

LEMOYNE BOROUGH FINANCE COMMITTEE MINUTES
January 27, 2009

1. Call to Order... The Finance Committee meeting, of the Lemoyne Borough Council, was called to order on Tuesday, January 27, 2009, at 6:33 pm, at the Lemoyne Municipal Building, 510 Herman Avenue, Lemoyne, Pa with Lori Hegedus presiding.
2. Roll Call...Present at roll call was Lori Hegedus, Chairperson , Susan West, Committee Member,
Wayne Mountz, Committee Member.
Also present was Bruce Barnes, Kathy Turns, Dr. John Judson, and Shireen Farr.
3. Update of Sewer Receivables balances and Collection Procedure... Ms Hegedus said the receivable balance continues to increase. The committee decided that they should wait until the new manager is hired. These collections should be handled by staff, not by the council members. This needs to be handled on a month to month basis. There are hundreds of delinquent accounts. There are liens placed on some of the accounts and will be collected when the properties are sold. Mr. Barnes suggested possibly going to a monthly billing.
4. Review of monthly bank statements and associated GL account reconciliations...Ms Turns stated that all bank reconciliations were completed prior to the auditors arriving on January 20th. Ms Hegedus stated that the audit went much more smoothly because the accounts were reconciled and there were no stale dated checks. Mr. Mountz asked how many more years Waggoner, Frutiger and Daub are contracted to do our audit. Mrs. Farr stated that 2008 is their last year. An RFP needs to be issued within the next few months.
5. Review of monthly GL account reconciliations for payroll liability accounts... Ms Hegedus requested that the payroll liability accounts be reconciled monthly. Employee withholdings and payouts must balance. Any differences must be noted. Mr. Barnes will be signing the bank account reconciliations and the payroll liability account reconciliations. The auditors will give Ms Turns a list of journal entries to balance out the year, afterwards the accounts' balances can be forwarded to 2009.
6. Update on closing Commerce Accounts...Ms Turns stated that the Centennial and Capital Reserve accounts have been closed at the beginning of January after the council meeting. We now have 11 checking accounts.
7. Review list of stale dated checks... Ms Turns stated that there are no stale dated checks at this time.
8. Consideration of moving Borough bank accounts...After much discussion and review, the committee decided to have Sean Farr review the bank proposals prior to this decision. Eventually, a motion should be made at a council meeting requesting that the accounts be

moved to another bank. Mr. Barnes will decide what to do with our Sovereign Highway Aid CD after Ms Turns gets details on the maturity and rate of the CD.

9. Sewer Rate changes and impact on budget process... Ms Hegedus requested that this item be reviewed at the February Committee meeting.
10. Update on Procedure Manual... Ms Turns stated that she understands the importance of these and will begin working on them as soon as time permits. The office has been extremely busy without a manager and the auditors visit last week. Mrs. West suggested that this item be turned over to the Administrative Committee. Mrs. Farr explained these are accounting procedures and so they are being handled by the Finance Committee.
11. Update on change to split sewer and maintenance department labor charges... Ms Turns stated that the changes are in the system and were executed with the January 9, 2009 payroll. Ms Turns presented the committee with a timesheet she designed which will make keying in payroll more efficient. The committee agreed that the new form could be used as long as totals are listed for each cost center and the signature date added.
12. Review of month to date Statement of Revenue and Expenditures... Mrs. Farr stated that the finance committee will be reviewing certain portions of this report on a monthly basis. The engineering expenses will be reviewed by Sue West and Ron Frank. The solicitor's expenses will be approved by the individual who requested the service. The budget has not been loaded into prism at this time. Ms Turns has contacted Freedom systems twice requesting assistance in keying in the new monthly budget figures. She stated that the individual that she spoke to last week was not able to key in the monthly figures, only an annual amount split evenly twelve ways. He was supposed to get back in touch with her to give her the procedure. Mrs. Farr requested that Ms Turns give her Freedom's phone number in the morning and she will contact them.
13. Transfer of fund balances to be back dated to 2008... Ms Turns stated that every year Mr. Dougherty would have her transfer money for year end, and he would tell her what amount and what accounts needed adjusting. Mr. Barnes asked if these have been booked as inter fund payables and receivables which are in the audit. Miss Hegedus recommended moving excess funds from operations to reserves. Mr. Barnes stated that this should be done by a motion by council. Mrs. Farr stated that it hadn't been done that way in the past. Miss Hegedus will put this on the Council Meeting agenda. Mrs. Farr suggested that we wait until we know what our year end balance is. The auditors will give us the final adjustments and year end balances with their report. We will probably have this information by April. Ms Turns will contact the auditors and request that they send her the year end journal entries as soon as possible.
14. Code Enforcement Report has check number on it. This amount must be balanced to GL account for monthly receivables... Miss Hegedus stated that this is just on the agenda to remind Ms Turns that Ron Frank must give her the report to balance to the General Ledger on a monthly basis.

15. LST Increase...Miss Hegedus stated that the West Shore Tax office has been notified of our change in time to include it in their annual letters to employers.
16. Elimination of \$5 Occupation and \$5 Per Capita tax...Miss Hegedus suggested that we consider eliminating these taxes. We can discuss this for next year since it's probably too late this year.
17. Right to know law fee structure...Ms Turns stated that she had received the Right to Know Fee Structure today by mail from Mike Cassidy. This should be placed on the Council Meeting agenda for vote in February. It does not need to be an ordinance or resolution. Mrs. West suggested that Ms Turns become a notary. The fee would be paid by the Borough.
18. Next Meeting...February 24, 2009 at 6:30pm
19. Adjournment...8:13pm There being no further business, Miss Hegedus declared the meeting adjourned.

Submitted By:

Kathryn Turns
Borough Secretary