

MEMORANDUM

TO: All County Departments
FROM: Todd Wiltgen, Chair
DATE: December 20, 2018
RE: Mid-Year Budget Review

The County Board of Commissioners will have a mid-year budget review on Thursday, February 7, 2019. In addition to reviewing current year revenues and expenditures, we will continue planning for the future.

To make the mid-year budget review more productive, we will need the following information from you:

1. An update from you on the current year budget. If you are aware of any changes from the adopted budget as it would relate to total anticipated revenues or expenditures for Fiscal 2019, please let us know the reason for the change and the monetary impact of the change. If we do not hear from you by **Friday, January 18, 2019**, we will assume your agency's revenue and expenses are on target with the adopted budget. If you anticipate needing additional funds to cover salary and health insurance increases not included in your budget, please provide your best estimate of the amount needed based on six months of actual experience. Also for non-salary expenditures where the Board has given approval for items that have arisen since the adoption of the budget, please provide your estimate of additional appropriations you will need to finish the fiscal year.
2. Concerning future year expenditures, identify major issues including capital items, technology, and staffing changes your agency will be dealing with in the next two (2) fiscal years. If you anticipate changes in staffing, please indicate the change by position and the number of full-time employees for each of the next two (2) years.

We appreciate your cooperation in reviewing this memo and responding to any items the Board needs to be aware of as we look at the mid-year budget and plan for Fiscal 2020 and beyond. Please send any comments to Dennis Meyer prior to **January 18, 2019**. Please let us know if you have any questions.