



**Board Meeting Agenda**  
**123 Brooks St.**  
**December 19, 2022 – 6:00 p.m. (Dinner 5:30 pm)**

- I. Call to Order & Determination of a Quorum – L. Lobue
- II. Welcome Guests – L. Lobue
- III. Public Comment
- IV. **Consent Agenda** – L. Lobue  
Board Meeting Minutes – 09.26.2022
- V. Assignment of Items Removed from Consent Agenda to Agenda
- VI. CEO Report  
Program Highlights Sept., Oct., Nov., 2022
- VII. Committee Reports: L. Lobue
  - A. Governance Committee – A. Johnston  
Minutes from 10/18/2022 & 12/14/2022 Meetings  
**Action Items:**
    - 1. Approve Strategic Planning in 2023
    - 2. Table Development Director Job Description and Board Action to Hire Candidate
    - 3. Approve 2023 Operating Plan Goals Draft
  - B. Internal Committee Report – H. Marshall
    - 1. Budget and Finance Committee: S. Lee
      - a. **November 2022 YTD Financials**
      - b. **2023 Operating Budget****Action Items:**
      - i. Approve November 2022 YTD Financials
      - ii. Approve 2023 Operating Budget
    - 2. Real Estate Committee - T. Zafar (Closed Session)  
Committee Meeting Minutes – 11/ 9/2022 & 12/07/2022
      - a. Discussion of carriers for 2022-23 Insurance
      - b. Roof at 1005 Industrial Bldg - discussion
      - c. Leases for Cypress Point and Worley Dr. Homes
      - d. 407 Julie Rivers Dr – office space**Action Items: Real Estate Committee Recommends the Board:**
      - a. Committee recommends board ratify choosing Care Providers for 2022-23 insurance
      - b. Committee recommends board ratify decision to pay ½ cost (\$59,000) of roof at 1005 Industrial
      - c. Approve the Proposed, Renewed Leases for Cypress Point & Worley Dr. homes
      - d. Ratify Contract for Purchase of 407 Julie Rivers Dr. – Due Diligence Period
      - e. Approve J. Patterson to contact the Helm Design Group for assistance with any drawings needed.
      - f. Ratify the engagement of PCA Associates to complete the inspection of 407 Julie Rivers.
- VIII. New Business – L. Lobue - Best in the West - Update
- IX. Adjourn

**Next Board Meeting: January 23, 2023**



Board of Directors Annual Meeting  
September 26, 2022  
Meeting Minutes

- I. Call to Order and Determination of Quorum: Larry Lobue, Chairman, established a quorum was present and began the meeting at 6:05 p.m.

Present	Absent	Guests	Staff Present
Josefina Alcala-Hamilton	Jennifer Lane	Larryn Lobue	Laura LaVigne
Kevin Casey			Cheryl Olivier
Traci Duez			
Charlie Huber			
Ann Johnston			
Sharon Lee			
Larry Lobue, Chairman			
Hal Marshall			
Megan Neely			
Laura Rosilez			
Tariq Zafar			

- II. Welcome Guests: Larry Lobue thanked everyone for attending. He also welcomed one guest, his daughter, Larryn Lobue.
- III. Public Comment: None
- IV. Consent Agenda:
- A. Board Meeting Minutes – 8/22/2022: Motion was made by Tariq Zafar to accept Consent Agenda item. Seconded by Megan Neely. **Motion approved.**
  - B. Executive Committee Meeting Minutes – 9/14/2022: Motion made by committee to accept the Executive Committee Meeting Minutes. **Motion Approved.**
- V. Assignment of items removed from Consent Agenda to Agenda: No items removed.
- VI. Real Estate Committee – T. Zafar Agenda item moved forward. (No guests were present, so the committee did not go into closed session.)
- A. Motion made by committee to approve the proposed, renewed leases for Cotter Ln, Chapman Falls and Thomas Jefferson for the same rates at one-year terms. **Motion Approved.**
  - B. Tariq gave a recap on the potential purchase of a track of land in Missouri City as a future location of The Arc. Motion made by committee to approve the purchase of the track of land in Missouri City. **Motion Approved.**
- VII. CEO Report:
- A. Laura reviewed the July and August program highlights. Karri had 14 hours in July and 33 hours in August of general information and referrals. Special Ed service hours increased in August since school has reopened to a total of 20 hours from the previous month of 2 hours. Karri has four fall presentations planned between September 4, 2022 and December 08, 2022. Laura arranged a meeting with State Rep Ron Reynolds to discuss the implications of the low reimbursement rates for Direct Care professionals. Laura has already scheduled with Representatives Jacey Jetton and Lois Kolkhorst. Nancy worked with Bowlero Bowling Lanes' new manager and the fall Bowling Program has been set up with him. He was able to honor all of the

previous prices and hours. We are up to approximately 23 regular bowlers. Discussed with Kevin getting their clients from the group homes to participate in our bowling program. Nancy is planning the Social Rec activities for Oct and November. Virtual BINGO is continuing due to the great attendance rate. Pam is busy with Special Olympics coordinating the four sports that have started. She is planning now for the start of volleyball and basketball.

- B. Laura attended a workshop titled Nonprofit Leadership Refresh that was offered by the George Foundation. It provided all aspects of fundraising as well as a good understanding of the challenges that nonprofits are facing. Laura stated to the board that most of the live auction items have been secured but they are still looking for new items. The Best in the West committee was introduced to what The Arc does at a previous committee meeting. The goal for the Best in the West is to make it more mission centered. Laura also stated that talks have occurred for a donor tracking system in 2023, maybe using Dynamics 365.
- C. Ann asked Laura to give an update on the part-time job the Board offered to Jessica Roberts. Laura stated that Jessica declined the job. Ann stated her disapproval with Laura's lack of hiring a development person and feels that we missed an opportunity with Jessica. Hal stated the current job description could be used as a starting point for a part-time position, as it is not suitable for a part-time position. Laura explained that the "hiring" of Jessica did not follow Management practices nor procedures. Ann also stated her frustration with the lack of focus on fundraising. Megan stated that we need to identify and plan what we want.

VI. Governance Committee – A. Johnston

- A. Ann stated that the make-up board orientation session went well.
- B. Larry reviewed the Committee Assignments for the board which was included in the board packet

VI. Internal Committee: H. Marshall

1. Budget & Finance – S. Lee

- a. Sharon did a recap of the Committee Meeting Minutes of 09/12/2022. R&M costs from 2015 – 2022 were discussed to determine a number for the 2023 budget. Laura spoke to Mike Rychlik and asked him to prepare an inspection report for each property listing anticipated repairs. The report from Mike was received and the major repair items were several cracked driveways.
- b. Sharon reviewed the August 2022 YTD Financials. Motion made by committee to accept the August 2022 YTD Financials. **Motion Approved.**

VII. New Business:

- A. Laura is completing grant applications to three foundations to cover the cost of a new office facility. A \$500,000 donation has been committed.
- B. Best in the West – Larry gave a brief recap of Best in the West. Larry asked the board members to consider supporting the fundraiser with auction items. Laura gave an update on Kendra Scott and notified the board that the new program offered by Kendra Scott requires The Arc to purchase half of the items with a 20% discount. The Arc declined the offer from Kendra Scott. Laura explained the Dessert Corral.

VIII. Adjourn: Meeting adjourned at 7:25 p.m.

Submitted By:  
Cheryl Olivier  
Administrative Assistant

Attested to:  
Ann Johnston  
Secretary, Board of Directors

**The next board meeting is January 23, 2023**

**CEO Report**  
**September, October & November 2022**

- 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 2022

General Info & Referral: 16 (5.20 hrs.); 10 (3.4 hrs.); 11 (4.30 hrs.)  
Special Ed: 8 (3.9 hrs.); 20 (9.0 hrs.); 9 (4.9 hrs.); 8 (3.9 hrs.)  
IEP Reviews/Consultations: 15 (15.7 hrs.) 12 (14 hrs.); 6 (5.9 hrs.)  
ARD Meetings: 1 (.8hrs.); 0; 1 (.8 hrs.)  
Adult Transition Planning: 1 (.70hrs.); 0; 13 (13.9 hrs.)  
Guardianship: 3 (1.9 hrs.); 2 (1.3 hrs.); 3 (1.5 hrs.)  
Adult Services (Provider/Day Hab/SSI/Medicaid): 13 (5.5 hrs.); 10 (4.9 hrs.); 1 (.70 hrs.)  
Employment: 2 (1.0 hrs.)  
Outreach: 9.50 hours; 8.0 hours; 15.20 hours (Attend community events, vendor fairs, create Community Happenings, social media articles, videos, virtual events)

Total Education Advocacy Hours in 2022: Jan – Nov.: 223.3 Hrs.

Fall Parent Support Group 2022 Presentations:

9/08/22 – Voting Accommodations in Fort Bend  
10/13/22 – Employment – Transition to Life After HS  
11/10/22 – Parent Tips: Transition Planning (20 Registered. 12 Attended)

- a. M.O.K.A. Parent Support Group: Second Monday of the month at 7 pm, throughout the school year at Pacific Coast Tacos Sugar Land.  
September Attendance: 2
- b. Adult Sibling Support Group:  
9/24/22 (Sat.) @ 6 pm – Space Cowboys Baseball Game – Suite at Constellation Field
- c. Teen Sibling Connection Support Group:  
9/16/22 (Fri.) @ 5:30 – 7:30 pm Christ Church Sugar Land – Relay races, ice breaker games, pizza & drinks.  
10/15/2022: Disability Resource Fair w/Clements HS NHS Fall Festival

Professional Development:

10/11/22 – Back to School Workshop by Ed 311 Annual Update on Special Ed & 504.  
10/20/22 - Texas Collaboration Institute Fall 2022 event, by Student-Centered Transition Network.

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

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

I arranged meetings with Senator Lois Kolkhorst and Representative Gary Gates to discuss the dire implications of the low reimbursement rates for Direct Care Professionals. J. Patterson, R. Cushenberry,

L. Lobue, and representatives from Forgotten Angels, Texana Center and All the Little Things Count attended the meeting with me.

I attended the Sugar Land City Council Meeting to help celebrate October as National Disability Employment Month and spoke briefly about The Arc and how we support people with IDD and their families.

Pam and Nancy Started the Special Olympics bowling program that practices in conjunction with Social Rec. bowling on Saturdays at Bowlero Lanes in Stafford.

Community Meetings Membership:

Karri: Fort Bend Connect, Community Resource Coordination Group

Laura: Fort Bend Transportation Advisory Committee, Ft. Bend Leadership Group

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

Bowling Attendance:

September 10 – 27	October 1– 31	November 5 - 40
September 17 – 23	October 8 – 27	November 12 - 28
September 24 – 29	October 15 – 30	November 19 - 33
	October 22 – 31	November 26 - 27
	October 29- 35	

Social Recreation, Special Olympics & TwentySomethings:

NOTE: The Virtual BINGO events are continuing because they are so well-attended and worth the effort!

10/22: Filipino Festival – 12 Social Recreation members and family attended.

10/22: Monster Jam – 24 Social Recreation members, staff and family attended.

11/11: Disney on Ice – 12 Social Recreation members and family attended.

11/12: Disney on Ice – 38 Social Recreation members, staff and family attended.

Special Olympics:

September:

- Continuing to work on athlete waiver forms for all bocce and softball athletes. Each practice will be entered into the Casey Connection so that we can track attendance.
- Continuing to send information and call parents about membership renewals for all sports athletes are participating in.
- Softball practices and Aquatics practices continuing throughout the month of September.
- Submitted area competition entries for bocce and softball on September 1<sup>st</sup>. The competition will be held in Pearland on Saturday, September 17.
- Hosted the Virtual “Weather Preparedness Bingo” Zoom on Sept. 27. We had 21 in attendance from Special Olympics, TwentySomethings and Social Rec.
- The TwentySomethings group and Social Recreation attended the Space Cowboys game on September 21. We had 19 in attendance.
- Secured hotel rooms and restaurant reservations for the state competition in Bryan/College Station in October.
- Tennis practices are ongoing. We have approximately 9 in attendance each practice.

#### October:

- Secured practice facility for the sport of volleyball at Travis High School beginning in October
- Continuing to work on athlete waiver forms and current medicals for all volleyball athletes. Each practice will be entered into the Casey Connection so that we can track attendance.
- Continuing to send information and call parents about membership renewals for all sports that athletes are participating in.
- Started volleyball practices on October 3<sup>rd</sup>. We have two teams participating this year.
- Contacted all volleyball coaches and assisted in updating all certifications.
- The Special Olympics State Competition was held in Bryan/College Station on October 6<sup>th</sup> – 8<sup>th</sup>. We had 15 athletes that attended and were very successful. The three-day trip was very enjoyable for everyone that attended. We had lots of parent participation in all aspects.
- Tennis practices continue through October with in attendance at each practice.

#### November:

- Requested the use of Travis High School for our basketball practices starting soon. Waiting on confirmation of dates and times.
- Set up meeting with Renee at Christ's Church pertaining to a Holiday Party for TwentySomethings and Social Rec on Dec. 13. It will be a pizza party and dance with a D.J., food and games from 5:30 pm – 7:30 pm. We will have door prizes and gifts for all the members that attend.
- Volleyball practices continue with two teams.
- Volleyball competition was held on October 12 in Houston. Our teams came home with gold and silver medals.
- Contacted all Special Olympic and TwentySomething members for donations of desserts for The Arc Dessert Corral for Best in the West event. Donation confirmations are steadily coming in.
- Submitted bowling entries for the December area competition in Texas City. Our bowling program has gone from 0 participants the last few years to 14 registered Special Olympics bowlers. Steve and Eilene Brown have been certified as bowling coaches and completed all their trainings in order to coach our athletes. This is the first year that we have had certified coaches and a large Special Olympics bowling program. We hope to continue to identify new potential athletes and grow the program over the next few years. We are off to a great start thanks to Steve and Eilene!

#### Teen/Tween Social:

- 9/2/2022: Teens: 12 Registered – 11 attend (3 - 1<sup>st</sup> time attendees) Volunteers: 18 Registered – 13 attend (6 Adults, 7 Teens, 6 – 1<sup>st</sup> Time Vols.)
- 10/7/2022: Teens: 15 Registered – 14 attend (3 - 1<sup>st</sup> time attendees) Volunteers: 29 Registered – 19 attend (3 Adults, 16 Teens, 10 – 1<sup>st</sup> Time Vols.)
- 11/4/2022: Teens: 14 Registered – 12 attend (1 - 1<sup>st</sup> time attendee) Volunteers: 24 Registered – 17 attend (4 Adults, 13 Teens, 1 – 1<sup>st</sup> Time Vol.)

#### Youth Activity:

Free Tickets to Children's Museum of Houston were distributed to youth and their families

#### Teen Pals Network:

11 Teens returned from summer and were matched with new volunteers

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

(See Real Estate Committee Meeting Minutes)

**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 attended a workshop, Nonprofit Leadership Refresh, offered by the George Foundation. It covered all aspects of fundraising in current times.

Karri and I attended the GFL Golf Tournament and dinner. We spoke about programs The Arc offers.

Best in the West planning committee meetings continued.

Community Development Block Grant Reimbursement:

August 2022

Personnel - \$1823.90

September 2022:

Personnel- \$ 2,092.12

Fees & Services - \$ 629.50

Contract Staff - \$ 180.00

October 2022:

Personnel- \$ 2,038.48

Fees & Services - \$ 855.50

Contract Staff - \$ 200.00



Executive Team Meeting Minutes  
December 14, 2022 The Arc Office  
Start time 4:57 p.m. - Adjourned 6:58 p.m.

*Attendees: H. Marshall, Vice Chairman; A. Johnston, Secretary; S. Lee, Treasurer (exited at 6:30 p.m.);  
Zafar, Chair, Real Estate Committee; C. Huber, Past Chairman; L. Lavigne, CEO  
Absent: L. Lobue, Chairman*

*T.*

In the absence of L. Lobue, Hal Marshall chaired the meeting.

**1. Internal Committee Report**

- a. Budget & Finance: S. Lee
  - i. **November 2022 YTD Financials** – reviewed and discussed. Discussed contribution to The Arc Foundation. Discussed establishing a Capital Campaign. Executive Committee agreed to accept and B&F will present to the Board for approval.
  - ii. **2023 Operating Budget Draft Review** – Lee discussed the categories and the amounts suggest by committee along with restricted and non-restricted funds. Members present appreciated referencing 2019 numbers. Committee agreed the budget should move to final and B&F will present to the Board for approval.
- b. Real Estate Committee Meeting: T. Zafar
  - i. Discussed the minutes from 11.09.22 meeting. Discussed property insurance. **Committee will recommend to the board to ratify the choice of Care Providers for 2022-23 insurance coverage.**
  - ii. T. Zafar discussed the need for a new roof for 1007 Industrial. Tenant, QuVa offered to pay for half. **Committee will recommend to the board to ratify the decision to pay for 1/2 of the cost to the board.**
  - iii. **Lease Renewal for Cypress Point home and Worley Drive home** – Discussed the committee recommendations for the lease renewals for two additional years and their recommendation to the board to approve.
  - iv. **Purchase of Julie Rivers Drive** – Notified the Executive Committee of the Real Estate Committee decision to not pursue property in Missouri City. Discussed the purchase of Julie Rivers Drive and the needed renovations. Real Estate committee will present to the board to approve.

**2. Governance Committee** – A. Johnston

A Johnston presented and discussed proposed 2023 Strategic Goal in an updated measurement format. LaVigne requested to maintain current format until completion of proposed strategic planning. Those present agreed and recommended Board approval.

**Action Item:**

**Governance Committee recommends the Board approve the 2023 Strategic Goals.**

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

- a) L. LaVigne provided update on program events during November. Discussed increased numbers of bowlers participating in Special Olympics' Area Meet.
- b) L. LaVigne discussed information from The Arc of the United States and their new PSAs highlighting The Arc benefits. She had the website designer add a PSA to The Arc's homepage.
- c) L. LaVigne discussed proposed baby gift for Megan Neely, Board Member.

**4. December 19, 2022 – Board Meeting Agenda:** H. Marshall

Agenda reviewed, discussed and approved.

**Next Executive Committee Meeting: Wednesday, January 11, 2023, at 4:45 p.m.**



# The Arc of Ft. Bend County Balance Sheet

As of November 30, 2022

Nov 30, 22

## ASSETS

### Current Assets

#### Checking/Savings

##### Cash

Facilities Repairs Account	93,044.85
Credit Card Account	85,507.40
Fundraising (WD)	42,469.82
Money Market	231,290.74
Operating Account	76,748.88

Total Cash 529,061.69

Total Checking/Savings 529,061.69

#### Other Current Assets

##### Prepaid Insurance

Crime	249.75
Cyber Liability	1,000.00
Auto	6,553.08
D&O	1,717.00
Umbrella	2,566.50
Professional Liability	1,242.25
Property	24,741.91
Worker's Comp	836.70

Total Prepaid Insurance 38,907.19

Total Other Current Assets 38,907.19

Total Current Assets 567,968.88

### Fixed Assets

Building-Commercial Property	1,195,871.59
Improvements-Commercial Propert	912,294.20
Building - Homes	2,220,853.15
Improvements-Homes	270,659.45
Land	804,768.00
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	-2,045,336.92

Total Fixed Assets 3,530,641.93

### Other Assets

Contribution to Foundation	192,082.66
Escrow - Rychlik Job Services	2,500.00
Earnest Money	11,000.00

Total Other Assets 205,582.66

**TOTAL ASSETS 4,304,193.47**

## LIABILITIES & EQUITY

### Liabilities

# The Arc of Ft. Bend County Balance Sheet

As of November 30, 2022

Nov 30, 22

<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable-ARC	-79.11
<b>Total Accounts Payable</b>	-79.11
<b>Other Current Liabilities</b>	
Retirement Plan Payable	2,570.00
Taxes Payable-SUTA	18.02
<b>Total Other Current Liabilities</b>	2,588.02
<b>Total Current Liabilities</b>	2,508.91
<b>Long Term Liabilities</b>	
N/P-ARC Fdn (Worley Dr)	217,379.97
Security Deposits Payable	20,840.00
N/P-ARC Fdn (6419 Brazos Glen)	86,167.88
N/P-ARC Fdn (Chapman Falls)	59,481.47
N/P-ARC Fdn (5141 Cotter Ln)	82,784.07
N/P-ARC Fdn (2715 Cypress Impr)	200,916.38
N/P-ARC Fdn (Manorfield)	123,991.83
N/P-ARC Fdn (Rustic Trail)	131,085.09
N/P-ARC Fdn (5618 Wagon Wheel)	106,739.56
N/P-ARC Fdn (Whispering Creek)	233,065.92
N/P-ARC Fdn(2607 WillowSprings)	119,965.54
<b>Total Long Term Liabilities</b>	1,382,417.71
<b>Total Liabilities</b>	1,384,926.62
<b>Equity</b>	
Unrestricted Contra R&M Reserve	82,000.00
Unrestricted Net Assets	2,878,378.61
Net Income	-41,111.76
<b>Total Equity</b>	2,919,266.85
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,304,193.47</b>

**The Arc of Ft. Bend County**  
**Profit & Loss Budget Performance**  
**November 2022**

	<u>Nov 22</u>	<u>Jan - Nov 22</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>						
Ride fee	0.00	30.00	230.00	-200.00	13.04%	230.00
Youth Social	170.00	1,248.15	715.00	533.15	174.57%	800.00
Riveredge Mortgage Payment	0.00	1,100.00	1,036.00	64.00	106.18%	1,036.00
Bowling - Lane Fee Income	924.00	3,396.00	3,900.00	-504.00	87.08%	4,500.00
Donations & Contributions	214.98	27,237.45	17,500.00	9,737.45	155.64%	20,000.00
Donations - Designated	0.00	2,090.00	0.00	2,090.00	100.0%	1,150.00
<b>Fundraising Event</b>						
Auction / Bid Board Item	2,275.00	26,643.57				
Donation / Grant	2,280.00	28,567.41	0.00	28,567.41	100.0%	0.00
Raffle	4,900.00	18,760.00				
Sponsorship	15,000.00	80,510.58				
Tickets / Tables / Teams	8,225.00	22,076.07				
Fundraising Event - Other	99,454.91	152,339.88	335,000.00	-182,660.12	45.48%	391,000.00
<b>Total Fundraising Event</b>	<u>132,134.91</u>	<u>328,897.51</u>	<u>335,000.00</u>	<u>-6,102.49</u>	<u>98.18%</u>	<u>391,000.00</u>
Grant - CDBG Fort Bend	0.00	22,162.11	36,500.00	-14,337.89	60.72%	40,000.00
Grants - Other	0.00	23,766.11	23,766.00	0.11	100.0%	43,766.00
Membership Revenue	140.00	5,538.53	8,250.00	-2,711.47	67.13%	9,000.00
Rental Income	25,750.00	429,375.00	429,300.00	75.00	100.02%	468,100.00
Social Rec Fees	333.00	1,851.00	7,500.00	-5,649.00	24.68%	8,400.00
<b>Total Income</b>	<u>159,666.89</u>	<u>846,691.86</u>	<u>863,697.00</u>	<u>-17,005.14</u>	<u>98.03%</u>	<u>987,982.00</u>
<b>Gross Profit</b>	159,666.89	846,691.86	863,697.00	-17,005.14	98.03%	987,982.00
<b>Expense</b>						
Printing and Reproduction	0.00	1,058.00	250.00	808.00	423.2%	500.00
Casey Connection	125.00	4,277.50	2,300.00	1,977.50	185.98%	2,500.00
Auto / Vans - Repairs & Maint.	60.25	1,138.06	1,650.00	-511.94	68.97%	2,300.00
<b>Advocacy in Action</b>						
Information / Referral	292.97	911.49	610.00	301.49	149.43%	1,100.00
Educational Advocacy	0.00	13.89	20.00	-6.11	69.45%	1,268.00
<b>Total Advocacy in Action</b>	<u>292.97</u>	<u>925.38</u>	<u>630.00</u>	<u>295.38</u>	<u>146.89%</u>	<u>2,368.00</u>
Reconciliation Discrepancies	0.00	201.10				

**The Arc of Ft. Bend County**  
**Profit & Loss Budget Performance**  
**November 2022**

	<b>Nov 22</b>	<b>Jan - Nov 22</b>	<b>YTD Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>	<b>Annual Budget</b>
<b>Accounting, Audit, Payroll</b>	3,702.58	16,085.37	15,658.37	427.00	102.73%	16,000.00
<b>Advertising &amp; Marketing</b>	21.32	287.82	586.30	-298.48	49.09%	800.00
<b>Affiliation/Asso/Mbrship/Certs</b>	0.00	5,343.35	3,158.00	2,185.35	169.2%	3,178.00
<b>Bank &amp; CC Charges</b>	226.00	1,644.81	2,750.00	-1,105.19	59.81%	6,000.00
<b>Board Expenses</b>	0.00	1,941.33	1,150.00	791.33	168.81%	1,605.00
<b>Community Outreach</b>	0.00	1,802.84	3,200.00	-1,397.16	56.34%	3,200.00
<b>Conferences</b>	0.00	0.00	0.00	0.00	0.0%	400.00
<b>Continuing Education/Staff Dev</b>	0.00	0.00	0.00	0.00	0.0%	250.00
<b>Donations / Contributions</b>	0.00	-3.85				
<b>Employee Expenses</b>						
<b>Employee Salaries</b>	31,261.12	346,901.02	342,642.63	4,258.39	101.24%	373,792.00
<b>Employee-FICA/Medicare</b>	1,938.19	20,766.90	25,370.60	-4,603.70	81.85%	27,677.00
<b>Employee-Health/Dental</b>	7,458.46	76,452.05	63,161.10	13,290.95	121.04%	68,903.00
<b>Employee-Medicare</b>	453.30	4,856.82				
<b>Employee-Retirement Plan</b>	0.00	0.00	0.00	0.00	0.0%	7,236.00
<b>Employee-SUTA</b>	0.00	167.39	4,644.00	-4,476.61	3.6%	4,644.00
<b>Mileage Reimbursement</b>	0.00	0.00	0.00	0.00	0.0%	980.00
<b>Total Employee Expenses</b>	41,111.07	449,144.18	435,818.33	13,325.85	103.06%	483,232.00
<b>Event Expenses</b>	20,693.88	37,357.48	46,240.00	-8,882.52	80.79%	46,240.00
<b>Facilities HOA Fees</b>	0.00	9,846.70	9,850.00	-3.30	99.97%	9,850.00
<b>Facilities Prop Mgmt Fees</b>	1,300.00	14,300.00	14,300.00	0.00	100.0%	15,600.00
<b>Facilities R&amp;M / Improvements</b>	4,806.28	127,001.06	69,210.00	57,791.06	183.5%	75,500.00
<b>Facilities Utilities</b>	17.53	169.21				
<b>Insurance</b>						
<b>General Liability</b>	4,098.00	4,098.00	4,869.00	-771.00	84.17%	4,869.00
<b>Crime</b>	300.00	300.00	300.00	0.00	100.0%	300.00
<b>Workers Comp</b>	0.00	881.70	976.00	-94.30	90.34%	976.00
<b>Property</b>	47,863.00	47,863.00	42,677.00	5,186.00	112.15%	42,677.00
<b>Cyber Liability</b>	1,200.00	1,200.00	1,200.00	0.00	100.0%	1,200.00
<b>Auto</b>	9,624.00	9,624.00	8,872.00	752.00	108.48%	8,872.00
<b>Professional Liability</b>	2,163.00	2,163.00	2,139.00	24.00	101.12%	2,139.00
<b>D&amp;O</b>	2,061.00	2,061.00	2,061.00	0.00	100.0%	2,061.00

**The Arc of Ft. Bend County**  
**Profit & Loss Budget Performance**  
**November 2022**

	<b>Nov 22</b>	<b>Jan - Nov 22</b>	<b>YTD Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>	<b>Annual Budget</b>
<b>Umbrella</b>	3,979.00	3,979.00	3,129.00	850.00	127.17%	3,129.00
<b>Insurance - Other</b>	1,000.00	1,000.00				
<b>Total Insurance</b>	72,288.00	73,169.70	66,223.00	6,946.70	110.49%	66,223.00
<b>Interest Expense</b>	5,710.90	64,126.39	51,245.51	12,880.88	125.14%	70,335.43
<b>Meals &amp; Supplies / Meetings</b>	55.69	236.36	180.00	56.36	131.31%	250.00
<b>Office</b>						
<b>Lease 119 &amp; 123</b>	0.00	0.00	0.00	0.00	0.0%	233.00
<b>Website</b>	0.00	675.52	0.00	675.52	100.0%	500.00
<b>Computer / Software</b>	16.00	3,207.20	3,200.00	7.20	100.23%	4,000.00
<b>Copier Lease</b>	454.32	4,932.09	4,925.25	6.84	100.14%	5,373.00
<b>Repairs &amp; Maintenance</b>	440.00	21,554.45	7,544.13	14,010.32	285.71%	8,230.00
<b>Supplies</b>	106.53	2,490.44	2,567.00	-76.56	97.02%	2,800.00
<b>Telephone / Internet</b>	507.89	3,853.43	3,856.42	-2.99	99.92%	4,207.00
<b>Utilities</b>	404.65	4,332.69	4,158.00	174.69	104.2%	4,536.00
<b>Office - Other</b>	0.00	199.00				
<b>Total Office</b>	1,929.39	41,244.82	26,250.80	14,994.02	157.12%	29,879.00
<b>PROGRAMS</b>						
<b>PR Youth Respite</b>	0.00	267.37	300.00	-32.63	89.12%	2,160.00
<b>PR Activity/Mtg-Food &amp; Supplies</b>	1,302.97	5,986.87	9,800.00	-3,813.13	61.09%	10,000.00
<b>PR Bowling Lane Fees</b>	1,100.00	6,125.00	8,000.00	-1,875.00	76.56%	9,250.00
<b>PR DJ</b>	0.00	0.00	2,400.00	-2,400.00	0.0%	3,000.00
<b>PR Equipment, Shirts, Uniforms</b>	16.22	281.41	2,500.00	-2,218.59	11.26%	2,500.00
<b>PR Fuel</b>	98.93	515.98	2,470.00	-1,954.02	20.89%	2,900.00
<b>PR Game / Registration Fees</b>	225.00	1,975.00	1,200.00	775.00	164.58%	1,200.00
<b>PR Hotel</b>	2,642.80	6,984.44	12,000.00	-5,015.56	58.2%	12,000.00
<b>PR Other Expenses / Gifts</b>	0.00	290.91	0.00	290.91	100.0%	600.00
<b>PR Parking &amp; Tolls</b>	14.90	36.29	280.00	-243.71	12.96%	310.00
<b>PR Practice Facil. / Lifeguards</b>	0.00	388.13	2,200.00	-1,811.87	17.64%	2,200.00
<b>PR Program Enhancements</b>	0.00	169.00				
<b>PR Tickets / Venue Fees</b>	1,082.00	2,945.00	17,600.00	-14,655.00	16.73%	20,000.00
<b>PR Training &amp; Background checks</b>	0.00	224.79	330.00	-105.21	68.12%	700.00
<b>PR Transportation</b>	845.00	2,602.92	5,600.00	-2,997.08	46.48%	5,600.00

**The Arc of Ft. Bend County**  
**Profit & Loss Budget Performance**  
**November 2022**

	<b>Nov 22</b>	<b>Jan - Nov 22</b>	<b>YTD Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>	<b>Annual Budget</b>
PR - Twenty Somethings	0.00	919.90	1,260.00	-340.10	73.01%	1,800.00
<b>Total PROGRAMS</b>	<b>7,327.82</b>	<b>29,713.01</b>	<b>65,940.00</b>	<b>-36,226.99</b>	<b>45.06%</b>	<b>74,220.00</b>
PR Contract Workers	980.00	3,072.00	7,620.00	-4,548.00	40.32%	10,616.00
Postage and Delivery	231.93	1,922.32	2,292.00	-369.68	83.87%	2,500.00
Professional Fees - Legal	0.00	0.00	0.00	0.00	0.0%	60.00
<b>Total Expense</b>	<b>160,880.61</b>	<b>886,004.94</b>	<b>826,502.31</b>	<b>59,502.63</b>	<b>107.2%</b>	<b>923,606.43</b>
<b>Net Ordinary Income</b>	<b>-1,213.72</b>	<b>-39,313.08</b>	<b>37,194.69</b>	<b>-76,507.77</b>	<b>-105.7%</b>	<b>64,375.57</b>
<b>Other Income/Expense</b>						
Other Income						
Interest Income	0.00	22.94				
Investment Income	39.77	206.58				
Other Income	0.00	0.00				
<b>Total Other Income</b>	<b>39.77</b>	<b>229.52</b>				
Other Expense						
Other Expenses	0.00	2,028.20				
<b>Total Other Expense</b>	<b>0.00</b>	<b>2,028.20</b>				
<b>Net Other Income</b>	<b>39.77</b>	<b>-1,798.68</b>				
<b>Net Income</b>	<b>-1,173.95</b>	<b>-41,111.76</b>	<b>37,194.69</b>	<b>-78,306.45</b>	<b>-110.53%</b>	<b>64,375.57</b>

2023 BUDGET 5th Draft

		2,023	General & Admin	Advocacy	Bowling	Social Recreation	Youth	Special Olympics	Real Estate	Golf Classic	Western Dance	TOTAL	2019
												-	
Ordinary Income / Expense												-	
	INCOME											-	
		Bowling - Lane Fees			4,800							4,800	7,296
		Donations & Contributions		22,000								22,000	20,000
		Donations - Designated		400	100	300	200	500				1,500	1,570
		Fundraising Events								110,000	297,000	407,000	315,000
		Grants	45,000									45,000	80,000
		Grant - CDBG Fort Bend			5,355	36,250						41,605	34,000
		Grant - FBJSL						15,000				15,000	10,000
		Membership Revenue	6,000									6,000	10,000
		Rental - Brazos Glen								-		-	13,200
		Rental - Chapman Falls							17,400			17,400	16,200
		Rental - Cotter Lane							13,200			13,200	13,200
		Rental - Cypress Point Bldg.							96,000			96,000	96,000
		Rental - Cypress Point Home							18,000			18,000	16,500
		Rental - Grant Dr.							15,600			15,600	14,400
		Rental - Industrial							105,000			105,000	97,500
		Rental - Manorfield							16,500			16,500	15,000
		Rental - Parkview							18,600			18,600	18,600
		Rental - River Road							15,000			15,000	14,400
		Rental - Russeff Field							16,200			16,200	16,200
		Rental - Rustic Trail							24,000			24,000	15,600
		Rental - Summerdale							14,400			14,400	13,800
		Rental - Thomas Jefferson							15,000			15,000	14,400
		Rental - Wagon Wheel							14,400			14,400	14,400
		Rental - Whispering Creek							23,400			23,400	23,400
		Rental - Willow Springs							16,500			16,500	15,000
		Rental - Worley Drive							19,800			19,800	-
		Riveredge Annual Mortgage Payment							1,036			1,036	1,036
		Ride Fees						350				350	3,000
		Social Rec Fees				5,400						5,400	14,000
		Youth Respite					1,000					1,000	450
	TOTAL INCOME		51,000	22,400	10,255	41,950	1,200	15,850	460,036	110,000	297,000	1,009,691	924,152
	EXPENSE												
		Accounting, Payroll Processing	16,131									16,131	15,470
		Advertising & Marketing		550								550	840
		Advocacy in Action										-	4,700
		AA Educational Advocacy		1,372								1,372	160
		AA Information / Referral		1,100								1,100	600
		Affiliation/ Association/ Membership	3,353									3,353	4,278

2023 BUDGET 5th Draft

			General & Admin	Advocacy	Bowling	Social Recreation	Youth	Special Olympics	Real Estate	Golf Classic	Western Dance	TOTAL	
		Auto / Vans - Repairs & Maintenance	1,800									1,800	1,200
		Bank & CC Charges	3,000							800	2,200	6,000	4,300
		Board Expenses	6,829									6,829	1,400
		Casey Connection		4,000								4,000	-
		Community Outreach		3,000								3,000	3,500
		Conferences		400								400	1,345
		Continuing Education / Staff Develop.	100									100	500
		Employee - Salaries	380,007									380,007	341,313
		Employee - SS / FICA & Medicare	29,071									29,071	26,110
		Employee - SUTA	4,644									4,644	4,644
		Employee - Health & Dental	88,804									88,804	57,656
		Employee - Mileage Reimbursement	200			300		300				800	1,950
		Employee - Retirement Plan	7,600									7,600	6,826
		Employee - Workers Compensation	1,437									1,437	1,132
		Event Expenses		5,225						10,000	33,830	49,055	38,800
		Facilities - HOA							9,850			9,850	12,410
		Facilities - Insurance / Property & Fire							47,863			47,863	35,870
		Facilities - Property Management Fees							15,600			15,600	15,600
		Facilities - R&M / Improvements							75,500			75,500	30,480
		Facilities - R&M / Landscaping										2,400	-
		Facilities - Utilities										945	-
		Insurance - Auto	9,624									9,624	5,256
		Crime	300									300	123
		Insurance - Cyber Liability	1,200									1,200	1,200
		Insurance - D&O / Fiduciary	2,061									2,061	3,408
		Insurance - Liability / General & Professional	7,261									7,261	6,405
		Insurance - Umbrella	3,979									3,979	1,794
		Meetings / Meals & Supplies	250									250	500
		Notes Payable - Brazos Glen							8,426			8,426	8,179
		Notes Payable - Chapman Falls							4,850			4,850	4,896
		Notes Payable - Cotter Lane							8,094			8,094	7,857
		Notes Payable - Cypress Point Bldg.							38,486			38,486	40,243
		Notes Payable - Manorfield							9,359			9,359	9,659
		Notes Payable - Rustic Trail							10,092			10,092	10,217
		Notes Payable - Wagon Wheel							8,759			8,759	8,890
		Notes Payable - Whispering Creek							16,665			16,665	16,749
		Notes Payable - Willow Springs							9,989			9,989	9,985
		Notes Payable - Worley							14,531			14,531	-
		Office - Computer / Software	3,000									3,000	1,200
		Office - Copier Lease	5,552									5,552	4,350
		Office - Lease	233									233	240
												-	
												-	



2023 BUDGET 5th Draft

			General & Admin	Advocacy	Bowling	Social Recreation	Youth	Special Olympics	Real Estate	Golf Classic	Western Dance	TOTAL	
		Office - Repairs & Maintenance	5,430									5,430	10,130
		Office - Supplies	2,600									2,600	43,200
		Office - Telephone / Internet	4,273									4,273	4,291
		Office - Utilities / Water & Electric	5,040									5,040	4,080
		Office - Website	1,000									1,000	700
		PR Activites/Meetings - Meals, Food & Supplies				3,600	1,000	10,200				14,800	12,450
		PR Athletic Banquet			2,200			3,000				5,200	5,800
		PR Bowling Lane Fees			11,550							11,550	12,768
		PR Contract Workers			2,280	3,000	3,080					8,360	20,000
		PR DJ				3,600						3,600	3,000
		PR Equipment, Shirts & Uniforms			800	200		2,500				3,500	3,550
		PR Fuel	250			360		1,200				1,810	3,200
		PR Game / Registration Fees						2,300				2,300	3,000
		PR Hotel						27,000				27,000	20,000
		PR Other Expenses & Gifts				500		200				700	750
		PR Parking & Tolls				210		200				410	1,450
		PR Practice Facilities / Lifeguards						5,000				5,000	2,600
		PR Scholarships & Sponsorships										2,000	3,000
		PR Tickets / Venues / Events				18,000						18,000	32,000
		PR Volunteer/Parent Training Expenses & Background checks					300	120				420	200
		PR Transportation				2,000		5,050				7,050	7,000
		PR Twenty Somethings				2,400						2,400	2,400
		PR Youth Respite					2,600					2,600	8,859
		Postage & Delivery	2,500									2,500	3,200
		Printing & Reproduction	250	250								500	1,200
		Professional Fees - Legal	50									50	50
		Professional Fees - Other										500	500
		TOTAL EXPENSE	597,828	15,897	16,830	34,170	6,980	57,070	278,063	10,800	36,030	1,053,669	961,613
			(546,828)	6,503	(6,575)	7,780	(5,780)	(41,220)	181,973	99,200	260,970	(43,978)	
		12-6-2022											

NOTES - 2023 Budget

Ordinary Income/Expense

Income	
Bowling - Lane Fee Income	Estimated..Based on new Bowling program and 2022 participation
Donations & Contributions	Estimated: based on donations received in 2022 to date
Donations - Designated	Estimated: based on donations received in 2022 to date
Fundraising Event	Based on 2022 actuals for WD and 2022 actuals for Golf Classic
Grant - CDBG Fort Bend	Federal HUD Grant for low income consumers living in restricted areas of Ft Bend County to be used for activites. Provided to SR & Bowling Programs to help offset salaries, activity fees, contract staff, & monthly dues
Grant - FBJSJL	Will find out amount and receive check in December 2023
Grants	Anticipated \$5,000 from Geiger Foundation in addition to misc.grants, \$25,000 grant from George Foundation for Operational expenses
Membership Revenue	Estimate based on past several years: IWD \$20, IND \$35, FAM \$50, CORP \$100, LIFETIME (IND \$500, CORP \$2,000)
Rental - Brazos Glen	None anticipated at this point. Being repaired /renovated
Rental - Chapman Falls	Caregiver \$1,450 per month x 12 months - <b>expires 10/31/2023</b>
Rental - Cotter Lane	All the Little Things Count \$1,100 per month x 12 months - <b>expires 10/31/2023</b>
Rental - Cypress Point Building	Texana \$8,000 per month x 12 months - expires 1/31/2024
Rental - Cypress Point (Home)	Caregiver \$1,500 per month x 12 months - <b>expires 1/31/2023</b>
Rental - Grant Dr.	All the Little Things Count \$1,300 per month x 12 months - expires <b>10/31/2023</b>
Rental - Industrial	QuVa \$8,750 x 12 months - expires 6/23/2026
Rental - Manorfield Ct.	All the Little things Count \$1,375 x 12 months - expires 1/31/2024
Rental - Parkview Lane	Forgotten Angels \$1,550.00 per month x 12 months - expires 8/31/2024
Rental - River Road	All the Little Things Count \$1,250 x 12 months - <b>expires 7/31/2023</b>
Rental - Russeff Field	All the Little things Count \$1,350 x 12 months - <b>expires 5/31/2023</b>
Rental - Rustic Trail	Ella Brooks \$2,000 per month x 12 months - <b>expires 5/31/2023</b>
Rental - Summerdale	Texana \$1,200 per month x 12 months - <b>expires 8/31/2023</b>
Rental - Thomas Jefferson	Caregiver \$1,250 per month x 12 months - <b>expires 10/31/2023</b>
Rental - Wagon Wheel	Vonda Holmes \$1,200 per month x 12 months - <b>expires 10/31/2023</b>
Rental - Whispering Creek	Caregiver \$1,950 per month x 12 months - <b>expires 5/31/2023</b>
Rental - Willow Springs	All the Little Things Count \$1,375 per month x 12 months - <b>expires 10/31/2023</b>
Rental - Worley Dr.	Forgotten Angels \$1,650.00 per month x 12 months - <b>expires 1/31/2023</b>
Riveredge Morg. Payment	Purchaser will pay \$1,036.00 annually for 10 years..in September - Last Payment September 2025
Social Rec Fees	Estimated by Nancy / Program Director
Youth Respite	Fees anticipated for Youth Respite participants

NOTES - 2023 Budget

Expense

Accounting, Audit, Payroll processing	REVIEW & 990 by Randy Walker \$13,100 Payroll Services - ADP
Advertising & Marketing	Constant Contact - eblasts (\$21.32 x 4 months, \$53.30 x 8)
Advocacy in Action:	
AA Educational Advocacy	LRP / Special Ed Connect 1 yr. subscription, IEP Notebook, Tabs, Make n Take Parent Training Workshop supplies, Program resources, Adobe
AA Information / Referral	Spring & Fall Resource Fair, Respite event snacks, drinks, prizes, vendor table supplies, Booths or sponsorship items for other conferences and fairs
Affiliation/Asso/Membership/Cert	Arc of US \$2,808, DropBox \$130, Zoom \$300, Rotary \$115
Auto / Vans -Repairs & Maintenance	State Registration & Inspection. Repairs. Regular Maintenance: oil changes, tire rotation, etc.
Bank & CC Charges	Estimate
Board Expenses	Board meeting dinners \$200 x 6, Exit gifts \$100, name badges for new members \$0, snacks for meetings \$100, Boardsource \$129, Survey Monkey \$300, Strategic Plan facilitator \$5,000
Casey Connection	Support & Assistance from Intellitec Solutions
Community Outreach	Sponsorship for "Dream League" \$1,500 & Lamar LL \$1,000, flowers/memorials , Misc. events
Conferences	Karri (Youth & Advocacy) - Family to Family \$75, Positive Futures \$50, TX Legal Digest Bak to School \$ 275
Continuing Education / Staff Dev.	Webinars, Workshops, & Opportunities that might be available to the staff for training & developmental purposes
Employee Salaries	Increases proposed by CEO
Employee FICA/Medicare	7.65% of Gross salaries
Employee SUTA	8.6% of \$9,000 Texas cap per employee
Employee Health & Dental	Health and Dental Insurance
Employee Retirement Plan	Voluntary Contribution made by the Arc of Ft. Bend - 2%/annual salary of eligible employee
Employee Workers Comp	Texas Mutual - Estimate based on rates paid November 2022
Event Expenses	Golf Classic & Western Dance (based on 2022 actuals and current year projections), Awards Dinner
Facilities Insurance - Property/Fire	Based on actual rates paid November 2022 for policy period 11/15/22 - 11/15/23
Facilities - Other	Nothing Budgeted - Unanticipated expenses
Facilities - Propert Mgt. Fees	Rychlik Services \$1,300 x 12 months
Facilities R&M - HOA Fees	Actual amounts paid January 2022
Facilities R&M. / Improvements	\$4,000 x 16 Homes, \$11,500 - Cypress Pt. Bldg. :includes AC Maint. on all residential properties, Commercial properties A/C Maintenance agreement
Facilities - Utilities	None anticipated
Insurance - Cyber	Will receive quotes soon! Protection against issues related to Cyber hacking - \$1,000 Based on actual rates paid November 2022
Insurance - D&O/Fiduciary	Will receive quotes soon! Based on actual rates paid November 2022 for policy period 11/15/22 - 11/15/23
Insurance - Liability Package & Auto	Will receive quotes soon! Based on actual rates paid November 2022 for policy period 11/15/22 - 11/15/23
Insurance - Umbrella	Will receive quotes soon! Based on actual rates paid November 2022 for policy period 11/15/22 - 11/15/23
Interest Expense	Total monthly interest expense for mortgage payments. DOES NOT INCLUDE PRINCIPAL - the bottom line of this Operating Budget differs from bottom line total in Quickboo
Meetings / Meals & Supplies	staff meetings, committee meetings, Advocacy - lunches with community members, Arc supporters

NOTES - 2023 Budget

Mileage Reimbursement	Estimate
Notes Payable - Brazos Glen	702.13 per month
Noted Payable - Chapman Falls	404.17 per month
Notes Payable - Cotter Lane	674.48 per month
Notes Payable - Cypress Point Bldg.	3,207.20 per month
Notes Payable - Manorfield Ct.	779.92 per month
Notes Payable - Rustic Trail	840.97 per month
Notes Payable - Wagon Wheel	729.88 per month
Notes Payable - Whispering Creek	1,388.76 per month
Notes Payable - Willow Springs	832.41 per month
Notes Payable - Worley Dr.	1210.94 per month
Office - Computer/Software	PC repair - PARTS ONLY / NO LABOR, Computer/Software supplies or equipment, \$2,323 Dynamic 365 subscription (13 licenses)
Office - Copier Lease	Base Charge \$454.32 x 12 months (\$5,451.84) \$100 misc....excess prints, etc. ** Price will most likely increase in May when lease expires and we have to get new copier & negotiate new contract
Office - R&M	Cleaning 123 Brooks \$4,250 (\$85 x 50 weeks), 119 Brooks (\$100 x2 times per year), Misc repairs & maint \$500., A/C maintenance contract w/ Mesa Mechanical \$480
Office - Supplies	General Office Supplies: copy paper, pens, cleaning supplies, misc items for office, etc.
Office - Telephone / Internet	Nextiva Phone \$201.77 x 12 months = \$2,421.24 Comcast Internet \$154.29 x 12 months = \$1,851.48
Office - Utilities / Water & Electric	123 & 119 Brooks St. Electric \$3,900 - based on average of bills provided by the City of Sugar Land, Water \$1,140 - based on average of bills from 2021 & 22
Office - Website	Support & Hosting
Postage and Delivery	Estimate based on 2019-2022 expenses: meter rental, supplies, Postage refills, bulk mailings, Western Dance & Golf mailouts, Permit fee
PR Activity/Mtg. Exp. - Food & Supplies	<b>SR</b> - supplies, meals, snacks, drinks; <b>SO</b> - meals, snacks, drinks, water, ice (mostly for state games)
	<b>Youth</b> - Pizza Party, Swim Party, Safety Bingo, Magic Show, Sibling Event
PR Athletic Banquet	Estimate based on past years. Expenses are split between Special Olympics and Bowling Program.
PR Bowling Lane Fees	Estimated by Nancy...based on average bowler participation in 2022
PR Contract Workers	Contract workers & Drivers for monthly activities & events, Bowling and Respite staff
PR DJ	Social Recreation monthly dances, Holiday Formal, and Karaoke
PR Equipment, Shirts, Uniforms	Uniforms & Equipment for <b>Special Olympic</b> Sports, <b>SR</b> - shirts for Contract Drivers, <b>Bowling</b> shirts
PR Fuel	Fuel for Arc vans used for Social Rec activities and Special Olymoics travel; as well as office use
PR Game / Registration Fees	State Games: Summer, Fall & Winter
PR Hotel	Special Olympics State Games
PR Other Expenses & Gifts	<b>SR</b> - Christmas gift cards for Drivers, misc <b>Youth</b> - Volunteer Recognition
PR Parking & Tolls	<b>SR</b> - Activities <b>SO</b> - State / Regional Games & Area Tournaments
PR Practice Facilities / Lifeguards	Facilities / Field Rentals
PR Tickets/Venue Fees	Social Recreation Monthly Activities

NOTES - 2023 Budget

PR Volunteer/Parent Exp - Training & Background checks	Coach/Volunteer training for Special Olympics, Volunteer Background checks
PR Transportation	<b>SR</b> - Buses for SR Activities/Events, <b>SO</b> - Van rentals for State / Regional Games, Area Tournaments
PR Twenty Somethings	Activities for "Twenty Somethings" Social Recreation
PR Youth Respite	Supplies: consumable, nonconsumable, Snacks / food & drinks
Printing & Reproduction	Office, letterhead, envelopes, etc
Professional Fees - Legal	Misc. legal services
12-6-2022	



Real Estate Committee  
November 9, 2022  
MEETING MINUTES 4:30 PM  
Prosperity Bank

Present: T. Zafar, Chair; K. Casey,; M. Casey; R. Cushenberry; J. Gortney, L. Lobue; H. Marshall J. Patterson;

Absent: P. Bullard

Staff: C. Olivier, L. LaVigne

1. Income/Expense report: October 2022 YTD report was reviewed. Report accepted by the committee.
2. Quotes for 2023 Property Insurance: Laura and Hal shared info on the phone conference with Stella Cuellar, broker, regarding the quotes she received and the comparison chart she submitted. The current carrier presented the lower bid of the two who quoted. Committee also agreed to consider each home's insurance costs when determining a lease amount. Further, that the Real Estate Committee will review the procedure in our Internal Controls document that is used for determining lease rates.

Action Item: H. Marshall moved to recommend to the Board that Care Provider be contracted for The Arc's property insurance. Seconded by K. Casey. Motion passed.

3. Roof Replacement Industrial Bldg: The tenant, QuVa, agreed to split the cost of replacing the roof at 1007 Industrial. Laura asked M. Rychlik to secure 3 bids. One was provided by a roofer QuVa uses and likes. The lowest bid was \$118,000 from Braun Roofing. The Arc agreed to reimburse QuVa for ½ of Braun's estimate (\$59,000). QuVa agreed, but asked that they use their favorite roofer. The Arc agreed.

Action Item: L. Lobue moved that the committee recommend to the Board that The Arc reimburse QuVa \$59,000 to replace the roof at 1007 Industrial. Seconded by J. Gortney. Motion passed.

4. Fall Inspection Reports Results: L. LaVigne shared the fall inspection reports with the committee members. The reports showed status of each home's A/C unit, roof, fence, driveway, interior and exterior paint, flooring, windows and sheetrock. After review, the committee commented that these reports would be good information for the Budget & Finance Committee to use in estimating R&M costs for 2023.
5. Other: T. Zafar provided an update on the purchase of tract of land in Missouri City. The outlook is not as good as we thought. There are issues with a building fitting on the tract. The subcommittee will continue to monitor the situation.

**Next meeting: December 7, 2022**

Commercial Contract - Improved Property concerning

407 Julie Rivers Dr., Sugar Land, TX 77478**AGREEMENT BETWEEN BROKERS***(use only if Paragraph 9B(1) is effective)*

Principal Broker agrees to pay \_\_\_\_\_ (Cooperating Broker) a fee when the Principal Broker's fee is received. The fee to be paid to Cooperating Broker will be:

☐ \$ \_\_\_\_\_, or  
☐ \_\_\_\_\_ % of the sales price, or  
☐ \_\_\_\_\_ % of the Principal Broker's fee.

The title company is authorized and directed to pay Cooperating Broker from Principal Broker's fee at closing. This Agreement Between Brokers supersedes any prior offers and agreements for compensation between brokers.

Principal Broker: \_\_\_\_\_ Cooperating Broker: \_\_\_\_\_  
 \_\_\_\_\_

By: \_\_\_\_\_ By: \_\_\_\_\_

**ATTORNEYS**

Seller's attorney: \_\_\_\_\_ Buyer's attorney: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Phone & Fax: \_\_\_\_\_ Phone & Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ E-mail: \_\_\_\_\_

Seller's attorney requests copies of documents, notices, and other information:

☐ the title company sends to Seller.  
☐ Buyer sends to Seller.

Buyer's attorney requests copies of documents, notices, and other information:

☐ the title company sends to Buyer.  
☐ Seller sends to Buyer.

**ESCROW RECEIPT**

The title company acknowledges receipt of:

☒ A. the contract on this day 11/15/2022 (effective date);  
☐ B. earnest money in the amount of \$ \_\_\_\_\_ in the form of \_\_\_\_\_  
 on \_\_\_\_\_.

Title company: Fort Bend Title, LLC Address: 407 Julie Rivers Drive, Sugar Land, TX 77478

By: Stephanie J. Stigant Phone & Fax: 281-242-8100 or 281-772-9400 (cell)

Assigned file number (GF#): 1572211125 E-mail: closings@fortbendtitle.com



Real Estate Committee  
MEETING MINUTES  
December 7, 2022  
119 Brooks Street 8:00 AM

Present: T. Zafar, Chair; M. Casey; R. Cushenberry; J. Gortney, L. Lobue; H. Marshall J. Patterson;  
Absent: P. Bullard  
Staff: L. LaVigne

1. Income/Expense Report: November 2022 YTD report was reviewed. Report accepted by the committee.
2. Lease Renewals: T. Zafar reviewed the two homes with leases expiring and noted that Cypress Point lease rate was increased in 2021. Worley Dr. was leased in 2019 and expires in Jan. After discussion, committee agreed on the following action item:  
Action Item: Committee recommends to the Board to offer both Cypress Point and Worley Drive homes for 2-year leases under the same terms and conditions. Motion passed.

Property Location	Tenant	Purchase	Initial Lease D	Initial Am	ent Lease St	Lease Expira	Current L	Last Incre	Renewal Te	Security Dep
Cypress Point Home	Caregiver	2009	1/31/2009	\$ 1,300	2/1/2021	1/31/2023	\$ 1,500	2021	2 Years	\$ -
Worley Drive	Forgotten Angels	2019	1/10/2019	\$ 1,650	1/11/2021	1/31/2023	\$ 1,650	N/A	2 Years	\$ 1,650

3. Update on New Office Space: T. Zafar reviewed the due diligence The Arc is completing for the purchase of 407 Julie Rivers. Hal reached out to an inspection company with recommendations to report on plumbing, electrical, roof, and HVAC. J. Patterson has met with Brad Crain of Crain Group to enlist his engineering support. Mr. Crain recommended that J. Patterson contact the Helm Design Group for assistance with any drawings needed.  
Action items:
  - a. Committee recommends to the Board to approve J. Patterson to contact the Helm Design Group for assistance with any drawings we need. Motion passed.
  - b. Committee recommends that the Board ratify the engagement of PCA Associates to complete the inspection of 407 Julie Rivers. Motion passed.

Next Meeting: January 11, 2023