

**NOTICE AND AGENDA FOR A SPECIAL MEETING
OF THE VILLAGE OF CAMPTON HILLS, IL.
FINANCE COMMITTEE – December 16, 2020 7:00 P.M.**

Virtual Zoom Meeting Due to COVID

Zoom Meeting Link: <https://zoom.us/j/93356345445>

Meeting ID: 933 5634 5445

Call-in number: +13126266799, 93356345445# US (Chicago)

- I. Call to Order**
- II. Roll Call**
- III. Approval of Minutes:** Minutes from 9-23-2020, 10-14-2020, and 10-28-2020 will be ready at the next Regular Meeting (January 2021)
- IV. Reports**
- a. Treasurer**
 - b. Village Administrator**
- V. New Business**
- a.) Update on CARES Allocation of Funds**
 - b.) Annual Audit Follow-up; Capital Asset Policy**
 - c.) Revenue Estimates from the State for FY 2021, and the remainder of 2020**
 - d.) FY 2021-2022 Budget Calendar**
- VI. Potential Action Related to New Business**
- VII. Virtual Public Comments– Limited to 3 minutes per individual**
- a. An individual may E-mail their Public Comment (including full name and question/comment) to rsearl@villageofcamptonhills.org prior to 4:00 pm on 12-16-20. Any Public comments emailed in prior to 4:00 p.m. will be read on the record by the Village Administrator or Deputy Clerk during this section of the Open Meeting.
- OR**
- b. An individual can also participate during this section of the meeting by notifying the Meeting Host of their question/comment through the **“Raising Hand,” option within the Zoom platform.**
 - First join the meeting, to be admitted.
 - Second, find the bottom toolbar option that says “Participants.” Click on **Participants**, which will then open a new window. **If it does not**, you can access this by pressing “Alt U,” on your keyboard as a shortcut.
 - Third, in that window, you will be able to see ALL participants in the live meeting. That window will also present 2-3 additional options, including one that reads, **“Raise Hand.”**
 - By clicking **“Raise Hand,”** the meeting host will be made aware that you would like to participate, as a blue hand will now appear by your name on the righthand side.
 - When it is your turn, the Host will unmute you, and ask you to present your full name and your question/comment to the Board.
 - When your time/question/comment is complete, **please remember to click the “Lower Hand,” option.** We thank you.
- VIII. Motion to Adjourn**

FY 2021-22 Budget Schedule

Week of Monday, December 21, 2020: Budget Schedule Distributed.

Week of Monday, December 21, 2020: Budget Spreadsheets and Expenditure Request Forms Distributed to Department Heads and Committee Chairs.

Along with this budget schedule, the Village Treasurer shall distribute Excel spreadsheets to be used by each Department Head and Committee Chair to prepare their proposed budget. The spreadsheets include an end of year (EOY) estimate of expenditures for the current Fiscal Year based on the Village Treasurer's review of the expenditures. If any changes are needed to the EOY estimate of expenditures, please notify the Village Treasurer as soon as possible.

The spreadsheets also include a section to enter the proposed budget for FY 2021-22. Sufficient detail should be included within the explanation column of the spreadsheet, as necessary. The Village Treasurer will provide the prior year's detailed information as a reference. Detailed information regarding each line item should also be updated on the detail pages of the spreadsheet, as necessary. Revenue ideas should also be considered during budget preparation.

For each new expenditure, a Budget Expenditure Request Form will need to be completed. Budget Expenditure Request Forms can be submitted by members of the Village Board, Committee Chairs, and Department Heads.

The Village Treasurer will schedule meetings with each Department Head to review and answer any EOY estimate or budget questions or concerns.

Wednesday, December 16, 2020: Finance Committee Review of Revenue Projections

The Finance Committee will review revenue projections and make a recommendation on how they should be adjusted.

Friday, January 08, 2021: Proposed Budgets and Budget Request Forms Due to Village Administrator

Department Heads and Committee Chairs should submit their proposed FY 2021-22 Budget on the provided Excel spreadsheets and any completed Budget Expenditure Request Forms to the Village Treasurer. Village Board members wishing to submit a budget request should also do so by this time. The proposed budget shall include necessary line item descriptions for each account within the explanation column and the detail page as well as EOY estimates to date. Revenue ideas should also be submitted.

Monday, January 11, 2021: Treasurer Review

Beginning this week, the Village Treasurer shall contact each Department Head or Committee Chair for additional clarification and meetings if necessary. The Village Treasurer shall prepare a budget to be reviewed by the Finance Committee.

Wednesday, January 27, 2020: Finance Committee Review of the Proposed Budget

The Village Treasurer will present the proposed Budget to the Finance Committee for their review. The Finance Committee will determine whether changes to the proposed budget are necessary.

Wednesday, February 24, 2021: Finance Committee Review of Revised Budget and Capital Projects Plan

The Finance Committee will review the revised budget which will include the recommendations from the previous meeting and submit any final changes. The Finance Committee will also review the Capital Projects Ten Year Plan and make recommendations on changes to the plan including the shifting of projects from one year to another and the elimination of projects.

March 11 or 18¹, 2021: Budget Workshop for the Village Board

The Village Administrator will facilitate a Budget Workshop to be held on March 11th or 18th from 6:30 p.m. – 10:00 p.m. where the Village Board will have the opportunity to thoroughly review the budget and make recommendations for changes. The Village Board will also review salaries and wages. Attendance by the Village Board is highly recommended and attendance by Department Heads, including the Treasurer, is mandatory.

¹ *These are Thursdays.*

Monday, March 22, 2021: Publication of Tentative Budget and Notice of Public Hearing

The public hearing notice will be published in the newspaper at least one week in advance of the meeting and the tentative budget will be placed on file for inspection. The tentative budget will include the changes from the Budget Workshop.

Thursday, April 8, 2021: Village Board Discussion of Tentative Budget and Public Hearing

The Village Board will review the tentative budget. The budget will not be reviewed in detail as this will be completed during the Budget Workshop. A public hearing on the tentative budget will also be held as required by State Statute.

Tuesday, April 20, 2021: Village Board Adoption of Budget

The Village Board will adopt the revised and final budget which will include any recommendations from the previous meeting.

Saturday May 1, 2021: Fiscal Year 2021-22 Begins