

**City of Menifee Finance Committee**  
**29714 Haun Road**  
**Menifee, CA 92586**  
**July 25, 2013**  
**11 a.m.**

**1. Call to order and roll call**

Chairman Mann called the meeting to order at 11:03 a.m. Present were: Mayor Scott Mann, Councilmember Wallace Edgerton, Interim City Manager Robert A. Johnson, Director of Finance Terri Willoughby, City Clerk Kathy Bennett and Accounting Manager Wendy Welch.

**2. Public Comments**

None, no members of the public present.

**3. Approval of Minutes of May 16, 2013**

Minutes approved as presented.

**4. Review of Proposed Finance Policies**

Director Willoughby introduced the policies and the committee reviewed them and offered the following input:

**a. Travel and Reimbursement Policy**

Chairman Mann asked for a table of per diem reimbursement using the Federal chart available on line; an addition to the mileage reimbursement be removed for those who have auto allowance, and a provision for shipping from a conference location” when necessary. He also asked to remove the City Council from approval required but leave in for department directors, on Page 2. Director Willoughby agreed to make those modifications and send to the committee for review.

**b. Budget Procedures Policy**

Following brief review of the policy, the Committee members noted they were happy to have the policy and Chairman Mann noted it sets good timelines for the budget.

**c. Write off Uncollectible Accounts Receivable Policy**

The Committee members discussed several points of the policy and Chairman Mann asked if PARSAC has coverage of any of the same write offs. Director Willoughby agreed to look into the coverage provided for such items.

**d. Fund Balance Policy for General Fund**

Director Willoughby noted this replaced the last Fund Balance Policy and is more in line with Government Accounting Standards. The various definitions and uses

of the word “reserves” and “unrestricted funds” was discussed for restricted and unrestricted funds. The amounts set aside for surplus were discussed for a future City Hall, and after review and discussion, it was agreed to present this policy as it was presented to Finance Committee and consider a separate policy for future city hall reserves.

**5. Review of Budget in Brief**

Director Willoughby presented the new format of a Budget in Brief flyer and the committee noted it was well done and they would recommend its use.

**6. Update on Status of RFP for Audit Firms**

Director Willoughby noted the RFP's for Audit firms had been extended due to the several factors including the limited time frame that created limited response.

**7. City Manager Comments – none**

**8. Committee Members Comments**

Committee Chair thanked Director Willoughby and the City Manager noting it was a productive and well done meeting.

**9. Adjournment**

Chairman Mann adjourned the meeting at 12:26 p.m.

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Kathy Bennett, City Clerk