



Executive Board Meeting

Agenda

November 9, 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. PHC Budgets
- V. Adjourn



Executive Board Meeting

Minutes

October 10, 2016

9:00 AM

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

- | | |
|---|---|
| <input type="checkbox"/> Linda Craig, President | <input checked="" type="checkbox"/> Lucia Orozco, Secretary |
| <input checked="" type="checkbox"/> Suzy Ward, Vice President Internal Affairs | <input checked="" 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 by S. Ward at 9:00am
- II. Minutes reviewed for September, motion made by J. Sharma, second by B. Huber to approve minutes. Motion carries.
- III. Financial Report reviewed by M. Smith, filed for audit.
- IV. Alliance Business: Action/Discussion Items
 - A. Strategic Planning Session – Date changed to Wednesday November 9th from 9am to 2pm at Alliance office. Looking at the Lunch Box for lunch. Facilitator will be Julie LeFils. M. Smith will send out an email to board to introduce Julie.
 - B. Fundraising – After a discussion it was agreed that a presentation will be provided at the next membership meeting regarding the importance of raising money for unrestricted revenue for the agency with the intention to gather ideas from members. Possible change in annual fundraiser from open house/silent auction to a luncheon honoring community agencies/members, will further discuss at strategic planning meeting. Leticia has begun researching possible restaurants to partner with for fundraisers, a calendar will be rolled out soon.
 - C. HUD CoC Program Grant – Coordinated Entry Update, M. Smith provided an update: Family Services is not willing to sign the Award letter in order to go into contract, if not signed, CoC will lose \$80k a year and lose points on the consolidated application and possibly lose two grants at the bottom of tier II. After some discussion it was agreed to schedule an in-person meeting to include M. Smith, S. Ward, J. Sharma, Betsy McGovern-Garcia and Caity Meader to discuss and come to an agreement.
 - D. 2017 ESG Funding – M. Smith reiterated 2017 ESG funding allocations. B. Huber made a motion to recommend a two (2) year allocation for \$374,578 for a total of \$749,156, second by L. Ling. Motion carries, M. Smith will pass on this recommendation to the state.

V. Executive Director Report

1. October 5th was Dorothea's last day. Training was provided to a new bookkeeper, however have indicated they would not be able to continue contract. M. Smith continues to recruit as she currently handles bookkeeper responsibilities.
2. Website is almost ready, new address is kthomelessalliance.org. Old site will re-direct to new site.
3. Latenna Ling is co-chairing Tulare PHC event, location had been locked in.
4. M. Smith will be attending a planning session next Thursday, invited by Housing CA.
5. M. Smith reported that Jody Ketchside had been nominated to sit on legislation office for the No Place Like Home initiative.
6. New HUD Data Standards have been released, training has been completed.
7. Currently working on AHAR data which is due at the end of the month.

VI. Meeting adjourned at 10:29am

Kings/Tulare Continuum of Care on Homelessness

Balance Sheet

11/08/16

As of October 31, 2016

Accrual Basis

	Oct 31, 16
ASSETS	
Current Assets	
Checking/Savings	
10100 · Bank of the Sierra	38,232.54
10110 · Petty Cash Fund	100.00
Total Checking/Savings	38,332.54
Accounts Receivable	
11000 · Accounts Receivable	10,738.53
11400 · Grants Receivable	
11401 · Hanford CDBG Grant	1,124.09
11402 · Porterville CDBG Grant	1,812.15
11403 · Tulare CDBG Grant	1,450.21
11404 · Visalia CDBG Grant	1,284.66
11406 · HUD Grant	10,900.74
Total 11400 · Grants Receivable	16,571.85
Total Accounts Receivable	27,310.38
Other Current Assets	
13000 · Prepaid Expenses	1,924.08
Total Other Current Assets	1,924.08
Total Current Assets	67,567.00
TOTAL ASSETS	67,567.00
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	10.86
Total Accounts Payable	10.86
Other Current Liabilities	
2110 · Direct Deposit Liabilities	3,202.98
24000 · Payroll Liabilities	1,411.03
Total Other Current Liabilities	4,614.01
Total Current Liabilities	4,624.87
Total Liabilities	4,624.87
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	5,053.99
Total Equity	62,942.13
TOTAL LIABILITIES & EQUITY	67,567.00

Kings/Tulare Continuum of Care on Homelessness
Profit & Loss Budget vs. Actual (non-PHC)
 July through October 2016

11/08/16

Accrual Basis

	Jul - Oct 16	Budget	% of Budget
Ordinary Income/Expense			
Income			
43300 · Direct Public Grants			
43400 · Direct Public Support			
43450 · Individ, Business Contributions	2,697.83	1,850.00	145.8%
43451 · Fundraising	0.00	3,500.00	0.0%
Total 43400 · Direct Public Support	<u>2,697.83</u>	<u>5,350.00</u>	<u>50.4%</u>
Total 43300 · Direct Public Grants	2,697.83	5,350.00	50.4%
44500 · Grant Income			
44530 · Local & Government Grants			
44531 · Hanford CDBG Grant	1,581.60	10,000.00	15.8%
44532 · Porterville CDBG Grant	1,853.76	5,000.00	37.1%
44533 · Tulare CDBG Grant	1,450.21	10,000.00	14.5%
44534 · Visalia CDBG Grant	3,367.29	15,000.00	22.4%
44535 · HUD Grant	12,879.90	33,760.00	38.2%
Total 44530 · Local & Government Grants	<u>21,132.76</u>	<u>73,760.00</u>	<u>28.7%</u>
Total 44500 · Grant Income	21,132.76	73,760.00	28.7%
47200 · Program Income			
47230 · Membership Dues	6,225.00	6,200.00	100.4%
47200 · Program Income - Other	0.00	59,950.00	0.0%
Total 47200 · Program Income	<u>6,225.00</u>	<u>66,150.00</u>	<u>40.3%</u>
Total Income	<u>50,484.72</u>	<u>145,260.00</u>	<u>34.8%</u>
Gross Profit	50,484.72	145,260.00	34.8%
Expense			
60900 · Business Expenses			
60920 · Business Registration/License	74.90	100.00	74.9%
Total 60900 · Business Expenses	74.90	100.00	74.9%
62100 · Contract Services			
62110 · Accounting Fees	1,636.89	6,501.00	25.2%
62150 · Outside Contract Services	12,090.00	8,325.00	145.2%
Total 62100 · Contract Services	<u>13,726.89</u>	<u>14,826.00</u>	<u>92.6%</u>
65000 · Operations			
65010 · Books, Subscriptions, Reference	0.00	36.00	0.0%
65020 · Postage, Mailing Service	67.61	400.00	16.9%
65030 · Printing and Copying	38.48	151.00	25.5%
65040 · Supplies	216.06	2,001.00	10.8%
65052 · Telecommunications	701.65	2,000.00	35.1%
65060 · Equipment	0.00	250.00	0.0%
65070 · Hosting Fees	210.98	500.00	42.2%
65080 · Bank/Credit Card Service Charges	0.00	100.00	0.0%
65090 · Rent	2,799.98	8,400.00	33.3%
65091 · Utilities	375.40	1,250.00	30.0%
65093 · Repairs / Maintenance	127.50	200.00	63.8%
Total 65000 · Operations	<u>5,078.77</u>	<u>15,288.00</u>	<u>33.2%</u>
65100 · Other Types of Expenses			
65120 · Insurance - Liability, D and O	174.92	2,250.00	7.8%
65150 · Memberships and Dues	0.00	0.00	0.0%
65170 · Member Development/Training	0.00	2,000.00	0.0%
65190 · Payroll Service	12.01	625.00	1.9%
Total 65100 · Other Types of Expenses	<u>176.81</u>	<u>4,875.00</u>	<u>3.6%</u>

**Kings/Tulare Continuum of Care on Homelessness
Profit & Loss Budget vs. Actual (non-PHC)
July through October 2016**

11/08/16

Accrual Basis

	Jul - Oct 16	Budget	% of Budget
65200 · Program Expenses			
65220 · Client Consumables			
65220.5 · Stipend	100.00	550.00	18.2%
65220 · Client Consumables - Other	0.00	6,000.00	0.0%
Total 65220 · Client Consumables	100.00	6,550.00	1.5%
65250 · Fundraising Expenses	30.00	150.00	20.0%
Total 65200 · Program Expenses	130.00	6,700.00	1.9%
66000 · Wages, Taxes, Payroll Expenses			
66001 · Payroll Expense	32,006.21	99,308.00	32.2%
66002 · Insurance - Workers Comp	413.41	1,150.00	35.9%
Total 66000 · Wages, Taxes, Payroll Expenses	32,419.62	100,458.00	32.3%
68300 · Travel and Meetings			
68310 · Conference, Convention, Meeting	209.48	600.00	34.9%
68320 · Travel	406.33	249.00	163.2%
Total 68300 · Travel and Meetings	615.81	849.00	72.5%
Total Expense	52,222.80	143,096.00	36.5%
Net Ordinary Income	-1,738.08	2,164.00	-80.3%
Net Income	-1,738.08	2,164.00	-80.3%

PHC Budget - Kings County (Hanford)

Income	Actual	Status
PHC Reserves from 2016-actual	\$4,259.37	
City of Hanford	\$1,500.00	confirmed
Land O'Lakes	\$625	confirmed
Hanford Rotary Foundation	\$1,000	confirmed
Physical Therapy Unlimited, Inc	\$50	confirmed
Bank of Sierra	\$625	confirmed

Total Income	\$ 8,059.37
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Expenses	Quantity	Amt/ Unit	Budgeted Expense
Operations			
Postage, Mailing Service			
Printing & Copying			
Supplies			
Aprons/T-shirts	100	\$ 4.00	\$ 400.00
Wristbands	1	\$ 30.00	\$ 30.00
Raffle Tickets	1	\$ 30.00	\$ 30.00
Tote Bags	300		\$ -
Other Supplies	1	\$ 100.00	\$ 100.00
Equipment/Rentals			
Storage	1	\$100	\$ 100.00
HMIS User Fees	2	\$30	\$ 60.00
Client Consumables			
Food	400	\$ 1.50	\$ 600.00
Raffle prizes	20	\$ 20.00	\$ 400.00
Shopping Cart Supplies			
Sleeping Bags	20	\$25.00	\$ 500.00
Laundry Cards	175	\$ 5.00	\$ 875.00
Services			
Birth Certificates	50	\$ -	\$ -
DMV ID Cards	50	\$ -	\$ -
Vision Services	1	\$ 2,000.00	\$ 2,000.00
Dental Services	1	\$ 2,000.00	\$ 2,000.00
Children's Services			
Bike Repair Services	1	\$ 200.00	\$ 200.00
Pet Services	25	\$ 8.00	\$ 200.00
Transportation	10	\$ 10.00	\$ 100.00
Hotel/Motel Vouchers			
Other Client Services			
Insurance	1	\$ -	\$ -
Fundraising Expenses			
Event Reserve			
Program Administration	1	\$ -	\$ -
Total Expenses			\$ 7,595.00
		Variance	\$ 464.37

\$ -

PHC Budget - Porterville

Income	Actual	Status
PHC Reserves from 2016-actual	\$3,750.57	
City of Porterville	\$1,500	confirmed
Land O'Lakes	\$625	confirmed
Bank of Sierra	\$625	confirmed

Total Income	\$ 6,500.57
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Expenses	Quantity	Amt/ Unit	Budgeted Expense
Operations			
Postage, Mailing Service	1	\$ 90.00	\$ 90.00
Printing & Copying			
Supplies			
Aprons/T-shirts	0	\$ 4.00	\$ -
Wristbands	0	\$ 30.00	\$ -
Raffle Tickets	0	\$ 30.00	\$ -
Tote Bags	0		\$ -
Other Supplies	1	\$ 100.00	\$ 100.00
Equipment/Rentals			
Storage	0	\$100	\$ -
HMIS User Fees	2	\$30	\$ 60.00
Venue Rental	1	\$250	\$ 250.00
Client Consumables			
Food	1	\$ 950.00	\$ 950.00
Raffle prizes	0	\$ 20.00	\$ -
Shopping Cart Supplies			
Sleeping Bags	0	\$25.00	\$ -
Gift Cards	130	\$15.00	\$ 1,950.00
Laundry Cards	0	\$ 5.00	\$ -
Services			
Birth Certificates	50	\$ -	\$ -
DMV ID Cards	50	\$ -	\$ -
Vision Services	0	\$ 2,000.00	\$ -
Dental Services	0	\$ 2,000.00	\$ -
Children's Services	0		\$ -
Bike Repair Services	1	\$ 600.00	\$ 600.00
Pet Services	0	\$ 8.00	\$ -
Transportation	0	\$ 10.00	\$ -
Hotel/Motel Vouchers	0		\$ -
Other Client Services	0		\$ -
Fundraising Expenses			
Event Reserve			
Total Expenses			\$ 4,000.00
	Variance		\$ 2,500.57

\$ -

PHC Budget - As of October 31, 2016 (Awaiting Approval)

Income				Actual	Status
	PHC Reserves from 2016			\$ 5,040.97	received
	Tulare Association of Churches			\$ 1,500.00	received
	City of Tulare			\$ 1,500.00	received
	CSET			\$ 333.00	projected
	Land o Lakes			\$ 625.00	received
	Bank Of the Sierra			\$ 625.00	projected
	Tulare Rotary Foundation			\$ 1,900.00	need new check
Total Income				\$ 9,623.97	

Expenses	Quantity	Amt/ Unit	Budgeted Expense
Supplies			
Aprons/T-shirts			\$ 400.00
Wristbands			
Raffle Tickets			
Tote Bags			\$ 200.00
Printing			\$ 200.00
Postage			\$ 50.00
Other Supplies			\$ 500.00
Services			
Laundry Cards			
Birth Certificates			\$ 100.00
CA ID's			
Vision Services			\$ 1,000.00
Dental Services (Dental Van)			\$ 1,000.00
Children's Services			
Bike Repair Services			\$ 50.00
Pet Services			
Transportation			\$ 25.00
Hotel/Motel Vouchers (Day)			
Medical Services			
Other Client Services			
Client Consumables			
Food			\$ 2,000.00
Raffle prizes			\$ 500.00
Wish List items			\$ 2,000.00
Rental Fees			\$ 1,500.00
Security			
Fundraising Expenses			
Event Reserve			
Program Administration			
Insurance			
Total Expenditures			\$ - \$ 9,525.00
	Variance	\$ 9,623.97	\$ 98.97