

**MINUTES OF FINANCE MEETING
OAK LAWN PARK DISTRICT
BOARD OF COMMISSIONERS
HELD ON DECEMBER 12, 2011**

The Board of Commissioners of the Oak Lawn Park District was convened in a Finance Meeting on December 12, 2011 at 6:30 p.m. with President Callahan presiding.

ROLL CALL:

Present: Andersen, McCauley, Murphy, Wallace and Callahan

Absent: None

A quorum was present.

BUDGET PROCESS:

Les Swintek reviewed the tentative schedule of Finance Meetings. He will distribute fund information to the Board prior to a meeting via the weekly Director's report. Swintek suggested keeping budget discussions at an executive level if there is not too much variance from the prior year. Wallace asked for narrative information. Swintek will include a narrative for variances over 10% in accounts over \$10,000.

McCauley asked if Swintek could review a fund's budget with Ribikawskis before he meets with the Board, so that the Board sees a proposed budget that incorporates both of their perspectives.

ACCOUNTANT:

Kelly and Swintek discussed that the Park District has posted and is interviewing for an accountant's position due to an upcoming retirement. Ribikawskis advised that, in addition to training, staff should document the accounting cycle in writing.

GOLF COURSE MANAGEMENT:

Murphy suggested a review of the budget should the golf course be managed by an outside company.

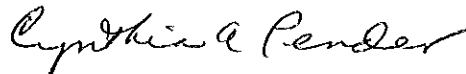
ADJOURN:

Meeting ended at 7:05 p.m.

Respectfully submitted,



Gary Callahan, President



Cynthia A. Pender, Recording Secretary