

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

Meeting Minutes
Thursday, February 27, 2014

Opening:

The meeting of the Finance Subcommittee was called to order at 9:00 a.m. on April 8, 2014 in Fowler, California by Subcommittee Chair James McFarlane.

CPDPC Members Present:

Jim Bates	Bob Felts, Jr	James McFarlane
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CDFA Staff:

Jason Chan*	Victoria Hornbaker	Debby Tanouye*
Cong Chan*	Paul Martinez*	Scosha Wright*

*** Participated via telephone**

Opening Comments:

Chairman, James McFarlane, welcomed the Subcommittee and staff participating in person and online.

Public Comment:

There were no public comments.

Financial Review 2012/2013

Jason Chan reviewed the 2012/2013 fiscal displays, he stated that no revenue was reported for the 2012/2013 fiscal year in February. The final revenue for 2012/2013 was \$16,079,177 with a projected reserve balance of \$7,389,746. He did point out there although there were no additional expenditures; there was a transfer of \$709,226 from CDFA funds to the CHRP budget to zero out that column. Jason stated that he will have a final display for the 2012/2013 fiscal year at the next meeting, noting that any late charges will be displayed on the current fiscal year display as previous year adjustment.

Financial Review 2013/2014

There was an increase in revenue received of \$ 1,635,671 and the new total revenue through February 28, 2014 is \$4,610,189. The remaining projected revenue amount for this fiscal year is \$8,423,400; which reflects reduction of 13% due to freeze damage impacts. The total expenditures for the current fiscal year are \$4,466,133 with a year to go of \$18,201,407.

Assessment Budget

The total expenditures for the assessment funds are \$1,464,872 with a year to go projection of \$11,094,051. Jason pointed out that a new budget column was added to reflect the transfer of \$309,037 from the new area contingency budget column for use in ACP control in the Central Valley. The new area contingency budget balance has been adjusted to \$1,298,844, which reflects the transfer out. Victoria commented that the program will be presenting a budget for the San Luis Obispo activities that have begun in response to the Arroyo Grande find, with the intent of using funds from the new area contingency budget.

CHRP Budget

The total expenditures for CHRP are \$2,491,086 with a year to go balance of \$7,133,774. It was noted that the entire CHRP allotment is \$9,624,859. Jason pointed out that the PDEP Central Valley budget is over spent by \$158,022, but reminded the subcommittee that \$309,037 was moved from the new area contingency to cover any subsequent charges for the Central Valley.

Monthly Variance Analysis

Jason reviewed the monthly variance analysis stating that they are using previous two years of data to set the monthly expenditure rates. They are also trying to reflect lag times in receiving invoices. Jason did mention that they are trying to work on getting invoices from vendors in a more timely fashion and in getting those invoices processed by CDFA in a more timely manner. The subcommittee was very complimentary of the work that the Jason, Cong and Paul have been doing. James said that it will take some time for the variance analysis to fully come together, but the consensus is that over time the variances will reduce. Jim recommended putting together a high level analysis comparing the previous year totals to projected total for the current year over functions and program. The subcommittee feels that this will be a useful tool for the full committee.

The meeting was adjourned at 11:00 a.m. The next meeting was set for May 6, 2014 at 9:00 am.