



Forest Lake Cable Commission Meeting

Regular Meeting

~ Minutes ~



Wednesday, May 8th, 2019 • 4:00 PM • Lakes Area TV/FLHS Production Studio

1. CALL TO ORDER

The meeting was called to order at **4:05 PM** by Dianne Halfen

2. ROLE CALL

Attendee Name	Title	Status	Arrived
Dianne Halfen	Chair	Present	
Paul Girard	Commissioner	Present	
Jeff Duraine	Commissioner	Present	
Doug Wood	Commissioner	Present	

Other noted attendees:

Jon Archer – Schlenner Wenner

Dan Udem – FL City Administrator Assistant

Paul Peterson – LATV Access Coordinator

Jill Green – LATV Administrative Assistant

2019 Audit

Jon Archer from Schlenner Wenner started the meeting stating there were no issues and it was a good, clean audit. LATV is following the basis the government likes to see.

The cash in the bank in December of 2018 was \$187,776.00, money set aside for purchases is \$61,000.00.

Dianne questioned the money set aside is lower than what the commission thought. After some discussion, it is going to be brought to Colleen for clarification.

The operations for the year (Jan 1st- Dec 31st): Revenue was \$198,000.00. A little lower than previous years due to Scandia leaving JPA in June 2018. The largest expense is payroll, 2nd largest; Capitol Equipment.

Payroll had a change in it due to how it was budgeted verses how it was accounted for.

There are 6 Categories the state tests, one of them doesn't affect the commission, (tax increment financing) LATV was tested for the 5 remaining: Contract for Bidding, Deposits and Investments, Claims and Disbursements, Conflict of Interest and Miscellaneous, there were no issues. LATV is



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compliant in all areas.

Dianne questioned the audit fees being higher this year as opposed to 2016. Jon stated it was due to having to audit 2017's cash balance to get a good number to start with for 2018. Dianne also questioned the need for an audit being that the Cable Commission is well under the \$220,000.00 audit threshold. Jon clarified it was up to the commission to decide if they needed an audit. There are several ways to have compliance without doing an audit, 1: Agreed upon Procedures and 2. Submitting a Financial Statement and an Annual Report Form. The Commission has an Agreed Upon Procedures in place that is renewed every 5 years. After some discussion, the need for an audit will be discussed in the future.

LATV has recently acquired a credit card and wanted Jon's input on the management of it. Jon stated there needs to be good control over who will have access to use it, the Commission needs to designate the authorized user(s), and have it documented in the minutes. It needs to be reviewed annually and updated as needed.

There will be no Audit in 2019

Lakes Area Television's mission is to collaborate with people and organizations in the communities we serve to bring quality programming and learning opportunities while being fiscally responsible under direction of the Forest Lake Cable Commission.

Lakes Area Television's vision is to Educate, Inform, Entertain and Involve people within the Cities of the Joint Powers Agreement as directed by the Forest Lake Cable Commission.