

Citizens Audit Review & Financial Advisory Committee  
August 23, 2012, 7:00 p.m.  
Radnor Township Municipal Building  
Finance Department, 2<sup>nd</sup> Floor  
301 Iven Avenue, Wayne, PA 19087

### Meeting Minutes

The meeting was called to order by the Committee Chair, Karl Bupp, at 7:00 p.m. The meeting was attended by Karl Bupp, Mark Blair, Jim Bowes, Laurent Chardonnet, Joe Ellis, Leigh Gourmand and Jerry Linden. Messrs. Caine and Ellis did not attend due to scheduling conflicts. The meeting was also attended by Bill White, the Township's Finance Director and Bob Tate, Assistant Finance Director. Alan Thomas of Main Line Suburban Life also attended.

The Committee agenda was as follows:

1. Approval of Minutes
  - a. July 19, 2012 Meeting – approved as amended.
2. Meeting Dates – CARFAC meeting dates were as follows:
  - a. September 19<sup>th</sup>, October 10<sup>th</sup>, November 14<sup>th</sup> and December 5<sup>th</sup>. Additionally, a meeting was scheduled for September 27<sup>th</sup> for the CARFAC to meet with the Finance Committee of the Commissioners to discuss the Pension and OPEB report.
3. Committee of the Whole Items:
  - a. June Finance Monthly Report Review – Finance Director reported that the year continued on budget.
  - b. 2013 Budget Process:
    - i. Calendar review
    - ii. Working Group Review Areas:
      1. Revenues: Business Process Working Group
      2. Expenses: a Subset of CARFAC
      3. Capital: Planning Working Group

Mr. Chardonnet announced his resignation from the Audit Sub-Committee. Moving forward, until otherwise changed, Ed Cane is the sole representative on that working group.

It was agreed that the working groups would participate in the Department Head presentations of 2013 budgets from 4-7 p.m. on September 19<sup>th</sup> and hold a CARFAC meeting at 7:00 that evening to discuss the results.

4. Working Group Updates:

a. Planning Group: Pension / OPEB Project Update

Moving forward to meet Labor Day deadline.

b. Audit Group:

Announced upcoming RFP process for selecting auditor.

c. Business Process Group:

Discussed proposed adjustment of filing date for business tax.

5. Public Participation – No discussion.

There being no further business, the meeting adjourned at approximately 9:00 p.m.