

## COMMITTEE REPORT

COMMITTEE: Finance Committee  
CHAIRPERSON: Yerda Potter, Chairperson  
DATE/TIME: July 8, 2002 9:00 am

PRESENT:     Berlage                      \_\_\_ Lyons                       Schubert  
              \_\_\_ Bielenda                     Montelius                    \_\_\_ Sisler  
              \_\_\_ Breckenridge                Potter                        \_\_\_ Stoffregen  
              \_\_\_ Carroll                      Powers                       \_\_\_ Toepfer  
              \_\_\_ Creighton                 \_\_\_ Rosenthal                \_\_\_ Zillig  
               Hasken                          Rutherford

Others:                      Duane Olivier, County Administrator  
                                    Janet Anderson, Economic Development/Planning Director

1. Claims review. The Committee reviewed the claims to be considered for approval by the County Board at its meeting on July 9, 2002.
2. Approval of Minutes. On a motion by Vince Hasken, 2<sup>nd</sup> by John Rutherford, the Committee approved the Minutes of June 10, 2002.
3. Treasurer's financial reports. The Committee reviewed several monthly financial reports prepared by the County Treasurer. (Attached) On a motion by Vince Hasken, 2<sup>nd</sup> by John Rutherford, the Committee accepted the reports and placed them on file.
4. FY2002 year-to-date summaries of revenues and expenditures. The Committee reviewed year-to-date summaries of revenues and expenditures prepared by the County Administrator for the General Fund, Highway Fund, Health and Home Healthcare Funds, Tourism Promotion Fund, and ESTB (911) Fund. (Attached)
5. Financial Management System Implementation Update. The County Administrator reviewed the progress being made on the implementation of the new financial management software being purchase from Civic Systems, LLC. Conversion of data and staff training are scheduled for August. Prior to that time, a new chart of accounts is being developed for use in the new system and the FY2003 budget process.
6. FY2003 Budget Preparation Schedule. The County Administrator distributed a proposed FY2003 Budget Preparation Schedule. The Committee reviewed the proposed schedule and changed the date of FY2003 Budget adoption to Tuesday, November 19<sup>th</sup> rather than Monday, November 25<sup>th</sup>. The Committee felt that by moving the date forward, more time would be available before the November 30<sup>th</sup> deadline for additional meetings if needed. The approved FY2003 Budget Preparation Schedule is attached.
7. Revolving Loan Fund Policies and Application Form. The County Administrator reviewed an updated "revolving loan fund" policy guideline and application form (attached). The Committee will review the guidelines and application form and discuss them at its next meeting along with other policy matters related to the "revolving loan fund."

There being no further business, the meeting adjourned.