



ADMINISTRATIVE/FINANCE COMMITTEE MEETING
PVWMA Conference Room
Tuesday, September 11, 2012, 12:30 p.m.

Meeting called to Order at 12:45 p.m.

1. Committee members: Rosemarie Imazio (Chair), Dwight Lynn, Salvador Vasquez

Staff: Mary Bannister, General Manager, Nancy Trevino, Financial Analyst, Janie Martin, Accountant Consultant

Public: Joe Pendry, Ezequiel Vega, Steve Palmisano, Bill Hays
2. Director Comments: None
3. Public Comments: None
4. Approval of Minutes: The committee reviewed and approved minutes of the August 7, 2012, meeting by consensus.
5. Results of COW Debt Service Reconciliation: General Manager provided a full report on the results of COW Debt Service Reconciliation. COW provided clarification and answered committee's questions. The committee accepted the results of the reconciliation and thanked the City for their input.
6. Review and Accept Financial Reports for August 2012: The committee reviewed the Financial Reports and approved by consensus.
7. Receive A/R Aging & Collections Update: The committee received and reviewed A/R Aging & Collections Report.
8. Update on Public Contract Code and Purchase and Check Signing Policy: The committee reviewed a draft of the revised policy, and asked that it be modified further, and brought back for review.
9. Update on Internal Control Policies: General Manager and Accountant Consultant, Janie Martin, provided an update on Internal Control Policies.
10. Discuss Future Agenda Items and Next Meeting Date: Tentative meeting was scheduled for Tuesday, October 9, 2012 that will be confirmed by General Manager.
11. Adjourned at: 2:35 p.m.