

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

Meeting Minutes
Tuesday, March 16, 2021

Opening:

The Finance Subcommittee webinar was called to order at 9:00 A.M. on March 16, 2021 by Subcommittee Chair Bob Felts, Jr.

Subcommittee Members Present:

Bob Felts, Jr.*

Subcommittee Absent:

Craig Armstrong
James McFarlane

Etienne Rabe

Dave Tomlinson

CDFA Staff and Guests:

Carl Baum*
Kiana Dao*
Paul Figueroa*
Alisha Garcia*
David Gutierrez*
Victoria Hornbaker*

Karla Huerta*
Anmol Joshi*
Zachary McCormack*
Jana Miscevic*
David Morgan*
Alex Muniz-Chavez*

Michael Soltero*
Keith Okasaki*
Preetika Pratap*
Lydia Rodriguez*
Claudia Vasquez*
ThuyVy Troung*

*Participated via webinar

Opening Comments

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

Review 2019-2020 Budget

Alisha Garcia presented the Fiscal Year (FY) 2019-2020 budget. The current expenditures total is \$25,793,698 with a remaining balance of \$14,693,447. This is a \$405,718 increase from the last meeting due to late county invoices coming in. Alisha reported that months through January 2021 have closed in the Financial Information System of California (FI\$Cal). There was a decrease in expenditures in the outreach budget line due to invoices being incorrectly coded to outreach but have since been redirected to its correct code. There was a shortfall in expenditures due to salary savings as the Division was not fully staffed and that rent for shared offices had not been redirected, thus increasing the FY 2019-2020 expenditures, as well as possible post audit charges that have not been charged back to the Division yet.

Bob raised concerns on the ability to expend federal and general funds before the Agriculture funds. Carl Baum noted that the Division move expenses to Federal and General funds to fully expend those sources. The Division will provide tracking of the

funding sources so the Committee can see funds coming in and expended throughout the year. Alisha will develop a fund source worksheet that will track all funding sources.

Review 2020-2021 Budget

Alisha presented the budget for FY 2020-2021. The current expenditures for FY 2020-2021 total \$6,029,548 with a remaining balance of \$36,218,610. Bob mentioned that the manual tracking is catching up with FI\$Cal. There was a decrease in line item 11 from the previous month's report due to salaries being inadvertently coded to the wrong budget and now corrected. It was also noted that there was an increase in biocontrol expenditures due to late billing invoices from the contractor.

Review 2020-2021 Revenue

Alisha stated that revenue received in February was \$1,015,743 and March was \$1,111,079 and the total year to date is \$5,007,600. This is lower from last year due to credits for overpayments as a result of the lower assessment.

Fund Condition Statement

Carl mentioned that he conducted an audit of all expenditures and credits and that it did not agree with the fund condition statement (FCS) provided by Financial Services. He has discussed this with Financial Services, and they are going to develop a new FCS, using Carl's audit findings. Carl will be sending Bob a summary of the audit he completed.

Other Business

Victoria noted that California's Federal Citrus Health Response Program funding allocation will be \$12,144,000

The meeting was adjourned at 9:30 A.M. The next Finance Subcommittee meeting will be held on April 6, 2021 at 9:00 A.M.