



BUDGET & FINANCE COMMITTEE

MINUTES

September 8, 2020

Via Zoom

MEMBERS PRESENT: Brenda Alcala, Xavier Arinez, Brett Peterson, Robert Sandidge, Joshua Wood

MEMBERS ABSENT: Don Gurnard, Barry Leahy, Ron Lodge, Christy Walt

STAFF PRESENT: Holly Bernard-Jones, Rachel Evey

Meeting called to order at 4:03 pm.

1) CONSENT AGENDA

A. August 2020 minutes approved by consent.

2) FINANCIAL REPORTS: Total ending balance on Project Activity Report increased by \$18,000 since end of June due to investment activity. No project transfers. Sparse information on Income Statement since it's only one month into new fiscal year. Revenue nearly at budget, under by \$10. Investment over budget by \$13,000. Expenses under budget due to salaries and benefits (no COLA adjustments for 2020-21). Unrestricted budget in black by \$600. Temporarily restricted had \$11,000 increase due to Biella Scholarship and Knights Care Fund donations. Permanently restricted has no contribution and donation increase. One outstanding pledge of \$1,000 for gym floor after 2020-21. Total assets at \$10.7 million, with \$9.7 million at CFNCW. No gift report. Group discussed recommended amount of unrestricted funds to have liquid. Rachel Evey explained \$1 million is arbitrary number and best practice is to have 3-6 months of operating budget in cash. Staff will present a quarterly cash flow report to committee at next meeting for further discussion.

3) OLD BUSINESS

- A. Arneil Estate Gift: No further update. Item on agenda until committee recommends an action to the full board. Gift currently held at CFNCW.
- B. Audit Preparations: Auditors have been engaged. Quote for services is within budget. Anticipated presentation at November committee and board meetings.

4) NEW BUSINESS

- A. Endowed Funds: All endowment agreements are being updated to follow same spending policy. Policy based on examples from CFNCW and several other community colleges. 22 endowments could not follow spending policy due to agreement language. Board approved resolutions for 9 endowments to update agreements to follow spending policy. 14 still need to be updated. Staff will reach out to living donors or heirs with goal to have updated agreements by the end of year. Three agreements may be subject to TEDRA (legal process to update endowment agreement) and one will be modified through Attorney General. Annual allocation will take place in January and will follow spending policy.

5) OTHER BUSINESS

- A. Annual Fund Statements: Annual Fund Statements are sent to endowment and scholarship donors and include fund balance, number of scholarships allocated, and recipient thank you notes. Staff plans to send out prior to audit completion; staff expects little to no changes to statements from audit. Statements will kick off year end appeal.
- B. Report to the Board

Meeting adjourned at 4:29 pm.

Meeting minutes prepared by Holly Bernard-Jones.