



Yeadon Borough Committee Report

Committee Name: Finance

Committee Chairperson: Rafi Cave

Meeting Date: January 31, 2018

Summary Narrative:

The primary mission of the Finance Committee is to constantly seek more efficient operational standards and guide the borough government in managing its stewardship responsibility. This committee will be highly transparent and strive to minimize taxpayer burden through greater community input as well as fiscal and operational controls.

Guest: Yeadon Borough Tax Collector, Julianne James – Mrs. James shared her vision for the direction of her office and advised that increased communication and visibility are very important in a diverse demographic.

Action Items

- Expense reimbursement process – proposal attached.

Motions:

1. Approve the Finance Committee standing meeting schedule. Location, Yeadon Borough Hall Conference Room, 10am.

Committee recurring meeting dates

February 28

April 4

May 2

June 6

July 11

August 1

September 5

October 3

October 31

December 5

2. Close the 2018 Budget, deadline is February 15th.
3. Approve 2018 Budget Calendar
4. Approve the attached reimbursement process amendment

Minutes available upon request

Next Meeting: Wednesday February 28th, 10am

Proposed Reimbursement Policy – The purpose of the proposed revision is to allow the borough to assume better control of the outflows of taxpayer money and provides greater definition for the types of transactions eligible for reimbursement.

Current policy as defined in the borough handbook:

When travel on official business is authorized by the council, council members can receive a mileage fee for use of their personal vehicle. The amount for mileage is to be set by council for all borough personnel.⁵⁰ When attending meetings of professional organizations or training sessions as authorized by council, a council member may be entitled to payment of all or any part of the necessary expenses agreed to by council. Borough officers authorized to travel to such meetings must submit itemized expense accounts. The council should set a policy for claiming travel expenses, including reasonable documentation. Allowable expenses should be limited to such items as mileage, lodging, meals, parking, tolls and public transportation expenses. Council members are authorized to attend meetings or conventions of county and regional associations of boroughs. Council members attending such meetings may be entitled to payment of the registration fee, mileage and other expenses the council agreed to pay. Likewise, borough council members authorized by the council to attend the annual convention of the State Association of Boroughs are entitled to the registration fee, mileage and other actual expenses the council agreed to pay. Each council member attending the convention must submit an itemized account of expenses to council. Time spent attending the annual convention cannot exceed four days, including the time spent in travel. The council may authorize borough employees to be compensated at their regular rate of pay while attending the annual convention.

Proposed revision:

The only acceptable reimbursements shall come from costs incurred during travel on official business. Official business must be voted on and approved by a majority council prior to any other commitments or accommodations are to be made. The borough will make every effort to prepay for lodging and conference registration expenses. In the event registration and hotel accommodations are required and not paid in advance for pre-approved travel, the individual may submit these for reimbursement using approved reimbursement request procedures. Travel by other public transportation is also acceptable and may be pre-approved.

For pre-approved travel an individual may submit an expense reimbursement request when traveling involves use of their personal vehicle. In this event they may request mileage reimbursement up to () per mile as well as any tolls and parking expenses incurred directly related to the pre-approved travel.

Incurred costs not acceptable for reimbursement are gas expenses, meal expenses and any incurred expenses that are not approved in advance by a majority council vote.

During lodging, any incidental expenses incurred and billed to the approved hotel room will be the responsibility of the individual and the individual should make the proper arrangements during the check-in process.

Documentation: The individual traveling on pre-approved business may submit multiple expenses on one request form. Each item must have a relative receipt or other verifiable proof of payment. No handwritten receipts are permitted and any illegible documentation could result in a delay of reimbursement or may be required to be resubmitted.

The standard reimbursement form shall be the primary means for any requests and should be made readily available.

Timeline: Reimbursement requests should be submitted no later than 60 days after the approved travel commences.

IR-2017-204, Dec. 14, 2017

WASHINGTON — The Internal Revenue Service today issued the 2018 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes.

Beginning on Jan. 1, 2018, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:

- 54.5 cents for every mile of business travel driven, up 1 cent from the rate for 2017.
- 18 cents per mile driven for medical or moving purposes, up 1 cent from the rate for 2017.
- 14 cents per mile driven in service of charitable organizations.

The business mileage rate and the medical and moving expense rates each increased 1 cent per mile from the rates for 2017. The charitable rate is set by statute and remains unchanged.

The standard mileage rate for business is based on an annual study of the fixed and variable costs of operating an automobile. The rate for medical and moving purposes is based on the variable costs.

Taxpayers always have the option of calculating the actual costs of using their vehicle rather than using the standard mileage rates.