

**FINANCE COMMITTEE MEETING  
SEPTEMBER 8, 2009**

*Trustee Gary Maitland called the meeting to order at 7:15 pm.*

*Members present: James Coppernoll, Stephen Appell*

*Also present: President Claeysen, Sally Hollebeak, Nancy Belt, Scott Kramer, Chief Todd Houde, Treasurer, Karen Melloch, & David Schroeder*

*Gary Maitland moved to adopt the amended agenda as follows:*

*Add: Recreation Board Requests*

*Telecommunication Informational Flyer*

*Village Clerk's Conference Request*

*Delete: Update on Sale Tax Report*

*James Coppernoll seconded. Motion carried by voice vote.*

*Gary Maitland moved to approve the minutes of August 11, 2009. Stephen Appell seconded. Motion carried by voice vote.*

*Chairman Gary Maitland called a five minute recess in order to review the purchase orders.*

**RECOMMENDATIONS FROM THE AUDITORS**

*Gary Maitland asked Karen Melloch to come forward and review Elliott & Company management letter. Karen Melloch reviewed the following recommendation:*

*Segregation of Duties*

*Bank Reconciliations*

*Journal Entries*

*Formal Fraud Risk Assessment*

*Fund Balances*

*Karen Melloch reported that President Claeysen is approving the bank reconciliations each month after she has reconciled the bank accounts. Karen also provided the committee with the Village's Investment Policy and monthly profit and loss reports. Karen asked the committee to review the investment policy and contact her with changes. President Claeysen and committee thanked Karen for this vital information.*

*Karen Melloch noted that in order to comply with the new Red Flag policy which requires water customers to provide the village with a password she and President Claeysen have addressed this project and drafted a paragraph to be placed in the October newsletter explaining to the water customers that they will have to visit the village hall, show a photo ID, and submit their mother's maiden name as their password.*

**APPROVE THE BILLS FOR PAYMENT**

*James Coppernoll moved to send to the village board to authorize payment of all bills signed and approved by the finance committee on September 8, 2009. Stephen Appell seconded. Motion carried by voice vote.*

**SEPTEMBER BUDGET CALENDAR**

*Gary Maitland noted that according to the September Budget Calendar the 2009 annual budgets are being reviewed by the Budget Director, Jim Claeysen and department heads. Also, the budget director has informed the department heads to begin working on the 2010 budget.*

### **RECREATION BOARD REQUESTS**

*Stephen Appell moved that the committee authorize the amount of \$300.00 for the fall fishing tournament. James Coppernoll seconded. Motion carried by voice vote.*

*Stephen Appell moved that the committee authorize the amount of \$1,100.00 for the Halloween event. James Coppernoll seconded. Motion carried by voice vote.*

### **PRESIDENT'S REPORT**

*President Claeysen presented the committee and those present with a draft informational flyer explaining the village board's decision to adopt a 6% telecommunications tax. The board was asked to review the draft copy and submit ideas or changes to David Nord. President Claeysen noted that this flyer will be mailed September 16, 2009 to village residents.*

### **ADMINISTRATOR'S REPORT**

*David Nord stated that he has a request for Village Clerk, Nancy Belt to attend the Municipal Clerks conference held in Springfield, IL. October 12 – 16, 2009. David informed the committee that Nancy received a \$200.00 scholarship from the Northwestern Municipal Clerk Association. President Claeysen stated that this is a budgeted expense and recommended approval.*

*Gary Maitland moved to send to the village board authorizing the amount of \$450.00 for registration and expenses for Village Clerk, Nancy Belt to attend the Municipal Clerks of Illinois conference held in Springfield, Illinois October 12 – 16, 2009. James Coppernoll seconded. Motion carried by voice vote.*

*Gary Maitland moved to adjourn the meeting at 8:06 pm. James Coppernoll seconded. Motion carried by voice vote.*

*Recorded by: Village Clerk, Nancy L. Belt*

*Finance minutes approved by Chairman, Gary Maitland on September 9, 2009*