

TO: Finance and Administration Committee
Board of Commissioners

FROM: Chris Witmer, Accountant

DATE: November 15, 2018

RE: Approval of November 15, 2018 Adjustments List
To be ratified at the Board of Commissioners' Meeting on November 20, 2018.

BACKGROUND

Enclosed is the November 15, 2018, Adjustments List. In the final review of Invoice Lists dated 11-02-2018 & 11-09-2018, the following inaccuracies were identified and corrected before printing checks. Included in this document are invoices that have been adjusted and need final Board approval.

Questions regarding the Adjustments List may be directed to Chris Witmer at cwitmer@isabellacounty.org or 989-317-4227.

ADJUSTMENTS

November 2, 2018 Invoice List

<u>Vendor Name</u>	<u>Amount</u>	<u>Page</u>	<u>Change/Explanation</u>
DTE Energy	\$1,260.06	2	Amount corrected to \$1,852.60 due to incorrect entry.

November 9, 2018 Invoice List

<u>Vendor Name</u>	<u>Amount</u>	<u>Page</u>	<u>Change/Explanation</u>
Krapohl Ford	\$ 45.55	4	Amount corrected to \$43.85 due to sales tax.
Jet's Pizza	\$ 128.53	5	Amount corrected to \$101.25 due to incorrect entry.
Winn Telecom	\$ 59.52	21	Amount corrected to \$23.80 due to incorrect entry.
Larry King	\$		Invoice added to reimburse \$25.00 for returned direct deposit.

RECOMMENDATIONS

Approve November 15, 2018 Adjustments List as presented above.