

SUB-COMMITTEE ON FINANCE
Meeting Minutes
February 28, 2014 5:30 P.M.

Sunnyside City Hall Conference Room
818 East Edison Avenue, Sunnyside, Washington

REGULAR MEETING – 5:30 P.M.

Meeting was called to order at 5:33 P.M.

Present: Councilor Hick, Councilor Martin, Councilor Hancock
Absent: none

Staff Present: Don Day, David Layden, Anna Bullock

1. ACTIVE AGENDA:

A. Discussion on Payroll Late Charges and Fines

Mr. Day gave report on the late fines of \$2.39

Action: Sub-Committee recommends staff present a min in the current ordinance of \$100.00.

B. Update on conversion to Paychex

Mr. Day provided an update. Anna gave comment.

Action: Continue moving forward

C. Update on BIAS Software conversion-

David gave an update regarding cash basis accounting vs accrual. Also indicating we may need to purchase a new system.

Action: Sub-Committee- recommended looking at cost and review BIAS contract.

D. 4th Quarter Financial Report-

David read the report and explained copies would be given later. Discussed briefly the report and the numbers regarding payroll was explained by David. David also discussed downtown & Yakima Highway matching funds. He also said he would like to build a 6 month reserve for the General Fund.

E. Update on 2014 year-to-date

David briefly discussed.

2. ITEMS FROM SUBCOMMITTEE MEMBERS

3. ITEMS FROM STAFF MEMBERS- None

4. NEXT MEETING

**Discuss items for discussion at the next Regular Meeting of the Sub-Committee on Finance.
Next meeting scheduled TBD**

5. ADJOURN

With there being no further items to discuss, meeting was adjourned at 6:31 P.M.

Respectfully submitted,

Anna Bullock
Human Resources Director