

# SOUTHWEST REGION FINANCE COMMITTEE MEETING

23 January 2019 19:00 CENTRAL

## Members attending:

- Col Joe Smith, CC
- Col Brian Ready, CV
- Col Nolan Teel, CV
- Lt Col Debora Spencer, FM
- Lt Col Harriet Smith, COS

## Agenda Items:

- **FY 2019 Budget Review**
  - Bank Balances
  - Dues Status
- **FY 2018 Year End Review**
- **New Business**
  - **FY 2019 Budget Adjustments**
  - **Vanguard Funds**
  - **SWR VISA Cardholders**
  - **CAPF 172 Update**

## FY 2019 Budget Review:

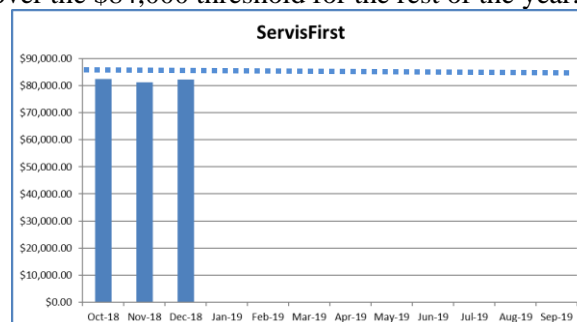
**Bottom Line Up Front:** We received the FY 2019 reports for the first quarter. There are few transactions posted so far, and we are currently in the black by **\$4,208.64**. We received a lump sum payment of \$12,850 to cover Commander Travel, 1Q and 2Q Operating Funds and the 2Q Vanguard funds.

**Dues Status:** At the time the FY 19 Budget was set up, the estimated Dues income was set at \$21,600. Specifically, we should expect \$1800 per month from dues.

To date, we have received \$3,964 in Dues, which puts us ahead by \$364. We have also received \$173 in Contributions, which puts us ahead by \$91.

## Bank balances:

As of 12/31/18, the bank balance in Service First is \$82,158.25. SWR needs to maintain \$84,000 in the bank for reserves (18 months expenses as projected in the FY 19 Budget). We are running a little below that mark but not enough to be a major concern at this time. With the additional \$12,850 received in January, we should be over the \$84,000 threshold for the rest of the year.



## **New Business:**

### **FY 2019 Budget Adjustments:**

The following Budget Adjustments have been received:

- The DO attended the NMWG Conference at the SWR CC request. The current FY 19 Budget does not include any expense items for Operations or Emergency Services (no inputs received). The SWR CC offered to cover the travel expenses from the SWR CC Travel Budget. The CS will contact the DO to see if a reimbursement request will be sent in.
- OKWG has requested funding to support travel expenses for C/Maj Jackie Harsha to attend the March Legislative Day. While SWR can probably support this request, we do need to know the dollar amount requested to fit it into our budget.
  - Update: OKWG will pay for her travel, but would like SWR to cover the hotel room.
  - The Finance Committee voted to approve \$500 Travel Budget for DDR. DDR will be attending the March Legislative Day, and escort the OKWG cadet.
- The Stan/Eval Director has been asked to attend a Check Pilot Meeting on 26 Jan 2019. The flight cost will be approximately \$400. Operations did not submit any inputs for the FY 19 Budget. The SWR CC has approved the trip. The SWR Finance Committee voted to approve \$400 Travel Budget for Stan/Eval.
- The Finance Committee voted to cover the meal expenses for the Cadet Drill Competition at no cost to the participating Wings. The CS will let the Event Director know of this decision. This will be covered by the Vanguard Funds.

### **Vanguard Funds:**

SWR will receive \$7,400 in Vanguard funds for FY 19 and added it to the budget. We have received the contribution for Q1 and Q2, \$3,700.

The Finance Committee voted to allocate:

- \$800 for the Cadet Drill Competition
- \$750 for the Balloon Festival
- \$4000 for Professional Development Scholarships
- Remaining \$1850 will be decided upon next month.

### **SWR VISA Cardholders:**

We need to review and update the SWR VISA Cardholders. This information will also carry over to the updated CAPF 172. This is a list of the current cardholders. A request was made to NHQ-FM to have a card issued to Lt Col Rick Woolfolk, with a \$3,000 credit limit.

Card Number	Name	Type of Account	Credit Limit	Current Balance	Last Transaction	Date Issued
479804*****4024	FRANK A BUETHE	Individual	\$3,000.00	\$2,929.45	45.45 10/8/2018	4/24/2012
479804*****3992	HARRIET J SMITH	Individual	\$3,000.00	\$2,129.90	614.39 10/8/2018	4/24/2012
479804*****9628	HEATHER MUEHLEISEN	Individual	\$15,000.00	\$15,000.00	1,014.49 7/26/2018	4/10/2012
479804*****5231	JAMES PEACE	Individual	\$5,000.00	\$5,000.00	19.00 6/18/2018	4/24/2017
479804*****2139	JOE SMITH	Individual	\$5,000.00	\$5,000.00	205.14 9/18/2018	8/11/2015
479804*****5067	JOHN KRUGER	Individual	\$3,000.00	\$3,000.00	42.01 8/27/2018	2/2/2017
479804*****0347	LEVENT VURAL	Individual	\$3,000.00	\$3,000.00	341.13 8/28/2018	8/21/2017
479804*****2981	MARK SMITH	Individual	\$5,000.00	\$5,000.00	15.00 8/15/2018	6/19/2015
479804*****0973	NOLEN TEEL	Individual	\$3,000.00	\$3,000.00		10/23/2017
479804*****2147	ROBERTA HIMEBROOK	Individual	\$5,000.00	\$5,000.00		8/11/2015
479804*****4008	RONNY D WHITT	Individual	\$6,000.00	\$6,000.00	2.84 6/15/2018	4/24/2012

SWR Finance Committee approved cancelling the cards for Heather Muehleisen (no longer SWRSC Director), Mark Smith (who has an NHQ credit card), Roberta Himebrook (never used) and Frank Buehe (seldom used, can still submit reimbursement requests if needed).

SWR will issue a Corporate Credit Card to Nathan Yalcin for Region Staff College with a credit limit of \$5,000.

CS will check with the SWR Chaplain to see if she needs a Corporate Credit Card.

SWR will lower the credit limit on Ronny Whitt to \$5,000 since he is now the Assistant Chaplain.

SWR will raise the credit limit on Harriet Smith to \$5,000 since she is covering most of the Admin costs for SWR.

#### **CAPF 172 Update:**

The Finance Committee agreed to defer action on the CAPF 172 until the final decision has been made on the SWR Credit Cards. Once the changes above have been made, SWR FM will submit the updated CAPF 172 through Sertifi for approval.

**Next meeting 15 April 2019**