**DRC FINANCE COMMITTEE MEETING AGENDA**

**MAY 11, 2023**

**4:00-5:00pm**

**MEMBERS:** Alicia Varvaro (Chair), Diane Perry, Jennifer Miller, Jody Surhbier, Deborah Jayne

**Present: Jennifer Miller, Jody Surhbier, Deborah Jayne, (Chaired today for Alicia)**

**Absent: Diane Perry, Alicia Varvaro**

**AGENDA/MINUTES**

1. **Review action items from last meeting February 9,2023: Deborah**
   1. Alicia met with Jennifer on 04/14/2023 for quarterly spontaneous records review. She reviewed and audited a random sample of line items in Accounts Payable, Credit Card items, and Accounts Receivable. All supporting documentation was reviewed for each item as well. Next review will be in July.
   2. At this same meeting, Alicia provided Jennifer all receipts from deposits into Board Discretionary Account, and receipts to support the reimbursement of funds written from the account to board members.
   3. Also discussed was preparation of tax filing. All documentation has been provided to Candace Wood CPA. While Candace automatically files extensions for all Non-Profits, Jennifer did request filing be completed by May 15th.
2. **Board Discretionary Fund Update: Per Alicia**
   1. We have received all Board Members’ contributions for FY 2023.
3. **Review Q1 & Q2 Budget/Financial Dashboard: Jody**
   1. Jody reported that both the statement of activity and position report are now in alignment and back in the black since last report due to money owed being received.
4. **Any other Business from Finance Committee Members:** **All**
   1. Jody opened a discussion of maximizing the auditing and review schedule to provide a more standardized schedule across time and to allow for budget planning accordingly. Jennifer and Deborah agreed this sounded like an appropriate plan to consider. Her recommendation would be to follow a pattern beginning with the last full audit completed in 2022 on FY 2021 by Martha; 2 years later in 2024 Candace would do a review of finance practices from year 2023; 2 years later Martha would complete a full audit in 2025 of year 2024.
   2. **ACTION: Jody will prepare a formal proposal for the August Finance Committee meeting outlining the details of the audit process going forward.**

**Meeting Adjourned 4:40pm**

**Respectfully Submitted,**

**Deborah Jayne**

**Board President**

**Dispute Resolution Center**