

# M.C.C.A.

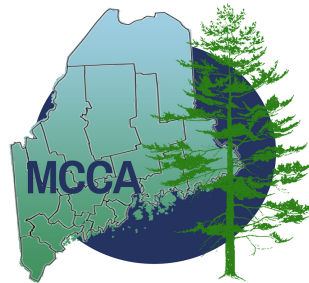
Thomas Coward, President  
Cumberland County

Amy Fowler, Vice President  
Waldo County

William Blodgett, Secretary-Treasurer  
Lincoln County

Charles Pray  
Executive Director

Lauren Haven  
Office Manager



Maine County Commissioners Association

4 Gabriel Drive, Suite 2  
Augusta, ME 04330  
207-623-4697  
[www.mainecounties.org](http://www.mainecounties.org)

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## MAINE COUNTY COMMISSIONERS ASSOCIATION

### MCCA Board of Directors' Meeting

October 9<sup>th</sup>, 2019 at 10:00 am  
MCCA Offices in Augusta

### Agenda

- I. Call to Order, Introductions, Attendance & Pledge of Allegiance
- II. Approval of/Additions to the Agenda
- III. Approval of September 27<sup>th</sup>, 2019 Meeting Minutes
- IV. Shortage of Patrol Officers – Commissioner Michael Sauschuck
- V. Consideration of the Renewed Contract for Executive Director Charles Pray
- VI. Reports
  - A. Executive Director Report and Legislation Discussion
  - B. Financial Reports
  - C. Association Reports
  - D. Annual Convention Report
  - E. NACo Report
- VII. Other Business
- VIII. Adjournment



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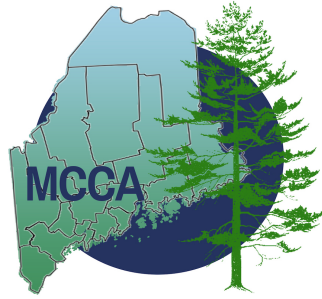
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## MAINE COUNTY COMMISSIONERS ASSOCIATION

### Board of Directors' Meeting Minutes

Point Lookout, September 27, 2019

#### I. Call to Order, Introductions, Attendance and Pledge of Allegiance

MCCA President Thomas Coward called the meeting to order at approximately 9:00 a.m. at the annual convention at Point Lookout in Northport. Attendees recited the Pledge of Allegiance and all present introduced themselves.

**DIRECTORS PRESENT:** *Androscoggin* – Comm. Noel Madore; *Aroostook* – Comm. Norman Fournier; *Cumberland* – Comm. Tom Coward. *Hancock* – Admin. Scott Adkins proxy for Comm. William Clark; *Kennebec* – Comm. George Jabar; *Lincoln* – Comm. William Blodgett; *Oxford* – Manager Tom Winsor proxy for Comm. Steven Merrill; *Penobscot* – Comm. Peter Baldacci; *Sagadahoc* – Comm. Charles Crosby III proxy for Comm. Brian Hobart; *Waldo* – Comm. Amy Fowler; *Washington* – Manager Betsy Fitzgerald proxy for Comm. Chris Gardner; and *York* – Comm. Michael Cote.

**OTHERS PRESENT:** *Androscoggin* – Manager Larry Post; *Aroostook* – Comm. Paul Adams; *Cumberland* – Comm. Steve Gorden and Manager Jim Gailey; *Kennebec* – Comm. Nancy Rines, Comm. Patsy Crockett and Admin. Bob Devlin; *Lincoln* – Admin. Carrie Kipfer; *Piscataquis* – Manager Michael Williams; *Sagadahoc* – Admin. Pamela Hile; *Somerset* – Comm. Robert Sezak; *York* – Comm. Richard Clark and Comm. Al Sicard; *MACCAM* – Admin. Bill Collins.

**DIRECTORS ABSENT:** *Hancock* – Comm. William Clark; *Knox* – Comm. Sharyn Pohlman; *Oxford* – Comm. Steven Merrill; *Piscataquis* – Comm. Wayne Erkinen; *Sagadahoc* – Comm. Brian Hobart; *Somerset* – Comm. Newell Graf; *Washington* – Comm. Chris Gardner.

**STAFF PRESENT:** Executive Director Charles Pray, Risk Pool Manager Malcolm Ulmer and Office Manager Lauren Haven.

## **II. Approval of/Additions to the Agenda**

President Tom Coward inquired if there were any additions to the agenda. Comm. Fowler made a motion to approve the agenda as written, seconded by Comm. Crockett. The motion and it passed with no opposition.

## **III. Approval of August 14<sup>th</sup> Board of Directors' Meeting Minutes**

Comm. Cote moved to approve the minutes from the Board of Directors' meeting on August 14<sup>th</sup> with the revision made showing York and Waldo counties in favor of the newly adopted membership dues formula. Comm. Fowler seconded the motion and it passed.

## **IV. Maine 200 Bicentennial Events**

Meeting attendees reviewed information included in the agenda packet about some of the local and state-wide events planned for the 2020 Bicentennial celebration. More information will be provided as it becomes available.

## **V. Perksconnect Program**

Office Manager Lauren Haven presented information about the Perksconnect discount program which could provide a benefit not only to commissioners, but all county employees and their families who would use the program. Perksconnect allows members to redeem discounts at thousands of business locations across the country. Members can search by city, state, and zip code for discounts either locally for everyday purchases in-store at the time of purchase; online by making purchases through a link; via a toll-free number using a value code; or through downloadable coupons. The number one advantage would be to provide greater value to MCCA services with no additional cost to MCCA or its membership. The Perksconnect company makes money from vendors who participate in the program.

Comm. Coward said he would be in favor of moving forward with the Perksconnect discount program and would entertain a motion to do so. Comm. Cote moved to authorize Office Manager Lauren Haven to implement the program and for Executive Director Charles Pray to sign the agreement. Comm. Baldacci seconded the motion and it passed with a unanimous vote.

## **VI. Reports**

### **A. Executive Director Report and Legislative Discussion**

Executive Director Charles Pray presented his report highlighting the legislative activities, session pending items from the last session, and new legislation to be introduced in the next session. Some of the conversation included the following items:

Lifting the Tax Cap – There were some county representatives for and some against proposed legislation to lift the cap on county jail budgets due to individual circumstances among counties as has been the scenario in the past. President Tom Coward asked for a show of hands, and the vote was five for and three against lifting the cap. The conversation continued and the outcome was a general agreement to revisit the topic at a future meeting.

County Revenue Sharing – Comm. Baldacci moved to support legislation to promote revenue sharing seconded by Comm. Cote and the motion and it passed without opposition.

County Home Rule - Comm. Fournier **moved not to introduce this legislation as it is not an emergency bill, and to continue to work on it. The motion was seconded by Comm. Fowler and the motion passed.**

Witness Fees – Currently, municipalities pay for district court witnesses and counties pay for superior court witnesses. Comm. Coward **moved to introduce legislation to alleviate the burden of these fees from the counties, seconded by Comm. Blodgett and the motion passed.**

Workforce Boards – Several commissioners are serving on workforce boards which are divided into three regions for the state. Comm. Sezak said he would be willing to serve on the board for his region (Central/Western Maine). Comm. Gorden **moved to nominate Comm. Sezak for the board, seconded by Comm. Baldacci and the motion passed.**

MFB Building - Unrelated to legislation, Mr. Pray mentioned the Maine Farm Bureau building where the MCCA offices are located may be up for sale. MCCA no longer has a contract and is paying the same fee as agreed in the last contract until further notice. More information will be provided when available.

NAMI Grant – The Robert Wood Johnson Foundation (RWJF) “Community Voices for Health” grant will improve access to mental health and substance use disorder care as well as work to divert people with mental illness out of county jails, with an overall goal to improve the mental wellness of Mainers. NAMI is requesting participation from members of MCCA and MSA. Comm. Baldacci **moved to partner with MSA in this effort. The motion was seconded by Comm. Fournier and the motion passed.** MCCA would likely be asked to select a delegate.

E911 Letter – Administrator Bill Collins made a **motion to support MACCAM by sending a letter in opposition of the E911 fire and law enforcement protocol changes. Comm. Fowler seconded the motion and it passed.**

Comm. Fowler informed the group her re-appointment to the E911 Board would be in order. Comm. Cote made a **motion to re-nominate Comm. Fowler to the E911 Board, seconded by Comm. Fournier and the motion passed unanimously.**

Comm. Fowler made a **motion to submit Comm. Cote’s name to the Governor to consider appointing him to the commission being established for LD 829 Resolve, To Reestablish the Commission To Improve the Sentencing, Supervision, Management and Incarceration of Prisoners. Admin. Bill Collins seconded the motion and it passed without opposition.**

## **B. Financial Reports**

Office Manager Lauren Haven presented the August financial reports. Debits and credits for the month were associated with normal operating expenses and the convention. There were two items to note. As a result of a meeting with the auditors, Ron and Mitch Beaulieu, some numbers have been changed in or added to MCCA accounts in QuickBooks. This was an item which had come up as an area for improvement. Secondly, it was recommended to discontinue the method of transferring money from the MCCA fund balance into a budget line item. We can use the money of course. However, this is not income, and should be left as a deficit in the budget. The auditors would explain this more fully in their upcoming report. Comm. Baldacci **moved to accept the financial reports, seconded by Comm. Fournier and it passed with no opposition.**

### C. Association Reports

*MACCAM:* Admin. Bill Collins stated the association would be meeting today at the convention. The group planned to work in November to continue to update the salary survey.

### D. Annual Convention Report

Office Manager Lauren Haven reported the Committee met on Friday, August 16<sup>th</sup> at the venue Point Lookout to meet with the staff and work out logistics. They met for the last time before the convention on September 13 to discuss last minute details. She was happy to report the income goal for sponsors, exhibitors and advertisers had been exceeded. The total number of participants including vendors, speakers, county employees and guests was approximately 200. It's not likely there would be any final income or expense numbers until the end of October, possibly even the beginning of November. The Committee planned to meet next on November 15<sup>th</sup>.

### E. NACo Report

Comm. Baldacci spoke to the group about Director of Program Strategy Jay Kairam visiting from NACo to speak at the conference luncheon on Saturday. MCCA requested a couple of topics for his speech and it was expected to be timely and informative.

## XIII. Other Business

Comm. Paul Adams thanked the group for the many well-wishing cards and gifts sent to him after his accident earlier this year. They were greatly appreciated and encouraged him on some difficult days.

Executive Director asked if the group would like to consider postponing the next Board of Directors' meeting until November as the usual second Wednesday of the month would only be less than two weeks away. The group decided to keep the regularly scheduled meeting.

## XIV. Adjournment

*President Tom Coward invited a **motion** to adjourn at approximately 10:35 a.m. Comm. Baldacci made the **motion** seconded by Comm. Fowler, and the **motion** was unanimously **approved**.* The group adjourned with some attendees remaining for the MCCA Risk Pool meeting.

Respectfully submitted,

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MCCA Office Manager, Lauren Haven

Attested:

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MCCA Secretary-Treasurer

# M.C.C.A.

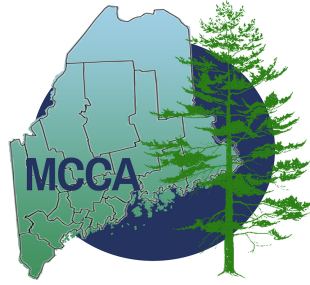
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## MAINE COUNTY COMMISSIONERS ASSOCIATION

### EMPLOYMENT AGREEMENT

THIS AGREEMENT is made and entered into this **9<sup>th</sup> day of October 2019**, between the Maine County Commissioners Association (hereafter called MCCA) and **CHARLES PRAY**, (hereinafter called EMPLOYEE) pursuant to these terms and conditions:

- A. WHEREAS, the MCCA wishes to employ the services of Charles Pray as Executive Director; and
- B. WHEREAS, the MCCA and EMPLOYEE desire to provide for certain procedures, benefits and requirements regarding the employment of EMPLOYEE by the MCCA; and
- C. WHEREAS, EMPLOYEE wishes to accept employment as Executive Director of MCCA under the terms and conditions stated herein.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, and intending to be legally bound hereby, the MCCA and EMPLOYEE agree to the following:

- 1. DUTIES — MCCA agrees to employ Charles Pray as the Executive Director of MCCA to perform all duties as specified by law and policy, and to perform such other proper duties as assigned by the MCCA.
- 2. COMPENSATION — MCCA agrees to pay EMPLOYEE an **increased salary of \$82,958** per year, payable in such installments as the MCCA may from time to time determine for all management employees. Thereafter, salary shall be subject to adjustments as the MCCA Executive Committee shall determine based upon an annual performance evaluation of EMPLOYEE.
- 3. TERMS OF EMPLOYMENT
  - a. Employee's term of agreement shall begin on **July 17, 2019 and shall end on May 31, 2020**, subject to the conditions contained herein unless renewed by both parties thereafter.
  - b. The MCCA Executive Committee will on an annual basis conduct an evaluation of the EMPLOYEE'S performance. This evaluation will help define goals and performance objectives for the proper operation of

the MCCA and help to set in place objectives for the future.

- c. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the MCCA to terminate the services of EMPLOYEE at any time, subject only to the provisions set forth in Section 4, paragraph (a) of this Agreement. The MCCA shall provide a sixty (60) day written notice of termination.
- d. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the EMPLOYEE to resign at any time from his position with the MCCA, subject only to the provisions set forth in Section 4, paragraph (b) of this Agreement.

#### 4. TERMINATION CONDITIONS AND PAY

- a. In the event EMPLOYEE is terminated by the MCCA while EMPLOYEE is willing and able to perform the duties of Executive Director, MCCA shall continue to pay EMPLOYEE'S salary and benefits for a period of sixty (60) days following the specified date of termination, subject to the following conditions:
  - i. If EMPLOYEE shall obtain employment elsewhere prior to the expiration of said sixty (60) day period, the salary and benefits payable to EMPLOYEE shall cease as of the date of such other employment;
  - ii. In the event EMPLOYEE is terminated because of his conviction of any felony, then in that event, the MCCA shall have no obligation to pay the stipulated termination salary and benefits.
- b. EMPLOYEE may voluntarily resign his position at any time upon sixty (60) days written notice to MCCA. In the event of such termination, EMPLOYEE shall not be entitled to receive the termination pay provided for in paragraph (a) of this Section.

#### 5. RETIREMENT PLAN — EMPLOYEE and MCCA will make contributions to a retirement program mutually agreed upon by MCCA and the EMPLOYEE at the rates prescribed by the retirement program and the MCCA personnel policy, rules, or guidelines.

#### 6. AUTOMOBILE ALLOWANCE — EMPLOYEE will provide his own automobile for use on MCCA business and MCCA agrees to pay EMPLOYEE at the rate of Federal reimbursement for business travel mileage outside of local travel.

#### 7. INSURANCE COVERAGE

- a. Insurance is currently available to and agreed to be provided by EMPLOYEE.
- b. MCCA shall defend, hold harmless and indemnify EMPLOYEE against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of EMPLOYEE'S duties as Executive Director. MCCA will defend, compromise or settle as appropriate any such claim or suit and pay the amount of any settlement or judgment. This section does not apply to any claims resulting from EMPLOYEE'S willful misconduct or for claims arising outside of EMPLOYEE'S duties as Executive Director.



8. VACATION, SICK LEAVE AND HOLIDAYS

- a. EMPLOYEE shall earn vacation time at the rate of 30 days per year.
- b. EMPLOYEE shall earn and accumulate sick/personal leave at the rate of one (1) day per month.
- c. Upon termination, whether voluntary or involuntary, MCCA shall compensate EMPLOYEE for all accrued vacation leave. Said compensation shall be based upon EMPLOYEE'S salary as of the date of employment termination. **Vacation leave may be accumulated from year to year and does not need to be taken during the year accrued.**
- d. The following holidays will be paid: New Year's Day, Martin Luther King Day, Presidents' Day, Patriot's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day.

9. BUSINESS EXPENSES – MCCA shall reimburse EMPLOYEE for all business-related expenses, included, but not limited to up to \$75 per month for cellular phone service subject to MCCA approval.

10. CONFERENCES, TRAINING, AND EDUCATION - The MCCA shall pay for membership dues, registration and attendance subject to MCCA approval. Reimbursement for any dues, attendance at meetings, and expenses for other professional development activities of the EMPLOYEE are also subject to MCCA approval.

11. GENERAL PROVISIONS

- a. This Agreement shall become **effective as of July 17, 2019.**
- b. No term or provision of this Agreement shall be deemed to have been waived by either party unless such waiver is in writing and signed by the party making the waiver.
- c. This Agreement may be amended at any time only by a writing duly executed by both parties.
- d. The subject headings of the Section of this Agreement are included for the purpose of convenience only and shall in no way affect the meaning, construction or interpretation of any provision of this Agreement.

IN WITNESS WHEREOF, and intending to be legally bound, the parties have, in good faith, executed this Agreement the day and year above written.

October 9, 2019

Revision Date

Thomas Coward, President, MCCA

October 9, 2019

Revision Date

Charles Pray, Executive Director



# M.C.C.A.

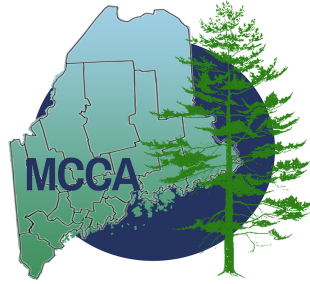
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## MAINE COUNTY COMMISSIONERS ASSOCIATION

### The Executive Director's Report

The agenda packet will be updated to include the  
Executive Director's Report next week at the  
Board of Directors' meeting. Copies will be available.



# MAINE COUNTY COMMISSIONERS ASSOCIATION

## September 2019 Financial Report

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Attached please find the financial reports for the month of September 2019. The Balance Sheet shows total assets and liabilities at \$113,039. This amount includes \$22,437 from the money market account for MainePERS employer contributions.

Debits to the bank account in September totaled \$16,673, and receipts of \$27,383 were credited to the account. The debits were from normal operating expenses during the month and convention related purchases.

The deposits consisted of payments from vendors and attendees to participate in the annual convention, and an endorsement from NACo Public retirement.

The general fund checking account balance as of September 30<sup>th</sup> was \$87,189 as some transactions had not yet cleared. With approximately 75% of the year elapsed, 79% of the \$257,063 budgeted revenue has been received. On the expenditure side, \$16,673 was spent in September, and \$161,456 or approximately 63% of budgeted funds had been expended year-to-date.

Additional details of financial transactions appear in the *Profit & Loss Budget vs. Actual, Transaction Detail, Expenses by Vendor*, and *Profit & Loss Previous Year Comparison* reports. Please don't hesitate to let me know if you have any questions or would like to see anything presented differently in the financial reports.

Respectfully submitted,



Lauren Haven  
Office Manager

Accepted by:

Date: October 9, 2019

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Charles Pray, Executive Director

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Thomas Coward, President

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Amy Fowler, Vice-President

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William Blodgett, Secretary-Treasurer



# Maine County Commissioners Association Reconciliation Summary

1020-00 · Money Market Account, Period Ending 09/18/19

	September 2019
Beginning Balance	22,436.97
Cleared Transactions	
Deposits and Credits - 1 item	0.92
Total Cleared Transactions	0.92
Cleared Balance	22,437.89
Register Balance as of 09/18/19	22,437.89
Ending Balance	22,437.89





# Maine County Commissioners Association

## Reconciliation Summary

1010-00 · MCCA Checking-Savings Bank, Period Ending 09/30/19

	<b>Sept 2019</b>
<b>Beginning Balance</b>	<b>81,103.79</b>
<b>Cleared Transactions</b>	
Checks and Payments - 13 items	-16,673.50
Deposits and Credits - 25 items	27,383.63
<b>Total Cleared Transactions</b>	<b>10,710.13</b>
<b>Cleared Balance</b>	<b>91,813.92</b>
<b>Uncleared Transactions</b>	
Checks and Payments - 5 items	-4,888.26
Deposits and Credits - 3 items	263.93
<b>Total Uncleared Transactions</b>	<b>-4,624.33</b>
<b>Register Balance as of 09/30/19</b>	<b>87,189.59</b>
<b>Ending Balance</b>	<b>87,189.59</b>



# Maine County Commissioners Association

## Reconciliation Detail

1010-00 · MCCA Checking-Savings Bank, Period Ending 09/30/19

	Type	Date	Name	Amount	Balance
<b>Beginning Balance</b>					<b>81,103.79</b>
<b>Cleared Transactions</b>					
<b>Checks and Payments - 13 items</b>					
	Bill Pmt -Check	8/29	Maine Farm Bureau	-1,497.17	-1,497.17
	Bill Pmt -Check	9/6	Bangor Payroll	-2,443.15	-3,940.32
	Bill Pmt -Check	9/11	MainePERS	-913.49	-4,853.81
	Bill Pmt -Check	9/11	US Bank	-296.75	-5,150.56
	Bill Pmt -Check	9/11	Spectrum Business/TWC	-179.07	-5,329.63
	Bill Pmt -Check	9/11	Unlimited Technology	-125.00	-5,454.63
	Bill Pmt -Check	9/11	Liberty Mutual Insurance	-57.08	-5,511.71
	Bill Pmt -Check	9/13	Bangor Payroll	-2,443.15	-7,954.86
	Bill Pmt -Check	9/20	Bangor Payroll	-2,443.15	-10,398.01
	Bill Pmt -Check	9/26	Euclid Hanbury III	-1,500.00	-11,898.01
	Bill Pmt -Check	9/26	Camden National Bank	-277.56	-12,175.57
	Bill Pmt -Check	9/26	Haven, Lauren	-85.53	-12,261.10
	Bill Pmt -Check	9/27	Bangor Payroll	-4,412.40	-16,673.50
<b>Total Checks and Payments</b>				<b>-16,673.50</b>	<b>-16,673.50</b>
<b>Deposits and Credits - 25 items</b>					
	Deposit	9/3		8,795.00	8,795.00
	Deposit	9/5		2,446.00	11,241.00
	Deposit	9/6	Square	127.67	11,368.67
	Deposit	9/6	Square	450.00	11,818.67
	Deposit	9/9		608.00	12,426.67
	Deposit	9/9		3,452.60	15,879.27
	Deposit	9/10	Square	219.16	16,098.43
	Deposit	9/10	Square	250.00	16,348.43
	Deposit	9/10	Square	850.00	17,198.43
	Deposit	9/11	Square	299.20	17,497.63
	Deposit	9/11	Square	449.61	17,947.24
	Deposit	9/12	Square	58.23	18,005.47
	Deposit	9/12	Square	103.48	18,108.95
	Deposit	9/12		3,058.00	21,166.95
	Deposit	9/13	Square	82.22	21,249.17
	Deposit	9/16	Square	281.79	21,530.96
	Deposit	9/16	Square	281.79	21,812.75
	Deposit	9/16		892.00	22,704.75
	Deposit	9/16		2,222.00	24,926.75
	Deposit	9/18	Square	26.97	24,953.72
	Deposit	9/20	Square	24.98	24,978.70
	Deposit	9/23	Square	134.76	25,113.46
	Deposit	9/23		2,239.56	27,353.02
	Deposit	9/24	Square	26.97	27,379.99

	Type	Date	Name	Amount	Balance
	Deposit	10/2		3.64	27,383.63
Total Deposits and Credits				27,383.63	27,383.63
Total Cleared Transactions				10,710.13	10,710.13
Cleared Balance				10,710.13	91,813.92
<b>Uncleared Transactions</b>					
<b>Checks and Payments - 5 items</b>					
	Bill Pmt -Check	3/27	Maine Farm Bureau	-1,497.17	-1,497.17
	Bill Pmt -Check	4/25	Maine Farm Bureau	-1,497.17	-2,994.34
	Bill Pmt -Check	12/7	State of Maine-Hall of Flags	-100.00	-3,094.34
	Bill Pmt -Check	2/14	US Bank	-296.75	-3,391.09
	Bill Pmt -Check	9/26	Maine Farm Bureau	-1,497.17	-4,888.26
Total Checks and Payments				-4,888.26	-4,888.26
<b>Deposits and Credits - 3 items</b>					
	Deposit	9/26	Square	26.97	26.97
	Deposit	9/26	Square	156.73	183.70
	Deposit	9/27	Square	80.23	263.93
Total Deposits and Credits				263.93	263.93
Total Uncleared Transactions				-4,624.33	-4,624.33
Register Balance as of 09/30/19				6,085.80	87,189.59
<b>Ending Balance</b>				<b>6,085.80</b>	<b>87,189.59</b>

**Maine County Commissioners Association**  
**Balance Sheet (accrual)**  
As of September 30, 2019

	<b>Sept 2019</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000-00 · Bank and Cash Accounts	
1010-00 · MCCA Checking-Savings Bank	87,185.95
1020-00 · Money Market Account	22,437.89
1030-00 · Petty Cash Account	200.00
<b>Total 1000-00 · Bank and Cash Accounts</b>	<b>109,823.84</b>
<b>Total Checking/Savings</b>	<b>109,823.84</b>
<b>Accounts Receivable</b>	
1300-00 · Receivables	2,630.14
<b>Total Accounts Receivable</b>	<b>2,630.14</b>
<b>Total Current Assets</b>	<b>112,453.98</b>
<b>Fixed Assets</b>	
1200-00 · Fixed Assets	
1210-00 · Accumulated Depreciation	-6,074.00
1220-00 · Equipment	6,660.00
<b>Total 1200-00 · Fixed Assets</b>	<b>586.00</b>
<b>Total Fixed Assets</b>	<b>586.00</b>
<b>TOTAL ASSETS</b>	<b>113,039.98</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
2100-00 · Other Current Liabilities	
2120-00 · MainePERS Employee Contribution	111.79
2130-00 · Employee Health Insurance Contr	1,043.11
2140-00 · Accrued Vacation	820.90
<b>Total 2100-00 · Other Current Liabilities</b>	<b>1,975.80</b>
<b>Total Other Current Liabilities</b>	<b>1,975.80</b>
<b>Total Current Liabilities</b>	<b>1,975.80</b>
<b>Total Liabilities</b>	<b>1,975.80</b>
<b>Equity</b>	
3000-00 · Equity Accounts	
3020-00 · Fund Balance to Current Yr Inc	-89,430.00
<b>Total 3000-00 · Equity Accounts</b>	<b>-89,430.00</b>
3100-00 · Earnings	158,752.42
<b>Net Income</b>	<b>41,741.76</b>
<b>Total Equity</b>	<b>111,064.18</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>113,039.98</b>



# Maine County Commissioners Association

## Profit & Loss Budget vs. Actual

January through September 2019

Accrual Basis

	2019 Budget	Sept 2019	Jan-Sep 2019	\$ Over Budget	% of Budget
<b>Income</b>					
4100-00 · Convention Income					
4110-00 · Plaques	400			-400	
4120-00 · Registration	22,000	14,907	27,426	5,426	125%
4130-00 · Sponsorship	9,000	7,420	11,620	2,620	129%
4140-00 · Vendor	11,500	5,300	10,049	-1,451	87%
<b>Total 4100-00 · Convention Income</b>	<b>42,900</b>	<b>27,627</b>	<b>49,095</b>	<b>6,195</b>	<b>114%</b>
4300-00 · Dues	141,043		141,043		100%
4400-00 · Other Income	7,500	1,301	12,516	5,016	167%
4500-00 · NACo Roster	500	500	500		100%
4600-00 · MCCA Risk Pool Assessment	27,038			-27,038	
4800-00 · MainePERS Surplus Funds	9,997			-9,997	
4810-00 · Interest Earned	100	5	44	-56	44%
4920-00 · Transfer in from Fund Balance	27,985			-27,985	
<b>Total Income</b>	<b>257,063</b>	<b>29,433</b>	<b>203,198</b>	<b>-53,865</b>	<b>79%</b>
<b>Gross Profit</b>	<b>257,063</b>	<b>29,433</b>	<b>203,198</b>	<b>-53,865</b>	<b>79%</b>
<b>Expense</b>					
5000-00 · Payroll Expenses					
5020-00 · Payroll Fees	2,000	148	1,410	-590	71%
5030-00 · FICA	9,897	741	7,252	-2,645	73%
5040-00 · MainePERS Contributions	9,997	913	7,059	-2,938	71%
5050-00 · Salary-Office Manager	49,574	3,796	37,220	-12,354	75%
5060-00 · Salary-Executive Director	81,332	6,080	59,280	-22,052	73%
<b>Total 5000-00 · Payroll Expenses</b>	<b>152,800</b>	<b>11,678</b>	<b>112,221</b>	<b>-40,579</b>	<b>73%</b>
5100-00 · Insurance					
5110-00 · Health Insurance	11,752	977	8,796	-2,956	75%
5120-00 · Commercial, Crime, D&O Ins	2,050	57	1,867	-183	91%
5130-00 · Workers Comp	564		321	-243	57%
5140-00 · Unemployment Comp Ins	450		290	-160	64%
<b>Total 5100-00 · Insurance</b>	<b>14,816</b>	<b>1,034</b>	<b>11,274</b>	<b>-3,542</b>	<b>76%</b>
6010-00 · Prof. Services					
6012-00 · Prof Services - Legal Services	500		500		100%
6013-00 · Financial Audit	3,000		2,500	-500	83%
<b>Total 6010-00 · Prof. Services</b>	<b>3,500</b>		<b>3,000</b>	<b>-500</b>	<b>86%</b>
6030-00 · Lobbying					
6031-00 · Lobbying Reg	200		200		100%
<b>Total 6030-00 · Lobbying</b>	<b>200</b>		<b>200</b>		<b>100%</b>
6040-00 · NACO Expenses					
6041-00 · Conferences	8,620		3,447	-5,173	40%
<b>Total 6040-00 · NACO Expenses</b>	<b>8,620</b>		<b>3,447</b>	<b>-5,173</b>	<b>40%</b>

Accrual Basis

	2019 Budget	Sept 2019	Jan-Sep 2019	\$ Over Budget	% of Budget
6050-00 · Education and Training	600		60	-540	10%
6100-00 · Bank Charges	50			-50	
6110-00 · Convention Expense					
6113-00 · Entertainment/Speakers	2,500	1,500	1,500	-1,000	60%
6114-00 · MCCA Staff Registration Expense	1,100	157	642	-458	58%
6118-00 · Meeting Exp.	30,000		500	-29,500	2%
6121-00 · Supplies	500	92	93	-407	19%
6124-00 · Commissioner Retirement Plaques	400			-400	
Total 6110-00 · Convention Expense	34,500	1,749	2,735	-31,765	8%
6140-00 · Copies-Printing					
6142-00 · Directory	100		100		100%
Total 6140-00 · Copies-Printing	100		100		100%
6145-00 · Dues Expense	1,400		1,100	-300	79%
6150-00 · Equipment - Office					
6151-00 · Computer Hardware & Software	250		259	9	104%
6152-00 · IT Services	1,700	137	1,213	-487	71%
6153-00 · Photocopier Lease	3,696	297	2,671	-1,025	72%
6154-00 · Printer & Supplies	1,000		595	-405	60%
6156-00 · Other	400			-400	
Total 6150-00 · Equipment - Office	7,046	434	4,738	-2,308	67%
6160-00 · Fees	100		60	-40	60%
6170-00 · Meeting Expense					
6171-00 · Annual Meeting	1,100		1,015	-85	92%
6173-00 · Monthly	3,900		2,453	-1,447	63%
6175-00 · Meetings - Other	1,500		1,800	300	120%
Total 6170-00 · Meeting Expense	6,500		5,268	-1,232	81%
6180-00 · Mileage & Travel Expense	600		119	-481	20%
6195-00 · Office Space Rental	19,000	1,497	13,475	-5,525	71%
6215-00 · Postage-Shipping	250		72	-178	29%
6230-00 · Advertising	250			-250	
6235-00 · Supplies	2,000	27	578	-1,422	29%
6240-00 · Telephone, Fax & Internet					
6241-00 · Cell Phone	1,830	75	1,275	-555	70%
6243-00 · Phone, Fax & Internet	2,200	179	1,575	-625	72%
Total 6240-00 · Telephone, Fax & Internet	4,030	254	2,850	-1,180	71%
6250-00 · Website	200		159	-41	80%
6260-00 · Contingency	500			-500	
Total Expense	257,062	16,673	161,456	-95,606	63%



# Maine County Commissioners Association Expenses by Vendor Detail

September 2019

Accrual Basis

## Bangor Payroll

Date	Memo	Account	Amount	Balance
9/6	Office Managers Salary	5050-00 · Salary-Office Manager	948.88	948.88
9/6	Taxes	5030-00 · FICA	185.24	1,134.12
9/6	Processing fee	5020-00 · Payroll Fees	34.00	1,168.12
9/6	ED Salary	5060-00 · Salary-Executive Director	1,520.00	2,688.12
9/13	Office Managers Salary	5050-00 · Salary-Office Manager	948.88	3,637.00
9/13	Taxes	5030-00 · FICA	185.24	3,822.24
9/13	Processing fee	5020-00 · Payroll Fees	34.00	3,856.24
9/13	ED Salary	5060-00 · Salary-Executive Director	1,520.00	5,376.24
9/18	Office Managers Salary	5050-00 · Salary-Office Manager	948.88	6,325.12
9/18	Taxes	5030-00 · FICA	185.24	6,510.36
9/18	Processing fee	5020-00 · Payroll Fees	34.00	6,544.36
9/18	ED Salary	5060-00 · Salary-Executive Director	1,520.00	8,064.36
9/27	Office Managers Salary	5050-00 · Salary-Office Manager	948.88	9,013.24
9/27	Taxes	5030-00 · FICA	185.24	9,198.48
9/27	Processing fee	5020-00 · Payroll Fees	46.00	9,244.48
9/27	ER Health Insurance Contributions	5110-00 · Health Insurance	977.37	10,221.85
9/27	Payroll for week 9/16 to 9/22/19	5060-00 · Salary-Executive Director	1,520.00	11,741.85
			11,741.85	11,741.85
Total Bangor Payroll				
Camden National Bank				
9/26		6235-00 · Supplies	16.56	16.56
9/26	CPC Lunch	6114-00 · MCCA Staff Registration Expense	157.00	173.56
9/26	Badge Supplies	6121-00 · Supplies	92.00	265.56
9/26	Email Backup	6152-00 · IT Services	12.00	277.56
			277.56	277.56
Total Camden National Bank				
Euclid Hanbury III				
9/25		6113-00 · Entertainment/Speakers	1,500.00	1,500.00
			1,500.00	1,500.00
Total Euclid Hanbury III				
Haven, Lauren				
9/23	Deposit	4120-00 · Registration	-300.00	-300.00

Accrual Basis	Date	Memo	Account	Amount	Balance
	9/26		6241-00 · Cell Phone	75.00	-225.00
Total Haven, Lauren	9/26		6235-00 · Supplies	10.53	-214.47
<b>Libby O'Brien Kingsley &amp; Champion, LLC</b>				-214.47	-214.47
Total Libby O'Brien Kingsley & Champion, LLC	9/3	hors d'ouvres	4130-00 · Sponsorship	-2,370.00	-2,370.00
<b>Liberty Mutual Insurance</b>				-2,370.00	-2,370.00
Total Liberty Mutual Insurance	9/11		5120-00 · Commercial, Crime, D&O Ins	57.08	57.08
<b>Maine Farm Bureau</b>				57.08	57.08
Total Maine Farm Bureau	9/25	Printed by MCCA	6195-00 · Office Space Rental	1,497.17	1,497.17
<b>MainePERS</b>				1,497.17	1,497.17
Total MainePERS	9/11		5040-00 · MainePERS Contributions	913.49	913.49
<b>Spectrum Business/TWC</b>				913.49	913.49
Total Spectrum Business/TWC	9/11		6243-00 · Phone, Fax & Internet	179.07	179.07
<b>Unlimited Technology</b>				179.07	179.07
Total Unlimited Technology	9/11		6152-00 · IT Services	125.00	125.00
<b>US Bank</b>				125.00	125.00
Total US Bank	9/11		6153-00 · Photocopier Lease	296.75	296.75
<b>TOTAL</b>				296.75	296.75
				<b>14,003.50</b>	<b>14,003.50</b>

**Maine County Commissioners Association**  
**Transaction Detail by Account**  
**September 2019**

Accrual Basis

1000-00 - Bank and Cash Accounts  
1010-00 - MCCA Checking-Savings Bank

Date	Name	Memo	Amount	Balance
9/2		Interest	3.73	3.73
9/3		Deposit	8,795.00	8,798.73
9/5		Deposit	2,446.00	11,244.73
9/6	Square	Deposit	127.67	11,372.40
9/6	Square	Deposit	450.00	11,822.40
9/6	Bangor Payroll	Payroll for week 8/26 to 9/1/19	-2,443.15	9,379.25
9/9		Deposit	3,452.60	12,831.85
9/9		Deposit	608.00	13,439.85
9/10	Square	Deposit	850.00	14,289.85
9/10	Square	Deposit	250.00	14,539.85
9/10	Square	Deposit	219.16	14,759.01
9/11	Liberty Mutual Insurance		-57.08	14,701.93
9/11	MainePERS		-913.49	13,788.44
9/11	Spectrum Business/TWC		-179.07	13,609.37
9/11	Unlimited Technology		-125.00	13,484.37
9/11	US Bank		-296.75	13,187.62
9/11	Square	Deposit	449.61	13,637.23
9/11	Square	Deposit	299.20	13,936.43
9/12		Deposit	3,058.00	16,994.43
9/12	Square	Deposit	103.48	17,097.91
9/12	Square	Deposit	58.23	17,156.14
9/13	Square	Deposit	82.22	17,238.36
9/13	Bangor Payroll	Payroll for week 9/2 to 9/8/19	-2,443.15	14,795.21
9/16		Deposit	892.00	15,687.21
9/16		Deposit	2,222.00	17,909.21
9/16	Square	Deposit	281.79	18,191.00
9/16	Square	Deposit	281.79	18,472.79
9/18	Square	Deposit	26.97	18,499.76
9/20	Square	Deposit	24.98	18,524.74

Accrual Basis

Date	Name	Memo	Amount	Balance
9/20	Bangor Payroll	Payroll for week 9/9 to 9/15/19	-2,443.15	16,081.59
9/23		Deposit	2,239.56	18,321.15
9/23	Square	Deposit	134.76	18,455.91
9/24	Square	Deposit	26.97	18,482.88
9/26	Euclid Hanbury III		-1,500.00	16,982.88
9/26	Maine Farm Bureau	Printed by MCCA	-1,497.17	15,485.71
9/26	Camden National Bank		-277.56	15,208.15
9/26	Haven, Lauren		-85.53	15,122.62
9/26	Square	Deposit	156.73	15,279.35
9/26	Square	Deposit	26.97	15,306.32
9/27	Square	Deposit	80.23	15,386.55
9/27	Bangor Payroll	Payroll for week 9/16 to 9/22/19	-4,412.40	10,974.15
			10,974.15	10,974.15

Total 1010-00 - MCCA Checking-Savings Bank

**1020-00 - Money Market Account**

Total 1020-00 - Money Market Account	Interest	0.92	0.92
Total 1000-00 - Bank and Cash Accounts		0.92	0.92
<b>1300-00 - Receivables</b>		10,975.07	10,975.07

9/3	Machias Savings Bank		608.00	608.00
9/5	Otelco		2,222.00	2,830.00
9/5	GovPayNet		1,327.00	4,157.00
9/5	Redzone Wireless		504.00	4,661.00
9/9	Machias Savings Bank		-608.00	4,053.00
9/10	Aroostook County		258.00	4,311.00
9/12	Penobscot County		201.00	4,512.00
9/16	Otelco		-2,222.00	2,290.00
9/23	Aroostook County		-258.00	2,032.00
9/23	Penobscot County		-201.00	1,831.00
			1,831.00	1,831.00

Total 1300-00 - Receivables

**1110-00 - Undeposited Funds**

9/3	Flaherty, Bruce	Sat Dinner	-47.00	-47.00
9/9	Machias Savings Bank		608.00	561.00
9/9	Machias Savings Bank	Deposit	-608.00	-47.00
9/16	Otelco		2,222.00	2,175.00

Accrual Basis

Date	Name	Memo	Amount	Balance
9/16	Otelco	Deposit	-2,222.00	-47.00
9/23	Aroostook County		258.00	211.00
9/23	Penobscot County		201.00	412.00
9/23	Aroostook County	Deposit	-258.00	154.00
9/23	Penobscot County	Deposit	-201.00	-47.00
<hr/>				
9/6	Bangor Payroll	Payroll for week 8/26 to 9/1/19	-2,443.15	-2,443.15
9/6	Bangor Payroll	Payroll for week 8/26 to 9/1/19	2,443.15	0.00
9/11	MainePERS		-913.49	-913.49
9/11	Liberty Mutual Insurance		-57.08	-970.57
9/11	Unlimited Technology		-125.00	-1,095.57
9/11	US Bank		-296.75	-1,392.32
9/11	Spectrum Business/TWC		-179.07	-1,571.39
9/11	Liberty Mutual Insurance		57.08	-1,514.31
9/11	MainePERS		913.49	-600.82
9/11	Spectrum Business/TWC		179.07	-421.75
9/11	Unlimited Technology		125.00	-296.75
9/11	US Bank		296.75	0.00
9/13	Bangor Payroll	Payroll for week 9/2 to 9/8/19	-2,443.15	-2,443.15
9/13	Bangor Payroll	Payroll for week 9/2 to 9/8/19	2,443.15	0.00
9/18	Bangor Payroll	Payroll for week 9/9 to 9/15/19	-2,443.15	-2,443.15
9/20	Bangor Payroll	Payroll for week 9/9 to 9/15/19	2,443.15	0.00
9/25	Euclid Hanbury III		-1,500.00	-1,500.00
9/25	Maine Farm Bureau	Printed by MCCA	-1,497.17	-2,997.17
9/26	Euclid Hanbury III		1,500.00	-1,497.17
9/26	Maine Farm Bureau	Printed by MCCA	1,497.17	0.00
9/26	Camden National Bank		-277.56	-277.56
9/26	Camden National Bank		277.56	0.00
9/26	Haven, Lauren		-85.53	-85.53
9/26	Haven, Lauren		85.53	0.00
9/27	Bangor Payroll	Payroll for week 9/16 to 9/22/19	-4,412.40	-4,412.40
9/27	Bangor Payroll	Payroll for week 9/16 to 9/22/19	4,412.40	0.00
			0.00	0.00

Total 1110-00 · Undeposited Funds

2000-00 · Accounts Payable

Total 2000-00 · Accounts Payable

Accrual Basis

2100-00 · Other Current Liabilities

2120-00 · MainePERS Employee Contribution

Date	Name	Memo	Amount	Balance
9/6	Bangor Payroll	Employee Contribution	-197.51	-197.51
9/13	Bangor Payroll	Employee Contribution	-197.51	-395.02
9/18	Bangor Payroll	Employee Contribution	-197.51	-592.53
9/27	Bangor Payroll	Employee Contribution	-197.51	-790.04
9/27	Bangor Payroll	EE MEPRS Retirement Contributions	790.04	0.00
			0.00	0.00

Total 2120-00 · MainePERS Employee Contribution

2130-00 · Employee Health Insurance Contr

9/6	Bangor Payroll	EE Health Insurance Contributions	-47.46	-47.46
9/13	Bangor Payroll	EE Health Insurance Contributions	-47.46	-94.92
9/18	Bangor Payroll	EE Health Insurance Contributions	-47.46	-142.38
9/27	Bangor Payroll	EE Health Insurance Contributions	189.81	47.43
9/27	Bangor Payroll	EE Health Ins Contrib	-47.43	0.00
			0.00	0.00
			0.00	0.00

Total 2130-00 · Employee Health Insurance Contr

Total 2100-00 · Other Current Liabilities

4100-00 · Convention Income

4120-00 · Registration

9/3	Machias Savings Bank	Convention meals	-308.00	-308.00
9/3	Kofile Preservation	Meals	-227.00	-535.00
9/3	Androscoggin County	Noel Madore	-236.00	-771.00
9/3	Waldo County	Meals	-282.00	-1,053.00
9/3	Richardson, Melissa	Guest	-168.00	-1,221.00
9/3	Penobscot County	18 Attendees	-3,167.00	-4,388.00
9/3	Sagadahoc County	4 Attendees	-544.00	-4,932.00
9/3	Androscoggin County	Julie bertrand	-104.00	-5,036.00
9/5	Otelco		-222.00	-5,258.00
9/5	GovPayNet	All meals for one	-227.00	-5,485.00
9/5	Redzone Wireless	Two for Friday	-54.00	-5,539.00
9/5	Kennebec County	8 Participants	-2,446.00	-7,985.00
9/6	Square	Deposit	-127.67	-8,112.67
9/9	Waldo County	Meal Adjustment	-11.00	-8,123.67
9/9	Washington County	Fitzgerald & Holmes	-164.00	-8,287.67
9/9	Aroostook County	Norm Fournier	-530.00	-8,817.67

Accrual Basis

Date	Name	Memo	Amount	Balance
9/10	Aroostook County	Convention registration	-55.00	-8,872.67
9/10	Aroostook County	Melissa Richardson	-203.00	-9,075.67
9/10	Square	Deposit	-219.16	-9,294.83
9/11	Square	Deposit	-299.20	-9,594.03
9/12	Penobscot County	Convention registration for Rebecca Wood	-55.00	-9,649.03
9/12	Penobscot County	Meals for Rebecca Woodard	-146.00	-9,795.03
9/12	Oxford County	13 participants	-3,058.00	-12,853.03
9/12	Square	Deposit	-103.48	-12,956.51
9/12	Square	Deposit	-58.23	-13,014.74
9/13	Square	Deposit	-82.22	-13,096.96
9/16	Roy, Marc	Monique Roy	-206.00	-13,302.96
9/16	Androscoggin County	Marc Roy	-236.00	-13,538.96
9/16	Square	Deposit	-281.79	-13,820.75
9/16	Square	Deposit	-281.79	-14,102.54
9/18	Square	Deposit	-26.97	-14,129.51
9/20	Square	Deposit	-24.98	-14,154.49
9/23	Central Square Technologies	Deposit	-27.00	-14,181.49
9/23	Haven, Lauren	Deposit	-300.00	-14,481.49
9/23	Square	Deposit	-134.76	-14,616.25
9/24	Square	Deposit	-26.97	-14,643.22
9/26	Square	Deposit	-156.73	-14,799.95
9/26	Square	Deposit	-26.97	-14,826.92
9/27	Square	Deposit	-80.23	-14,907.15
			-14,907.15	-14,907.15

Total 4120-00 · Registration

4130-00 · Sponsorship

9/3	Machias Savings Bank	Sponsorship of Convention	-300.00	-300.00
9/3	Kofile Preservation	Ad+Sponsor	-1,200.00	-1,500.00
9/3	Libby O'Brien Kingsley & Champion, LLC	hors d'ouvres	-2,370.00	-3,870.00
9/5	Otelco	Sponsorship of Convention	-1,550.00	-5,420.00
9/5	GovPayNet	Sponsorship of Convention	-250.00	-5,670.00
9/9	Wheeler & Arey, PA	Golf Sponsor	-500.00	-6,170.00
9/9	Wheeler & Arey, PA	Sponsor	-1,000.00	-7,170.00
9/10	Square	Deposit	-250.00	-7,420.00
			-7,420.00	-7,420.00

Total 4130-00 · Sponsorship

Accrual Basis

4140-00 · Vendor

Date	Name	Memo	Amount	Balance
9/3	Kofile Preservation	Deposit	-450.00	-450.00
9/5	Otelco	Exhibit Booth Two Days	-450.00	-900.00
9/5	GovPayNet	Exhibit Booth Two Days	-450.00	-1,350.00
9/5	GovPayNet	Convention Program Ad	-400.00	-1,750.00
9/5	Redzone Wireless	Exhibit Booth Two Days	-450.00	-2,200.00
9/6	Square	Deposit	-450.00	-2,650.00
9/10	Square	Deposit	-850.00	-3,500.00
9/11	Square	Deposit	-449.61	-3,949.61
9/16	Securus Technologies	Exhibit Booth	-450.00	-4,399.61
9/23	Nationwide Mutual Insurance Company	Deposit	-450.00	-4,849.61
9/23	Central Square Technologies	Deposit	-450.00	-5,299.61
Total 4140-00 · Vendor			-5,299.61	-5,299.61
Total 4100-00 · Convention Income			-27,626.76	-27,626.76
<b>4400-00 · Other Income</b>				
Total 4400-00 · Other Income			-53.56	-53.56
<b>4500-00 · NACo Roster</b>				
Total 4500-00 · NACo Roster			-500.00	-500.00
<b>4810-00 · Interest Earned</b>				
Total 4810-00 · Interest Earned			-3.73	-3.73
5000-00 · Payroll Expenses			-0.92	-4.65
5020-00 · Payroll Fees			-4.65	-4.65
<b>5030-00 · FICA</b>				
Total 5020-00 · Payroll Fees			148.00	148.00
5030-00 · FICA			185.24	185.24
Taxes			185.24	370.48



Accrual Basis	Date	Name	Memo	Amount	Balance
Total 5030-00 · FICA	9/18	Bangor Payroll	Taxes	185.24	555.72
	9/27	Bangor Payroll	Taxes	185.24	740.96
					<hr/>
Total 5030-00 · FICA					740.96
<b>5040-00 · MainePERS Contributions</b>					
Total 5040-00 · MainePERS Contributions	9/11	MainePERS		913.49	913.49
				913.49	913.49
					<hr/>
<b>5050-00 · Salary-Office Manager</b>					
Total 5050-00 · Salary-Office Manager	9/6	Bangor Payroll	Office Managers Salary	948.88	948.88
	9/13	Bangor Payroll	Office Managers Salary	948.88	1,897.76
	9/18	Bangor Payroll	Office Managers Salary	948.88	2,846.64
	9/27	Bangor Payroll	Office Managers Salary	948.88	3,795.52
					<hr/>
Total 5050-00 · Salary-Office Manager					3,795.52
<b>5060-00 · Salary-Executive Director</b>					
Total 5060-00 · Salary-Executive Director	9/6	Bangor Payroll	ED Salary	1,520.00	1,520.00
	9/13	Bangor Payroll	ED Salary	1,520.00	3,040.00
	9/18	Bangor Payroll	ED Salary	1,520.00	4,560.00
	9/27	Bangor Payroll	Payroll for week 9/16 to 9/22/19	1,520.00	6,080.00
					<hr/>
Total 5060-00 · Salary-Executive Director					6,080.00
Total 5000-00 · Payroll Expenses					<hr/>
5100-00 · Insurance					11,677.97
<b>5110-00 · Health Insurance</b>					
Total 5110-00 · Health Insurance	9/27	Bangor Payroll	ER Health Insurance Contributions	977.37	977.37
				977.37	977.37
					<hr/>
<b>5120-00 · Commercial, Crime, D&amp;O Ins</b>					
Total 5120-00 · Commercial, Crime, D&O Ins	9/11	Liberty Mutual Insurance		57.08	57.08
				57.08	57.08
					<hr/>
Total 5100-00 · Insurance					1,034.45
<b>6110-00 · Convention Expense</b>					
<b>6113-00 · Entertainment/Speakers</b>					
Total 6113-00 · Entertainment/Speakers	9/25	Euclid Hanbury III		1,500.00	1,500.00
				1,500.00	1,500.00
					<hr/>
<b>6114-00 · MCCA Staff Registration Expense</b>					
Total 6114-00 · MCCA Staff Registration Expense	9/26	Camden National Bank	CPC Lunch	157.00	157.00
				157.00	157.00

Accrual Basis	Date	Name	Memo	Amount	Balance
<b>6121-00 · Supplies</b>					
Total 6121-00 · Supplies	9/26	Camden National Bank	Badge Supplies	92.00	92.00
Total 6110-00 · Convention Expense				92.00	92.00
<b>6150-00 · Equipment - Office</b>				1,749.00	1,749.00
<b>6152-00 · IT Services</b>					
Total 6152-00 · IT Services	9/11	Unlimited Technology		125.00	125.00
<b>6153-00 · Photocopier Lease</b>	9/26	Camden National Bank	Email Backup	12.00	137.00
Total 6153-00 · Photocopier Lease				137.00	137.00
Total 6153-00 · Photocopier Lease	9/11	US Bank		296.75	296.75
Total 6150-00 · Equipment - Office				296.75	296.75
<b>6195-00 · Office Space Rental</b>				433.75	433.75
Total 6195-00 · Office Space Rental	9/25	Maine Farm Bureau	Printed by MCCA	1,497.17	1,497.17
<b>6230-00 · Advertising</b>				1,497.17	1,497.17
Total 6230-00 · Advertising	9/9	NACo PEB, LLC	2nd Quarter 2019	-1,247.60	-1,247.60
<b>6235-00 · Supplies</b>				-1,247.60	-1,247.60
Total 6235-00 · Supplies	9/26	Camden National Bank		16.56	16.56
<b>6240-00 · Telephone, Fax &amp; Internet</b>	9/26	Haven, Lauren		10.53	27.09
<b>6241-00 · Cell Phone</b>				27.09	27.09
Total 6241-00 · Cell Phone	9/26	Haven, Lauren		75.00	75.00
<b>6243-00 · Phone, Fax &amp; Internet</b>				75.00	75.00
Total 6243-00 · Phone, Fax & Internet	9/11	Spectrum Business/TWC		179.07	179.07
Total 6240-00 · Telephone, Fax & Internet				179.07	179.07
				254.07	254.07

**Maine County Commissioners Association**  
**Profit & Loss Prev Year Comparison**  
**September 2019**

Accrual Basis

	Sep 2019	Sep 2018	\$ Change	% Change
<b>Income</b>				
<b>4100-00 · Convention Income</b>				
4120-00 · Registration	14,907.15	2,474.46	12,432.69	502.44%
4130-00 · Sponsorship	7,420.00	1,700.00	5,720.00	336.47%
4140-00 · Vendor	5,299.61	450.00	4,849.61	1,077.69%
<b>Total 4100-00 · Convention Income</b>	<b>27,626.76</b>	<b>4,624.46</b>	<b>23,002.30</b>	<b>497.41%</b>
4400-00 · Other Income	1,301.16	0.00	1,301.16	100.0%
4500-00 · NACo Roster	500.00	0.00	500.00	100.0%
4810-00 · Interest Earned	4.65	14.90	-10.25	-68.79%
<b>Total Income</b>	<b>29,432.57</b>	<b>4,639.36</b>	<b>24,793.21</b>	<b>534.41%</b>
<b>Gross Profit</b>	<b>29,432.57</b>	<b>4,639.36</b>	<b>24,793.21</b>	<b>534.41%</b>
<b>Expense</b>				
<b>5000-00 · Payroll Expenses</b>				
5020-00 · Payroll Fees	148.00	148.00	0.00	0.0%
5030-00 · FICA	740.96	733.09	7.87	1.07%
5040-00 · MainePERS Contributions	913.49	891.38	22.11	2.48%
5050-00 · Salary-Office Manager	3,795.52	3,688.52	107.00	2.9%
5060-00 · Salary-Executive Director	6,080.00	6,080.00	0.00	0.0%
<b>Total 5000-00 · Payroll Expenses</b>	<b>11,677.97</b>	<b>11,540.99</b>	<b>136.98</b>	<b>1.19%</b>
<b>5100-00 · Insurance</b>				
5110-00 · Health Insurance	977.37	939.79	37.58	4.0%
5120-00 · Commercial, Crime, D&O Ins	57.08	56.83	0.25	0.44%
5130-00 · Workers Comp	0.00	112.00	-112.00	-100.0%
5140-00 · Unemployment Comp Ins	0.00	121.03	-121.03	-100.0%
<b>Total 5100-00 · Insurance</b>	<b>1,034.45</b>	<b>1,229.65</b>	<b>-195.20</b>	<b>-15.87%</b>
6050-00 · Education and Training	0.00	116.00	-116.00	-100.0%
<b>6110-00 · Convention Expense</b>				
6113-00 · Entertainment/Speakers	1,500.00	0.00	1,500.00	100.0%
6114-00 · MCCA Staff Registration Expense	157.00	0.00	157.00	100.0%
6118-00 · Meeting Exp.	0.00	418.00	-418.00	-100.0%
6121-00 · Supplies	92.00	386.88	-294.88	-76.22%
<b>Total 6110-00 · Convention Expense</b>	<b>1,749.00</b>	<b>804.88</b>	<b>944.12</b>	<b>117.3%</b>
<b>6150-00 · Equipment - Office</b>				
6152-00 · IT Services	137.00	125.00	12.00	9.6%
6153-00 · Photocopier Lease	296.75	288.80	7.95	2.75%
<b>Total 6150-00 · Equipment - Office</b>	<b>433.75</b>	<b>413.80</b>	<b>19.95</b>	<b>4.82%</b>
<b>6170-00 · Meeting Expense</b>				
6173-00 · Monthly	0.00	16.76	-16.76	-100.0%
<b>Total 6170-00 · Meeting Expense</b>	<b>0.00</b>	<b>16.76</b>	<b>-16.76</b>	<b>-100.0%</b>
6180-00 · Mileage & Travel Expense	0.00	141.12	-141.12	-100.0%

**Accrual Basis**

	Sep 2019	Sep 2018	\$ Change	% Change
6195-00 · Office Space Rental	1,497.17	1,497.17	0.00	0.0%
6235-00 · Supplies	27.09	687.62	-660.53	-96.06%
6240-00 · Telephone, Fax & Internet				
6241-00 · Cell Phone	75.00	75.00	0.00	0.0%
6243-00 · Phone, Fax & Internet	179.07	168.54	10.53	6.25%
<b>Total 6240-00 · Telephone, Fax &amp; Internet</b>	<b>254.07</b>	<b>243.54</b>	<b>10.53</b>	<b>4.32%</b>
<b>Total Expense</b>	<b>16,673.50</b>	<b>16,691.53</b>	<b>-18.03</b>	<b>-0.11%</b>

# M.C.C.A.

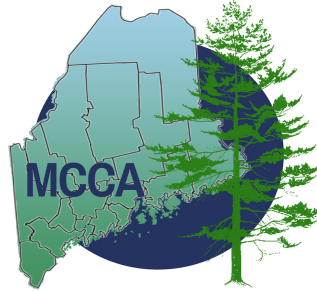
Thomas Coward, President  
Cumberland County

Amy Fowler, Vice President  
Waldo County

William Blodgett, Secretary-Treasurer  
Lincoln County

Charles Pray  
Executive Director

Lauren Haven  
Office Manager



Maine County Commissioners Association

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## MAINE COUNTY COMMISSIONERS ASSOCIATION

### Convention Planning Committee Meeting Minutes

MCCA Offices in Augusta

10:00 am Friday, September 13, 2019

Attendance: Abby Shanor, Barbara Arseneau, Diana Messina, Lynn Patten, Mariah Castonguay, Nicole Hubbard, Owen Smith, and Lauren Haven

#### Convention Planning Updates

**Participants:** The convention attendee spreadsheet had been filled with all attendees except the speakers. This will be accomplished by end of day for meal count reporting to the venue. Attendance is now expected to be on the low side with approximately 175 people although a few more may register in the next week.

**Sessions:** All educational session speakers have long since been confirmed, but we have a couple of changes. The ICMA representative will not be Brenda Cota. She has requested Territory Manager, Mark Lasyone to attend in her place and he has graciously agreed to be on the retirement option panel for the Saturday morning. Secondly, NACo Membership Manager John Losh will not be speaking, but rather Jayant Kairam. The Executive Committee requested his talk be about Smart Justice and the Stepping Up Initiative. That is scheduled for Saturday lunch.

**Program:** We had several designs submitted to be considered for this year's program cover. Committee members voted online and selected the design (number 3) we will be using. We are now in the process of collecting bios, pictures, descriptions, etc. for speakers for the program. We also need all vendor logos and paid advertisements, the letter from the MCCA President

and more. Once we have a draft of the program, Barbara Arseneau has agreed to help make final revisions before printing a few days before the conference.

**Vendors:** As stated in an email memo between meetings, we have exceeded our goal for vendors, sponsors and advertisers for the conference. Hurray! This will help us pay for the audio/visual cost, the bus transportation and other additional or unexpected expenses we incur during the course of the event.

**Games:** The group discussed the Saturday night games. We're still working out the details, but it should be a fun variety of activities followed by the, "make your own s'mores" desert.

**Scavenger Hunt:** This is expected to be a great compliment to the Saturday afternoon activities. Fortunately, the team organizing this (Judy Nealley and Cari Emrich) has done it before. Clues will be left at designated positions on the grounds with tickets participants can collect. Everyone who completes the journey and collects all the tickets will go into a special drawing for a prize which will be given out at dinner. Machias Savings Bank is providing the prize which may be a gift card or basket.

**Event Schedule:** The rooms have been chosen for the sessions and meetings and the spreadsheet has been updated. Gerry has this information and we should only have minor tweaks between now and the convention.

**Golf:** Lauren has coordinated payment for the golf outing. They will call after attendees have checked in and she'll either pay over the phone or bring the card to the establishment.

**Supplies:** Lauren has ordered supplies for the convention program and badges.

**Attendee Bags:** We have a list of items for the bags, but it still seems a little lacking. Committee members agreed to each try to come up with one more item to include.

**Next Meeting:** Everything is set for the 2020 convention at Sunday River and we won't have final numbers for this convention until the end of October. Therefore, the group decided to reconvene in November to start planning the next event.

**Meeting at the Convention:** This was the last CPC meeting before the convention! Committee members decided to meet at Hedges Hall on Thursday afternoon. Lauren plans to be on site around noon provided there are no complications. Vendors will be arriving to set up. Whoever is on hand will help fill the attendee bags sometime in the afternoon, set up the check in stations, put up the signs, assemble the MCCA display, hang the banner, and put the badges together.