

MINUTES OF THE REGULAR MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, AUGUST 8, 2016 AT 5:30 P.M. AT THE VILLAGE HALL, 835 MIDWAY DRIVE, WILLOWBROOK, ILLINOIS.

1. CALL TO ORDER

The meeting was called to order by Trustee Neal at 5:30 p.m.

2. ROLL CALL

Those present at roll call were Trustee Gayle Neal, Director of Finance Carrie Dittman and guest Debbie Crabtree of Sikich LLP. Chairman Umberto Davi was absent.

3. APPROVAL OF MINUTES

Minutes of the Regular Finance/Administration Committee held on Monday, July 11, 2016 were reviewed.

Motion to approve made by Trustee Neal. Motion carried.

4. PRESENTATION – Payroll Tax & Benefit Compliance Assessment Overview (Draft) by Sikich LLP

Director Dittman noted that earlier this year the Village hired Sikich LLP to perform an assessment of the Village's payroll tax and benefit compliance. As the Village just converted to a new financial software, the timing was right to take a look at our procedures to ensure that the Village was complying with the IRS regulations on payroll so that we could make any necessary changes to our new software.

Debbie Crabtree from Sikich worked on the assessment and made a brief presentation to go over what work had been performed so far; Sikich's draft report is included in the packet. Sikich has made various recommendations along the way, which the Village has already been incorporating into its procedures in advance of receiving the final report. Debbie reported that new IRS changes regarding travel have just been released, and these will be incorporated into the final report. A few typographical errors were noted by Trustee Neal which will also be corrected before final report issuance.

5. REPORT – Monthly Disbursement Reports – July 2016

The Committee reviewed and accepted the disbursement reports for the month of July and key items are highlighted below:

- Total cash outlay for all Village funds – \$1,128,892. Fiscal Year to Date is \$3,458,312.
- Payroll for active employees including all funds - \$314,983 (2 payrolls this month). The average payroll for the year was \$160,968.
- Average daily outlay of cash for all Village funds – \$36,416. Fiscal year to date daily average is \$37,595.
- Average daily expenditures for the General Fund - \$24,006. Fiscal year to date average is \$24,385.

6. REPORT – Sales Tax, Income Tax, Utility Tax, Places of Eating Tax, Fines, Red Light Fines, Building Permits, Water Revenues, Hotel/Motel Tax and Motor Fuel Tax

All revenues are fiscal year to date collections through July 31, 2016 (unaudited):

- Sales tax receipts - \$850,143 up 3.45% from the prior year. Trending 8.9% over budget.

- Income Tax receipts - \$251,630 down 17.86% compared to the prior year, 1.0% over budget.
- Utility tax receipts - \$228,474 up 0.16% from the prior year, 2.7% under budget, consisting of:
 - Telecomm tax - \$105,312, down 2.04%.
 - Northern IL gas - \$23,113, down 3.34%
 - ComEd - \$101,195, up 4.05%
- Places of Eating Tax receipts - \$134,909 up 2.02% compared to the prior year, trending 11.3% over budget.
- Fines - \$32,612 down 19.34% compared with the prior year, 17.48% under budget. Fines come from County distributions and also local fine tickets written by Village police officers.
- Red Light Fines – \$189,734 up 79.83% from the prior year receipts, trending 31.3% above budget. The budget for the first 4 months of FY 2016/17 was reduced due to the Rt. 83/63rd St. intersection cameras being out of service due to the road construction project.
- Building Permit receipts - \$60,391 up 16.23% from the prior year.
- Water sales receipts - \$838,633 up 6.25% from the prior year, 1.12% below budget.
- Hotel/Motel Tax receipts - \$62,504 up 64.92% compared with the prior year, since May & June 2015 collections (from April & May 2015 tax receipts) were still taxed at 1%. The hotel/motel tax rate increased to 5% effective June 1, 2015. Three of the four hotels are open and active.
- Motor Fuel Tax receipts - \$50,910 up 0.58% compared with the prior year, 0.5% below budget.

The reports above were approved by Trustee Neal.

7. VISITOR'S BUSINESS

There were no visitors present at the meeting.

8. COMMUNICATIONS

There were no communications received.

9. ADJOURNMENT

Motion to adjourn at 6:01 p.m. was made by Trustee Neal. Motion carried.

(Minutes transcribed by: Carrie Dittman, 8/30/2016)