

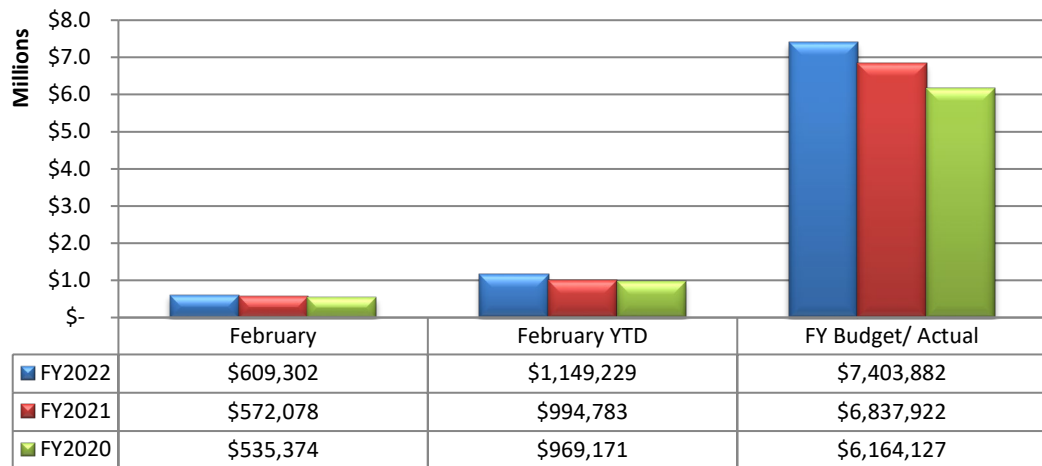


**City of Pataskala Finance Department**  
**James M. Nicholson, Finance Director**  
*Finance Director's Report to Council*

**Current Projects & Issues**

- **January 2022** – 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. At this point in time, I can update Council on the status of February's income tax collections
  - **Income Tax Revenue** - Collections for the month of February were \$609,302 and are \$37,224 (6.51%) higher than the February 2021 collections. This amount equates to 8.23% of the full-year budget, slightly below the 8.33% straight-line rate if revenues were to be collected evenly throughout the year. On a year to-date basis, we have collected a total of \$1.15 million in income tax revenues which is equal to 15.52% of budget and \$154.4 thousand (15.53%) higher than the same period in 2021. This amount is somewhat lower than the 16.67% straight-line rate if revenues were to be collected evenly throughout the year. In 2021, the February year to-date collections amount equated to 14.55% of full-year collections, and the rate was 15.72% in 2020. Although it is way too early in the year to consider modifying our projections. 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 any trends.

**Income Tax Collections - All Funds**



- **2021 Financial Reporting & Audit** – Although we have made great progress to-date, over the next several months, we will be working to create the schedules and documents required to support the development of the 2021 GAAP accrual-based financial statements for the city, as well as the development of the 2021 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 2021 and supporting the audit of the 2021 financial statements.

- **2021 Income Tax Return Preparation Services** – A few residents have visited the Finance department seeking assistance with their 2021 municipal income tax return. Although Janice may have offered this service in the past, it is not part of our service offerings and we have to respectfully decline the requests. Fortunately, we were recently notified that RITA now offers tax return preparation assistance to its member communities. Pataskala residents can obtain assistance by one of three ways: (1) in-person meeting at the Worthington RITA office; (2) drop box at the Worthington office; or (3) mail the documents to RITA along with the appropriate authorization form. I've attached a copy of the authorization form to this report. Also, we just received a media kit which should assist us in informing our residents via Facebook and the city's website about the filing requirements and how to obtain assistance from RITA. I hope to have something out there shortly.
- **Human Resources** – We are currently assisting the Parks Manager in his recruiting efforts for seasonal employees to operate the swimming pool and grounds maintenance.



800.860.7482  
TDD 440.526.5332  
ritaohio.com

We are providing drop-off service as a contact-free option to traditional in-person assistance. **If you would like RITA to prepare your return for you, fill out this sheet, attach your tax documents and drop it off at select RITA locations.**

**Individual Municipal Income Tax Drop-Off Sheet**

**Step 1: General Information**

Name: \_\_\_\_\_

Current Street Address or P.O. Box Number: \_\_\_\_\_

City, State and ZIP Code: \_\_\_\_\_

Social Security Number (Last 4 digits only): XXX-XX-\_\_\_\_\_ Tax Year: \_\_\_\_\_

Filing status:

- Single or married filing separately
- Joint Spouse Name: \_\_\_\_\_ Spouse SSN: XXX-XX-\_\_\_\_\_

Complete if you have moved since January 1, 2020:

Previous Street Address or P.O. Box Number: \_\_\_\_\_  
City, State, and ZIP Code: \_\_\_\_\_  
Move out date of previous address: \_\_\_\_\_

Check any of the boxes if the situation applies to you:

- You are under 18. Provide Date of Birth: \_\_\_\_\_ (include copy of your driver's license or birth certificate)
- You are retired. Provide retirement date: \_\_\_\_\_
- Your spouse is retired. Provide Spouse retirement date: \_\_\_\_\_
- You have No Municipal Taxable Income to report for the entire year \*

**Step 2: Documentation (Documents will NOT be returned)**

Include copies of the following documents, **in an envelope**, if applicable to your situation:

- W-2s (include the copies to be filed with Employee's City or Local Tax Return)
- W-2Gs Gambling Winnings (include the copies to be filed with Employee's City or Local Tax Return)
- Schedule C – Profit or Loss from Business \*
- Schedule E – Supplemental Income and Loss (includes Rental Income) \*
- Other Income (1099-NEC/MISC, Schedule F-Profit or Loss from Farming, 4797 – Sales of Business Property Income)\*

\* Include first two pages of your Federal Form 1040 and Schedule 1.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

May RITA call you if there are questions?  Yes  No Contact Phone Number: \_\_\_\_\_

**Put this sheet with your tax documents in an envelope and drop-off at:**

**Brecksville**  
10107 Brecksville Road  
Brecksville, OH 44141

**Cleveland Heights**  
Cleveland Heights City Hall \*\*  
40 Severance Circle  
Cleveland Heights, OH 44118

**Mentor**  
Mentor Municipal Center \*  
8500 Civic Center Boulevard  
Mentor, OH 44060

**Worthington**  
760 Lakeview Plaza Blvd #400  
Worthington, OH 43085

**Xenia**  
Xenia Administration Building \*\*  
107 E. Main Street  
Xenia, OH 45385

**Youngstown**  
2761 Salt Springs Road  
Youngstown, OH 44509

**Save a trip? Mail this sheet and your tax documents to the following address:**  
RITA  
PO Box 477900  
Broadview Heights, OH  
44147-7900

\* Located inside - 1st Floor Lobby (Available 8:00 am - 5:00 pm, Monday-Friday)  
\*\* Located outside City Hall, beside utility payment box