

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

Meeting Minutes
Tuesday, June 7, 2022

Opening:

The Finance Subcommittee webinar was called to order at 9:00 A.M. on June 7, 2022 by Subcommittee Chair Bob Felts, Jr.

Subcommittee Members Present:

Bob Felts, Jr.*	James McFarlane*	John Gless, Sr.*
Dave Tomlinson*		

Subcommittee Absent:

Jared Plumlee	Keith Watkins
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CDFA Staff and Guests:

Carl Baum*	Victoria Hornbaker*	Alex Muniz*
Paul Figueroa*	Laura Irons*	Preetika Pratap*
Alisha Garcia*	Anmol Joshi*	ThuyVy Truong*
David Gutierrez*	David Morgan*	Jason Wu*

*Participated via webinar

Opening Comments

Finance Subcommittee Chairman, Bob Felts, Jr., welcomed Subcommittee members, guests and staff participating via webinar.

Review 2021-22 Budget and Expenditures

Jason Wu presented the fiscal year (FY) 2021-22 expenditures. April 2022 closed in the Financial Information System of California (FISCal) with \$3,249,296 in expenditures bringing the year-to-date total to \$23,347,491. The prior FY year-to-date expenditures totaled \$17,669,938. The large variance between the current FY and the prior FY is due to invoices being processed and actualized quicker and earlier than prior years by the Financial Services Branch (FSB). Jason mentioned that budget line item 17 is temporarily showing expenditures for Citrus Canker (CC) survey and Citrus Yellow Vein Clearing Virus (CYVCV) survey. Carl Baum added that the Citrus Pest and Disease Prevention Division (CPDPD) received the funding codes for CC survey and CYVCV survey from FSB, which means CPDPD can begin redirecting those expenditures and remove them from budget line item 17 for the next meeting.

Review 2021-22 Revenue

Jason presented the FY 2021-22 revenue. For May 2022, CPDPD received \$1,764,876 in revenue bringing the year-to-date revenue total to \$8,957,215. Revenue received converts to approximately 127,960,214 cartons.

Other Business

Charts

Jason Wu presented a chart comparing projected cartons to actual cartons received broken down by FY. In the prior five FYs, CPDPD has been able to project the number of cartons received with a two percent (2%) average margin of error.

Alisha Garcia presented a chart showing CPDPD funding sources. The chart displayed each funds awarded and/or budgeted amount, and the amount expended for each fund. She noted that funding sources have different timelines, due to sources being based on the state fiscal year and other sources being based on the federal fiscal year. Bob asked if there should be any concern that the Federal Fund (FF) and General Fund (GF) are showing low expenditures. Victoria Hornbaker explained for most FF agreements the United States Department of Agriculture (USDA) will only award a percentage of the full budget to expend at a time and often awards the remainder of an agreement later. Alisha has billed against what was allowed by the USDA, and CPDPD has recently received the rest of the FF agreement budget. Carl stated that the GF will be completely expended by the next Finance Subcommittee meeting due to redirects from the Food and Agriculture Fund (Ag Fund) sent to FSB. He explained that due to rules and regulations from federal auditors, expenditures must be incurred by the Ag Fund before they can be redirected to the FF.

Alisha presented a chart showing a two-month budget projection of expenditures for the end of FY 2021-22. Bob inquired about the Administration budget ending with an overage in expenditures. Carl explained that certain costs, such as vehicle gas and maintenance expenses, must be incurred by the Administration budget before they can be broken down and redirected.

Mt. Rubidoux Biocontrol Rent Charges

Victoria explained that through the negotiation process, the landlord for the Mount Rubidoux biocontrol facility will begin to charge rent to CPDPD. Dr. David Morgan added that CPDPD has been operating out of this facility for 20 years rent-free. With this agreement, the biocontrol budget will need to be changed to include the monthly rent for the building.

FY 2022-23

The start of FY 2022-23 will start on July 1, 2022.

Fund Condition Statement

Carl explained that CPDPD is on track to complete the financial moves for prior FYs and the current FY 2021-22 before June 30, 2022. The upcoming Fund Condition Statement for FY 2022-23 should be accurate due to the financial moves with minimal post-closure moves.

Next Meeting

Bob requested to push back the next meeting scheduled July 5, 2022 from 9:00 A.M to 2:00 P.M.

The meeting was adjourned at 9:37 A.M. The next Finance Subcommittee meeting will be held on July 5, 2022, at 2:00 P.M.