

**MINUTES OF THE REGULAR MEETING OF THE FINANCE COMMITTEE OF THE VILLAGE OF METTAWA, ILLINOIS, HELD AT THE HOUR OF 6:00 P.M. ON JULY 15, 2025 AT THE HILTON GARDEN INN IN THE MAPLE ROOM**

**A. CALL TO ORDER**

Chairman Maier called the meeting to order at 6:00 p.m.

**B. ROLL CALL**

Upon a call of the roll, the following were:

Present: Chairman Maier and Trustees Armstrong and Smolic

Absent: None

Chairman Maier declared a quorum.

In Attendance: Village Clerk, Sandy Gallo; Village Administrator, Mandi Florip; Trustee Clark; Sikich Representative, Laura Babula; Village Treasurer Amy Weiland-Bobrow

**C. APPROVAL OF THE REGULAR MEETING MINUTES OF JUNE**

Chairman Maier requested a motion to approve the June 17, 2025 meeting minutes. It was moved by Trustee Smolic and seconded by Trustee Armstrong that the minutes be approved and be placed on file. The motion was carried.

**D. REVIEW OF INVOICES PRESENTED FOR PAYMENT**

Village Clerk Gallo stated Grainger's 1<sup>st</sup> quarter payment is included in the invoice report as it was part of the Lake Forest Bank July Statement for the month. Chairman Maier added this payment is through the first five months.

Chairman Maier indicated this month's bill amount to be approved is \$742,549.74.

**E. REVIEW THE TREASURERS REPORT ENDING JUNE 30, 2025**

Sikich Representative, Laura Babula stated the current balance on cash on hand is \$17.4million for the end of June. The revenue is currently running higher than budgeted. Expenses are running well under budget from last year too.

Trustee Smolic asked Ms. Babula for a clean FY2024-2025 report reflecting expenses and revenue amount. Ms. Babula indicated a Trial Balance would be available once all the audit changes are processed.

**F. DISCUSS THE FY2024-2025 AUDIT**

Chairman Maier stated during the audit review a discovery was made a resident received two rebate checks. A check was issued in November of 2024. The resident indicated they did not receive this check. A stop payment was completed online for the November check. A second check was issued in March of 2025. Both checks were deposited by the resident. Copies of the checks front and signature side were obtained from the bank. The results showed the husband and the wife each deposited a check into their separate accounts. Chairman Maier added a letter has been drafted to notify the resident they owe the village for the overpayment of \$7,085.35. A new process will be implemented to avoid this issue from reoccurring. Ongoing an affidavit will need to be signed from

the resident prior to reissuing a new check. A second layer of verification prior to issuing a check includes the Sikich Accounting Team reviewing the village's operation account check number. Village Treasurer Weiland replied when she completed a stop payment online the bank system did not indicate the November check number was deposited. Village Clerk Gallo will be mailing a letter via certification mail to the resident request a refund for the overpayment.

Village Administrator Florip indicated the audit is moving along. Ms. Babula added they will be adding the Trial Balance to the audit portal prior to the field work. Chairman Maier reminded the Trustees to submit their letter of Fraud Risk Assessment to the Audit team as it is part of the audit requirements. Chairman Maier stated he will request the Collateral letter from the bank for the audit.

**G. UPDATE OF THE 2025 TAX REBATE PROGRAM**

Village Treasurer Weiland indicated she has received 29 applications thus far. Village Clerk Gallo added the residents that did not qualify this year, also received a letter to explaining when they qualified.

**H. ANY OTHER ITEMS THAT MAY APPEAR TO THE COMMITTEE FOR CONSIDERATION, AND IF APPROVED, BE RECOMMENDED FOR APPROVAL TO THE BOARD OF TRUSTEES**

Chairman Maier stated in effort of reduction the cost of ongoing printer ink and supplies, the village will be purchasing iPads for the Board members. Village Clerk Gallo added the iPad should be only used for Mettawa use. Chairman Maier reminded the Trustees that any equipment they utilize are subject to discovery under the FOIA. Find my iPad software will be added to the equipment.

**I. ADJOURNMENT**

With no further business to conduct, it was moved by Trustee Armstrong and seconded by Trustee Smolic that the meeting be adjourned at 6:25 p.m.

Sandy Gallo, Village Clerk