

## **Finance Committee Meeting, February 1, 2020 – Submitted by Paula Mayfield**

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

Excused: John Nootz

- ReStore Financials
  - Sales down, not as many large ticket items.
  - Looks like we over budgeted for payroll
  - Transaction Detail review – Goodwill was rags. Party City, was home show booth supplies
- Affiliate Balance Sheet
  - Budget vs Actual – Auditor requested we enter Mortgages, Lot purchases, equipment as we sell or purchase items immediately.
  - Timing of transfers, receivables and reconciliation shows negative number to ReStore. Will work to coordinate our activity better between those making entries.
  - Gross income from Build a Dream is estimated to be \$63,000 with net of \$44,000, plus \$15,000 in gifts in kind for HVAC systems from Dan Naranjo and Monte Hehnke. Total units donated will be 4.
- Mortgage Tracking Report – 1 past due, now paid. Dana suggested she set up an auto pay.
- Reconciliation – Phillip has nearly completed December, has not started January.
- Government Reporting – Brian has completed the quarterly reports
- Capital Campaign Updates - \$9000 was deposited Friday (existing pledges), plus \$3,000 Pinnacle Bank annual payment was made with an electronic transfer.
- Status of Signers – Jaden would prefer to have someone else as a signer due to securities. Take to board for approval that Paula Mayfield be added as a signer, replacing Brian.
- House Pricing - We are proposing working on price of homes based on last two, 3-bedroom homes and excluding the 4-bedroom due to inconsistent square footage costs. 4 bedroom house cost was \$65.00 sq. ft. 3 bedroom \$78.00 sq. ft. (pricing on hold).
- Adjustment of rental payment application to loan
  - Committee voted to suspend the process of applying rent collected before closing to the loan amount. Last year that practice created issues with our Federal Home Loan Bank grant. Rent of \$300 a month (prorated when partial month) will no longer go toward the mortgage payments beginning with the CPI Build (pending board approval). Brian Schultz made a motion to remove the rent payment that is applied to the loan, Paula Mayfield 2<sup>nd</sup> motion passed
  - We do not have a market analysis at this time. Pat Schmit, who handled this is not in the state. Her co-worker, Brooke Hanna, has agreed to do the next two (at least).
- Audit – Lutz is still working on it.
- Letter to CPA's/Trusts/Estate Lawyers/Etc. –Dana will see if Herson Castaneda can help.
- Mortgage Leveraging – Need to meet with John Hoggatt or Alec Gorynski from First National Bank Omaha. Dana will contact John to see who we need to meet with. When Dana spoke with John, he thought the process could be simplified, however, his position with First National has changed.
- FNBO note due 2-8-2020 for lot development. The note will be extended 2 more years with updated financials from Habitat. Claudia Fredricks will complete the extension.
- Discussed responsibilities for Finance and assigned point person (back-up):
  - Payroll & Bookkeeping – Rachel Rathman; backup Andrea Toben
  - Reconciliation – Phillip Erb; backup Andrea Toben
  - Federal Reporting – Brian Schultz; backup Jaden Butler
  - Monthly Journal Entry – Andrea Toben; backup Rachel Rathman
  - Budget – Jaden Butler; backup Brian Schultz
  - ReStore liaison – Tom Molacek
  - AML – Paula Mayfield; backup John Nootz
  - Audit – Dana Jelinek; backup Megan Cure
  - Post Fund Raiser money count – Responsible party will change. Member will be recruited prior to major fund raising event (i.e. Mr. Habitat, Cookie Walk, Build a Dream)
  - W-2/1099 – Countryman; backup AMGL

**Next Meeting: March 10 at Noon**