

**Boys & Girls Club of Chaffee County (BGCCC)**  
**Minutes of the Finance Committee**  
**July 20, 2022**

Attendees: Finance Committee Chair Jan Schmidt, Committee Members Gloria Broudy, Irv Broudy, Kristen Hussey and Staff Member Austin Taylor.

1. Greetings / Call to Order

The meeting was held at the Salida club and started at approximately 1:10 pm.

2. Approval of Minutes from June meeting

Irv made a motion to approve the minutes and Gloria seconded the motion. Minutes were unanimously approved.

3. June (fiscal year end) Financial Statements

Austin provided highlights of the preliminary fiscal 21-22 financial statements. There was a discussion of cash balances. A correction is needed for the investments and more of the cash balance needed to be moved to a restricted classification on the balance sheet. It was also noted that some dates in the memo needed to be updated (June vs May and '22 vs. '21). Austin said some clean up of accounts was needed before the audit. He already reclassified fixed assets and recorded depreciation expense. Kirsten asked why there was a negative balance in the Payroll Liabilities (account 2100). Austin said this was the payment for payroll taxes and should be netted against the Accrued Payroll & Taxes (account 2121). Jan asked about pledges that were possibly uncollectible. Austin said he may write off one receivable and record a reserve against another. Irv asked how much was left to collect for Salida and Austin said he would prepare a list. Austin was also asked to draft a follow up letter for Brian instead of assuming the questionable receivable was simply not collectible because of the donor's personal situation.

During the discussion of revenue, Austin said he purchased Square readers to collect daily fees. These readers will also be used at the gala. He said some of the expected foundation revenue was collected in July. When the revenue recognition timing was discussed, he said he would research the terms and determine if the money should be a receivable as of the end of the fiscal year.

The new IT firm – eComputer Tech - was briefly discussed. Austin has been very happy with them.

Upon further discussion of the cash and investments, it was decided that it would be easier to manage balances with separate Fidelity accounts and to have the Investment Committee report on the calendar year instead of the fiscal year.

It was also noted that the Phase I capital campaign report included pledges for the Buena Vista facility.

Irv brought up a suggestion to recognize committee members, similar to how the Sunrise Rotary Club does at its annual changing of the guard party.

**ACTION ITEM:** Austin will prepare a list of pledges receivable for the Salida vs. Buena Vista facility.

**ACTION ITEM:** Austin will draft a follow up letter on pledges receivable for Brian's review and signature.

**ACTION ITEM:** Austin will look up the terms of grants to determine what, if any, amounts need to be booked as revenue and receivable at the end of the fiscal year.

ACTION ITEM: Austin will reclassify costs paid for travel that has not yet taken place from an operating expense to a prepaid expense.

#### 4. Long-range Financial Planning / Reserve Needed

Austin said that \$30k still seems like an adequate amount for the capital reserve. He also updated the committee on the status of cost estimates for various maintenance items.

ACTION ITEM: Austin and Brian will continue to gather cost estimates for long-range capital needs.

ACTION ITEM: Austin will reclassify \$30,000 of the cash balance as of June 30, 2022 as board designated for these future capital needs.

#### 5. Finance Department Update

Austin covered some of the department updates during the discussion of June financial statements. He said that audit field work was scheduled for late September and he would provide the PBC's ("Prepared By Client" documents) in August.

#### 6. Updates / Follow Up / Old Business - Due to Time constraints, the following bulleted items included in the meeting agenda were not discussed.

- Key Metrics
- Endowment Marketing
- Auditor Transition
- IT Provider
- Staffing
- Policies & Procedures

#### 7. Wrap Up / Next Meetings

- August 17
- September 21 (might cancel because Jan will be gone)
- October 19
- November 16
- December 21

The meeting concluded at approximately 3:30 pm. The next meeting will be August 17 at 1:00 pm.

Minutes submitted by Jan Schmidt