

 **Agenda – July 15, 2023**

**District 5130 Budget and Finance Committee Meeting Agenda**

**Zoom Meeting**

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| Chairperson: |  Tom Boylan |
| Present: | Jennifer Strong, Jim O’Grady, Darrenn Patterson, Klark Swan, Carol Martin |
| Absent: | Dustin Littlefield, Kristine Redko, Michael Murray |
| Guests: | Barbara McChesney, Valerie Hulsey |
| Recorder: | District Secretary Mary Crumley  |

Meeting began: 9:36am

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| **Agenda Item & Presenterer:** | **Topic** | **Conclusion/Action** | **Follow-up****Responsible Person and Date** |
| Welcome | Call meeting to order/Welcome and introduction of guests |  |  |
|   |   |  |  |
| Action Item 1.Financial Reports*Carol Martin* | Review and approve financial reports:1. Draft 6/30/23 financials
2. Accounts Receivable as of 6/30/23 - 4 clubs owe for RYLA
3. Accounts Payable as of 6/30/23
4. Y/E activity for Q4 not included
5. 2023-2024 Budget (Boylan) (#2)
6. 2022-2023 Reserves discussion (Strong) needs to happen within 3 months of tax return.

Accounting Items pending:1. Grants Chair is preparing final Grants Report. See worksheets attached for: District Match Grants (#3) & Environmental Grants (#4).
2. PI & Branding Support Grants worksheet (#5).
3. RYLA 2023 – Net profit $5,185. Budget to Actual (#6) plus update report from RYLA Chair, Cassie Pitkin (#7)
4. Review classifications on P&L and prepare budget vs actual for 2022/23. Please DG-line review your columns by 7/31/23 so updates can be made if needed.
5. Western Safari - Youth Exchange: Pending Y/E accounting.

Informational1. Registry of Charitable Trusts situation update (#10)
2. Change in Payment Processor for DACdb registrations (#9)
 | M. Jennifer StrongS. Jim O’GradyPass: 100%YE 4th quarter not updated as of this meeting. RE: budget:* Consider raising the registration fee for Dist. Assembly to $65 to help offset budget deficit.
* Consider a sliding scale for D Conf refunds.

RE:Charitable Trusts: Carol has submitted info requested. Waiting to hear back. | Klark will assist Carol in getting YE financial information from YE Committee Carol requested a budget meeting with Tom, Jim and Kristine to review D Con budgetary expenses. |
| Action Item 2:*Tom Boylan* | RI Convention Bid invoice received from District 5150. See attached invoice & email from PDG Wulff Reinhold (#8) | This is for the site visit.Agreed to pay invoice  | Jim will speak with the chair to ask for more information, including if other invoices will follow. |
| Discussion Item 1  | Financial Oversight Committee (previously known as Audit Committee) Review meeting needs to be done before the next board meeting in October.Kathy Flamson to chair & schedule. | This is a process review with a 3 person team. | Follow up in Oct. |
| Discussion Item 2*Jennifer Strong**Jim O’Grady* | $17K DC reservation fee (reserve budget) - update. | Jim is working on holding a Peace Conference with 8 surrounding districts in Jan 24th-26th,2025 @ Doubletree in Rohnert Park He is looking for a chair. |  |
|   |  **Items for follow up at next meeting:** |  |  |
| **Item** |  | **Owner** |
| Registry of Charitable Trusts situation update (#10) |  | Carol Martin |
| RI Convention Bid invoice received from District 5150. See attached invoice & email from PDG Wulff Reinhold (#8) | Jim will speak with the chair to ask for more information, including if other invoices will follow | Jim O’Grady |
| Financial Oversight Committee (previously known as Audit Committee) Review meeting needs to be done before the next board meeting in October. |  | Kathy Flamson |
| Hold a budget meeting with Carol, Tom, Jim and perhaps Kristine to tweek the budget by line. |  | Carol Martin |

Meeting Adjourned: 10:47am

M: Jennifer Strong

S: Jim O’Grady

Passed: 100%