

**TO:** Finance and Administration Committee  
Board of Commissioners

**FROM:** Chris Witmer, Accountant

**DATE:** October 10, 2019

**RE:** Approval of October 10, 2019 Adjustments List  
To be ratified at the Board of Commissioners' meeting on October 15, 2019

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**BACKGROUND**

Enclosed is the October 10, 2019 Adjustments List. In the final review of Invoice Lists dated 09-27-19 & 10-04-19 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](mailto:cwitmer@isabellacounty.org) or (989)-317-4227.

**ADJUSTMENTS**

**September 27, 2019 Invoice List**

<b><u>Vendor Name</u></b>	<b><u>Amount</u></b>	<b><u>Page</u></b>	<b><u>Description</u></b>
Gordon Food Service	\$ -	n/a	Invoice added \$4,322.16 for early payment discount
Gordon Food Service	\$ -	n/a	Invoice added \$222.95 for early payment discount
Gordon Food Service	\$ -	n/a	Invoice added \$150.14 for early payment discount
DBI	\$ 11.97	12	Invoice increased to \$17.35 due to entry error
Remer Plumbing & Heating	\$ 891.20	1	Invoice decreased to \$863.40 due to sale tax
Galls, Inc.	\$ 72.95	19	Invoice voided, paid by Animal Control on 09/19/19
State Bar of Michigan	\$ 33.00	20	Invoice decreased to \$31.13 due to sales tax
Isabella County Building Authority	\$ -	n/a	Manual check added \$255,342.50 for B.A. meeting 10/03/19

**October 4, 2019 Invoice List**

<b><u>Vendor Name</u></b>	<b><u>Amount</u></b>	<b><u>Page</u></b>	<b><u>Description</u></b>
Gordon Food Service	\$ -	n/a	Invoice added \$3,035.37 for early payment discount
Gordon Food Service	\$ -	n/a	Invoice added \$980.84 for early payment discount
Gordon Food Service	\$ -	n/a	Invoice added \$432.34 for early payment discount
DTE Energy	\$ 77.14	19	Invoice decreased to \$41.83 due to entry error
William E. Schaeffer	\$ 56.70	22	Invoice decreased to \$56.07 due to entry error

**RECOMMENDATIONS**

Approve the October 10, 2019 Adjustments List as presented above.