



BUDGET & AUDIT COMMITTEE MINUTES

October 14, 2021 2:00 PM – 3:00PM

- A. **Call to order:** Todd Kirrane- Treasurer, called the meeting to order at 2PM.
- B. **Budget to Actual update** for Q1 FY22 (July 1 – Sept. 30, 2021): Brian Kane, Executive Director gave the report. A copy of the report is attached. The Chair facilitated a discussion between the members and the Executive Director.
- C. Discussion and action on request by the Executive Director for **authorization to make certain payments.** B. Kane made the presentation. The request is for authority to sign checks and authorize online payments via the organization's debit card. A copy of the accompanying memo is attached. The Chair facilitated a discussion between the members and the Executive Director. Following this discussion and numerous questions, Frank Tramontozzi of Quincy made the following motion:

“That the Executive Director is authorized, for the period July 1, 2021, to June 30, 2022 (FY22), to make payments, via check, for invoices up to \$500 in each instance of “non-recurring services and purchases” , to make payments, via check, for “recurring monthly services and purchases” in their full amounts, and to make payments, by setting up “recurring monthly debit card charges” for those payments which cannot easily be made by check, for recurring monthly invoices up to \$100 in each instance.”



Lenard Diggins of Arlington seconded this motion, which carried unanimously.

D. **Old/New Business:** F. Tramontozzi of Quincy moved to approve the minutes of the July 7, 2021 meeting. JD Juan Diego Jaramillo of Revere seconded this motion, which carried unanimously.

E. **Adjourn:** With all business transacted, the Chair requested a motion to adjourn. F. Tramontozzi of Quincy made such a motion, which was seconded by Colette Aufranc of Wellesley. Without objection the motion carried unanimously, and the meeting adjourned at 2:54 PM.

Attendees:

Committee Members:

Todd Kirrane, Brookline, Chair
Lenard Diggins, Arlington
Jennifer Constable, Hull
Bill Bochnak, Lynn
Frank Tramontozzi, Quincy
Colette Aufranc, Wellesley

Staff:

Brian Kane, Executive Director
Deborah Gaul, Office Mana
Amira Patterson, Transport Planner



THE MBTA
ADVISORY BOARD

FY2022 Cash Basis				TOTAL	Budget FY22
	Jul 21	Aug 21	Sep 21	Total	
Assesment Revenue				0.00	488,209.00
Interest	64.09	57.35	0.00	121.44	15,997.00
Total Income	64.09	57.35	0.00	121.44	504,206.00
Expense					
Consult/TempHelp	24,460.00	7,350.00	850.00	32,660.00	71,700.00
Electricity	263.54	215.04	176.81	655.39	5,290.00
Equipment Lease	703.84	703.84	703.84	2,111.52	4,548.00
FICA	4,641.23	810.46	0.00	5,451.69	22,313.00
Furniture & Equipment	0.00	0.00	344.00	344.00	
Health/Dental	2,498.16	3,747.18	0.00	6,245.34	69,729.00
IRA-Sep/Pension	4,006.16	0.00	0.00	4,006.16	19,548.00
Legal and Audit	0.00	240.00	80.00	320.00	12,000.00
Life Insurance	0.00	0.00	0.00	0.00	
Life Insurance - DG (Company)	347.56	0.00	0.00	347.56	6,973.00
Meeting/Office Expense	31.86	15.93	0.00	47.79	984.00
Miscellaneous	0.00	0.00	7,535.00	-7,535.00	0.00
Office Supplies	48.00	24.00	24.00	96.00	2,500.00
Payroll	37,212.60	20,730.76	0.00	57,943.36	278,917.00
Postage	346.41	0.00	0.00	346.41	1,400.00
Professional Fee	42.84	85.68	0.00	128.52	0.00
Rent & Alarm System	7,998.12	7,890.51	7,890.51	23,779.14	85,796.00
Subscription & Publications	3,017.38	0.00	74.38	3,091.76	600.00
Telecommunications	338.19	397.34	397.34	1,132.87	4,536.00
Total Expense	85,955.89	42,210.74	3,005.88	131,172.51	586,834.00
	0.00	0.00	0.00	0.00	



TO: Budget & Audit Committee
FROM: Brian Kane, Executive Director
DATE: October 14, 2021
RE: Signing authority request

Working with our auditors, Powers & Sullivan, LLC, staff are creating new financial procedures to process and pay invoices (accounts payable). These policies improve efficiency and reduce redundancy. I request authorization from the committee, for the period July 1, 2021 – June 30, 2022 (FY22):

- To make payments, via check, for invoices up to \$500 in each instance of “non-recurring services and purchases”,
- To make payments, via check, for “recurring monthly services and purchases” as specified in the list of vendors below, and
- To make payments, by setting up “recurring monthly debit card charges” for those payments which cannot easily be made by check, for recurring monthly invoices up to \$100 in each instance

Backup financial information is provided for each requested authorization. Examples of such payments include but are not limited to:

Non-recurring services and purchases:

These payments include office supply purchases (e.g., Staples), payments to our General Counsel (billed hourly necessitating different amounts monthly), and certain utility payments based on utilization.



Recurring monthly services and purchases payable by check:

Each month several recurring payments to service providers related to the ongoing operation of the Advisory Board are processed. These payments are recurring and unchanging month over-month.

- 177 Tremont, LLC Rent
- Alta Management – Press/Media support
- NARCS, Inc – Ongoing/on-call IT support
- State House News subscription
- Comcast Business Internet service
- NEC Financial Services Telephone service
- CIT Office Copier Machine
- Earthworm, Inc. Recycling service

Recurring monthly debit card charges

These payments relate to software that is used regularly by Advisory Board staff, and news subscriptions used by staff to monitor information about the MBTA and local items of interest.

- Adobe Inc. PDF software for employees_
- Constant Contact Member email comms
- Zoom.us Online meeting software
- Patriot Ledger Online News subscription
- Boston Herald Online News Subscription
- Wicked Local Online News Subscription



This authorization does not apply to any reimbursement payments for any employee, member, or designee of the MBTA Advisory Board.

Requested motion: That the Executive Director is authorized, for the period July 1, 2021, to June 30, 2022 (FY22), to make payments, via check, for invoices up to \$500 in each instance of “non-recurring services and purchases” , to make payments, via check, for “recurring monthly services and purchases” in their full amounts, and to make payments, by setting up “recurring monthly debit card charges” for those payments which cannot easily be made by check, for recurring monthly invoices up to \$100 in each instance.

DRAFT