

2019-2020 - SBFID BUDGET COMMITTEE MEETING Minutes

May 14, 2019 6PM-8PM 16040 N. 43rd Ave. Glendale, AZ 85306

Members in attendance: Peggy Schwend, Bob Bustoz, Victor Armendariz, Kay Lorenzen.

Guests: Richard Mitten, Cathy Hacker

Absent: Jeremy Mitchell, Kerrie Kauzlarich

1. Call to Order : Meeting called to order at: 6:07 PM
2. Old Business

The members met and discussed items relevant to the 2019-2020 budget. The new budget line items were established with the provision that a final meeting will be held on June 18, 2019 to finalize the proposed budget. Cathy Hacker and Kerrie Kauzlarich will provide the current SBFID line item account values through June 14th (as possible). Peggy Schwend will revise the projected 2018-2019 to reflect the actuals through June 14th. The committee plans to meet and review those values for 2018-2019 and determine if the carryover values have changed. Also determine if any of the proposed line item values need to be revised or changed. That meeting will be held at the SBFID District office at 6 PM to 8 PM.

Richard Mitten will provide a priority list of Capital projects that need to be considered for next year.

Significant points:

1. Committee agreed to revise the process of budgeting to include carryover (from prior to current year) any significant loss or gain. That means that any significant loss or gain on water from the prior year will be used to adjust the cost of water delivery. In the next year budget. Also any significant gain or loss on Membership from the prior year, will be used to adjust the cost of the Membership fee in the next year budget.
2. Committee recommends that Budget Committee become a standing committee that has the responsibility to meet quarterly to review budget versus actual and provide a report to the board with significant findings.
3. Committee recommends that two accounts be added under water delivery for Irrigation Vehicle Insurance (Account 354) and Irrigation Vehicle Maintenance (Account 353). Purpose of this is to identify additional expenses that are directly related to water delivery and charge those items to the Water delivery budget. 419/1 Fleet Vehicles reduced by 1/3 and 431 Insurance of 14400 reduced by \$1257.
4. Irrigation vehicle needs its own credit card, so the all expenses can be tracked for that vehicle. Since the vehicle is also used for maintenance, (The amounts for gas and maintenance, should be split possibly 80% for Irrigation and 20% for Maintenance/Overhead.) The percentage of split needs to be reviewed again next year to get even closer to actual usage split.
5. Depreciation expense is still an issue. A new committee needs to be created to review all of the entries, remove the duplicates, review the depreciation schedule for each item, adjust any discrepancies and develop a plan for reconciling the accounts over a determined time period. The revised depreciation schedule needs to be presented for use in preparing the 2020-21 budget.
6. A review needs to be conducted of the past transfer of money from operating fund to capital and back from capital to operating fund to make sure that all of the transactions were completed properly and the correct values are in those accounts.

4. Adjournment: Meeting Adjourned at: 8:07 PM