



## Executive Board Meeting

### Agenda

October 10, 2016

9:00 AM

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

- |  |  |
|--|--|
| <input type="checkbox"/> Linda Craig, President                        | <input type="checkbox"/> Lucia Orozco, Secretary           |
| <input type="checkbox"/> Suzy Ward, Vice President Internal Affairs    | <input type="checkbox"/> Lateena Ling, Member at Large     |
| <input type="checkbox"/> Jamie Sharma, Vice President External Affairs | <input type="checkbox"/> Corinna Franco, Member at Large   |
| <input type="checkbox"/> Becky Huber, 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. Strategic Planning Session
  - B. Fundraising
  - C. HUD CoC Program Grant – Coordinated Entry Update
  - D. 2017 ESG Funding
- V. Executive Director Report
- VI. Adjourn



## Executive Board Meeting Minutes

September 8, 2016

9:00 AM

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

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Linda Craig, President                        | <input checked="" type="checkbox"/> Lucia Orozco, Secretary           |
| <input type="checkbox"/> Suzy Ward, Vice President Internal Affairs               | <input type="checkbox"/> Lateena Ling, 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"/> Becky Huber, Treasurer                        | <input checked="" type="checkbox"/> Machael Smith, Executive Director |

- I. Meeting called to order at 9am by L. Craig
- II. Minutes
  - a. Reviewed minutes for August. Motion made by B. Huber, second by J. Sharma. Motion Carried.
- III. Financial Report
  - a. B. Huber reviewed financials, filed for audit.
- IV. Alliance Business: Action/Discussion Items
  - a. Strategic planning session
    - Date set for November 10<sup>th</sup>, 9am to 2:30pm. Planning to use the Lunch Box.
  - b. Fundraising
    - Board discussed planning for April event and other opportunities to raise unrestricted revenue. Need a date for April event.
  - c. HUD NOFA Update
    - Application has been submitted to Home Base. Currently in re-write process, comments are due by Sunday, application will be posted on website by Monday.
  - d. 2017 ESG Funding
    - M. Smith discussed 2017 ESG Funding opportunity; Additional 2 years at \$374,578 or 3 years at \$249,719. There will be a 30 day public comment in October, guidelines will be issued in February and NOFA released in March or April.
  - e. Project Homeless Connect
    - Board discussed Tulare PHC. Machael Smith will be supporting Porterville and Tulare venues.
- V. Executive Director Report
  1. Dorothea Williams has provided a 1 month notice, her last day will be October 5<sup>th</sup>.
  2. Website is getting re-done, now using Square Space. Alliance currently has 2 domains. New address will be KTHomelessAlliance.org. The plan is to keep the old website through the NOFA season and have a soft transition into the new site.
  3. All manuals are being updated due to the NOFA.
  4. HMIS HUD changes are effective October 1<sup>st</sup>. User training will review changes in Data Standards.
- VI. Meeting adjourned 9:47am

## Kings/Tulare Continuum of Care on Homelessness

## Balance Sheet

As of September 30, 2016

10/11/16

Accrual Basis

Sep 30, 16

ASSETS	
Current Assets	
Checking/Savings	
10100 · Bank of the Sierra	49,461.21
10110 · Petty Cash Fund	100.00
Total Checking/Savings	49,561.21
Accounts Receivable	
11000 · Accounts Receivable	8,251.63
11400 · Grants Receivable	
11401 · Hanford CDBG Grant	978.22
11402 · Porterville CDBG Grant	1,105.19
11403 · Tulare CDBG Grant	700.10
11404 · Visalia CDBG Grant	2,082.63
11406 · HUD Grant	1,911.24
Total 11400 · Grants Receivable	6,777.38
Total Accounts Receivable	15,029.01
Total Current Assets	64,590.22
<b>TOTAL ASSETS</b>	<b>64,590.22</b>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	8,055.45
Total Accounts Payable	8,055.45
Credit Cards	
23000 · Visa Bank of the Sierra	1,336.13
Total Credit Cards	1,336.13
Other Current Liabilities	
2110 · Direct Deposit Liabilities	11,251.84
24000 · Payroll Liabilities	2,289.28
Total Other Current Liabilities	13,541.12
Total Current Liabilities	22,932.70
Total Liabilities	22,932.70
Equity	
30001 · Temporary Restricted Net Assets	
30030 · Restricted - Visalia PHC	7,017.97
30040 · Restricted - Porterville PHC	3,750.57
30050 · Restricted - Hanford PHC	4,259.37
30060 · Restricted - Tulare PHC	5,040.97
Total 30001 · Temporary Restricted Net Assets	20,068.88
30005 · Net Assets	-6,565.09
32000 · Unrestricted Net Assets	62,298.59
39000 · Prior Period Adjustment	-17,914.24
Net Income	-16,230.62
Total Equity	41,657.52
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>64,590.22</b>

# Kings/Tulare Continuum of Care on Homelessness Profit & Loss Budget vs. Actual (non-PHC)

10/11/16

Accrual Basis

July through September 2016

	Jul - Sep 16	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>43300 - Direct Public Grants</b>			
43400 - Direct Public Support			
43450 - Individ, Business Contributions	186.02	1,850.00	-1,663.98
43451 - Fundraising	0.00	3,500.00	-3,500.00
<b>Total 43400 - Direct Public Support</b>	<u>186.02</u>	<u>5,350.00</u>	<u>-5,163.98</u>
<b>Total 43300 - Direct Public Grants</b>	186.02	5,350.00	-5,163.98
<b>44500 - Grant Income</b>			
44530 - Local & Government Grants			
44531 - Hanford CDBG Grant	978.22	10,000.00	-9,021.78
44532 - Porterville CDBG Grant	1,146.80	5,000.00	-3,853.20
44533 - Tulare CDBG Grant	700.10	10,000.00	-9,299.90
44534 - Visalia CDBG Grant	2,082.63	15,000.00	-12,917.37
44535 - HUD Grant	3,890.40	33,760.00	-29,869.60
<b>Total 44530 - Local &amp; Government Grants</b>	<u>8,798.15</u>	<u>73,760.00</u>	<u>-64,961.85</u>
<b>Total 44500 - Grant Income</b>	8,798.15	73,760.00	-64,961.85
<b>47200 - Program Income</b>			
47230 - Membership Dues	6,200.00	6,200.00	0.00
47200 - Program Income - Other	0.00	59,950.00	-59,950.00
<b>Total 47200 - Program Income</b>	<u>21,190.60</u>	<u>66,150.00</u>	<u>-44,959.40</u>
<b>Total Income</b>	<u>30,174.77</u>	<u>145,260.00</u>	<u>-115,085.23</u>
<b>Gross Profit</b>	30,174.77	145,260.00	-115,085.23
<b>Expense</b>			
<b>60900 - Business Expenses</b>			
60920 - Business Registration/License	74.90	100.00	-25.10
<b>Total 60900 - Business Expenses</b>	74.90	100.00	-25.10
<b>62100 - Contract Services</b>			
62110 - Accounting Fees	1,409.39	6,501.00	-5,091.61
62150 - Outside Contract Services	7,090.00	8,325.00	-1,235.00
<b>Total 62100 - Contract Services</b>	8,499.39	14,826.00	-6,326.61
<b>65000 - Operations</b>			
65010 - Books, Subscriptions, Reference	0.00	36.00	-36.00
65020 - Postage, Mailing Service	67.61	400.00	-332.39
65030 - Printing and Copying	38.48	151.00	-112.52
65040 - Supplies	323.61	2,001.00	-1,677.39
65052 - Telecommunications	856.81	2,000.00	-1,143.19
65060 - Equipment	0.00	250.00	-250.00
65070 - Hosting Fees	219.79	500.00	-280.21
65080 - Bank/Credit Card Service Charges	0.00	100.00	-100.00
65090 - Rent	2,099.98	8,400.00	-6,300.02
65091 - Utilities	364.54	1,250.00	-885.46
65093 - Repairs / Maintenance	127.50	200.00	-72.50
<b>Total 65000 - Operations</b>	<u>4,639.43</u>	<u>15,288.00</u>	<u>-10,648.57</u>
<b>65100 - Other Types of Expenses</b>			
65120 - Insurance - Liability, D and O	0.00	2,250.00	-2,250.00
65150 - Memberships and Dues	0.00	0.00	0.00
65170 - Member Development/Training	0.00	2,000.00	-2,000.00
65190 - Payroll Service	12.01	625.00	-612.99
<b>Total 65100 - Other Types of Expenses</b>	<u>119.56</u>	<u>4,875.00</u>	<u>-4,755.44</u>

## Kings/Tulare Continuum of Care on Homelessness Profit & Loss Budget vs. Actual (non-PHC)

10/11/16

Accrual Basis

July through September 2016

	Jul - Sep 16	Budget	\$ Over Budget
<b>65200 - Program Expenses</b>			
<b>65220 - Client Consumables</b>			
65220.5 - Stipend	100.00	550.00	-450.00
65220 - Client Consumables - Other	0.00	6,000.00	-6,000.00
<b>Total 65220 - Client Consumables</b>	100.00	6,550.00	-6,450.00
<b>65250 - Fundraising Expenses</b>	30.00	150.00	-120.00
<b>Total 65200 - Program Expenses</b>	130.00	6,700.00	-6,570.00
<b>66000 - Wages, Taxes, Payroll Expenses</b>			
66001 - Payroll Expense	34,609.47	99,308.00	-64,698.53
66002 - Insurance - Workers Comp	311.38	1,150.00	-838.62
<b>Total 66000 - Wages, Taxes, Payroll Expenses</b>	34,920.85	100,458.00	-65,537.15
<b>68300 - Travel and Meetings</b>			
68310 - Conference, Convention, Meeting	209.48	600.00	-390.52
68320 - Travel	192.13	249.00	-56.87
<b>Total 68300 - Travel and Meetings</b>	401.61	849.00	-447.39
<b>Total Expense</b>	48,785.74	143,096.00	-94,310.26
<b>Net Ordinary Income</b>	-18,610.97	2,164.00	-20,774.97
<b>Net Income</b>	<b>-18,610.97</b>	<b>2,164.00</b>	<b>-20,774.97</b>

### Kings/Tulare Continuum of Care on Homelessness Profit & Loss by Class

July through August 2016

	CDBG Hanford	CDBG Porterville	CDBG Tulare	CDBG Visalia	HMIS	HUD	Unrestricted	TOTAL
<b>Ordinary Income/Expense</b>								
<b>Income</b>								
44500 · Grant Income								
44530 · Local & Government Grants								
44531 · Hanford CDBG Grant	978.22	0.00	0.00	0.00	0.00	0.00	0.00	978.22
44532 · Porterville CDBG Grant	0.00	1,146.80	0.00	0.00	0.00	0.00	0.00	1,146.80
44533 · Tulare CDBG Grant	0.00	0.00	700.10	0.00	0.00	0.00	0.00	700.10
44534 · Visalia CDBG Grant	0.00	0.00	0.00	2,082.63	0.00	0.00	0.00	2,082.63
44535 · HUD Grant	0.00	0.00	0.00	0.00	0.00	3,890.40	0.00	3,890.40
<b>Total 44530 · Local &amp; Government Grants</b>	<b>978.22</b>	<b>1,146.80</b>	<b>700.10</b>	<b>2,082.63</b>	<b>0.00</b>	<b>3,890.40</b>	<b>0.00</b>	<b>8,798.15</b>
<b>Total 44500 · Grant Income</b>	<b>978.22</b>	<b>1,146.80</b>	<b>700.10</b>	<b>2,082.63</b>	<b>0.00</b>	<b>3,890.40</b>	<b>0.00</b>	<b>8,798.15</b>
<b>47200 · Program Income</b>								
47240 · Program Service Fees	0.00	0.00	0.00	0.00	10,240.60	0.00	0.00	10,240.60
<b>Total 47200 · Program Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,240.60</b>	<b>0.00</b>	<b>0.00</b>	<b>10,240.60</b>
<b>Total Income</b>	<b>978.22</b>	<b>1,146.80</b>	<b>700.10</b>	<b>2,082.63</b>	<b>10,240.60</b>	<b>3,890.40</b>	<b>0.00</b>	<b>19,038.75</b>
<b>Gross Profit</b>	<b>978.22</b>	<b>1,146.80</b>	<b>700.10</b>	<b>2,082.63</b>	<b>10,240.60</b>	<b>3,890.40</b>	<b>0.00</b>	<b>19,038.75</b>
<b>Expense</b>								
<b>60900 · Business Expenses</b>								
60920 · Business Registration/License	1.32	1.54	0.94	2.81	10.80	4.09	0.00	21.50
<b>Total 60900 · Business Expenses</b>	<b>1.32</b>	<b>1.54</b>	<b>0.94</b>	<b>2.81</b>	<b>10.80</b>	<b>4.09</b>	<b>0.00</b>	<b>21.50</b>
<b>62100 · Contract Services</b>								
62110 · Accounting Fees	53.99	63.28	38.62	115.13	396.93	150.18	0.00	818.13
62150 · Outside Contract Services	6.28	7.36	4.49	13.40	42.42	16.05	0.00	90.00
<b>Total 62100 · Contract Services</b>	<b>60.27</b>	<b>70.64</b>	<b>43.11</b>	<b>128.53</b>	<b>439.35</b>	<b>166.23</b>	<b>0.00</b>	<b>908.13</b>
<b>65000 · Operations</b>								
65020 · Postage, Mailing Service	5.03	6.03	4.04	7.36	27.60	10.44	0.00	60.50
65040 · Supplies	6.00	7.02	4.28	12.78	43.39	16.41	0.00	89.88
65052 · Telecommunications	35.60	41.73	25.46	75.92	266.82	100.96	0.00	546.49
65070 · Hosting Fees	14.64	17.16	10.47	31.22	118.03	44.66	0.00	236.18
65090 · Rent	91.74	107.53	65.61	195.63	681.58	257.89	0.00	1,399.98
65091 · Utilities	18.39	21.57	13.16	39.23	139.75	52.88	0.00	284.98
<b>Total 65000 · Operations</b>	<b>171.40</b>	<b>201.04</b>	<b>123.02</b>	<b>362.14</b>	<b>1,277.17</b>	<b>483.24</b>	<b>0.00</b>	<b>2,618.01</b>
<b>65100 · Other Types of Expenses</b>								
65190 · Payroll Service	0.53	0.62	0.38	1.12	3.90	1.47	0.00	8.02
<b>Total 65100 · Other Types of Expenses</b>	<b>0.53</b>	<b>0.62</b>	<b>0.38</b>	<b>1.12</b>	<b>3.90</b>	<b>1.47</b>	<b>0.00</b>	<b>8.02</b>
<b>66000 · Wages, Taxes, Payroll Expenses</b>								
66001 · Payroll Expense	728.97	854.49	521.38	1,554.49	8,410.18	3,182.08	-0.01	15,251.58
66002 · Insurance - Workers Comp	15.74	18.46	11.27	33.58	99.20	53.29	-0.01	231.53
<b>Total 66000 · Wages, Taxes, Payroll Expenses</b>	<b>744.71</b>	<b>872.95</b>	<b>532.65</b>	<b>1,588.07</b>	<b>8,509.38</b>	<b>3,235.37</b>	<b>-0.02</b>	<b>15,483.11</b>
<b>Total Expense</b>	<b>978.23</b>	<b>1,146.79</b>	<b>700.10</b>	<b>2,082.67</b>	<b>10,240.60</b>	<b>3,890.40</b>	<b>-0.02</b>	<b>19,038.77</b>
<b>Net Ordinary Income</b>	<b>-0.01</b>	<b>0.01</b>	<b>0.00</b>	<b>-0.04</b>	<b>0.00</b>	<b>0.00</b>	<b>0.02</b>	<b>-0.02</b>
<b>Net Income</b>	<b>-0.01</b>	<b>0.01</b>	<b>0.00</b>	<b>-0.04</b>	<b>0.00</b>	<b>0.00</b>	<b>0.02</b>	<b>-0.02</b>

Kings/Tulare Continuum of Care on Homelessness

Profit & Loss by Class

July through September 2016

	CDBG Hanford	CDBG Porterville	CDBG Tulare	CDBG Visalia	HMIS	HUD	Unrestricted	TOTAL
<b>Ordinary Income/Expense</b>								
<b>Income</b>								
44500 · Grant Income								
44530 · Local & Government Grants								
44531 · Hanford CDBG Grant	978.22	0.00	0.00	0.00	0.00	0.00	0.00	978.22
44532 · Porterville CDBG Grant	0.00	1,146.80	0.00	0.00	0.00	0.00	0.00	1,146.80
44533 · Tulare CDBG Grant	0.00	0.00	700.10	0.00	0.00	0.00	0.00	700.10
44534 · Visalia CDBG Grant	0.00	0.00	0.00	2,082.63	0.00	0.00	0.00	2,082.63
44535 · HUD Grant	0.00	0.00	0.00	0.00	0.00	3,890.40	0.00	3,890.40
<b>Total 44530 · Local &amp; Government Grants</b>	<b>978.22</b>	<b>1,146.80</b>	<b>700.10</b>	<b>2,082.63</b>	<b>0.00</b>	<b>3,890.40</b>	<b>0.00</b>	<b>8,798.15</b>
<b>Total 44500 · Grant Income</b>	<b>978.22</b>	<b>1,146.80</b>	<b>700.10</b>	<b>2,082.63</b>	<b>0.00</b>	<b>3,890.40</b>	<b>0.00</b>	<b>8,798.15</b>
47200 · Program Income								
47240 · Program Service Fees	0.00	0.00	0.00	0.00	10,240.60	0.00	0.00	10,240.60
<b>Total 47200 · Program Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,240.60</b>	<b>0.00</b>	<b>0.00</b>	<b>10,240.60</b>
<b>Total Income</b>	<b>978.22</b>	<b>1,146.80</b>	<b>700.10</b>	<b>2,082.63</b>	<b>10,240.60</b>	<b>3,890.40</b>	<b>0.00</b>	<b>19,038.75</b>
<b>Gross Profit</b>	<b>978.22</b>	<b>1,146.80</b>	<b>700.10</b>	<b>2,082.63</b>	<b>10,240.60</b>	<b>3,890.40</b>	<b>0.00</b>	<b>19,038.75</b>
<b>Expense</b>								
60900 · Business Expenses								
60920 · Business Registration/License	1.32	1.54	0.94	2.81	10.80	4.09	0.00	21.50
<b>Total 60900 · Business Expenses</b>	<b>1.32</b>	<b>1.54</b>	<b>0.94</b>	<b>2.81</b>	<b>10.80</b>	<b>4.09</b>	<b>0.00</b>	<b>21.50</b>
62100 · Contract Services								
62110 · Accounting Fees	53.99	63.28	38.62	115.13	396.93	150.18	591.25	1,409.38
62150 · Outside Contract Services	6.28	7.36	4.49	13.40	42.42	7,016.05	0.00	7,090.00
<b>Total 62100 · Contract Services</b>	<b>60.27</b>	<b>70.64</b>	<b>43.11</b>	<b>128.53</b>	<b>439.35</b>	<b>7,166.23</b>	<b>591.25</b>	<b>8,499.38</b>
65000 · Operations								
65020 · Postage, Mailing Service	6.81	7.81	5.82	9.14	27.60	10.44	0.00	67.62
65030 · Printing and Copying	0.00	0.00	0.00	0.00	0.00	0.00	38.48	38.48
65040 · Supplies	6.00	7.02	4.28	12.78	43.39	16.41	126.17	216.05
65052 · Telecommunications	35.60	41.73	25.46	75.92	266.82	100.96	310.32	856.81
65070 · Hosting Fees	14.64	17.16	10.47	31.22	118.03	44.66	17.96	254.14
65090 · Rent	91.74	107.53	65.61	195.63	681.58	257.89	700.00	2,099.98
65091 · Utilities	18.39	21.57	13.16	39.23	139.75	52.88	79.57	364.55
65092 · Furnishings	0.00	0.00	0.00	0.00	0.00	0.00	541.11	541.11
65093 · Repairs / Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	127.50	127.50
<b>Total 65000 · Operations</b>	<b>173.18</b>	<b>202.82</b>	<b>124.80</b>	<b>363.92</b>	<b>1,277.17</b>	<b>483.24</b>	<b>1,941.11</b>	<b>4,566.24</b>
65100 · Other Types of Expenses								
65190 · Payroll Service	0.53	0.62	0.38	1.12	3.90	1.47	4.00	12.02
<b>Total 65100 · Other Types of Expenses</b>	<b>0.53</b>	<b>0.62</b>	<b>0.38</b>	<b>1.12</b>	<b>3.90</b>	<b>1.47</b>	<b>4.00</b>	<b>12.02</b>
66000 · Wages, Taxes, Payroll Expenses								
66001 · Payroll Expense	728.97	854.49	822.80	1,554.49	12,615.68	4,772.79	13,260.25	34,609.47
66002 · Insurance - Workers Comp	15.74	18.46	14.83	33.58	148.81	72.05	23.69	327.16
<b>Total 66000 · Wages, Taxes, Payroll Expenses</b>	<b>744.71</b>	<b>872.95</b>	<b>837.63</b>	<b>1,588.07</b>	<b>12,764.49</b>	<b>4,844.84</b>	<b>13,283.94</b>	<b>34,936.63</b>
68300 · Travel and Meetings								
68320 · Travel	0.00	0.00	0.00	0.00	192.13	0.00	0.00	192.13
<b>Total 68300 · Travel and Meetings</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>192.13</b>	<b>0.00</b>	<b>0.00</b>	<b>192.13</b>
<b>Total Expense</b>	<b>980.01</b>	<b>1,148.57</b>	<b>1,006.86</b>	<b>2,084.45</b>	<b>14,687.84</b>	<b>12,499.87</b>	<b>15,820.30</b>	<b>48,227.90</b>
<b>Net Ordinary Income</b>	<b>-1.79</b>	<b>-1.77</b>	<b>-306.76</b>	<b>-1.82</b>	<b>-4,447.24</b>	<b>-8,609.47</b>	<b>-15,820.30</b>	<b>-29,189.15</b>
<b>Net Income</b>	<b>-1.79</b>	<b>-1.77</b>	<b>-306.76</b>	<b>-1.82</b>	<b>-4,447.24</b>	<b>-8,609.47</b>	<b>-15,820.30</b>	<b>-29,189.15</b>