



Finance Subcommittee Meeting

July 20, 2022 at 1:30 p.m. CT

Pensacola & Perdido Bays Estuary Program

226 Palafox Place, 5th floor, Pensacola, FL 32502

Meeting ID: 869 9007 9295

Call In: +1 312 626 6799

[Zoom Link](#)

1. Call to Order

2. Roll Call

3. Approval of the Agenda

Recommend the Subcommittee approve the agenda as presented, subject to no changes.

4. Action Items

- a. Approval of the March 30, 2022 Subcommittee Meeting Minutes
Recommend the Subcommittee approve the March 30, 2022 meeting minutes.
- b. Approval of the Proposed FY22-23 PPBEP Budget
Recommend approval of the proposed FY22-23 PPBEP Budget to the Board.
- c. Approval of a New Position
Recommend approval of the creation of a Finance Manager position to the Board.
- d. Approval of Issuing a Solicitation for Accounting Services
Recommend approval of issuing a solicitation for accounting services to the Board.

5. Staff Updates

- a. Expenditure Report
- b. Local Government Contributions
- c. Policies and Procedures Manual

6. Subcommittee Member Comments

7. Public Comment

8. Adjourn





Agenda Item 4.c.

Background: Currently, the Escambia County Natural Resources Department's Accounting Office provides all financial management support for the Estuary Program. As the Program prepares for a hosting structure transition in fiscal year 2022-2023, the Estuary Program will be required to take on these critical administrative duties, including processing invoices, payroll, grant reimbursements, etc.

Staff is recommending the creation of a new Finance Manager position in FY22-23 to oversee these duties in addition to aiding the Executive Director with procurement, administrative functions, and compliance with state and federal requirements.

This position is budgeted in the proposed FY22-23 budget in the amount of \$49,920 in salary plus \$17,472 in benefits, for a total of \$67,392. If approved by the full Board, staff proposes onboarding this position in fall 2022 to aid in the organizational transition.

Recommendation: Recommend approval of the creation of a Finance Manager position to the Board.

Financial Impact: Funding is currently available in Program reserves from unallocated local government contributions.





Agenda Item 4.d.

Background: Currently, the Escambia County Natural Resources Department's Accounting Office provides all financial management support for the Estuary Program and the Escambia County Clerk's Office processes all payments. As the Program prepares for a hosting structure transition in fiscal year 2022-2023, the Estuary Program will be required to take on these critical administrative duties.

Staff is recommending the issuance of a solicitation for accounting services to assist with purchasing, accounts payable, journal entries, report retrieval; maintain financial records and reports; maintain books, records, documents, invoices; permit all such records to be subject to inspection, review, and audit; record all cash disbursements and cash receipts; track income and expenses in the accounting system; prepare invoices and track receivables; allocate payroll; record month-end journal entries; reconcile bank and credit card statements and provide monthly report; prepare financial statements; assist in preparation of budgets and reports; assist with annual budget development; maintain accurate chart of accounts; coordinate and provide support to auditor.

\$30,000 is budgeted in the proposed FY22-23 budget. If approved by the full Board, staff proposes issuing this solicitation in fall 2022 to aid in the organizational transition. Scope and cost are anticipated to change dependent on the approval of the proposed Finance Manager position and qualifications of the selected applicant.

Recommendation: Recommend approval of issuing an accounting services solicitation to the Board.

Financial Impact: Funding is currently available in Program reserves from unallocated local government contributions.

