



ADMINISTRATIVE/FINANCE COMMITTEE MEETING

**PVWMA Conference Room
Tuesday, February 14, 2012, 12:30 p.m.**

1. Welcome and Introductions
Committee members: Rosemarie Imazio (Chair), Dwight Lynn, Salvador Vasquez
Staff: Mary Bannister, General Manager, Mark Harvey, Administrative Services Manager, Nancy Trevino, Financial Analyst
2. Director Comments
3. Public Comments
4. Approve minutes of previous (January 17 , 2012) Committee Meeting
5. Review and Accept Financial Reports for January 2012
 - Account Activity Report
 - Investment Report
 - Accounts Payable – Checks by Date Summary by Vendor Account
 - Review A/R Aging & Collections Update
6. Receive update on COW debt service reconciliation
7. Review Revisions to Quarterly Billing Summary December 2011
8. Review Budget to Actual Report(s) for November & December, 2011
9. Review Budget Amendments for FY 2011-2012 and provide recommendation to Board
10. Receive update on Annual Audit
11. Discuss future agenda items and next meeting date
12. Adjourn