

## **December Finance Committee Meeting Minutes**

**December 4, 2020 9am**

### **Call**

Members present: Phil Dast, Don Zakett, Mark Mudge

Others present: John Haag, Dave Kepler, Kayla Stryker, Tamara McGovern

#### Introduction

- Motion by Phil Dast second by Mark Mudge to approve September Meeting Minutes

Reviewed the updated Accounting and Expenditure Policy to reflect changes in spending and restrictions in light of new funding sources

- Motion by Mark Mudge to recommend to board, second by Don Zakett

#### Expense report

- Kayla reviewed expenses by vendor year to date
- Reviewed proposed format for external spending by vendor report

#### Operations Budget

- Reviewed a draft of operations budget

Reviewed statement of accounts and all current account balances

- Reviewed status of MEDC Grant and discussed plan to finish spending by year end
- Discussed sources of each funding source and restrictions related to each source
- Reviewed external report format for statement of accounts

#### Discussed ongoing Yeo & Yeo Review

- Kayla continues to work with Yeo & Yeo for accounting oversight to ensure that all 2020 funds and NRCS projects are being properly recognized and accounted for in Quickbooks

Meeting was adjourned at 10:55am