

**FINANCIAL POLICIES AND PROCEDURES ADVISORY COMMITTEE  
MEETING MINUTES**

**November 19, 2021**

- Jane Frederick from St.Vrain Valley facilitated the FPP meeting.
- Jane called the meeting to order and asked for any input for the agenda and the June minutes.
  - Hearing no questions or objections, these were deemed approved.
- Approval of Minutes from September - approved
- Legislative Session and Funding Updates - Jane turned it over to Tim Kahle.
  - School Finance Act - Tim  
Student October Count is wrapping up. Once these are finalized, they will be included in the annual true up process for the School Finance Formula in December and January. Tim summarized the process:
    - Legislative Council staff developed student count projections which are included in the School Finance Act. The payments in July through November are based on these projected counts.
    - December is when we start using October Count data to true up the funding based upon preliminary actual student counts. Additionally, assessed valuations from your local counties are included in the School Finance Formula for the December payments.
    - The statutory deadline for the monthly payments is the 25th. In December, it will be earlier this year as Christmas Holiday is the 25th.
    - Both the final student counts and assessed valuations are included in the January payment.
  - ELL / At Risk Count reminders  
These counts are down this year. There was legislation to change the formula - at risk formerly had free lunch count only, and a small portion of ELL count. Now the formula uses Free and Reduced Price Lunch eligible students. ELL students are counted separately; see below.  
Districts are encouraged to run the Direct Certification matches monthly throughout the school year. Students identified as Free or Reduced Priced Lunch eligible after October 1 are not included in the current year at-risk funding counts. However, these students can be included in the at-risk funding counts for the following school year assuming more current eligibility documentation is not received by the district prior to October 1st. A variance waiver for the 30-day provision may be necessary. Contact Jennifer Okes (okes\_j@cde.state.co.us) for variance waiver extension.
  - ELL Factor  
Recent legislation also adds a new English language learner funding factor to the school finance formula for all English language learners included in the prior year's current year's pupil enrollment. The factor is 8% of per pupil funding multiplied by the English language learner enrollment, as defined in the bill. These counts are based on the 2021 Student October Count data submission. Funding for this factor will replace English Language Proficiency Act (ELPA) Professional Development and Student Support funding. Districts will still receive ELPA categorical funding. The ELL students who will be funded are:
    - NEP and LEP (not FEP M1 and M2)
    - Who are also still within the five-year services window defined in ELPA
    - ~61,000 English language learners (current year projections)Districts will treat funding via this factor the same as at-risk funding regarding adjustments to charter schools
- Governor's Budget Request:
  - Increase Total Program by \$475.6M from current FY 21-22 projection to \$8.46B
  - State share increase of \$352.3M (7.26%)
  - Local share increase of \$123.3M
  - Assumes funded pupils will increase by 889 (0.1%) and an inflation rate of 3.7%
  - Includes reduction to Budget Stabilization Factor by \$150M; a decrease from \$571.2M (6.7%) to \$421.2M (4.7%)
  - Statewide Average Per Pupil Funding is \$9,517; an increase of \$526
- Other Legislative and Funding Updates
  - JBC Briefing and Hearing Schedule:

- Friday, November 19, 9:00 – 12:00 JBC Staff Briefing for the Department of Education: Management and Administration/ Assistance to Public Schools, Grant Programs, Distributions, and Other Assistance/ Library Programs/ School for the Deaf and the Blind (Amanda Bickel)
    - Tuesday, November 30, 9:00 – 12:00 JBC Staff Briefing for the Department of Education: Assistance to Public Schools, Public School Finance and Categorical Programs (Craig Harper)
    - Friday, December 10, 1:30 – 5:00 Hearing for the Department of Education (Amanda Bickel and Craig Harper)
  - Interim Committee on School Finance Update
    - The purpose of the Committee is to study issues related to school finance and consider changes to the Public School Finance Act of 1994.
    - On November 5th, the Committee met to approve bill draft requests for the 2022 legislative session. The following bills will move forward to a draft.
      - Redefine At-Risk Definition and Parameters in the School Finance Formula
      - Increasing the State Share of Special Education Funding
      - Improve Financial Outcomes for School Trust Assets
      - Mill levy Override Match Fund - this was the “most contentious”
        - More pushback on this one, but the others passed easily
        - Concerns were raised about the unfairness in a potential override match
    - Next meeting will be held on January 10th to review draft legislation and potentially decide what will move forward to the Legislative Council. Great opportunity to listen and see what the thinking is for moving items forward.
  - Mill Levy Correction - Kate Bartlett
    - Work has continued with districts to refine the Mill Levy targets. There have been updates on mill levy target documentation, refinement process and communications.
    - [CDE news release, November 8](#)
    - CDE district communications toolkit posted on [CDE website](#) includes:
      - One-pager
      - PowerPoint slide deck that can be customized for your district to address the specifics in your district
      - Drop in letter / article
    - It is optional on how and if districts use these communications tools.
    - Glenn added that many districts have had big changes from prior years. Some districts don't have changes, but have to add mills to get to the mill levy target. Glenn and Kate are available for support to districts in either of these situations.
    - Next steps:
      - Mill levy certifications, December 2021
      - CDE will auto apply the ratchet down of tax credits and up in total program mills if you have revisions to mil levy.
      - There is a max 1 mil adjustment each year.
    - Kate and CDE would like to send a special Shout Out to those who were part of our Mill Levy Correction Subcommittee work! They were instrumental to help make sure communication is responsive to your needs and help take the edge of challenging issues.
      - Brad Arnold, Cherry Creek
      - Colleen Doan, DougCo
      - Johan van Nieuwenhuizen, Weld RE 1
      - Tia Mills, Gunnison
      - Tony Whiteley, St. Vrain
      - Jacque Corsentino, Fremont RE 2
      - Jeremy Burmeister, Platte Valley
      - Mike Hodgson, Pagosa
      - Justin Patrone, BVSD
      - Tracie Rainey, CSFP
      - Cheri Wrench, CASB
      - Susan Meek, CASB
- School Finance Unit Updates - Mark Rydberg

Mark provided an update on the cohorts developed to provide a support system for districts. The cohorts were created based upon survey results.

- Tier 1: Cohort 1:
  - 14 Districts have confirmed the commitment to participate in the year long cohort.
  - 11 of 14 districts have 500 or fewer students.
  - All participants have less than 18 months in the position.
  - 12 of 14 districts have 2 or fewer FTE in the finance department.
  - 11 of 14 participants had very limited training and many inherited legacy issues.
- Next Steps
  - November and December will be organizational set up months.
    - organize by geographical similarities and other shared variables
    - reach out for any topics you are interested in addressing
    - Roaring Fork Western Slope convening
  - January will be the kick-off month
- Tier 2: Network
  - 25-30 districts with solid foundation compared to Cohort 1.
  - November and December needs assessment of Tier II districts to develop training on specific needs and pairing up like districts to collaborate with specific identified needs. Budgeting strategies is most likely the next pressing need. Overall change in School Finance and what districts will do for budgeting, staffing pay and Look for more communication and needs assessment surveys, so please watch for that.
  - Appreciate your help completing the survey and will help meet your goals and needs.
- School Nutrition Unit Updates - Jennifer

Food Service Supply Chain Issues - CDE acknowledges the challenges facing school food service departments, including:

- Food: canceled or delayed deliveries, price increases, and discontinued menu items
- Labor shortages: school food service, delivery drivers, and manufacturing
- Supplies: difficulty receiving trays, utensils, and other meal service items
- Demand: increased participation due to free meals for all students

We are working with the USDA to support and identify solutions. USDA is allowing meal pattern flexibilities and waivers to reduce administrative burden. USDA recognizes the need for flexibilities in making full meals; districts need to document this appropriately. CDE has pursued every waiver possible to reduce the administrative burden and has allowed us those flexibility as well.

Also, we wanted to make sure all districts know about the State Price Agreements, these may be useful in locating supplies for school nutrition and other district functions: <https://www.bidscolorado.com/>

- Available for all levels of government, including local entities such as school districts
- Outlined the steps to be able to utilize the agreements in place for the state.
  - See the “Price Agreements” box on the left side of this page
  - Choose “By Category” from the drop-down menu
  - Start with the Category “Office Supplies”
  - Click on the Agreement # for Staples
  - This price agreement has several items in Exhibit B that may be useful for district Food Service departments, including:
    - Line 18 – Food Service Ware: Cups, Spoons, Forks, Plates, Bowls
    - Line 40 - Breakroom Paper Products: Tissue, Paper Towels, Napkins.
- Office Depot has similar types of products
- See the sections “FOR NEW USERS” under each link to register for access and get login information:
  - Staples
  - Office Depot

- BEST Unit Updates - Jennifer

- Districts are requested to submit a Letter of Intent by November 30th if you plan to apply for a BEST grant application. You can submit this and then change your mind by contacting the BEST team. You can also contact the BEST team after 11/30 about your intent to apply if you make a late decision to apply. Also, districts should speak with the BEST program manager in your region so they can help or assist with any steps in your application, to ensure the complicated process is clear to all. Facility assessors will also

need to get out there and visit schools and may have been a while since an assessor has been out and they can schedule a team if needed for current assessment information to consider with your application.

- The priority list for BEST projects, as defined in statute are:
  - Health, Safety, Security and Technology - demand on the state to stay up on these needs
  - Overcrowding
  - CTE Programs
  - NEW category - Projects to Remove American Indian Mascots
  - All other projects
- Transportation Funding CDE 40 Process Updates - Rich Hull
  - We held our first subcommittee meeting on November 3rd allocation of Transportation funding. The goal is to improve and streamline the process with integrity and equity. This was a good meeting and discussion and we are optimistic about reaching our goal. The subcommittee discussed several variables that either are or could be used in the reimbursement calculation:
    - Mileage - currently used
    - Operating costs - currently used
    - Pupil count - count day pupils for transport collected, but not currently used
    - Geographic area - not currently used
    - Size factor - not currently used for transportation
  - First week of December is the next meeting - Next step is for the subcommittee to understand how the current calculation works and how the current variables drive reimbursement amounts, continuous improvement of process.
- Federal Stimulus Funding - Patrick
  - CRF Monitoring and Reporting (Money sent in 2020)
    - The final reporting period for expenditures from CRF funds (grants 4012, 5012, and 6012) is 9/01/2021 to 12/17/2021, and the final deadline for reporting these expenditures is 12/17/21. It is highly recommended that districts report as soon as they are finished spending CRF funds to avoid missing this deadline. Once expenditures are spent please report and steps to follow on how to do this reporting.
    - The links to the smartsheets can be found on the Grants Fiscal home page: <http://www.cde.state.co.us/cdefisgrant>
    - Once you go the Grants Fiscal home page, you will see links to the smartsheet form for 4012, 5012, and 6012 reporting:
      - You will open the reporting form by clicking on the corresponding link. There are instructions on each form.
      - If you are only reporting expenditures for this period, you will take the expenditures, by category, for this period only and enter them in the form. You will need to attach your supporting documentation, (such as your general ledger report for the period, filtered on the grant for which you are reporting expenditures) and complete the certifications.
      - If you have adjustments to make to reported expenditures for a previous period, districts are to net these adjustments out of your current expenditures. This will ensure that the total reported on this final report is an accurate reflection of what is reported in your general ledger.
      - If you have no expenditures to report for the current period but you wish to correct reported expenditures for a previous period, you would still enter your changes as a net change to this period; i.e., if you spent \$1 less than you reported in a previous period and nothing in this period, you would enter (\$1).
      - If you are adjusting previously reported expenditures due to a single audit finding, you would, by category, subtract any expenditures disallowed, and add any additional allowable expenditures using the method above. For example, if an audit has disallowed \$100 of expenditures in category A., but you have found \$75 in previously unreported expenditures that are allowable under CRF in the same category (or have expenditures during the current period), you would enter -\$25 in that category. You will also need to check the box indicating that you are responding to a single audit finding.
      - Question from the chat - if our district was done spending as of 12/30/2020 and turned those in 1/21 - are we done with our reports?

- Yes - this only applies to those that had a request from KPMG after audit findings and need changes to reporting. OR still have money they need to spend down.
- If districts have expenditures that are allowable under CRF that are
  - currently being paid for by ESSER funds and
  - will be recurring expenses (such as cleaning supplies)
  - you may move expenditures to CRF and spend ESSER funds later, within ESSER guidelines and your approved ESSER budgets. single auditing finding that you are faced with money in CRF to spend - go to the ledger and find ESSER expenditures and apply the CRF money to those older expenditures and spend ESSER money later.
  - Patrick asked if anyone had any findings from KPMG at this time - Kate interjected that we are not that far with KPMG just yet and will be updating more on that in next slides.
- Questions from Jane - if we have auditing finding and more CRF money to spend and shift ESSER over to CRF for allowable additional cost - what if that cost occurred in a closed reporting period like FY21
  - Kate - that is between the district external auditor - technically allowable, you and your auditor need to feel good about exchanging expenditures on closed books is a local decision.
  - This could impact the data pipeline as you may change grant codes - data pipeline FY 21 should still be open, but even if closed Kelly and Yolanda can work to fix things in the pipeline. More important for the district and Auditor to feel good about steps taken.
  - Current expenditures and net adjustments to prior period
    - Districts don't want to report total expenditures over the last 1.5 in the period - just take current and net adjustment by category to report in the smartsheet. Net adjustments and period reported amount will get added to previous reported totals to the state controller.
    - Report them as Net - they come off the top and overall is now accurate to what you intended to report
  - Megan D. had a comment to add - we had an issue to pay stipend to staff for learning pods last FY, however we called it an incentive, rearrange expense like Patrick mentioned.
- If after adjusting previously reported expenditures using the procedure on the previous slide, you have unspent CRF funds, you will need to return these unspent funds to the State, by mailing a check to CDE. Please put the grant number (4012, 5012 or 6012) on the Check!
- Mail the check to this address:
  - Vance Finley
  - CRF Refund
  - 201 E. Colfax
  - Denver, CO 80203
- CDE must receive unspent funds by 12/30/21 and these funds will be returned to the state controller office...we hope we don't see any checks from anyone.
- Kate indicated that if you find yourself in a situation where you may have funds to return, please reach out so we can help determine if you have any other options on spending that down.
- CRF monitoring by KPMG is well underway for 4012 funds. LEAs selected for monitoring have been notified - no news is good news, meaning if you have not heard from them at this time then you are good.
  - LEAs have provided their General Ledgers only when CDE did not already have them
  - KPMG has selected transactions, and LEAs are now in the process of providing back up documentation for those transactions
  - KPMG may surface transactions that are not allowable or need to be in a diff category, they will alert us and we can work to make those adjustments.
- We are on track to finish the monitoring work on time, by December 2021
- ESSER III supplemental funding - Kate



- LEAs that “demonstrate an exceptional or uncontrollable circumstance, such as unpredictable changes in student enrollment or a precipitous decline in the financial resources of such an agency, as determined by the Secretary of Education.”
  - Clarifications received from the U.S. Department of Education (on 11/2/21) only for FY 22 MOE
    - If the FY2022 (2021-2022 school year) combined state and local per-pupil funding is the same as or higher than FY 2021 (2020-2021 school year), then the LEA is eligible for an exception through a “Certification of Exception” which must be submitted to CDE. However, this is not an automatic exception and requires submitting a certification of exception to CDE.
    - “Exceptional Circumstances” may include and LEA that “did not and will not implement an aggregate reduction in combined State and local per-pupil funding in FY 2022 (i.e., is not facing overall budget reductions)” [Quote from letter to states from Secretary Cardona]
    - If you meet this criteria, you are eligible for an exception. If you do not have an automatic exception, then you have to submit the form to CDE.
  - MOE is complex for sure - message we want to share is that those LEA will trigger these exemptions for the current year and
  - Forms available on the ESEA/ESSER Resources Page: <https://www.cde.state.co.us/fedprograms/resourcesandtechnicalassistance>
  - [Certification of Exception from Local Maintenance of Equity](#)
  - [Submittal Process](#) [Form via Smartsheets]
- ESSER/ESEA Fiscal Monitoring - Bill
- High level overview for process of ESSER and ESEA monitoring - like CRF all LEAs that are monitored for FY 22 year have already been notified and if not this year you will be included in future years.
  - Grants Fiscal works in conjunction with Federal Programs and the LEA to perform the fiscal review portion of the monitoring engagement
  - Mostly looking for compliance with the Uniform Grant Guidance - Not a “gotcha” process - monitoring is to provide technical assistance and help LEA’s ensure they are in compliance managing federal funds, want to provide more technical assistance, recommend best practices
    - when LEA Submits documentation they are looking for
    - Must ensure we are good stewards of federal funds to prevent any fraud, waste or abuse
    - Monitoring will focus on policies and procedures and actual expenditures
  - Will look at all ESSER/ESEA award activity from the most recent completed fiscal year FY 22 means looking at FY 21 fiscal data
    - Note fiscal review for ESSER will also look at any activity in FY20 to ensure full coverage
    - Expanded FY scope only during FY22 monitoring year
  - Look to your compliance procedures under other federal awards as a guide, Fiscal compliance is generally consistent across all federal funds
  - reach out to the team - we are here to help make some determinations and clarify as needed
  - [Monitoring Schedule](#) for ESEA and ESSER is located on our [Monitoring Website](#)
  - Some overlap with ESSER and ESEA monitoring but on different cycles intend to review all LEAs over the course of the next three years. Start this year with about 50 and then more in following years. as much as possible overlap with ESEA monitoring, just a diff. schedule.
  - Fiscal perspective - what we review for ESSER will apply for ESEA, trying to not ask for same things each year as these overlap
  - CDE must perform subrecipient monitoring for all LEA’s receiving pass-thru Federal Funds (2 CFR §200.331 and 332)
  - Fiscal criteria broken out into 11 fiscal indicators for FY22 engagements, each of these have more in depth summaries of these criteria and available on a previous recording available on the GFM website. Most policy and procedure driven and some will need actual transaction information. Indirect costs are only applicable if your district chose that
    - FR 9.7 Property and Equipment
    - FR 9.8 Financial Management
    - FR 9.10 Time and Effort Reporting
    - FR 9.12 Written Policies

- FR 9.13 Procurement
- FR 9.15 Information Management PII
- FR 9.16 Ethical Transparency
- FR 9.17 Internal Controls
- FR 9.18 Cost Principles
- FR 9.19 Revision of Budget and Program Plans
- FR 9.20 Indirect Costs
- Broad timeline of monitoring
  - notifications went out in June from Federal fiscal office - Nazie
  - Detail what the audit will do, fiscal indicators, explain documentation looking for and brief description on where that will be submitted
  - CDE will utilize the Syncplicity Platform for all evidence uploads.
    - Syncplicity is a secure file synchronization system that enables you to access files remotely from multiple computers and mobile devices.
    - CDE will share a Syncplicity folder with the Authorized Representative(s) following notification.
  - Once the Authorized Representative(s) receives the notification letter and the Syncplicity email, the LEA can begin to upload evidence in Syncplicity.
  - Notifications will come from CDE's Federal Programs Department - they can answer any questions/concerns about Syncplicity access
  - Any questions at this time? None heard
- Jane thanked Patrick, Kate and Bill
- plug for ESEA office hours - great to attend, thursday afternoons
- Handed over to Crystal
- Office of the State Auditor Updates - Crystal
  - Fiscal health analysis
    - School District Fiscal Health Analysis presented to leg audit committee in September
    - REport is a year behind as it is based on statements that are submitted at the time of analysis - trends over 3 years of 2018, 2019 and 2020
      - Ratios- summary of those that are gone over in the report
        - Asset Sufficiency
          - General Fund Assets / Liabilities
        - Debt Burden
          - Revenue paying debt / debt payments
        - Operating Reserve
          - GF fund balance / GF expenditures
        - Operating Margin
          - GF revenues-expenditures / GF fund balance
        - Deficit Fund Balance
          - Total deficit fund balance(s) – fund balance of the general fund (if positive)/Total revenues in deficit fund balance(s)
        - Change in Fund Balance
          - Current year GF fund balance-prior year / GF prior year fund balance
      - 20 school districts with one or more missed benchmarks
        - 15 districts with one
        - 5 districts with two - these folds attended legislative audit committee hearings in September to provide information for members to hear about challenges they face in their district.
          - Hanover 28 (El Paso)Patricia, Patrick
          - Huerfano RE-1 (Huerfano) Erica Mason
          - Summit RE-1 (Summit) KAra Drake
          - Weld RE-4 (Weld) Nikki Schmidt
          - West Grand (Grand)
        - Missed benchmarks do not always mean there is a problem
          - one thing we heard from the district was timing issues around grants, strategic spending and fund balance.

- Capital expenditures
    - Property tax issues - bankruptcy of a significant tax payer
    - Starting point for these conversations and how to communicate correctly your status to your board etc.
  - However: the more missed benchmarks, the greater the risk
    - Identify potential problems early
    - Spring of next year will start all over again
- Compliance supplement update
  - 2021 Compliance Supplement
    - First issued August 13, 2021
    - Correction issued September 3, 2021
    - understand there will be Two addendums anticipated - # 1 issued before thanksgiving, in the final process, but not sure when it will be issued. out of your hands and out of auditors. up to federal OMB to issue guidance
    - add. #1 does contain new info about auditing and update to the education stabilization fund CFDA now called Assistance Listing #84425
      - 84425U for ESSER funds
      - make sure to look at most current listing #'s for all grant codes, when you report them on CIFA you have to have the letter indicator of what part of 84425 you are reporting.
      - challenging as an auditor to audit funds if you do not have all the guidance
      - 2nd addendum - from meetings with OMB, National state auditor AICPA GAQC
  - comment in chat - even though CRF 4012 or CFDA 21.012 would have been 2020 compliance supplement, it could have updates in the 2021 addendums, correct?
    - Crystal - that is correct for sure look at 2021 compliance supplement - at least the info now in the 2 addendums - #2 is further behind - OMB hopes to issue by the end of the year
      - food benefits
      - pandemic EBT
      - section 8
      - Railroad
      - low income household
      - Water assistance
      - childcare cluster
      - TAFNF
  - Feds granted 6-month extension for single audit and data collection form
    - you may have until March - once your single audit is completed, you have 30 days to then submit data collection forms
    - work with auditors to coordinate submission
      - Colorado Audit Law deadlines still apply
      - Done by November-December 2021
      - Auditor has to Opine on what is in your CIFA (sp?)
      - must report on Data integrity report
    - consequences
    - If audit not received by the deadline:
      - County treasurer hold all taxes collected on behalf of the local government
      - Cause an audit
    - Who pays for the audit?
      - Paid by the local government
      - Duty of the governing body
  - Jane made comment in the chat if you request an extension it must be requested by the governing body
- Audit extension process
  - deadline 12/31 - but please do not wait, if at all possible make the request now
  - being more flexible to allow for extensions, but still have to follow the process to request the extension

- OSA website for submissions - slides show the steps on how to make requests online
- Comment to make sure we can get a copy of these slides - yes they will be posted
- comment Kelly - We got some single audits that been completed if the addendum require changes the SA will need to be updated and re-submitted, is that correct
  - Crystal - national state auditor group meeting - this was asked to this group
    - answer was - No, however until the FEDS put that in writing, there could still be a risk
    - when they put out addendum, they would add guidance on fed register to address that
    - Possible that when it comes out, there may not be significant changes, but its more of a risk for the auditor, in a peer review - they would say did you audit in accordance with most recent guidance, if not, why?
  - Jane came on to say - reminder , the thing that might differ is that \$750K threshold for the single audit - its possible that you may not trigger the single audit if under - if you have a silge audit they should hold of on spending ESSER or CRF funds.
  - Crystal - that is true, if you do not have 750K or more in Fed expenditures - and that the exception is how you report food service revenue...if memory serves
    - Jane stated that is correct.
  - Lisa Clark asked in chat - we filed extension, but do you need a separate extension for the charter school
    - Crystal said no - we see financial report and witch charter as a package, but CDE follows OSA deadlines and charter should probably submit
  - Ashley asked in chat - if charter did not incurred fed expenditures over750K - charter - won't be subject to single audit,
    - crystal - correct, disclaimer - weather or not they directly received money from CDE or through district is important to consider
  - If you see a district with approved extension - o you consider all charters included in that or does CDE need it
    - Kelly W. - have not seen one for a charter - if the district does and its approved then all schools including charter are included.
  - New opinion format changes
  - SASs 134 - 140 issued by AICPA
  - Effective for periods ending on or after December 15, 2021
    - Delayed by SAS 141
    - 12/31/2021 & 6/30/2022
    - Early implementation is permitted
  - First change - Opinion paragraph first!
  - Basis for Opinions
    - We conducted our audits in accordance with auditing standards...
    - **We are required to be independent... and to meet other ethical responsibilities...**
    - We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.
- Crystal asked for any questions?
- No questions were asked at this time
- Jane took over from Crystal and went to Kelly
- Financial Reporting Updates - Kelly
  - Finance December Updates
  - Reminder to file the extension as Crystal outlined - links are available online
  - reachout to Kelly or Yolanda with any questions or any assistance with the process.

Jane asked - Do any of our partner organizations have updates they'd like to share?

No updates were made

- Other Topics of Interest
  - CASB
  - CASBO
  - CASE-DBO
  - CGFOA
  - COCPA

- Membership Updates - Megan
  - Existing Vacancies - Megan discussed the minor vacancies at this time
  - terms ending in 1 in 2023
  - 2 in 2024
  - no alternates
- Called for any volunteers as per usual
- 
- Jane handed over to Megan again for Meeting updates and please reach out at any time in between meetings
- The upcoming meeting are:
  - Thursday, February 17, 2022
  - Friday, April 29, 2022
  - Thursday, June 23, 2022
- Jane thanked everyone for joining, enjoy holiday time and family
- motioned to adjourn
  - Meeting adjourned approximately 11:30am