



# Henrico County Court Appointed Special Advocates

## Board of Directors and Advisors Meeting – March 21, 2024 | 6:00-7:30 p.m.

### BOARD MEMBERS

- Chris Durand, *Chair*
- Paul Ronson, *Vice Chair*
- Shannon Mitchell, *Treasurer*
- Bryan Jenkins, *Secretary*
- Rutherford Ferguson
- Toney Hall
- Sarah Kurysz
- Suzanne Mathias
- Paul Shively
- Mary Jo Sisson-Vaughan
- Mel Tull
- Adam Winston

### ADVISORS

- Betsy Beach
- Mike Briggs
- Nick Cooper
- Berkeley Edmunds
- Anne Preston Farmer
- Dianne Jewell
- Doug Nassif

### HONORARY MEMBERS

- Kevin Bruny
- Jon Ganues
- Pat Hackler

### CONSULTANT

- Katherine Whitney

### STAFF

- Jeannine Panzera

## AGENDA

### Welcome – Chris Durand

### Consent Agenda – Emailed Prior

- Executive Director's Report
- Financial Reports (through March 18, 2024)

### Guest Presentation – Curtis + Company

- Project Summary with Henrico CASA (Casey Buckley and Hadley Day)

### Governance/Leadership – Chris Durand + Paul Ronson

- Board Retreat Follow-Up
- Upcoming Board Slate/Officers

### Treasurer's Report – Shannon Mitchell

- Proposed Budget FY24-25

### Fund Development Report – Rutherford Ferguson

- 2024 Home for Good® Playhouse Event
  - Sponsorship Update
  - Donations for Opportunity to Win
  - Community Day at Short Pump Town Center! April 13, 2023 (11:00 am – 1:00 pm)

### Old + New Business – Jeannine Panzera

- DCJS Audit Results
- Visitation Center – Focus Group Project Update
- Staff Update
- Board Materials

**Next Meeting: May 9, 2024 | 6:00 – 7:30 p.m. | Henrico CASA Office**



**Executive Director's Report**  
**March 2024**

**CASES / VOLUNTEERS**  
**As of February 29, 2024**

	YTD		Past YTD		
<b>Volunteer Stats</b>					
<b>Number of Volunteers</b>	105		106		
<b>New Volunteers</b>	18		9		
<b>Resigned Volunteers</b>	9		15		
<b>Volunteer Attrition</b>	8.5%		14%		
<b>Number of Cases/Children</b>	282		252		
<b>Waiting Children</b>	0		0		
<b>Cases Closed</b>	143		116		
<b>Cases Opened</b>	117		141		
<b>Volunteer Hours</b>	6,767		6,600		
<b>Volunteer Contacts</b>	12,924		14,401		
<b>Value to Commonwealth</b>	\$220,567		\$209,880		
Supervisors	Advocates		Assignments		
	(Max)	Active	1 Case	2 Cases	3 Cases
Jeannine (Full-time Executive Director)	(0)	1	1	0	0
Trish (Full-time Program Manager)	(10)	8	7	1	0
Lorrie (Full-time Volunteer/Training Coordinator)	(25)	20	14	5	1
Patricia (Full-time Volunteer Coordinator)	(25)	20	16	3	1
Stacy (Full-time Volunteer Coordinator)	(25)	23*	17	5	0

\*Stacy has 1 advocate with 4 cases

## **Past Activities (February 2024 thru March 15, 2024)**

### **February 2024**

- February 1, 2024: Jeannine attended Henrico CASA Visitation Center DSS Focus Group.
- February 1, 2024: CASA staff attended a CASA College training on testifying in court.
- February 1, 2024: CASA Home for Good® Kickoff Happy Hour was held.
- February 1, 2024: CASA Ambassadors hosted a social for advocates at Hardywood.
- February 2, 2024: Jeannine attended Henrico CASA Visitation Center Judges Focus Group.
- February 4, 2024: CASA Board Retreat was held at the DPR Construction Offices.
- February 6, 2024: CASA staff participated in Henrico CASA Visitation Center Focus Group.
- February 6, 2024: CASA program staff held a case assignment meeting.
- February 7, 2024: Jeannine facilitated a small group discussion for this year's LMR cohort.
- February 8, 2024: VA Case Studies meeting was held at the CASA office.
- February 9, 2024: Henrico CASA Fund Development Committee meeting was held.
- February 12, 2024: Jeannine attended a DCJS Network Support meeting.
- February 12, 2024: Jeannine and Paul Shively met to discuss 2024-25 staff benefits package.
- February 13, 2024: CASA staff team meeting was held.
- February 13, 2024: Henrico CASA Continuing Education on Case Processing was held.
- February 14, 2024: Jeannine attended the monthly call with Knowledge Advisory Group.
- February 14, 2024: Jeannine and Rutherford attended a meeting with SouthState Bank regarding Home for Good® support.
- February 15, 2024: Jeannine attended State Leadership Team Legislative meeting.
- February 15, 2024: Jeannine attended State Leadership Team Data Committee meeting.
- February 15, 2024: VA Case Studies meeting was held.
- February 16, 2023: Henrico CASA Fund Development Committee meeting was held.
- February 16, 2024: Jeannine attended Henrico CASA Visitation Center Attorneys Focus Group.
- February 20, 2024: CASA program staff held a case assignment meeting.
- February 21, 2024: Jeannine participated in Henrico CASA Advocates Visitation Center Focus Group.
- February 21, 2024: Eight new advocates were sworn in at Henrico J & DR Court.
- February 23, 2024: Jeannine and Kristin attended CASA Home for Good Kickoff party at Emerald Construction.
- February 27, 2024: CASA staff team meeting was held.

### **March 2024**

- March 1, 2024: Jeannine and Shannon met to begin FY24-25 budget planning.
- March 5, 2024: VA Case Studies meeting was held.
- March 5, 2024: Jeannine facilitated and moderated a Poverty Simulation for LMR.
- March 5, 2024: An Ambassadors meeting was held at the Henrico CASA office.
- March 7, 2024: Jeannine attended a Captain's Table meeting.
- March 8, 2024: A CASA Finance Committee meeting was held.
- March 8, 2024: Jeannine attended State Leadership Team meeting.
- March 8, 2024: Jeannine attended a Families First Committee meeting.
- March 11, 2024: Jeannine attended a DCJS Network Support meeting.
- March 12, 2024: CASA staff attended a CASA College with the Office of the Children's Ombudsman.
- March 12, 2024: CASA staff team meeting was held.
- March 13, 2024: VA Case Studies meeting was held.
- March 15, 2023: Henrico CASA Visitation Center Ad Hoc Committee meeting was held.

## **Future Events (March 16, 2024 thru April 2024)**

### **March 2024**

- March 19, 2024: CASA program staff will hold a case assignment meeting.
- March 19, 2024: CASA Home for Good® Kickoff Social will be held with WM Jordan and Baskervill.
- March 21, 2024: Jeannine will attend a State Leadership Team Legislative meeting.
- March 21, 2024: Henrico CASA Board meeting will be held at Henrico CASA office.
- March 22, 2024: A CASA Fund Development Committee meeting will be held.
- March 26, 2024: CASA staff team meeting will be held.
- March 26, 2024: Jeannine will attend a CASA Studies Workgroup.

### **April 2024**

- April 2, 2024: CASA staff team meeting will be held.
- April 8, 2024: Jeannine will attend a DCJS Network Support meeting.
- April 9, 2024: CASA staff team meeting will be held.
- April 10-11, 2024: Home for Good® playhouses will be delivered.
- April 13, 2024: Short Pump Town Center Home for Good® Community Day event will be held.
- April 13, 2024: Spring 2024 training for new advocates will begin.
- April 16, 2024: CASA program staff will hold a case assignment meeting.
- April 16, 2024: Henrico CASA will be recognized at the Janey Scott Montgomery annual meeting.
- April 18, 2024: Jeannine will attend a State Leadership Team Legislative meeting.
- April 19, 2023: Henrico CASA Visitation Center Ad Hoc Committee meeting will be held.
- April 23, 2024: CASA staff team meeting will be held.
- April 26, 2024: Jeannine will attend a mandatory CJA Advisory Committee meeting.
- April 30, 2024: CASA program staff will hold a case assignment meeting.

## **CASA Story**

### ***A Chance Encounter: Autumn's Story***

*A reflection by Jeannine*

In the ordinary setting of a store checkout line, a chance encounter with Autumn, a young clerk, unfolded into an extraordinary exchange, underscoring the profound impact of our work at CASA.

As I approached the store register, Autumn's demeanor hinted at a silent struggle. A simple inquiry about her day led to a heartfelt conversation sparked by the topic of back pain. Autumn's openness revealed fragments of her own challenges – a broken back from a traumatic fall, a spinal cord injury from a violent assault, and the confessed inability to afford medical help (with a negative bank balance a testament to the stark realities of living paycheck to paycheck).

What struck me most was when our work at CASA came up in this unexpected conversation. She asked whether the blue and red plastic tablecloths I was purchasing were for a party. As I explained my role and our work, Autumn's reaction took me by surprise.

Autumn indicated that while she did not have much, she would be willing to be a shelter for children in the foster care system. She smiled quietly and indicated that it could only be for a day or two (and a child could not be allergic to cats because she had one). While not understanding our role, she was offering to help.

I then learned that this kind, innocent gesture was rooted in her own experience as a former foster child.

In that vulnerable moment, amid her own significant trials, Autumn's empathy shone through. Her willingness to extend assistance to vulnerable children resonated deeply, raising questions about her own journey through the foster care system and the support systems in place for children in foster care. Were her traumatic back injuries a result of familial abuse? Were there advocates like our CASA volunteers to stand by her side during her turbulent times?

Autumn's story should serve as a reminder of the profound impact of our work. In her resilience and compassion, we can see echoes of the children we advocate for – those who may have experienced similar hardships and yet possess the capacity for resilience and empathy.

As I left the store, Autumn's story lingered in my thoughts, a reminder of the resilience of the human spirit and the enduring impact of our work. In Autumn's offer of shelter, I saw the ripple effect our advocacy can bring, along with the chance of hope amidst adversity.

In sharing Autumn's story, let us renew our commitment to our mission and the children we serve. What can we do to ensure that every child has access to the support and resources they need to thrive?

Every interaction, every connection, has the potential to make a difference. In sharing her story, may we be reminded of the profound difference we can make in the lives of others, one act of kindness at a time.

## Board Retreat 2024

### Values Prompts/Reflections Notes

#### Diversity, Equity, Inclusion

- DEI exists organizationally in the kids who receive advocates, and our advocate pool
- Ask the communities we serve for advice
- Consider Board recruitment from advocate base (not an active advocate)
- Need for diversity of Board members in where they live geographically in Henrico (i.e. East End)
  - Considerations: Gender diversity on staff; LGBTQ+ community; Faith-based
- Remembering that having money does not necessarily equal talent or ability to serve

#### Gratitude

- Phone call Thank Yous (advocates, donors, sponsors, etc.)
  - Share success story/make it personal and inspiring
- Service awards (PVSA, years of service, etc.)
- Volunteer and Staff recognition – Short Pump Town Center throughout the year/Home for Good®
- Show up more to events and training – trust takes time and consistency

#### Stewardship

- Investing in our people – continuing education and professional development
- Investing in our mission
- Remembering that time is also a significant investment (volunteers, board members, etc.)
- Need for fund development staff person (help with large donors, foundations, corporate)
- Key partnerships
  - Identify top 10 revenue-generating companies in Henrico for strategic partnerships
- Fundraising for an endowment for long-term sustainability

## Board Retreat 2024

### Strategic Priorities Discussion Notes

#### Awareness + Education

- Engagement with Advocates
  - Informal mentor/mentee program
  - Advocate-led/driven social opportunities
- Educating/Outreach
  - YouTube Marketing/Videos
  - Out of Home marketing, print, etc.
  - Lunch with Board Members

#### Organizational Capacity

- Succession Planning
  - Crisis (Emergency)
  - Moderate (~4 weeks)
  - Planned (6+ months)
- Fund Development Position

#### Visitation Center

- Identifying next steps/process when report from focus group is presented
- Large focus area of next strategic plan

#### Growth

- **Sustainability**
  - Agreement and 'approval' of Fund Development position (promotion)
  - Identify roles and responsibilities, professional development opportunities
- **Program**
  - More discussion needed regarding jurisdictional expansion with entire Board

#### 30<sup>th</sup> Year

- **Celebrating Impact**
  - Personal stories of CASA's value from Judges, attorneys, program recipients
  - How a child's story/family was improved with CASA
  - Service awards for advocates
  - Plaque/sign in courthouse and/or community (Short Pump)
  - Meaningful imagery
- **Event**
  - Country Club Dinner/Program
  - Community Fair/Picnic/Family Fun



# COMMONWEALTH of VIRGINIA

## *Department of Criminal Justice Services*

The Honorable Jackson H. Miller  
Director

Tracy Louise Winn Banks, Esq.  
Chief Deputy Director

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Richmond, Virginia 23219  
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### Site Visit Report

**Re: Henrico CASA**  
**Grant #s: 21-Z8857CA21, FY 22 Grant # 1450, and FY 23-493419**

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#### **Purpose/Background:**

The Department of Criminal Justice Services (DCJS) Grant Monitoring Plan ensures that sub-grantees are in compliance with all grant conditions. The department develops a risk-based monitoring plan, conducts fiscal and programmatic monitoring on all sub-grantees, and enhanced monitoring of sub-grantees determined to be medium and high risk.

Henrico CASA program participated and provided documentation to the Department of Criminal Justice Services (DCJS) for the purpose of completing a Remote Virtual Site Visit on October 18-19, 2023. The components of the Remote Site Visit were as follows:

- **Programmatic Desk Review**-Monitor will conduct programmatic desk reviews with a comprehensive review of materials available in the grant file to determine administrative and programmatic compliance and monitor recipient performance.
- **Remote In-depth Monitoring**- In-depth monitoring performed remotely from the grantor site. Grant monitor will assess the programmatic integrity and accountability of grants and sub-grantees using virtual and telephonic communication methods for interacting with grantees and reviewing grant files.
- **Enhanced Financial Desk Review**-- In-depth monitoring performed remotely to assess the financial integrity and accountability of sub-grantees via virtual and telephone communication methods for interacting with grantees and reviewing grant general ledgers and supporting documents.



## **Summary of Findings**

The program underwent a DCJS Compliance Review in December and received a good report indicating that the Grantee was in compliance with grant and regulatory requirements. The program works hard to keep the program up to date and compliant with current mandates and regulations.

Henrico CASA program continues to make tremendous strides in enhancing their grant management and regulatory compliance. The Board of Directors continue to be engaged in making the CASA program a success.

100% of the elements of practice measured in the National CASA/GAL 2022 Local Program Self-Assessment Report were reported as aligning with standards.

The staff is competent, capable, and dedicated to meeting all requirements for compliance and excellence in serving child victims of abuse and/or neglect. The Program continues to consistently meet the performance targets projected for the program. The Grantee continues to submit timely and accurate grant applications.

The specific attributes noted by the grant monitor are as follows:

- Excellent grant management.
- Project goals and objective are being met and when not there is a strategic planning process that allows for this to be addressed and adjusted.
- Exemplary Volunteer Recruitment initiatives.
- Effective Volunteer Retention initiatives.
- Committed and effective Board of Directors.
- Ability to pivot and still provide effective and statutorily required services during the COVID-19 Pandemic.
- Excellent community collaboration and partnerships that allow advocacy for the best interest of the children served.
- Effective sustainability strategies.

## **Recommendations**

Overall, there are no current recommendations as to the processes, procedures, and program implementation for the program.

- The Program staff is to be commended for their superior work and attention to detail.
- The Executive Director is congratulated for her leadership in guiding the Program.
- The Board of Directors are to be applauded for their commitment to the program and their level of engagement.

DCJS appreciates your program's efforts and dedication to enhancing the response to child abuse victims across the State of Virginia. Again, thank you and your team for your cooperation during this monitoring visit process.



## 2023-2024 Henrico CASA Operating Budget

### REVENUE

Federal (VOCA) Government	\$	122,156
State (DCJS) and Local Government	\$	111,285
Grants/Foundations (Unrestricted)	\$	100,000
Individual Contributions + Board Giving	\$	100,000
Internal Events	\$	95,000
External Events	\$	60,000
In-Kind	\$	45,000
Church and Civic Groups	\$	25,000
Investment Income	\$	20,000
Corporate + Matching Gifts	\$	10,000
Workplace Giving Campaigns	\$	300
<b>Total</b>	<b>\$</b>	<b>688,741</b>

### EXPENSES

Payroll Expenses - Salary + Taxes	\$	534,929
Payroll Expenses - Healthcare	\$	14,562
Payroll Expenses - IRA Retirement	\$	13,186
Payroll Expenses - Ancillary/Fringe Benefits	\$	6,401
In-Kind	\$	45,000
Marketing and Fundraising	\$	12,500
Program	\$	11,000
Admin Fees	\$	6,500
Strategic Planning/Board Development	\$	6,000
Printing	\$	5,500
Training	\$	5,000
Volunteer Recruitment	\$	4,500
Volunteer Recognition	\$	4,000
Community Awareness	\$	4,000
Equipment	\$	3,000
Supplies	\$	2,500
Postage & Shipping	\$	750
<b>Total</b>	<b>\$</b>	<b>679,328</b>

Approved by the Board of Directors May 2023

DRAFT



## 2024-2025 Henrico CASA Operating Budget

### REVENUE

Federal (VOCA) Government	127,690	Victims of Crime Act Funding
State (DCJS) and Local Government	120,647	DCJS State Fund + Henrico County
Grants/Foundations (Unrestricted)	120,000	Private Foundations
Individual Contributions	105,000	Individuals + Board Giving
Internal Events	100,000	Home for Good Playhouse Event
External Events	65,000	Mustaches 4 Kids, Summer Concert Series
In-Kind	45,000	Rent, Phone, IT
Church and Civic Groups	30,000	Kiwanis, Thetas
Investment Income	25,000	Dividends + Interest
Corporate + Matching Gifts	10,000	Corporate gifts and matching programs
Workplace Giving Campaigns	300	CVC Campaigns, School + Govt Campaigns
<b>Total</b>	<b>\$748,637</b>	

### EXPENSES

Payroll Expenses - Salary + Taxes	600,976	Salary (3% COL increase), FICA, Worker's Comp, Unemployment
Payroll Expenses - Healthcare	18,738	Healthcare + HSA Contribution (50% employer paid, 5 employee participation)
Payroll Expenses - IRA Retirement	16,565	3% IRA Match + Fees (3% employer match, 100% staff participation)
Payroll Expenses - Ancillary Benefits	9,215	Dental, Vision, Disability, Life (100% employer paid, 100% staff participation)
In-Kind	45,000	Space, Phone, IT (Henrico County)
Program	17,500	Case-Related Expense/Mileage
Marketing and Fundraising	12,500	Fundraising Event Costs, Marketing Ads
Strategic Planning/Board Development	10,000	Board Retreats, Consultant, Visitation Center Planning
Admin Fees	6,500	Payroll/Insurance/Annual Audit Fees
Professional Development + Training	6,500	Volunteer Training, Staff Professional Development
Printing	5,500	Impact Reports, Campaign Letters, etc.
Volunteer Recruitment	4,500	Digital Marketing, Volunteer Fairs
Volunteer Recognition	4,000	Appreciation events, thank yous, etc.
Community Awareness	4,000	Outreach, Community trainings, etc.
Equipment	3,000	Office Equipment, Office Furniture
Supplies	2,500	Paper, Toner, etc.
Postage & Shipping	750	Stamps, mailing costs
<b>Total</b>	<b>\$767,744</b>	

Revenue v. Expenses Difference \$ (19,107)

### OTHER INCOME/EXPENSES

Gains/Losses	\$ 44,000	Gains/Losses (4% of Securities Account Only, Excludes Reserve)
Investment Management Fees	\$ (3,500)	Investment Fees
Offset	\$ 40,500	
Revenue v. Expense Difference	\$ (19,107)	

**Revenue v. Expenses \$ 21,393**

**STAFF PAYROLL AND SALARIES**

	<b>FY24</b>		<b>FY25</b>	<b>Notes</b>
Salaries - Executive Director (Jeannine)	\$ 97,916	\$	100,853	COL 3%
Salaries - Program Manager (Trish)	\$ 64,130	\$	66,054	COL 3%
Salaries - Strategic Partnerships Director (Kristin)	\$ 60,632	\$	72,000	Promotion: Development Position
Salaries - Case Manager (Rebecca)	\$ 54,322	\$	55,952	COL 3%
Salaries - Volunteer and Training Coordinator (Lorrie)	\$ 59,046	\$	60,817	COL 3%
Salaries - Vol Coord 2 (Stacy)	\$ 50,600	\$	52,118	COL 3%
Salaries - Vol Coord 3 (Patricia)	\$ 52,800	\$	54,384	COL 3%
Salaries -- Engagement Coordinator (NEW)	\$ -	\$	50,000	NEW
Salaries - Program and Financial Assistant (TBD)	\$ 30,000	\$	40,000	Increase to 30 hours/week
Employee Benefits (Health)	\$ 12,720	\$	18,738	50% Employer contribution, 5 staff participation)
Employee Benefits (Dental, Vision, Disability, Life)	\$ 13,248	\$	9,215	100% Employer paid, 100% staff participation)
Employee Benefits (Retirement IRA)	\$ 12,031	\$	16,565	3% Employer Match, 100% staff participation)
FICA Tax	\$ 38,820	\$	45,647	
Unemployment Tax	\$ 2,250	\$	2,250	\$250 per employee per year
Workmen's Comp Insurance	\$ 900	\$	900	\$100 per employee per year
	<b>\$ 549,415</b>	<b>\$</b>	<b>645,495</b>	

STAFF SALARIES			SIMPLE IRA (3% MAX RETIREMENT MATCH)		
New Proposal for FY2024-25			FY24	FY25	
\$	100,853	Executive Director	\$ 2,937	\$ 3,026	
\$	66,054	Program Manager	\$ 1,924	\$ 1,982	
\$	72,000	Fund Development	\$ 1,819	\$ 2,160	
\$	55,952	Case Manager	\$ 1,630	\$ 1,679	
\$	60,817	Volunteer + Training Coordinator	\$ 1,771	\$ 1,825	
\$	52,118	Volunteer Coordinator	\$ -	\$ 1,564	
\$	54,384	Volunteer Coordinator	\$ -	\$ 1,632	
\$	50,000	Engagement Coordinator	\$ -	\$ 1,500	
\$	40,000	Financial + Program Administrator	\$ -	\$ 1,200	
\$	<b>552,178</b>	<b>Total Salary</b>	<b>\$ 10,081</b>	<b>\$ 16,565</b>	<b>TOTAL RETIREMENT</b>
\$	45,647	FICA Tax			
\$	2,250	Unemploment Tax			
\$	900	Workers Comp			
\$	<b>600,976</b>	<b>Total Salary + Taxes</b>			
\$	18,738	Health (w/ Monthly HSA Contribution)			
\$	5,616	Dental			
\$	758	Vision			
\$	1,053	Life			
\$	120	Accidental Death + Disability			
\$	1,668	Short + Long Term Disability			
\$	16,565	SIMPLE IRA - Max Match/Cost			
\$	<b>645,495</b>	<b>Salary, Taxes, Benefits Total Costs</b>			

<b>HEALTHCARE COSTS (2025) - Assuming 5 EE Participation Rate</b>	<b>Total/Employee/Month</b>		<b>CASA Contribution (50%)</b>	
Employee Participant #1 - Trish	\$	807	\$	404
Employee Participant #2 - Stacy	\$	598	\$	299
Employee Participant #3 - Kristin	\$	336	\$	168
Employee Participant #4 - Patricia	\$	481	\$	241
Employee Participant #5 - NEW	\$	400	\$	200
Employee Participant #6	\$	-	\$	-
Employee Participant #7	\$	-	\$	-
Employee Participant #8	\$	-	\$	-
Employee Participant #9	\$	-	\$	-
<b>\$\$\$/employee/month</b>	<b>\$</b>	<b>2,623</b>	<b>\$</b>	<b>1,312</b>
<b>HSA Contribution (\$50/month/participating employee)</b>				
Employee Participant #1	\$	600	\$	600
Employee Participant #2	\$	600	\$	600
Employee Participant #3	\$	600	\$	600
Employee Participant #4	\$	600	\$	600
Employee Participant #5	\$	600	\$	600
Employee Participant #6	\$	-	\$	-
Employee Participant #7	\$	-	\$	-
Employee Participant #8	\$	-	\$	-
Employee Participant #9	\$	-	\$	-
<b>CASA Contribution</b>	<b>\$</b>	<b>3,000</b>	<b>\$</b>	<b>3,000</b>
<b>TOTAL EMPLOYER HEALTHCARE w/ HSA ACCOUNT CONTRIBUTION</b>				
			<b>\$</b>	<b>18,738</b>

<b>ANCILLARY SHORT TERM DISABILITY (2025) *</b>	<b>Annual Rate/Employee</b>	<b>100% CASA CONTRIBUTION</b>
Employee Participant #1	\$ 107	<i>\$9/employee/month</i>
Employee Participant #2	\$ 107	
Employee Participant #3	\$ 107	
Employee Participant #4	\$ 107	
Employee Participant #5	\$ 107	
Employee Participant #6	\$ 107	
Employee Participant #7	\$ 107	
Employee Participant #8	\$ 107	
Employee Participant #9	\$ 107	
<b>TOTAL SHORT TERM DISABILITY</b>	<b>\$ 966</b>	

<b>ANCILLARY BASIC TERM LIFE (2025) *</b>	<b>Annual Rate/Employee</b>	<b>100% CASA CONTRIBUTION</b>
Employee Participant #1	\$ 117	<i>\$9.75/employee/month</i>
Employee Participant #2	\$ 117	
Employee Participant #3	\$ 117	
Employee Participant #4	\$ 117	
Employee Participant #5	\$ 117	
Employee Participant #6	\$ 117	
Employee Participant #7	\$ 117	
Employee Participant #8	\$ 117	
Employee Participant #9	\$ 117	
<b>TOTAL LONG TERM LIFE</b>	<b>\$ 1,053</b>	

\* \$75,000 coverage

<b>ANCILLARY DENTAL (2025)</b>	<b>Annual Rate/Employee</b>	<b>100% CASA CONTRIBUTION</b>
Employee Participant #1	\$624	<i>\$52/employee/month</i>
Employee Participant #2	\$624	
Employee Participant #3	\$624	
Employee Participant #4	\$624	
Employee Participant #5	\$624	
Employee Participant #6	\$624	
Employee Participant #7	\$624	
Employee Participant #8	\$624	
Employee Participant #9	\$624	
<b>TOTAL DENTAL</b>	<b>\$5,616</b>	

<b>ANCILLARY VISION (2025)</b>	<b>Annual Rate/Employee</b>	<b>100% CASA CONTRIBUTION</b>
Employee Participant #1	\$84	<i>\$7.02/employee/month</i>
Employee Participant #2	\$84	
Employee Participant #3	\$84	
Employee Participant #4	\$84	
Employee Participant #5	\$84	
Employee Participant #6	\$84	
Employee Participant #7	\$84	
Employee Participant #8	\$84	
Employee Participant #9	\$84	
<b>TOTAL VISION</b>	<b>\$758</b>	

<b>ANCILLARY LONG TERM DIS.</b>	<b>Annual Rate/Employee</b>	<b>100% CASA CONTRIBUTION</b>
Employee Participant #1	\$ 78	<i>\$6.50/employee/month</i>
Employee Participant #2	\$ 78	
Employee Participant #3	\$ 78	
Employee Participant #4	\$ 78	
Employee Participant #5	\$ 78	
Employee Participant #6	\$ 78	
Employee Participant #7	\$ 78	
Employee Participant #8	\$ 78	
Employee Participant #9	\$ 78	
<b>TOTAL LONG TERM DISABILI</b>	<b>\$ 702</b>	

<b>ACCIDENTAL D+D (2025)</b>	<b>Annual Rate/Employee</b>	<b>100% CASA CONTRIBUTION</b>
Employee Participant #1	\$ 13	<i>\$1.11/employee/month</i>
Employee Participant #2	\$ 13	
Employee Participant #3	\$ 13	
Employee Participant #4	\$ 13	
Employee Participant #5	\$ 13	
Employee Participant #6	\$ 13	
Employee Participant #7	\$ 13	
Employee Participant #8	\$ 13	
Employee Participant #9	\$ 13	
<b>TOTAL AD+D</b>	<b>\$120</b>	

**TOTAL COST OF ANCILLARY BENEFITS** **\$9,215**



# Financial Reports

Henrico CASA

For the period ended March 18, 2024



Prepared on  
March 18, 2024

# Henrico CASA

## P and L Fiscal YTD Comparison (excl. ARPA)

July 1, 2023 - March 18, 2024

	TOTAL		
	JUL 1, 2023 - MAR 18, 2024	JUL 1, 2022 - MAR 18, 2023 (PY)	% CHANGE
<b>Revenue</b>			
Contributions	113,129.57	101,146.45	11.85 %
Corporate	10,147.30	15,915.75	-36.24 %
External Events	87,127.00	73,350.61	18.78 %
Foundation Grants	155,963.46	146,000.00	6.82 %
Government Grants	116,964.00	126,187.50	-7.31 %
In-Kind Donations	32,645.97	32,645.97	0.00 %
Internal Events	80,540.00	70,005.00	15.05 %
Workplace Giving Campaigns	495.00	484.00	2.27 %
<b>Total Revenue</b>	<b>\$597,012.30</b>	<b>\$565,735.28</b>	<b>5.53 %</b>
<b>GROSS PROFIT</b>	<b>\$597,012.30</b>	<b>\$565,735.28</b>	<b>5.53 %</b>
<b>Expenditures</b>			
Administrative Fees	3,177.42	1,603.43	98.16 %
Community Awareness	1,806.78	2,736.26	-33.97 %
Equipment Expenses	2,069.63	1,525.14	35.70 %
In-Kind Expenses	32,645.97	32,645.97	0.00 %
Marketing and Fundraising Expense	9,058.68	6,179.54	46.59 %
Payroll Expenses	384,167.47	315,778.77	21.66 %
Postage & Shipping	349.31	379.43	-7.94 %
Printing	3,396.99	3,892.44	-12.73 %
Program Expense	12,899.81	9,997.80	29.03 %
Strategic Planning/Board Development	9,905.00	539.30	1,736.64 %
Supplies	1,987.92	1,994.87	-0.35 %
Training	3,204.69	4,150.46	-22.79 %
Volunteer Recognition	885.00	3,438.92	-74.27 %
Volunteer Recruitment	3,268.17	7,247.91	-54.91 %
<b>Total Expenditures</b>	<b>\$468,822.84</b>	<b>\$392,110.24</b>	<b>19.56 %</b>
<b>NET OPERATING REVENUE</b>	<b>\$128,189.46</b>	<b>\$173,625.04</b>	<b>-26.17 %</b>
<b>Other Revenue</b>			
Advisor Fees	-3,694.99	-1,343.95	-174.94 %
Dividends	21,846.79	16,410.97	33.12 %
Foreign Taxes	-147.80	-69.34	-113.15 %
Interest income	7,649.00	3,257.13	134.84 %
Realized Capital Gains/Losses	5,060.19	-153,553.68	103.30 %
Unrealized Gains/Losses	47,808.57	174,491.30	-72.60 %
<b>Total Other Revenue</b>	<b>\$78,521.76</b>	<b>\$39,192.43</b>	<b>100.35 %</b>
<b>NET OTHER REVENUE</b>	<b>\$78,521.76</b>	<b>\$39,192.43</b>	<b>100.35 %</b>
<b>NET REVENUE</b>	<b>\$206,711.22</b>	<b>\$212,817.47</b>	<b>-2.87 %</b>

# Henrico CASA

## PROFIT AND LOSS PYC

July 2023 - June 2024

	TOTAL		
	JUL 2023 - JUN 2024	JUL 2022 - JUN 2023 (PY)	% CHANGE
<b>Revenue</b>			
Contributions	113,145.69	137,639.24	-17.80 %
Corporate	11,158.42	18,218.43	-38.75 %
External Events	87,127.00	74,085.55	17.60 %
Foundation Grants	155,963.46	146,000.00	6.82 %
Government Grants	116,964.00	261,188.00	-55.22 %
In-Kind Donations	32,645.97	123,916.96	-73.65 %
Internal Events	80,540.00	121,615.00	-33.77 %
Workplace Giving Campaigns	495.00	484.00	2.27 %
<b>Total Revenue</b>	<b>\$598,039.54</b>	<b>\$883,147.18</b>	<b>-32.28 %</b>
<b>GROSS PROFIT</b>	<b>\$598,039.54</b>	<b>\$883,147.18</b>	<b>-32.28 %</b>
<b>Expenditures</b>			
Administrative Fees	3,177.57	8,290.36	-61.67 %
Community Awareness	1,806.78	2,982.92	-39.43 %
Depreciation Expense		1,508.74	-100.00 %
Equipment Expenses	2,069.63	2,390.70	-13.43 %
In-Kind Expenses	32,645.97	114,502.96	-71.49 %
Marketing and Fundraising Expense	9,058.68	12,455.79	-27.27 %
Payroll Expenses	384,167.47	483,817.80	-20.60 %
Postage & Shipping	349.31	784.89	-55.50 %
Printing	3,396.99	4,257.38	-20.21 %
Program Expense	12,899.81	21,452.52	-39.87 %
Strategic Planning/Board Development	9,905.00	539.30	1,736.64 %
Supplies	1,987.92	2,531.32	-21.47 %
Training	3,204.69	4,994.86	-35.84 %
Volunteer Recognition	885.00	4,480.87	-80.25 %
Volunteer Recruitment	3,268.17	9,038.08	-63.84 %
<b>Total Expenditures</b>	<b>\$468,822.99</b>	<b>\$674,028.49</b>	<b>-30.44 %</b>
<b>NET OPERATING REVENUE</b>	<b>\$129,216.55</b>	<b>\$209,118.69</b>	<b>-38.21 %</b>
<b>Other Revenue</b>			
Advisor Fees	-3,694.99	-2,435.08	-51.74 %
Dividends	21,846.79	24,186.86	-9.67 %
Foreign Taxes	-147.80	-108.84	-35.80 %
Interest income	7,649.00	5,603.71	36.50 %
Realized Capital Gains/Losses	5,060.19	-150,977.19	103.35 %
Unrealized Gains/Losses	47,808.57	180,265.32	-73.48 %
<b>Total Other Revenue</b>	<b>\$78,521.76</b>	<b>\$56,534.78</b>	<b>38.89 %</b>
<b>NET OTHER REVENUE</b>	<b>\$78,521.76</b>	<b>\$56,534.78</b>	<b>38.89 %</b>
<b>NET REVENUE</b>	<b>\$207,738.31</b>	<b>\$265,653.47</b>	<b>-21.80 %</b>

**Henrico CASA**  
**BALANCE SHEET PYC**  
As of June 30, 2024

	TOTAL		
	AS OF JUN 30, 2024	AS OF JUN 30, 2023 (PY)	% CHANGE
<b>ASSETS</b>			
Current Assets			
Bank Accounts			
AO Schwab Reserve Account	239,672.53	411,192.95	-41.71 %
AO Schwab Securities	1,078,597.80	885,420.64	21.82 %
Operating Acct - Wells Fargo	237,740.18	82,653.78	187.63 %
<b>Total Bank Accounts</b>	<b>\$1,556,010.51</b>	<b>\$1,379,267.37</b>	<b>12.81 %</b>
Other Current Assets			
Grants/Funds Receivable	0.00	32,163.75	-100.00 %
Prepaid Expenses	2,400.00	11,696.34	-79.48 %
<b>Total Other Current Assets</b>	<b>\$2,400.00</b>	<b>\$43,860.09</b>	<b>-94.53 %</b>
<b>Total Current Assets</b>	<b>\$1,558,410.51</b>	<b>\$1,423,127.46</b>	<b>9.51 %</b>
Fixed Assets			
Accumulated Depreciation	-5,142.11	-5,142.11	0.00 %
Computer Equipment	15,663.54	15,663.54	0.00 %
Office Equipment & Furniture	4,773.99	4,773.99	0.00 %
<b>Total Fixed Assets</b>	<b>\$15,295.42</b>	<b>\$15,295.42</b>	<b>0.00 %</b>
<b>TOTAL ASSETS</b>	<b>\$1,573,705.93</b>	<b>\$1,438,422.88</b>	<b>9.40 %</b>
<b>LIABILITIES AND EQUITY</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable	0.00	5,953.72	-100.00 %
<b>Total Accounts Payable</b>	<b>\$0.00</b>	<b>\$5,953.72</b>	<b>-100.00 %</b>
Other Current Liabilities			
Deferred Revenue	0.00	58,750.00	-100.00 %
Payroll Liabilities	-3,176.43	4,575.11	-169.43 %
<b>Total Other Current Liabilities</b>	<b>\$ -3,176.43</b>	<b>\$63,325.11</b>	<b>-105.02 %</b>
<b>Total Current Liabilities</b>	<b>\$ -3,176.43</b>	<b>\$69,278.83</b>	<b>-104.58 %</b>
<b>Total Liabilities</b>	<b>\$ -3,176.43</b>	<b>\$69,278.83</b>	<b>-104.58 %</b>
Equity			
Unrestricted Net Assets	1,369,144.05	1,103,490.58	24.07 %
Net Revenue	207,738.31	265,653.47	-21.80 %
<b>Total Equity</b>	<b>\$1,576,882.36</b>	<b>\$1,369,144.05</b>	<b>15.17 %</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,573,705.93</b>	<b>\$1,438,422.88</b>	<b>9.40 %</b>

# Henrico CASA

## Budget vs. Actuals

July 2023 - June 2024

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
<b>Revenue</b>			
Contributions	113,145.69	125,000.00	90.52 %
Corporate	11,158.42	10,000.00	111.58 %
External Events	87,127.00	60,000.00	145.21 %
Foundation Grants	155,963.46	100,000.00	155.96 %
Government Grants	116,964.00	233,441.00	50.10 %
In-Kind Donations	32,645.97	45,000.00	72.55 %
Internal Events	80,540.00	95,000.00	84.78 %
Reimbursements	0.00		
Workplace Giving Campaigns	495.00	300.00	165.00 %
<b>Total Revenue</b>	<b>\$598,039.54</b>	<b>\$668,741.00</b>	<b>89.43 %</b>
<b>GROSS PROFIT</b>	<b>\$598,039.54</b>	<b>\$668,741.00</b>	<b>89.43 %</b>
<b>Expenditures</b>			
Administrative Fees	3,177.57	6,500.00	48.89 %
Community Awareness	1,806.78	4,000.00	45.17 %
Equipment Expenses	2,069.63	3,000.00	68.99 %
In-Kind Expenses	32,645.97	45,000.00	72.55 %
Marketing and Fundraising Expense	9,058.68	12,500.00	72.47 %
Payroll Expenses	384,167.47	569,078.00	67.51 %
Postage & Shipping	349.31	750.00	46.57 %
Printing	3,396.99	5,500.00	61.76 %
Program Expense	12,899.81	11,000.00	117.27 %
Strategic Planning/Board Development	9,905.00	6,000.00	165.08 %
Supplies	1,987.92	2,500.00	79.52 %
Training	3,204.69	5,000.00	64.09 %
Voided Checks	0.00		
Volunteer Recognition	885.00	4,000.00	22.13 %
Volunteer Recruitment	3,268.17	4,500.00	72.63 %
<b>Total Expenditures</b>	<b>\$468,822.99</b>	<b>\$679,328.00</b>	<b>69.01 %</b>
<b>NET OPERATING REVENUE</b>	<b>\$129,216.55</b>	<b>\$ -10,587.00</b>	<b>-1,220.52 %</b>
<b>Other Revenue</b>			
Advisor Fees	-3,694.99		
Budget Investment Income		20,000.00	
Dividends	21,846.79		
Foreign Taxes	-147.80		
Interest income	7,649.00		
Realized Capital Gains/Losses	5,060.19		
Unrealized Gains/Losses	47,808.57		
<b>Total Other Revenue</b>	<b>\$78,521.76</b>	<b>\$20,000.00</b>	<b>392.61 %</b>
<b>NET OTHER REVENUE</b>	<b>\$78,521.76</b>	<b>\$20,000.00</b>	<b>392.61 %</b>
<b>NET REVENUE</b>	<b>\$207,738.31</b>	<b>\$9,413.00</b>	<b>2,206.93 %</b>