

**Regional Transit Authority  
Finance Committee  
Meeting Highlights**

**October 2, 1997**

**Call to Order**

12: 00 p.m. by Finance Committee Vice-Chair Mary Gates.

**Attendance**

(A) Greg Nickels, Chair	(P) Paul Miller
(P) Mary Gates, Vice Chair	(A) Sid Morrison
(A) Ed Hansen	(A) Norm Rice
(P) Rob McKenna	(P) Cynthia Sullivan

**Report of the Chair**

Ms. Gates had no report.

**Finance Director Report**

Ms. Jan Hendrickson had no report.

**Voucher Certification Approval Process**

Contact: Jan Hendrickson , Finance and Administration Director, at 689-3148

Ms. Hendrickson stated that the goal of this process is to provide notice to the board and the public that vouchers exist, allowing for questions(copy on file). The Background and Comments information shows how other jurisdictions handle this process (copy on file). She made reference to Resolution 85 establishing voucher approval procedures. This proposed process would bring the statement before the board on a monthly basis.

Mr. Miller recommended that voucher certification approval be sent on to the board with the consent of the Finance Committee. The committee was in agreement with Mr. Miller.

**Resolution No. 98 – Authorizing a contract for the issuance and use of credit cards for official government purchases and acquisitions, and adopting a system for credit card use by the RTA.**

Contact: Jan Hendrickson , Finance and Administration Director, at 689-3148

Ms. Hendrickson indicated that adoption of a credit card policy requires a board resolution. Resolution No. 78 establishes the delegation of authority for the procurement process and Resolution No. 83, which authorizes a per diem allowance for travel and expenses for staff and board members, sets up the background for this resolution.

Mr. Miller asked if the intent was to pay balances off monthly to avoid incurring interest.

Ms. Hendrickson agreed to change Policy 5, 7.2.11 to reflect that balances will be paid monthly (copy on file).

Cynthia Sullivan expressed concern about abuses of credit card usage and stated that strict internal controls would be necessary.

Ms. Hendrickson assured the committee that strict internal controls would be implemented, with managers and directors in charge of monthly review of statements for each department. She further explained that only one person per department would have access to the card, and that only items under \$2,000.00 could be purchased with the card.

**It was moved by Paul Miller, seconded by Cynthia Sullivan and carried by a unanimous vote of all committee members present that Resolution No. 98 be forwarded to the October 9, 1997 board meeting for action.**

### **Capitalization Guidelines**

Contact: Brian McCartan, Finance/Budget Manager, at 684-1603

Mr. McCartan gave a general outline of the Capitalization Guidelines and referred to a memo from Ms. Hendrickson which gives a background for development of policies. The policies require 1) classification of all expenses as either operating or capital expenses and 2) establishing a depreciation schedule for all capital assets (copy on file). He stated that the guidelines are a work in progress.

Committee members urged staff to use caution in determining which costs should be capitalized.

**1998 Objectives and Action Plans: For all RTA Departments for 1998. These plans define the Agency's primary goals and tasks for the coming year.**

Each of the department directors gave a brief outline of the Objectives and Action Plans for their department. The Finance Committee will continue its review of these objectives and action plans at its next meeting.

### **Next Meeting**

Thursday, October 16, 1997 from 12:00 to 1:30 p.m. at the RTA Conference room, 1100 Second Avenue, Suite 500, Seattle WA

As there was no other business, the meeting was adjourned at 1:35 p.m.