

ARIZONA PROSECUTING ATTORNEYS' ADVISORY COUNCIL
FINANCE COMMITTEE

MINUTES

October 15, 2015

The meeting of the Finance Committee of the Arizona Prosecuting Attorneys' Advisory Council was called to order by APAAC Council Chair Sheila Polk on Thursday, October 15, 2015, 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)
Sheila Polk	Yavapai County Attorney (Telephonic)
John Belatti	Mesa City Prosecutor (Telephonic)
Brad Carlyon	Navajo County Attorney (Telephonic)
Baird Greene	Tucson City Prosecutor (Telephonic)
Bill Montgomery	Maricopa County Attorney (Telephonic)
Jon Smith	Yuma County Attorney (Telephonic)

Finance Committee Members Absent

Barbara LaWall	Pima County Attorney
Tobin Sidles	Oro Valley Town Prosecutor

Staff Present

Elizabeth Ortiz	Executive Director
Diana Cooney	Office Manager

Guest Present

David Smutzer	Pima County Attorney's Office (Telephonic)
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MINUTES OF THE SEPTEMBER 17, 2015, MEETING

Ms. Sheila Polk made a motion, seconded by Mr. Bill Montgomery, to approve the minutes from the September 17, 2015, Finance Committee meeting. Motion carried.

APAAC SEPTEMBER 2015 FINANCIAL REPORTS

Ms. Diana Cooney presented APAAC's September 2015 financial reports for review and approval by the committee. Ms. Cooney addressed questions on specific line items exceeding the budget and described how APAAC seminar costs and travel expenses paid in September were timing issues for conference supplies, as well as travel vouchers still coming in as a result of the unexpected high number of attendees at the Annual Prosecutor Conference in June 2015. Similar variances in other expense line items were also due to timing issues. Mr. Montgomery suggested APAAC staff review how to incorporate unpaid bills as a pending liability in these monthly reports. Ms. Cooney will research and report back to the Finance Committee. Ms. Polk made a motion, seconded by Mr. John Belatti, to accept the September 2015 financial reports as presented. Motion carried.

NEW APAAC BANK ACCOUNT FOR MERCHANT SERVICES

Ms. Ortiz announced that APAAC, in its ongoing effort to improve internal procedures, will be integrating a merchant services program to help facilitate payment of conference registration fees starting in 2016. Ms. Cooney stated that APAAC's accounting software (QuickBooks) offers "Intuit PaymentNetwork" as an optional method for conference attendees to pay invoices. Those transactions are electronically deposited into an APAAC bank account and automatically entered into QuickBooks. This new payment method will replace the current PayPal option; payment by check will continue as a payment option, as well. Ms. Cooney added that this IPN program will improve payment tracking and enhance financial reporting.

APAAC plans to open a new BMO Harris account offering a low monthly maintenance fee to accept these merchant services payment. Effective immediately, BMO-Harris will update APAAC's existing business checking account to this new low monthly fee type, for a significant savings in bank services charges.

NEXT FINANCE COMMITTEE MEETING

The next meeting of the Finance Committee is scheduled for Wednesday, December 2, 2015, at 9:00 a.m. in the APAAC office.

CALL TO THE PUBLIC

None.

ADJOURNMENT

Meeting was adjourned at 9:26 a.m.