



Finance Committee Minutes
October 31, 2024

Attending: Daniel Blevins, Interim Board Chair, Collice Martens, Finance Director;
Rich Polkinghorn, Board Member, Noelle Hanson, staff
Minutes by: Noelle Hanson

Meeting began: 4:15pm

1. **Review & Approve Agenda for 10312024**
Consent to Agenda
2. **Review & Approve Minutes for 09262024**
Consent to Minutes
3. **Finance Directors Report**
Report reviewed with no questions
4. **Balance Sheet Comparative - 1 Month Glance 08312024**
 - No longer a Comparative. Will update the title of the report. This report will be a snapshot of the end of month being reviewed.
 - Cash & Cash Equivalents – Negative balance related to timing of items posted. Bank accounts are balanced twice weekly.
 - Reviewed with no questions.
5. **Monthly Revenue and SOFE – All Active Funds 1 Month Glance 08312024**
 - This report will be 1 month activity, based on the month being reviewed.
 - Reviewed with no further questions.
6. **Statement of R&E with Budget – FY2023-2024 w/charts 08312024**
 - Updated to include a 6-month view at a glance.
 - Overall budget to actual good.
 - Report reviewed with no questions
7. **Credit Card Report July 2024 & August 2024**
 - July 2024: Collice will report back details re: IT Supplies \$7,343.54.
 - Report reviewed with no questions.

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- August 2024
 - Report reviewed with no questions

- 8. **23-24 HS-EHS Actual vs Budget w/Charts 08312024**
 - Individual funder reports will maintain 3-month glance.
 - Report reviewed with no questions.

- 9. **24-25 OPK-OPKPT Actual vs Budget w/Charts 08312024**
 - Two-month glance - OPK-OPKPT grant year began 7/1.
 - Report reviewed with no questions.

- 10. **24-25 ECEAP-Early ECEAP with Budget w/Charts 08312024**
 - Two-month glance – ECEAP/Early ECEAP grant year began 7/1.
 - Report reviewed with no questions.

- 11. **23-24 USDA – OR & WA 3 Month Glance 08312024**
 - Report reviewed with no questions.

Open Agenda:

- From Rich, documents are easy to read and trending appropriately. He liked Daniel's reporting suggestions.
- FY ends 11/30/2024. Collice is reviewing expenditures to determine balance of funds remaining.
- MCCC follows Office of Head Start FY 12/1-11/30
- Collice appreciates two Board members attending and participating in questions/answers.
- We continue to review staff positions/salaries.
- Question asked – can funds be carried over. It can be requested, but not always approved.

Meeting ended: 4:50pm

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