



MONROE COUNTY BOARD OF SUPERVISORS

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

NOTICE OF MEETING

COMMITTEE: FINANCE COMMITTEE
TIME: 9:00 a.m.
PLACE: Monroe County
County Board Assembly Room
210 W. Oak Street - Room 1200
Sparta, WI 54656
DATE: Wednesday, August 21, 2024

SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next Month's Meeting Date/Time
3. Minutes Approval of July 17, 2024
4. Public Comment
5. Request for Credit Card Approval – Discussion/Action
 - a. Human Resources
6. Notice of Re-Purpose of Funds – Discussion/Action
 - a. Rolling Hills (2)
 - b. Highway (2)
7. Notice of Budgetary Adjustment(s) – Discussion/Action
 - a. Land Records
 - b. Veteran Services
 - c. Health Department (3)
8. New Bank Account for Economic Development & Tourism Conference – Discussion/Action
9. Fiscal Note on Resolution(s) – Discussion/Action
 - a. Resolution Authorizing and Approving the Natural Resource Conservation Service Plan for the Decommissioning of Dams in the Coon Creek Watershed and Securing Grant Agreements for Services
 - b. Resolution Authorizing the Establishment of a Full-Time Environmental Health Coordinator in the Monroe County Health Department
 - c. Resolution Authorizing the Establishment of a Full-Time Community Health Manager in the Monroe County Health Department
10. Resolution(s) – Discussion/Action
 - a. Resolution Creating Monroe County Grant Administration Policy
 - b. Resolution Approving Amendment to Monroe County Code of Ordinances, Chapter 14, Finance and Taxation, Section 14-72, Purchasing
11. Monroe County Accounting & Financial Policies Procedures Manual Update – Purchasing Policies and Procedures – Discussion/Action
12. Procedure and Form for Opioid Settlement Funding Request – Discussion/Action
13. Drug Court 2025 Budget – Discussion/Action

**FINANCE MEETING
August 21, 2024 Agenda**

14. Treasurer
 - a. Monthly Treasurer's Report
 - b. Treasurer Department Monthly Report Review
 - c. Investment Interest Rates - Discussion
 - d. Pending Tax Appeals - Discussion
 - e. In-Rem Discussion
 - f. 2025 Budget Presentation

15. Finance
 - a. Monthly Financial Report
 - b. Finance Department Monthly Report Review
 - c. Health Insurance Update
 - d. 2025 Budget Presentation

16. Monthly Approvals – Discussion/Action
 - a. Notice of Donations/User Fees Received Budget Adjustment
 - b. County Disbursement Journal Approval
 - c. County Board Monthly Per Diem and Voucher Approval

17. Next Month's Agenda Items

18. Adjournment

Toni Wissestad, Committee Chair
Date notices mailed: August 16, 2024

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.

Finance Committee
July 17, 2024

Present: Toni Wissestad, Cedric Schnitzler, Wallace Habegger, Doug Rogalla, David Pierce
Others: Tina Osterberg, Mindy Hemmersbach, Diane Erickson, Chris Weaver, Wes Revels, Tiffany Giesler, Tracy Thorsen, Lisa Aldinger Hamblin, Adam Balz, Derek Pierce, Adrian Lockington, David Ohnstad, Eric Weihe, Members of the public, Press.

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

- Next Meeting Date – Wednesday, August 21, 2024 in the Monroe County Assembly Room at 9:00 a.m.
Budget Meeting Dates: October 10, October 21, October 23.
- Minutes Approval - Motion by Doug Rogalla second by Wallace Habegger to approve the June 19, 2024 minutes. Carried 5-0.
- Public Comment – No individuals spoke to the Finance Committee.
- Budget Adjustments:
 - a. Jail – Motion by Doug Rogalla second by Wallace Habegger to approve budget adjustment. Chris Weaver, Chief Deputy explained the 2024 budget adjustment in the amount of \$7,490.00 for state SCAPP funds received. Discussion. Carried 5-0.
 - b. Health Department – Motion by David Pierce second by Cedric Schnitzler to approve budget adjustment. Tiffany Giesler, Health Director explained the 2024 budget adjustment in the amount of \$24,590.79 for Department of Health Services Grant. Discussion. Carried 5-0. Motion by David Pierce second by Cedric Schnitzler to approve budget adjustment. Tiffany Giesler, Health Director explained the 2024 budget adjustment in the amount of \$898.00 for federal grant. Carried 5-0.
- Resolutions
 - a. Resolution to Increase the Non-Resident Reimbursement Rates for Monroe County Libraries – Motion by Cedric Schnitzler second by Doug Rogalla to approve resolution. Adam Balz, County Board Supervisor explained that Monroe County is currently reimbursing libraries at 80%. This resolution recommends a 5% adjustment for the following years: 2025, 2026 & 2027 until 100% reimbursement is attained. Discussion. Carried 4-1.
 - b. Resolution Authorizing Monroe County Payment to Town of Greenfield for Covia Tax Appeal – Motion by Wallace Habegger second by Doug Rogalla to approve resolution. David Pierce explained request for payment to the Town of Greenfield for Monroe County's share of the Covia tax appeals. Discussion. Motion by Doug Rogalla second by Cedric Schnitzler to update the payment due date to July 31 in line #19, statement of purpose and fiscal note. Discussion. The amendment carried 4-0, David Pierce abstained. The resolution as amended carried 4-0, David Pierce abstained.
 - c. Resolution Authorizing Monroe County to Enter into the Settlement Agreement with the Kroger Co. and Agree to the Terms of Addendum Two to the MOU Allocating Settlement Proceeds – Motion by David Pierce second by Cedric Schnitzler to approve resolution. Tina Osterberg, County Administrator explained settlement agreement with Kroger Co. Discussion. Carried 4-1.
 - d. Resolution Approving Amendment to Monroe County Code of Ordinances, Chapter 14, Finance and Taxation, Section 14-72, Purchasing – Motion by Doug Rogalla second by David Pierce to approve resolution. Tina Osterberg, County Administrator explained amendment to section 14-72 of the purchasing ordinance. Discussion. It was a recommendation to add state grants to the policy. Discussion. The updated Request for Proposal Policy is currently in draft form at the Administration & Personnel Committee and has not yet been approved. Motion to table the resolution by Doug Rogalla second by Wallace Habegger. Carried 5-0.
 - e. Resolution Creating Monroe County Grant Administration Policy – Members discussed that they needed more time to review the policy. Motion to table resolution by Doug Rogalla second by Wallace Habegger. Carried 5-0.

- Fiscal note on resolution
 - a. Resolution Approving and Establishing Monroe County Ordinance Article IV, Public Health Standards for Lodging, Recreation and Food Establishments – Motion by David Pierce second by Cedric Schnitzler to approve fiscal note. Tiffany Giesler, Health Director explained the collection of licensing and permitting fees to cover the cost of performing the duties of the agent of the state locally. Discussion. Carried 4-1.
 - b. Resolution to Approving the Monroe County Open Space Management Plan 2024-2029 – Pulled from the agenda. The resolution is currently at the committee of jurisdiction level.
 - c. Resolution Authorizing the Completion of Space Planning for a Consolidated Government Building - Motion by David Pierce second by Toni Wissestad to approve fiscal note. Tina Osterberg, County Administrator explained funding from the general fund to conduct space planning and updated building project cost estimates. Discussion. Carried 3-2.

- Treasurer –
 - a. Mindy Hemmersbach, Treasurer provided the Monthly Treasurers Report.
 - b. Treasurer Department Monthly Report Review.
 - c. Pending Tax Appeals – Mindy explained she has no new information.
 - d. In-Rem Discussion – Tina Osterberg, County Administrator explained that the sand mine parcels are currently in the foreclosure process.

- Finance –
 - a. Diane Erickson, Finance Director provided the Monthly Finance Director Report.
 - b. Finance Department Monthly Report Review.
 - c. Monroe County Accounting & Financial Policies Procedures Manual Update – Employee, Department Head and Board of Supervisors Business Travel – Diane explained the updates to the business travel section of the manual. Discussion. Motion by Doug Rogalla second by Wallace Habegger to approve manual update for business travel. Carried 5-0.
 - d. Monroe County Accounting & Financial Policies Procedures Manual Update – Purchasing Policies and Procedures – Tina Osterberg, County Administrator asked to table the discussion since the resolution to amend ordinance 14-72, Purchasing was tabled. Motion by Doug Rogalla second by David Pierce to table to next month. Carried 5-0.

- New Bank Account for Suicide Prevention Task Force – Tina Osterberg, County Administrator explained the request to create a new bank account for the Suicide Prevention Task Force. Motion by Doug Rogalla second by David Pierce to approve new bank account for the suicide prevention task force. Discussion. Carried 5-0.

- Procedure for Opioid Settlement Funding Request – The opioid settlement funds request form was provided to members. Chair Toni Wissestad asked members to take the time to review the document and provide feedback to the committee next month. It was also suggested to send the draft procedure to the department heads for feedback. Discussion. Eric Weihe, Justice Programs Director suggested to have the task force provide some input to the Finance Committee regarding the requests. There is concern that all requests need to be looked at and in a fair matter. The committee consensus is to have the Finance Committee make the final approval. Collaboration was also discussed. This item will be reviewed next month.

Doug Rogalla was excused from the meeting at 11:00 a.m.

- Federal/State Funding Tracking – Tina Osterberg, County Administrator explained that as part of the annual audit, every federal/state award collected is included in the budget.

- New Position Fiscal Note Review – Chair Toni Wissestad explained that the Health Department & Human Services Department have mechanisms in place which federal/state positions are reviewed. Tracy Thorsen, Human Services Director explained that the positions are built into the budget. Tiffany Geisler, Health Director explained that she internally holds charts of all of her positions and their history

- Monthly Approvals –

- a. Notice of Donations/User Fees Received Budget Adjustment - Motion by Wallace Habhegger second by David Pierce to approve the Monthly Notice of Donations/User Fees Received Budget Adjustment. Carried 5-0.
 - b. County Disbursement Journal - Motion by Wallace Habhegger second by Cedric Schnitzler to approve the monthly disbursement journal. Carried 5-0.
 - c. County Board Monthly Per Diem and Voucher – Motion by Wallace Habhegger second by David Pierce to approve the monthly Per Diems and Vouchers. Carried 5-0.
- Items for next month's agenda – Resolution Approving Amendment to Monroe County Code of Ordinances, Chapter 14, Finance and Taxation, Section 14-72, Purchasing; Resolution Creating Monroe County Grant Administration Policy; Resolution to Approving the Monroe County Open Space Management Plan 2024-2029; Monroe County Accounting & Financial Policies Procedures Manual Update – Purchasing Policies and Procedures; Procedure for Opioid Settlement Funding Request.
 - Motion by David Pierce second by Cedric Schnitzler to adjourn meeting at 11:16 a.m. Carried 4-0.

Shelley Bohl, County Clerk
Recorder

Request for Credit Card Approval

Department: Human Resources

Committee: Admin/Personnel

Name of Card Holder	Title of Position	Credit Card Limit
Hannah Olsen	Human Resources Coordinator	\$ 1,000.00

Justification for Credit Card(s):

<p>HR continues to expand programs and outreach and less vendors will invoice and let us cut a check. With a small department of two, the HR Coordinator would have the ability to make purchases for either background checks, the employee recognition program, or for the wellness initiatives. This position holds the responsibility for these programs and would be able to manage them within the established HR budget. Currently, there are items or processes held up.</p>

Department Head Approval: 

Date Approved by Committee of Jurisdiction: 08/13/24

Following this acceptance please forward to the County Clerk's Office.

Date Approved By Finance Committee: _____

Notice of Re-Purpose of Funds

MONROE COUNTY

Unanticipated Change of What Funds Were Budgeted For

Date: 8/7/2024
Department: Rolling Hills
Amount: \$ 1,135.00
Budget Year Amended: 2024

Does this Re-Purpose of Funds decrease future fund balance available for Debt Service Payments in future years?

Yes or No? No Explain: _____

Explanation/Reason funds are being re-purposed and affect on Program:
(If needed attached separate brief explanation.)

The Pergola cost is more than was anticipated as the running of electrical to the unit was an unexpected change. We have savings from the purchase of the Step Exercise bike in our capital budget and we would like to repurpose those funds to cover the cost to run electrical to the pergola in the main courtyard.

Original Budgeted Line's Purpose:

Org	Object	Project	Account Name	Original Purpose	New Purpose	Amount to Re-Purpose
64210990	581060		Movable equipment	Step Exercise bike	Pergola electrical	\$ 1,135.00
Total Adjustment						\$ 1,135.00

Department Head Approval: _____

Committee of Jurisdiction Approval: _____

Following this approval please forward to the County Clerk's Office.

_____ Date

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.

Date of publication of Class 1 notice of budget amendment: _____

Notice of Re-Purpose of Funds

MONROE COUNTY

Unanticipated Change of What Funds Were Budgeted For

Date: 8/7/2024
Department: Rolling Hills
Amount: \$ 815.00
Budget Year Amended: 2024

Does this Re-Purpose of Funds decrease future fund balance available for Debt Service Payments in future years?

Yes or No? No Explain: _____

Explanation/Reason funds are being re-purposed and affect on Program:
(If needed attached separate brief explanation.)

The auto-door opener cost is more than anticipated as the running of electrical to the doors was not included in the quote. We have savings from the purchase of the Step Exercise bike in our capital budget and we would like to repurpose those funds to cover the cost of the electrical for the auto-door openers.

Original Budgeted Line's Purpose:

Org	Object	Project	Account Name	Original Purpose	New Purpose	Amount to Re-Purpose
64210990	581060		Movable equipment	Step Exercise bike		
64210990	580550				auto door opener electrical	\$ 815.00
Total Adjustment						\$ 815.00

Department Head Approval: _____

Committee of Jurisdiction Approval: _____

Following this approval please forward to the County Clerk's Office.

_____ Date

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.

Date of publication of Class 1 notice of budget amendment: _____

Notice of Re-Purpose of Funds

MONROE COUNTY
Unanticipated Change of What Funds Were Budgeted For

Date: 8/20/2024
 Department: Highway
 Amount: \$ 500,000.00
 Budget Year Amended: 2024

Does this Re-Purpose of Funds decrease future fund balance available for Debt Service Payments in future years?

Yes or No? No Explain: _____

Explanation/Reason funds are being re-purposed and affect on Program:
(If needed attached separate brief explanation.)

A used self-propelled reclaimer/soil stabilizer was budgeted for 2024, with the intention of it being available as a revenue source for the Highway Department. Information received in 2024 determined that the unit would no longer be a viable revenue source due to changes in the marketplace. In place of the reclaimer, the purchase of other equipment from the 10-year replacement plan can be accelerated.

Original Budgeted Line's Purpose:

Org	Object	Project	Account Name	Original Purpose	New Purpose	Amount to Re-Purpose
73310281	581000		Acq. Of Capital Assets-Equipmer	Self-propelled Reclaimer/Soil Stabilizer	Hydraulic Excavator/Brush Chipper/Forestry Truck	\$ 500,000.00
Total Adjustment						\$ 500,000.00

Department Head Approval: _____

Committee of Jurisdiction Approval: _____

Following this approval please forward to the County Clerk's Office.

_____ Date

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.

Date of publication of Class 1 notice of budget amendment: _____

Notice of Re-Purpose of Funds
MONROE COUNTY
Unanticipated Change of What Funds Were Budgeted For

Date: 8/20/2024
 Department: Highway
 Amount: \$ 22,845.00
 Budget Year Amended: 2024

Does this Re-Purpose of Funds decrease future fund balance available for Debt Service Payments in future years?

Yes or No? No Explain: _____

Explanation/Reason funds are being re-purposed and affect on Program:
 (If needed attached separate brief explanation.)

The Tomah Garage Roof and Firewall project came in \$52,400 less than what was budgeted for, leaving a balance available for other building improvements. With the remaining funds, infrared heaters can be installed for the Sparta Garage wash bay, and the cement block storage building roof replacement at the Sparta Corporation Yard project can be completed in 2024 rather than 2025.

Original Budgeted Line's Purpose:

Org	Object	Project	Account Name	Original Purpose	New Purpose	Amount to Re-Purpose
73310283	580550		Acq. Of Capital Assets-Buildings	Tomah Roof/Firewall	Infrared Heaters-Wash Bay	\$ 8,500.00
73310283	580550		Acq. Of Capital Assets-Buildings	Tomah Roof/Firewall	Sparta Storage Building Roof	\$ 14,345.00
Total Adjustment						\$ 22,845.00

Department Head Approval: _____

Committee of Jurisdiction Approval: _____

Following this approval please forward to the County Clerk's Office.

_____ Date

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.

Date of publication of Class 1 notice of budget amendment: _____

MONROE COUNTY
Notice of Budgetary Adjustment
 Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: July 23, 2024
 Department: Land records
 Amount: \$1,350.00
 Budget Year Amended: 2024

Does this Budget Adjustment decrease future fund balance available for Debt Service Payments in future years?
 Yes or No? No Explain: Non-levy

Source of Increase / Decrease and affect on Program:
 (If needed attached separate brief explanation.)

My ESRI Software fee expense increased from \$16,000 to \$17,600. At the time I budgeted I was unaware of the pending increase. Fortunately, I had a separate bill come in \$250 below the expected expense. However, in order to pay the recent bill for our online lidar website annual maintenance, I will need request this budget adjustment of \$1,350, to cover my total annual expenses.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
11750000	493000		Land Records Fund Rollover	\$ 66,838.00	\$ 1,350.00	\$ 68,188.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 1,350.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
11750000	521415		Computer Operation	\$ 22,684.00	\$ 1,350.00	\$ 24,034.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 1,350.00	

Department Head Approval: 

Date Approved by Committee of Jurisdiction: _____ Date _____
Following this approval please forward to the County Clerk's Office.

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.

Date of publication of Class 1 notice of budget amendment: _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: July 1, 2024
 Department: VETERANS SERVICE OFFICE
 Amount: \$3,163.00
 Budget Year Amended: 2024

Does this Budget Adjustment decrease future fund balance available for Debt Service Payments in future years?

Yes or No? No. Explain: _____

Source of Increase / Decrease and affect on Program:
 (If needed attached separate brief explanation.)

The Veterans Service Office received an additional \$3,163 in grant revenues for 2024. This budget adjustment increases the Veterans Service Office expense budget to utilize the grant funds for computer operation licensing additions and training.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
14700000	435500		VETERANS SERV GRANT	\$ 12,650.00	\$ 3,163.00	\$ 15,813.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 3,163.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
14700000	521415		COMPUTER OPERATION	\$ -	\$ 1,500.00	\$ 1,500.00
14700000	533010		CONFERENCE/SEMINARS	\$ 2,450.00	\$ 1,663.00	\$ 4,113.00
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 3,163.00	

Department Head Approval: _____

Committee of Jurisdiction Approval: _____

Following this approval please forward to the County Clerk's Office

1 July 2024
Date

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.

Date of publication of Class 1 notice of budget amendment: _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: August 6, 2024

Department Health

Amount: 55,593.00

Budget Year Amended: 2024

Does this Budget Adjustment decrease future fund balance available for Debt Service Payments in future years?

Yes or No? No Explain: _____

Source of Increase / Decrease and affect on Program:
(If needed attached separate brief explanation.)

Increase in WIC funding.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24120000	435500		WIC CARS	203,675.00	\$ 50,366.00	\$ 254,041.00
	435555		WIC SNAP	11,365.00	\$ 5,227.00	\$ 16,592.00
					\$ 55,593.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24120000	511000		Salaries	228,965.00	\$ 51,290.00	\$ 280,255.00
	533200		Office Supplies	715.00	\$ 2,023.00	\$ 2,738.00
	531050		Postage	500.00	\$ 137.00	\$ 637.00
	522025		Phone	\$ 470.00	\$ 490.00	\$ 960.00
	533200		Mileage	\$ 750.00	\$ 350.00	\$ 1,100.00
	534250		Medical Supplies	\$ 3,337.00	\$ 63.00	\$ 3,400.00
	534150		Nutrition Ed Materials	\$ 2,230.00	\$ 740.00	\$ 2,970.00
	532500		Dues	\$ 500.00	\$ 500.00	\$ 1,000.00
Total Adjustment					\$ 55,593.00	

Department Head Approval: _____

Date Approved by Committee of Jurisdiction: 08-06-24

Following this approval please forward to th _____

Date Approved by Finance Committee: _____

Date Approved by County Board: _____ Date

Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.

Date of publication of Class 1 notice of bud: _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: August 6, 2024
 Department: Health
 Amount: \$900.00
 Budget Year Amended: 2024

Does this Budget Adjustment decrease future fund balance available for Debt Service Payments in future years?

Yes or No? No Explain: _____

Source of Increase / Decrease and affect on Program:
 (If needed attached separate brief explanation.)

Increase to Immunization Consolidated Contract.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000	435530		Immunization	\$ 12,059.00	\$ 900.00	\$ 12,959.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 900.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000	511000		Salaries	757,100.24	\$ 900.00	\$ 758,000.24
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 900.00	

Department Head Approval: *Liffany E. Hise*

Date Approved by Committee of Jurisdiction: *[Signature]*

08-06-24

Following this approval please forward to the County Clerk's Office.

Date

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.

Date of publication of Class 1 notice of budget amendment: _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: August 6, 2024
 Department: Health
 Amount: \$8,934.00
 Budget Year Amended: 2024

Does this Budget Adjustment decrease future fund balance available for Debt Service Payments in future years?
 Yes or No? No Explain: _____

Source of Increase / Decrease and affect on Program:
 (If needed attached separate brief explanation.)

Received another Environmental Public Health Tracking Grant to expand our tick outreach and education.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000	435597		Environmental PH Tracking	\$ -	\$ 8,934.00	\$ 8,934.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 8,934.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000	511000		Salaries	757,100.24	\$ 2,472.00	\$ 759,572.24
	534050		Block Grant Supplies	73,479.00	\$ 6,462.00	\$ 79,941.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 8,934.00	

Department Head Approval: _____

Date Approved by Committee of Jurisdiction: _____

Following this approval please forward to the County Clerk's Office.

Date

08-06-24

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.

Date of publication of Class 1 notice of budget amendment: _____

RESOLUTION AUTHORIZING AND APPROVING THE NATURAL RESOURCE CONSERVATION SERVICE PLAN FOR THE DECOMMISSIONING OF DAMS IN THE COON CREEK WATERSHED AND SECURING GRANT AGREEMENTS FOR SERVICES.

1 **WHEREAS**, on the night of August 27, 2018, seven Coon Creek (CC) Watershed dams in Monroe,
2 Vernon and LaCrosse Counties over-topped and three dams failed, those dams being Luckasson Dam (CC21),
3 Blihovde Dam (CC23) and Korn Dam (CC29). Rainfall amounts up to eleven inches were reported the evening of
4 August 27 and early morning hours of August 28, 2018, which led to the failure of the dams; and
5

6 **WHEREAS**, the sponsors, Monroe, Vernon and LaCrosse Counties, requested a Watershed Project Plan
7 and Environmental Impact Study from the Natural Resource Conservation Service (NRCS) to evaluate the
8 fourteen Public Law (PL) 566 Dams in the Coon Creek Watershed; and
9

10 **WHEREAS**, the NRCS has conducted that environmental impact study regarding the Coon Creek
11 Watershed and existing dams in the watershed; and
12

13 **WHEREAS**, the environmental study conducted have resulted in a decision recommending the
14 decommissioning of all 14 PL 566 dams (7 in Monroe County) in the Coon Creek Watershed as well as securing
15 engineering services to achieve the decommissioning of these dams; and
16

17 **WHEREAS**, the above-named sponsors acknowledge and accept the public participation (scoping)
18 process; and
19

20 **WHEREAS**, Monroe County acknowledges and accepts that the evaluation of alternatives was
21 comprehensive; and
22

23 **WHEREAS**, it has been determined that this decommissioning is necessary to protect life and property
24 affected by the Coon Creek Watershed.
25

26 **NOW, THEREFORE, BE IT RESOLVED** by the Monroe County Board of Supervisors that they do hereby
27 support and authorize the decommissioning of 7 (seven) PL (public law) 566 dams in the Coon Creek Watershed.
28

29 **BE IT FURTHER RESOLVED** that the Monroe County Board of Supervisors does hereby also authorize
30 the securing of the grant agreement for the Natural Resource Conservation Service to hire a private engineer to
31 complete the designs to facilitate this decommissioning of the above referenced dams.
32

33 **BE IT FURTHER RESOLVED** that the Monroe County Board of Supervisors does hereby also authorize
34 the securing of grant agreement(s) to facilitate this decommissioning of the above referenced dams.

Dated this 28th day of August, 2024.

Offered By The Natural Resources & Extension Committee.

Fiscal note: This resolution will authorize Monroe County to secure grants to cover the future costs of design to decommission and the decommissioning of 7 (seven) PL (public law) 566 dams in the Coon Creek Watershed. Future budgets will be adjusted as grant funds are secured for design and decommissioning. No county levy dollars required for design or decommissioning of dam. Simple majority vote is required.

Statement of purpose: This resolution will authorize the decommissioning of 7(seven) dams in the Coon Creek Watershed and will allow securing engineering services to facilitate this decommissioning.

<p>Finance Vote (If required): ____ Yes ____ No ____ Absent</p> <p>*****</p> <p>Approved as to form:</p> <p>_____ Lisa Aldinger Hamblin, Corporation Counsel</p>	<p>Committee of Jurisdiction Forwarded on: _____, 20__</p> <p>VOTE: ____ Yes ____ No ____ Absent</p> <p>Committee Chair: _____</p> <p>_____</p> <p>_____</p>
<p><input type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED</p> <p><input type="checkbox"/> OTHER _____</p> <p>County Board Vote on: _____ 20__</p> <p>____ Yes ____ No ____ Absent</p>	<p>STATE OF WISCONSIN COUNTY OF MONROE I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution # _____ acted on by the Monroe County Board of Supervisors at the meeting held on _____.</p> <hr/> <p>SHELLEY R. BOHL, MONROE COUNTY CLERK <i>A raised seal certifies an official document.</i></p>

RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A FULL-TIME ENVIRONMENTAL HEALTH COORDINATOR IN THE MONROE COUNTY HEALTH DEPARTMENT.

1 **WHEREAS**, The Monroe County Health Department provides comprehensive public health focused programs
2 and services in Monroe County; and
3

4 **WHEREAS**, WI State Statute Chapter 251.05 outlines the local health department's level of service duties to meet
5 Foundational Public Health Areas which include Environmental Public Health; and
6

7 **WHEREAS**, The Monroe County Board of Supervisors approved Resolution 08-23-06 authorizing the Monroe
8 County Health Department to explore the process of becoming a designated agent for environmental health
9 through the State of Wisconsin Department of Agriculture, Trade & Consumer Protection; and
10

11 **WHEREAS**, Monroe County residents are concerned about environmental exposures from water, air, lead, and
12 other environmental circumstances that are Human Health Hazards; and
13

14 **WHEREAS**, the health department currently receives requests and complaints related to licensing and permits to
15 assist with local retail food and recreational licensing, permitting, and investigation. These requests must be sent
16 to the state for review and approval without a locally designated agent for environmental health; and
17

18 **WHEREAS**, Monroe County retail food and recreational establishments were elicited to provide feedback on
19 Monroe County Health Department obtaining Agent of the State status to provide these services locally as it is
20 believed that the provision of locally available services is beneficial to Monroe County establishments; and
21

22 **WHEREAS**, Monroe County establishments were in support of the Monroe County Health Department providing
23 these services locally as it would allow for local and consistent contact, funds staying within the county to provide
24 services, timely inspection and follow-up; and
25

26 **WHEREAS**, the Monroe County Board of Supervisors identified the importance of environmental health to county
27 residents and supports the Monroe County Health Department becoming an agent of the Department of
28 Agriculture, Trade and Consumer Protection to meet the needs of Monroe County establishments locally; and
29

30 **WHEREAS**, The Monroe County Strategic Plan, Monroe County Health Department Community Health Needs
31 Assessment, and the Wisconsin State Health Plan identify safe and affordable housing as a priority; and
32

33 **WHEREAS**, the Environmental Health Coordinator position would work up to 20% of their time on environmental
34 and human health hazards on the levy and 80% of the position would be funded through grants in 2024 and by
35 licensing and revenue fees in 2025 and beyond; and
36

37 **WHEREAS**, the funding for this 20% would come from the elimination of the part-time Health Department Account
38 Technician position; and
39

40 **WHEREAS**, a grant-funded Community Health Educator position would be eliminated with the approval and
41 creation of an Environmental Health Coordinator position.
42

43 **NOW, THEREFORE, BE IT RESOLVED** by the Monroe County Board of Supervisors that they authorize the
44 establishment of a full-time Environmental Health Coordinator position with the elimination of a grant-funded
45 Community Health Educator in the health department effective September 1, 2024.
46

Dated this 28th day of August, 2024.

Offered By: The Administrative and Personnel Committee

Purpose: Approve a new Environmental Health Coordinator position with the elimination of a grant-funded
Community Health Educator position beginning September 1, 2024.

Fiscal note: The position will be funded for by county levy funds for a 0.2 position with funds made available through the elimination of the part-time Health Department Account Technician position (levy neutral), and 0.8 grant funds in 2024 followed by Agent of the State Program fees in 2025 and beyond. The resolution will require a simple majority vote of the entire membership of the Monroe County Board of Supervisors for approval.

Drafted by: Tiffany Giesler, Health Director/Health Officer

<p>Finance Vote (If required): ____ Yes ____ No ____ Absent</p> <p>.....</p> <p>Approved as to form: _____ Lisa Aldinger Hamblin, Corporation Counsel</p>	<p>Committee of Jurisdiction Forwarded on: <u>August 13</u>, 20<u>24</u> VOTE: <u>3</u> Yes <u>2</u> No <u>0</u> Absent Committee Chair: <u>Wallace Heberg</u> <u>James R. Kub</u> <u>Tom W. ...</u> <u>...</u> <u>...</u></p>
<p><input type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED <input type="checkbox"/> OTHER _____</p> <p>County Board Vote on: _____ 20____ ____ Yes ____ No ____ Absent</p>	<p>STATE OF WISCONSIN COUNTY OF MONROE I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution # _____ acted on by the Monroe County Board of Supervisors at the meeting held on _____</p> <p>_____ SHELLEY R. BOHL, MONROE COUNTY CLERK <i>A raised seal certifies an official document.</i></p>



New Position Analysis

- New position
- Increased hours to current position
- Additional existing position

Date: June 12, 2024	Department: Health
Department Head Name: Tiffany Giesler	

Explain the necessity of this position (be specific as to the reasons why this position is needed and explain reasons why present staff cannot accomplish tasks):

This position is needed to support environmental health programming within the Health Department. Residents are elevating concerns related to air, water, lead, and human health hazards. At our most recent DHS 140 review, environmental health was identified as an opportunity for us to build on to better serve residents. Safe and affordable housing is identified in the State Health Improvement Plan, the MCHD community needs assessment and Monroe County's strategic plan. In order to meet the needs of residents who are struggling with environmental issues it is important to establish capacity and dedicated time to address concerns, investigate and provide follow-up. With the current restructuring of the health department, it provides us the opportunity to incorporate additional support. Also, as we look to take on Agent of the State status, it allows us to retain current grant funded staff that have the education and training to meet these components. This position would coordinate and support our environmental and human health hazard investigations, oversee and support the TNC program, and serve as a Registered Sanitarian to fulfill the Agent of the State program. The elimination of a grant funded Community Health educator and funds available from the combining of positions allows us this opportunity. Funds from combining levy positions would account for up to 20% of this position annually making it budget neutral. The remaining 80% for this position would come from Agent of the State Program licensing and permit fees.

Suggested Title: Environmental Health Coordinator			
Personnel Director's Recommended Classification:		Grade: 0	FLSA Class: Exempt
Full-time:	<input checked="" type="checkbox"/>	Part-time: /hours	Projected Start Date: 9/1/2024

- * Current or newly created Job Description in current County format must be attached.*
- * A completed and approved Resolution must also accompany this Position Analysis.*

Funding - Annual Costs to include family insurance coverage:

Hourly Rate	Annual Salary	Retirement	Social Security	Medicare	Work Comp	Health Ins.	Dental Ins.	Life Ins.
\$27.49	\$58,686	\$4,050	\$3,639	\$851	\$603	-	-	\$18

1. Where will the funds for this position come from?
Agent of the State licensing and permit fees will cover 80% of this position 20% would be county levy dollars that are available from the combing of other positions and department restructure 2024 the 0.8 would be funded through grants.
2. What equipment will need to be purchased for this position (desk, etc.)?
 Thermometers, testing kits, printer and surface pro
 - a. Is office space presently available? Yes Where? Health Department-Community Services Building
 - b. Estimated cost of needed equipment? \$3,607.83 (grant funding allocated in 2024 to cover the costs).
 - c. Is the cost of needed equipment in the department budget? yes-2024 budget(grant funds)
3. What is the grand total cost of all items this fiscal year? Total cost from 9/1/23 is \$22,221 \$570 for salary/fringe in 2024 from Community Health Educator to Environmental Health Coordinator
4. What is the annual cost of salary and fringes, thereafter? \$67,847 (employee does not take insurance) 2025 CHE position - \$66,119

Supervisory Responsibility (if applicable):

1. In brief detail, explain the supervisory authority this position will have:

This position would oversee the Environmental Health Programming at the Health Department

2. Number of employees Directly supervised: _____ Indirectly: 1

List the position titles that will report to this position:

Program Associate		

3. What position title will this position report to? Director/Health Officer

County Administrator – Action:

Date: 6/26/2024 Position Approved: Position Denied:

Committee of Jurisdiction: Health – Action:

Date: 7/2/2024 Position Approved: Position Denied: by a vote of:

Administration & Personnel Committee – Action:

Date: _____ Position Approved: Position Denied: by a vote of:

Finance Committee – Action on Fiscal Note:

Date: _____ Funds Approved: Funds Denied: by a vote of:

County Board – Action:

Date: _____	Position Approved: <input type="checkbox"/>	Position Denied: <input type="checkbox"/>	
By a vote of: _____	aye	nay	absent/abstention



Job Description

Title: Environmental Health Program Coordinator
Department: Health
Reports to: Health Director

Date:
Pay Grade: O
FLSA status: exempt

Purpose of Position

The purpose of this position is to serve as the Registered Sanitarian/Environmental Health Specialist for Monroe County. Under the general supervision of the Health Officer, this position is responsible for overseeing the day-to-day operations of the Environmental Health program. This position will promote and monitor individual, environmental, and population health programs and contracts. The individual will provide the essential services of public health within a variety of settings. This position will: inspect properties and facilities within contracts, provide technical assistance and information, collect and analyze water samples, identify health and environmental hazards, assist in foodborne and water-borne illness outbreak investigations, provide community health education and promotion and ensure compliance with current local health environmental code, regulations and policies.

Essential Duties/Job Functions and Responsibilities:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily and in a timely manner. The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

Public Health Sciences

1. Conducts required inspections, surveys, water sampling and/or audits to ensure compliance of existing local and state public health and environmental codes, regulations and policies.
2. Provides health education and technical assistance to individuals and/or groups regarding compliance with current local public health and environmental codes, regulations and policies.
3. Investigates complaints regarding environmental health problems and environmental health hazards and initiates enforcement or corrective actions as required.
4. Collaborates in the development and design of programs and activities that promote health and prevent disease.
5. Participates in response teams to prevent, minimize, and contain adverse health events and conditions resulting from communicable diseases; food-, water-, and vector-borne outbreaks; chronic diseases; environmental hazards; injuries; and health disparities.

Community Dimensions of Practice

1. Educates the public on environmental health issues and the rationale for environmental health regulations.
2. Provides timely environmental health information, interpretation, technical assistance and regulatory compliance advice to individuals, groups, industry organizations, the general public and other agencies.
3. 3. Contributes and participates to a work environment that fosters ongoing educational experiences regarding public health for colleagues, students, healthcare professionals and members of the community.
4. Provides orientation to staff, students, and other health department professionals in the community regarding environmental public health practices



Analytical/Assessment Skills

1. Collects and analyzes water samples, conducts field tests and surveys, and provides environmental public health data; interprets results and makes recommendations for corrective action(s).
2. Assures data is collected within a programmatic area; monitors and analyzes data obtained from other sources; prepares data for annual reports, strategic plans, and state reports;
3. Maintains program databases as assigned.
4. Collaborates and advocates for the development of environmental management practices, regulations, and cost-effective options in collaboration with the Board of Health, staff, businesses, agencies, and the public.
5. Adheres to ethical principles and Monroe County Health Department policy in the collection, maintenance, use, and dissemination of data and information.

Policy Development/Program Planning

1. Collaborates with the Health Officer in the development, implementation, and evaluation of long- and short-range policies, procedures, plans, and programs for environmental public health in Monroe County; and ensure departmental resources are used appropriately to achieve priorities and goals.
2. Coordinates environmental public health activities with professionals and investigators from other agencies and jurisdictions, including, but not limited to, the Wisconsin Department of Agriculture, Trade & Consumer Protection, Wisconsin Division of Public Health, and the Wisconsin Department of Natural Resources.
3. Coordinates enforcement activities with other governmental agencies.
4. Reviews and provides consultation to the Board of Health on state and federal issues that with potential impact on health.
5. Collaborates in the development of and contributes to individual, team, and agency quality improvement, performance management, and evaluation activities

Communication & Cultural Competency

1. Delivers targeted, culturally appropriate information to help individuals and groups understand local environmental public health policies, regulations, and codes.
2. Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic backgrounds, sexual orientations, lifestyles, and physical abilities.
3. Educates local and state policymakers and community stakeholders on public health issues.

Financial Planning & Management

1. Collaborates in activities that contribute to the development of budgets and the efficient use of resources.
2. Seeks ongoing funding opportunities to operate county environmental health programs.

Leadership & Systems Thinking



1. Demonstrates knowledge of applicable professional guidelines for Licensed Environmental Health Practitioners and other Federal and State laws and regulations applicable to practice as an environmental public health professional in the state of Wisconsin.
2. Contribute to a work environment where performance management and continuous quality improvements in service and professional practice are pursued.
3. Participate in the public health emergency response training and exercises in support of disaster preparedness. This may require working a non-traditional work schedule or working outside normally assigned duties during a public health incident or emergency.
4. Assumes responsibility for own professional growth and development by pursuing education, participating in professional committees and work groups such as Wisconsin Association of Local Health Departments and Boards, and contributing to a work environment where continual improvements in public health core competencies is practiced.

Other

1. Performs public health emergency response duties as assigned.

Qualifications:

- Holds a valid Wisconsin registered sanitarian or REHS/RS credential **OR**
- RS-Eligible (meet one of the following):
 - Holding a baccalaureate or higher degree in environmental health from an accredited college or university and completing at least 30 semester or 45 quarter-hour academic credits in environmental, physical, biological, chemical, or environmental health courses.
 - Holding a baccalaureate or higher degree in physical or biological sciences from an accredited college or university and completing at least 30 semester or 45 quarter-hour academic credits in environmental, physical, biological, chemical, or environmental health courses.
 - Holding a baccalaureate or higher degree from an accredited college or university
 - Holding an associate degree from an accredited college, community college, or technical institute in environmental, physical, biological, or chemical sciences. **OR**
- RS-in training.

Certification Requirements

- Must be a Registered Sanitarian/Registered Environmental Health Specialist in the state of Wisconsin **OR** ability to obtain licensure within 2 years of hire.

Additional preferred training and experience: Additional coursework or experience in epidemiology, public facility plan review and inspections, water sampling and results interpretation, Emergency Preparedness/Incident Command System, HACCP, radon measurement and mitigation certification, pool operator certification, WI Food Code standardized.

Knowledge, Skills & Abilities:

- Knowledge of environmental sciences and environmental public health principles



- Knowledge of and ability to comprehend and interpret applicable statutes, regulations, ordinances, codes, policies and procedures
- Knowledge and ability to implement enforcement action when violations exist
- Ability to perform thorough investigations and inspections and to analyze and interpret them effectively to ensure public health
- Knowledge of safety procedures for handling hazardous materials
- Knowledge of data collection, analysis, and interpretation techniques
- Demonstrates effective written and oral communications, including conveying technical information to non-technical community members
- Knowledge of conflict resolution techniques and their applications.
- Ability to demonstrate leadership, independent judgment, and critical thinking skills.
- Ability to establish and maintain effective working relationships with employees, the general public, other departments, agencies, and state officials and work with persons with varying levels of education, understanding, and values in a culturally sensitive manner.
- Must be able to meet required deadlines, which may be stressful.

Technological Skills

- Demonstrates basic knowledge and use of computerized data management systems.
- Must be proficient in Microsoft Office programs and ability to use the Outlook, Access, Word and Excel functions.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- While performing the duties of this job, the employee is regularly required to talk or listen.
- The employee frequently is required to stand, walk, and sit.
- The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds.
- Must be able to be fitted and wear NIOSH 95 mask.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Normal office working environment with little or no discomfort.
- Community sites including travel to and from field locations.
- The noise level in the work environment will range from quiet to moderately loud.

RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A FULL-TIME COMMUNITY HEALTH MANAGER IN THE MONROE COUNTY HEALTH DEPARTMENT.

1
2 **WHEREAS**, WI State Statute Chapter 251.05 outlines the local health department's level of service duties to meet
3 Foundational Public Health Areas and Capabilities related to Communicable Disease, Chronic Disease and Injury
4 Prevention, Environmental Health, Maternal, Child and Family Health, Preparedness and Access and Linkage
5 with clinical care; and
6

7 **WHEREAS**, assessment and surveillance, community partnership development, equity, organizational
8 competencies, policy development and support, accountability and performance management, Emergency
9 Preparedness and Response, and Communications are foundational elements in complying with WI State
10 statutes and Administrative Codes and drive the provision of public health focused programs and services; and
11

12 **WHEREAS**, Monroe County residents rely on the services provided by the Monroe County Health Department to
13 fill gaps as they relate to social determinants of health; and
14

15 **WHEREAS**, the current health department structure does not meet the needs of the health department as
16 additional support is needed to ensure the capacity and sustainability of community-specific services; and
17

18 **WHEREAS**, the Monroe County Health and Human Services Committee has determined that the creation of a
19 Community Health Manager will provide the needed departmental support to maintain and sustain service
20 delivery to county residents; and
21

22 **WHEREAS**, the Monroe County Health Department would cover the increased costs through elimination of a full-
23 time Community Health Educator position and savings from a part-time Account Technician position with the
24 approval and creation of a Community Health Manager position. Duties of these positions will be reassigned
25 within the Health Department restructure if approved.
26

27 **NOW, THEREFORE, BE IT RESOLVED** by the Monroe County Board of Supervisors that they authorize the
28 establishment of a full-time Community Health Manager position with the elimination of a full-time Community
29 Health Educator in the health department effective September 1, 2024,
30

28th August

Dated this ~~29th~~ day of ~~July~~, 2024.

Offered By: The Administrative and Personnel Committee

Purpose: Approve a new Community Health Manager position with the elimination of a Community Health Educator position beginning September 1, 2024.

Fiscal note: The position will be supported by county levy funds already approved through the elimination of a full-time Community Health Educator position and a portion of the eliminated Account Technician position. The health department restructure supports this position within allocated levy funding for health department positions and thus is budget neutral. The resolution will require a simple majority vote of the entire membership of the Monroe County Board of Supervisors for approval.

Drafted by: Tiffany Giesler, Health Director/Health Officer

Finance Vote (If required):

____ Yes ____ No ____ Absent

Approved as to form:

Lisa Aldinger Hamblin, Corporation Counsel

ADOPTED FAILED AMENDED

OTHER _____

County Board Vote on: _____ 20__

____ Yes ____ No ____ Absent

Committee of Jurisdiction Forwarded on: August 23, 2024

VOTE: 3 Yes 2 No 0 Absent

Committee Chair: Wallace Habegger
James B. Kul Jason A. ...
Chris ... Gene Wisniewski

STATE OF WISCONSIN
COUNTY OF MONROE

I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution # _____ acted on by the Monroe County Board of Supervisors at the meeting held on _____.

SHELLEY R. BOHL, MONROE COUNTY CLERK
A raised seal certifies an official document.



New Position Analysis

- New position
- Increased hours to current position
- Additional existing position

Date: June 12, 2024	Department: Health
Department Head Name: Tiffany Giesler	

Explain the necessity of this position (be specific as to the reasons why this position is needed and explain reasons why present staff cannot accomplish tasks):

This position is being requested as we continue to see an increase in our County specific program needs within our Maternal Child Health and WIC programs. Recruitment and retention of qualified applicants for our nursing position and the account technician, has not been fruitful and thus the ability to keep up with the level of services that are relied on by county residents has been a struggle with the current structure and staffing. By creating this position, it will help to provide administrative and policy support to program staff and in turn allow program staff to focus on service delivery. Having a Community Health Manger would support staff with the daily leadership and have a more cohesive versus fragmented approach to how we operate as a department. With recruitment and retention challenges we have had to evaluate our structure and operations as a department. After assessing our current community and department needs, creating this position with the department restructure will meet the current needs as well as those in the future. This also creates opportunity for advancement within the Health Department which helps employee retention.

Suggested Title: Community Health Manager			
Personnel Director's Recommended Classification:		Grade: S	FLSA Class: Exempt
Full-time:	<input checked="" type="checkbox"/>	Part-time: /hours	Projected Start Date: 9/1/2024

* Current or newly created Job Description in current County format must be attached.*
* A completed and approved Resolution must also accompany this Position Analysis.*

Funding - Annual Costs to include family insurance coverage:

Hourly Rate	Annual Salary	Retirement	Social Security	Medicare	Work Comp	Health Ins.	Dental Ins.	Life Ins.
\$35.37	\$73,570	\$10,536	\$4,682	\$1,067	\$590	\$12,154	\$289	\$18

1. Where will the funds for this position come from?
 The elimination of the account technician position would allow those funds to be utilized to support the creation of this role. This would also eliminate the current community health educator position as it would now be a community health manager position.
2. What equipment will need to be purchased for this position (desk, etc.)?
 no
 - a. Is office space presently available? Yes _____ Where? Health Department-Community Services Building
 - b. Estimated cost of needed equipment? N/A
 - c. Is the cost of needed equipment in the department budget? N/A
3. What is the grand total cost of all items this fiscal year? \$31,569 (an increase of \$5485 from CHE to Community Health Manager-2024)
4. What is the annual cost of salary and fringes, thereafter? \$103,132

Supervisory Responsibility (if applicable):

1. In brief detail, explain the supervisory authority this position will have:

This position would oversee Community Health Educators and WIC Department

2. Number of employees Directly supervised: 2 Indirectly: 3

List the position titles that will report to this position:

WIC Staff		
Community Health Educator		

3. What position title will this position report to? Director/Health Officer

County Administrator – Action:

Date: 6/26/2024 Position Approved: Position Denied:

Committee of Jurisdiction: Health – Action:

Date: 7/2/2024 Position Approved: Position Denied: by a vote of:

Administration & Personnel Committee – Action:

Date: Position Approved: Position Denied: by a vote of:

Finance Committee – Action on Fiscal Note:

Date: Funds Approved: Funds Denied: by a vote of:

County Board – Action:

Date:	Position Approved: <input type="checkbox"/>	Position Denied: <input type="checkbox"/>	
By a vote of:	aye	nay	absent/abstention



Job Description

Title: Community Health Manager

Department: Health

Reports to: Health Director

Date:

Pay Grade: S

FLSA status: exempt

JOB SUMMARY

The Community Health Manager assists the Health Officer with leadership responsibilities for the Health Department, with major responsibilities including the management and supervision of Public Health Strategists and WIC staff and working on population health and quality improvement programming, including community coalition efforts. Key programs include the Community Health Assessment/ Community Health Improvement Plan (CHA/CHIP) and related strategy work, health equity, strategic plan, quality improvement, performance management, and workforce development, as well as other foundational public health/population-based services and programs as identified in DHS 140 for Public Health Departments.

The Community Health Manager will have strong supervision, management, and coaching experience and skills, and the ability to manage time and multiple tasks with little supervision. This individual must be able to assume a wide range of responsibilities, provide timely responses to requests and deadlines, and work well under pressure.

ESSENTIAL DUTIES

SUPERVISION

- Positively motivates, mentors, and leads employees, and leads by example.
- Provides training and coaching to develop team members. Ensures team members have the resources to perform, improve, and learn in their jobs.
- Provide appropriate and timely feedback and supervision necessary to encourage employee growth and success within their positions and complete performance evaluations for all team members supervised.
- Applies principles of influence systems such as supervision, managing, leading, teaching, directing, planning, coordinating, and controlling. Exercises independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.
- Keeps open communication with team members supervised, listens to them, and provides feedback.
- Organizes, distributes, and delegates work to team members supervising fairly, impartially, and with a trauma-informed lens. Provides clear and appropriate directions to employees. Assists employees with prioritizing tasks and initiatives.
- Ensures adequate staffing and appropriate workloads and manages time and attendance.

PROGRAM AND GRANT MANAGEMENT

- Oversees population health (CHA/CHIP) and quality improvement programs (DHS 140 Public Health Department requirements, workforce development, quality improvement, and performance management).



- Prepares grant proposals and monitors secured grants (data collection, written reports, program implementation, and fiscal planning). Searches for federal, state, and local funds to support new and ongoing initiatives.
- Identifies and secures available resources to support team members' goals and objectives.
- Leads program staff in establishing annual team goals and action plans, linking staff to the Department's vision and values, and meeting individually with team members to link performance to team goals and action plans.
- Prepares written reports, provides updates, and ensures appropriate records and documentation are maintained.

COALITION AND POPULATION HEALTH EFFORTS

- Develop team skills around partnership, collaboration, action planning, and grant proposal preparation.
- Supports the team in building relationships with community agencies and members who are committed to improving the health of the community.
- Supports team with creating action plans, prioritizing work, and making connections.
- Leads and facilitates staff meetings and work groups.
- Prioritizes, determines feasibility, and oversees community engagement requests and works with the team, Health Officer, and other managers and leadership, to link community efforts with appropriate team members (e.g., requests for presentations, students).
- Builds relationships and develops a thorough knowledge of community partner agencies and resources.
- Serves as a member and possible facilitator of local collaborative groups and participates as a member of local and state public health committees.
- Presents public health information to the community and local, state, and national public health officials and groups; communicates public health stories to the media (print, digital, social) as assigned.

ADMINISTRATION

- Works with Health Officer and fiscal staff to prepare grant and programmatic budgets; purchases materials and reviews and approves expenditures.
- Follows and enforces County and Department policies, procedures, and expectations.
- Writes and updates internal policies and procedures.
- Adheres to Occupational Safety and Health Administration standards, such as those concerning exposure to blood-borne pathogens, toxic substances, airborne pathogens, or exposure to other hazards during routine assignments or assignments during public health crises or emergencies.
- Reports to the Board of Health and other County Board committees or leadership as applicable.
- Coordinates with management team and supervisor to ensure on-site coverage during office hours, as well as after-hours and weekend coverage as applicable.
- Participates in public health emergency response, training, and drills.

NON-ESSENTIAL DUTIES



- Performs other related functions as assigned.

MATERIALS AND EQUIPMENT USED

- Computer/laptop, cell phone, related software, and printers/scanners.
- Must have own vehicle or means of transportation.

MINIMUM QUALIFICATIONS REQUIRED

EDUCATION AND EXPERIENCE

- Master's degree in public health, epidemiology, community health, nursing, environmental health, public administration, health administration, or closely related field preferred; bachelor's degree in related field required.
- Three years of professional work experience in a public health or closely related setting is preferred.

LICENSES AND CERTIFICATIONS:

- Valid driver's license

KNOWLEDGE, SKILLS & ABILITIES

- Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to train others. Ability to advise and interpret regarding the application of policies, procedures, and standards to specific situations.
- Ability to perform and/or assure data analysis and management to implement decisions based on such data and oversee the execution of these decisions.
- Comprehensive knowledge of public health standards, practices, programs, statutes, rules, regulations, and codes.
- Ability to apply program planning, development, and evaluation principles.
- Ability to demonstrate advanced computer skills.
- Knowledge of programming required of a Public Health Department (per DHS 140)
- Knowledge of how public health roles, scope, and responsibilities differentiate between federal, state, and local public health, as well as public health Non-Governmental Organizations (NGO) and community partners and organizations carrying out public health-related work.
- Ability to apply time-management skills, exercise independent judgment, and prioritize workload.
- Strong written and verbal communication skills, including listening skills.
- Ability to establish and maintain effective working relationships with employees, community leaders, the general public, other county departments, agencies, and state officials and work with persons with varying levels of education, understanding, and values in a culturally sensitive manner.
- Ability to promote a positive and professional working environment.
- Ability to work under limited supervision.



PHYSICAL DEMANDS

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions as otherwise required by law. Employees needing reasonable accommodation should discuss the request with Human Resources.

- This work requires the occasional exertion of up to 25 pounds of force: work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions, and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas utilizing the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Travel may involve exposure to inclement weather conditions, unsanitary conditions in homes, communicable illnesses and diseases, and unsafe environments.
- May require dealing with persons who are hostile, aggressive, abusive, or violent, posing threatening conditions.
- Work is generally in a moderately noisy office setting.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

RESOLUTION CREATING MONROE COUNTY GRANT ADMINISTRATION POLICY

1 **WHEREAS**, the Monroe County Finance Committee recommends approval of the attached Monroe County Grant
 2 Administration Policy as proposed by the Finance Director; and
 3
 4 **WHEREAS**, the policy establishes uniform policies and procedures to be used when applying for, accepting and
 5 administering grant funds; and
 6
 7 **WHEREAS**, the policy also identifies roles and responsibilities of those involved in grant management.
 8
 9 **NOW, THEREFORE, BE IT RESOLVED**, the Monroe County Board of Supervisors hereby approves effective this
 10 date the proposed Monroe County Grant Administration Policy.

Dated this 28th day of August, 2024.

Offered by the Finance Committee.

Fiscal Note: No direct costs, any grant funds receive will be included in the annual budget or accepted by the Resolution or Budget Adjustment process.

Statement of purpose: To approve the Monroe County Grant Administration Policy to go into effect immediately.

Drafted by: Diane Erickson, Finance Director

<p>Finance Vote (If required): ____ Yes ____ No ____ Absent </p> <p>Approved as to form: _____ Lisa Aldinger Hamblin, Corporation Counsel</p>	<p>Committee of Jurisdiction Forwarded on: _____, 20____ VOTE: ____ Yes ____ No ____ Absent Committee Chair: _____ _____ _____</p>
<p><input type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED <input type="checkbox"/> OTHER _____</p> <p>County Board Vote on: _____ 20____ ____ Yes ____ No ____ Absent</p>	<p>STATE OF WISCONSIN COUNTY OF MONROE I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution # _____ acted on by the Monroe County Board of Supervisors at the meeting held on _____.</p> <hr/> <p>SHELLEY R. BOHL, MONROE COUNTY CLERK <i>A raised seal certifies an official document.</i></p>

Monroe County Grant Administration Policy

TABLE OF CONTENTS

INTRODUCTION	2
SECTION I: GENERAL INFORMATION AND PURPOSE	2-3
SECTION II: INDIVIDUAL ROLES AND RESPONSIBILITIES	3
2.1 Responsible Department	3
2.2 Grant Project Managers	3-5
2.3 Department Head	5
2.4 Committee of Jurisdiction	5
2.5 Corporation Counsel	5
2.6 County Board	6
2.7 County Administrator	6
2.8 Information Technology.....	6
2.9 Finance Department	6
2.10 Other Affected Departments	6
SECTION III: COUNTY FIDUCIARY RESPONSIBILITIES	6
3.1 Internal Controls	6-7
3.2 Administrative Responsibilities	7-8
3.3 Procurement	8
3.4 Matching Funds	8
3.5 Authority and Source Guidance	8
APPENDIX A: Acknowledgment of Review.....	9

INTRODUCTION

Monroe County's Grant Administration Policy (MCGAP) establishes uniform policies and procedures to be standard throughout the "County" and to be used when applying for, accepting and administering federal, state, county, private foundation and corporate grants. For the purpose of this document a grant is defined as any contribution, award or gift of federal or state dollars or other federal or state assets, distributed directly from the Federal Government or through an intermediary agency such as the County, the State, a corporation or a private foundation that has to be applied for and may or may not be received. A funding allocation that is received routinely is not considered a grant for the purpose of this Policy. Grant agreements usually specify the maximum amount of funding, the scope of the work to be done, and the grant period (e.g. single or multi-year) as well as any special conditions applicable to the program.

This document describes the grant administration process and identifies the roles and responsibilities of those involved in grant management: Grant Project Manager, Department Heads, Committee of Jurisdictions, Corporation Counsel, County Board, Finance and other departments.

MCGAP identifies specific departments and employees that are routinely involved in the administration of grants. However, this policy applies to all personnel who are programmatically or fiscally responsible for developing, implementing, administering and/or reporting grant activity. It is essential for all County departments and personnel to adhere to all applicable federal, state and local laws, regulations, contract/grant agreements, as well as the grant policies and procedures outlined in the MCGAP, while administering grant-funded programs.

Non-compliance may result in the county being sanctioned and being liable. Incorrect or irreconcilable financial activity and account balances recorded in the County's financial management system may adversely affect the integrity of County financial reports and financial information reported to the grantor agency and the public. Lastly, it is necessary to help ensure the County is receiving the greatest possible economic benefit from the programs it administers. Adherence to policy and procedures will promote efficiency, better transparency, greater accountability and a more strategic approach to funding opportunities which will place the County in a more assured position for securing grant funds.

Monroe County Grant Administration Policy is divided into three sections: Section I has general information and purpose; Section II highlights the roles and responsibilities for each individual involved in administering grants and fiscal and statutory requirements; Section III outlines the County's fiduciary and administrative responsibilities including matching funds.

Due to the complexity of grants, other documents should be used in tandem with MCGAP. In most instances, the grantor will provide detailed guidance; some occasions will require consulting with County Administrator, Corporation Counsel and/or the Finance Department to research specific information.

SECTION I: GENERAL INFORMATION & PURPOSE

The County's purpose for the use of grants is to maximize external financial resources while protecting the integrity of the County's operational budget and long-term financial conditions. Grant writing and grant management take considerable investment of time and resources. When considering whether to apply for a particular grant, the initiating department deemed responsible must consider the following:

Draft

- Whether the grant shall help the County attain an objective and/or secure infrastructure investments that fit within the County's and responsible department's priorities.
- Grant can obtain sufficient budget appropriations and if matching funds are required, are available from responsible department's operating budget.
- Benefits derived from the grant have been determined sufficient to justify the cost involved in administering the grant and/or other funding sources will leverage or foster more creative public private partnership arrangements.
- A proposed budget identifies in sufficient detail the direct/indirect costs of salaries, benefits, supplies and materials, equipment, travel, computers, consultants and allocated administrative & internal costs.

County employees will only apply for grants that further Monroe County's goals and objectives and support programs which are consistent with the mission and priorities of the County and its departments.

All grants applied for under Monroe County's name shall be compiled and administered by Monroe County personnel. Under no circumstance shall another individual or entity complete or administer a Monroe County grant.

Grants must follow the grant procedures, even if the grant award has no Federal/State dollars and/or assets, in order to present uniform and consistent policies and procedures.

Grants contracting services or purchasing item(s) shall follow the Monroe County procurement and RFP bid processes.

Staff must immediately report all grant activity to Department Head or manager. This shall include all grants being considered for a program/project, even if the grant is not ultimately pursued.

SECTION II: ROLES AND RESPONSIBILITIES

In an effort to ensure all grants are administered in a consistent manner, the following roles and responsibilities have been developed for each staff member involved with grant projects. All departments and their staff whom occupy positions of responsibility, with respect to grant activity, have specific roles and responsibilities that shall be performed and upheld both ethically and in the best interests of Monroe County.

2.1 Responsible Department

The "Responsible Department" is the County department in which the grant originates. The responsible department shall maintain all hard and electronic copies of the grant activities and shall maintain grant information for the time period specified in the current County and/or State approved record retention schedules or as indicated within the grant contract (whichever is longer). It is the responsibility of the department to meet all grant requirements and any applicable federal, state, or local laws.

2.2 Grant Project Manager

The person pursuing the grant automatically becomes the Grant Project Manager (GPM)—unless the Department Head delegates another County employee.

Draft

The department is responsible for the appropriate training level of the GPM to ensure understanding of writing and monitoring grants. And to fully understand a Request for Proposal (RFP) for the grant submission process.

The GPM shall discuss any grant opportunities with their manager and department head to get verbal approval before pursuing.

Grants, including those from private grantors and organizations, must follow the grant procedures.

Full approval process of Budget Adjustment or Resolution approval of County Board of Supervisors must be completed before any grant award shall be accepted.

AFTER AWARD

When grant funds are received by grant project manager check needs to be deposited with the Treasurer's office on the same day or safely locked up to be delivered on the next business day.

Grant fund check(s) or electronic funds transfer shall be entered in the Enterprise Resource Planning (ERP) System (Tyler Technologies) by the responsible department when received for deposit.

Cost Considerations & Requirements

It is the responsibility of the GPM to be familiar with the grant's programmatic and administrative requirements in order to comply with cost principles and administrative guidelines. Many grantor agencies will provide this information in the application packet instructions and/or the award documents.

The GPM is responsible for identifying and reporting allowable costs as defined by the granting authority, costs are budgeted, line item expenses must be approved by the budget adjustment or resolution process.

Financial Standards—Payments & Reporting

The GPM is responsible for program implementation, management, evaluation, documentation and ensuring compliance with all reporting requirements—financial and programmatic.

- Documentation and records must be properly maintained and should contain original signatures by authorized designee.
- Purchases with grant funding need to be in accordance with the County's procurement procedures and meet the requirements of the grant agreement. Questions regarding purchasing should be directed to Finance Department for clarification. GPM is responsible for ensuring in-kind match is documented and retained.
- Financial and progress reports are required to be submitted by the deadlines outlined in the Grant notice of award paperwork.
- Financial reports will be reviewed by GPM and any discrepancies noted and brought to the attention of the accounting staff in order for correction/adjustments to be made prior to submission.

Termination of Grant

It is the responsibility of the GPM to ensure all funds are expended by the grant termination date. The project's beginning and ending dates, which determine the funding period, are identified on the Notice of Award. Expenditures encumbered before award date or after grant termination date may be ineligible for reimbursement. An extension of the grant may be requested in the event the programmatic goals of the grant have not been met or funding remains.

- Closeout of grant includes ensuring timely submission of all required reports and making adjustments for amounts due. Closeout of grant does not automatically cancel any requirements for property accountability, record retention or financial accountability.
- Project closeout cannot be done until all obligations are met. Closeout activities shall include completion of the final programmatic and financial reports, determination of obligated and unobligated cash balances and completion of necessary accounting entries. Documentation shall be combined and retained by GPM. GPM shall work closely with Finance and/or responsible department's accounting team when closing out grants.
- GPM shall inventory any equipment purchased over \$20,000 and submit inventory records to the County Clerk for insurance purposes and Finance Department for capital inventorying.

Record Retention

Financial and programmatic records, supporting documents, statistical records and any other records that are required by the terms and conditions of the grant must be retained for the time period specified in the current County and/or State approved record retention schedules or as indicated within the grant contract, whichever is longer.

GPM is expected to ensure that records of different fiscal periods are separately identified and maintained so that information may be readily located and accessed.

2.3 Department Head

Department Heads review grant ideas with consideration to County Department goals and objectives and available resources before giving verbal approval.

Department Heads are responsible for assigning staff members to serve as Grant Project Manager (GPM). If a GPM leaves employment with the County, then the duty of GPM will be reassigned. Department Heads will work with the Finance Department and the Finance Committee if issues arise with the GPM's inability to successfully implement grant activities.

2.4 Committee of Jurisdiction

Department Head shall inform the Committee of Jurisdiction of interest/intent to write for a grant. If the grant is awarded, the Budget Adjustment or Resolution process, which results in acceptance or denial of the grant begins with the Committee of Jurisdiction.

2.5 Corporation Counsel

Corporation Counsel is a resource for any legal questions pertaining to any documents or proceedings.

Draft

2.6 County Board

After approval from committee of Jurisdiction and the Finance Committee, the County Board Chair places budget adjustment or resolution on the County Board agenda for approval/acceptance of grant award.

2.7 County Administrator

The County Administrator shall be consulted for any grant applications which involve and/or require requests for bids or RFP's, new positions, equipment, ongoing expenses or inquiries in determination of conflicts of interest.

2.8 Information Technology

The Information Technology Director shall be consulted for any grant application questions involving and/or requiring new software implementation. Compatibility with existing software, availability of server space and/or any new computer or technology equipment is a consideration.

2.9 Finance Department

The Finance Department shall be consulted for any grant application questions or concerns regarding budgeting and general ledger account set up.

The Finance Director shall have primary inventory oversight responsibility for County capital assets, with assistance from responsible departments.

AFTER AWARD

When grant award letter/notification has been received, GPM shall send a copy of the completed grant packet and grant award letter to Finance Department for audit tracking purposes.

The Finance Department shall establish separate general ledger account codes as needed.

2.10 Other Affected Departments

The Treasurer's Office will establish bank accounts as needed.

Other departments shall make themselves available with appropriate notice to consult with the department seeking grant funding. This consultation will be coordinated by the GPM when necessary.

SECTION III: COUNTY FIDUCIARY RESPONSIBILITIES

3.1 Internal Controls

When the GPM applies for or accepts a grant, County management assumes the responsibility for administering the grant and the financial assistance in accordance with the provisions of all applicable laws, regulations, contracts and grant agreements. In determining compliance, employees working with grants shall look to any Federal or State mandated requirements and the County's control policy along with any grant specific requirements. The County's Accounting & Financial Policies and Procedures Manual was designed to ensure the County fulfills its fiduciary and administrative responsibilities, establishing policy to provide reasonable assurances regarding the achievement of County-wide and program-level objectives in the following categories:

Draft

- Effectiveness and efficiency of operations
- Reliability of financial and programmatic reporting
- County compliance with applicable laws, regulations contracts, grant agreements and other compliance requirements
- Transactions are properly accounted for and recorded transactions are executed in compliance with all laws, regulations and provisions of contracts and grant agreements that could have a material effect on federal and other programs
- Funds, property and other assets are safeguarded against loss from unauthorized use or disposition

Conflict of Interest

Grant audit findings due to conflict of interest can damage the reputation and credibility of Monroe County. Further, the appearance of a conflict of interest can be just as damaging to the County as an actual conflict. The purpose of this policy is to avoid the appearance, as well as the actuality, of any conflict of interest or breach of trust by any official or employee of the County.

No employee or officer shall have direct or indirect interest (financial, personal or otherwise) in any activities relating to the selection, award or administration of a contract/grant supported by a Federal/State award if he or she has a real or apparent conflict of interest.

No employee or officer may solicit nor accept gratuities or anything of monetary value from contractors or parties to subcontracts. Refer to CODE OF CONDUCT IN PURCHASING section of the Monroe County Accounting & Financial Policies and Procedures Manual.

Reimbursement

To enhance cash management practices, it is the County's preference to receive funding on a cost reimbursement basis, unless specifically prohibited by the grantor. This basis minimizes the County's responsibility with respect to monitoring and administering interest earnings from grants.

The County's preferred method of reimbursement is electronic funds transfers ("EFT"). However if EFT is not available, reimbursement checks shall be made payable to the County of Monroe and mailed to:

Monroe County Treasurer
C/O "Department Name"
202 South K St., Rm 3
Sparta, WI 54656

In order to minimize foregone interest and to improve the County's cash flow, the Department Head shall drawdown grant funding timely as allowed by the Grant.

3.2 Administrative Responsibilities

Grant funding should be considered primarily for one-time or time-limited projects that do not have a significant long-term effect on the ongoing operating budget. Grants can be used as the primary financing mechanism to create new ongoing programs or services or to add unbudgeted positions when specifically approved by the County Board.

Draft

Any grant application that requires the guaranteed continuation of grant-funded positions or graduated match resulting in full financial responsibility subsequent to termination of the grant, or that directly increases the County's ongoing operating cost, must be approved by the Finance Committee and the County Board.

3.3 Procurement

See Monroe County Accounting & Financial Policies and Procedures Manual for policies regarding purchasing.

3.4 Matching Funds

Match is the contribution of the County toward the eligible grant cost or cost sharing. County matching funds are typically from General Fund money (cash) or in-kind contributions of goods or services.

In-kind contributions are things that could exist (or could happen) without the grant. Contributions may consist of, but are not limited to, personnel time given to a project, use of existing equipment or facilities, office space or performance of services at a reduced cost.

To qualify as an in-kind contribution certain conditions may apply:

- Must be necessary and reasonable to accomplish the projects objectives;
- Does not come from a Federal source;
- Cannot be program income;
- Unable be used to match another Federal grant;
- Incurred and contributed within the grant period;
- Must apply to the cost sharing requirement of the grant.

In-kind contributions must be documented and verifiable. Records will be maintained to support how the value of the in-kind contribution was determined. Costs must also be authorized and legal—not prohibited under state or local laws or regulations.

If the department requires a supplemental request for cash matching funds, the department should notify the County Administrator and Finance Department for assistance.

3.5 Authority and Sources of Guidance

This policy supplements Federal Government requirements, any applicable State of Wisconsin requirements and the Monroe County Accounting & Financial Policies and Procedures Manual and serve as the general framework for departments to follow when applying for grants, negotiating the terms and conditions of grant agreements and administering grants. The policy is intended to provide consistent guidelines for grant administration to ensure optimum financial and administrative outcomes for the County.

APPENDIX A

Acknowledgement of Review of Grant Management Policies and Statutes

NOTE: All employees / personnel of Monroe County participating in any grant related activities shall read and sign this statement acknowledging their completion of the reading of the Grant Management Policy, the statutes and procedures in regards to grant activities.

I have received and read through the policy and procedures regarding grant management at Monroe County. I acknowledge I understand the information presented and feel competent to complete grant activities in the best interest of Monroe County.

Employee Signature

Employee Job Title

Date

Print Employee Name

RESOLUTION NO. _____

RESOLUTION APPROVING AMENDMENT TO MONROE COUNTY CODE OF ORDINANCES, CHAPTER 14, FINANCE AND TAXATION, SECTION 14-72, PURCHASING

1 WHEREAS, Monroe County does currently have an ordinance that requires a competitive bid process for certain
2 public works, in conformity with Wisconsin Statutes; and
3

4 WHEREAS, Monroe County Ordinance Chapter 14, entitled Finance and Taxation, does outline financial
5 procedures for Monroe County including the competitive bid process; and
6

7 WHEREAS, Monroe County does have a process in place where specific RFP's (Request for Proposals) are
8 compiled with guidance set in the Monroe County Accounting & Financial Policies and Procedures Manual as a
9 part of any competitive bid process; and
10

11 WHEREAS, after review of this process, it has been determined that it would be appropriate for Monroe County to
12 revise its finance ordinance to include specific requirements for responsible bidders and to incorporate the current
13 Monroe County Accounting & Financial Policies and Procedures Manual and RFP policy into the ordinance for
14 Monroe County projects.
15

16 THEREFORE BE IT RESOLVED that the Monroe County Board of Supervisors does hereby approve the attached
17 amendment that will replace Chapter 14, Section 14-72 of the Monroe County Code of Ordinances which allows
18 for consistency between Ordinance Chapter 14 Finance and Taxation, the updated Monroe County Accounting &
19 Financial Policies and Procedures Manual and RFP policy for bidders of Monroe County projects.

Dated this 28th day of August, 2024.

Offered by the Finance Committee.

Fiscal note: No known fiscal impact except the expense of updating the ordinances with this language.

Statement of purpose: Approve amendment to Monroe County Code of Ordinances, Chapter 14, Finance and Taxation, Section 14-72, Purchasing.

Drafted by Tina Osterberg, County Administrator

<p>Finance Vote (If required): <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Absent</p> <p>*****</p> <p>Drafted & Approved as to form: _____ Lisa Aldinger Hamblin, Corporation Counsel</p>	<p>Committee of Jurisdiction Forwarded on: _____, 20__</p> <p>VOTE: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Absent</p> <p>Committee Chair: _____ _____ _____</p>
<p><input type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED</p> <p><input type="checkbox"/> OTHER _____</p> <p>County Board Vote on: _____ 20__ <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Absent</p>	<p>STATE OF WISCONSIN COUNTY OF MONROE I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution # _____ acted on by the Monroe County Board of Supervisors at the meeting held on _____.</p> <p>_____ SHELLEY R. BOHL, MONROE COUNTY CLERK <i>A raised seal certifies an official document.</i></p>

Amendment to Monroe County Purchasing Ordinance

Chapter 14, Finance and Taxation Section 14-72, Purchasing

(1) Purpose. This ordinance is intended to ensure that Monroe County solicits competitive bids for all public works projects. These bids shall be reviewed by the county's designated officials under reasonably consistent responsible bidder criteria as outlined in this ordinance.

(2) Definitions. In this section, the following definitions shall apply.

a. "Contractor" means a person, corporation, partnership or any other business entity that performs work on a public works contract as a general contractor, prime contractor or subcontractor at any tier.

b. "Apprenticeship program" means a program that is approved by the U.S. Department of Labor or a state apprenticeship agency and has graduated apprentices to journeyman status for three (3) years or a program that has been registered with the federal or state government within the last three (3) years, provided that such program graduates apprentices to journeyman status within the indenture period EXCLUDED from the meaning of Apprenticeship program is any Industry-Recognized Apprenticeship Program.

c. "Public works contract" means a contract for the construction, alteration, execution, repair, remodeling or improvement of a public work or building, where the contract is required to be bid pursuant to Wis. Stat. §59.52(29) and Monroe County Ordinance Chapter 14.

(3) Purchases made or authorized by department head. The purchase of any public work wherein the total purchase price amounts up to \$5,000.00 or less from any line item that is part of their approved budget subject to availability of funds.

(4) Purchases made \$5,000-\$19,999. Three documented price quotes are required. As part of the review process the staff member/project manager requesting the quotes shall document and report all quotes to County Administration.

(5) Purchases \$20,000 or more - Sealed Bids. Sealed Bids will be required and there is to be a class 1 public notice published in the County's official newspaper. Upon the deadline of the sealed bids the department head shall open the sealed bids with at least one other Monroe County staff member present and create a bid sheet to be submitted to the oversight committee. As part of the review process the staff member requesting the bid shall state his/her recommendation to the oversight committee for which bid to accept, why, and identify the line item of the budget from which funds will be drawn when the County is invoiced for the purchases. Upon recommendation of the most advantageous bid by the department head the oversight committee will make a final decision in regards to the recommendation.

(6) Exceptions. Approved by County Board resolution or ordinance, Statute, Emergency, or Bid is covered by state contract pricing.

Emergencies:

- a. Where equipment, materials, parts, and/or services are needed, quotations will not be necessary if the health, welfare, safety, etc., of staff and protection of County property is involved. If a levy-funded outlay item is purchased under the emergency procedure, and is not included on the outlay list approved at budget time, a revision of that department's outlay list must be approved through a Budget Adjustment or Repurpose of Funds action. The reasons for such purchases will be documented in the procurement file.

Emergency purchases shall only be made to:

- a. Prevent delays in construction or delivery of essential services
- b. To meet emergencies that may cause a financial harm to public property of other public assets

- c. To meet emergencies that may cause financial harm to people or private assets
- d. To stay an immediate threat to the health or safety of the public and employees

Emergency purchases specific to those outlined in this section are to be approved by the County Administrator or the County Board Chair.

Single Distributor/Source:

Sole source purchases may be made when one or more of the following circumstances apply: (2 CFR 200.320(f))

- a. The item or service is only available from a single source
- b. The situation is an emergency and will not permit a delay resulting from competitive solicitation
- c. The awarding agency expressly authorizes a noncompetitive proposal in response to a written request
- d. After solicitation, competition is deemed inadequate (insufficient bidders).
- e. Approval from the awarding agency may be required.

(7) Responsible Bidder Criteria. In order to be a responsible bidder for purposes of being awarded a public works contract in excess of \$500,000, the contractor must complete the County of Monroe, Bidder's Statement of Qualifications Form. To be an approved responsible bidder a formal written decision shall be provided by Monroe County.

Approved Responsible bidder shall be in compliance with the following criteria:

- a. The contractor maintains a permanent place of business.
- b. The contractor is authorized to do business in the State of Wisconsin.
- c. The contractor, agent, partner, employee or officer of the contractor, is not debarred, suspended, proposed for debarment or declared ineligible from contracting with any unit of federal, state or local government.

- d. The contractor is in compliance with provisions of Section 2000e of Chapter 21, Title 42 of the United States Code and Federal Executive Order No. 11246 as amended by Executive Order No. 11375 (known as the Equal Opportunity Employer provisions).
- e. The contractor has general liability, workers' compensation, unemployment, and automobile insurance at levels sufficient to protect the county given the size of the public works project.
- f. The contractor has complied with all applicable provisions of Wisconsin prevailing wage law and federal Davis-Bacon related Acts, and all rules and regulations therein, for projects undertaken by the contractor that are covered by these laws, for the past five (5) years.
- g. For any contractor with more than 10 employees, the contractor participates in an Apprenticeship program or has a written alternative training program sufficient to ensure that its employees may safely perform the work required by the public works contract.
- h. The contractor has a written substance abuse prevention program meeting the requirements of Wis. Stat. §103.503. As required by Wis. Stat. §103.503, all employees must be subject to drug and alcohol testing before commencing work on the public works project, except that testing of an employee before commencing work on a project is not required if the employee has been participating in a random testing program during the 90 days preceding the date on which the employee commenced work on the public works project.

- i. The employees who will perform work on the project are properly classified as employees or independent contractors under all applicable state and federal laws.
- j. The contractor has not been the subject of any investigation, order or judgment from any state or federal agency or court concerning an employment practice, including but not limited to, classification of employees, unemployment insurance, or discrimination. If the contractor has been the subject of any investigation, order or judgment from any state or federal agency or court concerning an employment practice, the contractor must provide copies of the investigation, order or judgment. The county shall review the investigation, order or judgment and determine whether the facts and circumstances are such that the contractor is not a responsible bidder.
- k. The contractor's employees who will perform work on the project are:
 - i. Covered under a current workers' compensation policy; and
 - ii. Properly classified under such policy.
- l. The contractor's employees who will perform work on the project have the health insurance coverage required by the Affordable Care Act.
- m. The contractor possesses all applicable professional and trade licenses required for performing the public works.
- n. The contractor has adequate financial resources to complete the public works contract, as well as all other work the bidder is presently under contract to complete.
- o. The contractor is bondable for the terms of the proposed public works contract.
- p. The contractor has a record of satisfactorily completing at least five projects of similar size and complexity within the last five years. Criteria which will be

considered in determining satisfactory completion of projects may include, but are not limited to:

- i. Completion of contracts in accordance with drawings and specifications; and
 - ii. Diligent execution of the work and completed contracts according to the established time schedules unless extensions are granted by the owner; and
 - iii. Fulfilled guarantee requirements of the contract documents.
- q. The contractor has, and diligently maintains, a written safety program.
- r. The contractor was not in OSHA's severe violator enforcement program in the previous two years.

(8) Bidder's Statement of Qualifications. Prequalification of bidders is required in order to comply with provisions of §66.0901(2) of the Wisconsin Statutes and to obtain approval for bidding on Monroe County Public Works Projects. Failure to submit the required County of Monroe, Wisconsin Bidder's Statement of Qualifications form, or providing incorrect, false, non-responsive or misleading information shall automatically disqualify the contractor's bid. The general or prime contractor bidding on a public works project that is over \$500,000 must be identified as a qualified bidder by Monroe County.

(9) No Restriction on Discretion. If information other than what must be disclosed by the contractor is discovered by the county or the department, official or employee responsible for awarding the public works contract, and such information calls into question the contractor's capacity or competence to faithfully and responsibly comply with the terms of a public works contract, that information shall be considered in determining whether the contractor is a responsible bidder.

POLICIES ASSOCIATED WITH EXPENDITURES AND DISBURSEMENTS

PURCHASING POLICIES AND PROCEDURES

OVERVIEW

THE POLICIES DESCRIBED IN THIS SECTION APPLY TO ALL PURCHASES MADE BY MONROE COUNTY. THIS POLICY ASSUMES THAT ALL PURCHASES HERUNDER WILL BE BUDGETED IN A DEPARTMENT'S ANNUAL BUDGET. PURCHASE PROCEDURES OF VARIOUS MATERIALS AND SERVICES FOR MONROE COUNTY ARE EXPLAINED IN THIS SECTION.

Monroe County requires the practice of ethical, responsible, and reasonable procedures related to purchasing, agreements and contracts, and related forms of commitment. The policies in this section describe the principles and procedures that all staff shall adhere to in the completion of their designated responsibilities.

The goal of these procurement policies is to ensure that materials and services are obtained in an effective manner and in compliance with the provisions of applicable federal statutes and grant requirements.

RESPONSIBILITY FOR PURCHASING

ALL Department Head have the authority to initiate purchases on behalf of their department, within the guidelines described here. Department Head shall inform the Finance Department of all individuals that may initiate purchases or prepare purchase orders. The Finance Department shall maintain a current list of all authorized purchasers for proper setup in the purchasing system.

The Finance Department shall be responsible for processing purchase orders. The Finance Director has approval authority over all purchases and contractual commitments according to the approved authorization thresholds, and shall make the final determination on any proposed purchases where budgetary or other conditions may result in denial.

The Administration Department coordinates the entire RFP process with the department head or project manager for any RFP in relation to a Public Works or Professional Services sealed bid solicitation not exempt through County Board resolution or ordinance, or State Statute, or Federal or State contract. This may include the assistance in the compilation of the RFP, project timeline, advertisement publishing, deadlines, addenda, written questions, bid opening, award notifications, publication invoices, etc.

CODE OF CONDUCT IN PURCHASING

(2 CFR Part 200.318 (c)(1))

Ethical conduct in managing the County's purchasing activities is absolutely essential. Staff must always be mindful that they represent the County Board and share a professional trust with other staff and funding sources.

- Staff shall discourage the offer of, and decline, individual gifts or gratuities of value in any way that might influence the purchase of supplies, equipment, and/or services.
- Staff shall notify their immediate supervisor if they are offered such gifts.
- No officer, board member, employee, or agent shall participate in the selection or administration of a vendor if a real or apparent conflict of interest would be involved. Such a conflict would arise if an officer, board member, employee or agent, or any member of his or her immediate family, his or her spouse or partner, or a County that employs or is about to employ any of the parties indicated herein, has a financial or other interest in the vendor selected.
- Officers, board members, employees, and agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from vendors or parties to sub-agreements.
- Unsolicited gifts with a value of \$25 or less may be accepted with the approval of the Department Heads.

COMPETITION

(2 CFR Part 200.319)

In order to promote open and full competition, purchasers will:

- Be alert to any internal potential conflicts of interest.
- Be alert to any noncompetitive practices among vendors that may restrict, eliminate, or restrain trade.
- Not permit vendors who develop specifications, requirements, or proposals to bid on such procurements.
- Award contracts to bidders whose product or service is most advantageous in terms of price, quality, and other factors.
- Issue solicitations that clearly set forth all requirements to be evaluated.
- Reserve the right to reject any and all bids when it is in the County's best interest.
- Not give preference to state or local geographical areas unless such preference is mandated by Federal statute. *(200.319(b))*
- "Name brand or equivalent" description may be used as a means to define the performance or requirements *(200.319(c)(1))*

NONDISCRIMINATION POLICY AND BUSINESS CODE OF CONDUCT

Vendors agree not to discriminate against any person or class of persons by reason of age, race, color, sex, creed, religion, disability, national origin, sexual orientation or political affiliation in providing any services or in the use of any facilities provided for the public in any manner prohibited by Part 21 of the Regulations of the Office of the Secretary of Transportation. Contractor shall further comply with the letter and spirit of the Wisconsin Anti-Discrimination Act of 1957, as amended, and any other laws and regulations respecting discrimination in unfair employment practices. Additionally, Contractor shall comply with such enforcement procedures as any governmental authority might demand that Monroe County take for the purpose of complying with any such laws and regulations. All vendors who are the recipients of County funds or who propose to perform any work or furnish any goods under agreements with Monroe County, shall agree to these important principles:

1. Vendors will not discriminate against any employee or applicant for employment because of race, religion, color, sexual orientation, or national origin, except where religion, sex, or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the vendors.
2. Vendors agree to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. Notices, advertisements, and solicitations placed in accordance with federal law, rule, or regulation shall be deemed sufficient for meeting the intent of this section.

PROCUREMENT PROCEDURES

The following are Monroe County's procurement procedures:

1. Monroe County shall avoid purchasing items that are not necessary or duplicative for the performance of the activities required by a federal award. *(2 CFR Part 200.318(d))*
2. Where appropriate, an analysis shall be made of lease and purchase alternatives to determine which would be the most economical and practical procurement for the federal government. *(2 CFR Part 200.318(d))*. This analysis should only be made when both lease and purchase alternatives are available to the program.
3. Purchasers are encouraged to enter into state and local inter-governmental or inter-entity agreements where appropriate for procurement or use of common or shared goods and services. *(2 CFR Part 200.318(e))*
4. Purchasers are encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs. *(2 CFR Part 200.318(f))*
5. Documentation of the cost and price analysis associated with each procurement decision in excess of the simplified acquisition threshold (\$150,000) shall be retained in the procurement files pertaining to each federal award. *(2 CFR Part 200.323)*

6. All pre-qualified lists of persons, firms or products which are used in acquiring goods and services must be current and include enough qualified sources to ensure maximum open and full competition. *(2 CFR Part 200.319(d))*
7. Monroe County will maintain records sufficient to detail the history of procurement, including: *(2 CFR Part 200.318(i))*
 - a. Rationale for the method of procurement;
 - b. Selection of contract type;
 - c. Vendor selection or rejection; and
 - d. The basis for the contract price.
8. Monroe County shall make all procurement files available for inspection upon request by a federal or pass-through awarding agency.
9. Monroe County shall not utilize the cost-plus-a-percentage-of-costs or percentage of construction cost methods of contracting. *(2 CFR Part 200.323(d))*

All staff members with the authority to approve purchases will receive a copy of and be familiar with *2 CFR Part 200.400 – 475, Cost Principles*.

CAPITAL OUTLAY PURCHASES

Capital outlay is an expenditure of \$20,000 (\$1,000 Rolling Hills) or greater and having a useful life of not less than three years. This includes real property acquisition, construction, equipment, and repairs, or updating of an existing capital item which extends the life and value of the item, as opposed to normal recurring operating maintenance and repairs. The costs that are considered outlay are:

- The cost of the item itself
- Preservation costs
- Additions
- Improvements
- Ancillary cost (freight, etc.)

Outlay is determined by expenditure level, regardless of funding source. If an item is paid for fully by grants there must still be an expenditure for the full amount of cost, with an equal revenue for the funds provided by the grant.

Capital outlay items must be on a capital outlay list approved during the budget process. Changes to the list must be approved by the oversight committee, Finance Committee and County Board through either a Budget Adjustment or Repurpose of Funds action form. Requests to spend incurred savings or to substitute items on the approved outlay list must be authorized through an approved Budget Adjustment or Repurpose of Funds action.

Computer hardware or software purchases shall be made by the Information Technology (IT) Department in cooperation with the department requesting the items. Departments who can receive reimbursement for these purchases through grants or other means shall inform the IT Department. Costs of the equipment or software and ongoing maintenance shall be charged back to the user department.

LEVY OUTLAY PURCHASES

All Levy-funded outlay expenditures must be for item on the approved outlay list. Oversight Committee, Finance Committee and County Board approval must be obtained for any other expenditure of appropriated outlay dollars.

AUTHORIZATIONS AND PURCHASING LIMITS

All purchase requisitions must be completed by the department requesting the purchase. The requisition should be approved by the appropriate personnel through the workflow process. A purchase order (PO) is required before items are ordered.

1. County Authorization (pg. 51)
2. Capital Outlay Purchases (pg.52)
3. Federal Grant Authorization (pg. 53)

The following table summarizes the required approval levels and solicitation processes:

COUNTY AUTHORIZATION:	
Threshold	Procedures
Less than \$5,000	Department Head are authorized to spend up to \$5,000 for any line items that is part of their approved budget subject to the availability of funds.
\$5,000 - \$19,999	<p>Three documented price quotes are required. The quotes are to be returned to the project manager. As part of the review process the Staff member requesting the expenditure shall enter a requisition and attach the price quotes in the financial system for approval to purchase through workflow by the appropriate personnel (Department Head, Finance Director and County Administrator). Once the PO has been created with the appropriate approvals the project manager can order/award the purchase.</p> <p>If the circumstances are such that the purchaser is unable to obtain three price quotes, the circumstances shall be documented and reported to the County Administrator.</p>
\$20,000 or more	<p>Request for Proposal (RFP) of sealed bids will be required and there is to be a class 1 public notice published in the County's official newspaper. Upon the deadline of the RFP the department head/ project manager shall open the sealed bids with at least one other Monroe County staff member present and create a bid sheet to be submitted to the oversight committee. As part of the review process the Staff member requesting the expenditure shall state his/her recommendation to the oversight committee for which quote to accept, why, and identify the line item of the budget from which funds will be drawn when the County is invoiced for the purchases. Upon recommendation of the most advantageous bid by the department head the oversight committee will make a decision to award the bid.</p>
Exceptions	Approved by County Board resolution or ordinance, or Statute. Bid is covered by state contract pricing

CAPITAL OUTLAY PURCHASES:	
Threshold	Procedures
\$20,000 or more	Request for Proposal (RFP) of sealed bids will be required and there is to be a class 1 public notice published in the County's official newspaper. Upon the deadline of the RFP the department head and or project manager shall open the sealed bids with at least one other Monroe County staff member present and create a bid sheet to be submitted to the oversight committee. As part of the review process the Staff member requesting the expenditure shall state his/her recommendation to the oversight committee for which quote to accept, why, and identify the line item of the budget from which funds will be drawn when the County is invoiced for the purchases. Upon recommendation of the most advantageous bid by the department head the oversight committee will make a decision to award
Exceptions:	Approved by County Board resolution or ordinance, or Statute. Bid is covered by state contract pricing

When the procurement involves the expenditure of federal assistance of contract funds, the procurement shall be conducted in accordance with any mandatory applicable federal law and regulations. Nothing in this policy shall prevent any County employee from complying with the terms and conditions of any grant, gift, or bequest that is otherwise consistent with law.

FEDERAL GRANT AUTHORIZATION:			
Amount of Purchase	Required Approvals	Required Solicitation	Required Documentation
≤ \$3,500 (micro-purchase limit (≤ \$2,000 for purchases subject to Davis-Bacon))	Department Head	<ul style="list-style-type: none"> • Price must be considered reasonable based on similar purchases in the past • Purchase can be made from a vendor successfully used in the past • If a vendor used in the past cannot be used, at least 2 price quotes are required • As much as possible, micro-purchases should be rotated among qualified suppliers as long as the price comparable 	<ul style="list-style-type: none"> • Receipt approved by Department Head • Evidence of price comparison, if not using past vendor
\$3,501 ≤ \$4,999	Department Head	3 written bids (catalogue, Internet, written)	<ul style="list-style-type: none"> • Documentation of bids received • How decision was made • Procurement checklist
\$5,000 ≤ \$25,000	Department Head Finance Director County Administrator	3 written bids (catalogue, Internet, written)	<ul style="list-style-type: none"> • Documentation of bids received • How decision was made • Procurement checklist
\$25,001 ≤ \$150,000	Department Head Finance Director County Administrator	3 written bids (Request for Bids or Request for Proposals)	<ul style="list-style-type: none"> • Copy of RFB or RFP • Proposal scoring grids including who participated in the scoring • Proposal and contract of winning bid • Procurement checklist
> \$150,000	Department Head Finance Director County Administrator	3 written bids (Request for Bids or Request for Proposals)	<ul style="list-style-type: none"> • Copy of RFB or RFP • Proposal scoring grids including who participated in the scoring • Proposal and contract of winning bidder • Procurement checklist
Exceptions:	Approved by County Board resolution or ordinance, or Statute. Bid is covered by state contract pricing		

NOTE: The limit is \$2,000 if the purchase is subject to the requirements of the Davis Bacon Act. (pg. 81)

All Federal Grant Authorizations are approved by the County board by the annual budget process, resolution or budget adjustment.

USE OF PURCHASE ORDERS (6/2023)

Monroe County utilizes Enterprise ERP, powered by Munis. A properly completed purchase order shall be required for each purchase decision (i.e., total amount of goods and services purchased, not unit cost) in excess of \$500 or some other threshold established by the County, with the exception of travel advances and expense reimbursements, which require the preparation of a separate form described elsewhere in this manual.

A properly completed purchase order shall contain the following information, at a minimum:

1. General Description
2. Vendor Name and Correct Address
3. Allocation
4. Shipping and Billing
5. Description: Line Detail
6. Quantity
7. Unit Price
8. Gross Amount
9. Approval: Workflow
10. Date Ordered

Purchase orders shall be issued upon appropriate workflow approvers and will be given to the vendor or supplier for inclusion on the invoice for proper matching.

All purchase orders will be recorded in Enterprise ERP, powered by Munis. At the end of each accounting period, an aged outstanding purchase order report shall be prepared and distributed to Department Heads.

BLANKET PURCHASE ORDERS

Blanket purchase orders can be created for purchases to be made throughout the year from the same vendor when the total amount to be purchased can be reasonably estimated. The blanket purchase order number will be used each time an order is placed and needs to appear on each invoice.

Blanket purchase orders are subject to the same authorization limits and solicitation as regular purchase orders.

1. Blanket purchase orders can be used when:
 - Purchasing repetitive, specified services or items, or categories of items from the same vendor; which are purchased and paid in a predictable manner during a certain time period, not to exceed one-(1) year
 - Ordering standard materials or maintenance supplies which require numerous shipments
 - To enable the buyer to obtain more favorable pricing through volume commitments

2. Blanket purchase orders generally cannot be used when:
 - No benefit will be derived over and above use of a regular purchase order
 - Providing an open line of credit with a vendor
 - Prices are unknown at ordering time, or subject to change later without notice
 - Quality of the vendor and/or goods or services are questionable
 - Control over Monroe County's expenditures would be weakened significantly

3. A uniform blanket purchase order format should be used and shall include the following information:
 - The period to be covered by the blanket agreement (not exceed to one year)
 - A cancellation clause
 - The previous blanket purchase order number if this is a replacement blanket purchase order
 - Items and/or categories of items to be covered by the blanket purchase order
 - Maximum quantities, if any
 - Prices and pricing arrangements
 - Terms and billing arrangements
 - Personnel authorized to issue order releases

4. Pricing: Price, F.O.B. terms, commodities, and quantity should be established before the blanket purchase order is issued.

It shall be the responsibility of the ordering department to monitor the prices and terms of their blanket purchase order.

Department Heads are authorized to enter into contracts of \$5,000 or less. Contracts in excess of this amount not requiring a sealed bid require the review and approval of the County Administrator. This policy shall also apply to renewals of existing contracts.

VENDORS AND SUPPLIERS QUOTES LESS THAN \$20,000

Monroe County departments may develop lists of approved vendors and suppliers that can be used throughout the year. The process to identify an approved vendor or supplier is as follows.

1. Develop a list of similar, commonly-purchased items that can be acquired from a single vendor (e.g. office supplies).
2. Get cost estimates for the list in total, not for each item. Include shipping costs, if necessary.
3. Obtain 2 or 3 quotes, depending on the level of expected spending for the year.
4. Compare the quotes.
5. The vendors with lowest prices, including shipping, will be approved for use during the year.

6. This process could result in multiple approved vendors if the prices are within 5% of each other.

~~This process should be repeated annually, with the approved list produced by January 15 and shared with all departments. Vendors may be added throughout the year, but all vendors will be reevaluated January 1.~~

NON COMPETITIVE PURCHASES (SOLE SOURCE)

EMERGENCIES:

Where equipment, materials, parts, and/or services are needed, quotations will not be necessary if the health, welfare, safety, etc., of staff and protection of County property is involved. If a levy-funded outlay item is purchased under the emergency procedure, and is not included on the outlay list approved at budget time, a revision of that department's outlay list must be approved through a Budget Adjustment or Repurpose of Funds action. The reasons for such purchases will be documented in the procurement file.

Emergency purchases shall only be made to:

1. Prevent delays in construction or delivery of essential services
2. To meet emergencies that may cause a financial harm to public property of other public assets
3. To meet emergencies that may cause financial harm to people or private assets
4. To stay an immediate threat to the health or safety of the public and employees

Emergency purchases specific to those outlined in this section are to be approved by the County Administrator or the County Board Chair.

SINGLE DISTRIBUTOR/SOURCE:

Sole source purchases may be made when one or more of the following circumstances apply: *(2 CFR 200.320(f))*

- The item or service is only available from a single source
- The situation is an emergency and will not permit a delay resulting from competitive solicitation
- The awarding agency expressly authorizes a noncompetitive proposal in response to a written request
- After solicitation, competition is deemed inadequate (insufficient bidders).

Approval from the awarding agency may be required.

REQUIRED SOLICITATION OF QUOTATIONS FROM VENDORS

Solicitations for goods and services (requests for proposals or RFPs) should provide for all of the following:

1. A clear and accurate description of the technical requirements for the material, product, or service to be procured. Descriptions shall not contain features which unduly restrict competition. *(2 CFR Part 200.319(c)(1))*
2. Requirements which the bidder/offeror must fulfill and all other factors to be used in evaluating bids or proposals. (See the next section entitled Evaluation of Alternative Vendors for required criteria.) *(2 CFR Part 200.319(c)(2))*
3. Technical requirements in terms of functions to be performed or performance required, including the range of acceptable characteristics or minimum acceptable standards. *(2 CFR Part 200.319(c)(1))*
4. The specific features of "brand name or equal" descriptions that bidders are required to meet when appropriate. *(2 CFR Part 200.319(c)(1))*
5. A description of the format, if any, in which proposals must be submitted, including the name of the person to whom proposals should be sent.
6. The date by which proposals are due.
7. Required delivery or performance dates/schedules.

8. Clear indications of the quantity(ies) requested and unit(s) of measure.

EXTENSION OF DUE DATES AND RECEIPT OF LATE PROPOSALS

Solicitations should provide for sufficient time to permit the preparation and submission of offers before the specified due date. However, an extension may be granted if a prospective offeror so requests. requested by a prospective offeror and considered if it is in the best interest of the County.

Vendor proposals are considered late if received after the due date and time specified in the solicitation. Late proposals shall be so marked on the outside of the envelope and retained, unopened, in the procurement folder. Vendors that submit late proposals shall be sent a letter notifying them that their proposal was late and could not be considered for award.

EVALUATION OF ALTERNATIVE PROPOSERS

Proposers shall be evaluated on a weighted scale that considers some or all of the following criteria as appropriate for the purchase:

1. Adequacy of the proposed methodology
2. Skill and experience of key personnel
3. Demonstrated experience
4. Other technical specifications designated by the department requesting proposals
5. Compliance with administrative requirements of the request for proposal (format, due date, etc.)
6. Proposer's financial stability
7. Proposer's demonstrated commitment to the nonprofit sector
8. Results of communications with references supplied by proposer
9. Ability/commitment to meeting time deadlines
10. Cost
11. Minority, small business, women-owned business status of proposer, or labor surplus firm
12. Other criteria (to be specified by the department requesting proposal)

Not all of the preceding criteria may apply in each purchasing scenario. However, the department responsible for the purchase shall establish the relative importance of the appropriate criteria prior to requesting proposals and shall evaluate each proposal on the basis of the criteria and weighting that have been determined.

After a vendor has been selected and approved by the Department Head, the final selection shall be approved by others according to Monroe County's authorization threshold table.

AFFIRMATIVE CONSIDERATION OF MINORITY, SMALL BUSINESS, WOMEN-OWNED BUSINESSES, AND LABOR SURPLUS AREA FIRMS

(2 CFR Part 200.321)

NOTE: A Labor Surplus Area (LSA) is designated by the US Department of Labor (DOL). An LSA is a civil jurisdiction that has a civilian average annual unemployment rate during the previous two calendar years of 20 percent or more above the average annual civilian unemployment rate for all states (including Puerto Rico) during the same 24-month reference period.

A list of labor surplus areas can be found at this link. www.doleta.gov/programs/lisa.cfm

Positive efforts shall be made by Monroe County to utilize small businesses, minority-owned firms, women's business enterprises, and labor surplus area firms whenever possible. Therefore, the following steps shall be taken:

1. Ensure that small business, minority-owned firms, women's business enterprises, and labor surplus area firms are used to the fullest extent practicable. (2 CFR Part 200.321)
2. Make information on forthcoming opportunities available and arrange time frames for purchases and contracts to encourage and facilitate participation by small business, minority-owned firms, women's business enterprises and labor

surplus area firms. (2 CFR Part 200.321(b)(4))

3. Consider in the contract process whether firms competing for larger contracts tend to subcontract with small businesses, minority-owned firms, women's business enterprises, and labor surplus area firms. (2 CFR Part 200.321(b)(6))
4. Encourage contracting with consortiums of small businesses, minority-owned firms, women's business enterprises, and labor surplus area firms when a contract is too large for one of these firms to handle individually. (2 CFR Part 200.321(b)(3))
5. Use the services and assistance, as appropriate, of such entities as the Small Business Administration and the Department of Commerce's Minority Business Development Agency in the minority-owned firms and women's business enterprises. (2 CFR Part 200.321(b)(5))

AVAILABILITY OF PROCUREMENT RECORDS

(2 CFR Part 200.324(b))

Monroe County shall, on request, make available for the federal awarding agency, pre-award review and procurement documents, such as requests for proposals, when any of the following conditions apply:

- The process does not comply with the procurement standards in 2 CFR Part 200. (2 CFR Part 200.324(b)(1))
- The procurement is expected to exceed the federally-defined simplified acquisition threshold (\$150,000) and is to be awarded without competition or only one bid is received. (2 CFR Part 200.324(b)(2))
- The procurement exceeds the simplified acquisition threshold and specifies a "name brand" product. (2 CFR Part 200.324(b)(3))
- The proposed award exceeds the federally-defined simplified acquisition threshold and is to be awarded to other than the apparent low bidder under a sealed-bid procurement. (2 CFR Part 200.324(b)(4))
- A proposed contract modification changes the scope of a contract or increases the contract amount by more than the amount of the federally-defined simplified acquisition threshold. (2 CFR Part 200.324(b)(5))

PROVISIONS INCLUDED IN ALL FEDERAL AWARDED CONTRACTS

(2 CFR Part 200 Appendix II)

Monroe County includes all of the following provisions, as applicable, in all contracts charged to federal awards (including small purchases) with vendors and subgrants to grantees:

1. **Contracts for more than the simplified acquisition threshold**, currently set at \$150,000, must address administrative, contractual, or legal remedies in instances where vendors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
2. **All contracts of \$20,000 or more** must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.
3. **Equal Employment Opportunity**: All contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR Part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
4. **Davis-Bacon Act, as amended (40 U.S.C. 3141-3148)**: When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by Monroe County and its subrecipients must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144 and 3146-3148) and as supplemented by Department of Labor regulations (29 CFR part 5, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction").
5. The contracts must also include a provision for compliance with the **Copeland "Anti-Kickback" Act (40 U.S.C. 3145)**, as supplemented by Department of Labor regulations (29 CFR part 3). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or

repair of public work, to give up any part of the compensation to which he or she is otherwise entitled.

6. **Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708).** Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include provisions concerning overtime pay and working conditions in compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5).
7. **Rights to Inventions Made Under a Contract or Agreement:** If the Federal award meets the definition of "funding agreement" under 37 CFR 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit County regarding the substitution of parties, the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit County and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the award agency.
8. **Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended:** Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act, as amended (33 U.S.C. 1251-13287). Violations must be reported to the federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
9. **Debarment and Suspension (E.O.s 12549 and 12689):** A contract award must not be made to the parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with E.O.'s 12549 and 12689, "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than E.O. 12549.

NOTE: A list of excluded parties can be found at www.sam.gov. Note that some federal grants require evidence that a search for debarment or suspension status was completed for every purchase.
10. **Byrd Anti-Lobbying Amendment (31 U.S.C. 1352):** Contractors the apply or bid for an award exceeding \$100,000 must file the required certification that it will not and has not used federal appropriated funds to pay any person or County for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. 1352.

RIGHT TO AUDIT CLAUSE

Monroe County requires a "Right to Audit" clause in all contracts between the County and vendors that either:

1. Take any form of temporary possession of assets directed for the County
2. Process data that will be used in any financial function of the County.

This Right to Audit clause shall permit access to and review of all documentation and processes relating to the vendor's operations that apply to Monroe County, as well as all documents maintained or processed on behalf of Monroe County, for a period of three years. The clause shall state that such audit procedures may be performed by Monroe County employees or any outside auditor or vendor designated by the County.

PROCUREMENT GRIEVANCE PROCEDURES

Any bidder may file a grievance with Monroe County following a competitive bidding process. Once a selection is made, bidders must be notified in writing of the results. The written communication mailed to bidders must also inform them that they may have a right to appeal the decision. Information on the County's appeal procedures must be made available to all prospective vendors or subgrantees upon request, including the name and address of a contact person, and a deadline for filing the grievance.

Grievances are limited to violations of federal laws or regulations.

COUNTY OF MONROE, WISCONSIN

REQUEST FOR PROPOSAL (RFP) POLICY

OVERVIEW

The Request for Proposal (RFP) Policy shall comply with The Monroe County Code of Ordinances, Chapter 14, Finance and Taxation, Section 14-72 Purchasing Policy and Procedures and Accounting and Financial Policies and Procedures Manual.

Monroe County shall comply with the following purchasing thresholds for all public works and professional services projects.

PURCHASING THRESHOLDS

The following method shall determine the method of solicitations and process to implement.

1. **Purchases less than \$5,000.** Made or authorized by department head. Purchases wherein the total purchase price amounts up to \$5,000.00 or less from any line item that is part of their approved budget subject to availability of funds.
2. **Purchases made \$5,000-\$19,999.** Three documented price quotes are required. As part of the review process the staff member/project manager requesting the quotes shall document and report all quotes to County Administration.
3. **Purchases \$20,000 or more Sealed Bids.** Sealed Bids will be required and there is to be a class 1 public notice published in the County's official newspaper. Department Head/Project Manager shall obtain approval from committee of jurisdiction to enter into a sealed bid process. See Administration Oversight Section for continued processes and requirements. Upon the deadline of the sealed bids the department head shall open the sealed bids with at least one other Monroe County staff member present and create a bid sheet to be submitted to the oversight committee. As part of the review process the staff member requesting the bid shall state his/her recommendation to the oversight committee for which bid to accept, why, and identify the line item of the budget from which funds will be drawn when the County is invoiced for the purchases. Upon recommendation of the most advantageous bid by the department head the oversight committee will make a final decision in regards to the recommendation. The following steps may be part of the sealed bid process:
 - a) Responsible Bidder Criteria: In order to be a responsible bidder for purposes of being awarded a public works contract or a professional services contract in excess of \$500,000, the contractor/vendor must complete the County of Monroe, Wisconsin Bidder's Statement of Qualifications form. Monroe County has the right to determine and identify if such requirement is needed for projects less than \$500,000 and shall be identified within the RFP at their discretion. To be an approved responsible bidder a formal written decision shall be provided by Monroe County.
 - b) Exceptions: County Authorization and Capital Outlay Purchases are exempt if approved by County Board resolution or ordinance, or State Statute or bid is covered by state contract pricing.
 - c) All State and Federal Grant Authorizations are approved by the County board by the annual budget process, resolution or budget adjustment.
 - d) When the procurement involves the expenditure of State and Federal assistance of contract funds, the procurement shall be conducted in accordance with any mandatory applicable State and Federal law and regulations. Nothing in this policy shall prevent any County employee from complying with the terms and conditions of any grant, gift, or bequest that is otherwise consistent with law.

NON COMPETITIVE PURCHASES (SOLE SOURCE) EMERGENCIES:

Where equipment, materials, parts, and/or services are needed, quotations will not be necessary if the health, welfare, safety, etc., of staff and protection of County property is involved. If a levy-funded outlay item is purchased under the emergency procedure, and is not included on the outlay list approved at budget time, a revision of that department's outlay list must be approved through a Budget Adjustment or Repurpose of Funds action. The reasons for such purchases will be documented in the procurement file.

Emergency purchases shall only be made to:

1. Prevent delays in construction or delivery of essential services
2. To meet emergencies that may cause a financial harm to public property of other public assets
3. To meet emergencies that may cause financial harm to people or private assets
4. To stay an immediate threat to the health or safety of the public and employees

Emergency purchases specific to those outlined in this section are to be approved by the County Administrator or the County Board Chair.

EXCEPTIONS

Departments that have State and Federal required contract process obligations such as Health, Highway, Human Services, etc. shall be exempt from the Monroe County RFP Policy process on those specific products or services only. The purchases for the required State and Federal obligatory contract services shall be identified as such and kept on record. All other funding sources must adhere to all of the Monroe County ordinances and policies.

Exceptions may also be approved by County Board resolution or ordinance, Statute or if Bid is covered by State Contract Pricing.

Emergencies:

Where equipment, materials, parts, and/or services are needed, quotations will not be necessary if the health, welfare, safety, etc., of staff and protection of County property is involved. If a levy-funded outlay item is purchased under the emergency procedure, and is not included on the outlay list approved at budget time, a revision of that department's outlay list must be approved through a Budget Adjustment or Repurpose of Funds action. The reasons for such purchases will be documented in the procurement file.

Emergency purchases shall only be made to:

1. Prevent delays in construction or delivery of essential services
2. To meet emergencies that may cause a financial harm to public property of other public assets
3. To meet emergencies that may cause financial harm to people or private assets
4. To stay an immediate threat to the health or safety of the public and employees

Emergency purchases specific to those outlined in this section are to be approved by the County Administrator or the County Board Chair.

GRANT RFP POLICY

Grant awards that are contracting services or purchasing item(s) shall follow the Monroe County Accounting & Financial Policies and Procedures Manual and RFP Policy.

ADMINISTRATION OVERSITE

1. Monroe County shall have three RFP Templates used for solicitations:
 - a. Public Works
 - b. Professional Services
 - c. Purchases of Goods
2. Administration coordinates the entire RFP process with the department head or project manager for any RFP in a or b above. This may include the assistance in the compilation of the RFP, project timeline, advertisement publishing, deadlines, addenda, written questions, bid opening, award notifications, publication invoices, etc.
3. Any RFP that is required for compilation of next years proposed budget must notify administration with details no later than March 31.
4. Departments should be discussing next year's budgeted RFP's during the budget process for proposed scheduling and timeline completion. To engage in the RFP process, Department Head/Project Manager shall obtain approval from the committee of jurisdiction.
5. Upon adoption of next year's budget, Departments shall provide all details for the RFP to Administration in a timely manner based on the proposed schedule. Department/Project Manager shall be responsible to submit any requested document (s), adhere to any necessary deadline or attend any RFP meeting as requested by Administration. It is the department head/project manager responsibility to assist as needed in the compilation of said RFP.
6. Department Head/project manager will be required to review and approve final RFP draft prior to County Administrator and Corporation Counsel Review.
7. County Administrator and Corporation Counsel shall review and approve the final RFP draft prior to publication.
8. All vendor/contractor questions in relation to the RFP must be submitted in writing. Questions received less than seven (7) days prior to bid opening may not be answered. Interpretations or clarifications considered necessary by owner in response to such questions will be issued by addenda posted to the Monroe County Website. Addenda may be issued to clarify, correct, or change the bidding documents as deemed advisable by owner. All information relayed between vendor and Department Head/project manager must be submitted to Administration for proper postings and notifications.
9. Upon the deadline of the sealed bids the department head/project manager shall open the sealed bids with at least one other Monroe County Administration staff member present. A bid tabulation form shall be drafted by Administration and returned to the Department Head/Project Manager to supply to the committee of jurisdiction. Signed recommendation and award bid tabulation shall be returned to Administration.
10. Administration shall complete the awarding of the vendor/contractor. After the award is acknowledged, Administration shall work with the department head/project manager and vendor/contractor to produce the contract in relation to the RFP. Contract shall be reviewed and approved with the County Administrator and Corporation Counsel prior to the execution of documents.
11. Administration documents time allocated on each RFP Project.
12. Note: RFP/Contract process averages 4 - 6 months from start to finish.

RFP RELATED DOCUMENTS

Request for proposals shall have some or all of the following documents attached within:

1. County of Monroe, Wisconsin Advertisement For Bid
2. County of Monroe, Wisconsin Request For Proposal
3. County of Monroe, Wisconsin Bidder's Qualification Statement
4. County of Monroe, Wisconsin Tabulation of Subcontractors
5. County of Monroe, Wisconsin Conditions of Access Waiver
6. County of Monroe, Wisconsin Equipment and Labor Rates
7. County of Monroe, Wisconsin RFP Statement
8. County of Monroe, Wisconsin Standard Terms and Conditions

DRAFT



OPIOID SETTLEMENT FUNDS REQUEST FORM

Policy Form

To request Monroe County Opioid Settlement Funds complete the form and attach additional information as necessary.

Objective

1. Requested Funds shall have a positive impact on opioid/drug use for Monroe County citizens.
2. Program/project shall be a one-time use of funds with no new future expenditure requirements.
3. Shall meet all requirements of opioid use.
4. Shall be an eligible use of funds. (It is the responsibility of the requesting party to provide proof of eligibility).
5. Must meet the requirements set by the Monroe County Finance Committee for eligible county departments and/or nonprofit organizations.

Criteria for Requests

The following information shall be included in all requests for opioid settlement funds.

1. Program/project title/name. _____

2. Total Funding amount requested. \$ _____

What is the funds for?

3. What is the timeline of the program/project? Please Explain _____

Begin Date ___/___/___ End Date ___/___/___

4. What is the timeline of the use of funds? Please Explain _____

Begin Date ___/___/___ End Date ___/___/___



OPIOID SETTLEMENT FUNDS REQUEST FORM

5. Eligible uses - how will you meet compliance regulations? Please attach Proof of Eligible Use.
Select Category of Core Strategy and/or Eligible Uses

Core Strategies

- (a) Naloxone or Other FDA-Approved Drug to Reverse Opioid Overdoses
- (b) Medication-Assisted Treatment (“MAT”) Distribution and Other Opioid-Related Treatment
- (c) Pregnant & Postpartum Women
- (d) Expanding Treatment for Neonatal Abstinence Syndrome (“NAS”)
- (e) Expansion of Warm Hand-off Programs and Recovery Services
- (f) Treatment for Incarcerated Population
- (g) Prevention Programs
- (h) Expanding Syringe Service Programs
- (i) Evidence-Based Data Collection and Research Analyzing the Effectiveness of the Abatement Strategies Within the State

Approved Uses

- (j) Treat Opioid Use Disorder (OUD)
- (k) Support People in Treatment and Recovery
- (l) Connect People Who Need Help to the Help They Need (Connections to Care)
- (m) Address the Needs of Criminal Justice-Involved Persons
- (n) Address the Needs of Pregnant or Parenting Women and Their Families, Including Babies with Neonatal Abstinence Syndrome
- (o) Prevent Over-Prescribing and Ensure Appropriate Prescribing and Dispensing of Opioids
- (p) Prevent Misuse of Opioids
- (q) Prevent Overdose Deaths and Other Harms (Harm Reduction)
- (r) First Responders
- (s) Leadership, Planning and Coordination
- (t) Training
- (u) Research

How will you meet compliance regulations?



OPIOID SETTLEMENT FUNDS REQUEST FORM

6. Will the program/project create savings or a future revenue source? Please explain

7. Will the program/project create efficiencies or add to services? If so, how? _____

8. Does the use of funds improve quality of life for our residents? If so, how? _____

9. What population does the program help? _____

10. Does the use of funds support Economic Development in Monroe County? _____

11. Will the program/project create jobs in Monroe County? Yes No
If yes, please estimate number of job opportunities? _____

Please explain what type of workforce the jobs created will fall under _____

Will the positions be? (Select One)

Temporary

Permanent



OPIOID SETTLEMENT FUNDS REQUEST FORM

Request for Use Process

1. All requests for Opioid Settlement Funds shall be submitted to the Finance Director, Diane Erickson 124 N Court Street, Sparta, WI 54665 or diane.erickson@co.monroe.wi.us no later than XX/XX/202X
2. Finance Director shall make available all requested uses to the Finance Committee.
3. All requests shall be reviewed by the Finance Committee for compliance with policy.
4. Requests in compliance with policy requirements will be reviewed at a future date to be set by the Finance Committee.
5. Any requestor shall be in attendance to present the request at said meeting for request to be eligible for consideration, absent any extenuating circumstance.
6. Recommendations by the Finance Committee will be forwarded in resolution form to the Monroe County Board for consideration.
7. Monroe County Board approval. Requestor shall be in attendance to present the request at said meeting for request to be eligible for consideration, absent any extenuating circumstance.

Reporting

The Finance Department with the assistance of the requestor shall prepare periodic reports providing detailed accounting of the uses of funds. In addition to regular reporting requirements, the requestor may be required to provide other additional information as may be necessary or appropriate.

Submission

Date _____

Name _____

Address _____

Email _____

Phone _____



OPIOID SETTLEMENT FUNDS REQUEST FORM

Internal Use Only

Finance Director Signature _____

Date Received _____

Finance Committee Vote Approved Yes No

Finance Committee Chair Signature _____

County Board Vote Approved Yes No

County Board Chair Signature _____

TREASURER'S REPORT
For the period of July 1, 2024 to July 31, 2024
Mindy Hemmersbach, County Treasurer

RECEIPTS & DISBURSEMENTS	
Receipts for Current Month:	\$ 21,014,314.83
Wires & Disbursements for Current Month:	\$ 19,869,071.94

INVESTMENTS - GENERAL FUND				
Bank	ACCOUNT NUMBER	BALANCE	DUE DATES	INTEREST RATE
State Bank	2401	\$ 7,644,432.84	none	5.62%
State Investment Pool	841000	\$ 10,540,172.31	none	5.42%
Bank First Checking	1000045824	\$ 504.03	none	0.00%
Bank First MM	1000025244	\$ 263,365.42	none	5.02%
Citizens First Bank MM	643233	\$ 3,155,309.14	none	
River Bank MM	20032983	\$ 3,032,731.35	none	4.11%
River Bank - CD	30113890	\$ 1,026,142.03	11/21/2024	5.32%
River Bank - CD	30113906	\$ 1,026,142.03	11/21/2024	5.32%
River Bank - CD	30113910	\$ 1,026,142.03	11/21/2024	5.32%
River Bank - CD	30116726	\$ 1,012,221.31	2/8/2025	5.05%
River Bank - CD	30116730	\$ 506,110.66	8/8/2024	5.05%
State Bank - CDARs	1028204899	\$ 1,000,000.00	12/5/2024	5.32%
State Bank - CDARs	1028204953	\$ 1,000,000.00	12/5/2024	5.32%
State Bank - CDARs	1028560318	\$ 500,000.00	2/13/2025	5.05%
State Bank - CDARs	1028560326	\$ 500,000.00	8/15/2024	5.05%
TOTAL GENERAL FUND INVESTMENTS		\$ 32,233,273.15		

GENERAL FUND BALANCES	
Month End Balance	\$ (1,155,986.69)
Outstanding Checks	\$ (191,234.69)
Outstanding Deposits	\$ 886,739.11
General Fund Investments	\$ 32,233,273.15
Totals	\$ 31,772,790.88

TOTAL GENERAL FUND AS OF July 2023	\$ 32,243,622.79
General fund is down from a year ago:	\$ (470,831.91)

DELINQUENT TAXES	
Delinquent Taxes in July 2024 were:	\$ 731,568.52
Delinquent Taxes in July 2023 were:	\$ 757,288.18
Delinquent Taxes are down from one year ago:	\$ (25,719.66)

SALES & USE TAX	
Sales tax received July 2024	\$ 2,826,585.55
Sales tax is for the months of Nov thru May 2024	
Sales tax received July 2023	\$ 2,731,992.21
Sales tax is for the months of Nov thru May 2023	
SALES TAX IS UP FROM ONE YEAR AGO:	\$ 94,593.34

TREASURER'S REPORT
 For the period of June 1, 2024 to June 30, 2024
 Mindy Hemmersbach, County Treasurer

RECEIPTS & DISBURSEMENTS	
Receipts for Current Month:	\$ 8,207,517.54
Wires & Disbursements for Current Month:	\$ 8,654,100.65

INVESTMENTS - GENERAL FUND				
Bank	ACCOUNT NUMBER	BALANCE	DUE DATES	INTEREST RATE
State Bank		\$ 4,163,380.55	none	5.58%
State Investment Pool		\$ 6,507,349.16	none	5.42%
Bank First Checking		\$ 504.03	none	0.00%
Bank First MM		\$ 262,202.25	none	4.99%
Citizens First Bank MM		\$ 3,143,943.90	none	
River Bank MM		\$ 3,022,363.66	none	4.11%
River Bank - CD		\$ 1,026,142.03	11/21/2024	5.32%
River Bank - CD		\$ 1,026,142.03	11/21/2024	5.32%
River Bank - CD		\$ 1,026,142.03	11/21/2024	5.32%
River Bank - CD		\$ 1,012,221.31	2/8/2025	5.05%
River Bank - CD		\$ 506,110.66	8/8/2024	5.05%
State Bank - CDARs		\$ 1,000,000.00	12/5/2024	5.32%
State Bank - CDARs		\$ 1,000,000.00	12/5/2024	5.32%
State Bank - CDARs		\$ 500,000.00	2/13/2025	5.05%
State Bank - CDARs		\$ 500,000.00	8/15/2024	5.05%
TOTAL GENERAL FUND INVESTMENTS		\$ 24,696,501.61		

GENERAL FUND BALANCES	
Month End Balance	\$ (1,039,772.13)
Outstanding Checks	\$ (808,341.80)
Outstanding Deposits	\$ 242,388.77
General Fund Investments	\$ 24,696,501.61
Totals	\$ 23,090,776.45

TOTAL GENERAL FUND AS OF JUNE 2023	\$ 22,191,697.77
General fund is up from a year ago:	\$ 899,078.68

DELINQUENT TAXES	
Delinquent Taxes in June 2024 were:	\$ 756,540.69
Delinquent Taxes in June 2023 were:	\$ 686,167.88
Delinquent Taxes are up from one year ago:	\$ 70,372.81

SALES & USE TAX	
Sales tax received June 2024	\$ 2,426,617.19
Sales tax is for the months of Nov thru April 2024	
Sales tax received June 2023	\$ 2,163,235.65
Sales tax is for the months of Nov thru April 2023	
SALES TAX IS UP FROM ONE YEAR AGO:	\$ 263,381.54

TREASURER'S REPORT
For the period of July 1, 2024 to July 31, 2024
Mindy Hemmersbach, County Treasurer

INVESTMENTS				
BANK	ACCOUNT NUMBER	BALANCE	DUE DATES	INTEREST RATE
History Room				
State Bank-History Room MMI		\$ 73,235.00	None	5.62%
State Bank-History Room MMII		\$ 17,197.18	None	5.62%
Monroe Co Local History Room Endowment #3 Fidelity Investments		\$ 2,253,277.95	None	
State Bank-Wegner Grotto Trust		\$ 410,342.25	None	5.62%
Wegner Grotto Endowment-Raymond James		\$ 468,600.89	None	
Haney Fund				
State Bank of Sparta MM		\$ 1,033.24	None	5.62%
Transportation - ADRC				
State Bank-ADRC Transportation		\$ 56,349.74	None	5.62%
Jail Assessment				
Bank First MM		\$ 240,278.01	None	5.02%
Monroe County Land Information Board				
Bank First MM		\$ 94,915.82	None	5.02%
Solid Waste Management				
State Bank - Ridgeview II-Closure Escrow		\$ 222,624.11	11/29/2024	4.40196%
		\$ 225,085.15	11/29/2024	4.40196%
		\$ 227,301.02	11/29/2024	4.40196%
		\$ 238,448.92	11/29/2024	4.40196%
		\$ 863,546.61	8/1/2024	4.35411%
State Bank - Facility Reserve-MM		\$ 3,754.31	None	5.62%
State Bank - ICS		\$ 546,227.04	None	5.312%
Section 125 Plan				
State Bank of Sparta		\$ 43,847.60	None	5.62%
Worker's Comp				
State Bank of Sparta		\$ 2,316,076.31	None	5.62%
Self Funded - Employee Insurance				
State Bank of Sparta		\$ 1,498,956.09	None	5.62%
American Rescue Plan				
State Bank of Sparta		\$ 2,686,696.79	None	5.62%
Opioid Funds				
River Bank MM		\$ 734,298.06	None	4.11%
TOTAL OF RESTRICTED FUNDS-NOT IN GENERAL FUND:		\$ 13,222,092.09		

TREASURER'S REPORT
For the period of June 1, 2024 to June 30, 2024
Mindy Hemmersbach, County Treasurer

INVESTMENTS				
BANK	ACCOUNT NUMBER	BALANCE	DUE DATES	INTEREST RATE
History Room				
State Bank-History Room MMI		\$ 80,302.17	None	5.58%
State Bank-History Room MMII		\$ 17,115.71	None	5.58%
Monroe Co Local History Room Endowment #3 Fidelity Investments		\$ 2,165,248.66	None	
State Bank-Wegner Grotto Trust		\$ 414,452.97	None	5.58%
Wegner Grotto Endowment-Raymond James		\$ 449,813.70	None	
Haney Fund				
State Bank of Sparta MM		\$ 1,028.34	None	5.58%
Transportation - ADRC				
State Bank-ADRC Transportation		\$ 56,082.78	None	5.58%
Jail Assessment				
Bank First MM		\$ 236,817.09	None	4.99%
Monroe County Land Information Board				
Bank First MM		\$ 90,594.18	None	4.99%
Solid Waste Management				
State Bank - Ridgeview II-Closure Escrow		\$ 222,469.67	7/25/2024	4.25830%
		\$ 221,793.40	11/29/2024	4.40196%
		\$ 224,245.25	11/29/2024	4.40196%
		\$ 226,452.86	11/29/2024	4.40196%
		\$ 237,559.16	11/29/2024	4.40196%
		\$ 860,359.28	8/1/2024	4.35411%
State Bank - Facility Reserve-MM		\$ 3,736.52	None	5.58%
State Bank - ICS		\$ 543,768.44	None	5.312%
Section 125 Plan				
State Bank of Sparta		\$ 43,107.67	None	5.58%
Worker's Comp				
State Bank of Sparta		\$ 2,296,763.22	None	5.58%
Self Funded - Employee Insurance				
State Bank of Sparta		\$ 1,248,656.54	None	5.58%
American Rescue Plan				
State Bank of Sparta		\$ 2,673,968.41	None	5.58%
Opioid Funds				
River Bank MM		\$ 731,787.79	None	4.11%
TOTAL OF RESTRICTED FUNDS - NOT IN GENERAL FUND:		\$ 13,046,123.81		

2024 MONTHLY GENERAL INFORMATION

MONTH	GENERAL FUND	SALES TAX	DELINQUENT TAXES
January	\$ 25,110,489.98	\$ 327,920.04 Sales Tax for Nov. 2023	\$ 933,604.16 *
February	\$ 27,301,002.01	\$ 587,822.64 Sales for Tax Dec. 2023	\$ 874,878.27 *
March	\$ 27,607,069.98	\$ 349,372.10 Sales for Tax Jan. 2024	\$ 854,416.17 *
April	\$ 24,639,564.55	\$ 308,396.30 Sales Tax for Feb. 2024	\$ 821,747.15 *
May	\$ 24,944,813.52	\$ 489,122.55 Sales Tax for Mar. 2024	\$ 784,016.22 *
June	\$ 24,696,501.61	\$ 363,983.56 Sales Tax for April 2024	\$ 756,540.69 *
July	\$ 32,233,273.15	\$ 399,968.36 Sales Tax for May 2024	\$ 731,568.52 *
August		Sales Tax for June 2024	NOW INCLUDES ALL YEARS DELINQUENT TAXES
September		Sales Tax for July 2024	
October		Sales Tax for Aug. 2024	
November		Sales Tax for Sept. 2024	
December		Sales Tax for Oct. 2024	

\$ 2,826,585.55 ← Sales Tax Received in 2024

*THESE DELINQUENT TAX AMOUNTS DO NOT INCLUDE THE TAX YEAR 2023

2023 MONTHLY GENERAL INFORMATION

MONTH	GENERAL FUND	SALES TAX	DELINQUENT TAXES
January	\$ 27,266,157.04	\$ 355,008.26 Sales Tax for Nov. 2022	\$ 958,148.96 *
February	\$ 26,745,781.52	\$ 503,856.13 Sales for Tax Dec. 2022	\$ 940,526.64 *
March	\$ 25,961,795.68	\$ 328,012.80 Sales for Tax Jan. 2023	\$ 885,826.83 *
April	\$ 25,636,061.54	\$ 326,541.72 Sales Tax for Feb. 2023	\$ 845,203.66 *
May	\$ 24,219,687.27	\$ 400,645.33 Sales Tax for Mar. 2023	\$ 809,824.00 *
June	\$ 22,191,697.77	\$ 433,520.06 Sales Tax for April 2023	\$ 785,030.16 *
July	\$ 32,243,622.79	\$ 384,407.91 Sales Tax for May 2023	\$ 757,288.18 *
August	\$ 24,127,458.26	\$ 547,411.67 Sales Tax for June 2023	\$ 1,582,059.69
September	\$ 23,131,887.42	\$ 469,720.50 Sales Tax for July 2023	\$ 1,383,011.50
October	\$ 22,744,070.48	\$ 421,204.60 Sales Tax for Aug. 2023	\$ 1,199,265.16
November	\$ 22,494,628.96	\$ 516,174.90 Sales Tax for Sept. 2023	\$ 1,126,173.40
December	\$ 20,303,415.11	\$ 392,573.06 Sales Tax for Oct. 2023	\$ 1,000,477.21

NOW INCLUDES
ALL YEARS
DELINQUENT
TAXES

\$ 5,079,076.94 ← Sales Tax Received in 2023

*THESE DELINQUENT TAX AMOUNTS DO NOT INCLUDE THE TAX YEAR 2022

FINANCE

FOR 2024 07 JOURNAL DETAIL 2024 7 TO 2024 7

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
---------------	-----------------	------------------	----------------	------------	--------------	------------------	-------------

11520000 TREASURER

11520000 461900 OTH TREAS	-3,000	0	-3,000	-2,537.62	.00	-462.38	84.6%*
2024/07/000252 07/09/2024 CRP	-.50 REF 128001						
2024/07/000327 07/10/2024 CRP	-1.00 REF 128009						
2024/07/000566 07/18/2024 CRP	-50.00 REF 128351						
2024/07/000641 07/23/2024 CRP	-.50 REF 128480						
2024/07/000737 07/26/2024 CRP	-.50 REF 128642						
2024/07/000788 07/31/2024 GEN	-14.70 REF						
COPY OF A MAP							
COPY OF MAP							
COPY OF A MAP							
COPY OF A MAP							
SALES & USE TAX JUNE 2024							
TOTAL UNDEFINED ROLLUP CODE	-3,000	0	-3,000	-2,537.62	.00	-462.38	84.6%

TR100 SALARIES & FRINGE BENEFITS

11520000 511000 SALARIES	217,439	-470	216,969	112,604.86	.00	104,364.14	51.9%
2024/07/000341 07/12/2024 PRJ	8,262.50 REF 240712						
2024/07/000697 07/26/2024 PRJ	8,262.50 REF 240726						
WARRANT=240712 RUN=1 BI-WEEKL							
WARRANT=240726 RUN=1 BI-WEEKL							
11520000 511200 OVERTIME	600	0	600	.00	.00	600.00	.0%
11520000 515005 RETIREMENT	14,978	-67	14,911	7,726.47	.00	7,184.53	51.8%
2024/07/000341 07/12/2024 PRJ	570.11 REF 240712						
2024/07/000697 07/26/2024 PRJ	570.11 REF 240726						
WARRANT=240712 RUN=1 BI-WEEKL							
WARRANT=240726 RUN=1 BI-WEEKL							
11520000 515010 SOC SEC	13,524	-51	13,473	6,265.43	.00	7,207.57	46.5%
2024/07/000341 07/12/2024 PRJ	458.38 REF 240712						
2024/07/000697 07/26/2024 PRJ	438.98 REF 240726						
WARRANT=240712 RUN=1 BI-WEEKL							
WARRANT=240726 RUN=1 BI-WEEKL							
11520000 515015 MEDICARE	3,164	-14	3,150	1,465.29	.00	1,684.71	46.5%
2024/07/000341 07/12/2024 PRJ	107.20 REF 240712						
2024/07/000697 07/26/2024 PRJ	102.66 REF 240726						
WARRANT=240712 RUN=1 BI-WEEKL							
WARRANT=240726 RUN=1 BI-WEEKL							
11520000 515020 HLTH INS	108,156	0	108,156	55,405.68	.00	52,750.32	51.2%
2024/07/000341 07/12/2024 PRJ	4,406.35 REF 240712						
2024/07/000697 07/26/2024 PRJ	4,406.35 REF 240726						
WARRANT=240712 RUN=1 BI-WEEKL							
WARRANT=240726 RUN=1 BI-WEEKL							

FINANCE

FOR 2024 07 JOURNAL DETAIL 2024 7 TO 2024 7

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
11520 11520000 515025 DENTAL INS	3,592	0	3,592	1,869.75	.00	1,722.25	52.1%
2024/07/000341 07/12/2024 PRJ	299.16 REF 240712				WARRANT=240712	RUN=1 BI-WEEKL	
11520000 515030 LIFE INS	72	0	72	37.50	.00	34.50	52.1%
2024/07/000341 07/12/2024 PRJ	6.00 REF 240712				WARRANT=240712	RUN=1 BI-WEEKL	
11520000 515040 WORK COMP	115	0	115	57.46	.00	57.54	50.0%
2024/07/000341 07/12/2024 PRJ	4.22 REF 240712				WARRANT=240712	RUN=1 BI-WEEKL	
2024/07/000697 07/26/2024 PRJ	4.22 REF 240726				WARRANT=240726	RUN=1 BI-WEEKL	
TOTAL SALARIES & FRINGE BENEFITS	361,640	-602	361,038	185,432.44	.00	175,605.56	51.4%

TR200 OFFICE ADMINISTRATIVE COSTS

11520000 521405 BANK SERV	7,200	0	7,200	4,143.65	.00	3,056.35	57.6%
2024/07/000382 07/12/2024 API	794.51 VND 010677 IN S. CHARGE JUNE 2024				STATE BANK FINANCIAL JUNE 2024	ACCOUNT 1075288	
11520000 531000 OFFIC SUPL	2,500	0	2,500	504.93	.00	1,995.07	20.2%
11520000 531050 POSTAGE	6,000	0	6,000	1,653.15	.00	4,346.85	27.6%
11520000 532000 BK/PUB/SUB	0	0	0	680.21	.00	-680.21	100.0%*
2024/07/000138 07/05/2024 API	680.21 VND 017766 IN C2ED1FDF-0001				COLUMN SOFTWARE	UNCLAIMED FUNDS PU 12422	
TOTAL OFFICE ADMINISTRATIVE COSTS	15,700	0	15,700	6,981.94	.00	8,718.06	44.5%

TR300 TECHNOLOGY & EQUIPMENT

11520000 522025 TELEPHONE	531	-507	24	61.10	.00	-37.10	254.6%*
2024/07/000377 07/05/2024 API	7.57 VND 016567 IN 714300 JUNE 2024				LVT CORP	ACCT #8100 7/1/24 1075248	

FINANCE

FOR 2024 07			JOURNAL DETAIL 2024 7 TO 2024 7					
ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL	
11520000 553100 EQUIP SERV	6,434	0	6,434	1,817.35	242.83	4,373.82	32.0%	
2024/07/000577 07/19/2024 API	25.66 VND 006687 IN 4739933			LOFFLER COMPANIES IN CONTRACT CHARGES 0		12535		
2024/07/000577 07/19/2024 API	65.80 VND 006687 IN 4717010			LOFFLER COMPANIES IN CONTRACT CHARGES 0		12535		
TOTAL TECHNOLOGY & EQUIPMENT	6,965	-507	6,458	1,878.45	242.83	4,336.72	32.8%	
TR350 IT POOL								
11520000 599000 IT POOL	439	0	439	439.00	.00	.00	100.0%	
TOTAL IT POOL	439	0	439	439.00	.00	.00	100.0%	
TR400 CONF / EDUCATION & TRAVEL								
11520000 533010 CONF/SEM	2,433	0	2,433	1,193.40	.00	1,239.60	49.1%	
2024/07/000717 07/26/2024 API	140.00 VND 016638 IN 2024 ANNUAL WRPLA			WISCONSIN REAL PROP WRPLA MEMBER REGIS 1075494				
2024/07/000786 07/03/2024 API	294.00 VND 000001 IN 199054			ONE TIME PAY				
11520000 533200 MILEAGE	884	0	884	425.75	.00	458.25	48.2%	
TOTAL CONF / EDUCATION & TRAVEL	3,317	0	3,317	1,619.15	.00	1,697.85	48.8%	
TR600 PROGRAM COSTS								
11520000 531020 OFFIC ASR	5,300	0	5,300	.00	.00	5,300.00	.0%	
11520000 533210 MLG ASR	250	0	250	.00	.00	250.00	.0%	
11520000 556000 REF TX CNT	13,000	0	13,000	189,794.50	.00	-176,794.50	1460.0%*	
2024/07/000717 07/26/2024 API	177,730.50 VND 002312 IN RESOLUTION 07-24-09			TOWN OF GREENFIELD COVIA TAX APPEAL 1075483				

FINANCE

FOR 2024 07			JOURNAL DETAIL 2024 7 TO 2024 7					
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD	ENCUMBRANCES	AVAILABLE	PCT	
11520 TREASURER	APPROP	ADJSTMTS	BUDGET	ACTUAL		BUDGET	USE/COL	
11520000 556100 UNCOLL TAX	1,000	0	1,000	.00	.00	1,000.00	.0%	
TOTAL PROGRAM COSTS	19,550	0	19,550	189,794.50	.00	-170,244.50	970.8%	
TOTAL TREASURER	404,611	-1,109	403,502	383,607.86	242.83	19,651.31	95.1%	
TOTAL TREASURER	404,611	-1,109	403,502	383,607.86	242.83	19,651.31	95.1%	
TOTAL REVENUES	-3,000	0	-3,000	-2,537.62	.00	-462.38		
TOTAL EXPENSES	407,611	-1,109	406,502	386,145.48	242.83	20,113.69		

FINANCE

FOR 2024 07		JOURNAL DETAIL 2024 7 TO 2024 7						
ACCOUNTS FOR:		ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
11521	TAX DEEDS							
11521000 TAX DEEDS								
11521000	418900 TX DEED R	-2,500	0	-2,500	.00	.00	-2,500.00	.0%*
	TOTAL UNDEFINED ROLLUP CODE	-2,500	0	-2,500	.00	.00	-2,500.00	.0%
TX600 PROGRAM COSTS								
11521000	539200 TX DEED EX	15,000	0	15,000	30.00	.00	14,970.00	.2%
	TOTAL PROGRAM COSTS	15,000	0	15,000	30.00	.00	14,970.00	.2%
	TOTAL TAX DEEDS	12,500	0	12,500	30.00	.00	12,470.00	.2%
	TOTAL TAX DEEDS	12,500	0	12,500	30.00	.00	12,470.00	.2%
	TOTAL REVENUES	-2,500	0	-2,500	.00	.00	-2,500.00	
	TOTAL EXPENSES	15,000	0	15,000	30.00	.00	14,970.00	

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 20251 2025 ANNUAL BUDGET FOR PERIOD 99

ACCOUNTS FOR:			2023	2024	2024	2024	2024	2025	
TREASURER			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	DEPT	COMMENT
11520000	461900	OTH TREAS	-2,655.57	-3,000.00	-3,000.00	-2,537.62	-3,000.00	-3,000.00	
11520000	511000	SALARIES	207,365.67	217,439.00	216,969.00	120,867.36	216,969.00		
11520000	511200	OVERTIME	370.07	600.00	600.00	16.50	600.00		
11520000	515005	RETIREMENT	13,849.88	14,978.00	14,911.00	8,297.72	14,911.00		
11520000	515010	SOC SEC	12,103.42	13,524.00	13,473.00	6,702.66	13,473.00		
11520000	515015	MEDICARE	2,830.48	3,164.00	3,150.00	1,567.55	3,150.00		
11520000	515020	HLTH INS	71,643.45	108,156.00	108,156.00	59,812.03	108,156.00		
11520000	515025	DENTAL INS	2,975.38	3,592.00	3,592.00	2,168.91	3,592.00		
11520000	515030	LIFE INS	69.00	72.00	72.00	43.50	72.00		
11520000	515040	WORK COMP	118.10	115.00	115.00	61.69	115.00		
11520000	521405	BANK SERV	7,502.44	7,200.00	7,200.00	4,866.97	7,200.00	7,200.00	
11520000	522025	TELEPHONE	91.26	531.00	24.00	67.84	24.00	195.00	
11520000	531000	OFFIC SUPL	1,804.77	2,500.00	2,500.00	727.29	2,500.00	2,500.00	
11520000	531020	OFFIC ASR	6,359.74	5,300.00	5,300.00	.00	5,300.00	5,100.00	
11520000	531050	POSTAGE	5,892.04	6,000.00	6,000.00	1,653.15	6,000.00	6,000.00	
11520000	532000	BK/PUB/SUB	664.28	.00	.00	680.21	.00	1,400.00	
11520000	533010	CONF/SEM	620.00	2,433.00	2,433.00	1,193.40	2,433.00	2,339.00	
11520000	533200	MILEAGE	225.00	884.00	884.00	425.75	884.00	1,366.00	
11520000	533210	MLG ASR	.00	250.00	250.00	.00	250.00	.00	
11520000	553100	EQUIP SERV	6,257.38	6,434.00	6,434.00	2,060.18	6,434.00	6,516.00	
11520000	556000	REF TX CNT	13,000.00	13,000.00	13,000.00	189,794.50	13,000.00	13,000.00	
11520000	556100	UNCOLL TAX	.00	1,000.00	1,000.00	.00	1,000.00	.00	
11520000	599000	IT POOL	964.00	439.00	439.00	439.00	439.00	439.00	
TOTAL TREASURER			352,050.79	404,611.00	403,502.00	398,908.59	403,502.00	43,055.00	
TOTAL REVENUE			-2,655.57	-3,000.00	-3,000.00	-2,537.62	-3,000.00	-3,000.00	
TOTAL EXPENSE			354,706.36	407,611.00	406,502.00	401,446.21	406,502.00	46,055.00	
GRAND TOTAL			352,050.79	404,611.00	403,502.00	398,908.59	403,502.00	43,055.00	

** END OF REPORT - Generated by MINDY HEMMERSBACH **

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20251 2025 ANNUAL BUDGET

ACCOUNTS FOR: TREASURER

VENDOR	QUANTITY	UNIT COST	2025 DEPT
TOTAL COVID/ARPA			.00
461900	OTHER REVENUE-GEN FND		
11520000	461900	-	-3,000.00 *
	1.00	3,000.00	-3,000.00

TOTAL OTHER REVENUE-GEN FND			-3,000.00
521405	BANKING SERVICES		
11520000	521405	-	7,200.00 *
	1.00	7,200.00	7,200.00
			BANK FEES - W/ POSITIVE PAY

TOTAL BANKING SERVICES			7,200.00
522025	TELEPHONE		
11520000	522025	-	195.00 *
	12.00	1.25	15.00
	12.00	15.00	180.00
			(5) PHONE LINES @ \$0.25 EACH = \$1.25/M
			LONG DISTANCE

TOTAL TELEPHONE			195.00
531000	OFFICE SUPPLIES		
11520000	531000	-	2,500.00 *
	1.00	2,500.00	2,500.00
			MISC OFFICE SUPPLIES

TOTAL OFFICE SUPPLIES			2,500.00
531020	OFFICE SUPPLIES-ASSESSORS		
11520000	531020	-	5,100.00 *
	1.00	650.00	650.00 A
	1.00	150.00	150.00 A
	1.00	900.00	900.00 A
	1.00	1,250.00	1,250.00 A
	1.00	300.00	300.00 A
	1.00	1,850.00	1,850.00 A
			ASSESSMENT ROLL BINDERS & INDEXES
			LABELS FOR ASSESSORS
			APPRAISAL CARDS FOR THE ASSESSORS
			PRE-PRINTED AND PERFORATED TAX
			BILLS-REAL ESTATE
			COLORED PAPER FOR CHANGE OF ADDRESS
			FORMS
			REAL ESTATE TAX ENVELOPES

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20251 2025 ANNUAL BUDGET

ACCOUNTS FOR: TREASURER VENDOR QUANTITY UNIT COST 2025 DEPT

TOTAL OFFICE SUPPLIES-ASSESSORS 5,100.00

531050 POSTAGE
 11520000 531050 - POSTAGE COST -DELINQUENT NOTICES AND NOTICE OF ISSUANCE OF TAX CERTIFICATE LETTERS, SECOND INSTALLMENT NOTICE POSTCARDS 1.00 6,000.00 6,000.00 *

TOTAL POSTAGE 6,000.00

532000 BOOKS/PUBLICAT/SUBSCRIPTIONS

11520000 532000 - UNCLAIMED FUNDS FROM SHERRIFF'S OFFICE AND CLERK OF COURTS OFFICE THAT IS PUBLISHED EVERY ODD YEAR 1.00 1,400.00 1,400.00 *

TOTAL BOOKS/PUBLICAT/SUBSCRIPTIONS 1,400.00

533010 CONFERENCE/SEMINARS

11520000 533010 -
 WRPL ANNUAL 2025 CONFERENCE PEMBINE 1.00 598.00 2,339.00 *
 ANNUAL DUES \$100
 REGISTRATION \$150
 HOTEL 3 NIGHTS X \$100 NIGHT = \$285
 2 DINNERS X \$18.00 = \$36
 1 LUNCH X \$12.00 = \$12
 REAL PROPERTY COORDINATOR
 WCTA CONFERENCE JUNE 2025 KENOSHA COUNTY 1.00 723.00 723.00 A
 ANNUAL DUES \$125
 REGISTRATION \$150
 HOTEL 4 NIGHTS X \$100 NIGHT= \$400
 2 DINNERS X \$18.00 = \$36
 1 LUNCH X \$12.00 = \$12
 COUNTY TREASURER
 WCTA CONFERENCE OCTOBER 2025 1.00 516.00 516.00 A
 UNKNOWN
 REGISTRATION - \$150
 HOTEL 3 NIGHTS X \$100 = \$300
 2 DINNERS X \$18.00 = \$36
 1 LUNCH X \$12.00 = \$12
 COUNTY TREASURER
 WCCO CONFERENCE MARCH 2025 MADISON 1.00 502.00 502.00
 REGISTRATION \$150
 HOTEL 2 NIGHTS X \$134 NIGHT = \$268
 2 DINNERS X \$18.00 = \$36
 1 LUNCH X \$12 = \$12
 2 NIGHTS PARKING X \$18.00 = \$36
 COUNTY TREASURER

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20251 2025 ANNUAL BUDGET				
ACCOUNTS FOR:				
TREASURER	VENDOR	QUANTITY	UNIT COST	2025 DEPT
TOTAL CONFERENCE/SEMINARS				2,339.00
533200 MILEAGE				
11520000 533200 -				1,366.00 *
				155.00
		1.00	155.00	
	EST 230 MILES X \$0.67 = \$155			
	WCCO CONFERENCE MADISON, WI			
	EST 450 MILES X \$0.67 = \$302	1.00	302.00	302.00 A
	WCTA CONFERENCE IN KENOSHA COUNTY			
	EST 445 MILES X \$0.655 = \$299	1.00	299.00	299.00 A
	WCTA CONFERENCE *UNKNOWN*			
	EST 200 MILES @\$0.67 = \$134	1.00	476.00	476.00 A
	SPRING DISTRICT MEETING			
	REAL PROPERTY COORDINATOR			
	EST 510 MILES @\$0.67 = \$342			
	FALL CONFERENCE MEETING			
	REAL PROPERTY COORDINATOR			
	EST 100 MILES @\$0.67 = \$67	2.00	67.00	134.00 A
	SPRING DISTRICT MEETING			
	EST 100 MILES @\$0.67 = \$67			
	FALL DISTRICT MEETING			
TOTAL MILEAGE				1,366.00
553100 EQUIPMENT SERVICE CONTRACTS				
11520000 553100 -				6,516.00 *
				2,916.00
	CANON EQUIPMENT LEASE	12.00	243.00	2,916.00
	EO JOHSON CHECK FOLDER/SEALER LEASE	1.00	1,720.00	1,720.00
	ANNUAL MAINT CURRENCY COUNTER	1.00	300.00	300.00
	LOFFLER PRINT MANAGEMENT	1.00	1,570.00	1,570.00
	BISCOM E-FAX	1.00	10.00	10.00
TOTAL EQUIPMENT SERVICE CONTRACTS				6,516.00
556000 PROPERTY TAX PAYMENTS				
11520000 556000 -				13,000.00 *
				13,000.00 A
	REFUNDED TAXES	1.00	13,000.00	13,000.00 A
TOTAL PROPERTY TAX PAYMENTS				13,000.00
599000 TECHNOLOGY POOL				
11520000 599000 -				439.00 *
				439.00
	FUTURE IT EQUIPMENT REPLACEMENT FUNDS	1.00	439.00	439.00
TOTAL TECHNOLOGY POOL				439.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20251 2025 ANNUAL BUDGET

ACCOUNTS FOR:	
TREASURER	VENDOR QUANTITY UNIT COST 2025 DEPT
TOTAL TREASURER	43,055.00
TOTAL REVENUE	-3,000.00
TOTAL EXPENSE	46,055.00
GRAND TOTAL	43,055.00

** END OF REPORT - Generated by MINDY HEMMERSBACH **

2024 General Government Revenue Comparison

As of August 13, 2024

DESCRIPTION	ACCOUNT	2024 BUDGET	YTD		
			2024 REVENUE COLLECTIONS	2023 REVENUE COLLECTIONS	2022 REVENUE COLLECTIONS
TID DISTRIBUTION REVENUE	10000001 411140	\$ -	\$ -	\$ -	\$ -
MAN. FOR . LAND TAX FROM DISTRICT	10000001 411500	\$ 63,000.00	\$ 80,790.74	\$ 75,700.99	\$ 69,211.36
FOREST CROP TAX FROM DISTRICT	10000001 411550	\$ 12.00	\$ -	\$ -	\$ -
SALES TAX DUE COUNTY *	10000001 412210	\$ 5,177,924.00	\$ 1,910,842.97	\$ 5,135,955.23	\$ 4,890,005.56
INTEREST ON TAXES	10000001 418000	\$ 200,000.00	\$ 83,688.75	\$ 164,849.57	\$ 164,203.94
AG LAND USE VALUE PENALTY	10000001 418100	\$ 6,000.00	\$ 8,966.82	\$ (2,351.52)	\$ 12,098.93
FORESTRY-FORT/MCCOY AGREEMENT	10000001 433000	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00
FEDERAL AID IN LIEU OF TAX (Sept State)	10000001 433005	\$ 166,000.00	\$ 12,528.33	\$ 181,655.06	\$ 166,621.81
SHARED TAXES FROM STATE (Jul & Nov)	10000001 434100	\$ 3,245,855.00	\$ 486,878.28	\$ 2,318,328.99	\$ 2,316,998.68
PERSONAL PROPERTY	10000001 434200	\$ 148,817.00	\$ 148,817.44	\$ 148,817.44	\$ 159,182.39
STATE EXEMPT COMPUTER (Jul)	10000001 434300	\$ 26,089.00	\$ 26,089.48	\$ 26,089.48	\$ 26,089.48
INDIRECT COST SHARING	10000001 435180	\$ 18,300.00	\$ 9,487.43	\$ 16,847.13	\$ 36,695.58
INTEREST ON INVESTMENTS	10000001 481000	\$ 1,000,000.00	\$ 639,580.34	\$ 1,021,443.70	\$ 306,282.66
RLF INTEREST	10000001 481900	\$ -	\$ 842.11	\$ 1,398.35	\$ 2,087.51
COUNTY FARM RENT	10000001 482000	\$ 62,434.00	\$ 31,217.15	\$ 62,434.30	\$ 62,435.15
LAND ACQUISITION REVENUE	10000001 483000	\$ -	\$ -	\$ -	\$ -
PRIOR YEAR EXPENSES REFUND **	10000001 489200	\$ -	\$ 13,802.37	\$ 2,569.38	\$ 2,520.34
OVER/UNDER PAYMENTS	10000001 489800	\$ -	\$ (17.36)	\$ 5.35	\$ 3.75
OTHER COUNTY REVENUE	10000001 489900	\$ 4,000.00	\$ 3,093.23	\$ 38,191.16	\$ 239.61
-2023 Auction & North Natural Gas Renter Damages					
		\$ 10,119,181.00	\$ 3,457,358.08	\$ 9,192,684.61	\$ 8,215,426.75

*-Sales tax thru May

**-.This is the account that all checks that are written off are paid from. This can cause this account to decrease by those amounts.

8/13/2024

Diane Erickson Monroe County Finance Director

\\MCIS-PROFSV-DC\Data\Financial\Data\Finance Report\2024\GENERAL FUND REVENUE COMPARISON

General Fund Balances

		2021		2022	
January	\$	25,647,464	\$	25,792,910	\$ 145,446
February	\$	29,967,952	\$	27,019,205	\$ (2,948,747)
March	\$	28,652,526	\$	28,110,984	\$ (541,542)
April	\$	28,113,123	\$	27,823,059	\$ (290,065)
May	\$	26,914,902	\$	27,730,766	\$ 815,864
June	\$	27,102,154	\$	27,247,179	\$ 145,025
July	\$	33,597,902	\$	34,729,258	\$ 1,131,356
August	\$	27,826,159	\$	26,003,510	\$ (1,822,649)
September	\$	26,918,527	\$	23,267,960	\$ (3,650,567)
October	\$	23,420,672	\$	23,141,098	\$ (279,574)
November	\$	24,788,823	\$	23,676,066	\$ (1,112,757)
December	\$	20,963,521	\$	21,369,234	\$ 405,713

		2022		2023	
January	\$	25,792,910	\$	26,683,614	\$ 890,704
February	\$	27,019,205	\$	26,748,782	\$ (270,423)
March	\$	28,110,984	\$	25,961,796	\$ (2,149,188)
April	\$	27,823,059	\$	25,636,062	\$ (2,186,997)
May	\$	27,730,766	\$	24,219,687	\$ (3,511,079)
June	\$	27,247,179	\$	22,191,698	\$ (5,055,482)
July	\$	34,729,258	\$	32,243,623	\$ (2,485,635)
August	\$	26,003,510	\$	24,127,458	\$ (1,876,052)
September	\$	23,267,960	\$	23,131,887	\$ (136,073)
October	\$	23,141,098	\$	22,744,070	\$ (397,028)
November	\$	23,676,066	\$	22,494,629	\$ (1,181,437)
December	\$	21,369,234	\$	20,303,415	\$ (1,065,819)

		2023		2024	
January	\$	26,683,614	\$	24,610,129	\$ (2,073,485)
February	\$	26,748,782	\$	25,932,481	\$ (816,301)
March	\$	25,961,796	\$	26,440,667	\$ 478,871
April	\$	25,636,062	\$	24,421,249	\$ (1,214,812)
May	\$	24,219,687	\$	23,785,671	\$ (434,016)
June	\$	22,191,698	\$	23,090,776	\$ 899,079
July	\$	32,243,623	\$	31,772,791	\$ (470,832)
August	\$	24,127,458	\$	-	
September	\$	23,131,887	\$	-	
October	\$	22,744,070	\$	-	
November	\$	22,494,629	\$	-	
December	\$	20,303,415	\$	-	

These numbers include the Outstanding checks, deposits, and check account balance at month-end.

8/13/2024

Diane Erickson Monroe County Finance Director

\\MCIS-PROFSV-DC\Data\Financial\Data\Finance Report\2024\2024 General Fund Reserved-Committed-20%

Restricted, Committed and Assigned Funds

Restricted Funds

MM Haney Res 10000000 342100 E2050-\$1,000	\$	969.01	
Redaction Fees 11715000 461390/521350	\$	14,211.55	
K-9 Donations 12116000 485000/579200	\$	65.50	
Dog Control 14195000 485000/579200	\$	67,139.35	
Justice Dept Donations 1295000 485000/579200	\$	321.21	
Veterans Service 14700000 485000/579200	\$	1,844.50	
Veterans-Suicide Prevnt 14700000 485005/579205	\$	5,555.00	
Park Donations 15200000 485000/579200	\$	1,232.40	
Human Services Donations 24900500 485000/579200	\$	596.83	
Crep Program 16140000	\$	19,974.81	
Broadband Restricted Funds 16702100 485010/579100	\$	14,187.10	
Econ Dev & Tourism Funds for Project Grant 16700000 579100	\$	10,455.65	(ITBEC)
Forestry Land Acq. 16919000 580100	\$	36,057.35	
Forestry-Habelman Reforest 16919000 521700	\$	1,471.13	
Wildlife Habitat 16913000 435800/534050	\$	1,053.89	
Land Cons. CCTF Donations 16942200 485000/579200	\$	384.94	
Land Cons. Awards Banquet Don. 16940000 485000/579200	\$	3,309.06	
Non-lapsing Cons. Programs Account 16942000 435800/534005	\$	88,694.55	
Non-lapsing MDV(Multi-Discharge Variance) 16942100	\$	31,047.10	
Non-lapsing Land Dev.&MGMT Account 16948000 435800/534005	\$	323,565.57	

Committed Funds

Agronomist Position 16940000 579100 LC860	\$	25,573.09	
Nonlapsing Econ Dev Conference 16702000 533010	\$	8,122.08	Resolution 06-24-01
Nonlapsing Capital Parks 17620620 582500	\$	11,968.38	
Nonlapsing Forest Maint & Dev 16918000 582950	\$	49,861.56	Resolution 02-24-01
<u>Extension</u>			
Health & Well Being Exp. 15620613 579100	\$	10,521.12	
Youth Development Agent 15620615 579100	\$	8,185.67	

Assigned Funds

Human Services Reserve Fund 24900000 343000	\$	400,000.00
Contingency Fund Balance 10010000 539200	\$	-
Retirement/Fringe Pool 11435000 515200	\$	100,416.49
Nonlapsing Capital Pool 17100169	\$	834,677.87
Nonlapsing Capital Vehicle Pool 17100169 581100	\$	398,262.76

General Fund Total **\$ 2,469,725.52**

Proprietary & Internal Service Funds

Debt Service Fund - Resolution 06-13-02	\$	1,145,487.49	
Capital Project(s) 47100000 582950	\$	400,883.53	
Nonlapsing Technology Pool 71490000 599000	\$	565,294.24	
Hwy-Capital Equipment 73310281 581000	\$	1,996,169.97	Resolution 05-24-05
Hwy-Capital Bldgs & Imprvmts 73310283 580500	\$	59,143.94	
Hwy-Capital Hwy Improvemts 73330319 534005	\$	4,691,763.80	
Proprietary, Debt & Internal Service Funds	\$	8,858,742.97	

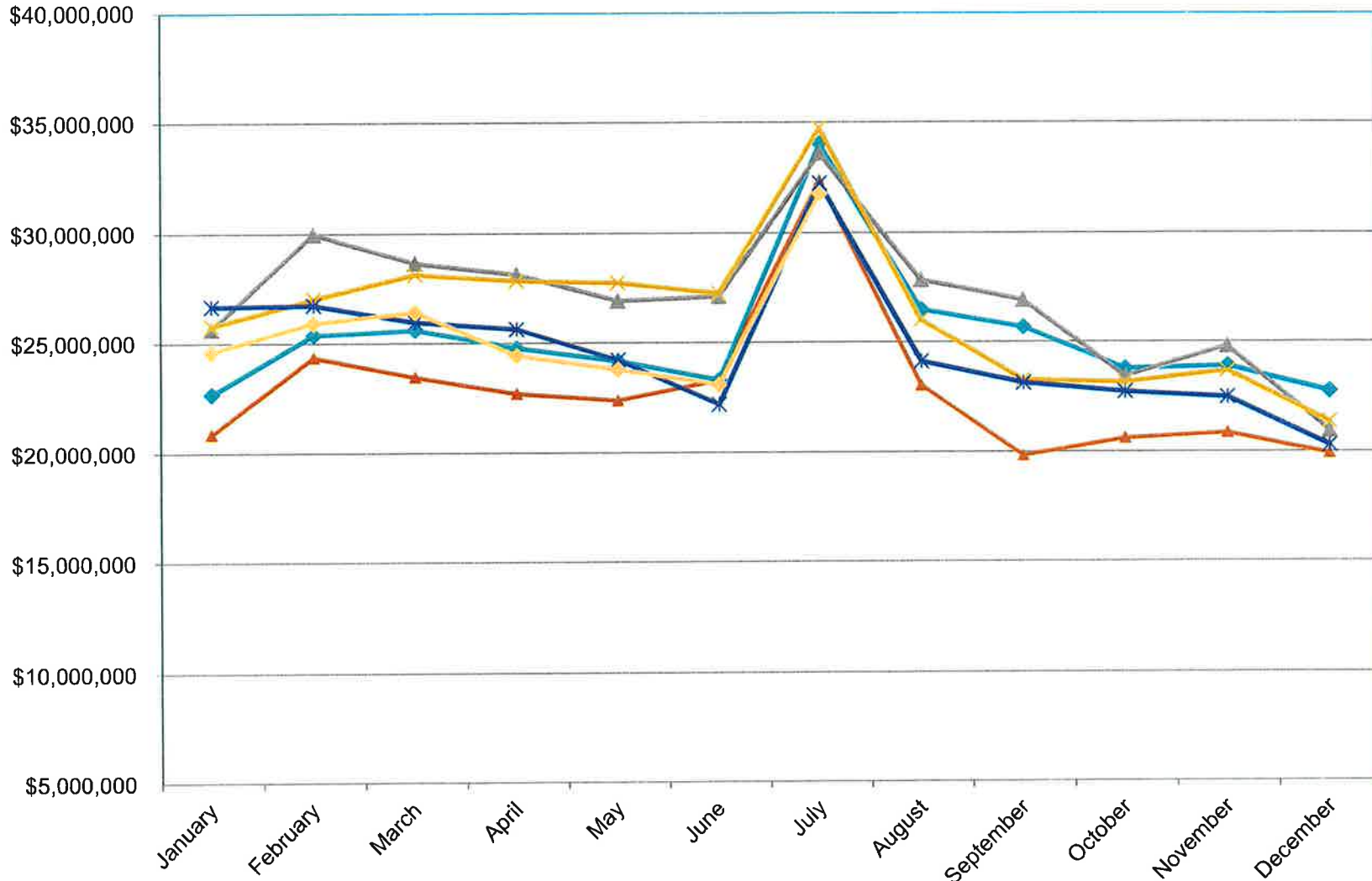
SW-Yearly maintenance for filtration system-Williams	2,000.00
SW-Professional Services (3.28.24)	50,000.00
Self Funded Health Ins Transfer	119,914.00
Expenses from 2024 Contingency Fund:	\$ 171,914.00

8/2/2024

Diane Erickson Monroe County Finance Director

Balance includes outstanding deposits, outstanding checks, checking acct balance, and General MM

County Total General Fund Cash Balance



2019 2020 2021 2022 2023 2024

8/13/2024

Diane Erickson

Monroe County Finance Director

\\MCIS-PROFSV-DC\Data\Financial\Data\Finance Report\2024\2024 General Fund Reserved-Committed-20%

MONROE COUNTY MINIMUM FUND BALANCE POLICY

July 2024

Fund Balance in Excess of General and Special Revenue Fund Cash Reserves

General and Special Fund Balance MM/ICS -	\$	24,176,032.82
General Fund CD's	\$	7,596,758.06
Total General Fund	\$	31,772,790.88

General and Special Revenue Fund Cash Balance 7/31/24 **\$ 18,735,113.62**

General Fund Restricted Total	\$	622,136.50
General Fund Committed Total	\$	114,231.90
General Fund Assigned Total	\$	1,733,357.12
General Fund Restricted, Committed and Assigned Funds Total:	\$	2,469,725.52

General Fund cash balance less Restricted, Committed and Assigned Funds: **\$ 16,265,388.10**

Proprietary, Debt & Internal Service Funds Cash: **\$ 13,037,677.26**

Proprietary, Debt & Internal Service Funds Committed: **\$ 8,858,742.97**

Proprietary, Debt & Internal Service Funds Cash Less Committed: **\$ 4,178,934.29**

Actual 2024 total General & Special revenue budgeted operating expenses	\$	44,703,322.00
Minimum Fund Balance %	(X) 20%	
Minimum Fund Balance Amount	\$	8,940,664.40

General Fund Cash Balance Over/(Under) Minimum Fund Balance Amount **\$ 7,324,723.70**

8/13/2024

Diane Erickson Monroe County Finance Director

FINANCIAL DATA THROUGH JULY 31, 2024

Account Type	Revenue					
	2023 Total Annual Budget	2023 Month Actual	2023 Actual to Annual Budget %	2024 Total Annual Budget	2024 Month Actual	2024 Actual to Annual Budget %
100 - GENERAL FUND						
0000 - UNDEFINED	9,425	0	0.00%	0	0	100.00%
1000 - GENERAL GOVERNMENT	25,226,864	11,206,036	44.42%	22,833,126	10,608,883	46.46%
1110 - COUNTY BOARD	0	0		0	0	0.00%
1121 - CIRCUIT COURT	248,225	94,701	38.15%	248,915	228,450	91.78%
1122 - CLERK OF COURT	569,210	305,285	53.63%	574,335	359,580	62.61%
1124 - FAMILY COURT COMMISSIONER	5,020	2,480	49.40%	5,000	1,880	37.60%
1127 - MEDICAL EXAMINER	44,905	31,892	71.02%	49,237	26,426	53.67%
1131 - DISTRICT ATTORNEY	79,171	29,299	37.01%	70,606	15,880	22.49%
1132 - CORPORATION COUNSEL	0	0	100.00%	0	0	100.00%
1141 - ADMINISTRATOR	0	0	100.00%	0	0	100.00%
1142 - COUNTY CLERK	26,020	22,746	87.42%	30,675	18,786	61.24%
1143 - PERSONNEL	0	0	100.00%	0	0	100.00%
1151 - FINANCE DEPARTMENT	796,643	398,371	50.01%	817,679	438,285	53.60%
1152 - TREASURER	12,000	3,568	29.74%	5,500	2,538	46.14%
1160 - MAINTENANCE	1	1	100.00%	1,801	1	0.06%
1171 - REGISTER OF DEEDS	384,647	177,543	46.16%	387,326	187,229	48.34%
1172 - SURVEYOR	1,890	690	36.51%	1,500	1,020	68.00%
1175 - LAND RECORDS	178,127	131,074	73.58%	367,027	127,585	34.76%
1210 - SHERIFF DEPARTMENT	165,209	161,279	97.62%	104,359	118,879	113.91%
1270 - JAIL	99,305	88,916	89.54%	127,880	87,757	68.62%
1290 - EMERGENCY MANAGEMENT	82,938	875	-1.06%	82,938	1	0.00%
1293 - DISPATCH CENTER	41,640	0	100.00%	24,165	17,475	100.00%
1295 - JUSTICE DEPARTMENT	457,273	136,352	29.82%	456,738	114,928	25.16%
1368 - SANITATION	139,500	55,820	40.01%	169,000	61,260	36.25%
1419 - DOG CONTROL	185,048	147,859	79.90%	163,233	144,929	88.79%
1470 - VETERANS SERVICE	34,833	30,278	86.92%	13,750	16,913	123.00%
1512 - LOCAL HISTORY ROOM	90,970	16,902	18.58%	126,045	33,530	26.60%
1520 - PARKS	231,305	142,527	61.62%	232,901	135,668	58.25%
1530 - SNOWMOBILE	481,300	257,177	53.43%	276,865	51,514	18.61%
1560 - UW-EXTENSION	12,564	4,218	33.57%	4,958	5,608	113.11%
1614 - CONSERV RESERVE ENHANCE PROGR	0	0	100.00%	0	0	100.00%
1670 - ECON DEV COMMERCE & TOURISM	18,337	0	100.00%	8,185	8,939	100.00%
1691 - FORESTRY	175,535	96,001	54.69%	178,100	197,685	111.00%
1694 - LAND CONSERVATION	552,978	46,340	8.38%	627,793	241,490	38.47%
1698 - ZONING	39,824	30,696	77.08%	45,246	28,086	62.07%
1700 - CAPITAL OUTLAY	169,800	24,401	14.37%	88,050	52,500	59.63%
100 - GENERAL FUND Total	30,560,508	13,641,577	44.64%	28,122,932	13,298,753	47.29%
213 - CHILD SUPPORT	684,166	343,403	50.19%	714,323	313,532	43.89%
241 - HEALTH DEPARTMENT	1,510,765	736,558	48.75%	1,472,924	779,796	52.94%
249 - HUMAN SERVICES	20,032,913	9,349,046	46.67%	17,968,664	9,632,265	53.61%
310 - DEBT SERVICE	4,007,994	3,844,769	95.93%	3,618,653	2,332,864	64.47%
410 - CAPITAL PROJECTS	1,534,623	0	100.00%	1,818,624	0	100.00%
633 - SOLID WASTE	3,653,328	1,050,734	28.76%	4,378,468	1,467,814	33.52%
642 - ROLLING HILLS	10,000,467	5,121,867	51.22%	11,726,371	5,796,258	49.43%
714 - INFORMATION SYSTEMS	1,418,723	1,407,463	99.21%	1,536,986	1,527,192	99.36%
715 - INFORMATION TECHNOLOGY POOL	697,726	81,658	11.70%	637,299	93,510	14.67%
717 - SELF FUNDED EMPLOYEE INSURANCE	7,748,669	4,215,343	54.40%	8,171,545	6,047,929	74.01%
719 - WORKERS COMPENSATION	345,320	164,573	47.66%	347,620	178,027	51.21%
732 - HIGHWAY	20,857,740	8,576,594	41.12%	20,899,546	8,452,128	40.44%
820 - JAIL ASSESSMENT	131,689	45,962	34.90%	100,000	47,786	47.79%
830 - LOCAL HISTORY ROOM	90,970	237,950	261.57%	126,045	340,014	269.76%
856 - M.M. HANEY TRUST	0	1	100.00%	0	52	100.00%
Grand Total	103,275,602	48,817,501	47.27%	101,640,001	50,307,920	49.50%

This is 7 out of 12 months

58.33%

FINANCIAL DATA THROUGH JULY 31, 2024

Account Type	Expense					
	2023 Total Annual Budget	2023 Month Actual	2023 Actual to Annual Budget %	2024 Total Annual Budget	2024 Month Actual	2024 Actual to Annual Budget %
100 - GENERAL FUND						
0000 - UNDEFINED	2,078,395	1,873,852	90.16%	2,161,987	602,342	100.00%
1000 - GENERAL GOVERNMENT	2,027,308	0	0.00%	1,083,975	0	0.00%
1110 - COUNTY BOARD	123,555	69,732	56.44%	128,429	71,264	55.49%
1121 - CIRCUIT COURT	677,470	329,345	48.61%	690,668	367,118	53.15%
1122 - CLERK OF COURT	881,629	424,624	48.16%	926,174	452,648	48.87%
1124 - FAMILY COURT COMMISSIONER	40,800	20,400	50.00%	40,800	20,400	50.00%
1127 - MEDICAL EXAMINER	278,749	134,811	48.36%	282,786	131,403	46.47%
1131 - DISTRICT ATTORNEY	758,760	390,642	51.48%	771,404	405,895	52.62%
1132 - CORPORATION COUNSEL	339,538	168,256	49.55%	317,703	176,427	55.53%
1141 - ADMINISTRATOR	243,325	133,905	55.03%	255,469	136,584	53.46%
1142 - COUNTY CLERK	304,488	192,942	63.37%	392,806	194,665	49.56%
1143 - PERSONNEL	406,367	171,672	42.25%	424,312	169,794	40.02%
1151 - FINANCE DEPARTMENT	1,284,721	671,100	52.24%	1,334,733	711,116	53.28%
1152 - TREASURER	377,641	196,888	52.14%	421,502	386,175	91.62%
1160 - MAINTENANCE	1,221,680	608,895	49.84%	1,113,991	564,715	50.69%
1171 - REGISTER OF DEEDS	317,601	138,879	43.73%	359,103	149,413	41.61%
1172 - SURVEYOR	27,781	20,360	73.29%	27,781	21,778	78.39%
1175 - LAND RECORDS	182,851	83,110	45.45%	371,055	224,739	60.57%
1190 - CNTY INS./MRRPC/SMRT/FARM ED	566,630	673,093	118.79%	593,795	738,756	124.41%
1210 - SHERIFF DEPARTMENT	3,580,121	1,941,377	54.23%	3,739,457	2,007,204	53.68%
1270 - JAIL	3,260,921	1,682,228	51.59%	3,400,110	1,840,419	54.13%
1290 - EMERGENCY MANAGEMENT	180,620	82,936	45.92%	202,235	108,092	53.45%
1293 - DISPATCH CENTER	1,376,692	741,123	53.83%	1,487,680	774,698	52.07%
1295 - JUSTICE DEPARTMENT	1,213,022	613,367	50.57%	1,258,192	629,949	50.07%
1368 - SANITATION	263,120	98,415	37.40%	296,335	115,202	38.88%
1419 - DOG CONTROL	313,543	114,509	36.52%	300,148	127,370	42.44%
1470 - VETERANS SERVICE	238,653	119,062	49.89%	225,992	117,967	52.20%
1511 - LIBRARY	459,426	459,426	100.00%	485,712	485,712	100.00%
1512 - LOCAL HISTORY ROOM	252,708	111,057	43.95%	310,105	123,726	39.90%
1520 - PARKS	223,389	96,545	43.22%	233,205	100,974	43.30%
1530 - SNOWMOBILE	481,300	143,125	29.74%	276,865	92,859	33.54%
1560 - UW-EXTENSION	178,008	44,498	25.00%	178,260	74,916	42.03%
1614 - CONSERV RESERVE ENHANCE PROGR	21,420	1,446	6.75%	19,975	0	100.00%
1670 - ECON DEV COMMERCE & TOURISM	1,768,020	1,700,977	96.21%	81,482	25,914	31.80%
1691 - FORESTRY	186,857	87,529	46.84%	258,157	61,738	23.92%
1694 - LAND CONSERVATION	1,251,112	321,516	25.70%	1,348,181	365,442	27.11%
1698 - ZONING	166,600	78,607	47.18%	179,225	93,195	52.00%
1700 - CAPITAL OUTLAY	3,005,685	1,139,158	37.90%	2,143,144	433,861	20.24%
100 - GENERAL FUND Total	30,560,508	15,879,408	51.96%	28,122,932	13,104,471	46.60%
213 - CHILD SUPPORT	684,166	370,799	54.20%	714,323	378,214	52.95%
241 - HEALTH DEPARTMENT	1,510,765	660,979	43.75%	1,472,924	678,445	46.06%
249 - HUMAN SERVICES	20,032,913	8,709,264	43.47%	17,968,664	10,082,207	56.11%
310 - DEBT SERVICE	4,007,994	2,344,604	58.50%	3,618,653	2,367,341	65.42%
410 - CAPITAL PROJECTS	1,534,623	0	100.00%	1,818,624	1,117,740	100.00%
633 - SOLID WASTE	3,653,328	1,272,793	34.84%	4,378,468	1,529,156	34.92%
642 - ROLLING HILLS	10,000,467	5,168,404	51.68%	11,726,371	5,842,946	49.83%
714 - INFORMATION SYSTEMS	1,428,148	739,726	51.80%	1,536,986	952,884	62.00%
715 - INFORMATION TECHNOLOGY POOL	688,301	56,641	8.23%	637,299	71,005	11.14%
717 - SELF FUNDED EMPLOYEE INSURANCE	7,748,669	2,918,064	37.66%	8,171,545	4,145,025	50.73%
719 - WORKERS COMPENSATION	345,320	221,582	64.17%	347,620	182,262	52.43%
732 - HIGHWAY	20,857,740	5,064,652	24.28%	20,899,546	5,560,895	26.61%
820 - JAIL ASSESSMENT	131,689	47,387	35.98%	100,000	80,132	80.13%
830 - LOCAL HISTORY ROOM	90,970	16,902	18.58%	126,045	33,530	26.60%
Grand Total	103,275,602	43,471,205	42.09%	101,640,001	46,126,255	45.38%

This is 7 out of 12 months

58.33%

FINANCIAL DATA THROUGH JULY 31, 2024

Account Type

Salary & Fringe Expense

	2023			2024		
	Total Annual Budget	Month Actual	2023 Actual to Annual Budget %	Total Annual Budget	Month Actual	2024 Actual to Annual Budget %
100 - GENERAL FUND						
1110 - COUNTY BOARD	78,067	39,641	50.78%	80,777	36,660	45.38%
1121 - CIRCUIT COURT	396,509	219,913	55.46%	417,496	229,251	54.91%
1122 - CLERK OF COURT	627,543	337,334	53.75%	632,952	340,707	53.83%
1127 - MEDICAL EXAMINER	179,594	98,586	54.89%	187,835	100,117	53.30%
1131 - DISTRICT ATTORNEY	728,604	378,584	51.96%	740,611	395,492	53.40%
1132 - CORPORATION COUNSEL	328,440	163,719	49.85%	308,137	172,935	56.12%
1141 - ADMINISTRATOR	233,305	129,110	55.34%	245,403	132,739	54.09%
1142 - COUNTY CLERK	220,705	123,341	55.88%	234,242	116,883	49.90%
1143 - PERSONNEL	242,721	134,029	55.22%	258,971	138,435	53.46%
1151 - FINANCE DEPARTMENT	1,214,820	633,452	52.14%	1,264,445	647,893	51.24%
1152 - TREASURER	312,284	174,150	55.77%	361,038	185,432	51.36%
1160 - MAINTENANCE	403,057	222,911	55.31%	403,568	239,262	59.29%
1171 - REGISTER OF DEEDS	241,543	117,439	48.62%	225,892	125,750	55.67%
1175 - LAND RECORDS	83,665	46,300	55.34%	87,152	47,901	54.96%
1210 - SHERIFF DEPARTMENT	3,133,785	1,736,091	55.40%	3,265,069	1,792,539	54.90%
1270 - JAIL	2,394,140	1,250,424	52.23%	2,486,768	1,357,023	54.57%
1290 - EMERGENCY MANAGEMENT	147,895	78,340	52.97%	162,315	88,990	54.83%
1293 - DISPATCH CENTER	1,147,372	587,268	51.18%	1,251,363	620,670	49.60%
1295 - JUSTICE DEPARTMENT	808,595	442,955	54.78%	863,536	466,253	53.99%
1368 - SANITATION	197,071	92,078	46.72%	209,071	105,686	50.55%
1419 - DOG CONTROL	178,775	94,651	52.94%	187,030	99,339	53.11%
1470 - VETERANS SERVICE	192,200	106,168	55.24%	199,545	108,574	54.41%
1512 - LOCAL HISTORY ROOM	162,035	89,072	54.97%	224,539	106,279	47.33%
1520 - PARKS	162,482	81,287	50.03%	165,552	74,804	45.18%
1560 - UW-EXTENSION	118,921	38,758	32.59%	123,189	62,695	50.89%
1691 - FORESTRY	65,936	37,480	56.84%	88,146	30,017	34.05%
1694 - LAND CONSERVATION	477,516	234,164	49.04%	514,528	278,828	54.19%
1698 - ZONING	144,886	72,746	50.21%	153,516	80,496	52.43%
100 - GENERAL FUND Total	14,622,466	7,759,993	53.07%	15,342,686	8,181,647	53.33%
213 - CHILD SUPPORT	624,209	340,371	54.53%	661,491	352,332	53.26%
241 - HEALTH DEPARTMENT	1,304,139	615,389	47.19%	1,275,822	613,752	48.11%
249 - HUMAN SERVICES	6,726,647	3,635,320	54.04%	7,659,869	4,161,025	54.32%
633 - SOLID WASTE	166,273	93,168	56.03%	173,300	96,475	55.67%
642 - ROLLING HILLS	6,588,341	3,250,910	49.34%	7,898,037	3,875,916	49.07%
714 - INFORMATION SYSTEMS	384,684	214,138	55.67%	405,232	225,128	55.56%
732 - HIGHWAY	4,076,762	2,281,817	55.97%	4,202,626	2,298,107	54.68%
Grand Total	34,493,521	18,191,107	52.74%	37,619,063	19,804,382	52.64%

This is 7 out of 12 months Insurance and 15/26 Payrolls

HISTORIC YEAR COMPARISON

Account Type

REVENUE

Account Type	2021 Actual	2022 Actual	2023 Actual	2024 Total Annual Budget	2024 Actual	2024 Actual to Annual Budget %
100 - GENERAL FUND						
0000 - UNDEFINED	577,514	0	548,619	0	0	100.00%
1000 - GENERAL GOVERNMENT	16,733,083	23,345,907	17,012,135	22,833,126	10,608,883	46.46%
1110 - COUNTY BOARD	0	0	0	0	0	0.00%
1121 - CIRCUIT COURT	304,834	282,557	272,779	248,915	228,450	91.78%
1122 - CLERK OF COURT	615,169	609,623	594,330	574,335	359,580	62.61%
1124 - FAMILY COURT COMMISSIONER	5,020	5,760	4,680	5,000	1,880	37.60%
1127 - MEDICAL EXAMINER	42,000	47,199	53,835	49,237	26,426	53.67%
1131 - DISTRICT ATTORNEY	80,871	76,580	75,155	70,606	15,880	22.49%
1132 - CORPORATION COUNSEL	0	0	0	0	0	100.00%
1141 - ADMINISTRATOR	0	0	0	0	0	100.00%
1142 - COUNTY CLERK	72,530	33,344	36,981	30,675	18,786	61.24%
1143 - PERSONNEL	0	0	0	0	0	100.00%
1151 - FINANCE DEPARTMENT	662,953	640,364	733,079	817,679	438,285	53.60%
1152 - TREASURER	4,947	4,035	4,856	5,500	2,538	46.14%
1160 - MAINTENANCE	1,050	1	47,001	1,801	1	0.06%
1171 - REGISTER OF DEEDS	442,283	375,178	322,126	387,326	187,229	48.34%
1172 - SURVEYOR	1,800	1,860	1,380	1,500	1,020	68.00%
1175 - LAND RECORDS	176,874	134,755	154,847	367,027	127,585	34.76%
1210 - SHERIFF DEPARTMENT	170,041	127,860	224,434	104,359	118,879	113.91%
1270 - JAIL	237,971	128,127	159,299	127,880	87,757	68.62%
1290 - EMERGENCY MANAGEMENT	80,712	79,480	68,245	82,938	1	0.00%
1293 - DISPATCH CENTER	712	58	17,475	24,165	17,475	100.00%
1295 - JUSTICE DEPARTMENT	306,636	346,769	403,869	456,738	114,928	25.16%
1368 - SANITATION	107,199	123,973	89,500	169,000	61,260	36.25%
1419 - DOG CONTROL	170,926	166,137	203,421	163,233	144,929	88.79%
1470 - VETERANS SERVICE	12,153	12,650	34,833	13,750	16,913	123.00%
1512 - LOCAL HISTORY ROOM	23,884	37,761	45,601	126,045	33,530	26.60%
1520 - PARKS	235,559	216,549	230,764	232,901	135,668	58.25%
1530 - SNOWMOBILE	163,428	109,187	254,188	276,865	51,514	18.61%
1560 - UW-EXTENSION	18,575	22,572	11,995	4,958	5,608	113.11%
1614 - CONSERV RESERVE ENHANCE PROGR	20,482	74	0	0	0	0.00%
1670 - ECON DEV COMMERCE & TOURISM	8,500	11,956	10,139	8,185	8,939	100.00%
1691 - FORESTRY	150,482	584,958	221,000	178,100	197,685	111.00%
1694 - LAND CONSERVATION	328,853	524,511	475,674	627,793	241,490	38.47%
1698 - ZONING	784,773	47,980	56,356	45,246	28,086	62.07%
1700 - CAPITAL OUTLAY	0	61,700	24,401	88,050	52,500	59.63%
100 - GENERAL FUND Total	22,541,812	28,159,465	22,392,993	28,122,932	13,298,753	47.29%
213 - CHILD SUPPORT	607,544	641,860	662,854	714,323	313,532	43.89%
241 - HEALTH DEPARTMENT	1,231,961	1,154,824	1,285,974	1,472,924	779,796	52.94%
249 - HUMAN SERVICES	15,815,473	18,835,088	19,906,735	17,968,664	9,632,265	53.61%
310 - DEBT SERVICE	4,913,051	114,953	3,904,472	3,618,653	2,332,864	64.47%
410 - CAPITAL PROJECTS	0	0	1,534,623	1,818,624	0	100.00%
633 - SOLID WASTE	2,937,166	2,758,564	2,975,528	4,378,468	1,467,814	33.52%
642 - ROLLING HILLS	8,143,430	9,518,157	10,500,382	11,726,371	5,796,258	49.43%
714 - INFORMATION SYSTEMS	1,806,990	1,261,543	1,413,989	1,536,986	1,527,192	99.36%
715 - INFORMATION TECHNOLOGY POOL	71,796	62,954	81,658	637,299	93,510	14.67%
717 - SELF FUNDED EMPLOYEE INSURANCE	7,067,174	6,117,349	7,751,741	8,171,545	6,047,929	74.01%
719 - WORKERS COMPENSATION	126,572	207,182	295,101	347,620	178,027	51.21%
732 - HIGHWAY	9,614,392	14,467,404	10,645,346	20,899,546	8,452,128	40.44%
820 - JAIL ASSESSMENT	81,822	81,826	86,165	100,000	47,786	47.79%
830 - LOCAL HISTORY ROOM	425,075	116,422	297,934	126,045	340,014	269.76%
856 - M.M. HANEY TRUST	3	3	51	0	52	100.00%
Grand Total	75,384,257	83,264,750	83,735,445	101,640,001	50,307,920	49.50%

This is 7 out of 12 months

58.33%

HISTORIC YEAR COMPARISON

Account Type

Expense

	2021 Actual	2022 Actual	2023 Actual	2024 Total Annual Budget	2024 Actual	2024 Actual to Annual Budget %
100 - GENERAL FUND						
0000 - UNDEFINED	1,068,145	2,890,150	0	2,161,987	602,342	100.00%
1000 - GENERAL GOVERNMENT	0	0	0	1,083,975	0	0.00%
1110 - COUNTY BOARD	118,859	115,185	28,508	128,429	71,264	55.49%
1121 - CIRCUIT COURT	617,756	602,295	169,622	690,668	367,118	53.15%
1122 - CLERK OF COURT	681,958	776,912	214,483	926,174	452,648	48.87%
1124 - FAMILY COURT COMMISSIONER	40,800	40,800	10,200	40,800	20,400	50.00%
1127 - MEDICAL EXAMINER	169,587	226,068	70,162	282,786	131,403	46.47%
1131 - DISTRICT ATTORNEY	619,173	692,709	202,519	771,404	405,895	52.62%
1132 - CORPORATION COUNSEL	283,299	266,882	88,192	317,703	176,427	55.53%
1141 - ADMINISTRATOR	222,699	224,657	68,952	255,469	136,584	53.46%
1142 - COUNTY CLERK	453,602	333,231	130,945	392,806	194,665	49.56%
1143 - PERSONNEL	263,636	346,467	94,878	424,312	169,794	40.02%
1151 - FINANCE DEPARTMENT	1,055,083	1,084,786	357,105	1,334,733	711,116	53.28%
1152 - TREASURER	283,038	293,126	94,375	421,502	386,175	91.62%
1160 - MAINTENANCE	831,812	990,921	364,330	1,113,991	564,715	50.69%
1171 - REGISTER OF DEEDS	284,780	282,009	73,376	359,103	149,413	41.61%
1172 - SURVEYOR	27,288	27,437	14,855	27,781	21,778	78.39%
1175 - LAND RECORDS	184,682	130,767	57,707	371,055	224,739	60.57%
1190 - CNTY INS./MRRPC/SMRT/FARM ED	528,402	461,885	426,262	593,795	738,756	124.41%
1210 - SHERIFF DEPARTMENT	3,021,138	3,316,696	1,039,794	3,739,457	2,007,204	53.68%
1270 - JAIL	2,765,958	2,901,747	897,059	3,400,110	1,840,419	54.13%
1290 - EMERGENCY MANAGEMENT	130,703	131,145	41,916	202,235	108,092	53.45%
1293 - DISPATCH CENTER	1,231,782	1,194,224	421,436	1,487,680	774,698	52.07%
1295 - JUSTICE DEPARTMENT	932,015	970,781	313,044	1,258,192	629,949	50.07%
1368 - SANITATION	138,956	184,974	48,950	296,335	115,202	38.88%
1419 - DOG CONTROL	177,718	185,973	58,761	300,148	127,370	42.44%
1470 - VETERANS SERVICE	141,969	167,949	61,783	225,992	117,967	52.20%
1511 - LIBRARY	456,430	388,328	445,711	485,712	485,712	100.00%
1512 - LOCAL HISTORY ROOM	146,993	177,972	57,608	310,105	123,726	39.90%
1520 - PARKS	112,527	120,798	35,225	233,205	100,974	43.30%
1530 - SNOWMOBILE	163,428	109,187	40,000	276,865	92,859	33.54%
1560 - UW-EXTENSION	193,264	168,513	18,751	178,260	74,916	42.03%
1614 - CONSERV RESERVE ENHANCE PROGR	2,000	0	0	19,975	0	100.00%
1670 - ECON DEV COMMERCE & TOURISM	26,134	85,654	1,055,164	81,482	25,914	31.80%
1691 - FORESTRY	103,273	181,451	67,333	258,157	61,738	23.92%
1694 - LAND CONSERVATION	620,443	743,517	156,877	1,348,181	365,442	27.11%
1698 - ZONING	844,417	123,899	40,163	179,225	93,195	52.00%
1700 - CAPITAL OUTLAY	433,092	1,154,900	858,017	2,143,144	433,861	20.24%
100 - GENERAL FUND Total	19,376,840	22,093,995	8,124,064	28,122,932	13,104,471	46.60%
213 - CHILD SUPPORT	607,544	645,376	192,852	714,323	378,214	52.95%
241 - HEALTH DEPARTMENT	1,231,961	1,123,586	337,643	1,472,924	678,445	46.06%
249 - HUMAN SERVICES	15,710,118	17,899,534	4,502,981	17,968,664	10,082,207	56.11%
310 - DEBT SERVICE	2,372,572	7,012,618	2,344,604	3,618,653	2,367,341	65.42%
410 - CAPITAL PROJECTS	0	0	0	1,818,624	1,117,740	100.00%
633 - SOLID WASTE	1,193,302	2,389,906	452,346	4,378,468	1,529,156	34.92%
642 - ROLLING HILLS	7,013,578	8,992,656	3,307,011	11,726,371	5,842,946	49.83%
714 - INFORMATION SYSTEMS	1,806,990	1,223,642	349,640	1,536,986	952,884	62.00%
715 - INFORMATION TECHNOLOGY POOL	83,241	10,212	20,345	637,299	71,005	11.14%
717 - SELF FUNDED EMPLOYEE INSURANCE	7,371,074	6,325,342	1,324,418	8,171,545	4,145,025	50.73%
719 - WORKERS COMPENSATION	275,666	295,160	104,001	347,620	182,262	52.43%
732 - HIGHWAY	10,248,040	7,378,340	2,942,814	20,899,546	5,560,895	26.61%
820 - JAIL ASSESSMENT	144,863	131,766	27,368	100,000	80,132	80.13%
830 - LOCAL HISTORY ROOM	23,884	37,761	8,455	126,045	33,530	26.60%
Grand Total	67,459,674	75,559,893	24,038,542	101,640,001	46,126,255	45.38%

This is 7 out of 12 months

58.33%

HISTORIC YEAR COMPARISON

Account Type	Salary & Fringe Expense					
	2021 Actual	2022 Actual	2023 Actual	2024 Total Annual Budget	2024 Actual	2024 Actual to Annual Budget %
100 - GENERAL FUND						
1110 - COUNTY BOARD	81,185	73,502	77,623	80,777	36,660	45.38%
1121 - CIRCUIT COURT	344,063	364,388	394,972	417,496	229,251	54.91%
1122 - CLERK OF COURT	486,142	546,610	608,432	632,952	340,707	53.83%
1127 - MEDICAL EXAMINER	124,847	141,323	172,811	187,835	100,117	53.30%
1131 - DISTRICT ATTORNEY	602,254	666,876	682,854	740,611	395,492	53.40%
1132 - CORPORATION COUNSEL	278,414	261,750	289,427	308,137	172,935	56.12%
1141 - ADMINISTRATOR	217,611	216,755	232,870	245,403	132,739	54.09%
1142 - COUNTY CLERK	187,734	204,234	217,321	234,242	116,883	49.90%
1143 - PERSONNEL	202,253	222,209	240,759	258,971	138,435	53.46%
1151 - FINANCE DEPARTMENT	1,008,818	1,035,231	1,143,931	1,264,445	647,893	51.24%
1152 - TREASURER	242,820	260,566	312,283	361,038	185,432	51.36%
1160 - MAINTENANCE	318,739	369,943	403,055	403,568	239,262	59.29%
1171 - REGISTER OF DEEDS	226,071	222,261	212,794	225,892	125,750	55.67%
1175 - LAND RECORDS	73,718	78,399	83,407	87,152	47,901	54.96%
1210 - SHERIFF DEPARTMENT	2,586,284	2,815,027	3,015,962	3,265,069	1,792,539	54.90%
1270 - JAIL	2,041,873	2,167,767	2,303,940	2,486,768	1,357,023	54.57%
1290 - EMERGENCY MANAGEMENT	108,222	111,630	145,097	162,315	88,990	54.83%
1293 - DISPATCH CENTER	989,991	971,635	1,010,810	1,251,363	620,670	49.60%
1295 - JUSTICE DEPARTMENT	691,106	681,019	804,441	863,536	466,253	53.99%
1368 - SANITATION	126,595	142,116	168,958	209,071	105,686	50.55%
1419 - DOG CONTROL	134,546	140,472	170,671	187,030	99,339	53.11%
1470 - VETERANS SERVICE	126,502	157,934	191,324	199,545	108,574	54.41%
1512 - LOCAL HISTORY ROOM	122,640	140,564	160,401	224,539	106,279	47.33%
1520 - PARKS	76,336	82,609	156,341	165,552	74,804	45.18%
1560 - UW-EXTENSION	150,419	116,913	87,245	123,189	62,695	50.89%
1691 - FORESTRY	54,463	60,557	65,316	88,146	30,017	34.05%
1694 - LAND CONSERVATION	348,153	377,529	444,058	514,528	278,828	54.19%
1698 - ZONING	98,409	115,126	131,798	153,516	80,496	52.43%
100 - GENERAL FUND Total	12,050,208	12,744,944	13,928,903	15,342,686	8,181,647	53.33%
213 - CHILD SUPPORT	483,798	540,233	616,903	661,491	352,332	53.26%
241 - HEALTH DEPARTMENT	1,026,500	989,253	1,108,052	1,275,822	613,752	48.11%
249 - HUMAN SERVICES	5,243,972	5,619,736	6,663,677	7,659,869	4,161,025	54.32%
633 - SOLID WASTE	136,317	146,328	169,265	173,300	96,475	55.67%
642 - ROLLING HILLS	5,450,320	5,336,488	5,965,056	7,898,037	3,875,916	49.07%
714 - INFORMATION SYSTEMS	277,099	362,106	383,797	405,232	225,128	55.56%
732 - HIGHWAY	3,604,726	3,785,459	4,076,762	4,202,626	2,298,107	54.68%
Grand Total	28,272,941	29,524,547	32,912,414	37,619,063	19,804,382	52.64%

This is 7 out of 12 months Insurance and 15/26 Payrolls

CURRENT YEAR MONTHLY COMPARISON

Account Type	Revenue							2024 Total
	2024 JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	
Actual								
100 - GENERAL FUND								
0000 - UNDEFINED	0	0	0	0	0	0	0	0
1000 - GENERAL GOVERNMENT	7,169,894	224,379	487,198	401,334	801,178	475,232	1,049,670	10,608,883
1110 - COUNTY BOARD	0	0	0	0	0	0	0	0
1121 - CIRCUIT COURT	0	4,598	67,926	5,474	7,860	6,568	136,024	228,450
1122 - CLERK OF COURT	0	39,662	85,065	44,677	47,810	48,260	94,106	359,580
1124 - FAMILY COURT COMMISSIONER	140	0	160	540	360	380	300	1,880
1127 - MEDICAL EXAMINER	2,647	2,959	4,671	4,517	2,503	4,849	4,281	26,426
1131 - DISTRICT ATTORNEY	0	1,563	999	6,400	685	5,982	251	15,880
1132 - CORPORATION COUNSEL	0	0	0	0	0	0	0	0
1141 - ADMINISTRATOR	0	0	0	0	0	0	0	0
1142 - COUNTY CLERK	385	0	440	1,535	14,056	1,545	825	18,786
1143 - HUMAN RESOURCES	0	0	0	0	0	0	0	0
1151 - FINANCE DEPARTMENT	50,182	61,616	63,565	62,496	85,032	59,004	56,390	438,285
1152 - TREASURER	225	2,021	132	11	67	15	67	2,538
1160 - MAINTENANCE	1	0	0	0	0	0	0	1
1171 - REGISTER OF DEEDS	28,466	20,341	21,602	27,745	32,276	25,475	31,324	187,229
1172 - SURVEYOR	150	240	30	150	240	60	150	1,020
1175 - LAND RECORDS	4,169	3,927	5,041	55,771	4,847	4,400	49,430	127,585
1210 - SHERIFF DEPARTMENT	28,924	14,554	10,484	5,256	8,676	22,511	28,475	118,879
1270 - JAIL	26	48,915	6,707	6,316	9,808	6,225	9,760	87,757
1290 - EMERGENCY MANAGEMENT	0	0	0	69,120	23,908	45,212	0	1
1293 - DISPATCH CENTER	0	0	0	17,475	0	0	0	17,475
1295 - JUSTICE DEPARTMENT	11,839	11,404	11,253	12,995	32,668	20,097	14,672	114,928
1368 - SANITATION	5,350	3,915	7,575	10,175	9,050	13,380	11,815	61,260
1419 - DOG CONTROL	16,037	15,459	45,159	29,275	9,684	8,333	20,982	144,929
1470 - VETERANS SERVICE	1,100	0	0	0	15,813	0	0	16,913
1512 - LOCAL HISTORY ROOM	3,045	1,917	6,182	903	6,911	1,103	13,469	33,530
1520 - PARKS	76	0	8,778	30,699	29,078	27,936	39,102	135,668
1530 - SNOW/MOBILE	0	0	51,514	0	0	0	0	51,514
1560 - UW-EXTENSION	1,120	868	1,036	1,484	35	560	505	5,608
1614 - CONSERV RESERVE ENHANCE PROGR	0	0	0	0	0	0	0	0
1670 - ECON DEV COMMERCE & TOURISM	0	0	0	384	0	1,700	7,622	8,939
1691 - FORESTRY	48,448	12,655	12,502	76,984	1,800	29,632	15,665	197,685
1694 - LAND CONSERVATION	25,688	6,316	14,159	45,709	129,387	20,231	0	241,490
1698 - ZONING	1,100	5,360	4,670	5,256	3,610	3,690	4,400	28,086
1700 - CAPITAL OUTLAY	0	52,500	0	0	0	0	0	52,500
100 - GENERAL FUND Total	7,399,013	535,166	916,847	748,721	1,277,342	832,380	1,589,285	13,298,753
213 - CHILD SUPPORT	1,427	15	83	166,915	62	3,002	142,027	313,532
241 - HEALTH DEPARTMENT	455,806	13,973	82,690	44,168	29,325	86,153	67,681	779,796
249 - HUMAN SERVICES	4,316,779	478,605	201,982	829,403	536,045	1,363,171	1,906,281	9,632,265
310 - DEBT SERVICE	2,291,076	8,366	8,089	6,195	3,907	5,367	9,865	2,332,864
410 - CAPITAL PROJECTS	0	0	0	0	0	0	0	0
633 - SOLID WASTE	11,364	34,048	208,340	73,943	393,263	453,197	293,659	1,467,814
642 - ROLLING HILLS	2,019,427	705,979	741,082	708,401	712,512	903,846	5,011	5,796,258
714 - INFORMATION TECHNOLOGY	1,456,564	0	0	957	69,671	0	0	1,527,192
715 - INFORMATION TECHNOLOGY POOL	93,510	0	0	0	0	0	0	93,510
717 - SELF FUND EMPLOYEE INSURANCE	(\$1,144,276.73)	(\$567,291.97)	(\$615,395.05)	(\$1,384,014.65)	(\$644,027.69)	(\$800,234.71)	(\$892,687.75)	(\$6,047,928.55)
719 - WORKERS COMPENSATION	25,164	23,513	24,397	24,437	31,173	24,263	25,081	178,027
732 - HIGHWAY	5,658,665	21,063	913,344	424,852	239,977	484,003	710,223	8,452,128
820 - JAIL ASSESSMENT	1,251	7,631	7,556	7,991	8,045	8,055	7,257	47,786
830 - LOCAL HISTORY ROOM	8,347	33,302	96,990	497	85,545	7,300	109,026	340,014
856 - M.M. HANEY TRUST	52	0	0	0	0	0	0	52
860 - REVOLVING LOAN FUND	0	0	0	0	0	0	0	0
Grand Total	24,882,721	2,428,953	3,816,796	4,419,503	4,030,894	4,970,969	5,758,084	50,307,920

CURRENT YEAR MONTHLY COMPARISON

Account Type	Expense							
Actual	2024							2024 Total
	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	
100 - GENERAL FUND								
0000 - UNDEFINED	0	0	0	602,342	0	0	0	602,342
1000 - GENERAL GOVERNMENT	0	0	0	0	0	0	0	0
1110 - COUNTY BOARD	9,330	9,595	6,972	18,594	10,146	9,411	7,215	71,264
1121 - CIRCUIT COURT	28,659	50,415	53,561	51,561	72,104	55,148	57,670	367,118
1122 - CLERK OF COURT	43,459	57,838	53,424	64,069	80,791	81,055	72,012	452,648
1124 - FAMILY COURT COMMISSIONER	0	3,400	3,400	3,400	3,400	3,400	3,400	20,400
1127 - MEDICAL EXAMINER	13,944	18,593	18,823	19,627	25,116	14,585	20,714	131,403
1131 - DISTRICT ATTORNEY	45,120	55,429	56,122	56,585	78,620	58,654	55,364	405,895
1132 - CORPORATION COUNSEL	19,022	23,760	23,760	24,433	35,858	24,752	24,842	176,427
1141 - ADMINISTRATOR	15,242	18,210	18,921	18,505	28,019	18,752	18,935	136,584
1142 - COUNTY CLERK	22,800	14,308	18,837	51,999	21,986	15,459	49,275	194,665
1143 - HUMAN RESOURCES	15,681	39,138	20,452	23,249	29,079	20,058	22,137	169,794
1151 - FINANCE DEPARTMENT	99,354	93,598	93,124	96,091	143,103	89,124	96,722	711,116
1152 - TREASURER	21,002	34,826	28,249	26,648	36,911	30,901	207,637	386,175
1160 - MAINTENANCE	74,249	76,972	94,449	107,506	81,176	66,554	63,808	564,715
1171 - REGISTER OF DEEDS	19,183	17,781	23,059	17,706	29,472	22,600	19,613	149,413
1172 - SURVEYOR	7,115	0	11,020	0	2,923	720	0	21,778
1175 - LAND RECORDS	26,364	7,534	7,400	122,721	46,420	7,234	7,068	224,739
1190 - CNTY INS./MRRPC/SMRT/FARM ED	19,507	399,199	0	44,181	22,848	221,740	31,281	738,756
1210 - SHERIFF DEPARTMENT	225,751	260,639	280,571	289,921	383,559	289,567	277,195	2,007,204
1270 - JAIL	230,652	223,734	237,999	289,098	332,814	228,020	298,101	1,840,419
1290 - EMERGENCY MANAGEMENT	23,907	13,143	12,677	13,250	17,541	15,083	12,491	108,092
1293 - DISPATCH CENTER	144,401	95,104	94,918	91,584	135,779	105,157	107,755	774,698
1295 - JUSTICE DEPARTMENT	54,194	85,964	91,174	84,489	129,923	89,701	94,504	629,949
1368 - SANITATION	14,522	17,204	23,079	12,754	17,903	12,755	16,985	115,202
1419 - DOG CONTROL	11,723	17,676	17,320	17,154	23,428	21,649	18,420	127,370
1470 - VETERANS SERVICE	12,299	15,411	20,631	15,533	23,846	15,579	14,669	117,967
1511 - LIBRARY	485,712	0	0	0	0	0	0	485,712
1512 - LOCAL HISTORY ROOM	11,565	17,458	14,991	16,879	22,965	22,060	17,809	123,726
1520 - PARKS	6,041	6,958	14,456	12,627	25,133	18,164	17,595	100,974
1530 - SNOWMOBILE	0	0	0	9,178	0	27	83,654	92,859
1560 - UW-EXTENSION	3,614	5,342	5,273	5,286	6,852	11,818	36,731	74,916
1614 - CONSERV RESERVE ENHANCE PROGR	0	0	0	0	0	0	0	0
1670 - ECON DEV COMMERCE & TOURISM	675	2,000	7,063	1,000	7,407	1,500	6,270	25,914
1691 - FORESTRY	11,331	4,677	4,636	4,531	9,026	4,504	23,034	61,738
1694 - LAND CONSERVATION	38,413	44,094	45,220	66,350	71,361	43,980	56,024	365,442
1698 - ZONING	10,628	12,643	15,442	11,259	15,316	14,768	13,140	93,195
1700 - CAPITAL OUTLAY	66,813	1,939	89,050	176,445	38,703	57,046	3,862	433,861
100 - GENERAL FUND Total	1,830,274	1,744,582	1,506,073	2,466,556	2,009,525	1,691,528	1,855,934	13,104,471
213 - CHILD SUPPORT	44,539	52,836	50,946	51,734	74,158	52,953	51,049	378,214
241 - HEALTH DEPARTMENT	73,611	92,426	97,888	97,522	133,897	85,840	97,261	678,445
249 - HUMAN SERVICES	579,493	1,342,489	1,815,350	1,547,577	1,908,289	1,470,680	1,418,329	10,082,207
310 - DEBT SERVICE	0	2,367,341	0	0	0	0	0	2,367,341
410 - CAPITAL PROJECTS	0	360,000	41,496	170,595	170,000	156,050	219,600	1,117,740
633 - SOLID WASTE	26,520	54,193	164,411	268,196	252,725	242,541	520,570	1,529,156
642 - ROLLING HILLS	539,599	1,735,741	623,035	872,318	873,306	650,380	748,567	5,842,946
714 - INFORMATION TECHNOLOGY	187,389	57,707	185,698	111,901	174,183	94,497	141,508	952,884
715 - INFORMATION TECHNOLOGY POOL	2,965	0	1,358	0	0	58,746	7,936	71,005
717 - SELF FUND EMPLOYEE INSURANCE	\$162,042.93	\$613,962.26	\$694,239.81	\$716,300.07	\$571,621.08	\$744,470.53	\$642,388.20	\$4,145,024.88
719 - WORKERS COMPENSATION	1,200	10,200	105,789	37,122	12,231	5,488	10,233	182,262
732 - HIGHWAY	338,788	1,196,441	816,028	827,050	680,056	615,027	1,085,505	5,560,895
820 - JAIL ASSESSMENT	720	8,870	19,242	18,879	19,525	4,763	8,134	80,132
830 - LOCAL HISTORY ROOM	3,045	1,917	6,182	903	6,911	1,103	13,469	33,530
860 - REVOLVING LOAN FUND	0	0	0	0	0	0	0	0
Grand Total	3,790,187	9,638,704	6,129,737	6,986,654	6,886,426	5,874,065	6,820,482	46,126,255

CURRENT YEAR MONTHLY COMPARISON

Account Type SALARY EXPENSE

Actual	2024							2024 Total
	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	
100 - GENERAL FUND								
1110 - COUNTY BOARD	607	597	4,958	12,144	7,460	5,335	5,559	36,660
1121 - CIRCUIT COURT	26,315	32,063	30,880	32,096	43,893	32,002	32,002	229,251
1122 - CLERK OF COURT	39,060	46,637	42,125	45,549	64,816	49,566	52,954	340,707
1127 - MEDICAL EXAMINER	10,878	13,876	14,066	13,733	19,471	14,232	13,862	100,117
1131 - DISTRICT ATTORNEY	43,353	54,836	54,862	54,490	77,721	56,028	54,202	395,492
1132 - CORPORATION COUNSEL	18,963	23,368	23,273	24,081	34,409	24,338	24,492	172,935
1141 - ADMINISTRATOR	14,090	18,153	18,077	18,350	26,922	18,573	18,573	132,739
1142 - COUNTY CLERK	21,249	13,618	14,878	15,362	21,564	15,341	14,871	116,883
1143 - HUMAN RESOURCES	15,171	18,932	19,531	19,088	27,028	19,364	19,320	138,435
1151 - FINANCE DEPARTMENT	72,390	90,837	93,327	92,850	125,981	87,770	84,738	647,893
1152 - TREASURER	20,239	22,271	26,319	25,004	35,802	27,899	27,899	185,432
1160 - MAINTENANCE	30,027	33,729	32,025	35,176	46,330	32,556	29,419	239,262
1171 - REGISTER OF DEEDS	13,626	17,324	17,152	17,415	25,106	17,564	17,564	125,750
1175 - LAND RECORDS	4,919	6,506	6,422	6,612	10,002	6,720	6,720	47,901
1210 - SHERIFF DEPARTMENT	196,820	239,897	246,625	248,783	346,990	252,741	260,681	1,792,539
1270 - JAIL	163,956	187,310	172,078	193,921	259,910	191,540	188,307	1,357,023
1290 - EMERGENCY MANAGEMENT	9,780	12,754	12,006	12,218	17,491	12,371	12,371	88,990
1293 - DISPATCH CENTER	67,469	77,144	79,873	80,263	123,463	96,242	96,216	620,670
1295 - JUSTICE DEPARTMENT	51,234	63,716	64,459	64,961	90,942	63,029	67,912	466,253
1368 - SANITATION	12,311	15,682	21,346	11,735	16,717	11,862	16,023	105,686
1419 - DOG CONTROL	10,185	13,813	13,407	13,610	20,594	14,111	13,619	99,339
1470 - VETERANS SERVICE	11,133	14,835	14,834	15,209	22,876	15,368	14,318	108,574
1512 - LOCAL HISTORY ROOM	11,536	14,145	14,000	14,967	21,469	14,664	15,497	106,279
1520 - PARKS	5,710	5,597	10,776	9,944	17,730	12,491	12,556	74,804
1560 - UW-EXTENSION	3,073	4,090	4,088	4,157	6,300	5,611	35,377	62,695
1691 - FORESTRY	3,125	4,035	4,239	4,091	6,158	4,213	4,157	30,017
1694 - LAND CONSERVATION	30,425	38,504	37,967	38,958	57,111	36,403	39,460	278,828
1698 - ZONING	9,180	11,518	13,981	9,867	13,894	9,980	12,074	80,496
100 - GENERAL FUND Total	916,827	1,095,797	1,107,574	1,134,645	1,588,150	1,147,912	1,190,743	8,181,647
213 - CHILD SUPPORT	38,458	49,544	48,499	48,800	67,942	49,668	49,422	352,332
241 - HEALTH DEPARTMENT	69,747	88,610	84,599	80,391	117,490	83,438	89,479	613,752
249 - HUMAN SERVICES	441,042	567,123	567,615	575,596	825,629	591,720	592,301	4,161,025
633 - SOLID WASTE	10,414	12,826	12,967	13,905	19,578	13,385	13,399	96,475
642 - ROLLING HILLS	410,161	530,307	532,949	557,714	743,345	544,459	556,982	3,875,916
714 - INFORMATION TECHNOLOGY	24,692	30,869	30,630	31,203	44,501	31,616	31,616	225,128
732 - HIGHWAY	253,308	321,033	305,140	348,552	443,004	312,778	314,290	2,298,107
Grand Total	2,164,649	2,696,108	2,689,974	2,790,805	3,849,639	2,774,976	2,838,232	19,804,382

FINANCE

FOR 2024 07 JOURNAL DETAIL 2024 7 TO 2024 7

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
11510 FINANCE DEPARTMENT							

11510000 FINANCE DEPARTMENT

11510000 461900 OTH FIN R	-120	0	-120	.00	.00	-120.00	.0%*
11510000 474600 HS FEE	-528,327	0	-528,327	-278,303.44	.00	-250,023.56	52.7%*
2024/07/000408 07/12/2024 GEN	-14,868.27	REF				FINANCE DEPT 240712	
2024/07/000408 07/12/2024 GEN	-3,375.79	REF				FINANCE DEPT 240712	
2024/07/000724 07/26/2024 GEN	-12,149.43	REF				FINANCE DEPT CHARGES 240726	
2024/07/000724 07/26/2024 GEN	-3,422.13	REF				FINANCE DEPT CHARGES 240726	
11510000 474652 RH FEE	-289,232	0	-289,232	-159,981.66	.00	-129,250.34	55.3%*
2024/07/000408 07/12/2024 GEN	-11,349.54	REF				FINANCE DEPT 240712	
2024/07/000724 07/26/2024 GEN	-11,224.53	REF				FINANCE DEPT CHARGES 240726	
TOTAL UNDEFINED ROLLUP CODE	-817,679	0	-817,679	-438,285.10	.00	-379,393.90	53.6%

FN100 SALARIES & FRINGE BENEFITS

11510000 511000 SALARIES	822,166	1,558	823,724	427,997.16	.00	395,726.84	52.0%
2024/07/000341 07/12/2024 PRJ	28,523.19	REF 240712				WARRANT=240712 RUN=1 BI-WEEKL	
2024/07/000697 07/26/2024 PRJ	26,148.37	REF 240726				WARRANT=240726 RUN=1 BI-WEEKL	
11510000 511200 OVERTIME	500	0	500	3,751.40	.00	-3,251.40	750.3%*
2024/07/000697 07/26/2024 PRJ	470.42	REF 240726				WARRANT=240726 RUN=1 BI-WEEKL	
11510000 515005 RETIREMENT	56,773	107	56,880	29,790.66	.00	27,089.34	52.4%
2024/07/000341 07/12/2024 PRJ	1,968.10	REF 240712				WARRANT=240712 RUN=1 BI-WEEKL	
2024/07/000697 07/26/2024 PRJ	1,836.69	REF 240726				WARRANT=240726 RUN=1 BI-WEEKL	
11510000 515010 SOC SEC	51,014	97	51,111	24,252.32	.00	26,858.68	47.5%
2024/07/000341 07/12/2024 PRJ	1,639.06	REF 240712				WARRANT=240712 RUN=1 BI-WEEKL	
2024/07/000410 07/12/2024 GEN	-15.50	REF				EMP INCENTIVE-T. HINZ	
2024/07/000410 07/12/2024 GEN	-37.20	REF				EMP INCENTIVE-C. HAAS	
2024/07/000697 07/26/2024 PRJ	1,481.17	REF 240726				WARRANT=240726 RUN=1 BI-WEEKL	

FINANCE

FOR 2024 07				JOURNAL DETAIL 2024 7 TO 2024 7					
ACCOUNTS FOR:	FINANCE DEPARTMENT	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL	
11510000	515015 MEDICARE	11,936	23	11,959	5,671.96	.00	6,287.04	47.4%	
	2024/07/000341 07/12/2024 PRJ	383.34 REF 240712					WARRANT=240712 RUN=1 BI-WEEKL		
	2024/07/000410 07/12/2024 GEN	-3.63 REF					EMP INCENTIVE-T. HINZ		
	2024/07/000410 07/12/2024 GEN	-8.70 REF					EMP INCENTIVE-C. HAAS		
	2024/07/000697 07/26/2024 PRJ	346.41 REF 240726					WARRANT=240726 RUN=1 BI-WEEKL		
11510000	515020 HLTH INS	309,126	0	309,126	150,820.06	.00	158,305.94	48.8%	
	2024/07/000341 07/12/2024 PRJ	10,618.62 REF 240712					WARRANT=240712 RUN=1 BI-WEEKL		
	2024/07/000697 07/26/2024 PRJ	10,618.62 REF 240726					WARRANT=240726 RUN=1 BI-WEEKL		
11510000	515025 DENTAL INS	10,456	0	10,456	5,244.57	.00	5,211.43	50.2%	
	2024/07/000341 07/12/2024 PRJ	721.23 REF 240712					WARRANT=240712 RUN=1 BI-WEEKL		
11510000	515030 LIFE INS	261	0	261	144.24	.00	116.76	55.3%	
	2024/07/000341 07/12/2024 PRJ	19.50 REF 240712					WARRANT=240712 RUN=1 BI-WEEKL		
11510000	515040 WORK COMP	427	1	428	220.16	.00	207.84	51.4%	
	2024/07/000341 07/12/2024 PRJ	14.55 REF 240712					WARRANT=240712 RUN=1 BI-WEEKL		
	2024/07/000697 07/26/2024 PRJ	13.57 REF 240726					WARRANT=240726 RUN=1 BI-WEEKL		
	TOTAL SALARIES & FRINGE BENEFITS	1,262,659	1,786	1,264,445	647,892.53	.00	616,552.47	51.2%	
FN200 OFFICE ADMINISTRATIVE COSTS									
11510000	531000 OFFIC SUPL	1,600	0	1,600	239.77	.00	1,360.23	15.0%	
11510000	531050 POSTAGE	66	0	66	143.40	.00	-77.40	217.3%*	
11510000	532000 BK/PUB/SUB	200	0	200	.00	.00	200.00	.0%	
11510000	532500 DUES	50	0	50	50.00	.00	.00	100.0%	

FINANCE

FOR 2024 07				JOURNAL DETAIL 2024 7 TO 2024 7			
ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
11510 FINANCE DEPARTMENT							
TOTAL OFFICE ADMINISTRATIVE COSTS	1,916	0	1,916	433.17	.00	1,482.83	22.6%
FN300 TECHNOLOGY & EQUIPMENT							
11510000 522025 TELEPHONE	72	0	72	13.01	.00	58.99	18.1%
2024/07/000377 07/05/2024 API	1.81 VND 016567 IN 720300		JUNE 2024	LVT CORP		ACCT #8100 7/1/24	1075249
11510000 553100 EQUIP SERV	1,140	0	1,140	481.18	42.66	616.16	46.0%
2024/07/000382 07/12/2024 API	.38 VND 006687 IN 4741514			LOFFLER COMPANIES IN CONTRACT CHARGES B			12479
2024/07/000577 07/19/2024 API	55.07 VND 006687 IN 4739933			LOFFLER COMPANIES IN CONTRACT CHARGES 0			12535
2024/07/000577 07/19/2024 API	30.50 VND 006687 IN 4717010			LOFFLER COMPANIES IN CONTRACT CHARGES 0			12535
TOTAL TECHNOLOGY & EQUIPMENT	1,212	0	1,212	494.19	42.66	675.15	44.3%
FN350 IT POOL							
11510000 599000 IT POOL	1,920	0	1,920	1,920.00	.00	.00	100.0%
TOTAL IT POOL	1,920	0	1,920	1,920.00	.00	.00	100.0%
FN400 CONF / EDUCATION & TRAVEL							
11510000 515700 ED & TRAIN	750	0	750	.00	.00	750.00	.0%
11510000 533010 CONF/SEM	6,260	0	6,260	4,879.58	.00	1,380.42	77.9%
11510000 533200 MILEAGE	655	0	655	121.83	.00	533.17	18.6%
2024/07/000341 07/12/2024 PRJ	121.83 REF 240712					WARRANT=240712 RUN=1 BI-WEEKL	

FINANCE

FOR 2024 07		JOURNAL DETAIL 2024 7 TO 2024 7					
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT
11510 FINANCE DEPARTMENT	APPROP	ADJSTMTS	BUDGET			BUDGET	USE/COL
TOTAL CONF / EDUCATION & TRAVEL	7,665	0	7,665	5,001.41	.00	2,663.59	65.2%
TOTAL FINANCE DEPARTMENT	457,693	1,786	459,479	217,456.20	42.66	241,980.14	47.3%
TOTAL FINANCE DEPARTMENT	457,693	1,786	459,479	217,456.20	42.66	241,980.14	47.3%
TOTAL REVENUES	-817,679	0	-817,679	-438,285.10	.00	-379,393.90	
TOTAL EXPENSES	1,275,372	1,786	1,277,158	655,741.30	42.66	621,374.04	

FINANCE

FOR 2024 07 JOURNAL DETAIL 2024 7 TO 2024 7

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT
11512 AUDIT	APPROP	ADJSTMTS	BUDGET			BUDGET	USE/COL

11512000 FINANCIAL & AUDIT SERVICES

AG613 PROFESSIONAL SERVICES

11512000 521410 FINC AUDIT	52,475	0	52,475	50,275.00	.00	2,200.00	95.8%
2024/07/000577 07/19/2024 API	6,675.00	VND 017806 IN 2024984		KERBERROSE SC	2023 AUDIT CLIENT		12533
TOTAL PROFESSIONAL SERVICES	52,475	0	52,475	50,275.00	.00	2,200.00	95.8%
TOTAL FINANCIAL & AUDIT SERVICES	52,475	0	52,475	50,275.00	.00	2,200.00	95.8%
TOTAL AUDIT	52,475	0	52,475	50,275.00	.00	2,200.00	95.8%
TOTAL EXPENSES	52,475	0	52,475	50,275.00	.00	2,200.00	

FINANCE

FOR 2024 07 JOURNAL DETAIL 2024 7 TO 2024 7

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
---------------	-----------------	------------------	----------------	------------	--------------	------------------	-------------

11513000 INDIRECT COST ALLOCATION PLAN

FC613 PROFESSIONAL SERVICES

11513000 521410 INDIR CST	5,100	0	5,100	5,100.00	.00	.00	100.0%
2024/07/000382 07/12/2024 API	5,100.00	VND 017807 IN 240701					DIVERSIFIED SERVICES INDIRECT COST ALLO 1075229
TOTAL PROFESSIONAL SERVICES	5,100	0	5,100	5,100.00	.00	.00	100.0%
TOTAL INDIRECT COST ALLOCATION PLAN	5,100	0	5,100	5,100.00	.00	.00	100.0%
TOTAL INDIRECT COST ALLOCATION PLAN	5,100	0	5,100	5,100.00	.00	.00	100.0%
TOTAL EXPENSES	5,100	0	5,100	5,100.00	.00	.00	

SELF FUNDED HEALTH INSURANCE SUMMARY

2023 DATES OF SERVICES

For Month Of 2023:	Month Paid				Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	TOTAL CLAIMS BY DOS	Neighborhood Family Clinic	Professional Fees	Total for Month	YTD Total		
	Jan-23	Feb-23	Mar-23	Apr-23																May-23	
Prior Year				42,714	3,092	10,757	3,254	2,042	543	(2,633)	3,684				63,453			63,453	63,453		
January	58,744	66,210	44,078	193,193	6,897	313	-	401	165		30	783			370,814	8,902	78,868	458,584	522,037		
February		52,774	82,244	153,027	18,311	5,268	-	347	1,980		89	-	(321)		313,612	6,646	81,987	402,245	924,282		
March			78,240	143,823	97,389	16,050	3,497	950	1,912	540	479	3,186	394	-	348,915	6,090	81,407	436,412	1,360,694		
April				57,990	178,844	181,402	1,961	18,349	3,381	669	515	5,511	-	-	448,706	8,176	83,928	540,810	1,901,504		
May					96,418	263,863	62,338	52,813	5,170	1,793	1,097	177	-	540	484,209	7,425	84,268	575,902	2,477,406		
June						82,950	222,423	385,473	20,421	137,671	56	3,866	33	-	852,893	8,702	83,047	944,642	3,422,048		
July							57,816	259,066	252,181	64,147	36,222	4,314	461	1,893	677,073	6,528	83,665	767,266	4,189,314		
August								137,323	475,217	86,963	64,092	2,360	2,708	769	769,432	8,701	85,419	863,552	5,052,867		
September									85,637	390,001	16,690	3,525	1,583	394	497,830	9,685	87,103	594,618	5,647,485		
October										130,594	423,066	25,184	1,063	81,050	660,957	6,928	98,359	766,244	6,413,729		
November											131,399	389,833	41,775	1,641	564,766	7,021	95,654	667,441	7,081,170		
December												194,474	326,586	19,445	24,810	565,315	6,845	100,173	672,333	7,753,503	
																		12,218	23,072	35,290	7,788,793
																		Emp Incentive	PCOR Fee to US treas & Viaro		
	58,744	118,984	204,562	590,747	400,951	560,603	351,289	856,764	845,899	813,086	670,876	636,233	375,386	105,411	28,440	\$ 6,617,975	103,867	1,066,951	7,788,793		

Interest earned on bank account	33,299
Cobra/Retiree Premiums received	23,817
Payroll Fees (approx \$500,000/mo)	6,044,609 (12 months)
Total Revenues:	\$ 6,101,724.98
Total Expenses:	\$ 6,638,776.76
Net Revenues less Expenses:	\$ (537,051.78)

Rebates Received from Insurance	402,116	402,116
Stop Loss Received	747,900	747,900
*Net Claim Expense after Rebates/Stop Loss	\$ 5,467,959	\$ 6,638,777
Stop Loss Premium included in Professional Fees total:	\$ 730,896	

2024 DATES OF SERVICES

For Month Of 2024:	Month Paid				Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	TOTAL CLAIMS BY DOS	Neighborhood Family Clinic	Professional Fees	Total for Month	YTD Total		
	Jan-24	Feb-24	Mar-24	Apr-24																May-24	
Prior Year				854	(11)	13,937	1,507								16,287			16,287	16,287		
January	65,889	424,388	58,550	338	1,274	538	446								551,423	8,449	96,154	656,026	672,313		
February		87,733	385,092	113,371	62,646	3,936	8,789								661,567	6,598	93,392	761,557	1,433,870		
March			139,924	406,158	40,334	3,920	2,950								593,286	7,993	102,784	704,063	2,137,934		
April				180,811	441,478	75,872	1,431								699,592	7,344	96,929	803,865	2,941,798		
May						105,407	269,203	37,420							412,030	6,710	97,648	516,388	3,458,186		
June							144,997	390,282							535,279	7,937	94,469	637,685	4,095,871		
July								31,179							31,179	5,999	95,849	133,027	4,228,898		
August															-	-	-	-	4,228,898		
September															-	-	-	-	4,228,898		
October															-	-	-	-	4,228,898		
November															-	-	-	-	4,228,898		
December															-	-	-	-	4,228,898		
																		6,459	867	7,326	4,236,224
																		Emp Incentive	Pareto+PCOR Fee to US treas		
	65,889	512,121	583,566	701,532	651,128	512,403	474,004								\$ 3,500,643	57,489	678,092	4,236,224			

Interest earned on bank account	25,854
Cobra/Retiree Premiums received	10,366
Payroll Fees (approx \$568,000/mo)	3,982,253 (7 months)
Total Revenues:	\$ 4,018,473.45
Total Expenses:	\$ 3,380,800.41
Net Revenues less Expenses:	\$ 637,673.04

Rebates Received from Insurance	355,686	355,686
Stop Loss Received	499,738	499,738
*Net Claim Expense after Rebates/Stop Loss	\$ 2,645,219	\$ 3,380,800
Stop Loss Premium included in Professional Fees total:	\$ 482,677	

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 20251 2025 ANNUAL BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

FINANCE DEPARTMENT	2023 ACTUAL	2024 ORIG BUD	2024 REVISED BUD	2024 ACTUAL	2024 PROJECTION	2025 DEPT	COMMENT
11510000 461900	OTH FIN R	-30.00	-120.00	-120.00	.00	-120.00	-60.00
11510000 474600	HS FEE	-460,047.17	-528,327.00	-528,327.00	-262,731.88	-528,327.00	-528,327.00
11510000 474652	RH FEE	-273,001.63	-289,232.00	-289,232.00	-148,757.13	-289,232.00	-289,232.00
11510000 511000	SALARIES	753,659.32	822,166.00	823,724.00	401,848.79	823,724.00	.00
11510000 511200	OVERTIME	558.93	500.00	500.00	3,280.98	500.00	.00
11510000 515005	RETIREMENT	51,054.20	56,773.00	56,880.00	27,953.97	56,880.00	.00
11510000 515010	SOC SEC	44,461.87	51,014.00	51,111.00	22,771.15	51,111.00	.00
11510000 515015	MEDICARE	10,398.08	11,936.00	11,959.00	5,325.55	11,959.00	.00
11510000 515020	HLTH INS	271,636.76	309,126.00	309,126.00	140,201.44	309,126.00	.00
11510000 515025	DENTAL INS	9,585.35	10,456.00	10,456.00	5,244.57	10,456.00	.00
11510000 515030	LIFE INS	243.12	261.00	261.00	144.24	261.00	.00
11510000 515040	WORK COMP	429.08	427.00	428.00	206.59	428.00	.00
11510000 515700	ED & TRAIN	179.00	750.00	750.00	.00	750.00	750.00
11510000 522025	TELEPHONE	26.90	72.00	72.00	13.01	72.00	72.00
11510000 531000	OFFIC SUPL	2,150.28	1,600.00	1,600.00	239.77	1,600.00	1,600.00
11510000 531050	POSTAGE	63.00	66.00	66.00	143.40	66.00	73.00
11510000 532000	BK/PUB/SUB	78.12	200.00	200.00	.00	200.00	200.00
11510000 532500	DUES	50.00	50.00	50.00	50.00	50.00	50.00
11510000 533010	CONF/SEM	5,758.71	6,260.00	6,260.00	4,879.58	6,260.00	7,570.00
11510000 533200	MILEAGE	208.13	655.00	655.00	121.83	655.00	503.00
11510000 553100	EQUIP SERV	965.40	1,140.00	1,140.00	481.18	1,140.00	1,140.00
11510000 599000	IT POOL	1,780.00	1,920.00	1,920.00	1,920.00	1,920.00	1,920.00
TOTAL FINANCE DEPARTMENT		420,207.45	457,693.00	459,479.00	203,337.04	459,479.00	-803,741.00
11512000 521410	FINC AUDIT	49,550.00	52,475.00	52,475.00	50,275.00	52,475.00	57,450.00
TOTAL FINANCIAL & AUDIT SERV		49,550.00	52,475.00	52,475.00	50,275.00	52,475.00	57,450.00
11513000 521410	INDIR CST	5,100.00	5,100.00	5,100.00	5,100.00	5,100.00	5,100.00
TOTAL INDIRECT COST ALLOCATI		5,100.00	5,100.00	5,100.00	5,100.00	5,100.00	5,100.00
TOTAL REVENUE		-733,078.80	-817,679.00	-817,679.00	-411,489.01	-817,679.00	-817,619.00
TOTAL EXPENSE		1,207,936.25	1,332,947.00	1,334,733.00	670,201.05	1,334,733.00	76,428.00
GRAND TOTAL		474,857.45	515,268.00	517,054.00	258,712.04	517,054.00	-741,191.00

** END OF REPORT - Generated by DIANE ERICKSON **

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20251 2025 ANNUAL BUDGET

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2025 DEPT
FINANCE DEPARTMENT					
11510000	461900 -	GARNISHMENT FEES	4.00	15.00	-60.00 *
					-60.00
11510000	474600 -	FINANCE DEPT STAFF AT HUMAN SERVICES	1.00	528,327.00	-528,327.00 *
					-528,327.00
11510000	474652 -	FINANCE DEPT STAFF AT ROLLING HILLS	1.00	289,232.00	-289,232.00 *
					-289,232.00
TOTAL UNDEFINED ROLLUP CODE					-817,619.00
FN200	OFFICE ADMINISTRATIVE COSTS				
11510000	531000 -	CHECK STOCK, W2'S, 1099'S, PAPER, MISC OFFICE SUPPLIES	1.00	1,600.00	1,600.00 *
					1,600.00
11510000	531050 -	FOREVER STAMPS	1.00	73.00	73.00 *
					73.00
11510000	532000 -	GFOA PROFESSIONAL PUBLICATIONS	1.00	200.00	200.00 *
					200.00
11510000	532500 -	WGFOA	2.00	25.00	50.00 *
					50.00
TOTAL OFFICE ADMINISTRATIVE COSTS					1,923.00
FN300	TECHNOLOGY & EQUIPMENT				
11510000	522025 -	(5) PHONES @ \$1.25 / MONTH ESTIMATED LONG DISTANCE = \$4.75 / MONTH	12.00	6.00	72.00 *
					72.00
11510000	553100 -	CANON EQUIPMENT LEASE SPLIT 3 WAYS	12.00	43.00	516.00
		LOFFLER PRINT MANAGEMENT	1.00	600.00	600.00
		BISCOM E-FAX SPLIT 3 WAYS	1.00	24.00	24.00
TOTAL TECHNOLOGY & EQUIPMENT					1,212.00
FN350	IT POOL				
11510000	599000 -	FUTURE IT EQUIPMENT REPLACEMENT FUNDS	1.00	1,920.00	1,920.00 *
					1,920.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20251 2025 ANNUAL BUDGET				
ACCOUNTS FOR:				
FINANCE DEPARTMENT	VENDOR	QUANTITY	UNIT COST	2025 DEPT
TOTAL IT POOL				1,920.00
FN400	CONF / EDUCATION & TRAVEL			
11510000 515700 -				750.00 *
	ANNUAL GFOA UPDATE	1.00	200.00	200.00
	2025 WGFOA GOVERNMENTAL ACCOUNTING WORKSHOP	1.00	400.00	400.00
	MISCELLANEOUS TRAINING	1.00	150.00	150.00
11510000 533010 -				7,570.00 *
	WGFOA CONFERENCE-WINTER 2025 IN LAKE GENEVA	2.00	150.00	300.00
	MUNIS USER CONFERENCE REGISTRATION FEE FOR SAN ANTONIO, TX MAY 11-14, 2025	2.00	1,300.00	2,600.00
	WGFOA - HOTEL/MEALS/PARKING	2.00	385.00	770.00
	HOTEL/MEALS/TRANSPORTATION: MUNIS USER CONFERENCE SAN ANTONIO, TX MAY 11-14, 2025	2.00	1,950.00	3,900.00
11510000 533200 -				503.00 *
	MISC. MEETINGS & TRAINING	1.00	503.00	503.00
	750 MILES @ 67 CENTS / MILE			
TOTAL CONF / EDUCATION & TRAVEL				8,823.00
TOTAL FINANCE DEPARTMENT				-803,741.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20251 2025 ANNUAL BUDGET

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2025 DEPT
FINANCIAL & AUDIT SERVICES					
AG613 PROFESSIONAL SERVICES					
11512000	521410 -				57,450.00 *
	ANNUAL AUDIT - KERBER ROSE		1.00	50,200.00	50,200.00
	OTHER POST EMPLOYMENT BENEFITS		1.00	4,250.00	4,250.00
	ACTUARIAL STUDY - REQUIRED FOR AUDIT PURPOSES				
	LEASE AND SIBTA REQUIREMENTS FOR AUDIT		1.00	3,000.00	3,000.00
TOTAL PROFESSIONAL SERVICES					57,450.00
TOTAL FINANCIAL & AUDIT SERVICES				57,450.00	

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20251 2025 ANNUAL BUDGET

ACCOUNTS FOR:

INDIRECT COST ALLOCATION PLAN

	VENDOR	QUANTITY	UNIT COST	2025 DEPT
IC613 PROFESSIONAL SERVICES				
11513000 521410 -				5,100.00 *
ANNUAL INDIRECT COST AUDIT - DSN		1.00	5,100.00	5,100.00
TOTAL PROFESSIONAL SERVICES				5,100.00
TOTAL INDIRECT COST ALLOCATION PLAN				5,100.00
TOTAL REVENUE				-817,619.00
TOTAL EXPENSE				76,428.00
GRAND TOTAL				-741,191.00

** END OF REPORT - Generated by DIANE ERICKSON **

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 20251 2025 ANNUAL BUDGET

FOR PERIOD 99

ACCOUNTS FOR:			2023	2024	2024	2024	2024	2025	
DEBT			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	DEPT	COMMENT
38000000	411100	PROP TX	-2,261,689.00	-2,291,076.00	-2,291,076.00	-2,291,076.00	-2,291,076.00	-1,243,246.00	
38000000	462400	BRD OF INM	-108,159.99	-97,090.00	-97,090.00	-41,788.19	-97,090.00	-83,220.00	
38000000	493000	FND BAL AP	.00	-85,000.00	-85,000.00	.00	-85,000.00	-1,145,487.00	
TOTAL DEBT			-2,369,848.99	-2,473,166.00	-2,473,166.00	-2,332,864.19	-2,473,166.00	-2,471,953.00	
38102100	561000	JC PRIN	2,005,000.00	2,050,000.00	3,195,487.49	2,050,000.00	3,195,487.49	2,085,000.00	
TOTAL JUSTICE CENTER BOND-PR			2,005,000.00	2,050,000.00	3,195,487.49	2,050,000.00	3,195,487.49	2,085,000.00	
38102600	561000	RADIO PRIN	190,000.00	190,000.00	190,000.00	190,000.00	190,000.00	200,000.00	
TOTAL RADIO SYSTEM BOND-PRIN			190,000.00	190,000.00	190,000.00	190,000.00	190,000.00	200,000.00	
38292100	562000	JC INT	266,032.50	225,327.00	225,327.00	122,953.75	225,327.00	183,502.00	
38292100	569250	JC CRG	1,335.00	1,111.00	1,111.00	.00	1,111.00	1,111.00	
TOTAL JUSTICE CENTER BOND-IN			267,367.50	226,438.00	226,438.00	122,953.75	226,438.00	184,613.00	
38292600	562000	RADIO INT	10,912.50	6,638.00	6,638.00	4,387.50	6,638.00	2,250.00	
38292600	569250	RADIO SERV	90.00	90.00	90.00	.00	90.00	90.00	
TOTAL RADIO SYSTEM BOND-INTE			11,002.50	6,728.00	6,728.00	4,387.50	6,728.00	2,340.00	
TOTAL REVENUE			-2,369,848.99	-2,473,166.00	-2,473,166.00	-2,332,864.19	-2,473,166.00	-2,471,953.00	
TOTAL EXPENSE			2,473,370.00	2,473,166.00	3,618,653.49	2,367,341.25	3,618,653.49	2,471,953.00	
GRAND TOTAL			103,521.01	.00	1,145,487.49	34,477.06	1,145,487.49	.00	

** END OF REPORT - Generated by DIANE ERICKSON **

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20251 2025 ANNUAL BUDGET				
ACCOUNTS FOR:				
DEBT	VENDOR	QUANTITY	UNIT COST	2025 DEPT
38000000 411100 -	PROPERTY TAX LEVY FOR BOND PAYMENTS	1.00	1,243,246.00	-1,243,246.00 *
38000000 462400 -	CURRENT YEAR REVENUE FROM BOARDNG OF STATE INMATES. \$38/DAY AVG 6 PER DAY	1.00	83,220.00	-83,220.00 *
38000000 493000 -	COMMITTED DEBT SERVICE FUND ROLL FORWARD DUE TO ACHIEVING THE 2023 MINIMUM FUND BALANCE POLICY	1.00	1,145,487.00	-1,145,487.00 *
TOTAL DEBT			-2,471,953.00	
38102100 561000 -	2013 BOND PAYMENT-REFINANCE	1.00	1,390,000.00	2,085,000.00 *
	2014 BOND PAYMENT	1.00	380,000.00	1,390,000.00
	2015 BOND PAYMENT	1.00	315,000.00	380,000.00
TOTAL JUSTICE CENTER BOND-PRINCIPAL			2,085,000.00	
38102600 561000 -	2015 BOND PAYMENT	1.00	200,000.00	200,000.00 *
TOTAL RADIO SYSTEM BOND-PRINCIPAL			200,000.00	
38292100 562000 -	2013 BOND MARCH INTEREST PAYMENTS ON REFINANCED BOND. SAVINGS OF \$7,400 FOR 2025 BY REFINANCING	1.00	13,900.00	183,502.00 *
	2014 BOND MARCH INTEREST PAYMENT	1.00	3,800.00	13,900.00
	2015 BOND MARCH & SEPTEMBER INTEREST PAYMENTS	1.00	165,802.00	3,800.00
38292100 569250 -	2013 BOND ANNUAL SERVICE CHARGE-REFINANCE	1.00	251.00	1,111.00 *
	2014 BOND ANNUAL SERVICE CHARGE	1.00	475.00	251.00
	2015 JUSTICE CENTER BOND PORTION OF ANNUAL SERVICE CHARGE	1.00	385.00	475.00
TOTAL JUSTICE CENTER BOND-INTEREST			184,613.00	
38292600 562000 -	2015 BOND INTEREST	1.00	2,250.00	2,250.00 *

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20251 2025 ANNUAL BUDGET					
ACCOUNTS FOR:					
RADIO SYSTEM BOND-INTEREST					
	VENDOR	QUANTITY	UNIT COST	2025 DEPT	
38292600 569250 -					90.00 *
	2015 BOND SERVICE CHARGE	1.00	90.00		90.00
TOTAL RADIO SYSTEM BOND-INTEREST					2,340.00
TOTAL REVENUE					-2,471,953.00
TOTAL EXPENSE					2,471,953.00
GRAND TOTAL					.00

** END OF REPORT - Generated by DIANE ERICKSON **

Notice of Donations/User Fees Received Budget Adjustment

MONROE COUNTY

Budget Year Amended: 2024

Unanticipated Revenue - Not Budgeted

Donation/User Fee Fund	Month	Account #	Account Name	Budget Adjustment	Current Budget	Final Budget	Current Rev/Exp Balance	Remaining Balance
K-9 Donations	July	12116000 485000	K-9 Donations Revenue	\$ 55.00	\$ 20.50	\$ 75.50	\$ 75.50	\$ -
K-9 Donations	July	12116000 579200	K-9 Donations Expense	\$ 55.00	\$ 86.25	\$ 141.25	\$ 75.75	\$ 65.50
Justice Dept	July	12950000 485000	Justice Donation Revnue	\$ -	\$ -	\$ -	\$ -	\$ -
Justice Dept	July	12950000 579200	Justice Donation Expense	\$ -	\$ 321.21	\$ 321.21	\$ -	\$ 321.21
Dog Control Donations	July	14195000 485000 DC900	Dog Control Donations Rev.	\$ 2,682.00	\$ 13,118.73	\$ 15,800.73	\$ 15,800.73	\$ -
Dog Control Donations	July	14195000 579200 DC900	Dog Control Donations Exp.	\$ 2,682.00	\$ 75,693.25	\$ 78,375.25	\$ 11,235.90	\$ 67,139.35
Veterans Service	July	14700000 485000	Veterans Service Donations R.	\$ -	\$ 100.00	\$ 100.00	\$ 100.00	\$ -
Veterans Service	July	14700000 579200	Veterans Service Donations E.	\$ -	\$ 1,844.50	\$ 1,844.50	\$ -	\$ 1,844.50
Veterans-Suicide Preventic	July	14700000 485005	Suicide Prev Task Force Donator	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ -
Veterans-Suicide Preventic	July	14700000 579205	Suicide Prev Task Force Exp	\$ -	\$ 5,555.00	\$ 5,555.00	\$ -	\$ 5,555.00
Park Donations	July	15200000 485000	Park Donation Revenue	\$ 377.60	\$ 11.00	\$ 388.60	\$ 388.60	\$ -
Park Donations	July	15200000 579200	Park Donation Expense	\$ 377.60	\$ 854.80	\$ 1,232.40	\$ -	\$ 1,232.40
Ext. Health & Well Being	July	15620613 467700	Health & Well Being Contrib.	\$ -	\$ 1,979.25	\$ 1,979.25	\$ 1,979.25	\$ -
Ext. Health & Well Being	July	15620613 579100	Health & Well Being Expens	\$ -	\$ 11,021.08	\$ 11,021.08	\$ 547.19	\$ 10,473.89
Ext. Youth Dev Agent	July	15620615 467700	Youth Dev Agent Contributions	\$ 505.00	\$ 2,878.50	\$ 3,383.50	\$ 3,383.50	\$ -
Ext. Youth Dev Agent	July	15620615 579100	Youth Dev Agent Expense	\$ 505.00	\$ 14,829.47	\$ 15,334.47	\$ 7,148.80	\$ 8,185.67
Land Cons. Award Bnqt.	July	16940000 485000	Land Cons. Award Bnqt Rev.	\$ -	\$ 2,765.00	\$ 2,765.00	\$ 2,765.00	\$ -
Land Cons. Award Bnqt.	July	16940000 579200	Land Cons. Award Bnqt Exp.	\$ -	\$ 6,833.86	\$ 6,833.86	\$ 3,524.80	\$ 3,309.06
Land Cons. CCTF	July	16942200 485000	Climate Change Task Force	\$ -	\$ -	\$ -	\$ -	\$ -
Land Cons. CCTF	July	16942200 579200	CCTF Donations Exp	\$ -	\$ 384.94	\$ 384.94	\$ -	\$ 384.94
Land Cons. MDV	July	16942100 435800	MDV-Multi Discharge Variance	\$ -	\$ -	\$ -	\$ -	\$ -
Land Cons. MDV	July	16942100 534005	MDV - Operating	\$ -	\$ 31,047.10	\$ 31,047.10	\$ -	\$ 31,047.10
Land Cons. MDV	July	16942100 511000	Land Cons:MDV-Salaries	\$ -	\$ 1,020.00	\$ 1,020.00	\$ -	\$ 1,020.00
Land Cons. MDV	July	16942100 515010	Land Cons:MDV-Soc. Security	\$ -	\$ 63.00	\$ 63.00	\$ -	\$ 63.00
Land Cons. MDV	July	16942100 515015	Land Cons:MDV- Medicare	\$ -	\$ 15.00	\$ 15.00	\$ -	\$ 15.00
Land Cons. MDV	July	16942100 515040	Land Cons:MDV-Work Comp	\$ -	\$ 1.00	\$ 1.00	\$ -	\$ 1.00
Human Services	July	24900500 485000	Human Servcies Donations	\$ -	\$ 96.79	\$ 96.79	\$ 96.79	\$ -
Human Services	July	24900500 579200	Human Servcies Dona Exp	\$ -	\$ 693.62	\$ 693.62	\$ 96.79	\$ 596.83

Date Approved by Finance Committee: _____