SHAPING ARIZONA'S FUTURE

Black Canyon Conference Center - Joshua Tree Room

Board Meeting Agenda

Date: February 18, 2015

Time: 3:45pm – 5:00pm (*Presenters, please watch your time!)

Location: Black Canyon Conference Center

I.	Reconvene & Call to Order	Mindy Zapata, President
II.	Adoption of Minutes November 2015 Quarterly Board Mtg.	Mindy Zapata, President
III.	Committee Reports: (Please limit report to 7-10 minutes)	
	a. Integrated Health & Safety - Chrisanda Debois	
	b. Disabilities & Mental Health – Michelle Thornton	
	c. Early Childhood Development – Kim Tan	
	d. Early Head Start Childcare Partnerships-TBD	
	e. Parent, Family & Community Engagement –Katrina Relph-Mueller	
	f. Director's Committee – Alecia Jackson	
IV.	President's/Executive Committee Report	Mindy Zapata, President
	a. May 5, 2016-AHSA Quarterly Meeting	
	b. May elections, nominating committee, candidates for President and Secretary etc.	
	c. Vice President/Region IX: AHSA Representative role	
V.	Treasurer's Report	Natalie Alvarez, Treasurer
VI.	Old Business	Mindy Zapata, President
VII.	New Business	Mindy Zapata, President
IX.	Announcements	All
X.	Adjourn	Mindy Zapata, President

12:45 PM
02/17/16
Accrual Basis

Arizona Head Start Association, Inc.
Profit & Loss Budget Overview - AHSA
January through December 2015

		Jan - Dec 15
Ordinary Income/Expense		
Income		
AHSA Membership Dues		
AHSA Dues		
Affiliate Dues	300.00	
AHSA Dues - Other	22,000.00	
Total AHSA Dues		22,300.00
Total AHSA Membership Dues		22,300.00
AHSA Quarterly Mtg Registration		
1st Quarter - Mtg. Registration	5,000.00	
2nd Quarter - Mtg. Registration	5,000.00	
3rd Quarter - Mtg. Registration	5,000.00	
4th Quarter - Mtg. Registration	5,000.00	
Total AHSA Quarterly Mtg Registration		20,000.00
Quarterly Trainings		
1st Quarter- Quarterly Training	300.00	
2nd Quarter- Quarterly Training	300.00	
3rd Quarter- Quarterly Training	300.00	
4th Quarter- Quarterly Training	300.00	
Total Quarterly Trainings		1,200.00
Sponsorship		5,000.00
Total Income		48,500.00
Gross Profit		48,500.00
Expense		
AHSA Quarterly Mtg		
1st Quarter- Quarterly Meetings	2,800.00	
2nd Quarter- Quarterly Meetings	2,800.00	
3rd Quarter- Quarterly Meetings	2,800.00	
4th Quarter- Quarterly Meetings	2,800.00	
Total AHSA Quarterly Mtg		11,200.00
Bank Service Charges		315.00
Communication/Technical		
Anti-Virus Software	40.00	
Cell Telephone	384.00	
Conference Calling	650.00	
Survey Software	200.00	
Website Maintenance	250.00	
Total Communication/Technical		1,524.00
Dues and Subscriptions		
Email Marketing Software	0.00	
Dues and Subscriptions - Other	600.00	
Total Dues and Subscriptions		600.00
Insurance		800.00
Meals		800.00
Office Supplies		1,500.00
Payroll Expenses		
Payroll Software	165.00	
Payroll Expenses - Other	26,400.00	
Total Payroll Expenses		26,565.00
Postage and Delivery		
Postage	40.00	
Shipping Charges	120.00	
Total Postage and Delivery		160.00

12:45 PM
02/17/16
Accrual Basis

Arizona Head Start Association, Inc.
Profit & Loss Budget Overview - AHSA
January through December 2015

		Jan - Dec 15
Professional Fees		
Accountant Services	2,330.00	
Total Professional Fees		2,330.00
Rent		
Rent - Other	30.00	
Storage	0.00	
Total Rent		30.00
Trainings		
1st Quarter- Training	0.00	
3rd Quarter- Trainings	0.00	
Total Trainings		0.00
Travel		1,500.00
Total Expense		47,324.00
Net Ordinary Income		1,176.00
Other Income/Expense		
Other Income		
Interest Income		36.00
Total Other Income		36.00
Net Other Income		36.00
Net Income		**1,212.00**

Arizona Head Start Association, Inc.
Profit & Loss Budget vs. Actual-AHSA ONLY 2015

Accrual Basis

January 2016

	Jan 16	Budget	$ Over Budget
Ordinary Income/Expense			
Expense			
Dues and Subscriptions	500.00		
Payroll Expenses	2,582.83		
Total Expense	3,082.83		
Net Ordinary Income	-3,082.83		
Other Income/Expense			
Other Income			
Interest Income	1.73		
Total Other Income	1.73		
Net Other Income	1.73		
Net Income	**-3,081.10**		

12:35 PM

02/17/16

Accrual Basis

Arizona Head Start Association, Inc.
Balance Sheet
As of January 31, 2016

	Jan 31, 16	Dec 30, 15	$ Change
ASSETS			
Current Assets			
Checking/Savings			
Bank of Amercia - Money Market	68,269.90	68,266.43	3.47
Bank of America - Checking	129,447.59	134,855.10	-5,407.51
Director Petty Cash	500.00	500.00	0.00
Total Checking/Savings	198,217.49	203,621.53	-5,404.04
Accounts Receivable			
Accounts Receivable	10,193.14	10,193.14	0.00
Total Accounts Receivable	10,193.14	10,193.14	0.00
Other Current Assets			
WebHosting Grant	8,766.81	8,766.81	0.00
Total Other Current Assets	8,766.81	8,766.81	0.00
Total Current Assets	217,177.44	222,581.48	-5,404.04
TOTAL ASSETS	**217,177.44**	**222,581.48**	**-5,404.04**
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable	5,993.20	6,610.53	-617.33
Total Accounts Payable	5,993.20	6,610.53	-617.33
Other Current Liabilities			
Payroll Liabilities	1,033.20	1,745.60	-712.40
Total Other Current Liabilities	1,033.20	1,745.60	-712.40
Total Current Liabilities	7,026.40	8,356.13	-1,329.73
Total Liabilities	7,026.40	8,356.13	-1,329.73
Equity			
Opening Bal Equity	118,698.66	118,698.66	0.00
Retained Earnings	94,533.48	101,510.81	-6,977.33
Net Income	-3,081.10	-5,984.12	2,903.02
Total Equity	210,151.04	214,225.35	-4,074.31
TOTAL LIABILITIES & EQUITY	**217,177.44**	**222,581.48**	**-5,404.04**

AHSA, INC
January
2016 Financials

Balance Sheet – January 2016 -. December 2016

Major Changes:

- Total Cash in Bank decreased by $5,407.51 from prior month due to payment of payroll expenses.
- No changes to Accounts Receivable and Accounts Payables decreased by $617.33.

Profit and Loss ASHA- January 2016

The expenses for the period of January – December exceeds income by $3,081.10.

Profit and Loss Grant – March 2015 - January 2016

The first column Mar'15 – Feb 16 of the Profit & Loss vs. Actual report represents actual year-to-date expenditures and the second column represents the annual budget. The third column represents the difference between the actual expenditures and the remainder of the budget to be spent for the grant through February 2016.

2015 Budget Methodology

The 2015 annual budget amounts (Revenue and Expenses) were derived based upon historical data by line category. The annual amount for each line category was defined and allocated proportionally with estimated projection of cash flow (revenue) and out flow of cash (expenses) over the 12 month budget period. This methodology June result in timing differences of expenses and program revenue, year to date vs. budget. These comparisons June also result in what appears to be unusually over or under budget. However, as AHSA progresses through the fiscal year it is anticipated that actual vs. budget will become more realistic.