



Meeting Notice
Agenda

Budget & Finance,

Resource Development Committee Meeting

Thursday March 6, 2014

Social Development Commission

4041 N Richards Street

Milwaukee, WI 53212

5:30pm

SDC – Board Room

If you are unable to attend this meeting, please call Abra Fortson 414-906-2720.

*NOTICE is hereby given that the Committee may convene in closed session to consider item (s) above pursuant to Section 19.85 (1) (c), (e), (f), and (g) Wisconsin statutes, and may reconvene in open session to take action on items discussed.



*SDC Budget & Finance, Resource Development Committee
Meeting Notice
Thursday March 6, 2014
Social Development Commission– 4041 N Richards Street – SDC Board Room
Milwaukee, WI 53212
5:30PM*

AGENDA

- | | |
|---|----------------------|
| 1. Call to order | Chair Joe’Mar Hooper |
| 2. Roll Call | |
| 3. Compliance with the Open Meetings Law | |
| 4. Approval of March 6, 2014 Agenda | Action |
| 5. Approval of December 5, 2013 Meeting Minutes | Action |
| 6. SDC Budget Update | Information |
| 7. Closed Session – Personnel & Real Estate Matters | Action |
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| 8. Adjourn | Action |

Budget & Finance Resource Development Committee Meeting

COMMITTEE MEMBERS

Joe' Mar Hooper, Chair

Vincent Bobot, Vi Anna Jordan, Gerard Randall, Alma Ramirez, Brittany Rosales, Annie Wacker

Thursday December 5, 2013 5:26pm - SDC Board Room 4041 N. Richards Street

1. CALL TO ORDER

Chair, Hooper called the meeting to order at 5:26 pm

Member Present: Chair Hooper, Vincent Bobot, Vi Anna Jordan Annie Wacker (via phone)

Members Excused: Rosales, Randall, Ramirez

Members Absent:

2. Roll Call

3. Compliance with Open Meetings Law

It was confirmed by Abra Fortson, that the meeting was in compliance with Wisconsin Open Meetings Law.

4. Adoption of the December 5, 2013 Meeting Agenda

A motion was made by Vincent Bobot to approve the December, 2013 Budget Finance and Resource Development Committee meeting agenda. The motion was 2nd by Vi Anna Jordan. The motion carried.

5. Approval of the November 19, 2013 Meeting Minutes

A motion was made to accept the November 19, 2013 Budget Finance and Resource Development Committee meeting minutes by Vincent Bobot. The motion was 2nd by Vi Anna Jordan. The motion carried.

6. SDC 2014 Budget Presentation

Finance Director Kelly Parkhill presented the SDC 2014 Budget Presentation. She reported the following:

- No salary increases were included in the budget for 2014
- There is a proposal pending with HR Committee regarding clarity of definition of status of employees (i.e., full-time vs. part-time; regular vs. temporary) and benefit eligibility based on status.
- The administrative indirect rate is budgeted at 12.5% for 2014, which is consistent with past years.
- The assumption is that program revenues will be refunded at the same level as 2013, or replaced with new funding at the same level.
- The energy assistance program has experienced nearly 50% reduction in funding between 2008 and 2013, which require adjustments to the program expenses.

Budget & Finance Resource Development Committee Meeting

COMMITTEE MEMBERS

Joe' Mar Hooper, Chair

Vincent Bobot, Vi Anna Jordan, Gerard Randall, Alma Ramirez, Brittany Rosales, Annie Wacker

7. Closed Session for Specific Personnel Items

A motion was made by Annie that the Committee may
Convene in closed session to consider item (s) above pursuant to Section
19.85 (1) (c), (e), (f), and (g) of Wisconsin statutes, and may reconvene in
open session to take action on items discussed. The motion was 2nd by
Vi Anna.

A roll call vote was taken

Hooper – Aye

Bobot – Aye

Jordan – Aye

Wacker – Aye

The meeting convened in closed session.

The meeting reconvened in open session

It was reported in open session by Vincent Bobot that brief discussion was had by the
committee in closed session specifically to discuss personnel matters that will be
confronting the agency in 2014. He reported that no action had been taken in closed
session

A motion was made by Vi Anna Jordan that the 2014 Budget approved and be
recommended for approval, December 10, 2013 Budget Committee Meeting. The motion
was 2nd by Vincent Bobot. The motion carried with one abstention by Annie
Wacker.

8. Adjourn

Brittany Rosales s made the motion to adjourn the meeting the motion was 2nd by Gerard
Randall. The motion carried.

**Social Development Commission
Administration Expense Report**

Preliminary Year-to-Date Report

	Month to Date Budget 12/1/2013 12/31/2013	Month to Date Actual 12/1/2013 12/31/2013	Month to Date Variance 12/1/2013 12/31/2013	Year to Date Budget 1/1/2013 12/31/2013	Year to Date Actual 1/1/2013 12/31/2013	Year to Date Variance 1/1/2013 12/31/2013
Expenses						
Total Admin Revenue	\$ 360,381	\$ 99,914	\$ 260,467	\$ 4,324,571	\$ 3,285,792	\$ (1,038,779)
Staff Wages	\$ 169,727	\$ 101,820	\$ 67,907	\$ 2,013,584	\$ 1,552,027	\$ (461,557)
Staff Fringes	48,828	26,777	22,052	646,835	469,771	(177,064)
Consultants	-	-	-	-	10,509	10,509
Contracted Services	37,482	17,171	20,311	449,780	415,653	(34,127)
Training and Educational	14,580	-	14,580	174,965	22,671	(152,294)
Travel	2,731	106	2,625	32,775	11,850	(20,925)
Occupancy	30,514	30,891	(377)	366,167	374,978	8,811
Equipment	3,106	33,881	(30,775)	37,271	37,370	99
Supplies	17,608	(14,888)	32,496	211,300	58,856	(152,444)
Sponsorships	167	-	167	2,000	389	(1,612)
Other	22,720	11,168	11,552	272,640	179,726	(92,914)
Total Expenditures	\$ 347,464	\$ 206,926	\$ 140,538	\$ 4,207,317	\$ 3,133,800	\$ (1,073,517)

\$DC Combined Balance Sheet
December 31, 2013

	Governmental Fund Types		Proprietary Fund Types		\$DC Foundation	General Fixed Assets	Totals
	General	Special Revenue	Enterprise	Int/\$D Prop			
ASSETS							
Cash	454,806	224,714	0	0	103,942	0	783,462
Restricted Cash	0	702,260	0	0	8,429	0	710,688
Due from grantor agencies	0	-327,110	0	0	0	0	-327,110
Other accounts receivable	28,855	-158,898	672	26,588	5	0	-102,778
Due from other funds	1,110,153	-1,296,415	124,661	10,141	48,492	3,456	487
Inventory	0	35,535	0	2,461	0	0	37,996
Prepaid Expenses	-37,318	42,287	0	15,186	0	0	20,155
Advances to subgrantees	0	165,377	0	0	0	0	165,377
Land Contract Loan Receivable-Current Portion	0	0	0	0	0	0	0
Total Current Assets	1,556,497	-612,251	125,333	54,375	160,868	3,456	1,288,277
Land Contract Loan Receivable	0	0	0	0	0	0	0
Land Contract Receivable	0	0	0	0	0	0	0
Buildings and equipment	0	0	0	2,078,002	0	1,054,449	3,132,452
Accumulated depreciation	0	463	0	-1,597,795	0	-1,015,581	-2,612,912
Buildings and Equipment, Net	0	463	0	480,208	0	38,869	519,540
TOTAL ASSETS	1,556,497	-611,788	125,333	534,583	160,868	42,324	1,807,817
LIABILITIES							
Accounts Payable	479,526	534,100	0	179,896	150	0	1,193,673
Accounts payable to subgrantees	0	0	0	0	0	0	0
Accrued Liabilities	248,499	99,916	0	30,886	416	0	379,718
Deferred revenue	278,999	509,915	4,774	29,057	9,966	0	832,711
Advance	0	0	0	0	0	0	0
Notes Payable	0	0	0	253,730	0	0	253,730
Total Liabilities	1,007,025	1,143,932	4,774	493,570	10,532	0	2,659,832
FUND EQUITY (DEFICIT)							
Investment in fixed assets	0	0	0	0	0	42,324	42,324
Undesignated fund balance (deficit)	549,472	-1,755,719	0	0	150,336	0	-1,055,912
Unreserved retained earnings (deficit)	0	0	120,559	41,013	0	0	161,572
Total Fund Equity (Deficit)	549,472	-1,755,719	120,559	41,013	150,336	42,324	-852,015
TOTAL LIABILITIES AND FUND EQUITY	1,556,497	-611,788	125,333	534,583	160,868	42,324	1,807,817

Social Development Commission
Special Revenue Fund Income Statement

December 31, 2013 - Preliminary

	Actual 1/1/2013 12/31/2013	Budget 1/1/2013 12/31/2013	Variance	% Variance
Total Program Revenue	\$ 29,904,390	\$ 39,189,442	\$ (9,285,052)	(23.69%)
Expenses				
Volunteer Expenses	\$ 218,202	\$ 208,304	\$ (9,898)	(4.75%)
Staff Wages	7,359,402	9,614,261	2,254,859	23.45%
Staff Fringes	2,635,205	3,508,731	873,526	24.90%
Consultants	9,216	46,000	36,784	79.97%
Contractual Service for Weatherization	4,912,520	3,864,198	(1,048,322)	(27.13%)
Contractual Services	1,315,815	2,341,232	1,025,417	43.80%
Delegates	5,393,707	9,716,000	4,322,293	44.49%
Training and Educational	105,606	185,036	79,430	42.93%
Travel	89,917	197,938	108,021	54.57%
Occupancy	2,099,107	2,036,070	(63,037)	(3.10%)
Equipment	204,483	219,842	15,359	6.99%
Supplies	531,103	888,847	357,744	40.25%
Direct Assistance to Participants	1,320,537	1,528,044	207,507	13.58%
Other	423,777	510,368	86,591	16.97%
Indirect Costs	3,285,792	4,324,569	1,038,778	24.02%
Total Expenditures	\$ 29,904,390	\$ 39,189,442	\$ 9,285,052	25.34%
NET SURPLUS/(DEFICIT)	\$ -	\$ -	\$ -	