

**MUSEUM OF SCIENCE & INDUSTRY, INC.**  
**FINANCE & AUDIT COMMITTEE MEETING**  
**Tuesday, March 19, 2019 19, 2019**  
**MOSI, 4801 E. Fowler Avenue, Tampa 33617, 2<sup>nd</sup> Floor Boardroom**

**Present: Briget Hart, Karrie Hebert, Julian Mackenzie, Michael Morris, Lori Nissen ,  
Kenyetta White-Johnson (recording)**

**Absent: Robert Thomas, Rob Lamke**

The meeting was called to order by Committee Chair, Michael Morris at 9:58am

**Consent Agenda-** Lori Nissen, made a motion to approve the minutes of the February 19, 2019 meeting minutes. The motion was seconded by Michael Morris, and approved by the Finance Committee.

**February Financials**

- Operating revenues of \$227k for the month were \$4k or 2% above budget. Operating Revenues for the five months ended February 28, 2019 of \$1.058 million, were \$28k or 3% above budget. General admission, public support, education, camp, planetarium, membership and other revenue categories performed well, or above budget for the five months. Development continues to be a concern, as it was below budget \$17k or 77% for the month and \$71k or 41% YTD. Development is budgeted smoothly over the year. Outreach revenue continues to underperform, as it was below budget partially because revenue share was forecast at 50%, but is only 45% until the \$100,000 threshold is reached. Education revenue was \$18k or 21% above budget YTD, but \$5k or 18% below budget for February due mostly to underperformance of school groups and programs. Leasing Revenue was below budget \$9k or 22% for the month and \$6k or 12% YTD, due mainly to the timing of collections of Ren Fest commissions.
- Operating Expenses of \$239k for the month were right on budget. Overall, operating expenses were \$49k or 4% below budget YTD. Significant individual MTD variances for Marketing/Advertising, Professional Services, Education, and IT & Data Processing appear to be the result of timing. Marketing does include a table at the Valspar golf tournament that was not budgeted. Variances in YTD operating expenses appear mostly to be timing, while there do appear to be some questions on whether some costs were included in the budget for IT & Data Processing, Office & Graphic Supplies and Exhibit Maintenance/Enhancement that might explain variances in said categories. Personnel variances monthly and YTD continue largely unexplainable, but YTD the variance was under budget \$23k or 3%. Using forfeiture funds for company matching of 403b will save \$37k from January through September 2019. The under budget of Utilities YTD is the result of electricity below budget. The operating deficiency for the five months ended February 28, 2019 was \$111k compared to a budgeted deficiency of \$187k. Exceptional Income of \$261k represents reimbursements of prior year expenditures, much of which related to reconfiguration.
- Operating cash at February 28, 2019 was \$779k
- Accounts Receivable is almost entirely due from Public support. It does include two months of \$52k each, as there was slight delay in receiving prior month.
- \$33k in Accounts Payable and \$37k on credit cards is almost entirely current, with only \$2k being 30 days aged and \$2k being 60 days aged. These \$2k monthly invoices are from a consultant, whose performance accomplishments are being evaluated against contracted responsibilities.

There was further discussion and some concern surrounding the Development revenue, and the lack of having a clear development plan/pipeline in place to reach the budgeted goal. Members of the Finance Committee suggested that if there is no development plan in place, should MOSI consider cutting costs in other budgeted areas.

Julian gave a brief overview of the financials, and reported that both the County reserve and MOSI reserve are invested in CDs that come to maturity every 3 months. MOSI is in the process of moving from Republic Bank to Pilot Bank.

Julian reported that the MOSI team is in the process of doing a budget reforecast for April –December , as Development contributions need to be redone, and other changes across other departments. If there are significant changes to the budget, the Finance Committee would like for the re-forecasted budget to be presented to the full board of directors for approval.

There was also discussion about regarding IT, it was communicated that MOSI is still being billed at the previous contracted amount. MOSI has asked the vendor for a detailed report, and is waiting to receive the report.

Follow-up discussion from the February Finance Committee meeting regarding asset depreciation. Briget reported that we will look into it further once the Audit results are finalized, and will work with the auditor to assess MOSI's assets, in hopes of moving forward with a depreciation module.

#### **403B**

Julian reported to the committee, the current status of the retirement plan. MOSI is currently paying \$25k per year in fees for the current plan, and only 11 employees are participating. In addition, the workload on the business and finance team is very intensive, from a data entry perspective. Karrie suggested looking into a program such as Alter to help ease the data entry strain. Julian reported that in order for MOSI to switch over to ADP, it would cost MOSI approximately \$13k, but would in the long run save \$25k per year in fees. The Finance Committee agrees that this is an option that should be explored further.

The Finance Committee meeting was adjourned at 11:47am.

*The next Finance Committee meeting is scheduled for April 16, 2019 at 10:00am*