

**Village of Pecatonica Finance Committee Meeting**  
**Tuesday, October 11, 2022, at 6:30 p.m.**  
**Village Hall 405 Main Street. Pecatonica, Illinois**

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1. **Call to Order** - Chairman Determan called the meeting to order at 6:30 p.m. on Tuesday, October 11, 2022, at Village Hall.
2. **Roll call** -  
  
Chair Bill Determan, Trustee Howard, and Trustee Heister were all present  
  
Also in attendance: President Bill Smull, Treasurer Bernie Mrugala, and Village Clerk Gwenn Shirley.
3. **Additions and Corrections to the Agenda** –
  1. Chairman Determan removed “**Treasurer Job Description and Other Employee’s Roles in Financial Processes**” from the agenda and it will be discussed at another meeting.
4. **Approval of Agenda**  
  
A motion was made by Chairman Determan and seconded by Howard to approve the agenda as amended. No discussion. A roll call vote was taken. All Trustees approve. Motion was approved 3-0-0.
5. **Call to the Public** – None

**Agenda Items**

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**2. Audit Review – Discussion and Questions**

The committee discussed the audit review. Chairman Determan stated the biggest issue from the audit was segregation of job duties. The job descriptions will be amended, and additions made at a later meeting. The auditors pointed out some purchases via credit card where sales tax was not exempt, which was addressed.

**3. Review Uses of Covid Money**

President Bill Smull stated that what ever covid money is to be used for, the money needs to be put into a separate account for the approved purchases. He also let the committee know that they need to decide whether the covid money will be used for change orders for street work. President Smull also stated that the hard drives in the computers were failing and asked the board if a portion of the covid money could go to replacing the towers. Trustee Heister inquired as to why covid money is being pulled for the food pantry salaries and vehicle upkeep, which the committee continued to discuss.

**4. Discussion of Credit Card Use**

The committee discussed Credit Card usage among the board. The main topic covered was the issue of not receiving receipts for purchases and overuse. Chairman Determan let the committee know it is pertinent to get the receipts in with any purchases made with credit cards. Treasurer Bernie stated he has issues with the reconciling of items on the bank

statements.

## **5. Future of IMRF and Social Security Fund**

The committee discusses the IMRF and Social Security Funds. Chairman Determan stated the village has been taxing more than what is being spent, which has built up a credit over \$30,000. The extra funds can be dispersed through other various funds. Chairman Determan stated the village has been cutting back on the amount for IMRF and Social Security, allowing more money to be available for other funds such as street, water & sewer, etc.

## **6. Financial Review – Where We're at and Where We're Going**

The committee discusses future village prospects. The first discussion pertained to needing the Lead Service Line Replacement service that needs to be done. This project is 100% covered via a grant by the state. The committee is looking at \$5,000,000 in possible grant funds for specific projects, projected for completion in the next 3 years. The committee plans on looking at getting the creek flooding issue addressed and financial plans set for doing so.

## **7. Timeline for Budget Process for 2023-2024 Fiscal Year**

The committee discussed the budget timeline and process for 2023-2024 Fiscal Year. Chairman Determan gave the Committee members a timeline packet of the process for this next fiscal year. In December, the committee will discuss and recommend the levy for the current year and the full board will approve. The Treasurer will need to come up with a budget for the different departments and committees. Income estimates and balancing of the budget will also need to be completed. The budget, the department and committee heads will meet with Treasurer Mrugala, who will create the budget for the departments. The board will then approve the budgets in April. Once the full board approves the budgets, the budget will become an ordinance and will be set.

## **8. Levy for 2023-2024 Fiscal Year**

Chairman Determan informed the committee of the process for the Levy with discussion. Whatever the Township levies will come be deducted from our levy in the village would be regarding specific items. The village will not know how much it will get until the township puts their levy in. Chairman Determan and President Smull informed the committee that this is the reason the village will over levy some things, to hopefully get the amount needed for certain items.

## **9. Treasurer's Contract**

The committee discussed the Treasurer's contract for the next year. There was an issue with the travel section in the contract. Treasurer Bernie gave Chairman Determan a segregation of job duties list for his position, as well as Clerk Gwenn and Assistant Darla. This will need to be completed before the auditors arrive.

## **10. Adjournment**

A motion was made by Chairman Determan and seconded by Treasurer Howard to adjourn the meeting. No discussion. A roll call vote was taken. All Trustees approved. Motion approved 3-0-0. Meeting adjourned at 8:18 p.m.