

Citizens Audit Review & Financial Advisory Committee (CARFAC)

October 19, 2016

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

Agenda:

1. New Business:
 - a. TBD
2. Old Business:
 - a. TBD
3. Project Updates:
 - a. **Staffing Level Review** (15 Min) (Jeff, Mike, Mark) | Update: Draft report to be discussed, finalized and voted upon at meeting. Group will determine delivery method and presentation during discussion.
 - b. **Business Privilege and Mercantile Tax Review** (Mark, Leo, Jeff) (15 Min) | Update: Draft report to be discussed, finalized and voted upon at meeting. Group will determine delivery method and presentation during discussion.
 - c. **Capital Program Review** (Leo, Mike, Mark, Marty, Jerry) (25 Min) | Update: Draft presentation deck to be reviewed, amended, finalized and voted upon at meeting. Group will determine presenters and script for October 24 Board of Commissioner meeting.
 - d. **Unfunded Liability Review** (Leo, Jerry, Ed) (25 Min) | Update: Draft presentation deck to be reviewed, amended, finalized and voted upon at meeting. Group will determine presenters and script for October 24 Board of Commissioner meeting.
 - e. **Credit Rating Review** (Carl, Marty, Jeff) (5 Min) | Update: The assistance needed from PFM requires an approved engagement letter, which requires Board approval. The engagement is on the Board's October 24 agenda. If approved, PFM will finalize the items requested in time to finalize the report for the November 16 CARFAC agenda.
 - f. **ERP Project** (Jerry, Mark) (5 Min) | Update: Township staff continues building out the Chart of Accounts and scheduling training sessions with Tyler. At the same time, Township Staff is determining the frequency and schedule for the Steering Committee meetings. As those details become known, Staff will schedule with the working group.
 - g. **Financial Control Review** (Mary, Ed) (5 Min) | Update: Township Staff is setting up the appropriate training sessions for CARFAC participation and distributing those to the working group and PwC representative.

- h. **Monetizing Asset Project** (Mike, Mark, Marty, Mary, Carl) | Update: Project complete. Next steps will be discussed at the 2017 Organization meeting scheduled for November 16.
- i. **Audit Project** (Ed, Carl, Mary) (1 Min) | Update: This project is complete for 2016. Planning for the 2016 audit, to occur in 2017, will begin in the fall.

4. Public Participation

5. Adjourn (the goal will be no later than 8:00PM)
