

TEHACHAPI VALLEY HEALTHCARE DISTRICT

FINANCE COMMITTEE MEETING

AGENDA

October 12, 2022

12:30 PM

CONFERENCE CALL # 351-888-6527

Tehachapi Valley Healthcare District Office
116 W E Street, Tehachapi CA 93561

- I. CALL TO ORDER
- II. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA
This portion of the meeting is reserved for persons desiring to address the Committee on any matter not on the agenda over which the District has jurisdiction. You may state your name and address for the record. Time is limited to 3 minutes per speaker. The Committee can take no action on your presentation but can seek clarification to points made in your presentation or comments. Additionally, members can ask staff for factual information, refer the item to staff and/or calendar the item on a future agenda. Any person desiring to speak on an agenda item will be given an opportunity to do so prior to the Committee taking action on the item.
- III. APPROVAL OF MINUTES
September 14, 2022 Meeting Minutes
- IV. REPORTS
 - A. Finance Reports September 2022
 - B. American Express
 - C. Petty Cash
- V. OLD BUSINESS
None
- VI. NEW BUSINESS
- VII. BOARD COMMENTS ON BUSINESS NOT APPEARING ON THE AGENDA
- VIII. ADJOURNMENT

TEHACHAPI VALLEY HEALTHCARE DISTRICT
FINANCE COMMITTEE MINUTES

September 14, 2022

116 W E Street

Tehachapi, CA 93561

12:30 PM

Board Members Present: Duane Moats, Carl Gehricke

Staff Present: Caroline Wasielewski, CEO; Lisa Hughes, Business Manager

Recorded and transcribed by: Caroline Wasielewski, CEO

Approval: _____ Date: _____

COMMITTEE ACTIONS AND DIRECTIONS SHOWN IN CAPS AND BOLD

I. CALL TO ORDER

Director Moats called the Finance Committee Meeting to order at 12:30 PM

II. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA

None

III. APPROVAL OF MINUTES

August 10, 2022, MINUTES Approved by Committee

IV. REPORTS

A. Finance Reports August 2022

CEO Wasielewski reported on cash flow, checks written and expenses for the month of August. The check register was at \$19,155.80. August cash in was \$3029.00 with total expenses at \$29,647.70. Net income was (\$-26,618.70). Bank account balances were reviewed. Total cash is at approximately \$9,400,000.

B. American Express

CEO Wasielewski reviewed and had back up for all AMEX purchases for the month of August.

C. Petty Cash

Petty cash expenses were detailed and discussed.

V. OLD BUSINESS

None

VI. NEW BUSINESS

None

VII. BOARD COMMENTS ON BUSINESS NOT APPEARING ON THE AGENDA

VIII. ADJOURNMENT

Meeting was adjourned at 12:58 PM

DRAFT

Sep-22

Kern County		\$0.00
Interest		\$45.50
Rent for 101 W E St.		\$2,500.00
HP Sears Collections		\$0.00
Past Contract payment		\$0.00
Private Pay Payments		\$223.00
Emp benefit reimbursement		\$137.59
Total Cash in		\$2,906.09
Operating Expenses		\$35,504.82
Payroll		
Wages		\$9,507.15
Taxes/Fees		\$1,498.00
Total Payroll expense		\$11,005.15
TOTAL Expenses		\$46,509.97
Net Income		(\$43,603.88)

Check Register Report

Application Code: AP

User Login Name: cwasiolewski

Bank Code	Check #	Check Date	Description	Status	Check Type	Amount
1	2278	09/16/22	COMPUTERSHARE--WFB	V	M	750.00
1	2278	09/16/22	COMPUTERSHARE--WFB	V	M	-750.00
1	2278	09/16/22	COMPUTERSHARE--WFB	V	M	750.00
1	2278	09/16/22	COMPUTERSHARE--WFB	V	M	-750.00
1	141490	09/01/22	AFLAC		C	39.12
1	141491	09/01/22	BETA HEALTHCARE GROUP		C	609.13
1	141492	09/01/22	HUMANA INSURANCE CO.		C	718.13
1	141493	09/01/22	HYPER CONSTRUCTION LLC		C	1,456.30
1	141494	09/01/22	KOPPEL & GRUBER PUBLIC FINANCE		C	1,450.00
1	141495	09/01/22	LUIS & CONSUELO RUIZ		C	500.00
1	141496	09/01/22	PETTY CASH		C	199.11
1	141497	09/01/22	SPECTRUM		C	137.97
1	141498	09/01/22	STEELE, BILL		C	233.75
1	141499	09/01/22	STREAMLINE		C	100.00
1	141500	09/01/22	UNITEDHEALTHCARE		C	1,588.85
1	141501	09/01/22	WASIELEWSKI, CAROLINE		C	334.42
1	141502	09/08/22	ROTARY CLUB OF TEHACHAPI		C	100.00
1	141503	09/08/22	SOUTHERN CALIF EDISON		C	457.36
1	141504	09/15/22	ADVANCED DATA STORAGE, INC.		C	94.53
1	141505	09/15/22	ALEX AND EMMA CLEANING SERVICE		C	180.00
1	141506	09/15/22	AMERICAN EXPRESS		C	1,385.74
1	141507	09/15/22	DELFIN TORIBIO		C	150.00
1	141508	09/15/22	DIAMOND TECHNOLOGIES, INC		C	1,987.75
1	141509	09/15/22	E.R. MOORE TERNITE & PEST CONT		C	80.00
1	141510	09/15/22	HYPER CONSTRUCTION LLC		C	388.52
1	141511	09/15/22	JWT & ASSOCIATES, LLP		C	5,775.00
1	141512	09/15/22	MITEL CLOUD SERVICES		C	228.99
1	141513	09/15/22	POSTMASTER		C	192.20
1	141514	09/15/22	SPECTRUM		C	137.97
1	141515	09/15/22	TOSHIBA FINANCIAL SERVICES		C	585.30
1	141516	09/15/22	WITT'S		C	70.12
1	141517	09/22/22	CITY OF TEHACHAPI		C	192.77
1	141518	09/22/22	GEHRICKE, CARL		C	100.00
1	141519	09/22/22	HEALTHLAND		C	2,828.15
1	141520	09/22/22	JWT & ASSOCIATES, LLP		C	7,875.00
1	141521	09/22/22	MOATS, DUANE R.		C	200.00
1	141522	09/22/22	NIXON, MIKE		C	200.00
1	141523	09/22/22	STEELE, BILL		C	200.00
1	141524	09/29/22	AFLAC		C	39.12
1	141525	09/29/22	GAS COMPANY		C	23.39
1	141526	09/29/22	NAVE LAW OFFICE, PROFESSIONAL		C	4,292.00
1	141527	09/29/22	U.S. POSTAL SERVICE		C	364.00
1	141530	09/30/22	PETTY CASH		M	10.13
2	2278	09/16/22	COMPUTERSHARE--WFB		M	750.00
2	2279	09/22/22	HYPER CONSTRUCTION LLC		M	2,781.47

Check Register Report

Application Code: AP

User Login Name: cwasiolewski

Bank Code	Check #	Check Date	Description	Status	Check Type	Amount
Grand Total:						39,036.29

Total Number of Checks Printed: 45

Bank Code: From 1 To 2

Check No: From 1000 To 141535

Check Date: From 09/01/22 To 09/30/22

Check Type: All

Check Status: All

FY23

July August September October November December January

Cash In	\$7,763.60	\$3,029.00	\$2,906.09			
Operating Expenses	\$49,102.54	\$19,155.80	\$35,504.82			
Payroll & Expenses						
Wages	\$8,977.14	\$8,996.57	\$9,507.15			
W/H, Taxes, Billing	\$982.16	\$1,495.33	\$1,598.00			
Total Expenses	\$59,061.84	\$29,647.70	\$46,509.97			
Net Income	-\$51,298.24	-\$26,618.70	-\$43,603.88			

-
-
-



Corporate Card Statement of Account

**Sign-up For Online
Statements**

www.americanexpress.com/gopaperless

Prepared For
**CAROLINE WASIELEWSKI
TV HEALTHCARE DSTRCT**

Account Number
XXXX-XXXXX0-82006

Closing Date
09/28/22

Page 1 of 2

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$
1,385.74	138.90	0.00	1,385.74	0.00	138.90

For important information regarding your account refer to page 2.

Please submit all outstanding expenses.

To manage your Account online or to pay your bill, please visit us at corp.americanexpress.com. For additional contact information, please see the reverse side of this page.

Activity

Date reflects either transaction or posting date

Card Number XXXX-XXXXX0-82006	Reference Code	Amount \$
09/19/22 PAYMENT RECEIVED - THANK YOU	09/19 00092000000	-1,385.74
09/02/22 FREE CONFERENCE CALL LONG BEACH REF# 084575646 877-553-1680	09/02/22 CA 08457564600	3.95
09/10/22 ALERT 360 0000 TULSA REF# 00000156922 888-642-4567 PROTECTION/SECURITY ROC NUMBER 000001569224	09/09/22 OK 00000156922	49.95
09/27/22 INTUIT *QB00KS ONLIN 800-446-8848 REF# T1-10CA54D2 CL.INTUIT.COM	09/27/22 CA 00000156922	85.00
Total for CAROLINE WASIELEWSKI	New Charges/Other Debits Payments/Other Credits	138.90 -1,385.74

Handwritten notes: cant card funds, alarm monitoring 116 WE, QB Acct.

↓ Please fold on the perforation below, detach and return with your payment ↓

Do not staple or use paper clips

Payment Coupon

AB 01 015318 79374 H 53 C



CAROLINE WASIELEWSKI
TV HEALTHCARE DSTRCT
PO BOX 669
TEHACHAPI CA 93581

Account Number
3796-484640-82006

Payable upon receipt in
U.S. Dollars.

Enter 15 digit account
number on all payments.

**Amount Due
\$138.90**

Checks or drafts must be
drawn against banks
located in the U.S.

See reverse side for
instructions on how to
update your address,
phone number, or email.

Mail Payment to:

AMERICAN EXPRESS
PO BOX 650448
DALLAS TX 75265-0448

0000379648464082006 000013890000013890 28HH

Caroline Wasielewski

From: FreeConferenceCall Services <noreply@freeconferencecall.com>
Sent: Friday, September 2, 2022 12:42 AM
To: Caroline Wasielewski
Subject: [External] FreeConferenceCall.com Monthly Invoice

EXTERNAL MESSAGE: Use caution when clicking links or attachments



Thanks for your payment!

Invoice ID: 70162232

	One Number 9/2/22 - 10/1/22	\$3.95
Total Charges:		\$3.95

Billing information



Payment Method: American Express ***2006
Payment Date: 9/2/22
Payment Status: Payment Processed
Payment Amount: \$3.95

Billed to: Tehachapi Valley Healthcare District

PO Box 669
Tehachapi ,California 93581 United States

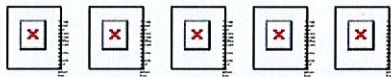
For more information on your purchases and to view your online account, please tap below.

[Go to Account Dashboard](#)

[Call Log](#)

Meeting Date/Time	Toll minutes	TF Minutes	Amount
8/9/22 9:57:28 AM	18	0	\$0.00
8/9/22 10:15:04 AM	13	0	\$0.00
8/9/22 10:57:03 AM	96	0	\$0.00
8/9/22 11:36:29 AM	32	0	\$0.00
8/10/22 12:27:47 PM	35	0	\$0.00
8/15/22 3:27:52 PM	3	0	\$0.00
8/16/22 9:59:31 AM	27	0	\$0.00
8/29/22 3:22:38 PM	244	0	\$0.00

Generated for account #s12748020 (Tehachapi Valley Healthcare District)



Questions? [visit our online support page](#)

You are receiving this email because you subscribed to [FreeConferenceCall.com](#).
4300 E Pacific Coast Hwy, Long Beach, CA 90804

[Manage your Email Settings](#)



Caroline Wasielewski

From: Alert 360 <billing@alert360.com>
Sent: Friday, September 9, 2022 1:33 AM
To: Caroline Wasielewski
Subject: [External] Alert 360 – Payment has been made to your account

EXTERNAL MESSAGE: Use caution when clicking links or attachments



Alert 360

A payment has been made on your eBill account.

A payment of \$49.95 has been made. The confirmation number is 1900517066.

Thank you for using ePay. If you have any questions, please contact Client Services at billing@alert360.com.

Alert 360

www.alert360.com

Caroline Wasielewski

From: Intuit QuickBooks Team <No_Reply@notifications.intuit.com>
Sent: Tuesday, September 27, 2022 5:58 AM
To: Caroline Wasielewski
Subject: [External] We received your QuickBooks subscription payment!

EXTERNAL MESSAGE: Use caution when clicking links or attachments



Payment success

Caroline Wasielewski, thank you for your payment.

Invoice number:
10001182867409
Invoice date: 09/27/2022
Total: \$85.00
Payment method: AMEX
ending in 2006

Sign in to QuickBooks where you can see your billing history and view, save, and print your invoice.

[View billing history](#)

Account details

Billed to: Tehachapi Valley Healthcare District
Company ID ending: 1026
Items on this invoice: QuickBooks Online Plus

(1) For subscriptions, your payment method on file will be automatically charged monthly/annually at the then-current list price until you cancel. If you have a discount it will apply to the then-current list price until it expires. Additional service fees may apply based on whether you add or remove services and your usage. See your [Billing & Subscription](#) page for additional pricing details. To cancel your subscription at any time, go to [Account & Settings](#) and cancel the subscription. (2) For one-time



**Tehachapi Valley
Healthcare District**

Quality healthcare. Right here. Right now.

Petty Cash Log

Wednesday, August 31, 2022

Balance \$199.11

Date	Receipt No.	Description	Amount Withdrawn	Charged to	Received by	Approved by
8/1/2022	132727	OFFICE STAMPS	\$60.00	8610.375	CW	LH
8/2/2022	132726	OFFICE STAMPS	\$0.67	8610.375	CW	LH
8/5/2022	132728	OFFICE SUPPLIES	\$93.04	8610.365	LH	CW
8/21/2022	132730	OFFICE SUPPLIES	\$11.00	8610.365	LH	CW
8/22/2022	132729	TENT-BODY PAD FOR BEAR FOR CLEAN UP	\$34.40	8610.365	LH	CW

Total

5

\$199.11

RECEIPT DATE 8-5-22 No. 132728

RECEIVED FROM Office - Supply \$ 93.04

FOR RENT
 FOR paper towels, tissue, Bleach

ACCOUNT: _____
PAYMENT: 93.04
BAL. DUE: _____

CASH
 CHECK
 MONEY ORDER
 CREDIT CARD

FROM _____ TO _____
BY [Signature]

Walmart*

661-825-2258 Mgr: ANGIE
400 TUCKER ROAD
TEHACHAPI CA 93561

ST# 04317	OP# 009031	TE# 31	TR# 06663	
SPKL 6T PAS	003040022268			9.13 X
FACE TISSUE	007874235280			5.88 X
FACE TISSUE	007874235280			5.88 X
SANITIZER	007278512509			6.52 X
EXPO MARKER	007164115232			4.88 X
MATCHES	004878982123			0.97 X
MATCHES	004878904546			0.97 X
FACE TISSUE	007874220844			5.88 X
3PK 3X75 WPS	007874203000			8.97 X
GV PREM 24MG	007874201532			15.88 X
GV PREM 24MG	007874201532			15.88 X
SC 100Z 15PK	068113178113	F		2.37 N
CRV FEE	068113142338	F		0.75 0
SC 100Z 15PK	068113178113	F		2.37 N
CRV FEE	068113142338	F		0.75 0
CKOUT BAGTAX	000000001101K			0.10 0
	SUBTOTAL			87.18
TAX 1	7.250 %			5.86
	TOTAL			93.04
	CASH TEND			100.00
	CHANGE DUE			6.96



Walmart*



Become a member today
Scan for 30-day free trial.

Low Prices You Can Trust. Every Day.
08/05/22 09:08:26
Scan with Walmart app to save receipts



RECEIPT DATE _____ No. **132726**

RECEIVED FROM **Postage paid** \$ **0.67**

Vendor Address Change DOLLARS

FOR RENT
 FOR _____

ACCOUNT _____
PAYMENT **67208**
BAL DUE _____

CASH
 CHECK
 MONEY ORDER
 CREDIT CARD

FROM _____ TO _____
BY **[Signature]**



TEHACHAPI
1085 VOYAGER DR
TEHACHAPI, CA 93561-9998
(800)275-8777

Product	Qty	Unit Price	Price
Postg Due Invoice			\$0.67
Type: Short Paid/Other Postage Due			
Grand Total:			\$0.67
Cash			\$0.67

Every household in the U.S. is now eligible to receive a third set of 8 free test kits.
Go to www.covidtests.gov

Preview your Mail
Track your Packages
Sign up for FREE @
<https://informeddelivery.usps.com>

All sales final on stamps and postage.
Refunds for guaranteed services only.
Thank you for your business.

Tell us about your experience.
Go to: <https://postalexperience.com/Pos>
or scan this code with your mobile device,



or call 1-800-410-7420.

UNITED STATES POSTAL SERVICE

FORM 3547 Fee due \$0.67

Restricted Data

First-Class Mail
Postage and Fees Paid
USPS
Permit No. G10

Teachapari Valley
Healthcare District
116 West Street 210, Suite 669
Teachapari, CA 93581-0669

ADDRESS SERVICE REQUESTED

TO THE POSTMASTER OF
ER MOORE TERMITE & PEST CONTROL
20437 BRIAN WAY STE D
TEHACHAPI CA 93561-6766

ER MOORE TERMITE & PEST CONTROL
20437 BRIAN WAY
SUITE D
TEHACHAPI CA 93561

93561-6766

SANTA CLARITA CA 913
23 JUN 2022 4:54 PM

93581-9998

OLD:
ER MOORE TERMITE & PEST CONTROL
20437 BRIAN WAY STE D
TEHACHAPI CA 93561-6766

TO THE POSTMASTER OF
PO BOX 669
TEHACHAPI CA 93581-9998

NEW:
20406 BRIAN WAY # 1911
TEHACHAPI CA 93561-8781

06/21/22 17:43 8501720000892 cti: proc:20220626 of:20220613
BY ANITA TADOK

UL 9/15/22
[Signature]

RECEIPT DATE 8-21-22 No. 132730

RECEIVED FROM _____ \$ 11.00

Spray paint - field,
Office supply freshener / Key holder DOLLARS

FOR RENT
 FOR _____

ACCOUNT		<input checked="" type="radio"/> CASH	FROM _____
PAYMENT	<u>11.00</u>	<input type="radio"/> CHECK	BY _____
BAL. DUE		<input type="radio"/> MONEY ORDER	
		<input type="radio"/> CREDIT CARD	

A-2701
468800

Walmart *

661-825-2258 Mgr: ANGIE
 400 TUCKER ROAD
 TEHACHAPI CA 93561

ST# 04317	OP# 000708	TE# 77	TR# 06962	
SPRAY PAINT	002006620690			2.48 X
MK LG MAG CA	003890232319			2.24 X
AW DL SML 2C	006233891112			5.48 X
CKOUT BAGTAX	000000001101K			0.10 0
	SUBTOTAL			10.30
TAX 1	7.250 %			0.74
	TOTAL			11.04
	CASH TEND			20.04
	CHANGE DUE			9.00
	# ITEMS SOLD 4			
TC# 8078 8065 8011 8479 1476				



Walmart *


 Come a member today
 Scan for 30-day free trial.

Low Prices You Can Trust. Every Day.
 08/24/22 12:56:21
 Scan with Walmart app to save receipts



RECEIPT DATE 8-22-22 No. 132729

RECEIVED FROM tent - body pad \$ 34.40

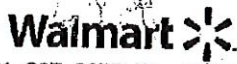
for Bear to move out of lot DOLLARS

FOR RENT @ 115 West E. St.

FOR

ACCOUNT		<input checked="" type="radio"/> CASH	FROM	TO
PAYMENT	<u>34.40</u>	<input type="radio"/> CHECK		
BAL. DUE		<input type="radio"/> MONEY ORDER	BY	
		<input type="radio"/> CREDIT CARD		

A 2701
1146800



661-825-2258 Mgr: ANGIE
400 TUCKER ROAD
TEHACHAPI CA 93561

ST# 04317 OP# 009030 TE# 30 TR# 08462
TECH TENT 081000748244 17.00 T
OT CAMP PAD 071876912023 14.98 X
CKOUT BAGTAX 000000001101K 0.10 O
SUBTOTAL 32.08
TAX 1 7.250 % 2.32
TOTAL 34.40
CASH TEND 40.00
CHANGE DUE 5.60

ITEMS SOLD

TC# 7687 7286 7180 7596 5668



Become a member today
Scan for 30-day free trial.

Low Prices You Can Trust. Every Day.
08/22/22 12:14:28
Scan with Walmart app to save receipts



RECEIPT DATE 8-1-22 No. 132727

RECEIVED FROM Stamps \$ 60.00 DOLLARS

FOR RENT
 FOR

ACCOUNT 60.00 CASH
 PAYMENT 60.00 CHECK FROM [Signature] TO [Signature]
 BAL. DUE MONEY ORDER
 CREDIT CARD BY [Signature]



TEHACHAPI
 1085 VOYAGER DR
 TEHACHAPI, CA 93561-9998
 (800)275-8777

08/01/2022 02:08 PM

Product	Qty	Unit Price	Price
U.S. Flags Coil	1	\$60.00	\$60.00
Grand Total:			\$60.00
Cash			\$60.00

 Every household in the U.S. is now eligible to receive a third set of 8 free test kits.
 Go to www.covidtests.gov

Preview your Mail
 Track your Packages
 Sign up for FREE @
<https://informedelivery.usps.com>

All sales final on stamps and postage.
 Refunds for guaranteed services only.
 Thank you for your business.

Tell us about your experience.
 Go to: <https://postalexperience.com/Pos>
 or scan this code with your mobile device.



or call 1-800-410-7420.



TEHACHAPI VALLEY HEALTHCARE DISTRICT
CHECK REQUEST

DATE: 8/31/2022

CHECK AMOUNT: \$199.11

MAKE CHECK PAYABLE TO:

PETTY CASH

SPECIAL INSTRUCTIONS:

CASH AND PUT BACK INTO CASH BOX

REASON FOR PAYMENT:

REIMBURSE PETTY CASH FUND

VENDOR ID	INVOICE NO.	G/L ACCT NUMBER	AMOUNT
220	8/2022 CB	1007-013	\$199.11

TOTAL: \$ 199.11

REQUESTED BY: LISA HUGHES

APPROVED BY: 

8/31/2022

8/31/2022