



# City of Pataskala Finance Department

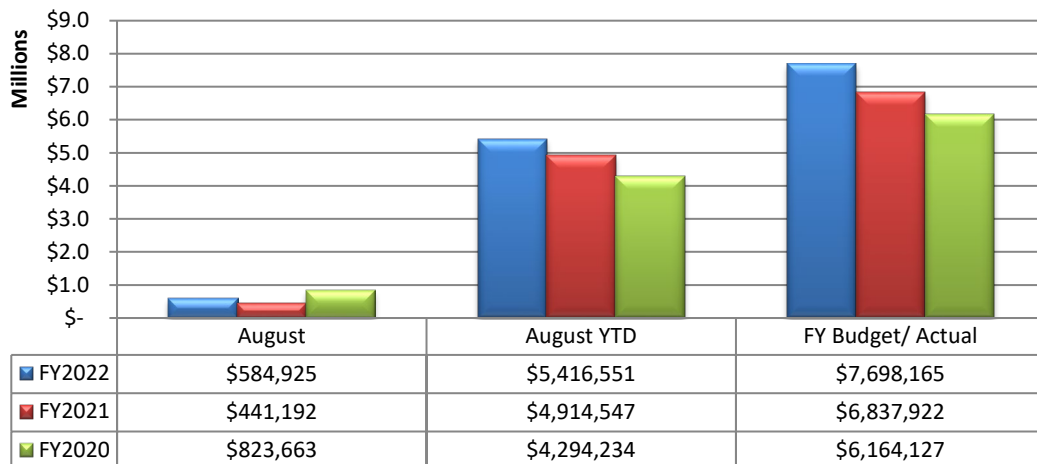
## James M. Nicholson, Finance Director

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

#### Current Projects & Issues

- **August 2022** – We are still processing entries for the month of August and will be doing so for the next week or so. However, I would anticipate closing the month by Friday, September 2<sup>nd</sup>. I plan to have the monthly financial report prepared and distributed with the next Finance Director's Report to Council. At this point in time, however, I can update Council on the preliminary status of August income tax collections.
  - **Income Tax Revenue** - Collections for the month of August were \$584,925 and are \$143.7 thousand (32.58%) higher than the August 2021 collections. This amount equates to 7.60% of the full-year budget, below the 8.33% straight-line rate if revenues were to be collected evenly throughout the year. In 2021 this rate was 6.45%, and it was 13.36% in 2020. On a year to-date basis, we have collected a total of \$5,416,551 in income tax revenues which is equal to 70.36% of budget. This is \$502.0 thousand (10.21%) higher than the same 8-month period in 2021 and is somewhat higher than the 66.67% straight-line rate if revenues were to be collected evenly throughout the year. In 2021, the August year to-date collections amount equaled 71.87% of full-year collections, and the rate was 69.66% in 2020.

**Income Tax Collections - All Funds**



- **2023 Budget** – We have received the completed 2023 budget planning models from the various city departments and are now in the process of consolidating them to determine what changes will need to be made to the proposals. Once we have an initial draft of the proposed budgets, the City Administrator and I will then meet with each of the departments to review the proposals and request any needed changes.

- **Accounting Clerk Replacement** – The Finance Department’s Accounting Clerk, Shellie Widdis, has resigned effective September 7<sup>th</sup>. We’ve posted the open position on the city’s website and Facebook account, as well as advertising it in the Newark Advocate and various online recruiting websites. Additionally, we’ve also posted the opportunity on the Ohio GFOA and Ohio Municipal League (OML) websites and the Ohio City/County Managers Association (OCMA). Hopefully this broad approach will yield a sufficient applicant pool to consider. The posting is open until noon on Friday, September 23<sup>rd</sup>.

During the recruitment process, I arranged to have a temporary staffing company, Creative Financial Staffing (CFS), provide the city with a temporary employee to handle the accounts payable process. This approach should allow us to maintain a satisfactory level of service until a replacement clerk can be identified.

- **Payroll/Human Resources System Replacement** – We’re meeting virtually each week with HR Butler to prepare for the transition of converting from Paycor to HR Butler for payroll and time/attendance services. They have requested (and received) a number of payroll-related items that are required for the company to complete the system coding. We are still shooting for a planned October 14 cutover date.
- **Employee Handbook Update** – We now have a final draft of the updated Employee Handbook. The authorizing legislation has been prepared and is on the September 6<sup>th</sup> agenda for consideration by Council. We’ve prepared a summary of the changes made to the current handbook to facilitate Council’s review. Once Council approval has taken place, we will work with Clemans Nelson to roll it out to all city employees.