**Audit/Finance/HR Meeting**

**Date:** January 20, 2016

**Time:** 8-9am

**Attendance:** Cassandra Sheets, Brian Reese, Dave Wojnas, Lisa Sexton

| **Topic** | **Discussion** | **Resolution** | **Person Responsible/ Time Frame** |
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| **Reviewed A/R & Balance Sheet** | Balance sheet fund balance is off | Brian and Dave will review and come into office and help fix it. Better picture of year end by Feb. meeting | Brian/Dave/ Richard/Cassandra |
| **Income Statement** | Due to Balance sheet off so is income statement | Brian and Dave will review and come into office and help fix it. Better picture of year end by Feb. meeting | Brian/Dave/ Richard/Cassandra |
| **Various updates** | 2015 Audit  EAP and other quarterly invoicing  401k match | Will start first week of March.  Spreadsheet to be completed.  10,000.00 was budgeted to match the 2015 401k employee investments. Will await result of balance sheet before a decision on the match. | Committee/Cassandra/Richard on update |
| **Unemployment** | We have one past employee who has been collecting unemployment benefits.  We have an excess in this savings account and it was suggested that we use some of these savings to use in order to distribute year/end holiday bonuses to employees. | We are invoiced quarterly from the NYSDOL (~3200.00)  Internal control/procedure: monthly 1250.00 is transferred from the operating account to an interest bearing Unemployment Savings account. When invoiced from NYSDOL the money is transferred from the savings account to the checking account and a check is written to satisfy the amount billed from NYSDOL.  We currently have in this account, as of 11/30/15 $10,503.59 | Richard  Cassandra |
| **Next Meeting** | All finance meetings will be on the 3rd Wednesday of the month at 8 am. | Next meeting is Feb 17, 2015. |  |
| **Agenda Items** | TBD |  | Cassandra/Brian |

Respectfully submitted, C. Sheets