

VILLAGE OF ELM GROVE

13600 Juneau Boulevard
Elm Grove, WI 53122

FINANCE COMMITTEE

Monday October 24, 2016* 7:00 PM * Park View Room

AGENDA

1. Call meeting to order.

2. Review and act on minutes

- September 26, 2016
- October 13, 2016
- October 19, 2016

Documents:

[FL92616md.pdf](#)

[FL101316md- Budget workshop.pdf](#)

[FL101916md- Budget workshop.pdf](#)

3. Review and act on operator license renewals and new operator licence applications

Memo attached with further information

Documents:

[Clerk memo 102116.pdf](#)

4. Review and act on change of premise for Wall Street Drink Exchange

5. Review and act on change to purchase card policy

Documents:

[memo Pcard policy updated 10-16.pdf](#)

[Card policy updated 10-16.pdf](#)

6. Review and act on vouchers

Documents:

[Voucher list 102416.pdf](#)

[9-2016ACH.pdf](#)

[Library Sept 2016.pdf](#)

[Library 10 2016.pdf](#)

[Library Chase 10 2016.pdf](#)

[Chase 10 2016.pdf](#)

7. Other business

Documents:

Financial Report 9-2016.pdf

Financial comparison 2015-2016 September.pdf

8. Adjournment

Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires that the meeting or materials for the meeting has to be in an accessible location or format must contact the Village Clerk, Mary S. Stredni, at 262-782-6700 or 13600 Juneau Boulevard by 3:00 PM Friday prior to the meeting so that any necessary arrangements can be made to accommodate your request.

NOTICE: It is possible that members of, and possibly a quorum of, other governmental bodies of the Village may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to in the above notice

Draft

Village of Elm Grove Finance and Licensing September 26, 2016

Present: George Haas Glen Porter, Glenn Schrubbe, Patty Kujawa, Pat Kressin
Also Present: Monica Hughes, Dave De Angelis, Tom Harrigan and Mary Stredni.

Mr. Haas called the meeting to order at 7:00 pm.

Minutes

- August 22, 2016 –Mr. Porter and Ms. Kujawa moved and seconded to approve minutes with a correction on the 3rd line concerning contacting committee members to schedule budget workshops, under other business to read, including new ones. Motion carried 5-0.
- September 9, 2016 Capital Budget Workshop- Ms. Kujawa and Mr. Schrubbe moved and seconded to approve. Motion carried 5-0

Review and act on dance hall license

An application for a dance hall license was submitted by Wall Street Drink Exchange to allow them to have live entertainment. Ms. Kujawa and Mr. Schrubbe moved and seconded to recommend approval. Motion carried 5-0.

Review and act on operator licenses

Applications for 2 new operator licenses were submitted for

- Dawncia Shaw-Walgreens
- Seth Rattan- Otto's Elm Grove Liquor

All paperwork was complete and no problems identified –Mr. Kressin and Mr. Porter moved and seconded to approve. Motion carried 5-0.

Review and act on resolution 92616B amending the 2016 budget

A resolution was submitted to amend the 2016 budget for additional contingency available in the general fund under the new expenditure restraint procedure and also for 2016 capital projects that were postponed from 2015, had additional costs or were moved forward in the budget cycle. Monica Hughes reviewed the proposed amendment. Mr. Schrubbe and Mr. Kressin moved and seconded to approve. Motion carried 5-0.

Vouchers

The following voucher listings were submitted. Below are the totals and the actions taken by the committee.

• <u>Total</u>	• <u>Motion</u>	• <u>Second</u>	• <u>Vote</u>
\$829,182.12	Kressin	Porter	5-0
\$128,338.19	Kressin	Kujawa	5-0
\$6,785.19	Kujawa	Schrubbe	5-0
\$2,212.77	Kujawa	Porter	5-0
\$18,990.56	Kressin	Schrubbe	5-0
\$377,338.46	Kujawa	Porter	5-0

Other Business

Mr. Haas provided a short update to committee members on the Reinders redevelopment. He noted that the developer had submitted a new project plan that will now go through the village process. The developer has requested TIF assistance and our financial advisors, Ehlers and Associates, will be reviewing their request and detailed financial information. They will then provide an update to the finance committee which is tentatively scheduled for October 19, the second budget workshop. It is anticipated that the workshop would begin early, at 6:30, and Ehlers would make a presentation. Mr. Haas emphasized this is in the beginning stages of review and the schedule is tentative.

Draft

Adjournment

Mr. Kressin and Mr. Porter moved and seconded to adjourn the meeting at 7:32pm. Motion carried 5-0.

Respectfully,
Monica L. Hughes

DRAFT

Village of Elm Grove
Finance and Licensing
Budget Workshop
October 13, 2016

Present: George Haas, Glenn Schrubbe, Martha Kendler, Pat Kressin
Also Present: Monica Hughes, Dave De Angelis, Tom Harrigan, Richard Paul Jr., Sarah Muench, and Bonnie Klamick

Mr. Haas called the meeting to order at 7:00 pm.

Discussion of Proposed 2017 Budget

Mr. De Angelis presented the budget summarizing major components. He noted that the budget includes a levy increase of \$89,430 or 1.33% and is within the state levy limits. He noted that the current proposed budget includes a 10% increase to health insurance and no wage increases. The budget also includes some changes to the capital budget to reduce the required levy; moving the DPW excavator to 2022, moving the DPW truck with swap attachments to 2018, increasing the cost of the ambulance but also moving to 2021, and recommending that available funds in the general fund in 2016 be transferred to the capital fund to support the additional costs of Watertown Plank Road Bridge. He also pointed out that past year's levies have included \$1,500,000 to fund the MMSD capital charge but that has been reduced to \$1,425,000 in this budget. The additional funding for the capital charge has been moved to the user fee.

Committee members questioned the status of the health renewal and the fact that no wage increases are budgeted. It is a negotiation year for our police contract so at this point there is no committed 2017 increase and in past practice contingency funds have been used to support wage increases approved by the board in negotiation years. It is anticipated that there will be some savings on the health insurance and those funds could be directed to wages if approved. Currently the village has received word from our carrier that the renewal will be 5.5% but also proposed an alternative plan with additional savings. Staff is looking further at the alternative plan and anticipates making a recommendation in the upcoming weeks.

Monica Hughes then reviewed the summary memo and pages included in the budget. She provided further information on the points above and reviewed the levy proposed and the effect on residential property owners. It was noted that the average home value has not changed and the current budget indicates a tax levy increase to the average single family property owner of \$27. The user fees have a slight increase of \$.80 overall for sewer, stormwater, and garbage collection. Again no funds are levied specifically for debt service, the remaining debt is for the stormwater project and is supported by the stormwater user fee and the TIF increment. The TIF will have an increment sufficient to pay its portion of the debt in 2017. Estimated fund balances were reviewed noting that the village will be within the parameters identified in its policy. Wages and benefits are summarized in the early pages of the budget and a graph included to show where these dollars are spent. It was noted that the wages and benefits are the largest portion of the budget with 2017 wages estimated at \$3,579,000 and that a 1% wage increase would be \$35,800.

The discussion then moved to specific departments.

Library

Sarah Muench, Library Director, and Bonnie Klamick, Library Board President, presented the budget and answered questions. Ms. Muench noted the change in personnel from 2 part-time positions to a full-time position with benefits which attributed to the increased benefit costs. She also requested slight increases to her material expenditures and a number of expense areas. Outside of wages and benefits the budget increase is \$3000. The committee discussed the library revenue, fund balance and overall support. It was noted that the library is maintained as a separate special revenue fund but is not expected to carry a fund balance. If funds are available they are used the following year to support operations. The library did carry over in past years some funds due to employee turnover and open positions. Currently the library is fully staffed and no funds will be carried forward which attributes to the additional levy funds needed.

Library Gift Fund

The library gift was also discussed noting that no budget is proposed for 2017. This is a fund that is supported by donations and under the oversight of the library board. The fund is part of the village's financial statements but expenditures are determined by donations received and needs identified by the library board. It was noted that the library has been fortunate to have a strong friends group that does substantial fund raising through its book sale and lights of love. Their donations and others provide additional materials and program support to the library.

Public Works

Richard Paul, Jr., Public Works Director, summarized the department budget noting that there is an increase in paving to be offset by the LRIP grant. Other items with small increases are winter road and equipment maintenance. A new line has been added for the costs of facility dude software and mobile 311 software. The facility dude software costs were previously in miscellaneous and that line had been reduced. The mobile 311 is new and will be used with the GIS system now hosted by The Dude. The GIS expense in general government was reduced \$1400. Wages and benefits include the additional costs of the planned use of general government maintenance employee in public works approximately 25% of his time. This year a savings is reflected in fuel costs and the 2017 also shows a reduction. Fuel costs are being budgeted at \$2.75 per gallon. There was discussion on the equipment rental which is budgeted at \$1,000. This is the expense of miscellaneous items the department may rent on a weekly basis for specific tasks being performed or due to equipment breakdowns.

Solid Waste

The budget was reviewed noting it includes the cost of the public works yard, brush pickup and our contract with John's Disposal for household pickup of garbage and recycling. The village has a user fee that is set annually to cover the estimated costs. This fee will remain the same in 2017. Our contract with John's can change annually but is dependent on the CPI and average fuel costs. Staff is currently working with John's on the new contract rates but no increase is expected due to lower fuel costs.

Forestry

Mr. Paul reviewed the forestry budget noting increases in tree care and emerald ash removal. The committee expressed concern on the number of trees being removed as compared to planted. Due to emerald ash the village has been removing a large number of trees not all necessarily large mature trees. That is expected to continue in 2017 as the area is affected by the emerald ash borer. Time constraints also can also limit the amount of replanting that can be done. The village is treating a number of ash trees, 11 in 2016, at a cost of approximately \$200 per tree. This treatment only last a few

years and needs to be done again. This is a new disease so the long term success of treatment is not yet known.

General Government Revenues

Monica Hughes reviewed the general fund revenues included in the budget. State aid for shared revenue, expenditure restraint and transportation aids will remain the same as 2016. Grant funding through the local road improvement fund is included in 2017. The village has seen an increase of recycling dividends due to the increased recycling with our new contractor and the single source recycling procedure. The state also restored funding to the program during 2016. Permits reflect an estimate under the new fee structure put in place mid- 2016. Under the new structure it is anticipated that building permit revenue will remain comparable to past years but there should be an increase in electrical and plumbing. Fines and forfeiture revenue rose has increased in 2015 and 2016 and is budgeted at that level for 2017. As indicated earlier the user fee for garbage and recycling is included and was set at a level to recover costs. The recreation revenue will be discussed at the next workshop when the recreation director is present. Commercial revenues reflect cable TV franchise fees, investment earnings and cell tower lease payments.

General Government Expenditures

The general government expenditures were reviewed. An increase in health insurance is the result of a change in employee enrollment from opting out to family coverage. The assessor costs are budgeted at the same level as 2016 though the village is still in the process of contracting for these services. The 2016 expense is higher due to the cost of new software that was purchased. 2016 has seen an increase in legal fees. The increase is attributed to higher hourly rates and more small items such as contracts that have required legal assistance and not a specific large item. Building maintenance was increased from \$35,000 to \$40,000 though it was noted that unforeseen repairs make this line fluctuate. In the current year we have had a number of large HVAC costs.

Inspection

The final area for discussion was inspections. As noted in the revenue discussion the village contracts with SafeBuilt, formerly Independent Inspections, for its services related to permits. A new fee structure and contract were implemented during 2016 and the costs reflected in the budget are the percentages due SafeBuilt under the contract. For residential the majority of permits reflect a 65/35 split with the village retaining 35% of the collected fee. Also included was a summary of past year's permit numbers. The village has requested this same information for 2016 to date from SafeBuilt as now it is all maintained within their software. Additional information should be available within the next few weeks. The statistics indicate the village issues a large number of permits annually most of which are for replacement of mechanicals or small remodeling and new construction.

Other Business

The next workshop will be Wednesday October 19, 2016 at 7pm. Ms Kendler indicated that she will not be able to attend.

Adjournment

Ms. Kendler and Mr. Schrubbe moved and seconded to adjourn the meeting at 8:30pm. Motion carried 4-0.

Respectfully,
Monica L. Hughes

DRAFT

Village of Elm Grove
Finance and Licensing
Budget Workshop
October 19, 2016

Present: George Haas, Pat Kressin, Patty Kujawa, Glen Porter
Also Present: Monica Hughes, Dave De Angelis, Tom Harrigan, Mary Stredni, Erin Cross, Bill Selzer, Jim Gage

Mr. Haas called the meeting to order at 7:00 pm.

Discussion of Proposed 2017 Budget

The discussion for the evening's workshop included recreation and public safety departments

Fire

Bill Selzer, fire chief, was present to provide information and answer questions on his budget. He noted that there is no change to any of the proposed expenditures other than small increases reflected in a number of benefit lines which are consistent throughout the village department budgets. On call is budgeted at \$100,000 which is the same as previous years, though it was noted that we have been slightly under that in recent years. Chief Selzer also informed the committee that a purchase order has been issued for the new rapid response vehicle that is included in the 2016 approved capital purchases. This vehicle is not expected to arrive until 2017.

Recreation

Erin Cross, recreation director, presented her department budget. She noted that the budget is self-funded at about 85% which is much higher than most municipalities. Ms. Cross also provided the participation numbers for 2016 programs. She noted that one of the biggest areas for unplanned expenditures in 2016 and challenges for the department was the wading pool. It was determined that the pool has an underground leak and was closed most of the summer to the frustration of many residents. The recreation committee and village board is currently exploring building a splash pad in place of the wading pool. The village does not have any funds budgeted for this and would be looking to community support. Due to the planning process and cost it is not anticipated that it could be built next year. An item like this would normally be included in the five year capital project. The committee questioned if the wading pool would be repaired in the meantime and how that would be funded. Dave De Angelis, village manager, indicated that the pool would probably need to be repaired and those funds could come out of contingency in 2017. He expects the costs to be approximately \$10,000. If the village moves forward with the splash pad some of the underground piping could be laid at that time.

Ms. Cross also reviewed summer programs noting new programs that were well received. The campout in its second year saw increased participation and both junior lifeguard and youth baseball were successful. Adult knitting is providing the additional revenue in the adult program line. She noted that programs are continually reviewed and adjusted. She also noted small increase program expense for the costs of some of these programs. Training includes the cost of lifeguard certifications which was previously done in house. The success of the junior lifeguard program will hopefully provide future employees for the department.

Court

Jim Gage, police chief, presented the court budget which includes the costs to operate our municipal court. Legal fees included are specifically for municipal and circuit court. General village legal fees are included in the general government budget. He noted a personnel change. The village previously had a part-time administrative employee who assisted the police department and municipal court. Hours for this employee have been reduced to only assisting at municipal court.

Dispatch

Jim Gage also reviewed the dispatch budget noting the phone increase will be additional I-phones for some of the police officers. They are currently carrying older model flip-phones which do not allow access to many of the instant features available on smartphones for relaying and confirming information. A new line has been added for the maintenance costs of our new 911 equipment. This will be an annual charge and is new, there is no reduction to other costs. We are in a 7 year contract with City of Muskego and Village of Mukwonago. The equipment was purchased in partnership so our initial capital costs were 1/3 of the total costs and our maintenance costs will also represent 1/3 of the total costs.

Police

Jim Gage, then presented the police budget. He noted that overtime has been budgeted higher than last year but is appropriate due to historical numbers. He is anticipating one retirement next November and perhaps an additional officer leaving to pursue a different career. He has small increases in other lines but due to the small dollars budgeted the percentages may appear substantial. The department is requesting a small increase to uniform cleaning and maintenance, also ammunition which has seen rising prices and is limited quantities.

EMS

Monica Hughes reviewed the EMS budget. She noted a small increase in paid on call for 2016 and is again budgeted for 2017. Ambulance fee revenue is budgeted to increase slightly along with the expense for the billing service used. The department's fund balances were reviewed. The department receives money annually through a state program called ACT 102. These funds can be used for additional department expenses and equipment but are not to replace the budget. The department has used them to provide for paramedic training reimbursement as a number of department personnel have pursued this advanced level and also some equipment purchases that have enhanced the service. There is currently \$35,000 in these funds. The department also received a substantial donation a number of years ago from a former resident to be used for department needs. There is currently \$64,000 in these funds. In recent years this donation provided funds to outfit the new TEMS program and some equipment.

General

The committee questioned how soon a splash pad could be built if approved and where the funding could come from. Mr. De Angelis indicated that there is no funding currently in the budget and no funds in this year's budget that are available to begin setting aside funds for this project. This would normally be included in the capital budget and funded over a five year program. Projects are not normally included in this budget until the board has approved. To balance the current budget a number of items in the first draft of the capital budget have been moved out an additional year. He indicated if commitments were received for community support, even if that support would be coming in future years, the village could decide to build sooner but may have to use outside funding.

Other Business

There was no other business. It was noted that the committee's regular monthly meeting will be next Monday and the final scheduled budget workshop is next Thursday, October 27th.

Adjournment

Mr. Porter and Mr. Kressin moved and seconded to adjourn the meeting at 7:40pm. Motion carried 4-0.

Respectfully,
Monica L. Hughes

DRAFT



DATE: October 21, 2016
TO: Village of Elm Grove Board of Trustees
FROM: Village Clerk Mary S Stredni
RE: Licensing

The following are all ok to approve:

Operator License Renewal

Wine Cellar Nicole Duamel

Operator License New

Penelope's Marjorie Francis - Annette Pampuch - Jennifer Gardner – Donna Gagliano

Tom & Chee Jesse Held - Alice Stringer – Antraun Jordan

Walgreens Colin Linscot

Wall Street Drink Exchange Charae Bicoy - Samuel Hanson

Wine Cellar Kimberly Ousley

Western Racquet Club Joshua Gierlich

The following are new operator license applicants who are to appear. Background checks show at least two OWI's:

Penelope's Sandra Beals

Western Racquet Club Ashley Pfaff Ramon Rivera

Change of premise for Wall Street Exchange

Myren Grosenick, owner, has had his Plan of Operation changed. That now allows him to use the outdoor court yard. He would like to extend his premise to include the court yard for alcohol service and consumption. He currently is allowed to serve on the outside patio area.



MEMO

October 21, 2015

To: Finance Committee
From: Monica Hughes
RE: Purchase Card Policy

The village began issuing and using purchase cards (credit cards) in 2012. The cards are issued to employees who have purchasing functions and allows easier and more efficient completion of this task. The dollar volume processed on the card is not substantial but is used frequently to access product from smaller businesses and on-line. Public works employees have the most transaction volume as they use local vendors for parts and supplies.

The cards are a product of JP Chase Morgan and on-line software is available to track and monitor card usage. When the cards were implement we also anticipated integration into our accounting software and the policy was drafted to include employee maintenance using the on-line program. The product does not integrate with our software and there would be a cost to create this integration. Staff has found it easier for employees to submit receipts and process the same as other payables. The software is still available and can be used to review transactions at any time.

Attached is a draft policy updated by staff for the committee's consideration and action to remove reference to using the software for transaction review, approval, account distribution and integration. Other card processes will remain the same.

Village of Elm Grove
Purchase Card Policy

(Effective 8/1/12- policy will be up-dated as needed)

Policy

The Village has determined it is beneficial to use a Purchase Card Program. A purchase card (P-card) program will issue credit cards to individual employees whose job function includes making purchases on a routine basis by phone, in person, or via the internet. The cards will be issued to individuals and will include their name on the card and the Village of Elm Grove. The employee will be responsible for all purchases made on the card. The program will also include an accounts payable card which the village will use to pay certain A/P vendors. The village will earn a rebate for purchases through the system.

Program.

The Village has elected to use a program operated by JP Morgan Chase Bank that is available to government units in the state of Wisconsin through the VALUE system. The program:

- Card issued will be MasterCard
- Cards to be issued to those employees that department heads and accounting personnel determine have a job that includes routine purchasing responsibilities and would benefit by doing so through a credit card
- Cards will be controlled per individual for spending limits and merchant limits
- Cardholder will be responsible for the safekeeping and proper usage of the card
- Includes a reporting/ accounting system, Smartdata, which will provide summary information ~~and integration to accounting records.~~
- Individuals will have on-line access to reporting to monitor and approve their purchases
- System allows supervisor/audit access to closely monitor accounts and immediately respond to access and usage concerns or needs.
- Allows the Village to participate in the rebate program based on total purchases of all municipalities

Benefits

Cardholders-The P-card program will allow village departments and employees to obtain supplies, repair parts, small equipment items, to register for seminars and pay for travel expenses more efficiently. The card use streamlines the purchasing process and improves turnaround time on the placement/receipt of orders.

Village-The Purchasing Card provides a cost-efficient, alternative method for purchasing low-dollar items. The use of cards will allow employees to use the most cost effective vendors, assume primary responsibility for their purchases, reduce paperwork and processing costs and allow departments to focus their energies on core aspects of their jobs.

Vendors- The Purchasing Card is welcomed by vendors who accept MasterCard. When they accept MasterCard they will no longer need to send monthly invoices to the Village. They will receive payment directly from the MasterCard provider within 48 hours.

A card program can...

- Reduce costs
- Empower employees
- Gain efficiencies in operation
- Optimize cash flow

- Improve vendor relations

Cardholders

- P-Cards will be issued to individuals, upon recommendation of your department head, who as part of their routine job functions make frequent, low dollar purchases.
- The card should make purchasing easier for frequent small purchases at local vendors, infrequent purchases with vendors, seminar registration and travel arrangements, and internet transactions.
- Using the card is similar to using a personal credit card and will be accepted by merchants that accept MasterCard.
- Cards will be issued to an individual employee and will include the individual's and Village's name. The cards are the property of the Village and will not affect an employee's individual credit.
- The cards will be issued with specific transaction and monthly spending limits and may be limited access to vendor categories. Card limits may be set according to:
 - dollars per transaction
 - dollars per month
 - commodity exclusions per card for all transactions in a category
 - number of transactions per day
 - number of transactions per month
- All transactions must have proper supporting documentation for each purchase.

Cardholder Responsibilities

- The person whose name appears on the card is responsible for protecting the card and is accountable for all purchases made using the card number. Ensure the physical security of the purchasing card and protect the account number.
- The cardholder is responsible for **all** charges on his or her monthly statement, including resolution of charges in error.
- Submit sufficient documentary evidence including **original detailed receipts** and explanation to support the business purpose of each purchase on your card. Receipts without detail are unacceptable.
- The Village is a tax-exempt entity. It is important that employees insure that the vendor does not include sales tax on a purchase. Inform the vendor that your purchase is exempt from sales tax and provide the tax-exempt number which will be on the card.
- The cardholder is responsible for ensuring receipt of materials and services and for resolving with the supplier any delivery problems, discrepancies and damaged goods
- Review and verify all transactions on your account through your month end statement or the on-line software- Smartdata, on a timely basis
- Identify disputed items and contact merchant directly to resolve disputes
- Immediately report lost or stolen cards to JPMorgan, cardholder's approving official, and Accounting.
- Never "split" the cost of one single item (whether good or service) into multiple payments in order to circumvent the per transaction limit.
- All purchases processed against a P- Card must be made by, or under the immediate direction of, the person to whom the card is issued.

- When the cardholder signs the Village of Elm Grove Cardholder Agreement Form, they are agreeing to protect the card and adhere to the policies and procedures of the P- Card Program.
- The cardholders and P- Card Auditor (usually the department head) within each department are responsible for the integrity and accuracy of their department's Card purchases.
- Purchases must be for the use and benefit of the Village. No personal purchases are allowed — regardless of intent to reimburse the Village. If you fail to comply with the policies and procedures associated with the P- Card, the Village reserves the right to cancel your P-Card at any time. Fraudulent or misuse of the P- Card may result in disciplinary action, up to and including termination of employment
- P-Cards are audited regularly for appropriate use as well as the frequency of use. P-Cards may be canceled anytime at the discretion of Village.

Department Auditor Approval

Each cardholder's purchases will be reviewed and approved by an 'auditor' identified per the card system hierarchy. This will normally be the department head or their designated employee. The process is similar to the approval of a paper invoice for payment through the check system.

Auditor Responsibilities

- Routinely monitor purchasing card activity of cardholders. Ensure compliance with purchasing card policies and procedures. Immediately report any abuse or misuse of purchasing cards to Accounting.
- Each cardholder will review and approve their purchases ~~through the on-line system, Smartdata~~
- The cardholder will then submit ~~the statement with~~ all supporting document and their signature to their designated auditor for review and approval.
- The auditor will review and reconcile all transactions for complete supporting invoices, business purpose, budget account to be charged to and proper usage.
- The auditor will be responsible to insure that the transactions are processed in a timely manner.
- The auditor will have the ability through the on-line system to 'accept' a card transaction, which will identify it as an acceptable Village purchase ~~that can be paid and uploaded into the accounting software. The auditor must reconcile the individual receipts to the on-line transaction file~~
- ~~Departmental Approver may not process his/her transaction(s).~~
- The system ~~will be is~~ set up with specific monthly billing cycles (example- 20th of the month) and automatic payment on a specific due date (example- 5th of following month)
- ~~It is important that cardholders and auditors process their transactions in a timely manner to insure processing for month end board review and correct account posting. through Smartdata to insure timely payment of the card and avoid finance charges~~
- After review- ~~statement should be signed by the auditor and forwarded with receipts and~~ all supporting documents should be submitted to the Village Clerk for payment processing.

Purchasing Card Cardholder Agreement

The Village of Elm Grove is pleased to present you with this purchasing card. It represents the Village's trust in you and your empowerment as a responsible agent to safeguard and protect our Village assets.

Name:

I hereby acknowledge receipt of a Village of Elm Grove

JP Morgan Chase MasterCard, number.

As a cardholder of a Village card, I agree to comply with all terms and conditions of this Agreement, including the Village's Purchasing Card Policy.

I acknowledge

1. Receipt of said Agreement and Policy and confirm that I have read and understand the terms and conditions.
2. I understand that by using the card I will be making financial commitments on behalf of the Village of Elm Grove
3. I agree to use the card only for authorized business purposes and in an appropriate manner.
4. I understand that I am personally responsible for purchases made with this card.
5. I understand that I am responsible for the safekeeping of this card.
6. I understand that I should immediately report a lost or stolen card to JP Morgan Chase and the Village.
7. I understand that all purchases need to be supported by the proper detailed documentation.
8. I understand that the Village will monitor and audit the use of the card.
9. I further understand that improper use of this card may result in disciplinary action, up to and including termination of employment.
10. I understand that the Village may terminate the use of this card at any time for any reason.
11. I agree to return the card immediately upon request or upon termination of employment.

Signature _____

Department _____

Date _____

Last 4 digit of Social Security # _____

**Village Purchasing Card Program
Request for Purchasing Card Issuance**

Department: _____

Date: _____

As Department Head of the above named department I am requesting the issuance of a purchasing card to the following individual under my span of control. As part of this individual's job he/she makes purchases for the Village and a purchasing card will facilitate the most efficient and cost-effective process. I understand that the individual must know how to use the card properly including providing supporting documents.

Requested Cardholder _____

Job Title _____

Normal types of purchases made (example- supplies, seminar registration) _____

Specific vendors (or type of vendors) needed (if any) _____

Single transaction dollar amount range for normal business _____

Maximum transaction dollar amount requested _____

Maximum monthly transaction dollar amount requested _____

Department Head Approval _____

**Village of Elm Grove
Voucher List**

10/24/2016

BATCH NAME	AMOUNT
ACH - September	355,348.49
AP - Library September	80.00
AP - Library October	6,073.07
Chase - Library October	2,603.27
Chase - October	20,208.58
AP October 2016	444,676.46
total	<u>828,989.87</u>



ELMGROVE, WI

09/30/16 3:10 PM

Page 1

Payments

Current Period: SEPTEMBER 2016

Batch Name	9-2016ACH	User Dollar Amt	\$355,348.49
Payments		Computer Dollar Amt	\$355,348.49

\$0.00 In Balance

Refer	171	<u>WI RETIREMENT SYSTEM</u>	<u>Ck# 002610E 9/29/2016</u>	
Cash Payment	G 001-2110510	Accr Monthly WRS liability	monthly retirement pymt	\$34,772.03
Invoice	083116	8/31/2016		
Transaction Date	9/29/2016	Town Bank	1110300	Total \$34,772.03
Refer	172	<u>DELTA DENTAL</u>	<u>Ck# 002611E 9/29/2016</u>	
Cash Payment	G 001-2111150	Dental Insur Payable	dental insurance	\$1,337.80
Invoice	093016	9/30/2016		
Transaction Date	9/29/2016	Town Bank	1110300	Total \$1,337.80
Refer	173	<u>DIVERSIFIED BENEFIT SERVICES I</u>	<u>Ck# 002612E 9/29/2016</u>	
Cash Payment	G 001-2111190	FSA Payable	FSA and HRA reimbursements	\$2,022.80
Invoice	093016	9/30/2016		
Cash Payment	G 001-2110370	Accr HRA	FSA and HRA reimbursements	\$366.50
Invoice	093016	9/30/2016		
Transaction Date	9/29/2016	Town Bank	1110300	Total \$2,389.30
Refer	174	<u>TOWN BANK</u>	<u>Ck# 002613E 9/29/2016</u>	
Cash Payment	E 001-5524901	credit card fees	credit card processing fees	\$65.84
Invoice	090616	9/6/2016		
Cash Payment	R 001-4364000	Court Fines-credit card exp	credit card processing fees	\$102.05
Invoice	090616	9/6/2016		
Cash Payment	E 001-5193701	credit card fees	credit card processing fees	\$3.08
Invoice	090616	9/6/2016		
Transaction Date	9/29/2016	Town Bank	1110300	Total \$170.97
Refer	175	<u>TOWN BANK</u>	<u>Ck# 002614E 9/29/2016</u>	
Cash Payment	E 001-5524901	credit card fees	rec on-line cc processing	\$64.65
Invoice	090216	9/2/2016		
Transaction Date	9/29/2016	Town Bank	1110300	Total \$64.65
Refer	176	<u>UNITED HEALTH CARE OF WI</u>	<u>Ck# 002615E 9/29/2016</u>	
Cash Payment	E 001-5142015	GG- Health/dental insuranc	health insurance	\$6,830.11
Invoice	0041426743	8/18/2016		
Cash Payment	E 001-5202015	Dispatch Health/dental Ins	health insurance	\$5,781.80
Invoice	0041426743	8/18/2016		
Cash Payment	E 001-5212015	Police Health Insurance	health insurance	\$24,459.81
Invoice	0041426743	8/18/2016		
Cash Payment	E 001-5412015	DPW Health/dental insuran	health insurance	\$10,118.15
Invoice	0041426743	8/18/2016		
Cash Payment	G 001-2111530	M Champan Insur	health insurance	\$232.74
Invoice	0041426743	8/18/2016		
Cash Payment	G 001-2111560	Krahn insurance	health insurance	\$232.74
Invoice	0041426743	8/18/2016		
Cash Payment	E 001-5522015	Recreation health/dental in	health insurance	\$524.08
Invoice	0041426743	8/18/2016		
Cash Payment	E 006-5512015	Library health/dental insura	health insurance	\$524.08
Invoice	0041426743	8/18/2016		



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Payments

Current Period: SEPTEMBER 2016

Transaction Date	9/29/2016	Town Bank	1110300	Total	\$48,703.51
Refer	177 EPIC LIFE INSURANCE CO			Ck# 002616E 9/29/2016	
Cash Payment	E 001-5142025 GG-disability insurance	long term disability			\$55.00
Invoice	090116	9/1/2016			
Cash Payment	E 001-5202025 Dispatch-disability insurance	long term disability			\$39.60
Invoice	090116	9/1/2016			
Cash Payment	E 001-5212025 Police Disability	long term disability			\$132.00
Invoice	090116	9/1/2016			
Cash Payment	E 001-5412025 DPW Disability Insurance	long term disability			\$48.40
Invoice	090116	9/1/2016			
Cash Payment	E 001-5612025 Forestry Disability	long term disability			\$6.60
Invoice	090116	9/1/2016			
Cash Payment	E 001-5522025 Recreation-Disability insurance	long term disability			\$7.33
Invoice	090116	9/1/2016			
Cash Payment	E 006-5512025 Library Disability Insurance	long term disability			\$19.80
Invoice	090116	9/1/2016			
Transaction Date	9/29/2016	Town Bank	1110300	Total	\$308.73
Refer	178 SUN LIFE FINANCIAL			Ck# 002617E 9/29/2016	
Cash Payment	E 001-5142040 Administration-st disability	disability administration			\$84.00
Invoice	090116	9/1/2016			
Transaction Date	9/29/2016	Town Bank	1110300	Total	\$84.00
Refer	180 DEPOSITORY TRUST COMPANY			Ck# 002618E 9/30/2016	
Cash Payment	E 010-5913100 Debt Retirement-Principal	P&I on sewer debt			\$265,000.00
Invoice	100116	10/1/2016			
Cash Payment	E 010-5923100 Debt Retirement-Interest	P&I on sewer debt			\$2,517.50
Invoice	100116	10/1/2016			
Transaction Date	9/30/2016	Town Bank	1110300	Total	\$267,517.50

Fund Summary

	1110300 Town Bank	
001 General Fund		\$87,287.11
006 Library Operating Fund		\$543.88
010 Debt Service Fund		\$267,517.50
		<u>\$355,348.49</u>

Pre-Written Checks	\$355,348.49
Checks to be Generated by the Computer	\$0.00
Total	<u>\$355,348.49</u>



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Payments

Current Period: **SEPTEMBER 2016**

Batch Name Lib2-0916
Payments

User Dollar Amt \$80.00
Computer Dollar Amt \$80.00
\$0.00 **In Balance**

Refer 179 LUCK, KATHY Ck# 091917 9/29/2016

Cash Payment E 006-5513103 SD Children/Young Adult Storytime Sept 29 and Sept 30 \$80.00

Invoice

Transaction Date 9/29/2016 Town Bank 1110300 **Total** \$80.00

Fund Summary

1110300 Town Bank
006 Library Operating Fund \$80.00
\$80.00

Pre-Written Checks	\$80.00
Checks to be Generated by the Computer	\$0.00
Total	\$80.00



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Payments

Current Period: OCTOBER 2016

Batch Name	Lib1016	User Dollar Amt	\$6,073.07
Payments		Computer Dollar Amt	\$6,073.07
			\$0.00
			In Balance

Refer	181	<i>BAKER & TAYLOR COMPANY</i>		-
Cash Payment	E 004-5513500	Lib Gift Expenses	Books	\$474.91
Invoice	2032303279	9/19/2016		
Cash Payment	E 004-5513500	Lib Gift Expenses	Books	\$290.17
Invoice	2032292839	9/13/2016		
Cash Payment	E 006-5513105	SM Adult Audiobooks	Books	\$32.98
Invoice	2032305381	9/19/2016		
Cash Payment	E 006-5513105	SM Adult Audiobooks	Books	\$258.43
Invoice	2032291588	9/12/2016		
Cash Payment	E 004-5513500	Lib Gift Expenses	Books	\$12.59
Invoice	2032290437	9/12/2016		
Cash Payment	E 006-5513103	SD Children/Young Adult	Books	\$157.82
Invoice	2032290437	9/12/2016		
Cash Payment	E 006-5513134	NW Books NF	Books	\$38.35
Invoice	2032305380	9/19/2016		
Cash Payment	E 006-5513133	AL Books NF	Books	\$18.79
Invoice	2032305379	9/19/2016		
Cash Payment	E 006-5513135	LK Books NF	Books	\$96.01
Invoice	2032305378	9/19/2016		
Cash Payment	E 006-5513133	AL Books NF	Books	\$93.11
Invoice	2032291033	9/13/2016		
Cash Payment	E 006-5513131	SM Books Adult Fiction	Books	\$507.09
Invoice	2032291716	9/13/2016		
Cash Payment	E 006-5513137	SM Books NF 800	Books	\$25.97
Invoice	2032287248	9/12/2016		
Cash Payment	E 006-5513131	SM Books Adult Fiction	Books	\$30.26
Invoice	2032287247	9/12/2016		
Cash Payment	E 006-5513134	NW Books NF	Books	\$181.33
Invoice	2032288556	9/12/2016		
Cash Payment	E 006-5513103	SD Children/Young Adult	Books	\$558.95
Invoice	2032308235	9/20/2016		
Cash Payment	E 004-5513500	Lib Gift Expenses	Books	\$103.57
Invoice	2032329508	9/27/2016		
Cash Payment	E 004-5513500	Lib Gift Expenses	Books	\$86.35
Invoice	B26428720	9/19/2016		
Cash Payment	E 006-5513131	SM Books Adult Fiction	Books	\$242.30
Invoice	2032317284	9/23/2016		
Cash Payment	E 006-5513135	LK Books NF	Books	\$18.51
Invoice	2032326345	9/26/2016		
Cash Payment	E 006-5513133	AL Books NF	Books	\$16.27
Invoice	2032326346	9/26/2016		
Cash Payment	E 006-5513134	NW Books NF	Books	\$173.74
Invoice	2032326347	9/26/2016		
Cash Payment	E 006-5513131	SM Books Adult Fiction	Books	\$35.87
Invoice	2032326348	9/26/2016		



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Payments

Current Period: OCTOBER 2016

Cash Payment	E 006-5513137 SM Books NF 800	Books		\$26.05
Invoice	2032326349	9/26/2016		
Cash Payment	E 006-5513105 SM Adult Audiobooks	Books		\$16.49
Invoice	2032317283	9/23/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	Books		\$161.87
Invoice	2032344117	10/5/2016		
Cash Payment	E 006-5513103 SD Children/Young Adult	Books		\$16.25
Invoice	2032329718	9/28/2016		
Cash Payment	E 006-5513133 AL Books NF	Books		\$145.38
Invoice	5014279629	9/27/2016		
Cash Payment	E 006-5513136 NW Books Travel	Books		\$13.59
Invoice	5014279629	9/27/2016		
Cash Payment	E 006-5513103 SD Children/Young Adult	Books		\$8.83
Invoice	5014279629	9/27/2016		
Cash Payment	E 006-5513137 SM Books NF 800	Books		\$34.19
Invoice	2032322426	9/26/2016		
Cash Payment	E 006-5513133 AL Books NF	Books		\$11.78
Invoice	2032337462	9/30/2016		
Cash Payment	E 006-5513131 SM Books Adult Fiction	Books		\$465.87
Invoice	2032337463	9/30/2016		
Cash Payment	E 006-5513131 SM Books Adult Fiction	Books		\$17.38
Invoice	2032337464	9/30/2016		
Cash Payment	E 006-5513131 SM Books Adult Fiction	Books		\$31.40
Invoice	2032337465	9/30/2016		
Cash Payment	E 006-5513137 SM Books NF 800	Books		\$9.42
Invoice	2032337466	9/30/2016		
Cash Payment	E 006-5513134 NW Books NF	Books		\$17.39
Invoice	2032343519	10/3/2016		
Cash Payment	E 006-5513136 NW Books Travel	Books		\$15.20
Invoice	2032343520	10/3/2016		
Cash Payment	E 006-5513131 SM Books Adult Fiction	Books		\$92.28
Invoice	2032343521	10/3/2016		
Transaction Date	10/4/2016	Town Bank	1110300	Total \$4,536.74
Refer	182 <i>BRODART, INC.</i>		-	
Cash Payment	E 006-5513300 Library Supplies	Library Supplies		\$150.00
Invoice	448251	9/16/2016		
Transaction Date	10/4/2016	Town Bank	1110300	Total \$150.00
Refer	183 <i>DEMCO</i>		-	
Cash Payment	E 006-5513300 Library Supplies	Label Protectors		\$130.23
Invoice	5957002	9/12/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	Sign Holder		\$257.43
Invoice	5966690	9/22/2016		
Transaction Date	10/4/2016	Town Bank	1110300	Total \$387.66
Refer	184 <i>GALE/CENGAGE LEARNING</i>		-	
Cash Payment	E 004-5513500 Lib Gift Expenses	Books		\$31.15
Invoice	58894357	9/9/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	Books		\$27.87
Invoice	58953074	9/13/2016		



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Payments

Current Period: OCTOBER 2016

Cash Payment	E 004-5513500 Lib Gift Expenses	Books		\$28.69
Invoice	58934216	9/12/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	Books		\$25.41
Invoice	59077160	9/23/2016		
Transaction Date	10/4/2016	Town Bank	1110300	Total \$113.12
Refer	185 <u>LIBRARY STORE, INC. THE</u> -			
Cash Payment	E 006-5513300 Library Supplies	Headphone		\$24.58
Invoice	225482	9/19/2016		
Cash Payment	E 006-5513300 Library Supplies	Label Protectors		\$308.20
Invoice	225304	9/16/2016		
Transaction Date	10/4/2016	Town Bank	1110300	Total \$332.78
Refer	186 <u>OFFICE MAX</u> -			
Cash Payment	E 006-5513300 Library Supplies	Toner		\$123.84
Invoice	988779	9/14/2016		
Transaction Date	10/4/2016	Town Bank	1110300	Total \$123.84
Refer	187 <u>WORLD BOOK SCHOOL & LIBRAR</u> -			
Cash Payment	E 004-5513500 Lib Gift Expenses	Books		\$150.00
Invoice	1539801	9/12/2016		
Transaction Date	10/4/2016	Town Bank	1110300	Total \$150.00
Refer	235 <u>BEYERS HOPE UNLIMITED, LLC</u> -			
Cash Payment	E 004-5513500 Lib Gift Expenses	Books		\$38.93
Invoice		9/14/2016		
Transaction Date	10/11/2016	Town Bank	1110300	Total \$38.93
Refer	236 <u>RIEHLE, CHERI</u> <u>Ck# 091927 10/11/2016</u>			
Cash Payment	E 006-5513103 SD Children/Young Adult	Library Programs (6)		\$240.00
Invoice		10/6/2016		
Transaction Date	10/11/2016	Town Bank	1110300	Total \$240.00

Fund Summary

	1110300 Town Bank
004 Library Gift Fund	\$1,688.94
006 Library Operating Fund	\$4,384.13
	\$6,073.07

Pre-Written Checks	\$240.00
Checks to be Generated by the Computer	\$5,833.07
Total	\$6,073.07



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Payments

Current Period: OCTOBER 2016

Batch Name	LibChase1016	User Dollar Amt	\$2,603.27
	Payments	Computer Dollar Amt	\$2,603.27
			\$0.00 In Balance

Refer	231 AMAZON		
Cash Payment	E 004-5513500 Lib Gift Expenses	Books	\$12.99
Invoice	8/26/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	DVD	\$5.99
Invoice	8/26/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	Books - refund	-\$4.00
Invoice	9/21/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	DVD	\$50.40
Invoice	9/12/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	DVDs	\$191.60
Invoice	9/12/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	DVD's	\$19.92
Invoice	10/12/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	DVD's	\$19.51
Invoice	9/14/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	DVD's	\$173.77
Invoice	9/14/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	DVD's	\$75.58
Invoice	9/14/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	DVD	\$9.79
Invoice	9/12/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	DVD's	\$18.88
Invoice	9/15/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	DVD's	\$24.62
Invoice	9/16/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	DVD	\$3.99
Invoice	9/17/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	DVD	\$4.17
Invoice	9/18/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	DVD	\$28.51
Invoice	9/19/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	DVD	\$35.95
Invoice	9/25/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	DVD	\$72.63
Invoice	9/30/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	DVD's	\$61.17
Invoice	9/30/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	DVD's	\$14.79
Invoice	10/1/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	DVD's	\$209.80
Invoice	10/3/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	DVD	\$14.99
Invoice	10/3/2016		
Transaction Date	10/11/2016	Town Bank	1110300
		Total	\$1,045.05

Refer 232 AQUATICS UNLIMITED



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Payments

Current Period: OCTOBER 2016

Cash Payment	E 004-5513500 Lib Gift Expenses	aquarium supplies	\$340.54
Invoice	9/12/2016		
Transaction Date	10/11/2016	Town Bank 1110300	Total \$340.54
Refer	259 <i>MUENCH, SARAH</i>		
Cash Payment	E 004-5513500 Lib Gift Expenses	Chase card - should be personal. Paid Village	\$50.00
Invoice			
Transaction Date	10/13/2016	Town Bank 1110300	Total \$50.00
Refer	255 <i>OFFICE MAX</i>		
Cash Payment	E 004-5513500 Lib Gift Expenses	Office supplies	\$189.92
Invoice	9/23/2016		
Transaction Date	10/13/2016	Town Bank 1110300	Total \$189.92
Refer	233 <i>SENDIKS</i>		
Cash Payment	E 006-5513103 SD Children/Young Adult	Story time	\$14.97
Invoice	9/16/2016		
Cash Payment	E 006-5513103 SD Children/Young Adult	Story time	\$21.32
Invoice	9/9/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	supplies	\$39.95
Invoice	9/23/2016		
Transaction Date	10/11/2016	Town Bank 1110300	Total \$76.24
Refer	234 <i>TARGET</i>		
Cash Payment	E 004-5513500 Lib Gift Expenses	lego club	\$7.52
Invoice	9/28/2016		
Transaction Date	10/11/2016	Town Bank 1110300	Total \$7.52
Refer	251 <i>WISCONSIN LIBRARY ASSOC, INC</i>		
Cash Payment	E 006-5513200 Dues/Memberships	P Brooks membership	\$81.00
Invoice			
Cash Payment	E 006-5513220 Training/Conferences	P Brooks conference registration	\$233.00
Invoice			
Cash Payment	E 006-5513200 Dues/Memberships	S Muench membership	\$180.00
Invoice			
Cash Payment	E 006-5513220 Training/Conferences	S Muench conference registration	\$164.00
Invoice			
Cash Payment	E 006-5513200 Dues/Memberships	N Weckwerth membership	\$75.00
Invoice			
Cash Payment	E 006-5513220 Training/Conferences	N Weckwerth conference	\$161.00
Invoice			
Transaction Date	10/13/2016	Town Bank 1110300	Total \$894.00

Fund Summary

	1110300 Town Bank
004 Library Gift Fund	\$1,672.98
006 Library Operating Fund	\$930.29
	\$2,603.27

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$2,603.27
Total	\$2,603.27



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Payments

Current Period: OCTOBER 2016

Batch Name	Chase1016	User Dollar Amt	\$20,208.58		
Payments		Computer Dollar Amt	\$20,208.58		
			\$0.00	In Balance	
Refer	<u>297 4 IMPRINT</u>	-			
Cash Payment	E 001-5193699 Community Relations	100 Umbrellas for Volunteer Recognition			\$1,879.81
Invoice	12693223				
Cash Payment	E 001-5193699 Community Relations	30 Umbrellas for V olunteer Recognition event			\$596.64
Invoice	12701978				
Transaction Date	10/17/2016	Town Bank	1110300	Total	\$2,476.45
Refer	<u>269 AIRGAS USA LLC</u>	-			
Cash Payment	E 008-5223230 AMBO MEDICAL SUPPLI	EMS cylinders			\$326.58
Invoice	9054096566 8/5/2016				
Cash Payment	E 008-5223230 AMBO MEDICAL SUPPLI	EMS cylinder			\$45.00
Invoice	9054139857 8/5/2016				
Transaction Date	10/14/2016	Town Bank	1110300	Total	\$371.58
Refer	<u>270 AMAZON</u>	-			
Cash Payment	E 001-5173300 Building Supplies	building supplies			\$51.98
Invoice					
Cash Payment	E 001-5173300 Building Supplies	building supplies			\$45.08
Invoice					
Cash Payment	E 001-5173300 Building Supplies	building supplies			\$179.44
Invoice					
Cash Payment	E 001-5523198 Building/Grounds Mainena	Recreation building supplies			\$18.00
Invoice					
Cash Payment	E 001-5173200 GG Bldg maintenance	PD garage door closers			\$74.62
Invoice					
Transaction Date	10/14/2016	Town Bank	1110300	Total	\$369.12
Refer	<u>271 ANY PROMO</u>	-			
Cash Payment	G 001-3260200 FB-PD designated	PD Glowsticks-paid by CPA			\$293.85
Invoice					
Transaction Date	10/14/2016	Town Bank	1110300	Total	\$293.85
Refer	<u>272 BATTERIES PLUS</u>	-			
Cash Payment	E 001-5173200 GG Bldg maintenance	12V and recessed			\$34.90
Invoice					
Cash Payment	E 001-5173200 GG Bldg maintenance	Recessed lighting			\$68.14
Invoice					
Cash Payment	E 001-5173200 GG Bldg maintenance	Return			-\$131.70
Invoice					
Transaction Date	10/14/2016	Town Bank	1110300	Total	-\$28.66
Refer	<u>273 BEST BUY</u>	-			
Cash Payment	E 001-5233205 Fire-supplies&maintenance	FD - display port			\$29.99
Invoice					
Transaction Date	10/14/2016	Town Bank	1110300	Total	\$29.99
Refer	<u>284 BOUCHER FORD, GORDIE</u>	-			
Cash Payment	E 001-5213210 Police-vehicle repair/maint	repair PD squad 144			\$359.53
Invoice	419378				



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Payments

Current Period: OCTOBER 2016

Transaction Date	10/14/2016	Town Bank	1110300	Total	\$359.53
Refer	<u>274 BOUND TREE MEDICAL LLC</u>				
Cash Payment	E 008-5223230 AMBO MEDICAL SUPPLI	EMS supplies			\$275.80
Invoice					
Cash Payment	E 008-5223230 AMBO MEDICAL SUPPLI	EMS supplies			\$467.80
Invoice					
Cash Payment	E 008-5223230 AMBO MEDICAL SUPPLI	EMS supplies			\$107.98
Invoice					
Transaction Date	10/14/2016	Town Bank	1110300	Total	\$851.58
Refer	<u>275 CDW GOVERNMENT, INC</u>				
Cash Payment	E 001-5193100 GG office supplies	Adobe Acrobat - GG			\$251.36
Invoice	FKV2769				
Cash Payment	E 007-5970200 5 yr Capital Police	911 Project			\$749.13
Invoice	FKS9274				
Transaction Date	10/14/2016	Town Bank	1110300	Total	\$1,000.49
Refer	<u>276 COMPLETE OFFICE OF WISCONSI</u>				
Cash Payment	E 001-5523198 Building/Grounds Mainena	Park garbage bags			\$139.96
Invoice	654013				
	9/15/2016				
Transaction Date	10/14/2016	Town Bank	1110300	Total	\$139.96
Refer	<u>277 COMPLIANCESIGNS.COM</u>				
Cash Payment	E 001-5423100 Signs/posts/line painting	4 custom signs			\$122.00
Invoice	513601				
	9/15/2016				
Transaction Date	10/14/2016	Town Bank	1110300	Total	\$122.00
Refer	<u>278 CUMMINS NPOWER, LLC</u>				
Cash Payment	E 002-3230400 Repair and Maintenance	Repair generator system			\$500.12
Invoice	805-28278				
Transaction Date	10/14/2016	Town Bank	1110300	Total	\$500.12
Refer	<u>332 DOMINOS PIZZA</u>				
Cash Payment	G 001-3260450 FB-Fire Drill Funds	FD			\$34.54
Invoice					
Transaction Date	10/19/2016	Town Bank	1110300	Total	\$34.54
Refer	<u>279 EARTHLINK BUSINESS</u>				
Cash Payment	E 002-3230800 Miscellaneous	Sept charges			\$25.58
Invoice	Sept				
Cash Payment	E 001-5173100 GG utilities	Sept charges			\$25.72
Invoice	Sept				
Cash Payment	E 001-5143331 Internet Expense	Sept charges			\$25.58
Invoice	Sept				
Cash Payment	E 001-5203310 Dispatch Comm-Telephon	Sept charges			\$51.26
Invoice	Sept				
Cash Payment	E 001-5413000 Telephone,alarms PW	Sept charges			\$20.28
Invoice	Sept				
Cash Payment	E 001-5523100 Recreation -Telephone	Sept charges			\$39.29
Invoice	Sept				
Cash Payment	E 006-5513400 Telephone	Sept charges			\$25.84
Invoice	Sept				



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Payments

Current Period: OCTOBER 2016

Transaction Date	10/14/2016	Town Bank	1110300	Total	\$213.55
Refer	323 <i>ELLIOTT ACE HARDWARE</i>				
Cash Payment	E 001-5173200 GG Bldg maintenance				\$33.24
Invoice					
Cash Payment	E 001-5413210 PW equip maint & supplies				\$14.99
Invoice					
Cash Payment	E 001-5413210 PW equip maint & supplies				\$18.87
Invoice					
Cash Payment	E 001-5423100 Signs/posts/line painting				\$11.45
Invoice					
Cash Payment	E 001-5433100 Pavement Maintenance				\$0.99
Invoice					
Cash Payment	E 001-5233205 Fire-supplies&maintenance				\$3.59
Invoice					
Cash Payment	E 001-5613400 Forestry-Village Landscapi				\$13.35
Invoice					
Cash Payment	E 001-5523198 Building/Grounds Mainena				\$7.38
Invoice					
Cash Payment	E 001-5523198 Building/Grounds Mainena				\$12.87
Invoice					
Cash Payment	E 001-5423100 Signs/posts/line painting				\$61.55
Invoice					
Cash Payment	E 001-5413210 PW equip maint & supplies				\$3.99
Invoice					
Cash Payment	E 001-5433100 Pavement Maintenance				\$24.12
Invoice					
Cash Payment	E 001-5413210 PW equip maint & supplies				\$23.96
Invoice					
Transaction Date	10/18/2016	Town Bank	1110300	Total	\$230.35
Refer	280 <i>EVENTBRITE</i>				
Cash Payment	E 001-5423200 conference,training PW	R Paul registration - Winter Maintenance Workshop			\$82.00
Invoice	557452329				
Transaction Date	10/14/2016	Town Bank	1110300	Total	\$82.00
Refer	281 <i>FACTORY MOTOR PARTS</i>				
Cash Payment	E 001-5213210 Police-vehicle repair/maint	Oil filters - PD squads			\$39.39
Invoice	13-1332773 9/29/2016				
Cash Payment	E 001-5213210 Police-vehicle repair/maint	Parts for PD squad 744			\$242.91
Invoice	13-1328919 9/12/2016				
Cash Payment	E 001-5213210 Police-vehicle repair/maint	Parts for PD squad 141			\$98.65
Invoice	45-473785 9/14/2016				
Cash Payment	E 001-5213210 Police-vehicle repair/maint	Parts for PD squad 141			\$242.82
Invoice	13-1329790 9/15/2016				
Cash Payment	E 001-5213210 Police-vehicle repair/maint	Wiper blades - PD squads			\$23.40
Invoice	13-1329357 9/13/2016				
Transaction Date	10/14/2016	Town Bank	1110300	Total	\$647.17
Refer	282 <i>FEDEX</i>				



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Cash Payment	E 001-5193200 GG Print/Publish/Postage	Blueprints			\$27.00
Invoice	9/16/2016				
Transaction Date	10/14/2016	Town Bank	1110300	Total	\$27.00
Refer	283 FIRSTNET LEARNING INC	-			
Cash Payment	E 001-5423200 conference,training PW	R Paul -training			\$300.00
Invoice					
Transaction Date	10/14/2016	Town Bank	1110300	Total	\$300.00
Refer	330 GLOBAL INDUSTRIAL.COM	-			
Cash Payment	E 001-5413210 PW equip maint & supplies	gas safety can			\$69.30
Invoice					
Transaction Date	10/19/2016	Town Bank	1110300	Total	\$69.30
Refer	285 GORDON FOOD SERVICE STORE	-			
Cash Payment	E 001-5143099 GG- miscellaneous exp	supplies for employee picnic			\$37.36
Invoice					
Transaction Date	10/14/2016	Town Bank	1110300	Total	\$37.36
Refer	286 JO-ANN	-			
Cash Payment	E 001-5143199 Election Miscellaneous	supplies for election posters			\$6.81
Invoice					
Transaction Date	10/14/2016	Town Bank	1110300	Total	\$6.81
Refer	287 KALAHARI RESORT	-			
Cash Payment	E 001-5213420 Police-school/seminar/conf	L Hanson lodging for Pro Phonix conference			\$164.00
Invoice	R00LM4OZVB2				
Cash Payment	E 001-5213420 Police-school/seminar/conf	J Kubiak lodging for Pro Phonix conference			\$164.00
Invoice	R00HCLDFB55				
Transaction Date	10/14/2016	Town Bank	1110300	Total	\$328.00
Refer	331 LOWES HOME CENTERS INC	-			
Cash Payment	E 001-5173300 Building Supplies	supplies			\$53.87
Invoice					
Transaction Date	10/19/2016	Town Bank	1110300	Total	\$53.87
Refer	288 MICHAELS	-			
Cash Payment	E 001-5143099 GG- miscellaneous exp	frame, mat and framing for Trustee Nelson gift			\$120.96
Invoice					
Transaction Date	10/14/2016	Town Bank	1110300	Total	\$120.96
Refer	289 MILWAUKEE RUBBER PRODUCTS	-			
Cash Payment	E 005-5813500 INFRASTRUCTURE MAIN	Top Popper manhole hook, coupler			\$39.69
Invoice	0068443 9/21/2016				
Cash Payment	E 005-5813500 INFRASTRUCTURE MAIN	Adapter			\$9.40
Invoice	0068444 9/21/2016				
Transaction Date	10/14/2016	Town Bank	1110300	Total	\$49.09
Refer	298 NATIONAL BAKERY	-			
Cash Payment	E 001-5213599 Police- Miscellaneous	PD			\$11.88
Invoice					
Transaction Date	10/17/2016	Town Bank	1110300	Total	\$11.88
Refer	299 NEOPOST	-			



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Cash Payment	E 001-5193200 GG Print/Publish/Postage	Postage meter sheets		\$25.22
Invoice				
Transaction Date	10/17/2016	Town Bank	1110300	Total \$25.22
Refer	300 NORTHERN TOOL AND EQUIPMEN -			
Cash Payment	E 001-5173200 GG Bldg maintenance	Replacement wheels for cart		\$51.97
Invoice				
Cash Payment	E 001-5173200 GG Bldg maintenance	Return wheel		-\$41.43
Invoice				
Cash Payment	E 001-5233200 Fire-truck maintenance	FD - extended core		\$41.10
Invoice				
Cash Payment	E 001-5413210 PW equip maint & supplies	PW supplies		\$41.94
Invoice				
Transaction Date	10/17/2016	Town Bank	1110300	Total \$93.58
Refer	303 O REILLY AUTO PARTS -			
Cash Payment	E 001-5233200 Fire-truck maintenance	suplies		\$25.96
Invoice 2440-314770				
Cash Payment	E 001-5213210 Police-vehicle repair/maint	suplies		\$25.73
Invoice 2440-315895				
Transaction Date	10/17/2016	Town Bank	1110300	Total \$51.69
Refer	304 OFFICE DEPOT CREDIT PLAN -			
Cash Payment	E 001-5233520 Fire-Prevention	FD copies and supplies		\$83.49
Invoice				
Transaction Date	10/18/2016	Town Bank	1110300	Total \$83.49
Refer	301 PRINTELECT -			
Cash Payment	E 001-5143199 Election Miscellaneous	4 - Voting booths		\$662.27
Invoice 100000884 9/2/2016				
Transaction Date	10/17/2016	Town Bank	1110300	Total \$662.27
Refer	329 PROCESS & MECHANICAL SYSTE -			
Cash Payment	E 001-5523198 Building/Grounds Mainena	Return - pool supply		-\$331.44
Invoice				
Transaction Date	10/19/2016	Town Bank	1110300	Total -\$331.44
Refer	302 QUICK FUEL -			
Cash Payment	E 001-5413200 PW fuel	fuel		\$2,032.08
Invoice 1174004 8/18/2016				
Cash Payment	E 001-5413200 PW fuel	fuel		\$2,111.74
Invoice 1182563 9/3/2016				
Cash Payment	E 001-5413200 PW fuel	fuel		\$3,252.74
Invoice 1191426 9/18/2016				
Transaction Date	10/17/2016	Town Bank	1110300	Total \$7,396.56
Refer	305 REFACTORTAC -			
Cash Payment	E 001-5213410 Police-Firearms training eq	PD targets for firearms		\$40.52
Invoice 50634				
Transaction Date	10/18/2016	Town Bank	1110300	Total \$40.52
Refer	306 REMY BATTERY CO., INC. -			
Cash Payment	E 001-5413210 PW equip maint & supplies	12 volt		\$47.52
Invoice 5293733 10/4/2016				



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Transaction Date	10/18/2016	Town Bank	1110300	Total	\$47.52
Refer	307 <u>RIEDEL SPORTS INC</u>		-		
Cash Payment	E 001-5423210 PW uniforms	PW shirts			\$174.50
Invoice	15455	8/29/2016			
Transaction Date	10/18/2016	Town Bank	1110300	Total	\$174.50
Refer	308 <u>RITTER TECHNOLOGY, LLC</u>		-		
Cash Payment	E 001-5413210 PW equip maint & supplies	PW - crimp assy			\$62.75
Invoice					
Transaction Date	10/18/2016	Town Bank	1110300	Total	\$62.75
Refer	309 <u>SAM S CLUB</u>		-		
Cash Payment	E 001-5143099 GG- miscellaneous exp	Employee picnic			\$26.74
Invoice		9/21/2016			
Cash Payment	G 001-3260450 FB-Fire Drill Funds	Fire Dept			\$50.64
Invoice		9/21/2016			
Transaction Date	10/18/2016	Town Bank	1110300	Total	\$77.38
Refer	310 <u>SCHOLARSHIP AMERICA DEVELO</u>		-		
Cash Payment	G 008-3260180 FB misc donations by EMT	EMT donations			\$409.00
Invoice					
Transaction Date	10/18/2016	Town Bank	1110300	Total	\$409.00
Refer	311 <u>SENDIKS</u>		-		
Cash Payment	E 001-5143099 GG- miscellaneous exp	Employee picnic			\$109.54
Invoice					
Transaction Date	10/18/2016	Town Bank	1110300	Total	\$109.54
Refer	312 <u>TARGET</u>		-		
Cash Payment	G 001-3260450 FB-Fire Drill Funds	FD supplies			\$97.43
Invoice					
Cash Payment	E 001-5193100 GG office supplies	GG step stool			\$27.32
Invoice					
Transaction Date	10/18/2016	Town Bank	1110300	Total	\$124.75
Refer	313 <u>THINGS REMEMBERED</u>		-		
Cash Payment	E 001-5143099 GG- miscellaneous exp	Plaque for Trustee Nelson picture			\$52.54
Invoice					
Transaction Date	10/18/2016	Town Bank	1110300	Total	\$52.54
Refer	314 <u>UTILITY SALES AND SERVICE</u>		-		
Cash Payment	E 001-5413210 PW equip maint & supplies	PW - part			\$137.90
Invoice	0200981	9/8/2016			
Transaction Date	10/18/2016	Town Bank	1110300	Total	\$137.90
Refer	322 <u>VERIZON</u>		-		
Cash Payment	E 001-5203315 ProPhoenix /TIME	Cell phones			\$270.09
Invoice	380441930				
Cash Payment	E 001-5203310 Dispatch Comm-Telephon	Cell phones			\$49.33
Invoice	380441930				
Cash Payment	E 002-3230400 Repair and Maintenance	Cell phones			\$30.01
Invoice	380441930				
Cash Payment	E 001-5173100 GG utilities	Cell phones			\$30.76
Invoice	380441930				



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Cash Payment	E 001-5233400 Fire-Communications	Cell phones		\$2.25
Invoice	380441930			
Cash Payment	E 001-5523100 Recreation -Telephone	Cell phones		\$30.01
Invoice	380441930			
Cash Payment	E 008-5223400 EMS COMMUNICATIONS	Cell phones		\$5.88
Invoice	380441930			
Transaction Date	10/18/2016	Town Bank	1110300	Total \$418.33
Refer	315 VISTAPRINT.COM	-		
Cash Payment	E 001-5193699 Community Relations	Invittions for Volunteer recognition event		\$89.96
Invoice	9/9/2016			
Transaction Date	10/18/2016	Town Bank	1110300	Total \$89.96
Refer	316 WALGREENS	-		
Cash Payment	E 001-5143099 GG- miscellaneous exp	Photo copy - for Trustee Nelson		\$26.26
Invoice				
Transaction Date	10/18/2016	Town Bank	1110300	Total \$26.26
Refer	318 WI DEPT JUSTICE-CRIME INFO BU	-		
Cash Payment	E 001-5143200 License Expense	background checks		\$98.00
Invoice				
Transaction Date	10/18/2016	Town Bank	1110300	Total \$98.00
Refer	317 WINDSTREAM	-		
Cash Payment	E 001-5143331 Internet Expense	September phone charges		\$262.50
Invoice	68527487			
Cash Payment	E 001-5173100 GG utilities	September phone charges		\$160.31
Invoice	68527487			
Cash Payment	E 001-5203310 Dispatch Comm-Telephon	September phone charges		\$116.58
Invoice	68527487			
Cash Payment	E 001-5413000 Telephone,alarms PW	September phone charges		\$25.28
Invoice	68527487			
Cash Payment	E 001-5523100 Recreation -Telephone	September phone charges		\$31.28
Invoice	68527487			
Cash Payment	E 001-5233400 Fire-Communications	September phone charges		\$12.64
Invoice	68527487			
Cash Payment	E 006-5513400 Telephone	September phone charges		\$37.59
Invoice	68527487			
Transaction Date	10/18/2016	Town Bank	1110300	Total \$646.18
Refer	321 WORLDWIDE INFORMATION INC	-		
Cash Payment	E 001-5203315 ProPhoenix /TIME	WI Motor Vehicle records, licenses for PD		\$288.00
Invoice	7398 7/27/2016			
Transaction Date	10/18/2016	Town Bank	1110300	Total \$288.00
Refer	320 ZAZZLE	-		
Cash Payment	E 001-5193699 Community Relations	100 'I volunteer' buttons'		\$177.89
Invoice				
Transaction Date	10/18/2016	Town Bank	1110300	Total \$177.89
Refer	319 ZORO.COM	-		
Cash Payment	E 001-5233205 Fire-supplies&maintenance	Air compressor		\$276.82
Invoice	2893741 9/22/2016			



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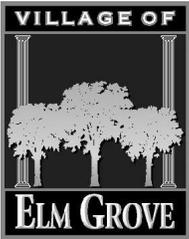
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Cash Payment	E 002-3230400 Repair and Maintenance	UPS system	\$80.94
Invoice 2877435	9/19/2016		
Cash Payment	E 001-5413210 PW equip maint & supplies	Roller chains for PW rake	\$109.60
Invoice 2885601	9/20/2016		
Cash Payment	E 002-3230400 Repair and Maintenance	UPS system	\$80.94
Invoice 2933967	10/4/2016		
Transaction Date	10/18/2016	Town Bank 1110300	Total \$548.30

Fund Summary

	1110300 Town Bank
001 General Fund	\$16,991.30
002 Sewer Fund	\$717.59
005 Stormwater Operation Fund	\$49.09
006 Library Operating Fund	\$63.43
007 5 Year Capital Fund	\$749.13
008 Emergency Medical Service	\$1,638.04
	\$20,208.58

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$20,208.58
Total	\$20,208.58



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Payments

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Batch Name	AP 1016	User Dollar Amt	\$444,676.46		
Payments		Computer Dollar Amt	\$444,676.46		
				\$0.00	In Balance
Refer	<u>213 3 RIVERS BILLING INC</u>	-			
Cash Payment	E 008-5223260 BILLING CHARGES	September EMS Billing			\$614.34
Invoice	3805 10/3/2016				
Transaction Date	10/6/2016	Town Bank	1110300	Total	\$614.34
Refer	<u>214 AARONIN STEEL SALES, INC</u>	-			
Cash Payment	E 001-5423130 StreetLight repair	PW Supplies			\$31.35
Invoice	54354 9/29/2016				
Transaction Date	10/6/2016	Town Bank	1110300	Total	\$31.35
Refer	<u>228 AB DATA CLIENT TRUST</u>	<u>Ck# 091924 10/6/2016</u>			
Cash Payment	E 001-5193200 GG Print/Publish/Postage	Tax Bill Postage			\$1,133.47
Invoice					
Transaction Date	10/6/2016	Town Bank	1110300	Total	\$1,133.47
Refer	<u>295 ACE ELECTRIC SEWER CLEANER</u>	-			
Cash Payment	E 002-3230400 Repair and Maintenance	Jet lateral from manhole - 1020 san Jose			\$525.00
Invoice	8932 10/12/2016				
Transaction Date	10/17/2016	Town Bank	1110300	Total	\$525.00
Refer	<u>293 ACE HARDWARE</u>	-			
Cash Payment	E 001-5233205 Fire-supplies&maintenanc	September charges			\$6.99
Invoice	119519 0916				
Cash Payment	E 001-5423100 Signs/posts/line painting	September charges			\$2.79
Invoice	119519 0916				
Cash Payment	E 001-5423100 Signs/posts/line painting	September charges			\$51.48
Invoice	119519 0916				
Transaction Date	10/17/2016	Town Bank	1110300	Total	\$61.26
Refer	<u>324 ALL-WAYS CONTRACTORS INC</u>	-			
Cash Payment	E 005-5813500 INFRASTRUCTURE MAIN	top soil			\$270.00
Invoice	34050 9/23/2016				
Transaction Date	10/19/2016	Town Bank	1110300	Total	\$270.00
Refer	<u>252 ASSESSMENT TECHNOLOGIES LL</u>	-			
Cash Payment	E 001-5143335 Assessor Services	Market Drive Software Support			\$157.50
Invoice	6490 10/7/2016				
Transaction Date	10/13/2016	Town Bank	1110300	Total	\$157.50
Refer	<u>325 AT&T RISK MANAGEMENT</u>	-			
Cash Payment	E 007-5970400 5 yr Capital DPW	Damage at Berkshire pathway			\$400.55
Invoice	AMER-25-20160				
Transaction Date	10/19/2016	Town Bank	1110300	Total	\$400.55
Refer	<u>253 AUTOMOTIVE & TRUCK SERVICE</u>	-			
Cash Payment	R 001-4421000 PD Misc (Public Safety)	PD Towing			\$465.00
Invoice	9/30/2016				
Transaction Date	10/13/2016	Town Bank	1110300	Total	\$465.00
Refer	<u>188 BANYON DATA SYSTEMS INC</u>	-			



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Payments

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Cash Payment	E 001-5143330 Computer Maintenance	Fund accounting & Utility Billing Annual Support	\$1,590.00
Invoice	00154856	10/1/2016	
Transaction Date	10/4/2016	Town Bank	1110300
		Total	\$1,590.00
Refer	215 BEE MAN LLC, THE		
Cash Payment	E 001-5613400 Forestry-Village Landscapi	Yellow Jacket Control	\$119.00
Invoice	83594	9/26/2016	
Transaction Date	10/6/2016	Town Bank	1110300
		Total	\$119.00
Refer	216 BENDLIN FIRE EQUIPMENT CO IN		
Cash Payment	E 001-5233205 Fire-supplies&maintenanc	Handlelok Brackets	\$335.00
Invoice	93677	9/23/2016	
Cash Payment	E 001-5233205 Fire-supplies&maintenanc	Cleaner	\$33.50
Invoice	93696	9/26/2016	
Cash Payment	E 001-5233205 Fire-supplies&maintenanc	Cleaner	\$33.50
Invoice	93676	9/23/2016	
Cash Payment	E 001-5233205 Fire-supplies&maintenanc	Credit Memo for 93676	-\$33.50
Invoice	93737	9/29/2016	
Cash Payment	E 001-5233205 Fire-supplies&maintenanc	FD equipment mounting system	\$455.40
Invoice	93821	10/10/2016	
Transaction Date	10/6/2016	Town Bank	1110300
		Total	\$823.90
Refer	226 BERTHER, GEORGIA		
		Ck# 091922	10/6/2016
Cash Payment	G 001-3260800 FB Beautification Comm	Beautification Awards Ceremony	\$140.00
Invoice		10/6/2016	
Transaction Date	10/6/2016	Town Bank	1110300
		Total	\$140.00
Refer	189 BRAZAUSKAS, VYTARAS		
		Ck# 091939	10/17/2016
Cash Payment	G 001-3350100 Demolition Deposits	Partial refund of demo deposit for 1635 Notre Dame	\$7,000.00
Invoice		10/3/2016	
Transaction Date	10/4/2016	Town Bank	1110300
		Total	\$7,000.00
Refer	201 BROOKFIELD, CITY OF-UTILITIES		
		Ck# 091920	10/4/2016
Cash Payment	E 001-5413010 PW Utilities	PW garage water	\$46.28
Invoice	590850	9/30/2016	
Transaction Date	10/4/2016	Town Bank	1110300
		Total	\$46.28
Refer	217 CHEL GRAPHICS INCORPORATED		
Cash Payment	E 001-5121045 Court Office Supplies	Court Jackets	\$825.40
Invoice	98235	9/29/2016	
Transaction Date	10/6/2016	Town Bank	1110300
		Total	\$825.40
Refer	254 CROWLEY CONSTRUCTION CORP		
Cash Payment	E 001-5423100 Signs/posts/line painting	layout and paint parking lot	\$275.00
Invoice	9798	9/30/2016	
Cash Payment	E 007-5970400 5 yr Capital DPW	layout and paint Watertown Plank Road	\$2,495.00
Invoice	9798	9/30/2016	
Transaction Date	10/13/2016	Town Bank	1110300
		Total	\$2,770.00
Refer	190 DASSOW, BARBARA		
		Ck# 091940	10/17/2016
Cash Payment	E 001-5143099 GG- miscellaneous exp	Board of Review Court Reporter	\$150.00
Invoice	16-5850	9/28/2016	
Transaction Date	10/4/2016	Town Bank	1110300
		Total	\$150.00



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Refer	245 DESIGN GROUP THREE	Ck# 091933 10/13/2016	
Cash Payment	R 001-4351000 Permit-Building	Refund fees for Conditional Use Permit, building bd review-14320 Hillside Rd. J Gregg	\$200.00
Invoice			
Cash Payment	R 001-4359100 Building Board Fee	Refund fees for Conditional Use Permit, building bd review-14320 Hillside Rd. J Gregg	\$30.00
Invoice			
Cash Payment	R 001-4359200 Plan Review Fee	Refund fees for Conditional Use Permit, building bd review-14320 Hillside Rd. J Gregg	\$102.40
Invoice			
Cash Payment	R 001-4359500 Plan Commission Fees	Refund fees for Conditional Use Permit, building bd review-14320 Hillside Rd. J Gregg	\$175.00
Invoice			
Transaction Date	10/12/2016	Town Bank 1110300	Total \$507.40
Refer	227 DEVEREY, COLLEEN	Ck# 091923 10/6/2016	
Cash Payment	R 008-4416000 Ambulance fees	Overpayment	\$383.15
Invoice			
Transaction Date	10/6/2016	Town Bank 1110300	Total \$383.15
Refer	191 DIVERSIFIED BENEFIT SERVICES	-	
Cash Payment	E 001-5142020 FSA Sect 125 administrati	September 125-FSA	\$95.93
Invoice	228587 9/23/2016		
Cash Payment	E 001-5142030 Adminstrative Fee-HRA	October HRA	\$187.86
Invoice	229178 10/4/2016		
Transaction Date	10/4/2016	Town Bank 1110300	Total \$283.79
Refer	290 EARTHLINK BUSINESS	Ck# 091945 10/17/2016	
Cash Payment	E 001-5143331 Internet Expense	T-1 line Internet	\$204.31
Invoice	13587183100716 10/7/2016		
Transaction Date	10/17/2016	Town Bank 1110300	Total \$204.31
Refer	291 EHLERS	Ck# 091946 10/17/2016	
Cash Payment	E 002-3230600 Legal/audit fees	2016 Disclosure report	\$800.00
Invoice	71737 10/7/2016		
Cash Payment	E 005-3230600 Legal/audit fees	2016 Disclosure report	\$1,000.00
Invoice	71737 10/7/2016		
Cash Payment	E 014-3230600 Legal/audit fees	2016 Disclosure report	\$1,000.00
Invoice	71737 10/7/2016		
Transaction Date	10/17/2016	Town Bank 1110300	Total \$2,800.00
Refer	250 ELM GROVE COMMUNITY FOUND	Ck# 091932 10/13/2016	
Cash Payment	E 001-5193699 Community Relations	Volunteer recognition at Oktoberfest	\$2,096.00
Invoice	10/13/2016		
Transaction Date	10/13/2016	Town Bank 1110300	Total \$2,096.00
Refer	192 ELM GROVE, VILLAGE	Ck# 091935 10/13/2016	
Cash Payment	E 001-5173100 GG utilities	01-00003999-00-7	\$2,995.30
Invoice	9/29/2016		
Cash Payment	E 001-5413010 PW Utilities	01-00005968-00-5	\$689.20
Invoice	9/29/2016		
Transaction Date	10/4/2016	Town Bank 1110300	Total \$3,684.50
Refer	333 FISHER, EVAN OR MELISSA	-	



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Cash Payment	G 001-3350200 Public Way Disturbance d	Public Way Disturbance deposit refund		\$2,000.00
Invoice				
Transaction Date	10/19/2016	Town Bank	1110300	Total \$2,000.00
Refer	248 GASSE, CAROLYN	Ck# 091934	10/13/2016	
Cash Payment	E 008-5223520 EMT TRAINING	Reimburse for EMS supplies		\$16.98
Invoice 10/12/2016				
Transaction Date	10/12/2016	Town Bank	1110300	Total \$16.98
Refer	194 GENERAL FIRE EQUIPMENT CO.,I	-		
Cash Payment	E 007-5970200 5 yr Capital Police	Mount equipment on new squad		\$2,241.04
Invoice 134758 9/14/2016				
Transaction Date	10/4/2016	Town Bank	1110300	Total \$2,241.04
Refer	218 JANI-KING OF MILWAUKEE	-		
Cash Payment	E 001-5143350 Bldg Cleaning- Contract	Monthly Contract Billing October		\$1,925.00
Invoice MIL10160181 10/1/2016				
Transaction Date	10/6/2016	Town Bank	1110300	Total \$1,925.00
Refer	229 JOHANEK, WENDY	Ck# 091925	10/6/2016	
Cash Payment	G 001-3260800 FB Beautification Comm	Photography of award winners		\$90.00
Invoice 10/4/2016				
Transaction Date	10/6/2016	Town Bank	1110300	Total \$90.00
Refer	230 JOHNS DISPOSAL SERVICE	Ck# 091926	10/6/2016	
Cash Payment	E 001-5443100 Contracted Waste Collecti	Garbage		\$11,532.20
Invoice 89778 9/23/2016				
Cash Payment	E 001-5443200 Contracted Recycling Colle	Recycling		\$10,114.48
Invoice 89778 9/23/2016				
Cash Payment	E 001-5443100 Contracted Waste Collecti	Bulky		\$2,010.20
Invoice 89778 9/23/2016				
Cash Payment	E 001-5443200 Contracted Recycling Colle	32 rec		\$846.00
Invoice 89778 9/23/2016				
Cash Payment	E 001-5443100 Contracted Waste Collecti	Garbage		\$38.15
Invoice 86455 8/25/2016				
Cash Payment	E 001-5443200 Contracted Recycling Colle	Recycling		\$33.46
Invoice 86455 8/25/2016				
Cash Payment	E 001-5443100 Contracted Waste Collecti	Bulky		\$6.65
Invoice 86455 8/25/2016				
Cash Payment	E 001-5443100 Contracted Waste Collecti	Garbage		\$11,526.75
Invoice 86455 8/25/2016				
Cash Payment	E 001-5443200 Contracted Recycling Colle	Recycling		\$10,109.70
Invoice 86455 8/25/2016				
Cash Payment	E 001-5443100 Contracted Waste Collecti	Bulky		\$2,009.25
Invoice 86455 8/25/2016				
Cash Payment	E 001-5443200 Contracted Recycling Colle	32 rec		\$845.60
Invoice 86455 8/25/2016				
Cash Payment	E 001-5443100 Contracted Waste Collecti	empty & return		\$540.00
Invoice 86455 8/25/2016				
Transaction Date	10/6/2016	Town Bank	1110300	Total \$49,612.44
Refer	326 JOHNS DISPOSAL SERVICE	-		



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Cash Payment	E 001-5443100 Contracted Waste Collecti	Landfill charges	\$7,259.85
Invoice	91209	10/5/2016	
Transaction Date	10/19/2016	Town Bank	1110300
		Total	\$7,259.85
Refer	219 <u>JOHNSON CONTROLS</u>		
Cash Payment	E 001-5173200 GG Bldg maintenance	Service	\$428.00
Invoice	1-40782018762	9/27/2016	
Transaction Date	10/6/2016	Town Bank	1110300
		Total	\$428.00
Refer	334 <u>KNOX COMPANY</u>		
Cash Payment	E 007-5970300 5 yr Capital Fire	WIFI Knox boxes & software	\$2,905.33
Invoice	00843117	9/23/2016	
Cash Payment	G 008-3260195 FB EMS Kroening Trust	WIFI Knox boxes & software	\$5,785.67
Invoice	00843117	9/23/2016	
Transaction Date	10/19/2016	Town Bank	1110300
		Total	\$8,691.00
Refer	220 <u>LEASING SERVICES LLC</u> Ck# 091941 10/17/2016		
Cash Payment	E 001-5143326 Village wide copy equip	PD Copier	\$163.50
Invoice	40062417	10/1/2016	
Transaction Date	10/6/2016	Town Bank	1110300
		Total	\$163.50
Refer	256 <u>MAILFINANCE</u>		
Cash Payment	E 001-5143325 GG Office Equip Maint	Postage Meter Lease	\$261.83
Invoice	N6168621	10/5/2016	
Transaction Date	10/13/2016	Town Bank	1110300
		Total	\$261.83
Refer	257 <u>MAX-R</u>		
Cash Payment	E 001-5443500 Brush Disposal	Grinding Services	\$2,750.00
Invoice	201962	5/18/2016	
Transaction Date	10/13/2016	Town Bank	1110300
		Total	\$2,750.00
Refer	221 <u>MID CITY PLUMBING & HEATING I</u>		
Cash Payment	E 002-3230400 Repair and Maintenance	Repair Sanitary Sewer	\$9,195.59
Invoice	80995	8/18/2016	
Transaction Date	10/6/2016	Town Bank	1110300
		Total	\$9,195.59
Refer	222 <u>MILWAUKEE METROPOLITAN SE</u>		
Cash Payment	E 002-3230100 MMSD user charges	Sewerage Charges	\$84,688.17
Invoice	215-16	10/3/2016	
Transaction Date	10/6/2016	Town Bank	1110300
		Total	\$84,688.17
Refer	335 <u>MUSKEGO, CITY OF</u>		
Cash Payment	E 002-3230100 MMSD user charges	MMSD 2020 Facility Plan - 13059	\$133.58
Invoice	57968	10/17/2016	
Transaction Date	10/19/2016	Town Bank	1110300
		Total	\$133.58
Refer	242 <u>NATURAL RESOURCE TECHNOLO</u>		
Cash Payment	E 007-5970400 5 yr Capital DPW	Contaminated Soil Management - OHM property	\$2,201.39
Invoice	2390-2		
Cash Payment	E 007-5970400 5 yr Capital DPW	Contaminated Soil Management - OHM property	\$515.86
Invoice	2390-4		
Transaction Date	10/12/2016	Town Bank	1110300
		Total	\$2,717.25
Refer	258 <u>NEOFUNDS BY NEOPOST</u> Ck# 091936 10/13/2016		



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Cash Payment	E 001-5193200 GG Print/Publish/Postage	Postage			\$1,000.00
Invoice	100316	10/3/2016			
Transaction Date	10/13/2016	Town Bank	1110300	Total	\$1,000.00
Refer	<u>261 OFFICE COPYING EQUIPMENT</u>		<u>Ck# 091942 10/17/2016</u>		
Cash Payment	E 001-5143326 Village wide copy equip	PD Copier			\$24.92
Invoice	C337129	9/30/2016			
Cash Payment	E 001-5143326 Village wide copy equip	GG Copier			\$518.70
Invoice	C337097	9/30/2016			
Cash Payment	E 001-5143326 Village wide copy equip	Dispatch Copier			\$4.86
Invoice	C337066	9/30/2016			
Cash Payment	E 001-5143326 Village wide copy equip	FD Copier			\$7.91
Invoice	C337078	9/30/2016			
Transaction Date	10/13/2016	Town Bank	1110300	Total	\$556.39
Refer	<u>247 OFFICE MAX</u>				
Cash Payment	E 001-5193100 GG office supplies	GG office supplies			\$13.42
Invoice	212154	10/4/2016			
Cash Payment	E 001-5193100 GG office supplies	2017 calanders, appt books			\$10.72
Invoice	304738	10/13/2016			
Transaction Date	10/12/2016	Town Bank	1110300	Total	\$24.14
Refer	<u>260 ONE HOUR MARTINIZING</u>				
Cash Payment	E 001-5213100 Police-Clothing Allow/Clea	PD Dry cleaning			\$142.96
Invoice	Sept				
Transaction Date	10/13/2016	Town Bank	1110300	Total	\$142.96
Refer	<u>223 PAYNE & DOLAN, INC.</u>				
Cash Payment	E 007-5970400 5 yr Capital DPW	Berkshire Pathway			\$20,681.20
Invoice	105501-02	10/4/2016			
Cash Payment	E 001-5433100 Pavement Maintenance	Watertown Plank Rd paving			\$113,254.15
Invoice	105656-01	10/6/2016			
Transaction Date	10/6/2016	Town Bank	1110300	Total	\$133,935.35
Refer	<u>262 PERSONNEL EVALUATION INC</u>				
Cash Payment	E 001-5213425 Police-Recruitment	Dispatch Recruitment			\$120.00
Invoice	20486	9/30/2016			
Transaction Date	10/13/2016	Town Bank	1110300	Total	\$120.00
Refer	<u>336 PORT A JOHN</u>				
Cash Payment	E 001-5523198 Building/Grounds Mainena	Park restroom			\$130.00
Invoice	1263027	10/14/2016			
Transaction Date	10/19/2016	Town Bank	1110300	Total	\$130.00
Refer	<u>198 PRAXAIR/BENTLEY GAS TECH</u>		<u>Ck# 091918 10/4/2016</u>		
Cash Payment	E 008-5223230 AMBO MEDICAL SUPPLI	EMS supplies			\$142.60
Invoice	74431697	9/22/2016			
Transaction Date	10/4/2016	Town Bank	1110300	Total	\$142.60
Refer	<u>292 PRAXAIR/BENTLEY GAS TECH</u>		<u>Ck# 091947 10/17/2016</u>		
Cash Payment	E 008-5223230 AMBO MEDICAL SUPPLI	EMS supplies			\$142.60
Invoice	74121553	8/23/2016			
Transaction Date	10/17/2016	Town Bank	1110300	Total	\$142.60
Refer	<u>337 RADLER, DANIEL OR CATHERINE</u>				



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Cash Payment	G 001-3350200 Public Way Disturbance d	Partial refund of Public Way Disturbance deposit		\$1,500.00
Invoice				
Transaction Date	10/19/2016	Town Bank	1110300	Total \$1,500.00
Refer	199 REGISTRATION FEE TRUST Ck# 091919 10/4/2016			
Cash Payment	E 001-5213210 Police-vehicle repair/maint	1FM5K8AR7EGB96301, 2014 Ford		\$1.00
Invoice				
Transaction Date	10/4/2016	Town Bank	1110300	Total \$1.00
Refer	263 REINDERS INC -			
Cash Payment	E 005-5813500 INFRASTRUCTURE MAIN	PW Supplies		\$139.68
Invoice 1657514-00 9/30/2016				
Transaction Date	10/13/2016	Town Bank	1110300	Total \$139.68
Refer	296 RUEKERT MIELKE, INC. -			
Cash Payment	E 001-5143332 GIS Expense	GIS Web maintenance - upload files to Facility Dude		\$217.50
Invoice 116156 8/31/2016				
Cash Payment	E 002-3230300 Inspection and Engineerin	FLOW monitoring - Wauwatosa/Elm Grove		\$528.50
Invoice 116388 9/20/2016				
Cash Payment	E 007-5970400 5 yr Capital DPW	Watertown Plank Rd bridge		\$9,776.25
Invoice 116387 9/20/2016				
Cash Payment	E 007-5970400 5 yr Capital DPW	Watertown Plank Rd bridge		\$18,840.82
Invoice 116386 9/20/2016				
Cash Payment	E 001-5423300 PW Consulting Services	Watertown Plank Rd pathway		\$1,951.86
Invoice 116160 8/31/2016				
Cash Payment	E 001-5423300 PW Consulting Services	Watertown Plank Rd pathway		\$1,240.05
Invoice 116389 9/20/2016				
Cash Payment	E 007-5970400 5 yr Capital DPW	Watertown Plank Rd bridge		\$23,103.97
Invoice 116157 8/31/2016				
Cash Payment	E 007-5970400 5 yr Capital DPW	Watertown Plank Rd bridge		\$11,313.75
Invoice 116158 8/31/2016				
Cash Payment	E 002-3230300 Inspection and Engineerin	FLOW monitoring - Wauwatosa/Elm Grove		\$151.00
Invoice 116159 8/31/2016				
Cash Payment	E 005-5813100 CONSULTING SERVICES	1255 Woodlawn drainage		\$292.11
Invoice 116155 8/31/2016				
Cash Payment	G 001-3340753 Resident Engineering	705 Elm Grove Rd		\$226.50
Invoice 116155 8/31/2016				
Cash Payment	E 005-5813100 CONSULTING SERVICES	900 Madera Cr drainage		\$504.86
Invoice 116155 8/31/2016				
Cash Payment	E 005-5813100 CONSULTING SERVICES	MMSD meeting		\$348.36
Invoice 116155 8/31/2016				
Cash Payment	G 001-3340753 Resident Engineering	1620 Fairhaven Blvd		\$755.00
Invoice 116385 9/20/2016				
Cash Payment	E 002-3230300 Inspection and Engineerin	MMSD meeting		\$255.39
Invoice 116385 9/20/2016				
Cash Payment	G 001-3340753 Resident Engineering	13825 Fairfield Ct		\$689.22
Invoice 116385 9/20/2016				
Transaction Date	10/17/2016	Town Bank	1110300	Total \$70,195.14
Refer	327 SAFEWAY PEST MANAGEMENT -			



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Cash Payment	E 001-5173200 GG Bldg maintenance	Monthly pest control	\$52.00
Invoice 541332			
Transaction Date	10/19/2016	Town Bank 1110300	Total \$52.00
<hr/>			
Refer	237 <u>SECURIAN FINANCIAL GROUP INC</u>		Ck# 091928 10/11/2016
Cash Payment	E 001-5142005 GG life insurance	Life Insurance	\$135.96
Invoice Nov-16			
Cash Payment	E 001-5202005 Dispatch Life Insurance	Life Insurance	\$70.61
Invoice Nov-16			
Cash Payment	E 001-5212005 Police Life Insurance	Life Insurance	\$214.22
Invoice Nov-16			
Cash Payment	E 001-5232000 Fire-Life/Disability Insuranc	Life Insurance	\$28.73
Invoice Nov-16			
Cash Payment	E 001-5412005 DPW- life insurance	Life Insurance	\$143.58
Invoice Nov-16			
Cash Payment	E 001-5612005 Forestry- Life Insur	Life Insurance	\$31.36
Invoice Nov-16			
Cash Payment	E 006-5512005 Library- life insurance	Life Insurance	\$69.34
Invoice Nov-16			
Cash Payment	E 001-5522005 Recreation-life insurance	Life Insurance	\$3.38
Invoice Nov-16			
Cash Payment	G 001-2111600 Life Insurance Payable	Life Insurance	\$532.95
Invoice Nov-16			
Transaction Date	10/11/2016	Town Bank 1110300	Total \$1,230.13
<hr/>			
Refer	264 <u>SENDIKS</u>		-
Cash Payment	E 008-5223520 EMT TRAINING	EMS Supplies	\$58.81
Invoice 9/30/2016			
Transaction Date	10/13/2016	Town Bank 1110300	Total \$58.81
<hr/>			
Refer	203 <u>SHARP ELECTRONICS CORP</u>		Ck# 091943 10/17/2016
Cash Payment	E 006-5513310 Library Copy Machine	Library copier	\$142.49
Invoice SH171356 10/1/2016			
Transaction Date	10/4/2016	Town Bank 1110300	Total \$142.49
<hr/>			
Refer	338 <u>SHARP ELECTRONICS CORP</u>		-
Cash Payment	E 006-5513310 Library Copy Machine	Library copier	\$257.55
Invoice SH173795 10/7/2016			
Transaction Date	10/19/2016	Town Bank 1110300	Total \$257.55
<hr/>			
Refer	224 <u>SOMAR ENTERPRISES</u>		-
Cash Payment	E 001-5213410 Police-Firearms training eq	Glaser safety slugs	\$23.98
Invoice 99863 8/1/2016			
Transaction Date	10/6/2016	Town Bank 1110300	Total \$23.98
<hr/>			
Refer	265 <u>STARK PAVEMENT CORP</u>		-
Cash Payment	E 005-5813500 INFRASTRUCTURE MAIN	Surface mix	\$344.56
Invoice 39702 9/30/2016			
Cash Payment	E 005-5813500 INFRASTRUCTURE MAIN	Surface mix	\$711.79
Invoice 39570 9/15/2016			
Transaction Date	10/13/2016	Town Bank 1110300	Total \$1,056.35
<hr/>			
Refer	266 <u>STATEWIDE SECURITY SYSTEMS</u>		-



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Payments

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Cash Payment	E 001-5413000 Telephone,alarms PW	Repair	\$486.00
Invoice 181541	10/5/2016		
Transaction Date	10/13/2016	Town Bank 1110300	Total \$486.00
Refer	339 <u>STREICHER S</u>		
Cash Payment	E 001-5233300 Fire-Uniforms and Clothing	FD - uniform pants	\$119.98
Invoice I1230149	10/7/2016		
Transaction Date	10/19/2016	Town Bank 1110300	Total \$119.98
Refer	193 <u>SUNSET PLAYHOUSE</u>		
Cash Payment	E 001-5523700 Shared - Sunset	School Workshops	\$473.40
Invoice 632	9/19/2016		
Cash Payment	E 001-5523700 Shared - Sunset	School Workshops	\$774.00
Invoice 617	7/22/2016		
Transaction Date	10/4/2016	Town Bank 1110300	Total \$1,247.40
Refer	238 <u>SUSSEX, VILLAGE OF</u> Ck# 091929 10/11/2016		
Cash Payment	E 001-5423200 conference,training PW	Chainsaw Safety Training for Public Works	\$660.00
Invoice			
Transaction Date	10/11/2016	Town Bank 1110300	Total \$660.00
Refer	249 <u>TIME WARNER CABLE BUSINESS</u> Ck# 091931 10/13/2016		
Cash Payment	E 001-5143331 Internet Expense	Wall Street internet	\$69.99
Invoice 026141301	10/31/2016		
Transaction Date	10/13/2016	Town Bank 1110300	Total \$69.99
Refer	204 <u>TIME WARNER CABLE</u> Ck# 091944 10/17/2016		
Cash Payment	E 001-5143331 Internet Expense	Internet	\$373.11
Invoice 015001			
Transaction Date	10/4/2016	Town Bank 1110300	Total \$373.11
Refer	340 <u>TIME WARNER CABLE</u>		
Cash Payment	G 001-3260450 FB-Fire Drill Funds	FD cable	\$18.19
Invoice 29018001			
Cash Payment	E 001-5143331 Internet Expense	Court room	\$23.67
Invoice 29018001			
Cash Payment	E 001-5143331 Internet Expense	Digital conversion	\$46.10
Invoice 29018001			
Transaction Date	10/19/2016	Town Bank 1110300	Total \$87.96
Refer	294 <u>TRAFFIC ENGINEERING SERVICE</u>		
Cash Payment	E 001-5423300 PW Consulting Services	Wisconsin Avenue	\$2,241.00
Invoice 102094	8/31/2016		
Transaction Date	10/17/2016	Town Bank 1110300	Total \$2,241.00
Refer	211 <u>TRANS UNION LLC</u>		
Cash Payment	E 001-5213400 Police Dues/Publications	PD	\$230.00
Invoice 09601860	9/25/2016		
Transaction Date	10/5/2016	Town Bank 1110300	Total \$230.00
Refer	225 <u>TRUGREEN</u>		
Cash Payment	E 001-5613400 Forestry-Village Landscapi	Fall Aeration	\$840.00
Invoice 54535615	9/23/2016		
Cash Payment	E 001-5613400 Forestry-Village Landscapi	Lawn service - ball fields	\$305.00
Invoice 54810268	9/28/2016		



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Transaction Date	10/6/2016	Town Bank	1110300	Total	\$1,145.00
Refer	195 VANTAGE POINT TRF AGENT		Ck# 091937 10/13/2016		
Cash Payment	G 001-2110550 Accr Deferred Comp		Employee Contributions		\$275.00
Invoice	9/30/2016				
Cash Payment	G 001-2110550 Accr Deferred Comp		Employee Contributions		\$275.00
Invoice	10/14/2016				
Transaction Date	10/4/2016	Town Bank	1110300	Total	\$550.00
Refer	197 WATERTOWN MUNICIPAL COURT		-		
Cash Payment	R 001-4362000 Court Fines-Expense		Bail for Kenneth Dorsey, 1/12/92		\$124.00
Invoice	9/19/2016				
Transaction Date	10/4/2016	Town Bank	1110300	Total	\$124.00
Refer	244 WAUKESHA CO REGISTER OF DE		-		
Cash Payment	G 001-3340790 Recording Fees reimburs		Record document-Areola Conditional Use permit		\$30.00
Invoice	4221706				
Cash Payment	E 001-5143099 GG- miscellaneous exp		Record Relocation Order		\$30.00
Invoice	4232774				
Cash Payment	E 001-5143099 GG- miscellaneous exp		Record Easment - Right of Way		\$30.00
Invoice	4234639				
Cash Payment	E 001-5143099 GG- miscellaneous exp		copies		\$6.00
Invoice	Copy				
Transaction Date	10/12/2016	Town Bank	1110300	Total	\$96.00
Refer	243 WAUKESHA CO TECHNICAL COLL		-		
Cash Payment	E 001-5213420 Police-school/seminar/conf		PD training		\$183.42
Invoice	S0627682				
Transaction Date	10/12/2016	Town Bank	1110300	Total	\$183.42
Refer	200 WAUKESHA CO TREASURER		-		
Cash Payment	E 008-5223400 EMS COMMUNICATIONS		EMS radio programming		\$72.54
Invoice	2016-00000055				
Cash Payment	R 001-4362000 Court Fines-Expense		September OWI & jail surcharges		\$1,654.81
Invoice	67122 0916				
Cash Payment	R 001-4362000 Court Fines-Expense		August OWI & Jail surcharges		\$1,868.46
Invoice	67122 0816				
Transaction Date	10/4/2016	Town Bank	1110300	Total	\$3,595.81
Refer	246 WAUKESHA CO TREASURER		Ck# 091956 10/13/2016		
Cash Payment	G 001-2110100 Accts Payable		2016 Unclaimed funds		\$3,613.16
Invoice	10/11/2016				
Transaction Date	10/12/2016	Town Bank	1110300	Total	\$3,613.16
Refer	267 WAUKESHA LIME & STONE COMP		-		
Cash Payment	E 005-5813500 INFRASTRUCTURE MAIN		PW Supplies		\$525.05
Invoice	1447396				
Invoice	9/22/2016				
Transaction Date	10/13/2016	Town Bank	1110300	Total	\$525.05
Refer	328 WAUWATOSA, CITY OF		-		
Cash Payment	E 001-5423120 StreetLights-electric		124th & Watertown Plank traffic signals		\$86.98
Invoice	154				
Transaction Date	10/19/2016	Town Bank	1110300	Total	\$86.98
Refer	212 WE ENERGIES		Ck# 002619E 10/5/2016		



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Payments

Current Period: OCTOBER 2016

Cash Payment	E 001-5413010 PW Utilities	gas/electric		\$299.53
Invoice	0000430955 101			
Cash Payment	E 001-5423120 StreetLights-electric	gas/electric		\$1,133.86
Invoice	0000430955 101			
Cash Payment	E 001-5173100 GG utilities	gas/electric		\$5,374.34
Invoice	0000430955 101			
Cash Payment	E 001-5523110 Recreation-Heating	gas/electric		\$33.05
Invoice	0000430955 101			
Cash Payment	E 001-5523120 Recreation Electric	gas/electric		\$1,460.87
Invoice	0000430955 101			
Cash Payment	E 001-5423120 StreetLights-electric	gas/electric		\$50.11
Invoice	9484657159 101			
Cash Payment	E 001-5413010 PW Utilities	gas/electric		\$25.99
Invoice	5698217636 101			
Cash Payment	E 002-3230400 Repair and Maintenance	gas/electric		\$186.72
Invoice	5698217636 101			
Transaction Date	10/5/2016	Town Bank	1110300	Total <u>\$8,564.47</u>
Refer	268 WESTERN CULVERT & SUPPLY IN -			
Cash Payment	E 005-5813500 INFRASTRUCTURE MAIN	PW Supplies		\$359.10
Invoice	051693	9/29/2016		
Transaction Date	10/13/2016	Town Bank	1110300	Total <u>\$359.10</u>
Refer	202 WI STATE OF COURT FINES AND -			
Cash Payment	R 001-4362000 Court Fines-Expense	September penalty surcharges		\$4,396.35
Invoice	67122 0916			
Cash Payment	R 001-4362000 Court Fines-Expense	August penalty surcharges		\$5,079.08
Invoice	67122 0816			
Transaction Date	10/4/2016	Town Bank	1110300	Total <u>\$9,475.43</u>
Refer	196 YMCA- WEST SUBURBAN -			
Cash Payment	E 001-5523730 Shared Programs - YMCA	Off-site sports programming		\$735.00
Invoice		9/27/2016		
Transaction Date	10/4/2016	Town Bank	1110300	Total <u>\$735.00</u>

Fund Summary

	1110300 Town Bank
001 General Fund	\$240,555.77
002 Sewer Fund	\$96,463.95
005 Stormwater Operation Fund	\$4,495.51
006 Library Operating Fund	\$469.38
007 5 Year Capital Fund	\$94,475.16
008 Emergency Medical Service	\$7,216.69
014 TIF #2 Special Revenue Fund	\$1,000.00
	<u>\$444,676.46</u>

Pre-Written Checks	\$85,073.97
Checks to be Generated by the Computer	\$359,602.49
Total	<u>\$444,676.46</u>

Village of Elm Grove
 Monthly Financial Report
 Revenue and Expense-Budget to Actual Comparison
 as of September 30, 2016

General Fund					
Revenues	2016 Budget	MTD Amt	YTD Amt	Budget Balance	% of Budget Available
Property taxes	\$ 3,907,795		3,907,795	-	0%
Intergovernmental	629,100		492,117	136,983	22%
Licenses and permits	167,250	18,205	138,111	29,139	17%
Fines, forfeitures, and penalties	159,000	17,762	151,666	7,334	5%
Public charges for services	511,300	2,104	518,554	(7,254)	-1%
Recreation Fees	163,710	5,296	164,651	(941)	-1%
Commercial	<u>252,400</u>	<u>8,855</u>	<u>215,231</u>	<u>37,169</u>	15%
Total Revenue	5,790,555	52,222	5,588,125	202,430	
Repayment of Advance	60,675				
Fund Balance applied	140,300				
Total	<u>\$ 5,991,530</u>	<u>\$ 52,222</u>	<u>\$ 5,588,125</u>	<u>\$ 202,430</u>	3%
Expenditures:					
General government	1,177,000	132,911	994,115	182,885	16%
Court	91,845	21,877	68,161	23,684	26%
Dispatch	485,950	42,976	352,713	133,237	27%
Police	2,135,625	206,549	1,535,041	600,584	28%
Fire	274,340	29,187	127,899	146,441	53%
Inspections	92,465	10,219	70,550	21,915	24%
Public works	797,550	31,388	481,513	316,037	40%
Solid Waste	499,250	23,321	284,310	214,940	43%
Forestry	125,225	17,995	99,744	25,481	20%
Recreation	189,680	14,353	173,228	16,452	9%
New Equipment	800			800	100%
trf to capital			7,000		
Contingency	<u>121,800</u>	<u>-</u>	<u>-</u>	<u>121,800</u>	100%
Total Expenditures	<u>\$ 5,991,530</u>	<u>530,776</u>	<u>\$ 4,194,274</u>	<u>\$ 1,804,256</u>	30%

Village of Elm Grove
 Monthly Financial Report
 Revenue and Expense-Budget to Actual Comparison
 as of September 30, 2016

Special Revenue Funds					
<u>Library Fund</u>					
Revenue	392,380	1,204	374,841	17,539	4%
Expenditures	407,625	43,216	308,840	98,785	24%
<u>EMS Fund</u>					
Revenue	286,100	10,019	263,171	22,929	8%
Expenditures	295,700	11,422	183,987	111,713	38%
<u>Sewer Fund</u>					
Revenue	2,436,300	51,533	2,392,176	44,124	2%
Expenditures	3,184,535	298,051	2,805,224	379,311	12%
<u>StormWater Operations Fund</u>					
Revenue	622,500	38,611	606,527	15,973	3%
Expenditures	617,320	43,262	561,521	55,799	9%
<u>TIF Fund</u>					
Revenue -Tax Increment levy	496,660		504,453	(7,793)	-2%
Expenditures- -debt pymt	517,908		530,677	(12,769)	-2%
<u>Library Gift Fund</u>					
library gift revenue		59	38,848		
library gift expense		3,775	24,542		
				<i>Total Funds</i>	<i>\$ 64,289</i>
Capital Project Funds					
<u>Five Year Capital Fund</u>					
Revenue-Tax Levy and Interest	618,500	6,000	624,155	(5,655)	-1%
Expenditures	1,016,743	190,212	844,715	172,028	17%
<u>Municipal Water</u>					
Revenue				-	
Expenditures				-	
				<i>funds advanced</i>	<i>\$ 817,664</i>
Debt Service Fund					
Revenue-transfers	1,111,046	267,517	1,107,568	3,478	0%
Expenditures	\$ 1,109,544	267,517	1,109,544	-	0%

Village of Elm Grove
Year-to-date Comparison 2015-2016
As of September 30, 2016

General Fund	2015 Budget	2016 Budget	2015-2016 Difference	2015 YTD amount	2016 YTD amount	2015-2016 Difference
Revenues						
Property taxes	\$ 3,837,855	\$ 3,907,795	69,940	3,837,855	3,907,795	69,940
Intergovernmental	672,465	629,100	(43,365)	512,139	492,117	(20,022)
Licenses and permits	144,250	167,250	23,000	129,516	138,111	8,595
Fines, forfeitures,	154,500	159,000	4,500	154,488	151,666	(2,822)
Public charges for services	511,675	511,300	(375)	499,942	518,554	18,612
Recreation	170,085	163,710	(6,375)	159,144	164,651	5,507
Commercial	248,650	252,400	3,750	226,953	215,231	(11,722)
Repayment of Advance	60,675	60,675	-			
Fund Balance applied	135,000	140,300	5,300			
Total Revenue	\$ 5,935,155	\$ 5,991,530	\$ 56,375	\$ 5,520,037	\$ 5,588,125	68,088
Expenditures:						
General government	1,157,050	1,177,000	19,950	892,376	994,115	101,739
Court	93,200	91,845	(1,355)	59,106	68,161	9,055
Dispatch	447,315	485,950	38,635	337,119	352,713	15,594
Police	2,121,700	2,135,625	13,925	1,515,200	1,535,041	19,841
Fire	272,670	274,340	1,670	121,934	127,899	5,965
Inspections	81,500	92,465	10,965	69,195	70,550	1,355
Public works	797,425	797,550	125	490,623	481,513	(9,110)
Solid Waste	491,540	499,250	7,710	313,280	284,310	(28,970)
Forestry	132,700	125,225	(7,475)	74,180	99,744	25,564
Recreation	190,455	189,680	(775)	170,704	173,228	2,524
New Equipment	14,600	800	(13,800)	2,078		(2,078)
Contingency	100,000	121,800	21,800			-
Contingency -HRA	35,000		(35,000)			-
transfer to other funds			-		7,000	7,000
Total Expenditures	\$ 5,935,155	\$ 5,991,530	\$ 56,375	\$ 4,045,795	\$ 4,194,274	148,479
Sewer Fund						
Revenue	2,445,585	2,436,300	(9,285)	2,353,736	2,392,176	38,440
Expenditures	2,445,585	3,184,535	738,950	1,878,222	2,805,224	927,002
Storm Water Operations						
Revenue	602,300	622,500	20,200	561,365	606,527	45,162
Expenditures	606,300	617,320	11,020	665,453	561,521	(103,932)
Library Fund						
Revenue	605,600	392,380	(213,220)	372,543	374,841	2,298
Expenditures	590,920	407,625	(183,295)	291,774	308,840	17,066
EMS Fund						
Revenue-	271,075	286,100	15,025	263,039	263,171	132
Expenditures	281,075	295,700	14,625	176,146	183,987	7,841
Five Year Capital Fund						
Revenue-	622,000	618,050	(3,950)	619,962	624,155	4,193
Expenditures	267,600	1,016,743	749,143	149,618	844,715	695,097
Municipal Water Project						
Revenue	-	-	-	67,706		(67,706)
Expenditures	-	-	-	1,147		(1,147)
Debt Service Fund						
Revenue	1,053,127	1,111,046	57,919	773,425	1,107,568	334,143
Expenditures	\$ 1,052,076	\$ 1,109,544	57,468	775,552	1,109,544	333,992