

TO: Finance and Administration Committee
Board of Commissioners

FROM: Chris Witmer, Accountant

DATE: November 14, 2019

RE: Approval of November 14, 2019 Adjustments List
To be ratified at the Board of Commissioners' meeting on November 19, 2019

BACKGROUND

Enclosed is the November 14, 2019 Adjustments List. In the final review of Invoice Lists dated 11-01-19 & 11-08-19 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 or (989)-317-4227.

ADJUSTMENTS

November 1, 2019 Invoice List

<u>Vendor Name</u>	<u>Amount</u>	<u>Page</u>	<u>Description</u>
Gordon Food Service	\$ -	n/a	Invoice added \$3,206.99 for early payment discount
Gordon Food Service	\$ -	n/a	Invoice added \$263.87 for early payment discount
Gordon Food Service	\$ -	n/a	Invoice added \$98.08 for early payment discount
Medler Electric	\$ (30.83)	5	Credit increased to \$-31.14 due to system calculating disc.
Medler Electric	\$ (251.91)	5	Credit increased to \$-254.45 due to system calculating disc.
Medler Electric	\$ (46.65)	5	Credit increased to \$-47.12 due to system calculating disc.
Joseph Ferry	\$ 17.32	8	Invoice decreased to \$2.32, no juror fees to employees
Kerry Lawens	\$ 41.60	10	Invoice decreased to \$11.60, no juror fees to employees
Petty Cash-Isabella Inspections	\$ 21.17	15	Invoice increased to \$22.11 due to entry error

November 8, 2019 Invoice List

<u>Vendor Name</u>	<u>Amount</u>	<u>Page</u>	<u>Description</u>
Gordon Food Service	\$ -	n/a	Invoice added \$4,449.67 for early payment discount
Gordon Food Service	\$ -	n/a	Invoice added \$527.20 for early payment discount
Gordon Food Service	\$ -	n/a	Invoice added \$201.20 for early payment discount
Waste Management	\$ 271.82	4	Invoice voided, duplicate entry
Priority Dispatch Corp.	\$ 207.76	5	Invoice decreased to \$196.00 due to sales tax
Winn Telecom	\$ 264.48	22	Invoice decreased to \$261.48 due to entry error
Pro Comm Inc.	\$ 1,065.00	4	Invoice increased to \$1065.90 due to entry error

RECOMMENDATIONS

Approve the November 14, 2019 Adjustments List as presented above.