

**Board Finance and Human Resources Committee
Education Service Center
735 South Main Street, West Bend
June 26, 2017**

Members Present: M. Schmiede, J. Ongert, Tim Stellmacher

Others Present: Brittany Altendorf, Erik Olson, Tiffany Larson, Lauren Harting

Meeting was called to order at 5:15pm.

State Statute Guidelines on reporting Expenses/Revenues

This item was reviewed with the committee at their May 22, 2017 meeting. It has been brought back because Tim Stellmacher was added as a committee member.

Committee member, Monte Schmiede, informed the committee that the district may not be following State Statute 120.11(4) completely. To comply with statute Brittany Altendorf created a Treasurer's Report that will be provided to the board at the 2nd meeting of each month listing out all expenses and receipts for the prior month. The district will also have available at board meeting for public review all expenses and revenue if requested.

Brittany Altendorf reviewed the Treasurer's report in detail with the committee. This report is not as detailed as the bi-monthly budget report the committee receives. It is broken down by function code on a monthly basis as the bi-monthly budget report is broken down by object code and is a YTD (year-to-date) reference.

At the May 22, 2017 committee meeting a request was made to get a quote from Skyward Financials to create a detailed expenses/revenue report. The quote was \$2,000. The committee decided not to move forward with this cost/report at this time. All detailed information requested has been provided by the business office staff in a timely manner.

Meeting adjourned at 5:45pm.