

Minutes Finance Committee –July 13, 2022, 7:00pm Via zoom

The meeting was called to order at 7:02 p.m. Present were Donna Dickson-Noonan, Andrea Balcom, and Gary Orton

Staff: Jack Salo, Karen Graves, Chris Carpenter, Corrine Tompkins, Cheryl Starcher Ceresna, Emily Roach, Christina Wilson and April Wright Lucas.

- I. **Review of Minutes** from May 9, 2022- minutes were available for review
- II. **Initial Impressions** of CCE Delaware County Finance (Jack Salo, Interim E.D.): Jack introduced himself and stated he is new to our organization. He stated he has met with Carol several times and is working on understanding our finances.

Grants – Andrea stated the finance committee reviews the financial reports and grants and contracts and makes suggestions for approval at the board meeting. The committee did not see the budgets for the grants. They were just given a verbal description of them. Jack suggested creating a template to be used for grant applications that would include pertinent details for the finance committee and board.

- a. **Financial Position-** Jack said the organization is in very good shape financially. The audit confirms this status. He has not worked with a “sweep account” before.
- b. **Finance Systems-** Jack said he cannot locate a current contract/grant list. He would like to see one created that is updated monthly. The contract/grant list summary would provide contract date ranges and could show total grant/contract amount, etc. Periodic review of a current contract/grant list helps all levels of management keep on top of the contract cycle to ensure spending is aligned with contract end dates, etc. The staff responsible for each contract will be listed.
- c. **Finance Reports:** . Gary asked why we have so much money in reserves but were not able to pay camp staff more. Corrine answered that camp maintains its own budget, but she is working on making changes. Jack noted that we have not yet billed for some Federal and State grants or Delaware County and this skews the May 2022 finance report. The billing is not current because Christina is still learning a complex accounting system and process. Jack noted that the Finance committee could get monthly reports even if they don’t meet every month. Jack recommended using a simplified AR report to show payments over due to CCE for 30, 60 and 90 days out. Gary suggested getting 2 versions of this report, a short version and a detailed one. Jack noted that we have deferred revenue of \$324,000, Chris explained that most of that is from payments received for camp which will be spent down over the summer.
- d. **Finance Coordinator and staff Finance Team-** Jack stated that Christina has not received the training she needs to be proficient in her role as Finance Coordinator. Jack is working with Christina and others to ensure she has sufficient training and support.
- e. **Action Items:** Cheryl Starcher Ceresna, Program Educator II, requested Finance Committee action on the following two funding applications:
 - a. **EFNEP-Federal nutrition education program.** A letter of intent and budget has been sent to Donna and Jack. They must be submitted by July 25th. It has to go to PW Wood for

approval. The budget is \$61,500 which covers Amy & Cheryl's salaries and some food and supplies. Cheryl can supply last year's budget and letter of intent.

- b. **Clean Energy Fund** – This replaces the CEEP Grant that ended June 30th. It is a 4-year grant from NYSERDA administered by Tompkins County CCE. They will send an MOU to us which will need Jack's signature. It pays for energy education, weatherization, 2 workshops. Income eligible people can apply for funding for heat pumps. Cheryl asked if this grant required board approval.

Action: The Finance committee recommended approval of these 2 grants to the Board of Directors.

- III. **Review: May 2022 Financial Reports** (enclosed). Jack discussed the report and pointed out questions that he will be working on resolving.
- IV. **2021 Audit:** Next Steps: Auditor presentation- It was determined that the Auditors have not given a verbal report to the Board of Directors. Donna said she will contact them to come to the next board meeting. They were hired because they already did annual audits for the Health Care Alliance. Jack recommended that in the next audit, each department/program should be reported on separately.

Next Meeting – is September 7th at 7pm via zoom

Adjourned – a motion to adjourn at 8:07 p.m.

Minutes taken by Karen Graves