

**Minutes of the Annual Financial Examination Meeting
November 30, 2021
7:00 P.M. Via Zoom**

1. Open Meeting – Michele Connolly

- 6:57 pm Call to Order
- In attendance:
 - Michele Connolly, Chair
 - Leslie Hoekstra, Treasurer
 - Cindy Frank and Art Seibert, Finance Committee Members
 - Randy Bissell, Treasurer
- Absent: Kevin Gibbs, AgriLife Sponsor, Holly Grand, TPWD Sponsor, Kimberly Ogden, Vice-President

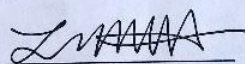
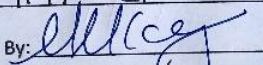
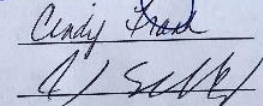
2. Review relevant Chapter By Laws & Operating Handbook Procedures – Michele Connolly

Financial Examination. The Chapter will conduct an examination of the financial records of the Chapter prior to the last scheduled Board meeting of the calendar year to review the Chapter’s financial activities since the prior examination. The Treasurer will present the Chapter Financial Books to an ad hoc Financial Examination Committee. Results of the financial examination will be reported to the Board of Directors for approval at the last scheduled Board meeting of the calendar year. The report or a summary thereof may also be presented to the membership at the first general membership meeting of the new calendar year. [By Laws Article IX. C]

Annual Financial Examination Committee. Responsible for conducting the annual examination of the financial records of the Chapter. Members will include the Vice President, New Class Representative, Secretary and Advisor(s) if applicable. The President appoints the Chair. The Treasurer provides the financial records for review. The results of the Financial Examination will be reported to the Board and recorded in the minutes of the following Board meeting with signed attestations from each member of the committee. [Operating Handbook, C. Committee 2. AD HOC Committees]

Michelle summarized the guiding documents and requirements.

3. Presentation and Discission of Financial Review – Cindy Frank

Financial Review		
11/17/2021		
11/01/2020	Beginning Balance	\$4,028.94
	Deposits	\$5,384.29
	Withdrawals	(2,295.04)
	(CKS 1016-1021)	
10/31/2021	Balance	\$7,118.19
	Nov. withdrawals	(1,091.00)
	(CKS 1022, 24, 25)	
11/16/2021	Balance	\$6,027.19
	CK 1023 O/S	(49.56)
	Balance 11/17/2021	\$5,977.63
Prepared By:		Leslie Hoekstra, Treasurer
Date:	11-17-2021	
Reviewed By:		Date: 11/17/2021
		Date: 11/17/21
		Date: 17 Nov 21

Cindy summarized and presented the Financial Review Document

- There were no discrepancies or errors.
- Membership dues were logged by Square Pay and checks.
- Refunds for trainees that dropped out were issue via Square Pay.
- All accounts balanced.
- Nine checks issued.

4. Full Committee Discussion and Review

- Committee and treasurer did a fine job.
- Perfectly reconciled.
- Bank didn't make an error (as last year).
- Bibi (President) will be provided signed copy of the document.

5. Questions/Discussion regarding other End of Year Financial Requirements – Leslie Hoekstra

- Six books in inventory between Leslie and Randy.
- Kevin may inquire about other issues or needed documentation.

6. Adjourn Meeting Adjourned at 7:11 pm.

These minutes are attested to be true and compete by the Secretary, Randy Bissell on November 30, 2021. Digitally signed.



C.R.Bissell.pfx