

## ATRAC MINUTES

An ATRAC meeting was held March 16, 2001 at the AAC Building in Little Rock at 10:00 a.m. Those present were Shirley Stoner, Becky Gattas, Sylvia Engles, Charlotte Davis, Jim Arnold, Liz Rinchuso and Gail Lutrell.

### ITEM 1

The proposed report for yearly revenue projections was discussed at length. It was recommended that the report not include a year-to-date column. However, the group agreed to contact Sandra Beck of Monroe County to insure that she agrees with deleting this column. There was some concern that Kent cannot pull the revenue from the last three months of the previous year to include with the first nine months of the current year to give an accurate accounting of the total revenue for the last 12 months. Most of the county treasurers complete their revenue projects in October and would need this information for an accurate picture of generated revenue. The group suggested that Kent leave a column blank and the treasurers fill in the revenue for the last three months of the previous year if Kent cannot access that information for this report. It was further recommended that the report contain a manual access column that will allow the treasurers to fill in the amount of projected revenue for the next year. This column would not need to be calculated by the computer.

### ITEM 2

Because no one from Apprentice Information Systems was present for the meeting, the following items were discussed concerned general office operations and procedures: Automation Fund, Using the On-Line Banking capability to reconcile Bank Statements, accounts payable, payroll, tax reports/deposits, the advantages/disadvantages of the treasurer's office being responsible for payroll, ACT 1256 transfers, the County Board of Education, and the legislative activity.

The next ATRAC meeting was tentatively schedules for June 8<sup>th</sup> at the AIS office. The meeting was adjourned at noon.

Respectfully submitted,

Rebecca Gattas  
Secretary/Treasurer