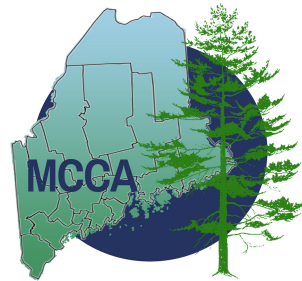


M.C.C.A.

Thomas Coward, President
Cumberland County

Amy Fowler, Vice President
Waldo County

William Blodgett, Secretary-Treasurer
Lincoln County



Maine County Commissioners Association

4 Gabriel Drive, Suite 2
Augusta, ME 04330
207-623-4697
www.maine counties.org

Charles Pray
Executive Director

Lauren Haven
Office Manager

MAINE COUNTY COMMISSIONERS ASSOCIATION

MCCA Board of Directors' Meeting

December 11th, 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 November 13th, 2019 Meeting Minutes
- IV. Choose Venue for the Annual General Membership Meeting
- V. Presentation of 2020 Budget Recommendations by the Budget & Finance Committee
- 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

M.C.C.A.

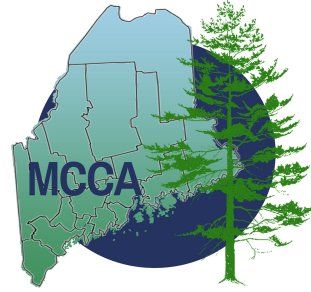
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MAINE COUNTY COMMISSIONERS ASSOCIATION

Board of Directors' Meeting Minutes

MCCA Offices, November 13, 2019

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

MCCA President Thomas Coward called the meeting to order at approximately 10:30 a.m. following the MCCA Risk Pool meeting. 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* – Comm. William Clark; *Kennebec* – Admin. Bob Devlin proxy for Comm. George Jabar; *Knox* – Comm. Sharyn Pohlman; *Lincoln* – Comm. William Blodgett; *Oxford* – Manager Tom Winsor proxy for Comm. Steven Merrill; *Piscataquis* – Comm. Wayne Erkinen; *Sagadahoc* – Comm. Brian Hobart; *Somerset* – Admin. Dawn DiBlasi proxy for Comm. Newell Graf; *Waldo* – Comm. Amy Fowler; *Washington* – Comm. Chris Gardner; and *York* – Comm. Michael Cote.

OTHERS PRESENT: *Androscoggin* – Manager Larry Post; *Cumberland* – Comm. Steve Gorden; *Hancock* – Admin. Scott Adkins; *Lincoln* – Admin. Carrie Kipfer; *Sagadahoc* – Admin. Pamela Hile; *MACCAM* - Admin. Greg Zinser; *MACT* – Kathy Robinson; *MSA* – Sheriff Ken Mason, and Sheriff Todd Brackett.

DIRECTORS ABSENT: *Kennebec* – Comm. George Jabar; *Oxford* – Comm. Steven Merrill; *Penobscot* – Comm. Peter Baldacci; *Somerset* – Comm. Newell Graf.

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. He said he expected to discuss the topic of MCCA membership under item VI. Other Business. Comm. Gardner made a motion to advance the topic of membership to earlier in the agenda. President Coward requested the

discussion take place after item IV. on LD 973. Comm. Gardner amended his motion to discuss the item after section IV. Comm. Pohlman seconded the motion and it passed with no opposition.

III. Approval of October 9th Board of Directors' Meeting Minutes

Comm. Blodgett moved to approve the minutes from the Board of Directors' meeting on October 9th, 2019. Comm. Gardner seconded the motion and it passed unanimously.

IV. LD 973, An Act to Stabilize County Corrections

York County Manager Greg Zinser spoke on behalf of MACCAM explaining the intent to have the state assume a larger responsibility for county jail inmates, and the issues concerning the bill including the two-tier formula which may be confusing to lawmakers and county representatives alike. Comm. Gardner said supporting this bill would allow cost-shifting as the state did with probation. It would allow the state to re-define inmates for whom the state would be responsible. Some ideas were the tracking system for reporting might be revised to include the class and nature of the crime during arrest to follow the person as regardless of where he/she is housed. Some attendees believed counties would still need to go back to the legislature for funding just as the Department of Education does, etc. All agreed more discussion was needed and there should be a Legislative Policy Committee meeting scheduled.

V. Reports

A. Executive Director Report and Legislative Discussion

Executive Director Charles Pray presented his report highlighting the legislative activities in addition to LD 973. Some items included a reminder about FY20-21 jail appropriations, fiscal notes, 2nd session legislation, MSP call sharing, rural patrol and trooper vacancies, and more.

B. Financial Reports

Office Manager Lauren Haven presented the October financial reports. Debits were associated with normal operating expenses and convention related purchases. Credits were largely from vendors and attendees participating in the convention. The profit and loss numbers from the convention were included in the packet as a separate report. Once all payments and receipts have been settled, the net income from the conference was about \$15,000, well above the target of \$8,400. This and additional endorsement \$5,000 beyond the budgeted \$7,500 will help fill in the budget shortfall. As there were no questions about the reports, Comm. Fournier moved to accept the financial reports, seconded by Comm. Erkkinen and it passed unanimously.

C. Association Reports

MACCAM: Manager Greg Zinser said the group was working on LD 973 with the Maine Sheriff's Association concerning the formula and the tax cap issue.

D. Annual Convention Report

Office Manager Lauren Haven reported there was a net profit from the convention of approximately \$15,000. A compilation of the evaluation forms was included in the agenda packets. Generally, the feedback had been good. Attendees enjoyed the activities, food and educational sessions. The Convention Planning Committee was looking forward to starting work on the 2020

convention taking place at Sunday River. They scheduled their next meeting for Friday, November 15th at the MCCA offices.

E. NACo Report

There was no update.

VI. Other Business (addressed earlier in the agenda)

President Tom Coward invited discussion about MCCA membership.

Comm. Gardner suggested MCCA issues were mainly budgetary, growth versus counties' ability to pay increased membership dues regardless of whatever value it might have. Additionally, the MCCA membership crisis endangers the survival of the Risk Pool should more counties withdraw from the Risk Pool in order to withdraw from MCCA. The conversation continued with some members considering the organization redundant believing MSA and MACCAM could stay on top of legislation and jail funding without MCCA. Others felt the commissioners are stronger as a group, striving to present a unified front to the Legislature. Also, the association is longstanding and recognized even if there are areas for improvement. Several members expressed a willingness to be part of the solution. Comm. Gardner offered a compromise proposing Washington County might remain a member for another year if the 2020 membership dues are reduced from the previously approved formula. This would give the Board of Directors time to make decisions about the future. Separation from the Risk Pool should be part of the conversation, as well as considering reverting to the prior organizational structure which might sufficiently support the association financially. Comm. Fournier said the Budget and Finance Committee would be meeting to develop a recommendation, although the group already had identified potential ways in which services might be improved should the membership dues be increased.

VII. Adjournment

President Tom Coward invited a **motion** to adjourn at approximately 12:40 9.m. Comm. Fournier made the **motion** seconded by Comm. Cote, and the **motion** was unanimously **approved**. The group adjourned to lunch.

Respectfully submitted,

MCCA Office Manager, Lauren Haven

Attested:

MCCA Secretary-Treasurer



SENATOR

INN & SPA

Sales/Catering Contract

\$1,200

Client/Organization Maine County Commissioners Association	Event # E21432	Booking Tel (207) 623-4697	Booking Fax (207) 512-2124	Event Date 1/8/2020 (Wed)
Address 4 Gabriel Dr. Suite 2		Booking Contact Lauren Haven	Site Contact Lauren Haven	Guests 40 (Pln)
Party Name Maine County Commissioners Assoc	Pay Method Direct Bill	Sales Rep Holly Gessner	Booking Email lauren.haven@mainecount	

Attendance must be guaranteed at least 3 business days prior to the function. If the attendance falls below the guaranteed number the full guarantee will be paid. If the attendance exceeds the number, the quoted price per person will be paid for each additional cover. All food and beverage items are subject to 20% service charge and Current Maine State Sales Tax is added to food, beverage and service charge when applicable. Room reservations are tentative unless non-refundable **DEPOSIT** is paid in full. For cancellations made within 3 business days of the event, 50% of the food charge will be your responsibility. **All Food items are property of the Senator Inn & Spa and are not to leave the property regardless of guaranteed number and attendance.**

Food & Beverage				Equipment & Miscellaneous			
Food/Service Items	Price	Qty	Total	Food/Service Items	Price	Qty	Total
AM Break & Lunch - 1/8/2020 - 8:00 am				AM Break & Lunch - 1/8/2020 - 8:00 am			
BASIC BEVERAGE BREAK	3.00	40	120.00	State Room	200.00	1	200.00
Minimum 10 guests				State Room Credit with 45 or	-150.00	1	-150.00
Assorted Herbal & Caffeinated Tea				more meals - full day			
Senator Blend Coffee Regular & Decaffeinated							
Iced Water							
Senator Muffins per dozen	16.00	3.5	56.00				
Assorted Fruit Juices, by the Carafe	3.00	4	12.00				
---Orange & Cranberry							
Items below on consumption* with Lunch							
Pepsi, Diet Pepsi, Mtn. Dew,	2.25						
Sierra Mist, Root Beer							
Lunch- TBA							

Comments	Venue			
AM Break & Lunch - 1/8/2020 - 8:00 am	Banquet Room	Setup Style	Start	End
PLEASE HAVE SIGN DIRECTING GUESTS TO OAK ROOM FOR FOOD	State Room	Banquet Ovals	8:00 am	2:00 pm
08:30 AM STATE Guests Begin to Arrive	Setup Notes			
Water Service	U- Shaped Head-table for 18ppl			
Break Items Available	3 ovals of 8ppl			
09:00 AM STATE Meeting Begins	Buffet/Break Table in OAK			
11:45 AM STATE Lunch	Registration Table at Entrance.			
02:00 PM STATE Guests Depart	American Flag			

\$1,300

Elks Lodge Estimate
manager@augustaelks.org
Wed, Nov 30, 3:24 PM
RE: Estimate for Annual Meeting

Lauren :

The room rate for 49 or less is \$300.00 with a meal. \$150.00 if you have 50 or more. You can find our menu choices on our website at Augustaelks.org by clicking on the banquet room link.

Continental is \$6.25 per plus tax and service charge and lunches are priced around \$11 per.

I do have January 8 available at this time I am currently on vacation until December 16 ...please email me if you would like me to hold the date and we can talk further when I get back.

Best,

Nadine Cooper
Lodge Manager
Augusta Elks Lodge #964
P.O. Box 2206
Augusta, Maine 04338



The Governor Hill Mansion
136 State Street
Augusta, ME 04330
(207)629-4052
governorhillmansion@gmail.com
<http://www.governorhillmansion.com>

\$1,473

Estimate

ADDRESS

Maine County Commissioner's
Office
4 Grabriel Drive
Suite #2
Augusta, ME 04330

ESTIMATE # 2007

DATE 12/04/2019

DATE	ACTIVITY	QTY	RATE	AMOUNT
01/08/2020	ROOM RENTAL FEE Columbus Hall	1	300.00	300.00
01/08/2020	FOOD SALES a.m. Coffee/Tea - fruit/scones	45	6.75	303.75
01/08/2020	FOOD SALES Soup/Sand	45	11.99	539.55
01/08/2020	FOOD SALES p.m. coffee/soft drinks/Cookies	45	3.00	135.00
01/08/2020	SERVICES grat food & beverage	1	195.66	195.66

This is an Estimate of your charges. Please send in the signed contract and the non-refundable Deposit of the Room Fee to confirm your event. Thank you.

TOTAL

\$1,473.96

Accepted By

Accepted Date

M.C.C.A.

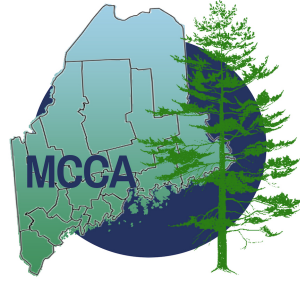
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MAINE COUNTY COMMISSIONERS ASSOCIATION

MEMORANDUM

Date: December 6, 2019

To: MCCA Board of Directors

From: Commissioner Norman Fournier, Budget and Finance Committee Chair

RE: 2020 Budget Drafts

Attached please find two budget drafts for 2020 as reviewed by the five member Budget and Finance Committee on November 26th. After considerable discussion, it was the recommendation of the group to present the following two budgets:

The first budget (#8) reflects the status quo for 2020 with the dues assessment sheet formula that was approved in August of this year. This budget reflects an increase in expenditures of approximately \$10,000 but does not utilize any of our reserves.

The second budget (#8A) reflects a decrease in expenditures of approximately \$16,000 with a decrease of dues of \$20,000 from what was agreed to back in August. (See revised dues sheet included with the budget draft.) This budget also reflects a proportion decrease of Risk Pool revenues and does not utilize any reserves. This budget would be a first step in trying to get all factions aboard with the understanding that this budget would be revisited upon the expiration of Charlie's contract. This will give us some time to have some productive discussion (more than an hour at an MCCA's meeting) to plan the future of MCCA.

Therefore, the majority of the group agreed to recommend the second budget #8A.

Looking forward to some healthy discussion on December 11th. If any questions in the meantime do not hesitate to call me at 592-0504.

Sincerely,

Norm Fournier

Maine County Commissioners Association **2020 Budget Proposal Draft**

This draft uses the #8 Membership Dues Formula as approved by the Board of Directors on August 14, 2019.

Last Update 11-19-19	2019 Budget	As of 10-31-19	Balance Remaining	% of 2019 Budget	2020 Budget Draft #8	Change	Percent of Change	2020 Notes
4100-00 · Convention Income								
4110-00 · Plaques	400.00	195	205	66%	400	0.00	0.00%	Same as 2019
4120-00 · Registration	22,000.00	29,090	-7,090	112%	26,000	4000.00	18.18%	
4130-00 · Sponsorship	9,000.00	12,270	-3,270	78%	10,000	1000.00	11.11%	
4140-00 · Vendor	11,500.00	9,199	2,301	70%	9,000	-2500.00	-21.74%	
Total 4100-00 · Convention Income	42,900.00	50,754	-7,854	93%	45,400	2500.00	5.83%	Slightly Elevated Estimated Profit \$8,700
4300-00 · Dues	141,043.05	141,043	0	100%	186,690	45646.95	32.36%	Formula #8 Approved by MCCA Board August 2019
4400-00 · Other Income	7,500.00	12,516	-5,016	183%	10,000	2500.00	33.33%	
4500-00 · NACo Roster	500.00	500	0	100%	500	0.00	0.00%	Payment for updating NACo's Maine Contacts
4600-00 · MCCA Risk Pool Assessment	27,037.50	27,038	0		27,038	0.00	0.00%	Same as 2019
4800-00 · MainePERS Surplus Funds	9,996.62	9,997	-0	100%	0	-9996.62	-100.00%	Compensated by membership dues
4810-00 · Interest Earned	100.00	52	48	93%	100	0.00	0.00%	Same as 2019
4920-00 · Transfer in from Fund Balance	27,984.84		27,985	100%	0	-27984.84	-100.00%	Compensated by membership dues
Total Income	257,062.01	231,903	25,159	90%	269,728	12665.49	4.93%	
Expense								
5000-00 · Payroll Expenses								
5020-00 · Payroll Fees	2,000.00	1,554	446	78%	2,000	0.00	0.00%	Emailed David Nevers not aware of any increase
5030-00 · FICA	9,896.85	8,067	1,830	82%	10,160	263.56	2.66%	7.65% of Taxable Wages
5040-00 · MainePERS Contributions	9,996.62	7,790	2,207	82%	10,000	3.38	0.03%	7.4% thru 6-20 IF 7.5% Jul-Dec total is \$9,991.90
5050-00 · Salary-Office Manager	49,574.38	41,016	8,558	83%	51,161	1586.38	3.20%	3.2% = \$1,586.38 + 49574.38=51,160.76
5060-00 · Salary-Executive Director	81,332.16	66,340	14,992	83%	82,959	1626.64	2.00%	2% Increase 7-17-19 Pursuant to Negotiated Contract
Total 5000-00 · Payroll Expenses	152,800.01	124,767	28,033	83%	156,280	3479.96	2.28%	
5100-00 · Insurance								
5110-00 · Health Insurance	11,752.00	9,774	1,978	83%	12,105	353.00	3.00%	MMEHT will implement a 3% increase for 2020 (+\$353).
5120-00 · Commercial, Crime, D&O Ins	2,050.00	1,924	126	93%	2,070	20.00	0.98%	Estimates from insurance broker representative
5130-00 · Workers Comp	564.00	701	-137	84%	550	-14.00	-2.48%	Ashley/KristieRowellIns-EasternAll-Paid thru 7-20
5140-00 · Unemployment Comp Ins	450.00	290	160	108%	450	0.00	0.00%	Same number of employees thus same calculation
Total 5100-00 · Insurance	14,816.00	12,689	2,127	85%	15,175	359.00	2.42%	
6010-00 · Prof. Services								
6012-00 · Prof Services-Legal Services	500.00	500	0		500	0.00	0.00%	Same as 2019

Last Update 11-19-19	2019 Budget	As of 10-31-19	Balance Remaining	% of 2019 Budget	2020 Budget Draft #8	Change	Percent of Change	2020 Notes
6013-00 · Financial Audit	3,000.00	2,500	500		3,000	0.00	0.00%	Same as 2019
Total 6010-00 · Prof. Services	3,500.00	3,000	500		3,500	0.00	0.00%	Same as 2019
6030-00 · Lobbying								
6031-00 · Lobbying Reg	200.00	200	0	100%	200	0.00	0.00%	Same as 2019
6032-00 · Lobbying - Contractual								
Total 6030-00 · Lobbying	200.00	200	0	100%	200	0.00	0.00%	Same as 2019
6040-00 · NACO Expenses								
6041-00 · Conferences	8,620.00	3,447	5,173	57%	8,620	0.00	0.00%	Combined NACo Expenses - 4 trips @ \$2,155
Total 6040-00 · NACO Expenses	8,620.00	3,447	5,173	57%	8,620	0.00	0.00%	
6050-00 · Education and Training	600.00	60	540	66%	600	0.00	0.00%	
6100-00 · Bank Charges	50.00	0	50		50	0.00	0.00%	
6110-00 · Convention Expense								
6113-00 · Entertainment/Speakers	2,500.00	1,870	630	100%	2,500	0.00	0.00%	2019 Under budget due to Waldo County Donations
6114-00 · MCCA Staff Registration	1,100.00	758	342	43%	1,000	-100.00	-9.09%	Under budget as we negotiated a complimentary cabin
6118-00 · Meeting Exp.	30,000.00	28,370	1,630	116%	32,500	2500.00	8.33%	We paid \$5,000 deposit in 2019
6121-00 · Supplies	500.00	202	298	77%	300	-200.00	-40.00%	
6124-00 · Comm Retirement Plaques	400.00	211	189	87%	400	0.00	0.00%	
Total 6110-00 · Convention Expense	34,500.00	31,411	3,089	111%	36,700	2200.00	6.38%	
6140-00 · Copies-Printing								
6142-00 · Directory	150.00	100	50	100%	150	0.00	0.00%	
Total 6140-00 · Copies-Printing	100.00	100	0	100%	100	0.00	0.00%	
6145-00 · Dues Expense	1,400.00	1,100	300	123%	1,400	0.00	0.00%	
6150-00 · Equipment - Office								
6151-00 · Computer Hard/Software	250.00	259	-9	100%	300	50.00	20.00%	2021 we should budget for a computer.
6152-00 · IT Services	1,700.00	1,350	350	82%	1,700	0.00	0.00%	
6153-00 · Photocopier Lease	3,696.00	2,671	1,025	85%	4,092	396.00	10.71%	Includes estimated overage coverage
6154-00 · Printer & Supplies	1,000.00	623	377	51%	1,000	0.00	0.00%	
6156-00 · Other	400.00		400		400	0.00	0.00%	
Total 6150-00 · Equipment - Office	7,046.00	4,903	2,143	75%	7,492	446.00	6.33%	
6160-00 · Fees	100.00	60	40	65%	100	0.00	0.00%	
6170-00 · Meeting Expense								
6171-00 · Annual Meeting	2,000.00	1,015	985	75%	2,000	0.00	0.00%	Same as 2019
6172-00 · County Officials' Workshop	0.00	0	0		3,000	3000.00	100.00%	Includes venue, food, and stipend for presenters
6173-00 · Monthly	3,000.00	2,801	199	90%	3,600	600.00	20.00%	\$450 Break \$310+2% \$6 = \$315/\$3,150 Tot \$3,600
6175-00 · Meetings - Other	1,500.00	1,800	-300	96%	2,000	500.00	33.33%	One extra unexpected meeting & County Gov Day
Total 6170-00 · Meeting Expense	6,500.00	5,616	884	82%	10,600	4100.00	63.08%	
6180-00 · Mileage & Travel Expense	600.00	179	421	51%	600	0.00	0.00%	Same as 2019

Last Update 11-19-19

	2019 Budget	As of 10-31-19	Balance Remaining	% of 2019 Budget	2020 Budget Draft #8	Change	Percent of Change	2020 Notes
6195-00 · Office Space Rental	19,000.00	14,972	4,028	79%	19,000	0.00	0.00%	No Lease paying \$1,500/mo or \$18,000 now
6215-00 · Postage-Shipping	250.00	83	167	54%	250	0.00	0.00%	Same as 2019
6230-00 · Advertising	250.00	100	150		250	0.00	0.00%	Same as 2019
6235-00 · Supplies	2,000.00	730	1,270	72%	2,000	0.00	0.00%	Same as 2019
6240-00 · Telephone, Fax & Internet								
6241-00 · Cell Phone	1,830.00	1,350	480	41%	1,830	0.00	0.00%	Leave same \$75 monthly per employee
6243-00 · Phone, Fax & Internet	2,200.00	1,754	446	77%	2,200	0.00	0.00%	Same as 2019
Total 6240-00 · Telephone/Fax/Internet	4,030.00	3,104	926	60%	4,030	0.00	0.00%	Same as 2019
6250-00 · Website	200.00	159	41	40%	200	0.00	0.00%	Same as 2019
6260-00 · Contingency	500.00		500		500	0.00	0.00%	Same as 2019
Total Expense	257,062.01	206,680	50,382	83%	267,647	10584.96	4.12%	
Net surplus					2,080.53			

MCCA Dues Formula #8

Based on \$186,690 as the Total Amount of Membership Dues
Plus the Percentage of **Valuation** and **Population** for Each County
and a Baseline of 80% which is \$9,957

Note: This formula was
approved by the MCCA
Board of Directors on
August 14, 2019

COUNTY	MUNICIPALITY VALUE	UNORGANIZED VALUE	TOTAL	% of Total Value	Pop	% of Total Pop	Cost Per Person	Total Dues			
								\$186,690	VALUE	POP	Dues Amount
								80%	10%	10%	100.00%
								\$149,352	\$18,669.00	\$18,669.00	\$186,690
ANDROSCOGGIN	\$8,191,950,000		\$8,191,950,000	4.77%	107,679	8.23%	\$ 0.115	\$9,957	\$890.08	\$1,536	\$12,383
AROOSTOOK	\$4,503,600,000	\$776,300,000	\$5,279,900,000	3.07%	67,111	5.13%	\$ 0.171	\$9,957	\$573.67	\$957	\$11,488
CUMBERLAND	\$46,892,350,000		\$46,892,350,000	27.29%	293,557	22.43%	\$ 0.066	\$9,957	\$5,094.97	\$4,188	\$19,240
HANCOCK	\$13,093,000,000	\$246,200,000	\$13,339,200,000	7.76%	54,811	4.19%	\$ 0.222	\$9,957	\$1,449.34	\$782	\$12,188
KENNEBEC	\$10,636,100,000	\$7,100,000	\$10,643,200,000	6.19%	122,083	9.33%	\$ 0.105	\$9,957	\$1,156.41	\$1,742	\$12,855
KNOX	\$7,450,400,000	\$19,800,000	\$7,470,200,000	4.35%	39,771	3.04%	\$ 0.285	\$9,957	\$811.66	\$567	\$11,336
LINCOLN	\$7,534,750,000	\$15,450,000	\$7,550,200,000	4.39%	34,342	2.62%	\$ 0.328	\$9,957	\$820.35	\$490	\$11,267
OXFORD	\$6,888,850,000	\$290,450,000	\$7,179,300,000	4.18%	57,618	4.40%	\$ 0.201	\$9,957	\$780.05	\$822	\$11,559
PENOBSCOT	\$10,779,450,000	\$355,100,000	\$11,134,550,000	6.48%	151,096	11.55%	\$ 0.088	\$9,957	\$1,209.80	\$2,156	\$13,322
PISCATAQUIS	\$1,750,000,000	\$870,350,000	\$2,620,350,000	1.53%	16,800	1.28%	\$ 0.624	\$9,957	\$284.71	\$240	\$10,481
SAGadahoc	\$4,671,500,000		\$4,671,500,000	2.72%	35,634	2.72%	\$ 0.308	\$9,957	\$507.57	\$508	\$10,973
SOMERSET	\$4,418,200,000	\$897,050,000	\$5,315,250,000	3.09%	50,592	3.87%	\$ 0.222	\$9,957	\$577.51	\$722	\$11,256
WALDO	\$4,417,750,000	\$2,100,000	\$4,419,850,000	2.57%	39,694	3.03%	\$ 0.277	\$9,957	\$480.23	\$566	\$11,003
WASHINGTON	\$3,247,200,000	\$377,300,000	\$3,624,500,000	2.11%	31,490	2.41%	\$ 0.343	\$9,957	\$393.81	\$449	\$10,800
YORK	\$33,490,850,000		\$33,490,850,000	19.49%	206,229	15.76%	\$ 0.080	\$9,957	\$3,638.86	\$2,942	\$16,538
Totals	\$167,965,950,000	\$3,857,200,000	\$171,823,150,000	100%	1,308,507	100%	\$ 0.23	\$149,352	\$18,669	\$18,669	\$186,690

Maine County Commissioners Association
2020 Budget Proposal Draft 8A
Reflects \$20,000 Reduction in Membership Dues

#8A

Last Update 11-19-19	2019 Budget	As of 10-31-19	Balance Remaining	% of 2019 Budget	2020 Budget Draft 8A	Change	Percent of Change	2020 Notes
Income								
4100-00 · Convention Income								
4110-00 - Plaques	400.00	195	205	66%	400	0.00	0.00%	Same as 2019
4120-00 · Registration	22,000.00	29,090	-7,090	112%	26,000	4000.00	18.18%	
4130-00 · Sponsorship	9,000.00	12,270	-3,270	78%	10,000	1000.00	11.11%	
4140-00 · Vendor	11,500.00	9,199	2,301	70%	9,000	-2500.00	-21.74%	
Total 4100-00 · Convention Income	42,900.00	50,754	-7,854	93%	45,400	2500.00	5.83%	Slightly Elevated Estimated Profit \$8,700
4300-00 · Dues	141,043.05	141,043	0	100%	166,690	25646.95	18.18%	Formula #8A (-\$20,000) All \$8,890 (80%)+10%Value&10%Pop
4400-00 · Other Income	7,500.00	12,516	-5,016	183%	10,000	2500.00	33.33%	Endorsements and Advertising
4500-00 · NACo Roster	500.00	500	0	100%	500	0.00	0.00%	Payment for updating NACo's Maine Contacts
4600-00 · MCCA Risk Pool Assessment	27,037.50	27,038	0		24,145	-2892.50	-10.70%	Percentage in line with membership dues
4800-00 · MainePERS Surplus Funds	9,996.62	9,997	-0	100%	0	-9996.62	-100.00%	Compensated by membership dues
4810-00 · Interest Earned	100.00	52	48	93%	100	0.00	0.00%	Same as 2019
4920-00 · Transfer in from Fund Balance	27,984.84		27,985	100%	0	-27984.84	-100.00%	Compensated by membership dues
Total Income	257,062.01	231,903	25,159	90%	246,835	-10227.01	-3.98%	
Expense								
5000-00 · Payroll Expenses								
5020-00 · Payroll Fees	2,000.00	1,554	446	78%	2,000	0.00	0.00%	Emailed David Nevers not aware of any increase
5030-00 · FICA	9,896.85	8,067	1,830	82%	8,574	-1322.85	-13.37%	7.65% of Taxable Wages (ED thru May 2020)
5040-00 · MainePERS Contributions	9,996.62	7,790	2,207	82%	8,445	-1551.62	-15.52%	7.4% through 6/20 and Oct -Dec 7.5%
5050-00 · Salary-Office Manager	49,574.38	41,016	8,558	83%	51,161	1586.38	3.20%	3.2% = \$1,586.38 + 49574.38=51,160.76
5060-00 · Salary-Executive Director	81,332.16	66,340	14,992	83%	62,220	-19112.16	-23.50%	Pursuant to Contract Term 5-31-20, Reassess Oct-Dec
Total 5000-00 · Payroll Expenses	152,800.01	124,767	28,033	83%	132,400	-20400.25	-13.35%	
5100-00 · Insurance								
5110-00 · Health Insurance	11,752.00	9,774	1,978	83%	12,105	353.00	3.00%	MMEHT will implement a 3% increase for 2020 (+\$353).
5120-00 · Commercial, Crime, D&O Ins	2,050.00	1,924	126	93%	2,070	20.00	0.98%	Estimates from insurance broker representative
5130-00 · Workers Comp	564.00	701	-137	84%	550	-14.00	-2.48%	Ashley/KristieRowellIns-EasternAll-Paid thru 7-20
5140-00 · Unemployment Comp Ins	450.00	290	160	108%	450	0.00	0.00%	Same number of employees thus same calculation
Total 5100-00 · Insurance	14,816.00	12,689	2,127	85%	15,175	359.00	2.42%	
6010-00 · Prof. Services								
6012-00 · Prof Services-Legal Services	500.00	500	0		500	0.00	0.00%	Same as 2019

Last Update 11-19-19

	2019 Budget	As of 10-31-19	Balance Remaining	% of 2019 Budget	2020 Budget Draft 8A	Change	Percent of Change	2020 Notes
6013-00 · Financial Audit	3,000.00	2,500	500		3,000	0.00	0.00%	Same as 2019
Total 6010-00 · Prof. Services	3,500.00	3,000	500		3,500	0.00	0.00%	Same as 2019
6030-00 · Lobbying								
6031-00 · Lobbying Reg	200.00	200	0	100%	200	0.00	0.00%	Same as 2019
6032-00 · Lobbying - Contractual								
Total 6030-00 · Lobbying	200.00	200	0	100%	200	0.00	0.00%	Same as 2019
6040-00 · NACO Expenses								
6041-00 · Conferences	8,620.00	3,447	5,173	57%	6,465	-2155.00	-25.00%	Combined NACo Expenses - 3 trips estimate \$2,155 ea
Total 6040-00 · NACO Expenses	8,620.00	3,447	5,173	57%	6,465	-2155.00	-25.00%	
6050-00 · Education and Training	600.00	60	540	66%	600	0.00	0.00%	
6100-00 · Bank Charges	50.00	0	50		50	0.00	0.00%	
6110-00 · Convention Expense								
6113-00 · Entertainment/Speakers	2,500.00	1,870	630	100%	2,500	0.00	0.00%	2019 Under budget due to Waldo County Donations
6114-00 · MCCA Staff Registration	1,100.00	758	342	43%	1,000	-100.00	-9.09%	Under budget as we negotiated a complimentary cabin
6118-00 · Meeting Exp.	30,000.00	28,370	1,630	116%	32,500	2500.00	8.33%	We paid \$5,000 deposit in 2019
6121-00 · Supplies	500.00	202	298	77%	300	-200.00	-40.00%	
6124-00 · Comm Retirement Plaques	400.00	211	189	87%	400	0.00	0.00%	
Total 6110-00 · Convention Expense	34,500.00	31,411	3,089	111%	36,700	2200.00	6.38%	
6140-00 · Copies-Printing								
6142-00 · Directory	150.00	100	50	100%	150	0.00	0.00%	
Total 6140-00 · Copies-Printing	100.00	100	0	100%	100	0.00	0.00%	
6145-00 · Dues Expense	1,400.00	1,100	300	123%	1,400	0.00	0.00%	
6150-00 · Equipment - Office								
6151-00 · Computer Hard/Software	250.00	259	-9	100%	300	50.00	20.00%	2021 we should budget for a computer.
6152-00 · IT Services	1,700.00	1,350	350	82%	1,700	0.00	0.00%	
6153-00 · Photocopier Lease	3,696.00	2,671	1,025	85%	4,092	396.00	10.71%	Includes estimated overage coverage
6154-00 · Printer & Supplies	1,000.00	623	377	51%	1,000	0.00	0.00%	
6156-00 · Other	400.00		400		400	0.00	0.00%	
Total 6150-00 · Equipment - Office	7,046.00	4,903	2,143	75%	7,492	446.00	6.33%	
6160-00 · Fees	100.00	60	40	65%	100	0.00	0.00%	
6170-00 · Meeting Expense								
6171-00 · Annual Meeting	2,000.00	1,015	985	75%	2,000	0.00	0.00%	Same as 2019
6172-00 · County Officials' Workshop	0.00	0	0		3,000	3000.00	100.00%	Includes venue, food, and stipend for presenters
6173-00 · Monthly	3,000.00	2,801	199	90%	3,600	600.00	20.00%	\$450 Break \$310+2% \$6 = \$315/\$3,150 Tot \$3,600
6175-00 · Meetings - Other	1,500.00	1,800	-300	96%	2,000	500.00	33.33%	One extra unexpected meeting & County Gov Day
Total 6170-00 · Meeting Expense	6,500.00	5,616	884	82%	10,600	4100.00	63.08%	
6180-00 · Mileage & Travel Expense	600.00	179	421	51%	600	0.00	0.00%	Same as 2019

Last Update 11-19-19	2019 Budget	As of 10-31-19	Balance Remaining	% of 2019 Budget	2020 Budget Draft 8A	Change	Percent of Change	2020 Notes
6195-00 · Office Space Rental	19,000.00	14,972	4,028	79%	19,000	0.00	0.00%	No Lease paying \$1,500/mo or \$18,000 now
6215-00 · Postage-Shipping	250.00	83	167	54%	250	0.00	0.00%	Same as 2019
6230-00 · Advertising	250.00	100	150		250	0.00	0.00%	Same as 2019
6235-00 · Supplies	2,000.00	730	1,270	72%	2,000	0.00	0.00%	Same as 2019
6240-00 · Telephone, Fax & Internet								
6241-00 · Cell Phone	1,830.00	1,350	480	41%	1,305	-525.00	-28.69%	Executive Director term 5-31-20
6243-00 · Phone, Fax & Internet	2,200.00	1,754	446	77%	2,200	0.00	0.00%	Same as 2019
Total 6240-00 · Telephone/Fax/Internet	4,030.00	3,104	926	60%	3,505	-525.00	-13.03%	Same as 2019
6250-00 · Website	200.00	159	41	40%	200	0.00	0.00%	Same as 2019
6260-00 · Contingency	500.00		500		500	0.00	0.00%	Same as 2019
Total Expense	257,062.01	206,680	50,382	83%	241,087	-15975.25	-6.21%	
Net Surplus					5,748.24			

MCCA Dues Formula #8A

Based on \$166,690 as the Total Amount of Membership Dues
Plus the Percentage of **Valuation** and **Population** for Each County
and a Baseline of 80% which is \$8,890

COUNTY	MUNICIPALITY VALUE	UNORGANIZED VALUE	TOTAL	% of Total Value	Pop	% of Total Pop	Cost Per Person	Total Dues			
								\$166,690	VALUE	POP	Dues Amount
								80%	10%	10%	100.00%
								\$133,352	\$16,669.00	\$16,669.00	\$166,690
ANDROSCOGGIN	\$8,191,950,000		\$8,191,950,000	4.77%	107,679	8.23%	\$ 0.103	\$8,890	\$794.72	\$1,372	\$11,057
AROOSTOOK	\$4,503,600,000	\$776,300,000	\$5,279,900,000	3.07%	67,111	5.13%	\$ 0.153	\$8,890	\$512.22	\$855	\$10,257
CUMBERLAND	\$46,892,350,000		\$46,892,350,000	27.29%	293,557	22.43%	\$ 0.059	\$8,890	\$4,549.15	\$3,740	\$17,179
HANCOCK	\$13,093,000,000	\$246,200,000	\$13,339,200,000	7.76%	54,811	4.19%	\$ 0.199	\$8,890	\$1,294.07	\$698	\$10,882
KENNEBEC	\$10,636,100,000	\$7,100,000	\$10,643,200,000	6.19%	122,083	9.33%	\$ 0.094	\$8,890	\$1,032.52	\$1,555	\$11,478
KNOX	\$7,450,400,000	\$19,800,000	\$7,470,200,000	4.35%	39,771	3.04%	\$ 0.254	\$8,890	\$724.70	\$507	\$10,121
LINCOLN	\$7,534,750,000	\$15,450,000	\$7,550,200,000	4.39%	34,342	2.62%	\$ 0.293	\$8,890	\$732.46	\$437	\$10,060
OXFORD	\$6,888,850,000	\$290,450,000	\$7,179,300,000	4.18%	57,618	4.40%	\$ 0.179	\$8,890	\$696.48	\$734	\$10,321
PENOBSCOT	\$10,779,450,000	\$355,100,000	\$11,134,550,000	6.48%	151,096	11.55%	\$ 0.079	\$8,890	\$1,080.19	\$1,925	\$11,895
PISCATAQUIS	\$1,750,000,000	\$870,350,000	\$2,620,350,000	1.53%	16,800	1.28%	\$ 0.557	\$8,890	\$254.21	\$214	\$9,358
SAGadahoc	\$4,671,500,000		\$4,671,500,000	2.72%	35,634	2.72%	\$ 0.275	\$8,890	\$453.19	\$454	\$9,797
SOMERSET	\$4,418,200,000	\$897,050,000	\$5,315,250,000	3.09%	50,592	3.87%	\$ 0.199	\$8,890	\$515.65	\$644	\$10,050
WALDO	\$4,417,750,000	\$2,100,000	\$4,419,850,000	2.57%	39,694	3.03%	\$ 0.248	\$8,890	\$428.78	\$506	\$9,825
WASHINGTON	\$3,247,200,000	\$377,300,000	\$3,624,500,000	2.11%	31,490	2.41%	\$ 0.306	\$8,890	\$351.62	\$401	\$9,643
YORK	\$33,490,850,000		\$33,490,850,000	19.49%	206,229	15.76%	\$ 0.072	\$8,890	\$3,249.03	\$2,627	\$14,766
Totals	\$167,965,950,000	\$3,857,200,000	\$171,823,150,000	100%	1,308,507	100%	\$ 0.20	\$133,352	\$16,669	\$16,669	\$166,690

M.C.C.A.

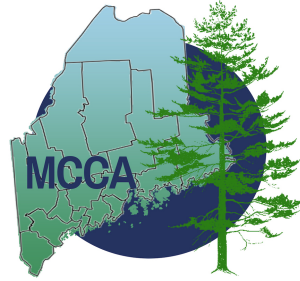
Thomas Coward, President
Cumberland County

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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207-623-4697

www.mainecounties.org

MAINE COUNTY COMMISSIONERS ASSOCIATION

The Executive Director's Report

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

MAINE COUNTY COMMISSIONERS ASSOCIATION

November 2019 Financial Report

Attached please find the financial reports for the month of November 2019. The Balance Sheet shows total assets and liabilities at \$75,044.91. This amount includes \$12,442.79 from the money market account for MainePERS employer contributions.

Debits to the bank account in November totaled \$17,552.54 and receipts of \$611.06 were credited to the account. The debits were from normal operating expenses during the month and reimbursements paid for one NACo conference trip. The deposits included outstanding payments from vendors and attendees who participated in the annual convention.

The general fund checking account balance as of December 1st was \$34,045.70 as some transactions had not yet cleared. With approximately 92% of the year elapsed, 90% of the \$257,063 budgeted revenue has been received. The Risk Pool Assessment has not been received, but it has been invoiced, so it shows on the reports as expected income. On the expenditure side, \$21,607 was spent in November, and \$228,284 or approximately 89% 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: December 11, 2019

Charles Pray, Executive Director

Thomas Coward, President

Amy Fowler, Vice-President

William Blodgett, Secretary-Treasurer

Maine County Commissioners Association
Balance Sheet (accrual)
As of December 1, 2019

	Nov 2019
ASSETS	
Current Assets	
Checking/Savings	
1000-00 · Bank and Cash Accounts	
1010-00 · MCCA Checking-Savings Bank	34,045.70
1020-00 · Money Market Account	12,442.79
1030-00 · Petty Cash Account	200.00
Total 1000-00 · Bank and Cash Accounts	46,688.49
Total Checking/Savings	46,688.49
Accounts Receivable	
1300-00 · Receivables	27,770.42
Total Accounts Receivable	27,770.42
Total Current Assets	74,458.91
Fixed Assets	
1200-00 · Fixed Assets	
1210-00 · Accumulated Depreciation	-6,074.00
1220-00 · Equipment	6,660.00
Total 1200-00 · Fixed Assets	586.00
Total Fixed Assets	586.00
TOTAL ASSETS	75,044.91
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100-00 · Other Current Liabilities	
2120-00 · MainePERS Employee Contribution	-78.02
2130-00 · Employee Health Insurance Contr	1,232.92
2140-00 · Accrued Vacation	820.90
Total 2100-00 · Other Current Liabilities	1,975.80
Total Other Current Liabilities	1,975.80
Total Current Liabilities	1,975.80
Total Liabilities	1,975.80
Equity	
3000-00 · Equity Accounts	
3020-00 · Fund Balance to Current Yr Inc	-89,430.00
Total 3000-00 · Equity Accounts	-89,430.00
3100-00 · Earnings	158,786.20
Net Income	3,712.91
Total Equity	73,069.11
TOTAL LIABILITIES & EQUITY	75,044.91

Maine County Commissioners Association
Reconciliation Summary
1020-00 · Money Market Account, Period Ending 11/18/19

	Nov 2019
Beginning Balance	22,438.78
Cleared Transactions	
Checks and Payments - 1 item	-9,996.62
Deposits and Credits - 1 item	0.63
Total Cleared Transactions	-9,995.99
Cleared Balance	12,442.79
Register Balance as of 11/18/19	12,442.79
Ending Balance	12,442.79

Maine County Commissioners Association

Reconciliation Summary

1010-00 · MCCA Checking-Savings Bank, Period Ending 12/01/19

	Nov 2019
Beginning Balance	57,114.77
Cleared Transactions	
Checks and Payments - 16 items	-17,552.54
Deposits and Credits - 3 items	611.06
Total Cleared Transactions	-16,941.48
Cleared Balance	40,173.29
Uncleared Transactions	
Checks and Payments - 6 items	-6,127.59
Total Uncleared Transactions	-6,127.59
Register Balance as of 12/01/19	34,045.70
New Transactions	
Deposits and Credits - 1 item	42.87
Total New Transactions	42.87
Ending Balance	34,088.57

Maine County Commissioners Association

Reconciliation Detail

1010-00 - MCCA Checking-Savings Bank, Period Ending 12/01/19

	Type	Date	Name	Amount	Balance
Beginning Balance					57,114.77
Cleared Transactions					
Checks and Payments - 16 items					
	Bill Pmt -Check	11/8	Bangor Payroll	-2,528.60	-2,528.60
	Bill Pmt -Check	11/8	MainePERS	-803.29	-3,331.89
	Bill Pmt -Check	11/8	Ron Beaulieu & Co.	-500.00	-3,831.89
	Bill Pmt -Check	11/8	US Bank	-296.75	-4,128.64
	Bill Pmt -Check	11/8	Spectrum Business/TWC	-179.69	-4,308.33
	Bill Pmt -Check	11/8	Unlimited Technology	-125.00	-4,433.33
	Bill Pmt -Check	11/14	Waldo County_	-2,168.97	-6,602.30
	Bill Pmt -Check	11/14	Lisa's White Flour Catering	-309.57	-6,911.87
	Bill Pmt -Check	11/14	Fowler, Amy_	-173.62	-7,085.49
	Bill Pmt -Check	11/14	Haven, Lauren	-130.75	-7,216.24
	Bill Pmt -Check	11/14	Liberty Mutual Insurance	-57.08	-7,273.32
	Bill Pmt -Check	11/15	Bangor Payroll	-2,518.23	-9,791.55
	Bill Pmt -Check	11/22	Bangor Payroll	-2,518.23	-12,309.78
	Bill Pmt -Check	11/26	US Bank	-439.95	-12,749.73
	Bill Pmt -Check	11/26	Camden National Bank	-50.95	-12,800.68
	Bill Pmt -Check	11/29	Bangor Payroll	-4,751.86	-17,552.54
Total Checks and Payments				-17,552.54	-17,552.54
Deposits and Credits - 3 items					
	Bill Pmt -Check	12/7	State of Maine-Hall of Flags	0.00	0.00
	Deposit	11/14		608.95	608.95
	Deposit	11/30		2.11	611.06
Total Deposits and Credits				611.06	611.06
Total Cleared Transactions				-16,941.48	-16,941.48
Cleared Balance				-16,941.48	40,173.29
Uncleared Transactions					
Checks and Payments - 6 items					
	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	10/24	Maine Farm Bureau	-1,497.17	-4,491.51
	Bill Pmt -Check	10/24	Treasurer, State Of Maine	-100.00	-4,591.51
	Bill Pmt -Check	11/26	Maine Farm Bureau	-1,497.17	-6,088.68
	Bill Pmt -Check	11/26	Staples Credit Plan	-38.91	-6,127.59
Total Checks and Payments				-6,127.59	-6,127.59
Total Uncleared Transactions				-6,127.59	-6,127.59
Register Balance as of 12/01/19				-23,069.07	34,045.70
New Transactions					
Deposits and Credits - 1 item					
	Deposit	12/6		42.87	42.87
Total Deposits and Credits				42.87	42.87
Total New Transactions				42.87	42.87
Ending Balance				-23,026.20	34,088.57

Maine County Commissioners Association Profit & Loss Budget vs. Actual

January 1 through December 1, 2019

Accrual Basis

	Budget	Nov 2019	Jan-Nov 2019	\$ Over Budget	% of Budget
Income					
4100-00 · Convention Income					
4110-00 · Plaques	400		195	-205	49%
4120-00 · Registration	22,000	94	29,184	7,184	133%
4130-00 · Sponsorship	9,000		12,270	3,270	136%
4140-00 · Vendor	11,500		9,199	-2,301	80%
Total 4100-00 · Convention Income	42,900	94	50,848	7,948	119%
4300-00 · Dues	141,043		141,043		100%
4400-00 · Other Income	7,500		12,516	5,016	167%
4500-00 · NACo Roster	500		500		100%
4600-00 · MCCA Risk Pool Assessment	27,038		27,038		100%
4800-00 · MainePERS Surplus Funds	9,997			-9,997	
4810-00 · Interest Earned	100	3	55	-45	55%
4920-00 · Transfer in from Fund Balance	27,985			-27,985	
Total Income	257,063	97	232,000	-25,063	90%
Gross Profit	257,063	97	232,000	-25,063	90%
Expense					
5000-00 · Payroll Expenses					
5020-00 · Payroll Fees	2,000	178	1,732	-268	87%
5030-00 · FICA	9,897	959	9,026	-871	91%
5040-00 · MainePERS Contributions	9,997	803	8,593	-1,404	86%
5050-00 · Salary-Office Manager	49,574	4,744	45,760	-3,814	92%
5060-00 · Salary-Executive Director	81,332	7,977	74,316	-7,016	91%
Total 5000-00 · Payroll Expenses	152,800	14,661	139,427	-13,373	91%
5100-00 · Insurance					
5110-00 · Health Insurance	11,752	977	10,751	-1,001	91%
5120-00 · Commercial, Crime, D&O Ins	2,050	57	1,981	-69	97%
5130-00 · Workers Comp	564		701	137	124%
5140-00 · Unemployment Comp Ins	450		290	-160	64%
Total 5100-00 · Insurance	14,816	1,034	13,723	-1,093	93%
6010-00 · Prof. Services					
6012-00 · Prof Services - Legal Services	500		500		100%
6013-00 · Financial Audit	3,000	500	3,000		100%
Total 6010-00 · Prof. Services	3,500	500	3,500		100%
6030-00 · Lobbying					
6031-00 · Lobbying Reg	200		200		100%
Total 6030-00 · Lobbying	200		200		100%
6040-00 · NACO Expenses					
6041-00 · Conferences	8,620	2,343	5,789	-2,831	67%
Total 6040-00 · NACO Expenses	8,620	2,343	5,789	-2,831	67%

Accrual Basis

	Budget	Nov 2019	Jan-Nov 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		1,870	-630	75%
6114-00 · MCCA Staff Registration Expense	1,100		758	-342	69%
6118-00 · Meeting Exp.	30,000		28,370	-1,630	95%
6121-00 · Supplies	500		202	-298	40%
6124-00 · Commissioner Retirement Plaques	400	39	250	-150	63%
Total 6110-00 · Convention Expense	34,500	39	31,450	-3,050	91%
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	1,487	-213	87%
6153-00 · Photocopier Lease	3,696	737	3,407	-289	92%
6154-00 · Printer & Supplies	1,000		623	-377	62%
6156-00 · Other	400			-400	
Total 6150-00 · Equipment - Office	7,046	874	5,776	-1,270	82%
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	343	3,144	-756	81%
6175-00 · Meetings - Other	1,500		1,800	300	120%
Total 6170-00 · Meeting Expense	6,500	343	5,959	-541	92%
6180-00 · Mileage & Travel Expense	600		179	-421	30%
6195-00 · Office Space Rental	19,000	1,497	16,469	-2,531	87%
6215-00 · Postage-Shipping	250	22	105	-145	42%
6230-00 · Advertising	250		100	-150	40%
6235-00 · Supplies	2,000	39	769	-1,231	38%
6240-00 · Telephone, Fax & Internet					
6241-00 · Cell Phone	1,830	75	1,425	-405	78%
6243-00 · Phone, Fax & Internet	2,200	180	1,934	-266	88%
Total 6240-00 · Telephone, Fax & Internet	4,030	255	3,359	-671	83%
6250-00 · Website	200		159	-41	80%
6260-00 · Contingency	500			-500	
Total Expense	257,062	21,607	228,284	-28,778	89%

Maine County Commissioners Association

Expenses by Vendor Detail

November 1 through December 1, 2019

Accrual Basis

Bangor Payroll

Date	Memo	Account	Amount	Balance
11/1	Office Managers Salary	5050-00 · Salary-Office Manager	948.88	948.88
11/1	Taxes	5030-00 · FICA	191.00	1,139.88
11/1	Processing fee	5020-00 · Payroll Fees	34.00	1,173.88
11/1	ED Salary	5060-00 · Salary-Executive Director	1,595.35	2,769.23
11/8	Office Managers Salary	5050-00 · Salary-Office Manager	948.88	3,718.11
11/8	Taxes	5030-00 · FICA	191.00	3,909.11
11/8	Processing fee	5020-00 · Payroll Fees	34.00	3,943.11
11/8	ED Salary	5060-00 · Salary-Executive Director	1,595.35	5,538.46
11/15	Office Managers Salary	5050-00 · Salary-Office Manager	948.88	6,487.34
11/15	Taxes	5030-00 · FICA	191.00	6,678.34
11/15	Processing fee	5020-00 · Payroll Fees	34.00	6,712.34
11/15	ED Salary	5060-00 · Salary-Executive Director	1,595.35	8,307.69
11/20	Office Managers Salary	5050-00 · Salary-Office Manager	948.88	9,256.57
11/20	Taxes	5030-00 · FICA	191.00	9,447.57
11/20	Processing fee	5020-00 · Payroll Fees	34.00	9,481.57
11/20	ED Salary	5060-00 · Salary-Executive Director	1,595.35	11,076.92
11/29	Office Managers Salary	5050-00 · Salary-Office Manager	948.88	12,025.80
11/29	Taxes	5030-00 · FICA	194.63	12,220.43
11/29	Processing fee	5020-00 · Payroll Fees	42.00	12,262.43
11/29	ER Health Insurance Contributions	5110-00 · Health Insurance	977.37	13,239.80
11/29	ED Salary	5060-00 · Salary-Executive Director	1,595.35	14,835.15
Total Bangor Payroll			14,835.15	14,835.15

Camden National Bank

11/26	Email Backup	6152-00 · IT Services	12.00	12.00
11/26		6124-00 · Commissioner Retirement Plaqu	38.95	50.95
			50.95	50.95

Total Camden National Bank

Fowler, Amy

11/14	NACo Conference	6041-00 · Conferences	173.62	173.62
			173.62	173.62

Total Fowler, Amy

Haven, Lauren

11/14		6241-00 · Cell Phone	75.00	75.00
11/14		6235-00 · Supplies	0.00	75.00
11/14		6180-00 · Mileage & Travel Expense	0.00	75.00

Accrual Basis	Date	Memo	Account	Amount	Balance
Total Haven, Lauren Liberty Mutual Insurance	11/14		6215-00 · Postage-Shipping	22.00	97.00
	11/14		6173-00 · Monthly	33.75	130.75
				<u>130.75</u>	<u>130.75</u>
Total Liberty Mutual Insurance Lisa's White Flour Catering	11/14		5120-00 · Commercial, Crime, D&O Ins	57.08	57.08
				<u>57.08</u>	<u>57.08</u>
Total Lisa's White Flour Catering Maine Farm Bureau	11/14		6173-00 · Monthly	309.57	309.57
				<u>309.57</u>	<u>309.57</u>
Total Maine Farm Bureau MainePERS	11/26	Printed by MCCA	6195-00 · Office Space Rental	1,497.17	1,497.17
				<u>1,497.17</u>	<u>1,497.17</u>
Total MainePERS Ron Beaulieu & Co.	11/8		5040-00 · MainePERS Contributions	803.29	803.29
				<u>803.29</u>	<u>803.29</u>
Total Ron Beaulieu & Co. Spectrum Business/TWC	11/8		6013-00 · Financial Audit	500.00	500.00
				<u>500.00</u>	<u>500.00</u>
Total Spectrum Business/TWC Staples Credit Plan	11/8		6243-00 · Phone, Fax & Internet	179.69	179.69
				<u>179.69</u>	<u>179.69</u>
Total Staples Credit Plan Unlimited Technology	11/26		6235-00 · Supplies	38.91	38.91
				<u>38.91</u>	<u>38.91</u>
Total Unlimited Technology US Bank	11/8		6152-00 · IT Services	125.00	125.00
				<u>125.00</u>	<u>125.00</u>
Total US Bank Waldo County_	11/8		6153-00 · Photocopier Lease	296.75	296.75
	11/26		6153-00 · Photocopier Lease	439.95	736.70
				<u>736.70</u>	<u>736.70</u>
Total Waldo County_	11/14		6041-00 · Conferences	2,168.97	2,168.97
				<u>2,168.97</u>	<u>2,168.97</u>
TOTAL				<u>21,606.85</u>	<u>21,606.85</u>

Maine County Commissioners Association Transaction Detail by Account

November 2019

Accrual Basis

1000-00 · Bank and Cash Accounts

1010-00 · MCCA Checking-Savings Bank

Type	Date	Num	Name	Amount	Balance
Bill Pmt -Check	11/8	4050	MainePERS	-803.29	-803.29
Bill Pmt -Check	11/8	4051	Ron Beaulieu & Co.	-500.00	-1,303.29
Bill Pmt -Check	11/8	4052	Unlimited Technology	-125.00	-1,428.29
Bill Pmt -Check	11/8	EFT	US Bank	-296.75	-1,725.04
Bill Pmt -Check	11/8	EFT	Spectrum Business/TWC	-179.69	-1,904.73
Bill Pmt -Check	11/8	EFT	Bangor Payroll	-2,528.60	-4,433.33
Bill Pmt -Check	11/14	EFT	Liberty Mutual Insurance	-57.08	-4,490.41
Bill Pmt -Check	11/14	4053	Waldo County_	-2,168.97	-6,659.38
Bill Pmt -Check	11/14	4054	Fowler, Amy_	-173.62	-6,833.00
Bill Pmt -Check	11/14	4055	Lisa's White Flour Catering	-309.57	-7,142.57
Bill Pmt -Check	11/14	4056	Haven, Lauren	-130.75	-7,273.32
Deposit	11/14			608.95	-6,664.37
Bill Pmt -Check	11/15	EFT	Bangor Payroll	-2,518.23	-9,182.60
Bill Pmt -Check	11/22	EFT	Bangor Payroll	-2,518.23	-11,700.83
Bill Pmt -Check	11/26	4057	Maine Farm Bureau	-1,497.17	-13,198.00
Bill Pmt -Check	11/26	EFT	Camden National Bank	-50.95	-13,248.95
Bill Pmt -Check	11/26	EFT	US Bank	-439.95	-13,688.90
Bill Pmt -Check	11/26	4058	Staples Credit Plan	-38.91	-13,727.81
Bill Pmt -Check	11/29	EFT	Bangor Payroll	-4,751.86	-18,479.67
Deposit	11/30			2.11	-18,477.56
				-18,477.56	-18,477.56
Deposit	11/18			0.63	0.63
				0.63	0.63
				-18,476.93	-18,476.93
Payment	11/14		Knox County	-38.95	-38.95
Payment	11/14		Robinson, Kathy	-164.00	-202.95
Payment	11/14		Connection Public Sector	-58.00	-260.95
Payment	11/14		Hancock County	-39.00	-299.95
Payment	11/14		Waldo County	-78.00	-377.95
Payment	11/14		Franklin County	-55.00	-432.95
Payment	11/14		Smith, Linda	-82.00	-514.95

Total 1010-00 · MCCA Checking-Savings Bank

1020-00 · Money Market Account

Total 1020-00 · Money Market Account

Total 1000-00 · Bank and Cash Accounts

1300-00 · Receivables

Accrual Basis

Total 1300-00 - Receivables

1110-00 - Undeposited Funds

Type	Date	Num	Name	Amount	Balance
				-514.95	-514.95
Payment	11/14		Knox County	38.95	38.95
Payment	11/14		Robinson, Kathy	164.00	202.95
Payment	11/14		Connection Public Sector	58.00	260.95
Payment	11/14		Hancock County	39.00	299.95
Payment	11/14		Waldo County	78.00	377.95
Payment	11/14		Franklin County	55.00	432.95
Payment	11/14		Smith, Linda	82.00	514.95
Deposit	11/14		Knox County	-38.95	476.00
Deposit	11/14		Robinson, Kathy	-164.00	312.00
Deposit	11/14		Connection Public Sector	-58.00	254.00
Deposit	11/14		Hancock County	-39.00	215.00
Deposit	11/14		Waldo County	-78.00	137.00
Deposit	11/14		Franklin County	-55.00	82.00
Deposit	11/14		Smith, Linda	-82.00	0.00
				0.00	0.00

Total 1110-00 - Undeposited Funds

2000-00 - Accounts Payable

Bill	11/1	2019-44	Bangor Payroll	-2,518.23	-2,518.23
Bill	11/8		MainePERS	-803.29	-3,321.52
Bill Pmt -Check	11/8	4050	MainePERS	803.29	-2,518.23
Bill	11/8		Ron Beaulieu & Co.	-500.00	-3,018.23
Bill Pmt -Check	11/8	4051	Ron Beaulieu & Co.	500.00	-2,518.23
Bill	11/8		Unlimited Technology	-125.00	-2,643.23
Bill Pmt -Check	11/8	4052	Unlimited Technology	125.00	-2,518.23
Bill	11/8		US Bank	-296.75	-2,814.98
Bill Pmt -Check	11/8	EFT	US Bank	296.75	-2,518.23
Bill	11/8		Spectrum Business/TWC	-179.69	-2,697.92
Bill Pmt -Check	11/8	EFT	Spectrum Business/TWC	179.69	-2,518.23
Bill	11/8	2019-45	Bangor Payroll	-2,528.60	-5,046.83
Bill Pmt -Check	11/8	EFT	Bangor Payroll	2,528.60	-2,518.23
Bill	11/14		Liberty Mutual Insurance	-57.08	-2,575.31
Bill Pmt -Check	11/14	EFT	Liberty Mutual Insurance	57.08	-2,518.23
Bill	11/14		Waldo County_	-2,168.97	-4,687.20
Bill Pmt -Check	11/14	4053	Waldo County_	2,168.97	-2,518.23
Bill	11/14		Fowler, Amy_	-173.62	-2,691.85
Bill Pmt -Check	11/14	4054	Fowler, Amy_	173.62	-2,518.23
Bill	11/14		Lisa's White Flour Catering	-309.57	-2,827.80

Type	Date	Num	Name	Amount	Balance
Bill Pmt -Check	11/14	4055	Lisa's White Flour Catering	309.57	-2,518.23
Bill	11/14		Haven, Lauren	-130.75	-2,648.98
Bill Pmt -Check	11/14	4056	Haven, Lauren	130.75	-2,518.23
Bill	11/15	2019-46	Bangor Payroll	-2,518.23	-5,036.46
Bill Pmt -Check	11/15	EFT	Bangor Payroll	2,518.23	-2,518.23
Bill	11/20	2019-47	Bangor Payroll	-2,518.23	-5,036.46
Bill Pmt -Check	11/22	EFT	Bangor Payroll	2,518.23	-2,518.23
Bill	11/26		Maine Farm Bureau	-1,497.17	-4,015.40
Bill Pmt -Check	11/26	4057	Maine Farm Bureau	1,497.17	-2,518.23
Bill	11/26		Camden National Bank	-50.95	-2,569.18
Bill Pmt -Check	11/26	EFT	Camden National Bank	50.95	-2,518.23
Bill	11/26		US Bank	-439.95	-2,958.18
Bill Pmt -Check	11/26	EFT	US Bank	439.95	-2,518.23
Bill	11/26		Staples Credit Plan	-38.91	-2,557.14
Bill Pmt -Check	11/26	4058	Staples Credit Plan	38.91	-2,518.23
Bill	11/29	2019-48	Bangor Payroll	-4,751.86	-7,270.09
Bill Pmt -Check	11/29	EFT	Bangor Payroll	4,751.86	-2,518.23
				-2,518.23	-2,518.23

Total 2000-00 · Accounts Payable

2100-00 · Other Current Liabilities

2120-00 · MainePERS Employee Contribution

Bill	11/1	2019-44	Bangor Payroll	-203.54	-203.54
Bill	11/8	2019-45	Bangor Payroll	-193.17	-396.71
Bill	11/15	2019-46	Bangor Payroll	-203.54	-600.25
Bill	11/20	2019-47	Bangor Payroll	-203.54	-803.79
Bill	11/29	2019-48	Bangor Payroll	-203.54	-1,007.33
Bill	11/29	2019-48	Bangor Payroll	1,197.14	189.81
				189.81	189.81

Total 2120-00 · MainePERS Employee Contribution

2130-00 · Employee Health Insurance Contr

Bill	11/1	2019-44	Bangor Payroll	-47.46	-47.46
Bill	11/8	2019-45	Bangor Payroll	-47.46	-94.92
Bill	11/15	2019-46	Bangor Payroll	-47.46	-142.38
Bill	11/20	2019-47	Bangor Payroll	-47.46	-189.84
Bill	11/29	2019-48	Bangor Payroll	0.00	-189.84
Bill	11/29	2019-48	Bangor Payroll	0.03	-189.81
				-189.81	-189.81
				0.00	0.00

Total 2130-00 · Employee Health Insurance Contr

Total 2100-00 · Other Current Liabilities

4100-00 · Convention Income

4120-00 · Registration

Accrual Basis	Type	Date	Num	Name	Amount	Balance
Total 4120-00 · Registration	Deposit	11/14		Ulmer, Malcolm	-94.00	-94.00
					-94.00	-94.00
					-94.00	-94.00
Total 4100-00 · Convention Income					-0.63	-0.63
					-2.11	-2.74
					-2.74	-2.74
Total 4810-00 · Interest Earned						
5000-00 · Payroll Expenses						
5020-00 · Payroll Fees						
Total 5020-00 · Payroll Fees						
5030-00 · FICA						
Total 5030-00 · FICA						
5040-00 · MainePERS Contributions						
Total 5040-00 · MainePERS Contributions						
5050-00 · Salary-Office Manager						
5060-00 · Salary-Executive Director						

Accrual Basis					Type	Date	Num	Name	Amount	Balance
Total 5060-00 · Salary-Executive Director									7,976.75	7,976.75
Total 5000-00 · Payroll Expenses									14,661.07	14,661.07
5100-00 · Insurance										
5110-00 · Health Insurance										
Total 5110-00 · Health Insurance					Bill	11/29	2019-48	Bangor Payroll	977.37	977.37
5120-00 · Commercial, Crime, D&O Ins									977.37	977.37
Total 5120-00 · Commercial, Crime, D&O Ins					Bill	11/14		Liberty Mutual Insurance	57.08	57.08
Total 5100-00 · Insurance									57.08	57.08
6010-00 · Prof. Services									1,034.45	1,034.45
6013-00 · Financial Audit										
Total 6013-00 · Financial Audit					Bill	11/8		Ron Beaulieu & Co.	500.00	500.00
Total 6010-00 · Prof. Services									500.00	500.00
6040-00 · NACO Expenses									500.00	500.00
6041-00 · Conferences										
Total 6041-00 · Conferences					Bill	11/14		Waldo County	2,168.97	2,168.97
Total 6040-00 · NACO Expenses					Bill	11/14		Fowler, Amy	173.62	2,342.59
6110-00 · Convention Expense									2,342.59	2,342.59
6124-00 · Commissioner Retirement Plaques									2,342.59	2,342.59
Total 6124-00 · Commissioner Retirement Plaques					Bill	11/26		Camden National Bank	38.95	38.95
Total 6110-00 · Convention Expense									38.95	38.95
6150-00 · Equipment - Office									38.95	38.95
6152-00 · IT Services										
Total 6152-00 · IT Services					Bill	11/8		Unlimited Technology	125.00	125.00
6153-00 · Photocopier Lease					Bill	11/26		Camden National Bank	12.00	137.00
Total 6153-00 · Photocopier Lease									137.00	137.00
Total 6150-00 · Equipment - Office					Bill	11/8		US Bank	296.75	296.75
6170-00 · Meeting Expense					Bill	11/26		US Bank	439.95	736.70
6173-00 · Monthly									736.70	736.70
Total 6173-00 · Monthly									873.70	873.70

Accrual Basis	Type	Date	Num	Name	Amount	Balance
Total 6173-00 - Monthly	Bill	11/14		Lisa's White Flour Catering	309.57	309.57
	Bill	11/14		Haven, Lauren	33.75	343.32
Total 6170-00 - Meeting Expense					343.32	343.32
6180-00 - Mileage & Travel Expense					343.32	343.32
Total 6180-00 - Mileage & Travel Expense	Bill	11/14		Haven, Lauren	0.00	0.00
					0.00	0.00
6195-00 - Office Space Rental						
Total 6195-00 - Office Space Rental	Bill	11/26		Maine Farm Bureau	1,497.17	1,497.17
6215-00 - Postage-Shipping					1,497.17	1,497.17
Total 6215-00 - Postage-Shipping	Bill	11/14		Haven, Lauren	22.00	22.00
					22.00	22.00
6235-00 - Supplies						
Total 6235-00 - Supplies	Bill	11/14		Haven, Lauren	0.00	0.00
	Bill	11/26		Staples Credit Plan	38.91	38.91
6240-00 - Telephone, Fax & Internet					38.91	38.91
6241-00 - Cell Phone						
Total 6241-00 - Cell Phone	Bill	11/14		Haven, Lauren	75.00	75.00
6243-00 - Phone, Fax & Internet					75.00	75.00
Total 6243-00 - Phone, Fax & Internet	Bill	11/8		Spectrum Business/TWC	179.69	179.69
					179.69	179.69
Total 6240-00 - Telephone, Fax & Internet					254.69	254.69

Maine County Commissioners Association Profit & Loss Prev Year Comparison

November 2019

Accrual Basis

	Nov 2019	Nov 2018	\$ Change	% Change
Income				
4100-00 · Convention Income				
4120-00 · Registration	94.00	0.00	94.00	100.0%
Total 4100-00 · Convention Income	94.00	0.00	94.00	100.0%
4400-00 · Other Income	0.00	74.94	-74.94	-100.0%
4810-00 · Interest Earned	2.74	0.98	1.76	179.59%
Total Income	96.74	75.92	20.82	27.42%
Gross Profit	96.74	75.92	20.82	27.42%
Expense				
5000-00 · Payroll Expenses				
5020-00 · Payroll Fees	178.00	178.00	0.00	0.0%
5030-00 · FICA	958.63	919.96	38.67	4.2%
5040-00 · MainePERS Contributions	803.29	713.10	90.19	12.65%
5050-00 · Salary-Office Manager	4,744.40	4,610.65	133.75	2.9%
5060-00 · Salary-Executive Director	7,976.75	7,600.00	376.75	4.96%
Total 5000-00 · Payroll Expenses	14,661.07	14,021.71	639.36	4.56%
5100-00 · Insurance				
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%
Total 5100-00 · Insurance	1,034.45	996.62	37.83	3.8%
6010-00 · Prof. Services				
6013-00 · Financial Audit	500.00	0.00	500.00	100.0%
Total 6010-00 · Prof. Services	500.00	0.00	500.00	100.0%
6040-00 · NACO Expenses				
6041-00 · Conferences	2,342.59	0.00	2,342.59	100.0%
Total 6040-00 · NACO Expenses	2,342.59	0.00	2,342.59	100.0%
6110-00 · Convention Expense				
6124-00 · Commissioner Retirement Plaques	38.95	0.00	38.95	100.0%
Total 6110-00 · Convention Expense	38.95	0.00	38.95	100.0%
6150-00 · Equipment - Office				
6152-00 · IT Services	137.00	125.00	12.00	9.6%
6153-00 · Photocopier Lease	736.70	288.80	447.90	155.09%
Total 6150-00 · Equipment - Office	873.70	413.80	459.90	111.14%
6170-00 · Meeting Expense				
6173-00 · Monthly	343.32	311.37	31.95	10.26%
Total 6170-00 · Meeting Expense	343.32	311.37	31.95	10.26%
6180-00 · Mileage & Travel Expense	0.00	235.12	-235.12	-100.0%
6195-00 · Office Space Rental	1,497.17	1,497.17	0.00	0.0%
6215-00 · Postage-Shipping	22.00	20.00	2.00	10.0%
6235-00 · Supplies	38.91	20.07	18.84	93.87%

Accrual Basis

	Nov 2019	Nov 2018	\$ Change	% Change
6240-00 · Telephone, Fax & Internet				
6241-00 · Cell Phone	75.00	975.00	-900.00	-92.31%
6243-00 · Phone, Fax & Internet	179.69	168.43	11.26	6.69%
Total 6240-00 · Telephone, Fax & Internet	254.69	1,143.43	-888.74	-77.73%
Total Expense	21,606.85	18,659.29	2,947.56	15.8%

M.C.C.A.

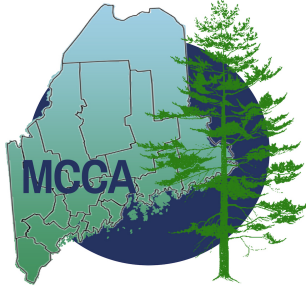
Thomas Coward, President
Cumberland County

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, November 15, 2019

Welcome Meeting Attendees:

Barbara Arseneau, Linda Corliss, Lauren Haven, Diana Messina, Abby Shanor, and Owen Smith.

The 2019 Convention in Review:

The group looked at the participant statistics, evaluation form results and vendor feedback. Conversations included what worked and what didn't work at this event and how obstacles might be overcome in the future. Attendees viewed the "thank you" cards sent to vendors and speakers before continuing to the financial profit and loss report. The group was pleased with the net revenue from the event although it would not guarantee a similar outcome at any other conferences.

2020 Convention Brainstorming

Attendees reviewed the proposed 2020 budget which is likely to be very similar to the adopted convention budget for 2019. The group discussed ideas for Sunday River including group activities and educational sessions based on attendance from this and prior years.

Future Convention Locations

The Committee has been charged with researching and recommending three venues to rotate future conventions. There was some conversation about narrowing down the list of prospects and visiting locations this year.

The Committee set the next meeting for December 20th at 10:00 am at the MCCA offices.

