



UPPER WILLAMETTE
SOIL & WATER CONSERVATION DISTRICT

Finance Committee Meeting

08/14/2023 at 10:30 AM - **DRAFT**

Meeting held via Zoom

Committee Members Present: Al Hrynshyn, Clarissa Berndt, Leslie Owens, Gary Jensen, and Karl Morgenstern. **Staff present:** Dave Downing

1. **Call meeting to order:** Meeting was called to order at 10:35 pm by Director Hrynshyn.
 - a. **Approval of Minutes:** Meeting minutes from 2/13/2023 and 5/15/2023 with no amendments made.
 - b. **Financial Reports:** [*Appropriated Expenses Budget v Actual Summary (for current fiscal year to last quarter ending); Budget v Actual for Funds and Programs (for current fiscal year to last quarter ending)*] Clarissa Berndt went over the financial reports with the committee and answered any questions they had. The committee made sure that the budget was in good standing.
 - c. **Amendment to Financial Controls Policy:** The idea of lowering the credit card limit from \$11,000.00 to \$5,000.00 was discussed. Some committee members felt that it was a good idea to lower the credit card limit to keep the risk to the district lower from fraud. The double checks for Credit Card payments and it was determined that the system in place was more than adequate to flag for any sort of credit card fraud and that the Credit card limit would stay the same.
2. **No public present.**
3. **Meeting Adjourned:** Meeting was adjourned at 11:08 am.

All supporting documents mentioned in the minutes are a part of the official record and are available upon request. Please contact the office at admin@uwswcd.org to request copies.

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