

Minutes  
Ocean Pines Budget and Finance Advisory Committee  
March 28, 2018

Attending: John Viola, committee chairman; John O'Connor; Larry Perrone; Bob Kessler; Dick Keiling; Stephen Phillips, Finance Director; Pat Supic, Treasurer

1. Minutes from January 24, 2018 meeting: Approved
2. February Financials: Steve presented a review of the financials. The yearend deficit is projected to be \$1.6M. No further payments will be made to Fire & EMS until the true up is completed.
  - a. BALANCE SHEET: A discussion of the unappropriated Equity took place as well as a review of the cash flow and investments. The investments are now laddered for 3-6-12 months. Bank of OC has matched the rates offered by Union Bank. The Committee agreed we should transfer \$1M to a local Regional bank, since Finance has had issues with service from Union Bank. Steve will look at BB&T.
  - b. FIXED ASSETS: A discussion on fixed assets was raised by John Viola and Steve agreed that the current method of valuation of assets should be changed as recommended by the auditors
  - c. RESERVES: Reserves were reviewed as of the February Financials. As of 2-28-2018 total reserves are \$8,112,900.00
  - d. CASH TRANSFER: Steve and Pat will review the cash transfers to determine if any transfers were inappropriately made and reversed CAPITAL PURCHASES: Pat confirmed the capital purchases on the agenda for Thursday Board meeting are in the budget and ok.
3. Beach Club Sprinklers: A discussion of the RFP process was discussed and how it occurred in the sprinkler bid.
4. Country Club Progress: Waiting for architect to complete plans so RFP can be prepared.
5. Golf: Bob Kessler projects Golf & Terns combined ye results should be a \$53k loss.
6. POS System: The POS demos were discussed and also Steve confirmed he has been talking to Matt Ortt's finance person on the POS system for the coming year once the board approves the contract. Micros will be used.
7. DEEP DIVE: John Viola asked about the Management Letter Recommendations and Steve P. confirmed the cash processes have been put in place based on the Deep Dive by the auditors. Pat S. also commented about the implementations for the Deep Dive were implemented
8. Review and updating of OPA Financial Policy Manuel and Resolutions: The Committee assigned the lead for the Resolution Updates to Dick and he accepted. Dick will give updates at the April Meeting. Mary Decker has accepted the lead for the Financial Budget Policy, to summarize all input from the Committee and will be presented at the April Meeting.
9. Reserve Study: John Viola asked for an update on the Reserve Study. He mentioned that it was his understanding it was to be completed. He also mentioned not completed does effect financial decisions. Steve P. mentioned he would follow up with the GM.