

**MINUTES OF THE REGULAR MEETING OF THE FINANCE COMMITTEE OF THE VILLAGE OF METTAWA, ILLINOIS, HELD AT THE HOUR OF 6:00 P.M. ON AUGUST 17, 2021 IN THE MAPLE ROOM**

**A. CALL TO ORDER**

Chairman Maier called the meeting to order at 6:02 p.m.

**B. ROLL CALL**

Upon a call of the roll, the following were:

Present: Chairman Maier and Trustees Armstrong and Towne

Absent: None

Chairman Maier declared a quorum.

Also, on the call: Village Clerk, Sandy Gallo; Financial Consultant, Dorothy O'Mary; Village Treasurer Amy Weiland

**C. APPROVAL OF THE MINUTES OF JULY**

Chairman Maier requested a motion to approve the July 20, 2021 meeting minutes. It was moved by Trustee Towne and seconded by Trustee Armstrong that the minutes be approved and be placed on file. The motion was carried.

**D. REVIEW OF INVOICES PRESENTED FOR PAYMENT**

Chairman Maier stated the new invoice amount for bills to be paid is \$132,732.79. Trustee Towne asked what the two reimbursements amounts pertained too. Village Clerk Gallo indicated these two residents received full occupancy and the reimbursements related to the construction permits.

Chairman Maier asked Village Clerk Gallo if the cyber application for the insurance had been completed. Village Clerk Gallo indicated she will consolidate the information received from Joe Siepka and Evan DePue prior to sending him the final draft document.

Village Clerk Gallo added a communication was sent to USIC regarding one utility locating ticket, which had a Libertyville address. USIC has indicated the service maps overlap with the surrounding municipalities and if it continues to occur the maps would need to be resubmitted. Village Clerk Gallo indicated she will continue to confirm the addresses being serviced.

**E. REVIEW OF THE TREASURER'S REPORT FOR JULY**

Chairman Maier mentioned the hotel sales taxes are beginning to increase each month.

Chairman Maier asked Village Clerk Gallo to provide the list of businesses at the Oasis Park to perform an audit walkthrough. Chairman Maier indicated an audit of businesses is required to ensure the business revenue is being allocated to Mettawa. The audit of businesses will be completed prior to the next Committee meeting.

Village Financial Consultant O’Dorothy inquired about closing-out SSA#13 since the levy amount was collected. Chairman Maier indicated we will need to determine the expenses to close-out the SSA prior to refunding the full amount.

Financial Consultant O’Mary asked if we could closeout SSA#2 for Debt Service which currently has a balance of \$1,300.65.

**F. UPDATE ON THE 2021 TAX REBATE PROGRAM**

Village Treasurer Weiland indicated she has already received and approved 60 applications. Ms. Weiland received advice from the Committee on how to handle the various scenarios that were occurring on the received applications. Chairman Maier indicated the name on the tax rebate check will match that of the warranty deed for that property.

Chairman Maier remarked the rebate checks will be issued after the November Board meeting.

**G. DISCUSS THE FY2020-2021 AUDIT**

Chairman Maier indicated the audit was completed a month in advance. Chairman Maier indicated the same issue was reported at this audit: not enough staff members to complete the work. A journal entry was also made during the audit. Sikich was content with their audit. An audit summary recording will be provided by Sikich to the Finance Committee to hear prior to the September meeting. The deficiency that was found during the audit was the ability to match the revenue to expenses for building permits. The uncollectable fund amount was written-off.

Chairman Maier stated given the Village’s strong financial standings, Committee Chairman should consider projects that are necessary to continue to support the residents. Trustee Towne added there are many grants available for municipalities and that the Village should submit to support ongoing projects.

**H. REVIEW THE STANDARD OPERATING PROCEDURES FOR ACCOUNTS PAYABLE AND CHECK REQUESTS**

The Committee reviewed the SOP for Accounts Payable. Financial Consultant O’Mary stated that all Committee Chairman should be reviewing their own invoices. Trustee Towne indicated it’s a best practice for Chairman to receive their invoices. Village Clerk Gallo said the invoices will be emailed to each departmental Chairman for their invoice review and approval. Chairman Maier stated we will perform a trial run on emailing the invoices to the Chairman. Chairman Maier asked how we should handle the legal and engineering monthly bills. Reoccurring monthly invoices do not need to be approved because the budget has been set for these vendors. Chairman Maier added the Village Administrator will continue to review the legal invoices and communicate expenses to the Chairman.

Financial Consultant O’Mary inquired why the Commonwealth Edison invoices varied from being coded as Traffic Control and Policy & Protection. Chairman Maier said he will review the various accounts.

**I. DISCUSS THE COMMITTEE’S CHAIRMAN REVIEWING INVOICES**

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

**K. ADJOURNMENT**

With no further business to conduct, it was moved by Trustee Armstrong and seconded by Trustee Towne that the meeting be adjourned at 6:56 p.m.

Sandy Gallo, Village Clerk