



**ALBERTINA KERR CENTERS  
Finance, Audit & Compliance Committee**

**Meeting Agenda  
Wednesday, July 14, 2021  
4 to 6 p.m.  
Via Teams**

- 4 p.m.           **Convene** (Paul Litwinczuk, Chair)
- 4:01  
pp. 2-3           **ACTION: Approve Minutes of June 9, 2021 Meeting** (All)
- 4:02  
pp. 4-8           **Review May Financials** (Jeff Carr)
- 4:30  
pp. 9-12         **Review FY2021-2022 Operating & Capital Budgets** (Jeff Carr, Miki Herman, Matthew Warner)
- 5:30             **Executive Session** (Paul Litwinczuk)
- 6:00             **Adjourn** (Paul Litwinczuk)

**ALBERTINA KERR CENTERS**  
**Finance, Audit & Compliance Committee Minutes**  
**June 9, 2021**  
**4 – 6 p.m.**  
Via Teams

**Members Present**

David Connell, Paul Litwinczuk, Rod Malone, Melissa May, Jill Nickerson, Craig Payne, Karen Rasmussen

**Staff Present**

Jeff Carr, Judy Croxford, Owen Gibson

**Guests**

Ann Ferguson, CPA, Financial Consultant from CFO Selections; Gary McGee and Nathan Bresser from Gary McGee & Co.

**Convene** (Karen Rasmussen)

The meeting convened at 4:00 p.m.

**Approve Minutes of the May 12 Meeting** (All)

Hearing no corrections, the minutes were approved by consensus.

**Review Audit Plan for FY2020-2021 Financials** (Gary McGee, Nathan Bresser, All)

Gary McGee presented the plan for conducting the financial audit beginning September 7<sup>th</sup>. The audit team includes three familiar auditors, Gary McGee, Nathan Bresser and Tom Wiederrecht, and two new ones, Tiffany Chen and Jinghui Lou. The three main deliverables are: 1) the scope of work as listed, which is largely the same as in previous years; 2) closing the loop on the management letter items from last year; and, 3) a letter to the Board, including comments on changes and adjustments. The auditors will also prepare the 990's. The target date of completion is the week of November 8<sup>th</sup>. Areas of focus are listed in the plan (attached to these minutes). New areas and those of significance include Workforce & Inclusive Housing development, COVID related funding, process controls associated with work-from-home situations, and follow-up on the functional audit. New pronouncements officially take effect this year, most of which Kerr is already following.

A note was made that the payroll function has temporarily moved under the HR Department's supervision due to the departure of the Payroll Clerk. Appropriate protocols are in place to maintain the separate duties of access and payroll functions. The Director of Accounting authorizes all changes to salaries and wages, and a report is produced monthly of all changes that goes to the CEO. The reason for the move is that payroll is a Paycom function, which is maintained in the HR Department. Gary McGee will review the payroll process with Judy Croxford and Ann Ferguson to ensure clean processes are in place. Gary, Judy and Ann will be reviewing all Accounting processes throughout the summer.

**April MTD/YTD Financial Statements** (Jeff Carr)

April MTD contract and program revenue was slightly under budget, while contributions were good. In-kind is behind budget due to items not yet booked, but will catch up. Salaries and wages continue to be under budget due to vacancies. Oregon is offering \$10 million in emergency funding to I/DD providers

for recruitment and retention of workers. Expenses are under budget. YTD shows \$2.2 million over budget in revenue. Contract labor overage is due to consultants in the Accounting Department. A question was raised about the contingency budget being placed in the training line item. It will be separated out in the new budget. Outpatient mental health services continues to struggle. Subacute census is down, however, a \$134k quality of care bonus from Kaiser eliminates the deficit. On the balance sheet, cash continues to be strong.

**Compliance Dashboard** (Owen Gibson)

One of Owen's goals for the next fiscal year is to research different models of health care risk management and different areas of risk being audited in different organizations as a way to ensure Kerr is covering all possibilities. There were no founded cases of abuse in the 3<sup>rd</sup> quarter. Three incidents of billing sent to the incorrect insurance carrier were discovered. The claims were flagged and returned. Fraud, waste and abuse training continues to improve errors and incidents. No new licensing issues were reported. The number of fleet accidents is down, likely correlated with low mileage. Kerr has responded to two employee complaints to the Bureau of Labor and Industry (BOLI) and is waiting for responses. Meetings and discussion are being held regarding disaster recovery planning.

**Corporate Compliance Plan** (Owen Gibson)

Owen provided an updated Corporate Compliance Plan with some small changes. Written policies will be updated with consideration of remote work spaces. Two factor authorization for staff with protected health information (PHI) is needed. Goals were updated to include the scan of different risk management models. Under auditing and monitoring, IT tools will be enhanced to catch when an attempt to hack into Kerr's system occurs. A new employee performance evaluation program has started. An audit schedule was also provided to supplement the compliance plan.

**ACTION: Rod Malone moved to approve the Corporate Compliance Plan. Jill Nickerson seconded. The motion passed via unanimous vote.**

**Evaluate Committee Performance & Establish Goals for FY2021-2022** (All)

All goals were achieved in FY2020-2021. Updates were made to goals for FY2021-2022.

**ACTION: Owen Gibson and Holly Edgar will establish a cadence for regular policy reviews.**

**ACTION: A scheduled review of audit items and updates will be added to the August and October FAC Committee meetings.**

**Thank you, Karen Rasmussen** (All)

The Committee thanked Karen for her service as Chair of the FAC Committee and Karen thanked the group for the opportunity to serve.

**Executive Session**

The Committee entered executive session at 5:26 p.m.

**Adjourn** (All)

The meeting adjourned at 5:53 p.m.

Recorded by Holly Edgar, Corporate Secretary

# Albertina Kerr

## Consolidated Statement of Activities

May 2021

This Month

	Actual	Budget	Variance	% Change
	5/31/2021	5/31/2021		
<b>Revenue</b>				
Contract and Program Revenue	\$3,788,847.25	\$3,786,208.96	\$2,638.29	0.07 %
Contribution and Event Revenue	\$134,525.87	\$74,766.05	\$59,759.82	79.93 %
Kerr Bikes/Sales to Public	\$27,455.24	\$28,471.62	(\$1,016.38)	(3.57)%
Investment Spend	\$27,909.91	\$27,909.91	\$0.00	0.00 %
In-Kind Contributions	\$250.00	\$4,166.67	(\$3,916.67)	(94.00)%
<b>Total Revenue</b>	<b>\$3,978,988.27</b>	<b>\$3,921,523.21</b>	<b>\$57,465.06</b>	<b>1.47 %</b>
<b>Expenses</b>				
Salaries & Wages	\$2,360,988.21	\$2,676,614.27	\$315,626.06	11.79 %
Employee Benefits	\$336,672.00	\$324,228.82	(\$12,443.18)	(3.84)%
Payroll Taxes	\$252,808.93	\$258,159.67	\$5,350.74	2.07 %
Contracted Direct Labor	\$33,851.84	\$7,586.49	(\$26,265.35)	(346.21)%
Other Employee Related Costs	\$22,716.04	\$27,392.24	\$4,676.20	17.07 %
Professional Fees & Insurance	\$51,769.32	\$53,488.30	\$1,718.98	3.21 %
Telecommunications	\$2,026.83	\$8,760.34	\$6,733.51	76.86 %
Facilities & Occupancy	\$220,977.67	\$212,497.29	(\$8,480.38)	(3.99)%
Utilities	\$48,676.27	\$56,999.40	\$8,323.13	14.60 %
Equipment	\$26,571.25	\$21,047.37	(\$5,523.88)	(26.24)%
Program & Office Supplies	\$94,312.73	\$110,014.22	\$15,701.49	14.27 %
MIS	\$74,165.36	\$115,521.18	\$41,355.82	35.80 %
Vehicles	\$59,243.39	\$39,537.64	(\$19,705.75)	(49.84)%
PR & Fundraising	\$33,597.48	\$14,389.15	(\$19,208.33)	(133.49)%
Cost of In-Kind Goods/Services	\$250.00	\$4,166.67	\$3,916.67	94.00 %
Training & Other	\$44,937.73	\$60,921.70	\$15,983.97	26.24 %
Interest Expense	\$14,594.00	\$17,020.85	\$2,426.85	14.26 %
<b>Total Manageable Expenses</b>	<b>\$3,678,159.05</b>	<b>\$4,008,345.60</b>	<b>\$330,186.55</b>	<b>8.24 %</b>
<b>OPERATIONAL NET SURPLUS/(DEFICIT)</b>	<b>\$300,829.22</b>	<b>(\$86,822.39)</b>	<b>\$387,651.61</b>	<b>(446.49)%</b>
Investment/SWAP Changes	\$27,266.55	\$0.00	\$27,266.55	0.00 %
Workforce Housing Grants	\$0.00	\$0.00	\$0.00	0.00 %
Workforce Housing Fixed Assets Gain	\$1,981,523.79	\$0.00	\$1,981,523.79	0.00 %
Net Developer Revenue	\$255,000.00	\$0.00	\$255,000.00	0.00 %
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$2,564,619.56</b>	<b>(\$86,822.39)</b>	<b>\$2,651,441.95</b>	<b>3,053.87 %</b>

# Albertina Kerr

## Consolidated Statement of Activities May Year-to-Date 2021

	Year to Date			
	Actual	Budget	Variance	% Change
	5/31/2021	5/31/2021		
<b>Revenue</b>				
Contract and Program Revenue	\$42,527,798.62	\$41,108,008.37	\$1,419,790.25	3.45 %
Contribution and Event Revenue	\$2,647,803.52	\$2,005,676.45	\$642,127.07	32.02 %
Kerr Bikes/Sales to Public	\$112,078.47	\$130,436.07	(\$18,357.60)	(14.07)%
Investment Spend	\$307,009.01	\$307,009.01	\$0.00	0.00 %
In-Kind Contributions	\$77,118.71	\$290,183.33	(\$213,064.62)	(73.42)%
<b>Total Revenue</b>	<b>\$45,671,808.33</b>	<b>\$43,841,313.23</b>	<b>\$1,830,495.10</b>	<b>4.18 %</b>
<b>Expenses</b>				
Salaries & Wages	\$28,111,467.59	\$28,883,397.78	\$771,930.19	2.67 %
Employee Benefits	\$3,748,598.24	\$3,566,444.77	(\$182,153.47)	(5.11)%
Payroll Taxes	\$3,020,644.43	\$2,874,432.98	(\$146,211.45)	(5.09)%
Contracted Direct Labor	\$315,725.79	\$83,450.98	(\$232,274.81)	(278.34)%
Other Employee Related Costs	\$287,460.03	\$309,565.57	\$22,105.54	7.14 %
Professional Fees & Insurance	\$473,521.37	\$588,376.70	\$114,855.33	19.52 %
Telecommunications	\$38,415.30	\$96,363.66	\$57,948.36	60.14 %
Facilities & Occupancy	\$2,284,511.82	\$2,337,466.69	\$52,954.87	2.27 %
Utilities	\$558,072.62	\$626,993.31	\$68,920.69	10.99 %
Equipment	\$260,658.35	\$251,870.29	(\$8,788.06)	(3.49)%
Program & Office Supplies	\$1,184,165.72	\$1,211,653.40	\$27,487.68	2.27 %
MIS	\$1,052,999.89	\$1,270,732.06	\$217,732.17	17.13 %
Vehicles	\$385,050.11	\$434,912.58	\$49,862.47	11.46 %
PR & Fundraising	\$152,153.95	\$366,415.85	\$214,261.90	58.48 %
Cost of In-Kind Goods/Services	\$77,118.71	\$280,833.33	\$203,714.62	72.54 %
Training & Other	\$9,419.34	\$670,135.93	\$660,716.59	98.59 %
Interest Expense	\$173,487.39	\$193,671.60	\$20,184.21	10.42 %
<b>Total Manageable Expenses</b>	<b>\$42,133,470.65</b>	<b>\$44,046,717.48</b>	<b>\$1,913,246.83</b>	<b>4.34 %</b>
<b>OPERATIONAL NET SURPLUS/(DEFICIT)</b>	<b>\$3,538,337.68</b>	<b>(\$205,404.25)</b>	<b>\$3,743,741.93</b>	<b>1,822.62 %</b>
Investment Income	\$1,746,087.24	\$0.00	\$1,746,087.24	
Workforce Housing Grants	\$425,000.00	\$0.00	\$425,000.00	
Workforce Housing Fixed Assets Gain	\$1,981,523.79	\$0.00	\$1,981,523.79	
Net Developer Revenue	\$255,000.00	\$0.00	\$255,000.00	
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$7,945,948.71</b>	<b>(\$205,404.25)</b>	<b>\$8,151,352.96</b>	<b>3,968.44 %</b>

# Albertina Kerr Centers Program Operating Recap

May 2021

	MTD Grant & Contribution & Prg_Rev	MTD Other Revenue	MTD Total Revenue	MTD Direct Expenses	MTD Margin Generated	MTD Indirect Allocations	MTD Total Expenses	MTD Operating Results	MTD Budget	Actual vs. Budget Variance
<b>Programs</b>										
Adult Group Homes										
Clackamas County Adult DD	428,073.34	5,900.00	433,973.34	432,455.65	1,517.69	31,258.31	463,713.96	(29,740.62)	(76,904.76)	47,164.14
Multnomah County Adult DD	324,938.82	0.00	324,938.82	339,117.26	(14,178.44)	24,589.89	363,707.15	(38,768.33)	(44,823.33)	6,055.00
Washington County Adult DD	165,669.00	0.00	165,669.00	165,921.09	(252.09)	10,760.14	176,681.23	(11,012.23)	12,529.46	(23,541.69)
Marion County Adult DD	385,765.17	45,900.00	431,665.17	364,456.58	67,208.59	29,975.29	394,431.87	37,233.30	(47,375.17)	84,608.47
	<b>1,304,446.33</b>	<b>51,800.00</b>	<b>1,356,246.33</b>	<b>1,301,950.58</b>	<b>54,295.75</b>	<b>96,583.63</b>	<b>1,398,534.21</b>	<b>(42,287.88)</b>	<b>(156,573.80)</b>	<b>114,285.92</b>
Employment Services	124,699.33	34,106.00	158,805.33	118,220.53	40,584.80	9,121.88	127,342.41	31,462.92	10,943.14	20,519.78
Studios	0.00	0.00	0.00	8,266.29	(8,266.29)	(1,233.41)	7,032.88	(7,032.88)	(17,280.60)	10,247.72
Kids DD Group Homes	1,543,859.10	203,799.38	1,747,658.48	1,019,095.23	728,563.25	82,282.20	1,101,377.43	646,281.05	185,696.63	460,584.42
Transition-Aged Group Homes	211,975.41	0.00	211,975.41	241,568.21	(29,592.80)	17,769.83	259,338.04	(47,362.63)	(60,725.23)	13,362.60
Kerr Bikes	27,455.24	0.00	27,455.24	23,652.80	3,802.44	1,026.84	24,679.64	2,775.60	18,156.29	(15,380.69)
Outpatient Mental Health	60,704.12	0.00	60,704.12	82,900.11	(22,195.99)	4,167.16	87,067.27	(26,363.15)	(7,390.37)	(18,972.78)
Subacute	525,609.29	25,830.28	563,277.57	474,640.61	88,636.96	28,830.96	503,471.57	59,806.00	(31,874.53)	91,680.53
Program Oversight and Other	0.00	15,065.84	15,065.84	20,515.33	(5,449.49)	0.00	20,515.33	(5,449.49)	(97,733.01)	92,283.52
Behavioral Specialists	6,590.67	0.00	6,590.67	56,452.53	(49,861.86)	4,163.46	60,615.99	(54,025.32)	(46,119.46)	(7,905.86)
<b>Total Programs</b>	<b>3,805,339.49</b>	<b>330,601.50</b>	<b>4,147,778.99</b>	<b>3,347,262.22</b>	<b>800,516.77</b>	<b>242,712.55</b>	<b>3,589,974.77</b>	<b>557,804.22</b>	<b>(202,900.94)</b>	<b>760,705.16</b>
<b>Admin &amp; Other</b>										
Campus Buildings	0.00	0.00	0.00	5,396.73	(5,396.73)	0.00	5,396.73	(5,396.73)	11,616.33	(17,013.06)
Indirect Admin	0.00	(193,759.79)	(193,759.79)	749,218.30	(942,978.09)	(242,712.55)	75,962.40	(269,722.19)	(13,018.29)	(256,703.90)
Inv. Spend Rate	0.00	24,969.07	24,969.07	500.00	24,469.07	0.00	500.00	24,469.07	(16,776.16)	41,245.23
Other Pooled Direct Costs	0.00	0.00	0.00	6,325.15	(6,325.15)	0.00	6,325.15	(6,325.15)	134,256.68	(140,581.83)
<b>Total Admin &amp; Other</b>	<b>0.00</b>	<b>(168,790.72)</b>	<b>(168,790.72)</b>	<b>761,440.18</b>	<b>(930,230.90)</b>	<b>(242,712.55)</b>	<b>88,184.28</b>	<b>(256,975.00)</b>	<b>116,078.56</b>	<b>(373,053.56)</b>
<b>Total Operating (Before Contingency)</b>	<b>3,805,339.49</b>	<b>161,810.78</b>	<b>3,978,988.27</b>	<b>4,108,702.40</b>	<b>(129,714.13)</b>	<b>0.00</b>	<b>3,678,159.05</b>	<b>300,829.22</b>	<b>(86,822.38)</b>	<b>387,651.60</b>
Contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(41,666.67)	(41,666.67)
Investment Income	0.00	0.00	27,266.55	0.00	27,266.55	0.00	0.00	27,266.55	0.00	27,266.55
Workforce Housing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**Albertina Kerr Centers**  
**Program Operating Recap**  
For May YTD 2021

	YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD	Actual vs.	
YTD_Contr	Grant &	YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD	Actual vs.	
& Prg_Rev	Contribution	Other	Total	Direct	Margin	Indirect	Total	Operating	YTD	Budget	
	Revenue	Revenue	Revenue	Expenses	Generated	Allocations	Expenses	Results	Budget	Variance	
<b>Programs</b>											
Adult Group Homes											
Clackamas County Adult DD	4,638,965.78	5,900.00	13,874.68	4,658,740.46	4,929,321.32	(270,580.86)	301,760.22	5,231,081.54	(572,341.08)	(796,486.04)	224,144.96
Multnomah County Adult DD	3,694,372.73	0.00	12,413.82	3,706,786.55	3,758,650.07	(51,863.52)	227,533.64	3,986,183.71	(279,397.16)	(454,504.72)	175,107.56
Washington County Adult DD	1,976,602.38	0.00	18,613.80	1,995,216.18	1,704,874.68	290,341.50	101,925.71	1,806,800.39	188,415.79	153,103.23	35,312.56
Marion County Adult DD	4,158,447.16	45,900.00	20,207.96	4,224,555.12	4,135,139.39	89,415.73	275,162.59	4,410,301.98	(185,746.86)	(478,858.38)	293,111.52
	14,468,388.05	51,800.00	65,110.26	14,585,298.31	14,527,985.46	57,312.85	906,382.16	15,434,367.62	(849,069.31)	(1,576,745.91)	727,676.60
Employment Services											
Studios	953,042.69	34,268.00	155,745.13	1,143,055.82	1,294,099.94	(151,044.12)	82,542.44	1,376,642.38	(233,586.56)	143,584.95	(377,171.51)
Kids DD Group Homes	40,667.33	200.00	143,022.13	183,889.46	314,019.68	(130,130.22)	(509.85)	313,509.83	(129,620.37)	(278,178.12)	148,557.75
Transition-Aged Group Homes	17,332,570.68	406,299.38	5,756.79	17,744,626.85	12,452,160.77	5,292,466.08	799,988.73	13,252,149.50	4,492,477.35	2,185,258.23	2,307,219.12
Kerr Bikes	2,593,739.85	0.00	0.00	2,593,739.85	2,907,342.92	(313,603.07)	186,313.80	3,093,656.72	(499,916.87)	(636,507.63)	136,590.76
Outpatient Mental Health	110,222.89	0.00	30,000.00	140,222.89	155,527.33	(15,304.44)	7,093.90	162,621.23	(22,398.34)	17,262.12	(39,660.46)
Subacute	809,782.77	332,841.01	34,831.01	1,177,454.79	1,034,420.75	143,034.04	47,859.06	1,082,279.81	95,174.98	(84,522.37)	179,697.35
Program Oversight and Other	5,349,820.74	102,262.28	343,416.87	5,795,499.89	5,662,908.65	132,591.24	289,846.87	5,952,755.52	(157,255.63)	(669,373.13)	512,117.50
Behavioral Specialists	0.00	155,631.18	0.00	155,631.18	191,735.35	(36,104.17)	0.00	191,735.35	(36,104.17)	(1,048,690.44)	1,012,586.27
Total Programs	88,346.98	0.00	49.09	88,396.07	590,398.75	(502,002.68)	37,229.81	627,628.56	(539,232.49)	(499,189.37)	(40,043.12)
	41,746,581.98	1,083,301.85	777,931.28	43,607,815.11	39,130,599.60	4,477,215.51	2,356,746.92	41,487,346.52	2,120,468.59	(2,447,101.67)	4,567,570.26
Admin & Other											
Campus Buildings	0.00	0.00	0.00	0.00	46,434.63	(46,434.63)	0.00	46,434.63	(46,434.63)	127,779.62	(174,214.25)
Indirect Admin	0.00	1,560,199.36	171,584.14	1,731,783.50	3,208,449.55	(1,476,666.05)	(2,356,746.92)	851,702.63	880,080.87	838,035.05	42,045.82
Investment Spend Rate	0.00	331,334.72	0.00	331,334.72	6,778.50	324,556.22	0.00	6,778.50	324,556.22	(184,537.71)	509,093.93
Other Pooled Direct Costs	0.00	0.00	875.00	875.00	(258,791.63)	259,666.63	0.00	(258,791.63)	259,666.63	1,460,420.46	(1,200,753.83)
Total Admin & Other	0.00	1,891,534.08	172,459.14	2,063,993.22	3,002,871.05	(938,877.83)	(2,356,746.92)	646,124.13	1,417,869.09	2,241,697.42	(823,828.33)
<b>Total Operating (Before Contingency)</b>	<b>41,746,581.98</b>	<b>2,974,835.93</b>	<b>950,390.42</b>	<b>45,671,808.33</b>	<b>42,133,470.65</b>	<b>3,538,337.68</b>	<b>0.00</b>	<b>42,133,470.65</b>	<b>3,538,337.68</b>	<b>(205,404.25)</b>	<b>3,743,741.93</b>
Contingency											
Contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(458,333.33)	458,333.33
Investment Income	0.00	0.00	1,746,087.24	1,746,087.24	0.00	1,746,087.24	0.00	0.00	1,746,087.24	0.00	1,746,087.24
Workforce Housing	0.00	425,000.00	0.00	425,000.00	0.00	425,000.00	0.00	0.00	425,000.00	425,000.00	0.00

## Albertina Kerr Consolidated Balance Sheet

	<b>05/31/2021</b>	<b>04/30/2021</b>
Cash and Cash Equivalents	\$3,615,132.47	\$3,790,285.19
Cash held for others	\$377,764.21	\$360,636.46
Contract/Program Receivables	\$3,137,271.14	\$2,765,625.44
Less: Allowance for Doubtful Accounts	(\$8,341.00)	(\$8,214.00)
Investments	\$10,893,478.69	\$10,832,024.23
Charitable remainder trust receivables	\$281,688.73	\$281,688.73
Contributions Receivable	\$87,954.93	\$26,490.08
Less: Allowance for Pledge Receivable	(\$4,855.00)	(\$4,855.00)
Other Receivables	\$27,263.97	\$65,089.06
Prepaid Expenses, Deposits & Other Current Assets	\$490,689.90	\$459,478.17
Other Long-Term Assets	(\$31,030.89)	(\$23,769.36)
Fixed Assets, Net	\$21,044,077.87	\$22,260,033.71
Leased Assets	\$201,436.40	\$0.00
Due From / (To) Other Funds	(\$0.01)	(\$0.00)
WFH	\$14,560,000.00	\$0.00
<b>Total Assets</b>	<b>\$54,672,531.41</b>	<b>\$40,804,512.71</b>
Accounts Payable and Accrued Expenses	\$858,300.02	\$956,359.44
Accrued Payroll Liabilities	\$1,252,231.41	\$1,072,646.89
PAL Liability	\$791,939.09	\$803,389.36
Contract Overpayments/Advances	\$48,041.89	\$53,483.54
Unemployment Reserve	\$102,607.80	\$228,166.02
Long-term debt	\$3,912,254.72	\$3,952,895.42
Vehicle Fleet Leases	\$204,964.89	\$0.00
WFH Loan	\$11,200,000.00	\$0.00
<b>Total Liabilities</b>	<b>\$18,370,339.82</b>	<b>\$7,066,940.67</b>
Available for Operations	\$11,786,090.04	\$10,760,229.34
Investment in Fixed Assets	\$20,457,263.77	\$18,283,368.93



# Albertina Kerr Centers

## Operating Fund Summary for Budget Review

	<b>2021-2022 Annual Budget</b>	<b>Jul 21</b>	<b>Aug 21</b>	<b>Sep 21</b>	<b>Oct 21</b>	<b>Nov 21</b>	<b>Dec 21</b>
<b>Revenue</b>							
Contract and Program Revenue	48,133,434.51	3,933,630.70	3,967,467.92	3,928,634.05	4,047,898.69	3,948,431.10	4,058,167.20
Contribution and Event Revenue	2,538,488.00	308,250.00	27,336.00	510,480.00	73,884.00	162,983.00	252,000.00
Sales to the Public	156,128.42	42,840.71	42,986.26	13,164.50	3,526.01	1,003.00	200.00
Investment Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Investment Spend	348,036.00	29,003.00	29,003.00	29,003.00	29,003.00	29,003.00	29,003.00
In-Kind Contributions	335,000.04	0.00	0.00	0.00	0.00	0.00	35,000.00
<b>Total Revenue</b>	<b>51,511,086.97</b>	<b>4,313,724.41</b>	<b>4,066,793.18</b>	<b>4,481,281.55</b>	<b>4,154,311.70</b>	<b>4,141,420.10</b>	<b>4,374,370.20</b>
<b>Expenses</b>							
Salaries & Wages	33,052,785.29	2,791,023.09	2,714,063.45	2,828,691.63	2,604,025.62	2,828,691.63	2,952,691.41
Employee Benefits	4,257,426.56	351,011.76	353,464.96	354,446.24	354,446.24	354,446.24	358,596.24
Payroll Taxes	3,340,979.48	282,586.46	274,369.77	286,279.23	263,218.49	286,279.23	298,812.55
Contracted Direct Labor	348,334.56	29,027.88	29,027.88	29,027.88	29,027.88	29,027.88	29,027.88
Other Employee Related Costs	829,919.80	115,725.37	47,391.37	93,724.37	47,391.37	75,724.37	66,891.37
Professional Fees & Insurance	822,822.32	62,735.19	77,735.19	62,735.19	72,735.19	62,735.19	62,735.19
Telecommunications	85,881.96	7,156.83	7,156.83	7,156.83	7,156.83	7,156.83	7,156.83
Facilities & Occupancy	2,544,084.77	225,941.28	191,841.28	265,791.27	197,591.28	191,841.28	216,371.27
Utilities	572,200.38	46,983.57	46,983.57	46,983.57	46,983.57	46,983.57	46,983.57
Equipment	254,317.36	30,558.49	18,558.49	19,058.49	18,558.49	18,558.49	24,808.49
Program & Office Supplies	1,401,180.80	117,994.83	116,544.83	117,893.04	116,494.83	116,594.83	116,493.04
MIS	1,458,536.08	120,558.59	119,558.59	139,558.59	119,558.59	119,332.59	119,558.59
Vehicles	419,296.52	32,794.70	32,794.70	34,546.70	34,546.70	35,576.71	35,576.71
PR & Fundraising	458,787.32	4,248.11	106,353.11	32,673.11	35,546.86	5,698.11	15,198.11
Cost of In-Kind Goods/Services	327,201.68	6,433.48	6,433.48	6,433.46	6,433.48	6,433.48	6,433.46
Training & Other	996,175.68	81,081.31	78,581.31	83,831.31	91,581.31	78,581.31	78,981.31
Interest Expense	171,453.90	15,002.99	15,128.32	14,838.54	14,559.15	14,560.60	14,294.49
<b>Total Manageable Expenses</b>	<b>51,341,384.46</b>	<b>4,320,863.93</b>	<b>4,235,987.13</b>	<b>4,423,669.45</b>	<b>4,059,855.88</b>	<b>4,278,222.34</b>	<b>4,450,610.51</b>
	<b>51,341,384.46</b>	<b>4,320,863.93</b>	<b>4,235,987.13</b>	<b>4,423,669.45</b>	<b>4,059,855.88</b>	<b>4,278,222.34</b>	<b>4,450,610.51</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>169,702.51</b>	<b>(7,139.52)</b>	<b>(169,193.95)</b>	<b>57,612.10</b>	<b>94,455.82</b>	<b>(136,802.24)</b>	<b>(76,240.31)</b>

	<b>2021-2022 Annual Budget</b>	<b>Jan 22</b>	<b>Feb 22</b>	<b>Mar 22</b>	<b>Apr 22</b>	<b>May 22</b>	<b>Jun 22</b>
<b>Revenue</b>							
Contract and Program Revenue	48,133,434.51	3,986,925.33	3,878,699.09	4,116,510.24	4,018,970.92	4,176,156.48	4,071,942.79
Contribution and Event Revenue	2,538,488.00	131,900.00	220,000.00	84,388.00	240,452.00	71,041.00	455,774.00
Sales to the Public	156,128.42	107.00	0.00	2,948.75	9,750.00	14,100.00	25,502.19
Investment Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Investment Spend	348,036.00	29,003.00	29,003.00	29,003.00	29,003.00	29,003.00	29,003.00
In-Kind Contributions	335,000.04	8,333.34	58,333.34	58,333.34	58,333.34	58,333.34	58,333.34
<b>Total Revenue</b>	<b>51,511,086.97</b>	<b>4,156,268.67</b>	<b>4,186,035.43</b>	<b>4,291,183.33</b>	<b>4,356,509.26</b>	<b>4,348,633.82</b>	<b>4,640,555.32</b>
<b>Expenses</b>							
Salaries & Wages	33,052,785.29	2,811,125.10	2,485,519.35	2,858,347.47	2,609,796.42	2,834,737.23	2,734,072.89
Employee Benefits	4,257,426.56	354,477.48	354,477.48	354,477.48	354,477.48	354,477.48	358,627.48
Payroll Taxes	3,340,979.48	284,423.38	250,828.84	288,455.57	263,372.23	286,440.29	275,913.44
Contracted Direct Labor	348,334.56	29,027.88	29,027.88	29,027.88	29,027.88	29,027.88	29,027.88
Other Employee Related Costs	829,919.80	47,391.38	47,391.38	47,391.40	47,391.40	47,391.41	146,114.61
Professional Fees & Insurance	822,822.32	62,735.19	97,735.19	62,735.19	62,735.19	62,735.19	72,735.23
Telecommunications	85,881.96	7,156.83	7,156.83	7,156.83	7,156.83	7,354.83	6,958.83
Facilities & Occupancy	2,544,084.77	220,734.06	196,089.34	209,659.22	206,346.05	202,951.23	218,927.21
Utilities	572,200.38	48,383.16	48,383.16	48,383.16	48,383.16	48,383.16	48,383.16
Equipment	254,317.36	18,835.43	19,120.67	19,914.54	19,717.12	20,028.77	26,599.89
Program & Office Supplies	1,401,180.80	116,544.83	116,644.83	116,493.04	116,494.83	116,494.83	116,493.04
MIS	1,458,536.08	119,558.59	119,332.59	123,414.34	119,319.34	119,346.34	119,439.34
Vehicles	419,296.52	35,576.71	35,576.71	35,576.72	35,576.72	35,576.72	35,576.72
PR & Fundraising	458,787.32	45,798.11	20,704.61	11,223.11	132,611.86	5,748.11	42,984.11
Cost of In-Kind Goods/Services	327,201.68	6,433.48	56,433.48	56,433.46	56,433.48	56,433.48	56,433.46
Training & Other	996,175.68	82,997.97	112,147.97	76,997.97	76,997.97	76,997.97	77,397.97
Interest Expense	171,453.90	14,428.96	13,840.04	13,345.88	13,822.83	13,574.46	14,057.64
<b>Total Manageable Expenses</b>	<b>51,341,384.46</b>	<b>4,305,628.54</b>	<b>4,010,410.35</b>	<b>4,359,033.26</b>	<b>4,199,660.79</b>	<b>4,317,699.38</b>	<b>4,379,742.90</b>
	<b>51,341,384.46</b>	<b>4,305,628.54</b>	<b>4,010,410.35</b>	<b>4,359,033.26</b>	<b>4,199,660.79</b>	<b>4,317,699.38</b>	<b>4,379,742.90</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>169,702.51</b>	<b>(149,359.87)</b>	<b>175,625.08</b>	<b>(67,849.93)</b>	<b>156,848.47</b>	<b>30,934.44</b>	<b>260,812.42</b>

Capital Budget Fiscal 21-22

July 6,2021

Asset/Fiscal Year Changes/Replacement Area	Lease Exp	Occupy	Funding	New Home Reno/Lease			Total Costs	Cash Flow Projections				
				Beds	Cost	Cost		Qtr.1	Qtr. 2	Qtr. 3	Qtr.4	Costs
<b>Budget Year 2021-2022</b>												
1- 4 Bed Kids Home- 157th	Owned	Dec-21	Develop	4	\$ 700,000.00		\$ 700,000.00	\$ 700,000.00				\$ 700,000.00
1 - 4 Bed Kids Home TBD New	Owned	Jun-22	Develop	4	\$ 700,000.00		\$ 700,000.00				\$ 700,000.00	\$ 700,000.00
Furnishings \$15K per new home	Owned		Budget				\$ 30,000.00	\$ 30,000.00				\$ 30,000.00
Place Holder KAC Planning	Owned		Budget				\$ 20,000.00				\$ 20,000.00	\$ 20,000.00
Agency- 26 Monitored Locations I.P Communicator Installs	Owned		Budget				\$ 33,000.00		\$ 33,000.00			\$ 33,000.00
Agency- Generator Installs X6 (Cokeron,Hacienda,Wheeler,Orchid,Everett,San Rafael)	Owned		Develop				\$ 75,000.00	\$ 75,000.00				\$ 75,000.00
Facilities- Replacement Trailer	Owned		Budget				\$ 5,000.00	\$ 5,000.00				\$ 5,000.00
<b>Enterprise Leased Vehicles To Order</b>												
4 Subaru Outback AWD- 4th,Rhone,Orchid, Blossom (60 mo leases) \$438mo TBD Sept 21	Leased		Budget			\$ 438.00	\$ 15,768.00	\$ 15,768.00				\$ 15,768.00
1 Ford 250 Cargo Van AWD-Facilities (48 mo lease) \$1258 mo. TBD October 21	Leased		Budget			\$ 1,258.00	\$ 11,322.00		\$ 11,322.00			\$ 11,322.00
Everett- Office In Garage	Owned		Budget				\$ 6,000.00	\$ 6,000.00				\$ 6,000.00
Hillyard- Lift Install Bathroom	Leased		Budget				\$ 6,000.00		\$ 6,000.00			\$ 6,000.00
Hillyard- Lift Install Bathroom	Leased		Budget				\$ 6,000.00				\$ 6,000.00	\$ 6,000.00
Hillyard-Lift Install Bedroom	Leased		Budget				\$ 6,000.00				\$ 6,000.00	\$ 6,000.00
Hillyard- Lift Install Bedroom	Leased		Budget				\$ 6,000.00				\$ 6,000.00	\$ 6,000.00
Rockwood- Lift Install Bedroom - <b>Carried from past budget year</b>	Leased		Budget				\$ 6,000.00				\$ 6,000.00	\$ 6,000.00
Cokeron- Shed Install	Owned		Budget				\$ 4,000.00	\$ 4,000.00				\$ 4,000.00
Mistletoe- Lift Install Bathroom	Leased		Budget				\$ 6,000.00			\$ 6,000.00		\$ 6,000.00
Meadowlark-Dining Room Floor Replacement	Owned		Budget			\$ 5,500.00	\$ 5,500.00		\$ 5,500.00			\$ 5,500.00
Ward- Add Mag Locks to Windows and Doors	Leased		Budget			\$ 21,000.00	\$ 21,000.00	\$ 21,000.00				\$ 21,000.00
Weathers- New Shed Install	Owned		Budget			\$ 4,500.00	\$ 4,500.00	\$ 4,500.00				\$ 4,500.00
Weathers- Bedroom Door Replacements	Owned		Budget			\$ 4,000.00	\$ 4,000.00	\$ 4,000.00				\$ 4,000.00

4th Ave- Kitchen remodel - <b>Carried from past 2 Budget Years</b>	Owned	Budget			\$ 32,000.00	\$ 32,000.00		\$ 32,000.00			\$ 32,000.00
5th Ave - Add Driveway Parking Pad	Owned	Budget			\$ 5,500.00	\$ 5,500.00	\$ 5,500.00				\$ 5,500.00
5th Ave - Kitchen Remodel- <b>Carried from past 2 Budget Years</b>	Owned	Budget			\$ 32,000.00	\$ 32,000.00			\$ 32,000.00		\$ 32,000.00
16th Ave- Replace Flooring - <b>Carried from past 2 Budget Years</b>	Owned	Budget			\$ 7,300.00	\$ 7,300.00	\$ 7,300.00				\$ 7,300.00
68th Ave- Replace Shower - Client Damage	Owned	Budget			\$ 6,500.00	\$ 6,500.00		\$ 6,500.00			\$ 6,500.00
76th Ave-Replace last of carpet in home - <b>Carried from past Budget year</b>	Owned	Budget			\$ 4,000.00	\$ 4,000.00	\$ 4,000.00				\$ 4,000.00
181st Ave- Add Concrete Parking Pad- <b>Carried from past Budget year</b>	Owned	Budget			\$ 7,000.00	\$ 7,000.00	\$ 7,000.00				\$ 7,000.00
Clark- Flooring Replacement Common Areas- <b>Carried from past Budget year</b>	Owned	Budget			\$ 17,000.00	\$ 17,000.00			\$ 17,000.00		\$ 17,000.00
Nectarine- Kitchen Remodel - <b>Carried from past Budget year</b>	Owned	Budget			\$ 32,000.00	\$ 32,000.00			\$ 32,000.00		\$ 32,000.00
S. Linden -Kitchen Remodel - <b>Carried from past Budget year</b>	Owned	Budget			\$ 32,000.00	\$ 32,000.00			\$ 32,000.00		\$ 32,000.00
Tanager- Bathroom Flooring Replacement - Client Damage	Owned	Budget			\$ 5,000.00	\$ 5,000.00			\$ 5,000.00		\$ 5,000.00
											<b>\$ 1,851,390.00</b>
<b>Enterprise Leases Current</b>											
E1- Ford Transit 150 Clark/Barlow (60mo) Lease start date 1/21	Leased	Budget			\$ 581.00	\$ 6,972.00	\$ 1,743.00	\$ 1,743.00	\$ 1,743.00	\$ 1,743.00	\$ 6,972.00
E-2 Ford Transit 150 San Rafael (60mo) Lease start date 4/21	Leased	Budget			\$ 581.00	\$ 6,972.00	\$ 1,743.00	\$ 1,743.00	\$ 1,743.00	\$ 1,743.00	\$ 6,972.00
E-3 Ford Transit 150 Florida (60mo) Lease start date 4/21	Leased	Budget			\$ 581.00	\$ 6,972.00	\$ 1,743.00	\$ 1,743.00	\$ 1,743.00	\$ 1,743.00	\$ 6,972.00
E-4 Ford Transit 150 Tanager (60mo) Lease start date 2/21	Leased	Budget			\$ 581.00	\$ 6,972.00	\$ 1,743.00	\$ 1,743.00	\$ 1,743.00	\$ 1,743.00	\$ 6,972.00
E-5 Chrysler Voyager Wicker TBD November	Leased	Budget			\$ 517.00	\$ 4,653.00		\$ 1,551.00	\$ 1,551.00	\$ 1,551.00	\$ 4,653.00
E-6 Chrysler Voyager Tuckerwood TBD November 2021	Leased	Budget			\$ 513.00	\$ 4,617.00		\$ 1,539.00	\$ 1,539.00	\$ 1,539.00	\$ 4,617.00
E-7 Ford Transit 350 Hillyard (48mo)Lease start date 3/21	Leased	Budget			\$ 1,180.00	\$ 14,160.00	\$ 3,540.00	\$ 3,540.00	\$ 3,540.00	\$ 3,540.00	\$ 14,160.00
E-8 Ford Transit 350 Hollywood (48mo) Lease start date 3/21	Leased	Budget			\$ 1,180.00	\$ 14,160.00	\$ 3,540.00	\$ 3,540.00	\$ 3,540.00	\$ 3,540.00	\$ 14,160.00
E-9 Ford Transit 250 Facilities (48mo.) TBD August 2021	Leased	Budget			\$ 1,258.00	\$ 13,838.00	\$ 2,516.00	\$ 3,774.00	\$ 3,774.00	\$ 3,774.00	\$ 13,838.00
SUB-TOTAL											<b>\$ 79,316.00</b>
<b>SUB-TOTAL</b>						<b>\$ 1,930,706.00</b>	<b>\$ 905,636.00</b>	<b>\$ 115,238.00</b>	<b>\$ 95,916.00</b>	<b>\$ 813,916.00</b>	<b>\$ 1,930,706.00</b>
<b>Contingency - 10% of Budget</b>						\$ 195,000.00					\$ 195,000.00
<b>TOTAL</b>					12	<b>\$ 2,146,964.00</b>					<b>\$ 2,146,964.00</b>