

Statewide Independent Living Council (SILC)
Executive Committee
Minutes of September 2, 2008

Committee Members Present

Edward Myers*, Chair
Randy Collins*, Vice Chair
Gene Heppard*, Treasurer
Rudy Buchanan*, Secretary

(* teleconference)

Members Absent

Kim March Force, Vice Treasurer

Staff

Tony DiRienzi*, Exec Director
Sharon Engelhardt*, Exec. Assistant

Edward Myers III, Chair, called the meeting to order at 12:31 PM in the SILC conference room at 2400 North Central Ave, #105, Phoenix, Arizona. The meeting was held by teleconference call.

WELCOME/INTRODUCTIONS: Introductions were made.

APPROVAL OF MINUTES: *Randy Collins motioned to approve the minutes of 8-18-08. Seconded by Rudy Buchanan. A vote was taken and the motion was unanimously approved.*

FINANCIALS:

Year End:

- Tony DiRienzi reported that the year ending financials were sent in an email prior to the meeting. He reported that the process of reformatting the financial reports has taken longer than expected because of some problems with electronically transmitting our accounting information. Additionally, there are multiple players involved in the process. They include the SILC accountant, auditor and SILC staff. Tony noted a meeting with the accountant, the auditor, SILC staff and SILC Treasurer is scheduled for the third week in October. The focus of that meeting will be to review the new formatting of the financial statements and assess how to integrate information, especially as it relates to tax and audit requirements. The goal is to make the statements present the information more comprehensively. Executive Committee members are invited to attend and participate.

- The June 30, 2008 year ending financials were reviewed (see June balance statement and detailed report handouts). It was reported that overall SILC went over budget in FY 2008 by \$2,900. However, it was also noted that additional funds were received from the Governor's council on DD and AZ Center Disability Law for the DME (Durable Medical Equipment) project. Those funds were deposited into the savings account and offset the overage.
- Tony reviewed individually the administrative, operating, council support and programs budget categories with the Committee.

Rudy Buchanan motioned to approve the June 30, 2008 Fiscal Year ending financials as presented. Seconded by Randy Collins. A vote was taken and the motion was unanimously approved.

Month ending:

- The Committee reviewed the July 31, 2008 ending financials (See July balance statement and detailed report handouts). Tony directed the committee's attention to the revised format of the statements. The revision in the formatting is intended to provide an aggregate summary of all the SILC accounts on one spread sheet.
- Tony reported that all income sources, not just RSA funding, is listed for the FY 2009 projected budget. He stated that the budget is a projection. The \$30,000 under grants and \$40,000 under contributions are not guaranteed but projected. It was also pointed out that the sum of revenues should correctly read "Total Revenues" not "Total RSA Revenues." It will be corrected.
- Tony reviewed the carry-over line item and indicated that those funds functioned as a reserve account. They were used to pay expenses in July and August 2008 because there were delays in receiving our RSA funding.

Randy Collins motioned to approve the July 31, 2008 financials as presented. Seconded by Rudy Buchanan. A vote was taken and the motion was unanimously approved.

Format:

- Tony DiRienzi reported that the financials have a new format. He indicated a new line item of temporarily restricted funds on the balance sheet. That line reflects the carry-over funds. The temporarily restricted listing is on the both the June and July statements.

Audit:

- Tony DiRienzi reported that he spoke with the auditor about his estimated fee and requirements for doing our FY 2008 audit and taxes. The impact of the \$500,000 that SILC received from RSA, specifically for CIL program

development, will require additional auditing procedures. The increased funding is at a threshold that requires additional auditing documentation and procedures. Consequently, the auditor's fee will need to be increased. The committee discussed an increase to conduct the audit and prepare our tax returns.

Randy Collins motioned to approve up to \$6,000 for the auditor fees for completing the Fiscal Year 2008 audit and taxes. Seconded by Gene Heppard. A vote was taken and the motion was unanimously approved.

ANNOUNCEMENTS: None

CALL TO THE PUBLIC: None

ADJOURNMENT: Gene Heppard motioned to adjourn. Seconded by Rudy Buchanan. The meeting was adjourned at 12:50 PM

Prepared by: Sharon Engelhardt _____ SILC staff
Reviewed by: Tony DiRienzi/Edward Myers III _____ SILC ED/SILC Chair