

**Veterans Services Foundation
Board of Trustees
Meeting Minutes
August 6, 2014**

A meeting of the Veterans Services Foundation (VSF) Board of Trustees was held on Wednesday, August 6, 2014 at the Virginia War Memorial, 621 South Belvidere Street, Richmond, VA.

Members Present

- Brad Antle
- James Boyd
- Frank Driscoll
- Paul Galanti, Commissioner of Department of Veterans Services (DVS)
- Carmen Gentile, (Ex officio voting representing the Joint Leadership Council (JLC) of Veterans Service Organizations)
- Tom Gordy
- Don Kaiserman (Ex officio voting, Board of Veterans Services (BVS) Chair)
- Jack Kavanaugh
- William Lechler
- John Lesinski
- Al Pianalto
- James Schenck
- Rich Schollmann (Board Chair)
- Meade Spotts
- Pat Webb
- Randall West
- Frank Wickersham
- Matice Wright

Members Absent

- Frank Finelli

VSF Officers and Advisors Present

- Tammy Davidson, VSF Treasurer
- Juanita Farrow, Advisor
- Jack Hilgers, VSF Executive Director

Commonwealth of Virginia Officials Present

- Leslie Frasier, representing Secretary John Harvey
- Brandi Jancaitis, DVS
- Mathew Leslie, DVS
- Cindy Norwood, OAG
- Andrew Schwartz, DVS
- Danielle Weaver, DVS

Materials Distributed and Attached

- Meeting Agenda (*Attachment 1*)
- Board of Veterans Services Chair Report (*Attachment 2*)
- Joint Leadership Council of Veterans Service Organizations Chair Report (*Attachment 3*)
- Department of Veterans Services Commissioner's Report (*Attachment 4*)
- VSF Income (*Attachment 5*)
- VSF Expenses (*Attachment 6*)
- FY 14-15 Events (*Attachment 7*)
- Veterans Services Fund Quarterly Report (*Attachment 8*)
- FY15 Goals and Objectives (*Attachment 9*)
- VSF Planned Giving Program (*Attachment 10*)
- VSF-DVS Joint Policies #1, 2, 3, 4, 5 (*Attachment 11*)

Materials Distributed But Not Included

- Board Roster 7-22-14 Rev
- Virginia Wounded Warrior Program (VWWP) Update

Materials Available But Not Included

- VSF Meeting Minutes for May 7, 2014

Opening and Pledge of Allegiance

Chair Rich Schollmann welcomed everyone and called the meeting to order at 11:24 a.m.

Don Kaiserman led the board in the Pledge of Allegiance.

Chair Schollman thanked Ms. Juanita Farrow for time as a board member and is looking forward to her continuing as an Advisor. Chair Schollman presented Ms. Farrow with a plaque for her outstanding service from 2008 until 2014 as a Board member. Ms. Farrow stated that being a Board member for Veterans Services Foundation has been an incredibly valuable journey.

Roll Call of Trustees and Quorum Determination

With 17 of 18 members or their authorized representatives present, a quorum was determined. Executive Director Jack Hilgers introduced the DVS members present and their names are recorded above.

Chair Schollmann welcomed the two new board members Mr. John Lesinski and Ms. Matice Wright and presented them with VSF lapel pins. Each gave a brief sketch of their background.

Approval of Agenda

Chair Schollmann asked for a motion to approve the agenda as submitted (*Attachment 1*). The agenda previously was forwarded to the Foundation members electronically and was in the materials distributed.

Mr. Jim Boyd **moved** to approve the agenda as submitted and Mr. Tom Gordy **seconded** the motion. There was no discussion and the motion **passed unanimously**.

Review and Approval of May 7, 2014 Meeting Minutes

Chair Schollmann stated that the May 7, 2014 meeting minutes were previously forwarded to the Foundation members electronically. Hard copies are available if anyone desired to see them.

Chair Schollmann asked for a motion to approve the May 7, 2014 Board meeting minutes. Mr. Meade Spotts **moved** to approve the minutes and Mr. Carmen Gentile **seconded** the motion. There was no discussion and the motion **passed unanimously**.

Announcements

Mr. Hilgers mentioned that a revision of the Board Roster was required because it was discovered that one of the member's zip code numbers was incorrect.

Chair Schollmann mentioned that Mr. Leo Wardrup passed away on July 2, 2014. Mr. Wardrup served on the Veterans Services Foundation for four years from 2008 to 2012 and was Deputy Chair of the Finance Committee. The best way to describe Mr. Wardrup is that he was feisty. Mr. Hilgers stated that they had a beautiful ceremony at the Albert G. Horton, Jr., Memorial Veterans Ceremony. Mr. Lechler shared a short humorous story involving both Mr. Wardrup and himself. Chair Schollman asked for a moment of silence.

PRESENTATIONS

VWWP Update

Chair Schollman than congratulated Ms. Bandei Jancaitis for accepting the position of Virginia Wounded Warrior Program Executive Director.

Ms. Jancaitis briefly covered her career with VWWP and its homeless veterans program. She enjoys helping veterans. She said that the mission of VWWP was expanding to assure that more veterans get help.

She introduced Mr. Matt Leslie, Acting Director of Housing for VWWP. Mr. Leslie gave a presentation on VWWP Data Management System which included updated data on Program results. He explained how VWWP works with Virginia Tech to gather data. A copy of the presentation was handed out during the meeting. He covered the purpose of the system, which is to:

- Collect client level data, groups, and events
- Tracks the work being done
- Eliminates manual record keeping
- Eliminates repetition of basic info by clients who re-enter system
- Provides data for planning and day to day management
- Assists in assessing the need and outcomes

Mr. Leslie explained that the data analysis provided information on:

- Performance and extent of services
- Gaps in services
- Trends
- Coverage issues
- Data quality

Mr. Leslie provided a chart that displayed veterans by service era with 49% coming from post 9/11 service and 17% from the Vietnam era. A second chart showed that about 45% of the veterans were from the Army followed by the Marine Corps with 13%.

Another chart displayed New Service Requests by the nature of the request. Eighteen categories were identified with the highest demands being Support (Peer/Veteran/Family) and Financial Assistance. The total requests for FY14 were 5,568 for service to veterans and family members, but that does not tell the whole story about the needs of veterans and their families, of whom about 2000 were served. Mr. Leslie mentioned that data can tell different stories to different people.

Ms. Jancaitis said that providing uniform data that means the same to all beholders is a challenge that is being worked on as is trying to get the program to tell a story. Mr. Antle asked how referrals were being tracked and how success would be identified. Ms. Jancaitis says that there is a complex follow-up process that is used to track the needy and that success often cannot be measured in the short term. Long term impacts are hard to track, particularly since VWWP is a relatively new program.

Mr. Leslie briefly covered the improvements being sought to enhance the current data program. They are:

- Housing and re-entry data elements
- New reports focused on program outcomes including custom query reporting system
- Historical data tracking (e.g.-employment and housing)
- Upload of supporting client documents (E.g. DD-214)
- Mapping option for GIS-related fields

The goals of the system are to provide:

- Electronic services data – improved efficiency for direct services and management
- Resource Specialists – seamlessly share cases and collaborate with regional teams; avoid duplication of data
- Regional Coordinators/Directors – monitor individual cases for quality & track productivity in monthly/quarterly reports
- Intakes – measure time of responsiveness for assessment

Mr. Pianalto pointed out that the VWWP works as a coordinator to provide support to veterans and is not involved in therapy which could measure results.

Mr. Leslie also explained that the data is only as good as it is presented. Mr. Al Pianalto asked if Mr. Leslie could make this presentation to the JLC.

Mr. Gordy asked how veterans are classified in the data. Ms. Jancaitis explained that they have just started producing this data and will be able to answer Mr. Gordy's question at a later time.

Mr. James Schenck said that he thought VWWP should exercise caution in expanding its mission because it currently is short of funding to meet current needs. He also mentioned that he had observed at the Development Committee Retreat that the term Wounded Warrior Program is too easily confused with the Wounded Warrior Project and that serious consideration should be given to changing the Virginia name to one more distinct that doesn't have a negative connotation to many veterans.

Chair Schollmann thanked Ms. Jancaitis and Mr. Leslie for the information and asked if the Board could get a data update at each of its quarterly meetings. Ms. Jancaitis said that would be possible.

V3 Update

Mr. Andrew Schwartz provided the following information on the status of the V3 Program:

- V3 Score
 - 632 Virginia Companies Reached
 - 212 V3 Member Companies
 - 7,240 Jobs Pledged
 - 4,949 Actual Hires Reported

- V3 Score Increase since Jan 10, 2014
 - +32% in V3 Companies
 - +38% in Jobs Pledged
 - +60% in Hires Reported

- V3 Industry Breakdown of 212 Companies
 - 1st Award Certification: 171
 - 2nd Award Certification: 34
 - 3rd Award Certification: 5

- New Contract with PD Systems
 - New Curriculum: Healthcare, Adv. Manufacturing, STEM
 - Increased training days
 - Optional scope of services

- Goals: Doubled – ways to meet expectations
 - Increase training days
 - Train-the-trainer (LVERs, Private Sector partners)
 - Authorized third-party trainers
 - Web-based training (interactive)

- VSF Companies: 11 were “Vet Ready” trained, but only 7 have been certified with 43 jobs pledged; 49 Actual Hires Reported.
 - Altria – Certified – 4/17/14 – 5 Pledged – No Reports
 - Eastern Virginia Medical School – Certified 1/1/14 – 7 pledged; 8 reported
 - WR Systems – Not Certified
 - Pilot Media – Certified 3/18/13 – 2 Pledged – No reports
 - University of Virginia – Not Certified
 - City of Virginia Beach – Certified 8/16/13 – 15 Pledged – No Reports
 - Carillion Clinics – Certified 8/2/2013 – 1 Pledged – No Reports
 - Southern States – Certified 8/8/2013 – 1 Pledged – 41 reported
 - College of William & Mary – Certified 9/16/2013 – 12 Pledged – No Reports
 - Dish Network – Not Certified
 - Alstom Power – Not Certified

Mr. Schwartz stated that he would be submitting this report to Secretary of Veterans and Defense Affairs John C. Harvey, Jr. Secretary Harvey is very interested in this program. As of March 1, 2014, Virginia Department of Veterans Services (VDVS) and the Virginia Employment Commission (VEC) entered into a formal partnership to execute the requirements of the V3 Program.

The V3 2nd Annual Summit is scheduled for Thursday, August 28th, 1 pm – 5 pm at the Westin Richmond. Governor Terry McAuliffe, Attorney General Mark Herring, Secretary of Veterans and Defense Affairs John C. Harvey, Jr., Commissioner of Veterans Services Paul E. Galanti, Senator Toddy Puller, and Delegate Rich Anderson are some of the Keynote Speakers. All VSF Board members will receive invitations.

Chair Schollmann called for a lunch break at 12:32 p.m. He called the meeting back to order at 12:56 p.m.

REPORTS

Board of Veterans Services (BVS) Report

Mr. Don Kaiserman reviewed the BVS Report that was included in the materials handed out (*Attachment 2*). Two new BVS members were appointed Ms. Susan Hippen and Mr. Jim Icenhour. They replace Ms. Kate Kohler and Mr. J. Patrick Murray.

Mr. Kaiserman stated that BVS has two initiatives for 2015 and briefly reviewed them.

BVS 2015-01 That the Governor and General Assembly support the recruitment, hiring, training, and retention of Benefits Section staff by increasing the DVS Benefits Services section budget in FY16.

BVS 2015-02 That:

- a. The Governor create a working group, led by Office of the Secretary of Veterans and Defense Affairs, to facilitate the identification and recognition of Virginia's Centenarian Veterans and the centenarian spouses of such veterans;
- b. Special certificates of recognition be created to recognize Centenarian Veterans and their centenarian spouses;
- c. Certificates be presented to the veterans and spouses upon the request of the veteran or spouse, or of a family member or friend;
- d. A Virginia State Flag that has flown over the State Capitol also be presented; and
- e. The Governor present the first certificate and flag at a special ceremony, and that a press release and photos of the ceremony be released in order to promote the new program.

BVS will meet on October 7, 2014.

Mr. Kaiserman and Mr. Moran had a very good meeting with Secretary Harvey. After their meeting Secretary Harvey sent a request to Mr. Kaiserman and Mr. Moran to meet with him once a month to discuss veterans' needs and legislative initiatives .

Chair Schollmann thanked Mr. Kaiserman for his report.

Joint Leadership Council (JLC) of Veterans Service Organizations Report

Mr. Carmen Gentile said that Mr. Chip Moran was unable to attend today's meeting. The JLC Report was included in the materials handed out (Attachment 3). The next meeting will be Wednesday, October 15.

Mr. Carmen Gentile then reviewed the six initiatives for 2015:

JLC 2015-01 That the Governor and General Assembly support the hiring, training, and retention of Department of Veterans Services (DVS) claims agents by approving additional funding in FY16.

JLC 2015-02 That the Governor and General Assembly support the delivery of mental health and rehabilitative services for Virginia veterans, Guardsmen, Reservists, and family members through continued and increased funding for the Virginia Wounded Warrior Program (VWWP) in the FY16 budget.

JLC 2015-03 That the Governor and General Assembly authorize five additional positions for the Virginia War Memorial in FY16 and appropriate the necessary funding for these positions.

JLC 2015-04 That the Governor and the General Assembly support the further reduction of veteran homelessness by approving additional funding in FY16 for:

- a. Department of Housing and Community Development (DHCD) to support increases in general statewide homeless prevention, rapid re-housing, and permanent supportive housing funding to help veterans living in rural areas and/or ineligible for VA services.
- b. DHCD for development of a statewide homeless data warehouse system to permit a better understanding of the needs of veterans accessing mainstream homeless services.
- c. DVS/VWWP to add three new Housing Resource Specialist (HRS) positions in order to expand coverage to Roanoke and Northern Virginia, and to add a second HRS position in Hampton Roads.
- d. DVS/VWWP to add one position to work with the criminal justice system to facilitate statewide coordination of federal, state, and community resources.

JLC 2015-05 That the General Assembly and the Governor approve the establishment of a veterans' lottery as part of the Compact with Virginia's Veterans to supplement the General Fund's support of approved veteran's requirements, with any residual lottery funding reverting back to Education.

JLC 2015-06 That the Governor and General Assembly continue state support for the Hampton Roads and Northern Virginia veterans care center construction projects and continue certification of the availability of 35% state funding to match the federal grant funds, thereby maintaining both projects on the VA Priority List Group 1.

Chair Schollmann thanked Mr. Carmen Gentile for the report.

Department of Veterans Services Report

Commissioner Paul Galanti reviewed the DVS report (Attachment 4). He noted that many people have asked that the name of VWWP be changed.

The Commissioner stated that he had some minor surgery last week. He is schedule for more surgery in a couple of days and will be out for about two weeks. Commissioner said that the Deputy Commissioner, Cathy Wilson, had major surgery yesterday on her shoulder, but should be back to work later next week. The Commissioner wife's is scheduled for internment on September 2 at Arlington National Cemetery.

The Commissioner thanked all present for their dedication and commitment to veterans and their families.

Foundation Executive Director

Mr. Hilgers stated that he had reviewed the VSF Income (*Attachment 5*), Expenses (*Attachment 6*), and Events (*Attachment 7*) for FY15 during the Committee meetings. He asked if there were any further questions. None were posed.

Mr. Hilgers also stated that he reviewed the FY15 Goals and Objectives (*Attachment 9*) during the DevCom and FiCom meetings and asked if there were any questions.

Mr. Schenck mentioned that he had a meeting with Secretary Harvey and that the Secretary's goals are veterans employment, claims processing, and education. These should be reflected in the Foundation's goals and objectives.

Mr. Hilgers said that Development Committee second goal of organizing seeking, promoting, and stimulating contributions for the Fund to initiate funding for the unmet needs of DVS programs should cover the Secretary's priorities, even though they are not specifically mentioned. The Foundation must await the pleasure of DVS or the direction of the Secretary to specifically mention those programs and identify each program's unmet needs.

Mr. Hilgers said that the Planned Giving Program Policy was becoming very complex and would continue to be a work in progress. Mr. Pat Webb had been doing a lot of work on the issue. Mr. Webb briefed to members on his concerns, which are contained in the handout (*Attachment 10*) with the black bullets being areas that VSF could handle and the white bullets those that would be problematic. The proposed Program needs to be scaled back and a new proposal submitted to the Board at its November meeting.

Mr. Hilgers addressed updates to VSF-DVS Joint Policies #1, 2, 3, 4, and 5 (*Attachments 11-15*) in both the DevCom and FiCom meetings and asked if there were any additional questions. There were none. At the next VSF meeting in November VSF-DVS Joint Policies 6, 7, 8, 9, and 10 will be reviewed.

Chair Schollmann thanked Mr. Hilgers for his reports.

Board Chair

Chair Schollmann stated that he had no new information to provide. He did remind the Board that the meeting in November will be at SBVCC and that the new addition to SBVCC should be completed.

Development Committee

Mr. Brad Antle reviewed the Development Committee meeting. The Committee recommends the Board approve the Committee Appointments, VSF-DVS Joint Policy Updates, VSF-FY14 Fund 4th Quarter Report, and FY15 Goals and Objectives.

Finance Committee

Mr. Jack Kavanaugh stated that the Finance Committee met earlier today, Wednesday, August 6 in which all Board members present participated. The Committee recommends the Board approve the Committee Appointments, VSF-DVS Joint Policy Updates, VSF-FY14 Fund 4th Quarter Report, and FY15 Goals and Objectives.

Veterans Services Fund FY14 Quarterly Report

Ms. Tammy Davidson stated that the FY14 Quarterly Report (*Attachment 8*) was reviewed earlier in the DevCom and FiCom meetings. She asked if there are any questions. None were heard.

UNFINISHED BUSINESS

FY 14 Committee Appointments

Chair Schollmann stated that it had been recommended that Mr. Brad Antle be Development Committee Chair, Mr. Pat Webb be Development Committee Vice Chair due to his vast development experience, Mr. John Lesinski serve on the Development Committee, and Ms. Matice Wright serve on the Finance Committee. Mr. Jack Kavanaugh and Mr. Frank Driscoll will retain their respective Chair and Vice Chair positions on the Finance Committee and all other appointments would remain for the coming year. A vote will take place under new business.

FY15 Goals and Objectives

Chair Schollmann stated that the FY15 Goals and Objectives were discussed earlier in the DevCom and FiCom meetings and earlier during this meeting.

Other Unfinished Business

Chair Schollmann asked if there was any other Unfinished Business. None was heard.

NEW BUSINESS

Approval of Committee Appointments

Approval of VSF-DVS Joint Policies Updates

Approval of VSF FY14 Fund 4th Quarter Report

Approval of Goals and Objectives

Chair Schollmann said that without objection Committee Appointments, Joint Policy Updates, the Fourth Quarter Financial Report, and the FY15 Goals and Objectives would be voted on in a block. No one objected.

Chair Schollmann called for a motion to approve the Committee Appointments, Joint Policy Updates, the Fourth Quarter Financial Report, and the FY15 Goals and Objectives.

Mr. Mead Spotts **moved** to approve the block and Mr. Tom Gordy **seconded** the motion. There was no discussion and the motion **passed unanimously**.

Other New Business

Mr. Kaiserman stated that the VSO's memberships are aging and he is inviting younger members of veteran groups to attend these meetings to get them interested. He believes that this is important.

Public Comment Period

Chair Schollmann asked if there was any public comment. None was presented,

Adjournment

The meeting adjourned at 1:28 p.m. The next meeting will be November 5, 2014 at Sitter and Barfoot Care Center.

ATTACHMENT 1

**Veterans Services Foundation Board of Trustees
Virginia War Memorial
621 South Belvidere Street, Richmond, VA
August 6, 2014
11:15 a.m. – 2:00 p.m.**

**Development Committee Meeting
10:00 a.m. – 10:45 a.m.**

**Finance Committee Meeting
10:45 a.m. – 11:15 a.m.**

- I. Opening and Pledge of Allegiance, Roll Call of Trustees, Quorum Determination, Introduction of New Members and Visitors, Approval of Agenda – *Board Chair* (5 minutes)
- II. Review and Approval of May 7, 2014 Meeting Minutes – *Board Chair* (5 minutes)
- III. Announcements – *Board Chair* (10 minutes)
- IV. Presentations
 - a. VWWP Update – *Brandi Jancaitis* (15 minutes)
 - b. V3 Update – *Andy Schwartz* (15 minutes)
- V. Working Lunch about 12:15
- VI. Reports:
 - a. Board of Veterans Services – *Thad Jones* (5 minutes)
 - b. JLC – *Don Kaiserman* (10 minutes)
 - c. Department of Veterans Services – *Paul Galanti* (10 minutes)
 - d. Foundation Executive Director (Including VSF-DVS Policy Updates and Other Policy Considerations)– *Jack Hilgers* (10 minutes)
 - e. Board Chair – *Rich Schollmann* (5 minutes)
 - f. Development Committee – *Brad Antle* (5 minutes)
 - g. Finance Committee – *Jack Kavanaugh* (5 minutes)
 - h. Veterans Services Fund FY14 Quarterly Report – *Tammy Davidson* (5 minutes)
- VII. Unfinished Business:
 - a. FY14 Committee Appointments – *Board Chair* (5 minutes)
 - b. FY15 Goals and Objectives – *Board Chair* (10 minutes)
 - c. Other Unfinished Business – *Board Chair* (5 minutes)
- VIII. New Business:
 - a. Approval of Committee Appointments – *Board Chair* (2 minutes)
 - b. Approval of VSF-DVS Joint Policy Updates – *Board Chair* (2 Minutes)
 - c. Approval of VSF FY14 Fund 4th Quarter Report – *Board Chair* (2 minutes)
 - d. Approval of FY15 Goals and Objectives – *Board Chair* (2 minutes)
 - e. Other New Business – *Board Chair* (2 minutes)
- VI. Public Comment Period. (10 minutes)
- VII. Adjournment (Next Board Meeting: 5 November at Sitter & Barfoot Veterans Care Center)

Note: All times approximate.

ATTACHMENT 2

*Donald B. Kaiserman,
Chairman*

*Johnny G. Johnson,
Vice Chairman*

*Delegate Richard L.
Anderson*

*Delegate Mamy E.
BaCote*

L. Max Beyer

William G. Haneke

Susan B. Hippen

James O. Icenhour, Jr.

Thad A. Jones

Don Lecky

Sandra D. Love

William Nicholas

Belinda Pinckney

Senator Toddy Puller

*Delegate Christopher P.
Stolle*

Senator Bryce Reeves

*Chip Moran,
Chairman, Joint
Leadership Council of
Veterans Service
Organizations*

*Richard A. Schollmann,
Chairman, Veterans
Services Foundation*

*Paul E. Galanti,
Commissioner of
Veterans Services*

BVS REPORT TO THE VETERANS SERVICES FOUNDATION August 6, 2014

The Board of Veterans Services (BVS) has met twice since the last report to the Foundation – on May 13 and July 22.

Two new BVS members were appointed to the Board by Governor McAuliffe: Ms. Susan Hippen and Mr. Jim Icenhour. They replace Ms. Kate Kohler and Mr. J. Patrick Murray. BVS members Mr. William Haneke and Mr. Donald Kaiserman were reappointed by Governor McAuliffe to four-year terms.

The Board adopted two initiatives for consideration by the Governor and General Assembly for the 2015 General Assembly session. A summary is attached.

BVS officer elections were held at the July 22 meeting. The new officers are:

- Chairman: Donald Kaiserman
- Vice Chairman: Johnny Johnson
- Secretary: Susan Hippen

Chairs and members of the Board's three standing committees (Benefits, Care Centers, and Cemeteries) have been appointed.

Outgoing Chairman Thad Jones was presented a plaque in honor of his 4+ years of service as BVS Chairman. As I begin my term of service as Chairman, I thank Chairman Jones for his outstanding leadership and service, and look forward to carrying on the great partnership between the BVS and VSF in support of Virginia's veterans.

Respectfully submitted,

Donald B. Kaiserman
Chairman

**Summary of BVS 2015 Initiatives
Adopted July 22, 2014**

<i>Initiative</i>	<i>Recommendation</i>
BVS 2015-01	That the Governor and General Assembly support the recruitment, hiring, training, and retention of Benefits Section staff by increasing the DVS Benefits Services section budget in FY16.
BVS 2015-02	That: <ul style="list-style-type: none">a. The Governor create a working group, led by Office of the Secretary of Veterans and Defense Affairs, to facilitate the identification and recognition of Virginia's Centenarian Veterans and the centenarian spouses of such veterans;b. Special certificates of recognition be created to recognize Centenarian Veterans and their centenarian spouses;c. Certificates be presented to the veterans and spouses upon the request of the veteran or spouse, or of a family member or friend;d. A Virginia State Flag that has flown over the State Capitol also be presented; ande. The Governor present the first certificate and flag at a special ceremony, and that a press release and photos of the ceremony be released in order to promote the new program.

ATTACHMENT 3

JLC Report to the Veterans Services Foundation August 6, 2014

*Air Force Association
American Ex-Prisoners
of War
American Legion
AMVETS
Association of the United
States Army
Disabled American
Veterans
Fleet Reserve
Association
Korean War Veterans
Association
Legion of Valor of the
U.S., Inc.
Marine Corps League
Military Order of the
Purple Heart
Military Officers
Association of America
Military Order of the
World Wars
National Association for
Uniformed Services
Navy Seabee Veterans of
America
Non-Commissioned
Officers Association
Paralyzed Veterans of
America
Reserve Officers
Association
Roanoke Valley Veterans
Council
Veterans of Foreign Wars
Vietnam Veterans of
America
Virginia Army/Air
National Guard
Enlisted Association
Virginia National Guard
Association
Women Marines
Association*

The Joint Leadership Council of Veterans Service Organizations (the JLC) has met twice since the last report to the Veterans Services Foundation (VSF).

At the May 21 meeting, the JLC received reports on:

- *Virginia Solicitation of Contributions Law*, by Michael Menefee, Office of Charitable and Regulatory Programs, Virginia Department of Agriculture and Consumer Services. This presentation was a follow-on to the excellent presentation given at the October 16, 2013 JLC meeting by VSF member Al Pianalto and VSF Executive Director Jack Hilgers on researching and evaluating veterans charities to help donors make informed donation decisions;
- *Department of Motor Vehicles Military/Veterans Programs and Services*, by Christina Lipin, Military and Veterans Programs Manager, Department of Motor Vehicles; and
- *Virginia War Memorial Phase 2 design and construction*, by Jon Hatfield, VWM Executive Director.

At the July 16 meeting, the JLC:

- Adopted six initiatives for consideration by the Governor and General Assembly for the 2015 session (summary sheet attached).
- Held elections for JLC Chairman and Vice Chairman:
 - Mr. Chip Moran, who represents the National Association for Uniformed Services, was elected Chairman;
 - Mr. Brett Reistad, who represents the American Legion, was elected Vice Chairman;
 - They assumed their new roles at the conclusion of the meeting.

At the July 16 meeting, DVS presented outgoing Chairman Don Kaiserman with a plaque to recognize his outstanding service as Chairman from 2012 to 2014.

The JLC looks forward to continuing our partnership with the VSF in support of Virginia's veterans in 2014.

Respectfully submitted,

Thomas "Chip" Moran
Chairman

Summary of JLC 2015 Initiatives

<i>Initiative</i>	<i>Recommendation</i>
JLC 2015-01	That the Governor and General Assembly support the hiring, training, and retention of Department of Veterans Services (DVS) claims agents by approving additional funding in FY16.
JLC 2015-02	That the Governor and General Assembly support the delivery of mental health and rehabilitative services for Virginia veterans, Guardsmen, Reservists, and family members through continued and increased funding for the Virginia Wounded Warrior Program (VWWP) in the FY16 budget
JLC 2015-03	That the Governor and General Assembly authorize five additional positions for the Virginia War Memorial in FY16 and appropriate the necessary funding for these positions.
JLC 2015-04	<p>That the Governor and the General Assembly support the further reduction of veteran homelessness by approving additional funding in FY16 for:</p> <ul style="list-style-type: none"> a. Department of Housing and Community Development (DHCD) to support increases in general statewide homeless prevention, rapid re-housing, and permanent supportive housing funding to help veterans living in rural areas and/or ineligible for VA services. b. DHCD for development of a statewide homeless data warehouse system to permit a better understanding of the needs of veterans accessing mainstream homeless services. c. DVS/VWWP to add three new Housing Resource Specialist (HRS) positions in order to expand coverage to Roanoke and Northern Virginia, and to add a second HRS position in Hampton Roads. d. DVS/VWWP to add one position to work with the criminal justice system to facilitate statewide coordination of federal, state, and community resources.
JLC 2015-05	That the General Assembly and the Governor approve the establishment of a veterans' lottery as part of the Compact with Virginia's Veterans to supplement the General Fund's support of approved veteran's requirements, with any residual lottery funding reverting back to Education.
JLC 2015-06	That the Governor and General Assembly continue state support for the Hampton Roads and Northern Virginia veterans care center construction projects and continue certification of the availability of 35% state funding to match the federal grant funds, thereby maintaining both projects on the VA Priority List Group 1.

ATTACHMENT 4



COMMONWEALTH of VIRGINIA

Department of Veterans Services

Paul E. Galanti
Commissioner

Telephone: (804) 786-0286
Fax: (804) 786-0302

Memorandum for: Chairman Rich Schollmann
Members, Veterans Services Foundation Board of Trustees

From: Paul Galanti, Commissioner

Date: August 6, 2014

Subject: Department of Veterans Services report

Some of the recent items of note for the Department of Veterans Services (DVS):

- Virginia Wounded Warrior Program (VWWP):
 - The June 9, 2014 state-wide Homeless Veteran Summit convened high-level decision makers from the U.S. Department of Veterans Affairs (VA), state agencies, Continuums of Care (CoCs), veteran service organizations, and non-profit and private groups to develop a coordinated plan to end veteran homelessness in Virginia.
 - Over 170 people attended the summit, which was hosted in collaboration with the Virginia Coalition to End Homelessness and VA VISN 6.
 - The summit provided best practices in housing first, rapid re-housing, targeting of resources, data sharing, access to behavioral and mental health, and employment services.
 - VWWP received a Highly Rural Transportation Grant from the U.S. Department of Veterans Affairs (VA) in the amount of \$8,825 to implement the Highland County Veterans Transportation Program (grant period June 30, 2014 – June 29, 2015).
- Veterans care centers:
 - Construction continues on the 40-bed addition to the Sitter & Barfoot Veterans Care Center (SBVCC). Completion is expected in late 2014 with the first new residents expected to be admitted in early 2015;
 - SBVCC was awarded a 2014 Bronze National Quality Award by the American Healthcare Association and National Center for Assisted Living (AHCA/NCAL) for SBVCC's dedication to improving the lives of residents through commitment to quality care.
 - Work began June 2 on the new patient elopement system at the Virginia Veterans Care Center (VVCC). The new system is funded in part through a federal grant.

- Veterans cemeteries:
 - 1,465 veterans and eligible dependents were interred at state veterans cemeteries in Fiscal Year 2014:
 - Albert G. Horton, Jr. Memorial Veterans Cemetery (Suffolk): 1,018 interments;
 - Virginia Veterans Cemetery (Amelia): 307 interments;
 - Southwest Virginia Veterans Cemetery (Dublin): 140 interments.
 - As of June 30, 2014, a total of 10,674 veterans and spouses have been interred.
 - All work is now finished on the *Avenue of Flags* project at the Southwest Virginia Veterans Cemetery (Dublin). Equipment is in place for an *Avenue of Flags* at all three state veterans cemeteries. American Flags are flown on Memorial Day, Independence Day, Veterans Day, and on special occasions

- Virginia War Memorial
 - Over 2,000 people attended the Commonwealth's Memorial Day Ceremony on May 26. The inspirational tribute, held in the Heilman Amphitheater, was dedicated to the proposition that Freedom is Never Free.
 - An estimated 3,000 people viewed the *RVA Fireworks on the James* from the Virginia War Memorial on July 5. The Memorial was open extended hours.
 - Design work continues on the 19,500 square foot addition to the Virginia War Memorial. Construction is tentatively scheduled to be complete in Fall 2016.

- Veterans Education, Training and Employment (VETE):
 - VETE is collaborating with the Virginia Commonwealth University Rehabilitation Research and Training Center (VCU-RRTC) to conduct a study, funded by the National Science Foundation, on the perceptions of GI Bill participants of Science, Technology, Engineering, and Math (STEM) fields as a viable career option.
 - Virginia Values Veterans (V3) Program: the second annual V3 summit is scheduled for August 28. Invitations will be sent to Foundation members.

Thank you for your stellar support of the Department of Veterans Services and our programs and services. We look forward to our continued partnership.

ATTACHMENT 5
VSF INCOME FOR FY14*
Unaudited
June 30, 2014

Income

VWWP

Combat Veterans Motorcycle Assn	21,000.00
GC Marshall Chapter MOAA	17,500.00
Dominion-Polo Cadillac Club	10,734.87
Boshway Foundation	10,284.42
Loudoun Medical Group Foundation	10,000.00
Ferguson Enterprises	10,000.00
The Pretty Team (Real Estate)	9,700.00
Knights of Columbus Golf Tour	7,293.27
Douglas Cox Chiropractic Clinic	7,037.20
Lakeview Development Corp	6,671.37
Prince William Cruisers	6,300.00
Southern Knights Cruisers	5,220.00
Clyde Childress	5,000.00
Virginia Independent Auto Dealers	5,000.00
Glen Allen Youth Athletic Assn	5,000.00
Consford Dart Tournament	4,650.00
Hampton Roads Autobody Assn	4,000.00
VA-ACME	4,000.00
The Whitney & Stone Foundation	4,000.00
Anonymous	4,000.00
Cox Chiropractic	4,000.00
Navy Federal Credit Union	4,000.00
Dominion Foundation Matching	3,857.00
Hopewell American Legion Post 59	3,275.00
Am Legion Hopewell Riders	3,121.00
Al Sroolbants Foundation	3,000.00
Revere Gas	3,000.00
Ft. Lee Fed Credit Union	3,000.00
Veterans Musical Show Powhatan	2,931.96
Bad Dog Entertainment	2,728.00
Huntington Engalls Gift Program	2,588.89
POW/MIA Riders WVMC	2,500.00
Ratcliff-Owens Sumner Am Leg Post	2,500.00
WS Connelly & Co	2,500.00
Whitt's Harley-Davidson	2,455.00
Augusta Expo	2,400.00
Wallace & Lois Willig Condo Sale	2,392.95
Celebration Christian Fellowship	2,275.00
Izaak Walton League Fun Shoot	2,009.00
Military Family Support Center	2,000.00
Bays Mountain 5K Run	1,958.30
Powhatan BBQ Jamboree	1,909.84
Tidewater Street Rod Assn	1,800.00
Longwood University Veterans	1,770.68
Richmond Flying Squirrels	1,571.55
Oceaneering Marine Svcs	1,523.00
Salem Sr High School JNROTC VA Bch	1,500.00
Kelly/Watkins Memorial Game	1,368.00
BAE Systems	1,237.20
Un-Refiner Golf Club	1,237.00
Staunton BPO Elks Club	1,200.00
McGeorge Mercedes Benz Dealership	1,100.00

Kanawha Recreation Assn	1,083.00
10 IS Booster Club 5K Langley	1,050.00
Blue Ridge Community Collage	1,034.75
Tuckahoe Orthopedic Assoc	1,030.00
Archie L. Moore	1,000.00
Bailey's Crossroads Rotary Club	1,000.00
Alpha 4 Run-A-Thon Langley	1,000.00
Salem High School, VA Beach	1,000.00
Richmond Italian Festival	1,000.00
Holly & Ty Chappell	1,000.00
Gene Clapsaddle	1,000.00
Army Mgmt Staff College Alumni	1,000.00
Katheryn Johnson	1,000.00
Hampton Roads Rotary Club	1,000.00
Hampton Roads Chapter MOAA	1,000.00
Than Nain	1,000.00
Cosby High School	1,000.00
Greater Fredericksburg RL Charities	1,000.00
Total for Organizations	250,298.26
Individual Donors	<u>73,490.70</u>
VWWP Revenue Balance	323,788.96
Care Centers	
VVCC	46,005.05
SBVCC	10,726.50
Cemeteries	
Amelia	250.00
Dublin	4,000.00
Suffolk	1,151.00
V3 for UV2	
Dominion Resources	5,000.00
Women's Veteran Conference	
Dominion Resources	500.00
Women Veterans Interactive	3,250.00
Foundation Support Fund	.06
Foundation Endowment	
Dublin Cemetery Cart	3,600.00
Suffolk Cemetery Cart	3,600.00
Individual Donors	1,000.00
Non-VWWP Total	<u>79,082.61</u>
Total FY14 Income	402,871.57

*Does not include In-kind Donations, Grants, or Interest

ATTACHMENT 6
VSF Support Fund Expenses
Revised 6-30-14

2009	-0-	+ DVS Expenses (Tvl)	1,497.88
2010	5,117.89	- Website	1,713.33 = 3,404.56
2011	3,778.62	- Website	2,217.70 = 1,560.92
2012	15,659.91	- NVWG	13,600.00 = 2,059.91
2013	9,453.95	- Golf Carts (2)	7,200.00 = 2,621.77
2014	3,000.54		3,000.54 = <u>3,000.54</u>

Total		14,145.58
Less DVS Expenses (2009)		12,647.70
Average Per Year		2,529.54

Detail for 2010

Travel*	2,196.13
Public Relations	763.77
APA Audit	340.00
Admin	104.09
Misc	.57

*Travel included some DVS legislative requirements.

Detail for 2011

Travel	1,475.11
Public Relations	85.70
Misc	.11

Detail for 2012

Travel	1,759.66
Web Services	190.00
On-line Donation Svcs	106.15
Misc	4.10

Detail for 2013

Travel	1,702.10
Lapel Pins	436.00
Public Relations	103.74
Web Services	115.00
On-line Donation Svcs	30.66
Professional Subscription	42.50
Admin	179.20

Misc 12.57

Detail for 2014 (Thru June 2014)

Travel	1,825.01
Advertising	750.00
Web Services	.06
Admin	161.80
On-line Donation Svcs	38.73
Professional Membership	150.00
Professional Subscription	<u>75.00</u>
	3,000.54

ATTACHMENT 7
VSF and VWWP Fundraising* Events FY14 & 15

Date	What	Where	POC	Donation
7/4/13	Childress Celebration*	Powhatan	Clyde Childress	5,000.00
7/16/13	HR Autobody Assn*	Virginia Beach	Carole Dale	4,000.00
7/20/13	VIADA Fundraiser*	Portsmouth	Stella Salyer	5,000.00
7/27/13	CVMA Bull Run III*	Manassas	Ross Woodley	21,000.00
8/3/13	Wings/Wheels Show*	Hot Springs	Ben Shaw	1,149.16
8/3/13	Eco Challenge*	Williamsburg	Kevin Warrick	500.00
8/4/13	MOAA Golf T*	Lexington	Pat Webb	17,500.00
8/10/13	So Knights Car Show*	Petersburg	Ricky Williams	5,395.00
8/17/13	Wnded Warrior Fest*	Fredericksburg	Kennith Harvey	Cancelled
8/26-31/13	Pappa Johns Pizza*	Hampton Roads	Elizabeth Costy	2,960.80
8/30/13	Fitness Challenge*	Ft. Lee	Travis Mason	Cancelled
9/7/13	Pr William Cruisers*	Alexandria	Steve Schlifflett	6,300.00
9/7/13	Flying Squirrels *	Richmond	Martha Utley	1,571.55
9/7/13	Augusta Expo*	Fishersville	Bob Stolarz	2,400.00
9/19/13	Bosh Global Svcs Fr*	Newport News	Harry Davis	10,284.42
9/26/13	Alpha 4 Booster Run	Langley AFB	Anthony Guzzardo	1,000.00
9/28/13	Honor Ride for WW*	Zion Crossroads	Scott & Becky Selzer	233.00
10/4/13	KC Golf Tournament*	Hartfield	Al Langer	7,293.27
10/6/13	Polo Match*	Charlottesville	Martha M/Camille S.	10,734.87
10/18/13	10 IS BC Fun Run*	Langley AFB	Joe Sheve	4,057.56
10/18-19/13	Veterans Appreciation*	Longwood Univ	Crystal Thbault	1,770.68
11/2/13	Un-refiner Golf T*	Newport News	Vern Bartels	1,237.00
11/5/13	James City Rotary*	Williamsburg	Martin Steiner	500.00
11/9/13	ATA Blackbelt OH*	Moneta	Nik Harvey	Cancelled
11/9/13	Whitts Motorcycle R*	Manassas	Chris Taylor	2,475.00
11/23/13	Vets Musical Show*	Powhatan	Ruth Boatwright	2,931.96
12/1/13	Mercedes Benz Club*	Virginia Beach	Bobby Ross	1,045.00
1/25/14	JROTC Drill Meet*	Virginia Beach	Captain Hunt	1,500.00
3/15/14	Band Concert*	Lynchburg	Nelson Smither	2,728.00
3/28/14	VA-ACME Golf T*	Virginia Beach	Mike Camden	
5/1-31/14	MacD Honor Wounded*	Hampton Roads	Jenn Tracy	18,555.40
5/3/14	Clay Shoot*	Lexington	Ross Schmoll	
5/3/14	Powhatan BBQ*	Amelia	Meg Anderson	1,909.84
5/4/14	Dart Tournament	Newport News	Bart Consford	4,150.00
5/9/14	GStek Golf Toun*	Portsmouth	Gene Strother	3,967.00
5/15-19/14	McGeorge Mercedes B*	Richmond	Jack Hilgers	1,100.00
5/16/14	Ruritan Dinner*	Dayton	Ben Shaw	500.00
5/16-17/14	St. Rod Car Show*	Williamsburg	Larry Anderson	1,800.00
5/17/14	Cole HarleyDav Run*	Bluefield, WV	Stephanie Gwaltney	
5/18/14	Fun Clay Shoot*	Lynchburg	Hunt Asbury	2,009.00
5/21/14	Safety Ride*	Ft Eustis	David Clay	29.00
5/23-26/14	Thunder for the Cause*	Fredericksburg	Gary Everett	411.00
6/7/14	Glen Allen Youth AA*	Richmond	Dan Schmitt	5,000.00
6/14/14	AmerLeg Riders 146*	Hopewell	Dennis Hubbes	4,523.00
6/14/14	Richmond Ch AACA*	Richmond Raceway	Joe Guckert	710.00
6/16/14	Wolf Creek Golf T*	Bastain	Ken Franklin	2,135.00
6/18/14	Dahlgren Shave Off*	Dahlgren	Brody Mier	745.00
6/22/14	Veterans Concert*	Gloucester Ct House	Becky Richmond	595.00
6/27/14	Jaycees Golf Tourn*	Petersburg	Matthew Clark	
6/28/14	Minton Golf Tourn*	Troutville	Ron Minton	
6/28/14	Langley Yacht Club Race*	Hampton	Gary Herbert	400.00
6/30/14	10 IS Boostter Club Run*	Langley AFB	Joe Sheve	3,007.56

VSF and VWWP Fundraising* Events FY14 & 15

7/5/14	Independence Day Cel*	Powhatan	Clyde Childress	
7/26/14	Music Festival/Car Sho*	Buena Vista	Larry Tolly	500.00
7/26/14	CVMC Bull Run III*	Manassas	Bruce Hewston	
8/4/14	MOAA Golf Tour*	Lexington	Pat Webb	
8/9/14	So.Knights Car Show*	Petersburg	Ricky Williams	
8/23/14	Agusta Expo Concert*	Lynchburg	Bob Stolarz	
8/24/14	Kickball Fundraiser*	Richmond	Seaver Woolfolk	
9/1/14	Lakeview Golf T*	Harrisonburg	Mike Goodin	
9/14/14	Amazing 2 Wheel Ch*	Richmond	Lanee Vango	
9/14/14	5K Run/Walk*	Roanoke	Matt Wade	
9/15/14	SCCI Golf Tourn*	Ruther Glen	Jeff Goodman	
9/20/14	Honor Ride*	Troy	Becky Selzer	
9/20/14	Layman Farms*	Blue Ridge	Sharon Layman	
10/26/14	MC Marathon*	Washington DC	Leslie Hanson	
11/1-30/14	McD Honor Wounded*	Hampton Roads	Jenn Tracy	
11/22/14	Moose Lodge 699*	Manchester	Chuck Smith	
3/24/15	VA-ACME Golf Tourn*	Virginia Beach	Nora Graves	
6/8/15	VA Tech Golf Tourn*	Blacksburg	Wayne Zellers	

ATTACHMENT 8
Veterans Services Foundation
Statement of Assets
June 30, 2014
(Unaudited)

Assets:

Cash held by State Treasurer	1,002,728.32
Total Assets	<u><u>\$ 1,002,728.32</u></u>

Fund Balances:

Restricted Fund Balances:	
Restricted for VVCC Activities	231,808.42
Restricted for SBVCC Activities	26,362.62
Restricted for Cemetery Operations	21,779.24
Restricted for VWWP Funds	483,721.06
Restricted for Virginia Values Veterans (V3) Fund	15,130.00
Restricted for Foundation Support Fund	56,999.52
Total Restricted Fund Balances	835,800.86
Women's Veterans Conference	3,750.00
Endowment Fund Balances	163,177.46
Total Fund Balances	<u><u>\$ 1,002,728.32</u></u>

Notes:

- 1 All cash is held by the State Treasurer.
- 2 Restricted fund balances are donations given for a specific purpose, or are funds authorized by the Foundation for a specific expenditure purpose.
- 3 Endowment Fund Balance represents the funds remaining from the base funding that are not authorized for expenditure.

Veterans Services Foundation
Statement of Income, Expenditures and Changes in Fund Balances
For the Month Ended June 30, 2014
(Unaudited)

INCOME:	Y-T-D Actual
Restricted gifts received for:	
Virginia Veterans Care Center	46,005.05
Sitter & Barfoot Veterans Care Center	14,901.50
Cemetery Funds	5,401.00
VWWP Funds	323,788.96
Virginia Values Veterans (V3) Fund	5,000.00
Foundation Support Fund	0.06
Womens Veterans Conference	3,750.00
Endowment Fund	8,200.00
TOTAL INCOME	407,046.57

EXPENDITURES:	
VVCC Indigent Resident Needs	3,309.26
VVCC Rehabilitation Equipment	23,408.45
VVCC Activity Fund--Activities with Residents	6,716.59
VVCC Operation Holiday Spirit	13,228.51
VVCC Carnival Expenses	3,850.65
VVCC Restricted-Other	15,573.85
SBVCC Other Donations	399.99
SBVCC Activities Fund	6,282.31
SBVCC Operation Holiday Spirit	5,496.33
SBVCC Other Equipment	-
SBVCC Indigent Resident Needs	-
VWWP Enabling Veterans Services	6,939.58
VWWP Outreach Services/Grant Matching	115,324.83
Virginia Values Veterans (V3) Fund	55,000.00
VWWP Direct Veterans Services	166,061.10
Foundation Support Fund--Operating Expenditures and Web Site	3,000.54
VWWP Homeless Veterans Fund	13,443.78
Dublin Cemetery Avenue of Flags	3,185.21
TOTAL EXPENDITURES	441,220.98
Excess of Income over Expenditures	(34,174.41)
Beginning Fund Balances	1,036,902.73
Ending Fund Balances	1,002,728.32

Veterans Services Foundation
Schedule of Receipts, Expenditures and Budget, by Activity
For the Month Ended June 30, 2014
(Unaudited)

Activity	Beginning Balance July 1, 2013 (Adjusted)	Receipts	Expenditures	Ending Balance June 30, 2014	FY 2014 Budget	Donations Needed to Meet Budget
Virginia Veterans Care Center:						
Indigent Resident Needs	14,570.71	5,427.44	3,309.26	16,688.89	2,000.00	-
Activities Fund	15,628.99	4,912.01	6,716.59	13,824.41	5,000.00	-
Operation Holiday Spirit	63,061.47	28,742.05	13,228.51	78,575.01	19,000.00	-
Carnival Fund	5,816.31	1,650.00	3,850.65	3,615.66	4,000.00	-
Rehabilitation Equipment	47,159.48		23,408.45	23,751.03	19,000.00	-
Other Equipment	30,937.27	1,698.55	15,573.85	17,061.97	17,000.00	-
Unit Projects and Functions	10,810.63	2,500.00		13,310.63	1,500.00	-
Other Donations Restricted for use at VVCC	63,905.82	1,075.00		64,980.82	500.00	-
Total VVCC	251,890.68	46,005.05	66,087.31	231,808.42	68,000.00	-

Sitter & Barfoot Veterans Care Center:

Indigent Resident Needs	921.86			921.86	-	-
Activities Fund	6,647.34	13,661.50	6,282.31	14,026.53	3,000.00	-
Operation Holiday Spirit	5,046.33	450.00	5,496.33	-	5,000.00	-
Other Equipment	-			-	4,500.00	4,500.00
Other Donations Restricted for use at SBVCC	11,024.22	790.00	399.99	11,414.23	500.00	-
Total SBVCC	23,639.75	14,901.50	12,178.63	26,362.62	13,000.00	4,500.00

Cemetery Funds:

Virginia Veterans Cemeteries	750.00			750.00	1,200.00	450.00
Virginia Veterans Cemetery--Amelia	4,706.38	250.00		4,956.38	2,800.00	-
Albert G. Horton Jr. Memorial Cemetery--Suffolk	6,780.07	1,151.00		7,931.07	1,000.00	-
SW Virginia Veterans Cemetery--Dublin	7,327.00	4,000.00	3,185.21	8,141.79	-	-
Total Cemetery Support Funds	19,563.45	5,401.00	3,185.21	21,779.24	5,000.00	450.00

VWWP Funds:

Outreach Services/Grant Matching	109,000.00		115,324.83	(6,324.83)	109,000.00	-
Direct Veterans Services	131,000.00		166,061.10	(35,061.10)	131,000.00	-
Enabling Veterans Services	10,000.00		6,939.58	3,060.42	10,000.00	-
Homeless Veterans Fund	50,000.00		13,443.78	36,556.22	50,000.00	-
Other Donations Restricted for use by VWWP	161,701.39	323,788.96		485,490.35	-	-

Total VWWP Funds	461,701.39	323,788.96	301,769.29	483,721.06	300,000.00	-
Virginia Values Veterans (V3) Fund	65,130.00	5,000.00	55,000.00	15,130.00	60,000.00	-
Foundation Support Fund	60,000.00	0.06	3,000.54	56,999.52	60,000.00	-
Women's Veterans Conference	-	3,750.00	-	3,750.00	-	-
Endowment Fund	154,977.46	8,200.00	-	163,177.46	-	-
Grand Total All Funds	1,036,902.73	407,046.57	441,220.98	1,002,728.32	506,000.00	4,950.00

Note: August 2013

DVS received \$20,000.00 additional appropriation in the Foundation Support fund, increasing 2014 Budget from \$40,000.00 to \$60,000.00.
DVS received \$60,000.00 additional appropriation in the Virginia Values Veterans Fund (V3), increasing 2014 Budget to \$60,000.00.
VVCC received \$11,000.00 additional appropriation in Other Equipment, increasing 2014 Budget from \$42,000.00 to \$53,000.00.

Note: October 2013

Beginning Balance for Endowment Fund has been decreased by \$80K to increase Foundation Support Fund by \$20K and V3 by \$60K.

Note: November 2013

Homeless Veterans Fund has been reactivated per DVS Deputy Commissioner request.

Note: February 2014

DVS received requested allotment/appropriation increase to VWWP in the amount of 100K. Per Deputy commissioner Request:
VWWP budget amendment of 100K to reflect as follows: 35K Direct Veterans Services, 50K Homeless Veterans Fund, 15K Outreach Services Grant Matching. VWWP 2014 budget has increased from 200K to 300K due to appropriation/allotment increase of 100K.

Note: March 2014

New sub fund created per J. Hilgers Women's Veterans Conference.

Note: May 2014

Budget reallocation approved to transfer \$15,000.00 from SBVCC budget to VVCC budget.

SBVCC budget reduced \$1000.00(Indigent Resident Needs), \$10,000.00 (Activities Fund), and \$4,000.00(Other Donations Restricted).

VVCC budget increased \$15,000.00 (Rehabilitation Equipment).

Note: June 2014

Year End Adjustments: \$3,882.93 of expenditures were charged to Direct Services Sub-Fund that should have been charged to Homeless Veterans Sub fund. Adjustment has been made to decrease Direct Services Sub-Fund expenditures and increase Homeless Veterans Sub fund.

ATTACHMENT 9
Proposed VSF Goals and Objectives for FY2015

VSF Development Committee Responsibilities:

Goal: Support DVS and VSF executive and legislative direction to realize \$300,000 in FY15 for the Virginia Wounded Warrior Program (VWWP) as a top priority.

Objective(s): Maintain an agenda of fundraising events, corporate outreach and individual contribution plans, a capability to respond to ad hoc opportunities, and coordination with DVS/VWWP staff designed to raise at least \$ 75,000 per quarter.

Goal: Organize seeking, promoting, and stimulating contributions for the Fund to initiate funding for the unmet needs of DVS programs giving high priority to fundraising for improving the services to veterans in Virginia.

Objective: Maintain an agenda of unmet funding needs. Determine what elements of fundraising program will best assist VWWP, Homeless Veterans, Care Centers, Cemeteries, and Benefits Agents. Support updating the Virginia Tech report of veterans' unmet needs.

Goal: Build partnerships with VSOs, corporations, and individuals by creating methods of getting commitments for other potential supporters/donors to contribute and be recognized for their support.

Objective(s): Establish targeted sponsored activities to which sponsors can attach their identification (name or logo/brand) to build a core of annual activities that will sustain sponsors who can identify with veterans' sacrifices. In each instance, the activity should be able to be budgeted and that budget becomes the benchmark to attract funds. Establish rewards within the supported programs and for individual and organizational donors to attract additional funds.

Goal: Enhance the image of the Foundation through imaging/branding of its fundraising programs as a conduit for addressing unmet veterans' needs among stakeholders and the community at large.

Objective(s): Coordinate through DVS communications office on communications efforts. Coordinate with VWWP communications program. Maintain and refine the Foundation web site. Develop additional forms of donor recognition and identify donors. Develop specific recognition programs that give donors a sense of pride and ownership. Be clear on relationships with all stakeholders, including DVS staff.

VSF Finance Committee Responsibilities:

Goal: Continue to refine and develop financial reports so they adhere to requisite accounting practices and procedures, define available revenue and needs for expenditures in order to determine cash flow requirements.

Objective(s): Produce financial reports that can be easily understood by Trustees, DVS staff, donors, potential donors, and other stakeholders and ensure they are disseminated to the stakeholders. Ensure statements are backed up with sufficient information on revenues and expenses, both for transparency and budget planning.

Goal: Clarify existing Foundation Policies on at least a biennial basis or more often, if needed, and institute other policies as needed for the effective administration of the Fund by the Foundation and DVS.

Objective(s): Ensure the Foundation policies meet the requirements for which they were established through a regular review with the stakeholders. Examine and advise the Board of Trustees on any financial issues for which new or revised policy guidance is necessary.

Goal: Develop and implement a plan for effective use, growth and maintenance of a sustainable Fund endowment.

Objective: Maintain an endowment level that will support operational and contingency needs from revenues.

Goal: Continue to ensure Fund integrity.

Objective(s): Allocate fundraising income and expenses to insure a maximum percentage of revenues go to support veterans and their families. Produce quarterly and annual public reports that characterize the use of funds by the Foundation.

Goal: Assist DVS program managers in developing realistic budgets for use of VSF funds.

Objective: Participate, as requested by program managers, in annual and more frequently, if needed, FY budget development and interim reviews.

Goal: Provide quarterly briefings on Foundation finances that provide a better understanding of the issues involved to interested stakeholders.

Objective: Work with the DVS staff, at least quarterly, to ensure the Board of Trustees, DVS staff, and other stakeholders remain current on Foundation finances.

Goal: Monitor data developed by DVS managers for uses of Foundation funds in a manner that assures public accountability and supports fundraising efforts on a quarterly basis.

Objective: Work with DVS staff continuously to monitor effectiveness of services provided using VSF contributed funds.

Goal: Resolve multiyear funding accumulation.

Objective: Establish and disseminate policy and procedures to provide oversight to ensure the objectives of the Foundation and the intent of the donors are recognized in a timely manner.

ATTACHMENT 10

Veterans Services Foundation (VSF) Planned Giving Program

Conditions for VSF consideration:

- VSF has been operating for more than 10 years;
- The board of directors is interested in supporting a planned giving program;
- VSF's gift acceptance policies establish the use/disposal of revenue and in-kind gifts, but not securities;
- VSF's fundraising program has a consistent record of growth, both in number of donors and number of gifts;
- The pool of donors has a diverse age range with many approaching retirement or retired;
- VSF has been notified in the past of the desire to submit a bequest gift;
- VSF does not communicate on a regular basis with its constituency other than sending thank-you letters;
- VSF does not have an annual giving program for ongoing operating needs;
- VSF would be hard pressed to conduct a marketing campaign to attract the right supporters;
- VSF does not have dedicated staff positions needed to conduct a full Planned Giving Program including follow up with estate attorneys and personal representatives at least twice a year on the status of bequest gifts and would require one full time employee and a part-time attorney;
- The most basic Planned Giving program would require about two full days each week dedicated to donor visits, phone calls and other follow up, continuous marketing efforts, and gift administration;
- VSF does not have a stockbrokerage account;
- It is questionable if VSF would be able to undertake legal action to resolve a legacy gift;
- It is questionable that VSF will have the resources, primarily personnel, available to pursue such a program within the near future;
- A program will take seven to ten or more years to begin to see financial revenues from the effort.

Policy needed to support a Bequest Program should include;

- Scope of the Planned Giving Program
- Role of VSF Executive Director and capacity to handle program requirements;
- Establish a dedicated staff position for planned giving operations;
- Conducting a marketing campaign announcing VSF Planned Giving Program;
- How bequests are approved for receipt and management by the VSF;
- Establish and define role of VSF Development Committee's Planned Gift Subcommittee;
- Types of assets that will be accepted through a bequest and under what circumstances will they be accepted;
- Minimum dollar value/face value of the respective bequest being considered for acceptance;
- Procedures to be followed to consider and accept or disclaim bequests;
- Defining how unrealized bequests will be valued, acknowledged, recorded, and tracked;
- How bequest realized bequests will be determined as available, valued, acknowledged, and recognized;
- A prohibition on the Foundation or an individual at the Foundation acting as executor of an estate;
- Availability and use of outside (i.e., DVS) state resources (e.g. OAG, VRS);
- Availability of non-OAG/non-state legal resources;
- The acceptance of restricted or unrestricted gifts and how they will be designated (all to current budget, split – by either a dollar amount or percentage – between endowment and current budget, or all to quasi-endowment);
- Procedures to follow and administer the legal process once a bequest gift has matured for timely distribution of funds.

ATTACHMENT 11

VIRGINIA VETERANS SERVICES FOUNDATION VIRGINIA DEPARTMENT OF VETERANS SERVICES

Coordination between the Veterans Services Foundation and the Department of Veterans Services involving the Board of Veterans Services and the Joint Leadership Council of Veterans Service Organizations Policy and Procedures

J1.1 Purpose

The purpose of this policy is to establish guidelines and procedures for coordination between the Virginia Veterans Services Foundation (VSF) and the Virginia Department of Veterans Services (DVS) involving the Board of Veterans Services (BVS) and the Joint Leadership Council of Veterans Service Organizations (JLC).

J1.2 Application

The Chairman of the VSF Board of Trustees (the Trustees) and the Commissioner of Veterans Services or their designee(s), with advice from the Chairmen of the BVS and JLC, shall be responsible for the application of this policy.

J1.3 Interpretation

The VSF Trustees Chairman or his/her designee, in consultation with the Commissioner of Veterans Services, shall be responsible for the interpretation of this policy.

J1.4 References

- A. Virginia Code § 2.2-2001.A authorizes DVS to establish, operate, administer and maintain offices and programs related to services for veterans of the armed forces of the United States and their Virginia-domiciled spouses, orphans and dependents. The Commissioner of Veterans Services heads DVS and is supported by, and supports, the BVS, the JLC, and the VSF.
- B. Virginia Code § 2.2-2715 provides for VSF to (i) administer the Veterans Services Fund (the Fund, (ii) provide funding for veterans services and programs through the Fund, and (iii) raise revenue from all sources to support the Fund. VSF is an independent agency under the Secretary of Veterans **and Defense Affairs and Homeland Security** and receives administrative and other services from DVS. VSF and DVS are mutually supporting agencies.
- C. The Memorandum of Understanding between VSF and DVS sets forth the relationships between the two agencies and provides the basis for this policy.

J1.5 Overview of the BVS and JLC

- A. The BVS is a policy board that advises the Commissioner on veterans issues, delivery of services, plans, projects and policies and procedures. The BVS also makes recommendations to DVS and the VSF regarding gifts, grants and other resources from public and private entities in support of services to veterans.
- B. The JLC is an advisory council that advises the Commissioner on support for veterans services and

programs and addressing veterans issues (i.e., needs) not currently provided.

J1.6 Policy

It is the policy of VSF to entertain only funding requests that have been reviewed and approved by DVS. It is the policy of VSF and DVS to ensure cooperative and efficient inter-relationships between DVS and BVS and JLC.

J1.7 Procedures

- A. In most cases, the procedure for commencing interactions between DVS, the BVS, the JLC and the VSF is for the JLC to identify an unmet need. The need then would be passed to the BVS for its insight and recommendations on best practices, management and performance requirements, non-profit operations and other considerations. The BVS then would validate the requirement and pass its recommendation to DVS for consideration. DVS may consider internal resources or external resources, including VSF resources, to address the unmet need.
- B. When the BVS identifies a need, it would be passed to the JLC for validation. If validated, it then would be passed to DVS for consideration, in consultation with the BVS. DVS may consider internal resources or external resources, including VSF resources, to address the need.
- C. DVS needs typically should be passed to the BVS for vetting and recommendations, and then passed to the JLC, the VSF, or other agency, as appropriate.

J1.8 Exceptions

- A. Exceptions to this policy shall be determined by VSF in consultation with DVS. BVS, JLC and other activity(ies) involved, if any, may be consulted by DVS.
- B. The JLC under Code of Virginia §2.2-2682.C "...may apply for funds from the VSF to enable it to better carry out its objectives. The JLC shall not impose unreasonable burdens or costs in connection with requests of agencies." Such applications shall be made through the Commissioner of Veterans Services, without the necessary involvement of BVS as the Commissioner may determine.

J1.9 Adoption and Amendment

This policy may be adopted and amended by a majority vote of the VSF Board of Trustees after consultation with the Commissioner of Veterans Services. Notice regarding such actions shall be given to the Commissioner and all Trustees at least ten (10) days prior to the vote being taken. Biennial review of this policy is the responsibility of the VSF Executive Committee assisted by the DVS Director of Policy and Planning.

J1.10 Policy Effective Date

The effective date of the policy, or policy revision, shall be the date the VSF Trustees and the DVS Commissioner ratify the policy. **Revised August 6, 2014.**

May 6, 2009

ATTACHMENT 12
VIRGINIA VETERANS SERVICES FOUNDATION
VIRGINIA DEPARTMENT OF VETERANS SERVICES

Foundation Operations Policy and Procedures

J2.1 Purpose

This policy is established for the purpose of setting forth the operating procedures and technical requirements for the Virginia Veterans Services Foundation (VSF or the Foundation) operations in support of the Virginia Department of Veterans Services (DVS), and to ensure that the administration and operations of the Foundation reflect the Commonwealth's and the Nation's honor and support for their veterans.

J2.2 Application

The VSF Executive Director, in conjunction with the DVS Director of Policy and Planning, is responsible for the application of this policy.

J2.3 Interpretation

The VSF Board of Trustees (the Trustees) Chairman, in conjunction with the DVS Commissioner, is responsible for the interpretation of this policy.

J2.4 References

Administration of the Foundation is authorized under the Code of Virginia §§ 2.2-2715, et seqq. Operation of the Foundation is subject to applicable state and federal laws and regulations, as well as policies and procedures established by the Foundation Trustees and the joint policies and procedures of VSF and DVS including the current DVS-VSF Memorandum of Understanding (MOU).

J2.5 Overview

- A. The Foundation is a state philanthropic activity comprised of a Board, staff, donors, volunteers, and other interested parties. It is authorized to administer the Veterans Services Fund (the Fund), provide funding for veterans services programs in the Commonwealth through the Fund, and raise revenue from all sources to support the Fund.
- B. The Secretary of Veterans *and Defense* Affairs ~~and Homeland Security~~ has tasked DVS with providing administrative and other services to the Foundation. The administrative and other services provided to VSF are enumerated in the DVS-VSF MOU. VSF responsibilities to DVS also are contained in the MOU.
- C. In accordance with the MOU, DVS provides a staff member to act as the Foundation's agent for VSF administration and to act as the liaison between DVS and the Foundation. This staff member is appointed by the VSF Trustees as the VSF Executive Director.

J2.6 Policy

It is the policy of VSF and DVS to promote mutual support of each other and their activities in order to provide additional veterans services to eligible Virginia-domiciled veterans and their families in honor of veterans' service and sacrifice to the Commonwealth and the nation.

J2.7 Operational Responsibilities

- A. The VSF Executive Director is responsible for ensuring the efficient and effective administration and operation of the Foundation and its Fund. In such capacity, the Executive Director acts as the VSF Board Secretary and Agent of the Foundation Trustees. The Executive Director also is responsible for supporting the Foundation's Trustees and supervising other personnel (e.g., staff, volunteers, donors, etc.) who are involved in Foundation operations.
- B. The Executive Director works in close coordination with the DVS Director of Policy and Planning and the DVS Director of Finance, who acts as the Treasurer of the Fund.
- C. Foundation communications are coordinated by the VSF Executive Director with the DVS Director of Communications.
- D. The Executive Director is authorized to coordinate VSF administration and operations with DVS activities, including DVS benefits services, care centers, cemeteries, wounded warrior program, veterans' education, and other DVS veterans programs. The VSF Executive Director also is authorized to have direct liaison with the Chairmen of the Board of Veterans Services and the Joint Leadership Council of Veterans Service Organizations in consultation with the DVS Director of Policy and Planning.

J2.8 VSF Executive Director

The VSF Executive Director reports to the Trustees Chairman. The Trustees Chairman shall submit an evaluation of the Executive Director annually in June to the DVS Commissioner. The Executive Director's duties include:

- A. Support the efforts of VSF to seek, promote, and stimulate contributions to the Fund, including:
- B. Manage the Foundation's finance (e.g., accountability) initiatives in collaboration with DVS Director of Finance and DVS finance staff. ***This includes making sub-fund adjustments within subsidiary accounts in the annual budget in accordance with funding levels established by the current edition of the Appropriations Act and Department of Planning and Budget adjustments to those funding levels. Any changes shall be subject to review and subsequent approval by the Trustees at the next quarterly Board meeting.***
- C. Develop VSF and DVS policies and procedures related to mutual support of both agencies.
- D. Serve as VSF and DVS daily point of contact and coordination for development activities with public and private development related organizations and other interested activities.
- E. Attend VSF Trustees meetings as an ex-officio, non-voting participant and Trustees Committee meetings as a non-board advisor.
- F. Report activities to the Trustees as required, but at least at every Board meeting.
- G. Ensure Foundation reports are submitted as required.
- H. Perform other coordination and duties as necessary to support the mission and authority of VSF.

J2.9 Financial Procedures

- A. Expenditures for DVS activities approved by the Trustees may be processed upon approval by the head

of the program that has responsibility for the activity.

- B. All requests for reimbursement of Trustees actual expenses incurred while attending meetings of the Trustees or performing other duties shall be approved by the VSF Executive Director.
- C. Expenditures for authorized VSF operations shall require the pre-approval of the VSF Executive Director.

J2.10 Reports

- A. The Code of Virginia requires that the Foundation shall submit a quarterly report to the DVS Commissioner on the Foundation's funding levels and services (The Funding Levels and Services Report). This report is compiled with the assistance of the DVS Director of Finance and the DVS Finance Staff.
- B. The Funding Levels and Services Report consists of: an Asset Sheet; a Statement of Income, Expenditures, and Changes in Fund Balances; and a Schedule of Receipts, Expenditures and Budget by activity.
- C. Another report is compiled from information submitted by DVS programs to form the annual budget. Reports on expenditures shall be submitted quarterly, or as requested, to the DVS Commissioner, the Trustees, or others for review. These reports shall include under funded or unfunded needs, if any.
- D. The Foundation shall compile an annual report that shall be made available to the public which will provide annual financials, donors, and related information on the status of VSF. This report will be published after the end of each Commonwealth fiscal year.
- E. These reports shall be available on the VSF website or on request from the Foundation Executive Director.

J2.11 Adoption and Amendment

This policy may be adopted and amended by a majority vote of the VSF Board of Trustees after consultation with the Commissioner of Veterans Services. Notice regarding such actions shall be given to the Commissioner and all Trustees at least ten (10) days prior to the vote being taken. Biennial review of this policy is the responsibility of the VSF Executive Committee.

J2.12 Policy Effective Date

The effective date of the policy, or policy revision, shall be the date the VSF Trustees and the DVS Commissioner ratify the policy. Revised May 4, 2011, May 1, 2013, **August 6, 2014**.

May 6, 2009

ATTACHMENT 13

VIRGINIA VETERANS SERVICES FOUNDATION VIRGINIA DEPARTMENT OF VETERANS SERVICES Veterans Services Fund – Fundraising Policy and Procedures

J3.1 Purpose

- A. Planning and coordination are essential to successful fundraising and to avoid duplication in approaching potential donors in the name of the Virginia Veterans Services Foundation (VSF) and the Virginia Department of Veterans Services (DVS).
- B. To preserve the credibility of VSF and DVS among their financial supporters and the public, as well as to optimize resources, this policy will serve to govern all private fundraising made on behalf of VSF and DVS and/or activities belonging to these two agencies and groups affiliated therewith.
- C. *In the interest of promoting maximum effectiveness and avoiding duplication of effort, conflict of events, dilution of effectiveness, all fundraising activities are required to receive prior approval of their initiatives from the VSF Executive Director and a member of DVS responsible for the DVS program being supported.*

J3.2 References

This policy is made in accordance with Va. Code §§ 2.2-2715 et seqq, the DVS-VSF Memorandum of Understanding, and the VSF Bylaws.

J3.3 Application

The Executive Director of the VSF and the DVS Director of Policy and Planning or their designee(s) shall be responsible for the application of this policy.

J3.4 Interpretation

The Chairman of the Board of Trustees of the VSF (the Trustees), with the assistance of the Commissioner of Veterans Services, is responsible for the interpretation of this policy.

J3.5 Policy

- A. It is the policy of VSF, in coordination with DVS, to oversee and ensure that the establishment of fundraising priorities and oversight of private fundraising rests with the VSF Trustees. The Trustees' Development Committee, under the Trustees Bylaws, is responsible for making recommendations regarding fundraising and organizing fundraising programs. The Trustees have designated the VSF Executive Director as having oversight of private fundraising activities. The VSF Executive Director shall assist the Development Committee plan, organize, and conduct programs to obtain private gift support.
- B. It is the policy of DVS, in coordination with VSF, to allow DVS activities (i.e., care centers, cemeteries, etc.) to accept unsolicited donations on behalf of VSF to be deposited in the Veterans Services Fund (the Fund). *All plans for DVS fundraising activities ~~that involve~~ involving the solicitation of funds or in-kind material shall be coordinated through the VSF Executive Director on behalf of the VSF Trustees' Development Committee and the DVS Deputy Commissioner. These plans must be*

approved by the VSF Executive Director on behalf of the VSF Trustees' Development Committee. The Commissioner or his/her designee shall be regularly updated on all approved plans. ~~submitted for approval and coordinated through the DVS Director of Policy and Planning to the Commissioner of Veterans Services. The Commissioner or his/her designee shall ensure that these activities are approved by the VSF Executive Director on behalf of the VSF Trustees' Development Committee. DVS activities shall coordinate the conduct of these fundraising activities with the VSF Executive Director.~~ Exceptions to this policy for *approval of* recurring events may be granted by the Commissioner or his/her designee.

- C. It is the policy of VSF that all other persons or groups wishing to raise private fund gifts for DVS veterans programs or services shall be required to receive prior VSF approval before engaging in planning or conducting such activities.
- D. *It is the policy of VSF to reserve the right to refuse donations.*

J3.6 Authorization to Conduct Fundraising

- A. VSF *Executive Director* must approve all persons or groups wishing to raise private fund gifts for veterans programs or services provided by DVS or, VSF endowment or support funds, or other authorized veterans programs or services. All of these private fundraising efforts shall *adhere to work within* VSF approved *policies plans* and guidelines.
- B. No individual, group, or DVS activity shall solicit funds in the name of or on behalf of VSF or DVS unless they have organized and coordinated such activities with the VSF Executive Director on behalf of the VSF Trustees' Development Committee. Such coordination shall begin before making formal contact with a funding source or sources. This coordination shall continue until the specific fundraising event is concluded. Once an event is concluded, it shall not be used to initiate another fundraising effort without pursuing approval of all interested parties set forth in the foregoing.

J3.7 Fundraising Authorization Procedures

- A. VSF shall coordinate all of its fundraising activities with the Commissioner of Veterans Services and/or his/her designee(s).
- B. All DVS requests to plan and execute fundraising activities shall be presented to the Commissioner of Veterans Services through the DVS Director of *Development and the Deputy Commissioner Policy and Planning* for DVS activities. Each request shall include sufficient detail to adequately define the scope of the initiative. Appendix A contains an outline of a typical request. For currently approved, on-going DVS fundraising activities, latitude shall be considered in applying this requirement. If the Commissioner favorably endorses the request, it shall be forwarded to the VSF Executive Director for approval on behalf of the VSF Trustees' Development Committee.
- C. All other persons or groups wishing to raise private fund gifts for DVS veterans programs or services shall designate a sponsor who shall submit a request to plan and execute activities for VSF approval before engaging in planning or conducting such activities. The request shall contain sufficient detail to adequately define the scope of the initiative. Appendix A can be used as an outline for a typical request. *Requests shall contain acknowledgement that the event sponsor generating multiple donations from many individuals shall meet the stewardship requirement of acknowledging the individual gifts with receipts or thank-you letters.* Such request shall be submitted to the VSF Executive Director who shall follow the procedures contained in the preceding paragraph for approval.

- D. Approved fundraising requests shall be expeditiously provided to the requestor. The approval, if appropriate, shall contain additional guidance for the conduct of the initiative and/or restrictions that may apply. Most fundraising events conducted by non-state government organizations or individuals will require a “Letter of Agreement” from the VSF Executive Director. Letters of Agreement shall conform to guidance provided by the Office of the Attorney General.
- E. Donors wishing to give unsolicited gifts in support of VSF or DVS and its programs and services shall be referred to the VSF Executive Director.

J3.8 Procedures for Accepting Donations

Trustees or DVS employees accepting donations on behalf of the Fund shall follow the procedures contained in VSF-DVS Joint Policy 4 – Processing of Financial Donations, or VSF-DVS Joint Policy 5 – In-Kind Donations.

J3.9 Reporting Fundraising Results

Upon completion of the fundraising event or initiative, when required the sponsor shall complete and submit a report to VSF detailing the results achieved. An outline of such a report is contained at Appendix B. DVS activities shall submit the report via the DVS Director of ~~Development Policy and Planning~~ and to the Commissioner *and VSF Executive Director*.

J3.10 Adoption and Amendment

This policy may be adopted and amended by a majority vote of the VSF Board of Trustees after consultation with the Commissioner of Veterans Services. Notice regarding such actions shall be given to the Commissioner and all Trustees at least ten (10) days prior to the vote being taken. Biennial review of this policy is the responsibility of the VSF Development Committee.

J3.11 Policy Effective Date

The effective date of the policy, or policy revision, shall be the date the VSF Trustees and the DVS Commissioner ratify the policy. Revised: May 4, 2011, May 1, 2013, *August 6, 2014*.

May 6, 2009

VIRGINIA VETERANS SERVICES FOUNDATION
Veterans Services Fund – Fundraising Request

Appendix A

REQUEST TO CONDUCT FUNDRAISING ACTIVITIES

Requests to conduct fundraising activities shall contain the following elements.

1. Identity and authority (e.g., 501 (c) (3), registered in Virginia, etc.) of the fundraising organization.
2. Purpose of the fundraising *activity* to be conducted.
3. Timelines involved including the start and end dates.
4. Capabilities and limitations of the fundraising organization.
5. Number and identity of volunteers.
6. Identification of donor groups for targeting the fundraising effort.
7. List the fundraising methods to be employed.
8. Specify the public relations program *and advertising/marketing plan* associated with the fundraising effort.
9. Provide an estimate of fundraising costs detailed by function*.
10. Provide an estimate of expected revenue to include milestones to achieve objectives.
11. Specify the support required from state agencies.
12. Procedures for assuring accountability of funds collected.
13. Procedures for assuring donor satisfaction.
14. Implementation agenda.

*See Appendix B (Report of Fundraising Activities) to VSF-DVS Joint Policy Number 3 for details by function.

Virginia Veterans Services Foundation
Report of Fundraising Activities
Appendix B

**FUNDRAISING ACTIVITIES CONDUCTED BY ORGANIZATIONS
ON BEHALF OF THE VIRGINIA VETERANS SERVICES FUND**

The report of fundraising activities shall be sent to the Virginia Veterans Services Foundation, 900 E. Main St, 6th Floor, West Wing, Richmond VA 23219 (Attn: Jack Hilgers) and shall include, as appropriate:

INCOME

Total Revenues Raised and Received

Total of Pledged Revenues Not Yet Received

Total Value of In-Kind Donations by Type:

- Advertising (by type of media)
- Beverages
- Catering
- Mailing
- Printing
- Professional Services
- Rental Space
- Travel & Lodging
- Other (List and Itemize)

EXPENSES

Total Expenses

Expenses by Category:

- Advertising (by type of media)
- Beverages
- Catering
- Mailing
- Printing
- Professional Services
- Rental Space
- Travel & Lodging
- Other (List and Itemize)

In-Kind Expenses (Should Equal In-Kind Income)

Fundraiser's Commission and its Basis

Sponsoring Organization's portion of the income and its basis

Please attach:

- A list of financial donors, their contact info, amount of contribution, date received, and if receipt and thank you letter has been sent
- A list of in-kind donors, their contact info, amount of contribution, date received, and if receipt and thank you letter has been sent
 - A list of pledged donations by donor, contact info, amount of contribution, and expected date receipt of pledged revenues

ATTACHMENT 14

VIRGINIA VETERANS SERVICES FOUNDATION VIRGINIA DEPARTMENT OF VETERANS SERVICES Veterans Services Fund – Processing of Financial Donations Policy and Procedures

J4.1 Purpose

- A. The Virginia Veterans Services Fund (the Fund), administered by the Virginia Veterans Services Foundation (VSF), is a special non-reverting trust fund on the books of the Commonwealth Comptroller. The Fund includes such monies as may be appropriated by the General Assembly; revenues transferred from other state programs established for the Fund's benefit; revenues derived from contracts, grants, and other dedicated sources; and designated gifts, contributions and bequests of money, securities or other monetary property of whatever nature.
- B. This policy sets forth the procedures to be followed when receiving, recording, managing, and expending financial donations made to the Fund.

J4.2 References

This policy is made in accordance with Code of Virginia § 2.2-2718 *and* § 64.2-1100 *et seq*, the Department of Veterans Services (DVS) DVS-VSF Memorandum of Understanding, and the VSF Bylaws.

J4.3 Application

The Executive Director of the VSF and the DVS Director of Finance or their designee(s) shall be responsible for the application of this policy.

J4.4 Interpretation

The Chairman of the Board of Trustees of the VSF (the Trustees), with the assistance of the Commissioner of Veterans Services, is responsible for the interpretation of this policy.

J4.5 Policy

- A. It is the policy of VSF and DVS, in coordination with the Trustees Finance Committee and VSF Executive Director, to oversee and ensure that monies collected are properly deposited, managed, and expended.
- B. *It is the policy of VSF that restricted gifts will be used by DVS programs as intended by the donor to meet the necessities of needy veterans and their families.*

J4.6 Definitions

The following definitions apply to this policy and may be applicable to other VSF-DVS Joint Policies.

- A. **Account:** As used by the Foundation, a financial account (i.e., a record of financial transactions showing receipts and expenditures for a given period) is maintained for each of the principal subordinate programs of DVS.
- B. **Activity:** It is a function (i.e., a set of operations including special services, projects, events, etc.) that a DVS principal subordinate program performs and has a purpose recognized for authorization of use of Foundation funds.

- C. Agency:** This is the administrative unit of state government, including any department, institution, commission, board, council, authority, or other body. VSF and DVS are state agencies that report to the Secretary of Veterans Affairs and Homeland Security. The Board of Veterans Services and the Joint Leadership Council of Veterans Service Organizations also are state agencies, however, they report to the Commissioner of DVS.
- D. Fund:** The “Fund” is the Veterans Services Fund, which includes subsidiary funds for each of the DVS principal subordinate divisions or programs.
- E. Business Units of DVS:** See Principal Subordinate Programs of DVS.
- F. Divisions of DVS:** See Principal Subordinate Programs of DVS.
- G. Principal Subordinate Programs of DVS:** Include Cemetery Operations, Sitter & Barfoot Veterans Care Center, Virginia Veterans Care Center, and the Virginia Wounded Warrior Program, and others that may be developed and affected by Foundation operations.
- H. Program:** An operational term for a principal subordinate division of DVS or other state agency programs.
- I. Report:** This is a written response to a request for information and may include financial schedules and statements or other data.
- J. Schedule:** A schedule contains financial information, usually at a more detailed level than the following definition of “statement.” An example is the Schedule of Receipts, Expenditures, and Budget that contains financial information on DVS Programs and their activities.
- K. Service:** This is an operational term for DVS principal subordinate programs’ activities performed in support of a specific DVS program.
- L. Statement:** A statement refers to a financial statement. Current statements include a Balance Sheet, and a Statement of Revenues and Expenditures. Other financial statements may be defined, as the needs of the users change.
- M. Sub-fund:** This term is used to denote financial accounts that support the activities/ services of DVS programs. These also are called sub-accounts for accounting purposes.
- N. Subsidiary Funds:** These are the principle subordinate funds of the Veterans Services Fund and pertain to the funds of each of DVS principal programs.

J4.7 Authorization to Receive Financial Donations

- A. Any Trustee may accept a financial donation, whether in the form of a cash or check, on behalf of the Fund.
- B. Designated employees of the Virginia Department of Veterans Services (DVS) also may accept financial donations on behalf of the Fund. The Commissioner of Veterans Services and DVS program

directors/administrators shall designate in writing the principal DVS employees who may accept donations on behalf of the Foundation, subject to the approval of the Foundation Chairman or the VSF Executive Director in the absence of the Chairman. As a practical matter, it is understood that any DVS employee may actually accept a donation, but they shall be instructed to immediately give the donation to the designated principal DVS employee in their program.

- C. Each DVS program receiving contributions shall establish a policy for acceptance of financial donations similar to the one contained in Appendix A for the Office of the Commissioner. A copy of program policy shall be filed with the DVS Director of Finance.

J4.8 Procedures for Accepting Financial Donations

Trustees or DVS employees accepting a financial donation on behalf of the Fund shall take the following steps:

- A. *Coordinate with the donor or fundraising event sponsor so that they know that any check or money order presented must be* ~~Ensure the check is~~ made out to the Virginia Veterans Services Foundation with a notation in the “For” section of the check regarding the purpose of the contribution.
- B. For cash contributions, ensure that the source and purpose of the donation is recorded and a receipt provided.
- C. Should the purpose of the donation appear to have unforeseen consequences, such as requiring ongoing expenditures, the recipient shall contact either the DVS Director of Finance or the VSF Executive Director. See section J4.9.B of this policy.
- D. Thank the donor for his/her generous gift and give the donor their personal business card.
- E. Complete VSF-DVS Form A (see Appendix B) Financial Donation Receipt acknowledging receipt of the donation. Forward one copy of the receipt to the Commissioner’s Office for VSF/DVS records, retain one for local records, and provide one to the donor.
- F. On the same day received, forward the check, along with the donor’s name, address, and instructions regarding the disposition and use of the donation, to:
 - 1. For the Foundation Endowment, Support Fund, and Virginia Wounded Warrior Program:
Virginia Veterans Services Foundation
Executive Director
900 East Main Street, 6th Floor
Richmond, Virginia 23219
 - 2. For the Virginia Veterans Cemeteries and Sitter & Barfoot Veterans Care Center:
Virginia Department of Veterans Services
Sitter & Barfoot Veterans Care Center
Financial Manager
1601 Broad Rock Blvd
Richmond, VA 23224

3. For the Virginia Veterans Care Center:
Virginia Department of Veterans Services
Virginia Veterans Care Center
Financial Manager
4550 Shenandoah Ave NW
Roanoke, VA 24017

- G. If contributions cannot be forwarded on the same day received, they shall be retained in a locked container until they can be forwarded. This is particularly true of cash. In any case, the Department of Accounts requires that donations must be forwarded within the next business day.
- H. Large amounts of cash should be converted to a cashier's check, if they cannot be deposited the same day received.
- I. A personal thank-you for donations of \$1,000 or over should be made on receipt of the donation.

J4.9 Recording Financial Donations

Upon receipt of a financial donation, the DVS Director of Finance or his/her designee shall.

- A. Record the donation on the Fund spreadsheet in the appropriate account.
- B. Determine if ongoing expenditures will be required to maintain the object that results from the purpose of the donation and if the maintenance cost is sustainable. For example, an aquarium and its contents have a fixed procurement price, but the annual maintenance may exceed the cost of honoring the intent of the donation. In such cases, an assessment must be made, in conjunction with the donor, regarding disposition of the donation.
- C. Forward the check to the finance staff person responsible for deposits in the Fund.
- D. E-mail the donor's name, organization, and address, the amount of the donation and the intended purpose of the donation to the VSF Executive Director so that ***VSF has a record of the transaction.***
- E. Thank-you letters ***must*** ~~may~~ be prepared ***for all contributions. In the case of fundraising events where multiple donors are involved, individual thank-you letters shall be sent to donors by the event sponsors.*** Should DVS activities (i.e., care centers and cemeteries) prepare thank-you letters, a copy will be retained and made available at the request of the VSF Executive Director or the DVS Director of Finance.
- F. The VSF Executive Director and DVS activity responsible staff preparing thank-you letters shall ensure that a thank-you letter is sent to the donor within 20 working days of the donation's deposit.
- G. The Internal Revenue Code requires that donations of \$250.00 and over be acknowledged in a receipt or thank-you letter with the following statement: "No goods or services were provided to you in return for your donation. Therefore the full amount of your contribution is tax-deductible to the extent allowed by law." If goods and services were provided, they must be deducted from the amount of the contribution received and so noted in the statement.

J4.10 Managing Financial Donations

Financial donations shall be managed as follows:

- A. All contributions shall be considered donations contributed for a specific program or activity.
- B. All balances in the Fund shall be maintained in an interest bearing account. Interest income generated by the Fund shall accrue to the Foundation Endowment Fund, unless otherwise directed by the Trustees.
- C. Upon completion of the activity for which funds were donated, the unspent portion of donations made for a specific activity shall be transferred to a related program fund or the Foundation Endowment Fund at the discretion of the Trustees. *Procedures are contained in VSF-DVS Joint Policy Number 9 (Subsidiary Fund Balances).*
- D. At the end of each fiscal year, VSF shall review remaining activity account balances to determine their continuing need. DVS programs shall justify sub-fund retention or recommend redistribution of excess funds within the program. At the discretion of the Trustees, unneeded amounts shall be reallocated. Procedures are contained in VSF-DVS Joint Policy Number 9 (Subsidiary Fund Balances).
- E. The DVS Director of Finance shall assist VSF in preparing quarterly reports to the VSF Trustees. These reports shall contain statements and schedules, as appropriate to identify the status of all monies deposited and expended in the Fund. Reports may be required more frequently by the Trustees. These reports will form the basis of a Foundation annual report.

J4.11 Expending Financial Donations

Expenditures may be approved from the Fund as outlined in the VSF Bylaws and applicable VSF and DVS policies on expenditures.

J4.12 Adoption and Amendment

- A. This policy may be adopted and amended by a majority vote of the VSF Board of Trustees after consultation with the Commissioner of Veterans Services. Notice regarding such actions shall be given to the Commissioner and all Trustees members at least ten (10) days prior to the vote being taken.
- B. Biennial review of this policy is the responsibility of the VSF Finance Committee.
- C. On adoption, this policy supersedes DVS Administration Policy 23 and replaces DVS Forms 12, 14, and 21 with VSF-DVS Form A (Appendix B).

J4.13 Policy Effective Date

The effective date of the policy, or policy revision, shall be the date the VSF Trustees and the DVS Commissioner ratify the policy. Reviewed May 4, 2011, May 1, 2013 **August 6, 2014.**

May 6, 2009

VIRGINIA VETERANS SERVICES FOUNDATION VIRGINIA DEPARTMENT OF VETERANS SERVICES

Veterans Services Fund – Acceptance of Financial Donations

Appendix A

PROCEDURES FOR HANDLING DONATIONS RECEIVED AT THE OFFICE OF THE COMMISSIONER OF VETERANS SERVICES

1. The purpose of this policy is to ensure proper action is taken on issues involving the Veterans Services Foundation (VSF) and donations thereto, as agreed between the Department of Veterans Services (DVS) Commissioner, Deputy Commissioner, Director of Finance (DF), and the Development Director/VSF Executive Director.
2. The address to which donations to VSF should be sent is the DVS Commissioner's office in Richmond for VSF and Program credibility.
3. The person initially receiving mail shall date stamp each piece before distributing it to the recipients as follows:
 - a. Mail received by the Commissioner's office addressed to VSF or the DVS Development Director/VSF Executive Director shall be delivered to the Commissioner's Administrative Assistant (CAA) or the Deputy Commissioner's Executive Assistant (DCEA), both of whom have the authority to receive and open such mail.
 - b. Mail Received in the Commissioner's office addressed to the Virginia Wounded Warrior Program (VWWP) shall be delivered to the DCEA who has authority to receive and open such mail.
 - c. The Commissioner and Deputy Commissioner have de facto authority to open mail and receive checks in the absence .
 - d. The Executive Director of VWWP also is authorized to receive and open mail addressed to VWWP in the absence of the DCEA.
4. All checks received at the Commissioner's office shall be deposit stamped by the authorized recipient before forwarding to the DVS Sitter and Barfoot Veterans Care Center (SBVCC) Finance Office to avoid misplacement of funds. Only deposit stamped checks shall be forwarded to DVS SBVCC Finance Office; papers accompanying checks will be retained by the sending office. Multiple checks will be itemized on a separate piece of paper (preferably on an adding machine tape with a total) and included with the checks being sent. Where possible, any checks received should be transmitted on the same day as received, but no later than the next business day. Deposit stamps shall be held by the CAA and the DCEA.

5. Any financial donations received by other parties in the Commissioner's office or supported by it (e.g., VSF Trustees) shall be immediately given to the CAA or the DCEA for deposit stamping and prompt forwarding to The DVS SBVCC Finance Office.
6. Donations forwarded to the DVS SBVCC Finance Office by the CAA and DCEA shall be scanned and sent electronically to the DVS SBVCC Business Office Manager (Sheri Jones), with copies to the:
 - a. SBVCC Financial Director (Tracy Morrison)
 - b. DVS Financial Analyst (Syreeta Thomas)
 - c. VSF Administrative Assistant (TBD).
 - d. Additionally, if they are not the originator of the electronic report, the VSF Executive Director and the DCEA should be copied on the email.
7. While papers accompanying the donation funds will not be sent to the DVS SBVCC in accordance with paragraph 4, those electronically scanned and sent will contain all accompanying papers including the envelope in which they were delivered.
8. Copies of deposit receipts shall be sent from the DVS SBVCC Finance Office to the VSF Executive Director and the DVS Financial Analyst. Receipts received by other parties shall immediately forward them to the VSF Executive Director.
9. The DF shall not directly be involved with Foundation mail or donations because he or she is in a supervisory capacity over administration, funds, and accountability.
10. Other DVS activities, such as the Virginia and Sitter & Barfoot Veterans Care Centers and the Cemeteries, shall ensure that similar policies and procedures are in place and implemented at each activity.

3/13/2014

**VIRGINIA VETERANS SERVICES FOUNDATION (VSF)
VIRGINIA DEPARTMENT OF VETERANS SERVICES (DVS)**

**Financial Donation Receipt
Appendix B**

It is the policy of the Veterans Services Foundation that contributions will be accepted as designated by the donor, however, if the purpose of the donation has been met by other means the Foundation reserves the option to use unsolicited donations at the discretion of the Foundation Board of Trustees.

<i>Date</i>	
<i>Name Individual / Group</i>	
<i>Group Contact / Title</i>	
<i>Street Address</i>	
<i>City, State, Zip</i>	
<i>Phone Number</i>	
<i>E-Mail Address</i>	
Above to be completed by Donor (Please Print)	

The donation to the Veterans Services Fund is tax exempt under section 170 (c) (1) of the Internal Revenue Code to the extent authorized for federal taxes and tax exempt from Virginia state and local taxes in accordance with section 2.2-2719 of the Code of Virginia. The Foundation did not provide any goods or services in return for this donation.

<i>Donation</i>	
<i>Funds</i>	<i>Amount(s)</i>
<i>Restricted/Use</i>	
Above to be completed by VSF or Program or Activity Representative	

Foundation/Program/Activity Representative

Title

VSF 8-7-2013 Meeting Minutes – DF Date

VIRGINIA VETERANS SERVICES FOUNDATION
VIRGINIA DEPARTMENT OF VETERANS SERVICES
Veterans Services – Control of In-Kind Donations
Policy and Procedures

J5.1 Purpose and Background

- A. The Virginia Veterans Services Fund (the Fund) is administered by the Virginia Veterans Services Foundation (VSF or the Foundation) and is on the books of the Commonwealth Comptroller as a special non-reverting trust fund. The Fund was established to account for monetary donations. In-kind gifts or contributions of goods, services, or other non-negotiable property of whatever nature also should be subject to some degree of accountability.
- B. In accordance with the Code of Virginia, the Foundation is the only veterans related state agency that is authorized to accept in-kind donations. The use of some types of in-kind donations (e.g., computers) may be restricted by the Code. Additionally, certain donations that may incur continuing costs to maintain or store and certain types of real property to include real estate are subject to approval by the Governor in accordance with the current edition of the Virginia Appropriations Act.**
- C. In-kind donations have value, therefore, the Foundation, the Department of Veterans Services (DVS), and the Department's programs shall receive, record, manage, and account for in-kind donations as required by the State Comptroller. This will ensure that an accurate and complete record of donations – whether financial or in-kind – is maintained and accountability established.
- D. An in-kind donation is one where goods, services, property or something of value is offered for free or at less than the usual and normal charge, or payments by a third party for goods and services. This type of contribution does not include financial donations – i.e. cash, checks, promissory notes, or negotiable securities.
- E. In-kind goods include, but are not limited to: food, equipment, furniture, supplies, computer software and hardware, and office space. Types of in-kind services donations include, but are not limited to, voluntary contributions of: advertising materials, printing, entertainment, catering, lodging, and transportation. Uncompensated professional services contributed are in-kind donations, but uncompensated volunteer labor is not. For additional information on in-kind contributions, see applicable U.S. Internal Revenue Service Publications and Instructions.
- F. The value of an in-kind donation is set by the donor, not by the Foundation or DVS. In-kind donations may be tax-deductible under state and federal law. Since it is the donor who will be claiming the tax deduction for the in-kind donation, it is imperative that the donor determine its value. An exception to this exists when a donor contributes a bank card or gift card. Other such gifts such as theater tickets may be comparable. They are considered cash contributions except that they are not recorded as income to Commonwealth accounts, therefore, they are recorded as in-kind contributions.
- G. This policy sets forth the procedures to be followed when receiving, recording, managing, and accounting for the value of in-kind donations made to the Foundation.
- H. This policy also is intended to clarify current practices by DVS programs (i.e., care centers, cemeteries, etc.) that accept in-kind donations.

J5.2 References

- A. This policy is made in accordance with the Code of Virginia § 2.2-2718, other related Code sections, *the current edition of the Appropriations Act*, and the VSF Bylaws.
- B. **This policy amplifies the information contained in VSF-DVS Joint Policy Number 3 (Fundraising).**

J5.3 Application

The VSF Executive Director, with the assistance of the DVS Director of Finance, is responsible for the application of this policy.

J5.4 Interpretation

The Chairman of the VSF Board of Trustees (the Trustees), with the assistance of the Commissioner of Veterans Services, is responsible for the interpretation of this policy.

J5.5 Policy

- A. It is the policy of VSF, in coordination with DVS, to oversee and ensure that in-kind goods and services contributed to VSF are received, recorded, and managed. At the discretion of the Foundation, in-kind donations may be passed on to other state agencies or to non-profit organizations for use by veterans and their families. Due to limited capacity, the Foundation will not accept: (1) tangible goods for resale; (2) tangible goods that have no further service life; (3) tangible goods that are to be discarded; (4) any goods that have debt attached to them; and (5) any goods without clear proof of ownership from the donor. Questionable items will be subject to a decision by the Foundation Executive Director or, in his absence, the DVS Director of Finance.
- B. It is the policy of DVS, in coordination with VSF, to oversee and ensure that in-kind goods and services contributed to the Foundation but accepted by DVS activities are received, recorded, and managed. Due to limited capacity, DVS programs may not accept the same categories of goods set forth in the preceding paragraph. Questionable items will be subject to a decision by the DVS Director of Finance.
- C. As an exception, DVS programs may, at their discretion, accept in-kind donations for which they have no valid use as a public outreach gesture. They may dispose of said donations as befits the nature of the gift. However, any gains realized from such disposals must be recorded as donations to the Foundation.
- D. It is the policy of VSF and DVS that no monetary value will be indicated on thank-you letters or receipts for in-kind goods and services.
- E. If the in-kind donation is a cash value bank or gift card, its value will be noted and an appropriate thank-you letter indicating the value will be sent.

J5.6 Authorization to Receive In-Kind Donations

- A. VSF Trustees, the VSF Executive Director, and designated DVS employees may accept an in-kind donation on behalf of the Foundation after first considering these procedures. The Commissioner of Veterans Services shall designate the DVS employees who may accept in-kind donations on behalf of the Foundation, subject to the approval of the Foundation Executive Director.
- B. Designated DVS employees also may accept in-kind donations to the Foundation on behalf of the DVS program that they are authorized to represent.

J5.7 Special Procedures for Accepting Tangible Property

Tangible property is considered to be any item that is not consumable in the near term. Tangible property includes durable goods that have a life expectancy of three to five years. Trustees or DVS employees accepting an in-kind donation of tangible property should take the following steps:

- A. Consider the cost of ownership of the item being donated. This will include the cost of installation, useful life, cost of maintenance, and cost of disposition. If acceptance of the tangible property will place an unacceptable financial burden on VSF or DVS, then the donation should be politely declined. If there is a question about whether or not such donation would constitute an unacceptable financial burden to DVS, then the Commissioner and VSF Executive Director should be consulted before acceptance of the donation. The VSF Executive Director on behalf of the Chairman of the Board of Trustees is authorized to decide on questionable donations before they are accepted.
- B. *Refer gifts of tangible property, such as real estate, that may place a financial burden on the Commonwealth for maintenance to the Department of General Services for approval by the Governor in accordance with Part 4 of the Appropriations Act, section 4-2.01.a.*
- C. If the anticipated donation will not create a financial burden, then the Trustee or DVS employee should, if appropriate, obtain and record the type of good or service contributed, proof of ownership, a written statement from the contributor of its monetary value (actual cost or fair market value), and date of receipt from the donor.

J5.8 Special Procedures for Accepting Consumable Goods or Services

Consumable goods are those that will be consumed in the near-term such as food or clothing. Trustees or DVS employees accepting an in-kind donation of a consumable good or service on behalf of the Foundation should take the following steps:

- A. Consider whether there is a valid need for the consumable good or service.
- B. Consider whether the contribution is bona fide.
- C. If there is a question on whether the good or service is needed or bona fide, it will be referred to the VSF Executive Director or, in his absence, the DVS Director of Finance, before it is accepted.
- D. Obtain and record the type of good or service contributed, proof of ownership, a written statement from the contributor of its monetary value (actual cost or fair market value), and date of receipt from the donor.

J5.9 Procedures for Accepting In-Kind Contributions

After completing the initial procedures for either tangible property or consumable goods and services, complete the following procedures.

- A. Thank the donor for his/her generous gift and give the donor their personal business card.
- B. Complete In-Kind Donation Receipt (see [Appendix A](#)). Retain one copy for VSF/DVS records, one for local records, and give one copy to the donor.
- C. Forward the VSF/DVS copy of the receipt to:

J5.10 Recording In-Kind Donations

Upon receipt of an in-kind donation, the VSF Executive Director or his/her designee shall pass it to the DVS Director of Finance who shall take appropriate action to ensure that:

- A. The donation is recorded on a Foundation spreadsheet in a form acceptable for audit purposes and includes the donor's estimated value of the goods or service (see section J5.8).
- B. The donor's name, organization, and address, the recorded value of the donation and the intended purpose of the donation is expeditiously reported to the VSF Executive Director or the Commissioner's Office, so that a thank-you letter may be prepared.
- C. If required by value and remaining life (by the State Comptroller), record donated assets in the State Fixed Accounting and Control System.
- D. The VSF Executive Director or the Commissioner or his/her designated representative shall send a thank-you letter to the donor within 20 working days of the donation. VSF, DVS, and DVS programs are encouraged to personalize thank-you letters and ensure that the same person does not receive the same form letter more than once. Should DVS activities (i.e., care centers and cemeteries) prepare thank-you letters, a copy will be retained and made available at the request of the VSF Executive Director or the DVS Director of Finance.

J5.11 Managing and Expending In-Kind Donations

In-kind donations shall be managed and expended as follows:

- A. In-kind donations of a tangible nature shall be placed on the property accounts of the receiving program if they meet the capitalization standards established by the Commonwealth Comptroller. Donations that are less than the established capitalization thresholds only shall be recorded on spreadsheets noted in J5.10, above. However, certain durable goods (e.g., computers) may be subject to additional controls. If a tangible donation is passed on to a needy care center resident, the details also will be so noted on the previously referred to spreadsheet.
- B. In-kind donations of a non-tangible nature are generally consumable goods or pro-bono professional services, and shall be considered expended when received.
- C. If a DVS program accepts in-kind donations for which it finds that it does not have a need, the program will notify other DVS programs to determine if the item(s) can be used and will transfer said items as appropriate.
- D. Should an in-kind donation not be needed by any DVS program, the item may be provided to another state agency through the Department of General Services, to a veterans service organization,

or to other non-profit organization that supports veterans and their families. Should this occur, a record will be made of the item's disposition and neither shall the monetary value of the in-kind contribution be recorded nor shall the item be entered on a property account.

- E. The DVS Director of Finance shall report to the Trustees on a quarterly basis the status of all in-kind donations.

J5.12 Adoption and Amendment

This policy may be adopted and amended by a majority vote of the VSF Board of Trustees after consultation with the Commissioner of Veterans Services. Notice regarding such actions shall be given to the Commissioner and all board/council members at least ten (10) days prior to the vote being taken. Biennial review of this policy is the responsibility of the VSF Finance Committee.

J5.13 Policy Effective Date

The effective date of the policy, or policy revision, shall be the date the VSF Trustees and the DVS Commissioner ratify the policy. Revised May 4, 2011, May 1, 2013, August 7, 2013, ***August 6, 2014.***

August 6, 2008

VIRGINIA VETERANS SERVICES FOUNDATION

Appendix A

Acknowledgement of In-Kind Donation Receipt

It is the policy of the Veterans Services Foundation that in-kind donations may be passed on to other state agencies or non-profit veterans support organizations, providing the donation will be used for veterans and their families.

<i>Date</i>	
<i>Name Individual / Group</i>	
<i>Group Contact / Title</i>	
<i>Street Address</i>	
<i>City, State, Zip</i>	
<i>Phone Number</i>	
<i>E-Mail Address</i>	

The Veterans Services Foundation is a state activity that is Tax exempt under Section 2.2-2719, Code of

<i>Donation(s) (Use additional sheets, as required.)</i>	
<i>Item(s)</i>	<i>Restricted / Use for:</i>
<i>Clothing</i>	
<i>Books</i>	
<i>Other</i>	
Total Estimated Value	

Virginia and Section 170 (c), Internal Revenue Code

Activity Representative

Title

Contributor / Representative