

PROCEDURE: Submitting Amendments To 2021 Budget Virtually

Over the past several months, COVID-19 has certainly provided many challenges to citizens of the United States and beyond. Winnebago County has certainly felt many of these challenges. One specific challenge we members of the County Board have encountered and adjusted to is conducting our Committee, Commission, and Board Meetings *virtually*.

The upcoming Budget Session for the 2021 Budget is going to provide us with additional challenges that we hope meeting virtually can alleviate. Meeting virtually will allow all County Board members, as well as Winnebago County citizens, to participate safely and securely to fulfill this important governmental function.

One of the functions of the Winnebago County Board of Supervisors is to review and justify the budget for our County. This often includes amending the proposed budget to best meet the needs of each department and the citizens affected by these decisions. If you wish to propose an amendment to the budget, during the budget session, please complete the following steps:

1. Send an email to the Winnebago County Finance Director that lists the following information:
 - a. Whether you wish to add or delete funds.
 - b. The dollar amount you wish to add/delete
 - c. The name of the department
 - d. Using the line item detail from the 2021 Executive Budget Book (*see screen shot example below*), list the following:
 - 1) Department/Division Number
 - 2) Department Object Number and Description
 - 3) Budget Book Page Number listing the line item you wish to amend

Winnebago County										
Budget Detail - 2021										
Description	Object	2017 Actual	2018 Actual	2019 Actual	2020 Adopted	2020 Revised	2020 Projected	2021 Request	2021 Executive	% Change From Prior Yr Adopted
Department -- 006 - Clerk										
Capital Outlay:										
Equipment Technology	58003	0	0	7,500	0	0	0	0	0	0.00%
Equipment	58004	0	0	0	0	1,688	1,688	0	0	0.00%
Capital Outlay Subtotal:		0	0	7,500	0	1,688	1,688	0	0	0.00%
Total Capital:		0	0	7,500	0	1,688	1,688	0	0	0.00%
Office:										
Office Supplies	53000	973	877	647	700	700	700	500	500	-28.57%
Stationery and Forms	53001	91	185	79	150	150	150	50	50	-66.67%
Printing Supplies	53002	310	732	572	300	300	300	200	200	-33.33%
Postage and Box Rent	53004	0	13	0	0	0	0	0	0	0.00%
Telephone	53008	2,461	3,105	3,793	2,500	2,500	2,500	2,500	2,500	0.00%
Office Subtotal:		3,835	4,911	5,091	3,650	3,650	3,650	3,250	3,250	-10.96%
Operating:										
Membership Dues	53502	125	125	125	125	125	125	125	125	0.00%
Publish Legal Notices	53503	0	29	0	0	0	0	0	0	0.00%
Food	53520	0	142	0	0	0	0	0	0	0.00%
Small Equipment	53522	3,188	0	0	0	0	0	0	0	0.00%
Other Operating Supplies	53533	98	0	18	100	100	100	0	0	-100.00%
Interpreter Fees	53537	0	141	120	150	150	200	200	200	33.33%
Operating Licenses Fees	53553	0	40	90	40	40	40	0	0	-100.00%
Small Equipment Technology	53580	1,947	0	0	0	0	0	0	0	0.00%
Print Duplicate	73003	2,643	2,813	2,808	2,000	2,000	2,000	1,000	2,000	0.00%
Postage and Box Rent	73004	2,238	658	752	600	600	500	300	500	-16.67%
Operating Subtotal:		10,240	3,948	3,913	3,015	3,015	2,965	1,625	2,825	-6.30%

- e. Give a brief explanation as to why you are requesting the Amendment.
- f. List all Supervisors who wish to support the Amendment. Include their respective districts

2. Send the email to Vicky Fitzgerald at: vfitzgerald@co.winnebago.wi.us. If you do not have access to email, or have questions, call any of the following: Vicky Fitzgerald at 920-232-3443, Doug Petraszak at 920-232-3448 or Carol Blackmore at 920-232-3442. **This information is due no later than 10 am on Wednesday, October 28.**

Once all information you submitted is reviewed, Director Fitzgerald will assume responsibility for routing the Amendment through the proper channels. The Corporation Counsel's Office will forward a completed copy of the Amendment to you for your records, and the County Clerk will post all amendments on the County website by 2 pm. on Wednesday, October 28. The Board budget amendments meeting will then commence at 4 pm on Wednesday, October 28.

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The screenshot shows an email client interface with the following details:

- Menu:** File, Message, Insert, Options, Format Text, Review, Help, Tell me what you want to do
- Clipboard:** Cut, Copy, Paste, Format Painter
- Basic Text:** Font: Calibri (Box), Size: 11, Bold (B), Italic (I), Underline (U), Text Color (A), Background Color (a), Bulleted List, Numbered List, Indent, Outdent, Undo, Redo
- Names:** Address Book, Check Names
- Include:** Attach File, Attach Item, Signature
- Tags:** Follow Up, High Importance, Low Importance
- To:** VFitzgerald@co.winnebago.wi.us
- Cc:** (Empty)
- Subject:** Amendment to (Department/Division) budget
- Body:**

I wish to submit the following amendment:

 1. Add
 2. \$5,000
 3. Winnebago County Clerk department
 4. Department / Division number: 006
Object number and description: #53502 Membership Dues
Budget book page number: page 106
 5. Wisconsin Association of County Clerk's annual membership dues have increased by \$5,000
 6. John Smith, District 1
Betsy Ross, District 2
Abraham Lincoln, District 3
George Washington, District 4

Thank you,
John Smith, Supervisor