

CVSWMD Financial Oversight Committee

137 Barre Street, Montpelier VT

Monday, 26-March-2018

5:30-7:00 PM

Meeting Agenda

- 1) Convene meeting
- 2) Agenda Revisions
- 3) Approval of the minutes of **26-February-2017** -- ACTION ITEM
- 4) Review/Adopt January 31 Financial Statements – ACTION ITEM
- 5) Re-Branding the Box Truck Art Work – ACTION ITEM
- 6) Change in Accounting/Payroll Software Costs – DISCUSSION
- 7) Fund Balance Accounting/Reporting -- DISCUSSION
- 8) Pickup Truck Status & Future -- DISCUSSION
- 9) Financial Plan (Process and Product) – DISCUSSION
- 10) Adjourn

Notes on Agenda Items

Re-Branding the Box Truck Art Work

The District box truck has some lovely artwork on its sides and tail, but the art all relates to hauling compost. We have solicited proposals and ascertained potential costs of new artwork (see attached). We are also applying for a new grant which may reduce costs to a 10% match. I would like to ask a Capital Budget adjustment to appropriate funds for this, as the expense is an improvement to a capital asset.

Change in Accounting/Payroll Software Costs

The District has utilized a version of “Desktop QuickBooks” since 2010 or earlier. We have used the “2015” release and were recently informed that our payroll processing functions would cease in May unless we upgraded to the “2018” version. We just paid an (un-budgeted) once-every-three-years fee of \$879. I had evaluated the options of moving to QuickBooks Online or a completely different accounting application and rejected them; I would be happy to discuss the reasons for that choice.

We had been paying an annual fee of roughly \$600 for the Payroll Processing performed by QuickBooks, last paid in July. With the software upgrade, I elected a new fee schedule that has reduced this cost to \$312 and have paid this. We utilize the QB “Enhanced” Payroll service: they perform lots of routine tasks, but we still have to make quarterly files, generate annual W-2 and 1099 forms, and do all state filings. So, I am considering upgrading to the “Total” Payroll service, which would perform all these tasks for us (except pushing out a half-dozen or so 1099 forms), at a cost of about \$30 per month.

Further, I have long been concerned about the inefficiencies and error-potential in our current paper-based system of Excel timesheets. I have identified three “cloud-based” digital timesheet entry applications that support “import” of digital timesheets into QuickBooks, and all the subsequent QB payroll processing. The candidates offer annual costs of between \$450 and \$800, and I’ll look more closely at features and ease-of-use with staff. I believe I can justify this additional expense EASILY in terms of the savings of staff time in generating, reviewing, approving, and data-entering the manual timesheets, PLUS reduce errors that regularly occur.

Fund Balance Accounting/Reporting

With the change to Peoples Bank, we have changed the way we account for fund balances. That is, our old bank maintained separate accounts, which we used to track balances in each of our funds. Peoples maintains all our cash in a “sweep” account. Several months ago, the Board adopted fund balances going forward, and I maintain them in a spreadsheet (see attachment.) Within the Grant Fund, we have separate ledger accounts for different types of grants (Greenup Day, School Zero Waste, etc., so it is easy for our software to report on grant expenditures. But the availability of the Grant Fund balance at any point in time is not explicitly allocated out to the different grant programs. Matt Levin, Grants Committee chair, has inquired about this.

Pickup Truck Status & Future

We have put more and more money into repairs for our 2008 GMC Pickup over the past year or two and are seeing significant rust. Most important, we are getting a dashboard engine light; investigation of the error codes indicate a likely leak in the “Evaporative Emission System.” There can be a small leak at any of the system components or hose connections, and it can be costly to track down and fix.

For last year’s inspection we got a “conditional pass” on this condition, and it is unclear whether or not the relatively new State of Vermont inspection regimen will pass the vehicle for a second year in a row. We are juggling three related questions:

1. Should we have it inspected sooner rather than later, to see if the State regimen gives us a second conditional pass? The worst case would be that we cannot pass another inspection without investing in a fix for this problem, and the cost of identifying and addressing the problem is high.
2. Regardless of inspection question, should we look to sell the vehicle to avoid further service costs, and move on to another?
3. If we move on, should we lease or buy, and do we want another vehicle with the same characteristics? The staff analysis of our needs was done within the last year. If I were to review it with them, I suspect that there would be little disagreement that we need a truck that can carry big/heavy loads and retain separation between passengers and “nasty” loads. Staff might question whether we could identify a candidate truck with room for more than 2 passengers.