#### Citizens' Bond Oversight Committee for Measure T Minutes January 16, 2019 @ 3:00 PM [APPROVED] 411 Central Avenue, Building E, Room E112, Salinas, CA 93901

MEMBERS

Name	Member Category	Present	Absent
1. Muñoz, Alfred			

 1

 Hartnell College Vision Statement:
 Hartnell College will be nationally recognized for the success of our students by developing leaders who will contribute to the social, cultural, and economic vitality of our region and the global community.

 Hartnell College Mission Statement:
 Focusing on the needs of the Salinas Valley, Hartnell College provides educational opportunities for students to reach academic goals in an environment committed to student learning, achievement and success.

## ACTION ITEMS

 1. Consider: Adoption of previous meeting(s) minutes: Oct. 31, 2018
 Alfred Muñoz

 One typo was corrected, Action Item 1. Date of minutes changed from April to July
 Motion: Carol Kimbrough

 2<sup>nd</sup>: George Richardson
 Approval: One abstention (Elizabeth Silva) 7 Ayes

#### 3. Financial Statements

Alfred Muñoz

In absence of a representative from the HC Business Office, whom would normally review the financial documents, Mr. Muñoz gave the committee a primer on utilization of the documents, as he is familiar with the formats having utilized them when he was CBO at Hartnell.

Four (4) documents were provided to the committee for review, (posted on website). They are:

- 1. Statement of Net Position/Statement of Revenues, Expenditures and Change in Net Position (page 18 and 19)
  - 2. Budget Expense Summary Report (BEST)
  - 3. HCCD General Leger Detail Trial Balance report for Fund 46
  - 4. Excel Pivot table (pdf format) of Budget and Actuals for Fund 46

The first documents are the Statement of Net Position and Statement of Revenues, Expenditures and Change in Net Position for Fund 46. These two pages provide the broadest look at the bond funds status.

Document #2 is the Budget Expense Summary Transactions (BEST). This document will provide more detail, but still is broad in that it does not identify specific projects. Used in conjunction with the general ledger print out (document #3) a more detailed accounting of what the expenditures are for the report period is provided.

The BEST report identifies object codes and a description second column (i.e. 55200 Travel & Conference, 54300 - Supplies & Materials). The General Ledger Detail Trial Balance document also uses these object codes - Ref. No. column (located at the top just under the header). On the General Ledger, the reader can find the detail information for the object code listed on the BEST document going down the Ref. No. column. An object code will be listed more than once if used for more than one of the bond projects.

Example: Object 55700 Legal & Audit Expenses identifies actual expenses as \$20,892.00 (Doc #2)

On the General Ledger document (Doc# 3), 55700 listed once, also named as Legal & Audit Expenses. In the Debits column, all expenses (invoices) are listed for the period of the report, reflecting the \$20,892.00 sum and closing balance.

An object code may be used for each project. 56215 Preliminary Tests is an object code used for Soledad, King City etc. projects. By adding the closing balance of each of these projects for preliminary tests, the total should equal, in the BEST report, the sum found in column four - Actuals.

The fourth document provided is a pdf version of an excel pivot table that provides the budget and actuals sums only for the object code by area and project.

Committee members were asked to review the documents and bring questions to the next meeting, or if there are any questions in helping to use and understand the documents members can email Dawn Henry or Mr. Muñoz.

### OTHER ITEMS/BRIEF ANNOUNCEMENTS

1. Next meeting date was established for April 24,

#### NEXT MEETING(S)

APRIL April 24, 2019 @ 3:00 PM in Bldg. S Room S218

# ADJOURNMENT

Meeting adjourned at 4:10 PM

Alfred Muñoz

Alfred Muñoz