

SWWDB – FINANCE COMMITTEE MEETING

January 18, 2006

MINUTES

4:00 to 5:00 p.m.

Mr. Schraeder, Acting Chairperson

The SWWDB Finance Committee met on Wednesday, January 18, 2006 at The Monticello House in Monticello, WI. Attendance was as follows:

Members Present:	Mr. Tom Schraeder	Mr. Scott Stocker
	Ms. Shari Schaff	Ms. Tammie Engelke
	Ms. Judy Steinbicer	
Members Absent:	None	
Staff Present:	Ms. Annette Meudt	Ms. Stephanie Kerkenbush
Guests Present:	Mr. David Odahl, Wegner LLP	

1. **2004-05 Audit Presentation**

Mr. David Odahl, CPA, of Wegner LLP, CPAs & Consultants presented the SWWDB Audit report (**Enclosure 1**) for the fiscal year ending June 30, 2005. Mr. Odahl also reviewed the Management letter (**Enclosure 2**) which included the following recommendations for improvement:

1. Periodic Review of funds to ensure that expenses are reported correctly and reflect a positive balance.
2. Review internal control processes to prevent a negative cash balance due to grant awards based on a cost-reimbursement system.
3. Recommendation that a non-Board member with financial expertise be appointed to the Finance Committee.

Mr. Schraeder asked what the cash balance was and Mr. Odahl gave each member a Bank Reconciliation sheet (on file). Ms. Meudt stated that it was important to project the cash flow in an effort to prevent overdrafts. SWWDB does have a line of credit and may consider utilizing it. She also stated that Dr. Borremans is working on a policy for review by the Committee at the March 2006 meeting on usage of the line of credit. Most of the funding comes through direct deposit, however Title V does not and also Family Services does not. Ms. Schaff inquired on the purpose of having a financial consultant join the committee who is not a member of the board. Ms. Meudt stated that she would like to have a training done for the Finance Committee and anticipates that to take place in February or March 2006.

Enclosure 3 was presented as Management’s response to the Management Letter.

1. Effective December 1, the Director of Finance will implement a monthly monitoring review of each individual expense account to assure that negative expenses are a rare occurrence.
2. Management will recommend a policy for Finance Committee Review in March 2006.
3. A Balance Sheet will be given to Finance Committee Members beginning March 2006.

ENCLOSURE 4

A discussion will be held with Committee members on the recommendation for a non-Board member with financial expertise appointment to the Board.

Mr. Schraeder moved, and Ms. Schaff seconded the motion to approve the audit report.

Motion carried unanimously.

2. Review of Financial Statement for December 2005

The quarterly financial statements were presented for review and approval. **Enclosure 4** is the detailed report of expenditures and revenues for all grant sources through December 31, 2005. There was some turnover in staff for 2005, but we are currently fully staffed. SWWDB anticipates decreased funding for the fiscal year 2006-2007 due to Department of Labor funding going to assist Hurricane Katrina victims. SWWDB needs to generate business service income, so Amy Charles' position as Director of Business Services was proposed and approved by the Board. Title V was under spent in the last year, but SWWDB will be asking for more money in March. The info-lunches generate approximately \$400.00 per year. SWWDB did receive four additional grants: a \$150,000 OIC Connections Project grant in Beloit starting October 1, 2005 and ending September 30, 2006; \$2,000 from the state for staff credentialing; a \$2,500 grant for Baldrige Express; and \$10,500 as WIA incentive monies for exceeding/meeting performance measures. All of the leased contracts were renewed. Ms. Meudt stated that overall the financial status looks good, and it is better to be under spent than over spent. SWWDB still has \$79,000 that remains unallocated.

Ms. Schaff moved and Ms. Engelke seconded a motion to approve the SWWDB Financial Report. **Motion carried unanimously.**

3. Other Business

None.

4. Adjournment

The meeting adjourned at 4:50 p.m.