

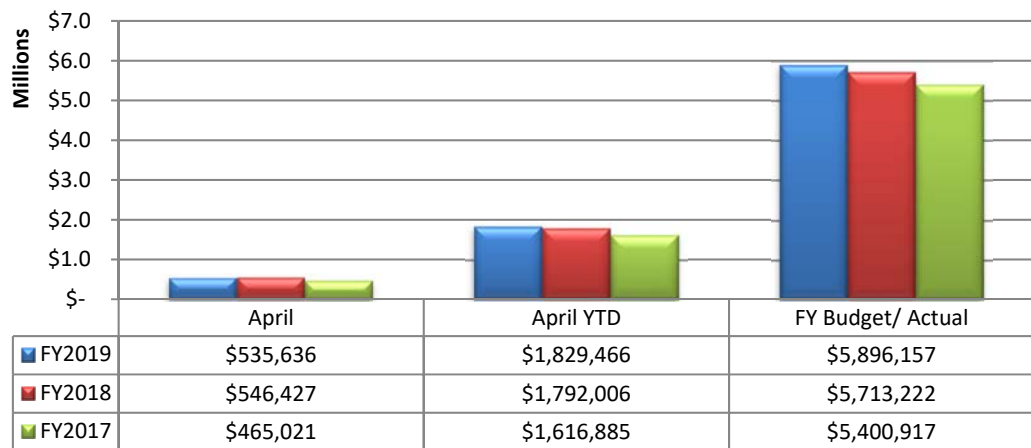


City of Pataskala Finance Department
James M. Nicholson, Finance Director
Finance Director's Report to Council

Current Projects & Issues

- **April 2019** – We are still working on closing the books for the month of April and plan to have the process completed by the end of the week. With that said, I can provide Council with an update on income tax collections for the month.
 - **Income Tax Revenue** - Collections for the month of April were \$535,636 and are \$10,791 (15.97%) lower than the April 2018 collections. Total year to-date collections are \$1.83 million and when compared to an April 2018 YTD total of \$1.79 million are \$37.5 thousand (2.09%) higher. This amount equates to 31.03% of the full-year budget, somewhat below the 33.33% straight-line rate if revenues were collected evenly throughout the year. In 2018, the April year to-date collections amount equated to 31.37% of full-year collections, and the rate was 29.94% in 2017. We will monitor this trend closely over the next several months to determine if a trend (positive or negative) exists, and if the forecast

Income Tax Collections - All Funds



- **2018 Financial Reporting & Audit** – We have completed the preparation of the draft financial statements and CAFR report and are currently reviewing them. The auditors are currently onsite to complete the audit of the financial statements. Each of you shortly will be receiving a ‘Fraud and Related Party Questionnaire’ letter from our auditors. This annual affirmation letter is a key part of the audit process. I would kindly request that each of complete and return to the auditors (Julian & Grube, Inc.) as soon as possible. They are unable to release the audit letter until they have all responses from all individuals receiving the questionnaire.
- **Facility Cleaning Services** – A Request for Proposals (RFP) has been issued for cleaning services at City Hall, the Police station and the Old Town Hall. It is being advertised in the Newark Advocate on April 21st and 28th and is also currently posted on the city’s website. The deadline for

submitting proposals is May 24th at which time the bids will be opened and read. We would anticipate bringing the necessary authorizing legislation to Council at the June 3rd meeting. The proposed contract would be for a term of 2-years beginning in mid-June.

- **National GFOA Conference** – Please know that I will be attending the national GFOA conference being held in Los Angeles, California from May 16-22. Although I will be out of the office during this time, I will still be accessible via phone or email should the need arise.