

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN  
ADRC-CW

Finance Committee Minutes  
Location: 2600 Stewart Ave, Suite 25, Wausau WI  
Video and Teleconference  
March 9th, 2023

**Finance Committee Members Present:** Norbert Ashbeck, Jim Hampton, Will Hascall, Bill Clendenning

**Excused:**

**Others Present:** Steve Prell, Adam Fischer

**1. Call to Order:**

- a. Meeting was called to order at 8:45 am AM by Norbert Ashbeck

**2. Public Comments:**

- a. None

**3. Approval of Minutes 01/11/2023:**

- a. Motion to approve by Jim Hampton; second by Norb Ashbeck. Motion approved.

**4. Discussion – Financial Report – New Format in Workday:**

- a. The committee reviewed the reports. Steve explained that the reports presented are generated in Workday arranged by Cost Center, similar to the Programs that used to be presented on the format with the colored boxes. Steve asked that the committee look at the format as the actual revenue and expense data is knowingly inaccurate at this time. Steve stated that we are still learning about the reporting possibilities with Workday and as we learn more about the system, additional reports will be possible. The committee agreed that this format would work for their purposes.

**5. Discussion/Possible Action – Review Monthly Disbursements:**

- a. The committee reviewed the reports. Steve stated this is different than what used to be provided from the old software, this report is based on supplier invoices rather than payments. Steve also stated that when trying to generate a report based on payments the report does not include an explanation column and that is an important part of the review process. Steve will continue to explore options for providing this information to the committee. The committee reviewed the report and stated that the old format was easier to review in that a supplier may be paid for several invoices and it was easier to see that in the old format. Steve stated that he would continue to provide this report and look for alternative. Motion to approve by Norb Ashbeck; second by Bill Clendenning. Motion approved

**6. Discussion – Year End 2022 –**

- a. Steve stated that we have started the process for year-end closeout. It has been a bit more complicated this year as we make the transition to Workday. The schedule currently is to have everything complete by early March and the unaudited report will be presented to the Board at the April meeting.

**7. Future Agenda Items and Location –**

- a. Location for April is Wausau, future meetings will be located at the other ADRC offices per the board meeting schedule.

**8. Adjournment-**

- a. Motion to adjourn by Norb Ashbeck; second by Bill Clendenning. Motion approved. Meeting adjourned at 9:17 am.