

PATHWAY FAMILY SERVICES

MINUTES FOR THE FINANCE SUB-COMITTEE MEETING

9.21.2018

The meeting was called to order by Rick Smith, Pathway CEO/President

The following committee members were present for the meeting: Brian Conner, Fred Plane, Nathan Smith, and Rick Smith.

Finance Manager, Ashley Thompson was present to participate in discussion.

Meeting was held at Pathway Family Services at 11:30am

1. A copy of Profit & Loss for July through August 2018 and Balance Sheet for August 31, 2018 were provided to each member for review and discussion. After discussion, Fred Plane motioned to approve the financial reports for July through August 31, 2018 and recommend the financials to the full board for approval. Seconded by Brian Conner.
2. Review of the Proposed Financial Budget for 2019. Each committee member received a copy of the Proposed 2019 Financial Budget prior to todays meeting for review. After discussion, we noticed the depreciation expense line item was missing. Fred made a motion to approve the proposed 2019 financial budget with the addition of the depreciation line item. The budget will be presented to the full board for final approval. Brian Conner seconded the motion.
3. Proposed 2018 Employee Christmas Bonuses. The proposed employee Christmas bonus was review and approved. The full board will make the final approval.
4. Increasing Credit Card Limits for Supervisors. Rick requested, to adjust supervisors credit cards from \$500 to \$1000. Doing so will allow a more stream line payment process. We are currently having issues with credit card limits. Supervisor currently have a Mastercard with Valley Republic Bank. Rick requested that we switch all credit over to Costco's Citi Bank Visa to allow for a better return on our purchases. The committee agreed with the recommendations.
5. After much research and discussion, the finance committee decided we should purchase asset tags and make an excel inventory worksheet to track Pathway's assets.

The meeting Adjourned at 1:15 pm

Respectfully Submitted

Nathan Smith, Secretary

