

United Way of Whatcom County
Board of Directors Meeting
September 12, 2024 – 3:00pm

Consent Agenda

The following are the items determined to be appropriate Consent Agenda items. As a refresher, Consent Agenda items are routine, standard, non-controversial and/or self-explanatory items that should not need discussion during the Board meeting.

Should you have any questions about these items please contact Natalie Boatman, Board Chair, **before** the Board meeting. If, after receiving the explanation, you feel that an item needs more discussion, please remember that any item can be pulled off the Consent Agenda for discussion by any Board member for any reason.

Consent Agenda Items:

1. June 27, 2024 Annual Board of Directors Meeting Minutes
 - Action: Approve the June 2024 Minutes as attached.
2. MEMO Partner Agency Update
 - Operational Disclosure Only. No Action Required.
3. May 2024 Financial Statements
 - Action: Accept the May 2024 Financial Summary as attached.
4. June 2024 Financial Statements
 - Action: Accept the June 2024 Financial Summary as attached.
5. July 2024 Financial Statements
 - Action: Accept the July 2024 Financial Summary as attached.
6. Updated Donor Designation Policy
 - Operational Disclosure Only. No Action Required.

United Way of Whatcom County
Annual Board of Directors Meeting
Video Conference Call
June 27, 2024 – 3:00 PM

Meeting Minutes

Board Attendees: John Ayre, Natalie Boatman (Chair), Patricia Boteler, Adrienne Czebator, Heather Dyer, Lisa Lindsey, Doug Montgomery, Jason Sears

Other Attendees: Kristi Birkeland, Patricia Boyce, Denise Kilcline, Rebecca Ricks, Mike Weinstein

Not Present: Leah Bosman, Jeremy Jordan (Past Chair), LaVonne Olsen

1. Welcome and Call to Order

Kristi Birkeland, President/CEO, welcomed everyone and called the meeting to order at 3:06 PM.

2. FY 2025 Slate of Board Officers

Birkeland reviewed the Election of Fiscal Year (FY) 2025 Slate of Officers memo included in the meeting packet. The following individuals will serve their respective position from July 2024 – June 2025:

- Board Chair Natalie Boatman
- Vice Chair Doug Montgomery
- Secretary/Treasurer Jason Sears

The following list of individuals will serve as an authorized approver as noted below for United Way of Whatcom County for the new fiscal year:

- Kristi Birkeland – Peoples Bank ACH/Check Signer, Bill.com
- Natalie Boatman – Peoples Bank ACH/Check Signer, Bill.com
- Patricia Boyce – Peoples Bank ACH
- Jason Sears – Bill.com

Jeremy Jordan will be removed as a check signer and UWWC staff will complete the appropriate paperwork to add Natalie Boatman as a check signer and ACH approver.

MSA: Boteler/Dyer: Approve the FY 2025 Slate of Board Officers, ACH approvers, and check signers as presented. Motion Passed.

Birkeland passed the gavel to Natalie Boatman as the new Board Chair.

3. Mission Moment – All Hands Whatcom

Birkeland shared the United We Fight for Sheena video and her take aways from the 2024 All Hands Whatcom Opioid Summit at the end of June 2024. The two-day event was focused on how the opioid/Fentanyl crisis is impacting youth and young adults as well as areas to improve local services, policy action, and other resources.

United We Fight for Sheena: https://www.youtube.com/watch?v=QqGKvMk-3_w

4. FY 23 Audit and Form 990 Presentation

Birkeland introduced Lloyd Sandquist, Senior Assurance Manager for VSH CPA, the audit firm that completed United Way of Whatcom County's (UWWC) FY2023 Audit and filed the IRS Form 990. Sandquist reviewed the Management Comment Letter and answered questions about the report.

Sandquist left the meeting at 3:36 PM

MSA: Montgomery/Sears: Accept the Fiscal Year 2023 audit and IRS Form 990 into the record as presented. Motion Passed.

5. FY 2025 Operational Budget

Jason Sears presented the FY 2025 Operational Budget and led the discussion.

MSA: Sears/Boatman: Approve the FY 2025 Budget as presented. Motion Passed.

6. FY 2025 Community Impact Grant Recommendations

UWWC staff presented the FY 2025 Grant Recommendations memo and spreadsheet included in the meeting packet.

The total funding awarded for FY 2025 Community Impact Fund allocations is \$616,000.

MSA: Dyer/Boteler: Approve the FY 2025 Community Impact Grant allocations as presented. Motion Passed.

7. Review Board Expectations, Code of Ethics, Whistle Blower Policy & Electronic Voting Consent

The Board reviewed UWWC's Mission Statement and Diversity, Equity, and Inclusion Statement, as well as Board Expectations and Responsibilities and other associated documents included in the meeting packet. The documents will be sent out in July to be completed via DocuSign.

Board and Committee Outlook calendar invites for the new fiscal year will also be sent out in July.

8. Fund Development Committee Update

The Fund Development Committee is working a few exciting ideas including events at the Bellingham Yacht Club, Aslan Brewpub, and a cornhole tournament. More information will be shared as details come together. The next two events for Board members to attend or volunteer for are the UWWC Donor Thank You event at Bellingham Bells game on Friday, June 28th and the Bellingham Bells Golf Tournament on Monday, July 29th. Volunteer opportunities for any UWWC events will be emailed by staff.

9. ALICE Presentation

The May 2024 ALICE Report update is now available on the UWWC website, and the printout was shared with the members in attendance.

The May 2024 ALICE Report Update: <https://www.unitedwaywhatcom.org/wp-content/uploads/2024/05/2024-ALICE-Update-WA-FINAL-1.pdf>

ALICE Report Resources including the full report are available on the UWWC public website at: <https://www.unitedwaywhatcom.org/who-is-alice/> or on the ALICE website at <https://unitedforalice.org/>

10. Consent Agenda

Boatman confirmed all in attendance had reviewed the Consent Agenda. No corrections offered.

MSA: Lindsey/Sears: Approve the June 2024 Consent Agenda as presented. Approved.

11. Other Business

The Board recognized Patricia Boteler and Jeremy Jordan for their service as this was their last meeting.

No other business was presented for discussion.

Boatman adjourned the meeting at 4:35 PM.

MEMORANDUM

TO: Board of Directors
FROM: United Way of Whatcom County Staff
DATE: August 27, 2024
SUBJECT: Partner Agency Update

United Way of Whatcom County Partner Agency Update

One of UWWC's longtime funded partner agencies is experiencing a significant financial challenge.

Upon the recent departure of their Executive Director, it was discovered that the former leader of Bellingham Childcare and Learning Center (BCLC) inadvertently let multiple tax issues build up over a period of time, resulting in significant penalties and interest due. The problem originated with a QuickBooks conversion that went awry. BCLC's Board of Directors was unaware of the situation at the time but is fully engaged and committed to resolving the issue and getting themselves back to a stable financial place. None of the year end reporting we received during our annual vetting process indicated financial distress at BCLC. The agency's programs are healthy and operating well, and there has been no interruption in service. That said, the financial hurdle they are facing is significant.

UWWC has funded BCLC for 30+ years and has a vested interest in the success of this program, which offers high quality, sliding scale childcare in our community. Through our work in childcare, we know there is a shortage of approximately 5,000 childcare spots in Whatcom County. According to the year-end report we received in May, BCLC served 43 families with children in their programs last year, the majority of whom are ALICE families.

A former member of BCLC's leadership team is currently volunteering to assist with their current transition and help get the organization's finances back on track. UWWC has high confidence in BCLC's ability to provide these much-needed childcare and early learning services for our community and has been in frequent contact with BCLC as events unfold and solutions are sought.

The Whatcom Community Foundation (WCF) has offered, and is well equipped, to make a low interest loan to assist BCLC in paying their tax debt by the due date and is currently in talks with BCLC about this. WCF invited United Way of Whatcom County, Mount Baker Foundation, and Chuckanut Health Foundation to contribute to the overall loan amount. The loan agreement would run through WCF, with other partners participating to the level of their choosing. Because UWWC is the only funder in the group who has and continues to provide significant unrestricted funding to BCLC annually, and because our Community Impact Committee recently awarded BCLC an additional \$10,000 unrestricted grant in addition to their \$36,000 annual grant, we are not compelled to participate in the loan process. We are potentially interested in exploring other ways to assist BCLC through this challenging period if and when they arise. No action is requested at this time, but UWWC leadership will keep the Board apprised of any significant updates on this situation.

MONTHLY FINANCIAL SUMMARY

UNITED WAY OF WHATCOM COUNTY



Prepared by Jennifer President, YPTC

May 2024 | Fiscal Year-End June 30, 2024

FINANCIAL HIGHLIGHTS

United Way of Whatcom County (UWWC) continues FY24 in a stable financial position with net assets of \$2.722M and a cash balance of \$575K. Additionally, the organization achieved a strong liquidity position with current assets to current liabilities ratio of 46.85, an indicator that there are adequate cash reserves to meet the organization’s short-term obligations.

- For the eleven months ended May 31, 2024, UWWC ended with a change in net assets of \$177K. This is favorable to the budget by \$141K. Expenses are under budget by \$39K and revenue is better than budget by \$101K.
- Cash & cash equivalent as of May 31, 2024 totaled \$575K, which represents funding for approximately 5.48 months of average expenses. This is within the recommended 3 - 6 months of funding.

UPDATES

- The 2024 fiscal year-end audit will begin soon. UWWC has engaged a new audit firm. YPTC will begin uploading requested documents to the audit portal in the upcoming weeks.

BUDGET VARIANCES

Year-to-Date Revenue Exceeds Budget

Total support and revenue exceed budget by \$101K. Net campaign income is better than budget due to the success of the fundraising campaign. Restricted grants are under budget due to conditions of grant not being met yet. Unrealized gain is over budget due to changes in market conditions. All other revenues are under budget by \$24K, leading to an overall favorable variance to budget of \$101K.

Revenue	Actual YTD	Budget YTD	(Under) / Over
Net Campaign Income	1,118,562	1,034,000	84,562
Restricted grants	10,500	36,666	(26,166)
Unrealized Gain/Loss-current	66,789	0	66,789
All Other Revenue	135,401	159,325	(23,924)
Total Revenue	1,331,252	1,229,992	101,260

Table: YPTC • Source: QuickBooks Online & Annual Budget • Created with Datawrapper

ATTACHMENTS

- Statements of Financial Position
- Statement of Functional Expenses
- Fund Account Balances
- Statements of Activities
- Statement of Cash Flows

Please let me know if you have any questions or would like to discuss.

United Way of Whatcom County
Statements of Financial Position
As of May 31, 2024 - Compared to Prior Month

	5/31/2024	4/30/2024
Assets		
Current Assets		
Cash & Cash Equivalents		
Washington Fed Money Market	\$ 26,466	\$ 26,448
Peoples Bank, Ck Account	548,825	555,321
Total Cash & Cash Equivalents	575,291	581,769
Other Current Assets		
WaFd Bank - 7-month CD	75,229	75,229
WaFd Bank - 13-month CD	75,232	75,232
WaFd Bank - 19-month CD	75,226	75,226
Peoples Bank - 10-month CD	250,000	250,000
Schwab, Unrestricted Endowment	306,626	298,329
Schwab, Permanent Endowment	203,425	197,926
Schwab, Unrestricted Endow-Don	643,549	626,129
Pledges Receivable	610,888	595,202
Allow. Uncollectible	(70,915)	(70,915)
Prepayments	5,101	6,357
Total Other Current Assets	2,174,361	2,128,715
Property and Equipment		
Equipment & Furniture	75,586	75,586
Accumulated Depreciation	(63,843)	(63,293)
Leasehold Improvements	121,983	121,983
Accum Depr. - Leasehold	(115,422)	(114,301)
Total Property and Equipment (net)	18,304	19,975
Other Assets		
Right-of-Use Lease Asset	16,754	16,754
Total Other Current Assets	16,754	16,754
Total Assets	\$ 2,784,710	\$ 2,747,213
Liabilities and Net Assets		
Current Liabilities		
Accounts Payable	\$ 25,189	\$ 23,499
Credit Card Payable	1,576	954
Accrued Vacation & Payroll	19,548	19,548
Current Portion of Lease Liability	12,377	12,377
Total Current Liabilities	58,690	56,378
Lease Liability, Net of Current Portion	4,377	4,377
Total Liabilities	63,067	60,755
Net Assets		
Without Donor Restrictions		
Unrestricted General	1,378,473	1,378,473
Unrestricted Contingency	572,277	572,277
Unrestricted Community Impact	147,689	147,689
Unrestricted Equipment	146,763	146,763
Unrestricted Capacity Building	112,962	112,962
Unrestricted Relief Fund	3,023	3,023
Unrestricted Early Learn Fund	100,000	100,000
Net Assets Without Donor Restrictions	2,461,187	2,461,187
With Donor Restrictions		
Permanently Restricted Endow.	83,313	83,313
Net Assets With Donor Restrictions	83,313	83,313
Change in Net Assets	177,143	141,958
Total Net Assets	2,721,643	2,686,458
Total Liabilities and Net Assets	\$ 2,784,710	\$ 2,747,213

United Way of Whatcom County
Statements of Activities
For the Month and Eleven Months Ended May 2024 - Compared to Budget

	ANNUAL BUDGET	May 2024 TOTAL	May 2024 BUDGET	May 2024 VAR \$	May 2024 YTD TOTAL	May 2024 YTD BUDGET	May 2024 YTD VAR \$
Support and Revenue							
Campaign Revenue							
Gross Campaign Contributions	\$ 1,200,000	\$ 72,540	\$ 100,000	\$ (27,460)	\$ 1,118,562	\$ 1,100,000	\$ 18,562
Provision for Uncollectibles	(72,000)	-	(6,000)	6,000	-	(66,000)	66,000
Net Campaign Revenue	1,128,000	72,540	94,000	(21,460)	1,118,562	1,034,000	84,562
Other Revenue							
Restricted grants	40,000	-	3,333	(3,333)	10,500	36,667	(26,167)
In-Kind Rent	10,487	909	874	35	9,892	9,613	279
Community Builder Sponsorship	50,000	-	4,167	(4,167)	50,055	45,833	4,222
Unrealized Gain/Loss-current	-	28,856	-	28,856	66,789	-	66,789
Interest Income	27,000	2,377	2,250	127	33,365	24,750	8,615
Donations - Other United Way	12,000	-	1,000	(1,000)	12,079	11,000	1,079
EFSP Fee	2,344	-	195	(195)	-	2,149	(2,149)
WRIC fees	12,000	-	1,000	(1,000)	-	11,000	(11,000)
Designation fee	4,978	-	415	(415)	-	4,563	(4,563)
Miscellaneous Income	-	5,000	-	5,000	8,389	-	8,389
Dolly Parton Imag. Lib.	50,000	-	4,167	(4,167)	21,621	45,833	(24,212)
Campaign Functions Revenue	5,000	-	417	(417)	-	4,583	(4,583)
Total Other Revenue	213,809	37,142	17,817	19,325	212,690	195,992	16,698
Total Support and Revenue	1,341,809	109,682	111,817	(2,135)	1,331,252	1,229,992	101,260
Operating Expenses							
Salaries	328,421	22,874	27,368	(4,494)	281,344	301,053	(19,709)
Benefits	60,986	4,723	5,082	(359)	55,217	55,904	(687)
Payroll Taxes	36,866	1,953	3,072	(1,119)	33,732	33,794	(62)
Professional Services	83,100	11,700	6,925	4,775	84,354	76,175	8,179
Office Supplies	3,000	200	250	(50)	2,977	2,750	227
Campaign Supplies	2,500	-	208	(208)	1,300	2,292	(992)
Telephone	1,620	281	135	146	3,232	1,485	1,747
Postage	2,700	-	225	(225)	1,811	2,475	(664)
Occupancy	17,626	1,520	1,469	51	16,151	16,157	(6)
Maintenance	22,994	2,154	1,916	238	26,550	21,078	5,472
Printing/Photo/Subscriptions	2,575	36	215	(179)	2,097	2,360	(263)
Travel/Auto/Meals	7,000	16	583	(567)	4,499	6,417	(1,918)
Campaign Functions	12,000	-	1,000	(1,000)	5,834	11,000	(5,166)
Conferences/Meetings	700	40	58	(18)	1,445	642	803
Staff Development	5,370	-	448	(448)	2,031	4,923	(2,892)
Volunteer Training	1,000	-	83	(83)	26	917	(891)
Membership Dues/Fees	1,000	8,003	83	7,920	8,694	917	7,777
Insurance	6,274	744	523	221	6,557	5,751	806
Advertising	19,000	394	1,583	(1,189)	8,479	17,417	(8,938)
Miscellaneous	10,658	678	888	(210)	14,583	9,770	4,813
In-Kind Rent	10,801	909	900	9	9,892	9,901	(9)
Depreciation	17,833	1,672	1,486	186	16,854	16,347	507
Total Operating Expenses	654,024	57,897	54,502	3,395	587,659	599,522	(11,863)
Other Expenses							
Agency Allocations	625,000	-	-	-	470,625	472,000	(1,375)
Designations - Partners	-	-	-	-	4,119	-	4,119
Designations - Non Partner	-	-	-	-	5,084	-	5,084
Designations - Other United Ways	-	-	-	-	3,220	-	3,220
United Way Worldwide Support	14,020	-	1,168	(1,168)	16,354	12,852	3,502
United Way Pacific NW	3,402	-	284	(284)	3,184	3,119	66
Restricted Grant Expense	29,630	-	2,469	(2,469)	-	27,161	(27,161)
Child Care Grant Expense	36,000	11,800	3,000	8,800	18,113	33,000	(14,887)
Dolly Parton Imag. Lib. Exp	50,000	4,800	4,167	633	45,751	45,833	(82)
Total Other Expenses	758,052	16,600	11,088	5,512	566,450	593,964	(27,514)
Total Expenses	1,412,076	74,497	65,590	8,907	1,154,109	1,193,486	(39,377)
CHANGE IN NET ASSETS	\$(70,267)	\$35,185	\$46,228	\$(11,043)	\$177,143	\$36,505	\$140,638

United Way of Whatcom County
Statement of Functional Expense
For the Eleven Months Ended May 2024

	<u>Administrative</u>	<u>Fundraising</u>	<u>Planning & Allocation</u>	<u>TOTAL</u>
Operating Expenses				
Salaries	48,054	120,905	112,385	\$ 281,344
Benefits	9,431	23,729	22,057	55,217
Payroll Taxes	5,762	14,496	13,475	33,732
Professional Services	27,837	23,619	32,898	84,354
Office Supplies	982	834	1,161	2,977
Campaign Supplies	429	364	507	1,300
Telephone	1,067	905	1,260	3,232
Postage	598	507	706	1,811
Occupancy	5,330	4,522	6,299	16,151
Maintenance	8,762	7,434	10,355	26,550
Printing/Photo/Subscriptions	692	587	818	2,097
Travel/Auto/Meals	1,485	1,260	1,755	4,499
Campaign Functions	1,925	1,634	2,275	5,834
Conferences/Meetings	477	405	564	1,445
Staff Development	670	569	792	2,031
Volunteer Training	9	7	10	26
Membership Dues/Fees	2,869	2,434	3,391	8,694
Insurance	2,164	1,836	2,557	6,557
Advertising	2,798	2,374	3,307	8,479
Miscellaneous	4,812	4,083	5,687	14,583
In-Kind Rent	3,264	2,770	3,858	9,892
Depreciation	5,562	4,719	6,573	16,854
Total Operating Expenses	<u>134,978</u>	<u>219,992</u>	<u>232,689</u>	<u>587,659</u>
Other Expenses				
Agency Allocations	-	-	470,625	470,625
Designations - Partners	-	-	4,119	4,119
Designations - Non Partner	-	-	5,084	5,084
Designations - Other United Ways	-	-	3,220	3,220
United Way Worldwide Support	-	-	16,354	16,354
United Way Pacific NW	-	-	3,184	3,184
Child Care Grant Expense	-	-	18,113	18,113
Dolly Parton Imag. Lib. Exp	-	-	45,751	45,751
Total Other Expenses	<u>-</u>	<u>-</u>	<u>566,450</u>	<u>566,450</u>
Total Expenses	<u>\$ 134,978</u>	<u>\$ 219,992</u>	<u>\$ 799,139</u>	<u>\$ 1,154,109</u>

United Way of Whatcom County
Statement of Cash Flows
For the Eleven Months Ended May 31, 2024

	TOTAL
OPERATING ACTIVITIES	
Change in Net Assets	\$ 177,143
Adjustments to reconcile changes in net assets to net cash provided by/(used in) operating activities:	
Depreciation	16,854
Increase (Decrease) in Cash Resulting from Changes in:	
Accounts Receivable	(103,724)
Prepaid Expenses & Other Assets	4,191
Accounts Payable	23,340
Other Liabilities	(23,301)
Net Cash Provided by/(used in) Operating Activities	94,503
INVESTING ACTIVITIES	
Purchase of Certificates of Deposits	(475,687)
Unrealized (Gain)/Loss on Investments	(90,391)
Purchases of Property, Plant, and Equipment	(6,112)
Net Cash Provided by/(used in) Investing Activities	(572,190)
NET CASH INCREASE/(DECREASE)	(477,687)
CASH AT BEGINNING OF PERIOD	1,052,978
CASH AT END OF PERIOD	\$ 575,291

United Way of Whatcom County
Fund Account Balances
For the Eleven Months Ended May 31, 2024

	Unrestricted Campaign	Unrestricted Contingency	Unrestricted Community Impact	Unrestricted Capacity Building	Unrestricted Relief Fund	Unrestricted Early Learn Fund	Unrestricted Variable Comp.	Unrestricted Equipment	Total
FY2022/2023									
Beginning Balance	\$ 171,598	\$ 572,277	\$ 147,689	\$ 112,962	\$ 3,023	\$ 100,000	\$ 3,472	\$ 146,763	\$ 1,257,784
Ending Balance	\$ 171,598	\$ 572,277	\$ 147,689	\$ 112,962	\$ 3,023	\$ 100,000	\$ 3,472	\$ 146,763	\$ 1,257,784
Expenses FY 2023/2024									
Expenses Paid									
Incentive Pay	-	-	-	-	-	-	(3,472)	-	(3,472)
Transfer to Unrestricted General	(171,598)	-	-	-	-	-	-	-	(171,598)
Ending Balance Per GL	\$ -	\$ 572,277	\$ 147,689	\$ 112,962	\$ 3,023	\$ 100,000	\$ -	\$ 146,763	\$ 1,082,714
Board Approved Amounts Not Used									
Every Child Succeed Initiative	-	-	(3,359)	-	-	-	-	-	(3,359)
Ending Balance Board Approved Amounts Not Used	\$ -	\$ 572,277	\$ 144,330	\$ 112,962	\$ 3,023	\$ 100,000	\$ -	\$ 146,763	\$ 1,079,355

MONTHLY FINANCIAL SUMMARY

UNITED WAY OF WHATCOM COUNTY



Prepared by Jennifer President, YPTC

June 2024 | Fiscal Year-End June 30, 2024

FINANCIAL HIGHLIGHTS

United Way of Whatcom County (UWWC) ended FY24 in a stable financial position with net assets of \$2.487M and a cash balance of \$428K. Additionally, the organization achieved a strong liquidity position with current assets to current liabilities ratio of 30.5, an indicator that there are adequate cash reserves to meet the organization’s short-term obligations.

- For the twelve months ended June 30, 2024, UWWC ended with a change in net assets of -\$58K. This is favorable to the budget by \$12K. Expenses are over budget by \$4K and revenue is better than budget by \$17K.
- Cash & cash equivalent as of June 30, 2024 totaled \$428K, which represents funding for approximately 3.63 months of average expenses. This is within the recommended 3 - 6 months of funding.

UPDATES

- The 2024 fiscal year-end audit will begin within the upcoming weeks.

BUDGET VARIANCES

Year-to-Date Revenue Exceeds Budget

Total support and revenue exceed budget by \$17K. Net campaign income is less than budget by \$20K. Restricted grants are under budget due to conditions of grant not being met yet. Unrealized gain is over budget due to changes in market conditions. All other revenues are under budget by \$13K, leading to an overall favorable variance to budget of \$17K.

Revenue	Actual YTD	Budget YTD	(Under) / Over
Net Campaign Income	1,108,050	1,128,000	(19,950)
Restricted grants	10,500	40,000	(29,500)
Unrealized Gain/Loss-current	78,819	0	78,819
All Other Revenue	161,031	173,809	(12,778)
Total Revenue	1,358,400	1,341,809	16,591

Table: YPTC • Source: QuickBooks Online & Annual Budget • Created with Datawrapper

ATTACHMENTS

- Statements of Financial Position
- Statement of Functional Expenses
- Fund Account Balances
- Statements of Activities
- Statement of Cash Flows

Please let me know if you have any questions or would like to discuss.

United Way of Whatcom County
Statements of Financial Position
As of June 30, 2024 - Compared to Prior Month

	6/30/2024	5/31/2024
Assets		
Current Assets		
Cash & Cash Equivalents		
Washington Fed Money Market	\$ 26,483	\$ 26,466
Peoples Bank, Ck Account	401,764	548,825
Total Cash & Cash Equivalents	428,247	575,291
Other Current Assets		
WaFd Bank - 7-month CD	76,068	75,229
WaFd Bank - 13-month CD	76,080	75,232
WaFd Bank - 19-month CD	76,056	75,226
Peoples Bank - 10-month CD	252,941	250,000
Schwab, Unrestricted Endowment	310,951	306,626
Schwab, Permanent Endowment	206,295	203,425
Schwab, Unrestricted Endow-Don	652,634	643,549
Pledges Receivable	508,964	602,497
Allow. Uncollectible	(56,533)	(70,915)
Prepayments	9,089	5,101
Total Other Current Assets	2,112,545	2,165,970
Property and Equipment		
Equipment & Furniture	75,586	75,586
Accumulated Depreciation	(64,552)	(64,093)
Leasehold Improvements	121,983	121,983
Accum Depr. - Leasehold	(116,373)	(115,252)
Total Property and Equipment (net)	16,644	18,224
Other Assets		
Right-of-Use Lease Asset	17,618	17,618
Total Other Current Assets	17,618	17,618
Total Assets	\$ 2,575,054	\$ 2,777,103
Liabilities and Net Assets		
Current Liabilities		
Accounts Payable	\$ 6,316	\$ 25,317
Credit Card Payable	9,509	1,576
Accrued Vacation & Payroll	32,615	19,548
Designations Payable	22,461	-
Current Portion of Lease Liability	12,377	12,377
Total Current Liabilities	83,278	58,818
Lease Liability, Net of Current Portion	5,241	5,241
Total Liabilities	88,519	64,059
Net Assets		
Without Donor Restrictions		
Unrestricted General	1,378,473	1,378,473
Unrestricted Contingency	572,277	572,277
Unrestricted Community Impact	147,689	147,689
Unrestricted Equipment	146,763	146,763
Unrestricted Capacity Building	112,962	112,962
Unrestricted Relief Fund	3,023	3,023
Unrestricted Early Learn Fund	100,000	100,000
Net Assets Without Donor Restrictions	2,461,187	2,461,187
With Donor Restrictions		
Permanently Restricted Endow.	83,313	83,313
Net Assets With Donor Restrictions	83,313	83,313
Change in Net Assets	(57,965)	168,544
Total Net Assets	2,486,535	2,713,044
Total Liabilities and Net Assets	\$ 2,575,054	\$ 2,777,103

United Way of Whatcom County
Statements of Activities
For the Month and Twelve Months Ended June 2024 - Compared to Budget

	ANNUAL BUDGET	June 2024 TOTAL	June 2024 BUDGET	June 2024 VAR \$	June 2024 YTD TOTAL	June 2024 YTD BUDGET	June 2024 YTD VAR \$
Support and Revenue							
Campaign Revenue							
Gross Campaign Contributions	\$ 1,200,000	\$ 5,109	\$ 100,000	\$ (94,891)	\$ 1,108,050	\$ 1,200,000	\$ (91,950)
Provision for Uncollectibles	(72,000)	-	(6,000)	6,000	-	(72,000)	72,000
Net Campaign Revenue	1,128,000	5,109	94,000	(88,891)	1,108,050	1,128,000	(19,950)
Other Revenue							
Restricted grants	40,000	-	3,333	(3,333)	10,500	40,000	(29,500)
In-Kind Rent	10,487	909	874	35	10,801	10,487	314
Community Builder Sponsorship	50,000	-	4,167	(4,167)	58,055	50,000	8,055
Unrealized Gain/Loss-current	-	12,030	-	12,030	78,819	-	78,819
Interest Income	27,000	9,727	2,250	7,477	43,092	27,000	16,092
Donations - Other United Way	12,000	48	1,000	(952)	12,127	12,000	127
EFSP Fee	2,344	-	195	(195)	-	2,344	(2,344)
WRIC fees	12,000	-	1,000	(1,000)	-	12,000	(12,000)
Designation fee	4,978	-	415	(415)	-	4,978	(4,978)
Miscellaneous Income	-	1,946	-	1,946	10,335	-	10,335
Dolly Parton Imag. Lib.	50,000	5,000	4,167	833	26,621	50,000	(23,379)
Campaign Functions Revenue	5,000	-	417	(417)	-	5,000	(5,000)
Total Other Revenue	213,809	29,660	17,817	11,843	250,350	213,809	36,541
Total Support and Revenue	1,341,809	34,769	111,817	(77,048)	1,358,400	1,341,809	16,591
Operating Expenses							
Salaries	328,421	36,542	27,368	9,174	317,885	328,421	(10,536)
Benefits	60,986	5,864	5,082	782	61,081	60,986	95
Payroll Taxes	36,866	3,154	3,072	82	36,886	36,866	20
Professional Services	83,100	4,813	6,925	(2,112)	89,167	83,100	6,067
Office Supplies	3,000	104	250	(146)	3,081	3,000	81
Campaign Supplies	2,500	-	208	(208)	1,300	2,500	(1,200)
Telephone	1,620	280	135	145	3,512	1,620	1,892
Postage	2,700	-	225	(225)	1,811	2,700	(889)
Occupancy	17,626	1,620	1,469	151	17,771	17,626	145
Maintenance	22,994	2,820	1,916	904	29,370	22,994	6,376
Printing/Photo/Subscriptions	2,575	40	215	(175)	2,137	2,575	(438)
Travel/Auto/Meals	7,000	689	583	106	5,193	7,000	(1,807)
Campaign Functions	12,000	-	1,000	(1,000)	5,834	12,000	(6,166)
Conferences/Meetings	700	553	58	495	1,998	700	1,298
Staff Development	5,370	345	448	(103)	2,376	5,370	(2,994)
Volunteer Training	1,000	-	83	(83)	26	1,000	(974)
Membership Dues/Fees	1,000	90	83	7	781	1,000	(219)
Insurance	6,274	737	523	214	7,294	6,274	1,020
Advertising	19,000	1,040	1,583	(543)	9,519	19,000	(9,481)
Miscellaneous	10,658	700	888	(188)	15,662	10,658	5,004
In-Kind Rent	10,801	909	900	9	10,801	10,801	-
Depreciation	17,833	1,580	1,486	94	18,512	17,833	679
Bad Debt Expense	-	35,153	-	35,153	35,673	-	35,673
Total Operating Expenses	654,024	97,033	54,502	42,531	677,670	654,024	23,646
Other Expenses							
Agency Allocations	625,000	159,500	-	159,500	630,125	625,000	5,125
Designations - Partners	-	-	-	-	4,119	-	4,119
Designations - Non Partner	-	-	-	-	5,084	-	5,084
Designations - Other United Ways	-	-	-	-	3,220	-	3,220
United Way Worldwide Support	14,020	-	1,168	(1,168)	16,354	14,020	2,334
United Way Pacific NW	3,402	-	284	(284)	11,184	3,402	7,782
Restricted Grant Expense	29,630	-	2,469	(2,469)	-	29,630	(29,630)
Child Care Grant Expense	36,000	-	3,000	(3,000)	18,113	36,000	(17,887)
Dolly Parton Imag. Lib. Exp	50,000	4,745	4,167	578	50,496	50,000	496
Total Other Expenses	758,052	164,245	11,088	153,157	738,695	758,052	(19,357)
Total Expenses	1,412,076	261,278	65,590	195,688	1,416,365	1,412,076	4,289
CHANGE IN NET ASSETS	\$ (70,267)	\$ (226,509)	\$ 46,228	\$ (272,737)	\$ (57,965)	\$ (70,267)	\$ 12,302

United Way of Whatcom County
Statement of Functional Expense
For the Twelve Months Ended June 2024

	<u>Administrative</u>	<u>Fundraising</u>	<u>Planning & Allocation</u>	<u>TOTAL</u>
Operating Expenses				
Salaries	54,405	136,852	126,629	\$ 317,885
Benefits	10,454	26,296	24,331	61,081
Payroll Taxes	6,313	15,880	14,693	36,886
Professional Services	29,425	24,967	34,775	89,167
Office Supplies	1,017	863	1,202	3,081
Campaign Supplies	429	364	507	1,300
Telephone	1,159	983	1,370	3,512
Postage	598	507	706	1,811
Occupancy	5,864	4,976	6,931	17,771
Maintenance	9,692	8,224	11,454	29,370
Printing/Photo/Subscriptions	705	598	833	2,137
Travel/Auto/Meals	1,714	1,454	2,025	5,193
Campaign Functions	1,925	1,634	2,275	5,834
Conferences/Meetings	659	559	779	1,998
Staff Development	784	665	927	2,376
Volunteer Training	9	7	10	26
Membership Dues/Fees	258	219	305	781
Insurance	2,407	2,042	2,845	7,294
Advertising	3,141	2,665	3,712	9,519
Miscellaneous	5,168	4,385	6,108	15,662
In-Kind Rent	3,564	3,024	4,212	10,801
Depreciation	6,109	5,183	7,220	18,512
Bad Debt Expense	35,673	-	-	35,673
Total Operating Expenses	181,472	242,348	253,850	677,670
Other Expenses				
Agency Allocations	-	-	630,125	630,125
Designations - Partners	-	-	4,119	4,119
Designations - Non Partner	-	-	5,084	5,084
Designations - Other United Ways	-	-	3,220	3,220
United Way Worldwide Support	-	-	16,354	16,354
United Way Pacific NW	-	-	11,184	11,184
Child Care Grant Expense	-	-	18,113	18,113
Dolly Parton Imag. Lib. Exp	-	-	50,496	50,496
Total Other Expenses	-	-	738,695	738,695
Total Expenses	\$ 181,472	\$ 242,348	\$ 992,545	\$ 1,416,365

United Way of Whatcom County
Statement of Cash Flows
For the Twelve Months Ended June 30, 2024

	TOTAL
OPERATING ACTIVITIES	
Change in Net Assets	\$ (57,965)
Adjustments to reconcile changes in net assets to net cash provided by/(used in) operating activities:	
Depreciation	18,512
Increase (Decrease) in Cash Resulting from Changes in:	
Accounts Receivable	(16,182)
Prepaid Expenses & Other Assets	203
Accounts Payable	4,467
Other Liabilities	7,653
Accrued Vacation & Payroll	(9,952)
Designations Payable	22,461
Net Cash Provided by/(used in) Operating Activities	(30,803)
INVESTING ACTIVITIES	
Purchase of Certificates of Deposits	(481,145)
Unrealized (Gain)/Loss on Investments	(106,671)
Purchases of Property, Plant, and Equipment	(6,112)
Net Cash Provided by/(used in) Investing Activities	(593,928)
NET CASH INCREASE/(DECREASE)	(624,731)
CASH AT BEGINNING OF PERIOD	1,052,978
CASH AT END OF PERIOD	\$ 428,247

United Way of Whatcom County
Fund Account Balances
For the Twelve Months Ended June 30, 2024

	Unrestricted Campaign	Unrestricted Contingency	Unrestricted Community Impact	Unrestricted Capacity Building	Unrestricted Relief Fund	Unrestricted Early Learn Fund	Unrestricted Variable Comp.	Unrestricted Equipment	Total
FY2022/2023									
Beginning Balance	\$ 171,598	\$ 572,277	\$ 147,689	\$ 112,962	\$ 3,023	\$ 100,000	\$ 3,472	\$ 146,763	\$ 1,257,784
Ending Balance	\$ 171,598	\$ 572,277	\$ 147,689	\$ 112,962	\$ 3,023	\$ 100,000	\$ 3,472	\$ 146,763	\$ 1,257,784
Expenses FY 2023/2024									
Expenses Paid									
Incentive Pay	-	-	-	-	-	-	(3,472)	-	(3,472)
Transfer to Unrestricted General	(171,598)	-	-	-	-	-	-	-	(171,598)
Ending Balance Per GL	\$ -	\$ 572,277	\$ 147,689	\$ 112,962	\$ 3,023	\$ 100,000	\$ -	\$ 146,763	\$ 1,082,714
Board Approved Amounts Not Used									
Every Child Succeed Initiative	-	-	(3,359)	-	-	-	-	-	(3,359)
Ending Balance Board Approved Amounts Not Used	\$ -	\$ 572,277	\$ 144,330	\$ 112,962	\$ 3,023	\$ 100,000	\$ -	\$ 146,763	\$ 1,079,355

MONTHLY FINANCIAL SUMMARY

UNITED WAY OF WHATCOM COUNTY



Prepared by Jennifer President, YPTC

July 2024 | Fiscal Year-End June 30, 2025

FINANCIAL HIGHLIGHTS

United Way of Whatcom County (UWWC) continues FY25 in a stable financial position with net assets of \$2.472M and a cash balance of \$508K. Additionally, the organization achieved a strong liquidity position with current assets to current liabilities ratio of 35.07, an indicator that there are adequate cash reserves to meet the organization’s short-term obligations.

- For the one month ended July 31, 2024, UWWC ended with a change in net assets of -\$14K. This is unfavorable to the budget by \$59K. Expenses are under budget by \$10K and revenue is under budget by \$69K.
- Cash & cash equivalent as of July 31, 2024 totaled \$508K, which represents funding for approximately 8.29 months of average expenses. This is above the recommended 3 - 6 months of funding. This liquidity ensures you have sufficient funds to cover monthly expenses and invest in future opportunities.

UPDATES

- The 2024 fiscal year-end audit is underway with new auditors.

BUDGET VARIANCES

Year-to-Date Revenue Exceeds Budget

Total support and revenue is under budget by \$69K. Net campaign income is less than budget by \$81K due to the campaign starting in the Fall of 2024. Campaigning for the Dolly Parton Imagination Library grant will begin soon. Unrealized gain is over budget due to changes in market conditions. All other revenues are under budget by \$3K, leading to an overall unfavorable variance to budget of \$69K.

Revenue	Actual YTD	Budget YTD	(Under) / Over
Net Campaign Income	13,214	94,000	(80,786)
Dolly Parton Imag. Lib. Grants	0	7,083	(7,083)
Unrealized Gain/Loss-current	21,295	0	21,295
All Other Revenue	12,822	15,707	(2,885)
Total Support and Revenue	47,331	116,791	(69,460)

Table: YPTC - Source: QuickBooks Online & Annual Budget - Created with Datawrapper

ATTACHMENTS

- Statements of Financial Position
- Statement of Functional Expenses
- Fund Account Balances
- Statements of Activities
- Statement of Cash Flows

Please let me know if you have any questions or would like to discuss.

United Way of Whatcom County
Statements of Financial Position
As of July 31, 2024 - Compared to Prior Month

	7/31/2024	6/30/2024
Assets		
Current Assets		
Cash & Cash Equivalents		
Washington Fed Money Market	\$ 26,501	\$ 26,483
Peoples Bank, Ck Account	481,891	401,764
Total Cash & Cash Equivalents	508,392	428,247
Other Current Assets		
WaFd Bank - 7-month CD	76,068	76,068
WaFd Bank - 13-month CD	76,080	76,080
WaFd Bank - 19-month CD	76,056	76,056
Peoples Bank - 10-month CD	252,941	252,941
Schwab, Unrestricted Endowment	317,185	310,951
Schwab, Permanent Endowment	210,424	206,295
Schwab, Unrestricted Endow-Don	665,709	652,634
Pledges Receivable	392,328	508,964
Allow. Uncollectible	(56,533)	(56,533)
Prepayments	7,453	9,089
Total Other Current Assets	2,017,711	2,112,545
Property and Equipment		
Equipment & Furniture	75,586	75,586
Accumulated Depreciation	(65,011)	(64,552)
Leasehold Improvements	121,983	121,983
Accum Depr. - Leasehold	(119,735)	(116,373)
Total Property and Equipment (net)	12,823	16,644
Other Assets		
Right-of-Use Lease Asset	5,302	5,302
Total Other Assets	5,302	5,302
Total Assets	\$ 2,544,228	\$ 2,562,738
Liabilities and Net Assets		
Current Liabilities		
Accounts Payable	\$ 21,878	\$ 6,667
Credit Card Payable	1,752	9,509
Accrued Vacation & Payroll	32,429	32,615
Designations Payable	10,663	22,461
Current Portion of Lease Liability	5,302	5,302
Total Current Liabilities	72,024	76,554
Total Liabilities	72,024	76,554
Net Assets		
Without Donor Restrictions		
Unrestricted General	1,320,158	1,378,473
Unrestricted Contingency	572,277	572,277
Unrestricted Community Impact	147,689	147,689
Unrestricted Equipment	146,763	146,763
Unrestricted Capacity Building	112,962	112,962
Unrestricted Relief Fund	3,023	3,023
Unrestricted Early Learn Fund	100,000	100,000
Net Assets Without Donor Restrictions	2,402,872	2,461,187
With Donor Restrictions		
Permanently Restricted Endow.	83,313	83,313
Net Assets With Donor Restrictions	83,313	83,313
Change in Net Assets	(13,981)	(58,316)
Total Net Assets	2,472,204	2,486,184
Total Liabilities and Net Assets	\$ 2,544,228	\$ 2,562,738

United Way of Whatcom County
Statements of Activities
For the Month Ended July 2024 - Compared to Budget

	ANNUAL BUDGET	July 2024 YTD TOTAL	July 2024 YTD BUDGET	July 2024 YTD VAR \$
Support and Revenue				
Campaign Revenue				
Gross Campaign Contributions	\$ 1,200,000	\$ 13,214	\$ 100,000	\$ (86,786)
Provision for Uncollectibles	(72,000)	-	(6,000)	6,000
Net Campaign Revenue	1,128,000	13,214	94,000	(80,786)
Other Revenue				
Restricted grants	26,550	7,000	2,213	4,788
In-Kind Rent	10,487	909	874	35
Community Builder Sponsorship	55,000	-	4,583	(4,583)
Unrealized Gain/Loss-current	-	21,295	-	21,295
Interest Income	53,000	3,758	4,417	(659)
Donations - Other United Way	10,000	1,155	833	322
EFSP Fee	2,500	-	208	(208)
Grant Admin Fees	2,950	-	246	(246)
Designation Fee	3,000	-	250	(250)
Dolly Parton Imag. Lib. Gifts	25,000	-	2,083	(2,083)
Dolly Parton Imag. Lib. Grants	85,000	-	7,083	(7,083)
Total Other Revenue	273,487	34,117	22,791	11,326
Total Support and Revenue	1,401,487	47,331	116,791	(69,460)
Operating Expenses				
Salaries	360,688	24,913	30,057	(5,144)
Benefits	66,678	5,145	5,557	(412)
Payroll Taxes	32,267	2,097	2,689	(592)
Professional Services	93,200	5,425	7,767	(2,342)
Office Supplies	3,200	104	267	(163)
Campaign Supplies	5,000	-	417	(417)
Telephone	3,369	281	281	-
Postage	2,000	-	167	(167)
Occupancy	19,077	1,545	1,590	(45)
Maintenance	22,079	2,459	1,840	619
Printing/Photo/Subscriptions	2,200	36	183	(147)
Travel/Auto/Meals	7,000	294	583	(289)
Campaign Functions	10,000	111	833	(722)
Conferences/Meetings	1,500	(81)	125	(206)
Staff Development	4,500	300	375	(75)
Membership Dues/Fees	15,594	2,919	1,300	1,620
Insurance	6,994	780	583	197
Advertising	18,000	350	1,500	(1,150)
Miscellaneous	450	162	38	125
Bank & Payroll Fees	16,440	2,314	1,370	944
In-Kind Rent	11,118	909	927	(18)
Depreciation	10,173	3,821	848	2,973
Bad Debt Expense	-	490	-	490
Total Operating Expenses	711,527	54,374	59,294	(4,920)
Other Expenses				
Agency Allocations	625,000	-	-	-
Designations - Partners	6,225	-	519	(519)
Designations - Non Partner	5,817	-	485	(485)
Designations - Other United Ways	13,600	-	1,133	(1,133)
Community Building Grants	10,000	2,000	833	1,167
Child Care Grant Expense	28,688	-	2,391	(2,391)
Dolly Parton Imag. Lib. Exp	83,000	4,938	6,917	(1,979)
Total Other Expenses	772,330	6,938	12,278	(5,340)
Total Expenses	1,483,857	61,312	71,571	(10,260)
CHANGE IN NET ASSETS	\$ (82,370)	\$ (13,981)	\$ 45,219	\$ (59,200)

United Way of Whatcom County
Statement of Functional Expense
For the One Month Ended July 2024

	<u>Administrative</u>	<u>Fundraising</u>	<u>Planning & Allocation</u>	<u>TOTAL</u>
Operating Expenses				
Salaries	4,281	10,683	9,948	\$ 24,913
Benefits	884	2,206	2,054	5,145
Payroll Taxes	360	899	837	2,097
Professional Services	1,790	1,519	2,116	5,425
Office Supplies	34	29	41	104
Telephone	93	79	110	281
Occupancy	510	433	603	1,545
Maintenance	811	689	959	2,459
Printing/Photo/Subscriptions	12	10	14	36
Travel/Auto/Meals	97	82	115	294
Campaign Functions	37	31	43	111
Conferences/Meetings	(27)	(23)	(32)	(81)
Staff Development	99	84	117	300
Membership Dues/Fees	963	817	1,138	2,919
Insurance	257	218	304	780
Advertising	116	98	137	350
Miscellaneous	53	45	63	162
Bank & Payroll Fees	764	648	902	2,314
In-Kind Rent	300	255	355	909
Depreciation	1,261	1,070	1,490	3,821
Bad Debt Expense	490	-	-	490
Total Operating Expenses	<u>13,187</u>	<u>19,873</u>	<u>21,314</u>	<u>54,374</u>
Other Expenses				
Community Building Grants	-	-	2,000	2,000
Dolly Parton Imag. Lib. Exp	-	-	4,938	4,938
Total Other Expenses	<u>-</u>	<u>-</u>	<u>6,938</u>	<u>6,938</u>
Total Expenses	<u>\$ 13,187</u>	<u>\$ 19,873</u>	<u>\$ 28,252</u>	<u>\$ 61,312</u>

United Way of Whatcom County
Statement of Cash Flows
For the One Month Ended July 31, 2024

	TOTAL
OPERATING ACTIVITIES	
Change in Net Assets	\$ (13,981)
Adjustments to reconcile changes in net assets to net cash provided by/(used in) operating activities:	
Depreciation	3,821
Increase (Decrease) in Cash Resulting from Changes in:	
Accounts Receivable	116,636
Prepaid Expenses & Other Assets	1,636
Accounts Payable	15,210
Other Liabilities	(7,755)
Accrued Vacation & Payroll	(186)
Designations Payable	(11,798)
Net Cash Provided by/(used in) Operating Activities	103,583
INVESTING ACTIVITIES	
Unrealized (Gain)/Loss on Investments	(23,438)
Net Cash Provided by/(used in) Investing Activities	(23,438)
NET CASH INCREASE/(DECREASE)	80,145
CASH AT BEGINNING OF PERIOD	428,247
CASH AT END OF PERIOD	\$ 508,392

United Way of Whatcom County
Fund Account Balances
For the One Month Ended July 31, 2024

	Unrestricted Contingency	Unrestricted Community Impact	Unrestricted Capacity Building	Unrestricted Relief Fund	Unrestricted Early Learn Fund	Unrestricted Equipment	Total
FY2023/2024							
Beginning Balance	\$ 572,277	\$ 147,689	\$ 112,962	\$ 3,023	\$ 100,000	\$ 146,763	\$ 1,082,714
Ending Balance	\$ 572,277	\$ 147,689	\$ 112,962	\$ 3,023	\$ 100,000	\$ 146,763	\$ 1,082,714
Expenses FY 2024/2025							
Expenses Paid							
Incentive Pay	-	-	-	-	-	-	-
Transfer to Unrestricted General	-	-	-	-	-	-	-
Ending Balance Per GL	<u>\$ 572,277</u>	<u>\$ 147,689</u>	<u>\$ 112,962</u>	<u>\$ 3,023</u>	<u>\$ 100,000</u>	<u>\$ 146,763</u>	<u>\$ 1,082,714</u>
Board Approved Amounts Not Used							
Every Child Succeed Initiative	-	(3,359)	-	-	-	-	(3,359)
Ending Balance Board Approved Amounts Not Used	<u>\$ 572,277</u>	<u>\$ 144,330</u>	<u>\$ 112,962</u>	<u>\$ 3,023</u>	<u>\$ 100,000</u>	<u>\$ 146,763</u>	<u>\$ 1,079,355</u>

Policy Type: Operational
Policy Title: Donor Designation Policy
Originally Adopted: June 27, 2013
Last Revised: August 16, 2024

The United Way of Whatcom County (UWWC) offers donors to the annual fundraising campaign the option of designating their contributions to specific agencies, including partner as well as non-partner agencies, and other United Ways. Donor designation is provided by United Way as a service to donors.

The following guidelines apply to donor designations:

1. Partner agencies are prohibited from soliciting donor designations through the United Way annual campaign.
2. United Way will set a minimum designation amount of \$100.00 per agency. Designated gifts less than \$100.00 will be directed to the Community Impact Fund.
3. Agencies must be in compliance with the USA Patriot Act and complete and return all required paperwork to UWWC in order to receive payment. If the required paperwork is not submitted to UWWC, those dollars will be directed to the Community Impact Fund.
4. Gifts designated to partner agencies will be paid out separately from, and are not considered part of, the Community Impact Fund allocations.
5. Gifts designated to non-partner agencies will be passed on subject to the following:
 - a. The designated agency must be a non-profit tax-exempt charitable organization as defined under section 501(c)(3) of the Internal Revenue Service Code. Agency must be in good standing with the IRS and be in compliance with the USA Patriot Act. Designations will not be sent to agencies that cannot document their status.
6. Gifts designated to all agencies will be passed on subject to the following:
 - a. All nonprofit agencies receiving designated gifts will share in United Way's fundraising and administrative costs. A 12% fee will be assessed as that share.
 - b. There will be no administrative fees on donations designated to other United Ways in Washington state.
 - c. All agencies must certify compliance with the USA Patriot Act.
 - d. All designations are paid based on the dollars received at United Way.
 - e. If the payment collected is less than \$100.00 the amount will be held until the next payment cycle. If the \$100 minimum is not collected by the end of the following fiscal year, funds will be directed to the Community Impact Fund.
7. UWWC will not share donor information with designated agencies unless requested by the donor.
8. United Way of Whatcom County will attempt to ascertain the designation wishes of donors when the pledge form, or the report from the company, is unclear or ambiguous. If reasonable action does not determine the donor's wishes, the designation will be added to the Community Impact Fund.
9. Periodically the United Way Board of Directors may allow designations to United Way special purposes.
10. In response to a natural disaster, pandemic, or other crisis, United Way of Whatcom County Board of Directors reserve the right to suspend donor designations to non-profit agencies for new donations made during the time period defined by the organization.
11. This policy is to be reviewed annually.