

**Finance Committee Meeting**

**Held via GoToMeeting (Due to the COVID-19 Stay At Home Order)**

Present: JEREMY GRAHAM–DREW PEARSON

Absent: JULIE O’ROURKE

Guests: Sally Bennett, Kellie Symonds (arrived at 5:43)

The meeting was called to order at 5:30 p.m.

1. **Approve June 14, 2021 meeting minutes** – A motion was made by MR. PEARSON, seconded by MR. GRAHAM to approve the minutes. Roll call – all approved.
2. **Disclosure of any Conflict of Interest** – None.
3. **Public Comment** – There was no public comment.
4. **Azavar Government Solutions Update** – No Update.
5. **Audit 2020** – The audit fieldwork was done June 15<sup>th</sup> – 17<sup>th</sup> in person at Village Hall. Mrs. Bennett said it went well. Benning Group will continue the remaining time off-site and through email, finalizing their portion and getting information to our Accountant, Mark Olson, to do the audit notes. They will present the audit at the September Board Meeting.
6. **Budget 2021** – The Committee discussed the 4<sup>th</sup> of July fireworks and parade. We had a positive response from the public on both events. We had over \$11,000 in donations this year.
7. **Public Works Vehicle Purchase** – Public Works was able to purchase the F150 Pickup Truck this month because another entity placed the order and wasn’t able to finalize the purchase. The price was better than expected and we didn’t have to wait for the extra time it would take to place the order and wait for them to build it at the factory.
8. **Aging/Write-Off Review – IDROP** – The monthly aging report was reviewed by the Committee. The Committee discussed late fees and payment plans and would like to review our policy. This will be a topic at the next Admin Team meeting and discussing the possibility of a sub-committee that deals with customer hardships.
9. **Bank Reconciliation Review – May**– The May reconciliation is not complete and will be pulled from the consent agenda at the July 12<sup>th</sup> Board Meeting.
10. **Credit Card Review – May**– The May credit card bill was reviewed and explained by Mrs. Bennett. This will be included in the consent agenda at the July 12<sup>th</sup> Board Meeting.
11. **Employee Remote Work**– The Committee discussed the Treasurer and Deputy Clerk being able to work from home after the Governor of IL removes the Disaster Proclamation, which has allowed remote work for essential employees. The Committee will recommend that the Treasurer and Deputy Clerk should be able to work from home as needed.

- 12. Permit Software** – Mrs. Bennett discussed the proposed building permit software –The software is a module add-on for the Incode system that the Village currently uses for Water Billing, Collections, Payroll and Financials. The module would allow financial receipting of permit payments and link the permits to addresses that are in the system for the water utility.

A motion was made by MR. PEARSON to recommend to the Board to purchase the Building Projects permit software module, plus the additional online component at the initial cost of \$11,025.00 and an annual maintenance fee of \$1,725, seconded by MR. Graham. Roll call – All approved.

The committee decided to table the discussion for the online Incode component for Utility Billing payments, until Mrs. Bennett can get information on the cost of 3<sup>rd</sup> party credit card fees.

- 13. IML Conference** – The Committee discussed the IML Conference, hotel costs and transportation. It will be discussed further at the Board Meeting.

**14. New Business** –Nothing discussed.

**15. Executive Session** - The committee did not go into Executive Session.

**16. Next Meeting** – August 9th, 2021 @ TBD.

**17. Adjourn** – A motion was made to adjourn at 6:31 p.m. by MR. PEARSON, seconded by MR. GRAHAM, roll call vote – all approved. The meeting was then adjourned.



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Sally Bennett, Treasurer