

Town of Easton
Minutes: Board of Finance Subcommittee on Finance Department Review

Location: Easton Library Conf Rm **Meeting Type:** Special **Date/Time:** December 18, 2015 – 2:00PM

Attendees: Wendy Bowditch, Adam Dunsby, Matt Gachi, Andy Kachele, Paul Lindoerfer

Absentee(s): None

Guest(s): Grace Stanczyk, Finance Department

Call to Order

Notes: The meeting was called to order by Andy Kachele at 2:04 PM

Agenda Item 1: ***Acceptance of Minutes***

Action/Motions: A motion was made to accept the minutes of the December 11, 2015 meeting as written.

Motion(Second) by: Matt Gachi (Wendy Bowditch) **Result:** All in favor.

Agenda Items 2: ***Continue Finance Department Review***

Notes: Since our last meeting sub-committee members have received several documents, (1) the job description for the Human Resources Compensation Coordinator, (2) a Financial Resources Investment Analysis done by our MUNIS vendor tyler erp solutions, (3) a Payroll Investment Analysis also done by tyler, and (4) Model Practices for Municipal Governments done by the Connecticut Council of Small Towns.

Adam Dunsby contacted officials at Redding and Weston to inquire about their finance department's staffing. He submitted a document with the feedback provided to him. Their finance department staffing does not appear very different from Easton's.

Grace Stanczyk discussed her work as Comptroller with the sub-committee. She provided several documents to the sub-committee including (1) the job description for Comptroller, (2) a daily cash journal spreadsheet for November, (3) documentation describing how each Finance Department function is performed, (4) a sample journal entry, (5) a list of "Documents and Analyses Required to Undertake the Audit" and (6) a sample year end trial balance.

Grace described how the MUNIS system is used. Easton has and uses the MUNIS Payroll module and another module that includes budget, general ledger and accounts payable functions. She also described how cash is managed via the daily cash journal spreadsheet that is used by Grace and Suzette. Since this data is also entered into MUNIS there is a question of whether the MUNIS system alone could perform the functions of the spreadsheet. It may be that the MUNIS Revenue Module, which Easton does not have, would be helpful in this function.

The sub-committee reviewed the two analysis documents the town received from tyler with recommendations for expanded use of the MUNIS system.

Follow-up: Wendy will contact tyler erp solutions, our MUNIS vendor, and arrange for a representative to come to Easton to discuss how MUNIS operates in regard to cash management. A next meeting date for the sub-committee will be determined by when the tyler rep is available to meet with us.

Paul will work with Grace to learn about how data is extracted from MUNIS for the budgeting process.

Grace will perform a daily journal of how her time is spent on various functions.

Adjournment

Notes: The meeting was adjourned at 4:05 PM

Submitted by,

Paul Lindoerfer- Clerk

A handwritten signature in black ink, appearing to read "Paul Lindoerfer", written over the printed name.