

COMMITTEE ON ACCOUNTS, ENROLLMENT AND REVENUE ADMINISTRATION

September 3, 2024 at 5:00 PM

Chairman Terrio called the meeting to order.

The Clerk called the roll.

Present: Aldermen Terrio, E. Sapienza, Vincent, O'Neil, T. Sapienza

Messrs.: M. Bogardus

1. Update on the City's Revolving Loan Fund.

Michele Bogardus, Deputy Finance Officer, stated I don't have any specific comments on this. It has remained pretty consistent and the outstanding items #4 and #5 have been worked on by the Solicitor's Office and continue to be.

*On motion of **Alderman T. Sapienza**, duly seconded by **Alderman O'Neil**, it was voted to accept the report.*

- ## 2. Communication from Kim LeBlanc, Financial Analyst II, submitting Finance Department reports as follows:
- Accounts Receivable over 90 days
 - Aging Report
 - Outstanding Receivables

Ms. Bogardus stated the only thing I would point out is the Airport has \$1 million that they are waiting for in federal grants and that typically lags behind anyway. Everything else is pretty consistent.

Chairman Terrio stated I believe I saw that we are a little bit behind because DPW isn't billing the school district.

Ms. Bogardus responded that is the next item on the agenda, which are the financial reports.

Alderman Vincent stated on the 90-day report, there are a lot on here and we see that on a regular basis. I see some that go to collections and some that I am a little shocked to see because some are law firms that can't pay \$182 to the city. I don't understand why it would even come to that. What is the timeframe for when something on this report actually goes to collections?

Ms. Bogardus replied we prefer to see it go after 90 days but it is up to the department to determine their collection activities and when they want to send it. We defer to the departments on that.

Alderman Vincent asked and we exhaust our efforts to reach out to some of these. I am looking at the first page and a lot of these are personal and the amounts are very small. Someone owes \$1.28. That seems ridiculous to me.

Ms. Bogardus stated our collection rates are pretty high but there are a small percentage that for whatever reason don't get collected. The percentage is pretty small overall.

Alderman T. Sapienza asked do we have a pay in advance policy.

Ms. Bogardus answered we looked into that for some items and it wasn't feasible. That was looked at a long time ago but I can pull that report out and see what the findings were and look at that again.

Alderman E. Sapienza stated I may be going a little too deep here but McLean Middleton owes us \$182. Does anybody have any idea what they are charging per hour for their services? Probably about \$400/hour and they owe us \$182.

Chairman Terrio stated Alderman T. Sapienza had a good point in that maybe we should try to charge people ahead of time for things that we can.

Alderman T. Sapienza stated especially if they already owe us money. If they are on the 90-day list, we should definitely make them pay ahead of time.

Alderman O'Neil stated Michele I know we are converting to the new financial system. Is there an issue with that because you need to know what has happened in the past for when the new system comes online right?

Ms. Bogardus replied we do plan on pulling in as much history as we can. It is somewhere between 3-5 years that we would plan on pulling into the new system.

*On motion of **Alderman T. Sapienza**, duly seconded by **Alderman Vincent**, it was voted to accept the report.*

3. Communication from Sharon Wickens, Finance Officer, regarding the City's Monthly Financial Report (unaudited) for the first month of FY25.

Ms. Bogardus stated the average unobligated balance percentage after one month should be 91.66% as a benchmark. All departments are within 10% of that with the exception of Information Systems and DPW. I believe that is what you were speaking to earlier Alderman Terrio and that is because of contracts they enter into early in the budget year.

Chairman Terrio stated so school chargebacks are \$500,000. Does that mean we are still going to get the money, just later in the year?

Ms. Bogardus responded yes it has to do with the timing.

*On motion of **Alderman O'Neil**, duly seconded by **Alderman Vincent**, it was voted to accept the report.*

*There being no further business, on motion of **Alderman T. Sapienza**, duly seconded by **Alderman E. Sapienza**, it was voted to adjourn.*

A True Record. Attest.

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is fluid and cursive, with a long, sweeping underline.

Clerk of Committee