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**Daniel S. Little, Executive Director**

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**Finance Committee Meeting  
Thursday, August 28, 2014  
10:00 am  
1255 East Street, Suite 202  
Redding, CA 96001**

**AGENDA**

- ITEM #1 PUBLIC COMMENT PERIOD – This is the time set aside for citizens to address the committee on items or matters not on the agenda within the jurisdiction of the committee. By law, the committee cannot take action on matters not on the agenda, but may schedule an item for a future meeting.
- ITEM #2 CONSIDER APPROVAL OF JUNE 4, 2014, FINANCE COMMITTEE MEETING ACTION MINUTES (2 Minutes)
- ITEM #3 UPDATE ON JUNE 30, 2014 AUDIT (5 Minutes)
- ITEM #4 UPDATE ON IMPENDING SALE OF SRTA BUILDING AND LEASE STATUS (5 Minutes)
- ITEM #5 PAYROLL ERROR DISCOVERED DURING AUDIT (10 Minutes)
- Review of the attached memo from DH Scott & Co. and letter from Teamwork HR on payroll errors and new internal control procedures.
- ITEM #6 YEAR-END BUDGET VERSUS ACTUAL REPORT (10 Minutes)
- Review the attached year end budget versus actual report.
- ITEM #7 TECHNICAL CORRECTIONS TO THE TDA CLAIMS PAYMENT INSTRUCTIONS (5 Minutes)
- Review and recommend to the board technical corrections to the 2014-15 claims. TDA claim payment instructions to the county for monthly payments to

the jurisdictions needs revision in order for the distributions to match board approved total distribution amounts. In addition, a required board approved transfer of LTF funds to the STA account to reflect the withholding of \$380,337 from the county for prior year overpayments, needs to be reflected in the claim payment instructions. Finally, \$36,469 of STA in excess of 2014-15 transit needs of the jurisdictions will be held by SRTA for future distribution.

ITEM #8 REQUEST FOR PROPOSAL FOR AUDIT SERVICES (5 Minutes)

Recommend to the board the issuing of an RFP for financial audit services for the years ending June 30, 2015, 2016 and 2017. Recommend to the board the issuing of an RFP for the Triennial Performance Audit for the years ending June 2013, 2014 and 2015.

ITEM #9 CONTRACT WITH SSNP FOR CTSA TRANSIT SERVICES (10 Minutes)

Recommend to the board replacing the current MOU with SSNP with a contract for CTSA transportation services only. The current MOU contains transportation performance standards that do not meet the goals of the agency. In addition, SSNP no longer wishes to provide coordination of transportation services.

ITEM #10 FUTURE FINANCE COMMITTEE TRAINING TOPICS (5 Minutes)

Discussion on topics appropriate to the committee on financial statements, reports, internal controls and accounting.

ITEM #11 OTHER ITEMS OF INTEREST

ITEM #12 ADJOURN