

CITY OF PROSSER, WASHINGTON  
BUDGET & FINANCE COMMITTEE

TUESDAY, MAY 24, 2016  
6:00 PM

CITY HALL CONFERENCE ROOM  
601 7<sup>TH</sup> STREET

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1. Call to Order
2. Approve May 10, 2016 Meeting Minutes
3. Discuss Claim Checks for Period Ending May 24, 2016
4. Other Discussion Items
5. Next Meeting – June 14, 2016
6. Adjournment

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Attachments:

May 10, 2016 Meeting Minutes

**CITY OF PROSSER, WASHINGTON  
BUDGET & FINANCE COMMITTEE  
MINUTES  
TUESDAY, MAY 10, 2016**

**CALL TO ORDER**

Council Member Everett called the meeting of the City of Prosser Budget and Finance Committee to order at 6:04 p.m.

**ATTENDANCE**

Council Member Everett, Council Member Edwards, and Finance Director Yost were present. Council Member Becken requested an excused absence.

**APPROVE APRIL 26, 2016 MEETING MINUTES**

A motion was made by Council Member Edwards, seconded by Council Member Everett to approve the April 26, 2016 meeting minutes. Motion carried unanimously.

**DISCUSS CLAIM CHECKS FOR PERIOD ENDING MAY 10, 2016**

The Committee reviewed the claim checks prepared for City Council approval. The Committee had question regarding the cancellation invoice for Sandy Hook training for a police officer.

**DISCUSS APRIL 2016 PAYROLL CHECKS AND VACATION BUY OUTS**

The Committee reviewed the April 2016 payroll checks and vacation buys outs.

**OTHER DISCUSSION ITEMS**

Finance Director Yost discussed with the Committee the following items topics.

- Working on Internal Control Policy
- Working on Annual Report
- Finance Director Yost and Finance Manager Lara attended a Labor Relations Training

**ADJOURNED**

The meeting of the Budget and Finance Committee was adjourned at 6:11 p.m.

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Council Member Steve Becken  
Budget & Finance Committee Chair

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Toni Yost  
Finance Director