

**AREA AGENCY ON AGING OF PASCO-PINELLAS, INC.
FINANCE COMMITTEE MEETING MINUTES HELD VIA MICROSOFT TEAMS
September 2, 2021**

Committee Members Present

David Alvarez (Acting Chair)
Chris Comstock
Harriet Crozier
Judge George Jirotka

Committee Members Not Present

Camille Hernandez, (excused)

Others Present

Ann Marie Winter, Executive Director, Area Agency on Aging of Pasco-Pinellas
Paula Moore, Chief Financial Officer, Area Agency on Aging of Pasco-Pinellas
Virginia Cruz, Executive Assistant, Area Agency on Aging of Pasco-Pinellas

Agenda Item #1 - Call to Order

The Area Agency on Aging of Pasco Pinellas, Inc. Finance Committee Meeting was held on Thursday September 2, 2021, via Microsoft Teams. Mr. David Alvarez chaired the meeting in the absence of Chair Camille Hernandez. The meeting was called to order at 9:30 a.m.

Agenda Item #2 - Public Meeting Notice

Ms. Ann Marie Winter announced the meeting was publicly noticed.

Agenda Item #3 - Roll Call

Ms. Ann Marie Winter called the roll, a quorum of committee members was present.

Agenda Item #4 - Approval of Minutes

Mr. David Alvarez presented the last meeting minutes and asked if there were any questions or comments and there were none. Ms. Harriet Crozier made a motion to approve the August 5, 2021, Finance Committee meeting minutes. Mr. Chris Comstock seconded. None opposed, motion carried.

Agenda Item #5 - Addendum Item(s) or any other Item(s) requiring Board Discussion

None.

Agenda Item #6 - AAAPP Unaudited Statement of Financial Position

Ms. Paula Moore, CFO presented the AAAPP Unaudited Statement of Financial Position year to date July 31, 2021. There was a question on the due date of the accounts receivables, which Ms. Paula Moore addressed. Judge George Jirotka made a motion to recommend taking the Unaudited Statement of Financial Position year to date July 31, 2021, to the Board for approval. Mr. Chris Comstock seconded, none opposed, motion carried.

Agenda Item #7 - AAAPP Unaudited Statement of Revenue and Expense Budget vs Actual

Ms. Paula Moore, CFO presented the AAAPP Unaudited Statement of Revenue and Expense Budget vs Actual year to date July 31, 2021. Ms. Moore noted that there was a change as requested in percentage year to date actual over year to date budgeted which the presentation of the report reflects. There was a comment on the spend revenue received being one million over budget as outlined in the statement. Ms. Paula Moore, stated that the budget presentation is

reflected on a monthly calculation, where the actual spend on most programs over budget is due to the addressing of need and providing client services as need arises without regard to budgeted revenue. Judge Jirotko made a motion to recommend taking the Unaudited Statement of Revenue and Expense Budget vs Actual year to date July 31, 2021, to the Board of Directors for approval. s. Harriet Crozier seconded. None opposed, the motion was carried.

Agenda Item #8 - Unaudited Statement of Activities and Changes in Net Assets

Ms. Paula Moore, CFO presented the AAAPP Unaudited Statement of Activities and Changes in Net Assets for the year-to-date July 31, 2021. There was a question on the classification of In-Kind expenses and In-Kind donations. Discussion ensued on the reclassification of the In-Kind item, be reclassified on the Statement to reflect the same on the Statement of Revenue and Expense. Judge Jirotko made a motion to reclassify the In-Kind revenue and donation items of the Statement and recommend taking the Unaudited Statement of Activities and Changes in Net Assets year to date July 31, 2021, to the Board for approval. Mr. Chris Comstock seconded, none opposed, motion carried.

Agenda Item #9 - Surplus/(Deficit) Report

Ms. Ann Marie Winter presented Surplus/(Deficit) Report for July 31, 2021. There were questions on the EHEAP program, which Ms. Ann Marie Winter addressed. Judge Jirotko made a motion to recommend taking the July 31, 2021, Surplus/(Deficit) Report to the Board of Directors as presented for approval. Ms. Harriet Crozier seconded. None opposed, motion was carried.

Agenda Item #10 - Item(s) for Discussion

Mr. David Alvarez asked about the status of the new Financial Accounting System. Ms. Paula Moore informed that 4 packages had been received and they are scheduled to be reviewed in the coming week. Thereafter will report on the outcome to the Board at the October meeting.

Agenda Item #11 - Chairman's Report

None.

Agenda Item #12 - Executive Director's Report

The Executive Director thanked Mr. David Alvarez for chairing the meeting in the absence Chair Camille Hernandez. Thanked Committee members for an engaging and dynamic meeting.

Agenda Item #13 - Committee Member's Comments

None.

Agenda Item #14 - Adjourn

There being no other items for discussion the meeting adjourned at 10:14 a.m.

Respectfully submitted,

Camille Hernandez, Chair

Virginia Cruz
Recording Secretary

Chair

Date