



**TOWN OF KILMARNOCK**  
**Council Committee Report –Admin/Finance**

**Date:** January 4, 2013    **Time:** 8:30 AM    **Location:** Town Hall

**Town Council Member Attendees:**

X = present

**Chair:** Council Member William Smith \_\_\_  
Council Member Shawn Donahue \_\_\_  
Council Member Howard Straughan X  
Council Member Rebecca Tebbs Nunn \_\_\_  
Mayor Raymond Booth (ex-officio) \_\_\_

**Town Staff Attendees:**

Town Manager Tom Saunders    X  
Asst. TM Susan Cockrell        \_\_\_  
Treasurer Judy Stevens        \_\_\_

**Visitors: None**

**Discussions:**

1. The committee expressed its sympathy and sent its condolences to Susan Cockrell and Judy Stevens, both of whom lost parents on January 2.
2. TM Saunders distributed copies of the FY12 Auditor’s report, just in.
3. The committee discussed the town’s current policy of creating near verbatim transcripts of its meetings. TM Saunders reported that Virginia Open Meetings and Public Records laws require minutes that include the names of attendees, topics discussed and any votes taken but nothing as extensive as what we currently provide. The committee agreed to recommend to Council that we transition to summary minutes, backed up by both audio and video records which will be preserved indefinitely.
4. TM Saunders reported that the town will move to a PC/Windows/Java based financial software package (Edmunds and Associates MCSJ) as of April 1, 2013. Staff has already participated in one conference call and is pleased with progress to date.
5. There was a brief discussion of whether the town should consider changing audit firms but the consensus was that, if a change is contemplated, it should be after the software changeover is accomplished and we know that everything is working properly.
6. The committee reviewed a preliminary budget development schedule and encouraged TM Saunders to continue the process with all deliberate speed.

**FYI Only:**

1. Kilmarnock’s request for amendments/revisions to its Charter has been submitted to the General Assembly by Del. Ransone and will move through committees as HB1390.

**Recommendations to Council:**

**Action item(s):**

1. **Approval of expenditures- December 18, 2012 – January 28, 2013.**
2. **Recommend that Town Council and Planning Commission meetings adopt summary minutes backed up by audio and video recordings.**

**Recommended for further study:**