

AMADOR TUOLUMNE COMMUNITY ACTION AGENCY

Amador Tuolumne Community Action Agency FINANCE COMMITTEE MEETING

Friday, August 09, 2024 | 9:00 A.M.

LOCATIONS

Host, Cheryl Clark: **ATCAA Sonora Service Center**, 427 N. Hwy 49, Ste. 305, Sonora, CA 95370 (209) 533-1397
 Host, Joseph Bors, Janessa Stone: **ATCAA Jackson Service Center**, 10590 Hwy 88, Jackson, CA 95642 (209) 223-1485

AGENDA

1. CALL TO ORDER:

2. ROLL CALL:

ATCAA Board of Directors		
	<i>Claire Gunselman, Board Treasurer</i>	A-PUB
	Lynn Morgan	A-PRI
	Ryan Campbell	T-PUB
	Jennifer Grenland	T/T-LI
	Pastor Mark Smith	A-PRI

ATCAA Staff	
	Joseph Bors, Executive Director
	Talibah Al-Rafiq, Fiscal Officer
	Bruce Giudici, Outgoing Fiscal Officer
	Janessa Stone, Board Secretary
	Cheryl Clark, Sonora Front Desk Secretary
	Sophia Kaufman, Communications Coordinator

Others Present:

3. PUBLIC MATTERS NOT ON THE AGENDA: Discussion items only, no action to be taken. Any person may address the Board at this time upon any subject; however, any matter that requires action may be referred to Staff and/or Committee for a report and recommendation for possible action at a subsequent Board meeting. Please note there is a five (5) minute limit per topic.

4. CONSENT CALENDAR:

4.1. Approval of minutes from Friday, June 06, 2024 meeting Pg. 3 (*Org Std. 2.3*) (**ACTION ITEM**)

5. NEW BUSINESS:

- 5.1. Update transition to PNC Bank (*Verbal*)
- 5.2. Admin Budget 2024-2025 Approval Pg. 6 (**ACTION ITEM**)

6. OLD BUSINESS:

6.1. Introduce new Fiscal Officer (*Verbal*)

7. REPORTS:

7.1. Administrative Reports

- 7.1.1. Line of Credit (LOC) Internal Report Pg. 8
- 7.1.2. Local Agency Investment Fund (LAIF) Activity Report Pg. 9
- 7.1.3. Administrative Budget to Actual Pg. 10
- 7.1.4. CSBG Budget to Actual Pg. 14

7.2. Early Head Start Reports

- 7.2.1. Head Start Budget and Expenditure Reports Pg. 15
- 7.2.2. In Kind (Match) Reports Pg. 15
- 7.2.3. Credit Card Expenditure Reports Pg. 17
- 7.2.4. Early Childhood Service Report Submittal Matrix Pg. 19

7.3. Program Fiscal Report

- 7.3.1. Contract Status Summary by Program Report Pg. 20

7.4. Agency Fiscal Statements

- 7.4.1. ATCAA Balance Sheet Pg. 21
- 7.4.2. ATCAA Revenue/Expenditure Report Pg. 22
- 7.4.3. Housing Support Account – Tuolumne Properties and Varley Place Pg. 25
- 7.4.4. Fiscal Officer Narrative Pg. 26

8. FUTURE BOARD MEETING: *Friday, October 11, 2024*

9. ADJOURNMENT:

LATE AGENDA MATERIAL: Late agenda material can be inspected at the ATCAA Jackson Service Center 10590. State Hwy. 88 Jackson, CA and the ATCAA Sonora Service Center 427 N. State Hwy. 49 Sonora, CA.

SPECIAL NEEDS: Persons who need auxiliary aids or services are requested to call our Sonora Service Center at 209-533-1397 or our Jackson Service Center at 209-223-1485 during business hours at least 48 hours before the meeting so appropriate arrangements may be made.