



BUDGET & FINANCE MINUTES

May 2, 2021

Members Present: Brenda Alcalá, Don Gurnard, Barry Leahy, Ron Lodge, Lyle Markhart

Members Absent: Xavier Arinez, Bárbara Guzmán, Bianca Ebreo, Steven Wilkinson, Jose Gonzalez

Staff present: Rachel Evey, Brenda Magaña-Galvan

Call to order at 4:07pm.

1) CONSENT AGENDA

- A. April 2022 minutes approved by consent with no changes.

2) FINANCIAL REPORTS

- A. Unrestricted Project Activity Report: Total ending balance as of 3/31/2022 was roughly \$3,000 less than the prior month. Ending balance still over \$1M for all 3 funds.
- B. Income Statement
 - i. Unrestricted: Income, without in-kind, is over budget. Expenses are underbudget. Net deficit of \$44,233.18 which is under budgeted deficit of \$92,958.19 for period.
 - ii. Per Restrictions: No significant changes. Gifts for scholarship, program, and campaign fund still being received.
- C. Balance Sheet: No significant changes. Decrease in assets at Community Foundation of NCW due to market activity. Clarification that CFNCW assets are accounts titled Investments – CF and Fair Market Value Adjustment across all three restrictions. Total assets at CFNCW as of 3/31/2022 was roughly \$11.1M.
- D. Quarterly Expenditure Report: 3rd quarter report (January-March). No questions from members. Explanation that reimbursement to Brenda Magaña-Galvan because she does not have a foundation credit card (separation of duties protection) and to Rachel Evey due to issues with new Cashmere Valley Bank credit cards. CVB cards now working normally, but CVB systems still not communicating with Blackbaud Financial Edge.
- E. Monthly Gift Report: 62 donors in April 2022, totaling \$59,191.21. Significant increase in temporarily restricted from 2021 due to Building Futures pledge payment from Confluence Health and Fun Run sponsorships for the Finish Line Scholarship.

3) OLD BUSINESS

- A. Financial Services Request for Proposal (RFP): From the discussion at the last committee meeting, staff has prepared a draft RFP to seek new financial services. The draft will be reviewed by Brenda Alcalá and Steve Wilkinson before being shared with the committee and board. The impetus for the RFP was CVB online services no longer syncing with Blackbaud Financial Edge.
- B. Financial Management Software: After months of research and demoing options, Blackbaud Financial Edge has been renewed for a 3-year contract. Due to the fund accounting the foundation does, it is currently the best option on the market. For other software solutions, GiveCampus (peer-to-peer fundraising, originally purchased for athletics) is not getting renewed and CRM (customer relationship management) is switching from Blackbaud Raiser's Edge to Network for Good.

4) NEW BUSINESS

- A. Draft FY 2022-23 General Budget: Rachel Evey presented the draft budget prepared by foundation staff. Budget only reflects activity for General Support Fund (Fund 1100), which is largely operating income and expenses. Budget comparison provided for FY2018-19 to projected FY2021-22. FY2018-19 was the last fiscal year before the effects of COVID. Inactive funds are included if the accounts were in the prior comparison years.

Notable changes to incomes are business sponsorship, events (TBD after development committee input), and WVC Foundation Endowment allocation. Total budgeted income is \$521,590.

Notable changes to expenses are software (due to changes mentioned earlier in meeting), network (underutilized due to COVID), and stewardship (underutilized due to COVID). Total budgeted expense is \$526,170.35.

Gift, Grants, Awards to the College includes \$30,000 unrestricted (Gift to the College aka President's Discretionary Fund); \$4,000 for year-end employee awards (competitive selection through WVC instruction and human resource committees); \$1,000 for One College One Book; and \$10,000 for staff professional development (competitive selection through WVC human resources committee).

In-Kind WVC Payroll is awash and covers 2.75 foundation staff (executive director, annual giving & scholarship coordinator, communications coordinator). Remaining foundation staff (executive assistant, accountant) is under administration account for employee payroll.

Draft budget has net deficit of \$79,040.63. After discussion with development committee and inclusion of event income, this deficit should shrink. To cover deficit, funds would be disbursed from the Reserve Fund (Fund 1732). Discussion regarding budget improvement from prior years and long-term financial stability.

5) OTHER BUSINESS

- A. 2022-23 Board Calendar: Committee agreed to continue having meetings at 4pm on the first Monday of each month.
- B. Report to the Full Board

Adjournment at 5:09pm.

Minutes by Rachel Evey.