



## City of Pataskala Finance Department

James M. Nicholson, Finance Director

### *Finance Director's Report to Council*

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#### **Current Projects & Issues**

- **June 2022** – The books for the month of June were closed and I prepared the summary report. However, due to the short holiday week and me going on vacation, I was not able to prepare the comprehensive financial report. I am hoping to have the monthly financial condition report for the month out by the end of next week. As we have not yet received the mid-July distribution from RITA, I am unable to update Council on the status of income tax collections at this time.
- **2021 Financial Reporting & Audit** – The auditors have finalized their review of the financial statements and the 2021 Annual Comprehensive Financial Report (formerly CAFR) and issued their unmodified opinion. We received the final version of the financial reporting (including the auditors' formal audit opinion), and we've published the ACFR on the city's website. We are finalizing the development of the 2021 Popular Annual Financial Report (PAFR) and hope to have it completed and distributed shortly.
- **Payroll/Human Resources System Replacement** – We've begun meeting virtually with HR Butler to begin the transition planning process to convert from Paycor to HR Butler for payroll and time/attendance services. We are shooting for a planned October 14 cutover date.
- **Employee Handbook Update** – Clemans Nelson has incorporated the changes proposed by senior staff so that we now have a 'final' draft. All directors have had a final opportunity to ensure that they're comfortable with the document. We would anticipate bringing it to Council at the August 1<sup>st</sup> Council meeting.
- **2023 Budget** – The worksheets and instructions for the 2023-2027 Capital Improvement Program (CIP) were distributed to the departments so that they could begin the planning process. At this point, I have received some of the department's responses, but not all. I have begun updating the operating budget/salary planning templates for the budget period. This updating will also include adding any proposed staffing increases (if any) in staffing to the salary planning template. In addition, I've updated the debt service worksheets to pick-up 2027 and any planned debt issuances during the 5-year forecast period.
- **Vacation** – Please know that I will be on vacation from July 11-15, but can be reached via email, text or phone. During my absence, Assistant Finance Director Ann Boehnlein will be named as acting Finance Director. During my absence, either Ann or Shellie should be able to assist you with any time-sensitive issues.