

Riley-Purgatory-Bluff Creek Watershed District
Audit and Finance Committee Regular Meeting

October 31, 2023, 2:00 PM

RPBCWD Board Room

Present:

Managers: Jill Crafton

Tom Duevel

Staff: Terry Jeffery, District Administrator

Minutes:

The meeting was called to order at 2:09 PM.

Managers Crafton and Duevel accepted the meeting agenda, with no objections.

New Business:

Review of monthly reporting:

Administrator Jeffery began by asking Manager Crafton to walk the committee through the steps of how she processes the monthly Treasurer's report.

Manager Crafton stated that she gets multiple documents from Staff Bakkum every month. These include a budgeting spreadsheet, all of the monthly invoices, as well as the credit card receipts. Staff Bakkum and Manager Crafton check over the invoices for any irregularities within them and the codes that were used.

Accountant Burns looks over the invoices from Staff Bakkum and drafts the Treasurer's Report document. This is sent to Manager Crafton, along with all of the checks to be sent to vendors.

Financial reporting timeline and recommended changes:

Administrator Jeffery and Manager Crafton express approval for the District's vendors and their contributions to the monthly reporting timeline. The monthly invoices from RMB can be confusing, but they are checked over by Staff Maxwell.

Staff Bakkum prepared a chart explaining the timeline of the monthly treasurer's report timeline. She will attend a later committee meeting to walk members through the timeline and answer any questions. Administrator Jeffery stated that based on the

timeline, it may make sense to move the business meeting to the end of each month- if the managers approve.

Manager Duevel mentioned that the District's accounting procedures should reflect the unique way that the business is ran. He said that the changes in the Treasurer's report have gotten the District closer to this.

Manager Crafton restated that the Audit and Finance Committee is recommending that the monthly regular Board meeting is moved to line up with the Treasurer's report and financial policies.

Begin review of financial policies section of Governance Manual:

Administrator Jeffery stated that there are some edits to be made to the financial section. He plans on checking out the Minnesota Watersheds manual to utilize some of the language.

Managers Crafton and Duevel mentioned that they don't think the manual reflects the District's current Treasurer's Report timeline and procedures. This includes 6.2 and 6.3, which the Managers recommend should be updated.

Administrator Jeffery recommended that the committee draft a resolution outlining Governance manual edits to be brought to the Board of Managers.

The meeting was adjourned at 3:31 PM.