

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN
ADRC-CW

Finance Committee Minutes

Location: 300 S Peach Ave Suite 1 Marshfield, WI

July 9th, 2015

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

Absent: Bill Miller

Others Present: Steve Prell, Linda Weitz, Joanne Leonard

1. Call to order

Meeting called to order at 8:50a.m. by Larry Lebal

2. Public Comments

None

3. Approval of Minutes

Motion to approve the May minutes by James Hampton, second by Terri Sersch. Carried.

4. Review of Monthly Fiscal Report

Reviewed monthly fiscal report. Steve explained the format of the report and the year to date percent information on the report. Since most of our revenue is on a reimbursement basis the YTD percent for revenue will always be low until the end of the year.

5. Review Monthly Disbursements

The Committee reviewed the check register and Pro Card purchases. Question about the Frontier check #665838. There was a question about the various phone charges from Frontier and which phone companies provide service in each office. This information will be provided at the next Finance Committee meeting. Question about checks #666629 and #666670 – these are rent payments made for our nutrition sites in Antigo and White Lake.

6. 2014 Audit Update -

Steve provided an update to the Committee - the auditors will be on site July 21st and 22nd. Prior to that we will be providing various documents as requested. Steve will ask about the next steps the Finance Committee could take regarding the Fraud Risk Evaluation finding from previous audits.

7. 2016 Budget Update

Steve briefly explained the process we take to build our budget. At this point we have not received any information on the timeline but Steve anticipates we will receive that information soon.

8. Future Agenda Items

Draft of 2014 audit including fraud risk assessment discussion

9. Adjourn

Motion made to adjourn by James Hampton, second by Terri Sersch. Carried. Meeting adjourned at 9:15.