



KUOW, PSPR Board of Directors
 Finance and Audit Committee Meeting
 Tuesday, October 27, 2020
 3:30 PM –5:00 PM

Register in advance for this meeting:

<https://washington.zoom.us/meeting/register/tJMvceuspjopGdENoD7GlpcR7gRiGT7Wy1CM>

//MEETING OBJECTIVES

- Annual Audit Presentation and discussion
- Review and Approve Investment Statement Policy
- Review September Investment Report & YTD Financials

//AGENDA

| | | | |
|---------------|-----------------------------------------------------------|----------------------------|--------------|
| 3:30-3:35 pm | 1. Welcome and Call to Order - Introduction of Guests | | Jon Schorr |
| | 2. Invitation to Disclose Possible Conflicts of Interests | | |
| (ACTION) | 3. Approval of Minutes | | |
| | ➤ 01.28.20 FIN Meeting Minutes | Exhibit 1 | |
| | ➤ 05.28.20 FIN/SPC Joint Meeting Minutes | Exhibit 2 | |
| | ➤ 08.18.20 FISC Meeting Minutes | Exhibit 3 | |
| 3:35-4:05 pm | 4. Audit Presentation – BDO LLC | Exhibit 4 | Michaela Kay |
| 4:05 -4:20 pm | 5. Investment Statement Policy (ISP) | Exhibit 5 | Jon Schorr |
| (ACTION) | ➤ Approval of Investment Statement Policy | | |
| 4:20-4:30 pm | 6. YTD Financial Report/Cash Flow | Exhibit 6 | Caryn Mathes |
| 4:30-4:40 pm | 7. September Investment Reports | Exhibit 7a – Exhibit 7f | Chris Jay |
| 4:40- 4:50 pm | 8. 2021 Workplan and Meeting Dates | Exhibit 8 | Jon Schorr |
| | ➤ Tentative Meeting Dates are listed | | |
| 4:50-4:55 pm | 9. Topics for Executive Committee Meeting Agenda | | Jon Schorr |
| | ➤ New ISP | | |
| | ➤ Audit | | |
| 4:55- 5:00 pm | 10. Other Topics/Public Comment | | |
| 5:00 pm | 11. Adjourn | | |

An Executive Session can be called at any time during the meeting based on the following criteria: To consider matters relating to individual employees, proprietary information, litigation, and other matters requiring the confidential advice of counsel, commercial or financial information obtained from a person on a privileged or confidential basis, or the purchase of property of services whenever the premature exposure of such purchase would compromise the business interests of any such organizations.



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Supporting Documents

- Exhibit 1 – 01.28.20 FIN Meeting Minutes
- Exhibit 2 – 05.28.20 FIN/SPC Joint Meeting Minutes
- Exhibit 3 – 08.18.20 FISC Meeting Minutes
- Exhibit 4 – Annual Audit – BDO LLC
- Exhibit 5 – Investment Statement Policy
- Exhibit 6 – Financial Report/Cash Flow
- Exhibit 7 – September Investment Reports
- Exhibit 8- 2021 Workplan and Meeting Dates

2021 Tentative Meeting Dates

FINANCE & AUDIT

3:30 PM – 5:00 PM

- Tue, January 26, 2021 (Joint with FISC; Bernstein Annual Report)
- Tues, March 23, 2021 (Deep Dive)
- Thu, May 27, 2021 (Joint w. SPC – Budget Hearing)
- Thu, June 10, 2021 (Joint w. EXEC – Budget Hearing)
- Tue, October 26, 2021

FINANCE, INVESTMENT SUBCOMMITTEE

3:30 PM – 5:00 PM

- Tue, January 26, 2021 (Joint with FIN; Bernstein Annual Report)
- Tue, August 17, 2021

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APPROVE MEETING MINUTES

KUOW, PSPR BOARD OF DIRECTORS

TUESDAY, OCTOBER 27, 2020

FINANCE & AUDIT COMMITTEE

3:30 PM – 5:00 PM

Upon notice duly given, the MEETING of the **FINANCE & AUDIT COMMITTEE** (the “Committee”) of KUOW, Puget Sound Public Radio (PSPR) virtual meeting was held virtually on October 27th, 2020 at 3:30 pm via Zoom Conference.

ATTENDED: Jon Schorr (Chair), Christopher Jay, Irwin Goverman, Sharon Kioko, Caryn Mathes, Heidi de Laubenfels and Liam Lavery

ABSENT: Randy Hodgins

ALSO ATTENDING (STAFF): Caryn Mathes, Janice McKenna, Fieta Robinson, and Ryleigh Brimhall

GUESTS: Michaela Kay (BDO LLC) and Raymond Holmdahl (BDO LLC)

I. Meeting Called to Order

Chair Jon Schorr welcomed the Committee members and called the meeting to order at 3:31 PM.

II. Conflict of Interests

There was no conflict of interests expressed.

III. Approval of Minutes

Mr. Jon Schorr then called for the approval of the Minutes of January 28, 2020, May 28, 2020, and September 18, 2020 Meetings. Mr. Irwin Goverman moved to approve, Mr. Chris Jay seconded; the motion was carried, the Committee approved the minutes with one amendment to the May 28, 2020 Minutes.

IV. 2020 Audit Review - BDO LLC

Mr. Ray Holmdahl and Ms. Michaela Kay, with BDO LLC, provided a presentation of the drafted FY20 Financial Audit Statement. The financial statement audit received an unmodified, or “clean,” opinion with no adjustments or management letter for this year. No internal control deficiencies were noted during audit testing and walkthroughs of internal controls performed during fieldwork. BDO LLC reviewed significant accounting policies and the quality of those policies for revenue recognition, temporarily and permanently restricted net assets, investments at fair value and deferred revenue. BDO LLC provided independent judgments and accounting estimates on the allowance for delinquent accounts, functional allocation of expenses, valuation of in-kind expenses, and functional allocations of expenses. The next steps are getting board approval and the signed representation of the letter from management, and final quality control processes (including updating subsequent events). The CPB annual report and Form 990 are items still in progress that are expected to be completed in early 2021.

There was a request to have BDO, LLC review internal controls of Bernstein Financial Management.

V. Approval of Investment Statement Policy (ISP)

Mr. Jon Schorr then called for the approval of the Investment Statement Policy. Irwin Goverman moved to approve, Liam Lavery seconded; the motion was carried, the Committee approved the Investment Statement Policy as presented to the Full Board.

DRAFT MEETING MINUTES

KUOW, PSPR BOARD OF DIRECTORS

TUESDAY, OCTOBER 27, 2020

FINANCE & AUDIT COMMITTEE

3:30 PM – 5:00 PM

VI. YTD Financial Report/Cash Flow

Ms. Caryn Mathes gave an update on FY21 Q1 revenue and expenses. In total, gross revenue was up for the first quarter by 18.8%, and up 8.1%, over last year. Year to date (YTD) operating expenses were below budget by \$191.8K. In summary, YTD net from operations was better than budget by \$773.3K to increases in revenues and timing decreases in spending.

VII. September Investment Report

Mr. Chris Jay presented the September Investment Report and the balance is very similar to August 2020, \$9.27M in August to \$9.14 M in September.

VIII. 2021 Workplan and Meeting Dates

The Committee confirmed the committee meeting dates for 2021.

IX. Topics For Executive Committee Meeting Agenda

Mr. Jon Schorr stated to approve the Investment Statement Policy and approved the Draft FY20 Financial Audit Statement.

X. Adjournment

With no further business, Jon Schorr adjourned the meeting of the Finance & Audit Committee meeting at 4:44 pm.

Respectfully Submitted by
Jon Schorr, Chair
Fieta Robinson, Board Liaison