



## January Finance Committee Meeting Minutes

Rescheduled to: February 2, 2023

4:03 pm – 4:47 pm

Remote Meeting via Zoom Video Conferencing

Finance Committee: Barb Young

MCCC Staff: Collice Martens, Freddy Gonzalez

Minutes by: Noelle Hanson

### Directors' Report:

Staffing: Robert Half employee's Jason & Matt are excellent fits within MCCC.

January statements have been received and are current.

Payroll Liability accounts are being reviewed and updated. In the process of recounting, listed and accurate. Anticipate all but two will be reconciled by 2/3/2023.

Working backward from Dec 2020 on parent accounts. Fiscal contractor is reviewing all sites and accounts. Reporting on the accounts was not consistent or accurate. Report is uploaded into DropBox. Staff are reconciling in the field as well and should be reported in Sage.

Working on reconciling 4 Oregon grants. Staff are documenting what they are doing.

Prioritization of importance: Heads Start & Early Head Start were tackled first. State Funds will be reconciled after Parent Funds due to parent requests.

Working on other grants for accuracy.

Barb wants all deadlines and grant monies to be prioritized.

Fiscal is dissecting large number of journal entries by previous CFO. Reviewed approximately \$280,000 of data. Have adjusted journal entries. Have about 70 entries remaining. Barb would like these done by a due date. The auditor told Collice they may review as we move forward. Collice would like them to be completed by mid-March but it's complicated with what they are unraveling in journal entries. Auditor is working with Collice on Deferred Revenue monies.

Barb: Where are we on administrative changes. Would like to see them next month.

Barb wants Visa report and meeting minutes to be put into Finance Committee meeting.

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1100 E. Marina Dr. #215  
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I. Statement of Cash Flows – Direct Method

II. Balance Sheet FYD – Comparative

Barb: Why do we have a negative liability amount? Collice thought they had always been negative. Collice will review.

III. Monthly Statement of Functional Expenses – Nov. 2022

Information is derived from workforce labor allocation. Barb appreciates the tracking, split into smaller increments. Appreciates the trending but wants to have management and program breakdown information included too. Funds are identified and reported on actual expenditures on PSP, OPK & OPKPT websites.

IT Professional services & software support is running higher than usual. This is due to ChildPlus annual renewal. Will double check to make sure no new equipment was accidentally under professional services.

Building & Landscaping was high due to White Salmon kitchen and entryway to building with decking by contractor. Marquez landscaping does not bill frequently so can make some months higher. Building Liability Insurance is also included and there was a balloon payment.

IV. Monthly Revenue and SOFE – All Active Funds FY 22 Dec – Nov

n/a

V. Vendor Aging Report as of November 30, 2022

Good job. Nothing in the aging report.

VI. Parent Fund Transaction Data 2021-2022 as of 11302022

Klickitat & Mt. Hood have negative balances, what happened? This was overspent due to lack of attention of the balance. There was a negative deposit due to site being incorrectly credited and then it needed moved to the correct site. How do we correct Mt. Hood negative balance? Mt. Hood and Parkdale need to be combined in this report.

VII. Deferred Revenue – Monthly Nov 2022

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The report is unchanged from last month. Finance will have to go back to the beginning off Sage which was the beginning of 2020. Entries in Sage need to be reviewed. Auditor will be meeting with Collice in March to talk about what's in being reported. OPK nor any funders have NOT requested funding back, which is Barb's concern.

Reporting in Sage will be audited line by line. Start up of Petersburg location needs to be re-coded. Collice will have this moved to a reconciliation account.

#### VIII. Open Discussion

Collice has 11 note entries and wants to know Barb would like to be notified. Barb would like the information emailed.

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