



Town of Haymarket  
15000 Washington Street, #100  
Haymarket, VA 20169  
703-753-2600

## Memorandum

**To:** Haymarket Town Council  
**From:** Finance Liaisons  
**Re:** July 2025 Monthly Report  
**Date:** July 30, 2025

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The Finance Liaisons (FLs), appointed at the beginning of each new term by the Town Council (TC) at its organizational meeting, are the governing body's representatives that liaise between the staff and the TC. The FLs main responsibility is to perform financial oversight of the town's budget, revenue, and expenditures, as well as all other financial related matters on behalf of the TC. The intent of this report is to communicate to the TC and all interested parties the discussion occurring at FL meetings and liaison oversight activities to ensure transparency and accountability with respect to the town's finances.

The FLs and staff met on 7/16/25, with an added meeting in July scheduled after this report is due for publishing, and report the following:

- The Balance Sheet where Assets = Liabilities and Owner's Equity, continues to show a strong financial position for the town
- *Attached are the minutes drafted by Town Clerk, Kim Henry, summarizing the discussion from the 7/16/25 FL meeting*
- *The next FL meeting is scheduled on Thursday, 7/31/25, at 2 pm*
  - In addition to the pro-forma agenda and staff items, the FLs will include any financial items/concerns, upon request, that council members wish to discuss
  - *Minutes from the 7/31/25 meeting, if applicable, will be part of the next monthly report*

Open Items (with financial/policy implications):

- Development of a draft policy for sole source procurement
- Completion of the Personnel Manual. TM and Chief to evaluate what outstanding items are necessary to bring the manual to completion, with projected funding needs

*The FLs are available to council for follow-up questions about this report, attached minutes and any details related to meeting discussions.*

Respectfully,

Alexander Beyene, Council Member and Joe Pasanello, Council Member