

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

**FROM:** Chris Witmer, Accountant

**DATE:** May 16, 2019

**RE:** Approval of May 16, 2019 Adjustments List  
To be ratified at the Board of Commissioners' meeting on May 21, 2019

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**BACKGROUND**

Enclosed is the May 16, 2019 Adjustments List. In the final review of Invoice Lists dated 05-03-19 & 05-10-19, 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**

**May 3, 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 \$3,718.71 for early payment discount
Gordon Food Service	\$ -	n/a	Invoice added \$472.86 for early payment discount
Gordon Food Service	\$ -	n/a	Invoice added \$111.70 for early payment discount
Etna Supply Co.	\$ 75.63	11	Invoice voided due to all items returned
Morrison Industrial Equipment	\$ -	n/a	Credit added \$-115.54
Aunt Millie's Bakery	\$ 232.80	11	Amount decreased to \$232.08 due to entry error

**May 10, 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 \$3,093.81 for early payment discount
Gordon Food Service	\$ -	n/a	Invoice added \$261.62 for early payment discount
Gordon Food Service	\$ -	n/a	Invoice added \$230.67 for early payment discount
Owens Soft Water	\$ 91.00	32	Amount decreased \$77.50 due to prev. balance paid
Pete's Auto Body	\$ 79.54	31	Amount decreased \$76.17 due to sales tax

**RECOMMENDATIONS**

Approve the May 16, 2019 Adjustments List as presented above.