



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: SPECIAL FINANCE MEETING

TIME: 1:30 p.m.

PLACE: Justice Center
Monroe County Board Assembly Room
(South Side/Oak Street Entrance)
1st Floor – Room #1200
112 South Court Street
Sparta, WI 54656

DATE: Monday, July 8, 2019

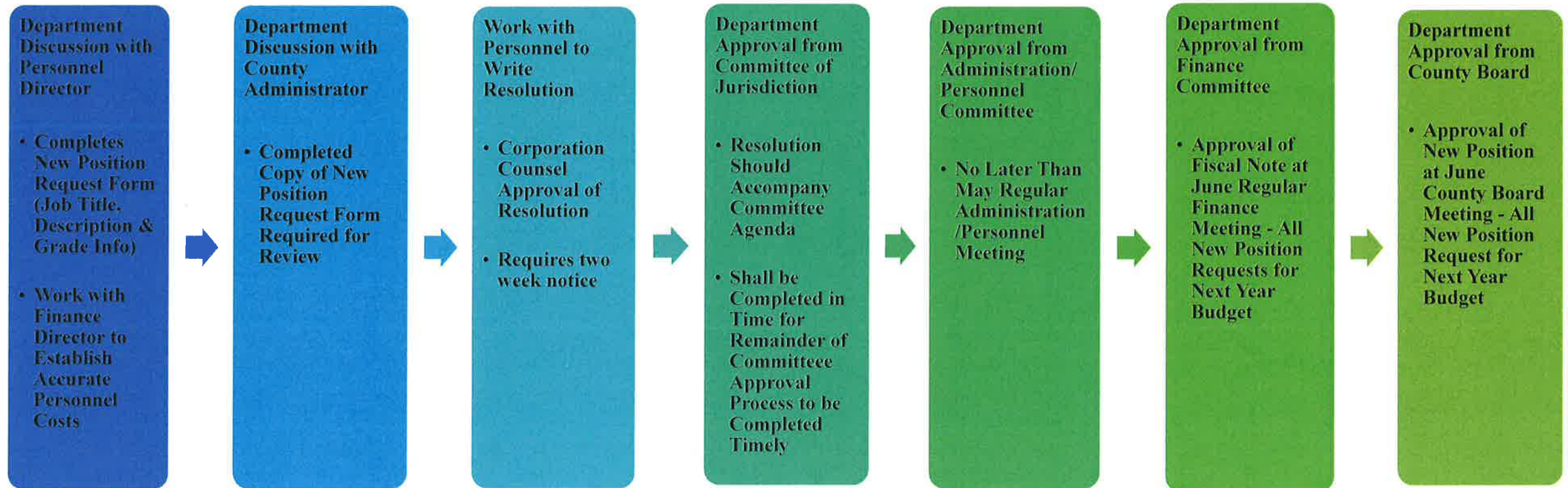
SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Revolving Loan Fund Close – Discussion/Action
David Pawlisch from the Bureau Director from the Department of Administration Division of Energy, Housing and Community Resources will be Present
3. Future New Position Request Process
4. Finance Committee Duties
5. 2020 Budget Process
6. Adjournment

Cedric Schnitzler, Committee Chair
Date notices mailed: June 27, 2019

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.

NEW POSITION REQUEST REQUIREMENTS & TIMELINE



FINANCE COMMITTEE COMPOSITION AND DUTIES

- A. **COMPOSITION.** The Finance, Claims and Insurance Committee shall consist of five (5) County Board Supervisors.
- B. **DUTIES.** The duties of the Committee shall be to:
- (1) Serve as committee of jurisdiction for the following departments County Treasurer, Finance Department and Library Planning/Funding.
 - (2) Review and approve County Administrator's Annual Budget and the Tax Levy for publication.
 - (3) Review and approve modifications to the annual adopted budget through Budget Adjustments, Line Item Transfers or Re-Purpose of Funds.
 - (4) Review and/or amend any proposed fiscal notes of a resolution on how funding for the request should be handled if the resolution is approved.
 - (5) Recommend the designated depositories for County Board of Supervisors approval and assist the Treasurer with the investment of county funds.
 - (6) Review and recommend approval of cancellation of outstanding checks annually.
 - (7) Review and recommend financing plans for capital projects that require Debt Service Funding.
 - (8) Be responsible for the appraisal and updating of County buildings and contents and approve County property and liability insurance protection.
 - (9) Forwards denial of liability claims against the County to the full board for approval.
 - (10) Serve as the oversight committee for Worker's Compensation policies, procedures and activities.
 - (11) Set the self-funded Workers' Compensation rates for annual budget.
 - (12) Review and grant or deny approval of all County credit card requests. The Finance Committee will review any failures to comply with the County Credit Card Policy and determine if it warrants cancellation of an employee's credit card.

- (13) Serve as the oversight committee for Accounting and Financial policy and procedures.
- (14) Review and approve all expense vouchers for County Board Supervisors.
- (15) Review and approve all County department disbursement journal.
- (16) Evaluate all requests for an increase in hours to an approved county position or requests for a new employee position and recommend to the County Board of Supervisors in the fiscal note of the resolution how funding for the request should be handled if the resolution is approved.
- (17) Ensure that all departments are audited and audit recommendations are reviewed and necessary action taken.
- (18) Perform and/or execute other additional work or duties as may from time to time be required or authorized by state law, County Board Ordinance or Resolution or as delegated by the Chairman of the Monroe County Board of Supervisors and County Administrator.



MONROE COUNTY ADMINISTRATION DEPARTMENT

Tina Osterberg, CPA
County Administrator
124 N Court Street
Sparta, WI 54656

Email: Tina.Osterberg@co.monroe.wi.us
Phone: 608-269-8944
Fax: 608-366-1809

2020 Budget Timeline

June

27th Budget Kick-off Meeting with Dept. Heads

July

- Departments should be entering budget information into Munis
- 2020 budget discussions with committee of jurisdiction by departments
- Payroll projection processing – Administrator and Finance

August

- 2020 budget discussions with committee of jurisdiction by departments
 - Payroll projection processing – Administrator and Finance
- 23rd -Budget due to Administrator (small departments)

September

- 3rd -Budget due to Administrator (large departments)
(Child Support, Highway, Human Services, Information Systems, Maintenance, Rolling Hills, & Sheriff)
- Administrator compiles budget; meets with all departments

October

- 7th -Administrators preliminary budget approved for publication
- 21st-22nd -Department budget meetings with Finance Committee

November

- 6th -Public Hearing – County Board Approval/Adoption