Juneau Community Foundation

Finance Committee Meeting

December 8, 2020

Notes

**Attended**: Committee members: Bob Bartholomew, Chair, Mike McKrill, Rick Shattuck, John Pugh, Myra Munson, Sandro Lane. **Other board members present**: Mandy Mallott. **Staff attending**: Amy Skilbred.

**Notes from September 1 meeting were accepted.**

**November 2020 Financials and Projected December 31, 2020 Budget** were discussed. B. Bartholomew reviewed the Balance Sheet and pointed out that it reflects a good market. The Committee then looked at the Budget to Actuals for November and projected for December 31 and noted that it projects increased revenue of $$25,000 and $48,000 additional once Payroll Protection Plan loan is forgiven (currently in the works). Overall there is a projection of a $50,000 surplus. S. Lane remarked that this $65,000 difference is a big swing from a budget that projected a need to draw $15,000 from reserves. He’d say that was a positive development.

**Draft 2021 Budget** – The Committee then moved on to review changes in the 2021 draft Budget. It was noted at the recent Board Meeting that the Board had adopted a budget schedule that has a draft ready in September and reviewed by the full board at that time, but that final adoption of a new budget would take place before the end of December. This change was to allow time to prepare the budget early and to make any projected changes.

 B. Bartholomew noted that the earlier draft included a big draw from reserves ($71,000) due to CommunitySuite costs and drop in investment returns. He noted that the budget does not have to be updated if the committee or board did not want to. After discussion by several board members it was agreed to recommend a revised 2021 budget to the full board for their consideration because the budget year had not started. However, once a budget year is underway there was agreement on there being very limited reasons to change an adopted budget. Changes from 2021 Draft adopted include $25,000 more in Fund Fees, $10,000 additional in Professional fees other (tagged for strategic planning), reductions in CSuite expenses (additional personnel) and in the part time hourly wage position. Net result is a need to draw a little over $36,000 from reserves to balance the budget.

The Committee discussed one time budget increases versus recurring expenses. It was seen as reasonable to use reserves for one-time expenses ($15,500) and take a closer look at recurring expenses. The proposed budget has about $22,000 in recurring expenses. After some discussion the Committee agreed that there is a good likelihood that during the course of the year the funds of the Foundation may increase and expenses kept in check and no or limited reserves would actually be used.

**MOTION**: To recommend board approval of the revised proposed 2021 Budget (M. McKrill moved, M. Munson 2nd, approved.)

No date was set for the next Finance Committee Meeting.