



Board Meeting Agenda  
ZOOM Meeting  
**January 25, 2021 – 6:00 p.m.**

- I. Call to Order & Determination of a Quorum
- II. Public Comment
- III. **Consent Agenda**  
Approve Board Meeting Minutes – December 14, 2020
- IV. Assignment of Items Removed from Consent Agenda to Agenda
- V. CEO Report
  - A. December 2020 - Program Highlights
  - B. Jan – Feb 2021 Activities Report
- VI. Committee Reports:
  - A. Internal Committee Report – P. Bullard  
Executive Committee Meeting Minutes – January 13, 2021
    - 1. Budget and Finance Committee: S. Lee
      - a) **December 2020 YTD Financials**
      - b) 2021 1<sup>st</sup> Qtr. Operating Budget (4)
    - 2. Real Estate Committee (**closed session**): T. Zafar  
Review of total 2020 Income/Expenses
  - B. Governance Committee – A. Johnston
- VII. New Business – L. Lobue  
Best in the West Income/Expense Update
- VIII. Adjourn

**Next Board Meeting: March 22, 2021**



Board of Directors Meeting  
Via ZOOM December 14, 2020  
Meeting Minutes

Call to Order and Determination of Quorum: Larry Lobue, Chairman, established a quorum was present and began the meeting at 6:04p.m.

Present	Absent	Guests	Staff Present
Pat Bullard	Allan Harris		Laura LaVigne
Dale Buckles			Cheryl Olivier
Becky Geary			
Avis Goldy			
Charlie Huber			
Ann Johnston			
Sharon Lee			
Larry Lobue			
Hal Marshall			
Tariq Zafar			

- I. Welcome Guests: Larry thanked everyone for attending via ZOOM. No guests were present.
- II. Public Comment: None.
- III. Consent Agenda: Motion was made by Avis Goldy to accept the Consent Agenda. Seconded by Becky Geary. **Motion approved.**
- IV. Assignment of items removed from Consent Agenda to Agenda: No items removed.
- V. CEO Report: Laura reviewed the highlights of The Arc's programs and services for September, October and November. Karri continues to help parents with general information and referrals. She spent 22.7 hours on Community Outreach and 52.8 hours on the phone answering questions and advising. Karri had three Parent Education and Support Group meetings which provided parents with information on Back to School Mental Health Tips, ABLE Accounts and Autism Resources. One meeting is planned for December and will be presented by Debbie Elder. MOKA Support Group was held virtually. The Adult Sibling Group had its first meeting on October 18 and was able to establish a Facebook Group. Their next meeting is scheduled for April 11, 2021. Twenty-one people attended the Virtual Nature Walk with the Brazos Bend State Park. Social Recreation mailed out workbooks with September, October and November calendar activities. Weather Bingo held in September had 13 participates, Halloween Bingo had 19 participates, Scavenger Hunt had 9 and the Thanksgiving Bingo had 19 participates. Not much has changed with Special Olympics. Pam is working with a company on getting masks made and worked with Nancy on the Bingo and Craft events. Teen/Tween Social is still virtual and had 9 attendees and 15 volunteers. Laura participated in The Arc of Texas "Executive Directors' call, worked with the Real Estate subcommittee and our insurance broker, Stella Cuellar on ways to reduce our insurance premiums, and worked with Jenny Gortney and Debbie Peterson to select and implement an online auction for the Best in the West. Laura reported that Wings for All will be held virtually in April. She also reported on the meeting with FBJSL where she notified them that she could not request their grant this year to support our Special Olympics program, which has been suspended due to COVID-19. The Arc's CDBG grant was approved for \$40,000 for 2021 and Nancy will be able to include her administrative costs. This \$40,000 will be added to the 2021 budget.

VI. Committee Reports:

A. Internal Committee: P. Bullard thanked Sharon and Tariq for their hard work on their respective committees. Pat reported that the ad-hoc committee wrapped up their review of all of The Arc's insurance policies, except employee benefits, in November and was able to reduce the insurance premiums approximately \$3000 while taking on some risk. Laura stated that she will contact McDonald and Wessendorf Insurance Agency to obtain insurance quotes.

1. Budget & Finance – Sharon Lee

- a) Sharon reviewed the November 2020 YTD Financials. Motion made by committee to accept the November 2020 YTD Financials. **Motion Approved.**
- b) Sharon reviewed the Q1 2021 Operating Budget. Motion made by committee to accept the Q1 2021 Operating Budget. **Motion Approved.**
- c) Sharon discussed the Grant from the Foundation for \$55,000 and to apply it toward reimbursement of 2020-21 insurance premiums. Motion made by committee to accept the Grant from the Foundation for \$55,000 and to apply it toward reimbursement of 2020-21 insurance premiums. **Motion Approved.**
- d) Sharon discussed the suspension/forgiveness of P&I payments to the Foundation through the end of 2<sup>nd</sup> Quarter 2021. Motion made by committee to suspend/forgive the P & I payments to the Foundation through the end of 2<sup>nd</sup> Quarter 2021. **Motion Approved.**
- e) Sharon discussed the 2019 Joint Financial Review and Form 990. Motion made by committee to accept the 2019 Joint Financial Review and Form 990. **Motion Approved.**
- f) Sharon discussed engaging Randy Walker, CPA firm to complete the 2020 Joint Financial Review and the 2020 Forms 990. Motion made by committee to accept engaging Randy Walker, CPA firm to complete the 2020 Joint Financial Review and the 2020 Form 990. **Motion Approved.**

2. Real Estate Committee: T. Zafar

Since this meeting was via Zoom, and there were no guests in attendance, the board did not convene in closed session.

- a) Tariq discussed the October 7, 2020 Real Estate Committee Meeting minutes.
- b) The board discussed the lease renewals for Chapman Falls and Cotter Lane. Motion made by committee to approve the lease renewals for Chapman Falls and Cotter Lane at the same rate for one year. **Motion approved.**
- c) Tariq discussed the December 2, 2020 Real Estate Committee Meeting minutes.
- d) The board discussed the lease renewals for Cypress Point home and Worley Drive. Motion made by committee to approve the lease renewals for the Cypress Point Home at a new rate of \$1500 for two years and Worley Drive at the same rate for two years. **Motion approved.**

B. Governance Committee: A. Johnston

Ann thanked everyone for completing the CEO Evaluation and reported that everyone gave Laura a very favorable evaluation. Some board members did not have information regarding some of the "management tasks" that Laura completes. Larry pointed out that as a "Governance Board" they would not be involved in the management. However, Laura reports to the Board Chair regarding management tasks.

VII. New Business:

- A. Laura provided the results of the Best in the West and reviewed the Income and Expenses Summary.
- B. Laura stated that she met virtually with Houston Airport System (HAS) to discuss Wings for All. Wings for All will occur virtually in April and HAS agreed to pay the \$1000 fee to The Arc of the U.S.
- C. Laura asked the board to review the 2021 Board Calendar that was provided in the board packet.

VIII. Adjourn: Meeting adjourned at 6:52 p.m.

Submitted By:  
Cheryl Olivier  
Administrative Assistant

Attested to:  
Ann Johnston,  
Secretary, Board of Directors

**The next board meeting is January 25, 2021**

**CEO Report  
December 2020**

**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.**

Karri's Highlights:

Parent Contacts & Visits: July & August

- General Info & Referral: 2 (.5 hours)
- Special Ed: 4 (1.9 hours)
- IEP Reviews/Consultations: 2 (2.2 hours)
- Adult Services (Provider/Day Hab/SO&SR): 3 (2.40 hours),
- Outreach: 8.8 hours (Community Happenings email, Social Media posts, articles, videos, Virtual Nature Series), : 7.0 hours (Community Happenings email, Social Media posts, articles, videos, virtual events)
- Phone Calls: 8.8 hrs on the phone answering questions and advising

Parent Education Program & Support Group: (Also posted on Facebook, You Tube & Website as ongoing resource).

12/10 - Nurtured Heart Approach to Parenting – Debbie Elder (Shady Oak Primary School) 21 attended

M.O.K.A. (Moms of Kids with Autism) Support Group: Second Tuesday of each month.

12/8 – Zoom M.O.K.A. held

**Community Meetings Membership:**

Karri: Fort Bend Connect, Fort Bend ISD Heart to Heart, Community Resource Coordination Group (CRCG)

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.**

Social Recreation:

- Emailed the December Activity Workbooks to all Social Rec members
- 12/07 - Christmas BINGO – 23 members participated (prizes mailed)
- 12/14 - Christmas Craft – 11 members participated

Special Olympics & TwentySomethings:

- Participating in all Special Olympics conference calls for SO Connect, Virtual athlete participation and updated information. These calls are scheduled for every Thursday at 11:00 am (East Region Calls) and every Friday at 10:00 am. (State Office Update Calls)
- Sending all virtual trainings and activities offered from the SOTX calls and website to the athletes, coaches and parents.
- Emailed the December Activity Workbooks to all Special Olympics Athletes and TwentySomethings members.
- Checking and working on the SOTX website daily to stay “up to date” on all changes in new policies, the new Sports Information Guide and all virtual information to be forwarded to our athletes, parents and coaches.

12/7 - Christmas BINGO (prizes mailed)

12/14 - Christmas Craft

#### Teen Pals Network – Program Launch

- 5 Volunteers interviewed & ready for a Pal match
- 1 AFB member requested program application. Awaiting application turn-in

#### Teen/Tween Social:

12/4 - Teens: 7 registered – 4 attended (1 first-time attendee)

Volunteers: 20 registered – 15 attended (2 adults & 13 teens) 7 first-time volunteers

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

12/10/2020: The city of Sugar Land conducted their annual inspection of 119 & 123 Brooks St. Mike Rychlik joined me. The inspector reviewed the initial list of required R&M provided by the city. I provided a spreadsheet documenting all repairs, maintenance and costs thereof, that we have incurred since Jan. 2019, which included the required repairs and all others. He walked the grounds with M. Rychlik and reported that he was very pleased with the condition of both buildings.

(Also, See Real Estate Committee Meeting Minutes)

#### **VI. Strategic Goal: The Arc shall provide effective leadership to insure sustainability of the organization's programs and services through utilizing an annual, Cost/Base/Analysis, assisting with fundraising activities, acquiring grants and maintaining the "corpus" of the Foundation.**

I participated in the 12/8/2020, "Executive Directors' call", initiated by TAOT. Topic was fundraising during COVID 19 – how are we doing it?

#### Community Development Block Grant:

Completed the November 2020 information for the CDBG update on program suspension. Requested and received approval to bill for a portion of the program staff's salary for the grant. Completed monthly report and billing for November for reimbursement for personnel. Continue to communicate with Community Development staff on changes with the grant.

#### CDBG Reimbursement for Personnel

November - \$1,582.51

Month	Date	Activity	Audience	Medium	Time	Prog. Dir.
January						
	8-Jan	Teen/Tween Social	Youth 11-18 yrs	Zoom	6-8 pm	Karri
	8-Jan	Calendar Skills Packet	SR, SO & TS	Worksheets Provided		Nancy & Pam
	12-Jan	M.O.K.A.Support Group	Moms	Zoom		Karri/
	13-Jan	Make-up Application & Facial Care	SR, SO & TS	Zoom	11:00 AM	Nancy & Pam
	16-Jan	Virtual Winter Games - SO	SR, SO & TS	online	TBA	Nancy & Pam
	20-Jan	BINGO - Cooking & Kitchen Supplies	SR, SO & TS	Zoom	11:00 AM	Nancy & Pam
	25-Jan	Recipe Roundup	SR, SO & TS	Template provided		Nancy & Pam
February						
	1-Feb	Calendar Skills Packet	SR, SO & TS	Worksheets Provided		Nancy & Pam
	5-Feb	Teen/Tween Social	Youth 11-18 yrs	Zoom	6-8 pm	Karri
	8-Feb	BINGO -Valentine's	SR, SO & TS	Zoom	11:00 AM	Nancy & Pam
	9-Feb	M.O.K.A.Support Group	Moms	Zoom		Karri/
	11-Feb	Parent Education Group - Vocational Rehabilitation	Parents	Zoom		Karri
	15-Feb	Virtual Craft	SR, SO & TS	Zoom	11:00 AM	Nancy & Pam
	22-Feb	Virtual Zoo Tour	SR, SO & TS	Zoom	11:00 AM	Nancy & Pam
	24-Feb	Virtual Polar Plunge	SR, SO & TS	online	TBA	Nancy & Pam
March						
	1-Mar	Calendar Skills Packet	SR, SO & TS	Worksheets Provided		Nancy & Pam
	4-Mar	Parent Education Group - Sexual Health & Sexuality	Parents	Zoom		Karri
	5-Mar	Teen/Tween Social	Youth 11-18 yrs	Zoom	6-8 pm	Karri
	8-Mar	BINGO	SR, SO & TS	Zoom	11:00 AM	Nancy & Pam

	9-Mar	M.O.K.A.Support Group	Moms	Zoom		Karri/
	13-Mar	Virtual Winter Games Closing Ceremony	SR, SO & TS	online	7:00 PM	Nancy & Pam
	24-Mar	Talent Show	SR, SO & TS	Zoom	11:00 AM	Nancy & Pam
April						
	1-Apr	Parent Education Group - Income Tax Planning for Special Needs Families	Parents	Zoom		Karri
	1-Apr	Calendar Skills Packet	SR, SO & TS	Worksheets Provided		Nancy & Pam
	2-Apr	Teen/Tween Social	Youth 11-18 yrs	Zoom	6-8 pm	Karri
	13-Apr	M.O.K.A.Support Group	Moms	Zoom		Karri/
May						
	1-May	Calendar Skills Packet	SR, SO & TS	Worksheets Provided		Nancy & Pam
	6-May	Parent Education Group Summer Camps/Act ResFair	Parents	Zoom		Karri
	7-May	Teen/Tween Social	Youth 11-18 yrs	Zoom/In Person	6-8 pm	Karri
	11-May	M.O.K.A.Support Group	Moms	Zoom		Karri/
June						
	1-Jun	Calendar Skills Packet	SR, SO & TS	Worksheets Provided		Nancy & Pam
	4-Jun	Teen/Tween Social	Youth 11-18 yrs	Zoom/In Person	6-8 pm	Karri



Executive Team Meeting Minutes  
Via ZOOM  
4:50 p.m. January 13, 2021

*Attendees: L. Lobue, Chairman; H. Marshall, Vice Chairman; S. Lee, Treasurer; A. Johnston, Secretary; C. Huber, Past Chairman; P. Bullard, Chair, Internal Committee; T. Zafar, Chair, Real Estate Committee, L. Lavigne, CEO; C. Olivier, Staff*

**1. Internal Committee Report: P. Bullard**

- a. Budget & Finance Committee: S. Lee
  - i. **December 2020 YTD Financials** – reviewed and discussed. Executive Committee agreed to accept and present to the Board for approval.
  - ii. 1<sup>st</sup> Quarter 2021 Budget – reviewed and discussed including PPP loan forgiveness and new application.
  - iii. Best in the West income/Expenses to date – reviewed and discussed. Congratulations passed on to those who made the event successful especially during COVID.

**Action Item: Committee recommends the Board approve the 12/ 2020 YTD Financials.**

- b. Real Estate Committee Meeting: T. Zafar  
No business to discuss as no committee meeting January 2021.

**2. Governance Committee: A. Johnston**

No new business to discuss.

**3. CEO Report: L. LaVigne**

- a. Laura reported she held a meeting with the program directors regarding a greater online presence and increasing virtual activities to once a week while providing quality information and entertainment for our clients.
- b. Laura discussed which event would be first to resume in person events whenever we can safely meet.
- c. Laura reported contact is being made to schedule future virtual visits to the Brazos Bend Nature Center which were well received last year.
- d. Laura is verifying those clients in group homes have access to computers to participate in the virtual events hosted by the program directors.
- e. Karri is continuing working with parents of school age students who need assistance especially during these COVID days.

**4. January 25, 2021 - Board Meeting Agenda: L. Lobue**

- a. Agenda reviewed and approved.
- b. L. Lobue to report Best in the West.

**Next Meeting: Wednesday, March 10, 2021, 4:45 p.m.**



# The Arc of Ft. Bend County Balance Sheet

As of December 31, 2020

Dec 31, 20

## ASSETS

### Current Assets

#### Checking/Savings

##### Cash

Credit Card Account	6,806.99
Fundraising (WD)	14,652.21
Money Market	130,103.82
Operating Account	165,365.33
Facilities Reserve contra	-82,000.00

Total Cash 234,928.35

Total Checking/Savings 234,928.35

#### Other Current Assets

##### Prepaid Insurance

Crime	112.75
Cyber Liability	1,100.00
Auto	4,818.08
D&O	3,124.00
Umbrella	1,644.50
Professional Liability	6,234.25
Property	32,880.91
Worker's Comp	1,542.70

Total Prepaid Insurance 51,457.19

Total Other Current Assets 51,457.19

Total Current Assets 286,385.54

### Fixed Assets

Building-Commercial Property	1,195,871.59
Improvements-Commercial Propert	912,294.20
Building - Homes	2,310,674.15
Improvements-Homes	327,693.10
Land	806,768.00
Leasehold Improvemnt.123 Brooks	66,899.00
Office Equipment	5,324.02
Furniture and Fixtures	6,720.00
Computer Equipment	15,757.00
Automotive	76,832.44
Accumulated Depreciation	-1,962,124.66

Total Fixed Assets 3,762,708.84

### Other Assets

Contribution to Foundation	82,720.00
Facilities Reserve for Repairs	82,000.00
Escrow - Rychlik Job Services	2,500.00
Earnest Money	1,000.00

Total Other Assets 168,220.00

TOTAL ASSETS 4,217,314.38

## LIABILITIES & EQUITY

# The Arc of Ft. Bend County Balance Sheet

As of December 31, 2020

Dec 31, 20

## Liabilities

### Current Liabilities

#### Accounts Payable

Accounts Payable-ARC 264.55

Total Accounts Payable 264.55

#### Other Current Liabilities

Small Business PPP Loan 69,500.00

Retirement Plan Payable 725.00

Taxes Payable-SUTA 18.02

Total Other Current Liabilities 70,243.02

Total Current Liabilities 70,507.57

### Long Term Liabilities

N/P-ARC Fdn (Worley Dr) 220,660.88

Security Deposits Payable 22,525.00

N/P-ARC Fdn (6419 Brazos Glen) 89,634.93

N/P-ARC Fdn (Chapman Falls) 61,113.77

N/P-ARC Fdn (5141 Cotter Ln) 86,114.63

N/P-ARC Fdn (2715 Cypress Impr) 226,320.13

N/P-ARC Fdn (Manorfield) 126,842.48

N/P-ARC Fdn (Rustic Trail) 134,158.88

N/P-ARC Fdn (5618 Wagon Wheel) 109,838.07

N/P-ARC Fdn (Whispering Creek) 237,546.61

N/P-ARC Fdn(2607 WillowSprings) 123,499.30

Total Long Term Liabilities 1,438,254.68

Total Liabilities 1,508,762.25

### Equity

Unrestricted Net Assets 2,653,207.53

Net Income 55,344.60

Total Equity 2,708,552.13

**TOTAL LIABILITIES & EQUITY 4,217,314.38**

# The Arc of Ft. Bend County

## Profit & Loss Budget Performance

### December 2020

	Dec 20	Jan - Dec 20	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
Ride fee	0.00	885.24	566.00	319.24	156.4%	566.00
Youth Social	0.00	360.00	360.00	0.00	100.0%	360.00
Riveredge Mortgage Payment	0.00	1,036.04	1,036.00	0.04	100.0%	1,036.00
Bowling - Lane Fee Income	0.00	2,173.16	2,200.00	-26.84	98.78%	2,200.00
Donations & Contributions	2,578.92	17,398.61	12,900.00	4,498.61	134.87%	12,900.00
Donations - Designated	100.00	3,295.00	1,400.00	1,895.00	235.36%	1,400.00
Fundraising Event	38,687.60	237,489.17	188,900.00	48,589.17	125.72%	188,900.00
Grant - CDBG Fort Bend	1,367.93	17,541.35	22,000.00	-4,458.65	79.73%	22,000.00
Grant - FBJSJL	0.00	0.00	0.00	0.00	0.0%	0.00
Grants - Other	60,000.00	93,000.00	38,500.00	54,500.00	241.56%	38,500.00
Membership Revenue	100.00	7,324.59	7,000.00	324.59	104.64%	7,000.00
Rental Income	38,750.00	447,746.69	447,947.00	-200.31	99.96%	447,947.00
Social Rec Fees	0.00	4,287.19	3,195.00	1,092.19	134.18%	3,195.00
<b>Total Income</b>	<b>141,584.45</b>	<b>832,537.04</b>	<b>726,004.00</b>	<b>106,533.04</b>	<b>114.67%</b>	<b>726,004.00</b>
<b>Gross Profit</b>	<b>141,584.45</b>	<b>832,537.04</b>	<b>726,004.00</b>	<b>106,533.04</b>	<b>114.67%</b>	<b>726,004.00</b>
<b>Expense</b>						
Auto / Vans - Repairs & Maint.	0.00	3,451.00	1,500.00	1,951.00	230.07%	1,500.00
<b>Advocacy in Action</b>						
Casey Connection	0.00	14,137.50	5,000.00	9,137.50	282.75%	5,000.00
Information / Referral	0.00	100.00	100.00	0.00	100.0%	100.00
Educational Advocacy	0.00	2,035.00	2,245.00	-210.00	90.65%	2,245.00
Advocacy in Action - Other	0.00	0.00	2,700.00	-2,700.00	0.0%	2,700.00
<b>Total Advocacy in Action</b>	<b>0.00</b>	<b>16,272.50</b>	<b>10,045.00</b>	<b>6,227.50</b>	<b>162.0%</b>	<b>10,045.00</b>
Accounting, Audit, Payroll	226.92	10,615.11	15,470.00	-4,854.89	68.62%	15,470.00
Advertising & Marketing	53.30	639.60	840.00	-200.40	76.14%	840.00
Affiliation/Asso/Mbrship/Certs	0.00	4,835.22	5,151.00	-315.78	93.87%	5,151.00
Bank & CC Charges	259.97	2,045.83	3,800.00	-1,754.17	53.84%	3,800.00
Board Expenses	0.00	456.87	450.00	6.87	101.53%	450.00
Community Outreach	0.00	325.50	400.00	-74.50	81.38%	400.00
Conferences	0.00	198.87	325.00	-126.13	61.19%	325.00

**The Arc of Ft. Bend County**  
**Profit & Loss Budget Performance**  
**December 2020**

	<b>Dec 20</b>	<b>Jan - Dec 20</b>	<b>YTD Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>	<b>Annual Budget</b>
Continuing Education/Staff Dev	0.00	180.00	200.00	-20.00	90.0%	200.00
<b>Employee Expenses</b>						
Employee Salaries	29,964.97	357,806.78	356,680.00	1,126.78	100.32%	356,680.00
Employee-FICA	1,857.81	22,178.64	27,286.00	-5,107.36	81.28%	27,286.00
Employee-Health/Dental	5,745.63	57,096.10	64,667.00	-7,570.90	88.29%	64,667.00
Employee-Medicare	434.52	5,187.05				
Employee-Retirement Plan	0.00	0.00	0.00	0.00	0.0%	0.00
Employee-SUTA	0.00	182.60	4,644.00	-4,461.40	3.93%	4,644.00
Mileage Reimbursement	0.00	109.54	1,050.00	-940.46	10.43%	1,050.00
<b>Total Employee Expenses</b>	<b>38,002.93</b>	<b>442,560.71</b>	<b>454,327.00</b>	<b>-11,766.29</b>	<b>97.41%</b>	<b>454,327.00</b>
Event Expenses	100.00	8,089.93	10,000.00	-1,910.07	80.9%	10,000.00
Facilities HOA Fees	0.00	10,265.90	13,000.00	-2,734.10	78.97%	13,000.00
Facilities Landscaping	0.00	3,810.00				
Facilities Prop Mgmt Fees	1,300.00	15,600.00	15,600.00	0.00	100.0%	15,600.00
Facilities R&M / Improvements	7,042.01	81,663.93	34,280.00	47,383.93	238.23%	34,280.00
Facilities Utilities	0.00	790.05	1,623.00	-832.95	48.68%	1,623.00
<b>Insurance</b>						
General Liability	0.00	7,828.00				
Crime	0.00	300.00	123.00	177.00	243.9%	123.00
Workers Comp	0.00	398.76	1,064.00	-665.24	37.48%	1,064.00
Property	0.00	29,691.00	42,016.00	-12,325.00	70.67%	42,016.00
Cyber Liability	0.00	1,200.00	1,200.00	0.00	100.0%	1,200.00
Auto	0.00	7,864.00	5,674.00	2,190.00	138.6%	5,674.00
Professional Liability	0.00	1,490.00	2,226.00	-736.00	66.94%	2,226.00
D&O	0.00	2,061.00	3,408.00	-1,347.00	60.48%	3,408.00
Umbrella	0.00	3,080.00	2,063.00	1,017.00	149.3%	2,063.00
Insurance - Other	-452.00	-452.00				
<b>Total Insurance</b>	<b>-452.00</b>	<b>53,460.76</b>	<b>57,774.00</b>	<b>-4,313.24</b>	<b>92.53%</b>	<b>57,774.00</b>
Interest Expense	0.00	55,207.85	55,225.31	-17.46	99.97%	55,225.31
Meals & Supplies / Meetings	0.00	210.36	400.00	-189.64	52.59%	400.00
<b>Office</b>						
Lease 119 & 123	0.00	232.80	240.00	-7.20	97.0%	240.00

**The Arc of Ft. Bend County**  
**Profit & Loss Budget Performance**  
**December 2020**

	<b>Dec 20</b>	<b>Jan - Dec 20</b>	<b>YTD Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>	<b>Annual Budget</b>
<b>Website</b>	0.00	400.00	2,500.00	-2,100.00	16.0%	2,500.00
<b>Cell Phone</b>	0.00	1,020.36	1,725.50	-705.14	59.13%	1,725.50
<b>Computer / Software</b>	127.79	3,560.99	2,000.00	1,560.99	178.05%	2,000.00
<b>Copier Lease</b>	426.19	4,907.87	4,350.00	557.87	112.83%	4,350.00
<b>Repairs &amp; Maintenance</b>	355.00	18,911.83	11,130.00	7,781.83	169.92%	11,130.00
<b>Supplies</b>	144.85	2,158.52	3,200.00	-1,041.48	67.45%	3,200.00
<b>Telephone / Internet</b>	357.68	4,612.33	4,331.00	281.33	106.5%	4,331.00
<b>Utilities</b>	0.00	3,752.26	4,560.00	-807.74	82.29%	4,560.00
<b>Total Office</b>	<b>1,411.51</b>	<b>39,556.96</b>	<b>34,036.50</b>	<b>5,520.46</b>	<b>116.22%</b>	<b>34,036.50</b>
<b>PROGRAMS</b>						
<b>PR Activity/Mtg-Food &amp; Supplies</b>	98.09	3,874.94	3,820.00	54.94	101.44%	3,820.00
<b>PR Athletic Banquet</b>	0.00	0.00	0.00	0.00	0.0%	0.00
<b>PR Bowling Lane Fees</b>	0.00	3,465.00	2,840.00	625.00	122.01%	2,840.00
<b>PR DJ</b>	0.00	0.00	500.00	-500.00	0.0%	500.00
<b>PR Equipment, Shirts, Uniforms</b>	0.00	39.90	50.00	-10.10	79.8%	50.00
<b>PR Fuel</b>	12.00	613.20	1,270.00	-656.80	48.28%	1,270.00
<b>PR Game / Registration Fees</b>	0.00	-125.00	2,750.00	-2,875.00	-4.55%	2,750.00
<b>PR Hotel</b>	0.00	2,995.72	3,000.00	-4.28	99.86%	3,000.00
<b>PR Other Expenses / Gifts</b>	0.00	558.90	950.00	-391.10	58.83%	950.00
<b>PR Parking &amp; Tolls</b>	0.00	108.88	380.00	-271.12	28.65%	380.00
<b>PR Practice Facil. / Lifeguards</b>	0.00	442.90	450.00	-7.10	98.42%	450.00
<b>PR Scholarships</b>	0.00	0.00	0.00	0.00	0.0%	0.00
<b>PR Tickets / Venue Fees</b>	0.00	6,855.00	9,700.00	-2,845.00	70.67%	9,700.00
<b>PR Training &amp; Background checks</b>	0.00	243.73	535.00	-291.27	45.56%	535.00
<b>PR Transportation</b>	0.00	1,594.61	1,650.00	-55.39	96.64%	1,650.00
<b>PR - Twenty Somethings</b>	0.00	0.00	1,700.00	-1,700.00	0.0%	1,700.00
<b>Total PROGRAMS</b>	<b>110.09</b>	<b>20,667.78</b>	<b>29,595.00</b>	<b>-8,927.22</b>	<b>69.84%</b>	<b>29,595.00</b>
<b>PR Contract Workers</b>	0.00	3,616.76	6,742.00	-3,125.24	53.65%	6,742.00
<b>Postage and Delivery</b>	58.50	2,734.15	3,200.00	-465.85	85.44%	3,200.00
<b>Printing and Reproduction</b>	0.00	0.00	1,200.00	-1,200.00	0.0%	1,200.00
<b>Professional Fees - Legal</b>	0.00	0.00	50.00	-50.00	0.0%	50.00
<b>Professional Fees - Other</b>	0.00	0.00	500.00	-500.00	0.0%	500.00

# The Arc of Ft. Bend County

## Profit & Loss Budget Performance

### December 2020

	Dec 20	Jan - Dec 20	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
Total Expense	48,113.23	777,255.64	755,733.81	21,521.83	102.85%	755,733.81
Net Ordinary Income	93,471.22	55,281.40	-29,729.81	85,011.21	-185.95%	-29,729.81
Other Income/Expense						
Other Income						
Investment Income	6.11	63.20				
Total Other Income	6.11	63.20				
Net Other Income	6.11	63.20				
Net Income	93,477.33	55,344.60	-29,729.81	85,074.41	-186.16%	-29,729.81

1st Quarter 2021 BUDGET -4

			General & Admin	Advocacy	Bowling	Social Recreation	Youth	Special Olympics	Real Estate	Golf Classic	Western Dance	TOTAL
Ordinary Income / Expense												
	INCOME											
		Bowling - Lane Fees										-
		Donations & Contributions		600								600
		Donations - Designated										-
		Kathy Moody Memorial Scholarship										-
		Fundraising Events										-
		Grants										-
		Grant - CDBG Fort Bend				5,000						5,000
		Grant - FBJSL										-
		Membership Revenue	250									250
		Rental - Brazos Glen							3,300			3,300
		Rental - Chapman Falls							4,050			4,050
		Rental - Cotter Lane							3,300			3,300
		Rental - Cypress Point Bldg.							24,000			24,000
		Rental - Cypress Point Home							4,375			4,375
		Rental - Gilmar 3003							1,200			1,200
		Rental - Grant Dr.							5,100			5,100
		Rental - Industrial							24,375			24,375
		Rental - Manorfield							3,900			3,900
		Rental - Parkview							4,650			4,650
		Rental - River Road							3,600			3,600
		Rental - Russeff Field							4,050			4,050
		Rental - Rustic Trail							5,250			5,250
		Rental - Summerdale							3,450			3,450
		Rental - Thomas Jefferson							3,600			3,600
		Rental - Wagon Wheel							3,600			3,600
		Rental - Whispering Creek							5,850			5,850
		Rental - Willow Springs							3,900			3,900
		Rental - Worley Drive							4,950			4,950
		Riveredge Annual Mortgage Payment										-
		Ride Fees										-
		Social Rec Fees										-
		Youth Respite										-
	TOTAL INCOME		250	600	-	5,000	-	-	116,500	-	-	122,350
	EXPENSE											
		Accounting, Payroll Processing	681									681
		Advertising & Marketing		160								160
		Advocacy in Action										-
		AA Educational Advocacy										-
		AA Information / Referral										-
		Affiliation/ Association/ Membership		3,500								3,500

## 1st Quarter 2021 BUDGET -4

[illegible]



1st Quarter 2021 BUDGET -4

		Office - Postage & Delivery	500									500
			General & Admin	Advocacy	Bowling	Social Recreation	Youth	Special Olympics	Real Estate	Golf Classic	Western Dance	TOTAL
		Office - Printing & Reproduction										-
		Office - Repairs & Maintenance	1,605									1,605
		Office - Supplies	450									450
		Office - Telephone / Internet	1,072									1,072
		Office - Utilities / Water & Electric	1,215									1,215
		Office - Website										-
		PR Activites/Meetings - Meals, Food & Supplies										-
		PR Athletic Banquet										-
		PR Bowling Lane Fees										-
		PR Contract Workers										-
		PR DJ										-
		PR Equipment, Shirts & Uniforms										-
		PR Fuel										-
		PR Game / Registration Fees										-
		PR Hotel										-
		PR Other Expenses & Gifts										-
		PR Parking & Tolls										-
		PR Practice Facilities / Lifeguards										-
		PR Scholarships & Sponsorships										-
		PR Tickets / Venues / Events										-
		PR Volunteer/Parent Training Expenses & Background checks										-
		PR Transportation										-
		PR Twenty Somethings										-
		PR Youth Respite										-
		Professional Fees - Legal										-
		Professional Fees - Other										-
		<b>TOTAL EXPENSE</b>	120,237	4,060	-	-	-	-	24,400	-	-	148,697
			(119,987)	(3,460)	-	5,000	-	-	92,100	-	-	(26,347)
		11/23/2020										

January 2021 Real Estate Committee Report  
December 2020 Income and Expenses YTD

Residential	Brazos Glen	Chapman Falls	Cotter Lane	Cypress Point Home	Gilmar 3003	Grant Dr.	Manorfield	Parkview	River Road	NSP Russeff Field	Rustic Trail	NSP Summerdale	Thomas Jefferson	Wagon Wheel	Whispering Creek	Willow Springs	Worley Dr	Total
Renter	Texana	Caregiver	ATLTC	Caregiver	Shirley Young	Griffith/Kadeer	ATLTC	Caregiver	ATLTC	ATLTC	Holt	Caregiver	Caregiver	Vonda Holmes	Caregiver	ATLTC	Forgotten Angels	
INCOME								Forgotten Angels										
Other Income						600.00												600.00
Rental Income	13,200.00	16,200.00	13,200.00	16,500.00	4,800.00	16,396.69	15,550.00	18,600.00	14,400.00	16,200.00	15,300.00	13,800.00	14,400.00	15,600.00	23,400.00	15,450.00	19,800.00	262,796.69
TOTAL INCOME	13,200.00	16,200.00	13,200.00	16,500.00	4,800.00	16,996.69	15,550.00	18,600.00	14,400.00	16,200.00	15,300.00	13,800.00	14,400.00	15,600.00	23,400.00	15,450.00	19,800.00	263,396.69
																		-
EXPENSES																		-
Inspection/ Appraisal																		-
Principal Payments	2,536.97	1,387.82	2,437.16				2,437.27				2,578.00			2,509.60	3,578.70	2,807.05	2,839.57	23,112.14
Interest Payments	3,597.52	2,284.00	3,455.86				4,807.01				5,084.60			4,157.69	8,982.96	4,681.58	9,277.53	46,328.75
Improvements / R&M	3,098.90	750.71	3,340.00	(521.42)	12,697.41	10,320.40	17,281.04	2,522.44	1,684.79	620.37	18,186.55		1,241.46	3,625.99	82.12	1,141.65	247.50	76,319.91
HOA Fees	400.00	1,055.00	447.00	440.95	550.00	350.00	845.00	821.00	350.00	700.00	850.00	700.00	300.00	601.95	650.00	845.00	360.00	10,265.90
Insurance																		-
Landscaping							425.00				385.00							810.00
Other Expenses																		-
Permit / License																		-
Property Management Fees	821.04	821.04	821.04	821.04	821.04	821.04	821.04	821.04	821.04	821.04	821.04	821.04	821.04	821.04	821.04	821.04	821.04	13,957.68
Real Estate Taxes																		-
Utilities					21.00	320.33					448.72							790.05
TOTAL EXPENSES	10,454.43	6,298.57	10,501.06	740.57	14,089.45	12,236.77	26,191.36	4,164.48	2,855.83	2,141.41	28,353.91	1,521.04	2,362.50	11,716.27	14,114.82	10,296.32	13,545.64	171,584.43
																		-
Net By Property	2,745.57	9,901.43	2,698.94	15,759.43	(9,289.45)	4,759.92	(10,641.36)	14,435.52	11,544.17	14,058.59	(13,053.91)	12,278.96	12,037.50	3,883.73	9,285.18	5,153.68	6,254.36	91,812.26
Commercial	Cypress Point Bldg.	Industrial	Total															
INCOME	Texana	QuVa																
Other Income			-															
Rental Income	88,800.00	97,500.00	186,300.00															
TOTAL INCOME	88,800.00	97,500.00	186,300.00															
			-															
EXPENSES			-															
Inspection/ Appraisal			-															
Principal Payments	21,285.93		21,285.93															
Interest Payments	8,896.56		8,896.56															
Improvements / R&M	5,344.02		5,344.02															
HOA Fees			-															
Insurance			-															
Landscaping	3,000.00		3,000.00															
Other Expenses			-															
Permit / License			-															
Property Management Fees	821.16	821.16	1,642.32															
Real Estate Taxes			-															
			-															
TOTAL EXPENSES	39,347.67	821.16	40,168.83															
Net By Property	49,452.33	96,678.84	146,131.17										NET COMMERCIAL / RESIDENTIAL					237,943.43

## Best in the West 2020

### Expenses

	Estimated	Actual
<b>Total Expenses</b>	<b>\$10,770.50</b>	<b>\$10,582.39</b>

	Estimated	Actual
<b>Site</b>		
Safari Texas	\$1,295.00	\$1,295.00
<b>Totals</b>	<b>\$1,295.00</b>	<b>\$1,295.00</b>

<b>Publicity</b>		
Magana Media	\$3,000.00	\$3,000.00
Magana Media	\$500.00	\$500.00
<b>Totals</b>	<b>\$3,500.00</b>	<b>\$3,500.00</b>

<b>Miscellaneous</b>		
GiveSmart fee	\$2,695.00	\$2,695.00
Postage	\$1,180.50	\$1,180.50
Hot Spots	\$100.00	\$100.00
GiveSmart credit card fees	\$2,000.00	\$1,811.89
Misc CC fee		
<b>Totals</b>	<b>\$5,975.50</b>	<b>\$5,787.39</b>

<b>Misc.</b>	
<b>Totals</b>	<b>\$0.00</b>

<b>Misc.</b>	
<b>Totals</b>	<b>\$0.00</b>



1/8/21 updated GSmart cc fees - 1811.89

# Best in the West 2020

## Income

	Estimated	Actual
<b>Total income</b>	<b>\$184,116.02</b>	<b>\$184,366.02</b>

### Miscellaneous Income

	Estimated	Actual	Estimated	Actual
			\$0.00	Estimated
			\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
			<b>\$0.00</b>	<b>\$0.00</b>

Sponsors/Donations/Auction	Estimated	Actual		
Sponsorships	\$48,000.00	\$48,000.00	Sponsorships	\$48,000.00
Instant Items	\$1,040.00	\$1,040.00	Instant Items	\$1,040.00
Donations	\$22,532.02	\$22,782.02	Donations	\$22,532.02
Live Auction	\$55,350.00	\$55,350.00	Live Auction	\$55,350.00
Bid Board	\$14,140.00	\$14,140.00	Bid Board	\$14,140.00
Silent	\$24,224.00	\$24,224.00	Silent	\$24,224.00
Raffle	\$17,380.00	\$17,380.00	Raffle	\$17,380.00
Hay (THS Grad Booster Club)	\$450.00	\$450.00	Hay (THS Grad Booster Club)	\$450.00
Hogs	\$1,000.00	\$1,000.00	Hogs	\$1,000.00
	\$0.00	\$0.00		\$0.00
	\$0.00	\$0.00		\$0.00
			<b>\$0.00</b>	<b>\$184,116.02</b>

1/7/21 updated. civilcorp,g,jones, cgrier. + \$1050  
 1/12.21 updated, BGE donation +452.02  
 1/20/21 updated, donation match of \$250 removed

## Best in the West 2020

### Profit - Loss Summary

	Estimated	Actual	Expenses -vs- Income
Total income	\$184,116.02	\$184,116.02	
Total expenses	\$10,770.50	\$10,582.39	
<b>Total profit (or loss)</b>	<b>\$173,345.52</b>	<b>\$173,533.63</b>	<b>5.7%</b>

