Finance Committee  
Co-Chairs: Eric Burmeister and Libby Nelson  
Polk County Continuum of Care Board  
June 6th, 8:00 AM – 9:00 AM  
Polk County Housing Trust Fund, 505 5th Ave, Suite 1000  
Call in numbers: Host 20738068 / Attendee 20744903 / Pin 1955 / US Toll Free 1-877-668-4490 / Toll 1-408-792-6300

Agenda

5 minutes Welcome

45 minutes Review

- Financials:
  - April: Question on Pension Amount for April?
  - May Financials: I only have expenses no financials
- Discussion on do we align with on as far as Fiscal Year
- Discussion on CDBG Funds and start back up on July 1
- Proposed FY18 budget and items to note:
- Revenue portion review:
  - City of Des Moines Funding: $112,500 I have not entered into the remainder of the contract
  - Polk County: This will come in July
  - Planning Grant Funds: 2015 Planning Grant review below
    - Started in October 1, 2016
    - Amount: $22,000.03, 3 months of funding ($88,000 was total, $7,333.33 per month)
  - 2016 Planning Grant: $93,622
    - Potential start date: October 1, 2017
    - Amount: $70,216.47, 9 months of funding @ $7,801.83 per month
  - In Kind:
    - PCHTF: 2016 Planning Grant for match, $1,125 for 9 months
    - PCHS: 2015 Planning Grant at $5,625 for 3 months and 2016 Planning Grant at $16,429.50 for 9 months, Rent at $6,100
- Expenses review:
  - Salaries
    - used current salary
- Payroll Taxes & Taxes: payroll taxes
  - Includes workers compensation of $590.16
- Fringe Benefits: employee benefits, health insurance
  - Left as is but will change if salary changes
- Phone: cell phone for the executive director
  - As is
- Postage, Copies & Supplies: mailing items, office supplies, board supplies
  - $400, increase and removed the centralized intake cards to their own line item.
  - This was over due to the centralized intake cards and Connect costs that were covered in donations.
- Travel & Parking: mileage reimbursement and parking costs
  - Decrease to $1200
- Publications: dues and subscriptions for industry related publications
  - Set at $150
- Conferences & Meetings: education, seminars, conferences or industry related education opportunities for staff or board members, board recruitment, and strategic planning
  - Reset at $4,500
- Equipment: computer, software, technical support
  - Set at $1,000
  - Could purchase another computer and put half in FY17 and half in FY18?
- Legal/Government Filings: annual filings for our organization
  - Left as is
- Professional Services: Contract services, planning grant
  - Set at HUD Planning Grant amount
- Corporate Insurance: Directors and Officers insurance
  - Set at $744
- PCHS Admin Fee: 5% administration fee paid to Polk County Health Services for being our fiscal agent
  - We did not get to $10,000 for FY17
- Rent: In-kind rent from Polk County Health Services
  - Left as is at $6,100
- Marketing (community relations): Costs related to meeting with community partners, funders, organizations, corporate partners, and board or committee costs.
- Decreased to $1,000
- Bank Fees: None
  - No change
- Line items added:
  - Program Costs: Centralized Intake, Point In Time
    - $750=training, meetings, cards (ordered 9,000 last year at $720)
  - Website: Aweber and Azure
    - $540
    - Aweber: $240, eNewsletter
    - Azure: $300, web hosting can change with activity

Adjourn: 9:00 AM

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