

**ECMS Finance & Fund Development Committee**  
**September 24, 2018**

**Agenda**

**I. Review/approval of August bank statements**

- Committee members reviewed August bank statements. No questions/concerns.

**II. Financial Policies & Procedures manual updates**

- Delays updating the current version of the FPP manual due, in part, to new staff hiring. We are still finalizing which responsibilities outlined in the FPP manual will be assumed by our new Front Office Coordinator. We expect to have a draft of the revised FPP ready for the next Finance Committee meeting.

**III. ED001C and audit updates**

- *ED001C:*
  - Committee members reviewed ED001C submitted on 9/4/18; discussed line items with greatest changes from FY17 to FY18. Changes in coding in the new EFS system accounted for most of the major changes in line items between years.
- *Audit:*
  - Auditor from Henry, Raymond, Thompson came to ECMS 9/6-9/7 to review files on site. This is much earlier than previous years to avoid filing extension requests with the CSDE as in years past.
  - Anticipate CSDE desk audit of the ED001C in October.
  - Henry, Raymond, Thompson's report is expected by November/December; will share updates on timeline as soon as we know more



