



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

Current Projects & Issues

- **June/July 2024** - The financial results through June 30th 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 July and will be doing so for several weeks. As RITA has not yet made our mid-July settlement, I am currently unable to update Council on the preliminary status of July's income tax collections.
- **2023 PAFR** - The PAFR is a user-friendly version of the Annual Comprehensive Financial Report (ACFR) and attempts to improve fiscal transparency and to communicate the city's financial condition to its' residents. We've completed the development of the 2023 *Popular Annual Financial Report* and have published it on the city's website and Facebook page. Additionally, we are having it printed and mailed to all Pataskala residents by early-August
- **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 has gone through a review process with the Administration and is being presented to Council for approval.
- **2025 Budget** – We've begun working on the capital improvement program (CIP) portion of the 2025 budget and the departments have less than a month to complete this process. I will continue to focus on preparing the budget modeling tools for the operating budget and fund balance reporting.
- **2023 Audit Contract** – With the successful conclusion of the 2023 audit, the city and Julian & Grube (J&G) just completed our 1-year contract extension for audit services. We recently received a proposal by the Ohio Auditor of State's (AOS) office that would permit the city to enter into a 1-year extension agreement with J&G to provide audit services for one more year (2024 fiscal year). We will be required by the AOS next year to go out with an RFP for audit services for 2025-2027. I have prepared a resolution authorizing this extension and requested that it be put on the July 15th agenda for consideration by Council
- **Finance Director Vacation** – I will be out of the continental US from July 18-26. 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.