

**ElderSource**  
**Board of Directors**  
**Budget Finance Committee Meeting via Zoom**  
<https://us02web.zoom.us/j/83627584805>  
**Friday, June 23, 2023**  
**1:00 PM**

**Present**

Ed Salek, Chair  
Melissa Gilreath  
Juliet Williams

**Staff**

Trina Nullet, Chief Financial Officer  
Linda Levin, Chief Executive Officer  
Sherry Holmes, Administrative Assistant

**Meeting Called to Order**

The meeting was called to order at 1:00 PM, and a quorum was present.

**Review of the Minutes**

Melissa Gilreath moved to approve the minutes from April 28, 2023, as presented. Ed Salek seconded the motion. The motion was approved without opposition.

**Financial Report**

Trina Nullet presented the April 2023 financial reports to the Committee. She stated that there are timing issues with accruals on the revenue side. Our expenditures are up to date.

She noted that we have vacancies in positions and payroll is under budget. The scanning project that was not originally budgeted and that line item came in over budget. This project is to scan all the paper files and add them onto our cloud.

There are no major concerns on the budget. Trina noted that she will send out an updated budget with the new formulas as well as account payables aging list.

Trina noted that we are working on a new balance sheet to present to the Committee in future meetings.

**Motion:**

Ed Salek moved to approve the April 2023 financials with the edits to the two formulas at the bottom. Juliette Williams seconded the motion. The motion passed without opposition.

**Audit Timeline**

Trina stated that we signed the engagement letter, and the audit is scheduled towards the end of July.

**Open Discussion**

Linda Levin noted that there will be a scheduled meeting coming up to review and approve the salary study budget impact before the Board meeting.

**Meeting adjourned at 1:21 PM**

Minutes prepared by Jessica Del Rio, Executive Expeditor.