



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

Current Projects & Issues

- **December 2016** – We officially closed the city's general ledger for fiscal year 2016 on January 9th (the 5th business day of the year), which is only one day later than in 2016 (which was our earliest close ever), and all of the departments are currently in the process of submitting their 2017 purchase order requisitions. I plan to have the December 2016 Financial Report to Council produced sometime next week. This report will summarize the major accomplishments of the department over the past year, as well as reporting the financial performance during the year. Of specific note, we ended 2016 (on a cash basis for all funds) with revenues exceeding expenditures by approximately \$200,000. This result of this is that the city's total cash balance increased by that amount from December 31, 2015. This is a very positive accomplishment, and is the result of improved revenue collection and managed spending during 2016.
- **2016 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 2016 GAAP accrual-based financial statements for the city, as well as the development of the 2016 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 2016, and supporting the audit of the 2016 financial statements.
- **2016 IRS Reporting** – We completed the preparation and mailing of IRS Form 1099 to all vendors meeting the requirements to receive the 2016 tax document (e.g. total payments >= \$600, etc.). The resulting information was electronically filed with the IRS. IRS W-2 forms were created and distributed the last week of December to all city employees. Additionally, we completed the creation of the relevant Affordable Care Act (ACA)-required 1094/1095 documents. These should be delivered to our employees on or before January 31st. Every one of these milestones is well in advance of the appropriate IRS deadlines.
- **Collective Bargaining** – The January 11th negotiating session with the FOP was cancelled at the union's request, however, we are currently working to get that session rescheduled. A negotiating session with the OPBA is currently scheduled for January 23rd. No sessions have been scheduled yet with the United Steelworkers (USW).
- **Remote Access to Accounting/Budgetary System** – Over the past 6 months, we have been working with our information technology consultant to extend access to the city's accounting, purchasing and budgetary control system to all of the remote (e.g., non-city hall) departments. During the month of December, system access and initial training was provided to the Public Service and Water/Sewer Utility departments. They are now able to submit their purchase requisitions online, as well as view their current expense budget status. Police department access

to the system was just established this week. The Police Chief, Deputy Chief and clerks now have the ability to access the system from their facility. I have been working for quite some time to establish this connectivity, as I believe that it will facilitate better communication between the departments and the Finance department.

- **2017 Property, Casualty & Liability Insurance Renewal** – The 2017 insurance renewal process has been completed, and we have a meeting scheduled with the agent on January 24th to go over their proposal. I plan to have the legislation required for the renewal prepared in time for inclusion on the February 6th Council meeting.

- **Police Station Construction Funding** – Legislation for the issuance of debt for the construction of a new Police station has been prepared and sent to the Council Clerk for a 1st reading at the January 17th Council meeting. The current plan is to present the debt legislation to Council for all 3 readings and 30-day referendum period. That timetable would enable us to go to the market and price the issue by the end of March or early-April.