Whitehouse

July 12, 2024

Meeting Notice
Finance Committee
July 16, 2024
Immediately Following the Council Meeting

The Whitehouse Village Council is encouraging citizens to consider accessing public meetings remotely. You may do so by phone at 1-567-318-0438. You will then be prompted to press the following Meeting ID 960287013#. You may also access the meeting online by going to the Village website at www.whitehouseoh.gov and clicking on the link from the home page, please make sure you mute your microphone.

Notice is hereby given that the Whitehouse Village Council will meet as a Committee of the Whole on Tuesday, July 16, 2024 immediately following the Council meeting.

AGENDA

I. Call to Order

II. Roll Call

III. Adoption of Minutes of the July 9, 2024 Finance Committee Meeting

IV. Continue Discussion of Goals and Objectives of the Finance Committee
   1. **Supporting Information** – Sample of the Critical Economic Indicators Report (Exhibit A)

V. Consider Other Business as Appropriate Under the Village Charter

VI. Adjourn

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Village of Whitehouse
Finance Committee
Village Hall, Whitehouse, OH
Immediately Following Committee of the Whole Meeting
July 9th, 2024

CALL TO ORDER – ROLL CALL

Meeting called to order at 7:27pm by Committee Member Steve Connelly.

Committee Members Present: Dave Riggenbach, Carrie Tuohy, Steve Connelly,

Committee Members Absent: None

Staff Present: Administrator Jordan Daugherty, Deputy Administrator Joshua Hartbarger, Clerk Nicole Hartbarger

Guests Present: Louann Artiaga, Larry Yunker

COMMITTEE ORGANIZATION

Committee Chair

Riggenbach nominates Steve Connelly as Finance Committee Chair, seconded by Tuohy. 3 ayes

Committee Vice Chair

Tuohy nominates Dave Riggenbach as Finance Committee Vice Chair, seconded by Connelly. 2 ayes

GENERAL

Connelly asks to first discuss roles and objectives of Committee. Connelly reached out to Findlay, OH Mayor and others to see what is done for Finance Committee in other municipalities. He comments he is looking for something to be produced that is readable on a quarterly basis – easily digestible that can be posted online on where the Village is throughout the year by quarter. He comments he does not want to create huge burden for Administration.

Riggenbach says we need to get to a point of how far up data should be rolled, i.e. by department, to provide info to community – less to digest at higher levels. He says he really liked what Findlay presented, very basic but helpful information at the highest level, 3 or 4 biggest sources of where funding comes from. Connelly comments on the different reports reviewed from other areas – these are a good goal to aspire to. Tuohy comments we provide a budget every year in beginning of year – would like to see this updated/monitored monthly, could have balances put in a total next to budgeted amount for view. Riggenbach says down to line-item level this could be too much. Tuohy says it must be broken down deeper to some level to see if something is off. Riggenbach says if it is at a higher level and seems off, from there can go do further digging. Riggenbach comments might want to include some sort of trend line to show if budget is fully spent and no more spending, that there is something that shows that.

Tuohy asks what software is used – Daugherty says they use UAN. Riggenbach asks can we create custom reports – Daugherty says not overly customizable but mostly export to excel and then work with data. Riggenbach comments 52 pages of data is too much to sift through – looking for something more concise.

Daugherty shares that he currently has reports built that he uses for quick snapshot views that will be very helpful and similar to what is being requested. He asks to be told exactly what is wanted to be reviewed and he can create. Riggenbach understood, comments there might be a few iterations to get to the way we want to view. Connelly comments he will send Daugherty some examples that all like so far. Looking to build something that all are comfortable with reviewing and then apply back to 2022 and 2023 for review.

Daugherty confirms to the Committee members that the Village does not have to maintain accrual based financial statements – the Village operates on a cash basis with no accrued liabilities, etc. He comments that when we become a City we will have to have full accrual based system with inventory, etc.

Connelly confirms to first decide what reporting we want to review, will provide Daugherty the examples; looking for quarterly but may be more often in first few months.

Next meeting will be after Council next Tuesday, July 16th, 2024. Daugherty says he can provide his current reports for review during this meeting.

OTHER BUSINESS
Finance Committee Chair Connelly asked for comments on other business from all Committee members. There were none.

ADJOURNMENT
Motion by Councilwoman Tuohy, seconded by Councilman Riggenbach to adjourn the meeting at 7:48pm. 3 ayes

Respectfully submitted by Nicole Hartbarger, Clerk of Council

The Village of Whitehouse
Critical Economic Indicators
For the Period Ending May 31, 2024

		Year-to-Date Receipts (YTD)/YTD Expenses			
	FUND DESCRIPTION	YTD Receipts	YTD Expenses	Ratio	Notes
1000	General Fund	$ 1,982,570.04	$ 1,516,716.42	1.307	
2011	SCMR	$ 127,056.59	$ 100,294.13	1.267	
2021	State Hwy	$ 8,804.34	$ 465.55	18.912	
2041	Parks and Recreation	$ 100.00	$ -	[redacted]	
2071	Income Tax A	$ 529,895.87	$ 555,232.15	0.954	
2073	Income Tax B	$ 1,231,645.85	$ 1,073,791.61	1.147	
2101	Permissive Motor Vehicle License Tax	$ 17,808.60	$ -	#DIV/0!	
2151	Coronavirus Relief Fund	$ -	$ 1,151.64	0.000	
2902	Life Squad	$ 201,099.03	$ 437,686.37	0.459	Pending Fund Transfer & 2nd Qtr. Payment
2904	Fire Department Levy	$ 317,491.70	$ 179,468.64	1.769	
3101	Bond Retirement Fund	$ 140,137.50	$ 7,568.75	18.515	
3301	Special Assessment Bond Retirement	$ 10,078.11	$ 10,078.11	1.000	
3401	Note Retirement	$ 65,284.60	$ 32,642.30	2.000	
3901	Fire Debt Retirement Fund	$ 64,331.00	$ 32,165.50	2.000	
5101	Water	$ 532,214.38	$ 621,771.66	0.856	Will even out over year
5201	Sewer	$ 344,242.09	$ 566,996.47	0.607	Will even out over year
5721	OWDA Fund-Sewer	$ 124,000.00	$ -	#DIV/0!	
5781	Water Deposit	$ 900.00	$ 569.41	1.581	
9901	MT JEDDI - Monclova JEDD	$ 813,377.24	$ 54,790.96	14.845	
9903	ST JEDZ - Spencer JEDZ	$ 653,177.68	$ 769,810.42	0.848	
9904	Builder Escrow Funds	$ -	$ -	[redacted]	
		$ 7,164,214.62 FS	$ 5,961,200.09 FS	1.202	Good Position Overall

FS Balanced to Fund Summary UAN Report ending May 31, 2024 (less Capital Projects)

EXHIBIT A

The Village of Whitehouse
Critical Economic Indicators
For the Period Ending May 31, 2024

		YTD/ Annualized Budgeted Expenses			
	FUND DESCRIPTION	**YTD Expenses**	**Annual. Budgeted Exp.**	**Ratio**	**Resolution/Explanation**
1000	GENERAL FUND	$ 1,516,716.42	$ 1,921,399.82	0.789	Excellent
	POLICE	$ 691,663.62	$ 768,697.29	0.900	
	FIRE	$ 280,180.74	$ 346,234.77	0.809	
	STREET LIGHTS	$ 36,429.54	$ 29,166.67	1.249	Higher than expected rates
	CIVIL DEFENSE	$ -	$ 104.17	0.000	
	PUBLIC HEALTH SERVICES	$ -	$ 10,000.00	0.000	
	PARK	$ 50,107.70	$ 64,442.08	0.778	
	COMMUNITY PLANNING	$ 41,979.58	$ 54,271.37	0.774	
	BUILDING DEPARTMENT	$ 23,060.52	$ 30,695.31	0.751	
	SANITATION	$ 160,838.95	$ 130,531.25	1.232	higher due to bulk collections
	ADMINISTRATION/MAYOR	$ 109,252.50	$ 102,342.21	1.068	litigation fees
	COUNCIL	$ 26,816.81	$ 30,230.53	0.887	
	MAINTENANCE	$ 92,151.82	$ 98,829.59	0.932	
	AUDITOR	$ 4,234.64	$ 5,000.00	0.847	
	SOLICITOR	$ -	$ -	#DIV/0!	
	OTHER	$ -	$ 250,854.58	0.000	
	Total	$ 1,516,716.42 AS	$ 1,921,399.82	**0.789**	
[redacted]					
2011	SCMR	$ 100,294.13	$ 122,313.19	0.820	
2021	State Hwy	$ 465.55	$ 6,666.67	0.070	
2041	Park Revenue	$ -	$ -	[redacted]	
2071	Income Tax A	$ 555,232.15	$ 335,451.91	1.655	Each capital project payments
2073	Income Tax B	$ 1,073,791.61	$ 729,166.67	1.473	Will even out over year (tied to income tax)
2101	Permissive Motor Vehicle License Tax	$ -	$ -	[redacted]	
2151	Coronavirus Relief Fund	$ 1,151.64	$ -	#DIV/0!	
2902	Life Squad	$ 437,686.37	$ 502,250.37	0.871	
2904	Fire Levy	$ 179,468.64	$ 182,675.18	0.982	
3101	Bond Retirement Fund	$ 7,568.75	$ 56,780.21	0.133	
3301	Special Assessment Bond Retirement	$ 10,078.11	$ 14,772.30	0.682	
3401	Note Retirement	$ 32,642.30	$ 26,854.58	1.216	paid bi-annual payments
3901	Fire Debt Retirement Fund	$ 32,165.50	$ 26,804.58	1.200	paid bi-annual payments
5101	Water	$ 621,771.66	$ 1,020,068.06	0.610	
5201	Sewer	$ 566,996.47	$ 413,695.94	1.371	Litigation fees
5721	OWDA Fund-Sewer	$ -	$ 4,166.67	0.000	
5781	Water Deposit	$ 569.41	$ 750.00	0.759	
9901	MT JEDDI - Monclova JEDD	$ 54,790.96	$ 431,687.50	0.127	
9903	ST JEDZ - Spencer JEDZ	$ 769,810.42	$ 860,050.00	0.895	
9904	Builder Escrow Funds	$ -	$ -	0.000	
		$ 5,961,200.09 AS	**$ 6,655,553.65** **	**0.896**	

AS Balanced to Appropriation Summary UAN Report ending May 31, 2024(less Capital Projects)
5 (Number of Months Represented by Annualized Budget)