



Finance Committee Minutes

Monday, February 25, 2019 – 6:00 PM • Council Chambers

Item	Presented By:	Action	Topic	Report
Call to Order & Roll Call	Matt Boettcher	Members: <ul style="list-style-type: none"> • Matt Boettcher, Chair • Sharon Chaney • Brenda Dubose • Danny Kneipp - Liaison • Ron Hirth, Village Administrator • Chris Campbell, Police Chief • Andy Lanser, Fiscal Officer/Asst. Admin • Anna Gedeon, Budget Analyst 		Ms. Chaney called the meeting to order at 6:00 PM EST. Mr. Boettcher is absent. Motion to excuse Mr. Boettcher by Ms. Chaney Second by Mrs. Dubose All voted in favor.
Set the Agenda & Adopt		Review & Motion		Motion to approve the agenda by Mrs. Dubose Second by Ms. Chaney All voted in favor.
Persons Registered to Address the Committee		None		None
Minutes to be Approved	Andy Lanser	Review & Motion	Committee minutes from January 28, 2019	Motion to approve the January 28, 2019 minutes by Mrs. Dubose Second by Ms. Chaney All voted in favor. https://www.golfmanoroh.gov/wp-content/minutes/2019/FIN/GM_Council%20_012819_fin.pdf

Discussion

2018 Year End Village Financial Report	Anna Gedeon Andy Lanser Ron Hirth	Report		<p>Financial reports available online for review or download: https://www.golfmanoroh.gov/wp-content/finance/2018/GM_2018%20Annual%20Financial%20Report.pdf</p> <p>Discussion:</p> <ul style="list-style-type: none"> • The 2018 year-end financial documents have been concluded. The year-end document package has been uploaded to the Village website and a hard copy is available in the Clerk’s Office. • Most pertinent information about the health of the Village funds can be found in the “Notes” section of the document. The notes provide a 30,000 ft view of the funds, fund status, an explanation of fund accounting and Village book keeping.
Financial Planning & Audit	Andy Lanser & Ron Hirth	Report & Discussion		<ul style="list-style-type: none"> • 2019 Appropriations have been updated, finalized and appropriated. Administration is monitoring employee overtime and health care costs. • General Fund Carryover has grown exponentially since Fiscal Year 2014. Since this time, General Fund Carryover has grown by approximately \$436,000. • Administration has initiated the process of evaluating health care options for employees to identify potential cost savings for the Village. In this effort, an employee wellness program is also being discussed. • Administration continues its efforts on developing a formalized account payable (AP) policy. The AP policy will include: <ul style="list-style-type: none"> ○ Invoice Submission ○ PO Procedure ○ Authorized Signatures ○ Fed/Local LEFT Guidelines & Procedures • In addition, Administration is set to begin a pay and benefits study. Areas of specific interest to the study group will include: <ul style="list-style-type: none"> ○ PTO ○ Comp Time ○ Flex Time ○ Salary Ranges ○ Clothing Allowance ○ Vacation ○ Donated Sick Time

				<ul style="list-style-type: none"> Administration and the Police Department will perform an audit of the Police Department cash receipts.
Financial Operations	Anna Gedeon & Ron Hirth	Report & Discussion		<ul style="list-style-type: none"> No report.
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New Business				
Announcements				
Adjourn				Motion to adjourn at 6:35 PM by Ms. Chaney Second by Mrs. Dubose All voted in favor

_____ Date: _____
 Submitted by Andy Lanser, Fiscal Officer

_____ Date: _____
 Sharon Chaney, Council Member

_____ Date: _____
 Anna Gedeon, Asst. Clerk