

LEMOYNE BOROUGH FINANCE COMMITTEE MINUTES

July 28, 2009 - 6:30pm

1. **Call to Order...** The Finance Committee meeting, of the Lemoyne Borough Council, was called to order on Tuesday, July 28, 2009, at 6:45 pm, at the Lemoyne Municipal Building, 510 Herman Avenue, Lemoyne, Pa. with Lori Hegedus presiding.

Roll Call... Present at roll call was Lori Hegedus, Chairperson, Susan West, Member, and Wayne Mountz, Member.

Also present were Robert Ihlein, Borough Manager/Treasurer and Kathy Morrow, Borough Secretary/Finance Secretary.

2. **Presentation of Freedom Systems' Cashiering Module by Gary Lowe**

Mr. Lowe demonstrated the cashiering module and explained how it would benefit the borough to use the system. Mrs. Morrow stated that she would save about a day of coding and entering journal entries for receipts.

Motion by Ms. Hegedus to allow Freedom Systems to come to the office to train staff monthly beginning in September at a rate of approximately \$600.00 per day, seconded by Mr. Mountz.

3. **Review and approval of Monthly:**

A. Bank reconciliations, stale dated checks, GL account reconciliations

Mrs. Morrow stated that all accounts are reconciled through June 2009 and approved by Mr. Ihlein, there are currently no stale dated checks, and GL accounts are reconciled.

B. Month End checklist

Mr. Ihlein has reviewed the periodic checklist. Items are being added as recalled.

4. **Sewer**

A. Receipts

1. Update on receivables entered in system in timely manner

Ms. Hegedus stated that this problem will be alleviated when we have the cashiering system in place.

2. Balancing deposit to amounts entered in Freedom systems

Mr. Lowe stated that there are batch reports that would tie back to the deposits.

B. Collection procedure update

Ms. Hegedus stated that this would be discussed at the next meeting.

C. Sewer Billing class changes – update and timeline of change

1. Letters to commercial customers about service charge change
Ms. Hegedus stated that Mr. O'Neill is working on the accounts in which there will be a class change. We hope to have the letters out and the new billing amounts in place for the beginning of January.

5. A/P – Paying bills once a month – any issues?

Mrs. Morrow stated that so far there are no issues.

6. Forecast preparation

Ms. Hegedus asked that Mr. Ihlein and Mrs. Morrow work on a forecast report, so we can see where we will be with the budget.

7. Elimination of \$5 Occupation and \$5 Per Capita tax (Hold for discussion @ September 2009 meeting)

Mr. Mountz asked when the auditor's contract is up. Ms. Hegedus stated that this is their last year with the borough. Mr. Ihlein should work on a RFP for next year's contract.

8. Next meeting... August 22, 2009 at 6:30pm

9. Adjournment...8:35pm There being no further business, Ms. Hegedus declared the meeting adjourned.

Submitted By:

Kathryn Morrow
Borough Secretary