



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

Current Projects & Issues

- **June 2022** – We are still posting entries for the month of June, but I would anticipate closing the month early the week of July 4th. I am shooting to have the monthly financial condition report for the month out by the end of that week.
- **2021 Financial Reporting & Audit** –The auditors are finalizing their review of the financial statements and the 2021 Annual Comprehensive Financial Report (formerly CAFR). I received notification from the auditors that we once again have a ‘clean’ audit with no report citations or management letter comments. I would anticipate receiving the final version of the financial reporting (including the auditors’ formal audit opinion) by the end of the week, and we’ll publish the ACFR on the city’s website. We are working on 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 signed the agreement with HR Butler, LLC to provide payroll and time/attendance services. We’ll begin the transition planning process shortly with 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. We’ve sent the revised version of the document back out to the directors and the Assistant Finance Director/Payroll Manager so that they have a final opportunity to ensure that they’re comfortable with the document. Once that review process is complete, we’ll bring the final document and the appropriate legislation to Council for approval. We would anticipate bringing it to Council at the July 18th 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.