

#6

Jefferson County
Finance Committee Minutes
December 11, 2012

Committee members: Braughler, James B.
Hanneman, Jennifer
Jones, Richard C. (Chair)
Mode, Jim
Molinaro, John

1. **Call to order** – Richard Jones called the meeting to order at 6:15 p.m.
2. **Roll call (establish a quorum)** – All committee members were present. Staff in attendance was Gary Petre, Phil Ristow and Brian Lamers. Public in attendance was none.
3. **Certification of compliance with the Open Meetings Law** – Gary Petre certified that notice for the meeting complied with the Open Meeting Law.
4. **Review of the agenda**
5. **Citizen Comments** – None.
6. **Approval of Finance Committee minutes for November 8, 2012** – A motion was made Mode/Molinaro to approve the minutes for November 8, 2012 as drafted. The motion passed 5-0.
7. **Communications** – None
8. **Update on contingency fund balance**-Brian Lamers directed the Finance Committee to the schedule showing the current balance of the general contingency fund balance at \$197,645.22, the other contingency fund balance at zero which was established to cover the 2% wage adjustment approved by the County Board, and the vested benefits fund balance of \$244,001.50.
9. **Discussion and possible action on a contingency transfer for estimated recruitment costs related to the County Administrator position.** A motion was made Molinaro/Braughler to transfer from contingency account (9802.599901) in the amount of \$20,000 to the County Board Indirect budget (12.521220 Consultant). The motion passed 5-0.
10. **Set future meeting schedule, next meeting date, and possible agenda items**-The next month's regular meeting agenda for December 13, 2012.
11. **Adjourn**-A motion was made by Mode/Hanneman to adjourn 6:20 p.m. The motion passed 5-0.

Respectfully submitted,

Jennifer Hanneman
Finance Committee Secretary
Jefferson County

/bjl

Brian Lamers

From: Joe Nehmer
Sent: Friday, November 30, 2012 10:18 AM
To: Gary Petre
Cc: Kevin Wiesmann; Brian Lamers
Subject: RE: 2013 Regional Fire Conference Program Update and Deadlines

Yes, I agree. We are just seeking permission to travel out of state.

Joe

From: Gary Petre
Sent: Friday, November 30, 2012 10:15 AM
To: Joe Nehmer
Cc: Kevin Wiesmann; Brian Lamers
Subject: RE: 2013 Regional Fire Conference Program Update and Deadlines

Joe,
Are you just asking for approval to attend an out of state conference or are you also asking for money??
The Committee meets on 12/13. If you register by 12/9, you save \$25 on the registration fee. However the fee is non-refundable and if not approved by the Committee, you would lose the entire \$125. So that it doesn't appear too presumptuous, I would wait and pay the extra \$25 for a later registration after you get Committee approval to attend. Do you agree?

Thanks, Gary.

Gary R. Petre
Jefferson County Administrator
920-674-7101
www.jeffersoncountywi.gov

From: Joe Nehmer
Sent: Friday, November 30, 2012 8:34 AM
To: Gary Petre; Brian Lamers
Cc: Kevin Wiesmann
Subject: FW: 2013 Regional Fire Conference Program Update and Deadlines

Gentlemen,

Kevin would like to attend this out of state conference. I support his request. We would appreciate it if you would please place this request on the Finance Committee agenda.

Thank you,

Joe

From: Kevin Wiesmann
Sent: Wednesday, November 28, 2012 11:35 AM
To: Joe Nehmer
Cc: Kim Buchholz - Parks; Jane Stanger
Subject: FW: 2013 Regional Fire Conference Program Update and Deadlines

Is this something I would be able to attend? Its \$125 to register for the three days, and two nights in a hotel.

*Kevin Wiesmann
Jefferson County Parks Supervisor
1555 S. Industrial Drive
Jefferson, WI 53549
kevinw@jeffersoncountywi.gov
Office: (920) 674-7540
Cell: (920) 691-2329*

From: Tallgrass Prairie & Oak Savanna Fire Science Consortium
[tpos.firescience@gmail.com@mail50.us1.mcsv.net] on behalf of Tallgrass Prairie & Oak Savanna Fire Science Consortium [tpos.firescience@gmail.com]
Sent: Wednesday, November 28, 2012 10:33 AM
To: Kevin Wiesmann
Subject: 2013 Regional Fire Conference Program Update and Deadlines

Information on the 2013 Tallgrass Prairie & Oak Savanna Regional Fire Conference

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Update on the Program and Deadlines for the 2013 Tallgrass Prairie and Oak Savanna Regional Fire Conference

January 29 - 31 Dubuque Iowa at the Grand River Center

<http://www.tposfirescience.org/conference/>

Several deadlines are approaching, and we are finalizing the conference program. See below and watch the conference website for updates. Be sure to register soon before rates go up!

Upcoming Deadlines

December 9th: Deadline for Early Registration Rates

[REGISTER ONLINE HERE](#)

December 5th: Extended Deadline for Posters

Submit your poster abstract by email to tpos.firescience@gmail.com

Exhibitor Spaces Still Available

All sponsor and exhibitor levels include a complimentary registration. More information on exhibitor and sponsor opportunities can be seen [here](#).

Program Update

Presenters from 12 states will provide a regional perspective on fire in the Midwest. The conference will include a total of over 40 presentations, and will include interactive workshops and group discussions. A list of select confirmed presentations is available on our website [here](#).

Presentation Topics Will Include:

Prairie and savanna fire ecology and management

Oak woodland and forest fire ecology and management

Prescribed fire weather, prescriptions, and smoke management

Fire effects on fauna including reptiles, birds, and invertebrates

Prescribed fire tools, equipment, and techniques

Case studies of prescribed fire programs from government agencies, Native American tribal organizations, universities and colleges, non-profits, private landowners, and private contractors

Other hot topics including growing season prescribed fire, fire effects on invasive species, and climate change

Schedule of Events

Tuesday January 29

1:00 p.m. - Conference Begins

Plenary by Mark Melvin, Coalition of Prescribed Fire Councils

Plenary by Dr. Roger Anderson, Illinois State University

Concurrent Sessions

Poster Session, Exhibits, Social

Wednesday January 30

Plenary by Stephen Creech, Wildfire Management and Training Specialists

Concurrent Sessions

Noon - Lunch

Concurrent Sessions

Workshops and Group Discussions

Poster Session, Exhibits, Social

Banquet with Keynote Address by Richard King, US Fish and Wildlife Service

Thursday January 31

Concurrent Sessions

Workshops and Group Discussions

Noon - Conference Ends

Need More Info? Check out the [conference website](#), or contact conference coordinator Nate Fayram at 608-890-4713 or tpos.firescience@gmail.com

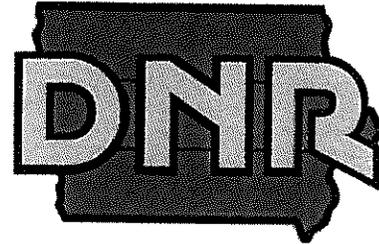
The 2013 Regional Fire Conference is brought to you by these sponsors:



The Nature Conservancy



Protecting nature. Preserving life.*



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Tallgrass Prairie and Oak Savanna Fire Science Consortium
Science Hall
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Madison, WI 53706

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Methodology:
 Ten month figures annualized unless material differences were known

Jefferson County
 Fiscal Projections for 2012 Activity
 Based upon 10/31/12 Activity

Dept	Department	Projected Revenues	Budgeted Revenues	Projected Other Fin	Budgeted Other Fin	Projected Expend	Budgeted Expend	Estimated Carryover	Projected Surplus (Deficit)	Projected Surplus (Deficit)	Budget
000	General Revenues	18,987,114	18,987,114	(325,000)	(928,210)	606,960	445,396	-	441,646	2.4%	(18,216,718)
001	County Board	142,964	780,950	-	-	552,834	1,438,238	(222,948)	24,470	3.7%	657,288
003	Economic Development	1,008,325	1,075,873	140,589	-	1,052,784	1,166,490	(186,746)	0	0.0%	90,617
004	Human Resources	121	100	-	-	377,482	404,005	(26,544)	0	0.0%	403,905
008	County Administrator	459	650	-	-	229,975	234,958	(4,150)	641	0.3%	234,308
010	Register of Deeds	670,165	585,169	-	-	351,923	553,572	(211,225)	16,517	3.7%	445,741
012	County Clerk	133,924	107,831	-	-	686,165	839,921	(117,000)	9,443	2.0%	467,321
013	Land Information	345,287	372,600	-	-	235,523	253,967	-	502,612	66.9%	(750,928)
014	County Treasurer	1,489,063	1,004,895	-	-	763,619	783,433	-	8,034	1.2%	655,478
016	District Attorney	116,175	127,955	-	-	329,813	331,761	-	1,684	0.5%	331,497
017	Corporation Counsel	-	264	-	-	1,041,809	1,284,574	(241,361)	14,127	1.3%	1,082,130
018	Parks	215,167	242,266	-	(39,822)	938,328	1,052,755	(114,237)	-	0.0%	1,048,905
019	Central Services	3,660	3,850	-	-	13,117,509	13,902,990	(867,967)	(107,516)	-0.9%	12,451,362
020	Sheriff	1,426,599	1,451,628	-	-	1,052,770	1,051,787	-	0	0.0%	173,474
023	Child Support	879,296	878,313	-	-	2,517,763	2,559,967	(33,555)	32,813	2.1%	1,549,622
024	Clerk of Courts	1,034,509	1,010,345	-	-	131,360	134,375	-	4,443	5.0%	89,375
025	Coroner	46,428	45,000	-	-	441,456	443,661	-	2,664	0.6%	420,151
026	Finance	23,969	23,510	-	-	249,516	1,402,119	(368,083)	-	0.0%	427,951
027	Emergency Management	189,648	974,168	-	-	162,210	193,375	(21,500)	9,765	5.4%	179,375
053	Veterans Services	14,100	14,000	-	-	326,355	353,255	(25,970)	-	0.0%	332,325
068	UW Extension	20,000	20,930	-	-	1,195,339	1,122,994	(43,653)	(71,265)	-92.4%	77,094
069	Fair Park	1,090,633	1,045,900	-	-	506,877	585,139	(25,211)	18,073	7.5%	242,427
070	Land Conservation	307,734	342,712	-	-	563,756	795,496	(203,497)	36,494	6.7%	548,071
071	Zoning	255,676	247,425	-	-	-	-	-	-	-	-
099	Library System	-	-	-	-	-	-	-	-	-	-
General Fund totals		28,401,014	29,343,448	(184,411)	(968,032)	27,767,254	31,722,354	(2,797,972)	998,315	#DIV/0!	2,743,728
240	Health							(544,567)	-	#DIV/0!	-
250	Human Services							(252,634)	-	#DIV/0!	-
300	Debt Service							-	-	#DIV/0!	-
700	Highway							(3,572,204)	-	#DIV/0!	-
750	MIS							(194,538)	-	#DIV/0!	-
County totals		28,401,014	29,343,448	(184,411)	(968,032)	27,767,254	31,722,354	(7,361,915)	998,315		
									Without Contingency	(441,646)	
Total estimated county-wide surplus (deficit)									<u>556,669</u>		



PROPOSED CHANGES

RULES FOR REIMBURSEMENT OF EXPENSES

64.08 GENERAL RULES

Claims for reimbursement of expenses shall be submitted on forms provided by the Finance Department, ~~Committee~~. Such forms shall be submitted to the department heads for approval prior to being filed with the ~~Finance Department, County Clerk~~.

Expense vouchers shall be submitted to the County Clerk's office and shall be audited by the Finance Department ~~County Clerk's office~~ and shall then be submitted to the Finance Committee prior to payment.

The Finance Committee shall approve reasonable claims for reimbursement of expenses and shall decide any exceptions or variations to these rules.

It is advisable that all ~~All~~ expense vouchers shall be submitted to the Finance Department ~~County Clerk's~~ office within thirty days after the end of the month in which such expenses were incurred. If the expense reimbursement is less than \$200, those expense reimbursements may be carried over for a maximum of an additional month. It is at the discretion of the Department Head if they require expense reimbursements to be submitted more promptly. The Finance Committee has the ability to ~~The County Clerk shall automatically~~ disallow all claims for reimbursement of expenses not submitted within the time prescribed.

County departments that submit employee expense reimbursement requests to a Board or Committee other than the Finance Committee shall be governed by the same general rules for reimbursement enumerated in this section.

RULES FOR REIMBURSEMENT OF EXPENSES

64.01 PURPOSE.

Section 59.22(3) of the Wisconsin Statutes provides that the County Board may reimburse persons for expenses incurred in the discharge of county duties. This policy is adopted to establish in advance a fair and uniform method of making such reimbursement.

64.02 PERSONS ELIGIBLE.

Members of the County Board, County Administrator, county elective officials and their deputies, members of committees, boards and commissions, department heads and such other employees as may be expressly authorized by their respective department heads or by the County Administrator shall be entitled to reimbursement for travel expenses and other expenses as provided herein.

Any person who considers himself eligible for such reimbursement who is otherwise denied may have such eligibility determined by the County Board.

64.021 VOLUNTEERS ELIGIBLE.

Persons serving as Human Services Department volunteers under the direction and supervision of the Volunteer Coordinator employed by the Human Services Department shall be entitled to reimbursement for automobile travel expense and meals directly related to authorized volunteer services.

Volunteers providing services as authorized and directed by the Volunteer Coordinator may submit mileage expense vouchers to the Volunteer Coordinator. Such vouchers shall be processed and paid in the same manner as other Human Services Department vouchers.

64.03 AUTO TRAVEL.

Persons eligible shall be reimbursed for automobile travel directly related to county business at the rate established by the IRS for mileage. All such travel shall be by direct route.

In the event more than one eligible person is traveling to the same destination such persons shall share a car or cars to reduce travel expense. In such case mileage shall be paid to the eligible person actually providing the automobile transportation. In the event a number of persons claim mileage in violation of this car-sharing rule, the Finance Committee may prorate reasonable mileage allowance or the Committee may disallow all such claims.

Department heads and employees otherwise eligible for reimbursement of mileage shall not be entitled to payment for travel between their home and their place of employment for their normal daily work, overtime work, attendance at County Board meetings, committee, board and commission meetings.

Eligible persons shall receive full reimbursement for toll road charges and shall receive full reimbursement for parking charges.

64.04 PUBLIC TRANSPORTATION.

Eligible persons shall receive full reimbursement for authorized travel by plane, train or bus. Prior to departure a purchase order or a tax exemption certificate should be obtained from the County Administrator to eliminate federal excise taxes. Reasonable taxi or shuttle expenses shall be reimbursed to the incurring employee. [am. 07/10/07, Ord. No. 2007-17]

A revolving fund has been provided for advances to cover travel by personnel in the Sheriff's Department. Such advances shall be approved by the Sheriff or, in his absence, by the person in command.

64.05 LODGING EXPENSE.

Eligible persons shall be reimbursed in full for the expense of hotels or motels. In the event the spouse of an eligible person shares a room, reimbursement shall be made only on the basis of the single room rate. Incidental expenses for fax services, internet, or other similar business expenses shall be reimbursed. Receipts shall be submitted for all lodging expenses. [am. 07/10/07, Ord. No. 2007-17]

Lodging expense for eligible persons attending meetings or conferences within a 45-mile radius of the county seat shall not be reimbursed without prior approval of the Finance Committee. The County Administrator may approve such requests when time does not permit pre-approval by the Finance Committee. Eligible persons seeking reimbursement for lodging expense within a 45-mile radius of the county seat shall make a written application for Finance Committee or County Administrator approval, containing in it the reasons why reimbursement should be granted. Said application shall be filed with the County Clerk at least one month prior to the date for which reimbursement shall be requested, if possible. Otherwise, the application shall be filed as soon as possible before the event. [Amended 04/18/06, Ord. No. 2006-03]

64.06 MEALS.

Eligible persons shall be reimbursed for meals purchased while on county business. Reimbursement shall:

- (a) not exceed the actual amount spent (including sales tax), as per IRS Regulations (Publication 15);
- (b) not exceed the applicable per diem rates as per IRS Publication 1542;
- (c) require receipts for reimbursement, in order to comply with IRS regulations for Accountable Plans (Publication 15);
- (d) be for the actual amount spent, including gratuities, not to exceed \$7.00 for breakfast, \$10.00 for noon meals and \$22.00 for evening meals (See exception for convention or conference banquet tickets.);
- (e) In addition, County Board members shall be reimbursed for meals purchased while on county business within Jefferson County;
- (f) Sheriff's Department employees, when executing a Governor's Warrant for extradition, shall be reimbursed at actual costs for meal expense, not to exceed applicable per diem rates as per IRS Publication 1542. The Sheriff's Department may advance such funds; and
- (g) County employees shall not be reimbursed for meals purchased while on county business within Jefferson County unless authorized by the employee's department head. [Amended 12/13/05, Ord. No. 2005-36; am. 07/10/07, Ord. No. 2007-17]

(h) Eligible persons shall not be reimbursed for expenditures for alcohol beverages. [Amended 01/08/08, Ord. No. 2007-30]

64.07 CONVENTIONS AND CONFERENCES.

Eligible persons shall be entitled to reimbursement for expenses incurred for conventions and conferences within the State of Wisconsin. Registration and conferences fees shall be reimbursed together with mileage, lodging and meals all subject to the above rules. If a banquet is held in conjunction with such convention or conference, reimbursement shall be made for one banquet ticket. If such convention or conference is held in Jefferson County, reimbursement shall be made for meals but subject to the above limits.

County Board members shall be allowed per diems when attending conventions and conferences. In the event County Board members travel to or from conventions or conferences on a day during which no formal convention or conference program or business is scheduled, no per diems shall be allowed for such travel days.

No person shall be entitled to attend a convention, conference or meeting outside the State of Wisconsin unless such travel is approved in advance by the Finance Committee either at the time of submission of the affected department's annual budget request or at a later date upon demonstration that adequate funds are available within the department's budget. [Amended 09/08/98, Resolution No. 98-45; Amended 04/18/06, Ord. No. 2006-03; am. 07/10/07, Ord. No. 2007-17]

64.08 GENERAL RULES.

As a condition for mileage reimbursement, eligible persons shall, at their own expense, carry auto liability insurance in amounts meeting the minimum state requirements. Eligible persons shall file a copy of their current driver's license, proof of their auto insurance coverage, and an Affirmation of Automobile Insurance Coverage form with the Finance Office. In the event an eligible person no longer has a valid driver's license or changes insurance carriers, such person shall promptly advise the Finance Office and provide new proof of insurance coverage if applicable. [Amended 12/13/05, Ord. No. 2005-37; am. 03/09/10, Ord. 2009-29]

No person shall attend school for which tuition is paid on county time without prior County Board approval. No person shall attend school for which college credits are earned on county time. Such schooling shall be on the employee's own time and all tuition for college credit courses shall be paid by the employee.

Claims for reimbursement of expenses shall be submitted on forms provided by the Finance Committee. Such forms shall be submitted to the department heads for approval prior to being filed with the County Clerk.

Expense vouchers shall be submitted to the County Clerk's office and shall be audited by the County Clerk's office and shall then be submitted to the Finance Committee prior to payment.

The Finance Committee shall approve reasonable claims for reimbursement of expenses and shall decide any exceptions or variations to these rules.

All expense vouchers shall be submitted to the County Clerk's office within thirty days after the end of the month in which such expenses were incurred. The County Clerk shall automatically disallow all claims for reimbursement of expenses not submitted within the time prescribed.

Adopted 01/11/72

Last Amended 03/09/10; published 03/12/10

Jefferson County
Preliminary Non-Lapsing Requests
For the Year Ended December 31, 2012

Department	Bus Unit	Acct #	Sub Acct	Explanation	Non-Spendable Fund Bal	Spendable Fund Balances		Total
						Restricted	Committed	
County Board	12	699992		Unexpended Brick Project Donations				
County Board	13	699992		Remaining Farmland Preservation Fund-Estimated Carryover		250.00		
							222,698.00	222,948.00
Economic Development	31	699992		Remaining fiduciary funds		186,746.00		186,746.00
Human Resources	41	521219		On-site Management training			4,411.00	
Human Resources	41	521219		HIPPA consultation			2,500.00	
Human Resources	41	521227		Position classifications, possible additional appeals required			2,000.00	
Human Resources	41	532325		Registration for 2013 NPELRA Conference-budgeted in 2012			1,127.00	
Human Resources	41	532336		Lodging			760.00	
Human Resources	41	532350		Training materials, additional training for Supervisors			2,552.00	
Human Resources	41	521218		Arbitrator, Negotiations with Law beginning in 2013			8,600.00	
Human Resources	41	532335		Meals			444.00	
Human Resources	41	594813		Copier/Printer-half the cost with Administration			4,150.00	26,544.00
County Administrator	81	594813		Copier/Printer-half the cost with HR			4,150.00	4,150.00
Register of Deeds	1002	521295		Redaction Funds restricted by statute		84,325.00		84,325.00
County Clerk	1202	594810		Replace Eagle Optech ballot machines as per 2012 budget			211,225.00	211,225.00
Land Information	1303	699992		Land modernization funds restricted by statute		33,000.00		
Land Information	1308	699992		Public access funds restricted by statute		84,000.00		117,000.00
Parks Department	1801	521219		Signed contract regarding Open Space Plan			3,800.00	
Parks Department	1806	699992		Remaining Carol Liddle estate funds, restricted by source	81,494.00			
Parks Department	1809	699992		Remaining Carlin Weld Park interest, restricted by source	83.00			
Parks Department	1812	699992		Remaining Carnes Park Development, non-lapsing request for capital items			58,829.00	
Parks Department	1812	699992		Remaining Mason Log Home, restricted by source	13,165.00			
Parks Department	1812	699992		Remaining Woodland Restoration Grant, restricted by source	5,000.00			
Parks Department	1814	699992		Remaining Garman Nature Preserve, restricted by source	12,394.00			
Parks Department	1816	699992		Remaining Glacial Heritage, restricted by source	19,553.00			
Parks Department	1816	699992		Remaining Holzheuter Park Master Plans, GHA Development			5,000.00	
Parks Department	1824	699992		Remaining Bike Trail donations, restricted by source	7,700.00			
Parks Department	1824	699992		Levy Funds for Repair of Covered Bridge, bidding in process			15,000.00	
Parks Department	1826	699992		Remaining Dog Park funds			19,343.00	241,361.00
Central Services	1901	594820		Bathroom remodeling project			17,237.00	
Central Services	1901	594829		Bathroom remodeling project			20,000.00	
Central Services	1901	594822		Roofing project Courthouse F Section			35,000.00	
Central Services	1901	699800		HVAC Unit #4 South End Courthouse			42,000.00	114,237.00
Sheriff Department	2006	Various		Radio system upgrade project -- capital other equipment			152,549.57	

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Preliminary
12/6/2012, 8:08 AM



Jefferson County
Preliminary Non-Lapsing Requests
For the Year Ended December 31, 2012

Department	Bus Unit	Acct #	Sub Acct	Explanation	Non-Spendable Fund Bal	Spendable Fund Balances		Total	
						Restricted	Committed		
Sheriff Department	2009	594809		Annex Building Project			141,200.00		
Sheriff Department	2010	699992		Funds restricted by source -- Drug Education		5,091.00			
Sheriff Department	2011	699992		Funds restricted by source -- Drug Restitution		2,871.00			
Sheriff Department	2014	699992	011	Remaining restricted donations -- K-9 related		10,554.44			
Sheriff Department	2014	699992	012	Remaining restricted donations -- Community Program		399.17			
Sheriff Department	2014	699992	014	Remaining restricted donations -- Honor Guard		2,432.81			
Sheriff Department	2014	699992	016	Remaining restricted donations -- Tactical Air Wing		94.00			
Sheriff Department	2014	699992	017	Remaining restricted donations -- Dive Team Airboat		421.93			
Sheriff Department	2014	699992	018	Remaining restricted donations -- DTF		18.75			
Sheriff Department	2104	699992		Funds restricted by source -- Federal Forfeitures		196,896.00			
Sheriff Department	2105	699992		Funds restricted by source -- CEASE Marijuana		201.00			
Sheriff Department	2108	699992		Funds restricted by source -- State Forfeitures		705.00			
Sheriff Department	2203	699992		Funds restricted by source -- Jail Assessments		354,531.00		867,965.67	
Clerk of Courts	2401	Mult		Remodeling project -- carpet/paint and furniture			33,555.00	33,555.00	
Emergency Mgmt	2703	699992		Remaining flood mitigation program funds (HMGP)			364,750.00		
Emergency Mgmt	2706	699992		Remaining donations for Hazmat truck / trailer (Level B)		3,333.00		368,083.00	
Veterans Services	5301	Various		Remaining funds for vacant staffing-carry over for contacting for scanning services			20,000.00		
Veterans Services	5302	593719		Veterans Relief Services			1,500.00	21,500.00	
UW Extension	6801	699992		Donation from Dec 2008 regarding 4-H fees, per 2012 budget			3,510.00		
UW Extension	6801	531303		Purchase in 2013 of a laptop or tablet			2,512.00		
UW Extension	6801	531348		Offsetting Temp Wages for Grabow and Johnson Projects and a tablet			2,780.91		
UW Extension	6809	531313		Parenting First Year Program		1,353.04			
UW Extension	Various	699992		UW Educational Activitie			15,813.83	25,969.78	
Fair Park	6901	594820		Remaining Electrical project			15,000.00		
Fair Park	6901	594821		Remaining Blacktopping project			10,000.00		
Fair Park	6901	594829		Remaining Food Row Drain Hookup			10,000.00		
Fair Park	6906	699992		Remaining fair donations		8,652.58		43,652.58	
Land Conservation	7008	593701		County cost share program - remaining funds			25,211.00	25,211.00	
Zoning	7109	699992		Solid Waste Program, restricted by source		203,496.80		203,496.80	
General Fund Totals						0.00	1,318,761.52	1,479,208.31	2,797,969.83
Health Department	240	351300		Prepaid asset reserve	18,000.00				
Health Department	240	354900		Working capital			502,906.00		
Health Department	4635	699992		Public Health Preparedness Program, restricted by source		18,661.64			

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Preliminary
12/6/2012, 8:08 AM

Jefferson County
Preliminary Non-Lapsing Requests
For the Year Ended December 31, 2012

Department	Bus Unit	Acct #	Sub Acct	Explanation	Non-Spendable Fund Bal	Spendable Fund Balances		Total
						Restricted	Committed	
Health Department	4639	699992		Adult Immunization Grant Funds, restricted by source		5,000.00		544,567.64
Human Services	250	353100		Prepaid asset reserve	155,000.00			
Human Services	5001	699992		Donations unrestricted		14,178.82		
Human Services	5001	699992		Remainind child abuse donations		2,926.02		
Human Services	5001	699992		Remaining child / family donations		2,069.47		
Human Services	5001	699992		Contract for Functional Family Therapy Program Training			55,000.00	
Human Services	5021	699992		Remaining Safe & Stable Families donations		3,260.45		
Human Services	5210	557320		Replacement of Furniture at Lueder Haus			7,000.00	
Human Services	5210	594820		Remodel a work region at Human Services			13,200.00	252,634.76
MIS - PC Group	8501	Various		Saving from Employee retirement			35,000.00	
MIS - PC Group	8501	529299		Temporary help during period with current employee on FMLA leave			16,980.00	
MIS - PC Group	8501	533228		Savings from Internet Providers			7,000.00	
MIS - PC Group	8501	593015		Future equipment reserve (all remaining funds)			TBD	
MIS - PC Group	8501	521220		Disaster recovery project			15,500.00	
MIS - PC Group	8501	594813		Capital Office Equip-Not doing because need to purchase a SAN.			12,500.00	
MIS-Power Group	8502	521220		Consultant related to IBM Power HA product for data duplication			19,100.00	
MIS-Power Group	8502	521296		Version control software for new web server			1,368.00	
MIS-Power Group	8502	531303		High Availability project-Comp Equip and Software			14,278.00	
MIS-Power Group	8502	535242		High Availability project-Maintenence			9,399.00	
MIS-Power Group	8502	593015		Future equipment reserve (all remaining funds)			TBD	
MIS-Power Group	8502	594818		Purchase IBM Power HA software			13,000.00	
MIS-Power Group	8502	699992		Future iSeries purchase, as per 2013 budget			35,000.00	
MIS-Power Group	8502	699992		Future IBM maintenance contract, as per 2013 budget			15,413.00	
								194,538.00
Total Governmental Funds					173,000.00	1,364,857.92	2,251,852.31	3,789,710.23

	Proprietary Funds -- Net Assets							
	Capital	Restricted	Non-Restricted	Total				
Highway Department	700	361100		Capital net assets	TBD			
Highway Department	700	361200		Contributed capital -- state salt shed	TBD			
Highway Department	700	3625xx		Road equity, multiple municipalities		TBD		
Highway Department	700	363100		Maintain inventory balances			1,524,204.00	
Highway Department	700	363200		Over-recovered fringe benefits to be applied against 2013			160,000.00	
Highway Department	700	363250		Under-recovered small tools pool to be applied against 2013			10,000.00	
Highway Department	700	363350		Inventory net assets			TBD	

Jefferson County
Preliminary Non-Lapsing Requests
For the Year Ended December 31, 2012

Department	Bus Unit	Acct #	Sub Acct	Explanation	Spendable Fund Balances			Total
					Non-Spendable Fund Bal	Restricted	Committed	
Highway Department	700	363400		Prepaid net assets				
Highway Department	700	363900		53241 Fixed Asset replacement (machinery operations)		TBD		
Highway Department	700	363900		53311 Cty Hwy Maintenance - keep funds for ongoing operations			625,000.00	
Highway Department	700	363900		53312 Cty Hwy Construction to finish CTH C, J and A in 2013			495,000.00	
Highway Department	700	363900		53313 Winter Maintenance - carry over all winter maint funds			498,000.00	
Highway Department	700	393900		53315 CTHS Funded Construction - CTH N construction should occur in 2013			145,000.00	
Totals					0.00	0.00	3,572,204.00	3,572,204.00
					Total all Funds			<u>7,361,914.23</u>

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Jefferson County
Contingency Fund
For the Year Ended December 31, 2012

Ledger Date	Description	General (599900)	Other (599908)	Vested Benefits (599909)	Authority	Publish Date
1-Jan-12	Tax Levy	400,000.00	324,701.00			
1-Jan-12	In squad video systems	(44,252.00)			Finance Committee, 2/9/12	15-Feb-12
13-Mar-12	Veterans Services			(4,293.50)	Resolution 2011-96	16-Mar-12
13-Mar-12	Created vested benefits			265,000.00	Resolution 2011-97	16-Mar-12
	Courthouse security				Withdrawn 4/12/12	
30-Apr-12	Hazmat operations	(613.78)			Finance Committee, 4/12/12	15-May-12
30-Apr-12	Bike trail survey work	(7,000.00)			Finance Committee, 5/10/12	15-May-12
14-Jun-12	Clerk of Courts retirement			(16,705.00)	Finance Committee, 6/14/12	20-Jun-12
14-Jun-12	Sheriff Annex bldg study	(3,800.00)			Finance Committee 6/14/12	20-Jun-12
12-Jul-12	Security entrance study	(8,000.00)			Finance Committee 7/12/12	30-Jul-12
12-Jul-12	Squad video systems	(38,000.00)			Finance Committee 7/12/12	30-Jul-12
31-Jul-12	Wage Adjustment		(324,701.00)		Resolution 2012-	30-Jul-12
9-Aug-12	Air Conditioner Compressor	(4,275.00)			Finance Committee 8/9/12	22-Aug-12
13-Sep-12	County Map Printing	(7,000.00)			Finance Committee 9/13/12	17-Sep-12
13-Sep-12	Park Bridge Repair	(15,000.00)			Finance Committee 9/13/12	17-Sep-12
11-Oct-12	Snowblower Attachment	(2,410.00)			Finance Committee 10/11/12	15-Oct-12
2-Nov-12	Security System Human Ser	(47,005.00)			Finance Committee 11/2/12	6-Nov-12
8-Nov-12	Emergency Mngmt Vehicle	(24,999.00)			Finance Committee 11/8/12	20-Nov-12
11-Dec-12	Consultant-Administrator	(20,000.00)			Finance Committee 12/11/12	
	Total amount available	177,645.22	0.00	244,001.50		
	Net	177,645.22	0.00	244,001.50		