



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

Current Projects & Issues

- **March 2019** – The financial results through March 31st have been compiled and summarized in the monthly Financial Condition Report, which was previously distributed and is currently available on the city's website.
- **2018 Financial Reporting & Audit** – Now that we have received the 1st half property tax settlement from Licking County, all of the required documents and schedules needed to finish our financial statements have been completed. We are still finalizing the transmittal letter, Management's Discussion & Analysis and the statistical section. Those items should be finalized in the next few weeks. The auditors should be coming onsite sometime during the next month to complete the audit of the financial statements.
- **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 continued work on drafting an RFP for cleaning services which has been reviewed by the Law Director. 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.
- **Ohio GFOA Training** – I will be serving as a trainer at an upcoming Ohio GFOA session on an 'Introduction to the Finance Office'. This 2-day class is being held from April 24-25 in Marysville and provides the participants on a high-level overview of the operations and requirements of a public entity finance office. Topics include: investments, budgetary compliance, fundamentals of governmental accounting, public records/sunshine laws, and ethics to name just a few.