

LTCO Finance Committee Meeting Minutes

August 4, 2011

Present: Jim Jenkins, Louise McKinney, Husein Nakhoda, Ron Holman, Pat Schraff, Susan Griffin, Linda Arnaut.

The committee discussed the most effective presentation of financial data for the board. It was determined that the variance report, including the detail of the non-personnel costs, and the addition of comparison of YTD with the prior year actual amounts, will be given to the whole board (distributed before the meetings via e-mail with the other materials, and hard-copy in the board meeting packets). It was noted that the variance percentage should be the cash variance YTD divided by the YTD budget figure. The entire board will also get the Cash Flow statement with all detail.

The Finance Committee will get all of the material above on a monthly basis, plus they will continue to get the United Way reports and the Claims Summary report.

Susan and Linda have developed the 2012 budget and will be fine-tuning it as more information is received on revenue and expense changes. The draft 2012 budget will be presented to the Finance Committee in October (meeting to be scheduled by Jim) and then to the whole board at the November meeting. It will only be changed if there is a significant change in revenues or expenses identified before the January board meeting.

The Internal Control policy was distributed and will be reviewed by the Committee for discussion at the next meeting. Susan noted that Raj Gautam, the auditor, has reviewed the policy and provided input and approval. There was discussion of the present internal controls. It was noted that Linda Arnaut is bonded, and that perhaps Susan and Maria Asher (Office Manager who opens the mail and records checks) should be as well. Linda will investigate the cost to bond additional staff.

Jim noted that the auditor, Raj Gautam, should see a random sampling of all employees from the regular payroll report each year during the audit process to confirm that the right people are listed on the salary schedule.