

CFLR BOARD OF DIRECTORS Meeting

August 1, 2018

8:00 a.m. - 9:00 a.m. – Large Training Room

Agenda Item	Objective	Who	Time
Opening Remarks	Welcome and Introductions	K. Walters	8:05 a.m.
Staff Report	Golf Tournament	H. Youda/B. Reese	8:10 a.m.
Finance Committee Report	<ul style="list-style-type: none">• Finance Report• 	B. Reese	8:20 a.m.
Consent Agenda	<ul style="list-style-type: none">• Minutes from previous meeting• Committee Reports	K. Walters	8:25 a.m.
Unfinished business	<ul style="list-style-type: none">• Merger• Moving forward	K. Walters	8:30 a.m.
	Close Meeting Next Board Meeting – September 27, 2018 8am – 9:00am		9:00 a.m.

***CFLR, Inc.
502 Court St., Suite 401
Utica, NY 13502***

***WhenTheresHelpTheresHope.com
Phone (315) 733-1709
Fax (315) 733-1789***



August 1, 2018

Mr. Brian Ehrhard
5 Beverly Place
Utica, NY 13501

Dear Brian:

Thank you for your support and service while on the Center for Family Life and Recovery Board.

We wish you all the best and hope you will continue to support our mission out in the community.

Sincerely,

Kelly Walters
Board President

***205 N. Washington St.
Herkimer, NY 13350
(315) 866-8407***



***414 N. James St.
Rome, NY 13440
(315) 336-3090***

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

Date: June 28, 2018

Time: 8am

Attendance: Cassandra Sheets, Terry Plizga, Kelly Walters, Dave Wojnas, Brian Reese, Rev. Frank Graichen, Tom Reilly, Trevor Wiggins, Paul Dunn

Excused: Mike Leist

Topic	Discussion	Resolution	Person Responsible/ Time Frame
Opening Remarks	Kelly opened meeting at 8:05 AM		
Consent Agenda	Review of Consent Agenda (Accepted.) - Minutes previous meeting - Committee Reports	Motion to Accept: Paul/Dave (All in favor)	
Finance Committee Report (<i>Brian Reese</i>)	Brian reviewed May financial reports. The 990 was vetted by the Financing committee and only minor changes were made to this document. A Resolution was presented to reallocate restricted funds on the balance sheet. After discussion and clarifications made to the resolution a motion to accept as amended. Further discussed to update the Balance Sheet for June to reflect this resolution.	Motion to Accept with changes: Dave/Trevor (All in favor) Motion to Accept as amended: Dave/Tom (All in favor)	
Golf Tournament	Brian and Kathy updated the BOD on progress to date for the Golf Tournament and announced date set for Sunday, September 16 th . Additionally reminded all BOD members to follow-up with Sponsors and golfers. Kathy presented folios of information and forms. Brian will email each board member information from last year.		Brian Reese Kathy Peters BOD members

Respectfully submitted,
Terry Plizga
Board Secretary

Topic	Discussion	Resolution	Person Responsible/ Time Frame
Unfinished Business	Cassandra and Kelly presented an update on where we stand with the merger, including steps taken and communications to date.	More detail to follow as it becomes available.	Cassandra
Adjournment	Motion to adjourn at 9:25am Next Board Meeting, August 1st at 8 a.m.	Dave/Paul (All in favor)	

Respectfully submitted,
Terry Plizga
Board Secretary

CFLR
Statement of Revenue and Expense
Current Period: 6/1/2018 - 6/30/2018
Year-to-Date: 1/1/2018 - 6/30/2018

	Current Year Current Period	Current Year Year-to-Date	Prior Year Current Period	Prior Year Year-to-Date
Revenue				
Contributions/Donations	0.00	1,226.39	0.00	4,824.96
United Way Revenue	7,970.46	19,822.61	4,017.19	23,632.36
Fund Raising Event	1,000.00	11,821.87	1,675.00	16,314.62
Government Grants	80,068.84	511,529.21	73,785.98	398,860.50
Contract Revenue	47,153.62	278,716.16	43,438.40	273,778.56
Parole/SIST Revenue	4,035.00	47,860.00	3,310.00	21,690.00
Community Partner Grant	2,500.00	19,400.00	13,783.96	115,920.31
Program Fees - Individ	1,060.00	8,273.00	1,295.00	8,208.00
IDP fees	1,754.00	16,779.00	1,705.00	20,830.75
DRT fees	706.08	6,796.66	800.59	6,097.40
EAP subcontract	0.00	0.00	0.00	360.00
EAP Service fee	16,059.67	105,888.16	18,099.61	105,969.92
EAP training fee	0.00	200.00	0.00	0.00
Compeer Revenue	833.33	5,000.00	833.33	5,000.00
City of Utica CDBG	4,500.00	6,000.00	0.00	3,500.00
Interest Income	17.23	104.61	37.42	245.63
Unrealized Gain on Investment	(498.93)	574.56	2,334.58	15,822.38
Miscellaneous Income	1,378.00	2,578.39	1,000.00	2,766.95
Total Revenue	168,537.30	1,042,570.62	166,116.06	1,023,822.34
Expenses				
Salaries Direct Staff	97,121.61	618,939.85	100,589.09	587,688.30
FSP On Call	150.00	950.00	100.00	850.00
Salaries Administrative/P.A.	12,958.10	76,139.64	13,067.96	68,478.68
Health Insurance	300.60	9,924.46	1,056.30	6,475.61
Life Insurance	162.71	1,151.33	210.45	1,017.21
Long Term Disability	240.17	1,920.96	369.08	2,102.92
FICA Expense	8,651.52	53,813.68	8,467.97	48,104.87
Workers Compensation	1,963.10	13,443.04	1,523.26	9,109.57
NYS Unemployment	1,250.00	8,067.83	1,250.00	18,648.85
Disability Expense	0.00	882.75	0.00	736.17
New York Paid Family Leave	453.73	454.30	0.00	0.00
401k Match Expense	833.33	4,999.98	833.37	5,000.22
Professional Fees/ Supervision	6,477.84	14,301.88	530.00	36,127.50

CFLR
Statement of Revenue and Expense
Current Period: 6/1/2018 - 6/30/2018
Year-to-Date: 1/1/2018 - 6/30/2018

	Current Year Current Period	Current Year Year-to-Date	Prior Year Current Period	Prior Year Year-to-Date
Audit Expense	883.37	5,300.22	883.37	5,300.22
Supplies	4,979.56	24,870.52	2,828.14	15,462.58
EBP Material	3,950.00	3,950.00	0.00	0.00
Marketing Expense	964.41	9,111.41	4,200.00	11,886.50
Insurance Expense	1,209.42	9,408.17	1,034.58	8,198.31
Telephone Expense	2,164.20	14,897.80	2,185.14	11,355.65
Postage Expense	200.00	1,515.96	245.95	1,655.90
Rent Utica	6,758.50	40,551.00	6,758.50	40,551.00
Rent Herkimer	650.00	3,900.00	650.00	3,900.00
Rent Rome	600.00	3,600.00	600.00	3,600.00
Rome Utilities	66.19	555.19	73.57	560.25
Equipment & Maintenance	0.00	0.00	0.00	320.00
Equipment rental	122.25	1,061.00	0.00	217.50
Setup/Background Check	0.00	35.75	170.00	405.25
Website/Tech Fees	3,018.24	20,079.15	9,395.87	35,885.29
Printing	1,161.02	6,046.83	2,500.00	4,820.10
Publications	0.00	0.00	0.00	229.00
Travel	5,174.35	22,396.40	4,149.44	17,315.11
Conference/Training	8,041.00	15,685.54	1,404.71	11,463.66
EAP subcontact	0.00	130.00	0.00	180.00
Client Programming Expense	600.00	3,708.88	275.00	1,150.00
Dues/Membership Fees	0.00	1,280.00	141.98	1,685.98
Admin Fees	67.60	393.37	57.40	325.72
Equipment/Software Purchase	0.00	0.00	2,040.92	3,958.89
Depreciation Expense	1,275.00	7,650.00	1,544.01	9,264.06
PayPal Fees	30.00	180.00	30.00	180.00
Bank Fees	86.80	772.15	127.38	748.15
Payroll Fees	625.88	4,062.30	628.12	4,331.36
Fund Raising Expense	0.00	1,725.00	0.00	1,762.15
Administrative Expense	0.00	0.00	0.00	200.00
Miscellaneous Expense	248.00	708.62	368.00	1,817.98
Total Expenses	173,438.50	1,008,564.96	170,289.56	983,070.51

Excess or (Deficiency) of
Revenue Over Expenses

<u>(4,901.20)</u>	<u>34,005.66</u>	<u>(4,173.50)</u>	<u>40,751.83</u>
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CFLR
Balance Sheet
As of Date: 6/30/2018

	Current Year	Prior Year
Assets		
Current Assets		
Operating	113,309.31	81,640.65
Recreation	2,509.11	1,479.11
Payroll	3,917.02	6,623.62
Savings	150,128.05	20,865.03
Bank of Utica Savings	0.00	100,464.22
Unemployemnt Acct	48,077.10	33,037.19
Investment Acct	312,410.29	309,663.50
Accounts Receivables	254,775.45	237,011.69
Miscellaneous Receivable	13,823.00	28,960.03
Miscellaneous Receivable	1,595.00	0.00
Prepaid Expenses	9,495.78	162.46
Prepaid Insurance	0.00	2,312.06
Total Current Assets	910,040.11	822,219.56
Fixed Assets		
Equipment	111,460.99	54,260.99
Computer Equipment	85,503.35	79,907.35
Furniture	26,253.98	26,253.98
Accum Depreciation	(139,660.42)	(125,974.46)
Total Fixed Assets	83,557.90	34,447.86
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	650.00
Rome office utility deposit	130.00	130.00
Total Other Assets	3,380.00	3,380.00
Total Assets	996,978.01	860,047.42
Liabilities & Net Assets		
Liabilities		
Current Liabilities		
Due To/From	0.00	(12,289.97)
Accounts Payable	8,666.82	6,976.78

CFLR
Balance Sheet
As of Date: 6/30/2018

	Current Year	Prior Year
Dental Insurance Payable	(190.42)	(33.79)
Vision Payable	(433.98)	(228.89)
Disability Payable	2,168.86	695.29
FICA Payable	0.00	9.70
Federal Withholding Taxes	151.89	57.03
NYS Withholding Taxes	51.10	19.18
New York Paid Family Leave	1,507.96	0.00
United Way Withholding	(229.30)	(17.08)
Employee 401k	(52.97)	(314.89)
Accrued 401k Match	5,000.42	5,000.22
Allstate & Colonial-Ins.	91.02	(11.96)
Miscellaneous W/H	1,320.46	144.68
Life Insurance/Employee Paid	0.00	(20.00)
Accrued Audit	4,725.66	5,675.22
Accrued Salary	57,185.54	48,803.30
Accrued Vacation	10,426.93	6,060.03
Accrued Taxes	4,329.53	3,641.38
Accrued Expenses	9,135.33	9,135.33
Deferred Revenue	(974.45)	2,285.54
Deferred Revenue EAP	0.00	2,194.01
Total Current Liabilities	102,880.40	77,781.11
Total Liabilities	102,880.40	77,781.11
Net Assets		
Unrestricted Fund Balance	741,482.71	639,831.11
Board Restricted – Compeer Funds	36,792.00	6,792.00
Board Restricted Recovery Funds	110,822.90	0.00
E.M. Rose-Restricted Fund Bal	0.00	47,386.93
M.Marietta-Restricted Fund Bal	0.00	38,756.27
United Way Restricted Fund Balance	5,000.00	10,000.00
EleanorWalshWertimerEndowment	0.00	22,050.00
Temporarily Restricted FB	0.00	17,450.00
Total Net Assets	894,097.61	782,266.31
Total Liabilities & Net Assets	996,978.01	860,047.42

