



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

Current Projects & Issues

- **May/June 2024** – The financial results through May 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. We are still processing entries for the month of June and will be doing so for several weeks. As RITA has not yet made our mid-June settlement, I am currently unable to update Council on the preliminary status of June's income tax collections.
- **2023 Financial Reporting & Audit** – The auditors have indicated that their audit is complete and that no citations, findings for recovery or material weaknesses were identified. At this point, we are simply waiting for the auditors to complete their review of the financial statements. They believe that process will be completed by June 22. We've begun the development of the 2023 *Popular Annual Financial Report* (or PAFR) which we will have printed and mailed to all Pataskala residents.
- **Financial Internal Controls, Policies & Procedures** – I completed the creation of a draft formal documentation of the internal controls, policies, and procedures in the Finance department. This has resulted in a *Financial Policies & Procedures Manual* for the city and includes all aspects of fiscal-related operations such as payroll, accounts payable, accounts receivable, debt management and investments. This document is currently going through a review process with the Administration and will be presented to Council for approval once that review process is complete.
- **2025 Budget** – I am continuing the development of the departmental operating budget templates and rolling out the new system for the Capital Improvement Program (CIP). We plan to roll this system out to the departments in late June.
- **Finance Director Vacation** – I will be out of the continental US from June 13-21 and absent from the June 17th Council meeting. Although I may have access to wi-fi (and email), there is no guarantee as to that being the case. During my absence, Assistant Finance Director Jennifer Dennis will be serving as Acting Finance Director.

