

TO: Finance and Administration Committee
Board of Commissioners

FROM: Tanya Hohlbein, Accountant

DATE: March 14, 2018

RE: Approval of March 14, 2018 Adjustments List
To be ratified at the Board of Commissioners' Meeting on March 20, 2018.

BACKGROUND

Enclosed is the March 14, 2018, Adjustments List. In the final review of Invoice Lists dated 3-5-2018 & 3-9-2018, 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 Tanya Hohlbein, thohlbein@isabellacounty.org, 989-317-4227.

ADJUSTMENTS

March 5, 2018 Invoice List

<u>Vendor Name</u>	<u>Amount</u>	<u>Page</u>	<u>Change/Explanation</u>
Diegel/Janie	\$ 75.00	20	Vendor name was corrected to MI Probate & Juvenile Reg Assoc. due to selection of the wrong vendor.
Diegel/Janie	\$ 75.00	20	Vendor name was corrected to MI Probate & Juvenile Reg Assoc. due to selection of the wrong vendor.
Trouble Shooters	\$ 548.42	14	Amount corrected to \$527.17 due to tax being included on the invoice.

March 9, 2018 Invoice List

<u>Vendor Name</u>	<u>Amount</u>	<u>Page</u>	<u>Change/Explanation</u>
Koorsen Fire & Security	\$270.34	5	Amount corrected to \$262.54 due to tax being included on the invoice.
Koorsen Fire & Security	\$109.19	13	Amount corrected to \$107.25 due to tax being included on the invoice.

RECOMMENDATIONS

Approve March 14, 2018 Adjustments List as presented above.