SUMMARY MINUTES OF THE FINANCE COMMITTEE
ZONE 7 BOARD OF DIRECTORS

November 26, 2012
4:00 p.m.

Directors present:	Sandy Figuers	Zone 7 Staff:	Jill Duerig, General Manager
	AJ Machaevich		Tom Hughes, Asst. Gen. Mgr., Admin.
	Angela Ramirez Holmes		Tamara Baptista, Finance Manager
			Margaret Chun, Accounting Manager
			Judy Rector, Board Secretary

President Figuers called the meeting to order at 4:00 p.m.

1. Public Comment - None

2. Annual Financial Statements for Year Ending June 30, 2012 and Auditor's Reports

Ms. Baptista introduced Timothy Krisch, from Maze & Associates who reported that the independent audit of Zone 7 finances was an unqualified "clean" opinion; the agency remains in solid financial shape; and there are no glitches concerning internal controls.

Mr. Krisch noted that audits include spot checks of financial records. The purpose of the audit is:

- Assure that the agency is in compliance with financially-acceptable accounting principles;
- Assure that financial statements are free of material misstatements (accurate) and that staff is following policies which have been adopted by the Board of Directors;
- Looking at internal controls

Mr. Kirsch also summarized the Memorandum on Internal Control and Required Communications (MOIC). Maze found no material weaknesses or other areas needing to be improved.

Mr. Krisch answered questions by Director Figuers about unfunded liability, specifically as it applies to the County retirement system (ACERA). Ms. Baptista conducted an overview of the basic financial statements document.

Ms. Duerig acknowledged Margaret Chun and Teri Yasuda for the agency's excellent accounting and all the work they did on the audit.

3. Verbal Reports

Ms. Baptista reported that they had met with the retailers to discuss the reserve policy and finances. It is anticipated that the reserve policy will be presented to the board in January or February 2013.

4. Adjournment

Since there were no further issues or comments, the meeting was adjourned at 4:28 p.m.