



ROCKVILLE ECONOMIC DEVELOPMENT, INC.
FINANCE COMMITTEE
MINUTES

September 14, 2021, 5:30 p.m.
VIA Zoom Meeting

Committee Attendees: Susan Prince, Todd Pearson, Bridget Donnell Newton

Not Present: Angela Chaney, Jennifer Hester, Nancy Regelin

Staff: Cindy Rivarde, Rhonda Devan, Walter Mannherz

1. CEO/CFO report

- a. Review of Year End Financials – Ms. Devan presented a power point with the year end highlights. Mr. Pearson, Treasurer, walked through that REDI has a little over 8 months operating funds in cash, which is a strong cash position. Mr. Pearson suggested that at a future time the Committee should look at how to invest cash. Revenue was up this year over last year approximately \$200,000, due to CARES act funding. The Functional allocations were strong showing 85% in programming and 14% in General and Administrative. This meets the IRS suggestions for a non-profit. Grant revenue increased from the prior year, but understandably due to the pandemic, contributions were down. It was noted that tracking the share of operating costs, the MWBC program is covering most of its share. \$31,000 (rent) is still subsidized.
- b. Proposed Budget Modifications for PPP Funds – the Committee discussed the PPP fund will be included in a budget modification that will be presented to the Committee at the October meeting.
- c. Treasurer Position – Mr. Pearson will serve as Treasurer.
- d. Discussion of Banking – There was not a quorum for the Committee to make a decision regarding banking. Vault recommends moving the MWBC operating funds also to Capital Bank for administrative ease. It was noted that there is insurance to address concerns regarding FDIC limits. Ms. Prince noted a concern with having all funds in one bank, but would be interested in discussion at the next meeting about whether operating funds could all be at Capital Bank with investment or reserve funds at another bank.
- e. Status of Snyder Cohn FY 2021 Audit - Mr. Mannherz has been providing documentation requested by the auditors. Fraud Questionnaires went out to appropriate staff/board and need to be returned by the end of the week. Vault had to do a lot of work to get the end of year reports in shape, as SHS was not doing them prior. It was noted that the Snyder Cohen fee was reduced now that the accounting firm will be providing end of year reports. Vault has made sure that the reconciliations and quickbook entries conform to the prior annual audits.

- f. Status of the SBA FY2019 Audit – Ms. Devan has structured the quickbook information so that it will generate information in the format desired by the SBA. This should resolve most of the concerns. The largest item of concern was whether REDI met the match, and now the reports show clearly it did. Ms. Devan is working with Mr. Brockington to put materials in presentation form for the SBA, and will submit by the end of the week. It was also noted that results of the Inspector General audit were issued. While the MWBC program was included, results are not correlated to particular WBC's. SBA staff noted that they would also like to address findings for the WBC's involved in that audit, and they have requested details from the Inspector General. It is not clear from the report what if any findings will pertain to the MWBC. The Inspector General audit covered FY2018, and Ms. Devan has also reconfigured the Quickbook information so that it can generate reports in the format desired by SBA.

2. Other Business

None.

Next Meeting: October 12, 2021, 5:30 p.m. via Zoom.