



Board Meeting Agenda
Via ZOOM May 18, 2020 – 6:00 p.m.

- I. **Call to Order & Determination of a Quorum**
- II. **Welcome Guests**
- III. **Public Comment**
- IV. **Consent Agenda**
Approve Board Meeting Minutes – January 27, 2020
- V. **Assignment of Items Removed from Consent Agenda to Agenda**
- VI. **CEO Report**
 - 1. Program Highlights April 2020
 - 2. Karri's Opinion Letter
- VII. **Committee Reports:**
 - A. Executive Committee Report – C. Huber
 - 1. 03/11/2020, 05/13/2020 Meeting Minutes(will be emailed to Board)
 - 2. Discussion - Program and Services Suspension due to COVID 19
 - B. Internal Committee Report – H. Marshall
 - 1. Budget and Finance Committee
 - a) **Approve Budget & Finance Meeting Minutes – February 5, 2020**
 - b) **Accept Financials: March 2020 YTD**
 - c) **Review *Final* Edits to 2020 Operating Budget**
 - d) **Review COVID Budget Amendments by Classifications**
 - e) **Approve COVID Amended Budget Through June 30, 2020**
 - 2. Real Estate Committee – T. Zafar (Closed Session)
Committee Meeting Minutes February 5, 2020 and April14, 2020
 - a) **Approve lease rate for Grant Dr.**
 - b) **Approve lease rate for Rustic Trail**
 - c) **Renew lease rates for Russeff Field & 3003 Gilmar**
 - d) **Approve reduced lease rate for Cypress Point Building**
 - e) **Need to Transfer Note & Lien for 3005 Gilmar to the Foundation**
 - C. Governance Committee – S. Lee
 - 1. Proposed Slate of Officers:
Officers, Term I: July 1, 2020 - June 30, 2022

Larry Lobue	Chairman	Position 1
Hal Marshall	Vice Chairman	Position 2
Sharon Lee	Treasurer	Position 3
Ann Johnston	Secretary	Position 4
Charles Huber	Past Chair	Position 5

2. Proposed Bylaws Revisions 2020
3. Edits to Internal Controls/Employee Handbook
 - a) Audit vs. Review Requirements
 - b) Assignment of Audit Committee Duties
 - c) Edit to Whistle Blower Policy in Employee Handbook

VIII. **New Business:**

- A. Approve Foundation Class of 2023: J. Patterson, R. Cushenberry, M. Moore
- B. "No Sweat" Golf Classic

XI. **Adjourn**

Next Board Meeting: June 22, 2020 (Annual Meeting)



Board of Directors Meeting
 January 27, 2020
 Meeting Minutes

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

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

- II. Welcome Guests: Charlie thanked everyone for coming and welcomed Gail Lobue, Chance Geary and Karri Axtell.
- III. Public Comment: None.
- IV. Consent Agenda: Motion was made by Avis Goldy to accept the Consent Agenda. Seconded by Larry Lobue. **Motion approved.**
- V. Assignment of items removed from Consent Agenda to Agenda: No items removed.
- VI. CEO Report: Laura reviewed the highlights of The Arc’s programs and services for December. She briefly discussed Karri’s Parent Contacts and Visits totals. Karri’s Education Advocacy hours from January –December 2019 totaled 243.50. Pat Bullard commented that Karri did a great job on a previous appointment and it was definitely an educational experience for him. Sharon Lee and Becky Geary commented that Karri does an outstanding job. Karri hosted an Appreciation Tea Party for the Teen/Tween Social volunteers. Bowling had great attendance in December. Social Recreation had two big events with a large turnout, the Winter Dance and the Holiday Formal. Special Olympics had a Bowling Competition. Laura further stated that the PNO Teen/Tween Social event had 18 participants in December. The TwentySomethings group had two events and the Youth Group attended the sensory friendly Sugar Land Holiday Lights. Laura met with Charlie to discuss her 2019 Performance Review.

Karri Axtell made a presentation about the newly formed Adult Sibling Social Group. Karri felt this is very important for the next generation of care givers. This new generation is classified as the “Club Sandwich” generation, which is older parents, plus their children and their sibling with IDD. This group will provide an opportunity for siblings to network and share resources. Karri further stated this is a great opportunity but, we need siblings to join the group. The group will have two meetings a year with the first scheduled for 4/19/20 at 2:00 p.m. Charlie Huber stated that it is very important that siblings be well educated on caring for their brother or sister with IDD.

Karri stated that The Arc is sponsoring the screening of the inspirational movie, “Intelligent Lives” on 3/19/20 at Christ Church. This movie is a documentary about three adults with IDD who navigate high school, college and the workforce.

Laura notified the board about a new support group for mothers of young children with Autism called M.O.K.A, (Mothers of Kids with Autism) who will be holding their meetings at The Arc's office on the second Tuesday of every month. Their first meeting is scheduled in February. A young mother, Ashley Bennet, has a son with Autism and wanted to connect with other moms who had a child with Autism. She started a small group with friends and then realized that she needed additional help. Charlie Huber reminded the board that The Arc was created 50 years ago by parents who wanted to meet with other parents and share information.

VII. Committee Reports:

A. Executive Committee:

- 1) Charlie Huber stated that the totals of Income and Expenses to date for Best in the West are in the packet.
- 2) Charlie stated that it was 5 ½ years ago that the CEO Succession Plan was adopted. He wanted the Board to know that it does exist. In the event of departure of the CEO, Charlie would recommend that the board approve an Ad Hoc Committee and Search Committee. Sharon Lee of the Governance Committee stated that the committee will review the document.

B. Internal Committee:

1. Budget & Finance

- a) Hal Marshall reviewed the December 2019 YTD Financials. A motion was made by the committee to approve the December 2019 YTD Financials. **Motion approved.**
- b) Motion was made by the committee to accept the 2018 Financial Review completed by Randy Walker and Co., CPA's. **Motion approved.**
- c) Motion was made by the committee to approve the engagement of Randy Walker and Co., CPA's to complete the 2019 Financial Review and Form 990. **Motion approved.**
- d) Laura reviewed the final edits made to the 2020 Operating Budget. A motion was made by committee to approve the final edits. **Motion approved.**

2. Real Estate Committee: Tariq Zafar(absent)

Hal stated that The Arc has two homes that are vacant and will be cleaned and placed on the market for lease.

VIII. New Business: Charlie reminded the Board that the 2020 Calendar of Board Meetings & Special Events was in the last board packet. Charlie encouraged the board to consider participating in the Special Events. Laura stated that Pat Bullard and Elsa Maxey will be finishing the new video detailing what The Arc does in the community.

IX. Adjourn: Meeting adjourned at 7:20 p.m.

Submitted by:
Cheryl Olivier
Administrative Assistant

Attested to:
Sharon Lee,
Secretary, Board of Directors

The next board meeting is March 23, 2020

**CEO Report
April 2020**

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

Karri's Highlights:

Parent Contacts & Visits:

- General Info & Referral: 8 (2.4 hours)
- Special Ed: 12 (3.3 hours)
- ARD/Grievance/Transition Meetings: 1 (2.0 hours)
- Adult Services (Provider/Day Hab/SO&SR): 1 (.2 hours)
- Employment: 2 (.5 hours)
- SSI & HCBS: 1 (.2 hours)
- Outreach: 28.5 hours (COVID-19 related resources, Social Media posts, articles, videos, webinars)
- Phone Calls: 28.5 hrs on the phone answering questions and advising.

Total Education Advocacy Hours for 2020: Jan – Apr: 52 hours (calls, IEP reviews & ARD meeting attendance) Jan: 12.3 hrs. Feb: 19.9 hrs. Mar: 7.4 hrs. Apr: 12.4)

Disability Conference/Resource Fair

4/25/20 FBISD Transition Resource Fair CANCELED due to COVID-19 (re-scheduled for November 2020).

Special Ed & Advocacy training - online video series & The Arc's "Article library"

- 4/08/20 – Video - Facebook: Special Education & Learning at Home During COVID-19
- 4/16/20 – Presented on Shields Law Firm Online Parent Meeting – Special Ed & Learning at Home During COVID-19
- 5/1/20 – Presentation – Partners Resource Network Webinar: Parent Tips: Learning at Home & Tracking Special Ed Progress

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.

Community Meetings:

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

Laura: FASD Collaborative UT, Austin; Sugar Land Rotary; Leaders' Circle; Health Education Advisory Board (HEAB) of OBMC; Fort Bend Transportation Advisory Committee

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

Bowling & Social Recreation:

Answering calls and emails from clients, parents and providers on the programs.

Special Olympics:

- Participating in all Special Olympics conference calls for SO Connect, Virtual athlete participation and updated information. These calls are scheduled for every Thursday at 11:00 am (East Region Calls) and every Friday at 10:00 am. (State Office Update Calls)
- Maintaining athlete medical database and updating all expired medicals.
- Updating and finalizing all sports practice/competition attendance records into the Casey Connection for 2019 & 2020.
- Responding to all athlete, coach and volunteer emails, texts and calls.
- SOTX has updated and changed all entry, registration and competition form processes. These are completed online now and all procedures are new. I have been working on completing these forms for the next few sports so that we will be “ready to go” as soon as we are given the “all clear”.
- Working on the budget and plans for a “Celebration Day” as soon as we can meet again as a delegation. This will include *all members* of The Arc. (Special Olympics athletes, TwentySomethings & Social Rec) We will have a hotdog lunch, play games and celebrate coming together again as a group. Looking at a date in the Fall and we will host this event at a local park. This event will replace the Sports Banquet for this year.
- Continuing to update the operational budget with expenses not required for the months effected by Covid 19.

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

Both Grant Drive and Rustic Trail homes were leased!

Commissioner Patterson and I met with Kevin Barker to ascertain their need to ask for a reduction in rent for the Cypress Point Bldg. Kevin presented financial information that showed a 30% reduction in their income due to COVID 19 and serving clients at home.

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 met via ZOOM with Executive, Real Estate, Budget & Finance Committees. Also with our Board and the, Foundation Board. The Golf Classic committee met via Zoom to discuss the feasibility of holding the event.

We applied for and received the Payroll Protection Program Loan. And, prepared a budget reflecting the loss in Income and the reduction in Expenses caused by suspending our programs.

Community Development Block Grant:

Nancy completed the March 2020 Community Development Block Grant monthly report for reimbursement. Continue to request needed information to complete client files for CDBG. Updating the 2020 budget for March, April, May and June for income and expenses that will not occur due to the suspension of programs. Continuing to stay in touch with Community Development staff on changes with the grant.



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Opinion: Child Find Issues in Texas Public Schools By Karri Axtell

Here in Texas we see many inter-related issues which make the child find process of special education less effective. Issues include the practice of relying on initial screenings in place of a Full Individual Initial Evaluation (FIIE), overlooking related services and using Response To Intervention (RTI) to delay a FIIE.

Many issues stem from “District policy” or really, “District practice”, which denies a student their right to being identified as needing special education services. Many School Districts have a “practice” or “policy” of conducting an informal screening first, NOT a FIIE, especially for younger students with a disability. Although the statute allows for parents to agree to “screenings” as part of the evaluation process, most parents have no idea they may request a full evaluation, or, if the screening comes back negative, they still have the right to request a FIIE. Screenings may work fine for some students, but it may not go to the depth needed to identify all students with a disability and identify their educational need.

Another child-find-miss is in the area of related services. I have talked to many parents of pre-school children who had a concern about their child’s writing ability, and the school conducted an initial evaluation, but no occupational therapy evaluation. Texas seems to do a good job of conducting speech evaluations, but when it comes to occupational therapy (OT) or physical therapy (PT), Texas school districts tend to see those related services as primarily “therapeutic” and not “educational need”. Therefore, schools tend to conduct less OT or PT evaluations as part of the child find process. (Just to be clear, I am not advocating that every child needs an OT or PT evaluation. But, if the parent expresses concern about the child’s writing ability, being “clumsy” or tripping over their own feet, etc., then an OT evaluation should be done).

Response to Intervention has been another big barrier to child find here in Texas. (Advocates have renamed RTI to stand for “Refuse To Identify”). District staff, teachers, etc. have been told “District policy” is the child must first do X number of months of RTI tier 1, 2, and 3, before conducting a FIIE. Although this is not a written District policy (most Districts know better than to put a direct violation of Federal Law in writing), it is a spoken policy starting at the District-level, handed down to campus Administrators to be put into practice at the campus.

Going through a methodical process prior to evaluating may sound like a responsible thing to do on the surface, but, in practice it leads to a 2 – 3 year delay for a student to be identified as needing special education.

Year one: student struggles the first quarter of the school year, but this is because “all students lose knowledge over the summer”, or, “he’s a boy, all boys struggle with reading”, so he/she is just catching up with peers. The second quarter of the school year the school may begin RTI Tier 1. Tier 1 RTI may help a little, so the school recommends continuing for the rest of the school year. The student may continue to struggle by April or May, but now “it’s the end of the school year and all students are tired, so let’s give the student more time and see how they do at the beginning of next school year.”

Year two: As we know, all students lose knowledge over the summer, so we must wait the first quarter before trying anything new or different. The student still struggles, so now they start Tier 2 RTI, which may help a little, but is ultimately not enough. Parents are even more frustrated because now two school years have passed and their child continues to struggle. Parents may send their child to the Doctor. to see if their child has a disability. The Doctor may start the diagnosis process and/or recommend a school evaluation, or the parent researches online and finds out about school evaluations. By now it is the end of the second school year, so the evaluation won’t be completed until sometime the third school year, meaning it will be the middle of the third school year before the child begins to receive services.

This scenario plays out again, and again each school year. School Districts aren’t doing anything “wrong” because parents could have asked for an evaluation all along, right? The problem is parents don’t know their right to an FIE in the first place. Besides, school staff do a great job of convincing parents that there are other reasonable explanations for their child struggling (being a boy, start of the school year, end of the school year, haven’t given student enough time with RTI yet, changes at home (new baby, divorce, move home), etc.) that years go by before an evaluation is done and the student is identified as needing special education.

School Districts must change their mindset to be more pro-active and preventative about meeting a student’s unique education needs. Districts should focus on the benefits of early identification and intervention through special education services which will prevent students from struggling so long and falling even farther behind. Districts should educate their staff and the parents about a parent’s right to request an FIIIE, not just a screening. Staff and parents should be educated that parents do not have to wait for a single Tier of RTI to be completed before the parent has a right to request an FIIIE. If school staff are discussing RTI with a parent because a student is struggling, then part of the discussion should include educating them about the special education evaluation process and the parent’s right to request an FIIIE. Such proactive, rather than reactive measures will benefit students, parents and School Districts and lead to more positive student outcomes.

*** The opinions expressed in this article are those of the author and does not purport to reflect the opinion of The Arc of Fort Bend County. Those needing legal advice should seek the assistance of an attorney who is knowledgeable about special education law.**

Rev. 3/04/20



Executive Team Meeting Minutes
4:45 pm March 11, 2020

Attendees: C. Huber, Chairman
S. Lee, Secretary
H. Marshall, Treasurer
L. LaVigne, CEO

Absent: L. Lobue
T. Zafar

1. **Internal Committee Report:** H. Marshall

a. Budget & Finance Committee

- i. **February 2020 YTD Financials** – reviewed and discussed.
- ii. 2020 Operating Budget – Final – final changes will be made before full Board Meeting.
- iii. Recommendations to Governance Committee – to assign the duties of the Audit Committee to the Internal Committee. Governance Committee will review Internal Controls and Employee Handbook to update accordingly.

b. Real Estate Committee Meeting T. Zafar

- i. Laura and Hal reported that at the February 5, 2020 committee meeting they recommended a reduced lease rate for Grant Dr.
Note: Since the Executive Committee meeting, the Real Estate Committee has recommended reducing the lease rate again by a total of \$100 per month.
- ii. Laura reported that a meeting with J. Patterson, L. LaVigne and Abe Sustaita, architect, took place and Mr. Sustaita is going to develop a general plan for office space for The Arc. This is to begin preparing for the eventual need to vacate 123 & 119 Brooks St.

2. **Governance Committee:** S. Lee

Prospective Board Member Nominee – Ann Johnson and Laura will meet with Stacy Krajinovic to discuss joining the Board of Directors.

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

- a. Website updates
- b. Annual Awards Dinner – nominees are needed and Board members will again be asked to be presenters.

4. **March 23, 2020 Board Meeting Agenda:** C. Huber

Since the Executive Committee meeting, C. Huber announced that the March board meeting is cancelled. Any action items will be addressed in May.

5. **Other:** 3005 Gilmar sales transaction in 2019 will need to be corrected to show a transfer and assignment of the note and lien to the Foundation.

Next Meeting: Wednesday, May 13, 2020, 4:45 pm



Executive Team Meeting Minutes (via Zoom)
4:45 pm May 13, 2020

Attendees: C. Huber, Chairman S. Lee, Secretary
L. Lobue, Vice Chairman T. Zafar, Chair, Real Estate Committee
H. Marshall, Treasurer L. LaVigne, CEO

1. **Internal Committee Report:** H. Marshall

a. Budget & Finance Committee: H. Marshall

- i. **March 2020 YTD Financials** – reviewed and discussed. No effect from Covid-19 on the first three months of the year. YTD expenses are under budget, and YTD income is over budget.
- ii. **COVID 19 Forecast Budget 06.30.2020** – reflects budget amendments due to Covid-19 through June 30. Currently programs are suspended until May 31 but unsure when programs will resume. The Arc received \$69,500 from the Payroll Protection Program, which will be reflected as a loan until forgiven. Golf Revenue of \$83,000 has been removed from the budget. Budget amendments for the second half of the year, if needed, will be done after Sept. 1.

b. Real Estate Committee Meeting: T. Zafar

- i. Committee Meeting Minutes April 14, 2020 – leases were renewed for Russeff Field, Rustic Trail and 3005 Gilmar. The Arc agreed to reduce Texana's rent for May – July by 30%, as their expenses have increased by a similar amount.
- ii. Transfer Lien & Note for 3005 Gilmar to the Foundation – Tariq is working on this issue.

2. **Governance Committee:** S. Lee

- a. New Board Member – Ann Johnston talked to prospective board member to postpone appointment.
- b. Edits to Bylaws – Governance Committee has reviewed bylaw changes and will recommend that changes be made to language concerning honorary/lifetime membership and Annual Meetings.
- c. Governance Committee will review the Internal Policy to remove all references to the Audit Committee, which no longer exists.

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

- a. Website updates – Laura and Cheryl have been working with James, from Click and Create, to add all of Karri's videos and parent advocacy information to the website.
- b. COVID 19 Working from Home – Laura and staff are working from both home and the office.

4. **March 23, 2020 Board Meeting Agenda:** C. Huber

Several discussion/action items were added to cover the time since the Jan. 2020 board meeting.

Next Meeting: Wednesday, June 10, 2020, 4:45 pm

Budget & Finance Committee
Meeting Minutes
February 5, 2020

Present:

H. Marshall, Chair
P. Bullard
J. Gortney
L. Lobue
L. LaVigne

Absent:

A. Harris
M. Geary

The Committee met to discuss and make recommendations on the following items:

1. Review 2020 Operating Budget – Committee discussed additions made to the budget following the December board meeting when the budget was approved. The biggest addition was the \$25,000 grant received January 2, 2020, and was added to Income. Laura shared that The Arc’s website needed revisions since the major revisions were completed in 2018. Committee agreed to add \$2100 to the “Office Website” Expenses to cover updating the website.
Action Item: Committee recommends to the board to approve the amended budget presented.

2. The Board’s Internal Controls policy governing yearly Audits vs Reviews:
 - a. Committee discussed the need conduct a review vs a full audit– for a financial savings
 - b. Committee discussed the need to address the duties assigned to the “Audit Committee” in the Internal Controls and Employee Handbook.
Action Item: The committee recommends the Governance Committee consider revising the Internal Controls policy, to read that “a Financial Review will be conducted yearly. The Board of Directors will decide if and when to conduct a full Audit.

Action Item: The committee recommends the Governance Committee review the duties assigned to the “Audit Committee” and assign those duties and responsibilities to a current, functioning committee.

3. Funds Received from the Sale of 3005 Gilmar in 2019:

The committee reviewed options available to apply the \$74,448 to current loans held by the Foundation. After discussion, committee decided on the following:
Action Item: Committee recommends to the Board that the funds be applied to pay off The Arc’s loan with the Foundation on the Chapman Falls house (current balance approx. \$62,502) and the remainder of the funds be applied as additional principal payment on the Cotter Lane loan.

The Arc of Ft. Bend County Profit & Loss by Class

March 2020

	<u>G&A</u>	<u>Advocacy</u>	<u>Bowling</u>	<u>Social Rec</u>	<u>Special Olympics</u>	<u>Youth</u>	<u>Golf Classic</u>	<u>Western Dance</u>	<u>Real Estate</u>	<u>TOTAL</u>
Ordinary Income/Expense										
Income										
Ride fee	0.00	0.00	0.00	290.00	0.00	0.00	0.00	0.00	0.00	290.00
Youth Social	0.00	0.00	0.00	0.00	0.00	90.00	0.00	0.00	0.00	90.00
Bowling - Lane Fee Income	0.00	0.00	797.00	0.00	0.00	0.00	0.00	0.00	0.00	797.00
Donations & Contributions	0.00	512.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	512.29
Donations - Designated	0.00	0.00	0.00	0.00	60.00	0.00	0.00	0.00	0.00	60.00
Fundraising Event	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,800.00	0.00	13,800.00
Grant - CDBG Fort Bend	0.00	0.00	0.00	3,478.37	0.00	0.00	0.00	0.00	0.00	3,478.37
Membership Revenue	445.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	445.00
Rental Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	41,496.00	41,496.00
Social Rec Fees	0.00	0.00	0.00	1,078.80	0.00	0.00	0.00	0.00	0.00	1,078.80
Total Income	<u>445.00</u>	<u>512.29</u>	<u>797.00</u>	<u>4,847.17</u>	<u>60.00</u>	<u>90.00</u>	<u>0.00</u>	<u>13,800.00</u>	<u>41,496.00</u>	<u>62,047.46</u>
Gross Profit	445.00	512.29	797.00	4,847.17	60.00	90.00	0.00	13,800.00	41,496.00	62,047.46
Expense										
Advocacy in Action										
Casey Connection	0.00	0.00	0.00	0.00	637.50	0.00	0.00	0.00	0.00	637.50
Total Advocacy in Action	0.00	0.00	0.00	0.00	637.50	0.00	0.00	0.00	0.00	637.50
Accounting, Audit, Payroll	213.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	213.55
Advertising & Marketing	0.00	53.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	53.30
Affiliation/Asso/Mbrship/Certs	0.00	65.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	65.00
Bank & CC Charges	176.51	0.00	0.00	-1.00	0.00	0.00	0.00	0.00	0.00	175.51
Board Expenses	85.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	85.02
Community Outreach	0.00	102.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	102.84
Conferences	0.00	25.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.94
Continuing Education/Staff Dev	25.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00
Employee Expenses										
Employee Salaries	6,699.24	7,336.84	176.60	5,289.98	4,354.25	1,247.96	1,229.11	1,763.54	1,867.08	29,964.60
Employee-FICA	415.35	454.88	10.94	327.97	269.97	77.38	76.21	109.35	115.76	1,857.81
Employee-Health/Dental	-62.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-62.32
Employee-Medicare	97.13	106.39	2.56	76.70	63.14	18.10	17.81	25.58	27.08	434.49
Employee-SUTA	10.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.64
Total Employee Expenses	<u>7,160.04</u>	<u>7,898.11</u>	<u>190.10</u>	<u>5,694.65</u>	<u>4,687.36</u>	<u>1,343.44</u>	<u>1,323.13</u>	<u>1,898.47</u>	<u>2,009.92</u>	<u>32,205.22</u>

The Arc of Ft. Bend County Profit & Loss by Class

March 2020

	<u>G&A</u>	<u>Advocacy</u>	<u>Bowling</u>	<u>Social Rec</u>	<u>Special Olympics</u>	<u>Youth</u>	<u>Golf Classic</u>	<u>Western Dance</u>	<u>Real Estate</u>	<u>TOTAL</u>
Facilities Prop Mgmt Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,300.00	1,300.00
Facilities R&M / Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,986.03	17,986.03
Facilities Utilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.54	250.54
Interest Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,862.31	8,862.31
Meals & Supplies / Meetings	45.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	45.88
Office										
Repairs & Maintenance	435.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	435.00
Supplies	201.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	201.52
Telephone / Internet	0.00	202.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	202.46
Utilities	80.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	80.68
Total Office	717.20	202.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	919.66
PROGRAMS										
PR Activity/Mtg-Food & Supplies	0.00	0.00	0.00	67.62	1,422.24	118.89	0.00	0.00	0.00	1,608.75
PR Fuel	0.00	0.00	0.00	104.16	79.02	0.00	0.00	0.00	0.00	183.18
PR Hotel	0.00	0.00	0.00	0.00	2,995.72	0.00	0.00	0.00	0.00	2,995.72
PR Other Expenses / Gifts	0.00	0.00	0.00	0.00	42.16	0.00	0.00	0.00	0.00	42.16
PR Parking & Tolls	0.00	0.00	0.00	0.00	26.60	0.00	0.00	0.00	0.00	26.60
PR Practice Facil. / Lifeguards	0.00	0.00	0.00	0.00	442.90	0.00	0.00	0.00	0.00	442.90
PR Tickets / Venue Fees	0.00	0.00	0.00	7,335.00	0.00	0.00	0.00	0.00	0.00	7,335.00
PR Training & Background checks	0.00	0.00	0.00	0.00	0.00	29.97	0.00	0.00	0.00	29.97
PR Transportation	0.00	0.00	0.00	0.00	764.85	0.00	0.00	0.00	0.00	764.85
Total PROGRAMS	0.00	0.00	0.00	7,506.78	5,773.49	148.86	0.00	0.00	0.00	13,429.13
PR Contract Workers	0.00	0.00	0.00	2,198.88	0.00	308.00	0.00	0.00	0.00	2,506.88
Total Expense	8,423.20	8,347.65	190.10	15,399.31	11,098.35	1,800.30	1,323.13	1,898.47	30,408.80	78,889.31
Net Ordinary Income	-7,978.20	-7,835.36	606.90	-10,552.14	-11,038.35	-1,710.30	-1,323.13	11,901.53	11,087.20	-16,841.85
Other Income/Expense										
Other Income										
Investment Income	6.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.59
Total Other Income	6.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.59
Net Other Income	6.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.59
Net Income	<u>-7,971.61</u>	<u>-7,835.36</u>	<u>606.90</u>	<u>-10,552.14</u>	<u>-11,038.35</u>	<u>-1,710.30</u>	<u>-1,323.13</u>	<u>11,901.53</u>	<u>11,087.20</u>	<u>-16,835.26</u>

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

	<u>Mar 20</u>	<u>Budget</u>	<u>Jan - Mar 20</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense					
Income					
Ride fee	290.00	233.00	940.24	699.00	2,800.00
Youth Social	90.00	100.00	350.00	300.00	1,000.00
Bowling - Lane Fee Income	797.00	800.00	1,979.00	2,400.00	7,296.00
Donations & Contributions	512.29	1,650.00	3,093.15	4,950.00	20,000.00
Donations - Designated	60.00	60.00	235.00	235.00	1,650.00
Fundraising Event	13,800.00	0.00	29,871.00	0.00	347,600.00
Grant - CDBG Fort Bend	3,478.37	3,333.00	3,609.88	9,999.00	40,000.00
Grant - FBJSL	0.00	0.00	0.00	0.00	10,000.00
Grants - Other	0.00	0.00	25,000.00	25,000.00	112,500.00
Membership Revenue	445.00	830.00	3,061.56	2,490.00	10,000.00
Rental Income	41,496.00	38,266.67	123,246.00	114,800.01	459,200.04
Social Rec Fees	1,078.80	1,165.00	4,152.19	3,495.00	14,000.00
Total Income	<u>62,047.46</u>	<u>46,437.67</u>	<u>195,538.02</u>	<u>164,368.01</u>	<u>1,026,046.04</u>
Gross Profit	62,047.46	46,437.67	195,538.02	164,368.01	1,026,046.04
Expense					
Auto / Vans - Repairs & Maint.	0.00	0.00	0.00	0.00	1,500.00
Advocacy in Action					
Casey Connection	637.50	0.00	6,175.00	5,000.00	5,000.00
Information / Referral	0.00	0.00	0.00	0.00	900.00
Educational Advocacy	0.00	0.00	2,035.00	2,035.00	2,245.00
Advocacy in Action - Other	0.00	0.00	0.00	0.00	2,700.00
Total Advocacy in Action	<u>637.50</u>	<u>0.00</u>	<u>8,210.00</u>	<u>7,035.00</u>	<u>10,845.00</u>
Accounting, Audit, Payroll	213.55	250.00	762.79	750.00	15,470.00
Advertising & Marketing	53.30	70.00	106.60	210.00	840.00
Affiliation/Asso/Mbrship/Certs	65.00	0.00	3,911.00	3,456.00	5,151.00
Bank & CC Charges	175.51	150.00	536.18	450.00	1,800.00
Board Expenses	85.02	100.00	335.49	100.00	1,400.00
Community Outreach	102.84	2,500.00	102.84	2,500.00	3,500.00
Conferences	25.94	65.00	25.94	165.00	875.00
Continuing Education/Staff Dev	25.00	50.00	25.00	50.00	300.00

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

	Mar 20	Budget	Jan - Mar 20	YTD Budget	Annual Budget
Employee Expenses					
Employee Salaries	29,964.60	29,723.00	89,926.50	89,169.00	356,680.00
Employee-FICA	1,857.81	2,273.00	5,576.36	6,819.00	27,286.00
Employee-Health/Dental	-62.32	5,388.92	3,672.26	16,166.76	64,667.00
Employee-Medicare	434.49		1,304.19		
Employee-Retirement Plan	0.00	0.00	0.00	0.00	7,134.00
Employee-SUTA	10.64	387.00	182.60	1,161.00	4,644.00
Mileage Reimbursement	0.00	0.00	0.00	0.00	1,500.00
Total Employee Expenses	32,205.22	37,771.92	100,661.91	113,315.76	461,911.00
Event Expenses	0.00	0.00	500.00	0.00	38,500.00
Facilities HOA Fees	0.00	0.00	9,715.90	13,000.00	13,000.00
Facilities Landscaping	0.00		1,775.00		
Facilities Prop Mgmt Fees	1,300.00	1,300.00	3,900.00	3,900.00	15,600.00
Facilities R&M / Improvements	17,986.03	2,856.00	25,644.59	8,576.00	34,280.00
Facilities Utilities	250.54		711.35		
Insurance					
Crime	0.00	0.00	0.00	0.00	123.00
Workers Comp	0.00	0.00	0.00	0.00	1,064.00
Property	0.00	0.00	0.00	0.00	37,462.00
Cyber Liability	0.00	0.00	0.00	0.00	1,200.00
Auto	0.00	0.00	0.00	0.00	5,994.00
Professional Liability	0.00	0.00	0.00	0.00	10,548.00
D&O / Fiduciary	0.00	0.00	0.00	0.00	3,408.00
Umbrella	0.00	0.00	0.00	0.00	2,063.00
Total Insurance	0.00	0.00	0.00	0.00	61,862.00
Interest Expense	8,862.31	8,862.31	19,207.65	19,207.65	60,203.65
Meals & Supplies / Meetings	45.88	50.00	210.36	100.00	400.00
Office					
Lease 119 & 123	0.00	0.00	232.80	240.00	240.00
Website	0.00	0.00	0.00	0.00	2,500.00
Cell Phone	0.00	246.50	0.00	739.50	2,958.00
Computer / Software	0.00	0.00	0.00	0.00	2,000.00

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

	Mar 20	Budget	Jan - Mar 20	YTD Budget	Annual Budget
Copier Lease	0.00	362.50	1,095.54	1,087.50	4,350.00
Repairs & Maintenance	435.00	750.00	3,955.62	4,310.00	11,130.00
Supplies	201.52	250.00	511.42	750.00	3,200.00
Telephone / Internet	202.46	360.92	1,001.96	1,082.76	4,331.00
Utilities	80.68	380.00	469.81	1,140.00	4,560.00
Total Office	919.66	2,349.92	7,267.15	9,349.76	35,269.00
PROGRAMS					
PR Activity/Mtg-Food & Supplies	1,608.75	1,795.00	2,997.32	3,085.00	14,550.00
PR Athletic Banquet	0.00	0.00	0.00	0.00	5,300.00
PR Bowling Lane Fees	0.00	1,420.00	1,974.00	4,260.00	12,768.00
PR DJ	0.00	0.00	0.00	0.00	2,600.00
PR Equipment, Shirts, Uniforms	0.00	0.00	0.00	0.00	2,200.00
PR Fuel	183.18	250.00	245.00	500.00	3,100.00
PR Game / Registration Fees	0.00	0.00	0.00	0.00	3,450.00
PR Hotel	2,995.72	3,000.00	2,995.72	3,000.00	20,000.00
PR Other Expenses / Gifts	42.16	0.00	558.90	0.00	950.00
PR Parking & Tolls	26.60	130.00	26.60	290.00	1,250.00
PR Practice Facil. / Lifeguards	442.90	450.00	442.90	450.00	4,600.00
PR Scholarships	0.00	0.00	0.00	0.00	3,000.00
PR Tickets / Venue Fees	7,335.00	3,000.00	7,335.00	9,000.00	34,700.00
PR Training & Background checks	29.97	50.00	29.97	150.00	625.00
PR Transportation	764.85	800.00	764.85	800.00	7,000.00
PR - Twenty Somethings	0.00	0.00	0.00	0.00	2,000.00
Total PROGRAMS	13,429.13	10,895.00	17,370.26	21,535.00	118,093.00
PR Contract Workers	2,506.88	2,014.00	3,616.76	6,042.00	23,640.00
Postage and Delivery	0.00	250.00	506.63	750.00	3,200.00
Printing and Reproduction	0.00	0.00	0.00	0.00	1,200.00
Professional Fees - Legal	0.00	0.00	0.00	0.00	50.00
Professional Fees - Other	0.00	0.00	0.00	0.00	500.00
Total Expense	78,889.31	69,534.15	205,103.40	210,492.17	909,389.65
Net Ordinary Income	-16,841.85	-23,096.48	-9,565.38	-46,124.16	116,656.39
Other Income/Expense					

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

	<u>Mar 20</u>	<u>Budget</u>	<u>Jan - Mar 20</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Other Income					
Investment Income	6.59		29.34		
Total Other Income	<u>6.59</u>		<u>29.34</u>		
Net Other Income	6.59		29.34		
Net Income	<u><u>-16,835.26</u></u>	<u><u>-23,096.48</u></u>	<u><u>-9,536.04</u></u>	<u><u>-46,124.16</u></u>	<u><u>116,656.39</u></u>

The Arc of Ft. Bend County
Balance Sheet - Accrual Basis - CY / PY - VARIANCE
As of March 31, 2020

	<u>Mar 31, 20</u>	<u>Mar 31, 19</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
Cash				
Credit Card Account	1,738	6,557	-4,819	-73%
Fundraising (WD)	16,216	5,069	11,147	220%
Money Market	72,314	75,265	-2,951	-4%
Operating Account	112,810	126,176	-13,366	-11%
Facilities Reserve contra	-74,000	-63,000	-11,000	-17%
Total Cash	<u>129,078</u>	<u>150,067</u>	<u>-20,989</u>	<u>-14%</u>
Total Checking/Savings	<u>129,078</u>	<u>150,067</u>	<u>-20,989</u>	<u>-14%</u>
Other Current Assets				
Prepaid Insurance				
Crime	113	113	0	0%
Cyber Liability	1,100	1,100	0	0%
Auto	4,818	4,818	0	0%
D&O	3,124	3,124	0	0%
Umbrella	1,645	1,645	0	0%
Professional Liability	6,234	6,234	0	0%
Property	32,881	32,881	0	0%
Worker's Comp	1,543	479	1,064	222%
Total Prepaid Insurance	<u>51,458</u>	<u>50,394</u>	<u>1,064</u>	<u>2%</u>
Total Other Current Assets	<u>51,458</u>	<u>50,394</u>	<u>1,064</u>	<u>2%</u>
Total Current Assets	<u>180,536</u>	<u>200,461</u>	<u>-19,925</u>	<u>-10%</u>
Fixed Assets				
Building-Commercial Property	1,195,872	1,195,872	0	0%
Improvements-Commercial Propert	912,294	912,294	0	0%
Building - Homes	2,326,047	2,100,328	225,719	11%
Improvements-Homes	336,088	336,088	0	0%
Land	810,768	810,768	0	0%
Leasehold Improvemnt.123 Brooks	9,062	9,062	0	0%
Office Equipment	5,324	5,324	0	0%
Furniture and Fixtures	6,720	6,720	0	0%
Computer Equipment	15,757	15,757	0	0%
Automotive	76,832	76,832	0	0%
Accumulated Depreciation	-2,043,969	-1,886,890	-157,079	-8%
Total Fixed Assets	<u>3,650,795</u>	<u>3,582,155</u>	<u>68,640</u>	<u>2%</u>
Other Assets				
Trans to Foundation to invest	74,448	74,448	0	0%
Facilities Reserve for Repairs	74,000	63,000	11,000	17%
Escrow - Rychlik Job Services	2,500	2,500	0	0%
Earnest Money	1,000	1,000	0	0%

The Arc of Ft. Bend County
Balance Sheet - Accrual Basis - CY / PY - VARIANCE
As of March 31, 2020

	<u>Mar 31, 20</u>	<u>Mar 31, 19</u>	<u>\$ Change</u>	<u>% Change</u>
Total Other Assets	151,948	140,948	11,000	8%
TOTAL ASSETS	<u>3,983,279</u>	<u>3,923,564</u>	<u>59,715</u>	<u>2%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable-ARC	-6,645	-102	-6,543	-6,415%
Total Accounts Payable	-6,645	-102	-6,543	-6,415%
Other Current Liabilities				
Retirement Plan Payable	725	0	725	100%
Total Other Current Liabilities	725	0	725	100%
Total Current Liabilities	-5,920	-102	-5,818	-5,704%
Long Term Liabilities				
N/P-ARC Fdn (Worley Dr)	222,389	0	222,389	100%
Security Deposits Payable	20,375	20,375	0	0%
N/P-ARC Fdn (6419 Brazos Glen)	91,337	94,611	-3,274	-3%
N/P-ARC Fdn (Chapman Falls)	62,045	63,838	-1,793	-3%
N/P-ARC Fdn (5141 Cotter Ln)	87,750	90,895	-3,145	-3%
N/P-ARC Fdn (2715 Cypress Impr)	240,599	268,110	-27,511	-10%
N/P-ARC Fdn (Manorfield)	128,477	131,628	-3,151	-2%
N/P-ARC Fdn (Rustic Trail)	135,888	139,220	-3,332	-2%
N/P-ARC Fdn (5618 Wagon Wheel)	111,522	114,765	-3,243	-3%
N/P-ARC Fdn (Whispering Creek)	239,947	244,573	-4,626	-2%
N/P-ARC Fdn(2607 WillowSprings)	125,382	129,010	-3,628	-3%
Total Long Term Liabilities	1,465,711	1,297,025	168,686	13%
Total Liabilities	1,459,791	1,296,923	162,868	13%
Equity				
Unrestricted Net Assets	2,533,023	2,691,740	-158,717	-6%
Net Income	-9,536	-65,101	55,565	85%
Total Equity	2,523,487	2,626,639	-103,152	-4%
TOTAL LIABILITIES & EQUITY	<u>3,983,278</u>	<u>3,923,562</u>	<u>59,716</u>	<u>2%</u>

2020 Budget - FINAL (2)

		General & Admin	Advocacy	Bowling	Social Recreation	Special Olympics	Twenty Somethings	Youth Tween Teen	Real Estate	Golf Classic	Western Dance	TOTAL
Ordinary Income / Expense												
INCOME												
1	Bowling - Lane Fees			7,296								7,296
2	Donations & Contributions		20,000									20,000
3	Donations - Designated		200	50	300	600		500				1,650
4	Kathy Moody Memorial Scholarship											-
5	Fundraising Events									83,000	264,600	347,600
6	Grants	75,000	5,000			32,500						112,500
7	Grant - CDBG Fort Bend				40,000							40,000
8	Grant - FBJSL					10,000						10,000
9	Membership Revenue	10,000										10,000
10	Rental - Brazos Glen								13,200			13,200
11	Rental - Chapman Falls								16,200			16,200
12	Rental - Cotter Lane								13,200			13,200
13	Rental - Cypress Point Bldg.								96,000			96,000
14	Rental - Cypress Point Home								16,500			16,500
15	Rental - Gilmar 3003								4,800			4,800
16	Rental - Grant Dr.								24,000			24,000
17	Rental - Industrial								97,500			97,500
18	Rental - Manorfield								15,550			15,550
19	Rental - Parkview								18,600			18,600
20	Rental - River Road								14,400			14,400
21	Rental - Russeff Field								16,200			16,200
22	Rental - Rustic Trail								11,700			11,700
23	Rental - Summerdale								13,800			13,800
24	Rental - Thomas Jefferson								14,400			14,400
25	Rental - Wagon Wheel								14,400			14,400
26	Rental - Whispering Creek								23,400			23,400
27	Rental - Willow Springs								15,550			15,550
28	Rental - Worley Drive								19,800			19,800
29	Riveredge Annual Mortgage Payment								1,036			1,036
30	Ride Fees				2,400	400						2,800
31	Social Rec Fees				14,000							14,000
32	Youth Social							1,000				1,000
	TOTAL INCOME	85,000	25,200	7,346	56,700	43,500	-	1,500	460,236	83,000	264,600	1,027,082
EXPENSE												
1	Accounting, Payroll Processing	15,470										15,470
2	Advertising & Marketing		840									840
3	Advocacy in Action		2,700									2,700
4	AA Educational Advocacy		2,245									2,245
5	AA Information / Referral		900									900
6	Affiliation/ Association/ Membership		5,151									5,151

2020 Budget - FINAL (2)

		General & Admin	Advocacy	Bowling	Social Recreation	Special Olympics	Twenty Somethings	Youth Tween Teen	Real Estate	Golf Classic	Western Dance	TOTAL
7	Auto / Vans - Repairs & Maintenance	1,500										1,500
8	Bank & CC Charges	1,800								500	2,000	4,300
9	Board Expenses	1,400										1,400
10	Casey Connection	5,000										5,000
11	Community Outreach		3,500									3,500
12	Conferences		875									875
13	Continuing Education / Staff Develop.	300										300
14	Employee - Salaries	356,680										356,680
15	Employee - SS / FICA & Medicare	27,286										27,286
16	Employee - SUTA	4,644										4,644
17	Employee - Health & Dental	64,667										64,667
18	Employee - Mileage Reimbursement	200	500		300	300		200				1,500
19	Employee - Retirement Plan	7,134										7,134
20	Employee - Workers Compensation	1,064										1,064
21	Event Expenses		2,500							3,000	33,000	38,500
22	Facilities - HOA								13,000			13,000
23	Facilities - Insurance / Property & Fire								37,462			37,462
24	Facilities - Property Management Fees								15,600			15,600
25	Facilities - R&M / Improvements								34,280			34,280
26	Facilities - R&M / Landscaping								-			-
27	Facilities - Real Estate Taxes								-			-
28	Insurance - Auto	5,994										5,994
29	Insurance - Crime	123										123
30	Insurance - Cyber Liability	1,200										1,200
31	Insurance - D&O / Fiduciary	3,408										3,408
32	Insurance - Liability / General & Professional	10,548										10,548
33	Insurance - Umbrella	2,063										2,063
34	Meetings / Meals & Supplies	400										400
35	Notes Payable - Brazos Glen								8,179			8,179
36	Notes Payable - Chapman Falls								4,896			4,896
37	Notes Payable - Cotter Lane								7,857			7,857
38	Notes Payable - Cypress Point Bldg.								40,243			40,243
39	Notes Payable - Manorfield								9,659			9,659
40	Notes Payable - Rustic Trail								10,217			10,217
41	Notes Payable - Wagon Wheel								8,890			8,890
42	Notes Payable - Whispering Creek								16,749			16,749
43	Notes Payable - Willow Springs								9,985			9,985
44	Notes Payable - Worley Dr.								14,541			14,541
45	Office - Cell phone	2,958										2,958
46	Office - Computer / Software	2,000										2,000
47	Office - Copier Lease	4,350										4,350
48	Office - Lease	240										240
49	Office - Postage & Delivery	3,200										3,200

2020 Budget - FINAL (2)

		General & Admin	Advocacy	Bowling	Social Recreation	Special Olympics	Twenty Somethings	Youth Tween Teen	Real Estate	Golf Classic	Western Dance	TOTAL
50	Office - Printing & Reproduction	400	800									1,200
51	Office - Repairs & Maintenance	11,130										11,130
52	Office - Supplies	3,200										3,200
53	Office - Telephone / Internet	4,331										4,331
54	Office - Utilities / Water & Electric	4,560										4,560
55	Office - Website		2,500									2,500
56	PR Activites/Meetings - Meals, Food & Supplies				2,000	10,200		2,350				14,550
57	PR Athletic Banquet			2,200		3,100						5,300
58	PR Bowling Lane Fees			12,768								12,768
59	PR Contract Labor				20,000			3,640				23,640
60	PR DJ				2,600							2,600
61	PR Equipment, Shirts & Uniforms			400	800	1,000						2,200
62	PR Fuel	100	300		1,600	1,000						3,000
63	PR Game / Registration Fees					3,450						3,450
64	PR Hotel					20,000						20,000
65	PR Other Expenses & Gifts				700	50		200				950
66	PR Parking & Tolls		50		1,000	200						1,250
67	PR Practice Facilities / Lifeguards					4,600						4,600
68	PR Scholarships & Sponsorships		3,000									3,000
69	PR Tickets / Venues / Events				34,000			700				34,700
70	PR Volunteer/Parent Training Expenses & Background checks					125		500				625
71	PR Transportation				2,000	5,000						7,000
72	PR Twenty Somethings						2,000					2,000
74	Professional Fees - Legal	50										50
75	Professional Fees - Other		500									500
	TOTAL EXPENSE	547,400	26,361	15,368	65,000	49,025	2,000	7,590	231,558	3,500	35,000	982,802
		(462,400)	(1,161)	(8,022)	(8,300)	(5,525)	(2,000)	(6,090)	228,678	79,500	229,600	44,280
	2/11/2020											

2020 Notes

Ordinary Income/Expense

Income

Bowling - Lane Fee Income	Estimated: average of 32 bowlers per week @ \$6.00 each x 38 weeks
Donations & Contributions	Estimated: based on 2018 actuals and 2019 year-to-date
Donations - Designated	Estimated: based on 2018 actuals and 2019 year-to-date
Fundraising Event	WD - Reduced 2019 WD Actual Gross Income(\$294,000) by 10% Golf Classic - Reduced total net from 2019 actuals by 25%
Grant - CDBG Fort Bend	Federal HUD Grant for low income consumers living in restricted areas of Ft Bend County to be used for activities. Provided to SR Program to help offset salaries, activity fees, contract drivers, & monthly dues
Grant - FBJSL	Grant for Special Olympics - Will find out in December if we are awarded
Grants	Anticipated misc.grants, \$75,000 Grant from Foundation, Skeeters \$7,500 grant designated for SO, \$25,000 Grant for Special Olympics from Haliburton
Kathy Moody Memorial Scholarship	Nothing budgeted
Membership Revenue	Estimated based on 2018 actuals & 2019 year-to-date: IWD \$20, IND \$35, FAM \$50, CORP \$100, LIFETIME (IND \$500, CORP \$2,000)
Rental - Brazos Glen	Texana \$1,100 per month x 12 months - expires 8/31/2020
Rental - Chapman Falls	Caregiver \$1,350 per month x 12 months - expires 10/31/2020
Rental - Cotter Lane	All the Little Things Count \$1,100 per month x 12 months - expires 10/31/2020
Rental - Cypress Point Building	Texana \$8,000 per month x 12 months - expires 1/31/2022
Rental - Cypress Point (Home)	Caregiver \$1375 per month x 12 months - expires 1/30/2021
Rental - Gilmar 3003	Shirley Young \$400 per month x 12 months - expires 6/1/2020
Rental - Grant Dr.	All the Little Things Count \$1,200 x 2 months (Jan. & Feb.), New lease starts in March - \$1,800 x 10 months
Rental - Industrial	QuVa \$8,125 x 12 months - expires 6/23/2021
Rental - Manorfield Ct.	All the Little Things Count \$1,250 x 1 month (January) & \$1,300 per month x 11 months - expires 1/30/2020
Rental - Parkview Lane	Caregiver \$1,550.00 per month x 12 months - expires 7/30/2020
Rental - River Road	All the Little Things Count \$1,200 x 12 months - expires 6/30/2021
Rental - Russeff Field	All the Little things Count \$1,350 x 12 months - expires 5/31/2020
Rental - Rustic Trail	Texana \$1,300 x 1 month (January) allowing for 90 days vacant, \$1,300 per month for remaining months in 2020 of new lease
Rental - Summerdale	Caregiver \$1,150 per month x 12 months - expires 9/29/2020
Rental - Thomas Jefferson	Caregiver \$1,200 per month x 12 months - expires 10/31/2020
Rental - Wagon Wheel	Vonda Holmes \$1,200 per month x 12 months - expires 10/31/2020
Rental - Whispering Creek	Caregiver \$1,950 per month x 12 months - expires 5/31/2021
Rental - Willow Springs	All the Little Things Count \$1,250 x 1 month (January) & \$1,300 per month x 11 months - expires 11/30/2019
Rental - Worley Drive	Forgotten Angels \$1,650 per month x 12 months - expires 1/31/2021
Riveredge Morg. Payment- Owner financed	Purchaser will pay \$1,036.00 annually for 10 years..in September - Last Payment September 2025

2020 Notes

Social Rec Fees

based on 2019 actuals & estimate by Nancy

Youth Respite

Fees anticipated from Tween/Teen Social participants

Expense

Accounting, Audit, Payroll processing

ESTIMATE: REVIEW & 990 by TO BE DETERMINED ?? \$13,000 ?? Payroll Services - ADP \$2,470

Advertising & Marketing

General advertising / marketing \$200, Constant Contact - eblasts (\$53.30 x 12)

Advocacy in Action:

Ft. Bend Chamber Leadership or Pam \$2,700

AA Educational Advocacy

Parent Training - IEP Notebook \$60, Special Ed Connect 2 year renewal \$2,035, Program Resources (books, software, etc. to be available for parents) \$100

AA Information / Referral

Resource Fair - Spring & Fall \$300, Spring & Fall Resource Fair Respite Event Carnival Prizes \$200, Booths or sponsorship items for other conferences and fairs \$200, AFB Sponsorship items \$200

Affiliation/Asso/Membership/Cert

Arc of US \$3,456 Laura Rotary Membership & monthly meetings \$990, Ft. Bend Chamber \$300, AAIDD \$85, COPAA - Karri \$95, Central Fort Bend Chamber \$225

Auto / Vans -Repairs & Maintenance

State Registration & Inspection. Repairs. Regular Maintenance: oil changes, tire rotation, etc.

Bank & CC Charges

Estimate: Based on 2019 actuals and current year projections

Board Expenses

Board meeting dinners, Annual Meeting expenses..Exit gifts, snacks for meetings, Boardsource, Survey Monkey

Casey Connection

Ongoing Implementation Support

Community Outreach

Sponsorship for "Dream League" \$1,500 & Lamar LL \$1,000, flowers/memorials , Misc. events

Conferences

Tx Parent to Parent - Sponsor Principal / Admin \$545, Parent Support Group \$10 x 8 meetings \$80, Positive Futures Conference \$50, Tx Legal Digest Back to School Conference \$200

Continuing Education / Staff Dev.

Webinars, Workshops, & Opportunities that might be available to the staff for training & developmental purposes

Employee Salaries

2020 Employee salaries increased by 3%, plus CEO compensation

Employee FICA/Medicare

7.65% of Gross salaries

Employee SUTA

8.6% of \$9,000 Texas cap per employee

Employee Health & Dental

Health \$55,005, Dental \$2,453, Vision \$482, Laura Medicare reimbursement \$6,727

Employee Retirement Plan

Retirement Voluntary Contribution made by the Arc of Ft. Bend (Based on 2% of Employee's 2020 Salaries)

Employee Workers Comp

Texas Mutual - Estimate based on rates paid November 2019

Event Expenses

Awards Dinner \$2,500, Golf Classic & Western Dance (based on 2018 / 2019 actuals and current year projections)

Facilities Insurance - Property/Fire

Based on actual rates paid November 2019 for policy period 11/15/19 - 11/15/20

Facilities - Other

Nothing Budgeted - Legal Matters, Misc., Unanticipated expenses

Facilities - Propert Mgt. Fees

Rychlik Services \$1,300 x 12 months

Facilities R&M - HOA Fees

APPROXIMATE - Will have exact numbers by end of Dec. 2019

Facilities R&M. / Improvements

\$1,500 x 17 Homes = \$25,500, \$2,500 Cypress Pt. Bldg, A/C Maintenance agreement through Mesa Mechanical for Cypress Pt. Bldg is \$6,280 per year

Facilities R&M - Landscaping

Annual Lawn Maintenance at Cypress Pt. from Fort Bend County CSCD \$1,500 reimbursed by Texana

2020 Notes

Facilities - Real Estate Taxes/MUDs	None anticipated - Exempt
Insurance - Cyber	Protection against issues related to Cyber hacking - \$1,000 Based on actual rates paid November 2018 for policy period 11/15/19 - 11/15/20
Insurance - D&O/Fiduciary	Based on actual rates paid November 2018 for policy period 11/15/18 - 11/15/19
Insurance - Liability Package & Auto	Based on actual rates paid November 2018 for policy period 11/15/18 - 11/15/19
Insurance - Umbrella	Based on actual rates paid November 2018 for policy period 11/15/18 - 11/15/19
Meals & Supplies / Meetings	staff meetings, committee meetings, Advocacy - lunches with community members, Arc supporters
Mileage Reimbursement	Based on 2019 actual amounts
Notes Payable - Brazos Glen	681.61 per month
Noted Payable - Chapman Falls	407.98 per month
Notes Payable - Cotter Lane	654.78 per month
Notes Payable - Cypress Point Bldg.	3,353.61 per month
Notes Payable - Manorfield Ct.	804.92 per month
Notes Payable - Rustic Trail	851.40 per month
Notes Payable - Wagon Wheel	740.81 per month
Notes Payable - Whispering Creek	1,395.74 per month
Notes Payable - Willow Springs	832.07 per month
Notes Payable - Worley Dr.	1211.71 per month
Office - Cell Phone	\$2,478.00 Based on average AT&T bill (\$206.50), plus \$240 reimbursement to Pam & \$240 to Karri for phone expenses (\$20 per person x 12 months)
Office - Computer/Software	PC repair - PARTS ONLY...NO LABOR, Computer/Software supplies or equipment, \$700 allowance for one new computer
Office - Copier Lease	Base Charge \$345.82 x 12 months (\$4,149.84) , Reimbursement to DeLage for property tax on copier Approx. \$200
Office - Postage and Delivery	Estimated: based on 2019 expenses..meter rental, supplies, Postage refills, bulk mailings, Western Dance & Golf mailouts, Permit fee
Office Exp. - R&M	Landscaping \$2,400 annually, Cleaning 123 Brooks \$4,250 (\$85 x 50 weeks), 119 Brooks \$1,200 (\$100 x 12 (once per month), General repairs & maint. \$2,400, window cleaning \$200 2x per year, \$480 total annually A/C maint. contract - Spring & Fall
Office - Supplies	General Office Supplies: copy paper, pens, cleaning supplies, misc items for office, etc.
Office - Telephone / Internet	Nextiva Phone \$203.16 x 12 months = \$2,437.92 Comcast Internet \$157.73 x 12 months = \$1,892.76
Office - Utilities / Water & Electric	123 & 119 Brooks St. - Electric \$3,600 annually / based on average bills provided by the City of Sugar Land, Water \$960 / based on an average bill of \$40 per month x 12 months x 2 properties
Office - Website	\$400 Hosting, Basic Support, and revisions needed after 2018 re-design
PR Activity/Mtg. Exp. - Food & Supplies	SR- supplies, meals, snacks, drinks; SO - meals, snacks, drinks, water, ice (mostly for state games), YTT - Tween/teen socials - consumables & nonconsumables \$700, food & drinks \$1,650 Youth - \$200 Pizza party, Safety Bingo, Sibling Event, Magic Show, etc \$500 21+ Social Event
PR Athletic Banquet	Bowling \$2,200, SO \$3,100 Includes food, drinks, DJ, decorations, trophies, gifts, facility
PR Bowling Lane Fees	Estimated: Average of 32 bowlers per week @ 10.50 x 38 weeks

2020 Notes

PR Contract Labor	SR - Hired Drivers for monthly activities and special events, YTT - Director & Behavior Techs for Tween / Teen Socials
PR DJ	Social Recreation monthly dances, Holiday Formal, and Karaoke
PR Equipment, Shirts, Uniforms	Bowling League Shirts, Uniforms & Equipment for Special Olympic Sports, SR - shirts for Contract Drivers
PR Fuel	Fuel for Arc vans and Texana 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	SR - Christmas gift cards for Drivers, SO - Volunteer Gifts, YTT - \$200 Volunteer recognition
PR Parking & Tolls	SR - Activities SO - State Games
PR Practice Facilities / Lifeguards	Facilities / Field Rentals **Basketball & Volleyball \$2,600, Lifeguards for Swimming practices & Facility rental \$2,000
PR Scholarships & Sponsorships	Kathy Moody Scholarship - limit of THREE recipients per year / \$1,000 each
PR Tickets/Venue Fees	Social Recreation Events, YTT - \$200 Youth Socials, \$500 Sibling Social
PR Volunteer/Parent Exp - Training & Background checks	SO - Coach/Volunteer training for Special Olympics, SO & YTT - Volunteer Background checks
PR Transportation	SR - Buses for SR Activities/Events, SO - Van rentals for Area, Regional & State Competitions
PR Twenty Somethings	Activities for "Twenty Somethings" Social Recreation
Printing & Reproduction	Advocacy - \$800 typeset for Quarterly newsletters (\$200 x 4), G&A - \$300 #10 envelopes, \$100 misc
Professional Fees - Legal	Misc. legal services provided by Charlie Huber
Professional Fees - Other	Grant Writing (\$60 per hour)
2-11-2020	

Budget amendments by classification/Program (Through June 30):

Income:

- G & A: Up by \$69,500 (PPP loan)
- Advocacy: No change
- Bowling: Down \$2,433
- Social Rec: Down \$13,510 (primarily the CDBG Fort Bend Grant)
- Special Olympics: No change
- Twenty-Somethings: \$No revenue
- Youth T/T: Down \$450
- Real Estate: Down \$11,203
- Golf: Down \$83,000
- Western Dance: No Change

Expenses:

- G & A: No change
- Advocacy: Down \$5,190
- Bowling: Down \$5,257
- Social Rec: Down \$20,180 (primarily contract labor, and PR tickets/events)
- Special Olympics: Down \$9,475
- Twenty-Somethings: Down \$300
- Youth T/T: Down \$2,044
- Real Estate: UP \$1,623 (utilities on vacant homes)
- Golf: Down \$3,500
- Western Dance: No Change

2020 Budget - COVID-19 Amendment

		General & Admin	Advocacy	Bowling	Social Recreation	Special Olympics	Twenty Somethings	Youth Tween Teen	Real Estate	Golf Classic	Western Dance	TOTAL
Ordinary Income / Expense												
INCOME												
1	Bowling - Lane Fees			4,052								4,052
2	Donations & Contributions		20,000									20,000
3	Donations - Designated		200	50	300	600		500				1,650
4	Kathy Moody Memorial Scholarship											-
5	Fundraising Events									-	264,600	264,600
6	Grants	75,000	5,000			32,500						112,500
7	Grant - CDBG Fort Bend				34,000							34,000
8	Grant - FBJSL					10,000						10,000
9	Membership Revenue	10,000										10,000
10	Rental - Brazos Glen								13,200			13,200
11	Rental - Chapman Falls								16,200			16,200
12	Rental - Cotter Lane								13,200			13,200
13	Rental - Cypress Point Bldg.								88,800			88,800
14	Rental - Cypress Point Home								16,500			16,500
15	Rental - Gilmar 3003								4,800			4,800
16	Rental - Grant Dr.								16,397			16,397
17	Rental - Industrial								97,500			97,500
18	Rental - Manorfield								15,550			15,550
19	Rental - Parkview								18,600			18,600
20	Rental - River Road								14,400			14,400
21	Rental - Russeff Field								16,200			16,200
22	Rental - Rustic Trail								15,300			15,300
23	Rental - Summerdale								13,800			13,800
24	Rental - Thomas Jefferson								14,400			14,400
25	Rental - Wagon Wheel								14,400			14,400
26	Rental - Whispering Creek								23,400			23,400
27	Rental - Willow Springs								15,550			15,550
28	Rental - Worley Drive								19,800			19,800
29	Riveredge Annual Mortgage Payment								1,036			1,036
30	Ride Fees				1,700	400						2,100
31	Social Rec Fees				7,190							7,190
32	Youth Social							550				550
32	SBA LOAN - PPP	69,500										69,500
	TOTAL INCOME	154,500	25,200	4,102	43,190	43,500	-	1,050	449,033	-	264,600	985,175
EXPENSE												
1	Accounting, Payroll Processing	15,470										15,470
2	Advertising & Marketing		840									840
3	Advocacy in Action		2,700									2,700
4	AA Educational Advocacy		2,245									2,245
5	AA Information / Referral		750									750

2020 Budget - COVID-19 Amendment

6	Affiliation/ Association/ Membership		5,151									5,151
		General & Admin	Advocacy	Bowling	Social Recreation	Special Olympics	Twenty Somethings	Youth Tween Teen	Real Estate	Golf Classic	Western Dance	TOTAL
7	Auto / Vans - Repairs & Maintenance	1,500										1,500
8	Bank & CC Charges	1,800								-	2,000	3,800
9	Board Expenses	1,400										1,400
10	Casey Connection	5,000										5,000
11	Community Outreach		1,000									1,000
12	Conferences		835									835
13	Continuing Education / Staff Develop.	300										300
14	Employee - Salaries	356,680										356,680
15	Employee - SS / FICA & Medicare	27,286										27,286
16	Employee - SUTA	4,644										4,644
17	Employee - Health & Dental	64,667										64,667
18	Employee - Mileage Reimbursement	200	500		300	300		200				1,500
19	Employee - Retirement Plan	7,134										7,134
20	Employee - Workers Compensation	1,064										1,064
21	Event Expenses		-							-	33,000	33,000
22	Facilities - HOA								13,000			13,000
23	Facilities - Insurance / Property & Fire								37,462			37,462
24	Facilities - Property Management Fees								15,600			15,600
25	Facilities - R&M / Improvements								34,280			34,280
26	Facilities - R&M / Landscaping								-			-
27	Facilities - Real Estate Taxes								-			-
28	Facilities - Utilities								1,623			1,623
28	Insurance - Auto	5,994										5,994
29	Insurance - Crime	123										123
30	Insurance - Cyber Liability	1,200										1,200
31	Insurance - D&O / Fiduciary	3,408										3,408
32	Insurance - Liability / General & Professional	10,548										10,548
33	Insurance - Umbrella	2,063										2,063
34	Meetings / Meals & Supplies	400										400
35	Notes Payable - Brazos Glen								8,179			8,179
36	Notes Payable - Chapman Falls								4,896			4,896
37	Notes Payable - Cotter Lane								7,857			7,857
38	Notes Payable - Cypress Point Bldg.								40,243			40,243
39	Notes Payable - Manorfield								9,659			9,659
40	Notes Payable - Rustic Trail								10,217			10,217
41	Notes Payable - Wagon Wheel								8,890			8,890
42	Notes Payable - Whispering Creek								16,749			16,749
43	Notes Payable - Willow Springs								9,985			9,985
44	Notes Payable - Worley Dr.								14,541			14,541
45	Office - Cell phone	2,958										2,958
46	Office - Computer / Software	2,000										2,000
47	Office - Copier Lease	4,350										4,350
48	Office - Lease	240										240

2020 Budget - COVID-19 Amendment

49	Office - Postage & Delivery	3,200										3,200
		General & Admin	Advocacy	Bowling	Social Recreation	Special Olympics	Twenty Somethings	Youth Tween Teen	Real Estate	Golf Classic	Western Dance	TOTAL
50	Office - Printing & Reproduction	400	800									1,200
51	Office - Repairs & Maintenance	11,130										11,130
52	Office - Supplies	3,200										3,200
53	Office - Telephone / Internet	4,331										4,331
54	Office - Utilities / Water & Electric	4,560										4,560
55	Office - Website		2,500									2,500
56	PR Activites/Meetings - Meals, Food & Supplies				500	7,950		1,320				9,770
57	PR Athletic Banquet			1,200		2,100						3,300
58	PR Bowling Lane Fees			7,092								7,092
59	PR Contract Labor				14,500			2,716				17,216
60	PR DJ				1,700							1,700
61	PR Equipment, Shirts & Uniforms			400	800	1,000						2,200
62	PR Fuel	100	300		1,210	750						2,360
63	PR Game / Registration Fees					2,750						2,750
64	PR Hotel					15,400						15,400
65	PR Other Expenses & Gifts				700	50		200				950
66	PR Parking & Tolls		50		840	175						1,065
67	PR Practice Facilities / Lifeguards					4,600						4,600
68	PR Scholarships & Sponsorships		3,000									3,000
69	PR Tickets / Venues / Events				22,970			700				23,670
70	PR Volunteer/Parent Training Expenses & Background checks					125		410				535
71	PR Transportation				1,300	4,350						5,650
72	PR Twenty Somethings						1,700					1,700
74	Professional Fees - Legal	50										50
75	Professional Fees - Other		500									500
	TOTAL EXPENSE	547,400	21,171	8,692	44,820	39,550	1,700	5,546	233,181	-	35,000	937,059
		(392,900)	4,029	(4,590)	(1,630)	3,950	(1,700)	(4,496)	215,852	-	229,600	48,115
	5/8/2020											

2020 Notes

Ordinary Income/Expense

Income

Bowling - Lane Fee Income	Estimated: average of 32 bowlers per week @ \$6.00 each x 38 weeks \$3,244 (estimate \$811 per month)
Donations & Contributions	Estimated: based on 2018 actuals and 2019 year-to-date
Donations - Designated	Estimated: based on 2018 actuals and 2019 year-to-date
Fundraising Event	WD - Reduced 2019 WD Actual Gross Income(\$294,000) by 10% Golf Classic - Reduced total net from 2019 actuals by 25%
	\$83,000 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 activities. Provided to SR Program to help offset salaries, activity fees, contract drivers, & monthly dues
	\$9,000 CDBG Grant - Social Rec
Grant - FBJSJL	Grant for Special Olympics - Will find out in December if we are awarded
Grants	Anticipated misc.grants, \$75,000 Grant from Foundation, Skeeters \$7,500 grant designated for SO, \$25,000 Grant for Special Olympics from Haliburton
Kathy Moody Memorial Scholarship	Nothing budgeted
Membership Revenue	Estimated based on 2018 actuals & 2019 year-to-date: IWD \$20, IND \$35, FAM \$50, CORP \$100, LIFETIME (IND \$500, CORP \$2,000)
Rental - Brazos Glen	Texana \$1,100 per month x 12 months - expires 8/31/2020
Rental - Chapman Falls	Caregiver \$1,350 per month x 12 months - expires 10/31/2020
Rental - Cotter Lane	All the Little Things Count \$1,100 per month x 12 months - expires 10/31/2020
Rental - Cypress Point Building	Texana \$8,000 per month x 12 months - expires 1/31/2022 \$7,200 - Reduced rental income by 30% (\$2,400) x 3 months
Rental - Cypress Point (Home)	Caregiver \$1375 per month x 12 months - expires 1/30/2021
Rental - Gilmar 3003	Shirley Young \$400 per month x 12 months - expires 6/1/2020
Rental - Grant Dr.	All the Little Things Count \$1,200 x 2 months (Jan. & Feb.), New lease starts in March - \$1,800 x 10 months *Received \$2,400 (Jan & Feb rent) New lease starts 4/24/2020 \$396.67 (prorated 4/24-4/30) \$1,700 x 8 months = \$13,600
Rental - Industrial	QuVa \$8,125 x 12 months - expires 6/23/2021
Rental - Manorfield Ct.	All the Little Things Count \$1,250 x 1 month (January) & \$1,300 per month x 11 months - expires 1/30/2020
Rental - Parkview Lane	Caregiver \$1,550.00 per month x 12 months - expires 7/30/2020
Rental - River Road	All the Little Things Count \$1,200 x 12 months - expires 6/30/2021
Rental - Russeff Field	All the Little things Count \$1,350 x 12 months - expires 5/31/2020
Rental - Rustic Trail	Texana \$1,300 x 1 month (January) allowing for 90 days vacant, \$1,300 per month for remaining months in 2020 of new lease *Received \$1,300 (Jan) New lease starting May 1st \$1,750 x 8 months = \$14,000
Rental - Summerdale	Caregiver \$1,150 per month x 12 months - expires 9/29/2020
Rental - Thomas Jefferson	Caregiver \$1,200 per month x 12 months - expires 10/31/2020
Rental - Wagon Wheel	Vonda Holmes \$1,200 per month x 12 months - expires 10/31/2020

2020 Notes

Rental - Whispering Creek	Caregiver \$1,950 per month x 12 months - expires 5/31/2021
Rental - Willow Springs	All the Little Things Count \$1,250 x 1 month (January) & \$1,300 per month x 11 months - expires 11/30/2019
Rental - Worley Drive	Forgotten Angels \$1,650 per month x 12 months - expires 1/31/2021
Riveredge Morg. Payment- Owner financed	Purchaser will pay \$1,036.00 annually for 10 years..in September - Last Payment September 2025
Ride Fees	\$700 - Social Rec
Social Rec Fees	based on 2019 actuals & estimate by Nancy \$3,810 - Social Rec
Youth Respite	Fees anticipated from Tween/Teen Social participants \$450

Expense

Accounting, Audit, Payroll processing	ESTIMATE: REVIEW & 990 by TO BE DETERMINED ?? \$13,000 ?? Payroll Services - ADP \$2,470
Advertising & Marketing	General advertising / marketing \$200, Constant Contact - eblasts (\$53.30 x 12)
Advocacy in Action:	Ft. Bend Chamber Leadership or Pam \$2,700
AA Educational Advocacy	Parent Training - IEP Notebook \$60, Special Ed Connect 2 year renewal \$2,035, Program Resources (books, software, etc. to be available for parents) \$100
AA Information / Referral	Resource Fair - Spring & Fall \$300, Spring & Fall Resource Fair Respite Event Carnival Prizes \$200, Booths or sponsorship items for other conferences and fairs \$200, AFB Spsorship items \$200 \$150 Spring Resource Fair
Affiliation/Asso/Membership/Cert	Arc of US \$3,456 Laura Rotary Membership & monthly meetings \$990, Ft. Bend Chamber \$300, AAIDD \$85, COPAA - Karri \$95, Central Fort Bend Chamber \$225
Auto / Vans -Repairs & Maintenance	State Registration & Inspection. Repairs. Regular Maintenance: oil changes, tire rotation, etc.
Bank & CC Charges	Estimate: Based on 2019 actuals and current year projections \$500 Golf
Board Expenses	Board meeting dinners, Annual Meeting expenses..Exit gifts, snacks for meetings, Boardsource, Survey Monkey
Casey Connection	Ongoing Implementation Support
Community Outreach	Sponsorship for "Dream League" \$1,500 & Lamar LL \$1,000, flowers/memorials , Misc. events \$2,500 Special needs Little League Sponsorships
Conferences	Tx Parent to Parent - Sponsor Principal / Admin \$545, Parent Support Group \$10 x 8 meetings \$80, Positive Futures Conference \$50, Tx Legal Digest Back to School Conference \$200 \$40 - No Parent Support Group
Continuing Education / Staff Dev.	Webinars, Workshops, & Opportunities that might be available to the staff for training & developmental purposes
Employee Salaries	2020 Employee salaries increased by 3%, plus CEO compensation
Employee FICA/Medicare	7.65% of Gross salaries
Employee SUTA	8.6% of \$9,000 Texas cap per employee
Employee Health & Dental	Health \$55,005, Dental \$2,453, Vision \$482, Laura Medicare reimbursement \$6,727

2020 Notes

Employee Retirement Plan	Retirement Voluntary Contribution made by the Arc of Ft. Bend (Based on 2% of Employee's 2020 Salaries)
Employee Workers Comp	Texas Mutual - Estimate based on rates paid November 2019
Event Expenses	Awards Dinner \$2,500, Golf Classic & Western Dance (based on 2018 / 2019 actuals and current year projections) \$3,000 Golf, \$2,500 Awards Dinner
Facilities Insurance - Property/Fire	Based on actual rates paid November 2019 for policy period 11/15/19 - 11/15/20
Facilities - Other	Nothing Budgeted - Legal Matters, Misc., Unanticipated expenses
Facilities - Property Mgt. Fees	Rychlik Services \$1,300 x 12 months
Facilities R&M - HOA Fees	APPROXIMATE - Will have exact numbers by end of Dec. 2019
Facilities R&M. / Improvements	\$1,500 x 17 Homes = \$25,500, \$2,500 Cypress Pt. Bldg, A/C Maintenance agreement through Mesa Mechanical for Cypress Pt. Bldg is \$6,280 per year
Facilities R&M - Landscaping	Annual Lawn Maintenance at Cypress Pt. from Fort Bend County CSCD \$1,500 reimbursed by Texana
Facilities - Real Estate Taxes/MUDs	None anticipated - Exempt
Facilities - Utilities	Rustic Trail - Have paid, as of 4/22, \$489.37 water, gas & electric. Estimate \$700 remaining months until new lease Grant Dr. - paid \$383.38 for water as of 4/22 Anticipate final bill \$50
Insurance - Cyber	Protection against issues related to Cyber hacking - \$1,000 Based on actual rates paid November 2018 for policy period 11/15/19 - 11/15/20
Insurance - D&O/Fiduciary	Based on actual rates paid November 2018 for policy period 11/15/18 - 11/15/19
Insurance - Liability Package & Auto	Based on actual rates paid November 2018 for policy period 11/15/18 - 11/15/19
Insurance - Umbrella	Based on actual rates paid November 2018 for policy period 11/15/18 - 11/15/19
Meals & Supplies / Meetings	staff meetings, committee meetings, Advocacy - lunches with community members, Arc supporters
Mileage Reimbursement	Based on 2019 actual amounts
Notes Payable - Brazos Glen	681.61 per month
Notes Payable - Chapman Falls	407.98 per month
Notes Payable - Cotter Lane	654.78 per month
Notes Payable - Cypress Point Bldg.	3,353.61 per month
Notes Payable - Manorfield Ct.	804.92 per month
Notes Payable - Rustic Trail	851.40 per month
Notes Payable - Wagon Wheel	740.81 per month
Notes Payable - Whispering Creek	1,395.74 per month
Notes Payable - Willow Springs	832.07 per month
Notes Payable - Worley Dr.	1211.71 per month
Office - Cell Phone	\$2,478.00 Based on average AT&T bill (\$206.50), plus \$240 reimbursement to Pam & \$240 to Karri for phone expenses (\$20 per person x 12 months)
Office - Computer/Software	PC repair - PARTS ONLY...NO LABOR, Computer/Software supplies or equipment, \$700 allowance for one new computer

2020 Notes

Office - Copier Lease	Base Charge \$345.82 x 12 months (\$4,149.84) , Reimbursement to DeLage for property tax on copier Approx. \$200
Office - Postage and Delivery	Estimated: based on 2019 expenses..meter rental, supplies, Postage refills, bulk mailings, Western Dance & Golf mailouts, Permit fee
Office Exp. - R&M	Landscaping \$2,400 annually, Cleaning 123 Brooks \$4,250 (\$85 x 50 weeks), 119 Brooks \$1,200 (\$100 x 12 (once per month), General repairs & maint. \$2,400, window cleaning \$200 2x per year, \$480 total annually A/C maint. contract - Spring & Fall
Office - Supplies	General Office Supplies: copy paper, pens, cleaning supplies, misc items for office, etc.
Office - Telephone / Internet	Nextiva Phone \$203.16 x 12 months = \$2,437.92 Comcast Internet \$157.73 x 12 months = \$1,892..76
Office - Utilities / Water & Electric	123 & 119 Brooks St. - Electric \$3,600 annually / based on average bills provided by the City of Sugar Land, Water \$960 / based on an average bill of \$40 per month x 12 months x 2 properties
Office - Website	\$400 Hosting, Basic Support, and revisions needed after 2018 re-design
PR Activity/Mtg. Exp. - Food & Supplies	SR- supplies, meals, snacks, drinks; SO - meals, snacks, drinks, water, ice (mostly for state games), YTT - Tween/teen socials - consumables & nonconsumables \$700, food & drinks \$1,650 Youth - \$200 Pizza party, Safety Bingo, Sibling Event, Magic Show, etc \$500 21+ Social Event \$1,500 - Social Rec, \$1,030 - YTT & 21+ Social Event, \$2,250 Special Olympics
PR Athletic Banquet	Bowling \$2,200, SO \$3,100 Includes food, drinks, DJ, decorations, trophies, gifts, facility \$1,000 Bowling, \$1,000 Special Olympics
PR Bowling Lane Fees	Estimated: Average of 32 bowlers per week @ 10.50 x 38 weeks \$5,676 (estimate \$1,419 per month)
PR Contract Labor	SR - Hired Drivers for monthly activities and special events, YTT - Director & Behavior Techs for Tween / Teen Socials \$5,500 - Social Rec / Contract Drivers, \$924 - Youth / Behavior techs
PR DJ	Social Recreation monthly dances, Holiday Formal, and Karaoke \$900 - Social Rec
PR Equipment, Shirts, Uniforms	Bowling League Shirts, Uniforms & Equipment for Special Olympic Sports, SR - shirts for Contract Drivers
PR Fuel	Fuel for Arc vans and Texana vans used for Social Rec activities and Special Olymoics travel, as well as office use \$390 - Social Rec \$250 Special Olympics / Summer Games
PR Game / Registration Fees	State Games: Summer, Fall & Winter \$700 - Special Olympics / Summer Games
PR Hotel	Special Olympics State Games \$4,600 - Summer Games
PR Other Expenses & Gifts	SR- Christmas gift cards for Drivers, SO- Volunteer Gifts, YTT - \$200 Volunteer recognition
PR Parking & Tolls	SR - Activities SO - State Games \$160 - Social Rec \$25 Special Olympics
PR Practice Facilities / Lifeguards	Facilities / Field Rentals **Basketball & Volleyball \$2,600, Lifeguards for Swimming practices & Facility rental \$2,000
PR Scholarships & Sponsorships	Kathy Moody Scholarship - limit of THREE recipients per year / \$1,000 each
PR Tickets/Venue Fees	Social Recreation Events, YTT - \$200 Youth Socials, \$500 Sibling Social \$11,030 - Social Rec
PR Volunteer/Parent Exp - Training & Background checks	SO - Coach/Volunteer training for Special Olympics, SO & YTT - Volunteer Background checks \$90 - YTT
PR Transportation	SR- Buses for SR Activities/Events, SO- Van rentals for Area, Regional & State Competitions Special Olympics / \$200 April Area Games & \$450 Summer Games \$700 SR
PR Twenty Somethings	Activities for "Twenty Somethings" Social Recreation \$300 March event
Printing & Reproduction	Advocacy - \$800 typeset for Quarterly newsletters (\$200 x 4), G&A - \$300 #10 envelopes, \$100 misc

Professional Fees - Legal

Misc. legal services provided by Charlie Huber

Professional Fees - Other

Grant Writing (\$60 per hour)

5-8-2020

Real Estate Sub-Committee
Meeting Minutes
February 5, 2020

Present:

T. Zafar, Chair (via telephone)
H. Marshall J. Gortney
P. Bullard J. Patterson
M. Casey L. Lobue
R. Cushenberry L. LaVigne

Absent:

The committee met to discuss the following:

1. **Income/Expense report January YTD, 2020:** Committee reviewed and accepted the report.

2. **Properties Readied for Lease:**

- a. Grant Drive: There is an interested tenant. Rick has generated a lease. Committee discussed terms and the non-refundable pet deposit. Committee agreed to replacing the concrete in the backyard patio, after getting a second bid. Hal has a contact.

Action Item: Committee recommends to lease the Grant Dr property for \$1800 per month, for a two-year term.

NOTE: Since the meeting, the potential tenant is unsure he is going to lease the home. Rick is working with him.

- b. Rustic Trail: Interior walls and most trim were repainted by Texana. Both vanities in bathrooms need to be repainted, carpeting throughout needs to be replaced and landscaping needs to be refreshed. There is a sprinkler system, that if serviced and repaired would add value to the home. Committee agreed to move forward on all. Rich will prepare CMS and forward to committee to consider lease rate.

3. **119/123 Brooks Lease:** James reported that our request the rolling 5-year lease was referred to the City's Intergovernmental Committee for consideration. Feedback received from Chris Steubing was somewhat positive – the Intergovernmental Committee is considering a rolling 3- year lease. We will approach the city in January 2021 to re-address the rolling lease terms.

4. **Other:**

- a. James reported that he and I met with Abe Sustaita, architect, to develop a "Program Design" for a new office for The Arc. We met twice and Abe developed a plan that estimates how much land we would need to accommodate our offices, parking and storage needs. It appears that just under .5 acre would suffice. This is the first essential step to prepare for the day when we know we have to vacate our current space.
- b. Parkview Ln: Rick asked if tenants had moved into the home. Laura reported she spoke to Rick Hampton, CareGiver, Inc., and they are trying to find residents to move into the home. They do not want to give up the lease because they have already installed a sprinkler system. Committee discussed offering a 5-year lease at the end of the current lease – **July 31, 2020.**

Next meeting: March 4, 2020, 8:00 am

Real Estate Sub-Committee
April 14, 2020, 9:30 am

ZOOM MEETING MINUTES

Present: T. Zafar, M. Casey, R. Cushenberry, J. Gortney, C. Huber, H. Marshall, L. LaVigne
Absent: L. Lobue, J. Patterson

1. Income/Expense report: March YTD 2020
Committee reviewed the report and accepted.
2. Lease Renewals:
 - a. Russeff Field, 05/31/2020
 - b. 3003 Gilmar, 06.01.2020

Committee discussed leaving lease rates the same due to COVID 19 impact on tenants.

Action Item: Renew both Russeff Field and 3003 Gilmar under the same terms and conditions.

3. Properties readied for Lease:
Action Items:

- a. Grant Drive – Home is leased at \$1700. Tenant moving in 4/23/2020
- b. **Rustic Trail – lease rate at \$1750-** Home is leased. Tenant moving in 5/1/2020

Action Items: Committee asks Board to ratify leasing Grant Drive for \$1700 per month and also, to ratify leasing Rustic Trail for \$1750 per month.

4. Lease 119/123 Brooks: update- No update, yet.

5. Texana Center Request:

I wanted to reach out to the Arc of Fort Bend to see if there is a possibility we could either have our rent waived or reduced for the learning center for the time period we are closed due to local and state directives. Our hope is that we are able to resume business May 4, 2020 but in the interim it would help us mitigate our losses. Anything that the Arc of Fort Bend could do would be greatly appreciated.

Committee discussed request above from Kevin Barker. While they want to be fair, they requested additional information regarding any decrease in Texana's revenue and the increase in any operating costs.. Laura will contact Kevin for more information and report back.

Charlie suggested the committee consider developing a protocol to use when a tenant asks for a reduction or waiver of lease payments.

Next meeting: May 6, 2020

BYLAWS

ARTICLE I

PRINCIPAL OFFICE AND NAME

SECTION 1:

The name of this corporation is The Arc of Fort Bend County (the "Corporation"). The Arc of Fort Bend County ensures opportunities for people with intellectual and developmental disabilities to maximize their quality of life within Fort Bend County.

SECTION 2:

The principal office of this corporation shall be located in Fort Bend County, Texas at an address designated from time to time by the Board of Directors.

ARTICLE II

MEMBERSHIP

SECTION 1:

Membership shall be open to all persons supportive of the mission and purposes of the corporation subject to the rules and standards set forth in these Bylaws.

SECTION 2:

Membership may be obtained by submitting the amount of annual dues prescribed by the Board of Directors.

SECTION 3:

A member is one whose dues are not delinquent or waived. Dues are delinquent if not paid on or before the annual renewal date.

SECTION 4:

Only those members in good standing shall be eligible to hold office and to vote in person on all questions at all membership meetings. No employee or paid consultant of the Corporation may serve as an officer, director, voting committee member or delegate.

SECTION 5:

Honorary membership may be granted by the CEO. ~~Lifetime~~ membership may be granted by the Board. ~~Such membership shall be awarded at the Annual Meeting.~~ Such members shall not pay dues.

~~vote or be eligible to hold office on the basis of such membership.~~ All other classifications of membership shall pay dues as established by the Board of Directors.

SECTION 6:

Control of this Corporation shall rest with membership. Any action of the Board of Directors shall be subject to review upon written request by 10% or more of members in good standing. Such request will include that the matter be placed on the agenda of the next Annual Meeting, or at a special meeting called for that purpose held within ninety (90) days of the matter to be reviewed; provided, however, that such review of an action of the Board of Directors as described in this section may not be acted upon without adequate notice of the matter to be reviewed. For purposes of this section, "adequate notice" means the proposed matter to be reviewed must have been received by the Secretary of the Board no less than sixty (60) days before the date of the Annual Meeting. Any action of the Board of Directors may be altered or rescinded with an affirmative vote of two-thirds (2/3) of the members present at a membership meeting, There must be at least 25% of the members in good standing in attendance at such a meeting. Any action may not affect the rights of third parties, for example, the Corporation may not retroactively alter its contractual or debt obligations, including employee contracts, but may act prospectively on such matters.

SECTION 7:

No member shall make representations to any public official or body or speak or act publicly in the name of The Arc of Fort Bend County without prior approval from the Chairman of the Board of Directors or CEO of The Arc of Fort Bend County; provided, however, a member may publicly support the Position Statements, policies and resolutions adopted by The Arc of the United States, The Arc of Texas and The Arc of Fort Bend County without prior approval.

SECTION 8:

Any member whose actions are prejudicial to the interests of the corporation, or determined under the following procedure, or of The Arc, or of persons who have intellectual and developmental disabilities may be expelled as follows:

All of the procedures described below shall be conducted in a manner calculated to protect the confidentiality of this process, including holding board consideration in closed session.

A member in good standing may bring a written complaint against another member, and submit it to the Chairman or if the complaint is against the Chairman, to the Vice Chairman. The complainant shall present evidence to substantiate the accusation.

The Chairman or officer receiving the complaint shall notify the affected member that such an action will come before the Corporation's Board. A summary of the evidence shall be offered in support of the action, as well as the time, date, and place the Board will meet to consider the action.

Written notice will be provided to the member at least thirty (30) days prior to the date action will be considered and an opportunity will be provided to show cause why the member should not be suspended or expelled.

Upon an affirmative three-fourths (3/4) vote of the Board of Directors at a meeting with a quorum, the affected member will be expelled.

The affected member may waive the confidentiality of this process and shall have the right to appeal the decision to the general membership. On receipt of the appeal, the Chairman shall call a special meeting within 30 days at which the membership, having established a quorum, may overrule the decision of the Board of Directors by an affirmative vote of three-fourths (3/4) of the membership present.

SECTION 9:

Membership lists shall not be published or made available outside the Corporation except where, in the opinion of the Board, the furnishing of such lists, in confidence, to a public or private agency will be in the best interests of the members and will serve the purpose of this Corporation, or where required by The Arc of Texas or The Arc of the United States. Any member may “opt-out” of a decision by the Corporation to furnish a confidential list to others.

**ARTICLE III
MEETINGS OF THE MEMBERSHIP**

SECTION 1:

Regular meetings of the membership shall be held as determined by the Board of Directors or the membership. Members shall be notified in advance of all meetings.

SECTION 2:

A quorum shall consist of 10 percent (10%), of the membership or fifteen (15) members in good standing, whichever is greater. Voting must be done in person, meaning that there is no proxy voting.

SECTION 3:

~~The~~ At least one Annual meeting will be held no later than July 1 of each year. The election of officers and directors will be at the Annual Meeting, which may not be omitted. The Annual Meeting may be conducted by any means authorized by law consistent with these Bylaws.

SECTION 4:

Subject to the provisions of Article II, Section 6, special meetings of the members may be called by the Chairman or on written application of five (5) members made to the Secretary who shall mail notices to all members not less than one week prior to the meeting stating the purpose of the meeting. Only business specified in the meeting notice may be transacted at a special meeting.

ARTICLE IV

DUES

SECTION 1:

Members shall pay annual dues as set by the Board of Directors. The dues to be paid shall include the dues payable to state and national organizations of The Arc and each member shall be deemed a member of the state and national organizations of The Arc as well as a member of The Arc of Fort Bend County

SECTION 2:

Dues may be waived in specific cases by the Board of Directors or CEO when the payment of dues would constitute a hardship or when used as an incentive to attract new members.

ARTICLE V

BOARD OF DIRECTORS

SECTION 1:

The Board of Directors shall be responsible for the conduct of the business of The Arc and shall be empowered to employ such professional personnel as required to administer the affairs of the corporation. The responsibilities of the Board shall include, without limitation, the preparation of a strategic plan and the annual evaluation of the CEO's performance and compensation. Additionally, the Board shall approve annual operating plans and annual operating budgets.

SECTION 2:

The officers and directors on the Board of Directors must be members of The Arc of Fort Bend County. The total number of voting members of the board shall not exceed fifteen.

SECTION 3:

Potential board members will be required to acknowledge willingness to abide by the board membership requirements in the organizational documents; acknowledge willingness to serve out and complete the board term; and acknowledge willingness to comply with individual board member responsibilities as adopted by the Board. Upon beginning an initial term and any subsequent terms as a director, each director shall acknowledge receipt of and compliance with the Code of Ethics.

SECTION 4:

Regular meetings of the Board of Directors shall be held as needed as determined by the Chairman, on a minimum of ten (10) days' notice to the officers and directors on the Board of Directors, and such notice may be given in any manner permitted by law, including electronically. All regular meetings of the Board of Directors may be conducted by any means authorized by law consistent with these Bylaws. Special meetings of the Board may be called with 24 hours' notice by the Chairman or by the Secretary upon the

written request of three (3) Board members. Only that business stated in the call for the special meeting may be discussed or acted upon. Specially called meetings of the Board of Directors may be held by electronic means provided that any action taken at a meeting held by electronic means receives the favorable vote of not less than 80% of the members of the Board; provided, however, that when a vote is taken by electronic means, the Board of Directors shall, at the immediately following regular meeting of the Board of Directors, record and affirm in the minutes of that meeting the proposal and action taken by an electronic vote of the Board held under this section.

SECTION 5:

A quorum for a regular Board meeting shall consist of at least fifty-one percent (51%) of all Board members in attendance as allowed by these Bylaws. All actions taken by the Board must be passed by a majority of the Board members in attendance as allowed by these Bylaws.

SECTION 6:

Terms of all elected officers and directors of the Corporation shall begin on July 1 of the year in which each position is elected and end on June 30 of the year in which the term of each position ends. The term of office for elected officers and elected directors of the Corporation shall be three (3) years, or until their successors are elected. Officers may not be elected to successive terms in the same officer position, but may be elected to other officer positions. A director may be elected to two single successive terms, i.e., may succeed himself/herself twice as a director in any director position, and may be elected to officer positions; provided, however, no person may be elected as a director to more than three terms in succession regardless of the number assigned to the director position. A director may not contemporaneously hold a position both as a director and as an officer. Officers and directors may be elected to positions on the nominating committee on completion of their terms as officers and directors. The election of officers and directors shall occur on a three year cycle as follows:

—————Every third year, the four officers are elected for a single three-year term, designated on the slate of nominees on the ballot by the title of the office followed in parentheses by the year in which the term of such office ends; thereafter,

—————Every third year in the following year, five board members are elected to a three year term as directors, in positions designated on the slate of nominees on the ballot as Director 1, 2, 3, 4 and 5 each followed in parentheses by the year in which the term of such position ends; and thereafter,

—————Every third year in the following year, five board members are elected to a three year term as directors, in positions designated on the slate of nominees on the ballot as Director 6, 7, 8, 9 and 10, each followed in parentheses by the year in which the term of such position ends.

The Board of Directors may declare vacant the office of any officer or director who shall resign from the Board of Directors. In the event of a vacancy, the Board of Directors shall appoint the officer's or director's successor until the next Annual Meeting of the membership of the Corporation when that officer or director position is scheduled for election under these Bylaws, at which time the officer or director appointed to a position by the Board of Directors due to a vacancy is eligible for election by the voting body of the Corporation to that position or any other position as if that person had not been appointed to fill a vacancy. A vacancy in the office of Chairman shall automatically be filled by the Vice Chairman, who shall serve as Chairman until the next meeting of the membership of the Corporation when the position of Chairman is scheduled for election under these Bylaws. On a vacancy in the position of Chairman which is automatically filled by the Vice Chairman, the Board of Directors may then declare a vacancy in the office of Vice Chairman and fill that vacancy until the next meeting of the membership of the Corporation when the position of Vice Chairman is scheduled for election under these Bylaws. Persons who fill vacancies in the offices of Chairman and Vice Chairman are eligible for election by the membership of the Corporation to those positions or any other position as if that person had not been appointed to fill a vacancy.

SECTION 7:

A director or officer may be removed for cause with a $\frac{3}{4}$ vote by the Board of Directors present.

**ARTICLE VI
FISCAL YEAR**

The fiscal year shall begin January 1 and end December 31.

**ARTICLE VII
OFFICERS**

SECTION 1:

The officers of the corporation shall be a Chairman, Vice-Chairman, Secretary, Treasurer and Past President. No two offices may be held by the same person.

SECTION 2:

The Chairman shall preside at all meetings of the Corporation and of the Board of Directors and shall perform the duties usually associated with the office of Chairman. The Chairman shall appoint the chairperson and members of all standing and special committees (except the Nominating Committee)

and supervise their work by being an ex-officio member of each committee. The Chairman shall present a final annual report to the membership.

SECTION 3:

The Vice Chairman shall succeed to the chairmanship in case of a vacancy in that office and shall perform the duties of the Chairman in the Chairman's absence or disability. The Vice Chairman shall undertake such other responsibilities as the Chairman may assign.

SECTION 4:

The Secretary shall be responsible for recording the proceedings of all meetings of the membership and of the Board of Directors. The Secretary shall be responsible for notifying the members of all meetings. The Secretary shall be responsible for mailing a copy of the Corporation's revised Constitution and Bylaws to the state chapter and its By-Laws Committee for state approval and submitted to The Arc of the United States. The Secretary shall undertake such other responsibilities as the Chairman may assign.

SECTION 5:

The Treasurer shall have oversight of the receipt, recording, deposit and disbursement of all Corporation funds. The Treasurer shall be responsible for presenting a written financial report at each regular meeting of the Board of Directors and the membership and for submitting all financial reports required for affiliation with The Arc. The Treasurer shall perform such other duties as assigned by the Chairman or the Board.

ARTICLE VIII

NOMINATIONS AND ELECTIONS

SECTION 1:

The Nominating Committee shall be composed of three members, who shall take positions July 1st following their election and serve until their successors are elected. All members of the Corporation in good standing are qualified to serve as members of the Nominating Committee by election or to fill vacancies between Annual Meetings on the terms described in this article, except that the current Chairman, Vice Chairman, Secretary and Treasurer are not eligible to serve as members of this committee.

The most recent Past Chairman of the Corporation shall serve as chair of the Nominating Committee. If the immediate Past Chairman is unable or unwilling to serve as chair, the Board of Directors shall declare the position of chair of the Nominating Committee vacant, and the current Chairman shall with the approval of the Board of Directors appoint a person to serve as chair of the Nominating Committee until the Chairman

succeeds to the office of Past Chairman in accordance with these Bylaws.

In addition to the Past Chairman, the Nominating Committee shall be composed of two (2) persons. At each Annual Meeting of the voting body of the Corporation in years when officers of the Board of Directors are not elected, one (1) member of this committee will be elected to a ~~three-year~~three-year term, to hold positions described on the slate of nominees on the ballot followed in parentheses by the year in which the term of such position ends. A member of this committee elected by the Corporation may serve a single term on this committee, i.e., may not succeed himself/herself. A member of the Nominating Committee may not contemporaneously hold a position as an officer or director on the Board of Directors. The Board of Directors may declare vacant the position of any member of this committee who shall resign from the committee. In the event of a vacancy, the Board of Directors shall vote to fill the vacancy to bring the total number to two (2) members in addition to the chair by election of persons who shall serve in such positions until the next Annual Meeting of the Corporation in the year when that position is scheduled for election under these Bylaws, at which time the person appointed to a position by the Board of Directors due to a vacancy is eligible for election by the Corporation to that position or any other position as if that person had not been appointed to fill a vacancy.

SECTION 2:

The Nominating Committee shall report a slate of candidates for officers, directors and nominating committee members to the membership at least one month prior to the Annual Meeting, which may be done by publication in the newsletter. The slate of nominees for officers and directors shall comply with Article V, Section 6 of these Bylaws. The slate of nominees for nominating committee members shall comply with Article VII, Section 1 of these Bylaws.

SECTION 3:

Nominations from the floor at the Annual Meeting are not permitted. Any five (5) members in good standing may, at least one (1) month prior to the Annual Meeting, nominate another member in good standing for an officer or director position and such nomination shall be submitted to the Nominating Committee. Such nomination shall be submitted to the members at the Annual Meeting along with the slate nominated by the Nominating Committee. All nominees, whether on the slate of candidates or nominated by five (5) other members, shall give their consent to the nomination.

SECTION 4:

Not later than March 1 of each year, the Nominating Committee shall recommend to the Board of Directors a slate of candidates to fill those positions on the board of directors of The Arc of Fort Bend County Foundation due to become vacant on May 1 of that year. The Nominating Committee shall, within sixty (60) days of being notified of a vacancy on the board of directors of The Arc of Fort Bend County Foundation, recommend to the Board a candidate to fill the vacant position.

ARTICLE IX
COMMITTEES OF THE BOARD

SECTION 1:

The Chairman shall annually appoint committees, including the chair of each, as appropriate. Duties of each committee will be established by the Board. The chair of each committee may include committee members other than board members to accomplish the duties of the committee. The following committees may be appointed:

A committee or committees to be named by the Chairman with the approval of the Board of Directors to perform the Board's duty of care role on matters pertaining to the internal operations of the Corporation; and

~~A committee or committees to be named by the Chairman with the approval of the Board of Directors to perform the Board's duty of care role on matters pertaining to the external operations of the Corporation.~~

SECTION 2:

The Chairman may appoint ad hoc committees to address issues of policy or governance or other needed tasks with the approval of the Board of Directors.

SECTION 3:

The terms of all committee chairs and members shall expire on June 30 each year. All committee chairs and members may be re-appointed to continue in those positions.

ARTICLE X
CEO

SECTION 1:

The Board may employ an CEO, establish the duties of the position and fix the salary. The CEO shall serve under the direction of the Board of Directors under an annual contractual agreement and shall function within the policies established by the Corporation and the Board of Directors.

SECTION 2:

The CEO shall be the administrative head of The Arc of Fort Bend County, serving at all times under the direction of the Board through the Chairman. The CEO shall be responsible for implementing and executing policies, programs and activities approved by the Board and the membership of The Arc of Fort Bend County; assist in developing goals and objectives and recommend policies, activities, and programs for the consideration of the Board and the members, to make full use of the energies and proficiencies of the membership in strengthening The Arc of Fort Bend County and carrying out its objectives. The CEO shall have the authority to employ, terminate and fix the duties and salaries of the

other employees of The Arc of Fort Bend County, subject to the standards, rules, regulations and limitations adopted by the Board, and the Board shall approve the establishment of and position descriptions for persons in operation positions who report to the CEO.

SECTION 3:

The CEO is authorized to speak for the Association, but not beyond such limits as may be established by the Board.

SECTION 4:

The CEO shall not enter contractual agreements without authorization of the Board.

SECTION 5:

The CEO, upon employment with ~~the~~The Arc of Fort Bend County, will acknowledge receipt of and compliance with the Code of Ethics and Conflict of Interest policies.

ARTICLE XI

RELATIONSHIP WITH STATE AND NATIONAL COMPONENTS

The Arc of Fort Bend County agrees to remain in good standing with the state and national components of The Arc, to work with these associations in every way and to adhere at all times to their policies and affiliation agreements as adopted or revised from time to time.

The Arc of Fort Bend County shall send to the state office and National Headquarters such reports, financial information, membership transmittals, etc., that are required and to support the activities of these associations in accordance with their stated policies.

ARTICLE XII

PARLIAMENTARY AUTHORITY

Robert's Rules of Order – Newly Revised shall govern the conduct of business in all cases in which they are applicable and not in conflict with the Constitution and Bylaws of the Corporation.

ARTICLE XIII

AMENDMENTS

These Bylaws may be amended with an affirmative vote of two-thirds (2/3) of those members present at the Annual Meeting or at a special meeting called for the purpose. Any proposed amendment shall have been presented in writing to each member at least three (3) weeks in advance of the meeting at which the vote is to be taken. No proposed amendments shall conflict with policies, positions or requirements of The Arc of Texas and the Arc of the United States. If and to the extent required by the bylaws of The Arc of Texas, all amendments must be approved by The Arc of Texas.

ARTICLE XIV

INDEMNIFICATION OF DIRECTORS AND OFFICERS

The Corporation shall have the full power to indemnify and advance or reimburse expenses pursuant to the provisions of the Texas Business Organizations Code to any person entitled to indemnification under the provisions of the Texas Business Organizations Code.

The Corporation shall purchase and maintain insurance or another arrangement on behalf of any person who is or was a member, director, officer, employee, or agent of the Corporation or who is or was serving at the request of the Corporation as a director, officer, partner, proprietor, trustee, employee, agent, or similar functionary of another foreign or domestic corporation, employee benefit plan, other enterprise, or other entity, against any liability asserted against him or her and incurred by him or her in such a capacity or arising out of his or her status as such a person, whether or not the Corporation would have the power to indemnify him or her against that liability. Without limiting the power of the Corporation to procure or maintain any kind of insurance or other arrangement, the Corporation may, for the benefit of persons indemnified by the Corporation, (1) create a trust fund; (2) establish any form of self-insurance; (3) secure its indemnity obligation by grant of a security interest or other lien on the assets of the Corporation; or (4) establish a letter of credit, guaranty, or surety arrangement. The insurance or other arrangement may be procured, maintained, or established within the Corporation or with any insurer or other person deemed appropriate by the Board of Directors regardless of whether all or part of the stock or other securities of the insurer or other person are owned in whole or part by the Corporation. In the absence of fraud, the judgment of the Board of Directors as to the terms and conditions of the insurance or other arrangement and the identity of the insurer or other person participating in an arrangement shall be conclusive and the insurance or arrangement shall not be voidable and shall not subject the directors approving the insurance or arrangement to liability, on any ground, regardless of whether directors participating in the approval are beneficiaries of the insurance or arrangement.

The indemnification provided hereunder shall inure to the benefit of the heirs, executors and administrators of persons entitled to indemnification hereunder. The right of indemnification under this Article shall be in addition to and not exclusive of all other rights to which any person may be entitled. No amendment or repeal of the provisions of this Article which adversely affects the right of an indemnified person under this Article shall apply to such person with respect to those acts or omissions which occurred at any time prior to such amendment or repeal, unless such amendment or repeal was voted by or was made with the written consent of such indemnified person.

This Article constitutes a contract between the corporation and the indemnified officers, directors, and employees. No amendment or repeal of the provisions of this Article which adversely affects the right of an indemnified officer, director, or employee under this Article shall apply to such officer, director, or employee with respect to those acts or omissions which occurred at any time prior to such amendment or repeal. The corporation shall purchase and maintain liability insurance for such persons to the fullest extent permitted by the Texas Business Organizations Code, as it may be from time to time amended.

These are the current Bylaws approved and adopted by the membership on May ~~22, 2017~~18, 2020.

Signed: _____, Chairman

Charlie Huber

Signed: _____, Secretary

Sharon Lee

As Amended: (insert dates of any amendments)

Revised 4/2000	Approved 06/25/07
Approved 6/29/2001	Revised 05/23/12
Revised 4/2003	Approved 06/25/12
Approved 6/23/2003	Revised 05/03/2013
Revised 4/19/2004	Approved 06/24/2013
Approved 6/28/2004	Revised 04/28/2014
Revised 4/18/05	Approved 06/30/2014
Approved 6/16/05	Revised 03/27/2017
Revised 03/20/06	Approved 05/22/2017
Approved 06/26/06	<u>Approved 05/20/2019</u>
Revised 08/31/06	<u>Revised 04/28/2020</u>
	<u>Approved 06/22/2020</u>

Purpose & Principles of The Arc's Financial Controls

The Arc of Fort Bend County's Financial Controls and Procedures guide the activities of The Arc's Board and CEO. It outlines the operations and procedures a nonprofit undertakes to show it is accountable to donors, the people it serves, and the general public.

The Financial Controls and Procedures will be reviewed annually by the CEO and the Board of Directors.

The Financial Controls and Procedures have been developed in accordance with certain principles outlined below that are consistent with those of an Accountable Nonprofit.¹

- The accountable organization clearly states its mission and purpose, articulates the needs of those being served, explains how its programs work, how much they cost and what benefits they produce.
- The accountable organization freely and accurately shares information about its governance, finances and operations. It is open and inclusive in its procedures, processes and programs consistent with its mission and purpose.
- The nonprofit organization is accountable to all those it exists to serve, to all those who support it, and to society.

The accountable nonprofit organization is responsible for mission fulfillment, leadership on behalf of the public interest, stewardship and quality.

Sarbanes-Oxley Act

Only two provisions of the Sarbanes-Oxley Act, passed in 2002 to deter fraud in publicly traded corporations apply to non-profits. However, its passage has fueled debate about non-profit accountability and whether non-profits should adhere to certain provisions of the Act, either on a voluntary or mandatory basis.

The Act extends to board's financial oversight responsibilities and imposed new financial disclosure requirements. The Arc of Fort Bend County aims for maintaining effective governance and management and will periodically evaluate the applicability of the Act for voluntary and mandatory adherence.

As outlined in the preliminary findings of the 2005 Urban Institute's National Survey of Nonprofit Governance, 5, 115 nonprofits surveyed demonstrated varying degrees of adherence to the Act relative to the provisions outlined below. The following are the applicable provisions included in the Survey and The Arc of Fort Bend's of the act:¹

¹ The statement, endorsed by the Association of Fundraising Professionals (AFP's) board in 1995, was developed for nonprofit leaders by participants of Accountability and Nonprofit Organizations, a think tank program held in 1995 at the Mandel Center for Nonprofit Organizations. The think tank was co-sponsored by the National Assembly of Voluntary Health and Social Welfare Organizations and the National Health Council, and supported by a grant from the Lilly Endowment, Inc.

Purpose & Principles of The Arc's Financial Controls cont'd

- ~~Independent Audit Committee~~

~~The Act requires that the Audit Committee be responsible for appointing, compensating, and overseeing the auditor. The Audit Committee generally must include at least one financial expert and may not include employees or other individuals who are paid by the organization for professional services.~~

- ~~Auditor Responsibilities~~

~~The Act tries to ensure the independence of auditors and calls for organizations to rotate their audit firms and or lead partners every five years.~~

- Certified Financial Statements

Under the Act, the chief executive officer and financial officers are responsible for certifying the accuracy of the organizations' financial statements.

- Disclosure

The Act requires disclosure of certain aspects of the organizations' finances and internal control mechanisms. Organizations must also promptly disclose material changes in their operations and finances. Nonprofits are legally required to make their Form 990 returns available to the public.

- Insider Transactions and Conflict of Interest

The Act generally prohibits organizations from making loans to their directors or executives. It also requires the organization to disclose if it has adopted a code of ethics for senior officers as well as any changes or granted waivers to its code of ethics.

- Whistle Blower Protections

The Act is applicable to all organizations and makes it a federal crime for any entity to retaliate against employees who report suspected fraudulent financial activities. ~~It also has a provision specifically requiring the Audit Committee to establish a process for employees to report accounting practices that they perceive as inappropriate.~~

- Document Destruction Policy

This is the second provision of the Act that applies to all organizations and makes it a federal crime to alter or destroy documents in order to prevent their use in an official proceeding. A written policy is not required but is recommended as a best practice.

Annual Audit

Date: June 2020

Policy:

It is the policy of The Arc of Fort Bend County to require an annual review or audit of the financial operations of both the organization and the Foundation and preparation of IRS Form 990 for both organizations. The Arc and The Arc Foundation will have an annual joint review/audit, but will file separate IRS Forms 990. ~~A full audit will be conducted every three years, with financial reviews conducted in the interim.~~ A Financial Review will be conducted yearly. The Board of Directors will decide if and when to conduct a full Audit.

Procedure:

1. The ~~Audit Committee of the~~ Board of The Arc of Fort Bend County is responsible for appointing, compensating and overseeing the audit.
- ~~2. The membership of the Audit Committee shall not include any staff or individual who is paid by the organization for professional services.~~
- ~~3. The Audit Committee shall include at least one financial professional.~~
- ~~4. The Audit Committee shall seek bids from qualified Certified Public Accounting firms to conduct the audit at a minimum of every three years.~~
5. The Arc will rotate the lead CPA with any existing audit firm at least every five years.
6. The Board of Directors shall authorize the contract with the CPA firm selected to complete the annual review/audit upon recommendation from the ~~Audit Committee~~ **Budget and Finance Committee.**
7. Upon completion of the review/audit, a draft of the review/audit report will be submitted to the ~~Audit~~ Budget and Finance Committee for review. A management letter summarizing the financial operations will be included in the report.
8. The auditors or their representatives will consult with the ~~Audit Budget and Finance~~ Committee and the CEO to discuss their findings. The ~~Audit Budget and Finance~~ Committee will then forward their report and recommendations to the Board of Directors for approval.
9. The auditors or their representatives will present the audit to the Board of Directors, if requested. ~~after approval by the Audit Committee.~~

Grievance Procedures

When a conflict or grievance exists between members of staff, the staff members involved should attempt to reach an agreement or resolution to the problem. When a grievance cannot be resolved, it should be directed to the CEO. The staff member expressing the grievance may be requested to submit the grievance in writing.

If the CEO is unable to reach a satisfactory resolution, the employee/employees may request a conference, in writing, with The Arc of Fort Bend County Board of Directors. Such written request must include the nature of the grievance and will go to the Executive Committee of the Board of Directors. Decisions of the Executive Committee may be appealed to the full board in writing. Decisions of the full board will be final.

The intent of this policy is that the employees of The Arc of Fort Bend county will work together to resolve conflicts that may arise and work together for the benefit of The Arc of Fort Bend County.

Promotions

When staff vacancies occur, present staff will be given equal consideration. Consideration will be given to evaluation of the employee's job performance, length of tenure in the present job, total length of service with the organization, personal qualifications, and capacity for the new position.

Drug and Alcohol Use

Routine drug and alcohol testing will be conducted at pre-employment, random and for cause. The Arc of Fort Bend County is committed to a safe, healthy and productive work environment for all personnel. The Arc of Fort Bend County recognizes that alcohol, drug or other substance abuse by personnel will impair their ability to perform properly and may adversely affect the performance, safety, productivity and efficiency of other personnel. The misuse of legitimate drugs, or the use, possession, distribution or sale of illicit or non-prescribed controlled drugs while on The Arc of Fort Bend County business or the premises is strictly prohibited and is grounds for termination. Use or distribution of alcoholic beverages on The Arc of Fort Bend County premises is not allowed without the prior approval of the CEO or the Board of Directors.

"Whistle Blower" Policy

It is the responsibility of all directors, officers and employees to comply with The Arc's Code of Ethics and to report violations or suspected violations to the CEO or to the ~~chair of the Audit Committee~~. **Chairman of the Board.**

No director, officer or employee who in good faith reports a violation of the Code of Ethics shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the organization prior to seeking resolution outside the organization.



Dear Friends of The Arc,

We hope you and your families are staying well during these challenging times. The Arc has had to make some difficult programmatic decisions which we know have affected our families. You may have been wondering about our 26th annual Golf Classic fundraiser held each June at Weston Lakes Country Club. And though some of you may be silently dreading the thought of golfing on a hot, sticky, Texas summer day, you don't have to SWEAT IT this year!

In respect of the social distancing order, we have cancelled the in-person event. Instead, we will conduct a "Don't Sweat It" virtual fundraiser!

The Golf Classic has earned in excess of \$110,000 annually - with the wonderful support of Weston Lakes Country Club and our lead sponsor, Troy Construction. This also represents a sustained commitment from you – and we appreciate it!

The Arc is proud to conduct only two fundraisers each year – but these two fundraisers are very important to our ability to offer the advocacy, services and programs we provide to those with intellectual and developmental disabilities and their families. So, in lieu of attending the tournament and live auction we are asking that if your budget allows, that you please contribute to our 2020 “No Sweat” Golf Classic.

We are offering sponsorships as in past years – Gold \$2000, Silver \$1500, Executive \$1200, Beverage Cart \$500 and Hole \$250. Or, you can choose your own amount. You can donate via credit card <https://arcoffortbend.org/donate/> or via check by filling out the form below and returning it to The Arc. Donors will be recognized on our social media pages.

Thank you, so much, for your consideration. Stay home, and stay safe!

Sincerely,

The Arc's Golf Classic Committee

_____ Yes, I want to participate in The Arc of Fort Bend's
2020 “No Sweat” Golf Tournament

	Gold Underwriter - \$2000
	Silver Sponsor - \$1500
	Executive Package - \$1200
	Beverage Cart Sponsor - \$500
	Hole Sponsor - \$250
	Another amount

Thank you for your support!

Return this bottom portion to: The Arc of Fort Bend, 123 Brooks St, Sugar Land, TX 77478
For additional information, please call The Arc at 281/494-5959