



Upper Valley Lake Sunapee
Regional Planning Commission

UVLSRPC Finance Committee Meeting
Wednesday, December 4, 2013
UVLSRPC Offices, Lebanon, NH

Committee Present:

Thain Allan, Grantham
Katherine Connolly, Hanover
Peter Guillette, Claremont
Jeff Kessler, Newport
Larry LeClair, Lebanon
Harry Pease, Orford

Others:

Christine Frost, staff
Chris Courtemanche, staff
Yutian Zhang, staff

- Chair Thain called meeting to order at 4:00 p.m.
- Minutes from October 9, 2013 were approved. **Motion was made by Peter and seconded by Larry to approve the minutes. Motion carried with Jeff abstaining since he did not attend the meeting.**
- September 2013 income statement: Yutian reported on the September finance statement
- October 2013 income statement: Yutian will update the October and November income statement and present it to the commission.
- Cash flow projection for FY14: Thain noted the importance of the cash flow projection to assess the organization and ensure that the Commission is on the right track. Yutian reviewed the graphs for the cash flow and indirect rate with the committee. Christine noted that we will have more contracts to report out on at the February meeting but are currently working on the following contracts:
 - ✓ Mike McCrory will continue working with Claremont on their CPG
 - ✓ Springfield and Claremont supplemental
 - ✓ Eastman Trail
 - ✓ Mascoma River Local Advisory Committee
 - ✓ Possibly an additional contract with NHDOT next fiscal year for transit providers
- Pro forma October 2013: Yutian reported that the figures are estimates and that all projects have not been billed.

- Accounts Receivable overview: Yutian reviewed the aged receivables with the committee and it was agreed that we will write-off Town of Canaan, Town of Grafton, Merrimack County, and Sullivan County. Harry asked if the committee has a policy for uncollected debt. Christine noted that the RPC is not an entity and we exist because of dues from municipalities. Christine stated that we make a presumption in the budget for dues. After much discussion, **Larry made a motion which was seconded by Jeff to remove aged receivables for the Town of Canaan, Town of Grafton, Merrimack County, and Sullivan County. Motion carried**
- Internal control procedures and education: The committee was given the UVLSRPC internal control procedures for payroll and expenses to review. Thain noted that the section that states checks are delivered to Treasurer for signature should include or next signatory. The committee would like to keep the review of the internal controls on the agenda twice a year.

Other business: Thain noted that he would like to review the debit card expense policy in the near future.

A motion was made by Peter to adjourn the meeting and seconded by Larry. Meeting adjourned at 4:59pm.

Minutes prepared by Chris Courtemanche