



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

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**Current Projects & Issues**

- **September 2022** – We are still processing entries for the month of August and will be doing so for the next couple of weeks. As RITA has not yet made our mid-month settlement, I am unable to update Council on the preliminary status of September income tax collections.
- **2023 Budget** – We have completed the process of consolidating the budget submissions to determine what changes will need to be made to the proposals. The City Administrator and I have reviewed the proposals and have requested several changes to be made. Once that process is finished, I will complete the process of preparing the budget summary document for the September 26<sup>th</sup> special Council meeting.
- **Accounting Clerk Replacement** – We continue to accept applications for the Finance Department's Accounting Clerk position. To date we've received 4 applications, but the posting is open until noon on Friday, September 23<sup>rd</sup>.
- **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** – Now that Council approval has taken place, we will work with Clemans Nelson to roll the revised handbook out to all city employees.