

County of Carroll
Carroll County Delegation
November 6, 2017 9 a.m.
Carroll County Administration Building – Ossipee

Representatives Present:

Mark McConkey	Karen Umberger	Tom Bucu
Bill Nelson	Jerry Knirk	Glenn Cordelli
Edie DesMarais	William Marsh	Ed Comeau
Frank McCarthy	Gene Chandler	

Representatives Absent:

Stephen Schmidt	Clerk Ed Butler	Karel Crawford	Lino Avellani
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Commissioners Present:

Amanda Bevard

County Staff/County Officials Participating:

County Administrator Ken Robichaud
Mountain View Admin. Howard Chandler
County Treasurer Joe Costello

Recording Clerk: Mellisa Seamans

Call to order at 9:06 a.m. with Pledge of Allegiance.

A moment of silence for the 11/5/17 shooting victims in Sutherland Springs, Texas.

Rep. Nelson asked if this meeting was properly noticed. Rep. McConkey replied that the county business office was notified of the meeting date and he assumed the posting was taken care of. Rep. Comeau noted there is no provision in the law to allow the meeting to continue if not posted. Rep. DesMarais suggested the meetings be advertised in the Granite State News in addition to Conway Daily Sun. Rep. McCarthy noted that if the delegation is considered a legislative committee there is no requirement to post. The 10/30/17 meeting was cancelled due to weather. Two members – Reps. McCarthy and Marsh – did not receive the cancellation notice and arrived for that meeting. They will be compensated mileage.

Approval of Minutes

MOTION: “To approve the September 25, 2017 meeting minutes as amended” by Rep. Umberger, 2nd Rep. McCarthy. Passed 11-0.

3rd Quarter Budget Review

Expenditures

4100 Commissioners

4101 Treasurer

- The deputy treasurer receives a \$25 stipend when called on to work in treasurer’s absence. Rep. Umberger asked for the RSA that confirms this.

4102 Special Fees & Services

- Merit raises paid out in April 2017. Ms. Bevard said each employee was given an evaluation and given raises accordingly. Since then if non-union employees have done exceptional job or has increased responsibilities, an additional raise was given. Rep. McConkey asked for a copy of the merit raise policy.

- Rep. McCarthy said it appears something is wrong with the merit pay procedure. The \$136,487 budget line was supposed to be the maximum but coincidentally the entire line was spent.
 - The commissioners will be entering into an agreement with Checkmate for the processing of county payroll and required reporting. The plan is to have this company be ready to start processing payroll by the last pay period of 2017.
 - Rep. Cordelli expressed disappointment that his list of questions regarding the Kronos/ACS systems was not responded to by the administrator. He asked that the list be entered into the public record.
 - Rep. Umberger asked what will be done to ensure when supervisors sign off on employee time cards the data will be accurate. Mr. Robichaud said supervisors, according to NH Department of Labor, can no longer make changes to employee time records but they are responsible for reviewing and signing in agreement. Under the new system, all departments will send payroll data to the business office for review before it is sent to Checkmate.
 - Checkmate will work directly with the auditors and NH DOL compliance audits throughout the year.
 - Mr. Robichaud said he is not sure how much Checkmate will charge for payroll processing.
- 4103 Human Resources
- The human resource director position will not be filled. There are now three employees handling the HR functions – a nursing home staff advocate, a payroll/HR clerk at the administration building, and the administrative assistant at the jail is now handling HR duties as well.
- 4170 Administration Building
- Mr. Robichaud will provide a report on the electricity supply contract and usage across the campus.
- 6100 Jail/House of Corrections
- No longer use hot water for laundry with installation of the ozone system.
 - Rep. McConkey asked for more detail about inmate medical expenses.
- 8000 Information Technology
- Mr. Robichaud will provide more detail about the unspent training line (8000.17)
- 9100 Interest Expense
- To date, \$9 million of the tax anticipation line of credit has been borrowed.
- 9160 Long Term Debt
- The final bond payment for the jail has been paid.
- 9400 Capital Expenditures
- An ozone system is being installed to negate the need for replacing the boiler.
- 300 Nursing Home Fund
- Rep. Umberger questioned the nursing home overtime line. Mr. Chandler said the bulk of the overtime problem is with short notice, unscheduled absences and because of this 4-5 shifts daily must be filled, often with overtime. Ms. Bevard said the new staff advocate is targeting this problem.

Discussion about the need for better detail and tracking for approvals and purchases under all “new equipment” lines throughout the budget. Rep. McConkey said this will be done for the 2018 budget.

Revenue

- Registry of Deeds – Ms. Scott was unable to attend the meeting but provided a written detail of the status of expense and revenue in her department.
- Ms. Bevard said initially the commissioners were going to hold hay to get a higher price in February. However, many farmers were able to get a third cut this year, so the demand may not be as great as in years' past. Rep. Chandler said the hay sale revenue is set so the hay should be sold during this calendar year. Rep. Comeau noted there is no hay advertisement on the county website, but this could be due to recent internet outages.
- Rep. Umberger asked for a report about the water system for clarification on the actual cost of operating the system, collections, etc. and stated it is not fair for the county taxpayers to subsidize the water system.

County Administrator Report on Performance Audit Recommendations

- Mr. Robichaud reviewed the previously distributed report he prepared for this discussion. It has been entered into the record and was sent to delegation members.
- The staff advocate at MVC is responsible for ensuring all personnel records across campus are complete and accurate.
- Mr. Robichaud agreed to consider Rep. Cordelli's suggestion of the audit section 3.9 that the county should implement department performance measures.
- Bank account reconciliations are available for public review in the county business office.
- Mr. Robichaud said he would prefer in-house IT personnel but it would be costlier to hire a manager and desktop support person than the current IT contract.
- Rep. Bucu said he is concerned about the county falling back into the same financial distress as in previous years that was due to people charged with providing accurate financial information not doing so.
- Mr. Robichaud will provide an updated copy of the capital improvement plan.
- There was discussion about the need to work all equipment into the capital improvement plan in the event grant monies are no longer available for maintenance and/or upgrades.

Other Business

- Rep. McConkey asked that the commissioners or administrator supply a response to the NH Department of Revenue audit recommendations and an update on the status of the 2015 financial audit recommendations.
- Mr. Murray explained the mechanical failures of the two generators during severe storms Oct. 30. The company was responsive, and the problems have been rectified.
- Rep. McConkey said from this point forward the recording clerk will be responsible for posting delegation meetings, minutes and notices on the county website, and newspaper advertisements. Rep. Chandler suggested the meeting notices be sent to all towns as well to post if they wish.
- **MOTION: "To take the report of the nursing home subcommittee regarding adult assisted living off the table"** by Rep. Marsh, 2nd Rep. Umberger. Motion failed 4-7 with Reps. Marsh, Umberger, Knirk, and DesMarais in favor and Reps. McConkey, Chandler, Comeau, Cordelli, Bucu, Nelson, and McCarthy opposed. Rep. McConkey noted this issue

will be part of the 2018 budget discussions.

- Mr. Robichaud distributed the quarterly MVC receivables report.
- Rep. McCarthy noted several points in NH RSA 28:3-a:
 1. Legislation has been introduced to change the timeframe during which annual county audits must be complete. If passed, the county must begin the annual audit 60 days after the close of the fiscal year and it must be completed within 150 days.
 2. The delegation has the authority to approve of the auditing firm hired to conduct county audits.
 3. The delegation can submit any question relative to county finances and the auditor must answer it during the audit process.
 4. The auditor must make sure all laws and rules are being adhered to.
- Mr. Robichaud is creating a one-page fact sheet and reference number for each county grant.
- The delegation handbook draft is nearing completion and will be distributed to all members for review and comment.
- Rep. Nelson brought forward a constituent concern that the May commissioner's meeting minutes on the county website may have the incorrect date.

Line Item Transfers

Mr. Robichaud provided copies of all transfer requests and following the meeting the approvals were signed by Reps. McConkey, Cordelli, and McCarthy.

MOTION: "To approve transfer request number 9" by Rep. Umberger, 2nd Rep. Marsh.
Motion passed 11-0.

MOTION: "To approve transfer request number 10" by Rep. Chandler, 2nd Rep. Marsh.
Motion passed 11-0.

MOTION: "To approve transfer request number 11" by Rep. Chandler, 2nd Rep. Marsh.
Motion passed 11-0.

MOTION: "To approve transfer request number 12" by Rep. Umberger, 2nd Rep. Marsh.
Motion passed 11-0.

MOTION: "To approve transfer request number 13" by Rep. Umberger, 2nd Rep. Marsh.
Motion passed 11-0.

Rep. Cordelli noted that it appears amounts in transfer request number 3 may be incorrect as it does not match the amount on the 3rd quarter budget report reviewed today. Ms. Seamans will seek clarification on this from Mr. Robichaud.

Dispatch Center Grant

MOTION: "To approve the acceptance of the \$604,444 grant" by Rep. McCarthy, 2nd Rep. Chandler. Motion passed 10-1 with Rep. Comeau opposed. Rep. McCarthy noted this grant is paid to the county on a reimbursement basis. The project is expected to occur over three years. If money must be borrowed against the TAN, there may be a minimal interest expense associated with this grant. Rep. Comeau said this interest expense amount should be publicly available.

Convention

MOTION: "To ratify all previously approved motions" by Rep. Chandler, 2nd Rep. Umberger. Motion passed 11-0.

The next meeting will be held Monday, December 11 at 9 a.m. This will be the county commissioner's presentation of the proposed 2018 budget and is a public hearing.

Minutes approved by majority vote on 12/11/17.

Rep. Ed Butler, Clerk

Attachments:

1. 3rd Quarter 2017 Expenditure Guideline
2. 3rd Quarter 2017 Revenue Guideline
3. Payroll Outsource Questions (Rep. Cordelli)
4. County Administrator Response to 2014 Performance Audit
5. MVC Outstanding A/R 3rd Quarter 2017
6. Funding Transfer Requests #9-13
7. Email Registrar Lisa Scott to Rep. Schmidt re: 3rd Quarter Registry Financial Report
8. Delegation Information Request Summary – 11/06/17

FUNDING TRANSFER REQUEST

Request # 9
Date: 10/11/2017
Department: Commissioners


	Commissioners' Resolution	Delegations' Resolution
FROM:		
County Line Item #	100.4103.009	
Line Item Name:	Human Resource Salary	
Budgeted Amount:	\$63,016.00	
Expense YTD:	\$28,244.00	
Overage:		
Transfer Amount Requested:	\$8,100.00	
One time fees to implement a payroll service.		
To		
County Line Item #	100.4100.037	
Line Item Name:	Dues/License/Subscriptions	
Budgeted Amount:	\$6,500.00	
Expense YTD:	\$6,483.00	
Transfer Amount Requested:		
TO: (If Split)		
County Line Item #		
Line Item Name:		
Budgeted Amount:		
Expense YTD:		
Transfer Amount Requested:		

Signature

10/11/17
(Date)

Signature

(Date)


Com. Amanda Bevard, Chair

Rep. Mark McConkey, Vice Chair


Com. David Babson, Vice Chair

Rep. Lino Avelino


Com. Mark Hounsell, Clerk

Rep. Ed Butler, Clerk

Rep. Frank McCarthy

Rep. Glenn Cordelli

FUNDING TRANSFER REQUEST

Request #	10
Date:	10/11/2017
Department:	Dispatch

	Commissioners' Resolution	Delegations' Resolution
FROM:		
County Line Item #	100.4142.006	
Line Item Name:	Dispatch Salary	
Budgeted Amount:	\$495,000.00	
Expense YTD:	\$323,292.00	
Overage:		
Transfer Amount Requested:	\$5,000.00	
Due to call outs, vacation/sick, FMLA coverage.		
To		
County Line Item #	100.4142.005	
Line Item Name:	Overtime	
Budgeted Amount:	\$20,000.00	
Expense YTD:	\$17,568.00	
Transfer Amount Requested:		
TO: (If Split)		
County Line Item #		
Line Item Name:		
Budgeted Amount:		
Expense YTD:		
Transfer Amount Requested:		

Signature

10/11/17
(Date)

Signature

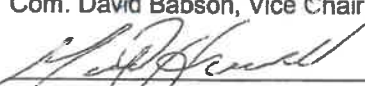
(Date)


Com. Amanda Bevard, Chair

Rep. Mark McConkey, Vice Chair


Com. David Babson, Vice Chair

Rep. Lino Avelino


Com. Mark Hounsell, Clerk

Rep. Ed Butler, Clerk

Rep. Frank McCarthy

Rep. Glenn Cordelli

FUNDING TRANSFER REQUEST

	Request # 11
	Date: 10/18/2017
	Department: MVC Nursing


	Commissioners' Resolution	Delegations' Resolution
FROM:		
County Line Item #	300.5140.007	
Line Item Name:	Salary	
Budgeted Amount:	\$2,660,580.00	
Expense YTD:	\$1,886,327.00	
Overage:		
Transfer Amount Requested:	\$42,000.00	
Due to call outs, vacation/sick, FMLA coverage.		
To		
County Line Item #	300.5140.005	
Line Item Name:	Overtime	
Budgeted Amount:	\$185,000.00	
Expense YTD:	\$182,315.00	
Transfer Amount Requested:		
TO: (If Split)		
County Line Item #		
Line Item Name:		
Budgeted Amount:		
Expense YTD:		
Transfer Amount Requested:		

Signature

(Date)

Signature

(Date)


Com. Amanda Bevard, Chair

Rep. Mark McConkey, Vice Chair


Com. David Babson, Vice Chair

Rep. Lino Avelino


Com. Mark Hounsell, Clerk

Rep. Ed Butler, Clerk



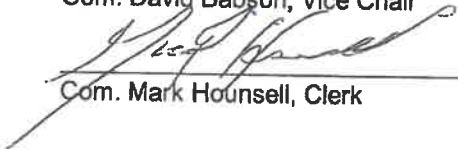
Rep. Frank McCarthy

Rep. Glenn Cordelli

FUNDING TRANSFER REQUEST

	Request # 12
	Date: 10/18/2017
	Department: MVC Nursing

	Commissioners' Resolution	Delegations' Resolution
FROM:		
County Line Item #	300.5140.007	
Line Item Name:	Salary	
Budgeted Amount:	\$2,660,580.00	
Expense YTD:	\$1,886,327.00	
Overage:		
Transfer Amount Requested:	\$37,00.00	
Due to call outs, vacation/sick, FMLA coverage.		
To		
County Line Item #	300.5140.023	
Line Item Name:	Agency	
Budgeted Amount:	\$88,000.00	
Expense YTD:	\$97,553.87	
Transfer Amount Requested:		
TO: (If Split)		
County Line Item #		
Line Item Name:		
Budgeted Amount:		
Expense YTD:		
Transfer Amount Requested:		

<p>Signature _____ (Date) _____</p> <p> Com. Amanda Bevard, Chair</p> <p> Com. David Babson, Vice Chair</p> <p> Com. Mark Hounsell, Clerk</p>	<p>Signature _____ (Date) _____</p> <p>Rep. Mark McConkey, Vice Chair</p> <p>Rep. Lino Avelino</p> <p>Rep. Ed Butler, Clerk</p> <p>Rep. Frank McCarthy</p> <p>Rep. Glenn Cordelli</p>
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FUNDING TRANSFER REQUEST

Request #	13
Date:	10/18/2017
Department:	D.P.W.

	Commissioners' Resolution	Delegations' Resolution
FROM:		
County Line Item #	100.4193.065	
Line Item Name:	Diesel	
Budgeted Amount:	\$4,000.00	
Expense YTD:	\$1,339.86	
Overage:		
Transfer Amount Requested:	\$650.00	
More snow this past year with more plowing, and the avg. gas budget \$ the last 2 years is \$5,333.00.		
County Line Item #	100.4193.062	
Line Item Name:	Gasoline	
Budgeted Amount:	\$4,500.00	
Expense YTD:	\$4,245.16	
Transfer Amount Requested:		
TO: (If Split)		
County Line Item #		
Line Item Name:		
Budgeted Amount:		
Expense YTD:		
Transfer Amount Requested:		

Signature

(Date) Signature

(Date)


Com. Amanda Bevard, Chair

Rep. Mark McConkey, Vice Chair


Com. David Babson, Vice Chair

Rep. Lino Avelino


Com. Mark Hounsell, Clerk

Rep. Ed Butler, Clerk

Rep. Frank McCarthy

Rep. Glenn Cordelli

ACS FINANCIAL SYSTEM
10/26/2017 14:25:33
LEVEL OF DETAIL 1.0 THRU 3.0

Revenue Guideline
FOR THE PERIOD(S) JAN 01, 2017 THROUGH SEP 30, 2017

COUNTY OF CARROLL
GL520R-V08.03 PAGE 1

	ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT QTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT	
100 GENERAL FUND							
4000 COUNTY GENERAL							
010 INCOME FROM TAXES	17,603,592.00	17,603,592.00	0.00	0.00	17,603,592.00	0	
012 MISC. HUMAN SERVICES INCOME	0.00	0.00	0.00	0.00	0.00	0	
018 WATER DEPARTMENT INCOME	24,000.00	24,000.00	5,871.00	17,539.20	6,460.80	73	-----
019 GRANTS	0.00	0.00	0.00	0.00	0.00	0	
024 COUNTY MISCELLANEOUS INCOME	4,000.00	4,000.00	5,184.70	11,472.31	7,472.31-	286	-----]]]]
030 INSURANCE REFUNDS	0.00	0.00	2,817.86	8,649.12	8,649.12-	9999	-----]]]]
033 ATTY INCOME - VICTIM WITNESS	0.00	0.00	0.00	0.00	0.00	0	
034 EXTRADITION FEES	0.00	0.00	0.00	0.00	0.00	0	
035 ATTY INCOME - RMS GRANT	0.00	0.00	0.00	0.00	0.00	0	
036 UNINCORPORATED PLACES INCOME	9,000.00	9,000.00	0.00	9,000.00	0.00	100	-----
TOTAL: COUNTY GENERAL	17,640,592.00	17,640,592.00	13,873.56	46,660.63	17,593,931.37	0	
4010 SHERIFF'S INCOME							
012 SHERIFF WRIT FEES	80,000.00	80,000.00	22,250.98	48,301.98	31,698.02	60	-----
016 U.S. FORESTRY	14,010.00	14,010.00	12,525.00	15,375.00	1,365.00-	109	-----
017 COURT BAILIFFS	100,000.00	100,000.00	34,207.32	87,872.80	12,127.20	87	-----
018 SPECIAL DETAILS	15,000.00	15,000.00	13,867.00	26,417.00	11,417.00-	176	-----]]]]
019 GRANT FUNDS	0.00	0.00	0.00	0.00	0.00	0	
027 ALBANY AGREEMENT	21,840.00	21,840.00	5,520.00	14,640.00	7,200.00	67	-----
031 EATON AGREEMENT	21,819.00	21,819.00	4,740.00	8,340.00	13,479.00	38	---
034 OTHER INCOME	5,000.00	5,000.00	2,248.43	8,070.97	3,070.97-	161	-----]]]]
036 DISPATCH INCOM	2,500.00	2,500.00	0.00	2,500.00	0.00	100	-----
TOTAL: SHERIFF'S INCOME	260,169.00	260,169.00	95,358.73	211,517.75	48,651.25	81	-----
4020 REGISTRY OF DEEDS INCOME							
011 RECORDING FEES	343,007.00	343,007.00	125,479.18	300,741.25	42,265.75	87	-----
013 SALES OF COPIES	93,792.00	93,792.00	5,660.92	46,470.45	47,321.55	49	----
014 TRANSFER TAX COMMISSION	315,774.00	315,774.00	122,816.88	277,357.82	38,416.18	87	-----
015 BANK ACCOUNT INTEREST	476.00	476.00	287.39	636.64	160.64-	133	-----]]]]
032 FAX SERVICES	600.00	600.00	9.00	67.00	533.00	11	-
038 POSTAGE	4,082.00	4,082.00	808.40	2,632.48	1,449.52	64	-----
039 LCHIP	9,147.00	9,147.00	2,757.00	7,523.00	1,624.00	82	-----
040 SURCHARGE	25,448.00	25,448.00	7,734.73	21,027.63	4,420.37	82	-----
045 ONLINE ACCESS SERVICES	24,600.00	24,600.00	1,320.00	23,554.97	1,045.03	95	-----
046 TAPESTRY ONLINE SERVICES	4,000.00	4,000.00	3,033.50	6,769.27	2,769.27-	169	-----]]]]
TOTAL: REGISTRY OF DEEDS INCOME	820,926.00	820,926.00	269,907.00	686,780.51	134,145.49	83	-----
6040 JAIL & HOC INCOME							
031 BOARDERS	86,500.00	86,500.00	39,090.00	122,033.77	35,533.77-	141	-----]]]]
039 WORK RELEASE/AHC	6,000.00	6,000.00	3,381.47	5,620.21	379.79	93	-----
040 JAIL INCOME	6,000.00	6,000.00	3,437.67	3,469.55	2,530.45	57	-----
041 TELEPHONE INCOME	16,800.00	16,800.00	4,200.00	12,601.60	4,198.40	75	-----
TOTAL: JAIL & HOC INCOME	115,300.00	115,300.00	50,109.14	143,725.13	28,425.13-	124	-----]]

ACS FINANCIAL SYSTEM
10/26/2017 14:25:33
LEVEL OF DETAIL 1.0 THRU 3.0

Revenue Guideline
FOR THE PERIOD(S) JAN 01, 2017 THROUGH SEP 30, 2017

COUNTY OF CARROLL
GL520R-V08.03 PAGE 2

	ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT QTD POSTED BUDGET AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
100 GENERAL FUND						
7000 FARM INCOME						
053 SALE OF PRODUCE	750.00	750.00	358.00	358.00	392.00	47 ----
054 SALE OF HAY	32,000.00	32,000.00	16,854.50	20,997.25	11,002.75	65 -----
055 SALE OF WOOD	30,000.00	30,000.00	9,835.00	14,885.50	15,114.50	49 ----
099 OTHER INCOME	0.00	0.00	0.00	0.00	0.00	0
TOTAL: FARM INCOME	62,750.00	62,750.00	27,047.50	36,240.75	26,509.25	57 ----
9000 INTEREST INCOME						
060 TAX ANTICIPATION INVESTMENTS	0.00	0.00	0.00	0.00	0.00	0
061 GENERAL FUND ACCOUNTS	0.00	0.00	102.87-	529.92	529.92-	9999 -----]]]]
TOTAL: INTEREST INCOME	0.00	0.00	102.87-	529.92	529.92-	9999 -----]]]]
9500 OTHER REVENUE						
007 SURPLUS TO REDUCE TAXES	0.00	0.00	0.00	0.00	0.00	0
074 SOCIAL SERVICES DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0
085 PROCEEDS FROM BOND	0.00	0.00	0.00	0.00	0.00	0
089 CAPITAL RESERVE	0.00	0.00	0.00	0.00	0.00	0
093 CAPITAL RESERVE - UNH	0.00	0.00	0.00	0.00	0.00	0
094 CAPITAL RESERVE - MVNH	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER REVENUE	0.00	0.00	0.00	0.00	0.00	0
TOTAL: GENERAL FUND	18,899,737.00	18,899,737.00	456,193.06	1,125,454.69	17,774,282.31	5
200 FEDERAL GRANT FUNDS						
4000						
033 VICTIM WITNESS GRANT FUNDS	32,500.00	32,500.00	0.00	14,402.16	18,097.84	44 ----
4010						
019 GRANT FUNDS - CCSO	3,000.00	3,000.00	0.00	0.00	3,000.00	0
6040						
019 GRANT FUNDS - DOC	0.00	0.00	0.00	24,560.00	24,560.00-	9999 -----]]]]
TOTAL: FEDERAL GRANT FUNDS	35,500.00	35,500.00	0.00	38,962.16	3,462.16-	109 -----

	ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT QTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
300 NURSING HOME FUND						
5000 MT. VIEW NURSING HOME INCOME						
010 MEDICAID ROOM & BOARD	7,053,285.00	7,053,285.00	1,741,505.30	4,850,534.95	2,202,750.05	68 -----
011 SKILLED ROOM & BOARD	1,095,646.00	1,095,646.00	202,991.74	787,757.77	307,888.23	71 -----
012 PRIVATE ROOM & BOARD	3,450,000.00	3,450,000.00	810,276.57	2,695,557.13	754,442.87	78 -----
019 PERSONAL RESOURCES	768,522.00	768,522.00	194,588.66	558,325.68	210,196.32	72 -----
020 PHYSICAL THERAPY - SKILLED	154,601.00	154,601.00	37,352.22	126,667.32	27,933.68	81 -----
021 PHYSICAL THERAPY - PRIVATE	0.00	0.00	0.00	0.00	0.00	0 -----
022 PHYSICAL THERAPY - PART B	95,000.00	95,000.00	35,137.40	90,800.50	4,199.50	95 -----
023 OCCUPATIONAL THERAPY-SKILLED	170,346.00	170,346.00	31,037.13	123,869.17	46,476.83	72 -----
024 OCCUPATIONAL THERAPY-PART B	113,840.00	113,840.00	29,648.00	86,722.82	27,117.18	76 -----
026 SPEECH THERAPY - SKILLED	57,644.00	57,644.00	14,646.35	45,413.93	12,230.07	78 -----
027 SPEECH THERAPY - PART B	77,556.00	77,556.00	23,510.98	75,973.53	1,582.47	97 -----
029 LABORATORY - SKILLED	1,386.00	1,386.00	3,269.92	4,337.52	2,951.52	312 -----]]]]
044 PROSHARE	1,000,000.00	1,000,000.00	0.00	1,195,373.00	195,373.00	119 -----]
045 QUALITY ASMT-"BED TAX" MQUIP	1,250,000.00	1,250,000.00	362,578.01	939,692.46	310,307.54	75 -----
046 PHARMACY - SKILLED	60,848.00	60,848.00	9,786.82	37,537.97	23,310.03	61 -----
048 MEDICAL SUPPLIES - PRIVATE	21,100.00	21,100.00	3,411.40	14,064.50	7,035.50	66 -----
049 MISCELLANEOUS	266.00	266.00	15.00	15.00	281.00	5 -----
050 INTEREST INCOME	0.00	0.00	100.29	69.12	69.12	9999 -----]]]]
051 INCOME FROM MEALS	225,000.00	225,000.00	43,322.70	149,349.60	75,650.40	66 -----
052 INSURANCE REFUNDS	0.00	0.00	0.00	0.00	0.00	0 -----
053 CAFE MEALS	70,000.00	70,000.00	19,514.85	55,405.35	14,594.65	79 -----
055 TELEPHONE & CABLE INCOME	12,500.00	12,500.00	2,188.00	8,954.50	3,545.50	71 -----
093 A/R BAD DEBTS	0.00	0.00	0.00	0.00	0.00	0 -----
094 MEDICARE PART A - BAD DEBT	0.00	0.00	0.00	0.00	0.00	0 -----
095 MEDICARE PART B - BAD DEBT	0.00	0.00	0.00	0.00	0.00	0 -----
096 PHYSICIAN SERVICES BAD DEBT	0.00	0.00	0.00	0.00	0.00	0 -----
097 CONTRACTUAL ALLOW.- MEDICAID	3,617,314.00	3,617,314.00	880,208.23	2,462,631.17	1,154,682.83	68 -----
098 CONTRACTUAL ALLOW.- SKILLED	444,825.00	444,825.00	97,993.84	351,321.78	93,503.22	78 -----
099 CONTRACTUAL ALLOW.- PART B	38,500.00	38,500.00	15,151.17	38,660.03	160.03	100 -----
TOTAL: MT. VIEW NURSING HOME INCOME	11,576,901.00	11,576,901.00	2,571,498.10	8,993,778.84	2,583,122.16	77 -----
TOTAL: NURSING HOME FUND	11,576,901.00	11,576,901.00	2,571,498.10	8,993,778.84	2,583,122.16	77 -----

	ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT QTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
GRAND TOTAL	30,512,138.00	30,512,138.00	3,027,691.16	10,158,195.69	20,353,942.31	33 ---

County Administrators Response to the 2014 Performance Audit- September 25, 2017

Section	Recommendation	Status Update	Cost
Human Resources			
2.1	The Human Resources Department should continue with the standardization of all files. It should also develop a list of appropriate and inappropriate documentation for all personnel files, and should maintain separate files for each. The Department should also establish formal protocols for access to each of the file types.	All employee files are standardized across the entire complex. All files have been reviewed and corrected and all information in employee files have been separated in accordance with all State, Federal laws, and as recommended by the NHDOL labor inspection division.	n/a
2.2	Once all files currently in the Human Resources Department conform to the same set of standards, the County should centralize all employee personnel files in the Human Resources Department.	All files have been transferred to the employee's place of work. The former HR Directors positions has been abolished, and in its place Staff Advocates (SA) have been placed in each building to address employee needs on a proactive basis instead on reactive, and have a better handle on employee issues that arise throughout the day. By being in the building they are more approachable and can quickly diffuse a situation from an employee prospective.	n/a
2.3	The Human Resources Department should formally review each job description to ensure compliance with federal requirements including ADA legislation, and to ensure that job requirements (such as education and experience) are consistently applied.	Job descriptions have been reviewed and updated. SA at each new hire go over each job description with each employee at orientation and ensure that all federal, ADA and state requirements are followed and that compliance is also being adhered to.	n/a
2.3	The County should adopt a policy of routine review and updating of job descriptions to ensure review of each description every three to five years.	Job descriptions are reviewed at each hire orientation, and when employees take on new or more responsibilities. JD are updated when changes are made, reclassification or any physical components are added.	n/a
2.4	The County should develop a formal classification and compensation plan for its non-union employees. This plan should ensure both internal and external equity, and should ideally be performed by an outside vendor in order to eliminate any perception of bias in the process. The cost of a classification and compensation plan can vary depending upon the firm used, however it is estimated that such a plan for Carroll County would cost approximately \$15,000.	A formal plan was funded by the BOC in the 2015 budget with an amount of \$15,000.00. That item was removed by the delegation during the 2015 budget process.	

County Administrators Response to the 2014 Performance Audit- September 25, 2017

Section	Recommendation	Status Update	Cost
2.5	The Human Resources Department should begin conducting exit interviews of employees voluntarily leaving County employment.	Exit interviews have not been conducted routinely in the past, as the information from one building was slow in getting to the HR dept. Currently S/A are now in each building and have better communications with employees and management, and identify readily when an employee is exiting the county.	n/a
2.5	An annual report should be provided to the County Commissioners outlining findings from the exit interviews.	Exit interviews are an old way of getting information. Administration has placed S/A in each building to ascertain issues before staff leave. If a staff member becomes unhappy or upset on the job, S/A can discuss with staff these issues; prior to the staff member's decision to leave. Stay interviews are much preferred over exit interviews, as it is better to try and keep an employee, then to let one leave with disgruntlement.	
2.6	The Human Resources Director should begin the development of policies and procedures that cover all pertinent details of County employment and policy. This effort should be completed within 12 to 18 months.	Staff Advocates have replaced the Director of Human Resources and the HR Generalist. S/A have developed policy and procedure on hiring employees and have identified and corrected labor issues from past practices that were outdated or just inadequate levels of experience in HR.	n/a
2.7	The County should purchase and implement a Human Resources Information System to facilitate planning and analysis of personnel-related information, as well as to allow for on-line submittal of applications and resumes.	The County Commissioners proposed this in the 2015 budget; this was removed by the delegation during the budget process. This would have allowed for many of the recommendations of the P/A to be streamlined. If the County Commissioners move to an outside payroll service, they have a HRIS system that we will utilize as part of the payroll package.	
2.8	Enhance the new employee orientation session to include a broader description of the employee's role as a County employee, in addition to his or her role within their specific department.	This has been accomplished as the S/A and the employee go through this step at orientation. Also; the department head and S/A continue to develop the employee to their greatest potential throughout the year.	
2.9	The County should develop and implement core training courses for all employees, and should also develop a required training curriculum for all supervisors.	All newly appointed department supervisors attend Primex's 3-day supervisor training academy. Each year the county sends 1 manager to the State of NH Certified Public Manager academy which is 9 months. This provides supervisors with the necessary tools and training to be better. Staff in the Nursing Home and Jail utilize The Relias training program to get most of their training hours and yearly mandated classes in that individual department.	n/a

County Administrators Response to the 2014 Performance Audit- September 25, 2017

Section	Recommendation	Status Update	Cost
2.10	The project team recommends that the County continue in its employee and supervisor performance evaluation program implementation. However, there are certain refinements that the County should consider during this implementation phase.	The supervisor and employee evaluation is ongoing and has been implemented as a performance and merit based measurement evaluation.	n/a
2.11	Develop and implement a standard policy and procedure on hiring practices.	In 2017, the County Administrator as requested by the BOC, submitted to the BOC, a County wide hiring policy that has been adopted by the board, and used by all departments in the hiring process at all levels.	
2.12	Carroll County should implement a formal training policy outlining the annual training requirements for various positions.	All licensed & certified staff have certain requirements that are met on a yearly basis to retain their certification, via Relias online training. All other staff currently request additional training as needed. In the future S/A will establish and recommend additional training programs for specific job classifications.	
2.12	Carroll County should implement a standard and formalized supervisory training program for all supervisors that includes a core set of classes, and is supplemented annually with topical items.	All newly appointed supervisors go through Primex 3 day Supervisors Academy training that includes a core set of classes. The next step will be that S/A will coordinate and implement continued training classes on a yearly basis for these Supervisors.	n/a
Financial			

County Administrators Response to the 2014 Performance Audit- September 25, 2017

Section	Recommendation	Status Update	Cost
3.1	The County should develop a Financial Policies and Procedures Manual.	The County Administrator (CA) has created 17 new finance policies that have been accepted by the Board of Commissioners. Along with the policies, an Internal Controls manual for Department Heads. The following financial policies have been implemented to date: Cash Receipts & Deposits, Bank Account Reconciliation, Petty Cash Accounts, A/R, A/P, Ledger Review, Fixed Asset, Purchasing, Employee Separation, Bidding, Anti-Fraud, Approved Vendor Form, Employee Reimbursement, Fund Balance Policy, Travel, Investment Policy, and Merit Pay Raise Policy. And 1 two-part manual for Department Heads to follow.	
3.2	The Finance Manager should develop a uniform policy for the acceptance of checks and handling NSF checks.	See Section 3.1 for policy on checks and check handling.	n/a
3.2	The Finance Manager should develop uniform cash handling standards and procedures and train all Departments that accept payments on these policies.	See 3.1 for Policy on Cash Receipts.	
3.3	The County Commissioners should develop performance plans for departmental personnel to ensure that (a) the Finance Department is providing adequate support to personnel to ensure proficiency and skill levels to perform job functions and (b) to use as a tool to which the Department can hold staff accountable.	The CA under the direction of the BOC has developed performance reviews for staff to ensure proficiency in all staff to a greater level of skill and job performance, which can hold staff accountable for their actions.	n/a
3.4	Centralize all procurement files in the Business Office under the management of the Controller.	The Controller now manages all procurement files with the help of the Bookkeeper in the Finance Office.	n/a

County Administrators Response to the 2014 Performance Audit- September 25, 2017

Section	Recommendation	Status Update	Cost
3.5	Begin the development of a multi-year Capital Improvement Plan for use in Fiscal Year 2016. Preliminary steps should occur beginning in the fall of 2015.	In 2016 the County Administrator put together a 5 year Capital Improvement plan for the County. This plan was implanted in the 2017 budget year.	
3.6	Assign the responsibility for taking minutes at Commission meetings to the Administrative Assistant in the Business Office.	In 2015 the County Administrator assigned the task of taking minutes for the BOC to the Administrative Asst. Since a new Administrative Asst. has been hired, this task will be transitioned as soon as the new employee is ready.	
3.7	Ensure that bank statements are reconciled by the end of the month following receipt of the statement. Also, the Business Office should take proactive steps to communicate with departments that have had recurring issues in reporting purchase amounts that are different from those reported by the bank.	Finance Policies have been implemented and have been communicated to all dept. heads. See section 3.1 for this information.	
3.8	The County Commissioners should modify their Commission Meeting protocol by developing agenda memorandums for all action items that will be acted upon during a commission meeting. The agenda items should be posted with the agenda.	In 2015 the County Administrator has made the necessary adjustments to the Agenda to make it more fluid, and get more accomplished at the meetings.	
3.9	The County should institute a performance measures and reporting program.	2016 budget year an employee performance measure was implemented as recommended.	n/a

Organizational Structure and Staffing

County Administrators Response to the 2014 Performance Audit- September 25, 2017

Section	Recommendation	Status Update	Cost
4.2	No change in the staffing allocation for the Finance Department is recommended at this time. However, if the County Administrator position, as recommended in a subsequent recommendation, is not pursued, the County should implement a Chief Financial Officer position.	The County Administrator has reassessed the Finance office and the former HR dept. The CA has found a more efficient and less costly way to support both departments and has the support of the BOC to implement these changes, which will better serve the staff and the taxpayer with less cost.	\$70,000 to \$90,000
4.2	No change in the staffing allocation for the Human Resources Department is recommended at this time.	The CA recommended to the BOC to do away with the HR Director and the HR Generalist positions by attrition. The CA has implemented Staff Advocates, 1 in each building. This position gives the staff direct access to help all staff with payroll and benefit issues and also with training and safety programs and also help with any and all labor issues. S/A replace HR representatives. A S/A is meant to assist the staff with labor, payroll and benefit issues. By having the S/A in the building, they are more readily accessible to the staff, and the S/A knows what the issues are in their respective building. No longer do staff have to take time away from their job in order to walk across the parking lot in another building to meet with a S/A.	n/a
4.3	Carroll County should consider the implementation of a County Manager position to oversee day-to-day administrative operations of the County and provide necessary administrative support to enable the County Commissioners to focus on strategic and policy decisions. Alternatively, the County should implement a Chief Financial Officer position.	Successfully hired an experienced County Administrator in 2015. And implemented a Finance Director in 2015 at the same time.	
4.4	The County should monitor expenses for information technology services and consider in the next several years the potential to bring this service in-house to increase support to Departments at the point in time that the costs for a dedicated position would be off-set by the reduction in the IT contract.	The County Administrator is monitoring this item, and at this time is not recommending any change to the current practice.	n/a

County Administrators Response to the 2014 Performance Audit- September 25, 2017

Section	Recommendation	Status Update	Cost
4.5	The County should seek to implement multi-year collective bargaining agreements with its employee unions. Additionally, the ending dates of the collective bargaining agreements should be staggered.	The County has successfully implemented 3 multi-year, staggered contracts with all unions. The Sheriff's Department, The Jail and also the Nursing Home all have multiyear agreements.	n/a
4.6	The County should not implement a program to "buy back" unused employee leave time as it is not a prevailing or recommended practice. If however, the County desires to implement a program, it should develop and adopt (or negotiate where necessary) a formal policy regarding the terms, conditions and circumstances under which buy-back of leave time will be allowed to ensure consistency of application to all employees.	The County and Union membership have this agreement written into its CBA. The buyback of unused time has been in prior contracts. The buyback of Non- Union employees is handled on a case by case basis, and only approved by the County Administrator.	n/a

Ken Robichaud
Carroll County Administrator

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Expenditure Guideline
FOR THE PERIOD(S) JAN 01, 2017 THROUGH SEP 30, 2017

COUNTY OF CARROLL
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	ANNUAL ADOPTED BUDGET	ENCUMBERED	ACT QTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
100 GENERAL FUND						
4100 COMMISSIONERS						
005 OVERTIME-BUSINESS OFFICE	1,000.00	0.00	578.83-	429.53	570.47	42 ----
006 COUNTY ADMINISTRATOR	114,880.00	0.00	31,724.73	85,718.70	29,161.30	74 ----
007 ADMINISTRATIVE SALARIES	37,040.00	0.00	10,260.83	26,144.82	10,895.18	70 ----
008 BUSINESS OFFICE SALARY	109,142.00	0.00	30,268.41	83,483.29	25,658.71	76 ----
009 COMMISSIONERS SALARY	30,332.00	0.00	8,166.27	23,473.14	6,858.86	77 ----
010 SOCIAL SECURITY	18,129.00	0.00	5,086.13	13,680.75	4,448.25	75 ----
012 MEDICAL INSURANCE	576,493.00	0.00	135,098.59	400,729.53	175,763.47	69 ----
013 RETIREMENT EXPENSE	29,543.00	0.00	8,537.73	23,069.69	6,473.31	78 ----
016 DENTAL INSURANCE	7,881.00	0.00	1,953.05	5,216.02	2,664.98	66 ----
017 EDUCATION & CONFERENCES	4,050.00	0.00	2,572.00	3,176.16	873.84	78 ----
018 MEDICARE EXPENSE	4,240.00	0.00	1,189.53	3,199.63	1,040.37	75 ----
036 OFFICE SUPPLIES	3,600.00	0.00	1,646.77	2,825.09	774.91	78 ----
037 DUES/LICENSES/SUBSCRIPTIONS	6,500.00	0.00	135.00	6,483.00	17.00	99 ----
038 POSTAGE	1,900.00	0.00	490.00	517.50	1,382.50	27 --
067 ADVERTISING	100.00	0.00	0.00	0.00	100.00	0
068 TELEPHONE	6,712.00	0.00	1,972.36	5,105.74	1,606.26	76 ----
069 ANNUAL REPORTS	675.00	0.00	0.00	675.00	0.00	100 ----
070 TRAVEL EXPENSE	5,550.00	0.00	724.83	3,249.87	2,300.13	58 ----
085 OSSIEE TOWN TAXES	7,540.00	0.00	0.00	3,265.00	4,275.00	43 ----
088 PHOTO COPIER EXPENSE	4,000.00	0.00	677.30	3,057.98	942.02	76 ----
097 NEW EQUIPMENT	2,000.00	0.00	0.00	0.00	2,000.00	0
TOTAL: COMMISSIONERS	971,307.00	0.00	239,924.70	693,500.44	277,806.56	71 ----
4101 TREASURER						
008 DEPUTY TREASURER SALARY	250.00	0.00	0.00	0.00	250.00	0
009 SALARY	5,557.00	0.00	1,496.11	4,274.60	1,282.40	76 ----
010 SOCIAL SECURITY	361.00	0.00	92.75	238.50	122.50	66 ----
018 MEDICARE EXPENSE	85.00	0.00	21.70	55.80	29.20	65 ----
036 OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0
037 DUES/LICENSES/SUBSCRIPTIONS	50.00	0.00	0.00	0.00	50.00	0
070 TRAVEL EXPENSE	650.00	0.00	359.52	368.44	281.56	56 ----
TOTAL: TREASURER	6,953.00	0.00	1,970.08	4,937.34	2,015.66	71 ----
4102 SPECIAL FEES & SERVICES						
001 COUNTY AUDITORS	30,000.00	0.00	6,000.00	17,000.00	13,000.00	56 ----
003 LEGAL FEES	30,000.00	0.00	4,994.17	17,611.17	12,388.83	58 ----
014 WORKERS' COMPENSATION	182,188.00	0.00	0.00	182,187.50	0.50	99 ----
015 UNEMPLOYMENT TAX EXPENSE	11,487.00	0.00	0.00	11,487.00	0.00	100 ----
027 MERIT RAISES	136,487.00	0.00	0.00	136,487.00	0.00	100 ----
029 LIFE/SAFETY FEES	3,000.00	0.00	0.00	2,999.00	1.00	99 ----
076 INMATE MEDICAL FUND	0.00	0.00	0.00	0.00	0.00	0
093 PROPERTY & LIABILITY INS	124,542.00	0.00	124,541.50	124,541.50	0.50	99 ----
096 DEDUCTIBLE BENEFIT PAY FUND	70,000.00	0.00	8,121.83	28,494.56	41,505.44	40 ----
099 EMERGENCY - CONTINGENCY	135,000.00	0.00	0.00	0.00	135,000.00	0
101 PAYROLL SERVICE-CHECKMATE	0.00	0.00	0.00	0.00	0.00	0

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Expenditure Guideline
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COUNTY OF CARROLL
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	ANNUAL ADOPTED BUDGET	ENCUMBERED	ACT QTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
100 GENERAL FUND						
4102 SPECIAL FEES & SERVICES						
102 SPECIAL AUDITORS	0.00	0.00	0.00	0.00	0.00	0
TOTAL: SPECIAL FEES & SERVICES	722,704.00	0.00	143,657.50	520,807.73	201,896.27	72 -----
4103 HUMAN RESOURCES						
005 OVERTIME	0.00	0.00	0.00	0.00	0.00	0
006 PART TIME SALARY	0.00	0.00	0.00	0.00	0.00	0
009 SALARIES	63,016.00	0.00	5,635.52	28,244.40	34,771.60	44 ----
010 SOCIAL SECURITY	3,907.00	0.00	0.00	1,340.21	2,566.79	34 ---
013 RETIREMENT EXPENSE	7,106.00	0.00	0.00	1,697.69	5,408.31	23 --
017 EDUCATION & CONFERENCES	1,500.00	0.00	1,036.00	1,421.11	78.89	94 -----
018 MEDICARE EXPENSE	914.00	0.00	0.00	313.46	600.54	34 ---
036 OFFICE SUPPLIES	1,500.00	0.00	141.44	1,060.56	439.44	70 -----
037 DUES, LICENSES, SUBSCRIPTION	500.00	0.00	0.00	299.00	201.00	59 -----
038 POSTAGE	300.00	0.00	53.20	53.20	246.80	17 -
067 ADVERTISING	6,750.00	0.00	87.18	2,202.31	4,547.69	32 ---
068 TELEPHONE	2,382.00	0.00	431.20	1,267.13	1,114.87	53 -----
070 TRAVEL EXPENSE	1,000.00	0.00	50.00	370.52	629.48	37 ---
097 NEW EQUIPMENT	500.00	0.00	0.00	421.01	78.99	84 -----
TOTAL: HUMAN RESOURCES	89,375.00	0.00	7,434.54	38,690.60	50,684.40	43 ----
4110 ATTORNEY						
005 SALARY-PART TIME	50,276.00	0.00	9,595.94	27,460.63	22,815.37	54 -----
007 SALARY-PARALEGAL	18,720.00	0.00	7,297.11	13,722.57	4,997.43	73 -----
008 SALARY-ASSISTANT ATTORNEY	241,140.00	0.00	71,104.72	188,439.96	52,700.04	78 -----
009 SALARY-ATTORNEY	72,932.00	0.00	19,639.20	55,912.29	17,019.71	76 -----
010 SOCIAL SECURITY	23,751.00	0.00	6,600.64	17,479.65	6,271.35	73 -----
013 RETIREMENT EXPENSE	43,192.00	0.00	11,857.38	31,426.16	11,765.84	72 -----
017 EDUCATION & CONFERENCES	3,000.00	0.00	881.00	1,628.15	1,371.85	54 -----
018 MEDICARE EXPENSE	5,555.00	0.00	1,543.71	4,088.04	1,466.96	73 -----
028 CRIMINAL CASE EXPENSE	4,500.00	0.00	900.00	900.00	3,600.00	20 --
029 OTHER FEES & SERVICES	4,000.00	0.00	688.41	2,000.61	1,999.39	50 -----
030 CIVIL COMMITMENT	0.00	0.00	0.00	0.00	0.00	0
036 OFFICE SUPPLIES	3,000.00	0.00	281.91	2,104.32	895.68	70 -----
037 DUES/LICENSES/SUBSCRIPTIONS	4,800.00	0.00	262.15	4,498.12	301.88	93 -----
038 POSTAGE	450.00	0.00	0.00	6.80	443.20	1
068 TELEPHONE	3,972.00	0.00	1,362.02	3,382.92	589.08	85 -----
070 TRAVEL EXPENSE	3,500.00	0.00	653.86	1,572.78	1,927.22	44 ----
088 PHOTO COPIER EXPENSE	250.00	0.00	52.97	97.09	152.91	38 ---
096 OFFICE IMPROVEMENTS	2,700.00	0.00	1,351.96	2,171.55	528.45	80 -----
097 NEW EQUIPMENT	1,700.00	0.00	99.99	1,584.94	115.06	93 -----
099 EXTRADITIONS	4,000.00	0.00	0.00	1,432.01	2,567.99	35 ---
TOTAL: ATTORNEY	491,438.00	0.00	134,172.97	359,908.59	131,529.41	73 -----
4111 VICTIM/WITNESS ASSIST. GRANT						
007 SALARY-ADVOCATE	18,720.00	0.00	3,541.07	10,610.17	8,109.83	56 -----

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	ANNUAL ADOPTED BUDGET	ENCUMBERED	ACT QTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
100 GENERAL FUND						
4111 VICTIM/WITNESS ASSIST. GRANT						
009 SALARIES	25,300.00	0.00	1,755.80	13,408.53	11,891.47	52 ----
010 SOCIAL SECURITY	4,182.00	0.00	895.59	2,307.80	1,874.20	55 ----
013 RETIREMENT EXPENSE	7,604.00	0.00	1,774.41	4,467.98	3,136.02	58 ----
017 EDUCATION & CONFERENCES	0.00	0.00	0.00	0.00	0.00	0 ----
018 MEDICARE EXPENSE	978.00	0.00	209.47	539.73	438.27	55 ----
029 OTHER FEES & SERVICES	660.00	0.00	660.00	660.00	0.00	100 -----
036 OFFICE SUPPLIES	100.00	0.00	0.00	7.25	92.75	7 ----
039 OFFICE EQUIPMENT	200.00	0.00	0.00	0.00	200.00	0 ----
068 TELEPHONE	1,000.00	0.00	0.00	281.27	718.73	28 --
070 TRAVEL EXPENSE	0.00	0.00	0.00	0.00	0.00	0 ----
TOTAL: VICTIM/WITNESS ASSIST. GRANT	58,744.00	0.00	8,836.34	32,282.73	26,461.27	54 ----
4120 REGISTRY OF DEEDS						
005 OVERTIME	500.00	0.00	0.00	147.16	352.84	29 --
009 SALARIES	235,170.00	0.00	62,297.02	176,258.02	58,911.98	74 -----
010 SOCIAL SECURITY	14,598.00	0.00	3,462.86	9,786.35	4,811.65	67 -----
013 RETIREMENT EXPENSE	26,547.00	0.00	7,089.35	19,825.82	6,721.18	74 -----
017 EDUCATION & CONFERENCES	3,020.00	0.00	1,035.92	1,053.90	1,966.10	34 ---
018 MEDICARE EXPENSE	3,414.00	0.00	809.88	2,288.75	1,125.25	67 -----
024 CONTRACTED EQUIP & SERVICES	82,187.00	0.00	26,468.71	65,901.63	16,285.37	80 -----
029 OTHER FEES & SERVICES	1.00	0.00	0.00	0.00	1.00	0 ----
035 ARCHIVAL PAPER & COVERS	11,998.00	0.00	0.00	0.00	11,998.00	0 ----
036 OFFICE SUPPLIES	3,000.00	0.00	786.28	1,001.68	1,998.32	33 ---
037 DUES/LICENSES/SUBSCRIPTIONS	862.00	0.00	325.00	802.33	59.67	93 -----
038 POSTAGE	5,000.00	0.00	838.40	1,506.40	3,493.60	30 ---
039 ARCHIVAL RECORDS MAINTENANCE	35,000.00	0.00	35,000.00	35,000.00	0.00	100 -----
068 TELEPHONE	1,766.00	0.00	470.27	1,175.50	590.50	66 -----
070 TRAVEL EXPENSE	750.00	0.00	304.92	114.17	635.83	15 -
079 PLAN SCAN & PLAN PRINT	1,305.00	0.00	0.00	0.00	1,305.00	0 ----
082 OFFICE MACH/MAINT CONTRACT	1.00	0.00	0.00	0.00	1.00	0 ----
086 FAX MACHINE EXPENSE	600.00	0.00	149.17	383.31	216.69	63 -----
087 SPECIAL PROJECT	1.00	0.00	0.00	0.00	1.00	0 ----
088 DOCUMENT COPIER EXPENSE	1.00	0.00	0.00	0.00	1.00	0 ----
089 COPIER & PRINTER EXPENSES	4,500.00	0.00	279.80	1,800.60	2,699.40	40 ----
097 NEW EQUIPMENT	4,300.00	0.00	145.79	145.79	4,154.21	3 ----
TOTAL: REGISTRY OF DEEDS	434,521.00	0.00	138,853.53	317,191.41	117,329.59	72 -----
4140 SHERIFF'S DEPARTMENT						
001 ADMINISTRATIVE SALARIES	161,000.00	0.00	44,410.56	123,869.42	37,130.58	76 -----
002 DETAILS	10,000.00	0.00	10,135.36	17,259.71	7,259.71	172 -----]]]]
003 TOWN AGREEMENTS	43,659.00	0.00	7,188.88	16,548.88	27,110.12	37 ---
004 SALARY-PERSONAL DAYS	27,500.00	0.00	0.00	30.02	27,469.98	0 ----
005 OVERTIME	35,000.00	0.00	7,685.42	27,079.81	7,920.19	77 -----
006 SALARY-SECRETARY	45,500.00	0.00	12,286.40	34,819.33	10,680.67	76 -----
007 SALARY-DEPUTIES	562,000.00	0.00	144,513.53	410,012.60	151,987.40	72 -----

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Expenditure Guideline
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	ANNUAL ADOPTED BUDGET	ENCUMBERED	ACT QTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
100 GENERAL FUND						
4140 SHERIFF'S DEPARTMENT						
008 SALARY-SPECIAL DEPUTIES	50,000.00	0.00	7,190.00	22,937.92	27,062.08	45 ----
009 SALARY-SHERIFF	63,018.00	0.00	16,966.39	48,475.40	14,542.60	76 -----
010 SOCIAL SECURITY	15,375.00	0.00	3,852.46	10,675.13	4,699.87	69 -----
011 COURT BAILIFFS	100,000.00	0.00	29,374.83	75,123.68	24,876.32	75 -----
013 RETIREMENT EXPENSE	216,145.00	0.00	60,548.67	154,629.52	61,515.48	71 -----
017 EDUCATION & CONFERENCES	4,000.00	0.00	883.00	1,782.14	2,217.86	44 ----
018 MEDICARE EXPENSE	15,791.00	0.00	4,096.75	11,256.14	4,534.86	71 -----
019 US FORESTRY SALARIES	14,011.00	0.00	7,418.88	8,838.88	5,172.12	63 -----
029 OTHER FEES & SERVICES	3,000.00	0.00	74.48	74.48	2,925.52	2 ----
036 OFFICE SUPPLIES	3,500.00	0.00	698.31	1,334.87	2,165.13	38 ----
037 DUES/LICENSES/SUBSCRIPTIONS	3,500.00	0.00	570.25	1,883.25	1,616.75	53 -----
044 K-9 EXPENSE	1,500.00	0.00	346.56	750.72	749.28	50 -----
045 DEPUTY EXPENSES	1,500.00	0.00	85.98	108.67	1,391.33	7 ----
046 INVESTIGATIVE SUPPLIES	2,500.00	0.00	64.95	64.95	2,435.05	2 ----
051 MEALS	0.00	0.00	0.00	0.00	0.00	0 ----
052 UNIFORM EXPENSES	11,000.00	0.00	1,069.14	6,244.41	4,755.59	56 -----
068 TELEPHONE	10,596.00	0.00	2,785.88	8,100.87	2,495.13	76 -----
069 RADIO/COMMUNICATION EXPENSE	5,000.00	0.00	0.00	0.00	5,000.00	0 ----
072 VEHICLE LEASE/PURCHASE	62,600.00	0.00	41,722.11	62,421.03	178.97	99 -----
073 VEHICLE EXPENSES	75,000.00	0.00	11,748.48	31,342.04	43,657.96	41 ----
088 PHOTO COPIER EXPENSE	1,500.00	0.00	189.83	384.97	1,115.03	25 --
091 EXTRADITIONS	500.00	0.00	0.00	85.80	414.20	17 -
095 FIREARM TRAINING/EQUIPMENT	10,500.00	0.00	541.47	693.44	9,806.56	6 ----
097 NEW EQUIPMENT	8,000.00	0.00	965.00	5,158.68	2,841.32	64 -----
TOTAL: SHERIFF'S DEPARTMENT	1,563,195.00	0.00	417,413.57	1,081,986.76	481,208.24	69 -----
4142 DISPATCH CENTER						
004 SALARY-PERSONAL DAYS	15,000.00	0.00	0.00	0.00	15,000.00	0 ----
005 OVERTIME	20,000.00	0.00	6,651.11	17,568.49	2,431.51	87 -----
006 SALARY-DISPATCH	495,000.00	0.00	113,449.21	323,292.43	171,707.57	65 -----
008 SALARY-SPECIAL DISPATCHERS	30,000.00	0.00	6,498.50	21,003.50	8,996.50	70 -----
010 SOCIAL SECURITY	34,719.00	0.00	7,615.43	21,845.75	12,873.25	62 -----
013 RETIREMENT EXPENSE	51,006.00	0.00	13,667.46	38,326.43	12,679.57	75 -----
017 EDUCATION & CONFERENCES	2,500.00	0.00	227.68	227.68	2,272.32	9 ----
018 MEDICARE EXPENSE	8,120.00	0.00	1,781.05	5,109.13	3,010.87	62 -----
029 OTHER FEES & SERVICES	200.00	0.00	0.00	0.00	200.00	0 ----
036 OFFICE SUPPLIES	2,000.00	0.00	362.03	625.65	1,374.35	31 ----
061 ELECTRIC EXPENSE	5,000.00	0.00	890.48	2,848.07	2,151.93	56 -----
067 NCIC TERMINAL EXPENSE	4,500.00	0.00	0.00	0.00	4,500.00	0 ----
068 TELEPHONE	15,900.00	0.00	3,511.21	9,166.21	6,733.79	57 -----
069 RADIO/COMMUNICATION EXPENSE	31,000.00	0.00	2,340.54	24,593.94	6,406.06	79 -----
070 TRAVEL EXPENSE	200.00	0.00	0.00	0.00	200.00	0 ----
088 PHOTO COPIER EXPENSE	1,500.00	0.00	41.45	276.65	1,223.35	18 -
096 GRANTS	0.00	0.00	0.00	0.00	0.00	0 ----
097 NEW EQUIPMENT	1,000.00	0.00	0.00	0.00	1,000.00	0 ----

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	ANNUAL ADOPTED BUDGET	ENCUMBERED	ACT QTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
100 GENERAL FUND						
TOTAL: DISPATCH CENTER	717,645.00	0.00	157,036.15	464,883.93	252,761.07	64 -----
4150 MEDICAL REFEREE						
029 PHYSICIAN SERVICES	10,250.00	0.00	2,660.00	7,560.00	2,690.00	73 -----
030 PHONE CONSULTS	2,000.00	0.00	175.00	675.00	1,325.00	33 ---
031 PRONOUNCEMENTS	150.00	0.00	0.00	0.00	150.00	0
032 TRANSPORTS	2,200.00	0.00	326.00	326.00	1,874.00	14 -
070 TRAVEL EXPENSE	2,900.00	0.00	747.99	1,885.86	1,014.14	65 -----
TOTAL: MEDICAL REFEREE	17,500.00	0.00	3,908.99	10,446.86	7,053.14	59 -----
4170 ADMINISTRATION BUILDING						
009 SALARY	44,656.00	0.00	8,998.51	32,131.68	12,524.32	71 -----
010 SOCIAL SECURITY	2,769.00	0.00	756.07	2,094.24	674.76	75 -----
013 RETIREMENT EXPENSE	1,353.00	0.00	208.15	991.44	361.56	73 -----
018 MEDICARE EXPENSE	648.00	0.00	176.80	489.88	158.12	75 -----
029 CONTRACTED FEES & SERVICES	6,500.00	0.00	2,539.13	3,077.35	3,422.65	47 ---
039 MAINTENANCE SUPPLIES	2,000.00	0.00	124.56	558.48	1,441.52	27 --
061 ELECTRIC	45,400.00	0.00	20,184.17	39,663.02	5,736.98	87 -----
065 PROPANE	13,500.00	0.00	2,273.33	10,044.27	3,455.73	74 -----
073 VEHICLE EXPENSES	800.00	0.00	151.40	441.18	358.82	55 -----
078 GENERATOR EXPENSE	5,600.00	0.00	300.00	5,504.73	95.27	98 -----
080 CARE OF GROUNDS	6,100.00	0.00	698.51	2,042.50	4,057.50	33 ---
081 MAINTENANCE/BUILDING REPAIR	4,000.00	0.00	1,564.85	2,592.89	1,407.11	64 -----
082 EQUIPMENT REPAIRS	4,500.00	0.00	1,802.50	3,298.66	1,201.34	73 -----
097 NEW EQUIPMENT	500.00	0.00	0.00	81.72	418.28	16 -
TOTAL: ADMINISTRATION BUILDING	138,326.00	0.00	39,777.98	103,012.04	35,313.96	74 -----
4190 HUMAN SERVICES DEPARTMENT						
056 BEAS	5,249,306.00	0.00	1,073,440.52	3,645,483.74	1,603,822.26	69 -----
TOTAL: HUMAN SERVICES DEPARTMENT	5,249,306.00	0.00	1,073,440.52	3,645,483.74	1,603,822.26	69 -----
4193 DPW-DEPT OF PUBLIC WORKS						
005 OVERTIME	5,800.00	0.00	1,182.81	3,103.81	2,696.19	53 -----
009 SALARY	95,088.00	0.00	26,867.15	72,354.59	22,733.41	76 -----
010 SOCIAL SECURITY	6,255.00	0.00	880.54	2,430.58	3,824.42	38 ---
013 RETIREMENT EXPENSE	11,396.00	0.00	2,335.07	6,175.69	5,220.31	54 -----
017 EDUCATION & CONFERENCES	500.00	0.00	0.00	455.00	45.00	91 -----
018 MEDICARE EXPENSE	1,463.00	0.00	205.92	568.42	894.58	38 ---
027 WATER TESTING	8,000.00	0.00	1,379.00	4,525.85	3,474.15	56 -----
029 SUPPLIES	4,000.00	0.00	1,398.34	3,366.83	633.17	84 -----
036 OFFICE SUPPLIES	250.00	0.00	73.50	73.50	176.50	29 --
037 DUES/LICENSES/SUBSCRIPTIONS	250.00	0.00	28.00	28.00	222.00	11 -
038 POSTAGE	175.00	0.00	0.00	0.00	175.00	0
052 UNIFORMS	400.00	0.00	230.40	230.40	169.60	57 -----
061 ELECTRIC	7,300.00	0.00	2,560.25	5,607.53	1,692.47	76 -----
062 GASOLINE	4,500.00	0.00	1,339.42	4,245.16	254.84	94 -----

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100 GENERAL FUND						
4193 DPW-DEPT OF PUBLIC WORKS						
064 SEPTIC REMOVAL	16,000.00	0.00	1,550.00	8,250.00	7,750.00	51 -----
065 DIESEL FUEL	4,000.00	0.00	715.85	1,339.86	2,660.14	33 ----
067 ADVERTISING	1,500.00	0.00	0.00	308.00	1,192.00	20 --
068 TELEPHONE	4,000.00	0.00	1,166.18	2,727.79	1,272.21	68 -----
070 TRAVEL EXPENSE	1.00	0.00	0.00	0.00	1.00	0
072 VEHICLE-EQUIP LEASE/PURCHASE	9,759.00	0.00	0.00	9,758.99	0.01	99 -----
073 VEHICLE EXPENSES	2,000.00	0.00	1,042.28	1,474.28	525.72	73 -----
075 SAND/SALT	12,000.00	0.00	3,502.37	9,609.08	2,390.92	80 -----
076 CHEMICALS	1,000.00	0.00	0.00	0.00	1,000.00	0
078 GENERATOR EXPENSE	5,000.00	0.00	1,025.00	4,830.10	169.90	96 -----
081 MAINTENANCE REPAIRS	8,000.00	0.00	1,344.10	2,332.54	5,667.46	29 --
082 EQUIPMENT REPAIRS	7,000.00	0.00	2,141.43	4,742.34	2,257.66	67 -----
097 NEW EQUIPMENT	1,500.00	0.00	0.00	31.98	1,468.02	2
099 PURCHASE/RESALE	0.00	0.00	0.00	0.00	0.00	0
TOTAL: DPW-DEPT OF PUBLIC WORKS	217,137.00	0.00	50,967.61	148,570.32	68,566.68	68 -----
6100 JAIL & HOUSE OF CORRECTIONS						
005 OVERTIME	31,200.00	0.00	5,551.65	21,983.91	9,216.09	70 -----
007 ADMINISTRATIVE SALARIES	336,503.00	0.00	94,653.17	255,550.99	80,952.01	75 -----
008 NURSING SALARIES	207,000.00	0.00	65,928.06	153,878.10	53,121.90	74 -----
009 SALARIES	1,210,005.00	0.00	313,530.27	896,181.13	313,823.87	74 -----
010 SOCIAL SECURITY	24,809.00	0.00	5,433.50	15,064.65	9,744.35	60 -----
012 MEDICAL INSURANCE	482,349.00	0.00	137,793.72	351,936.15	130,412.85	72 -----
013 RETIREMENT EXPENSE	429,537.00	0.00	115,439.50	306,312.78	123,224.22	71 -----
016 DENTAL INSURANCE	14,687.00	0.00	3,025.48	8,539.18	6,147.82	58 -----
017 EDUCATION & TRAINING	10,000.00	0.00	7,650.05	9,259.33	740.67	92 -----
018 MEDICARE EXPENSE	25,878.00	0.00	6,214.65	17,789.08	8,088.92	68 -----
023 AGENCY SERVICES	0.00	0.00	0.00	0.00	0.00	0
024 LEGAL FEES	3,500.00	0.00	1,602.50	1,812.50	1,687.50	51 -----
025 MEDICAL SERVICES & SUPPLIES	110,000.00	0.00	3,740.24	63,458.46	46,541.54	57 -----
026 MEDICAL DOCTOR EXPENSE	73,158.00	0.00	18,289.17	54,867.51	18,290.49	74 -----
027 MENTAL HEALTH	3,500.00	0.00	0.00	2,500.00	1,000.00	71 -----
028 INMATE PROGRAMS	18,000.00	0.00	4,519.39	10,372.41	7,627.59	57 -----
029 OTHER FEES & SERVICES	42,000.00	0.00	4,244.61	19,301.11	22,698.89	45 -----
030 ACADEMY	3,000.00	0.00	0.00	2,000.00	1,000.00	66 -----
036 OFFICE SUPPLIES	3,600.00	0.00	518.71	1,502.15	2,097.85	41 ----
037 DUES/LICENSES/SUBSCRIPTIONS	2,500.00	0.00	0.00	2,000.00	500.00	80 -----
038 POSTAGE	600.00	0.00	63.72	289.24	310.76	48 ----
039 OTHER SUPPLIES	24,000.00	0.00	5,180.77	18,222.12	5,777.88	75 -----
041 CHAPLAIN	1,500.00	0.00	800.00	800.00	700.00	53 -----
051 MEALS	225,000.00	0.00	43,322.70	156,170.67	68,829.33	69 -----
052 UNIFORM EXPENSES	9,500.00	0.00	27.50	2,710.68	6,789.32	28 --
053 CLOTHING EXPENSE - INMATES	7,000.00	0.00	2,458.00	3,481.85	3,518.15	49 -----
054 INMATE BEDDING/MATTRESS	3,000.00	0.00	748.28	748.28	2,251.72	24 --
058 ELECTRONIC MONITORING	3,500.00	0.00	1,024.25	3,106.75	393.25	88 -----

		ANNUAL		ACT QTD POSTED	ACT YTD POSTED	REMAINING	
		ADOPTED BUDGET	ENCUMBERED	AND IN PROCESS	AND IN PROCESS	BALANCE	PCT
100	GENERAL FUND						
6100	JAIL & HOUSE OF CORRECTIONS						
061	ELECTRIC EXPENSE	106,550.00	0.00	29,499.10	70,316.43	36,233.57	65 -----
065	PROPANE	86,000.00	0.00	14,776.19	65,287.18	20,712.82	75 -----
068	TELEPHONE	9,000.00	0.00	2,137.76	6,262.92	2,737.08	69 -----
069	LAUNDRY EXPENSE	5,500.00	0.00	1,181.04	5,500.00	0.00	100 -----
070	TRAVEL EXPENSE	3,000.00	0.00	0.00	2,622.43	377.57	87 -----
072	VEHICLE LEASE/PURCHASE	14,000.00	0.00	14,900.00	14,000.00	0.00	100 -----
073	VEHICLE EXPENSES	10,000.00	0.00	2,603.03	6,436.65	3,563.35	64 -----
078	GENERATOR EXPENSE	1,500.00	0.00	0.00	1,500.00	0.00	100 -----
080	RUBBISH REMOVAL	4,078.00	0.00	644.78	2,006.36	2,071.64	49 ----
081	MAINTENANCE/BUILDING REPAIR	52,000.00	0.00	14,081.91	44,357.13	7,642.87	85 -----
082	EQUIPMENT REPAIRS	1.00	0.00	0.00	0.00	1.00	0
088	PHOTO COPIER EXPENSE	6,540.00	0.00	889.80	2,962.32	3,577.68	45 ----
095	FIREARMS TRAINING AND EQUIP	5,503.00	0.00	4,347.20	5,294.14	208.86	96 -----
096	LESS LETHAL EQUIPMENT	3,345.00	0.00	0.00	1,348.35	1,996.65	40 ----
097	NEW EQUIPMENT	21,970.00	0.00	13,712.79	14,064.84	7,905.16	64 -----
TOTAL:	JAIL & HOUSE OF CORRECTIONS	3,634,313.00	0.00	940,533.49	2,621,797.78	1,012,515.22	72 -----
8000	INFORMATION TECHNOLOGY						
017	TRAINING	6,000.00	0.00	0.00	0.00	6,000.00	0
029	LICENSING	14,525.00	0.00	3,767.90	10,340.90	4,184.10	71 -----
036	SUPPLIES AND REPAIRS	11,800.00	0.00	5,021.66	7,934.99	3,865.01	67 -----
066	COMPUTER EXPENSE CONTRACTS	81,562.00	0.00	5,131.45	39,784.12	41,777.88	48 ----
097	NEW EQUIPMENT	32,533.00	0.00	0.00	11,072.63	21,460.37	34 ----
098	COUNTY WIDE CONTRACTS	138,500.00	0.00	39,026.51	104,761.56	33,738.44	75 -----
TOTAL:	INFORMATION TECHNOLOGY	284,920.00	0.00	52,947.52	173,894.20	111,025.80	61 -----
8360	COOPERATIVE EXT. SERVICES						
001	UNH COOP. EXTENSION-CARROLL	236,424.00	0.00	59,106.00	177,318.00	59,106.00	75 -----
TOTAL:	COOPERATIVE EXT. SERVICES	236,424.00	0.00	59,106.00	177,318.00	59,106.00	75 -----
9100	INTEREST EXPENSE						
100	TAX ANTICIPATION NOTES	142,000.00	0.00	0.00	0.00	142,000.00	0
151	S.R.F. WATER SYSTEM	5,552.00	0.00	2,731.66	5,551.45	0.55	99 -----
153	JAIL BOND DEBT	23,585.00	0.00	11,792.50	23,585.00	0.00	100 -----
TOTAL:	INTEREST EXPENSE	171,137.00	0.00	14,524.16	29,136.45	142,000.55	17 -
9160	LONG TERM DEBT						
151	S.R.F. WATER 2032	7,834.00	0.00	3,917.00	7,834.00	0.00	100 -----
153	PRIN. - JAIL BOND 2017	530,000.00	0.00	530,000.00	530,000.00	0.00	100 -----
TOTAL:	LONG TERM DEBT	537,834.00	0.00	533,917.00	537,834.00	0.00	100 -----
9180	REGIONAL APPROPRIATIONS						
089	WHITE HORSE ADDICTION CENTER	75,000.00	0.00	18,750.00	37,482.00	37,518.00	49 ----
099	CHILD ADVOCACY CENTER	50,000.00	0.00	12,500.00	37,500.00	12,500.00	75 -----
151	VNA & HOSPICE OF CARROLL CTY	75,000.00	0.00	18,750.00	56,250.00	18,750.00	75 -----

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100 GENERAL FUND						
9180 REGIONAL APPROPRIATIONS						
153 RETIRED SENIOR VOL. PROGRAM	50,000.00	0.00	12,500.01	37,499.99	12,500.01	74 -----
155 CONSERVATION DISTRICT	42,000.00	0.00	10,500.00	21,000.00	21,000.00	50 -----
TOTAL: REGIONAL APPROPRIATIONS	292,000.00	0.00	73,000.01	189,731.99	102,268.01	64 -----
9285 CAPITAL RESERVES						
089 CAPITAL RESERVE FUNDS	0.00	0.00	0.00	0.00	0.00	0
091 CAPITAL RESERVE - MVNH	0.00	0.00	0.00	0.00	0.00	0
093 CAPITAL RESERVE - UNH	0.00	0.00	0.00	0.00	0.00	0
100 CAPITAL RESERVE-FARM VEHICLE	0.00	0.00	0.00	0.00	0.00	0
103 CAPITAL RESERVE - SHERIFF	0.00	0.00	0.00	0.00	0.00	0
TOTAL: CAPITAL RESERVES	0.00	0.00	0.00	0.00	0.00	0
9370 CARROLL COUNTY CONVENTION						
009 SECRETARY SALARY	2,850.00	0.00	200.00	820.00	2,030.00	28 --
010 SOCIAL SECURITY	177.00	0.00	0.00	0.00	177.00	0
018 MEDICARE	42.00	0.00	0.00	0.00	42.00	0
029 SECRETARY EXPENSE	0.00	0.00	0.00	0.00	0.00	0
036 OFFICE SUPPLIES	500.00	0.00	0.00	200.00	300.00	40 ----
037 PUBLICATIONS/DOCUMENTS/DUES	100.00	0.00	0.00	0.00	100.00	0
038 POSTAGE	75.00	0.00	0.00	0.00	75.00	0
067 ADVERTISING	750.00	0.00	39.00	266.50	483.50	35 ---
070 TRAVEL EXPENSE	4,300.00	0.00	229.19	1,719.77	2,580.23	39 ---
074 MEETING EXPENSE	4,500.00	0.00	250.00	1,050.00	3,450.00	23 --
097 NEW EQUIPMENT	1.00	0.00	0.00	0.00	1.00	0
100 PERFORMANCE AUDIT	0.00	0.00	0.00	0.00	0.00	0
TOTAL: CARROLL COUNTY CONVENTION	13,295.00	0.00	718.19	4,056.27	9,238.73	30 ---
9400 CAPITAL EXPENDITURES						
089 ADMINISTRATION BUILDING	70,000.00	0.00	0.00	29,277.27	40,722.73	41 ----
091 REGISTRY OF DEEDS	0.00	0.00	0.00	0.00	0.00	0
093 ATTORNEY'S OFFICE	0.00	0.00	0.00	0.00	0.00	0
095 SHERIFF/DISPATCH	20,000.00	0.00	0.00	0.00	20,000.00	0
096 INFORMATION TECHNOLOGY	0.00	0.00	0.00	0.00	0.00	0
097 JAIL	22,000.00	0.00	552.00	552.00	21,448.00	2
098 ANNEX	64,000.00	0.00	0.00	0.00	64,000.00	0
TOTAL: CAPITAL EXPENDITURES	176,000.00	0.00	552.00	29,829.27	146,170.73	16 -
9500 MVNH ANNEX						
029 CONTRACTED FEES & SERVICES	2,800.00	0.00	336.00	1,272.00	1,528.00	45 ----
061 ELECTRIC	10,850.00	0.00	2,664.86	9,515.15	1,334.85	87 -----
065 PROPANE	9,240.00	0.00	1,515.48	6,696.10	2,543.90	72 -----
069 SERVICES PURCHASED	0.00	0.00	0.00	0.00	0.00	0
081 MAINTENANCE & REPAIR	10,000.00	0.00	2,733.19	4,924.42	5,075.58	49 ----
TOTAL: MVNH ANNEX	32,890.00	0.00	7,249.53	22,407.67	10,482.33	68 -----
TOTAL: GENERAL FUND	16,056,964.00	0.00	4,099,942.38	11,207,708.12	4,849,255.88	69 -----

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Expenditure Guideline
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COUNTY OF CARROLL
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	ANNUAL ADOPTED BUDGET	ENCUMBERED	ACT QTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT	
200	FEDERAL GRANT FUNDS						
4111	VICTIM WITNESS GRANT						
009	SALARY-DIRECTOR	25,300.00	0.00	6,009.80	19,602.20	5,697.80	77 -----
017	EDUCATION & CONFERENCES	2,300.00	0.00	0.00	111.00	2,189.00	4
036	OFFICE SUPPLIES	400.00	0.00	0.00	0.00	400.00	0
068	TELEPHONE	1,000.00	0.00	304.59	464.59	535.41	46 ----
070	TRAVEL	3,500.00	0.00	135.85	674.61	2,825.39	19 -
TOTAL:	VICTIM WITNESS GRANT	32,500.00	0.00	6,450.24	20,852.40	11,647.60	64 -----
4142	DISPATCH CENTER GRANTS						
096	GRANTS	3,000.00	0.00	0.00	0.00	3,000.00	0
TOTAL:	DISPATCH CENTER GRANTS	3,000.00	0.00	0.00	0.00	3,000.00	0
6100	GRANTS - DOC						
023	CONSULTING SERVICES	0.00	0.00	8,375.00	15,000.00	15,000.00-	9999 -----]]]]
039	SUPPLIES	0.00	0.00	500.00	500.00	500.00-	9999 -----]]]]
070	TRAVEL & TRAINING	0.00	0.00	1,346.02	7,000.00	7,000.00-	9999 -----]]]]
097	NEW EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0
098	IT NEEDS	0.00	0.00	323.00	2,060.00	2,060.00-	9999 -----]]]]
TOTAL:	GRANTS - DOC	0.00	0.00	10,544.02	24,560.00	24,560.00-	9999 -----]]]]
TOTAL:	FEDERAL GRANT FUNDS	35,500.00	0.00	16,994.26	45,412.40	9,912.40-	127 -----]]

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Expenditure Guideline
FOR THE PERIOD(S) JAN 01, 2017 THROUGH SEP 30, 2017

COUNTY OF CARROLL
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	ANNUAL ADOPTED BUDGET	ENCUMBERED	ACT QTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
300 NURSING HOME FUND						
5100 NURSING HOME ADMINISTRATION						
005 OVERTIME	400.00	0.00	49.71	317.98	82.02	79 -----
009 SALARY-ADMINISTRATION	420,100.00	0.00	108,524.99	300,650.88	119,449.12	71 -----
010 SOCIAL SECURITY	26,045.00	0.00	8,124.00	19,536.57	6,508.43	75 -----
012 MEDICAL INSURANCE	1,510,667.00	0.00	352,800.02	1,020,463.46	490,203.54	67 -----
013 RETIREMENT EXPENSE	45,875.00	0.00	10,856.40	31,475.45	14,399.55	68 -----
014 WORKERS' COMPENSATION	182,188.00	0.00	0.00	182,187.50	0.50	99 -----
015 UNEMPLOYMENT TAX EXPENSE	11,487.00	0.00	0.00	11,487.00	0.00	100 -----
016 DENTAL INSURANCE	41,912.00	0.00	10,336.14	28,997.17	12,914.83	69 -----
017 EDUCATION & CONFERENCES	6,500.00	0.00	1,067.52	1,536.81	4,963.19	23 --
018 MEDICARE EXPENSE	6,095.00	0.00	1,899.95	4,569.19	1,525.81	74 -----
021 AUDITING AND LEGAL EXPENSE	40,000.00	0.00	10,731.50	36,615.75	3,384.25	91 -----
029 OTHER FEES & SERVICES	500.00	0.00	10,000.00-	10,000.00-	10,500.00	2000 -----]]]]
036 OFFICE SUPPLIES	7,000.00	0.00	1,584.78	4,438.17	2,561.83	63 -----
037 DUES/TRAINING/SUBSCRIPTIONS	4,500.00	0.00	254.80	4,121.80	378.20	91 -----
038 POSTAGE	2,500.00	0.00	187.20	257.62	2,242.38	10 -
045 EQUIP-BED TAX	490,000.00	0.00	131,654.36	395,050.24	94,949.76	80 -----
067 ADVERTISING	2,200.00	0.00	173.36	1,356.05	843.95	61 -----
068 TELEPHONE	16,000.00	0.00	4,019.35	12,490.89	3,509.11	78 -----
088 PHOTO COPIER EXPENSE	13,840.00	0.00	3,701.84	10,003.43	3,836.57	72 -----
093 INSURANCE	124,542.00	0.00	124,541.50	124,541.50	0.50	99 -----
097 NEW EQUIPMENT	30,000.00	0.00	7,399.50	8,078.31	21,921.69	26 --
TOTAL: NURSING HOME ADMINISTRATION	2,982,351.00	0.00	767,906.92	2,188,175.77	794,175.23	73 -----
5130 NURSING HOME DIETARY DEPT.						
005 OVERTIME	1,750.00	0.00	625.18	1,142.62	607.38	65 -----
009 SALARY	785,300.00	0.00	217,218.45	586,861.82	198,438.18	74 -----
010 SOCIAL SECURITY	48,797.00	0.00	13,092.21	35,245.32	13,551.68	72 -----
013 RETIREMENT EXPENSE	55,781.00	0.00	14,065.95	36,976.07	18,804.93	66 -----
017 EDUCATION & CONFERENCES	4,000.00	0.00	532.00	532.00	3,468.00	13 -
018 MEDICARE EXPENSE	11,412.00	0.00	3,061.82	8,242.79	3,169.21	72 -----
023 CONSULTANT	18,720.00	0.00	4,743.00	13,461.75	5,258.25	71 -----
029 CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00	0
037 DUES, LICENSES, SUBSCRIPTION	600.00	0.00	0.00	0.00	600.00	0
039 GENERAL OPERATING SUPPLIES	85,000.00	0.00	21,388.63	58,815.62	26,184.38	69 -----
050 FOOD	540,750.00	0.00	133,849.13	367,824.83	172,925.17	68 -----
052 UNIFORM EXPENSES	5,000.00	0.00	2,136.72	3,794.24	1,205.76	75 -----
062 PROPANE GAS	0.00	0.00	0.00	0.00	0.00	0
082 EQUIPMENT MAINTENANCE/REPAIR	15,200.00	0.00	1,599.40	8,368.51	6,831.49	55 -----
097 NEW EQUIPMENT	10,400.00	0.00	6,613.83	9,398.83	1,001.17	90 -----
TOTAL: NURSING HOME DIETARY DEPT.	1,582,710.00	0.00	418,926.32	1,130,664.40	452,045.60	71 -----
5140 NURSING DEPARTMENT						
005 OVERTIME	185,000.00	0.00	28,612.37	180,000.00	5,000.00	97 -----
006 SALARY-NURSING SECRETARY	127,571.00	0.00	37,955.56	102,964.92	24,606.08	80 -----
007 SALARY-LNA'S	2,660,580.00	0.00	681,580.32	1,886,827.98	773,752.02	70 -----

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Expenditure Guideline
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COUNTY OF CARROLL
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	ANNUAL ADOPTED BUDGET	ENCUMBERED	ACT QTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
300 NURSING HOME FUND						
5140 NURSING DEPARTMENT						
008 SALARY-CHARGE+SUPERV. NURSE	1,440,465.00	0.00	372,773.74	1,078,502.50	361,962.50	74 -----
009 SALARY-SUPERVISE NURSE	0.00	0.00	0.00	0.00	0.00	0 -----
010 SOCIAL SECURITY	273,644.00	0.00	66,560.84	192,272.36	81,371.64	70 -----
011 MNA MEDICATION NURSING ASSIS	0.00	0.00	0.00	0.00	0.00	0 -----
013 RETIREMENT EXPENSE	396,003.00	0.00	84,239.46	236,722.02	159,280.98	59 -----
017 EDUCATION & CONFERENCES	20,000.00	0.00	2,053.27	6,326.00	13,674.00	31 -----
018 MEDICARE EXPENSE	63,998.00	0.00	15,566.63	44,967.16	19,030.84	70 -----
023 AGENCY STAFF	88,000.00	0.00	45,940.89	97,553.87	9,553.87	110 -----]
027 IN-SERVICE TRAINING	0.00	0.00	0.00	0.00	0.00	0 -----
029 OTHER FEES & SERVICES	12,000.00	0.00	2,536.95	6,765.20	5,234.80	56 -----
030 MEDICAL SUPPLIES & SERVICES	125,000.00	0.00	23,851.65	76,740.53	48,259.47	61 -----
036 OFFICE SUPPLIES	4,900.00	0.00	710.99	2,342.77	2,557.23	47 -----
038 POSTAGE	300.00	0.00	0.00	0.00	300.00	0 -----
039 SUPPLIES	190,000.00	0.00	28,546.81	82,368.96	107,631.04	43 -----
040 PHARMACY - SKILLED	60,000.00	0.00	7,983.36	35,735.98	24,264.02	59 -----
041 PHARMACY	40,000.00	0.00	8,272.26	24,579.37	15,420.63	61 -----
052 UNIFORM EXPENSES	7,000.00	0.00	1,000.00	3,781.44	3,218.56	54 -----
082 EQUIPMENT MAINTENANCE/REPAIR	8,500.00	0.00	326.16	4,426.83	4,073.17	52 -----
097 NEW EQUIPMENT	25,000.00	0.00	4,881.26	4,881.26	20,118.74	19 -----
TOTAL: NURSING DEPARTMENT	5,727,961.00	0.00	1,413,392.52	4,067,759.15	1,660,201.85	71 -----
5150 ENVIRONMENTAL SERVICES						
005 OVERTIME	2,000.00	0.00	591.92	1,806.69	193.31	90 -----
009 SALARY	576,000.00	0.00	160,342.48	439,151.25	136,848.75	76 -----
010 SOCIAL SECURITY	35,836.00	0.00	10,091.29	26,555.99	9,280.01	74 -----
013 RETIREMENT EXPENSE	53,026.00	0.00	14,724.39	40,299.08	12,726.92	75 -----
017 EDUCATION & CONFERENCES	1,300.00	0.00	280.00	787.39	512.61	60 -----
018 MEDICARE EXPENSE	8,381.00	0.00	2,359.70	6,210.23	2,170.77	74 -----
029 CONTRACTED FEES & SERVICES	100,035.00	0.00	20,490.79	66,707.80	33,327.20	66 -----
039 GENERAL OPERATING SUPPLIES	67,500.00	0.00	16,265.28	49,173.08	18,326.92	72 -----
052 UNIFORM EXPENSES	3,000.00	0.00	688.42	1,176.69	1,823.31	39 -----
055 CABLE TV SERVICES	11,600.00	0.00	2,901.62	8,682.44	2,917.56	74 -----
061 ELECTRIC EXPENSE	215,750.00	0.00	59,844.86	140,002.30	75,747.70	64 -----
065 PROPANE	113,300.00	0.00	19,322.71	85,375.58	27,924.42	75 -----
066 PELLETS	30,000.00	0.00	0.00	18,440.97	11,559.03	61 -----
070 TRAVEL EXPENSE	400.00	0.00	0.00	0.00	400.00	0 -----
073 VEHICLE EXPENSES	8,500.00	0.00	1,807.50	3,123.89	5,376.11	36 -----
078 GENERATOR EXPENSE	8,600.00	0.00	885.00	7,360.84	1,239.16	85 -----
080 CARE OF GROUNDS	5,000.00	0.00	0.00	2,201.12	2,798.88	44 -----
081 BUILDING REPAIR/MAINTENANCE	25,000.00	0.00	1,952.45	13,301.98	11,698.02	53 -----
082 EQUIPMENT REPAIRS	6,400.00	0.00	864.56	5,532.39	867.61	86 -----
097 NEW EQUIPMENT	10,000.00	0.00	1,502.88	9,547.27	452.73	95 -----
TOTAL: ENVIRONMENTAL SERVICES	1,281,628.00	0.00	314,915.85	925,436.98	356,191.02	72 -----
5180 PHYSICIANS AND PHARMACY						

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COUNTY OF CARROLL
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	ANNUAL ADOPTED BUDGET	ENCUMBERED	ACT QTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
300 NURSING HOME FUND						
5180 PHYSICIANS AND PHARMACY						
020 EMPLOYEE PHYSICALS	300.00	0.00	76.92	76.92	223.08	25 --
023 CONSULTANTS	58,000.00	0.00	12,057.94	44,173.39	13,826.61	76 -----
024 PHYSICIAN SERVICES	18,000.00	0.00	7,500.00	7,500.00	10,500.00	41 ----
034 OXYGEN	23,000.00	0.00	6,381.50	16,908.00	6,092.00	73 -----
TOTAL: PHYSICIANS AND PHARMACY	99,300.00	0.00	26,016.36	68,658.31	30,641.69	69 -----
5190 PHYSICAL THERAPY DEPARTMENT						
005 OVERTIME	0.00	0.00	0.00	0.00	0.00	0
009 SALARIES	0.00	0.00	0.00	0.00	0.00	0
010 SOCIAL SECURITY	0.00	0.00	0.00	0.00	0.00	0
013 RETIREMENT EXPENSE	0.00	0.00	0.00	0.00	0.00	0
018 MEDICARE EXPENSE	0.00	0.00	0.00	0.00	0.00	0
039 SUPPLIES	12,000.00	0.00	2,282.62	3,504.42	8,495.58	29 --
040 PHYSICAL THERAPY - SKILLED	75,000.00	0.00	19,457.92	59,277.88	15,722.12	79 -----
041 PHYSICAL THERAPY - PART B	48,000.00	0.00	27,627.13	52,984.23	4,984.23	110 -----]
052 UNIFORM EXPENSES	0.00	0.00	0.00	0.00	0.00	0
082 EQUIPMENT MAINTENANCE/REPAIR	750.00	0.00	249.00	249.00	501.00	33 ---
097 NEW EQUIPMENT	1.00	0.00	0.00	0.00	1.00	0
TOTAL: PHYSICAL THERAPY DEPARTMENT	135,751.00	0.00	49,616.67	116,015.53	19,735.47	85 -----
5191 RECREATIONAL THERAPY DEPT.						
005 OVERTIME	800.00	0.00	71.90	404.53	395.47	50 -----
008 BUS DRIVER PAYROLL	0.00	0.00	0.00	0.00	0.00	0
009 SALARIES	329,140.00	0.00	83,776.74	232,973.15	96,166.85	70 -----
010 SOCIAL SECURITY	20,456.00	0.00	5,521.47	15,091.98	5,364.02	73 -----
013 RETIREMENT EXPENSE	31,054.00	0.00	9,058.18	24,191.36	6,862.64	77 -----
017 EDUCATION & CONFERENCES	2,500.00	0.00	934.01	1,855.81	644.19	74 -----
018 MEDICARE EXPENSE	4,784.00	0.00	1,291.36	3,529.63	1,254.37	73 -----
038 POSTAGE	500.00	0.00	0.00	0.00	500.00	0
039 GENERAL OPERATING SUPPLIES	4,000.00	0.00	871.36	1,551.80	2,448.20	38 ---
057 ACTIVITY SERVICES	2,250.00	0.00	370.83	1,083.24	1,166.76	48 ----
074 ENTERTAINMENT	5,500.00	0.00	1,975.79	4,306.44	1,193.56	78 -----
097 NEW EQUIPMENT	840.00	0.00	0.00	756.00	84.00	90 -----
TOTAL: RECREATIONAL THERAPY DEPT.	401,824.00	0.00	103,871.64	285,743.94	116,080.06	71 -----
5192 SOCIAL SERVICES DEPARTMENT						
009 SALARIES	110,825.00	0.00	29,171.27	72,495.41	38,329.59	65 -----
010 SOCIAL SECURITY	6,871.00	0.00	792.79	5,153.25	1,717.75	75 -----
013 RETIREMENT EXPENSE	12,496.00	0.00	3,319.67	9,416.55	3,079.45	75 -----
017 EDUCATION & CONFERENCES	730.00	0.00	41.62	166.62	563.38	22 --
018 MEDICARE EXPENSE	1,607.00	0.00	185.08	1,205.55	401.45	75 -----
036 OFFICE SUPPLIES	500.00	0.00	284.42	500.00	0.00	100 -----
038 POSTAGE	450.00	0.00	0.00	0.00	450.00	0
070 TRAVEL EXPENSE	500.00	0.00	95.23	318.79	181.21	63 -----
097 NEW EQUIPMENT	1.00	0.00	0.00	0.00	1.00	0

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	ANNUAL ADOPTED BUDGET	ENCUMBERED	ACT QTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
300 NURSING HOME FUND						
TOTAL: SOCIAL SERVICES DEPARTMENT	133,980.00	0.00	31,934.34	89,256.17	44,723.83	66 -----
5193 SPECIAL SERVICES DEPARTMENT						
029 CRIMINAL RECORDS	2,250.00	0.00	1,250.00	2,250.00	0.00	100 -----
054 SPEECH THERAPY - SKILLED	36,200.00	0.00	7,206.67	23,150.21	13,049.79	63 -----
055 SPEECH THERAPY - PART B	65,000.00	0.00	16,634.47	47,369.63	17,630.37	72 -----
056 OCCUPATIONAL THERAPY-SKILLED	80,000.00	0.00	16,428.55	56,304.30	23,695.70	70 -----
057 OCCUPATIONAL THERAPY-PART B	70,000.00	0.00	23,261.16	54,593.39	15,406.61	77 -----
058 LABORATORY - SKILLED	9,000.00	0.00	467.60	2,245.80	6,754.20	24 --
060 RADIOLOGY - SKILLED	6,450.00	0.00	3,064.05	3,064.05	3,385.95	47 ----
064 AMBULANCE - SKILLED	1,250.00	0.00	0.00	0.00	1,250.00	0
068 RESPIRATORY THERAPY	4,800.00	0.00	0.00	0.00	4,800.00	0
TOTAL: SPECIAL SERVICES DEPARTMENT	274,950.00	0.00	68,312.50	188,977.38	85,972.62	68 -----
9100 INTEREST EXPENSE						
099 MVC BOND 2030 - INT	624,219.00	0.00	312,109.39	624,218.78	0.22	99 -----
TOTAL: INTEREST EXPENSE	624,219.00	0.00	312,109.39	624,218.78	0.22	99 -----
9160 LONG TERM DEBT						
099 MVC BOND 2030 - PRIN	1,175,000.00	0.00	1,175,000.00	1,175,000.00	0.00	100 -----
TOTAL: LONG TERM DEBT	1,175,000.00	0.00	1,175,000.00	1,175,000.00	0.00	100 -----
TOTAL: NURSING HOME FUND	14,419,674.00	0.00	4,682,002.51	10,859,906.41	3,559,767.59	75 -----

	ANNUAL ADOPTED BUDGET	ENCUMBERED	ACT QTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
GRAND TOTAL	30,512,138.00	0.00	8,798,939.15	22,113,026.93	8,399,111.07	72 -----

TOTAL NUMBER OF RECORDS PRINTED 429

**Carroll County Delegation
November 6, 2017
Information Request**

To: Carroll County Administration

From: Chairman Mark McConkey

These are items requested by the Delegation during the above meeting date.

✓Complete	Request	Notes
	Was this meeting properly posted and advertised?	
	Merit Raise Policy	
	Electricity supply contract and usage report	
	Detail re: Inmate Medical Expenses	
	Detail re: Unexpended IT Training line	
	Hay advertisement on County website	
	Water system report	
	Copy updated capital improvement plan	
	NH DRA Audit recommendations response	
	2015 financial audit recommendations status	
	Grant fact sheet	
	Consider county department performance measures (Rep. Cordelli)	
	Line Item Transfer #3 does not match amounts on budget sheets? (Rep. Cordelli)	

*Chairman McConkey asked that **these items** be sent to M. Seamans for distribution to the full delegation.*