

Newtown Estates Community Association
BUDGET AND FINANCE COMMITTEE MEETING
Tuesday, October 28, 2008

1. Call to Order
2. The meeting was called to order by Chair Shizuko Hanaumi at 7:07p.m.
3. Roll Call
Present: Chair Shizuko Hanaumi, Vice-Chair Diane Kazama, General Manager Richard Yamasaki, Michael Dwyer, Sun Chong, Janice Fukuda, Anne Lopez, Ellen Yogi, Tom Kusatsu. Ellen Yogi joined the Committee tonight.
4. Unfinished Business
 - 4.1 Proposed Budget for FY 2008-2009 by Mr. Yamasaki, (deferred, Mr. Yamasaki is 85% complete)
 - 4.2 Budget and Finance Committee Policy for 2008-2009 (reviewed, revised, updated, subject to approval by Committee and Board of Directors)
 - 4.3 Budget and Finance Accounting Policy: Expenditures and Authorizations for 2008-2009 (reviewed, revised, and updated, subject to approval by Committee and Board of Directors)
 - 4.4 **Recommendations** for the Independent auditor's Report of FY 2006-2007 and 2007-2008:
 - a. Move to accept the Independent Auditor's Report of NECA for FY 2006-2007 as prepared by Greg Ushijima.
 - b. Move to accept Greg Ushijima, as the auditor, who will prepare the Independent Auditor's Report for NECA for FY 2007-2008.
5. New Business
 - 5.1 Investment update and two **Recommendations** from Smith Barney (See attached)
 - a. To move that NECA withdraws \$100,000 from Smith Barney Money Market account and deposit it into Central Pacific Bank's Money Market Account for use by General Manager, Richard Yamasaki, to pay for NECA's bills, taxes, payroll, repairs, maintenance, and replacement costs, until the next assessments are due beginning mid-December. This will therefore leave \$166,950 in NECA's Smith Barney Money Market account.
 - b. To re-allocate and purchase one, 6 month CD and two, 9 month CDs for \$230,000 and move it from our Smith Barney Money Market account into our Smith Barney Fixed Income account.
 - b. Dividends and Interest Income Report from Smith Barney
 - (1) Taxable dividend: \$7,946.87
 - (2) Taxable interest: \$11,281.61

4.2. Current Status of Accounting

- a. Financial Statement for August, 2008, prepared by Richard Yamasaki
 - b. General ledger (Profit and Loss) for August, 2008 prepared by Richard Yamasaki
 - c. Possibility of a Property Management Company: Hawaiiiana Management or Certified Management Company to do the billings and receivables.
 - (1) Save NECA money
 - (2) Good efficiency: receivables will be timely
 - (3) Audit will be completed on a timely basis
 - (4) System of Internal Control and less chance of collusion
 - d. Delinquent Assessment Report (none)
5. Manager's Report:
- 5.1 Proposed Bids to do Replacement and Repair Work in the Rec Center for approval (deferred)
 - 5.2 Saving NECA \$250 per month for employees HMSA health plan
6. Next Meeting: November 25, 2008 at 7:00p.m. (Last Tuesday of the month)
7. Meeting was adjourned at 9:50p.m.

Submitted by,

Shizuko Hanaumi