

MINUTES OF THE FINANCE COMMITTEE MEETING OF THE VILLAGE OF METTAWA, ILLINOIS, HELD AT THE HOUR OF 6:30 P.M. ON SEPTEMBER 17, 2019 IN THE MAPLE ROOM OF THE HILTON GARDEN INN HOTEL, 26225 N. RIVERWOODS BOULEVARD, METTAWA, ILLINOIS

A. CALL TO ORDER

Chairman Maier called the meeting to order at 6:30 p.m.

B. ROLL CALL

Upon a call of the roll, the following were:

Present: Chairman Maier and Trustees Brennan and Towne

Absent: None

Chairman Maier declared a quorum present.

Also, present: Village Administrator, Bob Irvin; Village Clerk, Sandy Gallo; Financial Consultant, Dorothy O'Mary and Village Treasurer, Pam Fantus, Deputy Village Treasurer Carol Armstrong and Trustee Pink

Resident: Tom Heinz

C. APPROVAL OF THE MINUTES FOR AUGUST 20, 2019

Chairman Maier requested a motion to approve the August 20, 2019 meeting minutes. It was moved by Trustee Towne and seconded by Trustee Brennan that the minutes be approved and be placed on file. The motion was carried.

Financial Consultant O'Mary commented that the idea of utilizing a rubber stamp to code accounts onto invoices was her suggestion not the auditors.

D. REVIEW OF INVOICES PRESENTED FOR PAYMENT

Chairman Maier said the new unpaid bills amount is \$ 91,021.93.

Chairman Maier mentioned Klein, Thorpe and Jenkins, Ltd., monthly bill is being accrued due to their invoice not having been received on time to be included. Financial Consultant O'Mary said the accrued amount for KTJ will be \$9,639.00.

Chairman Maier asked if the Village was done being serviced by Clarke. Village Administration Irvin confirmed the last treatment was completed this week.

E. REVIEW OF THE TREASURER'S REPORT FOR AUGUST 2019

Chairman Maier asked that W.W. Grainger's monthly Sales Tax amount be tracked.

Village Administrator Irvin said he has been receiving this information and the details are

already available. Village Administrator Irvin added when the loan is finalized with Grainger, the Village's loan amount would be lowered by the amount of Sales Taxes already received.

F. DISCUSSION ON DEPARTMENT CODE SET-UP IN THE GENERAL LEDGER

Chairman Maier said he would like to propose that each Committee invoices be coded to a department code. Assigning department codes will align and provide a true picture of Committee's expenses. Village Administrator Irvin asked at what level of details do the Committees want to capture the department coding. One example of an invoice needing to be split according to Committees would be KTJ's monthly invoice. KTJ will need to begin separate their services according to the Committee support.

G. PRESENTATION OF THE FY2018-2019 AUDIT

Fred Lantz, a representative from Sikich, provided the Committee a brief highlight of the Village's Annual Financial Report results. Sikich provided two documents, the Annual Financial Report and the Auditor's Communication to the Village Board for the year ended April 30, 2019. Sikich will also be filing the State Comptroller Annual Financial Report upon receiving approval of the presented report.

H. UPDATE ON THE 2019 TAX REBATE PROGRAM

Village Treasurer Fantus said she has received 116 tax rebate applications to date. At this time, an estimated 23 residents remain who qualify and could submit for the program. Village Treasurer Fantus has been confirming each applicant is current with their taxes by viewing Lake County's website reflects tax payment received.

I. ANY OTHER ITEMS THAT MAY APPEAR TO THE COMMITTEE FOR CONSIDERATION, AND IF APPROVED, BE RECOMMENDED FOR APPROVAL TO THE BOARD OF TRUSTEES

Village Administrator Irvin said a check request process has been created. This month's invoices were all submitted with check request form. The current check request process is in place which could include department coding. Chairman Maier asked Village Treasurer O'Mary to send a sample of the department coding to the Village Administrator to review. The Committee will receive a sample for the October meeting.

Village Treasurer O' Mary indicated she joined the Government Financial Offices Association for the Federal Government. Trustee Towne suggested that the Village reimburse Village Treasurer O' Mary for joining this association. Chairman Maier would like to discuss this matter prior to issuing reimbursement. Trustee Brennan mentioned a policy should be in place prior for continuing education classes.

J. ADJOURNMENT

With no further business to conduct, it was moved by Trustee Brennan and seconded by Trustee Towne that the meeting be adjourned at 7:29 p.m.

Sandy Gallo, Village Clerk