

**Finance Committee Meeting Minutes
Veterans Services Foundation Board
Virginia State Capitol, 1000 Bank Street, Richmond, VA, Senate Room 2
June 13, 2019**

The Finance Committee meeting of the Veterans Services Foundation (VSF) Board of Trustees was held on Thursday, June 13, 2019 at the Virginia State Capitol, 1000 Bank Street, Richmond, VA, Senate Room 2.

FINANCE COMMITTEE MEMBERS PRESENT

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

FINANCE COMMITTEE MEMBERS ABSENT

- Frank Driscoll

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*)
- FM11 Financial Reports (*Attachment 2*)
- Average Expenditures Report (*Attachment 3*)

Opening

Chair Walter Stosch welcomed everyone and called the meeting to order at 10:15 a.m.

Roll Call of Trustees and Quorum Determination

With 5 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. Jack Hilgers **seconded** the motion. There was no discussion, and the motion passed unanimously.

Approval of March 28, 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. There were none. Chair Stosch asked for a motion to approve the minutes. Mr. Al Pianalto **moved** to approve the March 28, 2019 minutes, and Ms. Matice Wright **seconded**. There was no discussion, and the motion passed unanimously.

Reports

a. Review of Latest Board YTD Financial Report

The committee reviewed the FM11 Financial Reports (*Attachment 2*). The Operation Family Caregiver Grant has expended funds that were not budgeted. This will need to be corrected prior to the end of the fiscal year. The committee reviewed the Average Expenditures Report (*Attachment 3*). Both the VVFS Direct Veterans Services and the VVFS Homeless Veterans Fund have high average yearly expenditures. This needs to be considered for the budget. For FY19, the VVFS Homeless Fund donations have been \$185,050 and expenditures have been \$204,201, so the balance is being spent down. However, the spending is still within the budget for the year. DVS has been asked to submit their anticipated budget needs for FY21-FY22 to be approved in September. The low budget will be the minimum amount and the high budget will be the stretch. The difference will provide an opportunity for fundraising to fill in the gaps. DVS will need to put more emphasis on their priorities to avoid spending down the balance.

Ms. Davidson pointed out that for the first time this fiscal year the income is higher than the expenses. VVFS has had to pull \$63,000 from their cash balance to offset what hasn't been received in revenue and still has \$608,801 currently left in that balance. Ultimately, if the revenue increased, then the cash balance wouldn't need to be used. This is acceptable for the short term but could be a concern in the future. The VVFS Homeless program anticipates spending the entire \$215,000 budgeted amount. Chair Stosch asked what would happen if the VVFS Homeless Fund exceeded the \$215,000 budgeted amount. Ms. Davidson replied that it won't exceed that amount as Mr. Matt Leslie is monitoring it. If needed, DVS could absorb the extra expenditures this year. However, that's not always the case and the Board might have to review it. Much of the spending from the Homeless Fund is at the beginning of the fiscal year because federal funding is running low. However, towards the end of the fiscal year federal funding increases and spending slows down.

Chair Stosch asked what Mr. Leslie does if the money is spent. Does he turn down requests for assistance?

Ms. Davidson replied that either Mr. Leslie finds another way to help or tells requesters to wait until next fiscal year. She stated that the veteran has already received the funding, and another entity is being reimbursed and that Veterans are not being hindered.

Chair Stosch asked if the Foundation needed to do anything to prepare the suggested high and low budgets or if DVS could do it. Ms. Davidson replied that she has been working on it. The low budget of \$500,000 is roughly 63% of the high budget of \$796,500. If each program only had 63% of their current budget to work with, the two areas that would have the most issues would be VVFS and VETE. These two areas also have the largest cash balances. Budget appropriation can be moved around, but cash would not be moved.

Unfinished Business

a. FY20 Budget

The FY20 budget has already been approved by the Board unless there are adjustments requested by DVS. VETE may request an increase in their budget for FY20. If needed, that request will be brought to the Board at the September meeting.

b. Other Unfinished Business

None

New Business

a. Approval of Finance Committee Recommendations, if needed

None.

b. Other New Business

Mr. Hilgers stated that since there were no expenditures from VVFS Outreach or VVFS Enabling in FY19, those two line items can be deleted and the \$2,000 worth of appropriation can be allocated elsewhere. The Operation Family Caregiver Grant line item will also be deleted for FY20. Ms. Davidson agreed.

Chair Stosch commented that it's important that the Board understands the impact of these expenditures in

terms of meeting the unmet, direct needs of Veterans that are not otherwise met through the state budget and elsewhere. VVFS relies heavily upon the management and their decision making as how to manage the funds. However, VETE is a little more difficult to understand in terms of how many jobs are being created because of it. A V3 report is due to the legislature. Ms. Davidson replied that VETE is the most evolving unit as new programs and people are still being added.

Chair Stosch stated that perhaps when Ms. Davidson works with Ms. Annie Walker on the VETE budget, more clarity can be given on how the V3 funds will be spent. Ms. Davidson stated that she would get with Ms. Boughney about budget requests from Ms. Walker.

Mr. Hilgers suggested that the committee recommend to the Board that the FY19 Third Quarter Financial Report be approved.

Public Comment Period

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

Adjournment

The meeting adjourned at 10:43 am.

Finance Committee Meeting Agenda

Veterans Services Foundation Board

Virginia State Capitol

1000 Bank Street, Richmond, VA

SENATE ROOM 2

June 13, 2019

10:15 AM – 10:45 AM

1. Welcome and Roll Call: *Walter Stosch, Finance Committee Chair*
2. Approval of Agenda: *Committee Chair*
3. Review and Approval of March 28, 2019 Finance Committee Meeting Minutes: *Committee Chair*
4. REPORTS:
 - a. Review of Latest Board YTD Financial Report: *Committee Chair*
5. UNFINISHED BUSINESS:
 - a. FY20 Budget: *Committee Chair*
 - b. Other Unfinished Business
6. NEW BUSINESS:
 - a. Approval of Finance Committee Recommendations, if needed: *Committee Chair*
 - b. Other New Business
7. Public Comment and Concluding Remarks (*approximately 10:40 am*)
8. Adjournment

Full Board of Trustees Meeting will convene at 11:00 AM in Senate Room 3

ATTACHMENT 1

Veterans Services Foundation
Statement of Assets
For the Month Ended May 31, 2019 (FM11)
FY 2019 Year-To-Date
(Unaudited)

Assets:

Cash held by State Treasurer	1,650,000.14
Total Assets	<u>\$ 1,650,000.14</u>

Fund Balances:

Restricted Fund Balances:	
Restricted for VVCC Activities	160,937.44
Restricted for SBVCC Activities	34,654.79
Restricted for Cemetery Funds	41,626.15
Restricted for VVFS Funds	608,801.93
Restricted for Benefits Funds	1,325.52
Restricted for VETE Funds	472,405.65
Restricted for VSF Support Funds	<u>8,588.93</u>
Total Restricted Fund Balances	1,328,340.41
VSF Unrestricted Revenue	<u>321,659.73</u>
Total Fund Balances	<u>\$ 1,650,000.14</u>

Notes:

- 1 All cash is held by the State Treasurer.
- 2 Restricted fund balances are donations given for a specific purpose, or are funds authorized by the Foundation for a specific expenditure purpose.
- 3 VSF Unrestricted Revenue Fund Balance represents the funds remaining from the VSF base funding.

ATTACHMENT 2

Veterans Services Foundation
Schedule of Receipts, Expenditures and Budget, by Activity
For the Month Ended May 31, 2019 (FM11)
FY 2019 Year-To-Date
(Unaudited)

Activity	Fund 09410 Balance July 1, 2018 Adjusted	Receipts YTD	Expenditures YTD	Fund 09410 Balance 31, 2019 YTD	May FY 2019 Budget YTD	FY 2019 Budget Balance YTD
Virginia Veterans Care Center:						
Indigent Resident Needs	30,470.51	4,395.00	216.54	34,648.97	2,000.00	1,783.46
Activities/Carnival Fund	12,640.99	7,435.00	3,558.35	16,517.64	7,000.00	3,441.65
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	-	9,088.64	2,242.36	19,500.00	10,411.36
Other Donations Restricted	16,099.97	15,320.00	10,500.00	20,919.97	10,500.00	-
Total VVCC Funds	145,015.35	52,430.00	36,507.91	160,937.44	60,000.00	23,492.09
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	8,489.91	21,890.27	16,500.00	8,010.09
Other Donations Restricted	1,692.00	4,830.00	-	6,522.00	10,500.00	10,500.00
Total SBVCC Funds	36,779.70	6,430.00	8,554.91	34,664.79	28,000.00	19,445.09
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	-	41,826.15	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	-	150,576.26	79,423.74	230,000.00	79,423.74
Enabling Veterans Services	1,000.00	-	-	1,000.00	1,000.00	1,000.00
Homeless Veterans Fund	215,000.00	185,050.00	204,201.62	195,848.38	215,000.00	10,798.38
Operation Family Caregiver Grant	3,227.76	-	1,924.19	1,303.57	-	(1,924.19)
Other Donations Restricted	222,207.63	108,018.61	-	330,226.24	-	-
Total VVFS Funds	672,436.39	293,068.61	356,702.07	608,801.93	447,000.00	90,297.93
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	472,405.66	235,000.00	52,662.14
VSF Support Funds:	10,000.00	-	1,411.07	8,588.93	10,000.00	8,588.93
VSF Unrestricted Revenue						
Appropriated Funds	203,670.05	-	-	203,670.05	-	-
Donor Funds	15,258.50	39,385.72	-	54,644.22	-	-
Interest	41,248.35	22,097.11	-	63,345.46	-	-
Total VSF Unrestricted Revenue	260,176.90	61,482.83	-	321,669.73	-	-
Grand Total All 09410 Funds	1,620,220.61	615,293.35	585,513.82	1,650,000.14	796,500.00	210,986.18
	BALANCE	CASH IN	CASH OUT	BALANCE		
Cash Transfers						
913 09410 Fund Balance	1,605,312.73	-	(650,000.00)	1,559,195.95		
912 09410 Fund Balance	14,907.88	650,000.00	-	80,804.19		
TOTAL CASH 09410 FUNDS	1,620,220.61			1,650,000.14		

ATTACHMENT 2

Veterans Services Foundation
Schedule of Receipts, Expenditures and Budget, by Activity
2014-2018 Plus FM10 of 2019
(Unaudited)

Activity	Fund 09410 Balance July 1, 2018 Adjusted	Expenditures FM 11 2019	Expenditures 2018	Expenditures 2017	Expenditures 2016	Expenditures 2015	Expenditures 2014	Average 2014- 2018
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Virginia Veterans Care Center:

Indigent Resident Needs	30,470.51	216.54	194.00	3,380.41	786.21	3,838.87	3,309.26	2,301.75
Activities Fund	12,540.99	3,558.35	7,000.00	2,804.42	2,762.57	3,434.09	6,716.59	4,543.53
Operation Holiday Spirit	74,472.88	13,144.38	12,400.27	14,052.52	15,560.89	13,774.82	13,228.51	13,803.40
Carnival Fund	100.00		(2,070.04)	6,299.40	2,495.86	4,730.44	3,850.65	3,061.26
Rehabilitation Equipment	15,879.79		-	5,445.10	3,613.00	65,587.67	23,408.45	6,493.31
Other Equipment	-		(1,979.63)					
Unit Projects & Functions	11,331.00	9,088.64	1,979.63					395.93
Other Donations Restricted	220.18	10,500.00	15.61	59,588.62	10,980.61			14,116.97
Total VVCC	145,015.35	36,507.91	17,539.84	91,570.47	101,786.81	39,146.62	66,087.31	63,226.21
Receipts	-	52,430.00	36,546.04	42,293.70	42,092.07	42,318.86	46,005.05	41,851.14

Sifter & Earfoot VCC:

Indigent Resident Needs	6,107.52	65.00	-	134.93	6.65			28.32
Activities Fund	28,980.18	8,489.91	1,257.15	4,161.81	7,629.08	9,285.73	11,778.64	6,822.48
Other Donations Restricted	1,692.00		-	2,450.77			399.99	570.15
Donations Received in Memory of Mai	-		-	993.23	6,855.26			1,569.70
Donations Received in Memory of Col	-		-	4,396.00				879.20
Total SBVCC	36,779.70	8,554.91	1,257.15	6,612.58	13,153.24	16,147.64	12,178.63	9,869.85
Receipts	-	6,430.00	11,214.24	11,093.91	7,230.23	18,049.31	14,901.50	12,497.84

Cemetery Funds:

Va Veterans Cemeteries	787.00		-	-	-			-
Va Veterans Cemetery--Amelia	8,091.38		-	-	-			-
Memorial Cemetery--Suffolk	10,111.07		-	-	-			-
SW Va Veterans Cemetery--Dublin	10,731.79		-	-	-		3,185.21	637.04
Total Cemetery Support Funds	29,721.24		-	-	-	3,185.21	3,185.21	637.04
Receipts	-	11,904.91	2,995.00	897.00	2,300.00	1,750.00	5,401.00	2,668.60

WFVS Funds:

Outreach Services	9,840.82	-	159.18	3,312.86	59,196.13	5,591.35	115,324.83	36,716.87
Direct Veterans Services	33,335.26	150,576.26	146,664.74	224,272.62	105,351.41	93,326.08	166,061.10	147,135.19

Enabling Veterans Services	9,450.00	-	550.00	10,580.32	19,345.29	10,994.00	6,939.58	9,681.84
Homeless Veterans Fund	68,421.55	204,201.62	199,643.45	135,154.52	48,115.36	57,421.23	13,443.78	90,755.67
Operation Family Caregiver Grant	3,227.76	1,924.19	2,454.82	1,817.42	-	9,091.88	-	2,672.82
Other Donations Restricted	548,160.00	-	-	-	26,708.12	-	-	5,341.62
Total VVFS Funds	672,435.39	356,702.07	349,472.19	375,137.74	258,716.31	176,424.54	301,769.29	292,304.01
Receipts	293,068.61	210,497.23	332,995.52	487,102.78	224.48	417,869.58	323,788.96	354,450.81
Benefits Funds:	676.52	-	-	-	-	-	-	44.90
Receipts	650.00	200.00	200.00	700.00	-	-	-	180.00

V3/MTAP Funds:	-	-	-	-	-	-	-	-
Outreach Funds	278,359.24	-	21,548.28	4,708.48	-	-	-	5,251.35
Enabling Funds	185,834.33	-	72,332.53	74,909.76	48,773.20	72,503.41	55,000.00	64,703.78
Total V3/MTAP Funds	464,193.57	181,114.92	93,880.81	79,618.24	48,773.20	72,503.41	55,000.00	69,955.13
Receipts	189,327.00	1,222.94	247,253.23	185,012.00	108,549.00	113,025.00	5,000.00	131,767.85
Women's Summit:	1,222.94	1,222.94	14,861.80	18,485.56	450.00	3,750.00	-	7,505.47
Receipts	-	-	5,000.00	15,500.00	14,500.00	-	3,750.00	7,750.00
VSF Support Funds:	58,689.04	1,411.07	1,311.96	6,647.51	14,736.03	5,026.95	3,000.54	6,144.58
Receipts	-	-	1.00	(10.37)	-	0.06	-	(1.86)

Non-General Funds:	-	-	-	-	-	-	-	-
Appropriated Funds	154,981.01	-	-	-	-	-	-	-
Donor Funds	15,258.50	-	-	-	-	-	-	-
Interest	41,248.35	-	-	-	-	-	-	-
Total Non-General Funds	211,487.86	-	-	-	-	-	-	-
Receipts	61,482.83	31,495.41	15,983.84	19,752.69	2,250.00	8,200.00	15,536.39	-

Grand Total All 09410 Funds	1,620,220.61	585,513.82	478,323.75	578,052.10	437,840.07	312,999.06	441,220.98	449,687.19
Receipts	615,293.35	545,202.15	603,775.97	682,216.40	595,262.75	407,046.57	566,700.77	-

	BALANCE	CASH IN	CASH OUT	BALANCE
Cash Transfers				
913 09410 Fund Balance	1,605,312.73	-	650,000.00	1,569,195.95
912 09410 Fund Balance	14,907.88	650,000.00	-	80,804.19
TOTAL CASH 09410 FUNDS	1,620,220.61	650,000.00	650,000.00	1,650,000.14

(subject to \$800,000 reserve)

ATTACHMENT 3