



**ADMINISTRATION & FINANCE COMMITTEE**  
**Meeting Agenda**

**Thursday, May 19, 2022**  
**[Zoom Meeting](#)**  
**9:30 a.m.**

- I. **CALL TO ORDER**
  - Roll Call
- II. ✓ **APPROVAL OF MINUTES:** February 22, 2022 (pg. 1)
- III. ✓ **FINANCIAL REPORTS (TBD)**
  - A. IRMA Financial Statements (unaudited as of March 31, 2022)
  - B. IRMA Investment Portfolio as of March 31, 2022
    - Portfolio Summary – March 2022
  - C. IRMA Payables for the period 1/1-3/31/22
    - IRMA Payables-Sorted
- IV. ✓ **2021 AUDITED FINANCIAL REPORT (TBD)**
- V. ✓ **ACTUARIAL REPORT AS OF 12/31/21 (pg. 3)**
- VI. ✓ **CONTINGENCY FUND (pg. 19)**
- VII. ✓ **SEGREGATION OF DUTIES (pg. 21)**
- VIII. ✓ **DEDUCTIBLE BILLING PROCEDURE CHANGE (pg. 23)**
- IX. **2022 POTENTIAL INTEREST INCOME CREDIT (pg. 25)**
- X. ✓ **BERKELEY REQUEST FOR REVENUE BASE DEDUCTION (pg. 33)**
- XI. ✓ **REVENUE BASE EXCLUSION OF GRANT FUNDS (pg. 36)**
- XII. ✓ **MEETING PROCEDURES (pg. 43)**
- XIII. **CERTIFICATE & AWARD OF FINANCIAL REPORTING ACHIEVEMENT (pg. 46)**
- XIV. **INVESTMENT PERFORMANCE REPORTS – GODING (Posted on IRMA Website under Publications/IRMA Reports)**
  - A. [2022 1<sup>ST</sup> Quarter Report](#)
  - B. ✓ Asset Allocation (TBD)
- XV. **ADDITIONS TO AGENDA**

**XVI. ✓ CLOSED MEETING**

- Executive Director's Performance Review - Discussion

**XVII. CONFIRMATION OF NEXT MEETING**

Wednesday, May 19, 2022  
9:30 a.m. - TBD

**XVIII. ✓ ADJOURNMENT**

*To ensure a quorum, please call Donna Morin at (708) 236-6349 or [donnam@irmarisk.org](mailto:donnam@irmarisk.org), if you are not able to attend the meeting.*

Copy to: Michael Braiman, IRMA Chair