

MINUTES:

Board of Directors Meeting - Odd Fellows Sierra Park Recreation Association - April 3, 1977.

Meeting called to order 9:00 A.M. - President Francis Bell presiding. All Board members present.

CARETAKER'S REPORT:

Burned meadow, repaired flume, trimmed trees, repaired water valves, etc.

MINUTES READ AND APPROVED

COMMUNICATIONS

County of Tuolumne - Regarding change in parcel number caused by lot split.

Department of Housing and Urban Development - Regarding Odd Fellows Sierra Camp, OILSR NO. 4-7036-04-604. Letter states the Interstate Land Full Disclosure Act does not apply to our corporation.

Tuolumne County Board of Supervisors - Recorded copy of the amended Tuolumne County Land Conservation Contract.

MEMBERS BEFORE THE BOARD

Bob Holmes - Requesting bar ditch on Abraham to prevent water undermining the road. He would then entertain having a culvert installed at his expense. Francis Bell will investigate prices and contact Mr. Holmes.

Mr. & Mrs. Shirley - Requesting set of bylaws.

COMMITTEE REPORTS

Water - Francis Bell - Water distribution maps are complete and at the printer.

Engineering reports addressing our capabilities are progressing. Prices for sealing our cement water tanks will be available April 4.

Real Estate - Del Wallis - "Final" value estimate is being performed this next week on the Federal land exchange.

Roads - Bert Johnson - Moved by Ed Cole, seconded by Del Wallis to contract approximately 560.21 tons of A.C. for the following:

1" overlay for entrance road, 2" for (new roads) Abraham and Isaac (includes turn around); and 2" shoulder build-up 305 feet long on Ruth for approximate price of \$11,000. (Price to include 100 feet of french drain). A.C. shall not exceed \$17.50 per ton applied, tax included. Contract shall be offered to Harold Clement for low bid with no minimum. Passed 8-0.

Slurry Seal Contract shall be let at a later date.

Equipment - Bill Furman - Recommended we remove water tank from truck and junk the remains. Moved by Del Wallis, seconded by Don Stephenson to follow Mr. Furman's recommendation. Passed 8-0.

Recreation - Jeff Harmer - Discussed successful potlucks being held. The lake is presently being filled. Easter egg hunt will be held on Easter Sunday at 11:00 A.M. Moved by Jeff Harmer, seconded by Bill Furman to refund \$80.00 to Gault Methodist Church for cancellation.

Buildings - Al Dean - Recommended we replace window in caretaker's cabin with thermopane. Moved by Don Stephenson, seconded by Bill Furman to replace window. Passed 8-0. Moved by Jeff Harmer, seconded by Al Dean to buy paint for the recreation hall. Passed 8-0.

Health & Safety - Al Dean - cleaned picnic grounds & burned meadow. The U.S. Forest Service (Mr. Roberts) has instructed the association there will be NO STOCK PILING of needles for park burning. Every lot owner is responsible for cleaning their own lot and acquiring their own burning permit for local burning or taking the needles to the Jamestown dump.

Finance - Don Stephenson - moved by Don Stephenson, seconded by Jeff Harmer to pay the bills. Passed 8-0.

<u>Banking:</u>	3/1/77	Balance	\$1358.64	A/C Receivable 3/1/77	\$1051.00
		Deposits	2410.59	Received March	171.00
		Disbursed	(1978.25)	Balance 4/1/77	\$ 876.00
	4/1/77	Balance	\$1790.98		
		Disbursed	2337.20	Assessments	\$ 275.00
	4/3/77	Balance	\$(546.38)		
				Recreational	\$ 806.85
Transferred from Savings		Balance	\$2000.00	Reserve A/C	16175.68
			\$1453.62	Reg. Pass Book	32187.22
					\$49169.75

OLD BUSINESS - Del Wallis - contacted Fiberboard to give an evaluation of the Park's harvesting potential. They will determine later if they are interested. Legal action has commenced against Mr. Melvin Nicholson and Marle e Towle for failure to pay delinquent assessment.

NEW BUSINESS - Letter read from Don Stephenson to Melvin Nicholson regarding delinquent assessment.

Previewed the proposed budget for 1977-78. Moved by Del Wallis, seconded by Ed Cole we adopt the proposed Budget. Passed 8-0.

All proposed bylaws should be in to the Secretary 30 days in advance of the May 29 meeting.

Del Wallis, Secretary

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures transparency and allows for easy auditing of the accounts.

Furthermore, it is noted that the records should be kept in a secure and accessible location. Regular backups should be taken to prevent data loss. The document also mentions that the records should be reviewed periodically to identify any discrepancies or errors.

In addition, the document highlights the need for clear communication between all parties involved. Any changes to the terms of the agreement should be documented and agreed upon by all relevant parties. This helps to avoid misunderstandings and ensures that everyone is on the same page.

The document also discusses the importance of confidentiality. All information contained within the records should be treated as confidential and should not be shared with unauthorized individuals. This is particularly important when dealing with sensitive financial data.

Finally, the document concludes by stating that maintaining accurate records is essential for the long-term success of any business. It provides a clear framework for how to manage financial records effectively and efficiently.

The document also includes a section on the responsibilities of the accounting department. It outlines the specific tasks that should be performed on a regular basis, such as reconciling accounts, preparing financial statements, and ensuring compliance with applicable laws and regulations.

Overall, the document provides a comprehensive guide to financial record-keeping. It covers all the key aspects of the process, from data collection to reporting and compliance. By following the guidelines outlined in the document, businesses can ensure that their financial records are accurate, secure, and reliable.

The document also includes a section on the importance of training. It emphasizes that all staff members involved in financial record-keeping should receive appropriate training and ongoing education. This helps to ensure that everyone is up-to-date on the latest best practices and regulatory requirements.

In conclusion, the document serves as a valuable resource for any business looking to improve its financial record-keeping. It provides a clear and concise overview of the process and offers practical advice on how to manage financial records effectively. By implementing the guidelines outlined in the document, businesses can ensure that their financial records are accurate, secure, and reliable.