

SUPPORT SERVICES
WARREN COUNTY TREASURER
JANUARY 20, 2026

COMMITTEE MEMBERS: Gilligan, Strough, Turner, Driscoll, Strainer, Maday and Etu

- I. Committee meeting called to order by Chair
- II. Approval of minutes of prior Committee Meeting – *no prior minutes; new Committee for 2026*
- III. Privilege of the floor and public comment
- IV. Action Agenda/New Business Items:
 1. Request: Create new position of Principal Account Clerk #3, (Grade 10, \$52,138), and delete the position of Accounting Technician #3 (Grade 19, \$64,153) effective February 23, 2026.
 2. Request: Amend County Budget in the amount of \$34,383.55 to record 2026 Mental Health Office lease per GASB #87
 3. Request: Transfer of Funds in the amount of \$35,010 from the Contingent Account, A.1190 469 in accordance with GASB #87
- V. Discussion Items: None.
- VI. Referrals/Pending Items: None.
- VII. Privilege of the floor and public comment
- VIII. Motion to adjourn

Attachments:

1. *Resolution Request Form No. 11, Request to Create New Position*
2. *Resolution Request Form No. 7, Request to Amend County Budget*
3. *Resolution Request Form No. 10, Request for Transfer of Funds*

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Treasurer

DATE: 1/13/2026

- (a) Title of Requested Position: Principal Account Clerk #3
- (b) Annual **Base** Salary (and Grade if Applicable): \$52,138 (grade 10)
- (c) Effective Date for New Position*: February 23,2026
**Please do not backdate unless the purpose is to correct an error.*
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request:
(Include annual salary and grade if applicable):
Accounting Technician #3 (Grade 19 \$64,153)

(e) Where are Funds in the Budget for this Position?
List Budget Code, Object Code, Full Title and Amount:
A.1325 110

(f) Is a Budget Transfer needed? YES NO
If yes, please complete Resolution Request Form No. 10 – Transfer of Funds
If no, please provide details on how the increase will be funded with the current budget:

(g) Has Director of Human Resources Reviewed and Approved of the New Position Title? YES NO
(approval is necessary BEFORE bringing the request to Committee) HR Director Initial AA 1/13/26

(h) Had County Administrator Reviewed and Approved Creation of New Position? YES NO
(approval is necessary BEFORE bringing the request to Committee) Co. Admin Initial [Signature]

(i) Is this a mandated position? YES NO *DO RECOMMEND WE WAIT UNTIL COMPLETION OF COMPTROLLER AUDIT*
If yes, please explain:

(j) Is there expected revenue from this position? YES NO *BEFORE FILING TALK*
If yes, please explain and complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue:
POSTED

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

****If this is the result of a grant award, also complete and submit Form No. 5 or 6***

DEPARTMENT NAME: Treasurer

DATE: January 14,2026

- (a) Purpose of Amendment: **To record 2026 Mental Health Office lease per GASB #87**

- (b) Appropriation Code, Object Code, Full Title and Amount: **A.4310 275, Mental Health, Buildings - \$34,383.55**

- (c) Revenue Code (with title), and Amount: **A.4310 5788, Mental Health, Leases - \$34,383.55**

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: Treasurer

SIGNED:

DATE: 1/20/2026

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A2490 439	Community college misc fees	A.9788 610	Leases - Principal Indebtness	\$34,383.55
		A.9788 710	Leases - Interest Indebtness	\$626.45

Please state reason for transfers requested: To transfer budget to accounts in accordance with GASB #87 - Leases for the Mental Health office space lease.

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions			

Please state reason for transfer request:

Please file original request with Clerk of the Board and retain copy for your records.