

State Natural Resources Conservation Council

An Agency of Vermont State Government, Serving Vermont's 14 Conservation Districts

NRCC Finance Committee
Conference Call/Meeting Minutes
June 30, 2015

Present: Michelle Gudorf, Linda Corse (Finance Committee); Kerry O'Brien (NRCC Administrator)

Meeting Opened: 1:00pm

Kerry sent the Finance Committee a copy of the Check Register for the FY2015. Final accounts payables were presented, including final administrative invoices from Caledonia County NRCD, as well as invoices from Conservation Districts for Capacity Building final reports.

The Caledonia County NRCD invoice presented includes the final contractual payment of \$2000 for NRCC Administration. Two additional payments were requested which included additional administrative expenses for \$1490.00, and \$1371.42 for Capacity Building DM support, for a total invoice of \$4862.02. The invoice was approved for payment. The remaining invoices will be paid upon receipt of \$8000 from VTAAFM for the final payment.

The final expenses for FY2015 NRCC state funds were:

State NRCC FY2015 Expenses		
Item	Budgeted	Actual
1. NRCD Base Allocation for NRCC Performance Measures	112,000.00	112,000.00
2. District Supervisor Support Funds	2500.00	1652.50
3. District Manager Training & Support Funds	5000.00	4105.84
4. NRCC Administration	8000.00	9741.66
5. District Capacity Building Plans & Oversight	28,000.00	28,000.00
Total	155,500.00	155,500.00

Kerry will prepare a final report for review and approval to VTAAFM and submit an invoice for \$8000 to close out the grant.

The NRCS allocation of \$14,000 is still active, with \$3911.37 spent so far. Kerry will report these expenses to NRCS for Quarter 2 and request payment. The remaining grant will extend through September 30, 2015.

Michelle requested a contract extension for NRCS's contribution to Capacity Building for FY2016 for \$16,000.

Linda and Michelle reviewed the remaining financial reports (Balance Sheet and P&L) for FY2015 and approved all reports.

The Capacity Building budget for FY2016 was discussed, and how the Districts' sub-agreement could work. Michelle will respond to Kerry's email to suggest a budget of \$1500 per District for Capacity Building grant, which will provide the DCB committee with \$7000 for management and oversight, training opportunities as needed.

Kerry will follow up with Jill to discuss a structure of the sub-agreements, and continue to work with the consultant to have reporting templates up and running by July 16th for discussion at the DM meeting.

Meeting adjourned: 2:30pm.