

Board of Directors

Agenda- August 11, 2020

- Welcome - Ellen Hanscom
- Approval of June 9, 2020 Minutes
 - May 19 minutes approved via email on May 22, 2020)
- Board Chair Update - Ellen Hanscom
 - Mini Board Retreat Schedule- July 29, Aug 26, Sep 30, Oct 28
 - Minutes need to be approved and sent to Sunshine Committee by Friday, August 14, 2020.
 - Presentation of FY20-21 Board Slate-Executive Committee and Committee Chairs
- Executive Director Update – Kristen Pedersen
 - Covid-19 Response
 - Phase One Planning Update
- Program Highlight-Lori Calzaretta and Jay Frantz, Marin CCS
 - Individual Covid-19 Response Plans
 - In-person supports
- Finance Update - John Beeler
 - Review of FY20-21 Budget
 - Plan to re-forecast in Sept/Oct
- Development Report – Carolyn Salcido
- Board Governance Report - Gloria Louie
 - Board Recruitment Update
- Business Development & Programs Update- David Carvel
- Client Advocacy Committee Update- TBD
- Business Advisory Council Update-Leah Van der Mei
- Public Comments
- Adjourn

06092020 - Approval of FY20-21 Budget

Thursday, June 11, 2020
7:31 AM

The Arc San Francisco
Board of Directors Meeting (Via Zoom)
June 9, 2020

Members Present: Ellen Hanscom, Gloria Louie, John Beeler, Carolyn Salcido, Sejo Jahic, David Carvel, Leah Van der Mei, Greg Vogel, Michel Kapulica, Jane Steiner

Members Absent: None

Staff Included: Kristen Pedersen, Matt Tarver-Wahlquist, Noriko Bazeley

Kristen Pedersen provided an update on current service levels and actions taken to address COVID-19. She then presented the proposed FY20-21 budget, which has been approved by the Finance Committee. The proposal included an annual budget based on anticipated maximum funding reductions being considered at the state and federal levels. The intention is to re-forecast the budget after Q1, when we have the final funding decisions.

The proposal did not include the PPP funding received, as it is still under review by our auditors to determine how much can be used. There was general discussion and questions from board members, answered by Kristen and John Beeler.

Request to Approve Proposed FY20-21 Budget

A motion was made by Michel Kapulica to approve the proposed budget, including the plan to re-forecast after Q1. The motion was seconded by Carolyn Salcido. The motion passed with a unanimous vote of all present.

The board bid a fond farewell to Jane Steiner, whose term ends June 30, 2020. She was presented with a piece of participant artwork, and a board resolution outlining her contributions to the agency.

Respectfully Submitted by

Ellen Hanscom
Board Chair

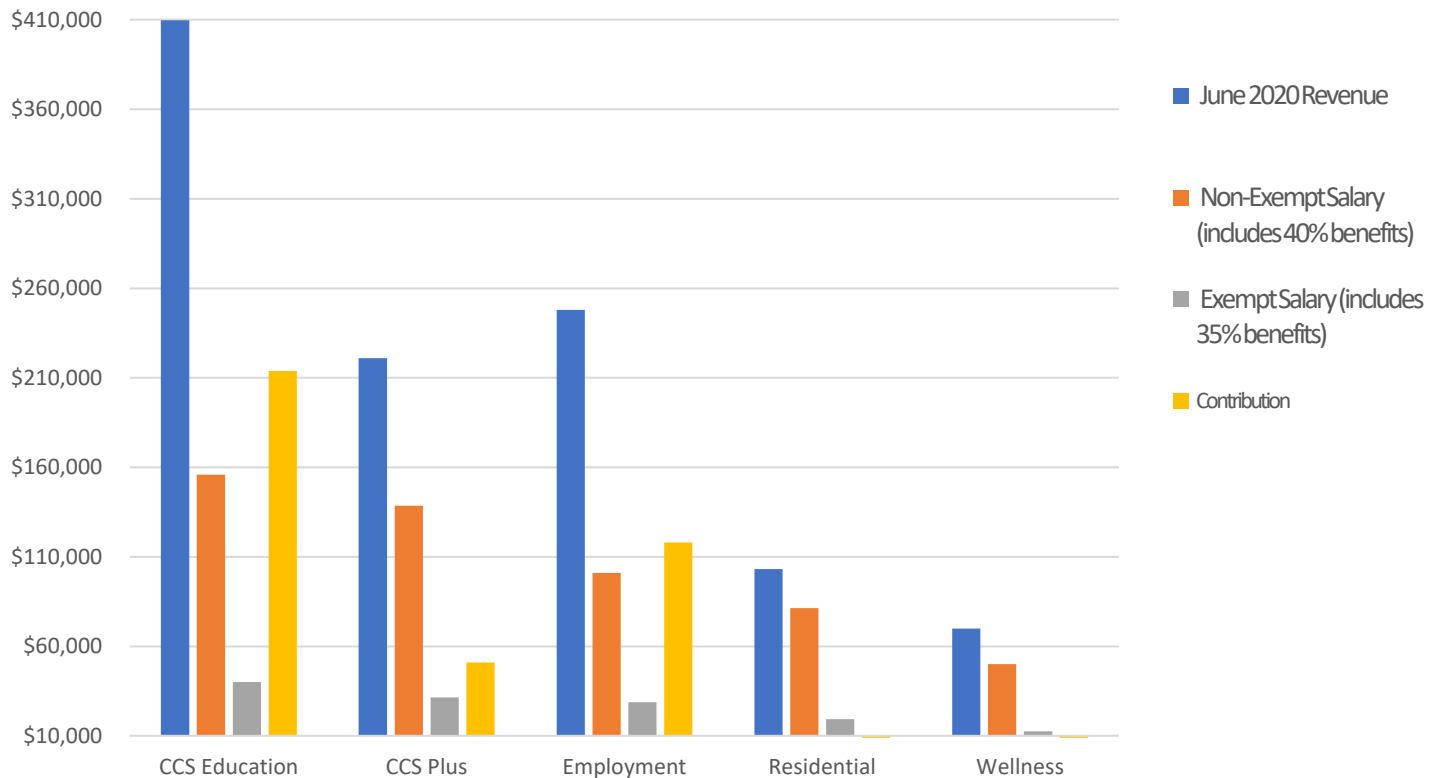
The Arc San Francisco
FY20-21 Board Slate

Board Committee	Chair
Board Vice Chair	Gloria Louie
Board Executive Committee	
Chair	Ellen Hanscom
Vice-Chair	Gloria Louie
Secretary	Carolyn Salcido
Member	John Beeler
Officers of the Corporation	
CEO	Kristen Pedersen
CFO	Norika Bazeley
Secretary	Marti Sullivan
Audit Committee	Michel Kapulica
Development Committee	Carolyn Salcido
Finance Committee	John Beeler
Board Governance Committee	Gloria Louie
Business Advisory Council	Leah Van der Mei
Business Development & Programs	David Carvel

June 2020 – Programs Staff Expense vs Revenue

Service	June 2020 Revenue	Non-Exempt Salary (includes 40% benefits)	Exempt Salary (includes 35% benefits)	Contribution
CCS Education	\$ 409,769	\$ 155,836	\$ 40,039	\$ 213,894
CCS Plus	\$ 221,000	\$ 138,577	\$ 31,440	\$ 50,983
Employment	\$ 247,974	\$ 101,126	\$ 28,856	\$ 117,991
Residential	\$ 103,192	\$ 81,304	\$ 19,352	\$ 2,535
Wellness	\$ 69,893	\$ 50,143	\$ 12,572	\$ 7,178
Total	\$ 1,051,827	\$ 526,986	\$ 132,260	\$ 392,581

Programs Staff Expense vs Revenue



June 2020 Participant Count

Total # of Billable Services Provided in June 2020: 753

Total # of Unique Participants Billed in June 2020: 619

CCS Plus	Roster Count
CCS 1:2	11
CCS 1:3	39
CCS 1:4	51
One-to-One	10
Skills	21
Grand Total	132

CCS Education	Roster Count
ArtReach	39
CCS 1:3	1
CCS 1:4	140
CCS Marin	29
CCS San Mateo	12
Grand Total	221

Wellness	Roster Count
Wellness	128

Employment	Roster Count
Amazon	12
CCS 1:4	71
CCS San Mateo	6
DOR	22
DOR-Amazon	23
JPS	97
Grand Total	231

Residential	Roster Count
24-hr Wraparound	3
ILS	34
SLA	1
SLS	3
Grand Total	41

Agency Waitlist	Roster Count
Day Service (Immediate)	12
Day Service (Future)	43
Residential Services	10
Wellness Services	23

Remote Learning	
Class Participants (June)	121
Friendship Line Participants (June)	65
The Hub Unique Visits (all time)	8,736
The Hub Unique Visitors (all time)	2,030

3 Monday	4 Tuesday	5 Wednesday	6 Thursday	7 Friday
<p>Jay's Group Meeting 10:00am – 10:30am Join Here</p> <p>Health Matters with Ms. Jae 11:00am – 11:30am Join Here</p> <p>One-on-One with Tevin 12:30pm – 1:30pm</p> <p>Men's Group 1:00pm – 2:00pm Join Here</p>	<p>One-on-One with Alexander 9:30am – 10:30am</p> <p>Mr. Jay's Meeting Everyone is invited! <climate change> 11:00am–11:40am Join Here</p> <p>One-on-One ZOOM with Sol 12noon – 12:30pm</p> <p>Art Reach Open Studio 1:00pm – 2:00pm Join Here</p>	<p>Jay's Group Meeting 10:00am – 10:30am Join Here</p> <p>Karaoke Class 10:30am-Noon Join Here</p> <p>Sign Language with Ms. Jae 11:00am – 11:30 Join Here</p> <p>One-on-One with Megan 11:30am – 12:30pm</p>	<p>Jay's Group Meeting 10:00am – 10:30am Join Here</p> <p>Eleanor Zoom Meeting 11:00am – 11:30am Join Here</p> <p>One-on-One with Cole 12:30pm – 1:30pm</p>	<p>One-on-One Zoom with Sol 9:30am – 10:00am</p> <p>Jay's Group Meeting 11:00am – 11:30am Join Here</p> <p>"Some Good News" Class with Renee 11:30am-12noon Join Here</p> <p>One-on-One with Ben 1:00pm – 2:00pm</p>
		Ask Lori at 9:30am		
<p>Music Class & Blues Jam 1:00pm – 2:00pm Join Here</p> <p>Wellness Class! 2:00pm – 3:00pm Join Here</p> <p>Tonight! Friends Like Me Game Night 6:00pm Join Here</p>	<p>Employment 101 1:00pm – 2:00pm Join Here</p> <p>The Arc Speaks Out! Podcast 2:00pm – 3:00pm Join Here</p>	<p>Self-Advocacy & Voting Right for People with Disabilities 1:00pm – 2:00pm Join Here</p> <p>Andrea Zoom Meeting 1:30pm – 2:00pm Join Here</p> <p>FLM w/Renee @ 4:00pm Join Here</p>	<p>Weaving with Karen 1:00pm – 2:00pm Join Here</p> <p>Marin Town Client Town Hall</p>	<p>CAC (Client Advocacy Committee) 1:00pm – 2:00pm Join Here</p>



Due to COVID-19 impact on programs and services, The Arc SF has paused external recruitment efforts until redistribution of caseload is complete and all current staff are being fully utilized.

Current open positions as of 7/31

Full Time

4 positions: 32.5-37.5 hours per week (Employment, Education)

1 position: 32.5 temporary full time (Marin)

Part-Time

28 hours (Employment/Residential)

The Arc San Francisco

Budget to Actual Report

For the 12 months ending 6/30/2020

	June 2020		Variance(vs Budget)		Variance(vs Forecast)		Year - to - Date		Variance(vs Budget)		Variance(vs Forecast)		Year-Over-Year Comparison	
	Actual	Budget	Forecast	B/<W> \$	B/<W> \$		Actual	Budget	Forecast	B/<W> \$	B/<W> \$		Actual 2019	B/<W> \$
Operating Revenues														
Programs - GGRC / RCEB Contracts	861,318	777,387	814,325	83,931	46,993		9,352,453	8,773,627	9,133,697	578,826	218,756		8,427,597	924,856
Programs - DOR Contracts(incld AMAZON DOR)	75,597	51,238	51,195	24,359	24,402		451,053	507,946	448,807	(56,893)	2,246		155,280	295,773
Programs - Amazon	20,000	14,000	14,000	6,000	6,000		140,000	142,000	136,000	(2,000)	4,000		98,309	41,691
Programs - All Other	(3,885)	34,529	46,306	(38,414)	(50,191)		384,994	412,359	468,610	(27,365)	(83,616)		420,838	(35,844)
Total Programs:	953,030	877,154	925,826	75,876	27,204		10,328,500	9,835,932	10,187,114	492,568	141,386		9,102,024	1,226,476
Contributed - AAB	(6,000)	0	10,000	(6,000)	(16,000)		166,937	250,000	187,753	(83,063)	(20,816)		284,583	(117,646)
Contributed - All Other	164,437	100,000	153,000	64,437	11,437		1,113,637	1,070,000	1,026,123	43,637	87,514		1,351,395	(237,758)
Total Grants/Donations:	158,437	100,000	163,000	58,437	(4,563)		1,280,574	1,320,000	1,213,876	(39,426)	66,698		1,635,978	(355,404)
Miscellaneous	40,899	30,593	29,908	10,306	10,991		394,066	361,106	371,421	32,960	22,645		383,332	10,734
Total Operating Revenues:	1,152,366	1,007,747	1,118,734	144,619	33,632		12,003,140	11,517,038	11,772,411	486,102	230,729		11,121,334	881,806
Operating Expenses														
Salaries, Wages & Benefits	860,198	821,167	829,687	(39,031)	(30,511)		9,960,350	9,703,941	9,788,417	(256,409)	(171,933)		9,656,471	(303,879)
Professional Fees & Contractors	32,068	30,845	43,636	(1,223)	11,568		482,142	428,642	533,295	(53,500)	51,153		442,083	(40,059)
Occupancy, Rent & Utilities	20,813	33,096	37,214	12,283	16,401		380,292	398,250	412,601	17,958	32,309		408,682	28,390
Office Expense	28,599	38,827	53,440	10,228	24,841		435,899	490,930	483,892	55,031	47,993		478,986	43,087
Interest Expense	9,243	9,925	9,925	682	682		110,453	119,097	112,863	8,644	2,410		123,961	13,508
Depreciation & Amortization	17,964	9,510	11,131	(8,454)	(6,833)		130,671	114,118	123,852	(16,553)	(6,819)		117,822	(12,849)
Other(incld Misc)	35,435	29,832	21,596	(5,603)	(13,839)		236,020	357,982	254,307	121,962	18,287		238,102	2,082
Total Operating Expenses:	1,004,320	973,202	1,006,629	(31,118)	2,309		11,735,827	11,612,960	11,709,227	(122,867)	(26,600)		11,466,107	(269,720)
Operating Net	148,046	34,545	112,105	113,501	35,941		267,313	(95,922)	63,184	363,235	204,129		(344,773)	612,086
Other Revenues														
Investment Income	138,684	26,075	26,074	112,609	112,610		129,046	312,900	450,793	(183,854)	(321,747)		244,229	(115,183)
Gain<Loss> on Sales of Fixed Assets													2,152,331	(2,152,331)
Total Other Revenues:	138,684	26,075	26,074	112,609	112,610		129,046	312,900	450,793	(183,854)	(321,747)		2,396,560	(115,183)
Other Expenses														
Investment Management Fees	(1,811)	-	-	(1,811)	(1,811)		(34,567)	(33,000)	(24,201)	(1,567)	(10,366)		(24,142)	(10,425)
Total Other Expenses:	(1,811)	-	-	(1,811)	(1,811)		(34,567)	(33,000)	(24,201)	(1,567)	(10,366)		(24,142)	(10,425)
Net Surplus/(Deficit)	284,919	60,620	138,179	224,299	146,740		361,792	183,978	489,776	177,814	(127,984)		2,027,645	(1,665,853)

Year over Year Comparison
Total Program Revenue: +\$1.23M
Development Revenue: <\$355k>
Total Revenue: +\$882k
Total Expenses: <\$270K>
Operating Net Change: +\$612K

The Arc San Francisco

Comparative Statement of Financial Position [Balance Sheet] - unaudited

For the Month Ending 6/30/20

	<u>06/30/20</u>	<u>05/31/20</u>	<u>Change (Current - Prior)</u>
ASSETS			
Current Assets			
Cash	669,887	573,512	96,375
Cash from PPP Fund	1,816,900	1,816,900	-
Accounts Receivables	1,055,274	990,834	64,440
Pledges & Grants Receivable (net)	218,358	218,666	(308)
Board Directed Investments	3,771,773	3,663,096	108,677
Temporarily Restricted Funds	161,143	92,027	69,116
Prepaid & Other Assets	134,034	106,478	27,556
Total Current Assets	7,827,369	7,461,513	365,856
Long Term Assets			
Pledges Receivables (net)	694,690	698,690	(4,000)
Related Party Receivables & Reserve	321,286	315,205	6,081
Temporarily Restricted Funds	2,311,930	2,326,765	(14,835)
Total Long Term Assets	3,327,906	3,340,660	(12,754)
Total Fixed Assets (net)	4,143,825	4,181,954	(38,129)
TOTAL ASSETS	15,299,100	14,984,127	314,973
LIABILITIES & NET ASSETS			
Current Liabilities			
Accounts Payables	150,038	156,554	(6,516)
Payroll Liabilities	627,168	584,323	42,845
Mortgage Loans	94,161	11,917	82,244
PPP Loan	1,816,900	1,816,900	-
Other Liabilities	0	0	-
Total Current Liabilities	2,688,267	2,569,694	118,573
Long Term Liabilities			
Mortgage Loans	3,216,503	3,305,023	(88,520)
Other Liabilities	20,000	20,000	-
Total Long Term Liabilities	3,236,503	3,325,023	(88,520)
TOTAL LIABILITIES	5,924,770	5,894,717	30,053
Net Assets			
Restricted Net Assets	3,752,612	3,752,612	-
Unrestricted Net Assets	5,259,926	5,259,926	-
Net Surplus/(Deficit)	361,792	76,872	284,920
TOTAL NET ASSETS	9,374,330	9,089,410	284,920
TOTAL LIABILITIES & NET ASSETS	15,299,100	14,984,127	314,973
<i>Working Capital:</i>	2.91	2.90	
<i>Debt Ratio:</i>	0.39	0.39	

The Arc San Francisco

FY2019-20 June 2020

Financial Results – Variance Analysis to Forecasting:

Operating Revenues

June Total Revenues of \$1.152M are \$33K better than the forecast of \$1.12M
YTD Total Revenues of \$12.0M are \$231K better than the forecast of \$11.77M and \$486K better than the budget of \$11.52M

Total June Program Revenues of \$953K are better than the forecast by \$27K:

(GGRC: +47k DOR: +24k Amazon: +6k)

We continued to be able to bill GGRC based on the last 12 months of the average attendance each participant for the majority programs.

Better than forecast GGRC programs are: CCS1:4 (+36k), ILS (+12k) and Wellness (+7k)

Worse than the forecast GGRC programs are: CIE <17K>, Employment <5k> and CCS 1:3<5k>.

All other programs are within ±3k.

Employers Contracts are worse than forecast by 37k due to closing the participants' worksites.

YTD Program Revenues of \$10.33M are better than the forecast by \$141K:

CCS 1:4 program revenue alone exceeded the forecast by \$152k.

Top 5 program revenues are: (000)

CCS 1:4 \$4,750 CCS 1:3 \$638 Wellness \$ 771 SLS \$613 1 to 1 \$ 527

Totaling 7,299M

Rates increase –average 8% from GGRC & DOR generated additional \$330K for the 2nd half year.

June Contributed Revenues of \$158K are slightly worse than forecast by \$4.6K.

Revenues including \$103K grant from DAAS for renewal of janitorial services, \$15k unrestricted grant from Atkinson Foundation, and \$10k from Zendesk for Covi19 response.

YTD Contributed Revenues of \$1.28M are better than the forecast by \$67K.

This is attributable primarily to combined grants of \$600k which are better by \$150k – offsetting the shortfalls of major gifts by \$86k and AAB+BAC Work Life by \$35k.

Operating Expenses & Net

June Total Expenses of \$1.04M are slightly better than the forecast by \$2.3K
YTD Total Expenses of \$11.74M are worse than the forecast by \$27K and \$123K than the budget.

Salaries, Wages & Benefits Expenses are worse by \$30k in June:

This is due to additional special circumstances pay to Residential programs DSPs (\$45k) and accrued vacation as employees not taking vacations during this period. June also accounted for two executive director salaries. Overage was offset by unemployment insurance credit (\$27k).

YTD expenses are worse by \$172k. This is primarily due to the overage of \$150k from the 4th QTR.

Professional Fees & Contractors Expenses are better by \$12k in June:

Due to savings from building security and other professional consultants.

Occupancy, Rent & Utilities are better by \$16k. Lyft usage by DSPs of \$5.4k was offset by savings of Utilities and Building supplies.

Office Expenses are better by \$23k: Savings from general office expenses.

Other Expenses are worse by \$14k due to unbudgeted Covi 19 related and clients' supports.

June Operating Net of \$148K is better than forecast by \$36K
YTD Operating Net of \$267K is better by than forecast by \$204K ,
and is better by \$363K than the budget.

Year over Year Comparison:

Revenues are up by \$882K Expenses are up by \$270K Operating Net is up by \$612K

Balance Sheet: (M/M: MAY/JUNE 2020)

Assets:

Cash is at **\$670k**, up by **\$96k** at month end. This increase is primarily due to collections of city grants and May billings.

Cash from PPP Fund in the amount of \$1.8169M remains untouched and is moved to Saving account in July.

Accounts Receivable is up by \$64k due to additional 2 billable days (22 days vs 20 days) & new grants offsetting grants payments received.

Pledges & Grants Receivable (ST) –n/c

Board Directed Investment is up by \$109k reflecting the increase in the investment portfolio: Fund (+51k) Cash (+41k) and stock donation (+24k).

Temporarily Restricted Funds (ST) is up by \$69k – reclassified from LT for annual distribution.

Prepaid & Other Assets is up by \$28k.

LT Pledges Receivable is down by \$4k.

Related Party Receivables & Reserve is up by \$6k for monthly Arc Apartment ground lease and management fee

LT Temporarily Restricted Funds is down by \$15k reflecting the increase in the investment portfolio (Shupin +\$38k, FLM +\$16k) , offsetting \$69k reclassified to ST.

Liabilities:

Accounts Payable is down by \$6k M/M

Payroll Liabilities is up by \$42k M/M

Mortgage Loans is down by \$7k M/M

PPP Fund Loan in the amount of \$1.8169M –n/c

Loan interest approx. \$3,400 is not included.

Note: Above results do not include performance of our wholly-owned subsidiary, The Arc Apartment, LP, which, for the 12 months ended 6/30/2020, reported a Net Surplus of \$102k on Revenues of \$436k and unencumbered cash of \$134k.

The Arc San Francisco

Operating Income Statement Q4 & YTD ending 06/30/2020 vs. Budget/Forecast



	Actual 4TH QTR	Budget 4TH QTR	Forecast 4TH QTR	Variance (vs Budget) B/<W>	Variance (vs Forecast) B/<W>	Actual YTD	Budget YTD	Forecast YTD	Variance (vs Budget) B/<W>	Variance (vs Forecast) B/<W>
Revenues										
Programs	\$ 2,762,213	\$ 2,572,131	\$ 2,692,618	\$ 190,082	\$ 69,595	\$ 10,328,500	\$ 9,835,932	\$ 10,187,114	\$ 492,568	\$ 141,386
Contributed	\$ 285,559	\$ 146,000	\$ 261,553	\$ 139,559	\$ 24,006	\$ 1,280,574	\$ 1,320,000	\$ 1,213,876	\$ (39,426)	\$ 66,698
Miscellaneous	\$ 100,729	\$ 90,777	\$ 90,228	\$ 9,952	\$ 10,501	\$ 394,066	\$ 361,106	\$ 371,421	\$ 32,960	\$ 22,645
Total Revenue	\$ 3,148,501	\$ 2,808,908	\$ 3,044,399	\$ 339,593	\$ 104,102	\$ 12,003,140	\$ 11,517,038	\$ 11,772,411	\$ 486,102	\$ 230,729
Expenses										
Salaries, Wages, Benefits	\$ 2,623,883	\$ 2,434,007	\$ 2,461,779	\$ (189,876)	\$ (162,104)	\$ 9,960,350	\$ 9,703,941	\$ 9,788,417	\$ (256,409)	\$ (171,933)
Non-Staffing expenses	\$ 399,368	\$ 470,204	\$ 515,436	\$ 70,836	\$ 116,068	\$ 1,775,477	\$ 1,909,019	\$ 1,920,810	\$ 133,542	\$ 145,333
Total Expenses	\$ 3,023,251	\$ 2,904,211	\$ 2,977,215	\$ (119,040)	\$ (46,036)	\$ 11,735,827	\$ 11,612,960	\$ 11,709,227	\$ (122,867)	\$ (26,600)
Operating Net	\$ 125,250	\$ (95,303)	\$ 67,184	\$ 220,553	\$ 58,066	\$ 267,313	\$ (95,922)	\$ 63,184	\$ 363,235	\$ 204,129

Note: Does not include investment revenues and expenses or results of Arc Apartments LP.
We have used Zero LOC since Aug. 2019.

Year over Year Comparison

Total Program Revenue: +\$1.23M
Development Revenue: <\$355k>
Total Revenue: +\$882k
Total Expenses: <\$270K>
Operating Net Change: +\$612K

The Arc San Francisco

Comparative Statement of Financial Position [Balance Sheet] - unaudited

For the Month Ending 6/30/20

	<u>06/30/20</u>	<u>03/31/20</u>	<u>Change</u> <u>(Current - Prior)</u>
ASSETS			
Current Assets			
Cash	669,887	305,778	364,109
Cash from PPP Fund	1,816,900	0	1,816,900
Accounts Receivables	1,055,274	1,067,502	(12,228)
Pledges & Grants Receivable (net)	218,358	367,976	(149,618)
Board Directed Investments	3,771,773	3,341,820	429,953
Temporarily Restricted Funds	161,143	92,027	69,116
Prepaid & Other Assets	134,034	122,132	11,902
Total Current Assets	7,827,369	5,297,235	2,530,134
Long Term Assets			
Pledges Receivables (net)	694,690	698,690	(4,000)
Related Party Receivables & Reserve	321,286	303,040	18,246
Temporarily Restricted Funds	2,311,930	2,117,733	194,197
Total Long Term Assets	3,327,906	3,119,463	208,443
Total Fixed Assets (net)	4,143,825	4,171,181	(27,356)
TOTAL ASSETS	15,299,100	12,587,879	2,711,221
LIABILITIES & NET ASSETS			
Current Liabilities			
Accounts Payables	150,038	153,548	(3,510)
Payroll Liabilities	627,168	502,035	125,133
Mortgage Loans	94,161	26,609	67,552
PPP Loan	1,816,900	0	1,816,900
Other Liabilities	0	300	(300)
Total Current Liabilities	2,688,267	682,492	2,005,775
Long Term Liabilities			
Mortgage Loans	3,216,503	3,303,488	(86,985)
Other Liabilities	20,000	20,000	-
Total Long Term Liabilities	3,236,503	3,323,488	(86,985)
TOTAL LIABILITIES	5,924,770	4,005,980	1,918,790
Net Assets			
Restricted Net Assets	3,752,612	3,752,612	-
Unrestricted Net Assets	5,259,926	5,259,926	-
Net Surplus/(Deficit)	361,792	(430,639)	792,431
TOTAL NET ASSETS	9,374,330	8,581,899	792,431
TOTAL LIABILITIES & NET ASSETS	15,299,100	12,587,879	2,711,221
<i>Working Capital:</i>	2.91	7.76	
<i>Debt Ratio:</i>	0.39	0.32	

The Arc San Francisco

FY1920 4th QTR 2020

Financial Results – Variance Analysis to Forecasting:

Operating Revenues

Q4 Total Revenues of \$3.15M are \$104K better than the forecast of \$3.04M
YTD Total Revenues of \$12.0M are \$231K better than the forecast of \$11.77M and \$486K better than the budget of \$11.52M

Total Q4 Program Revenues of \$2.76M are better than the forecast by \$70K:

(GGRC: +155k DOR: <10k> Amazon: +6k)

Better than forecast GGRC programs are: CCS1:4 (+108k), ILS (+20k) and Wellness (+23k)

Worse than the forecast GGRC programs are: CIE <53K>, and CCS 1:3<12k>.

Employers Contracts are worse than forecast by 64k due to closures of the participants' worksites.

YTD Program Revenues of \$10.33M are better than the forecast by \$141K:

CCS 1:4 program revenue alone exceeded the forecast by \$152k.

Rates increase –average 8% from GGRC & DOR generated additional \$330K from budget starting in January 2020.

Q4 Contributed Revenues of \$286K are better than forecast by \$24K.

Revenues including Restricted and Unrestricted grants of \$198k, Major Gifts \$49k and \$32K general donations.

YTD Contributed Revenues of \$1.28M are better than the forecast by \$67K.

This is attributable primarily to combined grants of \$600k which are better by \$150k – offsetting the shortfalls of major gifts by \$86k and AAB+BAC Work Life by \$35k.

Operating Expenses & Net

Q4 Total Expenses of \$3.023M are worse than the forecast by \$46K
YTD Total Expenses of \$11.74M are worse than the forecast by \$27K and \$123K worse than the budget.

Salaries, Wages & Benefits Expenses are worse by \$162k in Q4:

This is due to additional special circumstances pay to DSPs during shelter in place (\$145k) and accrued vacation as employees not taking vacations during this period. June also accounted for two executive director salaries.

Overage was offset by UI and other benefits (\$33k).

YTD expenses are worse by \$172k. This is primarily from Q4 results.

Professional Fees & Contractors Expenses are better by \$37k in Q4

Due to savings from building security and other professional consultants.

Occupancy, Rent & Utilities are better by \$12k in Q4. Lyft usage by DSPs \$13k was offset by savings of Utilities and Building supplies.

Office Expenses are better by \$49k in Q4: Savings from general office expenses.

Other Expenses are worse by \$6k: \$15k unbudgeted PPE and related and clients' support expense was offset by the savings from transportation expenses.

Q4 Operating Net of \$125K is better than forecast by \$58K
YTD Operating Net of \$267K is better by than forecast by \$204K ,
and is better by \$363K than the budget.

Year over Year Comparison (Budget/Budget):

Revenues are up by \$882K Expenses are up by \$270K Operating Net is up by \$612K

Balance Sheet: (O/O: MAR/JUNE 2020)

Assets:

Cash is at **\$670k**, up by **\$364k** at month end. This increase is primarily due to increase of the revenues and collections of grants and aged receivables.

Cash from PPP Fund in the amount of \$1.8169M remains untouched and is moved to savings account in July.

Accounts Receivable is down by \$13k.

Pledges & Grants Receivable (ST) is down by 150k.

Board Directed Investment is up by \$430k reflecting the increase in the investment portfolio:

Temporarily Restricted Funds (ST) is up by \$69k – reclassified from LT for annual distribution.

Prepaid & Other Assets is up by \$12k

LT Pledges Receivable is down by \$4k.

Related Party Receivables & Reserve is up by \$18k for Arc Apartment ground lease and management fee

LT Temporarily Restricted Funds is up by \$194k reflecting the increase in the investment portfolio and adjustment of \$69k reclassified to ST.

Liabilities:

Accounts Payable is down by \$3.5k Q/Q

Payroll Liabilities is up by \$125k Q/Q

Mortgage Loans is down by \$19k Q/Q

PPP Fund Loan in the amount of \$1.8169M –n/c

Loan interest approx. \$3,400 is not included.

Note: Above results do not include performance of our wholly-owned subsidiary, The Arc Apartment, LP, which, for the 12 months ended 6/30/2020, reported a Net Surplus of \$102k on Revenues of \$436k and unencumbered cash of \$134k.

**The Arc San Francisco
Development Committee Agenda
Tuesday, July 21, 2020
5:30 P.M.- 6:30 P.M.**

Phone-in: Zoom Meeting

Join Zoom Meeting

<https://us02web.zoom.us/j/81746368772>

Meeting ID: 817 4636 8772

Dial by your location

+1 669 900 9128 US (San Jose)

Development Committee:

Carolyn Salcido, Chair
Ellen Hanscom, Board President
Connie Tabas
Greg Vogel

Staff:

Kristen Pedersen, Interim ED
Marti Sullivan, Sr. Dir, Dev & Comms
Jason McMonagle, Grants
Arturo Guillen, Dev & Vol Mgr
Jane Whitfield, MG Consultant

1. June 2020 Income Report (Act vs. Budget and Act vs. Reforecast)- Marti
2. Major Gifts Workgroup – Pacesetters Fund: Update – Marti/Jane/Matt
3. Grants Update – Jason
4. Upcoming Events
 - a. WorkLife Awards, August 20, 6 PM by zoom
5. Next Meetings: Oct TBD

**THE ARC SAN FRANCISCO
DEVELOPMENT DEPARTMENT
FY20 Revenue through June 30, 2020**

BUDGET LINE	JUNE ACTUAL	% chg MO	FY 20 YTD ACTUAL	YTD Reforecast	% YTD Actual vs Reforecast	YTD Budget	% YTD Actual vs Budget	FY 2020 Budget	JUNE 19 ACTUAL	LY YTD ACTUAL	LY TOTAL ACTUAL
Unrestricted Contributions	\$ 5,014		\$ 142,165	\$ 118,182		\$ 125,000		\$ 125,000	\$ 1,696	\$ 113,630	\$ 113,630
Restricted Contributions	\$ 30		\$ 12,210	\$ 17,040		\$ 25,000		\$ 25,000	\$ 85	\$ 18,750	\$ 18,750
Client Wishlist	\$ 4,668		\$ 21,799	\$ 17,129		\$ 25,000		\$ 25,000		\$ 22,497	\$ 22,497
Tributes	\$ 1,050		\$ 18,463	\$ 13,736		\$ 10,000		\$ 10,000	\$ 805	\$ 8,473	\$ 8,473
Annual Fund Totals	\$ 10,762		\$ 194,637			\$ 185,000		\$ 185,000	\$ 2,586	\$ 163,350	\$ 163,350
Foundations & Corporations											
Unrestricted	\$ 15,000		\$ 15,000	\$ -		\$ 10,000		\$ 10,000		\$ 7,500	\$ 7,500
Restricted	\$ 113,248		\$ 580,601	\$ 446,210		\$ 465,000		\$ 465,000	\$ 348,163	\$ 744,345	\$ 744,345
Major Gifts - Operating	\$ 26,085		\$ 216,585	\$ 303,000		\$ 250,000		\$ 100,000	\$ 152,500	\$ 288,413	\$ 288,413
Major Gifts Restricted - Operating						\$ 100,000		\$ 250,000		\$ 20,000	20000
Arc Angel Breakfast											
Unrestricted	\$ (6,000)		\$ 166,937	187,753.00		250,000.00		\$ 250,000	\$ 13,223	\$ 284,583	\$ 284,583
Restricted											
SP EVS Rest (Friends, WLAs)	\$ 342		\$ 101,738	106,868.00		60,000.00		\$ 60,000	\$ 13,530	\$ 82,486	\$ 82,486
Auxiliary - PULSE Events			\$ 2,118						\$ 517	\$ 3,928	\$ 3,928
Bequests			\$ 3,958						\$ 50,000	\$ 52,169	\$ 52,169
Household Goods											
TOTAL	\$ 159,437	-73%	\$1,281,574	\$ 1,213,786	6%	\$1,320,000	-3%	\$1,320,000	\$ 580,519	\$1,646,774	\$ 1,646,774