

Audit/Finance/HR Meeting

Date: June 21, 2017

Time: 9-10am

Attendance: Cassandra Sheets, Brian Reese, Richard, David W

Absent: Lisa S.

Topic	Discussion	Resolution	Person Responsible/ Time Frame
5500	The \$10K employee match is not in the 5500	Have them change it on 5500 to reflect the \$10k match	Heather Cassandra/Richard
990	Just waiting for the information	Cassandra will call Scott today	Cassandra/Richard
Balance Sheet	Unemployment – because of audit Receivables – adjustments being done KO, SCM, Work development, financial services carried over in the transition – Salaries are about \$10k down but should even out with Fund Development position until April	Richard is working with FundEZ about a credit memo for \$54,000 – with the non-government He will do them individually The budgets should be able to be loaded into FundEZ Telephone system being transferred to equipment	Cassandra/Richard

Topic	Discussion	Resolution	Person Responsible/ Time Frame
	and Operations Director will be open as of July United Way of Utica and Rome		
Payroll	Payroll for Savings	Make payroll into Checking for payroll	Richard/Cassandra
Next Meeting	July 19 th @ 9am		
Agenda Items			
Board Meeting	Year to Date through May at \$30K Phone system		

Respectfully submitted, *H.Perry*