

## **Finance Meeting Minutes**

Saturday, March 5, 2016

12:12 pm – Meeting called to order

Present: Colleen Ford, Emily Harvel, Sarah Ziegler, Wanda McMurray, Mary Micele, Paul Naugle

### **Items of Discussion –**

#### **Review of Bills/POs**

- Barnaby Printing – appears that this may have been billed twice, in current POs
- AED – billed twice, PO not til 3/3, terms are net 30
- Ancel and Glink – when was the \$8722.94 past due paid shown on the January bill but not in February, why was there a past due amount?
- ComEd – what is contributing to the previous balances shown?, \$800 increase between January and February
- FEMA – difference between current vs increased coverage, can we look at the detail of what is covered and the amounts for the building? How are the figures determined? By the village or by FEMA?
- Frontier – what lines do we have (think it's 4 for village hall, 3 for police and 2 for water/sewer), and if so why do we have so many lines?
- Storage Unit – is there any possibility of using the grocery store space for car storage?
- Impact – do we need to up the base charge? Would that be more cost effective than paying the overages?
- Dave Jepson – When does Dave get paid?
- Office Depot – difference between billed vs paid amount
- Speedway – need to look back at the January bill (\$560.65)
- US Cellular – everyone who wants data should be paying for their own, remove insurance for all phones, the excel chart does not appear to reflect the same numbers that are on the bills – how is that figured?

#### **PO Procedure**

- Appears to be gaps in both the filling out of the PO forms and getting the POs on the warrant list
- Would like to set an amount that is allowed to be purchased without approval, anything over that amount should be preapproved so create a true PO system

#### **Meeting Times**

- The finance committee will meet the Wednesday preceding the first general board meeting of the month at 6:30 to review bills

Meeting adjourned at 2:00pm

Submitted by: Colleen Ford – Finance Chair