

**FAMILY PLANNING COUNCIL OF IOWA
FINANCE COMMITTEE MEETING NOTICE
MONDAY JULY 15, 2019
1:00 – 2:00 PM
108 3rd Street, Suite 220
Des Moines, IA**

CALL IN NUMBER: 1-800-882-3610
PASSCODE: 9466920#

AGENDA

- I. Call to order
- II. Approval of Minutes, April 5, 2019 Attachment A
- III. Proposed FY2020 Operating Budget Attachment B1
Attachment B2 (Narrative)
Attachment B3 (FY19 Budget)
- IV. FY2019 4TH Quarter Operating Report Attachment C
- V. Review of FPCI Fund Balances Attachment D
- VI. Centralized Data System Attachment E

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**FAMILY PLANNING COUNCIL OF IOWA
FINANCE COMMITTEE MEETING MINUTES**

APRIL 5, 2019

Present:	Lisa Dahlhauser Mary Warren Ann Fields	Patrice Sayre Steve Harms
Staff:	Jodi Tomlonovic	Michelle Farmer

I. Call to order

The meeting was called to order at 11:03 am by Steve Harms, Chair.

II. Approval of Minutes, March 14, 2019

Patrice Sayre moved to approve the minutes of the March 14, 2019 meeting as presented. Ann Fields seconded. **M/P/U**

III. Review of Hiring Committee Proposal

The Committee discussed the budget proposed by the Executive Director hiring committee. There was discussion. Ann Fields moved to approve the Executive Director Hiring Budget. Mary Warren seconded. **M/P/U**

IV. FPCI Title X FY2020 Budget

Jodi Tomlonovic reported that FPCI received the Notice of Award and that funding was reduced by 6.4%. Ms. Tomlonovic reviewed the proposed FY2020 Title X Budget. There was discussion. Patrice Sayre moved to approve the FY2020 Title X Budget. Lisa Dahlhauser seconded. **M/P/U**

Mary Warren moved to continue to make funds available to FPCI subrecipient agencies that cannot participate in the State Family Planning Program as long as funds are available. The funds would be from the undesignated counties appropriation. The funds would be a reimbursement and would be for a Title X patient with an income under 300% of poverty for whom there is no third party payer and who would have been eligible for the State Family Planning Program. Payment would be \$200.00 per patient. There would be only one payment per year for an individual. Ann Fields seconded. **M/P/U**

V. Old Business

Jodi Tomlonovic reported that FPCI is still waiting on final numbers from FY2019. These funds would be used to help agencies who used agency funds for Title X.

VI. New Business

There was no new business.

VII. Adjourn

The meeting adjourned at 11:35 am.

Minutes submitted by
Michelle Farmer/Jodi Tomlonovic

PROPOSED FY2020 BUDGET

6/28/2019

REVENUE	TX SERV 20		TOT TX 20	CBSS-20	NONTX-20	TOT NTX 20	FY2020-TOTAL
GRANTS	\$2,600,000	\$0	\$2,600,000	\$99,420	\$8,450	\$107,870	\$2,707,870
DONATIONS	\$0	\$0	\$0	\$0	\$3,200	\$3,200	\$3,200
MISC	\$0	\$0	\$0	\$0	\$750	\$750	\$750
INTEREST	\$0	\$0	\$0	\$0	\$650	\$650	\$650
UPDATE/TRAIN	\$0	\$0	\$0	\$0	\$8,000	\$8,000	\$8,000
RESERVE FUNDS	\$6,000	\$0	\$6,000	\$0	\$3,689	\$3,689	\$9,689
TOTAL REVENUE	\$2,606,000	\$0	\$2,606,000	\$99,420	\$24,739	\$124,159	\$2,730,159
OPER. EXPENSES	TX SERV 20	0	TOT TX 20	CBSS-20	NONTX-20	TOT NTX 20	FY2020-TOTAL
FPCI PERSONNEL:							
SALARIES	\$333,959	\$0	\$333,959	\$65,679	\$8,218	\$73,897	\$407,856
TEMP	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SAL/FRIN. POOL	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FRINGES	\$76,016	\$0	\$76,016	\$14,574	\$1,873	\$16,447	\$92,463
SUBTOTAL	\$409,975	\$0	\$409,975	\$80,253	\$10,091	\$90,344	\$500,319
TRAVEL:							
IN-STATE	\$7,000	\$0	\$7,000	\$900	\$100	\$1,000	\$8,000
OUT-STATE	\$10,500	\$0	\$10,500	\$2,000	\$0	\$2,000	\$12,500
BOARD	\$3,200	\$0	\$3,200	\$0	\$100	\$100	\$3,300
SUBTOTAL	\$20,700	\$0	\$20,700	\$2,900	\$200	\$3,100	\$23,800

SUPPLIES:	TX SERV 20	0	TOT TX 20	CBSS-20	NONTX-20	TOT NTX 20	FY2020-TOTAL
OFFICE	\$2,300	\$0	\$2,300	\$320	\$55	\$375	\$2,675
POSTAGE	\$400	\$0	\$400	\$80	\$25	\$105	\$505
PRO. REFERENC	\$410	\$0	\$410	\$0	\$0	\$0	\$410
DUES	\$9,775	\$0	\$9,775	\$0	\$0	\$0	\$9,775
PRINTING	\$500	\$0	\$500	\$250	\$0	\$250	\$750
ADVERTIS/RECR	\$500	\$0	\$500	\$0	\$0	\$0	\$500
MISC	\$1,500	\$0	\$1,500	\$0	\$150	\$150	\$1,650
SUBTOTAL	\$15,385	\$0	\$15,385	\$650	\$230	\$880	\$16,265
EQUIPMENT:							
MISC EQUIP	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUBTOTAL:	\$0	\$0	\$0	\$0	\$0	\$0	\$0
OVERHEAD:							
RENT (INC. UTIL)	\$43,132	\$0	\$43,132	\$7,500	\$718	\$8,218	\$51,350
INSURANCE	\$3,910	\$0	\$3,910	\$590	\$0	\$590	\$4,500
TELEPHONE	\$8,100	\$0	\$8,100	\$985	\$70	\$1,055	\$9,155
MEETING ACCOM	\$2,500	\$0	\$2,500	\$0	\$75	\$75	\$2,575
SUBTOTAL	\$57,642	\$0	\$57,642	\$9,075	\$863	\$9,938	\$67,580
TRAINING:							
GENERAL-FPCI	\$5,000	\$0	\$5,000	\$2,000	\$320	\$2,320	\$7,320
UPDATE/TRAININ	\$7,740	\$0	\$7,740	\$0	\$6,000	\$6,000	\$13,740
MOVIE TALK	\$4,200	\$0	\$4,200	\$0	\$0	\$0	\$4,200
COMM. EDUC.	\$6,000	\$0	\$6,000	\$0	\$0	\$0	\$6,000
SUB STAFF TRNC	\$5,000	\$0	\$5,000	\$0	\$0	\$0	\$5,000
SUBTOTAL	\$27,940	\$0	\$27,940	\$2,000	\$6,320	\$8,320	\$36,260

	TX SERV 20	0	TOT TX 20	CBSS-20	NONTX-20	TOT NTX 20	FY2020-TOTAL
CONTRACTUAL/OTHER:							
AUDIT	\$9,510	\$0	\$9,510	\$200	\$90	\$290	\$9,800
SERVICE CONTR,	\$9,045	\$0	\$9,045	\$855	\$100	\$955	\$10,000
ATTORNEY	\$5,500	\$0	\$5,500	\$0	\$0	\$0	\$5,500
CONSULTANTS	\$2,000	\$0	\$2,000	\$0	\$0	\$0	\$2,000
FISCAL MGT	\$25,140	\$0	\$25,140	\$280	\$30	\$310	\$25,450
MEDICAL DIRECT	\$3,000	\$0	\$3,000	\$0	\$0	\$0	\$3,000
SUBTOTAL	\$54,195	\$0	\$54,195	\$1,335	\$220	\$1,555	\$55,750
OTHER:							
REG 7 SIP	\$4,100	\$0	\$4,100	\$0	\$0	\$0	\$4,100
SPEC PROJECT	\$7,850	\$0	\$7,850	\$3,207	\$0	\$3,207	\$11,057
OUTREACH/MKTC	\$4,500	\$0	\$4,500	\$0	\$0	\$0	\$4,500
PAYPAL	\$0	\$0	\$0	\$0	\$65	\$65	\$65
SUBTOTAL	\$16,450	\$0	\$16,450	\$3,207	\$65	\$3,272	\$19,722
FPCI OPER. EXPEN	\$602,287	\$0	\$602,287	\$99,420	\$17,989	\$117,409	\$719,696
SUBCONTRACTS:							
FP SERVICES	\$2,003,713	\$0	\$2,003,713	\$0	\$0	\$0	\$2,003,713
EXPANSION PRO	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TX-HIT	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TX-HIV SVCS	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TX-HIEP	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CCSP	\$0	\$0	\$0	\$0	\$6,750	\$6,750	\$6,750
SUBTOTAL	\$2,003,713	\$0	\$2,003,713	\$0	\$6,750	\$6,750	\$2,010,463
GRAND TOTAL	\$2,606,000	\$0	\$2,606,000	\$99,420	\$24,739	\$124,159	\$2,730,159
REVENUE/EXPENS	\$0	\$0	\$0	\$0	\$0	\$0	\$0 *

*Note: Reserve funds will be used to cover the deficit spending

Title X Svcs Break Basic Svcs
 \$2,600,000 Basic Svcs
 \$0
 \$0
 \$0
 \$6,000 FPCI Reserve Funds

\$2,606,000 Subtotal Basic Services

\$0 HIV Integration
 \$0 HIV No Cost Extension
 \$0 HIT
 \$0 HIEP

\$0 TX Special Projects

\$2,606,000 **Total Title X**

Non -Title X Grants

\$99,420 **CBSS**
 \$0
 \$8,450 **CERVICAL CANCER PROGRAM**

 \$107,870 **TOTAL**

 \$2,713,870

**FAMILY PLANNING COUNCIL OF IOWA
FY2020 OPERATING BUDGET NARRATIVE**

Revenue:

Title X:

Grants:

Title X Basic Family Planning Services: FPCI received its Notice of Award (NOA) for FY2020. FPCI was awarded \$2,600,000.00. This represents a \$178,000.00 decrease (6.4%) from FY 2018, FPCI's last full 12 month funding period.

Other: FPCI and the IDPH Title X Family Planning Program co-produce training events. Under this arrangement, FPCI provides most of the administrative and logistical work to develop/ produce the events, thus incurring the costs. FPCI will use Update reserve funds for the annual Family Planning Conference in September 2019 and other training activities. (\$6,000.00)

Non Title X:

The budget breakout for the Non-Title X projects are the Community Based Screening Services (CBSS) and the combined small Non-Title X projects. This budget shows anticipated expenses over revenue and requests using reserve funds as needed.

Grants: At this time no private foundation grants are budgeted for FY2020.

FPCI has a grant from the IA Dept. of Public Health (IDPH) for Community Based Screening Services. This is a calendar year (Jan 1 – Dec 31) grant. This project is to provide coordination for the statewide STD screening.

The Cervical Cancer Screening Project (CCSP) will be for 5 months, August 1- December 31, 2019. The IA Dept. of Public Health will issue an RFP for contracts starting in January 2020.

Donations: FPCI receives some donations from designated donors through the Central Iowa United Way and through the One Gift Campaign with state employees. The FPCI Board has a policy requesting that Board members make a contribution to the agency.

Miscellaneous: This category includes the total revenue from the Nursing Continuing Education providership, and small unrestricted revenue. We have decreased the Continuing Education revenue because our partner, Training Resources, closed so FPCI is no longer providing CEUs for their trainings. It did include the revenue from producing the STD and Contraceptive Fact Sheets. We have been receiving fewer orders for the Fact Sheets over the past years so we have not included revenue or expenses for them in this proposed budget

Interest: This category includes the interest from the savings account and Certificates of Deposit.

Training Events: This category includes the registration and exhibitor fees from the annual family planning conference (the "Update") and any other training fees. We have increased this amount slightly.

EXPENSES:

Title X (-TX):

Note: FPCI will only have one Title X project. The Title X costs are identified by one project, the Title X Basic Family Planning Services Project.

The line item explanations compare this budget to the FY2019 budget that was approved 7/20/18.

Personnel:

TX Basic Services: The salaries line item provides a fully staffed FPCI Title X project. This represents portions of 4 full time positions and 2 part time positions (for a total of 5.01 FTE). This is higher than the approved FY2019 budget because there is a 2% salary increase and because FPCI's share of the group health insurance premiums increased due to higher rates. FPCI will retain the \$355.00 monthly stipend for the staff.

Travel: This category identifies travel in three categories: In-state, out-of-state, and Board travel. In-state and out-of-state travel are directly assigned to the specific projects;

TX-Basic Services: In-state travel is for staff to conduct program reviews, site visits and meetings around the state; out-of-state staff and Board travel for national meetings and conferences; Board travel covers Board travel to FPCI meetings. There is an increase in the Out-of- State travel line to reflect expected expenses for the National Grantee meeting in July 2019. In-State travel has remained the same. Board travel is slightly lower. Board and staff travel is reimbursed at \$.50/mile.

Supplies:

TX-Basic Services: These are the supply costs associated with the TX Services. There is a decrease in this category to expected costs.

Equipment: No equipment costs are projected.

Overhead:

Overhead costs are distributed based on space allocation for each project and staff time used in each project. There is an increase for this category.

TX- Basic Services: FPCI rent will increase in Oct. based on the lease agreement. Insurance costs decreased slightly to reflect actual costs. Phone costs were increased to reflect the cost of high speed internet service.

Training:

Training costs contain the costs of sending FPCI staff to training events and the costs of FPCI providing training for sub-recipient agencies. It includes the Movie Talk project and the Community Education Grants.

TX-Services: This contains several items:

- 1) Training costs for FPCI staff and mileage reimbursement for sub-recipient staff to participate in the Training Advisory Committee and the Medical Committee – this is level funded for FY2020. It includes the annual fee for Survey Monkey
- 2) – Training provided by FPCI and IDPH- Includes annual fees for GoToWebinar – this is decreased.
- 3) Movie Talk – FPCI’s community education project
- 4) The Paul Shultz Memorial Community Education Projects – this is decreased to reflect the reduced response from subrecipients.
- 5) Subrecipient staff training – this is decreased slightly.

Contractual:

These are the organization’s contractual costs for various services. This includes FPCI’s Fiscal Officer, Attorney and Medical Director.

TX Basic Services: These are the contractual costs associated with the TX Services. There is a slight decrease in this category. FPCI attorney is slightly decreased. Consultants are decreased. Fiscal Management is a 2 % increase. The Services contracts are higher to reflect contracted IT services and the Medical Director costs are the same.

Other:

This category contains special projects that FPCI operates throughout the year. There is a slight decrease in this category.

TX Basic Services: There are several projects in this category:

- 1) The Region VII SIP is a project which has one of the FPCI sub-recipients provides programming at the Iowa Women’s Correctional Facility – there is a decrease for this line item.
- 2) Special projects include funding for FPCI to provide membership for itself and its sub-recipients to subscribe to a secure message system. The line item contains \$2,500 for projects that may be identified during the year.
- 3) Outreach efforts by FPCI. This line item remains the same.

FPCI ADMINISTRATIVE OPERATING COSTS:

The FY2020 FPCI Administrative Operating Budget is 23% of the Title X Services Budget. Of the FPCI Administrative Title X Services Operating Budget, 2.5% is distributed as reimbursements to the delegate agencies for community education, subrecipient staff training and Region VII Special Initiatives.

SUBCONTRACTS: There is one line item in this category for Title X: FP Services

TX Basic Services (FP Services): There is a decrease in this line item from FY19.

Revenue/Expenses: Expenses equal revenue for Title X.

NON TITLE X (NTX):

The format for showing the Non-Title X budgets has separate columns for the IA Community Based Screening Services (CBSS) and the combined small Non-Title X projects including CCSP. There is a final column totaling all Non-Title X projects. There is a decrease in the Non-Title X Projects costs to reflect a shorter funding period for the Cervical Cancer Screening Project. There is a decrease in the Total Non-Title X

Personnel: There is a decrease in this category overall.

CBSS: This is the staff time charged to our state grant to administer the CBSS. There is an increase to reflect the 2% salary increase.

Non-Title X Projects: This is the staff time charged to the small miscellaneous Non-Title X projects such as Nursing Continuing Education (CE) and Public Affairs. There is a decrease in this category to reflect the shorter funding period of the Cervical Cancer Screening Program (CCSP) and the reduced anticipated revenue for Nursing CE.

Travel: This is travel charged to Non-Title X projects. It includes Board travel that is spread across the various projects.

CBSS: This is the travel costs associated with the CBSS project. It includes site visits conducted by the CBSS Coordinator. There is no change in these items.

Non-Title X Projects: There are some small travel costs charged to this line item.

Supplies: This category is the supply costs for the various projects.

CBSS: These are the supply costs associated with the CBSS project. There is a no change in this line item.

Non-Title X Projects: These are the supplies costs associated with the miscellaneous NTX projects, there is a decrease.

Equipment: No equipment expenses are planned for FY2020.

Overhead: These are the overhead costs associated with the various projects.

CBSS: These are the overhead costs charged to administer the CBSS. There is an increase in this category to reflect the cost of high speed internet.

Non-Title X Projects: These are the overhead costs charged to the miscellaneous Non-Title X projects. There is a decrease in this line item.

Training: This the training expected for the various Non-Title X Projects.

CBSS: These are the training costs associated with the CBSS project.

Non-Title X Projects: This includes the Non-Title X portion of the Family Planning Update and other training events (meals and hotel costs).

Contractual: These are the contractual costs for the various projects. There is a small change.

CBSS: This is increased slightly.

Non-Title X Projects: There is a decrease change in this category.

Other: This includes various special projects.

CBSS: There are funds that may be available for special projects.

Non-Title X Projects: There is no change in this category.

Subcontracts: There is a decrease in the line item for this category to reflect the shortened funding period of the Cervical Cancer Screening Program.

Revenue/Expenses: We show expenses over income of <\$9,689.00> for the Non-Title X category. We are asking to use reserve funds to cover the cost of some Non-TX expenses. We are using the \$6,000 of the restricted Update funds for training and the Update.

CBSS: Revenue for CBSS matches expenses.

Non-Title X Projects: There is a negative balance on the revenue. The <\$3,689.00> is for expenses associated with advocacy costs.

NOTE: This budget shows an overall deficit of < \$3,689.00>. It proposes using reserve funds to cover that deficit spending. FPCI currently has \$247,141.00 in unrestricted reserve funds (before FY19 year-end adjustments and audit). In FY18 FPCI did not use reserve funds.

Necessary Committee Action:

Accept or amend FY2020 FPCI Operating Budget

FAMILY PLANNING COUNCIL OF IOWA
FY2019 OPERATING BUDGET

REVENUE	TX SERV 19		TOT TX 19	CBSS-19	NONTX-19	TOT NTX 19	FY2019-TOTAL
GRANTS	\$2,828,000	\$0	\$2,828,000	\$99,420	\$21,125	\$120,545	\$2,948,545
DONATIONS	\$0	\$0	\$0	\$0	\$3,200	\$3,200	\$3,200
MISC	\$0	\$0	\$0	\$0	\$2,000	\$2,000	\$2,000
INTEREST	\$0	\$0	\$0	\$0	\$650	\$650	\$650
UPDATE/TRAIN	\$0	\$0	\$0		\$6,000	\$6,000	\$6,000
TOTAL REVENUE	\$2,828,000	\$0	\$2,828,000	\$99,420	\$32,975	\$132,395	\$2,960,395

OPER. EXPENSES	TX SERV 19	0	TOT TX 19	CBSS-19	NONTX-19	TOT NTX 19	FY2019-TOTAL
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FPCI PERSONNEL:

SALARIES	\$327,770	\$0	\$327,770	\$64,163	\$10,101	\$74,264	\$402,034
TEMP	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SAL/FRIN. POOL	\$1,795	\$0	\$1,795	\$230	\$34	\$264	\$2,059
FRINGES	\$74,115	\$0	\$74,115	\$14,276	\$2,311	\$16,587	\$90,702
SUBTOTAL	\$403,680	\$0	\$403,680	\$78,669	\$12,446	\$91,115	\$494,795

TRAVEL:

IN-STATE	\$7,000	\$0	\$7,000	\$900	\$100	\$1,000	\$8,000
OUT-STATE	\$9,000	\$0	\$9,000	\$2,000	\$0	\$2,000	\$11,000
BOARD	\$3,700	\$0	\$3,700	\$0	\$100	\$100	\$3,800
SUBTOTAL	\$19,700	\$0	\$19,700	\$2,900	\$200	\$3,100	\$22,800

SUPPLIES:	TX SERV 19	0	TOT TX 19	CBSS-19	NONTX-19	TOT NTX 19	FY2019-TOTAL
OFFICE	\$4,300	\$0	\$4,300	\$320	\$60	\$380	\$4,680
POSTAGE	\$400	\$0	\$400	\$80	\$40	\$120	\$520
PRO. REFERENC	\$400	\$0	\$400	\$0	\$0	\$0	\$400
DUES	\$9,750	\$0	\$9,750	\$0	\$0	\$0	\$9,750
PRINTING	\$500	\$0	\$500	\$250	\$0	\$250	\$750
ADVERTIS/RECR	\$500	\$0	\$500	\$0	\$0	\$0	\$500
MISC	\$1,500	\$0	\$1,500	\$0	\$150	\$150	\$1,650
SUBTOTAL	\$17,350	\$0	\$17,350	\$650	\$250	\$900	\$18,250
EQUIPMENT:							
MISC EQUIP	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUBTOTAL:	\$0	\$0	\$0	\$0	\$0	\$0	\$0
OVERHEAD:							
RENT (INC. UTIL)	\$42,705	\$0	\$42,705	\$7,500	\$735	\$8,235	\$50,940
INSURANCE	\$4,500	\$0	\$4,500	\$590	\$0	\$590	\$5,090
TELEPHONE	\$6,970	\$0	\$6,970	\$750	\$175	\$925	\$7,895
MEETING ACCOM	\$2,500	\$0	\$2,500	\$0	\$75	\$75	\$2,575
SUBTOTAL	\$56,675	\$0	\$56,675	\$8,840	\$985	\$9,825	\$66,500
TRAINING:							
GENERAL-FPCI	\$5,000	\$0	\$5,000	\$2,000	\$320	\$2,320	\$7,320
UPDATE/TRAININ	\$8,750	\$0	\$8,750	\$0	\$6,000	\$6,000	\$14,750
MOVIE TALK	\$4,200	\$0	\$4,200	\$0	\$0	\$0	\$4,200
COMM. EDUC.	\$10,000	\$0	\$10,000	\$0	\$0	\$0	\$10,000
SUB STAFF TRNC	\$5,500	\$0	\$5,500	\$0	\$0	\$0	\$5,500
SUBTOTAL	\$33,450	\$0	\$33,450	\$2,000	\$6,320	\$8,320	\$41,770

	TX SERV 19	0	TOT TX 19	CBSS-19	NONTX-19	TOT NTX 19	FY2019-TOTAL
CONTRACTUAL/OTHER:							
AUDIT	\$9,190	\$0	\$9,190	\$200	\$160	\$360	\$9,550
SERVICE CONTR,	\$8,660	\$0	\$8,660	\$755	\$140	\$895	\$9,555
ATTORNEY	\$6,000	\$0	\$6,000	\$0	\$0	\$0	\$6,000
CONSULTANTS	\$4,000	\$0	\$4,000	\$0	\$0	\$0	\$4,000
FISCAL MGT	\$24,645	\$0	\$24,645	\$275	\$30	\$305	\$24,950
MEDICAL DIRECT	\$3,000	\$0	\$3,000	\$0	\$0	\$0	\$3,000
SUBTOTAL	\$55,495	\$0	\$55,495	\$1,230	\$330	\$1,560	\$57,055
OTHER:							
REG 7 SIP	\$5,800	\$0	\$5,800	\$0	\$0	\$0	\$5,800
SPEC PROJECT	\$7,280	\$0	\$7,280	\$5,131	\$0	\$5,131	\$12,411
OUTREACH/MKTG	\$4,500	\$0	\$4,500	\$0	\$0	\$0	\$4,500
PAYPAL	\$0	\$0	\$0	\$0	\$65	\$65	\$65
SUBTOTAL	\$17,580	\$0	\$17,580	\$5,131	\$65	\$5,196	\$22,776
FPCI OPER. EXPEN	\$603,930	\$0	\$603,930	\$99,420	\$20,596	\$120,016	\$723,946
SUBCONTRACTS:							
FP SERVICES	\$2,224,070	\$0	\$2,224,070	\$0	\$0	\$0	\$2,224,070
EXPANSION PRO	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TX-HIT	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TX-HIV SVCS	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TX-HIEP	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CCSP	\$0	\$0	\$0	\$0	\$16,125	\$16,125	\$16,125
SUBTOTAL	\$2,224,070	\$0	\$2,224,070	\$0	\$16,125	\$16,125	\$2,240,195
GRAND TOTAL	\$2,828,000	\$0	\$2,828,000	\$99,420	\$36,721	\$136,141	\$2,964,141
REVENUE/EXPENS	\$0	\$0	\$0	\$0	(\$3,746)	(\$3,746)	(\$3,746) **

*Note: Reserve funds will be used to cover the deficit spending

Title X Svcs Break Basic Svcs
\$2,828,000 Basic Svcs
----- **Subtotal Basic Services**
\$2,828,000

\$2,828,000 **Total Title X**

Non -Title X Grants

\$99,240 **CBSS**
\$21,125 **CERVICAL CANCER PROGRAM**

\$120,365 **TOTAL**

\$2,948,365

FAMILY PLANNING COUNCIL OF IOWA
FY2019 & FY2018 OPERATING REPORT- COMPARISON
4th QUARTER

Unaudited

INCOME	2019			2018				
	ACTUAL - YTD	12 MON BUDGET	% VARI.	12 MON BUD	ACTUAL - YTD	6 MON BUDGET	% VARI.	12 MON BUD
Title X-Services	\$ 2,901,012.00	\$ 2,828,000.00	3%	\$ 2,828,000.00	\$ 2,778,000.00	\$ 2,778,000.00	0%	\$ 2,778,000.00
TX Reimbur/Update	\$ 1,640.00	0	#DIV/0!	\$ -	\$ 4,914.00	\$ 4,000.00		\$ 4,000.00
Non-Title X Grants	\$ 85,969.00	\$ 21,125.00	307%	\$ 21,125.00	\$ 70,025.00	\$ -	#DIV/0!	\$ -
Interest/Dona.	\$ 4,829.00	\$ 3,850.00	25%	\$ 3,850.00	\$ 3,716.00	\$ 4,000.00	-7%	\$ 4,000.00
Misc	\$ 24,898.00	\$ 2,000.00	1145%	\$ 2,000.00	\$ 5,080.00	\$ 4,500.00	13%	\$ 4,500.00
Update/Train	\$ 1,312.00	\$ 6,000.00	-78%	\$ 6,000.00	\$ 9,635.00	\$ 6,500.00	48%	\$ 6,500.00
CBSS	\$ 91,485.00	\$ 99,420.00	-8%	\$ 99,420.00	\$ 118,147.00	\$ 98,750.00	20%	\$ 98,750.00
Reserve Funds-Up	\$ 3,087.00							
Accrual to cash	\$ (3,077.00)			-	\$ -			-
TOTAL	\$ 3,111,155.00	\$ 2,960,395.00	5%	\$ 2,960,395.00	\$ 2,989,517.00	\$ 2,895,750.00	3%	\$ 2,895,750.00

EXPENSES	2019			2018				
	ACTUAL - YTD	12 MON BUDGET	% VARI.	12 MON BUD	ACTUAL - YTD	12 MON BUDGET	% VARI.	12 MON BUD
Title X-Services								
Personnel	\$ 398,574.00	\$ 403,680.00	-1%	\$ 403,680.00	\$ 404,535.00	\$ 384,945.00	5%	\$ 384,945.00
Travel	\$ 14,607.00	\$ 19,700.00	-26%	\$ 19,700.00	\$ 10,991.00	\$ 19,200.00	-43%	\$ 19,200.00
Supplies	\$ 15,268.00	\$ 17,350.00	-12%	\$ 17,350.00	\$ 15,599.00	\$ 17,100.00	-9%	\$ 17,100.00
Equipment	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	#DIV/0!	\$ -
Occupancy	\$ 58,154.00	\$ 56,675.00	3%	\$ 56,675.00	\$ 50,151.00	\$ 54,350.00	-8%	\$ 54,350.00
Training	\$ 37,239.00	\$ 33,450.00	11%	\$ 33,450.00	\$ 22,222.00	\$ 24,000.00	-7%	\$ 24,000.00
Contractual	\$ 55,017.00	\$ 55,495.00	-1%	\$ 55,495.00	\$ 49,745.00	\$ 54,535.00	-9%	\$ 54,535.00
Other	\$ 6,753.00	\$ 17,580.00	-62%	\$ 17,580.00	\$ 28,549.00	\$ 31,300.00	-9%	\$ 31,300.00
Delegates	\$ 2,318,635.00	\$ 2,224,070.00	4%	\$ 2,224,070.00	\$ 2,201,122.00	\$ 2,196,570.00	0%	\$ 2,196,570.00
Subtotal	\$ 2,904,247.00	\$ 2,828,000.00	3%	\$ 2,828,000.00	\$ 2,782,914.00	\$ 2,782,000.00	0%	\$ 2,782,000.00

EXPENSES	2019				2018			
	ACTUAL - YTD	12 MON BUDGET	% VARI.	12 MON BUD	ACTUAL - YTD	12 MON BUDGET	% VARI.	12 MON BUD
Non-Title X								
Personnel	\$ 12,830.00	\$ 12,446.00	3%	\$ 12,446.00	\$ 13,946.00	\$ 10,990.00	27%	\$ 10,990.00
Travel	\$ 498.00	\$ 200.00	149%	\$ 200.00	\$ 629.00	\$ 150.00	319%	\$ 150.00
Supplies	\$ 2,086.00	\$ 250.00	734%	\$ 250.00	\$ 136.00	\$ 150.00	-9%	\$ 150.00
Equipment	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	#DIV/0!	\$ -
Occupancy	\$ 1,101.00	\$ 985.00	12%	\$ 985.00	\$ 1,440.00	\$ 875.00	65%	\$ 875.00
Training	\$ 1,007.00	\$ 6,320.00	-84%	\$ 6,320.00	\$ 6,533.00	\$ 6,725.00	-3%	\$ 6,725.00
Contractual	\$ 109,934.00	\$ 330.00	33213%	\$ 330.00	\$ 5,358.00	\$ 315.00	1601%	\$ 315.00
Other	\$ 70.00	\$ 65.00	8%	\$ 65.00	\$ 130.00	\$ 110.00	18%	\$ 110.00
Delegates	\$ 36,703.00	\$ 16,125.00	128%	\$ 16,125.00	\$ 16,725.00	\$ -	#DIV/0!	\$ -
Subtotal	\$ 164,229.00	\$ 36,721.00	-347.23%	\$ 36,721.00	\$ 44,897.00	\$ 19,315.00	-132.45%	\$ 19,315.00

EXPENSES	2019				2018			
	ACTUAL - YTD	12 MON BUDGET	% VARI.	12 MON BUD	ACTUAL - YTD	12 MON BUDGET	% VARI.	12 MON BUD
CBSS								
Personnel	\$ 74,066.00	\$ 78,669.00	-6%	\$ 78,669.00	\$ 74,456.00	\$ 83,800.00	-11%	\$ 83,800.00
Travel	\$ 3,387.00	\$ 2,900.00	17%	\$ 2,900.00	\$ 2,115.00	\$ 2,900.00	-27%	\$ 2,900.00
Supplies	\$ 430.00	\$ 650.00	-34%	\$ 650.00	\$ 591.00	\$ 400.00	48%	\$ 400.00
Equipment	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	#DIV/0!	\$ -
Occupancy	\$ 9,493.00	\$ 8,840.00	7%	\$ 8,840.00	\$ 8,023.00	\$ 8,450.00	-5%	\$ 8,450.00
Training	\$ 1,857.00	\$ 2,000.00	-7%	\$ 2,000.00	\$ 4,073.00	\$ 2,000.00	104%	\$ 2,000.00
Contractual	\$ 1,985.00	\$ 1,230.00	61%	\$ 1,230.00	\$ 1,287.00	\$ 1,200.00	7%	\$ 1,200.00
Other	\$ 30,525.00	\$ 5,131.00	495%	\$ 5,131.00	\$ 28,612.00	\$ -	#DIV/0!	\$ -
Subtotal	\$ 121,743.00	\$ 99,420.00	-22.45%	\$ 99,420.00	\$ 119,157.00	\$ 98,750.00	-20.67%	\$ 98,750.00

EXPENSES	2019				2018			
	ACTUAL - YTD	12 MON BUDGET	% VARI.	12 MON BUD	ACTUAL - YTD	12 MON BUDGET	% VARI.	12 MON BUD
TOTAL EXPENS.	\$ 3,190,219.00	\$ 2,964,141.00	8%	\$ 2,964,141.00	\$ 2,946,968.00	\$ 2,900,065.00	2%	\$ 2,900,065.00
Income in excess (less than) expens	\$ (79,064.00)	\$ (3,746.00)	2011%	\$ (3,746.00)	\$ 42,549.00	\$ (4,315.00)	-1086%	\$ (4,315.00)

**FAMILY PLANNING COUNCIL OF IOWA
FY2019 OPERATING REPORT SUPPLEMENTAL
FOR THE TWELVE MONTHS ENDING JUNE 30, 2019**

(Unaudited)

VARIANCES:Revenue:

Title X Services	\$ 73,012.00	Favorable Variance
TX Reimbur/Update	\$ 1,640.00	Favorable Variance
Non-Title X Grants	\$ 64,844.00	Favorable Variance
Interest/Donations	\$ 979.00	Favorable Variance
Update/Training	\$ 4,688.00	Unfavorable Variance
Non-TX Misc	\$ 22,898.00	Favorable Variance
Com. Based Service	\$ 7,935.00	Unfavorable Variance

Expenses:

Title X Services	\$ 76,247.00	Unfavorable Variance
Non-Title X Projects	\$127,508.00	Unfavorable Variance
Com. Based Service	\$ 22,323.00	Unfavorable Variance

SIGNIFICANT BUDGET VARIATIONS THROUGH JUNE 30, 2019:

Note: FY2019 was a difficult year to track and report for Title X. Title X funding for July and August 2018 was provided as an extension of FPCI's FY2018 grant. FPCI was given a separate funding award for those two months. FPCI then received Title X funding for a seven month time period (September 1, 2018-March 31, 2019). FPCI did receive a Title X grant beginning April 1, 2019 – March 31, 2020. Because of the uncertainty around funding for FY2019, the FPCI Board decided in July 2018 to use the 12 month budget submitted by FPCI in its May 2018 Title X grant application. The amounts received in July/August and for the seven month award were higher monthly amounts than that identified in the approved FPCI FY2019 Operating budget. The amount of title X funding received in the April 1, 2019 grant was 6.41% less than the amount for the original FY18 grant.

Operating Revenue:

Note: A Favorable Variance in Revenue means that more revenue was received during the time period than was budgeted. An Unfavorable Variance in Revenue means that less revenue was received during the time period than was budgeted.

- ▶ The favorable variance in Title X revenue is a reflection of the extra funding received in the 2 month extension award and the 7 month grant award. And the Title X expenses for the time period. Generally a favorable variance in Title X revenue is matched by an unfavorable variance in Title X expenses. However, since FPCI received some reimbursement funds for presentations conducted by FPCI staff and Update reserve funds were used for a training in the spring of 2019 expenses are slightly higher than actual Title X revenue.
- ▶ The Non-Title X Grants favorable revenue is due to the receipt of an anonymous foundation grant to assist with the costs of FPCI and AFHP's lawsuit regarding Title X applications.

- ▶ The Interest/Donations favorable variance is because both interest and donations were higher than anticipated.
- ▶ The Non-Title X Misc. favorable variance is because there was a printing of the “Facts About STD” Brochure that had not been anticipated and funding was received from the Family Planning Councils of America.
- ▶ The unfavorable variance in Update/Training is because the annual Family Planning Update was not held in September. A training was held in the Spring of 2019 which did generate some revenue.
- ▶ The unfavorable variance in the CBSS program is because the program is on a reimbursement basis and we have not received payments for May and June from IA Dept. of Public Health.
- ▶ The accrual account reflects the flexible spending account dollars reimbursed to employees but not yet withheld from salaries and the fact that not all project period end journal entries have been recorded.

Operating Expenses:

Note: A Favorable Variance in Expenses means the actual expenses during the time period were lower than was budgeted. An Unfavorable Variance in Expenses means the actual expenses during the time period were higher than was budgeted.

- ▶ The unfavorable variance in Title X Operating Expenses was due to several factors. One factor is that FPCI received slightly higher than anticipated funding in the FY18 two months extension and the seven month grant. Activities and subrecipient awards were made to reflect that higher funding. Another is that some prepaid expenses for July have not been adjusted yet on the financial statements.
- ▶ The unfavorable variance for the Non-Title X projects has several factors. One is that the bulk of the cost for the Centralized Data System (CDS) project was paid out in August and September and the budget approved in July did not account for that. (Those costs are reflected in personnel, contractual, and delegates categories). The second is the costs for the FPCI/AFHP lawsuit. (Those costs are reflected in personnel and contractual – attorney categories). The third factor is the printing costs for the “Facts About STDs” brochures.
- ▶ The unfavorable variance in the CBSS is because IDPH added extra projects to the program in June. That revenue will be reflected in the June payment to be received from IDPH.

Note: The reasons for the \$79,064.00 of expenses over income are: 1) all the revenue for the CDS was recognized in FY2018 but most the expenses occurred in FY2019 – that represents \$42,592.00; 2) CCSP (\$1,055.00 owed by IDPH) and CBSS (\$30,257.00 owed by IDPH) funds are on a reimbursement basis so the expenses must be incurred before payment is received, 3) The FPCI/AFHP lawsuit were not completely covered by the private foundation.

Necessary Committee Action:

Accept or reject 4th Quarter FY2019 Unaudited Financial Report

**FAMILY PLANNING COUNCIL OF IOWA
STATEMENT OF FINANCIAL POSITION
JUNE 30, 2019**

ASSETS

CURRENT ASSETS		
CASH	\$ 299,398.22	
TITLE X GRANTS RECEIVABLE	2,126,980.95	
NON TX RECEIVABLE	-	
SUBRECIPIENT ADVANCES	72,785.00	
ACCR INTEREST RECEIVABLE	19.43	
TOTAL CURRENT ASSETS	\$ 2,499,183.60	
 PROPERTY & EQUIPMENT		
EQUIPMENT	32,780.84	
DEPRECIATION	(32,780.84)	
TOTAL PROPERTY & EQUIPMENT	-	
 TOTAL ASSETS		 \$ 2,499,183.60

LIABILITIES & NET ASSETS

CURRENT LIABILITIES		
EMPLOYEE BENEFITS	30,249.59	
TX ACCR PAYROLL	-	
PAYABLES TX SUBRECIPIENTS	-	
PAYABLES TX OTHER	-	
UNEXPENDED TITLE X FUNDS	2,199,765.95	
OTHER FUND BALANCES	348,232.49	
TOTAL CURRENT LIABILITIES	\$ 2,578,248.03	
NET INCOME (LOSS)		(79,064.43)
 TOTAL LIABILITIES & NET ASSETS		 \$ 2,499,183.60

UNAUDITED - FOR MANAGEMENT PURPOSES ONLY

**FAMILY PLANNING COUNCIL OF IOWA
FUND BALANCES
JUNE 30, 2019 - Unaudited**

Unrestricted Funds: \$247,526.46

Temporarily Restricted Funds: \$ 51,808.73

-Update/Training

-IIPP/HIV Projects

-Project Connect

-Other Program Income: TX

Total Fund Balances: \$299,335.19

Certificates of Deposit:

\$35,000.00 of FPCI's unrestricted funds are in Certificates of Deposit (CD). There are two CDs

1) \$20,000.00 @ 1.70% APR: matures 11/16/19

2) \$15,000.00 @ .60% APR: matures 6/1/20

Savings:

FPCI's temporarily restricted funds and the remainder of FPCI's unrestricted funds are in savings accounts with Iowa State Bank and West Bank.

Necessary Committee Action:

Review and accept Fund Balance Report

**FAMILY PLANNING COUNCIL OF IOWA
CENTRALIZED DATA SYSTEM**

Background:

The Family Planning Council of Iowa is working to develop and establish a Centralized Data System (CDS). In 2017, FPCI received funding from an anonymous foundation for Phase 1 of planning for a CDS. Part of that process was to identify possible vendors to host the CDS.

During Phase 1, seven possible vendors were contacted. Three vendors replied with information on pricing and structure. Based on that information, FPCI staff has determined that BOWlink Technologies, Inc. (d.b.a. Health-E-Link) would be the best fit for FPCI's needs.

FPCI is applying for funding to establish the CDS. While the funding has not yet been secured, it is important to be able to move forward quickly once that happens. Therefore, we request that the FPCI Board approve contracting with BOWlink Technologies, Inc. when funds become available.

Necessary Action:

Approve or reject selection of BOWlink Technologies as CDS vendor.