

Finance Committee Meeting Report (Submitted 5-8-12)
Courthouse, Room 303C, Monday, May 7, 2012, 5:00 P.M.

Members Present: Dennis Anderson, Pat Ripperger, Jerry Thompson, Kippy Nelson and Kathy Nelson. Members Absent: None. Ex-Officio Members Present: Tim Wells. Others Present: Rich VerHeecke and Colleen Gillaspie, County Administrator.

Chairman Anderson called the meeting to order at approximately 5:00 p.m. Member Kippy Nelson moved to approve the agenda as revised, Member Ripperger seconded, all were in favor and motion carried.

No introductions were necessary.

Member Thompson moved to approve the April 16, 2012 Finance Committee meeting minutes as printed, Member Kathy Nelson seconded, all were in favor and motion carried.

Lindi Kernan, Supervisor of Assessments, submitted a written report. (on file)

No report was available from Barb Link, County Clerk/Recorder.

Rich VerHeecke, County Treasurer, reported Department activities for the month of April. Mr. VerHeecke updated the Committee on his activity regarding various status requests including that the Chief Deputy Treasurer has been formally appointed as well as the Assistant Chief Deputy Treasurer.

The Committee reviewed the Treasurer's Bank Balance Report and the County Clerk's Fund Balance Report. Member Thompson moved to recommend the County Board place on file the Treasurer's April Bank Balance Reports and April Interest Report (available at meeting) and the County Clerk's April Fund Balance Reports, (on file) Member Ripperger seconded, all were in favor and motion carried. (see enclosed reports)

The Henry County Correctional Center Daily Population Report for the month of April was reviewed. The retro pay required as a result of the FOP contract has not been finalized, but the Sheriff's Department has finished their calculation. The Administration Office will work with the Sheriff's Office to confirm their calculation.

The Committee reviewed the April 2012 Revenue and Expenditure Audit Trail Reports as prepared by the Accounting Department. The Committee reviewed, discussed and questioned various revenue and expenditure entries. (listing on file)

Member Ripperger moved to recommend the County Board approve the April County Accounts in the total amount of \$1,989,333.70, Member Thompson seconded, all were in favor and motion carried. (enclosed)

Under Current Budget Discussion, a review of potential budget effects of action taken at April Standing Committee meetings was distributed and discussed. (on file)

Under Old Business, Colleen Gillaspie reported that her office is in the final stages of compiling comparison purchasing prices for Committee review.

Final recommendations for the copier/multi-function device audit are still expected to be available by late May. The Finance Committee will receive information at their June meeting.

The Committee continued the review of the FY13 budget calendar. Member Kippy Nelson moved to approve the FY13 budget calendar, Member Thompson seconded, all were in favor and motion carried. (bolded per request of Chairman Anderson) (see attached)

At the April Finance Committee meeting, the Committee recommended a revision to the Accounting Procedures to authorize interpreter bills to be paid as a Paid-in-Advance (PIA) payment. The Committee reviewed the draft language and agreed to forward to the County Board for final approval in June. (see attached)

Under New Business, **the Committee discussed a draft FY13 budget policy resolution. Ms. Gillaspie will revise as discussed and will present to the Committee at their June meeting for final recommendation.** (bolded per request of Chairman Anderson)

The Committee reviewed the IMRF Contribution ARC and Phase-in optional rates available for calendar year 2013. Ms. Gillaspie recommended tabling action to determine the rate until the July Finance Committee meeting.

The draft FY11 audit report was distributed. A meeting will be held on May 30, 2012 at 4:00 p.m. in Room 303C with Mr. Jim Taylor and Mr. Dave Gosse, Carpentier, Mitchell, Goddard & Company, to review and discuss the draft FY11 audit report. The audit will have revisions as the Single audit section is not finalized. Member Ripperger moved to recommend the County Board place on file the draft FY2011 Henry County Financial Statements and Independent Auditors Report, final to be approved at the June County Board meeting, Member Kathy Nelson seconded, all were in favor and motion carried. (see enclosed draft report)

A news release regarding actions taken by the RRLF Board was reviewed. Member Thompson moved to recommend the County Board authorize the release of RRLF funds in the amount of \$100,000.00 for GenSoft Systems Inc. located in Geneseo and Jacoby Enterprises Inc. located in Galva, Member Wells seconded, all were in favor and motion carried. (see attached)

Member Thompson moved to recommend the County Board approve the resolution authorizing the County Board Chairman to execute the deed of conveyance for parcel number 20-32-480-007, Member Kippy Nelson seconded, all were in favor and motion carried. (see attached)

The next regularly scheduled Finance Committee meeting was set for Monday, June 11, 2012, at 5:00 p.m., Board Conference Room #303C, 3rd floor, Courthouse.

With no further business, Member Kippy Nelson moved to adjourn, Member Thompson seconded, all were in favor and motion carried. The meeting adjourned at 8:00 p.m.

Respectfully submitted,

Colleen Gillaspie, County Administrator

FY12-13 HENRY COUNTY BUDGET CALENDAR

2012 DATE	TIME	ACTIVITY	RESPONSIBILITY
Monday May 7	5:00 p.m.	Review and adopt Proposed Budget Calendar	<u>Finance Committee</u>
May 9- June 15		Develop FY12-13 Budget forms/policy guidelines.	Administrator/Acctg Dept/IS Dept
June 12 – Board Mtg	6:00 p.m.	Adoption of Henry County Budget Policy Resolution	County Board
Friday June 15		Distribute Budget forms and instructions to Dept. Heads. Meet with Officials to explain Budget process.	Administrator
Friday July 13		Submit <u>Revenue Projections</u> and <u>Expenditure Requests</u> to the County Board Office	County Dept. Heads & Officers, County Board Committees.
Monday July 16-27		Develop Draft FY12-13 Budget for Finance Committee review	Administrator
Monday July 30		Mail <u>Revenue Projections</u> , <u>Expenditure Requests</u> , and draft FY12-13 Budget to Finance Committee	Administrator
Thursday August 2	5:00 p.m.	Review draft FY12-13 Budget	<u>Finance Committee</u> & Administrator
Monday August 6	5:00 p.m.	Continue review of draft FY12-13 Budget	<u>Finance Committee</u> & Administrator
Wed & Thurs Aug 15-16	3:00-8:00 p.m.	FIRST meeting with Dept. Heads to review <u>Revenue Projections</u> and <u>Expenditure Requests</u> .	<u>Finance Committee</u> & Administrator
Tuesday August 21	5:00 p.m.	Special Finance Meeting – Discuss FY12-13 Budget	<u>Finance Committee</u> & Administrator
Thursday Aug 23	3:00 p.m.	SECOND meeting with Dept. Heads to review <u>Revenue Projections</u> and <u>Expenditure Requests</u> (if necessary)	<u>Finance Committee</u> & Administrator
Tuesday August 28	5:00 p.m.	Special Finance Meeting – Discuss FY12-13 Budget (if needed)	<u>Finance Committee</u> & Administrator
Monday Sept 10	5:00 p.m.	Regular Finance Meeting – Discuss FY12-13 Budget issues (as necessary).	<u>Finance Committee</u> & Administrator
Sept 11 Special Board Meeting	5:00 p.m.	Present Draft FY12-13 Budget to County Board. (Room 103J)	<u>Finance Committee</u> & Administrator
Sept 11 – Board Mtg.	6:00 p.m.	Recess Annual meeting until Nov. for further consideration of tax levy.	County Board
Thursday Sept 13	5:00 p.m.	Meet and discuss County Board recommendations for FY12-13 budget.	<u>Finance Committee</u> & Administrator
Monday Sept 17	5:00 p.m.	Finalize revenue projections/ THIRD meeting with Dept. Heads (if necessary).	<u>Finance Committee</u> & Administrator
Oct 1		Publish notice that Budget is available for public inspection.	Administrator
Oct 9 - Board Mtg.	6:00 p.m.	Present Proposed FY12-13 Budget to County Board and lay over Budget until Nov. mtg.	<u>Finance Committee</u>
Nov 13 - Board Mtg.	6:00 p.m.	Adopt FY12-13 Budget & Tax Levy Ordinance. “Truth-in-Taxation Hearing” if required.	County Board
Nov 15		Public notice of Budget availability. Budget available for public inspection at Courthouse.	Administrator

V. Recording of disbursements – Vendors and PIA’s

A. PIA’s

1. Expenditure requisitions (claim forms) are prepared for checks to be run by the Accounting Department. The department and account numbers are to be filled in and the form has to be signed by the Department Head. Original claim forms and invoices are kept by the Accounting Department. See Exhibit I.
2. County Highway: Original claim forms are sent to Accounting for entry. Checks are brought in to be stamped with County Clerk and Treasurer signatures and copies of checks are given to the Treasurer by the Highway Dept. The Highway Department then keeps the checks to send out for disbursement.
3. “Paid-In-Advance” expenditure requisitions are those budgeted expenditure requisitions that are to be paid by computer generated checks, prior to County Board authorization. A PIA is a County financial obligation that must be met prior to the regular vendor payment schedule. PIA’s submitted by 8:00 a.m. Thursday will be issued Thursday or Friday except during holidays and end of the year schedules. Only the following PIA’s will be allowed: (See Exhibit I for PIA form)

Reasons for PIA’s:

- a. Payroll and payroll related expenses (Aflac, Naco, LINA, etc.)
- b. Expense reimbursements: Travel/Meetings, Purchases, Jurors and Election Judges, Per Diem/Expenses.
- c. Financial obligations: Rent, Taxes, Utilities, Insurance Deductibles, Pass through Grants distributions, Credit Card Payments, Veteran Assistance, Insurance Bond Application premiums and other obligations as defined and approved by the Finance Committee.
- d. Inter-Department expense transfers: Postage, Reimbursements, etc.
- e. Other approved PIA’s: Postage, Revenue Stamps, Court ordered psychological evaluations, Interpreter expenses and Purchase Discounts (minimum of 1% and \$10.00 cash)
- f. Those approved by the Finance Chairman.



HENRY COUNTY RURAL REVOLVING LOAN FUND

HENRY COUNTY COURTHOUSE • THIRD FLOOR
307 W. CENTER STREET, CAMBRIDGE, IL 61238
PHONE: (309) 937-3574 FAX: (309) 937-5936
Website: www.henrycty.com/rrlf

NEWS RELEASE **For Immediate Release**

The Henry County Rural Revolving Loan Fund Board approved a \$100,000 loan to GenSoft Systems Inc. which is located in Geneseo IL. The RRLF monies will be used to acquire the business and its assets. The company will retain 22 jobs and create 5 additional positions over the next two years.

The Henry County Rural Revolving Loan Fund Board approved a \$30,000 loan to Jacoby Enterprises Inc. which is located in Galva IL. The RRLF monies will be used for acquiring and remodeling a building for a restaurant. The company will create an additional six positions over the next two years.

The Henry County Rural Revolving Loan Fund Program has made sixty-five loans totaling \$3.5 million, which has in return created and retained 817 jobs in the work force within Henry County. Rural Revolving Loan Fund monies are available to any new or existing business within Henry County. For more information on the Henry County RRLF Program contact Lori Merrill at the Henry County Courthouse (309) 937-3410.



WHEREAS, The County of Henry, as Trustee for the Taxing Districts, has undertaken a program to collect delinquent taxes and to perfect titles to real property in cases in which the taxes on such real property have not been paid, pursuant to 35ILCS 200/21-90, and

WHEREAS, Pursuant to this program, the County of Henry, as Trustee for the Taxing Districts, has acquired an interest in the following described real estate:

KEWANEE TOWNSHIP

PERMANENT PARCEL NUMBER: 20-32-480-007

As described in certificate(s) : 2005-0293 sold October 2006

and it appearing to the Finance Committee that it would be to the best interest of the County to dispose of its interest in said property.

WHEREAS, Anthony Holdgrafer, has bid \$631.00 for the County's interest, such bid having been presented to the Finance Committee at the same time it having been determined by the Finance Committee and the Agent for the County, Joseph E. Meyer, that the County shall receive from such bid \$176.64 as a return for its certificate(s) of purchase. The County Clerk shall receive \$73.36 for cancellation of Certificate(s) and to reimburse the revolving account the charges advanced from this account, the auctioneer shall receive \$0.00 for his services and the Recorder of Deeds shall receive \$31.00 for recording. The remainder is the amount due the Agent under his contract for services. The total paid by purchaser is \$631.00.

THEREFORE, your Finance Committee recommends the adoption of the following resolution:

BE IT RESOLVED BY THE COUNTY BOARD OF HENRY COUNTY, ILLINOIS, that the Chairman of the Board of Henry County, Illinois, be authorized to execute a deed of conveyance of the County's interest or authorize the cancellation of the appropriate Certificate(s) of Purchase, as the case may be, on the above described real estate for the sum of \$176.64 to be paid to the Treasurer of Henry County Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED by roll call vote this _____ day of _____, _____

ATTEST:

CLERK

COUNTY BOARD CHAIRMAN