

**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 Riggenschach, 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

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

Committee Vice Chair

Tuohy nominates Dave Riggenschach 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.

Riggenschach 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. Riggenschach 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. Riggenschach says if it is at a higher level and seems off, from there can go do further digging. Riggenschach 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. Riggenschach asks can we create custom reports – Daugherty says not overly customizable but mostly export to excel and then work with data. Riggenschach 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. Riggensbach 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 Riggensbach to adjourn the meeting at 7:48pm. 3 ayes

Respectfully submitted by Nicole Hartbarger, Clerk of Council