



BUDGET & FINANCE COMMITTEE

AGENDA

Monday, December 6, 2021 - 4:00 pm-5:00 pm

Wenatchi Hall – Board Room (#2310)

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

CALL TO ORDER

1) CONSENT AGENDA

- A. November 2021 minutes
- B. Financial Reports
 - i. Project Activity Report (Unrestricted funds)
 - ii. Income Statement
 - 1. Unrestricted Overview and Detailed
 - 2. Per Restrictions
 - iii. Balance Sheet
 - iv. Monthly Gift Report - *Handout*

2) NEW BUSINESS

- A. Presentation of Audited Financials for FY20-21 – *Michael Yale*

3) OTHER BUSINESS

- A. Report to the Full Board

ADJOURNMENT

Upcoming Events:

Upcoming Meetings:

Scholarship Committee- Dec. 6 12pm

Development Committee- Dec. 13 12pm

Executive Committee- Dec. 13 4pm

Full Board Meeting- Dec. 20 12pm

Board Portal: www.wvc.edu/boardportal



BUDGET & FINANCE COMMITTEE

MINUTES

Monday, November 1, 2021

Members Present: Brenda Alcalá, Xavier Arinez, Bianca Ebreo, Don Gurnard, Bárbara Guzmán, Ron Lodge, Lyle Markhart

Members Absent: Barry Leahy, Brett Peterson, Steven Wilkinson, Jose Gonzalez

Staff Present: Rachel Evey, Mireya Sanchez

Call to order at 4:05pm

1) CONSENT AGENDA

- A. October 2021 Minutes approved by consent.

2) FINANCIAL REPORTS 9/30/2021

- A. Project Activity Report- Total ending balance decreased by \$51,700 from previous month due to awards paid to the college.
- B. Income Statement
 - i. Unrestricted Overview and Detailed- about \$10,000 under on income, expenses under budget by about \$30,000. Net \$20,000 difference from budget, \$60,000 total deficit for unrestricted budget.
 - ii. Per Restrictions- Nothing significant, annual scholarships are still being carried while awaiting renewals. Expectation that they will all be renewed by Dec. 31st.
- C. Balance Sheet- Nothing significant, Building Futures pledges are being recorded as they are received.
- D. Monthly Gift Report (October 2021)- Close to 2020 numbers for October, due in large part to scholarship renewals. Overall decrease of \$6,000 from 2020 to 2021.
- E. Q1 Expenditure Report- only significant change was cost of Foundation Awards PR work. All other expenditures typical for the quarter.

3) OLD BUSINESS

- A. **FY 2021-22 Unrestricted Budget**- conversation began this summer to adjust the budget for the vacant position. Agreement reached to change position from part-time communication coordinator to full-time foundation coordinator and cover the cost difference. New unrestricted budget proposal showing increase of \$14k covered by foundation. Offset to that cost from revenue from events and business sponsorships to be determined.

Motion to approve the unrestricted budget as amended by Ron Lodge. Seconded by Bárbara Guzmán. Approved without dissent.

4) NEW BUSINESS

- A. **Fiscal Procedures Manual** – Unrestricted Funds would be new section in the manual. Discussion regarding establishment of the WVC Foundation Endowment.

Motion to add unrestricted fund section by Ron Lodge. Seconded by Bianca Ebreo. Approved without dissent.

- B. **WVC Foundation Endowment FY 2021-22 Allocation-** Request for approval of \$30,130 allocation from endowment to the general support fund for this fiscal year. Discussion to clarify that this request is for this fiscal year only. In future years the endowment allocation will follow the spending policy. Discussion regarding how to present the foundation allocation on the financial reports, proposal to create a specific line item for this allocation so it is reflected on the income statement and not just on the project activity report.

Motion to approve allocation by Don Gurnard. Seconded by Lyle Markhart. Approved without dissent.

- C. **Financial Reports for Full Board-** Discussion regarding how to present financial reports to the full board versus what is presented to the committee. Consideration of the frequency of some of the reports- monthly vs. quarterly, inclusion of data visuals, quarterly expense report for the full board. Proposal to include overviews of each report to the full board, with direction to the board portal for detailed reports. All members in agreement to do a trial run of that change at the next full board meeting.

5) **OTHER BUSINESS**

- A. Report to the Full Board- Next board meeting will be presented with new format of financial reports, with referral to board portal for more detailed information.

ADJOURNMENT at 4:42pm

Minutes taken by Mireya Sanchez

Wenatchee Valley College Foundation

Unrestricted Project Activity Report

10/31/2021

1100 - General Support

| | | |
|-------------------------------------|----------------------------|----------------------|
| | <i>Beginning Balance</i> | \$82,879.63 |
| | <i>Previous Net Change</i> | (\$55,835.52) |
| Revenue | | \$50,180.06 |
| Expense | | (\$35,463.86) |
| *Transfers Project Transfers | | \$0.00 |
| | <i>Ending Balance</i> | <u>\$41,760.31</u> |

1732 - Reserve

| | | |
|---|----------------------------|--------------------|
| | <i>Beginning Balance</i> | \$68,907.38 |
| | <i>Previous Net Change</i> | \$43.00 |
| *Transfers Project Transfers | | \$0.00 |
| Investment Activity Investment Income - Dividends (CF) | | \$12.96 |
| Gain/Loss on Investments - CF | | \$0.50 |
| CF Administrative Fees | | (\$49.58) |
| Broker Investment Fees | | (\$9.62) |
| Unrealized Gains and Losses | | \$810.44 |
| | <i>Ending Balance</i> | <u>\$69,715.08</u> |

1745 - Arneil/Zacher - Unrestricted Board Designated Fund

| | | |
|---|----------------------------|----------------------|
| | <i>Beginning Balance</i> | \$974,411.25 |
| | <i>Previous Net Change</i> | (\$12,401.01) |
| *Transfers Project Transfers | | \$0.00 |
| Investment Activity Investment Income - Dividends (CF) | | \$492.44 |
| Gain/Loss on Investments - CF | | \$19.04 |
| CF Administrative Fees | | (\$1,884.78) |
| Broker Investment Fees | | (\$365.40) |
| Unrealized Gains and Losses | | \$30,793.25 |
| | <i>Ending Balance</i> | <u>\$991,064.79</u> |

TOTAL ENDING BALANCE **\$1,102,540.18**

Wenatchee Valley College Foundation

Unrestricted Income Statement - Overview

Period Ending 10/31/2021

| | FY 2021-22 Budget | Actuals | Variance |
|------------------------------|-----------------------|-----------------------|----------------------|
| | Year-to-date | Year-to-date | Year-to-date |
| INCOME | | | |
| Annual Fund | \$24,805.00 | \$23,495.45 | \$1,309.55 |
| Assessments/Investments | \$58,455.00 | \$60,683.17 | (\$2,228.17) |
| In-kinds | \$81,141.32 | \$68,576.74 | \$12,564.58 |
| TOTAL INCOME | \$164,401.32 | \$152,755.36 | \$11,645.96 |
| EXPENSE | | | |
| Administration | (\$95,700.20) | (\$83,823.13) | (\$11,877.07) |
| Programming | (\$5,966.64) | (\$2,165.12) | (\$3,801.52) |
| Events | (\$6,000.00) | (\$3,420.74) | (\$2,579.26) |
| Gifts, Grants, & Awards | (\$45,000.00) | (\$41,000.00) | (\$4,000.00) |
| In-kinds | (\$81,141.32) | (\$68,576.74) | (\$12,564.58) |
| TOTAL EXPENSE | (\$233,808.16) | (\$198,985.73) | (\$34,822.43) |
| NET SURPLUS/(DEFICIT) | (\$69,406.84) | (\$46,230.37) | (\$23,176.47) |

Wenatchee Valley College Foundation

Unrestricted Income Statement - Detailed

Period Ending 10/31/2021

| | FY 2021-22 Budget | Actuals | Variance |
|--------------------------------------|---------------------|---------------------|---------------------|
| | Year-to-date | Year-to-date | Year-to-date |
| INCOME | | | |
| Annual Fund | | | |
| Employee Payroll Contributions | \$1,005.00 | \$1,000.00 | \$5.00 |
| Contributions/Donations | \$23,800.00 | \$22,495.45 | \$1,304.55 |
| Total Annual Fund | \$24,805.00 | \$23,495.45 | \$1,309.55 |
| Assessments/Investments | | | |
| Management Fees | \$50,500.00 | \$53,496.02 | (\$2,996.02) |
| Program Assessment | \$2,875.00 | \$2,788.82 | \$86.18 |
| Investment Income - Dividends (CF) | \$5,000.00 | \$4,292.39 | \$707.61 |
| CVB Interest | \$80.00 | \$36.52 | \$43.48 |
| Gain/Loss on Investments - CF | \$0.00 | \$69.42 | (\$69.42) |
| Total Assessments/Investments | \$58,455.00 | \$60,683.17 | (\$2,228.17) |
| In-kinds | | | |
| In-kind Contributions-WVC | \$81,141.32 | \$68,576.74 | \$12,564.58 |
| Total In-kinds | \$81,141.32 | \$68,576.74 | \$12,564.58 |
| TOTAL INCOME | \$164,401.32 | \$152,755.36 | \$11,645.96 |
| EXPENSE | | | |
| Administration | | | |
| CF Administrative Fees | \$8,666.64 | \$7,999.13 | \$667.51 |
| Software | \$25,000.00 | \$21,154.92 | \$3,845.08 |
| Merchant Service Fees | \$400.00 | \$237.83 | \$162.17 |
| Bank Fees | \$10.00 | \$10.00 | \$0.00 |
| Dues & Memberships | \$1,000.00 | \$376.00 | \$624.00 |
| Newsletters/Booklets | \$500.00 | \$0.00 | \$500.00 |
| Mailings | \$250.00 | \$0.00 | \$250.00 |
| Broker Investment Fees | \$1,800.00 | \$1,523.73 | \$276.27 |
| Advertising & Sponsorships | \$500.00 | \$0.00 | \$500.00 |
| Office Supplies | \$500.00 | \$244.09 | \$255.91 |

| | FY 2021-22 Budget | Actuals | Variance |
|--|-----------------------|-----------------------|----------------------|
| | Year-to-date | Year-to-date | Year-to-date |
| Staff and Board Professional Development | \$2,000.00 | \$1,645.60 | \$354.40 |
| Salaries and Wages | \$39,666.64 | \$37,778.72 | \$1,887.92 |
| Payroll Taxes | \$3,157.00 | \$2,942.12 | \$214.88 |
| Medical Benefits | \$7,666.64 | \$6,552.00 | \$1,114.64 |
| Retirement Contributions | \$4,166.64 | \$2,966.06 | \$1,200.58 |
| Wages and Benefits - Other | \$416.64 | \$392.93 | \$23.71 |
| Total Administration | (\$95,700.20) | (\$83,823.13) | (\$11,877.07) |
| Programming | | | |
| Spring Appeal | \$300.00 | \$212.75 | \$87.25 |
| Alumni Programming | \$1,000.00 | \$0.00 | \$1,000.00 |
| Board & Committee Expenses | \$0.00 | (\$188.80) | \$188.80 |
| Networking | \$666.64 | \$198.97 | \$467.67 |
| Stewardship | \$2,000.00 | \$1,508.41 | \$491.59 |
| Staff & Board Retreat | \$2,000.00 | \$433.79 | \$1,566.21 |
| Total Programming | (\$5,966.64) | (\$2,165.12) | (\$3,801.52) |
| Events | | | |
| Donor Events | \$4,000.00 | \$3,040.50 | \$959.50 |
| Alumni Events | \$2,000.00 | \$380.24 | \$1,619.76 |
| Total Events | (\$6,000.00) | (\$3,420.74) | (\$2,579.26) |
| Gifts, Grants, & Awards | | | |
| Gifts Grants Awards to College | \$45,000.00 | \$41,000.00 | \$4,000.00 |
| Total Gifts, Grants, & Awards | (\$45,000.00) | (\$41,000.00) | (\$4,000.00) |
| In-kinds | | | |
| In-Kind WVC Payroll | \$81,141.32 | \$68,576.74 | \$12,564.58 |
| Total In-kinds | (\$81,141.32) | (\$68,576.74) | (\$12,564.58) |
| TOTAL EXPENSE | (\$233,808.16) | (\$198,985.73) | (\$34,822.43) |
| NET SURPLUS/(DEFICIT) | (\$69,406.84) | (\$46,230.37) | (\$23,176.47) |

Wenatchee Valley College Foundation

Income Statement per Restrictions

Period Ending 10/31/2021

| | Without Donor Restrictions | With Donor Restrictions | | Total |
|------------------------------------|----------------------------|-------------------------|------------------------|---------------------|
| | Unrestricted | Temporarily Restricted | Permanently Restricted | |
| Revenues | | | | |
| Employee Payroll Contributions | \$1,000.00 | \$0.00 | \$0.00 | \$1,000.00 |
| Contributions/Donations | \$22,495.45 | \$0.00 | \$0.00 | \$22,495.45 |
| In-kind Contributions-WVC | \$68,576.74 | \$0.00 | \$0.00 | \$68,576.74 |
| Management Fees | \$53,496.02 | \$0.00 | \$0.00 | \$53,496.02 |
| Program Assessment | \$2,788.82 | \$0.00 | \$0.00 | \$2,788.82 |
| Investment Income - Dividends (CF) | \$4,292.39 | \$0.00 | \$0.00 | \$4,292.39 |
| CVB Interest | \$36.52 | \$0.00 | \$0.00 | \$36.52 |
| Gain/Loss on Investments - CF | \$69.42 | \$0.00 | \$0.00 | \$69.42 |
| Contributions/Donations | \$0.00 | \$89,851.24 | \$0.00 | \$89,851.24 |
| Investment Income - Dividends (CF) | \$0.00 | \$1,253.38 | \$0.00 | \$1,253.38 |
| Gain/Loss on Investments - CF | \$0.00 | \$20.43 | \$0.00 | \$20.43 |
| Contributions/Donations | \$0.00 | \$0.00 | \$111,777.50 | \$111,777.50 |
| Investment Income - Dividends (CF) | \$0.00 | \$0.00 | \$39,795.25 | \$39,795.25 |
| Gain/Loss on Investments - CF | \$0.00 | \$0.00 | \$649.89 | \$649.89 |
| Total Revenues | \$152,755.36 | \$91,125.05 | \$152,222.64 | \$396,103.05 |
| Expenses | | | | |
| CF Administrative Fees | \$7,999.13 | \$0.00 | \$0.00 | \$7,999.13 |
| Software | \$21,154.92 | \$0.00 | \$0.00 | \$21,154.92 |
| Merchant Service Fees | \$237.83 | \$0.00 | \$0.00 | \$237.83 |
| Bank Fees | \$10.00 | \$0.00 | \$0.00 | \$10.00 |
| Donor Events | \$3,040.50 | \$0.00 | \$0.00 | \$3,040.50 |
| Dues & Memberships | \$376.00 | \$0.00 | \$0.00 | \$376.00 |
| Spring Appeal | \$212.75 | \$0.00 | \$0.00 | \$212.75 |
| Broker Investment Fees | \$1,523.73 | \$0.00 | \$0.00 | \$1,523.73 |
| Board & Committee Expenses | (\$188.80) | \$0.00 | \$0.00 | (\$188.80) |
| Office Supplies | \$244.09 | \$0.00 | \$0.00 | \$244.09 |
| Networking | \$198.97 | \$0.00 | \$0.00 | \$198.97 |

| | Without Donor Restrictions | With Donor Restrictions | | Total |
|--|----------------------------|-------------------------|------------------------|------------------------|
| | Unrestricted | Temporarily Restricted | Permanently Restricted | |
| Gifts Grants Awards to College | \$41,000.00 | \$0.00 | \$0.00 | \$41,000.00 |
| In-Kind WVC Payroll | \$68,576.74 | \$0.00 | \$0.00 | \$68,576.74 |
| Stewardship | \$1,508.41 | \$0.00 | \$0.00 | \$1,508.41 |
| Alumni Events | \$380.24 | \$0.00 | \$0.00 | \$380.24 |
| Staff & Board Retreat | \$433.79 | \$0.00 | \$0.00 | \$433.79 |
| Staff and Board Professional Development | \$1,645.60 | \$0.00 | \$0.00 | \$1,645.60 |
| Salaries and Wages | \$37,778.72 | \$0.00 | \$0.00 | \$37,778.72 |
| Payroll Taxes | \$2,942.12 | \$0.00 | \$0.00 | \$2,942.12 |
| Medical Benefits | \$6,552.00 | \$0.00 | \$0.00 | \$6,552.00 |
| Retirement Contributions | \$2,966.06 | \$0.00 | \$0.00 | \$2,966.06 |
| Wages and Benefits - Other | \$392.93 | \$0.00 | \$0.00 | \$392.93 |
| Program Expenses | \$0.00 | \$2,287.76 | \$0.00 | \$2,287.76 |
| CF Administrative Fees | \$0.00 | \$2,330.75 | \$0.00 | \$2,330.75 |
| Broker Investment Fees | \$0.00 | \$443.79 | \$0.00 | \$443.79 |
| Gifts Grants Awards to College | \$0.00 | \$5,850.00 | \$0.00 | \$5,850.00 |
| CF Administrative Fees | \$0.00 | \$0.00 | \$73,903.26 | \$73,903.26 |
| Broker Investment Fees | \$0.00 | \$0.00 | \$14,082.16 | \$14,082.16 |
| Total Expenses | \$198,985.73 | \$10,912.30 | \$87,985.42 | \$297,883.45 |
| Transfers | | | | |
| Project Transfers | \$50.00 | \$0.00 | \$0.00 | \$50.00 |
| Project Transfers | \$0.00 | \$0.00 | (\$50.00) | (\$50.00) |
| Total Transfers | \$50.00 | \$0.00 | (\$50.00) | \$0.00 |
| Gains | | | | |
| Unrealized Gains and Losses | \$22,622.29 | \$0.00 | \$0.00 | \$22,622.29 |
| Unrealized Gains and Losses | \$0.00 | \$6,583.70 | \$0.00 | \$6,583.70 |
| Unrealized Gains and Losses | \$0.00 | \$0.00 | \$209,240.28 | \$209,240.28 |
| Total Gains | \$22,622.29 | \$6,583.70 | \$209,240.28 | \$238,446.27 |
| BEGINNING RETAINED EARNINGS | \$1,126,198.26 | \$734,746.13 | \$10,161,669.59 | \$12,022,613.98 |

| | Without Donor Restrictions | With Donor Restrictions | | Total |
|--------------------------|----------------------------|-------------------------|------------------------|-----------------|
| | Unrestricted | Temporarily Restricted | Permanently Restricted | |
| NET SURPLUS/(DEFICIT) | (\$23,658.08) | \$86,796.45 | \$273,527.50 | \$336,665.87 |
| ENDING RETAINED EARNINGS | \$1,102,540.18 | \$821,542.58 | \$10,435,197.09 | \$12,359,279.85 |

Wenatchee Valley College Foundation

Balance Sheet

As of 10/31/2021

| | Without Donor Restrictions | With Donor Restrictions | | Total |
|--|----------------------------|-------------------------|------------------------|------------------------|
| | Unrestricted | Temporarily Restricted | Permanently Restricted | |
| Assets | | | | |
| CVB - Checking | \$81,282.29 | \$0.00 | \$0.00 | \$81,282.29 |
| CVB - Money Market | \$8,072.79 | \$0.00 | \$0.00 | \$8,072.79 |
| Investments - Stifel | \$109.33 | \$0.00 | \$0.00 | \$109.33 |
| Investments - CF | \$697,596.86 | \$0.00 | \$0.00 | \$697,596.86 |
| Fair Market Value Adjustment | \$422,183.01 | \$0.00 | \$0.00 | \$422,183.01 |
| Management Fees Receivable | \$13,105.46 | \$0.00 | \$0.00 | \$13,105.46 |
| CVB - Checking | \$0.00 | \$493,837.65 | \$0.00 | \$493,837.65 |
| CVB - Money market | \$0.00 | \$11,404.80 | \$0.00 | \$11,404.80 |
| Investments - CF | \$0.00 | \$79,896.33 | \$0.00 | \$79,896.33 |
| Fair Market Value Adjustment | \$0.00 | \$249,744.80 | \$0.00 | \$249,744.80 |
| Pledges Receivable | \$0.00 | \$128,955.00 | \$0.00 | \$128,955.00 |
| CVB - Checking | \$0.00 | \$0.00 | \$171,022.19 | \$171,022.19 |
| Investments - CF | \$0.00 | \$0.00 | \$6,101,320.16 | \$6,101,320.16 |
| Fair Market Value Adjustment | \$0.00 | \$0.00 | \$4,460,624.74 | \$4,460,624.74 |
| Total Assets | \$1,222,349.74 | \$963,838.58 | \$10,732,967.09 | \$12,919,155.41 |
| Liabilities and Retained Earnings | | | | |
| Liabilities | | | | |
| Credit Card Liability | \$3,834.65 | \$0.00 | \$0.00 | \$3,834.65 |
| Payroll Liabilities | \$13,599.91 | \$0.00 | \$0.00 | \$13,599.91 |
| WVC Annual Funding - Awards Payable | \$2,375.00 | \$0.00 | \$0.00 | \$2,375.00 |
| Other Payables | \$100,000.00 | \$0.00 | \$0.00 | \$100,000.00 |
| Scholarships Payable | \$0.00 | \$84,796.00 | \$0.00 | \$84,796.00 |
| Nurses for Tomorrow - WVC | \$0.00 | \$57,500.00 | \$0.00 | \$57,500.00 |
| Scholarships Payable | \$0.00 | \$0.00 | \$286,160.00 | \$286,160.00 |
| WVC Annual Funding - Awards Payable | \$0.00 | \$0.00 | \$11,610.00 | \$11,610.00 |
| Total Liabilities | \$119,809.56 | \$142,296.00 | \$297,770.00 | \$559,875.56 |

| | Without Donor Restrictions | With Donor Restrictions | | Total |
|--|----------------------------|-------------------------|------------------------|------------------------|
| | Unrestricted | Temporarily Restricted | Permanently Restricted | |
| Retained Earnings | | | | |
| Unrestricted | \$1,102,540.18 | \$0.00 | \$0.00 | \$1,102,540.18 |
| Temporarily Restricted | \$0.00 | \$821,542.58 | \$0.00 | \$821,542.58 |
| Permanently Restricted | \$0.00 | \$0.00 | \$4,094,823.31 | \$4,094,823.31 |
| Return to Endowment | \$0.00 | \$0.00 | \$6,340,373.78 | \$6,340,373.78 |
| Total Retained Earnings | \$1,102,540.18 | \$821,542.58 | \$10,435,197.09 | \$12,359,279.85 |
| Total Liabilities and Retained Earnings | \$1,222,349.74 | \$963,838.58 | \$10,732,967.09 | \$12,919,155.41 |