

ARIZONA PROSECUTING ATTORNEYS' ADVISORY COUNCIL
FINANCE COMMITTEE
MINUTES (Version 2)

February 18, 2016

The meeting of the Finance Committee of the Arizona Prosecuting Attorneys' Advisory Council was called to order by Chair Derek Rapier on Thursday, February 18, 2016, at 9:00 a.m. at the APAAC Office, located at 1951 W. Camelback Road, Suite 202, in Phoenix, Arizona.

ROLL CALL

Finance Committee Members Present

Derek Rapier – Chair	Greenlee County Attorney (Telephonic)
Bill Montgomery	Maricopa County Attorney (Telephonic)
Tobin Sidles	Oro Valley Town Prosecutor (Telephonic) (<i>until 9:25 a.m.</i>)
Jon Smith	Yuma County Attorney (Telephonic)

Finance Committee Members Absent

John Belatti	Mesa City Prosecutor
Brad Carlyon	Navajo County Attorney
Sheila Polk	Yavapai County Attorney

Staff Present

Elizabeth Ortiz	Executive Director
Diana Cooney	Office Manager

MINUTES OF THE JANUARY 21, 2016, MEETING

Mr. Derek Rapier presented the minutes from the January 21, 2016, Finance Committee meeting. Mr. Bill Montgomery made a motion, seconded by Mr. Tobin Sidles, to approve the minutes. Motion carried.

APAAC JANUARY 2016 FINANCIAL REPORTS

Mr. Rapier presented APAAC's January 2016 financial reports for review and approval by the committee. Discussion was held. Mr. Rapier requested that APAAC provide the Finance Committee with expense reports for future meetings, specifically the 3-month comparison and 12-month moving average reports.

Mr. Jon Smith made a motion, seconded by Mr. Sidles, to accept the financial reports as presented for a recommendation to approve by the Council. Motion carried.

DRAFT APAAC BIENNIAL AUDIT REPORT FY14-FY15

Mr. Rapier presented the draft biennial audit for committee review and discussion. Discussion was held regarding any statutory requirement for a biennial audit. At the suggestion of Mr. Montgomery, APAAC will research and report back to the committee whether an audit is mandated and, if so, the required frequency.

Mr. Sidles made a motion, seconded by Mr. Smith, to recommend the Council approve the APAAC Biennial Audit Report for FY14-15. Motion carried.

APAAC CREDIT APPLICATION FOR BMO-HARRIS MASTERCARD

Ms. Diana Cooney stated that APAAC has applied for a credit card through BMO Harris Bank, which will waive the minimum balance requirement for APAAC's new bank account and also allow for business purchases to be charged to the card, thereby eliminating the necessity for staff to advance personal funds for business expenses. The application is on hold with the bank pending their receipt of APAAC's final audit report and approved financial statements.

NEXT FINANCE COMMITTEE MEETING

The next meeting of the Finance Committee is scheduled for Wednesday, March 23, 2016, at 9:00 a.m. in the APAAC office.

CALL TO THE PUBLIC

Ms. Elizabeth Ortiz reported that APAAC just received its share of the January 2016 CJEF funds, and the amount was nearly two-thirds below APAAC's projected revenue for the month. APAAC also learned the amount reported may be due to logistical non-reporting errors by various courts in January. APAAC is cautiously optimistic that corrections to the CJEF funds will occur in the next month or two, and an adjustment to APAAC's share will be forthcoming.

Mr. Smith suggested APAAC contact the Arizona Criminal Justice Commission (ACJC) to make inquiries regarding the biennial audit.

ADJOURNMENT

Mr. Rapier adjourned the meeting at 9:30 a.m.