



BUDGET & FINANCE AGENDA

Monday, April 1, 2024 - 4:00 pm - 5:00 pm
Mish ee twee 1305- 3rd floor Conf. Room -- [Zoom](#)

CALL TO ORDER

1) CONSENT AGENDA

- A. February 2024 Minutes

2) FINANCIAL REPORTS – *Brenda Magaña-Galvan*

- A. Unrestricted Project Activity Report
- B. Operating Income Statement
- C. Income Statement per Restrictions
- D. Balance Sheet
- E. Monthly Gift Report (March)

3) OLD BUSINESS

- A. RFP update- closes April 5th
- B. **Action:** [Fiscal Procedures Manual](#)

4) NEW BUSINESS

- A. Donor Activity
 - i. Mares Trust (Scholarship)
 - ii. Sparks Trust (Unrestricted)
- B. Reserve Fund (1732)

ADJOURNMENT

Upcoming Events:

CFNCW Investment Mtg- 5/13- 12pm
Foundation Celebration- 5/9 5:30pm

Upcoming Meetings:

Development @ Pybus- 4/3
Executive- 4/8
Full Board- 4/15

Time

12pm
4pm
12pm

[Board Portal- click here](#)

[Zoom Link- Click here to join](#)



BUDGET & FINANCE COMMITTEE MINUTES

February 5, 2024

Members present: Brenda Alcala, Jennifer Babcock, Bianca Ebreo, Bárbara Guzmán, Barry Leahy, Ron Lodge, Lyle Markhart, Steve Wilkinson

Members Absent: Xavier Arinez, Don Gurnard

Staff present: Rachel Evey, Ellora La Shier, Brenda Magaña-Galvan, Mireya Sanchez

CALL TO ORDER 4:02pm

1) CONSENT AGENDA

- A. December 2023 Minutes approved by consent without changes.

2) FINANCIAL REPORTS – *Rachel Evey*

The financial reports do not include the revenue from online donations through Network for Good. Challenge filed with the vendor due to IRS status, which may be due to the 990-filing delay from Goetz Bailey and Yale.

- A. Unrestricted Project Activity Report- Overall decrease of \$32,000 from November to December for our unrestricted funds.
- B. Operating Income Statement- Annual fund income is under budget by \$8,000. Overall income is under budget by about \$23,000. For expenses, most things are in alignment with budget. The year-end appeal went overbudget due to the complexity of the print piece used. Overall expenses are under budget by \$49,000.
- C. Income Statement per Restrictions- Unrestricted revenue is \$308,000 as of December 31. This is an increase of about \$16,000 from December 2022. Events revenue and employee payroll contributions increased from last year. Temporarily restricted revenue is down from December 2022 by about \$130,000. Scholarship renewals are inconsistent due to the quarterly application process. In prior years, we asked donors to commit their scholarship by the end of the year. This decrease may also reflect the year-end appeal challenges previously discussed. Permanently restricted revenue is up by about \$712,000 from December 2022. This is due to investment gains and the major gift from the trust of Pixieann Zacher Kalcic. Total revenue as of December 31 was \$1.9 million, an increase from \$1.3 million in December 2022. Total expenses were \$801,000.
- D. Balance Sheet - Balance at CFNCW continues to be about \$10 million. Total assets as of December 31 was about \$13 million, an increase from \$11 million in 2022.
- E. Monthly Gift Report (January)- \$15,694 received from 67 donors. \$1,115 was recurring revenue from online donations (not payroll). \$260 was from Knight at the Wild ticket sales.
- F. Quarterly Expenditure Report (Sept.-Dec. 2023)
 - i. Under Gifts Grants and Awards, there are WVC employee monetary awards made in October. These are typically given in June at WVC's year-end celebration,

however due to the presidential transition the awards were announced in September and paid out in October.

- ii. Under scholarship programming, there was a reprint of the scholarship booklet due to a spelling error of a donor name. Updated copies were mailed to the donor in question and the remaining copies are used for events and cultivation meetings.

3) OLD BUSINESS

- A. Numerica Credit Union Account- account was intended originally to receive the funds from the Pixieann Zacher Kalcic trust. The account is not being used, as we received a check and deposited that to our CVB account/endowment as requested. Discussion regarding concerns with staff capacity and taking on the projects of auditor changes and banking service changes at the same time. Consideration to make the transition for auditing services this year and possibly put off the changing of banking services until next year. Note this was not originally an action item, however committee members felt it was appropriate to make it so in consideration of the proposal to close the account.

Motion from Ron Lodge to close the Numerica Credit Union Account. Second from Lyle Markhart. Motion carries without dissent or abstention.

4) NEW BUSINESS

- A. Endowment Allocation – report produced by CFNCW. Average fund balance based off 20 quarters ending 6/30/2023 and does not include the funds not included in the endowment spending policy. The last two years the rate was approved at 6% with discussion that it was unlikely to continue for a 3rd year. Discussion regarding fees, the policy update to average 20 quarters instead of 12 quarters, and how those affect our fund growth.

Motion from Barry Leahy for 2024-25 endowment spending rate of 5%. Second from Bárbara Guzmán. Motion carries without dissent or abstention.

- B. RFP for Audit Services- sent to the committee ahead of time, with the request to have commentary today. Discussion regarding the necessity of the firms having local offices and how that may limit our choices. Suggestion to open the RFP to firms that are out of the area. Preference will be given to those firms that show community support in their area and economic responsibility. Proposal to share our RFP with other WA college foundations, as they can provide a reference and we can be assured that those firms will be familiar with nonprofit and higher education auditing services.
- C. Fiscal Procedures Manual- updated draft provided for review, discussion will be at the next meeting. Tracked changes are from audit recommendations and changes in operational practices.

5) OTHER BUSINESS

- A. Report to the Full Board- status of RFP along with usual financial reports.

**ADJOURNMENT 5:10pm
Minutes taken by Mireya Sanchez**

Wenatchee Valley College Foundation

Unrestricted Project Activity Report

2/29/2024

1100 - General Support

	<i>Beginning Balance</i>	\$186,287.73
	<i>Previous Net Change</i>	(\$84,742.28)
Revenue		\$50,416.37
Expense		(\$48,984.02)
*Transfers Project Transfers		\$0.00
	<i>Ending Balance</i>	<u>\$102,977.80</u>

1732 - Reserve

	<i>Beginning Balance</i>	\$25,630.38
	<i>Previous Net Change</i>	\$1,541.07
*Transfers Project Transfers		\$0.00
Investment Activity Investment Income - Dividends (CF)		\$32.11
Gain/Loss on Investments - CF		(\$21.63)
CF Administrative Fees		(\$48.22)
Broker Investment Fees		(\$9.20)
Unrealized Gains and Losses		\$654.52
	<i>Ending Balance</i>	<u>\$27,779.03</u>

1745 - WVC Foundation Endowment

	<i>Beginning Balance</i>	\$675,185.59
	<i>Previous Net Change</i>	\$40,136.02
*Transfers Project Transfers		\$0.00
Investment Activity Investment Income - Dividends (CF)		\$845.11
Gain/Loss on Investments - CF		(\$569.38)
CF Administrative Fees		(\$1,272.92)
Broker Investment Fees		(\$242.24)
Unrealized Gains and Losses		\$17,230.95
	<i>Ending Balance</i>	<u>\$731,313.13</u>

TOTAL ENDING BALANCE **\$862,069.96**

Wenatchee Valley College Foundation

Operating Income Statement - Overview

As of 2/29/2024

	FY 2023-24 Budget	Actuals	Variance
	Year-to-date	Year-to-date	Year-to-date
INCOME			
Annual Fund	\$93,383.28	\$77,176.85	\$16,206.43
Assessments/Investments	\$116,558.32	\$101,715.29	\$14,843.03
In-kinds	\$192,705.81	\$192,704.63	\$1.18
TOTAL INCOME	\$402,647.41	\$371,596.77	\$31,050.64
EXPENSE			
Administration	(\$218,611.62)	(\$189,754.82)	(\$28,856.80)
Programming	(\$20,700.00)	(\$16,619.19)	(\$4,080.81)
Events	(\$9,000.00)	(\$3,663.38)	(\$5,336.62)
Gifts, Grants, & Awards	(\$67,800.00)	(\$50,724.68)	(\$17,075.32)
In-kinds	(\$192,705.81)	(\$192,704.63)	(\$1.18)
TOTAL EXPENSE	(\$508,817.43)	(\$453,466.70)	(\$55,350.73)
NET SURPLUS/(DEFICIT)	(\$106,170.02)	(\$81,869.93)	(\$24,300.09)

Wenatchee Valley College Foundation

Operating Income Statement - Detailed

As of 2/29/2024

	FY 2023-24 Budget	Actuals	Variance
	Year-to-date	Year-to-date	Year-to-date
INCOME			
Annual Fund			
Employee Payroll Contributions	\$5,450.00	\$4,110.00	\$1,340.00
Contributions/Donations	\$75,666.64	\$63,175.49	\$12,491.15
Events	\$12,266.64	\$9,891.36	\$2,375.28
Total Annual Fund	\$93,383.28	\$77,176.85	\$16,206.43
Assessments/Investments			
Management Fees	\$103,333.32	\$91,330.34	\$12,002.98
Program Assessment	\$13,125.00	\$10,126.84	\$2,998.16
CVB Interest	\$100.00	\$258.11	(\$158.11)
Total Assessments/Investments	\$116,558.32	\$101,715.29	\$14,843.03
In-kinds			
In-kind Contributions-WVC	\$192,705.81	\$192,704.63	\$1.18
Total In-kinds	\$192,705.81	\$192,704.63	\$1.18
TOTAL INCOME	\$402,647.41	\$371,596.77	\$31,050.64
EXPENSE			
Administration			
Software	\$16,000.00	\$12,533.40	\$3,466.60
Merchant Service Fees	\$0.00	\$233.52	(\$233.52)
Bank Fees	\$60.00	\$54.13	\$5.87
Legal and Accounting	\$23,000.00	\$14,500.00	\$8,500.00
Dues & Memberships	\$3,291.66	\$2,476.67	\$814.99
Mailings	\$0.00	\$116.87	(\$116.87)
Advertising & Sponsorships	\$5,333.32	\$1,000.00	\$4,333.32
Office Supplies	\$1,500.00	\$1,546.94	(\$46.94)
Staff and Board Professional Development	\$4,093.32	\$90.00	\$4,003.32
Salaries and Wages	\$114,833.32	\$114,775.25	\$58.07
Payroll Taxes	\$12,000.00	\$8,925.29	\$3,074.71

	FY 2023-24 Budget	Actuals	Variance
	Year-to-date	Year-to-date	Year-to-date
Medical Benefits	\$22,500.00	\$22,413.45	\$86.55
Retirement Contributions	\$14,000.00	\$10,145.20	\$3,854.80
Wages and Benefits - Other	\$2,000.00	\$944.10	\$1,055.90
Total Administration	(\$218,611.62)	(\$189,754.82)	(\$28,856.80)
Programming			
Year End Appeal	\$4,000.00	\$7,649.73	(\$3,649.73)
Alumni Programming	\$6,000.00	\$3,551.77	\$2,448.23
Networking	\$1,200.00	\$820.77	\$379.23
Stewardship	\$2,000.00	\$499.52	\$1,500.48
Staff & Board Retreat	\$2,500.00	\$523.16	\$1,976.84
Scholarship Programming	\$5,000.00	\$3,574.24	\$1,425.76
Total Programming	(\$20,700.00)	(\$16,619.19)	(\$4,080.81)
Events			
Donor Events	\$4,000.00	\$313.29	\$3,686.71
Alumni Events	\$5,000.00	\$3,350.09	\$1,649.91
Total Events	(\$9,000.00)	(\$3,663.38)	(\$5,336.62)
Gifts, Grants, & Awards			
Gifts Grants Awards to College	\$67,800.00	\$50,724.68	\$17,075.32
Total Gifts, Grants, & Awards	(\$67,800.00)	(\$50,724.68)	(\$17,075.32)
In-kinds			
In-Kind Gifts	\$0.00	\$8,600.00	(\$8,600.00)
In-Kind WVC Payroll	\$192,705.81	\$184,104.63	\$8,601.18
Total In-kinds	(\$192,705.81)	(\$192,704.63)	(\$1.18)
TOTAL EXPENSE	(\$508,817.43)	(\$453,466.70)	(\$55,350.73)
NET SURPLUS/(DEFICIT)	(\$106,170.02)	(\$81,869.93)	(\$24,300.09)

Wenatchee Valley College Foundation

Income Statement per Restrictions

As of 2/29/2024

	Without Donor Restrictions	With Donor Restrictions		Total
	Unrestricted	Temporarily Restricted	Permanently Restricted	
Revenues				
Employee Payroll Contributions	\$4,110.00	\$0.00	\$0.00	\$4,110.00
Contributions/Donations	\$63,175.49	\$0.00	\$0.00	\$63,175.49
In-kind Contributions-WVC	\$192,704.63	\$0.00	\$0.00	\$192,704.63
Management Fees	\$91,330.34	\$0.00	\$0.00	\$91,330.34
Program Assessment	\$10,126.84	\$0.00	\$0.00	\$10,126.84
Events	\$9,891.36	\$0.00	\$0.00	\$9,891.36
Investment Income - Dividends (CF)	\$18,152.93	\$0.00	\$0.00	\$18,152.93
CVB Interest	\$258.11	\$0.00	\$0.00	\$258.11
Gain/Loss on Investments - CF	\$25,469.10	\$0.00	\$0.00	\$25,469.10
Contributions/Donations	\$0.00	\$447,268.91	\$0.00	\$447,268.91
In-kind Contributions	\$0.00	\$31,208.00	\$0.00	\$31,208.00
Investment Income - Dividends (CF)	\$0.00	\$3,023.37	\$0.00	\$3,023.37
Investments Dividends - Stifel	\$0.00	\$2,461.41	\$0.00	\$2,461.41
Gain/Loss on Investments - CF	\$0.00	\$4,182.05	\$0.00	\$4,182.05
Contributions/Donations	\$0.00	\$0.00	\$654,616.17	\$654,616.17
Investment Income - Dividends (CF)	\$0.00	\$0.00	\$236,665.27	\$236,665.27
Gain/Loss on Investments - CF	\$0.00	\$0.00	\$313,210.11	\$313,210.11
Total Revenues	\$415,218.80	\$488,143.74	\$1,204,491.55	\$2,107,854.09

Expenses

CF Administrative Fees	\$10,298.41	\$0.00	\$0.00	\$10,298.41
Software	\$12,533.40	\$0.00	\$0.00	\$12,533.40
Community Appreciation Series	\$10.00	\$0.00	\$0.00	\$10.00
Merchant Service Fees	\$233.52	\$0.00	\$0.00	\$233.52
Bank Fees	\$54.13	\$0.00	\$0.00	\$54.13
Donor Events	\$313.29	\$0.00	\$0.00	\$313.29
Legal and Accounting	\$14,500.00	\$0.00	\$0.00	\$14,500.00
Dues & Memberships	\$2,476.67	\$0.00	\$0.00	\$2,476.67

	Without Donor Restrictions	With Donor Restrictions		Total
	Unrestricted	Temporarily Restricted	Permanently Restricted	
Year End Appeal	\$7,649.73	\$0.00	\$0.00	\$7,649.73
Mailings	\$116.87	\$0.00	\$0.00	\$116.87
Broker Investment Fees	\$1,956.37	\$0.00	\$0.00	\$1,956.37
Alumni Programming	\$3,551.77	\$0.00	\$0.00	\$3,551.77
Advertising & Sponsorships	\$1,000.00	\$0.00	\$0.00	\$1,000.00
Office Supplies	\$1,546.94	\$0.00	\$0.00	\$1,546.94
Networking	\$820.77	\$0.00	\$0.00	\$820.77
Gifts Grants Awards to College	\$50,724.68	\$0.00	\$0.00	\$50,724.68
In-Kind Gifts	\$8,600.00	\$0.00	\$0.00	\$8,600.00
In-Kind WVC Payroll	\$184,104.63	\$0.00	\$0.00	\$184,104.63
Stewardship	\$499.52	\$0.00	\$0.00	\$499.52
Alumni Events	\$3,350.09	\$0.00	\$0.00	\$3,350.09
Staff & Board Retreat	\$523.16	\$0.00	\$0.00	\$523.16
Scholarship Programming	\$3,574.24	\$0.00	\$0.00	\$3,574.24
Staff and Board Professional Development	\$90.00	\$0.00	\$0.00	\$90.00
Salaries and Wages	\$114,775.25	\$0.00	\$0.00	\$114,775.25
Payroll Taxes	\$8,925.29	\$0.00	\$0.00	\$8,925.29
Medical Benefits	\$22,413.45	\$0.00	\$0.00	\$22,413.45
Retirement Contributions	\$10,145.20	\$0.00	\$0.00	\$10,145.20
Wages and Benefits - Other	\$944.10	\$0.00	\$0.00	\$944.10
Program Expenses	\$0.00	\$50,950.27	\$0.00	\$50,950.27
CF Administrative Fees	\$0.00	\$1,703.81	\$0.00	\$1,703.81
Broker Investment Fees	\$0.00	\$324.49	\$0.00	\$324.49
Scholarships Awarded	\$0.00	\$1,750.00	\$0.00	\$1,750.00
Gifts Grants Awards to College	\$0.00	\$268,647.79	\$0.00	\$268,647.79
In-Kind Gifts	\$0.00	\$12,500.00	\$0.00	\$12,500.00
CF Administrative Fees	\$0.00	\$0.00	\$132,696.06	\$132,696.06
Broker Investment Fees	\$0.00	\$0.00	\$25,195.92	\$25,195.92
Total Expenses	\$465,731.48	\$335,876.36	\$157,891.98	\$959,499.82
Transfers				
Project Transfers	\$1,430.00	\$0.00	\$0.00	\$1,430.00
Project Transfers	\$0.00	\$70.00	\$0.00	\$70.00
Project Transfers	\$0.00	\$0.00	(\$1,500.00)	(\$1,500.00)
Total Transfers	\$1,430.00	\$70.00	(\$1,500.00)	\$0.00

	Without Donor Restrictions	With Donor Restrictions		Total
	Unrestricted	Temporarily Restricted	Permanently Restricted	
Gains				
Unrealized Gains and Losses	\$26,908.94	\$0.00	\$0.00	\$26,908.94
Unrealized Gains and Losses	\$0.00	(\$2,449.17)	\$0.00	(\$2,449.17)
Unrealized Gains and Losses	\$0.00	\$0.00	\$423,191.28	\$423,191.28
Total Gains	\$26,908.94	(\$2,449.17)	\$423,191.28	\$447,651.05
BEGINNING RETAINED EARNINGS	\$887,103.70	\$1,197,434.61	\$9,264,475.50	\$11,349,013.81
NET SURPLUS/(DEFICIT)	(\$25,033.74)	\$149,748.21	\$1,471,290.85	\$1,596,005.32
ENDING RETAINED EARNINGS	\$862,069.96	\$1,347,182.82	\$10,735,766.35	\$12,945,019.13

Wenatchee Valley College Foundation

Balance Sheet

As of 2/29/2024

	Without Donor Restrictions	With Donor Restrictions		Total
	Unrestricted	Temporarily Restricted	Permanently Restricted	
Assets				
CVB - Checking	\$143,579.27	\$0.00	\$0.00	\$143,579.27
CVB - Money Market	\$8,289.07	\$0.00	\$0.00	\$8,289.07
Investments - CF	\$463,718.28	\$0.00	\$0.00	\$463,718.28
Fair Market Value Adjustment	\$295,373.88	\$0.00	\$0.00	\$295,373.88
Management Fees Receivable	\$12,152.68	\$0.00	\$0.00	\$12,152.68
CVB - Checking	\$0.00	\$941,658.39	\$0.00	\$941,658.39
CVB - Money market	\$0.00	\$11,404.80	\$0.00	\$11,404.80
Stifel Stock Acct	\$0.00	\$98,974.48	\$0.00	\$98,974.48
Investments - CF	\$0.00	\$3,998.45	\$0.00	\$3,998.45
Fair Market Value Adjustment	\$0.00	\$123,342.69	\$0.00	\$123,342.69
Pledges Receivable	\$0.00	\$167,215.00	\$0.00	\$167,215.00
Discounts on Pledges	\$0.00	(\$12,757.99)	\$0.00	(\$12,757.99)
Allowance for Doubtful Pledges	\$0.00	(\$1,261.00)	\$0.00	(\$1,261.00)
Tangible Assets	\$0.00	\$14,608.00	\$0.00	\$14,608.00
CVB - Checking	\$0.00	\$0.00	\$935,476.89	\$935,476.89
Investments - CF	\$0.00	\$0.00	\$6,569,876.74	\$6,569,876.74
Fair Market Value Adjustment	\$0.00	\$0.00	\$3,578,425.87	\$3,578,425.87
Other Receivables	\$0.00	\$0.00	\$15,000.00	\$15,000.00
Total Assets	\$923,113.18	\$1,347,182.82	\$11,098,779.50	\$13,369,075.50
Liabilities and Retained Earnings				
Liabilities				
Payroll Liabilities	\$23,547.76	\$0.00	\$0.00	\$23,547.76
WVC Annual Funding - Awards Payable	\$37,495.46	\$0.00	\$0.00	\$37,495.46
Scholarships Payable	\$0.00	\$0.00	\$360,147.80	\$360,147.80
WVC Annual Funding - Awards Payable	\$0.00	\$0.00	\$2,865.35	\$2,865.35
Total Liabilities	\$61,043.22	\$0.00	\$363,013.15	\$424,056.37

	Without Donor Restrictions	With Donor Restrictions		Total
	Unrestricted	Temporarily Restricted	Permanently Restricted	
Retained Earnings				
Unrestricted	\$862,069.96	\$0.00	\$0.00	\$862,069.96
Temporarily Restricted	\$0.00	\$1,347,182.82	\$0.00	\$1,347,182.82
Permanently Restricted	\$0.00	\$0.00	\$4,395,392.57	\$4,395,392.57
Return to Endowment	\$0.00	\$0.00	\$6,340,373.78	\$6,340,373.78
Total Retained Earnings	\$862,069.96	\$1,347,182.82	\$10,735,766.35	\$12,945,019.13
Total Liabilities and Retained Earnings	\$923,113.18	\$1,347,182.82	\$11,098,779.50	\$13,369,075.50