

May 15, 2015

A few items to address for the Committee of the Whole meeting:

Salary Allocations.

We need to change the salary allocation percentages to fairly reflect the actual man hours spent by employees on various tasks. Attached is the new proposed allocation.

Bank Accounts:

I would like to set up two new accounts (which has the blessing of the Legislative Audit group).

The two accounts are the following:

Payroll Clearing account- this account is where the actual payroll checks will be recorded. The new software will generate a report that will report the actual dollars charged to each department and fund and the identified entities will then reimburse the payroll fund for the dollars based on the report generated. This will stop the in and outs in the various funds and preclude the errors made via human intervention.

Deposit Clearing account:-this account will be used for the recording of ACH deposits from the state and county as they relate to property tax, sales tax and state turnback funds to name a few. The advantage too this account is twofold.

- 1) This will stop the in and outs in the various funds and allow for a clean audit trail and the movement of money from a specifically identified account.
- 2) The second advantage is that this account will have to be zero at the end of any given month prior to closing the books. This will ensure that all deposits are recorded in the month received, as failure to do so will result in a remaining balance residing in the account.

Salary Allocations

	G&A	Bldg	Comm Dev	Police	Parks	Museum	Water	Sewr	Street	Total
Lori Bolen	70							10		100
Carl Rabey	35	5	5	5	5	5	30	30	5	100
Rachel Bellamy							100			100
James Clark	35						25	20	20	100
Joseph Clark							50	50	50	100
Robert Duniap							50	50	50	100
Roger Duncan								50	50	100
Pat Pinalto			100							100
Mayor & Council	6	6	6	6	6	3	30	30	7	100

Lori,

Need to add the following to the agenda:

We need to add 3 more new bank accounts:

- 1) A separate bank account to track 833 funds for fire department. A separate account is needed to provide a clear audit trail of 833 funds disbursed to our department. This will allow for the proper tracking of receipts and expenditures of these funds. We need to track these funds in a restricted acciount.
- 2) A separate account is need to track the police department 988 funds. A separate account is needed to provide a clear audit trail of 988 funds disbursed to our department. This will allow for the proper tracking of receipts and expenditures of these funds. We need to track these funds in a restricted acciount.
- 3) A separate account to set aside funds for the Northwest Arkansas Conservation Authority payments. Although not required by statute we need to set aside these funds in a restricted account. This will insure that we have these funds restricted in a specific account that can't be used for any other purpose.