



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

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**Current Projects & Issues**

- **August 2022** – We are in the middle of the month of August and still posting entries. As a result, at this time there is no update on the overall financials for the month of August. Additionally, as we have not yet received the mid-August distribution from RITA, I am unable to update Council on the status of income tax collections at this time.
- **2023 Budget** – I completed the annual update of the operating budget/salary planning templates for the budget period. The individual budget models and budget instructions were then distributed to the departments so that they could begin developing their budgets. The next step is to begin the analysis and review of the 2022-2026 revenue forecast. The updating process included adding any proposed staffing increases (if any) in staffing to the salary planning template. Based on several proposed CIP projects that were submitted, we'll may need to calculate and add any additional debt services related to any planned debt issuances during the 5-year forecast period.
- **Payroll/Human Resources System Replacement** – We're continuing to meet virtually 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** – We now have a final draft of the updated Employee Handbook. The authorizing legislation has been prepared and is on the August 15<sup>th</sup> agenda for consideration by Council. We've prepared a summary of the changes made to the current handbook to facilitate Council's review. Once Council approval has taken place, we will work with Clemans Nelson to roll it out to all city employees.
- **State of Ohio Local Tax Certification** – I completed and submitted the Ohio Department of Taxation's annual Local Tax Certification for FY 2021. This submission is required by ORC §5747.50(D) and is due no later than August 31<sup>st</sup> of each year and provides granular detail regarding the city's income tax collections in 2021.