

**CITY OF LACONIA - CITY COUNCIL SUBCOMMITTEE MEETING**  
**Finance Committee**  
**October 26, 2020**  
**6:15 P.M.**

10/26/2020 - Minutes

**1. CALL TO ORDER**

Chairman Lipman called the meeting to order at the above date and time.

**2. RECORDING SECRETARY**

Cheryl Hebert, City Clerk

**3. ROLL CALL**

Chairman Lipman noted for the record that Councilor Cheney and Councilor Hamel were both present and a quorum was established.

**4. STAFF IN ATTENDANCE**

Scott Myers, City Manager

Glenn Smith, Finance Director

**5. FINANCE (Lipman (Chair), Hamel, Cheney)**

**5.A. Proposal to amend the Internal Control Policy**

A continued discussion was had pertaining to the City's Internal Control Policy. This meeting started with page 10 of the policy at Information Systems. Chairman Lipman has requested a printed copy of the IT Policy to be distributed to the committee. Also discussed was having an IT Audit conducted.

The next subject discussed was Credit Card purchases from page 12. Councilor Cheney would like to see written in the policy how the Credit Cards are logged when taken for use as well as putting a dollar limit on how much could be charged on the credit card at the time it is used.

The next topic of discussion was on page 14, Fee Review. It was asked that a fee schedule be distributed as well as be a part of the budget process. City Manager Myers explained the fees are listed on the City website, but an excel spreadsheet can be produced as well.

Councilor Hamel would like to know if there is a way to find out what the dollar amount in non-taxed, non-City buildings are.

On page 15 under Investments, fifth bullet point, a request to have the word shortfalls defined or changed to discrepancies.

A brief discussion was had pertaining to the wording on page 16, under Payroll, first bullet point. Councilor Cheney thinks it should read Hourly time sheets must be submitted by all employees weekly.

On page 17, Petty Cash was discussed. There was concern by the committee in regards to personal check cashing. It was explained that personal checks are not allowed to be cashed through the Petty Cash.

The meeting ended on page 18.

Chairman Lipman scheduled another Finance Committee meeting for November 9, 2020 at 6:15 pm to continue this discussion.

6. **Any other business that may come before the Committee**

7. **ADJOURNMENT**

With no further business to come before the committee and hearing no objection, Chairman Lipman adjourned the meeting at 6:58 pm.

Respectfully submitted

Cheryl Hebert, City Clerk

MINUTES OF THIS MEETING WERE APPROVED ON NOVEMBER 5, 2020.

DRAFT