



Finance Committee Agenda  
April 27, 2023  
Remote Meeting via Zoom Video Conferencing  
4:00 – 5:00  
April 27, 2023

Attendees: Barb Young, Collice Martens, Freddy Gonzalez, Ronda Hull  
Minutes by: Noelle Hanson  
Meeting called to order: 4:12 pm

**I. Review Agenda**

Barb Young reviewed and approved.

**II. Approve Finance Meeting Minutes**

Barb Young reviewed and approved the minutes.

**III. Finance Director's Report**

- Reviewed report.
- Adjusted journal entries made by previous CFO are resolved except for a few minor purchases totaling under \$9,000. Large purchases are notated for the auditor.
- . Collice provided 1<sup>st</sup> quarter administrative % (Dec-Feb) (HS) 14.3%. OPK.OPKPT &, PSP average 12.2%.
- Reviewing existing allocation methods re: % by fund for possible revision.

**IV. Credit Card Statement dated 03062023.**

Reviewed. No questions.

**V. MCCC Agency 22-23 Proposed Budget 10.14.22**

- Collice presented a DRAFT report w/1<sup>st</sup> Q Budget vs Actuals (Dec 22-Feb 23).
- Will include FY 22-23 YTD updated DRAFT @ next Board meeting.

**VI. Monthly Statement of Revenues and Expenditures by Fund 02282023**

- Barb requested understanding of F95-GAAP entries & F9900—Funds to be Allocated entries. GAAP is placeholder for accruals, i.e., payroll. Funds to Be Allocated is used temporarily until fiscal manually allocates the monies to correct allocation.
- Barb would like F95 & F9900 to be excluded from the report.

**VII. Statement of Revenue & Expenses – Fiscal Year**

**Mid-Columbia Children's Council**

1100 E. Marina Way. #215  
Hood River, OR 97031  
(541) 386-2010

[mccheadstart.org](http://mccheadstart.org)



- Barb prefers Comparative Statement of Revenue & Expenses w/current and previous year Collice uploaded without comparison. – Collice will email 2-year comparison to Barb.
- Function Expense 3-Month Glance report is needed – Collice will email to Barb.
- Parent Funds report – include each month per Barb.

**VIII. Statement of Cashflows Monthly**

Reviewed, accepted.

**IX. Vendor Aging Report as of 02282023**

60–90-day bucket: U.S. Bank - had a credit issued that needs to be applied.

**X. Deferred Revenue-Monthly as of 02282023**

**XI. Balance Sheet Comparative 02282023**

Included in upload w/2yr comparison.

**XII. Open Agenda**

- Collice has called to auditing staff, Chris & Katie to confirm date of audit.
- Internally books are closed for entries in FY 21-22, except for any correcting entries to be made by Accounting staff only. Depreciation needs to be applied. Amended reports will be prepared.
- Barb would like the information the day before the Board meeting and do a Board approval since financial information isn't being presented in a consent form, any longer.
- Collice will finalize review of Assets and depreciation. Original reports to be included with Amended Reports
- Must be approved by the Board before we can issue trial balances.
- Freddy has the COLA and Quality Improvement dollars documents. Freddy will send it to Barb to review prior to the Board meeting. This is an action item at the Board meeting.
- COLA = 5.6% with QI funds will adjust salary up by 7.5%

**Meeting adjourned: 4:41 pm.**