

TO: Finance and Administration Committee
Board of Commissioners

FROM: Chris Witmer, Accountant

DATE: July 11, 2019

RE: Approval of July 11, 2019 Adjustments List
To be ratified at the Board of Commissioners' meeting on July 16, 2019

BACKGROUND

Enclosed is the July 11, 2019 Adjustments List. In the final review of Invoice Lists dated 06-14-19, 06-21-19, 06-28-19 & 07-05-19 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

June 14, 2019 Invoice List

<u>Vendor Name</u>	<u>Amount</u>	<u>Page</u>	<u>Description</u>
Gordon Food Service	\$ -	n/a	Invoice added \$3,582.74 for early payment discount
Gordon Food Service	\$ -	n/a	Invoice added \$154.68 for early payment discount
Gordon Food Service	\$ -	n/a	Invoice added \$29.40 for early payment discount
Gordon Food Service	\$ -	n/a	Invoice added \$125.55 for early payment discount
Granger	\$ 6,702.75	8	Invoice decreased to \$3,102.75 for incorrect invoice amount

June 21, 2019 Invoice List

<u>Vendor Name</u>	<u>Amount</u>	<u>Page</u>	<u>Description</u>
Gordon Food Service	\$ -	n/a	Invoice added \$3,647.33 for early payment discount
Gordon Food Service	\$ -	n/a	Invoice added \$416.93 for early payment discount
Gordon Food Service	\$ -	n/a	Invoice added \$312.82 for early payment discount
CM Rubber Technologies, Inc.	\$ 165.60	14	Invoice decreased to \$165.50 due to entry error
Mid Michigan Pest Control	\$ 27.00	14	Invoice increased to \$80.00 due to entry error
Sumner County Sheriff Dept.	\$ -	n/a	Manual check for process server

June 28, 2019 Invoice List

<u>Vendor Name</u>	<u>Amount</u>	<u>Page</u>	<u>Description</u>
Gordon Food Service	\$ -	n/a	Invoice added \$96.74 for early payment discount
Gordon Food Service	\$ -	n/a	Invoice added \$3,712.24 for early payment discount
Gordon Food Service	\$ -	n/a	Invoice added \$372.08 for early payment discount

July 5, 2019 Invoice List

<u>Vendor Name</u>	<u>Amount</u>	<u>Page</u>	<u>Description</u>
Gordon Food Service	\$ -	n/a	Invoice added \$3,187.67 for early payment discount
Gordon Food Service	\$ -	n/a	Invoice added \$462.13 for early payment discount
Gordon Food Service	\$ -	n/a	Invoice added \$240.12 for early payment discount
Lori May Sherman	\$ 17.32	9	Invoice decreased to \$2.32, no jury fees to employees
Office Depot	\$ 2.79	26	Invoice decreased to \$2.43 due to sales tax
Ryan Martin	\$ 60.32	4	Invoice voided, wrong vendor

RECOMMENDATIONS

Approve the July 11, 2019 Adjustments List as presented above.