

## CLINTON COMMUNITY LIBRARY

### **FINANCE COMMITTEE MEETING MINUTES – Friday, January 8, 2021 at 1:00 pm via GoToMeeting**

Attended: Justin Carroll (Committee Chair), Charlie Dykas (Committee Member), Johanna Whitton (Committee Member), Carol Bancroft (Library Director), Marie Kolor (Bookkeeper)

### **AGENDA**

- 1) **Financial Statements for December 2020 – RECOMMENDATION TO BOARD**
  - **December 2020 Detail Reports**
  - **2020 Year End Actual to Budget**
  - **Fund Balance Accounts**
- 2) **Disposition of \$15,892.82 in unbudgeted funds – RECOMMENDATION TO BOARD**
- 3) **Discussion of audit in preparation for 414**
- 4) **Review of current reporting documentation**
- 5) **Next Meeting**

### **MINUTES**

#### **1) Financial Statements for December 2020**

The Committee reviewed the December financial statements and recommends that the Board approves the financials. The Committee also reviewed detailed monthly/quarterly reports for 1) Citizens Bank Business Checking, 2) Citizens Bank Business Money Market Account, 3) Deposit Detail, 4) Check Detail, 5) Hudson Valley Federal Credit Union Account. After transferring funds between accounts in accordance with the 2021 Budget and ordinary course cash management, the three fund balances will be as follows:

<b>FUND NAME</b>	<b>BALANCE</b>	<b>MONTHS OF EXPENSES</b>	<b>FUND BALANCE POLICY</b>
Operating Fund	\$35,000.00	2.21	1 to 6 months
Contingency Fund	\$113,743.47	6.89	6 to 12 months
Capital Reserve Fund	\$76,764.69	n/a	n/a

Note: the above amounts do not reflect cash that is temporarily moved each year from the Contingency Fund to the Operating Fund in advance of receipt of 414 funds from the Town, but then replenished upon receipt of the 414 funds in April.

#### **2) Disposition of Unbudgeted Funds**

After reconciling all income and expenses for 2021, and funding the 2021 operating account at the level set forth in the Board-approved budget for 2021, the Library had a total of \$15,892.82 that needs to be allocated to one of its three accounts. After discussion, the Committee recommends that this amount should be contributed to the Contingency Fund in order to increase the Contingency Fund balance from 6.89 months of expenses to 7.85 months of expenses, closer to the mid-point of the goal range set by the Fund Balance Policy of 6-12 months.

#### **3) Audit Discussion**

Since it has been five years since the previous audit, the Committee believes that the Library is due for another audit. The Committee Chair will reach out to the former Finance Committee chair who presided over the last

audit to see what firms were contacted for quotes and will solicit quotes for the current audit. The Director will gather and provide any information she has on the former audit.

**4) Review of Current Reporting Documentation**

The Committee discussed potential changes to the financial reporting documents and income and expense classifications to streamline and refine these documents. The Committee Chair and Bookkeeper will work together to determine what, if any, changes are possible to the existing Quickbooks account.

**5) Next Committee Meeting**

The next meeting will be held on Friday, February 5, 2021 at 1:00 p.m. via GoToMeeting.