



**OFFICIAL MEETING PACKET OF THE
FINANCE COMMITTEE**

**Chairperson/Trustee Scott Berger presiding
Finance Director Jessica Trautman; staff advisor**

This regular monthly meeting of the Finance Committee, during the 21st legislative session of the elected Board of Trustees, composed five (5) appointed members, will convene at the Weston Municipal Center's Board Room, which is located at 5500 Schofield Avenue, Weston, Wisconsin on **Monday, March 5, 2018, at 6:00 p.m.**



Village of Weston, Wisconsin
ATTENTION – NOTICE OF PUBLIC MEETING

- Meeting of: **FINANCE COMMITTEE**
- Members: **Berger (chairperson), Ermeling, Bender, Sukup, Yaeger**
- Date/Time: **Monday, March 5, 2018 @ 6:00 P.M.**
- Location: **Weston Municipal Center (5500 Schofield Ave) – Board Room**
- Agenda: The agenda packet will be emailed out 3 days prior to the meeting, and posted on the Village website at www.westonwi.gov.
- Attendance: All Village officials are encouraged to attend. Committee members and Department Directors, please indicate if you will, or will not, be attending so we may determine in advance if there will be a quorum.
- Questions: **Jessica Trautman** **Daniel Guild**
jtrautman@westonwi.gov dguild@westonwi.gov
715-359-6114 **715-359-6114**

A quorum of members from other Village governmental bodies (boards, commissions, and committees) may attend the above noticed meeting to gather information. No actions to be taken by any other board, commission, or committee of the Village, aside from the Finance Committee. Should a quorum of other government bodies be present, this would constitute a meeting pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis.2d 553, 494 N.W.2d 408 (1993).

Wisconsin State Statutes require all agendas for Committee, Commission, or Board meetings be posted in final form, 24 hours prior to the meeting. Any posted agenda is subject to change up until 24 hours prior to the date and time of the meeting.

Any person who has a qualifying disability as defined by the Americans with Disabilities Act requires that meeting or material to be in accessible location or format must contact the Weston Municipal Center, by 12 noon the Friday prior to the meeting so any necessary arrangements can be made to accommodate each request.



**VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN
OFFICIAL MEETING AGENDA OF THE FINANCE COMMITTEE**

The Committee will hold a meeting on the date, time and location listed.

TO THE HONORABLE TRUSTEE SCOTT BERGER AND FOUR (4) APPOINTED MEMBERS OF THE COMMITTEE: The following items were listed on the agenda in the Village Clerk's Office, in accordance with Chapter 2 of the Village's Municipal Code and will be ready for your consideration at the regular meeting of the Finance Committee on **Monday, March 5, 2018 at 6:00 p.m.**, in the Board Room, at the Weston Municipal Center.

A quorum of members from other Village governmental bodies (boards, commissions, and committees) may/might attend the above-noticed meeting to gather information. If a quorum of other government bodies be present, this would constitute a meeting pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis.2d 553,494 N.W.2d 408 (1993). No official actions other than those of the Finance Committee shall take place. Wisconsin State Statutes require all agendas for Committee, Commission, or Board meetings be posted in final form, 24 hours prior to the meeting. Any posted agenda is subject to change up until 24 hours prior to the date and time of the meeting.

AGENDA ITEMS.

1. Call to Order & Welcome by Chairperson Berger.
2. Roll Call by Recording Secretary.
3. Approval of minutes from previous meetings:
 - a. Feb 5, 2018
4. Public Comments.

ACKNOWLEDGE WORK PRODUCT TRANSMITTALS.

5. January 2018 Budget Status Report – General Fund

EDUCATIONAL PRESENTATIONS & REPORTS.

6. Investing Services Proposal from PMA
7. Investing Services Proposal from Ehlers

POLICY ISSUES – DISCUSSIONS/RECOMMENDATIONS.

8. Selection of an Investment Firm
9. Accounts Receivable and Write-Off Policy
10. Banking RFP
11. Report from Baker Tilly

RESOLUTIONS/ORDINANCES.

12. Resolution 2018-011, Accounts Receivable and Write-Off Policy
13. Resolution 2018-012, Investment Firm Selection

FUTURE ITEMS.

14. Next meeting date(s):
 - a. **Regular Meeting – Monday, Apr 2 @ 6:15 p.m.**
 - b. **Leadership & Service Awards Banquet on Tues Apr 17 @ 6:00 p.m.**
 - c. **Regular Meeting – Monday, May 7 @ 6:15 p.m.**
15. Topics for future meetings.
 - a. Purchasing Card Policy – May meeting
 - b. Procurement Policy – May meeting
16. Remarks from Staff.
17. Remarks from Committee Members
18. Announcements.

ADJOURNMENT.



**VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN
OFFICIAL MEETING AGENDA OF THE FINANCE COMMITTEE
MONDAY, MARCH 5, 2018**

**AGENDA ITEM 3A
MINUTES FROM PREVIOUS MEETINGS: FEBRUARY 5, 2018**

Village of Weston, Wisconsin

OFFICIAL PROCEEDINGS OF THE FINANCE COMMITTEE

held on Monday, February 5, 2018 at 6:15 p.m.; OR immediately following Tourism Commission, in the Board Room at the Municipal Center, Chairperson Berger presiding.

AGENDA ITEMS.

1. Call to Order & Welcome by Chairperson Berger.

Meeting called to order at 7:35 p.m. by Finance Committee Chairperson Berger.

2. Roll Call by Recording Secretary.

Roll call indicated 4 members present – with Trustee White filling in for Ermeling.

<u>Member</u>	<u>Present</u>
Bender, Robert	YES
Berger, Scott	YES
Sukup, Carrie	-----
White, Loren	YES
Yaeger, Richard	YES

Village Staff in attendance: Donner, Guild, Osterbrink, Pinsonneault, Trautman, Trittin, and Wodalski. Ermeling and Sukup were excused. Mroczenski from the Parks Department was in the audience.

3. Approval of minutes from previous meetings:

- a. Oct 18, 2017
- b. Oct 30, 2017
- c. Nov 06, 2017

Motion by Bender, second by Yaeger, to approve items a through c.

Yes Vote: 4 No Votes: 0 Abstain: 0 Not Voting: 1 Result: PASS

<u>Member</u>	<u>Voting</u>
Bender, Robert	YES
Berger, Scott	YES
Sukup, Carrie	-----
White, Loren	YES
Yaeger, Richard	YES

4. Public Comments.

None.

ACKNOWLEDGE WORK PRODUCT TRANSMITTALS.

5. Request for Qualifications re Investment Services.

Motion by Bender, second by Yaeger, to acknowledge the request for qualifications re investment services.

<u>Member</u>	<u>Voting</u>
Bender, Robert	YES
Berger, Scott	YES
Sukup, Carrie	-----
White, Loren	YES
Yaeger, Richard	YES

EDUCATIONAL PRESENTATIONS & REPORTS.

6. Committee Roles & Responsibilities.

Guild stated that we are putting the ordinances that establish each committee before each committee for review and feedback. Guild went through the items established for the Finance Committee per Village ordinances. White stated that this wording has been the same for the last 25 years. Guild stated that the Finance Committee ordinance in its current state does not fully describe what the Finance Committee is responsible for. White stated that either we do the things in our ordinance or we take those things out of the ordinance. Guild requested direction and comments from the Finance Committee. Berger agreed with White's comments. Guild stated that he will draft an update to this ordinance for next month's meeting. The committee okayed this.

7. Why have a Capital Improvement Plan?

Guild directed the Committee's attention to page 3 and 4 of his memo (included in the packet) that details the GFOA's recommended pieces of a capital improvement plan. Guild stated that the Village needs to get past project identification and move to project action. The Finance Committee needs to make some strong efforts towards making policy decisions on implementing and acting on a capital improvement plan and beginning the necessary decision making.

8. Capital Improvement Plan In-depth review re: Public Works

Donner gave a presentation on capital improvement plans. The presentation included benefits that Village assets have for the community. The Village's current capital assets were also detailed. Donner went on to detail some of the issues that public works is experiencing.

The Village's funding levels are currently inadequate for maintaining current assets. In 2018, very little funds are being put into asset replacement. Donner stated that the Village needs to find ways to tackle a capital improvement plan. A short video was played detailing infrastructure aging issues. Donner went on to state that we need to coordinate replacement efforts with our Capital Improvement Plan. Donner emphasized that postponing investments now will make the problem worse later. Public Works has had no problems identifying projects, but is struggling to communicate and prioritize projects. Wodalski also discussed street maintenance - stating that you cannot have capital improvements without maintenance. This all ties into the need for a capital plan.

The Village has not had a capital plan since 2009. Over the last 10 years, the Village has fallen behind by approximately \$12 million on street maintenance. Donner described some of the reasons that the Village has not undertaken any capital needs. Donner went on to describe financing strategies that could be undertaken as well as policy matters that need to be discussed in the future. Donner ended saying we have some catch up to do to get

caught up on our capital plan and our street maintenance or else there will be consequences.

White stated that the public needs to be informed on the issues we are facing and the benefits that the Village's infrastructure provides. Bender stated that the Village needs a capital improvement plan and needs to find the funding for these projects.

9. Why have an accounts receivable write-off policy?

Trautman stated that the goal of this presentation is to get feedback from the committee on developing an accounts receivable write-off policy. Trautman presented information on what we need from a policy and posed several questions to the committee.

10. Why have a purchasing card policy?

Trittin gave a presentation on options for a purchasing card policy and posed questions to the committee to be discussed in agenda item 16.

POLICY ISSUES – DISCUSSIONS/RECOMMENDATIONS.

11. 2017 Budget Amendments.

Budget amendments were presented by Trautman. Bender pointed out one error in the contingency amount applied to the Parks Department. Trautman said she would correct the error.

Motion by Bender; second by Yaeger, to recommend the budget amendments as presented to the Village Board, except for one correction to the contingency amount applied to the Parks Department.

Yes Vote: 4 No Votes: 0 Abstain: 0 Not Voting: 1 Result: PASS

<u>Member</u>	<u>Voting</u>
Bender, Robert	YES
Berger, Scott	YES
Sukup, Carrie	-----
White, Loren	YES
Yaeger, Richard	YES

12. 2017-2019 Audit RFP.

Motion by Bender; second by White to recommend to the Board that the Village select WIPFLI as the auditing firm for 2017-2019 and approve Resolution 2018-007. Yaeger abstained from voting.

Yes Vote: 3 No Votes: 0 Abstain: 1 Not Voting: 1 Result: PASS

<u>Member</u>	<u>Voting</u>
Bender, Robert	YES
Berger, Scott	YES
Sukup, Carrie	-----
White, Loren	YES
Yaeger, Richard	ABSTAIN

13. Account Receivable write-off policy discussion.

Bender stated that there needs to be a policy created to create an allowance for bad debts. Bender also stated that the Finance Department should be authorized to write off receivables under \$20. In addition, Bender stated that we need to get our receivables cleaned up as far as the items past 6 years. Bender would like us to research small claims and the costs. Bender stated that the amounts on slide 5 of Trautman’s presentation for the write-off thresholds sound reasonable. Yaeger asked if Trautman wanted the responsibility of write offs. White stated that we could present write-offs with reasons for acknowledgement if they seem uncollectible. Bender also stated that getting statements out is important for collections. White said 3 statements of past due bills should be sent, then Trautman can write off what she feels comfortable and bring it to the Finance Committee for approval. Then if the Finance Committee does not feel comfortable, they can push it off to the Board. The Finance Department will draft a policy to bring back to the Finance Committee at the March meeting.

14. Aquatic Center Wage & Compensation.

Osterbrink requested a recommendation to increase the wages for aquatic center staff as the City of Wausau raised their rates. Mroczenski also discussed why the wage increases are important.

Motion by Berger; second by Bender, to recommend the wage increases for the Aquatic Center staff to the Village Board.

Yes Vote: 4 No Votes: 0 Abstain: 0 Not Voting: 1 Result: PASS

<u>Member</u>	<u>Voting</u>
Bender, Robert	YES
Berger, Scott	YES
Sukup, Carrie	-----
White, Loren	YES
Yaeger, Richard	YES

15. Investment Services Contracting.

Guild asked if there were any questions about the RFQ. There were no questions by the Finance Committee.

16. Purchasing Card Policy Discussion.

Trautman requested discussion on this item. Guild also added that from an emergency perspective, credit cards could be good. Bender said that he has experience with department heads having cards and being responsible for reconciling their statements. Bender also said no individual should have a card limit over \$5,000; although it may be appropriate to have one card with a higher limit for general use. It was also stated that the Village needs to designate staff who can approve or authorize items above the credit limit. The Finance Department will draft a policy to bring back to the Finance Committee.

RESOLUTIONS/ORDINANCES.

17. Resolution 2018-007, selecting the Village audit firm.

See agenda item 12 for approval details.

FUTURE ITEMS.

18. Next meeting date(s):

- a. **Regular Meeting – Monday, Mar 5 @ 6:15 p.m.**
Bender will be gone for this meeting.
- b. **Regular Meeting – Monday, Apr 2 @ 6:15 p.m.**
Bender will be gone for this meeting.
- c. **Leadership & Service Awards Banquet on Tues Apr 17 @ 6:00 p.m.**

19. Topics for future meetings.

- a. Implementation of Report from Baker Tilly
- b. Banking RFP per Trautman

20. Remarks from Staff.

21. Remarks from Committee Members

22. Announcements.

ADJOURNMENT.

Berger adjourned the Finance Committee meeting at 9:49 P.M.

Next meeting is scheduled for Monday, Mar 5, 2018.

Jenna Trittin, Recording Secretary

**VILLAGE OF WESTON, WISCONSIN
AGENDA ITEM COVER SHEET**

DESCRIPTION: January 2018 Budget Status Report

FROM: Jessica Trautman, Finance Director

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> Acknowledge | <input type="checkbox"/> Land Purchase | <input type="checkbox"/> Procedure |
| <input type="checkbox"/> Approve | <input type="checkbox"/> Land Sale | <input type="checkbox"/> Proclamation |
| <input type="checkbox"/> Deny | <input type="checkbox"/> Ordinance | <input checked="" type="checkbox"/> Report |
| <input type="checkbox"/> Expenditure | <input type="checkbox"/> Policy | <input type="checkbox"/> Resolution |

QUESTION: Do you acknowledge receipt of the January 2018 Budget Status Report for the General Fund?

BRIEF: The January 2018 Budget Status Report for the General Fund is attached.

FISCAL IMPACT: N/A

RECOMMEND: N/A

PRIOR REVIEW: No previous public review.

Is there an additional briefer with this agenda item?

Are there additional documents which have been attached to this report?

VILLAGE OF WESTON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2018

GENERAL FUND

ACCOUNT NO	ACCOUNT TITLE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAXES</u>						
10-00-41110-000-000	PROPERTY TAXES	.00	.00	4,000,047.00	4,000,047.00	.0
10-00-41140-000-000	MOBILE HOME TAXES/LOT CRDT-COL	.00	.00	45,000.00	45,000.00	.0
10-00-41150-000-000	FOREST CROP/MANAGE FOREST LA	.00	.00	1,600.00	1,600.00	.0
10-00-41221-000-000	SALES TAXES (TOTAL COLLECTION	10.00	10.00	40.00	30.00	25.0
10-00-41310-000-000	PMT LIEU OF TAX-WESTON WATER U	.00	.00	470,000.00	470,000.00	.0
10-00-41315-000-000	PMT LIEU OF TAX-VILL/ROTHSCHIL	.00	.00	93,998.00	93,998.00	.0
10-00-41800-000-000	INTEREST & PENALTIES ON TAXES	.00	.00	500.00	500.00	.0
TOTAL	TAXES	10.00	10.00	4,611,185.00	4,611,175.00	.0
<u>SPECIAL ASSESSMENTS</u>						
10-00-42130-000-000	SPEC ASSESS LETTERS-STREETS/VI	380.00	380.00	5,500.00	5,120.00	6.9
TOTAL	SPECIAL ASSESSMENTS	380.00	380.00	5,500.00	5,120.00	6.9
<u>INTERGOVERNMENTAL REVENUES</u>						
10-00-43410-000-000	STATE SHARED TAXES-SHARED REV	.00	.00	1,044,878.00	1,044,878.00	.0
10-00-43411-000-000	STATE SHARED TAXES-EXP RESTRAI	.00	.00	82,357.00	82,357.00	.0
10-00-43420-000-000	STATE SHARED TAXES-FIRE INS TA	.00	.00	45,000.00	45,000.00	.0
10-00-43430-000-000	STATE SHARED TAXES-EXEMPT CMP	.00	.00	10,520.00	10,520.00	.0
10-00-43530-000-000	STATE GRANTS-PUB SAFETY-ACT 10	.00	.00	7,300.00	7,300.00	.0
10-00-43531-000-000	STATE GRANTS-TRANSP-GEN TRANS	149,255.18	149,255.18	597,021.00	447,765.82	25.0
10-00-43640-000-000	OTHER STATE GRANTS-SEVER/YIELD	.00	.00	100.00	100.00	.0
10-00-43650-000-000	OTHER STATE GRANTS-FOR CROP/M	.00	.00	700.00	700.00	.0
10-00-43660-000-000	OTHER STATE GRANTS-LIEU TX-DNR	.00	.00	300.00	300.00	.0
10-00-43693-000-000	OTHER STATE PMTS-ENVIRON IMPAC	.00	.00	10,875.00	10,875.00	.0
TOTAL	INTERGOVERNMENTAL REVENUES	149,255.18	149,255.18	1,799,051.00	1,649,795.82	8.3

VILLAGE OF WESTON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2018

GENERAL FUND

ACCOUNT NO	ACCOUNT TITLE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>LICENSES & PERMITS</u>						
10-00-44102-000-000	ADULT ORIENTED BUS. LICENSES	.00	.00	500.00	500.00	.0
10-00-44110-000-000	BARTENDER/OPERATOR LICENSES	420.00	420.00	17,500.00	17,080.00	2.4
10-00-44115-000-000	CABARET LICENSES	.00	.00	850.00	850.00	.0
10-00-44117-000-000	CABLE TV FRANCHISE FEES	.00	.00	173,000.00	173,000.00	.0
10-00-44120-000-000	CIGARETTE LICENSES	.00	.00	1,100.00	1,100.00	.0
10-00-44130-000-000	FOOD WAGONS/CARNIVAL/CIRCUS LI	.00	.00	30.00	30.00	.0
10-00-44137-000-000	HOME OCCUPATION LICENSES	.00	.00	75.00	75.00	.0
10-00-44140-000-000	HOTEL/MOTEL ESTABLISHMENT LICE	.00	.00	600.00	600.00	.0
10-00-44145-000-000	JUNK YARD/SALVAGE YARD LICENSE	.00	.00	900.00	900.00	.0
10-00-44150-000-000	LIQUOR & MALT BEVERAGE LICENSE	10.00	10.00	22,000.00	21,990.00	.1
10-00-44160-000-000	MOBILE HOME PARK LICENSES	.00	.00	1,150.00	1,150.00	.0
10-00-44165-000-000	PAWNBROKER LICENSES	.00	.00	210.00	210.00	.0
10-00-44167-000-000	PET SHOP LICENSES	.00	.00	150.00	150.00	.0
10-00-44175-000-000	SECONDHAND ARTICLE/JEWELRY DE	.00	.00	100.00	100.00	.0
10-00-44180-000-000	SIGN PERMITS-BUSINESSES	76.00	76.00	5,000.00	4,924.00	1.5
10-00-44190-000-000	TRANSIENT MERCHANTS/VENDORS L	.00	.00	200.00	200.00	.0
10-00-44193-000-000	WEIGHTS/MEASURES-FARMERS MKT	.00	.00	3,500.00	3,500.00	.0
10-00-44215-000-000	CAT LICENSES	300.00	300.00	5,000.00	4,700.00	6.0
10-00-44220-000-000	DOG LICENSES	1,095.00	1,095.00	15,550.00	14,455.00	7.0
10-00-44221-000-000	DOG LICENSE-FANCIER PERMIT	.00	.00	150.00	150.00	.0
10-00-44302-000-000	BLDG PERMITS-COMMERCIAL & APA	1,081.71	1,081.71	.00 (1,081.71)	.0
10-00-44305-000-000	BLDG PERMITS-RESIDENTIAL/1 OR	8,170.00	8,170.00	.00 (8,170.00)	.0
10-00-44310-000-000	MISC BLDG PERMITS - ALL OTHER	.00	.00	92,500.00	92,500.00	.0
10-00-44319-000-000	MISC BLDG PERMITS-DRIVEWAY	75.00	75.00	.00 (75.00)	.0
10-00-44323-000-000	MISC BLDG PERMITS-FENCE	125.00	125.00	.00 (125.00)	.0
10-00-44325-000-000	MISC BLDG PERMITS-GARAGES & AD	260.00	260.00	.00 (260.00)	.0
10-00-44327-000-000	MISC BLDG PERMITS-OCCUP (RESID	(1,000.00)	(1,000.00)	.00	1,000.00	.0
10-00-44329-000-000	MISC BLDG PERMITS-HOUSE REMOD	30.00	30.00	.00 (30.00)	.0
10-00-44372-000-000	BLDG/INSPECTION FEES-CSM REVIE	680.00	680.00	1,500.00	820.00	45.3
10-00-44376-000-000	BLDG/INSPECTION FEES-SITE PLAN	500.00	500.00	4,500.00	4,000.00	11.1
10-00-44378-000-000	BLDG/INSPECTION FEES-SUBDIVISI	.00	.00	300.00	300.00	.0
10-00-44385-000-000	PLUMBING INSPECTION PERMITS	130.00	130.00	2,500.00	2,370.00	5.2
10-00-44390-000-000	ELECTRICAL PERMITS	.00	.00	12,175.00	12,175.00	.0
10-00-44392-000-000	ELECTRICAL INSPECT-"NEW" APTS/	8,365.00	8,365.00	.00 (8,365.00)	.0
10-00-44410-000-000	ZONING PERMIT/FEES-ALL OTHER	.00	.00	4,600.00	4,600.00	.0
10-00-44482-000-000	ZONING PERMITS/FEES-ZONING CO	200.00	200.00	500.00	300.00	40.0
10-00-44495-000-000	ZONING PERMITS/FEES-COMP PLAN	.00	.00	500.00	500.00	.0
10-00-44970-000-000	OTHER REGUL PERMITS/FEES-ROAD	150.00	150.00	1,600.00	1,450.00	9.4
10-00-44975-000-000	OTHER REGUL-SPECIAL EVENTS	.00	.00	1,000.00	1,000.00	.0
TOTAL	LICENSES & PERMITS	20,667.71	20,667.71	369,240.00	348,572.29	5.6

VILLAGE OF WESTON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2018

GENERAL FUND

ACCOUNT NO	ACCOUNT TITLE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>FINES & FORFEITURES</u>						
10-00-45110-000-000	FINES-COUNTY COURT-PENALTIES &	.00	.00	100.00	100.00	.0
10-00-45111-000-000	FINES-MUNICIPAL COURT-PENALTIE	14,947.61	14,947.61	90,000.00	75,052.39	16.6
10-00-45120-000-000	FINES-DOG LICENSES/LATE PENALT	120.00	120.00	4,000.00	3,880.00	3.0
10-00-45121-000-000	FINES-ALL OTHER/LATE PENALTIES	.00	.00	100.00	100.00	.0
10-00-45190-000-000	FINES-OTHER LAW/ORDINANCE VIOL	.00	.00	2,000.00	2,000.00	.0
TOTAL	FINES & FORFEITURES	15,067.61	15,067.61	96,200.00	81,132.39	15.7
<u>PUBLIC CHARGES FOR SERVICE</u>						
10-00-46105-000-000	GEN GOVT-ASSESSOR FILE LOOKUP	.00	.00	30.00	30.00	.0
10-00-46130-000-000	GEN GOVT-LIQUOR & MALT BEVERAG	.00	.00	2,350.00	2,350.00	.0
10-00-46150-000-000	GEN GOVT-MISCELLANEOUS FEES	.00	.00	50.00	50.00	.0
10-00-46160-000-000	GEN GOVT-NSF CHECK FEES	.00	.00	100.00	100.00	.0
10-00-46180-000-000	GEN GOVT-SALE OF COPIES/BOOKS/	13.50	13.50	200.00	186.50	6.8
10-00-46181-000-000	GEN GOVT-SALE OF COPIES/OCE MA	.00	.00	100.00	100.00	.0
10-00-46182-000-000	GEN GOVT-SALE OF COPIES/VOTER	.00	.00	100.00	100.00	.0
10-00-46311-000-000	DPW/TRANSP-EQUIPMENT RENTAL/R	.00	.00	1,000.00	1,000.00	.0
10-00-46312-000-000	DPW/TRANSP-HIGHWAY SIGNAGE SE	.00	.00	200.00	200.00	.0
10-00-46313-000-000	DPW/TRANSP-OTHER STREET MAINT	.00	.00	1,000.00	1,000.00	.0
10-00-46316-000-000	DPW/TRANSP-SALE OF MATERIALS-I	.00	.00	500.00	500.00	.0
10-00-46318-000-000	DPW/TRANSP-SNOW REMOVAL SERV	.00	.00	800.00	800.00	.0
10-00-46440-000-000	GRASS & WEED CUTTING SERVICES	.00	.00	150.00	150.00	.0
10-00-46441-000-000	LOT CLEAN-UP SERVICES	.00	.00	250.00	250.00	.0
10-00-46720-000-082	PARK RENTALS-KELLYLAND/SHELTER	60.00	60.00	900.00	840.00	6.7
10-00-46720-000-083	PARK RENTALS-KENNEDY/PARK BLD	.00	.00	450.00	450.00	.0
10-00-46720-000-084	PARK RENTALS-KENNEDY/PARK SHE	.00	.00	1,250.00	1,250.00	.0
10-00-46720-000-085	PARK RENTALS-MACHMUELLER/SHEL	60.00	60.00	700.00	640.00	8.6
10-00-46720-000-086	PARK RENTALS-ROBINWOOD/SHELTE	.00	.00	200.00	200.00	.0
10-00-46720-000-087	PARK RENTALS-SANDHILL MEADOWS	60.00	60.00	200.00	140.00	30.0
10-00-46720-000-089	PARK RENTALS-YELLOW BANKS/SHE	60.00	60.00	1,300.00	1,240.00	4.6
10-00-46722-000-000	PARK FEES-VENDING MACHINE CON	.00	.00	50.00	50.00	.0
10-00-46725-000-000	PARK FEES-PARKLAND FIELD MAINT	.00	.00	1,000.00	1,000.00	.0
10-00-46726-000-000	PARK FEES-LANDSCAPING REPAIR S	175.77	175.77	4,000.00	3,824.23	4.4
10-00-46727-000-000	PARK FEES-REIMB DAMAGES/LABOR-	.00	.00	2,000.00	2,000.00	.0
10-00-46853-000-000	ECON DEV-PUBLICATION FEES	.00	.00	100.00	100.00	.0
TOTAL	PUBLIC CHARGES FOR SERVICE	429.27	429.27	18,980.00	18,550.73	2.3

VILLAGE OF WESTON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2018

GENERAL FUND

ACCOUNT NO	ACCOUNT TITLE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INTERGOVT CHARGES FOR SERVICE</u>						
10-00-47310-000-000	INTERGOVT-GEN GOVT-ADMINISTRA	.00	.00	2,300.00	2,300.00	.0
10-00-47314-000-000	INTERGOVT-GEN GOVT-MISC/ALL OT	.00	.00	100.00	100.00	.0
10-00-47319-000-000	INTERGOVT-GEN GOVT-VILL BLDG R	.00	.00	3,000.00	3,000.00	.0
10-00-47321-000-000	INTERGOVT-PUB SAFETY-METRO AC	2,916.67	2,916.67	35,000.00	32,083.33	8.3
10-00-47331-000-000	INTERGOVT-DPW-STREETS/WINTER	6,650.03	6,650.03	35,000.00	28,349.97	19.0
10-00-47332-000-000	INTERGOVT-DPW-TRAFFIC SIGNAGE	.00	.00	200.00	200.00	.0
10-00-47392-000-000	INTERGOVT-INSPECTION SERVICES	.00	.00	1,000.00	1,000.00	.0
TOTAL	INTERGOVT CHARGES FOR SERVICE	9,566.70	9,566.70	76,600.00	67,033.30	12.5
<u>MISCELLANEOUS REVENUE</u>						
10-00-48110-001-000	INTEREST-INVESTMENTS	1,710.17	1,710.17	56,000.00	54,289.83	3.1
10-00-48110-003-000	INTEREST-TIF #1	.00	.00	2,000.00	2,000.00	.0
10-00-48202-000-000	RENTS/LEASES-BILLBOARD SIGNS	.00	.00	4,200.00	4,200.00	.0
10-00-48203-000-000	RENTS/LEASES-CELL TOWER PMTS	1,733.14	1,733.14	18,000.00	16,266.86	9.6
10-00-48309-000-000	SALE OF EQUIP/PROP-ALL OTHER	.00	.00	1,000.00	1,000.00	.0
10-00-48430-000-000	INS RECOVERIES-EQUIP/PROP-HIGH	.00	.00	7,000.00	7,000.00	.0
10-00-48440-000-000	INS RECOVERIES-EQUIP/PROP-ALL	.00	.00	5,000.00	5,000.00	.0
10-00-48710-000-000	MISC OTHER REV-CASH OVER AND/O	.00	.00	100.00	100.00	.0
10-00-48910-000-000	MISC OTHER REV-INS PREMIUM REF	.00	.00	2,000.00	2,000.00	.0
TOTAL	MISCELLANEOUS REVENUE	3,443.31	3,443.31	95,300.00	91,856.69	3.6
<u>OTHER FINANCING SOURCES</u>						
10-00-49310-000-000	FUND BAL-GENERAL FUND BALANCE	.00	.00	150,000.00	150,000.00	.0
TOTAL	OTHER FINANCING SOURCES	.00	.00	150,000.00	150,000.00	.0
TOTAL FUND REVENUE		198,819.78	198,819.78	7,222,056.00	7,023,236.22	2.8

VILLAGE OF WESTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2018

GENERAL FUND

ACCOUNT NO	ACCOUNT TITLE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>VILLAGE BOARD-TRUSTEES</u>						
10-01-51101-110-000	SALARIES-REGULAR	2,900.00	2,900.00	34,800.00	31,900.00	8.3
10-01-51101-151-000	SOCIAL SECURITY	221.85	221.85	2,664.00	2,442.15	8.3
10-01-51101-156-000	WORKER'S COMP INSURANCE	7.83	7.83	59.00	51.17	13.3
10-01-51101-157-000	EMPLOYEE EDUCATION & TRAINING	.00	.00	60.00	60.00	.0
10-01-51101-172-000	EMPLOYEE AWARDS	.00	.00	425.00	425.00	.0
10-01-51101-226-000	MOBILE DEVICE	84.25	84.25	408.00	323.75	20.7
10-01-51101-290-000	OTHER OUTSIDE CONTRACTED SER	.00	.00	75.00	75.00	.0
10-01-51101-310-000	OFFICE SUPPLIES	.00	.00	250.00	250.00	.0
10-01-51101-311-000	POSTAGE & BOX RENTAL	.00	.00	25.00	25.00	.0
10-01-51101-312-000	OUTSIDE PRINTING/STATIONERY &	.00	.00	1,000.00	1,000.00	.0
10-01-51101-322-000	SUBSCRIPTIONS-NEWSPAPERS/PERI	.00	.00	150.00	150.00	.0
10-01-51101-325-000	REGISTRATION FEES/TUITION	.00	.00	400.00	400.00	.0
10-01-51101-335-000	MEETING EXPENSES	8.00	8.00	200.00	192.00	4.0
10-01-51101-390-000	OTHER SUPPLIES-ALL OTHER SUPPL	.00	.00	163.00	163.00	.0
TOTAL	VILLAGE BOARD-TRUSTEES	3,221.93	3,221.93	40,679.00	37,457.07	7.9
<u>VILLAGE/MUNICIPALITY DUES</u>						
10-01-51109-324-000	MEMBERSHIP DUES	2,740.23	2,740.23	7,930.00	5,189.77	34.6
10-01-51109-335-000	MEETING EXPENSES	.00	.00	100.00	100.00	.0
TOTAL	VILLAGE/MUNICIPALITY DUES	2,740.23	2,740.23	8,030.00	5,289.77	34.1
<u>COMMITTEES-PERSONNEL</u>						
10-01-51120-105-000	SALARIES-COMMITTEE MEMBERS	.00	.00	1,440.00	1,440.00	.0
10-01-51120-151-000	SOCIAL SECURITY	.00	.00	110.00	110.00	.0
10-01-51120-155-000	LIFE INSURANCE	.00	.00	2.00	2.00	.0
10-01-51120-310-000	OFFICE SUPPLIES	.00	.00	15.00	15.00	.0
TOTAL	COMMITTEES-PERSONNEL	.00	.00	1,567.00	1,567.00	.0
<u>COMMITTEES-BOARD OF REVIEW</u>						
10-01-51160-157-000	EMPLOYEE EDUCATION & TRAINING	.00	.00	25.00	25.00	.0
10-01-51160-321-000	PUBLICATION FEES-LEGAL NOTICES	.00	.00	175.00	175.00	.0
10-01-51160-335-000	MEETING EXPENSES	.00	.00	200.00	200.00	.0
TOTAL	COMMITTEES-BOARD OF REVIEW	.00	.00	400.00	400.00	.0
<u>MUNICIPAL COURT</u>						
10-01-51210-589-000	EMMC - OPERATING BUDGET	15,003.40	15,003.40	60,013.00	45,009.60	25.0
TOTAL	MUNICIPAL COURT	15,003.40	15,003.40	60,013.00	45,009.60	25.0

VILLAGE OF WESTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2018

GENERAL FUND

ACCOUNT NO	ACCOUNT TITLE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>VILLAGE ATTORNEY</u>						
10-01-51300-212-000	LEGAL SERVICES	5,032.67	5,032.67	25,000.00	19,967.33	20.1
TOTAL	VILLAGE ATTORNEY	5,032.67	5,032.67	25,000.00	19,967.33	20.1
<u>VILLAGE ADMINISTRATOR</u>						
10-01-51410-101-000	SALARIES-ADMINISTRATOR	.00	.00	42,685.00	42,685.00	.0
10-01-51410-110-000	SALARIES-REGULAR	4,038.46	4,038.46	.00	(4,038.46)	.0
10-01-51410-151-000	SOCIAL SECURITY	290.88	290.88	3,265.00	2,974.12	8.9
10-01-51410-152-000	RETIREMENT-EMPLOYER SHARE	270.58	270.58	2,860.00	2,589.42	9.5
10-01-51410-154-000	HEALTH INSURANCE	1,098.12	1,098.12	7,336.00	6,237.88	15.0
10-01-51410-155-000	LIFE INSURANCE	6.18	6.18	43.00	36.82	14.4
10-01-51410-156-000	WORKER'S COMP INSURANCE	10.86	10.86	73.00	62.14	14.9
10-01-51410-167-000	POST EMPLOYEE HEALTH-TEAMSTE	.00	.00	267.00	267.00	.0
10-01-51410-172-000	EMPLOYEE AWARDS	.00	.00	2,400.00	2,400.00	.0
10-01-51410-199-000	LESS: RECYCLING WAGES	.00	.00	(1,300.00)	(1,300.00)	.0
10-01-51410-225-000	TELEPHONE	132.52	132.52	1,000.00	867.48	13.3
10-01-51410-286-000	SOFTWARE LICENSE FEES	.00	.00	100.00	100.00	.0
10-01-51410-290-000	OTHER OUTSIDE CONTRACTED SER	3,000.00	3,000.00	5,000.00	2,000.00	60.0
10-01-51410-310-000	OFFICE SUPPLIES	.00	.00	1,000.00	1,000.00	.0
10-01-51410-312-000	OUTSIDE PRINTING/STATIONERY &	.00	.00	500.00	500.00	.0
10-01-51410-314-000	SMALL EQUIPMENT	.00	.00	500.00	500.00	.0
10-01-51410-322-000	SUBSCRIPTIONS-NEWSPAPERS/PERI	.00	.00	1,000.00	1,000.00	.0
10-01-51410-324-000	MEMBERSHIP DUES	.00	.00	3,000.00	3,000.00	.0
10-01-51410-325-000	REGISTRATION FEES/TUITION	.00	.00	1,000.00	1,000.00	.0
10-01-51410-329-000	MARKETING	903.00	903.00	.00	(903.00)	.0
10-01-51410-332-000	EMPLOYEE AUTO ALLOWANCE	240.00	240.00	1,440.00	1,200.00	16.7
10-01-51410-334-000	COMMERCIAL TRAVEL EXPENSES	.00	.00	1,500.00	1,500.00	.0
10-01-51410-335-000	MEETING EXPENSES	.00	.00	1,000.00	1,000.00	.0
10-01-51410-336-000	LODGING	.00	.00	1,000.00	1,000.00	.0
10-01-51410-390-000	OTHER SUPPLIES-ALL OTHER SUPPL	.00	.00	300.00	300.00	.0
TOTAL	VILLAGE ADMINISTRATOR	9,990.60	9,990.60	75,969.00	65,978.40	13.2

VILLAGE OF WESTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2018

GENERAL FUND

ACCOUNT NO	ACCOUNT TITLE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>VILLAGE CLERK</u>						
10-01-51420-110-000	SALARIES-REGULAR	7,102.33	7,102.33	122,639.00	115,536.67	5.8
10-01-51420-120-000	HOURLY WAGES-REGULAR	5,669.85	5,669.85	47,654.00	41,984.15	11.9
10-01-51420-122-000	HOURLY WAGES-OVERTIME	102.29	102.29	.00	(102.29)	.0
10-01-51420-125-000	TEMPORARY WAGES-REGULAR	.00	.00	40,264.00	40,264.00	.0
10-01-51420-139-000	BONUS/INCENTIVE PAY	.00	.00	1,150.00	1,150.00	.0
10-01-51420-151-000	SOCIAL SECURITY	928.03	928.03	16,108.00	15,179.97	5.8
10-01-51420-152-000	RETIREMENT-EMPLOYER SHARE	765.40	765.40	11,410.00	10,644.60	6.7
10-01-51420-154-000	HEALTH INSURANCE	5,566.39	5,566.39	59,247.00	53,680.61	9.4
10-01-51420-155-000	LIFE INSURANCE	27.00	27.00	539.00	512.00	5.0
10-01-51420-156-000	WORKER'S COMP INSURANCE	89.46	89.46	358.00	268.54	25.0
10-01-51420-157-000	EMPLOYEE EDUCATION & TRAINING	.00	.00	3,100.00	3,100.00	.0
10-01-51420-164-000	EMPLOYEE HEALTH TESTS	.00	.00	100.00	100.00	.0
10-01-51420-167-000	POST EMPLOYEE HEALTH	.00	.00	1,316.00	1,316.00	.0
10-01-51420-199-000	LESS: RECYCLING WAGES	.00	.00	(2,330.00)	(2,330.00)	.0
10-01-51420-225-000	TELEPHONE	.00	.00	700.00	700.00	.0
10-01-51420-290-000	OTHER OUTSIDE CONTRACTED SER	.00	.00	1,500.00	1,500.00	.0
10-01-51420-310-000	OFFICE SUPPLIES	.00	.00	500.00	500.00	.0
10-01-51420-311-000	POSTAGE & BOX RENTAL	.00	.00	150.00	150.00	.0
10-01-51420-312-000	OUTSIDE PRINTING/STATIONERY &	24.78	24.78	100.00	75.22	24.8
10-01-51420-314-000	SMALL EQUIPMENT	.00	.00	800.00	800.00	.0
10-01-51420-321-000	PUBLICATION FEES-LEGAL NOTICES	.00	.00	1,500.00	1,500.00	.0
10-01-51420-324-000	MEMBERSHIP DUES	.00	.00	525.00	525.00	.0
10-01-51420-325-000	REGISTRATION FEES/TUITION	.00	.00	3,600.00	3,600.00	.0
10-01-51420-334-000	COMMERCIAL TRAVEL EXPENSES	.00	.00	450.00	450.00	.0
10-01-51420-335-000	MEETING EXPENSES	.00	.00	50.00	50.00	.0
10-01-51420-336-000	LODGING	.00	.00	2,500.00	2,500.00	.0
10-01-51420-351-000	REPAIR/MAINT SUPPLIES-GASOLINE	.00	.00	50.00	50.00	.0
TOTAL	VILLAGE CLERK	20,275.53	20,275.53	313,980.00	293,704.47	6.5
<u>PERSONNEL/HUMAN RESOURCES</u>						
10-01-51430-157-000	EMPLOYEE EDUCATION & TRAINING	.00	.00	2,500.00	2,500.00	.0
10-01-51430-163-000	CAFETERIA PLAN	.00	.00	1,400.00	1,400.00	.0
10-01-51430-310-000	OFFICE SUPPLIES	125.00	125.00	2,000.00	1,875.00	6.3
10-01-51430-323-000	SUBSCRIPTIONS-TAX/LAW/OTHER SE	(251.95)	(251.95)	1,200.00	1,451.95	(21.0)
10-01-51430-324-000	MEMBERSHIP DUES	.00	.00	300.00	300.00	.0
10-01-51430-390-000	ALL OTHER SUPPLIES	.00	.00	100.00	100.00	.0
TOTAL	PERSONNEL/HUMAN RESOURCES	(126.95)	(126.95)	7,500.00	7,626.95	(1.7)

VILLAGE OF WESTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2018

GENERAL FUND

ACCOUNT NO	ACCOUNT TITLE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ELECTIONS</u>						
10-01-51440-120-000	HOURLY WAGES-REGULAR	84.84	84.84	16,140.00	16,055.16	.5
10-01-51440-122-000	HOURLY WAGES-OVERTIME	.00	.00	1,500.00	1,500.00	.0
10-01-51440-125-000	TEMPORARY WAGES-REGULAR	.00	.00	15,200.00	15,200.00	.0
10-01-51440-151-000	SOCIAL SECURITY	6.49	6.49	1,350.00	1,343.51	.5
10-01-51440-152-000	RETIREMENT-ER/EE SHARE	.00	.00	1,182.00	1,182.00	.0
10-01-51440-154-000	HEALTH INSURANCE	.00	.00	8,146.00	8,146.00	.0
10-01-51440-155-000	LIFE INSURANCE	.00	.00	20.00	20.00	.0
10-01-51440-156-000	WORKER'S COMP INSURANCE	.23	.23	56.00	55.77	.4
10-01-51440-157-000	EMPLOYEE EDUCATION & TRAINING	.00	.00	200.00	200.00	.0
10-01-51440-167-000	POST EMPLOYEE HEALTH	.00	.00	110.00	110.00	.0
10-01-51440-242-000	REPAIRS/MAINT-OTHER MACH & EQU	.00	.00	2,700.00	2,700.00	.0
10-01-51440-310-000	OFFICE SUPPLIES	.00	.00	4,500.00	4,500.00	.0
10-01-51440-311-000	POSTAGE & BOX RENTAL	114.98	114.98	2,000.00	1,885.02	5.8
10-01-51440-312-000	OUTSIDE PRINTING/STATIONERY &	.00	.00	1,000.00	1,000.00	.0
10-01-51440-314-000	SMALL EQUIPMENT	.00	.00	800.00	800.00	.0
10-01-51440-321-000	PUBLICATION FEES-LEGAL NOTICES	.00	.00	650.00	650.00	.0
TOTAL	ELECTIONS	206.54	206.54	55,554.00	55,347.46	.4
<u>DATA PROCESSING/CENTRAL S</u>						
10-01-51450-157-000	EMPLOYEE EDUCATION & TRAINING	.00	.00	400.00	400.00	.0
10-01-51450-214-000	DATA PROCESSING FEES	.00	.00	16,000.00	16,000.00	.0
10-01-51450-225-000	TELEPHONE	771.81	771.81	6,850.00	6,078.19	11.3
10-01-51450-280-000	COPIER LEASE/MAINT.	173.08	173.08	7,000.00	6,826.92	2.5
10-01-51450-281-000	POSTAGE METER LEASE	.00	.00	900.00	900.00	.0
10-01-51450-284-000	INTERNET/EMAIL SERVICES	79.90	79.90	3,000.00	2,920.10	2.7
10-01-51450-286-000	COMPUTER LICENSE FEES	23,980.10	23,980.10	66,000.00	42,019.90	36.3
10-01-51450-289-000	WEB PAGE SERVICES	6,522.52	6,522.52	6,500.00	(22.52)	100.4
10-01-51450-290-000	OTHER OUTSIDE CONTRACTED SER	.00	.00	11,000.00	11,000.00	.0
10-01-51450-310-000	OFFICE SUPPLIES	93.80	93.80	7,000.00	6,906.20	1.3
10-01-51450-311-000	POSTAGE & BOX RENTAL	(1,249.70)	(1,249.70)	7,000.00	8,249.70	(17.9)
10-01-51450-312-000	OUTSIDE PRINTING/STATIONERY &	919.00	919.00	3,500.00	2,581.00	26.3
10-01-51450-314-000	SMALL EQUIPMENT	.00	.00	4,000.00	4,000.00	.0
10-01-51450-317-000	CREDIT CARD FEES & CREDITS	60.00	60.00	.00	(60.00)	.0
10-01-51450-322-000	SUBSCRIPTIONS-NEWSPAPERS/PERI	.00	.00	300.00	300.00	.0
10-01-51450-326-000	ADVERTISING	38.00	38.00	470.00	432.00	8.1
10-01-51450-335-000	MEETING EXPENSES	.00	.00	700.00	700.00	.0
10-01-51450-390-000	OTHER SUPPLIES-ALL OTHER SUPPL	275.70	275.70	1,700.00	1,424.30	16.2
10-01-51450-808-000	CAPITAL EQUIP-COMP EQUIP-SOFTW	.00	.00	14,000.00	14,000.00	.0
10-01-51450-809-000	CAPITAL EQUIP-COMP EQUIP-HARDW	158.25	158.25	15,000.00	14,841.75	1.1
TOTAL	DATA PROCESSING/CENTRAL S	31,822.46	31,822.46	171,320.00	139,497.54	18.6

VILLAGE OF WESTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2018

GENERAL FUND

ACCOUNT NO	ACCOUNT TITLE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>INFORMATION TECHNOLOGY</u>						
10-01-51460-110-000	SALARIES	3,110.80	3,110.80	40,597.00	37,486.20	7.7
10-01-51460-139-000	BONUS/INCENTIVE PAY	.00	.00	150.00	150.00	.0
10-01-51460-151-000	SOCIAL SECURITY	218.38	218.38	3,106.00	2,887.62	7.0
10-01-51460-152-000	WISCONSIN RETIREMENT	208.42	208.42	2,720.00	2,511.58	7.7
10-01-51460-154-000	HEALTH/DENTAL INSURANCE	1,207.92	1,207.92	9,961.00	8,753.08	12.1
10-01-51460-155-000	LIFE INSURANCE	5.13	5.13	47.00	41.87	10.9
10-01-51460-156-000	WORKERS COMP INSURANCE	8.36	8.36	68.00	59.64	12.3
10-01-51460-167-000	INCOME CONTINUATION INSURANCE	.00	.00	254.00	254.00	.0
10-01-51460-199-000	LESS: RECYCLING WAGES/FRINGES	.00	.00	(550.00)	(550.00)	.0
10-01-51460-225-000	TELEPHONE	50.00	50.00	600.00	550.00	8.3
10-01-51460-226-000	MOBILE DEVICE	.00	.00	450.00	450.00	.0
10-01-51460-286-000	SOFTWARE LICENSE FEES	.00	.00	1,500.00	1,500.00	.0
10-01-51460-310-000	OFFICE SUPPLIES	.00	.00	500.00	500.00	.0
10-01-51460-322-000	BOOKS AND PERIODICALS	.00	.00	100.00	100.00	.0
10-01-51460-324-000	MEMBERSHIP DUES	.00	.00	50.00	50.00	.0
10-01-51460-325-000	REGISTRATION FEES	.00	.00	200.00	200.00	.0
10-01-51460-334-000	COMMERCIAL TRAVEL EXPENSES	.00	.00	150.00	150.00	.0
10-01-51460-335-000	MEETING EXPENSES	.00	.00	50.00	50.00	.0
10-01-51460-336-000	LODGING	.00	.00	350.00	350.00	.0
TOTAL	INFORMATION TECHNOLOGY	4,809.01	4,809.01	60,303.00	55,493.99	8.0

VILLAGE OF WESTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2018

GENERAL FUND

ACCOUNT NO	ACCOUNT TITLE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FINANCE DIRECTOR</u>						
10-01-51520-110-000	SALARIES-REGULAR	7,869.76	7,869.76	80,390.00	72,520.24	9.8
10-01-51520-120-000	HOURLY WAGES-REGULAR	2,840.00	2,840.00	37,062.00	34,222.00	7.7
10-01-51520-122-000	HOURLY WAGES-OVERTIME	232.97	232.97	.00	(232.97)	.0
10-01-51520-139-000	BONUS/INCENTIVE PAY	.00	.00	450.00	450.00	.0
10-01-51520-151-000	SOCIAL SECURITY	822.22	822.22	8,985.00	8,162.78	9.2
10-01-51520-152-000	RETIREMENT-EMPLOYER SHARE	733.17	733.17	7,869.00	7,135.83	9.3
10-01-51520-154-000	HEALTH INSURANCE	1,871.64	1,871.64	22,468.00	20,596.36	8.3
10-01-51520-155-000	LIFE INSURANCE	9.03	9.03	56.00	46.97	16.1
10-01-51520-156-000	WORKER'S COMP INSURANCE	29.44	29.44	197.00	167.56	14.9
10-01-51520-164-000	EMPLOYEE HEALTH TESTS	.00	.00	100.00	100.00	.0
10-01-51520-167-000	POST EMPLOYEE HEALTH	.00	.00	734.00	734.00	.0
10-01-51520-199-000	LESS: RECYCLING WAGES	.00	.00	(3,900.00)	(3,900.00)	.0
10-01-51520-290-000	OTHER OUTSIDE CONTRACTED SER	.00	.00	200.00	200.00	.0
10-01-51520-310-000	OFFICE SUPPLIES	259.93	259.93	1,200.00	940.07	21.7
10-01-51520-311-000	POSTAGE & BOX RENTAL	23.97	23.97	120.00	96.03	20.0
10-01-51520-312-000	OUTSIDE PRINTING/STATIONERY &	29.46	29.46	580.00	550.54	5.1
10-01-51520-314-000	SMALL EQUIPMENT	35.69	35.69	300.00	264.31	11.9
10-01-51520-317-000	BANK CHARGES	20.00	20.00	120.00	100.00	16.7
10-01-51520-323-000	SUBSCRIPTIONS-TAX/LAW/OTHER SE	.00	.00	50.00	50.00	.0
10-01-51520-324-000	MEMBERSHIP DUES	25.00	25.00	510.00	485.00	4.9
10-01-51520-325-000	REGISTRATION FEES/TUITION	.00	.00	3,000.00	3,000.00	.0
10-01-51520-334-000	COMMERCIAL TRAVEL EXPENSES	.00	.00	700.00	700.00	.0
10-01-51520-336-000	LODGING	.00	.00	2,300.00	2,300.00	.0
10-01-51520-351-000	REPAIR/MAINT SUPPLIES-GASOLINE	.00	.00	50.00	50.00	.0
TOTAL	FINANCE DIRECTOR	14,802.28	14,802.28	163,541.00	148,738.72	9.1
<u>FINANCIAL AUDITING/BUDGETING</u>						
10-01-51521-213-000	ACCOUNTING & AUDITING FEES	.00	.00	11,500.00	11,500.00	.0
10-01-51521-310-000	OFFICE SUPPLIES	.00	.00	50.00	50.00	.0
10-01-51521-312-000	OUTSIDE PRINTING/STATIONERY &	.00	.00	236.00	236.00	.0
10-01-51521-321-000	PUBLICATION FEES-LEGAL NOTICES	.00	.00	1,100.00	1,100.00	.0
TOTAL	FINANCIAL AUDITING/BUDGETING	.00	.00	12,886.00	12,886.00	.0

VILLAGE OF WESTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2018

GENERAL FUND

ACCOUNT NO	ACCOUNT TITLE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TAX COLLECTION</u>						
10-01-51522-120-000	HOURLY WAGES-REGULAR	2,199.16	2,199.16	8,384.00	6,184.84	26.2
10-01-51522-122-000	HOURLY WAGES-OVERTIME	17.05	17.05	.00	(17.05)	.0
10-01-51522-151-000	SOCIAL SECURITY	164.69	164.69	642.00	477.31	25.7
10-01-51522-152-000	RETIREMENT-EMPLOYER SHARE	118.40	118.40	562.00	443.60	21.1
10-01-51522-154-000	HEALTH INSURANCE	448.80	448.80	2,826.00	2,377.20	15.9
10-01-51522-155-000	LIFE INSURANCE	2.20	2.20	10.00	7.80	22.0
10-01-51522-156-000	WORKER'S COMP INSURANCE	108.67	108.67	14.00	(94.67)	776.2
10-01-51522-167-000	POST EMPLOYEE HEALTH	.00	.00	52.00	52.00	.0
10-01-51522-311-000	POSTAGE & BOX RENTAL	826.67	826.67	4,200.00	3,373.33	19.7
10-01-51522-312-000	OUTSIDE PRINTING/STATIONERY &	.00	.00	1,700.00	1,700.00	.0
10-01-51522-391-000	OTHER SUPPLIES-TAX COLLECTION	.00	.00	400.00	400.00	.0
10-01-51522-398-000	OTHER SUPPLIES-CASH OVER OR S	.43	.43	.00	(.43)	.0
TOTAL	TAX COLLECTION	3,886.07	3,886.07	18,790.00	14,903.93	20.7
<u>VILLAGE ASSESSOR</u>						
10-01-51530-218-000	ASSESSORS CONTRACT	.00	.00	28,187.00	28,187.00	.0
10-01-51530-225-000	TELEPHONE	.00	.00	25.00	25.00	.0
10-01-51530-279-000	STATE INSPECTION FEES	4,638.06	4,638.06	4,400.00	(238.06)	105.4
10-01-51530-286-000	COMPUTER LICENSE FEES	235.00	235.00	988.00	753.00	23.8
10-01-51530-311-000	POSTAGE & BOX RENTAL	182.66	182.66	300.00	117.34	60.9
10-01-51530-312-000	OUTSIDE PRINTING/STATIONERY &	.00	.00	100.00	100.00	.0
TOTAL	VILLAGE ASSESSOR	5,055.72	5,055.72	34,000.00	28,944.28	14.9
<u>RISK MANAGEMENT/INSURANCE</u>						
10-01-51540-511-000	INSURANCE-BUILDINGS	.00	.00	30,000.00	30,000.00	.0
10-01-51540-512-000	INSURANCE-VEHICLES/EQUIPMENT	.00	.00	21,500.00	21,500.00	.0
10-01-51540-513-000	INSURANCE-PUBLIC LIABILITY	.00	.00	33,500.00	33,500.00	.0
10-01-51540-515-000	INSURANCE-BOILER	.00	.00	3,000.00	3,000.00	.0
10-01-51540-519-000	INSURANCE-OTHER INSURANCE	.00	.00	80.00	80.00	.0
10-01-51540-521-000	PREMIUMS ON SURETY BONDS-OFFI	770.00	770.00	1,000.00	230.00	77.0
TOTAL	RISK MANAGEMENT/INSURANCE	770.00	770.00	89,080.00	88,310.00	.9

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GENERAL FUND

ACCOUNT NO	ACCOUNT TITLE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COMMITTEES-FINANCE COMMITTEE</u>						
10-01-51560-105-000	SALARIES-COMMITTEE MEMBERS	.00	.00	1,440.00	1,440.00	.0
10-01-51560-136-000	MEETING PAY-CLERICAL STAFF	.00	.00	600.00	600.00	.0
10-01-51560-151-000	SOCIAL SECURITY	.00	.00	156.00	156.00	.0
10-01-51560-152-000	RETIREMENT-EMPLOYER SHARE	.00	.00	41.00	41.00	.0
10-01-51560-154-000	HEALTH INSURANCE	.00	.00	124.00	124.00	.0
10-01-51560-156-000	WORKER'S COMP INSURANCE	.00	.00	3.00	3.00	.0
10-01-51560-167-000	POST EMPLOYEE HEALTH	.00	.00	4.00	4.00	.0
10-01-51560-310-000	OFFICE SUPPLIES	.00	.00	18.00	18.00	.0
10-01-51560-311-000	POSTAGE & BOX RENTAL	.00	.00	25.00	25.00	.0
TOTAL	COMMITTEES-FINANCE COMMITTEE	.00	.00	2,411.00	2,411.00	.0
<u>MUNICIPAL BUILDING</u>						
10-01-51600-216-000	JANITORIAL SERVICES	600.00	600.00	8,650.00	8,050.00	6.9
10-01-51600-221-000	WATER/SEWER/STORMWATER	.00	.00	4,400.00	4,400.00	.0
10-01-51600-222-000	ELECTRICITY	1,516.21	1,516.21	16,500.00	14,983.79	9.2
10-01-51600-224-000	NATURAL GAS	1,676.77	1,676.77	10,000.00	8,323.23	16.8
10-01-51600-241-000	REPAIRS/MAINT-MOTOR VEHICLES	.00	.00	1,500.00	1,500.00	.0
10-01-51600-247-000	REPAIRS/MAINT-BUILDINGS	337.86	337.86	3,300.00	2,962.14	10.2
10-01-51600-249-000	REPAIRS/MAINT-SUNDRY REPAIRS	.00	.00	1,000.00	1,000.00	.0
10-01-51600-290-000	OTHER OUTSIDE CONTRACTED SER	375.40	375.40	5,000.00	4,624.60	7.5
10-01-51600-297-000	REFUSE COLLECTION SERVICES	105.00	105.00	1,600.00	1,495.00	6.6
10-01-51600-310-000	OFFICE SUPPLIES	.00	.00	500.00	500.00	.0
10-01-51600-314-000	SMALL EQUIPMENT	97.03	97.03	800.00	702.97	12.1
10-01-51600-344-000	OPERATING SUPPLIES-JANITORIAL/	57.35	57.35	2,600.00	2,542.65	2.2
10-01-51600-355-000	RPR/MAINT SUPPLIES-PLUMBING/EL	36.98	36.98	1,500.00	1,463.02	2.5
10-01-51600-390-000	OTHER SUPPLIES-ALL OTHER SUPPL	69.47	69.47	1,000.00	930.53	7.0
TOTAL	MUNICIPAL BUILDING	4,872.07	4,872.07	58,350.00	53,477.93	8.4
<u>ILLEGAL TAXES/TAX REFUNDS</u>						
10-01-51910-399-000	MISCELLANEOUS EXPENSE	.00	.00	2,000.00	2,000.00	.0
TOTAL	ILLEGAL TAXES/TAX REFUNDS	.00	.00	2,000.00	2,000.00	.0
<u>EVEREST METRO POLICE DEPT</u>						
10-02-52100-581-000	EMPD-OPERATING BUDGET LEVY	723,076.03	723,076.03	2,541,521.00	1,818,444.97	28.5
TOTAL	EVEREST METRO POLICE DEPT	723,076.03	723,076.03	2,541,521.00	1,818,444.97	28.5

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ACCOUNT NO	ACCOUNT TITLE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>POLICE DEPT-SAFETY BLDG MAINT</u>						
10-02-52199-247-000	REPAIRS/MAINT-BUILDINGS	.00	.00	7,500.00	7,500.00	.0
TOTAL	POLICE DEPT-SAFETY BLDG MAINT	.00	.00	7,500.00	7,500.00	.0
<u>FIRE DEPARTMENT-OPERATIONS</u>						
10-02-52200-279-000	STATE INSPECTION FEES	.00	.00	1,300.00	1,300.00	.0
TOTAL	FIRE DEPARTMENT-OPERATIONS	.00	.00	1,300.00	1,300.00	.0
<u>BUILDING INSPECTIONS</u>						
10-02-52400-110-000	SALARIES-REGULAR	9,009.22	9,009.22	117,571.00	108,561.78	7.7
10-02-52400-139-000	BONUS/INCENTIVE PAY	.00	.00	250.00	250.00	.0
10-02-52400-151-000	SOCIAL SECURITY	650.86	650.86	8,994.00	8,343.14	7.2
10-02-52400-152-000	RETIREMENT-EMPLOYER SHARE	603.62	603.62	7,877.00	7,273.38	7.7
10-02-52400-154-000	HEALTH INSURANCE	3,076.62	3,076.62	25,356.00	22,279.38	12.1
10-02-52400-155-000	LIFE INSURANCE	70.20	70.20	565.00	494.80	12.4
10-02-52400-156-000	WORKER'S COMP INSURANCE	547.76	547.76	5,491.00	4,943.24	10.0
10-02-52400-157-000	EMPLOYEE EDUCATION & TRAINING	.00	.00	500.00	500.00	.0
10-02-52400-167-000	POST EMPLOYEE HEALTH	.00	.00	735.00	735.00	.0
10-02-52400-173-000	LICENSE RENEWAL	.00	.00	560.00	560.00	.0
10-02-52400-225-000	TELEPHONE	148.96	148.96	2,500.00	2,351.04	6.0
10-02-52400-226-000	MOBILE DEVICE	.00	.00	300.00	300.00	.0
10-02-52400-241-000	REPAIRS/MAINT-MOTOR VEHICLES	.00	.00	1,000.00	1,000.00	.0
10-02-52400-290-000	OTHER OUTSIDE CONTRACTED SER	.00	.00	2,000.00	2,000.00	.0
10-02-52400-310-000	OFFICE SUPPLIES	.00	.00	400.00	400.00	.0
10-02-52400-311-000	POSTAGE & BOX RENTAL	.92	.92	120.00	119.08	.8
10-02-52400-312-000	OUTSIDE PRINTING/STATIONERY &	.00	.00	1,400.00	1,400.00	.0
10-02-52400-314-000	SMALL EQUIPMENT	.00	.00	3,000.00	3,000.00	.0
10-02-52400-322-000	SUBSCRIPTIONS-NEWSPAPERS/PERI	.00	.00	500.00	500.00	.0
10-02-52400-324-000	MEMBERSHIP DUES	70.00	70.00	1,500.00	1,430.00	4.7
10-02-52400-325-000	REGISTRATION FEES/TUITION	445.00	445.00	2,000.00	1,555.00	22.3
10-02-52400-334-000	COMMERCIAL TRAVEL EXPENSES	.00	.00	500.00	500.00	.0
10-02-52400-336-000	LODGING	.00	.00	1,000.00	1,000.00	.0
10-02-52400-351-000	REPAIR/MAINT SUPPLIES-GASOLINE	.00	.00	5,000.00	5,000.00	.0
10-02-52400-352-000	REPAIR/MAINT SUPPLIES-MOTOR VE	.00	.00	500.00	500.00	.0
10-02-52400-390-000	OTHER SUPPLIES-ALL OTHER SUPPL	394.79	394.79	.00	(394.79)	.0
TOTAL	BUILDING INSPECTIONS	15,017.95	15,017.95	189,619.00	174,601.05	7.9
<u>WEIGHTS & MEASURES</u>						
10-02-52460-219-000	OTHER PROFESSIONAL SERVICES	.00	.00	3,400.00	3,400.00	.0
TOTAL	WEIGHTS & MEASURES	.00	.00	3,400.00	3,400.00	.0

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GENERAL FUND

ACCOUNT NO	ACCOUNT TITLE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC SAFETY COMMITTEE</u>						
10-02-52900-105-000	SALARIES-COMMITTEE MEMBERS	.00	.00	1,000.00	1,000.00	.0
10-02-52900-151-000	SOCIAL SECURITY	.00	.00	77.00	77.00	.0
10-02-52900-156-000	WORKER'S COMP INSURANCE	.00	.00	4.00	4.00	.0
10-02-52900-290-000	OTHER OUTSIDE CONTRACTED SER	.00	.00	100.00	100.00	.0
TOTAL	PUBLIC SAFETY COMMITTEE	.00	.00	1,181.00	1,181.00	.0
<u>SAFER BOARD OF DIR COMMITTEE</u>						
10-02-52905-581-000	SAFER-OPERATING BUDGET LEVY	.00	.00	743,585.00	743,585.00	.0
TOTAL	SAFER BOARD OF DIR COMMITTEE	.00	.00	743,585.00	743,585.00	.0
<u>EMERGENCY GOVT-WARNING SIREN</u>						
10-02-52910-222-000	ELECTRICITY	87.66	87.66	1,200.00	1,112.34	7.3
10-02-52910-242-000	REPAIRS/MAINT-OTHER MACHINERY	.00	.00	1,500.00	1,500.00	.0
TOTAL	EMERGENCY GOVT-WARNING SIREN	87.66	87.66	2,700.00	2,612.34	3.3
<u>DPW ADMIN-DIR OF PUBLIC WORKS</u>						
10-03-53100-110-000	SALARIES-REGULAR	1,706.50	1,706.50	12,147.00	10,440.50	14.1
10-03-53100-120-000	HOURLY WAGES-REGULAR	.00	.00	1,110.00	1,110.00	.0
10-03-53100-139-000	BONUS/INCENTIVE PAY	.00	.00	250.00	250.00	.0
10-03-53100-151-000	SOCIAL SECURITY	126.62	126.62	1,014.00	887.38	12.5
10-03-53100-152-000	RETIREMENT-EMPLOYER SHARE	114.34	114.34	888.00	773.66	12.9
10-03-53100-154-000	HEALTH INSURANCE	483.15	483.15	2,535.00	2,051.85	19.1
10-03-53100-155-000	LIFE INSURANCE	16.23	16.23	74.00	57.77	21.9
10-03-53100-156-000	WORKER'S COMP INSURANCE	103.76	103.76	571.00	467.24	18.2
10-03-53100-157-000	EMPLOYEE EDUCATION & TRAINING	.00	.00	500.00	500.00	.0
10-03-53100-164-000	EMPLOYEE HEALTH TESTS	.00	.00	150.00	150.00	.0
10-03-53100-167-000	POST EMPLOYEE HEALTH	.00	.00	83.00	83.00	.0
10-03-53100-225-000	TELEPHONE	50.00	50.00	600.00	550.00	8.3
10-03-53100-290-000	OTHER OUTSIDE CONTRACTED SER	.00	.00	500.00	500.00	.0
10-03-53100-310-000	OFFICE SUPPLIES	.00	.00	50.00	50.00	.0
10-03-53100-312-000	OUTSIDE PRINTING/STATIONERY &	16.40	16.40	50.00	33.60	32.8
10-03-53100-324-000	MEMBERSHIP DUES	.00	.00	200.00	200.00	.0
10-03-53100-325-000	REGISTRATION FEES/TUITION	.00	.00	500.00	500.00	.0
10-03-53100-334-000	COMMERCIAL TRAVEL EXPENSES	.00	.00	50.00	50.00	.0
10-03-53100-335-000	MEETING EXPENSES	.00	.00	200.00	200.00	.0
10-03-53100-336-000	LODGING	.00	.00	200.00	200.00	.0
10-03-53100-351-000	REPAIR/MAINT SUPPLIES-GASOLINE	.00	.00	300.00	300.00	.0
TOTAL	DPW ADMIN-DIR OF PUBLIC WORKS	2,617.00	2,617.00	21,972.00	19,355.00	11.9

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GENERAL FUND

ACCOUNT NO	ACCOUNT TITLE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DPW-DEPUTY DIRECTOR PUBLIC WK</u>						
10-03-53170-110-000	SALARIES-REGULAR	1,979.60	1,979.60	18,453.00	16,473.40	10.7
10-03-53170-139-000	BONUS/INCENTIVE PAY	.00	.00	250.00	250.00	.0
10-03-53170-151-000	SOCIAL SECURITY	150.88	150.88	1,412.00	1,261.12	10.7
10-03-53170-152-000	RETIREMENT-EMPLOYER SHARE	132.64	132.64	1,236.00	1,103.36	10.7
10-03-53170-154-000	HEALTH INSURANCE	66.57	66.57	380.00	313.43	17.5
10-03-53170-155-000	LIFE INSURANCE	2.79	2.79	13.00	10.21	21.5
10-03-53170-156-000	WORKER'S COMP INSURANCE	5.32	5.32	867.00	861.68	.6
10-03-53170-157-000	EMPLOYEE EDUCATION & TRAINING	.00	.00	700.00	700.00	.0
10-03-53170-164-000	EMPLOYEE HEALTH TESTS	.00	.00	100.00	100.00	.0
10-03-53170-167-000	POST EMPLOYEE HEALTH	.00	.00	115.00	115.00	.0
10-03-53170-199-000	LESS: RECYCLING WAGES	.00	.00	(681.00)	(681.00)	.0
10-03-53170-225-000	TELEPHONE	50.00	50.00	600.00	550.00	8.3
10-03-53170-286-000	COMPUTER LICENSE FEES	.00	.00	3,500.00	3,500.00	.0
10-03-53170-310-000	OFFICE SUPPLIES	.00	.00	50.00	50.00	.0
10-03-53170-312-000	OUTSIDE PRINTING/STATIONERY &	.00	.00	50.00	50.00	.0
10-03-53170-322-000	SUBSCRIPTIONS-NEWSPAPERS/PERI	.00	.00	50.00	50.00	.0
10-03-53170-324-000	MEMBERSHIP DUES	.00	.00	210.00	210.00	.0
10-03-53170-325-000	REGISTRATION FEES/TUITION	.00	.00	1,500.00	1,500.00	.0
10-03-53170-332-000	EMPLOYEE AUTOMOBILE ALLOWANC	.00	.00	50.00	50.00	.0
10-03-53170-334-000	COMMERCIAL TRAVEL EXPENSES	.00	.00	100.00	100.00	.0
10-03-53170-336-000	LODGING	.00	.00	1,000.00	1,000.00	.0
TOTAL	DPW-DEPUTY DIRECTOR PUBLIC WK	2,387.80	2,387.80	29,955.00	27,567.20	8.0

VILLAGE OF WESTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2018

GENERAL FUND

ACCOUNT NO	ACCOUNT TITLE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DPW-STREET/HIGHWAY MAINTENAN</u>						
10-03-53310-120-000	HOURLY WAGES-REGULAR	15,116.83	15,116.83	301,678.00	286,561.17	5.0
10-03-53310-121-000	HOURLY WAGES-CALL TIME	.00	.00	600.00	600.00	.0
10-03-53310-122-000	HOURLY WAGES-OVERTIME	.00	.00	3,000.00	3,000.00	.0
10-03-53310-138-000	STANDBY DUTY PAY	.00	.00	360.00	360.00	.0
10-03-53310-139-000	BONUS/INCENTIVE PAY	.00	.00	1,000.00	1,000.00	.0
10-03-53310-151-000	SOCIAL SECURITY	1,113.59	1,113.59	23,382.00	22,268.41	4.8
10-03-53310-152-000	RETIREMENT-EMPLOYER SHARE	1,012.82	1,012.82	20,478.00	19,465.18	5.0
10-03-53310-154-000	HEALTH INSURANCE	4,703.25	4,703.25	85,877.00	81,173.75	5.5
10-03-53310-155-000	LIFE INSURANCE	77.47	77.47	781.00	703.53	9.9
10-03-53310-156-000	WORKER'S COMP INSURANCE	919.11	919.11	14,365.00	13,445.89	6.4
10-03-53310-157-000	EMPLOYEE EDUCATION & TRAINING	.00	.00	3,500.00	3,500.00	.0
10-03-53310-161-000	SAFETY GLASSES	.00	.00	600.00	600.00	.0
10-03-53310-162-570	UNIFORM RENTAL-BEHNKE	46.24	46.24	650.00	603.76	7.1
10-03-53310-162-572	UNIFORM RENTAL-BLAREK	24.92	24.92	500.00	475.08	5.0
10-03-53310-162-574	UNIFORM RENTAL-LAKE	27.80	27.80	500.00	472.20	5.6
10-03-53310-162-575	UNIFORM RENTAL-LENHARD	39.20	39.20	650.00	610.80	6.0
10-03-53310-162-577	UNIFORM RENTAL-PLATTA	33.40	33.40	500.00	466.60	6.7
10-03-53310-162-578	UNIFORM RENTAL -SKRZYPCHAK	27.32	27.32	500.00	472.68	5.5
10-03-53310-162-580	UNIFORM RENTAL -SUCHOMSKI	18.96	18.96	500.00	481.04	3.8
10-03-53310-162-582	UNIFORM RENTAL -VLIETSTRA	17.60	17.60	500.00	482.40	3.5
10-03-53310-162-584	UNIFORM RENTAL -YONKER	36.40	36.40	500.00	463.60	7.3
10-03-53310-164-000	EMPLOYEE HEALTH TESTS	.00	.00	1,000.00	1,000.00	.0
10-03-53310-167-000	POST EMPLOYEE HEALTH	.00	.00	1,910.00	1,910.00	.0
10-03-53310-199-000	LESS: RECYCLING WAGES	.00	.00	(1,870.00)	(1,870.00)	.0
10-03-53310-208-000	REGULATORY COMMISSION FEES	.00	.00	125.00	125.00	.0
10-03-53310-215-000	ARCHITECTURAL & ENGINEERING FE	2,000.00	2,000.00	5,000.00	3,000.00	40.0
10-03-53310-225-000	TELEPHONE	180.00	180.00	2,500.00	2,320.00	7.2
10-03-53310-226-000	MOBILE DEVICE	59.24	59.24	850.00	790.76	7.0
10-03-53310-230-000	CENTERLINE PAINTING	.00	.00	40,000.00	40,000.00	.0
10-03-53310-233-000	DUST CONTROL	.00	.00	500.00	500.00	.0
10-03-53310-236-000	SURFACE MAINTENANCE	.00	.00	401,691.00	401,691.00	.0
10-03-53310-237-000	SHOULDER MAINTENANCE	.00	.00	7,500.00	7,500.00	.0
10-03-53310-239-000	TRAFFIC CONTROL	.00	.00	5,000.00	5,000.00	.0
10-03-53310-241-000	REPAIRS/MAINT-MOTOR VEHICLES	.00	.00	500.00	500.00	.0
10-03-53310-242-000	REPAIRS/MAINT-OTHER MACHINERY	17.87	17.87	30,000.00	29,982.13	.1
10-03-53310-247-000	REPAIRS/MAINT-BUILDINGS	.00	.00	4,000.00	4,000.00	.0
10-03-53310-286-000	SOFTWARE LICENSE FEES	.00	.00	1,000.00	1,000.00	.0
10-03-53310-290-000	OTHER OUTSIDE CONTRACTED SER	.00	.00	3,000.00	3,000.00	.0
10-03-53310-295-000	CLEAN-UP WEEK/PICK-UP SERVICES	.00	.00	500.00	500.00	.0
10-03-53310-299-000	EQUIPMENT RENTAL	.00	.00	4,000.00	4,000.00	.0
10-03-53310-310-000	OFFICE SUPPLIES	.00	.00	2,000.00	2,000.00	.0
10-03-53310-311-000	POSTAGE & BOX RENTAL	.00	.00	150.00	150.00	.0
10-03-53310-312-000	OUTSIDE PRINTING/STATIONERY &	.00	.00	100.00	100.00	.0
10-03-53310-314-000	SMALL EQUIPMENT	2,909.64	2,909.64	10,000.00	7,090.36	29.1
10-03-53310-321-000	PUBLICATION FEES-LEGAL NOTICES	.00	.00	800.00	800.00	.0
10-03-53310-334-000	COMMERCIAL TRAVEL EXPENSES	.00	.00	500.00	500.00	.0
10-03-53310-335-000	MEETING EXPENSES	.00	.00	200.00	200.00	.0
10-03-53310-336-000	LODGING	.00	.00	1,000.00	1,000.00	.0
10-03-53310-344-000	OPERATING SUPPLIES-JANITORIAL/	736.84	736.84	7,500.00	6,763.16	9.8
10-03-53310-346-000	OPERATING SUPPLIES-CLTHNG ALLO	.00	.00	5,500.00	5,500.00	.0
10-03-53310-349-000	OPERATING SUPPLIES-ALL OTHER	27.97	27.97	2,000.00	1,972.03	1.4
10-03-53310-351-000	REPAIR/MAINT SUPPLIES-GASOLINE	11.03	11.03	75,000.00	74,988.97	.0

VILLAGE OF WESTON
EXPENDITURES WITH COMPARISON TO BUDGET
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GENERAL FUND

ACCOUNT NO	ACCOUNT TITLE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
10-03-53310-352-000	REPAIR/MAINT SUPPLIES-MOTOR VE	.00	.00	500.00	500.00	.0
10-03-53310-353-000	REPAIR/MAINT SUPPLIES-MACHINER	2,053.28	2,053.28	55,000.00	52,946.72	3.7
10-03-53310-354-000	REPAIR/MAINT SUPPLIES-PAINTING	.00	.00	1,000.00	1,000.00	.0
10-03-53310-355-000	RPR/MAINT SUPPLIES-ELEC/PLUMBI	36.56	36.56	500.00	463.44	7.3
10-03-53310-363-000	OTHER SUPPLIES-SIGNAGE PARTS	.00	.00	7,500.00	7,500.00	.0
10-03-53310-365-000	OTHER SUPPLIES-LANDSCAPING/TR	.00	.00	5,000.00	5,000.00	.0
10-03-53310-390-000	OTHER SUPPLIES-ALL OTHER SUPPL	19.02	19.02	2,000.00	1,980.98	1.0
TOTAL	DPW-STREET/HIGHWAY MAINTENAN	31,266.36	31,266.36	1,143,877.00	1,112,610.64	2.7
<u>DPW-TRAFFIC CONTROL</u>						
10-03-53311-222-000	ELECTRICITY	818.05	818.05	10,000.00	9,181.95	8.2
10-03-53311-290-000	OTHER OUTSIDE CONTRACTED SER	.00	.00	20,000.00	20,000.00	.0
10-03-53311-364-000	OTHER SUPPLIES-TRAFFIC SIGNAL	.00	.00	2,500.00	2,500.00	.0
TOTAL	DPW-TRAFFIC CONTROL	818.05	818.05	32,500.00	31,681.95	2.5
<u>DPW-WINTER MAINTENANCE-LO</u>						
10-03-53312-120-000	HOURLY WAGES-REGULAR	13,677.05	13,677.05	65,000.00	51,322.95	21.0
10-03-53312-121-000	HOURLY WAGES-CALL TIME	1,417.14	1,417.14	6,500.00	5,082.86	21.8
10-03-53312-122-000	HOURLY WAGES-OVERTIME	4,562.70	4,562.70	25,000.00	20,437.30	18.3
10-03-53312-138-000	STANDBY DUTY PAY	600.00	600.00	1,440.00	840.00	41.7
10-03-53312-151-000	SOCIAL SECURITY	1,490.88	1,490.88	7,492.00	6,001.12	19.9
10-03-53312-152-000	RETIREMENT-EMPLOYER SHARE	1,357.21	1,357.21	6,562.00	5,204.79	20.7
10-03-53312-154-000	HEALTH INSURANCE	5,218.49	5,218.49	17,713.00	12,494.51	29.5
10-03-53312-155-000	LIFE INSURANCE	61.75	61.75	336.00	274.25	18.4
10-03-53312-156-000	WORKER'S COMP INSURANCE	1,215.17	1,215.17	4,603.00	3,387.83	26.4
10-03-53312-167-000	POST EMPLOYEE HEALTH	.00	.00	612.00	612.00	.0
10-03-53312-222-000	ELECTRICITY	44.99	44.99	476.00	431.01	9.5
10-03-53312-234-000	SANDING	.00	.00	2,000.00	2,000.00	.0
10-03-53312-235-000	SALTING	.00	.00	155,200.00	155,200.00	.0
10-03-53312-290-000	OTHER OUTSIDE CONTRACTED SER	.00	.00	3,000.00	3,000.00	.0
10-03-53312-351-000	REPAIR/MAINT SUPPLIES-GASOLINE	.00	.00	200.00	200.00	.0
10-03-53312-353-000	REPAIR/MAINT SUPPLIES-MACHINER	17,262.81	17,262.81	30,000.00	12,737.19	57.5
10-03-53312-370-000	OTHER SUPPLIES-MAILBOX REPL SU	.00	.00	750.00	750.00	.0
TOTAL	DPW-WINTER MAINTENANCE-LO	46,908.19	46,908.19	326,884.00	279,975.81	14.4

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GENERAL FUND

ACCOUNT NO	ACCOUNT TITLE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DPW-CORPORAAL PROPERTY CO</u>						
10-03-53316-120-000	HOURLY WAGES-REGULAR	.00	.00	6,000.00	6,000.00	.0
10-03-53316-151-000	SOCIAL SECURITY	.00	.00	459.00	459.00	.0
10-03-53316-152-000	RETIREMENT-EMPLOYER SHARE	.00	.00	402.00	402.00	.0
10-03-53316-154-000	HEALTH INSURANCE	.00	.00	2,353.00	2,353.00	.0
10-03-53316-155-000	LIFE INSURANCE	.00	.00	10.00	10.00	.0
10-03-53316-156-000	WORKER'S COMP INSURANCE	.00	.00	282.00	282.00	.0
10-03-53316-167-000	POST EMPLOYEE HEALTH	.00	.00	38.00	38.00	.0
10-03-53316-290-000	OTHER OUTSIDE CONTRACTED SER	.00	.00	25,000.00	25,000.00	.0
10-03-53316-821-000	CAPITAL IMPROVS-LAND ACQUISITI	.00	.00	700.00	700.00	.0
TOTAL	DPW-CORPORAAL PROPERTY CO	.00	.00	35,244.00	35,244.00	.0
<u>DPW-STREET IRRIGATION MAI</u>						
10-03-53317-120-000	HOURLY WAGES-REGULAR	.00	.00	3,000.00	3,000.00	.0
10-03-53317-151-000	SOCIAL SECURITY	.00	.00	230.00	230.00	.0
10-03-53317-152-000	RETIREMENT-ER/EE SHARE	.00	.00	201.00	201.00	.0
10-03-53317-154-000	HEALTH INSURANCE	.00	.00	1,087.00	1,087.00	.0
10-03-53317-155-000	LIFE INSURANCE	.00	.00	13.00	13.00	.0
10-03-53317-156-000	WORKER'S COMP INSURANCE	.00	.00	141.00	141.00	.0
10-03-53317-167-000	POST EMPLOYEE HEALTH	.00	.00	19.00	19.00	.0
10-03-53317-221-000	WATER & SEWER	.00	.00	19,000.00	19,000.00	.0
10-03-53317-222-000	ELECTRICITY	217.04	217.04	3,000.00	2,782.96	7.2
10-03-53317-245-000	REPAIRS/MAINT-LANDSCAPING	.00	.00	9,000.00	9,000.00	.0
10-03-53317-290-000	OTHER OUTSIDE CONTRACTED SER	.00	.00	420.00	420.00	.0
TOTAL	DPW-STREET IRRIGATION MAI	217.04	217.04	36,111.00	35,893.96	.6
<u>DPW-OTHER GOVTS-STREET/HI</u>						
10-03-53330-120-000	HOURLY WAGES-REGULAR	35.61	35.61	3,000.00	2,964.39	1.2
10-03-53330-121-000	HOURLY WAGES-CALL TIME	22.93	22.93	.00	(22.93)	.0
10-03-53330-122-000	HOURLY WAGES-OVERTIME	34.40	34.40	.00	(34.40)	.0
10-03-53330-151-000	SOCIAL SECURITY	6.91	6.91	230.00	223.09	3.0
10-03-53330-152-000	RETIREMENT-EMPLOYER SHARE	6.22	6.22	201.00	194.78	3.1
10-03-53330-154-000	HEALTH INSURANCE	13.22	13.22	1,087.00	1,073.78	1.2
10-03-53330-155-000	LIFE INSURANCE	.35	.35	24.00	23.65	1.5
10-03-53330-156-000	WORKER'S COMP INSURANCE	5.65	5.65	141.00	135.35	4.0
10-03-53330-167-000	POST EMPLOYEE HEALTH	.00	.00	19.00	19.00	.0
TOTAL	DPW-OTHER GOVTS-STREET/HI	125.29	125.29	4,702.00	4,576.71	2.7

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EXPENDITURES WITH COMPARISON TO BUDGET
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GENERAL FUND

ACCOUNT NO	ACCOUNT TITLE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DPW-OTHER GOVTS-WINTER MA</u>						
10-03-53332-120-000	HOURLY WAGES-REGULAR	167.93	167.93	3,000.00	2,832.07	5.6
10-03-53332-121-000	HOURLY WAGES-CALL TIME	95.95	95.95	650.00	554.05	14.8
10-03-53332-122-000	HOURLY WAGES-OVERTIME	1,051.67	1,051.67	3,000.00	1,948.33	35.1
10-03-53332-151-000	SOCIAL SECURITY	97.10	97.10	508.00	410.90	19.1
10-03-53332-152-000	RETIREMENT-EMPLOYER SHARE	88.14	88.14	446.00	357.86	19.8
10-03-53332-154-000	HEALTH INSURANCE	257.79	257.79	1,087.00	829.21	23.7
10-03-53332-155-000	LIFE INSURANCE	8.50	8.50	17.00	8.50	50.0
10-03-53332-156-000	WORKER'S COMP INSURANCE	79.99	79.99	313.00	233.01	25.6
10-03-53332-167-000	POST EMPLOYEE HEALTH	.00	.00	42.00	42.00	.0
TOTAL	DPW-OTHER GOVTS-WINTER MA	1,847.07	1,847.07	9,063.00	7,215.93	20.4
<u>DPW-STREET LIGHTING</u>						
10-03-53420-222-000	ELECTRICITY	16,395.85	16,395.85	175,000.00	158,604.15	9.4
10-03-53420-290-000	OTHER OUTSIDE CONTRACTED SER	.00	.00	2,500.00	2,500.00	.0
10-03-53420-390-000	OTHER SUPPLIES-ALL OTHER SUPPL	.00	.00	500.00	500.00	.0
TOTAL	DPW-STREET LIGHTING	16,395.85	16,395.85	178,000.00	161,604.15	9.2
<u>DPW-PW/UTILITIES COMMITTEE</u>						
10-03-53580-105-000	SALARIES-COMMITTEE MEMBERS	.00	.00	2,880.00	2,880.00	.0
10-03-53580-120-000	HOURLY WAGES-REGULAR	33.33	33.33	.00	(33.33)	.0
10-03-53580-136-000	MEETING PAY-CLERICAL STAFF	.00	.00	960.00	960.00	.0
10-03-53580-151-000	SOCIAL SECURITY	2.53	2.53	294.00	291.47	.9
10-03-53580-152-000	RETIREMENT-EMPLOYER SHARE	2.23	2.23	64.00	61.77	3.5
10-03-53580-154-000	HEALTH INSURANCE	1.09	1.09	31.00	29.91	3.5
10-03-53580-155-000	LIFE INSURANCE	.19	.19	5.00	4.81	3.8
10-03-53580-156-000	WORKER'S COMP INSURANCE	.09	.09	7.00	6.91	1.3
10-03-53580-167-000	POST EMPLOYEE HEALTH	.00	.00	6.00	6.00	.0
10-03-53580-172-000	EMPLOYEE AWARDS	.00	.00	100.00	100.00	.0
10-03-53580-290-000	OUTSIDE CONTRACTED SERVICES	.00	.00	85.00	85.00	.0
10-03-53580-312-000	OUTSIDE PRINTING/STATIONERY &	.00	.00	50.00	50.00	.0
10-03-53580-900-000	TRANSFERS OUT TO UTILITY FUNDS	.00	.00	(3,388.00)	(3,388.00)	.0
TOTAL	DPW-PW/UTILITIES COMMITTEE	39.46	39.46	1,094.00	1,054.54	3.6
<u>COUNTY HUMANE ANIMAL SHELTER</u>						
10-04-54150-290-000	OTHER OUTSIDE CONTRACTED SER	405.60	405.60	15,000.00	14,594.40	2.7
10-04-54150-721-000	CONTRIBUTIONS TO OTHER ORGANI	.00	.00	275.00	275.00	.0
TOTAL	COUNTY HUMANE ANIMAL SHELTER	405.60	405.60	15,275.00	14,869.40	2.7

VILLAGE OF WESTON
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GENERAL FUND

ACCOUNT NO	ACCOUNT TITLE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DPW / PARKS - MOWING</u>						
10-05-53656-120-000	HOURLY WAGES-REGULAR	.00	.00	15,592.00	15,592.00	.0
10-05-53656-151-000	SOCIAL SECURITY	.00	.00	1,193.00	1,193.00	.0
10-05-53656-152-000	RETIREMENT-ER/EE SHARE	.00	.00	1,045.00	1,045.00	.0
10-05-53656-154-000	HEALTH INSURANCE	.00	.00	5,973.00	5,973.00	.0
10-05-53656-155-000	LIFE INSURANCE	.00	.00	49.00	49.00	.0
10-05-53656-156-000	WORKER'S COMP INSURANCE	.00	.00	728.00	728.00	.0
10-05-53656-167-000	POST EMPLOYEE HEALTH	.00	.00	97.00	97.00	.0
10-05-53656-353-000	REPAIR/MAINT SUPPLIES-MACHINER	.00	.00	1,000.00	1,000.00	.0
TOTAL	DPW / PARKS - MOWING	.00	.00	25,677.00	25,677.00	.0
<u>PARKS-ADMINISTRATION</u>						
10-05-55200-110-000	SALARIES-REGULAR	5,656.00	5,656.00	73,811.00	68,155.00	7.7
10-05-55200-120-000	HOURLY WAGES-REGULAR	4,318.70	4,318.70	64,233.00	59,914.30	6.7
10-05-55200-122-000	HOURLY WAGES-OVERTIME	.00	.00	1,700.00	1,700.00	.0
10-05-55200-139-000	BONUS/INCENTIVE PAY	.00	.00	850.00	850.00	.0
10-05-55200-151-000	SOCIAL SECURITY	714.02	714.02	10,690.00	9,975.98	6.7
10-05-55200-152-000	RETIREMENT-EMPLOYER SHARE	668.31	668.31	9,363.00	8,694.69	7.1
10-05-55200-154-000	HEALTH INSURANCE	4,418.23	4,418.23	34,656.00	30,237.77	12.8
10-05-55200-155-000	LIFE INSURANCE	18.17	18.17	241.00	222.83	7.5
10-05-55200-156-000	WORKER'S COMP INSURANCE	606.46	606.46	6,526.00	5,919.54	9.3
10-05-55200-157-000	EMPLOYEE EDUCATION & TRAINING	.00	.00	1,000.00	1,000.00	.0
10-05-55200-161-000	SAFETY GLASSES	.00	.00	250.00	250.00	.0
10-05-55200-162-594	UNIFORM RENTAL - FALKOWSKI	14.48	14.48	176.00	161.52	8.2
10-05-55200-162-596	UNIFORM RENTAL - MROZCZENSKI	16.80	16.80	203.00	186.20	8.3
10-05-55200-164-000	EMPLOYEE HEALTH TESTS	.00	.00	500.00	500.00	.0
10-05-55200-167-000	POST EMPLOYEE HEALTH	.00	.00	873.00	873.00	.0
10-05-55200-199-000	LESS: RECYCLING WAGES	.00	.00	(3,400.00)	(3,400.00)	.0
10-05-55200-225-000	TELEPHONE	90.00	90.00	2,040.00	1,950.00	4.4
10-05-55200-286-000	SOFTWARE LICENSE FEES	.00	.00	600.00	600.00	.0
10-05-55200-310-000	OFFICE SUPPLIES	.00	.00	130.00	130.00	.0
10-05-55200-311-000	POSTAGE & BOX RENTAL	.00	.00	125.00	125.00	.0
10-05-55200-312-000	OUTSIDE PRINTING/STATIONERY &	8.20	8.20	.00	(8.20)	.0
10-05-55200-321-000	PUBLICATION FEES-LEGAL NOTICES	.00	.00	100.00	100.00	.0
10-05-55200-324-000	MEMBERSHIP DUES	160.00	160.00	150.00	(10.00)	106.7
10-05-55200-325-000	REGISTRATION FEES/TUITION	.00	.00	400.00	400.00	.0
10-05-55200-346-000	OPERATING SUPPLIES-CLTHNG ALLO	.00	.00	800.00	800.00	.0
TOTAL	PARKS-ADMINISTRATION	16,689.37	16,689.37	206,017.00	189,327.63	8.1

VILLAGE OF WESTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2018

GENERAL FUND

ACCOUNT NO	ACCOUNT TITLE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKS-GROUNDS MAINTENANCE</u>						
10-05-55210-120-000	HOURLY WAGES-REGULAR	4,199.83	4,199.83	26,000.00	21,800.17	16.2
10-05-55210-121-000	HOURLY WAGES-CALL TIME	55.04	55.04	.00	(55.04)	.0
10-05-55210-122-000	HOURLY WAGES-OVERTIME	123.84	123.84	.00	(123.84)	.0
10-05-55210-125-000	TEMPORARY WAGES-REGULAR	.00	.00	15,900.00	15,900.00	.0
10-05-55210-151-000	SOCIAL SECURITY	314.69	314.69	3,206.00	2,891.31	9.8
10-05-55210-152-000	RETIREMENT-EMPLOYER SHARE	293.38	293.38	1,742.00	1,448.62	16.8
10-05-55210-154-000	HEALTH INSURANCE	2,045.51	2,045.51	10,137.00	8,091.49	20.2
10-05-55210-155-000	LIFE INSURANCE	18.88	18.88	43.00	24.12	43.9
10-05-55210-156-000	WORKER'S COMP INSURANCE	256.24	256.24	1,957.00	1,700.76	13.1
10-05-55210-167-000	POST EMPLOYEE HEALTH	.00	.00	163.00	163.00	.0
10-05-55210-221-000	WATER/SEWER/STORMWATER	.00	.00	14,000.00	14,000.00	.0
10-05-55210-222-000	ELECTRICITY	283.13	283.13	3,600.00	3,316.87	7.9
10-05-55210-224-000	NATURAL GAS	82.68	82.68	900.00	817.32	9.2
10-05-55210-226-000	MOBILE DEVICE	.00	.00	450.00	450.00	.0
10-05-55210-241-000	REPAIRS/MAINT-MOTOR VEHICLES	.00	.00	2,430.00	2,430.00	.0
10-05-55210-242-000	REPAIRS/MAINT-OTHER MACHINERY	.00	.00	4,000.00	4,000.00	.0
10-05-55210-245-000	REPAIRS/MAINT-GROUNDS & GROUN	.00	.00	5,550.00	5,550.00	.0
10-05-55210-247-000	REPAIRS/MAINT-BUILDINGS	.00	.00	4,000.00	4,000.00	.0
10-05-55210-290-000	OTHER OUTSIDE CONTRACTED SER	6,048.00	6,048.00	2,000.00	(4,048.00)	302.4
10-05-55210-297-000	REFUSE COLLECTION SERVICES	.00	.00	482.00	482.00	.0
10-05-55210-314-000	SMALL EQUIPMENT	2,846.99	2,846.99	4,000.00	1,153.01	71.2
10-05-55210-351-000	REPAIR/MAINT SUPPLIES-GASOLINE	.00	.00	7,000.00	7,000.00	.0
10-05-55210-363-000	OTHER SUPPLIES-SIGNAGE PARTS	.00	.00	400.00	400.00	.0
10-05-55210-365-000	OTHER SUPPLIES-LANDSCAPING/TR	.00	.00	9,500.00	9,500.00	.0
10-05-55210-390-000	OTHER SUPPLIES-ALL OTHER SUPPL	.00	.00	6,500.00	6,500.00	.0
TOTAL	PARKS-GROUNDS MAINTENANCE	16,568.21	16,568.21	123,960.00	107,391.79	13.4
<u>PARK & REC COMMITTEE</u>						
10-05-55220-105-000	SALARIES-COMMITTEE MEMBERS	.00	.00	840.00	840.00	.0
10-05-55220-122-000	OVERTIME WAGES	102.29	102.29	.00	(102.29)	.0
10-05-55220-136-000	MEETING PAY-CLERICAL STAFF	.00	.00	360.00	360.00	.0
10-05-55220-151-000	SOCIAL SECURITY	7.55	7.55	91.00	83.45	8.3
10-05-55220-152-000	RETIREMENT-EMPLOYER SHARE	6.85	6.85	24.00	17.15	28.5
10-05-55220-154-000	HEALTH INSURANCE	14.21	14.21	72.00	57.79	19.7
10-05-55220-155-000	LIFE INSURANCE	.13	.13	.00	(.13)	.0
10-05-55220-156-000	WORKER'S COMP INSURANCE	6.21	6.21	2.00	(4.21)	310.5
10-05-55220-167-000	POST EMPLOYEE HEALTH	.00	.00	2.00	2.00	.0
10-05-55220-290-000	OUTSIDE CONTRACTED SERVICES	.00	.00	126.00	126.00	.0
TOTAL	PARK & REC COMMITTEE	137.24	137.24	1,517.00	1,379.76	9.1

VILLAGE OF WESTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2018

GENERAL FUND

ACCOUNT NO	ACCOUNT TITLE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKS-TREE OTHER</u>						
10-05-55242-120-000	HOURLY WAGES-REGULAR	22.73	22.73	.00 (22.73)	.0
10-05-55242-151-000	SOCIAL SECURITY	1.68	1.68	.00 (1.68)	.0
10-05-55242-152-000	RETIREMENT-ER/EE SHARE	1.52	1.52	.00 (1.52)	.0
10-05-55242-154-000	HEALTH INSURANCE	10.00	10.00	.00 (10.00)	.0
10-05-55242-155-000	LIFE INSURANCE	.09	.09	.00 (.09)	.0
10-05-55242-156-000	WORKER'S COMP INSURANCE	1.38	1.38	.00 (1.38)	.0
TOTAL	PARKS-TREE OTHER	37.40	37.40	.00 (37.40)	.0
<u>FORESTRY GRANT</u>						
10-05-55243-290-000	OTHER OUTSIDE SERVICES	1,812.50	1,812.50	.00 (1,812.50)	.0
TOTAL	FORESTRY GRANT	1,812.50	1,812.50	.00 (1,812.50)	.0
<u>REC PROGRAMS-ICE RINKS</u>						
10-05-55340-120-000	HOURLY WAGES-REGULAR	1,057.32	1,057.32	.00 (1,057.32)	.0
10-05-55340-125-000	TEMPORARY WAGES-REGULAR	.00	.00	4,000.00	4,000.00	.0
10-05-55340-151-000	SOCIAL SECURITY	80.89	80.89	306.00	225.11	26.4
10-05-55340-156-000	WORKER'S COMP INSURANCE	64.28	64.28	187.00	122.72	34.4
10-05-55340-222-000	ELECTRICITY	157.27	157.27	1,200.00	1,042.73	13.1
10-05-55340-224-000	NATURAL GAS	105.47	105.47	850.00	744.53	12.4
10-05-55340-225-000	TELEPHONE	58.88	58.88	318.00	259.12	18.5
10-05-55340-390-000	OTHER SUPPLIES-ALL OTHER SUPPL	50.96	50.96	556.00	505.04	9.2
TOTAL	REC PROGRAMS-ICE RINKS	1,575.07	1,575.07	7,417.00	5,841.93	21.2

VILLAGE OF WESTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2018

GENERAL FUND

ACCOUNT NO	ACCOUNT TITLE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COMMUNITY DEVELOPMENT-ADM</u>						
10-06-56900-106-000	SALARIES-PLANNING AND DEVELOP	.00	.00	49,347.00	49,347.00	.0
10-06-56900-110-000	SALARIES-REGULAR	6,690.24	6,690.24	26,571.00	19,880.76	25.2
10-06-56900-120-000	HOURLY WAGES-REGULAR	2,884.57	2,884.57	28,001.00	25,116.43	10.3
10-06-56900-139-000	BONUS/INCENTIVE PAY	.00	.00	750.00	750.00	.0
10-06-56900-151-000	SOCIAL SECURITY	676.86	676.86	7,950.00	7,273.14	8.5
10-06-56900-152-000	RETIREMENT-EMPLOYER SHARE	641.50	641.50	6,963.00	6,321.50	9.2
10-06-56900-154-000	HEALTH INSURANCE	4,087.78	4,087.78	30,234.00	26,146.22	13.5
10-06-56900-155-000	LIFE INSURANCE	16.45	16.45	108.00	91.55	15.2
10-06-56900-156-000	WORKER'S COMP INSURANCE	25.76	25.76	197.00	171.24	13.1
10-06-56900-157-000	EMPLOYEE EDUCATION & TRAINING	.00	.00	2,500.00	2,500.00	.0
10-06-56900-164-000	EMPLOYEE HEALTH TESTS	.00	.00	1,250.00	1,250.00	.0
10-06-56900-167-000	POST EMPLOYEE HEALTH	.00	.00	649.00	649.00	.0
10-06-56900-199-000	LESS: RECYCLING WAGES	.00	.00	(2,700.00)	(2,700.00)	.0
10-06-56900-225-000	TELEPHONE	100.00	100.00	1,200.00	1,100.00	8.3
10-06-56900-226-000	MOBILE DEVICE	.00	.00	450.00	450.00	.0
10-06-56900-286-000	COMPUTER LICENSE FEES	.00	.00	2,295.00	2,295.00	.0
10-06-56900-310-000	OFFICE SUPPLIES	.00	.00	400.00	400.00	.0
10-06-56900-311-000	POSTAGE & BOX RENTAL	.93	.93	400.00	399.07	.2
10-06-56900-312-000	OUTSIDE PRINTING/STATIONERY &	.00	.00	500.00	500.00	.0
10-06-56900-314-000	SMALL EQUIPMENT	.00	.00	500.00	500.00	.0
10-06-56900-322-000	SUBSCRIPTIONS-NEWSPAPERS/PERI	.00	.00	1,300.00	1,300.00	.0
10-06-56900-324-000	MEMBERSHIP DUES	252.00	252.00	850.00	598.00	29.7
10-06-56900-325-000	REGISTRATION FEES/TUITION	.00	.00	500.00	500.00	.0
10-06-56900-334-000	COMMERCIAL TRAVEL EXPENSES	.00	.00	500.00	500.00	.0
10-06-56900-336-000	LODGING	.00	.00	2,000.00	2,000.00	.0
10-06-56900-351-000	REPAIR/MAINT SUPPLIES-GASOLINE	.00	.00	150.00	150.00	.0
TOTAL	COMMUNITY DEVELOPMENT-ADM	15,376.09	15,376.09	162,865.00	147,488.91	9.4
<u>TAXPAYER RELATIONS</u>						
10-06-56905-154-000	HEALTH INSURANCE	926.46	926.46	.00	(926.46)	.0
10-06-56905-155-000	LIFE INSURANCE	8.57	8.57	.00	(8.57)	.0
10-06-56905-225-000	TELEPHONE	50.00	50.00	.00	(50.00)	.0
TOTAL	TAXPAYER RELATIONS	985.03	985.03	.00	(985.03)	.0

VILLAGE OF WESTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2018

GENERAL FUND

ACCOUNT NO	ACCOUNT TITLE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PLANNING COMMISSION</u>						
10-06-56910-105-000	SALARIES-COMMITTEE MEMBERS	.00	.00	5,600.00	5,600.00	.0
10-06-56910-120-000	HOURLY WAGES-REGULAR	127.77	127.77	.00	(127.77)	.0
10-06-56910-136-000	MEETING PAY-CLERICAL STAFF	.00	.00	640.00	640.00	.0
10-06-56910-151-000	SOCIAL SECURITY	9.69	9.69	477.00	467.31	2.0
10-06-56910-152-000	RETIREMENT-EMPLOYER SHARE	8.56	8.56	43.00	34.44	19.9
10-06-56910-154-000	HEALTH INSURANCE	4.18	4.18	271.00	266.82	1.5
10-06-56910-155-000	LIFE INSURANCE	.73	.73	1.00	.27	73.0
10-06-56910-156-000	WORKER'S COMP INSURANCE	.35	.35	12.00	11.65	2.9
10-06-56910-167-000	POST EMPLOYEE HEALTH	.00	.00	4.00	4.00	.0
10-06-56910-219-000	OTHER PROFESSIONAL SERVICES	.00	.00	450.00	450.00	.0
10-06-56910-290-000	OTHER OUTSIDE CONTRACTED SER	.00	.00	100.00	100.00	.0
10-06-56910-311-000	POSTAGE & BOX RENTAL	.00	.00	100.00	100.00	.0
10-06-56910-312-000	OUTSIDE PRINTING/STATIONERY &	.00	.00	100.00	100.00	.0
10-06-56910-321-000	PUBLICATION FEES-LEGAL NOTICES	.00	.00	1,500.00	1,500.00	.0
10-06-56910-325-000	REGISTRATION FEES	.00	.00	100.00	100.00	.0
10-06-56910-335-000	MEETING EXPENSES	.00	.00	250.00	250.00	.0
TOTAL	PLANNING COMMISSION	151.28	151.28	9,648.00	9,496.72	1.6
<u>BOARD OF APPEALS</u>						
10-06-56920-105-000	SALARIES-COMMITTEE MEMBERS	.00	.00	1,400.00	1,400.00	.0
10-06-56920-136-000	MEETING PAY-CLERICAL STAFF	.00	.00	200.00	200.00	.0
10-06-56920-151-000	SOCIAL SECURITY	.00	.00	122.00	122.00	.0
10-06-56920-152-000	RETIREMENT-EMPLOYER SHARE	.00	.00	13.00	13.00	.0
10-06-56920-154-000	HEALTH INSURANCE	.00	.00	83.00	83.00	.0
10-06-56920-156-000	WORKER'S COMP INSURANCE	.00	.00	3.00	3.00	.0
10-06-56920-167-000	POST EMPLOYEE HEALTH	.00	.00	1.00	1.00	.0
10-06-56920-219-000	OTHER PROFESSIONAL SERVICES	.00	.00	150.00	150.00	.0
10-06-56920-310-000	OFFICE SUPPLIES	.00	.00	100.00	100.00	.0
10-06-56920-321-000	PUBLICATION FEES-LEGAL NOTICES	.00	.00	500.00	500.00	.0
TOTAL	BOARD OF APPEALS	.00	.00	2,572.00	2,572.00	.0
<u>EXTRATERRITORIAL LIMITS C</u>						
10-06-56925-105-000	SALARIES-COMMITTEE MEMBERS	.00	.00	720.00	720.00	.0
10-06-56925-136-000	MEETING PAY-CLERICAL STAFF	.00	.00	240.00	240.00	.0
10-06-56925-151-000	SOCIAL SECURITY	.00	.00	74.00	74.00	.0
10-06-56925-152-000	RETIREMENT-ER/EE SHARE	.00	.00	16.00	16.00	.0
10-06-56925-154-000	HEALTH INSURANCE	.00	.00	99.00	99.00	.0
10-06-56925-156-000	WORKER'S COMP INSURANCE	.00	.00	2.00	2.00	.0
10-06-56925-167-000	POST EMPLOYEE HEALTH	.00	.00	2.00	2.00	.0
10-06-56925-219-000	OTHER PROFESSIONAL SERVICES	.00	.00	150.00	150.00	.0
10-06-56925-321-000	PUBLICATION FEES-LEGAL NOTICES	.00	.00	500.00	500.00	.0
TOTAL	EXTRATERRITORIAL LIMITS C	.00	.00	1,803.00	1,803.00	.0

VILLAGE OF WESTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2018

GENERAL FUND						
ACCOUNT NO	ACCOUNT TITLE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SMART GROWTH/LAND USE/COM</u>						
10-06-56930-219-000	OTHER PROFESSIONAL SERVICES	.00	.00	5,000.00	5,000.00	.0
10-06-56930-311-000	POSTAGE & BOX RENTAL	.00	.00	200.00	200.00	.0
10-06-56930-312-000	OUTSIDE PRINTING/STATIONERY &	.00	.00	5,000.00	5,000.00	.0
10-06-56930-321-000	PUBLICATION FEES-LEGAL NOTICES	.00	.00	200.00	200.00	.0
TOTAL	SMART GROWTH/LAND USE/COM	.00	.00	10,400.00	10,400.00	.0
<u>VILLAGE NEWSLETTER</u>						
10-06-56945-311-000	POSTAGE & BOX RENTAL	.00	.00	9,000.00	9,000.00	.0
10-06-56945-312-000	OUTSIDE PRINTING/STATIONERY &	.00	.00	13,100.00	13,100.00	.0
10-06-56945-390-000	OTHER SUPPLIES-ALL OTHER SUPPL	.00	.00	2,400.00	2,400.00	.0
TOTAL	VILLAGE NEWSLETTER	.00	.00	24,500.00	24,500.00	.0
<u>TRANSFERS OUT TO: REFUSE/RECY</u>						
10-09-59218-900-000	TRANSFERS OUT TO: REFUSE/RECY	.00	.00	28,325.00	28,325.00	.0
TOTAL	TRANSFERS OUT TO: REFUSE/RECY	.00	.00	28,325.00	28,325.00	.0
<u>TRANSFERS OUT TO: DEBT SERVICE</u>						
10-09-59230-900-000	TRANSFERS OUT TO: DEBT SERVICE	.00	.00	3,328.00	3,328.00	.0
TOTAL	TRANSFERS OUT TO: DEBT SERVICE	.00	.00	3,328.00	3,328.00	.0
<u>CONTINGENCY RESERVE</u>						
10-09-59700-120-000	HOURLY WAGES-REGULAR	.00	.00	50,000.00	50,000.00	.0
10-09-59700-399-000	MISCELLANEOUS EXPENSE	.00	.00	37,171.00	37,171.00	.0
TOTAL	CONTINGENCY RESERVE	.00	.00	87,171.00	87,171.00	.0
TOTAL FUND EXPENDITURE		1,016,903.10	1,016,903.10	7,222,056.00	6,205,152.90	14.1
	NET REVENUE OVER EXPENDITURES	(818,083.32)	(818,083.32)	.00	818,083.32	.0

**VILLAGE OF WESTON, WISCONSIN
AGENDA ITEM COVER SHEET**

DESCRIPTION: Investment Firm Recommendation

FROM: Jessica Trautman, Finance Director

-
- | | | |
|---|--|--|
| <input type="checkbox"/> Acknowledge | <input type="checkbox"/> Land Purchase | <input type="checkbox"/> Procedure |
| <input checked="" type="checkbox"/> Approve | <input type="checkbox"/> Land Sale | <input type="checkbox"/> Proclamation |
| <input type="checkbox"/> Deny | <input type="checkbox"/> Ordinance | <input type="checkbox"/> Report |
| <input type="checkbox"/> Expenditure | <input type="checkbox"/> Policy | <input checked="" type="checkbox"/> Resolution |

QUESTION: Which investment firm do you recommend the Village Board appoint to assist staff in investment management.

BRIEF: The Village is looking for assistance in managing investments. A citizen panel interview 8 firms, and recommended PMA and Ehlers Investment Partners be interviewed by the Finance Committee before a recommendation be made to the Village Board.

FISCAL IMPACT: Depends on the investment firm chosen.

RECOMMEND: The Finance Director requests recommendation of one of the two firms interviewed.

PRIOR REVIEW: No previous public review.

Is there an additional briefer with this agenda item?

Are there additional documents?

**VILLAGE OF WESTON, WISCONSIN
AGENDA ITEM COVER SHEET**

DESCRIPTION: **Accounts Receivable/Write-Off Policy and Resolution
2018-011**

FROM: **Jessica Trautman, Finance Director**

- | | | |
|---|--|--|
| <input type="checkbox"/> Acknowledge | <input type="checkbox"/> Land Purchase | <input type="checkbox"/> Procedure |
| <input checked="" type="checkbox"/> Approve | <input type="checkbox"/> Land Sale | <input type="checkbox"/> Proclamation |
| <input type="checkbox"/> Deny | <input type="checkbox"/> Ordinance | <input type="checkbox"/> Report |
| <input type="checkbox"/> Expenditure | <input checked="" type="checkbox"/> Policy | <input checked="" type="checkbox"/> Resolution |
-

QUESTION: **Do you recommend the Accounts Receivable/Write-Off
Policy and Resolution 2018-011 as presented?**

BRIEF: **The Village is looking to create its Accounts
Receivable/Write-Off Policy to give direction to staff and
keep the accounts receivable reported on the general
ledger up-to-date and accurate.**

FISCAL IMPACT: **Depends on the number and amount of write-offs.**

RECOMMEND: **The Finance Director requests recommendation of the
Accounts Receivable/Write-Off Policy and Resolution
2018-011 to the Village Board.**

PRIOR REVIEW: **No previous public review.**

Is there an additional briefer with this agenda item?

Are there additional documents which have been attached to this report?

VILLAGE OF WESTON

FINANCIAL POLICY/PROCEDURE MANUAL

SUBJECT: ACCOUNTS RECEIVABLE/WRITE-OFF POLICY

General: The Village acknowledges that all amounts due the Village will not be received. The Village needs to ensure that all reasonable attempts have been used to bill, collect, and report an accurate measurement of the Village's accounts receivable. A write-off of a receivable does not constitute forgiveness of the debt or a gift of public funds.

Procedures: A. Billing Process

- 1) Bills will be processed once a month.

B. Collection Process

- 1) In addition to the first invoice the Village will send 3 additional statements as reminders. Statements will be sent out once a month.
- 2) Interest will accrue at 1.5% starting 30 days after the initial invoice is issued.

B) Evaluation Process

- 1) Quarterly the Deputy Finance Director will review the aging account receivable report and determine the accounts greater than 90 days that need to be reviewed by the Finance Director. At that point all staff efforts of collection will stop. The Finance Director will decide to put the account in the small claims process, the write-off process, or on the property tax bill in November.

C. Small Claims Process

- 1) All invoices determined to be collectible through the small claims process will be gathered and organized to be given to an attorney. The Village will hire an attorney to take outstanding invoices to small claims court once a year, twice a year if the Finance Department determines it is needed.
- 2) No invoice will go to small claims if the collection effort will exceed the estimated recovery amount.

D. Write-Off Process

- 1) The Finance Director will assess the account to be uncollectable and written-off if:
 - a) The information regarding the account is insufficient to pursue collection efforts.
 - b) The account is over six years old, which is the statute of limitation of when you can legally go after someone for payment.
 - c) The dollar amount on the invoice is under the amount it would cost to recover through small claims.

- d) The account in question was forgiven by either the Village Board or Administrator.
 - e) Staff is unable to locate the payee.
 - f) The company is no longer in business.
- 2) All dollar amounts lesser than or equal to \$50 can be written off by the Finance Department with Finance Director approval. All amounts \$50> will be prepared to go to Finance Committee for approval and forwarded to Village Board. Information submitted to Finance will include payee, dollar amount, date of the invoice, and purpose.

This policy will be reviewed by the Finance Committee annually following adoption or as needed as determined by the Finance Department, Finance Committee, or the Village Board.

Accounts Receivable/Write-Off Policy
Developed: March 5, 2018
Adopted: _____

**VILLAGE OF WESTON, WISCONSIN
AGENDA ITEM COVER SHEET**

DESCRIPTION: Banking Services Request for Proposals

FROM: Jessica Trautman, Finance Director

- | | | |
|---|--|---------------------------------------|
| <input type="checkbox"/> Acknowledge | <input type="checkbox"/> Land Purchase | <input type="checkbox"/> Procedure |
| <input checked="" type="checkbox"/> Approve | <input type="checkbox"/> Land Sale | <input type="checkbox"/> Proclamation |
| <input type="checkbox"/> Deny | <input type="checkbox"/> Ordinance | <input type="checkbox"/> Report |
| <input type="checkbox"/> Expenditure | <input type="checkbox"/> Policy | <input type="checkbox"/> Resolution |

QUESTION: Do you recommend the Finance Department proceed with sending out a request for proposals for banking services?

BRIEF: The Finance Department would like to see what banking services are available in the Weston area to ensure the Village is receiving quality services at a reasonable cost.

FISCAL IMPACT: Depends on the proposals.

RECOMMEND: The Finance Director requests recommendation to proceed with sending out a request for proposals for banking services.

PRIOR REVIEW: No previous public review.

Is there an additional briefer with this agenda item?

Are there additional documents which have been attached to this report?

VILLAGE OF WESTON, WISCONSIN

**REQUEST FOR PROPOSAL
BANKING SERVICES**

MARCH 7, 2018



**VILLAGE OF WESTON, WISCONSIN
REQUEST FOR PROPOSAL
BANKING SERVICES**

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**VILLAGE OF WESTON
REQUEST FOR PROPOSAL - BANKING SERVICES**

1. INTRODUCTION

The Village of Weston (Village) invites qualified banking institutions to submit proposals to provide banking services as described in the attached specifications. Proposals using the official forms provided herein will be received until 2:00 P.M. on Friday, March 30, 2018, at the Weston Municipal Center, 5500 Schofield Avenue, Weston, Wisconsin 54476.

2. CONDITIONS QUALIFYING A BANKING INSTITUTION TO PROPOSE

All proposers are subject to the following conditions:

- 2.1 Designated Depository - The proposing banking institution must be a qualified depository for public funds pursuant to Wisconsin State Statute 34.05.
- 2.2 Location – The Village will consider proposals only from banking institutions with business operations that accommodate local deposits; that is, within the Village of Weston.
- 2.3 Financial Information – Financial statements for the most recent year should be submitted with proposal. In addition, proposing banks should submit either (a) bank rating information from applicable credit rating or banking industry analysts, or (b) one copy of each of the last four quarterly call reports for the bank.
- 2.4 Collateralization - All financial institutions acting as a depository for the Village must be open to a "depository agreement" requiring the depository to pledge collateral to secure all Village funds over and above amounts guaranteed by Federal Deposit Insurance Corporation. Per the Village's financial auditor recommendation at the end of the 2016 audit, the Village has been advised to not assume that the State Deposit Guarantee Fund in the amount of \$400,000 for each financial institution would be available, due to the small size of the Guarantee Fund. Therefore, the Village has been encouraged by our auditors to collateralize all deposits above the FDIC amounts.

3. PROPOSAL PROVISIONS

- 3.1 Proposal Form - A proposer shall use the attached Proposal Form, Exhibit A, and Supplemental Service Proposal Form, Exhibit B, or copies thereof in submitting a proposal. It is required that the proposal be completed in its entirety.
- 3.2 Check-off List - For convenience, a "check-off" list is attached as Exhibit C. A checkmark is required next to each item as verification that the banking institution

will comply with the requirements for each item as specified in the request for proposal. The respondent to the request for proposal may comment on these items. A copy of Exhibit C should be included as an appendix to the bank's proposal.

- 3.3 No Proposal - If a service cannot be met by a proposer, then the term "No Proposal" should be entered on the Proposal Form for that specific service.
- 3.4 No Cost - If a service (required or supplemental) has no cost to the Village, then the term "No Cost" should be entered on the Proposal Form for that specific service.
- 3.5 Authorized Signature - Proposals shall be signed and dated by an official authorized to bind the banking institution in legal matters.
- 3.6 Proposals – Proposals will be accepted in either written or electronic form. Proposals will be received until 2:00 P.M. Friday March 30, 2018. All written proposals should be mailed to:
Village of Weston
Attn: Jessica Trautman
5500 Schofield Ave
Weston, WI 54476
Electronic submission should be emailed to jtrautman@westonwi.gov
We will also accept thumb drives delivered to the municipal center.
- 3.7 Public Information - All submitted proposals become the property of the Village of Weston and information included therein or attached thereto shall become public record after recommendation for endorsement of contract is made. Financial statements submitted with proposals will be kept confidential to the extent allowed by law; financial statements for proposers will be returned upon request.
- 3.8 Proposal Costs - All costs associated with preparation and submission of proposals are the sole responsibility of the proposer.
- 3.9 Activity Levels – Annual activity levels indicated on the proposal forms included herein are based on historical records. The Village of Weston does not guarantee that these activity levels will continue at the same level during the contract period.
- 3.10 Additional Questions – If a proposer has any additional questions, please contact jtrautman@westonwi.gov. Additionally, copies of bank statements will be available upon request.

4. SELECTION PROCESS

- 4.1 Right of Rejection by Village – The Village reserves the right to reject any or all proposals, to waive any non-material irregularities or informalities in any Request for Proposal and to accept or reject any item or combination of items.

4.2 Evaluation Criteria - An award will be made to the responsible proposer meeting the requirements specified in this request for proposal using the following criteria:

- Offering services that best suits the Village's needs taking into consideration interest rate offered and costs of services
- Ability to meet current and projected service requirements, including elements requested as supplemental information on Exhibit B.
- Capability to handle daylight overdrafts by the Village
- Best availability schedule for deposit items
- Financial institution to provide electronic banking services
- Ability to support e-commerce activities, including purchasing cards, etc.

Award of the banking contract by the Village of Weston is expected to be made April 16, 2018.

4.3 Acceptance of Terms and Conditions - Submission of a proposal shall constitute acknowledgement and acceptance of all the terms and conditions contained in this request for proposal. The banking institution chosen will be required to enter into a formal contract with the Village. Any agreement or contract resulting from the acceptance of a proposal shall be on forms either supplied by or approved by the Village. The Village reserves the right to reject or modify any agreement that does not conform to the request for proposal and any Village requirements for agreements and contracts.

5. CONTRACT TERMS

5.1 Contract Period - The selected institution shall be designated as the Village's depository for an initial three-year term commencing on or around June 1, 2018 and ending June 30, 2021. The depository contract shall contain a renewal clause that may, by mutual consent, be used to extend the contract for two additional three (3) year periods under the same terms and conditions (maximum term 9 years for depository and banking services). Service fees and interest rates may be renegotiated after the initial contract term.

5.2 Cancellation of Contract - The depository contract shall state that the Village reserves the right to cancel any agreement at any time upon ninety (90) days prior written notice of its intent to terminate any agreement. The designated depository shall provide the Village at least one hundred eighty (180) days prior written notice of its intent to terminate any agreement.

6. DESCRIPTION OF OPERATING SYSTEM

6.1 Village Money Market Account - This account is the Village's general operating

account and receives all Village/Utility revenues. Receipt of revenues can be in the form of deposits (currency, coin, or checks), wire transfer credits, ACH credits, or credits from electronic draft capture. A few ACH debits and most outgoing wire transfers are made from this money market account. Disbursements are also made from this account. A summary of the monthly activity for 2017 is shown below.

	Items	Receipts	Items	Disbursements
December	119	5,720,541.65	254	1,601,737.50
November	67	1,608,999.26	221	1,821,071.35
October	84	775,535.72	248	1,823,175.06
September	76	1,037,849.29	218	2,197,996.32
August	161	4,084,496.97	273	1,389,013.41
July	167	2,495,213.19	215	1,879,695.51
June	153	621,450.24	217	811,107.96
May	91	745,356.81	250	970,439.37
April	66	1,666,559.31	170	1,942,308.06
March	75	417,909.51	213	2,998,738.41
February	107	2,495,456.53	190	8,208,239.62
January	144	7,506,239.52	208	4,457,085.64

Computer-prepared check disbursements are made through this account (2,281 in 2017). Currently, checks are prepared at the end of each week and typically are mailed out the same day. A few ACH debits are made from the general checking account along with wires for the Village's debt payments. The disbursements of the Village also include 26 bi-weekly payrolls per year. Village employees are paid by automatic direct deposit.

The Village will be receptive to proposals that would alter the current operations to include zero-balance accounts, daily sweeps, and other new banking service options.

6.2 Everest Metro Police Department Checking Account - The Village of Weston also provides all of the accounting services in receipting and disbursements on behalf of the Everest Metro Police Department. A separate checking account has been established to provide this service for the Everest Metro. The activity in this account is similar to those transactions previously mentioned in 6.1 above. Most incoming and outgoing transfers in this account will occur with the Village money market account. A summary of the monthly activity for 2017 is show below.

	Items	Receipts	Items	Disbursements
December	8	6,831.11	78	214,364.87
November	7	44,078.89	74	194,918.73
October	5	732,834.08	61	232,393.33
September	5	9,231.45	61	228,637.26
August	4	172,889.32	61	687,044.74
July	5	721,001.20	67	202,306.56
June	10	38,470.56	55	269,182.76
May	13	5,518.81	69	206,226.48
April	9	787,357.48	52	236,612.99
March Est		51,290.17		227,819.24
February	16	1,120,207.58	58	220,777.46
January	10	2,996.29	65	364,161.88

6.3 Everest Metro Municipal Court Money Market Account - The Village of Weston provides all of the accounting services in receipting and disbursements on behalf of the Everest Metro Municipal Court. Monthly activity in the account includes several weekly deposits (total deposits per month are \$15,000 - \$20,000). No disbursements go out of this account besides transfers to the Village money market account.

6.4 Flexible Spending Account – The Village offers a Section 125 flexible-spending plan for employees to fund medical and dependent care costs on a pre-tax basis. A separate checking account is used to handle all deposits to the plan (employee contributions) and disbursements. The contract provider for the Section 125 plan disburses checks from the account (about 15-20 per month). Currently, no activity

fees are incurred on this account, and the Village would desire such an arrangement to continue. This account is to be maintained on a non-zero-balance basis. Monthly balances average approximately \$5,000-10,000.

The Village reserves the right to establish zero-balance accounts as conditions warrant, at the same terms, conditions, and prices proposed, provided that the Village provides 30 days notice to the awarded bank of new accounts desired.

7. REQUIRED SERVICES

- 7.1 Availability Schedule - The level of available funds will be determined on the following schedule:
1. Items drawn on the depository, wire transfers, ACH deposits, and cash: SAME DAY
 2. Items on local institutions: NEXT DAY
 3. Other items: FEDERAL RESERVE AVAILABILITY SCHEDULE

The above schedules shall be the maximum clearing schedule. If the bank can offer faster clearing services, they should be outlined in the proposal. If the banking institution is using an availability schedule other than the Federal Reserve Schedule, a copy must be attached to the proposal. As noted below in Section 7.2, the Village expects same day credit for all incoming electronic funds transfers regardless of time of receipt during the day.

- 7.2 Electronic Funds Transfer - The Village is requesting (8) free transfers per month, excluding the automatic payroll direct deposits and payment of payroll taxes/deductions/other fringe benefits.
- 7.3 Daylight Overdraft Provisions – Every effort will be made to eliminate daylight overdraft situation on the account. However, in case this situation does arise, the proposal should include any and all bank policies regarding overdraft charges or handling procedures
- 7.4 Online Banking – The Village currently utilizes an internet banking product to initiate ACH transfers and book transfers between accounts when necessary. ACH activity includes both ACH debits related to payroll deductions and transfers to investment accounts, and ACH credits for Village property tax and utility bill payments by customers (presently run through a contracted third-party vendor), retiree health insurance, and other items. This tool is also used for daily balance reporting, and the Village desires to continue using these types of services. Please provide details as to your bank’s capability in providing such services, functions that can be performed, and reports available, as well as the security provisions available, in your proposal.

The Village has an ACH payment program that allows for utility customers to make

their quarterly utility payments via ACH. The Utility has set up one-time-a-month incoming ACH between the 17th-20th of each month for the incoming transfer of utility payments from customers.

- 7.5 Resource Personnel - The banking institution shall identify personnel in its operations department who are available to answer questions pertaining to transactions that require more detailed explanations.
- 7.6 Deposit Slips - The banking institution will provide deposit slips for all depository accounts or allow the Village to use their own.
- 7.7 Village Money Market Accounts - The Village Money Market Account will be used as the primary account to have both receipts and disbursements.
 - a. Interest-Bearing Accounts - This account should be interest-bearing. Interest shall be calculated on a daily basis and paid monthly on the last day of the month on collected balances in the account, (including any electronic funds transfers received during the day), at the end of each day on a 365-day year basis.
 - b. Wire Transfer Services - The banking institution shall maintain wire transfer facilities, or through a correspondent bank, to the Federal Reserve Bank for investment purchases or sales and other transactions with other banking institutions.
 - c. Service Fees - All service fees shall be charged against this account.
 - d. Accounts Payable - Accounts payable checks generally are issued once per week. Disbursements will be made out of the Village Money Market Account.
- 7.8 Miscellaneous – All returned checks due to insufficient funds would be automatically re-deposited a second time. Please include your charge (if any) for this item on Exhibit A.

All debit and credit memos required to adjust errors caused by the bank will not be charged to the Village. All deposit errors must be accompanied by a copy of the particular deposit slip.

Small volumes of coins (less than \$100) may require counting on a periodic basis. Please provide a fee for this service (if any) on Exhibit A.

8. REQUIRED ACCOUNT MAINTENANCE

- 8.1 Daily Services - Daily balance and activity reports summarizing the previous day's

transactions shall be available through a mutually acceptable system, preferably using an electronic (Internet) or computerized connection.

8.2 Monthly Services - The selected bank shall provide the following reconciliation and statement services.

1. Bank Statements - Calendar month-end statements shall be provided for all Village accounts. Paid checks for all accounts shall be listed in serial number sequence with date paid noted within the bank statements, without any grouping of amounts for posted package lists. If elimination of posted package lists on the bank statement is not possible, a separate monthly list of all paid checks in serial number sequence noting payment date shall be provided. The associated costs, if any, and the annual number of such supplementary paid listings shall be specified on Proposal Form, Exhibit A.
2. Monthly Bank Reconciliation Services - Each checking account will require a file of paid checks, for each calendar month, with download capability or direct transmission to the Village. Data required will include at least the account number, check serial number, check amount, and date paid.
3. Check Storage - The Village currently receives all paid checks from all accounts monthly. Please indicate in your proposal the bank's policy regarding return and storage of paid checks, including fees, if any, and timeline for receipt of items by the Village. If you do not return paid checks, please indicate how the bank will provide the Village with copies of paid checks, and fees (if any) associated with such services.

9. COMPENSATION

- 9.1 Compensation shall be provided on a direct fee basis and will be debited to the General Checking Account. An invoice will be provided monthly to the Village within 10 business days following month end, including the analysis statements referred to above. All fees for banking services required by the Village are contemplated by this Request for Proposal. No additional charges should be made by the bank without changes in scope of services required by the Village.

10. INTEREST EARNINGS

- 10.1 Rate - Interest earnings will be computed in strict accordance with the negotiated rate agreed upon. This negotiated rate shall be stated by respondents as a fixed weekly rate, which bears a direct relationship to the effective Federal Funds Rate (weekly).
- 10.2 Earning Balances - Interest shall be calculated for the ending collected balance on

a daily basis and paid for each month on the last calendar day of the month.

11. SUPPLEMENTAL BANKING SERVICES

- 11.1 Internet Banking – Please provide information as to support the financial institution can provide to the Village with respect to internet or other electronic banking services, both with respect to services requested in this proposal and citizen payment processing via the Village’s Web site.
- 11.2 Positive Pay – The Village has considered instituting positive pay for disbursements to improve internal controls and deterrence of check fraud. Please provide information as to the bank’s positive pay program (if available) and relevant costs for this service on Exhibit B.
- 11.3 Purchasing Cards – The Village is interested in pursuing purchasing (debit) cards to streamline small dollar disbursements and reduce transaction-processing costs. Annual volume is estimated at between \$50,000 and \$100,000, using approximately 10 cards. Transaction volume likely would grow over time as use of purchasing cards becomes more prevalent. Please provide information as to how the bank could provide this service, fees, etc. in Exhibit B or as an attachment to the proposal.
- 11.4 Remote Deposit – Village staff can presently make remote deposits via a digital check scanner. Please provide information as to whether you provide this service and any fees associated with it.
- 11.5 Overnight Investment Options – The Village will entertain alternatives for overnight investment of Village funds other than the Fed Funds based program. Please provide details of any such program.
- 11.6 Other Innovations, Services, and/or Enhancements – Please provide any pertinent information regarding additional services the bank may have to offer to the Village.

**VILLAGE OF WESTON
BANKING SERVICES PROPOSAL FORM
(Exhibit A)**

BANK: _____

INSTRUCTIONS:

1. All lines on this form must be completed.
2. If the proposer cannot provide a service, then the term "No Proposal" should be entered on the line item representing that service in the Annual Charge column.
3. If the proposer will not charge for a service, then the term "No Cost" should be entered on the line item representing that service in the Annual Charge column.
4. If there is no unit price for a particular service, but an annual/monthly charge, then the term "N/A" should be entered in the unit price column and the annual charge entered on the line item representing that service.
5. The proposal form must be signed and dated by an official authorized to bind the banking institution in legal matters.

DIRECT FEE PROPOSED

<u>Proposal Reference</u>	<u>Service</u>	<u>Unit Price</u>	<u>Annual Charge</u>
Section 7	Account Maintenance	\$ _____	\$ _____
"	Checks paid and other debits	_____	_____
"	Deposits	_____	_____
"	<u>Items deposited:</u>		
	On us	_____	_____
	Local	_____	_____
	Transit	_____	_____
"	Deposited items returned	_____	_____
"	Automatic redeposit of NSF	_____	_____
"	Stop payments	_____	_____
"	<u>Wire transfers:</u>		
"	Incoming (average 2 per week)	_____	_____
"	Outgoing (average 2 per week)	_____	_____
"	<u>ACH transactions:</u>		
"	Credits (utility and other payments) (assumes after utility ACH payment system is in place)	_____	_____
"	Debits (Direct deposits and other payroll-related)	_____	_____
"	Debits (initiated by outside parties)	_____	_____
Sec. 7.5	Deposit slips	_____	_____
Sec. 7.12	Coin/currency counting	_____	_____
Sec. 8.1	Daily balance reporting (electronic)	_____	_____
Sec. 8.2	Monthly analysis statement	_____	_____
Sec. 8.2	<u>Account reconciliation:</u>		
	Paid check files	_____	_____
	Detail of paid checks or images	_____	_____
	Electronic connection to Bank	_____	_____
	FDIC Assessment (includes demand & time deposit accounts)	_____	_____
	Collateralization Requirement	_____	_____
	Other:	_____	_____
		_____	_____
	Total proposed annual fees		\$ _____

**VILLAGE OF WESTON
BANKING SERVICES PROPOSAL FORM
(Exhibit A)**

BANK: _____

INTEREST INCOME

Interest Rate

Assumed Fed Funds Rate (as of _____) %
Above (Below) Assumed Fed Funds Rate _____ %

Assumed Interest Rate for Calculations _____ %

=====

SUBMITTED BY:

Banking Institution _____

Address _____

Authorized
Signature _____

Title _____

Telephone _____

Date _____

**VILLAGE OF WESTON
SUPPLEMENTAL SERVICES PROPOSAL FORM
(Exhibit B)**

INSTRUCTIONS

1. The proposer shall give a brief description of the supplemental banking services along with proposed costs.
2. If no proposal is being made on a supplemental banking service, the term "No Proposal" should be entered for that particular service.
3. If the proposer will not charge for a supplemental service, the term "No Cost" should be entered for that particular service.

SUPPLEMENTAL SERVICES

Proposal
Reference

- | | |
|------|--|
| 11.1 | INTERNET BANKING SERVICES |
| 11.2 | POSITIVE PAY |
| 11.3 | PURCHASING CARDS |
| 11.4 | REMOTE DEPOSIT |
| 11.5 | ALTERNATIVE OVERNIGHT INVESTMENT PROGRAM |
| 11.6 | OTHER INNOVATIONS AND/OR ENHANCEMENTS |

Banking Institution _____

**VILLAGE OF WESTON
BANKING SERVICES PROPOSAL
CHECK-OFF LIST
(Exhibit C)**

INSTRUCTIONS

1. A checkmark is required next to each item as verification that your banking institution will comply with the requirements for each item as specified in the request for proposal.
2. The proposal must be signed and dated by an official authorized to bind the banking institution in legal matters.

QUALIFYING CONDITIONS

1. Designated Depository (Wis. Stats. 34.05) _____
2. Location _____
(Please give address of qualifying location)
3. Financial Statements _____
4. Collateralization _____

REQUIRED SERVICES

1. Funds Availability Schedule _____
2. Electronic Funds Transfer _____
3. On-line Banking _____
4. Resource Personnel _____
5. Deposit Slips (or allow Village to use own) _____
7. Direct Deposit _____
8. Village Money Market/EMPD/Municipal Court
 a. Interest Bearing Accounts _____
 b. Wire Transfer Services _____
 c. Service Fees _____
11. Flexible Spending Account _____
12. Monthly Services
 a. Bank Statements _____
 b. Bank Reconciliation Information _____
 c. Account Analysis Statements _____
 d. Check Storage _____
13. Compensation Method _____
14. Interest Earnings _____
15. Other information that is relevant to the Village _____

Banking Institution _____

**VILLAGE OF WESTON, WISCONSIN
AGENDA ITEM COVER SHEET**

DESCRIPTION: **Response to Report from Baker Tilly**

FROM: **Jessica Trautman, Finance Director**

- | | | |
|---|--|---------------------------------------|
| <input checked="" type="checkbox"/> Acknowledge | <input type="checkbox"/> Land Purchase | <input type="checkbox"/> Procedure |
| <input type="checkbox"/> Approve | <input type="checkbox"/> Land Sale | <input type="checkbox"/> Proclamation |
| <input type="checkbox"/> Deny | <input type="checkbox"/> Ordinance | <input type="checkbox"/> Report |
| <input type="checkbox"/> Expenditure | <input type="checkbox"/> Policy | <input type="checkbox"/> Resolution |

QUESTION: **Does anyone have any questions or concerns on the report. What areas does the committee feel the department should place a higher priority on?**

BRIEF: **October 12, 2017 a consultant from Baker Tilly interviewed several staff and department directors from the Village on the operations of the Finance Department. He wrote up a report with concerns and the feelings that the staff had on those areas along with recommendations. The department has reviewed and offered responses to those recommendations.**

FISCAL IMPACT: **Depends**

RECOMMEND: **None**

PRIOR REVIEW: **No previous public review.**

Is there an additional briefer with this agenda item?

Are there additional documents which have been attached to this report?

CONCERNS	CONDITION	FINDINGS	RECCOMENDATIONS	RESPONSE
Communication				
	Responses to email	Often emails from the Finance Director went without response or were delayed.	The Finance Director should monitor email and respond with an answer or give an indication as to when a response can be expected.	The current finance department has been responsive to emails.
	Department requests for information	Requests for information were often delayed due to unnecessary information being added to the final product.	The Finance Director should understand what the specific need of the department head is and only provide them information that they have requested.	The current department has greatly increase the response to other department needs.
	Finance requests for information from Department Heads	Some information requested was a duplicate of information already submitted to Finance. In addition, when it comes to the budget process, department heads would like more inclusion in the finalization of their budgets.	The Finance Director needs to organize information received from departments that will have future use. Also, communication about budget development should be improved.	The finance department hopes to change the budget process and make sure all departments are included in the final decisions.
	Monthly budget reports	Often monthly budget reports were either delayed or skipped in delivery.	The Finance Director needs to establish a month end closing procedure which includes distribution of financial information on a timely basis.	The department has significantly improved the timeliness of budget status reports.
	Department Participation in Finance processes	Department heads do not have a clear understanding of what is expected of them related to the various accounting processes.	Department heads should be given written procedures and expectations. This will allow them to assist the Finance Director and Finance Department have more timely accurate information processing. The Village Board and Village Administrator should hold Department Heads accountable for participation in the processes.	Not sure what type of processes are being referred to? Budget, Accounts payable.. The department is continueing to assess the procuedures within the department and see how other are affected .
	Accounting department written procedures	No written accounting procedures exist at this time. Some of this was due to the lack of delegation and the past usage of staff in a support roll only.	Accounting duties should be clearly defined and procedures should be documented and maintained to assist with future training and succession planning.	Staff is currently trying to determine the procedures that need to be done, both on a monthly and yearly basis.
Financial Policies				
	Revenue	No policy exists.	Review budget documents similar to the entities listed on the GFOA website to assist with development.	Staff will need to look into.
	Balanced budget	No policy exists.	Review budget documents similar to the entities listed on the GFOA website to assist with development.	Staff will need to look into.
	Operating expenditure	No policy exists.	Review budget documents similar to the entities listed on the GFOA website to assist with development.	Staff will need to look into.
	Capital Improvement P	No policy exists.	Review budget documents similar to the entities listed on the GFOA website to assist with development.	Staff will need to look into.
	Debt	The Village currently has a policy that is in line with many Wisconsin municipalities.	Review the policy annually to make sure that it is still in line with the Village's goals.	The department will review annually.
	Fund balance	The Village currently has a policy that is in line with many Wisconsin municipalities.	Review the policy annually to make sure that it is still in line with the Village's goals.	The department will review annually.
	Investments	No policy exists.	Review budget documents similar to the entities listed on the GFOA website to assist with development.	The Village does have a policy, it should be review.
	Purchasing	No policy exists.	The Village should develop and implement a purchasing policy.	Staff is looking at presenting a policy at the March Finance meeting.
	Purchasing Card	Exists, but not followed.	Review budget documents similar to the entities listed on the GFOA website to assist with development.	Staff is looking at presenting a policy at the March Finance meeting.
	Accounting Policy and Basis of Budgeting	No policy exists.	Review budget documents similar to the entities listed on the GFOA website to assist with development.	Staff will need to look into.

CONCERNS	CONDITION	FINDINGS	RECCOMENDATIONS	RESPONSE
Department Structure				
	Finance Director	The position description that exists contained many duplicate duties and unnecessary items.	Develop a new position description that better matches comparable municipalities.	The Village did hire Baker Tilly to assist in this, this will need to be addressed this summer.
	Deputy Finance Director	The position description that exist contained many duplicate duties and unnecessary items.	Develop a new position description that addresses the necessary duties that the position performs to assist the Finance Director and duties related to supervision of the Financial Support Specialist.	Will be looked at after the Finance Director position is finalized.
	Financial Support Specialist	The position description does not meet the needs of the Village and should address the reporting structure.	Develop a new position description that addresses the necessary duties that the position performs in support of the Finance Director and Deputy Finance Director. The description should also include wording related to the Deputy Finance Director supervision of the position.	Staff did relook at the description prior to the hiring of the new finance specialist.
Use of Technology				
	Accounts payable	The accounts payable process is very with very little use of technology outside of the financial package module.	Consider implementing a paperless accounts payable process through CIVIC Systems miViewPoint add on. This add on will allow for better documentation of disbursements and Department Head approvals.	Our new Finance Specialist is getting familiar with the procedures and technology. She will be looking at ways to improve the process in the future.
	Payroll processing	The Village currently uses ADP to process payroll, however there are drawbacks from this service including a very labor intensive, manual method to get payroll information posted to the Village's General Ledger.	Consider reviewing what the Village does for payroll currently. Investigate taking the payroll processing currently done by ADP in house. This will give the Village more control over the information that it has access to and will eliminate the labor intensive procedures necessary to get information into the General Ledger.	Jenna has decreased the time down to 45 minutes to import.
	Payroll timekeeping	The Village currently uses manual timesheets to accumulate employee time.	Consider implementing a timekeeping web based software to accumulate employee time. If the Village implements the CIVIC Systems payroll module, this information can be imported directly into the payroll module.	Manual sheets are only used by streets, everyone else enters their time into ADP.
	Spreadsheet use	The Village uses many spreadsheets to process both transactions and reports. In some cases the spreadsheets cause a duplication of effort in creating reports.	Consider purchasing the CIVIC Systems add on miExcel to help prepare reports that draw right out of the CIVIC Systems software and eliminate manual data entry. The Village currently has a proposal for this add on. In addition, this add on can be used to develop budgets, monthly reports and annual financial reports.	This was implemented early this year (2018).
	miViewPoint Software	The Village currently owns a software that is an add on to the CIVIC Clarity software. It is the software that will allow the Village Department Heads to look at transactions in the accounts that they are responsible for in the budget.	Reintroduce the software to the departments and obtain the proper training to insure that it is used properly. Access allows users to drill down to transactions and see related supporting documents.	This was implement end of last year (2017).
	Journal Entry workflow	Although this was not covered in the interviews, the Village could consider a electronic workflow for journal entries.	The miViewPoint add on to the CIVIC Systems software would give the Village an electronic, paperless journal entry documentation and approval system. The system would provide drill down to supporting documentation capability.	Currently the process is working well with the new staff. Previously there were a lot of duplicate journal entries.

CONCERNS	CONDITION	FINDINGS	RECCOMENDATIONS	RESPONSE
Reporting				
	Monthly reports	Monthly reports tended to be delayed or skipped.	Develop monthly or quarterly reports that use reports from the CIVIC Systems software in tandem with information developed in Excel that can pull directly from the software.	January did go out before the end of February. I anticipate other months to go out closer to the end of the month because we will not have to enter the budget prior to sending out reports.
	Annual audited financial reports	The Village, for many years, has developed a Comprehensive Annual Financial Report (CAFR) and submitted the report to the Government Finance Officers Association (GFOA) for review and award.	Consider discontinuing the CAFR report. Discontinuation of the preparation of the CAFR does not hurt the financial status of the Village in the eyes of organizations such as Moody's Investor Service.	The Village no longer prepares a CAFR.
	Budget document	The Village's past budget contain a great deal of content and can be hard to read by the average person. The document also includes quite a bit of detail that can be made available to interested parties upon request.	Consider reviewing other budget documents available online that allow for a presentation that can be easily digested by the reader. In addition, consider splitting out the Financial Plan into a Long-Range Financial Plan that includes a Capital Improvement Plan.	Jenna and I are looking at redoing the budget workpapers.
	Taxpayer information	The Village's management believes that it is important to educate the taxpayer on the tax process, tax bill and how taxpayer payments are used by not only the Village, but the other taxing entities.	Develop information that can go out with the tax bill to help educate the public including how the tax bill is divided out between all taxing entities.	This was done previously and staff is continuing to do this.
Other Services				
	Automated budget workbook	The Village currently does not use the miExcel add on to prepare the annual budget.	Consider using the miExcel product to automate the process making updates more timely and less labor intensive. Baker Tilly develops budget workbooks for other municipalities and can assist the Village in developing the budget book. Another potential software that could be considered for long range forecasting is the Forecast5 forecasting software.	The Village has purchased MiExcel an is continuig to learn how to use it and how it can improve efficiency in the workflow.
	Automated financial statements	The Village prepares the annual financial reports for the audit. Currently the statements are prepare manually.	Consider using the miExcel product to automate the process and make updates more timely and less labor intensive. Baker Tilly can assist the Village in this process.	The Village has purchased MiExcel an is continuig to learn how to use it and how it can improve efficiency in the workflow.
	Job description development	As described above, the Deputy Finance Director and Financial Support Specialist job descriptions require updating.	Baker Tilly can assist the Village develop the Deputy Finance Director and Financial Support Specialist job descriptions	To be looked at this summer.



**VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN
OFFICIAL MEETING AGENDA OF THE FINANCE COMMITTEE
MONDAY, MARCH 5, 2018**

**AGENDA ITEM 12
RESOLUTION 18-011**

**VILLAGE OF WESTON, WISCONSIN
RESOLUTION NO. 2018-011**

Accounts Receivable/Write-Off Policy

WHEREAS, the Village has found a need to develop an Accounts Receivable/Write-Off Policy

WHEREAS, the Village staff did its due diligence and research on what other municipalities have done

WHEREAS, the Village Finance Committee has approved and recommended approval of the Accounts Receivable/Write-Off Policy

THEREFORE, NOW BE IT RESOLVED: by the Board of Trustees for the Village of Weston approve the Accounts Receivable/Write-Off Policy.

BE IT FURTHER RESOLVED: that the Finance department be authorized to carry out the specific actions with the intent of this resolution.

PASSED BY THE BOARD OF TRUSTEES FO THE VILLAGE OF WESTON, at a regular meeting thereof, this 19th day of the month of March 2018.

VILLAGE OF WESTON, a Municipal Corporation of the State of Wisconsin.

By: _____
BARB EMERLING, President

ATTEST:

By: _____
SHERRY WEINKAUF, Clerk



**VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN
OFFICIAL MEETING AGENDA OF THE FINANCE COMMITTEE
MONDAY, MARCH 5, 2018**

**AGENDA ITEM 13
RESOLUTION 18-012**

**VILLAGE OF WESTON, WISCONSIN
RESOLUTION NO. 2018-012**

SELECTING AN INVESTMENT FIRM FOR THE VILLAGE

WHEREAS, the Village has found a need to contract an outside party to assist and advise on the Village's investments; and

WHEREAS, the Village staff did its due diligence by going out for a request for proposals to ensure best service and price; and

WHEREAS, the Village received 8 proposals back, a citizen panel met on February 28, 2018, and recommended two firms be interviewed by the Finance Committee for a final recommendation; and

WHEREAS, the Village Finance Committee met on March 5, 2018 to interview the top two recommended firms and did a complete analysis and review of the proposals.

THEREFORE, NOW BE IT RESOLVED: by the Board of Trustees for the Village of Weston approve _____ as the Village's investment firm for years.

BE IT FURTHER RESOLVED: that the Finance department be authorized to carry out the specific actions with the intent of this resolution.

PASSED BY THE BOARD OF TRUSTEES FO THE VILLAGE OF WESTON, at a regular meeting thereof, this 19th day of the month of March 2018.

VILLAGE OF WESTON, a Municipal Corporation of the State of Wisconsin.

By: _____
BARB EMERLING, President

By: _____
DANIEL GUILD, Administrator

ATTEST: _____
SHERRY WEINKAUF, Clerk