

MEMORANDUM

DATE: November 19, 2025

TO: Alpena County Board of Commissioners

FROM: Nicki Janish

SUBJECT: Budget Amendment/Adjustments

MESSAGE: The Office of Public Conservator has two expense items that have been underbudgeted for 2025, due to an increased caseload that could not have been predicted, along with increased rates/prices. While there are sufficient dollars budgeted in this department to cover them, it would require moving funds from an employee-related expense, which requires board approval.

Under Office Supplies, it was necessary to purchase one additional box of check stock/paper over what was anticipated early in the year based on previous usage, and the cost for that item is \$232.25. In addition, this department's Postage expense has averaged almost \$200.00 over the past six months, with only \$68.66 remaining in that line item and November and December still needing to be paid.

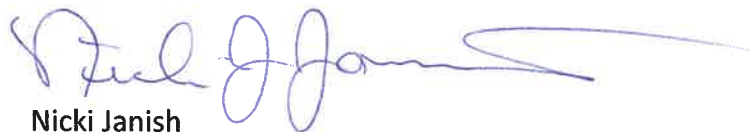
Due to being short-staffed for a period of time earlier this year, there are dollars budgeted in multiple employee-related line items that will go untouched at year-end; therefore, I am asking for approval of the following budget adjustments to cover the expenses described above:

**\$233.00 FROM 101-278-702.000 (Program Assistant)
TO 101-278-727.000 (Office Supplies)**

AND

**\$400.00 FROM 101-278-702.000 (Program Assistant)
TO 101-278-728.000 (Postage)**

Respectfully Submitted

A handwritten signature in blue ink, appearing to read 'Nicki Janish', with a long horizontal flourish extending to the right.

Nicki Janish