



Oregon

**State Board of Examiners for
Engineering & Land Surveying**

670 Hawthorne Ave. SE, Suite 220

Salem, OR 97301

(503) 362-2666

Fax (503) 362-5454

E-mail: osbeels@osbeels.org

FINANCE COMMITTEE

Minutes of Meeting

February 4, 2008

Members present:

Carl Tappert, Chair

Mari Kramer

Staff present:

Mari Lopez, Executive Secretary

Jenn Gilbert

Others present:

Sue Laszlo (observer)

The meeting was called to order at 3:10 p.m. in the conference room of the OSBEELS office at 670 Hawthorne Avenue, SE, Suite 220, Salem, OR 97301.

Review Chart of Accounts

Staff provided the current chart of accounts used in the QuickBooks software. Mr. Tappert stated that the reason for reviewing the current method of tracking revenues is to assist in future budgeting processes. He shared his recommendations for grouping the types of revenues with the Committee. Ms. Lopez informed the members that as a result of the audit, revising the method of tracking expenditures will also be necessary. She also reminded the Committee that the CPA firm that assisted with the audit will also be assisting in migration to the Peachtree software. After discussion, it was determined to allow the CPA firm to assist in revising the chart of accounts with the migration to the Peachtree software.

Peachtree Software

Ms. Lopez stated that due to the availability of the CPA firm, this may not begin until July 2008. The first step would be to evaluate the chart of accounts as previously discussed.

Audit Update

Ms. Lopez reported that the audit is nearly complete. Draft responses for the Schedule of Findings will be completed for discussion during the March Board meeting. Upon approval of the Board, the responses will be submitted to Merina & Company, LLP for inclusion in the audit report. It was noted that the process of presenting the findings from the audit conducted by Merina & Company, LLP (contracted by the Office of the Secretary of State), will remain consistent with past practice and discussed during the Board meeting. Any recommendations or processes resulting from the audit are then forwarded to the Finance Committee for consideration.

Rulemaking Hearing

Members confirmed that the Rulemaking Hearing is scheduled to be held at 1:00 p.m. during the March 11, 2008 Board meeting. Of particular interest to the Committee are: OAR 820-010-0300 – Refunds and Charges, OAR 820-010-0305 – Fees, and OAR 820-010-0325 – Budget.

The meeting adjourned at 3:25 p.m.