

**Finance Committee
Meeting Highlights
October 11, 2016**

JULY 2016 FINANCIAL REPORT

Nancy Cronin, *Financial Analyst*, presented to the Committee the July 2016 Financial Report. As of July 31, 2016, revenues of \$5,063,437 are \$2,021,097 or 66.43% more than the same time period in the prior year. Expenses of \$2,671,489 are \$342,995 or 14.72% more than the same time period in FY 2015. The net revenue of \$2,391,949 is \$1,498,816 or 142.4% more than FY 2016.

The Committee unanimously approved a motion recommending the Board approve the July 2016 Financial Report as presented by staff.

JULY 2016 FINANCIAL TREND REPORT

Nancy Cronin, *Financial Analyst*, presented to the Committee year-to-date revenue and expense trends in each of the major program areas for Fiscal Years 2015 to 2016. She indicated inter-department transfers and capital projects are not included in the report. The report provided graphs for the individuals served, revenue, expenses, and net revenue. A motion by the Committee recommending the Board approve the July 2016 Financial Trend Report as presented by staff was unanimously approved.

JUNE 2016 INVESTMENT REPORT

Rhonda Pellicano, *Finance and Administration Director*, presented to the Committee a Summary of Cash and Investments by Depository for the months of July and August 2016. Total investments through July 31, 2016 were \$20,918,234.36. This amount is 2.44% more than the previous month and 48.11% higher than July 31, 2015. A total of \$20,918,234.36 is deposited at Union Bank & Trust and \$29,873.85 in the Local Government Investment Pool (LGIP).

Total investments through August 31, 2016 were \$20,045,589.89. This amount is 4.31% lower than the previous month and 38.17% higher than August 31, 2015. A total of \$20,015,702.27 deposited at Union Bank & Trust and \$29,887.62 in the Local Government Investment Pool (LGIP).

The Committee unanimously approved a motion recommending the Board approve the July and August 2016 Investment Reports as presented by staff.

JULY/AUGUST 2016 REIMBURSEMENT REPORT

Rhonda Pellicano, *Finance and Administration Director*, presented to the Committee a report of fee collections for July and August 2016.

Total reimbursements through July 31, 2016 were \$2,140,697. This amount is \$289,196 or 15.6% more than July 31, 2015. Through July 2016, fee collections were at 106% of budget. Outstanding claims totaled \$3,281,598 as of July 31, 2016.

Total reimbursements through August 31, 2016 were \$4,288,289. This amount is \$575,330 or 15.5% more than August 31, 2015. Through August 2016, fee collections were at 107% of budget. Outstanding claims totaled \$2,990,716 as of August 31, 2016.

A motion by the Committee recommending the Board approve the July and August Investment Reports as presented by staff was unanimously approved.

JULY/AUGUST 2016 OPEB TRUST FUND REPORT

Rhonda Pellicano, *Finance and Administration Director*, presented to the Committee the Other Post-Employment Benefits (OPEB) Report for July 2016 and August 2016.

The July OPEB cost value is \$1,032,670.39 which is \$78,050.39 or 8.18% more than the total investments of \$954,620. As of July 31, 2016, the market value is \$1,518,635.99 or \$564,015.99 (59%) more than total investments. The market value variance increased by 3.05% during July 2016.

The August OPEB cost value is \$1,032,670.39 which is \$78,050.39 or 8.18% more than the total investments of \$954,620. The market value is \$1,525,924.94 or \$571,304.94 (59.85%) more than total investments. The market value variance increased by .48% during August 2016. The Committee unanimously approved a motion recommending the Board approve the June 2016 OPEB Trust Fund Report as presented by staff.

JULY/AUGUST 2016 HEALTH INSURANCE ACCOUNT REPORT

Rhonda Pellicano, *Finance and Administration Director*, presented to the Committee the Health Insurance Account Reports for July and August 2016. As of July 31, 2016, the account balance totaled \$1,506,109.80. The year-to-date premiums deposited into the account totaled \$280,151.32.

As of August 31, 2016, the account balance totaled \$1,566,363.99. The year-to-date premiums deposited into the account totaled \$565,104.22.

Mrs. Pellicano told the Committee that deposited premiums will be reduced by \$50,000 each month starting in October.

The Committee unanimously approved a motion recommending the Board approve the June 2016 Health Insurance Account Report as presented by staff.

SEPTEMBER 2016 CERTIFIED COMMUNITY BEHAVIORAL HEALTH CENTER MONTHLY REPORT

Rhonda Pellicano, *Finance and Administration Director*, presented to the Committee the Certified Community Behavioral Health Center (CCBHC) Report for September 2016. She reminded the Committee that the Department of Behavioral Health and Developmental Services requires Community Services Boards participating in the CCBHC planning grant submit a monthly report of revenues and expenses.

As of September 2016, RACSB reported state and federal fund revenues of \$131,011 and expenses of \$87,202 related to the CCBHC planning grant. The expenses incurred are for consulting and data analysis, staff time, travel to the planning meetings and staff training.

A motion by the Committee recommending the Board approve the June 2016 Certified Community Behavioral Health Center Report as presented by staff was unanimously approved.

SEPTEMBER 2016 CAPITAL PROJECT REPORT

Rhonda Pellicano, *Finance and Administration Director*, presented to the Committee the September 2016 Capital Project Report. Capital Projects totaling \$3,065,000 are underway or planned for FY 2017. As of September 30, 2016, \$127,973 has been expended on the projects.

FINANCIAL POLICIES AND PROCEDURES REVISIONS

Stephanie Young, *Internal Auditor*, presented to the Committee an outline of changes and updates to the RACSB Financial Policies and Procedures Manual. Staff recommends increasing the threshold for capitalization from \$1,000 to \$5,000. Ms. Young noted that most of the other updates were changes in wording.

The Committee unanimously approved a motion recommending the Board approve the updated Financial Policies and Procedures as presented by staff.

CONSTRUCTION PROJECT UPDATES

Executive Director Ron Branscome provided the following construction project updates:

- **Rappahannock Adult Activities - 750 Kings Highway:** Work has started on Phase Three of the renovations.
- **401 Bridgewater Street Renovation/Addition:** Trinity Construction has begun renovation work on the property.
- **River Club Property Purchase:** The easements have been finalized. Following church and county approvals, the purchase will be finalized.