



Office of Clerk/Treasurer
W240 N3065 Pewaukee Road
Pewaukee WI 53072
Phone: 262-691-0770

**FINANCE COMMITTEE
MEETING NOTICE AND AGENDA
Wednesday, May 6, 2026
2:00 PM**

Pewaukee City Hall Common Council Chambers
W240N3065 Pewaukee Road, Pewaukee, WI

1. Call to Order and Pledge of Allegiance
2. Financial Review and Reporting Updates
 - 2.1 Trial Balance and Financial Results Review
 - a. Reconcile beginning fund balance per trail balance to prior year financial statements
 - i. Identify any areas of concern
 - b. Review asset and liability reconciliations
 - i. Identify any areas of concern
 - c. Evaluate allocation of ledger activity to appropriate funds
 - i. Confirm treatment of utility activity not originally recorded in Water/Sewer funds
 - ii. Identify any additional areas of concern
 - d. Review 2025 budget-to-actual results
 - i. Identify any unexpected or significant variances
 - e. Review ending fund balance as of December 31, 2025
 - i. Discuss any transfers needed to support ongoing fund operations
 - 2.2 Baker Tilly "Get Ready" Letter - 2025 Audt
 - a. Review status of requested items and overall preparedness for the upcoming audit
 - 2.3 Public Service Commission (PSC) Report (Due May 1, 2026)
 - a. Confirm submission status
 - b. Discuss any issues identified during preparation or submission
 - c. Identify any follow-up items, if applicable
 - 2.4 Department of Revenue (DOR) Annual Report - Form C (Due May 15, 2026)
 - a. Review status and readiness for submission
 - 2.5 Audit Timeline Review (Per March 19, 2026 Communication)
 - a. Review and update key dates and milestones
 - b. Identify any potential timing concerns or resource constraints
 - 2.6 2026 Financial Results - First Quarter Update
 - a. Review budget-to-actual results through March 31, 2026
 - i. Identify any unexpected trends or variances
 - 2.7 Management and Lauterbach & Amen (L&A) Coordination and Oversight
 - a. Discuss current coordination, communication, and workflow effectiveness between City staff and L&A
 - b. Highlight successes and areas working well
 - c. Identify opportunities to improve processes, communication, and clarity of responsibilities

- d. Reinforce the importance of ongoing monitoring and engagement by the Finance Committee given the outsourced accounting structure.
- e. Discuss opportunities to strengthen alignment, support City staff, and enhance overall effectiveness.
- f. Identify practical next steps and expectations for continued improvement.

3. Adjournment

Kelly Tarczewski
Clerk/Treasurer
April 24, 2026

NOTICE

It is possible that members of other governmental bodies of the municipality may be in attendance to gather information that may form a quorum. At the above stated meeting, no action will be taken by any governmental body other than the governmental body specifically referred to above in this notice.

Any person who has a qualifying disability under the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible format must contact the Clerk/Treasurer, Kelly Tarczewski, at (262) 691-0770 three business days prior to the meeting so that arrangements may be made to accommodate your request.