

FSBA Finance Committee Meeting

8-18-2015

Called to order by Chairman Linda Moultrie (Escambia) at 2:10 p.m.

Present:

Linda Moultrie (Escambia)
Angie Boynton (Marion)
Hunt Berryman (Polk)
Mike Pressley (Glades)
Linda Cuthbert (Volusia)
Cathleen Morgan (Lee)
Dede Schaffner (Seminole)
Tina Calderone (Seminole)
Ida Wright (Volusia) *late

FSBA Comptroller Leslie Dunlap provided an orientation to the budget including a walk-through of the legend, the financial reporting process, and key finance functions.

Hunt Berryman (Polk) requested 4th quarterly report in addition to 1st, 2nd, and 3rd, which are currently provided. The 4th quarter has previously been provided via the audit report. Discussion was heard. To better evaluate the current year's budget and cash flow, the committee members agreed that the 4th quarterly report would be of assistance.

Changes were presented to policy 5115. Discussion ensued and the final recommendations are as follow:

Charge Card Statements

- (1) The FSBA Comptroller and FSBA Executive Director shall review all charge card statements on a monthly basis.**
- (2) Copies of all charge card statements shall be provided to the FSBA Treasurer on a quarterly basis, and upon the request to Finance Committee Members.**

The Motion was made by Tina Calderone (Seminole), seconded by Hunt Berryman (Polk). Passed unanimously. The revised policy will be forwarded to the By-laws committee.

FSBA Executive Director Andrea Messina and Comptroller Leslie Dunlap met with FSBA's banker to discuss fees associated with account analysis and credit card services. SunTrust agreed to eliminate the fees on the Operating Account for the Bank Analysis and reduce the Credit Card Transactional fee by \$350.00 per month.

Old business items will be discussed by Chair Moultrie and Vice Chair Wright at the Sept. Board of Directors Leadership Development Training and Meeting. Together, they will create a plan to bring the issues before the committee.