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## FINANCIAL/BUDGET COMMITTEE

### Standing Committee Meeting Agenda

Monday, June 15, 2015

9:00 am to 11:00 am

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

Bruce Roundy, Treasurer  
Kathy Landini, Associate Director  
Kandi Manhart, Executive Officer

#### 1. Call to Order

#### 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.

#### 3. Meeting Minutes

Review previous meeting minutes

– *Current meeting minutes will be placed on next RCD Meeting Agenda's Consent Calendar*

#### 4. DRAFT Financial Reports

Review and discuss reports

- a. Regular monthly reports
- b. Profit & Loss Budget vs. Actual
- c. RCD *Connects with Kids* Fundraiser: "4<sup>th</sup> Annual Run Your Tail Off... through the Watershed" 5K/10K Trail Run-Walk, FREE Family Festival and FREE Kids Dash
- d. Annual Day-in-the-District & Goedhart Dairy Tour
- e. Project Agreements, including draft Agreements/Proposals

#### 5. 2<sup>nd</sup> DRAFT FY 2015-2016 Budget

- a. Review and discuss 2<sup>nd</sup> DRAFT FY 2015-2016 Budget
- b. Discussion and possible action to approve FY 2015-2016 Budget – **ACTION**

#### 6. Policies

- a. Review and discuss Policy Series 3000: Operations
  - i. Policy Number 3020 – Budget Preparation

- ii. Policy Number 3030 – Fixed-Asset Accounting
  - iii. Policy Number 3032 – Fixed Asset Capitalization
  - iv. Policy Number 3037 – Schedule of Fees
  - v. Policy Number 3040 – Expense Authorization
  - vi. Policy Number 3041 – Standard Expense Authorization
  - vii. Policy Number 3075 – Credit Card Usage
  - viii. Policy Number 3100 – Fee For Service Assistance Program
- b. Discussion and possible action to recommend changes to existing or create new policies to Policies Committee – **ACTION**

## 7. Office Location

- a. Update
- b. Review and discuss alternative office locations

## 8. Adjournment

Please note that times are approximate.

**DATE OF NEXT MEETING: AUGUST 17, 2015 – USDA SERVICE CENTER, 132 N. ENRIGHT AVENUE, SUITE C, WILLOWS, CA 95988.**

**NOTIFICATION REQUESTS:** If you would like to be notified of future meetings and events, please call Kandi Manhart, Executive Officer at (530) 934-4601 x120 or email [Kandi.Manhart@ca.nacdnet.net](mailto:Kandi.Manhart@ca.nacdnet.net).

In compliance with the Americans with Disabilities Act, if you need special assistance or accommodations to participate in this meeting, please contact Kandi Manhart, Executive Officer at (530) 934-4601 x120. Notification at least 48 hours prior to the meeting will enable the RCD to make reasonable arrangements to ensure accessibility to this meeting. This is to include agendas in alternative formats. (28 CFR 35.101-35.164 ADA Title II.)