



MONROE COUNTY BOARD OF SUPERVISORS

NOTICE OF MEETING

202 SOUTH K STREET, RM 1
SPARTA, WISCONSIN 54656
PHONE 608-269-8705
FAX 608-269-8747
www.co.monroe.wi.us

COMMITTEE: ADMINISTRATION &
PERSONNEL COMMITTEE
TIME: 9:00 a.m.
PLACE: Monroe County Justice Center
Monroe County Board Assembly Room
South Side/Oak Street Entrance
1st Floor – Room #1200
112 South Court Street
Sparta, WI 54656
DATE: Tuesday, August 10, 2021

SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next month's Meeting Date/Time
3. Minutes Approval of July 13, 2021 and July 28, 2021
4. Sheriff's Office – Increase Compensation for Lt. Spencer as a Result of Military Deployment of Ally Rudie – Discussion/Action
5. Request for Line Item Transfer(s) – Discussion/Action
 - a. Veteran Services
 - b. Personnel
 - c. Administrator
6. 2022 Budget Presentations
 - a. Surveyor
 - b. Child Support
 - c. Land Information
 - d. Veterans Services
 - e. Register of Deeds
 - f. Corporation Counsel
 - g. Information Technology
 - h. Personnel
 - i. County Board
 - j. County Clerk
 - k. County Administrator
7. Information Technology
 - a. Presentation of IT Policies – Discussion/Action
 - Monroe County Network and Computer Use Policy
 - Monroe County Software Installation Policy
 - Monroe County Email Policy
 - Monroe County Privileged Access Policy
 - Monroe County Clean Desk Policy
 - Monroe County Information Technology Policies Acknowledgment
 - b. Director Report
8. Personnel Director
 - a. Health Insurance Review/Update – Discussion Only
 - b. Wage Study Update – Discussion Only
 - c. Review of COVID-19 Policy – Discussion/Action
 - d. Director Report
9. Review of COVID-19 Emergency Declaration – Discussion/Action
10. Ethics Policy Review
11. Change in Monroe County Board Meeting Date Change for the Next Term – Discussion/Action

**ADMINISTRATION & PERSONNEL COMMITTEE MEETING
August 10, 2021**

12. County Administrator Report
13. Next Month's Agenda Items
14. Adjournment

Wallace Habegger, Committee Chair
Date notices mailed: August 4, 2021

*Due to the COVID-19 Pandemic, the Monroe County Board will be following CDC recommendations.
Sanitizers will be on location. We ask that if you are running a temperature or not feeling well, please do not place others at risk.*

PLEASE NOTE: *A quorum of the Monroe County Board or other committees may be present at this meeting. No business of the County Board or other committees will be conducted at this meeting, only the business noted above.*

Administration & Personnel Committee
July 13, 2021

Present: Wallace Habhegger, Mary Von Ruden, Cedric Schnitzler

Absent: James Kuhn, Mark Halverson, Brett Larkin

Others: Tina Osterberg, Rick Folkedahl, Charles Weaver, Ed Smudde, Hannah Olsen, Adrian Lockington, Wes Revels, Lisa Aldinger Hamblin, Pete Peterson

The meeting was called to order in the Monroe County Board Assembly Room at 9:00 a.m. by Chair Wallace Habhegger.

- Next Month's Meeting Date/Time – The next meeting is Tuesday, August 10, 2021 at 9:00 a.m. in the Monroe County Board Assembly Room.
 - Minutes Approval – Motion by Cedric Schnitzler second by Mary Von Ruden to approve the June 8, 2021 minutes. Carried 3-0.
 - Chair Wallace Habhegger opened the floor for nominations of Vice-Chair. Motion by Cedric Schnitzler second by Wallace Habhegger to nominate Mary Von Ruden as Vice-Chair. Carried 3-0.
 - Rick Folkedahl provided the Information Technology Director Report.
 - Veteran Services Line Item Transfer – Charles Weaver explained the cost and process associated with Veteran's Grave markers/holders. Discussion. Motion by Cedric Schnitzler second by Mary Von Ruden to order 25 markers/holders. Carried 3-0.
 - Ethics Policy Review – Lisa Aldinger Hamblin explained that our current Ethics policies are outdated. Corporation Counsel is looking at re-drafting the policy before the Ethics Committee meets.
 - Change in Monroe County Board meeting date change for the next term. Mary Von Ruden suggested a change to the board meeting to the 4th Tuesday of each month beginning with the next term of office. Discussion. The committee recommended having a poll take place at the next County Board meeting regarding interest in a date change.
 - Personnel Director
 - f. Ed Smudde provided the monthly Personnel Director Report.
 - a. Motion by Cedric Schnitzler second by Mary Von Ruden to move into closed session. Habhegger, Von Ruden and Schnitzler all voted yes.
- Closed Session pursuant to WI Stats. Sec. 19.85(1) (e) – Interviews for Selection of Vendor to Complete Wage and Benefits Study for Monroe County at 9:30 a.m.
- b. Motion by Mary Von Ruden second by Cedric Schnitzler to return to open session. Habhegger, Von Ruden and Schnitzler all voted yes.
 - c. Resolution Recommending Vendor to Complete Wage and Benefit Study for Monroe County – Motion by Cedric Schnitzler second by Mary Von Ruden to approve resolution awarding McGrath's proposal in the amount of \$78,908.00 and forward to the full board for approval. Carried 3-0.
 - d. Review of Covid-19 Policy - None
 - e. Review of Covid-19 Emergency Declaration – None
- Tina Osterberg Monthly Administrators Report – None
 - Next Month's Agenda Items: Ethics Policy Review, Change in Monroe County Board Meeting Date for the Next Term, Review of Covid-19 Policy, Review of Covid-19 Emergency Declaration
 - Chair Habhegger adjourned the meeting at 11:58 a.m. Carried 3-0.

Shelley Bohl, Monroe County Clerk - Recorder

Administration & Personnel Committee
July 28, 2021

Present: Wallace Habhegger, Mary Von Ruden, James Kuhn

Absent: Mark Halverson, Brett Larkin

Others: Tina Osterberg, Rick Folkedahl, Cedric Schnitzler, Diane Erickson, Ed Smudde

The meeting was called to order at the Sparta American Legion at 5:30 p.m. by Chair Wallace Habhegger.

- Personnel Notice of Budgetary Adjustment – Motion by James Kuhn second by Wallace Habhegger to approve budget adjustment. Ed Smudde, Personnel Director explained 2021 budget adjustment in the amount of \$500,000.00 for self-funded health insurance claims. Discussion. Carried 3-0.
- Wallace Habhegger adjourned the meeting at 5:40 p.m. Carried 3-0.

Shelley Bohl, Monroe County Clerk
Recorder

REQUEST FOR LINE ITEM TRANSFER

Date: 8/2/2021
Department: Veterans Service
Amount: \$ 4,000.00
Budget Year Amended: 2021

From Account

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
1470000	511000		SALARIES	\$ 116,424.00	\$ 2,000.00	\$ 54,528.20	\$ 114,424.00
1470000	579200		DONATION EXPENSE	\$ 1,892.00	\$ 500.00	\$ -	\$ 1,392.00
							\$ -
							\$ -
							\$ -
							\$ -
Total Transfer					\$ 2,500.00		

To Account

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
1470000	534900		FLAGS & MARKERS	\$ 5,800.00	\$ 2,500.00	\$ 5,455.85	\$ 8,300.00
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total Transfer					\$ 2,500.00		

Explanation for Transfer:

We currently do not have any US Veteran maker/flag holders on hand. VSO are replacing broken ones and are short on markers for recently deceased Veterans. IOT ensure our Veterans are honored properly I would like to request that I be allowed to transfer funds from my salaries and my donations account to purchase more of these markers.

Department Head Approval _____

Governing Committee Approval _____

If <= \$500:

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval: _____ _____ **Date**

If > \$500:

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on : _____ _____ **Date**



New England Manufacturing, LLC
 PO Box 1016
 Romney, WV 26757
 (321) 727-0980
 accounting@nemfg.com

Estimate 1297

DATE 08/02/2021	TOTAL \$164.29	EXPIRATION DATE 10/31/2021
--------------------	-------------------	----------------------------------

ADDRESS
 Charles Weaver
 Monroe County Veterans Service Office
 202 S. K Street
 Sparta, WI 54656

SHIP TO
 Charles Weaver
 Monroe County Veterans Service Office
 202 S. K Street
 Sparta, WI 54656

SHIP VIA
 UPS

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	US Veteran Grave Marker (PLASTIC) and Rod	25	6.00	150.00
	SUBTOTAL			150.00
	SHIPPING			14.29
	TOTAL			\$164.29

THANK YOU.

Accepted By

Accepted Date



New England Manufacturing, LLC
 PO Box 1016
 Romney, WV 26757
 (321) 727-0980
 accounting@nemfg.com

Estimate 1298

DATE 08/02/2021	TOTAL \$307.81	EXPIRATION DATE 10/31/2021
--------------------	-------------------	----------------------------------

ADDRESS
 Charles Weaver
 Monroe County Veterans Service Office
 202 S. K Street
 Sparta, WI 54656

SHIP TO
 Charles Weaver
 Monroe County Veterans Service Office
 202 S. K Street
 Sparta, WI 54656

SHIP VIA
 UPS

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	US Veteran Grave Marker (PLASTIC) and Rod	50	5.75	287.50
	SUBTOTAL			287.50
	SHIPPING			20.31
	TOTAL			\$307.81

THANK YOU.

Accepted By

Accepted Date



New England Manufacturing, LLC
 PO Box 1016
 Romney, WV 26757
 (321) 727-0980
 accounting@nemfg.com

Estimate 1299

DATE 08/02/2021	TOTAL \$576.60	EXPIRATION DATE 10/31/2021
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ADDRESS
 Charles Weaver
 Monroe County Veterans Service Office
 202 S. K Street
 Sparta, WI 54656

SHIP TO
 Charles Weaver
 Monroe County Veterans Service Office
 202 S. K Street
 Sparta, WI 54656

SHIP VIA
 UPS

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	US Veteran Grave Marker (PLASTIC) and Rod	100	5.50	550.00
	SUBTOTAL			550.00
	SHIPPING			26.60
	TOTAL			\$576.60

THANK YOU.

Accepted By

Accepted Date



New England Manufacturing, LLC
 PO Box 1016
 Romney, WV 26757
 (321) 727-0980
 accounting@nemfg.com

Estimate 1300

DATE 08/02/2021	TOTAL \$832.51	EXPIRATION DATE 10/31/2021
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ADDRESS
 Charles Weaver
 Monroe County Veterans Service Office
 202 S. K Street
 Sparta, WI 54656

SHIP TO
 Charles Weaver
 Monroe County Veterans Service Office
 202 S. K Street
 Sparta, WI 54656

SHIP VIA
 UPS

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	US Veteran Grave Marker (PLASTIC) and Rod	150	5.25	787.50
	SUBTOTAL			787.50
	SHIPPING			45.01
	TOTAL			\$832.51

THANK YOU.

Accepted By

Accepted Date

REQUEST FOR LINE ITEM TRANSFER

Date: 8/10/2021
Department: Administrator
Amount: \$ 1,375.00
Budget Year Amended: 2021

From Account

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11410000	532500		Dues	\$ 1,534.00	\$ 21.00	\$ 1,392.93	\$ 1,513.00
11410000	533010		Conferences/Seminars	\$ 2,460.00	\$ 900.00	\$ 350.00	\$ 1,560.00
11410000	533200		Mileage	\$ 910.00	\$ 454.00	\$ -	\$ 456.00
Total Transfer					\$ 1,375.00		

To Account

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11410000	511200		Overtime	\$ 1,523.00	\$ 1,200.00	\$ 383.03	\$ 2,723.00
11410000	515005		Retirement	\$ 10,591.00	\$ 81.00	\$ 5,457.73	\$ 10,672.00
11410000	515010		Social Security	\$ 9,729.00	\$ 75.00	\$ 5,003.07	\$ 9,804.00
11410000	515015		Medicare	\$ 2,278.00	\$ 18.00	\$ 1,172.41	\$ 2,296.00
11410000	515020		Work Comp	\$ 63.00	\$ 1.00	\$ 30.74	\$ 64.00
Total Transfer					\$ 1,375.00		

Explanation for Transfer: Due to increased workload in 2021 for the Administrative Office Specialist, I am requesting to move additional funds to the Overtime line to be used during budget season.

Department Head Approval Tina Ostlund

Governing Committee Approval _____

If <= \$500:

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval: _____ Date _____

If > \$500:

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on : _____ Date _____

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 20221 2022 ANNUAL BUDGET FOR PERIOD 99

ACCOUNTS FOR:		2020	2021	2021	2021	2021	2022	
SURVEYOR		ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	DEPT	COMMENT
11702000 461380	SURV RVW	-2,060.00	-2,300.00	-2,300.00	-900.00	-2,300.00	-2,300.00	_____
11702000 521340	CONTR SERV	25,385.00	26,056.00	26,056.00	26,056.00	26,056.00	26,056.00	_____
11702000 534305	MONUMNT SP	1,360.19	1,500.00	1,500.00	.00	1,500.00	1,500.00	_____
TOTAL SURVEYOR		24,685.19	25,256.00	25,256.00	25,156.00	25,256.00	25,256.00	_____
TOTAL REVENUE		-2,060.00	-2,300.00	-2,300.00	-900.00	-2,300.00	-2,300.00	_____
TOTAL EXPENSE		26,745.19	27,556.00	27,556.00	26,056.00	27,556.00	27,556.00	_____
GRAND TOTAL		24,685.19	25,256.00	25,256.00	25,156.00	25,256.00	25,256.00	_____

** END OF REPORT - Generated by TINA OSTERBERG **

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20221 2022 ANNUAL BUDGET				
ACCOUNTS FOR:				
SURVEYOR	VENDOR	QUANTITY	UNIT COST	2022 DEPT
461380 SURVEYOR REVIEW FEES				
11702000 461380 -		1.00	2,300.00	-2,300.00 *
				-2,300.00
521340 CONTRACTED SERVICES				
11702000 521340 -				26,056.00 *
	SURVEYING/MAPPING SERVICES	1.00	16,696.00	16,696.00
	CONTRACTED SURVEYOR SERVICES	1.00	9,360.00	9,360.00
534305 MONUMENTS & SUPPLIES				
11702000 534305 -		1.00	1,500.00	1,500.00 *
				1,500.00
TOTAL SURVEYOR				25,256.00
TOTAL REVENUE				-2,300.00
TOTAL EXPENSE				27,556.00
GRAND TOTAL				25,256.00

** END OF REPORT - Generated by TINA OSTERBERG **

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 20221 - 2022 ANNUAL BUDGET		FOR PERIOD 99							
ACCOUNTS FOR:			2020	2021	2021	2021	2021	2022	
CHILD SUPPORT - BALANCE SHEET			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	DEPT	COMMENT
21300000	599999	TRNSF OUT	43,361.88	.00	.00	.00	.00	.00	_____
		TOTAL CHILD SUPPORT - BALANC	43,361.88	.00	.00	.00	.00	.00	_____

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 20221 2022 ANNUAL BUDGET FOR PERIOD 99

ACCOUNTS FOR:			2020	2021	2021	2021	2021	2022	
CHILD SUPPORT			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	DEPT	COMMENT
21330000	435528	ROUTES REC	-571.73	.00	.00	.00	.00	.00	
21330000	435600	STATE AID	-581,103.73	-589,694.00	-589,694.00	-150,572.84	-589,694.00	-589,694.00	
21330000	489900	CS010 BIRTH CERT	-50.00	-30.00	-30.00	-20.00	-30.00	-10.00	
21330000	489900	CS015 GEN TEST	-3,127.12	-2,500.00	-2,500.00	-1,043.41	-2,500.00	-1,000.00	
21330000	489900	CS020 MISC REV	.00	.00	.00	-1.45	.00	.00	
21330000	511000	CS110 DEDICATED	162,688.21	171,945.00	171,945.00	95,540.77	171,945.00	.00	
21330000	511000	CS115 MIXED	80,351.45	83,138.00	83,138.00	46,968.60	83,138.00	.00	
21330000	511000	CS120 SHARED	68,637.95	69,575.00	69,575.00	39,521.02	69,575.00	.00	
21330000	511200	CS110 DEDICATED	680.14	2,030.00	2,030.00	.00	2,030.00	.00	
21330000	511200	CS115 MIXED	49.89	.00	.00	35.21	.00	.00	
21330000	515005	CS110 DEDICATED	10,981.71	11,591.00	11,591.00	6,405.42	11,591.00	.00	
21330000	515005	CS115 MIXED	5,519.94	5,614.00	5,614.00	3,172.85	5,614.00	.00	
21330000	515005	CS120 SHARED	4,633.01	4,698.00	4,698.00	2,667.64	4,698.00	.00	
21330000	515010	CS110 DEDICATED	9,896.19	10,790.00	10,790.00	5,829.41	10,790.00	.00	
21330000	515010	CS115 MIXED	4,982.70	5,155.00	5,155.00	2,844.67	5,155.00	.00	
21330000	515010	CS120 SHARED	4,255.62	4,315.00	4,315.00	2,450.29	4,315.00	.00	
21330000	515015	CS110 DEDICATED	2,322.24	2,527.00	2,527.00	1,363.41	2,527.00	.00	
21330000	515015	CS115 MIXED	1,165.24	1,207.00	1,207.00	665.31	1,207.00	.00	
21330000	515015	CS120 SHARED	995.19	1,009.00	1,009.00	573.06	1,009.00	.00	
21330000	515020	CS110 DEDICATED	40,220.07	56,412.00	56,412.00	26,463.50	56,412.00	.00	
21330000	515020	CS115 MIXED	33,069.84	37,608.00	37,608.00	21,938.00	37,608.00	.00	
21330000	515020	CS120 SHARED	16,534.92	18,804.00	18,804.00	10,969.00	18,804.00	.00	
21330000	515025	CS110 DEDICATED	3,005.18	3,136.00	3,136.00	1,829.24	3,136.00	.00	
21330000	515025	CS115 MIXED	1,567.92	1,568.00	1,568.00	914.62	1,568.00	.00	
21330000	515025	CS120 SHARED	783.96	784.00	784.00	457.31	784.00	.00	
21330000	515030	CS110 DEDICATED	69.00	72.00	72.00	42.00	72.00	.00	
21330000	515030	CS115 MIXED	36.00	36.00	36.00	21.00	36.00	.00	
21330000	515030	CS120 SHARED	18.00	18.00	18.00	10.50	18.00	.00	
21330000	515040	CS110 DEDICATED	97.58	70.00	70.00	36.29	70.00	.00	
21330000	515040	CS115 MIXED	48.06	34.00	34.00	17.81	34.00	.00	
21330000	515040	CS120 SHARED	41.04	28.00	28.00	15.07	28.00	.00	
21330000	515700	ED & TRAIN	36.00	.00	.00	.00	.00	50.00	
21330000	521015	INTERP FEE	.00	100.00	100.00	.00	100.00	80.00	
21330000	521040	CRT EXP	3,126.84	3,000.00	3,000.00	1,412.20	3,000.00	4,000.00	
21330000	521160	GAL FEE	855.40	1,000.00	1,000.00	50.95	1,000.00	800.00	
21330000	521205	GEN TEST	3,313.00	4,500.00	4,500.00	3,024.00	4,500.00	5,000.00	
21330000	521340	CS210 CLK CRT	4,987.79	6,500.00	6,500.00	3,347.46	6,500.00	6,000.00	
21330000	521340	CS220 CORP CNSL	36,028.98	40,000.00	40,000.00	20,080.28	40,000.00	42,000.00	
21330000	521340	CS230 DISPATCH	847.68	2,000.00	2,000.00	1,191.00	2,000.00	2,500.00	
21330000	521340	CS240 FINANCE	1,265.11	1,000.00	1,000.00	771.47	1,000.00	.00	
21330000	521340	CS250 SHER-BAIL	1,340.84	4,500.00	4,500.00	26.94	4,500.00	4,300.00	
21330000	521340	CS260 SHER-PROC	7,725.00	8,000.00	8,000.00	4,050.00	8,000.00	9,000.00	
21330000	521415	COMP OP	11,180.59	6,264.00	6,264.00	6,249.88	6,264.00	6,500.00	

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 20221 2022 ANNUAL BUDGET FOR PERIOD 99

ACCOUNTS FOR:		2020	2021	2021	2021	2021	2022		
CHILD SUPPORT		ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	DEPT	COMMENT	
21330000	522025	TELEPHONE	1,712.04	2,106.00	2,106.00	1,013.76	2,106.00	2,106.00	
21330000	523600	EQP SERV	2,780.60	2,400.00	2,400.00	1,463.69	2,400.00	3,000.00	
21330000	531000	OFFIC SUPL	2,715.51	3,000.00	3,000.00	1,216.63	3,000.00	3,000.00	
21330000	531050	POSTAGE	9,266.65	10,000.00	10,000.00	9,406.30	10,000.00	12,000.00	
21330000	532000	BK/PUB/SUB	105.81	1,130.00	1,130.00	1,145.20	1,130.00	1,250.00	
21330000	532500	DUES	893.70	450.00	450.00	450.00	450.00	450.00	
21330000	533010	CONF/SEM	532.00	2,550.00	2,550.00	1,380.00	2,550.00	2,700.00	
21330000	533200	MILEAGE	126.11	1,560.00	1,560.00	505.96	1,560.00	1,700.00	
TOTAL CHILD SUPPORT			-43,361.88	.00	.00	175,900.02	.00	-484,268.00	
TOTAL REVENUE			-584,852.58	-592,224.00	-592,224.00	-151,637.70	-592,224.00	-590,704.00	
TOTAL EXPENSE			584,852.58	592,224.00	592,224.00	327,537.72	592,224.00	106,436.00	
GRAND TOTAL			.00	.00	.00	175,900.02	.00	-484,268.00	

** END OF REPORT - Generated by PAM PIPKIN **



NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20221 2022 ANNUAL BUDGET				
ACCOUNTS FOR:				
CHILD SUPPORT - BALANCE SHEET	VENDOR	QUANTITY	UNIT COST	2022 DEPT
TOTAL CHILD SUPPORT - BALANCE SHEET				-00



NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20221 2022 ANNUAL BUDGET

ACCOUNTS FOR:
CHILD SUPPORT

VENDOR	QUANTITY	UNIT COST	2022 DEPT
435600 STATE AID			
21330000 CHILD SUPPORT			
21330000 435600 -			
	1.00	589,694.00	-589,694.00 *
			-589,694.00

489900 OTHER COUNTY REVENUE
21330000 CHILD SUPPORT

21330000 489900 - CS010			
REIMB FOR BIRTH CERTIFICATE FEES PD BY AGENCY	1.00	10.00	-10.00 *
			-10.00
21330000 489900 - CS015			
SINCE THE STATUTE NOW REQUIRES WE ASK FOR PATERNITY TESTS IN ALL PATERNITY CASES, WE ARE NO LONGER REQUIRING REPAYMENT OF THE TESTS. THIS IS TO COLLECT FOR REPAYMENT ORDERED PRIOR TO THE CHANGE.	1.00	1,000.00	-1,000.00 *
			-1,000.00

515700 EMP. EDUCATION & TRAINING
21330000 CHILD SUPPORT

21330000 515700 -			
THIS LINE IS USED FOR NEW EMPLOYEES WHERE WE HAVE TO FINGERPRINT AND DO BACKGROUND CHECKS.	1.00	50.00	50.00 *
			50.00

521015 INTERPRETER FEES
21330000 CHILD SUPPORT

21330000 521015 -			
NON-SPANISH SPEAKING INTERPRETER. SWITS INTERPRETER PHONE SERVICE. REIMB BY STATE AID @FOR 66% OF COST.	1.00	80.00	80.00 *
			80.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20221 2022 ANNUAL BUDGET

ACCOUNTS FOR:
CHILD SUPPORT

VENDOR QUANTITY UNIT COST 2022 DEPT

521040 COURT RELATED EXPENSE
21330000 CHILD SUPPORT

21330000 521040 -
TRANSCRIPTS, RENEWING NOTARIES, & PAPER SERVICE OUT OF COUNTY.
REIMB BY STATE AID @ 66% OF COSTS. 1.00 4,000.00 4,000.00 *
4,000.00

521160 GAL FEES EXPENSE
21330000 CHILD SUPPORT

21330000 521160 -
REQUIRED TO APPOINT A GUARDIAN AD LITEM FOR MINOR PARENT IN A PATERNITY ACTION.
NO REIMB FOR COSTS. 1.00 800.00 800.00 *
800.00

521205 GENETIC TESTS
21330000 CHILD SUPPORT

21330000 521205 -
GENETIC TESTING COSTS/TEST.
REIMBURSED IN STATE AID @ 66% OF COST. 1.00 5,000.00 5,000.00 *
5,000.00

521340 CONTRACTED SERVICES
21330000 CHILD SUPPORT

21330000 521340 - CS210
COOPERATIVE AGREEMENT WITH CLERK OF COURT FOR TIME THEY SPEND ON CHILD SUPPORT CASES.
REIMB FROM STATE AID @ 66% OF THE COST OF THEIR TIME (SALARY/FRINGES). 1.00 6,000.00 6,000.00 *
6,000.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20221 2022 ANNUAL BUDGET

ACCOUNTS FOR:
CHILD SUPPORT

VENDOR	QUANTITY	UNIT COST	2022 DEPT
21330000 521340 - CS220 COOPERATIVE AGREEMENT WITH THE CORP COUNSEL FOR TIME SPENT ON CHILD SUPPORT. REIMB BY STATE AID @ RATE OF 66% OF THE COST OF THE TIME (SALARYFRINGES) INCREASED BY \$2,000.00 AS I BELIEVE THERE WILL BE MORE HOURS WITH THE NEW ASSISTANT CORPORATION COUNSEL LEARNING CHILD SUPPORT.	1.00	42,000.00	42,000.00 * 42,000.00
21330000 521340 - CS230 COOPERATIVE AGREEMENT WITH DISPATCH FOR TIME SPENT ON CHILD SUPPORT WARRANTS. REIMB 66% OF THE COST OF THEIR TIME SPENT ON CHILD SUPPORT (SALARYFRINGES)	1.00	2,500.00	2,500.00 * 2,500.00
21330000 521340 - CS250 COOPERATIVE AGREEMENT WITH SHERIFF FOR TIME BAILIFFS SPEND IN COURT ON CHILD SUPPORT HEARINGS. REIMB BY STATE AID @ 66% OF THEIR TIME (SALARYFRINGES)	1.00	4,300.00	4,300.00 * 4,300.00
21330000 521340 - CS260 COOPERATIVE AGREEMENT WITH SHERIFF'S DEPT FOR COST OF SERVING PAPERS WITHIN MONROE CO. REIMB @ 66% OF THE COST THRU STATE AID. WE HAVE SEEN AN INCREASE IN THE NUMBER OF PAPERS WE ARE HAVING SERVED.	1.00	9,000.00	9,000.00 * 9,000.00

521415 COMPUTER OPERATION

21330000 CHILD SUPPORT

21330000 521415 - WE ARE NOT PART OF IT POOL AS WE ARE REIMB @ 66% OF THE COST THRU STATE AID. BUDGETING TO UPGRADE 2 COMPUTERS AND 4 MONITORS	1.00	4,736.00	6,500.00 * 4,736.00
DWD CIRCUIT CHARGES	12.00	147.00	1,764.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20221 2022 ANNUAL BUDGET

ACCOUNTS FOR:
CHILD SUPPORT

522025 TELEPHONE
21330000 CHILD SUPPORT

VENDOR	QUANTITY	UNIT COST	2022 DEPT
21330000 522025 -			
(9) LINES @ \$0.25 EACH / MONTH	12.00	2.25	2,106.00 *
EST ANNUAL LONG DISTANCE	1.00	27.00	27.00
MI FI	12.00	297.00	297.00
WE NOW PAY 80% OF A MONTHLY FAX LINE WE SHARE WITH CORP COUNSEL.	12.00	41.00	492.00
(2) CELL PHONES FOR OFFICE	12.00	27.50	330.00
DEPARTMENT HEAD-SMART PHONE			
SPECIALIST-PHONE		80.00	960.00

523600 EQUIPMENT SERVICE CONTRACT
21330000 CHILD SUPPORT

21330000 523600 -			
PRINT MANAGEMENT	1.00	3,000.00	3,000.00 *
WE ARE REIMBURSED SLIGHTLY LESS THAN 66% OF THE COST THRU STATE AID AS THIS INCLUDES NIVD CASES. INCREASING DUE TO PRINT OVERAGES DUE TO SENDING OUT ZOOM NOTICES FOR REMOTE HEARINGS.			3,000.00

531000 OFFICE SUPPLIES
21330000 CHILD SUPPORT

21330000 531000 -			
INCLUDES PAPER COSTS FOR LARGE NUMBER OF DOCUMENTS GENERATED.	1.00	3,000.00	3,000.00 *
WE ARE REIMBURSED AT A RATE SLIGHTLY LESS THAN 66% THRU STATE AID AS THIS INCLUDES NIVD CASES.			3,000.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20221 2022 ANNUAL BUDGET

ACCOUNTS FOR:
CHILD SUPPORT

531050 POSTAGE
21330000 CHILD SUPPORT

VENDOR	QUANTITY	UNIT COST	2022 DEPT
	1.00	12,000.00	12,000.00 *
ANNUAL POSTAGE COSTS. WE ARE REIMBURSED BY STATE AID AT A RATE SLIGHTLY LESS THAN 66% AS THIS EXPENSE ALSO APPLIES TO NIVD CASES.			

532000 BOOKS/PUBLICAT/SUBSCRIPTIONS
21330000 CHILD SUPPORT

	1.00	50.00	1,250.00 *
	1.00	1,200.00	50.00
			1,200.00
SPARTA NEWSPAPER CONTRACT FOR CLEAR LOCATE SERVICE--WE WILL GET REIMBURSED 66%.			

532500 DUES OR SUBSCRIPTIONS
21330000 CHILD SUPPORT

	9.00	50.00	450.00 *
			450.00
MEMBERSHIP TO THE WI CHILD SUPPORT ENFORCEMENT ASSN. FOR ALL AGENCY STAFF & 2 CORP COUNSEL ATTORNEYS. REIMBURSED STATE AID @ 66% OF THE COST.			

533010 CONFERENCE/SEMINARS
21330000 CHILD SUPPORT

	1.00	1,040.00	2,700.00 *
			1,040.00
FEES: DIRECTORS DIALOGUE \$100.00 FALL CONFERENCE 2 child support \$340.00 2 Attorneys \$700.00 1 ATTENDING IN PERSON AND 1 ATTENDING VIRTUALLY			



NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20221 2022 ANNUAL BUDGET

ACCOUNTS FOR:
CHILD SUPPORT

VENDOR	QUANTITY	UNIT COST	2022 DEPT
HOTELS:			
DIRECTORS DIALOGUE \$164.00	1.00	1,476.00	1,476.00
FALL CONFERENCE \$738.00			
WCSEA BOARD MEETINGS AND ADDITIONAL \$574.00			
MEALS	1.00	184.00	184.00

533200 MILEAGE

21330000 CHILD SUPPORT

21330000 533200 -			
DIRECTORS DIALOGUE--	3,400.00	.50	1,700.00 *
FALL CONFERENCE-			1,700.00
3 BOARD MEETINGS			
MADISON MEETINGS			
MISCELLANEOUS MEETINGS			
REIMBURSED @ 66% w/ STATE AID.			

TOTAL CHILD SUPPORT			-484,268.00
TOTAL REVENUE			-590,704.00
TOTAL EXPENSE			106,436.00
GRAND TOTAL			-484,268.00

** END OF REPORT - Generated by PAM PIPKIN **

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 20221 2022 ANNUAL BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

VETERANS	SERVICE		2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2021 ACTUAL	2021 PROJECTION	2022 DEPT	COMMENT
14700000	435500	VET SERV G	-11,500.00	-11,500.00	-11,500.00	-11,500.00	-11,500.00	-12,650.00	
14700000	435528	ROUTES REC	-2,900.75	.00	.00	.00	.00	.00	
14700000	485000	VET SERV D	-500.00	.00	-400.00	-552.50	-400.00	.00	
14700000	511000	SALARIES	104,942.13	116,198.00	116,424.00	60,992.21	116,424.00	.00	
14700000	511200	OVERTIME	.00	559.00	559.00	.00	559.00	.00	
14700000	515005	RETIREMENT	7,058.69	7,884.00	7,899.00	3,960.71	7,899.00	.00	
14700000	515010	SOC SEC	6,390.69	7,242.00	7,256.00	3,611.36	7,256.00	.00	
14700000	515015	MEDICARE	1,517.40	1,697.00	1,701.00	850.86	1,701.00	1.00	
14700000	515020	HLTH INS	6,655.66	7,758.00	7,758.00	10,969.00	7,758.00	.00	
14700000	515025	DENTAL INS	884.41	1,037.00	1,037.00	391.98	1,037.00	.00	
14700000	515030	LIFE INS	51.00	54.00	54.00	31.50	54.00	.00	
14700000	515040	WORK COMP	62.43	47.00	46.00	22.26	46.00	.00	
14700000	521415	COMP OP	2,050.00	1,250.00	1,250.00	1,250.00	.00	.00	
14700000	522025	TELEPHONE	410.39	550.00	550.00	203.25	550.00	450.00	
14700000	531000	OFFIC SUPL	638.86	650.00	650.00	89.28	650.00	600.00	
14700000	531050	POSTAGE	433.80	550.00	550.00	298.25	550.00	550.00	
14700000	531060	PRINTING	.00	100.00	100.00	.00	100.00	100.00	
14700000	532500	DUES	200.00	200.00	200.00	.00	200.00	200.00	
14700000	533010	CONF/SEM	865.00	3,600.00	3,600.00	521.00	3,600.00	1,050.00	
14700000	533200	MILEAGE	376.48	1,076.00	1,076.00	354.44	1,076.00	1,050.00	
14700000	534900	FLAG MARK	5,071.72	5,800.00	5,800.00	5,455.85	5,800.00	6,300.00	
14700000	553100	EQUIP SERV	1,075.56	1,240.00	1,240.00	636.63	1,240.00	1,200.00	
14700000	579200	DONAT EXP	350.00	.00	1,892.00	.00	1,892.00	.00	
14700000	599000	IT POOL	940.00	692.00	692.00	692.00	692.00	692.00	
TOTAL VETERANS SERVICE			125,073.47	146,684.00	148,434.00	78,278.08	147,184.00	-457.00	
TOTAL REVENUE			-14,900.75	-11,500.00	-11,900.00	-12,052.50	-11,900.00	-12,650.00	
TOTAL EXPENSE			139,974.22	158,184.00	160,334.00	90,330.58	159,084.00	12,193.00	
GRAND TOTAL			125,073.47	146,684.00	148,434.00	78,278.08	147,184.00	-457.00	

** END OF REPORT - Generated by CHARLES WEAVER **

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20221 2022 ANNUAL BUDGET

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2022	DEPT
VETERANS SERVICE						
14700000	435500 -	WISCONSIN DEPARTMENT OF VETERANS AFFAIRS GRANT	1.00	12,650.00	-12,650.00 *	-12,650.00
		GOVERNOR AUTHORIZED A 5 % INCREASE FOR CVSO GRANT. THE LEGISLATIVE BRANCH, HOWEVER, AUTHORIZED A 10 % INCREASE AND THE GOVENOR DID SIGN LEGISLATION AUTHORIZING THE INCREASE OF 10% FOR CVSO GRANT . HOWEVER, I HAVE YET TO SEE THIS ON A NEW GRANT APPLICATION FROM THE WDVA..				
14700000	515015 -		1.00	1.00	1.00 *	1.00
14700000	522025 -	(3) PHONES @ 1.50 / MONTH COST OF PHONES A MONTH IS .25 FOR EXT 8626 AND 8726. THE COST FOR EXT 8618 IS EST AT 1.00 A MONTH	12.00	1.50	450.00 *	18.00
		(1) FAX LINE EST @ \$ 24.00 / MONTH EST LONG DISTANCE @ \$12.00 A MONTH	12.00	24.00	288.00	144.00
			12.00	12.00		
14700000	531000 -	OFFICE SUPPLIES TRYING TO CUT COST IN OFFICE IF POSSIBLE	1.00	600.00	600.00 *	600.00
14700000	531050 -	WE ARE ABLE TO FAX CLAIMS DIRECTLY AND OR DIRECT SUBMIT TO THE VA AND OUR COST HAVE NOT EXCEEDED \$500.00 IN THE LAST 3 YEARS	1.00	550.00	550.00 *	550.00
14700000	531060 -	GENERAL PRINTING COSTS FOR ADVERTISEMENT AND JOB FAIRS.	1.00	100.00	100.00 *	100.00
14700000	532500 -	CVSO ASSOCIATION OF WI NACVSO MEMBERSHIP DUES MEMBERSHIP DUES ARE \$50.00 PER PERSON	1.00	100.00	200.00 *	100.00
			2.00	50.00	100.00	100.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20221 2022 ANNUAL BUDGET

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2022 DEPT
VETERANS SERVICE					
14700000	533010 -				1,050.00 *
	HOTEL+ MEALS + PARKING + REGISTRATION AND FORMAL/INFORMAL CONFERENCE WILL BE HELD IN KESHENA, WI AT MENOMINEE CASINO RESORT		1.00	800.00	800.00
	REGISTRATION + ICEBREAKER/MEET AND GREET FOR 3 (NOT MANDATORY FOR 2) + LUNCH MEALS + PARKING COST FOR SPRING CONFERENCE IN LA CROSSE WI		1.00	250.00	250.00
	MAINTAIN ACCREDITATION WITH NACVSO AND THE WDVA. ICEBREAKER FOR ALL STAFF IF PERMISSABLE. 1 STAFF MEMBER WILL BE ATTENDING FULL CONFERENCE. THE CVS0 AND OFFICE CLERK WILL JUST ATTEND THE INFORMAL. GREAT OPPORTUNITY TO NETWORK WITH OTHER CVSOS WITHIN OUR ORGANIZATION.				
14700000	533200 -				1,050.00 *
	APPROX. 2100 MILES @ \$.50 / MILE. VA OUTREACH, HOME VISITS, CONFERENCES AND SEMINARS, STAND DOWNS, VETERANS EVENTS AND OTHER VETERAN OUTREACH PROGRAMS. \$.50.4 IS 90% OF CURRENT IRS RATE OF \$.56		1.00	1,050.00	1,050.00
14700000	534900 -				6,300.00 *
	FLAGS AND METAL MARKERS FOR VETERANS GRAVES		1.00	6,300.00	6,300.00
	THE PRICE OF THE FLAGS AND METAL MARKERS HAS INCREASE SUBSTANTIALLY THIS PAST YEAR. THE AMOUNT OF VETERANS GRAVES TO BE MARKED HAS INCREASED AS WE HAVE INHERITED SEVERAL CEMETERIES THAT JUNEAU COUNTY USED TO GIVE FLAGS TO. THEY WERE RIGHT ON THE BORDER. HOWEVER THEY ARE IN MONROE COUNTY SO WE HAVE NOW BEEN TASKED WITH COVERING THOSE. IN 2020 WE GAVE OUT 5500 FLAGS AND 80 MARKERS AND RODS. IN 2021 WE GAVE OUT 5652 FLAGS AND ANOTHER 80 MARKERS AND RODS.				

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20221 2022 ANNUAL BUDGET

ACCOUNTS FOR:

VETERANS SERVICE

14700000 553100 -

PRINT MANAGEMENT \$85.89 PER MONTH TO
RENT FROM CANNON. COST TO PRINT ON
AVERAGE IS EST AT \$9.00 A MONTH
REVIEWED INVOICES FOR OFFICE

VENDOR	QUANTITY	UNIT COST	2022 DEPT
	12.00	100.00	1,200.00 *
			1,200.00

14700000 599000 -

SEE IT POOL DETAIL BACK OF BOOK 1.
THIS IS A TENTATIVE AMOUNT. DUE TO THE
COVID 19 PANDEMIC THIS COULD INCREASE
IF MANDATORY WORK AT HOME OCCURS. IT
WOULD REQUIRE INDIVIDUALS IN MY OFFICE
TO BE ASSIGNED A CELLULAR DEVICE, HOT
SPOTS AND OTHER IT EQUIPMENT.

1.00	692.00	692.00 *
		692.00

TOTAL VETERANS SERVICE

-457.00

TOTAL REVENUE

-12,650.00

TOTAL EXPENSE

12,193.00

GRAND TOTAL

-457.00

** END OF REPORT - Generated by CHARLES WEAVER **

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 20221 2022 ANNUAL BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

REGISTER OF DEEDS	2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2021 ACTUAL	2021 PROJECTION	2022 DEPT	COMMENT
11710000 435528 ROUTES REC	-7,037.91	.00	.00	.00	.00	.00	
11710000 461300 RCRD FE RV	-272,527.82	-240,000.00	-240,000.00	-195,927.90	-240,000.00	-303,000.00	
11710000 461320 BRTH FE RV	-6,527.00	-7,746.00	-7,746.00	-4,011.00	-7,746.00	-6,629.00	
11710000 461330 DTH CRT RV	-19,317.00	-17,036.00	-17,036.00	-13,106.00	-17,036.00	-20,423.00	
11710000 461340 MAR CRT RV	-7,016.00	-6,460.00	-6,460.00	-3,277.00	-6,460.00	-6,266.00	
11710000 461345 DIV CRT RV	-14.00	-130.00	-130.00	-57.00	-130.00	-130.00	
11710000 461370 CERT COPY	-125.00	-143.00	-143.00	-117.00	-143.00	-81.00	
11710000 461372 NON CERT	-73,362.34	-72,000.00	-72,000.00	-47,488.21	-72,000.00	-75,273.00	
11710000 461900 OTH ROD RV	-21.70	-23.00	-23.00	.00	-23.00	-12.00	
11710000 511000 SALARIES	139,638.34	150,101.00	149,865.00	83,538.10	149,865.00	.00	
11710000 515005 RETIREMENT	8,656.63	10,134.00	10,118.00	5,047.45	10,118.00	.00	
11710000 515010 SOC SEC	7,926.83	9,308.00	9,293.00	5,077.52	9,293.00	.00	
11710000 515015 MEDICARE	1,962.00	2,179.00	2,174.00	1,190.83	2,174.00	.00	
11710000 515020 HLTH INS	50,965.48	56,412.00	56,412.00	32,907.00	56,412.00	.00	
11710000 515025 DENTAL INS	2,351.88	2,352.00	2,352.00	1,371.93	2,352.00	.00	
11710000 515030 LIFE INS	58.50	54.00	54.00	36.75	54.00	.00	
11710000 515040 WORK COMP	83.32	58.00	57.00	31.73	57.00	.00	
11710000 531000 OFFIC SUPL	2,349.11	1,700.00	1,700.00	703.52	1,700.00	1,700.00	
11710000 531050 POSTAGE	1,445.55	2,000.00	2,000.00	145.00	2,000.00	2,000.00	
11710000 532500 DUES	125.00	125.00	125.00	125.00	125.00	125.00	
11710000 521415 COMP OP	33,150.00	33,600.00	33,600.00	10,500.00	33,600.00	35,400.00	
11710000 522025 TELEPHONE	780.58	1,020.00	1,020.00	491.58	1,020.00	1,020.00	
11710000 553100 EQUIP SERV	2,315.58	2,450.00	2,450.00	1,307.64	2,450.00	2,450.00	
11710000 599000 IT POOL	1,484.00	2,002.00	2,002.00	2,002.00	2,002.00	2,002.00	
11710000 533010 CONF/SEM	493.04	2,478.00	2,478.00	132.00	2,478.00	2,361.00	
11710000 521355 LAREDO FEE	11,824.06	14,496.00	14,496.00	7,008.76	14,496.00	14,496.00	
TOTAL REGISTER OF DEEDS	-120,338.87	-53,069.00	-53,342.00	-112,367.30	-53,342.00	-350,260.00	

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 20221 2022 ANNUAL BUDGET

FOR PERIOD 99

ACCOUNTS FOR:			2020	2021	2021	2021	2021	2022	
REDACTION			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	DEPT	COMMENT
11715000	521350	DOC IMG/RD	.00	.00	14,211.55	.00	14,211.55		.00
TOTAL REDACTION			.00	.00	14,211.55	.00	14,211.55		.00
TOTAL REVENUE			-385,948.77	-343,538.00	-343,538.00	-263,984.11	-343,538.00		-411,814.00
TOTAL EXPENSE			265,609.90	290,469.00	304,407.55	151,616.81	304,407.55		61,554.00
GRAND TOTAL			-120,338.87	-53,069.00	-39,130.45	-112,367.30	-39,130.45		-350,260.00

** END OF REPORT - Generated by DEB BRANDT **

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20221 2022 ANNUAL BUDGET

ACCOUNTS FOR: REGISTER OF DEEDS		VENDOR	QUANTITY	UNIT COST	2022 DEPT
11710000	461300 -	COUNTY SHARE RECORDING FEES AND COUNTY SHARE TRANSFER FEES	1.00	303,000.00	-303,000.00 * -303,000.00
11710000	461320 -	COUNTY SHARE CERT COPIES BIRTHS	1.00	6,629.00	-6,629.00 * -6,629.00
11710000	461330 -	COUNTY SHARE CERT COPIES DEATHS	1.00	20,423.00	-20,423.00 * -20,423.00
11710000	461340 -	COUNTY SHARE CERT COPIES MARRIAGES	1.00	6,266.00	-6,266.00 * -6,266.00
11710000	461345 -	COUNTY SHARE CERT COPIES DIVORCES	1.00	130.00	-130.00 * -130.00
11710000	461370 -	COUNTY SHARE CERTIFIED COPIES OF RECORDED DOCUMENTS	1.00	81.00	-81.00 * -81.00
11710000	461372 -	COUNTY SHARE NON CERTIFIED COPIES OF RECORDED DOCUMENTS (INCLUDES LAREDO & TAPESTRY ONLINE SEARCH FEES AND COPY FEES, AND ORO REVENUE)	1.00	75,273.00	-75,273.00 * -75,273.00
11710000	461900 -	MISC COPIES, OVERPAYMENTS	1.00	12.00	-12.00 * -12.00
RD200 OFFICE ADMINISTRATIVE COSTS					
11710000	531000 -	PENS, PENCILS, PAPER, LABELS & OTHER MISCELLANEOUS OFFICE SUPPLIES, VITAL RECORDS SECURITY PAPER	1.00	1,700.00	1,700.00 * 1,700.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20221 2022 ANNUAL BUDGET

ACCOUNTS FOR:
REGISTER OF DEEDS

	VENDOR	QUANTITY	UNIT COST	2022	DEPT
11710000 531050 -				2,000.00 *	
POSTAGE AND STAMPED ENVELOPES		1.00	2,000.00	2,000.00	
11710000 532500 -				125.00 *	
WI REGISTER OF DEEDS ASSOC. ANNUAL DUES		1.00	125.00	125.00	
RD300 TECHNOLOGY & EQUIPMENT					
11710000 521415 -				35,400.00 *	
FIDLAR RECORDING SYSTEM: AVID LIFECYCLE		1.00	21,800.00	21,800.00	
COLOR TRACT ANNUAL HOSTING FEE		1.00	1,200.00	1,200.00	
(SCANNED TRACT BOOKS)					
FIDLAR RECORDING SYSTEM: AVID BASTION		1.00	12,400.00	12,400.00	
(HOSTING/STORAGE OF DOCUMENTS & DATA					
OFFSITE)					
11710000 522025 -				1,020.00 *	
(4) PHONE LINES @ \$.25 EACH / MONTH		12.00	40.00	480.00	
(1) FAX LINE @ \$20 AVERAGE / MONTH					
AVERAGE LONG DISTANCE CHARGES \$19.00 /					
MONTH					
(1) CELL PHONE CHARGE/MONTH: \$45		12.00	45.00	540.00	
11710000 553100 -				2,450.00 *	
PRINT MANAGEMENT: LOFFLER CONTRACT		12.00	172.00	2,064.00	
PRINT MANAGEMENT: CANON PRINTS/COPIES		1.00	386.00	386.00	
RD350 IT POOL					
11710000 599000 -				2,002.00 *	
SEE IT POOL DETAIL BACK OF BOOK 1.		1.00	2,002.00	2,002.00	
RD400 CONF / EDUCATION & TRAVEL					
11710000 533010 -				2,361.00 *	
WI REGISTER OF DEEDS ASSOC.		1.00	190.00	190.00	
SUMMER CONFERENCE REGISTRATION AND					
EDUCATIONAL SEMINAR-PEWAUKEE, WI					
WI REGISTER OF DEEDS ASSOC.		1.00	190.00	190.00	
FALL CONFERENCE REGISTRATION AND					
EDUCATIONAL SEMINAR - SHEBOYGAN, WI					

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20221 2022 ANNUAL BUDGET

ACCOUNTS FOR:

REGISTER OF DEEDS	VENDOR	QUANTITY	UNIT COST	2022 DEPT
EST MILEAGE FOR CONFERENCES AND DISTRICT MEETINGS MADISON: 230 MILES PEWAUKEE: 328 MILES SHEBOYGAN: 366 MILES ST CROIX COUNTY 262 MILES X 3: 786 MILES TOTAL: 1710 MILES @ \$.50 = 855.00		1.00	855.00	855.00
WI REGISTER OF DEEDS ASSOC. SPRING (WCCO) CONFERENCE REGISTRATION-MADISON, WI		1.00	100.00	100.00
HOTEL: SUMMER CONFERENCE (PEWAUKEE)		3.00	95.00	285.00
HOTEL: FALL CONFERENCE (SHEBOYGAN)		3.00	82.00	246.00
HOTEL: WCCO SPRING CONFERENCE (MADISON)		3.00	82.00	246.00
PARKING: SPRING CONFERENCE (MADISON)		3.00	19.00	57.00
HOTEL: FIDLAR EDUCATIONAL SYMPOSIUM		2.00	96.00	192.00

RD600 PROGRAM COSTS

11710000 521355 -	LAREDO USER FEE (DUE FIDLAR TECHNOLOGIES) BASED ON NUMBER OF SUBSCRIBERS AND CHOSEN PLAN ESTIMATING 14 USERS @ \$1208/MONTH AT VARIOUS PLANS	12.00	1,208.00	14,496.00 *
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TOTAL REGISTER OF DEEDS	-350,260.00
TOTAL REVENUE	-411,814.00
TOTAL EXPENSE	61,554.00
GRAND TOTAL	-350,260.00

** END OF REPORT - Generated by DEB BRANDT **

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 20221 2022 ANNUAL BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

CORPORATION COUNSEL	2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2021 ACTUAL	2021 PROJECTION	2022 DEPT	COMMENT
11320000 435528 ROUTES REC	-774.72	.00	.00	.00	.00		.00
11320000 511000 SALARIES	215,979.98	220,040.00	219,248.00	121,329.54	219,248.00		.00
11320000 515005 RETIREMENT	14,578.61	14,855.00	14,801.00	7,208.59	14,801.00		.00
11320000 515010 SOC SEC	13,360.73	13,644.00	13,594.00	7,522.41	13,594.00		.00
11320000 515015 MEDICARE	3,131.67	3,192.00	3,180.00	1,759.25	3,180.00		.00
11320000 515020 HLTH INS	33,069.84	37,608.00	37,608.00	15,369.39	37,608.00		.00
11320000 515025 DENTAL INS	2,351.88	2,352.00	2,352.00	1,110.61	2,352.00		.00
11320000 515030 LIFE INS	54.00	54.00	54.00	25.50	54.00		.00
11320000 515040 WORK COMP	128.94	85.00	83.00	46.12	83.00		.00
11320000 521005 TEMP HELP	827.00	2,000.00	2,000.00	672.00	2,000.00	2,000.00	.00
11320000 522025 TELEPHONE	368.15	292.00	292.00	75.09	292.00		.00
11320000 531000 OFFIC SUPL	1,996.11	1,700.00	1,700.00	1,030.02	1,700.00	2,000.00	.00
11320000 531050 POSTAGE	399.35	1,000.00	1,000.00	66.65	1,000.00	1,000.00	.00
11320000 532000 BK/PUB/SUB	.00	1,030.00	1,030.00	.00	1,030.00	1,030.00	.00
11320000 532500 DUES	1,072.00	1,420.00	1,420.00	524.00	1,420.00	1,420.00	.00
11320000 533010 CONF/SEM	.00	242.00	242.00	.00	242.00	242.00	.00
11320000 533200 MILEAGE	.00	385.00	385.00	2.08	385.00	385.00	.00
11320000 553100 EQUIP SERV	1,224.94	966.00	966.00	617.32	966.00	1,260.00	.00
11320000 599000 IT POOL	1,240.00	280.00	280.00	280.00	280.00	280.00	.00
TOTAL CORPORATION COUNSEL	289,008.48	301,145.00	300,235.00	157,638.57	300,235.00	9,846.00	.00
TOTAL REVENUE	-774.72	.00	.00	.00	.00		.00
TOTAL EXPENSE	289,783.20	301,145.00	300,235.00	157,638.57	300,235.00	9,846.00	.00
GRAND TOTAL	289,008.48	301,145.00	300,235.00	157,638.57	300,235.00	9,846.00	.00

** END OF REPORT - Generated by TINA OSTERBERG **

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20221 2022 ANNUAL BUDGET

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2022 DEPT
11320000	521005 -				2,000.00 *
	CONTRACTED LEGAL SERVICES DUE TO CONFLICT OR OTHER NEED		1.00	2,000.00	2,000.00
11320000	522025 -				229.00 *
	(3) PHONES @ \$.25 EACH / MONTH		12.00	.75	9.00
	25% 1 FAX LINE MONTH		12.00	10.00	120.00
	ESTIMATED LONG DISTANCE		1.00	100.00	100.00
11320000	531000 -				2,000.00 *
	OFFICE SUPPLIES		1.00	2,000.00	2,000.00
11320000	531050 -				1,000.00 *
	POSTAGE		1.00	1,000.00	1,000.00
11320000	532000 -				1,030.00 *
	UW LAW SCHOOL - JURY INSTRUCTIONS		1.00	65.00	65.00
	WI STATE BAR - PINNACLE BOOKS:		1.00	965.00	965.00
	JUDICIAL BENCH BOOKS				
	CIVIL PROCEDURE BEFORE TRIAL				
	TRIAL PRACTICE				
11320000	532500 -				1,420.00 *
	WI ASSOC. OF COUNTY CORPORATION COUNSELS DUES FOR 2 ATTORNEYS		2.00	35.00	70.00
	WI STATE BAR DUES FOR 2 ATTORNEYS		2.00	575.00	1,150.00
	MONROE COUNTY BAR ASSOC. DUES FOR 2 ATTORNEYS		2.00	100.00	200.00
11320000	533010 -				242.00 *
	HOTEL FOR CONFERENCES: 2 NIGHTS, ***FOR WAC & WIMMC CONFERENCES.		2.00	96.00	192.00
	MEALS		1.00	50.00	50.00
11320000	533200 -				385.00 *
			1.00	385.00	385.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20221 2022 ANNUAL BUDGET

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2022 DEPT	
CORPORATION COUNSEL						
11320000	553100 -					1,260.00 *
	PRINT MANAGEMENT		12.00	105.00		1,260.00
11320000	599000 -					280.00 *
	SEE IT POOL DETAIL BACK OF BOOK 1.		1.00	280.00		280.00
TOTAL CORPORATION COUNSEL						9,846.00
TOTAL REVENUE						.00
TOTAL EXPENSE						9,846.00
GRAND TOTAL						9,846.00

** END OF REPORT - Generated by TINA OSTERBERG **

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 20221 2022 ANNUAL BUDGET FOR PERIOD 99

ACCOUNTS FOR:			2020	2021	2021	2021	2021	2022	
INFO TECHNOLOGY OPERATION			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	DEPT	COMMENT
71400000 499999	TRANSF IN		.00	.00	-554,645.00	.00	-583,541.00	.00	_____
	TOTAL INFO TECHNOLOGY OPERAT		.00	.00	-554,645.00	.00	-583,541.00	.00	_____

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 20221 2022 ANNUAL BUDGET

FOR PERIOD 99

ACCOUNTS FOR:			2020	2021	2021	2021	2021	2022	
INFO	TECHNOLOGY	OPERATIONS	ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	DEPT	COMMENT
71470000	411100	PROP TX	-1,344,088.00	-1,224,109.00	-1,222,766.00	-1,222,766.00	-1,222,766.00	-1,224,109.00	
71470000	435528	ROUTES REC	-16,607.97	.00	.00	.00	.00	.00	
71470000	474100	GEN FD FEE	.00	-10,102.00	-10,102.00	-8,506.24	-10,102.00	-12,321.70	
71470000	474300	HWY FEE	-1,690.00	-3,500.00	-3,500.00	.00	-3,500.00	-3,500.00	
71470000	474600	HS FEE	-22,744.01	-28,211.00	-28,211.00	-19,332.37	-28,211.00	-39,865.98	
71470000	599999	TRANSF OUT	276,566.36	.00	.00	.00	.00	.00	
71470000	511000	SALARIES	292,143.87	299,701.00	298,532.00	98,418.59	298,532.00	.00	
71470000	511200	OVERTIME	605.30	3,553.00	3,553.00	193.55	3,553.00	.00	
71470000	515005	RETIREMENT	19,497.26	19,772.00	19,692.00	6,578.30	19,692.00	.00	
71470000	515010	SOC SEC	17,911.12	18,806.00	18,732.00	6,113.96	18,732.00	.00	
71470000	515015	MEDICARE	4,215.84	4,400.00	4,382.00	1,429.80	4,382.00	.00	
71470000	515020	HLTH INS	28,987.68	18,804.00	18,804.00	17,165.77	18,804.00	.00	
71470000	515025	DENTAL INS	1,306.60	784.00	784.00	718.63	784.00	.00	
71470000	515030	LIFE INS	82.50	90.00	90.00	27.00	90.00	.00	
71470000	515040	WORK COMP	174.68	119.00	117.00	37.47	117.00	.00	
71470000	531000	OFFIC SUPL	248.84	500.00	500.00	42.46	500.00	500.00	
71470000	531050	POSTAGE	.00	50.00	50.00	.00	50.00	50.00	
71470000	522025	TELEPHONE	2,971.63	3,260.00	3,260.00	1,212.12	3,260.00	2,732.00	
71470000	553100	EQPMT SERV	825.05	840.00	840.00	480.67	840.00	840.00	
71470000	599000	IT POOL	1,160.00	1,270.00	1,270.00	1,270.00	1,270.00	1,270.00	
71470000	533010	CONF/SEM	.00	8,150.00	8,150.00	.00	8,150.00	8,150.00	
71470000	533200	MILEAGE	1,604.88	2,450.00	2,450.00	763.88	2,450.00	2,450.00	
TOTAL INFO TECHNOLOGY OPERAT			-736,828.37	-883,373.00	-883,373.00	-1,116,152.41	-883,373.00	-1,263,804.68	

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 20221 2022 ANNUAL BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

INFO TECHNOLOGY MAINT & LIC	2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2021 ACTUAL	2021 PROJECTION	2022 DEPT	COMMENT
71475000 521415 I9111 CNTY BRD	3,700.00	4,871.00	4,871.00	.00	4,871.00	4,871.00	
71475000 521415 I9127 MED EXAMIN	1,689.00	1,840.00	1,840.00	1,689.00	1,840.00	1,840.00	
71475000 521415 I9131 DA	.00	3,879.00	3,879.00	.00	3,879.00	3,879.00	
71475000 521415 I9151 DATA PROC	176,174.91	166,969.00	166,969.00	88,899.65	166,969.00	166,969.00	
71475000 521415 I9152 TREAS	6,380.00	7,263.00	7,263.00	7,374.00	7,263.00	7,263.00	
71475000 521415 I9210 SHERIFF	109,485.53	166,147.00	166,147.00	113,037.55	166,147.00	166,147.00	
71475000 521415 I9270 JAIL	6,550.18	10,350.00	10,350.00	3,264.00	10,350.00	10,350.00	
71475000 521415 I9293 DISPATCH	45,253.20	52,720.00	52,720.00	37,000.53	52,720.00	52,720.00	
71475000 521415 I9295 JUSTICE	.00	10,102.00	10,102.00	8,506.24	10,102.00	12,321.70	
71475000 521415 I9368 SAN	3,490.00	3,490.00	3,490.00	.00	3,490.00	3,490.00	
71475000 521415 I9470 VET SERV	898.00	1,207.00	1,207.00	816.00	1,207.00	816.00	
71475000 521415 I9710 HEALTH	15,359.00	16,127.00	16,127.00	15,359.00	16,127.00	16,127.00	
71475000 521415 I9790 HS	22,744.01	28,211.00	197,486.00	96,969.87	197,486.00	39,865.98	
71475000 521415 I9821 RH	.00	6,600.00	6,600.00	.00	6,600.00	.00	
71475000 521415 I9914 COMP OPS	329,491.58	400,097.00	400,097.00	174,189.05	400,097.00	391,734.00	
71475000 521415 I9933 HWY	3,380.00	3,500.00	3,500.00	.00	3,500.00	3,500.00	
71475000 581000 CAP EQUIP	12,232.96	.00	385,370.00	.00	414,266.00	.00	
TOTAL INFO TECHNOLOGY MAINT	736,828.37	883,373.00	1,438,018.00	547,104.89	1,466,914.00	881,893.68	
TOTAL REVENUE	-1,385,129.98	-1,265,922.00	-1,819,224.00	-1,250,604.61	-1,848,120.00	-1,279,796.68	
TOTAL EXPENSE	1,385,129.98	1,265,922.00	1,819,224.00	681,557.09	1,848,120.00	897,885.68	
GRAND TOTAL	.00	.00	.00	-569,047.52	.00	-381,911.00	

** END OF REPORT - Generated by RICHARD FOLKEDAHL **

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20221 2022 ANNUAL BUDGET				
ACCOUNTS FOR:				
INFO TECHNOLOGY OPERATION	VENDOR	QUANTITY	UNIT COST	2022 DEPT
TOTAL INFO TECHNOLOGY OPERATION			.00	

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20221 2022 ANNUAL BUDGET

ACCOUNTS FOR:
INFO TECHNOLOGY OPERATIONS

	VENDOR	QUANTITY	UNIT COST	2022 DEPT
71470000 411100 -	ANNUAL APPROPRIATION	1.00	1,224,109.00	-1,224,109.00 *
				-1,224,109.00
71470000 474100 -	MYEVLV CASE MANAGEMENT SOFTWARE	1.00	12,321.70	-12,321.70 *
				-12,321.70
71470000 474300 -	AWS SOFTWARE MAINTENANCE \$3,500	1.00	3,500.00	-3,500.00 *
				-3,500.00
71470000 474600 -	ANNUAL SUPPORT/MAINTENANCE MYEVLV	1.00	39,865.98	-39,865.98 *
				-39,865.98
IS200 OFFICE ADMINISTRATIVE COSTS				
71470000 531000 -	MISC OFFICE SUPPLIES	1.00	500.00	500.00 *
				500.00
71470000 531050 -	POSTAGE	1.00	50.00	50.00 *
				50.00
IS300 TECHNOLOGY & EQUIPMENT				
71470000 522025 -	(5) PHONES @ \$.25 EACH / MONTH	5.00	3.00	2,732.00 *
	(4) CELL PHONES @ \$44.00 EACH / MONTH	12.00	216.00	15.00
	(1) MIFI @ \$40/MONTH			2,592.00
	ESTIMATED ANNUAL LONG DISTANCE	1.00	125.00	125.00
71470000 553100 -	PRINT MANAGEMENT	1.00	840.00	840.00 *
				840.00
IS350 IT POOL				
71470000 599000 -	SEE IT POOL DETAIL BACK OF BOOK 1.	1.00	1,270.00	1,270.00 *
				1,270.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20221 2022 ANNUAL BUDGET

ACCOUNTS FOR:
INFO TECHNOLOGY OPERATIONS

	VENDOR	QUANTITY	UNIT COST	2022 DEPT
IS400 CONF / EDUCATION & TRAVEL				
71470000 533010 -				
SOFTWARE/HARDWARE TECH TRAINING		1.00	8,000.00	8,150.00 *
GIPAW DUES AND CONFERENCE		1.00	150.00	8,000.00
				150.00
71470000 533200 -				
ANNUAL STAFF MILEAGE COSTS		5,000.00	.49	2,450.00 *
				2,450.00
TOTAL INFO TECHNOLOGY OPERATIONS			-1,263,804.68	

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20221 2022 ANNUAL BUDGET

ACCOUNTS FOR:

INFO TECHNOLOGY MAINT & LIC

		VENDOR	QUANTITY	UNIT COST	2022 DEPT
IO600	COMPUTER OPERATIONS				
71475000	521415 - I9111				
	C B VOTING SYSTEM ANNUAL MAINT		1.00	4,871.00	4,871.00 *
71475000	521415 - I9127				
	MDILOG SOFTWARE SUBSCRIPTION		1.00	1,840.00	1,840.00 *
71475000	521415 - I9131				
	SHERIFF'S DEPARTMENT INTERFACE		1.00	2,993.00	3,879.00 *
	TRACS MAINTENANCE		1.00	886.00	2,993.00
					886.00
71475000	521415 - I9151				
	MUNIS ANNUAL SAAS SERVICE		1.00	156,138.00	166,969.00 *
	2020 BUDGET: 176690.66				156,138.00
	REMOVAL OF MODULES FOR 2021				
	2021 BUDGET: 166969.00				
	MUNIS TCM ANNUAL SOFTWARE MAINT		1.00	10,831.00	10,831.00
71475000	521415 - I9152				
	GCS TREASURER SOFTWARE MAINT		1.00	6,850.00	7,263.00 *
	DATA FINANCIAL ANNUAL MAINTENANCE		1.00	413.00	6,850.00
	CONTRACT				413.00
71475000	521415 - I9210				
	INVESTIGATOR SOFTWARE MAINT - EVIDENCE		1.00	2,520.00	166,147.00 *
	TRACKER				2,520.00
	AXON CAR CAMERAS		1.00	16,632.00	16,632.00
	CML JUSTICE CENTER CAMERAS		1.00	40,000.00	40,000.00
	CEC VIDEO CONFERENCE		1.00	36,515.00	36,515.00
	NETMOTION		1.00	2,850.00	2,850.00
	ZUERCHER PUBLIC SAFETY SOFTWARE		1.00	67,630.00	67,630.00
	MAINTENANCE AND SUBSCRIPTION FEES FOR 2				
	MONTHS				
71475000	521415 - I9270				
	ID NETWORKS FINGER PRINT MAINT.		1.00	3,850.00	10,350.00 *
	CHARTER INTERNET FOR JAIL TECHNOLOGY		1.00	6,500.00	3,850.00
	SYSTEMS				6,500.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20221 2022 ANNUAL BUDGET

ACCOUNTS FOR:

INFO TECHNOLOGY MAINT & LIC

	VENDOR	QUANTITY	UNIT COST	2022	DEPT
71475000 521415 - I9293				52,720.00	*
E-911 WIRELESS ROUTER MAINT		1.00	26,000.00	26,000.00	
NICE VOICE SYSTEM PHONE RECORDING		1.00	7,800.00	7,800.00	
ZUERCHER NEXT GEN E-911		1.00	17,670.00	17,670.00	
ESRI ANNUAL MAINTENANCE		1.00	1,250.00	1,250.00	
71475000 521415 - I9295				12,321.70	*
MYEVLV CASE MANAGEMENT SOFTWARE		1.00	12,321.70	12,321.70	
71475000 521415 - I9368				3,490.00	*
GCS PERMIT MAINTENANCE		1.00	3,490.00	3,490.00	
71475000 521415 - I9470				816.00	*
TYLER TECH ENTELLITRAK VETERANS BENEFITS		1.00	816.00	816.00	
71475000 521415 - I9710				16,127.00	*
NIGHTINGALE NOTES ANNUAL MAINT		1.00	16,127.00	16,127.00	
71475000 521415 - I9790				39,865.98	*
ANNUAL SUPPORT/MAINTENANCE MYEVLV		1.00	39,865.98	39,865.98	
71475000 521415 - I9914				391,734.00	*
SERGEANT LABORATORIES INC.		1.00	9,750.00	9,750.00	
ARISTOTLE INSIGHT		1.00	7,338.00	7,338.00	
SOPHOS SOFTWARE MAINT.		1.00	7,338.00	7,338.00	
Payment 1 Due February 2021 \$7,338.00					
Payment 2 Due February 2022 \$7,338.00					
Payment 3 Due February 2023 \$7,338.00					
GRANICUS WEB SOFTWARE IMPLEMENTATION		1.00	4,515.00	4,515.00	
YEAR 1 \$15200 (2020)					
YEAR 2 \$4300					
YEAR 3 \$4515					
YEAR 4 \$4740.75					
YEAR 5 \$4977.79					
REMOTE D/R SERVICES		1.00	4,081.00	4,081.00	
SERVER MAINTENANCE AND LICENSING		1.00	22,250.00	22,250.00	
SPYWARE IDS/IPS SOFTWARE MAINTENANCE		1.00	5,700.00	5,700.00	
SQL UPGRADES		1.00	7,800.00	7,800.00	
KRONOS SOFTWARE		1.00	4,306.00	4,306.00	
MISC EQUIP/SERVICE MAINT		1.00	15,000.00	15,000.00	
UNITRENDS ANNUAL MAINTENANCE		1.00	26,964.00	26,964.00	
CISCO SMARTNET FOR SWITCHES, ASA,		1.00	34,000.00	34,000.00	
WIRELESS CONTROLLER, INTERNET ROUTER		1.00	34,000.00	34,000.00	

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20221 2022 ANNUAL BUDGET

ACCOUNTS FOR:

INFO TECHNOLOGY MAINT & LIC	VENDOR	QUANTITY	UNIT COST	2022	DEPT
CISCO FIREWALL WITH 2 AUTHENTICATION MONTHLY COST OF UPTO \$9 PER EXTERNAL USER, A MONTH, FOR MULTIFACTOR AUTHENTICATION. REQUIREMENT FOR CIB ASSUME 150 REMOTE WORKERS A MONTH (\$1,350 A MONTH)		12.00	1,350.00		16,200.00
INTRADYN COUNTY SOCIAL MEDIA ARCHIVER MAINTENANCE		1.00	14,700.00		14,700.00
VIRCOMM FILTERING		1.00	14,700.00		14,700.00
WIRELESS CONTROLLER MAINT.		1.00	7,160.00		7,160.00
ENCRYPTION CERTIFICATES		1.00	5,500.00		5,500.00
HARDWARE/SOFTWARE UPDATE SERVICES		1.00	40,000.00		40,000.00
LYNNX INTERNET/METRO ETHERNET		1.00	45,000.00		45,000.00
PRI CIRCUITS		1.00	19,200.00		19,200.00
MS OFFICE UPGRADE TO OFFICE 365 - THREE YEAR CONTRACT		1.00	79,810.00		79,810.00
WEBEX Monthly Subscription		12.00	55.00		660.00
TEAMVIEWER REMOTE ACCESS SOFTWARE		1.00	7,100.00		7,100.00
71475000 521415 - I9933					
AWS SOFTWARE MAINTENANCE		1.00	3,500.00		3,500.00 *

TOTAL INFO TECHNOLOGY MAINT & LIC					881,893.68
TOTAL REVENUE					-1,279,796.68
TOTAL EXPENSE					897,885.68
GRAND TOTAL					-381,911.00

** END OF REPORT - Generated by RICHARD FOLKEDAHL **

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 2021 2021 ANNUAL BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

PERSONNEL	2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2021 ACTUAL	2020 PROJECTION	2021 DEPT	COMMENT
11430000 435528	ROUTES REC	-7,513.68	.00	.00	.00		.00
11430000 511000	SALARIES	130,708.08	132,538.00	133,334.00	70,498.29		130,047.00
11430000 515005	RETIREMENT	8,822.73	8,947.00	9,001.00	4,758.65		8,779.00
11430000 515010	SOC SEC	7,834.83	8,219.00	8,268.00	4,289.76		8,064.00
11430000 515015	MEDICARE	1,832.39	1,924.00	1,935.00	1,003.30		1,886.00
11430000 515020	HLTH INS	33,069.84	37,608.00	37,608.00	21,938.00		32,658.00
11430000 515025	DENTAL INS	1,567.92	1,568.00	1,568.00	914.62		1,568.00
11430000 515030	LIFE INS	36.00	36.00	36.00	21.00		36.00
11430000 515040	WORK COMP	78.14	51.00	52.00	26.81		79.00
11430000 515750	RECRUIT	3,659.82	7,500.00	7,500.00	3,022.30		11,500.00
11430000 519000	LABOR REL	3,569.50	8,000.00	8,000.00	8,321.00		8,000.00
11430000 522025	TELEPHONE	942.38	1,229.00	1,229.00	534.77		1,228.04
11430000 531000	OFFIC SUPL	661.59	1,000.00	1,000.00	310.84		1,000.00
11430000 531010	ID BAGE	389.63	616.00	616.00	342.44		616.00
11430000 531050	POSTAGE	22.50	375.00	375.00	62.80		375.00
11430000 532000	BK/PUB/SUB	210.00	50.00	50.00	.00		100.00
11430000 532500	DUES	429.00	519.00	519.00	125.00		469.00
11430000 533010	CONF/SEM	240.00	900.00	900.00	180.00		1,175.00
11430000 533200	MILEAGE	221.94	780.00	780.00	170.56		900.00
11430000 539050	RECOGNIT	10,859.65	10,000.00	10,000.00	510.89		10,000.00
11430000 553100	EQUIP SERV	1,823.41	1,800.00	1,800.00	934.44		1,800.00
11430000 599000	IT POOL	1,176.00	546.00	546.00	546.00		546.00



NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 2021		2021 ANNUAL BUDGET		FOR PERIOD 99					
ACCOUNTS FOR:			2020	2021	2021	2020	2021		
PERSONNEL			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	DEPT	COMMENT
11431000	515700	ED & TRAIN	1,657.46	7,500.00	7,500.00	577.00	7,500.00	7,500.00	

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 2021							2021 ANNUAL BUDGET		FOR PERIOD 99
ACCOUNTS FOR:									
PERSONNEL			2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2021 ACTUAL	2020 PROJECTION	2021 DEPT	COMMENT
11432000	519100	EMP ASSIST	6,030.00	6,000.00	6,000.00	4,612.50	6,000.00	6,000.00	

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 2021		2021 ANNUAL BUDGET		FOR PERIOD 99					
ACCOUNTS FOR:			2020	2021	2021	2021	2020	2021	
PERSONNEL			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	DEPT	COMMENT
11433000	515080	SCT 125 EX	3,720.00	3,600.00	3,600.00	1,984.00	3,600.00	3,600.00	

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 20211 2021 ANNUAL BUDGET							FOR PERIOD 99		
ACCOUNTS FOR:									
PERSONNEL			2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2021 ACTUAL	2020 PROJECTION	2021 DEPT	COMMENT
11434000	515770	MED EXP RB	297,631.22	.00	3,861.00	3,861.00	325,000.00	325,000.00	

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 20211 2021 ANNUAL BUDGET FOR PERIOD 99

ACCOUNTS FOR:		2020	2021	2021	2021	2020	2021	COMMENT
PERSONNEL		ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	DEPT	
11435000 515200	RETIR/FRNG	12,546.04	20,000.00	151,014.52	20,501.73	148,038.19	40,000.00	
	TOTAL REVENUE	-7,513.68	.00	.00	.00	.00	.00	
	TOTAL EXPENSE	529,740.07	261,306.00	397,092.52	150,047.70	710,733.19	417,914.04	
	GRAND TOTAL	522,226.39	261,306.00	397,092.52	150,047.70	710,733.19	417,914.04	

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NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20211 2021 ANNUAL BUDGET

ACCOUNTS FOR:
PERSONNEL

VENDOR	QUANTITY	UNIT COST	2021 DEPT	
11430000 PERSONNEL				
11430000 515750 -	RECRUITMENT OF STAFF; -ADVERTISING -PAPERS -WEBSITES -JOB FAIRS/OUTREACH-BACKGROUND CHECKS	1.00	10,000.00	10,000.00 * 10,000.00
11430000 519000 -	ANNUAL LABOR LAW ROUND TABLE, EMPLOYEE RELATIONS. ASSISTS WITH HANDLING HIGH PRIORITY CASES WITH LEGAL COUNSEL.	1.00	8,000.00	8,000.00 * 8,000.00
11430000 522025 -	(2) PHONES @ \$0.25 EACH/MONTH PLUS MINUTES. ON AVERAGE 14.74 PER MONTH X 12 = 176.88, PLUS ADDITIONAL 38.12 AS ESTIMATED LONG DISTANCE CHARGES FOR 2020. TOTAL \$215	2.00	107.50	1,228.04 * 215.00
	(2) CELL PHONES ADDED TO ALLOW TELEWORK AND TO STAY IN CONTACT WITH THE OFFICE IN RESPONSE TO COVID AND OTHER EMERGENCIES THAT WOULD ARISE. MORE RECRUITS ARE ASKING FOR INFORMATION TEXTED TO THEM AND THIS ALLOWS FOR MORE EFFICIENT MANAGEMENT OF OUR SOCIAL MEDIA ACCOUNTS (FACEBOOK, INSTAGRAM, POTENTIAL EXPANSION)	2.00	506.52	1,013.04
11430000 531000 -	MISCELLANEOUS SUPPLIES UPDATING OLD RECORDS AND REPLACING DAMAGED EQUIPMENT/SUPPLIES	1.00	1,000.00	1,000.00 * 1,000.00
11430000 531010 -	PROG ID BADGES \$1.83/CARD X 200 = \$366.00 REQUIRED BADGES FOR ALL STAFF. REPLACING OUTDATED BADGES FOR STAFF AFTER 5 YEARS.	200.00	1.83	616.00 * 366.00
	ID BADGE EQUIPMENT, PRINTER INK RIBBON FARGO CDW#2732541 AT \$91.48 LANDYARDS AND OTHER SUPPLIES STAFF CAN DISPLAY ID'S IN	1.00	250.00	250.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2021 2021 ANNUAL BUDGET

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2021 DEPT
11430000	531050 -				375.00 *
	STAMPS AND OTHER SHIPPING COSTS REGARDING PUBLIC RECORD REQUESTS AND LEGAL DOCUMENTS. ROLL OF STAMPS = \$55 X 5 = 275 PLUS 100 IN MISC EXPENSE FOR SHIPPING USING MORE ELECTRONIC CONTACT		1.00	375.00	375.00
11430000	532000 -				50.00 *
	ANNUAL SPARTA NEWSPAPER SUBSCRIPTIONS		1.00	50.00	50.00
11430000	532500 -				519.00 *
	NATIONAL PUBLIC EMPLOYER LABOR RELATIONS ASSOCIATION (NPFLRA) AND WISCONSIN PUBLIC EMPLOYER LABOR RELATIONS ASSOCIATION (WPELRA) JOINT MEMBERSHIPS		1.00	250.00	250.00
	MEMBERSHIP RATES COMBINED FOR BOTH GROUPS				
	SOCIETY FOR HUMAN RESOURCE MANAGEMENT (SHRM)		1.00	219.00	219.00
	WI ASSOC. OF COUNTY PERSONNEL DIRECTORS (WACPD)		1.00	25.00	25.00
	LA CROSSE AREA SOCIETY FOR HUMAN RESOURCE MANAGEMENT (LASHRM)		1.00	25.00	25.00
11430000	533010 -				900.00 *
	WPELRA ANNUAL CONFERENCE - MADISON HOTEL/MEALS		1.00	350.00	350.00
	WACPD REGISTRATION/HOTEL/MEALS		2.00	275.00	550.00
11430000	533200 -				780.00 *
	TRAVEL TO VARIOUS CONFERENCES		1,500.00	.52	780.00
11430000	539050 -				10,000.00 *
	ESTABLISHMENT OF AN EMPLOYEE RECOGNITION PROGRAM AND PURCHASE OF SUPPLIES FOR STAFF		1.00	10,000.00	10,000.00
	BUILD AND EXPAND PROGRAM TO BOOST MORALE IN CURRENT STAFF				

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2021 2021 ANNUAL BUDGET

ACCOUNTS FOR:
PERSONNEL

	VENDOR	QUANTITY	UNIT COST	2021 DEPT	
11430000 553100 -					1,800.00 *
	PRINT MANAGEMENT (SPLIT 50/50 WITH FINANCE)	12.00	150.00		1,800.00
11430000 599000 -					546.00 *
	SEE IT POOL DETAIL BACK OF BOOK 1.	1.00	546.00		546.00
11431000 TRAINING					
11431000 515700 -					7,500.00 *
	SAFETY & SEXUAL HARASSMENT TRAINING, SUPERVISORY & MANAGEMENT TRAINING, EMPLOYEE TECHNICAL TRAINING - MICROSOFT OUTLOOK, WORD, EXCEL, TYLER, ETC. MEET MINIMUM REQUIREMENTS OF TRAINING FOR STAFF AS WELL AS PROVIDE PROFESSIONAL DEVELOPMENT FOR CURRENT STAFF	1.00	7,500.00		7,500.00
11432000 EMPLOYEE ASSISTANCE PROGRAM					
11432000 519100 -					6,000.00 *
	QUARTERLY SERVICE FEES	4.00	1,500.00		6,000.00
11433000 SECTION 125 FEES					
11433000 515080 -					3,600.00 *
	EMPLOYEE BENEFITS CORPORATION	12.00	300.00		3,600.00
11434000 HEALTH REIMBURSEMENT PROG					
11434000 515770 -					325,000.00 *
		1.00	325,000.00		325,000.00
11435000 NON-LAPSING RETIREMENT/FRINGE					
11435000 515200 -					40,000.00 *

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20211 2021 ANNUAL BUDGET

ACCOUNTS FOR:
PERSONNEL

VENDOR	QUANTITY	UNIT COST	2021	DEPT
OVER/UNDER AMOUNTS FOR BUDGETED SALARYFRINGE BENEFITS, SICK LEAVE PAYOUT AND RETIREMENTS WILL BE POSTED TO THIS ACCOUNT AS A NONLAPSING FUND. THIS POOL WILL COVER BUDGET VARIATIONS THAT OCCUR DUE TO INTERNAL POSITION POSTINGS, NEW POSITION HIRES, RETIREMENTS, ETC. THAT ARE UNKNOWN VARIABLES THAT IMPACT BUDGETED SALARYFRINGE BENEFITS FOR THE YEAR. FUNDS REMAINING AT THE END OF 2020 WILL ROLL FORWARD TO 2021 BUDGET	1.00	40,000.00		40,000.00

TOTAL PERSONNEL 417,914.04

TOTAL REVENUE .00

TOTAL EXPENSE 417,914.04

GRAND TOTAL 417,914.04

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NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 20221 2022 ANNUAL BUDGET FOR PERIOD 99

ACCOUNTS FOR:			2020	2021	2021	2021	2021	2022	
COUNTY BOARD			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	DEPT	COMMENT
11100000	435528	ROUTES REC	-4,365.37	.00	.00	.00	.00	.00	_____
	TOTAL UNDEFINED ROLLUP CODE		-4,365.37	.00	.00	.00	.00	.00	_____
CB100	SALARIES & FRINGE BENEFITS								
11100000	511000	SALARIES	58,353.78	65,000.00	65,000.00	37,051.88	65,000.00	.00	_____
11100000	515010	SOC SEC	3,635.31	4,031.00	4,031.00	2,306.53	4,031.00	.00	_____
11100000	515015	MEDICARE	850.68	943.00	943.00	539.70	943.00	.00	_____
11100000	515040	WORK COMP	34.88	25.00	25.00	14.11	25.00	.00	_____
	TOTAL SALARIES & FRINGE BENE		62,874.65	69,999.00	69,999.00	39,912.22	69,999.00	.00	_____
CB200	OFFICE ADMINISTRATIVE COSTS								
11100000	531000	OFFIC SUPL	4,061.90	700.00	700.00	343.23	700.00	700.00	_____
11100000	531050	POSTAGE	670.59	700.00	700.00	511.67	700.00	700.00	_____
11100000	531060	PRINTING	6,016.39	5,000.00	5,000.00	3,537.24	5,000.00	6,500.00	_____
11100000	532000	BK/PUB/SUB	3,256.86	4,000.00	4,000.00	.00	4,000.00	3,500.00	_____
11100000	532500	DUES	8,712.00	9,612.00	9,612.00	8,712.00	9,612.00	8,712.00	_____
11100000	539005	OP/ACHIEV	96.00	200.00	200.00	48.00	200.00	200.00	_____
11100000	539060	BENEVOLENT	116.00	525.00	525.00	98.48	525.00	525.00	_____
	TOTAL OFFICE ADMINISTRATIVE		22,929.74	20,737.00	20,737.00	13,250.62	20,737.00	20,837.00	_____
CB350	IT POOL								
11100000	599000	IT POOL	4,400.00	2,200.00	2,200.00	2,200.00	2,200.00	2,200.00	_____
	TOTAL IT POOL		4,400.00	2,200.00	2,200.00	2,200.00	2,200.00	2,200.00	_____
CB400	CONF / EDUCATION & TRAVEL								
11100000	533010	CONF/SEM	255.00	2,000.00	2,000.00	1,200.00	2,000.00	2,000.00	_____
11100000	533200	MILEAGE	10,459.28	15,600.00	15,600.00	5,208.32	15,600.00	15,000.00	_____
	TOTAL CONF / EDUCATION & TRA		10,714.28	17,600.00	17,600.00	6,408.32	17,600.00	17,000.00	_____
CB618	RENT								
11100000	553050	BLDG RENT	850.00	750.00	750.00	.00	750.00	750.00	_____
	TOTAL RENT		850.00	750.00	750.00	.00	750.00	750.00	_____

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20221 2022 ANNUAL BUDGET

ACCOUNTS FOR:
COUNTY BOARD

TOTAL UNDEFINED ROLLUP CODE
CB200 OFFICE ADMINISTRATIVE COSTS .00

	VENDOR	QUANTITY	UNIT COST	2022 DEPT
11100000 531000 -	MISC OFFICE SUPPLIES	1.00	700.00	700.00 *
11100000 531050 -	ANNUAL POSTAGE COSTS	1.00	700.00	700.00 *
11100000 531060 -	PRINTING/PUBLICATION COSTS	1.00	6,500.00	6,500.00 *
11100000 532000 -	PUBLIC NOTICE PUBLICATIONS	1.00	3,500.00	3,500.00 *
11100000 532500 -	WISCONSIN COUNTIES ASSOCIATION	1.00	8,712.00	8,712.00 *
11100000 539005 -	ACHIEVEMENT/RECOGNITIONS	1.00	200.00	200.00 *
11100000 539060 -	MEMORIAL FUNDS FOR FAMILIES OF COUNTY EMPLOYEES OR OFFICIALS WHO PASS AWAY - NOT TO EXCEED \$75.00 EACH.	7.00	75.00	525.00 *
TOTAL OFFICE ADMINISTRATIVE COSTS				20,837.00

TOTAL IT POOL
CB350 IT POOL

11100000 599000 -	SEE IT POOL DETAIL BACK OF BOOK 1.	1.00	2,200.00	2,200.00 *
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TOTAL IT POOL
CB400 CONF / EDUCATION & TRAVEL 2,200.00

11100000 533010 -	MISC. CONFERENCES & SEMINARS	1.00	2,000.00	2,000.00 *
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NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20221 2022 ANNUAL BUDGET					
ACCOUNTS FOR:					
COUNTY BOARD					
	VENDOR	QUANTITY	UNIT COST	2022	DEPT
11100000 533200 -				15,000.00 *	
EST. 30,000MI @ \$.50 / MI		30,000.00	.50	15,000.00	
TOTAL CONF / EDUCATION & TRAVEL				17,000.00	
CB618 RENT					
11100000 553050 -				750.00 *	
COUNTY BOARD MEETING RENT - AMERICAN LEGIION		15.00	50.00	750.00	
TOTAL RENT				750.00	

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 20221 2022 ANNUAL BUDGET FOR PERIOD 99

ACCOUNTS FOR:			2020	2021	2021	2021	2021	2022	
COUNTY CLERK			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	DEPT	COMMENT
11420000	435528	ROUTES REC	-1,746.42	.00	.00	.00	.00	.00	
11420000	442000	MARR LIC	-7,740.00	-8,505.00	-8,505.00	-3,860.00	-8,505.00	-8,270.00	
11420000	461900	OTH CLRK R	-16.00	-40.00	-40.00	.00	-40.00	-40.00	
TOTAL UNDEFINED ROLLUP CODE			-9,502.42	-8,545.00	-8,545.00	-3,860.00	-8,545.00	-8,310.00	
CC100	SALARIES & FRINGE BENEFITS								
11420000	511000	SALARIES	123,733.00	124,986.00	125,256.00	69,944.62	125,256.00	.00	
11420000	511200	OVERTIME	3,357.65	2,030.00	2,030.00	475.89	2,030.00	.00	
11420000	515005	RETIREMENT	8,505.98	8,576.00	8,576.00	4,753.32	8,594.00	.00	
11420000	515010	SOC SEC	7,839.04	7,878.00	7,895.00	4,366.03	7,895.00	.00	
11420000	515015	MEDICARE	1,842.81	1,844.00	1,848.00	1,020.98	1,848.00	.00	
11420000	515020	HLTH INS	36,647.55	41,488.00	41,488.00	24,191.02	41,488.00	.00	
11420000	515025	DENTAL INS	1,688.21	1,695.00	1,695.00	987.85	1,695.00	.00	
11420000	515030	LIFE INS	44.59	45.00	45.00	26.25	45.00	.00	
11420000	515040	WORK COMP	75.75	52.00	51.00	26.72	51.00	.00	
TOTAL SALARIES & FRINGE BENE			183,734.58	188,594.00	188,902.00	105,792.68	188,902.00	.00	
CC200	OFFICE ADMINISTRATIVE COSTS								
11420000	531000	OFFIC SUPL	1,303.86	1,000.00	1,000.00	204.23	1,000.00	800.00	
11420000	531050	POSTAGE	4,738.12	5,000.00	5,000.00	4,221.77	5,000.00	5,000.00	
11420000	532000	BK/PUB/SUB	84.00	143.00	143.00	35.00	143.00	143.00	
11420000	532500	DUES	125.00	190.00	190.00	125.00	190.00	190.00	
TOTAL OFFICE ADMINISTRATIVE			6,250.98	6,333.00	6,333.00	4,586.00	6,333.00	6,133.00	
CC300	TECHNOLOGY & EQUIPMENT								
11420000	522025	TELEPHONE	295.62	336.00	336.00	133.13	336.00	300.00	
11420000	553100	EQUIP SERV	3,521.25	3,000.00	3,000.00	1,689.26	3,000.00	3,000.00	
TOTAL TECHNOLOGY & EQUIPMENT			3,816.87	3,336.00	3,336.00	1,822.39	3,336.00	3,300.00	
CC350	IT POOL								
11420000	599000	IT POOL	760.00	468.00	468.00	468.00	468.00	468.00	
TOTAL IT POOL			760.00	468.00	468.00	468.00	468.00	468.00	
CC400	CONF / EDUCATION & TRAVEL								
11420000	533200	MILEAGE	220.48	182.00	182.00	82.16	182.00	125.00	
TOTAL CONF / EDUCATION & TRA			220.48	182.00	182.00	82.16	182.00	125.00	

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20221 2022 ANNUAL BUDGET

ACCOUNTS FOR:
COUNTY CLERK

11420000 COUNTY CLERK

VENDOR	QUANTITY	UNIT COST	2022 DEPT
11420000 442000 -			-8,270.00 *
MARRIAGE LICENSE FEES - 3 YEAR ANNUAL AVERAGE	259.00	30.00	-7,770.00
MARRIAGE LICENSE WAIVERS	20.00	25.00	-500.00
11420000 461900 -			-40.00 *
DIRECTORIES	10.00	2.00	-20.00
COPIES	20.00	1.00	-20.00

TOTAL UNDEFINED ROLLUP CODE -8,310.00
CC200 OFFICE ADMINISTRATIVE COSTS

11420000 531000 -			800.00 *
DIRECTORIES	1.00	315.00	315.00
OFFICE SUPPLIES	1.00	485.00	485.00
11420000 531050 -			5,000.00 *
COUNTYWIDE REMITTANCE MAILINGS	1.00	3,516.00	3,516.00
COUNTYWIDE PITNEY BOWES FEE	4.00	371.00	1,484.00
11420000 532000 -			143.00 *
CASHTON RECORD	1.00	35.00	35.00
MONROE COUNTY HERALD	1.00	49.00	49.00
TOMAH JOURNAL	1.00	59.00	59.00
11420000 532500 -			190.00 *
WI COUNTY CLERK'S ASSOC.	1.00	125.00	125.00
WI MUNICIPAL CLERK'S ASSOC.	1.00	65.00	65.00

TOTAL OFFICE ADMINISTRATIVE COSTS 6,133.00
CC300 TECHNOLOGY & EQUIPMENT

11420000 522025 -			300.00 *
(3) PHONES @ \$0.25 EACH / MONTH	12.00	25.00	300.00
(1) FAX LINE			
ESTIMATED LONG DISTANCE CHARGES			

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20221 2022 ANNUAL BUDGET

ACCOUNTS FOR:
 COUNTY CLERK

	VENDOR	QUANTITY	UNIT COST	2022 DEPT
11420000 553100 -	PRINT MANAGEMENT	12.00	250.00	3,000.00 *
				3,000.00

TOTAL TECHNOLOGY & EQUIPMENT 3,300.00
 CC350 IT POOL

11420000 599000 -	SEE IT POOL DETAIL BACK OF BOOK 1.	1.00	468.00	468.00 *
				468.00

TOTAL IT POOL 468.00
 CC400 CONF / EDUCATION & TRAVEL

11420000 533200 -	QUARTERLY CO. CLERK DISTRICT MEETINGS	1.00	100.00	125.00 *
	200 MI @ \$.50/MI			100.00
	WCA ANNUAL CLERK CONFERENCE	1.00	25.00	25.00
	50 MI @ \$.50/MI			

TOTAL CONF / EDUCATION & TRAVEL 125.00

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

ACCOUNTS FOR:			PROJECTION: 20221 2022 ANNUAL BUDGET				FOR PERIOD 99		
COUNTY CLERK			2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2021 ACTUAL	2021 PROJECTION	2022 DEPT	COMMENT
11421000	435528	ROUTES REC	-7,198.43	.00	.00	.00	.00	.00	
11421000	473100	ELECT REV	-14,912.51	-18,000.00	-18,000.00	-18,287.79	-18,000.00	-15,000.00	
11421000	473300	LOC CHRGS	-171,600.00	.00	.00	-9,900.00	.00	.00	
TOTAL UNDEFINED ROLLUP CODE			-193,710.94	-18,000.00	-18,000.00	-28,187.79	-18,000.00	-15,000.00	
EL600	PROGRAM COSTS								
11421000	521420	PROGRAM	65,024.75	35,000.00	35,000.00	24,239.90	35,000.00	70,000.00	
11421000	531000	OFFIC SUPL	8,971.42	1,600.00	1,600.00	686.96	1,600.00	7,000.00	
11421000	531060	PRINTING	35,747.72	15,000.00	15,000.00	12,679.97	15,000.00	55,000.00	
11421000	533200	MILEAGE	.00	104.00	104.00	.00	104.00	100.00	
TOTAL PROGRAM COSTS			109,743.89	51,704.00	51,704.00	37,606.83	51,704.00	132,100.00	
EL950	GRANTS & CONTRIBUTIONS								
11421000	579100	WEDCS GRT	816.13	.00	803.41	130.38	803.41	.00	
TOTAL GRANTS & CONTRIBUTIONS			816.13	.00	803.41	130.38	803.41	.00	

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20221 2022 ANNUAL BUDGET

ACCOUNTS FOR:
COUNTY CLERK

	VENDOR	QUANTITY	UNIT COST	2022 DEPT
11421000 ELECTIONS				
11421000 473100 -				-15,000.00 *
STATE VOTER REGISTRATION RELIER FEES -		1.00	11,800.00	-11,800.00
27 MUNICIPALITIES				
MUNICIPALITY CODING AND BALLOT FEES		1.00	3,200.00	-3,200.00
TOTAL UNDEFINED ROLLUP CODE				-15,000.00
EL600 PROGRAM COSTS				
11421000 521420 -				70,000.00 *
SPRING PRIMARY PROGRAMMING		1.00	16,000.00	16,000.00
SPRING ELECTION PROGRAMMING		1.00	16,000.00	16,000.00
FALL PRIMARY		1.00	19,000.00	19,000.00
GENERAL ELECTION		1.00	19,000.00	19,000.00
11421000 531000 -				7,000.00 *
ENVELOPES/SECURITY SEALS/BAGS		1.00	4,600.00	4,600.00
PAPER		1.00	1,000.00	1,000.00
POSTAGE		1.00	1,000.00	1,000.00
BOARD OF CANVASSERS;		8.00	50.00	400.00
2 CANVASSERS @ 4 ELECTIONS				
11421000 531060 -				55,000.00 *
SPRING PUBLICATION COSTS		1.00	11,000.00	11,000.00
BALLOTS		1.00	44,000.00	44,000.00
11421000 533200 -				100.00 *
BALLOT/ELECTION MATERIAL DELIVERY		200.00	.50	100.00
2 TRIPS @ 100 MILES EACH				
TOTAL PROGRAM COSTS				132,100.00

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 20221 2022 ANNUAL BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

ADMINISTRATOR		2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2021 ACTUAL	2021 PROJECTION	2022 DEPT	COMMENT
11410000 435528	ROUTES REC	-19,380.76	.00	.00	.00	.00	.00	
11410000 511000	SALARIES	151,077.55	154,660.00	155,358.00	80,472.22	155,358.00	.00	
11410000 511200	OVERTIME	502.50	1,523.00	1,523.00	383.03	1,523.00	.00	
11410000 515005	RETIREMENT	10,256.16	10,544.00	10,591.00	5,457.73	10,591.00	.00	
11410000 515010	SOC SEC	9,328.51	9,686.00	9,729.00	5,003.07	9,729.00	.00	
11410000 515015	MEDICARE	2,181.85	2,267.00	2,278.00	1,172.41	2,278.00	.00	
11410000 515020	HLTH INS	24,905.50	37,608.00	37,608.00	21,781.30	37,608.00	.00	
11410000 515025	DENTAL INS	1,175.96	1,568.00	1,568.00	914.62	1,568.00	.00	
11410000 515030	LIFE INS	34.50	36.00	36.00	21.00	36.00	.00	
11410000 515040	WORK COMP	89.74	62.00	63.00	30.74	63.00	.00	
11410000 515700	ED & TRAIN	280.00	.00	.00	.00	.00	.00	
11410000 522025	TELEPHONE	1,382.39	1,606.00	1,606.00	665.00	1,606.00	1,498.00	
11410000 531000	OFFIC SUPL	2,072.79	800.00	800.00	61.00	800.00	880.00	
11410000 531050	POSTAGE	6.95	220.00	220.00	.00	220.00	220.00	
11410000 531060	PRINTING	315.38	450.00	450.00	.00	450.00	450.00	
11410000 532000	BK/PUB/SUB	300.00	650.00	650.00	.00	650.00	650.00	
11410000 532500	DUES	1,371.50	1,534.00	1,534.00	1,392.93	1,534.00	1,520.00	
11410000 533010	CONF/SEM	878.83	2,460.00	2,460.00	350.00	2,460.00	2,525.00	
11410000 533200	MILEAGE	290.16	910.00	910.00	.00	910.00	875.00	
11410000 553100	EQUIP SERV	.00	300.00	300.00	.00	300.00	225.00	
11410000 599000	IT POOL	794.00	204.00	204.00	204.00	204.00	204.00	
TOTAL ADMINISTRATOR		187,863.51	227,088.00	227,888.00	117,909.05	227,888.00	9,047.00	
TOTAL REVENUE		-19,380.76	.00	.00	.00	.00	.00	
TOTAL EXPENSE		207,244.27	227,088.00	227,888.00	117,909.05	227,888.00	9,047.00	
GRAND TOTAL		187,863.51	227,088.00	227,888.00	117,909.05	227,888.00	9,047.00	

** END OF REPORT - Generated by TINA OSTERBERG **

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20221 2022 ANNUAL BUDGET

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2022 DEPT
ADMINISTRATOR					
11410000	522025 -				1,498.00 *
	(2) PHONES @ \$.25 EACH / MONTH		2.00	3.00	6.00
	ESTIMATED ANNUAL LONG DISTANCE		1.00	208.00	208.00
	MIFI DEVICE		12.00	40.00	480.00
	MONTHLY FAX		12.00	25.00	300.00
	CELL PHONE		12.00	42.00	504.00
11410000	531000 -				880.00 *
	MISC OFFICE SUPPLIES		1.00	880.00	880.00
11410000	531050 -				220.00 *
	4 ROLLS OF STAMPS FOR VENDOR AND MISCELLANEOUS MAILINGS		4.00	55.00	220.00
11410000	531060 -				450.00 *
	BUDGET PRINTING AND SUPPLIES		1.00	450.00	450.00
11410000	532000 -				650.00 *
	PROFESSIONAL PUBLICATIONS/SUBSCRIPTIONS		1.00	650.00	650.00
11410000	532500 -				1,520.00 *
	GOVERNMENT FINANCIAL OFFICERS ASSOCIATION (GFOA)		1.00	305.00	305.00
	WISCONSIN COUNTY EXECUTIVES & ADMINISTRATORS ASSOCIATION (WCEA)		1.00	120.00	120.00
	INTERNATIONAL CITY/COUNTY MANAGEMENT ASSOCIATION (ICMA)		1.00	900.00	900.00
	WISCONSIN CITY/COUNTY MANAGEMENT ASSOCIATION (WCMA)		1.00	170.00	170.00
	WISCONSIN GOVERNMENT FINANCE OFFICERS ASSOCIATION (WGFOA)		1.00	25.00	25.00
11410000	533010 -				2,525.00 *
	WCMA CONFERENCE - APPLETON (WINTER) OR GREENBAY (SUMMER)		1.00	250.00	250.00
	WCEA		1.00	200.00	200.00
	WCA ANNUAL CONFERENCE		2.00	175.00	350.00
	WCA LEGISLATIVE EXCHANGE - MADISON, WI		1.00	150.00	150.00
	VARIOUS HOTEL/PARKING/MEALS		1.00	950.00	950.00
	ADMINISTRATIVE OFFICE SPECIALIST CONF.		1.00	400.00	400.00
	ADMINISTRATIVE OFFICE SPECIALIST HOTEL/PARKING		1.00	225.00	225.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20221 2022 ANNUAL BUDGET

ACCOUNTS FOR:

ADMINISTRATOR	VENDOR	QUANTITY	UNIT COST	2022 DEPT	
11410000 533200 -	MEETINGS/CONFERENCES TRAVEL EST. 1,750 MILES x .50	1,750.00	.50		875.00 * 875.00
11410000 553100 -	PRINT MANAGEMENT - TONER	1.00	225.00		225.00 * 225.00
11410000 599000 -	SEE IT POOL DETAIL BACK OF BOOK 1.	1.00	204.00		204.00 * 204.00
TOTAL ADMINISTRATOR					9,047.00
TOTAL REVENUE					.00
TOTAL EXPENSE					9,047.00
GRAND TOTAL					9,047.00

** END OF REPORT - Generated by TINA OSTERBERG **



Monroe County
Information Technology Department
14345 County Highway B
Sparta, WI 54656
(608) 269-8696

Monroe County Network and Computer Use Policy – All Departments

Overview

The purpose of this policy is to define acceptable usage of Monroe County's network and computer devices. This policy is to protect Monroe County's employees, partners and the residents from illegal or damaging actions by individuals, either knowingly or unknowingly. Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and application services are the property of Monroe County. Effective security is a team effort involving the participation and support of every Monroe County employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly. This policy covers accessing our network, passwords, security, prohibited use, and user responsibility.

Purpose

This policy is in place to protect the employees and Monroe County as an organization. Inappropriate use of the computer systems can expose Monroe County to risks, including virus attacks, compromise of network systems, services and data, the loss of sensitive or county confidential data, system down time, and disruptions to business services.

Scope

This policy applies to full-time employees, part-time employees, independent contractors, on-call employees, limited term employees (LTEs), consultants, elected officials, and other third parties.

This policy covers all computer devices, hand held devices, and network equipment that are used and operated for conducting Monroe County business and the connectivity hardware and media of those devices. Devices include: workstations, laptops, smartphones, iPads, all tablets, printers, or any other components that connect to the network or computer device.

Usage

Monroe County provides computer/laptop devices and network access as a professional resource for employees to fulfill business needs and is not intended for personal use.

- You may access, use or share Monroe County Information and/or Information Systems only to the extent it is authorized and necessary to fulfill your assigned job duties.
- Monroe County information stored on electronic and computing devices must be protected through legal or technical means that information is protected.
- You have a responsibility to promptly report the damage, theft, loss or unauthorized disclosure of Monroe County information and/or Information Systems.
- For security and network maintenance purposes, authorized individuals within the Monroe County Information Technology Department may monitor equipment, systems and network traffic at any time.
- The Monroe County Information Technology Department reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

Access

Any user (remote or internal) accessing Monroe County network and/or devices must be authenticated through the use of a unique user ID and Password. Other methods of authentication may be used but must be approved by the Monroe County Information Technology Department.

The unique user ID assigned to each individual is used for access and control to data and systems. All logging and tracking requirements for privacy, auditing, security and monitoring are recorded based on this unique user ID. Users will be held responsible for all actions taken under their user ID as recorded by our network and systems. It is strictly forbidden that your user ID and password be used by others.

Obtaining User Id and Password

In order to issue a user id and password, the Monroe County Information Technology Department must receive the following:

- Notification from the Department Head/supervisor and/or Personnel Department indicating needed applications and data access.
- The user must read and sign this policy, acknowledging acceptance thereof.
- Users needing access to data owned by another department will only be granted access upon written approval from his/her Department Head and the data's owner.

Passwords

- Passwords must conform to the following:
 - Must be at least eight (8) characters long
 - Must contain at least one alphabetic and one non-alphabetic character. Non-alphabetic characters include numbers (0-9) and punctuation.
 - Must contain at least one lower case and one upper case alphabetic character.
 - Must not be similar to passwords that they had previously employed.
 - Must be difficult to guess. Do not use derivatives of user-IDs, and common character sequences such as "123456" must not be employed. Likewise, personal details such as spouse's name, automobile license plate, social security number, and birthday must not be used unless accompanied by additional unrelated characters. User-chosen passwords must also not be any part of speech. For example, proper names, geographical locations, common acronyms, and slang must not be employed.
- Each user of Monroe County computer systems will be given only three attempts to enter a correct password. If a user has incorrectly entered a password three consecutive times, the user ID will be deactivated until IT staff authenticates the user's identity and then resets the password.
- All users will be automatically forced to change their passwords upon receipt of an IT issued password and at least once every forty-five (45) days.
- Users must never write down or otherwise record their password.
- Users must never reveal their user id or account password to others or allow the use of their account by others.
- All passwords must be promptly changed if they are suspected of being disclosed, or known to have been disclosed to unauthorized parties.
- Users may request a password reset by e-mail, phone or in person. For non-employees your password will not be given verbally but will be sent to your registered email address.
- Every work account should have a different, unique password.
- Whenever possible, also enable the use of multi-factor authentication.

Security

Monroe County will implement physical and technical safeguards to ensure the integrity of the county hardware, systems and data.

Users will be granted access to information on a “need-to-know” basis. That is, users will only receive access to the minimum applications and privileges required to perform their jobs.

It is the responsibility of the user to practice the following security measures:

- Do not allow others access through your user ID and password. Providing access to another individual, either deliberately or through failure to secure its access, is prohibited.
- Secure workstations (screen lock or logout) prior to leaving area to prevent unauthorized access.
- You must lock the screen or log off when the device is unattended.
- Log out of all applications when not in use.
- Complying with all applicable password policies and procedures.
- Never install unauthorized software on any workstation/laptop/device.
- Know the level of security associated to network drives and system directories when storing data.
 - Personal Access – can only be seen by user (currently Z:)
 - Department Access – can only be accessed only by users associated to the Department
- Do not store sensitive information on workstation/laptops, instead store all sensitive information, including protected health information (PHI) in a network directory.
- Ensure that monitors are positioned away from public view.
- Do not store sensitive data on portable storage devices such as CD, DVD, and USB.
- Never use portable storage devices (CD, DVD, USB, etc) from unknown or suspicious sources.
- Never download files from unknown or suspicious sources
- Must never disable or interfere with the anti-virus software unless given explicit permission from Monroe County IT Management
- Must never disable or interfere with the firewall unless given explicit permission from Monroe County IT Management
- Ensure proprietary software per your department is up to date.
- Ensure workstations are left on but logged off in order to facilitate after-hours updates.
- Ensure workstations and laptops are restarted at least weekly, in order to facilitate after-hours updates.
- Exit running applications and close open documents at the end of the day or when away from the device for an extended period.
- If a user has any questions or suspicions regarding emails or files they must contact the IT Department immediately.

Prohibited

The following activities are strictly prohibited:

- To engage in any activity that is illegal under local, state, federal or international law while using Monroe County-owned resources.
- Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Monroe County.
- Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music.
- Pornography, Child Pornography, Nudity or other Sexually Explicit Material; not specifically related to your job duties.
- Deliberately create, propagate or distribute malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
- Logging into a device with an account that the user is not expressly authorized to access.

Prohibited (continued)

- Disrupt network communications. this includes, but is not limited to, network sniffing, ping floods, packet spoofing, denial of service, port scanning or security scanning and forged routing information.
- Port scanning or security scanning is expressly prohibited.
- Executing any form of network monitoring which will intercept data.
- Circumventing user authentication or security on any network, workstation, device or system.
- Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's session.
- Export or Copy information about, or lists of, Monroe County employees to parties outside Monroe County.
- Copy or Export county-owned software, intellectual property
- Copy, export and distribute data not specifically related to your job duties.
- Using any Instant Messaging (IM) software communications service that enables you to create a kind of private chat room with another individual in order to communicate in real time over the Internet from any device.
- Connecting any devices not owned by or leased by Monroe County without approval from Monroe County IT Management.
- Keeping food and drink within range of any computer devices in which an accidental spill could contact the device.

All Remote Access

This section covers additional requirements needed for those connecting remotely through an Internet connection.

Remote access privileges will only be granted to those who have a need based on work requirements and are allowable under their position's personnel contracts.

To obtain access to Monroe County network via a VPN or Remote Access the following procedure will be followed:

- Complete a Monroe County Telework Agreement, signed by your Department Head, and have it approved by the Personnel Department.
- Monroe County IT Department will then install the appropriate software and/or guide the user on how to gain remote access.

Those persons granted remote access privileges to Monroe County's network must abide by all the conditions within this policy, including the following:

- Only Monroe County-owned devices are allowed to connect, unless approved by the Monroe County IT Department.
- Must use Monroe County VPN Client software or Remote Access method. Any other proposed method must obtain approval from the Monroe County IT Department prior to use.
- Connections are limited to an absolute connection time of 24 hours. Exceptions to this will need prior approval from the Monroe County IT Department.

The user is responsible for:

- Selecting an Internet Service Provider (ISP), coordinating installation, installing any required software, and paying associated fees.
- Though strongly discouraged, if not using Monroe County-owned equipment, equipment used must be configured to comply with Monroe County's standards. This includes maintaining current patch levels, and security patches.
- Exceptions to this will need prior approval from the Monroe County IT Department.

Enforcement and Violations

Any violation of this policy or unlawful use will be reported to and reviewed by Monroe County officials on a case-by-case basis. Depending upon the severity and impact of the violation any or all of the following may occur:

- Loss of internet privileges
- Disciplinary action up to and including termination
- Report violation to legal authorities



Monroe County
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Monroe County Software Installation Policy – All Departments

Overview

Allowing employees to install software on Monroe County computing devices opens the organization up to unnecessary exposure. Conflicting file versions or Dynamic Link Library (DLL) which can prevent programs from running, the introduction of malware from infected installation software, unlicensed software which could be discovered during audit, and programs which can be used to hack the organization's network are examples of the problems that can be introduced when employees install software on county equipment.

Purpose

The purpose of this policy is to outline the requirements around the installation of software on any Monroe County's computing devices. To minimize the risk of loss of program functionality, the exposure of sensitive information contained within Monroe County's computing network, the risk of introducing malware, and the legal exposure of running unlicensed software.

Scope

This policy applies to all Monroe County employees, contractors, vendors and agents with Monroe County-owned devices. This policy covers all computers, servers, smart phones, tablets and other computing devices operating.

Policy

- Employees may not install unauthorized software on Monroe County's computing devices operated within the Monroe County network.
- Software requests must first be approved by the Department Head/Supervisor and then be made to the Information Technology Help Desk in writing or via email. IS.HelpDesk@co.monroe.wi.us
- Software must be selected from an approved software list, maintained by the Information Technology department, unless no selection on the list meets the requester's need.
- The Information Technology Department will obtain and track the licenses, test new software for conflict and compatibility, and perform the installation.



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Monroe County Email Policy – All Departments

Overview

Electronic email is pervasively used in almost all industry verticals and is often the primary communication and awareness method within an organization. At the same time, misuse of email can post many legal, privacy and security risks, thus it's important for users to understand the appropriate use of electronic communications.

Purpose

The purpose of this email policy is to ensure the proper use of Monroe County email system and make users aware of what Monroe County deems as acceptable and unacceptable use of its email system. This policy outlines the minimum requirements for use of email within Monroe County Network.

Scope

This policy covers appropriate use of any email sent from an Monroe County email address and applies to all employees, vendors, and agents operating on behalf of Monroe County.

Policy

- All use of email must be consistent with Monroe County policies and procedures of ethical conduct, safety, compliance with applicable laws and proper business practices.
- Monroe County email accounts should be used for Monroe County business-related purposes; non-Monroe County related uses are prohibited.
- The Monroe County email system should not be used to harass or make threats, nor be offensive or disruptive in nature; should not include language or images related to race, gender, age, sexual orientation, unless specifically related to your job duties; pornography, religious or political beliefs, national origin, or disability, unless specifically related to your job duties; should not present personal views as the county's own; should not engage in commercial activity unrelated to the county; should not unlawfully distribute copyrighted material; and should not share confidential material, trade secrets, or proprietary information outside of the county, unless specifically related to your job duties. Employees who receive any emails with this content from any Monroe County employee should report the matter to their supervisor/Department Head/Personnel Department immediately.
- Users are prohibited from automatically forwarding Monroe County email to a third-party email system. Individual messages which are forwarded by the user must not contain Monroe County confidential or above information, unless specifically related to your job duties.
- Use of Monroe County resources for personal emails is not acceptable.
- Sending chain letters or joke emails from an Monroe County email accounts is prohibited.
- Monroe County may monitor messages without prior notice.



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Monroe County Privileged Access Policy – All Departments

Overview

Due to the operational knowledge and elevated access to sensitive Monroe County information technology systems, individuals with Privileged or Administrative Access (“Privileged Access”) are in a unique position of trust and responsibility. Privileged Access enables an individual to take actions which may affect computing systems, network communication, or the accounts, files, data or processes of other users.

Purpose

To ensure proper controls are implemented to mitigate Privileged Access and the increased risk that follows.

Scope

Privileged Access is typically granted to system administrators, network administrators, and staff performing system/computer account administration or other such employees whose job duties require special privileges over a computing system or network. A Privileged Access user could be an Monroe County employee, elected official, a contractor or vendor engaged by the county.

Policy

Privileged Access use must be reserved for tasks that require the use of Privileged Access. If methods other than using Privileged Access will accomplish a task, those other methods must be used. If a Privileged Access user must submit data or access a system as an end user, traditional means must be used to submit data or access a system (i.e. If a system administrator must submit their annual benefit elections, they must do so as a normal user and not through privileged access not available to other users.)

Every user of the system should operate using the least set of privileges necessary to complete the task. This principle limits the damage that can result from an accident or error. It is important these individuals be familiar with relevant policies and government regulations.

The below must be adhered to:

- Privileged Access users must use individual accounts with unique usernames and passwords that comply with the Password Policy. If there is a business need for shared credentials, an approved password storage system must be used.
- Access to the password storage system must be controlled by an approved multi-factor authentication (Implementation forthcoming).
- The Principle of Least Privilege must be followed. Privileged Access users must have access set to the lowest level of access needed to accomplish their job functions.
- Monroe County Information Technology Director must approve all Privileged Access accounts and review all users with Privileged Access annually to determine if Privileged Access is still needed and to review what level of access is appropriate.
- Privileged Access users should only have access on a need to know basis.
- The users should only have access to, and knowledge of, only the data needed to do their job functions.
- Privileged Access users’ desktop or laptop computers must be Monroe County owned and must be managed by Monroe County controlled endpoint protection services.

- When utilizing Privileged Access to access Monroe County systems, users must connect via the Monroe County network. If access is required when remote, then the user must use the VPN.
- Individuals with Privileged Access must respect the rights of the system users, respect the integrity of the systems and related physical resources, and comply with all relevant laws, policies and regulations.
- In all cases, access to other individuals' electronic information shall be limited to the least perusal of contents and the least action necessary to resolve a situation. Individuals also have an obligation to keep themselves informed regarding any procedures, business practices and operational guidelines pertaining to the activities of their team.
- Personnel with Privileged Access must review the details of all policies, specifically those related to information technology.
- Privileged Access users shall take necessary precautions to protect the confidentiality and integrity of information encountered in the performance of their duties. If, during the performance of their duties, users observe strange activity or evidence indicating misuse, they must immediately notify the Monroe County Information Technology Department.



Monroe County Privileged Access Policy Acknowledgment

I acknowledge that I have personally received a copy of the Monroe County Privileged Access Network and Computer Use Policy. I have read and understand fully all contents of this policy and will uphold the obligations and restrictions contained within this policy. I also understand violations of the Monroe County Privileged Access Network and Computer Use Policy and will be subject to Monroe County progressive disciplinary actions which may result in termination.

Employee Signature: _____ Date: _____



Monroe County
Information Technology Department
14345 County Highway B
Sparta, WI 54656
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Monroe County Clean Desk Policy – All Departments

Overview

A clean desk policy can be an important tool to ensure that all sensitive/confidential materials are removed from an end user's workspace and locked away when the items are not in use or an employee leaves his/her workstation. It is one of the top strategies to utilize when trying to reduce the risk of security breaches in the workplace. Such a policy can also increase employee's awareness about protecting sensitive information.

Purpose

The purpose for this policy is to establish the minimum requirements for maintaining a "clean desk" – where sensitive/critical information about our employees, our intellectual property, our customers and our vendors is secure in locked areas and out of site. A Clean Desk policy creates a professional appearance, but it is also part of standard basic privacy controls.

Scope

This policy applies to all Monroe County employees. This policy applies to full-time employees, part-time employees, independent contractors, on-call employees, limited term employees (LTEs), consultants, elected officials, and other third parties.

Policy

- Employees are required to ensure that all sensitive/confidential information in hardcopy or electronic form is secure in their work area at the end of the day and when they are expected to be gone for an extended period.
- Computer workstations must be locked when workspace is unoccupied.
- Any Restricted or Sensitive information must be removed from the desk and secured when the desk is unoccupied and at the end of the workday.
- File cabinets containing Restricted or Sensitive information must be kept closed and locked when not in use or when not attended.
- Keys used for access to Restricted or Sensitive information must not be left at an unattended desk.
- Passwords may not be left on sticky notes posted on or under a computer, nor may they be left written down in an accessible location.
- Whiteboards containing Restricted and/or Sensitive information should be erased.
- Secure portable computing devices such as laptops and tablets, when not in use.
- Treat mass storage devices such as CDROM, DVD or USB drives as sensitive and should be secured when not in use.
- All printers and fax machines should be cleared of papers as soon as they are printed; this helps ensure that sensitive documents are not left in printer trays for the wrong person to pick up.
- On work PCs/laptops/tablets, the "desktop" screens should not have restricted or sensitive information. Files should be stored on network share drives that are routinely backed up.
- Any confidential information should be cleared off the computer screen, reducing the risk of data breaches and identity theft.



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Information Technology Department
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Monroe County Information Technology Policies
Acknowledgment

I acknowledge that I have personally received a copy of the following Monroe County Information Technology policies. I have read and understand fully all contents of these policies and will uphold the obligations and restrictions contained within these policies. I also understand violations of the Monroe County Information Technology policies and will be subject to Monroe County progressive disciplinary actions up to and including termination.

Please initial below next to each policy you have received, reviewed, and understand.

_____ Monroe County Network and Computer Use Policy

_____ Monroe County Email Policy

_____ Monroe County Software Installation Policy

_____ Monroe County Clean Desk Policy

Employee Signature: _____ Date: _____

Witness Signature: _____ Date: _____