

Village of Pecatonica Finance Committee Meeting
Tuesday, October 10, 2023, at 6:00 p.m.
Village Hall 405 Main Street. Pecatonica, Illinois

1. **Call to Order** - Chairman Determan called the meeting to order at 6:00 p.m. on Tuesday, October 10, 2024, at Village Hall.

2. **The Pledge of Allegiance to the American Flag was recited**

3. **Roll call** -

Chairman Determan, Trustee Howard, and Trustee Hardy were present.

Also in attendance: President Tom Heister, Trustee Doty, Treasurer Sherry Bessert, Administrative Assistant Darla Stram, and Village Clerk Gwenn Shirley.

5. **A quorum was present.**

6. **Additions and Corrections to the Agenda –**

President Heister made an addition regarding the Water Tower.

7. **Approval of Agenda**

A motion was made by Trustee Howard and seconded by Determan to add the Water Tower to the agenda. No discussion. All in favor. Motion was approved 3-0-0.

8. **Call to the Public** - None

Agenda Items

1. Discuss Job Descriptions

The job duties discussed were regarding the Village Clerk, Treasurer, and Administrative Assistant positions. Additions and corrections will be presented to the board for final approval once the three remaining sections have been completed. Any additions or corrections go as follows:

- **Admin. Assistant** -

Corrections: The Assistant is no longer responsible for the financial reports for the board.

Additions: The Assistant will prepare the vendor register and forward to the Treasurer prior to printing checks; Accounts payable.

- **Treasurer** -

Corrections:

Additions: Once the Village Clerk receives and reviews the invoices; the invoices will be sent to the Treasurer for review; The Treasurer creates journal entries for fund transfers and will hand them off to the Village Clerk to execute the transfers; The Treasurer will prepare and send out the MFT Resolution; Submit employees to payroll software; Workman's comp audit.

- **Village Clerk** -

Corrections: The Village Clerk will receive all invoices. Remove purchase requisition form details.

Additions: The Village Clerk will pay federal and state taxes online once paychecks have been reviewed and sent out. The time sheets are handed out by the Village Clerk and signed by the mayor then given to the Treasurer for payroll.

2. Adjourn

A motion was made to adjourn the meeting by Trustee Hardy and seconded by Trustee Determan. No Discussion. A roll call vote was made. All in favor approve. Motion approved 3-0-0.