



**Town of Loxahatchee Groves**  
**Finance Advisory & Audit Committee Meeting**  
**Monday, November 28, 2011 at 7:00 p.m.**  
Palms West Presbyterian Church, 13689 Okeechobee Boulevard

**MINUTES**

**1. Opening**

- a. Call to Order & Roll Call

Chair Lung Chiu called the meeting to order at 7:00 p.m. Present were Chair Lung Chiu, Vice Chair Elise Ryan and Committee Members Cheryl Miller, and Ken Johnson. Also present were Town Manager Mark Kutney, Bill Underwood, Managing Partner of Underwood Management Services Group (UMSG), and Boards and Committees Clerk Judy Rios.

- b. Approval of Agenda

**Motion:** Committee Member Miller moved to **approve** the Agenda. Vice Chair Ryan seconded the motion, which passed unanimously. **(Motion carried 4-0).**

**2. Consent Agenda:**

- a. Minutes: October 24, 2011

**Motion:** Vice Chair Ryan moved to **approve** the Consent Agenda. Committee Member Miller seconded the motion, which passed unanimously. **(Motion carried 4-0).**

**3. Presentations - None**

**4. Old Business:**

- a. Transfer of Financial Records

Chair Lung Chiu requested an update on the Transfer of Financial Records and contact with Frank R. Spence, Inc. Following discussion, the Committee requested that the minutes reflect the Committee's dissatisfaction with the lack of response and assistance from former town management. The Committee requested that Mr. Underwood close out the FY 2011 and invoice accordingly.

b. Special Revenue Fund for Cost Recovery – Update

Mr. Underwood recommended that the Town verify revenues to expenditures and continue carrying the balance of the projects as a restricted fund balance for purposes of reporting on the balance sheet and on the trial balance.

Discussion occurred on the arrears of several planning & zoning applications. Town Manager Kutney noted that the cost recovery ordinance gave him the authority to not move forward with an application until the cost recovery account balance was current.

Chair Lung Chiu requested an update of a cost recovery flat fee or percentage of project cost at the next meeting.

c. FY 2011 Final Budget Including Accruals

1. Report of Reclassification & Outstanding Items
2. Budget Amendments – Resolution 2011-17
3. General Ledger Detail – September 2011

Mr. Underwood updated the Committee on the need to present the end-of-year budget amendment to the Town Council for their consideration at the November 15, 2011 meeting.

**5. New Business**

a. Approval of FY 2012 Financial Statements

1. Budget vs. Actual – October 2011
2. Bank Reconciliation – October 2011
3. General Ledger Detail – October 2011

**Motion:** Vice Chair Ryan moved to **approve** the FY 2012 Financial Statements as amended. Committee Member Miller seconded the motion, which passed unanimously. **(Motion carried 4-0).**

b. Review of Planning & Zoning Invoices - No action was taken by the Committee.

c. Review and Approval of Amendments to the Town's Finance and Accounting Procedures Manual

**Motion:** Vice Chair Ryan moved to **approve** the Town's Finance and Accounting Procedures Manual with recommended changes. Committee Member Johnson seconded the motion, which passed unanimously. **(Motion carried 4-0).**

d. Cancellation of the December 26, 2011 Meeting

The Committee requested that the meeting minutes reflect that there was no meeting scheduled for December. The next meeting would be in January.

## **6. Discussion**

a. Services Provided by Town's Banking Provider, Wells Fargo

Mr. Underwood made a recommendation to consider a Request for Proposal (RFP) for banking services for review with input from the Committee prior to submitting to Town Council.

**Motion:** Vice Chair Ryan moved to have Mr. Underwood **prepare** an RFP for banking services for the Committee's consideration and recommendation to Town Council for approval. Committee Member Johnson seconded the motion, which passed unanimously. **(Motion carried 4-0).**

b. "Government Light" Concept

Town Management discussed the cost control factor with the Committee.

## **7. Closing Comments**

a. Public

b. Committee Members

c. Concluding Administrative Remarks

The general consensus was that the presentations of facts and figures were good and that Town Management was being pro-active in updating the Committee and Town Council. The Committee expressed appreciation of how Town Management stepped-up-to-the-plate to prepare for the FY 2011 Audit.

## **8. Adjournment**

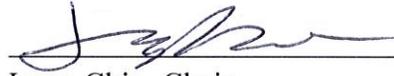
The next FAAC meeting was scheduled for Monday, January 23, 2012 at 7:00 p.m.

**Motion:** Committee Member Cheryl Miller moved to **adjourn** the meeting at 9:05 p.m. Committee Member Johnson seconded the motion, which passed unanimously. (**Motion carried 5-0**).

**These minutes were approved by the  
Finance Advisory & Audit Committee on Monday, January 23, 2012.**



Judy Rios, Boards and Committees Clerk



Lung Chiu, Chair

SEAL