

## Financial Committee Meeting Notes

On January 29, 2020 the Bremen Financial Committee met at 6:00pm with the following people in attendance: Council Members; Connie Moyer, Toni Harper, Chris Cunningham; Mayor Anthony Taylor; and Village Administrator Ron Stephens.

Appropriation Reports from 2016-2020 as well as Revenue Status reports from 2016-2020 were reviewed.

In reviewing the 2020 Temporary Budget that council was presented and passed on December 30, 2019 there were no documents found that included any revenue.

In reviewing the UAN system, there were no reports found for ANY budgets which should provide five years. Therefore, an attempt to enter into UAN's Prior Year Reports, and these files had been removed. The Committee discovered that we would need to contact the County for the budgets that had been passed by the County Budget Commission. For multiple years the Fiscal Officer has not utilized the UAN system for the budget processing and used "spreadsheets" outside of the system. As current council, administrator, and mayor are aware entries have not been made in the UAN system during 2018 and 2019. With bank reconciliations not balancing since June of 2018, Balestra was hired to get this accomplished. It was decided by the committee that the best possible way to accomplish a 2020 permanent budget is to evaluate three years of expenditures and take an average of the three while trying to anticipate any new expenses.

Village Administrator advised that looking in the immediate future there were several items that need attention.

- Fund 2902 which is Right-of-Way will need engineering fees totaling approximately \$2,000. In reviewing the Temporary Budget there were no expenditures allotted. Therefore, this line item will need to be added to the 2020 permanent budget.
- Employee Health Benefits have been promised and will need added to the 2020 budget
- Office Supplies
- Spray license for one employee
- Rushville Water Contract
- Peter's Plumbing regarding the meter pit that is 9" low and the street is sinking.
- CT Consultants \$1,000.00 annual retainer

Employee Avery Queen was entitled to a pay increase of 50 cents once his probationary period ended on January 21, 2019. The employee had brought the issue up to previous administration without the matter being addressed. Current council asked that the Finance Committee review the employee's records and present at the next council meeting the proper amount that the employee is due. Documentation was presented to the committee which provided hours due from January 22, 2019 to the latest pay period with the committee verifying each document. Therefore, it is suggested that the following motion be passed by Council at the next regularly scheduled meeting.

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\_\_\_\_\_ made a motion to pay employee Avery Queen wages that were due from January 22, 2019 to present. The calculated amounts are 2,024.90 regular time X .50 = \$1,012.45 and 74.60 overtime @ .75 = \$55.95 with a grand total of \$1,068.40. This payment is to be made during the pay period ending February 9, 2020 in a separate transaction from his regular paycheck. \_\_\_\_\_ seconded the motion. RC The Fiscal Officer was instructed to increase Mr. Avery's wages accordingly.