

Address: 3810 Milwaukee St.
Madison, WI 53714
Phone: (608) 575-9293
Website: il-wis.net



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

August 1, 2023

9:00 A.M. – 10:30 A.M.

APPROVED OCTOBER 24, 2023

Action Items and Motion Items

A. ILCW Finance Committee Action Items

- 1. Action Item:** ILCW Program Coordinator will work with Kollath CPA to determine if a budget amendment is necessary and bring the amended budget to the full council during the August 14-15, 2023 Quarterly Meeting for Approval.
- 2. Action Item:** ILCW Program Coordinator will add a balance line to the end of the worksheet for the proposed Federal Fiscal Year (FFY) 2024 budget to better show that all anticipated funding has been accounted for.
- 3. Action Item:** ILCW Program Coordinator will review the Total Training and Meetings line on the worksheet for the proposed Federal Fiscal Year (FFY) 2024 budget because the explanation says there is a decrease, but arithmetic shows an increase.

B. ILCW Finance Committee Motion Items

- 1. Motion Item:** Kyle Kleist made a motion to approve the August 1, 2023 ILCW Finance Committee meeting agenda. Jason Beloungy seconded the motion. ILCW Finance Committee voted unanimously to approve the agenda. Motion carried.
- 2. Motion Item:** Jason Beloungy made a motion to approve the April 24, 2023 ILCW Finance Committee meeting minutes. Jason Beloungy seconded the motion. ILCW Finance Committee voted unanimously to approve the minutes.

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- 3. Motion Item:** Jason Beloungy made a motion to accept the June 2023 Financial Statement for recommendation for approval to the full Council at the August 14-15, 2023 Quarterly Meeting. Kyle Kleist seconded the motion. ILCW Finance Committee voted unanimously to recommend the June 2023 Financial Statement for Approval.
- 4. Motion Item:** Kyle Kleist made a motion to accept the April, May, and June, 2023 financial reports for recommendation for approval by the full council at the August 14-15, 2023 ILCW Quarterly Meeting. Jason Beloungy seconded the motion. ILCW Finance Committee voted unanimously to recommend the April, May, and June, 2023 financial statements for approval by the full council.
- 5. Motion Item:** Jason Beloungy made a motion to recommend the proposed budget for Federal Fiscal Year (FFY) 2024 for approval by the full council at the August 14-15, 2023 Quarterly meeting. Kyle Kleist seconded the motion. ILCW Finance Committee voted unanimously to recommend the proposed budget for approval by the full council.
- 6.** Kyle Kleist made a motion to adjourn the August 1, 2023 ILCW Finance Committee meeting. Jason Beloungy seconded the motion. ILCW Finance Committee voted unanimously to adjourn the meeting.

C. Meeting Minutes

I. Welcome and Introductions, LySandra Owens, ILCW Treasurer

ILCW Finance Committee Members Present: Jason Beloungy, ILCW Independent Living Center (ILC) Representative; Kyle Kleist, ILCW Vice Chair; and LySandra Owens, ILCW Treasurer.

ILCW Finance Committee Members Absent; Excused (*): Jason Endres*, ILCW Chair; and Eric Riskus*, ILCW Vice Chair-Elect.

Guest(s): Molly Berenson, Kollath Certified Public Accountant (CPA); and Marcus Schmitt, Kollath CPA.

ILCW Staff: Tyler Wilcox, ILCW Program Coordinator

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II. The meeting was called to order at 9:02 A.M. by LySandra Owens, ILCW Treasurer

- The meeting was available via teleconference by calling (312) 626-6799 with meeting ID: 845 1560 0215. The meeting was also available via [Zoom](#).

III. Review and Approve August 1, 2023 ILCW Finance Committee Meeting Agenda

- Kyle Kleist made a motion to approve the August 1, 2023 ILCW Finance Committee meeting agenda. Jason Beloungy seconded the motion. ILCW Finance Committee voted unanimously to approve the agenda. Motion carried. See Motion Item 1.

IV. Review and Approve April 24, 2023 ILCW Finance Committee Meeting Minutes

- Jason Beloungy made a motion to approve the April 24, 2023 ILCW Finance Committee meeting minutes. Jason Beloungy seconded the motion. ILCW Finance Committee voted unanimously to approve the minutes. 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/MjIxMjk00TI=>)
- No public comments received; comment period closed at 9:11 a.m.

VI. Discuss and Review June 2023 Financial Report

- Marcus Schmitt, Kollath CPA, presented the June 2023 Financial Report.
 - Most expenditures are on track with the budget and there has been little change between Federal Fiscal Year (FFY) 2022 and FFY 2023.
 - Currently ILCW is showing a deficit.

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- The deficit is largely due to depreciation of certain items, and capitalizations that were made in FFY 2022.
 - The vacation adjustment is also causing the deficit.
 - ILCW does not have a cashflow problem at this time; the deficit is “on paper” but does not represent the Council’s financial position.
 - The council is in a good financial position.
- ILCW’s Innovation and Expansion (I&E) funding is fully expended.
 - Jason Beloungy made a motion to accept the June 2023 Financial Statement for recommendation for approval to the full Council at the August 14-15, 2023 ILCW Quarterly Meeting. Kyle Kleist seconded the motion. ILCW Finance Committee voted unanimously to recommend the June 2023 Financial Statement for Approval. See Motion Item 3.

VII. Discuss and Review Federal Fiscal Year (FFY) 2023 Quarter 3 April, May, and June Financial Reports

- Because there was no June 2023 ILCW Finance Committee meeting, the April and May financial reports have not been accepted for recommendation for approval by the full council.
- Kyle Kleist made a motion to accept the April, May, and June, 2023 financial reports for recommendation for approval by the full council at the August 14-15, 2023 ILCW Quarterly Meeting. Jason Beloungy seconded the motion. ILCW Finance Committee voted unanimously to recommend the April, May, and June, 2023 financial statements for approval by the full council. Motion carried. See Motion Item 4.

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VIII. Discuss Budget and Expenditure of FFY 2023 Part B Funds

- A budget amendment may be necessary depending on the cost of the National Council on Independent Living (NCIL) scholarship.
 - Originally ILCW Program Coordinator was using the “Network Development” account to classify the expenses associated with the scholarships. However, using the Trainings and Meetings account and sub-accounts will reduce the need for a budget amendment.
 - Because this was an activity sponsored by ILCW, it would be appropriate to consider expenses as part of council travel and council accommodations. Accounting for the scholarship in this way will be simpler overall.
- ILCW marketing materials cost somewhat more than anticipated. If the cost is greater than 10% of the budgeted amount, a budget amendment will be necessary.
- Wisconsin Independent Living Network (WILN) Retreat may also have some unanticipated costs, but this will not be clear until after the retreat ends.
- ILCW Program Coordinator will work with Kollath CPA to determine if a budget amendment is necessary and bring the amended budget to the full council during the August 14-15, 2023 Quarterly Meeting for Approval. See Action Item 1.

IX. Review to Recommend FFY 2024 Budget for Approval by Full Council at August 14-15, 2023 Quarterly Meeting

- ILCW Finance Committee members are also ILCW Executive Committee members; the budget was presented at the July 6, 2023 ILCW Executive Committee meeting.
 - ILCW Program Coordinator developed a budget that showed differences between the FFY 2023 and proposed FFY 2024 budgets with explanations of why changes were made.

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- Most changes were due to a 4% Cost of Living Adjustment (COLA).
 - Some accounts had decreases either based on FFY 2023 spending or due to the work he and the ILCW Treasurer did to define ILCW's line items.
 - ILCW Program Coordinator will add a balance line to the end of the worksheet for the proposed Federal Fiscal Year (FFY) 2024 budget to better show that all anticipated funding has been accounted for. See Action Item 2.
 - ILCW Program Coordinator will review the Total Training and Meetings line on the worksheet for the proposed Federal Fiscal Year (FFY) 2024 budget because the explanation says there is a decrease, but arithmetic shows an increase. See Action Item 3.
- Jason Beloungy made a motion to recommend the proposed budget for Federal Fiscal Year (FFY) 2024 for approval by the full council at the August 14-15, 2023 Quarterly meeting. Kyle Kleist seconded the motion. ILCW Finance Committee voted unanimously to recommend the proposed budget for approval by the full council. See Motion Item 5.

X. Review Grant, Enrollment, Application and Reporting System (GEARS) Submissions

- GEARS and CARS reports have been submitted on time and accurately.
- This has been a standing agenda item due to some difficulties with timely submissions in the past. Submissions have been consistently on time, and this agenda item will no longer be a standing item.
 - GEARS submissions will only be discussed if there is an issue that requires ILCW Finance Committee's attention.

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XI. Adjourn

- Kyle Kleist made a motion to adjourn the August 1, 2023 ILCW Finance Committee meeting. Jason Beloungy seconded the motion. ILCW Finance Committee voted unanimously to adjourn the meeting. Motion carried. See Motion Item 6.

Meeting Adjourned at 10:02 A.M.