



Finance Committee Report
Prepared by: Ray Henning, Chair
Date Submitted: November 18, 2016

The Finance Committee is charged with the following:

Basic Function: Responsible for the overall direction and control of the finances of the organization.

Responsibilities:

- Coordinates the preparation of the annual budget
- Makes recommendation of annual budget to the board
- Reviews monthly financial reports
- Compares actual expenses to approved budgeted expenses and discuss variances, make recommendations as necessary
- Reviews budgets of special projects and makes recommendations to the board
- Reviews on an annual basis the sources of funding for the organization
- Recommends to the board the investment of funds and reports to the board on a regular basis the condition of such investments
- Reviews annually amount of insurance coverage
- Reviews credit card procedures annually
- Reports to the board other financial matters deemed appropriate by the board

Related Strategic Initiatives:

Goals:

- To provide overall direction and oversight of the finances of the TREE Fund
- To understand the oversight process in order to insure the integrity of our resources
- Fiscally responsible Board of Trustees

Outcomes:

- A financial plan which is supportive of our strategic plan
- Availability of sufficient liquid cash to support operations
- Financial reports which are accurate, comprehensive and informative
- Deposits equal to 30% of annual estimated operating budget in a reserve account

Objective	Who	What	By When	Resources needed
Prepare a 3-year financial forecast				
Identify a mechanism for building the reserve account.		\$180K	12/31/17	
Budget approved annually	Staff Committee Chair	Develop annual budget to support strategic initiatives	Annual meeting in December	trustee time executive staff time, bookkeeper time, committees' budgets, conference call \$
Financial recommendations at each board meeting	Treasurer	Present treasurer report at each board meeting and make recommendations for approval or revision as needed.	May August Dec. 30	trustee time, staff time,
Monitor CCT performance compliance w/policy	Full committee		May	investment policy, endowment policy Trustee Time
Report on Named Funds	President CEO	Purpose; Financial Goal; date for initial disbursement	May Board meeting	Balance Sheet Fund establishment documents Executive time Staff time

Meetings:

Date: October 31, 2016

Participants: Ray Henning, Rick Joyce, Terry McGonegle; J. Eric Smith; Tom Wolf; Laura Flamion.

Topics and actions: Reviewed the August CCT Statement and the September, 2016 financial statements. Mr. McGonegle volunteered to act as liaison between Finance and Audit Committees. Bookkeeper, Laura Flamion was introduced to the Committee. A high level overview of 2017 proposed budget was presented.

Date: November 18, 2016

Participants: Ray Henning, Terry McGonegle; J. Eric Smith; Tom Wolf; Laura Flamion.

Topics and actions: Reviewed the September CCT Statement and the October, 2016 financial statements. YTD revenue through October 2016 is nearly double YTD revenue through October 2015 due to growth from PG&E Challenge, STIHL Tour des Trees and TREE Fund After Hours. Our expenses remain lower than budget and total assets have exceeded \$4.0 million. The 2017 proposed budget was reviewed in detail.

Accomplishments:

What has your committee done this year to support the strategic plan? The Finance Committee has provided overall direction and oversight of the finances of the TREE Fund to insure the integrity of our resources. We have provided a financial plan which is supportive of our strategic plan; ensured the availability of sufficient liquid cash to support operations; prepared financial reports which are accurate, comprehensive and informative and maintained a reserve equal to 30% of annual estimated operating budget. In addition the Finance Committee has: requested monthly financial statements, increased our meeting frequency to monthly, reviewed and approved the proposed Endowment Campaign, requested that funds be sent to CCT on a monthly basis, review the Corporate and Tour insurance policies and increased umbrella coverages, and reviewed the proposed 2017 operating budget.

Objectives for the next 3 months: Maintain the financial integrity of the TREE Fund by monitoring the monthly financial statements.

Next Meeting Date: November 29, 2016 to approve the proposed budget and receive an update from CCT on the endowment.



Finance Committee Meeting Minutes

Date & time of meeting: November 18 2016, 10am Central Time via conference call

Attending: Ray Henning, Treasurer; Terry McGonegle; J. Eric Smith; Tom Wolf; Laura Flamion

Excused: Rick Joyce, Bill Schleizer

Call to Order: Treasurer Henning called the meeting to order at 10:02am Central Time.

Confirm Minutes from October 31, 2016 meeting: Mr. Wolf noted a correction on the minutes in “September 2016 Financial Statements: Exceeded revenue in 3Q budget. Expect \$125K from **PG&G** in November.” PG&G will be revised to PG&E. Mr. Wolf made a motion to approve the minutes as corrected; Mr. McGonegle seconded. Motion carried.

October 2016 Financial Statements: YTD revenue through October 2016 is nearly double YTD revenue through October 2015 due to growth from PG&E Challenge, STIHL Tour des Trees and TREE Fund After Hours. Waiting for \$125K from PG&E and for the application for the 2016 directed grant to be paid from \$240K received from UAA in September. Phase I expected to be \$175K. Research Chair will review application and make recommendation for approval to Board at either December 5 meeting or via electronic vote afterward. Annual appeal letters will be going out shortly. Revenue from 2015 annual appeal was ~\$30,000.

September CCT Summary and Detail Reports: \$240,000 temporarily restricted assets are for UARF grant. Transferred \$100,994 to CCT as permanently restricted at end of October, not yet appearing on CCT statement.

Executive Session began at 10:25am

Old Business and New Business: none

Meeting adjourned at 11:45am Central Time. Next meeting is scheduled November 29 at 1:00pm Central Time via conference call to review and vote to approve proposed 2017 budget. J. Eric Smith will contact Rick Joyce and Bill Schleizer to review proposed budget prior to November 29.

Task		Assigned to		Due date
Amend October 31 minutes		Barb Duke		11/18/16
Review 2017 proposed budget with Rick Joyce and Bill Schleizer		J. Eric Smith		11/28/16



Finance Committee Meeting Minutes

Date & time of meeting: October 31, 2016, 11am Central Time via conference call

Attending: Ray Henning, Treasurer; Rick Joyce, Terry McGonegle; J. Eric Smith; Tom Wolf; Laura Flamion

Excused: Bill Schleizer

Call To Order: Treasurer Henning called the meeting to order at 11:03am Central Time.

Confirm Minutes from September 20, 2016 meeting: Mr. McGonegle made a motion to approve the minutes; Mr. Wolf seconded. Motion carried.

September 2016 Financial Statements: Exceeded revenue in 3Q budget. Expect \$125K from PG&E in November. Reviewed Year End Spreadsheet which will also be forwarded to Committee in November and December. Balance Sheet will be amended effective with October financials to show Temporarily Restricted Equity as Permanently Restricted.

August CCT Summary and Detail Reports: Detail spreadsheet reflects pro-rated funds as part of CCT pool. Spending Allocation continues to roll over.

Old Business: President Smith gave a high level overview of 2017 proposed budget in advance of providing it to Finance Committee on Friday, November 4. A Finance Committee call is scheduled November 18 to review the proposed budget and another call is scheduled November 29 to seek endorsement of budget by the Finance Committee. Treasurer Henning will present CCT endowment status to the board in his Treasurer's Report. Trust Agreement is in review by counsel and will be up for vote at December 5 Trustee Meeting. CCS will be presenting their interim report to the Executive Committee on Wednesday, November 2. Task list review: President Smith's tasks are in progress. President Smith has spoken with two potential custodians as alternatives to CCT.

New Business: Mr. McGonegle volunteered to act as liaison between Finance and Audit Committees. Bookkeeper, Laura Flamion was introduced to the Committee.

On motion by Mr. Joyce and second by Mr. McGonegle, the meeting adjourned at 11:55am Central Time. Next meeting is scheduled November 18 at 10:00am Central Time via conference call.

Task	Assigned to	Due date
Discuss rules about reporting outstanding grant payments with Sassetti	Eric Smith	12/31/16
Create template for COI requirements	Eric Smith	12/31/16
Suggest alternatives to CCT	Eric Smith	12/31/16
Show Temporarily Restricted Equity as Permanently Restricted on Balance Sheet	Laura Flamion	11/18/16
Provide 2017 Proposed Budget to Finance Committee	Eric Smith	11/4/16
Provide CCT endowment status to Board in Treasurer's Report	Ray Henning	11/21/16

