

CFLR BOARD OF DIRECTORS Meeting

January 23, 2020

8:00 -9:15 a.m. – Large Training Room

Agenda Item	Objective	Who	Time
Opening Remarks	Welcome and Introductions Celebration of our new officers and thank you's	B. Reese	8:00 a.m.
Staff Presentation	Upcoming Events	H. Youda	8:05a.m.
Consent Agenda	<ul style="list-style-type: none">• Minutes from previous meeting• Committee Reports	B. Reese	8:20 a.m.
Finance/HR Report	<ul style="list-style-type: none">• Financial Statements & minutes	T. Plizga	8:25 a.m.
Critical Issues	<ul style="list-style-type: none">• Board Goals - discussion• Year end overview	B. Reese	8:35 a.m.
Next Steps/ Executive Session	To review actions to be taken, by when and by whom	B. Reese	9:00 a.m.
Adjourn	Next Board Meeting –February 27, 2019		9:15 a.m.

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

Date: October 24, 2019

Time: 8am

Attendance: Cassandra Sheets, Terry Plizga, Kelly Walters, Brian Reese, Tom Reilly, Trevor Wiggins, Paul Dunn, David Wojnas, Rich Pratt, Jeffrey Courter, John Lachert

Excused:

Topic	Discussion	Resolution	Person Responsible/ Time Frame
Opening Remarks	Kelly opened meeting 8:46am		
Consent Agenda	Review of Consent Agenda (Accepted.) <ul style="list-style-type: none"> - Minutes previous meeting - Committee Reports <ul style="list-style-type: none"> o CEC – Night of Appreciation February 5th, 2019 – 5pm-7pm o Governance 	Motion to Accept: Paul/Tom (all in favor)	
Staff Presentation – Leadership	Night of Appreciation Presentation run through Future of CFLR	Leadership Cassandra	
Finance Report (Brian R.)	No items to bring to the board at this time Maximize the investments from cash to reinvested back into the mutual funds 15K cash moved to bond fund for better interest	No Motion needed	Brian/Dave

Respectfully submitted,
Terry Plizga
Board Secretary

Topic	Discussion	Resolution	Person Responsible/ Time Frame
Critical Issues	Board Terms – President – Brian Reese Vice President – Trevor Wiggins Treasure – Terry Plizga Secretary – Tom Reilly Board Goal Planning 2020 Marketing for Kick Off for Marketing for January 15 th – to raise \$100K	Motion to Accept Tom/Trevor (all in favor)	Trevor Cassandra
Adjourn	Next meeting January 23 th ,2020 8am	Motion to adjourn Terry/Dave (all in favor)	

Respectfully submitted,
Terry Plizga
 Board Secretary



Center for Family Life and Recovery, Inc.
Finance

Date: January 15, 2019

Time: 8am

Attendance: Richard R., Cassandra, Dave W., Trevor, Terry P

Excused: Brian R.

Topic	Discussion	Resolution	Person Responsible/ Time Frame
Income Statement	Books will be closed out for February meeting	Still has to add in schools and 56 in differed will bring the bottom line down to about 35 Everything looks good for the year	Richard/Terry
Balance Sheet	Looks good, no issues		
Next meeting	February 19 th , 2020 at 12pm Agenda: Ending in the black Accrue additional for the Retirement	Terry will send agenda to Richard and Heather Richard will send quarterly's also For journal entry and bank statements	

Respectfully submitted, *H. Youda*

Statement of Revenue and Expense
 Current Period: 12/1/2019 - 12/31/2019
 Year-to-Date: 1/1/2019 - 12/31/2019

	Current Year Current Period	Current Year Year-to-Date	Prior Year Current Period	Prior Year Year-to-Date
Revenue				
Contributions/Donations	2,623.90	4,358.09	4,530.70	6,358.32
Donations Compeer	0.00	1,500.00	0.00	0.00
United Way Revenue	3,686.38	36,175.41	7,885.45	39,135.31
Fund Raising Event	0.00	38,437.71	0.00	37,876.68
Government Grants	75,826.85	994,636.00	83,681.82	1,051,257.00
Contract Revenue	43,624.02	438,309.69	45,013.02	504,989.40
Parole/SIST Revenue	3,150.00	53,890.00	3,825.00	74,080.00
Community Partner Grant	13,303.67	142,582.54	0.00	51,773.42
Recovery Training Fees	1,400.00	2,100.00	0.00	0.00
Program Fees - Individ	1,852.00	21,949.00	1,200.00	16,779.00
IDP fees	1,121.00	41,938.00	1,070.00	32,252.00
DRT fees	0.00	4,974.71	285.00	12,624.51
EAP Service fee	17,069.58	200,447.69	16,006.04	192,276.09
EAP training fee	0.00	0.00	0.00	200.00
Compeer Revenue	666.67	8,000.00	833.33	10,000.00
City of Utica CDBG	1,500.00	6,000.00	4,500.00	10,500.00
Interest Income	15.86	197.52	15.15	213.38
Unrealized Gain on Investment	5,812.82	47,394.46	(16,030.08)	(20,432.51)
Miscellaneous Income	100.00	911.42	299.87	4,426.59
Total Revenue	171,752.75	2,043,802.24	153,115.30	2,024,309.19
Expenses				
Salaries Direct Staff	114,709.88	1,189,609.27	119,687.92	1,243,507.42
FSP On Call	0.00	1,800.00	300.00	2,000.00
Salaries Administrative/P.A.	14,399.19	157,309.64	18,679.56	164,945.04
Health Insurance	233.80	17,880.85	292.25	20,244.66
Life Insurance	275.83	2,561.80	218.62	2,358.99
Long Term Disability	118.34	3,719.45	363.72	3,933.72
FICA Expense	9,844.08	103,361.98	10,272.10	108,863.61
Workers Compensation	0.00	15,738.98	0.00	21,634.46
NYS Unemployment	0.00	183.10	(5,324.72)	7,160.31
Disability Expense	0.00	0.00	0.00	856.00
401k Match Expense	833.33	10,000.00	10,833.37	20,000.00

CFLR

Statement of Revenue and Expense
 Current Period: 12/1/2019 - 12/31/2019
 Year-to-Date: 1/1/2019 - 12/31/2019

	Current Year Current Period	Current Year Year-to-Date	Prior Year Current Period	Prior Year Year-to-Date
Professional Fees/ Supervision	530.00	10,470.00	3,557.18	42,075.13
Audit Expense	0.00	7,066.96	883.37	10,600.44
Supplies	12,069.82	49,311.41	13,691.49	60,393.18
EBP Material	0.00	500.00	4,511.78	11,363.00
Marketing Expense	3,688.00	34,904.12	12,641.61	62,040.54
Insurance Expense	0.00	17,031.27	0.00	15,455.27
Telephone Expense	2,074.75	27,694.26	3,177.25	29,098.63
Postage Expense	200.00	2,130.75	600.00	3,972.91
Rent Utica	8,367.67	100,412.02	39,263.67	113,607.17
Rent Herkimer	650.00	7,800.00	650.00	7,800.00
Rent Rome	800.00	9,000.00	600.00	7,200.00
Rome Utilities	295.85	1,502.47	72.09	976.61
Equipment & Maintenance	0.00	4,125.56	0.00	0.00
Equipment Rental-Lease	325.00	4,231.68	325.00	2,208.95
Setup/Background Check	0.00	978.11	25.00	382.25
Community Outreach	0.00	20.00	0.00	0.00
Website/Tech Fees	2,062.01	49,504.94	8,048.41	43,963.84
Printing	0.00	2,895.70	452.19	12,094.93
Travel	2,365.25	33,473.94	3,972.70	44,002.93
Conference/Training	2,372.76	21,056.13	501.42	24,439.63
EAP subcontract	0.00	715.00	0.00	325.00
Client Programming Expense	300.00	1,508.26	116.65	6,462.78
Dues/Membership Fees	175.00	2,057.56	0.00	2,037.06
Admin Fees	78.57	858.44	67.88	804.60
Equipment/Software Purchase	0.00	1,699.98	1,422.95	3,282.82
Depreciation Expense	1,700.00	20,400.00	7,307.32	21,332.32
PayPal Fees	30.00	330.00	30.00	360.00
Bank Fees	125.23	1,893.45	142.35	1,755.66
Payroll Fees	1,498.16	14,347.15	519.51	9,109.37
Fund Raising Expense	0.00	10,999.50	1,508.97	8,639.97
Administrative Expense	0.00	210.59	0.00	145.00
Miscellaneous Expense	772.99	6,530.71	48.00	1,512.04
Total Expenses	180,895.51	1,947,825.03	259,459.61	2,142,946.24

Excess or (Deficiency) of
Revenue Over Expenses

<u>(9,142.76)</u>	<u>95,977.21</u>	<u>(106,344.31)</u>	<u>(118,637.05)</u>
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	Current Year	Prior Year
Assets		
Current Assets		
Operating	40,240.37	75,331.80
Recreation	1,216.43	929.11
Payroll	62,456.00	2,838.87
Savings	125,056.92	100,211.50
Unemployment Acct	50,654.52	50,602.42
Occupancy Reserve	6,250.00	0.00
Investment Acct	323,545.68	276,151.22
Accounts Receivables	323,683.22	359,048.63
Miscellaneous Receivable	0.00	13,823.00
Miscellaneous Receivable	1,595.00	(9,786.00)
Total Current Assets	934,698.14	869,150.55
Fixed Assets		
Equipment	111,460.99	111,460.99
Computer Equipment	85,503.35	85,503.35
Furniture	26,253.98	26,253.98
Accum Depreciation	(173,742.74)	(153,342.74)
Total Fixed Assets	49,475.58	69,875.58
Other Assets		
Rent Deposit Court St	2,000.00	2,000.00
Rome Office Security Deposit	1,400.00	600.00
Herkimer Office Security Deposit	650.00	650.00
Rome office utility deposit	130.00	130.00
Total Other Assets	4,180.00	3,380.00
Total Assets	988,353.72	942,406.13
Liabilities & Net Assets		
Liabilities		
Current Liabilities		
Accounts Payable	16,514.11	30,969.87
Dental Insurance Payable	192.75	(42.46)
Vision Payable	(351.34)	(439.45)
Disability Payable	(1,640.26)	(240.05)

CFLR
Balance Sheet
As of Date: 12/31/2019

	Current Year	Prior Year
New York Paid Family Leave	478.18	553.46
United Way Withholding	(365.38)	(349.86)
Employee 401k	4,137.06	771.63
Accrued 401k Match	10,000.44	20,000.44
Allstate & Colonial-Ins.	92.22	218.46
Miscellaneous W/H	680.83	1,224.56
Life Insurance/Employee Paid	(0.02)	0.00
Accrued Audit	2,717.84	8,725.88
Accrued Salary	54,997.14	54,997.14
Accrued Rent	27,128.20	32,505.17
Accrued Vacation	12,775.26	12,775.26
Accrued Taxes	4,190.37	4,190.37
Accrued Expenses	1,635.33	1,635.33
Deferred Revenue	16,783.88	32,500.48
Total Current Liabilities	149,966.61	199,996.23
Total Liabilities	149,966.61	199,996.23
Net Assets		
Unrestricted Fund Balance	685,772.21	589,795.00
Board Restricted – Compeer Funds	36,792.00	36,792.00
Board Restricted Recovery Funds	110,822.90	110,822.90
United Way Restricted Fund Balance	5,000.00	5,000.00
Total Net Assets	838,387.11	742,409.90
Total Liabilities & Net Assets	988,353.72	942,406.13