



ElderSource, Inc. (Parent)  
Board of Directors  
Finance Committee Meeting  
Friday, February 19, 2021, at 1:00 PM  
<https://us02web.zoom.us/j/83627584805>

- |                           |                 |
|---------------------------|-----------------|
| 1. Welcome                | Ed Salek, Chair |
| 2. Review of Minutes      | Ed Salek, Chair |
| 3. CFO's Financial Report | James Lee, CFO  |
| 4. Open Discussion        |                 |
| 5. Adjourn                | Ed Salek, Chair |

Vision: Older adults and adults with disabilities are valued and have the resources they need to live with dignity and security in an age- and ability-friendly community.

Mission: ElderSource empowers people to live and age with independence and dignity in their homes and their communities.

Inclusion Statement: ElderSource values all people – including but not limited to all nationalities, socio-economic backgrounds, abilities, races, genders, religious perspectives, sexual orientations and gender identities – in everything we do. We welcome the unique insights and perspectives of all persons in our quest to fulfill our mission.

**ElderSource**  
**Budget/Finance Committee Meeting via Zoom**  
<https://zoom.us/j/755470668>  
**Monday, November 9, 2020**  
**3:00 PM**

**Present**

Dr. Sandy Robinson  
Ed Salek  
Melissa Gilreath  
Elizabeth Gunn

**Staff**

Linda Levin, Chief Executive Officer  
James Lee, Chief Financial Officer  
Jessica Del Rio, Executive Administrative Assistant

**Guest**

Travis Williams- Board Fellow

**Meeting Called to Order**

The meeting was called to order at 9:09 AM, and a quorum was present.

**CFO Financial Report**

James Lee, Chief Financial Officer, reviewed the financial dashboards from July, August, and September. Dashboards were given to the Committee members before the meeting.

He stated that in July, under the total Liabilities and Net Asset, Net Assets were \$1,670,312, and Liabilities were \$6,351,754. That leaves us with a total of \$8,022,065 in total Assets. James noted that under the Cash and Equivalents, the current total for July is \$167,582. The total for Cash and Equivalents will fluctuate between months due to the Accounts Receivables and Payables.

James stated that the Maintenance and Repair line item's increase was due to getting staff working remotely. We will see more of an increase in this line item due to the purchase of extra laptops. We have approval for the purchase of the laptops from the DOEA under the CARES Act.

James stated that for July, August, and September, all line items on the budget-to-actual dashboard are on target, and overall we are expected to be under budget. The trend in the reports for July, August, and September are similar. Sandy recommended skipping the August financials review and moving forward with the review of the September financials. Committee agreed.

James stated that for September, under the total Liabilities and Net Asset, Net Assets were \$1,677,695, and Liabilities were \$5,218,387. That leaves us with a total of \$6,896,082 in total Assets. James noted that under the Cash and Equivalents, the current total for September is \$1,154,582. The increase in this line item is due to the timing of the DOEA reimbursements. James stated that the Accrued Payroll is higher than normal due to August having three payrolls.

James reviewed the Year-to-Date (YTD) Dashboard. He stated that under YTD Total Income, we are up to \$156,865 from the prior year. Total revenues and total expenses are up and above due to the pandemic.

James stated that we are applying for an upcoming grant through the Community Foundation. This grant will support our initiative to upgrade our phone systems and upgrade our laptops. We are also evaluating our processes for the Veterans program to look for opportunities to recruit veterans. Through this recruitment effort and headcount, we should see an increase in net revenue.

James mentioned as we continue working remotely, we expect to see a decline in our operating expenses (i.e., utilities). We are evaluating our staffing needs and addition of any headcount to support our continued remote operations

***Meeting adjourned at 3:40 PM.***

***Minutes prepared by Jessica Del Rio, Executive Administrative Assistant***



**Area Agency on Aging**  
Budget vs. Actual Monthly  
For the Month Ending November 30, 2020

DESCRIPTION	BUDGET	ACTUAL	JE		BALANCE	PROJECTED	YTD PROJECTED	IDEAL RATE
			PENDING	Encumber		Actual YTD	BALANCE	92%
<b>Operating Revenue</b>								
DOEA Revenue	\$2,089,968.00	\$2,084,626.00			\$5,342.00	\$2,274,137.45	(\$184,169.45)	100%
Program Revenue	\$127,500.00	\$141,106.00			(\$13,606.00)	\$153,933.82	(\$26,433.82)	111%
Admin Revenue	\$1,099,440.00	\$1,101,404.00			(\$1,964.00)	\$1,201,531.64	(\$102,091.64)	100%
Veterans Program	\$285,000.00	\$311,967.00			(\$26,967.00)	\$340,327.64	(\$55,327.64)	109%
Contributions		\$170.00			(\$170.00)	\$170.00	(\$170.00)	0%
Interest Income		\$218.00			(\$218.00)	\$218.00	(\$218.00)	0%
Miscellaneous	\$0.00	\$12,854.00			(\$12,854.00)	\$12,854.00	(\$12,854.00)	0%
In-kind	\$0.00	\$572.00			(\$572.00)	\$572.00	(\$572.00)	0%
<b>Total Operating Revenue</b>	<b>\$3,601,908.00</b>	<b>\$3,652,917.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$51,009.00)</b>	<b>\$3,983,744.55</b>	<b>(\$381,836.55)</b>	<b>420%</b>
<b>Revenue Total</b>	<b>\$3,601,908.00</b>	<b>\$3,652,917.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$51,009.00)</b>	<b>\$3,983,744.55</b>	<b>(\$381,836.55)</b>	<b>420%</b>
<b>Operating Expense</b>								
<b>PERSONNEL</b>								
Personnel Expenses	\$2,418,708.00	\$2,161,861.00			\$256,847.00	\$2,358,393.82	\$60,314.18	89%
Employee Benefits	\$438,084.00	\$372,255.00			\$65,829.00	\$406,096.36	\$31,987.64	85%
Payroll Processing Fees	\$12,228.00	\$11,615.00			\$613.00	\$12,670.91	(\$442.91)	95%
Employee Screenings	\$1,800.00	\$1,348.00			\$452.00	\$1,470.55	\$329.45	75%
<b>TOTAL PERSONNEL COSTS</b>	<b>\$2,870,820.00</b>	<b>\$2,547,079.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$323,741.00</b>	<b>\$2,778,631.64</b>	<b>\$92,188.36</b>	<b>89%</b>
<b>OPERATIONS</b>								
Travel & Conferences	\$42,000.00	\$10,671.00			\$31,329.00	\$11,641.09	\$30,358.91	25%
Office Supplies	\$20,496.00	\$11,728.00			\$8,768.00	\$12,794.18	\$7,701.82	57%
Telephone & Internet	\$45,264.00	\$46,199.00			(\$935.00)	\$50,398.91	(\$5,134.91)	102%
Postage & Shipping	\$27,996.00	\$20,002.00			\$7,994.00	\$21,820.36	\$6,175.64	71%
Occupancy	\$135,000.00	\$123,750.00			\$11,250.00	\$135,000.00	\$0.00	92%
Maintenance & Repair	\$996.00	\$5,074.00			(\$4,078.00)	\$5,535.27	(\$4,539.27)	509%
Office Equipment	\$12,996.00	\$19,355.00			(\$6,359.00)	\$21,114.55	(\$8,118.55)	149%
Copier Lease	\$42,000.00	\$32,348.00			\$9,652.00	\$35,288.73	\$6,711.27	77%
Outreach & Advertising	\$59,664.00	\$73,184.00			(\$13,520.00)	\$79,837.09	(\$20,173.09)	123%
Dues & Subscriptions	\$50,424.00	\$46,492.00			\$3,932.00	\$50,718.55	(\$294.55)	92%
Software	\$3,504.00	\$3,562.00			(\$58.00)	\$3,885.82	(\$381.82)	102%
Professional Fees	\$115,500.00	\$221,556.00			(\$106,056.00)	\$241,697.45	(\$126,197.45)	192%
Staff Training	\$15,000.00	\$9,652.00			\$5,348.00	\$10,529.45	\$4,470.55	64%
Tuition Reimbursement	\$6,000.00	\$0.00			\$6,000.00	\$0.00	\$6,000.00	0%
Uniforms	\$348.00	\$96.00			\$252.00	\$104.73	\$243.27	28%
Volunteer Expenses	\$30,228.00	\$13,946.00			\$16,282.00	\$15,213.82	\$15,014.18	46%
Bank Fees	\$0.00	\$824.00			(\$824.00)	\$898.91	(\$898.91)	#DIV/0!
Taxes & Licenses	\$504.00	\$37.00			\$467.00	\$40.36	\$463.64	7%
Insurance	\$16,656.00	\$15,593.00			\$1,063.00	\$17,010.55	(\$354.55)	94%
CEO Allocation	\$5,004.00	\$5,401.00			(\$397.00)	\$5,892.00	(\$888.00)	108%
Board Expenses	\$3,000.00	\$0.00			\$3,000.00	\$0.00	\$3,000.00	0%
In-Kind	\$0.00	\$572.00			(\$572.00)	\$624.00	(\$624.00)	#DIV/0!
Miscellaneous	\$2,500.00	\$983.00			\$1,517.00	\$1,072.36	\$1,427.64	39%
Depreciation	\$0.00	\$3,719.00			(\$3,719.00)	\$4,057.09	(\$4,057.09)	#DIV/0!
Other Non-DOEA Expenses	\$3,000.00	\$0.00			\$3,000.00	\$0.00	\$3,000.00	0%
<b>TOTAL OPERATIONS</b>	<b>\$638,080.00</b>	<b>\$664,744.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$26,664.00)</b>	<b>\$725,175.27</b>	<b>(\$87,095.27)</b>	<b>104%</b>
<b>Total Operating Exp</b>	<b>\$3,508,900.00</b>	<b>\$3,211,823.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$297,077.00</b>	<b>\$3,503,806.91</b>	<b>\$5,093.09</b>	<b>92%</b>
NET SURPLUS/DEFICIT	\$93,008.00	\$441,094.00	\$0.00		(\$348,086.00)	\$479,937.64	\$386,929.64	
YTD Intercompany Transfers		(\$220,000.00)						
YTD Net Total		\$221,094.00						

Note: 2020 Budget wasn't realign with new grants being implemented throughout 2020 (i.e. ADRC, CARES Admin.)

Note: The revenue will surplus due to New Grants and the expenditures will show a deficit in some line items

Note:

Note: Travel will remain a surplus due to the Pandemic

Note: Professional Fees include Audits, Legal fees, Salary Study Analysis, Tru-Tech IT Support, Uniper for new Grant ADRC @\$65k

Note: Red in Operations- overspend the budget by line items, but did not exceed overall budget

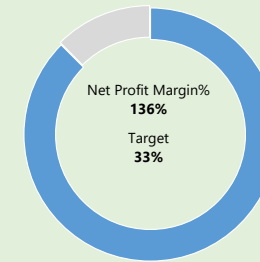
# Area Agency on Aging Financial Dashboard Year-to-date thru November 30, 2020

YTD Total Income	
Current Year	Prior Year
\$3,652,918	\$3,373,042
<b>8.30%</b>	\$279,876
change from previous year	

YTD Total Expenses	
Current Year	Prior Year
\$3,211,823	\$2,962,773
8.41%	\$249,050
change from previous year	

YTD Operating Net Profit	
Current Year	Prior Year
\$441,095	\$410,269
<b>7.51%</b>	\$30,826
change from previous year	
<i>*does not include depreciation &amp; transfer to Parent</i>	

YTD Transfer to Parent	
Current Year	Prior Year
\$220,000	\$250,000
<b>-12.00%</b>	(\$30,000)
change from previous year	



YTD Net Profit	
Current Year	Prior Year
\$221,095	\$160,269
<b>37.95%</b>	\$60,826
change from previous year	
<i>*includes depreciation &amp; transfer to Parent</i>	

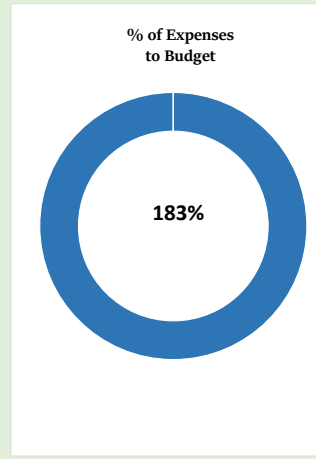
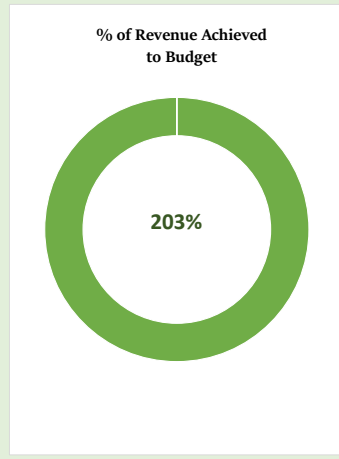
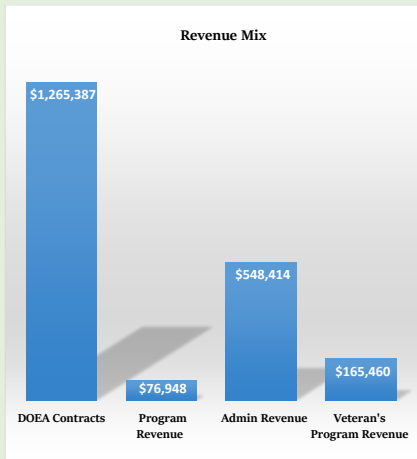
Cash at end of month	
Current Year	Prior Year
\$753,423	\$1,328,146
<b>-43.27%</b>	(\$574,723)
change from previous year	

Revenue Budget-to-Actual	
Current Month	Prior Month
Actual 3,652,918.00	Actual 3,373,042.00
Budget 3,301,749.00	Budget 2,701,431.00
Variance \$ <b>351,169.00</b>	Variance \$ <b>671,611.00</b>
79.70%	\$279,876.00
change from previous month	

Expenses Budget-to-Actual	
Current Month	Prior Month
Actual 3,211,823.00	Actual 2,594,591.00
Budget 3,216,488.00	Budget 2,629,800.00
Variance <b>\$4,665.00</b>	Variance \$ <b>35,209.00</b>
19.22%	\$617,232.00
change from previous month	

Operating Net Profit Budget-to-Actual	
Budget	Actual
Revenue 3,301,749.00	Revenue 3,652,918.00
Expenses 3,216,488.00	Expenses 3,211,823.00
Net Profit \$ <b>85,261.00</b>	Net Profit \$ <b>441,095.00</b>
	<b>\$355,834</b>
	Above Budget

Net Profit Budget-to-Actual	
Budget	Actual
Revenue 3,301,749.00	Revenue 3,652,918.00
Expenses 3,216,488.00	Expenses 3,431,823.00
Net Profit \$ <b>85,261.00</b>	Net Profit \$ <b>221,095.00</b>
	<b>\$135,834</b>
	Above Budget



**Financial Narrative**

**Revenues:** Total revenues are up and above Budget due to the Pandemic

**Expenses:** Total expenses are above budget due to the Pandemic

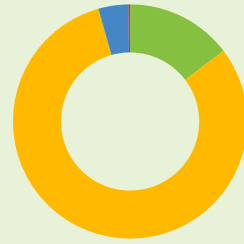
**Overall:** The sustainability of the AAA remains strong and we continue to operate below monthly operating expenses

**Thinking ahead:**

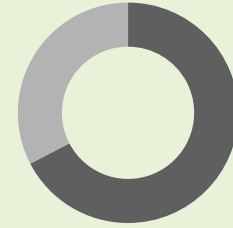
# Area Agency on Aging Balance Sheet Dashboard as of November 30, 2020

**Current Ratio**  
1.39

**Ideal Ratio**  
>1.0



**\$5,128,542**



**\$5,128,542**

### ***Financial Narrative***

AAA is in a healthy cash position  
Intercompany receivables for shared expenses will be reconciled by YE. Property & Equipment includes the purchase of company branded vehicle MaRcy.

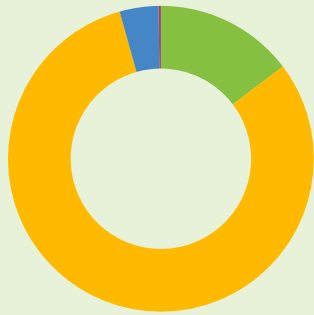
#### TOTAL ASSETS

<span style="color: green;">■</span> CASH & EQUIVALENTS	\$753,423
<span style="color: orange;">■</span> ACCOUNTS RECEIVABLE	\$4,151,719
<span style="color: blue;">■</span> PREPAID EXPENSES	\$210,142
<span style="color: purple;">■</span> PROPERTY & EQUIPMENT	\$13,258

#### TOTAL LIABILITIES & NET ASSETS

<span style="color: darkgrey;">■</span> LIABILITIES	\$3,454,902
<span style="color: lightgrey;">■</span> NET ASSETS	\$1,673,640

# Balance Sheet Dashboard as of November 30, 2020



**\$5,128,542**  
TOTAL ASSETS

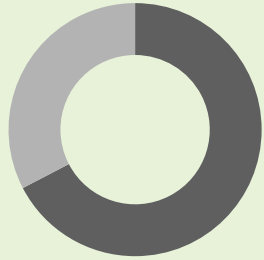
CASH	VALUE
CASH & EQUIVALENTS	753,423
SUBTOTAL	753,423

LONG TERM ASSETS	VALUE
PROPERTY & EQUIPMENT	13,258
SUBTOTAL	13,258

ACCOUNTS RECEIVABLE	VALUE
PROGRAMS RECEIVABLE	4,046,153
INTERCOMPANY RECEIVABLES	105,566
SUBTOTAL	4,151,719

PREPAID ASSETS	VALUE
PREPAID INSURANCE	3,888
PREPAID PROVIDER EXP	206,254
SUBTOTAL	210,142

# Balance Sheet Dashboard as of November 30, 2020



**\$5,128,542**  
TOTAL LIABILITIES

LIABILITIES	OWE
ACCOUNTS PAYABLE	2,626,258
ACCRUED EXPENSES	0
ACCRUED PAYROLL	202,332
TAXES PAYABLE	1,755
DEFERRED REVENUE	624,556
SUBTOTAL	3,454,902

FUND BALANCE	OWE
NET ASSETS	1,452,547
CURRENT YTD INCOME	221,094
SUBTOTAL	1,673,640