

Tidewater EMS Council, Inc.
Audit and Finance Committee
Minutes – July 31, 2018

Members Present:

Wayne Shank, Chair
Darren Padilla
David Long

Members Absent:

Russell Blow
Marie Markham

1. The chair called the meeting to order at 9 am.
2. The minutes of the May 29, 2018 meeting were approved.
3. The Audit and Finance Committee Job Description was reviewed. There were two recommendations for changes: one, to increase the size of the Committee to a minimum of five and to include a vice-chair with three members being from the Board of Directors and two members from the Audit and Finance community; the second, was for the committee to have a role in preparing the annual budget. The discussion led to recommending that the Audit and Finance Committee should work with the executive director to **prepare** the proposed budget, the Executive Committee should **review and recommend**, and the Board of Directors should **approve** the budget.
4. Treasurer's report format – a continuation from the last meeting regarding the content of the Treasurer's report delivered during Board meetings. It was the consensus of the committee that the report should briefly include significant changes in the financial statements since the prior board meeting, a quick report on the value and changes in investments, and any other business or recommendations developed by the committee.
5. Meeting dates – the committee discussed establishing regular meeting dates. It was recommended to meet in February, May, August, and November. This is a month prior to Board meetings.
6. Auditing – the committee reviewed TEMS and WVEMS Fiscal Management policies and identified a few areas for improvement, such as requirements for receipts for purchases less than \$25.00. Committee members discussed bookkeeping code recommendations; specifically for the EVHC program. Recommend creating 6420-03 code to track expenses related to the EVHC program. This is consistent with coding for the MMRS program (6410-08). This will likely require a budget amendment
7. Darren Padilla had approached Glenn Wilson about serving on this committee and he expressed his willingness to do so. The Executive Committee is currently conducting an e-mail voting to accept Glenn as a member of the Executive Committee. Marie Markham informed the committee of her intention to resign; effective immediately.
8. With no additional business, the chair adjourned the meeting at 11:00 am.

Minutes prepared by David Long