









### **FY2016-2017 Financial Narrative (Revenue)**

- a. Net/Gain (Loss) FY2016-2017 Budget, OCWCOG has a balanced budget. Net Gain/Loss is reflected as a loss because the financial statement does not include beginning balance numbers, and because the State and Federal Contract payments are paid a month behind.
- b. Member dues have all been received and distributed.
- c. Contract revenue is on budget.
- d. Year-to-date grant revenue is up due to additional grant awards to the *RSVP* and *Foster Grand Parent* programs.
- e. Donations revenue for the 1<sup>st</sup> quarter is low. *Meals on Wheels* launched a direct mail solicitation letter in October 2016, which generated incoming donations in early November. The program has added a special hand written "Thank You" for all donations over \$100.00, and a personal call and letter for all donations over \$250.00. As of November 15<sup>th</sup>, over \$10,000.00 has been received due to this solicitation.
- f. The organization's State contracts percent are low due to payments being received a month after they are billed. The Oregon Department of Transportation contract line has budgeted revenue for a project that has not started in the 1<sup>st</sup> quarter.
- g. Federal revenue is low due to payments being received a month after billed.
- h. Coordinated Care revenue is on budget.

### **FY2016 - 2017 Financial Narrative (Personnel and Material & Supplies)**

- a. The organization's Personnel Expense is below budget due to several unfilled vacant positions. The organization has implemented a process to determine the need to rapidly fill all vacant positions. All critical vacant positions are filled as soon as possible.
- b. Contract expense is on budget.
- c. Indirect expenses are on budget. Indirect rates are charged to all program areas based on the number of staff employed in each program, and are used to fund General Administration, Human Resources, Finance, and Technology Services.
- d. Maintenance & Repair expenses are low. New projects are starting to ramp up.
- e. In 2015-2016, the organization implemented a centralized purchasing program that resulted in a 42% savings. Efforts continue to find ways to reduce supply costs in the coming year.
- f. Telephone costs are on budget.
- g. Travel/Training is on budget. The organizations' management staff continue reviewing staff travel to ensure the best use of staff time and program expenses.

If you find you need additional information or clarification, please contact Finance Director Sue Forty.













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Albany, OR 97322  
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# Finance Committee Meeting Agenda Packet

**December 1, 2016, 2:00 pm**

Cascades West Center  
1400 Queen Avenue, SE  
2nd Floor, Large Conference Room  
Albany, OR 97322

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*The meeting locations are wheelchair accessible. If you need special assistance please contact Oregon Cascades West Council of Governments at 541-967-8720, forty-eight (48) hours prior to the meeting.*