

## **FINANCE & AUDIT COMMITTEE**

### **Meeting Minutes**

September 24, 2018 at 5:00PM in Tollefson

Trustee Attendees: Alan Crain, Helen Stoll, Aaron Schielke, Marlene Le Mire

Staff Attendees: Robin Schuman, Lynette Ladenburg, Chris Vernon-Cole, Heather Dartt, Tammi Palodichuk, Diane Watson,

Excused Absences:

- A. Alan Crain, Finance & Audit Committee Chair, welcomed everyone and called the meeting to order at 5:05 p.m.
- B. Meeting minutes for August 27, 2018 were MSC by the committee after changing the term "hard line" under Other Business.

**C. August 2018 Financial Statement Review:**

Robin Schuman discussed in detail the financial statements for August. She noted that cash decreased from 72 days in July to 60 days in August. Overall, the Organization experienced net income for the month of \$143,981 compared to budget of \$42,486.

Health Services cash on hand decreased to 7 days from 22 in July. Net Income \$58,094 compared to budget of \$(7,965). Census over budget by 5.08.

Children's Services cash on hand decreased to 49 days from 67 in July. Census over budget for all Centers. Net income \$34,784 compared to budget of \$9,967.

Home and Community Services continues to be under budget comparably for expenses. Ebenezer has no vacancies. Financial Statements for all entities appeared reasonable and accepted by the committee.

- D. Cash on Hand and burn rate detail was reviewed for each corporation.

**E. Other Business**

Health Services adjustment \$89,000 made to prior year due to prior balance remaining from change to PCC from AOD.

Bad debt was reviewed and write offs discussed.

Alan inquired about our bad debt policy. Robin explained that last year was a cleanup and that they typically write off \$100,000 per year.

September A/R aging looking good due to an increase in payments.

Aaron asked if we are comfortable with our AR staffing levels. Robin said she is satisfied and the competency is better than the past.

Discussed potentially using the Helen Clark Trust to offset bad debt.

Adjusted the June/July financials by reversing the insurance proceeds to ELC to calculate actual loss.

Lynette informed committee that they are researching a PTO accrual issue.

Alan said he would report out on both August and September statements at the next board meeting but focus on the insurance, bad debts, and oddities.

We will have a preliminary budget in October.

Alan discussed our investments, will recuse himself from the decision process, and will email Lynette the rate survey.

Robin will send Alan and Lynette information on our investments.

**Adjourned at 5:52 p.m.**

**Next Meeting:** Monday, October 22nd, 2018 at 5:00 p.m. Tollefson Conference Room