

## **Finance Subcommittee**

**March 5, 2020**

The ESS Finance Subcommittee held a meeting via teleconference on Thursday, March 5, 2020.

Members Present: Deb Kupka, Geralyn Greer, Laura McKeever, Sheri Jones, Stacie Herridge and Jo Greiner.

Other Participants: Phil Dunshee, Kati Ross and Gary Wilgenbusch

### **Meeting Summary**

The Subcommittee reviewed the February 4, 2020 Meeting Summary. Deb Kupka made a motion to approve. Geralyn Greer seconded, and the motion was approved.

### **Accounts Receivable Aging Summary**

The Subcommittee reviewed a new accounts receivable aging summary report that will be reviewed monthly going forward. As of February 29, 2020, the Accounts Receivable report includes all 99 counties in conjunction with the issuance of invoices for each county's share of local service provider maintenance expenses. This activity typically causes the highest accounts receivable level each year.

### **Monthly Expenditure Report & Monthly Credit Card Report**

The Project Manager reminded the Subcommittee that there are no longer AP tables, and that bills are being paid as they are received. A monthly Expenditure Summary report is being provided to enable the subcommittee to review all expenditures, most of which are budgeted expenses. The Subcommittee reviewed the March monthly Expenditure Summary report and the monthly credit card report. Stacie Herridge made a motion to approve the monthly Expenditure Summary report and the monthly credit card report. Jo Greiner seconded, and the motion was approved.

### **Fund 255 Reimbursement Invoice**

The Subcommittee reviewed the proposed monthly Fund 255 reimbursement invoice in the amount of \$79,963.76. Bills included Oasis, \$17,338.31 and \$17,338.31; Enterprise Iowa, \$20,503.75 & \$4,517.21; The Rafferty Group, \$1,000; Brick Gentry, \$1,000; Apple \$12,737.29 and CSI, \$5,528.90. Deb Kupka made a motion to approve the March reimbursement invoice. Geralyn Greer seconded, and the motion was approved.

### **January Financial Reports**

The Subcommittee reviewed the January financial reports. Sheri Jones made a motion to approve the monthly financial reports as presented. Laura McKeever seconded, and the motion was approved.

### **Metrics**

Iowa Land Records saw historic E-Submission levels in 2019. So far in 2020 e-submission is off to a good start when compared with previous years. The stretch goal for 2020 is to attain a 50% proportion for electronically submitted documents.

### **ICRA Budget Analysis Project**

Subcommittee members discussed the working group to examine recording fee income and expenses. The group will be asked to help with communications within their districts. Subcommittee members will

be asked to help develop then methodology and then to communicate with their colleagues in their respective districts.

The meeting was adjourned at 9:20 AM.

The next meeting of the Finance Subcommittee is a face-to-face meeting scheduled for April 3, 2020.