



City of Westworth Village  
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**FINANCE COMMITTEE MEETING MINUTES**

**TUESDAY  
JULY 10, 2018  
TIME: 6:00 PM**

**MUNICIPAL COMPLEX  
COUNCIL CHAMBERS  
311 BURTON HILL ROAD**

**ATTENDEES:**

Chair	Kelly Jones
Member	John Davies
Member	Dan Novak
Member	Tiffany Aller
Member	Sharon Schmitz
Ex-Officio Member	Michael Coleman
City Secretary	Brandy Barrett
City Administrator	Sterling Naron
Chief of Police	Kevin Reaves
Planning & Zoning Chair	Melva Campbell
Planning & Zoning Member	Margaret Worthington

**ABSENT:**

**CALLED TO ORDER at 6:00pm by Mayor Pro Tem Kelly Jones, Chair.**

**Action Items:**

**A. Approval of Minutes**

**MOTION to approve the minutes of the Finance Committee meeting on June 12, 2018.**

- **MADE BY:** Tiffany Aller. **SECOND:** Sharon Schmitz.

**Motion passed unanimously** by a vote of 5 Ayes and 0 Nays.

**B. Review and discuss the FY 2017-2018 YTD Variance Report.**

- Sterling Naron reviewed the variance report, including cash on hand and disbursements.
- Following a brief discussion by the Committee, Chairman Jones recapped the following expectations for future Variance Reports:
  1. It should be no longer than 2-3 pages.
  2. It should only list line items that are off-budget, over or under, by 10%.
  3. It should exclude net zero-line items, except push and take adjustments.
  4. It should also include “at this point in the budget” usage.
- Sterling Naron agreed with the expectations and explained that the INCODE software upgraded should be completed by the end of next week and this should resolve future reporting problems.
- No action was taken.