

## Jefferson County Parks & Recreation Commission

Finance Committee Meeting – April 21, 2008 7:15 PM Activity Room, Jefferson County Community Center

### Agenda

1. Approval of Minutes from March 3, 2008.
2. Review of Final JCP&R Departmental Budget for FY2009 (July 1, 2008 – June 30, 2009)
  - Staff Compensation Adjustments
  - Addition of Part Time Financial Officer
3. Review of Position Description for Part Time Financial Officer position (if approved)
  - Compensation
  - Costs/Benefits
  - Hiring Process
4. Review and planning for bid solicitation for departmental financial audit.
  - Appointment of Audit Committee – Section 1.3 of WV Audit Procurement Procedures Manual states: “If your entity does not have a formal audit committee then the entity governing body must appoint such a committee before beginning the procurement process. An audit committee’s primary is to procure audit services and oversee corrective action associated with the audits findings and concerns. The committee shall have at least three members and not more than five with at least one member form the entities governing body and one member being an entity appointee with a working knowledge of the accounting system utilized. The remaining one to three members may be appointed by the entity body as deemed appropriate. We strongly recommend, but do not require, that the third required member be a citizen of the government that is knowledgeable in the fields of accounting and auditing. Members of the audit committee shall be appointed by the entity body for a period of two years and one member of the committee shall be appointed by the entity body to serve as the primary contact person in the audit procurement process. The entity body may assign other powers and duties as deemed appropriate. The provisions of this section are effective in the calendar year beginning 2008, however early implementation is strongly recommended.”
5. Long range financial planning for parks and facilities
  - Park maintenance schedule
  - Community Center maintenance schedule
  - Growth in park space and recreation programs