

MF HOA – FINANCE COMMITTEE
2020 FINANCIAL DOCUMENTS ON WEB PAGE PLAN

The 2016 version of the plan was approved by the board at their 10/2/16 board meeting. The additional items, changed responsible parties, and changed target timing information in the 2017 version were approved by the board at their 8/26/17 board meeting (two section changes were made during their review).

The following table, and the Format and Content Notes that follow, provide a list of the financial information that could be put on the MF web page.

The last version of this document was the 9/4/17 version. This current 9/6/20 version has changes made in bold red italics for easy identification. In many cases the change is so the latest version of the information will be on the web page. Much of the work to get the information on the web page is yet to be done (no real progress in 2018 and 2019 due to competing priorities).

Financial Information	Financial Team Position [Y, N]	Responsible Parties [see Format Note 2]	Target Timing [month/year] & section	Comments
<i>Already there</i>				
Monthly financials – <i>latest versions</i>	Y	<i>F</i> Kathy Beatty <i>W</i> Susan Novy	N/A P	See Content Note 1
Annual Budget Worksheets – <i>latest versions</i>	Y	<i>F</i> Kathy Beatty <i>W</i> Rick Jordan	N/A O	Initially 2016 & 2017 <i>See Content Note 7</i>
<i>2016 approved items</i>				
Annual Assessment Worksheet (owner view) – <i>latest version</i>	Y	<i>F</i> Kathy Beatty <i>W</i> Rick Jordan	<i>N/A</i> P	Initially 2016 & 2017 <i>latest version of the document has been approved by the board</i>
Reserve Plan Three Year Projects & Expenditures Worksheet – <i>latest version</i>	Y	<i>F</i> Kathy Beatty <i>W</i> Rick Jordan	<i>N/A</i> P	Initially 2016 version (2016 – 2018) <i>still work-in-progress (on the 2020 Work Plan)</i>
HOA Versus Owner Cost Responsibility document – <i>see Content Note 6</i>	Y	<i>F</i> Kathy Beatty <i>W</i> Rick Jordan	<i>N/A</i> O	- Latest version will be version 8, 9/16/14 - Update is WIP
MF Financial P&G's – <i>latest version</i>	Y	<i>F Pete Hogue</i> <i>W</i> Rick Jordan	SEP 2017 P	- Latest version will be version <i>1, 1/23/19.</i>
Annual cash reconciliation material: - Cash recon. Report - check register attachment	<i>N</i> N	<i>F Pete Hogue</i> <i>W</i> Rick Jordan	SEP 2017 P	See Content Note 3 <i>the finance team is doing away with this monthly report except as an internal tool</i>
2013 audit report	Y	<i>F Pete Hogue</i> <i>W</i> Rick Jordan	SEP 2017 P	See Content Note 2
2015 audit report	Y	<i>F Pete Hogue</i> <i>W</i> Rick Jordan	SEP 2017 P	See Content Note 4
QB year-to-date/annual check register	N	N/A	N/A	See Content Note 5
<i>2017 approved items</i>				

2018 Cost Increase Worksheet – <i>latest version</i>	N	N/A	N/A	An internal team tool
Reserve Plan & Reserve Fund multiple documents	Y	F Pete Hogue W Rick Jordan	SEP 2017 P	The latest version – approved in 2016
2018 Key Budget Facts – <i>latest version</i>	Y	F Pete Hogue W Rick Jordan	SEP 2017 P	Already provided to owners in advance of the Annual Meeting
2018 Expense Authorities – <i>latest version</i>	Y	F Pete Hogue W Rick Jordan	SEP 2017 P	
2018 Payables Authorities – <i>latest version</i>	Y	F Pete Hogue W Rick Jordan	SEP 2017 P	Also has the bank signature card information
Assessment Overview (new) – <i>latest version</i>	Y	F Pete Hogue W Rick Jordan	SEP 2017 O	<i>We'll need to find an electronic copy of this document</i>
Barry Stein report on QB Improvements project	Y	F Pete Hogue W Rick Jordan	SEP 2017 P	
<i>2020 items to be approved</i>				
<i>2017 audit report</i>	<i>Y</i>	<i>F Pete Hogue</i> <i>W Rick Jordan</i>	<i>OCT 2020</i> <i>P</i>	
<i>MF Credit Card Approach</i>	<i>Y</i>	<i>F Pete Hogue</i> <i>W Rick Jordan</i>	<i>OCT 2020</i> <i>P</i>	

FORMAT NOTES

1) Abbreviations:

- a) N/A = not applicable QB = QuickBooks (our association data base that contains our financial and non-financial information)
- b) in column three: F = finance team member, W = web page team member
- c) in column 4: O = open (not password protected) section P = password protected section

2) There is a partnership of two groups that have the responsibility, once a decision is made by the board to place a certain set of financial information on the MF web page, to ensure the needed actions take place:

- a) finance team – responsible for making the information available (in the format defined by the web page team) and ensuring that once it is there it is accurate and kept current
- b) web page team – responsible for the design of the web page overall and in particular the design for how the financial information is available to the web page users. Also, responsible for loading the information on to the web page (unless that role has been delegated to a selected member of the finance team – which is usually the case when there is information that needs to be put on the web page on a monthly (or other periodic) basis. [*see abbreviations “b” above*]

3) All except the annual budget component of the financial information is stored in the password protected section of the MF web page.

4) The 2017/2018 members of the finance team are: Pete Hogue (chair), Linda Hogue, Kathy Beatty (treasurer), Arkie Vaughn, and Rick Jordan. The members of the web page team are Susan Novy and Rick Jordan.

CONTENT NOTES

Most of these notes are more relevant to 2016 than 2017 – but they have been left as documentation of what was approved in 2016

1) Our current monthly financials consist of four documents:

a) Profit & Loss [P&L] report – *we now have a customized P&L done in EXCEL which is based on two reports generated from QB; it is in the form of a PDF file*

b) Balance Sheet [BAL] report – generated from QB as a PDF file

c) Financial Notes report – monthly financial notes that document key facts and factors that appear on either the P&L or BAL

d) Summary Financial report – monthly summary financial document that includes carry forward balances, contingency/reserve balances, and year-to-date net income for both the Operating Fund and Reserve Fund monies.

It is important to note that previous years did not have all four current components. The early years only have the P&L and BAL.

2) There are three forms of audit, in the order of least robust and least costly to the most robust and most costly: compilation, review, and audit. In 2014 we engaged an outside professional (Barry Stein's firm) to do a compilation for the fiscal/calendar year 2013. This followed an aborted attempt to do a review of fiscal/calendar year 2013 by an internal Financial Review Team.

3) We have Cash Reconciliation reports available for only 2014 and later years. For the year that is in progress, the report will be a year-to-date report. In addition to the report itself, the QB check register (which is the basis for the cash reconciliation information) is also included as an attachment to that report *when in paper format. See Content Note 5 for the reasoning for not including the attachment on the web page.*

The current plan is to include information on this report and its attachment in the monthly Financial Notes – including indicating that the report and its attachment are available to the board and owners by request. Once the board makes a decision on the different treatment of the report and its attachment (or not) when it comes to providing it on the web page (see item #5), that information will also be included in the Financial Notes.

4) The proposal to establish an internal Financial Review Team will be reviewed and approved at the 8/27/16 board meeting. The target project completion date (based on a report out to both the finance team and board) is on or before 9/30/16. Thus the report should be ready to go on the web page in OCT 2016. *The report is now completed information.*

5) This report could be produced as a stand alone report in addition to it being an attachment to the cash reconciliation report. The finance team thinks it should not be handled as a separate report but rather be an attachment to the cash reconciliation report *when in paper format.*

6) While the Architectural Design Guidelines [ADG] project was being done, this material was split/incorporated into two places:

a) the facilities perspective information was incorporated into the ADG material

b) the insurance perspective information is being incorporated into the MF Insurance Information new document (a work-in-progress document that is in the hands of the LRP team). Both of these sets of information will now show on the non-financial comparable list.

7) The board needs to re-consider this item carefully based on two factors:

a) the finance team's security concerns [the protected area is no longer restricted to owners as was the original intent]

b) there are four components to this material (assessment plan, budget worksheet, Reserve Plan - three year projects & expenditures worksheet, B&G data input worksheet), most of which should only be available to owners.

The finance team thinks it is time to redesign the Open and Protected approach used in the current web page. We suggest as a minimum there be two separate protected sections, each with its own password: one section for realtors and one section for MF owners. We also have some thoughts on a simplified version of the Budget Worksheet that could be used in the Open portion of the web page.