

**FINANCIAL/ACCOUNTING WORKSHOP
CITY OF HILLCREST VILLAGE
MONDAY, APRIL 3, 2023**

1. CALL WORKSHOP TO ORDER

The workshop was called to order at 6:07 PM by Mayor Tom Wilson.

The following aldermen were in attendance: Simoneaux, McGilvray, Izard

The following aldermen were absent: Mondragon, Smith

2. WORKSHOP ITEMS:

DISCUSS FINANCIAL ACCOUNTING AND CITY OFFICE SERVICES.

The council discussed our expectation from our accounting service and the need to prepare a letter of agreement to be entered into with our service firm.

The council's concerns include:

- understanding the separation of work performed as our city office, by our accountant/bookkeeper, and by our city clerk

- communicating clearly about the movement of monies between accounts

- opening accounts for special projects

- establishing clear spending procedures

- receiving reports in a timely manner that will allow the council to make informed decisions regarding spending and budget allocations

- receiving data in a spreadsheet-friendly format to allow for easy use

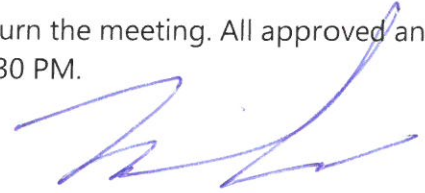
The council discussed the need a representative of the accounting firm to attend future meetings of the council to answer questions, as needed. Because, accounting is timeliness, we need up to date information that we understand.

The group also discussed water billing, dispatch for water and sewer help, groundskeeping, and permitting software.

Alderman Mondragon joined the meeting at this time.

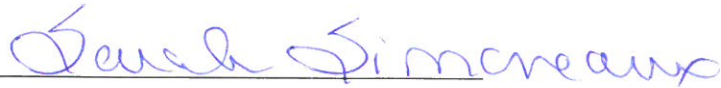
ADJOURNMENT

Alderman Mondragon and Alderman McGilvray moved to adjourn the meeting. All approved and the motion carried. Mayor Wilson adjourned the meeting at 7:30 PM.



Tom Wilson, Mayor

Attest:



Sarah Simoneaux, Alderwoman