



PUBLIC MEETING NOTICE

The Bridge Center for Hope Finance Committee will hold a meeting as shown below:

DATE: Tuesday, April 23, 2019
TIME: 9:00 - 10:00 AM
LOCATION: Breazeale, Sachse & Wilson, L.L.P.
One American Place, 23rd Floor
301 Main Street
Baton Rouge, LA 70801
AGENDA: Attached

The public is invited to attend.

Notice has been made of this meeting, through publication and via internet, to comply with the "Louisiana Open Meetings Law".

Lauren Crump, Bridge Center for Hope Secretary



FINANCE COMMITTEE MEETING

April 23, 2019
9:00 AM – 10:00 AM

Breazeale, Sachse & Wilson, L.L.P.
One American Place, 23rd Floor
301 Main Street
Baton Rouge, LA 70801

AGENDA

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|------|-----------------------------------------------------------------------------|----------------|
| I. | CALL MEETING TO ORDER | Charles Abboud |
| II. | PUBLIC COMMENT ON AGENDA ITEMS | |
| III. | FINANCE COMMITTEE | Charles Abboud |
| | A. For Action: Minutes of the Finance Committee meeting held April 12, 2019 | |
| IV. | DISCUSSION OF ACCOUNTING OUTSOURCING | Charles Abboud |
| | A. Jon LeBlanc, Postlethwaite & Netterville | |
| V. | ADJOURN | Charles Abboud |



**FINANCE COMMITTEE MEETING
April 12, 2019**

A meeting of the Finance Committee of the Bridge Center for Hope was held on Friday April 12, 2019 at 9:00 AM. Committee members participating were Chair Charlie Abboud and Michael Mitchell. Beau Clark did not participate. Lauren Crump, Lauren Crapanzano Jumonville, Sarah Gardner, and Debbie Pickell participated from the Baton Rouge Area Foundation. Kevin Hand and Richard Hill participated from LaPorte CPA & Business Advisors. Scott Lazarone and Lauren Fitch attended from Faulk & Winkler LLC.

Mr. Abboud called the meeting to order at 9:06 am. Mr. Abboud then asked if any members of the public would like to comment on the agenda. Hearing no request to comment, Mr. Abboud proceeded to the agenda as written.

Mr. Abboud reviewed the minutes of the Finance committee held February 11, 2019. Mike Mitchell moved to approve the minutes. Hearing no objections, the minutes of the Finance committee held February 11, 2019 were unanimously approved.

Mr. Abboud then began to discuss outsourcing accounting services with representatives of LaPorte CPA & Business Advisors. Lauren Crapanzano Jumonville informed the firm's representatives that the Bridge Center Operations Committee will release a solicitation of proposals (SOP) to identify a firm(s) to provide the Center's clinical services. As such, the selected accounting firm will not be expected to manage payroll, Medicaid billing, and other financial transactions associated with the day-to-day financial activities of the Center. Mr. Abboud then drew the firms' attention to the below proposed scope of work:

- Annual budget development, implementation and monitoring
- Financial statement preparation, including cash flow projections
- Deposit and record contributions
- General ledger maintenance
- Bank account reconciliation, including accounts payable and accounts receivable
- Payment processing
- Quarterly and annual reporting, in accordance with the Cooperative Endeavor Agreement between the Bridge Center and City-Parish
- Coordination with a separate CPA firm, currently Daigrepoint & Brian, to perform the annual audit and 990

- 1099 preparation and filing (currently expected to be less than 5 filings annually)
- Financial risk and opportunities assessment
- Ad hoc accounting and finance related tasks as needed

After reviewing this list, Debbie Pickell committed to assisting with the smooth transition of accounting systems to the selected firm. Mr. Abboud also noted it would be desirable to have the selected accounting firm attend Finance and Board meetings to provide updates on their activities.

Kevin Hand then discussed the capabilities of LaPorte to manage the various above listed accounting needs. With no further questions, the representatives from LaPorte departed the meeting.

Next, Mr. Abboud welcomed Lauren Fitch and Scott Lazarone of Faulk & Winkler, LLC. He similarly reviewed the scope of work and allowed the representatives of the firm to discuss their ability to handle the requested services.

After a discussion with each firm, it was determined that proposals should be submitted by month's end, with an opportunity for questions and response to occur shortly thereafter. The Committee will discuss the same scope of work with a third accounting firm at their next meeting.

With no further business to conduct, the meeting was adjourned at 11:04 am.

Charles J. Abboud
Chair
April 13, 2019