



**ROCKVILLE ECONOMIC DEVELOPMENT, INC.  
FINANCE COMMITTEE  
MINUTES**

October 8, 2024, 5:30 p.m.  
Hybrid Meeting – REDI office/Zoom

**Committee Attendees:** Todd Pearson, Angela Chaney, Susan Prince, Nancy Regelin, Monique Ashton, Bei Ma

**Staff:** Cindy Rivarde, Amanda Bosland, Richelle Wilson, Danette Nguyen, Rhonda Devan

**Other:** Keith Jennings and Janelle Langan from SnyderCohn

1. CEO/CFO/Treasurer report

- a. **FY 24 Annual Audit (SnyderCohn).** Mr. Jennings reviewed the draft annual audit with the Committee and acknowledged the work that Ms. Langan did in putting it together. They will issue an unmodified opinion. The variance in the state of financial position from FY23 to FY 24 are largely due to timing of receipt of revenue and expenses. Increase in expenses is largely personnel costs. Mr. Jennings noted that there were no in-kind board member contributions this year. Ms. Prince noted a typographical error that SnyderCohn will address prior to presentation to the Board later this month. The Committee thanked SnyderCohn for their work, and acknowledged the work done by Devan Consulting and REDI staff in making this a smooth audit process.
- b. **Financials (Q1).** Ms. Devan walked through the Q1 financials. Total cash funds of \$1,778,658 are largely because of grant awards and the payment from the City at the beginning of the year. Seventy-six percent of expected revenue has been received or awarded. As expenses are incurred, this will decrease. Average monthly expenses for Q1 are \$151,025. Ms. Devan was requested to add the net asset carryover to the Statement of Financial Activity to track timing of MWBC cashflow. She presented a new format showing the expenses for economic development by class, to allow for more transparency regarding expenditures of funds from the City of Rockville in alignment with the new agreement. It was noted that REDI staff are getting trained on reports for the program areas they oversee to allow for better tracking and decision-making during the year.
- c. **Write Off Policy.** It was noted that the A/R written off were nonstandard amounts. Most amounts were one or two hundred dollars owed by shop local participants who may have dropped out of the program. Also, we are waiting for some SBA payments, but have back-up showing those amounts are awarded, and will eventually be paid when SBA staff have capacity to process them. Ms. Devan proposed writing up a policy that would provide a look through accounts receivable each month to determine collectability and document the decision as to whether to write off an item or not. If an item is not written off, there may be a calculation of an allowance. The Committee

agreed with this, and said it was reasonable, especially since the unpaid amounts are nonstandard.

- d. Reserve Account. Ms. Rivarde reported that the reserve account at WesBanco has been converted to a sweep account to ensure FDIC coverage. The Committee agreed to recommend to the Board that \$25,000 be transferred from cash to the reserve account.
  - e. FY 26 Budget Request. Ms. Rivarde noted that she had transmitted the FY26 budget request to the City Manager on October 8<sup>th</sup>, and would circulate the request to Mayor and Council as required in the contract. The overall enhancements request are \$203,918. One hundred thousand dollars is a request for a full-time employee to be an Associate Business Development position. Fifty Thousand is requested to be ongoing towards marketing life science using the brand developed by Medium Giant, and \$5,000 is requested for MWBC shop local maintenance and equipment. The remainder are annual operating increases.
  - f. Grants and Funding.
    - 1. REDI received a placemaking grant for a second year from the County to continue to support small scale manufacturing in the amount of \$75,000.
  - g. SBA FY 2019 and FY2022 audit – Continue to be pending.
2. Other Business  
None