

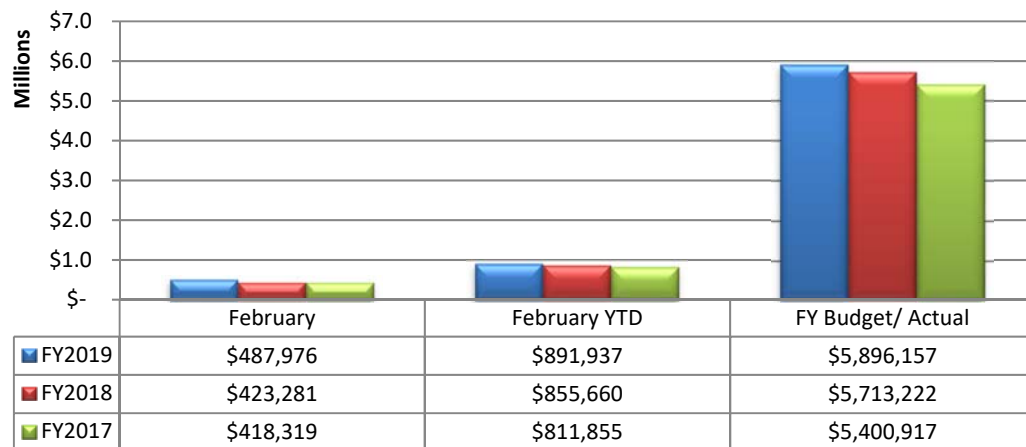


**City of Pataskala Finance Department**  
**James M. Nicholson, Finance Director**  
*Finance Director's Report to Council*

**Current Projects & Issues**

- **January/February 2019** – The financial results through January 31<sup>st</sup> 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 are still processing entries for the month of February but plan to have the books closed by the end of the first week of March. With that said, I can provide Council with a mid-month update on income tax collections.
  - **Income Tax Revenue** - Collections for the month of February were \$487,976 and are \$64,695 (15.28%) higher than the February 2018 collections. Total year to-date collections are \$891.9 thousand and when compared to a February 2018 YTD total of \$855.7 thousand are \$36.3 thousand (4.24%) higher. This amount equates to 15.13% of the full-year budget, somewhat below the 16.67% straight-line rate if revenues were collected evenly throughout the year. In 2018, the February year to-date collections amount equated to 14.98% of full-year collections, and the rate was 15.03% in 2017. Although it is way too early in the year to consider modifying our projections, 2019 collections have picked up in February and are trending slightly better than expectations. We will monitor this trend closely over the next 3-4 months to determine if a trend (positive or negative) exists, and if the forecast should be modified to reflect such a trend.

**Income Tax Collections - All Funds**



- **2019 SERB Benefits Survey** – Every year, the State Employee Relations Board (SERB) requires all public entities to complete their lengthy, online survey of health insurance benefits provided to their employees. This survey was recently completed and submitted.
- **2018 Financial Reporting & Audit** – Over the next 3-4 months, we will be working to create all of the schedules and documents required to support the development of the 2018 GAAP accrual-based financial statements for the city, as well as the development of the 2018 Comprehensive

Annual Financial Report (CAFR). Most of these schedules involve accrued wages, accounts payable and accounts receivable. In addition, we will also be updating the fixed asset inventory with all purchases and disposals during 2018 and supporting the audit of the 2018 financial statements. Many of these required schedules have already been completed and submitted to the auditors.

- **Facility Cleaning Services** – As the construction of the Police station is nearly done, we have begun the process of identifying an appropriate cleaning service for the facility. Additionally, we believe that it is an excellent time to go through a similar process for the City Hall and old Town Hall buildings. Combining cleaning of all the facilities under a single contract will simplify the management of the services and potentially lead to some cost savings. We’ve begun drafting an RFP for cleaning services which has been reviewed by the Law Director. To facilitate this process, we’ve solicited similar RFP documents from other communities. At this point, we are developing the cleaning requirements, scheduling, etc. for each of the facilities. Once that has been completed, we’ll advertise and go through a formal bid evaluation process.
- **GFOA Executive Board** – I will be attending the GFOA Ethics Task Force meeting in Chicago from February 26-27, however I will be accessible via email or cell phone should the need arise to contact me during my absence.