

Finance Committee Meeting
June 28, 2018

Present

Jenny Wallach
Cynthia Eckelkamp
Marty Lackey
Julia Hampton, ex-officio member

Staff

Kristin Firle
Sharon Walls

Absent

Stephanie Cunningham

The Finance Committee Meeting was called to order at 12:32 pm by Cynthia Eckelkamp at Jefferson Franklin Community Action Corporation, 1020 Plaza Court, St. Clair, Missouri 63069.

The April 26, 2018, Finance Committee Minutes were unanimously approved.

Kristin Firle reviewed the May 2018 Financial Statements & Reports. Cash is noticeably less than this time last year since LIHEAP funding was received in May last year but was delayed till June this year. Next month's cash should be closer to last year's number. The Finance Committee unanimously approved the May 2018 Financial Statements and Reports.

Our 990 will be filed within the next few weeks and the Housing REAC report has been submitted. Our annual agency audit has been approved and submitted to funding sources.

The Missouri Early Head Start five year grant for \$639,604 per year has been awarded to our organization. This will add 44 new slots to the Early Head Start program. This grant begins in July 2018.

The bills for Medicaid services for WIC continue to be submitted by JFCAC and more checks have been received. The income and expenses for Medicaid services will appear in two separate reports (one for medical billing and one for counseling) once we have received more funds. These funds and expenses will not be commingled with the any of our grant funded programs. Due to direct allocation of expenditures for counseling services, Medicaid Mental Health financial statements will show a loss for several months until receipt of payment for the billing has occurred. Budgeting for these services is problematic at this time without historical data so the report will contain less data than our other financial reports.

Our new investment policy was approved at the May 30, 2018 board meeting. We are waiting on documents to us to review and sign before finalizing the relationship and sending in our first investment.

The Gray Summit Head Start Center's legal fees due to its decision to unionize should end soon since the employees approved our contract.

In May of 2015, the final SF425 report for the Head Start program was submitted. Earlier this year, it was brought to Kristin's attention that the amount of expenditures reported on the SF425 exceeded the amount that the agency drew down for reimbursement by \$348,936. The expenses were approved for reimbursement under our grant at the time but we failed to draw down the funds. None of our prior audits noticed this oversight, which happened before Kristin was in her present position. The error was noted in our current audit but is not yet reflected in any of our financial reports. Because this draw-down was not completed in a timely fashion, we have been asked to supply more detailed documentation prior a current re-authorization for the draw-down. The completion of that paperwork will be completed soon and we expect to receive these funds within the next few months. Once Head Start re-authorizes the draw-down, we will report this sum as a receivable until it is received. It is likely that the first time this sum will appear on our month-end financial statements it will appear as a large increase in our cash-on-hand.

The next Finance Committee meeting will be held on August 30, 2018, at 12:30 pm at the Hillsboro office.

The meeting was adjourned at 1:30 pm.