



Budget & Finance Committee

Wednesday, October 16, 2013 – 9:30 a.m.
Room 212 – Otsego County Building
225 West Main Gaylord, MI 49735

MINUTES

CALL TO ORDER

Mr. Beachnau called the meeting to order at 9:30 a.m.

Roll call – Present: Paul Beachnau, Lee Olsen, Erma Backenstose, Ken Borton, John Burt

Others Present – Diann Axford

APPROVAL OF MINUTES

Motion by Backenstose to approve the minutes from the September 18, 2013 Budget and Finance Committee meeting. Motion passed unanimously.

NEW BUSINESS

A. Sheriff Card Request

Burt relayed a request from the Sheriff's Office for their own credit card, so that they will not have to check one out from Administration or the Treasurer. Motion by Olsen to "recommend to the full Board of Commissioners to allow the Sheriff's office to obtain a credit card with a \$5,000 limit provided they follow all internal control procedures established by the Finance Department". Motion passed unanimously.

B. Credit Card Expenditures

Burt distributed a copy of the credit card bill from the Treasurer's office. Administration has not received another bill since the one presented to the Committee last month.

C. Equipment Fund Budget Amendment

Burt informed the Committee that \$3,000 is needed in the Equipment Fund for the purchase of the Sheriff's Vehicle approved at the Board meeting on October 8. Motion by Borton to "recommend approval of a budget amendment in the amount of \$3,000 for the Equipment Fund (266) from the General Fund Contingency Fund (101-941)". Motion passed unanimously.

D. September Financial Reports

Mr. Burt distributed and discussed the September reports.

Mr. Beachnau adjourned the meeting at 10:40 a.m.