

Agenda  
**Finance and Administration Committee**  
West Olive Administration Building – Board Room  
12220 Fillmore Street, West Olive, Michigan 49460  
**January 17, 2006**  
8:30 a.m.

**Consent Items:**

1. Approval of Agenda
2. Approval of Minutes from the December 20, 2005 Meeting

**Action Items:**

1. Election of Committee Vice-Chair  
**Suggested Motion:**  
To elect \_\_\_\_\_ as Vice-Chairperson of the Finance and Administration Committee for 2006.
2. Budget Adjustments Greater than \$50,000  
**Suggested Motion:**  
To approve budget adjustments # 1225, 1230, 1231, 1232, 5, 11, 12, 13.
3. Monthly Budget Adjustments  
**Suggested Motion:**  
To approve and forward to the Board of Commissioners the appropriation changes greater than \$50,000 and those approved by the Administrator and Fiscal Services Director for \$50,000 or less which changed the total appropriation from the amended budget for the month of December 2005.
4. Statement of Review  
**Suggested Motion:**  
To approve the Statement of Review for the month of December 2005.
5. Quarterly Financial Reports  
**Suggested Motion:**  
To receive for information the Interim Financial Statement for General Fund as of December 31, 2005.
6. Treasurer's Investment Report  
**Suggested Motion:**  
To receive for information the Treasurer's Quarterly Investment Report as of December 31, 2005.

7. Implementation of the Maximus Cost of Service Analysis for the Register of Deeds Office  
**Suggested Motion:**

To approve and recommend to the Board of Commissioners the implementation of the Maximus Cost of Service Analysis for the Register of Deeds Office of a document processing fee for bulk image sales. Cost per image will be based on the number of users.