



CITY OF SARATOGA COUNCIL FINANCE COMMITTEE ACTION MINUTES

DATE: October 6, 2014
TIME: 8:30 a.m.
LOCATION: Admin Conference Room
Saratoga City Hall
13777 Fruitvale Avenue
Saratoga, CA 95070

ATTENDEES: Miller, Lo

ABSENT:

OTHERS IN ATTENDANCE: Staff members: Lindsay, Furey

1. Approval of Prior Finance Committee Meeting Minutes:

A. Action Items – *September 9, 2014 Minutes*

2. Oral & Written Communications:

A. N/A

3. Old Business

A. None

4. New Business

A. Payroll Fund Code Update

- Action Item – *determine if payday is specified in Personnel Policies or MOUs*

B. Review AP Checks and Treasurer's Council Report formats

- Action Item – *AP Report - eliminate fund breakdown table and include fund breakdown report*
- Action Item – *Treasurer's Report – keep prior year cash balance on graph*

C. Council consent calendar contract parameters

- Action Item – *Discuss case by case at Agenda Setting meeting*

D. Meeting Schedule

- Action Item – *Next meeting scheduled on Monday, November 17th at 8:30 am*
- Action Item – *Following meeting schedule for Monday, December 8th at 8:30 am*

5. Adjournment