



FINANCIAL/BUDGET COMMITTEE MINUTES

Monday, June 9, 2014
10:30 am to 12:00 pm

USDA Service Center
132 N Enright Avenue, Suite C
Willows, CA 95988

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 10:35 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 May 13, 2014 – ACTION
Chair Roundy and Yalow accepted meeting minutes as presented.

4. DRAFT Financial Reports

Review and discuss reports in preparation for next RCD Meeting – June 16, 2014

a. Annual “Run Your Tail Off... through the Watershed” fundraiser for RCD Connects with Kids

b. Annual B-B-Q

c. Regular monthly meeting reports

Committee reviewed reports. Manhart reported six-months of operating reserves is approximately \$35,000. Discussion ensued. Manhart will work with Martin in updating Financial Reports per discussion for the RCD Meeting on June 16. In preparation for next Financial Committee Meeting: update Actual vs. Budget Report (Quarterly basis), draft Cash Flow Statement, and research CD/Money Market options.

5. DRAFT #2 2014/2015 Budget

a. Review and discuss draft budget in preparation for next RCD Meeting – June 16, 2014

Committee reviewed draft #2 budget. Martin presented drafts of 1) Profit and Loss Report for FY 2012/2013, 2) Profit and Loss Report for FY 2013/2014 to-June 5, 2014, and 3) Actual vs. Budget FY 2014/2015 to-June 5, 2014. Discussion ensued. Manhart will revise budget per discussion and include draft budget for consideration of approval at the RCD Meeting on June 16. Committee will recommend the FY 2014/2015 be approved. Committee requested budget be reviewed at least quarterly.

6. Review Policy No.: 3037 Schedule of Fees

a. Review and discuss draft budget in preparation for next Meeting – June 16, 2014


Manhart presented policy and draft summary of a copy cost survey. Discussion ensued. Committee did not see reasons to amend policy; all adjustments or discounts on copies in bulk request may be at the discretion of the Executive Officer.

7. Adjournment

Meeting adjourned at 12:07 pm by Chair Roundy.

Approved on August 12, 2014 by the Glenn County Resource Conservation District Standing Committee.

Attested by,



Bruce Roundy, Treasurer



Kandi Manhart, Executive Officer