



FINANCE/AUDIT COMMITTEE MEETING MINUTES
Monday, April 20, 2009 at 4 p.m.
15506 County Line Road
Spring Hill, FL 34610

Committee Members Present: Sister Roberta Bailey, Dr. Burt Harres

Committee Members Excused: Susan Arnett

Committee Members Present via Phone: Curt Bromund, Elizabeth Callaghan

Staff Present: Jim Farrelly, Ramute “Jak” Jakubauskas, Maryrose Wersan

Others Present: Tammy Massey, Non Profit Technology

I. Welcome and Call to Order - Ms. Maryrose Wersan

In the absence of a Chair, Fiscal Manager Ms. Maryrose Wersan called the meeting of the Finance/Audit Committees to order at 4:05 p.m. Roll call and introductions were made.

Ms. Wersan requested a motion to adopt the agenda. Dr. Harres moved to adopt the agenda and Sister Roberta seconded. All were in favor with no abstentions and the motion carried.

Ms. Wersan requested a motion to approve the minutes of the March 16, 2009 Finance/Audit Committee Meeting. Dr. Harres moved to approve the minutes and Ms. Callaghan seconded. All were in favor with no abstentions and the motion carried.

II. Review/Approval of Policies:

- **Procurement Policy – 1st Reading**
- **Disposition of Stale Checks – 1st Reading (page 30)**
- **Close Out of Federal Awards – 1st Reading (page 50)**

Ms. Wersan informed the Committee that many of these policies were amended to comply with our completed financial monitorings. The Procurement Policy required updated statute information as did the Stale Check policy, found on page 30 of the Finance & Accounting Policies Manual as well as the Close out of Federal Awards policy found on page 50 of the manual.

Last year’s Independent Audit required certain close out policies and procedures to be in place regarding each federal award; a template was provided by the auditing firm of Williams, McCranie, Wardlow and Cash, P.A. Ms. Wersan has customized it for our Coalition, detailing what needs to be reconciled each year by June 30. These policies are

being submitted for a first reading. They will be brought back to the Committee for a second reading in May.

III. Approval on Safeguarding Coalition Funding

Ms. Wersan informed the Committee that she has been in communication with SunTrust regarding the Coalition's sweep account. She received an application to change the Coalition's sweep account to have investments within the Ridgeworth Institutional Government Money Market Mutual Fund. Ms. Wersan recommends having the Coalition sweep its funds into this account and requested a motion.

Ms. Callaghan moved that the Coalition move forward with the sweep and Sister Roberta seconded. All were in favor with no abstentions and the motion carried. This recommendation will be discussed at the April Board meeting. Once approved, Mr. Farrelly will then sign the necessary documents.

IV. Review/Approval FY 2008-2009 Audit Quote

Ms. Wersan reported that the Coalition received a quote from Williams, McCranie, Wardlow and Cash, P.A., at a rate not to exceed \$15,000 which will also include preparing the Form 990. Procurement is not required. This proposed expenditure is well within the budget. The Coalition will be billed quarterly with the first progressive billing received in October.

Dr. Harres made a motion to approve the quote from Williams, McCranie, Wardlow and Cash, P.A. for FY 2009 and Ms. Callaghan seconded. All were in favor with no abstentions and the motion carried. This recommendation will be brought to the April Board meeting for discussion.

V. Recommendation/Approval of Upgraded Financial Accounting Software

Mr. Farrelly informed the Committee one of the major components to the transition from services provided by CDS to Coalition based services effective July 1st will be to ensure that our providers are reimbursed \$25 million annually. He stated the selection of a financial software package is crucial. Currently the Coalition is using QuickBooks. While it is fine for now, different software packages have been researched and we have discovered that many of the other Coalitions are successfully using SAGE financial software.

Ms. Wersan has discovered that 11 out of 31 Coalitions are now using SAGE MIP, having switched from QuickBooks or Peachtree. And, the majority of these Coalitions have services in-house. SAGE MIP offers room for growth including the purchase of a payroll module. Ms. Wersan reported that currently staff must do multiple data entries for provider reimbursements, but SAGE MIP interfaces with EFS. It can also track multiple grant accounts and have a complete audit trail. There are security levels that limit users to certain

areas of the database. SAGE MIP supports Gazelle for providers' attendance records which can be tracked online. It can run a variety of reports quickly and also has the capacity to store unlimited history which QuickBooks does not, (limited to three (3) years.)

Ms. Wersan explained that a quote for \$22,285 was received and includes the software, on-site training, installation, data imports and an evaluation of the Coalition's current software structure. Ms. Wersan recommends approving the purchase of the SAGE MIP software. Mr. Farrelly explained that his timeline would be to bring SAGE MIP in at the beginning of the first quarter and have it up and running by October 1, 2009. QuickBooks will have to be upgraded, at a small fee, to handle the volume for the beginning of the transition. Mr. Bromund stated that CDS has worked with the SAGE MIP software and it has excellent reporting functions.

Dr. Harres moved to approve the purchase of the SAGE MIP software. Ms. Callaghan inquired if Ms. Wersan had asked Mr. Wardlow if he had clients currently using this software. Ms. Wersan replied that she had and Mr. Wardlow had heard the software was "top notch" but he has no clients using it. Ms. Callaghan also inquired as to where these funds would be coming from. Ms. Wersan informed the Committee that the funds to purchase the software would come from a re-obligation request to assist with our transition. Mr. Farrelly remarked that the cost of the software was included within his estimate for the transfer responsibilities and is within the budgetary plan.

Dr. Harres moved to approve the purchase of the SAGE MIP software. All were in favor with no abstentions and the motion carried. This recommendation will be discussed at the April Board meeting.

VI. New Items

Ms. Wersan stated the Coalition has received the annual renewal for Workers Compensation from Roe Insurance. The invoice is in the amount of \$5,200, but will be billed monthly.

Ms. Callaghan made a motion to approve the \$5,200 annual renewal for workers compensation insurance and Dr. Harres seconded the motion. All were in favor with no abstentions and the motion carried. This recommendation will be discussed at the April Board meeting.

Mr. Farrelly informed the Committee that the Coalition had received \$722,000 from the Federal Stimulus package. There are no specific details as of yet other than 80% is restricted for direct services for children. These funds are not recurring. A special meeting of the Program Committee may be held for spending ideas and priorities prior to the May Board meeting.

VII. Public Input

None.

VIII. Adjournment

Sister Roberta moved to adjourn the Finance/Audit Committee meeting at 4:40 p.m. Ms. Wersan asked the Committee to place May 19, 2009 at 4 p.m. on their calendars for the next Committee Meeting.

Dr. Harres seconded the motion to adjourn. All were in favor and the motion carried.

Respectfully submitted by,

Ramute "Jak" Jakubauskas,
Administrative Assistant