



BUDGET & FINANCE COMMITTEE

AGENDA

Monday, November 6, 2023 - 4:00 pm - 5:00 pm

Mish ee twee 1305- 3rd floor Conf. Room -- [Zoom](#)

CALL TO ORDER

1) CONSENT AGENDA

- A. October 2023 Minutes

2) FINANCIAL REPORTS – *Brenda Magana-Galvan*

- A. Quarterly Expenditure Report- *Handout*
- B. Unrestricted Project Activity report
- C. Operating Income Statement
- D. Income Statement per Restrictions
- E. Balance sheet
- F. Monthly Gift Report (October)

3) OLD BUSINESS

- A. Audit Update

4) NEW BUSINESS

- A. Estate of Pixieann Kalcic Zacher
- B. Banking Services

5) OTHER BUSINESS

- A. Report to the Full Board

ADJOURNMENT

Auditor presentation will be at the December 4 committee meeting. Please attend.

Upcoming Events:

Munchen Haus- 11/7 4pm
Piatigorsky Concert- 11/8 5:30pm

Upcoming Meetings:

Development- 11/8
Scholarship- 11/13
Executive- 11/13
Full Board- 11/20

Time

12pm
12pm
4pm
12pm

[Board Portal- click here](#)

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



BUDGET & FINANCE MINUTES

Monday, October 2, 2023

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

Members absent: Barbara Guzman

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

CALL TO ORDER 4:04pm

1) CONSENT AGENDA

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

2) FINANCIAL REPORTS – *Brenda Magaña-Galvan*

- A. Unrestricted Project Activity Report- little activity to note due to it being early in the FY still. September will bring the transfer of CFNCW investments into the checking account to prep for the incoming year's activity.
- B. Operating Income Statement- Little activity due to it being early in the FY. Not all revenue and expense accounts are visible yet due to no activity at this point in the year. Revenue is roughly \$5K under budget. Expenses roughly \$8K under budget. Merchant services fee was not budgeted due to transition from Blackbaud Raiser's Edge to Network for Good, however a donor refund incurred an expense on this line. Overall net positive of \$4k.
- C. Income Sheet per Restrictions- Contributions are showing abnormally high for this time of year due to a "pass through" grant from the WA Center for Nursing for WVC's new LPN-to-BSN program. Grant was transferred to the college for administration. This is the final year of the grant. It will not pass through the foundation in the future if the grant is awarded again.
- D. Balance Sheet- CFNCW will be transferring the endowment allocation soon, which will inflate the permanently restricted funds at CVB – Checking. Scholarships funds are paid to the college on an invoice basis every quarter. Discussion regarding pledge balances, discounts on those pledges vs. doubtful pledges and how the market value fluctuating affects those amounts.
- E. Monthly Gift Report (September)- Employee payroll giving has increased with faculty returning for the academic year, resulting in an increase back to the pre-summer amounts.

3) OLD BUSINESS

- A. Audit FY22-23- Engagement letter has been signed by all parties. Work is anticipated to begin this week, all done virtually. Discussion regarding auditor interviews with board members. Auditor will reach out to those who can provide pertinent information.
- B. Update: CD with Stifel- The funds have been rolled over into new CDs as they mature, with a balance of \$96K as of end of August. The current two CDs are due to mature in November. Use of funds was originally anticipated for January 2024, Rachel Evey will be meeting with Foundation of Caring Fund (grant donor) to provide update and confirm

whether second grant is still coming. Currently, unsure if nursing department will be ready to use the funds this January as intended for second cohort of Associate Degree of Nursing (aka RN program).

Discussion regarding whether to roll funds into new CDs or whether to explore other options until monies are needed by the nursing program. Recommendation from committee for staff to research high-yield savings accounts so the fund balance can continue to earn interest we wait to expend the monies. At the December committee meeting, Foundation staff will present recommendation.

- C. IntraFi Agreement- Cashmere Valley Bank (CVB) account balance will be covered by FDIC, Bank of NY Mellon and IntraFi act as custodians with an agreement, deposits are recorded in a layered method. Discussion regarding the high CVB balance. Funds are allocated from the Community Foundation of NCW on an annual basis to CVB then dispersed on an invoice basis throughout the year. This process is per the fiscal procedure manual for efficient payments.

Request to provide a report of the funds that make up the CVB balance to better understand the mix of funds. Report will inform committee whether to pursue IntraFi services or explore holding funds at multiple banking institutions.

4) NEW BUSINESS

- A. Bank Account Signatories- Notification to committee that board president and vice president have been added as bank account signors, per the fiscal procedures manual.
- B. Potential Committee Projects
 - i. Banking Services- more information to come as options are explored as alternatives or additions to CVB.
 - ii. Auditor RFP- The FY21-22 990 filing was late and the IRS penalized the foundation. The penalization was waived. This oversight prompted the consideration to change auditors. It is industry best practice to change every few years, recommended to be the goal for the 2023-24 audit. Suggestion to get the RFP out by March 2024. Draft will be presented to the committee in January.
 - iii. Operating Budget Overhaul- Operating budget includes “Gifts Grants and Awards” to the college, which is technically not an operating expense. It should be considered a program support expense. Request from the Executive Director for how to reclassify the line item and update the operating budget.

5) OTHER BUSINESS

- A. 2023-24 Work Plan- reminder to board of typical activities of the Foundation.
- B. Report to the Full Board- audit underway

ADJOURNMENT 5:05pm

Minutes taken by Mireya Sanchez

Wenatchee Valley College Foundation

Unrestricted Project Activity Report

9/30/2023

1100 - General Support

	<i>Beginning Balance</i>	\$186,287.73
	<i>Previous Net Change</i>	\$4,822.84
Revenue		\$41,589.52
Expense		(\$53,864.62)
*Transfers Project Transfers		\$0.00
	<i>Ending Balance</i>	<u>\$178,835.47</u>

1732 - Reserve

	<i>Beginning Balance</i>	\$25,630.38
	<i>Previous Net Change</i>	\$214.33
*Transfers Project Transfers		\$0.00
Investment Activity Investment Income - Dividends (CF)		\$112.31
Gain/Loss on Investments - CF		\$964.53
CF Administrative Fees		(\$46.15)
Broker Investment Fees		(\$8.42)
Unrealized Gains and Losses		(\$1,896.91)
	<i>Ending Balance</i>	<u>\$24,970.07</u>

1745 - WVC Foundation Endowment

	<i>Beginning Balance</i>	\$712,736.49
	<i>Previous Net Change</i>	\$5,976.72
*Transfers Project Transfers		\$0.00
Investment Activity Investment Income - Dividends (CF)		\$3,052.61
Gain/Loss on Investments - CF		\$26,215.89
CF Administrative Fees		(\$1,269.11)
Broker Investment Fees		(\$228.91)
Unrealized Gains and Losses		(\$51,557.67)
	<i>Ending Balance</i>	<u>\$694,926.02</u>

TOTAL ENDING BALANCE **\$898,731.56**

Wenatchee Valley College Foundation

Operating Income Statement - Overview

As of 09/30/2023

	FY 2023-24 Budget	Actuals	Variance
	Year-to-date	Year-to-date	Year-to-date
INCOME			
Annual Fund	\$20,958.33	\$19,961.60	\$996.73
Assessments/Investments	\$40,724.98	\$36,003.93	\$4,721.05
In-kinds	\$68,883.48	\$68,713.53	\$169.95
TOTAL INCOME	\$130,566.79	\$124,679.06	\$5,887.73
EXPENSE			
Administration	(\$79,677.45)	(\$54,257.82)	(\$25,419.63)
Programming	(\$3,450.00)	(\$2,954.03)	(\$495.97)
Events	(\$4,000.00)	(\$2,481.26)	(\$1,518.74)
Gifts, Grants, & Awards	(\$50,000.00)	(\$3,724.68)	(\$46,275.32)
In-kinds	(\$68,883.48)	(\$68,713.53)	(\$169.95)
TOTAL EXPENSE	(\$206,010.93)	(\$132,131.32)	(\$73,879.61)
NET SURPLUS/(DEFICIT)	(\$75,444.14)	(\$7,452.26)	(\$67,991.88)

Wenatchee Valley College Foundation

Operating Income Statement - Detailed

As of 09/30/2023

	FY 2023-24 Budget	Actuals	Variance
	Year-to-date	Year-to-date	Year-to-date
INCOME			
Annual Fund			
Employee Payroll Contributions	\$1,525.00	\$865.00	\$660.00
Contributions/Donations	\$15,000.00	\$14,771.60	\$228.40
Events	\$4,433.33	\$4,325.00	\$108.33
Total Annual Fund	\$20,958.33	\$19,961.60	\$996.73
Assessments/Investments			
Management Fees	\$38,749.98	\$34,085.68	\$4,664.30
Program Assessment	\$1,875.00	\$1,824.51	\$50.49
CVB Interest	\$100.00	\$93.74	\$6.26
Total Assessments/Investments	\$40,724.98	\$36,003.93	\$4,721.05
In-kinds			
In-kind Contributions-WVC	\$68,883.48	\$68,713.53	\$169.95
Total In-kinds	\$68,883.48	\$68,713.53	\$169.95
TOTAL INCOME	\$130,566.79	\$124,679.06	\$5,887.73
EXPENSE			
Administration			
Software	\$15,000.00	\$5,529.07	\$9,470.93
Merchant Service Fees	\$0.00	\$46.95	(\$46.95)
Bank Fees	\$60.00	\$51.20	\$8.80
Dues & Memberships	\$987.48	\$608.98	\$378.50
Office Supplies	\$810.00	\$721.57	\$88.43
Staff and Board Professional Development	\$3,069.99	\$0.00	\$3,069.99
Salaries and Wages	\$41,749.98	\$34,507.00	\$7,242.98
Payroll Taxes	\$4,500.00	\$2,684.97	\$1,815.03
Medical Benefits	\$7,500.00	\$6,870.00	\$630.00
Retirement Contributions	\$5,250.00	\$2,959.96	\$2,290.04
Wages and Benefits - Other	\$750.00	\$278.12	\$471.88

	FY 2023-24 Budget	Actuals	Variance
	Year-to-date	Year-to-date	Year-to-date
Total Administration	(\$79,677.45)	(\$54,257.82)	(\$25,419.63)
Programming			
Networking	\$200.00	\$14.41	\$185.59
Stewardship	\$50.00	\$10.73	\$39.27
Staff & Board Retreat	\$200.00	\$163.46	\$36.54
Scholarship Programming	\$3,000.00	\$2,765.43	\$234.57
Total Programming	(\$3,450.00)	(\$2,954.03)	(\$495.97)
Events			
Alumni Events	\$4,000.00	\$2,481.26	\$1,518.74
Total Events	(\$4,000.00)	(\$2,481.26)	(\$1,518.74)
Gifts, Grants, & Awards			
Gifts Grants Awards to College	\$50,000.00	\$3,724.68	\$46,275.32
Total Gifts, Grants, & Awards	(\$50,000.00)	(\$3,724.68)	(\$46,275.32)
In-kinds			
In-Kind WVC Payroll	\$68,883.48	\$68,713.53	\$169.95
Total In-kinds	(\$68,883.48)	(\$68,713.53)	(\$169.95)
TOTAL EXPENSE	(\$206,010.93)	(\$132,131.32)	(\$73,879.61)
NET SURPLUS/(DEFICIT)	(\$75,444.14)	(\$7,452.26)	(\$67,991.88)

Wenatchee Valley College Foundation

Income Statement per Restrictions

As of 09/30/2023

	Without Donor Restrictions	With Donor Restrictions		Total
	Unrestricted	Temporarily Restricted	Permanently Restricted	
Revenues				
Employee Payroll Contributions	\$865.00	\$0.00	\$0.00	\$865.00
Contributions/Donations	\$14,771.60	\$0.00	\$0.00	\$14,771.60
In-kind Contributions-WVC	\$68,713.53	\$0.00	\$0.00	\$68,713.53
Management Fees	\$34,085.68	\$0.00	\$0.00	\$34,085.68
Program Assessment	\$1,824.51	\$0.00	\$0.00	\$1,824.51
Events	\$4,325.00	\$0.00	\$0.00	\$4,325.00
Investment Income - Dividends (CF)	\$5,076.63	\$0.00	\$0.00	\$5,076.63
CVB Interest	\$93.74	\$0.00	\$0.00	\$93.74
Gain/Loss on Investments - CF	\$26,830.98	\$0.00	\$0.00	\$26,830.98
Contributions/Donations	\$0.00	\$278,278.98	\$0.00	\$278,278.98
In-kind Contributions	\$0.00	\$14,100.00	\$0.00	\$14,100.00
Investment Income - Dividends (CF)	\$0.00	\$829.77	\$0.00	\$829.77
Gain/Loss on Investments - CF	\$0.00	\$4,410.50	\$0.00	\$4,410.50
Contributions/Donations	\$0.00	\$0.00	\$93,623.03	\$93,623.03
Investment Income - Dividends (CF)	\$0.00	\$0.00	\$62,812.60	\$62,812.60
Gain/Loss on Investments - CF	\$0.00	\$0.00	\$331,395.98	\$331,395.98
Total Revenues	\$156,586.67	\$297,619.25	\$487,831.61	\$942,037.53
Expenses				
CF Administrative Fees	\$3,982.20	\$0.00	\$0.00	\$3,982.20
Software	\$5,529.07	\$0.00	\$0.00	\$5,529.07
Merchant Service Fees	\$46.95	\$0.00	\$0.00	\$46.95
Bank Fees	\$51.20	\$0.00	\$0.00	\$51.20
Dues & Memberships	\$608.98	\$0.00	\$0.00	\$608.98
Broker Investment Fees	\$737.89	\$0.00	\$0.00	\$737.89
Office Supplies	\$721.57	\$0.00	\$0.00	\$721.57
Networking	\$14.41	\$0.00	\$0.00	\$14.41
Gifts Grants Awards to College	\$3,724.68	\$0.00	\$0.00	\$3,724.68

	Without Donor Restrictions	With Donor Restrictions		Total
	Unrestricted	Temporarily Restricted	Permanently Restricted	
In-Kind WVC Payroll	\$68,713.53	\$0.00	\$0.00	\$68,713.53
Stewardship	\$10.73	\$0.00	\$0.00	\$10.73
Alumni Events	\$2,481.26	\$0.00	\$0.00	\$2,481.26
Staff & Board Retreat	\$163.46	\$0.00	\$0.00	\$163.46
Scholarship Programming	\$2,765.43	\$0.00	\$0.00	\$2,765.43
Salaries and Wages	\$34,507.00	\$0.00	\$0.00	\$34,507.00
Payroll Taxes	\$2,684.97	\$0.00	\$0.00	\$2,684.97
Medical Benefits	\$6,870.00	\$0.00	\$0.00	\$6,870.00
Retirement Contributions	\$2,959.96	\$0.00	\$0.00	\$2,959.96
Wages and Benefits - Other	\$278.12	\$0.00	\$0.00	\$278.12
Program Expenses	\$0.00	\$15,557.30	\$0.00	\$15,557.30
CF Administrative Fees	\$0.00	\$645.56	\$0.00	\$645.56
Broker Investment Fees	\$0.00	\$120.09	\$0.00	\$120.09
Scholarships Awarded	\$0.00	\$500.00	\$0.00	\$500.00
Gifts Grants Awards to College	\$0.00	\$233,250.00	\$0.00	\$233,250.00
In-Kind Gifts	\$0.00	\$14,100.00	\$0.00	\$14,100.00
CF Administrative Fees	\$0.00	\$0.00	\$49,380.07	\$49,380.07
Broker Investment Fees	\$0.00	\$0.00	\$9,142.11	\$9,142.11
Total Expenses	\$136,851.41	\$264,172.95	\$58,522.18	\$459,546.54
Gains				
Unrealized Gains and Losses	(\$45,658.30)	\$0.00	\$0.00	(\$45,658.30)
Unrealized Gains and Losses	\$0.00	(\$7,522.52)	\$0.00	(\$7,522.52)
Unrealized Gains and Losses	\$0.00	\$0.00	(\$563,535.52)	(\$563,535.52)
Total Gains	(\$45,658.30)	(\$7,522.52)	(\$563,535.52)	(\$616,716.34)
BEGINNING RETAINED EARNINGS	\$924,654.60	\$1,189,340.56	\$9,429,050.69	\$11,543,045.85
NET SURPLUS/(DEFICIT)	(\$25,923.04)	\$25,923.78	(\$134,226.09)	(\$134,225.35)
ENDING RETAINED EARNINGS	\$898,731.56	\$1,215,264.34	\$9,294,824.60	\$11,408,820.50

Wenatchee Valley College Foundation

Balance Sheet

As of 09/30/2023

	Without Donor Restrictions	With Donor Restrictions		Total
	Unrestricted	Temporarily Restricted	Permanently Restricted	
Assets				
CVB - Checking	\$174,914.33	\$0.00	\$0.00	\$174,914.33
CVB - Money Market	\$8,203.12	\$0.00	\$0.00	\$8,203.12
Investments - CF	\$497,089.45	\$0.00	\$0.00	\$497,089.45
Fair Market Value Adjustment	\$222,806.64	\$0.00	\$0.00	\$222,806.64
Management Fees Receivable	\$11,242.14	\$0.00	\$0.00	\$11,242.14
CVB - Checking	\$0.00	\$837,502.93	\$0.00	\$837,502.93
CVB - Money market	\$0.00	\$11,404.80	\$0.00	\$11,404.80
Stifel Stock Acct	\$0.00	\$96,513.07	\$0.00	\$96,513.07
Investments - CF	\$0.00	\$5,372.24	\$0.00	\$5,372.24
Fair Market Value Adjustment	\$0.00	\$111,169.34	\$0.00	\$111,169.34
Pledges Receivable	\$0.00	\$169,749.00	\$0.00	\$169,749.00
Discounts on Pledges	\$0.00	(\$21,051.04)	\$0.00	(\$21,051.04)
Allowance for Doubtful Pledges	\$0.00	(\$3,396.00)	\$0.00	(\$3,396.00)
Tangible Assets	\$0.00	\$8,000.00	\$0.00	\$8,000.00
CVB - Checking	\$0.00	\$0.00	\$733,900.46	\$733,900.46
Investments - CF	\$0.00	\$0.00	\$6,346,131.72	\$6,346,131.72
Fair Market Value Adjustment	\$0.00	\$0.00	\$2,587,412.76	\$2,587,412.76
Total Assets	\$914,255.68	\$1,215,264.34	\$9,667,444.94	\$11,796,964.96

Liabilities and Retained Earnings

Liabilities

Accrued Liabilities	\$88.50	\$0.00	\$0.00	\$88.50
Payroll Liabilities	\$15,435.62	\$0.00	\$0.00	\$15,435.62
Scholarships Payable	\$0.00	\$0.00	\$371,120.00	\$371,120.00
WVC Annual Funding - Awards Payable	\$0.00	\$0.00	\$1,500.34	\$1,500.34
Total Liabilities	\$15,524.12	\$0.00	\$372,620.34	\$388,144.46

	Without Donor Restrictions	With Donor Restrictions		Total
	Unrestricted	Temporarily Restricted	Permanently Restricted	
Retained Earnings				
Unrestricted	\$898,731.56	\$0.00	\$0.00	\$898,731.56
Temporarily Restricted	\$0.00	\$1,215,264.34	\$0.00	\$1,215,264.34
Permanently Restricted	\$0.00	\$0.00	\$2,954,450.82	\$2,954,450.82
Return to Endowment	\$0.00	\$0.00	\$6,340,373.78	\$6,340,373.78
Total Retained Earnings	\$898,731.56	\$1,215,264.34	\$9,294,824.60	\$11,408,820.50
Total Liabilities and Retained Earnings	\$914,255.68	\$1,215,264.34	\$9,667,444.94	\$11,796,964.96

<u>First Name</u>	<u>Last Name</u>
Susan	Adkins
Ronald	Adolphi
Brenda	Alcala
Xavier	Arinez
Jennifer	Babcock
Jerry	Baird
Andrew	Behler
Reagan	Bellamy
Carmen	Best
Brigid	Chvilicek
Kathy	Coffman
Bianca	Ebreo
Rachel	Evey
Jenny	Freese
Rebecca	Hargrove
Andrew	Hersh-Tudor
Shawn	Hunstock
Maria	Iniguez
Zack	Jacobson
Micky	Jennings
Ty	Jones
Kerin	Keys
Walter	Krueger
Jill	Leonard
Sara	Lippert
Ron	Lodge
Jeanne	Lodge
Annalise	Louer
Danielle and Jeff	Marchant
Barbara	Oldham
Brett	Peterson
Brett	Riley
Angela	Russell
Mireya	Sanchez
Branwen	Schaub
Tria	Skirko
Edward	Smith
Carin	Smith
Amy	Snively-Martinez
Larry	Stephenson
Holly	Thorpe
Tod	Treat
Laura	Villanueva
Susan	Virnig
Sharon	Wiest
Josh	Wood

Anonymous
Donald E and Colleen Breen Rev Trust
Cascade Auto Center

\$43,324

Raised

\$774

Average

\$2,095

Recurring

48

Total Donors

\$50

Median