



# **AGENDA**

## **Meeting #8**

### **December 3, 2019**

**Hispanic Unity of Florida**  
**5840 Johnson Street**  
**Hollywood, FL 33021**

**Tuesday, December 3, 2019 -- 4:00 p.m.**

#### **Mission**

*Empowering immigrants and others to become self-sufficient, productive and civically engaged.*

**Hispanic Unity of Florida**  
**Board of Directors Meeting**  
**AGENDA**  
**Tuesday, December 3, 2019**

**We will start the meeting promptly at 4pm**

- |     |         |   |  |
|-----|---------|---|--|
| 1.  | 4:00pm  | <b>Call to Order/ Roll Call</b><br>Comments   | <b>Charles Tatelbaum</b>   |
| 2.  | 4:10    | <b>Mission Moment</b>   | <b>Felipe Pinzon</b>   |
| 3.  | 4:15    | <b>Governance</b> Steve Sampier<br><ul style="list-style-type: none"> <li>• 2020 Board Officer Slate</li> <li>• 2020 Board Meeting Calendar</li> <li>• Giselle Cushing, Program Visit Feedback</li> <li>• Deborah Pena, Program Visit Feedback</li> </ul> | <b>Action</b> <span style="float: right;"><i>pg. 1</i></span><br><b>Action</b> <span style="float: right;">Distributed at Meeting</span><br><b>Information</b><br><b>Information</b> |
| 4.  | 4:25    | <b>Program – Steve Sampier &amp; Felipe Pinzon</b><br><ul style="list-style-type: none"> <li>• Update on Children’s Services Council (CSC) RFP Submission</li> </ul>  | <b>Information</b>   |
| 5.  | 4:30    | <b>Development</b> Shani Wilson<br><ul style="list-style-type: none"> <li>• 2018 Entrepreneur Summit Results &amp; Recommendation</li> <li>• End-of-Year Campaign &amp; \$10K Challenge Gift Updates</li> </ul>   | <b>Presentation</b><br><b>Information</b>  |
| 6.  | 4:40    | <b>HUF 2020 Public Policy Platform - Dr. Rolando Garcia &amp; Josie Bacallao</b>  | <b>Action</b> <i>pg. 2-7</i>   |
| 7.  | 5:00 pm | <b>Consent Agenda</b>   | <b>Action</b><br><b>Chuck Tatelbaum</b>  |
|     |         | <i>Consent agenda items are items that may not need individual discussion and may be voted as one item. Any Board member wishing to discuss an item may move to have it considered individually.</i>  |  |
|     |         | i. Board Minutes November 2019  | <i>pg.8</i>  |
|     |         | ii. Finance Committee Minutes – October 2019  | <i>pg.9-10</i>   |
|     |         | iii. August 2019 Financials   | <i>pg.11-17</i>  |
|     |         | iv. Finance Policy: F102, Separation of Accounting Duties – <b>FINAL</b>  | <i>pg. 18</i>  |
|     |         | v. Finance Committee Minutes & Executive Session Minutes - November 2019  | <i>pg.19-20</i>  |
|     |         | vi. September 2019 Financials, Dashboard & TJMF Expenditures Year-to-Date   | <i>pg.21-30</i>  |
|     |         | vii. Approval to accept revised finance policies (Approved by the Finance Committee)  | <i>pg.31-43</i>  |
|     |         | viii. Governance Committee Minutes, Oct. 2019 <b>Corrected</b>  | <i>pg.44</i>   |
|     |         | ix. Governance Committee Minutes, November 2019   | <i>pg.45-46.</i>   |
|     |         | x. Public Policy & Advocacy Minutes, November 2019  | <i>pg.47</i>   |
|     |         | xi. Electronic Vote: Public Policy & Advocacy Committee / 2019 Platform Approval  | <i>pg.48</i>   |
|     |         | xii. Marketing Committee Minutes, November, 2019  | <i>pg.49-50</i>  |
| 8.  | 5:05 pm | <b>Executive Session with HUF CEO</b> <i>Documents will be sent in advance of board meeting</i>   |  |
| 9.  | 5:15pm  | <b>Adjourn</b>  |  |
| 10. | 5:30pm  | <b>Board Social</b>   |  |

*20 Active Board members / 11 required for quorum and vote*

**Hispanic Unity of Florida**  
**BOARD OF DIRECTORS ATTENDANCE MATRIX**

BOARD MEMBER	Dec 2018	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	June 2019	July 2019	Aug 2019	Sept 2019	Oct 2019	Nov 2019
ABBATE, Anthony (Tony)			P	P	P	Retreat Cancelled	Retreat Rescheduled	No Meeting / Summer Break	No Meeting / Summer Break	E	P	P
AKITI, Melida	P	P(T)	P	P(T)	P					P	E	P
BELLO, Eduardo										P	P	P
CARDOZO, Carolina	P	E	P	P(T)	P							P(T)
CUSHING, Giselle					P							P
FRANCO, Lesli					P(T)							P
GARCIA, Rolando, Ph.D.	P	P	P	P(T)	A							P(T)
GOMEZ, Willy	P	P(T)	P	P	P							P
GUERRERO, John	P	P	P	P(T)	P							P
HERZ, Dan	P	P	E	P	P							P
KARLEN, Scott												P
PARADOWSKI, Christina	P	P	P	P	P							P
PENA, Deborah												P
PFISTER, Emma	P	P	P	P	P							P
RODRIGUEZ, Lucia	P	P	E	P	P							P
SAMPIER, Steve	P	P	E	P	P							P
SCHEVIS, Daniel	P	E	P	E	E							P
STONE, Angie	P	P	P	P	P							P
TATELBAUM, Chuck	P	E	P	P	P							P
<b>Total Board Members</b>	15	15	16	16	18							20
<b>Present: P / T= Telephone</b>	14	11/9	12	14	15			19	17	16		
<b>Excused: E</b>	1	4	3	2	2			1	2	3		
<b>Absent: A</b>	0	0	1	0	1			0	0	0		
<b>Board Members Participating</b>	93%	73%	75%	88%	83%			95%	90%	84%		
<b>Board Members Present at the Meeting</b>	93%	60%	75%	56%	67%			90%	90%	79%		

SLATE OF OFFICERS

HISPANIC UNITY  
2020

**PROPOSED**

CHAIRMAN.....	Lucia Rodriguez
CHAIR-ELECT.....	John Guerrero
SECRETARY.....	Christina Paradowski
TREASURER.....	Emma Pfister
PAST CHAIR.....	Charles Tatelbaum



## 2020 Legislative Agenda

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### WELCOMING COMMUNITIES

#### Priority

**SUPPORT** State financial aid for college students

**OPPOSE** Verification of Employment Eligibility (E-Verify)

#### Support

**SUPPORT** Reversal of SB168 “anti-sanctuary” bill

**SUPPORT:** Driver license access regardless of immigration status

**SUPPORT:** Florida’s Anti-Hate legislation

### FINANCIAL WELLBEING

#### Support

**SUPPORT** State Earned Income Tax Credit (EITC)

**SUPPORT** Protecting the Sadowski Affordable Housing Trust Fund

#### Oppose

**OPPOSE** Policies that undermine TANF and SNAP

### EDUCATION & WORKFORCE

#### Priority

**SUPPORT** Native Language Assessments

**IMPLEMENT** a coordinated child assessment system for VPK and kindergarten

#### Support

**ESTABLISH** English Language Learner Advisory Council

**EXPAND** Apprenticeships

### HEALTH

#### Priority

**SUPPORT** Increasing access to school-based health services

**OPPOSE** Cutting and/or restricting access to Medicaid

#### Support

**SUPPORT** Protecting Floridian’s pre-existing conditions for future price increase



## 2020 Legislative Agenda

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### Legislative Agenda Goal

Support the wellbeing of Florida families and children through public policy that ensures everyone can reach their full potential which in turn helps our communities thrive economically and socially.

### Legislative Priorities

- Welcoming Communities
  - Financial Wellbeing
  - Education / Workforce
  - Health
- 

## Welcoming Communities

### Key HUF 2020 Legislative Priority

**SUPPORT: State financial aid for college students who are undocumented.**

Twelve states and D.C. offer state financial aid to students who are undocumented (also known as DREAMers). Florida already extended in-state tuition to Florida's DREAMers. HUF supports opening eligibility to both merit and need-based financial aid to these students, which would help boost college completion rates and the skills and wages of the state workforce.

### Key HUF 2020 Legislative Priority

**OPPOSE: Verification of Employment Eligibility.** Known as E-Verify, this bill mandates all employers use the error-prone E-Verify system for all new employee.

**SUPPORT: Reversal of SB168 “anti-sanctuary” bill.** The Bill SB168 currently requires Florida jails to hold individuals for 48 hours and turn them over to ICE for deportation.



## 2020 Legislative Agenda

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**SUPPORT: Allowing access to driver’s licenses regardless of immigration status.**

Fourteen states and D.C. already allow immigrants who are undocumented to get driver’s licenses, which can help them get better jobs, make roads safer and modestly reduce insurance premiums. Not only would the fees from new driver’s licenses generate much-needed state revenue, but when workers can get better-paying jobs, they spend more, further boosting Florida’s economy. Support a bill which would keep driver license information private and secure.

**SUPPORT: Florida’s Anti-Hate legislation** to include gender, gender-identity, coverage for “association with” hate crimes, more expansive definition of disability and allow for prosecution of mixed-motive crimes.

*Bill sponsors: Senator Kevin Rader; Rep Jackie Toledo and Rep. Joe Geller.*

## Financial Wellbeing

**SUPPORT: State Earned Income Tax Credit.** The federal Earned Income Tax Credit (EITC) is a crucial anti-poverty tool for low- and moderate-income working people. In 2017, the EITC lifted about 5.7 million people out of poverty, including about 3 million children. During the 2017 tax year the average EITC was \$3,191 for a family with children, which boosted wages by about \$266 a month, according to the nonpartisan Center on Budget and Policy Priorities. Thirty states have their own version of the EITC. During the 2019 session legislation a bill was introduced that would have created a “working families tax rebate,” which would provide families with up to 10 percent of their federal EITC. HUF supports legislation that would establish a state EITC or working family’s tax rebate.

**OPPOSE: Policies that undermine TANF and SNAP** In 2018, the Florida Legislature conducted a study of TANF (Temporary Assistance to Needy Families) Employment & Training (E&T) requirements and found that TANF recipients subject to work requirements face many barriers to compliance that result in sanctions. Those barriers include lack of transportation, no childcare, and health problems. HUF opposes legislation that would significantly lengthen the sanction period for people unable to comply with work requirements in the TANF E&T program. HUF also opposes federal-level efforts to gut SNAP (Supplemental Nutrition Assistance Program) Broad Based Categorical Eligibility, which would reduce the SNAP eligibility income limit from 200 percent to 130 percent of the federal poverty level, ending food assistance for 325,000 Floridians.



## 2020 Legislative Agenda

**SUPPORT: Protecting the Sadowski Affordable Housing Trust Fund** from budget sweeps  
Established in 1992, the Sadowski Housing Trust Fund provides critical funding for the production and preservation of affordable housing, as well as the construction and rehabilitation of multi-family rental housing. It is funded through the state documentary stamp tax on deeds. Over the past two decades, however, lawmakers have "swept" \$2.2 billion in revenue slated for the Sadowski Housing Trust Fund into the General Revenue Fund for other purposes. Florida ranks 44th in the nation for its availability of affordable housing and as the cost of living increases, more working families are struggling to afford a decent place to live. HUF supports protecting the Sadowski Housing Trust Fund from annual funding sweeps.

## Education & Workforce

### Key HUF 2020 Legislative Priority

**SUPPORT: Native language assessments** - Florida is one of only a handful of states, and the state with the largest immigrant population, that forces students to take tests in English even if the subject is unrelated (like math). This causes many students to be held back unnecessarily. HUF supports proposals that would offer exams to students in their native language.

### Key HUF 2020 Legislative Priority

**SUPPORT: IMPLEMENT a coordinated child assessment system for VPK and kindergarten.** Voluntary Prekindergarten Education Program (VPK) - Florida's VPK is a free educational program that prepares 4- year-olds for kindergarten and beyond. Improving accountability by utilizing coordinated and developmentally appropriate assessments through kindergarten will improve quality and reduce the readiness gap. And align investments in Florida's VPK to quality benchmarks to improve kindergarten readiness and later school success.

**Recognize learning gains in the calculation of readiness rates using the current VPK assessment administered during the VPK program year.**





## 2020 Legislative Agenda

**SUPPORT: English Language Learner Advisory Council:** Engage stakeholders in improving the quality of education for ELs (English Learners) by establishing a state EL advisory council composed of key policy makers and of members selected by the commissioner of education, the leaders of Florida’s legislative chambers, and the governor from candidates for appointment nominated by their peers in parent, educator, community, and professional education organizations.

**SUPPORT: Continue Apprenticeship Expansion:** The 2019 Legislature took bold steps to increase workforce competitiveness with changes to FS 446 to expand Apprenticeship Training. We believe additional changes would continue that expansion and would be in line with Gubernatorial and legislative intent. These changes are: a.) Have pre-apprentices covered by state worker compensation coverage similar to that which is provided to work experience participants. This would be for pre-apprentices 18 and under. b.) Develop a method to allow for real time funding of apprenticeships and post-secondary programs similar to the FTE system used in secondary education. c.) Allow Bright Futures scholarships to be used to fund apprenticeships and career and technical education. d.) Industry Recognized Apprenticeship Programs are a recent expansion of the path to apprenticeships by the US Department of Labor. We recommend no further restrictions at the legislative or administrative level. Please allow all the flexibility allowed under the new rules from the US Department of Labor.

## Health Access

### Key HUF 2020 Legislative Priority

**SUPPORT: Increasing access to school-based health services** (HB 81/SB 190). More than 1 million of the 2.7 million students enrolled in public schools are covered under Medicaid. Although recent federal policy changes allow schools to receive matching federal dollars for school-based health services provided to any Medicaid-eligible child, these changes are not automatic, as pointed out in a [recent Florida Policy Institute report](#). Current state law — which limits the federal match to those services provided to children with disabilities who have an individualized education plan — must be updated. HUF supports legislation that would update state law and allow schools to access more than \$50 million in additional federal dollars for school-based health services, including mental health screenings, diagnoses and treatment.



## 2020 Legislative Agenda

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### Key HUF 2020 Legislative Priority

#### **OPPOSE: Cutting and/or restricting access to Medicaid**

HUF will oppose policies that seek to undermine and restrict access to Medicaid, including:

- Future cuts to Retroactive Medicaid Eligibility (RME). The FY 2019-2020 budget included a drastic cut to retroactive Medicaid eligibility. However, a 2019 bill was defeated that would have made this cut permanent. RME provides a crucial three-month window of retroactive coverage for people facing unexpected, dire illnesses or severe disabilities, or those needing nursing home care. HUF opposes efforts to extend cuts to RME or to make them permanent.
- Medicaid “work” requirements. HUF opposes adding overly onerous “work” requirements — also known as paperwork requirements — to Medicaid. Proposed in 2019, these policies create arbitrary barriers that are often impossible to overcome for many people on Medicaid. More than 80 percent of Florida Medicaid enrollees are children, seniors and people with disabilities. The remainder are mostly very low-income parents/caretaker relatives of minor children and young adults, including those aging out of foster care. More than 60 percent of adult Florida Medicaid enrollees are already working. Those who don’t work are primarily people with illnesses or disabilities, students or caretakers for a family member.
- Block granting Medicaid. The idea of a federal block grant for Medicaid has been floated for many years as a cost containment strategy. However, block granting Medicaid would significantly curtail the federal funds Florida receives in the future — a harmful prospect considering the state’s growing population. HUF will continue to oppose and push back against block granting Medicaid.

**SUPPORT: Protecting Floridians with pre-existing conditions from future price increases.** In 2019 the Florida Legislature passed a bill that would allow health insurance companies to sell plans that do not cover pre-existing conditions if they also sell plans that do offer these protections. This would only go into effect if the federal Affordable Care Act was repealed. However, that same bill did not include limits on plan costs for consumers with pre-existing conditions, setting up the potential for plans that are completely out of reach financially for the 7.8 million Floridians with pre-existing conditions. HUF supports policy proposals in the 2020 session that will ensure Floridians with pre-existing conditions, regardless of the future of the ACA, are protected from future health plan price increases.

**Hispanic Unity of Florida**  
**Board of Directors**  
**Meeting Minutes**  
**Tuesday, November 5, 2019**

**Call to Order/ Roll Call**

At 4:01pm

**Welcome & Opening Comments**

Board Chair, Charles Tatelbaum updated the board on Dan Schevis who recently had knee surgery. He encouraged the board members who make purchases on Amazon to sign up to Amazon Smile and have proceeds earmarked for HUF. Lastly he encouraged board members to RSVP to the December 2<sup>nd</sup> book signing with Susie Levan, a HUF donor.

**Presentations**

Dr. Sue Gallagher from CSC gave a 45-minute presentation on racial equity and unconscious bias. Steve Sampier will be following up with Dr. Gallagher on how HUF can further increase its existing work in this area in partnership with CSC.

**Finance Committee** Presented by Emma Pfister & Chuck McGuire

Emma Pfister introduced the new HUF Financial Dashboard and indicated that in 2020, other measures from development and the program area will be added. Chuck McGuire reviewed the Dashboard. Mr. Tatelbaum encouraged all board members who have not been to a finance committee meeting to join either in person or via phone for at least one time. The committee meets at 8:30am on the 4<sup>th</sup> Thursday of every month. The Dashboard will be part of the consent agenda every month moving forward.

**Governance** Chair, Steve Sampier

Steve Sampier reviewed the back-up documents on Nicole Krauss, board member candidate from Publix. He indicated she had already been active with the public policy & advocacy committee and is currently a member of the marketing committee. She also recently connected HUF to the Paul Newman Foundation and after applying HUF was awarded \$10K.

**Motion:** Steve moved to have Nicole Krauss join HUF as a board member and Willy Gomez provided the second. The motion passed unanimously.

Steve Sampier reviewed the proposed 2020 HUF Officer's slate. The governance committee recommends the following individuals: Lucia Rodriguez, Chair; John Guerrero, Chair-Elect; Emma Pfister, Treasurer; Christina Paradowski, Secretary; Chuck Tatelbaum, Past-Chair.

Steve asked for additional nominations. None were offered. The board will vote on the 2020 slate at the December 3 meeting.

Hector Lima, who completed his HUF six year term, returned to accept the thanks of the board for his many contributions. Hector received a plaque. HUF will reach out to him in the weeks to come to explore how he would like to remain involved.

**Consent Agenda**

Chuck Tatelbaum moved to accept the consent agenda with two corrections: October governance committee minutes will reflect that Angie Stone was absent and the formatting error for Policy F102 on page 25 will be corrected. Melida Akiti provided the second. The motion passed.

**Executive Session**

No executive session.

**Adjourn** 5:47pm

Hispanic Unity of Florida  
 Finance Committee Meeting Minutes  
 October 17, 2019

Attendance:

4 members present – Mr. Nazur, Mr. Bacher, Ms. Pfister, Ms Pena

2 members excused – Mr. Gutierrez, Mr. Karlen

6 non-voting members present – Ms. Bacallao, Ms. Furer, Ms. Saavedra, Mr. McGuire, Ms. Rodriguez and Ms. Cielo

2 non-voting members excused – Chuck Tatelbaum and Lucia Rodriguez

Ms. Pfister called the meeting to order at 8:33am.

**2019 August Financials**

Mr. McGuire shared that there was a (\$81K) loss which is **better than** projected by \$32K. HUF received Unrestricted Donations of \$4K from Bank United Corp and restricted donations of \$10K from American Association of Women, \$13K from UnidosUS Housing and \$10K from City of Hollywood Police. Mr. McGuire noted that the largest unbudgeted expense is for consultant fees for a temporary CPA in the finance area. The CPA is covered by the TJMF grant to assist with capacity building.

UNR Net Assets

Reconciliation of UNR Net Assets:

1	Gain From Program Operations	350,829	
2	Gain from Support Services	(431,588)	
	<b>Inc(Dec) in UNR Net Assets</b>	<b><u>\$ (80,759)</u></b>	<b>Operating Gain(Loss)</b>

The year to date loss of (\$81K) is more favorable by \$32K than the projected year to date loss of (\$113K)

1) Development exceeded the net projection by \$201K.

2) Programs fell behind the net projection by (\$104K).

3) Admin fell behind the net projection by (\$65K).

*Programs:*

Program's total contribution to date toward administrative and shared fixed costs to the agency totals \$818K

*Development:*

The Development area contributed \$318K toward administrative and shared fixed costs to the agency.

Cash

Year to date cash increased by \$22K as a result of the following activities:

\$ (582,016)	Inc/(Dec) in Net Assets		
271,776	Adjustments to reconcile increase (decrease) in net assets		
<b>(310,240)</b>	<b>Net cash provided (consumed) by operating activities</b>		
(49,293)	Investing Activities		
381,813	Financing Activities		
<b><u>\$ 22,280</u></b>	<b>Inc/(Dec) in Cash</b>		

### **United Way DCM---Estimated Outstanding Expenditures**

As of August, there was a balance of \$46K (which included an estimated \$9K for the remainder of the grant. This is down from \$79K from last month due to the grant winding down.)

### **TJMF—Funds Used**

Chuck McGuire reviewed the schedule which shows what funds are currently committed/used and what funds remain to be used. Total commitments are \$249K and the remaining funds are \$251K.

### **Program Update—Presented by Mr. Pinzon by proxy**

Josie Bacallao on behalf of Felipe Pinzon indicated that there were no significant problems in the program area. Felipe will address Citizenship at the next meeting. Josie shared that Felipe wanted to underscore the significant of the CSC RFP for Unity 4Teens. Nearly the whole U4T team is working on the two grants due prior to yearend. They require a significant time investment and strategy.

### **Motion**

Mr Nazur motioned to accept the August 2019 financials. Mr. Bacher provided the second. The motion passed.

**CPA Proposal**—Hire Ms. Ana Kairis as a temporary for 32 hours per week for three months with TJMF as the source of funds which would total approximately \$18K to help with accounting capacity building by improving efficiencies in billing, a/p and payroll. We will review the results and consider a second 3-month engagement if appropriate.

### **Motion**

Mr. Nazur motioned to accept the motion to hire Ms. Kairis as a temp for three months with the option to renew and/or hire her permanently. Mr. Bacher provided the second. The motion passed.

### **Policy Changes**

Ms. Cielo reviewed the revised Executive Compensation Policy B324 and how it clearly defines who falls under this policy and the approval process. In addition there were an additional 6 updated finance policies sent in advance of the meeting: F102 Separation of Accounting Duties, F104 Cash Receipts, F105 Accounts Payable, F108 Budget Development, F109 Cash Management, and F111 Donated Property/Gifts.

### **Motion**

Mr. Bacher motioned to accept the Policy Changes/Updates. Mr. Nazur provided the second. The motion passed.

### **Development Update—Presented by Shani Wilson by proxy**

Goal was to raise \$520K in 2019 which was exceeded; we are working on 2020 funds and have secured \$80K towards next year's goal.

### **Technology Update**

Ninah shared that HUF has secured the network by implementing needed updates to safeguard against future attacks.

Meeting adjourned at 9:25am

**Next meeting Thursday, November 21, 2019**

**HISPANIC UNITY OF FLORIDA, INC.**

**FINANCIAL STATEMENTS**

**FOR THE EIGHT MONTHS ENDED AUGUST 31, 2019  
(WITH COMPARATIVE TOTALS FOR THE YEAR ENDED DECEMBER 31, 2018)**

Prepared by: C McGuire, October 10, 2019

Reviewed by: V Cielo, October 10, 2019

**HISPANIC UNITY OF FLORIDA, INC.**  
**STATEMENT OF FINANCIAL POSITION**  
**FOR THE EIGHT MONTHS ENDED AUGUST 31, 2019**  
**(WITH COMPARATIVE TOTALS AS OF DECEMBER 31, 2018)**

	<u>2019</u>	<u>2018</u>	
<u>ASSETS</u>			
Current Assets			
Cash	1,791,633	1,769,353	Cash Detail; CashFlow
Grants receivable	563,217	430,047	Schedule 1
Unconditional promises to give, net	607,162	715,438	Schedule 1 & 3
Prepaid expenses	<u>80,741</u>	<u>55,278</u>	
Total Current Assets	<u>3,042,753</u>	<u>2,970,116</u>	
Non-Current Assets			
Long term unconditional promises to give	610,273	967,772	Schedule 3
Property and equipment, net	1,467,813	1,497,921	
Deposits and Other Assets	<u>35,550</u>	<u>18,154</u>	
Total Non-Current Assets	<u>2,113,636</u>	<u>2,483,847</u>	
Total Assets	<u><u>5,156,389</u></u>	<u><u>5,453,963</u></u>	
<u>LIABILITIES AND NET ASSETS</u>			
Current Liabilities			
Accounts payable and accrued expenses	252,939	350,311	Schedule 2
Mortgages payable, current portion	14,999	42,976	
Lines of credit	<u>483,631</u>	<u>202,550</u>	
Total Current Liabilities	<u>751,569</u>	<u>595,837</u>	
Noncurrent Liabilities			
Mortgages payable, net of current portion	<u>800,339</u>	<u>671,629</u>	
Total Non-Current Liabilities	<u>800,339</u>	<u>671,629</u>	
Total Liabilities	<u>1,551,908</u>	<u>1,267,466</u>	
Net Assets			
Without Donor Restrictions	1,276,895	1,357,653	(80,759)
With Donor Restrictions	<u>2,327,586</u>	<u>2,828,844</u>	(501,258)
Total Net Assets	<u>3,604,481</u>	<u>4,186,497</u>	
Total Liabilities and Net Assets	<u><u>5,156,389</u></u>	<u><u>5,453,963</u></u>	
Gain from Program Operations	350,829		
Gain from Support Services	(431,588)		
<b>Increase (Decrease)</b>	<b>(80,759)</b>		

**HISPANIC UNITY OF FLORIDA, INC.**  
**STATEMENT OF ACTIVITIES**  
**FOR THE EIGHT MONTHS ENDED AUGUST 31, 2019**  
**(WITH COMPARATIVE TOTALS FOR THE YEAR ENDED DECEMBER 31, 2018)**

	2019			2018
	Without Donor Restrictions	With Donor Restrictions	Total	Total
Revenues and Other Support:				
Contributions	396,455	888,023	1,284,478	4,408,267
Special events	73,000	-	73,000	93,000
Grants from governmental agencies	2,139,569	-	2,139,569	2,505,598
Other grants and fees	-	-	-	507,117
Miscellaneous	-	214,934	214,934	274,967
Donations, in-kind	-	-	-	32,034
Net assets released from restrictions:				
Satisfaction of time restrictions	1,403,757	(1,403,757)	-	-
Satisfaction of program and purpose restrictions	200,457	(200,457)	-	-
<b>Total Revenues and Other Support</b>	<b>4,213,238</b>	<b>(501,257)</b>	<b>3,711,981</b>	<b>7,820,983</b>
Expenses (Functional)	Estimated 2019 Functional Exp Alloc			
Program services	4,095,185	-	4,095,185	5,496,890
Management and general	145,996	-	145,996	195,942
Fundraising	52,816	-	52,816	71,172
<b>Total Expenses</b>	<b>4,293,997</b>	<b>-</b>	<b>4,293,997</b>	<b>5,764,004</b>
<b>Change in Net Assets</b>	<b>(80,759)</b>	<b>(501,257)</b>	<b>(582,016)</b>	<b>2,056,979</b>
Net Assets - Beginning of Year	1,357,653	2,828,843	4,186,496	2,129,517
Net Assets - End of Year	1,276,895	2,327,586	3,604,481	4,186,496



**HISPANIC UNITY OF FLORIDA, INC.**  
**STATEMENT OF CASH FLOWS**  
FOR THE EIGHT MONTHS ENDED AUGUST 31, 2019  
(WITH COMPARATIVE TOTALS FOR THE YEAR ENDED DECEMBER 31, 2018)

	<u>2019</u>	<u>2018</u>
Cash Flows from Operating Activities		
Increase (decrease) in net assets	\$ (582,016)	\$ 2,056,980
Adjustments to reconcile increase (decrease) in net assets to cash provided by operating activities:		
Depreciation	79,715	127,812
Changes in assets and liabilities		
(Increase) decrease in grants receivable	(133,170)	(153,292)
(Increase) decrease in unconditional promises to give	465,774	(1,342,821)
(Increase) decrease in prepaid expenses	(25,463)	(1,083)
(Increase) decrease in security deposits and other assets	(17,709)	
Increase (decrease) in accounts payable and accrued expenses	<u>(97,371)</u>	<u>94,226</u>
Total adjustments	<u>271,776</u>	<u>(1,275,158)</u>
Net Cash Provided by Operating Activities	<u>(310,240)</u>	<u>781,822</u>
Cash Flows from Investing Activities		
Acquisition of property and equipment	<u>(49,293)</u>	<u>(161,189)</u>
Net Cash (Used In) Investing Activities	<u>(49,293)</u>	<u>(161,189)</u>
Cash Flows from Financing Activities		
Net Advance (Repayment) of line of credit	281,080	102,550
Increase (Decrease) in mortgage payable	<u>100,733</u>	<u>(40,753)</u>
Net Cash Provided by Financing Activities	<u>381,813</u>	<u>61,797</u>
Increase (decrease) in Cash	22,280	682,430
Cash - Beginning of Year	<u>1,769,353</u>	<u>1,086,923</u>
Cash - End of Year	<u>\$ 1,791,633</u>	<u>\$ 1,769,353</u>

**Cash Detail**  
**As of August 31, 2019**

***Without Donor Restrictions and With Donor Restrictions Cash:***

Bank of America	Operating	159,088	
BB&T	Payroll	93,331	
BB&T	Operating	79,871	
Bank of America	Payroll	8,413	
Petty Cash	Imprest	800	
Bank of America	Capital/Building	-	
Bank of America	Business Savings	-	
BB&T	Reserve Fund	370,343	
BB&T	Asset Reserve Fund	<u>53,984</u>	<b>765,831</b> Without Donor Restrictions
Bank of America	TR Funds	-	
BB&T - Money Market	Opportunity Fund	508,706	
BB&T Bus-Investor	To Be Closed	476	
BB&T - Money Market	Grantor Funding	516,620	<b>1,025,802</b> With Donor Restrictions
			<b>\$ 1,791,633 TOTAL CASH</b>



HISPANIC UNITY OF FLORIDA, INC.							
STATEMENT OF ACTIVITIES - TOTAL							
FOR THE EIGHT MONTHS ENDED AUGUST 31, 2019							
	Month Actual	Month Budget	Over (Under)	Year to Date Actual	Year to Date Budget	Over (Under)	
<b>Revenues</b>							
Donations - UNR	6,721	\$ 36,800	(30,079)	\$ 396,455	\$ 294,400	102,055	\$4K from Bank United Corp; Individuals \$2.7K
Donations - TR	14,606	45,000	(30,394)	888,023	920,028	(32,005)	\$10K Amer Assoc of Women; Unidos Housing \$13K; COH Police \$10K; Accr (\$18K)
Satisfaction of Restrictions	205,235	145,182	60,053	501,258	553,589	(52,331)	See Program and Support pages
Fundraising Events	12,400	0	12,400	73,000	0	73,000	Budget is in September
Grant Income	196,837	266,171	(69,334)	2,139,568	2,129,368	10,200	
Interest Income	1,063	1,100	(37)	11,145	8,800	2,345	
Rental Income	4,182	4,001	181	32,848	32,008	840	
Voluntary Pre-K	1,317	2,428	(1,111)	21,722	19,424	2,298	
Fees & Miscell Income	25,828	20,046	5,782	149,219	165,368	(16,149)	Error in Budget
<b>Total Revenues</b>	<b>468,189</b>	<b>520,728</b>	<b>(52,539)</b>	<b>4,213,238</b>	<b>4,122,985</b>	<b>90,253</b>	
<b>Expenses</b>							
Salaries and benefits	331,266	398,365	(67,099)	3,088,924	3,221,358	(132,434)	Positive variance partially attributable to awards in budget not in actual
Advertising	445	833	(388)	10,825	6,664	4,161	
Bank service charges	846	500	346	11,219	4,000	7,219	BOA \$4K - still using services until transition is complete
Building repairs/maint	16,899	17,855	(956)	154,633	142,840	11,793	Security personnel recorded in error here - to be reclassified as Professional Fees - Security to Admin
Depreciation	9,967	10,787	(820)	79,715	86,296	(6,581)	
Dues Subscriptions	289	950	(661)	11,558	7,600	3,958	
Information Technology	5,272	4,100	1,172	47,395	32,799	14,596	
Insurance	4,887	4,603	284	38,442	36,824	1,618	
Interest expense	5,998	4,408	1,590	40,800	35,264	5,536	
Licenses and permits	566	42	524	1,708	336	1,372	
Mileage reimbursement	3,532	2,782	750	34,186	23,258	10,928	EeDev \$9K; Educ \$19K; Citiz \$4K; Support \$2K
Miscellaneous	352	0	352	338	0	338	
Office expense	2,605	7,410	(4,805)	39,876	59,280	(19,404)	
Postage and shipping	603	435	168	5,204	3,580	1,624	
Printing	4,855	5,127	(272)	40,185	41,900	(1,715)	
Professional fees	18,040	14,503	3,537	195,929	121,022	74,907	Primarily HR Consultant and the CPA in Finance - covered under the TJMF grant
Program expenses	36,686	29,567	7,119	287,024	238,240	48,784	
Public relations	931	1,250	(319)	4,787	10,000	(5,213)	
Rent	3,311	1,040	2,271	28,948	17,964	10,984	
Software	0	500	(500)	3,202	4,000	(798)	
Special fundraising events	2,339	2,000	339	3,828	16,000	(12,172)	Budget in Sep
Staff events/meetings	75	442	(367)	3,972	3,536	436	
Staff training and development	23,603	5,350	18,253	71,301	42,800	28,501	Primarily CITI Community Progress Makers Conference; Children & Families Convening - Aspen Institute, Kresge Visits and UNIDOS, Prosperity Now Training
Telephone	8,999	7,968	1,031	74,151	67,647	6,504	Prim cell phones \$4K over, being recovered by CSC-VITA Income
Utilities	2,381	1,551	830	15,847	12,408	3,439	Budget error
<b>Total Expenses</b>	<b>484,747</b>	<b>522,368</b>	<b>(37,621)</b>	<b>4,293,997</b>	<b>4,235,616</b>	<b>58,381</b>	
<b>Increase (Decrease) in UNR Assets</b>	<b>(\$ 16,558)</b>	<b>(\$ 1,640)</b>	<b>(14,918)</b>	<b>(\$ 80,759)</b>	<b>(\$ 112,631)</b>	<b>31,872</b>	
			Programs	\$ 350,829			
			Support	\$ (431,588)			
			Total	\$ (80,759)			

**FINAL**  
**HISPANIC UNITY OF FLORIDA**  
**FISCAL POLICY MANUAL**  
**POLICY F102**

**SUBJECT:** Separation of Accounting Duties  
**DEPARTMENT:** Finance  
**DATE:** Amended – November 12, 2019

**POLICY:**

At HUF, the Finance Department is responsible for assuring that financial administrative duties indicate clear lines of authority and responsibility. As segregation of duties is a fundamental aspect of internal control, it contributes to the agency's system of checks and balances. Certain key duties are segregated so that no one employee is in a position to perpetrate and/or to conceal errors or fraudulent actions during the normal course of their duties – eliminating the opportunity. Wherever possible no one individual should have exclusive control over any transaction or group of transactions.

Conflicting duties performed by one individual constitute a control weakness. In general, the principal incompatible duties to be segregated include:

1. Custody of assets,
2. Authorization or approval of related transactions affecting those assets,
3. Recording or reporting of related transactions, and
4. Execution of the transaction or transaction activity.

Due to limited number of finance staff, compensating controls will be in place to reduce the risk of an existing or potential control weakness. The following are some of the control mechanisms intended to enforce the segregation of duties:

1. Good audit trails are enabled to provide information on who initiated the transaction, the time of day, and date of entry, the type of entry, what fields of information it contained, and which files it updated. Audit trails enables the CFO and/or Auditors to recreate the actual transaction flow from the point of origination to the updated file.
2. Reconciliation of applications and an independent verification process is used to increase the level of confidence that an application ran successfully.
3. CFO will review exception reports in a timely fashion, and the signature of the staff who prepared the report is required.
4. CFO will perform reviews through observation and inquiry.
5. Independent reviews are recommended to compensate mistakes or intentional failures; such reviews can help detect errors and irregularities.

Hispanic Unity of Florida  
Finance Committee Meeting Minutes  
November 21, 2019

Attendance:

3 members present – Mr. Nazur, Mr. Bacher and Mr. Karlen

3 members excused – Mr. Gutierrez, Ms. Pfister and Ms. Pena

5 non-voting members present – Ms. Bacallao, Mr. McGuire, Ms. Furer, Ms. Wilson and Ms. Cielo

4 non-voting members excused – Mr. Tatelbaum, Ms. Rodriguez, Ms. Saavedra and Mr. Pinzon

Mr. Nazur called the meeting to order at 8:32am.

**Financial Statements**

Mr. McGuire presented as of September 30, 2019 the Financial Statements, the Dashboard and the TJMF Capacity Building & Program Development Reserve Fund (“Reserve Fund” Analysis. Mr. McGuire noted that HUF paid down the LOC by \$146K. Ms. Cielo then presented an analysis of the grants receivable balances at September 30<sup>th</sup> versus October 31<sup>st</sup> illustrating how the balance at the end of September was funded by the agency. The latter analysis reflects our increased use of the line of credit as a result our program growth. In the next few weeks, will sign the renewal of line of credit. It will be for our current amount of \$500K. BB&T has offered to increase the line and the finance committee members indicated we should always accept an increased line before we have need for it. We will review an increase at a future time and submit projected financials. We review the package along with the LOC terms with the finance committee and the board.

In the future the committee agreed that the Dashboard, the Reserve Fund Analysis, and the Grants Receivable Analysis will be added to the Financial Statement as schedules.

Mr. McGuire noted the CSC Youth Development (Middle School) grant funding proposal for the next 4 years beginning in October 2020 is close to \$3M (current contract \$1.1M). The proposal is for 3 more schools, serving 250 more youth, 100 more families by integrating the 2Gen approach. The funding announcement will be in April 2020.

UNR Net Assets

Reconciliation of UNR Net Assets:

1	Gain From Program Operations	399,394	
2	Gain from Support Services	<u>(441,286)</u>	
	<b>Inc(Dec) in UNR Net Assets</b>	<b><u>\$(41,892)</u></b>	<b>Operating Gain(Loss)</b>

The year to date loss of (\$42K) is \$2K ahead of the projected year to date loss of (\$44K)

1) Development exceeded the net projection by \$138K.

2) Programs fell behind the net projection by (\$116K).

3) Admin fell behind the net projection by (\$20K).

*Programs:*

Program's total contribution to date toward administrative and shared fixed costs to the agency totals \$924K

*Development:*

The Development area contributed \$351K toward administrative and shared fixed costs to the agency.

Cash

Year to date cash decreased by \$216K as a result of the following activities:

\$ (528,553)	Inc/(Dec) in Net Assets
(19,546)	Adjustments to reconcile increase (decrease) in net assets
<b>(548,099)</b>	<b>Net cash provided (consumed) by operating activities</b>
(49,293)	Investing Activities
380,548	Financing Activities
<b>\$ (216,844)</b>	<b>Inc/(Dec) in Cash</b>

**MOTION:**

Mr. Karlen moved to accept the September 2019 financials. Mr. Bacher seconded the motion. The motion passed.

**Approval of Accounting Policies**

Ms. Cielo presented the following revised policies. The motion to accept the policy and the second to accept the policy are noted on each policy.

F112 Employee Loans and/or Advance – Motion by Mr. Nazur, Second by Mr. Karlen. Motion passed.

F113 Receivables Management – Motion by Mr. Bacher, Second by Mr. Karlen. Motion passed.

F114 Petty Cash - Motion by Mr. Karlen, Second by Mr. Bacher. Motion passed.

F116 Purchasing (Credit Cards) – Motion by Mr. Karlen, Second by Mr. Bacher. Motion passed.

F120 Travel Expenses) – Motion by Mr. Karlen, Second by Mr. Bacher. Motion passed.

F122 Check Signers - Motion by Mr. Karlen, Second by Mr. Bacher. Motion passed.

F123 Financial Statements - Motion by Mr. Karlen, Second by Mr. Bacher. Motion passed.

F124 Property and Equipment - Motion by Mr. Karlen, Second by Mr. Bacher

**Development Update**

Ms. Wilson announced our annual campaign for our U4K program. Our donors, Mr. and Mrs. Miniaci, will match up to \$10,000 of contributions to this campaign.

**Executive Session**

Josie Bacallao provided an update on program changes. She then reviewed the Felipe Pinzon's salary adjustment proposal along with the market salary analysis and his performance review. Arnold moved and Rodney provided the second. The motion passed. The proposed salary adjustment will be presented to the board of directors at the December 3, 2019 meeting for discussion and a vote.

Meeting concluded at 9:45am.

**Next meeting Thursday, December 19, 2019**

**HISPANIC UNITY OF FLORIDA, INC.**

**FINANCIAL STATEMENTS**

**FOR THE NINE MONTHS ENDED SEPTEMBER 30, 2019  
(WITH COMPARATIVE TOTALS FOR THE YEAR ENDED DECEMBER 31, 2018)**

Prepared by: C McGuire, November 14, 2019

Reviewed by: V Cielo, November 15, 2019



**HISPANIC UNITY OF FLORIDA, INC.**  
**STATEMENT OF FINANCIAL POSITION**  
**FOR THE NINE MONTHS ENDED SEPTEMBER 30, 2019**  
**(WITH COMPARATIVE TOTALS AS OF DECEMBER 31, 2018)**

	<u>2019</u>	<u>2018</u>	
<u>ASSETS</u>			
Current Assets			
Cash	1,552,509	1,769,353	Cash Detail; CashFlow
Grants receivable	656,421	430,047	Schedule 1
Unconditional promises to give, net	787,284	715,438	Schedule 1 & 3
Prepaid expenses	<u>72,342</u>	<u>55,278</u>	
Total Current Assets	<u>3,068,556</u>	<u>2,970,116</u>	
Non-Current Assets			
Long term unconditional promises to give	610,273	967,772	Schedule 3
Property and equipment, net	1,457,888	1,497,921	
Deposits and Other Assets	<u>35,507</u>	<u>18,154</u>	
Total Non-Current Assets	<u>2,103,668</u>	<u>2,483,847</u>	
Total Assets	<u><u>5,172,224</u></u>	<u><u>5,453,963</u></u>	
<u>LIABILITIES AND NET ASSETS</u>			
Current Liabilities			
Accounts payable and accrued expenses	216,577	350,311	Schedule 2
Mortgages payable, current portion	14,999	42,976	
Lines of credit	<u>483,630</u>	<u>202,550</u>	
Total Current Liabilities	<u>715,206</u>	<u>595,837</u>	
Noncurrent Liabilities			
Mortgages payable, net of current portion	<u>799,075</u>	<u>671,629</u>	
Total Non-Current Liabilities	<u>799,075</u>	<u>671,629</u>	
Total Liabilities	<u>1,514,281</u>	<u>1,267,466</u>	
Net Assets			
Without Donor Restrictions	1,315,761	1,357,653	(41,892)
With Donor Restrictions	<u>2,342,182</u>	<u>2,828,844</u>	(486,661)
Total Net Assets	<u>3,657,943</u>	<u>4,186,497</u>	
Total Liabilities and Net Assets	<u><u>5,172,224</u></u>	<u><u>5,453,963</u></u>	
Gain from Program Operations	399,394		
Gain from Support Services	(441,286)		
<b>Increase (Decrease)</b>	<b>(41,892)</b>		

**HISPANIC UNITY OF FLORIDA, INC.**  
**STATEMENT OF ACTIVITIES**  
**FOR THE NINE MONTHS ENDED SEPTEMBER 30, 2019**  
**(WITH COMPARATIVE TOTALS FOR THE YEAR ENDED DECEMBER 31, 2018)**

	2019			2018
	Without Donor Restrictions	With Donor Restrictions	Total	Total
Revenues and Other Support:				
Contributions	457,596	1,047,419	1,505,015	4,408,267
Special events	76,100	-	76,100	93,000
Grants from governmental agencies	2,416,712	-	2,416,712	2,505,598
Other grants and fees	-	-	-	507,117
Miscellaneous		237,721	237,721	274,967
Donations, in-kind		-	-	32,034
Net assets released from restrictions:				
Satisfaction of time restrictions	1,520,219	(1,520,219)	-	-
Satisfaction of program and purpose restrictions	251,582	(251,582)	-	-
<b>Total Revenues and Other Support</b>	<b>4,722,209</b>	<b>(486,661)</b>	<b>4,235,548</b>	<b>7,820,983</b>
Expenses (Functional)	Estimated 2019 Functional Exp Alloc			
Program services	4,543,523	-	4,543,523	5,496,890
Management and general	161,979	-	161,979	195,942
Fundraising	58,599	-	58,599	71,172
<b>Total Expenses</b>	<b>4,764,101</b>	<b>-</b>	<b>4,764,101</b>	<b>5,764,004</b>
<b>Change in Net Assets</b>	<b>(41,892)</b>	<b>(486,661)</b>	<b>(528,553)</b>	<b>2,056,979</b>
Net Assets - Beginning of Year	1,357,653	2,828,843	4,186,496	2,129,517
Net Assets - End of Year	1,315,761	2,342,182	3,657,943	4,186,496

**HISPANIC UNITY OF FLORIDA, INC.**  
**STATEMENT OF CASH FLOWS**  
FOR THE NINE MONTHS ENDED SEPTEMBER 30, 2019  
(WITH COMPARATIVE TOTALS FOR THE YEAR ENDED DECEMBER 31, 2018)

	<u>2019</u>	<u>2018</u>
Cash Flows from Operating Activities		
Increase (decrease) in net assets	\$ (528,553)	\$ 2,056,980
Adjustments to reconcile increase (decrease) in net assets to cash provided by operating activities:		
Depreciation	89,686	127,812
Changes in assets and liabilities		
(Increase) decrease in grants receivable	(226,375)	(153,292)
(Increase) decrease in unconditional promises to give	285,651	(1,342,821)
(Increase) decrease in prepaid expenses	(17,062)	(1,083)
(Increase) decrease in security deposits and other assets	(17,711)	
Increase (decrease) in accounts payable and accrued expenses	<u>(133,735)</u>	<u>94,226</u>
Total adjustments	<u>(19,546)</u>	<u>(1,275,158)</u>
Net Cash Provided by Operating Activities	<u>(548,099)</u>	<u>781,822</u>
Cash Flows from Investing Activities		
Acquisition of property and equipment	<u>(49,293)</u>	<u>(161,189)</u>
Net Cash (Used In) Investing Activities	<u>(49,293)</u>	<u>(161,189)</u>
Cash Flows from Financing Activities		
Net Advance (Repayment) of line of credit	281,080	102,550
Increase (Decrease) in mortgage payable	<u>99,468</u>	<u>(40,753)</u>
Net Cash Provided by Financing Activities	<u>380,548</u>	<u>61,797</u>
Increase (decrease) in Cash	(216,844)	682,430
Cash - Beginning of Year	<u>1,769,353</u>	<u>1,086,923</u>
Cash - End of Year	<u>\$ 1,552,509</u>	<u>\$ 1,769,353</u>



**Temporarily Restricted Funds Schedule**  
As of SEPTEMBER 30, 2019

Awards Brought Forward to 2019	AREA	CC	December 31, 2018	Increase/ (Decrease)	Additions	Increase/ (Decrease)	September 30, 2019
Community Foundation / Tate Family Found 6-30 2016-2021	U4K	173	15,000	(15,000)			-
Community Foundation / Tate Family Found 6-30 2016-2021	U4K	173	15,000	-			15,000
Community Foundation 5/1/18 - 4/30/19	FE	506	17,733	(17,733)			-
All Development	DEV	010	123,269	(123,269)			-
American Express/United Way 2019	CITIZ	156	25,000	(25,000)			-
Annie Casey Foundation 1/1/19 - 12-31-19	COMPASS	425	50,000	(50,000)			-
Citi Community Development 10/1/18 - 9/30/2019	CE-Miami	632	20,876	(20,876)			-
CitiFoundation 1-1-19 - 12-31-19	CWF	509	250,000	(186,491)			63,509
CitiFoundation 5/1/18 - 4/30/2019	VITA	316	50,000	(50,000)			-
Florida Blue Foundation 10/2018 - 10/2019	PB	543	89,969	(86,079)			3,890
Florida Blue Foundation 10/2019 - 10/2020	PB	543	100,000	-			100,000
Florida Blue Foundation 10/2020 - 10/2021	PB	543	100,000	-			100,000
Frederick A. Deluca Foundation 01/01/19 - 12/31/19	CWF	513	96,980	(40,408)			56,572
Moran Foundation 01/01/19-12/31/19	CWF	503	350,000	(276,194)			73,806
Moran Foundation 01/01/20-12/31/20	CWF	503	350,000	-			350,000
Moran Foundation 01/01/21-12/31/21	CWF	503	350,000	-			350,000
NALEO Educational Foundation 7/1/ 2018 - 6/30/2019	CE	606	30,022	(30,022)			-
Orange Cnty/TK Foundation 8/01/18 -7/31/19	U4T	430	82,413	(82,413)			0
Orange Cnty/TK Foundation 8/01/19 -7/31/20	U4T	430	100,000	(16,667)			83,333
Target 8/1/18 - 8/31/19	U4T	181	75,000	(70,417)			4,583
TJMF - 9-01-18 - 8-31-24	Admin	000	500,000	(137,548)			362,452
Unidos - RICO 5-1-18 - 4-30-19	PB	537	37,581	(37,581)			-
			<b>2,828,843</b>	<b>(1,265,697)</b>	-	-	<b>1,563,146</b>

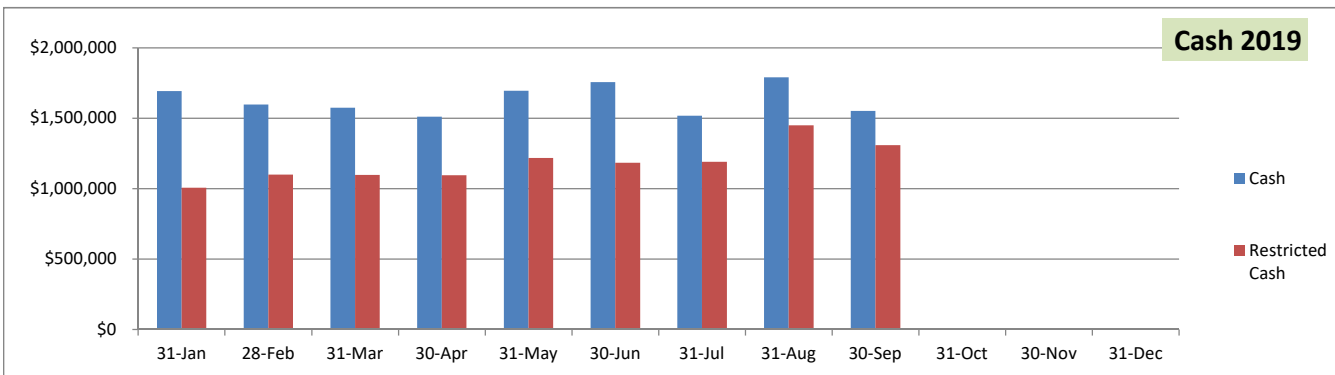
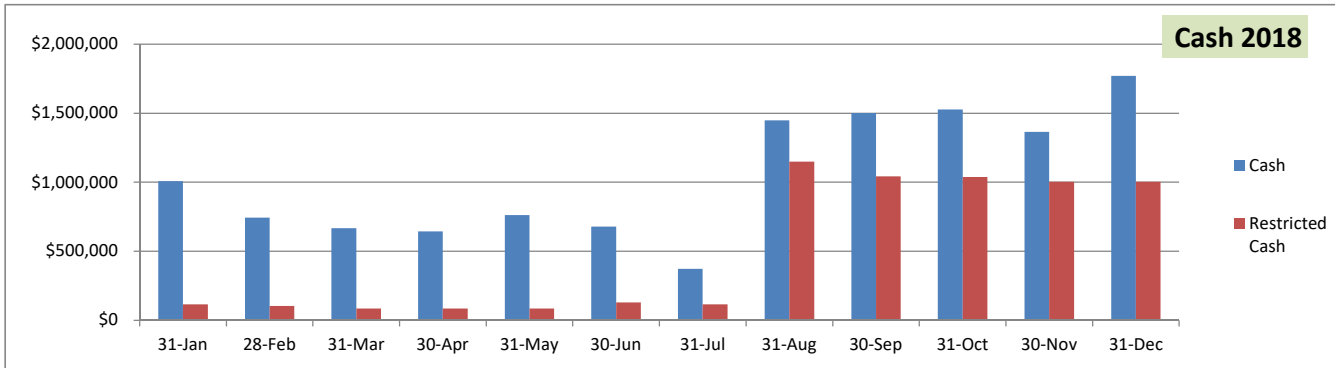
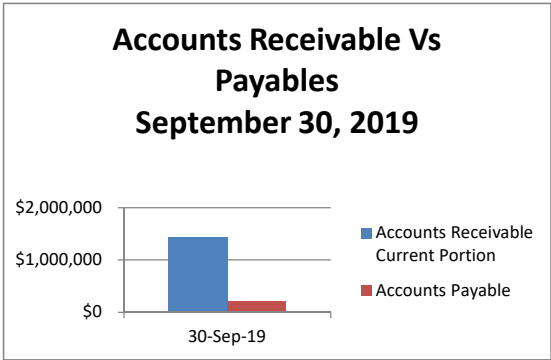
Added in 2019							
Citi Community Development 1-1-19 - 12-31-19	CE-Miami	632			50,000	(50,215)	(215) corr in Oct to \$0
JPMC Foundation 5-1-19 - 4-30-20	CWF-COMP	507			142,500	(50,786)	91,714
BBT 1-1-19 - 12-31-19	Dev	010			25,000	(25,000)	- corr in Oct-Citiz
BBT 1-1-20 - 12-31-20	Dev	010			25,000	-	25,000
BBT 1-1-21 - 12-31-21	Dev	010			25,000	-	25,000
Susan Levan 5-1-19 - 4-30-20	Dev	010			25,000	(25,000)	-
Susan Levan 5-1-20 - 4-30-21	Dev	010			25,000	-	25,000
Susan Levan 5-1-21 - 4-30-22	Dev	010			25,000	-	25,000
Susan Levan 5-1-22 - 4-30-23	Dev	010			25,000	-	25,000
NALCAB 5-15-19 - 12-31-20	CWF	574			35,000	(11,127)	23,873
NALEO Educational NAC 7-1-19 - 6-30-20	Edu	606			46,058	(14,504)	31,554
Kresge Foundation 08-01-19 - 07-31-20	STE	460			250,000	(75,000)	175,000
Kresge Foundation 08-01-20 - 07-31-21	STE	460			250,000	-	250,000
Unidos - RICO 9-1-19 - 8-31-2020	PB	537			85,000	(2,890)	82,110
					<b>1,033,558</b>	<b>(254,522)</b>	<b>779,036</b>
<b>TOTAL</b>			<b>\$ 2,828,843</b>	<b>\$ (1,265,697)</b>	<b>\$ 1,033,558</b>	<b>\$ (254,522)</b>	<b>\$ 2,342,182</b>

Satisfaction of Time Restrictions (1,520,218.67)

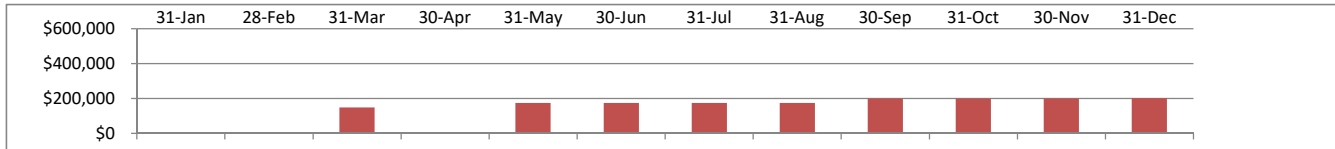
HISPANIC UNITY OF FLORIDA, INC.							
STATEMENT OF ACTIVITIES - TOTAL							
FOR THE NINE MONTHS ENDED SEPTEMBER 30, 2019							
	Month Actual	Month Budget	Over (Under)	Year to Date Actual	Year to Date Budget	Over (Under)	
Revenues							
Donations - UNR	61,142	\$ 36,800	24,342	\$ 457,596	\$ 331,200	126,396	Mem Health \$19K, Verizon \$15K, NOVA \$7.5K, Broward Sponsorship \$7K, Newman's Own \$10K, and Invidual Contributions \$2.5K
Donations - TR	159,397	35,000	78,339	1,047,419	955,028	92,391	UnidosRico \$85K, Comcast \$25K, NALEO \$46K, Accr \$3K
Satisfaction of Restrictions	(14,598)	143,098	(126,141)	486,661	696,687	(210,026)	Restricted Donations are not keeping up with satisfacion of restrictions due to the previous extraordinary prev year in restricted donations.
Fundraising Events	3,100	80,000	(76,900)	76,100	80,000	(3,900)	Though Short, See related expenses below
Grant Income	289,195	266,171	23,024	2,416,712	2,395,539	21,173	
Interest Income	1,077	1,100	(23)	12,222	9,900	2,322	
Rental Income	4,182	4,001	181	37,030	36,009	1,021	
Voluntary Pre-K	6,178	2,428	3,750	27,900	21,852	6,048	
Fees & Miscell Income	11,350	20,046	(8,696)	160,569	185,414	(24,845)	Error in Budget
Total Revenues	521,023	588,644	(67,621)	4,722,209	4,711,629	10,580	
Expenses							
Salaries and benefits	354,292	396,990	(42,698)	3,443,217	3,618,348	(175,131)	Positive variance partially attributable to awards in budget not in actual
Advertising	301	833	(532)	11,126	7,497	3,629	
Bank service charges	188	500	(312)	11,407	4,500	6,907	BOA \$4K - still using services until transition is complete
Building repairs/maint	16,858	17,855	(997)	171,491	160,695	10,796	
Depreciation	9,967	10,787	(820)	89,686	97,083	(7,397)	
Dues Subscriptions	1,608	950	658	13,167	8,550	4,617	
Information Technology	5,355	4,000	1,355	52,747	36,799	15,948	
Insurance	4,298	4,603	(305)	42,745	41,427	1,318	
Interest expense	5,979	4,408	1,571	46,778	39,672	7,106	
Licenses and permits	0	42	(42)	1,708	378	1,330	
Mileage reimbursement	3,558	2,782	776	37,742	26,040	11,702	
Miscellaneous	(13)	0	(13)	326	0	326	
Office expense	3,664	7,260	(3,596)	43,540	66,540	(23,000)	
Postage and shipping	260	435	(175)	5,462	4,015	1,447	
Printing	5,210	4,877	333	45,391	46,777	(1,386)	
Professional fees	12,824	14,503	(1,679)	208,752	135,525	73,227	Primarily HR Consultant and the CPA in Finance - covered under the TJMF grant. Assignment ends the week of November 14, 2019
Program expenses	19,318	29,567	(10,249)	306,342	267,807	38,535	
Public relations	1,933	1,250	683	6,720	11,250	(4,530)	
Rent	3,239	1,040	2,199	32,186	19,004	13,182	
Software	0	500	(500)	3,202	4,500	(1,298)	
Special fundraising events	8,746	2,000	6,746	12,574	18,000	(5,426)	Relates to Income shortfall above. This makes up for the shortfall.
Staff events/meetings	724	442	282	4,696	3,978	718	
Staff training and development	453	5,141	(4,688)	71,754	47,941	23,813	Primarily CITI Community Progress Makers Conference; Children & Families Convening - Aspen Institute, Kresge Visits and UNIDOS, Prosperity Now Training
Telephone	9,137	7,968	1,169	83,286	75,615	7,671	Prim cell phones \$4K over, being recovered by CSC-VITA Income
Utilities	2,211	1,551	660	18,056	13,959	4,097	Budget error
Total Expenses	470,110	520,284	(50,174)	4,764,101	4,755,900	8,201	
<b>Increase (Decrease) in UNR Assets</b>	<b>\$ 50,913</b>	<b>\$ 68,360</b>	<b>(17,447)</b>	<b>(\$ 41,892)</b>	<b>(\$ 44,271)</b>	<b>2,379</b>	
			Programs	\$ 399,394			
			Support	\$ (441,286)			
			Total	\$ (41,892)			

# September 30, 2019 Dashboard

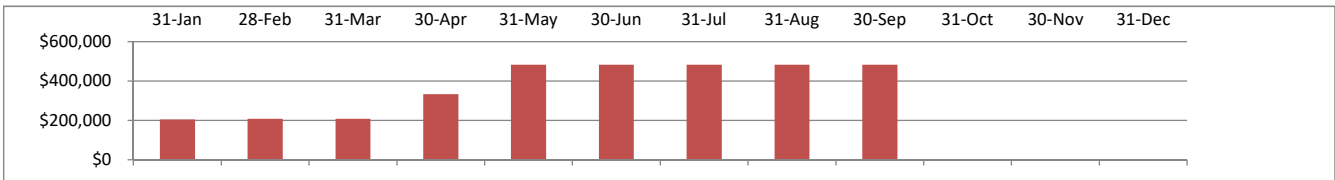
Revenue YTD Compared to Previous YTD			
As of August 31, 2019			
	Revenue YTD as of 9/30/2019	Revenue YTD as of 9/30/2018	Year Over Year Chng
Unrestricted Revenue	\$4,722,209	\$4,823,086	(\$100,877)
Restricted Revenue	(\$486,661)	\$478,153	(\$964,814)
<b>Total Revenue</b>	<b>\$4,235,548</b>	<b>\$5,301,239</b>	<b>(\$1,065,691)</b>



### Line of Credit Usage 2018



### Line of Credit Usage 2019



## TJMF Actual through September 30, 2019

### TJMF\* Capacity Building & Program Development Reserve Fund (the "Reserve Fund")

	Total To Date	
Citizenship Fundraising Match	\$ 25,000	
The Non-Profit Assistance Center	\$ 73,000	CPA - Finance Area Includes September
Incremental Salaries	\$ 16,639	Incremental Salary Increases through September 2019
National Executive	\$ 10,084	Marketing, Assoc Director - Finance, CFO -
Missing Link	\$ 12,825	Consultant - Human Resources
	<b>\$ 137,548</b>	<b>Actual through September 30, 2019</b>
2019 Salaries - Committed In Total	\$ 12,996	Remaining Commitment 2019 Oct, Nov and Dec
2020 Salaries - Committed	\$ 53,412	
2021 Salaries - Committed	\$ 55,014	
Finance Salaries 2019-2021	<u>\$ 121,422</u>	
<b>Total Spent &amp; Committed as of September 30, 2019</b>	<b>\$ 258,970</b>	
Original Budget (Must be spent by 2023)	500,000	
Remaining Dollars	<b>\$ 241,030</b>	

#### Funds must be used by 2023

<b>\$375,000 Mission / Opportunities</b>	<b>\$ 375,000.00</b>		
Citizenship Fundraising Match	\$ 25,000.00	\$ 87,000.00	Raised from Peace Love HUF Campaign
	<u>\$ 25,000.00</u>		
 <b>\$125,000 capacity building</b>	 <b>\$ 125,000</b>		
The Non-Profit Assistance Center	\$ 73,000		CPA - Finance Area Includes September
Incremental Salaries	\$ 16,639		Incremental Salary Increases
National Executive	\$ 10,084		Recruitor - Director Marketing, Assoc Director - Finance, CFO - Finance
Missing Link	\$ 12,825		Consultant - Human Resources
Finance Salaries 2019-2021	\$ 121,422		Committed Salaries not yet spent
	<u>\$ 233,970</u>		
<b>Balance</b>	<b>\$ 500,000</b>	<b>\$ 258,970</b>	<b>\$ 241,030</b>



## ANALYSIS OF CASH (USING GRANTS RECEIVABLE)

### SEPTEMBER

Customer	0-30	31-60	61-90	Over 90 days	Amount Due	Plus 1 Mo	Total Financing
BC-FSA 18-19	20,887.88				20,887.88	20,887.88	41,775.76
City of Hollywood	10,871.71				10,871.71	10,871.71	21,743.42
City of Hollywood - CDBG - 2018-2019	8,396.46				8,396.46	8,396.46	16,792.92
CSC - COMPASS 2018-2019	13,655.90				13,655.90	13,655.90	27,311.80
CSC - Miramar & Str HS 2018-2019	64,361.48				64,361.48	64,361.48	128,722.96
CSC, EITC-VITA 2018-2019	28,533.33				28,533.33	28,533.33	57,066.66
CSC-Family Strengthening Prog 18-19	16,294.48				16,294.48	16,294.48	32,588.96
CSC-Unity4Teens18-19	77,157.38				77,157.38	77,157.38	154,314.76
UnidosUS - Housing	550.00				550.00	550.00	1,100.00
United Way - DCM 18-19	47,879.42	-0.01			47,879.41	47,879.41	THE END
United Way of BC, CWF 2019-20	24,027.87				24,027.87	24,027.87	48,055.74
United Way, EITC-VITA 2018-2019	4,394.16				4,394.16	5,747.84	10,142.00 UW-VITA - will total about \$26K by 2-28-20
USCIS - Homeland Security 18-19	15,994.79				15,994.79	15,994.79	31,989.58
UW - Emerg \$25K - Publix Last Resort	15,000.00				15,000.00		15,000.00
VITA, IRS 2018-2019	4,680.89				4,680.89		4,680.89
VITA, IRS 2019-2020	11,535.29				11,535.29	4,800.00	16,335.29 IRS - not funded will total about \$80K by 2-28-20
	<b>364,221.04</b>	<b>-0.01</b>			<b>364,221.03</b>	<b>291,279.12</b>	<b>655,500.15</b>
							28,333.33 Plus RICO
							<b>683,833.48</b>

#### How do we finance the above?

LOC	480,000.00	financing
HUF	203,833.48	financing
	<b>683,833.48</b>	

### OCTOBER

Customer	0-30	31-60	61-90	Over 90 days	Amount Due	Plus 1 Mo	Total Financing
CSC - Miramar & Str HS 2018-2019	64,361.48				64,361.48	64,361.48	128,722.96
CSC-Family Strengthening Prog 18-19	17,404.46				17,404.46	17,404.46	34,808.92
UnidosUS - Housing	970.93				970.93	500.00	1,470.93
United Way - DCM 18-19	23,924.77		-0.01		23,924.76		23,924.76 THE END
United Way of BC, CWF 2019-20	25,770.99				25,770.99	25,770.99	51,541.98
United Way, EITC-VITA 2018-2019	869.58				869.58	869.58	1,739.16 UW-VITA - will total about \$26K by 2-28-20
USCIS - Homeland Security 18-19	3,883.25				3,883.25	3,883.25	7,766.50
UW - Emerg \$25K - Publix Last Resort	15,000.00				15,000.00		15,000.00
VITA, IRS 2019-2020	11,535.29				11,535.29	11,535.29	23,070.58 IRS - not funded will total about \$80K by 2-28-20
	<b>163,720.75</b>		<b>-0.01</b>		<b>163,720.74</b>	<b>124,325.05</b>	<b>288,045.79</b>
							35,416.67 Plus RICO
							<b>323,462.46</b>

#### How do we finance the above?

LOC	337,000.00	financing (paid down approx \$140K)
HUF	(13,537.54)	financing
	<b>323,462.46</b>	

**HISPANIC UNITY OF FLORIDA  
FISCAL POLICY MANUAL  
POLICY F112**

**SUBJECT:**           **Employee Loans and/or Advances**

**DEPARTMENT:**   **Finance**

**DATE:**             **Amended December 3, 2019**

**POLICY:**

It is the policy of HUF to prohibit loans to employees under all circumstances. This was ratified by the Board of Directors in March 2004.

An Employee Emergency Fund was established by donations from management in the event an employee needed temporary assistance.

**PROCEDURES:**

All related procedures can be found as noted below:

**FORMS/INSTRUCTIONS:**

**OTHER:**

**HISPANIC UNITY OF FLORIDA  
FISCAL POLICY MANUAL  
POLICY F113**

**SUBJECT: Receivables Management**

**DEPARTMENT: Finance**

**DATE: Amended December 3, 2019**

**POLICY:**

Prompt and accurate billing is required for all invoicing by the agency and is essential for effective management of receivables. Eight (8) types of services are primarily *billed* for by the agency:

1. Reimbursement of expenses arising from services provided under cost reimbursement type grants/agreements.
2. Payments by grantor for completed units.
3. Designated progress payments throughout the grant period requiring the submission of deliverables and a financial report for budget vs actual expenditures.
4. Sponsorships for events and/or programs.
5. Grants awarded with one payment for grant period.
6. Circle of Friends Pledges
7. Other Individual Donations and/or Pledges
8. Special Events – Ticket Sales and/or Vendor Booths
9. Rental income due to the agency – i.e. School Board of Broward County.

Collection of receivables is primarily the responsibility of the CFO with participation when necessary by senior management.

**PROCEDURES:**

Cost Reimbursement Invoicing Procedures  
Completed Units Invoicing Procedures  
Event Procedures  
Grants and Awards Invoicing Procedures  
Unrestricted Donations Invoicing Procedures

**HISPANIC UNITY OF FLORIDA  
FISCAL POLICY MANUAL  
POLICY F114**

**SUBJECT:**           **Petty Cash**

**DEPARTMENT:**   **Finance**

**DATE:**             **Reviewed December 3, 2019**

**POLICY:**

It is the policy of HUF to maintain a petty cash fund(s) to make change for cash business transactions and/or when cash is necessary to pay miscellaneous expenses.

To minimize the handling of cash, the agency will consider approval of these funds only when it is demonstrated that standard payment methods established by the agency will not meet the business needs of the program or department. If approved, the program or department must manage these funds in accordance with the procedures and guidelines in this policy. The CFO will periodically review all authorized petty cash funds to determine if there continues to be a legitimate need for cash.

Petty cash must be kept under lock and key at all times.

Disbursements from the petty cash fund may only be made for approved expenditures. A receipt must accompany every disbursement. The receipt must be signed by the person receiving the cash.

The petty cash fund will be replenished as needed and at the end of every month. The petty cash fund replenishment check will be made out to "Petty Cash".

**HISPANIC UNITY OF FLORIDA  
FISCAL POLICY MANUAL  
POLICY F116**

**SUBJECT:** Purchasing (Credit) Cards

**DEPARTMENT:** Finance

**DATE:** Amended December 3, 2019

**POLICY:**

The agency has purchasing (credit) cards with Chase enabling a limited number of employees to make business-related purchases for goods and standard (not professional) services. Credit Card Purchases made must comply with:

- HUF Purchasing Policies & Procedures, and
- Any special requirements of programs supported by grantors.

Currently, the agency has the following credit cards:

1. Home Depot (Corporate – Facilities )
2. Office Depot (Corporate - Finance)
3. Sam’s Club/Wal-Mart (Education Programs)
4. JP Morgan Chase (Administration and Program Managers)
5. American Express (Josie Bacallao) – not in use

The following positions are issued Chase Credit Cards with the following limits established by the CFO:

CEO	- no limit
SVP	- \$10,000
COO	- \$ 5,000
Education Director	- \$ 5,000
Economic Director	- \$ 5,000
Engagement Assoc Director	- \$ 5,000
Education Assoc Director	- \$ 7,500
Oper/Risk Mgmt Assoc Dir	- \$ 5,000
Development Director	- \$ 6,000
Marketing Director	- \$ 5,000
U4T Program Manager	- \$ 7,500
Finl Capabilities Manager	- \$ 5,000
Education Financial Manager	- \$10,000
Financial Stability Manager	- \$10,000
VITA/S.Business Manager	- \$ 5,000
Comm/Disaster Manager	- \$ 5,000
Administrative Manager	- \$ 5,000
Engagement Coordinator	- \$ 3,000
Pre-K Program Assistant	- \$ 5,000

**PROCEDURES:**

Credit Card Procedures

Purchase Order Procedures

Purchase Order Grid

**FORMS/INSTRUCTIONS:**

Credit Card Request Form

Purchase Order Form

**HISPANIC UNITY OF FLORIDA  
FISCAL POLICY MANUAL  
POLICY F120**

**SUBJECT:** Travel Expenses

**DEPARTMENT:** Finance

**DATE:** Amended December 3, 2019

**POLICY:**

It is the policy of HUF to establish travel expense limitations and guidelines. Employees must complete a Purchase Order Form before formalizing travel arrangements. All allowable expenses must have a receipt for the expenditure unless noted otherwise. Employees must complete the approved Purchase Order and a Petty Cash Reimbursement Form after traveling for reimbursement.

*Authorizations:*

All travel requests must be for budgeted travel and approved at least 15 days in advance by the appropriate manager unless traveling is due to an emergency or to special circumstances which will be reviewed and approved by the CFO.

*Travel Advances:*

Travel advances will be issued if requested at least 7 days before the trip unless traveling is due to an emergency or to special circumstances which will be reviewed and approved by the CFO. The advance will not exceed the per diem basis for meals and tips and expected taxi, parking, tolls for the trip's duration.

*Personal Mileage:*

Employees will be reimbursed for use of their personal cars at the standard mileage rate issued by the IRS for current year.

Commuting mileage or other personal use of your car will not be reimbursed. Commuting mileage is the round trip miles from your home to work and back home each day. Reimbursable mileage is defined as the mileage exceeding the employee's commuting and other personal mileage.

The commuting mileage must be submitted to the Finance Department for approval before submitting your first mileage reimbursement form. The purpose of this is to distinguish daily mileage that is work-related from daily mileage that is reimbursable.

The calculation for work mileage is as follows:

Example 1 – At 8AM you go to work. At 10AM you drive to Office Depot to purchase supplies and return to work. At 5PM you go home. Your odometer states that you traveled 32 miles for the day. Your commuting mileage is 25 miles. You will get reimbursed for 7 miles (32-25).

Example 2 – At 8AM you go to work. At 12:15PM you drove to a restaurant for lunch and then went to the bank. At 4:30PM you drive to Office Depot to purchase supplies. At 5PM you go home. Your odometer states that you traveled 35 miles for the day. Your commuting mileage is 25 miles. Personal use at lunch time is 6 miles. You will get reimbursed for 4 miles (35-25-6).

Example 3 – At 8AM you go to the Job Fair to work. At 5PM you go home. Your odometer states that you traveled 20 miles. Your commuting mileage is 25 miles. You do not get reimbursed for mileage.

Example 4 - At 8AM you go to the Job Fair to work. At 5PM you go home. Your odometer states that you traveled 40 miles. Your commuting mileage is 25 miles. You will get reimbursed for 15 miles (40-25).

Example 5 - At 8AM you go to a seminar for time management required by HUF. At 11am you go to work. At 4PM you go to visit a client at their home. After this meeting you go directly home. Your odometer states that you traveled 27 miles. Your commuting mileage is 25 miles. You will get reimbursed for 2 miles (27-25).

*Public Carrier:*

Employees traveling by public carrier must purchase the most cost-effective means of travel, such as coach airfare. If the trip is funded by the government, the employee must use a US airline.

*Lodging:*

Lodging facilities must be approved by the appropriate manager. Employees will be reimbursed entirely for the basic room charge and applicable taxes.

*Meals:*

Employees will be on a per diem basis for meals and tips. Per diem rates will be decided annually by senior management. These rates include taxes and tips. Tips should be noted on meal receipts. If you pay by credit card, you must submit the detailed receipt from the restaurant which itemizes purchases. **Expenditures for alcoholic beverages will not be reimbursed.**

*Taxi:*

Actual taxi fares, including tips, will be reimbursed entirely. Tips must be noted on taxi receipts.



*Telephone:*

Personal calls must be limited to 15 minutes per day to be reimbursable.

*Entertainment:*

Not reimbursable.

*Tips:*

Reasonable tips for baggage handling will be reimbursed.

*Parking and Tolls:*

Parking fees and toll expenses will be reimbursed.

*Car Rental:*

Car rentals will be reimbursed if approved in advance.

**FORMS:**

Purchase Order Form

**HISPANIC UNITY OF FLORIDA  
FISCAL POLICY MANUAL  
POLICY F122**

**SUBJECT: Check Signers**

**DEPARTMENT: Finance**

**DATE: December 3, 2019**

**POLICY:**

**Check Signing Authority:**

It is the policy of HUF to give check signing authority to the following:

1. CEO – Josie Bacallao,
2. SVP – Luis Felipe Pinzon,
3. COO – Virginia Cielo,
4. AD (Assoc Director (Operations/RiskCompliance) – Ninah Saavedra

As a rule, either the AD or the CEO should sign checks. Additional signers from the board include:

1. BC (Board Chair), and
2. TR (Board Treasurer)

Any change in signatories must be approved by the Finance Committee and subsequently by the Board of Directors.

The CEO can approve all checks \$10,000 and under.

**Segregation of Duties**

Individuals who approve invoices for payment are not authorized to sign checks issued in payment of said invoices. This segregation of duties for our staff signers will be followed at all times, except under the rare occurrence of an emergency situation. In this event the CFO will initial below the signature of either the above referenced CEO, SVP or AD on the face of the check verifying that the expense has been incurred and meets all other requirements for check issuance.

CFO – not a check signer

AP (Accounts Payable) – not a check signer

SA (Senior Accountant) – not a check signer

It is against agency policy for an individual who has signature authority to be in a position to generate a check and/or supervise the individual generating a check.

## **PROCEDURES:**

### **Finance Committee and Board:**

The Finance Committee and the Board approve both the agency's budget and the execution of contracts or agreements which include the annual expenditures exceeding \$10,000 per year for:

1. Employee Health Coverage – approximately \$200,000 per year
2. VITA Campaign Marketing/Media Relations – approximately \$50,000 per year
3. Auditing Services – approximately \$25,000 per year
4. Program Equipment Purchases
5. Technology Purchases
6. Program Subcontractors and/or Consultants
7. Other Consultants as required for business services

### **Finance Procedures:**

1. The AP receives either the:
  - PO and Check or Credit Card Request and supporting documentation; or
  - Contract and invoice; or
  - Invoice
  - Board Approval for Purchase

The AP ensures that all supporting documentation and management approvals are on supporting documents, attaches Board approval for purchase, issues check and forwards to CFO for final review and processing. In the absence of the CFO, the COO will assume the CFO's responsibilities.

2. The CFO reviews and initials all supporting documentation, initials below the check signature line and forwards to the in-house signatory – primarily the AD.
3. The AD then reviews the entire package, signs the check and returns to CFO.
4. CFO scans entire package and forwards to TR via email.
5. TR reviews, approves and returns by email.
6. CFO attaches email approval to the documentation and forwards to SA to mail-out or deliver the check to requestor.

If the AD is not available, the CEO or SVP or COO will handle the AD's responsibilities.

If the TR is not available, the BC will handle the TR's responsibilities.

Procedure followed ensures separation of duties and meets requirements by the auditors.

**HISPANIC UNITY OF FLORIDA  
FISCAL POLICY MANUAL  
POLICY F123**

**SUBJECT:** Financial Statements

**DEPARTMENT:** Finance

**DATE:** Amended December 3, 2019

**POLICY:**

It is the policy of HUF to prepare financial statements monthly no later than 40 days after the close of the month.

1. Financial Statements for the agency which include:
  - a. Cover Sheet
  - b. Notes to the Financials
  - c. Comparative Statements of Financial Position, Statement of Activities, and Cash Flows
  - d. Cash Detail Schedule
  - e. Donor Restricted Funds Schedule
  - f. Total Agency - Statement of Activities
  - g. Total Programs – Statement of Activities
  - h. Total Support Services – Statement of Activities
  - i. Statement of Financial Position Schedules including Accounts Receivable, Accounts Payable, and Pledge Receivable
  - j. Any other schedules as deemed necessary

The agency maintains its accounts and prepares its financial statements on the accrual method of accounting. Fees and grants from governmental agencies and pledges of support from private foundations are earned pursuant to the terms of the contract or pledge.

Costs of providing the agency's programs are recorded to Program Services and expenses for a specific program are charged directly to that program. Expenses, which benefit more than one program, are allocated to the various programs based on the relative benefit provided.

Financial statement presentation follows the recommendation of the Financial Accounting Standards Board's (FASB) Accounting Standards Update (ASU) 2016-14, Presentation of Financial Statements of Not-for-Profit Entities. Under ASU 2016-14, the agency reports information regarding its financial position and activities account to two classes of net assets: net assets with donor restrictions and net assets without donor restrictions.

The CFO submits the monthly statements to the COO for approval and then to the CEO and the SVP for review. The statements are then presented to the Finance Committee and the Board of Directors for approval. Approval of the statements is recorded in the minutes of the Finance Committee and Board of Directors meetings.

If the Finance Committee rejects any financial statements, the CFO will further investigate any recommendations before adjusting the statements. Adjusted statements will be resubmitted to the Finance Committee and the Board of Directors for approval. A written record of any adjustments made will be kept on file.

**HISPANIC UNITY OF FLORIDA  
FISCAL POLICY MANUAL  
POLICY F124**

**SUBJECT:**           **Property and Equipment**

**DEPARTMENT:**   **Finance**

**DATE:**  
                          **Amended December 3, 2019**

**POLICY:**

Expenditures for tangible assets, used actively in business operation that benefit a period exceeding one fiscal year and with a value of \$500 or higher, will be capitalized. Established purchase guidelines will be followed by employees and management as specified in “Policy 117 Purchasing”.

Property and equipment are categorized by the following:

- Buildings and Improvements
- Computer Equipment
- Furniture & Fixtures
- Land
- Leasehold Improvements
- Office Equipment
- Website

Accurate records will be maintained by the CFO of the cost and accumulated depreciation of the property and equipment.

Depreciable assets are carried in the Fixed Asset Ledger at the original net acquisition cost, less accumulated depreciation or depletion. Non-depreciable capital assets (land) are carried at the original net cost. Depreciation is taken using the straight-line method over the useful life of the asset.

Purchased items of property and equipment that meet the capitalization requirements are to be capitalized at the invoice price plus all charges incurred to prepare the asset for operations.

Cost of acquisition or construction include not only the contract or invoice price, but also such costs as preliminary engineering studies and surveys, legal fees to establish title, installation costs, freight, and labor and material used in construction of installation. Cash discounts taken will be recorded as a reduction of the cost.

To dispose of assets, first a determination is made as to the reason(s) for disposal - no longer used, part of asset replacement program, beyond repair, technologically obsolete etc. The CFO with guidance from the AD, will make this determination. Every attempt will be made to sell the item, if possible; otherwise the item is written off. The item may be donated. Any asset purchased with grant funds will follow any specific guidelines in the contract, if required.



Governance Committee Meeting Minutes  
October 4, 2019

**CORRECTED**

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**Present:**

Steve Sampier, Josie Bacallao, Felina Rosales-Furer  
~~Angie Stone~~, Christina Paradowski, Lucia Rodriguez, Maria  
Elena Ferrer, Jorge DeApodaca and Melida Akiti

**Excused:**

~~Angie Stone~~, Tony Abbate and Barbara Grevior

**Next Steps/Action Items:**

1. Josie to add to potential board member list, Jorge DeApodaca.

**Discussions:**

1. Comments from the Chair. Steve Sampier introduced our of new committee member Jorge DeApodaca (board emeritus) has joined the Governance Committee and is interested in re-joining the board in the future. Steve would like to add him to the list for future board member again.
2. Approval of April 2019 Minutes.  
Motion by : Jorge DeApodaca Seconded by: Melida Akiti.
3. Consideration of New Board Members. We currently have 20 board members and 21 puts us with a full board. Terming off next year is Melida Akiti and she is looking for another Memorial professional for her replacement. George Mihaiu will be coming off of the board in the near future.
  - a) Interview with Mark Sweeney. Identified by Hector Lima as a potential candidate. Angie Stone and Steve Sampier interviewed him. Unfortunately, Mark does not have the time to dedicate to HUF board. Offered to assist with technology ad-hoc committee, funding and another name of someone at Citrix. He may be able to join in the future. Melida shared not everyone has time but if they have influence and ability to help HUF reach goals we do not want to turn them away.
  - b) Interview with Nicole Krauss, Publix. Steve Sampier interviewed her recently, she has been on our target list for years. Nicole deals with media and is the foundation liaison. She now has the time to commit with HUF and this will be on only board she is on. Nicole has already connected us with The Paul Newman Foundation and we received money. She also had Tommy Culligan speak to the Advocacy Committee.  
  
Steve would like to recommend Nicole Krauss to be added to the HUF board.  
Motion by: Melida Akiti. Seconded by: Christina Paradowski.
  - c) Progress with Memorial Representative. Melida shared she has a young up and coming Hispanic woman she would like to bring to HUF. Melida will continue as a member on the Governance Committee after terming out on the board.

4. Slate of Officers for 2020 preliminary discussion. Lucia Rodriguez will serve a one year term. Chuck Tatelbaum will be on one year as Chair Elect. Emma Pfister ~~will be Treasurer~~ agreed to serve one more year as Treasurer if nominated. She and also is terming out 2021. Steve shared John Guerrero will be chair elect in 2020, as his job has changed and he will have more time. Secretary position will be vacant, Christina has been recommended. It was mentioned that whomever is the Treasurer has to be the chair of the Finance Committee. In the meantime, the committee can look at the bios and job descriptions of the slate of officers. Look into specifics for an evaluation of what are chair qualities for future leadership.

**Next Meeting:**



**Governance Committee Meeting Minutes  
November 1, 2019**

**Present:**

Tony Abbate Steve Sampier, Angie Stone, Christina Paradowski, Lucia Rodriguez, Jorge DeApodaca, Chuck Tatelbaum and Josie Bacallao,

**Excused:**

Felina Rosales-Furer, Maria Elena Ferrer, Melida Akiti and Barbara Grevior

**Next Steps/Action Items:**

1. Josie Bacallao will prepare 2020 Officer Slate document too be present at the Nov. 5 **Next Meeting:** **Friday, December 6, 2019 @9am** board meeting.
2. Christina Paradowski will review By-laws/ Articles of Incorporation alignment.

**Discussions:**

1. **October Board Minutes:** Required edits – change statement on the board slate discussion to reflect that Emma Pfister has agreed to serve as Treasurer. Add Nicole Krauss’ company name, i.e. Publix.

**Motion**

Tony Abbate moved to accept the minutes as amended and Angie Stone provided the second. The motion passed.

2. **2020 Slate of Officers:** Steve Sampier confirmed that today’s discussion would be based on the selection of two officer position, namely, Treasurer and Secretary. The committee members agreed.

Angie Stone reviewed the Dashboard and the outcomes for every board member as well as well, information on terms and past board officer positions held and/or interest in holding an officer position.

The committee discussed the Dashboard itself (see item #3 below) and the required discussions and/or changes moving forward.

After reviewing all the information provided, the committee narrowed the discussion to the two officer positions, Treasurer and Secretary. Angie Stone indicated that she was withdrawing her name for the Secretary position – at this time.

**Motion**

Tony Abbate moved to nominate Emma Pfister as Board Treasurer and Angie Stone provided the second. The motion passed.

**Motion**

Tony Abbate moved to nominate Christina Paradowski as Board Secretary and Angie Stone provided the second. The motion passed. (Christina Paradowski abstained from voting.)

Steve Sampier recapped the Slate of Officers for 2020 and asked for a motion.

CHAIRMAN..... Lucia Rodriguez

CHAIR-ELECT.....John Guerrero

SECRETARY.....Christina Paradowski

TREASURER.....Emma Pfister

PAST CHAIR..... Charles Tatelbaum





### **Motion**

Christina Paradowski moved to accept the proposed 2020 HUF Slate of Officers and Tony Abbate offered a second. The motion passed.

Steve indicated the 2020 Slate will be presented to the Board of Directors at the November 5 meeting. The board will have the opportunity to nominate other candidates at that meeting and a final vote will be taken at the December 2019 board meeting.

3. **Board Member Commitments & Dashboard Discussion** - Various suggestions, concerns and limitations of the current Dashboard were discussed. Items included that the Dashboard did not reflect all in-kind donations – some of which are quite significant from companies such as Tripp Scott and Comcast. Also discussed was the ongoing confusion over the \$2,500 give/get by board members (some believe it can be met through in-kind). The suggestion was made to weigh each of the commitments so that everyone could immediately see a board member's contributions.

The committee agreed that a discussion on the commitments themselves and any questions about each of them should be discussed in 2020 (early in 2020 if possible). Once the commitments were “refreshed” the committee will engage the board in a discussion. Once agreement on the commitments is finalized, the committee will work on a Dashboard and create a tracking system to match what is being measured.

4. **Funding for Good Webinar** – Angie Stone shared the highlights of the webinar. She was proud that many of the major items recommended for boards, HUF is already either implementing or discussing. One item that stood out for her for which she did not have an answer: Does HUF's bylaws align with our Articles of Incorporation? Chuck indicated he specifically looked at that in the past five years and they did at the time. Christina will review again and report back to the committee if any changes are required to the bylaws.
5. **Board Committee Succession / Pipeline** – Chuck Tatelbaum suggested that the committee should consider creating Vice Chair positions for each committee. These Vice Chairs would deepen the leadership for each committee as well as, possibly provide leadership at the board level with officer positions. Steve indicated that Lucia Rodriguez as incoming Board Chair can discuss and implement this at every committee. Chuck pointed to the governance committee in particular as requiring a VC as Steve Sampier will be leaving the board in 2021.
6. **December Governance Meeting** – Steve indicated the December governance agenda should include a review of “to do” items from the October Board Retreat, the governance/strategic plan deliverables and with both, create a work plan for the committee for 2020.
7. **Wrap-Up** – Steve thanked the committee for all the good work in recruitment this year.

**Next Meeting:**  
**Friday, December 6, 2019 @9am**



**Public Policy & Advocacy Committee Meeting Minutes  
November 8, 2019**

**Present:**

**Carolina Cardozo, Dr. Rolando Garcia, Josie Bacallao and Felipe Pinzon**

**Excused:**

**Heather Davidson, Robby Holroyd, Megan Turetsky, Daphnee Sainvil, Dan Schevis, Dick Blattner and Felina Rosales-Furer**

**Next Steps:** Josie to update 2020 HUF policy platform as discussed and send to Dr. Garcia. The chair will then send to the committee for a final vote prior to the Dec. 3 board meeting.

- **Public Charge Rule:** Josie Bacallao provided update on Public Charge Rule. HUF worked with the Health Justice Project to schedule public charge “train the trainer” sessions. HUF also worked with AIJustice to have an immigration attorney present and Ana Valladares secured a benefits specialist from DCF to also participate. Josie and Ana also spoke with the Coordinating Council about public charge and asked them to work together to mitigate the 18% decrease in immigrant sign-ups for Medicaid and drops in SNAP benefits among immigrants.
- **Funding:** Josie shared that she was working with a national foundation for possible funding for a FT Fellow for HUF for next year to work on immigration issues exclusively. (Update: The Chan Zuckerberg Foundation has invited HUF to submit a proposal by the end of November.)
- **2020 Policy Platform:** Josie shared DRAFT 2 of the platform. Josie had met previously with Megan Turetsky who provided excellent input. Josie walked Rolando and Carolina through the platform. Changes were agreed to. Rolando asked Josie to send an updated Draft to him to secure a vote from the committee prior to the December 3 board meeting.
- Agreed to retain the current platform design for the year.

**Next Meeting: Friday, December 13, 2019 @9am**

November 22, 2019

Public Policy & Advocacy Committee Vote

**Approval of HUF 2020 Public Policy Platform**

9 Yes votes

1 did not vote (Commissioner Blattner)

Motion Approved with two edits as indicated by Robby Holroyd.

<input type="checkbox"/>	 Yes. Cardozo	11/24/2019 9:59 AM
	 Yes. Commissioner Fishman	11/24/2019 10:42 AM
	 YES. DAvidson	11/22/2019 2:54 PM
	 Yes. Garcia	11/22/2019 2:53 PM
	 Yes. Holroyd	11/22/2019 6:48 PM
	 Yes. Schevis	11/19/2019 1:19 PM
	 Yes. Sister Maria Elena Larrea	11/22/2019 2:57 PM
	 Yes. Turetsky	11/24/2019 10:07 AM
	 Yes.Sainvil	11/24/2019 9:24 AM



## Marketing Committee Meeting Minutes

November 13, 2019

**Present:** Lucia Rodriguez, Katherin Gallego, Felina Rosales-Furer, Shani Wilson, Nicole Krauss, Maguana Jean and Lesli Cartaya Franco

**Excused:** Josie Bacallao, Mindy Figueroa, Ana Arguello, Giselle Cushing and Alex Llerena, Anthony Abbate

### Action Items:

1. Kathy Gallego is completing her fourth graphic designer quote.
2. Lesli Franco is working on regrouping her PR subcommittee for completion of plan in January 2020. (Reminder, Nicole Krauss would like to join this sub-committee.)
3. Shani Wilson and Kathy Gallego will apply (January 2020) to the Harvard Business School for the opportunity to have a brainstorming session for HUF's Marketing plan for talent acquisition.

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1) Review of minutes. Approval of October 9, 2019 Minutes.

Motion: Lucia Rodriguez moved to accept the October 9, 2019 marketing committee minutes and Maguana Jean provided the second. The motion passed.

2) Brand Manual Updates: Kathy Gallego shared there was a subcommittee meeting last month with Ana Arguello and Maguana to begin to assess what is needed and create a work plan.

a. Subcommittee plan: Maguana Jean, Ana Arguello, Alex Llerena, and Kathy will be meeting on the 4<sup>th</sup> Wednesday of every month going forward.

b. Graphic Designer Quotes - Kathy currently has three. She has one other to reach out to a fourth person suggested by Ana Arguello. She will give an update at the December meeting.

3) PR Plan Updates: Lesli Franco shared that she lost two of her members do to personal reasons and is in the process of regrouping.

a. Subcommittee Update: Lesli is working on scheduling a new meeting with Nicole Krauss and Jeremy Katzman. The deadline has been moved to January 2020.

4) Mini – Workshop: Review Vision, Mission, Values, Brand promise, tagline and discuss tone for HUF. Kathy suggested to review in December, bring holiday treats and make 1.5 hours instead. Will shoot for Wednesday, Dec 4<sup>th</sup> from 12-1:30pm at HUF or Lesli's office. (Update: Due to scheduling conflicts, the workshop will be moved to January 2020.)

5) Marketing Plan for Talent Acquisition: Due March 2020.

Kathy shared that internally HUF Management team is working on processes. She will be working on a marketing plan that will support talent acquisition. This is to ensure we have the best possible candidates who fit with HUF's culture and values. Shani Wilson shared she is working with the Harvard Business School for an opportunity to brainstorm on HUF's Marketing plan for talent acquisition.

Committee agreed to utilize this opportunity and apply in January 2020. Lesli mentioned that HUF needs to have a presence on LinkedIn, Glassdoor, Indeed, and other similar sites that drive top candidates to



apply. It was then discussed that we should be applying for “workplace related awards” such as Sun-Sentinel “best place to work”. Kathy mentioned that some of these awards require payment to be considered. Lesli reiterated that some of the ones that required payment, there is a minimal cost and the cost outweighs the benefit.

Decision was made that the January 2020 meeting is going to be moved to the 3rd week on January 15th. The following months will proceed on their regular scheduled, 2<sup>nd</sup> Wednesday of each month.

**Next Meeting:**

**Wednesday, December 12, 2019**