

Citizens Audit Review & Financial Advisory Committee (CARFAC)

June 15, 2016

7:00PM – Radnor Township Municipal Building, 2nd Floor, Administration Department

Agenda:

1. New Business:
 - a. TBD
2. Old Business:
 - a. Stakeholders Report Update (1 Min)
3. Project Updates:
 - a. **Audit Project** (Ed, Carl, Mary) (5 Min) | Update: The Board accepted the final draft of the CAFR at its June 13 meeting. Members from ZA and CARFAC (Ed, Mark) met with the Board in executive session to discuss the audit results, process and state of the audit environment in the Township. The Board expressed its gratitude to all involved in the project.
 - b. **ERP Project** (Jerry, Mark) (5 Min) | Update: The Board of Commissioners approved the contract with Tyler Technologies on May 9 and the contract document, legislative summary, and a presentation video link were distributed to the entire CARFAC on May 6. A meeting to begin the implementation project occurred on June 1 with a follow up meeting planned for July 14th. The IT infrastructure project has seen all the hardware installed and the software is in testing and Administration plans to be live on the new ALERT and Laserfiche servers this weekend and the File servers by July 10th.
 - c. **Monetizing Asset Project** (Mike, Mark, Marty, Mary, Carl) (15 Min) | Update: Mike and Mark are drafting a white paper report to the Board that includes all aspects of the project completed year-to-date. They will distribute and discuss the introductory section of the report at our meeting.
 - d. **Business Privilege and Mercantile Tax Review** (Mark, Leo, Jeff) (5 Min) | Update: The team met for the second time on May 4th and will again on June 15th at 6:00PM to follow up on actions from the kick-off meeting and discuss some important updates.
 - e. **Staffing Level Review** (5 Min) (Jeff, Mike, Mark) | Update: A kickoff meeting was held on April 13 and the second meeting is scheduled for June 15th at 8:00PM.
 - f. **Financial Control Review** (Mary, Ed) (5 Min) | Update: The working group met on April 13 during which they reviewed the current control environment and those areas for which the Administration provided various policies / procedures for further review. Mary will schedule a meeting after she reviews them.

- g. **Unfunded Liability Review** (Leo, Jerry, Ed) (5 Min) | Update: A kickoff meeting was held on April 20 where we identified several objectives. Subsequent to our June 1 regular meeting, we agreed to request that PFM and Mockenhaupt join the next meeting. On June 13 Ed told Mark that he would like to join this group. The working group elected to delay the next meeting to allow progress on other projects. The projected timeframe for the next meeting is prior to the July 20th regular CARFAC meeting.
 - h. **Capital Program Review** (Leo, Mike, Mark, Marty, Jerry) (5 Min) | Update: Working group met on May 4th and again on June 1 with the scope of the project to be a) Review the overall capital plan, b) Explore financing options for the township (annual budget commitments, bonds, and privatization). Next meeting will be on June 28 at 6pm.
 - i. **Credit Rating Review** (Carl, Marty, Jeff) (1 Min) | Update: A kickoff meeting is to be scheduled prior to the July 20 regular meeting.
- 4. Public Participation
 - 5. Adjourn (the goal will be no later than 8:00PM)
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