



Finance & Policy Committee

October 17, 2024 – 9:30 a.m.
Chamber of Commerce – Conference Rm
201 E 4th Avenue, Post Falls, ID

1. Call to Order, Commissioner Roll Call
2. Conflict Disclosure
3. Citizen Comments
This section of the agenda is reserved for citizens wishing to address the Commission regarding an Agency related issue. Comments related to future public hearings should be held for that public hearing. Persons wishing to speak will have 5 minutes.
4. FY 2024 EOY Budget Summary
5. FY 2024 Audit Status
6. FY2025 IT/Networking Budget Impact Update
7. Joint Workshop Topics - Discussion
8. District Fund Status Update
9. Adjournment

Requests for accommodation of special needs to participate in the meeting should be addressed to the Office of the Executive Director, 201 E. 4th Avenue, Post Falls, Idaho 83854, or call (208) 777-8151.

Mission Statement: To encourage sound economic and community improvement that enhances the overall quality of life in Post Falls by: providing and improving infrastructure, attracting jobs, and enhancing citizen safety and health.

Post Falls Urban Renewal Agency - In-House
Profit & Loss Budget vs. Actual
 October 2023 through September 2024

	<u>Oct '23 - Sep 24</u> <u>12 Month Actual</u>	<u>2023-24</u> <u>Total Budget</u>	<u>2023-24 Balance</u>	<u>% of 12 Month</u> <u>Budget</u>
Expense				
Audit	10,290.00	8,750.00	1,540.00	117.6%
Computer Software	1,267.21	829.00	438.21	152.86%
Contingency	300.00	5,000.00	-4,700.00	6.0%
Engineering Services	4,000.00	9,600.00	-5,600.00	41.67%
Meetings	145.31	240.00	-94.69	60.55%
Office Equipment	1,513.67	1,900.00	-386.33	79.67%
Website Design, Hosting & Maint	349.95	1,250.00	-900.05	28.0%
62140 · Legal Fees	5,650.00	25,000.00	-19,350.00	22.6%
62150 · Other Contract Services	845.00	1,000.00	-155.00	84.5%
62840 · Computer Repair & Maintenance	0.00	585.00	-585.00	0.0%
62890 · Rent	7,990.00	7,990.00	0.00	100.0%
65020 · Postage, Mailing Service	66.00	63.00	3.00	104.76%
65030 · Printing and Copying	250.11	300.00	-49.89	83.37%
65040 · Office Supplies	218.04	375.00	-156.96	58.14%
65050 · Telephone, Telecommunications	383.69	320.00	63.69	119.9%
65110 · Advertising & Legal Notices	316.14	900.00	-583.86	35.13%
65120 · Insurance	4,375.00	3,713.00	662.00	117.83%
65150 · Dues & Memberships	300.00	800.00	-500.00	37.5%
66000 · Payroll Expenses	74,785.26	76,644.00	-1,858.74	97.58%
Total Expense	113,045.38	145,259.00	-32,213.62	77.82%

Actuals:
FY2023 = \$110,037
FY2022 = \$124,212
FY2021 = \$ 96,136

ALPINE SUMMIT CPAs

TAX, ASSURANCE, ACCOUNTING, ADVISORY

All provided EXCEPT for highlighted items as of 10/14/2024. J. Johns

Post Falls Urban Renewal Agency
201 E. 4th Avenue, Suite 105
Post Falls, ID 83854

Joe,

In preparation for the upcoming financial statement audit for the year ending September 30, 2024, the following information and documentation is requested. We have crossed out any items already received. Anything in *blue* has a corresponding attachment.

General Items:

1. **QBB: A backup of your QuickBooks file, once all year-end adjustments have been made; uploaded to ShareFile.**
2. **A separate upload (or email to Kayla) including current QB version, year and password; or let us know if it hasn't changed since FY23.**
3. A PDF of the Agency's approved FY24 budget (original and amended, if applicable).
4. FY24 Budget-to-Actual report (unless you have it entered in QBB, then we can just get it from there).
5. A list of employees from FY24 (we can get from QBB)
6. Meeting minutes for the fiscal year and through current date (if not available online).
7. Copies of any new lease agreements, contracts, grant agreements, etc.
8. A list of Board of Directors during FY24 and all their email addresses; please include any current Board members, if different.
9. List and address of any attorneys that the Agency used during FY24
10. A copy of the bank signature card(s) from FY24 and current for our file
11. Please review attached "*Vacation Policy – from FY23*" and let us know if that's still current or please provide an updated version, if applicable.
12. Please review attached "*Accounting Procedures – from FY23*" and let us know if that's still current or please provide an updated version, if applicable.
13. List of any significant changes or any other relevant information that may be of importance to the audit.
14. Please provide your "Funds Flow Sheet" for FY24.

Cash Accounts:

1. Bank statements for all accounts, including any investment pool accounts and certificates of deposits, from 10.01.23 – 09.30.24, via PDF with check images, if applicable.
2. **Bank statements for all accounts, including any investment pool accounts and certificates of deposits, from 10.01.24 – 11.30.24, via PDF with check images, if applicable.**

ALPINE SUMMIT CPAs

office (208) 777-1099 fax (208) 773-5108
1810 E Schneidmiller Ave #310
Post Falls, ID 83854

Receivables & Revenues:

1. ~~Property tax remittances for each month of FY24 from the County~~

Capital Assets:

1. Please review attached "*PFURA – FY24 Depreciation Schedule – printed 09.30.24*" and review for any changes in methods, changes in lives, or asset disposals or additions. If any additions or disposals, please provide further detail and supporting documentation.

AP & Expenditures:

1. Please provide supporting documentation on any prepaid expenses, including ICRMP & State Insurance Fund
2. Please provide invoices for all legal expenditures during FY24
3. AP Aging Detail at 09.30.24 (We can get from QBB)

Payroll:

1. Form 941s (all four quarters of fiscal year)
2. State Unemployment (all four quarters of fiscal year)
3. Workman's Compensation (entire fiscal year)
4. Compensated Absence/Vacation Schedule as of 09/30/24
5. Monthly "PERSI Employer Reporting" Report

Debt:

1. Supporting documents or statements showing any payments during FY24, if applicable

Please upload any information to our shared folder in ShareFile as soon as it is ready. Additional information may be requested, but this is a start on the general items that we'll need to get going.

Thank you very much for your help. If you have any questions, please feel free to contact us.

Sincerely,

Toni Hackwith & Kayla Petersen

Unanticipated FY2025 Expense

NORTHWEST SPECIALTY
IT Solutions

QUOTE

1593 E Polston Ave
Post Falls, ID 83854
208-262-2321
cmcintosh@nwspecialtyit.com

QUOTE NO.:	1515
DATE:	September 30, 2024
CUSTOMER ID:	PFUR

TO: Post Falls Urban Renewal
Post Falls, ID

REPRESENTATIVE	JOB	
Craig McIntosh	PF UR	

QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1.00	WatchGuard Firebox T25 - Security appliance - with 3 years Basic Security Suite - 5 ports - 1GbE	\$884.92	\$884.92
1.00	Ubiquiti UniFi UAP-AC-PRO - Wireless access point - Wi-Fi 5 - 2.4 GHz, 5 GHz	\$183.91	\$183.91
1.00	Ubiquiti UniFi Switch US-8-60W - Switch - managed - 4 x 10/100/1000 + 4 x 10/100/1000 (PoE) - desktop - PoE	\$137.67	\$137.67
	*** Configure/Install/Test all above network devices will run \$110/Hr. Estimate 6 hrs time to complete this task.		

Please send correspondence regarding this quote to:

Craig McIntosh, (208) 262-2321, cmcintosh@nwspecialtyit.com

TOTAL	\$	1,206.50
FREIGHT	\$	-
SALES TAX		INCLUDED
TOTAL	\$	1,206.50

THANK YOU FOR THE OPPORTUNITY!

To accept this quote, sign/date here and return:

**\$600 Annual Cost
Unanticipated FY2025 Expense**



QUOTE
22359
9/26/2024

EXPIRES
10/26/2024

PREPARED FOR
Joseph Johns
Post Falls Urban Renewal Agency
201 East 4th Avenue, Post Falls, ID 83854 United States

PREPARED BY
Shane Arrian, sarrian@intermaxteam.com
Intermax Networks
7400 N Mineral Drive Suite 300, Coeur d'Alene, ID 83815

PRODUCTS

Product	Description	Quantity	Sales Price	Total
BNDW - BUSI - FBR	300Mbps x 300Mbps	1.00	\$50.00	\$50.00
Calix U6 Router Support		1.00	\$25.00	\$25.00
Calix U6 Router Support - Promo		1.00	(\$25.00)	(\$25.00)
			Subtotal	\$50.00
			Taxes	
			Total	\$50.00

TERMS
36 Months
Net 30

NOTES
Intermax Networks will provide the following: Install fiber to your suite.
Provide unlimited high speed internet at a 300Mbps download with a 300Mbps upload.
Set up and provide support for 1 premium Wi-Fi device.

REP SIGNATURE

Shane Arrian

DocuSigned by:
Shane Arrian
9DCC0A3EB485446

9/26/2024

CUSTOMER SIGNATURE

Joseph Johns

PFURA District Fund Balances

Finance & Policy Committee Meeting - October 17, 2024

District Name	Closing YEAR	District Balance @ 9/30/2024	Current Year Incr. Rec'd to Date	Current Year Reimb. to Date	District Balance to Date	Est. Increment to 8/1/2025*	Est. 2025 Reimburs.	Est. Balance @ 8/15/2025	FY 2025 Admin Fee	Est. Fund Balance @ 9/1/2025
Post Falls Technology	2038	\$ 1,723,152.07	\$ -	\$0.00	\$ 1,723,152.07	\$ 1,128,000	\$ 2,851,152	\$ 25,000	\$ 25,000.00	\$ -
Downtown	2041	\$ 1,036.90	\$ -	\$0.00	\$ 1,036.90	\$ 750,000	\$ 751,037	\$ 25,000	\$ 25,000.00	\$ -
Pleasant View	2041	\$ (62,689.68)	\$ -	\$0.00	\$ (62,689.68)	\$ 12,400	\$ -	\$ (50,290)	\$ 25,000.00	\$ (75,290)
TOTAL		\$ 1,661,499.29	\$ -	\$0.00	\$ 1,661,499.29					

*Based on initial 2024 Assessment Rolls and 2024 Estimated Levy Rate