



## Executive Board Meeting

### Agenda

March 10, 2016

9:00 AM

525 W. Center Avenue, Ste A, Visalia, CA 93291

- |  |  |
|--|--|
| <input type="checkbox"/> Scott Harvey, President                       | <input type="checkbox"/> Becky Huber, Secretary            |
| <input type="checkbox"/> Linda Craig, Vice President Internal Affairs  | <input type="checkbox"/> Suzy Ward, Member at Large        |
| <input type="checkbox"/> Jamie Sharma, Vice President External Affairs | <input type="checkbox"/> Corinna Franco, Member at Large   |
| <input type="checkbox"/> Anna Green, Treasurer                         | <input type="checkbox"/> Machael Smith, Executive Director |

- I. Call meeting to order
- II. Minutes
- III. Financial Report
- IV. Alliance Business: Action/Discussion Items
  - A. CDBG/HUD Funding Issue
  - B. Grant Applications
    - i. CSUF Humanics
    - ii. City of Hanford CDBG
  - C. Board Nominations/Elections
  - D. Open House/Silent Auction
- V. Executive Director Report
- VI. Adjourn



**Executive Board Meeting**  
February 11, 2016  
9:00 AM  
525 W. Center Avenue, Ste A, Visalia, CA 93291

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Scott Harvey, President                       | <input checked="" type="checkbox"/> Becky Huber, Secretary            |
| <input type="checkbox"/> Linda Craig, Vice President Internal Affairs             | <input checked="" type="checkbox"/> Suzy Ward, Member at Large        |
| <input checked="" type="checkbox"/> Jamie Sharma, Vice President External Affairs | <input checked="" type="checkbox"/> Corinna Franco, Member at Large   |
| <input checked="" type="checkbox"/> Anna Green, Treasurer                         | <input checked="" type="checkbox"/> Machael Smith, Executive Director |

- I. Meeting called to order 9:05 AM
- II. Minutes
  - A. Minutes reviewed, Sharma motioned to accept, Green seconded, motion carried
- III. Financial Report
  - A. Green reviewed, filed for audit
- IV. Alliance Business: Action/ Discussion Items
  - A. CDBG/HUD Funding Issue
    - a. Discussion about not relying on CDBG funds in the future and changes we would have to make as a non-profit organization
    - b. Smith will prepare a budget projection proposal to present to Board
    - c. Sharma will check into attaining a CPA who would review our allocations at little or no cost to the Alliance
  - B. ESG Solicitation of Interest
    - a. Discussion, review new procedures for ESG
    - b. Award would be for 2 years and could be as much as \$731,398.
    - c. Ward moved to apply for 50% (\$365,699) of the allocations, Sharma seconded, motion carried
  - C. Annual Fundraiser
    - a. Smith updated progress, auction items still needed
- V. Executive Director Report
  - a. Has been focused on PCH and CDBG Issue
- VI. Adjourn at 10:40 AM

**Kings/Tulare Continuum of Care on Homelessness  
 Balance Sheet  
 As of February 29, 2016**

	Feb 29, 16
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10100 · Bank of the Sierra	31,887.41
10110 · Petty Cash Fund	100.00
<b>Total Checking/Savings</b>	31,987.41
<b>Accounts Receivable</b>	
11000 · Accounts Receivable	5,742.97
11400 · Grants Receivable	
11401 · Hanford CDBG Grant	2,699.76
11402 · Porterville CDBG Grant	1,116.28
11403 · Tulare CDBG Grant	3,269.10
11404 · Visalia CDBG Grant	8,644.96
<b>Total 11400 · Grants Receivable</b>	15,730.10
<b>Total Accounts Receivable</b>	21,473.07
<b>Total Current Assets</b>	53,460.48
<b>TOTAL ASSETS</b>	<b>53,460.48</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 · Accounts Payable	3,796.25
<b>Total Accounts Payable</b>	3,796.25
<b>Credit Cards</b>	
23000 · Visa Bank of the Sierra	344.02
<b>Total Credit Cards</b>	344.02
<b>Other Current Liabilities</b>	
2110 · Direct Deposit Liabilities	-2,869.00
24000 · Payroll Liabilities	5,278.62
<b>Total Other Current Liabilities</b>	2,409.62
<b>Total Current Liabilities</b>	6,549.89
<b>Total Liabilities</b>	6,549.89
<b>Equity</b>	
<b>30001 · Temporary Restricted Net Assets</b>	
30030 · Restricted - Visalia PHC	11,973.74
30040 · Restricted - Porterville PHC	4,928.43
30050 · Restricted - Hanford PHC	2,076.50
30060 · Restricted - Tulare PHC	4,478.16
<b>Total 30001 · Temporary Restricted Net Assets</b>	23,456.83
30005 · Net Assets	-9,953.04
32000 · Unrestricted Net Assets	63,179.58
39000 · Prior Period Adjustment	-17,914.24
Net Income	-11,858.54
<b>Total Equity</b>	46,910.59
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>53,460.48</b>

## Kings/Tulare Continuum of Care on Homelessness Profit & Loss July 2015 through February 2016

	Jul '15 - Feb 16
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
43300 · Direct Public Grants	
43330 · Foundation and Trust Grants	10,217.96
43400 · Direct Public Support	
43450 · Individ, Business Contributions	1,888.30
<b>Total 43400 · Direct Public Support</b>	<b>1,888.30</b>
<b>Total 43300 · Direct Public Grants</b>	<b>12,106.26</b>
44500 · Grant Income	
44530 · Local & Government Grants	
44531 · Hanford CDBG Grant	4,891.53
44532 · Porterville CDBG Grant	2,978.51
44533 · Tulare CDBG Grant	3,269.10
44534 · Visalia CDBG Grant	8,644.96
44535 · HUD Grant	15,920.75
<b>Total 44530 · Local &amp; Government Grants</b>	<b>35,704.85</b>
<b>Total 44500 · Grant Income</b>	<b>35,704.85</b>
47200 · Program Income	
47230 · Membership Dues	5,900.00
47240 · Program Service Fees	41,527.50
<b>Total 47200 · Program Income</b>	<b>47,427.50</b>
47600 · Interest and Dividends Earned	250.00
<b>Total Income</b>	<b>95,488.61</b>
<b>Gross Profit</b>	<b>95,488.61</b>
<b>Expense</b>	
60900 · Business Expenses	
60960 · Business Taxes (Unsecured)	35.00
<b>Total 60900 · Business Expenses</b>	<b>35.00</b>
62100 · Contract Services	
62110 · Accounting Fees	3,836.26
62150 · Outside Contract Services	13,105.00
62170 · Program Delivery	9,100.00
<b>Total 62100 · Contract Services</b>	<b>26,041.26</b>
65000 · Operations	
65020 · Postage, Mailing Service	191.86
65030 · Printing and Copying	38.74
65040 · Supplies	1,057.47
65050 · Telephone, Telecommunications	639.78
65051 · Internet	400.82
65060 · Equipment	733.75
65070 · Hosting Fees	252.60
65080 · Bank Service Charges	61.00
65090 · Rent	8,100.01
65091 · Utilities	612.82
65093 · Repairs / Maintenance	389.50
<b>Total 65000 · Operations</b>	<b>12,478.35</b>
65100 · Other Types of Expenses	
65120 · Insurance - Liability, D and O	2,102.22
65130 · Interest Expense - General	83.98
65190 · Payroll Service	26.18
<b>Total 65100 · Other Types of Expenses</b>	<b>2,212.38</b>
65200 · Program Expenses	
65205 · Program Supplies	
65205.1 · Aprons/T-shirts	346.75
<b>Total 65205 · Program Supplies</b>	<b>346.75</b>

**Kings/Tulare Continuum of Care on Homelessness**  
**Profit & Loss**  
July 2015 through February 2016

	<u>Jul '15 - Feb 16</u>
65210 · Equipment/Rentals	726.79
65220 · Client Consumables	
65220.1 · Food	102.51
65220.5 · Stipend	1,152.00
<b>Total 65220 · Client Consumables</b>	<u>1,254.51</u>
<b>Total 65200 · Program Expenses</b>	2,328.05
66000 · Wages, Taxes, Payroll Expenses	
66001 · Payroll Expense	53,760.72
66002 · Insurance - Workers Comp	688.88
<b>Total 66000 · Wages, Taxes, Payroll Expenses</b>	<u>54,449.60</u>
68300 · Travel and Meetings	
68310 · Conference, Convention, Meeting	547.63
68320 · Travel	824.08
<b>Total 68300 · Travel and Meetings</b>	<u>1,371.71</u>
<b>Total Expense</b>	<u>98,916.35</u>
<b>Net Ordinary Income</b>	<u>-3,427.74</u>
<b>Net Income</b>	<u><u>-3,427.74</u></u>

## Kings/Tulare Continuum of Care on Homelessness

## Profit &amp; Loss Budget vs. Actual

03/08/16

July 2015 through February 2016

Accrual Basis

	Jul '15 - Feb 16	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
43300 - Direct Public Grants			
43330 - Foundation and Trust Grants	10,217.96	11,050.00	-832.04
43400 - Direct Public Support			
43450 - Individ, Business Contributions	1,888.30	4,500.00	-2,611.70
<b>Total 43400 - Direct Public Support</b>	<b>1,888.30</b>	<b>4,500.00</b>	<b>-2,611.70</b>
<b>Total 43300 - Direct Public Grants</b>	<b>12,106.26</b>	<b>15,550.00</b>	<b>-3,443.74</b>
44500 - Grant Income			
44530 - Local & Government Grants			
44531 - Hanford CDBG Grant	4,891.53	8,500.00	-3,608.47
44532 - Porterville CDBG Grant	2,978.51	3,500.00	-521.49
44533 - Tulare CDBG Grant	3,269.10	8,500.00	-5,230.90
44534 - Visalia CDBG Grant	8,644.96	13,500.00	-4,855.04
44535 - HUD Grant	15,920.75	20,933.00	-5,012.25
44530 - Local & Government Grants - Other	0.00	0.00	0.00
<b>Total 44530 - Local &amp; Government Grants</b>	<b>35,704.85</b>	<b>54,933.00</b>	<b>-19,228.15</b>
<b>Total 44500 - Grant Income</b>	<b>35,704.85</b>	<b>54,933.00</b>	<b>-19,228.15</b>
47200 - Program Income			
47230 - Membership Dues	5,900.00	6,000.00	-100.00
47240 - Program Service Fees	41,527.50		
47200 - Program Income - Other	0.00	60,950.00	-60,950.00
<b>Total 47200 - Program Income</b>	<b>47,427.50</b>	<b>66,950.00</b>	<b>-19,522.50</b>
47600 - Interest and Dividends Earned	250.00		
<b>Total Income</b>	<b>95,488.61</b>	<b>137,433.00</b>	<b>-41,944.39</b>
<b>Gross Profit</b>	<b>95,488.61</b>	<b>137,433.00</b>	<b>-41,944.39</b>
<b>Expense</b>			
60900 - Business Expenses			
60920 - Business Registration Fees	0.00	99.99	-99.99
60960 - Business Taxes (Unsecured)	35.00		
<b>Total 60900 - Business Expenses</b>	<b>35.00</b>	<b>99.99</b>	<b>-64.99</b>
62100 - Contract Services			
62110 - Accounting Fees	3,836.26	5,000.01	-1,163.75
62150 - Outside Contract Services	13,105.00	8,539.99	4,565.01
62170 - Program Delivery	9,100.00		
<b>Total 62100 - Contract Services</b>	<b>26,041.26</b>	<b>13,540.00</b>	<b>12,501.26</b>
65000 - Operations			
65020 - Postage, Mailing Service	191.86	249.99	-58.13
65030 - Printing and Copying	38.74	150.00	-111.26
65040 - Supplies	1,057.47	2,599.99	-1,542.52
65050 - Telephone, Telecommunications	639.78	719.99	-80.21
65051 - Internet	400.82	750.00	-349.18
65060 - Equipment	733.75	749.99	-16.24
65070 - Hosting Fees	252.60	200.00	52.60
65080 - Bank Service Charges	61.00		
65090 - Rent	8,100.01	8,099.99	0.02
65091 - Utilities	612.82	1,849.99	-1,237.17
65092 - Furnishings	0.00	249.99	-249.99
65093 - Repairs / Maintenance	389.50	549.99	-160.49
<b>Total 65000 - Operations</b>	<b>12,478.35</b>	<b>16,169.92</b>	<b>-3,691.57</b>
65100 - Other Types of Expenses			
65110 - Advertising Expenses	0.00	249.99	-249.99
65120 - Insurance - Liability, D and O	2,102.22	1,500.01	602.21
65130 - Interest Expense - General	83.98		
65150 - Memberships and Dues	0.00	99.99	-99.99
65170 - Member Development/Training	0.00	1,750.00	-1,750.00
65190 - Payroll Service	26.18		
<b>Total 65100 - Other Types of Expenses</b>	<b>2,212.38</b>	<b>3,599.99</b>	<b>-1,387.61</b>
65200 - Program Expenses			
65205 - Program Supplies			
65205.1 - Aprons/T-shirts	346.75		
<b>Total 65205 - Program Supplies</b>	<b>346.75</b>		
65210 - Equipment/Rentals	726.79		

4:35 PM

03/08/16

Accrual Basis

**Kings/Tulare Continuum of Care on Homelessness  
Profit & Loss Budget vs. Actual  
July 2015 through February 2016**

	<u>Jul '15 - Feb 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>65220 · Client Consumables</b>			
65220.1 · Food	102.51		
65220.5 · Stipend	1,152.00	960.00	192.00
65220 · Client Consumables - Other	0.00	975.00	-975.00
<b>Total 65220 · Client Consumables</b>	<u>1,254.51</u>	<u>1,935.00</u>	<u>-680.49</u>
<b>Total 65200 · Program Expenses</b>	2,328.05	1,935.00	393.05
<b>66000 · Wages, Taxes, Payroll Expenses</b>			
66001 · Payroll Expense	53,760.72		
66002 · Insurance - Workers Comp	688.88		
66000 · Wages, Taxes, Payroll Expenses - Other	0.00	99,299.99	-99,299.99
<b>Total 66000 · Wages, Taxes, Payroll Expenses</b>	<u>54,449.60</u>	<u>99,299.99</u>	<u>-44,850.39</u>
<b>68300 · Travel and Meetings</b>			
68310 · Conference, Convention, Meeting	547.63	499.99	47.64
68320 · Travel	824.08	275.00	549.08
<b>Total 68300 · Travel and Meetings</b>	<u>1,371.71</u>	<u>774.99</u>	<u>596.72</u>
<b>Total Expense</b>	<u>98,916.35</u>	<u>135,419.88</u>	<u>-36,503.53</u>
<b>Net Ordinary Income</b>	<u>-3,427.74</u>	<u>2,013.12</u>	<u>-5,440.86</u>
<b>Net Income</b>	<u><u>-3,427.74</u></u>	<u><u>2,013.12</u></u>	<u><u>-5,440.86</u></u>

**Kings/Tulare Continuum of Care on Homelessness  
A/R Aging Summary  
As of February 29, 2016**

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
Family Services of Tulare County	0.00	0.00	600.00	0.00	0.00	600.00
Hanford, City of - CDBG Grant	0.00	1,833.24	866.52	0.00	0.00	2,699.76
Kings United Way - Customer	4,767.97	0.00	0.00	0.00	0.00	4,767.97
Kings View Behavioral Health	0.00	0.00	0.00	0.00	125.00	125.00
Porterville, City of - CDBG Grant	0.00	0.00	1,116.28	0.00	0.00	1,116.28
Tulare, City of - CDBG Grant	0.00	0.00	3,269.10	0.00	0.00	3,269.10
VA Central Heathcare System	0.00	0.00	0.00	0.00	125.00	125.00
Visalia, City of - CDBG Grant	0.00	3,239.94	5,405.02	0.00	0.00	8,644.96
WESTCARE	0.00	0.00	0.00	0.00	125.00	125.00
<b>TOTAL</b>	<b><u>4,767.97</u></b>	<b><u>5,073.18</u></b>	<b><u>11,256.92</u></b>	<b><u>0.00</u></b>	<b><u>375.00</u></b>	<b><u>21,473.07</u></b>