



Florida Developmental Disabilities Council, Inc.  
**Finance Committee Meeting Report**  
**January 9, 2020**

**Action Items:**

1. Approved minutes from the 9/19/19 Finance Committee meeting.
2. Approved the Audit for the fiscal year ending 9/30/19. FDDC has an annual audit by independent CPAs in accordance with our grant award agreement. FDDC received an unmodified opinion which is the highest opinion that can be received.

**Review/Discussion:**

1. Reviewed the Administrative Expenditures Budget to Actual Report for 10/01/19 through 11/30/19. Line items were highlighted with details and the overall administrative spending in line with the budget.
2. Reviewed the Administrative Expenditures Budget to Actual Report for 10/01/18 through 9/30/19.
3. Updated FDDC mileage rate for all travel incurred 1/01/2020 and after to 57.5 cents per mile. This is a decrease of ½ cent from 2019. It is FDDC's standard policy to update our rate as the IRS modifies its rate.
4. Reviewed Travel Reimbursements, Advances and Processing:
  - A. Travel Reimbursements:
    - Travel reimbursement requests should be submitted asap but no later than 90 days after completion of travel.
    - **Reimbursement requests received after 90 days of travel cannot be reimbursed according to policy.** We must tighten our policies as we move forward with the new federal requirements to spend our grant funds over 2 years and be mindful that our auditors are looking closely at this reimbursement window.
  - B. Advances:
    - Requests for travel advances should be made 3-4 weeks prior to your travel date. This allows the finance unit time to process and mail out to you prior to your trip.
    - One outstanding advance is allowed at a time. Advances must be cleared out before an additional advance will be issued.
  - C. Processing:
    - Checks are typically cut weekly. Allow 2-3 week turn around after receipt of all information needed to process your reimbursement.