

Budget and Finance Committee Meeting Minutes

Tuesday, March 14, 2023 – 7:00pm

Zoom:

Meeting ID: 252 153 7503

PW: Rule62

Join Zoom Meeting Link:

<https://us06web.zoom.us/j/2521537503?pwd=RmJnRXFKemlUelUzZVJBKONURFhiQT09>

Agenda:

Updates

1. Curt - welcome, agenda overview
2. Jennifer - February bank reconciliations, any other.
3. Curt - QBO capabilities vs. deposits; update
4. Open Committee - other updates/items

New Business

1. Curt - Q2 area financial report for area meeting - review/discuss. Committee concurrence for sending out to fellowship by chair w/any necessary corrections or changes.
2. Curt - Discuss with Committee: Proposed use of treasurers page on area website to promote fellowship communications and transparency by easy access to up-to-date B&FC information, area finance reports, useful support & help, etc.*

*See Curt's email to B&FC members with agenda on 3/11 for specific details of his example

Next meeting: target date - TBD

Minutes:

Present: Curt, Fred, Mark, Novie, Diane, Jennifer, Denny, Phil

Absent: Ross

Updates

1. Curt - Welcome
2. Jennifer - Interbank and Arvest accounts are reconciled through February 2023 and documentation has been uploaded to the B&FC SharePoint site.
3. Curt - Called Intuit and stated we can't separate user roles (partition). The process for entering deposits will remain the same. Venmo is working great for reimbursements and area secretary pay. Gary requested paper checks and all other officers preferred Venmo payments.
4. No updates.

New Business

1. Curt - Presented the five pages of Q2 financial reports he previously emailed the B&FC. He brought to attention that he broke out the 2024 State Conference Advance on the cash balance reconciliation section. Phil stated it was a good idea to separate it. Denny stated that's where it's always been shown. Curt wanted to clarify it was seed money and not a new expense. Jennifer asked why the contribution Gratitude Area Meeting was split out. Curt stated no particular reason. Curt stated that GSO requested two separate checks be sent for the GSO conference

payments. That has been done. Curt stated the removal of the land line and stated the security has been switched over to the new cell phone. Curt reviewed the Q2 expenses. He noted that two area secretary paychecks went missing but that issue has been corrected. He stated that Ryan requested early payment for favorable airline pricing. This request was approved by Diane. Diane requested line 28a FITF - Room be removed from the financial report until further fellowship discussion. The committee had no further questions about Q2 financials and they were approved.

2. *Curt - Has been working with Laura on a treasurer's page on the area website. Jennifer stated we need to be careful not to have B&FC member's last names (either explicitly or appearing in email addresses, etc.) posted anywhere that's public facing. Diane requested the financial reports presented to the fellowship be posted on the treasurer's page. She stated no B&FC personal info be added. She emphasized adding the contribution reports so they are easily accessible to GSR's and DCM's.*
3. *Novie - There are six working documents in the area office, three of which are financial related, and requested people send their most current versions. She brought up the process for archiving financial documents. Curt suggested bringing the documents to the B&FC so we can make a decision as to what needs to be archived.*
4. *Next meeting: TBD*