

KITTITAS COUNTY EMS & TRAUMA CARE COUNCIL – EXECUTIVE COMMITTEE
September 14, 2021 - Committee Minutes (w/additional actions noted if required between meetings)
Submitted by - Cheryl Burrows, EMS Coordinator

MEMBERS (emailed packet): Lee Hadden, Chairman, Josh DeHerrera, Vice Chair, Dede Utley, Secretary/Treasurer, and staff-Cheryl Burrows, EMS Coordinator/Administrator
Members reviewed Financial Report emailed & vouchers in person by Chairman.

FINANCIAL REPORT / ACTION ITEMS:

- **Treasurer’s Report / Vouchers:** Coordinator

Account Balance:

- Checking 2021 = \$113,842.10
Total Balance = \$113,842.10

Program Balances:

- 2021 Office = \$ 93,716.88
- FY21 Training = \$ 16,486.65 (pending year-end budget resolution)
- FY22 Training = \$ 3,638.57 (pending year-end budget resolution)
Total Balance = \$ 113,842.10

Checks issued (2021): #6334-6345 (11) = \$17,046.80

Voided check(s): 6333

TOTAL PAYMENTS = \$17,046.80

The Executive Committee reviewed and approved payroll & benefits for August, revenues, and expense vouchers/account register. All account activities were available for review in the form of Umpqua Accounts Activity Summary, revenue log, Quicken register, and program tracking spreadsheets.

- **Other – Committee/Chair update or action:**

- Banking & Internal Controls - Dede reviewed monthly activities on 9-17-21 and has online banking access. Copy of bank activity report & Revenue Log included in financial packet.
- Final Draft FY22 Training Workplan/Budget (pending SCR Grant Agreement/Needs Assess)
- Life Support Gift \$5,000 – Training Supplies/Equipment – Approved to deposit.
- Updates provided on Move, County Network/computers, and Training

Approved by:

Prepared by:

Lee Hadden, Chairman
Joshua DeHerrera, Vice Chair

Cheryl Burrows
EMS Coordinator

Date: _____