

## RPC Meeting 9/19/14

Attendees: Ruby Steward, Mary Peterson, Eileen Mackin, Mary Rivet, Jesse Thomas, Lisa Lee, Karen Arnold, Connie Lydon, Eileen Tittle, Melissa Pappas, Virginia Durrah, David Owens, Mary Puente, Cathy Hicks, Miss Henry, Gerard, Philip (both from Cleveland)

### **Fiscal year end 2013-2014:**

The closing bank balance on 6/30/14 was \$49,741.20

Funds carried forward are not available except for their original intended use. (\$30,000 for wi-fi project and the balance of the special call grant funds. There is \$3500,00 of special call funds left.)

Total funds to carry forward: \$16,241.20.

\$10,000 of those funds will not be distributed in the new proposed budget. That money will be the contingency fund. These funds will not be used without coming to the RPC for approval first. They are for unforeseen expenses.

We did not exceed the budget in the last fiscal year.

In the prior fiscal year the proposed amounts for computer equipment and software and stipends were exceeded slightly.

### **Year End Audit Results:**

There was no fraud or abuse found. The CPA was impressed with all the work done by volunteers for just a small stipend. There were a few inconsistencies in how things were done but they were nothing major.

The report from the CPA was handed out and discussed. A copy of this will be available on the PC website. (Not immediately but it will be there eventually.)

A question was raised about minutes being included in the audit. That likely won't be done. They will be looking into whether or not funds are being spent correctly. PHA will randomly check books to be sure mistakes aren't being made. (Like using PHA/RPC funds for food or entertainment.)

A question was raised about whether or not there should be a procedure in place to indicate in the check register what fund a check was written to. That is up to the individual treasurers if they want to do that. Some already may have a system that works for them.

### **Presidents Council Audit:**

The books are with Angie Holm, the Head of Budgets at PHA. They have a few questions about them. That will be discussed on September 26<sup>th</sup> and Eileen will get a draft of the audit.

This audit is more in depth than the one done on council books.

### **Proposed Budget for 2014-2015:**

There were still some issues getting the budget to work in Quickbooks. It might not be presented at the Presidents Council meeting this month because of that.

The budget format might be changed because PHA and RPC funds are all considered HUD funds now. \$140,978.16 is the proposed income for next year.

Picnic expense was questioned. That is the funds received from PHA that are given to the hi-rises for their annual picnics. The amount given depends on the size of the hi-rise.

Peer trainer transportation and peer transportation will be combined to make things simpler.

Wilder Foundation will be doing a training for council officers. It will be held at the Wilder Foundation

building on University Ave. It will focus on things like how to manage a meeting effectively and managing conflict.

A reminder was given that hi-rises can be reimbursed \$100 for volunteer appreciation events.

A new donation letter will be handed out at the Presidents Council meeting. No donations can be solicited without board approval. The letter identifies where the person asking for a donation is from and can be used by the donor if they wish to use the donation as a tax deduction.

**Old Business:**

Two of the planned fund allocations have been accomplished.

New printers have been purchased. Information about purchasing affordable ink will be put on the Presidents Council website. Eprintersolution.com and 4inkjets.com are two sites that sell ink cheaply and take checks.

Councils are responsible for buying their own paper. Buying paper in bulk and selling it to the councils was suggested. That might be cheaper than hi-rises buying individually.

Paper can be purchased cheaply at Sam's Club. (Councils can purchase memberships. Those memberships **cannot** be used for personal purchases.)

New recycling containers have been purchased.

The Projector has not been purchased yet.

We will be receiving \$20,000 for computer related purchases and \$10,000 for trainings. Those amounts are slightly less than originally projected.

**Questions:**

Questions were raised about getting a newer version of Quickbooks. That is being looked into and possibly some of the funds allocated for computers can be used for that.

***Next meeting will be in December***