

**FAMILY PLANNING COUNCIL OF IOWA
FINANCE COMMITTEE MEETING NOTICE
TUESDAY JULY 18, 2023
2:30 p.m. – 3:00 p.m.
ZOOM**

[FINANCE COMMITTEE](#)

AGENDA

- I. Call to order
- II. Approval of Minutes – October 19, 2022 Attachment A
- III. FY2024 First Quarter Operating Report Attachment B
- IV. Other Business
- V. Adjourn

**FAMILY PLANNING COUNCIL OF IOWA
FINANCE COMMITTEE MEETING MINUTES
OCTOBER 19, 2022**

Present: Patrice Sayre Allison Smith
Steve Harms

Staff: Michelle Farmer Alicia Shaul

Guest: John Pittman

- I. Call to order**
The meeting was called to order at 1:05 pm by Allison Smith, Chair.
- II. Approval of Minutes, July 25, 2022**
Steve Harms moved to approve the minutes of the July 25, 2022 meeting as presented. Patrice Sayre seconded. **M/P/U**
- III. Presentation of FPCI FY2022 Independent Audit**
John Pittman, Pittman & Company, LLP, presented FPCI's FY2022 Independent Audit. Steve Harms moved to recommend to the FPCI Board acceptance of the independent audit for the year ended March 31, 2022. Patrice Sayre seconded. **M/P/U**
- IV. Presentation of FPCI FY2022 IRS 990**
Alicia Shaul, FPCI Fiscal Officer, presented FPCI's FY2022 IRS 990. Steve Harms moved to recommend to the FPCI Board approval of the March 31, 2022 IRS 990 report. Patrice Sayre seconded. **M/P/U**
- V. FPCI FY2023 Second Quarter Operating Report**
Alicia Shaul presented the FY2023 2nd Quarter Operating Report. Ms. Shaul pointed out that there is still a large amount of unexpended funds. There was discussion concerning the Iowa Primary Care contract and the Centralized Data System Project. Steve Harms moved to recommend to the FPCI Board acceptance of the 2nd Quarter FY2023 Operating Report. Patrice Sayre seconded. **M/P/U**
- VI. Other Business**
There was no other business.
- VII. Adjourn**
The meeting adjourned at 1:50 p.m.

Minutes submitted by
Michelle Farmer

FAMILY PLANNING COUNCIL OF IOWA
FY2024 and FY 2023 OPERATING REPORT- COMPARISON
1st QUARTER

ATTACHMENT B
 Unaudited Figures

INCOME	2024				2023			
	ACTUAL - YTD	3 MON BUDGET	% VARI.	12 MON BUD	ACTUAL - YTD	3 MON BUDGET	% VARI.	12 MON BUDGET
Title X-Services	\$ 341,210.00	\$ 407,275.00	-16%	\$ 2,217,990.00	\$ 380,723.00	\$ 555,900.00	-32%	\$ 2,217,990.00
TX Reimbur/Update	\$ 1,500.00	\$ -	#DIV/0!	\$ -	\$ -	\$ -	#DIV/0!	\$ -
TX Other	\$ 439.00	\$ -	#DIV/0!	\$ -	\$ -	\$ -	#DIV/0!	\$ -
Reserve Funds	\$ -	\$ 1,500.00	-100%	\$ 3,000.00	\$ -	\$ 3,200.00		\$ 12,826.00
Non-Title X Grants	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	#DIV/0!	\$ -
Interest/Dona.	\$ 1,425.00	\$ 1,000.00	43%	\$ 4,000.00	\$ 416.00	\$ 435.00	-4%	\$ 1,750.00
Misc	\$ 315.00	\$ 300.00	5%	\$ 300.00	\$ -	\$ 235.00	-100%	\$ 950.00
Update/Train	\$ 4,875.00	\$ 4,500.00	8%	\$ 4,500.00	\$ -	\$ -	#DIV/0!	\$ -
CBSS	\$ -	\$ -	#DIV/0!	\$ -	\$ 17,054.00	\$ 29,710.00	-43%	\$ 89,115.00
CDS Grant	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	#DIV/0!	\$ -
Accrual to cash	\$ 2,476.00				\$ (300.00)			
TOTAL	\$ 352,240.00	\$ 414,575.00	-15%	\$ 2,229,790.00	\$ 397,893.00	\$ 589,480.00	-33%	\$ 2,322,631.00

EXPENSES	2024				2023			
	ACTUAL - YTD	3 MON BUDGET	% VARI.	12 MON BUD	ACTUAL - YTD	3 MON BUDGET	% VARI.	12 MON BUDGET
Title X-Services								
Personnel	\$ 59,882.00	\$ 81,350.00	-26%	\$ 325,405.00	\$ 77,085.00	\$ 90,200.00	-15%	\$ 360,890.00
Travel	\$ 4,762.00	\$ 8,000.00	-40%	\$ 33,225.00	\$ 305.00	\$ 3,500.00	-91%	\$ 14,200.00
Supplies	\$ 885.00	\$ 2,000.00	-56%	\$ 17,150.00	\$ 7,474.00	\$ 4,800.00	56%	\$ 19,105.00
Equipment	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	#DIV/0!	\$ -
Occupancy	\$ 18,511.00	\$ 19,850.00	-7%	\$ 71,680.00	\$ 20,075.00	\$ 15,100.00	33%	\$ 60,290.00
Training	\$ 729.00	\$ 4,425.00	-84%	\$ 16,700.00	\$ 1.00	\$ 4,600.00	-100%	\$ 18,500.00
Contractual	\$ 9,870.00	\$ 11,300.00	-13%	\$ 64,430.00	\$ 12,351.00	\$ 14,600.00	-15%	\$ 58,615.00
Other	\$ 271.00	\$ 500.00	-46%	\$ 4,250.00	\$ 300.00	\$ 1,100.00	-73%	\$ 4,490.00
Delegates	\$ 248,239.00	\$ 281,350.00	-12%	\$ 1,688,150.00	\$ 263,132.00	\$ 422,000.00	-38%	\$ 1,688,150.00
Subtotal	\$ 343,149.00	\$ 408,775.00	-16%	\$ 2,220,990.00	\$ 380,723.00	\$ 555,900.00	-32%	\$ 2,224,240.00

FPCI OPER. REPORT
 FY 2024 & 2023 PAGE 2

EXPENSES	2024				2023			
	ACTUAL - YTD	3 MON BUDGET	% VARI.	12 MON BUD	ACTUAL - YTD	3 MON BUDGET	% VARI.	12 MON BUDGET
Non-Title X								
Personnel	\$ 1,848.00	\$ 1,400.00	32%	\$ 9,509.00	\$ 220.00	\$ 900.00	-76%	\$ 3,715.00
Travel	\$ 3.00	\$ 25.00	-88%	\$ 200.00	\$ 29.00	\$ 50.00	-42%	\$ 200.00
Supplies	\$ 473.00	\$ 90.00	426%	\$ 370.00	\$ -	\$ 75.00	-100%	\$ 311.00
Equipment	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	#DIV/0!	\$ -
Occupancy	\$ 325.00	\$ 170.00	91%	\$ 1,695.00	\$ 33.00	\$ 120.00	-73%	\$ 510.00
Training	\$ 4,041.00	\$ 3,100.00	30%	\$ 3,420.00	\$ -	\$ -	#DIV/0!	\$ 320.00
Contractual	\$ 133.00	\$ 85.00	56%	\$ 6,860.00	\$ 13.00	\$ 1,040.00	-99%	\$ 4,155.00
Other	\$ 10.00	\$ 20.00	-50%	\$ 70.00	\$ 12.00	\$ 16.00	-25%	\$ 65.00
Delegates	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	#DIV/0!	\$ -
Subtotal	\$ 6,833.00	\$ 4,890.00	39.73%	\$ 22,124.00	\$ 307.00	\$ 2,201.00	-86.05%	\$ 9,276.00

EXPENSES	2024				2023			
	ACTUAL - YTD	3 MON BUDGET	% VARI.	12 MON BUD	ACTUAL - YTD	3 MON BUDGET	% VARI.	12 MON BUDGET
CBSS								
Personnel	\$ -	\$ -	#DIV/0!	\$ -	\$ 21,838.00	\$ 24,165.00	-10%	\$ 72,495.00
Travel	\$ -	\$ -	#DIV/0!	\$ -	\$ 113.00	\$ 865.00	-87%	\$ 2,600.00
Supplies	\$ -	\$ -	#DIV/0!	\$ -	\$ 6.00	\$ 65.00	-91%	\$ 195.00
Equipment	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	#DIV/0!	\$ -
Occupancy	\$ -	\$ -	#DIV/0!	\$ -	\$ 4,798.00	\$ 3,200.00	50%	\$ 9,575.00
Training	\$ -	\$ -	#DIV/0!	\$ -	\$ 660.00	\$ 635.00	4%	\$ 1,900.00
Contractual	\$ -	\$ -	#DIV/0!	\$ -	\$ 705.00	\$ 780.00	-10%	\$ 2,350.00
Other	\$ -	\$ -	#DIV/0!	\$ -	\$ 15,000.00	\$ -	#DIV/0!	\$ -
Subtotal	\$ -	\$ -	#DIV/0!	\$ -	\$ 43,120.00	\$ 29,710.00	45.14%	\$ 89,115.00

FPCI OPER. REPORT
 FY 2024 & 2023 PAGE 3

EXPENSES	2024				2023			
	ACTUAL - YTD	3 MON BUDGET	% VARI.	12 MON BUD	ACTUAL - YTD	3 MON BUDGET	% VARI.	12 MON BUDGET
CDS								
Personnel	\$ 5,852.00	\$ 3,900.00	50%	\$ 15,586.00	\$ 665.00	\$ 1,100.00	-40%	\$ 4,355.00
Travel	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	#DIV/0!	\$ -
Supplies	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ 8.00	-100%	\$ 30.00
Equipment	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	#DIV/0!	\$ -
Occupancy	\$ -	\$ -	#DIV/0!	\$ -	\$ 81.00	\$ 115.00	-30%	\$ 465.00
Training	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	#DIV/0!	\$ -
Contractual	\$ -	\$ -	#DIV/0!	\$ 50,000.00	\$ 30.00	\$ 45.00	-33%	\$ 173.00
Other	\$ -	\$ -	#DIV/0!	\$ 25,565.00	\$ -	\$ 9,500.00	-100%	\$ 38,000.00
Subtotal	\$ 5,852.00	\$ 3,900.00	50.05%	\$ 91,151.00	\$ 776.00	\$ 10,768.00	-92.79%	\$ 43,023.00
TOTAL EXPENS.	\$ 355,834.00	\$ 417,565.00	-15%	\$ 2,334,265.00	\$ 424,926.00	\$ 598,579.00	-29%	\$ 2,365,654.00
Income in excess (less than) expens	\$ (3,594.00)	\$ (2,990.00)	20%	\$ (104,475.00)	\$ (27,033.00)	\$ (9,099.00)	197%	\$ (43,023.00)

**FAMILY PLANNING COUNCIL OF IOWA
FY2024 OPERATING REPORT
FOR THE THREE MONTHS ENDING JUNE 30, 2023**

(Unaudited)

VARIANCES:

Revenue:

Title X Services	\$ 66,065	Unfavorable Variance
TX Reimb/Upd	\$ 1,500	Favorable Variance
TX Other	\$ 439	Favorable Variance
Reserve Funds	\$ 1,500	Unfavorable Variance
Interest/Donations	\$ 425	Favorable Variance
Non-TX Misc	\$ 15	Favorable Variance
Update/Trainings	\$ 375	Favorable Variance

Expenses:

Title X Services	\$ 65,626	Favorable Variance
Non-Title X Projects	\$ 1,943	Unfavorable Variance
CDS Grant	\$ 1,952	Unfavorable Variance

SIGNIFICANT BUDGET VARIATIONS THROUGH JUNE 30, 2023:

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 unfavorable variance in Title X Services is because revenue must match expenses. We did not spend what was anticipated for this quarter. See Operating Expenses for further explanation.
- ▶ The TX Reimb/Upd favorable variance is due to the receipt of a \$1,500 stipend from one of the Title X national training centers for Allison's attendance at a training in Indianapolis that was not anticipated in the budget.
- ▶ The TX Other favorable variance is because donations received specifically for the distribution of the Repro Kits were not anticipated in the budget.
- ▶ The Reserve Funds unfavorable variance is because any use of reserve funds is not actually recorded until the end of the fiscal year.
- ▶ The Interest/Donations favorable variance is because both donations and interest received were higher than anticipated.
- ▶ The Non-TX Misc favorable variance is because CE fees received were slightly higher than budgeted.

- ▶ The Update/Trainings favorable variance is because there were more attendees at the Annual Update than anticipated.
- ▶ The Accrual to cash line item has been added to make the Operating Report correspond with the Statement of Financial Position. This is an accrual account that includes the flex plan benefits that have been paid but not yet withheld from payroll, depreciation expense recorded this fiscal year, and other small adjustments to the first Title X draw in July.

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 favorable variance in Title X Operating Expenses is due to several factors. Personnel costs were lower than budgeted due to open staff positions. The majority of the travel budget is anticipated to be spent later in the fiscal year. Supplies costs were slightly lower than anticipated to date. Occupancy costs were slightly lower than budgeted. Training costs were lower than budgeted because FPCI had no speaker costs for the Annual Update. Contractual costs are lower than budgeted at the end of the first quarter, but this will change as the year progresses with additional costs like the annual audit. FPCI subrecipients are on a reimbursement schedule and FPCI continues to have uncovered service delivery areas.

▶ The unfavorable variance for the Non-Title X projects is because more personnel time was spent on Non-Title X projects than anticipated, therefore, allocated costs were also slightly higher. There were more attendees at the Annual Update than anticipated, therefore, meal costs were also higher than anticipated.

▶ The unfavorable variance in the CDS grant is because more personnel time was charged to the project than was budgeted. This project has been extended beyond the original 3-year funding period to December 2023. The funds were received in fiscal year 2020.

Necessary Board Action:

Accept or reject 1st Quarter FY2024 Unaudited Financial Report

**FAMILY PLANNING COUNCIL OF IOWA
STATEMENT OF FINANCIAL POSITION
JUNE 30, 2023**

ASSETS

CURRENT ASSETS		
CASH	\$ 383,387.06	
TITLE X GRANT RECEIVABLE	1,864,208.61	
DEFERRED RENT	300.00	
TITLE X PREPAYMENTS	38,209.64	
SUBRECIPIENT ADVANCES	10,096.58	
TOTAL CURRENT ASSETS	<u>10,096.58</u>	\$ 2,296,201.89
PROPERTY & EQUIPMENT		
EQUIPMENT	8,266.00	
DEPRECIATION	(5,510.65)	
TOTAL PROPERTY & EQUIPMENT	<u>(5,510.65)</u>	2,755.35
OTHER ASSETS		
RIGHT OF USE ASSETS		<u>14,751.81</u>
TOTAL ASSETS		\$ 2,313,709.05

LIABILITIES & NET ASSETS

CURRENT LIABILITIES		
EMPLOYEE BENEFITS	\$ 9,237.19	
UNEXPENDED TITLE X FUNDS	1,874,305.19	
TITLE X DEFERRED REVENUE	38,209.64	
TITLE X EQUIPMENT	2,755.35	
CURRENT PORTION OF OPERATING LEASE	13,246.74	
TOTAL CURRENT LIABILITIES	<u>13,246.74</u>	\$ 1,937,754.11
LONG TERM LIABILITIES		
OPERATING LEASE LIABILITIES		\$ 1,805.07
NET ASSETS		
OTHER FUND BALANCES	377,744.20	
NET INCOME (LOSS)	(3,594.33)	
TOTAL NET ASSETS	<u>(3,594.33)</u>	<u>374,149.87</u>
TOTAL LIABILITIES & NET ASSETS		\$ 2,313,709.05

UNAUDITED - FOR MANAGEMENT PURPOSES ONLY

FAMILY PLANNING COUNCIL OF IOWA

FY 2024 REVENUES

@06/30/2023

TITLE X REVENUE=TITLE X EXPENSE

INTEREST/DONATIONS:

3200-80 DONATIONS*	\$	734.89		
3210-80 INTEREST	\$	690.47		
3215-80 DIVIDENDS	\$	-		
		-	\$	1,425.36

MISC (BRO,CEU,MISC,UPD):

3220-80 BROCHURES	\$	-		
3230-80 CEUs	\$	315.00		
3240-80 MISC - OTHER	\$	-		
3245-80 NON TX IN-KIND	\$	-		
3260-80 GAIN ON INVESTMTS	\$	-		
UPD:				
3310-91 REGISTRATIONS	\$	4,875.00		
3312-91 TRAINING REGISTR	\$	-		
3315-91 REIMBURSEMENTS	\$	-		
3320-91 EXHIBITORS	\$	-		
3330-91 SPONSORS	\$	-		
		-	\$	<u>5,190.00</u>

TOTAL NON-TX REVENUE **\$ 6,615.36**

(This should ='Dept' Income Statements)

*Donations designated for Repro Kit distribution are tracked separately and included in Title X revenue.