



Streamlined Sales Tax Finance Committee Meeting Minutes  
Thursday September 16, 2021, 1:00 pm central  
Teleconference

Call to order and attendance

Richard Dobson called the meeting to order at 1:00 pm Central. Committee members Tim Jennrich, Larry Molnar, Amy Oneacre and Richard Dobson and Senator Bramble were present. With five members present, the quorum was established.

Review and approve minutes from August 24, 2021 meeting (FM21002)

Richard Dobson stated the meeting minutes had been posted to the website for review. Tim Jennrich motioned to approve FM21002. A voice vote was unanimous. Motion carried.

Review and approve FYE 6/30/2022 Proposed Budget Amendment (FC20006A01)

Richard Dobson stated there are some proposed changes to the current budget now that the prior fiscal year has ended and we know what those final numbers are. Craig Johnson stated that once the prior fiscal year ends, we go through and make proposed adjustments to the current fiscal year budget, including the beginning balance in the equity section. Richard asked Craig to walk through the proposed budget adjustments. Craig indicated the adjustments include lowering the anticipated meeting revenue since the fall meeting is anticipated to be lighter in attendance due to the ongoing pandemic. Craig also suggested changes to reduce the amount budgeted for telecommunications by \$4,000 as updates were made to our services that resulted in lower costs. He also suggested reducing the "Other Travel" by \$5,000 and increasing Committee Chairperson travel by \$2,000. The Committee Chairs spend a lot of time working on Streamlined issues and we appreciate their states allowing them to take on these responsibilities. It is only fair the Governing Board cover their travel expenses as their work benefits all of the member states. The Rent and Utilities were previously included in one line and those have now been separated. We also renegotiated the contract(s) related to Federal Affairs Consulting and reduced that line item accordingly. Finally since the attendance at the fall Governing Board meeting is anticipated to be lighter and the revenues were reduced, the expenses were also reduced by \$10,000 and the Committee Meeting expenses were increased by \$2,000. Senator Bramble motioned to approve FC20006A01. A voice vote was unanimous. Motion carried.

Review and approve FYE 6/30/2023 Proposed Budget (FC21005)

Richard Dobson gave a brief statement about the proposed budget for FYE 2023. The proposed FYE 2023 budgeted amounts are based on the proposed adjusted budget for FYE 2022. The main changes to the FYE 2023 budget relate to an increase in the Salaries, Taxes and Retirement expenses and an increase in both the anticipated revenues and expenses related to



the semi-annual meetings. Senator Bramble motioned to approve FC21005. A voice vote was unanimous. Motion carried.

#### Update to Rule 806.1.2 – Finance Administration Policies (RP21005) and In House Accounting Procedures (FC21006)

Richard called the members attention to documents RP21005 and FC21006 and asked if all had a chance to review. Richard discussed the rule changes needed in the finance administration policies in order to bring accounting in-house. Larry Molnar suggesting a revision to 5(c) in the case there is not an executive assistant. Craig highlighted some of the proposed changes and asked for any questions or concerns. No questions or concerns were raised. Richard then briefly discussed the document explaining the in-house accounting procedures. Richard indicated this document had been reviewed and discussed previously. Richard asked if there were any questions related to either of the documents. No additional questions were raised. Senator Bramble motioned to recommend approval of both documents after the revisions of FC21006 as suggested by Mr. Molnar. A voice vote was unanimous. Motion carried.

#### Old Business

The independent auditors are finalizing the audit. Craig stated the auditors offered to present their findings at the closed Executive Committee meeting in October. Senator Bramble asked if we would be charged additional for the Executive Committee presentation. Craig said there would be no additional charge and thought it was a good idea to have them make the presentation to the Executive Committee in the event anyone has any questions they want to ask of the auditors.

#### New Business

None

#### Adjournment

With no further business, Richard Dobson asked for a motion to adjourn (Senator Bramble provided). The meeting was adjourned at 1:40 pm Central.