

Finance Subcommittee

September 3, 2020

Members Present: Deb Kupka, Geralyn Greer, Amy Assink, Jo Greiner and Laura McKeever

Other Participants: Phil Dunshee, Lisa Long, Kati Ross, Travis Case and Gary Wilgenbusch

Meeting Summary

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

Accounts Receivable Report

The Iowa Land Records team provided the subcommittee with an update regarding outstanding accounts receivable items. It was reported that one county still needs to pay the local service provider maintenance fee, but payment is now in process. In addition, one local service provider still needs to submit an invoice to Iowa Land Records. It was reported that some write-offs need to be completed.

Monthly Payments Report

The Project Manager presented the Subcommittee with the monthly payment reports, providing a review of the bills and expenses paid in August 2020. The Subcommittee reviewed the monthly AP report and the monthly credit card report.

Jo Greiner made a motion to approve the payment reports. Amy Assink seconded, and the motion was approved.

Fund 255 Reimbursement Invoice

The Subcommittee reviewed the monthly Fund 255 reimbursement invoice in the amount of \$72,664.84. Bills included Enterprise Iowa, \$4,350.00 and \$23,386.25; CSI, \$10,482.06; Oasis, \$17,106.90 and \$17,339.63. Amy Assink made a motion to approve the Fund 255 reimbursement invoice. Geralyn Greer seconded and the motion was approved.

Monthly Financial Reports

The Subcommittee reviewed the July financial reports. Geralyn Greer made a motion to approve the monthly financial reports. Laura McKeever seconded, and the motion was approved.

E-Submission Trends

After several months of record high e-submissions there was a slight decline in the month of July and August when compared with June, but volume remained well over average for the month.

The meeting was adjourned at 9:31 AM.

The next meeting of the Finance Subcommittee is a teleconference scheduled for October 6, 2020.