



FINANCIAL/BUDGET COMMITTEE MINUTES

Monday, April 20, 2015
9:00 am to 11:00 am

USDA Service Center / Glenn County RCD
132 North Enright Avenue, Suite C
Willows, CA 95988

In attendance:

Bruce Roundy, Treasurer
Kathy Landini, Associate-Director
Kandi Manhart, Executive Officer
Ritta Martin, Program Coordinator

Absent:

None

1. Call to Order

Meeting called to order at 9:15 am by Chair Bruce Roundy.

2. Public Comment (limit 5 minutes)

Any person wishing to address Committee on items not on the agenda may do so at this time. The Committee will not make decisions or determinations on items brought up during Public Comment.

None.

3. Meeting Minutes

Review meeting minutes from February 2, 2015 – Minutes will be placed on the next RCD Meeting Agenda’s Consent Calendar

Manhart reported the minutes were approved on February 9, 2015 by the RCD Board of Directors under a consent calendar item. No action required. Manhart will note approval dates on agenda, in future.

4. DRAFT Financial Reports

Review and discuss reports

a. Regular monthly reports

Committee reviewed reports. Updated Balance Sheet provided. Discussion ensued. Highlights of discussion included:

-Manhart and Martin will update 3-month operating expense costs; provide recommendation to RCD Board of Directors to place said amount into UMPQUA Savings Account for RCD Reserves.

-Manhart will do a quick search on potential low risk CDs, Money Market Accounts, etc. to determine if that may be an option for RCD Reserves to be placed versus UMPQUA Savings Account.

- NACD dues not authorized due to lack of budget.
- Manhart to request partner agendas.

b. Profit & Loss Budget vs. Actual

Committee reviewed report. Discussion ensued.

Comments included:

- Update payroll taxes estimates
- Place contractor income/expenses under contractor budget line items, not Admin
- Remove GCCFM
- Correct CAL FIRE grant amounts
- Consolidate budgets to 8.5x11 paper
- Recommended by K. Landini to review Budget Policy and suggested having RCD Board of Directors adopt budget in each July versus each June to account for end of year, June 30, financials.

c. RCD Connects with Kids Fundraiser Update: "4th Annual Run Your Tail Off... through the Watershed" 5K/10K Trail Run-Walk, FREE Family Festival and FREE Kids Dash
Committee reviewed report. Updated report provided. Discussion ensued.

d. Natural Resources & Range Camp Sponsorship Update

Manhart provided report. Discussion ensued. Approved sponsors include:

- Glenn County RCD = \$500
- Glenn County Farm = \$400
- Glenn-Colusa CattleWomen = up to \$250
- Glenn-Colusa Cattlemen = up to \$250

e. Annual RCD BBQ & Awards Update

Manhart provided report. Discussion ensued.

f. Project/agreement updates, including pending applications

Manhart provided report. Discussion ensued.

5. DRAFT FY 2015-2016 Budget

a. Review and discuss DRAFT FY 2015-2016 Budget

Committee reviewed report. Discussion ensued.

Comments included:

- Update payroll taxes estimates
- Place contractor income/expenses under contractor budget line items, not Admin
- Remove GCCFM
- Correct CAL FIRE grant amounts
- Consolidate budgets to 8.5x11 paper
- Recommended by K. Landini to review Budget Policy and suggested having RCD Board of Directors adopt budget in each July versus each June to account for end of year, June 30, financials.

b. Discussion and possible action on timeline to present to RCD Board for consideration of approval – ACTION

No action taken.

6. Payroll and Accounting Services Contract (Amendment – New Item)

a. Review and discuss

Manhart reported time to review Agreement of Payroll Services as it has been three years. Discussion ensued.

b. Discussion and possible action to continue Kelly Kampschmidt – Payroll and Accounting Services Agreement and present to RCD Board for consideration of approval – ACTION

Chair Bruce Roundy and K. Landini approved to continue with Kelly Kampschmidt – Payroll and Accounting Services and recommended Manhart place this item on the next RCD Meeting Agenda under Consent Calendar.

7. Glenn County Certified Farmers' Market

a. Update

K. Landini provided update. She noted the agreement with Chico Certified Farmers' Market for management and operation services allows that if the partnership shall dissolve in the future, the GCCFM will donate the remaining funds to RCD Connects with Kids.

b. Discussion and possible action to close checking account and transfer monies to new management for GCCFM – ACTION

Manhart reported she is waiting for executed agreement between GCCFM and Chico Certified Farmers' Market; once received she will move forward transferring monies and closing the checking account. Final check will be placed on cash disbursements journal for the RCD Board of Directors approval.

8. Current Inventory

a. Review and discuss report

Manhart provided report and current inventory list for review. Discussion ensued. She will research who owns sound/microphone system.

9. Office Location

a. Update

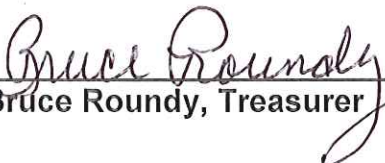
No new news. Manhart will research alternative locations.

10. Adjournment

Meeting adjourned at 11:45 am by Chair Bruce Roundy.

Approved on May 18, 2015 by the Glenn County Resource Conservation District Board of Directors.

Attested by,


Bruce Roundy, Treasurer


Kandi Manhart, Executive Officer