

From: [Howard Fink](#)
To: [Board](#)
Cc: [Daniel R. Martin](#)
Subject: Managers Report
Date: Thursday, December 31, 2020 11:00:00 AM

Hi Everyone,

This week has been quite shortened with the holidays. A few quick updates.

IRS Audit

In August, we were notified that the IRS had selected Park Township to be audited. The focus of the audit was on the Township's 457 plan for 2018. We provided the numerous items/data requested (some provided by MERS) and answered follow up questions over the last few months. On December 22, we received a closing letter from the IRS stating that no trouble was found.

Budget

The Budget Process has begun for the fiscal year ending 3/31/22. Departments were asked to provide their budgets by December 23, and we are going through those requests. Connie and I will be synthesizing the data and reviewing capital requests. In February, we will present the budget to the Board in a work session scheduled for February 11. At the March Board meeting, you will be asked to vote on the resolution to approve the budget.

Contract for services

We are working through the previous community service requests as they come in. Under the law and our new process, there is no budgetary deadline – and any request must be a contract for services model with a value for value exchange. The board will ultimately determine any contract approval over the dollar threshold in our policy manual. Smaller contracts must have funding within a particular department budget and the board will be updated on any developments. I expect the larger contracts; the (i.e Holland Museum, Hobs and Tulip Time) will be debated and on an agenda in the next few months

I hope you all have a great new year's. See you next year.

Howard

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