

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN
ADRC-CW

Finance Committee Minutes
Location: 607 North Sales Street, Merrill WI
October 9th, 2014

Finance Committee Members Present: Bill Miller, Larry Lebal, Terri Sersch, James Hampton

Absent:

Others Present: Steve Prell, Linda Weitz, Joanne Leonard

1. Call to order

Meeting called to order at 8:45 a.m. by Larry Lebal

2. Public Comments

None

3. Approval of Minutes

Motion to approve the September minutes by Bill Miller, second by James Hampton. Carried.

4. Review of Monthly Disbursement

Reviewed monthly check register. Committee had questions on various vendor checks. These questions were answered by Steve and Linda.

6. Review of Monthly Fiscal Report

Committee reviewed the monthly fiscal report. Bill asked how journal vouchers are reported. Steve explained that individual journal vouchers that increase or decrease overall expenditures are included on the monthly Pro Card report that is provided to the finance committee members. These expenses then would be part of the monthly fiscal report in the appropriate month. No other questions and looks reasonable subject to audit.

7. Review DRAFT Pro Card policy

Linda explained that the management team is looking for advice on the draft of the Pro Card policy. Committee reviewed the draft and suggested some changes to the policy. These changes will be made and the management team will finalize the policy.

8. Future Agenda Items

Reserves policy; Tax Levy policy

9. Adjourn

Motion made to adjourn by James Hampton, second by Terri Sersch. Carried. Meeting adjourned at 9:12.