



Executive Committee Meeting
November 22, 2022 | 3:30 - 4:30 PM
ZOOM

AGENDA

- | | |
|---|------|
| 1. Call to Order – Teri Belli | 3:30 |
| 2. Approval of Minutes <ul style="list-style-type: none">• September 27, 2022 (3-4) | |
| 3. Chair Report –Teri Belli <ul style="list-style-type: none">• December Board Meeting and Holiday reception December 20• Board Retreat January 28, 2023• 2023 meeting dates | 3:35 |
| 4. Treasurer’s Report – Jan Vanderbilt <ul style="list-style-type: none">• October Financial Summary (5-15)• 2023 Operating Budget (16-25) | 3:40 |
| 5. Investment Committee – Giff Lehman <ul style="list-style-type: none">• November 14 Investment Committee meeting• 2023 proposed payout rate spending policy (26) | 3:50 |
| 6. Community Impact Investment Committee – Nolan Kennedy <ul style="list-style-type: none">• November 7 meeting | 3:55 |
| 7. Philanthropic Services Committee – Betsey Pearson <ul style="list-style-type: none">• Development Summary October (27-28)• MC Gives Launch• Donor Advisor Grantmaking Policy (29-30) | 4:00 |
| 8. Community Impact Committee – Adriana Melgoza <ul style="list-style-type: none">• Grant approvals (Laurel Lee-Alexander) (31) | 4:05 |
| 9. Governance Committee – Elsa Mendoza Jimenez <ul style="list-style-type: none">• Board candidate update• Term renewals | 4:10 |
| 10. New Funds <ul style="list-style-type: none"><u>Non-Endowed Scholarship</u>The Limitless Scholarship Fund | 4:15 |

Mission Statement

To inspire philanthropy and be a catalyst for strengthening communities throughout Monterey County

Strategic Priorities

- Community Impact – Invest in developing healthy, safe, and vibrant communities across Monterey County
- Philanthropic Leadership – Inspire and facilitate philanthropy throughout Monterey County
- Community Leadership – Recognize opportunities for facilitation of solutions to community issues.
- Organizational Excellence – Optimize performance and stewardship for maximum impact

Non-Endowed Donor Advised

Haynes Charitable Foundation Fund
SFB Morse Conservation Award
Peregrine Fund

Field of Interest

Mary Ann Kane Fund for Education

11. President/CEO Report –Dan Baldwin 4:20
- League of California Community Foundations meeting

12. Closed Session 4:25

Adjourn

Next Executive Committee Meeting: March 28, 2023 TBD

MEETING OF THE EXECUTIVE COMMITTEE
Zoom Meeting
Tuesday, September 27, 2022
MINUTES

Committee Members Present: Teri Belli, Kirk Gafill, Betsey Pearson, Adriana Melgoza, Giff Lehman, Loren Steck and Elsa Mendoza Jimenez

Committee Members Absent: Jan Vanderbilt and Nolan Kennedy

A quorum was established.

CFMC Staff Present: Dan Baldwin, Chalet Booker, Christine Dawson, Kim Drabner, Maria Hauman and Laurel Lee-Alexander

CALL TO ORDER –Teri Belli

Chair Teri Belli called the meeting of the Executive Committee of the Community Foundation for Monterey County to order at 3:33 pm on September 27, 2022.

APPROVAL OF MINUTES

Motion: To approve May 24, 2022 minutes as written. Loren Steck / Kirk Gafill, second.
Motion carried unanimously.

CHAIR REPORT – Teri Belli

Chair Belli gave the committee a brief report on the Past Chairs' Luncheon. She was pleased by the conversations prompted by President Dan Baldwin's PowerPoint presentation. It was a delightful in-person event after the hiatus.

She reminded the committee of the Celebration of Philanthropy and encouraged everyone to RSVP.

She polled the committee on their availability for the November 22, 2022 meeting. As there were no conflicts, the meeting will go forward on that date.

TREASURER'S REPORT – Dan Baldwin for Jan Vanderbilt

President Baldwin presented a draft summary of the August financials. He stated that the statements have not been reviewed by the finance committee and are informational at this point.

President Baldwin informed the committee that the financial climate will impact the budget. He explained how the September fund balances affect projected revenues for 2023. Committee discussion ensued.

PHILANTHROPIC SERVICES COMMITTEE – Betsey Pearson

Board member Betsey Pearson presented the development summary for August.

Senior Vice President of Philanthropic Services Christine Dawson gave a brief report to the committee about the Professional Advisor Luncheon in-person event. She shared that these events result in new donor relationships being established.

Senior Vice President of Philanthropic Services Dawson informed the committee of the MC Gives! Information session on September 29th with 204 non-profit participants. MCGives! will launch in November.

COMMUNITY IMPACT COMMITTEE – Adriana Melgoza

Board member Adriana Melgoza stated she had nothing to report.

GOVERNANCE COMMITTEE – Elsa Mendoza Jimenez

Board member Elsa Mendoza Jimenez reported that the committee met on September 26th and identified nine individuals to present at the October board meeting. The committee has also slated the officers to recommend to the board for 2023: Kirk Gafill, Chair; Elsa Mendoza Jimenez, Vice Chair; Jesse Lopez, Treasurer; and, Loren Steck, Secretary.

NEW FUNDS – Dan Baldwin

President Baldwin stated he had no comments.

PRESIDENT/CEO REPORT – Dan Baldwin

President Baldwin informed the committee that the 2022 President/CEO goals progress report, was included in the cancelled July meeting packet. He asked if there were any questions or comments on the report, being none, the meeting adjourned.

ADJOURNMENT

There being no further business, the meeting adjourned at 4:20 p.m.

CLOSED SESSION

Next Executive Meeting: November 22, 2022 – Zoom

Minutes prepared by: Dan Baldwin, President/CEO, Chalet Booker, Administrative Specialist, and Maria Hauman, Director of Operations



Here for Good

Community Foundation
for Monterey County

FINANCIAL STATEMENT

For the Ten Months Ended October 31, 2022

**COMMUNITY FOUNDATION FOR MONTEREY COUNTY
FINANCIAL REPORTS
For the Ten Months Ended October 31, 2022**

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Assets

Total Assets through 10/31/2022 are \$321,069,962 which reflects a 13.82% decrease since October 2021 and a 16.97% decrease since December 2021. (p. 6)

Charitable Remainder Trusts (CRT) and Charitable Gift Annuities (CGA)

The CRT and CGA funds have been adjusted to reflect the activity and balances per Kaspick & Company and the third-party account balances as of December 31, 2021. In October, Mr. & Mrs. William and Nancy Doolittle made a contribution to their CRT in the amount of \$477,896 and Marc Rosen added \$210,000. In addition, two new CGA accounts were opened. Lawrence Tartaglino and Marian Buccafurni each established a \$50,000 CGA. (p. 6)

Realized and Unrealized Gains and Losses on Investments

Net year-to-date realized gains were \$466,855 and unrealized losses were \$61,886,772, for a total loss of \$61,419,917. (p. 8)

Operating Fund

Total revenue was \$74,728 less than the budget, and total expenses were \$266,167 below budget. Unrealized losses were \$121,520 on the operating reserve held in the Medium-Term Fund portfolio. The actual net operating deficit is \$555,853 compared to a budgeted deficit of \$625,483. (p. 9)

Revenue continued to be below budgeted amounts in October. Projections for the fourth quarter administrative fees based on the September 30 fund balance reflect fees lower than budgeted. However, staff efforts to find cost savings is expected to keep the cash on hand stable through year-end.

Salaries and benefits continue to be below budgeted amounts due to vacant positions throughout the year. CFMC is now fully staffed and, while the salary increases related to the Croner salary study were approved as a budget amendment, additional unbudgeted salary increases will erode the salary savings over time. In addition, the renewal of the medical insurance, effective September 1, 2022, was higher than the budgeted expected increase. Savings through October related to staff members declining budgeted coverage will offset the higher cost in the fourth quarter. Overall, salaries and benefits are expected to remain slightly under budget through the end of year.

Overall administrative expenses continue to be below budget due to cost savings on systems maintenance costs and anticipated conferences that continued to be held virtually. Computer and database maintenance charges are significantly under budget as a result of software service conversions that did not take place in 2022. These conversions are included in the 2023 budget to occur in conjunction with the proposed database conversion. In addition, services continue to be higher than budgeted due to contracted accounting services during the Director of Finance recruitment.

The 2022 rental agreement for the Salinas property was revised in late 2021. The agreement revised the rent structure to include a utility allocation. As this was completed after the budget process, there is a variance (under) on rent that is partially offset by a variance

COMMUNITY FOUNDATION FOR MONTEREY COUNTY
NOTES TO THE FINANCIAL STATEMENTS
For the Ten Months Ended October 31, 2022

(over) on utilities as the agreement shifted the expense classification. This will continue through the end of year and be corrected in the 2023 budget.

Unexpected increases in printing, postage, and design services resulted in a budget overage for production of the annual report. The printing service was \$10,057 over budget due to paper and supply chain issues contributing to an overall overage of \$19,144. Staff is evaluating the production for cost savings in future years. New hires and other staff life events have resulted in an overage on staff recognition expense. This overage will run through to year end. Overall, Development, Program & Staff is reflecting expenditures that are \$67,775 under budget. Staff is monitoring expenditures for potential areas of savings in the category; however, resumption of events is expected to diminish this budget savings by year-end.

Note: The Expendable Operating Cash-on-Hand is at 8.6 months, excluding the operating reserve of \$500,000 and the building reserve of \$150,000.

Portfolio Performance

The market value of the Long-Term Fund portfolio at 10/31/2022 was \$254,675,170. The one-year Total Return for the Long-Term Endowment Portfolio was -16.6% compared to the Policy Index of -15.1%.

The market value of the Medium-Term Fund portfolio at 10/31/2022 was \$9,283,961. The one-year Total Return for the Medium-Term Endowment Portfolio was -15.6% compared to the Policy Index of -15.6%.

The market value of the ESG Fund portfolio at 10/31/2022 was \$8,215,416. The one-year Total Return for the ESG Portfolio was -16.2% compared to the Policy Index of -17.3%.

The market value of the DRIM Fund portfolio at 10/31/2022 was \$2,792,467. At 9/30/22, the one-year Total Return for the DRIM Portfolio was -14.3% compared to the Policy Index of -17.7% on a balance of \$2,591,970. Due to the timing of the DRIM reports, there is a one-month lag in the performance reporting.

Special Program Funds

Special Program Funds include Center for Nonprofit Excellence funded by the David and Lucile Packard Foundation; the Salinas Inclusive Economic Development Initiative, funded by the James Irvine Foundation; COVID-19 Collaborative support funded by the David and Lucile Packard Foundation; COVID-19 support funded by the Public Health Institute; and the Monterey County Gives annual campaign.

Total Special Program revenue was \$4,171,946 and total expenses were \$13,055,090. This includes grant expense of \$9,493,617 for the 2021 Monterey County Gives campaign. (p. 7-8)

Gifts, Pledges, Bequests, Future Funds Greater than \$25,000, and Grants

Total new contributions for the month were \$6,780,477 including \$1,775,419 to the 2022 Monterey County Gives campaign. Other new contributions included:

Anonymous	10/4/2022	36,899	College Futures Monterey County Fund
County of Monterey	10/6/2022	136,033	Community Health Literacy Program
County of Monterey	10/6/2022	174,446	COVID-19 Collaborative Community Health Workers
Meals on Wheels of the Monterey Peninsula	10/6/2022	260,000	Community Kitchen Fund
Taylor Fresh Foods, Inc.	10/10/2022	2,000,000	Gonzales Community Center Capital Campaign
Ms. Tracy Gibbons	10/11/2022	400,000	Tracy Gibbons Charitable Fund
Taylor Farms Retail, Inc.	10/12/2022	45,900	Taylor Farms Scholarship Fund
Mr. Larry Tartaglino	10/12/2022	50,000	Charitable Gift Annuities
Mr. & Mrs. Jerry and Natalie Rava	10/12/2022	100,000	Gonzales Community Center Capital Campaign
Anonymous	10/14/2022	215,351	DeWitt Fund
County of Monterey	10/17/2022	131,998	Community Health Literacy Program
Mr. Marc Rosen	10/17/2022	210,000	CRT Funds with CF as Trustee (Kaspick)
Mr. & Ms. Walter Dean and Ana M. Weidner	10/18/2022	100,000	The Weidner Foundation Fund
Mr. & Mrs. William and Nancy Doolittle	10/18/2022	300,000	CRT Funds with CF as Trustee (Kaspick)
Mr. & Mrs. William and Nancy Doolittle	10/20/2022	177,896	CRT Funds with CF as Trustee (Kaspick)
Ms. Marian Buccafurni	10/24/2022	50,000	Charitable Gift Annuities
Mr. & Ms. Walter Dean and Ana M. Weidner	10/24/2022	100,000	The Weidner Foundation Fund
Mr. Brooks McChesney	10/25/2022	50,958	McChesney Fund

County of Monterey - Auditor Controller	10/25/2022	174,446	COVID-19 Collaborative Community Health Workers
Mr. David Spradling	10/27/2022	38,500	Pass Thru Fund

Grants to agencies for the month totaling \$792,362 were approved and recorded.

COMMUNITY FOUNDATION FOR MONTEREY COUNTY
STATEMENT OF FINANCIAL POSITION
CONSOLIDATED - ALL FUNDS
For the Ten Months Ended October 31, 2022 and October 31, 2021

	<u>COMBINED OPERATING</u>	<u>SPECIAL PROGRAMS</u>	<u>ENDOWMENT</u>	<u>NON ENDOWED</u>	<u>BEQUEST, CRT RECEIVABLES</u>	<u>TOTAL October 31, 2022</u>	<u>TOTAL October 31, 2021</u>
ASSETS							
Cash:							
Cash & Cash Equivalents	3,603,554	5,032,693	1,300	6,488,014	0	15,125,562	12,424,804
Investments - Long Term Fund Portfolio	0	0	172,840,255	81,834,915	0	254,675,170	310,963,845
Investments - Medium Term Fund Portfolio	616,745	0	0	8,667,216	0	9,283,961	9,716,261
Investments - ESG Fund Portfolio	0	0	3,525,601	4,689,815	0	8,215,416	5,754,468
Separately Invested - DRIM Portfolio	0	0	0	2,792,467	0	2,792,467	3,636,617
Separately Invested - Pony Trust	0	271,473	0	0	0	271,473	322,450
Total Cash & Investments	4,220,299	5,304,167	176,367,156	104,472,426	0	290,364,048	342,818,444
Accounts Receivable:							
Pledges & Contributions Receivable	0	0	0	4,500	0	4,500	969,429
Bequests & Remainder Interest	0	0	0	0	0	0	0
Due from OPER	0	0	982,745	0	0	982,745	1,062,092
Investment in an LLC	0	0	0	0	0	0	0
Charitable Remainder Trusts	0	0	0	0	22,864,074	22,864,074	21,360,674
Charitable Gift Annuities	0	0	0	0	5,045,359	5,045,359	4,520,833
Total Accounts Receivable	0	0	982,745	4,500	27,909,433	28,896,679	27,913,028
Other Assets:							
Prepaid Expenses	5,500	0	0	0	0	5,500	7,344
Property-Net of Depreciation	1,803,735	0	0	0	0	1,803,735	1,837,428
Total Other Assets	1,809,235	0	0	0	0	1,809,235	1,844,772
TOTAL ASSETS	6,029,534	5,304,167	177,349,902	104,476,926	27,909,433	321,069,962	372,576,245

COMMUNITY FOUNDATION FOR MONTEREY COUNTY
STATEMENT OF FINANCIAL POSITION
CONSOLIDATED - ALL FUNDS
For the Ten Months Ended October 31, 2022 and October 31, 2021

	<u>COMBINED OPERATING</u>	<u>SPECIAL PROGRAMS</u>	<u>ENDOWMENT</u>	<u>NON ENDOWED</u>	<u>BEQUEST, CRT RECEIVABLES</u>	<u>TOTAL October 31, 2022</u>	<u>TOTAL October 31, 2021</u>
LIABILITIES & NET ASSETS							
Liabilities:							
Grants Payable	0	2,084,805	429,600	298,000	0	2,812,405	1,249,013
Contingent Liabilities	0	0	0	0	0	0	16,283,260
Funds held as Agency Endowments	0	0	0	0	0	0	7,298,606
Funds held as Stewardship Funds	0	0	0	56,449,929	0	56,449,929	48,980,877
Payroll, Misc. and Accts Payable	1,196,914	0	8,371,490		15,788,605	25,357,010	1,300,071
Total Liabilities	1,196,914	2,084,805	8,801,090	56,747,929	15,788,605	84,619,343	75,111,826
Net Assets:							
Net Assets-Beginning Balance	5,388,473	12,147,613	209,105,934	64,245,878	12,322,224	303,210,122	271,959,415
Change in Net Assets - Current Year	(555,853)	(8,928,251)	(40,557,123)	(16,516,881)	(201,396)	(66,759,504)	25,505,003
Total Net Assets	4,832,620	3,219,362	168,548,811	47,728,997	12,120,828	236,450,618	297,464,418
TOTAL LIABILITIES & NET ASSETS	6,029,534	5,304,167	177,349,902	104,476,926	27,909,433	321,069,962	372,576,245

COMMUNITY FOUNDATION FOR MONTEREY COUNTY
STATEMENT OF ACTIVITIES
CONSOLIDATED - ALL FUNDS
For the Ten Months Ended October 31, 2022 and October 31, 2021

	<u>COMBINED OPERATING</u>	<u>SPECIAL PROGRAMS</u>	<u>ENDOWMENT</u>	<u>NON ENDOWED</u>	<u>BEQUEST, CRT RECEIVABLES</u>	<u>TOTAL October 31, 2022</u>	<u>TOTAL October 31, 2021</u>
SUPPORT AND REVENUE:							
Contributions	92,077	3,739,726	2,516,672	14,898,202	0	21,246,676	22,405,983
Interfund Gifts	43,174	294,500	95,446	838,090	0	1,271,210	939,474
Pledge Payments Received	0	0	0	0	0	0	2,392,303
Future Contributions-A/R-Pledge-CRT-CGA	0	0	0	0	535,897	535,897	80,905
Contributions Received via Bequest	47,310	0	793,517	0	0	840,827	3,520,562
Change in Value, Split Interest Trusts, Future Assets	0	0	0	0	102,533	102,533	1,598,814
Gain/Loss on Sale of Property	0	0	0	0	0	0	541,418
Income from Related Party (LLC)	0	0	0	0	0	0	0
Interest & Dividend Income	17,991	7,441	2,972,513	1,541,959	0	4,539,903	5,112,526
Administrative Fees	2,801,587	0	0	0	0	2,801,587	2,656,092
Fees from Special Projects	69,480	0	0	0	0	69,480	122,190
Workshop and Contract Service Income	26,713	0	0	0	0	26,713	576
Misc Income/Returned Grants	1,615	130,279	3,215	31,434	0	166,542	34,725
Total Support and Revenue	3,099,946	4,171,946	6,381,363	17,309,685	638,430	31,601,369	39,405,567
EXPENSES:							
Operating Expenses and Distributions:							
Salaries & Benefits	2,553,390	1,860	0	0	0	2,555,251	2,322,031
Administrative Costs	622,693	500,944	0	15,828	0	1,139,464	1,074,101
Occupancy Costs	165,761	0	0	0	0	165,761	132,420
Development Expenses	191,948	69,474	0	240	0	261,662	214,196
Board & Committee Expenses	198	0	0	0	0	198	233
Total Operating Expenses	3,533,990	572,278	0	16,068	0	4,122,336	3,742,980

COMMUNITY FOUNDATION FOR MONTEREY COUNTY
STATEMENT OF ACTIVITIES
CONSOLIDATED - ALL FUNDS
For the Ten Months Ended October 31, 2022 and October 31, 2021

	<u>COMBINED OPERATING</u>	<u>SPECIAL PROGRAMS</u>	<u>ENDOWMENT</u>	<u>NON ENDOWED</u>	<u>BEQUEST, CRT RECEIVABLES</u>	<u>TOTAL October 31, 2022</u>	<u>TOTAL October 31, 2021</u>
Grants and Grant Related Expenses:							
Grants	0	12,290,464	6,534,618	8,656,952	0	27,482,034	31,293,565
Interfund Grants	0	12,793	411,168	847,250	0	1,271,210	940,422
Pledge Payments Paid	0	0	0	0	0	0	13,384
Bequests Payments/Transfers	0	0	0	0	809,711	809,711	5,888,745
Other Expenses	0	176,299	0	3,090	0	179,389	53,154
Other Payments/Transfers	0	0	(2,182,967)	2,182,967	0	0	0
Grant Related Expenses	0	0	0	0	0	0	0
Administrative Fees	0	3,257	1,988,252	810,908	30,114	2,832,532	2,656,092
Fees to Managers	289	0	162,290	81,165	0	243,744	238,221
Total Grants and Grant Related Expenses	289	12,482,812	6,913,361	12,582,332	839,826	32,818,619	41,083,582
 Total Expenses and Grants	 3,534,279	 13,055,090	 6,913,361	 12,598,400	 839,826	 36,940,955	 44,826,563
 Excess of Revenues (Expenses)							
Before Gains on Investments & Transfers	(434,333)	(8,883,145)	(531,999)	4,711,285	(201,396)	(5,339,586)	(5,420,996)
 GAINS(LOSS) ON INVESTMENTS and Other Income:							
Realized-Gain (Loss)	0	(216)	286,048	181,023	0	466,855	14,505
Unrealized-Gain(Loss)	(121,520)	(44,890)	(40,311,172)	(21,409,189)	0	(61,886,772)	30,500,092
Other Income	0	0	0	0	0	0	411,402
 Total Gain/(Loss) on Investments and Other Income:	 (121,520)	 (45,107)	 (40,025,124)	 (21,228,166)	 0	 (61,419,917)	 30,925,999
 Change in Net Assets	 (555,853)	 (8,928,251)	 (40,557,123)	 (16,516,881)	 (201,396)	 (66,759,504)	 25,505,003
 Net Assets Beginning of Year	 5,388,473	 12,147,613	 209,105,934	 64,245,878	 12,322,224	 303,210,122	 271,959,415
 Net Assets, End of Period	 4,832,620	 3,219,362	 168,548,811	 47,728,997	 12,120,828	 236,450,618	 297,464,419

COMMUNITY FOUNDATION FOR MONTEREY COUNTY
Combined Operating Fund Budget vs. Actual

For the Ten Months Ended October 31, 2022 and October 31, 2021

	Year-To-Date			YTD Actual 10/31/2021
	Actual	Budget	Variance	
REVENUE				
Contributions - Foundations	36,839	12,000	24,839	308,308
Contributions - Indiv/Corp	55,238	6,000	49,238	49,043
Contributions - Interfund	43,174	20,000	23,174	52,236
Bequests Received	47,310	40,420	6,890	80,932
Admin Fees	2,801,587	2,975,774	(174,187)	2,656,092
Special Project Fees	69,480	53,600	15,880	122,190
Workshops/Contracts	26,713	22,000	4,713	576
Miscellaneous Income	1,615	37,800	(36,185)	11,588
Interest and Dividends	17,991	7,080	10,911	20,604
Total Revenue	3,099,946	3,174,674	(74,728)	3,301,568
EXPENSE				
Personnel				
Salaries and Wages	1,998,052	2,037,441	(39,389)	1,793,340
Payroll Taxes	147,290	145,187	2,103	123,598
Insurance and Other Benefits	408,048	493,837	(85,789)	356,552
Sub-total	2,553,390	2,676,465	(123,075)	2,273,489
Administrative				
Supplies	20,553	17,500	3,053	13,392
Equip / Computer Maintenance	114,954	203,250	(88,296)	112,622
Bank Charges	11,208	5,830	5,378	8,588
Printing	19,818	22,875	(3,057)	18,151
Postage / Freight	14,777	24,500	(9,723)	10,746
Dues/Subscriptions	49,890	50,441	(551)	44,346
Services (legal, acct, consult)	248,277	196,810	51,467	231,137
D&O Insurance	6,160	12,500	(6,340)	0
Telecommunications	45,208	49,430	(4,222)	42,353
Conferences & Training	16,212	37,870	(21,658)	6,383
Miscellaneous	147	7,130	(6,983)	6,063
Depreciation	75,490	75,490	0	66,410
Sub-total	622,693	703,626	(80,933)	560,191
Facilities				
Property / Liability Insurance	19,507	11,925	7,582	11,805
Maintenance / Repairs	8,346	19,000	(10,654)	7,209
Janitorial & Landscaping	25,206	20,250	4,956	18,005
Rent	33,182	46,890	(13,708)	27,372
Mortgage, Interest & Property Taxes	33,990	35,410	(1,420)	38,210
Utilities	45,530	26,670	18,860	29,819
Sub-total	165,761	160,145	5,616	132,420
Development, Program & Staff				
Donor Development	34,244	93,550	(59,306)	19,817
Advertising & Promotion	43,753	50,676	(6,923)	31,406
Mileage, Meals & Meetings	5,593	6,500	(907)	233
Workshops	12,324	34,360	(22,036)	1,915
Annual Meetings	34,157	35,000	(843)	21,912
75th Anniversary Expenses	0	0	0	0
Annual Report	51,144	32,000	19,144	30,498
Staff Recognition Expenses	10,733	4,750	5,983	7,779
Board & Committee Expenses	198	3,085	(2,887)	233
Sub-total	192,146	259,921	(67,775)	113,794
Total Expenses	3,533,990	3,800,157	(266,167)	3,079,894
Net Income / (Loss) Before Investment Returns and Other Income	(434,044)	(625,483)	191,439	221,674
Realized Gains/(Losses)	0	0	0	5
Unrealized Gains/(Losses)	(121,520)	0	(121,520)	18,710
Other Income	0	0	0	411,402
Investment Management Fee	289	0	289	293
Net Income / (Loss) Including Investment Returns	(555,853)	(625,483)	69,630	651,498

2023 Operating Budget Notes & Assumptions

2022 YEAR END

Current year-end projection includes a deficit of \$59,250. Decreases in the financial markets in the second and third quarters had a significant impact on administrative fees which will carry through to year-end.

Contribution revenue is below budget. The market impact on administrative fees has resulted in a decrease in overall revenue. While October showed some improvement, the fourth quarter administrative fees, which are based on the September 30th fund balances, will continue to be below budgeted levels.

Other revenue categories are projected to continue to end the year above budget. Two recently approved grants from the Packard Foundation will provide an increase in special project fees for the balance of 2022 and carry forward into 2023. In addition, increases in interest rates has resulted in additional interest revenue in the fourth quarter that is projected to continue in 2023.

Personnel costs are lower than budgeted due to vacant positions throughout the year. Increases related to the Croner Compensation Study early in 2022 resulted in increases to salaries that were approved as a budget amendment. However, other increases resulting from changes in position classifications and recruitments have slightly eroded vacancy savings. Despite this, salaries are expected to remain below budget through year-end.

The September increase in health care costs was 10%, a 4% increase over the budgeted amount. This increase in benefit costs is offset by declined coverage for budgeted employees. This results in an overall savings on benefits that increases the surplus over budget for total personnel costs in 2022.

Overall administrative costs were lower than budgeted. Significant variances to budget are noted as follows:

- Database Maintenance – peripheral software conversion was delayed, and a review of all budgeted contracts resulted in an overall savings on maintenance costs
- Contract Services – significantly higher due to the need for contracted accounting services during the recruitment for the Director of Finance
- D & O Insurance – a lower premium was obtained after budget approval by providing insurer with an updated census and operational review
- Conferences & Training – while some conferences have returned to in person, many continued to be virtual resulting in savings for those attended

Occupancy expenses are over budget due increases in utility costs and increases usage related to a return to office. In addition, the lease agreement for the Salinas property was finalized after 2022 budget adoption and included a utility share arrangement. This has added to the utility cost increase overall. The increase is partially offset by a shift from rent to utilities that resulted from the new lease agreement.

Overall, Development & Staff expenditures were lower than budgeted as the transition from virtual to live events has continued to be impacted by COVID-19. However, an increase in printing and material costs resulting from supply chain issues and an inflationary environment resulted in an overage on the annual report. Staff has begun researching options to contain costs in 2023.

OPERATING CASH RESERVE

The unrestricted cash available as of October 31, 2022, is \$3,329,945 representing a reserve of 8.6 months, which is expected to remain stable through year-end.

2023 BUDGET

2023 includes revenues of \$4,585,838 and expenses of \$4,715,179 for a net deficit of \$(129,342). This deficit includes \$115,730 in expenses for a new operating database in 2023. The total project cost is budgeted at \$361,571, with \$245,841 included as a capitalized cost. While inclusion of the project in 2023 will decrease the cash operating reserve, the estimated December 31, 2023, reserve will remain within policy at a projected 6.7 months.

REVENUE

Contributions

- Bequests Received includes a five-year average for unknown bequests received directly, and payments on bequests receivable. The de Guigne property is excluded from this average.
- Contributions – Individuals, Corporate & Foundations are based on a five-year average adjusted for any known extraordinary items
- Contributions – Interfund includes the annual payout from the operating endowment, a five-year average of contributions received from donor advised funds, and projected additional gifts
- COP/Legacy Partnerships – includes amounts committed by local businesses to support the events

Administrative Fees

- 2023 budget based on October 31st fund balances
 - Due to the volatility of the investment market, and its effect on fund balances, this amount is subject to change with each month-end
- Includes \$103,917 from the Monterey County Gives campaign
- Fees from CRTs include quarterly fees from Kaspick
- Special Program Fees includes amounts paid by third-party funded programs for administrative overhead expenses
- Workshop revenue was restored in 2022 and continues in person in 2023

- Interest income is increased as rising rates have resulted in higher returns on our liquid investments

EXPENSES

Salaries and benefits

- Assumes 5% increase over the current salary structure, which includes a 1% discretionary merit pool
- Salaries and wages include increases for position added in 2022 (moved the MC Gives temporary employee from a contracted position to a seasonal full-time)
- Health plan policy Blue Shield Silver Savings 2100
- Medical, dental, vision and long-term disability paid 100% for the employee
- \$2,100 HSA contribution for all eligible staff
- Retirement includes a 6% 403(b) contribution for all eligible employees plus a 2% matching contribution (currently with 100% staff participation)

Administrative expenses

- Computer maintenance includes ATG monthly support and cybersecurity platforms (\$36,192), Azure/Sharepoint (\$22,740), and miscellaneous security services
- Database maintenance includes FIMS, our operating database, Foundant, our online grant processing program, Academic Works, our online scholarship processing program, and Salesforce CRM licenses
 - New for 2023 is \$115,730 in expensed costs for conversion from FIMS to new operating database systems; this cost is shown as a separate line item below all other expenses
 - Also related to the expensed cost is \$245,841 in capitalized cost for the system not reflected in the operating budget for a total project cost of \$361,571
- Contract Services includes Donor Central and PG Calc
 - Also included is \$18,000 for consultant services related to programmatic reporting for the Community Impact Investing (CII) portfolio
- Telecommunications expense decreased slightly as conversion of the system has completed
- Conferences and Training assumes a return during 2023 to in person meetings and conferences
 - Includes new board members and staff attendance at the Council on Foundations Fundamental Course
 - Return of the Council on Foundations Annual Conference to be attended by select departmental staff
- \$94,799 depreciation expense includes partial year capitalization for database project, building improvements, plus building depreciation
 - Building improvements are depreciated over 39 years

Occupancy

- Monterey includes interest at 4%, with a 3% increase in loan payments, and property taxes on the land only
- Salinas rent includes changes in the lease structure

Development & Staff

- Donor Development includes various donor events, which are budgeted under the assumption that in person events will continue; however, the Legacy Society Luncheon will not be held in 2023
- Advertising and Promotion includes the continuation of online advertising and additions related to new venues and affiliate fund promotion
- Workshop & Assemblies include LEAD activities and in person workshops
- Annual Events expense budgeted for planned in person events; expenses related to the Women's Fund Luncheon are offset by ticket sale revenue
- Annual Report expense increased due to increased mailing list with efficiencies and cost-savings implemented to reduce from 2022 actual

The 2023 budget reflects a focused effort on the part of all staff to find areas of increased efficiency and reduction of costs to maintain service levels in a volatile investment climate and inflationary economy. While the proposed database conversion project utilizes cash reserves, the transition will result in improved operations and data while maintaining a strong financial position.

Community Foundation for Monterey County
TOTAL CFMC OPERATING BUDGET
2023 Proposed Budget

ACCT

	Year 2017 Actual	Year 2018 Actual	Year 2019 Actual	Year 2020 Actual	Year 2021 Actual	Year 2022 Budget	2022 YTD @ 10/31	2022 Year-End Forecast	Year 2023 Budget	% Change over 2022 Budget	Description
REVENUE											
Operating Contributions											
41180	Bequests Rec'd - Released UR	0	0	496,401	90,938	0	0	0	0	0.00%	
41183	Bequests Received	54,778	6,544	53,981	240,572	106,518	48,500	47,310	48,500	73,758	52.08% 2% on all bequests, based on 2017-2021 history.
44110	Contributions-Individuals	50,760	69,876	76,617	110,289	102,084	90,000	54,538	90,000	150,000	66.67% Based on 2017-2021 history with donor development
44120	Contributions-Corporate	1,596	4,162	4,720	19,154	431,488	7,500	700	7,500	7,500	0.00% Based on 2017-2021 history (adjusted for 2021 recognition of PPP loan) w/donor development
44125	Contributions-Foundations	31,000	27,524	61,764	115,643	380,858	50,000	36,839	90,000	90,000	80.00% 10K Santa Cruz, 10K Sunlight, 15K Victor Foundation, 2,500 Tides Foundation
											OPEN @ 34,238 (posted to devl in 2022); Morris Fund annual distribution @ 4,412; 22,067 5yr avg DA transfers
44140	Contributions-Interfund	55,876	59,460	68,782	51,338	64,086	66,758	43,174	90,000	115,000	72.26%
55150	In Kind Contributions	0	0	0	0	0	0	0	0	0	0.00%
44172	Pledges Rec'd-Release UR	0	0	0	0	0	0	0	0	0	0.00%
44175	Contributions-New Pledges	0	0	0	0	0	0	0	0	0	0.00%
	Total Oper Contributions	194,010	167,566	762,265	627,934	1,085,035	262,758	182,561	326,000	436,258	66.03%
Administrative Fees											
44200	Admin Fee Income	2,457,428	2,741,886	2,722,264	3,008,924	3,622,491	4,101,521	2,771,473	3,635,473	3,869,075	-5.67% Based on 10/31 fund balances, plus projections
44260	Fees from CRTs	51,720	58,212	50,057	47,083	46,465	47,299	30,114	41,299	49,500	4.65% Based on 2021 actuals.
44270	Fees - Special Projects	18,000	29,664	25,340	54,479	164,294	62,320	69,480	83,280	84,355	35.36% \$17,425 SIEDI (OPIR3) thru 5/23; \$5092.50 OPSDF thru 6/23; \$16,000 OPCN, \$45,838 Packard
											LEAD tuition \$28,000 (based on 2022 rate), CNE \$2,400 - roundtables, \$500 grassroots training,
44280	Fees - Workshops	24,260	8,424	26,053	24,025	576	22,000	26,713	26,713	31,400	42.73% \$500 Fundraising fundamentals training
44285	Miscellaneous Income	38,451	46,610	68,737	38,638	10,738	33,600	1,615	3,600	45,250	34.67% 2023 Intern/PA: \$4,050 MIIS reimbursement; \$40,000 WF ticket sales; 1,200 misc
44287	COP/Legacy Partnerships	0	0	0	0	0	10,000	0	0	25,000	150.00% COP Partnerships
	Total Administrative Fees	2,589,859	2,884,796	2,892,452	3,173,149	3,844,565	4,276,740	2,899,394	3,790,365	4,104,580	-4.03%
Interest Income											
45400	Interest Income	11,412	22,280	55,540	20,714	9,675	8,500	9,275	15,900	45,000	429.41% Money Market and CDs
	Total Interest Income	11,412	22,280	55,540	20,714	9,675	8,500	9,275	15,900	45,000	429.41%
	Total Revenue	2,795,280	3,074,641	3,710,258	3,821,797	4,939,274	4,547,998	3,091,230	4,132,265	4,585,838	0.83%

Admin Fees:		
Current Funds	3,440,482	Based on 10/31 fund balances, plus projections
2022 Q4 New Funds	176,349	Based on 5-year average
Estimated 2023 new fund growth	148,327	Based on 5-year average
MC Gives Campaign	103,917	Based on 2021 campaign @ 1.25%
	3,869,075	

Community Foundation for Monterey County
TOTAL CFMC OPERATING BUDGET
2023 Proposed Budget

ACCT		Year 2017 Actual	Year 2018 Actual	Year 2019 Actual	Year 2020 Actual	Year 2021 Actual	Year 2022 Budget	2022 YTD @ 10/31	2022 Year-End Forecast	Year 2023 Budget	% Change over 2022 Budget	Description
EXPENSE												
Salaries & Benefits												
												Assumes 4% COLA + 1% merit pool. No new full-time positions. Added Gives Assistant and College Readiness Assistant as PT Seasonal positions and moved cost from contract services to payroll.
51100	Salaries and Wages	1,495,062	1,580,753	1,716,172	1,828,389	2,107,461	2,451,205	1,998,052	2,361,334	2,681,840	9.41%	
51200	Payroll Taxes	110,051	113,659	121,852	127,814	142,414	170,753	147,290	174,070	190,084	11.32%	
51300	Health Insurance Premiums	224,594	240,189	246,919	267,297	242,733	325,361	214,279	253,239	271,994	-16.40%	BS Silver Savings 2100/4200 HSA compatible with \$2,100 maximum 2023 HSA contribution, per eligible employee
51400	Retirement Plan	73,198	78,399	102,129	106,506	121,160	194,331	142,225	168,085	211,140	8.65%	@ 6% of base salary plus 2% match
51500	Workers Comp Insurance	9,905	8,484	7,661	7,426	7,660	20,778	6,866	8,114	9,413	-54.70%	% of salary
51160	Vacation Expense	28,996	11,000	5,004	5,000	51,846	50,000	41,670	50,000	55,000	10.00%	Increase accrual for added positions and higher salaries
51600	Recruitment Expense	1,910	2,700	2,437	6,565	35,370	5,000	3,007	3,007	3,500	-30.00%	Monterey Bay Jobs and Indeed postings
Total Salaries & Benefits		1,943,716	2,035,185	2,202,175	2,348,996	2,708,643	3,217,428	2,553,390	3,017,850	3,422,971	6.39%	
Administrative Costs												
52100	Office Supplies	21,163	23,689	26,216	25,941	19,499	21,000	20,553	27,404	22,380	6.57%	General office supplies, stationery,toner cartridges, special paper, kitchen supplies
52101	Office Equip Maintenance	16,812	21,876	21,995	16,181	14,445	20,000	15,173	20,230	19,581	-2.09%	Copy machine leases, postage meter lease and ink cartridges, fire extinguishers, phone programming
52120	Computer Maintenance	38,269	58,804	41,162	44,461	48,134	119,062	38,070	50,760	59,932	-49.66%	See Notes
52125	Database Maintenance	22,918	40,200	44,744	82,664	59,603	90,436	61,711	78,711	71,122	-21.36%	See Notes
52130	Bank Charges	7,238	12,944	19,080	17,303	9,649	19,000	11,208	14,944	13,934	-26.66%	Credit card, returned check and stop payment charges
52200	Printing/Newsletters	16,680	14,051	19,857	19,989	29,628	32,750	19,818	23,782	32,856	0.32%	See Notes
52300	Postage and Freight	16,967	18,830	19,537	29,482	19,445	35,050	14,777	18,751	28,040	-20.00%	See Notes
52400	Dues/Subscriptions/Publications	21,095	21,499	30,945	31,357	47,241	53,741	49,890	55,082	63,876	18.86%	See Notes
52500	Accounting Services	41,436	38,100	39,961	38,057	39,974	40,110	40,104	43,604	41,345	3.08%	35,535 audit; 1,500 tax returns; 1,400 LLC tax returns; 810 LLC tax filing; 350 Strmt of Info; 250 RRF1; 1,500 Form 5500
52600	Contract Services	53,599	91,231	132,557	134,151	212,904	170,217	200,317	217,874	81,270	-52.26%	See Notes
52700	Legal	13,558	4,864	8,519	2,233	8,801	13,000	7,856	13,165	14,500	11.54%	10,000 general legal and 3,000 Fenton & Keller for personnel matters and personnel policy update review
52800	D&O Insurance	4,358	3,237	2,859	2,783	0	12,500	6,160	6,160	6,345	-49.24%	Annual policy premium
52900	Telecommunications	16,812	17,732	16,015	32,319	50,815	59,321	45,208	60,277	55,085	-7.14%	See Notes
52950	Conferences & Training	16,250	22,117	32,408	7,117	11,519	43,095	16,212	19,154	49,420	14.68%	See Notes
53000	Misc Administrative Exp.	12,659	6,755	2,070	33,068	6,063	8,550	147	195	6,050	-29.24%	See Notes
53100	Depreciation Expense*	72,803	70,173	65,112	72,301	67,313	90,583	75,490	100,653	94,799	4.65%	Non-cash expense item
Total Administrative Cost		392,617	466,103	523,035	589,408	645,033	828,415	622,693	750,746	660,535	-20.27%	

Community Foundation for Monterey County
TOTAL CFMC OPERATING BUDGET
2023 Proposed Budget

ACCT		Year	Year	Year	Year	Year	Year	2022	2022	Year	% Change	Description
		2017	2018	2019	2020	2021	2022	2022	Year-End	2023	over 2022	
		Actual	Actual	Actual	Actual	Actual	Budget	@ 10/31	Forecast	Budget	Budget	
Occupancy Costs												
54100	Commercial Pkg Policy	11,987	11,625	11,638	14,802	11,805	11,925	19,507	19,007	19,434	62.97%	Bond, earthquake, and cyber policies
54200	Maintenance and Repairs	11,461	10,337	14,307	14,269	11,324	20,000	8,346	11,128	31,220	56.10%	See Notes
54300	Janitorial/Landscaping Expense	19,023	19,983	21,284	23,450	21,263	24,300	25,206	33,608	28,197	16.04%	See Notes
54400	Rent	46,267	47,515	48,938	50,407	33,949	56,269	33,182	44,243	41,258	-26.68%	\$3,488.98)
54450	Mortgage	53,467	51,335	48,988	46,412	43,593	40,518	33,990	45,319	37,173	-8.26%	Interest only, per amortization schedule
54455	Property Taxes	1,601	1,668	1,669	1,645	1,676	1,700	0	1,700	1,850	8.82%	Taxes for the land only, the building is exempt
54500	Utilities/Security	32,271	30,697	30,285	31,417	40,025	32,000	45,530	60,706	58,859	83.94%	See Notes
Total Occupancy Costs		176,076	173,159	177,108	182,401	163,635	186,712	165,761	215,712	217,991	16.75%	
Development & Staff												
55100	Donor Development	63,616	83,941	95,860	38,129	28,598	104,550	34,244	37,000	85,550	-18.17%	See Notes
55200	Advertising & Promotion	32,481	41,631	44,498	58,055	49,575	61,376	43,753	52,947	58,126	-5.30%	See Notes
55300	Mileage, Meals & Meetings	9,847	10,970	10,605	1,764	720	7,800	5,593	6,022	8,070	3.46%	See Notes; mileage @ IRS rate
55312	Workshops & Assemblies	32,530	30,455	46,789	40,438	2,377	40,900	12,324	20,500	49,500	21.03%	See Notes
55400	Annual Events Expense	28,457	26,854	20,464	1,599	26,476	35,000	34,157	23,000	30,000	-14.29%	Celebration of Philanthropy
55405	75th Anniversary Expenses	0	0	0	26,837	0	0	0	0	0	0.00%	
55450	Annual Report Expense	22,500	24,463	26,279	28,461	30,855	32,000	51,144	51,144	42,500	32.81%	Photography 300, Design 12500, printing 35863, Postage 6500
55501	Staff Recognition Expenses	4,141	4,145	4,860	7,190	9,642	7,350	10,733	13,259	11,200	52.38%	See Notes
55510	Board & Committee Expenses	4,316	5,018	3,580	3,649	10,109	5,135	198	3,335	13,005	153.26%	See Notes
55550	Reimbursable Expenses					0	0	0		0	0.00%	
56000	Grants					0	0	0		0	0.00%	
56400	Interfund Grants					0	0	0		0	0.00%	
56440	Grant Related Expenses					0	0	0		0	0.00%	
Total Program & Development		197,888	227,476	252,935	206,123	158,352	294,111	192,146	207,208	297,951	1.31%	
Total Expenses		2,710,297	2,901,923	3,155,254	3,326,930	3,675,663	4,526,666	3,533,990	4,191,515	4,599,449	1.61%	
Excess Revenue over Expenses		84,983	172,718	555,004	494,868	1,263,611	21,332	(442,760)	(59,250)	(13,612)	-163.81%	
Extraordinary Items: Database Upgrade										115,730	4,809,978.00	Estimated expensed portion of project based current accounting guidance.
Excess Revenue over Expenses after Extraordinary Items										(129,342)	5,055,819.08	
Cumulative Surplus/(Deficit) 2006-(incl. extraordinary items)		1,952,470	2,125,188	2,680,192	3,175,060	4,438,671	4,460,003		4,400,754	4,271,412		
Cumulative Surplus/(Deficit) 2017-(incl. extraordinary items)		84,983	257,701	812,705	1,307,573	2,571,184	2,592,516		2,533,267	2,403,925		

* Depreciation is a non-cash expense item

Expenditure Detail Notes:**Computer Maintenance:**

Alvarez Month Fee: \$31.192 (\$2,516/month (+ 1,000 for varies based on licenses)
 24/7 coverage = 25
 Server Management Plan = 200/month
 Workstation Management Plan = 1,325/month (50/workstation)
 Firewall Management Plan = 100/month (50/location)
 Office 365 Backup for Email & Sharepoint = 95 (2.50/workstation)
 Spam Filter = 66 (1.50/workstation)
 Cyber CNS = 40 (40/site)
 Open DNS = 80 (2/workstation)
 Webroot/Labtech Antivirus = 75 (2.50/workstation)
 SafeSend/Bracket Encryption = 5 (5/user)
 Security Service = 525
 add'l work = 5,000
 Reserve Tech Supply: \$1,000
 Sharepoint Transition: \$22,740 (one time migration payment: removes AZURE payments)

Database Maintenance:

FIMS annual support = 45,000 /year
 Foundant online grant processing = 8,000 /year
 Academic Works = 15,534 /year
 Salesforce CRM = \$1,728 /year (10 licenses = \$0 + 10 licenses for Staging Platform = \$1,728)

Dues/Subscriptions/Publication Finance: 300 FAOG Dues; 16,820 LCCF; 300 GAAP Guide; 1,350 National Standards; 10,000 COF membership

Admin: Herald/SCA = \$798.77/year (Salinas Californian: \$226.31/year (August), Herald: \$572.46/year (February)
 Costco Membership = \$120/year (February)
 Rustler = \$50/year (September)
 Zoom = \$3,760.38 (\$599.76/year + 3160.62/year (August) [(\$2,698.65 + tax 53.97 = \$2,752.62 licenses/year (August), \$400 + \$8 = \$408 tax webinar/year (August), \$599.76 = \$49 + .98 tax = \$49.98/month Zoom Room]
 Notary Bond = \$90 (Maria & Sarah)
 Microsoft = \$1,092 (\$91/month (\$7/month Audio Conferencing, \$84/month Business Licenses)
 Adobe Pro annual licenses = \$5,300.88 (\$441.74/month)
 Calendly = \$1,080 (10 Pro licenses @ \$108/license/year)
 Potential Additional Licenses = \$500
 Development: 2,000 Mty Bay Economic Partners; 300 Rotary-Christine; 2000. Natl Ctr for Family Phil; 300. Rotary-Dan; 85 Partnership for Phil Planning; 85 Chronicles of Phil; 170 NCPGA; 1,675 for AFP (Christine, Brian, Ceci, Alisa, Jasmine); 700 CFRE (Christine)
 Marketing: Salinas Chamber 450, Monterey Chamber 450, King City Chamber 50

Printing / Newsletters:

Marketing: 6 x 9 Envelopes 1,500 Affiliate Fund Envelopes 356 Affiliate Fund Posters, Invitations 1500 Donor Education Invitations 1500 Print 2 news @ 7500 = 15,000 Design 2 news @ 1000= 2000 Print Legacy News 2250 Design legacy news 675 #9 Remit Envelopes 5,000 Print Annual Appeal 2500 Notepads or other 500

Postage & Freight:

Admin: Pitney Bowes postage retils = \$5,000 (January & February)
 Pitney Bowes postage = \$2,500 Split throughout the year, higher Dec, Jan, May (higher rates)
 Bulk mail Permit Use= \$2,000 Split throughout the year, higher Dec, Jan, May (USPS)
 BRPermit Cost= \$265/year (January)
 PI Permit Cost = \$225 (October)
 Shipping FedEx = \$300 (same 2023)
 First Class USPS = \$100
 Marketing: Newsletter postage 2 @5,100 = 10,400 Legacy Newsletter 750 Donor Ed invitations 5 @400= 2,000 Affiliate Fund Postage 5 x 400 = 2,000 Annual Appeal 2,500

Contract Services:

Acctg: \$18,000 CII Reporting Consultant
 Admin: Shred = \$500
 Unknown = \$1,000
 Development: \$6,750 PG Calc, \$25,047 DC, \$7,500 Van Scoyoc Associates and \$1,000 LCCF advocacy
 Marketing: Constant Contact 1700, Web Maintenance 7500, Web Audit 750, hosting 250, Video 4,500
 Personnel: 5,770 ADP Payroll Services
 OMAP: \$1,000 Design services for LEAD flyer

Telecommunications:

Landlines = \$6,414.84 (\$262.04 Monterey & \$272.53 Salinas = \$534.57/month)
 Business Voice = \$19,613.04 (\$1,634.42 Monterey & Salinas/month) *Equipment in CAPITALIZED*
 Ethernet = \$27,197.52 (\$2,266.46 Monterey & Salinas/month) *Equipment in CAPITALIZED*

Conferences & Training:

Acctg: \$4,000 FAOG conference Kim; \$8,000 COF conference Dan & Daniel; \$1,500 Kim CPA related, \$1,500 webinars Sarah and Gianna
 Admin: Bootcamps: N/A for ADMN 2023
 FAOG or Blackbaud Conferences = N/A for ADMN 2023
 Notary Classes = \$600 (Sarah Renewal)
 Misc: \$1500; CPR Training \$1,320 (24 staff @ \$55 per)
 Development: \$1,000 Dan LLCCF conf; \$2,500 NCPG trainings; \$4,500 Philanthropic Services Training; Family Philanthropy \$2,000; Adnet \$4,000;
 AFP ICON Conference? (\$799/Jasmine \$999/others)
 Program: NSPA (EF) \$1,000, COF Phil Conference (\$3,000 each); LLA + 1 staff; 3 others (\$1,200 each), PEAK (JAT) \$900
 OMAP: \$2,500 Training could include AgKnowledge (Reid), DEI training (Susie)

Misc. Admin Expense:

Acctg: 150 CGA license renewal; 750 quarterly CGA filing fee, 150 Sales & Use Tax
 Development: WF Lunch proceeds, transfer to WF Endowment \$5,000

Maintenance & Repairs:

Plumbing = 2620 (same as 2022 + \$120: Backflow water test for California American Water)
 Unexpected = 2500 (same as 2022)
 HVAC = \$7,500/year (\$1,960/year service equipment, \$1,770 twice a year service tower pit, \$2,000 for repairs)
 Tree Work = \$6,000 (\$4,000 to remove 4 trees & 2,000 for not replanting trees)
 First Alarm = \$4,995.00 (new system setup: card reader instead of keys)
 Key Copying = \$100 (\$25 for key set)
 Dry cleaning = \$500 (\$25/linen)
 Fix Back Stair Handrail = \$3,000
 Fix Garage Doors = \$4,000

Janitorial & Landscaping:	Landscape = \$10,212 (\$851/month) Janitors = \$15,000 (\$850/month Monterey, \$350/month Salinas, \$600 Windows and Dust once per year) Cleaning supplies = \$1,135.44 (~\$94.62/month) Carpet Cleaning = 1500 Extra Patio Cleaning = 350
Utilities / Security	Water = \$7,673.20 (Fire Service: ~50.53/month , Water Service: ~588.90/month) Garbage = \$2,535.48 (\$211.29/month) First Alarm = \$3,254.64 \$3,470.04 (\$558.66/quarter monitor service & testing \$600, \$24 Salinas False Alarm Permit/year, \$35/remote session: estimate 1 per month, monthly monitoring via phone line is \$32.50 per month \$34.71, daily timer test option is \$8 per month \$9, mobile control of system option is \$7.50 per month \$9 + 6.8% increase on monthly charges) Monterey gas/electric = \$18,228.74 (~\$1,519.06/month) Salinas gas/electric = \$3,710.40 (~309.20/month) (not included in rent) Sewer = \$1,365.36(\$113.78/month) Rent Operating Expenses = \$21,876 (\$1,723/month through June 30, 2023 & ~\$1,923 starting July 1, 2023)
Donor Development:	\$40,000 WF Lunch,\$2,300 CPA boxes (treats and postage), \$2,000 professional advisor gifts, \$2,000 VPPS/DGP Lunches, \$1,000 Other events (PA etc), \$1,000 Dan donor lunches,\$150 IMPOWER, \$700 Phil. Day Lunch, \$12,000 Corral Dues & lunches, \$500 CPE event, \$3,000 SMCF Lunches/reception, \$3,000 NMCF Meetings/reception, \$3,000 CFCV event, \$5,000 Siembra Latinos event, \$2,000 Big Sur event, PA Council Luncheon \$7,500
Advertising & Promotion:	Marketing: Creative 4200 Gives Ad 1800 Philanthropy Day 1100 Rustler 1000 cultural 1500 Photography 2000 Facebook 1200 Social Subscriptions 291 Hootsuite 900 Pine Cone 6000 Carmel Mag 4000 Coastal Grower 4260 Chamber Promotion 2000 Weekly 7875 Online ads (Weekly etc) 5000 Cubes/pens 1,500 Other ads 2000 Siembra 3000 NAMC Sponsorship 5000 Radio 3000 OMAP: Ad budgets - LinkedIn \$250, Chamber \$250 (related to LEAD outreach or CNE marketing)
Mileage, Meals, Meetings:	Acctg: \$350 FAOG meetings, second signature, bank Admin: 4 Faog lunch meetings = \$160 2 webinars = \$100 ADMN Misc. travel (Salinas & Misc Events) = \$300 (\$20 RT to Salinas x 5times x 3 staff) Training staff lunch = \$800 (\$400 each) Reimbursements = \$300 Development: \$4,500 staff mileage Marketing: 30 avg per month i.e. Impower, Comnet, Events Program: \$400 meetings OMAP :\$1K to cover possible conference travel or expenses to Hollister/South County for LEAD outreach as needed
Workshops & Assemblies:	LEAD - \$36,000: anticipating 16 participants (compared to 12 in 2022), includes cost of adding Spanish/English interpreters; includes snack and drink costs previously covered by ADMIN; CNE - \$11,000: covers \$4,000 grassroots training logistics; \$7,000 includes roundtable series plus MC Gives training costs (assumes additional \$50K support from Packard OPCN8 grant for 2023 programs.)
Staff Expenses:	Admin: Special Occasion/Celebration cards = \$30 (most done electronically) Special Occasion/Celebration gift cards = \$1,000 (\$200 each) Special Occasion Decorations/Additions = \$250 (\$50 each) Staff Holiday Party = \$2500 (Food: \$1,500 Gift: \$50 each) Staff Luncheons = \$2,200 (Quarterly food trucks: 1,300 each, Ordered Lunch: \$20 each, plus tip & tax) Retreat = \$2500 (Food: \$1,500 Location: \$1,000) Wellness gifts and meeting treats = \$200 CPR & AED Training = \$1,320 (24 Staff & \$55/person) Personnel: 2,500 staff retreat; 1,500 staff holiday gathering; 1,200 quarterly lunches; Program: \$400 One department lunch (delivery if needed) OMAP: \$200 PA concluding thank you gift; 2 team lunches @ \$75 each
Board & Committee Expenses:	Admin: Retreat = \$7500 (Food: \$1,500 Location: \$1,000, DEI consultant \$5,000) Holiday party / meetings = \$2500 (Food: \$1,500 Gift: \$50 each) Name Badges = \$70 (\$14 each) Unknown = \$300 OMAP: \$135 food or recognition item for LEAD interview panels, other CNE volunteers

Database Upgrade Project

Item Description	Item Cost	Total	Capitalized	Expensed
Salesforce	8,640.00		8,640.00	-
Salesforce Grant Module	10,500.00		10,500.00	-
Salesforce Enterprise Cloud & Donor Portal	16,000.00		16,000.00	-
Premier Success Support	<u>7,500.00</u>		<u>-</u>	<u>7,500.00</u>
Total Salesforce		42,640.00	35,140.00	7,500.00
Sage Intacct Subscription	53,931.00		20,701.00	33,230.00
Sage Intacct Integration Connection	<u>15,000.08</u>		<u>15,000.08</u>	<u>-</u>
Total Sage Intacct		68,931.08	35,701.08	33,230.00
Consultant for Database Transition (overall platform(s))	100,000.00		70,000.00	30,000.00
Consultant for Finance Transition	<u>150,000.00</u>		<u>105,000.00</u>	<u>45,000.00</u>
Total Consultants for Transition		250,000.00	175,000.00	75,000.00
Project Total		<u>361,571.08</u>	<u>245,841.08</u>	<u>115,730.00</u>

* Information based on current accounting guidance and project tasks and budget provided by vendors.
 Consultant estimates provided by vendors based on anticipated scope.

Summary of Spending Policy

Total Number of Funds

278

Using 09/30/2022 Numbers			
Funds above historic balance		157	
4.00 % Payout		2,711,650	
4.25% Payout		2,881,128	
4.50% Payout		3,050,606	
Funds below historic balance		121	
3.00 % Payout		3,726,235	
<u>Funds below historic balance using collar</u>			
Collared Payout		4,022,533	
94 Funds less than 97% of Historic Balance			
8 Funds at 97% of Historic Balance applied 3.35% payout			
9 Funds at 98% of Historic Balance applied 3.65% payout			
10 Funds at 99% of Historic Balance applied 3.95% payout			
Totals:		4.00% Payout & 3.00% Payout 6,437,885	4.25% Payout & 3.00% Payout 6,607,363
		4.50% Payout & 3.00% Payout 6,776,841	
Totals:		4.00% Payout with collar 6,734,183	4.25% Payout with collar 6,903,661
		4.50% Payout with collar 7,073,139	

October, 2022

Current Activity Report

Number of Meetings/Contacts

Month	Professional Advisor	Prospects	Current Fund Holders	Presentations *see below	Events *see below	Newsletters - eBlasts
January	7	11	8	5	6	2
February	3	16	12	3	5	2
March	3	18	6	2	7	2
April	13	21	37	2	9	2
May	11	13	26	2	10	2
June	8	15	27	3	18	2
July	8	17	9	3	7	2
August	4	23	12	3	8	2
September	6	17	24	3	11	2
October	4	18	17	5	7	2
Total Activity	57	142	158	23	77	16

January Events: NMCF Meeting, Staff Retreat, Staff Retreat, Siembra Latinos Fund Advisory Mtg, Board Retreat, Panetta Event, COVID Core Team, AFP Board meeting, Regioins Rise together, Homeless workshop, Chowder Club, LCCF DEI, Regional CEO Meeting. JA Business Hall of Fame, Monterey County Briefing

February Events: Community Fund Carmel Valley Meeting; SMCF Meeting; Community Fund Carmel Valley Communications Committee meeting; Weston Call Fund for Big Sur Meeting; MC Gives Wrap Up Zoom; Anti-Hate Training

March Events: Horizon Forum Anti-Hate Training; Siembra Latinos Fund Dev/Comm Committee mtg; Siembra Latinos Fund Advisory Board mtg; Northern Monterey County Foundation; CPA Goodie Box mailing, LCCF Public Policy, Board of Supervisors, Systems Change

April Events: Kaspick Gift Planning Conference; Fund for Homeless Women event 4/28; NMCF event committee mtgs; Martin and Nancy Dodd Fund Meeting, #liveforross meeting, Sea Haven, Fund for Homeless Women event 4/28, Robert & Angela Kent Fund, Weston Call Fund for Big Sur, Ken Wilson Meeting

May Events: NMCF Event; SMCF Meeting; CFCV Meeting; Weston Call Fund meeting; Big Sur Marathon site visit; NMCF event; Siembra mtg; Weston Call Fund mtg; Donor Ed presentation; Carmel Youth Center presentation; Soledad Community Health District presentation; NorCal Planned Giving Conference; City of Marina Meeting, Pueblo Del Mar Celebration, SMCF meeting, Community Fund for Carmel Valley meeting, Weston Call Fund Meeting, Corral de Tierra Country Club meeting, Donor Education Event: Create Your Legacy, John Romans visit/interview

June: Weston Call Fund meeting; Philanthropic Services Committee Meeting; National Center for Family Philanthropy Conference; Northern Monterey County Foundation Grant Meeting; AFP Webinar-Decolonizing Philanthropy; California Rodeo Scholarship Award Ceremony; GHGH lunch, Impower Lunch, National Center for Family Philanthropy Conference, Parks California, Soledad Peace Officers Visit, Donor Perfect Training, Philanthropic Services Committee Meeting

July: Community Fund for Carmel Valley Meeting; Lead me Home Summit; Women's Fund Financial Literacy Workshop, Carmel Rotary, Monterey County Bar Association Estate Planning, CIIC, SEIDI, Council on Foundations

August: Southern Monterey County Foundation Event; Weston Call Fund Meeting; Community Fund for Carmel Valley Meeting; Legal Matters for Community Foundations Webinar; Southern Monterey County Foundation Event; Weston Call Fund Meeting; Community Fund for Carmel Valley Meeting; Fund for Homeless Women 10th Anniversary Event; Meeting with Insight Garden Program; Siembra Latinos Fund's 5th Anniversary Celebration; CFMC Past Chairs Luncheon, Bubbles and Bags

September: Weston Call Fund Meeting; CFMC Professional Advisor Luncheon; Northern Monterey County Foundation Meeting; MC Gives Launch Event; Council on Foundations Virtual Meet-Up: Community Foundation Donor Services; Women's Leadership Luncheon; NAMC Breakfast, National Equity Project, Women of Monterey

October: Celebration of Philanthropy, MC GIVES! Lunch and Learn, Vu Le - Light It Up! Nonprofit and Philanthropy's Existential Crisis; Tor House Garden Party and Dinner; Fund for Homeless Women: MC GIVES!, Siembra Advisory Board Meeting, Values Aligned Philanthropy: Corporations Taking a Stand; IMPOWER Luncheon, NAMC Breakfast, AIM Mental Health, MBEP 8th Annual State of the Region

*On-going: Salinas & Monterey Rotary Clubs

Planned Gifts

New Legacy Society Members for the Month:	0
Expectancy Additions Year to Date:	\$ 32,099,999.00
Legacy Society Members to Date:	294
Total Expectancies to Date:	\$ 237,367,977.00
Fund for Monterey County	\$ 35,370,000.00

New Funds Created 2022

Type of Fund	Number of Funds	
Agency Stewardship Fund		
Carmel Youth Center Fund	1	
COPA Catalyst Fund	1	\$ 50,000.00
Community Kitchen Fund	1	\$ 260,000.00
Friends of the Pacific Grove Public Library Youth Services Fund	1	\$ 50,000.00
Friends of the Pacific Grove Public Library Fund	1	\$ 50,000.00
Health Projects Center Stewardship Fund	1	\$ 320,000.00
Helen Johnson Endowment Fund	1	\$ 844,014.59
IOC/Joining Hands Benefit Shop Stewardship Fund	1	\$ 20,000.00
Monterey College of Law Fund	1	\$ 1,046,079.84

The Equine Healing Collaborative Stewardship Fund	1	\$	5,000.00
Component Fund			
Del Rey Oaks Basketball Court Fund	1		
Endowed Fund			
Carmel Youth Center Endowment Fund	1	\$	50,500.00
Ranchos Dos Arroyos Facilities and Maintenance Endowment Fund	1	\$	5,000.00
Non-Endowed Donor Advised Fund			
#liveforross: A Fund for Safety Awareness and Vocational Education	1	\$	5,000.00
Gary and Diane Nelson Foundation Fund	1	\$	6,673.28
Haynes Charitable Foundation Fund	1		
Housing for Kids	1	\$	50,000.00
Kathy Kever Charitable Fund	1	\$	5,000.00
McChesney Fund	1	\$	50,958.05
Men's Golf Association at Quail Lodge Community Impact Fund	1	\$	5,000.00
Shing Taylor Fund	1	\$	15,419.60
Perry and Barbara Miller Family Foundation Fund	1		
Ridgewalker Fund	1	\$	5,000.00
S.F.B. Morse Conservation Award	1		
Willa and Sienna Aylaian Higher Education Fund	1	\$	5,000.00
Scholarship			
Ausonio Family Scholarship Fund	1	\$	15,000.00
Bert P. Cutino Professional Chef Scholarship Fund	1	\$	5,000.00
Daphne and Stuart Wells Public Service Scholarship Fund	1	\$	25,000.00
Fund	1	\$	5,000.00
Libby Olver Scholarship Fund	1	\$	345,000.00
Reg Huston/S.T.A.R. Scholarship for the Performing Arts	1		
Traven Tapson Foundation	1	\$	1,325.00
Special Purpose			
The County of Monterey COVID-19 Memorial	1	\$	1,000.00
Natural Disaster Support Scholarship Fund	1	\$	5,137.50
New Funds Created Total:	33	\$	3,251,107.86
New Receivables/CGA/Bequests/Grants			\$1,092,979.43
Payment on Previously Recorded Receivables			\$809,711.40
Total Contributions			
Year 2022 - YTD		\$	23,298,967.05
Year 2021 - YTD		\$	26,718,238.43

EXHIBIT “C”
Grantmaking Guidelines for the
NAME OF FUND

The grantmaking practices and policies of the Community Foundation for Monterey County are in keeping with its mission, vision, and values. We are committed to reflecting the communities we serve by honoring diversity, practicing inclusion, and advancing equity.

Mission: To inspire philanthropy and be a catalyst for strengthening communities throughout Monterey County

Vision: Healthy, safe, vibrant communities

Values

- We advance positive change through grantmaking, community engagement and collaboration.
- We build a legacy for future generations through responsible stewardship of the resources entrusted to us.
- We operate with the highest standards of integrity, ethics and accountability.
- We embrace diversity, equity and inclusion.
- We commit to fairness and respect for the dignity of all people.
- We are open and honest with our philanthropic partners, grantees and the community.
- We strive for excellence in all that we do.

Non-discrimination Policy

The Community Foundation for Monterey County does not discriminate in its employment practices, volunteer opportunities or delivery of programs on the basis of race, religion, gender, national origin, age, disability, veteran status, marital status, sexual orientation, or any other characteristic protected by law.

Grantmaking Guidelines

Donors can support a wide range of areas and organizations through the CFMC. Donors may recommend that grants be made to tax-exempt public charities with 501c(3) IRS classification. Grants to religious organizations, educational institutions, libraries or government programs are also allowed. Consideration may be given to grant recommendations for other organizations that, although not public charities, will use the funds acquired to fulfill a strictly charitable purpose.

In reviewing donor-advised grant recommendations, the CFMC adheres to IRS limitations on DAF fund distributions and alignment with CFMC’s mission, vision and values. Prospective grant recipients and specified grant purposes must satisfy CFMC’s due diligence to confirm charitable intent. As the granting entity, CFMC holds the same legal and ethical responsibility for grants from donor-advised funds as it does for all other grants.

Prospective grant recipients must meet the following criteria:

- Organized and operated for charitable purposes and meet all legal definitions of a qualified charity
- Operating without discrimination on the basis of race, religion, gender, gender identity, sexual orientation, age, citizenship, disability or any other protected class
- Grant funds may not be awarded for non-charitable purposes. Some examples of disallowed grant purposes include the following:
 - Individuals
 - Political contributions or supporting political campaign activities
 - For any purpose that provides the donor, donor advisor(s) and/or related parties with a more than incidental benefit. Common examples include:
 - Events, Memberships, Auction Items: Grants to a nonprofit organization must be 100% deductible with no goods or services being provided in connection to the distribution. This includes bifurcated or “split” gifts, where a donor pays for the non-tax-deductible portion of the grant out of pocket, and then recommends the tax-deductible portion from their DAF.
 - However, grants can be made if donor refuses/declines all benefits
- Grants to a private foundation (because they receive different tax treatment)
- Grants to organizations known to engage in hateful activities (defined to mean activities that incite or engage in violence, intimidation, harassment, threats, or defamation targeting an individual or group)



The National Standards Seal indicates official confirmation from the Council on Foundations that we have met the most rigorous standards in philanthropy. It affirms our commitment to sound financial management, open, competitive, and relevant grantmaking, and honoring donors’ intent.

EXECUTIVE COMMITTEE ACTION ITEMS: COMMUNITY IMPACT
November 22, 2022

Approve Special Purpose Fund grants of \$50,000+

The Community Foundation for Monterey County (CFMC) has some field of interest funds with narrow interests. This recommendation is for a grant from the Anita Tarr Turk Fund for Breast Cancer Research. Grant recommendations of \$50K+ need Executive Committee/Board approval.

Anita Tarr Turk Fund

Applicant	Request	Amount Requested	Staff Recommendation
Damon Runyon Cancer Research Foundation	Global analysis of DNA break repair by single-cell sequencing	\$150,000 over 3 years	\$150,000 over 3 years

Background:

The Anita Tarr Turk Fund for Breast Cancer Research was established in October 2011 as an endowed field of interest fund. Its purpose is to distribute grants annually to one or more charitable, educational or scientific organizations conducting top-level research searching for the cause of, and cure for, breast cancer. Anita Tarr Turk encouraged the Community Foundation for Monterey (CFMC)'s board to consider grants to the Susan G. Komen Breast Cancer Foundation, Damon Runyon Cancer Research Foundation and the California Breast Cancer Research Program.