

THE STATE OF TEXAS           §  
COUNTY OF ANDERSON       §  
CITY OF PALESTINE           §

The Financial Oversight Advisory Committee convened in a Regular Meeting on Tuesday, September 25, 2018 at 2:00 p.m., in the City Hall Conference Room, 504 N. Queen Street, Palestine, Texas, with the following people present: Chairman Steve Spencer, Committee Members Steve Jenkins, Jesse George, III, and Diane Davis.

Others present: City Manager Michael Hornes, City Secretary Teresa Herrera, Interim Finance Director Carl Currie, and Accountant Jim Mahoney.

Committee Member Adam Harding was absent.

**Call to Order**

With a quorum present, Chairman Spencer called the meeting to order at 2:00 p.m.

**Approval of Minutes**

Committee Member Jenkins made a motion, seconded by Committee Member George, to approve the Wednesday, September 12, 2018 minutes as presented. Upon vote, motion carried unanimously.

**Board Discussion and Action**

Discussion with possible action regarding reports presented to City Council by Finance Department.

Discussion was held regarding the formatting of the reports. Committee recommends that Staff include a summary report prepared by the city manager based on the City's monthly financial report. The report will follow the concept of the City's accounting report, but be simpler to read.

Discussion with possible action regarding work session for City Council to review Financial Reports prior to the regular meeting.

Committee recommends that Council adopt a work session meeting two weeks prior to the formal Council meeting, in order to review the monthly financial information and inquire into special areas at the request of a Council Member.


Date and items for next meeting

The next meeting will be on Wednesday, October 17, 2:00 p.m. Best practices for City Credit Cards will be added to the agenda.

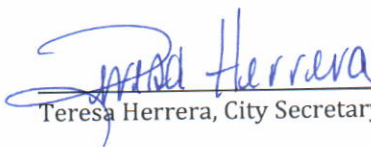
**Adjourn**

With no other business to come before the Committee, the meeting was adjourned at 3:01 p.m.

PASSED AND APPROVED THIS 17TH DAY OF OCTOBER, 2018.

  
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Steve Spencer, Chair

ATTEST:

  
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Teresa Herrera, City Secretary