

City of Brodhead

Audit and Finance Committee meeting minutes for the June 13th, 2018 meeting

1. Meeting called to order by Alderman Nyman at 4:12pm
2. Quorum was present as determined by roll call: clerk/treasurer Teresa Withee, Sam Woodford, Jennifer Naramore, Andy Strommen, Alderman Troy Nyman, and Michael Olson.
3. Public Appearances: No public appearances.
4. Committee comments and questions: Clerk/treasurer Withee noted that Carla from Baker Tilley would present the preliminary draft audit at the next council meeting, which will be June 19th at 4pm.
5. Approval of previous minutes: Motion made by Woodford, seconded by Naramore. Motion carried.
6. Server replacement: Despite setbacks and concerns, the project is moving along. CKH helped fix some glitches over the Memorial Day weekend.
7. Allocations of land sale proceeds: These funds spent from this sale were reviewed. Teresa will ask Carla about what should/needs to be done with remaining balance.
8. Treasurer's report: Treasurer's report was reviewed. There will be transfers into the General Fund from both the TIF #3 acct and the Sewer checking acct. This is due to General Fund paying expenses on behalf of these two departments, but then not being reimbursed at the time the expenses were paid.
9. Budget to Actual was reviewed
10. Bank reconciliation reports were reviewed by the members prior to the meeting.
11. Future agenda items: TIF #6; Audit report from Baker Tilly
12. Next meeting set for July 11th, 2018 at 4pm
13. Motion made by Woodford, seconded by Naramore to adjourn. Meeting adjourned at 4:40 pm.

Submitted by Andrew Strommen