

FINANCE AND ADMINISTRATION COMMITTEE

Approved Minutes

DATE: July 8, 2003

TIME: 12:58 p.m.

PLACE: Fillmore Street Complex

PRESENT: Cornelius Vander Kam, Roger Rycenga, Philip Kuyers, Robert Rinck, Gordon Schrotenboer

STAFF & GUESTS: Robert Oosterbaan, Administrator; Rosemary Zink, Finance Director; June Hagan, Accounting Director; Mary Richardson, Treasurer; Sherri Sayles, Deputy Clerk

SUBJECT: CONSENT ITEMS

Approve by consent the Minutes of the June 17, 2003, meeting as presented and approve by consent the agenda of today as presented.

SUBJECT: BUDGET ADJUSTMENTS GREATER THAN \$50,000

FC 03-046 Motion: To approve budget adjustments #432 - #436 and #460 - #461.
Moved by: Schrotenboer Supported by: Rinck UNANIMOUS

SUBJECT: MONTHLY BUDGET ADJUSTMENTS

FC 03-047 Motion: To approve and forward to the Board the appropriation changes greater than \$50,000 and those approved by the Administrator and Finance Director for \$50,000 or less which changed the total appropriation from the amended budget for the month of June 2003.
Moved by: Rinck Supported by: Vander Kam UNANIMOUS

SUBJECT: STATEMENT OF REVIEW

FC 03-048 Motion: To approve the Statement of Review for the month of June 2003.
Moved by: Vander Kam Supported by: Rinck UNANIMOUS

SUBJECT: OTTAWA COUNTY DRAIN COMMISSIONER'S ANNUAL FINANCIAL REPORT

FC 03-049 Motion: To receive as information and forward to the Board the Ottawa County Drain Commissioner's Annual Financial Statements for the year ended December 31, 2002.
Moved by: Vander Kam Supported by: Rinck UNANIMOUS

SUBJECT: OTTAWA COUNTY, MICHIGAN INSURANCE AUTHORITY ANNUAL FINANCIAL REPORT

FC 03-050 Motion: To receive as information and forward to the Board the Comprehensive Annual Financial Report of the Ottawa County, Michigan Insurance Authority for the year ended December 31, 2002.
Moved by: Schrotenboer Supported by: Rinck UNANIMOUS

SUBJECT: COUNTY OF OTTAWA ANNUAL FINANCIAL REPORT

FC 03-051 Motion: To receive as information and forward to the Board the Comprehensive Annual Financial Report (CAFR) of the County of Ottawa for the year ended December 31, 2002.
Moved by: Schrotenboer Supported by: Rinck UNANIMOUS

SUBJECT: LETTER FROM AUDITORS REGARDING AUDITOR RESPONSIBILITY

FC 03-052 Motion: To receive for information the OMB Circular A-133 Letter from Rehmann Robson regarding their responsibility on the County's audit for the year ended December 31, 2002.
Moved by: Schrotenboer Supported by: Vander Kam UNANIMOUS

SUBJECT: 2002 COST ALLOCATION PLAN

FC 03-053 Motion: To approve and recommend to the Board the 2002 Cost Allocation Plan for implementation in the 2004 budget.
Moved by: Schrotenboer Supported by: Rinck UNANIMOUS

SUBJECT: MIS BILLING STUDY FOR 2004

FC 03-054 Motion: To approve and recommend to the Board the Management Information Services Billing Rate Study for 2004 for implementation in the 2004 budget.
Moved by: Schrotenboer Supported by: Kuyers UNANIMOUS

SUBJECT: QUARTERLY FINANCIAL REPORTS

FC 03-055 Motion: To receive for information the Quarterly Financial Status Reports for General Fund, Health, and Mental Health as of June 30, 2003.
Moved by: Vander Kam Supported by: Rinck UNANIMOUS

SUBJECT: TREASURER'S INVESTMENT REPORT

FC 03-056 Motion: To receive for information the Treasurer's Quarterly Investment Report as of June 30, 2003.
Moved by: Vander Kam Supported by: Schrotenboer UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. Commissioners 2004 Budget - The Commissioners 2004 Budget was briefly discussed.

SUBJECT: ADJOURNMENT

FC 03-057

Motion: To adjourn at 1:26 p.m.

Moved by: Kuyers

Supported by: Schrotenboer UNANIMOUS