

Agenda  
**Finance and Administration Committee**  
West Olive Administration Building – Board Room  
12220 Fillmore Street, West Olive, Michigan 49460  
**July 18, 2006**  
9:30 a.m.

**Consent Items:**

1. Approval of Agenda
2. Approval of Minutes from the June 20, 2006 Meeting

**Action Items:**

1. Budget Adjustments Greater than \$50,000  
**Suggested Motion:**  
To approve budget adjustments #452, 461, 462, 483 and 484.
2. 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 June 2006.
3. Statement of Review  
**Suggested Motion:**  
To approve the Statement of Review for the month of June 2006.
4. Quarterly Financial Status Report  
**Suggested Motion:**  
To receive for information the Interim Financial Statement for the General Fund as of June 30, 2006.
5. Treasurer's Investment Report  
**Suggested Motion:**  
To receive for information the Treasurer's Quarterly Investment Report as of June 2006.

6. New Records Processing Clerk II (RPC II) position in the Prosecutor's Office  
**Suggested Motion:**  
To approve and forward to the Board of Commissioners the addition of one full-time (1 FTE) Records Processing Clerk II in the Prosecuting Attorney's Office at an annual cost of approximately \$38,873.
7. Ottawa County Drain Commissioner's Annual Financial Statements  
**Suggested Motion:**  
To receive as information and forward to the Board of Commissioners the Ottawa County Drain Commissioner's Annual Financial Statements for the year ended December 31, 2005.
8. County of Ottawa Annual Financial Report  
**Suggested Motion:**  
To receive for information and forward to the Board of Commissioners the Comprehensive Annual Financial Report (CAFR) of the County of Ottawa for the year ended December 31, 2005.
9. Letter from Auditors regarding Auditor Responsibility  
**Suggested Motion:**  
To receive for information and forward to the Board of Commissioners the auditors' communication letter from Rehmann Robson regarding their responsibility on the County's audit for the year ended December 31, 2005.
10. Officer and Employee delegate for MERS Annual Meeting  
**Suggested Motion:**  
To approve and forward to the Board of Commissioners the nomination of Richard Schurkamp as Officer Delegate, Travis Parsons as Alternate Officer Delegate, Gail Marod as Employee Delegate, and Nancy Bryant as Alternate Employee Delegate to the MERS 60<sup>th</sup> Annual Meeting held September 19 – 21, 2006, in Grand Rapids, Michigan.