

ACCOUNTS PAYABLE COMMITTEE

301 N. Main St, Adrian, MI 49221
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 Lenawee.MI.US



MEMBERS

David Stimpson, Ralph Tillotson, Martin Marshall

Minutes: Monday, December 21, 2020 – 10:00 a.m.

Present: Commissioners Stimpson and Tillotson, and Martin Marshall

Also Present: Kim Murphy, and Scott Holtz

I. Review Finance Reports

Administrator Marshall presented the Committee with a series of year end finance reports providing them insight with the adjustments that need to be made in both General Fund and Non-General Fund Budgets.

Motion by Stimpson, supported by Marshall to approve the budget adjustments as presented to balance activities within the general fund and balance non-general funds as necessary up to the maximum level presented. Motion Carried. Administration may make adjustments within these limits as necessary.

Motion by Stimpson, supported by Marshall to authorize the transfer of \$1,000,000 from General Fund to the Debt Service Fund and \$1,000,000 from the Delinquent Tax Revolving Fund to the Debt Service Fund. Motion Carried.

Motion by Stimpson, supported by Marshall to authorize the transfer of \$400,000 from General Fund to the Capital Fund. Motion Carried.

II. Approve 2020 Budget Adjustments

2020 RECOMMENDED GENERAL/NON-GENERAL FUND BUDGET ADJUSTMENTS YEAR END ACCOUNTS PAYABLE COMMITTEE - DECEMBER 21, 2020					
DEPARTMENT/ACCT NO/DESC			CURRENT BUDGET	CHANGE INC/(DEC)	RECOMM. REVISED BUDGET
GENERAL FUND					
EXPENDITURES					
CIRCUIT COURT					
	101.131-819	Appellate Court Appointed Atty Fees	5,000	6,000	11,000
	101.131-832	Interpreter Fees	5,000	8,000	13,000
DISTRICT COURT					
	101.136-704	Wages - Regular Employees	792,614	(34,000)	758,614
	101.136-706.100	Wages - Overtime Regular	10,000	22,000	32,000
	101.136-707.990	Wages - Other Paid Leave Payoff	0	12,000	12,000
PROBATE COURT					
	101.148-716	Health Insurance	62,510	30,000	92,510
	101.148-803	Attorney Fees	3,500	4,000	7,500

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ADMINISTRATOR				52,000	
	101.172-801	Professional & Contractual	50,000	50,000	100,000
	101.172-816.400	Other Contractual Service Non-Reimbursable	20,000	2,000	22,000
JURY BOARD					
	101.216-727	Office Supplies	100	1,000	1,100
EXTERNAL AUDIT					
	101.223-807	Audit/Accounting Fees	65,000	6,500	71,500
INFORMATION TECHNOLOGY - SERVICE CONTRACTS					
	101.228.241-809	Service Contract	490,000	50,000	540,000
INFORMATION TECHNOLOGY: TELECOMMUNICATIONS					
	101.228.245-850	Communications	52,000	20,000	72,000
BONDS & MISC INSURANCE					
	101.238-829	Insurance & Bonds	520,500	50,000	570,500
MSU EXTENSION					
	101.261-850	Communications	1,400	1,000	2,400
ELECTIONS					
	101.262-900	Printing & Publishing	55,000	70,000	125,000
PROSECUTING ATTORNEY: DHS CONTRACT				11,700	
	101.267.263-704	Wages - Regular Employees	73,286	7,000	80,286
	101.267.263-707.990	Wages - Other Paid Leave Payoff	0	2,500	2,500
	101.267.263-801	Professional & Contractual	0	2,200	2,200
PROSECUTING ATTORNEY: RHN				5,920	
	101.267.264-704	Wages - Regular Employees	28,512	5,000	33,512
	101.267.264-715	Matching Social Security	2,181	300	2,481
	101.267.264-718.120	Retirement Defined Benefit Liability	1,996	300	2,296
	101.267.264-718.200	Retirement Defined Contribution	1,426	300	1,726
	101.267.264-720	Unemployment	57	20	77
PUBLIC DEFENDER				38,000	
	101.271-803	Attorney Fees	38,600	50,000	88,600
	101.271-803.050	Attorney Fees Conflict	42,180	(42,000)	180
	101.271-803.148	Attorney Fees Conflict - Probate	0	30,000	30,000
SHERIFF					
	101.301-804	School & Certificate Fees	18,000	(10,000)	8,000
JAIL					
	101.351-930	Bldg Repairs & Maint	16,000	25,000	41,000
EMERGENCY MANAGEMENT					
	101.426-801	Professional & Contractual	0	2,700	2,700
DRAIN PUBLIC BENEFIT					
	101.445-840	Special Assessments	150,000	3,300	153,300
MEDICAL EXAMINER					
	101.648-836	Autopsy	95,000	30,000	125,000
MEDICAL EXAMINER - JACKSON				30,000	
	101.648.650-704	Wages - Regular Employees	0	19,650	19,650
	101.648.650-715	Matching Social Security	0	1,300	1,300
	101.648.650-716	Health Insurance	0	6,000	6,000
	101.648.650-717	Life Insurance	0	300	300
	101.648.650-718.100	Retirement Defined Benefit	0	1,000	1,000
	101.648.650-718.120	Retirement Defined Benefit Liability	0	1,300	1,300
	101.648.650-720	Unemployment	0	50	50
	101.648.650-721	Workers Compensation	0	100	100
	101.648.650-723	Vision Insurance	0	50	50
	101.648.650-724	Dental Insurance	0	200	200
	101.648.650-725	Long Term Disability	0	50	50
VETERANS AFFAIRS					

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	101.682-704	Wages - Regular Employees	21,976	3,000	24,976
	101.682-704.100	Wages - Regular Employees Administrative Leave	0	5,000	5,000
HOUSING					
	101.691-801	Professional & Contractual	0	1,700	1,700
CONTINGENCIES					
	101.890-956.100	Contingency General	1,659,095	(1,539,620)	119,475
TRANSFER OUT					
SOLID WASTE					
	101.966.911-999.200	Transfer Out Appropriation	60,000	5,000	65,000
OTHER					
	101.966.936-999.100	Transfer Out General	0	1,089,800	1,089,800
TOTAL GENERAL FUND EXPENDITURES INC/(DEC)			32,303,932	0	32,303,932
*1,800-266.320 LE Trng Def Elim Approved in NGF 12/8/20, \$10,000-230.136 Drug Testing Facility, \$50,000-Emerg Mgmt-Covid, \$18,000- Marine Law, \$10,000-266.320 LE Training, \$1,000,000-301.906 Debt Serv Fund					

NON-GENERAL FUND(S)					
SOBRIETY COURT					
REVENUE					
				18,000	
	214.136-697.999	Other Financing Sources Budgeted Use of Fund Reserve	0	18,000	18,000
EXPENSE					
MDCGP					
	214.136.200-704.100	Wages - Regular Employees Administrative Leave	0	7,000	7,000
BJA					
	214.136.210-801	Professional & Contractual	0	11,000	11,000
LENAWEE TRANSPORTATION					
REVENUE					
				212,365	
	223.652-529	Federal Grants - Other	100,135	201,508	301,643
	223.652-540	State	207,250	9,857	217,107
	223.652-676.100	Reimbursements Salary/Fringe Benefits	84,080	1,000	85,080
EXPENSE					
				212,365	
	223.652-704	Wages - Regular Employees	53,000	1,000	54,000
	223.652-963	Passthru	307,385	211,365	518,750
DRUG TESTING FACILITY					
REVENUE					
				68,600	
	230.136-607	Fees	0	40,000	40,000
	230.136-626	Services Rendered	0	15,600	15,600
	230.136-699	Transfers In	0	13,000	13,000
EXPENSE					
				68,600	68,600
	230.136-704	Wages - Regular Employees	0	37,000	37,000
	230.136-705.100	Wages - Temporary Employees OC/Seasonal	0	3,000	3,000
	230.136-715	Matching Social Security	0	3,000	3,000
	230.136-720	Unemployment	0	150	150
	230.136-721	Workers Compensation	0	300	300
	230.136-727	Office Supplies	0	1,300	1,300
	230.136-731	Operating Supplies	0	1,000	1,000
	230.136-750.120	Medical Supplies Drug Tests	0	11,000	11,000

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	230.136-758	Janitor Supplies	0	300	300
	230.136-801	Professional & Contractual	0	1,000	1,000
	230.136-810	Lab Services	0	500	500
	230.136-850	Communications	0	1,300	1,300
	230.136-863	Computer Software	0	600	600
	230.136-900	Printing & Publishing	0	100	100
	230.136-912	Office Equipment & Furniture under \$10,000	0	50	50
	230.136-914	Computer Equipment under \$10,000	0	2,000	2,000
	230.136-940	Rent	0	6,000	6,000
SOLID WASTE					
REVENUE					
	232.525-699.100	Transfers In Appropriation	60,000	5,000	65,000
EXPENSE					
	232.525-831	Recycling	19,900	5,000	24,900
CRIMINAL JUSTICE COMM ALLOCATION					
REVENUE					
	236.301-697.999	Other Financing Sources Budgeted Use of Fund Reserve	0	60,000	60,000
EXPENSE					
	236.301-905	Security Equipment & Supplies	0	60,000	60,000
CONCEALED PISTOL LICENSING					
REVENUE					
	257.215-480	Pistol Permits	50,000	17,600	67,600
EXPENSE					
				17,600	
	257.215-704.100	Wages - Regular Employees Administrative Leave	0	12,000	12,000
	257.215-733	Computer Supplies	1,900	1,000	2,900
	257.215-809	Service Contract	0	600	600
	257.215-912	Office Equipment & Furniture under \$10,000	0	500	500
	257.215-914	Computer Equipment under \$10,000	2,500	3,500	6,000
DISASTER CONTINGENCY					
COVID-19					
REVENUE					
				1,953,285	
	258.426.515-529	Federal Grants - Other	0	1,902,285	1,902,285
	258.426.515-674	Contributions & Donations	0	1,000	1,000
	258.426.515-699	Transfers In	0	50,000	50,000
EXPENSE					
				1,953,285	1,953,285
	258.426.515-704	Wages - Regular Employees	0	1,735	1,735
	258.426.515-715	Matching Social Security	0	86	86
	258.426.515-718.200	Retirement Defined Contribution	0	87	87
	258.426.515-720	Unemployment	0	4	4
	258.426.515-721	Workers Compensation	0	15	15
	258.426.515-727	Office Supplies	0	6,100	6,100
	258.426.515-730	Technical Supplies	0	0	0
	258.426.515-732	Equipment Supplies	0	0	0
	258.426.515-733	Computer Supplies	0	14,080	14,080
	258.426.515-742	Safety Supplies	0	70,762	70,762
	258.426.515-745	Uniforms	0	11,070	11,070
	258.426.515-758	Janitor Supplies	0	2,700	2,700

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	258.426.515-801	Professional & Contractual	0	21,000	21,000
	258.426.515-809	Service Contract	0	700	700
	258.426.515-816	Other Contractual Service	0	207,200	207,200
	258.426.515-835	Health Services	0	500	500
	258.426.515-843	Advertising & Publishing	0	975	975
	258.426.515-863	Computer Software	0	17,300	17,300
	258.426.515-905	Security Equipment & Supplies	0	5,150	5,150
	258.426.515-914	Computer Equipment under \$10,000	0	80,520	80,520
	258.426.515-999.100	Transfer Out General	0	1,513,301	1,513,301
MARINE LAW ENFORCEMENT					
REVENUE					
	263.331-699	Transfers In	5,000	13,000	18,000
EXPENSE					
	263.331-705.100	Wages - Temporary Employees OC/Seasonal	12,050	7,500	19,550
	263.331-740	Vehicle Operating Supplies	3,987	1,500	5,487
	263.331-743	Other Supplies	341	1,000	1,341
	263.331-746	Motor Fuel	1,200	1,000	2,200
	263.331-931	Equipment Repair/Maint	1,800	2,000	3,800
LOCAL CORRECTIONS OFFICER TRAIN					
REVENUE					
	264.320-697.999	Other Financing Sources Budgeted Use of Fund Reserve	1,905	2,000	3,905
EXPENSE					
	264.320-804	School & Certificate Fees	10,875	2,000	12,875
LAW ENFORCEMENT					
TRAINING					
REVENUE					
	266.320-699	Transfers In	1,800	10,000	11,800
EXPENSE					
	266.320-804	School & Certificate Fees	8,500	10,000	18,500
LAW LIBRARY					
REVENUE					
	269.145-656.200	Fines Penal	0	6,500	6,500
EXPENSE					
	269.145-767	Library Books	24,400	6,500	30,900
HOUSING REHABILITATION					
REVENUE					
	287.691.010-697.999	Other Financing Sources Budgeted Use of Fund Reserve	0	40,000	40,000
EXPENSE					
	287.691.015-999.100	Transfer Out General	0	40,000	40,000
CHILD CARE					
REVENUE					
	292.662-569	State Grants - Other	1,833,735	(200,000)	1,633,735
	292.662-699	Transfers In	0	200,000	200,000

III. Accounts Payable Guidelines

There were no recommended guideline changes.

IV. Other business

There was no other business.

V. Adjournment

Motion by Marshall, supported by Stimpson to adjourn the meeting at 11:07 a.m. Motion Carried.