



GOODHUE COUNTY BUDGET COMMITTEE
MINUTES
Administration Conference Room
October 26, 2004
11:00 a.m.

Present: Robert Noah, Roseanne Grosso, Brad Johnson, Amy Hove, David Hamilton and Andrea Benck.

C/Noah called the meeting to order.

1. Pay Study of Elected Officials. Mr. Hamilton stated that this issue has been deferred.

2. 3rd Quarter Report. Mr. Hamilton stated that the report was an example of the new software. He pointed out that the figures downloaded by MIS actually included one additional day which had little impact, but nevertheless, skewed some department totals. He has talked with MIS and this will not be an issue again.

Ms. Hove reviewed the report she presented for the board stating that county expenditures are at 75% and revenues are at 86%. She explained that some revenues for the year are 100% collected and that was what slightly skewed the percentage. Ms. Hove anticipated that this will adjust by year end.

Ms. Benck reviewed the quarterly report designed for Goodhue county by Barbara Lerschen. Ms. Lerschen also designed the current budget software program.

Each department is made up of three reports, the summary report, the over/under report, and the detail report. The summary report shows the activity and budget for each department along with what percent the department is operating at. The over/under report lists line items that meet the criteria for department heads to explain. The criteria setup for the expenditure portion of the report is that the line item has to have a budget of at least \$500 and will appear if more then 75% is spent. For the revenue portion of the report, the line item has to have less then 75% received and the difference must be more then \$500. The Summary report categorizes all line items in each department in to either over or under depending on what percent has been spent or received.

Ms. Benck stated that she was able to email the over/under report to department heads for them to type their explanation and email back. C/Grosso felt that the report was confusing and asked about page numbers. Mr. Hamilton agreed that we would try to get page numbers or have tabs made for the fourth quarter report. Ms. Benck added that the goal of the quarterly report was to provide a detailed report for all departments as efficiently as possible. This report was produced through recommendations of the management team and Barbra Lerschen.