

January 17, 2022

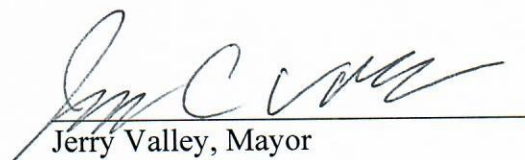
The Harpers Ferry City Council met for a training workshop on Monday, January 17, 2022, at 9:00 am. The meeting was held at City Hall. Mayor Jerry Valley presided over the meeting. Council members in attendance were Alan Garin, Sandy Riha, Daren Kaepfel, Kenny Barta, and Tom Diggins. Sheila Diggins, Assistant Clerk was also in attendance. Minutes were recorded by Sherie Mathis.


The meeting was called to order and training was conducted via TEAMS virtual meeting, led by Eddie May, from ClerkBooks. ClerkBooks is the new fund accounting system that the City implemented in July 2021. May went over the role the council plays in understanding, reviewing, and approving the various accounting reports. He also discussed fraud vs. mistakes, and how to look for it and the council's role in overseeing the city funds and accounting system. May then went into the various types of reports that the Council should be seeing either monthly, quarterly, annually, or as requested. These included the Balance Sheet by Funds, Profit & Loss by Fund, Bank Reconciliation Report, Claims Paid and Summary of Receipts, and Profit and Loss vs. Budget Report. He then went through city reports provided to him for the month of December to review and reports from the current fiscal year. He focused on the bottom-line numbers and areas that the council need to be looking at, verify, and check over time to look for any discrepancies or changes. Many good questions were asked and answered, and the training was well received by everyone.

Motion by Kaepfel, second by Riha to set a new FY2023 budget workshop date for Tuesday, January 25, 2022, at 1:00 pm. Roll Call Vote: Ayes: Kaepfel, Garin, Diggins, Riha, Barta. Noes: None. Motion was carried.

Motion by Barta, second by Diggins to adjourn the training workshop meeting. Roll Call Vote: Ayes: Riha, Barta, Garin, Kaepfel, Diggins. Noes: None. Motion was carried.

Meeting was adjourned at 11:56 am.


Jerry Valley, Mayor


Sherie Mathis, City Clerk