



**Board Meeting Agenda
123 Brooks St.
July 24, 2023 (Dinner 5:30 pm)**

- I. Call to Order & Determination of a Quorum – H. Marshall
- II. Welcome New Board Officers – H. Marshall
- III. Welcome Guests – H. Marshall
- IV. Public Comment
- V. **Consent Agenda** – H. Marshall
 - A. Board Meeting Minutes – 06.27.2023
 - B. 7/5/2023 Real Estate Committee Minutes
 - Action Item: Approve Consent Agenda**
- VI. Assignment of Item(s) Removed from Consent Agenda to Agenda
- VII. CEO Report
 - A. Program Highlights June, 2023
 - B. LV Branding
- VIII. Committee Reports: H. Marshall
 - A. Executive Committee – H. Marshall
 - 1. Executive Committee Meeting Minutes 07.12.2023
 - a. Committee Assignments
 - b. Fundraising Position
 - c. Admin Position
 - d. Rice University Capstone Project - Update
 - e. Board Meetings -Mondays or Tuesdays
 - f. Tentative Additional Meeting - Oct. 23
 - Action Items:**
 - B. Governance Committee – A. Johnston
 - 1. Bylaws Revisions
 - 2. Special Meeting of the General Membership
 - Action Item:**
 - C. Internal Committee Report – H. Marshall
 - 1. Budget and Finance Committee: M. Neely
 - a. 2022 Reviewed Financials – Draft Received
 - b. June 2023 YTD Financials
 - c. Julie Rivers Grant and Building Income & Expenses Reports
 - Action Item: Approve June 2023 YTD Financials**
 - 2. Real Estate Committee - T. Zafar (Closed Session)
 - a. Julie Rivers – Update

b. Brazos Glen - Update

IX. New Business – H. Marshall

X. Adjourn

Next Board Meeting: September 25, 2023



Board of Directors Annual Meeting
June 27, 2023
Meeting Minutes

I. Call to Order: Larry Lobue, Chairman, called the meeting to order and began the meeting at 6:05 p.m.

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

II. Welcome Guests: Larry thanked everyone for attending and welcomed Karri Axtell, Director of Youth Programs.

III. Public Comment: None

IV. Consent Agenda:

- A. Board Meeting Minutes – 03.27.23 - Motion was made by Tariq Zafar to accept Consent Agenda item. Seconded by Kevin Casey. **Motion approved.**
- B. Executive Committee Meeting Minutes – 06.14.23 - Motion was made by Tariq Zafar to accept Consent Agenda item. Seconded by Kevin Casey. **Motion approved.**

V. Assignment of items removed from Consent Agenda to Agenda: No items removed.

VI. CEO Report:

- A. Laura reviewed the program highlights for March, April & May 2023. Regarding our work surrounding concerns about the 18+ Adult Transition Programs, Karri attended an ARD meeting with a LCISD parent & student regarding the 18+ Adult Transition Program (ATP) reduction in services. The parent prevailed, there were no reduction in services and the case will not go to court. Karri also met with FBISD Sped Director about their 18+ ATP reduction in services- “No reduction was planned”. Karri had 3 Parent Presentation meetings which are also available on Facebook and YouTube. Karri attended two professional training programs in March. Karri and Laura traveled to Austin to staff The Arc’s table and to meet with Legislators with several other chapters including TAOT. They were able to meet personally with Representatives Jetton, Lalani and Kitzman regarding the low reimbursement rates for Direct Care Professionals. Bowling attendance numbers in March, April and May continued to increase. Social Recreation members enjoyed Disney on Ice and a Space Cowboys baseball game. Nancy & Pam have scheduled the Athletic Banquet in July 2023. Special Olympics had multiple sports in March, basketball, tennis, soccer and track & field. The regional basketball competition was held in Pearland in March. Pam then began coordinating Fall Sports which will be Aquatics, Bocce, Golf & Softball, as well as their practices. Special Olympic athletes attended the Golf Classic fundraiser at SWCC where they greeted and wished the golfers “good luck” on their departure. Teen/Tween Social had great attendance again! Laura has been spending time with the Real Estate sub-

committee and Jamie Knight, architect, on plans of what needs to be done at Julie Rivers. Karri gave a brief overview of the Teen Pals program. The Annual Awards Banquet was held on April 24, with a full house. Laura and a committee from the board began meeting with two teams of Rice University students for their MBA Capstone project. The Arc was presented with an Autism Awareness proclamation from County Judge KP George and, he also made a personal donation of \$500 for the work we do for families with children who have autism.

VII. Committee Reports:

A. Executive Committee: L. Lobue

Larry thanked Charlie for all of his years of hard work and dedication on the board. He then presented Charlie with a crystal plaque. Charlie will remain a member of the Governance committee.

B. Governance Committee: A. Johnston

1. Ann Johnston presented and installed the following officers for term July 1, 2023 – June 30, 2026:
 - a. Hal Marshall, Chairman
 - b. Tariq Zafar, Vice Chairman
 - c. Megan Neely, Treasurer (not present)
 - d. Traci Duez, Secretary
 - e. Larry Lobue, Past Chair

Those present thanked Larry for his service as Chairman and welcome him as Past Chairman as of July 1. Those present also expressed gratitude to Charlie for his years of service.

After an extensive discussion by the board regarding needed revisions to the bylaws and board member terms of service, Larry Lobue tasked the Governance Committee with reviewing and revising The Arc's Bylaws, which include terms of service.

Motion made by Charlie Huber which tasked the Governance Committee with reviewing and revising The Arc's Bylaws and Board members' Terms of Service. Seconded by Kevin Casey. **Motion passed.**

2. 2023 Draft Operating Plan

Ann reminded Board members they had been tasked with reviewing the Draft Operating Plan and to respond to Laura LaVigne with their suggestions. It was restated that these goals are for 2023 and is what the staff have been operating under all year. Traditionally, the Operating Plan should be revised by December 2023 for Board approval for January 1, 2024, implementation. The goals for 2024 should reflect any changes to the strategic plan once the two Rice University Capstone projects are reviewed and discussed by the Board. Motion was made by Kevin Casey to approve the 2023 Draft Operating Plan. Seconded by Hal Marshall. **Motion passed.**

3. Ann notified Board members that the annual Code of Ethics and Conflict of Interest documents were at their seats and asked them to review, sign and return to Cheryl.

4. Ann stated that the Rice University Capstone project was an interesting process. She believes that it warrants a meeting outside of the Board Meeting to formally review and analyze the scope of ideas presented by both teams. Laura spoke to both teams and explained that The Arc was in their busiest time and may not be able to implement any changes until January 2024. Teams stated that it was not expected that we move quickly even though one team had suggestions for the remainder of 2023. Hal stated that we need to absorb the information they presented and place this item on the next Board meeting agenda to plan a Roundtable Discussion with the Board.

C. Internal Committee: H. Marshall

1. Budget & Finance – H. Marshall

- a. Hal reviewed the May 2023 YTD Financials. Motion made by committee to approve the May 2023 YTD Financials. **Motion Approved.**
- b. Hal Marshall reviewed the 2022 Income and Functional Expenses pie chart reports.

2. Real Estate Committee – T. Zafar.

The Board did not go into closed session as no guests were present since Karri left the meeting after the CEO Report.

- a. Tariq provided the committee's recommendations for renewing the lease agreements for Russeffield, Whispering Creek, Rustic Trail and River Rd.
 - i. Motion made by committee to approve the lease agreement for Russeffield with an increase from \$1350 to \$1450 per month for two years. **Motion Approved.**
 - ii. Motion made by committee to approve the lease agreement for Whispering Creek with an increase from \$1950 to \$2000 per month for two years. **Motion Approved.**
 - iii. Motion made by committee to approve the lease agreement for Rustic Trail with an increase from \$2000 to \$2100 beginning in August 2023 for either a one or two year lease (tenant choice). **Motion Approved.**
 - iv. Motion made by committee to approve the lease agreement for River Rd with an increase from \$1250 to \$1350 per month. **Motion Approved.**
- b. Ann asked if the Real Estate committee has a spending limit on what they can approve. She further asked if there is a dollar amount determined which would require the committee to obtain board approval prior to the expenditure. Kevin Casey explained that the Real Estate committee does require three bids for large expenses, but also pointed out that because clients live in our homes, some repairs must be made immediately, i.e., A/C units, hot water heaters, etc. Tariq Zafar added all large expenses are brought to the Board for Board approval. A dollar amount was not given to define large expense. Hal suggested Real Estate and Budget and Finance discuss and review adding spending limits. Ann stated she asked about spending amounts as the Board Self-Evaluation indicated that some board members were unaware of the daily operational tasks completed by the CEO.

VIII. Old Business:

Larry provided an update on the Golf Classic fundraiser indicating a current, gross income of \$88,532 with expenses totally \$21,034.86. The list of expenses has been sent to longtime supporter, John Grzywa for his review. Mr. Grzywa has generously underwritten the expenses for the tournament for the past several years and has pledged 10K for this year's tournament.

IX. New Business: None.

X. Adjourn: Meeting adjourned at 7:58 p.m.

Submitted By:
Cheryl Olivier
Executive Assistant

Attested to:
Ann Johnston
Secretary, Board of Directors

Real Estate Committee
MEETING MINUTES
July 5, 2023
123 Brooks Street 8:00 AM

Present: T. Zafar, Chair; R. Cushenberry; L. Lobue (via phone); H. Marshall; J. Patterson

Absent: K. Casey, M. Casey, J. Gortney

Staff: L. LaVigne

1. Brazos Glen: Committee discussed information received from contacts who “flip homes” and determined that the as-is sale price may range from \$150,000 - \$170,000, given the repairs and renovations could exceed \$60,000 as estimated by Mike Rychlik in June. Also in June, Committee had directed Hal, Tariq and Kevin to proceed with an as-is sale. Hal reported that he has received a verbal offer at \$150,000, and he is prepared to counter at \$165,000; which he had reported to Tariq, Kevin and Rick. The prospective buyer has requested information on the foundation work and the warranty.

Committee discussed pros and cons of the home (foundation damage & repair, proximity to railroad track) and how those might affect the “as-is” price.

After discussion, committee agreed that:

- a. R. Cushenberry will list the home “as-is”, for sale by owner for \$185,000, with a bottom line acceptance of \$165,000. (“Zillow”)
 - b. H. Marshall will notify his contacts of the “as-is” sales price.
2. Income/Expense Report: June 2023 YTD report reviewed. Report accepted by the committee.
3. Julie Rivers Income/Expense Reports (Grants and Operating): June 2023 YTD reports were reviewed. Committee noted interest income from grants received is \$6173 since 12/31/2022.
4. Lease Renewals: Six homes have leases expiring Oct. 31, 2023. Information item only.
5. Julie Rivers Update: L. LaVigne provided an updated project estimate from Crain Group which reflected “cost plus” charges. Committee discussed the estimate and feels that the estimate serves to reflect the expenses on the ‘high side’. Certain materials could be obtained at lower prices or the scope could be modified/or cut back as desired. Committee members approved the bid. L. LaVigne will notify J. Knight, architect, that The Arc approves and is ready to receive a contract.
6. Summerdale CBDG Sprinkler System Grant: J. Patterson told the committee that The Arc’s grant request was approved by Commissioner’s Court @ \$35,000. Given construction price increases, it

was discussed that we should get additional information to confirm the cost to retro-fit a home with a sprinkler system. CDBG will reconsider the amount of the grant if we provide three bids. J. Patterson and/or Rick Cushenberry will contact "First Fire Protection of Texas" which had installed a sprinkler system in a similar home as Summerdale, and ask for a quote to install a system in Summerdale. They will attempt to get two additional bids per CDBG regulations.

Next Meeting: August 2, 2023

**CEO Report
June 2023**

- 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:

June 2023 Contacts:

General Info & Referral: 15 (5.8 hrs.)

Special Ed: 5 (2.7 hrs.)

IEP Reviews/Consultations: 6 (5.8 hrs.)

ARD Meeting/Prep: 0

Adult Services (Provider/Day Hab/SSI/Medicaid): 5 (2.3 hrs.)

Employment: 1 (.40 hrs.)

Outreach: 11.50 hours (Attend community events, vendor fairs, create Community Happenings, social media articles, videos, virtual events)

Total Education Advocacy Hours in: Jan - June 2023: 135.1 hrs

Spring 2023 Parent Presentation Meetings

3/9/23 – Netsmart Parent Presentation – Lindsay Castellanos – Child Advocates Fort Bend
(Registered: 9 Attended: 5)

4/27/23 – Community First Choice – Maribel Burgos – Texana Center (Registered: 19 Attended: 13)

5/11/23 – Individualized Skills and Socialization – Kevin Barker – Texana Center (Registered: 18
Attended: 12)

M.O.K.A. Parent Support Group: Facebook Group ongoing

Professional Development:

6/14/2023 Attended TCDD Presentation on Capitol Recap: Disability Policy in the 88th Legislature.

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

Community Happenings e-news & social media posts of employment opportunities & training programs

- 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.**

Community Meetings Membership:

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

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.**

Social Recreation, Special Olympics & TwentySomethings:

6/24/2023 – Star Cinema Grill – 54 Social Recreation members and family or staff attended.

Special Olympics:

- Received confirmation for George Ranch High School Pool. Swim practices will start July 17

- Confirmed facility for Bocce practices with Bill Grantham at First Colony Community Assn. Bocce practices will begin on July 31st.
- Confirmed softball practice facilities with Emmerson Yellen from Missouri City Community Fields. Softball Practices will begin on July 24th.
- Sent invitations to all TwentySomething members inviting them to the July 13 Summer Dance at Christ's Church. I've been in correspondence with Renee from the church and everything is "good to go".
- Working on invitation list for the Annual Sports Banquet. Invitations will go out the first week of July.

Teen/Tween Social: 6/02/2023, 5:30 – 7:30 pm Christ Church Sugar Land

Teens: 16 Registered – 14 attended (3 - 1st time attendees), Volunteers: 20 Registered – 12 attend (5 Adults, 7 Teens). 2 – 1st Time Vol.)

Youth Group:

6/24/2023 - 9:30 am – Sensory Friendly Movie – Elemental @ AMC 24 First Colony Mall, Sugar Land (14 Registered & attended).

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 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.

Community Development Block Grant May Reimbursement:

Personnel- \$ 2, 106.61

Fees & Services - \$ 852.50

Contract Staff - \$ 320.00



Executive Committee Meeting Minutes
July 12, 2023
Start time 4:48 p.m. - Adjourned 7:03 p.m.
The Arc Office

Attendees H. Marshall, Chairperson; T. Zafar, Vice Chairperson; M. Neely, Treasurer; T. Duez, Secretary; A. Johnston, Chair of Governance Committee; L. Lobue, Past Chairperson; L. LaVigne, CEO

Absent

1. Welcome & Exec Committee Business – H. Marshall

- a. Welcomed new Exec Committee Members T. Duez and M. Neely: H. Marshall
- b. H. Marshall stated that he wanted Board Secretary responsible for producing Exec Committee and Board Meeting Minutes and not The Arc's Administrative Assistant. L. Lobue agreed with Marshall's position. The Exec Committee Members agreed with the decision. L. LaVigne accepted the decision. Moving forward, the Board Secretary will record minutes of Board Meetings.
- c. Reviewed Committee Member Assignments, including Budget & Finance, Real Estate, Governance, and Nominating. Discussed finding someone with an HR/personnel background to be a resource when the need arises as Kent Edwards has passed away.
- d. Recommendation to move Board Meetings from 4th Monday to 4th Tuesday of the month including the July 2023 meeting due to repeated conflicts with Special Olympic functions attended by board members. Those Exec Committee Members present agreed to move meeting to proposed Tuesdays and will be voted on at the upcoming Board meeting. L. LaVigne asked to poll board members to move the July 24, 2023, meeting to July 25, 2023.

Action Item: Add to Board Meeting Agenda

- e. Discussed possible round table meetings with the Board to review Capstone results and develop a strategic plan. Discussion items included:
 - i. Recommended separate dates to review Capstone team results individually.
 - ii. Recommended final review/roundtable bringing best research to develop a strategic plan.
 - iii. Board to then produce plan and may want to rewrite mission, vision, strategic goals and objectives

Action Item: Chair to address at board meeting

2. Internal Committee Report – H. Marshall

- a. Budget & Finance: M. Neely
 - i. June 2023 YTD Financials – reviewed and discussed.
 - a) M. Neely discussed the use of notes of account for Julie Rivers purchase and Brazos Glen repairs anomalies instead of attempting to produce an amended budget.
 - b) Discussed specific expenses of van repairs, Julie Rivers maintenance.
 - c) Employee overtime was discussed.
 - d) Discussed John Grzywa donating \$20K which covered all the expenses of the 2023 Golf Classic.
 - e) Discussed interest earned on grant money not yet spent

- b. Real Estate Committee Meeting: T. Zafar
 - i. Discussed Brazos Glen property up for sale as-is
 - ii. Real Estate Committee accepted proposal from Crane Group (cost plus), which is not yet a final contract; expecting contract this week.
 - iii. CDBG approved for \$35,000 for sprinkler system for the Summerdale home
 - iv. Discussed going back to CDBG for additional sprinkler systems for additional properties.

3. **Governance Committee** – A. Johnston

- a. By-laws revisions – Committee will meet ad hoc re: by-law revisions to start the process
- b. Discussed using special meeting procedure to get Board Approval for updated bylaws and Board Terms of Service.
- c. A. Johnston will coordinate meetings with Governance Committee and T. Zafar

4. **CEO Report:** L. LaVigne

- a. Re: LV Branding
 - a. L. LaVigne mentioned The Arc of Houston has outsourced their social media needs at a cost of \$1,200/month.
 - b. LV Branding reached out to Laura and mentioned that they work with other non-profit organizations in the area.
 - c. L. LaVigne received a proposal from LV Branding for \$750/month plus a one-time fee of \$1,500 and included this in the agenda packet
 - d. T. Duez asked about:
 - i. The intention, purpose, and value of The Arc of Fort Bend's social media to our mission
 - ii. The strategy and measurement of the success of social media
 - iii. The return on investment that is expected
 - iv. Question was raised on costs of additional posts above the 3 a week.
 - v. Questions on variety of content of the posts was discussed.

Laura mentioned that she would ask LV Branding and the other non-profits about ROI of their social media marketing strategies.
- b. Re: Creating Marketing/Fundraising Position
 - a. L. LaVigne mentioned this position was brought up in the Capstone research and resulting reports and L. LaVigne would like to move forward with the position.
 - b. L. LaVigne's mentioned that Cheryl is the most qualified.
 - c. L. LaVigne mentioned that someone came to her who is bilingual, has been in the field, and is looking for an administrative assistant position that would be a good fit for Cheryl's current position.
 - d. The committee discussed moving Cheryl to the Fundraising position and hiring a new Admin Assistant/Office manager
 - i. T. Duez asked about the metrics for success in this position which are currently undefined.
 - ii. Exec Committee members present discussed performance metrics, quotas to be established to measure performance for the position, knowledge of current donor base and connecting with new, potential donors.

iii. Possible salary for new position as well as Admin Assistant overtime were discussed.

iv. It was agreed that a new job description would be developed”.

The Arc’s financial picture and affordability of new position was discussed. Marshall and LaVigne to review this prior to board meeting. (both the new position as well as backfill of AA)

5. July 24, 2023 – Board Meeting Agenda: H. Marshall

a. H. Marshall mentioned the possibility of the new position being added to the board agenda.

Next Executive Committee Meeting: Wednesday, September 13, 2023, 4:45 PM

COMMITTEE ASSIGNMENTS 2023-24

I. GOVERNANCE A. JOHNSTON, J. ALCALA-HAMILTON, C. HUBER

1. LEGAL COMPLIANCE
BOARD POLICY, EMPLOYEE POLICY
2. REVIEW OF GOVERNANCE DOCUMENTS
BYLAWS, INTERNAL CONTROLS
3. SUCCESSION PLANNING
4. BOARD MEMBER NOMINATION (OVERSEE NOMINATING COMMITTEE)
5. BOARD MEMBER ORIENTATION
6. BOARD MEMBER EVALUATION
7. REVIEW OF MISSION & GOALS
8. DISASTER RECOVERY
9. EXECUTIVE DIRECTOR EVALUATION

II. INTERNAL H. MARSHALL

FINANCE: M. GEARY, T. DUEZ, J. GORTNEY, S. LEE, H. MARSHALL

1. MONTHLY FINANCIALS REVIEW
2. ANNUAL BUDGET
3. ANNUAL AUDIT/FORM 990
4. FINANCIAL PERFORMANCE

REAL ESTATE MANAGEMENT: T. ZAFAR, K. CASEY, M. CASEY, J. GORTNEY, R. CUSHENBERRY, L. LOBUE, H. MARSHALL, J. PATTERSON

1. MONTHLY REAL ESTATE INCOME/EXPENSE REVIEW
2. ANNUAL BUDGET PREP FOR FINANCE COMMITTEE
3. LEASE RATES FOR PROPERTIES

III. EXECUTIVE COMMITTEE (BOARD OFFICERS + COMMITTEE CHAIRS) H. MARSHALL, T. DUEZ, A. JOHNSTON, L. LOBUE, MEGAN NEELY, T. ZAFAR

1. APPROVAL OF STRATEGIC PLAN
2. GOVERNMENTAL RELATIONS
3. PARTNERSHIPS
4. FUND RAISING
5. ANNUAL MEETING

The Arc of Ft. Bend County

Balance Sheet

As of June 30, 2023

Jun 30, 23

ASSETS

Current Assets

Checking/Savings

Cash

Julie Rivers	359,327.60
Facilities Repairs Account	34,402.92
Credit Card Account	5,306.34
Fundraising (WD)	73,266.33
Money Market	253,974.94
Operating Account	82,315.43

Total Cash 808,593.56

Total Checking/Savings 808,593.56

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	40,847.91
Worker's Comp	836.70

Total Prepaid Insurance 55,013.19

Total Other Current Assets 55,013.19

Total Current Assets 863,606.75

Fixed Assets

Building-Commercial Property	1,195,871.59
Improvements-Commercial Propert	912,294.20
Building - Homes	2,220,853.15
Improvements-Homes	364,819.45
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	-2,231,614.92

Total Fixed Assets 3,438,523.93

Other Assets

Contribution to Foundation	218,725.66
Escrow - Rychlik Job Services	2,500.00
Earnest Money	1,000.00

Total Other Assets 222,225.66

TOTAL ASSETS 4,524,356.34

LIABILITIES & EQUITY

Liabilities

The Arc of Ft. Bend County

Balance Sheet

As of June 30, 2023

Jun 30, 23

Current Liabilities	
Accounts Payable	
Accounts Payable-ARC	-59.13
Total Accounts Payable	-59.13
Other Current Liabilities	
Retirement Plan Payable	595.00
Taxes Payable-Fed W/H	43.20
Taxes Payable-SUTA	18.02
Total Other Current Liabilities	656.22
Total Current Liabilities	597.09
Long Term Liabilities	
N/P-ARC Fdn (Worley Dr)	215,212.60
Security Deposits Payable	20,840.00
N/P-ARC Fdn (6419 Brazos Glen)	83,753.86
N/P-ARC Fdn (Chapman Falls)	58,403.18
N/P-ARC Fdn (5141 Cotter Ln)	80,465.13
N/P-ARC Fdn (2715 Cypress Impr)	184,134.81
N/P-ARC Fdn (Manorfield)	122,108.70
N/P-ARC Fdn (Rustic Trail)	129,054.55
N/P-ARC Fdn (5618 Wagon Wheel)	104,692.69
N/P-ARC Fdn (Whispering Creek)	230,106.00
N/P-ARC Fdn(2607 WillowSprings)	117,631.15
Total Long Term Liabilities	1,346,402.67
Total Liabilities	1,346,999.76
Equity	
Unrestricted Contra R&M Reserve	93,000.00
Unrestricted Net Assets	3,553,096.17
Net Income	-468,739.59
Total Equity	3,177,356.58
TOTAL LIABILITIES & EQUITY	4,524,356.34

The Arc of Ft. Bend County
Profit & Loss Budget Performance
June 2023

	<u>Jun 23</u>	<u>Jan - Jun 23</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense						
Income						
Grants - Julie Rivers	0.00	1,250,000.00				
Facilities Other Income	0.00	18,572.58				
Ride fee	0.00	140.00	140.00	0.00	100.0%	350.00
Youth Social	0.00	690.00	700.00	-10.00	98.57%	1,000.00
Riveredge Mortgage Payment	0.00	0.00	0.00	0.00	0.0%	1,036.00
Bowling - Lane Fee Income	795.00	3,803.00	2,650.00	1,153.00	143.51%	4,800.00
Donations & Contributions	432.52	31,722.58	10,980.00	20,742.58	288.91%	22,000.00
Donations - Designated	20.00	590.00	350.00	240.00	168.57%	1,500.00
Fundraising Event						
Auction / Bid Board Item	6,300.00	28,183.00				
Donation / Grant	2,200.00	5,850.00				
Sponsorship	3,500.00	7,950.00				
Tickets / Tables / Teams	0.00	9,300.00				
Fundraising Event - Other	5,057.85	60,861.87	100,000.00	-39,138.13	60.86%	407,000.00
Total Fundraising Event	<u>17,057.85</u>	<u>112,144.87</u>	<u>100,000.00</u>	<u>12,144.87</u>	<u>112.15%</u>	<u>407,000.00</u>
Grant - CDBG Fort Bend	7,390.38	22,702.81	20,210.00	2,492.81	112.34%	41,605.00
Grant - FBJSJL	0.00	0.00	0.00	0.00	0.0%	15,000.00
Grants - Other	0.00	25,000.00	25,000.00	0.00	100.0%	45,000.00
Membership Revenue	1,545.00	6,198.38	3,000.00	3,198.38	206.61%	6,000.00
Rental Income	34,300.00	229,200.00	229,500.00	-300.00	99.87%	459,000.00
Social Rec Fees	480.00	2,582.00	2,700.00	-118.00	95.63%	5,400.00
Total Income	<u>62,020.75</u>	<u>1,703,346.22</u>	<u>395,230.00</u>	<u>1,308,116.22</u>	<u>430.98%</u>	<u>1,009,691.00</u>
Gross Profit	<u>62,020.75</u>	<u>1,703,346.22</u>	<u>395,230.00</u>	<u>1,308,116.22</u>	<u>430.98%</u>	<u>1,009,691.00</u>
Expense						
JULIE RIVERS						
Supplies	0.00	175.00				
Cleaning	650.00	2,600.00				
Earnest / Escrow	0.00	30,000.00				
Landscaping	877.52	1,552.52				
Purchase	0.00	1,607,681.37				

The Arc of Ft. Bend County
Profit & Loss Budget Performance
June 2023

	<u>Jun 23</u>	<u>Jan - Jun 23</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
R&M	190.00	190.00				
Renovations						
Inspections	0.00	2,003.27				
Total Renovations	0.00	2,003.27				
Trash / Recycling Services	111.70	335.10				
Utilities	681.94	2,200.98				
Total JULIE RIVERS	2,511.16	1,646,738.24				
Printing and Reproduction	0.00	0.00	0.00	0.00	0.0%	500.00
Casey Connection	0.00	5,880.00	2,200.00	3,680.00	267.27%	4,000.00
Auto / Vans - Repairs & Maint.	0.00	2,299.07	1,800.00	499.07	127.73%	1,800.00
Advocacy in Action						
Information / Referral	0.00	0.00	0.00	0.00	0.0%	1,100.00
Educational Advocacy	0.00	1,168.90	1,132.00	36.90	103.26%	1,372.00
Advocacy in Action - Other	-112.00	394.28				
Total Advocacy in Action	-112.00	1,563.18	1,132.00	431.18	138.09%	2,472.00
Reconciliation Discrepancies	0.00	0.57				
Accounting, Audit, Payroll	252.58	6,755.73	12,065.50	-5,309.77	55.99%	16,131.00
Advertising & Marketing	53.30	280.38	270.00	10.38	103.84%	550.00
Affiliation/Asso/Mbrship/Certs	90.26	5,949.06	3,353.00	2,596.06	177.43%	3,353.00
Bank & CC Charges	131.16	1,051.50	1,500.00	-448.50	70.1%	6,000.00
Board Expenses	0.00	677.31	3,414.48	-2,737.17	19.84%	6,829.00
Community Outreach	162.36	2,824.95	2,800.00	24.95	100.89%	3,000.00
Conferences	0.00	51.69	75.00	-23.31	68.92%	400.00
Continuing Education/Staff Dev	0.00	75.00	0.00	75.00	100.0%	100.00
Donations / Contributions	0.00	200.00				
Employee Expenses						
Employee Salaries	32,081.28	191,466.66	190,003.50	1,463.16	100.77%	380,007.00
Employee-FICA/Medicare	1,989.05	11,807.16	14,535.48	-2,728.32	81.23%	29,071.00
Employee-Health/Dental	7,934.49	47,606.94	44,401.98	3,204.96	107.22%	88,804.00
Employee-Medicare	465.18	2,775.36				
Employee-Retirement Plan	0.00	7,305.19	0.00	7,305.19	100.0%	7,600.00
Employee-SUTA	0.00	167.41	4,644.00	-4,476.59	3.61%	4,644.00
Mileage Reimbursement	0.00	0.00	0.00	0.00	0.0%	800.00

The Arc of Ft. Bend County
Profit & Loss Budget Performance
June 2023

	Jun 23	Jan - Jun 23	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
Total Employee Expenses	42,470.00	261,128.72	253,584.96	7,543.76	102.98%	510,926.00
Event Expenses	14,302.96	36,745.32	14,300.00	22,445.32	256.96%	49,055.00
Facilities HOA Fees	0.00	10,268.70	9,850.00	418.70	104.25%	9,850.00
Facilities Landscaping	0.00	250.00				
Facilities Prop Mgmt Fees	1,300.00	7,800.00	7,800.00	0.00	100.0%	15,600.00
Facilities R&M / Improvements	11,386.86	115,576.83	37,750.00	77,826.83	306.16%	75,500.00
Facilities Utilities	123.56	260.35				
Insurance						
General/Professional Liability	0.00	0.00	0.00	0.00	0.0%	7,261.00
Crime	0.00	0.00	0.00	0.00	0.0%	300.00
Workers Comp	0.00	0.00	0.00	0.00	0.0%	1,437.00
Property	0.00	0.00	0.00	0.00	0.0%	47,863.00
Cyber Liability	0.00	0.00	0.00	0.00	0.0%	1,200.00
Auto	0.00	0.00	0.00	0.00	0.0%	9,624.00
D&O	0.00	0.00	0.00	0.00	0.0%	2,061.00
Umbrella	0.00	0.00	0.00	0.00	0.0%	3,979.00
Total Insurance	0.00	0.00	0.00	0.00	0.0%	73,725.00
Interest Expense	5,561.44	30,601.94	33,712.50	-3,110.56	90.77%	65,142.06
Meals & Supplies / Meetings	73.48	120.92	100.00	20.92	120.92%	250.00
Office						
Lease 119 & 123	0.00	465.60	233.00	232.60	199.83%	233.00
Website	0.00	339.21	350.00	-10.79	96.92%	1,000.00
Computer / Software	42.11	132.12	200.00	-67.88	66.06%	3,000.00
Copier Lease	454.32	2,830.45	2,775.96	54.49	101.96%	5,552.00
Repairs & Maintenance	340.00	2,507.04	2,715.00	-207.96	92.34%	5,430.00
Supplies	352.54	1,148.94	1,296.00	-147.06	88.65%	2,600.00
Telephone / Internet	159.32	2,219.53	2,136.48	83.05	103.89%	4,273.00
Utilities	577.26	2,671.53	2,520.00	151.53	106.01%	5,040.00
Total Office	1,925.55	12,314.42	12,226.44	87.98	100.72%	27,128.00
PROGRAMS						
PR Youth Respite	185.59	884.73	1,030.00	-145.27	85.9%	2,600.00
PR Activity/Mtg-Food & Supplies	0.00	5,339.66	6,430.00	-1,090.34	83.04%	14,800.00
PR Athletic Banquet	500.00	500.00	5,200.00	-4,700.00	9.62%	5,200.00

The Arc of Ft. Bend County
Profit & Loss Budget Performance
June 2023

	<u>Jun 23</u>	<u>Jan - Jun 23</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
PR Bowling Lane Fees	1,887.50	9,675.00	6,400.00	3,275.00	151.17%	11,550.00
PR DJ	0.00	0.00	1,200.00	-1,200.00	0.0%	3,600.00
PR Equipment, Shirts, Uniforms	0.00	21.63	225.00	-203.37	9.61%	3,300.00
PR Fuel	0.00	305.21	280.00	25.21	109.0%	2,420.00
PR Game / Registration Fees	0.00	425.00	425.00	0.00	100.0%	2,300.00
PR Hotel	0.00	0.00	0.00	0.00	0.0%	27,000.00
PR Other Expenses / Gifts	0.00	162.11	0.00	162.11	100.0%	700.00
PR Parking & Tolls	0.00	69.65	140.00	-70.35	49.75%	620.00
PR Practice Facil. / Lifeguards	0.00	0.00	0.00	0.00	0.0%	5,000.00
PR Scholarships	0.00	2,000.00				
PR Tickets / Venue Fees	870.00	2,939.00	9,000.00	-6,061.00	32.66%	18,000.00
PR Training & Background checks	19.98	53.71	210.00	-156.29	25.58%	420.00
PR Transportation	0.00	1,732.96	2,650.00	-917.04	65.4%	7,050.00
PR - Twenty Somethings	0.00	337.81	100.00	237.81	337.81%	2,400.00
Total PROGRAMS	<u>3,463.07</u>	<u>24,446.47</u>	<u>33,290.00</u>	<u>-8,843.53</u>	<u>73.44%</u>	<u>106,960.00</u>
PR Contract Workers	248.00	2,820.00	3,904.00	-1,084.00	72.23%	8,360.00
Postage and Delivery	0.00	982.26	1,200.00	-217.74	81.86%	2,500.00
Professional Fees - Legal	0.00	0.00	0.00	0.00	0.0%	50.00
Professional Fees - Other	0.00	1,237.50				
Total Expense	<u>83,943.74</u>	<u>2,178,900.11</u>	<u>436,327.88</u>	<u>1,742,572.23</u>	<u>499.37%</u>	<u>990,181.06</u>
Net Ordinary Income	<u>-21,922.99</u>	<u>-475,553.89</u>	<u>-41,097.88</u>	<u>-434,456.01</u>	<u>1,157.13%</u>	<u>19,509.94</u>
Other Income/Expense						
Other Income						
Interest Income	943.82	6,588.78				
Investment Income	32.07	232.52				
Total Other Income	<u>975.89</u>	<u>6,821.30</u>				
Other Expense						
Other Expenses	0.00	7.00				
Total Other Expense	<u>0.00</u>	<u>7.00</u>				
Net Other Income	<u>975.89</u>	<u>6,814.30</u>				
Net Income	<u><u>-20,947.10</u></u>	<u><u>-468,739.59</u></u>	<u><u>-41,097.88</u></u>	<u><u>-427,641.71</u></u>	<u><u>1,140.54%</u></u>	<u><u>19,509.94</u></u>

The Arc of Ft. Bend County
Transaction Detail By Account
November 2022 through June 2023

Type	Date	Memo	Amount	Balance
Grants - Julie Rivers				
Deposit	12/16/2022	Grant from Swinbank Family for purchase of Julie Rivers	500,000.00	500,000.00
Deposit	12/16/2022	Grant from Harrison Group for purchase of Julie Rivers	250,000.00	750,000.00
Deposit	02/14/2023	Grant from The George Foundation for purchase of Julie Rivers	500,000.00	1,250,000.00
Deposit	02/17/2023	Grant from Henderson-Wessendorff Foundation for purchase of Julie Rivers	500,000.00	1,750,000.00
Deposit	02/28/2023	Grant from Harrison Group for purchase of Julie Rivers	250,000.00	2,000,000.00
Total Grants - Julie Rivers			2,000,000.00	2,000,000.00
JULIE RIVERS				
Earnest / Escrow				
Check	11/16/2022	Earnest money	-10,000.00	-10,000.00
Check	02/13/2023	Additional Earnest money	-30,000.00	-40,000.00
Total Earnest / Escrow			-40,000.00	-40,000.00
Purchase				
Check	03/01/2023	Purchase of 407 Julie Rivers	-1,607,681.37	-1,607,681.37
Total Purchase			-1,607,681.37	-1,607,681.37
Renovations Inspections				
Bill	03/29/2023	Property inspection prior to purchase	-1,800.00	-1,800.00
Bill	04/20/2023	City of Sugar Land / Certificate of Occupancy	-39.75	-1,839.75
Total Inspections			-1,839.75	-1,839.75
Total Renovations			-1,839.75	-1,839.75
Total JULIE RIVERS			-1,649,521.12	-1,649,521.12
Bank & CC Charges				
Check	02/13/2023	Outgoing wire fee - Additional earnest money	-20.00	-20.00
Check	02/28/2023	Incoming wire fee - Grant from Harrison Group	-7.50	-27.50
Check	03/01/2023	Outgoing wire fee - Purchase of Julie Rivers	-20.00	-47.50
Total Bank & CC Charges			-47.50	-47.50
Interest Income				
Deposit	12/31/2022	Interest	628.76	628.76
Deposit	01/31/2023	Interest	1,275.04	1,903.80
Deposit	02/28/2023	Interest	1,925.77	3,829.57
Deposit	03/31/2023	Interest	630.67	4,460.24
Deposit	04/30/2023	Interest	806.31	5,266.55
Deposit	05/31/2023	Interest	906.09	6,172.64
Total Interest Income			6,172.64	6,172.64
TOTAL			356,604.02	356,604.02

The Arc of Ft. Bend County
Transaction Detail By Account
January 1 through July 3, 2023

Type	Date	Num	Name	Memo	Amount	Balance
Rental Income						
Deposit	03/02/2023		FACILITIES - Julie Rivers:Office	Dan Roth - March rent	500.00	500.00
Deposit	03/02/2023		FACILITIES - Julie Rivers:Office	Texas Builders Finance - March rent	1,500.00	2,000.00
Deposit	03/10/2023	79752...	FACILITIES - Julie Rivers:Office	Hampson Properties - March rent	1,000.00	3,000.00
Deposit	04/03/2023	80005...	FACILITIES - Julie Rivers:Office	Hampson Properties - April rent	1,000.00	4,000.00
Deposit	04/06/2023	44376...	FACILITIES - Julie Rivers:Office	Pat Bullard - April rent	300.00	4,300.00
Deposit	04/13/2023		FACILITIES - Julie Rivers:Office	Dan Roth - April rent	500.00	4,800.00
Deposit	04/13/2023		FACILITIES - Julie Rivers:Office	Texas Builders Finance - April rent	1,500.00	6,300.00
Deposit	05/01/2023		FACILITIES - Julie Rivers:Office	Dan Roth - May rent	500.00	6,800.00
Deposit	05/01/2023		FACILITIES - Julie Rivers:Office	Texas Builders - May rent (5/9)	1,500.00	8,300.00
Deposit	05/15/2023		FACILITIES - Julie Rivers:Office	Hampson Prosperties - May rent	1,000.00	9,300.00
Deposit	06/01/2023		FACILITIES - Julie Rivers:Office	Dan Roth - June rent	500.00	9,800.00
Deposit	06/01/2023		FACILITIES - Julie Rivers:Office	Texas Builders Finance - June rent 6/12	1,500.00	11,300.00
Deposit	06/06/2023	80676...	FACILITIES - Julie Rivers:Office	Hampson Properties - June rent	1,000.00	12,300.00
Total Rental Income					12,300.00	12,300.00
JULIE RIVERS						
Cleaning						
Bill	04/03/2023	89584	FACILITIES - Julie Rivers:Office	March Janitorial Service	-650.00	-650.00
Bill	04/21/2023	89673	FACILITIES - Julie Rivers:Office	April Janitorial Service	-650.00	-1,300.00
Bill	04/28/2023	90077	FACILITIES - Julie Rivers:Office	May Janitorial Service	-650.00	-1,950.00
Bill	06/06/2023		FACILITIES - Julie Rivers:Office	June Janitorial Service	-650.00	-2,600.00
Bill	07/03/2023		FACILITIES - Julie Rivers:Office	June Janitorial Service	-650.00	-3,250.00
Total Cleaning					-3,250.00	-3,250.00
Landscaping						
Bill	03/29/2023		FACILITIES - Julie Rivers:Office	Annual Lawn Maintenance (prorated) - 407 Julie Rivers Drive	-625.00	-625.00
Bill	04/14/2023		FACILITIES - Julie Rivers:Office	3/25/23 by Tony Vaccaro	-50.00	-675.00
Bill	06/02/2023	9903	FACILITIES - Julie Rivers:Office	Repairs to sprinkler system	-791.00	-1,466.00
Total Landscaping					-1,466.00	-1,466.00
R&M						
Bill	06/08/2023		FACILITIES - Julie Rivers:Office	Pest Control	-190.00	-190.00
Total R&M					-190.00	-190.00
Renovations						
Inspections						
Bill	04/20/2023	4798 ...	FACILITIES - Julie Rivers:Office	Fire extinguisher	-150.99	-150.99
Bill	04/20/2023	4798 ...	FACILITIES - Julie Rivers:Office	Electric sign	-12.53	-163.52
Total Inspections					-163.52	-163.52
Total Renovations					-163.52	-163.52
Trash / Recycling Services						
Bill	05/08/2023	3-085...	FACILITIES - Julie Rivers:Office	4/1 - 5/31 Waste & Recycling service	-223.40	-223.40
Bill	06/06/2023	0853-...	FACILITIES - Julie Rivers:Office	6/1 - 6/30 Waste & Recycling service	-111.70	-335.10

The Arc of Ft. Bend County
Transaction Detail By Account
January 1 through July 3, 2023

Type	Date	Num	Name	Memo	Amount	Balance
Bill	07/03/2023	0853-...	FACILITIES - Julie Rivers:Office	7/1-7/31 Waste & Recycling service	-111.70	-446.80
Total Trash / Recycling Services					-446.80	-446.80
Utilities						
Bill	03/29/2023	746122	FACILITIES - Julie Rivers:Office	Electric 3/1/2023 - 3/14/2023	-24.68	-24.68
Bill	04/14/2023	219-502	FACILITIES - Julie Rivers:Office	Water - 407 Julie Rivers Dr.	-182.96	-207.64
Bill	04/28/2023	746122	FACILITIES - Julie Rivers:Office	Electric 3/14/2023 - 4/13/2023	-640.39	-848.03
Bill	05/10/2023		FACILITIES - Julie Rivers:Office	Reimbursement for portion of Champion Energy bill	-483.16	-1,331.19
Bill	05/17/2023	219-502	FACILITIES - Julie Rivers:Office	Water - 407 Julie Rivers Dr.	-187.85	-1,519.04
Bill	06/21/2023	219 502	FACILITIES - Julie Rivers:Office	Water - 407 Julie Rivers Dr.	-196.80	-1,715.84
Bill	07/03/2023	746122	FACILITIES - Julie Rivers:Office	Electric 5/12/2023 - 6/13/2023	-606.43	-2,322.27
Total Utilities					-2,322.27	-2,322.27
Total JULIE RIVERS					-7,838.59	-7,838.59
TOTAL					4,461.41	4,461.41