



**ANNUAL Board Meeting Agenda**  
**ZOOM Meeting**  
**June 21, 2021 – 6:00 p.m.**

- I. Call to Order & Determination of a Quorum – L. Lobue
- II. Public Comment
- III. **Consent Agenda – L. Lobue**
  - A. Board Meeting Minutes – May 24, 2021
  - B. Executive Committee Meeting Minutes 6/9/2021
- IV. Assignment of Items Removed from Consent Agenda to Agenda
- V. CEO Report
  - A. Zoom Events for June
  - B. Golf Classic Update
- VI. Committee Reports:
  - A. Governance Committee – A. Johnston
    - 1. Recognize Retiring Board Members: Becky Geary, Avis Goldy, Allan Harris Jr.
    - 2. Code of Ethics & Conflict of Interest Forms
  - B. Internal Committee Report – P. Bullard
    - Budget and Finance Committee: H. Marshall (for S. Lee)
      - 1. 2020 Income/Functional Expenses Pie Charts
      - 2. **May 2021 YTD Financials**
      - 3. **3<sup>rd</sup> Qtr. 2021 Operating Budget**
      - 4. **Principal & Interest Payments to the Foundation**
- Action Items:**
  - a. **Committee recommends the Board accept the May 2021 YTD financials**
  - b. **Committee recommends the Board approve the 3<sup>rd</sup> Qtr. 2021 Operating Budget**
  - c. **Committee recommends the Board suspend the principal and forgive the interest on loans to the Foundation through end of 3<sup>rd</sup> Qtr. 2021.**
- VII. Adjourn

**Next Board Meeting: July 26, 2021**



Board of Directors Meeting  
Via ZOOM May 24, 2021  
Meeting Minutes

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

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

- II. Welcome Guests: Larry Lobue thanked everyone for attending via ZOOM. No guests were present.
- III. Public Comment: None.
- IV. Consent Agenda: Motion was made by Hal Marshall 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 reviewed the highlights of The Arc's programs and services for March and April. She stated that The Arc continues virtual programs. Karri continues her work with Parent Contacts through general info and referral, IEP Reviews, ARD meetings and Outreach. The Arc partnered with Clements High School National Honor Society on the "Virtual Kidz Kamp" presentation. The M.O.K.A support group continues to meet on a monthly basis. The Arc partnering with Bloom Fitness, Texana, GiGi's Playhouse and The Harris Center to offer a live event, "Yoga for All" to be held on June 19 at Sugar Land Town Square. The Social Recreation, Special Olympics and TwentySomethings groups participated in the "hard copy" of calendar activities. Virtually, they participated in the SO Polar Plunge watch party, St. Patrick's Day BINGO, "Birding for Beginners", offered by the Geo. Ranch, and animal BINGO. The Teens Pals program has 5 participants but is projected to increase in the fall when school begins. Teen/Tween Social had 8 attendees in March and in April. Laura coordinated the "Kendra Scott Gives Back" event and The Arc received donations totaling \$457.27. She also virtually attended Unite & Inspire's Volunteer Appreciation event and spoke about what The Arc does in the community. Nancy continues to bill her time to the CDBG grant for March and April. Laura asked the board to please review the email in the board packet regarding one of the great special ed advocacy success stories and how it demonstrates just how important the work is that we do in our community. Laura reviewed the Program Activity list provided in the board packet indicating the upcoming virtual events that are planned.

VII. Committee Reports:

A. Governance Committee – C. Huber (in A. Johnston's absence)

Charlie stated that the board will be recognizing three Board members whose terms are ending in June; Allan Harris, Avis Goldy and Becky Geary. Charlie gave an extensive history on the Nominating Committee protocols for selecting Board members. He shared that that the current virtual situation is not a good time to bring on new board members (while we are holding ZOOM board meetings). The plan is to review this situation and plan for the immediate future at the July board meeting.

B. Internal Committee: P. Bullard

1. Budget & Finance – Sharon Lee

- a) Sharon reviewed the April 2021 YTD Financials. Motion made by committee to accept the April 2021 YTD Financials. **Motion Approved.**
- b) Sharon stated that a 3rd Qtr. Operating Budget Motion will be presented to the Board at the June 21, Annual meeting.

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 new leases for Grant Drive, Rustic Trail and Whispering Creek. Motion made by Committee to approve the leases for Grant Drive, Rustic Trail & Whispering Creek under the terms and conditions recommended. **Motion approved.**
- b) Tariq gave an update on the sale of 3003 Gilmar. The tenant is scheduled to move out the beginning of June and the committee will provide another update to the board.

VII. New Business:

- A. Larry discussed the logistics of when/how we will reinstate our in-person, large group programs. He stated Special Olympics was opening Summer Sports but with very strict, limiting guidelines.
- B. Laura stated that Golf Classic invitations were mailed and included The Arc's info-graphic. We have a donor who has graciously offered to pay for the Golf Classic expenses. Cheryl Olivier provided an update on Golf Classic to the Board indicating that current sponsorship and team sales are \$32,300.

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

Submitted By:  
Cheryl Olivier  
Administrative Assistant

Attested to:  
Ann Johnston, (via L. LaVigne)  
Secretary, Board of Directors

**The next board meeting is June 21, 2021, Annual Meeting**



Executive Team Meeting Minutes  
Via ZOOM  
4:49 p.m., June 9, 2021

*Attendees:* L. Lobue, Chairman  
S. Lee, Treasurer  
A. Johnston, Secretary  
C. Huber, Past Chairman  
P. Bullard, Chair, Internal Committee  
L. Lavigne, CEO  
C. Olivier, Staff

*Absent:* H. Marshall, Vice Chairman  
T. Zafar, Real Estate Committee

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

- a. Budget & Finance Committee: S. Lee
  - i. **May 2021 YTD Financials** – reviewed and discussed. Executive Committee agreed to accept and present to the Board for approval.
  - ii. 3<sup>rd</sup> Quarter 2021 Budget – reviewed and discussed. The Budget & Finance Committee recommends for approval the Q3 Budget.
  - iii. Principle and Interest Payment to the Foundation – The Budget & Finance Committee recommends the Board approve the suspension of payments thru Q3.

**Action Items:**

- a) Committee recommends the Board approve the February 2021 YTD Financials.
- b) Committee recommends approve of the 3<sup>rd</sup> Quarter Budget.
- c) Committee recommends suspension of P&I payments and forgiveness of the interest on the loans to the Foundation thru the end of Q3, 2021.

- b. Real Estate Committee Meeting: T. Zafar, absent  
No new business.

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

Discussed the service and contributions of retiring Board Members Becky Geary, Avis Goldy, and Alan Harris Jr.

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

- a) Laura provided an update on the status of the annual Golf Classic golf tournament including the projected number of teams and participants. Laura gave an overview of how the day is planned and how the auction will be run.
- b) Laura reviewed, discussed and proposed having a facilitator host a “Moving Forward” discussion in a Round Table setting in July for the Board Members.

4. **June 21, 2021 – Annual Board Meeting Agenda:** L. Lobue  
Agenda reviewed and approved.

**Next Meeting: Annual Board Meeting, Monday, June 21, 2021, 6:00 p.m.**

**Next Executive Committee Meeting: Wednesday, July 14, 2021, 4:45 p.m.**





## **THE ARC OF FORT BEND COUNTY**

### **CODE OF ETHICS**

#### ***I. Purpose of This Code of Ethics***

The Arc of Fort Bend County's ability to carry out its mission is dependent in part upon its reputation and credibility, which are based on the good judgment, ethical standards and personal integrity of every individual associated with The Arc. As The Arc continues to serve the community, it is paramount that it conduct its activities in an ethical and responsible manner. We can do no less for the people we are helping in Fort Bend County.

#### ***II. Scope of This Code of Ethics Limited to Conflicts Adversely Affecting The Arc***

The board of directors of The Arc recognizes that persons associated with The Arc have outside business, professional, personal and advocacy interests, and may have a wide range of personal beliefs, values and commitments. Such interests, beliefs, values and commitments are a conflict of interest if they prevent individuals associated with The Arc from acting in good faith for the sole benefit of The Arc in matters that may affect The Arc adversely.

#### ***III. Persons to Whom This Code of Ethics Directly Applies***

The Arc's board of directors adopts this Code of Ethics and directly applies it to members of the board of directors, committee members, and staff. A volunteer is covered under this Policy if that person has been granted significant independent decision-making authority with respect to financial or other resources of The Arc. Persons covered under this Policy are hereinafter referred to as "interested parties". It is the responsibility of the interested parties to act honestly, ethically and in a fiscally responsible manner, and to exercise their best skill, care and judgment for the sole benefit of The Arc of Fort Bend County in matters that may adversely affect The Arc.

#### ***IV. Notice of and Application of This Code of Ethics to Others Associated with The Arc***

Periodically but not less than annually, The Arc shall give notice of its policy in this Code of Ethics to other persons associated with The Arc, including volunteers and members of the association who are not "interested parties" as defined above. This notice shall be given by a method reasonably calculated to inform these others of the existence of and general description of this Code of Ethics, and that The Arc expects that persons associated with The Arc will comply with the Code of Ethics. Such notice may be given in the newsletter and may refer to the Code of Ethics that may be inspected at The Arc office, and offer to provide a copy of the Code of Ethics on request. Contractors and consultants who provide goods or services to The Arc shall in any contract or purchase order or similar document agree to comply with The Arc's Code of Ethics, which either shall be attached to the contract or similar document, or the document or



purchase order shall have stamped or typed on it a notice similar to “The Code of Ethics of The Arc of Fort Bend County applies to services provided under this agreement, and a copy will be provided on request.”

***V. Duty to Inform Volunteers Assisting at Events or Programs***

Volunteers of The Arc assisting at events or programs at which The Arc is a sponsor or the sole sponsor shall comply with this Code of Ethics, and it is the duty of The Arc’s employees or staff at such events or programs to ensure that volunteers understand and comply with this Code of Ethics. In the absence of employees or staff of The Arc at such events or programs, the “lead” volunteer or person who coordinated The Arc’s involvement in or sponsorship of the event or program has this duty.

***VI. Policy Adopted***

In adopting this Code of Ethics, it is the established policy of The Arc to prohibit and forbid any unethical behavior or any material conflict of interest by an interested party adversely affecting The Arc.

***VII. Obligation to Act in Good Faith***

Interested parties shall exercise the utmost good faith in all matters touching on their association with The Arc of Fort Bend County and its programs, services and properties. In their dealings with and on behalf of The Arc, interested parties are held to a strict rule of honesty and fair dealing between themselves and The Arc, and shall not use their position or knowledge gained because of the position to create or further a conflict of interest which may affect The Arc adversely.

***VIII. Obligation to Act for the Benefit of The Arc***

All actions of interested parties shall be for the sole benefit of The Arc of Fort Bend County in any dealings that may affect The Arc adversely. Interested parties shall avoid directly or indirectly participating in any discussion, arrangement, agreement, investment or other activity which could result in a personal benefit, or benefit another organization at the expense of The Arc’s interests.

***IX. Prohibition on Soliciting or Accepting Benefits Unless Agreed***

No interested party shall solicit or accept any payments, gifts, loans, services, favors or any other thing of value in the performance or conduct of their association with The Arc from any vendor, contractor, consumer, family member, relative, guardian, volunteer, staff member, employee or other person or entity doing business, seeking to do business, associated with or seeking to be associated with The Arc, excepting only the agreed compensation and benefits received by the interested party as part of a contract or employment agreement or as otherwise permitted under the Conflict of Interest Policy which is hereby incorporated into the Code of Ethics.

## ***X. Required and Prohibited Conduct***

All interested parties shall:

1. Maintain confidentiality regarding consumer, personal, family, member, volunteer, donor and other private or sensitive information and records, including The Arc's business records and information.
2. Refrain from the illegal use of alcohol or use of illegal drugs while on any property or facility of The Arc of Fort Bend County.
3. Refrain from sexual harassment, which includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.
4. Refrain from harassment and/or discrimination against individuals based on race, color, religion, national origin, gender, sexual orientation, marital status, age, veteran status, illnesses or disabilities.
5. Refrain from attempting to influence others with personal or religious beliefs or political advocacy or values unrelated to the mission or goals of The Arc while engaged in the performance of conduct or activities associated with or on behalf of The Arc of Fort Bend County, except that interested parties may be advocates for and attempt to influence others with beliefs or values that are part of the mission and goals of The Arc of Fort Bend County, The Arc of Texas or The Arc of the United States.
6. Refrain from soliciting business from staff or employees of The Arc of Fort Bend County.
7. Refrain from seeking preferential treatment in the operations or activities of The Arc of Fort Bend County, including in employment, client services or business relationships.
8. Refrain from establishing relationships with The Arc of Fort Bend County's clients and their families, and staff and employees, that are intimate, sexual or personal in nature to an extent that impairs the ability of the interested party to objectively perform the activities or tasks for The Arc, or that gives the appearance of providing preferential treatment.
9. Refrain from any illegal or unethical behavior which diminishes an individual's or The Arc's reputation or credibility.
10. Refrain from soliciting, attempting to secure, or securing any compensation or benefit for an immediate family member, other than reimbursement of reasonable out-of-pocket expenses, and refrain from accepting a position as or serving as an officer, director, employee or staff if an immediate family member holds or accepts any of those positions, and for these purposes an "immediate family member" is a spouse, former spouse, parent, stepparent, sibling, stepsibling, child or stepchild; however, it is not a violation of this specific provision for immediate family members to hold positions as committee members or chairs if the first family member holds a position as an officer, director, employee or staff.

## ***XI. Prohibition Against Participation in Actions or Decisions, and Required Disclosure***

No interested party shall participate by discussion, voting or any other action taken by the board of directors or any committee of the board in the adoption of or the defeat of a motion or resolution that relates to any matter with a person or entity for whom the

interested party is utilized as an employee, volunteer, officer, director, trustee, or receives compensation or benefits, or otherwise has a significant interest; except as otherwise permitted under the Conflict of Interest Policy which is hereby incorporated into the Code of Ethics.. In cases in which any such matter may be discussed at a meeting, the interested party shall disclose any such interest promptly, and shall not participate in any vote on such matter even if the presence of the interested party is necessary to constitute a quorum, and at the discretion of the chair of the meeting the interested party shall leave the meeting during discussion and voting on the matter.

***XII. Disclosure of Potential Conflicts Before Beginning Association with The Arc***

All interested parties shall, before beginning or consummating any association or activity or agreement with The Arc of Fort Bend County, make a full disclosure of all facts that may be perceived to violate this Code of Ethics, or may be perceived to be a conflict of interest, to the Audit Committee, a standing committee of the board of directors, so an objective assessment may be made about whether such association or activity violates this Code of Ethics. The Arc of Fort Bend County maintains a Conflicts of Interest policy which is hereby incorporated into the Code of Ethics.

***XIII. Acknowledgement of Receipt of Code of Ethics***

Each interested party shall, initially upon beginning an association with The Arc of Fort Bend County and then annually, sign an acknowledgment of receipt of a copy of this Code of Ethics with a full disclosure of all facts known to them which may be perceived to be a violation of this Code of Ethics so an objective assessment may be made before beginning the association with The Arc and periodically during the association.

***XIV. Procedure for Determination of Conflicts and Enforcement of Code of Ethics***

The Audit Committee of The Arc of Fort Bend County, a standing committee of the board of directors, shall at the first reasonable opportunity following the receipt of information about any perceived violation of this Code of Ethics or any perceived conflict of interest that may adversely affect The Arc, review and investigate that information so an objective assessment may be made as to whether The Arc is adversely interested, and then report its findings and any recommendations to the board of directors of The Arc so that the board may take such action as it may deem appropriate.

This Code of Ethics was adopted by the board of directors of The Arc of Fort Bend County on May 19, 2003.

This Code of Ethics was amended or revised on: August 16, 2010, \_\_\_\_\_,  
\_\_\_\_\_.

## **The Arc of Fort Bend County Conflict of Interest Policy**

### **I. Application of Policy**

This Conflict of Interest Policy (the “Policy”) applies to board members, staff and certain volunteers of The Arc of Fort Bend County (“The Arc”). A volunteer is covered under this Policy if that person has been granted significant independent decision-making authority with respect to financial or other resources of The Arc. Persons covered under this Policy are hereinafter referred to as “interested parties.”

### **II. Conflicts of Interest**

A conflict of interest may exist when the interests or concerns of an interested party may be seen to be competing with the interests or concerns of The Arc. There are a variety of situations which raise conflict of interest concerns including, but not limited to, the following:

**Financial Interests** - A conflict may exist where an interested party, or a relative or business associate of an interested party, directly or indirectly benefits or profits as a result of a decision made or transaction entered into by The Arc. Examples include situations where:

- The Arc contracts to purchase or lease goods, services, or properties from an interested party, or a relative, or business associate of an interested party;
- The Arc purchases an ownership interest in or invests in a business entity owned by an interested party, or by a relative or business associate of an interested party;
- The Arc offers employment to an interested party, or a relative, or business associate of an interested party, other than a person who is already employed by the organization;
- an interested party, or a relative or business associate of an interested party, is provided with a gift, gratuity or favor, of a value in excess of \$100.00, from a person or entity which does business, or seeks to do business, with The Arc; or
- an interested party, or a relative or business associate of an interested party, is gratuitously provided use of the facilities, property, or services of The Arc.

**Other Interests** - A conflict may also exist where an interested party, or a relative or business associate of an interested party, obtains a non-financial benefit or advantage that they would not have obtained absent their relationship with The Arc, or where their duty or responsibility owed to The Arc conflicts with a duty or responsibility owed to some other organization. Examples include where:

- an interested party seeks to obtain preferential treatment by The Arc for himself, or a relative, or business associate;

- an interested party seeks to make use of confidential information obtained from The Arc for their own benefit, or for the benefit of a relative, business associate, or other organization; or
- an interested party seeks to take advantage of an opportunity, or enable a relative, business associate or other organization to take advantage of an opportunity, which they have reason to believe would be of interest to The Arc.

### **III. Disclosure of Actual or Potential Conflicts of Interest**

An interested party is under a continuing obligation to disclose any actual or potential conflict of interest as soon as it is known, or reasonably should be known. This obligation extends to any circumstance in which the perception of a conflict of interest might be created.

An interested party shall complete the Conflict of Interest Questionnaire, in the form attached hereto, to fully and completely disclose the material facts about any actual or potential conflicts of interest. The Conflict of Interest Questionnaire shall be completed upon their association with the organization, and shall be updated annually thereafter. An additional disclosure statement shall be filed at such time as an actual or potential conflict arises.

For board members, the Conflict of Interest Questionnaires shall be provided to the Chairman of the Audit Committee of The Arc, or in the case of the Audit Committee Chairman's Conflict of Interest Questionnaire, it shall be provided to the Chairman of the Board. Copies shall also be provided to the Executive Director of The Arc.

In the case of staff or volunteers with significant decision-making authority, the Conflict of Interest Questionnaires shall be provided to the Executive Director of The Arc, or in the case of the Executive Director's Conflict of Interest Questionnaire, it shall be provided to the Chairman of the Board.

The Secretary of the Board of Directors shall file copies of all Conflict of Interest Questionnaires with the official corporate records of The Arc.

### **IV. Procedures for Review of Actual or Potential Conflicts - Generally**

Whenever there is reason to believe that an actual or potential conflict of interest exists between The Arc and any board member, the Audit Committee will recommend to the Board of Directors the appropriate organizational response. This shall include, but not necessarily be limited to, invoking the procedures described in Section V, below, with respect to a specific proposed action or transaction.

Where the actual or potential conflict involves an interested party (other than a board member) other than the Executive Director, the Executive Director shall, in the first instance, be responsible for reviewing the matter and may take appropriate action as necessary to protect the interests of The Arc. The Executive Director shall report to the Chairman of the Audit Committee of the Board of Directors the results of any review and the action taken. The Chairman of the Audit Committee, in consultation with the Chairman of the Board of Directors of The Arc, shall determine if any further board review or action is required.

## **V. Procedures for Addressing Conflicts of Interest - Specific Transactions**

Where an actual or potential conflict exists between the interests of The Arc and an interested party with respect to a specific proposed action or transaction, The Arc shall refrain from the proposed action or transaction until such time as the proposed action or transaction has been approved by the disinterested members of the board of directors of The Arc. The following procedures shall apply:

- An interested party who has an actual or potential conflict of interest with respect to a proposed action or transaction of The Arc shall not participate in anyway in, or be present during, the deliberations and decision-making of The Arc with respect to such action or transaction. The interested party may, upon request, be available to answer questions or provide material factual information about the proposed action or transaction.
- The disinterested members of the board of directors may approve the proposed action or transaction upon finding that it is in the best interests of The Arc. The board shall consider whether the terms of the proposed transaction are fair and reasonable to the organization and whether it would be possible, with reasonable effort, to find a more advantageous arrangement with a party or entity that is not an interested party.
- Approval by the disinterested members of the board of directors shall be by vote of a majority of directors in attendance at a meeting at which a quorum is present. An interested party shall not be counted for purposes of determining whether a quorum is present, nor for purposes of determining what constitutes a majority vote of directors in attendance.
- The minutes of the meeting shall reflect that the conflict disclosure was made, the vote taken and, where applicable, the abstention from voting and participation by the interested party.

## **VI. Violations of Conflict of Interest Policy**

If the board of directors has reason to believe that an interested party has failed to disclose an actual or potential conflict of interest, it shall inform the person of the basis for such belief and afford the person an opportunity to explain the alleged failure to disclose.

If, after hearing the response of the interested party and making such further investigation as may be warranted in the circumstances, the board determines that the interested party has in fact failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

## **VII. Public Concerns over Conflicts of Interest.**

It is the policy of The Arc to be transparent in all matters concerning actual or perceived conflicts of interest. To that end, The Arc welcomes enquiries from anyone having dealings with or an interest in The Arc on any matter involving conflicts of interest. Such enquiries are to be referred to the Executive Director of The Arc or to any board member.

This Conflict of Interest Policy was adopted by the board of directors of The Arc of Fort Bend County on September 20, 2010.

**The Arc of Fort Bend County  
Conflict of Interest Policy**

**Annual Affirmation of Compliance and Conflict of Interest Questionnaire**

I have received and carefully read the Conflict of Interest Policy for board members, staff and volunteers of The Arc of Fort bend County ("The Arc"). and have considered not only the literal expression of the policy, but also its intent. By signing this affirmation of compliance, I hereby affirm that I understand and agree to comply with the Conflict of Interest Policy. I further understand that The Arc is a charitable organization and that in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Except as otherwise indicated in the Conflict of Interest Questionnaire and attachments, if any, below, I hereby state that I do not, to the best of my knowledge, have any conflict of interest that may be seen as competing with the interests of The Arc, nor does any relative or business associate have such an actual or potential conflict of interest.

If any situation should arise in the future which I think may involve me in a conflict of interest, I will promptly and fully disclose the circumstances to the Chairman of the Board of Directors of The Arc or to the Executive Director, as applicable.

I further certify that the information set forth in the Conflict of Interest Questionnaire and attachments, if any, is true and correct to the best of my knowledge, information and belief.

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Conflict of Interest Questionnaire

Please complete the questionnaire, below, indicating any actual or potential conflicts of interest. If you answer "yes" to any of the questions, please provide a written description of the details of the specific action or transaction in the space allowed. Attach additional sheets as needed.

**Financial Interests** - A conflict may exist where an interested party, or a relative or business associate of an interested party, directly or indirectly benefits or profits as a result of a decision made or transaction entered into by The Arc.

Please indicate, during the past 12 months:

1. Has The Arc contracted to purchase or lease goods, services, or property from you, or from any of your relatives or business associates? No\_\_ Yes\_\_

*If yes, please describe:*

2. Has The Arc purchased an ownership interest in or invested in a business entity owned by you, or owned by any of your relatives or business associates? No\_\_ Yes\_\_

*If yes, please describe:*

3. Has The Arc offered employment to you, or to any of your relatives or business associates, other than a person who was already employed by The Arc? No\_\_ Yes\_\_

*If yes, please describe:*

4. Have you, or have any of your relatives or business associates, been provided with a gift, gratuity or favor, valued in excess of \$100.00, from a person or entity which does business, or seeks to do business, with The Arc? No\_\_ Yes\_\_

*If yes, please describe:*

5. Have you, or any of your relatives or business associates, been gratuitously provided use of the facilities, property, or services of The Arc? No\_\_ Yes\_\_

*If yes, please describe:*

*-[add additional examples, if any]*

**Other Interests** - A conflict may also exist where an interested party, or a relative or business associate of an interested party, obtains a non-financial benefit or advantage that he would not have



obtained absent his/her relationship with The Arc, or where his/her duty or responsibility owed to The Arc conflicts with a duty or responsibility owed to some other organization.

Please indicate if at anytime during the past twelve months:

6. Did you obtain preferential treatment by The Arc for yourself, or for any of your relatives or business associates? No\_\_ Yes\_\_

*If yes, please describe:*

7. Did you make use of confidential information obtained from The Arc for your own benefit, or for the benefit of a relative, business associate, or other organization? No\_\_ Yes\_\_

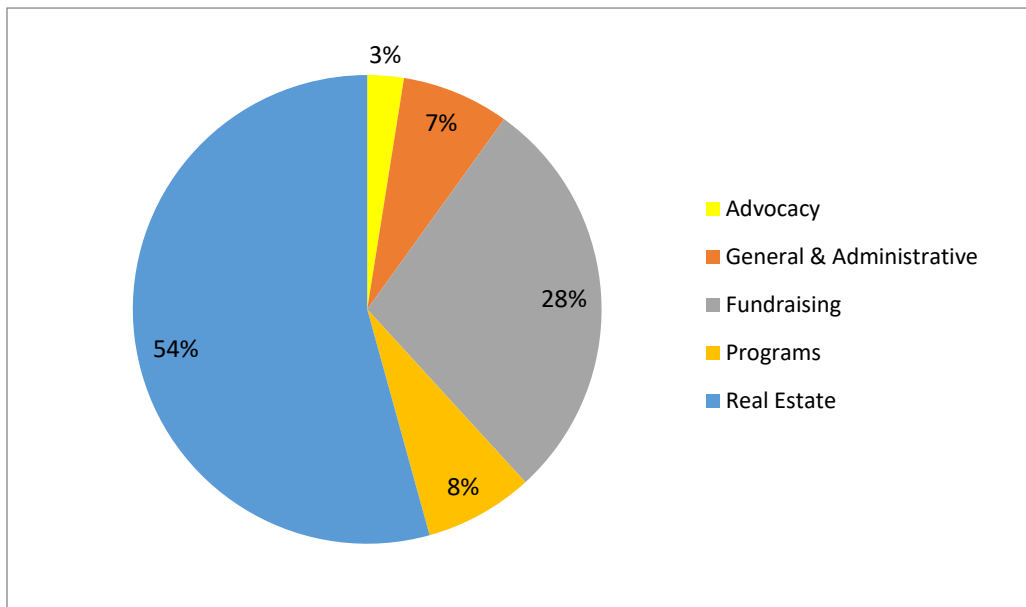
*If yes, please describe:*

8. Did you take advantage of an opportunity, or enable a relative, business associate or other organization to take advantage of an opportunity, which you had reason to believe would be of interest to The Arc? No\_\_ Yes\_\_

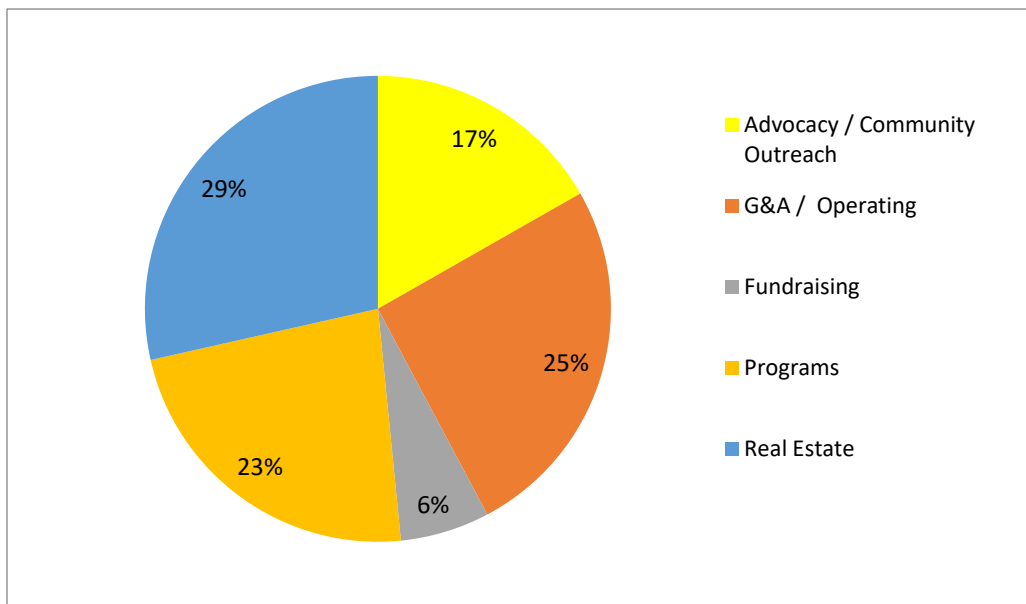
*If yes, please describe:*

*-[add additional examples if any]*

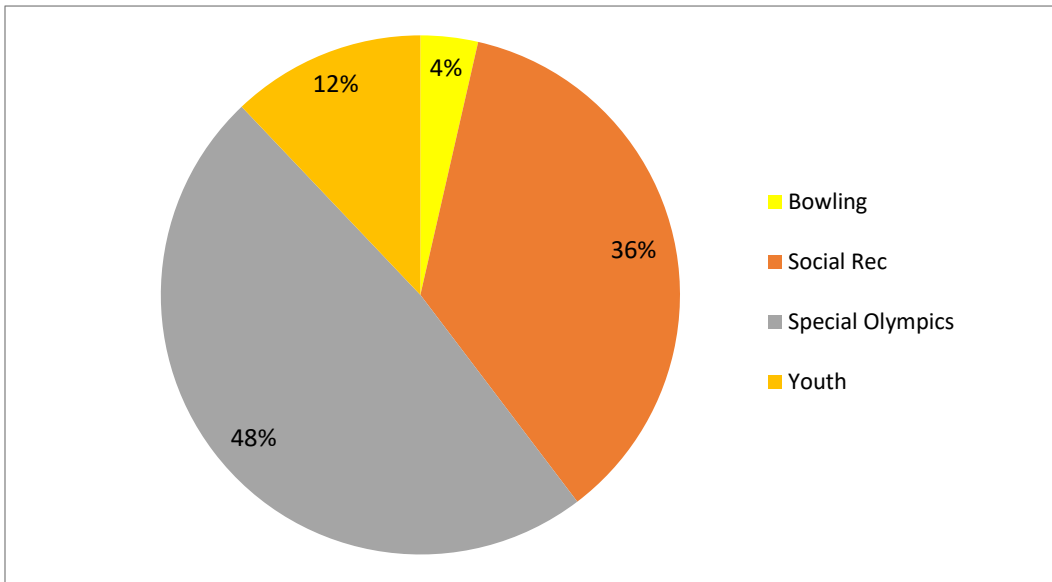
## 2020 INCOME



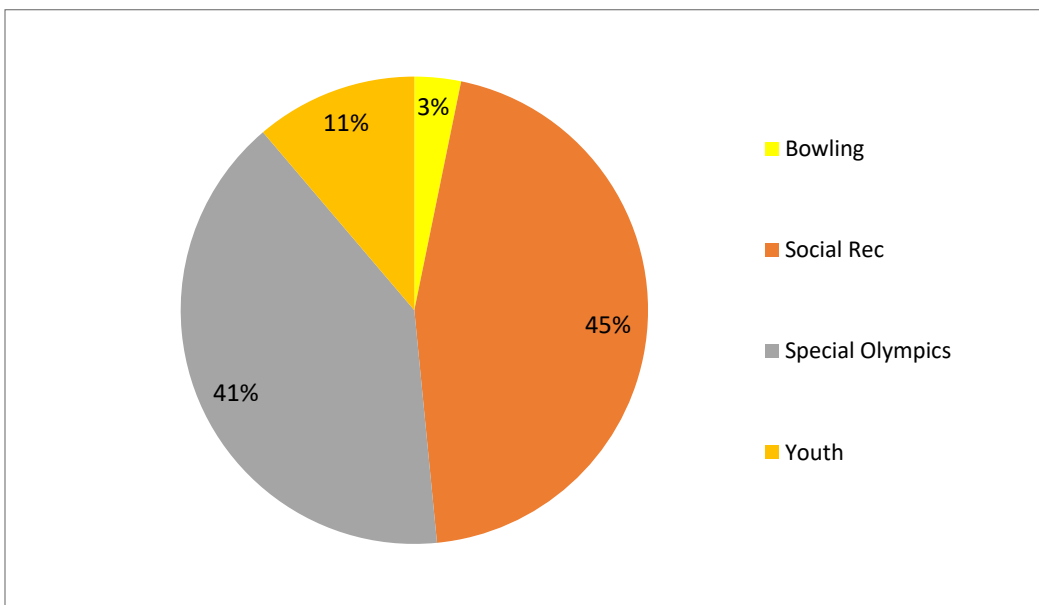
## 2020 FUNCTIONAL EXPENSES



### 2020 INCOME BY PROGRAM



### 2020 EXPENSES BY PROGRAM



# The Arc of Ft. Bend County

## Balance Sheet

As of May 31, 2021

May 31, 21

### ASSETS

#### Current Assets

##### Checking/Savings

##### Cash

|                           |            |
|---------------------------|------------|
| Credit Card Account       | 3,832.35   |
| Fundraising (WD)          | 6,033.43   |
| Money Market              | 263,108.92 |
| Operating Account         | 127,344.37 |
| Facilities Reserve contra | -82,000.00 |

Total Cash 318,319.07

Total Checking/Savings 318,319.07

##### 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 369,776.26

#### 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 4,300,705.10

#### LIABILITIES & EQUITY

# The Arc of Ft. Bend County

## Balance Sheet

As of May 31, 2021

May 31, 21

### Liabilities

#### Current Liabilities

##### Accounts Payable

Accounts Payable-ARC -79.11

Total Accounts Payable -79.11

##### Other Current Liabilities

Small Business PPP Loan 139,035.32

Retirement Plan Payable 1,450.00

Taxes Payable-SUTA 18.02

Total Other Current Liabilities 140,503.34

Total Current Liabilities 140,424.23

#### 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 1,578,678.91

#### Equity

Unrestricted Net Assets 2,707,898.63

Net Income 14,127.56

Total Equity 2,722,026.19

**TOTAL LIABILITIES & EQUITY 4,300,705.10**

**The Arc of Ft. Bend County**  
**Profit & Loss Budget Performance**  
**May 2021**

|                                 | <u>May 21</u>    | <u>Jan - May 21</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>                   |                  |                     |                   |                       |                    |                      |
| Donations & Contributions       | 1,125.13         | 15,290.38           | 1,100.00          | 14,190.38             | 1,390.04%          | 1,400.00             |
| Donations - Designated          | 25.00            | 817.02              |                   |                       |                    |                      |
| <b>Fundraising Event</b>        |                  |                     |                   |                       |                    |                      |
| Auction / Bid Board Item        | 0.00             | 13,250.00           |                   |                       |                    |                      |
| Donation                        | 0.00             | 3,050.00            |                   |                       |                    |                      |
| Fundraising Event - Other       | 11,805.25        | 25,251.63           | 0.00              | 25,251.63             | 100.0%             | 40,000.00            |
| <b>Total Fundraising Event</b>  | 11,805.25        | 41,551.63           | 0.00              | 41,551.63             | 100.0%             | 40,000.00            |
| Grant - CDBG Fort Bend          | 0.00             | 7,751.59            | 9,000.00          | -1,248.41             | 86.13%             | 11,000.00            |
| Grants - Other                  | 0.00             | 1,000.00            |                   |                       |                    |                      |
| Membership Revenue              | 1,318.10         | 3,148.10            | 420.00            | 2,728.10              | 749.55%            | 500.00               |
| Rental Income                   | 31,650.00        | 195,925.00          | 190,800.00        | 5,125.00              | 102.69%            | 225,825.00           |
| <b>Total Income</b>             | <u>45,923.48</u> | <u>265,483.72</u>   | <u>201,320.00</u> | <u>64,163.72</u>      | <u>131.87%</u>     | <u>278,725.00</u>    |
| <b>Gross Profit</b>             | 45,923.48        | 265,483.72          | 201,320.00        | 64,163.72             | 131.87%            | 278,725.00           |
| <b>Expense</b>                  |                  |                     |                   |                       |                    |                      |
| Auto / Vans - Repairs & Maint.  | 25.50            | 401.23              | 400.00            | 1.23                  | 100.31%            | 400.00               |
| <b>Advocacy in Action</b>       |                  |                     |                   |                       |                    |                      |
| Casey Connection                | 0.00             | 112.50              | 500.00            | -387.50               | 22.5%              | 600.00               |
| <b>Total Advocacy in Action</b> | 0.00             | 112.50              | 500.00            | -387.50               | 22.5%              | 600.00               |
| Accounting, Audit, Payroll      | 5,101.92         | 6,120.26            | 5,135.00          | 985.26                | 119.19%            | 5,362.00             |
| Advertising & Marketing         | 53.30            | 266.50              | 268.00            | -1.50                 | 99.44%             | 321.00               |
| Affiliation/Asso/Mbrship/Certs  | 225.00           | 3,033.00            | 3,500.00          | -467.00               | 86.66%             | 3,500.00             |
| Bank & CC Charges               | 508.24           | 1,017.67            | 500.00            | 517.67                | 203.53%            | 600.00               |
| Community Outreach              | 115.00           | 267.84              | 100.00            | 167.84                | 267.84%            | 100.00               |
| <b>Employee Expenses</b>        |                  |                     |                   |                       |                    |                      |
| Employee Salaries               | 30,060.19        | 149,190.71          | 142,215.00        | 6,975.71              | 104.91%            | 170,658.00           |
| Employee-FICA/Medicare          | 1,863.73         | 9,673.81            | 10,880.00         | -1,206.19             | 88.91%             | 13,056.00            |
| Employee-Health/Dental          | 5,715.41         | 28,577.05           | 27,030.00         | 1,547.05              | 105.72%            | 32,496.00            |
| Employee-Medicare               | 435.86           | 1,732.37            |                   |                       |                    |                      |
| Employee-SUTA                   | 0.00             | 167.41              | 4,644.00          | -4,476.59             | 3.61%              | 4,644.00             |
| Mileage Reimbursement           | 0.00             | 0.00                | 50.00             | -50.00                | 0.0%               | 50.00                |

**The Arc of Ft. Bend County**  
**Profit & Loss Budget Performance**  
**May 2021**

|  | <b>May 21</b>    | <b>Jan - May 21</b> | <b>YTD Budget</b> | <b>\$ Over Budget</b> | <b>% of Budget</b> | <b>Annual Budget</b> |
|--|------------------|---------------------|-------------------|-----------------------|--------------------|----------------------|
| <b>Total Employee Expenses</b>             | 38,075.19        | 189,341.35          | 184,819.00        | 4,522.35              | 102.45%            | 220,904.00           |
| <b>Event Expenses</b>                      | 0.00             | 250.00              | 250.00            | 0.00                  | 100.0%             | 9,200.00             |
| <b>Facilities HOA Fees</b>                 | 0.00             | 10,273.75           | 10,500.00         | -226.25               | 97.85%             | 10,500.00            |
| <b>Facilities Landscaping</b>              | 0.00             | -3,000.00           |                   |                       |                    |                      |
| <b>Facilities Prop Mgmt Fees</b>           | 1,300.00         | 6,500.00            | 6,500.00          | 0.00                  | 100.0%             | 7,800.00             |
| <b>Facilities R&amp;M / Improvements</b>   | 5,955.76         | 20,166.61           | 17,000.00         | 3,166.61              | 118.63%            | 20,000.00            |
| <b>Facilities Utilities</b>                | 0.00             | 34.90               |                   |                       |                    |                      |
| <b>Meals &amp; Supplies / Meetings</b>     | 0.00             | 0.00                | 50.00             | -50.00                | 0.0%               | 100.00               |
| <b>Office</b>                              |                  |                     |                   |                       |                    |                      |
| <b>Lease 119 &amp; 123</b>                 | 0.00             | 232.80              | 240.00            | -7.20                 | 97.0%              | 240.00               |
| <b>Computer / Software</b>                 | 0.00             | 4,053.21            |                   |                       |                    |                      |
| <b>Copier Lease</b>                        | 426.19           | 2,130.95            | 2,132.00          | -1.05                 | 99.95%             | 2,559.00             |
| <b>Repairs &amp; Maintenance</b>           | 1,085.00         | 3,316.58            | 2,675.00          | 641.58                | 123.98%            | 3,210.00             |
| <b>Supplies</b>                            | 117.49           | 961.63              | 750.00            | 211.63                | 128.22%            | 950.00               |
| <b>Telephone / Internet</b>                | 574.44           | 1,833.53            | 1,788.00          | 45.53                 | 102.55%            | 2,146.00             |
| <b>Utilities</b>                           | 0.00             | 1,135.40            | 2,025.00          | -889.60               | 56.07%             | 2,430.00             |
| <b>Total Office</b>                        | 2,203.12         | 13,664.10           | 9,610.00          | 4,054.10              | 142.19%            | 11,535.00            |
| <b>PROGRAMS</b>                            |                  |                     |                   |                       |                    |                      |
| <b>PR Activity/Mtg-Food &amp; Supplies</b> | 10.51            | 156.35              | 600.00            | -443.65               | 26.06%             | 900.00               |
| <b>PR Bowling Lane Fees</b>                | 0.00             | 1,438.50            |                   |                       |                    |                      |
| <b>PR Fuel</b>                             | 0.00             | 37.14               |                   |                       |                    |                      |
| <b>Total PROGRAMS</b>                      | 10.51            | 1,631.99            | 600.00            | 1,031.99              | 272.0%             | 900.00               |
| <b>Postage and Delivery</b>                | 445.12           | 1,304.87            | 900.00            | 404.87                | 144.99%            | 1,000.00             |
| <b>Printing and Reproduction</b>           | 0.00             | 0.00                | 1,605.00          | -1,605.00             | 0.0%               | 1,605.00             |
| <b>Professional Fees - Legal</b>           | 0.00             | 0.00                | 0.00              | 0.00                  | 0.0%               | 0.00                 |
| <b>Total Expense</b>                       | 54,018.66        | 251,386.57          | 242,237.00        | 9,149.57              | 103.78%            | 294,427.00           |
| <b>Net Ordinary Income</b>                 | -8,095.18        | 14,097.15           | -40,917.00        | 55,014.15             | -34.45%            | -15,702.00           |
| <b>Other Income/Expense</b>                |                  |                     |                   |                       |                    |                      |
| <b>Other Income</b>                        |                  |                     |                   |                       |                    |                      |
| <b>Investment Income</b>                   | 11.26            | 30.41               |                   |                       |                    |                      |
| <b>Total Other Income</b>                  | 11.26            | 30.41               |                   |                       |                    |                      |
| <b>Net Other Income</b>                    | 11.26            | 30.41               |                   |                       |                    |                      |
| <b>Net Income</b>                          | <b>-8,083.92</b> | <b>14,127.56</b>    | <b>-40,917.00</b> | <b>55,044.56</b>      | <b>-34.53%</b>     | <b>-15,702.00</b>    |

3rd Quarter 2021 BUDGET - DRAFT

|                           |              |                                      | General &<br>Admin | Advocacy | Bowling | Social<br>Recreation | Youth | Special<br>Olympics | Real Estate | Golf<br>Classic | Western<br>Dance | TOTAL   |
|---------------------------|--------------|--------------------------------------|--------------------|----------|---------|----------------------|-------|---------------------|-------------|-----------------|------------------|---------|
|                           |              |                                      |                    |          |         |                      |       |                     |             |                 |                  |         |
| Ordinary Income / Expense |              |                                      |                    |          |         |                      |       |                     |             |                 |                  |         |
|                           | INCOME       |                                      |                    |          |         |                      |       |                     |             |                 |                  |         |
|                           |              | Bowling - Lane Fees                  |                    |          |         |                      |       |                     |             |                 |                  | -       |
|                           |              | Donations & Contributions            |                    | 800      |         |                      |       |                     |             |                 |                  | 800     |
|                           |              | Donations - Designated               |                    |          |         |                      |       |                     |             |                 |                  | -       |
|                           |              | Kathy Moody Memorial Scholarship     |                    |          |         |                      |       |                     |             |                 |                  | -       |
|                           |              | Fundraising Events                   |                    |          |         |                      |       |                     |             |                 |                  | -       |
|                           |              | Grants                               |                    |          |         |                      |       |                     |             |                 |                  | -       |
|                           |              | Grant - CDBG Fort Bend               |                    |          |         | 6,000                |       |                     |             |                 |                  | 6,000   |
|                           |              | Grant - FBJSL                        |                    |          |         |                      |       |                     |             |                 |                  | -       |
|                           |              | Membership Revenue                   | 300                |          |         |                      |       |                     |             |                 |                  | 300     |
|                           |              | 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          |                    |          |         |                      |       |                     | 4,500       |                 |                  | 4,500   |
|                           |              | Rental - Gilmar 3003                 |                    |          |         |                      |       |                     | 800         |                 |                  | 800     |
|                           |              | Rental - Grant Dr.                   |                    |          |         |                      |       |                     | 6,300       |                 |                  | 6,300   |
|                           |              | 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                |                    |          |         |                      |       |                     | 6,000       |                 |                  | 6,000   |
|                           |              | 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                        |                    |          |         |                      | 50    |                     |             |                 |                  | 50      |
|                           | TOTAL INCOME |                                      | 300                | 800      | -       | 6,000                | 50    | -                   | 118,175     | -               | -                | 125,325 |
|                           |              |                                      |                    |          |         |                      |       |                     |             |                 |                  |         |
|                           | EXPENSE      |                                      |                    |          |         |                      |       |                     |             |                 |                  |         |
|                           |              | Accounting, Payroll Processing       | 4,681              |          |         |                      |       |                     |             |                 |                  | 4,681   |
|                           |              | Advertising & Marketing              |                    | 160      |         |                      |       |                     |             |                 |                  | 160     |
|                           |              | Advocacy in Action                   |                    |          |         |                      |       |                     |             |                 |                  | -       |
|                           |              | AA Educational Advocacy              |                    |          |         |                      | 60    |                     |             |                 |                  | 60      |
|                           |              | AA Information / Referral            |                    |          |         |                      | 250   |                     |             |                 |                  | 250     |
|                           |              | Affiliation/ Association/ Membership |                    |          |         |                      |       |                     |             |                 |                  | -       |
|                           |              |                                      |                    |          |         |                      |       |                     |             |                 |                  |         |
|                           |              |                                      |                    |          |         |                      |       |                     |             |                 |                  |         |



3rd Quarter 2021 BUDGET - DRAFT

|  |  |  | General &<br>Admin | Advocacy | Bowling | Social<br>Recreation | Youth | Special<br>Olympics | Real Estate | Golf<br>Classic | Western<br>Dance | TOTAL  |
|--|--|--|--------------------|----------|---------|----------------------|-------|---------------------|-------------|-----------------|------------------|--------|
|  |  | Auto / Vans - Repairs & Maintenance            | 200                |          |         |                      |       |                     |             |                 |                  | 200    |
|  |  | Bank & CC Charges                              | 500                |          |         |                      |       |                     |             |                 |                  | 500    |
|  |  | Board Expenses                                 |                    |          |         |                      |       |                     |             |                 |                  | -      |
|  |  | Casey Connection                               |                    | 300      |         |                      |       |                     |             |                 |                  | 300    |
|  |  | Community Outreach                             |                    |          |         |                      |       |                     |             |                 |                  | -      |
|  |  | Conferences                                    |                    |          |         |                      | 200   |                     |             |                 |                  | 200    |
|  |  | Continuing Education / Staff Develop.          |                    |          |         |                      |       |                     |             |                 |                  | -      |
|  |  | Employee - Salaries                            | 85,328             |          |         |                      |       |                     |             |                 |                  | 85,328 |
|  |  | Employee - SS / FICA & Medicare                | 6,528              |          |         |                      |       |                     |             |                 |                  | 6,528  |
|  |  | Employee - SUTA                                |                    |          |         |                      |       |                     |             |                 |                  | -      |
|  |  | Employee - Health & Dental                     | 14,364             |          |         |                      |       |                     |             |                 |                  | 14,364 |
|  |  | Employee - Mileage Reimbursement               |                    |          |         |                      |       |                     |             |                 |                  | -      |
|  |  | Employee - Retirement Plan                     |                    |          |         |                      |       |                     |             |                 |                  | -      |
|  |  | Employee - Workers Compensation                |                    |          |         |                      |       |                     |             |                 |                  | -      |
|  |  | Event Expenses                                 |                    |          |         |                      |       |                     |             |                 |                  | -      |
|  |  | Facilities - HOA                               |                    |          |         |                      |       |                     |             |                 |                  | -      |
|  |  | Facilities - Insurance / Property & Fire       |                    |          |         |                      |       |                     |             |                 |                  | -      |
|  |  | Facilities - Property Management Fees          |                    |          |         |                      |       |                     | 3,900       |                 |                  | 3,900  |
|  |  | Facilities - R&M / Improvements                |                    |          |         |                      |       |                     | 10,000      |                 |                  | 10,000 |
|  |  | Facilities - R&M / Landscaping                 |                    |          |         |                      |       |                     |             |                 |                  | -      |
|  |  | Facilities - Real Estate Taxes                 |                    |          |         |                      |       |                     |             |                 |                  | -      |
|  |  | Facilities - Utilities                         |                    |          |         |                      |       |                     |             |                 |                  | -      |
|  |  | Grants   |                    |          |         |                      |       |                     |             |                 |                  | -      |
|  |  | Insurance - Auto                               |                    |          |         |                      |       |                     |             |                 |                  | -      |
|  |  | Crime  |                    |          |         |                      |       |                     |             |                 |                  | -      |
|  |  | Insurance - Cyber Liability                    |                    |          |         |                      |       |                     |             |                 |                  | -      |
|  |  | Insurance - D&O / Fiduciary                    |                    |          |         |                      |       |                     |             |                 |                  | -      |
|  |  | Insurance - Liability / General & Professional |                    |          |         |                      |       |                     |             |                 |                  | -      |
|  |  | Insurance - Umbrella                           |                    |          |         |                      |       |                     |             |                 |                  | -      |
|  |  | Meetings / Meals & Supplies                    | 50                 |          |         |                      |       |                     |             |                 |                  | 50     |
|  |  | Notes Payable - Brazos Glen                    |                    |          |         |                      |       |                     |             |                 |                  | -      |
|  |  | Notes Payable - Chapman Falls                  |                    |          |         |                      |       |                     |             |                 |                  | -      |
|  |  | Notes Payable - Cotter Lane                    |                    |          |         |                      |       |                     |             |                 |                  | -      |
|  |  | Notes Payable - Cypress Point Bldg.            |                    |          |         |                      |       |                     |             |                 |                  | -      |
|  |  | Notes Payable - Manorfield                     |                    |          |         |                      |       |                     |             |                 |                  | -      |
|  |  | Notes Payable - Rustic Trail                   |                    |          |         |                      |       |                     |             |                 |                  | -      |
|  |  | Notes Payable - Wagon Wheel                    |                    |          |         |                      |       |                     |             |                 |                  | -      |
|  |  | Notes Payable - Whispering Creek               |                    |          |         |                      |       |                     |             |                 |                  | -      |
|  |  | Notes Payable - Willow Springs                 |                    |          |         |                      |       |                     |             |                 |                  | -      |
|  |  | Office - Computer / Software                   |                    |          |         |                      |       |                     |             |                 |                  | -      |
|  |  | Office - Copier Lease                          | 1,279              |          |         |                      |       |                     |             |                 |                  | 1,279  |
|  |  | Office - Lease                                 |                    |          |         |                      |       |                     |             |                 |                  | -      |
|  |  | Office - Postage & Delivery                    | 500                |          |         |                      |       |                     |             |                 |                  | 500    |
|  |  |  |                    |          |         |                      |       |                     |             |                 |                  |        |
|  |  |  |                    |          |         |                      |       |                     |             |                 |                  |        |

3rd Quarter 2021 BUDGET - DRAFT

|  |  |   |                            |                 |                |                          |              |                         |                    |                     |                      |              |
|--|--|---|----------------------------|-----------------|----------------|--------------------------|--------------|-------------------------|--------------------|---------------------|----------------------|--------------|
|  |  |   |                            |                 |                |                          |              |                         |                    |                     |                      |              |
|  |  |   |                            |                 |                |                          |              |                         |                    |                     |                      |              |
|  |  |   | <b>General &amp; Admin</b> | <b>Advocacy</b> | <b>Bowling</b> | <b>Social Recreation</b> | <b>Youth</b> | <b>Special Olympics</b> | <b>Real Estate</b> | <b>Golf Classic</b> | <b>Western Dance</b> | <b>TOTAL</b> |
|  |  | Office - Printing & Reproduction                          |                            |                 |                |                          |              |                         |                    |                     |                      | -            |
|  |  | Office - Repairs & Maintenance                            | 1,605                      |                 |                |                          |              |                         |                    |                     |                      | 1,605        |
|  |  | Office - Supplies   | 500                        |                 |                |                          |              |                         |                    |                     |                      | 500          |
|  |  | Office - Telephone / Internet                             | 1,072                      |                 |                |                          |              |                         |                    |                     |                      | 1,072        |
|  |  | Office - Utilities / Water & Electric                     | 1,215                      |                 |                |                          |              |                         |                    |                     |                      | 1,215        |
|  |  | Office - Website  |                            |                 |                |                          |              |                         |                    |                     |                      | -            |
|  |  | PR Activites/Meetings - Meals, Food & Supplies            |                            |                 |                | 300                      | 335          | 2,200                   |                    |                     |                      | 2,835        |
|  |  | PR Athletic Banquet                                       |                            |                 |                |                          |              |                         |                    |                     |                      | -            |
|  |  | PR Bowling Lane Fees                                      |                            |                 |                |                          |              |                         |                    |                     |                      | -            |
|  |  | PR Contract Workers                                       |                            |                 |                |                          | 288          |                         |                    |                     |                      | 288          |
|  |  | PR DJ   |                            |                 |                |                          |              |                         |                    |                     |                      | -            |
|  |  | PR Equipment, Shirts & Uniforms                           |                            |                 |                |                          |              | 250                     |                    |                     |                      | 250          |
|  |  | PR Fuel   |                            |                 |                |                          |              | 300                     |                    |                     |                      | 300          |
|  |  | PR Game / Registration Fees                               |                            |                 |                |                          |              | 450                     |                    |                     |                      | 450          |
|  |  | PR Hotel  |                            |                 |                |                          |              | 4,600                   |                    |                     |                      | 4,600        |
|  |  | PR Other Expenses & Gifts                                 |                            |                 |                |                          |              |                         |                    |                     |                      | -            |
|  |  | PR Parking & Tolls  |                            |                 |                |                          |              | 50                      |                    |                     |                      | 50           |
|  |  | PR Practice Facilities / Lifeguards                       |                            |                 |                |                          |              |                         |                    |                     |                      | -            |
|  |  | PR Scholarships & Sponsorships                            |                            |                 |                |                          |              |                         |                    |                     |                      | -            |
|  |  | PR Tickets / Venues / Events                              |                            |                 |                |                          |              |                         |                    |                     |                      | -            |
|  |  | PR Volunteer/Parent Training Expenses & Background checks |                            |                 |                |                          | 50           | 50                      |                    |                     |                      | 100          |
|  |  | PR Transportation   |                            |                 |                |                          |              | 750                     |                    |                     |                      | 750          |
|  |  | PR Twenty Somethings                                      |                            |                 |                | 150                      |              |                         |                    |                     |                      | 150          |
|  |  | PR Youth Respite  |                            |                 |                |                          |              |                         |                    |                     |                      | -            |
|  |  | Professional Fees - Legal                                 |                            |                 |                |                          |              |                         |                    |                     |                      | -            |
|  |  | Professional Fees - Other                                 |                            |                 |                |                          |              |                         |                    |                     |                      | -            |
|  |  | <b>TOTAL EXPENSE</b>                                      | 117,821                    | 460             | -              | 450                      | 1,183        | 8,650                   | 13,900             | -                   | -                    | 142,464      |
|  |  | <b>NET INCOME</b>   | (117,521)                  | 340             | -              | 5,550                    | (1,133)      | (8,650)                 | 104,275            | -                   | -                    | (17,139)     |
|  |  | 6/7/2021  |                            |                 |                |                          |              |                         |                    |                     |                      |              |