



BUDGET & FINANCE COMMITTEE

AGENDA

Monday, October 3, 2022 - 4:00 pm-5:00 pm

Wenatchi Hall – Board Room (#2310)

<https://wvc.zoom.us/j/4675301522>

CALL TO ORDER

1) CONSENT AGENDA

- A. September 2022 minutes

2) FINANCIAL REPORTS

- A. Project Activity Report (Unrestricted funds)
- B. Income Statement
 - i. Unrestricted Overview and Detailed
 - ii. Per Restrictions
 - iii. Balance Sheet
 - iv. Monthly Gift Report – *Handout*

3) OLD BUSINESS

- A. CD for Grant from Foundation of Caring Fund

4) NEW BUSINESS

- A. Accounting Services
- B. Square

5) OTHER BUSINESS

- A. Report to the Full Board

ADJOURNMENT

Upcoming Events:

Upcoming Meetings:

Development Comm.- Oct. 10 12pm

Executive Committee- Oct. 10 4pm

Full Board- Oct. 17 12pm

Board Portal: www.wvc.edu/boardportal



BUDGET & FINANCE COMMITTEE MINUTES

Tuesday, September 6, 2022

Members Present: Brenda Alcalá, Xavier Arinez, Jennifer Babcock, Bianca Ebreo, Don Gurnard, Bárbara Guzmán, Barry Leahy, Ron Lodge, Lyle Markhart, Steve Wilkinson

Members Absent:

Staff Present: Rachel Evey, Mireya Sanchez

CALL TO ORDER 4:02pm

1) CONSENT AGENDA

- A. June 2022 minutes approved by consent without changes or abstention.

2) FY 2021-22 YEAR-END REPORTS

- A. Balance Sheet- statement as of 6/30. Rachel Evey, Brenda Alcalá and Brenda Magaña-Galvan met to review and approve statements for closing the fiscal year. The only difference in payables is the transfer of \$100K to the campaign fund. Those funds plus the balance of the capital campaign fund will be transferred to the college.
- B. Income Statement Per Restrictions- overall revenue totals around \$1.9M including management fees with CFNCW and program assessments. This includes contributions and donations as well. Total designated funds for the year was just over \$1M. Board approval of these reports will enable the yearly audit process to begin early.

Motion from Ron Lodge to approve year-end reports. Second by Don Gurnard. Motion passed without dissent or abstention.

3) FINANCIAL REPORTS

- A. Project Activity Report (Unrestricted funds)- low activity due to the time of year. General support fund low due to large expenses during the month of July for gifts/ grants & awards to the college. If needed, we can make a transfer from our general reserve to unrestricted, though it does not appear necessary yet. Endowment transfer for this year has also not yet been made. Clarification on unrealized gains & losses- basically market fluctuations.
- B. Income Statement
 - i. Unrestricted Overview and Detailed- new statement after decision last year to use streamlined reports. Simplified report shows all operations costs as well as income. Income is currently under budget by ~\$3,000; expenses under by ~\$10,000. Overall budget is still operating at a deficit, but it is less than anticipated. That gap is expected to continue shrinking year-over-year thanks to fundraising events.
 - ii. Per Restrictions- low activity, no commentary
- C. Balance Sheet- low activity, no commentary
- D. Quarterly Expenditure Report- Shows transactions for 4th quarter 2021-22, most activity is centered around the spring event (fun run).

- E. Monthly Gift Report – significant increase from last year, in large part due to scholarships, as well as investments from an estate gift which is designated for the nursing program.

4) OLD BUSINESS

No old business was discussed.

5) NEW BUSINESS

- A. Discussion: Grant from Foundation of Caring Fund- private foundation set up by Carl Campbell, owner of Colonial Vista in Wenatchee. He has passed but his Foundation granted \$100K for the WVC nursing program and is anticipated to grant an additional \$650K to start a second cohort for the nursing program. These grants will fund two instructors and other needs to facilitate the second cohort. Currently, the first grant is in the foundation's CVB account. The first new cohort is likely to begin Winter 2024. Discussion regarding whether the \$100K grant should be invested in a CD or savings account that could potentially grow the fund prior to needing to use the funds. Open to concerns or recommendations of financial institutions to use for that 1-year term. Consensus to shop for some kind of account that will provide that growth and security. Suggestion to keep committee apprised of the options and move forward with expedition.
- B. Update: WVC Athletics- new Athletics Director named Lance LaVetter. Athletics has a general fund with the Foundation, as well as one for each of their teams. Line of credit for the locker rooms was transferred to their fund; a portion of that debt was forgiven, and the rest was recouped. All funds due from gym floor remodel have also been cleared up. New Athletic Director and Athletics team are starting with a clean slate with us.
- C. Discussion: Scholarship Philosophy- Joint meeting requested by Scholarship Committee. Completion has been identified as the goal for the scholarship committee, and a joint meeting would allow time to look at revenue streams, etc. to facilitate multi-year awards and restructuring of some scholarship awards. This meeting would allow the scholarship committee to understand the structure of finances, endowments and limitations. Recommendation to hold that meeting in winter or spring, to give plenty of time to implement those new decisions prior to the next academic year. Clarification on when scholarship applications will be open, as we are completely retiring the old application which would normally open in January for the Fall quarter start. Each quarter will have an open application period prior to the quarter's start, to give more students the opportunity to start at any time of year, rather than only fall.

6) OTHER BUSINESS

- A. Report to the Full Board

ADJOURNMENT at 4:46pm

Wenatchee Valley College Foundation

Unrestricted Project Activity Report

8/31/2022

1100 - General Support

	<i>Beginning Balance</i>	\$67,823.26
	<i>Previous Net Change</i>	(\$59,524.85)
Revenue		\$45,540.52
Expense		(\$39,492.49)
*Transfers Project Transfers		\$0.00
	<i>Ending Balance</i>	<u>\$14,346.44</u>

1732 - Reserve

	<i>Beginning Balance</i>	\$108,447.12
	<i>Previous Net Change</i>	\$1,321.16
*Transfers Project Transfers		\$0.00
Investment Activity Investment Income - Dividends (CF)		\$22.38
Gain/Loss on Investments - CF		(\$7.29)
CF Administrative Fees		(\$43.95)
Broker Investment Fees		(\$7.84)
Unrealized Gains and Losses		(\$686.88)
	<i>Ending Balance</i>	<u>\$109,044.70</u>

1745 - WVC Foundation Endowment

	<i>Beginning Balance</i>	\$765,152.57
	<i>Previous Net Change</i>	\$48,742.79
*Transfers Project Transfers		\$0.00
Investment Activity Investment Income - Dividends (CF)		\$825.63
Gain/Loss on Investments - CF		(\$269.01)
CF Administrative Fees		(\$1,626.79)
Broker Investment Fees		(\$289.22)
Unrealized Gains and Losses		(\$25,344.37)
	<i>Ending Balance</i>	<u>\$787,191.60</u>

TOTAL ENDING BALANCE **\$910,582.74**

Wenatchee Valley College Foundation

Operating Income Statement - Detailed

Period Ending 08/31/2022

	FY 2022-23 Budget	Actuals	Variance
	Year-to-date	Year-to-date	Year-to-date
INCOME			
Annual Fund	\$8,373.32	\$7,519.72	\$853.60
Assessments/Investments	\$35,957.32	\$34,021.83	\$1,935.49
In-kinds	\$48,000.00	\$44,354.49	\$3,645.51
TOTAL INCOME	<u>\$92,330.64</u>	<u>\$85,896.04</u>	<u>\$6,434.60</u>
EXPENSE			
Administration	(\$55,040.14)	(\$48,717.14)	(\$6,323.00)
Programming	(\$516.66)	(\$197.99)	(\$318.67)
Events	(\$300.00)	(\$249.24)	(\$50.76)
Gifts, Grants, & Awards	(\$60,000.00)	(\$45,854.00)	(\$14,146.00)
In-kinds	(\$48,000.00)	(\$44,354.49)	(\$3,645.51)
TOTAL EXPENSE	<u>(\$163,856.80)</u>	<u>(\$139,372.86)</u>	<u>(\$24,483.94)</u>
NET SURPLUS/(DEFICIT)	<u>(\$71,526.16)</u>	<u>(\$53,476.82)</u>	<u>(\$18,049.34)</u>

Wenatchee Valley College Foundation

Operating Income Statement - Detailed

Period Ending 08/31/2022

	FY 2022-23 Budget	Actuals	Variance
	Year-to-date	Year-to-date	Year-to-date
INCOME			
Annual Fund			
Employee Payroll Contributions	\$640.00	\$640.00	\$0.00
Contributions/Donations	\$6,333.32	\$5,479.72	\$853.60
Events	\$1,400.00	\$1,400.00	\$0.00
Total Annual Fund	\$8,373.32	\$7,519.72	\$853.60
Assessments/Investments			
Management Fees	\$25,833.32	\$22,421.08	\$3,412.24
Program Assessment	\$10,100.00	\$11,577.28	(\$1,477.28)
CVB Interest	\$24.00	\$23.47	\$0.53
Total Assessments/Investments	\$35,957.32	\$34,021.83	\$1,935.49
In-kinds			
In-kind Contributions-WVC	\$48,000.00	\$44,354.49	\$3,645.51
Total In-kinds	\$48,000.00	\$44,354.49	\$3,645.51
TOTAL INCOME	\$92,330.64	\$85,896.04	\$6,434.60
EXPENSE			
Administration			
Software	\$15,000.00	\$13,683.60	\$1,316.40
Merchant Service Fees	\$200.00	\$112.84	\$87.16
Bank Fees	\$20.00	(\$20.00)	\$40.00
Legal and Accounting	\$4,166.66	\$220.50	\$3,946.16
Dues & Memberships	\$250.00	\$49.00	\$201.00
Advertising & Sponsorships	\$1,000.00	\$3,000.00	(\$2,000.00)
Office Supplies	\$350.00	\$52.08	\$297.92
Salaries and Wages	\$25,000.00	\$23,298.00	\$1,702.00
Payroll Taxes	\$1,991.66	\$1,817.72	\$173.94
Medical Benefits	\$4,775.00	\$4,520.00	\$255.00
Retirement Contributions	\$2,083.32	\$1,795.48	\$287.84

	FY 2022-23 Budget	Actuals	Variance
	Year-to-date	Year-to-date	Year-to-date
Wages and Benefits - Other	\$203.50	\$187.92	\$15.58
Total Administration	(\$55,040.14)	(\$48,717.14)	(\$6,323.00)
Programming			
Stewardship	\$100.00	\$9.39	\$90.61
Staff & Board Retreat	\$416.66	\$188.60	\$228.06
Total Programming	(\$516.66)	(\$197.99)	(\$318.67)
Events			
Alumni Events	\$300.00	\$249.24	\$50.76
Total Events	(\$300.00)	(\$249.24)	(\$50.76)
Gifts, Grants, & Awards			
Gifts Grants Awards to College	\$60,000.00	\$45,854.00	\$14,146.00
Total Gifts, Grants, & Awards	(\$60,000.00)	(\$45,854.00)	(\$14,146.00)
In-kinds			
In-Kind WVC Payroll	\$48,000.00	\$44,354.49	\$3,645.51
Total In-kinds	(\$48,000.00)	(\$44,354.49)	(\$3,645.51)
TOTAL EXPENSE	(\$163,856.80)	(\$139,372.86)	(\$24,483.94)
NET SURPLUS/(DEFICIT)	(\$71,526.16)	(\$53,476.82)	(\$18,049.34)

Wenatchee Valley College Foundation

Income Statement per Restrictions

Period Ending 08/31/2022

	Without Donor Restrictions	With Donor Restrictions		Total
	Unrestricted	Temporarily Restricted	Permanently Restricted	
Revenues				
Employee Payroll Contributions	\$640.00	\$0.00	\$0.00	\$640.00
Contributions/Donations	\$5,479.72	\$0.00	\$0.00	\$5,479.72
In-kind Contributions-WVC	\$44,354.49	\$0.00	\$0.00	\$44,354.49
Management Fees	\$22,421.08	\$0.00	\$0.00	\$22,421.08
Program Assessment	\$11,577.28	\$0.00	\$0.00	\$11,577.28
Events	\$1,400.00	\$0.00	\$0.00	\$1,400.00
Investment Income - Dividends (CF)	\$1,580.33	\$0.00	\$0.00	\$1,580.33
CVB Interest	\$23.47	\$0.00	\$0.00	\$23.47
Gain/Loss on Investments - CF	(\$623.45)	\$0.00	\$0.00	(\$623.45)
Contributions/Donations	\$0.00	\$233,668.36	\$0.00	\$233,668.36
Investment Income - Dividends (CF)	\$0.00	\$386.96	\$0.00	\$386.96
Gain/Loss on Investments - CF	\$0.00	(\$152.66)	\$0.00	(\$152.66)
Contributions/Donations	\$0.00	\$0.00	\$68,680.05	\$68,680.05
Investment Income - Dividends (CF)	\$0.00	\$0.00	\$15,261.29	\$15,261.29
Investments Dividends - Stifel	\$0.00	\$0.00	\$172.13	\$172.13
Gain/Loss on Investments - CF	\$0.00	\$0.00	(\$6,020.73)	(\$6,020.73)
Total Revenues	\$86,852.92	\$233,902.66	\$78,092.74	\$398,848.32
Expenses				
CF Administrative Fees	\$3,260.24	\$0.00	\$0.00	\$3,260.24
Software	\$13,683.60	\$0.00	\$0.00	\$13,683.60
Merchant Service Fees	\$112.84	\$0.00	\$0.00	\$112.84
Bank Fees	(\$20.00)	\$0.00	\$0.00	(\$20.00)
Legal and Accounting	\$220.50	\$0.00	\$0.00	\$220.50
Dues & Memberships	\$49.00	\$0.00	\$0.00	\$49.00
Broker Investment Fees	\$612.72	\$0.00	\$0.00	\$612.72
Advertising & Sponsorships	\$3,000.00	\$0.00	\$0.00	\$3,000.00
Office Supplies	\$52.08	\$0.00	\$0.00	\$52.08

	Without Donor Restrictions	With Donor Restrictions		Total
	Unrestricted	Temporarily Restricted	Permanently Restricted	
Gifts Grants Awards to College	\$45,854.00	\$0.00	\$0.00	\$45,854.00
In-Kind WVC Payroll	\$44,354.49	\$0.00	\$0.00	\$44,354.49
Stewardship	\$9.39	\$0.00	\$0.00	\$9.39
Alumni Events	\$249.24	\$0.00	\$0.00	\$249.24
Staff & Board Retreat	\$188.60	\$0.00	\$0.00	\$188.60
Salaries and Wages	\$23,298.00	\$0.00	\$0.00	\$23,298.00
Payroll Taxes	\$1,817.72	\$0.00	\$0.00	\$1,817.72
Medical Benefits	\$4,520.00	\$0.00	\$0.00	\$4,520.00
Retirement Contributions	\$1,795.48	\$0.00	\$0.00	\$1,795.48
Wages and Benefits - Other	\$187.92	\$0.00	\$0.00	\$187.92
Program Expenses	\$0.00	(\$514.65)	\$0.00	(\$514.65)
CF Administrative Fees	\$0.00	\$797.59	\$0.00	\$797.59
Broker Investment Fees	\$0.00	\$150.03	\$0.00	\$150.03
CF Administrative Fees	\$0.00	\$0.00	\$31,490.31	\$31,490.31
Broker Investment Fees	\$0.00	\$0.00	\$5,916.98	\$5,916.98
Total Expenses	\$143,245.82	\$432.97	\$37,407.29	\$181,086.08
Gains				
Unrealized Gains and Losses	\$25,552.69	\$0.00	\$0.00	\$25,552.69
Unrealized Gains and Losses	\$0.00	\$6,256.83	\$0.00	\$6,256.83
Unrealized Gains and Losses	\$0.00	\$0.00	\$246,764.75	\$246,764.75
Total Gains	\$25,552.69	\$6,256.83	\$246,764.75	\$278,574.27
BEGINNING RETAINED EARNINGS	\$941,422.95	\$747,417.10	\$8,329,230.47	\$10,018,070.52
NET SURPLUS/(DEFICIT)	(\$30,840.21)	\$239,726.52	\$287,450.20	\$496,336.51
ENDING RETAINED EARNINGS	\$910,582.74	\$987,143.62	\$8,616,680.67	\$10,514,407.03

Wenatchee Valley College Foundation

Balance Sheet

As of 08/31/2022

	Without Donor Restrictions	With Donor Restrictions		Total
	Unrestricted	Temporarily Restricted	Permanently Restricted	
Assets				
CVB - Checking	\$111,366.18	\$0.00	\$0.00	\$111,366.18
CVB - Money Market	\$8,097.14	\$0.00	\$0.00	\$8,097.14
Investments - CF	\$673,738.46	\$0.00	\$0.00	\$673,738.46
Fair Market Value Adjustment	\$237,497.84	\$0.00	\$0.00	\$237,497.84
Management Fees Receivable	\$11,502.24	\$0.00	\$0.00	\$11,502.24
CVB - Checking	\$0.00	\$798,095.94	\$0.00	\$798,095.94
CVB - Money market	\$0.00	\$11,404.80	\$0.00	\$11,404.80
Investments - CF	\$0.00	\$27,756.32	\$0.00	\$27,756.32
Fair Market Value Adjustment	\$0.00	\$195,368.56	\$0.00	\$195,368.56
Pledges Receivable	\$0.00	\$225,030.00	\$0.00	\$225,030.00
Tangible Assets	\$0.00	\$8,000.00	\$0.00	\$8,000.00
CVB - Checking	\$0.00	\$0.00	\$260,961.43	\$260,961.43
Stifel Stock Acct	\$0.00	\$0.00	\$171.67	\$171.67
Investments - CF	\$0.00	\$0.00	\$6,106,921.30	\$6,106,921.30
Fair Market Value Adjustment	\$0.00	\$0.00	\$2,692,978.77	\$2,692,978.77
Total Assets	\$1,042,201.86	\$1,265,655.62	\$9,061,033.17	\$11,368,890.65
Liabilities and Retained Earnings				
Liabilities				
Payroll Liabilities	\$31,619.12	\$0.00	\$0.00	\$31,619.12
Other Payables	\$100,000.00	\$0.00	\$0.00	\$100,000.00
Scholarships Payable	\$0.00	\$176,732.00	\$0.00	\$176,732.00
Nurses for Tomorrow - WVC	\$0.00	\$101,780.00	\$0.00	\$101,780.00
Scholarships Payable	\$0.00	\$0.00	\$437,312.50	\$437,312.50
WVC Annual Funding - Awards Payable	\$0.00	\$0.00	\$7,040.00	\$7,040.00
Total Liabilities	\$131,619.12	\$278,512.00	\$444,352.50	\$854,483.62

	Without Donor Restrictions	With Donor Restrictions		Total
	Unrestricted	Temporarily Restricted	Permanently Restricted	
Retained Earnings				
Unrestricted	\$910,582.74	\$0.00	\$0.00	\$910,582.74
Temporarily Restricted	\$0.00	\$987,143.62	\$0.00	\$987,143.62
Permanently Restricted	\$0.00	\$0.00	\$2,276,306.89	\$2,276,306.89
Return to Endowment	\$0.00	\$0.00	\$6,340,373.78	\$6,340,373.78
Total Retained Earnings	\$910,582.74	\$987,143.62	\$8,616,680.67	\$10,514,407.03
Total Liabilities and Retained Earnings	\$1,042,201.86	\$1,265,655.62	\$9,061,033.17	\$11,368,890.65