

Address: 3810 Milwaukee St.  
Madison, WI 53714  
Phone: (608) 575-9293  
Website: [ilcwis.org](http://ilcwis.org)



## **Independent Living Council of Wisconsin (ILCW) Finance Committee Teleconference Meeting**

January 24, 2023

9:00 A.M. – 10:30 A.M.

APPROVED APRIL 25, 2023

### **Action Items and Motion Items**

#### **A. ILCW Finance Committee Action Items**

- 1. Action Item:** ILCW Program Coordinator will send the tax form 990 to the full council for review before filing with the Internal Revenue Service.
- 2. Action Item:** Kollath CPA will work with ILCW Program Coordinator to develop split line items based on conferences ILCW regularly attends to better show how much is spent for each conference.
- 3. Action Item:** ILCW Program Coordinator will set up zoom and send updated meeting invitations to the ILCW Finance Committee.

#### **B. ILCW Finance Committee Motion Items**

- 1. Motion Item:** Kyle Kleist made a motion to approve the January 24, 2023 ILCW Finance Committee meeting agenda. Jason Endres seconded the motion. Motion carried.
- 2. Motion Item:** Jason Endres made a motion to approve the July 22, 2022 ILCW Finance Committee meeting minutes. Kyle Kleist seconded the motion. Motion carried.
- 3. Motion Item:** Kyle Kleist made a motion to recommend the FFY 2022 draft audit for approval by the full council. Jason Beloungy seconded the motion. ILCW Finance Committee voted unanimously to recommend the draft audit for approval by the full council. Motion carried.

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- 4. Motion Item:** Kyle Kleist made a motion to recommend the October 2022, November 2022, and December 2022 financial reports for approval by the full council. Jason Beloungy seconded the motion. ILCW Finance Committee voted unanimously to recommend the reports for approval. Motion carried.
- 5. Motion Item:** Jason Endres made a motion to recommend the proposed changes to the ILCW Fiscal Policy for approval by the full Council. Jason Beloungy seconded the motion. ILCW Finance Committee voted unanimously to recommend the proposed changes to the ILCW Fiscal Policy for approval by the full Council. Motion carried.
- 6. Motion Item:** Kyle Kleist made a motion to adjourn the January 24, 2023 ILCW Finance Committee meeting. Jason Beloungy seconded the motion. Motion carried.

## **C. Meeting Minutes**

### **I. Welcome and Introductions, LySandra Owens, ILCW Treasurer**

**ILCW Finance Committee Members Present:** Jason Beloungy; Jason Endres; Kyle Kleist; and LySandra Owens.

**ILCW Finance Committee Members Absent; Excused (\*):** Eric Riskus\*.

**Guest(s):** Molly Berenson, Kollath CPA; Diana Luttmann, Ritz Holman CPA; and Marcus Schmitt, Kollath CPA.

**ILCW Staff:** Tyler Wilcox, ILCW Program Coordinator

### **II. The meeting was called to order at 9:01 A.M. by LySandra Owens, ILCW Treasurer**

- The meeting was available via teleconference by calling (312) 626-6799 with meeting ID: 828 4118 1464. The meeting was also available via [Zoom](#).

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### **III. Review and Approve January 24, 2023 ILCW Finance Committee Meeting Agenda**

- Kyle Kleist made a motion to approve the January 24, 2023 ILCW Finance Committee meeting agenda. Jason Endres seconded the motion. Motion carried. See Motion Item 1.

### **IV. Review and Approve July 22, 2022 ILCW Finance Committee Meeting Minutes**

- Jason Endres made a motion to approve the July 22, 2022 ILCW Finance Committee meeting minutes. Kyle Kleist seconded the motion. Motion carried. See Motion Item 2.

### **V. Public Comment on the State Plan for Independent Living (SPIL) or Related to Independent Living Centers and Services**

- Link to [SPIL \(https://www.livebinders.com/media/get/MjIxMjk0OTI=\)](https://www.livebinders.com/media/get/MjIxMjk0OTI=)
- No public comment received; comment period closed at 9:11 A.M.

### **VI. Discuss to Recommend ILCW Federal Fiscal Year (FFY) 2022 Audit for Approval of Full Council**

- Dianna Luttmann, Ritz Holman CPA, presented the draft audit report for FFY 2022.
  - The auditor presented a clean audit opinion.
    - There were no findings, and no items which need to be reported.
    - ILCW's financial reporting is "spot on."
  - At the end of FFY 2022 ILCW had approximately \$43,000 in assets and \$20,000 in liabilities.
    - The \$43,000 in assets are liquid and are available for use by the council to continue business.
  - The ILCW Website will begin the amortization in FFY 2023, which will be \$5,552 over the next three years (e.g., FFY 2023, 2024, and 2025).

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- This is a non-cash liability and cannot be reimbursed because DHS has already reimbursed ILCW for the cost of website development.
- There has only been a minimal change to ILCW assets.
- ILCW's liabilities have increased due to salary, vacation, and sick time of ILCW staff. These changes were expected.
  - Vacation and sick time are charged to the DHS award only when used.
- ILCW had a net loss of \$190 in FFY 2022.
- ILCW has a concentration of risk due to most funding coming from Department of Health Services (DHS) contracts.
  - All awarded funding from FFY 2022 was used.
- There are no changes or proposed audit entries for FFY 2022.
- ILCW needs to complete and file taxes using form 990.
  - ILCW Program Coordinator will send the tax form 990 to the full council for review before filing with the Internal Revenue Service. See Action Item 1.
  - ILCW did not conduct any unrelated business which would cause the Council to owe income tax.
- Kyle Kleist made a motion to recommend the FFY 2022 draft audit for approval by the full council. Jason Beloungy seconded the motion. ILCW Finance Committee voted unanimously to recommend the draft audit for approval by the full council. Motion carried. See Motion Item 3.

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## **VII. Discuss to Recommend FFY 2023 Quarter 1 Financial Reports for Approval of the Full Council**

- ILCW Treasurer presented the FFY 2023 Quarter 1 Financial Reports from October, November, and December, 2022.
  - ILCW Treasurer and ILCW Program Coordinator are tracking expenses. Their tracking is matched by the accounting completed by Kollath CPA.
  - Community Aids Reporting System (CARS) reports have been completed accurately and submitted on time.
  - For FFY 2023, ILCW has used about 19% of their budget. There is no cause for concern regarding expenditure of funding at this time.
- Kollath CPA will work with ILCW Program Coordinator to develop split line items based on conferences ILCW regularly attends to better show how much is spent for each conference. See Action Item 2.
- Kyle Kleist made a motion to recommend the FFY 2023 Quarter 1 Financial report for approval by the full council. Jason Beloungy seconded the motion.
  - The motion was amended to specify recommendation the October 2022, November 2022, and December 2022 financial reports for approval.
- Kyle Kleist made a motion to recommend the October 2022, November 2022, and December 2022 financial reports for approval by the full council. Jason Beloungy seconded the motion. ILCW Finance Committee voted unanimously to recommend the reports for approval. Motion carried. See Motion Item 4.

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## **VIII. Discuss Updated Financial Policy for Bill.com to Recommend for Approval by Full Council**

- ILCW Program Coordinator presented a proposal for an updated policy regarding check approvals through the bill.com platform.
  - ILCW Program Coordinator will send invoices to bill.com for processing by the bookkeeper, Kollath CPA.
  - After the payments are processed, the ILCW Program Coordinator will approve the payments.
    - Approval will no longer require both ILCW Chair and ILCW Program Coordinator.
    - Payments greater than \$2,500 will require approval of both ILCW Chair and ILCW Program Coordinator.
    - ILCW Program Coordinator may not approve payments made to themselves. Payments made to the ILCW Program Coordinator will require approval of the ILCW Chair.
    - The new approval procedure can be set up in bill.com and will remain until and if the approval procedure needs to be changed.
    - The proposed policy looks similar to other policies with single signers.
  - The policy and procedure were also updated to better reflect the functionality of the bill.com platform.
- Jason Endres made a motion to recommend the proposed changes to the ILCW Fiscal Policy for approval by the full Council. Jason Beloungy seconded the motion. ILCW Finance Committee voted unanimously to recommend the proposed changes to the ILCW Fiscal Policy for approval by the full Council. Motion carried. See Motion Item 5.

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## **IX. Discuss ILCW Finance Committee Meeting Dates**

- ILCW Finance Committee schedule has changed. ILCW Treasurer and ILCW Program Coordinator discussed new meeting times and dates but wanted the input of the Finance Committee.
  - ILCW Finance Committee should meet at least quarterly.
  - The fourth Tuesday of the month from 9:00 A.M. – 10:30 A.M. seems to be a good time for everyone.
  - ILCW Finance Committee will meet the fourth Tuesday of the month before an ILCW Quarterly Meeting.
    - The next meeting will be April 25, 2023 from 9:00 A.M. – 10:30 A.M.
    - Additional meetings may be added if necessary.
  - ILCW Program Coordinator will set up zoom and send updated meeting invitations to the ILCW Finance Committee. See Action Item 3.

## **X. Adjourn**

- Kyle Kleist made a motion to adjourn the January 24, 2023 ILCW Finance Committee meeting. Jason Beloungy seconded the motion. Motion carried. See Motion Item 6.

**Meeting Adjourned at 10:05 A.M.**