

**AREA AGENCY ON AGING OF PASCO-PINELLAS, INC.  
FINANCE COMMITTEE MEETING MINUTES HELD VIA MICROSOFT TEAMS  
June 8, 2023**

**Committee Members Present**

Chair David Alvarez  
Judge George Jirotko  
Paula O'Neil, PhD

**Committee Members Not Present**

Chris Comstock

**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  
Hubert Ayers, Finance Manager, Area Agency on Aging of Pasco-Pinellas  
David Hochsprung, CPA Cavanaugh & Co LLP

**Agenda Item #1 - Call to Order**

The Area Agency on Aging of Pasco Pinellas, Inc. Finance Committee Meeting was held on Thursday June 8, 2023, via Microsoft Teams. Chair David Alvarez called the meeting to order at 9:37 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**

Chair Alvarez presented the last Finance Committee Meeting minutes of May 11, 2023. Judge Jirotko made a motion to approve the minutes. Dr. Paula O'Neil seconded. None opposed, motion carried.

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

None.

**Agenda Item #6 – 2022 Draft Financial Statements and Compliance Audit Report.**

Mr. David Hochsprung, Certified Public Accountant, Cavanaugh & Co LLP presented the Draft Audit Report for 2022. Mr. Hochsprung PowerPoint presentation highlighted the auditor responsibilities, client responsibilities, the audit results, statement of Financial Position, sources of revenue, functional expenses, total assets and cash, persons served by funding sources, and summary of the report. There were questions and discussions on net assets with and without donor restrictions. A new draft will be created to include donor restrictions and other changes as discussed. Judge Jirotko made a motion to recommend taking the 2022 Draft Financial Statements and Compliance Audit Reports with the changes as discussed to the Board of Directors for approval. Dr. Paula O'Neil seconded, none opposed, motion carried.

Mr. Hochsprung thanked the Agency's staff and committee members for their patience and working with Cavanaugh & Co LLP.

**Agenda Item #7 – AAAPP Unaudited Statement of Financial Position**

Ms. Paula Moore, CFO presented the AAAPP Unaudited Statement of Financial Position April 30, 2023. Judge George Jirotko made a motion to recommend taking the Unaudited Statement of Financial Position year to date April 30, 2023, to the Board of Directors for approval. Dr. Paula O’Neil seconded. None opposed, the motion was carried.

**Agenda Item #8 - 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 April 30, 2023. There was a question on plans to moving surplus into investments during the year. This was addressed by Ms. Ann Marie Winter. Judge George Jirotko made a motion to recommend taking the Unaudited Statement of Revenue and Expense Budget vs Actual year to date April 30, 2023, to the Board of Directors for approval. Dr. Paula O’Neil seconded. None opposed, the motion was carried.

**Agenda Item #9 - 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 April 30, 2023. Judge George Jirotko made a motion to recommend taking the Unaudited Statement of Activities and Changes in Net Assets year to date April 30, 2023, to the Board of Directors for approval. Dr. Paula O’Neil seconded. None opposed, motion carried.

**Agenda Item #10 – Surplus (Deficit) Report**

Ms. Ann Marie Winter presented the Surplus/(Deficit) Report by Planning and Service Area (PSA) for Year-to-Date April 30, 2023. Judge George Jirotko made a motion to recommend taking the Surplus (Deficit) Report Year to Date April 30, 2023, to the Board of Directors for approval. Dr. Paula O’Neil seconded, none opposed, motion carried.

**Agenda Item #11 – Additional Item(s) for Discussion**

There was a question on the Agency’s plan for the waitlist. This was addressed by Ms. Ann Marie Winter.

**Agenda Item #12 - Chairman’s Report**

None.

**Agenda Item #13 – Executive Director’s Report**

None.

**Agenda Item #14 - Committee Member's Comments**

Judge George Jirotko commented that the 2023 Annual Luncheon was very nicely done.

**Agenda Item #15 - Adjourn.**

There being no other items for discussion, the meeting adjourned at 10:37 a.m.

Respectfully submitted,

David Alvarez, Chair

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Chair

Virginia Joseph  
Recording Secretary

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Date