

Board of Directors Meeting Agenda

Tuesday April 9, 2013 7:00 PM Draft Agenda Subject to Change

Type of Meeting: Regular Meeting

- A. Call to Order
- B. Roll Call of Directors
- C. Approval of Minutes
 - i. Approval of Regular Board of Directors Meeting Minutes of March 12, 2013
 - ii. Approval of Executive Board of Directors Meeting Minutes of March 12, 2013
- D. Treasurers Report
 - i. Profit and Loss Statement
 - ii. Balance Sheet
 - iii. Statement of Cash Flows
 - iv. Reconciled Bank Statements
- E. Maintenance Report
- F. Park Administrators Report
- G. Discussion and Possible Action Establishing Accounting Policy
- H. Discussion and Possible Action Regarding 2012 Financial Review
- I. Discussion and Possible Action Regarding Change of Board of Directors Meeting Time
- J. Discussion and Possible Action Regarding Facility Supervisor Position
- K. Discussion and Possible Action Regarding CPR Classes for Staff
- L. Committee Reports:
- M. Open Forum:

Open Forum Rules: During open forum, each attendee may address the board for up to 5 minutes. A director or manager may briefly respond to statements made or questions asked. Speakers must observe rules of decorum and not engage in obscene gestures, shouting, profanity, or other disruptive behavior. If the speaker is in the middle of a sentence when time is called, he/she may finish their thought before sitting down. The time guidelines ensure that others will have an opportunity to speak. Speakers may not allot their time to others. All persons must follow meeting rules.*

*Meeting Rules: As provided in the "Open Meeting Act," members may observe the meeting but do not have the right to participate in the Board's deliberations or votes. Members may address issues during the open forum portion of the meeting. If attendees become disruptive, they may be expelled from the meeting and or fined.

Balance Sheet Summary as of February 28, 2013

	1/31/2013	Reserve Transfers	2/28/2013
Operating Bank Accounts*	993		8,073
General Reserve Account	62,430	4,000	66,446
Water & Sewer Treatment Reserve	61,723	4,000	65,739
Reserve CD	102,107		102,107
General Reserve CD Bank of Amad	50,070		50,076
Water & Sewer Reserve Eldorado	100,355		100,395
	<u>376,685</u>		<u>384,763</u>
Total Cash Available	<u>377,678</u>		<u>392,836</u>
Accounts Receivable			
Total Receivable Assessments	85,648		62,497
Total Receivable Utilities	70,114		49,766
Total Receivable Other	5,445		3,472
	<u>161,207</u>		<u>115,735</u>

Reserve Fund Balances
Increased YTD by \$8,155.00.
In addition a total of
\$9,637.90 was paid out YTD
from the General Fund which
could have been paid out
from the Reserve Funds.

**The Operating Account is comprised of all funds received during the month less expenditures made (checks written) during the month. The ending balance is what remains in the account at the end of the month. The funds received and the expenses paid during the month are represented below in the Income and Expense Statement.*

**Income and Expense Statement
As of February 28, 2013**

Income	Actual		Budgeted		Variance	
	Month End	YTD	Month End	YTD	Month End	YTD
Assessments	27,170	54,225	54,340	326,040		(27,170)
Utilities	50,123	88,483	84,774	497,640		(34,651)
Other	1,462	3,308	3,050	17,200		(1,588)
Total Income	<u>78,755</u>	<u>146,016</u>	<u>142,164</u>	<u>840,880</u>		<u>(63,409)</u>
Expenses						
Utilities	19,134	47,500	42,166	253,000		(23,032)
Water Treatment Expense	5,267	10,733	7,500	45,000		(2,233)
Sewer treatment Expense	4,780	9,198	7,166	43,000		(2,386)
Maintenance Expense	2,205	4,983	4,084	24,500		(1,879)
Payroll Expense	24,092	50,895	48,512	291,070		(24,420)
Administrative Expense	5,268	8,302	5,700	34,200		(432)
Insurance Expense	1,325	2,650	2,102	12,616		(777)
Taxes & Licenses Expense	1,301	2,550	2,456	14,740		(1,155)
Professional Fees Expense	-	-	1,834	11,000		(1,834)
Reserve Expense	10,718	21,040	20,642	123,854		(9,924)
	<u>74,090</u>	<u>157,851</u>	<u>142,162</u>	<u>852,980</u>		<u>(68,072)</u>
Net Income	4,665	(11,835)				4,663