

Finance Committee Meeting
City of Manchester
January 23, 2018

Present: Ald. Swan, Ald. Bellamy, Ald. Kilgore

Absent: None

Others Present: Finance Director Anderson, Chris Patterson, and Representative from the Manchester Times

The Finance Committee held its meeting on Tuesday, January 23, 2018 at 5:00pm in the Board Room at City Hall.

Ald. Bellamy made a motion to approve the minutes from November 28, 2017 meeting. Ald. Kilgore seconded the motion. Approved.

The Finance Committee discussed the purchase of the IPADS for the Police Department. Chris Patterson informed the Committee of the grant that they will use to purchase the IPADS. Ald. Bellamy made a motion to approve the purchase and recurring costs of the IPADS. Ald. Kilgore seconded the motion. Approved.

Finance Director Anderson reviewed over the financials thru January 22, 2018.

Finance Director Anderson discussed the issues with the City Credit Cards. She informed the Finance Committee that there are some issues with departments not turning in receipts in a timely manner. The Finance Committee instructed Finance Director Anderson to get the Mayor to send out a memo addressing the issues and consequences of not turning in the information.

The Finance Committee discussed centralized purchasing. Finance Director Anderson stated that she would like to get some procedures written and start working on getting this started. Ald. Kilgore made a motion to start this process. Ald. Swan seconded the motion. Approved.

The Finance Committee stated that they would like to see all of the credit card purchases at the next Finance Meeting for that month.

Ald. Kilgore made a motion to adjourn. Ald. Bellamy seconded the motion. Approved.

The meeting adjourned at 6:00pm.

Finance Committee Chairperson Date

Finance Director Date