



Wexford County

FINANCE & APPROPRIATIONS COMMITTEE

Brian Potter, Chair

NOTICE OF MEETING

The Finance and Appropriations Committee of the Wexford County Board of Commissioners will hold a regular meeting on Wednesday, September 24, 2025, beginning at 4:00 p.m. in the Commissioners' Room, third floor of the Historic Courthouse, 437 E. Division St., Cadillac, Michigan.

TENTATIVE AGENDA

- A. CALL TO ORDER
- B. ROLL CALL
- C. ADDITIONS / DELETIONS TO THE AGENDA
- D. APPROVAL OF THE AGENDA
- E. APPROVAL OF SEPTEMBER 11, 2025, REGULAR MEETING MINUTES..... 1
- F. PUBLIC COMMENTS
Designated for topics on the agenda only.
- G. AGENDA ITEMS
 - 1. Approval of the Claims *(Clerk's Office)*
 - 2. Revenue & Expense Reports 3
 - 3. Budget Amendments 11
 - 4. Victims Advocate Grant Agreement for FY26 14
- H. CORRESPONDENCE
- I. ADMINISTRATOR'S COMMENTS
- J. PUBLIC COMMENTS
- K. COMMITTEE COMMENTS
- L. CHAIR COMMENTS
- M. ADJOURN

WEXFORD COUNTY
FINANCE & APPROPRIATIONS COMMITTEE MEETING
 REGULAR MEETING MINUTES
 September 11, 2025

The regular meeting was called to order by Chairman Brian Potter at 4:00 p.m., in the Commissioners' Room, Third Floor, Historic Courthouse, 437 E. Division St. Cadillac, Michigan.

Members Present: Brian Potter, Mark Nyman, Gary Taylor, Sandy Bengelink
 Members Absent: None
 Also Present: Jami Bigger, Deputy Admin. & HR Director; Alaina Nyman, Clerk; Joe Porterfield, Equalization Director & Administrator; Megan Swanberg, Executive Assistant

ADDITIONS OR DELETIONS TO THE AGENDA

None.

APPROVAL OF THE AGENDA

A motion was made by Comm. Taylor and supported by Comm. Nyman to approve the agenda, as presented. A vote was called, all in favor. Motion 4-0.

APPROVAL OF THE MINUTES

A motion was made by Comm. Tolor and supported by Comm. Nyman to approve the August 27, 2025, regular meeting minutes. A vote was called, all in favor. Motion passed 4-0.

PUBLIC COMMENTS

None.

AGENDA ITEMS

G.1. Approval of Claims

A motion was made by Comm. Taylor and supported by Comm. Bengelink to approve paying the claims in the amount of \$367,075.87. A vote was called, all in favor. Motion passed 4-0.

G.2. Two Seven Oh Inc. Reimbursement Grant Agreement – Wexford County Animal Shelter

A motion was made by Comm. Bengelink and supported by Comm. Nyman to forward a recommendation to the full board to approve the Two Seven Oh Inc. Reimbursement Grant Agreement for Wexford County Animal Shelter. A vote was called, all in favor. Motion passed 4-0.

G.3. TKS Security Proposal – Wexford County Public Defender's Office

A motion was made by Comm. Nyman and supported by Comm. Bengelink to forward a recommendation to the full board to approve the TKS Security Proposal in the amount of \$12,671.34 for access control installation at the Public Defender's Office. A vote was called, all in favor. Motion passed 4-0.

G.4. FY2026 MIDC Compliance Plan

A motion was made by Comm. Bengelink and supported by Comm. Taylor to forward a recommendation to the full board to approve the Fiscal Year 2026 Michigan Indigent Defense Commission Compliance Plan. A vote was called, all in favor. Motion passed 4-0.

CORRESPONDENCE

None.

ADMINISTRATOR'S COMMENTS

Mr. Porterfield, Administrator, informed the committee:

- Departments are still working on getting their budgets completed and turned in.
- Ms. Bigger is working on the spreadsheet for benefits and said we are still looking at a 15 percent increase in healthcare rates for 2026.

Finance Committee

September 11, 2025

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PUBLIC COMMENTS

None

COMMITTEE COMMENTS

None.

CHAIR COMMENTS

None.

ADJOURN

A motion was made by Comm. Taylor and supported by Comm. Bengelink to adjourn the meeting at 4:11 p.m. A vote was called, all in favor. Motion passed 4-0.

Brian Potter, Chair

Megan Swanberg, Recording Secretary

PERIOD ENDING 08/31/2025

% Fiscal Year Completed: 66.58

GL NUMBER	DESCRIPTION	2025	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2025	MONTH 08/31/2025	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Revenues						
UNCLASSIFIED	Unclassified	18,545,393.00	8,581,496.27	1,938,252.56	9,963,896.73	46.27
TOTAL REVENUES		18,545,393.00	8,581,496.27	1,938,252.56	9,963,896.73	46.27
Expenditures						
101	COMMISSIONERS	126,769.00	86,137.77	16,520.26	40,631.23	67.95
172	COUNTY ADMINISTRATION	141,229.00	82,768.80	15,673.91	58,460.20	58.61
174	GEN SERVICES ADMINISTRATION	1,164,008.00	1,089,993.14	209,838.06	74,014.86	93.64
193	ARPA Direct Payment	0.00	34,000.00	0.00	(34,000.00)	100.00
194	DEPT OF AGRICULTURE	120,000.00	44,946.39	0.00	75,053.61	37.46
215	COUNTY CLERK	434,731.00	272,241.57	45,942.65	162,489.43	62.62
245	STATE SURVEY & REMONUMENTATION	48,570.00	14,280.00	5,865.00	34,290.00	29.40
253	COUNTY TREASURER	445,233.00	286,317.53	43,175.16	158,915.47	64.31
257	EQUALIZATION	612,297.00	380,033.54	49,228.48	232,263.46	62.07
262	ELECTIONS	56,250.00	17,943.71	0.00	38,306.29	31.90
265	BUILDING AND GROUNDS	489,201.00	302,506.49	42,313.86	186,694.51	61.84
268	DISTRICT HEALTH DEPARTMENT	97,200.00	56,705.52	5,409.13	40,494.48	58.34
270	HUMAN RESOURCES	98,570.00	121,243.71	33,030.76	(22,673.71)	123.00
272	MAINT/STORAGE - BLDG/GRDS	7,850.00	4,745.42	782.62	3,104.58	60.45
276	HUMAN SERVICES BLDG	131,750.00	104,247.03	10,172.67	27,502.97	79.12
278	JAIL - BLDG/GRDS	265,000.00	191,761.79	27,436.54	73,238.21	72.36
279	PUBLIC DEFENDER	279,350.00	222,349.54	40,020.41	57,000.46	79.60
283	CIRCUIT COURT	348,069.00	210,682.35	34,451.47	137,386.65	60.53
286	DISTRICT COURT	802,393.00	514,362.15	76,963.64	288,030.85	64.10
289	FRIEND OF THE COURT	1,026,819.00	590,848.21	99,508.74	435,970.79	57.54
294	PROBATE COURT	716,575.00	396,633.90	65,774.60	319,941.10	55.35
295	PROBATION AND PAROLE	2,700.00	1,309.21	42.50	1,390.79	48.49
296	PROSECUTING ATTORNEY	876,167.00	461,691.08	75,682.63	414,475.92	52.69
297	JURY COMMISSION	5,250.00	4,216.82	345.61	1,033.18	80.32
298	CIRCUIT COURT FAMILY COUNS.	75,217.00	34,442.05	5,357.28	40,774.95	45.79
299	PROS ATTN CO-OP REIMB	75,527.00	51,197.30	8,041.91	24,329.70	67.79
301	SHERIFF	3,311,718.00	2,097,368.62	331,670.63	1,214,349.38	63.33
316	SECONDARY ROAD PATROL	104,979.00	47,099.00	5,736.05	57,880.00	44.87
331	MARINE	37,367.00	14,737.80	6,543.11	22,629.20	39.44
332	SNOWMOBILE	34,899.00	20,742.09	41.06	14,156.91	59.43
333	ORV GRANT	41,000.00	20,709.21	3,046.27	20,290.79	50.51
334	FEDERAL FOREST	4,000.00	2,957.62	0.00	1,042.38	73.94
351	JAIL	3,761,968.00	2,011,109.21	243,717.51	1,750,858.79	53.46
362	STATE GRANT PA 511	128,543.00	76,510.59	10,922.79	52,032.41	59.52
363	ENHANCEMENT	171,262.00	103,839.85	16,158.12	67,422.15	60.63
426	EMERGENCY MANAGEMENT	105,732.00	85,463.72	18,131.17	20,268.28	80.83
442	DRAIN COMMISSION	86,989.00	36,150.54	6,772.99	50,838.46	41.56
526	SANITARY LANDFILL	65,000.00	20,832.50	4,290.00	44,167.50	32.05
605	CONTAGIOUS DISEASES	0.00	23.60	0.00	(23.60)	100.00
648	MEDICAL EXAMINER	110,400.00	68,893.52	3,623.46	41,506.48	62.40
681	VETERANS BURIAL	10,000.00	3,900.00	900.00	6,100.00	39.00
711	REGISTER OF DEEDS	350,905.00	224,005.14	34,643.13	126,899.86	63.84
959	APPROPRIATIONS	471,543.00	346,027.63	10,545.17	125,515.37	73.38
966	APPROPRIATIONS	6,583.00	0.00	0.00	6,583.00	0.00
995	TRANSFERS	1,295,780.00	776,120.56	24,917.58	519,659.44	59.90
TOTAL EXPENDITURES		18,545,393.00	11,534,096.22	1,633,236.93	7,011,296.78	62.19

REVENUE AND EXPENDITURE REPORT FOR WEXFORD COUNTY
 PERIOD ENDING 08/31/2025
 % Fiscal Year Completed: 66.58

GL NUMBER	DESCRIPTION	2025	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2025 NORMAL (ABNORMAL)	MONTH 08/31/2025 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		18,545,393.00	8,581,496.27	1,938,252.56	9,963,896.73	46.27
TOTAL EXPENDITURES		18,545,393.00	11,534,096.22	1,633,236.93	7,011,296.78	62.19
NET OF REVENUES & EXPENDITURES		0.00	(2,952,599.95)	305,015.63	2,952,599.95	100.00
BEG. FUND BALANCE		12,543,582.96	12,543,582.96			
END FUND BALANCE		12,543,582.96	9,590,983.01			

REVENUE AND EXPENDITURE REPORT FOR WEXFORD COUNTY
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GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
			08/31/2025 NORMAL (ABNORMAL)	MONTH 08/31/2025 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 225 - ANIMAL CONTROL						
Revenues						
UNCLASSIFIED	Unclassified	298,303.00	270,323.23	1,943.15	27,979.77	90.62
TOTAL REVENUES		298,303.00	270,323.23	1,943.15	27,979.77	90.62
Expenditures						
000		298,303.00	154,347.41	21,877.84	143,955.59	51.74
TOTAL EXPENDITURES		298,303.00	154,347.41	21,877.84	143,955.59	51.74
Fund 225 - ANIMAL CONTROL:						
TOTAL REVENUES		298,303.00	270,323.23	1,943.15	27,979.77	90.62
TOTAL EXPENDITURES		298,303.00	154,347.41	21,877.84	143,955.59	51.74
NET OF REVENUES & EXPENDITURES		0.00	115,975.82	(19,934.69)	(115,975.82)	100.00
BEG. FUND BALANCE		259,610.13	259,610.13			
FUND BALANCE ADJUSTMENTS			100.00			
END FUND BALANCE		259,610.13	375,685.95			

REVENUE AND EXPENDITURE REPORT FOR WEXFORD COUNTY

PERIOD ENDING 08/31/2025

% Fiscal Year Completed: 66.58

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
			08/31/2025 NORMAL (ABNORMAL)	MONTH 08/31/2025 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)			
Fund 239 - COURT SECURITY FUND								
Revenues								
UNCLASSIFIED	Unclassified	196,211.00	155,687.10	19,039.42		40,523.90		79.35
TOTAL REVENUES		196,211.00	155,687.10	19,039.42		40,523.90		79.35
Expenditures								
000		196,211.00	68,995.79	10,878.70		127,215.21		35.16
TOTAL EXPENDITURES		196,211.00	68,995.79	10,878.70		127,215.21		35.16
Fund 239 - COURT SECURITY FUND:								
TOTAL REVENUES		196,211.00	155,687.10	19,039.42		40,523.90		79.35
TOTAL EXPENDITURES		196,211.00	68,995.79	10,878.70		127,215.21		35.16
NET OF REVENUES & EXPENDITURES		0.00	86,691.31	8,160.72		(86,691.31)		100.00
BEG. FUND BALANCE		128,235.14	128,235.14					
END FUND BALANCE		128,235.14	214,926.45					

REVENUE AND EXPENDITURE REPORT FOR WEXFORD COUNTY
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			08/31/2025 NORMAL (ABNORMAL)	MONTH 08/31/2025 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 249 - BUILDING INSPECTIONS DEPT.						
Revenues						
UNCLASSIFIED	Unclassified	320,000.00	231,924.08	43,086.28	88,075.92	72.48
TOTAL REVENUES		320,000.00	231,924.08	43,086.28	88,075.92	72.48
Expenditures						
000		239,801.00	187,104.07	29,001.61	52,696.93	78.02
TOTAL EXPENDITURES		239,801.00	187,104.07	29,001.61	52,696.93	78.02
Fund 249 - BUILDING INSPECTIONS DEPT.:						
TOTAL REVENUES		320,000.00	231,924.08	43,086.28	88,075.92	72.48
TOTAL EXPENDITURES		239,801.00	187,104.07	29,001.61	52,696.93	78.02
NET OF REVENUES & EXPENDITURES		80,199.00	44,820.01	14,084.67	35,378.99	55.89
BEG. FUND BALANCE		384,505.19	384,505.19			
END FUND BALANCE		464,704.19	429,325.20			

REVENUE AND EXPENDITURE REPORT FOR WEXFORD COUNTY

PERIOD ENDING 08/31/2025

% Fiscal Year Completed: 66.58

GL NUMBER	DESCRIPTION	2025	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2025 NORMAL (ABNORMAL)	MONTH 08/31/2025 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 260 - PUBLIC DEFENDER						
Revenues						
UNCLASSIFIED	Unclassified	1,974,202.00	1,153,287.14	457,344.79	820,914.86	58.42
TOTAL REVENUES		<u>1,974,202.00</u>	<u>1,153,287.14</u>	<u>457,344.79</u>	<u>820,914.86</u>	<u>58.42</u>
Expenditures						
000		1,974,202.00	1,157,359.42	211,929.97	816,842.58	58.62
TOTAL EXPENDITURES		<u>1,974,202.00</u>	<u>1,157,359.42</u>	<u>211,929.97</u>	<u>816,842.58</u>	<u>58.62</u>
Fund 260 - PUBLIC DEFENDER:						
TOTAL REVENUES		1,974,202.00	1,153,287.14	457,344.79	820,914.86	58.42
TOTAL EXPENDITURES		<u>1,974,202.00</u>	<u>1,157,359.42</u>	<u>211,929.97</u>	<u>816,842.58</u>	<u>58.62</u>
NET OF REVENUES & EXPENDITURES		0.00	(4,072.28)	245,414.82	4,072.28	100.00
BEG. FUND BALANCE		2,459.00	2,459.00			
END FUND BALANCE		2,459.00	(1,613.28)			

REVENUE AND EXPENDITURE REPORT FOR WEXFORD COUNTY

PERIOD ENDING 08/31/2025

% Fiscal Year Completed: 66.58

GL NUMBER	DESCRIPTION	2025	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2025 NORMAL (ABNORMAL)	MONTH 08/31/2025 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 261 - 911-WIRELESS						
Revenues						
UNCLASSIFIED	Unclassified	1,400,000.00	620,956.77	217,268.80	779,043.23	44.35
TOTAL REVENUES		<u>1,400,000.00</u>	<u>620,956.77</u>	<u>217,268.80</u>	<u>779,043.23</u>	<u>44.35</u>
Expenditures						
000		155,000.00	33,681.22	5,924.22	121,318.78	21.73
325	COMMUNICATIONS/DISPATCH	1,103,334.00	744,890.59	103,571.43	358,443.41	67.51
TOTAL EXPENDITURES		<u>1,258,334.00</u>	<u>778,571.81</u>	<u>109,495.65</u>	<u>479,762.19</u>	<u>61.87</u>
<hr/>						
Fund 261 - 911-WIRELESS:						
TOTAL REVENUES		1,400,000.00	620,956.77	217,268.80	779,043.23	44.35
TOTAL EXPENDITURES		<u>1,258,334.00</u>	<u>778,571.81</u>	<u>109,495.65</u>	<u>479,762.19</u>	<u>61.87</u>
NET OF REVENUES & EXPENDITURES		141,666.00	(157,615.04)	107,773.15	299,281.04	111.26
BEG. FUND BALANCE		357,467.71	357,467.71			
END FUND BALANCE		499,133.71	199,852.67			

PERIOD ENDING 08/31/2025

% Fiscal Year Completed: 66.58

GL NUMBER	DESCRIPTION	2025	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	08/31/2025 NORMAL (ABNORMAL)	MONTH 08/31/2025 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 292 - CHILD CARE FUND						
Revenues						
UNCLASSIFIED	Unclassified	1,014,243.00	92,136.25	0.00	922,106.75	9.08
TOTAL REVENUES		<u>1,014,243.00</u>	<u>92,136.25</u>	<u>0.00</u>	<u>922,106.75</u>	<u>9.08</u>
Expenditures						
000		1,014,243.00	409,698.93	59,086.91	604,544.07	40.39
TOTAL EXPENDITURES		<u>1,014,243.00</u>	<u>409,698.93</u>	<u>59,086.91</u>	<u>604,544.07</u>	<u>40.39</u>
Fund 292 - CHILD CARE FUND:						
TOTAL REVENUES		1,014,243.00	92,136.25	0.00	922,106.75	9.08
TOTAL EXPENDITURES		<u>1,014,243.00</u>	<u>409,698.93</u>	<u>59,086.91</u>	<u>604,544.07</u>	<u>40.39</u>
NET OF REVENUES & EXPENDITURES		0.00	(317,562.68)	(59,086.91)	317,562.68	100.00
BEG. FUND BALANCE		77,528.70	77,528.70			
END FUND BALANCE		77,528.70	(240,033.98)			
TOTAL REVENUES - ALL FUNDS		5,202,959.00	2,524,314.57	738,682.44	2,678,644.43	48.52
TOTAL EXPENDITURES - ALL FUNDS		<u>4,981,094.00</u>	<u>2,756,077.43</u>	<u>442,270.68</u>	<u>2,225,016.57</u>	<u>55.33</u>
NET OF REVENUES & EXPENDITURES		221,865.00	(231,762.86)	296,411.76	453,627.86	104.46
BEG. FUND BALANCE - ALL FUNDS		1,209,805.87	1,209,805.87			
FUND BALANCE ADJ - ALL FUNDS			100.00			
END FUND BALANCE - ALL FUNDS		1,431,670.87	978,143.01			



WEXFORD COUNTY BUDGET AMENDMENT

As provided for in the Uniform Budgeting and Accounting Act of 1978, as amended, and consistent with Wexford County Policy No. E-7.3, the Treasurer's Office is hereby authorized to record the following adjustments to the budget.

FUND: General PIC Special Revenue Debt Service DPW / Landfill

REVENUE

Account Number	Account Description	Decrease	Increase
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
Total		\$	\$

EXPENDITURE

Account Number	Account Description	Increase	Decrease
101-283-802.00	Computer Services	\$	\$ 15,000.00
101-279-702.16	Circuit Ct transcripts	\$ 15,000.00	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
Total		\$	\$

Mr. Hagler
Department Head Signature

9-10-25
Date

Finance Committee Approval Date (if necessary) _____

(For Treasurer use only)
B.A. Number _____

Date _____



WEXFORD COUNTY BUDGET AMENDMENT

As provided for in the Uniform Budgeting and Accounting Act of 1978, as amended, and consistent with Wexford County Policy No. E-7.3, the Treasurer's Office is hereby authorized to record the following adjustments to the budget.

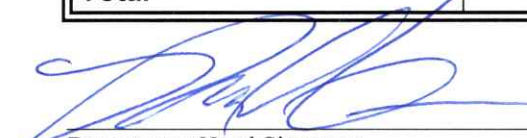
FUND: General PIC Special Revenue Debt Service DPW / Landfill

REVENUE

Account Number	Account Description	Decrease	Increase
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
Total		\$	\$

EXPENDITURE

Account Number	Account Description	Increase	Decrease
101-301-702.03	Permanent Employees	\$	\$9318.00
101-301-957.00	Training	\$9318.00	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
Total		\$9318.00	\$9318.00



 Department Head Signature

9-16-25

 Date

Finance Committee Approval Date (if necessary) _____

(For Treasurer use only)
 B.A. Number _____

Date _____



INVOICE

DATE SEPTEMBER 8, 2025
 INVOICE NO. 13373
 BALANCE DUE OCTOBER 7, 2025

REMIT TO

ACCOUNTS PAYABLE
 WEXFORD COUNTY SHERIFF'S OFFICE
 1015 LINCOLN ST
 CADILLAC MI 49601

KIRTLAND COMMUNITY COLLEGE
 ACCOUNTS RECEIVABLE DEPT
 4800 W 4 MILE RD
 GRAYLING, MI 49738
 (989) 275-5000 EXT. 238

ID#	Description	Total
217983	<p><u>Fall 2025 Regional Police Academy</u></p> <p>Wilkerson, Lukas</p> <p style="text-align: center;">RECEIVED</p> <p style="text-align: center;">SEP 15 2025</p> <p style="text-align: center;">WEXFORD COUNTY SHERIFF</p> <p style="text-align: center;">Tax ID#: 38-1855318</p>	9,318.00
TOTAL		\$ 9,318.00

FOR OFFICE USE ONLY	
VENDOR #	114151
RECEIPT CODE	3P
DATE PAID	

Thank you for choosing Kirtland!
www.kirtland.edu



EGrAMS Application



Michigan.gov

Demographic Information (*) - Required field Timeout : 20 mins Date : Jun-25-25

Agency Wexford County of Prosecutor Program : Victim Rights Prosecutor - 2026
Application : Victim Rights Prosecutor - 2026 Show Documents

Facsheet Certifications Narrative Work Plan Budget Miscellaneous Index

Close

Save Save+ Validate Errors Done PDF Copy

Show Tree

1. Demographic Information - Page 1

Show Instructions

a. *Demographic Information Name

b. Organizational Unit

c. *Address

d. Address 2

e. *City *State *Zip 1 Zip 2

f. *Federal ID Number Reference No. Unique Entity Id.

g. Agency's fiscal year (beginning month and day) -

h. *Agency type Private, Non-Profit Public

User Name: chwright [C Wright] , Agency: Wexford County of Prosecutor



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Demographic Information

(*) - Required field

Timeout : 20 mins

Date : Jun-25-25

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1. Demographic Information - Page 2

1. *Select the appropriate radio button to indicate the agency method of accounting.

- Accrual
- Cash
- Modified Accrual

User Name: *clwright [C Wright]* , Agency: *Wexford County of Prosecutor*






Program / Service Information

(*) - Required field

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2. Program / Service Information

Show Instructions

a. *Program / Service Information Name

b. Is Implementing Agency Same Yes No

c. If Not, Implementing Agency Name

d. Project Start Date (mm/dd/yyyy) End Date (mm/dd/yyyy)

e. Amount of Funds Allocated Project Cost

User Name: clwright [C Wright] , Agency: Wexford County of Prosecutor

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3. Certification / Contacts Information

Show Instructions

*Contact Type

a. EGrAMS Login

b. *Name

c. *Address

d. Address II

e. *City *State *Zip 1 Zip 2

f. *Telephone Ext. Fax

g. *E-Mail Address

h. Designation / Title

Delete

User Name: clwright [C Wright] , Agency: Wexford County of Prosecutor

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3. Certification / Contacts Information

*Contact Type: Financial Officer

a. EGrAMS Login: Kristi Nottingham ✕

b. *Name:

c. *Address:

d. Address II:

e. *City: *State: *Zip 1: Zip 2:

f. *Telephone: Ext. Fax

g. *E-Mail Address:

h. Designation / Title: Financial Director

[Delete](#)

User Name: chwright [C Wright] , Agency: Wexford County of Prosecutor



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Certification / Contacts Information

(*) - Required field

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3. Certification / Contacts Information

Show Instructions

*Contact Type

a. EGrAMS Login *

b. *Name

c. *Address

d. Address II

e. *City *State *Zip 1 Zip 2

f. *Telephone Ext. Fax

g. *E-Mail Address

h. Designation / Title

User Name: chwright [C Wright] , Agency: Wexford County of Prosecutor

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Assurances and Certifications



Timeout : 20 mins



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A. SPECIAL CERTIFICATIONS

- a By checking this box, the individual or officer certifies that the individual or officer is authorized to approve this grant application for submission to the Department of Health and Human Services on behalf of the responsible governing board, official or Grantee.

- b By checking this box, the individual or officer certifies that the individual or officer is authorized to sign the agreement on behalf of the responsible governing board, official or Grantee.

Comment Line:

User Name: *clwright [C Wright]* , Agency: *Waxford County of Prosecutor*



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Assurances and Certifications

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B. State of Michigan Information Technology Information Security Policy

1. By checking the following boxes, the Grantee acknowledges compliance with State of Michigan Information Technology Information Security Policy* and provides the following assurances:
- a. The Grantee Project Director will be notified within 24 hours when its users are terminated or transferred or immediately if after an unfriendly separation.
 - b. The Grantee Project Director will annually review and certify user accounts to verify the user's access is still required and the user is assigned the appropriate permissions.
 - c. The Grantee Project Director will remove user's access within 48 hours of notification when users are terminated or transferred, or immediately if after an unfriendly separation.
 - d. After 120 days of inactivity, when the user attempts to log into their account they will receive a message stating their account has been deactivated, and the user will have to request the account be reinstated.

*Policy available at https://www.michigan.gov/documents/dmb/1340_193162_7.pdf

Comment Line:

User Name: chwright [C Wright] , Agency: Wexford County of Prosecutor

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5. *Program Synopsis

[Show Instructions](#)

1933 characters

Source

The Victim Advocate is a full-time position working to ensure all victims are notified of their rights they are entitled to under the Crime Victim's Rights Act. A victim packet is mailed when a defendant has been arraigned, notifying victims of their rights and a telephone call is placed to the victim telling them what to expect. When the victim returns the packet to the office, they are reviewed to see if the victim could possibly qualify for Crime Victim Compensation. If they appear to meet the requirements, the victim advocate reaches out to the victim and offers to help them fill out the application. Information is then entered in to Karpel if the victim wishes to be notified of court dates and sentencing, or consult with the prosecutor. The victim advocate also informs the victim of VINE services and registers them for VINE if they would like to be notified through VINE. The advocate also reaches out by phone to the victim after the arraignment to let them know the bond and the bond conditions, and also refers them to the community agencies that can assist them. Appropriate brochures are provided to victims regarding stalking, domestic violence, child abuse, and criminal sexual conduct. Victims are notified of all court dates if they requested notification by mail or text and are accompanied by an advocate to any hearings they attend. The victim advocate continues to walk through the court process with the victims that have requested to be notified through the disposition hearing. After sentencing, if the victim has requested rights, a letter of the final judgement from the court along with contact information to MDOC, jail or probation department when applicable. If the case is appealed, the victim is notified and provided an explanation regarding what is taking place. When the office is notified by MDOC of a prisoner's projected release date

Comment Line:

User Name: chwright [C Wright] , Agency: Wexford County of Prosecutor

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5. *Program Synopsis

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1933 characters

Source

they appear to meet the requirements, the victim advocate reaches out to the victim and offers to help them fill out the application. Information is then entered in to Karpel if the victim wishes to be notified of court dates and sentencing, or consult with the prosecutor. The victim advocate also informs the victim of VINE services and registers them for VINE if they would like to be notified through VINE. The advocate also reaches out by phone to the victim after the arraignment to let them know the bond and the bond conditions, and also refers them to the community agencies that can assist them. Appropriate brochures are provided to victims regarding stalking, domestic violence, child abuse, and criminal sexual conduct. Victims are notified of all court dates if they requested notification by mail or text and are accompanied by an advocate to any hearings they attend. The victim advocate continues to walk through the court process with the victims that have requested to be notified through the disposition hearing. After sentencing, if the victim has requested rights, a letter of the final judgement from the court along with contact information to MDOC, jail or probation department when applicable. If the case is appealed, the victim is notified and provided an explanation regarding what is taking place. When the office is notified by MDOC of a prisoner's projected release date, a letter of notification is sent to the victim.

Comment Line:

User Name: chwright [C Wright] , Agency: Wexford County of Prosecutor

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Counties

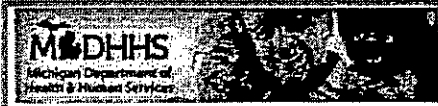
[Show Instructions](#)

*Counties project will serve (check all that apply):

- | | | |
|------------------------------------|-----------------------------------|-------------------------------------|
| <input type="checkbox"/> Alcona | <input type="checkbox"/> Alger | <input type="checkbox"/> Allegan |
| <input type="checkbox"/> Alpena | <input type="checkbox"/> Antrim | <input type="checkbox"/> Arenac |
| <input type="checkbox"/> Baraga | <input type="checkbox"/> Barry | <input type="checkbox"/> Bay |
| <input type="checkbox"/> Benzie | <input type="checkbox"/> Berrien | <input type="checkbox"/> Branch |
| <input type="checkbox"/> Calhoun | <input type="checkbox"/> Cass | <input type="checkbox"/> Charlevoix |
| <input type="checkbox"/> Cheboygan | <input type="checkbox"/> Chippewa | <input type="checkbox"/> Clare |
| <input type="checkbox"/> Clinton | <input type="checkbox"/> Crawford | <input type="checkbox"/> Delta |
| <input type="checkbox"/> Dickinson | <input type="checkbox"/> Eaton | <input type="checkbox"/> Emmet |
| <input type="checkbox"/> Genesee | <input type="checkbox"/> Gladwin | <input type="checkbox"/> Gogebic |

Comment Line:

User Name: chwright [C Wright] , Agency: Wexford County of Prosecutor



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U.S. Congressional, State and House Districts

[Show Instructions](#)

i. *US Congressional Districts

<input type="checkbox"/> US Congress District 1	<input type="checkbox"/> US Congress District 2	<input type="checkbox"/> US Congress District 3
<input checked="" type="checkbox"/> US Congress District 4	<input type="checkbox"/> US Congress District 5	<input type="checkbox"/> US Congress District 6
<input type="checkbox"/> US Congress District 7	<input type="checkbox"/> US Congress District 8	<input type="checkbox"/> US Congress District 9
<input type="checkbox"/> US Congress District 10	<input type="checkbox"/> US Congress District 11	<input type="checkbox"/> US Congress District 12
<input type="checkbox"/> US Congress District 13	<input type="checkbox"/> US Congress District 14	

ii. *State Senate Districts

<input type="checkbox"/> State Senate District 1	<input type="checkbox"/> State Senate District 2	<input type="checkbox"/> State Senate District 3
<input type="checkbox"/> State Senate District 4	<input type="checkbox"/> State Senate District 5	<input type="checkbox"/> State Senate District 6
<input type="checkbox"/> State Senate District 7	<input type="checkbox"/> State Senate District 8	<input type="checkbox"/> State Senate District 9

Comment Line:

User Name: chwright [C Wright] , Agency: Wexford County of Prosecutor


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Narrative 

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7. *Mission Statement

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274 characters

Source

The Wexford County Victim's Right's project strives to provide statutory services to victims of crime in accordance with PA87 of 1985 in a compassionate and concerned matter. Our goal is to provide resources and support to victims dealing with the criminal justice system.

Comment Line:

User Name: *clwright [C Wright]* , Agency: *Wexford County of Prosecutor*

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Project Resources  

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*Provide a general description of staff needed to implement Victims Rights in your county. Identify the most critical activities that you perform when providing victim rights.

Show Instructions

476 characters



Source

Our county currently has 1 full-time advocate funded through our state victim rights contract. The victim advocate meets with victims providing them with information regarding the court process, mail the initial information packet, accompanies them to court, advises them of community service agencies that may be of assistance to them and gives the victim crime victim compensation adn MIVine information. The adocate also generates the victim letters and repairs reports.

Comment Line:

User Name: *chwright [C Wright]* , Agency: *Wexford County of Prosecutor*

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If you utilize the services of volunteers in the provision of Victim Rights, please explain how this is accomplished.

85 characters

Source

The Wexford County Prosecutors office does not utilize the services of volunteers.

Comment Line:

User Name: *clwright* [C Wright] , Agency: Wexford County of Prosecutor

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9. Michigan Victim Information and Notification Everyday (MI-VINE)

Show Instructions

*Does your agency participate in MI-VINE? Yes No

*Provide the number of victims registered to use MI-VINE in your county for court events during the past calendar year.


To obtain statistics for number of Victims Registered with MI-VINE visit the website <https://www.vinewatch.com/vinewatch/>

Comment Line:

User Name: *clwright [C Wright]* , Agency: *Wexford County of Prosecutor*





Narrative 




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*Please describe your programs efforts to utilize MI-VINE.

[Show Instructions](#)

450 characters

Source

When talking or meeting with victims, the advocate informs the victim about MI-Vine. The advocate encourages the victim to sign up for MI-Vine services so that they will be notified if the defendant bonds out or is released from jail and they will also receive notifications when court hearings are scheduled and adjourned. The advocate offers to register them and they are provided with MI-Vine's information if they wish to sign up themselves.




Comment Line:

User Name: *chwright [C Wright]* , Agency: *Wexford County of Prosecutor*

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Community Coordination
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Show Tree

1. Community Coordination Activity 1 - Describe any community activities, projects, or coordination councils that your office is involved in to promote Victim Rights and services.

197 characters

Source

1. Member of Child Protection Council and participants in all meetings and community activities planned and share the resources they offer to our victims that would benefit with their services.

Comment Line:

User Name: *clwright [C Wright]* , Agency: *Wexford County of Prosecutor*

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2. Community Coordination Activity 2 - Describe any community activities, projects, or coordination councils that your office is involved in to promote Victim Rights and services.

257 characters

Source

2. Member of Wexford/Missaukee Domestic Task Force and participates in all meetings and community activities planned.
 Advocate also shares activities and resources available from the task force committee to victims that would benefit with their services.

Comment Line:

User Name: chwright [C Wright] , Agency: Wexford County of Prosecutor

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Community Coordination

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3. Community Coordination Activity 3 - Describe any community activities, projects, or coordination councils that your office is involved in to promote Victim Rights and services.

118 characters

Source

Member of teh Traverse Bay Child Advocacy Center and participates in all meetings and community activities planned.

Comment Line:

User Name: chwright [C Wright] , Agency: Wexford County of Prosecutor

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11. Work Plan



[Show Instructions](#)

Victim Advocate will prov

↳ Generate and send Initial  

***Objective :**  

Victim Advocate will provide notices to crime victims as defined in the William VanRegenmorter Crime Victim Rights Act of 1995 (CVRA)

Activity :  

Generate and send initial victims' rights information as required by Michigan's CVRA for felony cases pursuant to MCL 780.756.

Responsible Staff : **Timeline Indicator :**

From / To Date : **Outcome Applicability :**

Expected Outcome :

Measurement :

Comment Line:

User Name: chwright [C Wright] , Agency: Wexford County of Prosecutor



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12. Budget Detail

Show Instructions

Category : Type :
 Classification Seq. : Sub Type : Narrative :
 Attachment :

	Description	Qty	Rate	UoM	Total	Amount	Notes	File
<input type="checkbox"/>	Other	1,950.0000	21.910	FTE	42,725.00	42,725.00		
	Victim Advocata							<input type="button" value="Browse"/>
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
Totals :					42,725.00	42,725.00		

Comment Line:

User Name: cwright [C Wright] , Agency: Wexford County of Prosecutor



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12. Budget Detail



Show Instructions

Category : Type :
 Classification Seq. : Sub Type : Narrative : 
 Attachment : Browse

	Description	Percent	Units	Total	Amount	Notes	File
<input type="checkbox"/>	<input checked="" type="checkbox"/> Composite Rate	18.561	37928.000	7,040.00	7,040.00		
<input type="checkbox"/>	<input checked="" type="checkbox"/>						
<input type="checkbox"/>	<input checked="" type="checkbox"/>						
<input type="checkbox"/>	<input checked="" type="checkbox"/>						
<input type="checkbox"/>	<input checked="" type="checkbox"/>						
<input type="checkbox"/>	<input checked="" type="checkbox"/>						
<input type="checkbox"/>	<input checked="" type="checkbox"/>						
Totals :				7,040.00	7,040.00		

Comment Line:

User Name: cwright [C Wright] , Agency: Wexford County of Prosecutor

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12. Budget Detail Show Instructions

Category :
Type :

Classification Seq. :
Level : Line Item Category
Sub Type :
Narrative :

Attachment :

	Description	Total	Amount	Notes	File
<input type="checkbox"/>	<input checked="" type="checkbox"/> Mileage	400.00	400.00		
	Employee Travel and Training				<input type="button" value="Browse"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>				
<input type="checkbox"/>	<input checked="" type="checkbox"/>				
<input type="checkbox"/>	<input checked="" type="checkbox"/>				
<input type="checkbox"/>	<input checked="" type="checkbox"/>				
<input type="checkbox"/>	<input checked="" type="checkbox"/>				
Totals :		400.00	400.00		

Comment Line:

User Name: *clwright [C Wright]* , Agency: *Wexford County of Prosecutor*

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Budget Detail   Timeout : 20 mins Date : Jun-25-25






















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12. Budget Detail [Show Instructions](#)

Category : Type :
 Classification Seq. : Level : Line Item Category Sub Type : Narrative : 
 Attachment :

	Description		Total	Amount	Notes	File
<input type="checkbox"/>	<input checked="" type="checkbox"/> Office Supplies 		1,700.00	1,700.00		
<input type="checkbox"/>	<input checked="" type="checkbox"/> Postage 		600.00	600.00		
<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="text"/> 					
<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="text"/> 					
<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="text"/> 					
<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="text"/> 					
<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="text"/> 					
Totals :			2,300.00	2,300.00		

Comment Line:

User Name: *clwright [C Wright]* , Agency: *Wexford County of Prosecutor*



EGrAMS Application

Budget Detail

Timeout : 20 mins

Date : Jun-25-25

Agency : Wexford County of Prosecutor Program : Victim Rights Prosecutor - 2026
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















12. Budget Detail

Show Instructions

Category : Type :
 Classification Seq. : Level : Line Item Category Sub Type : Narrative : 
 Attachment :

	Description	Total	Amount	Notes	File
<input type="checkbox"/>	<input checked="" type="checkbox"/> Other	1,502.00	1,502.00		
	DVN Allocation				<input type="button" value="Browse"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>				
<input type="checkbox"/>	<input checked="" type="checkbox"/>				
<input type="checkbox"/>	<input checked="" type="checkbox"/>				
<input type="checkbox"/>	<input checked="" type="checkbox"/>				
<input type="checkbox"/>	<input checked="" type="checkbox"/>				
Totals :		1,502.00	1,502.00		

Comment Line:

User Name: clwright [C Wright] , Agency: Wexford County of Prosecutor



EGrAMS Application



Michigan.gov

Budget Summary

Timeout : 20 mins

Date : Jun-25-25

Agency : Wexford County of Prosecutor
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13. Budget Summary

Description	Total	Amount	Narr.
DIRECT EXPENSES			
Program Expenses			
Salary & Wages	42,725.00	42,725.00	
Fringe Benefits	7,040.00	7,040.00	
Employee Travel and Training	400.00	400.00	
Supplies & Materials	2,300.00	2,300.00	
Subawards - Subrecipient Services			
Contractual - Professional Services			




Comment Line:


User Name: clwright [C Wright] , Agency: Wexford County of Prosecutor



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Source of Funds  
Timeout : 20 mins
Date : Jun-25-25

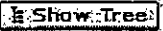


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14. Source of Funds

Del.	Description	Total	Amount	Cash	InkInd	Narr.
	TOTAL EXPENDITURES	53,967.00	53,967.00	0.00	0.00	
	Source of Funds					
<input checked="" type="checkbox"/>	MDHHS State Agreement 	53,967.00	53,967.00	0.00	0.00	
<input checked="" type="checkbox"/>	Fees and Collections - 1st and 2nd Party 	0.00	0.00	0.00	0.00	
<input checked="" type="checkbox"/>	Fees and Collections - 3rd Party 	0.00	0.00	0.00	0.00	
<input checked="" type="checkbox"/>	Local 	0.00	0.00	0.00	0.00	
<input checked="" type="checkbox"/>	Non-MDHHS State Agreements 	0.00	0.00	0.00	0.00	
<input checked="" type="checkbox"/>	Federal 	0.00	0.00	0.00	0.00	
<input checked="" type="checkbox"/>		0.00	0.00	0.00	0.00	
	Totals	53,967.00	53,967.00	0.00	0.00	

Comment Line:

User Name: *chwright [C Wright]* , Agency: *Wexford County of Prosecutor*

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Source of Funds  

Timeout : 20 mins

Date : Jun-25-25

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










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14. Source of Funds

TOTAL EXPENDITURES		53,967.00	53,967.00	0.00	0.00	
Del.	Description	Total	Amount	Cash	InkInd	Narr.
	Source of Funds					
<input checked="" type="checkbox"/>	MDHHS State Agreement 	53,967.00	53,967.00	0.00	0.00	
<input checked="" type="checkbox"/>	Fees and Collections - 1st and 2nd Party 	0.00	0.00	0.00	0.00	
<input checked="" type="checkbox"/>	Fees and Collections - 3rd Party 	0.00	0.00	0.00	0.00	
<input checked="" type="checkbox"/>	Local 	0.00	0.00	0.00	0.00	
<input checked="" type="checkbox"/>	Non-MDHHS State Agreements 	0.00	0.00	0.00	0.00	
<input checked="" type="checkbox"/>	Federal 	0.00	0.00	0.00	0.00	
<input checked="" type="checkbox"/>		0.00	0.00	0.00	0.00	
Totals		53,967.00	53,967.00	0.00	0.00	

Comment Line:

User Name: *chwright* [C Wright] , Agency: Wexford County of Prosecutor



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Source of Funds  

Timeout : 20 mins

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14. Source of Funds

Del.	Description	Total	Amount	Cash	Inkind	Narr.
TOTAL EXPENDITURES		53,967.00	53,967.00	0.00	0.00	
<input checked="" type="checkbox"/>	Source of Funds					
<input checked="" type="checkbox"/>	MDHHS State Agreement 	53,967.00	53,967.00	0.00	0.00	
<input checked="" type="checkbox"/>	Fees and Collections - 1st and 2nd Party 	0.00	0.00	0.00	0.00	
<input checked="" type="checkbox"/>	Fees and Collections - 3rd Party 	0.00	0.00	0.00	0.00	
<input checked="" type="checkbox"/>	Local 	0.00	0.00	0.00	0.00	
<input checked="" type="checkbox"/>	Non-MDHHS State Agreements 	0.00	0.00	0.00	0.00	
<input checked="" type="checkbox"/>	Federal 	0.00	0.00	0.00	0.00	
<input checked="" type="checkbox"/>	Other 	0.00	0.00	0.00	0.00	
Totals		53,967.00	53,967.00	0.00	0.00	

Comment Line:

User Name: clwright [C Wright] , Agency: Wexford County of Prosecutor