

**TCGIS Finance Committee Meeting  
Minutes: October 15, 2009**

**Attendees:** Christian Engelbrecht (GAI), Annika Fjelstad, , Andrew Oxenham, Emily Woolsey (SBS), Duane Wiste, Mary Zellmer-Bruhn.

**Absent:** Debra Haessly (Chair), Michael Dorneich

Meeting called to order at 6:30 pm

Approved the minutes from the previous meeting with the suggested changes emailed by Michael Dorneich.

Emily raised question about salary and benefits, where the budget and year to date seem off. She is investigating.

Discussion moved to cash flow.

- The cash flow using the current budget looks fine; but we have been working on the revised budget, so the cash flow situation will change as a result.

Discussion of FY2010 revised budget –

- Hope would be to bring the revised budget to the board at the November board meeting.
- We added one student – revised ADM is now 197.
- Discussed receivables identified by Emily. Plans were made to resolve the items.

**Action item:** send out payment due reminders for 2009 milk money (Annika)

**Action item:** make contacts regarding un-reimbursed phone bill (Annika/Andrew)

**Action item:** follow up on cashed duplicate check (Annika)

Reviewed the remainder of the balance sheet.

- Accounts payable numbers are higher this month, but this is likely due to the processing of some larger items like the Global Books order.
- Discussed the payment register and reviewed the way that payroll checks and direct deposits appear.
- Noted that we can't put too much stock into the cash flow at this time because the budget revision is partially done and not approved yet.

Decided to pass over the 3 year budget projections until we have a better idea of the revised FY10 budget.

Committee moved to some items raised by Annika.

- Decided to hold off for now on adding any additional benefits. Will put request for employee discount on K-Plus program to the board for a decision.
- Discussed administrative staff needs.

Moved attention to the FY10 budget revisions.

- Payroll still needs cleaning up.
- Discussed computer equipment needs and made some adjustments to address classroom computer needs.

Emily will finalize the numbers that reflect the changes for FY10.

Meeting adjourned at 7:45 pm.