

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

Committee:	Budget and Finance	Date: November 28, 2023
Board Members Attending:	Toni Carroll, Bob Gibson, PJ Keeler, Victoria McGahan, Amanda Pierro, and Ken Stall	Guests: TJ Pellitteri
Board Members Absent:	Jack Mabb (Chair) Kevin McDonald, David Rossetti	Staff Members Attending: John Ray and Claire Parde
TOPIC	SUMMARY OF TOPIC DISCUSSED	
Advisor Update on the Board-designated Fund and 401(k)	<p>The agency’s investment advisor, TJ Pellitteri, provided a report on the performance of the agency’s Board-designated Fund. At this time, there has been a year-to-date increase of just under 7%, reflecting improvement in the performance of the market, and particularly of fixed incomes, since the last report. Claire indicated that sometime next year we may want to liquidate some of the cash in the Fund—specifically, the \$100,000 from the Foundation for Community Health that had been parked there while we contemplated how to expense it—to support certain administrative positions. TJ indicated that it is important to provide him with as much advance notice of that need as possible, so he can liquidate over time when the market is most favorable to it.</p> <p>Claire reported that TJ visited the office on November 15th to meet with staff members individually.</p>	
Financial Reports	<p>The Committee reviewed the Organization’s usual, bimonthly Financial Reports, including the Statement of Revenues, Supports and Expenses, Accounts Receivable Aging Report, the Statement of Financial Position (Balance Sheet), and Statements of Activities (Income Statement), and John’s “Fiscal Highlights” report, all of which are current to October 31, 2022. Of particular note is a large Accounts Receivable due to contracting delays with NYSDOH; the State will not accept or reimburse vouchers until contracts are fully executed but they have been slow to deliver on their end. However, John noted that even since the October 31st close, additional monies have been received, reducing the A/R, and more are anticipated shortly.</p>	
Preliminary Approval of the Annual Operating Budget	<p>John presented an annual operating budget for 2024. The budget predicts total revenue at \$1,746,055 and total expenditures of \$1,712,996. With the addition of depreciation, amortization, and interest, we anticipate a change in unrestricted net assets of \$3,105. The budget reflects the recent receipt of a grant from the Mother Cabrini Foundation in the amount of \$125,000 for CARTS in 2024. It also assumes full staffing, as well as the restructuring of the program leadership and administrative teams. <i>A motion to recommend the budget for approval by the Entire Board was made by Bob, seconded by PJ, and unanimously approved.</i></p>	
Audit engagement and expense	<p>Claire reminded the Committee that the Board had previously determined that we wanted to change the audit partner at Bonadio to conform with best practices in non-profit governance. While Bonadio was able to identify an audit partner in Rochester and an Audit Manager in Albany, they also forecasted the fees would increase substantially. In 2023, those fees were \$15,850 inclusive of tax (IRS990) prep. Next year, we were warned that audit fees may range from \$19,000 to \$23,000 and tax prep fees would be \$2,000 to \$2,500. This increase reflects the staffing challenges in the accounting services sector, as well as the complexity of new GAAP rules such as lease accounting. Claire’s recommendation was to proceed with Bonadio this year and thereafter, evaluate whether we go to bid next year.</p>	
Next meeting	Date, Time & Location: Tuesday, January 23, 2024 at 3:00 p.m., via Zoom	