



*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](http://www.smrpd.org)

## SMRPD FINANCE COMMITTEE MEETING

Tuesday, Sept 19<sup>th</sup> 2023 at 2 PM  
Silverado Community Center  
27641 Silverado Canyon Road

### Committee Members

**Michele Conklin:** Chair  
**Brittney Kuhn:** Treasurer

### Staff

**Brad Yochum:** Bookkeeper  
**JoMarie Varela:** Administrator

## AGENDA

**NOTE: MEETINGS WILL BE HELD IN PERSON AND BY ZOOM, IF POSSIBLE, UNTIL FURTHER NOTICE**

[ZOOM LINK](#) - Best efforts will be made to accommodate Zoom meeting, however meeting will continue in person if Zoom is unavailable.

**PUBLIC COMMENTS:** A person wishing to comment on an Agenda item should wait for the chairperson to request comments and then unmute his or her phone, ask to make a comment, and wait for the chairperson 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

### II. ROLL CALL

### III. NEW BUSINESS

- a. Finalize commission calendar
- b. QB Cure procedure set up
  - a. Mail access, keys, etc
  - b. Best practices for invoice approvals, checks signed and mailed timely
    - i. Discuss Bill.com as an option
- c. Capri Final Payment Report – due 8/30/2023 – update
  - a. [Fillable report](#)
- d. Public Record Request 7/27/23 - [california@openthebooks.com](mailto:california@openthebooks.com) – update
- e. Discuss procedure needed to open Capital One credit cards to replace debit cards issued to SMRPD staff
- f. OC Auditor Controller request - audited financial statements for FY21/22 for Silverado Modjeska
- g. Audit 2021/2022
  - a. Review suggestions from auditor
  - b. Further discussion regarding what constitutes a bank reconciliation under the auditor standards
  - c. Need electronic copy of audit for website posting
- h. SCC - ProCare Specific Summary Report – Aug Tuition Report - Laurie Briggs
- i. ProCare/Quickbooks merge update – Laurie Briggs and Ania Behm
- j. Sept Calendar Item: Begin 2022/2023 audit preparation
- k. June- end of Fiscal year (June calendar item)

**IV. OLD BUSINESS/DISCUSSION**

- a. Financials – Brad
  - i. SMRPD
    - a. Aug Financials
  - ii. SCC
    - a. Aug Financials
- b. Financial Task Calendar – Brad
- c. [Bookkeepers Guide Update](#)

**V. PUBLIC COMMENTS**

**VI. BOARD COMMENTS**

**VII. ADJOURNMENT**

The next regular meeting of the SMRPD Finance Committee will be October 17<sup>h</sup> at 2 PM at the Silverado Community Center.

It is the intent of the Silverado Modjeska Recreation and Park District to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the Silverado Modjeska Recreation and Park District will attempt to accommodate you in every reasonable manner. Please contact the District President at (949) 887-1910, at least 48 hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible. Please advise us at that time if you will need accommodations to attend or participate in this meeting.