



Board Meeting Agenda  
January 22, 2018 – 6:00 p.m.

5:30 pm Dinner  
6:00 pm Meeting

- I. Call to Order & Determination of a Quorum
- II. Welcome Guests  
Kirk White, Volunteer, The Arc's Strategic Planning Process
- III. Public Comment
- IV. **Consent Agenda**
  - A. Approve Board Meeting Minutes – December 18, 2017
  - B. Executive Committee Meeting Minutes – January 10, 2018
- V. Assignment of Items Removed from Consent Agenda to Agenda
- VI. CEO Report December 2017 – Program Highlights
- VII. Board Training: *Matrix Map Findings/Goal Development*  
2018 Draft Strategic Goals
- VIII. Committee Reports:
  - A. Internal Committee Report – H. Marshall
    1. Budget and Finance Committee  
**Accept Financials: December 2017 YTD**
    2. Real Estate Committee
      - a) Grant Drive Property
      - b) Next Lease Renewal – June 2018
  - B. External Committee Report – S. Jacobson
    1. The Arc's 50<sup>th</sup> Anniversary (2018)
    2. The Best in the West Income/Expense Report
  - C. Governance Committee Report – S. Lee  
CEO Succession Plan – adopted July 27, 2015
- IX. New Business – C. Huber  
Board Meetings and Events 2018
- XI. Adjourn

**Next Board Meeting: March 26, 2018**



Board of Directors Meeting  
 Minutes  
 December 18, 2017

- I. Call to Order and Determination of Quorum: Charlie Huber, Chairman, established a quorum was present and began the meeting at 6:00 p.m.

Present	Absent	Guests	Staff Present
Pat Bullard	Larry Lobue	Kevin Barker	Laura LaVigne
Becky Geary	Diana Rushing	Milton Wright	Cheryl Olivier
Avis Goldy	Charles Swihart		
Jenny Gortney			
Allan Harris, Sr.			
Charlie Huber			
Stewart Jacobson			
Ann Johnston			
Sharon Lee			
Hal Marshall			
Monica Wright			
Tariq Zafar			

- II. Welcome Guests: Charlie thanked everyone for coming and welcomed Kevin Barker and Milton Wright.
- III. Public Comment: None.
- IV. Consent Agenda: Motion was made by Jenny Gortney to accept the Consent Agenda, seconded by Avis Goldy. **Motion approved.**
- V. Assignment of Items Removed from Consent Agenda to Agenda: No items removed.
- VI. CEO Report: Laura LaVigne reported on Program Highlights for the months of September, October and November. Laura indicated that Karri Axtell jumped right into her role as Youth Director. She was able to provide some parent training opportunities during October and November. She also met with Katy ISD & Fort Bend ISD, as well as conducted parent special education consultations. Laura stated that her plan is to offer more training to our parents. Margo wrote lesson plans for the George Ranch Historical Park on how to work with children with I/DD. Margo also, along with Karri Axtel, met with transition teachers to collaborate on the new direction of FBISD as well as worked with FBISD Transition Coordinators on how to improve the transition/employment piece at FBISD. Karri drafted several articles for the quarterly newsletter and monthly e-blast. She also coordinated two respite opportunities in December however; Easter Seals cancelled their event due to low registration. Nancy had 95 members to attend the Fort Bend County Fair and 110 attended the Monster Jam event. Charlie Huber asked the board to please review the rest of the CEO report and see the number of organizations that we touch on a regular basis through our goal of awareness.

VIII. Committee Reports:

A. Internal Committee: Hal Marshall

1. Budget & Finance

- a. Hal reviewed the November 2017 YTD Financials. A motion was made by Avis Goldy to approve the November 2017 YTD Financials. Seconded by Tariq Zafar. **Motion approved.**
- b. Hal reviewed the 2018 Operating Budget. A motion was made by Stewart Jacobson to adopt the 2018 Operating Budget. Seconded by Jenny Gortney. **Motion approved.**
- c. Hal stated that the 2016 Form 990 is now online for Board Members to review.

2. Real Estate Committee: Jenny Gortney

- a. Board convened in closed session at 6:50 p.m. to discuss the November Real Estate Committee minutes. The board reconvened in open session at 7:05 p.m.
- b. Motion was made by committee to approve lease renewals for Manorfield Court and Rustic Trails with same terms and conditions. **Motion approved.**
- c. HUD home offer from The Arc of Texas was declined by The Arc of FBC. Laura LaVigne will notify The Arc of Texas.
- d. Governance Committee also convened in closed session. Charlie thanked the board for completing the annual CEO evaluation. Charlie discussed the evaluation results with the board. Succession planning was discussed and recommended that the current Succession Plan be posted in the Board area of The Arc's website.

B. External Committee: Stewart Jacobson

1. The Arc's 50<sup>th</sup> Anniversary (2018)

Stewart stated that a brief history of The Arc will roll out in January 2018. James Patterson was interviewed and several items will be posted to The Arc's website and Facebook. Becky Geary stated that the 50<sup>th</sup> Anniversary committee will meet in January or February to finalize the details for the picnic scheduled for April 2018.

2. 2017 Best in the West

Stewart applauded Jenny Gortney on her fantastic job as the newest chair of the Best in the West. Jenny Gortney stated that Kendra Scott was a huge success. Best in the West 2017 will be the 2<sup>nd</sup> highest grossing event.

IX. New Business:

Laura LaVigne stated that she has met with Kirk White. The Matrix Map will be presented at the January 2018 board meeting and will look at goal development. Laura believes that the Strategic Plan will be available at the March 2018 board meeting.

X. Charlie adjourned the meeting at 7:06 p.m.

Submitted by:  
Cheryl Olivier  
Administrative Assistant  
The Arc of Fort Bend County

Attested to:  
Sharon Lee  
Secretary  
Board of Directors

**The next scheduled board meeting is January 22, 2018**



Executive Team Meeting Agenda  
4:45 pm January 10, 2018

*Attendees:* C. Huber, S. Jacobson, S. Lee, L. LaVigne

*Absent:* L. Lobue, H. Marshall

1. **Internal Committee Report:** H. Marshall
  - a. Budget & Finance Committee - December 2017 YTD Financials reviewed and discussed. Noted that there was a \$200,000 transfer to the Foundation in December, as reflected on the income statement. Charlie explained that the \$15,000 of "temporary restricted assets" on the balance sheet is from a former grant received and spent – however, never removed. It will be removed from the balance sheet as part of the CPA's final 2017 work.
  - b. Real Estate Committee Meetings - No December committee meeting. Texana will be moving out of the Grant Drive property at the end of January. The property has been re-leased.
2. **Governance Committee:** S. Lee  
CEO Succession Plan – completed and adopted July 27, 2015. The following documents will be added to The Arc website: "CEO Succession Plan Information", "CEO Candidate Search Policy" and "CEO Search Tips". The Executive Committee does not recommend that any changes be made to the Succession Plan.
3. **External Committee Report:** S. Jacobson  
The Arc's 50<sup>th</sup> Anniversary- History posted Jan 1<sup>st</sup>. Work is continuing on anniversary events for later this year. Best of West wrap up report -Stewart reported that there was \$392,201 of income from the event and \$38,779 of expenses.
4. **CEO Report:** L. LaVigne
  - a. 2018 Board Meetings – dates distributed to Executive Committee
  - b. Matrix Map – Laura is continuing to work with Kirk White on the Matrix Map. He will make a number of recommendations at the January board meeting.
  - c. Respite update – Laura is meeting with three Fort Bend organizations (Hope for Three, Texana, Gigi's Playhouse) to discuss respite care. Two respite care events are currently planned for the Fort Bend area.
  - d. Scholarship donation – Robert Moody has donated an additional \$5,000 for scholarships.

**Next Meeting: Wednesday, March 14, 4:45 pm**

**CEO Report  
December 2017**

**I. Strategic Goal: The Arc shall advocate for appropriate individualized educational programs/opportunities for people with intellectual and developmental disabilities (I/DD) in all stages of life**

Margo's Highlights:

- Continued working on George Ranch project– writing social stories for their student visitors, to be debuted in April for their sensory awareness program.
- Participated in a George Ranch learning experience in preparation for the project.

Karri's Highlights:

Educational Advocacy:

- Developed new Parent Presentation “Drafting IEP Goals and Measuring Progress” for presentation in January.
- Developed a description and purpose of The Arc of Fort Bend County Educational Advocacy Program and instructions for parent participation.
- Developed Slides and Video script for the first online video with 10 question quiz, to be a part of the new educational advocacy program.

Community Contacts & Networking:

- 12/07/17 – Attend informal parent support group.
- 12/13/17 - Attend and contribute input at Community Resource Crisis Group (CRCG) meeting.

Continue to plan spring resource fair for parents to provide resources and information on summertime camps, activities, academic enrichment programs and parent training. AFB to sponsor children's prizes for attendee respite event. Event held in partnership with FBISD, Gigi's Playhouse and Hope for Three.

Parent Contacts & Visits:

- Received and responded to multiple parents, schools and other local agencies' inquiries about special education rights, advice, advocacy strategies, and available youth supports and services in the community.
- Special education phone consultations: 16
- In-person special education consults & IEP reviews: 2
- ARD meetings attended: 2

**II. Strategic Goal: The Arc shall advocate for a variety of vocational/employment options for people with I/DD.**

Margo's participated in Brookwood open house program, The Arc was honored as instrumental in the Grand Parkway vocational program getting off the ground.

**III. Strategic Goal: The Arc shall advocate for public and private community institutions to become more responsive to the individual needs of people with I/DD, thereby promoting quality of life for all.**

Margo advocated on behalf of supported decision making client at major Sugar Land hospital, whose ER doctor wrote him off as “mentally retarded with a psychiatric issue” rather than treating his underlying medical problem that subsequently required emergency brain surgery. OPPORTUNITY HERE TO PROVIDE STAFF TRAINING!

Community Meetings:

- Margo: United Way Community Investment Committee, Exchange Club (secretary)  
Karri: Fort Bend Connect, Fort Bend ISD Heart to Heart, Community Resource Coordination Group (CRCG), Hope for Three's Parent & Advocate Meeting, Katy ISD's Special Education Parent Advisory Committee (SEPAC).  
Laura: Sugar Land Rotary, Leaders' Circle, Health Education Advisory Board (HEAB) of OBMC, Fort Bend Transportation Advisory Committee

**IV. Strategic Goal: The Arc shall advocate for and promote a variety of appropriate and inclusive social, cultural, fitness/wellness opportunities in the community.**

Karri's Highlights:

- Draft articles for AFB newsletter and e-blast on: Guardianship and alternatives to guardianship, OSEP Question and Answer document on Endrew F. case, online parent training on communication offered by Texas A & M, and other upcoming special education conferences and events.
- Email AFB youth members and potential members on upcoming parent trainings, inclusive community events and activities, and training, information and activities for individuals with ID/DD/AU from other organizations.

Bowling Participation:

- December 9 – 35
- December 16 – 39
- December 23 - 27
- December 31 - 34

Self Advocates:

- December 13 - Self Advocates Christmas party was held at Star Cinema Grill. 20 Self Advocates and Advisors attended

Social Recreation:

- December 2 – Winter Dance in Bay City – 105 Social Recreation members and staff attended.
- December 10 – Holiday Formal – 143 Social Recreation members, guests and staff attended.

Special Olympics:

- SO Area 22 bowling tournament, 4 bowlers plus Larry and Larryn
- Continued with Winter Games logistics: reserved hotel rooms, working on chaperones, drivers, etc.
- Worked on Rockets game for our basketball program! We were given 90 tickets to the January 10 game, including shoot-around and t-shirts. Whoo-hoo!

Youth Activities:

- 12/17/17 – Holiday Lights at Constellation Field. 5 families attended as a group with Karri. 35 tickets were donated and distributed to members/supporters

**V. Strategic Goal: The Arc shall continue to invest in properties that are self-sustaining and provide facilities for our constituents**

- See Real Estate Committee meeting minutes for actions.

**VI. Strategic Goal: The Arc shall provide effective leadership and fundraising efforts to accomplish our mission.**

I attended the Fort Bend Junior Service League “check presentation” event to accept \$9000 for our Special Olympics program

I completed all staff evaluations.

The Arc received a \$5000 donation from Bob Moody for the Kathy Moody Scholarship Program

TwentySomethings received a check for \$1800 from the DHS Adult Transition Program fundraiser in November. Margo works closely with this program.

Karri is working with the parents of youth –discussing the benefits of membership

Nancy completed the monthly report required for the grant. The remainder of the amount in the 2017 budget was billed in October.

Updated and mailed out the 2018 grant registration and eligibility forms.

## The Arc of Ft. Bend County Profit & Loss Budget Performance December 2017

	<u>Dec 17</u>	<u>Jan - Dec 17</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
Real Estate (Other Income)	0.00	575.00				
Riveredge Mortgage Payment	0.00	1,036.04	1,036.00	0.04	100.0%	1,036.00
Bowling - Lane Fee Income	0.00	4,468.50	5,320.00	-851.50	83.99%	5,320.00
Donations & Contributions	1,845.10	19,583.99	20,000.00	-416.01	97.92%	20,000.00
Donations - Designated	150.00	2,445.00	5,000.00	-2,555.00	48.9%	5,000.00
Fundraising Event	52,301.37	517,501.54	407,000.00	110,501.54	127.15%	407,000.00
Grant - CDBG Fort Bend	722.44	33,899.02	33,700.00	199.02	100.59%	33,700.00
Grant - FBJSL	9,000.00	9,000.00	10,000.00	-1,000.00	90.0%	10,000.00
Grants - Other	0.00	10,250.00	8,000.00	2,250.00	128.13%	8,000.00
Membership Revenue	170.00	9,650.62	13,800.00	-4,149.38	69.93%	13,800.00
Rental Income	30,900.00	431,445.00	440,940.00	-9,495.00	97.85%	440,940.00
SA Conference fees	0.00	2,415.00	1,800.00	615.00	134.17%	1,800.00
Social Rec Fees	795.00	12,650.59	14,000.00	-1,349.41	90.36%	14,000.00
<b>Total Income</b>	<b>95,883.91</b>	<b>1,054,920.30</b>	<b>960,596.00</b>	<b>94,324.30</b>	<b>109.82%</b>	<b>960,596.00</b>
<b>Gross Profit</b>	<b>95,883.91</b>	<b>1,054,920.30</b>	<b>960,596.00</b>	<b>94,324.30</b>	<b>109.82%</b>	<b>960,596.00</b>
<b>Expense</b>						
Advocacy in Action	0.00	3,888.79	3,500.00	388.79	111.11%	3,500.00
Accounting, Audit, Payroll	1,844.09	20,356.03	18,300.00	2,056.03	111.24%	18,300.00
Advertising & Marketing	53.30	628.94	1,000.00	-371.06	62.89%	1,000.00
Affiliation/Asso/Mbrship/Certs	150.00	5,272.00	5,500.00	-228.00	95.86%	5,500.00
Bank & CC Charges	526.23	3,678.71	5,750.00	-2,071.29	63.98%	5,750.00
Board Expenses	0.00	1,373.88	1,220.00	153.88	112.61%	1,220.00
Community Outreach	200.00	2,959.12	3,500.00	-540.88	84.55%	3,500.00
Conferences	532.60	709.94	500.00	209.94	141.99%	500.00
Continuing Education/Staff Dev	0.00	576.50	500.00	76.50	115.3%	500.00
Donations / Contributions	200,000.00	200,000.00				
<b>Employee Expenses</b>						
Employee Salaries	28,215.07	317,744.67	331,572.00	-13,827.33	95.83%	331,572.00
Employee-FICA	1,713.21	19,008.34	25,365.00	-6,356.66	74.94%	25,365.00
Employee-Health/Dental	6,083.69	61,259.71	85,803.00	-24,543.29	71.4%	85,803.00



## The Arc of Ft. Bend County Profit & Loss Budget Performance December 2017

	<u>Dec 17</u>	<u>Jan - Dec 17</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
<b>Employee-Medicare</b>	400.67	4,449.08				
<b>Employee-Retirement Plan</b>	5,933.22	5,933.22	6,631.00	-697.78	89.48%	6,631.00
<b>Employee-SUTA</b>	0.00	371.69	4,644.00	-4,272.31	8.0%	4,644.00
<b>Employee-Workers Comp</b>	0.00	608.64	1,346.00	-737.36	45.22%	1,346.00
<b>Mileage Reimbursement</b>	930.26	1,679.46	2,400.00	-720.54	69.98%	2,400.00
<b>Employee Expenses - Other</b>	0.00	176.46				
<b>Total Employee Expenses</b>	<u>43,276.12</u>	<u>411,231.27</u>	<u>457,761.00</u>	<u>-46,529.73</u>	<u>89.84%</u>	<u>457,761.00</u>
<b>Event Expenses</b>	1,626.67	42,489.16	36,500.00	5,989.16	116.41%	36,500.00
<b>Facilities HOA Fees</b>	0.00	12,442.72	11,500.00	942.72	108.2%	11,500.00
<b>Facilities Landscaping</b>	0.00	0.00				
<b>Facilities (Other)</b>	0.00	970.00				
<b>Facilities Permit / License</b>	0.00	0.00	350.00	-350.00	0.0%	350.00
<b>Facilities Prop Mgmt Fees</b>	1,300.00	15,600.00	15,600.00	0.00	100.0%	15,600.00
<b>Facilities R&amp;M / Improvements</b>	1,458.49	97,561.87	25,400.00	72,161.87	384.1%	25,400.00
<b>Facilities Real Estate Taxes</b>	0.00	-411.92				
<b>Facilities Utilities</b>	89.54	1,591.67	3,000.00	-1,408.33	53.06%	3,000.00
<b>BBGS Agreement</b>	0.00	5,000.00	5,000.00	0.00	100.0%	5,000.00
<b>Insurance</b>						
<b>Facilities Insurance - Property</b>	0.00	38,351.00	31,228.00	7,123.00	122.81%	31,228.00
<b>Insurance - Cyber Liability</b>	0.00	1,200.00	1,200.00	0.00	100.0%	1,200.00
<b>Insurance - Auto</b>	0.00	4,718.00	4,251.00	467.00	110.99%	4,251.00
<b>Insurance - Prof. Liability</b>	0.00	1,605.00	1,605.00	0.00	100.0%	1,605.00
<b>Insurance - D&amp;O / Fiduciary</b>	0.00	3,408.00	3,408.00	0.00	100.0%	3,408.00
<b>Insurance - Umbrella</b>	0.00	1,581.00	1,433.00	148.00	110.33%	1,433.00
<b>Insurance - Other</b>	0.00	93.00				
<b>Total Insurance</b>	<u>0.00</u>	<u>50,956.00</u>	<u>43,125.00</u>	<u>7,831.00</u>	<u>118.16%</u>	<u>43,125.00</u>
<b>Interest Expense</b>	6,755.21	76,722.03	76,722.03	0.00	100.0%	76,722.03
<b>Meals &amp; Supplies / Meetings</b>	0.00	848.02	1,500.00	-651.98	56.54%	1,500.00
<b>Office</b>						
<b>Website</b>	0.00	385.00	700.00	-315.00	55.0%	700.00
<b>Cell Phone</b>	441.82	3,782.89	3,462.00	320.89	109.27%	3,462.00
<b>Computer / Software</b>	0.00	1,084.00	1,500.00	-416.00	72.27%	1,500.00

## The Arc of Ft. Bend County Profit & Loss Budget Performance December 2017

	<u>Dec 17</u>	<u>Jan - Dec 17</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
Copier Lease	542.32	4,153.88	3,907.00	246.88	106.32%	3,907.00
Repairs & Maintenance	255.00	4,866.29	5,300.00	-433.71	91.82%	5,300.00
Supplies	315.42	5,031.43	5,000.00	31.43	100.63%	5,000.00
Storage Rental	466.00	5,383.00	5,364.00	19.00	100.35%	5,364.00
Telephone / Internet	202.15	6,634.41	6,315.00	319.41	105.06%	6,315.00
Utilities	37.92	583.02	480.00	103.02	121.46%	480.00
Office - Other	0.00	1.00				
<b>Total Office</b>	<b>2,260.63</b>	<b>31,904.92</b>	<b>32,028.00</b>	<b>-123.08</b>	<b>99.62%</b>	<b>32,028.00</b>
<b>PROGRAMS</b>						
PR Activity/Mtg-Food & Supplies	401.65	7,864.46	15,960.00	-8,095.54	49.28%	15,960.00
PR Athletic Banquet	0.00	4,460.13	4,200.00	260.13	106.19%	4,200.00
PR Bowling Lane Fees	0.00	8,592.50	10,564.00	-1,971.50	81.34%	10,564.00
PR DJ	0.00	2,550.00	3,300.00	-750.00	77.27%	3,300.00
PR Equipment, Shirts, Uniforms	0.00	6,745.68	2,550.00	4,195.68	264.54%	2,550.00
PR Fuel	115.22	2,497.94	4,500.00	-2,002.06	55.51%	4,500.00
PR Game / Registration Fees	0.00	2,350.00	3,160.00	-810.00	74.37%	3,160.00
PR Hotel	0.00	23,662.47	27,600.00	-3,937.53	85.73%	27,600.00
PR Other Expenses / Gifts	0.00	500.00	1,200.00	-700.00	41.67%	1,200.00
PR Parking & Tolls	40.00	926.21	1,800.00	-873.79	51.46%	1,800.00
PR Practice Facil. / Lifeguards	228.80	3,519.80	1,900.00	1,619.80	185.25%	1,900.00
PR Program Enhancements	0.00	77.00	500.00	-423.00	15.4%	500.00
PR Scholarships	0.00	1,000.00	3,000.00	-2,000.00	33.33%	3,000.00
PR Texas Advocates Conference	0.00	4,558.08	9,200.00	-4,641.92	49.54%	9,200.00
PR Tickets / Venue Fees	5,885.00	41,248.00	36,000.00	5,248.00	114.58%	36,000.00
PR Training Expenses	0.00	374.44	700.00	-325.56	53.49%	700.00
PR Transportation	0.00	4,302.55	6,950.00	-2,647.45	61.91%	6,950.00
PR - Twenty Somethings	0.00	-215.00	1,200.00	-1,415.00	-17.92%	1,200.00
PR Van R&M	0.00	2,501.84	1,200.00	1,301.84	208.49%	1,200.00
<b>Total PROGRAMS</b>	<b>6,670.67</b>	<b>117,516.10</b>	<b>135,484.00</b>	<b>-17,967.90</b>	<b>86.74%</b>	<b>135,484.00</b>
PR Contract Drivers	1,363.32	15,351.24	21,500.00	-6,148.76	71.4%	21,500.00
Postage and Delivery	20.93	3,225.25	3,600.00	-374.75	89.59%	3,600.00
Printing and Reproduction	0.00	3,276.00	5,225.00	-1,949.00	62.7%	5,225.00

**The Arc of Ft. Bend County**  
**Profit & Loss Budget Performance**  
 December 2017

	<u>Dec 17</u>	<u>Jan - Dec 17</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
Professional Fees - Legal	0.00	0.00	50.00	-50.00	0.0%	50.00
Professional Fees - Other	0.00	422.50	800.00	-377.50	52.81%	800.00
<b>Total Expense</b>	<u>268,127.80</u>	<u>1,126,140.74</u>	<u>914,915.03</u>	<u>211,225.71</u>	<u>123.09%</u>	<u>914,915.03</u>
<b>Net Ordinary Income</b>	<u>-172,243.89</u>	<u>-71,220.44</u>	<u>45,680.97</u>	<u>-116,901.41</u>	<u>-155.91%</u>	<u>45,680.97</u>
<b>Other Income/Expense</b>						
<b>Other Income</b>						
Investment Income	0.00	80.56				
<b>Total Other Income</b>	<u>0.00</u>	<u>80.56</u>				
<b>Other Expense</b>						
Other Expenses	0.00	183.05				
<b>Total Other Expense</b>	<u>0.00</u>	<u>183.05</u>				
<b>Net Other Income</b>	<u>0.00</u>	<u>-102.49</u>				
<b>Net Income</b>	<u><u>-172,243.89</u></u>	<u><u>-71,322.93</u></u>	<u><u>45,680.97</u></u>	<u><u>-117,003.90</u></u>	<u><u>-156.13%</u></u>	<u><u>45,680.97</u></u>

The Arc of Ft. Bend County  
**Balance Sheet**  
 As of December 31, 2017

Dec 31, 17

**ASSETS**

**Current Assets**

**Checking/Savings**

**Cash**

Credit Card Account	8,162.29
Fundraising (WD)	8,388.06
Money Market	168,578.25
Operating Account	52,622.85
Payroll Account	316.58
Facilities Reserve contra	-48,000.00

**Total Cash** 190,068.03

**Total Checking/Savings** 190,068.03

**Other Current Assets**

**Prepaid Insurance**

Prepaid General Liability	2,424.00
Prepaid Auto Insurance	3,728.00
Prepaid D&O Insurance	3,278.00
Prepaid Insurance-Umbrella	1,551.00
Prepaid Professional Liability	1,579.00
Prepaid Property / GL / Crime	17,642.00
Prepaid Workers' Comp Ins	3,448.18
Prepaid Insurance - Other	1,036.00

**Total Prepaid Insurance** 34,686.18

**Total Other Current Assets** 34,686.18

**Total Current Assets** 224,754.21

**Fixed Assets**

Building-Commercial Property	1,188,671.59
Improvements-Commercial Propert	887,394.20
Building - Homes	2,174,775.64
Improvements-Homes	236,675.59
Land	810,768.00
Leasehold Improvement-123 Brook	9,062.00
Office Equipment	5,224.03
Furniture and Fixtures	6,720.00
Computer Equipment	15,757.00
Automotive	76,832.44

**Commercial Properties**

**2715 Cypress Point (Commercial)**

Building & Imp - Cypress Point	7,200.00
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**Total 2715 Cypress Point (Commercial)** 7,200.00

**Total Commercial Properties** 7,200.00

**Accumulated Depreciation** -1,571,133.66

**Total Fixed Assets** 3,847,946.83

**Other Assets**

**Facilities Reserve for Repairs** 48,000.00

The Arc of Ft. Bend County  
**Balance Sheet**  
 As of December 31, 2017

	<u>Dec 31, 17</u>
Total Other Assets	48,000.00
<b>TOTAL ASSETS</b>	<b><u>4,120,701.04</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable-ARC	-9,150.00
<b>Total Accounts Payable</b>	<u>-9,150.00</u>
<b>Other Current Liabilities</b>	
Retirement Plan Payable	353.14
Taxes Payable-Fed W/H	1,643.53
Taxes Payable-FICA	1,567.83
Taxes Payable-FUTA	124.01
Taxes Payable-Medicare	366.66
Taxes Payable-SUTA	124.00
<b>Total Other Current Liabilities</b>	<u>4,179.17</u>
<b>Total Current Liabilities</b>	-4,970.83
<b>Long Term Liabilities</b>	
Deposits Payable	8,800.00
N/P-ARC Fdn (6419 Brazos Glen)	98,469.42
N/P-ARC Fdn (Chapman Falls)	65,958.27
N/P-ARC Fdn (5141 Cotter Ln)	94,601.60
N/P-ARC Fdn (2715 Cypress Impr)	300,623.70
N/P-ARC Fdn (Manorfield)	135,350.38
N/P-ARC Fdn (Rustic Trail)	143,157.99
N/P-ARC Fdn (5618 Wagon Wheel)	118,598.43
N/P-ARC Fdn (Whispering Creek)	250,038.90
N/P-ARC Fdn(2607 WillowSprings)	133,297.99
<b>Total Long Term Liabilities</b>	<u>1,348,896.68</u>
<b>Total Liabilities</b>	1,343,925.85
<b>Equity</b>	
Temp Restricted Net Assets	15,000.00
Unrestricted Net Assets	2,833,098.12
Net Income	-71,322.93
<b>Total Equity</b>	<u>2,776,775.19</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>4,120,701.04</u></b>

## 2017-18 Board Meeting + Schedule

January 22, 2018

March 26, 2018

April 23, 2018 Annual Awards Dinner

May 21, 2018 (3<sup>rd</sup> Monday – Annual Meeting)

June 18, 2018 Golf Classic

July 23, 2018

September 24, 2018

November 17, 2018 Best in the West

December 17, 2018