

**MINUTES OF THE
ACCEL FINANCE COMMITTEE MEETING
SAN FRANCISCO, CALIFORNIA
THURSDAY, FEBRUARY 3, 2005, 2:00 P.M.**

MEMBERS PRESENT:

Charlotte Dunn, City of Visalia
Patrick Flaherty, City of Bakersfield
Sherrell Freeman, City of Monterey

GUESTS AND CONSULTANTS

Janelle Cabanding, Driver Alliant Insurance Services, Inc.

A. CALL TO ORDER

Finance Committee Chair Patrick Flaherty called the meeting to order at 2:02 p.m.

A1. Approval of Minutes – Minutes of the Finance Committee Meeting for September 30, 2003.

A motion was made to approve the minutes as submitted.

MOTION: Charlotte Dunn **SECOND:** Patrick Flaherty **MOTION CARRIED**

B. FINANCE COMMITTEE

B1. Brown Armstrong Engagement Letter, ACCEL Financial Audit as of June 30, 2005

Members received a copy of the letter addressed to Treasurer, Patrick Flaherty from Brown Armstrong proposing services for the upcoming audit period. After a discussion, a motion was made to make a recommendation to the Board at their next meeting to engage Brown Armstrong for the upcoming 2005 audit period.

MOTION: Sherrell Freeman **SECOND:** Charlotte Dunn **MOTION CARRIED**

B2. Accounting Guide Policy & Procedure

Patrick Flaherty suggested making only one correction should be made as respects Invoicing and that the change should reflect that payment requests should be sent to the Accounting Coordinator directly, and not to the Treasurer. Program Administrators will make the respective changes and have this finalized for the upcoming Board Meeting for members' approval.

C. PUBLIC COMMENTS

There were no public comments.

D. ADJOURNMENT

The meeting was adjourned at 2:18 p.m.