

Developmental Disability Services of Jackson County ~ EITAS

**Finance Committee Minutes**

January 27, 2009

Topic/Issue	Minutes	Summary of Action Taken or Pending
<b>Attendance</b>	Bill Anderson and Tom Davis, and Erika Ramirez, Board Members. Absent: Becky Sandring. Jake Jacobs, Earlene Clayton and Kathleen Ganaden, Staff. No guests present.	
<b>Call to Order</b>	Tom Davis called the meeting to order at 5:39 PM at the Administrative offices of Developmental Disability Services of Jackson County located at 8508 Hillcrest Road, Kansas City, Missouri.	
<b>Review of the October 2008 Unaudited Financial Statements</b>	<p>October 2008 Financial Statements along with a report from Earlene Clayton, Fiscal Manager had been emailed to Members in the Fall of 2008. Highlights of that written report are as follows:                      October 2008 Unaudited Financial Statements:  <u>Balance Sheet</u></p> <ul style="list-style-type: none"> <li>• Cash Balance at the end of October was \$4.3 M. (\$1.1 M FHLB agency matured during October and was deposited into the Operating account.)</li> <li>• The Sweep Rate on October 31 was 0.17%</li> <li>• Tax Revenues from the County during October were \$35,000 (\$23,000 for 2007 and \$12, 000 for prior years.</li> <li>• Year to date accrual for 2008 tax revenue was \$5.9 M.</li> <li>• Total investments at the end of October \$6.0 M</li> <li>• Capital costs of \$204,223 were removed from Fixed Assets to record the disposition of 3704 Blue Ridge Sold on October 16, 2008.</li> <li>• Total Assets were \$32.4 M at the end of October, about \$210,000 less than end of the prior month.</li> <li>• There were no unusual Liabilities. Accounts Payable were \$828,252 and Accrued Expenses of \$491,724 is estimated MW match for July through October.</li> <li>• There is a Net Loss for the year of \$452,535.</li> <li>• There were no unusual transactions in the October Financial Statements.</li> </ul>	<b>Information</b>

**Finance Committee Minutes**

January 27, 2009

Topic/Issue	Minutes	Summary of Action Taken or Pending
<p><b>Review of the October 2008 Unaudited Financial Statements Continued</b></p>	<p>Capital Expenditures Budget:</p> <ul style="list-style-type: none"> <li>• About 112,372 was spent from the Capital Expenditures budget during October:                             <ol style="list-style-type: none"> <li>1. \$69,678 was spent for the White Oaks renovations</li> <li>2. \$17,720 was spent for the Blue Ridge remodeling project</li> <li>3. \$12,450 was spent for development of the Consumer Data Management software</li> <li>4. \$8,302 was spent for 2-Dell servers</li> </ol> </li> <li>• \$31,470 was moved from the Capital Budget to the Expense Budget in October for expenses related to the Recycling Center project.</li> </ul> <p>Income Statement:</p> <ul style="list-style-type: none"> <li>• Total operating revenues for October were \$24,290 greater than budget and YTD operating revenues were \$793,370 less than budget.</li> <li>• The largest revenue YTD dollar variances:                             <ol style="list-style-type: none"> <li>1. Tax Revenue is \$393,960 less than budget.</li> <li>2. Service Coordination revenue is \$277,610 less than budget due to TCM Medicaid billings being less than budget.</li> <li>3. Interest Income is \$176,672 less than budget due to interest rates lower than projected.</li> </ol> </li> <li>• Total Operating expenses for October were \$16,698 greater than budget. YTD Operating expenses were \$1.4 M less than budget.</li> <li>• Net loss from operations is (\$83,623) for October. YTD Net Income from operations is \$34,829.</li> <li>• After the non-operating items for gain on disposal of assets and depreciation are included, there is a Net Loss of (\$296,682) for October, and YTD Net Loss of (\$452,535).</li> </ul>	<p><b>Information</b></p>

**Finance Committee Minutes**

January 27, 2009

Topic/Issue	Minutes	Summary of Action Taken or Pending
<p><b>Review of the October 2008 Unaudited Financial Statements Continued</b></p> <p><b>Review of the November 2008 Unaudited Financial Statements</b></p>	<p>Investments:</p> <ul style="list-style-type: none"> <li>• Total investments at the end of October were \$6.0 M.</li> </ul> <p>This concludes the highlights of the October Unaudited Financial Statements report.</p> <p>Earlene Clayton, Fiscal Manager presented the report for the November 2008 Unaudited Financial Statements as follows:                      November 2008 Financial Statements:                      Balance Sheet:</p> <ul style="list-style-type: none"> <li>• Cash Balance at the end of November was \$4.9 M.                          (\$1 FNMA agency was called during November and deposited into the Operating account.)</li> <li>• The Sweep Rate at the end of November was 0.3.%.  <li>• Tax Revenues received from the County during November were \$407,106.  <li>• At the end of November \$217,639 of 2007 taxes have not been collected.  <li>• Total investments at the end of November were \$4.9 M.  <li>• Total assets were \$32 M at the end of November, about \$315,000 less than at the end of the previous month.  <li>• Accounts Payable at the end of November were \$383,264.  <li>• Accrued Expenses of \$619,772 is estimated MW match for July through November.  <li>• There is a Net Loss for the year of \$442,663.  <li>• There were no unusual transactions in the November financial statements.</li> </li></li></li></li></li></li></li></li></ul> <p>Capital Expenditures Budget:</p> <ul style="list-style-type: none"> <li>• About \$127,297 was spent during November.                             <ol style="list-style-type: none"> <li>1. \$80,035 was spent for the White Oaks renovations project.</li> <li>2. \$9,275 was spent for flooring and remodeling at Manor House.</li> </ol> </li> </ul>	<p><b>Information</b></p>

**Finance Committee Minutes**

January 27, 2009

Topic/Issue	Minutes	Summary of Action Taken or Pending
<p><b>Review of the November 2008 Unaudited Financial Statements Continued</b></p>	<p>3. \$22,448 was spent for concrete work and two unit heaters at IBS in Blue Springs.</p> <p>4. The rest for smaller items.</p> <p>At the end of November \$853,085 had been spent YTD from the Capital Budget.</p> <p>Income Statement:</p> <ul style="list-style-type: none"> <li>• Total operating revenues were \$178,257 and YTD operating expenses were \$1.6 M less than budget.</li> <li>• The largest expense YTD variances are:               <ol style="list-style-type: none"> <li>1. Residential Expenses are \$340,598 less than budget which is due mainly to special grants the Agencies have not used yet. The ISL budget is also included.</li> <li>2. Vocational expenses are \$454,791 less than budget. Variance due mainly to special grants not used by Agencies and the Garden Center project.</li> <li>3. Intervention expenses are \$307,005 less than budget.</li> <li>4. DOT's YTD expenses are greater than budget by \$408,754. Repair, gas, maintenance, payroll, workers comp, insurance, tires and other various costs are greater than budget.</li> <li>5. Service Coordination expenses are \$201,151 less than budget due mainly to their payroll budget remaining.</li> <li>6. MW Match actual expenses are \$570,889 less than budget.</li> </ol> </li> <li>• Net Income from operations is \$76,549 for November and YTD Net Income from operations is \$111,379.</li> <li>• There is a Net Income of \$9,871 for November and YTD Net Loss of (\$442,663).</li> </ul>	<p><b>Information</b></p>

**Finance Committee Minutes**

January 27, 2009

Topic/Issue	Minutes	Summary of Action Taken or Pending
<p><b>Review of the November 2008 Unaudited Financial Statements Continued</b></p>	<p>Investments:</p> <ul style="list-style-type: none"> <li>Total Investments at the end of November were \$4.9 M.</li> </ul> <p>This concluded Ms. Clayton's financial report for November 2008.</p>	<p><b>Information</b></p>
<p><b>New Business</b></p>	<p>Jake Jacobs, Executive Director brought to the Committee's attention that Nadine Gordon of MCDD had made a request for an additional \$2,000 to be added to the MCDD 2009 Funding Request. Inadvertently some items got left out of their budget. Finance Committee members will make a recommendation to the Board for approval of the increase.</p> <p>Also, UMB contacted EITAS to see if there was any interest in investing in short term CD's with other banks. If the Board is agreeable, it would mean one CD per bank at a limit of \$245,000 so can be covered by the FDIC. The rates would vary from .7-1% for a 3-month term to 1.6-1.8% for a 12-month term.</p> <p>Tom Davis, Board Vice-President made a recommendation to go ahead with the recommended investment.</p>	
<p><b>Old Business</b></p>	<p>None.</p>	
<p><b>Public Comment</b></p>	<p>None.</p>	
<p><b>Adjournment</b></p>	<p>There being no further business the meeting was adjourned at 5:59 PM.</p> <p>Respectfully submitted,</p> <p>Staff</p>	