

**MINUTES
WORKSHOP
PARKER CITY COUNCIL
May 5, 2020
4:00 pm**

Mayor Musgrave called the meeting to order at 4:00 pm.

Present: Council Members Barrow, Galbreath, Haney, Jones and Mayor Musgrave.

Also Present: Police Chief Hutto, Fire Chief Kelly, Public Works Supervisor Summerlin, and City Clerk Griffin

REGULAR AGENDA

1. Financial Reporting

The Council reviewed the financial statements dated as of March 31, 2020, that had been provided by the bookkeeper. The Council requested the following information be obtained from the bookkeeper and reported back to them:

1. Chief Kelly requested copies of the emails sent to him requesting his credit card receipts.
2. Chief Kelly stated that the payroll information for the Fire Department does not appear to be accurate. Please provide detailed listing of dollar amounts by employee broken down into the different codes (regular, overtime, annual, etc.)
3. Consolidated Income Statement and Budget
4. Consolidated Balance Sheet
5. Have we received from the State the reimbursement check for Gulf Power? If not, when does that check normally come in?
6. Detailed listing of items that make up R&M -Vehicles (01.521.546300)
7. Detailed listing of items that make up Police Other Contractual Services (01.521.534100)
8. Why do we have Accounts Receivable in the General Fund, the Utility Fund and the SRF Fund?
9. Detailed listing of items that make up the Doubtful Accounts in General and Utility Funds.
10. Detailed listing of every account in the Fund 41 - Disaster Fund.
11. Detailed listing of every account in the Fund 42 – SRF Fund.
12. Detailed listing of Cash on Hand & In Banks for Fund 99 – Pooled Cash.
13. Please explain in detail which other Balance Sheet cash accounts make up this Fund 99 Pooled Cash amount.
14. Why is there an Accrued Payroll Liabilities line item in Pooled Cash?
15. Generic list of anything still needing revenue and expense posting.

It was noted that certain accounts (Workman's Comp, Fuel Expense, etc.) were not up-to-date and would need to be caught up prior to the accounting software change-over scheduled for later this month. The concern was that executives were struggling to manage to the budget without accurate financial information.

ADJOURNMENT – The meeting was adjourned at 5:12 p.m.

Upcoming Events

- Next Regular City Council Meeting is May 19, 2020 @ 5:30 p.m.
 - Submit potential agenda items NLT May 12th, 2020
- Next Scheduled Planning Commission Meeting is June 8, 2020 @ 5:00 p.m.
 - Submit potential agenda items NLT June 1, 2020


Karen Griffin, City Clerk