

No Coalition For Kids, Board of Directors meeting
May 2019

Balance Sheet as of May 31, 2019

	May 31, 19	Apr 30, 19
ASSETS		
Current Assets		
Checking/Savings		
Petty Cash	300.00	300.00
1010 · First TN Checking	160,085.99	130,791.18
Total Checking/Savings	160,385.99	131,091.18
Other Current Assets		
1206 · Grant Receivable	33,332.64	33,332.64
1210 · Unconditional Promises to Give	4,355.00	4,355.00
1215 · Discount on Promises to Give	-784.00	-784.00
1220 · Allowance for Uncollectible	-743.00	-743.00
1250 · Prepaid Insurance	15,282.52	15,282.52
1252 · Prepaid Rent	311,161.03	311,161.03
1255 · Other Prepaid Expenses	1,366.03	1,366.03
Total Other Current Assets	363,970.22	363,970.22
Total Current Assets	524,356.21	495,061.40
Fixed Assets		
1400 · Equipment	39,593.95	39,593.95
1410 · Computer Equipment	50,709.67	50,709.67
1420 · Furniture and Fixtures	10,250.00	10,250.00
1430 · Sports Equipment	90,337.78	90,337.78
1455 · Accumulated Depreciation	-122,973.21	-122,973.21
1460 · Leasehold Improvements	62,565.02	62,565.02
Total Fixed Assets	130,483.21	130,483.21
Other Assets		
1445 · Vehicles	48,666.00	48,666.00
Total Other Assets	48,666.00	48,666.00
TOTAL ASSETS	703,505.42	674,210.61
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2503 · Accrued Interest	1.64	1.64
2000 · Accounts Payable	9,710.36	9,710.36
2501 · Accrued Wages	29,462.15	29,462.15
2502 · Accrued Vacation	28,227.66	28,227.66
Total Accounts Payable	67,401.81	67,401.81
Credit Cards		
Capital One		1,106.48
Total Credit Cards		1,106.48
Other Current Liabilities		
2400 · Capital Lease - Current	685.15	685.15
2500 · Payroll Liabilities	57.67	57.67
2510 · United Way Contributions	427.00	427.00
2530 · Life Insurance Deductions	1,941.30	1,793.38
2540 · Dental & Vision Insurance	764.72	698.78
2800 · Unearned Revenue - Restricted	7,800.00	7,800.00
Total Other Current Liabilities	11,675.84	11,461.98
Total Current Liabilities	79,077.65	79,970.27
Total Liabilities	79,077.65	79,970.27
Equity		
3000 · Retained Earnings	652,456.08	652,456.08
3020 · Temp Restricted Net Assets	2,828.00	2,828.00
Net Income	-30,856.31	-61,043.74
Total Equity	624,427.77	594,240.34
TOTAL LIABILITIES & EQUITY	703,505.42	674,210.61

Monthly Financial Summary

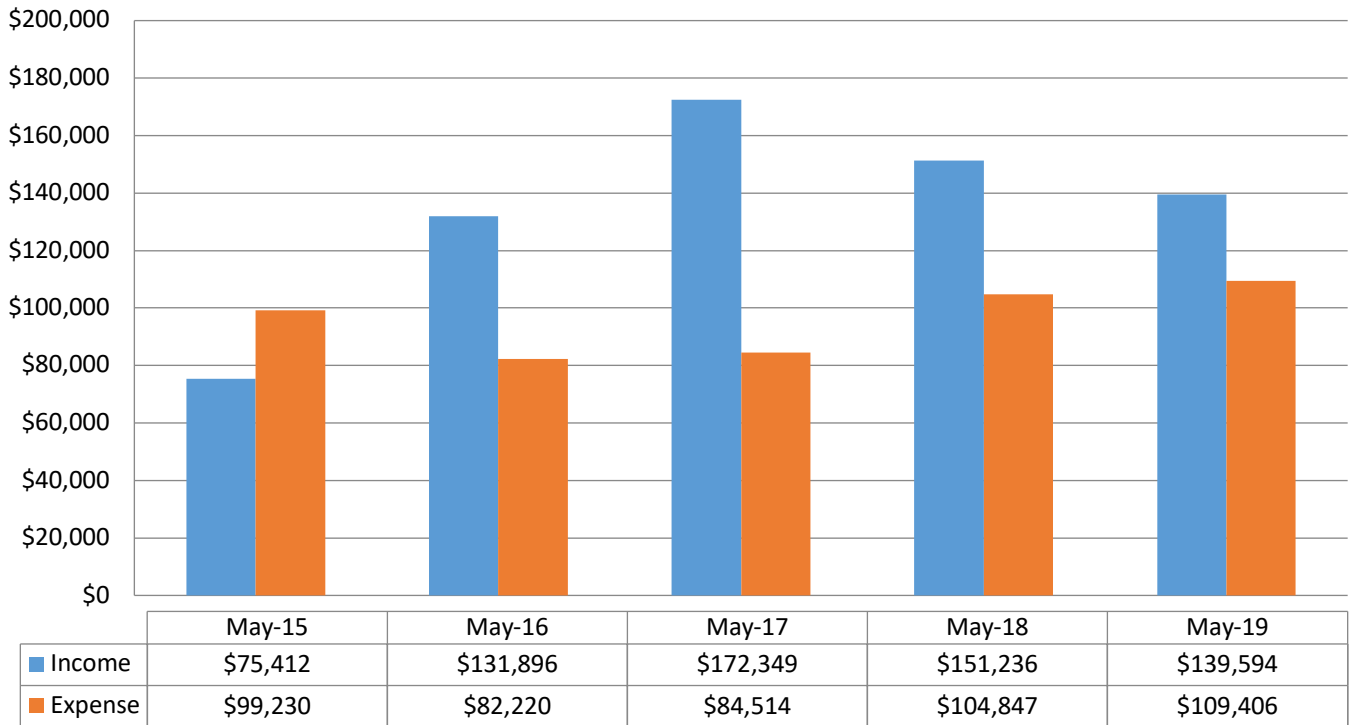
	May-2019				YTD			
	Actual	Budget	O / (U)	%	Actual	Budget	O / (U)	%
Income								
Churches	\$ 1,908	\$ 1,619	\$ 289	18%	\$ 16,115	\$ 23,882	\$ (7,768)	-33%
Corporate Giving	\$ 2,534	\$ 2,083	\$ 451	22%	\$ 22,542	\$ 22,917	\$ (375)	-2%
Fundraising	\$ 42,844	\$ 51,018	\$ (8,175)	-16%	\$ 258,377	\$ 274,982	\$ (16,604)	-6%
Grants	\$ 50,501	\$ 97,969	\$ (47,469)	-48%	\$ 420,613	\$ 488,309	\$ (67,696)	-14%
General Contributions	\$ 20,794	\$ 22,000	\$ (1,206)	-5%	\$ 276,737	\$ 277,000	\$ (263)	0%
Government Funds	\$ 11,333	\$ 6,980	\$ 4,353	62%	\$ 122,549	\$ 108,170	\$ 14,379	13%
Miscellaneous	\$ -	\$ 125	\$ (125)	-100%	\$ 978	\$ 1,375	\$ (397)	-29%
Legacies & Bequests	\$ 40	\$ 417	\$ (377)	-90%	\$ 890	\$ 4,583	\$ (3,693)	-81%
United Way	\$ 9,641	\$ 11,375	\$ (1,734)	-15%	\$ 125,090	\$ 125,125	\$ (35)	0%
Reimbursed Expenses	\$ -	\$ -	\$ -	0%	\$ 74	\$ -	\$ 74	0%
Sub-Total	\$ 139,594	\$ 193,587	\$ (53,993)	-28%	\$1,243,965	\$ 1,326,343	\$ (82,378)	-6%
Interest Income	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
Total	\$ 139,594	\$ 193,587	\$ (53,993)	-28%	\$1,243,965	\$ 1,326,343	\$ (82,378)	-6%
Expenses								
General Expenses	\$ 43,983	\$ 40,077	\$ 3,906	10%	\$ 549,473	\$ 541,739	\$ 7,734	1%
Awesome Kids Club	\$ 37,156	\$ 26,522	\$ 10,634	40%	\$ 376,796	\$ 344,929	\$ 31,867	9%
Kids In Action	\$ 28,267	\$ 21,826	\$ 6,440	30%	\$ 279,548	\$ 265,349	\$ 14,199	5%
Summer Fun Program	\$ -	\$ -	\$ -	0%	\$ 69,005	\$ 74,163	\$ (5,157)	-7%
Total	\$ 109,406	\$ 88,426	\$ 20,980	24%	\$1,274,822	\$ 1,226,180	\$ 48,642	4%
Net Income	\$ 30,187	\$ 105,161	\$ (74,973)	-4%	\$ (30,857)	\$ 100,163	\$ (131,020)	-2%

Full Year Comparison

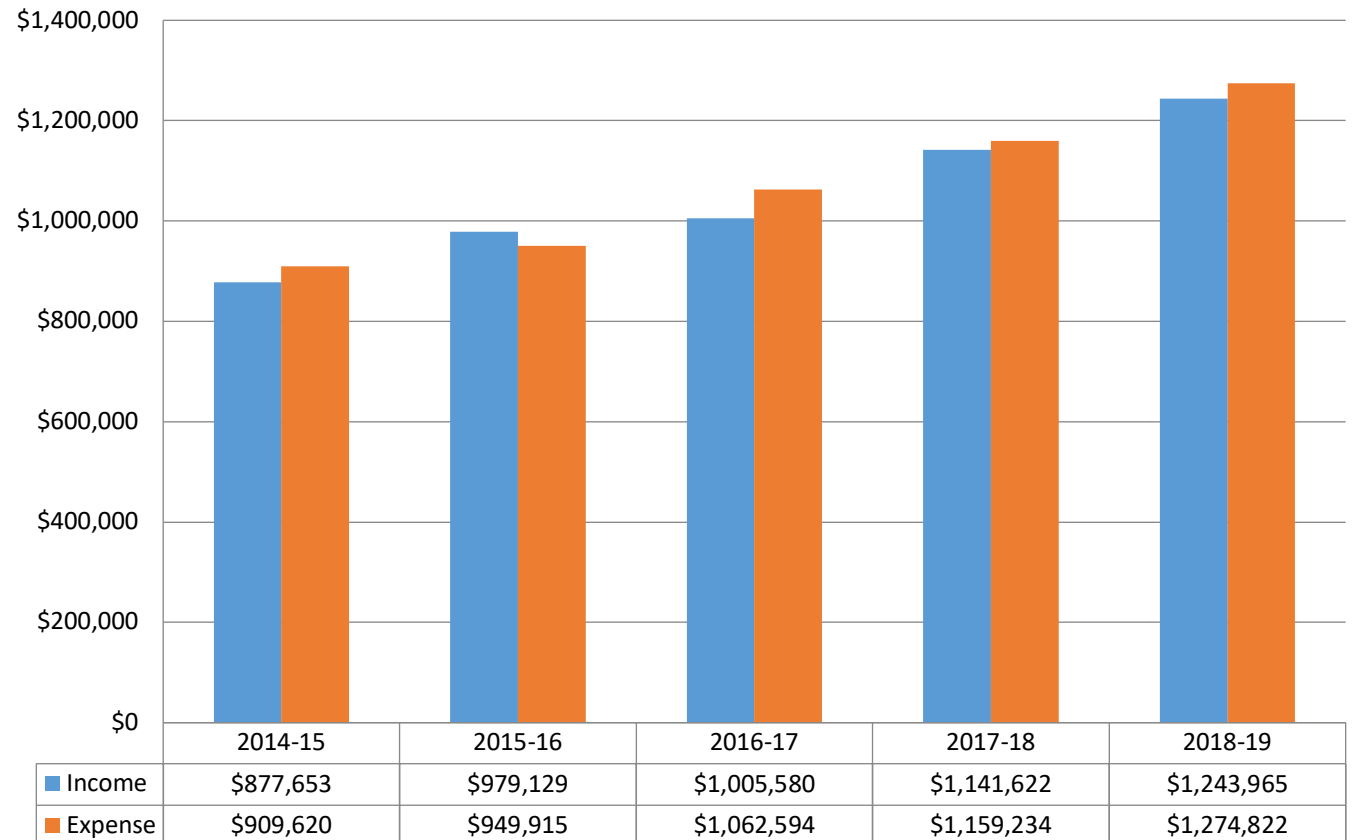
2018-2019 Fiscal Year

	Budget	Trend	O / (U)	%	Forecast	O / (U)	%
Income							
Churches	\$ 25,500	\$ 17,733	\$ (7,768)	-30%	\$ 17,533	\$ (7,968)	-31%
Corporate Giving	\$ 25,000	\$ 24,625	\$ (375)	-1%	\$ 24,625	\$ (375)	-1%
Fundraising	\$ 290,000	\$ 318,839	\$ 28,839	10%	\$ 277,195	\$ (12,805)	-4%
Grants	\$ 540,778	\$ 473,082	\$ (67,696)	-13%	\$ 473,082	\$ (67,696)	-13%
General Contributions	\$ 297,000	\$ 296,737	\$ (263)	0%	\$ 314,237	\$ 17,237	6%
Government Funds	\$ 115,150	\$ 129,529	\$ 14,379	12%	\$ 130,129	\$ 14,979	13%
Miscellaneous	\$ 1,500	\$ 1,103	\$ (397)	-26%	\$ 1,103	\$ (397)	-26%
Legacies & Bequests	\$ 5,000	\$ 1,307	\$ (3,693)	-74%	\$ 1,307	\$ (3,693)	-74%
United Way	\$ 136,500	\$ 136,465	\$ (35)	0%	\$ 136,465	\$ (35)	0%
Reimbursed Expenses	\$ -	\$ 74	\$ 74	0%	\$ 74	\$ 74	0%
Interest Income	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Total	\$1,436,428	\$1,399,494	\$ (36,935)	-3%	\$1,375,751	\$ (60,678)	-4%
Expenses							
General Expenses	\$ 586,817	\$ 594,551	\$ 7,734	1%	\$ 594,972	\$ 8,155	1%
Awesome Kids Club	\$ 344,929	\$ 376,991	\$ 32,062	9%	\$ 376,796	\$ 31,867	9%
Kids In Action	\$ 265,349	\$ 279,548	\$ 14,199	5%	\$ 279,548	\$ 14,199	5%
Summer Fun Program	\$ 146,325	\$ 141,168	\$ (5,157)	-4%	\$ 141,168	\$ (5,157)	-4%
Total	\$1,343,420	\$1,392,257	\$ 48,837	4%	\$1,392,483	\$ 49,063	4%
Net Income	\$ 93,008	\$ 7,237	\$ (85,772)		\$ (16,732)	\$ (109,741)	

May P&L Comparison



Fiscal YTD Comparison



Coalition For Kids, Inc.
Contributions over \$500
May 2019

	May 19
East Tennessee Foundation	10,000.00
Pickens Bridge Village	10,000.00
United Way of Washington Co	9,583.33
Citigroup Business Services	8,750.00
Marchyorka Living Trust	5,600.00
Woodard, Mark and Jen	5,000.00
Ballad Health	5,000.00
Eastman Credit Union- Underwoods	5,000.00
Duncan, Richard & Lee Anne	3,300.00
Bank of America-Kellers and Corp Matching	1,800.00
The Summit Foundation	1,600.00
BNY Mellon- Michael Todd Christian	1,200.00
Fraternal Order of Eagles Aerie	1,000.00
National Christian Foundation-Philip Cox	1,000.00
Schwab Charitable-Rock and Kathi Baty	1,000.00
UBS Financial Services-Brad and Amy Folck	1,000.00
The Colin & Carly Group	800.00
JC Morning Rotary Club	652.43
AT&T	627.70
Jack Miller Body Shop	600.00
Mountain States Credit Union	600.00
Wexler, Lewis & Martha	500.00
Nehring, Dr. Wendy	500.00
TOTAL	75,113.46

Reimbursements:

Child and Adult Care Food Program (CACFP)—

ARSP/CACFP reimbursement - April - **10,096.50**

Food/non-food costs - April - **\$6,936.79** reimbursement *surplus* of ~ **\$3,159.71**

21st CCLC: Reimbursement - April totaled: **\$20,200.71**

LEAPS: Reimbursement - April totaled: **\$9,996.46**

Grants:

Awarded: Variety of East TN, awarded \$2,500 for summer programming support.

Submitted: Dollar General Youth Literacy Grant: requesting \$3,000 for literacy support

Other:

Submitted Dollar General Impact Report

Submitted 21st CCLC End of Year Report

Submitted LEAPS End of Year Report

Attended TCCY Webinar

Attended Leader Cast Event

Attended 21CCLC/LEAPS Conference Call

Submitted Revised 21st CCLC/LEAPS Budgets

Prepared Documentation for TCCY Fiscal Monitoring Visit

Director of Operations
Bethany Patton
May 2019

Meetings:

- **Summer Programming**
 - Met with Director of Programming, Asia Fleming and Director of Program Development, Jordan Spain to discuss:
 - Summer registration numbers
 - Team assignments and schedules
 - Calendar details
 - Summer meal schedule
 - Parent summer information folders
 - Met with Kitchen Managers, Anita Rose and Jill Ledes to discuss:
 - Summer breakfast, lunch and snack menu
 - Summer schedule (kitchen hours and programming schedule)
 - Met with Randy Hensley and Kelly Grieb to discuss:
 - Programming budget 19/20
 - Answered summer budget questions per Randy
- **Fundraisers**
 - Met with Jan Jacobson C4K Event Director and Beth Keller of Summit Marketing to discuss:
 - Pepsi Golf Tournament
 - Team gifts
 - Logistic timeline
 - Marketing material approvals
 - Assigning responsibilities
 - Reverse Raffle Tailgate
 - Silent Auction Team responsibilities
 - Menu
 - Room layout
 - Logistic timeline
 - Held meeting to discuss Cindy Young's responsibilities with the silent auction and future community relationships.

Director of Community Outreach
Cindy Young

Volunteers

- Conducted 4 volunteer interviews resulting in 4 placements. 4 tours/orientation with volunteers at their selected site
- Volunteer hours for **May - 84 (Programming ended 5/15)**
2018 May - 111
- **In 2019 we began a process of honoring volunteers chosen by each site director based on their attitude, dedication, patience and commitment to our children. Seven of the nine chosen were from ETSU with the Director of Field Instruction, Dr. Cassandra Pussateri attending our event in support of these young men and women. “Thumb-printed” trees and comments written by our children were given to each winner. Lots of smiles and tears!**

Community Outreach

- Worked the **ETSU Staff Picnic** on May 10th. Setup C4K display and talked to teachers about volunteer opportunities for their students.
- Met with the **General Manager of Doubletree Hotel to set dates for their staff to come work with our children in horticulture and recycling.**
- Representatives from **Speedway Children Charities came to tour C4K and made a video to highlight our program** and our use of funds for the STEM lab.
- **Shauna McGlothlin from A.O. Smith came to tour C4K and to observe the area where their 80 employees will be building 10 large picnic tables for our pavilion on July 17th.**

On-Going projects

- **We were chosen by Johnson City Morning Rotary Club as their United Way “Week of Caring” volunteer recipient. They brought 8 volunteers and constructed a shade structure near our playground** to provide cover for our staff and children. The event took 5 hours and the JCMRC provided all the materials needed for the build.
- Working with Jan and Beth on procuring items for our Tailgate party. Also developing a system with Summit to help the auction process less complicated and more efficient. We currently have **6 volunteers serving on this procurement committee with a goal of 160+ items.**

Direct Mailer

- Wrote and Delivered **May Direct Mailer**
- Finalized and printed **new C4K brochures**

Tailgate

- Created **committee for Silent Auction items**
- Talking to businesses about gathering silent auction items
- **Delivering packets of tickets to board members**
- **Added banner and forms to website to purchase tickets**

Social Media development and scheduling

Applying for Donate button on Facebook

Text and social media fundraising

Golf Tournament

- **Created and mailed brochures to potential golfers**
- Met with Connie about tournament
- Added banner and forms to website to sign up for tournament
- **Working on hole sponsors and gifts for goodie bags**
- Getting quotes and information together on Golf Shirt

Misc:

Meeting with staff, Luncheon data review, **conference call with database company, pricing golf shirts, certificate template, Juicy Juice poster, Pepsi Golf Banner, Tri-fold, online registration forms, C4K Tri-fold finalization and printing.**

**Director of Program Development
Jordan Spain
May 2019**

Meetings:

- Met with Bethany Patton, Director of Operations and Asia Fleming, Director of Programming to discuss:
 - Staff Positions needed and team assignments
 - Hiring summer staff
 - Summer T-shirt designs for staff and students
 - Summer training and schedule
 - Summer Calendar
 - New program design and logistics
 - Summer schedule
 - Classroom assignments
- Met with Sarah Oaks and Asia Fleming to discuss remaining LEAPs and 21st Century budget
- Met with Site Directors to discuss:
 - Summer
 - Teams and staff
 - Calendar, field trips, lunch schedule, daily schedule
 - Expectations and responsibilities for the team
 - Staff schedules
- Met with Asia Fleming and Jennifer Johnson, JCPL, to discuss:
 - Summer Reading program and summer field trips to JCPL

General:

- Planned and summer Staff training for one week
- 21st Century and LEAPs
 - Inventoried new 21st Century & LEAPs classroom supplies
 - **Tested out new STEM items**
 - **Inventoried all STEM items from school year**
- Attended 2 Support Staff meetings
- Scheduled and **serviced 3 buses and 3 vans**
- Updated transportation files and bus books
- **Trained 5 new staff**
 - **Gaines Snodderly-Summer Counselor/Tutor**
 - **Hannah Blair-Summer Counselor**
 - **Erin Moock-Summer Counselor**
 - **Emily Roman-Quinn-Summer Counselor**
 - **Micaela Hensley-Summer Front Desk Secretary**
- Summer Programming
 - Assessed fees and added student plans into **Brightwheel**
 - Transportation plans for teams and morning and afternoon bus riders

**Director of Programming
Asia Fleming
May 2019**

Meetings:

- Met with Bethany Patton, Director of Operations, to discuss:
 - Staff needs for summer programming
 - **Summer T-shirt orders for staff and kids**
 - Summer meals
- Met with Jennifer Johnson from the **Johnson City Public Library** about their summer reading program
- Met with April Fletcher, Registered Dental Hygienist, from the State of Tennessee Department of Health, to discuss the **Preventative Dental Program**. We have more than 50 students registered to receive dental sealants on site at C4K this summer.
- Met with Summer Team Captains to discuss:
 - Summer teams and staff schedules
 - Specific staff schedules
 - Responsibilities and expectations
 - Plans to pack up the Coalition classrooms and restructure for summer programming
 - **Brightwheel data entry**
 - End of school year data entry into ELAP for 21st Century and LEAPs sites
- Met with Anita , Director of Food Services, to discuss
 - Summer meals
 - Summer calendar
 - Meal schedules per group
- Attended 2 support staff meetings

Training:

- Assisted Jordan Spain, Director of Program Development, in **4 training days** for summer staff to prepare for programming.
- Program staff attended a **Trauma Informed Care Training, hosted by YW CARES & YWCA**

General:

- Department of Education announced visit
 - Amy Lawson visited C4K for a staff and student record check to close out the school year
 - **Program was in compliance with DOE rules and regulations**
- Summer calendar for 4 groups by grade level (K-1, 2-3, 4-5, 5-6)
 - **Planned field trips**
 - **Career concept speakers**
 - **Library days**
- Summer staff and teams
- Summer responsibilities and expectations
- Summer children registration and roster
- **285 students registered for summer and 30 on the waiting list**