



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

**FINANCE COMMITTEE
MEETING NOTICE AND AGENDA
Monday, June 15, 2026
1:00 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. Review current trial balance status and significant changes since prior review
 - i. Identify any areas of concern
 - b. Review fund balance activity and key year-end adjustments
 - i. Discuss any transfers needed to support ongoing fund operations
 - c. Review status of key balance sheet reconciliations
 - i. Bank reconciliations
 - ii. Utility receivable and billing reconciliations
 - iii. Capital asset activity and additions
 - iv. Interfund balances and due to/from accounts
 - v. Other significant asset and liability reconciliations
 - vi. Identify any outstanding items requiring follow-up
 - 2.2 **Baker Tilly 2025 Audit Update**
 - a. Review status of audit planning and preliminary fieldwork completed during May
 - b. Discuss audit readiness assessment and outstanding items
 - c. Review additional audit requests and Suralink activity
 - d. Confirm expectations for June fieldwork and final trial balance completion
 - 2.3 **Audit Timeline Review**
 - a. Review progress against the engagement timeline and key milestones
 - b. Confirm the anticipated final trial balance date
 - c. Identify any potential timing concerns or resource constraints
 - 2.4 **Department of Revenue (DOR) Annual Report - Form C**
 - a. Confirm submission status
 - b. Discuss any issues identified during preparation or submission
 - c. Identify any follow-up items, if applicable
 - 2.5 **Public Service Commission (PSC) Report**
 - a. Confirm filing status
 - b. Discuss any follow-up matters or responses
 - 2.6 **2026 Financial Results - First Quarter Update**
 - a. Review Budget-to-Actual results through March 31, 2026
 - i. Identify any significant variances or emerging trends
 - ii. Discuss any anticipated impacts on the 2026 Budget

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. Review status of year-end close activities and reconciliations
- c. Highlight successes and areas working well
- d. Identify opportunities to improve processes, communication, and clarity of responsibilities
- e. Discuss opportunities to strengthen alignment, support City staff, and enhance overall effectiveness
- f. Identify practical next steps and expectations for continued improvement

2.8 Upcoming Audit Fieldwork Preparation

- a. Review expectations for the week of June 22 fieldwork
- b. Confirm availability of supporting schedules and workpapers
- c. Review audit readiness status (Green / Yellow / Red assessment)
- d. Identify any potential obstacles to successful fieldwork completion
- e. Establish expectations for communication and follow-up prior to fieldwork

2.9 Establish Tentative Time for Next Finance Committee Meeting

3. Adjournment

Kelly Tarczewski
Clerk/Treasurer
June 12, 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.