



Town of Mason Work Session Meeting Minutes with MTAS Consultants for December 2, 2025, 6:32PM

Call To Order: Mayor Eddie Noeman

Opening Prayer: Vice Mayor Reynaldo Givhan

Roll Call: Mayor Eddie Noeman, Vice Mayor Reynaldo Givhan, Alderman Carolyn Catron, Alderman Alethea Harris, Alderman Mary Mason, Alderman Virginia Rivers, and Town Recorder Lureatha Harris (Alderman Trowanna Broadnax arrived at 6:34pm)

Others in Attendance: Vernetia Boyd, Anji Deaton, and James Lewellen

Visitor: Michael Finch

- 1. “Work Session with MTAS Management Consultants to review proposed Internal Control Policies” presented by James Lewellen**
MTAS Sample Purchasing Procedures were presented by Mr. Lewellen

Mr. Lewellen introduced Anji Deaton to the Board as the Finance and Accounting Consultant with MTAS. Ms. Deaton worked for the Town of Selmer TN for numerous years as the CMFO and worked for other small Towns.

Mr. Lewellen spoke about the importance of **Internal Controls**

The Comptroller’s request policies on **Purchasing Policies**, where money comes from and where it goes, including the things that affect it. Managing cash flow, understanding true cost, and where the money goes true cost/actual cost. **Purchasing Policies** need to be in place for predictions on short falls, and the **rule** requires following procedures. Governing by making sure monies are in place and keeping up with finances in real time.

State Law

State law establishes thresholds; the State allows up to \$25K before bidding out. From \$1500 to \$2500 can be purchased without additional quotes. Over \$10K could require Board approval, above \$25K would require sealed bids, the Board controls large ticket items.



Mr. Lewellen recommends deciding on the threshold numbers and following basic State law. Verify and authorize for purchases after verifying funds are in the Budget and bring in receipts.

Late Bids

Alderman Mason questioned late bids, Mr. Lewellen said that was unfair, there's no negotiating after bids, for total transparency and fairness. Ms. Deaton advised putting out a spec sheet and answering questions to everyone and knowing the rules for bidding. The purpose is to keep down corruption. Bids can be rejected and rebid.

It's always better to get three quotes because it protects the city.

Three levels of quotes, sealed bids, shop the same quotes, and the same level of specs.

You can buy better quality and better buy as long as you're getting the same specs.

Ms. Deaton suggested going through State contracts, and Mr. Lewellen suggest going through County contracts also. The link for the State is Sourcewell and its multi-state.

The Board has to say whether a purchase can be made. Delegate authority for purchasing and come before the Board for authorization. Understand the cost and know what the project is.

Travel Policy

Mr. Lewellen recommends a **Travel Policy** and **Purchasing Cards** with rules. Need to know what's in the Budget and decide upon specs, follow processes.

2. "Work Session to review Financial Statements (Anji Deaton-MTAS Financial Consultant)

Alderman Rivers suggests needing to have the Budget together, and line items to fix shortages and making it more specific. Ms. Deaton recommends looking at the accounting system. Ms. Deaton said it should not be a material something, mentioning segments for coding. The charge of accounts, review the coding and it needs to be close to the right number. A **Standardized Policy** can modify the needs and thresholds.

Policies

The Town has a **Credit Card Policy**, other policies suggested were an **Ethics Policy**, **Investment Policy**, **Personnel Policy**, **Debt Management Policy**, **Drug Testing Policy**, and **Certifications Policy**. Alderman Harris spoke about line items for training and travel for the Fire Department. Mayor Noeman questioned Investment Policies, Mr. Lewellen said the State regulates these requirements cannot buy stock.



Can purchase industrial parks, Mr. Lewellen informed the Board that there is a rule for everything. **Fund Balance Policies** prevent spending down to a certain amount. Mr. Lewellen recommends understanding the importance of how to run a city. Ms. Deaton recommends making certain that policies are being followed by finding and hiring qualified people.

Alderman Harris questioned Utility Training not being followed. Mr. Lewellen mentioned MTAS conducting trainings and bringing in experts to develop programs.

The request for financial statements is the responsibility of leadership.

- Budget to Actual Income Statement

This report allows the Board to see where you are, and this report should be received every month.

- Reconciled Bank Statements
- Balance Sheet

The balance sheet shows how much cash you have by showing what you got, and what you have by giving a snapshot.

- Income Statement

The income statement tells the story of what was spent and brought in. These reports are needed monthly for citizens and staff.

The ledger analysis report gives detailed transactions; the ledger analysis report can be pulled up to provide all the details an example would be the check register.

Timely Reports

Getting timely reports prevents line items from being way over budgeted or prevents incorrect coding. It's a matter of accountability and seeing when something is over budgeted. Ms. Deaton said it's whatever the Board wants. Department heads can check with finance.

Suggestions

Alderman Rivers suggest having the line items in the Budget, Mr. Lewellen recommends having a meeting to adjust the line items. Ms. Deaton suggests calling and asking questions to adjust policies, it's an ongoing process, and they are here to answer questions and work through the processes. The Board was encouraged to begin early for line-item conversations, get through them and understand. Mr. Lewellen recommends figuring out the threshold and looking at amending the **Purchasing Policy** that's in place. Look at procedures to put in place. Lureatha Harris will submit the **Credit Card Policy**, and the **Travel Policy** to Mr. Lewellen.



Adopting the Purchasing Policy with Changes

Alderman Rivers recommends adopting the Purchasing Policy with Changes in the meeting tonight. Mr. Lewellen suggests getting the thresholds set, and the monthly reports are needed as good working documents. Ms. Deaton recommends staying within the Budget and get the Boards approval for quotes. Monies need to be in the Budget. Mayor Noeman mentioned not having too many expenses.

Agreement made by the Board members for the Purchasing Policy with Changes...

1. Approve spending \$5K without coming before the Board, but check with the CMFO to see if the funds are available
2. \$10K to \$15K get quotes and come before the Board, and check with the CMFO to see if the funds are available
3. \$15K and up require sealed bids

Alderman Catron left the meeting at 8:26PM

Closing Prayer: Alderman Virginia Rivers

Motion to Adjourn: Alderman Harris made a motion to adjourn the meeting, and the motion was 2nd by Alderman Mason: All agreed, Meeting adjourned at 8:27PM

Eddie Noeman, Mayor

Date

Lureatha Harris, Town Recorder