



SMRPD's Mission Statement - "To promote community well being through programs and activities that protect, preserve and enrich the canyons' heritage, open space and unique way of life."

P.O. Box 8, Silverado California 92676 • www.smrpd.org

**SMRPD FINANCE COMMITTEE MEETING
Tuesday, July 12th, 2022 at 2:00 pm
Silverado Community Center
27641 Silverado Canyon Road**

Committee Members

Isabell Kerins: President
Michele Conklin: Treasurer
Jessie Bullis: Director

Staff

Stephanie Dodge: Bookkeeper
JoMarie Varela: Administrator

AGENDA

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. OLD BUSINESS/DISCUSSION**
 - a. Financials Updates – Stephanie
 - b. Audit - Stephanie
 - c. Financial Task Calendar - Isabell
 - d. Treasurer's and Bookkeeper's Guides- Isabell and Stephanie
 - e. SCC financial and reporting updates – Isabell and Stephanie
 - f. QuickBooks Update - Stephanie
 - i. OneDrive QB Backup Update
- IV. NEW BUSINESS**
 - a. Review 2021/2022 Year End Numbers and 2022/2023 Budget - Isabell
 - b. SCC
 - i. Purchasing Procedure update – Isabell
 - ii. Tax exempt status - Stephanie
 - a. Private Event Signage debit card purchase – Increase Administrator's debit card limit discussion
 - b. Vendor insurance certificates
- V. PUBLIC COMMENTS**
- VI. BOARD COMMENTS**
- VII. ADJOURNMENT**

The next regular meeting of the SMRPD Finance Committee will be Tuesday, August 9th at 2 PM at the Silverado Community Center.