

**CHICO STATE**  
**ENTERPRISES**

**Finance and Investment Committee**

Meeting Minutes

Thursday, March 11, 2021, 1:30pm

<https://csuchico.zoom.us/j/81921510189?pwd=amhLcWNBtndUZTVSOWJIT1dpWDFtQT09&from=addon>

(669) 900-6833

Meeting ID: 819 2151 0189

Passcode: 037052 One tap mobile

**Committee Members Present:** Bob Kittredge, Annabel Grimm, David Stachura, Tod Kimmelshue

**Members Absent:** None

**Other Board Members Present:** Debra Larson, Ann Sherman, Tom Lando

**Also Present:** Mary Sidney, Natalie Carter, Vance Kelly, Bre Holbert, Tim Sailsbery

1. **Call to order at 1:32pm**
2. **Approval of Minutes from December 7, 2020**  
(Lando/Kittredge)  
Motion carried (4/0/0)
3. **Public comments and announcements - none**
4. **Finance and Investment Committee Report**
  - a. **CSE 2<sup>nd</sup> Quarter Financials** – Kelly shared CSE’s financial reports for fiscal year 2020-21 through December 31, 2021. Overall he shared that revenue and expenses are on target. Kelly reviewed the Budget to Actual report, highlighting revenues, and explaining variations from the Budget. He pointed to “Indirect cost recovery (F&A)”, “Investment income”, and “ARD Support; Other” explaining the source of the funds. He noted that contributions from Academic Affairs to support the transition are shown in “ARD Support; Other”. Larson reminded the committee that contributions from Academic Affairs to offset the cost of the CEO were scheduled to end in the coming years. Highlighting expenses, Kelly explained variations in the “Financial audit and tax services”, “Other contract services – IT/Audit/Other”, and “Insurance” categories. He shared that the timing of payments to the auditors, as well as pending insurance dividends were impacting the current balances.

Kelly shared the Statement of Net Position, sharing an increase of \$468,717 in assets, and a decrease of \$1,251,880 in liabilities, totaling a change in net position of \$1,720,597. Kelly shared the Statement of Revenue, Expenses and Changes in Net Position. He explained that revenues are on par with the previous year, and that expenses are slightly down.

Kittredge, Kimmelshue, and Lando requested a review of the CSE accounts, their sources and uses. Kelly offered to create a detailed packet to help refresh the board members understanding of the financial accounts. Larson revisited the statement of net position,

asking about the unbilled revenue and unearned revenue. Kelly shared that unbilled revenue represents funds that are owed to the organization, but that invoices have not yet been sent. Larson asked about the change in unbilled revenue. Kelly explained that the unbilled revenue is accrued at the end of the fiscal year, and then moved in to accounts receivable, when an invoice is sent. Kelly shared that the unearned revenue represents funds that have been given to the organization, for future uses, for example, a grant award that is given in the beginning of the grant cycle. The unearned revenue demonstrates that the organization has the dedicated funds until they are earned, when they become revenue. Grimm recalled discussion of including an Accounts Receivable report and offered to send examples of other reports from other organizations. Kimmelshue requested a brief review of the financial account's sources and uses at the upcoming board meeting.

**5. Next meeting date / time TBD**

**6. Adjourn at 2:20 pm**

Respectfully submitted,

*Mary Sidney*

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Mary Sidney