

SWWDB – FINANCE COMMITTEE MEETING

November 1, 2005

MINUTES

3:00 to 5:00 p.m.

Tom Schraeder, Acting Chairperson

The SWWDB Finance Committee met on Tuesday, November 1, 2005 at the Iowa County Job Center, 319 Elaines Court, Dodgeville. Attendance was as follows:

Members Present:	Ms. Tammie Engelke	Mr. Tom Schraeder
	Mr. Gary Rooney	Ms. Judy Steinbicer
	Mr. Scott Stocker	
Members Excused:	Ms. Shari Schaff	
Members Absent:	None	
Staff Present:	Dr. Robert Borremans	Ms. Annette Meudt

Mr. Schraeder called the meeting to order at 3:05 p.m. in the absence of Mr. Wolfe who recently resigned from the Board.

1. **Review of Financial Statement for September 2005 - (Action)** (Enclosures 1 and 2 on file) Quarterly financial statements were presented for review and approval. **Enclosure 1**, Organization Summary Report, shows the total revenues and expenditures by major budgetary categories: Administration, Program Operations, Leased Employees, Other Fund Sources, Network and Corporate Revenue. **Enclosure 2**, Detail Report of Revenues and Expenditures for all grant sources, was also presented.

Ms. Meudt explained that the grant expenditures are as planned for most of the grants, but pointed out a couple of areas of interest. The Disability Navigator grant expenditures are low due to the delayed hiring of the staff member. She also noted that the State de-obligated \$265,000.00 of Special Response money for the ATK and Futures Fields projects due to both projects being awarded Department of Labor National Emergency funding.

SWWDB has received two new grants: \$2,000.00 of Workforce Investment Act set-aside money was allocated to each Workforce Development Board for Wisconsin Certified Workforce Development Program certification. Dr. Borremans added that the State would soon require certification for employees working in the Job Centers. The other new grant is the OIC Connections Project awarded \$150,000 in WIA set-aside funds from the State. Both grants started after October 1st, so will appear on the next Financial Statement.

Ms. Engelke moved, and Ms. Steinbicer seconded the motion to approve the September Financial Statements. **Motion carried unanimously.**

2. **FY 2004-05 Audit Presentation and Exit Interview, Wegner LLP** (Information) As a recipient of federal funding, SWWDB is required to have an independent audit conducted annually. David Odahl, CPA and Supervisor for Wegner, LLP, was on-site from October 24 to October 26 to do the audit fieldwork. Mr. Odahl distributed the Draft Audit for fiscal year ending June 30, 2005 and explained the financial reports to the Committee. Mr. Odahl also explained Management responsibilities, Auditor responsibilities, the definition of an "Unqualified Opinion", the Audit Adjustments, Closing Entries, a review of the prior year Management Letter Comments, Current Year Observations, and Areas of IRS Interest.

Mr. Rooney questioned the line item "Cash Overdraft" on the Financial Statements. Mr. Odahl explained that this item is not a "Bank Overdraft", but rather a negative cash balance on SWWDB's ledger balance at June 30, 2005. Mr. Odahl explained that this is a fairly common occurrence for non-profit organizations that are on a "cost-reimbursement" basis. Mr. Rooney stated that he did not feel this was the most appropriate way to document this situation. Dr. Borremans indicated that administration will prepare a response to the Management Letter, which will be presented to the Finance Committee in December, and will include a recommendation on how this issue will be handled in the future.

Mr. Odahl further explained that the Audit has no findings or questioned costs.

Dr. Borremans excused himself and Mrs. Meudt from the meeting to allow the Finance Committee the opportunity to speak directly and confidentially to Mr. Odahl without staff in the room.

6. **Other Business**

None.

7. **Schedule Next Meeting**

The next meeting will be held on Wednesday, December 14, 2005 at 3:00 p.m. at the Monticello House in Monticello.

8. **Adjournment**

The meeting adjourned at 5:00 p.m.