



FINANCE/AUDIT COMMITTEE MEETING MINUTES
Wednesday, October 20, 2010 at 4:00 p.m.
15506 County Line Road
Spring Hill, FL 34610

Committee Members Present: Elizabeth Callaghan, Chair; Jim Cook

Committee Members Present via Phone: Susan Arnett, Bonnie Clark, Debora Martoccio

Committee Members Excused: Pat Mulieri

Staff Present: Jim Farrelly, Ramute “Jak” Jakubauskas, Betsy Kier

Guests Present: Sonya Bosanko, ELC of the Nature Coast

I. Welcome and Call to Order – Ms. Elizabeth Callaghan, Chair

Ms. Callaghan called the meeting of the Finance/Audit Committee to order at 4:02 p.m. Introductions were made. Ms. Callaghan requested a motion to approve the Draft Minutes from the September 15, 2010 meeting. Mr. Cook so moved and Ms. Clark seconded the motion. All were in favor with no abstentions and the motion carried.

II. Update, Initiatives of Financial Consultant – Ms. Sonya Bosanko

Mr. Farrelly introduced Ms. Sonya Bosanko, Executive Director of the Early Learning Coalition of the Nature Coast which serves five (5) counties. Mr. Farrelly informed the Committee that several weeks ago, during a telephone call with Dr. Birken of OEL, Dr. Birken offered this Coalition assistance in the interim of finding a replacement Finance Director. A suggestion was made to contact Ms. Bosanko who is also the Finance Director at the ELC of the Nature Coast.

Mr. Farrelly stated that Ms. Bosanko will update the Committee on two (2) items. The first is that with Ms. Bosanko’s assistance, the Coalition is in the process of preparing for its annual audit and Mr. Farrelly informed the Committee that during Ms. Bosanko’s ten (10) years with the Nature Coast, she has never had an audit finding. Secondly, the Coalition is preparing the processes and procedures of the Financial Director’s office so that no preparations will be required by the new Finance Director, once appointed.

Ms. Bosanko stated she has reviewed 85% of all of the financial records which were extremely well documented and the physical records are also in good order. In reviewing these records and the Coalition’s financial accounting system, it has become apparent to Ms. Bosanko that when the system was originally developed, it may not have been developed by someone with a full understanding of accounting. Ms. Bosanko feels the

best case scenario is to move away from this system and to begin a brand new system that will have the Coalition in compliance with all state and federal rules and regulations. It will also be easier for the independent auditor and the state auditors to review documents as well as revenues and expenses that are booked into the new system.

Ms. Bosanko is currently designing the system and entering all of the FY 2009-10 records, in preparation of the audit, and is approximately 85% complete. She has been in contact with Mr. Rob Wardlow and has requested a deadline of November 30, 2010 to have the records ready for audit. Mr. Wardlow has agreed to this deadline. Ms. Bosanko stated she believes the Coalition will have a clean audit that will be presented to the Board sometime in December or January by Mr. Wardlow.

Ms. Bosanko stated she feels very confident in the records that she has had access to and Coalition staff has been diligent in documenting everything that has occurred in FY 2009-10. She does not anticipate any major issues and will keep the Committee updated.

Mr. Cook inquired if the state specifies what type of accounting system should be used. Ms. Bosanko replied that each Coalition has a different system. She informed the Committee that the system she is utilizing takes into consideration that two (2) major parties will be reviewing the records – the auditor and the state. Within the QuickBooks accounting system, Ms. Bosanko has found a way to please both parties.

Ms. Callaghan inquired if Ms. Bosanko is familiar with the SAGE software system. Ms. Bosanko replied no, but is excited about the possibility of being a part of the initial process. The Nature Coast Coalition has researched SAGE for their own future use. She believes the transition to SAGE will not be difficult.

Ms. Callaghan suggested Mr. Farrelly place Ms. Bosanko on the interview team for the new Finance Director's position.

III. Bank Account(s) Update

Mr. Farrelly stated there is no update at this time as no additional research has been accomplished. More information will be provided at the November Finance Committee meeting.

Ms. Arnett questioned if there had been any feedback on Ms. Hammond's comment at the last Board meeting referring to not paying fees on the bank account. Mr. Farrelly stated no, it usually takes months for OEL to question fees submitted for reimbursement. If the fees are disallowed, the Board will have to determine at that time what action to take.

IV. Discussion, Next Meeting Date on November 10, 2010 at 4:00 p.m.

The Committee agreed their next meeting date will be Wednesday, November 10, 2010 at 4 p.m.

V. Public Input

None.

VI. Adjournment

Ms. Callaghan requested a motion to adjourn the Finance/Audit Committee meeting. Ms. Martoccio so moved and Mr. Cook seconded. The meeting was adjourned at 4:20 p.m. without further discussion.

Respectfully submitted by,

Ramute "Jak" Jakubauskas,
Administrative Assistant