

# **SOUTHWEST REGION FINANCE COMMITTEE MEETING**

15 JUNE 2016 20:00 CENTRAL (telephone conference call)

## **Members attending:**

- Lt Col Harriet Smith, CS
- Col Brian Ready, CV1
- Lt Col Debora Spencer, FM
- Col Joe Smith, CV2
- Col Mark Smith, CC

## **Agenda Items:**

- **Review FY 2016 Financials**
- **Budget Reallocation FY 2016**
- **Old Business**
  - **Vanguard Funds strategy**
  - **NFA Financial Oversight**
- **New Business**
  - **CAP Credit Card violations**
  - **SWR CC/DCP Travel (Spatz award)**
  - **Credit Card request for Glider NFA**
  - **Process for developing FY 2017 Budget**

## **FY 2016 Financials:**

**Bottom Line Up Front:** We are currently in the black by \$10,166.02 (down slightly from \$11,001.46). The financial reports received last week do not reflect most of the income/expenses made in April, and none for May. We have also not received a ServisFirst Bank Statement for April or May. SWR-FM sent an email to Susan Easter at NHQ-FM requesting more up to date records.

## **Budget Reallocation FY 2016:**

This process did not turn out quite the way expected. Most of the staff members understood what was asked, but quite a few did not. We received several budget requests for FY 17, plus one staff member who requested the funds get carried over to next year....which was never an option.

Basically, we have \$3,425 of the original \$26K available to reallocate (13%). The proposed Reallocation Budget was sent to the SWR Finance Committee for review on 13 June. The Reallocation Budget was approved.

## **Old Business:**

### **Vanguard Funds:**

The allotment for FY 2016 is \$7000. Finance Committee approved spending \$3500 for the SWR CAC travel request at the Feb meeting, providing ten (10) \$200 scholarships for Seniors to attend Professional Development or National Activities and matching the \$1500 seed money to the SWRSC.

- To date, we have submitted a reimbursement request for \$4,283.13 for the CAC and DCP travel expenses for the CAC meeting at the Joint SWR-TXWG Conference. This includes the original \$3500 approved for the CAC meeting plus the remaining \$800 in unused PD Scholarships. We received the reimbursement 14 June. This means we will not have to transfer any funds from Wells Fargo to cover the CAC travel expenses.
- To date, we have not received any reimbursement requests from the six (6) Senior Members who were awarded the scholarships:
  - SM Keith Palmer, TXWG, SWR Chaplain Staff College
  - Lt Col William Blanchette, TXWG, SWR Chaplain Staff College
  - Lt Col David Ogden, TXWG, National Staff College
  - Maj Phillip Morton, TXWG, SWR Chaplain Staff College
  - Capt Jean-Marie Nixon, AZWG, SWR Chaplain Staff College
  - Maj Marlene Webster, TXWG, SWR Staff College
- The Vanguard funds for SWRSC will be handled as reimbursed expenses, the same way it was handled in 2015.

### **NFA Financial Oversight**

- **GFA Waller, TX (Ayre)**
  - Budget submitted for review
  - Ops Plan submitted for review
  - Received request for additional corporate Credit Card
- **GFA Decatur, TX (Bishop)**
  - Budget submitted for review
  - Ops Plan submitted for review
- **PFA Shawnee, OK (Rowden)**
  - Budget submitted for review
  - Ops Plan submitted for review
  - Contract submitted for food service through Chartwells
  - Contract submitted for lodging through St Gregory University. Deposit paid, and invoice for final payment submitted through Sertifi
  - Check request submitted for pre-payment of aviation fuel to the City of Shawnee
- **PFA Nacogdoches, TX (McDonnell)**
  - Budget submitted for review
  - Ops Plan submitted for review

For the most part, the estimated expenses are in line with the expenses paid last year. Fuel costs were estimated on the high side due to not being able to predict the cost of aircraft fuel.

## **New Business**

### **CAP Credit Card violation**

A SWR staff member inadvertently used the SWR Credit Card for a personal expenditure. While this was not intentional (the cards are almost identical), it is a violation of CAPR 173-4 para 20d. Per the regulation, a warning letter should be sent and a letter has been drafted. This is the second Credit Card violation during this FY. The Finance Committee discussed ways to correct this trend.

### **SWR CC/DCP Travel (Spatz Award)**

SWR will be represented by CV2 at the Spatz ceremony in AR.

### **Credit Card Request for Glider NFA**

Maj David Ayres has requested an additional corporate Credit Card be issued to 2Lt Tim Sherbeck for use at the Glider NFA in Waller TX. The card will be used for day to day expenses including groceries, food bills and fuel during the event. The current card may be sufficient but the Activity Director will need to focus on the safe execution of the event and would like to delegate day to day provisioning to staff. They may also reach the credit limit on the one card so the second card would be used for back up. The purchases will be within the submitted budget and the credit card limit will be \$2000. Credit Cards are normally deactivated at the end of the summer activities. The Finance Committee approved the issuance of this credit card. UPDATE: The credit card that Maj Ayres used himself was the SWR credit card from last year. He did not request a credit card from NHQ FM because he thought he could use last year's card. The charges made on the SWR credit Card were sent to NHQ FM for payment, and an NHQ credit card was issued to Maj Ayres.

### **Process for developing FY 2017 Budget**

Timeline:

1 August—Notify SWR staff members that the budget process has started

31 August—Budget inputs due to SWR DoF

14 September—Finance Committee reviews and approves budget

1 October—Budget turned in to NHQ FM

### **Next meeting 20 July 2016**

End of meeting 21:00 Central