**COLUMBIA COUNTY COMMUNITY HEALTHCARE CONSORTIUM. INC.**

**MEETING NOTES**

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| **Committee: Budget and Finance** | **Date: November 20, 2018** |
| **Board Members Attending: Jack Mabb (Chair), Bob Gibson, Jim Campion, Ken Stall****Board Members Absent: PJ Keeler, Chelly Hegan** | **Guests: None** |
| **Staff Members Attending: Claire Parde and John Ray** |
| **TOPIC**  | **SUMMARY OF TOPIC DISCUSSED** |
| Vehicle Purchase | Staff sought the Committee’s approval to purchase a 2018 Ford Taurus sedan in the amount of $22,992.03 for the Transportation Program. A motion to purchase the vehicle was made by Jim Campion, seconded by Bob Gibson, and all approved.  |
| Fiscal Policies | Staff sought the Committee’s approval of revisions to the agency’s fiscal policies, including its Investment Policy Statement. A motion to recommend these for approval by the Entire Board was made by Bob Gibson, seconded by Ken Stall and all approved.  |
| Organizational Budget | Staff sought the Committee’s approval of the 2019 organizational budget. The Committee voted to recommend the organizational budget for approval by the Entire Board. A motion to recommend the budget for approval by the Entire Board was made by Ken Stall, seconded by Jim Campion, and all approved. The Committee requested that when this is presented to the Entire Board at its meeting in December that the 2018 (projected actual) be provided for comparison. It was also requested that staff prepare a one page summary of explanations and assumptions. |
| Bank Reconciliations | Bob Gibson graciously volunteered to review bank reconciliation statements on a quarterly basis.  |
| Financial Reports  | The Committee inspected the Organization’s Financial Reports, including the Accounts Receivable Aging Summary, the Statement of Financial Position (Balance Sheet), Statement of Activities (Income Statement) for the agency and transportation program, respectively, and the Statement of Revenues, Supports and Expenses, all of which are current to September 30, 2018. Additionally, John Ray offered his “Fiscal Highlights” report.  |
| Next mtng | The next meeting is January 15th **at 3:00 p.m.** |