



ElderSource, Inc. (Parent)
Board of Directors
Finance Committee Meeting Friday,
February 25, 2022, at Noon

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|-------------------------|-------------------|
| 1. Welcome | Stu Gaines, Chair |
| 2. CFO Financial Report | James Lee, CFO |
| 3. Open Discussion | |
| 4. Adjourn | Stu Gaines, 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.



PARENT
Budget vs. Actual Monthly
For the Month Ending November 30, 2021

DESCRIPTION	BUDGET	ACTUAL	JE PENDING	Encumber	BALANCE	PROJECTED Actual YTD	IDEAL RATE 92%
Operating Revenue							
Parent Income	\$126,945.00	\$185,850.29			(\$58,905.29)	\$202,745.77	146%
Fundraising	\$30,000.00	\$34,345.00			(\$4,345.00)	\$34,345.00	114%
Board Contributions	\$6,500.00	\$3,760.00			\$2,740.00	\$3,760.00	0%
Total Operating Revenue	\$163,445.00	\$223,955.29	\$0.00	\$0.00	(\$60,510.29)	\$240,850.77	#DIV/0!
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Revenue Total	\$163,445.00	\$223,955.29	\$0.00	\$0.00	(\$60,510.29)	\$240,850.77	#DIV/0!
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Operating Expense							
PERSONNEL							
Salaries	\$91,803.00	\$66,675.00			\$25,128.00	\$72,736.36	73%
Employee Benefits	\$17,607.00	\$15,400.00			\$2,207.00	\$16,800.00	87%
Payroll Taxes	\$7,869.00	\$5,233.00			\$2,636.00	\$5,708.73	67%
Payroll Fees	\$557.00	\$466.00			\$91.00	\$508.36	84%
TOTAL PERSONNEL COSTS	\$117,836.00	\$87,774.00	\$0.00	\$0.00	\$30,062.00	\$95,753.45	74%
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OPERATIONS							
Audit Fees	\$500.00	\$500.00			\$0.00	\$500.00	100%
Taxes & Licenses	\$61.25	\$75.00			(\$13.75)	\$75.00	122%
Consulting & Professional Fees	\$20,000.00	\$19,307.90			\$692.10	\$21,063.16	97%
Travel	\$200.00	\$293.00			(\$93.00)	\$293.00	147%
Supplies	\$500.00	\$27.00			\$473.00	\$27.00	5%
Postage & Shipping	\$50.00	\$5.00			\$45.00	\$5.00	10%
Annual Report	\$70.00	\$61.00			\$9.00	\$66.55	87%
Staff Training	\$1,800.00	\$1,770.00			\$30.00	\$1,770.00	98%
Night With Stars	\$20,000.00	\$16,716.10			\$3,283.90	\$16,716.10	84%
Taxes & Licenses	\$100.00	\$75.00			\$25.00	\$75.00	75%
TOTAL OPERATIONS	\$43,281.25	\$38,830.00	\$0.00	\$0.00	\$4,451.25	\$40,590.81	90%
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Total Operating Exp	\$161,117.25	\$126,604.00	\$0.00	\$0.00	\$34,513.25	\$136,344.26	79%
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NET SURPLUS/DEFICIT	\$2,327.75	\$97,351.29	\$0.00	\$0.00	\$95,023.54	\$104,506.51	
YTD Intercompany Transfers							
YTD Net Total		\$97,351.29					

Parent Finance Committee Meeting

Current Budget

- ▶ Department of Elder Affairs, Foundations, Other Grants
- ▶ Personnel Costs
- ▶ Operational Costs
- ▶ Donations

**ElderSource Bank Account
Balances \$2,096,781.98**

Accounts that are being
reconciled to the accounting
systems.

Current as of 2/8/22

Caregiver Coalition	\$	49,659.65
Medicaid Management Services	\$	217,988.61
PTO Accrued	\$	101,157.28
ElderSource Parent Company	\$	202,575.80
WiseOwl	\$	291,695.18
HCE	\$	48,128.79
AAA Operating	\$	468,225.21
Payroll	\$	-
Veterans	\$	654,458.33
Veterans - Star Fees	\$	-
ES Institute	\$	62,893.13

ElderSource - Timing/Reporting of Accounts

Account schedules that report
into ElderSource

Caregiver Coalition	No Activity
Medicaid Management Services	Monthly
PTO Accrued	As Needed
ElderSource Parent Company	As Needed
WiseOwl	As Needed
HCE	Monthly
AAA Operating	Monthly
Payroll	Sweep
Veterans	Monthly
Veterans - Star Fees	On Hold
ES Institute	No Activity

Restricted vs. Unrestricted

Restricted

- ▶ Designated Funds
- ▶ Limited to purpose of which it was acquired.

Unrestricted

- ▶ Non-Designated
- ▶ Flexible
- ▶ ROI

ElderSource Bank Account Balance (Restricted)

Deposit Accounts as of 02-08-2022		
Name	Closing Ledger	COMMENT
Caregiver Coalition - AAA	\$ 49,659.65	Restricted - We are the Fiscal Agent for the Coalition
Medicaid Managment Svcs	\$ 90,000.00	ACL Infrastructure
PTO Accrued	\$ 101,157.28	Restricted for Leave Payout
Wise Owl Checking	\$ 148,246.70	Restricted for any Building Maintenance
HCE - NEFAAA	\$ 48,128.79	Advance Revenue are distributed throughout the year
AAA OPERATING		
FL Blue (T-Care)	\$ 50,000.00	T-Care Grant
Restricted Grants	\$ 400,000.00	HOLD
AAA Total Restricted	\$ 450,000.00	
VDHCBS - NEFAAA	\$ 250,000.00	Restricted for two months expenditures before reimbursement
VDHCBS - STAR Fees	\$ -	\$21k was return back to the VA program.
Total Restricted:	\$ 1,137,192.42	

ElderSource Bank Account Balance (Unrestricted)

Deposit Accounts as of 02-08-2022					
Name	Opening Ledger	Total Debits (Exp)	Total Credits (Rev Rec'd)	Closing Ledger	COMMENT
Medicaid Managment Svcs	\$ 127,988.61	\$ 30,000.00		\$ 97,988.61	Move \$30k to Operatings and discuss remaining with Board
Wise Owl Checking	\$ 143,448.49	\$ -		\$ 143,448.49	Discuss with Wise Owl Board
ES Parent Checking	\$ 202,575.80	\$ -	\$ -	\$ 202,575.80	Discuss with Parent Board
OPERATING - NEFAAA	\$ 18,225.21			\$ 18,225.21	Net after Restricted Funds
From: Veterans			\$ 156,024.86	\$ 156,024.86	Projected Transfer into AAA from Veterans
From: MMS			\$ 30,000.00	\$ 30,000.00	Projected Transfer into AAA from MMS
AAA Total Unrestricted:		\$ -	\$ 186,024.86	\$ 204,250.07	Total Unrestricted effective 2-8-2022
VDHCBS - NEFAAA	\$ 404,458.33	\$ 164,018.11		\$ 240,440.22	Unrestricted after Transfer to AAA Operating
ES Institute - Operating	\$ 70,886.38	\$ -	\$ -	\$ 70,886.38	Discuss with EI Board
Total Unrestricted:	\$ 967,582.82	\$194,018.11	\$ 186,024.86	\$ 959,589.57	

Findings

- ▶ Medicaid Management - Staff time expenditures not being transferred
- ▶ AAA Operating - All expenditures are being posted, but not being transferred to correct accounts to offset the revenue. Excess of \$200,000 is available for Unrestricted
- ▶ Veterans - All expenditures are being posted, but not being transferred to correct accounts to offset the revenue. Excess of \$240,000 is available for reserves
- ▶ Veterans - Star Fees - VA received \$21k back as a return of funds

Recommendations

- ▶ Caregiver Coalition - Allow funds to remain restricted
- ▶ Medicaid Management - Retrieve all expenditures from Jan 1, 2021 and move them from AAA operating to Medicaid Management.
- ▶ WiseOwl - Restrict usage of funds until of end of 2021 and allow balance to accrue. Potential opportunity to move 50% to ElderSource Parent and have remaining 50% available for operational costs.
- ▶ HCE - Allow funds to remain restricted and not in use
- ▶ Veterans - Retrieve all expenditures from Jan 1, 2021 and move them from AAA operating to Veterans. The reserves of \$200,000 should be moved to the ElderSource parent company.

Recommendations

- ▶ AAA Operating -
 - ▶ Transfer Medicaid and veterans expenditures to the correct account. This will increase operating revenue by \$100,000
 - ▶ Continue to keep upfront funds for programs with a minimum threshold of \$400,000 as restricted.
 - ▶ At the end of 2021, move \$200,000 to ElderSource parent company. This will leave the operating balance at \$450,000

Recommendations

- ▶ ElderSource Parent -
 - ▶ Receive unrestricted funds from AAA, Wise Owl, MM, VA at the end of each year moving forward.
 - ▶ 2022 minimize usage of funds to small short-term investments but allow the balance to accrue.
 - ▶ Pros
 - ▶ Will become the hub of all accounts.
 - ▶ Allows us to provide services/programs/grants to community outside of our standard initiatives
 - ▶ Create Policy and Procedure for Unrestricted Funds and Return of Investment (ROI)
 - ▶ Expectations - Begin planning in 2022 for usage in 2023.