

**Veterans Services Foundation Board of Trustees
Virginia War Memorial
621 South Belvidere Street, Richmond, VA
Meeting Minutes
March 30, 2016**

DRAFT

A meeting of the Veterans Services Foundation (VSF) Board of Trustees was held on Wednesday, March 30, 2016 at the Virginia War Memorial, 621 South Belvidere Street, Richmond.

Trustees Present

- Brad Antle
- Jim Boyd
- Nicole Carry
- Jim Cuthbertson (*ex officio*, voting, representing the Joint Leadership Council (JLC) of Veterans Service Organizations)
- Frank Driscoll
- Frank Finelli
- Don Kaiserman (*ex officio*, voting, Board of Veterans Services (BVS) Vice Chair)
- Jack Lanier
- John Lesinski
- Tom Mulrine
- John Newby (*ex officio*, voting, Department of Veterans Services (DVS) Commissioner)
- Al Pianalto
- Rich Schollmann
- Pat Webb
- Matice Wright

Trustees Absent

- Bill Lechler
- Kathleen Levingston
- Meade Spotts
- Randy West

VSF Staff Present

- Tammy Davidson (*ex officio*, non-voting, VSF Treasurer)
- Jack Hilgers (*ex officio*, non-voting, VSF Executive Director)

Commonwealth of Virginia Officials Present

- Leslie Frasier, Office of the Secretary of Veterans and Defense Affairs
- Carrie Ann Alford, DVS
- Amy Beauchamp, DVS
- Karla Boughey, DVS
- Glendalynn Glover, DVS
- Brandi Jancaitis, DVS
- Andrew Schwartz, DVS

- Fernandez Scott, DVS
- Bill Van Thiel, DVS

Visitors Present

- None present

Materials Distributed and Attached

- Meeting Agenda (*Attachment 1*)
- BVS Chair Report (*Attachment 2*)
- JLC Chair Report (*Attachment 3*)
- VSF Income (*Attachment 4*)
- VSF Expenses (*Attachment 5*)
- FY 16-17 Events (*Attachment 6*)
- Donors' Bill of Rights (*Attachment 7*)
- DVS-VSF Joint Policy # 4 update (*Attachment 8*)
- Veterans Services Fund Quarterly Report (*Attachment 9*)

Materials Available But Not Included

- List of Documents
- VSF Committee and Board Meeting Minutes for November 5, 2015
- Virginia Veteran and Family Support (VVFS) Update
- V3 Program Update
- JLC initiatives and the Results of the General Assembly Session

Materials Distributed Separately

- Virginia Veteran and Family Support Update Presentation
- Veterans Housing Assistance Programs Before and After Update
- Sitter & Barfoot Veterans Care Center Briefing

Opening and Pledge of Allegiance

Chair Brad Antle welcomed everyone and called the meeting to order at 12:25 a.m. He led the group in reciting the Pledge of Allegiance.

Roll Call of Trustees and Quorum Determination

With 15 of 19 trustees present, a quorum was determined. The Chair welcomed Ms. Carrie Ann Alford, the DVS policy Director, and Mr. Bill Van Thiel, Virginia Veterans Care Center (VVCC) Administrator, to the meeting.

Approval of Agenda

The agenda was previously forwarded to the Foundation members electronically and was in the materials distributed. Chair Brad Antle asked for a motion to approve the agenda as presented.

Dr. Jack Lanier **moved** to approve the agenda as presented and Mr. John Lesinski **seconded** the motion. There was no discussion and the motion **passed unanimously**.

Review and Approval of November 5, 2015 Meeting Minutes

Chair Antle stated that the November 5, 2015 meeting minutes were previously forwarded to the Foundation members electronically. Hard copies are available if anyone desired to see them. Chair Antle asked for a motion to approve the November 5, 2015 Board meeting minutes.

Mr. Tomas Mulrine **moved** to approve the minutes and Mr. Frank Driscoll **seconded** the motion. There was no discussion and the motion **passed unanimously**.

Mr. Jack Hilgers was pleased to announce the reappointment of two of the board members back to the VSF Board. They are Rich Schollman and Al Pianalto for another four year term. The Board members were applauded for their reappointments.

PRESENTATIONS

V3 - Virginia Values Veterans Update

Mr. Andrew Schwartz explained for the new members of the VSF that the V3 program is the Commonwealth of Virginia official program to train and certify employers to help them implement best practices for recruiting, hiring, and retaining veterans. The purpose of the program is to train the employers to be able to better support the veteran in the work place and the V3 program is growing rapidly. The eleven companies that were funded by VSF have been trained and have hired 134 veterans as of this point. As of this date all of the V3 companies that have been trained and are on board have hired about 15,000 veterans as of today.

Over the past several months V3 has been very busy with its public relations (PR) campaign. The V3 program has been engaged in very heavy PR efforts to include appearing in a business magazine and creating commercials. Mr. Schwartz introduced Mr. Fernandez "Dez" Scott who drives the PR program. Dez has been really effective in promoting the charge of Secretary Harvey to make V3 a household name. Mr. Schwartz believes that V3 is definitely getting the word out. V3 has had a lot of ideas and it is very pleased with where it is so far with the PR program. Another item to note is that Altria has donated an additional \$100,000.00 to expand the pipeline of resources to improve educational institutions for the V3 certified companies. That initiative, using the grant funding, is scheduled to start on July 1, 2016. Mr. Schwartz will provide a presentation on the use of those funds at the VSF next meeting. V3 is very pleased with the continuing support of Altria.

V3 is always looking for ways to improve its customer service and efficiency. However, it is pleased with the report from JLARC that made recommendations for the program. The report really vindicated what V3 was already doing and what it had started to do to improve the V3 performance.

In November, Dominion Resources announced that, through VSF, it would support the V3 program with a charity golf classic. The PGA Dominion Golf Classic will be held in Richmond. This will be the first time in 25 years that a PGA event will be held here in Virginia. Mr. Schwartz and the Director of Community Resources for Dominion, Mr. Hunter Applewhite, said in a commercial announcement that this is a major event for the Commonwealth. The Dominion Charity Golf Classic will bring the top 54 players to the Richmond area to compete for a two million dollar purse. This event will take place on November 1-6, 2016 and will be held at the historic James River Course at the Country Club of Virginia. Mr. Schwartz stated that this is great publicity that will bring in new companies that desire to work with the V3 program. The Governor wants V3 to have 40,000 veteran hires in V3 companies before he leaves office and V3 is well on its way to meet that goal.

Mr. Driscoll asked, what is going on with the University of Virginia? Mr. Schwartz said that they now are certified with the V3 program.

Mr. Frank Finelli asked, what the cost is to produce one of the public service announcements, and what part of the budget is allocated to cover this activity? Mr. Schwartz said that the total cost is about \$2,500.00, but it will depend on several variables that may increase or reduce the cost. This is a relatively new venture for V3 so there is no baseline to compare earlier costs. The expense is covered in the V3 base budget augmented by VSF funds. This is a good investment to get the V3 brand and information to the community so that veterans and companies will know who V3 is and what it has to offer. Over the years that investment will be measured by the number of companies that will be contacting V3 to be a part of the program. These spots will be aired free of charge. Depending on the cable company they can run about \$1,400.00 per month. We are currently running 200 spots throughout the region. With all regions included you are looking at about \$1,500.00 per month.

Mr. Webb stated that he has the pleasure of having a nephew who was a Marine. He has a degree and a license, but he quit his job 18 months ago to be at home to enjoy his fathers cooking. His family finally decided that it was time for him to do something and get to moving. He was sent to a couple of job fairs and he was connected with a CACI contact who offered him a job. He is now going through the hiring process. He has also shared this information with two of his friends as well and they are also in the hiring process. So I can say from experience that this program does work. Mr. Schwartz stated that with V3 the veteran is linked to a person that will actually talk to them. That's why V3 is working.

Mr. Kaiserman asked, how are things going with the state agencies? Mr. Schwartz said that he did not have the numbers with him today but I will have them at the next VSF meeting. In regards to the State agencies, V3 has a new approach to working. The V3 staff are currently scheduled to meet with the Human Relations Department representatives on April 20, 2016. Fifty percent of the agencies already are on board and twenty-five percent of the stated agencies have completed their certification requirements. The Governor is very excited about the growth in this program.

Mr. Schwartz asked for further questions. There were none. He said that copies of his presentation would be forwarded to the Trustees and will be available to the public.

Chair Antle thanked Mr. Schwartz for his informative briefing.

VVFS Update

Commissioner Newby addressed the body to let them know the following information. Brandi will be leaving the agency fairly soon. As her husband, has received orders to report to Colorado in the near future. Brandi has agreed to assist DVS in finding her replacement and the next leader of Virginia Veterans and Family Support. "We would love to have her to stay but we certainly understand why that is not possible. I would like to publicly thank her for her service."

Ms. Jancaitis thanked the Commissioner for his kind remarks and stated that this is bitter sweet for her in having to relocate. Brandi stated that she will miss the job that she loves and her DVS and VVFS family. Brandi shared the following information with the group. VVFS provides peer and family support with family connections. The veteran that is seeking assistance does not always come to VVFS stating that they are in need of mental health services or counseling. Often they are saying that they are having problems with their spouse, keeping a job, and or paying their bills. Then VFS has to figure out what the underlining issues really are. The broad categories that VVFS supports are mental health, to include substance abuse, mental health services and

all of the things that are associated with this issue such as training and services. VVFS also provides supportive services that can include employment, housing, food and anything else that this veteran may need for recovery.

Ms. Jancaitis is working very hard constantly to see the shift occur and come closer to 50/50 between behavioral health and supportive services. She thinks that a lot of the data may be off due to the coding of the services that are being provided. VVFS must be sure that it will have the right amount of people in the field to deliver the services. They are providing peer to family support, veteran to family support, veteran to veteran support and family to family support.

Ms. Jancaitis would like to hire a person to provide direct services as a stop-gap measure when other personnel would not be available. This person would be able to serve as a stop-gap when there was a delay in being able to obtain services. This person should be able to complete psycho social assessments and short term counseling. Ms. Jancaitis believes that this is needed because, even though the Community Service Boards (CSB) are doing a great job, she is finding that many times clients may have to wait for community care and certainly there is a wait at the hospitals. Hiring Ms. Liddell is a plus for VVFS because she comes with a vast history in working in the mental health field and is well educated in that field as well. She will be providing quality assurance for The Virginia Veterans and Family Support.

Mission Healthy Relationships have two retreats in the fall and two in the spring. One of each of them is geared toward families and the other is geared towards couples. Dr. Jack Lanier asked how the workshops are financed. Do the funds come from the VVFS overall budget? Are direct donations used fund these events? Or are they done through funds that are sent through the foundation? Ms. Jancaitis said that the workshops are free for the veterans and their families. VVFS asks for a small deposit of \$25.00 so that it will know that they will show up. They will get the deposit back if they do show up. The workshops are state funded.

Ms. Brandi Jancaitis provided an oral and a visual update on the Virginia Veteran and Family Support program. A copy will be provided to Board members and will be available to the public. Chair Antle thanked Ms. Jancaitis for a very informative update.

Virginia Veterans Care Center

Commissioner Newby stated that he has spent a lot of time working on the two new veteran care centers. Mr. Van Theil has been very helpful with helping to answer questions because he has experience in running one. The Commissioner went on to describe the excellent reputation the care centers have and how Mr. Van Thiel has been managing the center and taking care of its residents over the past thirteen years.

Mr. Van Theil described the Virginia Veterans Care Center (VVCC) and stated that VVCC does not get funds from the General Assembly. The care center is totally self sufficient. The facility is operated like a long term facility in the proprietary world. It has different funding sources that vary by type of resident. There are private pay residents, Medicare and Medicaid residents, private insurance residents, and Veterans Administration (VA) funded residents.

VVCC can meet residents' health care needs because of VVCC's great staff and facilities. The important part that cannot be bought is the quality of life; the love of family and friends is what cannot be bought. VVCC can hire all the staff in the world but can't buy quality of life for them. What VVCC does is to take the residents out into the community to enjoy different activities. These activities include going out for breakfast or dinner somewhere around town. The residents enjoy activities out of town as well. They go to sporting events to include baseball games. They play bingo and have prizes. All of these activities are funded through fundraising events or donations. VVCC has a carnival each year which is one of the biggest fundraising events.

This event brings family and friends out to spend time and to socialize with the residents. Some of the service organizations, particularly veterans service organizations, come out as well to support the VVCC carnival and also foster fellowship with each other. Outreach is very important for residents as they get to really enjoy themselves with activities, watching the children play, and just spending most of the day in a social setting. Mr. Van Thiel showed pictures of the VVCC facility and various types of events throughout his presentation.

VVCC usually raises between \$35,000 and \$40,000 each year to support the residents. The money helps VVCC provide \$65.00 in holiday gifts for each resident during Christmas. VVCC also provides residents with essentials they need to perform basic functions such as seeing, hearing and eating. Glasses, hearing aids, dentures are such items. Some residents arrive without them and many lose them or the devices become defective over time. VA does provide limited replacements, but often VVCC has to spend large amounts of funds on replacements, particularly for indigent residents who have nothing. Many are on Medicaid with no money. As examples, glasses run from a dollar to \$250, hearing aids cost between \$1,000 and \$4,000, and fitted dentures are not inexpensive. These things don't happen on schedule and it's often hard to budget for them.

Additionally, VVCC raises funds for equipment replacement, particularly items that help residents with basic functions such as walking or getting up. VVCC recently purchased, with donated funds, a personnel lift for close to \$60,000. Other equipment, particularly rehabilitation equipment wears out, including the monitors that indicate how a person is doing. These cost between \$5,000 and \$6,000 each. Other things such as a walking trail that needs resurfacing at a cost of over \$100,000 are not cheap. Therefore, budgeting presents many challenges each year, and balancing fundraising with spending isn't easy. Be assured that we are trying to make the most of things. The bottom line is that a dollar price cannot be put on quality of life which is very important to the wellbeing of the residents. That's why VVCC has obligated \$60,000 for the construction of a residents' recreation/picnic deck.

Ms. Nicole Carry asked about internet services. Mr. Van Thiel said that VVCC is equipped with WiFi and many residents have lap tops, tablets, and other devices. Cybersecurity is an issue that VCC continually is concerned about.

Mr. Driscoll asked about how Virginia is doing compared to other states with care centers. Commissioner Newby explained to differences between the states and the current funding problems facing the VA. Mr. Kaiserman expounded on new care center costs, construction requirements, increased staffing requirements, and other issues. There were no further questions.

Chair Antle thanked Mr. Van Thiel for his excellent presentation.

REPORTS

Chair Antle called for reports.

Board of Veterans Services (BVS) Report

Mr. Mr. Don Kaiserman reviewed the BVS Report (*Attachment 2*) and commented on the structural changes taking place on the Board and the services it is providing..

Chair Antle thanked Mr. Kaiserman for the report and his service on the BVS Board.

Joint Leadership Council (JLC) of Veterans Service Organizations Report

Mr. Jim Cuthbertson gave the JLC report in the absence of the Committee Chair Harold Barton. (*Attachment 3*). The JLC has had two meetings since the last meeting of the Foundation. The first meeting was held on December 18, 2015 and the JLC Conference was conducted on January 14, 2016. At the Conference, the Governor, Lieutenant Governor and various important senators and delegates addressed to group and fielded questions. As in the past, it was an impressive Conference.

Mr. Cuthbertson reviewed each objective presented to the General Assembly and said that overall it was a successful session.

Chair Antle thanked Mr. Cuthbertson for the brief report and his service on the JLC.

Foundation Executive Director

Mr. Hilgers said the VSF income (*Attachment 4*) and stated that the total revenue is up by about 40% for VVFS and 30% overall compared to December of last year. The significant donors are listed on the attachment.

Mr. Hilgers then covered VSF expenses (*Attachment 5*) that are up from this time last year due to the cost of travel for implementing the restructuring of the VSF Website followed by advertising which was contained in "Virginia's Directory of Candidates for Public Office" of which VSF expended half of the cost in FY15 and the rest in FY16. The total cost was split with DVS.

The next item was VSF fundraising events for VWWP/VVFS in FY15 and FY16 (*Attachment 6*). They are continuing to increase each year and now average about one a week. Of course revenues also are up as a result, even though some fundraisers only bring in a few dollars.

Mr. Hilgers said that the Donors' Bill of Rights (*Attachment 7*) was discussed at the Development Committee meeting that morning and he hoped it would be the pleasure of the Board to ratify its contents under New Business.

Updates to VSF-DVS Joint Policy #4 (*Attachment 8*) were covered during the Development Committee meeting this morning at which all Trustees were in attendance. He hoped it would be the pleasure of the Board approve the changes under New Business.

Mr. Hilgers asked if there were any questions. None were posed.

Board Chair

Chair Antle stated that he had nothing of interest to report except that he recommended that Mr. Lechler Chair the nominating committee for FY17 Board offices. On that committee, he recommended Mr. Jim Boyd and Mr. Meade Spotts serve as members.

Chair Antle noted that the following Trustees will not be eligible to serve because their terms will be up on June 31, 2016 and their reappointments may not be known until after 31 June. They are himself, Frank Driscoll, Frank Finelli, and Kathleen Levingston. Al Pianalto and Rich Schollmann will be eligible because the Speaker has re-appointed them to another term.

Chair Antle asked Mr. Webb if he had a report.

Development Committee Chair

Mr. Webb said all of the Trustees were at the Development Committee meeting this morning and he had nothing else to report.

Finance Committee Chair

Chair Antle asked Acting Committee Chair Frank Driscoll if he had a report. Mr. Driscoll said that the Committee members fully support the strategic planning initiative that the Development Committee has taken the lead on accomplishing. The committee anticipates further discussion on those issues regarding finances in future meetings. He concluded saying that Ms. Davison would provide the rest of his report.

Veterans Services Fund FY16 Quarterly Report

Ms. Davidson said that a copy of the report was included in the Trustees packages and proceeded to cover the: Statement of Assets; Statement of Income, Expenses, and Changes in Fund Balances; and the Schedule of Receipts, Expenditures and Budget by Activity. See *Attachment 9*. There still are being more funds raised than spent, but VVFS has about \$135,000 obligated to the Regions and VVCC has about \$60,000 for the picnic deck that should be expended before the end of the fiscal year.

Ms. Davidson asked for questions. None were posed.

UNFINISHED BUSINESS

FY16 Budget Adjustments

Mr. Hilgers said that the Virginia Veterans Care Center has requested an additional \$60,000 to finish the Picnic Deck recreation area that Mr. Van Thiel had discussed. Mr. Hilgers recommended that the Trustees approve the request.

FY16 Legislation

Mr. Hilgers stated that the VSF proposed legislation defining Trustees and VSF membership had passed the General Assembly and had been signed by the Governor. It will be effective on 1 July 2016. He turned the discussion over to Ms. Carrie Ann Alford, the DVS Policy Director. Ms. Alford said that she had little to add to Mr. Cuthbertson's report, but that legislative session went very well. The session was enhanced by the weekly meeting of the Military and Veterans Caucus that was very well attended by both legislators who were armed forces veterans and those that were not. Much of the support for the legislation and budget items that passed came from the Caucus.

VSF-DVS Joint Policy #4 Updates

Mr. Hilgers said that the changes had been previously covered.

VSF Five Year Plan Discussion

Mr. Hilgers said that also had been covered thoroughly during the Development Committee meeting.

Other Unfinished Business

Chair Antle asked if there was any other Unfinished Business. None was presented.

NEW BUSINESS

Approval of VSF FY16 Fund Second Quarter Report & Approval of VSF FY16 Budget Adjustment

Chair Antle said that if there is no objection, he would call for a motion to approve the Second Quarter FY16 Financial Report and the FY16 Budget Amendment together.

Mr. Driscoll so **moved** and Mr. Boyd **seconded** the motion. The motion **passed without discussion**.

Approval of VSF FY17 Nominating Committee

Chair Antle said that Mr. Lechler, Mr. Boyd, and Mr. Spotts had been recommended to serve on the nominating committee. Are there any other nominations? Hearing none, he moved to approve the nominating committee appointments.

Mr. Lesinski so **moved** and Mr. Driscoll **seconded** the motion. There was no discussion and the motion **passed without discussion**.

Ratification of the Donors' Bill of Rights

Chair Antle asked for a motion to ratify the Donors' Bill of Rights.

Mr. Webb so **moved** and Mr. Boyd **seconded** the motion. The motion **passed without discussion**.

Approval of VSF-DVS Joint Policy #4 Revisions

Chair Antle said that if there is no objection, he would **move** to approve the Revisions to Policy #4.

Ms. Matice Wright **seconded** the motion. There was no discussion and the motion **passed**.

Approval of Five Year Planning Status

Chair Antle said that no action is required because the planning discussion has been carried over to the next meeting.

Other New Business

Chair Antle asked if there was any other new business. None was heard.

Public Comment Period

Chair Antle asked if there was any public comment. None was presented.

Adjournment

Chair Antle said that without objection, the meeting was adjourned. The meeting ended at 1:38 p.m. The next meeting will be on May 4, 2016 at the Virginia War Memorial.

ATTACHMENT 1
DRAFT REVISED

Veterans Services Foundation Board of Trustees
Virginia War Memorial
621 South Belvidere Street, Richmond, VA
March 30, 2016
11:00 a.m. – 2:00 p.m.

- I. Opening and Pledge of Allegiance, Roll Call of Trustees, Quorum Determination, Introduction of Staff, and Visitors, Approval of Agenda – *Board Chair* (5 minutes)
- II. Review and Approval of November 4, 2015 Board Meeting Minutes– *Board Chair* (5 minutes)
- III. Presentations
 - a. VVFS (VWWP) Update – *Brandi Jancaitis* (15 minutes)
 - b. V3 Update – *Andy Schwartz* (15 minutes)
 - c. Veterans Care Center Update – *Bill Van Tiel* (15 Minutes)
- IV. Working Lunch (Approximately 12:00 p.m.)
- V. Reports:
 - a. Board of Veterans Services – *Don Kaiserman* (5 minutes)
 - b. JLC – *Bart Barton* (5 minutes)
 - c. Department of Veterans Services – *John Newby* (10 minutes)
 - d. Foundation Executive Director (VSF Income, Expenses, Events, Donors’ Bill of Rights, VSF-DVS Joint Policy #4 update) – *Jack Hilgers* (5 minutes)
 - e. Board Chair (5 Year Planning, Nominating Committee) – *Brad Antle* (5 minutes)
 - f. Development Committee – *Pat Webb* (15 minutes)
 - g. Finance Committee – *Frank Driscoll* (5 minutes)
 - h. Review of FY16 Second Quarter Financial Report – *Tammy Davidson* (5 minutes)
- V. Unfinished Business:
 - a. FY16 Budget Adjustments – *Jack Hilgers* (5 minutes)
 - b. FY16 Legislation – *Jack Hilgers* (5 minutes)
 - c. VSF-DVS Joint Policy #4 Revision – *Jack Hilgers* (5 minutes)
 - d. VSF Five Year Plan Discussion – *Jack Hilgers* (15 minutes)
 - e. Other Unfinished Business – *Board Chair* (1 minute)
- VI. New Business:
 - a. Approval of FY16 Second Quarter Financial Report – *Board Chair* (2 minutes)
 - b. Approval of VSF FY16 Budget Adjustments – *Board Chair* (2 minutes)
 - c. Approval of Nominating Committee – *Board Chair* (2 minutes)
 - d. Ratify Donors’ Bill of Rights – *Board Chair* (2 minutes)
 - e. Approval of VSF-DVS Joint Policy #4 Revisions – *Board Chair* (2 minutes)
 - f. Approval of Five Year Planning Status, if required – *Board Chair* (2 minutes)
 - g. Other New Business – *Board Chair* (2 minutes)
- VII. Public Comment Period. (5 minutes)
- VIII. Adjournment (Next Board Meeting: 4 May 2016, Virginia War Memorial)

ATTACHMENT 2

Board of Veterans Services REPORT TO THE VETERANS SERVICES FOUNDATION (VSF) March 30, 2016

The Board of Veterans Services (BVS) met on December 9, 2015. At the meeting, the Board had a lengthy and productive discussion, led by board member Jim Icenhour, concerning the structure of the Board of Veterans Services and how it can best organize itself to fulfill its Code-mandated mission.

At present, the Code requires that the Board be organized into three standing committees – for benefits, care centers, and cemeteries. The Board will request that the Code be amended such to permit the Board to organize itself in such a manner as to fulfill its Code-mandated missions. We will keep the VSF up-to-date as we move through the process.

The BVS is made up of fourteen citizen members, five legislators, and three *ex officio* members. Board members are in regular contact with the Department of Veterans Services to provide policy input on key operational issues.

The next BVS meeting will be Thursday, May 19th.

Respectfully submitted,

Donald Kaiserman
Chairman

ATTACHMENT 3
JOINT LEADERSHIP COUNCIL
REPORT TO THE VETERANS SERVICES FOUNDATION (VSF)

March 30, 2016

The Joint Leadership Council of Veterans Service Organizations (JLC) has met twice since the last meeting of the Foundation on November 4, 2015.

At the JLC meeting on December 18, 2015, the twelve legislative initiatives, previously approved by the JLC for inclusion in the 2016 Legislative Agenda, were prioritize. This prioritized list was provided for consideration by the Governor and General Assembly for the 2016 session.

The JLC held the annual Conference at the General Assembly on January 14, 2016. Twenty-three members of the General Assembly addressed the Conference during the morning session along with Lieutenant Governor Ralph Northam. Governor Terry McAuliffe addressed the Conference during the afternoon session. Members of the JLC also attended and were recognized at the morning sessions of the House of Delegates and Senate.

The JLC looks forward to continuing our partnership with the VSF in support of Virginia's veterans in 2016. Our next meeting is Friday April 22, 2016.

ATTACHMENT 4

VSF INCOME FOR FY16*

Unaudited

February 29, 2016

Income

VWWP

Combat Vets Motorcycle Assn Manassas	35,000.00	
Lynchburg Harley-Davidson Fundraiser	28,000.00	
Anonymous	27,000.00	
McDonalds Richmond Area	20,000.00	
McDonalds Tidewater Assn	16,541.20	
McDonalds Tidewater Assn	13,641.10	
Ron Minton Golf Tournament	13,400.70	+ 600.00 FY15 not in total
Anonymous Grant	13,000.00	
George C Marshall Ch MOAA	12,500.00	
Van Meter Financial Services	11,000.00	
Beck Foundation	10,000.00	
Ferguson Enterprizes	10,000.00	
Blue Canopy Group (NVACH MOAA)	10,000.00	
Spotsylvania Sheriff's Office Fundraiser	9,172.00	
BAE Systems Golf Tournament	9,885.00	
Combat Vets Motorcycle Assn Roanoke	8,000.00	
Mary Spear 55 Mile Run Fundraiser	6,855.00	
KC Father Boddie Association	6,238.70	
Whitney & Ann Stone Foundation	6,000.00	
NXL Construction Golf Tournament	5,985.00	
Prince William Cruisers	5,300.00	
EXELIS Night Vision	5,000.00	
American Legion Riders Post 146	4,000.00	
Black Dog Salvage	3,769.56	
Fair Oak Motors	3,650.00	
Lakeview Golf Club & Seniors	3,467.99	
Bush Park Camping Fundraiser	3,000.00	
REICO Foundation	3,000.00	
Southern Computer Consultants Golf T	3,000.00	
Pretty Real Estate Group	2,990.00	
Town of Dayton, VA	2,773.57	
W&L and VMI Lacrosse Game	2,569.66	
ColonialWebb Systems	2,500.00	
Fraternal Order of the Eagles 871	2,500.00	
James River Equipment Raffle	2,300.00	
Unrefiners Golf Tournament	2,006.00	
Erline Goodwyn	2,000.00	
The Landmark Group LLC	2,000.00	
Commonwealth Radioilgy	2,000.00	
Revere Gas	2,000.00	
Staunton Elks Lodge Fundraiser	1,700.00	
Fredericksburg Baptist Church	1,569.14	
ES Chappell Charitable Trust	1,500.00	
Boshway Foundation	1,500.00	
Collins Trust for VA Tech Golf Tur	1,500.00	
Ratcliff Owens Sumner Ch VFW Post89	1,500.00	
Lane High School Class of 1965 Reunion	1,400.00	
Centurion Interdenominational Church	1,370.00	
IOOB Chapter 4620 Chesapeake	1,250.00	
Ariya Chiropractic Clinic	1,200.00	
Tango's Tavern Golf Tournament	1,100.00	
Colonial Dames XVII Suffolk Chapter	1,100.00	
Funeral Choices of Chantilly	1,004.09	

RC Health & Fitness Fundraiser	1,000.00
River Counties Community Foundation	1,000.00
Thomas Valentine	1,000.00
Eagle Tele-Services	1,000.00
Mark Flaherty	1,000.00
Parkview Community Center Board	<u>1,000.00</u>
Sub-Total	356,338.71
Individual Donors	<u>49,696.34</u>
VWWP Revenue Balance	406,035.05
Benefits	500.00
Care Centers	
VVCC	34,454.02
SBVCC	5,072.50
Cemeteries	
Amelia	275.00
Dublin	1,000.00
Suffolk	580.00
V3	
Stratford University	1,000.00
ITA International	500.00
RR Donnelley	500.00
Networking Technologies & Support	500.00
Logistics Management Institute	500.00
Wal-Mart	5,000.00
Kelly Carr	499.00
Altria Client Services	100,000.00
Foundation Endowment	
Individual Donors	485.00
FY 15 Accounting Adjustment to Benefits	- 250.00
Non-VWWP Total	<u>150,615.02</u>
Total FY16 Income	556,650.07

*Does not include In-kind Donations or Interest

ATTACHMENT 5
VSF Support Fund Expenses
Revised 12-31-15

FY 2009	-0-	+ DVS Expenses (Tvl)	1,497.88
FY 2010	5,117.89	- Website	1,713.33 = 3,404.56
FY 2011	3,778.62	- Website	2,217.70 = 1,560.92
FY 2012	15,659.91	- NVWG	13,600.00 = 2,059.91
FY 2013	9,453.95	- Golf Carts (2)	7,200.00 = 2,621.77
FY 2014	3,000.54		3,000.54 = 3,000.54
FY 2015	5,026.85	- Golf Cart	3,600.00 = <u>1,426.85</u>

Total			15,572.43
Less DVS Expenses (2009)			14,074.55
Average Per Year			2,345.76

Detail for FY 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 FY 2011

Travel	1,475.11
Public Relations	85.70
Misc	.11

Detail for FY 2012

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

Detail for FY2013

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 FY 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

Detail for FY 2015

Travel	764.97
Web Services	52.00
Advertising	375.00
Admin	103.49
(Golf Cart	3,600.00)
On-line Donation Svcs	<u>131.39</u>
	1,426.85

Detail for FY 2016 (Dec 31, 2015)

Travel	1,286.67
Advertising	375.00
(Website Rebuild	11,075.00)
Admin	5.40
On-line Donation Svcs	39.26
(S&BVCC Coins	<u>1,753.00</u>)
	14,534.33
	- 11,075.00
	- <u>1,753.00</u>
	1,706.33

ATTACHMENT 6

VSF and VWWP/VVFS Fundraising Events FY16

<u>Date</u>	<u>Event</u>	<u>Location</u>	<u>POC</u>	<u>Donation</u>
7/2/15	James River Equip	Ashland	Jaime Fogg	2,300.00
7/3/15	Independence Day Cel	Powhatan*	Clyde Childress	5,140.00
7/12-8/2/15	Pleasure House Brewing	VA Beach	Tim O'Brien	381.00
7/25/15	RC Health & Fitness	Chesterfield	Rotha Covington	1,000.00
8/3/15	MOAA Golf Tournament	Lexington*	Pat Webb	19,500.00
8/9/15	Mud Run	Dayton VA	Ben Shaw	2,773.57
8//15/15	Black Dog Salvage	Roanoke	Robert Kulp	3,769.56
8/27/15	Bailey's Fundraiser	Newport News	Janie Goldberg-Dicks	100.00
8/29/15	CVMA Benefit Run	Daleville	Scott Miller	8,100.00
8/29/15	Augusta Expo Gospel	Fishersville	John Scott/Bob Solarz	
9/7/15	Lakeview Golf Tourn	Harrisonburg	Mike Goodin	350.00
9/10/15	Restaurante O'le	Virginia Beach	Manuel Alvarez	180.00
9/12/15	Motorcycle Run	Lynchburg	Tom Bushley	28,000.00
9/14/15	SCCI Golf Tournament	Ruther Glen	Jeff Goodman	3,000.00
10/3/15	Southern Knights Show	Petersburg*	Ricky Williams	Cancelled
10/3/15	The Landmark Gr Golf T	Stuart	Peggy Rogers	Cancelled
10/3/15	Ariya Chiropractic Cl	Ashland	I Pool	1,200.00
10/5/15	Run the Extra Mile	Virginia Beach*	Mary Spear	6,225.00
10/11/15	KCA 3349 Golf T*	Hartfield	Al Langer	6,238.80
10/21/15	An Evening of Music	Blacksburg	James Dubinski	501.00
10/23/15	WL&VMI Lacrosse	Lexington	Gene McCabe	2,569.66
10/24/15	Unrefiners Golf Tourn	Newport News	Vern Bartels	2,006.00
11/7/2015	Witt's Harley Davidson	Manassas	Chris Taylor	2,729.20
11/1-30/15	McD Honor Wounded	Hampton Roads	Jenn Tracy	12,922.80
11/1-30/15	McD Honor Wounded	Richmond	Melissa Wright	20,000.00
11/11/15	Schockoe Market Fndrser	Richmond*	Elliott Park	
11/11/15	Western Branch High Sch	Virginia Beach	Tracy Guida	
11/11/15	Trinity Lutheran Meal	Stephens City	Kim Begnaud	
11/14/15	Landmark Casino Nite	Stuart	Peggy Rogers	2,000.00
4/2/16	Concert & Ball	Danville	Tony Lundy	
4/23/16	HR Autobody Car Show	Chesapeake	Carol Dail	
4/25/16	Zellers Mem Golf Tourn	Radford	John Norton	
4/29-30/16	Tdwtr St & Rod Assn	Williamsburg	Ron Buchanan	
5/1-31/16	McDonald's Tidewater	Hampton Roads	Jenn Tracy	
TBD	McDonald's Richmond	Greater Richmond	Melissa Wright	
5/7/16	MOAA Clay Shoot	Lexington	Ross Schmoll	
TBD	LaRS Golf Tournament	Williamsburg	Jon Liebler	
5/12/16	Chick-fil-A Spirit Night	Fredericksburg	Jili Rasure	
5/13/16	GStek Golf Tourn	Portsmouth	Gene Strother	
5/21/16	Spotsylvania Mall	Spotsylvania	Don Thodos	
5/21/16	Overton Fundraiser	Chesapeake	Johnny Johnson	
5/28/16	Minton Golf Tourn	Roanoke	Rom Minton	
TBD	Poker Run	Colonial Beach	Diane King	
TBD	Dart Tournament	Newport News	Staci Roush	
TBD	Tango's Golf Tourn	Oceana	Terry Long	
TBD	Gloucester HS Tourn	Gloucester	Janie Green	
6/3-5/16	USO Week	VA Beach	Johnnie Johnson	
6/4/16	Lake of Woods Golf Tur	Locust Grove	James Walsh	
6/18/16	ALR Ride for Warriors	Hopewell-Richmond	Dennis Hubbs	

VSF and VWWP/VVFS Fundraising Events FY17

TBD	NXL Golf Tournament	Richmond	Ally Martin	
TBD	CVMA of NVA	Manassas	Ross Woodley	
6/20/16	Untd Steel Wkers Golf T	Roanoke	Donnie Meader	
7/26/16	Pulaski Military Apcn	Pulaski	Blair Hoke	
9/24/16	Pork Butt Festival	Prince George	Tracey Leverty	
9/TBD	BAE Golf Tournament	Christiansburg	Walker Suthers	
11/1-6/11/16	Dominion Charity Golf T	Richmond	Steve Schoenfield	
8/15-7/16	Reyes Insurance Agency	Gilbert Reyes	Stafford	5,000.00
11/15-7/16	Womack Publications	Richard Ingram	VA/NC 11/15-7/	

ATTACHMENT 7

A Donor Bill of Rights

PHILANTHROPY is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To ensure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the non-for-profit organizations and causes they are asked to support, we declare that all donors have these rights:

I.

To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.

II.

To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities

III.

To have access to the organization's most recent financial statements.

IV.

To be assured their gifts will be used for the purposes for which they were given.

V.

To receive appropriate acknowledgement and recognition.

VI.

To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law.

VII.

To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.

VIII.

To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.

IX.

To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.

X.

To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

DEVELOPED BY:

Association of Fundraising Professionals (AFP)
Association for Healthcare Philanthropy (AHP)
Council for Advancement and Support of Education (CASE)
Giving Institute: Leading Consultants to Non-Profits

ORIGINALLY ENDORSED BY:

Independent Sector
National Catholic Development Conference (NCDC)
National Committee on Planned Giving (NCPG)
Council for Resource Development (CRD)
United Way of America

Adopted in 1993

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ATTACHMENT 8

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. VSF and DVS, in coordination with the Trustees Finance Committee and VSF Executive Director, shall oversee and ensure that monies collected are properly deposited, managed, and expended.
- B. Restricted gifts shall be used by DVS programs as intended by the donor to meet the necessities of needy veterans and their families.
- C. DVS and VSF trustees, employees, affiliated agency personnel, or volunteers shall not receive cash donations or serve as cash collection agents at any fundraising event conducted on behalf of VSF, DVS, or DVS programs by other activities, organizations, or individuals.

J4.6 Definitions

The following definitions that apply to this policy, and may be applicable to other VSF-DVS Joint Policies, *are contained in Appendix A*.

- ~~**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

Financial donations normally take the form of: (1) cash; (2) bank check or money order; or (3) bank card transaction via an on-line donation via the VSF Website. Cash and bank checks/money orders may be received in person or by mail with mail being the primary means of receipt for most donations. This policy primarily covers cash and bank checks/money orders received in person or by mail. Acceptance of cash donations is prohibited, but occasions arise when their receipt may be unavoidable, such as receiving cash in the mail. Such exceptions may be permitted by the Foundation Chairman or the VSF Executive Director according to the circumstances involved.

- A. Any Trustee may accept a financial donation, 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 B 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 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. If cash contributions must be received, 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 BC) 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 shall not be received, if they cannot be deposited the same day received.
- I. A personal thank-you call to the donor shall be made for donations of \$1,000 or over 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 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 staff responsible for preparing thank-you letters shall ensure that a thank-you letter is sent to the donor within 10 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 Allocating and Expending Financial Donations

- A. *Funds must be allocated by the current edition of the Appropriations Act and the Department of Planning and Budget (DPB) before they can be expended.* Expenditures may be approved from the Fund as outlined in the VSF Bylaws and applicable VSF and DVS policies on expenditures. *The allocation procedure for annual and special allocations to supplement annual allocations follows.*
- B. *The following procedures assume that donated funds are on hand to be spent. If funds are not available, they cannot be allocated or spent. The exception to the allocation process occurs when a new program is introduced and a fundraising goal is set in the Appropriations Act. There are no exceptions to spending funds that are not available.*
- C. *The formal budgeting and allocation process, which cannot be abridged, follows:*
 - 1. *DVS Programs determine a need for funds during the current year for the next FY*
 - 2. *DVS approve/modify/disapprove the need*
 - 3. *VSF Trustees approve/modify/disapprove the need and recommend a fund allocation*
 - 4. *DVS forwards the funding request to DPB for analysis and approval/modification/ disapproval*
 - 5. *Governor includes the allocation in the proposed annual budget for the next FY*
 - 6. *The General Assembly approves/modifies/disapproves the allocation*
 - 7. *The Governor approves/modifies/disapproves the allocation*
 - 8. *If approved by the General Assembly and Governor, the allocation is placed in the annual Appropriations Act*

9. *VSF makes the allocated funds available to DVS for expenditure after July 1 of the next FY*
10. *VSF publishes expenditure policy and monitors expenditures on a monthly basis to ensure they are in accordance with the donor's wishes and published policy*

D. Budget adjustments during the fiscal year are made through the following process:

If during the next FY the DVS Program needs additional funds they forward that need to DVS

1. *DVS approves/modifies/disapproves the request*
2. *VSF Trustees approve/modify/disapprove the need and recommend a fund allocation*
3. *DVS forwards the funding request to DPB for analysis and approval/modification/disapproval*
4. *DPB approves/modifies/disapproves the request*
5. *VSF makes the allocated funds available to DVS for expenditure before the end of the FY*
6. *VSF monitors expenditures on a monthly basis the ensure they are in accordance with donor's wishes and published policy*

E. Every annual budget allocation and midyear allocation adjustment must be approved by the VSF Trustees before DPB will take any action on the request.

F. If emergency funds are needed, VSF has about \$50,000 that can be spent on a reimbursable basis by DVS.

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, November 4, 2015, **March 30, 2016.**

May 6, 2009

VIRGINIA VETERANS SERVICES FOUNDATION VIRGINIA DEPARTMENT OF VETERANS SERVICES

Veterans Services Fund – Acceptance of Financial Donations

Appendix A

DEFINITIONS

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

Account: As used by VSF, 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.

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 VSF funds.

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 and Defense Affairs. The Board of Veterans Services and the Joint Leadership Council of Veterans Service Organizations also are considered state agencies, however, they report to the Commissioner of DVS.

Business Units of DVS: See Principal Subordinate Programs of DVS.

Charitable Purpose: *Means the promotion of a governmental purpose for the public good which is beneficial to the community.*

Divisions of DVS: See Principal Subordinate Programs of DVS.

Endowment Fund: *Means an institutional (i.e., VSF) fund or part thereof that is not wholly expendable by the institution on a current basis. The term does not include assets (usually restricted funds) that an institution designates as an institutional fund. The funds may be unrestricted or restricted. If restricted, their principal usually cannot be spent at all, and only a specified percent of the interest they earn can be spent per year. There may be restrictions on how the interest can be spent.*

Fiscal Year (FY): *From 1 July through 30 June of the next year defines the state Fiscal Year.*

Fund: The “Fund” is the Veterans Services Fund, which includes subsidiary funds for each of the DVS principal subordinate divisions or programs.

Institution: *A government subdivision, agency, or instrumentality to the extent that it holds funds exclusively for charitable purposes; i.e., VSF.*

Institutional Fund: *Means a fund (subsidiary fund usually a restricted fund) held by an institution (VSF) exclusively for charitable purposes. It does not include Program-related Assets.*

Principal Subordinate Programs of DVS: Include Cemetery Operations, Sitter & Barfoot Veterans Care Center, Virginia Veterans Care Center, and the Virginia Veteran and Family Support Program, and others that may be developed and affected by VSF operations.

Program: An operational term for a principal subordinate division of DVS or other state agency programs.

Program-related assets: *Assets (subsidiary and sub-funds usually restricted) which are held by an institution (VSF) primarily to accomplish a charitable purpose of the institution (VSF) and DVS and not primarily for investment.*

Report: This is a written response to a request for information and may include financial schedules and statements or other data.

Restricted Funds: *A reserve of money that can only be used for specific purposes. Restricted funds provide reassurance to donors that their contributions will be used in a manner they have chosen. When a donor gives money to VSF, they may specify that it be temporarily restricted to be used for a certain purpose, or permanently restricted so that the donation acts as principal on which interest can be earned and only the interest can be spent.*

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.

Service: This is an operational term for DVS principal subordinate programs’ activities performed in support of a specific DVS program.

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.

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.

Subsidiary Fund: These are the principle subordinate funds of the Veterans Services Fund and pertain to the funds of each of DVS principal programs.

Unrestricted Funds: *These funds may come from state appropriations or donations that are available for VSF to use for any purpose. Unrestricted funds usually are used for operating expenses of VSF or to a particular project that VSF picks. Only the state executive and legislative branches or the donor can determine if an appropriation or donation is restricted or not. The designation is made by legislation or a letter from the donor or through explicit agreement with VSF. Exceptions could be when donors are asked to give to a capital campaign, a building fund, or a relief fund.*

VIRGINIA VETERANS SERVICES FOUNDATION VIRGINIA DEPARTMENT OF VETERANS SERVICES

Veterans Services Fund – Acceptance of Financial Donations

Appendix AB

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

DRAFT

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/VSF Treasurer (DF); Development Director/VSF Executive Director; Director of Benefits; Director of Education, Training, and Employment; and the Executive Director of the Virginia Wounded Warrior Program.
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/Deputy Commissioner's Confidential Assistant (CA) who has the authority to receive and open such mail.
 - b. Mail received by the Commissioner's office addressed for Benefits and other DVS activities shall be delivered to the responsible agents designated to open mail. Such mail shall be opened expeditiously and donation checks with supporting documents including the envelope immediately shall be copied for the agency records and the check immediately delivered to the CA or Virginia Veteran and Family Support program (VVFS) Executive Assistant for delivery for deposit.
 - c. Mail received in the Commissioner's office addressed to the Virginia Veteran and Family Support program (VVFS) shall be delivered to the VVFS Executive Assistant who has authority to receive and open such mail.
 - d. The Commissioner, Deputy Commissioner, and VVFS Executive Assistant have de facto authority to open mail and receive checks in the absence of the CA.
 - e. The Director of VVSF also is authorized to receive and open mail addressed to VVSF in the absence of the VVSF Executive Assistant.
4. All checks received at the Commissioner's office shall be deposit stamped by the authorized recipient before delivery 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 shall 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 CA and the VVFS Executive Assistant.

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 CA or the VVFS Executive Assistant for deposit stamping and prompt forwarding to the DVS SBVCC Finance Office.
6. Donations forwarded to the DVS SBVCC Finance Office by the CA and VVFS Executive Assistant 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 Analysts (Traci Dempsey, Syreeta Thomas, and Judith Reid)
 - c. DVS Director of Development (Karla Boughey)
 - d. VSF Executive Director (Jack Hilgers)
 - e. Additionally, if they are not the originator of the electronic report, the VSF Executive Director, the VVFS Director, CA, and VVFS Executive Assistant 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 the DVS Financial Analysts, and the VVFS Development Assistant. 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.

8/10/2015

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

Financial Donation Receipt
Appendix BC

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

Date

ATTACHMENT 9

**Veterans Services Foundation
Statement of Assets
December 31, 2015
(Unaudited)**

Assets:

Cash held by State Treasurer	1,556,721.75
Total Assets	<u>\$ 1,556,721.75</u>

Fund Balances:

Restricted Fund Balances:	
Restricted for VVCC Activities	224,329.16
Restricted for SBVCC Activities	26,252.18
Restricted for Cemetery Operations	25,384.24
Restricted for VVFS Funds	1,007,090.15
Restricted for Benefits Funds	450.00
Restricted for Virginia Values Veterans (V3) VTAP Funds	49,150.59
Restricted for Foundation Support Funds	40,438.82
Total Restricted Fund Balances	1,373,095.14
Endowment Fund Balances	183,626.61
Total Fund Balances	<u>\$ 1,556,721.75</u>

Veterans Services Foundation
Statement of Income, Expenditures and Changes in Fund Balances
For the Month Ended December 31, 2015
(Unaudited)

INCOME:

Y-T-D Actual

Restricted gifts received for:

Virginia Veterans Care Center	30,072.02
Sitter & Barfoot Veterans Care Center	4,022.50
Cemetery Funds	1,855.00
VVFS Funds	363,688.58
Benefits Funds	450.00
Virginia Values Veterans (V3) Funds	8,499.00
Foundation Support Funds	-
Endowment Funds	11,199.63
TOTAL INCOME	419,786.73

EXPENDITURES:

VVCC Indigent Resident Needs	758.68
VVCC Rehabilitation Equipment	-
VVCC Activity Fund--Activities with Residents	1,859.05
VVCC Operation Holiday Spirit	472.61
VVCC Carnival Expenses	1,372.18
VVCC Restricted-Other	-
VVCC Other Equipment	36,261.00
SBVCC Other Donations	-
SBVCC Activities Fund	1,521.18
SBVCC Operation Holiday Spirit	-
SBVCC Other Equipment	-
SBVCC Indigent Resident Needs	117.43
SBVCC Received in Memory of Coloner Barfoot	4,396.00
VVFS Enabling Veterans Services	-
VVFS Outreach Services	23,625.00
VVFS Direct Veterans Services	36,523.41

VVFS Homeless Veterans Fund	14,899.01
VVFS Wins for Warriors	6,717.11
VVFS Healthy Relationships Couples Grant	
Benefits Funds	-
Virginia Values Veterans (V3) Fund	5,000.00
Foundation Support Fund--Operating Expenditures and Web Site	14,534.33
Endowment Fund	
TOTAL EXPENDITURES	148,056.99
Excess of Income over Expenditures	271,729.74
Beginning Fund Balances	1,284,992.01
Ending Fund Balances	1,556,721.75

Veterans Services Foundation
Schedule of Receipts, Expenditures and Budget, by Activity
For the Month Ended December 31, 2015
(Unaudited)

Activity	Beginning Balance July 1, 2015 (Adjusted)	Receipts	Expenditures	Ending Balance December 31, 2015	FY 2016 Budget	Donations Needed to Meet Budget
Virginia Veterans Care Center:						
Indigent Resident Needs	20,100.22	505.36	758.68	19,846.90	2,000.00	-
Activities Fund	13,166.32	1,516.66	1,859.05	12,823.93	5,000.00	-
Operation Holiday Spirit	38,688.56	21,775.00	472.61	59,990.95	19,000.00	-
Carnival Fund	535.22	825.00	1,372.18	(11.96)	4,000.00	2,639.78
Rehabilitation Equipment	24,937.89	-	-	24,937.89	5,000.00	-
Other Equipment	58,561.00	5,000.00	36,261.00	27,300.00	5,000.00	-
Unit Projects and Functions	13,310.63		-	13,310.63	1,500.00	-
Other Donations Restricted for use at VVCC	65,680.82	450.00	-	66,130.82	500.00	-
Total VVCC	234,980.66	30,072.02	40,723.52	224,329.16	42,000.00	2,639.78

Sitter & Barfoot Veterans Care Center:						
Indigent Resident Needs	1,165.21	500.00	117.43	1,547.78	1,000.00	-

Activities Fund	19,459.08	3,322.50	1,521.18	21,260.40	16,505.00	-
Other Donations Restricted for use at SBVCC	-	-	-	-	4,500.00	4,500.00
Received in Memory of Mark Scott	1,645.00	-	-	1,645.00	-	-
Received in Memory of Coloner Barfoot	5,995.00	200.00	4,396.00	1,799.00	5,995.00	-
Total SBVCC	28,264.29	4,022.50	6,034.61	26,252.18	28,000.00	4,500.00

Cemetery Funds:

Virginia Veterans Cemeteries	750.00	-	-	750.00	1,200.00	450.00
Virginia Veterans Cemetery--Amelia	5,706.38	275.00	-	5,981.38	2,800.00	-
Albert G. Horton Jr. Memorial Cemetery--Suffolk	8,431.07	580.00	-	9,011.07	1,000.00	-
SW Virginia Veterans Cemetery--Dublin	8,641.79	1,000.00	-	9,641.79	-	-
Total Cemetery Support Funds	23,529.24	1,855.00	-	25,384.24	5,000.00	450.00

VVFS Funds:

Outreach Services	75,000.00	-	23,625.00	51,375.00	75,000.00	-
Direct Veterans Services	150,000.00	-	36,523.41	113,476.59	150,000.00	-
Enabling Veterans Services	25,000.00	-	-	25,000.00	25,000.00	-
Homeless Veterans Fund	50,000.00	-	14,899.01	35,100.99	50,000.00	-
Wins for Warriors	13,708.12	-	6,717.11	6,991.01	-	-
Healthy Relationships Couples Grant		13,000.00	-	13,000.00		

Other Donations Restricted for use by VVFS	411,457.98	350,688.58	-	762,146.56	-	-
Total VVFS Funds	725,166.10	363,688.58	81,764.53	1,007,090.15	300,000.00	-
Benefits Funds	-	450.00	-	450.00	100,000.00	99,550.00
Virginia Values Veterans (V3) VTAP Funds	45,651.59	8,499.00	5,000.00	49,150.59	200,000.00	145,849.41
Foundation Support Funds	54,973.15	-	14,534.33	40,438.82	40,000.00	-
Endowment Fund	172,426.98	11,199.63	-	183,626.61	-	-
Grand Total All Funds	1,284,992.01	419,786.73	148,056.99	1,556,721.75	715,000.00	252,989.19