

PROCEEDINGS OF THE FINANCE COMMITTEE MEETING OF ASSUMPTION PARISH
WATERWORKS DISTRICT NO. 1 HELD ON JUNE 26, 2017 AT 6:00 P.M.

Committee Members Present: Scott Sternfels (Chair), Wayne Arboneaux, Jim Boudreaux, Glen Comeaux, Vincent Nelson.

Other Board Members Present: Charles Brown, Paul Lewis, Keith Sheffie, Calvin Steward, and Jeremy Pipsair.

Also Present: B. J. Francis, Lucille, Guillot, Amy Daigle, Ginger Rushing, Rickey Mollere, Shawn Dupaty, ADA Cody Martin, Linda Cook with The Bayou Pioneer, Roy A. Waggenpack with Owen and White Engineering, Michael Newchurch and Joseph Savoie with C.J. Savoie Engineering.

Scott Sternfels began the finance committee by saying he met with Lucille Guillot (Finance Specialist), and Donna Robertson (Office Manager) to gain insight on how the finance committee can proceed with determining how and when approving invoices would be necessary before the checks were signed.

Mr. Sternfels reviewed a report of bills already paid. The committee said it would have been viable to have the pre-check register report in front of them for the bills and checks that the board members were slated to sign during the meeting. Ms. Guillot stated that she only gave the last month pre-check register report for them to see the information available only as requested by Mr. Sternfels. This register shows the name of the vendor, expense general ledger code charged, due date, reference and the amount to be paid.

It was agreed to have Ms. Guillot send the pre-check register of invoices via email to the finance committee members for approval because bills are paid twice a month or more. If there were any discrepancies they would send back and email requesting the actual invoice be sent via email for further viewing and approval purposes.

Mr. Sternfels stated that if the committee will be approving invoices, they will need the pre-check register beforehand. He also stated that the bills are paid twice a month. Ms. Guillot corrected stating that she actually pays invoices at least three times per month.

There were more discussions regarding payroll checks and due dates for invoices.

Mr. Sternfels stated that the finance committee would be a work in progress.

BJ stated in the meantime the staff would send the committee the batch for review and we will contact other water utilities to see what they do, and we will send the committee payroll totals for review.

Scott stated to adjourn the finance committee meeting.