

**Veterans Services Foundation Board of Trustees**  
**ELECTRONIC Meeting Minutes**  
**June 24, 2020**

A meeting of the Veterans Services Foundation (VSF) Board of Trustees was held electronically on June 24, 2020. The meeting was called to order at 1:03PM.

**TRUSTEES PRESENT**

- Allan Burke
- Nicole Carry
- Kyle Craig
- Michael Dick, *Chair, Board of Veterans Services, Ex-officio/voting*
- Frank Finelli, *Chairman*
- Paul Haughton
- Jack Hilgers, *First Vice Chair, P&P Committee Chair*
- Carlos Hopkins, *Secretary of Veterans and Defense Affairs, Ex-officio/voting, joined at 1:59PM*
- Jack Lanier, *P&P Committee Assistant Chair*
- John Lesinski, *Development Committee Chair*
- Al Pianalto, *Second Vice Chair*
- Walter Stosch, *Finance Committee Chair*
- Matice Wright-Springer, *Finance Committee Vice Chair*

**TRUSTEES ABSENT**

- Brad Antle
- Robin Beres
- Frank Driscoll
- Anthony Gitalado
- Frank Wickersham, *JLC, ex-officio/voting*

**VSF STAFF PRESENT**

- Karla Boughey, *Executive Director- ex-officio/non-voting*

**DVS STAFF PRESENT**

- Nicole Anderson, *Director, Transition and Employment Programs*
- Carol Berg, *Director, Virginia Veteran and Family Support*
- Steve Combs, *Deputy Commissioner*
- Tammy Davidson, *Director of Finance- ex officio/non-voting, VSF Treasurer*
- Glendalyn Glover, *Administrative Assistant*
- Ross Koenig, *V3 Program Manager*
- John Maxwell, *Commissioner*
- Brian Pickral, *IT*
- Jordan Stewart
- Beverly VanTull, *Virginia Women Veterans Program Manager*

## **OFFICE OF THE ATTORNEY GENERAL**

- Jim Flaherty

## **GUESTS PRESENT**

- Rick Oertel

## **Materials Attached**

Agenda- Attachment One  
BVS Report- Attachment Two  
JLC Report- Attachment Three  
VDVS Report- Attachment Four  
FY 21 Proposed Budget Breakout- Attachment Five  
VSF Bylaws -Attachment Six  
VSF-DVS Policy J11-VSF-DVS Fundraising – Attachment Seven  
VSF-DVS Policy J12-In-KindDonations – Attachment Eight  
VSF-DVS Policy J13-VSF Fund Management – Attachment Nine  
VSF-DVS Policy J14 Fund Allocation & Expenditure – Attachment Ten  
VSF-DVS MOU- Attachment Eleven

## **Opening and Pledge of Allegiance**

Board Chair Frank Finelli, called the meeting to order at 1:03PM. He then led the group in reciting the Pledge of Allegiance.

## **Roll Call of Trustees and Quorum Determination**

A roll call was conducted and with 12 of 18 trustees present, a quorum was established.

## **Introduction of Staff and Visitors**

Board Chair Finelli welcomed guests to include Rick Oertel and DVS Staff.

## **Approval of Agenda (Attachment One)**

Mr. Al Pianalto moved to approve the Agenda. Mrs. Matice Wright-Springer seconded the motion. A roll call vote was taken and 12 out of 12 Trustees voted to approve the Agenda.

## **Review and Approval of Minutes**

Electronic copies were previously emailed to the Trustees and posted on the Commonwealth Calendar and VSF website of the following meeting minutes: the May 13, 2020 Virtual Board Meeting minutes, December 12, 2019 Board Meeting minutes, December 12, 2019 Development Committee Meeting minutes, December 12, 2019 Joint Finance and Procedures & Policies Committee Meeting minutes, September 19, 2019 Finance Committee Meeting minutes and November 19, 2019 Procedures & Policies Committee Meeting minutes. A notice that a block vote would be used to approve all minutes had also been sent. The Chair asked if there were any objections to approve the minutes by block vote. No objections were made. Mr. Jack Hilgers moved to approve the above mentioned minutes en bloc, Mr. Jack Lanier seconds the motion. A roll call vote was taken and 12 out of 12 trustees voted to approve the minutes en bloc.

## **PRESENTATIONS**

### **Chairman's Report**

Chair Finelli presented an update on VSF priorities, including advances made in the fundraising platform, indicating that the Foundation is finishing VFY20 strong on donations, with donations and commitments on path to exceed \$630k, well ahead of projections from March, despite facing the COVID-19 challenge. Chairman Finelli believed the Foundation made progress in developing –new individual and corporate donors, which would be critical for achieving VSF's future fundraising goals. Chairman Finelli thanked the Trustees that have completed their appointments to the Board and Commissioner Maxwell for the collaboration of DVS. His presentation closed with the showing of a video on VSF, filmed from the Virginia War Memorial, which can be used to introduce new donors to the VSF and the DVS programs it supports.

### **DVS VETE Presentation**

Mr. Ross Koenig gave a presentation on the V3 program and its many in person and virtual trainings held recently, including the Hire Vets Now virtual seminars. They've noticed participation by TSMs outside of Virginia, and that they were able to capture two to three times the amount of participants compared to an in person seminar. Mr. Koenig noted they will be holding the first virtual Veterans and Military Affairs Conference soon. He also noted the success of the "Boots to Suits" program. Mr. Koenig covered VTAPs shift in focus to helping TSMs and their spouses transition given the current COVID-19 work environment. Senator Stosch suggested Mr. Koenig explore a partnership with the Virginia Community College System to assist with job readiness.

Ms. Beverly VanTull thanks the Trustees and Executive Director Boughey for securing the \$20,000 donation from Dominion Energy for the Virginia Veterans Women's Summit. She reported on success of their most recent virtual summit. They were able to reach many more veterans throughout the Commonwealth, in 15 other states, and four international localities. The next Virginia Veterans Women's summit will be June 23-24, 2020. Chairman Finelli asked if there were any "lessons learned" regarding the technology, Ms. VanTull noted participants expressed they enjoyed the flexibility of a virtual seminar. Chairman Finelli asked for questions, there were none.

## **REPORTS**

### **Office of the Secretary**

Secretary Hopkins opened with appreciation remarks for the Trustees and since the Governor declared a state of emergency DMA has been engaged in COVID-19 response. They've worked closely with the Department of Health, in long term care facilities, for N95 mask fittings, and have helped local providers obtain Title 31 funding. Additionally, about 500 personnel from the chemical response team have helped with the COVID-19 crisis. Members have also assisted with recent protests, with 70 personnel assisting the State Police. Law enforcement has not requested additional assistance. Secretary Hopkins noted the continued outreach to VSOs and that the veteran suicide prevention pilot is going well. They worked to hold military cultural competency training prior to the pandemic and have conducted approximately 70 sessions virtually since the start of the pandemic.

### **Board of Veterans Services (Attachment Two)**

Mr. Michael Dick stated that BVS recently had a meeting where they reenergized the Board on its roll as a policy advisory board. They reviewed their powers, duties, responsibilities, board structure, and tweaked VSF June 24, 2020 Board of Trustees Meeting Minutes

their bylaws to be consistent with the Code of Virginia. The Board received a presentation from Commissioner Maxwell on the future of DVS. Mr. Dick noted that the Board is supporting the Governor's challenge on service member suicide prevention. There were no questions. Mr. Dick thanked everyone on the call.

#### **Joint Leadership Council (Attachment Three)**

Deputy Commissioner Combs presented the JLC report. JLC is preparing for its 7/22 meeting, which is typically the big meeting of the year. The VSOs present policy recommendations for the 2021 General Assembly Session. Chairman Finelli asked if Deputy Commissioner Combs could comment on the objectives achieved in the 2020 Session. Deputy Commissioner Combs stated that 3 of the 6 initiatives were successful in the 2020 Session and the initiatives that were not successful will most likely be a part of the 2021 legislative package. Chair Finelli asked if there were questions. There were none.

#### **Department of Veterans Services (Attachment Four)**

Commissioner Maxwell presented a synopsis of the DVS return to work plan. He noted that the Veteran Care Centers are operating as they have been since the beginning of the COVID-19 crisis and they are always looking for new and better ways to provide care to veterans and increase the overall mission of DVS. Commissioner Maxwell noted the eviction ban is about to be lifted and he is expecting the homeless veteran population to increase. Commissioner Maxwell noted DVS has had some success with virtual sessions for vulnerable populations, mainly in Northern Virginia, not Southwest Virginia. He also stated that DVS' budget is still TBD and a look at policy changes might be of value. Chair Finelli asked if there were questions. There were none.

#### **Virginia Veterans Services Foundation**

Executive Director, Karla Boughey stated as of June 23, 2020 VSF had received 585 donations totaling \$484,594.15. The donations from the Smithfield Foundation, Dominion Energy, and a few others are expected to come in. VSF is ending FY20 well, with a decrease in expenditures, but she expects that to rise due to the unknown needs resulting from COVID-19. The most current fundraiser was the Flag Day mailer that was sent the first week of June. Al Pianto provided over 4,000 addresses from Veterans in organizations across the Commonwealth.

Director Boughey thanked Secretary Hopkins, Deputy Secretary Jabs, Commissioner Maxwell, Tina Parlett-Callhoun, Carol Berg and Matt Leslie for their hard work and collaboration on the proposal to Smithfield. It was a true team effort. Director Boughey noted that Jack Lanier filmed a video per DVS Communications' suggestion that focused on the support from the Smithfield Foundation. The video will highlight Smithfield's continued commitment, VSF's purpose of raising funds to support the VVFS Homeless program and how the funding is used for Homeless Veterans. This will be used as an outreach tool.

An update on additional donations that are expected by the close of FY20 and the proposals that had been submitted were discussed. Director Boughey pointed out that the success of securing funding was successful when DVS and VSF collaborated with one another. She thanked the Board for all of their hard work and support during the year. Since the last two meetings had been held electronically and the Board had not met in person since December 12<sup>th</sup>, it was suggested that a possible get together be planned before the September or December Board meeting to recognize our Trustees who were leaving. Chairman Finelli asked if there were questions. There were none.

#### **Nominating Committee, Senator Walter Stosch**

Senator Walter Stosch noted that a written report was submitted by the nominating committee. The nominee for Chairman is John Lesinski. The nominee for 1<sup>st</sup> Vice Chair is Nicole Carry. The nominee for 2<sup>nd</sup> Vice

Chair is Jack Lanier. Chairman Finelli thanked the nominees for being willing to serve and asked if there were any questions. There were none.

#### **Development Committee, John Lesinski**

Chairman Finelli thanked John Lesinski for his service. Mr. Lesinski noted the need for a fundraising strategy and thanked everyone for working as a team. Mr. Lesinski stated the focus will be on Constant Contact, because while VSF has large corporate donors it is good to have a backup plan to increase the number of small donors grant applications. Director Boughey just submitted a grant application for \$10,000 to Huntington Ingalls Industries. Mr. Lesinski thanked Chairman Finelli for his service as Chair. Chairman Finelli stated he believes the momentum can be kept up.

#### **Finance Committee, Walter Stosch**

Senator Walter Stosch reported that the Finance Committee has not had a meeting, but he has been working with Jack Hilgers and making progress. The newest budget is a placeholder, and Senator Stosch is anxious to employ funds towards the unmet needs of veterans. The committee will also be reviewing the transactional cost of receiving donations. Senator Stosch noted he is looking forward to the new leadership and thanked Chairman Finelli for his leadership. Chairman Finelli noted that the Foundation will have to collaborate with DVS to lower the cost of accounting for donations and expense reimbursements.

#### **Procedures and Policy Committee, Jack Hilgers**

Mr. Jack Hilgers noted the Committee worked on minor changes to Trustee's bylaws, revising the MOU between VSF and DVS to be more meaningful, and the four joint policies that are critical to VSF's function. Mr. Hilgers thanks Tammy Davidson and Kendra Ellison for their assistance through this process. Mr. Hilgers stated that he believes next year VSF will present legislation in 2021 to appoint agents and advisors to the board, update appendix E of VSF-DVS Joint PolicyJ11, update the four Foundation Policies to reflect the legislation that was passed last year, and refine the VSF Strategic Plan. Chairman Finelli noted that this Committee has done a tremendous amount of work to complete the vitally important task of updating the policies and procedures the best support veterans and their families.

#### **Proposed FY21 Budget Program breakdown, Tammy Davidson (Attachment Five)**

Mrs. Davidson noted that spending trends are currently different and the ending point of the FY20 budget is going to be the starting point for the FY21 budget. She believes DVS will need funding assistance for homeless veterans, and she may propose a shift in funds to reflect the donation designated for the Women's summit. Chairman Finelli noted VSF made progress increasing unrestricted donations and that Dominion Energy agreed to unrestrict their donation from the Charity Classic. Chairman Finelli asked if there were any questions. There were none.

### **UNFINISHED BUSINESS**

#### **Proposed VSF Bylaws, Jack Hilgers (Attachment Six)**

Mr. Jack Hilgers noted the changes on pages 1,3,5, and 12.

#### **Proposed DVS-VSF MOU and VSF-DVS Joint Policies, Jack Hilgers (Attachments Seven, Eight, Nine, Ten, Eleven)**

Mr. Jack Hilgers noted the new MOU was guided by Commissioner Maxwell and that many of the policies previously in the MOU will now be in the Joint Polices and Procedures. Mr. Hilgers asked for questions. Chairman Finelli noted the objective was to make the MOU and Joint Policies as relevant as possible. Mr.

Hilgers noted the MOU will be reviewed in depth at the next meeting and Chair Finelli noted that a review of the MOU will allow the next Chair the ability to put their fingerprint on the MOU.

#### **Other Unfinished Business**

None

### **NEW BUSINESS**

#### **Approval of FY21 Budget Program Breakdown**

Senator Walter Stosch moved to accept the FY21 Budget program breakdown. Jack Lanier seconded the motion. A roll call vote was taken and 12 of 12 Trustees voted to approve the breakdown.

#### **Approval of VSF-DVS MOU and VSF-DVS Joint Policies and VSF Bylaws**

Mr. Jack Hilger moved to approve the VSF-DVS MOU, VSF-DVS Joint Policies, and Bylaws. Jack Lanier seconded the motion. A roll call vote was taken and 12 of 12 Trustees voted to approve the MOU, Joint Policies, and Bylaws.

#### **Election of Board Officers**

Senator Walter Stosch moved to approve the Nominating Committee report and elect new Board Officers. Matice Wright Springer seconded the motion. A roll call vote was taken and 12 of 12 Trustees voted to approve the Nominating Committee report and elect new Board Officers.

#### **Other New Business**

Commissioner Maxwell thanked Chairman Finelli and the Board for the collaboration since he became Commissioner.

#### **PUBLIC COMMENT PERIOD**

There were no comments.

#### **Adjournment**

A final roll call was taken and 12 out of 18 Trustees were present. Mr. Jack Hilgers moved to adjourn the meeting and Matice Wright- Springer seconded the motion. The meeting adjourned at 3:03PM.



# Virginia Veterans Services Foundation Board of Trustees

## ELECTRONIC MEETING

June 24, 2020

1:00 p.m. – 3:00 p.m.

- I. **Opening of Meeting**, 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 Minutes**
  - a. May 13, 2020 Virtual Board Meeting minutes: *Board Chair* (1 minute)
  - b. December 12, 2019 Board Meeting minutes: *Board Chair* (1 minute)
  - c. December 12, 2019 Development Committee Meeting minutes: *Board Chair* (1 minute)
  - d. December 12, 2019 Joint Finance and Procedures & Policies Committee Meeting minutes: *Board Chair* (1 minute)
  - e. September 19, 2019 Finance Committee Minutes: *Board Chair* (1 minute)
  - f. November 19, 2019 Procedures & Policies Committee Meeting minutes: *Board Chair* (1 minute)
- III. **Presentation:**
  - a. Chairman's Update (10 minutes)
  - b. DVS VETE Presentation: *Ross Koenig, V3 Program Manager and Bev VanTull, Virginia Women Veterans Program Manager* (15 minutes)
- IV. **Reports:**
  - a. Office of the Secretary: *Secretary Carlos Hopkins* (5 minutes)
  - b. Board of Veterans Services (BVS): *Michael Dick* (5 minutes)
  - c. Joint Leadership Council (JLC): *Frank Wickersham* (5 minutes)
  - d. Department of Veterans Services (DVS): *Commissioner John Maxwell* (5 minutes)
  - e. Virginia Veterans Services Foundation (VVSF) Executive Director: *Karla Boughey* (5 minutes)
  - f. Nominating Committee: *Brad Antle* (5 minutes)
  - g. Development Committee: *John Lesinski* (5 minutes)
  - h. Finance Committee: *Walter Stosch* (5 minutes)
  - i. Procedures and Policy Committee: *Jack Hilgers* (10 minutes)
  - j. Proposed FY21 Budget Program breakdowns: *Tammy Davidson* (5 minutes)
- V. **Unfinished Business:**
  - a. Proposed VSF Bylaws: *Jack Hilgers* (2 minutes)
  - b. Proposed DVS-VSF MOU and VSF-DVS Joint Policies: *Jack Hilgers* (5 minutes)
  - c. Other Unfinished Business: *Board Chair* (1 minute)
- VI. **New Business:**
  - a. Approval of FY21 Budget Program breakdowns: *Board Chair* (2 minutes)
  - b. Approval of VSF-DVS MOU and VSF-DVS Joint Policies: *Board Chair* (2 minutes)
  - c. Approval of VSF Bylaws: *Board Chair* (2 minutes)
  - d. Election of Board Officers: *Board Chair* (2 minutes)
  - e. Other New Business: *Board Chair* (2 minutes)
- VII. **Public Comment Period** (5 minutes)
- VIII. **Adjournment:**

Next Board Meeting: September 17, 2020





COMMONWEALTH OF VIRGINIA  
BOARD OF VETERANS SERVICES

101 N. 14TH STREET, 17<sup>TH</sup> FL.,  
RICHMOND, VA 23219

Michael Dick,  
Chairman

Tammi Lambert,  
Vice Chairman

Victor Angry

Carl Bedell

Senator John Bell

Carl Bess

Paige Cherry

Delegate Buddy Fowler

Delegate Dan Helmer

James O. Icenhour, Jr.,

Thuraya Kent

M. Lyla Kohistani

John Lesinski

Senator Mamie Locke

Delegate Kathleen  
Murphy

Kathy Owens

Senator Bryce Reeves

Efrain (Frank) Reyes

Delegate Marcus Simon

Julie Waters

Frank Wickersham, III  
Chairman, Joint  
Leadership Council of  
Veterans Service  
Organizations

Frank Finelli,  
Chairman, Veterans  
Services Foundation

Linda Schreiner,  
Chairman, Virginia  
War Memorial  
Foundation

John M. Maxwell,  
Commissioner, Virginia  
Department of  
Veterans Services

**REPORT TO THE VETERANS SERVICES FOUNDATION (VSF)  
June 24, 2020**

The Board of Veterans Services (BVS) held an electronic meeting on June 10.

To prepare for the next in-person BVS meeting (August 20), the June 10 meeting focused on:

- The role of the BVS (as a board), to include its powers, duties and the responsibilities of BVS members in ensuring that the BVS fulfills its role;
- A review of how the BVS is structured, with Points of Contacts (POCs) assigned to each of the major service areas/programs of the Virginia Department of Veterans Services (VDVS) and work groups formed to address specific issues or new initiatives;
- An overview of the BVS ByLaws and the adoption of minor changes of the ByLaws to bring them current with the Code of Virginia and other updates;
- The role of the BVS in shaping state veterans policy and priorities, which can be through a variety of means, including budget, legislation, the DVS strategic plan, and engagement with DVS leaders; and
- Initial discussion of state veterans services in a (post) COVID-19 operating environment. As part of this discussion, VDVS Commissioner John Maxwell reviewed VDVS' current operating posture and anticipated changes in the weeks and months ahead.

The BVS greatly values its links to and coordination with the other boards that are represented *ex officio* on the BVS, including the Veterans Services Foundation, the Joint Leadership Council of Veterans Service Organizations, and the Virginia War Memorial Foundation. Reports were received from each of these boards.

The BVS also received an update on an issue of vital importance for all Virginians: the work of the cross-agency Virginia team that is part of the Governor's Challenge to Prevent Suicide among Service Members, Veterans, and Families.

Important updates were also provided by the legislative members of the Board. Their service on the BVS reflects the importance that both the legislative and executive branches of our state government place on ensuring that Virginia is and remains the most veteran-friendly state in the nation.

Our next meeting will be at 10:00 a.m. on August 20, 2020, at the Virginia War Memorial.

Respectfully submitted,

Michael Dick  
Chairman



COMMONWEALTH OF VIRGINIA  
BOARD OF VETERANS SERVICES

101 N. 14TH STREET, 17<sup>TH</sup> FL.  
RICHMOND, VA 23219

Michael Dick,  
Chairman

Tammi Lambert,  
Vice Chairman

Victor Angry

Carl Bedell

Senator John Bell

Carl Bess

Paige Cherry

Delegate Buddy Fowler

Delegate Dan Helmer

James O. Icenhour, Jr.,

Thuraya Kent

M. Lyla Kohistani

John Lesinski

Senator Mamie Locke

Delegate Kathleen  
Murphy

Kathy Owens

Senator Bryce Reeves

Efrain (Frank) Reyes

Delegate Marcus Simon

Julie Waters

Frank Wickersham, III  
Chairman, Joint  
Leadership Council of  
Veterans Service  
Organizations

Frank Finelli,  
Chairman, Veterans  
Services Foundation

Linda Schreiner,  
Chairman, Virginia  
War Memorial  
Foundation

John M. Maxwell,  
Commissioner, Virginia  
Department of  
Veterans Services

**REPORT TO THE VETERANS SERVICES FOUNDATION (VSF)  
June 24, 2020**

The Board of Veterans Services (BVS) held an electronic meeting on June 10.

To prepare for the next in-person BVS meeting (August 20), the June 10 meeting focused on:

- The role of the BVS (as a board), to include its powers, duties and the responsibilities of BVS members in ensuring that the BVS fulfills its role;
- A review of how the BVS is structured, with Points of Contacts (POCs) assigned to each of the major service areas/programs of the Virginia Department of Veterans Services (VDVS) and work groups formed to address specific issues or new initiatives;
- An overview of the BVS ByLaws and the adoption of minor changes of the ByLaws to bring them current with the Code of Virginia and other updates;
- The role of the BVS in shaping state veterans policy and priorities, which can be through a variety of means, including budget, legislation, the DVS strategic plan, and engagement with DVS leaders; and
- Initial discussion of state veterans services in a (post) COVID-19 operating environment. As part of this discussion, VDVS Commissioner John Maxwell reviewed VDVS' current operating posture and anticipated changes in the weeks and months ahead.

The BVS greatly values its links to and coordination with the other boards that are represented *ex officio* on the BVS, including the Veterans Services Foundation, the Joint Leadership Council of Veterans Service Organizations, and the Virginia War Memorial Foundation. Reports were received from each of these boards.

The BVS also received an update on an issue of vital importance for all Virginians: the work of the cross-agency Virginia team that is part of the Governor's Challenge to Prevent Suicide among Service Members, Veterans, and Families.

Important updates were also provided by the legislative members of the Board. Their service on the BVS reflects the importance that both the legislative and executive branches of our state government place on ensuring that Virginia is and remains the most veteran-friendly state in the nation.

Our next meeting will be at 10:00 a.m. on August 20, 2020, at the Virginia War Memorial.

Respectfully submitted,

Michael Dick  
Chairman



COMMONWEALTH OF VIRGINIA  
JOINT LEADERSHIP COUNCIL OF  
VETERANS SERVICE ORGANIZATIONS

101 N. 14<sup>TH</sup> ST., 17<sup>TH</sup> FLOOR  
RICHMOND VA 23219

*Air Force Association*  
*American Legion*  
*AMVETS*  
*Association of the United States Army*  
*Disabled American Veterans*  
*Fleet Reserve Association*  
*Fifth Baptist Veterans Ministry*  
*Iraq & Afghanistan Veterans of America*  
*Korean War Veterans Association*  
*Legion of Valor of the U.S., Inc.*  
*Marine Corps League*  
*Military Order of the Purple Heart*  
*Military Officers Association of America*  
*Military Order of the World Wars*  
*Navy Mutual Aid Association*  
*Navy Seabee Veterans of America*  
*Non-Commissioned Officers Association*  
*Paralyzed Veterans of America*  
*Reserve Officers Association*  
*Roanoke Valley Veterans Council*  
*Veterans of Foreign Wars*  
*Vietnam Veterans of America*  
*Virginia Army Air National Guard Enlisted Association*  
*Virginia National Guard Association*  
*Women Marines Association*

**JOINT LEADERSHIP COUNCIL**  
**REPORT TO THE VETERANS SERVICES FOUNDATION**  
**June 24, 2020**

The Joint Leadership Council of Veterans Service Organizations (JLC) met on December 18, 2019, at the American Legion State Headquarters in Richmond. At the December meeting, the JLC covered a number of topics, including updates on Veterans Treatment Dockets in the Commonwealth, and reports from Virginia National Guard, the Department of Veterans Services, the Board of Veterans Services (BVS), and the Veterans Services Foundation (VSF).

Much of the December 2019 JLC meeting focused on the six recommendations put forward to the Governor, Virginia General Assembly, Secretary of Veterans and Defense Affairs, and the Department of Veterans Services for consideration in the 2020 General Assembly session. The JLC reviewed the military- and veteran-related items in the Governor's introduced budget, military- and veteran-related legislation that had been introduced to date, and finalized preparations for the annual JLC Conference at the General Assembly.

The annual JLC Conference at the General Assembly was held on January 15, 2020. JLC members fanned out across the Pocahontas Building to meet with their Senators and Delegates, along with those sponsoring military- and veteran-related legislation, to advocate for veterans active duty, Guard, and military family issues. Later in the day, JLC members, joined by members of the BVS and JLC, met collectively with leaders from the Executive and Legislative branches of government for updates on JLC 2020 initiatives and other items of interest to the military and veterans communities.

JLC members regularly attended meetings of the General Assembly Military and Veterans Caucus (GAMVC) throughout the 2020 session.

A summary of the JLC 2020 Initiatives is attached to this report, showing status as of May 11, 2020. In addition, the JLC closely followed all military- and veteran-related legislation and budget items considered during the 2020 session – a summary of those items is also attached.

The JLC meeting scheduled for April was cancelled due to the COVID-19 pandemic. Our next meeting is scheduled for July 22.

Respectfully submitted,

Frank G. Wickersham, III  
Chairman



# COMMONWEALTH of VIRGINIA

## *Department of Veterans Services*

John Maxwell  
Commissioner

Telephone: (804) 786-0220  
Fax: (804) 786-0302

### **Virginia Department of Veterans Services Update for Veterans Services Foundation June 24, 2020**

Over the past four months, the Virginia Department of Veterans Services (VDVS) has undergone a significant amount of change. VDVS remains committed to serving veterans and families and we've seen some outstanding innovation throughout the COVID-19 pandemic. In response to the COVID-19 pandemic, in March the Department transitioned to an all mostly remote operations model to protect employees and clients. However, VDVS employees started the process of transitioning to the office environment the week of 15 June with some in-person services commencing on 29 June.

- Benefit and veteran/family support services are being provided virtually through email, telephone, and USPS. Claims filing and processing has continued. We have seen a noticeable decrease in the number of clients assisted, especially for Virginia Veteran and Family Support (VVFS). In addition, community resources have been in a constant state of flux making care coordination more difficult.
  - We are ready to execute our return to providing face-to-face services.
  - In stages, Benefit and VVFS offices will begin to see veterans and families through appointments at select offices starting on June 29.
  - We will start with offices in which social distancing protocols and PPE are readily implemented, allowing us to learn lessons for the more challenging offices (those with physical distancing and extensive employee health concerns).
- Committal services with full military honors (as available) commence on 22 June. National Cemetery Administration (NCA) guidelines allowed for committal services to begin on 9 June. Services will be limited to 50 people or less. Cemeteries had seen a 20% drop in interments when direct interments were implemented in March.
- The interior sections of the Virginia War Memorial have been closed to the public, although many continue to visit the exterior portions of the Memorial. The War Memorial will open for inside visitation on 29 June. The Virginia War Memorial hosted a Memorial Day observance that was broadcast on television in Richmond and Hampton Roads, in addition to being livestreamed. Nielsen ratings and livestream counts indicate that at least 37,000 viewers saw the ceremony.

- Operations as the Veteran Care Centers have continued, but they have been closed to visitors and family visits. At Sitter & Barfoot Veterans Care Center, one resident and five staff tested positive for COVID-19. At Virginia Veterans Care Center, one staff contracted the virus.
- Education, transition and employment services have continued, although the VETE team switched to providing virtual services. Transition services and V3 certification are seeing substantial interest from clients. The transition assistance team coordinated with the Virginia Chamber on two hiring fairs. The Military Medics and Corpsmen (MMAC) program continues in full force and hiring numbers are consistent with pre-COVID levels.
- The Virginia Women Veterans Summit (June 17-19) was held virtually.
- State Approving Agency (GI Bill program certification) in-person compliance surveys were placed on hold. Some schools have scheduled remote surveys (optional).
- We are experiencing a robust number of Virginia Military Survivors and Dependents Education Program (VMSDEP) applications.

The following items are important considerations as we move forward:

- Working through the challenges of restarting our face-to-face services provision with new requirements (appointments, PPE, and hygiene/disinfecting protocols).
- Rebuilding community relationships since those require regular face-to-face interactions.
- Determining community resources that are still available in light of economic uncertainty.
- Updating our technology: there are applications which can make us more efficient.
- Examine policy changes that may benefit VDVS' provision of services.
- Manage any budget shortfalls that may be created by the COVID 19 pandemic.

We are developing a communication strategy that focuses are five lines of effort:

- Generationally appropriate themes and methods
- Increase the VDVS digital footprint
- Building upon relationships with media and stakeholders
- Targeted marketing and communication plans
- Develop an agency of brand ambassadors

The Virginia Department of Veterans Services is open to feedback and we look forward to collaborating with the Veterans Services Foundation and other stakeholders to improve outreach and offerings to Virginia's veterans and their families.

Respectfully submitted,



John Maxwell

**Veterans Services Foundation**  
**FY21**  
**Proposed Budget by subfund**  
**June 24, 2020 Meeting Minutes Attachment Five**

**Activity** **FY 2020 Budget**    **Proposed FY 2021 Budget**

**Virginia Veterans Care Center:**

Indigent Resident Needs	2,000.00	2,000.00
Activities/Carnival Fund	7,000.00	7,000.00
Operation Holiday Spirit	21,000.00	21,000.00
Unit Projects & Functions	51,500.00	51,500.00
Other Donations Restricted	10,500.00	10,500.00
<b>Total VVCC Funds</b>	<b>92,000.00</b>	<b>92,000.00</b>

**Sitter & Barfoot VCC:**

Indigent Resident Needs	1,000.00	1,000.00
Activities Fund	16,500.00	16,500.00
Other Donations Restricted	10,500.00	10,500.00
<b>Total SBVCC Funds</b>	<b>28,000.00</b>	<b>28,000.00</b>

**Cemetery Funds:**

Va Veterans Cemeteries- Other Donations Restricted	500.00	500.00
Va Veterans Cemetery--Amelia	5,000.00	5,000.00
Memorial Cemetery--Suffolk	5,000.00	5,000.00
SW Va Veterans Cemetery--Dublin	5,000.00	5,000.00
<b>Total Cemetery Support Funds</b>	<b>15,500.00</b>	<b>15,500.00</b>

**Virginia Veterans' and Family Support**

Direct Veterans Services	240,000.00	240,000.00
Homeless Veterans Fund	210,000.00	210,000.00
<b>Total VVFS Funds</b>	<b>450,000.00</b>	<b>450,000.00</b>

**Benefits Funds:**

<b>1,000.00</b>	<b>1,000.00</b>
-----------------	-----------------

**Veteran Education, Transition and Employment**

V-3 Fund	100,000.00	100,000.00
Altria Grant	90,000.00	90,000.00
Women's Summit	10,000.00	10,000.00
<b>Total VETE Funds</b>	<b>200,000.00</b>	<b>200,000.00</b>

**VSF Support Funds:**

<b>10,000.00</b>	<b>10,000.00</b>
<b>796,500.00</b>	<b>796,500.00</b>

## VETERANS SERVICES FOUNDATION

### Board of Trustees

### BYLAWS

#### Article I – Authority Purposes, and Procedures

- 1.01 Authority: Pursuant to Virginia Code § 2.2-2715, et seq., the Virginia Veterans Services Foundation (VSF) is a state agency of the Commonwealth. The Code reference, which is attached to these bylaws, forms the Charter or Constitution of VSF setting forth: (a) the name of the organization; (b) its purpose and mission; (c) membership; (d) meetings; (e) reporting requirements; (f) authority; and (g) financial requirements. VSF is under the Secretary of Veterans and Defense Affairs as set forth in § 2.2-230.
- 1.02 Purpose: These bylaws describe how the board of trustees exercises its governance through board: (a) officers; (b) administrative support; (c) meeting procedures; (d) committees; (e) protocol, governance, and communications; (f) bylaws review and amendment.
- 1.03 Procedures: All trustees' business procedures shall be conducted in accordance with the Code of Virginia, the VSF trustees' bylaws, and the current edition of Robert's Rules of Order Newly Revised, in order of descending precedence. VSF and its board of trustees operate on the Commonwealth fiscal year; July 1 through June 30, as do trustees' appointments. The board of trustees exercises its governance of the VSF organization through the administration and operational direction contained in the VSF policies.

#### Article II – Trustees and Other Board Participants

- 2.01 General Powers: Pursuant to Code of Virginia § 2.2-2715, as may hereafter be amended, the VSF is governed by a board of trustees who will be responsible for the administrative, fiscal and programmatic activities of VSF. The board shall comply with its enabling legislation and bylaws, and applicable federal and state laws and regulations in its: (a) use of public, private and charitable funds, including grant proceeds; (b) operation and management of the VSF; and (c) selection of an Executive Director and staff.
- 2.02 Duties:
- (a) Respect and support the Code of Virginia, VSF trustees' bylaws, policies, and board decisions;
  - (b) Uphold the mission of VSF on behalf of all Virginia veterans and their families and, as required, examine, clarify, and re-define the VSF mission, goals, objectives, and priorities;
  - (c) Further the goals and objectives of VSF to the best of their ability including:

- (1) Raise funds and other resources, including personal, to ensure funds are available to support programs and services for Virginia veterans and their families.
  - (2) Develop and ensure sound implementation of VSF budgets and allocations of funds and their expenditures so that VSF remains financially solvent;
  - (3) Provide financial oversight to ensure that the financial affairs of VSF are conducted in a responsible and transparent manner with due regard for fiduciary responsibilities to donors and the public.
- (d) Demonstrate due diligence and dedication in preparation and attendance at scheduled board and committee meetings, special events, and other activities on behalf of VSF;
  - (e) Ensure VSF's legal and ethical integrity and accountability;
  - (f) Oversee VSF's operations and make sure that the VSF staff and other related parties act legally.
  - (g) Assure compliance with the requirements of the Virginia Freedom of Information Act.
  - (h) Assure compliance with the provisions of the State and Local Government Conflicts of Interest Act;
  - (i) Provide effective organizational planning and monitor implementation;
  - (j) Enhance VSF's public standing in the Virginia community;
  - (k) Select and assess the performance of the Executive Director;
  - (l) Assess VSF board and organizational performance to strengthen VSF's services;
  - (m) Exercise all responsibilities with care and skill in a reasonable and prudent manner.

### 2.03 Responsibilities:

- (a) The VSF board of trustees is a public entity and must behave with the utmost integrity and assure that VSF abides by the law. Trustees have as their first and foremost duty – fiduciary responsibility for the public good – the interests of the public at large and veterans in particular. Trustees must be independent and objective arbitrators of the public and veterans interests and ensure the integrity of the Veterans Services Fund.
- (b) Trustees shall inform themselves and consult with other governmental and charitable organizations to gain a broad understanding of the requirements of their position. Additionally, trustees shall obtain information that can be presented to the board for consideration to enhance VSF functioning and other related matters. Such information permits trustees to ensure the overall integrity of service to veterans and the public.



- 2.04 Non-trustee Board participants: Principal VSF staff members, agents, and advisors may assist the board of trustees in the administration of the VSF. The VSF Executive Director, Secretary, and Treasurer serve as ex officio non-voting board staff.

### Article III – Officers

- 3.01 Officers of the VSF: The officers of the VSF shall consist of a Chairman (the Chair) and Vice Chairmen (Vice Chairs). Other officers, including assistant and subordinate officers, may from time to time be appointed by the board. Any two or more offices may be held by the same person. The functions of Secretary and Treasurer are performed by qualified personnel provided by the Department of Veterans Services in accordance with Code of Virginia § 2.2-2715.G.
- 3.02 Duties of the Chair: The Chair shall: (a) preside over all meetings of the board unless absent; (b) have general supervision of the affairs of the board; and (c) shall perform all other such executive duties as are reasonably necessary or are properly required by the board. The Chair may appoint committee members from within the board of trustees as deemed necessary or appropriate to carry out the purposes of VSF.
- 3.03 Duties of the First Vice Chair: Upon the death, resignation, absence, or disability of the Chair, or upon the Chair's refusal to act, the Vice Chair shall perform the duties of the Chair only so long as the Chair is absent or disabled. In all other instances as determined by the board, the Vice Chair shall serve for the remainder of the Chair's term or until a substitute is elected by the board. In the event that an issue arises concerning whether or not the Vice Chair should assume or retain the duties of the Chair, the issue shall be decided by a majority vote of the board, excluding the Vice Chair.
- 3.04 Duties of the Second Vice Chair: The Second Vice Chair shall act in the absence, for whatever reason, of the Chair and First Vice Chair under the same provisions of those set forth for the First Vice Chair.
- 3.05 Other duties as assigned: When not performing the duties of the Chair, the Vice Chairs shall perform such duties as may be assigned by the Chair. The Chair and Vice Chairs shall continue to serve on the board committees to which they were assigned, but not as Committee Chairs or Vice Chairs.
- 3.06 Duties of the Secretary: The Secretary shall:
- (a) keep the minutes of the meetings of the board and its committees and be the custodian of the minutes and other such records of the board;
  - (b) see that all notices are duly given in accordance with the provisions of these bylaws or as required by law;
  - (c) post minutes of meetings to the Commonwealth Calendar and to the website of VSF in accordance with §2.2-3707.1 of the Code of Virginia;

(d) be the VSF recording and corresponding Secretary including initiating or responding to correspondence of interest and required of VSF to include letters of acknowledgement and appreciation to all VSF donors; and

(e) perform all duties incident to the office of secretary and such other duties as from time to time may be assigned by the Chair or by the board and its policies.

3.07 Duties of the Treasurer: The Treasurer shall be the financial officer for the Board and shall:

(a) keep accurate, auditable records of:

(1) Non-general Fund donations and grants received and expenditures made from the Fund; and

(2) General Fund allocations for authorized expenditures;

(b) submit a quarterly report to the board and the Commissioner of Veterans Services on VSF's funding levels and services;

(c) keep VSF informed of DVS budgeting and financial activities;

(d) assist the Auditor of Public Accounts with Foundation audits; and

(e) perform such other duties as from time to time may be assigned by the Chair or by the board and its policies.

3.08 Term of service: Elected officers shall serve a term of one year. Officers shall be eligible for reelection, not to exceed two years of consecutive service.

3.09 Elections: Election of officers will be held every year during the regular fourth quarter (April – June) meeting. If a quorum is not present, elections will be held at the next meeting at which there is a quorum. Elections shall be by voice vote. Elections shall be decided by a majority of the votes cast. If a candidate fails to achieve a majority vote on the first ballot, the two candidates with the most votes will be voted on by a second ballot. Newly elected Chairs shall assume the responsibility of the position to which they were elected on 1 July of the year for which they are elected.

3.10 Nominations. The Nominating Committee shall post a call for nominations for Chair and Vice Chairs from the board no later than 10 working days following the committee's first meeting. The VSF Executive Director may forward the call on behalf of the committee, if the Committee Chair so requests. Trustees of the board may nominate themselves for officer positions to the Chair of the Nominating Committee. Board trustees may be nominated regardless of time served or time remaining on the board, except that board trustees who are completing their last year of service of a four-year term shall not be eligible for nomination. Notwithstanding the foregoing, a trustee who is completing the last year of service may be nominated if, at the time of the nomination, the trustee has been reappointed for another four-year term. Ex officio trustees, who are chairmen of other boards, the Secretary, and Treasurer shall not be eligible to serve as Board Chair or Vice

Chairs. The Nominating Committee should give priority to nominating trustees for office whose terms of appointment on the board do not expire simultaneously so the board will not be without a presiding officer.

- 3.10.1 Presentation of Nominations. The Nominating Committee shall meet at least fifteen working days prior to the fourth quarter (April – June) board meeting to determine the nominations to be presented to the board at that meeting. The recommendation of the nominating committee shall be distributed with the announcement of the fourth quarter meeting of the board. At the fourth quarter meeting, the Nominating Committee shall present candidates for each office for election at that meeting. Nominations from the floor may be made prior to such election.
- 3.10.2 Committee Vacancies. In the event a trustee of the Nominating Committee cannot serve or becomes a candidate for an office for which the committee is selecting candidates, he shall resign from the committee immediately and the Board Chair shall immediately appoint a replacement.
- 3.10.3 Chair and Vice Chair Vacancies and Absences. In the event of a vacancy in the Chair or Vice Chair positions, the board may: (a) in the case of vacancy in the position of Chair or Vice Chairs, have the next Vice Chair complete the unexpired term; or (b) elect a Nominating Committee and at the board's next meeting, elect officers to fill the vacant positions. In the event of the temporary absence of the Chair, First Vice Chair, and Second Vice Chair, the board shall select one of its non-ex officio trustees to preside.

#### **Article IV – Administrative Support**

- 4.01 Administrative and other services: DVS is designated to provide VSF with administrative, staff, and other services in accordance with §2.2-2715.E.
- 4.02 Executive Director: The board may hire a VSF Executive Director who shall serve as specified in §2.2-2715.1. In addition, the Executive Director shall have such powers, duties, and responsibilities as set forth in a job description approved by the board, or as may be assigned by the board from time to time.
- 4.03 Executive Director Selection: If the board chooses to employ an Executive Director, selection shall be made from a group of eligible candidates recruited through the Virginia Department of Human Resources Management Policy 2.10 – Hiring. The selection panel shall consist of at least four trustees, one of which shall be the Board Chair.
- 4.04 Executive Director Duties: The Executive Director's duties shall include:
  - (a) supporting the efforts of VSF to seek, promote, and stimulate contributions to the Fund;
  - (b) planning and implementing an effective capacity-building and development strategy consistent with the programs and mission emphasis of DVS;
  - (c) establishing and maintaining productive on-going relationships with legislative and development entities at the municipal, regional, state, and national levels;

- (d) coordinating and sustaining state legislative and funding efforts in support of VSF;
- (e) supporting efforts to more effectively brand and market veterans' services;
- (f) performing the duties of the VSF Freedom of Information Act Officer in accordance with the Freedom of Information Act (FOIA);
- (g) managing VSF's finance (e.g., accountability) initiatives in collaboration with DVS' Director of Finance and DVS finance staff;
- (h) coordinating with DVS in its efforts to support VSF, including:
  - (1) assisting the Procedures and Policy Committee in developing DVS and VSF policies and procedures related to mutual support of both agencies; and
  - (2) serving as the VSF liaison to DVS for coordination of development activities with public and private development-related organizations and other interested parties.
- (i) ensuring that the reports required of VSF are submitted including those required by §2.2-2715.B of the Code of Virginia;
- (j) implementing board of trustees VSF and joint VSF-DVS policies;
- (k) assuring continuity of VSF administration and operations;
- (l) promoting inter-agency relations and ensuring compliance with inter-agency agreements;
- (m) attending board of trustees and committee meetings;
- (n) ensuring expeditious qualification of new trustees in accordance with Title 49 of the Code of Virginia;
- (o) acting as the VSF point of contact for Auditor of Public Accounts audits; and
- (p) performing such other duties as from time to time may be assigned by the Chair or by the board and its policies.

#### **Article V – Meetings**

- 5.01 **Meetings**: The board shall meet at least quarterly, at a time and place determined by the trustees through the trustees' Chair. Additional meetings may be called by the Board Chair or at the request of at least four trustees. Board committees shall meet as required by the board of trustees or the committee chairs. The VSF Executive Director, Secretary, and Treasurer shall attend all board of trustees meetings. Meetings shall be conducted in accordance and the provisions of the Virginia Freedom of Information Act (FOIA).
- 5.02 **Quorum and Manner of Acting**. A majority of the voting trustees of the board who are serving shall constitute a quorum for the transaction of business. The act of a majority of

the trustees present at any meeting at which a quorum is present shall be the act of the board. In the absence of a quorum, a majority of the trustees present may adjourn the meeting until a quorum is attained or convene either a special or emergency meeting of the executive committee or other committees to consider the business at hand.

5.03 Meeting Procedures:

- 5.03.1 Meeting Notification. Meetings, including work sessions, are assemblages of the committee trustees. No business shall be conducted unless a quorum of voting trustees is determined. All meetings, except as noted in 5.03.6 below, shall be open to the public and notice of the date, time, location, and purpose or agenda of the meeting shall be posted on the Commonwealth Calendar, on the VSF website, and in a prominent public location. The notice shall state whether public comment will be received. All board and committee meeting notifications shall comply with the provisions of FOIA.
- 5.03.2 Regular Meetings. The VSF board shall meet at least four times each year on such dates and in such places as recommended by the Board Chair. Regular meetings shall be announced to the VSF board trustees, DVS staff, and the public at least 10 days prior to the day the regular meeting is to be convened.
- 5.03.3 Special Meetings. Special board meetings may be called by the Board Chair, or committee meetings by the Committee Chairs, or by any three committee trustees at such dates, times, and places, with agenda, as may be specified in the call for such meeting in accordance with §2.2-3707 of the Code of Virginia, or as hereafter may be amended. For special meetings, seven days' notice shall be given.
- 5.03.4 Emergency Meetings. Emergency meetings may be called by giving reasonable notice to all trustees and the public whenever in the judgment of the Board or Committee Chair, in consultation with the VSF Executive Director and the Secretary of Veterans and Defense Affairs, there is an emergency as defined by §2.2-3701, Code of Virginia, or as hereafter may be amended. A quorum of voting trustees shall be sufficient to transact any business with respect to said emergency.
- 5.03.5 Conduct of Business. The published agenda shall be followed, unless modified by a majority vote of trustees present. Votes on substantive matters shall be taken by a vote of all trustees present supporting, opposing, or abstaining from the matter. No proxies, secret, or written ballots are authorized in any board or committee meeting and votes cannot be taken by telephone or other electronic communication means. Minutes shall be recorded of board and committee meetings and shall be deemed public records and subject to the provisions of FOIA. A copy of the minutes of each board and committee meeting will be provided to the trustees and other interested parties no later than 10 working days after the conclusion of the meeting.
- 5.03.6 Closed Meetings. The conduct of closed meetings shall be governed by the provisions of §2.2-3711 of the Code of Virginia, or as hereafter may be amended. Closed meetings cannot be conducted electronically.

## Article VI – Committees

- 6.01 VSF Committees: Activities of the board of trustees shall be organized and coordinated through its committees. The committees of VSF board of trustees shall be the Executive Committee, three Standing Committees, and a Special Committee for nominations. Other Ad Hoc committees and sub-committees may be established as required. Unless otherwise specifically provided by the board of trustees, recommendations of committees are advisory and must be ratified by the board. Trustees may serve on more than one committee and trustees may participate in the proceedings as voting members. All committee meetings shall be scheduled to permit broad participation and comply with the provisions of FOIA.
- 6.02 Executive Committee. The executive committee shall consist of the current board Officers, Committee Chairs or Assistant Chairs, Secretary of Veterans and Defense Affairs, and Executive Director. The Executive Committee's central purpose is to assist the board function efficiently and effectively by reviewing matters presented to it by the standing, special, and ad hoc committees and providing its recommendations to the board for action. In addition, it is responsible for relations with affiliated boards and councils and other veterans organizations and shall recommend means by which the board can assess its effectiveness. The Executive Committee shall meet upon the call of the Board Chair and shall keep regular minutes of their proceedings to report to the board at its next regular meeting.
- 6.03 Standing Committees. The Committee Chairs, Assistant Chairs, and trustees of the three standing committees shall be appointed by the Board Chair, after consultation with the parties involved. Ex officio trustees who are chairmen of other boards shall not be eligible for appointment as Committee Chairs. The appointments shall be approved by the board at the meeting at which the appointments are proposed by the Board Chair. A trustee may volunteer to serve on one or more committees. Each member of a committee shall serve until the end of the fiscal year in which he is appointed and shall be eligible for reappointment.

A quorum of each of the standing committees shall consist of a majority of trustees. The Board Chair, Vice Chairs, and ex officio board trustees are deemed committee members for all purposes, including a quorum. The agenda for each regular board of trustees meeting shall include a report by each standing committee to the board.

The standing committees are as follows:

- 6.03.1 Development. The development committee supports the board's responsibility for:
- (a) relations with affiliated foundations and organizations;
  - (b) making recommendations to the board on matters and policies pertaining to VSF's seeking, promoting, and stimulating contributions and other sources of revenue for the Veterans Services Fund;

- (c) both community (including veterans and military) and public (state-wide) relations;
- (d) VSF development policies;
- (e) such other business as may come before it; and
- (f) organizing fundraising programs, including capital campaigns.

6.03.2 Finance. The finance committee supports the board's responsibilities for Veterans Services Fund administration, the budget process, accountability, and fiscal efficiency in general. The committee is responsible for:

- (a) making recommendations to the board on matters pertaining to Veterans Services Fund expenditures;
- (b) development and maintenance of VSF fiscal policies;
- (c) oversight of the fiscal accounts;
- (d) preparation of a biennial and annual budget and budget adjustments for presentation to the board of trustees for approval;
- (e) those aspects of performance budgeting pertaining to VSF;
- (f) contracts and the impact of the foregoing on the overall fiscal condition, mission, and purpose of VSF; and
- (g) such other business as may come before it.

The committee oversees the internal review function of procedures contained in Code of Virginia §2.2-2718.C and receives the annual report of the Auditor of Public Accounts.

6.03.3 Procedures and Policies: The procedures and policies committee shall support the board's responsibility for the conduct of business and operational direction, including planning, of the VSF organization.

- (a) In support of procedures, the committee shall be responsible for the formulation of proposed revisions to the:
  - VSF charter;
  - (2) board of trustees' bylaws;
  - (3) trustees' general biennial schedule; and
  - (4) goals and objectives of the VSF board and its committees, in coordination with those committees.
- (b) Regarding the operational direction of the VSF organization, the committee shall develop, document, and review revisions to the:
  - (1) Strategic Plan and subsidiary plans;

- (2) VSF Policies, Joint VSF-DVS Policies, and other directives; and
- (3) DVS-VSF Memorandum of Understanding.

(c) The committee also shall be responsible for such other business as may come before it.

- 6.04 Nominating Committee. The Nominating Committee is a special committee responsible for nominating board trustees for Board Chair and Vice Chair positions. The board shall elect annually, at its regular March meeting of the board, a Nominating Committee of an odd number of not less than three or more than five voting trustees. Current board officers and ex officio trustees shall not serve on the committee. The committee shall meet at the same meeting during which it is created to elect its chair or as soon thereafter as possible. The Nominating Committee may be assisted in its duties by the VSF Executive Director, if the committee so desires. The Nominating Committee shall terminate upon presentation of nominations to the board of trustees.
- 6.05 Ad Hoc Committees. The Board Chair may, or upon direction by the board shall, appoint a committee to address a specific issue or manage a project not otherwise under the responsibility of a standing committee. Any ad hoc committee shall terminate upon fulfilling its appointed task.
- 6.06 Subcommittees. Committees may appoint subcommittees of not less than one board trustee from within their trustee memberships to consider such specific business as required, subject to board approval of such subcommittee's creation. Subcommittees shall abide by Article V of these bylaws and the requirements of FOIA.
- 6.07 Foundation Staff Participation. The Executive Director, Secretary, or Treasurer shall participate in committee and sub-committee meetings as non-voting members, unless excused by the Committee or Sub-committee Chair.
- 6.08 Committee Reports. The Committee Chair, Assistant Chair or a designated committee representative shall report the status of issues before it at each board meeting. Committee members may submit minority reports to the board of trustees.

#### **Article VII – The Veterans Services Fund**

- 7.01 The Fund: The Fund is composed of revenues as stated in the Code of Virginia §2.2-2718, primarily to provide funding for DVS veterans programs and services. It also funds VSF operations to support veterans programs and services and is not an auxiliary or reserve fund for DVS or VSF.
- 7.02 Fund Allocations: Allocation of funds for DVS programs' subsidiary funds from the Veterans Services Fund may only be authorized by the majority vote of trustees present at a meeting in which there is a quorum.



### **Article VIII – Protocol, Governance, and Communications**

- 8.01 Protocol: The board is the ultimate authority in VSF. Its authority to act is vested in the body (i.e., majority) of the board, not in committees or individual trustees, regardless of their position. Individual trustees are all equals among equals and both elected officers of the board and the Executive Director only have authority delegated by the board.
- 8.02 Governance: In accordance with Roberts Rules of Order Newly Revised, the Board Chair is a facilitator who promotes efficient and effective board functioning that shall best contribute to the determination of proper policies, wise planning, intelligent and considerate observance of the rights of all concerned. The Board Chair's goal in the foregoing is to maintain the independence of the board so that it effectively contributes to the current and future enhancement of the mission of VSF.
- 8.03 Communication Authority: The Board Chair is the board's only official spokesperson, particularly as the Chair serves as an ex officio trustee of the Board of Veterans Services (BVS) and the Joint Leadership Council (JLC) of Veterans Service Organizations. This is relevant in dealing with DVS, other agencies, and public sector organizations and individuals. The VSF Executive Director, trustees, and other interested parties support the Board Chair and must consult with the Board Chair and receive the Chair's consent before presenting VSF's position on an issue. In other cases, the Chair may appoint a Vice Chair or a board trustee or trustees to represent the board on particular occasions. On those occasions, specific instructions will be provided to those trustees. Trustees may speak as private citizens as long as they specify that they are presenting their personal views and are not speaking for the VSF board of trustees.

### **Article IX – Miscellaneous**

- 9.01 Review, Adoption, and Amendment of Bylaws: These bylaws shall be reviewed biennially and shall be adopted and amended by a two-thirds majority vote of all board trustees, excluding any vacant positions. Notice regarding matters related to the bylaws shall be given to all trustees 10 days prior to voting.
- 9.02 Procedure: Except as otherwise provided by these bylaws, every attempt should be made to conduct meetings of the board in accordance with the current edition of Robert's Rules of Order Newly Revised.
- 9.03 Effective Date of Bylaws and Amendments: These bylaws and any amendments shall become effective on November 8, 2018. All former bylaws of VSF will hereby be repealed on November 8, 2018. Amended on September 19, 2019, June 24, 2020, and effective July 1, 2020.

VSF-DVS Joint Inter-agency Policy	Veterans Service Fund – Fundraising	Effective: 6-24-2020
VSF-DVS Joint Policy Number 11		Revised:

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

**J11.1 Purpose**

- A. Planning and coordination are essential to successful fundraising and to avoid duplication in approaching potential donors in the name of the Virginia Veterans Services Foundation (VSF) and the Virginia Department of Veterans Services (DVS). For the purposes of this policy, the term “fundraising” includes solicitation and acceptance of donated funds and grants through VSF for veterans and their families.
- B. To preserve the credibility and integrity of VSF and DVS among their financial supporters and the public, as well as to optimize resources and protect respective DVS marks/logos/brands, this policy will serve to govern all private fundraising made on behalf or in support of VSF and DVS and/or activities belonging to these two agencies and groups affiliated therewith.
- C. To promote maximum effectiveness and avoid duplication of effort, conflict of events, and dilution of effectiveness, all fundraising sponsors are required to receive prior approval of their initiatives from the VSF Executive Director and a member of DVS responsible for the DVS *division or* program being supported.
- D. This joint policy is the first in a series of four policies that cover the VSF pursuit of supporting veterans and their families through cycles of fundraising, controlling in-kind donations, Veterans Services Fund management, and Veterans Services Fund allocations and expenditures. The latter policy sets forth the requirements for sustaining the continuing cycle from budgeting, allocation of resources and expenditures found in VSF-DVS Joint Policy J14 with fundraising based on assessments of fund balances and future needs through budget development.

**J11.2 References**

This policy is in accordance with the Code of Virginia §§ 2.2-2715 et seq, the current edition of the Appropriation Act, the DVS-VSF Memorandum of Understanding, and the VSF Bylaws.

**J11.3 Application**

The VSF Executive Director and the DVS Commissioner, with the assistance of the DVS Chief Financial Officer (CFO), or their designee(s) shall be responsible for the application of this policy.

VSF-DVS Joint Inter-agency Policy	Veterans Service Fund – Fundraising	Effective: 6-24-2020
VSF-DVS Joint Policy Number 11		Revised:

#### **J11.4 Interpretation**

The Chairman of the Board of Trustees of the VSF (VSF Chair), with the assistance of the Secretary of Veterans and Defense Affairs and the DVS Commissioner are responsible for the interpretation of this policy.

#### **J11.5 Policy Organization**

The policies on fundraising are organized into three separate policies. This policy covers financial donations. In-kind donations of goods and property are contained in VSF-DVS Joint Policy 12. Planned Giving of financial and in-kind resources is in VSF Policy F3.

#### **J11.6 General Policy**

- A. VSF fiduciary responsibilities are contained in the *Code of Virginia*, thus all revenue solicited and accepted shall be in the name of the Foundation and payable to the Veterans Services 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 the Veterans Services Foundation which will be responsible for all donor relations and compliance with U.S. Internal Revenue service requirements as a charitable foundation.
- B. The VSF board of trustees serves a fiduciary responsibility to donors and a substantial source of funding to DVS to meet the needs of veterans not otherwise available for funding through the state budget or other sources. DVS serves as the VSF agent, in accordance with the Uniform Prudent Management of Funds Act, for the receipt, deposit, management, allocation, and expenditure of funds in accordance with the Code of Virginia. §2.2-2718.
- C. In accordance with § 4-2.01 of the Appropriation Act, “No state agency shall solicit or accept any donation, gift, grant, or contract without the written approval of the Governor except under written guidelines issued by the Governor which provide for the solicitation and acceptance of non-general funds....”
- D. Prior approval of the Governor is not required for the Secretary of Veterans and Defense Affairs and VSF. Both have authorization in the Code of Virginia and approval by the Governor. Fundraising by DVS shall be done on behalf of VSF.
- E. Commonwealth employees are authorized to solicit gifts, financial and in-kind, from private sources and gifts from other state agencies on behalf of the Secretary of Veterans and Defense Affairs and VSF. However, state policy prohibits individual state employees from soliciting gifts from other individual state employees.
- F. Sponsorships are not considered gifts or donations if given and received in return for a measurable tangible benefit including actively promoting the sponsor or the sponsor’s product. One-time advertising, event participation, or signage where the sponsor does not receive a tangible benefit, aside from display of the sponsor’s identification, may be considered a donation. Sponsorships may be received by VSF for support of a DVS program or service.

VSF-DVS Joint Inter-agency Policy	Veterans Service Fund – Fundraising	Effective: 6-24-2020
VSF-DVS Joint Policy Number 11		Revised:

G. VSF reserves the right to refuse donations and sponsorships.

### **J11.7 Inter-agency Fundraising Policy**

- A. VSF and DVS shall coordinate all fundraising activities with the other agency and promote each agencies programs and services.
- B. In coordination with DVS, VSF shall conduct fundraising planning and execution to seek, promote, and stimulate contributions to support DVS’ programs and services and raise awareness about those programs and veteran issues across the Commonwealth.
- C. VSF, in coordination with DVS, shall oversee and ensure that the establishment of fundraising priorities and oversight of private fundraising rests with the VSF Trustees. The Trustees’ Development Committee shall make recommendations regarding fundraising and organizing fundraising programs. The Trustees have delegated the VSF Executive Director oversight authority of private fundraising activities. The VSF Executive Director shall assist the Development Committee plan, organize, and conduct programs to obtain private gift support.
- D. DVS shall coordinate all plans for fundraising activities involving the solicitation of funds or in-kind material through the VSF Executive Director on behalf of the VSF Development Committee and the DVS Commissioner or their designees. These plans shall be approved by the VSF Executive Director on behalf of the VSF Development Committee. The Commissioner or his designee shall be regularly updated on all approved plans. Exceptions for approval of recurring events may be granted by the Commissioner or his designee in consultation with the VSF Executive Director.
- E. DVS shall assist VSF with public relations, marketing, and fundraising programs, within DVS capabilities, and VSF and DVS shall maintain their web sites in a mutually supporting manner.
- F. DVS, in coordination with VSF, shall allow DVS divisions (i.e., care centers, cemeteries, etc.) to accept unsolicited donations on behalf of VSF to be deposited in the Veterans Services Fund (the Fund) as set forth in section J11.11 of this policy.
- G. DVS Divisions and programs having policies relating to fundraising shall conform to this Joint Policy.
- H. All non-DVS activities, persons, and groups wishing to raise private fund gifts for DVS veterans programs or services shall be required to receive prior VSF approval before planning or conducting such activities to preserve the credibility and integrity of VSF, DVS, the activity sponsors, and the public to optimize resources. Exceptions for approval of non-DVS events may be granted by the VSF Executive Director.
- I. DVS and VSF trustees, employees, affiliated agency personnel, or volunteers shall not accept cash donations or serve as collection agents at any fundraising event conducted on

VSF-DVS Joint Inter-agency Policy	Veterans Service Fund – Fundraising	Effective: 6-24-2020
VSF-DVS Joint Policy Number 11		Revised:

behalf of VSF, DVS, or DVS programs by other activities, organizations, or individuals. See section 11.11 for exceptions to this policy.

- J. DVS and VSF trustees, employees, affiliated agency personnel, or volunteers shall not accept honorariums or other pay for services they provide as employees of the Commonwealth, however, such honorariums or pay for services may be made to the VSF as donations for use in the DVS program of the donor’s choice.
- K. To provide mutual DVS-VSF integrated controls, the VSF Executive Director shall provide to the DVS CFO monthly reports, by the 20<sup>th</sup> day of the following month, containing (1) a listing of all donations received during the month, and (2) a donation pipeline report and additional information about potential donors or events for DVS review.

**J11.8 Financial Fundraising Authorization**

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

**J11.9 Financial Fundraising Procedures**

- A. VSF shall coordinate all of its fundraising activities with the DVS Commissioner and/or his designee(s).
- B. All DVS requests to plan and execute fundraising activities in support of any DVS activity shall be presented to the DVS Commissioner for DVS activities.
  - 1. Each request shall include sufficient detail to adequately define the scope of the initiative. Appendix A contains a brief outline of a typical request. Appendix B contains additional information that may be requested.
  - 2. For currently approved, on-going DVS fundraising activities, latitude shall be considered in applying this requirement.
  - 3. If the DVS Commissioner favorably endorses the request, it shall be forwarded to the VSF Executive Director for approval on behalf of the VSF Development Committee.

VSF-DVS Joint Inter-agency Policy	Veterans Service Fund – Fundraising	Effective: 6-24-2020
VSF-DVS Joint Policy Number 11		Revised:

- C. All other persons or groups wishing to raise private fund gifts for DVS veterans programs or services shall designate a sponsor who shall submit a request to plan and execute activities for VSF approval before engaging in such activities.
1. The request shall contain sufficient detail to adequately define the scope of the initiative. Appendix A can be used as an outline for a typical request. A completed Appendix B may be required as circumstances dictate.
  2. Requests shall be submitted for individual events or multiple events that are related.
  3. Requests shall contain acknowledgement that the event sponsor generating multiple donations from many individuals shall meet the stewardship requirement of acknowledging the individual gifts with receipts and thank-you letters. See section J11.12.C of this policy for details on receipts and thank-you letters.
  4. Requests shall be submitted to the VSF Executive Director who shall follow the procedures contained in the preceding paragraphs for approval to promote maximum effectiveness and avoid duplication of effort, conflict of events, dilution of effectiveness, and maintain the integrity of DVS programs and services.
- D. Approved fundraising requests shall be expeditiously provided to the requestor. The approval, if appropriate, shall contain additional guidance for the conduct of the initiative and/or restrictions that may apply. Most fundraising events conducted by non-state government organizations or individuals will require a “Letter of Agreement” or LOA from the VSF Executive Director. Letters of Agreement shall conform to Office of the Attorney General requirements and guidance. An example of such a letter is at Appendix C. This letter may be altered in the first paragraph for donations that are intended for a restricted purpose such as the Virginia Veteran and Family Support Program.
- E. Donors wishing to give unsolicited gifts in support of VSF or DVS and its programs and services shall be referred to the VSF Executive Director.

### **J11.10 Reporting Fundraising Results**

When required, the sponsor shall complete and submit a report to the VSF Executive Director detailing the results achieved upon completion of the fundraising event or initiative. An outline of such a report is contained at Appendix D. DVS activities shall submit the report to the DVS Commissioner and VSF Executive Director.

### **J11.11 Procedures for Accepting 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. Acceptance of cash donations is prohibited, but occasions arise when their receipt may be unavoidable. Such occasions may be permitted with the prior approval of the Executive Director according to the circumstances involved. Bank checks/money orders may be received in person or by mail with

VSF-DVS Joint Inter-agency Policy	Veterans Service Fund – Fundraising	Effective: 6-24-2020
VSF-DVS Joint Policy Number 11		Revised:

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. On-line donations are received directly by the VSF Executive Director.

- A. Any Trustee, the VSF Executive Director, and designated VSF staff may accept a financial donation, on behalf of the Fund.
- B. Designated employees of DVS also may accept financial donations on behalf of the Fund. The DVS Commissioner and DVS division and program directors/administrators shall designate in writing the principal DVS employees who may accept donations on behalf of VSF, subject to the approval of the VSF Chair or Executive Director in the absence of the Chair. 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 division and program with offices external to the Office of the Commissioner (the Office) receiving contributions shall establish and follow a policy for acceptance of financial donations similar to the one contained in Appendix E for the Office. This applies to activities such as the Benefits field offices, Care Centers, Cemeteries, Virginia Veteran and Family Support program, and other field offices. Policies shall be approved by the DVS division Director and DVS CFO. A copy of program policy shall be filed with the DVS CFO.
- D. A copy of the donation by check or money order shall be scanned and sent electronically to designated representatives identified by the division Directors for their records. Cash donations shall not be scanned.

## **J11.12 Financial Donations Receipt Procedures**

- A. Individual Trustees, VSF Executive Director, and designated VSF staff or DVS employees accepting a financial donation on behalf of the Fund shall take the following steps:
  1. Thank the donor for the generous gift and give the donor their personal business card.
  2. 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.
  3. Should the purpose of the donation appear to have unforeseen consequences, such as requiring ongoing expenditures, the recipient shall contact either the DVS CFO or the VSF Executive Director to determine if it should be accepted.

VSF-DVS Joint Inter-agency Policy	Veterans Service Fund – Fundraising	Effective: 6-24-2020
VSF-DVS Joint Policy Number 11		Revised:

4. Complete VSF-DVS Financial Donation Receipt (see Appendix F) acknowledging receipt of the donation. Forward one copy of the receipt to the DVS Commissioner’s Office electronically for VSF/DVS records, retain one for local records, and provide one to the donor.
5. 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 the Office of the DVS Commissioner.

B. Financial contributions received by the Office of the DVS Commissioner, including DVS divisions located in the DVS Headquarters, shall adhere to these procedures:

1. Donation Envelopes will be stamped with the date received. If there is no envelope, a blank sheet shall be attached for the date stamp.
2. The donation check/money order and all related documentation shall be scanned by a designated DVS employee.
3. The scanned copy of the donation check/money order and related documentation will be sent electronically to the VSF Executive Director and designated DVS representatives.
4. Information from the scanned check/money order and all related documentation shall be keyed into CARDINAL by the designated Office of the DVS Commissioner financial representative.
5. All VSF bank deposits will be made by the Office of the DVS Commissioner’s staff on the day received or next banking day in accordance with CAPP topic 20205.
6. A personal thank-you call to the donor shall be made for donations of \$1,000 or over on receipt of the donation by the VSF staff.
7. All acknowledgement letters shall be sent from VSF and kept on file in the VSF office for audit purposes.
8. DVS Division Directors are welcomed and encouraged to send personal thank you letters.

C. Financial Contributions received by Benefits, Care Centers, Cemeteries, VVFS, and other DVS activities external to the DVS Headquarters shall adhere to these procedures:

1. Direct all donors to send/deliver all donations to:  
Veterans Services Foundation  
101 North 14<sup>th</sup> Street, 17<sup>th</sup> Floor  
Richmond, Virginia 23219



VSF-DVS Joint Inter-agency Policy	Veterans Service Fund – Fundraising	Effective: 6-24-2020
VSF-DVS Joint Policy Number 11		Revised:

2. Ensure all donors make checks/money orders to the “Veterans Services Foundation” and designate the donation’s intended purpose in the “memo” section of the check/money order.
3. Should donations be delivered by the U.S. Postal Service, stamp the envelope with the date received and forwarded the envelope to the Office of the DVS Commissioner for deposit the same business day or no later than the next business day.
4. On receipt by the Office of the DVS Commissioner, designated DVS and VSF personnel shall carry out steps set forth in section J11.12.B, above.
5. DVS Division Directors not in DVS Headquarters are welcomed and encouraged to send personal thank you letters.

#### D. On-line Donations

1. All on-line donations shall be received through the VSF website.
2. Notification of the on-line donation is emailed to the VSF Executive Director.
3. Donation information electronically shall be sent to designated DVS finance representatives.
4. A designated DVS financial representative shall key the relevant donation information into CARDINAL.
5. An acknowledgement letter shall be sent from VSF and kept on file in the VSF office for audit purposes.
6. DVS Division Directors are welcomed and encouraged to send personal thank you letters.

#### E. Thank-you Letters

1. 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. DVS activities that prepare thank-you letters shall retain a copy and made them available at the request of the VSF Executive Director or the DVS Director of Finance.
2. 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.

VSF-DVS Joint Inter-agency Policy	Veterans Service Fund – Fundraising	Effective: 6-24-2020
VSF-DVS Joint Policy Number 11		Revised:

3. 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. The statement contained Appendix C regarding section 170 (c) (1) shall be used in all thank-you letters regardless of the amount received.
4. Normally, thank-you letters only require a single letter to the donor that also acts as a receipt. Consideration may be given to consolidating a number of donations in a thank-you letter covering regular, periodic donations over a specific period (e.g., who make donations once a week or month). Donations in Honor or in Memory of someone usually require a second or more letters to relatives or next of kin.

### **J11.13 Financial and Other Donations Processing and Expenditure Procedures**

See VSF-DVS Joint Policies J12 (Control of In-kind Donations), J13 (Veterans Services Fund Management), and J14 (Veterans Services Fund Allocation and Expenditure).

### **J11.14 Adoption and Amendment**

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

On adoption, this policy supersedes VSF-DVS Joint Policy 3 revised on March 22, 2017.

### **F11.15 Policy Review Date**

The policy review date is the date the policy was reviewed without revisions made. Reviewed:

### **J11.16 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.

June 24, 2020

VSF-DVS Joint Inter-agency Policy	Veterans Service Fund – Fundraising	Effective: 6-24-2020
VSF-DVS Joint Policy Number 11		Revised:

**VIRGINIA VETERANS SERVICES FOUNDATION**  
**Veterans Services Fund – Fundraising Request**  
**Appendix A**

**REQUEST TO CONDUCT FUNDRAISING ACTIVITIES**  
**PLEASE PROVIDE ALL OF THE FOLLOWING INFORMATION TO**  
**THE VIRGINIA VETERANS SERVICES FOUNDATION**

101 North 14th Street  
17th Floor  
Richmond Virginia, 23219

1. **Type of Event and Event Name/Title:**
  
2. **Name of the Sponsoring Organization and Mailing Address:**  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ ZIP: \_\_\_\_\_
3. **Sponsoring Organization’s Authority (e.g., incorporated in Virginia, 501 (c) (3) organization, etc.):**
  
4. **Date and Time of the Event:**
  
5. **Location of the Event (Facility Name and Street Address):**  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ ZIP: \_\_\_\_\_
6. **Point of Contact for Event:**  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_
7. **Is the Event open to the public?** \_\_\_\_\_
  
8. **Website(s) on which Event will be posted:**
  
9. **What percent or amount of the net proceeds, less expenses, will be donated?**

VSF-DVS Joint Inter-agency Policy	Veterans Service Fund – Fundraising	Effective: 6-24-2020
VSF-DVS Joint Policy Number 11		Revised:

**10. Support from the Department of Veterans Services expected:**

**11. DVS Contact Person:** \_\_\_\_\_

**12. Other Information Considered Appropriate:**

VSF-DVS Joint Inter-agency Policy	Veterans Service Fund – Fundraising	Effective: 6-24-2020
VSF-DVS Joint Policy Number 11		Revised:

**VIRGINIA VETERANS SERVICES FOUNDATION**  
**Veterans Services Fund – Fundraising Request**  
**Appendix B**

**REQUEST TO CONDUCT FUNDRAISING ACTIVITIES**

Requests to conduct fundraising activities shall contain the following elements.

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

***The requestor acknowledges that the event sponsor generating multiple donations from many individuals shall meet the stewardship requirement of acknowledging the individual gifts with receipts or thank-you letters. (This requirement may be waived by mutual agreement between the event sponsor and the Foundation Executive Director.)***

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

VSF-DVS Joint Inter-agency Policy	Veterans Service Fund – Fundraising	Effective: 6-24-2020
VSF-DVS Joint Policy Number 11		Revised:

**VIRGINIA VETERANS SERVICES FOUNDATION**  
**Veterans Services Fund – Fundraising Request**  
**Appendix C**

**EXAMPLE OF A STANDARD LETTER OF AGREEMENT (LOA)**

---

**VSF LETTERHEAD**  
**DATE**

Business Name  
Business Address  
City, State, Zip

Re: Third-Party Host Fundraising Event Agreement for <date> Event

Dear \_\_\_\_\_:

Thank you for your interest in hosting an independent third-party fundraising event on <date> at <event location> to benefit the Virginia Veterans Services Foundation (VVSF). Events such as yours are important in the VVSF's efforts to raise funds and public awareness of our programs supporting Virginia veterans and their families. The following guidelines apply to events hosted by third parties to benefit the VVSF.

1. VVSF is an entity of the Commonwealth of Virginia and the owner of certain Marks, including the VVSF logo. The VVSF grants a non-exclusive license to Business/Group Name's to use the Marks in connection with the Event. The term of the license granted hereunder shall be from the date VVSF approves Business/Group Name's proposed Event until the conclusion of the Event; provided, however, that VVSF has the right to terminate the license if it determines, in its reasonable discretion, that the Event is or will likely be injurious to the Marks.

2. Any use of the Marks is subject to the prior written approval of VVSF. Accordingly, Business/Group Name agrees to submit to VVSF for approval all printed materials, publicity releases and advertising relating to the Event that mentions VVSF or contains the Marks prior to the production, distribution, broadcast, or publication thereof. Before publishing such materials, please send an electronic copy of all materials to your VVSF contact.

3. Business/Group Name understands and agrees that the Marks may not be altered in any way, nor may they be sublicensed to any other person, and may not be used in connection with any telemarketing or door-to-door solicitations.

4. In accordance with standards adopted by the BBB Wise Giving Alliance, Business/Group Name agrees that any solicitations relating to the Event must specify at the point of solicitation, and in a manner acceptable to VVSF: (a) that VVSF is the benefiting organization; (b) the actual or anticipated portion of the purchase price that will benefit VVSF; (c) the duration of the Event; and (d) any maximum or guaranteed minimum contribution amount.

VSF-DVS Joint Inter-agency Policy	Veterans Service Fund – Fundraising	Effective: 6-24-2020
VSF-DVS Joint Policy Number 11		Revised:

5. To avoid inadvertently jeopardizing existing relationships between VVSF and its donors, Business/Group Name agrees to receive approval from VVSF before soliciting corporations, businesses, celebrities, sports teams, or individuals for cash or in-kind donations relating to the Event.

6. Business/Group Name represents to VVSF that: (a) it will comply with all applicable laws during the planning, promotion and conduct of the Event; (b) all necessary insurance, licenses and permits will be obtained and will be in force through the conclusion of the Event; (c) the Event will result in no cost or expense to VVSF whatsoever, unless expressly agreed in writing to the contrary; and (d) it will indemnify and hold VVSF harmless from any and all claims of any kind or nature whatsoever arising out of, or in any way related to, the Event.

7. Nothing in this document shall be construed to authorize Business/Group Name, or any of its employees or representatives, to act as an agent of VVSF. Thus, for example, Business/Group Name may not open a bank account in VVSF's name, nor may it endorse or attempt to negotiate any checks made payable to VVSF, all of which must be promptly forwarded to VVSF for processing. (Business/Group Name) agrees to forward the final net proceeds of the event to the VVSF within 30 days of the event's conclusion. Upon receipt of the proceeds, the VVSF will provide Business/Group Name with a written acknowledgment confirming the donation. If Business/Group Name desires to present an in-person check donation, please contact the undersigned to schedule such presentation.

8. Donations to the VVSF are typically tax deductible; however, you should consult your tax advisor regarding deductibility. Any individual donors who make a donation directly to the VVSF will receive an official acknowledgement from the VVSF.

Please confirm your agreement of the above terms between **(Business/Group Name)** and the Virginia Veterans Services Foundation by having an authorized representative sign this letter where indicated below, and return to the Foundation.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Acknowledged and agreed on behalf of the Virginia Veterans Services Foundation:

Signature: \_\_\_\_\_

Name: *Name of VSF Executive Director*

Title: Virginia Veterans Services Foundation Executive Director

Date: \_\_\_\_\_

VSF-DVS Joint Inter-agency Policy	Veterans Service Fund – Fundraising	Effective: 6-24-2020
VSF-DVS Joint Policy Number 11		Revised:

# Virginia Veterans Services Foundation

## Report of Fundraising Activities

### Appendix D

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

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

#### **INCOME**

- Total Revenues Raised and Received
- Total of Pledged Revenues Not Yet Received
- Total Value of In-Kind Donations by Type:
  - Advertising (by type of media)
  - Beverages
  - Catering
  - Mailing
  - Printing
  - Professional Services
  - Rental Space
  - Travel & Lodging
  - Other (List and Itemize)

#### **EXPENSES**

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

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

Fundraiser's Commission and its basis/rationale

Sponsoring Organization's portion of the income and its basis/rationale

#### **Please attach:**

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



VSF-DVS Joint Inter-agency Policy	Veterans Service Fund – Fundraising	Effective: 6-24-2020
VSF-DVS Joint Policy Number 11		Revised:

date receipt of pledged revenues

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

**Veterans Services Fund – Acceptance of Financial Donations  
Appendix E**

**PROCEDURES FOR HANDLING DONATIONS RECEIVED AT THE OFFICE OF THE  
DVS COMMISSIONER**

**[THIS DOCUMENT NEEDS UPDATEING BY THE DVS CHIEF FINANCIAL  
OFFICER (CFO) IN CONJUNCTION WITH THE VSF EXECUTICE DIRECTOR.]**

1. The purpose of this procedure is to ensure proper action is taken on issues involving VSF and donations thereto, as agreed between the DVS Commissioner and his staff.
2. The address to which donations (whether check, money order, cash, or other negotiable instrument, hereafter, referred to as checks) to VSF should be sent is the VSF office; however, donations may be received by the DVS Commissioner’s office in Richmond.
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 VSF Executive Director shall be delivered to the 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. **Cash donations shall not be scanned for any reason.**
  - 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 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.

VSF-DVS Joint Inter-agency Policy	Veterans Service Fund – Fundraising	Effective: 6-24-2020
VSF-DVS Joint Policy Number 11		Revised:

4. All checks received at the Commissioner’s office shall be deposit stamped by the authorized recipient. 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.
6. Donations shall be scanned and sent electronically to the:
  - a. Designated DVS Financial Analyst
  - b. VSF Executive Director or Executive Assistant
7. Papers accompanying the donation funds will be sent to VSF Executive Director or the VSF Executive Assistant and 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 to the VSF Executive Director or Executive Assistant. Receipts received by other parties shall immediately forward them to the VSF Executive Director.
9. The DVS CFO 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.

VSF-DVS Joint Inter-agency Policy	Veterans Service Fund – Fundraising	Effective: 6-24-2020
VSF-DVS Joint Policy Number 11		Revised:

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

**Financial Donation Receipt  
Appendix F**

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.

<b>Date</b>	
<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>	
<b>Above to be completed by Donor (Please Print)</b>	

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

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.

\_\_\_\_\_  
**Foundation/Program/Activity Representative**

\_\_\_\_\_  
**Date**

VSF-DVS Joint Inter-agency Policy	Veterans Service Fund – Fundraising	Effective: 6-24-2020
VSF-DVS Joint Policy Number 11		Revised:

**Title**

---

**Foundation/Program/Activity Representative**

---

**Title**

---

**Date**

VSF-DVS Joint Inter-agency Policy	Veterans Service Fund – In-Kind Donations	Effective: 6-24-2020
VSF-DVS Policy Number 12		Revised:

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

**J12.1 Purpose and Background**

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

VSF-DVS Joint Inter-agency Policy	Veterans Service Fund – In-Kind Donations	Effective: 6-24-2020
VSF-DVS Policy Number 12		Revised:

- G. In-kind donations are recorded and tracked only within VSF internal procedures and are not entered into CARDINAL.

### **J12.2 References**

- A. This policy is made in accordance with the Code of Virginia § 2.2-2718, other related Code sections, the current edition of the Appropriations Act, and the VSF Bylaws.
- B. This policy amplifies the information contained in VSF-DVS Joint Policy Number ~~3-11~~ (Fundraising).

### **J12.3 Application**

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

### **J12.4 Interpretation**

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

### **J12.5 In-kind Donation Policy**

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

### **J12.6 In-kind Donation Receipt Authorization**

- A. VSF Trustees, the VSF Executive Director, and designated DVS employees may accept an in-kind donation on behalf of the Foundation after first considering these procedures. The *DVS* Commissioner shall designate the DVS employees who may accept in-kind donations on behalf of the Foundation, subject to the approval of the Foundation Executive Director.

VSF-DVS Joint Inter-agency Policy	Veterans Service Fund – In-Kind Donations	Effective: 6-24-2020
VSF-DVS Policy Number 12		Revised:

- B. Designated DVS employees also may accept in-kind donations to the Foundation on behalf of the DVS program that they are authorized to represent.

### **J12.7 Special Procedures for Accepting Tangible Property**

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

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

### **J12.8 Special Procedures for Accepting Consumable Goods or Services**

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

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

VSF-DVS Joint Inter-agency Policy	Veterans Service Fund – In-Kind Donations	Effective: 6-24-2020
VSF-DVS Policy Number 12		Revised:

## **J12.9 Procedures for Accepting In-Kind Contributions**

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

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

Virginia Veterans Services Foundation  
Executive Director  
101 North 14<sup>th</sup> Street, 17<sup>th</sup> Floor  
Richmond, Virginia 23219

## **J12.10 Recording In-Kind Donations**

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

- A. The donation is recorded on a Foundation spreadsheet in a form acceptable for audit purposes and includes the donor's estimated value of the goods or service (see section J12.8).
- B. The donor's name, organization, and address, the recorded value of the donation and the intended purpose of the donation is expeditiously reported to the VSF Executive Director or the DVS Commissioner's Office, so that a thank-you letter may be prepared.
- C. If required by value and remaining life (by the State Comptroller), record donated assets in the State Fixed Accounting and Control System.
- D. The VSF Executive Director or the *DVS* Commissioner or his/~~her~~ designated representative shall send a thank-you letter to the donor within 20 working days of the donation. VSF, DVS, and DVS programs are encouraged to personalize thank-you letters and ensure that the same person does not receive the same form letter more than once. Should DVS activities (i.e., care centers and cemeteries) prepare thank-you letters, a copy will be retained and made available at the request of the VSF Executive Director or the DVS CFO.

## **J12.11 Managing and Expending In-Kind Donations**

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

- A. In-kind donations of a tangible nature shall be placed on the property accounts of the receiving program if they meet the capitalization standards established by the Commonwealth Comptroller. Donations that are less than the established capitalization thresholds only shall be recorded on spreadsheets noted in *Paragraph J12.10*, above. However, certain durable goods (e.g., computers) may be subject to



VSF-DVS Joint Inter-agency Policy	Veterans Service Fund – In-Kind Donations	Effective: 6-24-2020
VSF-DVS Policy Number 12		Revised:

additional controls. If a tangible donation is passed on to a needy care center resident, the details also will be so noted on the previously referred to spreadsheet.

- B. In-kind donations of a non-tangible nature are generally consumable goods or pro-bono professional services, and shall be considered expended when received.
- C. If a DVS program accepts in-kind donations for which it finds that it does not have a need, the program will notify other DVS programs to determine if the item(s) can be used and will transfer said items as appropriate.
- D. Should an in-kind donation not be needed by any DVS program, the item may be provided to another state agency through the Department of General Services, to a veterans service organization, or to other non-profit organization that supports veterans and their families. Should this occur, a record will be made of the item's disposition and neither shall the monetary value of the in-kind contribution be recorded nor shall the item be entered on a property account.
- E. The DVS CFO report to the Trustees on a quarterly basis the status of all in-kind donations.

**J12.12 Adoption and Amendment**

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

On adoption, this policy supersedes VSF-DVS Joint Policy 5 of August 6, 2008 and revised on August 6, 2014.

**J12.13 Policy Review Date**

The Policy Review Date is the date the policy is reviewed without revisions made. Reviewed:

**J12.14 Policy Effective Date**

The effective date of the policy, or policy revision, shall be the date the VSF Trustees and the DVS Commissioner ratify the policy. Revised:

June 24, 2020

VSF-DVS Joint Inter-agency Policy	Veterans Service Fund - In-Kind Donations	Effective: 6-24-2020
VSF-DVS Policy Number 12		Revised:

**VIRGINIA VETERANS SERVICES FOUNDATION**  
**Appendix A**

***Acknowledgement of In-Kind Donation Receipt***

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

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

The Veterans Services Foundation is a state activity that is Tax exempt under Section 2.2-2719, Code of Virginia and Section 170 (c), Internal Revenue Code. The Foundation did not provide any goods or services in return for the donation(s).

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

\_\_\_\_\_  
**Foundation/Program/Activity Representative**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Contributor / Representative**

June 24, 2020

VSF-DVS Joint Inter-agency Policy	Veterans Service Fund – Management	Effective: 6-24-2020
VSF-DVS Policy Number 13		Revised:

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

**J13.1 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 recording, responding, accounting, reporting donations and generally managing financial donations made to the Fund.
- C. This policy is to be used in conjunction with VSF-DVS Joint Policies J11 (Fundraising) covering solicitation and receipt of donor funds, J12 (Control of In-kind Donations) concerning non-financial donations, J14 (Veterans Services Fund Allocations and Expenditures) regarding budgeting, appropriation, allotment, allocation, and expenditure of financial donations.

**J13.2 References**

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

**J13.3 Application**

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

**J13.4 Interpretation**

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

**J13.5 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 and managed.

VSF-DVS Joint Inter-agency Policy	Veterans Service Fund – Management	Effective: 6-24-2020
VSF-DVS Policy Number 13		Revised:

- B. VSF shall provide Veterans Services Fund oversight to ensure internal controls are effective.
- C. DVS shall provide financial management and accounting necessary to ensure compliance with receipt and accounting requirements set forth by the State Department of Accounts, State Auditor of Public Accounts, and VSF-DVS Joint Policies in a manner that segregates VSF from DVS activities.
- D. DVS finance staff shall provide monthly financial and quarterly detailed statements to VSF for internal and external use, including the preparation of the VSF quarterly financial report required by *Code of Virginia* § 2.2-2715.A.

### **J13.6 Definitions**

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

### **J13.7 Recording Financial Donations**

Upon receipt of a financial donation, the DVS CFO of Finance or the DVS Office of Finance designee shall record the donation on the Fund spreadsheet in the account for which the donation is intended by the donor.

### **J13.8 Managing Financial Donations**

Financial donations shall be managed as follows:

- A. All contributions shall be considered donations contributed for unrestricted purposes or 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 Unrestricted Revenue 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 Unrestricted Revenue Fund at the discretion of the Trustees. Procedures are contained in VSF-DVS Joint Policy Number J14 (Fund Allocation and Expenditure).
- 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, unused amounts shall be reallocated. Procedures are contained in VSF-DVS Joint *Policy* J14 (Fund Allocation and Expenditure).

### **J13.9 Veterans Services Fund**

- A. The accounts and records of the Foundation showing the receipt and disbursement of funds from whatever source derived shall be established by the Department of Accounts and Auditor of Public Accounts in a manner similar to other organizations. The Auditor

VSF-DVS Joint Inter-agency Policy	Veterans Service Fund – Management	Effective: 6-24-2020
VSF-DVS Policy Number 13		Revised:

of Public Accounts or his legally authorized representative shall annually audit the accounts of the Foundation, and the cost of such audit services shall be borne by the Foundation in accordance with §2.2-2717 of the Code of Virginia.

- B. The Veterans Services Fund operating structure shall allow for: (1) separate current and non-current funds for annual operations as set forth in the Appropriation Act, (2) reserves, (3) specific funds for grants and stand-alone projects, and (4) endowments primarily to provide funding for Department veterans programs and services. It also funds for Foundation operations to support veterans programs and services and is not an auxiliary or reserve fund for the Department or Foundation.
- C. The basic Fund structure to be used in the monthly and quarterly reports is as follows:

Current Annual Funds:

- Annual Program Funds
- Grants
- VSF Specific Funds for DVS Projects
- Foundation Support Fund

Reserve Funds

- Reserve Program Funds
- Foundation Unrestricted Revenue Funds
- Endowment Funds

These funds are set forth in the monthly spread sheet financial reports. An example is in Appendix B and described as follows:

1. Current Annual Funds

- a. Annual Program Funds: The Appropriation Act annually appropriates and allots to VSF a specific amount of “designated special revenue” consisting of donors restricted and unrestricted funds. VSF, upon approval by the board of trustees, allocates all or a portion of the annual appropriations to DVS programs and services as requested by DVS in its annual budget request. These allocations are shown in the top portion of the spread sheet at Appendix B from the Virginia Veterans Care Center and Sitter & Barefoot VCC at the top down to the VSF Support Funds towards the bottom. The current allotments or allocations are authorized for expenditures. The balances are income, but do not include obligations for projects that have had allocations during the current year and not expended. Allocated funds that have not been spent at the end of the year are carried over to the next year as are obligations. At the beginning of the next year, the fund is replenished with reserve funds to bring it to allocation levels, if sufficient reserve funds are available. If not, available donations are used for replenishment. In all cases, sufficient cash, appropriations and allotments must be present prior to the expenditure of funds. Annual Program funds are not available for endowment purposes.

VSF-DVS Joint Inter-agency Policy	Veterans Service Fund – Management	Effective: 6-24-2020
VSF-DVS Policy Number 13		Revised:

- b. **Specific Funds for DVS Projects:** Restricted funds that normally are current annual or biennial funds from donors that are to be used for special DVS requirements that are not DVS Annual Program Funds, may involve more than one DVS program, and/or include other state agencies. An example is the “Women’s Summit” under Veteran Education, Transition and Employment. Others not listed in Appendix B may be VVFS “Mission Healthy Families”, Mission Healthy Relationships”, and “Suicide Prevention”. VSF Specific Funds are not available for endowment purposes.
- c. **Grants:** Grants normally fall under Annual Program Funds or VSF Specific Funds. A VVFS example is “Operation Family Caregiver Grant”. The V3 example is Altria (shown on the quarterly spread sheet at Appendix B under Veteran Education, Transition and Employment). Grant funds exceeding the annual allocation shall be held in Reserve Program Funds. Grants are not available for endowment purposes.
- d. **Foundation Support Fund:** Unrestricted funds appropriated by the Commonwealth or donated on an annual basis to support VSF, and the contingency needs of DVS on a reimbursable basis. This is an expenditure fund. Support funds are not available for endowment purposes.

2. Reserve Funds

- a. **Reserve Program Funds:** This account contains those VSF Funds found at the bottom of the spread sheet at Appendix B on the line titled “Grand Total of All 09410 Funds”. They are the sum of the Fund 09410 Balance June 30, 2019YTD less the sum of the FY 2019 Budget Balance YTD. The result is the amount of unallocated restricted funds from donors to support each designated DVS Program which are not part of the current annual Appropriations Act allocations, but available for expenditure on approval from the Department of Planning and Budget (DPB). For DVS divisions and programs, the reserve for subsidiary funds may be found in the subordinate accounts titled “Other Donations Restricted”. At least **100%** of the annual budget (\$796,500.00 in the example in Appendix B) must remain in the account for contingency purposes. The remainder may be available for investment for endowment purposes. Should the funds available in the reserve account be less than the amount in the current budget, expenses for the following year will have to be reduced by a comparable amount.
- b. **Foundation Unrestricted Revenue Fund:** This account contains unrestricted funds to support VSF. It is an income fund. It contains: (1) appropriated Nongeneral Funds; (2) Donor Unrestricted Funds; and (3) Interest. At least 10% of the available funds must remain in the account for emergency purposes. The remainder may be available for investment for endowment purposes.
- c. **Foundation Endowment:** The funds may be unrestricted or restricted. If

VSF-DVS Joint Inter-agency Policy	Veterans Service Fund – Management	Effective: 6-24-2020
VSF-DVS Policy Number 13		Revised:

restricted, their principal usually cannot be spent at all, and only a specified percent of the interest earned can be spent per year. This Fund may consist of available Unrestricted Revenue, and Reserve Program Funds that may be invested. There currently are no funds in this category.

D. Fund, subsidiary funds, and subordinate funds in Monthly Veterans Services Fund Spread-Sheet Elements.

1. The Veterans Services Fund encompasses the entire spread sheet at Appendix B.
2. Subsidiary Funds are the sum of those dedicated to each DVS Division (i.e., Virginia Veterans Care Center, Sitter& Barefoot Veterans Care Center, Cemetery Funds, Virginia Veteran and Family Support, Benefits Funds, Veteran Education, Transition and Employment, and VSF Support Funds).
3. Subordinate or Sub-funds are the individual allocation categories under each subsidiary fund. Examples of these sub-funds follow in the next section.

E. Donations made for a specific purpose are placed in restricted sub-funds, so that the donated funds are only used in accordance with the wishes of the donor. Additional sub-funds may be established as required.

1. Care Centers Residents' Assistance sub-funds for Indigent Resident Needs; Activities/Carnival Fund; Operation Holiday Spirit; Unit Projects & Functions; and Other Donations Restricted as required for each care center depending on its needs.
2. Cemeteries Assistance sub-funds for each cemetery and Other Donations Restricted.
3. The Virginia Veteran and Family Support Subsidiary Fund, for example, has the following sub-funds:
  - a. The Direct Services Sub-fund supports veterans of any era who are Virginia residents, members of the National Guard or Virginia members of the Armed Forces Reserves not on active federal service, and the family members of these veterans and service members.
  - b. The Outreach Sub-fund supports activities promoting awareness of the availability and eligibility of services of VVFS program services among the public, veterans, and their families so that: (1) those in need are encouraged to come forward to seek support; and (2) the broader public will have increased awareness of program services and be a catalyst to strengthen outreach to those in need.
  - c. The Enabling Sub-fund supports training for professionals who may come in contact with veterans and their families, so they are better able to identify, and address veterans concerns and needs. The sub fund also may

VSF-DVS Joint Inter-agency Policy	Veterans Service Fund – Management	Effective: 6-24-2020
VSF-DVS Policy Number 13		Revised:

be used for direct professional education/training services for veterans and their families.

- d. The Homeless Veterans Sub-fund provides assistance to alleviate the needs of temporarily homeless veterans and, in some cases, their families.
  - e. A sub-fund for the Operation Caregiver Grant.
4. The Veterans Education, Transition and Employment Subsidiary Fund has sub-funds for the Virginia Values Veterans (V3) Program, the Women’s Summit, and the Altria Grant
  5. The Other Donations sub-fund found in all subsidiary funds is a holding account for revenue not allocated for expenditure by the current budget and is a drawing account for the next annual allocation.

### **J13.10 Veterans Services Fund Reports**

- A. The Code of Virginia requires that VSF shall submit a quarterly report to the DVS Commissioner on VSF’s funding levels and services. This report and monthly reports are compiled with the assistance of the DVS CFO and the DVS Finance Staff for 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.
- B. The monthly and quarterly finance reports prepared by DVS for VSF shall contain: (1) a balance sheet; (2) a pie-chart depiction of assets by major funding activity; (3) a profit and loss statement; and (4) a Schedule of Receipts, Expenditures and Budget by Activity. An example of the finance report is at Appendix B.
- C. The DVS CFO shall assist VSF in preparing quarterly reports to the VSF Trustees from the monthly reports provided by the DVS Office of Finance to the VSF Executive Director. 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.
- D. Reports on income and expenditures shall be submitted monthly, or as requested, to the DVS Commissioner, the trustees, or others for review. These reports shall include under-funded or unfunded needs, if any.
- E. VSF shall compile an annual report to the Secretary of Veterans and Defense Affairs, and the General Assembly in accordance with § 2.2-2715.B. This report will be published electronically by 30 November of each year. The annual report to the General Assembly shall be submitted for publication as a report document as provided in the procedures of the Division of Legislative Automated Systems for the processing of legislative



VSF-DVS Joint Inter-agency Policy	Veterans Service Fund – Management	Effective: 6-24-2020
VSF-DVS Policy Number 13		Revised:

documents and reports and shall be posted on the General Assembly’s website.

- F. These quarterly and annual reports shall be available in the board of trustees meeting minutes posted on the VSF website.

**J13.11 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 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 VSF-DVS Joint Policy 4.

**J13.12 Policy Effective Date**

The effective date of the policy, or policy revision, shall be the date the VSF Trustees and the DVS Commissioner ratify the policy.

June 24, 2020

VSF-DVS Joint Inter-agency Policy	Veterans Service Fund – Management	Effective: 6-24-2020
VSF-DVS Policy Number 13		Revised:

# VIRGINIA VETERANS SERVICES FOUNDATION VIRGINIA DEPARTMENT OF VETERANS SERVICES

## Veterans Services Fund – Management Appendix A

### DEFINITIONS

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

**Account:** As used by VSF, this is 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:** This 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.

**Administrative Expenses:** These are VSF or a DVS program expenditure for overhead, administrative staff and associated costs, and organizational meetings. VSF operating expenses, including staff, travel, and other administrative expenses, fall under the Foundation Support Fund.

**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:** Divisions of DVS.

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

**Contingency:** This is a planned situation pertaining to a VSF or DVS program need for funds that are not appropriated from the current Appropriation Act or approved by the Department of Planning and Budget.

**Designated Special Funds:** This is a term used in the Appropriation Act to identify donor funds and grants and the allocation thereof for authorized expenditures.

**Divisions 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.

VSF-DVS Joint Inter-agency Policy	Veterans Service Fund – Management	Effective: 6-24-2020
VSF-DVS Policy Number 13		Revised:

**Emergency:** This is an unplanned occurrence where a VSF or DVS urgent need exists for funds that are not appropriated from the current Appropriation Act or approved by the Department of Planning and Budget.

**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 earned may 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.

**Foundation Operations:** These are functions performed in support of the administration of the Foundation.

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

**Fund Allocations and Expenditures:** Includes appropriating, allotting, allocating, and expending financial donations from the Veterans Services Fund, but also other state general and non-general funding for veterans and their families.

**Fund Management:** Includes recording, responding, accounting, and reporting donations, primarily in the Veterans Services Fund.

**Fundraising:** Begins with planning (including assessing needs and funding sources), soliciting, raising, receiving, and accepting funds or other in-kind gifts and ends with their being deposited in the Veterans Services Fund or turnover to VSF and a receipt issued to the donor.

**Fundraising Expenses:** These include the VSF expenditures to raise money. Fundraising expenses can include campaign printing, publicity, outreach, mailing, travel, and staffing and costs incurred in soliciting donations, memberships, and grants. For the VSF, these expenses fall under the Foundation Support Fund.

**Grants:** Grants are a form of financial aid based on need which does not have to be repaid, but requires a service to be rendered by the recipient. Grants are contractual agreements to provide services on receipt of non-repayable funds or products disbursed or given by one party, called the grant maker, to a recipient that often is a nonprofit entity such as VSF. Normally to receive a grant, some form of proposal or application is required. In other cases a grant may be offered based on the conditions specified by the grant maker. Grant funds are restricted for use as the grant maker specifies and may not be used for other purposes. Grant acceptance, compliance, and reporting requirements vary depending upon the type of grant and funding source.

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

VSF-DVS Joint Inter-agency Policy	Veterans Service Fund – Management	Effective: 6-24-2020
VSF-DVS Policy Number 13		Revised:

**Institutional Fund or Reserve 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.

**Lines of Service:** See Programs of DVS.

**Programs of DVS:** An operational term for a principal subordinate division of DVS or other state agency programs (e.g., Virginia Values Veterans Program, Homeless Veterans Program).

**Program Expenses:** These include the Foundation’s annual allocation primarily to the DVS programs and direct services to veterans and their families. For the VSF, these include emergency expenses associated with DVS programs, if they don’t fall under Administrative Expenses.

**Program-related assets or Annual Fund:** These include 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:** This is 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 is found in a “statement.” (See definition of “statement” below.) 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.

**Specific Fund:** Means those restricted funds specified for a specific requirement that DVS is pursuing that: (1) are not part of DVS programs’ Annual Funds; (2) may involve more than one DVS program; and/or (3) include other state agencies.

**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.

VSF-DVS Joint Inter-agency Policy	Veterans Service Fund – Management	Effective: 6-24-2020
VSF-DVS Policy Number 13		Revised:

**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~~ *for* 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.

**Unrestricted Donor Fund:** This is a sub-fund of the Unrestricted Revenue Fund and consists of donations made to the Foundation for direct support of veterans and their families. This fund shall not be used for administrative or fundraising expenses.

VSF-DVS Joint Inter-agency Policy	Veterans Service Fund – Management	Effective: 6-24-2020
VSF-DVS Policy Number 13		Revised:

**VIRGINIA VETERANS SERVICES FOUNDATION  
VIRGINIA DEPARTMENT OF VETERANS SERVICES**

**Veterans Services Fund – Management  
Appendix B**

**Example of  
VSF FINANCIAL REPORT**

Contained in the following four pages

VSF-DVS Joint Inter-agency Policy	Veterans Service Fund – Management	Effective: 6-24-2020
VSF-DVS Policy Number 13		Revised:

**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
<b>Virginia Veterans Care Center:</b>						
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	3,886.36
Other Donations Restricted	16,099.97	17,670.00	10,500.00	18,987.33	10,500.00	-
<b>Total VVCC Funds</b>	<b>145,015.35</b>	<b>55,655.00</b>	<b>45,058.07</b>	<b>155,612.28</b>	<b>60,000.00</b>	<b>14,941.93</b>
<b>Sitter &amp; Barfoot VCC:</b>						
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
<b>Total SBVCC Funds</b>	<b>36,779.70</b>	<b>6,980.00</b>	<b>10,696.16</b>	<b>33,063.54</b>	<b>28,000.00</b>	<b>17,303.84</b>
<b>Cemetery Funds:</b>						
Va Veterans Cemeteries- Other Donations Restrict	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
<b>Total Cemetery Support Funds</b>	<b>29,721.24</b>	<b>11,904.91</b>	<b>-</b>	<b>41,626.15</b>	<b>15,500.00</b>	<b>15,500.00</b>
<b>Virginia Veterans' and Family Support</b>						
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	114,086.61	-	336,294.24	-	-
<b>Total VVFS Funds</b>	<b>672,435.39</b>	<b>299,136.61</b>	<b>382,149.20</b>	<b>589,422.80</b>	<b>447,000.00</b>	<b>64,850.80</b>
<b>Benefits Funds:</b>	<b>675.52</b>	<b>650.00</b>	<b>-</b>	<b>1,325.52</b>	<b>1,000.00</b>	<b>1,000.00</b>
<b>Veteran Education, Transition and Employment</b>						
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	-	-	-	-	-	-
<b>Total VETE Funds</b>	<b>465,416.51</b>	<b>189,327.00</b>	<b>182,337.86</b>	<b>472,405.65</b>	<b>235,000.00</b>	<b>52,662.14</b>
<b>VSF Support Funds:</b>	<b>10,000.00</b>	<b>-</b>	<b>1,560.13</b>	<b>8,439.87</b>	<b>10,000.00</b>	<b>8,439.87</b>
<b>VSF Unrestricted Revenue</b>						
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	-	-
<b>Total VSF Unrestricted Revenue</b>	<b>260,176.90</b>	<b>73,282.01</b>	<b>-</b>	<b>333,458.91</b>	<b>-</b>	<b>-</b>
<b>Grand Total All 09410 Funds</b>	<b>1,620,220.61</b>	<b>636,935.53</b>	<b>621,801.42</b>	<b>1,635,354.72</b>	<b>796,500.00</b>	<b>174,698.58</b>
	<b>BALANCE</b>	<b>CASH IN</b>	<b>CASH OUT</b>	<b>BALANCE</b>		
Cash Transfers						
913 09410 Fund Balance	14,907.88	650,000.00	-	44,981.14		
912 09410 Fund Balance						
<b>TOTAL CASH 09410 FUNDS</b>	<b>1,620,220.61</b>	<b>650,000.00</b>	<b>-</b>	<b>1,635,354.72</b>		

June 24, 2020 Meeting Minutes Attachment 1

VSF-DVS Joint Inter-agency Policy	Veterans Service Fund – Management	Effective: 6-24-2020
VSF-DVS Policy Number 13		Revised:

### Profit and Loss Statement

#### **INCOME:**

**Y-T-D Actual**

*Restricted gifts received for:*

<i>Virginia Veterans Care Center</i>	55,655.00
<i>Sitter &amp; Barfoot VCC</i>	6,980.00
<i>Cemetery Funds</i>	11,904.91
<i>VVFS Funds</i>	299,136.61
<i>Benefits Funds</i>	650.00
<i>VETE Funds</i>	189,327.00
<i>VSF Support Funds</i>	-
<i>VSF Unrestricted Revenue</i>	73,282.01
<b>TOTAL INCOME</b>	<b>636,935.53</b>

#### **EXPENDITURES:**

<i>VVCC Indigent Resident Needs</i>	216.54
<i>VVCC Activities/ Carnival Funds--Activities with Residents</i>	5,583.51
<i>VVCC Operation Holiday Spirit</i>	13,144.38
<i>VVCC Unit Projects &amp; Functions</i>	15,613.64
<i>VVCC Other Donations Restricted</i>	10,500.00
<i>SBVCC Indigent Resident Needs</i>	65.00
<i>SBVCC Activities Funds</i>	10,631.16
<i>SBVCC Other Donations Restricted</i>	-
<i>Va Veterans Cemeteries- Other Donations Restricted</i>	-
<i>Va Veterans Cemetery--Amelia</i>	-
<i>Memorial Cemetery--Suffolk</i>	-
<i>SW Va Veterans Cemetery--Dublin</i>	-
<i>VVFS Outreach Services</i>	-
<i>VVFS Direct Veterans Services</i>	165,257.70
<i>VVFS Enabling Veterans Services</i>	-
<i>VVFS Homeless Veterans Funds</i>	214,587.73
<i>VVFS Operation Family Caregiver Grant</i>	2,303.77
<i>Benefits Funds</i>	-
<i>VETE V-3 Fund</i>	106,919.26
<i>VETE Altria Grant</i>	74,195.66
<i>VETE Women's Summit Funds</i>	1,222.94
<i>VETE Other Donations Restricted</i>	-
<i>VSF Support Funds--Operating Expenditures and Web Site</i>	1,560.13
<i>VSF Unrestricted Revenue</i>	-
<b>TOTAL EXPENDITURES</b>	<b>621,801.42</b>
<b>Excess of Income over Expenditures</b>	<b>15,134.11</b>
<i>Beginning Fund Balances</i>	1,620,220.61
<b>Ending Fund Balances</b>	<b>1,635,354.72</b>

June 24, 2020 Meeting Minutes Attachment Nine



VSF-DVS Joint Inter-agency Policy	Veterans Service Fund – Management	Effective: 6-24-2020
VSF-DVS Policy Number 13		Revised:

155,612.28 VVCC  
 33,063.54 SBVCC  
 41,626.15 CEMETERIES  
 8,439.87 VSF SUPPORT  
 472,405.65 VETE  
 589,422.80 VVFS  
 333,458.92 VSF UNRESTRICTED REVENUE  
1,325.52  
 BENEFITS  
 1,635,354.73

VSF-DVS Joint Inter-agency Policy	Veterans Service Fund – Management	Effective: 6-24-2020
VSF-DVS Policy Number 13		Revised:

**Veterans Services  
Foundation Statement of  
Assets  
For the Month Ended June 30, 2019  
(FM12)  
FY 2019 Year-To-Date  
(Unaudited)**

<b>Assets:</b>	
Cash held by State Treasurer	\$1,635,354.72
<b>Total Assets</b>	<b><u>\$ 1,635,354.72</u></b>
Restricted Fund Balances:	
<b>Fund Balances:</b>	
Restricted for VVCC Activities	155,612.28
Restricted for SBVCC Activities	33,063.54
Restricted for Cemetery Funds	41,626.15
Restricted for VVFS Funds	589,422.80
Restricted for Benefits Funds	1,325.52
Restricted for VETE Funds	472,405.65
Restricted for VSF Support Funds	8,439.87
<b>Total Restricted Fund Balances</b>	<b>1,301,895.81</b>
VSF Unrestricted Revenue	333,458.92
<b>Total Fund Balances</b>	<b><u>\$ 1,635,354.73</u></b>

**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.

VSF-DVS Joint Inter-agency Policy	DVS Subsidiary Fund Management	Effective: July 1, 2020
VSF-DVS Policy Number 14		Revised: Original

**VIRGINIA VETERANS SERVICES FOUNDATION  
VIRGINIA DEPARTMENT OF VETERANS SERVICES  
Veterans Services Fund Allocation and Expenditure  
Policy and Procedures**

**J14.1 Purpose**

- A. The purpose of this policy is to establish operating procedures for appropriating, allotting, allocating, and expending financial donations from the Veterans Services Fund (the Fund) through the Department of Veterans Services (DVS) Division Subsidiary Funds. The Subsidiary Funds are administered by the Veterans Services Foundation (VSF) Board of Trustees (the Trustees) through the VSF Executive Director in conjunction with the DVS Chief Financial Officer (CFO) and DVS Division Directors.
- B. This joint policy is the last in a series of four policies that cover the VSF pursuit of supporting veterans and their families through cycles of fundraising, controlling in-kind donations, Veterans Services Fund management, and Veterans Services Fund allocations and expenditures. This policy sets forth the requirements for sustaining the continuing cycle from budgeting, allocation of resources, and expenditures. Expenditures usually result in additional funding needs that are to be met through fundraising.
- C. This policy is to be used in conjunction with VSF-DVS Joint Policies J11 (Fundraising) covering solicitation and receipt of donor funds, J12 (Control of In-kind Donations) concerning non-financial donations, J13 (Veterans Services Fund Management) regarding recording, accounting, reporting donations, and generally managing financial donations made to the Fund.

**J14.2 Application**

The VSF Executive Director in conjunction with the DVS CFO and the DVS Division Directors are responsible for the application of this policy.

**J14.3 Interpretation**

The VSF Chair, in consultation with the DVS Commissioner, is responsible for the interpretation of this policy.

**J14.4 Overview**

- A. The VSF charitable funding process begins with an assessment of the unmet needs of veterans and their families and available funds required to meet those needs. Those funds may be available from General and Non-general Funds and charitable donations set forth as Dedicated Special Revenue in the Appropriation Act. Shortfalls in General and most Non-general funds may be met with increased appropriations, if available, and donor contributions that may be on hand or need to be raised. The primary document for meeting needs is the budget, which is a primary policy document showing how the state and its agencies will prioritize and achieve its biennial and annual

VSF-DVS Joint Inter-agency Policy	Veterans Services Fund Allocation and Expenditure	Effective: TBD
VSF-DVS Joint Policy Number 14		Revised:

objectives. The budget is a contract between citizens, including donors, and state agencies showing how resources are raised and allotted for veterans' services. Good budgeting supports the pillars of governance: integrity, openness, participation, accountability, and planning to achieve objectives. Appropriation requests are based on the VSF and DVS budgeting process; a joint responsibility of VSF and DVS as set forth in this joint policy.

- B. To achieve unfunded and unmet veterans' needs, VSF in conjunction with the DVS Divisions solicits and accepts donations to foster the aims of DVS programs and enhance operations beyond the scope of appropriated funds. In addition, donations can be solicited to support specific activities to foster community involvement and outreach. The allocation, and expenditure of donations shall be controlled by the Uniform Prudent Management of Funds Act, §64.2-1100 et seq., and the Donor's Bill of Rights paragraph assuring that donors' gifts will be used for the purposes for which they were given contained in Appendix A.
- C. The VSF Board of Trustees serves a fiduciary responsibility to donors and a substantial source of funding to DVS to meet the needs of veterans not otherwise available for funding through the state budget or other sources. DVS serves as the VSF agent, in accordance with the Uniform Prudent Management of Funds Act, for the receipt, deposit, management, allocation, and expenditure of funds. The expenditure and disbursement authority is subject to approval or disapproval by the VSF Executive Director and the board of trustees based on the Code of Virginia. §2.2-2718.C.

## **J14.5 Policy**

- A. One hundred percent of all contributions made to VSF shall be used to provide direct support to Virginia veterans and their families in crisis or in need of assistance.
- B. VSF and DVS shall, in coordination with the DVS Division Directors, ~~to~~ oversee and ensure that monies collected are properly expended unless they are held for nonrecurring expenses or emergencies.
- C. VSF and DVS shall jointly participate in the internal operating budget development process to provide timely information for authorized DVS requests and expenditures.
- D. VSF shall advise DVS, as necessary, during the state budget development process to help ensure that the Appropriation Act reflects the appropriation allotment (spending authority) needed to support expenditure of donated funds in support of DVS programs and services.
- E. DVS shall provide assistance to VSF in the development of budgetary documents.
- F. DVS shall provide financial management and accounting necessary to ensure compliance with disbursement requirements set forth by the State Department of Accounts, State Auditor of Public Accounts, and VSF-DVS Joint Policies in a manner that segregates VSF from DVS activities.

VSF-DVS Joint Inter-agency Policy	DVS Subsidiary Fund Management	Effective: July 1, 2020
VSF-DVS Policy Number 14		Revised: Original

- G. VSF shall, as required, transfer funds to supplement funding for DVS programs and services.
- H. Donations shall only be used for program expenses for direct services to veterans and their families that are not related to administrative or fundraising. For the VSF, these include emergency expenses associated with DVS programs' direct services. The Fund is not an auxiliary or reserve fund for DVS or VSF.
- I. VSF and DVS may delegate expenditure authority to the DVS Division Directors.
- J. To provide mutual DVS-VSF integrated controls, DVS shall provide to the VSF Executive Director for approval a monthly report, by the 20<sup>th</sup> day of the following month, containing a list of expenditures that are requested as reimbursements to VSF funds. The VSF Executive Director, within seven business days of receipt, shall approve or disapprove such expenses. If disapproved, the expenses shall be moved to an alternate source of DVS funding.
- I. VSF and DVS shall ensure that subsidiary funds held for: (1) nonrecurring expenses shall not exceed the estimated cost of the nonrecurring expense; and (2) funds held for emergency purposes shall not exceed the total of three year's expenditures unless an exemption has been approved by the VSF Board of Trustees with the concurrence of the DVS Commissioner.
- J. VSF and DVS shall strive to see that contingency funds that have not been used for over three years shall be transferred to the program sub-fund titled "Other Donations Restricted for use at \_\_\_\_\_ (the name of the program in question; e.g. cemeteries). If balances in the "Other Donations Restricted..." sub-fund continue to grow, then the Foundation may allocate such funds for use by other VSF or DVS programs – providing the funds were donated without a specific purpose designated. For those donations with a purpose designated, the contributions received will be used as specified by the donor. However, if the purpose of the donation has been met or no longer exists, the remaining funds may be used at the discretion of the VSF Board of Trustees to provide other support to Virginia's veterans and their families. All DVS reallocations shall have the concurrence of the DVS Commissioner.

## **J14.6 Procedures**

- A. All donations will be deposited in the appropriate Subsidiary Fund or Sub-fund of the Veterans Services Fund and shall be managed in accordance with §§ 2.2-2715 et seq. Code of Virginia, applicable sections of the current Virginia Appropriation Act, and Commonwealth of Virginia regulations. Descriptions of Subsidiary Funds and Sub-funds may be found in VSF-DVS Joint Policy J13 (Veterans Services Fund Management) paragraph J13.9.D.

VSF-DVS Joint Inter-agency Policy	Veterans Services Fund Allocation and Expenditure	Effective: TBD
VSF-DVS Joint Policy Number 14		Revised:

- B. Allocation of funds for DVS program subsidiary funds from the Fund may only be authorized by the majority vote of trustees present at a meeting in which there is a quorum.
- C. Sub-fund adjustments of amounts less than \$10,000 within subsidiary accounts in the annual budget may be made by the VSF Executive Director in accordance with funding levels established by the current edition of the Appropriations Act and Department of Planning and Budget adjustments to those funding levels. Amounts above \$10,000 shall be referred to the VSF Finance Committee Chair and the Board Chair for action as set forth in VSF Policy section F2.13.D. Any changes shall be subject to review and subsequent approval by the trustees at the next quarterly board meeting.
- D. Reallocation of sub-fund amounts of \$10,000 or more shall be forwarded to the Board Chair for action as follows. Depending on the circumstances, the Board Chair may consider it or refer it to the VSF Finance Committee Chair. Alternatively, the Board Chair could refer it to a meeting of the Executive Committee or defer it until the next board meeting. In any case, all changes shall be subject to review and subsequent approval by the trustees at the next quarterly board meeting.
- E. Expenditures for DVS activities approved by the trustees may be processed upon approval by the DVS division director that has responsibility for the activity.
- F. DVS Division Directors shall submit an annual budget request through the DVS Commissioner to VSF. Anticipated donations are furnished by the VSF. This normally is submitted on an annual basis at the request of the VSF Executive Director or DVS CFO. Budget requests shall outline expected donations and expenditures for the upcoming fiscal year for each of the established subsidiary and sub-funds.
- G. Donors expect that their contributions will be used as they have specified in a prompt and timely manner by VSF and DVS programs and services. If donations are not so used, then VSF, DVS, and the Commonwealth can be exposed to criticism because they hold the public trust, which cannot be violated.
- H. Additionally, when there are excesses of donated funds, an inconsistency is created between requested income and expenses that directly carries over to appropriated funds for DVS and its programs. This inconsistency can cause DVS general funding to be lost when general fund budget reductions occur.
- I. There are two possible exceptions to prompt and timely expenditure of subsidiary funds: (1) donations that are held for nonrecurring expenses such as construction, technology, and others that transcend one year's operations; and (2) those funds held for contingency purposes because revenues in any one given year may not be sufficient to fund recurring annual expenses.

VSF-DVS Joint Inter-agency Policy	DVS Subsidiary Fund Management	Effective: July 1, 2020
VSF-DVS Policy Number 14		Revised: Original

## **J14.7 Budgeting Considerations**

- A. The appropriation, allotment, and allocation process includes approval of priorities, establishing measurement metrics, measuring program performance, and obtaining quantitative and qualitative results. These results are used to assess each program's ability to meet specified objectives that contribute to established DVS and VSF goals as calculated by each programs' to use resources effectively. The information developed is used to determine how resources will be allocated in the biennium budget process for distribution of donated revenue. This is called Performance Budgeting or Performance Based Budgeting and is described in greater detail in Appendix B.
- B. The budget is the VSF central policy document which is supported by financial administration documents such as the current VSF-DVS Joint Policies. The VSF budget is a contract between VSF and DVS showing resources raised, on hand, and allocated for delivery of veterans programs and services. In the case of VSF, the budget is to provide supplemental funding for DVS programs and services. VSF funds are not to be used to supplant other general and non-general revenue accrued to DVS. VSF must have a comprehensive understanding of DVS general and non-general fund revenues and their uses for each DVS program, plus similar revenues devoted to other agencies that compliment DVS programs (e.g., homelessness abatement by the Department of Housing and Community Services). These are required so that VSF can design and implement a comprehensive, accurate, and reliable budget.
- C. Budgets should be managed within clear, credible, and predictable limits for fiscal policy. A sound fiscal policy is one that avoids build-up of large, unsustainable debts or excess revenue and that uses favorable income flows to build up resilience and buffers against more difficult times. Sound fiscal policy is enhanced through clear and verifiable fiscal rules or policy objectives.
- D. The VSF-DVS budget should be closely aligned with the medium-term spending priorities. The annual financial goals set boundaries for the main categories of spending for the year. A mid-term expenditure analysis is an important tool to determine not only where VSF currently is, but whether it will meet its annual financial goals. The analysis should be grounded on realistic forecasts for baseline expenditures based on past experience, of which ample data exists both in VSF and DVS. The budget should be flexible to ensure that expenditure boundaries are respected. This is with the understanding that there may be a need to revisit or realign financial goals and priorities to take account of unforeseen developments. A regular process for reviewing existing expenditures exists in the Expenditure Guidelines (Section J14.10), but it must be supplemented by regular monthly analysis of expenditures made to ensure budgetary expectations and managed in line with assets available and anticipated.
- E. DVS and VSF budget documents and data must be open, transparent, (i.e., understandable) and widely distributed. This is required to keep on top of budget goals. Detailed monthly reports, including income and expense schedules, currently produced by DVS in conjunction with VSF should be available and widely distributed to promote

VSF-DVS Joint Inter-agency Policy	Veterans Services Fund Allocation and Expenditure	Effective: TBD
VSF-DVS Joint Policy Number 14		Revised:

timely and effective decision making, accountability, and oversight. More VSF and DVS participants need to be actively involved.

- F. Budgetary options should be realistically debatable by all participants. The process is detailed in Section J14.9. DVS Program leadership needs to be involved in discussions about budgetary policy options because they best know their priorities, funding requirements, difficult trade-offs, and goals to maximize the finite resources available.
- G. Budgets and their periodic updates should present a comprehensive, accurate, and reliable account of finances. They should account correctly and comprehensively all revenues and expenditures and the full financial costs and benefits of budget decisions. The benefits of budget decisions can be made available through periodic briefings by DVS program managers.
- H. Budget execution should be actively planned, managed, and continuously monitored. There should be some limited flexibility to reallocate funds throughout the year in the interests of effective management consistent with the broad purpose of the allocation, within the restrictions placed by donors.
- I. Performance evaluation and value for revenue should be integral to the budget process. VSF and DVS must understand not just what is being spent, but what is being accomplished on behalf of donors, veterans, and the Commonwealth. That is, what veterans services are being delivered and under what standards of quality and levels of efficiency. This requires detailed reports on specific outcomes by the DVS Division Director and the VSF Board of Trustees. Performance Budgeting as required by DPB would meet this requirement.
- J. Longer-term sustainability and other fiscal risks should be identified, assessed, and managed prudently. This promotes stability in providing resources.
- K. To maintain sustainability, avoid depletion of assets, and focus on immediate needs while planning for the future, a reserve fund is essential. The reserve fund contains the sum of funds on hand less the funds allocated for the current annual budget. The result is the amount of unallocated restricted funds from donors to support each designated DVS Program which are not part of the current annual Appropriations Act allocations, but available for expenditure on approval from DPB. For DVS divisions and programs, the reserve for subsidiary funds may be found in the subordinate accounts titled "Other Donations Restricted". At least 100% of the annual budget must remain in the reserve account for contingency purposes. The remainder may be available for investment for endowment purposes. Should the funds available in the reserve account be less than the amount in the current budget, expenses for the following year will have to be reduced by a comparable amount.
- L. Budgeting must consider the types of funds available for use. VSF non-general dedicated special funds are divided into two broad categories; restricted and unrestricted.
  - 1. Restricted funds are further subdivided into: (a) funds for general purposes such



VSF-DVS Joint Inter-agency Policy	DVS Subsidiary Fund Management	Effective: July 1, 2020
VSF-DVS Policy Number 14		Revised: Original

as those donated to VSF for veterans services purposes; (b) funds for specific programs such as those for the Virginia Veterans Care Center; and (c) funds for specific projects such as those designated for indigent care, events for veterans, homeless relief, Virginia Values Veterans (V3) for veterans employment. Priorities for budgeting for veterans' services are placed on these funds in inverse order.

2. Unrestricted funds are divided into: (a) appropriated funds that were allotted to VSF for its operations and emergency support of veterans' services; and (b) interest received on the Veterans Services Fund that may be used for the same purposes as specified in the appropriated funds category.
- M. The integrity and quality of budgetary forecasts, fiscal plans, and budgetary implementation are promoted through rigorous quality assurance and independent audits. Both the internal and external financial control systems should have a role in quality assurance for cost effectiveness and performance accountability. There is a need for structured, institutional processes to provide scrutiny of all aspects of the budgeting system as previously described. This should extend beyond audits performed by the Virginia Auditor of Public Accounts.
- N. Additional information on the process and its timing is at [Appendix C](#).

## **J14.8 Appropriating, Allotting, and Allocating Financial Donations**

- A. Appropriations are the legal spending authority for state agencies to incur expenditures. These appropriations are regulated through the use of allotments within the Appropriation Act and related legislation. VSF and DVS shall not expend funds against any appropriation until they have received an allotment of funds from the appropriation and have sufficient cash prior to any expenditure. DVS divisions cannot expend funds against any VSF dedicated special revenue allotment until they have received an allocation of funds from the allotment by VSF. Administrative responsibility for managing the process of appropriating and allotting funds rests with the Department of Planning and Budget (DPB) and administrative responsibility for managing allocations and expenditures of VSF funds resides with VSF. Unexpended VSF and DVS operating balances of VSF non-general dedicated special revenue funds shall be reestablished in accordance with the Code of Virginia and the Appropriation Act.
- 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, appropriation, allotment, and allocation process, which cannot be abridged, follows:
  1. DVS divisions determine a need for funds during the current year for the next FY;
  2. DVS Commissioner approve/modify/disapprove the need;

VSF-DVS Joint Inter-agency Policy	Veterans Services Fund Allocation and Expenditure	Effective: TBD
VSF-DVS Joint Policy Number 14		Revised:

3. VSF Trustees approve/modify/disapprove the need and recommend a fund appropriation;
4. VSF Treasurer forwards the appropriation request to DPB for analysis and approval/modification/ disapproval;
5. Governor includes the requested appropriation in the proposed annual budget for the next FY;
6. The General Assembly approves/modifies/disapproves the appropriation;
7. The Governor approves/modifies/disapproves the appropriation;
8. If approved by the General Assembly and Governor, the appropriation allotment is placed in the annual Appropriations Act;
9. VSF makes the allotted funds available to DVS as an allocation by subsidiary fund 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 the DVS division needs additional funds, they forward that need request with justification to DVS as follows:

1. DVS Commissioner approves/modifies/disapproves the request;
2. VSF Trustees approve/modify/disapprove the need and recommend a fund reallocation;
3. VSF Treasurer forwards the funding request to DPB for analysis and approval/modification/disapproval, if the allocation exceeds the funds allotted to VSF by the Appropriation Act;
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 to ensure they are in accordance with donor's wishes and published policy.

E. Every biennial and annual budget appropriation request or midyear increases to the annual allotment must be approved by the VSF Trustees before DPB will take any action on the request.

## **J14.9 Subsidiary Fund Teams**

Each DVS Division shall develop a team to direct and administer its Subsidiary Fund, including budgeting, allocation of funds, and expenditures, for the support of eligible recipients. Such direction and administration will be in accordance with this policy and the direction of the VSF Board of Trustees. Teams shall be headed by the DVS Division Director and include such Division personnel as required by the Division Director. The Teams shall include the DVS CFO and VSF Executive Director or their designated representatives for budget formulation. The duties of the Team shall be as follows:

VSF-DVS Joint Inter-agency Policy	DVS Subsidiary Fund Management	Effective: July 1, 2020
VSF-DVS Policy Number 14		Revised: Original

- A. Request input and recommendations from DVS, the Board of Veterans Services, the Joint Leadership Council of Veterans Service Organizations, and other interested veterans and veterans support groups regarding potential needs and activities for the coming fiscal year or as needs arise.
- B. Review recommendations to ensure they are within the scope of the intent of the DVS and the VSF. No later than mid-April, the team shall develop an annual working budget for the coming fiscal year.
1. The requested budget shall be based on detailed reports containing specific outcomes provided to the DVS Division Director and the VSF Board of Trustees.
  2. The requested budget shall not exceed the cash balance available to each DVS division, but may be increased by an estimate of expected donations for the year by program and decreased by the requested cash balance budget.
  3. The estimate shall be made based on VSF projections of income for the year and revising as the year unfolds and income and expenditure balances are clearer.
- This procedure would allow DVS to submit its budget requests in a range from bare minimum supplemental support needed to a higher amount based on estimated successful fundraising goals and should provide better budgeting and accounting procedures. The goal is to maximize VSF's fundraising capacity and resources to ensure those veterans' needs, not otherwise supportable from other sources, are provided from private contributions.
- C. Follow written criteria provided in this Joint Policy for Subsidiary and Sub-fund Fund expenditures, subject to the approval of the DVS Commissioner and the VSF Executive Secretary. See Section J14.10.
- D. Through the DVS Commissioner, submit the budget to the VSF Executive Director for Trustees review and approval.
- E. Through the DVS Commissioner, submit for approval any requested changes to the approved budget prior to implementation to the VSF Executive Director. Such changes must contain sufficient justification and funds must be available for the request to be approved by DPB. Such supplemental requests will be submitted through DVS Commissioner to the Foundation so that they can be considered at its next quarterly Board meeting.
- F. Retention of excess funds.
1. VSF and DVS activities shall justify their need to retain excess funds exceeding three year's expenditures by submitting an annual spending plan that details excess fund use.
  2. The spending plans will be due with the annual FY budget submissions.

VSF-DVS Joint Inter-agency Policy	Veterans Services Fund Allocation and Expenditure	Effective: TBD
VSF-DVS Joint Policy Number 14		Revised:

3. If a question exists regarding the propriety of a fund overage, it shall be referred to the VSF Executive Director and the DVS CFO for mutual resolution among VSF, DVS, and the program involved.
4. In addition to the annual spending plan, other reports on expenditures may be requested as required by the DVS Commissioner, the VSF Trustees or others for review. Expenditure reports also shall include underfunded or unfunded needs, if any.
5. Financial records shall be maintained according to the State Comptroller's guidance and shall be audited by the Auditor of Public Accounts.

### **J14.10 Expenditure Guidelines for Donated Funds**

A. The following are the basic guidelines for funding from the 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 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.

B. Care Centers – Sitter and Barfoot Veterans Care Center (SBVCC), Richmond; Virginia Veterans Care Center (VVCC), Roanoke:

- 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 residents and Carnivals for the VVCC ;
- 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.
- Operation Holiday Spirit for VVCC: Items for the residents provided by the Holiday Giving program;

VSF-DVS Joint Inter-agency Policy	DVS Subsidiary Fund Management	Effective: July 1, 2020
VSF-DVS Policy Number 14		Revised: Original

- 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.

C. Cemeteries – Albert G. Horton, Jr. Memorial Veterans Cemetery, Suffolk; Southwest Veterans Cemetery, Dublin; Virginia Veterans Cemetery, Dublin:

- 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.

D. 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

**VVFS Homeless Program.** The purpose of the fund is to preclude or end but not sustain homelessness among veterans and their families. The fund provides emergency financial assistance furnished by donors to veterans and their qualifying family members to fill gaps between the immediate need for shelter and the time that appropriate local, state, federal or charitable agencies require to be able to provide a sustainable solution.

- Eligible expenses include: deposits, rent, utility deposit, rental arrears/debts, utility arrears, bridge housing, emergency hotel payments, furnishings, other one time only expenses.
- Emergency financial assistance may be provided as a last resort after requests from other sources are exhausted. Approved requests will be limited to funding totaling \$1,500 over a two-year period for a veteran in need of emergency housing assistance. The VVFS Director may consider exceptions to this policy on a case-by-case basis. The VVFS Director in coordination with the VSF Executive Director shall consider exceptions that exceed \$3,000 to this policy. Cash advances of funds are not authorized.

E. 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.

F. Veteran Education, Transition and Employment (VETE)  
Virginia Values Veterans (V3)

VSF-DVS Joint Inter-agency Policy	Veterans Services Fund Allocation and Expenditure	Effective: TBD
VSF-DVS Joint Policy Number 14		Revised:

- 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

G. 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.

H. The VSF Board of Trustees understands that all expenses are not the same, and there may be exceptions to the above list. The DVS Commissioner and division directors are encouraged to make a request to the Board in special circumstances. Consideration for requests may be discussed with the Foundation Executive Director. All requests for funding of special circumstances and equipment costs over \$5,000 that will require approval of the Board of Trustees shall be submitted in writing by the DVS Commissioner to the Foundation Executive Director not later than ten working days before a Board of Trustees meeting for consideration by the trustees Finance Committee and the Board.

## **J14.11 Procedures for Expending Donated Funds**

A. Expenditure requests, regardless of the purpose, shall be submitted to the DVS Division Director.

VSF-DVS Joint Inter-agency Policy	DVS Subsidiary Fund Management	Effective: July 1, 2020
VSF-DVS Policy Number 14		Revised: Original

B. The Division Director shall evaluate the request to ensure it meets the following criteria:

1. Funds are available for the purchase or expenditure, and the expense conforms to the intent of the designated donation, the Expenditure Guidelines in Section J14.10, and the approved budget. Deviations from the approved budget shall be approved by the Trustees.
2. The expense is reasonable and practical.
3. The expense is timely.
4. The expenditure does not conflict or overlap with other requests or expenditures.

C. After approval by the Division Director, the purchase/expenditure will be made in accordance with Commonwealth of Virginia regulations. Purchases of goods and services that are received by the purchasing agency are controlled by the state procurement manual. Direct veterans assistance expenditures are considered benevolent gifts provided to veterans and their families.

D. If a question exists regarding the propriety of a purchase or veterans direct assistance expenditure, it shall be referred to the VSF Executive Director and the DVS CFO.

E. In addition to the Funding Levels and Services Report, other reports on expenditures shall be submitted monthly, or as requested, to the DVS Commissioner, the trustees or others for review. Expenditure reports also shall include underfunded or unfunded needs, if any.

F. Financial records shall be maintained according to the State Comptroller and shall be subject to audit by the Auditor of Public Account.

G. VSF and DVS activities shall justify their need to retain excess funds by submitting an annual spending plan that details excess fund use.

H. The spending plans will be due with the annual FY budget submissions.

I. If a question exists regarding the propriety of a fund overage, it shall be referred to the VSF Executive Director and the DVS CFO for mutual resolution among VSF, DVS, and the program involved.

## **J14.12 Reimbursement for DVS Expenditures**

- A. VSF has the authority to delegate certain functions to agents, such as DVS, but retains the duty to monitor how donor funds are expended as governed by *Code of Virginia* § 64.2-1103.A. 3. and B. Therefore, as an economy measure, VSF has delegated the management of funds and their expenditures for DVS programs to the DVS Finance Office as a VSF agent, but retains the duty to monitor accounting and fund transactions. In particular, expenditures are controlled by VSF through the VSF Funding Guidelines approved by the Board of Trustees and the Secretary of Veterans and Defense Affairs and monitored by the Foundation Executive Director.

VSF-DVS Joint Inter-agency Policy	Veterans Services Fund Allocation and Expenditure	Effective: TBD
VSF-DVS Joint Policy Number 14		Revised:

- B. VSF reimburses funds expended by DVS based upon a “Request for Reimbursement” for expenditures after they have been made. The Request for Reimbursement shall be provided by DVS accompanied by complete documentation needed to fully support the request.
- C. The Request for Reimbursement procedure requires DVS Division’s adherence to the Expenditure Guidelines contained in Section J14.10. In areas where no Expenditure Guidelines exist, DVS must inquire of VSF regarding the propriety of the expenditure before expending the funds or risk not being reimbursed. VVFS emergency situations can be accommodated by VSF transferring a onetime sum of cash as working capital to DVS, but DVS would still be at risk of not receiving specific reimbursement for any one or a part of a transfer request.

**J14.13 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 Board members at least ten (10) days prior to the vote.
- B. Biennial review of this policy is the responsibility of the VSF Finance Committee in conjunction with the DSV Commissioner.
- C. This policy replaces in total VSF/DVS Joint Policy J6, J7, J8, and J9 all last reviewed on 11/9/2016.

**J14.14 Policy Effective Date**

The effective date of the policy, or policy revision, shall be July 1, 2020 or the date the VSF Trustees and the DVS Commissioner ratify the policy whichever is later.



VSF-DVS Joint Inter-agency Policy	DVS Subsidiary Fund Management	Effective: July 1, 2020
VSF-DVS Policy Number 14		Revised: Original

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

## Appendix A

### The 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 assure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the not-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 donation 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.

---

*The Donor Bill of Rights was created by the Association of Fundraising Professionals (AFP), the Association for Healthcare Philanthropy (AHP), the Council for Advancement and Support of Education (CASE), and the Giving Institute: Leading Consultants to Non-Profits. It has been endorsed by numerous organizations. Association of Fundraising Professionals (AFP), all rights reserved. Reprinted with permission from the Association of Fundraising Professionals March 5, 2019.*

VSF-DVS Joint Inter-agency Policy	Veterans Services Fund Allocation and Expenditure	Effective: TBD
VSF-DVS Joint Policy Number 14		Revised:

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

**Performance Budgeting Appendix B**

The objective is to make the budget more effective by focusing on results of resources allocated to DVS programs that VSF supports. The basic principle of performance budgeting is accountability; measuring how well each respective project was implemented. Also by assessing how effectively the funds budgeted/allocated to the DVS project were used.

Performance based budgeting supports decision making by establishing a purpose, setting measurable objectives, and providing flexibility to achieve the desired outcome. Performance may be judged by a program’s ability to certain objectives that contribute to established goals within the constraints of the resources (or inputs) allocated. By linking inputs to program outcomes and not process outputs, accountability can be measured. A resource allocation decision can be made by determining which projects achieve the greatest outcomes by focusing on results.

The VSF Performance Budgeting Initiative process would be as follows:

- 1) At the DVS Commissioner level, project funding requirements would be scrubbed/reviewed, prioritized and recommendations prepared for presentation to the VSF for fund allocation.
- 2) The DVS recommendations would include prioritization and performance measures that can be used by the VSF to measure the results or effectiveness of the use of the funds allocated from the VSF.
- 3) Before the third quarter VSF meeting of each fiscal year, DVS would provide a detailed review that would precede the development and subsequent approval by VSF for allocating funds to DVS for expenditure the next fiscal year.
- 4) This review would address both prioritization and performance. The DVS and or its supported activity would be asked to answer a few basic questions. These would include:
  - a. What is the activity that requires additional funding?
  - b. What and why is the current funding insufficient?
  - c. What is its priority in comparison to the other requirements submitted by the DVS?
  - d. In the event the program is currently receiving additional VSF funding, how has it performed, based on performance metrics approved by VSF?
  - e. Should a program not be on track to obligate the budgeted VSF funding, is there a shortfall in requirements, or a failure to execute the level of activity associated with the budget?
- 5) VSF Trustees validate the need and recommend a fund allocation annually at the May meeting.

The key to this initiative is approving priorities, establishing measurement metrics, and measuring program performance using both quantitative and qualitative methods. This approach will provide information to make better choices, better decisions and in turn provide greater value.

**VIRGINIA VETERANS SERVICES FOUNDATION (VSF)**

VSF-DVS Joint Inter-agency Policy	DVS Subsidiary Fund Management	Effective: July 1, 2020
VSF-DVS Policy Number 14		Revised: Original

# VIRGINIA DEPARTMENT OF VETERANS SERVICES (DVS)

## Appendix C

### Procedures for Requests for Funds

**Introduction.** The VSF biennial schedule by fiscal year for VSF operations and requesting funds for budgeting purposes is attached to this Appendix. The following procedures are provided for planning and may be used as the situation dictates for requesting funds for veterans services. The procedures are divided into requests for restricted funds and unrestricted funds.

#### **Normal Budget Request Procedures for Restricted Funds.**

Restricted funds are funds that have been donated for a particular purpose or program. They are placed in trust in the Veterans Services Fund. DVS provides requests to VSF through the annual budgeting process with updates through the year as the evolving situation requires. The initial budget approval process for both the biennium budget and adjustments for the following year takes about three months to complete in the spring of each year.

The process starts in about March with a request to DVS divisions for information about the requested allocations of funds for the current, the next year, or the next biennium. The request may be initiated either by the VSF Executive Director or the DVS CFO or by mutual agreement. The request must contain: (1) the prior year's budget, as adjusted; and (2) the base spending authority authorized by the current Appropriation Act. Written justification must accompany requests that exceed the base spending authority or are either urgent or unusual. DVS divisions may submit requests for expenditures they need or desire that exceed their spending authority or involve insufficient funds with written justification for the request.

The budget requests for the biennial or adjustments for the next year should be due to the DVS Commissioner by late April or early May so that the Commissioner's staff can review the requests and ask for additional information, if necessary. The budget requests must be received by VSF staff at least four weeks before the June Board of Trustees meeting for evaluation.

The budget requests are provided to the VSF Finance Committee Chair at least three weeks before the June Board meeting. The Chair may share them with the Finance Committee members for review prior to the Finance Committee meeting regarding the request's appropriateness, completeness, and funding availability from the restricted funds available. If additional information is needed, it is requested from DVDS through the VSF Executive Director. The budget request should be complete by the Finance Committee meeting for final consideration and a recommendation for approval by the Board of Trustees.

Should the DVS budget request require additional fundraising, the Finance Committee Chair shall share the request for funds with the VSF Development Committee Chair for consideration and recommendations. The review by the two committees may be abridged if no issues are foreseen by the committee chairs.

VSF-DVS Joint Inter-agency Policy	Veterans Services Fund Allocation and Expenditure	Effective: TBD
VSF-DVS Joint Policy Number 14		Revised:

The Finance and Development Committee recommendations are presented to the Board of Trustees for approval. If there are differences between the two committees' recommendations, they must be resolved at the Board meeting or tabled until the next meeting.

Requests for updates/adjustments are handled with the same procedure on a quarterly basis each September, December, March, and June.

**Special Budget Request Procedures for Unrestricted Funds.**

Re request procedure follows the process and timelines as those set forth under "Normal Budget Request Procedures for Restricted Funds" without quarterly consideration of adjustments. Greater scrutiny is placed on the need for the funds, how the funds will be used, and the ability of the requestor to replace the funds. Regular reports are required regarding the use of funds and their replacement by the requestor.

**Attachments:**

- VSF Biennial Fiscal Year Schedule, Even Numbered Fiscal Year
- VSF Biennial Fiscal Year Schedule, Odd Numbered Fiscal Year

VSF-DVS Joint Inter-agency Policy	DVS Subsidiary Fund Management	Effective: July 1, 2020
VSF-DVS Policy Number 14		Revised: Original

## **VSF Biennial Fiscal Year (FY) Schedule\***

### **Even Numbered FY**

July 1 (Starts in odd numbered calendar year; e.g., July 1, 2019-June 30, 2020 for FY20)  
Board Officers assume duties

First Quarter (August-September\*\*) meeting first or second week of month (Location)

Receive APA audit report, if available  
Consider and approve Goals and Objectives for current FY  
Approve 4<sup>th</sup> Quarter prior FY Financial Statement and Annual Report to Governor and General Assembly  
Board Chair appoint Committee Chairs/Assistant Chairs  
Approve Non-general Fund allocations  
Approve Legislative Initiatives, if required in August  
Approve Committee Chair/Assistant Chair appointments

### September

Board Chair to prepare Executive Director Annual Evaluation, due in October

Second Quarter (December) meeting first or second week of month (Location)

Approve 1<sup>st</sup> Quarter current FY Financial Statement  
Approve current FY budget adjustments, if any

January, Wednesday second week Legislature convenes for 60 day session ending end of fourth week in March

### During mid-March

Request Budget Adjustments for current FY due mid-April  
Request Budget input/adjustments for next FY due mid-April

Third Quarter (March) meeting last week of month (Location)

Approve 2<sup>nd</sup> Quarter current FY Financial Statement  
Approve current FY budget adjustments, if any  
Approve review of VSF-DVS Policies, if needed  
Confirm dates and locations of next FY Board meetings  
Elect a nominating committee

### April

Nominating Committee put out call for candidates for officers' positions

Fourth Quarter (June) meeting first or second week of the month (Location)

Review current FY Goals and Objectives as a baseline for next FY Goals and Objectives  
Approve 3<sup>rd</sup> Quarter current FY Financial Statement  
Approve budget adjustments, if any  
Consider current biennial FY Budget adjustments (As will be required for the coming odd year GA Session)  
Elect officers for next FY

\*At all meetings, as appropriate, receive VVFS, V3, and other DVS activity updates.

\*\*Depending on DPB Schedule for budget

VSF-DVS Joint Inter-agency Policy	Veterans Services Fund Allocation and Expenditure	Effective: TBD
VSF-DVS Joint Policy Number 14		Revised:

## **VSF Biennial Fiscal Year (FY) Schedule\***

### **Odd Numbered FY**

July 1 (Starts in even numbered calendar year; e.g., July 1, 2020-June 30, 2021 for FY21)  
Board Officers assume duties

First Quarter (September\*\*) meeting second week of month (Location)\*\*\*

Receive APA audit report, if available  
Consider and approve Goals and Objectives for current FY  
Approve 4<sup>th</sup> Quarter prior FY Financial Statement and Annual Report to Governor and General Assembly  
Approve review of VSF-DVS Policies, as required  
Board Chair appoint Committee Chairs/Assistant Chairs  
Approve next FY General and Non-general Funding Budget adjustments, if required  
Approve Committee Chair/Assistant Chair appointments  
Approve tentative meeting dates and locations

September

Board Chair to prepare Executive Director Annual Evaluation, due in October

Second Quarter (December) meeting second week of month (Location)\*\*\*

Approve 1<sup>st</sup> Quarter current FY Financial Statement  
Approve current FY Non-general Fund budget adjustments, if any  
Approve review of VSF-DVS Policies, if needed  
Approve Bylaws and MOU changes, if any

January, Wednesday second week Legislature convenes for 46 day session ending end of second week March

During mid-March

Request from DVS Budget Adjustments for current FY due mid-April  
Request Budget from DVS input for next FY due mid-April  
Request from DVS next biennial Non-general Fund budget requirements (i.e., in 2019 request for FY2021-22)

Third Quarter (March) meeting last week of the month (Location)\*\*\*

Approve 2<sup>nd</sup> Quarter current FY Financial Statement  
Approve current FY budget adjustments, if any  
Approve review of VSF-DVS Policies, if needed  
Elect a nominating committee

April

Nominating Committee put out call for candidates for officers' positions

Fourth Quarter (June) meeting second week of the month (Location)\*\*\*

Review current FY Goals and Objectives as a baseline for next FY Goals and Objectives  
Approve 3<sup>rd</sup> Quarter FY17 Financial Statement  
Approve budget adjustments, if any  
Consider and approve next Biennial Budget starting in next odd numbered FY (See above example)  
Approve next FY schedule of dates and locations of Board meetings  
Elect officers for next FY

\*At all meetings, as appropriate, receive VVFS, V3, and other DVS activity updates.

\*\*Depending on DPB Schedule for budget

\*\*\*In odd numbered years review all VSF-DVS Policies, Bylaws, and MOU



# COMMONWEALTH of VIRGINIA

*Department of Veterans Services  
and  
Veterans Services Foundation  
Board of Trustees*

## **DRAFT MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding (MOU) is between the Department of Veterans Services (DVS) and the Veterans Services Foundation (VSF) that augments the provisions of the Code of Virginia §2.2-2000 et seq., §2.2-2715 et seq., and the Appropriation Act with both agencies functioning as partners to provide for their shared mission to support Virginia's veterans and their families. This MOU recognizes that the DVS – VSF team must have clear and transparent communications and mutual understanding of requirements for resourcing programs and services in order to provide effective support to enable the expansion of support for the veteran community. Therefore:

1. DVS and VSF shall participate in a united front to develop and fund programs that support Virginia veterans and their families; therefore, both agencies shall work together to:
  - a. Build relationships between VSF and DVS personnel, in general and on a functional and regional basis.
  - b. Conduct fundraising planning and execution to seek, promote, track, and stimulate contributions to support veterans' programs and services, and raise awareness about those programs and veterans issues across the Commonwealth, while targeting those veterans programs that can benefit most from VSF support.
  - c. Appoint staff members to monitor, coordinate, and expedite the terms and conditions of this MOU and act as agency agents for administration and act as liaison between DVS and VSF.
  - d. Keep each other informed of initiatives and activities, including those involving the executive and legislative branches of state government, which relate to our shared objective, and coordinate as appropriate.
  - e. Establish and maintain joint policies supporting administration of the Veterans Services Fund (the Fund), transfer of supplemental funding to DVS, VSF Funding Guidelines, fundraising, and other joint policies to facilitate the purposes of this MOU.
  - f. Pursue the goal to make Virginia the most veteran-friendly state in the nation.
  - d. Participate in a biennial review of this MOU and revise it as necessary.

2. VSF raises funds and awareness in support of DVS programs and services across the Commonwealth and provides continuing support to DVS as follows:
  - a. Transfer funds to supplement funding for DVS programs and services in accordance with jointly agreed VSF Funding Guidelines, fund balances, and approved budgets.
  - b. Reimburse DVS for the Auditor of Public Accounts (APA) annual audits (*Code of Virginia* § 2.2-2717), unless APA waives the cost of VSF audits.
  - c. Reimburse DVS periodically on a mutually agreed upon basis for personnel costs incurred in supporting the VSF with administration, accounting, Fiscal Officer oversight, procurement, payroll, year-end financial reporting, DPB Budgeting/PB system entry, technical assistance, communications & public relations, marketing, human resources, and information technology.
3. DVS serves the veterans community and provides administrative and operational expertise to VSF in support of its fundraising and community awareness responsibilities as follows:
  - a. Furnish personnel and financial support, within DVS capabilities, to assist with VSF administration, accounting, technical assistance, public relations, marketing, and fundraising programs. VSF administration includes assisting with agendas, logistics (e.g., space for VSF meetings and staff members), transcription of minutes, and other necessary activities to support all VSF Board and Committee meetings and staff activities.
  - b. Provide substantive input on DVS and veteran population requirements and priorities to guide VSF fundraising.
  - c. Provide technical assistance regarding contracting initiatives and grants.
4. This Memorandum of Understanding shall be reviewed within 90 days of the assumption of a new Board Chair.

This agreement amplifies requirements contained in the *Code of Virginia*, and as such, may be changed or eliminated as or when the *Code of Virginia* so directs.

\_\_\_\_\_  
 John M. Maxwell, Commissioner  
 Department of Veterans Services

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Francis A. Finelli, Chairman  
 Veterans Services Foundation  
 Board of Trustees,  
 as ratified by the Board on *Date*

\_\_\_\_\_  
 Date