



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, June 14th, 2022 at 3:30 pm

Silverado Community Center

27641 Silverado Canyon Road

Committee Members

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

Staff

Stephanie Dodge: Bookkeeper
JoMarie Varela: Administrator

MINUTES

PUBLIC COMMENTS: A person wishing to comment on an Agenda item should wait for the President to request comments and then unmute his or her phone, ask to make a comment, and wait for the President to recognize him/her. You have three (3) minutes to complete those comments, unless a longer time is granted. No speaker may allot his or her time to others.

Comments on Agenda items: Comments concerning matters on the Agenda will be heard at the time the matter is considered.

Comments on non-Agenda items: Comments concerning matters not on the Agenda will be heard during the Public Comment section of the Agenda. A speaker's comments should be within the subject matter jurisdiction of the SMRPD.

Please note that if you are addressing the Board on items not on the Agenda, the Brown Act does not allow Board discussion of such items because they are not on the Agenda and thus were not noticed publicly. Therefore, the Board may only do the following: refer the matter to staff, ask for additional information or request a report back, or give a very limited factual response. Your comments may be placed on the Agenda for future discussion. Non-Agenda comments are limited to 3 minutes each with a total of 15 minutes.

- I. **CALL TO ORDER** - Meeting was called to order at 3:31 PM and was held in person.
- II. **ROLL CALL** - Director Kerins, and Director Conklin were present in person at the Silverado Community Center. Director Bullis was not present. Staff included Stephanie Dodge and Jo Marie Varela.
- III. **NEW BUSINESS**
 - a. Financials Updates – Stephanie

Public Comments:

Stephanie Dodge: Inquired if she needed to change the post dates for March and April for Silverado Children's Center financials. Confirmed that she would make the updates to financials immediately.

Board Comments:

Director Kerins: Requested that Stephanie update the March and April posting dates as soon as possible so that May financials count be rerun and all three could be finalized and presented to the Board for approval.

Director Conklin: Confirmed that since March and April have not been corrected, May financials cannot be correct since May references the prior months.

- b. QuickBooks Online Update - Stephanie

Public Comments:

Stephanie Dodge: Confirmed that she is only using a desktop version of QuickBooks since the online version is \$129 per month per entity. Confirmed that she is backing up the QuickBooks data with every program use on a hard drive.

Stephanie Dodge: Advised that she will send the Administrator the chart of accounts but did have a few questions related to the travel expense accounts.

Board Comments:

Director Kerins: Requested that Stephanie write back up procedures as soon as possible and noted that QuickBooks data should be saved to OneDrive.

Director Conklin: Noted that she prefers we keep the QuickBooks data separate, possibly in a drop box due to the size limitations of OneDrive.

Director Kerins: Noted that we can update the space on the SMRPD oneDrive with the Administrator debit card.

Director Kerins: Requested that Stephanie export the database so that the best backup procedures can be developed and implemented.

Director Kerins: Requested that Stephanie send the chart of accounts to all of the Board members, as well as the Administrator.

c. Treasurer's Guide - Isabell

Board Comments:

Director Kerins: Noted that she has been updating the treasurer's guide and will upload it to OneDrive once completed.

d. Bookkeeper's Guide - Isabell

Public Comments:

Stephanie Dodge: Noted that now that the auditors have all of their requested documents, she will focus on creating the Bookkeeper's guide.

Board Comments:

Director Kerins: Requested that Stephanie start the bookkeepers guide since these were noted as needed as part of a recent risk assessment.

e. SCC financial and reporting updates - Isabell

Public Comments:

Stephanie Dodge: Confirmed that she will print off a monthly tuition billing report and have it signed off by a Board member.

Board Comments:

Director Kerins: Advised that Laurie confirmed that she will finish her part of the financial procedure and requested that Stephanie completed this for SCC and SMRPD since the auditor's risk assessment item required this and to ensure that proper checks and balances were in place. Also, noted that for tuition, we will need a report that requires a Board member sign off to ensure that at least one Board member has eyes on anything financial.

Director Kerins: Requested that Laurie sign off on the monthly tuition report first, then a Board members signature and then the document should go into the records.

Director Conklin: Confirmed that an electronic signature should suffice.

f. Audit - Isabell

Public Comments:

Stephanie Dodge: Advised that the auditor has all requested information but that there are still many accounts with credits and balances that the auditor has questions on.

Board Comments:

Director Kerins: Noted that the Board already voted on what would happen with the credits and balances in June 2021 and asked that Stephanie confirm with Laurie and check in Procure since all of those should have been addressed and letters sent. Noted that these credits are due to when Covid hit and the school closed half way through the month so there was some credits that were issued. It was decided that no refunds were issued, but students that returned received credits on their first month back. For the few families that did not come back, Laurie sent letters.

Director Conklin: Inquired if we should check with our insurance carrier because many colleges did the same thing and the colleges published in the local papers regarding the credits.

Director Kerins: Advised that final forfeiture letters were already sent to the families.

Director Kerins: Requested that for auditing purposes, we need to summarize what was done for each situation and that the auditor will likely need these descriptions before the audit can be completed.

- g. Updated Debit Cards Policy and Procedures - Isabell

Public Comments:

Stephanie Dodge: Inquired if we needed original receipts or copies.

Board Comments:

Director Kerins: Presented a new debit card procedure for review to ensure all charges are reviewed. Procedure includes that once a statement comes in, the account holder should write the corresponding accounts on the statement, and then a Board Member should sign off before book keeper adds to the books to ensure all charges are authorized.

Director Conklin: Noted that we already approved this policy for money that was already in the account and that we are just updating the same policy for approving the debit card charges.

Director Conklin: Noted that we should add that a copy of all receipts should be provided as a part of the policy.

Director Kerins: Confirmed that receipts are a good idea and copies would be acceptable. Originals can be kept by cardholder for future use.

IV. OLD BUSINESS/DISCUSSION

- a. Financial Task Calendar - Isabell

Board Comments:

Director Kerins: Advised that the SCC calendar is needed so that we can blend with SMRPD calendar and have a master.

Director Conklin: Advised that the Bookkeepers Guide needs to be submitted by July 1st.

- V. ADJOURNMENT** – Meeting was adjourned at 4:04 PM

The next regular meeting of the SMRPD Finance Committee will be Tuesday, July 12th at 2 PM at the Silverado Community Center.