

**WORKFORCE INVESTMENT BOARD  
September 8, 2010  
Audit & Finance Committee  
CONMED  
8:30 AM**

**Committee Members Present:**

Gary Scalzo, Phil Williams, Beth Bowers, Robin O'Brien, John Tracy, Barb Schram, Delores Caruso, Burt Danovitz

**Staff:**

Alice Savino, Tanya Davis

**Call to Order:**

Gary Scalzo, Chair at 8:40 a.m., called the meeting to order.

**Consent Agenda:**

1. Audit & Finance Committee Meeting Minutes for April 7, 2010  
M/S Phil/Beth .....Approved

**Update on the Fiscal Software –M/S Phil/Gary.....Approved**

The software design meeting will be held on September 30, 2010 with the anticipation that it will be installed and concurrent with the previous software by the end of this year. There isn't a specific grant that will pay for fiscal software, it could be paid for with cash on hand but that would limit the ability of cash flow needed. The software & services from Brisbane will be about \$58,000. The software can be financed at \$25,194.00 without any interest and no penalties. Key Bank has an arrangement with Sage, the payments will go over a 3 years with no interest. The first payment \$1,524.00 initial down payment with one payment of \$1,399.00 and 34 payments of \$699.83,

## 2010-2011 Budget Recommendations Summary M/S Gary/Delores

The difference between 2009 and 2010 budget is \$107,000.00 this is due to the stimulus monies not received this year. There is \$10,000 going in from another grant that is being carried forward, the loss of \$140,000.

Admin reimbursement- comes from the indirect cost rates of various grants used to offset the admin costs.

The auto lease is done.

The rent is up because of the grant staff at 209 Elizabeth office, their rent is paid partially by the admin reimbursement. There is 16 grant staff now compared to 4.

There were no salaries increases this year.

The fringe went up because of the cost increase.

Travel was based on what was actually spent, 14.5 was budgeted last year, this year 7.5 was spent

Telephone and postage up a little more this year

Supplies are the same as last year

### **What was actually spent last year**

*Miscellaneous/Dues*

*Meeting costs*

*Legal/Audit*

*Marketing/Program Outreach*

**Fringe Benefits-** There needs to be an amendment to the budget to reflect the 15% increase on fringe benefits, due to healthcare reform. In the current budget they were increased 10% for 6 months. An additional 5% increase is required.

### Update on Audit Status

Last week the auditors were doing the compliance audit and will be back in October for 3 days to do the full audit. John Seoul from the State is here this week auditing. There will be an Audit by the first of the year.

*There being no further business, the meeting was adjourned at 8:51 A.M.  
M/S Phil Williams/Beth Bowers*