

# Building and Grounds Committee

## AGENDA

Videoconference

Or

Jefferson County Courthouse  
311 S. Center Avenue, Room 205  
Jefferson, WI 53549

Wednesday, May 5, 2021  
9:00 a.m.

### Committee Members

Curtis Backlund, Greg David, Roger Lindl, Laura Payne, Mary Roberts

1. Call to order
2. Roll call
3. Certification of compliance with 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. Communications
7. Approval of the March 3, 2021 Building and Grounds Committee meeting minutes
8. Update on South Campus Projects.
9. Discussion and Possible action on Scope of Work for Courthouse/Sheriff Building Design Services Project
10. Financial Reports (YTD)
  - a. Central Services
  - b. Management Information Systems (MIS)
11. Discuss future meeting schedule. Next scheduled meeting date – June 2, 2021 – 9:00 a.m.
12. Discuss potential agenda items for the Committee's next meeting
13. Adjourn

\*Register in advance for this meeting:

<https://zoom.us/meeting/register/tJMsdO2ppj8uH9WoXUJhZYi8M4WMZsS2N0gX>

After registering, you will receive a confirmation email containing information about joining the meeting.

A quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.

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

## **Building and Grounds Committee**

(Via Zoom Videoconference and Courthouse, Room 205)

### **MINUTES**

Wednesday, March 3, 2021

1. **Call to Order**

Meeting was called to order by Payne at 9:00 a.m.

2. **Roll Call**

Members Present: Roger Lindl

Members Present via Videoconference: Curtis Backlund, Laura Payne, Mary Roberts and Greg David

Others Present: Ben Wehmeier, County Administrator

3. **Certification of compliance with the Open Meetings Law**

Wehmeier reported that the meeting agenda was properly noticed in compliance with the law.

4. **Review of the Agenda**

No changes were made

5. **Public Comment**

None

6. **Communications**

None

7. **Approval of the February 19, 2021 joint committee meeting with Building and Grounds, Executive and Finance Committee meeting minutes**

Minutes were provided for review.

Motion by Backlund/Lindl to approve the February 19, 2021 joint committee meeting Building and Grounds, Executive and Finance Committee minutes as printed. Motion passed 5-0.

8. **Approval of the February 3, 2021 Building and Grounds committee meeting minutes**

Minutes were provided for review.

Motion by Backlund/Lindl to approve the February 3, 2021 Building and Grounds Committee minutes as printed. Motion passed 5-0.

9. **Update on South Campus Project**

Wehmeier gave an update on the south campus project. This project is close to being finished. He talked about some HVAC modifications in the Hillside Building. They are recommending the replacement of the main water main for that campus. They are also looking at roof issues on the Workforce Development building. The committee will schedule a tour in the future. No action taken.

10. **Discussion and possible action on scope of work for courthouse/sheriff building design services project**

Wehmeier shared a draft of an amendment to the existing contract. Wehmeier talked about the possibility of hiring an Owner's Representative to oversee the project. He also talked about the process for design services going forward. Wehmeier will meet with Potter Lawson and develop a timeline. The committee supports this amendment to the contract. No action taken.

**Description of Additional Services:**

The Owner has authorized the Architect to assist in determining and refining the Scope of the Project.

**Scope of Services:**

1. Redefine and update the space needs assessment program.
2. Redesign and update existing schematic floor plans.
  - a. Determine the extent of remodeling
  - b. Determine addition priorities including:
    - i. Courts
    - ii. Sheriff Department
    - iii. Administration
    - iv. Judge's Elevator
3. Work with the Building Committee to verify the MEP scope of work based on Design Engineers' report dated September 24, 2020.
4. Assist Maas Brothers in resolving the potential phasing for the Project.
5. Assist Maas Brothers in updating the preliminary cost estimate
6. Develop the exterior design if needed/requested?
7. Prepare for and attend up to five (5) Committee meetings.
8. Prepare for and attend County Board meeting to present updated Schematic Design and seek approval.

**11. Financial Reports (YTD)**

- a. Central Services
- b. Management Information Systems (MIS)

Financial Reports were provided for review. No action taken.

**12. Discuss future meeting schedule. Set next meeting date:**

April 7, 2021 at 9:00 a.m.

**13. Discuss potential agenda items for the Committee's next meeting**

- a. Approval of Minutes from March 3, 2021
- b. South Campus Update
- c. Discussion and possible action on scope of work for courthouse/sheriff building design services project

**14. Adjourn**

Motion by Backlund/Lindl to adjourn at 9:56 a.m.

05/04/2021  
16:00:22

Jefferson County  
CENTRAL SERVICES (YEAR TO DATE)

FROM 2021 01 TO 2021 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
11201 Central Services							
11201 411100 General Property Taxes	-1,012,122	0	-1,012,122	-337,373.84	.00	-674,747.71	33.3%
11201 474009 Housekeeping Services	-3,000	0	-3,000	.00	.00	-3,000.00	.0%
11201 486001 Vending Commission	-800	0	-800	-106.52	.00	-693.48	13.3%
11201 511110 Salary-Permanent Regular	74,595	0	74,595	.00	.00	74,595.25	.0%
11201 511210 Wages-Regular	273,486	0	273,486	81,263.02	.00	192,222.62	29.7%
11201 511220 Wages-Overtime	9,177	0	9,177	1,796.08	.00	7,380.67	19.6%
11201 511330 Wages-Longevity Pay	730	0	730	.00	.00	730.00	.0%
11201 512141 Social Security	26,682	0	26,682	6,107.87	.00	20,574.31	22.9%
11201 512142 Retirement (Employer)	23,265	0	23,265	5,420.74	.00	17,844.44	23.3%
11201 512144 Health Insurance	83,206	0	83,206	22,283.96	.00	60,921.85	26.8%
11201 512145 Life Insurance	115	0	115	34.12	.00	81.32	29.6%
11201 512151 HSA Contribution	8,625	0	8,625	2,868.75	.00	5,756.25	33.3%
11201 512173 Dental Insurance	6,240	0	6,240	1,643.00	.00	4,597.00	26.3%
11201 512390 Safety Equipment	0	0	0	2,385.87	.00	-2,385.87	.0%
11201 521219 Other Professional Serv	0	150,000	150,000	10,165.72	.00	139,834.28	6.8%
11201 521296 Computer Support	0	0	0	12,377.95	.00	-12,377.95	.0%
11201 529170 Grounds Keeping Charges	8,947	0	8,947	816.90	.00	8,130.12	9.1%
11201 529299 Purchase Care & Services	5,000	0	5,000	.00	.00	5,000.00	.0%
11201 531008 Hazard Recycle Charges	500	0	500	.00	.00	500.00	.0%
11201 531298 United Parcel Service	500	0	500	4.09	.00	495.91	.8%
11201 531302 Building & Maint Equipment	10,000	0	10,000	.00	.00	10,000.00	.0%
11201 531312 Office Supplies	200	0	200	65.47	.00	134.53	32.7%
11201 531313 Printing & Duplicating	200	0	200	.56	.00	199.44	.3%
11201 531314 Small Items Of Equipment	3,000	0	3,000	2,524.69	.00	475.31	84.2%
11201 531320 Safety Supplies	300	0	300	673.25	.00	-373.25	224.4%
11201 531326 Advertising	200	0	200	287.49	.00	-87.49	143.7%
11201 531351 Gas/Diesel	1,700	0	1,700	175.94	.00	1,524.06	10.3%
11201 532332 Mileage	200	0	200	.60	.00	199.40	.3%
11201 533221 Water	6,000	0	6,000	1,063.65	.00	4,936.35	17.7%
11201 533222 Electric	110,000	0	110,000	18,590.17	.00	91,409.83	16.9%
11201 533223 Sewer	5,000	0	5,000	1,081.20	.00	3,918.80	21.6%
11201 533224 Natural Gas	30,000	0	30,000	3,332.40	.00	26,667.60	11.1%
11201 533225 Telephone & Fax	1,300	0	1,300	387.28	.00	912.72	29.8%
11201 533235 Storm Water Utility	2,400	0	2,400	483.75	.00	1,916.25	20.2%
11201 535239 Street Repair & Maint	1,000	0	1,000	.00	.00	1,000.00	.0%

05/04/2021  
16:00:22

Jefferson County  
CENTRAL SERVICES (YEAR TO DATE)

FROM 2021 01 TO 2021 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11201 535246 Building Service & Maint	45,000	0	45,000	33,075.12	6,725.00	5,199.88	88.4%
11201 535247 Building Repair & Maint	20,000	0	20,000	147.38	6,258.52	13,594.10	32.0%
11201 535297 Refuse Collection	3,000	0	3,000	358.21	.00	2,641.79	11.9%
11201 535344 Household & Janitorial Supp	18,000	0	18,000	6,938.49	.00	11,061.51	38.5%
11201 535344 22101 Household & Janitorial	0	0	0	1,002.75	.00	-1,002.75	.0%
11201 535349 Other Supplies	10,000	0	10,000	2,524.70	1,090.00	6,385.30	36.1%
11201 535352 Vehicle Parts & Repairs	1,500	0	1,500	.00	.00	1,500.00	.0%
11201 535353 Machinery & Equipment Parts	7,500	0	7,500	9,018.95	7,861.10	-9,380.05	225.1%
11201 535354 Paint	3,000	0	3,000	.00	.00	3,000.00	.0%
11201 535355 Plumbing & Electrical	5,000	0	5,000	2,722.17	.00	2,277.83	54.4%
11201 536531 Land Rent & Lease	1,800	0	1,800	1,800.00	.00	.00	100.0%
11201 571004 IP Telephony Allocation	403	0	403	369.38	.00	33.62	91.7%
11201 571005 Duplicating Allocation	1	0	1	.88	.00	.12	88.0%
11201 571009 MIS PC Group Allocation	53,143	0	53,143	48,714.38	.00	4,428.62	91.7%
11201 571010 MIS Systems Grp Alloc (ISIS)	5,139	0	5,139	4,710.75	.00	428.25	91.7%
11201 591519 Other Insurance	22,152	0	22,152	17,556.99	.00	4,595.29	79.3%
11201 594822 Capital Improvement Building	127,715	0	127,715	.00	.00	127,715.00	.0%
11201 699999 Budgetary Fund Balance	0	-150,000	-150,000	.00	.00	-150,000.00	.0%
TOTAL Central Services	0	0	0	-32,705.69	21,934.62	10,771.07	.0%
GRAND TOTAL	0	0	0	-32,705.69	21,934.62	10,771.07	.0%

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16:01:04

Jefferson County  
MIS (YEAR TO DATE)

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FROM 2021 01 TO 2021 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
700 MIS Department Fund							
77001 PC Group							
77001 474180 MIS Billed	-1,014,548	0	-1,014,548	-930,002.37	.00	-84,545.55	91.7%
77001 511210 Wages-Regular	204,636	0	204,636	62,712.55	.00	141,923.45	30.6%
77001 511220 Wages-Overtime	717	0	717	101.95	.00	615.05	14.2%
77001 511330 Wages-Longevity Pay	325	0	325	.00	.00	325.00	.0%
77001 512141 Social Security	15,209	0	15,209	4,631.29	.00	10,577.71	30.5%
77001 512142 Retirement (Employer)	13,883	0	13,883	4,239.93	.00	9,643.07	30.5%
77001 512144 Health Insurance	36,641	0	36,641	13,543.91	.00	23,097.09	37.0%
77001 512145 Life Insurance	60	0	60	19.60	.00	40.40	32.7%
77001 512151 HSA Contribution	3,750	0	3,750	375.00	.00	3,375.00	10.0%
77001 512173 Dental Insurance	3,276	0	3,276	1,055.20	.00	2,220.80	32.2%
77001 521220 Consultant	95,400	0	95,400	5,350.88	.00	90,049.12	5.6%
77001 521296 Computer Support	381,536	0	381,536	242,285.96	47,722.50	91,527.54	76.0%
77001 529299 Purchase Care & Services	0	0	0	87.50	.00	-87.50	.0%
77001 531243 Furniture & Furnishings	300	0	300	.00	.00	300.00	.0%
77001 531301 Office Equipment	300	0	300	.00	.00	300.00	.0%
77001 531303 Computer Equipmt & Software	41,862	50,000	91,862	27,307.91	33,112.55	31,441.54	65.8%
77001 531303 22101 Computer Equipmt & Soft	0	0	0	3,399.00	800.00	-4,199.00	.0%
77001 531307 Microsoft Office Upgrade	71,000	0	71,000	.00	.00	71,000.00	.0%
77001 531312 Office Supplies	3,500	0	3,500	2.10	.00	3,497.90	.1%
77001 531313 Printing & Duplicating	100	0	100	.00	.00	100.00	.0%
77001 531322 Subscriptions	330	0	330	.00	.00	330.00	.0%
77001 531324 Membership Dues	400	0	400	.00	.00	400.00	.0%
77001 532325 Registration	1,000	0	1,000	.00	.00	1,000.00	.0%
77001 532332 Mileage	200	0	200	.00	.00	200.00	.0%
77001 532335 Meals	100	0	100	.00	.00	100.00	.0%
77001 532336 Lodging	250	0	250	.00	.00	250.00	.0%
77001 532350 Training Materials	2,500	0	2,500	.00	.00	2,500.00	.0%
77001 533228 Internet	29,500	0	29,500	9,922.80	.00	19,577.20	33.6%
77001 535242 Maintain Machinery & Equip	15,000	0	15,000	2,917.11	.00	12,082.89	19.4%
77001 535355 Plumbing & Electrical	1,000	0	1,000	.00	.00	1,000.00	.0%
77001 571004 IP Telephony Allocation	3,631	0	3,631	3,328.38	.00	302.62	91.7%
77001 571008 MIS Overhead Allocation	16,724	0	16,724	3,112.20	.00	13,612.28	18.6%
77001 591519 Other Insurance	1,917	0	1,917	1,879.24	.00	38.20	98.0%
77001 594810 Capital Equipment	69,500	0	69,500	23,050.00	34,473.00	11,977.00	82.8%
77001 594818 Capital Computer	0	0	0	4,815.16	.00	-4,815.16	.0%

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16:01:04

Jefferson County  
MIS (YEAR TO DATE)

FROM 2021 01 TO 2021 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
77001 699999 Budgetary Fund Balance	0	-50,000	-50,000	.00	.00	-50,000.00	.0%
TOTAL PC Group	0	0	0	-515,864.70	116,108.05	399,756.65	.0%

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Jefferson County  
MIS (YEAR TO DATE)

FROM 2021 01 TO 2021 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
77002 Systems Group							
77002 451200 Records & Reports	-1,200	0	-1,200	-225.00	.00	-975.00	18.8%
77002 474180 MIS Billed	-400,868	0	-400,868	-367,462.37	.00	-33,405.75	91.7%
77002 511110 Salary-Permanent Regular	198,841	0	198,841	62,889.29	.00	135,951.71	31.6%
77002 511210 Wages-Regular	31,287	0	31,287	9,916.39	.00	21,370.38	31.7%
77002 511330 Wages-Longevity Pay	623	0	623	.00	.00	623.00	.0%
77002 512141 Social Security	16,987	0	16,987	5,406.45	.00	11,580.55	31.8%
77002 512142 Retirement (Employer)	15,581	0	15,581	4,914.40	.00	10,666.87	31.5%
77002 512144 Health Insurance	38,167	0	38,167	13,770.09	.00	24,396.91	36.1%
77002 512145 Life Insurance	173	0	173	59.89	.00	113.11	34.6%
77002 512151 HSA Contribution	3,750	0	3,750	975.00	.00	2,775.00	26.0%
77002 512173 Dental Insurance	2,760	0	2,760	920.00	.00	1,840.00	33.3%
77002 521220 Consultant	4,500	0	4,500	590.00	.00	3,910.00	13.1%
77002 521296 Computer Support	13,300	0	13,300	508.34	.00	12,791.66	3.8%
77002 531303 Computer Equipmt & Software	0	4,000	4,000	2,950.00	.00	1,050.00	73.8%
77002 531312 Office Supplies	500	0	500	.00	.00	500.00	.0%
77002 531322 Subscriptions	175	0	175	.00	.00	175.00	.0%
77002 531324 Membership Dues	300	0	300	150.00	.00	150.00	50.0%
77002 532325 Registration	1,700	0	1,700	.00	.00	1,700.00	.0%
77002 532332 Mileage	100	0	100	.00	.00	100.00	.0%
77002 532334 Commercial Travel	350	0	350	.00	.00	350.00	.0%
77002 532335 Meals	50	0	50	.00	.00	50.00	.0%
77002 532350 Training Materials	1,000	0	1,000	.00	.00	1,000.00	.0%
77002 535242 Maintain Machinery & Equip	51,516	0	51,516	37,131.60	.00	14,384.40	72.1%
77002 571004 IP Telephony Allocation	672	0	672	616.00	.00	56.00	91.7%
77002 571008 MIS Overhead Allocation	16,724	0	16,724	3,112.20	.00	13,612.28	18.6%
77002 591519 Other Insurance	3,012	0	3,012	2,961.42	.00	50.18	98.3%
77002 699999 Budgetary Fund Balance	0	-4,000	-4,000	.00	.00	-4,000.00	.0%
TOTAL Systems Group	0	0	0	-220,816.30	.00	220,816.30	.0%



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Jefferson County  
MIS (YEAR TO DATE)

FROM 2021 01 TO 2021 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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77003 Programming - Special							
77003 474099 Dept Cap Program Charges	-133,292	0	-133,292	-122,184.15	.00	-11,107.59	91.7%
77003 511210 Wages-Regular	93,359	0	93,359	29,353.33	.00	64,006.02	31.4%
77003 512141 Social Security	6,811	0	6,811	2,152.30	.00	4,658.70	31.6%
77003 512142 Retirement (Employer)	6,301	0	6,301	1,981.37	.00	4,320.02	31.4%
77003 512144 Health Insurance	22,901	0	22,901	7,985.46	.00	14,915.54	34.9%
77003 512145 Life Insurance	13	0	13	4.28	.00	8.72	32.9%
77003 512151 HSA Contribution	2,250	0	2,250	825.00	.00	1,425.00	36.7%
77003 512173 Dental Insurance	1,656	0	1,656	552.00	.00	1,104.00	33.3%
TOTAL Programming - Special	0	0	0	-79,330.41	.00	79,330.41	.0%

FROM 2021 01 TO 2021 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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77004 MIS Overhead							
77004 529299 Purchase Care & Services	5,000	0	5,000	601.50	.00	4,398.50	12.0%
77004 531298 United Parcel Service	200	0	200	.00	.00	200.00	.0%
77004 531320 Safety Supplies	50	0	50	340.91	.00	-290.91	681.8%
77004 533221 Water	435	0	435	90.21	.00	344.79	20.7%
77004 533222 Electric	6,400	0	6,400	772.49	.00	5,627.51	12.1%
77004 533223 Sewer	350	0	350	77.70	.00	272.30	22.2%
77004 533224 Natural Gas	2,700	0	2,700	793.04	.00	1,906.96	29.4%
77004 533225 Telephone & Fax	3,400	0	3,400	1,616.67	.00	1,783.33	47.5%
77004 533235 Storm Water Utility	180	0	180	44.97	.00	135.03	25.0%
77004 533236 Wireless Internet	3,200	0	3,200	460.04	.00	2,739.96	14.4%
77004 533236 22101 Wireless Internet	0	0	0	1,603.62	.00	-1,603.62	.0%
77004 535242 Maintain Machinery & Equip	6,500	0	6,500	.00	.00	6,500.00	.0%
77004 535246 Building Service & Maint	2,000	0	2,000	.00	.00	2,000.00	.0%
77004 535297 Refuse Collection	535	0	535	97.46	.00	437.54	18.2%
77004 571003 Housekeeping	2,200	0	2,200	.00	.00	2,200.00	.0%
77004 571008 MIS Overhead Allocation	-33,449	0	-33,449	-6,224.40	.00	-27,224.56	18.6%
77004 591519 Other Insurance	299	0	299	447.37	.00	-148.41	149.6%
TOTAL MIS Overhead	0	0	0	721.58	.00	-721.58	.0%

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Jefferson County  
MIS (YEAR TO DATE)

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FROM 2021 01 TO 2021 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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77005 IP-Telephony							
77005 474190 IP-Telephony Billed	-104,079	0	-104,079	-95,405.75	.00	-8,673.57	91.7%
77005 511210 Wages-Regular	29,024	0	29,024	10,906.45	.00	18,117.92	37.6%
77005 512141 Social Security	2,220	0	2,220	834.34	.00	1,385.64	37.6%
77005 512142 Retirement (Employer)	1,959	0	1,959	736.23	.00	1,223.17	37.6%
77005 512145 Life Insurance	15	0	15	6.01	.00	8.99	40.1%
77005 512173 Dental Insurance	552	0	552	220.80	.00	331.20	40.0%
77005 521220 Consultant	8,000	0	8,000	1,986.14	.00	6,013.86	24.8%
77005 521296 Computer Support	33,540	0	33,540	2,340.00	.00	31,200.00	7.0%
77005 531303 Computer Equipmt & Software	1,500	23,000	24,500	.00	.00	24,500.00	.0%
77005 535242 Maintain Machinery & Equip	2,000	0	2,000	622.42	.00	1,377.58	31.1%
77005 591519 Other Insurance	269	0	269	265.21	.00	3.36	98.7%
77005 594810 Capital Equipment	25,000	0	25,000	16,523.06	53,538.32	-45,061.38	280.2%
77005 699999 Budgetary Fund Balance	0	-23,000	-23,000	.00	.00	-23,000.00	.0%
TOTAL IP-Telephony	0	0	0	-60,965.09	53,538.32	7,426.77	.0%

05/04/2021  
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Jefferson County  
MIS (YEAR TO DATE)

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FROM 2021 01 TO 2021 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
77006 Central Duplication							
77006 451002 Private Party Photocopy	-400	0	-400	-236.40	.00	-163.60	59.1%
77006 472003 Municipality Copies & Printin	-1,200	0	-1,200	-189.56	.00	-1,010.44	15.8%
77006 474180 MIS Billed	-15,679	0	-15,679	-14,372.38	.00	-1,307.06	91.7%
77006 474200 Copying & Printing Interdepa	-36,000	0	-36,000	-4,443.41	.00	-31,556.59	12.3%
77006 511210 Wages-Regular	17,224	0	17,224	6,642.40	.00	10,581.60	38.6%
77006 511330 Wages-Longevity Pay	124	0	124	.00	.00	124.00	.0%
77006 512141 Social Security	1,327	0	1,327	492.51	.00	834.63	37.1%
77006 512142 Retirement (Employer)	1,171	0	1,171	448.34	.00	722.25	38.3%
77006 512144 Health Insurance	0	0	0	3,098.40	.00	-3,098.40	.0%
77006 512145 Life Insurance	9	0	9	2.90	.00	6.10	32.2%
77006 512151 HSA Contribution	0	0	0	15.51	.00	-15.51	.0%
77006 512173 Dental Insurance	0	0	0	209.32	.00	-209.32	.0%
77006 531298 United Parcel Service	20	0	20	.00	.00	20.00	.0%
77006 531311 Postage & Box Rent	15	0	15	.00	.00	15.00	.0%
77006 531312 Office Supplies	12,000	0	12,000	2,513.41	.00	9,486.59	20.9%
77006 531313 Printing & Duplicating	0	0	0	-13.20	.00	13.20	.0%
77006 531314 Small Items Of Equipment	500	0	500	.00	.00	500.00	.0%
77006 531349 Other Operating Expenses	200	0	200	86.00	.00	114.00	43.0%
77006 532332 Mileage	110	0	110	.00	.00	110.00	.0%
77006 533225 Telephone & Fax	0	0	0	5.26	.00	-5.26	.0%
77006 535242 Maintain Machinery & Equip	4,000	0	4,000	1,254.46	.00	2,745.54	31.4%
77006 535252 Printing Equip Maintenance	12,000	0	12,000	937.20	.00	11,062.80	7.8%
77006 571004 IP Telephony Allocation	134	0	134	122.87	.00	11.13	91.7%
77006 571009 MIS PC Group Allocation	3,623	0	3,623	3,321.12	.00	301.88	91.7%
77006 571010 MIS Systems Grp Alloc(ISIS)	350	0	350	320.87	.00	29.13	91.7%
77006 591519 Other Insurance	473	0	473	158.51	.00	314.20	33.5%
77006 594810 Capital Equipment	28,000	0	28,000	.00	.00	28,000.00	.0%
77006 611102 Transfer From General	-28,000	0	-28,000	.00	.00	-28,000.00	.0%
TOTAL Central Duplication	0	0	0	374.13	.00	-374.13	.0%
GRAND TOTAL	0	0	0	-875,880.79	169,646.37	706,234.42	.0%