

**BGCCC  
Finance Committee Minutes  
December 13, 2023**

<b>Attendance:</b>	<b>Present</b>	<b>Regrets</b>
Jan Schmidt – Committee Chair	x	
Gwen Allen – Board Chair		x
JoAnn Guattery		x
Kristen Hussey	x	
Chas Weaver		x
Staff:		
Brian Beaulieu	x	
Alison Ramsey	x	

**Greetings / Call to Order** – The meeting started at 9am. A prospective new committee member Diane Cannella was introduced. With the resignation of Gloria and Irv Broudy, the committee now consists of four members. Only two committee members were in attendance and a quorum was not established.

**Approval of last meeting minutes** – Deferred until the next meeting because a quorum was not present.

**Reports** – Alison led a discussion about the scheduled reports and noted a several things that she is still reviewing and correcting in QuickBooks and supporting documents.

1. Monthly Financial Statements / Budget Tracking – The memo prepared by Alison provided a good recap of the overall financial picture and major budget variances. Actuals are tracking more favorable than budgeted; no concerns about the operating finances. Kristen noted a \$2,500 correction needed in the budget column.

**ACTION ITEM:** Alison will continue cleaning up the classification of cash accounts on the balance sheet; she will confirm the budget line item error and revise the budget in QuickBooks for the next monthly report.

2. BV Capital Campaign (BVCC) Report – Alison said that some BV pledges may be missing from the report. The \$500k contributed by Chaffee County DHS did not appear to be included. The calculated balance in the BVCC account (contributions collected less expenses paid) does not equal the amounts held in the Fidelity and TBK BVCC accounts.

**ACTION ITEM:** Alison is continuing to research and resolve discrepancies in the BVCC report and restricted cash balances.

3. Salida Capital Campaign (SCC) Report & Close-out Process – Alison presented the final accounting for the funds raised and spent on the SCC. The final net shortfall for the SCC is insignificant compared to the project budget - \$2,237 (0.13%). The SCC is now considered closed out with the exception of a few pledges receivable, the loan balance and restricted cash remaining to pay the balance. However, the cash balance in bank accounts designated for the SCC does not match the recalculated amount of the amount it should be (cash collected less costs paid). Alison needs to make transfers to true up the restricted cash balance now that she’s calculated what the amount should be.

The status of pledges receivable was discussed. Some reminders about payments due had not been made timely and a few discrepancies are being worked through with donors. Brian is now following up and believes most, if not all, amounts still on the books as receivables are collectible.

The interest on the Salida facility loan is 2.79% and the Fidelity money market accounts are currently paying approximately 5%. Committee members were in favor of keeping the cash in an account earning a higher interest rate than the loan interest expense.

Additional capital improvements are still planned, but these costs will be paid from either the capital reserve established at the end of the previous fiscal year or the regular budget. Brian thinks the costs may be \$50k next year. Additional work is needed to establish a long-term capital plan going forward and set aside reserves from the operating surplus for this purpose.

**ACTION ITEM:** Brian and Alison will work on billing / follow up communication for outstanding pledges coming due until fully collected (or deemed uncollectible and written off).

**ACTION ITEM:** Alison will check the loan document to see if cash needs to remain at Collegiate Peaks Bank and if interest earned exceeds the interest rate on the loan.

**ACTION ITEM:** Alison will make cash transfers to true up the amount that should be remaining as restricted cash for the SCC.

**ACTION ITEM:** Alison and the committee will develop a long-term capital improvement plan for the organization.

### **Old Business / Follow up on Action Items**

Bad Debt allowance for end of FY 23 fiscal year – The status of pledges receivable was further discussed and Alison updated committee members on her discussion with the auditor about establishing an allowance for bad debts.

**ACTION ITEM:** Alison will provide the estimate of \$15,000 to the auditor for a bad debt allowance as of June 30, 2023.

### **New Business**

- 1) Discussion of reporting cash & investments – Topic was covered in general terms throughout the discussion of the balance sheet cleanup Alison has been doing.
- 2) Audit and Annual Report Update – Alison has been working with Shannon to provide additional information to finalize the fiscal 2023 annual report.
- 3) Investment Committee update – Jan and Kristen are both on this committee and a very brief update was made.
- 4) Gift Acceptance Policy Revisions – At the recommendation of the Investment Committee, the board will be asked to revise the policy to immediately sell donated stock unless there is a Board-approved exception.
- 5) BGA Finance Committee Charter template – The committee will be asked to compare to our historic practices and the bullet point description included in the “Board Committee” document to the sample charter template provided by BGA and draft a BGCCC policy for approval by the Board.
- 6) Committee Member changes – Diane expressed thoughts and questions and will follow up to let Brian and Jan know if she wants to be considered for appointment to the Committee. Helen Walser has also expressed interest in joining.
- 7) Finance Department Update – No other items not already covered above were discussed.

### **Wrap Up / Next Meetings**

- Next Meetings: January 17 at 1:00PM; February to be rescheduled