

**CALIFORNIA CITRUS PEST AND DISEASE PREVENTION PROGRAM
FINANCE SUBCOMMITTEE MEETING**

Meeting Minutes
Wednesday June 4, 2014

Opening:

The Conference Call meeting of the Finance Subcommittee was called to order at 9:00 a.m. on June 4, 2014, California by Subcommittee Chair James McFarlane.

CPDPC Members Present:

Jim Bates*

Bob Felts, Jr*

James McFarlane*

CDFA Staff:

Jason Chan*

Victoria Hornbaker*

Debby Tanouye*

Cong Chan*

Paul Martinez*

*** Participated via telephone**

Opening Comments:

Chairman, James McFarlane, welcomed the Subcommittee and staff participating via conference call.

Public Comment:

There were no public comments.

Financial Review 2013/2014,

There was an increase in revenue received of \$1,828,313 and the new total revenue through March 31, 2014 is \$8,058,187. The remaining projected revenue amount for this fiscal year is \$4,975,402; which reflects reduction of 13% due to freeze damage impacts. The total expenditures for the current fiscal year are \$7,246,971 with a year to go of \$15,652,372.

Assessment Budget

The assessment fund expenditures increased by \$579,628 making the expenditures to date for the assessment funds \$2,774,039 with a year to go projection of \$9,877,120. He noted that the ending reserve is still projected to be \$7,718,707. Jason pointed out that the New Contingency budget has been reduced by \$145,924 and a new budget has been created for the San Luis Obispo activities in the same amount, there is no net increase or decrease to the budget. The CRB Outreach budget was disencumbered by \$77,764 to zero out the budget. Jason also pointed out that the program is still encountering slow invoicing from contractors, but he mentioned that Victoria has reached out to remind them to bill regularly. The Subcommittee discussed the

remaining CDFA funds in the amount of \$49,318. The funds must be expended by June 30th. The recommendation was that they would be used for HLB survey work in Southern California.

Motion: That the remaining CDFA funds in the amount of \$49,318 be expended by June 30, 2014 on HLB survey work in Southern California.

First: Bob Felts, Jr.

Second: Jim Bates

Motion Passes: All in favor

CHRP Budget

The CHRP expenditures increased by \$737,090 in April and the total expenditures for CHRP are \$3,939,432 with a year to go balance of \$5,865,427. It was noted that the entire CHRP allotment is \$9,624,859, to date \$2,821,527 has been received and the remaining balance of \$6,803,332 is pending final approval from USDA, due to a minor line item shift in the biocontrol budget.

Variance Analysis

Jason reviewed the monthly variance analysis stating that the percent difference is -20.43. Jason stated that variance is primarily due to late billings from contractors and as the program gets a better handle on receiving timely submission of invoices the variance will adjust to a more appropriate number. The subcommittee discussed some items that on the variance analysis where the actual year to date is higher than the projected year to date. They questioned if the budgets line items should be adjusted to be more in line with actual spending or if the program should leave them as is and use the information to more accurately develop a budget for the 2014-2015 budget year. The Subcommittee decided to leave the budgets as they are and use the information for budget preparation for next year.

Additional Items

Jason discussed several upcoming funding items, first he mentioned the new Citrus Commodity Survey funding from the USDA Farm Bill will be starting June 1 and will be in the amount of \$350,000, however it will not be displayed until the as of June 30 report. He also discussed the potential of the Program to receive a new TASC grant. Last year the program received \$475,000; if it is received it will not be displayed until the July 30 report is developed.

The meeting was adjourned at 9:45 a.m. The next meeting will be Tuesday, July 1, 2014 at 10:00 a.m.