



MEMORANDUM

TO: BRPC Finance Committee Members
FROM: Marianne Sniezek, Office Manager
DATE: May 5, 2022
SUBJ: Agenda Items

I. Call to Order & Open Meeting Law Statement

II. Approval of Minutes of the Finance Committee Meeting December 9, 2021

III. Recommend FY2023 Budget

The Finance Committee needs to make a recommendation to the Commission for approval at the May 19, 2022, meeting.

IV. Approval of Dual Signature

Approval is requested to eliminate dual signatures for the following checks:

- The Cooper Center LLC. for the monthly rent per BRPC's lease
- Berkshires Tomorrow Inc. per agreements between BRPC and BTI
- Mass State Board of Retirement for semi-monthly retirement deductions from employee's payroll
- MIIA Health Benefits Trust for monthly Health and Dental payments

V. State Retirement update (Employer Portion)

Tom will give an update.

VI. Trust Balance

The balance of \$1,014,661.72 as of 4/27/2022.

VII. Bank Update – Etreasury-Positive Pay

BRPC's operating checking account is live on Etreasury - Positive Pay w/payee verification for fraud prevention. This service enables TD Bank to compare items presented for payment against a file provided by the BRPC, of outstanding checks that the BRPC has issued. Checks that do not match the file are presented to the BRPC to decide whether to pay or return the item.

VIII. Other Business

IX. Next Meeting - The next meeting will be when the FY2022 Audit is final.

X. Adjournment

EZLink Plan Summary

Plan	BERKSHIRE REGION PLAN COMM (EIP)	Plan Number	803222
City/State	PITTSFIELD, MA	Account Type	RHS
Setup Date	01/06/2011	Payment Method	ACH Debit
Address	1 FENN STREET SUITE 201 PITTSFIELD, MA01201		
Phone	413442151521		

RETIREMENT PLAN SPECIALISTS

Name	Title
CarolineSorokos	RETIREMENT PLAN SPECIALIST

CONTACT INFORMATION

Function	Contact	Number
PRIMARY	THOMAS MATUSZKO tmatuszko@berkshireplanning.org	413442151521
CONTRIBUTION	MARIANNE SNIEZEK msniezek@berkshireplanning.org	413-442-1521 EXT 13
DISBURSEMENTS	MARIANNE SNIEZEK msniezek@berkshireplanning.org	413-442-1521 EXT 13
RHS Trustee	JOHN DUVAL jduval@berkshireplanning.org	413-442-1521

CONTRIBUTION SUMMARY (as of 04/27/2022)

Inception To Date	\$717,520.65	Year To Date	\$0.00
Total Balance	\$1,014,661.72		

BALANCE INFORMATION (as of 04/27/2022)

Fund Name	Balance	% Total
MSQ II Model Port Agg S10	\$501,616.79	49.4%
MSQ II Model Port Con S10	\$164,418.33	16.2%
MSQ II Model Port Mod S10	\$348,626.60	34.4%
Total -	\$1,014,661.72	100.0%

* Due to rounding, percentages may not add up to 100.0%