

Finance Conference Call Meeting
Tuesday - January 14, 2020
5:30 PM

Meeting called to order by Chairman Robert Wilson.

Invocation and Roll Call by Adjutant Heller.

Roger Friend (6), Department Commander
Charles Stennis (9), Department Treasurer
Robert Wilson (4), Finance Chairman
Harold Savage (1), Member
Jose Rivera (9), Member
Suzette Heller (12), Department Adjutant, Secretary

All members of Finance Committee Present.

Guests:

Jean Wilson (4), Department 1st Vice
Rebecca Corbin, Department Fiscal Secretary

Report from Becky Corbin, Fiscal Secretary

Becky Corbin reported briefly on the accounts receivable process stating that handling the membership cards through finance first allows for proper tracking of overpayments and shortages. Becky is continuing to learn the capabilities of QuickBooks and provides to the Coordinators reports for their programs each week for review of accuracy and fiscal transparency to the staff. Chairman Robert Wilson asked that Becky Corbin be available for report at every Finance meeting and be present on March 28th at Department Headquarters.

Report from Suzette Heller, Department Adjutant

Carol Allen from Rea & Associates, Inc. was not available for the Conference call. Adjutant Heller provided updates directly from Carol regarding the November Profit and Loss Report, post credit checks, and December reconciliations. Carol will be working with the staff to continue organizing the Department chart of accounts to organize the QuickBooks Online for the audit process beginning at the end of January with Maloney + Novotny, and prior to transitioning to QuickBooks Desktop. Adjutant Heller also provided an update on the 990's and Audit, which is an attachment here.

Staff reviews and compensation adjustments are being proposed (attached). Adjutant Heller discussed pay increases/decreases of current staff of which the Finance Committee was in complete support of. The compensation breakdown also includes future positions, such as, a Department Service Officer in Dayton, and a front desk position at Department HQ. There is still an administration vacancy at the Cleveland Office and the possibility of a Marketing/Media/Event Coordinator position that were not considered in this compensation breakdown, supported by 1st Vice Jean Wilson.

There was discussion regarding job description changes for Mike Kennedy. The job description changes continue to be centered around skill set. Adjutant Heller will revise and counsel employee with Department Commander Friend, once the DEC has voted. Adjutant Heller will also provide an entire compensation/wage package to each employee at a second evaluation and notice of wage/compensation change immediately upon approval.

Chairman Robert Wilson (4) called for a motion to accept the wage compensation report and it was unanimous. **MOTION PASSED**

Report from Charles Stennis, Treasurer

Treasurer Stennis stated he is still working on the budget adjustments from the current Profit & Loss Report and should have shortly. He also mentioned an overbudgeted item for National Convention and that there will be further adjustments once we continue to get actual numbers of expenditures and allocations.

Good of the Legion

Next Finance Committee Meeting

March 28, 2020 @ 10:00am

Benediction (Adjutant Heller)

Attachments:

Staff Wage Breakdown

Profit & Loss Statement November 2019

Maloney + Novotny/Rea & Associates Update