

M.C.C.A.

Stephen Gorden, President
Cumberland County

Brian Hobart, Vice President
Sagadahoc County

Norm Fournier, Secretary-Treasurer
Aroostook County

Lauren Haven
Administrator



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MAINE COUNTY COMMISSIONERS ASSOCIATION Board of Directors' Meeting Agenda December 8, 2021 @ 10:00 am **via Zoom**

1. Call to Order: Roll Call
2. Attendance: Phone attendees will be requested to introduce themselves.
3. Approval of the Agenda
4. **Consent Agenda:**
 - 4.1. **Approval of the Minutes**
 - 4.2. **Officer Reports:**
 - 4.2.1. **Finance**
 - 4.2.1.1. **Financial Report - Lauren Haven**
 - 4.2.1.2. **Treasurer: Norm Fournier**
5. **Officer Reports:**
 - 5.1. **Budget and Finance Committee – Norm Fournier, Chair**
 - 5.1.1. **Presentation of the MCCA 2022 ANNUAL BUDGET**
 - 5.1.2. **Acceptance of the changes to the Purchasing Policy and the Financial Management and Investment Policy.**
 - 5.2. **NACo: Peter Baldacci & Sharyn Pohlman – Updates on Federal legislation, national programs, and resources**

5.2.1. President Report:

5.2.2. Announcements: **Heads Up:** OSHA's Covid 19 vaccine policy has been suspended but that does not mean that the State's CDC vaccination requirements are not in effect.

5.2.3. Appointing (drafting) the Nomination committee: Norm Fournier, chair, William Blodget, Richard Dutremble, Brian Hobart

6. Committee Reports

6.1. Standing Committees:

6.2. Legislative Policy Committee – Brian Hobart, Chair, **Start regular meetings again?**

6.2.1.1. James Cohen, Verrill Dana

6.2.1.1.1. Legislative Update

6.2.2. Affiliate Organization Committee Reports - recognize those in attendance or submitted information

6.3. MCCA Staff Reporting – Admin. Lauren Haven

Happy Holidays: Merry Christmas, Happy Hanukkah, Happy Kwanzaa, Rohatsu, Yule Solstice... & Happy New Year

7. Adjournment

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MAINE COUNTY COMMISSIONERS ASSOCIATION

Board of Directors' Meeting Minutes

November 10th, 2021 @ 10:00 am via Zoom

1. Call to Order: Roll Call

MCCA President Steve Gorden called the meeting to order at approximately 10:00 am. Attendees announced themselves.

2. Attendance: Phone attendees introduced themselves.

DIRECTORS PRESENT:

Androscoggin – Comm. Roland Poirier
Aroostook – Comm. Norman Fournier
Cumberland – Comm. Steve Gorden
Hancock – Admin. Scott Adkins Proxy for Comm. William Clark
Kennebec – Comm. Patsy Crockett proxy for Comm. George Jabar
Knox – Comm. Sharyn Pohlman
Lincoln – Comm. William Blodgett
Penobscot – Comm. Peter Baldacci
Piscataquis – Comm. Wayne Erkinen
Sagadahoc – Comm. Brian Hobart
Somerset – Admin. Dawn DiBlasi proxy for Comm. Newell Graf
Waldo – Comm. Betty Johnson
Washington – Comm. Chris Gardner
York – Comm. Richard Dutremble

OTHERS PRESENT:

Cumberland – Manager Jim Gailey
Lincoln – Admin. Carrie Kipfer
Piscataquis – Mike Williams
Sagadahoc – Admin. Bill Post
Risk Pool Manager – Malcolm Ulmer
Lobbyists – Jim Cohen and Clara McConnell
Maine Registers of Probate Assoc. (MRPA) – Kathleen Ayers

DIRECTORS ABSENT:

Hancock – Comm. William Clark
Kennebec – Comm. George Jabar
Oxford – Comm. Steven Merrill
Somerset – Comm. Newell Graf

STAFF PRESENT:

Administrator – Lauren Haven

3. Approval of the Agenda

President Steve Gorden asked if there were any additions to the agenda. Seeing none, he requested a motion to approve the agenda as written. Comm. Baldacci **moved** to approve the agenda, **seconded** by Comm. Hobart, and the motion **passed**.

4. Consent Agenda:

4.1. Approval of the Minutes

4.2. Officer Reports:

4.2.1. Finance

4.2.1.1. Financial Report - Lauren Haven

4.2.1.2. Treasurer: Norm Fournier

Comments about the state of MCCA finances

President Steve Gorden requested a motion to move the consent agenda items as previously announced. Comm. Hobart **moved** to approve the consent agenda which includes the agenda, minutes, and financials. The motion was **seconded** by Comm. Fournier, and the motion **passed** with no objections.

5. Officer Reports:

5.1. Budget and Finance Committee – Norm Fournier, Chair

Comm. Fournier reported the Budget and Finance Committee would be meeting on November 19th to review and discuss items in the budget for 2022 as well as the formula for assessing membership dues. The Committee is expected to make their budget recommendations at the December meeting for consideration and approval at the January General Membership Meeting. The group will also work on the changes to the MCCA Purchasing Policy and the Financial Management and Investment Policy and present the drafts to the Board of Directors.

5.2. NACo: Peter Baldacci & Sharyn Pohlman – Updates on Federal legislation, national programs, and resources

President - Announcements: Heads Up: The OSHA's vaccine/testing mandate has been created. Within 30 days from November 4th, organizations that receive federal funds and/or have 100 employees or more must have developed a policy which indicates how they will carry out the vaccine mandate and the weekly covid 19 testing protocols. Those protocols are to be implemented by January 4th; there is a potential \$14,000 fine for each incident violation. State OSHA will run the program.

Comm. Baldacci reported NACo will be a clearing house for information about the OSHA vaccine and testing mandate as well as the ARPA program updates and the latest COVID-19 rules as they develop.

The winter NACo meeting is not typically attended by MCCA representatives, so the next meeting will be in February for the Legislative Conference in Washington D.C.

Comm. Pohlman reported Knox County was in the process of allocating the anticipated ARPA funds. Peter Marchesi is assisting Knox County in the process as there are many factors to be considered, and there has been a great deal of concern and controversy over the use of the ARPA funds among the towns with regard to the budget committee, the interpretation of the county charter, and state statute. Comm. Blodgett remarked the budget committee is only advisory in some cases. Note: ARPA funds should not replace items in the budget. The Knox County Commissioners wrote a letter to the citizens of Knox County. The letter may be helpful to others. She will send the letter to Lauren for distribution.

Comm. Gorden said counties would need to develop policy for vaccine mandate and testing protocols. Noncompliance would incur fines. Admin. Dawn DiBlasi asked if the Risk Pool would create a standard policy for counties to adopt. Comm. Fournier said there will be a webinar in a couple of weeks. The Risk Pool is working with legal counsel.

Comm. Gorden mentioned that MSA might be requesting funding for Jail standards and requirements. He will bring information about it to the Board for consideration at a later date.

The Nominating Committee will be appointed to recommend MCCA officers for 2022 at the general membership meeting in January.

6. Committee Reports

6.1. Standing Committees:

6.1.1. Legislative Policy Committee – Brian Hobart, Chair,

6.1.1.1. Presentation By the Honorable Jarrod Crockett and/or Judge Libby Mitchell regarding the potential transfer of the elected Probate Judge position to the State Judiciary Court system.

Both judges were unavailable to attend this meeting. Probate Registrar Kathy Ayers said a bill like this one is introduced every couple of years. This bill would leave registers in place and the bulk of the fees would stay in the county. Comm. Baldacci said this would make the probate judges state judges, so the state would pay their salaries and benefits. Scott Adkins said this would be similar to what's happening with DA's office. It's likely Governor Mills will veto the bill if it costs too much. Barbara Cardone of Penobscot County sponsored this bill, but it's unclear how many people are on board with it. Generally, most counties have a good relationship with their probate judge. If there are issues with one county, this is not a good way to fix the problem. Comm. Baldacci said longstanding Penobscot Probate Judge, Allan Woodcock, was replaced by Amy Faircloth who is very involved and doing a great job. Furthermore, it's not just about the money, people would lose the right to elect. Officials in appointed positions can have issues as well. Ms. Ayers stated there's a lapse between filing and getting answers. Having judges work part time is not enough to meet the demand of the workload.

6.1.1.2. James Cohen, Verrill Dana

6.1.1.2.1. Legislative Update

6.1.1.2.2. Presentation on the creation of a Public Power Utility

James Cohen presented, *"Government-Controlled Power Promises vs. Realities"* in which he named several key issues raised by government-controlled power: rates, service quality, costs of government takeover, local tax impacts, and climate change to name a few. An important take-away from the presentation is that other places attempting a similar takeover have not been successful. One of many problems is that government-controlled and cooperative utilities do not have shareholders leaving ratepayers of such utilities solely responsible for any "imprudent" or "extraordinary" costs. Jim will send the presentation slides to Lauren for distribution. Comm. Hobart thanked Jim for the wonderful presentation. Note: Maine Municipal Association was initially opposed to the take-over, but now is neither for nor against. Comm. Gardner said the presentation was tremendously eye opening. It works in theory, but theory rarely works in practice. We need to speak collectively. Not doing so would be a disservice to the people and could be disastrous. Comm. Gorden stated there are communities dependent on property tax income. This would greatly harm those individual municipalities. The Portland Press Herald reported a likely double digit energy rate increase; they were talking 60% to 80% possible. Scott Adkins said there was conversation on the radio indicating that it might be a bit high for the first run, predicting 30% to 50%, but more is coming.

Jim Cohen said Probate Judge Jarrod Crockett had been supportive of the change to appointed judges. The concern was State appointed probate Judges would then have authority over elected registrars, so he is no longer supportive of the change.

Regarding jail funding and the distribution of funds, ideally the Governor needs to fix this problem.

Comm. Gorden asked Clara about the status of the bill which were carried over. These may be with a policy committee, but if they need to be funded by state, the bills go to the Appropriations Committee. Many of these bills don't have funding yet. Comm. Gardner said Judiciary would have to reassess the bill, LD 272 *"An Act To Establish Separate Prosecutorial Districts in Downeast Maine"* Sponsored by Representative William Tuell. Clara said the bill is still alive.

6.1.2. Affiliate Organization Committee Reports - recognize those in attendance or submitted information

MRPA - Kathy Ayers: The association is working on several challenges including the previously discussed topic of the state appointed probate judges. Comm. Fournier said it is important to restate we are in opposition of any state

takeovers. It's the tip of the iceberg. Comm. Gorden said we should resurrect any testimony or letter we submitted and do it again. Comm. Gardner said he couldn't agree more; we need to be united and fight it tooth and nail.

MSA – Admin. Dawn DiBlasi reported the Somerset Sheriff Dale Lancaster was documenting the significant cost associated overreach. Comm. Pohlman said the more we work together the more we can accomplish.

6.2. MCCA Staff Reporting – Admin. Lauren Haven

7. New Business: Don Durrah / Presentation on using ARPR funding for radio communication center improvements

County Admin. Donald Durrah walked the group through his, "*Presentation to MCCA: ARPA Funds for Radio System*" explaining how Oxford County was able to use their ARPA Funding for their Communications Center. He stated the system was strained before the pandemic. The radio system needed to be replaced and they believed it was the perfect use for the ARPA funding. It was crucial to be able to handle heightened call volume and to increase the efficiency of the entire system.

Everyone thanked Don for putting the presentation together. It was very helpful for other counties to see the steps taken. This is the way to do it. Admin Scott Adkins said specifically "spatial needs" allow expansions to qualify for the use of the funding. Admin. Carrie Kipfer said Lincoln County was putting in new dispatch consoles as an upgrade to the environment. All agreed we should continue to share information about projects.

8. Adjournment

MCCA President Steve Gorden invited a ***motion*** to adjourn at approximately 11:40 p.m. Comm. Fournier made the ***motion*** seconded by Comm. Hobart, and the ***motion*** to adjourn was ***approved***.

Respectfully submitted,



MCCA Administrator, Lauren Haven

Attested:

MCCA Secretary-Treasurer, Comm. Norman Fournier

MAINE COUNTY COMMISSIONERS ASSOCIATION

November 2021 Financial Report

Attached please find the financial reports for the month of November 2021. The Balance Sheet shows total assets and liabilities at \$142,186.89. This amount includes \$12,455 from the money market account MCCA established for MainePERS employer contributions.

Debits to the bank account in November totaled \$16,232.85, and \$919.62 was credited to the checking account. The debits were from normal operating expenses during the month and the credit was from the interest on our checking account and a quarterly payment for the endorsement of the NACo Public Retirement program.

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 contact me with any questions and please let me know if you would like to see anything presented differently in the financial reports.

Respectfully submitted,



Lauren Haven
Administrator

Accepted by:

Date: December 8th, 2021

Norman Fournier, Secretary-Treasurer

Maine County Commissioners Association
Balance Sheet (accrual)
As of November 30, 2021

	November 2021
ASSETS	
Current Assets	
Checking/Savings	
1000-00 · Bank and Cash Accounts	
1010-00 · MCCA Checking-Savings Bank	105,730.65
1020-00 · Money Market Account	12,455.24
1030-00 · Petty Cash Account	200.00
Total 1000-00 · Bank and Cash Accounts	118,385.89
Total Checking/Savings	118,385.89
Accounts Receivable	
1300-00 · Receivables	23,811.00
Total Accounts Receivable	23,811.00
Total Current Assets	142,196.89
TOTAL ASSETS	142,196.89
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000-00 · Accounts Payable	-45.94
Total Accounts Payable	-45.94
Other Current Liabilities	
2100-00 · Other Current Liabilities	
2120-00 · MainePERS Employee Contribution	304.00
Total 2100-00 · Other Current Liabilities	304.00
Total Other Current Liabilities	304.00
Total Current Liabilities	258.06
Total Liabilities	258.06
Equity	
3000-00 · Equity Accounts	
3020-00 · Fund Balance to Current Yr Inc	-86,023.06
Total 3000-00 · Equity Accounts	-86,023.06
3100-00 · Earnings	200,726.96
Net Income	27,234.93
Total Equity	141,938.83
TOTAL LIABILITIES & EQUITY	142,196.89

Maine County Commissioners Association
Reconciliation Summary
1020-00 · Money Market Account, Period Ending 11/18/21

	November 2021
Beginning Balance	12,454.71
Cleared Transactions	
Deposits and Credits - 1 item	0.53
Total Cleared Transactions	0.53
Cleared Balance	12,455.24
Register Balance as of 11/18/21	12,455.24
Ending Balance	12,455.24

Maine County Commissioners Association

Reconciliation Summary

1010-00 · MCCA Checking-Savings Bank, Period Ending 11/30/21

	November 2021
Beginning Balance	133,204.73
Cleared Transactions	
Checks and Payments - 17 items	-16,232.85
Deposits and Credits - 2 items	919.62
Total Cleared Transactions	-15,313.23
Cleared Balance	117,891.50
Uncleared Transactions	
Checks and Payments - 8 items	-12,160.85
Total Uncleared Transactions	-12,160.85
Register Balance as of 11/30/21	105,730.65
Ending Balance	105,730.65

Maine County Commissioners Association

Reconciliation Detail

1010-00 · MCCA Checking-Savings Bank, Period Ending 11/30/21

	Type	Date	Name	Amount	Balance
Beginning Balance					133,204.73
Cleared Transactions					
Checks and Payments - 17 items					
	Bill Pmt -Check	8/28	Maine Farm Bureau	-1,497.17	-1,497.17
	Bill Pmt -Check	9/30	Maine Farm Bureau	-1,497.17	-2,994.34
	Bill Pmt -Check	10/28	Verrill	-4,500.00	-7,494.34
	Bill Pmt -Check	10/28	Maine Farm Bureau	-1,497.17	-8,991.51
	Bill Pmt -Check	10/28	Haven, Lauren	-75.00	-9,066.51
	Bill Pmt -Check	10/28	Camden National Bank	-38.95	-9,105.46
	Bill Pmt -Check	11/5	Bangor Payroll	-996.94	-10,102.40
	Bill Pmt -Check	11/12	Bangor Payroll	-996.94	-11,099.34
	Bill Pmt -Check	11/12	MainePERS	-785.36	-11,884.70
	Bill Pmt -Check	11/12	Spectrum Business/TWC	-180.89	-12,065.59
	Bill Pmt -Check	11/12	Technology Solutions	-100.00	-12,165.59
	Bill Pmt -Check	11/12	Liberty Mutual Insurance	-59.00	-12,224.59
	Bill Pmt -Check	11/19	Bangor Payroll	-996.94	-13,221.53
	Bill Pmt -Check	11/26	Bangor Payroll	-2,200.76	-15,422.29
	Bill Pmt -Check	11/30	US Bank	-398.93	-15,821.22
	Bill Pmt -Check	11/30	Camden National Bank	-311.63	-16,132.85
	Bill Pmt -Check	11/30	Technology Solutions	-100.00	-16,232.85
Total Checks and Payments				-16,232.85	-16,232.85
Deposits and Credits - 2 items					
	Deposit	11/22		916.59	916.59
	Deposit	11/30		3.03	919.62
Total Deposits and Credits				919.62	919.62
Total Cleared Transactions				-15,313.23	-15,313.23
Cleared Balance				-15,313.23	117,891.50
Uncleared Transactions					
Checks and Payments - 8 items					
	Bill Pmt -Check	10/24	Treasurer, State Of Maine	-100.00	-100.00
	Bill Pmt -Check	2/26	Maine Farm Bureau	-1,497.17	-1,597.17
	Bill Pmt -Check	3/26	Maine Farm Bureau	-1,497.17	-3,094.34
	Bill Pmt -Check	4/29	Maine Farm Bureau	-1,497.17	-4,591.51
	Bill Pmt -Check	7/26	Maine Farm Bureau	-1,497.17	-6,088.68
	Bill Pmt -Check	11/30	Verrill	-4,500.00	-10,588.68
	Bill Pmt -Check	11/30	Maine Farm Bureau	-1,497.17	-12,085.85
	Bill Pmt -Check	11/30	Haven, Lauren	-75.00	-12,160.85
Total Checks and Payments				-12,160.85	-12,160.85
Total Uncleared Transactions				-12,160.85	-12,160.85
Register Balance as of 11/30/21				-27,474.08	105,730.65
Ending Balance				-27,474.08	105,730.65

Maine County Commissioners Association
Profit & Loss Budget vs. Actual
January through November 2021

	Accrual Basis	2021 Budget	Nov 2021	Jan - Nov 2021	\$ Over Budget	% of Budget
Income						
4100-00 · Convention Income						
4110-00 · Plaques		400			-400	
4120-00 · Registration		26,000			-26,000	
4130-00 · Sponsorship		10,000			-10,000	
4140-00 · Vendor		9,000			-9,000	
Total 4100-00 · Convention Income		45,400			-45,400	
4300-00 · Dues		148,354		148,353	-1	100%
4400-00 · Other Income		10,000	917	7,212	-2,788	72%
4500-00 · NACo Roster		500			-500	
4600-00 · MCCA Risk Pool Assesssment		24,063	22,811	22,811	-1,252	95%
4810-00 · Interest Earned		100	4	51	-49	51%
Total Income		228,417	23,732	178,427	-49,990	78%
Gross Profit		228,417	23,732	178,427	-49,990	78%
Expense						
5000-00 · Payroll Expenses						
5020-00 · Payroll Fees		2,000	140	1,654	-346	83%
5030-00 · FICA		4,031	295	3,502	-529	87%
5040-00 · MainePERS Contributions		4,215	405	3,779	-436	90%
5050-00 · Salary-Administrator		52,695	4,054	47,895	-4,800	91%
Total 5000-00 · Payroll Expenses		62,941	4,894	56,830	-6,111	90%
5100-00 · Insurance						
5110-00 · Health Insurance		12,651	1,007	11,074	-1,577	88%
5120-00 · Commercial, Crime, D&O Ins		2,070	59	2,045	-25	99%
5130-00 · Workers Comp		550		390	-160	71%
5140-00 · Unemployment Comp Ins		240		273	33	114%
Total 5100-00 · Insurance		15,511	1,066	13,782	-1,729	89%
6010-00 · Prof. Services						
6012-00 · Prof Services - Legal Services		500		13	-487	3%
6013-00 · Financial Audit		4,000		2,500	-1,500	63%
Total 6010-00 · Prof. Services		4,500		2,513	-1,987	56%
6030-00 · Lobbying						
6032-00 · Lobbying - Contractual		54,000	4,500	49,900	-4,100	92%
Total 6030-00 · Lobbying		54,000	4,500	49,900	-4,100	92%
6040-00 · NACO Expenses						
6041-00 · Conferences		5,465		790	-4,675	14%
Total 6040-00 · NACO Expenses		5,465		790	-4,675	14%
6050-00 · Education and Training		600	300	300	-300	50%
6100-00 · Bank Charges		50			-50	
6110-00 · Convention Expense						

	2021	Nov	Jan - Nov	\$ Over	% of
Accrual Basis	Budget	2021	2021	Budget	Budget
6113-00 · Entertainment/Speakers	6,500			-6,500	
6114-00 · MCCA Staff Registration Expense	500			-500	
6118-00 · Meeting Exp.	32,500			-32,500	
6121-00 · Supplies	300			-300	
6124-00 · Commissioner Retirement Plaques	400			-400	
Total 6110-00 · Convention Expense	40,200			-40,200	
6140-00 · Copies-Printing					
6142-00 · Directory	100		100		100%
Total 6140-00 · Copies-Printing	100		100		100%
6145-00 · Dues Expense	600		625	25	104%
6150-00 · Equipment - Office					
6151-00 · Computer Hardware & Software	300		105	-195	35%
6152-00 · IT Services	1,800	212	1,479	-321	82%
6153-00 · Photocopier Lease	4,500	399	4,279	-221	95%
6154-00 · Printer & Supplies	800		364	-436	46%
6156-00 · Other	400			-400	
Total 6150-00 · Equipment - Office	7,800	611	6,227	-1,573	80%
6160-00 · Fees	100		35	-65	35%
6170-00 · Meeting Expense					
6171-00 · Annual Meeting	1,000			-1,000	
6172-00 · County Officials' Workshop	5,000			-5,000	
6173-00 · Monthly	3,600		150	-3,450	4%
6175-00 · Meetings - Other	2,000			-2,000	
Total 6170-00 · Meeting Expense	11,600		150	-11,450	1%
6180-00 · Mileage & Travel Expense	300			-300	
6195-00 · Office Space Rental	19,000	1,497	16,469	-2,531	87%
6215-00 · Postage-Shipping	150		174	24	116%
6230-00 · Advertising	100			-100	
6235-00 · Supplies	1,000		70	-930	7%
6240-00 · Telephone, Fax & Internet					
6241-00 · Cell Phone	900	75	825	-75	92%
6243-00 · Phone, Fax & Internet	2,800	181	2,261	-539	81%
Total 6240-00 · Telephone, Fax & Internet	3,700	256	3,086	-614	83%
6250-00 · Website	200		144	-56	72%
6260-00 · Contingency	500			-500	
Total Expense	228,417	13,124	151,195	-77,222	66%

Maine County Commissioners Association

Expenses by Vendor Detail

November 2021

Accrual Basis	Type	Date	Memo	Account	Amount	Balance
Bangor Payroll						
	Bill	11/5	Administrator's Salary	5050-00 · Salary-Administrator	1,013.39	1,013.39
	Bill	11/5	Taxes	5030-00 · FICA	73.83	1,087.22
	Bill	11/5	Processing fee	5020-00 · Payroll Fees	34.00	1,121.22
	Bill	11/12	Administrator's Salary	5050-00 · Salary-Administrator	1,013.39	2,134.61
	Bill	11/12	Taxes	5030-00 · FICA	73.83	2,208.44
	Bill	11/12	Processing fee	5020-00 · Payroll Fees	34.00	2,242.44
	Bill	11/19	Administrator's Salary	5050-00 · Salary-Administrator	1,013.39	3,255.83
	Bill	11/19	Taxes	5030-00 · FICA	73.83	3,329.66
	Bill	11/19	Processing fee	5020-00 · Payroll Fees	34.00	3,363.66
	Bill	11/26	Administrators Salary	5050-00 · Salary-Administrator	1,013.39	4,377.05
	Bill	11/26	Taxes	5030-00 · FICA	73.83	4,450.88
	Bill	11/26	Processing fee	5020-00 · Payroll Fees	38.00	4,488.88
	Bill	11/26	ER Health Insurance Contributions	5110-00 · Health Insurance	1,006.70	5,495.58
Total Bangor Payroll					5,495.58	5,495.58
Camden National Bank						
	Bill	11/30	Email Backup	6152-00 · IT Services	12.00	12.00
	Bill	11/30	Newspaper Subsc	6050-00 · Education and Training	205.73	217.73
	Bill	11/30	Newspaper Subsc	6050-00 · Education and Training	93.90	311.63
Total Camden National Bank					311.63	311.63
Haven, Lauren						
	Bill	11/30		6241-00 · Cell Phone	75.00	75.00
Total Haven, Lauren					75.00	75.00
Liberty Mutual Insurance						
	Bill	11/12		5120-00 · Commercial, Crime, D&O Ins	59.00	59.00
Total Liberty Mutual Insurance					59.00	59.00
Maine Farm Bureau						
	Bill	11/30	Printed by MCCA	6195-00 · Office Space Rental	1,497.17	1,497.17
Total Maine Farm Bureau					1,497.17	1,497.17
MainePERS						

Accrual Basis	Type	Date	Memo	Account	Amount	Balance
	Bill	11/12		5040-00 · MainePERS Contributions	405.36	405.36
Total MainePERS				405.36	405.36	
Spectrum Business/TWC						
	Bill	11/12		6243-00 · Phone, Fax & Internet	180.89	180.89
Total Spectrum Business/TWC				180.89	180.89	
Technology Solutions						
	Bill	11/12		6152-00 · IT Services	100.00	100.00
	Bill	11/30		6152-00 · IT Services	100.00	200.00
Total Technology Solutions						
US Bank						
	Bill	11/30		6153-00 · Photocopier Lease	398.93	398.93
Total US Bank						
Verrill						
	Bill	11/30	Lobbying Services	6032-00 · Lobbying - Contractual	4,500.00	4,500.00
Total Verrill				4,500.00	4,500.00	

Maine County Commissioners Association
Transaction Detail by Account
November 2021

Accrual Basis	Type	Date	Name	Memo	Amount	Balance
1000-00 · Bank and Cash Accounts						
1010-00 · MCCA Checking-Savings Bank						
	Bill Pmt -Check	11/5	Bangor Payroll	Payroll for week 10/25to 10/31/21	-996.94	-996.94
	Bill Pmt -Check	11/12	Liberty Mutual Insurance		-59.00	-1,055.94
	Bill Pmt -Check	11/12	MainePERS		-785.36	-1,841.30
	Bill Pmt -Check	11/12	Spectrum Business/TWC		-180.89	-2,022.19
	Bill Pmt -Check	11/12	Technology Solutions		-100.00	-2,122.19
	Bill Pmt -Check	11/12	Bangor Payroll	Payroll for week 11/1 to 11/7/21	-996.94	-3,119.13
	Bill Pmt -Check	11/19	Bangor Payroll	Payroll for week 11/8 to 11/14/21	-996.94	-4,116.07
	Deposit	11/22		Deposit	916.59	-3,199.48
	Bill Pmt -Check	11/26	Bangor Payroll	Payroll for week 11/15 to 11/21/21	-2,200.76	-5,400.24
	Bill Pmt -Check	11/30	Maine Farm Bureau	Printed by MCCA	-1,497.17	-6,897.41
	Bill Pmt -Check	11/30	Haven, Lauren		-75.00	-6,972.41
	Bill Pmt -Check	11/30	Verrill		-4,500.00	-11,472.41
	Bill Pmt -Check	11/30	Camden National Bank		-311.63	-11,784.04
	Bill Pmt -Check	11/30	US Bank		-398.93	-12,182.97
	Bill Pmt -Check	11/30	Technology Solutions		-100.00	-12,282.97
	Deposit	11/30		Interest	3.03	-12,279.94
Total 1010-00 · MCCA Checking-Savings Bank					-12,279.94	-12,279.94
1020-00 · Money Market Account						
	Deposit	11/18		Interest	0.53	0.53
Total 1020-00 · Money Market Account					0.53	0.53
Total 1000-00 · Bank and Cash Accounts					-12,279.41	-12,279.41
1300-00 · Receivables						
	Invoice	11/16	MCCA Risk Management Pool		22,811.00	22,811.00
Total 1300-00 · Receivables					22,811.00	22,811.00
2000-00 · Accounts Payable						
	Bill	11/5	Bangor Payroll	Payroll for week 10/25to 10/31/21	-996.94	-996.94
	Bill Pmt -Check	11/5	Bangor Payroll	Payroll for week 10/25to 10/31/21	996.94	0.00
	Bill	11/12	MainePERS		-785.36	-785.36
	Bill	11/12	Liberty Mutual Insurance		-59.00	-844.36
	Bill	11/12	Technology Solutions		-100.00	-944.36
	Bill	11/12	Spectrum Business/TWC		-180.89	-1,125.25
	Bill Pmt -Check	11/12	Liberty Mutual Insurance		59.00	-1,066.25
	Bill Pmt -Check	11/12	MainePERS		785.36	-280.89
	Bill Pmt -Check	11/12	Spectrum Business/TWC		180.89	-100.00

Accrual Basis	Type	Date	Name	Memo	Amount	Balance
	Bill Pmt -Check	11/12	Technology Solutions		100.00	0.00
	Bill	11/12	Bangor Payroll	Payroll for week 11/1 to 11/7/21	-996.94	-996.94
	Bill Pmt -Check	11/12	Bangor Payroll	Payroll for week 11/1 to 11/7/21	996.94	0.00
	Bill	11/19	Bangor Payroll	Payroll for week 11/8 to 11/14/21	-996.94	-996.94
	Bill Pmt -Check	11/19	Bangor Payroll	Payroll for week 11/8 to 11/14/21	996.94	0.00
	Bill	11/26	Bangor Payroll	Payroll for week 11/15 to 11/21/21	-2,200.76	-2,200.76
	Bill Pmt -Check	11/26	Bangor Payroll	Payroll for week 11/15 to 11/21/21	2,200.76	0.00
	Bill	11/30	Maine Farm Bureau	Printed by MCCA	-1,497.17	-1,497.17
	Bill Pmt -Check	11/30	Maine Farm Bureau	Printed by MCCA	1,497.17	0.00
	Bill	11/30	Haven, Lauren		-75.00	-75.00
	Bill Pmt -Check	11/30	Haven, Lauren		75.00	0.00
	Bill	11/30	Verrill		-4,500.00	-4,500.00
	Bill Pmt -Check	11/30	Verrill		4,500.00	0.00
	Bill	11/30	Camden National Bank		-311.63	-311.63
	Bill Pmt -Check	11/30	Camden National Bank		311.63	0.00
	Bill	11/30	US Bank		-398.93	-398.93
	Bill Pmt -Check	11/30	US Bank		398.93	0.00
	Bill	11/30	Technology Solutions		-100.00	-100.00
	Bill Pmt -Check	11/30	Technology Solutions		100.00	0.00
Total 2000-00 · Accounts Payable					0.00	0.00
2100-00 · Other Current Liabilities						
2120-00 · MainePERS Employee Contribution						
	Bill	11/5	Bangor Payroll	Employee Contribution	-76.00	-76.00
	Bill	11/12	MainePERS		380.00	304.00
	Bill	11/12	Bangor Payroll	Employee Contribution	-76.00	228.00
	Bill	11/19	Bangor Payroll	Employee Contribution	-76.00	152.00
	Bill	11/26	Bangor Payroll	EE MEPERS Retirement Contributions	-76.00	76.00
Total 2120-00 · MainePERS Employee Contribution					76.00	76.00
2130-00 · Employee Health Insurance Contr						
	Bill	11/5	Bangor Payroll	EE Health Insurance Contributions	-48.28	-48.28
	Bill	11/12	Bangor Payroll	EE Health Insurance Contributions	-48.28	-96.56
	Bill	11/19	Bangor Payroll	EE Health Insurance Contributions	-48.28	-144.84
	Bill	11/26	Bangor Payroll	EE Health Insurance Contributions	193.06	48.22
	Bill	11/26	Bangor Payroll	EE Health Insurance Contributions	-48.22	0.00
Total 2130-00 · Employee Health Insurance Contr					0.00	0.00
Total 2100-00 · Other Current Liabilities					76.00	76.00
4400-00 · Other Income						
	Deposit	11/22	NACo PEB, LLC	Deposit	-916.59	-916.59
Total 4400-00 · Other Income					-916.59	-916.59

Accrual Basis	Type	Date	Name	Memo	Amount	Balance
4600-00 · MCCA Risk Pool Assessment						
	Invoice	11/16	MCCA Risk Management Pool	MCCA Risk Pool Assessment	-22,811.00	-22,811.00
Total 4600-00 · MCCA Risk Pool Assessment					-22,811.00	-22,811.00
4810-00 · Interest Earned						
	Deposit	11/18		Interest	-0.53	-0.53
	Deposit	11/30		Interest	-3.03	-3.56
Total 4810-00 · Interest Earned					-3.56	-3.56
5000-00 · Payroll Expenses						
5020-00 · Payroll Fees						
	Bill	11/5	Bangor Payroll	Processing fee	34.00	34.00
	Bill	11/12	Bangor Payroll	Processing fee	34.00	68.00
	Bill	11/19	Bangor Payroll	Processing fee	34.00	102.00
	Bill	11/26	Bangor Payroll	Processing fee	38.00	140.00
Total 5020-00 · Payroll Fees					140.00	140.00
5030-00 · FICA						
	Bill	11/5	Bangor Payroll	Taxes	73.83	73.83
	Bill	11/12	Bangor Payroll	Taxes	73.83	147.66
	Bill	11/19	Bangor Payroll	Taxes	73.83	221.49
	Bill	11/26	Bangor Payroll	Taxes	73.83	295.32
Total 5030-00 · FICA					295.32	295.32
5040-00 · MainePERS Contributions						
	Bill	11/12	MainePERS		405.36	405.36
Total 5040-00 · MainePERS Contributions					405.36	405.36
5050-00 · Salary-Administrator						
	Bill	11/5	Bangor Payroll	Administrator's Salary	1,013.39	1,013.39
	Bill	11/12	Bangor Payroll	Administrator's Salary	1,013.39	2,026.78
	Bill	11/19	Bangor Payroll	Administrator's Salary	1,013.39	3,040.17
	Bill	11/26	Bangor Payroll	Administrators Salary	1,013.39	4,053.56
Total 5050-00 · Salary-Administrator					4,053.56	4,053.56
Total 5000-00 · Payroll Expenses					4,894.24	4,894.24
5100-00 · Insurance						
5110-00 · Health Insurance						
	Bill	11/26	Bangor Payroll	ER Health Insurance Contributions	1,006.70	1,006.70
Total 5110-00 · Health Insurance					1,006.70	1,006.70
5120-00 · Commercial, Crime, D&O Ins						
	Bill	11/12	Liberty Mutual Insurance		59.00	59.00
Total 5120-00 · Commercial, Crime, D&O Ins					59.00	59.00
Total 5100-00 · Insurance					1,065.70	1,065.70
6030-00 · Lobbying						

Accrual Basis	Type	Date	Name	Memo	Amount	Balance
6032-00 · Lobbying - Contractual						
	Bill	11/30	Verrill	Lobbying Services	4,500.00	4,500.00
Total 6032-00 · Lobbying - Contractual					4,500.00	4,500.00
Total 6030-00 · Lobbying					4,500.00	4,500.00
6050-00 · Education and Training						
	Bill	11/30	Camden National Bank	Newspaper Subsc	205.73	205.73
	Bill	11/30	Camden National Bank	Newspaper Subsc	93.90	299.63
Total 6050-00 · Education and Training					299.63	299.63
6150-00 · Equipment - Office						
6152-00 · IT Services						
	Bill	11/12	Technology Solutions		100.00	100.00
	Bill	11/30	Camden National Bank	Email Backup	12.00	112.00
	Bill	11/30	Technology Solutions		100.00	212.00
Total 6152-00 · IT Services					212.00	212.00
6153-00 · Photocopier Lease						
	Bill	11/30	US Bank		398.93	398.93
Total 6153-00 · Photocopier Lease					398.93	398.93
Total 6150-00 · Equipment - Office					610.93	610.93
6195-00 · Office Space Rental						
	Bill	11/30	Maine Farm Bureau	Printed by MCCA	1,497.17	1,497.17
Total 6195-00 · Office Space Rental					1,497.17	1,497.17
6240-00 · Telephone, Fax & Internet						
6241-00 · Cell Phone						
	Bill	11/30	Haven, Lauren		75.00	75.00
Total 6241-00 · Cell Phone					75.00	75.00
6243-00 · Phone, Fax & Internet						
	Bill	11/12	Spectrum Business/TWC		180.89	180.89
Total 6243-00 · Phone, Fax & Internet					180.89	180.89
Total 6240-00 · Telephone, Fax & Internet					255.89	255.89

Maine County Commissioners Association
Profit & Loss Prev Year Comparison
November 2021

Accrual Basis	Nov 2021	Nov 2020	\$ Change	% Change
Income				
4400-00 · Other Income	916.59	918.88	-2.29	-0.25%
4600-00 · MCCA Risk Pool Assessment	22,811.00	23,403.26	-592.26	-2.53%
4810-00 · Interest Earned	3.56	3.62	-0.06	-1.66%
Total Income	23,731.15	24,325.76	-594.61	-2.44%
Gross Profit	23,731.15	24,325.76	-594.61	-2.44%
Expense				
5000-00 · Payroll Expenses				
5020-00 · Payroll Fees	140.00	140.00	0.00	0.0%
5030-00 · FICA	295.32	286.32	9.00	3.14%
5040-00 · MainePERS Contributions	405.36	373.87	31.49	8.42%
5050-00 · Salary-Administrator	4,053.56	3,935.48	118.08	3.0%
Total 5000-00 · Payroll Expenses	4,894.24	4,735.67	158.57	3.35%
5100-00 · Insurance				
5110-00 · Health Insurance	1,006.70	1,006.70	0.00	0.0%
5120-00 · Commercial, Crime, D&O Ins	59.00	60.16	-1.16	-1.93%
Total 5100-00 · Insurance	1,065.70	1,066.86	-1.16	-0.11%
6030-00 · Lobbying				
6032-00 · Lobbying - Contractual	4,500.00	13,500.00	-9,000.00	-66.67%
Total 6030-00 · Lobbying	4,500.00	13,500.00	-9,000.00	-66.67%
6050-00 · Education and Training	299.63	0.00	299.63	100.0%
6150-00 · Equipment - Office				
6152-00 · IT Services	212.00	137.00	75.00	54.75%
6153-00 · Photocopier Lease	398.93	0.00	398.93	100.0%
6154-00 · Printer & Supplies	0.00	279.83	-279.83	-100.0%
Total 6150-00 · Equipment - Office	610.93	416.83	194.10	46.57%
6195-00 · Office Space Rental	1,497.17	1,497.17	0.00	0.0%
6215-00 · Postage-Shipping	0.00	106.20	-106.20	-100.0%
6240-00 · Telephone, Fax & Internet				
6241-00 · Cell Phone	75.00	75.00	0.00	0.0%
6243-00 · Phone, Fax & Internet	180.89	180.08	0.81	0.45%
Total 6240-00 · Telephone, Fax & Internet	255.89	255.08	0.81	0.32%
Total Expense	13,123.56	21,577.81	-8,454.25	-39.18%

MCCA BOARD OF DIRECTORS

Enclosed are the MCCA budget for 2022 and the MCCA's Dues Formula for 2022 as reviewed and approved by the Budget and Finance Committee on November 19th for your consideration.

The budget has a minimal increase of \$5,207 or 2% increase from our 2021 budget.

The major increases are our lobbying expense of \$6,400 as approved by the Board a couple of months ago and a 3% (\$1,580) increase for our Administrator.

The MCCA Dues Formula document reflects a 2% increase (\$2,967) from 2021. To keep the dues at a minimum we are using \$ \$5,240 from our Fund balance. We have added an extra column to the document to show the actual increase for each County. Keep in mind that we used the most updated census figures as well as Counties most recent valuation.

The Budget and Finance Committee recommends both documents for your approval.

Thank you for your consideration.

Norman Fournier
Treasurer

Budget Draft 2022

2022 Budget Draft Last Update 11-19-21				Proposed	Percent		
2021 Budget	As of 11-1-21	Balance Remaining	% of 2021 Budget	2022 Budget	Change	of Change from 2021 Budget	Lauren's Notes for 2022 Budget
Income							
4100-00 · Convention Income							
4110-00 · Plaques	400	400		400	0	0%	Same
4120-00 · Registration	26,000	26,000		26,000	0	0%	Same
4130-00 · Sponsorship	10,000	10,000		10,000	0	0%	Same
4140-00 · Vendor	9,000	9,000		9,000	0	0%	Same
Total 4100-00 · Convention Income	45,400	45,400		45,400	0	0%	Same
4300-00 · Dues	148,354	148,353	1	151,321	2,967	2%	Same Formula 80% Base+10% Value & 10% Pop with updated numbers
4400-00 · Other Income	10,000	6,236	3,764	7,000	-3,000	-30%	Endorsements, Advertising, Grants
4500-00 · NACo Roster	500	500		500	0	0%	Payment for updating NACo's Maine Contacts
4600-00 · MCCA Risk Pool Assesssment	24,063	24,063	100%	24,063	0	0%	Same as 2021
4810-00 · Interest Earned	100	44	56	100	0	0%	Same as 2021
4920-00 · Transfer in from Fund Balance	0			5,240	0	100%	Utilizing Fund Balance
Total Income	228,417	154,633	73,784	233,624	5,207	2%	
Expense							
5000-00 · Payroll Expenses							
5020-00 · Payroll Fees	2,000	1,374	626	2,000	0	0%	Payroll Representative not aware of any increase
5030-00 · FICA	4,031	2,907	1,124	4,152	121	3%	7.65% of Taxable Wages - one employee
5040-00 · MainePERS Contributions	4,215	3,373	842	4,342	127	3%	8% through 6/22 and waiting for estimate of Jul-Dec
5050-00 · Salary-Administrator	52,695	39,788	12,907	54,275	1,580	3%	3% = \$1,580 + \$52,695 = \$54,275
Total 5000-00 · Payroll Expenses	62,941	47,443	15,498	64,769	1,828	3%	
5100-00 · Insurance							
5110-00 · Health Insurance	12,651	9,060	3,591	11,415	-1,236	-10%	MMEHT 5% possible rate increase
5120-00 · Commercial, Crime, D&O Ins	2,070	1,986	84	2,100	30	1%	Awaiting Estimates from insurance broker rep
5130-00 · Workers Comp	550	390	160	550	0	0%	Workers Compensation estimate
5140-00 · Unemployment Comp Ins	240	273	-33	350	110	46%	One employee
Total 5100-00 · Insurance	15,511	11,709	3,802	14,415	-1,096	-7%	
6010-00 · Prof. Services							
6012-00 · Prof Services-Legal Services	500	13	487	500	0	0%	
6013-00 · Financial Audit	4,000	2,500	1,500	5,000	1,000	25%	2020/2021 Audit per Signed Contract
Total 6010-00 · Prof. Services	4,500	2,513	1,987	5,500	1,000	22%	
6030-00 · Lobbying							
6031-00 · Lobbying Reg							
6032-00 · Lobbying - Contractual	54,000	45,400	8,600	60,400	6,400	12%	Persuant to contract terms-James Cohen-Verrill Dana
Total 6030-00 · Lobbying	54,000	45,400	8,600	60,400	6,400	12%	
6040-00 · NACO Expenses							
6041-00 · Conferences	5,465	790	4,675	5,465	0	0%	NACo two representatives
Total 6040-00 · NACO Expenses	5,465	790	4,675	5,465	0	0%	
6050-00 · Education and Training	600		600	600	0	0%	MCCA staff training
6100-00 · Bank Charges	50		50	50	0	0%	Same as 2020
6110-00 · Convention Expense							
6113-00 · Entertainment/Speakers	6,500		6,500	6,500	0	0%	Increased in 2020 potential keynote speaker
6114-00 · MCCA Staff Registration	500		500	500	0	0%	
6118-00 · Meeting Exp.	32,500		32,500	32,500	0	0%	Same as 2020
6121-00 · Supplies	300		300	300	0	0%	Same as 2020
6124-00 · Comm Retirement Plaques	400		400	400	0	0%	Same as 2020
Total 6110-00 · Convention Expense	40,200		40,200	40,200	0	0%	
6140-00 · Copies-Printing							
6142-00 · Directory	100	100	0	100	0	0%	Same
Total 6140-00 · Copies-Printing	100	100	0	100	0	0%	Same
6145-00 · Dues Expense	600	625	-25	625	25	4%	MMA membership only
6150-00 · Equipment - Office							
6151-00 · Computer Hard/Software	300	105	195	300	0	0%	Same
6152-00 · IT Services	1,800	1,167	633	1,800	0	0%	Same
6153-00 · Photocopier Lease	4,500	3,880	620	4,700	200	4%	Includes estimated overage coverage
6154-00 · Printer & Supplies	800	364	436	500	-300	-38%	Decreased based on usage
6156-00 · Other	400		400	400	0	0%	Same
Total 6150-00 · Equipment - Office	7,800	5,516	2,284	7,700	-100	-1%	

2022 Budget Draft
Last Update 11-19-21

	2021 Budget	As of 11-1-21	Balance Remaining	% of 2021 Budget	Proposed 2022 Budget	Change	Percent of Change from 2021 Budget	Lauren's Notes for 2022 Budget
6160-00 · Fees	100	35	65	35%	100	0	0%	Same
6170-00 · Meeting Expense								
6171-00 · Annual Meeting	1,000		1,000		0	-1,000	-100%	Virtual meeting
6172-00 · County Officials' Workshop	5,000		5,000		5,000	0	0%	Same
6173-00 · Monthly	3,600	150	3,450	4%	2,600	-1,000	-28%	Virtual meetings until May 2022
6175-00 · Meetings - Other	2,000		2,000		2,000	0	0%	Same
Total 6170-00 · Meeting Expense	11,600	150	11,450	1%	9,600	-2,000	-17%	
6180-00 · Mileage & Travel Expense	300		300		200	-100	-33%	Decreased as only one employee
6195-00 · Office Space Rental	19,000	14,972	4,028	79%	19,000	0	0%	Same
6215-00 · Postage-Shipping	150	174	-24	116%	200	50	33%	Increased based on usage
6230-00 · Advertising	100		100		100	0	0%	Same
6235-00 · Supplies	1,000	70	930	7%	500	-500	-50%	Decreased based on usage
6240-00 · Telephone, Fax & Internet								
6241-00 · Cell Phone	900	750	150	83%	900	0	0%	Administrator's Cell Phone only
6243-00 · Phone, Fax & Internet	2,800	2,080	720	74%	2,500	-300	-11%	Decreased based on usage
Total 6240-00 · Telephone/Fax/Internet	3,700	2,830	870	76%	3,400	-300	-8%	
6250-00 · Website	200	144	56	72%	200	0	0%	Same
6260-00 · Contingency	500		500		500	0	0%	Same
Total Expense	228,417	132,470	95,947	58%	233,624	5,207	2%	Two Percent Increase

MCCA Dues Formula 2022 Draft																				
Adopted Model: 80% Base Amount plus 10% Valuation and 10% Population for Each County																				
2021 Total \$148,354, 2022 Total \$151,321																				
COUNTY	MUNICIPALITY VALUE	UNORGANIZED VALUE	TOTAL	% of Total Value	Pop	% of Total Pop	Cost Per Person	2020				2021				2022 Draft				
								\$166,690	VALUE	POP	2020 Amount	\$148,354	VALUE	POP	2021 Amount	\$151,321	VALUE	POP	Amt Increase	2022 Amount
								80%	10%	10%	100%	Decrease \$18,336	10%	10%	Decrease \$18,336	80%	10%	10%	2%	100%
								\$133,352	\$ 16,669	\$16,669	\$ 166,690	\$ 118,683	\$ 14,835	\$14,835	\$ 148,354	\$121,057	\$15,132	\$15,132	\$2,967	\$ 151,321
ANDROSCOGN	\$9,013,650,000		\$9,013,650,000	4.73%	111,139	8.34%	\$ 0.10	\$ 8,890	\$ 789	\$ 1,390	\$ 11,069	\$ 7,912	\$ 702	\$ 1,237	\$ 9,851	\$ 8,070	\$ 716	\$ 1,262	\$ 197	\$ 10,048
AROOSTOOK	\$4,800,500,000	\$808,550,000	\$5,609,050,000	2.94%	67,105	5.03%	\$ 0.15	\$ 8,890	\$ 491	\$ 839	\$ 10,220	\$ 7,912	\$ 437	\$ 747	\$ 9,096	\$ 8,070	\$ 446	\$ 762	\$ 182	\$ 9,278
CUMBERLAND	\$53,139,300,000		\$53,139,300,000	27.89%	303,069	22.74%	\$ 0.06	\$ 8,890	\$ 4,649	\$ 3,790	\$ 17,330	\$ 7,912	\$ 4,138	\$ 3,373	\$ 15,423	\$ 8,070	\$ 4,221	\$ 3,441	\$ 308	\$ 15,732
HANCOCK	\$13,918,900,000	\$252,350,000	\$14,171,250,000	7.44%	55,478	4.16%	\$ 0.20	\$ 8,890	\$ 1,240	\$ 694	\$ 10,824	\$ 7,912	\$ 1,104	\$ 617	\$ 9,633	\$ 8,070	\$ 1,126	\$ 630	\$ 193	\$ 9,826
KENNEBEC	\$11,786,900,000	\$6,850,000	\$11,793,750,000	6.19%	123,642	9.28%	\$ 0.09	\$ 8,890	\$ 1,032	\$ 1,546	\$ 11,468	\$ 7,912	\$ 918	\$ 1,376	\$ 10,207	\$ 8,070	\$ 937	\$ 1,404	\$ 204	\$ 10,411
KNOX	\$7,905,150,000	\$21,350,000	\$7,926,500,000	4.16%	40,607	3.05%	\$ 0.25	\$ 8,890	\$ 694	\$ 508	\$ 10,091	\$ 7,912	\$ 617	\$ 452	\$ 8,981	\$ 8,070	\$ 630	\$ 461	\$ 180	\$ 9,161
LINCOLN	\$8,065,400,000	\$16,700,000	\$8,082,100,000	4.24%	35,237	2.64%	\$ 0.28	\$ 8,890	\$ 707	\$ 441	\$ 10,038	\$ 7,912	\$ 629	\$ 392	\$ 8,934	\$ 8,070	\$ 642	\$ 400	\$ 179	\$ 9,112
OXFORD	\$7,531,800,000	\$314,100,000	\$7,845,900,000	4.12%	57,777	4.33%	\$ 0.18	\$ 8,890	\$ 686	\$ 723	\$ 10,299	\$ 7,912	\$ 611	\$ 643	\$ 9,166	\$ 8,070	\$ 623	\$ 656	\$ 183	\$ 9,350
PENOBSCOT	\$11,625,950,000	\$397,750,000	\$12,023,700,000	6.31%	152,199	11.42%	\$ 0.08	\$ 8,890	\$ 1,052	\$ 1,903	\$ 11,846	\$ 7,912	\$ 936	\$ 1,694	\$ 10,543	\$ 8,070	\$ 955	\$ 1,728	\$ 211	\$ 10,753
PISCATAQUIS	\$1,847,450,000	\$903,900,000	\$2,751,350,000	1.44%	16,800	1.26%	\$ 0.56	\$ 8,890	\$ 241	\$ 210	\$ 9,341	\$ 7,912	\$ 214	\$ 187	\$ 8,313	\$ 8,070	\$ 219	\$ 191	\$ 166	\$ 8,480
SAGADAHOC	\$5,232,100,000		\$5,232,100,000	2.75%	36,699	2.75%	\$ 0.27	\$ 8,890	\$ 458	\$ 459	\$ 9,807	\$ 7,912	\$ 407	\$ 408	\$ 8,728	\$ 8,070	\$ 416	\$ 417	\$ 175	\$ 8,903
SOMERSET	\$4,851,300,000	\$920,400,000	\$5,771,700,000	3.03%	50,477	3.79%	\$ 0.20	\$ 8,890	\$ 505	\$ 631	\$ 10,026	\$ 7,912	\$ 449	\$ 562	\$ 8,924	\$ 8,070	\$ 458	\$ 573	\$ 178	\$ 9,102
WALDO	\$4,922,300,000	\$2,300,000	\$4,924,600,000	2.58%	39,607	2.97%	\$ 0.25	\$ 8,890	\$ 431	\$ 495	\$ 9,816	\$ 7,912	\$ 383	\$ 441	\$ 8,737	\$ 8,070	\$ 391	\$ 450	\$ 175	\$ 8,911
WASHINGTON	\$3,387,650,000	\$396,300,000	\$3,783,950,000	1.99%	31,095	2.33%	\$ 0.31	\$ 8,890	\$ 331	\$ 389	\$ 9,610	\$ 7,912	\$ 295	\$ 346	\$ 8,553	\$ 8,070	\$ 301	\$ 353	\$ 171	\$ 8,724
YORK	\$38,444,400,000		\$38,444,400,000	20.18%	211,972	15.90%	\$ 0.07	\$ 8,890	\$ 3,364	\$ 2,651	\$ 14,905	\$ 7,912	\$ 2,994	\$ 2,359	\$ 13,265	\$ 8,070	\$ 3,054	\$ 2,406	\$ 265	\$ 13,530
Total	\$186,472,750,000	\$4,040,550,000	\$190,513,300,000	100%	1,332,903	100%	\$ 0.20	\$ 133,352	\$ 16,669	\$ 16,669	\$ 166,690	\$ 118,684	\$ 14,835	\$ 14,835	\$ 148,354	\$ 121,057	\$ 15,132	\$ 15,132	\$ 2,967	\$ 151,321

MCCA BOARD OF DIRECTORS

Enclosed are two documents that the Budget and Finance Committee on November 19th reviewed and updated for your consideration:

PURCHASING POLICY

FINANCIAL MANAGEMENT AND INVESTMENT POLICY

Both documents had been approved back in 2014. With MCCA eliminating the position of Executive Director, the documents had to be revised to reflect what is actually happening now.

Most of the changes are housekeeping in nature with a few tweaks to make some items clearer.

The only substantive change is on page 12 of the Financial Management and Investment Policy:

The Budget and Finance Committee is recommending, THAT WE MAINTAIN A MINIMUM UNDESIGNATED FUND BALANCE EQUAL TO APPROXIMATELY THREE MONTHS EXPENDITURES (\$60,00) INSTEAD OF TWO MONTHS (\$40,00) AS PRESENTLY STATED IN THIS DOCUMENT.

Keep in mind that the Auditors in their presentation at our September meeting recommended that this is an area that we should address.

Thank you for your consideration of these changes.

Norman Fournier
Treasurer

Maine County Commissioners Association Purchasing Policy

I. Purpose

The purpose of this policy is to establish purchasing procedures to be utilized by all Maine County Commissioners Association (MCCA) employees, as well as committees that receive budgetary appropriations from the MCCA.

It is the responsibility of the MCCA's employees and committees to purchase goods or services that provide the best value consistent with the needs of the MCCA. The goods and services shall be purchased within the restrictions of the budgeted funds available. Unless otherwise provided by law, the MCCA shall make purchases of goods or services as stated in this policy.

II. Purchases, Bids, Awards, and Contracts

A. Purchases for goods or services which involve expenditures of less than \$1,000 may be made after the MCCA's ~~Executive Director/Purchasing Agent or Office Manager~~ **Administrator** has shopped for the best all-around price and quality for the product or service desired. Board and committee purchases must be approved by the board or committee chairperson and the ~~Executive Director~~, Secretary-Treasurer or Board of Directors.

B. Purchases from approved vendors "on account" must be approved in advance by the ~~Executive Director or~~ Secretary-Treasurer when the cumulative monthly total will exceed \$500.

C. Purchases for goods or services, which involve expenditures with a cumulative total of \$1,000 to \$5,000, may be made after at least three (3) recorded quotations are received and approved by the ~~Executive Director or~~ Secretary-Treasurer. (See attached form.) The competitive bid process described below may also be used if the ~~MCCA Executive Director or the~~ Board of Directors determines that it is in the best interests of the MCCA for situations such as complex technical needs or services.

D. The MCCA may accept contract pricing for goods or services; however, it is not obligated to purchase from a vendor who guarantees a rate if a lower price is available.

E. The procurement of goods or services, which involves expenditures of more than \$5,000, must be done through a competitive bid process under the direction of the ~~Executive Director or~~ Secretary-Treasurer.

III. Competitive Bid Process

A. The MCCA ~~Executive Director~~ **Secretary/Treasurer** shall ensure that the invitation to bid includes:

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Maine County Commissioners Association Purchasing Policy

1. Specifications for the goods or services
2. Public notice given on the MCCA website and in local newspapers as determined by the MCCA ~~Executive Director~~ **Secretary/Treasurer**.
3. Statement that sealed bids will be accepted.
4. Statement of the time and place of the public bid opening.

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- B. Bids ~~shall~~ **may** be awarded to the ~~most responsible, responsive bidder and may not be awarded to the~~ lowest bidder who meets the specifications and submits proper insurance requirements, ~~if applicable~~. However, if supporting information presented recommends another bid, the Board of Directors may award the bid to another bidder who better meets requirements. In any case, the Board of Directors shall make the final decision if supporting information justifies other than the low bid be awarded. The Board of Directors may reject any or all bids, if it deems it is in the best interest of the MCCA to do so.

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- C. The Board of Directors may waive the competitive bid process when:

1. Emergencies or justifiable special circumstances require the timely procurement of goods or services;
2. There is only one source of supplier; or
3. The service or products are received through the state or other joint bid processes.

IV. Payment for Goods or Services

- A. Payment requests for any purchases of \$1,000 or *more* must include:

1. Requisition/Invoice signed as approved by ~~Executive Director~~ **Administrator** and MCCA Secretary-Treasurer, ~~or the Office Manager and Secretary Treasurer~~.
2. Account to be charged written on the Requisition Form; and
3. Invoice.

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- B. Payment requests for purchases *less* than \$1,000 must include:

- Invoice with the account to be charged written on the invoice and signed as approved by the ~~Executive Director~~ **Administrator** ~~or and~~ the Secretary-Treasurer.

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- C. Credit Card Purchases

~~The Executive Director or the Office Manager are~~ The **Administrator** is the only ~~people~~ **person** who can authorize the issuance of a new ~~credit~~ **credit** card with approval from the Board of Directors.

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Maine County Commissioners Association Purchasing Policy

The use of a MCCA credit card is subject to the following restrictions:

1. No cash advances
2. The credit card limit shall be \$2,500.
3. No personal or private expenditures.
4. No regular operating expenses (e.g., monthly telephone charges, office supplies, etc.)
5. No charges from active vendors or vendors that will invoice MCCA.
6. No late fees or interest payments shall be reimbursed; these are the personal responsibility of the card holder if the charges are due to the employee's late submission of the necessary invoice/receipt, and must be paid within sixty (60) days.
 - i. If there are three (3) instances of interest and/or late fees in any twenty-four (24) month period as a result of the employee's late submission of the necessary invoice/receipt, the card will be cancelled.
7. A detailed receipt must accompany each expense charge; summary invoices that only list a total and don't provide detail will not be accepted. In some cases an explanation of the charge might be required. For example, if the expense is for meals or food, note on the receipt if it was for a luncheon meeting and how many by name were included on the bill. Clear documentation and receipts shall be submitted immediately after the transaction has been made to the Administrator to department manager or his/her designee for payment processing. One receipt shall be provided for each charge on the card. All statements shall be reviewed and reconciled prior to forwarding to the Administrative Office monthly. Expenses without proper documentation shall be the responsibility of the employee.

Violations of MCCA's Credit Card Policy may result in disciplinary action, up to and including termination of employment, and/or prosecution.

V. Accounting for Purchases shall follow the existing accounting policies and procedures.

- A. ~~Posting of purchases to the appropriate budget line is required. If the purchase will create an overdraft position (negative balance) in the budget line, the purchase must be approved in advance by the MCCA Executive Director or Secretary Treasurer. The budget line may then be frozen to any additional purchases.~~

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Maine County Commissioners Association Purchasing Policy

- B. ~~Any purchase required as an operational necessity of the MCCA that will further overdraw a budget line must be approved in advance by the MCCA Executive Director or Secretary-Treasurer.~~

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VI. Amendments, State Laws and Limitations

- A. This policy may be changed by a vote of the Board of Directors from time to time.
- B. Any part of this policy is subject to present and future laws of the State of Maine that regulate governmental spending. Conflict between this policy and Maine law shall be resolved in favor of Maine law.

Adopted this ~~12th~~ day of November 2014.

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Approved: _____
President, MCCA Board of Directors

Attest: _____
~~Executive Director~~ **Secretary-Treasurer**

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**Maine County Commissioners Association
Purchasing Policy**

REQUEST FOR QUOTATION

Date: _____

PURCHASE INFORMATION:

Vendor: _____ Amount: \$ _____

Item(s) purchased: _____

Account(s) to be charged: # _____ \$ _____

_____ \$ _____

_____ \$ _____

QUOTATIONS FOR PURCHASES

\$1,000 - \$5,000

Three (3) quotations must be recorded before the purchase order is authorized. Purchase order will not be processed without the following quotations.

VENDOR

PRICE

1. _____ \$ _____

2. _____ \$ _____

3. _____ \$ _____

MCCA ~~Executive Director~~ Secretary-Treasurer Authorization

Authorization: _____ Date: _____

Explanation for Vendor Selection: _____

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Adopted November 12, 2014Revisions 2021

**Maine County Commissioners Association
Purchasing Policy**

PURCHASE REQUISITION

MCCA Department: _____ Req. No. _____

MCCA Budgetary Account Number: _____

Company: _____
Address: _____

Quantity	Item Description	Unit Price	Total

~~Authorized by Executive Director~~

Secretary-Treasurer

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~~Date~~

Date

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~~Adopted November 12, 2014~~Revisions 2021

**MAINE COUNTY COMMISSIONERS ASSOCIATION
FINANCIAL MANAGEMENT & INVESTMENT POLICY**

Be it hereby ordained that the Maine County Commissioners Association (MCCA) adopts the following Financial Management and Investment Policy described herein. *(This Policy excludes the funds of the MCCA Insurance Risk Pool which are set forth in a Policy adopted by the Risk Pool Board of Directors.)*

SECTION 1	FINANCIAL MANAGEMENT	Page 2
SECTION 2	INVESTMENT POLICY	Page 5
SECTION 3	FIXED ASSET POLICY	Page 9
SECTION 4	FUND BALANCE	Page 11

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MAINE COUNTY COMMISSIONERS ASSOCIATION FINANCIAL MANAGEMENT & INVESTMENT POLICY

SECTION 1. FINANCIAL MANAGEMENT

I. Accounting System

- A. Maine County Commissioners Association (MCCA) management ~~rebukes, opposes~~ fraud and supports the principles of open government and scrupulous financial management. Therefore, the MCCA utilizes a financial management system that upholds those standards.
- B. The MCCA has adopted the ~~double-entry~~ bookkeeping system. ~~Every payment (debit) will have a second entry as a credit item,~~ and records are maintained on *QuickBooks* accounting and payroll software.
- C. ~~Staff~~ The Administrator is responsible and required to review any invoices incurred and approve that the work or item was satisfactorily received before any payment, or portion thereof, is made.
- D. The MCCA ~~Executive Director~~ Secretary-Treasurer shall review and approve all invoices for payment prior to their processing by the ~~Administrative Assistant~~ Administrator. In the absence of the Secretary-Treasurer, the Executive Committee will be responsible for the reviews and approvals.
- E. ~~All payroll checks shall be void if not cashed within 60 days of the date of issue.~~

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II. Transactions

- A. All transactions are entered into the MCCA computer system.
- B. Two-party checks will not be accepted for any transaction.
- C. Post-dated checks will not be accepted.
- D. There shall be a ~~\$25~~ \$15 charge for all checks returned to the MCCA for non-sufficient funds.
- E. ~~Staff~~ Administrator will attempt to limit the amount of available cash in “petty cash” to no more than \$200 throughout the work day. Cash in excess of \$200 will be locked in the safe until deposited in the bank.

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III. Daily Cash-up Procedures

~~Adopted November 12, 2014 Revised 2021~~

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MAINE COUNTY COMMISSIONERS ASSOCIATION FINANCIAL MANAGEMENT & INVESTMENT POLICY

- A. At the end of each day, the appropriate balance shall be left in petty cash. An accounting of amounts withdrawn from petty cash shall be kept in the safe, which states the date of the withdrawal, the purpose of the withdrawal, the name of the person or company, to which the withdrawal was paid, and the name and signature of the person who made the withdrawal.
- B. The ~~Administrator~~ ~~Executive Director~~ or ~~Office Manager (Board of Directors' action 2/8/17)~~ shall maintain all receipts for deposits in an appropriate location ~~and electronically~~. The ~~Administrator~~ ~~Administrative Assistant~~ shall generate and maintain bookkeeping and accounting records.

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IV. Proofing of Previous Day's Work

- A. From time to time, ~~staff~~ ~~Secretary-Treasurer~~ not involved with previous financial transactions and record-keeping will review previous work to ensure that all work was done properly and that the correct funds were collected ~~and credited to the appropriate accounts~~. The ~~staff member~~ ~~Secretary-Treasurer~~ performing the proofing shall initial each category of work checked.
- B. A total of receipts shall be compared to audit reports to determine if the work is in balance. If the work does not match the reports, activities will be examined to identify the discrepancy.
- C. Any work found to be deficient should be forwarded to the person responsible for the transaction for corrective action.

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V. Deposits & Banking

- A. It shall be the normal procedure to make a deposit of receipts ~~within five business days~~ ~~at least once per week~~ if payments are received.
- B. All deposits shall be accounted for on an individual deposit slip and made by the ~~Administrator~~ ~~Executive Director~~. ~~In cases when the Executive Director is absent, the Office Manager may make bank deposits. (Board of Directors' action 10/9/10/14)~~
- ~~C. The Administrator~~ ~~Executive Director~~ and MCCA Secretary-Treasurer ~~and Office Manager (Board of Directors' action 2/8/17)~~ shall be authorized to perform ~~all reasonable~~ online banking functions; ~~(i.e., transfer funds between accounts as appropriate, — and access bank statements, etc).~~
- D. If there is a discrepancy identified in the deposit while at the bank, the entire deposit

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MAINE COUNTY COMMISSIONERS ASSOCIATION FINANCIAL MANAGEMENT & INVESTMENT POLICY

shall be returned to the MCCA office for reconciliation.

- E. At least once a year, the Treasurer of the Board of Directors shall review a sample of bank deposit activity on bank statements to ~~ensure~~ ~~insure that~~ deposits are timely and intact. This will help determine that the MCCA's policy is being followed.

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VI. Customer Service Procedures

MCCA ~~Administrator~~ employees shall represent the MCCA in professional, courteous, and friendly manner in accordance with MCCA philosophy.

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VII. Petty Cash Policy

- A. Petty Cash Fund. The Treasurer for the MCCA has established a petty cash fund of \$200. This fund is to be used to purchase small items without having to issue a check, or to reimburse employees or directors for out-of-pocket expenses incurred for approved purchases that do not require a purchase order under the MCCA Purchasing Policy. Those items may include, but are not limited to, postage required for mailing official MCCA letters and packages or purchasing hardware items, food for approved events, tolls, or other minor expenses authorized by the ~~Secretary-Treasurer~~ ~~Executive Director~~.

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- B. Replenishment of the Petty Cash Fund. This fund will be replenished when ~~reasonable or~~ the cash balance is less than \$50. Replenishment of petty cash will be done in the following manner: valid receipts for expenses totaled and approved by the ~~Secretary-Treasurer~~ ~~Executive Director~~; check issued for the total of those receipts and cashed at the MCCA's bank to replenish the petty cash fund.

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- C. Oversight. As an internal control measure, this fund will be audited by a spot check method at any random time by the ~~MCCA Executive Director or MCCA Secretary-Treasurer~~. ~~Staff~~ ~~The Administrator~~ may not audit ~~his/her~~ ~~their~~ own work if the organization is to have effective internal control procedures.

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VIII. Cash Reconciliation

- A. The ~~Administrator~~ ~~Administrative Assistant~~ is required to reconcile all accounts with the bank statement. Each month's reconciliation will be reviewed and signed off by the ~~Executive Director and MCCA Secretary-Treasurer~~ to ensure proper accounting and bank balance.

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- B. Each month, the ~~Administrator~~ ~~Administrative Assistant~~ shall prepare a monthly Cash Reconciliation statement and a monthly Financial Report of all financial

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MAINE COUNTY COMMISSIONERS ASSOCIATION FINANCIAL MANAGEMENT & INVESTMENT POLICY

activity for the previous month. The reports shall be presented to the MCCA
~~Secretary-Treasurer, Executive Director~~ and Board of Directors no later than the
Friday prior to the second Wednesday of each month.

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MAINE COUNTY COMMISSIONERS ASSOCIATION FINANCIAL MANAGEMENT & INVESTMENT POLICY

SECTION 2. INVESTMENT POLICY

I. Policy

It is the policy of the MCCA to invest its county-generated public funds in a manner which will provide the highest investment return with maximum security while meeting the daily cash flow demands of the MCCA and conforming to all state statutes governing investment of public funds.

II. Scope

This investment policy applies to all financial assets of the MCCA. These funds are accounted for in the Maine County Commissioners Association Annual Financial Report and may include, but not be limited to the following: General Fund with Annual Conference Funds and Capital Funds.

III. Prudence

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

IV. Objective

The primary objectives of the MCCA’s investment activities shall be:

A. Safety. Safety of principal is the foremost objective of the investment program. Investments of the MCCA shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, *diversification* is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

B. Liquidity. The MCCA’s investment portfolio will remain sufficiently liquid to

MAINE COUNTY COMMISSIONERS ASSOCIATION FINANCIAL MANAGEMENT & INVESTMENT POLICY

enable the MCCA to meet all operating requirements, which might be reasonably anticipated.

- C. Return on Investments. The MCCA's investment portfolio shall be designed with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with the MCCA's investment risk constraints and the cash flow characteristics of the portfolio.

V. Delegation of Authority

Authority to manage the MCCA's investment program is derived from Maine Statutes. Management responsibility for the investment program is hereby delegated to the ~~MCCA Executive Director and the~~ MCCA Executive Committee who shall be responsible for all transactions undertaken and establishing a system of controls to regulate the activities of subordinate officials.

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VI. Ethics and Conflicts of Interest

Investment officials (MCCA ~~Administrator~~ ~~Executive Director~~, MCCA ~~Secretary-Treasurer~~, Executive Committee, or Board of Directors) involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions; and investment officials shall disclose to the Board of Directors any material financial interests in financial institutions that conduct business within their jurisdiction; and they shall further disclose any large personal financial/investment positions that could be related to the performance of the MCCA and abstain from any such vote.

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VII. Authorized Financial Institutions

The MCCA ~~Administrator~~ ~~Executive Director~~ and Association Secretary-Treasurer shall deal with well-established financial institutions (banks, credit unions) or other recognized investment services. If the MCCA ~~Administrator~~ ~~Executive Director~~ desires, he/she should request a certified audit from any financial institution in which the MCCA invests.

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VIII. Authorized & Suitable Investments

The MCCA Board of Directors desires that special care be taken to ensure that instruments of investment include only those allowed by law. Items such as, but not limited to the following, are acceptable instruments of investment: CDs, repurchase agreements, bank savings accounts, U.S. Treasury securities, or investment accounts.

All of the funds in the custody of the MCCA must be fully insured in "Category 1"

~~Adopted November 12, 2014 Revised 2021~~

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MAINE COUNTY COMMISSIONERS ASSOCIATION FINANCIAL MANAGEMENT & INVESTMENT POLICY

investments, either through FDIC insurance, perfected sureties or collateralization. When using collateralization as a method for securing MCCA monies, the MCCA will not engage in any measure less than perfected securities (bank securities and bonds to be held by a third party, in the MCCA's name, to be turned over to the MCCA in the event of a bank failure.)

IX. Safekeeping and Custody

All investment transactions entered into by the MCCA ~~Administrator~~ ~~Executive Director~~ for the Maine County Commissioners Association shall be held in safe keeping and in certain instances based on the type of investment held by a third party designated by the MCCA ~~Administrator~~ ~~Executive Director~~. The MCCA will diversify its investments by security type and investment vehicle. With the exception of U.S. Treasury securities and authorized pools, no more than 50% of the MCCA's total investment portfolio will be invested in a single security type or with a single investment vehicle.

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X. Maximum Maturities

To the extent possible, the MCCA will attempt to match its investments with anticipated cash flow requirements. Reserve funds or capital project funds may be invested in various securities for deferring time frames such that investments are made to coincide as nearly as practicable with the expected use of funds.

XI. Redemption

Upon maturity of investment instruments, or as required by the MCCA to meet its cash flow requirements, the MCCA ~~Administrator~~ ~~Executive Director~~, or in her/his absence, the Secretary-Treasurer, shall redeem the investment securities so the proceeds of such investments shall be applied to the purpose for which the monies were originally designated or shall be placed in the MCCA Treasury. All monies from the redemption of investment instruments shall be transferred directly to an account of the MCCA.

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XII. Internal Control

The MCCA Executive ~~Committee~~ ~~Director~~ shall have an independent review by an external auditor in accordance with MCCA Bylaws. This review will ensure internal control by assuring compliance with policies and procedures and lawful investment of funds.

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MAINE COUNTY COMMISSIONERS ASSOCIATION FINANCIAL MANAGEMENT & INVESTMENT POLICY

XIII. Performance Standards

The investment portfolio shall be designated with the objective of obtaining a rate of return throughout the budgetary process and economic cycles, commensurate with the investment risk constraints and the cash flow needs. The MCCA Executive ~~Committee~~ ~~Director~~ shall randomly review market yields and determine appropriate investment strategy on current yields and considering future market trends.

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XIV. Reporting

The Executive ~~Committee~~ ~~Director~~ shall provide a clear and accurate picture of the status of the current investment portfolio. The Executive ~~Committee~~ ~~Director~~ may randomly include other pertinent information in reference to investment strategies, economic conditions, or possible changes in the portfolio.

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XV. Investment Policy Adoption

The MCCA Board of Directors shall adopt the investment policy. The MCCA ~~Administrator~~ ~~Executive Director~~, ~~Secretary~~-Treasurer, and/or Board of Directors may review the adopted policy annually and make any modification thereto by majority vote of the Board of Directors. The investment policy, once adopted, shall remain in effect unless action is taken by the Board of Directors to amend the document, create a new policy, or cancel the existing investment policy.

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MAINE COUNTY COMMISSIONERS ASSOCIATION FINANCIAL MANAGEMENT & INVESTMENT POLICY

SECTION 3. FIXED ASSET POLICY

I. Policy

This policy establishes the minimum cost value (capitalization amount) that shall be used to determine the capital assets, including infrastructure assets that are to be recorded in the MCCA's annual financial statements in order to comply with law and generally accepted accounting principles.

II. Capital Asset Definition

Capital Asset will be defined as tangible and intangible assets that have initial useful lives that extend beyond a single annual reporting period.

III. Capitalization Method

All Capital Assets will be recorded at historical costs as of the date acquired or constructed. If historical cost information is not available, assets will be recorded at estimated historical cost by calculating current replacement cost and deflating the cost using the appropriate price-level index.

IV. Capitalization Thresholds

Fixed Asset Limits:

- A. Land. All land and permanent rights to land (i.e., easements) shall be recorded without regard to significant value.
- B. Buildings. All buildings shall be recorded at acquisition cost without regard to significant value. Additions to buildings less than \$2,500 per building shall not be recorded.
- C. Equipment. Equipment costing \$5,000 and more shall be recorded as Fixed Assets. Additions to equipment costing \$5,000 or more shall be recorded as Fixed Assets.
- D. Additional Fixed Assets. Additional fixed assets shall be recorded and maintained when required by other terms or agreements, if different from what is stated above.
- E. Items not classified as Fixed Assets. Assets described above may be included in an inventory listing for internal control purposes.

V. Infrastructure Assets

~~Adopted November 12, 2014 Revised 2021~~

MAINE COUNTY COMMISSIONERS ASSOCIATION FINANCIAL MANAGEMENT & INVESTMENT POLICY

In accordance with GASB Statement number 34, the MCCA will record, at minimum, “major” infrastructure assets as defined in Statement 34 that were acquired, constructed or significantly reconstructed, or that received significant improvements after June 30, 1980. Other infrastructure assets may be capitalized as deemed appropriate. The MCCA does not intend to use the “modified approach” to record infrastructure.

VI. Other Assets

Detailed records shall be maintained for all items below the capitalization thresholds that should be safeguarded from loss. These items will be part of the annual physical inventory discussed below. These items include computer equipment that falls below the established thresholds and any other asset specified by the MCCA ~~Administrator~~ ~~Executive Director~~.

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VII. Depreciation and Useful Life

~~Staff~~ ~~The auditors~~ shall assign an estimated useful life to all assets for the purpose of recording depreciation. ~~The attached “Suggested Useful Lives” schedule will be used to establish lives for most assets.~~ Asset lives will be adjusted as necessary depending on the present condition and use of the asset and based on how long the asset is expected to meet current service demands. Adjustments should be properly documented. Depreciation will be recorded based on the straight-line method using the half-year convention and depreciation down to the assets salvage value.

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VIII. Safeguarding and Controlling Fixed Assets

All machinery and equipment, vehicles and furniture will be assigned an asset number and identified with a fixed asset tag. As fixed assets are purchased or disposed of, the ~~Administrator~~ ~~Executive Director~~ or designee will prepare a fixed asset data sheet, which will then be properly recorded ~~by the Administrative Assistant~~. A physical inventory will be taken annually on or about December 31 and compared to the physical inventory records. Appropriate adjustments will be made to the fixed asset records to reflect changes made the previous year.

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MAINE COUNTY COMMISSIONERS ASSOCIATION FINANCIAL MANAGEMENT & INVESTMENT POLICY

SECTION 4. FUND BALANCE

I. Purpose

Sufficient fund balance is required to maintain liquidity, assure positive cash flow, prevent borrowing through tax anticipation notes, and provides effective cash management. Fund balance is not completely represented by liquid assets, such as cash, but includes unrealized receivables and other assets as components which require a certain period of time to convert to cash. Because of these factors, the MCCA adopts this policy to maintain a healthy fund balance that will provide adequate funds to carry the MCCA through times of relatively low cash flow periods and provide funds for emergency situations.

II. Policy

The MCCA hereby establishes a policy that requires the MCCA to maintain a minimum undesignated fund balance equal to approximately ~~three~~ two-months expenditures.

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III. Procedures & Oversight

The monthly balance sheet, bank statements, and financial reports will be used by the Treasurer, the MCCA ~~Administrator~~ ~~Executive Director~~, and the Board of Directors to monitor the undesignated fund balance each month, noting that the fund balance will ebb and flow according to cash flow (dues payments or other revenue collection and expenditures.) An approximate idea of the fund balance will be known through the use of the aforementioned tools, but the actual year-end fund balance will finally be known upon the completion of the year-end audit. The Budget and Finance Committee must keep this policy in mind when developing the budget and its funding sources for each upcoming year.

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Adopted this ~~12th~~ ~~13th~~ day of ~~October, 2021~~ ~~November, 2014~~.

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President

Vice-President

Secretary-Treasurer

Attest: _____

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~~Adopted November 12, 2014 Revised 2021~~

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**MAINE COUNTY COMMISSIONERS ASSOCIATION
FINANCIAL MANAGEMENT & INVESTMENT POLICY**

—~~Rosemary E. Kulow, Executive Director~~

~~*Adopted November 12, 2014 Revised 2021*~~

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