

AMADOR TUOLUMNE COMMUNITY ACTION AGENCY**Amador Tuolumne Community Action Agency
FINANCE COMMITTEE MEETING**

Friday, December 8, 2023 | 9 am

LOCATIONSHost, Kristy Moore: **ATCAA Sonora Service Center**, 427 N. Hwy 49, Sonora CA 95370 (209) 533-1397Host, Joseph Bors: **ATCAA Jackson Service Center**, 10590 Hwy 88, Jackson, CA 95642 (209) 223-1485**AGENDA****1. CALL TO ORDER:****2. ROLL CALL:**

| ATCAA Finance Committee Members | | |
|--|--|--------|
| | <i>Claire Gunselman, Treasurer-Committee Chair</i> | A-PUB |
| | Lynn Morgan | A-PRI |
| | David Goldemberg | T-PUB |
| | Helena Rice-Padilla | A/T-LI |
| | Pastor Mark Smith | A-PRI |

| ATCAA Staff | |
|--------------------|---|
| | Joseph Bors, Executive Director |
| | Bruce Giudici, Fiscal Officer |
| | Patricia Angeja, Fiscal Officer in Training |
| | Kristy Moore, filling in as Board Secretary |

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 October 13, 2023 meeting Pg. 3

5. NEW BUSINESS:

5.1. Changes in ATCAA Group Healthcare for 2024 Pg. 6

5.2. Proposed change in banking relationship Pg. 11

6. REPORTS:

6.1. Administrative Reports

6.1.1. Line of Credit (LOC) Internal Report Pg. 13

6.1.2. Local Agency Investment Fund (LAIF) Activity Report Pg. 14

6.1.3. Administrative Budget to Actual Pg. 15

6.1.4. CSBG Budget to Actual as of December 2023 Pg. 18

6.2. Early Head Start Reports

6.2.1. Head Start Budget and Expenditure Reports Pg. 19

6.2.2. In-Kind (Match) Reports Pg. 19

6.2.3. Credit Card Expenditure Reports Pg. 21

6.2.4. ESH/HS Monthly Statistical Report Pg. 23

6.2.5. Early Childhood Services Report Submittal Matrix Pg. 24

6.3. Program Fiscal Report

6.3.1. Contract Status Summary by Program Report as of December 2023 Pg. 25

6.4. Agency Finance Statements through December 2023

6.4.1. ATCAA Balance Sheet Pg. 26

6.4.2. ATCAA Revenue/Expenditure Report Pg. 27

6.4.3. Housing Support Account – Tuolumne Properties and Varley Place Pg. 30

6.4.4. Fiscal Officer's Narrative Pg. 31

7. OLD BUSINESS: Update to Accounting Standards and policies Pg. 34

8. FUTURE COMMITTEE MEETING: *Friday, February 9, 2024*

9. ADJOURNMENT:

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

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