



**Cultural Council**  
OF GREATER JACKSONVILLE

*Enriching life in Northeast Florida by investing in Arts and Culture*

**Finance Committee Minutes**  
**December 3, 2019**  
**Times Union Center for the Performing Arts**  
**300 W. Water St., Suite 201**  
**Jacksonville, FL 32205**

**Board Members Present**

Lisa Moore (Chair), Kirsten Doolittle, Ann Carey.

**Staff**

Joy Young, Megan Reid

**Guest**

Scott Newsom, CPA Auditor, and Dawn Brady, Essential Bookkeeping Solutions (EBS)

**Call to Order**

The Meeting was brought to order by Lisa Moore at 3:09pm.

**Review and Approval to Minutes**

Kirsten Doolittle made the motion to approve minutes, Lisa Moore seconded the motion.

**Report from the Executive Director**

The Cultural Council of Greater Jacksonville now has access to Regions bank, BB&T, and Community First Banks. The Cultural Council has gained access to payroll and direct deposit. The executive director is also meeting with the previous executive director, Tony Alligretti, to help restore access to Vystar. A quote has been received for a third party payroll service. Other services will be looked at for additional quotes.

The executive director is working with Network Solutions to prove ownership for google suite. Thanks to Essential Bookkeeping Solutions, the Cultural Council has been able to move into a new Intuit Quickbooks system to start fresh on the chart of accounts. New signature authority needs to be decided for the accounts.

Part of the updated finance policies should include a security and succession process. Some protocols have begun to include getting a cell phone, setting up standard passwords.

Bill Andrews will send another letter to Mr. Lewis.

Closing the credit cards will be delayed until the services that are being paid using them are fully evaluated. They will be closed as soon as the best alternative payment methods are determined.

### **Finance Department Updates and Report**

Ms. Brady of Essential Bookkeeping Solutions reported that they are working to redo reporting display with new Quickbooks account. It was said that previous reports were very convoluted. There is a plan to complete the past three year in this new system. Ms. Brady will take the Finance Committee through these reports on the next meeting.

### **Auditor's Report for FY 2018-2019**

Scott Newson, the CPA Auditor, spoke on this year's audit. He recommended trainings for leases and revenue recognition and a second record keeper. The current audit is still in the draft form. Scott will be at the next board meeting to take the board through the audit.

### **2019-2020 Draft Budget**

Income is now broken down into sources of income. The finance committee would like to view a comparison of last year's budget to this year's budget prior to the next meeting.

Kirsten Doolittle suggested a policy to remove card signatures every year or every other year. Lisa Moore recommended another policy where every 3-5 years the Cultural Council uses a new auditor.

Kirsten Doolittle made a suggestion that she will review financial policies and procedures. Lisa Moore agreed to help her review them. Don Brady of Essential Bookkeeping Solutions will provide additional input.

### **Approved Motions by the Finance Committee:**

The finance committee discussed and reaffirmed its motion from November 1st to remove individuals from all bank accounts. As a reminder, the motion was made by Committee Chair Moore, and seconded by K. Doolittle to remove all separated employees and board members from the four bank accounts, which includes the removal of: Cedric Lewis, past finance director; Pamela Smith, past finance committee chair; Antonio Allegretti, past executive director; and Sarah Chau and Betty Francis, both past finance directors. The motion unanimously passed.

The motion was made by Committee Chair Moore, and seconded by K. Doolittle to add signature authority for all banks to Joy Young, Amy Palmer, Lisa Moore, Ann Carey, and Jannet Walker Ford.

### **Closing**

The motion to adjourn was made and seconded. The meeting adjourned at 4:42pm.