

Finance Subcommittee

August 8, 2019

The ESS Finance Subcommittee held a meeting via teleconference on Thursday, August 8, 2019.

Members Present: Amy Assink, Sheri Jones, Deb Kupka, Stacie Herridge and Jo Greiner

Other Participants: Phil Dunshee, Lisa Long, Kati Ross, Gary Wilgenbusch and Robert Endress

Meeting Summary

The Subcommittee reviewed the July 3, 2019 meeting summary. Deb Kupka made a motion to approve the meeting summary. Jo Greiner seconded, and the motion was approved.

Project Accounts Payable Reports

Bills as specified in the August BOA Accounts Payable table were reviewed. Bills included Enterprise Iowa, \$11,437.50; Imagetek Inc, \$259.86 and Aureon, \$14,217.01.

Bills as specified in the August Fund 255 Accounts Payable table were reviewed. Bills included: Enterprise Iowa: \$11,037.50 and \$4,193.43; CSI, \$6,977.40; Lightedge, \$3,072.90 and Iowa County Recorders, \$20,108.04.

Jo Greiner made a motion to approve the August 2019 BOA and Fund 255 Accounts Payable tables. Amy Assink seconded, and the motion was approved.

Financial Reports

The June 2019 BOA and Fund 255 reports, the BOA CY 2019 2nd Quarter Report, and the Fund 255 FY 2019 4th Quarter and Year to Date reports and the budget v. actual reports were reviewed. Stacie Herridge made a motion to approve the financial reports. Sheri Jones seconded, and the motion was approved.

CY 2018 Audit

Robert Endress with Denman & Company attended to review the CY 2018 Audit with the Finance Subcommittee. He provided a review of the independent auditor's report and the statements of net position and statements of cash flow. Robert reported that the audit didn't identify any areas of concern. Deb Kupka made a motion to accept and approve the CY 2018 Audit and recommended approval to the ESS Coordinating Committee. Jo Greiner seconded, and the motion was approved.

990 Return

Gary Wilgenbusch provided an overview of the 990 Annual Return. The form consolidates ESS activities with the Iowa County Recorders Association activities. Suggested Governing Body and Management policies were discussed. The return outlines expenditures and balances sheets combined for the two entities. The return notes that two different audits occur for BOA and 255. The Return will be filed after approval from ESS Coordinating Committee. Stacie Herridge made a motion to approve the 990 Return to be filed and to recommend approval to the ESS Coordinating Committee. Sheri Jones seconded, and the motion was approved.

POS Charge And Gift Card Policy

An amendment to chapter 1 of the policies and procedures was modified to clarify the process for a scenario when a customer presents a gift card for an over the counter transaction and the surcharge is not being added to the transaction. The policy outlines instructions for ensuring that the surcharge is added so that county balances are accurate. The amendment has been approved by the Standards Subcommittee and will be reviewed by the ESS Coordinating Committee. The policy would go into effect September 1, 2019.

Payment Gateway Integration Update

The Subcommittee received an update on the status of implementing the USAePay online payment system.

July Metrics

In the month of July there was a record number of E-Submission since the inception of the project. Over 24,336 documents were submitted in July.

The meeting was adjourned at 9:40 AM.

The next meeting of the Finance Subcommittee will be held on September 10th at 8:30 AM.