

DRAFT



# Voices for International Business and Education

## Minutes

### Finance Committee Meeting

---

#### Date and Time

Wednesday December 13, 2023 at 6:00 PM

#### Location

Community Room at IHSNO

---

Voices for International Business and Education [http://public.boardontrack.com/VIBE\\_1](http://public.boardontrack.com/VIBE_1)

---

#### Committee Members Present

B. Holloway, C. Jones, G. Espinoza, K. Dwyer, P. Manson

#### Committee Members Absent

C. Peterson, C. Robinson, L. Arellano-Rivera

#### Guests Present

A. Berger, C. Lacoste, Jr., E. Thomas, P. Stewart, T. Winfield

---

### I. Opening Items

#### A. Call the Meeting to Order

K. Dwyer called a meeting of the Finance Committee of Voices for International Business and Education to order on Wednesday Dec 13, 2023 at 6:00 PM.

#### B. Record Attendance

#### C.

### **Approve Minutes from November 8, 2023 Finance Committee Meeting**

B. Holloway made a motion to approve the minutes from Finance / Development Committee Meeting on 11-08-23.

K. Dwyer seconded the motion.

The committee **VOTED** unanimously to approve the motion.

## **II. Finance**

### **A. Review Draft Audit**

Independent auditors report:

Financial statements present fairly

Reviewed Statements of Financial Position

SBA Loan is COVID EIDL program. Has to be paid back.

Reviewed Statement of Activities

Reviewed Functional Expenses

Reviewed Statement of Cash Flows

Reviewed notes to financial statements

Reviewed Report on Internal Control over Financial Reporting

No internal control over financial reporting findings was reported during the audit for the year ending June 30, 2023.

No compliance findings material to the financial statements were reported during the audit for the year ending June 30, 2023.

### **B. Recommend Approval of Audit to VIBE Board**

K. Dwyer made a motion to Recommend Approval of Audit to VIBE Board.

P. Manson seconded the motion.

The committee **VOTED** unanimously to approve the motion.

### **C. Authorize Adierah Berger to sign Audit Documents**

B. Holloway made a motion to recommend to the board that Dr. Adierah Berger is authorized to sign Audit Documents: Management Representation Letter for State Wide Agreed Upon Procedures, Management Representation Letter for Performance and Statistical Data, and Management Representation Letter for financial audit.

P. Manson seconded the motion.

The committee **VOTED** unanimously to approve the motion.

### III. Closing Items

#### A. Public Comment

#### B. Next Meeting Date

The next Finance and Development Committee Meeting is on January 10, 2024, at 2733 Esplanade Ave.

#### C. Adjourn Meeting

K. Dwyer made a motion to adjourn the meeting.

P. Manson seconded the motion.

The committee **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:27 PM.

Respectfully Submitted,

A. Berger