

COMMITTEE ON ACCOUNTS, ENROLLMENT AND REVENUE ADMINISTRATION

December 16, 2025 at 5:00 PM

Chairman Terrio called the meeting to order.

The Clerk called the roll.

Present: Aldermen Terrio, Vincent, T. Sapienza

Absent: Aldermen E. Sapienza, O'Neil

Messrs.: S. Wickens

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

Sharon Wickens, Finance Officer: I have no comment on the revolving loan.

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

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

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

3. Communication from Sharon Wickens, Finance Officer, submitting the City's Monthly Financial Report (unaudited) for the first five months of FY26.

Alderman Vincent: Is there anything in here that can't wait for the Board meeting?

S. Wickens: No. Healthcare is doing very well.

Alderman Vincent: No surprises?

S. Wickens: The only thing is Matt seems to have messed up the Comcast fees. They are coming in a little bit lower; other than that, everything is doing very well.

Alderman T. Sapienza: Have Comcast fees been trending down because people have been cutting the cord?

Matthew Normand, City Clerk: Yes.

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

Chairman Terrio: One of our departments had some fiscal improprieties, and we recently hired an auditor who caught this. I feel partially responsible as the chairman of this committee. What can we do in the future to get a better handle on this so it doesn't happen again, or so we can catch it sooner? It went on for quite a long time.

S. Wickens: The auditor has reviewed some policies that Finance has and other departments as well, and they are being revamped. We will bring forward a new purchasing card policy and a new travel policy in January. It will come to this committee on January 20, so that we can begin to train on this new policy. I do need the full Board's approval before we can conduct that training. This internal auditor is doing a great job. She is in our department regularly.

Chairman Terrio: Will this committee hear from her from time to time?

S. Wickens: You absolutely will. When we bring the policy forward in January, she will be here as well.

*There being no further business, on motion of **Alderman Vincent**, duly seconded by **Alderman T. 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 horizontal stroke at the end.

Clerk of Committee

Meeting Start Time: 5:00PM

Meeting End Time: 5:04PM

Minutes Prepared By: Michael Intranuovo