

**WAUPACA COUNTY
AUDIT SUB-COMMITTEE
MONDAY, JUNE 29, 2015
10:00 A.M. – County Board Room 1068**

Chair Federwitz called the meeting to order and gave the open meeting statement this meeting complies with the open meeting requirements.

Roll call: Chair Federwitz, Co. Bd. Chr. Koeppen, Supr. Craig, Supr. Neumann, Finance Director Heidi Dombrowski, and Corporation Counsel Diane Meulemans. Assistant Finance Director Sheri Wieters and Admin. Coordinator Mary Robbins were excused.

Approval of Agenda. Motion: Supr. Craig moved and Diane Meulemans seconded the motion to approve the agenda. Motion carried without a negative vote.

Approval of Minutes. Motion: Supr. Neumann moved and Heidi Dombrowski seconded the motion to approve the agenda. Motion carried without a negative vote with Diane Meulemans abstaining.

Public Comment. Agenda items only. No one present.

Review Section 1 – Financial Management: Finance Director Heidi Dombrowski reported that most of the policies are now in place. Section 1.2 – Fund Balance Policies will need to be changed if there are changes to GASB 54. General Obligation Debt policy will need to be updated as part of the budget process. Heidi would like to see a separate section regarding the sale of assets. Sales are not being classified as revenue. The section will be more strict with a proper procedure for disposal of property. Chapter 1.4, Section 1.H – Remove the paragraph requiring inventory documentation for the Sheriff's Department. Also remove the last sentence of the third paragraph re: IT Department submitting monthly inventory changes to the Finance Department.

Review Section 2 – Budget Policies: Finance Director Heidi Dombrowski reviewed the changes that were made to Section 2. Heidi would like to see a new procedure for new positions, maybe have department request them earlier in the year, possibly in August. Section 2.2 – Heidi asked the committee to review the section and make any revisions/corrections. Section 2.3 – Finance Director and Corporation Counsel will review this chapter and make recommendations. Section 2.4 – What are the exceptions? Set a percentage of operation costs to carryover. Heidi would like to see no carryover of salary & fringes.

Next Meeting – July 20, 2015 at 9:00 a.m., Room 1037.

Adjourn: Supr. Craig moved and Supr. Neumann seconded the motion to adjourn at 12:35 p.m. The motion carried without a negative vote.

Steve Hart
Deputy County Clerk