



77 Main Street North, Suite 205  
Southbury, CT 06488  
BOARD OF DIRECTORS MEETING  
Finance Sub-Committee  
Thursday 9/21/2023, 2:00 PM

**Voting Members in Attendance**

John Michaels (Southbury)(Finance Sub-Committee Chair)  
Deb Fuller (Woodbury)  
Michael Crespan (New Milford)

**Non Voting Members in Attendance**

Amy Bethge, MPH (Director of Health)

**Guests**

George Sinnamon - CPA(via google meet)  
Linda Altieri - Premier Bookkeeping(via google meet)

**MEETING MINUTES**

**Discussion:**

- George Sinnamon stated that the audit is on track for timely delivery. Still outstanding are a couple of items that need to be adjusted, including grant accruals.
- Linda Altieri recommended that each grant be set up to be their own separate class with their own separate general ledger
  - Grants will be documented under other income and other expenses in financial statements
  - Monthly income and expenditures will be available on a monthly basis for each of these grants
  - By having the income and expense lines in addition to classes, the District is reducing the chance of charging grant expenses to core operations
    - The biggest barrier with this type of documentation is ensuring that the correct payroll allocation are hitting the correct account
    - As of July 1, all payroll allocations are hitting the correct account, however journal entries will be needed to ensure that payroll allocations are correct for staff whose salary is charged to multiple grants
- The set up for payroll should be completed by October 31st, to include the 2022/2023 fiscal year report.
- Audit submission date is December 31st.
- Discussion of budget practices
- Discussion on District reserves

**Action Taken:**

- Set up a contract with Premier bookkeeping with deadlines
- Research auditors for next fiscal year and fees

**Meeting Adjournment - 3:18pm**

*Motion to adjourn: John Michaels*

*Second: Deb Fuller*

*All in Favor*

*Motion Carries*

Minutes recorded by:

*Jennifer Luis*

Jennifer Luis