

Colby/Abbotsford Police Commission

AGENDA FOR THE COLBY/ABBOTSFORD BOARD OF POLICE COMMISSIONERS
MEETING TO BE HELD
MONDAY, NOVEMBER 12, 2018 AT 6:30PM
AT THE COLBY/ABBOTSFORD POLICE DEPARTMENT
112 W SPRUCE ST, ABBOTSFORD WI 54405

1. Call meeting to order
2. Roll call
3. Comments from the public
4. Minutes from October 8, 2018
5. Expenditures
6. 2019 Health Insurance Renewal
7. Sell 2004 Volvo
8. Chief's Report
9. Meeting date for December
10. Closed Session per State Stats 19.85 (1) (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
Purpose: Interviews for Lieutenant Position
11. Adjourn in closed session or may reconvene in open session to take action from closed session as deemed necessary

Posted: 11/9/18

**City Council members may attend the above committee meeting for information-gathering purposes. If a quorum of Council members should appear at this Commission meeting, a regular Council meeting may take place for the purpose of gathering information on an item listed on this Commission agenda. If such a meeting should occur, the date, time, and location of the Council meeting will be that of this Commission as listed on the Commission agenda.*

Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities. Please contact the City Clerk's Office at (715) 223-4435 with as much advance notice as possible.

October 31, 2018 FINANCIAL STATEMENT-POLICE DEPT

Beginning Balance		\$ 173,811.28
Receipts received in Oct		
City of Colby	\$ 29,452.84	
City of Abbotsford	\$ 71,995.66	
Reports	\$ 27.00	
Interest	\$ 130.45	
Temporary Plates	\$ 161.00	
Lockouts	\$ 20.00	
Other Income-Grants	\$ 1,120.00	
Xfer for K9 purchases	\$ -	
Total Receipts		\$ 102,906.95

Disbursements-Oct		
Net Payroll	\$ 26,046.42	
SS, FWH, WI Pmts.	\$ 10,231.37	
Union Dues	\$ 250.80	
Wages Payable	\$ 369.22	
State Retirement-Dept. Share	\$ 6,134.01	
Deferred Comp.	\$ -	
Auto Fuel	\$ 1,557.99	
Internet	\$ 69.99	
Telephone	\$ 402.55	
Heat	\$ 9.90	
Electric	\$ 466.96	
Water	\$ 66.73	
Liability Insurance	\$ -	
Health Insurance	\$ 9,743.03	
Dental Insurance	\$ 664.20	
Worker's Compensation	\$ 2,625.00	
Auto Insurance	\$ -	
Radio Maintenance	\$ -	
Auto Maintenance	\$ 203.28	
Clothing	\$ 1,108.51	
Training	\$ -	
Office Supplies	\$ 718.49	
Janitorial Supplies	\$ -	
Copies	\$ -	
Radar Certification	\$ -	
Miscellaneous	\$ 40.80	
Exp from Grant/Plate Fnd/Misc	\$ -	
Computer Software Maintenance	\$ -	
Air Cards	\$ 50.00	
Computer Maintenance	\$ 1,066.50	
Office Equipment Maintenance	\$ -	
Building Maintenance	\$ -	
Equipment	\$ 1,398.00	
Equipment Transfers	\$ -	
Investigations	\$ 60.00	
Drug Dog	\$ 46.99	
Audit	\$ -	
Legal	\$ -	
Time System	\$ -	
Auto Purchase	\$ -	
Auto Fund	\$ -	
Clothing-Vests	\$ -	
Department Policies	\$ 3,119.00	
Total Disbursements		\$ 66,449.74
		\$ 210,268.49
Checking NOW Ending Balance 10/31/18	\$ 210,268.49	

Designated Funds		
Checking Fund Balance as of 9/30/18		\$ 210,268.49
Auto Fund	\$33,578.78	
Sick Leave Accum. Retirement fund	\$ 14,495.70	
TOTAL Designated Funds		\$ 48,074.48
TOTAL Working Cash		\$ 162,194.01

Canine Account	\$ 14,286.00
Metal Plate Fund	\$ 15,682.92
Petty Cash Checking	\$ 100.00

Colby/Abbotsford Police Commission Meeting

October 8, 2018

6:30 P.M.

The Colby/Abbotsford Police Commission meeting was called to order by President Todd Schmidt at 6:30 p.m. at the Colby/Abbotsford Police Department (CAPD). Members present were: Todd Schmidt, Dan Hederer, Randy Hesgard, Roger Weideman and Jeremy Totzke. Dennis Kramer participated by telephone. Also, present were: Police Chief Jason Bauer, Colby Deputy Clerk/Treasurer Jessie Polivka, Lori Voss-City of Abbotsford Mayor, Alex Bowman-Officer, Kevin O'Brien-Tribune Phonograph and Jim Schmidt-City of Colby Mayor.

Public Comment: None.

Minutes from the September 10, 2018 meeting: Motion was made by Hederer, seconded by Hesgard to approve the minutes from the September 10, 2018 meeting as presented. Motion carried with a voice vote.

Expenditures: Motion was made by Hederer, seconded by Weideman to approve the expenditures as presented in the amount of \$22,544.92. Motion carried with a voice vote.

Lieutenant Position: Chief Bauer presented the committee with a job description for the lieutenant position. Chief Bauer took job descriptions he had received from other police departments in the area and compiled them together for CAPD use. The position will be posted internally at the CAPD and will be a non-union position. Chief Bauer would like to see interviews for the position done at the November committee meeting, with approval of the chosen candidate at the December Abbotsford and Colby city council meetings. The chosen and approved candidate would start the position on January 1, 2019. There is currently \$1,200 in the 2019 CAPD budget to cover the wage increase the officer would receive for taking this position. Chief Bauer stated he will distribute a memo to the current officers and have anyone interested in interviewing for the position submit a letter of intent.

Motion was made by Weideman, seconded by Hederer to proceed with the lieutenant position with interviews being done at the November committee meeting and the chosen candidate being approved at the December council meetings with the approved candidate starting on January 1, 2019. Motion carried with a voice vote.

2019 Budget: Chief Bauer presented the committee with the most recent budget reflecting the changes that were discussed at the last meeting. The total budget amount is \$892,945. The committee discussed the areas of the budget that have increased. The salary line item is up significantly with the hiring of the School Resource Officer (SRO), but 75% of that amount will be reimbursed by the Abbotsford and Colby school districts. Bauer increased the training amount from 2018 because the wellness training that was approved needed to be re-scheduled until 2019. The money for the training will still be coming from the 2018 fund balance. The budget uses \$20,000 of the current fund balance to balance the 2019 budget.

Motion was made by Weideman, seconded by Hesgard to approve the 2019 budget as presented. Motion carried with a voice vote.

Chief's Report: Chief Bauer stated he had to order a body camera for SRO Officer Patrick Leichtnam. He also had to order one for Officer Bowman whose camera was damaged in an altercation with a suspect.

Bauer said he filled out restitution paperwork to recoup the cost of the camera. Bauer reported on the condition of the current vehicles and stated Officer Brandner's vehicle needs a significant amount of work. Bauer said both school superintendents are extremely pleased with Officer Leichtnam's work to date. President Schmidt suggested having Leichtnam attend the November meeting and give the committee an update on how things have been going. The K9 and arrest report was reviewed for August and September. The Click it or Ticket program administration is currently on hold. Bauer said he would contact the new Clark County Sheriff in January 2019 to seek the county's cooperation on participating in the program.

Motion was made by Hederer, seconded by Hesgard to accept and file the Chief's Report as presented. Motion carried with a voice vote.

Meeting date for November: The next meeting will be held on November 12, 2018 at 6:30 p.m. at the Colby/Abbotsford Police Department.

Motion made by Totzke, seconded by Hederer to adjourn at 6:53 p.m. Motion carried with a voice vote.

Check Date From: 10/01/2018
Thru: 10/31/2018

From Dept:
Thru Dept:

Total Checks: 20 Pay Periods: 9/24/2018 Thru: 10/20/2018
(Male: 16 Female: 4)

Earnings:

Regular Pay	34,918.18	1,448.00	Hours
Overtime Pay	1,562.85	42.50	Hours
INSURANCE	1,050.00		
NIGHT SHIFT	425.00		
ON CALL	66.08		

38,022.11

Withholdings:

Federal	2,893.12
Social Security	2,233.33
Medicare	522.29
Wisconsin	1,827.01
CHILD SUPPORT	369.22
HEALTH INS.	2,000.86
OTHER DEDUCTION	0.00
UNION DUES	292.60
WRS Contrib.	1,837.26

11,975.69

NET PAY 26,046.42

Flexible Time Off: Earned Used

		Fund: All Funds				
		2018	2018	2018	Budget	% of
Account Number		October	Actual 10/31/2018	Budget	Status	Budget
500-00-43001-000-000	CITY OF COLBY	29,452.84	294,528.40	353,434.00	-58,905.60	83.33
500-00-43002-000-000	CITY OF ABBOTSFORD	71,995.66	359,978.30	431,974.00	-71,995.70	83.33
500-00-43003-000-000	REPORTS	27.00	383.50	201.00	182.50	190.80
500-00-43004-000-000	EARNED INTEREST	130.45	1,310.87	0.00	1,310.87	0.00
500-00-43005-000-000	OTHER INCOME - TEMP PLATE	161.00	1,612.00	1,000.00	612.00	161.20
500-00-43005-410-000	OTHER INCOME - LOCKOUT	20.00	620.00	300.00	320.00	206.67
500-00-43005-412-000	CARRYOVERS	0.00	0.00	2,000.00	-2,000.00	0.00
500-00-43005-413-000	OTHER INCOME - GRANTS	1,120.00	4,135.68	1,120.00	3,015.68	369.26
500-00-43005-414-000	OTHER INCOME - MISCELLANEOUS	0.00	3,291.41	1,000.00	2,291.41	329.14
500-00-43005-415-000	DONATION INCOME - DRUG DOG	314.00	1,714.11	2,500.00	-785.89	68.56
500-00-43005-416-000	METAL PLATE INCOME	7,174.88	92,615.26	105,000.00	-12,384.74	88.21
Total Revenues		110,395.83	760,189.53	898,529.00	-138,339.47	84.60

Fund: All Funds

Account Number		2018 October	2018 Actual 10/31/2018	2018 Budget	Budget Status	% of Budget
500-00-51001-000-000	SALARIES	36,972.11	392,642.34	448,187.00	55,544.66	87.61
500-00-51002-000-000	FUEL	1,557.99	14,374.73	22,500.00	8,125.27	63.89
500-00-51002-001-000	INTERNET	69.99	699.90	1,000.00	300.10	69.99
500-00-51003-000-000	TELEPHONE	402.55	3,584.45	3,960.00	375.55	90.52
500-00-51003-001-000	HEAT	9.90	1,933.56	2,500.00	566.44	77.34
500-00-51003-002-000	ELECTRIC	466.96	4,283.23	6,000.00	1,716.77	71.39
500-00-51003-003-000	WATER	66.73	643.47	800.00	156.53	80.43
500-00-51004-000-000	LIABILITY INSURANCE	0.00	5,497.00	5,389.00	-108.00	102.00
500-00-51004-407-000	HEALTH INSURANCE	8,792.17	100,873.30	119,000.00	18,126.70	84.77
500-00-51004-408-000	INSURANCE - DENTAL	664.20	6,642.00	8,974.00	2,332.00	74.01
500-00-51004-409-000	WORKMEN'S COMPENSATION	2,625.00	12,073.00	13,200.00	1,127.00	91.46
500-00-51004-411-000	AUTO INSURANCE	0.00	2,668.38	2,400.00	-268.38	111.18
500-00-51005-000-000	RADIO MAINTENANCE	0.00	0.00	575.00	575.00	0.00
500-00-51006-000-000	AUTOMOBILE MAINTENANCE	203.28	6,745.06	6,000.00	-745.06	112.42
500-00-51007-000-000	CLOTHING ALLOWANCE	1,108.51	3,316.52	4,200.00	883.48	78.96
500-00-51008-000-000	SOC.SEC.(EMPLOYER SHARE)	2,755.62	29,068.83	34,396.00	5,327.17	84.51
500-00-51009-000-000	TRAINING	0.00	3,821.19	5,120.00	1,298.81	74.63
500-00-51010-000-000	OFFICE SUPPLIES	718.49	2,869.74	3,600.00	730.26	79.72
500-00-51010-005-000	JANITORIAL SUPPLIES	0.00	483.83	400.00	-83.83	120.96
500-00-51011-010-000	RADAR MAINTENANCE & REPAIR	0.00	0.00	350.00	350.00	0.00
500-00-51011-020-000	RADAR CERTIFICATION	0.00	160.00	320.00	160.00	50.00
500-00-51012-000-000	MISCELLANEOUS EXPENSE	40.80	2,683.08	3,000.00	316.92	89.44
500-00-51013-000-000	STATE RETIREMENT-DEPT SHARE	4,549.26	48,751.10	54,720.00	5,968.90	89.09
500-00-51016-000-000	COMPUTER SOFTWARE MAINTENANCE	0.00	5,528.00	5,528.00	0.00	100.00
500-00-51016-001-000	MOBILE DATA (AIR CARDS)	50.00	506.77	1,100.00	593.23	46.07
500-00-51017-000-000	COMPUTER MAINTENANCE	1,066.50	1,197.75	4,900.00	3,702.25	24.44
500-00-51017-001-000	OFFICE EQUIPMENT MAINTENANCE	0.00	270.00	250.00	-20.00	108.00
500-00-51017-002-000	BUILDING MAINTENANCE	0.00	489.81	1,200.00	710.19	40.82
500-00-51018-000-000	EQUIPMENT	1,398.00	12,657.68	9,000.00	-3,657.68	140.64
500-00-51018-001-000	EQUIPMENT TRANSFERS	0.00	0.00	2,500.00	2,500.00	0.00
500-00-51019-000-000	INVESTIGATIONS	60.00	3,866.62	4,000.00	133.38	96.67
500-00-51019-001-000	DRUG/SEARCH DOG	46.99	1,820.77	2,500.00	679.23	72.83
500-00-51021-000-000	LEGAL	0.00	0.00	2,000.00	2,000.00	0.00
500-00-51022-000-000	TIME SYSTEM	0.00	702.00	1,320.00	618.00	53.18
500-00-51023-000-000	AUTO PURCHASE	0.00	5,209.39	0.00	-5,209.39	0.00
510-00-51023-000-000	AUTO PURCHASE	0.00	0.00	13,200.00	13,200.00	0.00
500-00-51025-000-000	CLOTHING-VESTS	0.00	0.00	1,500.00	1,500.00	0.00
500-00-51028-000-000	METAL PLATE FEES & PURCHASES	7,630.25	87,702.03	100,000.00	12,297.97	87.70
500-00-51029-000-000	DEPARTMENT POLICIES	3,119.00	3,119.00	2,940.00	-179.00	106.09
500-00-57001-000-000	AUTO FUND	0.00	30,010.50	0.00	-30,010.50	0.00
Total Expenses		74,374.30	796,895.03	898,529.00	101,633.97	88.69
Net Totals		36,021.53	-36,705.50	0.00	36,705.50	0.00

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Check Nbr	Check Date	Payee	Amount
12763	10/10/2018	DESIGNER ADVERTISING LEICHTNAM UNIFORM EMBROD.	
500-00-51007-000-000		CLOTHING ALLOWANCE	133.00
		52350	
		Total	133.00
12764	10/10/2018	FOURMENS FARM HOME-COLBY HARDWARE	
500-00-51012-000-000		MISCELLANEOUS EXPENSE	40.80
		Total	40.80
12765	10/10/2018	HOLIDAY COMMERCIAL SEPT FUEL	
500-00-51002-000-000		FUEL	500.38
		SEPT	
		Total	500.38
12766	10/10/2018	MENDEZ, JOHN RE ISSUE CHECK FOR INTERPRETER FEES	
500-00-51019-000-000		INVESTIGATIONS	60.00
		8/4, 2:55AM-4:10AM	
500-00-51019-000-000		INVESTIGATIONS	45.00
		7/28, 6PM-8:30PM	
		Total	105.00
12767	10/10/2018	NICOLET NATIONAL BANK CREDIT CARD	
500-00-51010-000-000		OFFICE SUPPLIES	15.81
500-00-51007-000-000		CLOTHING ALLOWANCE	431.91
500-00-51019-000-000		INVESTIGATIONS	-105.00
		Total	342.72
12768	10/10/2018	WI SCTF LEICHTNAM'S CHILD SUPPORT PYMT	
500-00-21581-000-000		SUPPORT OBLIGATION	184.61
		CASE ID (PIN #) 5012635	

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Check Nbr	Check Date	Payee	Amount
			Total 184.61
			Total 10/10 1,306.51

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12769	10/25/2018	WI SCTF LEICHTNAM'S CHILD SUPPORT	
500-00-21581-000-000		SUPPORT OBLIGATION CASE ID (PIN #) 5012635	184.61
			Total 184.61
			Total 10/25 184.61

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12770	11/08/2018	WI SCTF PATRICK LEICHTNAM'S CHILD SUPPORT	
500-00-21581-000-000		SUPPORT OBLIGATION CASE ID (PIN #) 5012635	184.61
			Total 184.61
			Total 11/8 184.61

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12771	11/12/2018	ACE K9.COM ACE WATCH DOG SERVER SUBSCRIPTIONS	
500-00-51019-001-000		DRUG/SEARCH DOG	168.00
		263980	
		Total	168.00
12772	11/12/2018	BBD SPORTS SHOP K9	
500-00-51019-001-000		DRUG/SEARCH DOG	46.99
		9627	
500-00-51019-001-000		DRUG/SEARCH DOG	46.99
		9294	
		Total	93.98
12773	11/12/2018	CELL COM CELL PHONES & AIR CARDS	
500-00-51003-000-000		TELEPHONE	220.24
		CELL PHONES	785317
500-00-51016-001-000		MOBILE DATA (AIR CARDS)	50.00
		AIR CARDS	785317
		Total	270.24
12774	11/12/2018	CHARTER COMMUNICATIONS PHONE & INTERNET	
500-00-51002-001-000		INTERNET	69.99
500-00-51003-000-000		TELEPHONE	171.71
		Total	241.70
12775	11/12/2018	CITY OF ABBOTSFORD NOV	
500-00-51003-003-000		WATER	66.73
		NOV	
		Total	66.73
12776	11/12/2018	COLBY ABBOTSFORD PROFESSIONAL POLICE OCT	
500-00-21115-000-000		UNION DUES PAYABLE	292.60
		OCT	

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Check Nbr	Check Date	Payee		Amount
				Total 292.60
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12777	11/12/2018	COMPLETE OFFICE OF WISCONSIN OFFICE SUPPLIES		
500-00-51010-000-000		OFFICE SUPPLIES	944793	72.79
				Total 72.79
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12778	11/12/2018	COMPUTER TR INC. NEW COMPUTERS/CABLE		
500-00-51017-000-000		COMPUTER MAINTENANCE	11509	1,758.00
500-00-51017-000-000		COMPUTER MAINTENANCE	11499	12.99
				Total 1,770.99
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12779	11/12/2018	DELTA DENTAL OF WISCONSIN NOVEMBER		
500-00-51004-408-000		INSURANCE - DENTAL NOV	1220392	664.20
				Total 664.20
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12780	11/12/2018	FILMTOOLS CDS		
500-00-51010-000-000		OFFICE SUPPLIES	SI-8205041	227.77
				Total 227.77
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12781	11/12/2018	FOURMENS FARM HOME-COLBY MISC		
500-00-51012-000-000		MISCELLANEOUS EXPENSE		35.97
				Total 35.97
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12782	11/12/2018	HEARTLAND NAPA AUTO MAINT.		
500-00-51006-000-000		AUTOMOBILE MAINTENANCE	277343	-27.48
500-00-51006-000-000		AUTOMOBILE MAINTENANCE	277343	59.95

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Check Nbr	Check Date	Payee	Amount
500-00-51006-000-000		AUTOMOBILE MAINTENANCE	17.16
		277854	
		Total	49.63
12783	11/12/2018	HOLIDAY COMMERCIAL OCT FUEL	
500-00-51002-000-000		FUEL	397.22
		OCT	
		Total	397.22
12784	11/12/2018	KAUFFMAN AUTO SERVICE EXPEDITION AUTO MAINT.	
500-00-51006-000-000		AUTOMOBILE MAINTENANCE	802.89
		10649	
		Total	802.89
12785	11/12/2018	KWIK TRIP INC OCT FUEL	
500-00-51002-000-000		FUEL	1,039.71
		OCT	
		Total	1,039.71
12786	11/12/2018	MARSHFIELD CLINIC HEALTH SYSTEM BLOOD DRAW	
500-00-51012-000-000		MISCELLANEOUS EXPENSE	280.20
		BLOOD DRAW	
		Total	280.20
12787	11/12/2018	MEMORIAL MEDICAL CENTER BLOOD DRAW	
500-00-51019-000-000		INVESTIGATIONS	75.00
		11796C13496	
		Total	75.00
12788	11/12/2018	MENDEZ, JOHN INTERPRETER	
500-00-51019-000-000		INVESTIGATIONS	60.00
		10/17, 4PM-5PM	
500-00-51019-000-000		INVESTIGATIONS	60.00
		10/20, 3AM-4AM	

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Check Nbr	Check Date	Payee	Amount
500-00-51019-000-000	10/31, 5:05PM-5:20PM	INVESTIGATIONS	30.00
Total			150.00
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12789	11/12/2018	MIDWEST RADAR & EQUIPMENT RADAR CERT	
500-00-51011-020-000		RADAR CERTIFICATION 164623	160.00
Total			160.00
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12790	11/12/2018	NICOLET NATIONAL BANK CLOTHING/SUPPLIES/PO BOX RENT/STAMPS	
500-00-51010-000-000		OFFICE SUPPLIES	15.81
500-00-51007-000-000		CLOTHING ALLOWANCE	129.21
500-00-51012-000-000		MISCELLANEOUS EXPENSE	172.00
500-00-51012-000-000		MISCELLANEOUS EXPENSE YTD INTEREST	-2.48
Total			314.54
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12791	11/12/2018	POMP'S TIRE SERVICE, INC TIRES, 2017 DURANGO	
500-00-51006-000-000		AUTOMOBILE MAINTENANCE 350035993	842.41
Total			842.41
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12792	11/12/2018	SECURITY HEALTH PLAN DECEMBER PREMIUMS	
500-00-51004-407-000		HEALTH INSURANCE DEC	9,531.52
Total			9,531.52
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12793	11/12/2018	SHOPKO STORES USB STORAGE	
500-00-51010-000-000		OFFICE SUPPLIES	59.90
Total			59.90

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Check Nbr	Check Date	Payee	Amount
12794	11/12/2018	THE UNIFORM SHOPPE OF GREEN BAY, INC STUBBE CLOTHING ALLOWANCE	
500-00-51007-000-000		CLOTHING ALLOWANCE STUBBE	146.90
		281729	
		Total	146.90
12795	11/12/2018	TU MARX PRINTING PROPERTY/EVIDENCE FORMS	
500-00-51010-000-000		OFFICE SUPPLIES	106.50
		29124	
		Total	106.50
12796	11/12/2018	URBINA, ALEJANDRO INTERPRETER FEE	
500-00-51019-000-000		INVESTIGATIONS 11/1, 3:20pm-5:20pm	45.00
		Total	45.00
12797	11/12/2018	WI DEPT OF JUSTICE-TIME 10/1-12/31	
500-00-51022-000-000		TIME SYSTEM 10/1-12/31	234.00
		455TIME-0000005452	
		Total	234.00
12798	11/12/2018	XCEL ENERGY 9/18-10/17	
500-00-51003-002-000		ELECTRIC 9/18-10/17	361.00
		Total	361.00
Total 11/12			18,501.39

Grand Total:
\$ 20,177.12

COLBY-ABBY POLICE
BANK RECONCILIATION ACCT# 4001940

9/30/2018

Outstanding Checks			
No.	Amount	No.	Amount
DMV	240.50		
CVR	214.00		

Balance per Bank	16,137.42
Less Outstanding	454.50

Plus deposit in Transit	
Adjusted bank balance	\$ 15,682.92

Beginning Balance per general	16,138.29
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Deposits:

	305.25
	2,067.75
7,174.88 -JE	352.00
	2,683.25
	1,760.50
Interest	6.13

Checks written:

DMV	5,966.25
CVR	214.00
7,630.25 -JE	

Other:

2393	1,450.00

Balance per General Ledger	\$ 15,682.92
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