

**TOWN OF LOXAHATCHEE GROVES**  
TOWN HALL COUNCIL CHAMBERS  
155 F ROAD, LOXAHATCHEE GROVES, FLORIDA. 33470  
**FINANCE ADVISORY AND AUDIT COMMITTEE MINUTES**  
**WEDNESDAY, JUNE 11, 2025 – 5:00 PM – 7:34 PM**



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*Meeting Audio Available Upon Request in the Office of the Town Clerk*

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**CALL TO ORDER**

The June 11, 2025, meeting of the Finance Advisory and Audit Committee was called to order at 5:00 PM by Committee Liaison Jeff Kurtz.

**ROLL CALL**

The roll call was noted by appearance at the meeting.

Present:

- Manish Sood – Chairperson (Seat 4)
- Tracy Rafterowitz – Vice Chairperson (Seat 2)
- Frederick Hoo – Seat 3
- Peter A. Lomuto – Seat 5

Absent:

- Sue Cacioppo – Seat 1

Staff Present:

- Jeff Kurtz – Project Coordinator/ Committee Staff Liaison
- David DiLena – Chief Finance Officer
- Francine Ramaglia – Town Manager
- Ennya Blaise – Management Analyst

## **REGULAR AGENDA**

### **Presentation and Review of Updated Year-to-Date Financials**

Chief Finance Officer David DiLena explained the updated year-to-date financials and the different organization methods used by the Town to manage finances. A brief overview of the different funds was given. The implementation of Blackbaud DiLena state is to begin creating a process that reduces human error and to have all accounting records go immediately into the system.

Department heads will be submitting their own purchase orders that will then be approved by higher management. These purchase orders will then be reconciled on a monthly basis by DiLena (Projected Point).

Chairman Sood had general questions regarding the reports given. Discussion with the committee continued and it was requested that the committee receive an itemized expenditure report by fund.

The details of funds were discussed amongst staff and the committee.

### **Overview of Blackbaud Financial System and Accounting Process Review**

*This item was pulled from the meeting due to time constraints.*

### **Budget Challenges and FY2025-26 Budget Schedule Review**

The main budget challenge discussed was that the Town has many requests to fulfill but not the finances to maintain all requests.

Town Manager Ramaglia brings up code enforcement as an example. There are many requests to have strong code enforcement but that due to all the code enforcement issues the town has the department doesn't pay for itself.

**MOTION: COMMITTEE MEMBER LOMUTO/ COMMITTEE MEMBER SOOD  
MADE A MOTION TO CUT EXPENSES WITHIN THE GENERAL FUND. MOTION  
PASSED (4-0).**

### **COMMENTS FROM THE PUBLIC**

*There were no public comments for the Finance Advisory and Audit Committee on Wednesday, June 11, 2025.*

### **COMMENTS FROM COMMITTEE MEMBERS:**

**Committee Chairperson Manish Sood**

**Committee Vice Chairperson Tracy Raflowitz** emphasized that the committee is doing important work and to remain goal focused when conducting meetings.

**Committee Member Frederick Hoo** noted that he would like meetings to be more concise and precise to avoid long meeting times.

**Committee Member Peter Lomuto** believed that the Town should focus on cuts rather than just revenue. That there needs to be an even balance between the two.

**CONFIRM NEXT REGULAR MEETING DATE:**

Committee Liaison Kurtz will reach out to members regarding the next meeting.

**ADJOURNMENT**

With no further business, a motion to adjourn was made by Committee Member Sood and seconded by Committee Member Lomuto.

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**ATTEST:**

**TOWN OF LOXAHATCHEE GROVES,  
FLORIDA**

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Sammie T. Brown, FRA-RP, MEDP  
Town Clerk Assistant

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Manish Sood  
Finance Advisory and Audit Committee Chairperson