

Finance Committee Meeting

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

Present: JEREMY GRAHAM–JULIE O’ROURKE

Absent: DREW PEARSON

Guests: Sally Bennett

The meeting was called to order at 5:33 p.m.

1. **Approve October 18, 2021 meeting minutes** – A motion was made by MRS. O’ROURKE, 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** – The Azavar obligation was paid in full on 11/8/21.
5. **Budget 2021** – The committee discussed getting new flooring at village hall. Mrs. Bennett discussed making changes to the monthly Finance Report, starting in 2022.
6. **Budget 2022** –We will have more information about health insurance costs after the employees have open enrollment. The Board will be reviewing the employer portion of the health insurance costs. There may be a budget deficit, however, the 2021 revenues were better than expected and we should have sufficient cash in reserves to transfer in.
7. **Aging/Write-Off Review – IDROP** – Not Discussed
8. **Bank Reconciliation Review – September**– The reconciliation is not ready.
9. **Credit Card Review – September**– The September credit card bill was reviewed and explained by Mrs. Bennett. This will be included in the consent agenda at the December 13th Board Meeting.
10. **Permit Software** – Mrs. Bennett anticipates going live around the end of 2021, due to delays with getting new forms and permit fees approved.
 - **Utility Billing Online** – Our merchant accounts have been set up, waiting to hear from Incode regarding the part that integrates with our utility accounts. The Committee would like to consider imposing credit card fees to the users.
11. **Collection Policy** – Not ready for discussion.
12. **New Business** –Nothing discussed.
13. **Executive Session** - The committee did not go into Executive Session.

14. Next Meetings – December 1, 2021 @ 5:30 p.m. (Budget only) &
December 15, 2021 @ 5:30 p.m. (Regular meeting)

15. Board Agenda Items – Credit card -September, Budget 2022

16. Adjourn – A motion was made to adjourn at 7:08 p.m. by MRS. O'ROURKE, seconded by MR. GRAHAM, roll call vote – all approved. The meeting was then adjourned.



Sally Bennett, Treasurer