

**DRAFT- Meeting Minutes of the Finance
Committee of the Board of
Directors of the Arizona
Historical Society**

January 17, 2023

Mission: Connecting people through the power of Arizona's history.

Meeting Minutes

1. **Call to Order** – Committee Chair Jim Snitzer at 9:05 AM

2. **Roll Call** – Jim Snitzer
 - a. Present- Colleen Byron, Gene Kunde, Richard Powers, Sandy Navarrete, Jim Snitzer
 - b. Not Present- N/A
 - c. AHS Staff- David Breeckner, Carole McQueen, Kaydi Forgia

3. **Minutes** – Discussion and action to approve the draft Minutes of the September 20, 2022, and October 18, 2022, Finance Committee meetings (November and December meetings were canceled/no-show).
 - a. Motion to approve September 20, 2022, meeting minutes:
 - i. Motion- Richard Powers
 - ii. Second -Colleen Byron
 - iii. Unanimously Approved
 - b. Motion to approve October 18, 2022, meeting minutes:
 - i. Motion- Richard Powers
 - ii. Second- Colleen Byron
 - iii. Unanimously Approved

4. **Call to the Public**
 - a. No Public Present

5. **AHS Financial Overview** – Carole McQueen
 - a. December 2022 DRAFT financials YTD
 - i. A clean copy of the DRAFT December 2022 YTD financials was shared with the committee via email. *David Breeckner*- The rough data from the report is not easy to read. The clean report will make the financials easier

to track. It does not reflect the true financial picture due to the information provided by AFIS, (Arizona Financial Information System), the state reporting system. *Carole McQueen*- the report delineates the financials by classes/ codes. For example, the 6000 class will reference all AHS payroll expenditures and 6100 code will report employee expenditures. The report references the YTD total for each class. *David Breeckner*- The report will not account for financials not closed out during the month reported. *Carole McQueen*- AHS translates the AFIS report in to a clean report by class, largely based on non- appropriated funds. The YTD report reflects the budget, appropriated and non- appropriated funds.

ii. A brief discussion followed:

1. *Colleen B*- Inquired about how the budget is distributed throughout the FY. *David B*- The expectation is to report month to month and YTD. CSB (Central Services Bureau) and AHS are working together to develop a timeline for month to month and YTD reporting. *Jim S*- Supported the work being done by AHS in collaboration with CSB. *Colleen B*- Will this be a report of the budget vs. the actual financials? *Jim S*- The budget is mixed. Some financials are the same month to month, while others may flux throughout the year. *Colleen B*- It would be best if the committee could see a report that reflects the reality of the current financials of the organization. *David B*- With the assistance of CSB, we are working towards reporting the reality of the organization's financials. The report given to the committee today is an interim report.

b. Q3 agency budget loaded by state: see attached

i. Attachment was sent in the Finance Committee packet prior to the meeting.

1. *Carole M*- The budget is loaded quarterly in to AHS Operations by the State of AZ, it is not delineated by department at that point. Non-appropriated funds are loaded at 25% each quarter. Appropriated funds are loaded as follows; Q1 30%, Q2 22%, Q3 22% and Q4 26%. AHS delineates those funds by department and must reconcile with the amount loaded quarterly. *David B*- Monthly tracking vs. quarterly loads will be available to the committee. AHS is working with CSB to finalize the monthly reporting timeline. This will be based on when AFIS has the data available. A one month or two-month lag in reporting may be the result. *Jim S*- We should continue our monthly routine and address new data like quarterly loads when it becomes available.

c. CSB contract executed; first full report (December) tentative for January 27 State Board meeting.

i. CSB (Central Services Bureau) agreed contract is \$7000 for the year. AHS

is saving finances by working with CSB vs. hiring part-time. CSB offers other services above and beyond basic financial reporting. CBS services could help AHS align with other state agencies reporting within this FY.

- ii. A brief discussion followed:
 - 1. *Jim Snitzer*- This could be a very useful resource. Colleen Byron- What is included in the contract? *David B*- \$7000 in services for the year or \$1750 per quarter. *Carole M*- Finance will need the support in the coming months. There is testing and creation of functions to adjust for how AFIS reports. *Colleen B*- Will this support the finance department with all their needs? We need to codify access to the support needed. *David B*- AHS will bring it up in the next meeting scheduled with CSB this afternoon and will report back to the Finance Committee in next month's committee meeting.
- d. FY24 baseline budget estimates released by JLBC: see attached.
 - i. Attachment was sent in the Finance Committee packet prior to the meeting and was shared via Zoom for the committee to review.
 - ii. David Breeckner gave a short overview of the report. *David B*- This is a preliminary report provided by JLBC of the approved FY24 budgets for all Arizona state agencies. It is not the actual FY24 budget. The AHS budget remains the same in this report. This is good news since other agencies did see a decrease in this preliminary report. According to this preliminary report our requested increase was not approved. AHS will follow up and provide more information to the committee when a confirmed budget available.
- e. Payroll discrepancies addressed for future billing; resolving back-dated issues
 - i. *Carole M*- Payroll discrepancies will be resolved. The increases from FY23 will remain in effect in FY24.

6. **Announcements** and other matters for consideration in future Board or Committee meetings.

- a. No announcements from the committee
- b. Jim Snitzer- Reminder of the next Finance Committee meeting on February 21, 2023 at 10 AM.

7. **Adjournment** – Jim Snitzer at 9:59 AM
Dated this 17th day of January 2023

Arizona Historical Society

Jim Snitzer

James Snitzer, Finance Committee Chair

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Finance Committee Schedule: 9:00 a.m. and Virtual unless announced otherwise

Click the date to register for the meeting

All meetings are hosted live-streamed via Zoom

[January 17, 2023](#)

[February 21, 2023](#)

[March 21, 2023](#)

[April 18, 2023](#)

[May 16, 2023](#)

[June 20, 2023](#)

[July 18, 2023](#)

[August 15, 2023](#)

[September 19, 2023](#)

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