

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

Meeting Minutes  
Tuesday, October 6, 2020

**Opening:**

The Finance Subcommittee webinar was called to order at 10:00 A.M. on October 6, 2020 by Subcommittee Chair Bob Felts, Jr.

**Subcommittee Members Present:**

Bob Felts, Jr.\*                                      Etienne Rabe\*                                      Dave Tomlinson\*

**Subcommittee Members Absent:**

Craig Armstrong                                      James McFarlane

**CDFA Staff and Guests:**

Carl Baum*	David Gutierrez*	Alex Muniz-Chavez*
Karina Chu*	Amelia Hicks*	Claudia Vasquez*
Kiana Dao*	Victoria Hornbaker*	Jennifer Willems*
Ryan Fong*	Anmol Joshi*	
Alisha Garcia*	Jana Miscevic*	

\*Participated via webinar

**Opening Comments**

Finance Subcommittee Chairman, Bob Felts, Jr., welcomed the Subcommittee, guests and staff participating in person and via webinar.

**Review 2019-2020 Budget**

Ryan Fong presented the budget for fiscal year (FY) 2019-2020. The current expenditures total \$21,847,006 with a remaining balance of \$18,640,139. The Citrus Pest and Disease Prevention Division (CPDPD) is updating expenditures and have captured missing items for trapping contract line items and county invoices.

Ryan presented the FY 2019-2020 projected expenditure report. The Financial Services Branch have closed up to June 2020 in the Financial Information System of California (FI\$Cal). On the projected expenditure report Ryan updated expenditure projection methodologies. Ryan separated total expenditures into October 2019 to June 2020 which have been closed in FI\$Cal and July 2020 to August 2020 which have not been closed in FI\$Cal. By doing this Ryan created a new projection amount for September 2020, the last month of the federal fiscal year. All projections are expected to change when July 2020 to September 2020 close in FI\$Cal. CPDPD is projecting a remaining FY budget balance of \$28,952,035 at the close of the year.

Ryan presented the Balance Sheet and Fund Condition Statement (FCS). The FCS will not change until FI\$Cal is closed and reconciled at the end of the year. Carl Baum explained that Financial Services uses an accounting process called “close-out,” which is implemented

department-wide at the end of each State FY. CPDPD is underspent for FY 2019-2020, but other Divisions have overspent causing a delay for closing FY 2019-2020. Once the year is closed, Financial Services can provide a new FCS with interest earnings which CPDPD will be able to present to the Subcommittee.

### **Review 2019-2020 Revenue**

Alisha Garcia presented the FY 2019-2020 revenue. The revenue for the month of September 2020 is \$640,958.34 with a yearly total of \$18,020,171.99. The yearly total was over the projected revenue by \$650,171.69. Bob Felts asked if CPDPD expects more FY 2019-2020 reporting revenue to come in. Victoria Hornbaker explained that revenue for FY 2019-2020 is expected to come in until January 2021. For revenue that comes in after January 2021, that revenue will be for FY 2020-2021 even if the reporting month was for FY 2019-2020. Bob said he was surprised that CPDPD exceeded the revenue projection. Victoria explained that CPDPD projected a lower revenue number for FY 2019-2020 because in the previous harvest year fruit was left on the ground and not sent to packing houses due to it not meeting size requirements. This current year suggests more fruit made it to packing houses.

### **Review 2020-2021 Budget**

Victoria presented the budget for FY 2020-2021. Victoria stated there are no changes to the FY 2020-2021 budget due to expenditures not coming in until next month.

Ryan and Alisha presented their process in completing a new assessment rate form and sending information out to packing houses. Ryan created a new remittance form with new calculations based on eight cents (\$0.08) to reflect the change effective October 1, 2020 for fruit harvested on or after October 1, 2020. Alisha then sends the new remittance to packing houses. Alisha posted the new remittance form to the CDFA Citrus webpage with a letter informing the packing houses of the change. The letter and new remittance form were sent by mail and by email to packing houses. Bob asked if packing houses have confirmed they have received the letter and new remittance form. Alisha has received confirmation by email from packing houses.

Carl Baum provided an update for the new CPDPD Headquarters. Construction has started and the Division anticipates moving in by November 1, 2020. Victoria stated that the new location is smaller than what was originally anticipated. Staff will be expected to continue teleworking with interchanging schedules to accommodate social distancing guidelines.

The meeting was adjourned at 10:24 A.M. The next Finance Subcommittee meeting will be held on November 3, 2020 at 10:00 A.M.