

# Foothills Gateway, Inc.

Supporting People with Disabilities

*We believe in a life of opportunity, of choice, and of dignity  
for every individual, regardless of age or ability.*

*The Mission of Foothills Gateway, Inc. is to advocate for and empower  
individuals with disabilities to lead lives of their choice.*

## Board of Director's Meeting Agenda January 15, 2019 7:00 pm

MEETING CALLED TO ORDER 10 min.

**Public Comment** - The Board allocates 10 minutes at the beginning of each board meeting for "Public Comment". Each speaker, at the Chair's discretion, may speak for up to five minutes.

**Potential Board Members** – Should any potential Board members be in attendance, the Board allocates this time for introductions.

PRESENTATIONS 15 min.

Adult Care Services and Children's Extensive Supports (CES) – Cynthia Hansford  
Family Satisfaction Survey Results – Ed Bowers

CONSENT AGENDA 2 min.

Approval of Board Meeting Minutes – November 20, 2018

FINANCIAL REPORT 10 min.

Approval of Financial Report

OLD BUSINESS 15 min.

Board Retreat Discussion  
Sunshine Law Postings

NEW BUSINESS 5 min.

Board Changes  
Policy Change Request – Funds Administration

EXECUTIVE TEAM UPDATES 15 min.

COMMITTEE REPORTS 20 min.

Executive Committee  
Fiscal and Property Committee  
Legislative Affairs Committee  
Joint Resource Committee

ADJOURNMENT

# FOOTHILLS GATEWAY, INC.

## UNAUDITED

Preliminary Financial Reports  
for the 6 months ending December 31, 2018

### MONTHLY FINANCIAL HIGHLIGHTS

- \* Revenues are 3.4% under YTD Budget
- \* Expenses are 3.9% under YTD Budget
- \* Net Loss is \$115,374 less than YTD Budgeted Net Loss

<b>Financial Status</b>	at June 30, 2018	at December 31, 2018	Incr (Decr)
Total Assets	\$12,991,027	\$10,746,036	(\$2,244,991)
Total Liabilities	\$1,598,780	\$1,403,754	(\$195,027)
Net Assets (Fund Balances)	\$11,392,247	\$9,342,282	(\$2,049,965)
Undesignated Net Assets	\$3,275,114	\$1,430,517	(\$1,844,597)
Designated Net Assets	\$8,117,135	\$7,911,765	(\$205,370)

**Current Year Financial Performance** at 6 months / 50% of annual revenue and expense

	Actual Year to Date	YTD Budget	% Actual to YTD Budget	Annual Budget	% Actual to Annual Budget
<b>Revenues</b>					
State/Medicaid Funds	\$6,574,472	\$6,765,525	97.2%	\$13,822,144	47.6%
Vocational Income	152,103	127,194	119.6%	254,388	59.8%
Public Support	112,825	104,450	108.0%	209,200	53.9%
Larimer County Mill Levy	113,719	116,468	97.6%	4,150,956	2.7%
Other	127,313	218,730	58.2%	322,460	39.5%
<b>Total Revenue</b>	<b>\$7,080,433</b>	<b>\$7,332,367</b>	<b>96.6%</b>	<b>\$18,759,148</b>	<b>37.7%</b>
<b>Expenses</b>					
Salaries, Taxes & Benefits - Staff	\$5,749,760	\$5,984,672	96.1%	\$11,950,081	48.1%
Salaries, Taxes & Ben - Individuals in Svcs	163,843	135,702	120.7%	271,404	60.4%
Vocational/Contract Supplies	16,316	15,100	108.1%	24,600	66.3%
Supplies, Equipment & Building Expense	475,069	607,786	78.2%	1,168,855	40.6%
Vehicle Expense	199,610	217,500	91.8%	429,991	46.4%
Program Related Expense	1,461,095	1,452,441	100.6%	2,915,762	50.1%
Purchase of Service	889,265	888,324	100.1%	1,787,244	49.8%
Other	175,439	196,181	89.4%	465,452	37.7%
<b>Total Expenses</b>	<b>\$9,130,397</b>	<b>\$9,497,706</b>	<b>96.1%</b>	<b>\$19,013,389</b>	<b>48.0%</b>
<b>Revenue Over (Under) Expense</b>	<b>(\$2,049,965)</b>	<b>(\$2,165,339)</b>	<b>94.7%</b>	<b>(\$254,241)</b>	<b>806.3%</b>

Foothills Gateway  
**Statement of Financial Condition**  
Monday, December 31, 2018  
Unaudited

**ASSETS**

Current Assets	
Cash	\$1,341,363.49
Certificates of deposit	
Investments - Short Term	2,931,786.47
Sub Total Cash & Equivalents	<u>4,273,149.96</u>
Receivables	
Fees and grants from governmental agencies	1,569,092.80
Vocational contracts	40,833.03
Notes Receivable	
Other	83,803.74
Sub Total Receivables	<u>1,693,729.57</u>
Inventory	
Prepaid expense and other	76,190.43
Total Current Assets	<u>6,043,069.96</u>
Other Investments	2,937,657.94
Land, Building & Equipment, net	<u>1,765,307.87</u>
<b>Total Assets</b>	<b><u><u>10,746,035.77</u></u></b>

**LIABILITIES AND NET ASSETS**

Current Liabilities	
Accounts Payable and Accrued Expense	1,373,018.41
Current portion of Long-Term Debt	
Deferred Revenue	30,735.31
Total Current Liabilities	<u>1,403,753.72</u>
Long Term Debt	
Notes Payable (less current portion)	
<b>Total Liabilities</b>	<b><u>1,403,753.72</u></b>

**NET ASSETS (FUND BALANCES)**

Unrestricted Funds	
Designated Memorial Funds	166,596.93
Designated Capital Repair & Replacement	76,000.00
Designated YMCA Camp	7,500.00
Designated Other Purposes	192,369.22
Net Investment in Land, Bldg & Equipment	1,765,307.87
Undesignated	7,086,094.61
Total Unrestricted Funds	<u>9,293,868.63</u>
Temporarily Restricted Funds	<u>48,413.42</u>
<b>Total Net Assets (Fund Balances)</b>	<b><u>9,342,282.05</u></b>
<b>Total Liabilities and Fund Balances</b>	<b><u><u>10,746,035.77</u></u></b>

Foothills Gateway, Inc.  
Fund Detail  
December 31, 2018

**DONOR DESIGNATED:**

Cash in Bank	61,436.54
Accounts Payable	<u>(13,023.12)</u>
<i>Total</i>	<u><u>48,413.42</u></u>

**FUND BALANCES:**

Miscellaneous Restricted Donations		46,254.95
Applebee - Respite Care	3,840.26	
CMS Mechanical Services - Residential Home Repairs	7,500.00	
Colorado Gives Day - Adult Services	147.84	
Colorado Gives Day - FSS Program	100.00	
Colorado Gives Day - EI Services	332.25	
New Belgium - EI Services	2,000.00	
Comm Found - Boone - Supported Employment	1,000.00	
CLCI / United Way - Adult Respite	5,123.05	
Hair Farmers Contest - Individual's Hygeine	523.33	
Foothills Gateway Foundation - Adult Needs	9,215.57	
Foothills Gateway Foundation - Children / Family Needs	4,165.87	
Fort Collins Breakfast Rotary Charitable Foundation - FSS Activity	1,500.00	
Foothills Service League - FSS Activity	1,000.00	
FSS - Prior years fundraisers	7,546.74	
FSS - Flying Pig 5k Run/Walk Current Year	2,260.04	
Foothills Service League		2,158.47
Parent Training	1,613.98	
Supported Employment	544.49	
<i>Total</i>		<u><u>48,413.42</u></u>





Foothills Gateway, Inc.  
Fund Detail  
December 31, 2018

**BOARD DESIGNATED:**

Cash in Bank	166,596.93
Due (To) / From General Fund	0.00
	<u>166,596.93</u>

**FUND BALANCES:**

Memorial Fund	166,596.93
<i>Total</i>	<u>166,596.93</u>



Foothills Gateway  
Statement of Revenue and Expense  
Preliminary - UNAUDITED  
Consolidated  
For the Six Months Ending Monday, December 31, 2018

	Current Month Balance	Year to Date Balance	Budget FY18-19	Variance YTD Budget	Percent YTD Budget
<b>REVENUES</b>					
<b>State General Fund</b>					
4010... Infant/Toddler	72,594	596,632	1,183,684	(587,052)	50.4%
4040... Supported Living Services	48,175	314,229	667,572	(353,343)	47.1%
4050 Family Support Services-Direct	41,200	229,006	366,444	(137,438)	62.5%
4060 Case Management	185,970	385,896	680,608	(294,712)	56.7%
4071 Management Fees	118,768	297,917	534,959	(237,043)	55.7%
4062 PASRR - State	0	1,256	1,832	(576)	68.6%
4067 IDD Determination	1,560	12,999	32,134	(19,136)	40.5%
4063 Special Purpose Funds	5,096	77,933	139,776	(61,843)	55.8%
<b>Total State General Fund</b>	<b>473,362</b>	<b>1,915,868</b>	<b>3,607,009</b>	<b>1,691,141</b>	<b>53.1%</b>
<b>Part C</b>					
4090... Part C - Direct Services			162,500	(162,500)	0.0%
4092 Part C - Private Ins Trust Fund	9,179	49,610	108,000	(58,390)	45.9%
4093 Part C - Private Ins Broker Fee	1,560	8,434	18,360	(9,926)	45.9%
4096 Part C - Service Coordination	(27,142)	0	73,243	(73,243)	0.0%
4097 Part C - Private Ins Serv Coord	4,368	22,386	45,864	(23,478)	48.8%
4098 Part C - Management Fee	(21,152)	0	76,423	(76,423)	0.0%
<b>Total Part C</b>	<b>(33,186)</b>	<b>80,430</b>	<b>484,390</b>	<b>(403,960)</b>	<b>16.6%</b>
<b>Medicaid Waiver</b>					
4110 CES Program	40,578	286,156	560,708	(274,552)	51.0%
4111 EPSDT	488	2,399		2,399	0.0%
4112 HCBS	3,328	26,632	41,940	(15,308)	63.5%
4114 Day Services - Non-Integrated	105,242	872,107	1,832,819	(960,712)	47.6%
120 Day Services - Integrated	36,670	313,686	782,139	(468,453)	40.1%
4130 Residential Services	198,422	1,188,171	2,568,951	(1,380,780)	46.3%
4140 Supported Living Services	56,218	477,731	1,039,460	(561,729)	46.0%
4162 Targeted Case Management	122,669	1,063,609	2,104,255	(1,040,646)	50.5%
4163 Util Review/BUS Assmnt/SEP	4,246	34,470	70,040	(35,570)	49.2%
4165 Quality Assurance	19,713	116,190	222,424	(106,235)	52.2%
4166 Case Management -SIS	716	8,355	18,621	(10,266)	44.9%
4180 Transportation	22,710	188,672	389,388	(200,716)	48.5%
<b>Total Medicaid Waiver</b>	<b>611,000</b>	<b>4,578,174</b>	<b>9,630,745</b>	<b>(5,052,571)</b>	<b>47.5%</b>
<b>Other Service Related Revenue</b>					
4215 Room & Board	2,031	12,186	24,616	(12,430)	49.5%
4230 NVP	1,567	12,333	12,000	333	102.8%
4245 Private Pay Revenue	1,911	16,755	30,156	(13,401)	55.6%
4250 Billing Agent Fees	1,389	7,813	8,400	(587)	93.0%
<b>Total Other Service Related Revenue</b>	<b>6,898</b>	<b>49,087</b>	<b>75,172</b>	<b>(26,085)</b>	<b>65.3%</b>
<b>Other Gov't Fees &amp; Grants</b>					
4320 Larimer County Mill Levy	(1,933)	113,719	4,150,956	(4,037,237)	2.7%
4350 Colo Division of Housing	3,518	21,688	44,028	(22,340)	49.3%
4360 Division of Vocational Rehabilitation - DD	2,734	22,546	32,280	(9,734)	69.8%
4365 CSCR Crisis Grant	7,226	42,640	100,000	(57,360)	42.6%
<b>Total Other Gov't Fees &amp; Grants</b>	<b>11,545</b>	<b>200,593</b>	<b>4,327,264</b>	<b>(4,126,671)</b>	<b>4.6%</b>

**Foothills Gateway**  
**Statement of Revenue and Expense**  
**Preliminary - UNAUDITED**  
**Consolidated**  
**For the Six Months Ending Monday, December 31, 2018**

	Current Month Balance	Year to Date Balance	Budget FY18-19	Variance YTD Budget	Percent YTD Budget
<b>Vocational Income</b>					
4402	1,955	16,746	34,200	(17,454)	49.0%
4404	1,150	10,113	21,672	(11,559)	46.7%
4406	868	6,504	13,716	(7,212)	47.4%
4410	20,911	118,740	184,800	(66,060)	64.3%
	<b>24,883</b>	<b>152,103</b>	<b>254,388</b>	<b>(102,285)</b>	<b>59.8%</b>
<b>Public Support</b>					
4510	369	1,180	5,000	(3,820)	23.6%
4530	9,190	40,640	83,600	(42,960)	48.6%
4560	43,262	65,971	100,000	(34,029)	66.0%
4580	2,715	5,034	20,600	(15,566)	24.4%
	<b>55,536</b>	<b>112,825</b>	<b>209,200</b>	<b>96,375</b>	<b>53.9%</b>
<b>Other Income</b>					
4810	1,200	7,200	14,400	(7,200)	50.0%
4820	250	2,500	17,000	(14,500)	14.7%
4850	11,429	93,783	102,000	(8,217)	91.9%
4855	(133,646)	(158,473)		(158,473)	0.0%
4870	8,533	28,547	380	28,167	7,512.3%
4880	601	6,974	7,200	(226)	96.9%
4896	0	10,822	10,000	822	108.2%
	<b>(111,632)</b>	<b>(8,648)</b>	<b>150,980</b>	<b>(159,628)</b>	<b>(5.7%)</b>
<b>TOTAL REVENUE</b>	<b>1,038,407</b>	<b>7,080,433</b>	<b>18,739,148</b>	<b>(11,658,715)</b>	<b>37.8%</b>

Foothills Gateway  
Statement of Revenue and Expense  
Preliminary - UNAUDITED  
Consolidated  
For the Six Months Ending Monday, December 31, 2018

	Current Month Balance	Year to Date Balance	Budget FY18-19	Variance YTD Budget	Percent YTD Budget	
<b>EXPENSES</b>						
<b>Salaries &amp; Wages</b>						
5010	Full Time Wages	681,228	4,150,024	8,456,844	4,306,820	49.1%
5011	Part Time Wages	50,312	343,614	709,249	365,635	48.4%
5012	Bonus	2,719	27,303	51,479	24,176	53.0%
5509	PTO	9,134	(17,328)	33,942	51,270	(51.1%)
5015	Full Time Wages-Overtime	4,714	34,896	45,317	10,421	77.0%
5016	Part Time Wages-Overtime	337	1,135	1,547	412	73.4%
	<b>Total Salaries &amp; Wages</b>	<b>748,443</b>	<b>4,539,645</b>	<b>9,298,378</b>	<b>4,758,733</b>	<b>48.8%</b>
<b>Wages - Individuals in Services</b>						
5020	Vocational Wages	16,268	102,546	163,920	61,374	62.6%
5030	Janitorial Wages	1,097	14,490	15,360	870	94.3%
5031	Aide Wages	(1)	254	780	526	32.5%
5041	Res & Comm'l Cleaning Wages	2,359	14,038	30,720	16,682	45.7%
5044	Enclave Wages	1,758	9,344	21,888	12,544	42.7%
5060	Outside Contract Wages	1,063	6,140	12,156	6,016	50.5%
	<b>Total Wages - Individuals in Svcs</b>	<b>22,544</b>	<b>146,811</b>	<b>244,824</b>	<b>98,013</b>	<b>60.0%</b>
<b>Contract Wages</b>						
5105	Contract Wages			150	150	0.0%
5110	Consulting	100	19,163	69,320	50,157	27.6%
5120	Professional Fees	0	18,438	82,150	63,712	22.4%
	<b>Total Contract Wages</b>	<b>100</b>	<b>37,602</b>	<b>151,620</b>	<b>114,018</b>	<b>24.8%</b>
<b>Staff Payroll Taxes</b>						
310	Staff FICA	54,491	335,944	685,807	349,863	49.0%
315	Worker's Comp	14,215	82,693	145,846	63,153	56.7%
	<b>Total Staff Payroll Taxes</b>	<b>68,706</b>	<b>418,637</b>	<b>831,653</b>	<b>413,016</b>	<b>50.3%</b>
<b>Payroll Taxes - Individuals in Svcs</b>						
5320	FICA - Vocational	1,242	7,841	12,540	4,699	62.5%
5325	W/Comp - Vocational	563	3,992	5,220	1,228	76.5%
5330	FICA - Janitorial	84	1,108	1,176	68	94.2%
5331	Aide FICA	0	19	60	41	32.4%
5335	W/Comp - Janitorial	42	775	504	(271)	153.8%
5336	Aide W/Comp	0	10	24	14	43.3%
5341	FICA - Res & Comm'l Cleaning	180	1,074	2,352	1,278	45.7%
5344	FICA - Enclave	134	715	1,680	965	42.5%
5346	W/Comp - Res & Comm'l Cleaning	72	493	984	491	50.1%
5349	W/Comp - Enclave	53	321	720	399	44.6%
5360	Outside Contract FICA	81	470	924	454	50.8%
5365	Outside Contract W/Comp	32	215	396	181	54.2%
	<b>Total Payroll Taxes - Indiv in Svcs</b>	<b>2,483</b>	<b>17,032</b>	<b>26,580</b>	<b>9,548</b>	<b>64.1%</b>
<b>Staff Benefits</b>						
5500	CUC			3,541	3,541	0.0%
5510	Health Insurance	106,191	619,891	1,307,527	687,636	47.4%
5515	Dental Insurance	4,930	28,653	60,260	31,607	47.5%
5520	Disability	7,049	41,467	93,011	51,544	44.6%
5530	Life Insurance	960	5,640	12,696	7,056	44.4%
5540	Retirement	28,193	95,827	343,015	247,188	27.9%
	<b>Total Staff Benefits</b>	<b>147,323</b>	<b>791,479</b>	<b>1,820,050</b>	<b>1,028,571</b>	<b>43.5%</b>



Foothills Gateway  
Statement of Revenue and Expense  
Preliminary - UNAUDITED  
Consolidated  
For the Six Months Ending Monday, December 31, 2018

	Current Month Balance	Year to Date Balance	Budget FY18-19	Variance YTD Budget	Percent YTD Budget	
<b>Supplies</b>						
5700	Office Supplies	907	19,688	44,704	25,016	44.0%
5720	Center Supplies	1,259	11,517	25,620	14,103	45.0%
5725	Nursing Supplies	326	2,168	3,660	1,492	59.2%
5730	Janitorial Supplies	79	3,551	5,640	2,089	63.0%
5740	Unit Supplies	222	4,597	15,896	11,299	28.9%
5750	Postage	2,031	9,316	26,645	17,329	35.0%
	<b>Total Supplies</b>	<b>4,824</b>	<b>50,837</b>	<b>122,165</b>	<b>71,328</b>	<b>41.6%</b>
<b>Vocational/Contract Supplies</b>						
5810	Contract Materials	(2)	1,346	600	(746)	224.3%
5815	Contract Postage	6,128	14,970	24,000	9,030	62.4%
	<b>Total Vocational/Contract Supplies</b>	<b>6,126</b>	<b>16,316</b>	<b>24,600</b>	<b>8,284</b>	<b>66.3%</b>
<b>Occupancy</b>						
5900	Telephone	1,520	9,001	18,768	9,767	48.0%
5903	Cell / Digital Phones	9,145	53,216	113,648	60,432	46.8%
5910	Board & Liability Insurance	8,020	52,351	102,630	50,279	51.0%
5920	Building Maintenance	3,135	30,977	157,840	126,863	19.6%
5925	Grounds Maintenance	185	11,429	30,240	18,811	37.8%
5930	Taxes & Licenses	0	1,261	1,325	64	95.1%
5940	Depreciation	18,469	110,932	220,331	109,399	50.3%
5950	Security	615	6,636	12,720	6,084	52.2%
5960	Utilities	8,519	52,112	101,940	49,828	51.1%
5965	Refuse Collection	829	7,794	17,880	10,086	43.6%
5971	Rent	1,450	6,050	17,625	11,575	34.3%
5985	Moving Exp	0	2,328	2,160	(168)	107.8%
	<b>Total Occupancy</b>	<b>51,888</b>	<b>344,088</b>	<b>797,107</b>	<b>453,019</b>	<b>43.2%</b>
<b>Equipment</b>						
6100	Equip Maint & Repair	166	1,966	6,268	4,302	31.4%
6110	Equip under \$3000	6,315	24,469	62,055	37,586	39.4%
6125	Equipment Lease Expense	1,808	16,107	29,640	13,533	54.3%
	<b>Total Equipment</b>	<b>8,289</b>	<b>42,543</b>	<b>97,963</b>	<b>55,420</b>	<b>43.4%</b>
<b>Professional Growth</b>						
6300	Travel	776	8,565	25,604	17,039	33.5%
6310	Meetings & Conferences	908	12,236	36,045	23,809	33.9%
6320	Professional Dues & Publications	462	16,920	45,334	28,414	37.3%
6330	Staff Recognition	8,794	22,999	27,050	4,051	85.0%
6340	Staff Training	1,092	14,407	30,691	16,284	46.9%
6341	Computer Training	54	3,624	2,200	(1,424)	164.7%
6342	PCT Training	0	9,775	11,673	1,898	83.7%
6350	Employee Relations	988	6,442	10,990	4,548	58.6%
	<b>Total Professional Growth</b>	<b>13,074</b>	<b>94,967</b>	<b>189,587</b>	<b>94,620</b>	<b>50.1%</b>
<b>Vehicle Expense</b>						
6410	Mileage Reimbursement Expense	4,158	29,503	68,534	39,031	43.0%
6420	Fuel & Oil Expense	7,879	45,813	75,480	29,667	60.7%
6430	Vehicle Repair & Maintenance	1,996	28,984	64,370	35,386	45.0%
6450	Vehicle Insurance Expense	3,697	21,630	43,308	21,678	49.9%
6460	Vehicle Licensing Expense	560	3,540	5,700	2,160	62.1%
6465	Vehicle Depreciation	14,502	85,374	172,599	87,225	49.5%
6480	Veh Repair Reimb by Insurance	(1,711)	(15,234)		15,234	0.0%
	<b>Total Vehicle Expense</b>	<b>31,081</b>	<b>199,610</b>	<b>429,991</b>	<b>230,381</b>	<b>46.4%</b>

Foothills Gateway  
Statement of Revenue and Expense  
Preliminary - UNAUDITED  
Consolidated  
For the Six Months Ending Monday, December 31, 2018

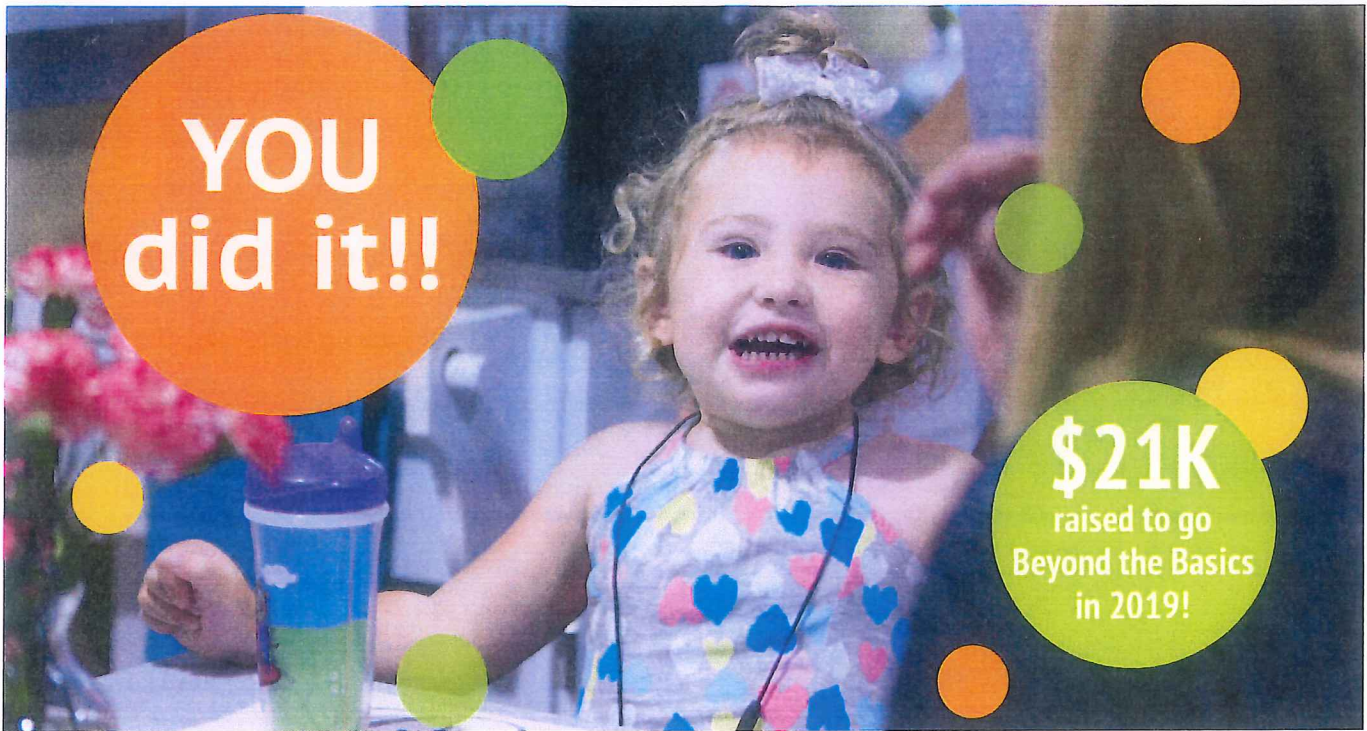
	Current Month Balance	Year to Date Balance	Budget FY18-19	Variance YTD Budget	Percent YTD Budget
<b>Other Expense</b>					
6605	108	235	2,140	1,905	11.0%
6610	264	5,558	21,050	15,492	26.4%
6616	1,307	6,467	10,830	4,363	59.7%
6625	68	482	3,350	2,868	14.4%
6650	3,657	45,717	68,150	22,433	67.1%
6660	(39)	2,271	87,173	84,902	2.6%
6670			60	60	0.0%
6675	400	3,520	4,376	856	80.4%
6680	44	390	1,259	869	30.9%
6681	(265)	2,516	5,077	2,561	49.6%
6689	2,715	5,034	20,600	15,566	24.4%
6690	0	8,283	1,800	(6,483)	460.1%
6695			50,000	50,000	0.0%
<b>Total Other Expense</b>	<b>8,258</b>	<b>80,472</b>	<b>275,865</b>	<b>195,393</b>	<b>29.2%</b>
<b>Direct Exp - Individuals in Svcs</b>					
7010	2,236	21,640	44,876	23,236	48.2%
7017	51	866	1,740	874	49.7%
7020	81	521	780	259	66.8%
7025	16,438	128,338	187,129	58,791	68.6%
7040	763	4,989	16,072	11,083	31.0%
7045	929	8,405	17,340	8,935	48.5%
7046	40	329		(329)	0.0%
7048	0	19	120	101	15.6%
7057	0	260	8,965	8,705	2.9%
'060	854	7,827	9,696	1,869	80.7%
'070	41,032	229,409	396,000	166,591	57.9%
7072	0	30		(30)	0.0%
7075	95,169	637,376	1,388,115	750,739	45.9%
7078	9,818	42,435	59,391	16,956	71.5%
7079	7,174	50,608	61,630	11,022	82.1%
7081	19,599	163,844	413,203	249,359	39.7%
7082	6,363	20,175	66,593	46,418	30.3%
7085	38	248	660	412	37.6%
7086	34	37		(37)	0.0%
7087	5	98		(98)	0.0%
<b>Total Direct Exp - Indiv in Svcs</b>	<b>200,624</b>	<b>1,317,452</b>	<b>2,672,310</b>	<b>1,354,858</b>	<b>49.3%</b>
<b>Room &amp; Board Expense</b>					
7205	58	345	2,556	2,211	13.5%
7210	1,950	3,026	3,600	574	84.1%
7215	0	898	2,880	1,982	31.2%
7220	913	5,316	10,308	4,992	51.6%
7225	180	373	540	167	69.1%
7230			480	480	0.0%
7240	235	892	1,440	549	61.9%
7247	146	643	420	(223)	153.0%
7250	476	(747)	1,800	2,547	(41.5%)
7260	554	3,163	5,760	2,597	54.9%
<b>Total Room &amp; Board Expense</b>	<b>4,511</b>	<b>13,909</b>	<b>29,784</b>	<b>15,875</b>	<b>46.7%</b>

**Foothills Gateway**  
**Statement of Revenue and Expense**  
**Preliminary - UNAUDITED**  
**Consolidated**  
**For the Six Months Ending Monday, December 31, 2018**

	Current Month Balance	Year to Date Balance	Budget FY18-19	Variance YTD Budget	Percent YTD Budget
<b>Unallowable Expenses</b>					
7310	0	41,703	97,404	55,702	42.8%
7314	1,545	18,671	30,000	11,329	62.2%
7315	0	302		(302)	0.0%
7316	0	415		(415)	0.0%
7317	0	3,189		(3,189)	0.0%
7319	0	30		(30)	0.0%
7320	240	922	1,104	182	83.5%
7337	0	63		(63)	0.0%
7339	2,794	39,783	46,260	6,477	86.0%
<b>Total Unallowable Ex</b>	<b>4,578</b>	<b>105,076</b>	<b>174,768</b>	<b>69,692</b>	<b>60.1%</b>
<b>Other Program Related Expense</b>					
7440	1,567	12,333	12,000	(333)	102.8%
7450	545	9,959	15,900	5,941	62.6%
7460	0	2,365	11,000	8,635	21.5%
<b>Total Other Program Related Expense</b>	<b>2,112</b>	<b>24,657</b>	<b>38,900</b>	<b>14,243</b>	<b>63.4%</b>
<b>Purchase of Service</b>					
7510	5,830	49,067	101,560	52,493	48.3%
7524...	32,211	196,272	436,484	240,212	45.0%
7590	110,169	643,926	1,249,200	605,274	51.5%
<b>Total Purchase of Service</b>	<b>148,210</b>	<b>889,265</b>	<b>1,787,244</b>	<b>897,979</b>	<b>49.8%</b>
<b>TOTAL EXPENSES</b>	<b>1,473,174</b>	<b>9,130,397</b>	<b>19,013,389</b>	<b>9,882,992</b>	<b>48.0%</b>
<b>REVENUE OVER (UNDER) EXP</b>	<b>(434,767)</b>	<b>(2,049,965)</b>	<b>(274,241)</b>	<b>(1,775,724)</b>	<b>747.5%</b>



## Colorado Gives Day, 2018 Results



Colorado Gives Day was created in 2010 to bring our state together in support of the many nonprofits that make Colorado such a great place to live. Over the last 8 years, Colorado Gives Day has raised more than \$217 Million total for 2,481 nonprofits state-wide.

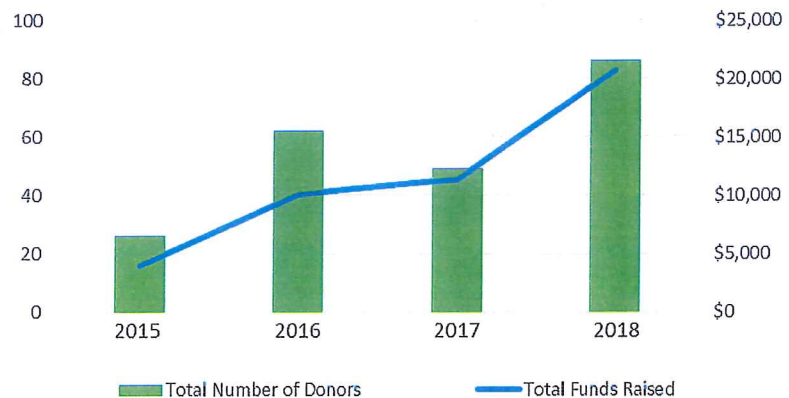
This year, Foothills Gateway supporters participated in record-breaking numbers, resulting in a **75 percent increase** in total donors and **82 percent increase** in funds raised for Foothills Gateway in comparison to 2017.

### Our grand total raised this year is \$20,770!

The “Guest Barista Day” with the Human Bean resulted in over \$900 for Foothills Gateway, which included about \$250 in cash donations from drive-through customers.

**THANK YOU** to everyone who helped make this year a success, whether you gave directly, visited the Human Bean, or encouraged your friends and family to give – **YOU have made a great difference for the people Foothills Gateway serves!**

Colorado Gives Day Results





DCSS Prevocational Program Billing Customer List  
October - December 2018

<u>Company</u>	<u>Job Description</u>
Abbey of St. Walburga	Bindery
Advertising Development Specialists	Assembly
Connective Systems	Assembly
Coyote Camp/Supply Cache	Packaging
Dive Rescue	Bindery
Environmental Office Solutions	Packaging
Frontier Print Center	Bindery
FullPro	Packaging
Jorgensen Lab	Packaging
Otterbox	Assembly
Power Line Sentry	Assembly
Ram's Waste	Bindery
Sensitively Yours	Assembly
Stroker	Assembly
Walker Manufacturing	Packaging
Wild West Munchies	Packaging
World by the Tail	Assembly
Your True Nature	Packaging

**\*Volunteer/Paid Opportunities and Locations**

Prevoc; Community Skills Development Program (CSDP); Personal, Social and Community Services (PSCS)

<u>Company</u>	<u>Job Description</u>
American Baptist Church	Pick up donations from Whole Foods and take to the Salvation Army
ARC (Fort Collins/Loveland)	Sort books in the 'book nook', remove colored tags off racks, straighten store, sort toy shelves, hang plastic bags on the hooks and clear/organize the shelves
Aveda Salon (paid employment)	Recycling
City of Fort Collins Parks (paid employment)	Cleaning park bathrooms
Everyday Joe's	General cleaning, filling water jugs, and various tasks as needed
Good Will Health	Sorting, organizing and cleaning
Golden Peaks (Fort Collins)	Visit Senior residents
Habitat for Humanity (Loveland)	Sort books/clothing
Matthew's House	Recycle, wipe down counters, sweep and empty trash
Meals on Wheels (Fort Collins/Loveland)	Deliver meals to home bound individuals
Salvation Army	Pick up donated food

Saturday Morning

Transporting food from food bank for  
Saturday morning breakfast

### Supported Employment Commercial Cleaning

LaPorte Presbyterian Church  
Mosaic

Red Rocks Biofuel

### Supported Employment Diversified Career Services

#### Company

1<sup>st</sup> Bank (S. College and Lemay)  
ARC (Fort Collins)  
ARC (Loveland)  
Aspen Grove Vet Clinic  
Big Deal Tire  
Bones du Jour  
Brand Spankin' Used  
Child Advocacy Center  
Chipper's Lanes  
Cinemark Cinemas  
Cinemark Theater and Bistro  
City of Loveland Library  
Colorado State University  
Colorado State University  
Columbine Health Systems  
Columbine Health Systems  
CopperMuse Distillery  
Culver's  
Earle's Loveland Floral  
Fazolis  
Fazolis  
Fiona's Delicatessen and Catering  
Gib's Bagels (Lemay)  
Gib's Bagels (Shields)  
Goodwill Thrift Store  
Hach  
Hallmark  
High Country Beverage  
Home Depot (Fort Collins/JFK Pkwy)  
Jorgensen Labs  
King Soopers (Timberline)  
King Soopers (Loveland)  
Kohl's (Fort Collins)  
Kohl's (Loveland)  
MacKenzie Place  
Marshall's

#### Individual Job Sites

Hospitality  
Merchandising Associate (2)  
Associate  
Groundskeeper/Janitor  
Associate  
Kitchen Asst.  
Associate  
Groundskeeper/Janitor  
Crew Member  
Ticket taker  
Custodian  
Library Page  
Lory Student Center (1)  
Moby Gym (1)  
Laundry Assistant  
Dietary Aide  
Assembly Crewmember  
Dining Room Attendant  
Floral Asst.  
Janitorial/Lobby  
Kitchen/Cashier (2)  
Dishwasher (2)  
Dining Area Attendant  
Dining Area Attendant  
Associate  
Kitchen Asst.  
Associate/Stocker  
Warehouse Assistant (2)  
Associate (1)  
Assembly/Packaging  
Courtesy Clerk  
Courtesy Clerk  
Maintenance  
Dock Assistant  
Dishwasher  
Associate

McDonald's (W. Elizabeth)  
Nita Crisp Crackers  
Palmer Flowers  
Panera Bread (Fort Collins)  
PetCo  
Pet City  
Pizza Hut (Loveland)  
Poudre School District  
Red Robin (Fort Collins)  
Rollins Landscaping  
Safeway (Fort Collins)  
Safeway (Loveland)  
Silver Grill  
Summit Construction Supply  
Taco Bell (Loveland)  
The Aggie  
The Rio  
Thompson Valley Schools  
TJ Maxx  
Torchy's Tacos  
Tres Margarita's (Fort Collins)  
Walmart (Mason)  
Walrus Ice Cream  
Wendy's (Loveland)  
Whole Foods

Lobby Attendant  
Packagers (11)  
Floral Assistant  
Dining Room Attendant  
Associate  
Associate  
Box Assembler  
Janitor - PHS  
Food Prep/Dining Room Attendant  
Maintenance  
Courtesy Clerk (2)  
Courtesy Clerk (2)  
Dining Room Attendant  
Packaging/Assembly  
Dining Room Attendant  
Janitorial  
Dining Room Attendant  
Dietary/Kitchen Asst.  
Associate  
Kitchen Prep  
Dining Room Attendant  
Courtesy Clerk/Lot Attendant  
Groundskeeper/Janitorial  
Dining Room Attendant (2)  
Cart Attendant





## Policy Change Request Form

**Name of Policy Requesting Change Funds Administration**

**Current Policy Book Section (s) Fiscal Management**

**What change is requested?(also, please attach old policy and requested policy)**

**Change Policy Bulleted item #5 from "working capital" reserve to "undesignated net assets" reserve**

**Why is this Policy change necessary?**

**The intent of this Policy Change is to use consistent wording from what is presented by the Auditor during the annual Audit Exit regarding number of months of operating expenses that can be covered with assets to what is presented to the board in the Monthly Financial Statement Highlights. Note: Undesignated Net Assets includes Long-Term Investments, Working Capital is Current Assets less Current Liabilities only.**

**Also recommending that Operating Expense be changed to based on Average Budgeted Operating Expense for the fiscal year.**

**Submitted By Carla Conrardy**



## FOOTHILLS GATEWAY, INC.

### Funds Administration

#### POLICY:

It is the policy of Foothills Gateway, Inc. to operate within a balanced budget and to carefully plan to use its funds to advance the mission of Foothills Gateway, Inc.

The Fiscal and Property Management Committee of the Board of Directors will:

- Direct the organization to prepare and present an operating budget for each fiscal year, (July 1 through June 30);
- Review the fiscal year operating budget and request changes or vote to recommend the budget be adopted as presented;
- Present the budget to the full Board for review, modification and/or approval prior to the start of the fiscal year.
- If the budget has not been approved by the Board of Directors prior to the beginning of a new fiscal year, action is required by the Board of Directors to allow operating expenditures to be made based upon the previous years' budget until the new budget is approved. This action is recorded in the minutes of the regularly scheduled meeting of the Board of Directors.
- The budget should be prepared to maintain an undesignated net assets reserve equivalent to 3 to 6 months of average budgeted operating expenses to ensure continued operation of the organization during unexpected or severe cash flow interruptions.

Deleted: a working capital

Deleted: requirements

#### PROCEDURE:

When the budget has been approved, both by the Fiscal and Property Management Committee and the Board of Directors, the Executive Team is directed to make expenditures within the line items of the budget as approved.

In the event any expenditure in excess of \$25,000 is required which has not been budgeted, the proposed expenditure is presented to the Fiscal and Property Management Committee for recommendation, then to the Board of Directors for action.

Any action required by the Board of Directors is recorded in the minutes of the regularly scheduled board meeting at which budget figures were presented.

The annual budget will be amended when substantive changes from those originally projected in revenue or expense categories occur.

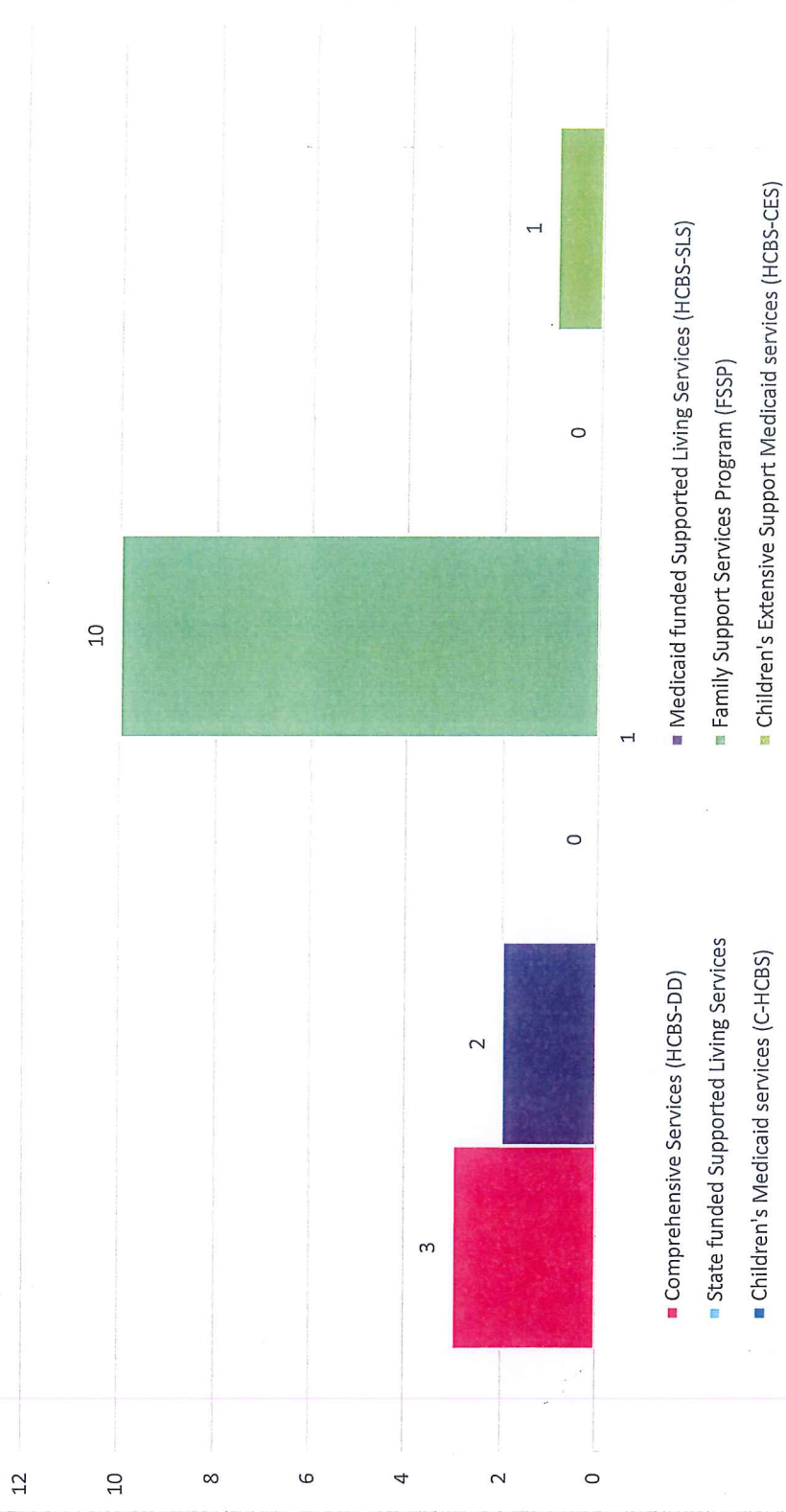
1/73; ... 10/10; 4/12; 3/14; 8/16; 3/18; 11/18

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December

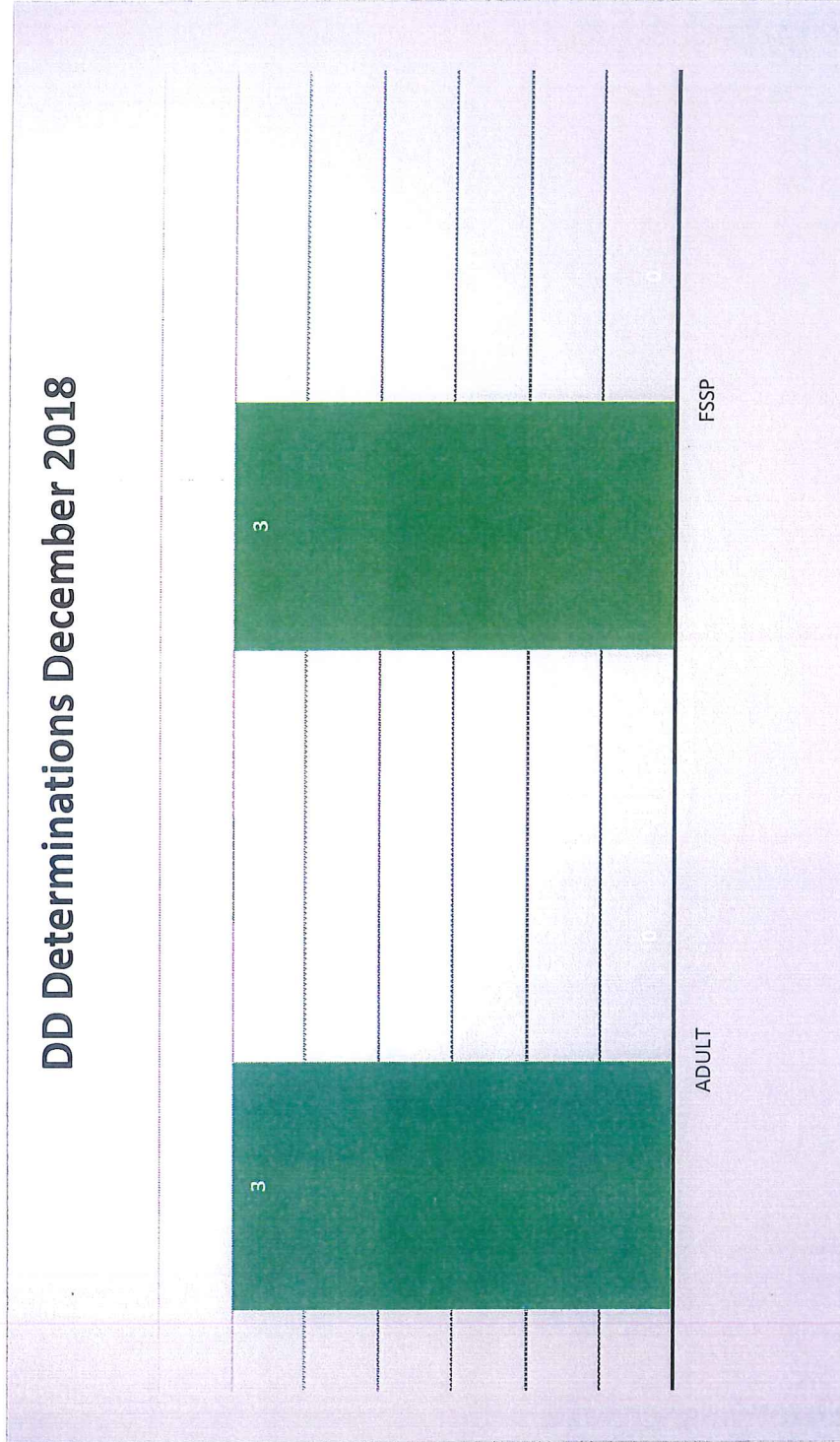
Comprehensive Services (HCBS-DD) 3  
 Medicaid funded Supported Living Services (HCBS-SLS) 2  
 State funded Supported Living Services 0  
 Family Support Services Program (FSSP) 10  
 Children's Medicaid services (C-HCBS) 0  
 Children's Extensive Support Medicaid services (HCBS-CES) 1

# of Enrollments by Program for December 2018



Determinations completed December 2018	Eligible	Not Eligible
Adult	3	0
FSSP	3	0
Total	6	0

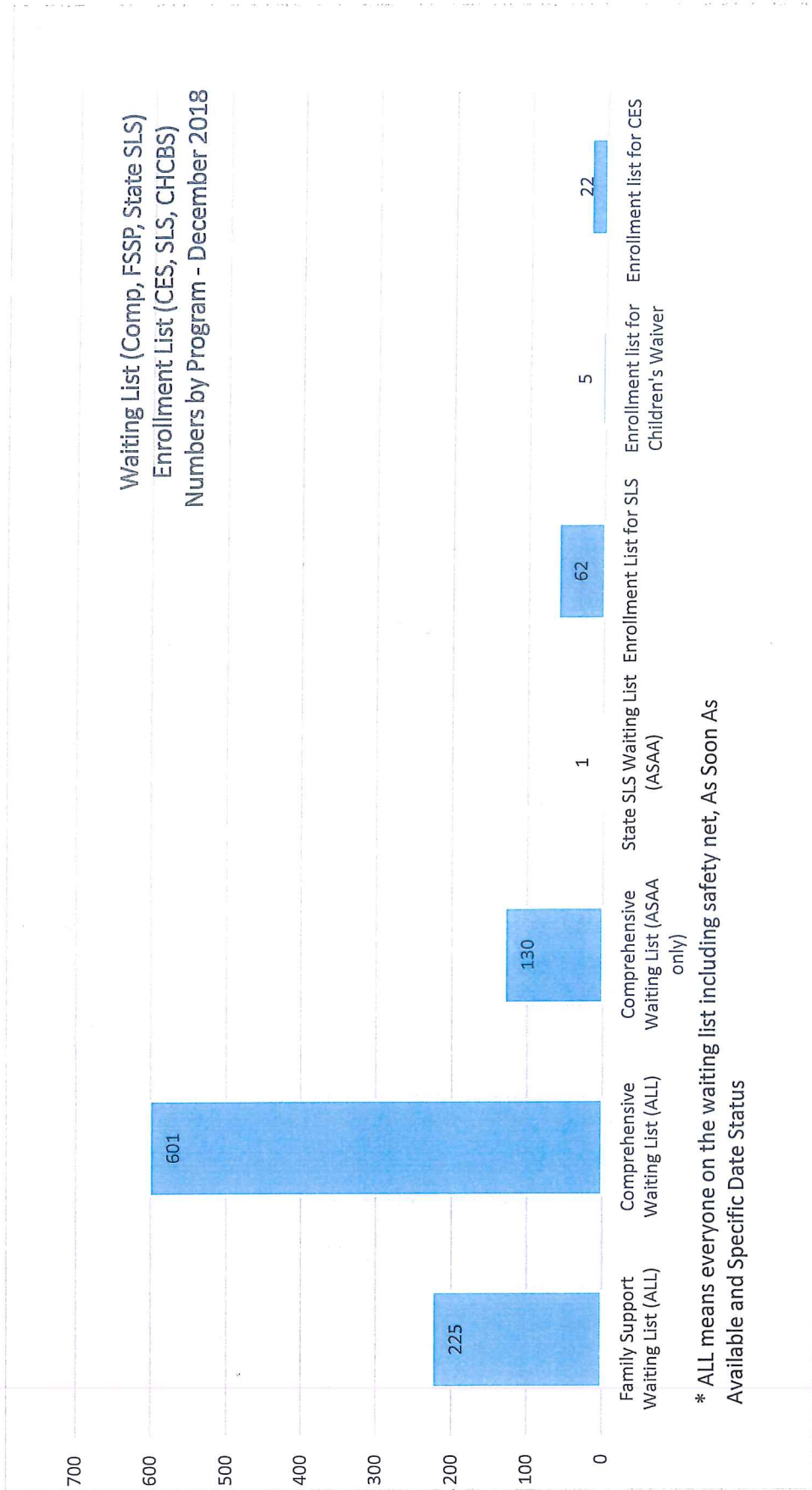
## DD Determinations December 2018



December

225  
601  
130  
1  
62  
5  
22

Waiting List numbers  
Family Support Waiting List (ALL)  
Comprehensive Waiting List (ALL)  
Comprehensive Waiting List (ASAA only)  
State SLS Waiting List (ASAA)  
Enrollment List for SLS  
Enrollment list for Children's Waiver  
Enrollment list for CES



\* ALL means everyone on the waiting list including safety net, As Soon As Available and Specific Date Status