



Oregon

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

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FINANCE COMMITTEE

Minutes of Meeting

June 4, 2008

Members present:

Carl Tappert, Chair

Mari Kramer

Staff present:

Mari Lopez, Executive Secretary

Jenn Gilbert

Others present:

Joanna Tucker-Davis, Assistant Attorney General

Michelle Pecora, CPA, P.C.

Sandy Childress, CPA

Sue Laszlo (observer)

Sue Newstetter (observer)

The meeting of the Finance Committee was called to order at 12:34 p.m. in the conference room of the Oregon State Board of Examiners for Engineering and Land Surveying (OSBEELS) office at 670 Hawthorne Avenue, SE, Suite 220, Salem, OR 97301.

Guest Discussion

Michelle Pecora, CPA, P.C. and Sandy Childress, CPA were in attendance to provide additional information regarding accounting software for the Board. Ms. Pecora stated her expertise with the QuickBooks accounting program and Ms. Childress stated her expertise with the Peachtree accounting program. Discussion was held regarding the reasons behind the recommendation for the Board to switch accounting software. Ms. Pecora and Ms. Childress both felt that each accounting software contain the similar levels of restrictions and access. In addition, Ms. Pecora informed the Committee that QuickBooks can be programmed to close after an audit is conducted. She stated that data entry errors are generally caused by the user. Ms. Pecora offered to provide a comparison of the different QuickBooks products for review along with a memo with her recommendation and suggestions for controls.

Goals of the Committee

During the April meeting, the members reviewed the mission and functions of the Committee; however, goals were not defined. Therefore, the following was determined as goals of the Finance Committee:

- *Redefine the Chart of Accounts.*
- *Upgrade accounting software.*
- *Develop method to track budgetary items.*
- *Develop financial reports suitable for Board finances.*
- *Develop the 2009 – 2011 budget for approval during the March Board meeting.*

A revised document will be presented during the July Board meeting for review.

Travel Policy

The Committee discussed the draft Travel Policy and additional concerns brought to their attention. Since the OSBEELS Employee Handbook contains a travel policy for employees, this Travel Policy should be tailored to only the OSBEELS Board members. However, questions arose regarding the use of state vehicles and the relevance of the policy for volunteers, such as exam graders. Additional research and consultation with the State of Oregon Risk Management staff will be conducted for discussion during the August meeting.

Gift and Reimbursement Policy

Informal advice from Assistant Attorney General (AAG) Joanna Tucker-Davis was provided to the Committee for review regarding the Gift and Reimbursement Policy. Discussion was held regarding the information obtained from the recent audit and the lawful extent of using Board funds. After discussion, it was determined that the process would be shifted to the Chair of the Finance Committee. A draft process will be reviewed and discussed during the August meeting.

The meeting adjourned at 1:23 p.m.