



# PALM BEACH CHAPTER

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION

2021 Palm Beach Chapter FGFOA Virtual Annual Business Meeting  
Wednesday, June 30, 2021  
Via Webinar  
11:30am-12:30pm

**President**

Mark Parks

**President-Elect**

Jeanette Haynes

**Treasurer**

Lenworth Codner

**Secretary**

Sharon Almeida

**Board of Directors**

Dorritt Miller

Kadem Ramirez

Andrea Simon

**Committee Chairs:**

**Social:**

Rebecca Tew

Wayne Hart

**Career Development:**

Emily Alves

**Media & Publications:**

Rebecca Schnirman

**Membership:**

Beverly Thompson

**Fiscal Oversight**

Linda McDermott

**AGENDA**

- 1) Call to order-Welcome
- 2) Approval of Minutes (June 25, 2020)-Sharon Almeida
- 3) Treasurer's Report-included in packet
- 4) Comments from Outgoing President-Mark Parks
- 5) Nominating Committee Report ( Mark Parks, Beverly Thompson, Rebecca Schnirman)

**2021-2022 Slate of Candidates**

**President:** Jeanette Haynes, City of West Palm Beach

**President-Elect:** Rebecca Tew, Town of Gulf Stream

**Treasurer:** Andrea Simon, Palm Beach County Property Appraiser's Office

**Secretary:** Sharon Almeida, Village of Wellington

**Director:** Kadem Ramirez, City of Pompano Beach

**Director:** Dorritt Miller, Palm Beach County Board of County Commissioners

**Director:** Wayne Hart, Palm Beach County Clerk of the Circuit Court & Comptroller

- 6) Speaker Presentation:  
Dorothy Jacks, CFE,AAS, Property Appraiser  
**Property Appraiser's Office of Palm Beach County**
- 7) Adjournment

**Palm Beach County Chapter**  
**Florida Government Finance Officers Association**  
**Annual Business Meeting- June 25, 2020**

The Annual Business Meeting of the Palm Beach County Chapter of Florida Government Finance Officers Association was called to order at 11:02 am on Thursday, June 25, 2020 virtually via Zoom webinar.

**Present:**

The guest speaker was Dorothy Jacks – Palm Beach Property Appraiser and 70 members from the general membership were also present.

**General Business:**

Katie Roundtree, the President open the meeting, welcoming all to our first ever virtual meeting. The meeting was recorded and posted on the PBC FGFOA website so members who were absent can listen to it. The Minutes of the last Annual Business Meeting held April 10, 2019 was included in the posted Agenda packet and was approved by the voting members. The Treasurer's Report as at May 31, 2020 was submitted by the Treasurer Jeanette Haynes showing a net Fund Balance of \$11,000.

The nominating committee submitted a slate of candidates for the 2020-2021 Board; however, the President ask if there were any more nominations from the audience. Hearing no additional nominations from the audience, the slate of Candidates was presented:

President:	Mark Parks, City of West Palm Beach
President Elect:	Jeanette Haynes, City of West Palm Beach
Treasurer:	Lenworth Codner, City of Boca Raton
Secretary:	Sharon Almeida, Village of Wellington
Board Member:	Kadem Ramirez, City of Pompano Beach
Board Member:	Dorritt Miller, Palm Beach County Board of County Commissioners
Board Member:	Andrea Simon, Palm Beach County Property Appraiser's Office

The voting members then approved the Nominating Committee's recommendation.

The President thanked the outgoing Board for their diligent service and making tough decisions in this unusual year. She also thanked the State FGFOA, "you have been very supportive and working with the chapters to come up with ways to continue our missions in this new normal." The Investment seminar was not held but the President believes the new board will try to get it done.

The President introduced the guest speaker Dorothy Jacks – Palm Beach Property Appraiser and she presented an update on Palm Beach County Property Valuation Trends for 2020 which included the following statistics: Market Value of \$288.6B, Net New Construction Taxable Value of \$3B, with a Taxable Value percentage increase of 5.92%, Total Parcel Count of 645,034 and

Total Tangible Accounts of 59,450. She also noted that CPI Increase on Homestead Property was 2.3%, 30 Municipalities had an increase in values over 4% while 38 Municipalities had 2% or more, and no Municipalities experienced a reduction. The impact of COVID-19 was discussed. She stated that the 1<sup>st</sup> quarter of 2020 was good; but the effect of the Market slowdown in 2<sup>nd</sup> quarter and upcoming Values were too early to determine the future impact.

**Adjournment:**

The meeting was adjourned at 11:55am

Minutes submitted by: Lenworth Codner, Secretary

Minutes Approved By: Katie Roundtree, President

**Florida Government Finance Officers Association, Inc.**  
**Palm Beach Chapter**  
**Income Statement**  
**July 1, 2020 thru May 31, 2021**

	<u>5/31/2021</u>	<u>5/31/2020</u>
<b>REVENUES</b>		
Seminar Fees	0.00	4,640.00
Membership Dues	2,550.00	3,270.00
SocialEvents/Misc	0.00	0.00
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<b>Total Revenues</b>	<b>2,550.00</b>	<b>7,910.00</b>
<b>EXPENSES</b>		
Investment Seminar Refund	2,950.00	0.00
Seminar Cost	0.00	4,265.35
Social Events	0.00	1,041.65
Software Maintenance	630.34	972.00
Bank/Service Fees	155.70	739.89
Miscellaneous	134.00	204.77
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<b>Total Expenses</b>	<b>\$3,870.04</b>	<b>7,223.66</b>
<b>Fund Balance, Beginning of Year</b>	<b>14,592.08</b>	<b>10,515.74</b>
<b>Change in Fund Balance</b>	<b>(1,320.04)</b>	<b>686.34</b>
<b>Fund Balance, End of Quarter</b>	<b>13,272.04</b>	<b>\$11,202.08</b>
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**Florida Government Finance Officers Association, Inc**  
**Palm Beach Chapter**  
**Balance Sheet**  
**July 1, 2020 thru May 31, 2021**

<b>ASSETS</b>	<b>5/31/2021</b>	<b>5/31/2020</b>
Cash on Hand	50.00	50.00
Wells Fargo	13,222.04	11,152.08
Deposits on Transit	0.00	0.00
Prepaid Expense	0.00	0.00
<b>Total Assets</b>	<b>13,272.04</b>	<b>11,202.08</b>
<b>LIABILITIES</b>		
Membership Collection in Adv.	0.00	0.00
Checks Outstanding	0.00	0.00
Due to Members	0.00	0.00
<b>Total Liabilities</b>	<b>0.00</b>	<b>0.00</b>
<b>Fund Balance</b>	<b>\$13,272.04</b>	<b>\$11,202.08</b>

**Florida Government Finance Officers Association- Palm Beach Chapter  
Financial Oversight Committee (FOC) - FOC Annual Report- June 30, 2021**

June 10, 2021

To the Board of Directors:

I, Katie Roundtree, have reviewed and approved the Chapter's Financial Statements from July 1, 2020 to May 31, 2021 as noted below.

The reporting system provided to me was well documented and easy to follow. I was able to verify the amounts on the bank statements with the amounts on the financial reports.

The FOC has reviewed and accepts the financial statements and transactions that occurred from July 1, 2020 to May 31, 2021. The Chapter's Financial Statements were presented for less than 12 months to allow for review and presentation at the Annual Chapter Meeting.

Highlights from of the Chapter's financial position are presented below:

Fund Balance 7/1/20- \$15,795.43

Fund Balance 5/31/21- \$13,272.04

There was a decrease in Fund Balance from July 1, 2020 to March 31, 2021 of \$1,320.04. This is reasonable considering the unexpected shutdown of businesses and governments due to the COVID 19 pandemic. No events were held during this time period, which are normally revenue generating opportunities. In addition, refunds were issued for the investment seminar planned in the prior year that had to be cancelled due to the pandemic.

For the 11-month period:

Reported Revenues were under Budget by \$15,450.00

Reported Expenses were under Budget by \$17,079.96

Total Net Budget to Actual for 11-month period (\$1,629.96) (Loss)

These amounts are reasonable, even though they vary significantly from budget. Membership dues of approximately \$4,000 are collected in June of each year, outside the fiscal period being reviewed. In addition, with some members out of work, it is reasonable that some memberships were not renewed for last year. No seminars were held, so no revenue was collected. Similarly, expenses were not incurred for seminars or social events; however, a refund was issued for a prior year investment seminar that had to be canceled. The expense affected the current fiscal year, while the revenue was collected in the prior year. Bank service fees were under budget due to lack of credit card transactions normally occurring with seminars.

Historical transactions were reviewed for reasonableness. However, actual expense receipts were not provided. The summary and detail revenue and expense schedules provided appeared reasonable based

upon the activities/programs of the Chapter for the respective period. Furthermore, nothing in the summaries lead me to question any of the transactions further.

Sincerely,

A handwritten signature in black ink that reads "Katie Roundtree, CPA, CPFO". The signature is written in a cursive style.

Katie Roundtree, CPA, CPFO

Fiscal Oversight Committee  
FGFOA- Palm Beach Chapter