



**MINUTES Agenda – July 16, 2022-23**  
**District 5130 Budget and Finance Committee Meeting Agenda**  
**Zoom Meeting**

Chairperson:	Doug Johnson
Present:	Jennifer Strong, Tom Boylan, Jim O’Grady, Brad Mettam, Kristine Redko, Michael Murray, Carol Martin
Absent:	Dustin Littlefield
Guests:	Klark Swan
Recorder:	District Secretary Mary Crumley

Meeting began: 9:51am

<b>Agenda Item &amp; Presenter:</b>	<b>Topic</b>	<b>Conclusion/Action</b>	<b>Follow-up Responsible Person and Date</b>
Welcome	Call meeting to order/Welcome and introduction of guests		
Action Item 1. Financial Reports  <i>Carol Martin</i>	Review and approve financial reports: 1. Draft 6/30/22 financials 2. Accounts Receivable as of 6/30/22 3. 2022 RYLA Profit & Loss Summary and Details of as 6/30/22 4. 2022-2023 Budget (Strong) 5. 2022-2024 Budget discussion on reserves (Strong) Proposed to adopt and approve the budget with the adjustment of removing the \$25,000 and balance the budget.  Items pending:	Motion to approve amended district budget with the removal of \$25,000 reserve funds.  M. Michael Murray S. Tom Boylan Pass: 100%  Jennifer requested reserve expenditures of \$12,500. Motion approved to transfer \$12,500 from the general	This will be revisited after we know what is available in the General Reserves.

	<ol style="list-style-type: none"> <li>1. Pending 2021-22 dues from 4 clubs: Lakeport, Sonoma Sunrise, South Ukiah, Valley of the Moon</li> <li>2. Reconciliation of RYLA amount due at 6/30/2022 - \$1,087 – for storage &amp; prior balance. Recommend write off &amp; consider creating RYLA admin budget in future.</li> <li>3. RYLA 6/2022 event closeout. As of 6/30/22 \$15,300 receivable. As of 7/13/22 \$4,200 receivable. Eve Yeomans working to collect the remaining funds.</li> <li>4. Adjust DG Littlefield reserves repayment for pre-2021/22</li> <li>5. Review classifications on P&amp;L and prepare budget vs actual for 2021/22. Please DG-line review your columns by 7/31/22 so updates can be made if needed.</li> <li>6. Closeout for Grants for the year. Pending reports from Grant Chair.</li> <li>7. Western Safari - Youth Exchange: Pending Y/E accounting. Data conversion to QBO pending.</li> </ol> <p>Informational</p> <ol style="list-style-type: none"> <li>1. \$17K DC reservation fee (reserve budget) carry over to next year.</li> </ol>	<p>fund to the operating account. Funds to go to the club's branding and PI budget.</p> <p>M. Brad Mettam S. Michael Murray Pass: 100%</p> <p>Carol will add lines on the general ledger to show the district reserve available by category (Emergency, Loan and General funds)</p> <p>Carryover from a previous District Conference @ Santa Rosa Doubletree</p>	<p>PI district chairs (Cindy Denbo and Kristine Redko) will oversee the use of funds.</p> <p>The RYLA storage fee payment of \$1,087 write off will be revisited at our next BOD meeting as they currently show a 3,000 overage. Waiting on RYLA final numbers.</p> <p>Doug will follow-up to see how long we have to use these funds.</p>
<p>Information Item 2. Audit Committee</p> <p><i>Jennifer Strong</i></p>	<ol style="list-style-type: none"> <li>1. The Audit Committee needs to meet sometime between mid-August and before the second board meeting of the year to present the audit committee report. The Audit (Approval of APPs) folder under the Secretary Committee folders is <a href="#">here</a>. Since last year Rogers led it, it would be Spangler. DG to coordinate that with her.</li> </ol>	<p>Barb Spangler is the chair. Jennifer is waiting to hear back from Barb. Recommended we change the word 'audit' to 'financial review' as it is not an official audit.</p>	

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Meeting Adjourned : 11:07am

Approved

M: Michael Murray

S: Brad Mettam

Passed: 100%