

## **Finance Committee Meeting, December 10, 2019, submitted by Dana Jelinek**

Present: Brian Schultz, Jaden Butler, John Nootz, Rachel Rathman, Phillip Erb, Tom Molacek, Andrea Toben and Dana Jelinek

Excused: Paula Mayfield

Welcomed new committee member Jaden Butler.

### ReStore Financials

- Andrea has done payroll entries through October 31. Needs to do more work because of online transfer issue. She will start coming in every other week to keep up to date on payroll and payroll related entry issues.
- Brian reported that the board voted to suspend ReStore's payment to the affiliate due to low sales numbers. The payment will be readdressed/adjusted near the end of the fiscal year.
- ReStore's Point of Sale system was no longer supported by Intuit, so an update and new credit/debit payment system was ordered. We are waiting for COR to install.

### Affiliate Financials

- The default account changed on QB, so Dana and Rachel wanted Phillip to be aware when he reconciles that entries may accidentally be put in the wrong account. Brian and Phillip talked about adding line item numbers to see if that helps.
- John asked about Cookie Walk proceeds
- Brian asked about a charge to Jimmy Johns. Dana explained it was lunch for Habitat kids who volunteered in the office for a day.

### Mortgage Tracking Report

- As of the end of the month, two homeowners had not paid for November. Dana contacted both and they have since paid. Dana also noted that the credit bureau reporting of our loans is in process. Equitable reports that they are close to getting our name approved to be on the credit reports and the lender.
- Reconciliations: Phillip has them completed through October. He is working on November.
- Governmental Reporting: We received a notice that one of the reports Brian submitted had not been received. He will work on getting that refiled. Phillip and Andrea discussed the possibility of filing online through Quick Books. They will look into it.
- Capital Campaign Updates: We received a couple more checks. Letters have gone out to those owning something for the year.

### New Business

- Brian stated that we need to look into a credit card reader for Cookie Walk. In the past the credit/debit payments have been made through Strip, but that service's security is now making the processing cumbersome and too slow for an event. Jaden and John will look into solutions
- Dana invited the committee to the Habitat Christmas party on Thursday from 6-8 at 616 Swan Lane.

### Unfinished Business

- Andrea is ironing out the entries between affiliate and ReStore and continues to look for simplified solutions
- Capacity Building Plan: Brian reported that the committee is working on action steps, assignments of duties and looking into any associated costs. The Capacity Building Committee will meet again next week.
- Still need to remove or hide unused reports in QB
- The auditor doesn't appear to be moving forward yet.
- Letters to CPAs/Trusts/Estate Planners & Lawyers/ etc.: Jaden will help develop a list of contacts to send to
- Mortgage Leveraging: Dana to ask Alex with First National Bank Omaha if he can be on a call with us during the next Finance Committee meeting

**Next regular meeting: January 14 at noon**  
**Yearly Planning meeting January 18 at CPI from 9-2**