

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

**FROM:** Tanya Hohlbein, Accountant

**DATE:** May 10, 2018

**RE:** Approval of May 10, 2018 Adjustments List  
To be ratified at the Board of Commissioners' Meeting on May 15, 2018.

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**BACKGROUND**

Enclosed is the May 10, 2018, Adjustments List. In the final review of Invoice Lists dated 4-27-2018 & 5-4-2018, 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](mailto:thohlbein@isabellacounty.org), 989-317-4227.

**ADJUSTMENTS**

**April 27, 2018 Invoice List**

<b><u>Vendor Name</u></b>	<b><u>Amount</u></b>	<b><u>Page</u></b>	<b><u>Change/Explanation</u></b>
Winn Telecom	\$ 532.01	14	Amount corrected to \$266.10 due to previous balance being included that was already paid.
Koorsen Fire & Security	\$ 401.09	17	Amount corrected to \$378.39 due to tax being included on the invoice.

**May 4, 2018 Invoice List**

<b><u>Vendor Name</u></b>	<b><u>Amount</u></b>	<b><u>Page</u></b>	<b><u>Change/Explanation</u></b>
No adjustments needed			

**RECOMMENDATIONS**

Approve May 10, 2018 Adjustments List as presented above.