

**Finance Committee Meeting Minutes
Veterans Services Foundation Board
American Legion Building
1708 Commonwealth Avenue, Richmond, Virginia
September 19, 2019**

The Finance Committee meeting of the Veterans Services Foundation (VSF) Board of Trustees was held on Thursday, September 19, 2019 at the American Legion Building, Richmond, VA.

FINANCE COMMITTEE MEMBERS PRESENT

- Paul Haughton
- Jack Hilgers
- Al Pianalto
- Walter Stosch (*Finance Committee Chair*)

FINANCE COMMITTEE MEMBERS ABSENT

- Frank Driscoll
- Matice Wright (*Assistant Chair*)

VSF STAFF PRESENT

- Karla Williams Boughey (*Veterans Services Foundation Executive Director*)

DVS REPRESENTATIVES PRESENT

- Tammy Davidson (*DVS Finance Director/VSF Treasurer*)
- Glendalynn Glover (*DVS Staff*)

Materials Distributed and Attached

- Meeting Agenda (*Attachment 1*)
- FY20 FM01 Financial Report (*Attachment 2*)
- FY19 FM12 Financial Report (*Attachment 3*)
- Finance Spreadsheet (*Attachment 4*)
- Proposed FY21 FY22 Budget (*Attachment 5*)
- General Fund Requests (*Attachment 6*)
- Proposed Low FY20 Budget and Proposed FY20 Budget Revisions (*Attachment 7*)
- **Edited Updated Funding Guidelines** (*Attachment 8*)

Opening

Chair Walter Stosch welcomed everyone and called the meeting to order at 10:02 a.m.

Roll Call of Trustees and Quorum Determination

With 4 of 6 trustees present, a quorum was determined.

Approval of Agenda

The agenda (*Attachment 1*) was sent to the trustees electronically prior to the meeting, and a copy was included in the materials distributed.

Chair Stosch asked for a motion to approve agenda. Mr. Paul Haughton **moved** to approve the agenda, and Mr. Al Pianalto **seconded** the motion. There was no discussion, and the motion passed unanimously.

Approval of June 13, 2019 Finance Committee Meeting Minutes

Minutes were sent out electronically prior to the meeting, and paper copies were available. Chair Stosch asked if there were any comments on the minutes. Chair Stosch asked for a motion to approve the minutes. Mr. Haughton **moved** to approve the June 13, 2019 minutes, and Mr. Pianalto **seconded**. There was no

discussion, and the motion passed unanimously.

Reports

a. Proposed FY21 FY22 Budget

Ms. Davidson shared the Proposed FY21 FY22 Budget noting that the biggest change is in the VETE subfunds (*Attachments 4 and 5*). She stated that VETE Director, Ms. Annie Walker, made this budget based on the Altria grant ending. Chair Stosch stated that perhaps some Board members can be involved when Altria or other major donors are approached. Before voting on the budget breakdown, it would be appropriate for the Trustees to hear from the various program directors about their needs in order to use that information as a springboard for fundraising.

The Board needs to vote on what is submitted to the Secretary and the Department of Planning and Budget (*Attachment 6*) for the appropriation of the Non-General Fund amount of \$796,500. Then it is up to the Board to allocate this amount to the various budget items.

Mr. Haughton **made** the motion that the Finance Committee recommend Board approval of the appropriation amount of \$796,500 in Non-General Funds, and Mr. Pianalto **seconded**. There was no discussion, and the motion passed unanimously.

Ms. Tammy Davidson shared the request (*Attachment 6*) for additional General Fund Funding to include hiring an additional full time employee, a potential raise for the Executive Director, and additional funds to allow for fully loaded fringe. The Board has to request both a full time employee and the funding to go with it.

Mr. Haughton **made** the motion that the Finance Committee recommends Board approval of the General Fund request, and Mr. Pianalto **seconded**. There was no additional discussion, and the motion passed unanimously.

b. Cemetery Fund

Chair Stosch shared that there has been some concern about the lack of spending from the Cemetery Fund. Mr. Jack Hilgers shared that a few years ago Dan Kemano, Cemeteries Director had plans for some expenditures for signs. However, those expenses may be covered from other funds now. There have been cases in the past where money was used for an emergency situation. The cemeteries receive adequate funding through federal funds and clients. In the policies, it states that there is a three-year limit for accumulating reserve funds. An exception could be made if it's well articulated. Ms. Davidson stated that she will ask if a presentation about the Cemeteries can be made at the next meeting.

Unfinished Business

a. Proposed LOW FY20 Budget

The committee discussed the proposed LOW FY20 Budget (*Attachments 4 and 7*). Before voting on this, program Directors will be asked to make short presentations about their needs in order to make an appropriate budget.

b. FY20 Budget Proposed Revisions

The FY20 Budget was approved in the past (*Attachments 4 and 7*). Discussions about revisions is being deferred until more information about program needs is available.

c. Foundation Funding Guidelines Proposed Revisions

Mr. Hilgers reviewed the Revised Funding Guidelines (*Attachment 8*). The current Funding Guidelines were approved by the Board in August 2017. Revisions include adding language to explain the organization of donor funds and how they are expended. Most funds that are used are often credited to DVS instead of donors or the Foundation. The Foundation needs to be able to show donors how their funds are being used,

and if the Foundation and the major donors are not recognized, then funding could decrease.

The DVS policies were referred to when making edits to the Homeless Fund.

Additional edits include adding the Women's Summit and several items that are not covered in funding requests as well as a general statement at the end that there may be exceptions and to make requests to the Board if desired.

Ms. Davidson stated that the DVS policy does have a cap of \$1,500. However, she spoke to Mr. Matt Leslie about the one-time payment and he explained that there might be a series of purchases for the same person that couldn't be done at once and don't exceed the \$1,500. Mr. Leslie approves each expenditure from the Homeless Fund. Mr. Haughton suggested making it cumulative payments with a cap of \$1,500.

Ms. Boughey stated that the VVFS Regional Directors expend money from the VVFS Direct Services Fund for hotels, and Ms. Davidson said hotel expenditures should come from the Homeless Fund. Chair Stosch asked if the statement regarding special circumstances on the last page would suffice. Requests can be made to Ms. Boughey who can approve the expense if it's within the budget.

Mr. Hilgers suggested a pen change to page 2, under Homeless by inserting 'normally' after exhausted.

Mr. Hilgers **moved** that the Funding Guidelines be approved and recommended to the Board for approval with the pen change to add the word 'normally' after exhausted on page 2, and Mr. Haughton **seconded**.

There was no further discussion. **The motion passed with one opposing vote. The edited copy is attached.**

d. Other Unfinished Business

None

New Business

a. Approval of Proposed FY21 FY22 Budget recommendation

The votes on Non-General and General Fund requests were taken during Reports.

b. Approval of Proposed LOW FY20 Budget recommendation

Deferring until more information is available

c. Approval of Proposed Revisions FY20 Budget recommendation

Deferring until more information is available

d. Approval of Proposed Revisions Foundation Funding Guidelines recommendation

The vote was taken during Unfinished Business.

e. Approval of Recommendation for the Cemetery Fund, if needed

No action needed

f. Other New Business

None

Public Comment Period

Chair Stosch called for the public comment. There was none.

Adjournment

The meeting adjourned at 10:54 am.

Finance Committee Meeting Agenda

Veterans Services Foundation Board

American Legion Building

1708 Commonwealth Avenue

Richmond, Virginia

September 19, 2019

10:00 AM – 10:50 AM

1. Welcome and Roll Call: *Walter Stosch, Finance Committee Chair*
2. Approval of Agenda: *Committee Chair*
3. Review and Approval of June 13, 2019 Finance Committee Meeting Minutes: *Committee Chair*
4. REPORTS:
 - a. Proposed FY21 FY22 Budget: *DVS*
 - b. Cemetery Fund: *Committee Chair*
5. UNFINISHED BUSINESS:
 - a. Proposed LOW FY20 Budget: *DVS*
 - b. FY20 Budget Proposed Revisions: *DVS*
 - c. Foundation Funding Guidelines Proposed Revisions: *Karla Boughey, Jack Hilgers*
 - d. Other Unfinished Business
6. NEW BUSINESS:
 - a. Approval of Proposed FY21 FY22 Budget recommendation: *Committee Chair*
 - b. Approval of Proposed LOW FY20 Budget recommendation: *Committee Chair*
 - c. Approval of Proposed Revisions FY20 Budget recommendation: *Committee Chair*
 - d. Approval of Proposed Revisions Foundation Funding Guidelines recommendation: *Committee Chair*
 - e. Approval of Recommendation for the Cemetery Fund, if needed: *Committee Chair*
 - f. Other New Business
7. Public Comment (*approximately 10:40 AM*)
8. Adjournment

ATTACHMENT 1

Veterans Services Foundation
Schedule of Receipts, Expenditures and Budget, by Activity
For the Month Ended July 31, 2019 (FM01)
FY 2020 Year-To-Date
(Unaudited)

Activity	Fund 09410 Balance July 1, 2019 Adjusted	Receipts YTD	Expenditures YTD	Fund 09410 Balance 31, 2019 YTD	July FY 2020 Budget YTD	FY 2020 Budget Balance YTD
Virginia Veterans Care Center:						
Indigent Resident Needs	35,348.97	-	-	35,348.97	2,000.00	2,000.00
Activities/Carnival Fund	14,667.48	-	-	14,667.48	7,000.00	7,000.00
Operation Holiday Spirit	86,608.50	-	-	86,608.50	21,000.00	21,000.00
Unit Projects & Functions	-	-	-	-	51,500.00	51,500.00
Other Donations Restricted	18,987.33	-	-	18,987.33	10,500.00	10,500.00
Total WCC Funds	155,612.28	-	-	155,612.28	92,000.00	92,000.00
Sitter & Barfoot VCC:						
Indigent Resident Needs	6,242.52	-	-	6,242.52	1,000.00	1,000.00
Activities Fund	19,749.02	-	1,085.45	18,663.57	16,500.00	15,414.55
Other Donations Restricted	7,072.00	7,721.00	-	14,793.00	10,500.00	10,500.00
Total SBVCC Funds	33,063.54	7,721.00	1,085.45	39,699.09	28,000.00	26,914.55
Cemetery Funds:						
Va Veterans Cemeteries- Other Donations Restricted	842.00	-	-	842.00	500.00	500.00
Va Veterans Cemetery--Amelia	8,661.38	-	-	8,661.38	5,000.00	5,000.00
Memorial Cemetery--Suffolk	21,315.98	-	-	21,315.98	5,000.00	5,000.00
SW Va Veterans Cemetery--Dublin	10,806.79	-	-	10,806.79	5,000.00	5,000.00
Total Cemetery Support Funds	41,826.15	-	-	41,826.15	15,500.00	15,500.00
Virginia Veterans' and Family Support						
Outreach Services	1,000.00	-	-	1,000.00	25,000.00	25,000.00
Direct Veterans Services	64,742.30	384.00	15,585.19	49,541.11	240,000.00	224,414.81
Enabling Veterans Services	1,000.00	-	-	1,000.00	25,000.00	25,000.00
Homeless Veterans Fund	185,462.27	-	17,241.37	168,220.90	160,000.00	142,758.63
Operation Family Caregiver Grant	923.99	-	-	923.99	-	-
Other Donations Restricted	336,294.24	13,300.66	-	349,594.90	-	-
Total VVFS Funds	589,422.80	13,684.66	32,826.56	670,280.90	450,000.00	417,173.44
Benefits Funds:	1,325.52	-	-	1,325.52	1,000.00	1,000.00
Veteran Education, Transition and Employment						
V-3 Fund	219,153.41	-	-	219,153.41	90,000.00	90,000.00
Altria Grant	253,252.24	-	-	253,252.24	100,000.00	100,000.00
Women's Summit	-	-	-	-	10,000.00	10,000.00
VETE Other Donations Restricted	-	-	-	-	-	-
Total VETE Funds	472,405.65	-	-	472,405.65	200,000.00	200,000.00
VSF Support Funds:	10,000.00	-	653.93	9,346.07	10,000.00	9,346.07
VSF Unrestricted Revenue						
Appropriated Funds	202,109.92	-	-	202,109.92	-	-
Donor Funds	56,597.84	469.20	-	57,067.04	-	-
Interest	73,191.02	-	-	73,191.02	-	-
Total VSF Unrestricted Revenue	331,898.78	469.20	-	332,367.98	-	-
Grand Total All 09410 Funds	1,635,354.72	21,874.86	34,565.94	1,622,663.64	796,500.00	761,934.06
	BALANCE	CASH IN	CASH OUT	BALANCE		
Cash Transfers						
913 09410 Fund Balance	1,590,688.13	-	-	1,611,525.06		
912 09410 Fund Balance	44,666.59	-	-	11,138.58		
TOTAL CASH 09410 FUNDS	1,635,354.72			1,622,663.64		

ATTACHMENT 2

Veterans Services Foundation
Schedule of Receipts, Expenditures and Budget, by Activity
For the Month Ended June 30, 2019 (FM12)
FY 2019 Year-To-Date
(Unaudited)

Activity	Fund 09410 Balance July 1, 2018 Adjusted	Receipts YTD	Expenditures YTD	Fund 09410 Balance June 30, 2019 YTD	FY 2019 Budget YTD	FY 2019 Budget Balance YTD
Virginia Veterans Care Center:						
Indigent Resident Needs	30,470.51	5,095.00	216.54	35,348.97	2,000.00	1,783.46
Activities/Carnival Fund	12,640.99	7,610.00	5,583.51	14,667.48	7,000.00	1,416.49
Operation Holiday Spirit	74,472.88	25,280.00	13,144.38	86,608.50	21,000.00	7,855.62
Unit Projects & Functions	11,331.00	-	15,613.64	-	19,500.00	3,886.38
Other Donations Restricted	16,099.97	17,670.00	10,500.00	18,987.33	10,500.00	-
Total VCC Funds	145,015.35	55,655.00	45,058.07	155,612.28	60,000.00	14,941.93
Sitter & Barfoot VCC:						
Indigent Resident Needs	6,107.52	200.00	65.00	6,242.52	1,000.00	935.00
Activities Fund	28,980.18	1,400.00	10,631.16	19,749.02	16,500.00	5,868.84
Other Donations Restricted	1,692.00	5,380.00	-	7,072.00	10,500.00	10,500.00
Total SBVCC Funds	36,779.70	6,980.00	10,696.16	33,063.54	28,000.00	17,303.84
Cemetery Funds:						
Va Veterans Cemeteries- Other Donations Restricted	787.00	55.00	-	842.00	500.00	500.00
Va Veterans Cemetery--Amelia	8,091.38	570.00	-	8,661.38	5,000.00	5,000.00
Memorial Cemetery--Suffolk	10,111.07	11,204.91	-	21,315.98	5,000.00	5,000.00
SW Va Veterans Cemetery--Dublin	10,731.79	75.00	-	10,806.79	5,000.00	5,000.00
Total Cemetery Support Funds	29,721.24	11,904.91	-	41,626.15	15,500.00	15,500.00
Virginia Veterans' and Family Support						
Outreach Services	1,000.00	-	-	1,000.00	1,000.00	1,000.00
Direct Veterans Services	230,000.00	-	165,257.70	64,742.30	230,000.00	64,742.30
Enabling Veterans Services	1,000.00	-	-	1,000.00	1,000.00	1,000.00
Homeless Veterans Fund	215,000.00	185,050.00	214,587.73	185,462.27	215,000.00	412.27
Operation Family Caregiver Grant	3,227.76	-	2,303.77	923.99	-	(2,303.77)
Other Donations Restricted	222,207.63	114,066.61	-	336,294.24	-	-
Total VVFS Funds	672,435.39	299,136.61	382,149.20	589,422.80	447,000.00	64,850.80
Benefits Funds:	675.52	650.00	-	1,325.52	1,000.00	1,000.00
Veteran Education, Transition and Employment						
V-3 Fund	236,745.67	89,327.00	106,919.26	219,153.41	125,000.00	18,080.74
Altria Grant	227,447.90	100,000.00	74,195.66	253,252.24	100,000.00	25,804.34
Women's Summit	1,222.94	-	1,222.94	-	10,000.00	8,777.06
VETE Other Donations Restricted	-	-	-	-	-	-
Total VETE Funds	465,416.51	189,327.00	182,337.86	472,405.65	235,000.00	52,662.14
VSF Support Funds:						
VSF Unrestricted Revenue						
Appropriated Funds	203,670.05	-	-	203,670.05	-	-
Donor Funds	15,258.50	41,339.34	-	56,597.84	-	-
Interest	41,248.35	31,942.67	-	73,191.02	-	-
Total VSF Unrestricted Revenue	260,176.90	73,282.01	-	333,458.91	-	-
Grand Total All 09410 Funds	1,620,220.61	636,935.53	621,801.42	1,635,354.72	796,500.00	174,698.68
	BALANCE	CASH IN	CASH OUT	BALANCE		
Cash Transfers						
913 09410 Fund Balance	1,605,312.73	-	(650,000.00)	1,590,373.58		
912 09410 Fund Balance	14,907.88	650,000.00	-	44,981.14		
TOTAL CASH 09410 FUNDS	1,620,220.61			1,635,354.72		

ATTACHMENT 3

Veterans Services Foundation										
Schedule of Receipts, Expenditures and Budget, by Activity										
For the Month Ended June 30, 2019 (FM12)										
FY 2019 Year-To-Date										
(Unaudited)										
Activity	Fund 09410 Balance July 1, 2018 Adjusted	Receipts YTD	Expenditures YTD	Fund 09410 Balance June 30, 2019 YTD	FY 2019 Budget YTD	FY 2019 Budget YTD Balance	FY 2020 Budget Adopted	FY 2020 Budget Low	FY 2021 Budget Requests	FY 2022 Budget Requests
Virginia Veterans Care Center:										
Indigent Resident Needs	30,470.51	5,095.00	216.54	35,346.97	2,000.00	1,783.46	2,000.00	3,000.00	5,000.00	5,000.00
Activities/Carnival Fund	12,640.99	7,610.00	5,583.51	14,667.48	7,000.00	1,416.48	7,000.00	7,000.00	10,000.00	10,000.00
Operation Holiday Spirit	74,472.88	25,280.00	13,144.38	86,608.50	21,000.00	7,855.62	21,000.00	25,000.00	25,000.00	25,000.00
Unit Projects & Functions	11,331.00		15,613.84	19,500.00	19,500.00	3,886.36	51,500.00	2,000.00	2,000.00	2,000.00
Other Donations Restricted	19,099.97	17,670.00	10,500.00	18,987.33	10,500.00	-	10,500.00	-	15,000.00	15,000.00
Total WVCC Funds	145,015.35	55,655.00	45,056.07	155,612.28	60,000.00	14,541.93	92,000.00	37,000.00	57,000.00	57,000.00
Sitter & Barfoot VCC:										
Indigent Resident Needs	6,107.52	200.00	65.00	6,242.52	1,000.00	935.00	1,000.00	2,000.00	4,500.00	4,500.00
Activities Fund	28,980.18	1,400.00	10,631.16	19,749.02	16,500.00	5,868.84	16,500.00	14,000.00	16,500.00	16,500.00
Other Donations Restricted	1,592.00	5,390.00	-	7,072.00	10,500.00	10,500.00	10,500.00	2,000.00	7,000.00	7,000.00
Total SBVCC Funds	36,779.70	6,990.00	10,696.16	33,063.54	28,000.00	17,303.84	28,000.00	18,000.00	28,000.00	28,000.00
Cemetery Funds:										
Va Veterans Cemetery- Other Donations Restricted	787.00	55.00	-	842.00	500.00	500.00	500.00	-	500.00	500.00
Va Veterans Cemetery -Amelia	8,091.38	570.00	-	8,661.38	5,000.00	5,000.00	5,000.00	-	5,000.00	5,000.00
Memorial Cemetery-Surfolk	10,111.07	11,204.91	-	21,315.98	5,000.00	5,000.00	5,000.00	-	5,000.00	5,000.00
SM Va Veterans Cemetery-Dublin	10,731.79	75.00	-	10,806.79	5,000.00	5,000.00	5,000.00	-	5,000.00	5,000.00
Total Cemetery Support Funds	29,721.24	11,904.91	-	41,626.15	15,500.00	15,500.00	15,500.00	-	15,500.00	15,500.00
Virginia Veterans' and Family Support										
Outreach Services	1,000.00	-	-	1,000.00	1,000.00	1,000.00	25,000.00	-	-	-
Direct Veterans Services	230,000.00	-	165,257.70	64,742.30	230,000.00	64,742.30	240,000.00	170,000.00	240,000.00	240,000.00
Enabling Veterans Services	1,000.00	-	-	1,000.00	1,000.00	1,000.00	25,000.00	-	-	-
Homeless Veterans Fund	215,000.00	185,050.00	214,587.73	185,462.27	215,000.00	412.27	160,000.00	210,000.00	210,000.00	210,000.00
Operation Family Caregiver Grant	3,227.76	-	2,303.77	923.99	-	(2,303.77)	-	-	-	-
Other Donations Restricted	222,207.63	114,086.61	-	336,294.24	-	-	-	-	-	-
Total VVFS Funds	673,435.39	299,136.61	382,149.20	589,422.80	447,000.00	64,850.80	450,000.00	380,000.00	450,000.00	450,000.00
Benefits Funds:	673.52	860.00	-	1,533.52	1,000.00	1,000.00	1,000.00	-	1,000.00	1,000.00
Veteran Education, Transition and Employment										
V-3 Fund	236,745.67	89,327.00	105,919.26	219,153.41	125,000.00	18,080.74	90,000.00	100,000.00	100,000.00	100,000.00
Altra Grant	227,447.90	100,000.00	74,185.66	253,252.24	100,000.00	25,804.34	100,000.00	75,000.00	50,000.00	50,000.00
Women's Summit	1,222.94	-	1,222.94	-	10,000.00	6,777.06	10,000.00	20,000.00	40,000.00	20,000.00
VETE Other Donations Restricted	-	-	-	-	-	-	-	-	-	-
Total VETE Funds	465,416.51	189,327.00	182,337.86	472,435.65	235,000.00	52,662.14	200,000.00	195,000.00	200,000.00	190,000.00
VSF Support Funds:	-10,000.00	-	1,560.13	8,439.87	10,000.00	8,439.87	10,000.00	5,000.00	10,000.00	10,000.00
VSF Unrestricted Revenue										
Aggregated Funds	203,670.05	-	-	203,670.05	-	-	-	-	-	-
Donor Funds	15,259.50	41,339.34	-	56,597.84	-	-	-	-	-	-
Interest	41,248.35	31,942.87	-	73,191.02	-	-	-	-	-	-
Total VSF Unrestricted Revenue	260,176.90	73,281.01	-	333,457.91	-	-	-	-	-	-
Grand Total All 09410 Funds	1,820,200.61	635,935.53	621,801.42	1,835,354.72	796,500.00	174,698.58	796,500.00	635,000.00	761,500.00	681,500.00
Cash Transfers	BALANCE	CASH IN	CASH OUT	BALANCE						
913 09410 Fund Balance	1,805,312.73	-	(660,000.00)	1,145,312.73						
912 09410 Fund Balance	14,907.88	650,000.00	-	44,881.14						
TOTAL CASH 09410 FUNDS	1,820,220.61	650,000.00	-	1,190,220.61						

ATTACHMENT 4

Veterans Services Foundation
Schedule of Receipts, Expenditures and Budget, by Activity
For the Month Ended July 31, 2019 (FM01)
FY 2020 Year-To-Date
(Unaudited)

Activity	Fund 09410 Balance July 1, 2019 Adjusted	Fund 09410 Balance July 31, 2019 YTD	July FY 2020 Budget YTD	FY21	FY22
Virginia Veterans Care Center:					
Indigent Resident Needs	35,348.97	35,348.97	2,000.00	5,000.00	5,000.00
Activities/Carnival Fund	14,667.48	14,667.48	7,000.00	10,000.00	10,000.00
Operation Holiday Spirit	86,608.50	86,608.50	21,000.00	25,000.00	25,000.00
Unit Projects & Functions	-	-	51,500.00	2,000.00	2,000.00
Other Donations Restricted	18,987.33	18,987.33	10,500.00	15,000.00	15,000.00
Total WVCC Funds	155,612.28	155,612.28	92,000.00	57,000.00	57,000.00
Sitter & Barfoot VCC:					
Indigent Resident Needs	6,242.52	6,242.52	1,000.00	4,500.00	4,500.00
Activities Fund	19,749.02	18,663.57	16,500.00	16,500.00	16,500.00
Other Donations Restricted	7,072.00	14,793.00	10,500.00	7,000.00	7,000.00
Total SBVCC Funds	33,063.54	39,699.09	28,000.00	28,000.00	28,000.00
Cemetery Funds:					
Va Veterans Cemeteries- Other Donations Restricted	842.00	842.00	500.00	500.00	500.00
Va Veterans Cemetery--Amelia	8,661.38	8,661.38	5,000.00	5,000.00	5,000.00
Memorial Cemetery--Suffolk	21,315.98	21,315.98	5,000.00	5,000.00	5,000.00
SW Va Veterans Cemetery--Dublin	10,806.79	10,806.79	5,000.00	5,000.00	5,000.00
Total Cemetery Support Funds	41,626.15	41,626.15	15,500.00	15,500.00	15,500.00
Virginia Veterans' and Family Support					
Outreach Services	1,000.00	1,000.00	25,000.00	0.00	0.00
Direct Veterans Services	64,742.30	49,541.11	240,000.00	240,000.00	240,000.00
Enabling Veterans Services	1,000.00	1,000.00	25,000.00	0.00	0.00
Homeless Veterans Fund	185,462.27	168,220.90	160,000.00	210,000.00	210,000.00
Operation Family Caregiver Grant	923.99	923.99	-	-	-
Other Donations Restricted	336,294.24	349,594.90	-	-	-
Total VVFS Funds	589,422.80	570,280.90	450,000.00	450,000.00	450,000.00
Benefits Funds:	1,325.52	1,325.52	1,000.00	1,000.00	1,000.00
Veteran Education, Transition and Employment					
V-3 Fund	219,153.41	219,153.41	90,000.00	100,000.00	100,000.00
Altria Grant	253,252.24	253,252.24	100,000.00	50,000.00	-
Women's Summit	-	-	10,000.00	40,000.00	20,000.00
VETE Other Donations Restricted	-	-	-	10,000.00	-
Total VETE Funds	472,405.65	472,405.65	200,000.00	200,000.00	120,000.00
VSF Support Funds:	10,000.00	9,346.07	10,000.00	10,000.00	10,000.00
VSF Unrestricted Revenue					
Appropriated Funds	202,109.92	202,109.92	-	-	-
Donor Funds	56,597.84	57,067.04	-	-	-
Interest	73,191.02	73,191.02	-	-	-
Total VSF Unrestricted Revenue	331,898.78	332,367.98	-	-	-
Grand Total All 09410 Funds	1,635,354.72	1,622,663.64	796,500.00	761,500.00	681,500.00

ATTACHMENT 5

- 1 General Fund (GF) FTE **\$84,239.00 GF** to hire an additional Foundation employee assuming a \$50,000 salary and fully loaded fringe.

- **\$4,283.00 (GF)** to allow for up to a 5% raise for the Executive Director should the Board desire to provide one. Currently there are no funds in their GF appropriation to allow for this.

- **\$25,000** to increase the current \$115,000 to allow for fully loaded fringe to be available for the current FTE. When the FTE and appropriation of \$115,000 transferred from DVS to the Foundation, the amount was based upon the current Executive Director's compensation, which did not include healthcare. Healthcare for one employee costs an agency between \$8,232 & \$21,624 annually depending upon the level of coverage they elect. Additionally no funds were provided for VITA fees, so those are included in the request. Without this increase, the Board would not be able to afford any changes in their current employee's Health insurance coverage nor would they have the ability to provide fully loaded salary and fringe should a new Executive Director come on board at some point in the future.

Veterans Services Foundation
Schedule of Receipts, Expenditures and Budget, by Activity
For the Month Ended July 31, 2019 (FM01)
FY 2020 Year-To-Date
(Unaudited)

Activity	Fund 09410 Balance July 1, 2019 Adjusted	Fund 09410 Balance 31, 2019 YTD	July FY 2020 Budget YTD	FY 2020 Budget Proposed changes	FY20 Low Budget Proposal
Virginia Veterans Care Center:					
Indigent Resident Needs	35,348.97	35,348.97	2,000.00	5,000.00	3,000.00
Activities/Carnival Fund	14,667.48	14,667.48	7,000.00	10,000.00	7,000.00
Operation Holiday Spirit	86,608.50	86,608.50	21,000.00	25,000.00	25,000.00
Unit Projects & Functions	-	-	51,500.00	2,000.00	2,000.00
Other Donations Restricted	18,987.33	18,987.33	10,500.00	0.00	0.00
Total WVCC Funds	155,612.28	155,612.28	92,000.00	42,000.00	37,000.00
Sitter & Barfoot VCC:					
Indigent Resident Needs	6,242.52	6,242.52	1,000.00	4,500.00	2,000.00
Activities Fund	19,749.02	18,663.57	16,500.00	16,500.00	14,000.00
Other Donations Restricted	7,072.00	14,793.00	10,500.00	7,000.00	2,000.00
Total SBVCC Funds	33,063.54	39,699.09	28,000.00	28,000.00	18,000.00
Cemetery Funds:					
Va Veterans Cemeteries- Other Donations Restricted	842.00	842.00	500.00	0.00	
Va Veterans Cemetery--Amelia	8,661.38	8,661.38	5,000.00	0.00	
Memorial Cemetery--Suffolk	21,315.98	21,315.98	5,000.00	0.00	
SW Va Veterans Cemetery--Dublin	10,806.79	10,806.79	5,000.00	0.00	
Total Cemetery Support Funds	41,626.15	41,626.15	15,500.00	0.00	0.00
Virginia Veterans' and Family Support					
Outreach Services	1,000.00	1,000.00	25,000.00	0.00	0.00
Direct Veterans Services	84,742.30	49,541.11	240,000.00	240,000.00	170,000.00
Enabling Veterans Services	1,000.00	1,000.00	25,000.00	0.00	
Homeless Veterans Fund	185,462.27	168,220.90	160,000.00	210,000.00	210,000.00
Operation Family Caregiver Grant	923.99	923.99	-		
Other Donations Restricted	336,294.24	349,594.90	-		
Total VVFS Funds	589,422.80	570,280.90	450,000.00	450,000.00	380,000.00
Benefits Funds:	1,325.52	1,325.52	1,000.00	0.00	
Veteran Education, Transition and Employment					
V-3 Fund	219,153.41	219,153.41	90,000.00	126,500.00	100,000.00
Altria Grant	253,252.24	253,252.24	100,000.00	100,000.00	75,000.00
Women's Summit	-	-	10,000.00	40,000.00	20,000.00
VETE Other Donations Restricted	-	-	-		
Total VETE Funds	472,405.65	472,405.65	200,000.00	266,500.00	195,000.00
VSF Support Funds:	10,000.00	9,346.07	10,000.00	10,000.00	5,000.00
VSF Unrestricted Revenue					
Appropriated Funds	202,109.92	202,109.92	-		
Donor Funds	56,597.84	57,067.04	-		
Interest	73,191.02	73,191.02	-		
Total VSF Unrestricted Revenue	331,898.78	332,367.98	-		
Grand Total All 09410 Funds	1,635,354.72	1,622,663.64	796,500.00	796,500.00	635,000.00

VIRGINIA VETERANS SERVICES FOUNDATION

Updated Funding Guidelines

The Veterans Services Foundation governing Board of Trustees (the Board) has the fiduciary responsibility to (i) administer the Veterans Services Fund (the Fund), (ii) provide funding for selected veteran's services and special programs in the Commonwealth through the Fund, and (iii) accept and raise revenue from all sources, including private source fundraising, to support the Fund. Thus, all revenue solicited and accepted shall be in the name of the Foundation and payable to the Virginia Veteran's Fund and deposited into the Fund. To comply with the Code of Virginia, all fundraising and other solicitation relating to the Fund shall be solely in the name of Veterans Services Foundation which will be responsible for all donor relations and compliance with IRS requirements as a charitable foundation.

The Fund, with approval by the Board, intends to support the interests of veterans and their families and contributors through the Secretary of Veterans and Defense Affairs and the programs and services of the Department of Veterans Services. Thus, the Board serves as a fiduciary to donors and a substantial source of funding to the Department of Veterans Services to meet the needs of veterans not otherwise available for funding through the state budget or other sources. The Department of Veterans Services serves as the Foundation agent, in accordance with the Uniform Prudent Management of Funds Act, for the receipt, deposit, management, allocation, and expenditure of funds. This authority is subject to approval or disapproval by the Foundation Executive Director and the Board based on these Funding Guidelines. Should questions occur regarding the propriety of an anticipated expenditure not covered by these Guidelines, it is the responsibility of the DVS director to seek authority before expending funds or risk disapproval.

The following are the basic guidelines for funding from the Virginia Veterans Services Foundation with the exception of special circumstances that will require the approval of the Board of Trustees:

- All donations will honor donor restrictions as to purpose.
- VSF will adopt a budget for each activity based on requests from DVS divisions or programs and enter into funding agreements with each respective division or program.
- The Board will adopt the annual budget in advance of receiving donations restricted to each activity and it is anticipated that the adopted budget may be revised from time to time to reflect needed funding and available funds.
- To fulfill the Board's reporting responsibility to the General Assembly and discharge its fiduciary duties to donors, recipients of funding from the Foundation are requested to continue the monthly accounting for all transactions for each activity fund.
- All expenditures of donated funds will be attributed to the Virginia Veterans Services Foundation. In the case where major donors (\$10,000 and above) are involved, they also will be identified as a funding source.
- Guidelines for expenditures will be incorporated into each allocation of funds and will include the following general guidelines:
 - All expenditures of Foundation funds are required by Virginia statute to be approved by the Executive Director of the Foundation.
 - Documentation shall be maintained on each expenditure in such a detail and manner to promote approval and support internal and APA audit requirements.
 - Foundation funds cannot by statute revert to the General Fund nor shall Foundation funds be used to supplant agency funds otherwise available from other sources.

CARE CENTERS

Sitter and Barfoot Veterans Care Center (SBVCC), Richmond

- Indigent Resident Needs: Residents who do not have resources to pay for needed items
- Activities Fund: Resident outings, entertainment, mission enhancing events for the benefit of resident
- Other Donations Restricted: Items needed for residents that are not included in the other named funds and are not covered by health care providers or other available funding sources

Virginia Veterans Care Center (VVCC), Roanoke

- Indigent Resident Needs: Residents who do not have resources to pay for needed items
- Activities/Carnival Fund: Resident outings, entertainment, Fall and Spring Carnival and mission enhancing events for the benefit of the residents
- Operation Holiday Spirit: Items for the residents provided by the Holiday Giving program
- Unit Projects and Functions: Unit projects and unit special events for the residents
- Other Donations Restricted: Items needed for residents that are not included in the other named funds and are not covered by health care providers or other available funding sources

CEMETERIES

Albert G. Horton Jr. Memorial Veterans Cemetery, Suffolk

Southwest Virginia Veterans Cemetery, Dublin

Virginia Veterans Cemetery, Amelia

- Grounds Beautification: Purchase flowers or trees that are not covered by other funding sources to beautify the cemetery grounds
- Other projects approved by the VSF Board of Trustees

VIRGINIA VETERAN AND FAMILY SUPPORT (VVFS)

- Resources to address the immediate needs of eligible veterans and their families
- Resources for veterans and families to aid in recovery and to recognize, identify and address needs
- Emergency financial assistance for behavioral health, rehabilitative health and housing
- Workshops/Retreats for the benefit of Veterans and their families

Homeless (VVFS sub fund)

- Provide financial assistance to fill gaps in housing homeless veterans and qualifying family members
- Provide financial assistance to veterans to prevent homelessness
- Eligible expenses include: deposits, rent, utility deposit, rental arrears/debts, utility arrears, bridge housing, emergency hotel payments, furnishings, other one time only expenses.
- Assistance is to be dispensed as a last resort after all other sources have been exhausted, normally limited to a one-time payment regardless of the time frame involved, and capped at \$1,500.00. Cash advances of funds are not authorized. Donor funds will not be used to maintain the lifestyles of chronically homeless veterans or their families.

BENEFITS

- Resources to raise awareness of eligibility and locations of Benefit offices
- Direct services to assist veterans in meeting the criteria for approval of their claim submitted to the VA.
- Items for Benefits offices that support veterans.

Veteran Education, Transition and Employment (VETE)

Virginia Values Veterans (V3)

- Resources to raise awareness among the business community to recruit companies to participate in the V3 program.
- Workshops/Retreats for the benefit of transiting veterans and their families.
- Develop curriculum related to the transition of service member and the recruitment, hiring and retention of veterans.
- Resources to promote Education, Transition and Entrepreneurship opportunities for transiting veterans and their families.

Altria Grant and other grants

- Guidelines are specific to each grant

Women's Summit

- Resources for the event specific to the donor intent

Other Donations Restricted

- Resources needed to promote the mission of VETE when other funding is not available

VSF SUPPORT FUND: The Foundation Support Fund was created as a subsidiary fund of the Fund to cover VSF operating expenses. Its expenditures are limited by current editions of the Commonwealth Appropriations Act.

Not covered in funding requests:

- Any expenditures eligible for funding from sources such as the state budget or other agency sources
- Paid staff positions
- Fundraising events
- Sponsorships
- Endowments or capital campaigns
- Postage, postal services
- Office Supplies
- Printing
- Employee travel expenses and overnight accommodations
- Employee events/parties
- Guest speakers
- Training of DVS employees
- Equipment or items costing over \$5,000 will need approval of the Board of Trustees before purchase
- Maintenance of facilities and grounds

The Board understands that all expenses are not the same, and there may be exceptions to the above list. All are encouraged to make a request to the Board in special circumstances. If you would like to make a request, please contact Karla Boughey.