

Village of Pecatonica Finance Committee Meeting
Tuesday, November 8, 2022, at 7:00 p.m.
Village Hall 405 Main Street. Pecatonica, Illinois

1. **Call to Order** - Chairman Determan called the meeting to order at 7:00 p.m. on Tuesday, November 8, 2022, at Village Hall.
2. **Roll call** -

Chairman Bill Determan, Trustee Howard, and President Tom Heister were all present

Also in attendance: Trustee Tom Gipe, Treasurer Bernie Mrugala, and Village Clerk Gwenn Shirley.
3. **Additions and Corrections to the Agenda** –

Trustee Heister requested to add the Women’s Club to the agenda.
4. **Approval of Agenda**

A motion was made by Trustee 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

1. Discuss Village Treasurer Contract

The committee discusses the proposed Treasurer Contract for the Village. Chairman Determan indicated that the contract proposes a contract that begins January 1st, 2023, ending April 30, 2023, with the opportunity of renewal and re-appointment for the 2023-2024 Fiscal Year. They discussed the salary for the position, flexible schedule, his vacation time, etc.

A motion was made by Trustee Heister and seconded by Trustee Howard to present the treasurer contract to the regular board in executive session for approval at the first meeting in December. Discussion. A roll call vote was taken. All Trustees approved. Motion approved 3-0-0.

2. Approve Village Treasurer Contract

The committee decided to present the contract to the regular board in an executive session.

3. Discuss Women’s Club

Trustee Heister informed the committee that the Women’s is looking to get \$2,000.00 for the Toys for Tots event to be put on for the kids in the Village. The Women’s Club does not have enough inventory of toys to put on the event this year and they want to promote and take care of the community. Chairman Determan points out that the request will need to be presented to the Economic Committee, also that the Women’s Club will need to commit to continuing this

as a tradition for the Holidays in the Village.

4. Review Auditor's Concerns in Audit Report and Possible Questions for Auditors

The committee discussed the concerns the Auditor's pointed out. Chairman Determan informed the Committee the biggest concern was that of the internal control of the Village credit cards. The credit card usage policy and travel policies will be discussed and updated as needed to satisfy the auditors.

5. Discuss Internal Audit of Past Credit Purchases and Put Limits on Usage

The committee discussed the use of past credit purchases. In attendance, Tom Gipe stated those who use the credit card and do not bring a receipt to show for the purchase will be responsible for paying that credit back to the village. The committee stated this is put in the new Credit Card Purchase Policy but not in the previous one, which the auditors used for reference. The committee discusses how many credit cards and who of the Board has them. Village Clerk stated there are 9 credit cards but 7 of them are not in the vault and in use. The committee agrees that the credit cards should only really be used when traveling or going to Board related events, conferences, etc.

6. Discuss Travel Policy and Use of Credit Cards

The committee discusses the Travel Policy and Use of Credit Cards. The Trustees agree that the credit cards should rarely be used and for traveling or going to Board related events, conferences, etc. The Trustees also agreed that any payments on the credit card need to be reconciled, receipts handed to the Village Clerk within 2 days, etc. Village Clerk Gwenn will send the handbook with the policies and ordinances to follow to the Trustees.

7. Review Current Financial Reports

The committee discussed the current financial reports, as well as the summary fund reports. Trustee Tom Heister approached the committee with possibly getting training for the Trustees to understand the financial reports and processes more in depth. The committee discusses how they could make the process easier to understand and what changes need to be made to do so.

8. Adjournment

A motion was made by Trustee Tom Heister and seconded by Howard to adjourn the meeting. No discussion. A roll call vote was taken. All Trustees approve. The meeting was adjourned at 8:30 p.m.