



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, December 19th 2023 at 2 PM
Silverado Community Center
27641 Silverado Canyon Road

Committee Members

Michele Conklin:

Ted Wright:

Chair

Treasurer

Staff

Brad Yochum:

JoMarie Varela:

Bookkeeper

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. SCC - ProCare Specific Summary Report – Nov Tuition Report - Laurie Briggs
- b. California State Social Security Administrator request
 - a. [Request](#)
- c. Thanksgiving Potluck [Reimbursement Request](#)
 - a. \$506.04 total requested (\$300 pre approved)
- d. Dec Calendar Item
 - a. All Board Members to complete [Annual Certification for Fiscal Year Certificate of Prohibited Interest Government Code Section 1094](#) per the Auditor-Controller's request
 - b. Elect officers for next year – Position updates
- e. State Controller's Financial Transaction request
- f. Social Security – Annual Information request

IV. **OLD BUSINESS/DISCUSSION**

- a. Oct Calendar item:
 - a. Compensation report due to State Controller
- b. QB Cure procedure set up
 - a. Changeover to QuickBooks online – update
 - b. ProCare/QuickBooks merge – update
 - c. Implementation of Bill.com – Discussion of how our processes for using this
- c. Bank of America credit cards to replace debit cards issued to SMRPD staff – update

- d. Financials – Brad
 - i. Corrected financial reports for Oct (?)
 - ii. SMRPD
 - a. [Nov Financials](#)
 - iii. SCC
 - a. [Nov Financials](#)
- e. Financial Task Calendar – Brad
- f. Sept Calendar Item: Begin 2022/2023 audit preparation
- g. [Bookkeepers Guide Update](#)

V. PUBLIC COMMENTS

VI. BOARD COMMENTS

VII. ADJOURNMENT

The next regular meeting of the SMRPD Finance Committee will be January 16th 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.