

**FINANCE, AUDIT AND COMPLIANCE COMMITTEE
MEETING MINUTES
4016 WEST BROAD STREET
RICHMOND, VIRGINIA 23230**

May 6, 2008, 5:30 p.m.

Present: Mr. C. T. Hill, Chairman, Tom Stroup; **Absent:** William T. Greer, Jr.;
Director: Robert “Bob” W. Duncan; **Senior Staff:** Ray Davis, John Moore, John Allen,
Colonel Dabney “Dee” Watts, Gary Martel, Charlie Sledd, David Whitehurst, Rich Bush,
Lee Walker.

Mr. Hill welcomed everyone and called the meeting to order at 5:30 p.m. and noted for the record that a quorum was present for the meeting.

Approval of Minutes: The minutes of the February 13, 2008 meeting have been posted on the Web site and copies were distributed to the Committee members for review. **Mr. Hill called for a motion to approve the minutes as presented. Mr. Stroup made the motion that the minutes be approved as presented. Motion was seconded by Mr. Hill. Ayes: Hill and Stroup.**

Presentation of FY 2009 Budget: Mr. Duncan thanked the budget management team comprised of the following members for their hard work and successful completion in drafting the FY 2009 proposed operating and capital improvement budget that will be presented to the Committee. The budget team members are: Rick Busch, Wildlife; Becky Gwynn, budget chair and representative for Wildlife Diversity; John Moore, Administrative Services; Ron Southwick, Fisheries; Ed Steinkoenig, Boating Safety and Tom Wilcox, Law Enforcement.

Mr. Bob Duncan presented the proposed draft FY2009 Operating Budget and Capital Improvement Budget to the Finance Committee. The proposed operating budget is \$51.3 million and the Capital Improvement Budget totaling \$17.6 million. At the recommendation of the agency Budget Team, Mr. Duncan made the recommendation to the Finance Committee, to transfer funds totaling \$4Million from the Game Protection Fund to the Capital Improvement Fund prior to the end of Fiscal Year 2008. After a brief discussion on the presentation, **Mr. Hill called for a motion to approve the budget package. Mr. Stroup made the following motion: Mr. Chairman, I move that the Committee recommend to the Board the adoption of the FY09 operating and capital budge as proposed by staff. Mr. Hill seconded the motion. Ayes: Hill and Stroup.**

Mr. Hill called for a separate motion for the transfer of \$4Million from the Game Protection Fund to the Capital Improvement Fund prior to the end of Fiscal Year 2008. **Mr. Stroup made the following motion: Mr. Chairman, I move that the Committee recommend to the Board that it direct staff to transfer funds from the Game Protection Fund to the Capital Improvement Fund in the amount of \$4Million prior**

to the end of Fiscal Year 2008. Mr. Hill seconded the motion. Ayes: Hill and Stroup

Mr. Hill thanked everyone for their hard work.

Mr. Ron Southwick thanked the Director and Finance Committee for their support in preparing the proposed budget.

Update APA Audit: Mr. John Moore stated that the auditors have arrived and as of this date there are no findings.

Small Purchase Charge Card Report (SPCC): Mr. John Moore reported the SPCC Review Committee met and review the charges for the month of February 2008. During the month of February there were 108 cards with no charges. The staff is working with employees and division directors on documentation and correct approval procedures. The Chairman thanked Mr. John Allen for his report on the internal audit conducted on the SPCC use during this same time frame.

Financial Statement Report: Mr. Ray Davis presented the Financial Statement Report through March, 2008. The hunting licenses sales are currently being monitored and a report will be provided at the June 3, 2008 committee meeting.

Lifetime License Fund Report: Mr. John Moore gave a brief presentation on the Lifetime License Fund. The fund is classified as an Endowment Fund and donations from citizens can be made to the fund. The first licenses were sold in 1988. The license is active until holder exceeds average life expectancy in Virginia (78 YOA).

Other Business: Mr. Duncan stated the agency is working with the Marine Resources Commission on saltwater license sales issues.

Mr. Hill announced the next meeting would be held on June 3, 2008 at 7:30 a.m. prior to the Board meeting which will be held at 9:00am.

The meeting was adjourned at 7:05 p.m.

Respectfully submitted,

Beth B. Drewery
Board Secretary

