

Community Services Associates, Inc.

Finance Committee Meeting

March 23, 2021

A regular meeting of Community Services Associates, Inc., (CSA), Finance Committee, was held on Tuesday, March 23, 2021, via videoconference.

Present from the Finance Committee: Dave Borghesi, CSA Director, Chair; Barry Barth, CSA Director; Keith Burns, Member; Peter Dontas, Member; Ann Esposito, Member; John Farrenkopf, Member; David Herskovits, Member; Lee Ann Leahy, Member; John McEnery, Member; Rich Speer, CSA Director; Andrea Tarbox, Member; Rob Weber, Member; Scott Richardson, CSA Director; and Don Sigmon, CSA Director.

Present as Ex-Officio: Larry Movshin, CSA Chair

Present from Community Services Associates, Inc.: Sam Bennett, President; Victoria Shanahan, Director of Finance and Administration and Bruce Fox, Senior Accountant

Call to Order

The meeting was called to order by Dave Borghesi, Chair, at 9:03 a.m., Eastern time.

Establishment of Quorum

With the majority of Committee Members in attendance, quorum was met.

Ratify Approval – Committee Meeting Minutes, February 16, 2021

The committee unanimously approved the draft of the minutes previously distributed by email.

“**RESOLVED**, Community Services Associates, Inc., Finance Committee, ratified approval of the Committee Meeting Minutes, November 10, 2020/February 16, 2021, as amended and finalized by email”.

Senior Accountant

Ms. Shanahan introduced Bruce Fox, a recent addition to the CSA accounting staff.

Cyber security Presentation

This presentation was held in abeyance and is scheduled for presentation at the next committee meeting scheduled for May.

New Business

- The Gate Entry Committee has recommended an increase in the bicycle delivery fee for the Finance Committee’s review and approval. Discussion ensued regarding the reasons for the fee increase and the financial impact to CSA. The consensus was that the issue did not raise to the financial level that required finance committee input. It was suggested that the Gate Entry Committee reconsider the proposal.
- The Finance Committee charter was reviewed. An amendment was proposed to include responsibility for oversight of financial accounting and information technology controls. Mr. Burns offered to supply the amendment(s) for later distribution to the committee.
- Ms. Shanahan reviewed the December 31, 2020 unaudited financial statements. A motion was made by Mr. McEnery and seconded by Mr. Dontas to accept the statements

and recommend acceptance of the statements to the CSA board. Motion passed unanimously.

Resolved, Community Services Association, Inc.'s Financial Committee accepts the December 31, 2020 financial statements as presented and recommends the CSA Board's acceptance of such statements.

Old Business

- Paycheck Protection Program Loan forgiveness

CSA received formal notification of forgiveness from SBA.

Ms. Shanahan provided an update on the accounting treatment for this item, and it will be identified as a governmental grant in the statement of revenues and expenses:

- Ms. Shanahan provided an update of the status of the audit.

Final fieldwork is being conducted virtually and should be completed by end of the week.

Our internally prepared draft of the statements and footnotes have been reviewed by Messrs Burns, Herskovits, and Borghesi with edits made. Several footnote disclosures will require additional input and review by our independent auditors.

- CSA Financial Statement Consolidation

Ms. Leahy provided an update on the prior discussion based on 2020 year-end financial information of related entities.

Discussion ensued. Consensus was to continue current policy of a stand-alone CSA statement and accepting a qualified opinion report for 2020. Finance committee will revisit the consolidation issue this spring with a view toward drafting consolidated statements for further discussions and future consideration.

- Insurance update

CSA board has an insurance subcommittee. No action was required by the Finance Committee.

- Referendum litigation update

Reference was made to existing publicly available documents. Discussion ensued regarding financial statement footnote disclosure. Footnote draft to be developed for discussion with independent auditors.

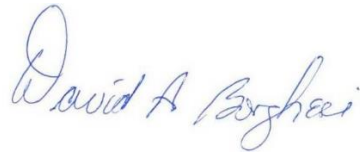
Other matters

- Confidentiality of matters discussed in committee meetings is to be maintained.

Adjournment

With no further business to come before the Committee, Chair Borghesi adjourned the meeting at 10:20 a.m. The next regularly scheduled meeting of the Finance Committee is Tuesday, May 18, 2021, 9:00 a.m., via videoconference.

Respectfully Submitted,

A handwritten signature in blue ink that reads "David A. Borghesi". The signature is written in a cursive style with a large initial "D".

Dave Borghesi
Chair