

CoC Finance Committee Minutes
Friday, February 3, 2017 - 2-3:30pm
All Chicago – 651 W. Washington Blvd., Suite 504

Members present: Robert Cunningham (LEC), Larry Smith (LEC), Steve Gaydos (All Chicago), Dave Thomas (All Chicago), Jenna Temkin (All Chicago), Bobbi Bogan (Bogan Quarters), Bobbi Ball (PICB)

Meeting called to order at 2:35pm

- I. Review and approve previous minutes
 - a. Minutes approved
- II. Financial statement / bank statement review - Steve
 - a. Through Dec. 31, received \$24,535 in dues
 - b. Stipends paid by All Chicago: \$19,720
 - c. All Chicago is due a fee for acting as fiscal agent of CoC; that fee was 5%, but agreed to have it be no more than \$1,000
 - d. CoC is short by \$530 because when All Chicago receives payments by credit card, we have to transfer it over; All Chicago will transfer \$530 to CoC
 - e. Discussion of stipends
 - i. We allocated \$10K to Youth Advisory Board, but only spent \$1,970
 - ii. LEC is also underspent
 - iii. \$20,000 is leftover—will we carry it over? All Chicago always raises \$20K for stipends; now that we have dues paid for membership, will All Chicago continue to raise LEC stipend money?
 - iv. Find out if the \$30,000 will get deposited to CoC
 - f. Motion to approve budget for last year; budget approved
 - g. Dues year: April 1 – March 30; should we change it to a calendar year?
 - i. Committee structure and All Chicago's LEC stipend structure is based on the calendar year
 - ii. Decision is postponed until more committee members present
- III. Letter requesting dues payment and update on meeting with CoC Membership Committee
 - a. Membership committee elected new co-chair
 - b. Jenna and Dave will coordinate meeting with membership and finance at 11am on February 24
 - i. Will discuss: who is responsible for writing letters to member for dues payment?
Who is responsible for waiver requests?
 - c. Jenna and Dave will look into membership lists and find out which organizations have yet to pay dues for FY16. Will send a letter to "close the books for FY16." The letter will request dues, allow people to request a waiver, or unsubscribe from future mailings.
- IV. Discussion of what dues should pay for
 - a. LEC education, scholarships, advocacy trips, and conference opportunities
 - i. LEC group will talk about specific programs they want to spend money on and report back to committee; will also draft a paragraph about why they want these particular programs
 - b. LEC stipends
 - c. Committee budget request forms
 - i. Jenna and Dave will look them over, categorize, and send to finance committee; will ultimately present to board

COC Financial Summary
For the Year Ended 12/31/16

| | |
|--|-------------------|
| Revenue | |
| CoC Membership Dues | 24,535.00 |
| All Chicago Contribution for Stipends | 19,720.00 |
| Total Revenue | <u>44,255.00</u> |
| Expenses | |
| Youth Advisory Stipends | 1,970.00 |
| LEC Stipends | 17,750.00 |
| Fiscal Agent fee (5%, min \$1,000) | 1,000.00 |
| Total Expenses | <u>20,720.00</u> |
| Net Increase in Fund Balance | 23,535.00 |
| Fund Balance, Beginning of the Period | - |
| Fund Balance, End of the Period | <u>23,535.00</u> |
| Balance Per Bank as of 12/31/2016 | 23,005.00 |
| Reconciling Items | |
| Transfer Due from All Chicago | 1,530.00 |
| Fiscal Agent Fee due to All Chicago | <u>(1,000.00)</u> |
| Net Amount Due from All Chicago | 530.00 |
| Adjusted Bank Balance as of 12/31/2016 | <u>23,535.00</u> |

| Paid CoC Dues | | | |
|---------------|--|--------------|--|
| Date Rec'd | Agency/Individual's Name | Check Amount | Notes |
| 5/12/2016 | A Safe Haven | 500.00 | |
| 11/15/2016 | Aids Foundation of Chicago | 500.00 | |
| 11/29/2016 | Alexian Brothers Housing & Health Alliance | 500.00 | |
| 8/31/2016 | All Chicago | 500.00 | |
| | | | |
| 6/20/2016 | Angela Rice-Welch | 500.00 | Credit card - tranferred on 8/2/16 |
| 10/26/2016 | Arturo Bendixen | 30.00 | |
| 12/1/2016 | Barbara Shaw | 30.00 | |
| | Beacon Therapeutic Diagnostic & Treatment Center | - | Waiver |
| | Beyth-'el Temple | - | Waiver |
| | Billy Sharpe | - | Exempt |
| 6/20/2016 | Casa Central Social Services Corp | 500.00 | |
| 5/19/2016 | Casey Haskins Reynoso | 30.00 | |
| 7/28/2016 | Center for Changing Lives | 250.00 | |
| 6/30/2016 | Center for Housing & Health | 500.00 | |
| 6/30/2016 | Center on Halsted | 500.00 | |
| 6/30/2016 | Chicago Hopes for Kids | 100.00 | |
| 11/23/2016 | Chicago House & Social Service Agency | 500.00 | |
| 7/19/2016 | Chicago Jobs Council | 350.00 | |
| 5/19/2016 | ChildServ | 500.00 | |
| 11/23/2016 | Christian Community Health Center | 500.00 | |
| | Christopher O'Hara | - | Exempt |
| 5/19/2016 | Community Supportive Living Systems, Inc. | 100.00 | |
| | Connie Bacon | - | Exempt |
| 11/4/2016 | Cornerstone Community Outreach | 500.00 | |
| 6/22/2016 | Deborah's Place | 500.00 | |
| | Dorothy Yancy | - | Exempt |
| | Edge Alliance | - | Waiver |
| 8/17/2016 | Edward J. Shurna | 30.00 | |
| 6/20/2016 | Facing Forward | 350.00 | |
| 7/5/2016 | Family Rescue | 350.00 | |
| 6/1/2016 | Featherfist | 500.00 | |
| 11/18/2016 | Franciscan Outreach Assoc. | 350.00 | |
| 11/10/2016 | Goldie's Place | 250.00 | Credit card - will transfer this week |
| | Gwendolyn Turner | - | Exempt |
| 6/1/2016 | Hands to Help Ministries | 50.00 | |
| 11/18/2016 | Healthcare Alternative Systems, Inc. | 500.00 | |
| 10/31/2016 | Heartland Human Care Services | 500.00 | Credit card - will transfer this week |
| 12/19/2016 | Heartland Health | 500.00 | |
| 6/22/2016 | Holsten Human Capital | 350.00 | |
| 11/23/2016 | Housing Opportunities for Women | 500.00 | |
| 6/22/2016 | Interfaith Housing | 250.00 | |
| 6/20/2016 | James Santos | 30.00 | |
| | Janet Matthews | - | Exempt |
| 6/30/2016 | JCC of Chicago | 350.00 | |
| 10/5/2016 | Johannes Dreisbach | 20.00 | Partial waiver |
| 9/20/2016 | Katherine Johnson | 30.00 | |
| | Keith Richardson | - | Exempt |
| 8/17/2016 | Kelsey Potter | 100.00 | Credit card - transferred on 10/5/2016 |

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|--------------|--|------------------|---|
| 6/22/2016 | Kenneth Nickele | 30.00 | |
| | Larry Smith | - | Exempt |
| 6/30/2016 | Legal Council for Health Justice | 100.00 | |
| 7/5/2016 | Lincoln Park Community Shelter | 250.00 | |
| 11/15/2016 | Matthew House | 250.00 | |
| 6/30/2016 | Melanie Stathis | 30.00 | |
| | Melvin Alexander | - | Exempt |
| 12/13/2016 | Mercy Housing | 500.00 | credit card - transferred on 12/29/2016 |
| 6/30/2016 | Nancy Hanson | 30.00 | |
| 6/3/2016 | National Runaway Switchboard | 30.00 | |
| 5/31/2016 | Near West Side Community | 350.00 | |
| 5/23/2016 | New Moms, Inc. | 350.00 | Credit card - tranferred on 8/2/16 |
| 10/26/2016 | Next Steps, NFP | 50.00 | |
| 12/13/2016 | North Side Housing & Supportive Services | 350.00 | |
| | Otha Gaston | - | Exempt |
| 6/15/2016 | Partners in Community Building, Inc. | 100.00 | |
| | Patricia Montgomery | - | Exempt |
| 8/5/2016 | Philip Carragher | 100.00 | Credit card - transferred on 10/5/2016 |
| 6/23/2016 | Pilsen Wellness Center | 500.00 | |
| 10/13/2016 | Pride Action Tank | 100.00 | |
| 11/29/2016 | Primo Center for Women & Children | 500.00 | |
| | Puerto Rican Cultural Center | - | Waiver |
| 6/23/2016 | Randall Doubet King | 30.00 | |
| 11/9/2016 | Renaissance Social Services | 350.00 | |
| 7/28/2016 | Revive Center for Housing & Healing | 350.00 | |
| | Robert Cunningham | - | Exempt |
| | San Jose Obrero Mission | 75.00 | Waiver |
| 11/15/2016 | Sarah's Circle | 350.00 | |
| | St. Leonard's Ministries | - | Waiver |
| 11/23/2016 | Stephanie J.B. Socal | 30.00 | |
| 6/30/2016 | Streetwise, Inc. | 250.00 | |
| 11/15/2016 | Teen Living Programs | 500.00 | |
| 6/30/2016 | The Boulevard of Chicago | 350.00 | |
| 9/26/2016 | The Chicago Community Trust | 500.00 | |
| 5/27/2016 | The Children's Place | 500.00 | |
| 6/24/2016 | The Inner Voice, Inc. | 350.00 | |
| 11/23/2016 | The Night Ministry | 500.00 | |
| 7/8/2016 | The Salvation Army | 500.00 | |
| 11/9/2016 | The University of Chicago | 350.00 | |
| 6/13/2016 | Thresholds | 500.00 | |
| 10/3/2016 | Tracy Baim | 30.00 | |
| 6/1/2016 | Trilogy, Inc. | 500.00 | |
| 5/27/2016 | UCAN | 500.00 | |
| 12/14/2016 | United Way of Metro Chgo | 500.00 | |
| 12/5/2016 | Unity Parenting & Counseling | 500.00 | Credit card - will transfer this week |
| 11/29/2016 | Volunteers of America | 500.00 | |
| 12/8/2016 | Waterton | 500.00 | |
| | Willie J.Howell | - | Exempt |
| Total | | 24,535.00 | |

CoC Committee Budget Item Request Form

Each CoC Committee should have filled out an FY17 budget in the Spring of 2017. To request a specific item from that budget, one of the committee's co-chairs must submit this Budget Item Request Form ***at least three weeks prior*** to needing funds. Committees may only request items that have already been approved in their FY17 budget.

No checks will be made out to individual committee members. All funds will be paid directly to a third party vendor. Committees do not need to submit this form for LEC member stipends.

Submit completed forms to CoC Finance Committee Chair Bobbi Ball at bobbi@picbchicago.org. Please contact Bobbi with any questions.

Date: _____ Committee Name: _____

Name of Co-Chairs requesting funds: _____

Phone number: _____ Email: _____

Request Summary (please provide a description of the budget item and how it fulfills the goals of your committee):

Name of third party vendor: _____

Vendor Address: _____

Vendor Phone Number: _____

Amount requested: \$ _____

Date needed: _____

Please attach any supporting documentation (ie. invoices, menus, etc.) to this form.

Co-Chair Signature: _____

Co-Chair Signature: _____

**Signatures from both co-chairs are required.*

Requests will be fulfilled in 5-10 business days.

CoC Committee Budget Item Request Form

For CoC Finance Committee Use Only

Approved Not approved

If not approved, explain why: _____

Date paid: _____

Finance Committee Co-Chair Signature: _____

Fiscal Agent Signature: _____