



FINANCIAL/BUDGET COMMITTEE MINUTES

Tuesday, May 13, 2014
8:30 am to 10:00 am

Carnegie Center
912 Third Street
Orland, CA 95963

In attendance:

Bruce Roundy, Treasurer
Mike Yalow, Director
Kandi Manhart, Executive Officer
Ritta Martin, Program Coordinator

1. Call to Order

Meeting called to order at 8:35 am by Chair 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 and approve meeting minutes from March 3, 2014 – ACTION

ACTION: Approve Meeting Minutes

MOTION: Roundy

SECOND: Yalow

AYES: Roundy, Yalow

NOES: None

4. DRAFT Financial Reports

- a. Review and discuss reports in preparation for next RCD Meeting – May 19, 2014**
Committee reviewed reports. Discussion ensued. Manhart will work with Martin in updating Financial Reports per discussion for May 19. In preparation for next Financial Committee Meeting: update Actual vs. Budget Report (Quarterly basis), Cash Flow Statement, research CD/Money Market options, review 3-month Reserve dollar amount.

5. DRAFT 2014/2015 Budget

- a. Review and discuss draft budget in preparation for next RCD Meeting – May 19, 2014**
Committee reviewed draft budget. Discussion ensued. Manhart will revise per discussion and include draft budget for RCD Meeting May 16 as a “review” only item. Approval will be requested in June 2014.

6. 2013/2014 Audit

a. Discuss Request for Proposal to procure auditor

Manhart reported it has been three years since the last engagement letter thus its time to release a Request for Proposals (RFP) from potential new auditors. Discussion ensued. Manhart will update RFP form and release within a week, make it due in 30 days, and then the Financial Committee will present the RCD Board with options in July 2014 for selection of an auditor.

7. RCD Staff Update

a. Review and discuss project hours

No discussion.

b. Review and discuss billable rates

Manhart presented CGSP billable rate for Martin. Discussion ensued. Financial Committee concurred the \$35.00 per hour amount.

c. Review and discuss equipment needs

Manhart presented the need for new computer equipment. Existing laptops and the desktop are either out of service or cannot be hooked back up to the internet due to compatibility changes out of the RCD's control. Discussion ensued. Due to the projected workload and need for new computers the following will be pursued:

- 2 laptops
- 2 docking stations
- 2 battery back-ups
- Software: Microsoft Suites, QuickBooks
- Monthly subscription to an outside server (ie Adobe iCloud)

Manhart will also update inventory reports.

8. Adjournment

Meeting adjourned at 10:00 am by Chair Roundy.

Approved on June 9, 2014 by the Glenn County Resource Conservation District Standing Committee.

Attested by,



Bruce Roundy, Treasurer



Kandi Manhart, Executive Officer