



**Town of Mason Mayor & Board of Alderman Special Call Financial Administrative Meeting
Minutes
Thursday March 23, 2023 @ 6:38PM**

CALL TO ORDER: Mayor Eddie Noeman

OPENING PRAYER: Alderman Alethea Harris

ROLL CALL: Mayor Eddie Noeman, Vice Mayor Carolyn Catron, Alderman Virginia Rivers, Alderman Celia Chastain, Alderman Alethea Harris, Alderman Mary Mason, and Town Recorder Lureatha Harris (Alderman Shate' Toliver was absent)

OTHERS IN ATTENDANCE: Norma Davis, Office Manager; and Ronda Hughey, Financial Consultant
JOINED VIA ZOOM: Lynn Evans, CMFO and Banks Finley and White – Audit Firm (Chris)

VISITORS: Jennifer Donaldson, and April Patton

NEW BUSINESS:

- **Financial Administration**

- FY22 Audit Draft

- Financial Statement Findings were on page 59, of the Preliminary Draft and are attached. There were 16 findings from last year and 8 were corrected, and 8 were not corrected. The accounts receivables were corrected, and the allowance for uncollectable accounts was corrected. The General Fund Account has paid the Water Fund Account back the funds owed. There is a deficit fund balance in the General Funds, meaning spending more funds than bringing in funds to function on its own. As of June 30th, 2022, the General Fund Account owes the Water Fund Account \$246,000 dollars. The funds have been repaid and will be mentioned in the document. Mayor Noeman recommendation is to decrease funds from the General Account. Corrections were lack of timely reconciliations, general entries, debt covenants, outstanding bond, sanitation funds, and lack of CMFO has been corrected. Balances outstanding are considered to be a loan. One new finding, cash accounts for water and gas need to be secured by securities. Chris, with Banks Finley and White, is working on interfund balances month after month.

Policies will be put in place by the Mayor and Board of Alderman to receive signed papers for employees that have multiple jobs.

Ms. Evans recommend keeping revenues over expenses

Pages 12 through 15 will be attached for review (Statement of Net Position, Statement of Activities, and Governmental Funds. Page 17 will be attached for review of the changes in the fund balances.



Chris will add the last finding of the FY22 Audit Draft on April 3, 2023, and Ford will add their last Grant. Alderman Mason made a motion to accept the FY22 Audit Draft pending the changes that the Auditor (Chris) will make, and the motion was 2nd by Alderman Chastain: vote passed 5-0

- **Comptroller's Investigation**

The investigation report was released to Mayor Noeman and the Board, to make the same statements and go back to have the employees resign the contracts, making certain that the Town is covered.

- **HR Duties**

Ms. Davis accepted the position of HR, until the Town can hire someone to fill the position.

Upcoming Board Meeting: March 20, 2023

Upcoming Board Meeting: April 17, 2023

Upcoming Finance Meeting: April 13, 2023

Upcoming Finance Meeting: May 11, 2023

DOCUMENTS

Resources: FY22 Audit Draft, Comptroller's Investigation

NOTES FROM THE FINANCE OFFICE

CLOSING ANNOUNCEMENTS:

CLOSING PRAYER: Alderman Chastain

MOTION TO ADJOURN: Alderman Harris made a motion to adjourn, and the motion was 2nd by Vice Mayor Catron: vote passed 5-0 (Meeting adjourned at 7:34PM)

Eddie Noeman, Mayor

Date

Lureatha Harris, Town Recorder