

**VILLAGE OF OAKWOOD  
FINANCE COMMITTEE MEETING**

**March 3<sup>rd</sup>, 2025**

**5:00 p.m.**

**AGENDA**

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- 1. Open Finance Committee Meeting**
- 2. Pledge of Allegiance**
- 3. Roll Call**

Council President	Erica L. Nikolic	Mayor	Gary Gottschalk
President Pro Tempore	Johnnie A. Warren	Law	James Climer
Ward 1 Councilperson	Taunya Scruggs	Finance	Brian L. Thompson
Ward 2 Councilperson	Eloise Hardin	Service	Tom Haba
Ward 3 Councilperson	Paggie Matlock	Fire	Dave Tapp
Ward 4 Councilperson	Mary Davis	Police	Mark Garratt
<b>Ward 5 Councilperson</b>	<b>Candace S. Hill*</b>	Building	N/A
		Engineer	Matt Jones
		Recreation	N/A

**\*Chairperson of Finance Committee**

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- 4. Budget Review:**
  - Police Department**
  - Fire Department**
  - Service Department**
  - Building Department Fee Review**
- 5. Monthly Finance Reports**
- 6. Other Finance Committee Matters As Deemed Appropriate**
- 7. Outstanding Finance Department Requests (*required reports as of 4/12/24/monthly reports shall not be year-to-date reports*)**
  - a. REQUIRED Report: Month End Payroll Register
  - b. REQUIRED Report: Monthly Vacation/Sick Time Accruals
  - c. REQUIRED Report: All Month End Village Bank Account Balances
  - d. REQUIRED Report: Monthly Statement of Cash ~ *NOT a year-to-date report*
  - e. REQUIRED Report: Monthly Detailed Revenue Report
  - f. REQUIRED Report: Monthly Detailed Expense Report
  - g. REQUIRED Report: Monthly Check Run/Payment Line Report
  - h. REQUIRED Report: Monthly Detailed Encumbrance Report
  - i. REQUIRED Report: Monthly Detailed Credit Card Statements for all village accounts including corresponding invoices/receipts
  - j. REQUIRED Report: Monthly Health Insurance Claims
  - k. REQUIRED Report: Monthly Invoices for Law Department
  - l. REQUIRED Report: Quarterly IRS Form 941 Filed due April 30, July 31, October 31, and January 31

- m. REQUIRED Report: Semi-Annual Debt Schedule
- n. REQUIRED Report: Monthly Event Expense Detail from the Recreation Department including attendance, contracts, invoices, and itemized expenses
- o. REQUIRED Report: Monthly Special Forensic Audit Investigation Update
- p. REQUIRED Report: Monthly Regular Bi-Annual Audit
- q. October and November 2024 monthly reports as listed above (November/December 2024)
- r. December 2024 (only) Month End Reports ~ not a summary of the year (2/11/25)
- s. DRAFT amended 2025 Permanent Appropriations
- t. Report of all budgets for 2024 Recreation Department events
- u. REQUIRED Pay Ordinances for all new hires/re-hires since legislation was passed
- v. Update on compliance status with most recently passed Credit Card Policy legislation
- w. Transition process for Paylocity and document submission to Paylocity Representative
- x. Invoices including detailed caseload, hours worked for Cirincione
- y. Report of sick and vacation time corrections
- z. Report of negative sick and vacation time balance correction for A. Perrin (Summer 2024)
- aa. Report of 2024 year end 1099s (2/21/25)
- bb. Report of final payouts for all building department employees and return of equipment (2/13/25)
- cc. Update on discontinuation of Chewy Dog and Indeed accounts/payments
- dd. Template contracts for Summer Camp instructors and employees (Spring 2024)
- ee. Payroll payouts for service department employees no longer employed as of 2023 and 2024
- ff. Job descriptions in format legislated to be attached to all pay ordinances and included with all departmental budgets
- gg. IRS Invoices for penalties and interest assessed for 941s filed late and front and back of cancelled check of payments made in 2024
- hh. Report providing council reasons for missing/late 941 filings/submissions resulting in assessed penalties and interest (4/22/25)
- ii. List of all employees with credit cards (4/15/24)
- jj. Report of Mayor's accidents in village vehicles and car insurance annual expense for last years (4/15/24)
- kk. Report of all vehicles that are property of the Village of Oakwood including make/model/year, purchase or acquisition date, employee assigned to, expected use of life or date to be discontinued (4/15/24)
- ll. List of all contractors and vendors for the Village to prepare an approved vendor/contractor list and criteria to be approved including required ORC required background check
- mm. Update report on potential PCards with Huntington Bank (4/15/24)
- nn. Recreation Department budgets for 2023 and 2024 due to Ward 2 resident (March 2024)
- oo. Annual tax budget due to Cuyahoga County by July 1<sup>st</sup>
- pp. Annual departmental budgets due September 1<sup>st</sup>

## 8. Adjournment