

Village of Cambridge
AUDIT & FINANCE COMMITTEE AGENDA
Thursday, October 14, 2021
6:30 p.m.
Amundson Community Center, Community Room
200 Spring Street

THIS IS AN IN-PERSON MEETING. DUE TO INCREASE CASES OF COVID 19 AND ITS VARIANTS, DANE COUNTY HAS REINSTATED A MASK MANDATE SO MASKS WILL BE REQUIRED AT THE MEETING. THE MEETING ROOM WILL BE SET UP FOR SOCIAL DISTANCING. THANK YOU!

- 1. Call to order/Roll Call**
- 2. Proof of Posting**
- 3. Approval of Minutes from August 24, 2021**
- 4. Public Appearances/Citizen Input**
- 5. New Business**
 - a. 2022 Budget**
- 6. Update/Other Items for Future Consideration**
 - a. ARPA Funds**
- 7. Adjournment**

Lisa Moen, Village Administrator/Clerk/Deputy Treasurer

- a. Persons needing special accommodations should call 423-3712 at least 24 hours prior to the meeting.
- b. A quorum of the Village Board will attend this meeting for the purpose of gathering information relevant to their responsibilities as Village Trustees. Recommendation by the committee will be made to be acted upon by the Village Board at a regular meeting.
- c. More specific information about agenda items may be obtained by calling 423-3712.

Village of Cambridge
AUDIT & FINANCE COMMITTEE
Tuesday, August 24, 2021
5:30 p.m.
Amundson Community Center, Community Room
200 Spring Street

MINUTES

PER THE CDC, DANE COUNTY HAS BEEN CONSIDERED SUBSTANTIAL OR HIGH-RISK TRANSMISSION AREA FOR THE DELTA VARIANT OF COVID. THIS IS AN IN-PERSON MEETING; HOWEVER, TO MAXIMIZE PROTECTION WE RECOMMEND WEARING OF MASKS INDOORS IN PUBLIC SPACES. THE MEETING ROOM WILL BE SET UP FOR SOCIAL DISTANCING. THANK YOU!

1. **Call to order/Roll Call** Chairman Wittwer called the meeting to order at 5:36 pm. Members present Trustee Witter, Breunig and McNally. Others present Lisa Moen, Administrator/Clerk; Chrissie Brynwood, Treasurer/Deputy Administrator/Deputy Clerk; Monica Hauser. Hawkins Ash CPA's.
2. **Proof of Posting** The agenda was posted in the upper and lower levels of the Amundson Community Center, Cambridge Post Office, Hometown Bank and the Village Website.
3. **Public Appearances/Citizen Input-None**
4. **New Business-**Breunig made a motion to move the item 4c-2020 Audit Report Review up on agenda, seconded by McNally. Motion carried 3-0.
 - c. **2020 Audit Report Review-** Monica Hauser from Hawkins Ash CPA's, gave a report on the audit findings. On page 8 the general fund has \$210,580 of unassigned fund balance. On page 10 the sale of land increases the TIF. Page 41, budget to actual, over budget \$154,006. Ms. Hauser suggested that the Board amend the budget throughout the year. She also explained that the Village Board appoint a designated depository at an annual meeting. Ms. Hauser mentioned that there were 37 journal entries and suggested to Treasurer Brynwood to go ahead and make the appropriate entries ahead of time.
 - a. **American Rescue Plan Act (ARPA) Funds-** Administrator Moen explained that an approved way to use the ARPA funds would be that of investing it into the Village's water infrastructure.
 - b. **Cambridge-Deerfield Players request for American Rescue Plan Act (ARPA) Funds-** The Village received a request from the Cambridge Deerfield Players for ARPA funds to help them recover their 2020 expenses of \$4,396.12. They provided explanation that they had no revenue due to cancelling shows because of Covid, but still had expenses. Administrator Moen explained that the Cambridge-Deerfield Players were going to Deerfield to recover the lost revenue. Breunig made a motion to recommend to the village board to approve the Rescue Grant Funds of \$4,396.12, seconded by Wittwer. Motion Carried 3-0.

5. Update/Other Items for Future Consideration

a. Budget Bruenig questioned when will the Fire/EMS present their 2022 budget?

b. ARPA Funds

6. Adjournment-Bruenig made a motion to adjourn the meeting at 6:30 pm, seconded by McNally.

Motion Carried 3-0 Chairman Wittwer adjourned the meeting.

Chrissie Brynwood, Treasurer/ Deputy Administrator/ Deputy Clerk

- a. Persons needing special accommodations should call 423-3712 at least 24 hours prior to the meeting.
- b. A quorum of the Village Board will attend this meeting for the purpose of gathering information relevant to their responsibilities as Village Trustees. Recommendation by the committee will be made to be acted upon by the Village Board at a regular meeting.
- c. More specific information about agenda items may be obtained by calling 423-3712.

**CHRISSIE WILL HAVE
DOCUMENTS TO
DISTRIBUTE AT THE
COMMITTEE MEETING.
SHE IS WORKING WITH
STAFF TO PUT TOGETHER
BUDGET NUMBERS AND
WILL PROVIDE
CORRESPONDING
DOCUMENTATION.**