



City of Pataskala Finance Department
James M. Nicholson, Finance Director
Finance Director's Report to Council

Current Projects & Issues

- **April 2022** – The financial results through April 30th have been compiled and summarized in the monthly Financial Condition Report, which was previously distributed and is currently available on the city's website. We've not yet received the May 16th 2nd-half settlement from RITA, so I am unable to update Council on the status of the May income tax collections at this time.
- **2021 Financial Reporting & Audit** – We've wrapped up the last of the outstanding reporting items related to the 2021 Annual Comprehensive Financial Report. The financial statements should be able to be filed with the Auditor of State's Hinkle system well in advance of the May 31st deadline. The auditors are currently completing the audit process with a thorough review of the financial statements and the ACFR.
- **Payroll/Human Resources System** – We've completed our review of potential replacements of the Paycor payroll system and determined that the HR Butler system best meets our needs. We had the company provide a separate presentation to all directors and supervisors to ensure that the system would work for them and to provide them with an opportunity to share any concerns they might have. In addition to providing payroll, time/attendance tracking and paid leave accrual management, the system also facilitates the employee onboarding process. We will be able to have the employees fill out electronic forms which will eliminate the need for the Finance department staff to reenter the information into the payroll system. The proposed agreement has been forwarded to the Law Director for his review, and we're beginning the transition planning process.
- **Employee Handbook Update** – The City Administrator and I have been working with Clemans Nelson to review and update the employee handbook as appropriate. Some of this is cleaning up grammar and format, while others are related to changes in state and Federal laws and regulations. We now have a good working draft of the document which has been shared with the directors and the Assistant Finance Director/Payroll Manager to ensure that any unclear or contradictory policies are addressed. Once that process is complete, we'll bring the document and the appropriate legislation to Council for approval.
- **2023 Budget** – The worksheets and instructions for the 2023-2027 Capital Improvement Program (CIP) have been updated and distributed to the departments so that they can begin the planning process. The next step will be to update the operating budget/salary planning templates for the budget period.
- **Vacation** – Please know that I will be on vacation from June 15-24 but will be accessible by email or phone if needed. During my absence, either Ann or Shellie should be able to assist you with any time-sensitive issues.