

MINUTES OF THE NEWBERG FINANCE COMMITTEE

July 31, 2006

Newberg Public Safety Building

Members Present: Ron Staples Bob Larson

Members Absent: Ernie Amundson Sally Dallas

Others Present: Elizabeth Carlson, Finance Director
Janelle Nordyke, Assistant Finance Director

The meeting was called to order at 7:15 p.m. by chair Bob Larson.

It was noted that there was an insufficient number of members to make a quorum, therefore, no items were officially approved.

Minutes of the April 25, 2006 meeting were read by those present with no comments.

New Business

1. Introduction of the new Finance Director

Elizabeth Carlson was introduced. She went to Newberg High School, so is coming back home. The Committee heartily welcomed her.

2. Budget Transfer Resolution

Janelle Nordyke reviewed the proposed budget transfer resolution. It contained three revenue recognitions and two beginning fund balance transfers:

- a. Recognize revenue from a grant from the COG for the Wyooski Sewer Study.
- b. Recognize revenue from a grant from the Rotary for a sign at the east split of Hwy 99.
- c. Recognize additional revenue due to fee increases to pay for adding .25 FTE to an .75 FTE to make the Assistant Planner position 1 FTE. In the past it had been budgeted at 1 FTE, but had been at .75 FTE for two years because of the person filling the position.
- d. Transfer funds from beginning cash in order to loan to Families United for Independent Living to help pay for property to construct a housing complex for very low income, developmentally disabled persons.
- e. Transfer funds from beginning cash to allow final payment of RMS software (Communications) in 2006-07. The final payment was not expended in 2005-06 as anticipated.

3. Quarterly Report for the Quarter Ending June 30, 2006

Janelle Nordyke reviewed the un-audited Fourth Quarterly Report. The EMS Fund was discussed because the expenditures exceeded the appropriations allocated for the year. The Finance Department was not aware of this until after June 30, 2006. Therefore, it was too late to appropriate additional funds. The Fire Chief was in the process of retiring and didn't pay enough attention to the fund. Additional bills were found after the year end.

Next Meeting Date

Janelle Nordyke mentioned that the next meeting is scheduled for October 31, 2006, which is Halloween Night. The meeting date may be postponed so that the audited financial report may be included.

The Committee adjourned at 8:15 p.m.