

**Hope Shores Alliance
Finance Committee Agenda**

Date: September 22, 2022

Attending: Nikki, Char, Val, Edna

Excused:

Called to Order: 12:08 pm

Topic	Discussion	Action
Review June 2022 Q3 Financials	Discussed Q3 financials dated 6/30/22 and August Financials dated 8/31/22	Edna will review the Q3 and Aug financials with the BOD
Review August 2022 financials	Edna asked about the outcome for the Golf Outing - Val stated after a few emails we still hadn't gotten any information.	Nikki will follow up with EFSP
Discuss Deficit Details/DeMinimis	Nikki discussed the EFSP funding. We are still waiting to get feedback on the documentation submitted for the compliance issue. Discussed the breakdown of the deficit.	Nikki will continue to make year-end adjustments and determine more details of the deficit.
Thrift Store Reports: Revolve Seconds on Third	Reviewed both store reports Discussed potential staffing options that have been tried - Michigan Works Discussed Credit Card machines and the sales call I received. Main difference was to pass the fees onto the buyer to save on expense. Determined we did not want to pursue this option and will continue with our current program.	Edna will review Store reports with BOD
Proposed FY23 Agency Budget	Review Proposed FY23 Agency budget for approval	Edna to propose to BOD approval of FY23 Agency Budget
Financial SOPs included the Travel Rate Reimbursement SOP	Reviewed updated Financial SOP's for Approval Travel Rate Reimbursement SOP Ability to Bind SOP Accrual Basis Accounting SOP Adoption of Agency Budgets SOP Financial Management SOP Grant Fund Differentiation SOP Independent Audit SOP Reporting of Financial Position SOP Sufficient Cash Flow Reserve SOP	Edna to propose to BOD approval of Financial SOP's
Unemployment Audit Scheduled	Discussed the notifications of the UIA and Work Comp Audits.	Nikki will gather information and submit for both Audits.
Next Meeting		

Adjourned: 1:14 pm

Respectfully Submitted: Nikki Amrich

Finance Meeting Notes:

Balance Sheet:

- Increase in Loss from July is \$4,775.05
 - Increase is Accounts Payable
 - Increase in Accrued Payroll and Fringe

Statement of Revenue & Expenses – Budgeted

- Revenues
 - Fund Revenue increased \$13,037. Still under budget and not expected to spend out the grants.
 - Received 100% of Besser Foundation funding for the year
 - Comstock – received full budgeted amount for the year
 - United Way – we have received the expected United Way funding for the year as budgeted. The difference showing is the EFSP funding that will be separated in FY23. This amount is \$17,928 between the 2 counties.
 - Misc. Grants – we are over the budgeted amount for this time frame YTD.
 - Cash contributions is down \$7,176 from what we estimated for this time of year.
- Expenditures
 - Salaries and Fringe are under budget due to various open positions throughout the year. Hard to make it up.
 - Client Assistance – is under budget.
 - Dues, Subscriptions, and Fees are over budget for the year. This is due to adding Tier 4 and Nextiva while also paying 1010 Technology during the transition.
 - Repair & Maintenance – is under budget at this time. There is still work being done at the ES and other invoices expected.
 - Staff Development – is under budget due to staff not going to as many face-to-face trainings.

Note: Some differences in the budget on the reports are due to the FVPSA grants still being included in the budget.

Statement of Revenues & Expenditures – Comparative

- Revenues
 - Fund Revenue increased \$48,755 from August 2021. I started making year end adjustments in August as opposed to September last year.
 - Misc. Grants - \$2000 is the CFNEM reimbursement for the Washer and Dryer at Seconds on Third

- Cash contributions is up \$1,821 from August 21.
- Expenditures
 - Payroll increased \$9,867 due to more positions being filled.
 - Fringe is up \$2,969 due to more positions being filled.
 - Client Assistance – Increase of \$16703.
 - Repair & Maintenance – last year’s large adjustment was the reclassification of the Oscoda roofs.
 - Supplies – increased \$1,642 – Emergency Shelter purchases and office cleaning and program supplies.

Summary Budget Comparison

- We are 11 months into the year, which means our Budget should be around 92% used and 8% remaining.
- Most line items are close to target with these percentages.
 - Salaries and Fringes are down due to the various open positions throughout the year.
 - Advertising – has increased spending due to paying to sponsor job postings in Indeed that wasn’t originally budgeted for.
 - Condo Association fees increased earlier in the year.
 - Depreciation Expense – Leasehold Improvement – this will be adjusted once I work on closing entries to account for the assets that no longer have to be depreciated. I missed updating the automatic entry.
 - Dues, Subscriptions and fees – increased due to adding Tier 4, Nextiva, and transitioning to the cloud based accounting system.
 - Repairs & Maintenance is low - Emergency Shelter updates have started. This is also due to the 2-FVPSA grants still be in the accounting system.
 - Staff Development is considerably low – most trainings staff have taken have been online/remote so there has been reduced need for training mileage, meals, and hotels that were budgeted.

Revolve Thrift Store

- Sales continued to increase in August slightly.

- Utilities is was down in July but higher in August. This is a timing difference for the entries and receiving the invoices.
- Telephone/Internet – is down due to an adjustment associated with reviewing and re-classing the VOIP entries across the agency with YTD data in preparation for year end.
- Currently operating at a loss of \$19,729.87 plus the start up costs of \$31,439.65 totaling \$51,169.52 for the year.

Seconds on Third Thrift Store

- Other Revenue of \$2,000 is the CFNEM reimbursement for the Washer and Dryer purchased in May.
- Utilities is was down in July but higher in August. This is a timing difference for the entries and receiving the invoices.
- Telephone/Internet – is down due to an adjustment associated with reviewing and re-classing the VOIP entries across the agency with YTD data in preparation for year end.
- Advertising is up due to sponsoring the employment post on Indeed to get more traffic for the Store Manager position.
- Insurance consists for the first payment for the new policy.
- Comparative Notes:
 - Increase in proceeds from this month last year – \$2,529.28 (\$2,000 was from CFNEM grant reimbursement).
 - Cash contributions also increased from this time last year
 - Salaries and Fringe are down from this time last year.
 - Credit card fees are increasing. This could be partly due to increased usage at both stores.
 - Decrease in overall expenditures due to salaries/fringe.