

CFLR BOARD OF DIRECTORS Meeting

November 30, 2017

8:00 a.m. -10:00 a.m. – Large Training Room

Agenda Item	Objective	Who	Time
Opening Remarks	Welcome and Introductions Welcome new board members	L. Sexton	8:00 a.m.
Staff Presentation	Website and login for Board Portal	B. Bussey	8:02 a.m.
Consent Agenda	<ul style="list-style-type: none">• Minutes from previous meeting• Committee Reports• CEO Report	L. Sexton	8:15 a.m.
Finance Committee Report	<ul style="list-style-type: none">• Finance report	B. Reese	8:20
Critical Issues	2018 Terms- vote Board Commitment letter Sign up for a committee Conflict of Interest Retreat review and next steps	Members	8:25
CFLR/Community Event Discussion	Plan to move forward	Members	8:50
Executive Session	Neighborhood Center Partnership	L. Sexton	9:00
Adjourn	Next Board Meeting – December 14, 2017 Christmas Board Meeting, Adirondack room, 2nd Floor		

**Center for Family Life and Recovery, Inc.
Board of Directors Meeting**

Date: September 28, 2017

Time: 8am

Attendance: Cassandra Sheets, Lisa Sexton, Terry Plizga, Kelly Walters, Brian Reese, David Wojnas, Andrea LaGatta, Brian Ehrhard, Barbara Calandra, Paul Dunn, Mike Leist,

Excused: Rev. Frank Graichen

Topic	Discussion	Resolution	Person Responsible/ Time Frame
Opening Remarks	Opened meeting at 8:03 AM		
Consent Agenda	Review of Consent Agenda (Accepted.) All in favor –	Motion to Accept: Kelly/Paul	
Staff Presentation – Jodi Warren – Concealing Secrets	Concealing Secrets Unveiling – 8:05AM		
Financial Report (<i>Brian R.</i>)	Balance sheet – phone system paid for included in these numbers. Not borrowing from the line of credit, borrowing from ourselves. Will be discussed in the next meeting Income statement – Following Budget – 20K in the black, budget a break even Fringe – AOH(Administrative overhead) 15% charged doesn't calculate in the FundEz.	Next Finance meeting – new system is working well. Budget will be worked on by the next meeting. 2018 there will be comparative numbers with the new system. Richard will be working on that, all the budgeting is the result of the CPA we had last year.	

Respectfully submitted,
David Wojnas
Board Vice President

Topic	Discussion	Resolution	Person Responsible/ Time Frame
Critical Issues	<p>Kristie Falcone Resignation Golf Tournament – Brian looks like 16K-17K Board would like to keep the location and date. Retreat Plan – Governance</p> <ul style="list-style-type: none"> • Board Commitment • Past Issues – Resolving • Board Leadership – Committee • Succession Planning • Work on the board more fun, efficient. 	<p>Accepted – Kelly/Dave Outcome – great Ambassador work. A few possible board members, people wanting to help with raising funding for next year.</p> <p>Lee Livermore will Chair the retreat.</p>	Dave
NHC – Strategic Plan Partnership committee	<p>Updates: Cassandra does not want to merge and become the NHC, Sandy is respectful of that. CFLR has such a footprint in the community. Prevention Grant was awarded to us and then wanted CFLR collaborating with NHC. The money has to go to OASAS based program. Prevention programs for each agency are different. NHC does a wider span of prevention. We work more on drugs and alcohol. Need to sit down to work on large prevention plan.</p> <p>Where will the agency aligns in prevention, full service clinical, recovery in Herkimer County.</p> <p>Staff interviewing – Management is positive and want to keep the culture and communications.</p>	Survey was sent out to the funders to see what they think.	

Respectfully submitted,
David Wojnas
 Board Vice President

Topic	Discussion	Resolution	Person Responsible/ Time Frame
	HR and Finance functioning could be stronger, with growth and movement.		
Adjourn	Close meeting Board Retreat October 24th, 2017 at 9:00 AM – 2:00PM Valley View	Motion to Adjourn: Dave/Andrea	

Respectfully submitted: H. Perry

Respectfully submitted,
David Wojnas
Board Vice President



**Center for Family Life and Recovery, Inc.
CEC/ Fund Development meeting**

Date: 11/7/17

Time: 8:00am

Attendance: Paul D, Cassandra, Bianca, Kelly W.,

Excused: Mike L., Lisa S.,

Topic	Discussion	Resolution	Person Responsible/ Time Frame
Committee Discussion	<p>An agency newsletter instead of a board newsletter – 1st of the month reminder, what is our agency doing to help the community</p> <p>Ambassador score card, check list of what board accomplishes for point and dollar system. In-kind dollar amount.</p> <p>List point system for board to see the score card</p>	<p>Significant department updates, upcoming events, 1 page of information from Bianca.</p> <p>How can we make sure that there are points being accounted for participation. Thank you with personal reach out from the board.</p> <p>Monthly updates for CEC/ Quarterly report to board</p>	<p>Bianca Will have it to the CEC on the 25th to have done for the Board meeting</p> <p>Bianca/Mike</p> <p>Kelly</p>
Board Commitment	<p>Kelly went over discussion of letter for board commitment.</p>	<p>Bianca will do the corrections and updates.</p>	<p>Bianca/Kelly</p>
Goals for committee	<p>Look at Board Portal</p>	<p>Report to board</p>	<p>Kelly</p>
Board meeting	<p>In Board Agenda Moment of discovery Score Card Commitment letter</p> <p>Who in the board members life would</p>	<p>Kelly suggested slack.com for Bianca to look into. Look into the portal and see if there is a way to make it work for discussion.</p> <p>Paul's idea to work on for next meeting</p>	

Topic	Discussion	Resolution	Person Responsible/ Time Frame
	CFLR be able to help, who would be interested in what CFLR does. Unfinished/Critical Business		
Next meeting	December 5th , 2017		
Next agenda	Celebration of the board		



**Center for Family Life and Recovery, Inc.
Finance**

Date: November 15, 2017

Time: 9pm

Attendance: Brian R., Richard R., Cassandra

Excused: Dave W.

Topic	Discussion	Resolution	Person Responsible/ Time Frame
Review financials	No major questions Look good Some discussion on the budget variance – need to make a few changes	Brian will review notes on some budget changes and will send to Cassandra and Richard to complete.	Update to budget by next meeting
2018 Budget	2018 Budget is almost done and will be ready for review and vote in December or review and vote in January	Needs to get finished	Cassandra and Richard
Moving Investments	Want to have the investments moved to another company	Will discuss in January make a plan	
Health insurance	Suggested to not offer health insurance and will offer a health stipend to staff	Make sense and will get it into the budget	
Year end stipend	Request for 10,000 for year end stipend	Agreed to complete it	

Topic	Discussion	Resolution	Person Responsible/ Time Frame
Next meeting	December 20, 2017 @ 9am		

Respectfully submitted, *C. Sheets*



**Center for Family Life and Recovery, Inc.
Board of Governance**

Date: November 7, 2017

Time: 9pm

Attendance: Dave W., Cassandra, Paul Dunn, Terry P.

Excused:

Topic	Discussion	Resolution	Person Responsible/ Time Frame
Board Recruitment	Board accepted Tom Reilly 2018/2021 Trevor Wiggins 2018/2021	Note of 2017 start but official for 2018	
Agenda items	Terms and officers to reviewed Frank and Kelly reupping term - 2021 Dave will reach out to Frank and email Kelly - Stagger board – Brian to 2021 Board 11-18 Mentoring Board Accountability Score card/ Partner – verbal permission Strategic Plan – Board Goals Outcome goal/process goal Celebrate the goals and outcomes of the board.	Paul needs to be changed to the 2020 Andrea and Dave will start mentoring Kelly mentor Tom Brian R will be mentoring Trevor Wiggins Terry will reach out to Barb C. Strengthen the leadership of the board Process goals have been done. Work on Outcome Goals Wildly important goal/end in mind	Heather

Topic	Discussion	Resolution	Person Responsible/ Time Frame
Board Meeting	<p>Committee list sign up</p> <p>Committee membership with potential board membership – keep past board members in the loop of what is going on</p> <p>Board Accountability – discussion Measurement of moving forward.</p> <p>Board officer – 1 year succession Secretary for 2018 Work on mechanics of Board leadership – look at models of positions for goal of roles. Structure and process of information</p> <p>Extended meeting on November 30th Terms Retreat discussion Partnership decisions what it will look like moving forward</p> <p>Board meeting on December 14th Leadership discussion Successful board moving forward</p>	<p>Brian E. -Governance</p> <p>Commitment form and score card will be presented to board.</p>	
Next meeting	December 12, 2017 @ 9am		

Respectfully submitted, *H. Perry*

Statement of Revenue and Expense
 Current Period: 10/1/2017 - 10/31/2017
 Year-to-Date: 1/1/2017 - 10/31/2017

	Current Year Current Period	Current Year Year-to-Date	Prior Year Current Period	Prior Year Year-to-Date
Revenue				
Contributions/Donations	311.76	5,448.08	0.00	0.00
United Way Revenue	3,192.65	36,402.97	0.00	0.00
Fund Raising Event	0.00	34,935.22	0.00	0.00
Government Grants	106,367.41	734,818.39	0.00	0.00
Contract Revenue	44,658.84	449,959.56	0.00	0.00
Parole Revenue	8,565.00	39,720.00	0.00	0.00
Community Partner Grant	250.00	119,145.31	0.00	0.00
Program Fees - Individ	1,365.00	14,140.00	0.00	0.00
IDP fees	3,145.00	34,890.75	0.00	0.00
DRT fees	1,056.49	7,513.89	0.00	0.00
EAP subcontract	0.00	720.00	0.00	0.00
EAP Service fee	13,092.59	160,426.66	0.00	0.00
Compeer Revenue	0.00	7,500.01	0.00	0.00
City of Utica CDBG	0.00	3,500.00	0.00	0.00
Interest Income	34.87	394.24	0.00	0.00
Unrealized Gain on Investment	3,009.68	27,158.96	0.00	0.00
Miscellaneous Income	0.00	2,838.09	0.00	0.00
Total Revenue	185,049.29	1,679,512.13	0.00	0.00
Expenses				
Salaries Direct Staff	99,508.02	992,861.30	0.00	0.00
FSP On Call	250.00	1,450.00	0.00	0.00
Salaries Administrative/P.A.	12,036.47	117,440.53	0.00	0.00
Health Insurance	(345.86)	9,286.93	0.00	0.00
Life Insurance	162.16	1,652.69	0.00	0.00
Long Term Disability	263.98	3,204.26	0.00	0.00
FICA Expense	8,418.80	82,033.79	0.00	0.00
Workers Compensation	3,100.78	16,780.13	0.00	0.00
NYS Unemployment	2,597.50	30,936.45	0.00	0.00
Disability Expense	786.45	2,234.17	0.00	0.00
401k Match Expense	833.37	8,333.70	0.00	0.00
Professional Fees/ Supervision	2,320.00	39,407.50	0.00	0.00
Audit Expense	883.37	8,833.70	0.00	0.00

Statement of Revenue and Expense
 Current Period: 10/1/2017 - 10/31/2017
 Year-to-Date: 1/1/2017 - 10/31/2017

	Current Year Current Period	Current Year Year-to-Date	Prior Year Current Period	Prior Year Year-to-Date
Supplies	3,088.69	26,465.62	0.00	0.00
Marketing Expense	7,151.86	24,978.16	0.00	0.00
Insurance Expense	1,338.78	13,553.43	0.00	0.00
Telephone Expense	2,277.06	20,524.31	0.00	0.00
Postage Expense	16.59	2,527.49	0.00	0.00
Rent Utica	6,758.50	67,585.00	0.00	0.00
Rent Herkimer	650.00	6,500.00	0.00	0.00
Rent Rome	600.00	6,000.00	0.00	0.00
Rome Utilities	65.62	829.58	0.00	0.00
Equipment & Maintenance	0.00	320.00	0.00	0.00
Equipment rental	0.00	326.25	0.00	0.00
Setup/Background Check	0.00	430.25	0.00	0.00
Website/Tech Fees	5,580.50	48,783.78	0.00	0.00
Printing	277.75	5,437.72	0.00	0.00
Publications	0.00	229.00	0.00	0.00
Travel	2,956.88	28,394.94	0.00	0.00
Conference/Training	1,144.35	15,414.94	0.00	0.00
EAP subcontact	0.00	370.00	0.00	0.00
Client Programming Expense	904.36	3,424.20	0.00	0.00
Dues/Membership Fees	187.50	2,086.98	0.00	0.00
Admin Fees	62.00	568.94	0.00	0.00
Equipment/Software Purchase	0.00	7,664.85	0.00	0.00
Depreciation Expense	2,444.01	19,040.10	0.00	0.00
PayPal Fees	30.00	300.00	0.00	0.00
Bank Fees	125.49	1,204.99	0.00	0.00
Payroll Fees	683.61	6,903.80	0.00	0.00
Fund Raising Expense	36.00	7,137.15	0.00	0.00
Administrative Expense	(100.00)	245.00	0.00	0.00
Miscellaneous Expense	203.90	2,424.88	0.00	0.00
Total Expenses	167,298.49	1,634,126.51	0.00	0.00
Excess or (Deficiency) of Revenue Over Expenses	17,750.80	45,385.62	0.00	0.00

CFLR
Balance Sheet
As of Date: 10/31/2017

	Current Year	Prior Year
Assets		
Current Assets		
Operating	82,886.12	0.00
Recreation	1,439.11	0.00
Payroll	5,436.09	0.00
Savings	20,872.06	0.00
Bank of Utica Savings	70,593.76	0.00
Unemployemnt Acct	38,049.23	0.00
Investment Acct	305,880.08	0.00
Accounts Receivables	251,361.77	0.00
Miscellaneous Receivable	21,390.00	0.00
Prepaid Expenses	162.46	0.00
Prepaid Insurance	2,312.06	0.00
Total Current Assets	800,382.74	0.00
Fixed Assets		
Equipment	110,161.99	0.00
Computer Equipment	79,907.35	0.00
Furniture	26,253.98	0.00
Accum Depreciation	(135,750.50)	0.00
Total Fixed Assets	80,572.82	0.00
Other Assets		
Rent Deposit Court St	2,000.00	0.00
Rome Office Security Deposit	600.00	0.00
Herkimer Office Security Deposit	650.00	0.00
Rome office utility deposit	130.00	0.00
Total Other Assets	3,380.00	0.00
Total Assets	884,335.56	0.00
Liabilities & Net Assets		
Liabilities		
Current Liabilities		
Due To/From	(12,289.97)	0.00
Accounts Payable	16,035.59	0.00
Dental Insurance Payable	31.38	0.00

CFLR
Balance Sheet
As of Date: 10/31/2017

	Current Year	Prior Year
Vision Payable	(314.44)	0.00
Disability Payable	1,170.60	0.00
FICA Payable	(43.90)	0.00
Federal Withholding Taxes	56.75	0.00
NYS Withholding Taxes	12.74	0.00
New York Paid Family Leave	334.51	0.00
United Way Withholding	(174.60)	0.00
Employee 401k	(567.82)	0.00
Accrued 401k Match	8,333.70	0.00
AFLAC/COLONIAL W/H	(21.92)	0.00
Miscellaneous W/H	144.68	0.00
Life Insurance/Employee Paid	(20.00)	0.00
Accrued Audit	7,908.70	0.00
Accrued Salary	48,803.30	0.00
Accrued Vacation	6,060.03	0.00
Accrued Taxes	3,641.38	0.00
Accrued Expenses	15,385.33	0.00
Deferred Revenue	22,097.86	0.00
Deferred Revenue EAP	35,116.31	0.00
Total Current Liabilities	151,700.21	0.00
Total Liabilities	151,700.21	0.00
Net Assets		
Unrestricted Fund Balance	590,200.15	0.00
Board restricted – Compeer	6,792.00	0.00
E.M. Rose-Restricted Fund Bal	47,386.93	0.00
M.Marietta-Restricted Fund Bal	38,756.27	0.00
United Way Restricted Fund Balance	10,000.00	0.00
EleanorWaishWertimerEndowment	22,050.00	0.00
Temporarily Restricted FB	17,450.00	0.00
Total Net Assets	732,635.35	0.00
Total Liabilities & Net Assets	884,335.56	0.00

Budget Comparison Report
 Current Period: 10/1/2017 - 10/31/2017
 Budget Period: 1/1/2017 - 12/31/2017
 Fund = 10

	Current Period Actual	Current Period Budget	Current Period Variance	Year-to-Date Actual	Year-to-Date Budget	Year-to-Date Variance	Yearly Budget	Remaining Budget
Revenue								
Contributions/Donati	311.76	2,083.33	(1,771.57)	5,448.08	20,833.30	(15,385.22)	25,000.00	19,551.92
United Way Revenue	3,192.65	2,958.34	234.31	36,402.97	29,583.40	6,819.57	35,500.00	(902.97)
Fund Raising Event	0.00	3,833.33	(3,833.33)	34,935.22	38,333.30	(3,398.08)	46,000.00	11,064.78
Government Grants	106,367.41	86,578.01	19,789.40	734,818.39	865,780.10	(130,961.71)	1,038,935.98	304,117.59
Contract Revenue	44,658.84	50,035.39	(5,376.55)	449,959.56	500,353.90	(50,394.34)	600,425.00	150,465.44
Parole Revenue	8,565.00	3,416.66	5,148.34	39,720.00	34,166.60	5,553.40	41,000.00	1,280.00
Community Partner	250.00	9,031.27	(8,781.27)	119,145.31	90,312.70	28,832.61	108,375.00	(10,770.31)
Program Fees - Indiv	1,365.00	1,387.49	(22.49)	14,140.00	13,874.90	265.10	16,650.00	2,510.00
IDP fees	3,145.00	4,166.67	(1,021.67)	34,890.75	41,666.70	(6,775.95)	50,000.00	15,109.25
DRT fees	1,056.49	2,333.34	(1,276.85)	7,513.89	23,333.40	(15,819.51)	28,000.00	20,486.11
EAP subcontract	0.00	83.34	(83.34)	720.00	833.40	(113.40)	1,000.00	280.00
EAP Service fee	13,092.59	16,250.00	(3,157.41)	160,426.66	162,500.00	(2,073.34)	195,000.00	34,573.34
EAP training fee	0.00	83.33	(83.33)	0.00	833.30	(833.30)	1,000.00	1,000.00
Compeer Revenue	0.00	833.33	(833.33)	7,500.01	8,333.30	(833.29)	10,000.00	2,499.99
City of Utica CDBG	0.00	541.65	(541.65)	3,500.00	5,416.50	(1,916.50)	6,500.00	3,000.00
Interest Income	34.87	83.33	(48.46)	394.24	833.30	(439.06)	1,000.00	605.76
Unrealized Gain on I	3,009.68	2,500.00	509.68	27,158.96	25,000.00	2,158.96	30,000.00	2,841.04
Miscellaneous Incom	0.00	536.59	(536.59)	2,838.09	5,365.90	(2,527.81)	6,439.00	3,600.91
Total Revenue	185,049.29	186,735.40	(1,686.11)	1,679,512.13	1,867,354.00	(187,841.87)	2,240,824.98	561,312.85
Expenses								
Salaries Direct Staff	99,508.02	108,596.34	9,088.32	992,861.30	1,085,963.40	93,102.10	1,303,156.00	310,294.70
FSP On Call	250.00	166.67	(83.33)	1,450.00	1,666.70	216.70	2,000.00	550.00
Salaries Administrati	12,036.47	15,416.66	3,380.19	117,440.53	154,166.60	36,726.07	185,000.00	67,559.47
Health Insurance	(345.86)	2,666.67	3,012.53	9,286.93	26,666.70	17,379.77	32,000.00	22,713.07
Life Insurance	162.16	500.00	337.84	1,652.69	5,000.00	3,347.31	6,000.00	4,347.31
Long Term Disability	263.98	375.00	111.02	3,204.26	3,750.00	545.74	4,500.00	1,295.74
FICA Expense	8,418.80	9,531.08	1,112.28	82,033.79	95,310.80	13,277.01	114,373.00	32,339.21
Workers Compensati	3,100.78	1,291.67	(1,809.11)	16,780.13	12,916.70	(3,863.43)	15,500.00	(1,280.13)
NYS Unemployment	2,597.50	1,250.00	(1,347.50)	30,936.45	12,500.00	(18,436.45)	15,000.00	(15,936.45)
Disability Expense	786.45	250.00	(536.45)	2,234.17	2,500.00	265.83	3,000.00	765.83
401k Match Expense	833.37	833.33	(0.04)	8,333.70	8,333.30	(0.40)	10,000.00	1,666.30
Professional Fees/ S	2,320.00	4,116.65	1,796.65	39,407.50	41,166.50	1,759.00	49,400.00	9,992.50
Audit Expense	883.37	883.33	(0.04)	8,833.70	8,833.30	(0.40)	10,600.00	1,766.30
Supplies	3,088.69	5,633.33	2,544.64	26,465.62	56,333.30	29,867.68	67,600.00	41,134.38
EBP Material	0.00	416.67	416.67	0.00	4,166.70	4,166.70	5,000.00	5,000.00
Marketing Expense	7,151.86	2,655.67	(4,496.19)	24,978.16	26,556.70	1,578.54	31,868.00	6,889.84

Budget Comparison Report
 Current Period: 10/1/2017 - 10/31/2017
 Budget Period: 1/1/2017 - 12/31/2017
 Fund = 10

	Current Period Actual	Current Period Budget	Current Period Variance	Year-to-Date Actual	Year-to-Date Budget	Year-to-Date Variance	Yearly Budget	Remaining Budget
Insurance Expense	1,338.78	1,652.76	313.98	13,553.43	16,527.60	2,974.17	19,833.00	6,279.57
Telephone Expense	2,277.06	2,541.67	264.61	20,524.31	25,416.70	4,892.39	30,500.00	9,975.69
Postage Expense	16.59	362.93	346.34	2,527.49	3,629.30	1,101.81	4,355.00	1,827.51
Rent Utica	6,758.50	6,768.74	10.24	67,585.00	67,687.40	102.40	81,225.00	13,640.00
Rent Herkimer	650.00	650.00	0.00	6,500.00	6,500.00	0.00	7,800.00	1,300.00
Rent Rome	600.00	725.00	125.00	6,000.00	7,250.00	1,250.00	8,700.00	2,700.00
Rome Utilities	65.62	0.00	(65.62)	829.58	0.00	(829.58)	0.00	(829.58)
Equipment & Mainte	0.00	208.33	208.33	320.00	2,083.30	1,763.30	2,500.00	2,180.00
Equipment rental	0.00	0.00	0.00	326.25	0.00	(326.25)	0.00	(326.25)
Setup/Background C	0.00	106.24	106.24	430.25	1,062.40	632.15	1,275.00	844.75
Website/Tech Fees	5,580.50	3,120.82	(2,459.68)	48,783.78	31,208.20	(17,575.58)	37,450.00	(11,333.78)
Printing	277.75	750.02	472.27	5,437.72	7,500.20	2,062.48	9,000.00	3,562.28
Publications	0.00	25.00	25.00	229.00	250.00	21.00	300.00	71.00
Travel	2,956.88	4,295.79	1,338.91	28,394.94	42,957.90	14,562.96	51,550.00	23,155.06
Conference/Training	1,144.35	2,973.76	1,829.41	15,414.94	29,737.60	14,322.66	35,685.00	20,270.06
EAP subcontract	0.00	50.00	50.00	370.00	500.00	130.00	600.00	230.00
Client Programming	904.36	416.67	(487.69)	3,424.20	4,166.70	742.50	5,000.00	1,575.80
Dues/Membership F	187.50	191.68	4.18	2,086.98	1,916.80	(170.18)	2,300.00	213.02
Admin Fees	62.00	0.00	(62.00)	568.94	0.00	(568.94)	0.00	(568.94)
Equipment/Software	0.00	7,791.67	7,791.67	7,664.85	77,916.70	70,251.85	93,500.00	85,835.15
Depreciation Expens	2,444.01	0.00	(2,444.01)	19,040.10	0.00	(19,040.10)	0.00	(19,040.10)
PayPal Fees	30.00	33.33	3.33	300.00	333.30	33.30	400.00	100.00
Bank Fees	125.49	125.00	(0.49)	1,204.99	1,250.00	45.01	1,500.00	295.01
Payroll Fees	683.61	833.33	149.72	6,903.80	8,333.30	1,429.50	10,000.00	3,096.20
Fund Raising Expens	36.00	1,250.01	1,214.01	7,137.15	12,500.10	5,362.95	15,000.00	7,862.85
Administrative Expen	(100.00)	191.67	291.67	245.00	1,916.70	1,671.70	2,300.00	2,055.00
Miscellaneous Expen	203.90	818.46	614.56	2,424.88	8,184.60	5,759.72	9,821.44	7,396.56
Total Expenses	167,298.49	190,465.95	23,167.46	1,634,126.51	1,904,659.50	270,532.99	2,285,591.44	651,464.93
Excess or (Deficiency) of Revenue Over Expenses	17,750.80	(3,730.55)	21,481.35	45,385.62	(37,305.50)	82,691.12	(44,766.46)	(90,152.08)

Center for Family Life and Recovery, Inc.
Statement of Revenue and Expense
Current Period: 10/1/2016 - 10/31/2016
Year-to-Date: 1/1/2016 - 10/31/2016

	Current Year Current Period	Current Year Year-to-Date	Prior Year Current Period	Prior Year Year-to-Date
Revenue				
Contributions/Donations	255.00	3,964.19	2,113.17	7,442.10
Donations Compeer	20.00	20.00	0.00	0.00
United Way Revenue	3,913.98	42,068.59	5,321.47	76,965.21
Fund Raising Event	825.00	38,604.96	2,927.29	33,607.29
Government Grants	88,891.42	700,861.47	80,491.78	623,493.28
Non Gov't Contract Revenue	33,238.09	481,982.24	60,189.36	527,592.24
Parole Revenue	3,050.00	14,510.00	957.50	7,442.50
Community Partner Grant	15,444.93	176,908.28	5,000.00	61,000.00
Program Fees - Individ	1,605.00	15,072.00	1,760.00	13,816.50
IDP fees	5,975.00	41,730.00	5,282.17	40,685.15
DRT fees	1,100.89	14,008.48	8,195.20	27,567.21
EAP subcontract	0.00	0.00	0.00	440.00
EAP Service fee	18,155.95	158,419.13	53,505.11	199,721.01
EAP training fee	0.00	(225.00)	225.00	336.25
Compeer Revenue	950.00	11,500.00	4,850.00	13,400.00
Interest Income	53.47	470.28	34.27	327.78
Unrealized Gain on Investment	(2,002.95)	12,074.70	13,340.54	(4,854.59)
Miscellaneous Income	139.00	4,551.15	(500.00)	13,987.14
Total Revenue	171,614.78	1,716,520.47	243,692.86	1,642,969.07
Expenses				
Salaries Direct Staff	104,519.43	985,015.68	101,009.73	907,937.56
FSP On Call	150.00	1,605.00	150.00	2,050.00
Salaries Administrative/P.A.	10,670.34	118,774.17	11,712.52	133,452.28
Health Insurance	2,027.88	17,981.08	1,622.56	20,398.07
Life Insurance	156.92	1,622.05	154.65	1,543.25
Long Term Disability	274.44	2,807.96	274.47	3,153.51
FICA Expense	8,340.19	81,958.45	8,403.54	81,933.10
Workers Compensation	2,272.45	16,455.22	2,253.39	13,546.71
NYS Unemployment	1,250.00	13,914.25	1,250.00	12,500.00
Disability Expense	(120.93)	(1,167.91)	625.99	2,014.44
401k Match Expense	833.33	8,333.30	833.33	8,333.34
Professional Fees/ Supervision	4,212.50	18,707.50	150.00	30,688.02

Center for Family Life and Recovery, Inc.
Statement of Revenue and Expense
Current Period: 10/1/2016 - 10/31/2016
Year-to-Date: 1/1/2016 - 10/31/2016

	Current Year Current Period	Current Year Year-to-Date	Prior Year Current Period	Prior Year Year-to-Date
Audit Expense	883.33	8,833.30	883.33	8,833.30
Supplies	4,641.00	48,901.03	5,968.31	27,789.80
Marketing Expense	8,598.00	57,616.50	3,184.00	7,238.91
Insurance Expense	1,031.22	11,985.62	900.08	9,602.05
Telephone Expense	1,808.18	18,490.18	1,937.91	16,553.45
Postage Expense	200.00	2,270.25	200.00	2,741.51
Rent Utica	6,758.50	67,585.00	6,758.50	67,585.00
Rent Herkimer	650.00	6,500.00	650.00	6,500.00
Rent Rome	600.00	6,000.00	600.00	6,000.00
Rome Utilities	68.28	852.77	68.74	790.99
Equipment & Maintenance	0.00	0.00	0.00	1,950.00
Equipment rental	0.00	326.25	0.00	0.00
Phone Book Ad. (Yellow Book)	0.00	0.00	1,770.57	7,232.24
Setup/Background Check	(23.50)	377.75	0.00	282.25
Community Outreach	0.00	0.00	0.00	130.00
Website/Tech Fees	715.00	39,834.19	0.00	18,292.49
Printing	1,586.79	7,207.02	1,466.45	1,554.59
Publications	0.00	929.00	0.00	529.00
Travel	3,332.22	33,729.48	3,234.86	35,760.63
Conference/Training	3,658.50	17,777.74	2,482.00	12,174.31
EAP subcontract	120.00	720.00	250.00	873.38
Client Programming Expense	300.00	2,061.68	311.72	3,234.79
Dues/Membership Fees	187.50	1,060.86	187.50	1,350.00
Admin Fees	50.33	319.34	0.00	681.35
Equipment/Software Purchase	0.00	12,171.23	0.00	90.90
Depreciation Expense	1,518.51	15,185.10	1,327.75	13,277.50
PayPal Fees	30.00	300.00	30.00	330.00
Bank Fees	78.35	927.69	103.11	679.65
Payroll Fees	16.34	6,483.75	652.40	6,918.15
Fund Raising Expense	(91.00)	6,463.45	34.52	6,113.78
Administrative Expense	0.00	717.77	100.00	395.00
Miscellaneous Expense	961.37	4,170.68	10.00	2,416.72
Total Expenses	172,265.47	1,645,804.38	161,551.93	1,485,452.02

Excess or (Deficiency) of
Revenue Over Expenses

<u>(650.69)</u>	<u>70,716.09</u>	<u>82,140.93</u>	<u>157,517.05</u>
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Center for Family Life and Recovery, Inc.
 Balance Sheet
 As of Date: 10/31/2016

	<u>Current Year</u>	<u>Prior Year</u>
Assets		
Current Assets		
Operating	36.57	182,786.42
Recreation	426.96	2,080.00
Payroll	4,836.39	3,366.89
Savings	206,247.78	25,107.10
Bank of Utica Savings	100,198.18	91,546.48
Unemployemnt Acct	23,018.56	12,497.81
Petty Cash-Court St	0.00	100.00
Petty Cash-Rome	0.00	50.00
Investment Acct	297,373.16	305,718.84
Accounts Receivables	272,911.59	180,126.59
Miscellaneous Receivable	28,960.03	61,232.05
Prepaid Expenses	162.46	162.46
Prepaid Insurance	1,012.06	(3,270.02)
Total Current Assets	<u>935,183.74</u>	<u>861,504.62</u>
Fixed Assets		
Equipment	33,537.49	33,537.49
Computer Equipment	79,907.35	66,744.35
Furniture	26,253.98	26,253.98
Accum Depreciation	(110,735.35)	(92,377.60)
Total Fixed Assets	<u>28,963.47</u>	<u>34,158.22</u>
Other Assets		
Rent Deposit Court St	2,000.00	2,000.00
Rome Office Security Deposit	600.00	600.00
Herkimer Office Security Deposit	650.00	0.00
Rome office utility deposit	130.00	130.00
Total Other Assets	<u>3,380.00</u>	<u>2,730.00</u>
Total Assets	<u><u>967,527.21</u></u>	<u><u>898,392.84</u></u>
Liabilities & Net Assets		
Liabilities		
Current Liabilities		
Due To/From	(73,078.97)	0.00

Balance Sheet
As of Date: 10/31/2016

	Current Year	Prior Year
Accounts Payable	5,291.52	2,968.66
Dental Insurance Payable	(390.76)	(217.00)
Vision Payable	(272.22)	54.10
United Way Withholding	202.37	450.17
Employee 401k	523.85	445.47
Accrued 401k Match	8,333.30	8,333.34
AFLAC/COLONIAL W/H	(329.86)	33.34
Miscellaneous W/H	(2.16)	0.00
Accrued Audit	8,533.30	8,833.18
Accrued Salary	59,363.37	0.00
Accrued Vacation	6,025.03	(0.10)
Accrued Taxes	4,485.68	0.00
Accrued Expenses	14,809.43	16,433.29
Deferred Revenue	66,886.71	(29,853.78)
Deferred Revenue EAP	31,071.32	0.00
Total Current Liabilities	131,451.91	7,480.67
Total Liabilities	131,451.91	7,480.67
Net Assets		
Unrestricted Fund Balance	695,852.10	711,260.10
Board restricted – Compeer	6,792.00	46,512.60
E.M. Rose-Restricted Fund Bal	47,386.93	47,051.93
M.Marietta-Restricted Fund Bal	38,756.27	38,756.27
United Way Restricted Fund Balance	10,000.00	10,225.80
EleanorWaish-Perm. Rest.	22,050.00	37,105.47
Eleanor Walsh Temporarily Restricted	15,238.00	0.00
Total Net Assets	836,075.30	890,912.17
Total Liabilities & Net Assets	967,527.21	898,392.84

CFLR Board Member	Term Expiration Date	Member since	Notes	2017
Lisa Sexton	Apr-19	Apr-15	President	1st term
Dave Wojnas	Jan-19	Jan-11	VP	1st term
Paul Dunn	Jan-17	Jan-11	Interim Secretary	1 million term
Brian Reese	Jul-20	Jul-14	Treasurer	2nd term
Michael Leist	Jul-19	Jul-13		
Frank Graichen	Jan-18	Jan-15		
Kelly Walters	Jan-18	Jan-11		
Terry Plizga	Aug-19	Aug-16		
Andrea LaGatta	Aug-20	Aug-17		
Barbara Calandra	Aug-20	Aug-17		
Brian Ehrhard	Aug-20	Aug-17		
Trevor Wiggins	Jan-21	Jan-17		
Tom Reilly	Jan-21	Jan-17		

CFLR Board Member	Term Expiration Date	Member since	Notes	2017
Lisa Sexton	Apr-19	Apr-15	President	2nd term
Dave Wojnas	Jan-19	Jan-11	VP	2nd term
Terry Plizga	Aug-19	Aug-16	Secretary	1st term
Paul Dunn	Jan-21	Jan-11		
Brian Reese	Jul-21	Jul-14	Treasurer	2nd term
Michael Leist	Jul-19	Jul-13		
Frank Graichen	Jan-18	Jan-15		
Kelly Walters	Jan-18	Jan-11		
Andrea LaGatta	Aug-20	Aug-17		
Barbara Calandra	Aug-20	Aug-17		
Brian Ehrhard	Aug-20	Aug-17		
Trevor Wiggins	Jan-21	Jan-17		
Tom Reilly	Jan-21	Jan-17		

DRAFT



Board of Directors Commitment Form

Board Member Name (Printed): _____

Financial Commitment

Members of a Board of a 501(c)(3) nonprofit organization have fiscal and legal duties that arise from their status as a board member. It is important to the organization to receive 100% financial commitment from the Board of Directors. Each member of the Board shall make an annual cash donation to the organization. Board members will be expected to give to the best of their means, at a level they would consider generous, and fundraise the remaining amount.

As a member of Center for Family Life & Recovery, Inc.'s Board of Directors, I understand my responsibility is to provide financial support to the agency, through various avenues, to reach \$1,000 annually.

In order for CFLR to forecast the Board contributions, please initial below and note your intentions:

_____ I'll make a one-time personal donation of \$ _____ on _____ (date).

*This donation can be done on an annual basis (\$1,000 per year)

_____ I'll make a monthly donation through www.whenthehelptheshope.com or my bank directly.

Your contribution can be collected through personal cash or the solicitation of others. 10% of your \$1,000 contribution will automatically go in the General Fund. You have the opportunity to donate more to the General Fund or allot a percentage to go towards the annual Awareness Breakfast and/or Golf Tournament. Please fill out the section below...

_____ % General Fund

_____ % April Awareness Breakfast

_____ % Tim Foley Recovery Classic

Signature: _____

Date: _____

Committee	2017 Sign up	Meeting times
Audit/Finance Review Monthly financials & Budget variance Develops policies related to Finance	Brian Reese-Chair Dave Wojnas	3 rd Wednesday 9am Monthly
Community Engagement/ Fund Development Runs the Ambassador program from the Board level Monitors and encourages Board participation in Agency Community Events Assists in fundraising	Kelly Walters - Chair Michael Leist Paul Dunn Lisa Sexton	2 st Tuesday – 8am monthly
Board Governance/Human Resources Develops and Updates Policies and Procedures By Laws Conflict of Interest Employee Handbook Other Recruitment Retreat preparation	Dave Wojnas - Chair Paul Dunn Terry Plizga	2 nd Tuesday 8am



Center for Family Life and Recovery, Inc.
Board Member

Job Summary: The members of the Board of Directors shall at all times conduct the affairs of the organization in strict conformance with all applicable fiduciary and ethical standards. Each Director shall act in a manner consistent with the duty of undivided loyalty to the interests of the organization, the duty to maintain in confidence information concerning the affairs of the organization, the duty to avoid actual or apparent conflicts of interest, and the duty to maintain and advance the purposes of the organization. The Board shall adopt such mechanisms as it deems appropriate to assist the Directors in fulfilling these obligations. Without limiting the foregoing, the Board shall adopt, review and amend as appropriate: the mission and vision of the organization, a Conflict of Interest Policy to provide a formal mechanism for identifying and treating actual and apparent conflicts; and, mechanisms to ensure corporate compliance with laws, rules and regulations relating to the business of the corporation.

Job Responsibilities:

- Attend all board meetings minimum 80%
- Maintain knowledge of the organization and personal commitment to its goals and objectives
- Duty to actively be on one or more committees.
- Actively participate in meeting.
- Participate philanthropically in all the organizations priorities, including Unrestricted Annual Fund support.
- Participate as an Ambassador to communicate a clear and concise message to the community while securing funding, donations, volunteers and raising awareness for CFLR.

Board Member signature

Date

BOARD OF DIRECTOR'S MEETING DATES 2018

502 Court Street
8:00 AM – 9:00 AM

Meetings are on the 4th Thursday of each Month.

January 25

February 22

March 22

*April 3

April 26

May 24

June 21

July 26

August – 23

September 16 – Golf Tournament

September 27

October 25

November 29 – Due to Thanksgiving

December – 20 – Due to Christmas