below. Examples are included, but it should be noted that these lists are not all inclusive.

a. Non-discretionary

- i. Non-spendable, because of their form. Examples include:

1. Inventory
2. Delinquent property taxes
3. Prepaid expenditures

- ii. Restricted, because of externally enforceable limitations on use. Examples include:

1. Statutory limitations
2. Specific donor limitations
3. Signed contracts and/or purchase orders with vendors
4. Specific state agency limitations
5. Unspent bond proceeds.

- b. Discretionary, which are classified as committed under GASB Statement No. 54. Examples include:

- i. Balances that result from funded depreciation, not already affected by signed contracts and/or purchase orders with vendors.
- ii. Available departmental surpluses wished to be used for future appropriations.
- iii. Special circumstances that shall be considered by the Finance Committee.

13. Final written requests for both discretionary and non-discretionary non-lapsing items from all departments are due to the Finance Department by February 15<sup>th</sup> of the succeeding year. Thereafter, the Finance Committee will propose a resolution to the County Board with their recommendations concerning carrying over of discretionary items. The resolution will, in the fiscal note, show the various categories.

14. In regards to vested employee pay for governmental funds, the County specifically intends that all such vested pay shall include (a) 100% of the calculated liability for vested vacation pay; (b) 65% of the calculated liability for vested sick pay; (c) 100% of the calculated liability for vested holiday pay; and (d) 100% of the calculated liability for vested comp time pay with all categories as "assigned" fund balances as defined under GASB Statement No. 54. While it may be argued that the County does not have to accrue these liabilities for governmental funds, the County has elected to fully fund these liabilities with an assigned fund balance.

Adopted by Jefferson County Board of Supervisors on October 25, 2011 (Resolution No. 2011-61) Modified on July 10, 2012 (Resolution No. 2012-30)

## JEFFERSON COUNTY INVESTMENT POLICY

### INTRODUCTION

The timely deposit and investment of public funds is an important and integral part of any cash management program. In order to maximize cash available for investments, all county departments shall remit funds at least weekly to the County Treasurer's Office.

Acceptance and approval of this statement is intended for the use and guidance of the designated official with investment authority.

This policy shall be periodically reviewed by the Finance Committee, and recommendations to amend the existing ordinance shall be presented to the County Board for its consideration. [am. 03-08-11, Res. 2010-105]

### STATEMENT OF PURPOSE

The purpose of this investment policy is to establish guidelines for investments which are broad enough to allow the investment officer to function properly within the parameters of responsibility and authority. It is also intended to be specific enough to establish a prudent set of basic procedures to assure that investment assets are adequately safeguarded. It assures that the fundamental principle concerning any investment program involving public moneys has four basic ingredients: legality, safety, liquidity & yield.

### OVERALL RESPONSIBILITY FOR CASH MANAGEMENT AND INVESTMENT

Effective cash management involves controlling cash from the time it is received until it is disbursed. It requires the availability of accurate information on a timely basis. One person shall be delegated the day to day responsibility for the overall financial operation to determine cash availability and needs.

1) **AUTHORITY.** Pursuant to Section 59.62(1), Wis. Stats., County Board authority to invest and reinvest money of the County, to sell or exchange securities so purchased and to provide for the safekeeping of such securities is delegated to the County Treasurer, as the County's Investment Officer. In the absence or illness of the County Treasurer this authority shall be delegated to the Deputy Treasurer.

2) **INVESTMENT.** The County Treasurer may purchase securities that are permissible investments from money in his/her custody, which is not required for the immediate needs of the County, as he/she deems wise and expedient. The investment activity of Wisconsin public funds is governed by Section 66.0603(1m) and other sections of the Wisconsin Statutes as follows: "A county, city, village, town, school district, drainage district, technical college district or other governing board other than a local professional football stadium district board created under subch. IV of ch. 229, may invest any of its funds . . ." in accordance with Section 66.0603(1m).

The Finance Committee shall consult quarterly with the County Treasurer regarding such investments. The Treasurer shall provide the Committee with a quarterly detailed list of all the investment portfolio holdings.

The County Treasurer shall communicate with financial institutions and/or investment advisors and avail himself/herself of other financial information on current or pending market conditions in making his/her decision on rates and maturities as well as the securities to be purchased. In making all investment decisions, the County Treasurer shall endeavor to obtain the highest rate of interest offered unless he/she deems such offer to be contrary to the overall investment objectives of the County.

3) **REDEMPTION.** The County Treasurer shall periodically redeem the securities in which County money has been invested pursuant to (2) so that the proceeds may be applied to the purpose for which the original purchase money was designated or placed in the County Treasury.

4) **DEPOSITS.** Any federal or state chartered bank or credit union with offices located in the City of Jefferson, Jefferson County, Wisconsin, shall be the working financial institutions. [am. 03-08-11, Res. 2010-105]

5) **INVESTMENT ADVISORS.** The County Treasurer may utilize investment advisors/brokers as approved by the Finance Committee.

6) **SAFEKEEPING.** All securities shall be held in the name of the County and held in trust by either an independent broker/dealer or in an off-premises safety deposit box.

#### ACCOUNTS AND RECORDS

It shall be the responsibility of the designated Investment Officer in consultation with the Finance Committee to establish sufficient records and accounts to:

- detail each investment as to purchase date, cost, maturity date, yield and market value,
- provide any necessary internal controls,
- any other records that may be required to accurately reflect all investment transactions.

#### COLLATERALIZATION OF FUNDS

With the passage of Wisconsin Act 25, effective August 1, 1985, there is no longer the overall guarantee of public funds by the State. In effect, Act 25 abolished the state deposit guarantee fund. It will continue to pledge general purpose revenues under Wis. Stats., 20.144(1)(a), for the payment of losses of public deposits until the balance of the appropriation is exhausted. However, no payment for a loss in excess of \$400,000 for any one public depositor in any individual public depository may be made above current FDIC (Federal Deposit Insurance Corporation) levels for deposits in any one institution. [am. 03-08-11, Res. 2010-105]

Chapter 34.07 as amended provides that a surety bond or other security may be required of a given public depository for any public deposit that exceeds the \$400,000 amount guaranteed by the State. Jefferson County will not require this collateral for any deposit that exceeds the amounts guaranteed by the State and the F.D.I.C. The rationale for not requiring collateralization shall be to either



maximize investment returns and/or reduce bank fees. The Finance Committee shall periodically review the need for collateralization. [am. 03-08-11, Res. 2010-105]

Should the policy change regarding collateralization, Certificates of Deposits or other investments exceeding the amounts currently insured by the State and the FDIC shall be fully secured by obligations of the United States Government or its agencies. Such securities shall be delivered to the County or held by an independent third party chosen by the County. Substitution of collateral by the independent third party shall only be allowed with the written approval of the County's Investment Officer. The market value of the collateral shall at all times equal or exceed the principal amount of the certificate of deposit. Value of the collateral shall be monitored and market value shall near the bid or closing price of the security as quoted in the Wall Street Journal or other recognized pricing source. The investing officer shall be authorized to sign for agreements with the Custodial Bank or the receipt for any pledged securities. [am. 03-08-11, Res. 2010-105]

Responsibility for the administration of the foregoing rests with the County Treasurer.

#### INVESTMENT RELATED RISKS

1. Custodial credit risk for deposits, when collateralization is required. [am. 03-08-11, Res. 2010-105]
  - a. Definition: Risk that in the event of the failure of a depository financial institution, the County will not be able to recover deposits or will not be able to recover collateral securities that are in the possession of an outside party.
  - b. Related Policy: For those institutions which the County holds deposits and investments:
    - i. Ensure that security interest in collateral pledged to secure deposits and investments are enforceable against the receiver of a failed financial institution via:
      1. Agreement is in writing
      2. Agreement was approved by the board of directors of the depository or its loan committee, and
      3. Agreement has been continuously from the time of execution an official record of the depository institution.
    - ii. All pledged collateral shall be held at an independent third party institution, and evidenced by a written agreement in an effort to satisfy the Uniform Commercial Code (UCC) requirement for control.
2. Custodial credit risk
  - a. Definition: Risk that in the event of the failure of the counterparty to a transaction, the County will not be able to recover the value of investment or collateral securities that are in the possession of an outside party.
  - b. Related Policy: Accomplished through same policy as Custodial Credit Risk for Deposits as above.
3. Credit risk
  - a. Definition: Risk that an issuer or other counterpart of an investment will not fulfill its obligation to the County. [am. 05-12-09, Res. 2009-24]
  - b. Related policy: Investments shall be as permitted by Wisconsin Statute §66.03. [am. 05-12-09, Res. 2009-24]

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- c. In the event a corporate security purchased under the authority of Wisconsin Statute categories as defined by a nationally recognized rating agency, the Investment Officer shall not purchase any additional securities issued by that corporation until such time as their rating returns to the highest or second highest rating. [am. 05-12-09, Res. 2009-24]
- 4. Concentration of credit risk
  - a. Definition: Risk of loss attributed to the County investment in a single issuer.
  - b. Related Policy: The County Investment Officer shall diversify the investment portfolio within the allowed securities as needed with investment return, liquidity, and immediate cash flow needs kept in mind. The only limit related to concentration of securities shall be that no more than five percent (5%) of the investment portfolio shall be commercial paper from a single issuer. [am. 03-08-11, Res. 2010-105]
- 5. Interest rate risk for investments
  - a. Definition: Risk that changes in interest rates will adversely affect the fair value of an investment.
  - b. Related Policy: The County shall not have investments with maturities longer than 36 months unless specifically recommended by the Investment Officer and approved by the Finance Committee.
  - c. In the event that the Finance Committee cannot meet before the Investment Officer recommends purchasing an investment with a maturity longer than 36 months, the Chair of the Finance Committee shall provide preliminary approval for the purchase. Should the Finance Committee Chair not be available, the County Board Chair shall provide the preliminary approval. Such preliminary approval shall be ratified by the Finance Committee at their next meeting. [am. 03-08-11, Res. 2010-105]

## REPORTS

The County Treasurer, as Investment Officer, shall provide the County Board a monthly written report on the general condition of the County's cash and investments.

The Investment Advisor shall provide a twelve month (August 1 – July 31) report to the Finance Committee on the County's investment activity for the reporting period and recommendations for improvement to the County's investment strategy for the next reporting period. The report shall be presented at the regular Finance Committee meeting in August to aid in the subsequent year budget preparation. [am. 03-08-11, Res. 2010-105]

Adopted October 23, 2007 – Resolution No. 2007-61

Am. 05-12-09 – Resolution No. 2009-24

Am. 03-08-11 – Resolution No. 2010-105

Finance-April  
2601

Date Ran 5/21/2015  
Period 4  
Year 2015

Revenues

Acct Number	Description	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
411100	GENERAL PROPERTY TAXES	(145,611.32)	(145,611.33)	0.01	(436,834.00)	(291,222.68)	33.33%
412100	SALES TAXES FROM COUNTY	(40.44)	(33.33)	(7.11)	(100.00)	(59.56)	40.44%
451005	CHILD SUPPORT FEES	(108.96)	(400.00)	291.04	(1,200.00)	(1,091.04)	9.08%
451312	EMP PAYROLL CHARGES	-	(33.33)	33.33	(100.00)	(100.00)	0.00%
474201	FAX INTERDEPARTMENT	-	(10.00)	10.00	(30.00)	(30.00)	0.00%
Totals		(145,760.72)	(146,088.00)	327.28	(438,264.00)	(292,503.28)	33.26%

Expenditures

Acct Number	Description	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
511110	SALARY-PERMANENT REGULAR	48,217.04	51,904.67	(3,687.63)	155,714.00	107,496.96	30.97%
511210	WAGES-REGULAR	33,164.99	38,507.00	(5,342.01)	115,521.00	82,356.01	28.71%
511310	WAGES-SICK LEAVE	1,672.83	-	1,672.83	-	(1,672.83)	#DIV/0!
511320	WAGES-VACATION PAY	2,018.03	-	2,018.03	-	(2,018.03)	#DIV/0!
511330	WAGES-LONGEVITY PAY	-	242.67	(242.67)	728.00	728.00	0.00%
511340	WAGES-HOLIDAY PAY	2,484.27	-	2,484.27	-	(2,484.27)	#DIV/0!
511350	WAGES-MISCELLANEOUS(COMP.	1,333.44	-	1,333.44	-	(1,333.44)	#DIV/0!
512141	SOCIAL SECURITY	6,636.53	6,835.33	(198.80)	20,506.00	13,869.47	32.36%
512142	RETIREMENT (EMPLOYER)	6,044.83	6,164.33	(119.50)	18,493.00	12,448.17	32.69%
512144	HEALTH INSURANCE	24,185.82	25,734.00	(1,548.18)	77,202.00	53,016.18	31.33%
512145	LIFE INSURANCE	25.91	26.33	(0.42)	79.00	53.09	32.80%
512150	FSA CONTRIBUTION	1,125.00	375.00	750.00	1,125.00	-	100.00%
512173	DENTAL INSURANCE	1,480.34	1,608.00	(127.66)	4,824.00	3,343.66	30.69%
521213	ACCOUNTING & AUDITING	1,617.00	4,986.67	(3,369.67)	14,960.00	13,343.00	10.81%
521213	CAFR REPORTING	-	168.33	(168.33)	505.00	505.00	0.00%
521296	COMPUTER SUPPORT	2,704.40	1,091.00	1,613.40	3,273.00	568.60	82.63%
531003	NOTARY PUBLIC RELATED	40.00	-	40.00	-	(40.00)	#DIV/0!
531243	FURNITURE & FURNISHINGS	-	66.67	(66.67)	200.00	200.00	0.00%
531303	COMPUTER EQUIPMT & SOFTW/	597.00	206.67	390.33	620.00	23.00	96.29%
531311	POSTAGE & BOX RENT	919.07	666.67	252.40	2,000.00	1,080.93	45.95%
531312	OFFICE SUPPLIES	841.43	1,000.00	(158.57)	3,000.00	2,158.57	28.05%
531313	PRINTING & DUPLICATING	160.72	133.33	27.39	400.00	239.28	40.18%
531314	SMALL ITEMS OF EQUIPMENT	-	33.33	(33.33)	100.00	100.00	0.00%
531324	MEMBERSHIP DUES	1,115.00	230.00	885.00	690.00	(425.00)	161.59%
531351	GAS/DIESEL	-	66.67	(66.67)	200.00	200.00	0.00%
532325	REGISTRATION	-	200.00	(200.00)	600.00	600.00	0.00%
532332	MILEAGE	-	66.67	(66.67)	200.00	200.00	0.00%
532335	MEALS	-	66.67	(66.67)	200.00	200.00	0.00%
532336	LODGING	-	133.33	(133.33)	400.00	400.00	0.00%
533225	TELEPHONE & FAX	25.41	100.00	(74.59)	300.00	274.59	8.47%
535242	MAINTAIN MACHINERY & EQUIP	-	266.67	(266.67)	800.00	800.00	0.00%
571004	IP TELEPHONY ALLOCATION	304.32	304.33	(0.01)	913.00	608.68	33.33%
571005	DUPLICATING ALLOCATION	19.32	19.33	(0.01)	58.00	38.68	33.31%
571009	MIS PC GROUP ALLOCATION	3,179.32	3,179.33	(0.01)	9,538.00	6,358.68	33.33%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	1,234.00	1,234.00	-	3,702.00	2,468.00	33.33%
591519	OTHER INSURANCE	474.02	471.00	3.02	1,413.00	938.98	33.55%
Totals		141,620.04	146,088.00	(4,467.96)	438,264.00	296,643.96	32.31%

Other Financing Sources (Uses)

Acct Number	Description	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
							#DIV/0!
Totals		-	-	-	-	-	#DIV/0!
Total Business Unit		(4,140.68)	(0.00)	(4,140.68)	-	4,140.68	#DIV/0!

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County Clerk-April  
1201

Date Ran 5/21/2015  
Period 4  
Year 2015

Revenues

Acct Number	Description	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
411100	GENERAL PROPERTY TAXES	(47,703.00)	(47,703.00)	-	(143,109.00)	(95,406.00)	33.33%
431001	MARRIAGE LICENSE FEES	(3,895.00)	(6,930.00)	3,035.00	(20,790.00)	(16,895.00)	18.73%
431003	CONSERVATION LICENSE	(54.25)	(33.33)	(20.92)	(100.00)	(45.75)	54.25%
431005	DOMESTIC PARTNER LICENSE	(194.44)	(43.33)	(151.11)	(130.00)	64.44	149.57%
431007	DNR-ATV-BOAT-SNOW-CO CLERK	(90.50)	(66.67)	(23.83)	(200.00)	(109.50)	45.25%
451002	PRIVATE PARTY PHOTOCOPY	(5.00)	-	(5.00)	-	5.00	#DIV/0!
451003	MARRIAGE WAIVER FEES	(225.00)	(300.00)	75.00	(900.00)	(675.00)	25.00%
451024	DMV TEMP LICENSE PLATE FEES	(130.00)	(86.67)	(43.33)	(260.00)	(130.00)	50.00%
451308	POSTAGE FEES	(199.90)	(133.33)	(66.57)	(400.00)	(200.10)	49.98%
451404	PASSPORT FEES	(7,174.00)	(5,666.67)	(1,507.33)	(17,000.00)	(9,826.00)	42.20%
451413	PASSPORT PHOTO FEES	(2,370.06)	(2,046.67)	(323.39)	(6,140.00)	(3,769.94)	38.60%
474201	FAX INTERDEPARTMENT	-	(13.33)	13.33	(40.00)	(40.00)	0.00%
Totals		(62,041.15)	(63,023.00)	981.85	(189,069.00)	(127,027.85)	32.81%

Expenditures

Acct Number	Description	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
511110	SALARY-PERMANENT REGULAR	23,825.44	24,010.00	(184.56)	72,030.00	48,204.56	33.08%
511210	WAGES-REGULAR	12,928.55	14,528.33	(1,599.78)	43,585.00	30,656.45	29.66%
511310	WAGES-SICK LEAVE	374.59	-	374.59	-	(374.59)	#DIV/0!
511320	WAGES-VACATION PAY	649.88	-	649.88	-	(649.88)	#DIV/0!
511330	WAGES-LONGEVITY PAY	-	76.00	(76.00)	228.00	228.00	0.00%
511340	WAGES-HOLIDAY PAY	332.00	-	332.00	-	(332.00)	#DIV/0!
511350	WAGES-MISCELLANEOUS(COMP)	31.22	-	31.22	-	(31.22)	#DIV/0!
512141	SOCIAL SECURITY	2,832.60	2,904.33	(71.73)	8,713.00	5,880.40	32.51%
512142	RETIREMENT (EMPLOYER)	2,808.14	2,842.00	(33.86)	8,526.00	5,717.86	32.94%
512144	HEALTH INSURANCE	11,109.54	11,694.33	(584.79)	35,083.00	23,973.46	31.67%
512145	LIFE INSURANCE	23.64	24.33	(0.69)	73.00	49.36	32.38%
512150	FSA CONTRIBUTION	500.00	166.67	333.33	500.00	-	100.00%
512173	DENTAL INSURANCE	666.00	720.00	(54.00)	2,160.00	1,494.00	30.83%
529167	CONSERVATION CONGRESS	-	250.00	(250.00)	750.00	750.00	0.00%
531301	OFFICE EQUIPMENT	-	166.67	(166.67)	500.00	500.00	0.00%
531303	COMPUTER EQUIPMT & SOFTWARE	-	166.67	(166.67)	500.00	500.00	0.00%
531311	POSTAGE & BOX RENT	990.24	833.33	156.91	2,500.00	1,509.76	39.61%
531312	OFFICE SUPPLIES	354.95	333.33	21.62	1,000.00	645.05	35.50%
531313	PRINTING & DUPLICATING	(15.88)	333.33	(349.21)	1,000.00	1,015.88	-1.59%
531324	MEMBERSHIP DUES	100.00	33.33	66.67	100.00	-	100.00%
532325	REGISTRATION	325.00	100.00	225.00	300.00	(25.00)	108.33%
532332	MILEAGE	39.68	200.00	(160.32)	600.00	560.32	6.61%
532335	MEALS	26.00	40.00	(14.00)	120.00	94.00	21.67%
532336	LODGING	-	210.00	(210.00)	630.00	630.00	0.00%
532339	OTHER TRAVEL & TOLLS	-	6.67	(6.67)	20.00	20.00	0.00%
533225	TELEPHONE & FAX	133.27	166.67	(33.40)	500.00	366.73	26.65%
533236	WIRELESS INTERNET	80.04	56.67	23.37	170.00	89.96	47.08%
571004	IP TELEPHONY ALLOCATION	182.68	182.67	0.01	548.00	365.32	33.34%
571005	DUPLICATING ALLOCATION	272.68	272.67	0.01	818.00	545.32	33.33%
571009	MIS PC GROUP ALLOCATION	1,968.00	1,968.00	-	5,904.00	3,936.00	33.33%
571010	MIS SYSTEMS GRP ALLOC(isis)	516.32	516.33	(0.01)	1,549.00	1,032.68	33.33%
591519	OTHER INSURANCE	220.47	220.67	(0.20)	662.00	441.53	33.30%
Totals		61,275.05	63,023.00	(1,747.95)	189,069.00	127,793.95	32.41%

Other Financing Sources (Uses)

Acct Number	Description	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
							#DIV/0!
Totals		-	-	-	-	-	#DIV/0!
Total Business Unit		(766.10)	-	(766.10)	-	766.10	#DIV/0!

Item #16

Revenues

Acct Number	Description	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
411100	GENERAL PROPERTY TAXES	(14,993.68)	(14,993.67)	(0.01)	(44,981.00)	(29,987.32)	33.33%
472004	ELECTION REIMBURSEMENT	-	(6,666.67)	6,666.67	(20,000.00)	(20,000.00)	0.00%
472007	MUNICIPAL OTHER CHARGES	(504.67)	(533.33)	28.66	(1,600.00)	(1,095.33)	31.54%
472008	SVRS CHARGES-GOVT UNITS	(188.32)	(766.67)	578.35	(2,300.00)	(2,111.68)	8.19%
473015	ELECTION MAINT CONTRACTS	(5,382.00)	(4,338.33)	(1,043.67)	(13,015.00)	(7,633.00)	41.35%
<b>Totals</b>		<b>(21,068.67)</b>	<b>(27,298.67)</b>	<b>6,230.00</b>	<b>(81,896.00)</b>	<b>(60,827.33)</b>	<b>25.73%</b>

Expenditures

Acct Number	Description	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
511210	WAGES-REGULAR	5,279.87	6,324.67	(1,044.80)	18,974.00	13,694.13	27.83%
511240	WAGES-TEMPORARY	-	166.67	(166.67)	500.00	500.00	0.00%
511310	WAGES-SICK LEAVE	293.72	-	293.72	-	(293.72)	#DIV/0!
511330	WAGES-LONGEVITY PAY	-	19.67	(19.67)	59.00	59.00	0.00%
511340	WAGES-HOLIDAY PAY	68.58	-	68.58	-	(68.58)	#DIV/0!
512141	SOCIAL SECURITY	417.27	497.67	(80.40)	1,493.00	1,075.73	27.95%
512142	RETIREMENT (EMPLOYER)	383.68	442.67	(58.99)	1,328.00	944.32	28.89%
512144	HEALTH INSURANCE	2,291.87	2,923.67	(631.80)	8,771.00	6,479.13	26.13%
512145	LIFE INSURANCE	5.13	5.67	(0.54)	17.00	11.87	30.18%
512150	FSA CONTRIBUTION	125.00	41.67	83.33	125.00	-	100.00%
512173	DENTAL INSURANCE	119.26	180.00	(60.74)	540.00	420.74	22.09%
529153	BOARD OF CANVASSORS	220.00	146.67	73.33	440.00	220.00	50.00%
531303	COMPUTER EQUIPMT & SOFTWA	597.00	-	597.00	-	(597.00)	#DIV/0!
531311	POSTAGE & BOX RENT	298.30	20.00	278.30	60.00	(238.30)	497.17%
531312	OFFICE SUPPLIES	131.93	366.67	(234.74)	1,100.00	968.07	11.99%
531313	PRINTING & DUPLICATING	9,322.21	5,000.00	4,322.21	15,000.00	5,677.79	62.15%
531314	SMALL ITEMS OF EQUIPMENT	-	166.67	(166.67)	500.00	500.00	0.00%
531321	PUBLICATION OF LEGAL NOTICE	2,538.13	1,666.67	871.46	5,000.00	2,461.87	50.76%
532332	MILEAGE	44.28	16.67	27.61	50.00	5.72	88.56%
532335	MEALS	47.20	41.67	5.53	125.00	77.80	37.76%
532336	LODGING	90.00	-	90.00	-	(90.00)	#DIV/0!
532339	OTHER TRAVEL & TOLLS	10.00	-	10.00	-	(10.00)	#DIV/0!
533225	TELEPHONE & FAX	5.33	33.33	(28.00)	100.00	94.67	5.33%
533236	WIRELESS INTERNET	80.00	100.00	(20.00)	300.00	220.00	26.67%
535242	MAINTAIN MACHINERY & EQUIP	16,372.22	7,941.67	8,430.55	23,825.00	7,452.78	68.72%
571004	IP TELEPHONY ALLOCATION	61.00	61.00	-	183.00	122.00	33.33%
571005	DUPLICATING ALLOCATION	21.32	21.33	(0.01)	64.00	42.68	33.31%
571009	MIS PC GROUP ALLOCATION	908.32	908.33	(0.01)	2,725.00	1,816.68	33.33%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	165.32	165.33	(0.01)	496.00	330.68	33.33%
591519	OTHER INSURANCE	38.32	40.33	(2.01)	121.00	82.68	31.67%
<b>Totals</b>		<b>39,935.26</b>	<b>27,298.67</b>	<b>12,636.59</b>	<b>81,896.00</b>	<b>41,960.74</b>	<b>48.76%</b>

Other Financing Sources (Uses)

Acct Number	Description	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
							#DIV/0!
<b>Totals</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>
<b>Total Business Unit</b>		<b>18,866.59</b>	<b>-</b>	<b>18,866.59</b>	<b>-</b>	<b>(18,866.59)</b>	<b>#DIV/0!</b>

Item #16

Treasurer-April  
1401

Date Ran 5/21/2015  
Period 4  
Year 2015

Revenues

Acct Number	Description	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
411100	GENERAL PROPERTY TAXES	229,765.00	229,765.00	-	689,295.00	459,530.00	33.33%
411300	DNR PILT	(57,596.65)	(16,666.67)	(40,929.98)	(50,000.00)	7,596.65	115.19%
411500	MANAGED FOREST	(1,034.98)	(1,000.00)	(34.98)	(3,000.00)	(1,965.02)	34.50%
418100	INTEREST ON TAXES	(302,517.54)	(216,666.67)	(85,850.87)	(650,000.00)	(347,482.46)	46.54%
441030	AG USE CONV PENALTY	(243.00)	(1,000.00)	757.00	(3,000.00)	(2,757.00)	8.10%
451007	TREASURERS FEES	(50.25)	(200.00)	149.75	(600.00)	(549.75)	8.38%
481001	INTEREST & DIVIDENDS	(54,474.49)	(66,666.67)	12,192.18	(200,000.00)	(145,525.51)	27.24%
481004	FAIR MARKET VALUE ADJUSTME	(84,947.77)	-	(84,947.77)	-	84,947.77	#DIV/0!
Totals		(271,099.68)	(72,435.00)	(198,664.68)	(217,305.00)	53,794.68	124.76%

Expenditures

Acct Number	Description	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
511110	SALARY-PERMANENT REGULAR	20,970.24	21,132.67	(162.43)	63,398.00	42,427.76	33.08%
511210	WAGES-REGULAR	8,905.03	13,869.33	(4,964.30)	41,608.00	32,702.97	21.40%
511310	WAGES-SICK LEAVE	3,656.39	-	3,656.39	-	(3,656.39)	#DIV/0!
511320	WAGES-VACATION PAY	384.18	-	384.18	-	(384.18)	#DIV/0!
511330	WAGES-LONGEVITY PAY	-	46.00	(46.00)	138.00	138.00	0.00%
511340	WAGES-HOLIDAY PAY	230.31	-	230.31	-	(230.31)	#DIV/0!
511350	WAGES-MISCELLANEOUS(COMP)	4.81	-	4.81	-	(4.81)	#DIV/0!
511380	WAGES-BEREAVEMENT	101.66	-	101.66	-	(101.66)	#DIV/0!
512141	SOCIAL SECURITY	2,570.84	2,628.67	(57.83)	7,886.00	5,315.16	32.60%
512142	RETIREMENT (EMPLOYER)	2,518.19	2,573.33	(55.14)	7,720.00	5,201.81	32.62%
512144	HEALTH INSURANCE	11,807.15	12,396.00	(588.85)	37,188.00	25,380.85	31.75%
512145	LIFE INSURANCE	21.03	21.67	(0.64)	65.00	43.97	32.35%
512150	FSA CONTRIBUTION	506.25	176.67	329.58	530.00	23.75	95.52%
512173	DENTAL INSURANCE	691.12	763.33	(72.21)	2,290.00	1,598.88	30.18%
521232	INVEST ADVISOR FEES	8,773.69	10,666.67	(1,892.98)	32,000.00	23,226.31	27.42%
531311	POSTAGE & BOX RENT	1,105.65	2,333.33	(1,227.68)	7,000.00	5,894.35	15.80%
531312	OFFICE SUPPLIES	87.97	333.33	(245.36)	1,000.00	912.03	8.80%
531313	PRINTING & DUPLICATING	65.24	16.67	48.57	50.00	(15.24)	130.48%
531314	SMALL ITEMS OF EQUIPMENT	-	16.67	(16.67)	50.00	50.00	0.00%
531321	PUBLICATION OF LEGAL NOTICE	2,892.30	-	2,892.30	-	(2,892.30)	#DIV/0!
531324	MEMBERSHIP DUES	-	33.33	(33.33)	100.00	100.00	0.00%
532325	REGISTRATION	-	83.33	(83.33)	250.00	250.00	0.00%
532332	MILEAGE	-	100.00	(100.00)	300.00	300.00	0.00%
532335	MEALS	-	10.00	(10.00)	30.00	30.00	0.00%
532336	LODGING	-	100.00	(100.00)	300.00	300.00	0.00%
533225	TELEPHONE & FAX	20.48	83.33	(62.85)	250.00	229.52	8.19%
571004	IP TELEPHONY ALLOCATION	182.68	182.67	0.01	548.00	365.32	33.34%
571005	DUPLICATING ALLOCATION	61.68	61.67	0.01	185.00	123.32	33.34%
571009	MIS PC GROUP ALLOCATION	2,422.32	2,422.33	(0.01)	7,267.00	4,844.68	33.33%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	549.68	549.67	0.01	1,649.00	1,099.32	33.33%
591519	OTHER INSURANCE	254.60	267.67	(13.07)	803.00	548.40	31.71%
591521	OFFICIAL BONDS	130.00	1,066.67	(936.67)	3,200.00	3,070.00	4.06%
593256	BANK CHARGES	500.00	500.00	-	1,500.00	1,000.00	33.33%
Totals		69,413.49	72,435.00	(3,021.51)	217,305.00	147,891.51	31.94%

Other Financing Sources (Uses)

Acct Number	Description	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
							#DIV/0!
							#DIV/0!
Totals		-	-	-	-	-	#DIV/0!
Total Business Unit		(201,686.19)	0.00	(201,686.19)	-	201,686.19	#DIV/0!

Item  
# 17

Treasurer-April  
1402 Tax Deed Exp

Date Ran 5/21/2015  
Period 4  
Year 2015

Revenues

Acct Number	Description	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
411100	GENERAL PROPERTY TAXES	6,683.32	6,683.33	(0.01)	20,050.00	13,366.68	33.33%
451030	FORECLOSURE REIMBURSEMENT	-	(333.33)	333.33	(1,000.00)	(1,000.00)	0.00%
483005	GAIN/LOSS-SALE FORCLD PRPTY	-	(13,333.33)	13,333.33	(40,000.00)	(40,000.00)	0.00%
Totals		6,683.32	(6,983.33)	13,666.65	(20,950.00)	(27,633.32)	-31.90%

Expenditures

Acct Number	Description	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
521212	LEGAL	3.00	33.33	(30.33)	100.00	97.00	3.00%
521219	OTHER PROFESSIONAL SERV	-	33.33	(33.33)	100.00	100.00	0.00%
521255	PAPER SERVICE	-	33.33	(33.33)	100.00	100.00	0.00%
521273	TITLE SEARCH	-	666.67	(666.67)	2,000.00	2,000.00	0.00%
531311	POSTAGE & BOX RENT	-	66.67	(66.67)	200.00	200.00	0.00%
531313	PRINTING & DUPLICATING	-	16.67	(16.67)	50.00	50.00	0.00%
531321	PUBLICATION OF LEGAL NOTICE	-	133.33	(133.33)	400.00	400.00	0.00%
593742	UNCOLLECTED TAXES	1,554.67	5,000.00	(3,445.33)	15,000.00	13,445.33	10.36%
593749	OTHER LOSSES	-	1,000.00	(1,000.00)	3,000.00	3,000.00	0.00%
Totals		1,557.67	6,983.33	(5,425.66)	20,950.00	19,392.33	7.44%

Other Financing Sources (Uses)

Acct Number	Description	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
							#DIV/0!
							#DIV/0!
Totals		-	-	-	-	-	#DIV/0!
Total Business Unit		8,240.99	(0.00)	8,240.99	-	(8,240.99)	#DIV/0!

Ham  
#17

Treasurer-April  
1403 Plat books

Date Ran 5/21/2015  
Period 4  
Year 2015

Revenues

Acct Number	Description	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
411100	GENERAL PROPERTY TAXES	923.32	923.33	(0.01)	2,770.00	1,846.68	33.33%
451010	SALE OF MAPS & PLAT BOOKS	(966.96)	(1,166.67)	199.71	(3,500.00)	(2,533.04)	27.63%
451308	POSTAGE FEES	(18.00)	(16.67)	(1.33)	(50.00)	(32.00)	36.00%
471212	STATE PLAT BOOK SALES	-	(20.00)	20.00	(60.00)	(60.00)	0.00%
473014	LOCAL GOV'T PLAT BOOKS SALES	(25.00)	(20.00)	(5.00)	(60.00)	(35.00)	41.67%
474014	DEPT PLAT BOOK CHARGES	-	(33.33)	33.33	(100.00)	(100.00)	0.00%
Totals		(86.64)	(333.33)	246.69	(1,000.00)	(913.36)	8.66%

Expenditures

Acct Number	Description	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
531349	OTHER OPERATING EXPENSES	-	333.33	(333.33)	1,000.00	1,000.00	0.00%
Totals		-	333.33	(333.33)	1,000.00	1,000.00	0.00%

Other Financing Sources (Uses)

Acct Number	Description	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
							#DIV/0!
							#DIV/0!
Totals		-	-	-	-	-	#DIV/0!
Total Business Unit		(86.64)	(0.00)	(86.64)	-	86.64	#DIV/0!

Item  
#17



Child Support-April  
2301

Date Ran 5/21/2015  
Period 4  
Year 2015

Revenues

Acct Number	Description	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
							#DIV/0!
411100	GENERAL PROPERTY TAXES	(62,183.68)	(62,183.67)	(0.01)	(186,551.00)	(124,367.32)	33.33%
421001	STATE AID	(55,550.00)	(36,520.00)	(19,030.00)	(109,560.00)	(54,010.00)	50.70%
421010	M S L INCENTIVES	(9,939.00)	(6,566.67)	(3,372.33)	(19,700.00)	(9,761.00)	50.45%
421012	STATE AID CS + ALL OTHERS	(208,549.72)	(266,480.67)	57,930.95	(799,442.00)	(590,892.28)	26.09%
421012	ST AID WAGES ALLOCATE	9,518.30	24,889.33	(15,371.03)	74,668.00	65,149.70	12.75%
421013	OTHER DEPT WAGE RETENTION	(3,084.60)	(8,213.33)	5,128.73	(24,640.00)	(21,555.40)	12.52%
421050	CS PERFORMANCE BASED INC	-	(55,107.00)	55,107.00	(165,321.00)	(165,321.00)	0.00%
421096	STATE AID MEDICAL SUPPORT	-	(2,833.33)	2,833.33	(8,500.00)	(8,500.00)	0.00%
442004	EXTRADITION REIMBURSEMENT	(90.97)	(133.33)	42.36	(400.00)	(309.03)	22.74%
451011	CS PROG FEE REDUCE 66%	3,116.94	4,378.00	(1,261.06)	13,134.00	10,017.06	23.73%
451013	NVD ACTIVITIES REDUCTION	(290.28)	(1,286.67)	996.39	(3,860.00)	(3,569.72)	7.52%
451014	CS PROGRAM FEES	(6,671.09)	(6,500.00)	(171.09)	(19,500.00)	(12,828.91)	34.21%
455003	NON-IVD SERVICE FEES	(555.00)	(525.00)	(30.00)	(1,575.00)	(1,020.00)	35.24%
455021	GENETIC TEST FEE	(108.00)	-	(108.00)	-	108.00	#DIV/0!

Totals		(334,387.10)	(417,082.33)	82,695.23	(1,251,247.00)	(916,859.90)	26.72%
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Expenditures

Acct Number	Description	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
							#DIV/0!
511110	SALARY-PERMANENT REGULAR	59,507.29	72,415.00	(12,907.71)	217,245.00	157,737.71	27.39%
511210	WAGES-REGULAR	136,289.93	157,023.00	(20,733.07)	471,069.00	334,779.07	28.93%
511220	WAGES-OVERTIME	512.65	1,885.33	(1,372.68)	5,656.00	5,143.35	9.06%
511240	WAGES-TEMPORARY	1,470.09	2,916.67	(1,446.58)	8,750.00	7,279.91	16.80%
511310	WAGES-SICK LEAVE	9,416.96	-	9,416.96	-	(9,416.96)	#DIV/0!
511320	WAGES-VACATION PAY	10,972.60	-	10,972.60	-	(10,972.60)	#DIV/0!
511330	WAGES-LONGEVITY PAY	-	828.67	(828.67)	2,486.00	2,486.00	0.00%
511340	WAGES-HOLIDAY PAY	6,280.20	-	6,280.20	-	(6,280.20)	#DIV/0!
511350	WAGES-MISCELLANEOUS(COMP)	1,274.69	-	1,274.69	-	(1,274.69)	#DIV/0!
512141	SOCIAL SECURITY	16,540.53	17,501.00	(960.47)	52,503.00	35,962.47	31.50%
512142	RETIREMENT (EMPLOYER)	15,039.17	15,614.33	(575.16)	46,843.00	31,803.83	32.11%
512144	HEALTH INSURANCE	62,612.67	70,185.33	(7,572.66)	210,556.00	147,943.33	29.74%
512145	LIFE INSURANCE	107.59	116.00	(8.41)	348.00	240.41	30.92%
512150	FSA CONTRIBUTION	3,075.00	1,025.00	2,050.00	3,075.00	-	100.00%
512173	DENTAL INSURANCE	4,105.40	4,584.00	(478.60)	13,752.00	9,646.60	29.85%
512155	PAPER SERVICE	1,624.25	4,333.33	(2,709.08)	13,000.00	11,375.75	12.49%
512156	GENETIC TESTS	1,029.75	2,600.00	(1,570.25)	7,800.00	6,770.25	13.20%
512196	COMPUTER SUPPORT	910.40	779.33	131.07	2,338.00	1,427.60	38.94%
529160	INTERPRETER FEE	1,055.25	633.33	421.92	1,900.00	844.75	55.54%
529299	PURCHASE CARE & SERVICES	30,240.00	20,563.33	9,676.67	61,690.00	31,450.00	49.02%
531003	NOTARY PUBLIC RELATED	50.00	33.33	16.67	100.00	50.00	50.00%
531246	FPLS FEES	686.00	895.00	(209.00)	2,685.00	1,999.00	25.55%
531298	UNITED PARCEL SERVICE UPS	-	8.33	(8.33)	25.00	25.00	0.00%
531301	OFFICE EQUIPMENT	-	134.33	(134.33)	403.00	403.00	0.00%
531303	COMPUTER EQUIPMT & SOFTW	597.00	199.00	398.00	597.00	-	100.00%
531311	POSTAGE & BOX RENT	5,617.01	5,500.00	117.01	16,500.00	10,882.99	34.04%
531311	POSTAGE - NVD	836.12	450.00	386.12	1,350.00	513.88	61.93%
531312	OFFICE SUPPLIES	3,970.78	4,666.67	(695.89)	14,000.00	10,029.22	28.36%
531313	PRINTING & DUPLICATING	188.84	781.67	(592.83)	2,345.00	2,156.16	8.05%
531314	SMALL ITEMS OF EQUIPMENT	75.46	566.67	(491.21)	1,700.00	1,624.54	4.44%
531321	PUBLICATION OF LEGAL NOTICE	605.62	333.33	272.29	1,000.00	394.38	60.56%
531323	SUBSCRIPTIONS-TAX & LAW	1,331.30	1,021.33	309.97	3,064.00	1,732.70	43.45%
531324	MEMBERSHIP DUES	799.59	710.00	89.59	2,130.00	1,330.41	37.54%
531348	EDUCATIONAL SUPPLIES	207.60	433.33	(225.73)	1,300.00	1,092.40	15.97%
532325	REGISTRATION	259.00	978.33	(719.33)	2,935.00	2,676.00	8.82%
532332	MILEAGE	572.71	547.00	25.71	1,641.00	1,068.29	34.90%
532334	COMMERCIAL TRAVEL	209.00	133.33	75.67	400.00	191.00	52.25%
532335	MEALS	135.76	411.67	(275.91)	1,235.00	1,099.24	10.99%
532336	LODGING	822.21	902.00	(79.79)	2,706.00	1,883.79	30.38%
532339	OTHER TRAVEL & TOLLS	56.00	93.33	(37.33)	280.00	224.00	20.00%
532340	CONTRACTED EXTRADITIONS	-	3,333.33	(3,333.33)	10,000.00	10,000.00	0.00%
533225	TELEPHONE & FAX	247.60	600.00	(352.40)	1,800.00	1,552.40	13.76%
535242	MAINTAIN MACHINERY & EQUIP	484.06	786.67	(302.61)	2,360.00	1,875.94	20.51%
571004	IP TELEPHONY ALLOCATION	1,034.68	1,034.67	0.01	3,104.00	2,069.32	33.33%
571005	DUPLICATING ALLOCATION	98.32	98.33	(0.01)	295.00	196.68	33.33%
571009	MIS PC GROUP ALLOCATION	14,534.00	14,534.00	-	43,602.00	29,068.00	33.33%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	3,707.68	3,707.67	0.01	11,123.00	7,415.32	33.33%
591519	OTHER INSURANCE	1,184.81	1,185.33	(0.52)	3,556.00	2,371.19	33.32%

Totals		400,375.57	417,082.33	(16,706.76)	1,251,247.00	850,871.43	32.00%
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Other Financing Sources (Uses)

Acct Number	Description	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
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#DIV/0!

Totals		-	-	-	-	-	#DIV/0!
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Total Business Unit		65,988.47	(0.00)	65,988.47	-	(65,988.47)	#DIV/0!
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Item #18

Jefferson County  
Contingency Fund  
For the Year Ended December 31, 2015

Ledger Date	Description	General (599900)	Vested Benefits (599909)	Authority	Publish Date
1-Jan-15	Tax Levy	560,056.00	270,000.00		
12-Feb-15	Sheriff-Additional Cost-Radio System	(119,007.00)		Finance Committee	18-Feb-15

<b>Total amount available</b>	<b>441,049.00</b>	<b>270,000.00</b>
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Net	441,049.00	270,000.00
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Note: There may be \$86,191 of contingency transfer for Sheriff and Fair Park Fiber optic project at year end was approved at Finance 4/9/15

*Item  
#22*