

MINUTES OF THE REGULAR FINANCE AND ADMINISTRATION COMMITTEE MEETING OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, APRIL 9, 2012 AT 6:00 P.M. IN THE VILLAGE HALL, 7760 QUINCY STREET, WILLOWBROOK, ILLINOIS.

1. CALL TO ORDER

The meeting was called to order by Trustee Davi at 6:00 p.m.

2. ROLL CALL

Those present at roll call were Trustee Umberto Davi, Trustee Frank Trilla, Interim Finance Director Carrie Dittman and Management Analyst Garrett Hummel.

3. APPROVAL OF MINUTES

Minutes of the Regular Meeting of the Finance & Administration Committee held on Monday, January 9, 2012 were reviewed. Minutes of the Special Joint Meeting of the Municipal Services Committee, the Finance & Administration Committee, and Public Safety Committee held on Monday, February 27, 2012 were reviewed. Motion to approve made by Trustee Trilla. Second by Trustee Davi. Motion carried.

4. DISCUSSION - Village of Willowbrook Fund Balance Policy

Director Dittman began the discussion by explaining that in February 2009, the Governmental Accounting Standards Board (GASB) Released GASB Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions, requiring changes to fund balance reporting in governmental funds for state and local governments. Director Dittman further explained that the Statement substantially alters the focus and terminology used for fund balance reporting in governmental funds. Director Dittman explained the Village needs to adopt to Fund Balance Policy prior to April 30, 2012 in order to incorporate the changes brought about by the pronouncement. Director Dittman summarized the policy changes stating that there will 5 types of fund balances: 1) Non-Spendable, 2) Restricted, 3) Unrestricted - Committed, 4) Unrestricted - Assigned, 5) Unrestricted - Unassigned. Director Dittman next began to examine the various sections of the policy. Director Dittman explained section 1.06 defined flow assumptions. The policy states the most restrictive funds will be spent first followed by the least restrictive funds.

Next Director Dittman asked for direction regarding a highlighted portion of section 1.07 B. Trustees Davi and Trilla both agreed the authority outlined in this section should be delegated to the Village Administrator.

Director Dittman asked for input on a highlighted portion of section 1.05 A.1.b. The highlighted portion of this section established a policy which allowed the Village Board to transfer balances in excess of 120 days of budgeted operating expenditures to capital project funds to support future capital projects. Trustee Trilla inquired as to whether 120 days was enough of a reserve to keep. Trustee Trilla suggested looking into increasing the Village's reserve goal to 180 days. Trustee Davi inquired if the adoption of such a policy would impact the Village's ability to change the reserve amount. Director Dittman responded that she did not believe the adoption of such a policy would limit the Village's ability to change its reserve amount but that if the Committee was

uncomfortable with that specific section that it could be taken out. Both Trustees Davi and Trilla agreed to have the second sentence in section 1.05 A.1.b. removed from the policy.

5. REPORT - Monthly Reports - January 2012, February 2012, March 2012

The Committee reviewed and highlighted the items below for the month of September.

- Total cash outlay for all Village funds - \$903,735 & \$623,043 & \$753,459
- Ave. daily outlay of cash for all Village funds - \$29,153 & \$21,484 & \$24,305
- Ave. daily expenditures for the general fund (fiscal year to date average) \$23,814 & \$16,020 & \$18,062

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

- Sales tax receipts - \$3,308,294 up 6.77% from the prior year
- Income Tax receipts - \$625,770 down 1.27% compared to the prior year
Director Dittman reported the state is 4 months behind on income tax payments.
- Utility tax receipts - \$1,051,694 down 4.11% from the prior year
- Places of Eating Tax receipts - \$402,469 up 6.08% compared to the prior year
- Fines - \$150,225 down 12.74% compared with the prior year
- Red Light Fines - Collected \$529,105 down 11.57% compared with the prior year

Director Dittman (per Chief Shelton) explained the shortage in Red Light Fines was attributable to ATS being behind on their reviews. The backlog of reviews from ATS will be released for Village review in the coming days and therefore April should come in with higher numbers.

- Building Permit receipts - \$159,040 down 17.17% compared with the prior year
- Water sales receipts - \$1,749,597 up 1.35% compared with the prior year
- Hotel/Motel Tax receipts - \$59,780 up 0.62% compared with the prior year
- Motor Fuel Tax receipts \$236,249 down 7.90% compared with the prior year

7. VISITOR'S BUSINESS

There were no visitors present at the meeting.

8. COMMUNICATIONS

There were no communications received.

9. ADJOURNMENT

Motion to adjourn was made by Trustee Davi. Second by Trustee Trilla.

The meeting was adjourned at 6:28 p.m.

(Minutes transcribed by: Garrett Hummel, 5/3/12)