



**Budget Audit Review Subcommittee
March 22, 2023**

Members Present

Bob Reeves, Chair
Kerry Armstrong
Rusty Paul

Members Absent

Amol Naik
Mike Mason
Oz Nesbitt

Staff Present

Anna Roach
Kelly Smith
Sheila Benefield
Brittany Zwald
James Husserl

- Mr. Reeves opened meeting at 10:05 am. Mr. Reeves asked all individuals present to introduced themselves. Mr. Reeves, Mr. Armstrong, and Mr. Paul were in the Lanier conference room. All staff members were also in the Lanier conference room. The meeting had a quorum.
- Ms. Reeves presented the agenda, which included:
 - a. Opening Comments from the Chairman
 - b. Public Comment Period
 - c. Financial Audit
 - i. Audit Selection Process
 - ii. Audit Schedule for 2022 Audit (performed in 2023)
 - d. Overview of Periodic Financial Reports
 - e. Questions/Comments
 - f. Adjourn
- There were no public comments.
- Mr. Husserl began his presentation by briefly providing emergency /safety guidance associated with the meeting location.

- Ms. Husserl presented the results of the financial audit RFP. Nichols, Cauley and Associates LLC was selected to perform the 2022 financial audit. The engagement is for one year, with four one-year renewals.
- Mr. Husserl also introduce the 2022 financial audit schedule. The audited financial report is expected to be issued by June 30, 2023. Presentation to the Budget and Audit Sub-committee is scheduled to be presented on August 23, 2023.
- Mr. Reeves asked staff to move to the next item on the agenda.
- Mr. Husserl introduced a new set of financial reports that will be shared with the Budget and Audit Sub-committee during future meetings. The reports were presented in draft version as one of the main objectives of the meeting was to collect feedback from Sub-committee members. The draft reports included un-audited information about the 2022 financial performance, vacancy numbers, enterprise programs financial performance, cash position, and accounts receivable collection patterns.
- Mr. Armstrong asked if the Agency's plan is to collect vacancy information periodically. ARC plans to collect this information on a monthly basis. Ms. Benefield noted that low unemployment rates and market competition is affecting the Agency's ability to attract candidates. ARC plans to perform a compensation and classification study in 2023 in order to evaluate the Agency's salary competitiveness.
- Mr. Armstrong inquired about the Agency's plan to track the length of time it takes to bill grantors for reimbursements. Ms. Roach explained the Agency's performance management structure will include a program to track cross departmental processes, including ARC's billing cycle. This program is scheduled to be deployed in 2024.
- Mr. Paul asked if the Agency's cash deposits are collateralized as required by O.C.G.A. 45-8-12 by our financial institution. Mr. Husserl will corroborate with our financial institution that is the case and will provide a response in writing to the Budget and Audit Sub-Committee.
- Lastly, Mr. Husserl presented a set of schedules used by the Executive Investment Council to evaluate budget amendments and new revenue and grant opportunities.
- There were no additional closing comments or questions.

Meeting adjourned at 11:25 am.