

MINUTES

FINANCE COMMITTEE MEETING

June 21, 2016

PRESENT: Committee Members: Kline-Luker-Sanchez

EXCUSED: Hecker-Farren

OTHERS: Finance Director Barron
Township Manager LeFevre

CALL TO ORDER: 7:02 p.m.

MINUTES:

Commissioner Kline made a MOTION, seconded by Commissioner Sanchez to approve the minutes of the May 17, 2016 Finance Committee meeting.

MOTION was ADOPTED 3-0.

TOTAL EXPENDITURES:

The Committee reviewed voucher list for the month of May, 2016.

Commissioner Kline made a MOTION, seconded by Commissioner Luker to recommend approval to the full Board, expenditures, salaries and wages for May, 2016 in the amount of \$3,738,816.18 and \$1,720,001.35, respectively.

Commissioner Kline questioned voucher #33890 – Garrison Printing Company.

Mr. Barron replied that was for printing of Township calendar.

Commissioner Kline questioned voucher #33971 – Interstate Graphics.

Mr. Barron replied that was for graphics for the police cars.

Commissioner Kline questioned voucher #34135 – Clark Hill PLC.

Mr. Barron replied Clark Hill PLC is the Township’s labor attorney for work they did.

Commissioner Kline questioned voucher #34325 – Building Specialties.

Mr. Barron replied that was material for the new refuse building.

MOTION was ADOPTED 3-0.

CLEARING FUND/DEFERRED REVENUE/EXPENSE & PETTY CASH

Commissioner Kline made a MOTION, seconded by Commissioner Luker to recommend approval to the full Board the Clearing Fund activity, Deferred Revenue/Expense activity and Petty Cash balances for the month of May, 2016.

Clearing Fund receipts and disbursements for the month of May, 2016 were \$20,868.43 and (\$19,739.89), respectively.

Deferred Revenue/Expense receipts and disbursements for the month of May, 2016 were \$25.00 and \$0.00, respectively.

Petty Cash balances were approved as presented.

MOTION was ADOPTED 3-0.

TRAINING AND CONFERENCE EXPENDITURES:

Commissioner Kline made a MOTION, seconded by Commissioner Luker to recommend approval to the full Board the Training and Conference Expenditures activity. Advance and Travel expenditures for the month of May, 2016 totaled \$0.00 and \$3,820.47, respectively.

YTD Training and Conference Expenditures totaled \$20,243.09.

MOTION was ADOPTED 3-0.

STATEMENT OF CONDITIONS:

The Committee reviewed statement of conditions for various funds.

Commissioner Luker questioned Payment for Municipal Services listed under Revenues.

Mr. Barron replied that is in-lieu-of funds.

CONTINGENCY EXPENSE REPORTS:

The Committee reviewed contingency expense reports.

OTHER MATTERS:

Presentation and review of 2015 CAFR and Financial Statements by Pam Baker, Audit Partner and Edmund Fosu-Laryea, Supervisor of Barbacane, Thornton & Company, LLC, Township Independent Auditors

A copy of the Comprehensive Annual Financial Report (CAFR) for year ending December 31, 2015 was provided to the committee and reviewed by the independent auditors. Included in the CAFR were sections on the introductory, financial, required supplementary information, footnotes to the financial statements as well as the statistical section.

Commissioner Sanchez suggested for next year adding a section on the Township's Master Bicycle Plan.

Mr. Barron questioned why the section on Management's Discussion and Analysis says, "un-audited."

Ms. Baker replied that is because in addition to the numbers presented, there is also the narrative piece and we cannot give an opinion as an auditor on the narrative. However, we make sure the numbers presented in the management's discussion and analysis tie to the audited financial statements.

Commissioner Kline referring to revenues by source for year-ending December 31, 2015, although he knows what they are, he would like to see future reports list specifically what the "other taxes" are.

Ms. Baker agreed, and noted that Page 24 of the report lists "other taxes" as property, transfer, earned income, and business and mercantile taxes.

Commissioner Kline asked for an explanation on assessed value data to estimate applicable percentages.

Ms. Baker replied it relates to the ratio of residents in the Township.

Commissioner Kline questioned how much does the auditors get involved with the internal workings of each Township department.

Mr. Fosu-Laryea replied every year, we test controls over expenditures for payroll, revenue, expenditures and perform analytics comparing current year to previous year. We also interview employees from various departments within the Township and perform procedures covering many departments.

Commissioner Kline asked how is comp time audited?

Mr. Fosu-Laryea replied at the end of the year, Mr. Barron provides a report on balances on comp time and we sample a few employees making sure the time they have taken was the correct amount of time at the correct rate.

A copy of the Single Audit report for year ending December 31, 2015 was provided to the committee for review. Included in the report were the internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with Government Auditing Standards; compliance of each major program and on internal control over compliance required by the Uniform Guidance; schedule of expenditures of Federal awards; notes of schedule of expenditures of Federal Awards; and schedule of findings and recommendations.

Mr. Barron noted that acceptance of 2015 Township of Abington CAFR and Audited Financial Statements, Single Audit Report and Agreed Upon Procedures, as presented by Township Independent Auditors, Thornton, Barbacane and Company, LLC will be brought before the full Board for approval.

ADJOURNMENT: 8:12 p.m.

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