

**Finance and Procedures and Policies Committees Joint Meeting**  
**Veterans Services Foundation Board**  
**DRAFT Meeting Minutes**  
**November 16, 2021**  
**10:05 a.m. – 11:09 a.m.**

A joint meeting of the Finance and Procedures and Policies Committees was held on November 16, 2021, at 101 North 14th Street, Richmond, Virginia.

**Finance and Procedures and Policy Committee Members Present**

- Paula Buckley – *Finance Committee*
- Michael Coleman – *Finance Committee*
- Phillip Jones – *P&P Committee*
- Jack Lanier – *P&P Committee Chair*
- John Lesinski – *VSF Chair (Joined at 10:35 a.m.)*
- Walter Stosch – *Finance Committee Chair*
- Bruce Waxman – *P&P Committee*

**VSF Staff Present**

- Karla Williams Boughey – *VSF Executive Director*
- James McCue – *VSF Operations Manager*

**DVS Representative Present**

- Tammy Davidson – *DVS CFO, VSF Treasurer*
- Jordan Stewart – *DVS Staff*

**Guest Present**

- None

**Materials Distributed and Attachments**

Copies of updated Bylaws and Policies 1, 2, 4, 11, and 13, along with newly designated working documents, approved by the Trustees at the September 9, 2021 Board meeting, were provided to the members.

- Amended Meeting Agenda (*Attachment 1*)
- VSF-DVS MOU Rider (*Attachment 2*)
- VSF Strategic Plan (*Attachment 3*)
- General Funds FY22 Report (*Attachment 4*)

- FY22 Budget Adjustments (*Attachment 5*)
- High/Low Budgets FY22, by Activity (*Attachment 6*)

### **Opening Remarks**

The Meeting was called to order at 10:05 a.m. P&P Chair Lanier and Finance Chair Stosch welcomed everyone to the Meeting.

**A roll call vote was taken, and a quorum was determined.**

### **Approval of Agenda**

Finance Chair Stosch moved to approve the amended meeting agenda. Mr. Coleman seconded the Motion. The Motion passed, and the amended agenda was approved unanimously.

### **Approval of Minutes from August 31, 2021**

Finance Chair Stosch moved to approve the minutes from the August 31, 2021, Joint Finance and Procedures and Policy Committee Meeting Minutes. Ms. Buckley seconded the Motion. The Motion passed, with one abstention.

### **Unfinished Business:**

- A. **Review of VSF-DVS MOU / Rider (*Attachment 2*):** P&P Chair Lanier noted an amended draft of the VSF-DVS MOU Rider had been sent electronically. The changes were considered acceptable.
- B. **Consider VSF Strategic Plan (*Attachment 3*):** Mr. McCue reminded the Committee that the Strategic Plan would be considered a Working Document.
- C. **Report on the expenditures of the General Funds appropriated to VSF in the state budget for the period 7/1/21-9/30/21 (*Attachment 4*):** Finance Chair Stosch presented a report on the General Funds appropriated by the General Assembly to cover administrative costs to operate and to ensure 100 percent of all donations are utilized for unmet needs of veterans. This budget also allows the Foundation to maintain two full-time employees and an additional \$160,000 to reimburse the Department of Veteran Services (DVS) for all administrative support required as stated in the MOU. VSF Treasurer Davidson provided a report regarding the current funds and spending rates. Currently, the Foundation has spent \$47,088.05 of the total \$160,000 marked in the MOU. The Foundation also spent \$151,235.47 of the entire Operational Budget (\$357,349.00) as appropriated by the General Assembly. These expenditures also show that the second full-time position was brought in at a higher salary than the Foundation received General Funds. The Foundation requested a rollover from last year's General Funds balance. However, the Foundation will not know until December if the request is approved or not. If the request is denied, then unrestricted donor-interest funds can be used. No further actions are needed.

- D. **Consider all budget adjustments required for the FY22 Budget (Attachment 5 & 6):** Finance Chair Stosch opened with drawing the committee's attention to the approved High/Low Budget for the use of each DVS Activity. DVS is reporting the High/Low Budget needs to be amended to meet their needs. VSF Treasurer Davidson said the request from DVS Commissioner John Maxwell. VSF Treasurer Davidson stated that in the past if one program needed an increase, the Foundation voted to move funding from one sub-account to another. However, most of the programs are spending up to their budget, and the Foundation needs to submit a request to DPB to increase its Non-General Fund spending authority. VSF Treasurer Davidson spoke with all the DVS Directors and Deputy Commissioners with Foundation sub-accounts to forecast future spending. The Veteran Education, Transition, and Employment (VETE) program needs to increase its spending by \$43,210, and the Virginia Veterans Cemeteries needs to increase their spending by \$31,610 (for a total of \$74,820). VSF Treasurer Davidson asked the DVS Program Directors if anyone does not plan to send up to their limit, and the Roanoke Virginia Veteran Care Center can give up \$14,000. This \$14,000 can be moved internally for both VETE and the Virginia Veteran Cemeteries, bringing the total need down to \$60,820. VSF Treasurer Davidson will request up to \$61,000 from DPB. There is also an available \$20,000 appropriated for the VSF Support Fund. The Foundation currently has the spending authority to use \$796,500 of Non-General Funds. The Foundation needs to submit a request to DPB to increase this spending authority. VSF Treasurer Davidson also stated that if the Board approves this request, it will increase the spending authority to \$857,320 for this fiscal year only and will not carry forward to the base for future years. Finance Chair Stosch stated there are two requests the Finance Committee would like to present to the VSF Board; to increase the Non-General Fund spending authority from \$796,500 up to \$857,320; change the amount budgeted to accommodate the needs of the DVS programs. He noted that increasing the Non-General Fund spending authority produces no new revenue rather only permits VSF to increase the amount of spending from donations and existing funds. The Board can make additional requests to DPB in March as needed.
- E. **Other Unfinished P&P Committee Business:** P&P Chair Lanier commented on several administrative changes to the VSF Bylaws and VSF Policies 2, 4, 12, 13. No further action is required.
- F. Other Unfinished Finance Committee Business: None

**New Business:**

- A. **Recommend approval of MOU Rider:** Finance Chair Stosch moved for its approval. Mr. Waxman seconded the Motion. The Motion passed unanimously.
- B. **Recommend approval of Strategic Plan:** Mr. Waxman moved for its approval. Mr. Jones seconded the Motion. The Motion passed unanimously.
- C. **Recommend approval of FY22 Budget Adjustments:** Finance Chair Stosch moved to increase the Foundation's spending authority and allow the VSF Treasurer and Executive Director to refine the budget. Mr. Coleman seconded the Motion. The Motion passed unanimously.

- D. **Other New Business P&P Committee:** P&P Chair Lanier commended the VSF Staff for their work.
- E. **Other New Business Finance Committee:** Finance Chair Stosch commented on the need to address existing and prospective donor contact between DVS and the Foundation. VSF Treasurer Davidson requested increasing the amount the Executive Director is authorized to transfer from \$100,000 to \$150,000.
- F. **Comment from Chairman Lesinski:** Chairman Lesinski commended the Finance and P&P Committee for their efforts. He also mentioned the Development Committee is active and busy, especially regarding the increased DVS spending. He commented there are several advancements with corporate grants, and there were events that benefited the Foundation. Development Chair Schmiegel will be presented to the Board at the December 9, 2021 Board Meeting.

**Public Comment:**

None

**Adjournment:**

P&P Chair Lanier requested a motion to adjourn. Finance Chair Stosch moved to adjourn the Meeting. Mr. Coleman seconded the Motion. The Meeting was adjourned at 11:09 a.m.

**Veterans Services Foundation Board of Trustees**  
**Finance and Procedures and Policies Joint Committee Meeting**  
**The James Monroe Building, Memorial Conference Room**  
**Agenda Amended**  
**November 16, 2021**  
**10AM**

1. Welcome, Roll Call, Quorum Determination: *Walter Stosch, Finance Committee Chair*
2. Approval of Agenda: *Jack Lanier, P&P Committee Chair*
3. Approval of Minutes: August 31, 2021 Joint Finance and Procedures and Policy Committee Meeting Minutes: *Walter Stosch, Finance Committee Chair*
4. UNFINISHED BUSINESS:
  - a. Review VSF-DVS MOU Rider: *P&P Committee Chair*
  - b. Consider VSF Strategic Plan: *P&P Committee Chair*
  - c. Report on the expenditures of the General Funds appropriated to VSF in the state budget for the period 7/1/21-9/30/21: *VSF Treasurer, Tammy Davidson*
  - d. Consider all budget adjustments required for the FY22 Budget: *VSF Treasurer, Tammy Davidson*
  - e. Other Unfinished P&P Committee Business: *P&P Committee Chair*
  - f. Other Unfinished Finance Committee Business: *Finance Committee Chair*
5. NEW BUSINESS:
  - a. Recommend approval of MOU Rider: *P&P Committee Chair*
  - b. Recommend approval of Strategic Plan: *P&P Committee Chair*
  - c. Recommend approval of FY22 Budget Adjustments: *Finance Committee Chair*
  - d. Other New Business P&P Committee: *P&P Committee Chair*
  - e. Other New Business Finance Committee: *Finance Committee Chair*
6. Public Comment
7. Adjournment

## **Annual FY22 Rider to DVS-VSF MOU December 9, 2021**

1. The Memorandum of Understanding (MOU) between the Virginia Department of Veterans Services (VDVS) and the Virginia Veterans Services Foundation (VVSF) augments the provisions of the Code of Virginia §2.2-2000 et seq., §2.2-2715 et seq. This Rider to the MOU section 2.C supplements the Appropriation Act allotment of \$160,000.00 to VVSF for services provided to the Foundation by DVS.

2. This Rider is based on the premise that the VDVS – VVSF team must strive to maximize return on the allotment to resource services for effective mutual support. Both agencies recognize that the \$160,000.00 was appropriated in the state GF budget for fiscal year 2022 (FY22) and was based on a reasonable amount for current required services. While this allotment is a set amount, VVSF costs that exceed this amount cannot be absorbed by VDVS; if this is forecast to occur, then both agencies may request additional funding through the state budget process. The VVSF Executive Director and the VDVS Chief Financial Officer will review this amount periodically (at least semi-annually) to ensure it remains a reasonable amount.

3. The allocation of funds for Fiscal Year 2022 (FY22) is set forth in the attachment (VVSF to VDVS General Fund Allocation for FY22) based on the following criteria:

- A. The amounts allocated to personnel for their services are based on the hourly median salary for the position without fringe benefits, unless an individual is employed more than 72.5% of the time in VVSF business.
- B. The cost of equipment, supplies, and other support shall be based on a share of the charges incurred by VDVS as assessed by other supporting state agencies (e.g., VITA, DGS, DOA) and state rates for travel and lodging.
- C. The VDVS Communications office will provide services as requested by VVSF based on the allocated funds designated for marketing, outreach, public relations, and fundraising to raise awareness of VVSF's mission and the importance of the supplemental funding VVSF provides to support the various VDVS programs and services across the Commonwealth. If VDVS and VVSF agree that VDVS is not able to render the requested services, VVSF may use the funds allocated for marketing, outreach, public relations, and fundraising to contract with outside vendors to perform the services.
- D. Website support provided by VDVS Communications Office and/or by the VDVS Chief Technology Officer is based on availability of funds allocated and services needed. If VDVS and VVSF agree that VDVS is not able to render the requested services, VVSF may use the funds allocated for marketing, outreach, public relations, and fundraising to obtain outside vendors to perform the services.
- E. Donor relations are the responsibility of VVSF. All donation requests, questions and discussions will be referred to and/or generated by VVSF. To the maximum extent practical, VDVS will notify VVSF Executive Director of and/or include VVSF Executive Director in communications with donors that are related to programmatic topics.
- F. VDVS CFO/VVSF Treasurer will meet with the VVSF Executive Director no later than March 31st of the fiscal year to begin reviewing the current balance of the account. It is understood that the data needed to accurately evaluate the balance may not be available until April.

4. VVSF shall reimburse VDVS semiannually in July and January in the amount of \$70,000.00 for each six month period and use the residual of \$20,000 during May or June for reconciliation of costs agreed upon by VDVS CFO/VVFS Treasurer and VVSF Executive Director.

5. This Rider and the attached Annual Allocation of Funds shall be reviewed annually during May for the next fiscal year and approved by both VVSF and VDVS at the VVSF June quarterly meeting.

\_\_\_\_\_  
John Maxwell, Commissioner  
Virginia Department of Veterans Services

Date \_\_\_\_\_

\_\_\_\_\_  
John Lesinski, Chairman  
Veterans Services Foundation Board of Trustees  
*as ratified by the Board*

Date \_\_\_\_\_

Working Documents	Strategic Plan	Effective: 12.9.21
		Revised: 10.16.21

# VIRGINIA VETERANS SERVICES FOUNDATION

## Strategic Plan

### 1.1 Mission

- A. **Assigned Mission:** VSF shall raise revenue from all sources, administer the Veterans Services Fund (the Fund), and provide funds for veterans' services and programs in Virginia.
- B. **Mission Statement:** Our Veterans served us, now it's our turn to serve them.

### 1.2 Vision

The Foundation's vision is to provide a vibrant, growing, and responsible philanthropic organization, supporting the Commonwealth in being viewed as among the best states in the nation for support of veterans and their families.

### 1.3 Values

- A. **Vision and Leadership** – the ability to see the big picture and the courage to set direction to achieve the Foundation's mission and pursue its vision.
- B. **Stewardship** – the integrity to serve the interests and pursue the Foundation's goals, as well as the interests of the public and intended Foundation beneficiaries.
- C. **Diligence** – dedication and commitment to fulfilling the Foundation's vision, mission, goals, and objectives.
- D. **Knowledge** – ongoing pursuit of learning to understand the Foundation's constituents, and practice operational, organization, and managerial acuteness
- E. **Collegiality** – having the sincere desire and respectful attitude toward constituents and colleagues views

### 1.4 Key Stakeholders

- A. Virginia Department of Veteran Services
- B. Virginia Veteran Services Foundation
- C. Veteran Service Organizations
- D. Military Veterans and their families

### 1.5 Foundation Mandate

The Virginia Veterans Services Foundation aims to raise and provide supplemental funds to veterans and their families in need or in crisis.



Working Documents	Strategic Plan	Effective: 12.9.21
		Revised: 10.16.21

## 1.7 Situational Analysis (SWOT)

- A. Strengths
  - a. Close relationship with DVS and their programs
  - b. Diverse Board of Trustees
- B. Weaknesses
  - a. Small full-time staff with limited access
  - b. Little brand recognition
- C. Opportunities
  - a. Ability to show use of funds
  - b. Funds cannot be used for administrative costs
- D. Threats
  - a. Competition with other veteran foundations
  - b. Competition with other area wide foundations

## 1.8 Strategic Priorities and Strategies

<b>Priorities</b>	<b>Strategies</b>
Fund Growth	Increase net amount of funds raised Identify potential new donors Sustain donor relationships
Fund Stability	Balance internal income and expenses to assure 100 percent self-sustaining support to veteran programs. Create a dedicated, reliable public funding stream
Community Building	Increase amounts of funds going to programs/services Increase third-party fundraising partnerships
Customer Satisfaction	Foundation recognition with ease of contributing Ensure donor funds are expended expeditiously for the purpose the donation was made
Veterans' Satisfaction	Foundation acceptance and confidence building Develop an outreach and public relations plan
Market Growth	Programs that veterans and other customers care about and that will improve the community Define specific ongoing programs and events for veterans Leverage Board Member locations for events and market synergies Partner with local VSO, charities, government for opportunities
Customer Retention	Provision of information on results, quality, timely service

Working Documents	Strategic Plan	Effective: 12.9.21
		Revised: 10.16.21

Communication Strategy	Maintain a Foundation Website Create and maintain a social media presence
Performance Budgeting	Develop measures to evaluate quality DVS programs Identify needs and priorities of DVS programs
Internal Processes	Improve key internal processes in the following areas: Fund Oversight, Management, and Distribution Fund Raising Event Processing Community Building Information Processing and Communications Volunteer and Staff Development Customer/Veterans Service Interagency Communications Adopt VSF policies and procedures as needed Foster internal relations with DVS boards & staff Identify VSF staff support needs to carryout tasks Staff and board procedures Establish fundraising objectives for Board Members
Results	Develop a consistent process for evaluating services Define and measure success



## Commonwealth of Virginia Budget to Actual-Cost Center by Account

Report ID: RGL0614  
 Layout ID: VGLR0614  
 Scope: VGLR0614  
 Period En 2022-06-30

Run Date: November 10, 2021  
 Run Time: 8:42:05 PM

Business 91300 Veterans Services Foundation  
 Cost Cent 0302 VETERANS SVCS FOUNDATION ADMIN

Account	Description	Operational Budget	2022-1	2022-2	2022-3	2022-4	Current Year Expenditures	(Over) Under Operational Budget	% of Budget Remaining
5011110	Employer Retire Contrb-Def Ben	0.00	2,251.88	1,710.00	1,810.10	1,497.18	7,269.16	(7,269.16)	0.00
5011120	Salary Social Securty&Medicare	0.00	1,459.63	929.17	904.81	904.83	4,198.44	(4,198.44)	0.00
5011140	Group Life Insurance	0.00	212.64	162.42	172.38	155.29	702.73	(702.73)	0.00
5011150	Employer Health Ins Premium	0.00	2,911.50	2,568.00	2,568.00	2,568.00	10,615.50	(10,615.50)	0.00
5011160	Retiree Health Ins Cr Premium	0.00	177.71	135.74	144.07	129.79	587.31	(587.31)	0.00
5011170	VSDB & Longterm Disability Ins	0.00	96.78	73.92	78.46	70.69	319.85	(319.85)	0.00
5011230	Salaries, Classified	0.00	19,679.37	12,650.83	12,332.08	12,332.08	56,994.36	(56,994.36)	0.00
5011660	DefContMatch-VRS HybridRetPlan	0.00	42.50	42.50	49.94	156.18	291.12	(291.12)	0.00
5012440	Management Services	0.00	0.00	0.00	70,000.00	0.00	70,000.00	(70,000.00)	0.00
5015410	Agency Service Charges	0.00	0.00	0.00	12.00	0.00	12.00	(12.00)	0.00
5015450	DGS Parking Charges	0.00	49.00	98.00	49.00	49.00	245.00	(245.00)	0.00
	<b>Expenditures</b>	<b>\$357,349.00</b>	<b>\$26,881.01</b>	<b>\$18,370.58</b>	<b>\$88,120.84</b>	<b>\$17,863.04</b>	<b>\$151,235.47</b>	<b>\$206,113.53</b>	<b>57.68%</b>

0.67



## Commonwealth of Virginia Budget to Actual-Cost Center by Account

Report ID: RGL0614  
 Layout ID: VGLR0614  
 Scope: VGLR0614  
 Period En 2022-06-30

Run Date: November 10, 2021  
 Run Time: 8:38:41 PM

Business 91200 Dept of Veterans Services  
 Cost Cent 0310 VSF BOARD EXPENSES

Account	Description	Operational Budget	2022-1	2022-2	2022-3	2022-4	Current Year Expenditures	(Over) Under Operational Budget	% of Budget Remaining
5011120	Salary Social Security&Medicare	0.00	97.40	213.32	236.34	220.33	767.39	(767.39)	0.00
5011410	Wages, General	0.00	1,273.32	2,810.64	3,096.64	2,895.03	10,075.63	(10,075.63)	0.00
5012110	Express Services	0.00	14.91	0.00	0.00	0.00	14.91	(14.91)	0.00
5012150	Printing Services	0.00	0.00	2,630.19	36.96	0.00	2,667.15	(2,667.15)	0.00
5012160	Telecom Services (VITA)	0.00	148.88	151.00	151.00	151.00	601.88	(601.88)	0.00
5012170	Telecom Services (Non-State)	0.00	0.00	0.00	306.44	0.00	306.44	(306.44)	0.00
5012440	Management Services	0.00	0.00	0.00	0.00	28,574.01	28,574.01	(28,574.01)	0.00
5012640	Food & Dietary Services	0.00	0.00	0.00	215.57	0.00	215.57	(215.57)	0.00
5012750	Computer Software Maint Srvcs	0.00	0.00	0.00	25.00	0.00	25.00	(25.00)	0.00
5012780	VITA It Infrastructure Srvc	0.00	0.00	1,337.88	668.94	668.94	2,675.76	(2,675.76)	0.00
5012820	Travel, Personal Vehicle	0.00	0.00	0.00	702.24	0.00	702.24	(702.24)	0.00
5013120	Office Supplies	0.00	0.00	0.00	242.74	0.00	242.74	(242.74)	0.00
5015410	Agency Service Charges	0.00	0.00	0.00	194.32	14.22	208.54	(208.54)	0.00
5015470	Private Vendor Service Charges	0.00	0.00	10.60	0.00	0.19	10.79	(10.79)	0.00
	<b>Expenditures</b>	<b>\$160,000.00</b>	<b>\$1,534.51</b>	<b>\$7,153.63</b>	<b>\$5,876.19</b>	<b>\$32,523.72</b>	<b>\$47,088.05</b>	<b>\$112,911.95</b>	<b>70.57%</b>

VSF-DVS General Fund Allocation				1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total	
	FY22 Est %Hrs Per Year	FY22 Est Per Year	Notes/Reccomendations						
FTE= 2080 hrs/yr PT= 1500hrs/yr									
<b>DVS Support</b>									
<b>DVS Part Time P-14</b>									
Max 29 hrs/w	100 %	1500hours	35,524.50	Direct Charge to 310				35,524.50	
<b>DVS Administration</b>									
Admin/Receptionist	5%	104 hours	2,240.35	560.09	560.09	560.09	560.09	2,240.35	
Executive Admin	2%	42 hours	1,318.18	329.55	329.55	329.55	329.55	1,318.18	
<b>DVS Communications</b>								0.00	
Communications Director	5%	104 hours	4,713.93	VSF ED and DVS Communications Director to mutually agree on expectations				4,713.93	
Asst. Communication Director	5%	104 hours	3,646.26	911.57	911.57	911.57	911.57	3,646.26	
Direct Targeted Marketing- donor contact, awareness, fundraising support		7,270.30	DVS-VSF Marketing, outreach, public relations including website coordination, website support, VSO solicitation, veterans lists identified, DVS e-newsletter and news releases, inclusion of VSF in DVS advertising				7,270.30		7,270.30
<b>DVS HR</b>								0.00	
HR Personnel	2%	42 hours	1,951.00	487.75	487.75	487.75	487.75	1,951.00	
<b>DVS Finance</b>								0.00	
DVS CFO	15%	312 hours	19,171.14	4,792.79	4,792.79	4,792.79	4,792.79	19,171.14	
Income and Expenditure Tracking	50%	1040 hours	35,935.00	8,983.75	8,983.75	8,983.75	8,983.75	35,935.00	
Donation AR&AP in CARDINAL	15%	226 hours	10,780.50	2,695.13	2,695.13	2,695.13	2,695.13	10,780.50	
Asst. Finance Mgmt, Deposits & Verification	15%	226 hours	4,725.00	1,181.25	1,181.25	1,181.25	1,181.25	4,725.00	
Purchasing	2%	42 hours	1,448.00	362.00	362.00	362.00	362.00	1,448.00	
Payroll	2%	42 hours	1,437.00	359.25	359.25	359.25	359.25	1,437.00	
<b>DVS IT</b>								0.00	
IT Personnel	2%	42 hours	2,040.00	510.00	510.00	510.00	510.00	2,040.00	
<b>Equipment, Supplies, Support (including VITA Share)</b>								0.00	
VITA equipment		10,044.00	3 emails, 2 desk phones, 1 cell phone, 1 mifi, 3 laptops				10,044.00		10,044.00
Office Supplies/Support		3,000.00		750.00	750.00	750.00	750.00	3,000.00	
Rent		3,654.84		3,654.84	0	0	0	3,654.84	
PB, CARDINAL, PMIS Charges		100.00		Direct Charge to 310				100.00	
Trustess Meeting, Travel, Lodging per year		11,000.00		Direct Charge to 310				11,000.00	
<b>MAX TOTAL</b>		<b>160,000.00</b>		<b>28,574.01</b>	<b>24,919.17</b>	<b>24,919.17</b>	<b>24,919.17</b>	<b>160,000.00</b>	

**From:** Tammy Davidson <[Tammy.davidson@dvs.virginia.gov](mailto:Tammy.davidson@dvs.virginia.gov)>  
**Sent:** Tuesday, November 9, 2021 2:40 PM  
**To:** Walter Stosch <[wstosch@stosch.com](mailto:wstosch@stosch.com)>; Boughey Karla ydj68567 <[karla.boughey@vsf.virginia.gov](mailto:karla.boughey@vsf.virginia.gov)>  
**Subject:** Foundation Budget Increase Request

After discussion with each of the DVS division directors/Deputy Commissioners, I have determined that if spending goes according the plan we need to potentially ask DPB for up to \$61,000 in increased appropriation for FY22, bringing the Foundation 0941 appropriated amount to \$857,500 for FY22.

I would propose that we seek permission to request up to \$61,000 from DPB. Following is a break out of increased appropriation needs.

Cemeteries – Increase appropriation by \$31,610. The cemeteries intend to request permission to utilize these funds for Carillons at each of the cemeteries.

VETE – Increase by \$43,210 between the Altria Grant category and the V3 category.

SBVCC intends to expend their entire \$28,000 of budget in FY22.

VVCC said we could have \$14,000 of their budget to split to other areas.

VVFS stated they would be utilizing all of their budget in FY22.

Foundation support may be able to transfer some of their budget elsewhere if we are granted the “carry forward” funds from F21. I spoke with our DPB analyst and we should know whether or not we receive those fund around mid-December.

If we receive the carry forward, then we can request less than the \$61,000 from DPB, which is why I stated we should seek approval for increasing “up to \$61,000”

Will provide a further breakout on spend plans from Cemeteries and VETE later this week, but wanted to get you the “bottom line” info so you could start pondering.

Tammy

*Tammy*

Tammy L. Davidson  
Chief Financial Officer  
Department of Veterans Services  
James Monroe Building  
101 North 14<sup>th</sup> Street, 17<sup>th</sup> Floor  
Richmond VA, 23219  
Phone: 804-225-3561  
Fax: 804-786-0302

	A	B	C	D	E	F	G
1	<b>Veterans Services Foundation</b>						
2	<b>High/Low Budgets FY 2022, by Activity</b>						
3	<b>Cash Balances 6/30/21</b>						
4							
5							
6							
7							
8	<b>Activity</b>		<b>FY 2021 Budget YTD</b>	<b>FY 2022 High Budget Proposal</b>	<b>FY22 Low Budget Proposal</b>	<b>Latest Cash Balance 6/30/21</b>	<b>Funds to Move</b>
9							
10	<b>Virginia Veterans Care Center:</b>						
11							
12	Indigent Resident Needs		2,000.00	5,000.00	3,000.00	37,192.19	
13	Activities/Carnival Fund		7,000.00	10,000.00	7,000.00	16,512.19	
14	Operation Holiday Spirit		21,000.00	25,000.00	25,000.00	107,140.03	
15	Unit Projects & Functions		21,500.00	2,000.00	2,000.00	-	2,000.00
16	Other Donations Restricted		10,500.00	0.00	0.00	20,603.41	(2,000.00)
17							
18	<b>Total VVCC Funds</b>		<b>62,000.00</b>	<b>42,000.00</b>	<b>37,000.00</b>	<b>181,447.82</b>	<b>0.00</b>
19							
20	<b>Sitter &amp; Barfoot VCC:</b>						
21							
22	Indigent Resident Needs		1,000.00	4,500.00	2,000.00	6,787.54	
23	Activities Fund		16,500.00	16,500.00	14,000.00	19,221.84	
24	Other Donations Restricted		10,500.00	7,000.00	2,000.00	11,603.00	
25							
26	<b>Total SBVCC Funds</b>		<b>28,000.00</b>	<b>28,000.00</b>	<b>18,000.00</b>	<b>37,612.38</b>	
27							
28	<b>Cemetery Funds:</b>						
29							
30	Va Veterans Cemeteries- Other Donation		500.00	500.00	0.00	842.00	
31	Va Veterans Cemetery--Amelia		5,000.00	5,000.00	0.00	9,794.71	
32	Memorial Cemetery--Suffolk		5,000.00	5,000.00	0.00	21,415.98	
33	SW Va Veterans Cemetery--Dublin		5,000.00	5,000.00	0.00	23,106.79	
34							
35	<b>Total Cemetery Support Funds</b>		<b>15,500.00</b>	<b>15,500.00</b>	<b>0.00</b>	<b>55,159.48</b>	
36							
37	<b>Virginia Veterans' and Family Support</b>						
38							
39	Outreach Services		-	0.00	0.00	-	
40	Direct Veterans Services		240,000.00	240,000.00	170,000.00	-	240,000.00
41	Enabling Veterans Services		-	0.00	0.00	-	
42	Homeless Veterans Fund		210,000.00	210,000.00	210,000.00	58,914.47	151,085.53
43	Operation Family Caregiver Grant		-			923.99	
44	Other Donations Restricted		-			470,778.15	(391,085.53)
45							
46	<b>Total VVFS Funds</b>		<b>450,000.00</b>	<b>450,000.00</b>	<b>380,000.00</b>	<b>530,616.61</b>	<b>0.00</b>
47							
48	<b>Benefits Funds:</b>		<b>1,000.00</b>	0.00	0.00	<b>1,495.52</b>	
49							
50	<b>Veteran Education, Transition and Employmen</b>						
51							
52	V-3 Fund		100,000.00	111,000.00	90,000.00	299,184.41	
53	Altria Grant		90,000.00	100,000.00	85,000.00	184,095.24	
54	Women's Summit		20,000.00	20,000.00	20,000.00	20,000.00	
55	VETE Other Donations Restricted		-			-	
56							

	A	B	C	D	E	F	G
57	<b>Total VETE Funds</b>		<b>210,000.00</b>	<b>231,000.00</b>	<b>195,000.00</b>	<b>503,279.65</b>	
58							
59	<b>VSF Support Funds:</b>		<b>30,000.00</b>	<b>30,000.00</b>	<b>20,000.00</b>	<b>9,107.13</b>	<b>20,292.87</b>
60							
61	<b>VSF Unrestricted Revenue</b>						
62							
63	Appropriated Funds		-			193,321.01	
64	Donor Funds		-			408,002.08	
65	Interest		-			120,180.44	(20,292.87)
66							
67	<b>Total VSF Unrestricted Revenue</b>		<b>-</b>			<b>721,503.53</b>	<b>(20,292.87)</b>
68							
69							
70	<b>Grand Total All 09410 Funds</b>		<b>796,500.00</b>	<b>796,500.00</b>	<b>650,000.00</b>	<b>2,040,222.12</b>	<b>-</b>
71							
72	0913 Balance					<b>1,909,778.92</b>	
73	0913 Balance on deposit with 912					<b>130,443.20</b>	
74							
75						<b>2,040,222.12</b>	