

**Village of Whitehouse
Finance Committee
Village Hall, Whitehouse, OH
April 8th, 2025**

CALL TO ORDER – ROLL CALL

Meeting called to order at 6:03pm by Committee Member Connelly.

Committee Members Present: Steve Connelly, Dave Riggensbach and Carrie Tuohy

Committee Members Absent: N/A

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

Guests Present: Larry Yunker, Louann Artiaga, Nan Myers

Motion by Councilman Riggensbach, seconded by Councilwoman Tuohy to approve the minutes of the August 20th, 2024, Finance Committee meeting. 3 ayes

GENERAL

Establishing a Format for a Topline Quarterly Report for Distribution Online (Starting in Q1, Going Through the Year)

Connelly shows example of City of Findlay website that includes financial numbers that are updated quarterly and shared. He asks staff about providing this data on a monthly or quarterly basis. Riggensbach suggests that they do not need the very detailed drill down but agrees the high-level data is a good idea to be sharing. Administrator Daugherty comments that this can be done, there is also monthly and quarterly updated snapshots that could be shared – if they want to drill down on category that could be available. Daugherty comments he would love input on top five categories/topics that council would like to share. Connelly suggests talking about these sharable topics during standard Council meeting – just wanted to confirm it would not be a burden for staff to share. Riggensbach suggests calling it a Quarterly Snapshot, so it is expected to be updated only on a quarterly basis. Connelly confirms the high level is plenty of detail, do not need to go deeper. Understand limitations around detailed dashboarding, but would be comfortable with sharing basic, typed in amounts quarterly.

Connelly suggests context or informational details to share with the public while putting the finance data out there, so residents know what they are looking at. Daugherty agrees that is a good idea.

Early Discussion of 2025 Budget Process; Providing Actual Budget vs. Budget For Topline Categories from 2023, 2024 and 2025

The committee is getting ahead of budgeting season, trying to look ahead and look at top line summary of items now and review in more detail as time goes on. Daugherty says October is when amounts start to formalize in and formal budget review is in December. Riggensbach confirms it was spend/budget amounts through October, suggests using actual spend through October not budget, 4th quarter 2024 through first three quarters 2025 of actual spend to use for budget planning. All confirm wanting to use actual dollars spent versus using the budget. Daugherty confirms that is all doable, will want to make sure ahead of time that the format is the way Council wants to see it. For previous years for comparison,

closed fiscal years would want to see actual spend, for first three quarters of 2025 want actual spend, does not need to see budget of previous years for any comparison.

Establishing a Quarterly Cadence for These Finance Meetings, At a Minimum

Connelly suggests a quarterly cadence of April, July, October, January. This meeting covers April, will hold in July, October in 2025 and January 2026.

ADJOURNMENT

Motion by Councilman Riegenbach, seconded by Councilwoman Tuohy to adjourn the meeting at 6:20pm. 3 ayes

Respectfully submitted by Nicole Hartbarger, Clerk of Council