

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN  
ADRC-CW

Finance Committee Minutes  
Location: 2600 Stewart Avenue; Wausau, WI  
January 11, 2018

**Finance Committee Members Present:** Larry Lebal, Jim Hampton, Will Hascall

**Excused:** Tim Buttke

**Others Present:** Steve Prell

**1. Call to Order:**

Meeting was called to order at 8:53 AM by Larry Lebal

**2. Public Comments:**

None

**3. Approval of Minutes:**

Motion to approve by Jim Hampton. Second by Will Hascall. Motion Carried.

**4. Financial Report:**

The committee had a discussion about office space costs – rent and utilities. Steve explained that some of our office leases include utilities and some do not. Committee discussed the Wausau office space, Steve informed the committee that the utility cost for the first year in the Wausau office was higher than what was in the budget and that this was taken into consideration when building the 2018 budget. Committee also asked how the tax levy from the member counties is used. Steve explained he didn't have a breakdown with him at the time but that this information is provided each year when the budget is presented to the board. The committee also asked about match requirements for our grants. Steve said that the match requirements are generally met with the tax levy from the four member counties. Some grants do allow "in-kind" match to meet this requirement, however cash match is preferred by the grantors.

**5. Review monthly disbursements:**

The committee reviewed the reports. The committee asked about check 705512 SWITS LTD. Steve explained this is for interpreting services that we are required to provide and that this is through a contract that Marathon County has with SWITS LTD. Committee asked about check 705076 Inner Piece LLC. Steve explained that this was for project management, renovation, artwork, furnishings and signs in some of our offices.

**6. 2017 Year End:**

Steve informed the committee of the progress made. All vendor invoices from 2017 must be paid by the end of January. Final grant reports will be sent in February after these invoices are processed. Overall we should be within our budgeted expenses, however there will be some budget adjustments requested at the February meeting. Steve also reminded the committee that a December report would not be included in the February packet since the books won't be closed by that time. Steve anticipates having everything completed by the March board meeting.

**7. Future Agenda Items:**

Board Policies – up to date

**8. Adjournment:**

Motion to adjourn made by Jim Hampton; seconded by Will Hascall. Motion carried, meeting adjourned at 9:22