

Area 8 Finance Committee Meeting Minutes April 10, 2023 @ 6:30pm – 7:30pm

Location: Zoom! Meeting ID: 962 6898 7584 Passcode: 964243

Teressa opened the meeting with the Declaration of Unity at 6:30pm.

In attendance were Teressa (Finance Committee Chair), John. M (Alt. Finance Chair), Lynn E. (Treasurer), Rob R. (Alt. Treasurer), Link S. (Member), and Kathy L. (Member).

March 2023 Minutes were approved, as amended.

Financial Reports

Lynn shared that March expenses exceeded contributions by \$550. Cash on hand is \$22,720.12 and the Area has a \$5,000 prudent reserve. Expenses are higher this month because we had checks written this last month which were delayed because of the recent hacking. When we inherited the books (QuickBooks) in January 2021 the books did not balance. Adequate documentation does not exist for the approximately \$400 discrepancy.

An adjustment will be made and shared with the ACM. We will then have “clean books” going forward. April 22, 2023 (10:30am-noon) will be the budget workshop for Area Committee members and chairs. Requests to changes in the Policies and Guidelines are due by May. Lynn has proposed certain changes, including that the mileage rate be reviewed every two years.

Rob reviewed the old bank account statement and its reconciliation, followed by a review of the March statement and reconciliation for the new account. The old account will be closed this week.

Old Business

Nothing new on District-13 IRS issues. The Treasurer’s Workshop went well. Lynn felt the workshop could be improved if the presenters coordinated with each other prior to the workshop. Sample accounting reports for districts could be made available.

New Business

Lynn presented proposed changes to the Structure and Guidelines regarding the duties and responsibilities of the Treasurer and Alternate Treasurer. Teressa requested, and Lynn read, the existing duties and responsibilities of the Finance Committee and recommended adjustments were made. *It was noted during the reading of the S&G that the Finance Committee is charged with reviewing motions for financial impact prior to any motion going to the ACM.*

Lynn shared that an ad hoc committee will be meeting soon to discuss adding language to the S&G regarding reallocation of funds. Lynn and Teressa briefly discussed planning for the April 22 Committee Budgeting Workshop. Teressa spoke with Karen, the webservant, about purging certain items from the Treasurer/Finance Committee webpage. John brought up the idea of using a Google Drive to maintain Area financial documents.

The meeting was ended at 7:42 pm with the Declaration of Responsibility.

Next Finance Committee Meeting will be May 8, 2023, at 6:30pm -7:30 pm on Zoom

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