

**Mission Statement:** "United Way collaborates with partner agencies to strengthen and improve Health, Education and Income Stability in Southeast Alaska."

**United Way of Southeast Alaska  
Board of Directors Meeting**

Thursday, March 19, 2015

5:15-7:00 PM

United Way of Southeast Alaska 3225 Hospital Drive, Suite 201

Teleconference: (800) 315-6338, Code: 32251#

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- I. CALL TO ORDER and INTRODUCTIONS** –Chair Burton
- II: APPROVAL OF AGENDA** – Corrections/Additions
- III: APPROVAL OF MINUTES** – Corrections/Additions  
February 19, 2015 Board meeting minutes
- IV: PRESENTATIONS** –
- V: COMMITTEE REPORTS**
  - Resource Development –
  - Finance Committee – Bill Peters, Treasurer,
  - Campaign Committee – Bill Peters, Rustan Burton
  - Governance Committee
    - Board Development Committee – Mark Mesdag
    - Personnel Committee –Bill Peters, Ann Gifford
    - Education Committee – Robbie Stell, Ann Gifford, Joy Lyon
    - Income Stability Committee – Gail Dabaluz, Jaysen Katasse
    - Community Impact Committee –
    - Health –
- VI: STRATEGIC PLAN UPDATE** –
- VII: OLD BUSINESS**
  - Campaign outreach updates
- VIII: NEW BUSINESS**
  - 2014 Audit review
  - Committee Assignments
  - Orca Point Lodge dinner cruise with Allen Marine May 5, 2015
- IX: CHAIR REPORT** – Rustan Burton
- X: PRESIDENTS REPORT** – Wayne Stevens
- XI: BOARD MEMBER COMMENTS**
- XII: ADJOURNMENT**

**Next Meeting April 15, 2015**

**Vision Statement:** "United Way of Southeast Alaska addresses individual needs and improves lives by organizing the caring and collaborative power of our communities"



## United Way of Southeast Alaska Board of Directors Meeting

Thursday, February 19, 2015  
5:15-6:55 PM

United Human Services Conference Room 3225 Hospital Drive, Suite 101, Juneau, AK

### Board Members in Attendance

Board Members in Attendance					
E	Rustan Burton - Chair	X	Rosemary Hagevig		<b>Staff</b>
X	Karen Crane - Past Chair	T	Jaysen Katasse	X	Wayne Stevens
X	Mark Mesdag – Chair Elect	X	Joy Lyon	X	Sara Truitt
X	Bill Peters –Treasurer	X	Warren Russell		
X	Ann Gifford– Secretary	X	Millie Ryan		<b>Guest(s):</b>
X	Sue Bill	X	Robbie Stell		
T	Gail Dabaluz				
	Kelli Grummet				
Legend: X = present    E = excused absence    T = teleconference    A=absent					

#### Call to Order and Introductions

Past Chair Crane called the meeting to order at 5:25 PM. A quorum was established with eleven board members present or on the telephone.

#### Approval of Agenda

**Motion: Board Member Hagevig moved to adopt the agenda as presented. Treasurer Peters seconded the motion.**

Past Chair Crane asked if there were any objections to amending the order of business to move the New Business item, Introduction and Election of new Board member up on the agenda to follow the adoption of the Minutes.

Member agreed and there were no objections to the adoption of the agenda as amended.

**With no objections, the agenda was adopted as amended.**

#### Approval of Minutes

**Motion: Treasurer Peters moved to approve the minutes from the December 18, 2014 Board of Directors meeting. Board Member Stell seconded.**

**Motion approved unanimously.**

**Motion: Board Member Stell moved to approve the minutes from the January 24, 2014 Board of Directors meeting. Board Member Lyon seconded.**

**Motion approved unanimously.**

#### New Business

**Introduction and election of new Board members for a three year term on the Board with terms expiring in January of 2018**

**Sue Bill, Kelli Grummet, Warren Russell**

Past Chair Crane asked those potential board members present to introduce themselves to the Board. Sue Bill and Warren Russell provided a bit of biographical background for board members.

# United Way of Southeast Alaska Board of Directors Meeting

Thursday, February 19, 2015  
5:15-6:55 PM

United Human Services Conference Room 3225 Hospital Drive, Suite 101, Juneau, AK

**Motion:** Treasurer Peters moved to elect the three candidates to the Board for three year terms with terms expiring in January of 2018. Board Member Gifford seconded.

**Motion approved unanimously.**

## **PRESENTATIONS – Report on 2014 Fall Campaign activities -**

Providing a brief update on the 2014 fall campaign activities to date, Treasurer Peters and Chair Elect Mesdag reported that United Way of Southeast Alaska continues to make presentations and drop off packets to local businesses and non-profit organizations. Due to staffing changes both at UWSEAK and UWA, campaign reports are a bit behind as new staff gets training and learns all the process requirements.

A review of the January Finance statements indicates that campaign activity remains strong with pledge numbers for the SHARE, CFC and statewide campaign activities yet to be reported. Those numbers will be reported to us by late March.

## **Committee Reports**

### **Resource Development**

#### **Finance Committee – Mark Mesdag**

Treasurer Peters and Chair Elect Mesdag reported the Finance Committee had met on February 11<sup>th</sup> to review the finance reports and minutes which are included in the board packet. They noted we are won't have a real reflection of revenues until late March as noted in the campaign report. Expenses are flat and well within tolerances.

#### **Campaign Committee – Bill Peters, Rustan Burton**

Internal Campaign committee Chair Peters had nothing further to report after earlier conversation and report.

## **Governance Committee**

### **Board Development Committee – Rustan Burton**

Chair Elect Burton had hoped to connect to the meeting via Skype, but was having technical issues and unable to join the meeting.

### **Personnel Committee – Bill Peters, Ann Gifford**

Treasurer Peters reported that the staff evaluation process was completed. The committee will be meeting again on February 26 to review a new draft of the President/CEO job description and evaluation forms and process.

### **Education Committee - Robbie Stell, Ann Gifford**

Board Member Gifford reported that she had met with the Reading Tutor Coordinator Lisa Worl to work on a guide for potential tutors to use when navigating the Juneau School District volunteer background application process. The Committee will be meeting next on February 26 to discuss the guide and other ways of supporting the Reading Tutor program. Board member Lyon was encouraged to join the Education Committee meeting. Board member Lyon agreed she would join the committee and be in attendance at the next meeting.

# United Way of Southeast Alaska Board of Directors Meeting

Thursday, February 19, 2015  
5:15-6:55 PM

United Human Services Conference Room 3225 Hospital Drive, Suite 101, Juneau, AK

## Income Stability Committee – Gail Dabaluz, Jaysen Katasse

Board Members Katasse and Dabaluz have met and continue to discuss ideas and ways to provide services for students in the school system, including the alternative high school. They have discussed ways to provide employment assistance and the concept of a Finance Reality Fair. Board Member Dabaluz reported on the work that Dawn Wesley at Tlingit-Haida Regional Housing Authority (THRA) is doing regionally with United Way's VITA tax preparation assistance program.

## Strategic Plan Update –

None

## Old Business

None

## New Business

### Select March date for strategic planning meeting

Stevens reported that Chair Burton wanted to find a time for all board members to meet to review, discuss and if needed, update the strategic plan. President Stevens reported that an earlier attempt to find a date had not panned out. He asked those present to provide dates that they would be traveling so that we could try to find a window when the maximum number of board members could participate in the strategic planning meeting. He would use that information to choose a few dates and send out another poll to confirm a date.

### 2014 Audit Review

Stevens noted that the final copy of the 2014 Audit documents had just arrived that morning and he was not able to get them distributed to the Board in time for an adequate review. This item will be placed on the March agenda.

### Committee Assignments

Stevens noted that many of the committee charters were included in the packet. He reported that Chair Burton would like each board member to review the committee descriptions and pick a committee on which they would be willing to serve. He encouraged board members to think of other community members who may want to be involved with the work of the committees.

### Resolution authorizing additional check signers

Stevens pointed to Resolution 2015-001 in the board packet. He noted that with the addition of new board members and new officers of the organization, we needed to authorize new signers for our banking activities. The resolution authorizes the following Board members to be signers on the organization's bank accounts:

Rustan Burton, Chair

Karen Crane, Past Chair

Mark Mesdag, Chair-Elect

William C. Peters Treasurer

Ann Gifford, Secretary

Wayne A. Stevens, President/CEO

**Motion:** Treasurer Peters moved to approve Resolution 2015-001.. Board Member Stell seconded.

**Motion approved unanimously.**

# United Way of Southeast Alaska Board of Directors Meeting

Thursday, February 19, 2015  
5:15-6:55 PM

United Human Services Conference Room 3225 Hospital Drive, Suite 101, Juneau, AK

## Chair Report – Past Chair Crane

Past Chair Crane thanked everyone for their participation and welcomed Sue Bill and Warren Russell to the Board. She looked forward to working with them as they get oriented and engaged with the board.

## President's Report

President Stevens pointed out correspondence in the board packets, including his January and February activity report. He reported on campaign activity and noted we continue to work on additional campaign presentations. He noted that February has been a challenging month. Our server crashed on January 31<sup>st</sup> and we did not get it rebuilt and restored until February 11<sup>th</sup>. As a result, we had some interruption in e-mail accessibility and may not have responded to some messages in a timely manner. The good news is we did not lose anything. The bad news is we did not lose anything. Everything that we had deleted, reorganized or changed over the past five years was all loaded back on the server and we are now processing to find and delete duplicate or old files, file folders and generally reorganize the server. As a consequence, new staff was not getting their orientation in as timely manner as originally planned. Compounding this are some staff changes in Anchorage and data challenges with their systems, so we are a bit behind on getting tasks completed related to finance and campaign reporting. He welcomed the new board members and stated he would be coordinating with them to schedule an orientation session.

## Board Member Comments

Board members all congratulated and welcomed Sue Bill and Warren Russell to the board.

## Adjournment

Chair Crane adjourned the meeting at 7:00 PM

# United Way of Southeast Alaska

3225 Hospital Drive, Suite 201  
Juneau, Alaska 99801  
tel 907.463.5530  
fax 907.463.4649

[unitedwayseak.org](http://unitedwayseak.org)

# LIVE UNITED



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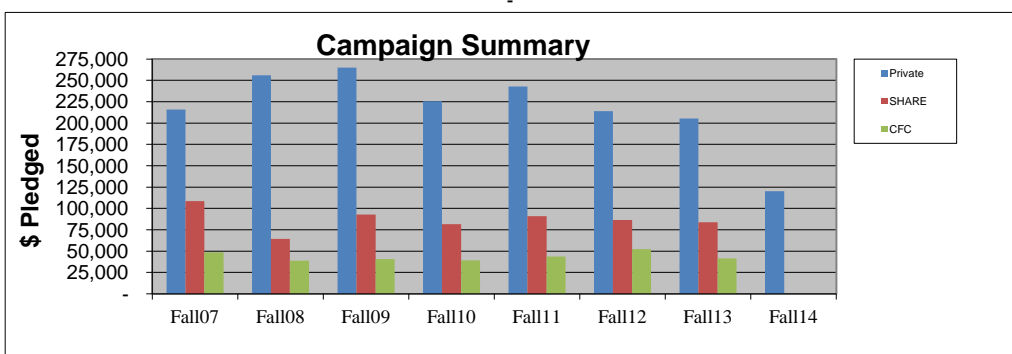
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**United Way of Southeast Alaska  
Financial Summary  
February 28, 2015**

	Year to Date Actuals	Year to Date Budget	Variance
<b>Revenues</b>			
<b>Fall 14 Campaigns</b>			
Private Cpgn to UW	77,563	147,032	(69,468)
Community Impact Revenue	19,966	26,334	(6,368)
SHARE Cpgn to UW	-	-	-
CFC to UW	-	-	-
Uncollectible Pledge Expense	-	-	-
15% from private cpgn	3,426	10,863	(7,437)
<b>Subtotal Campaign</b>	<b>100,955</b>	<b>184,228</b>	<b>(83,273)</b>
<b>Non-Campaign Income</b>	<b>46,009</b>	<b>29,650</b>	<b>16,359</b>
<b>Total Revenues</b>	<b>146,964</b>	<b>213,878</b>	<b>(66,914)</b>
<b>Expenses</b>			
<b>Human Resources</b>	78,596	66,889	(11,707)
<b>Travel &amp; Training</b>	1,957	4,767	2,809
<b>Community Impact</b>	-	27,000	27,000
<b>Other Expenses</b>	66,610	79,002	12,393
<b>Total Expenses</b>	<b>147,163</b>	<b>177,658</b>	<b>30,495</b>
<b>Net Income (Loss)</b>	<b>(199)</b>	<b>36,220</b>	<b>(36,419)</b>

**Liquidity (Current Ratio)**

		Liquidity (Current Ratio)	
		Current FY	Prior FY
<b>Assets, Liabilities &amp; Equity</b>	<b>August</b>		1.97
<b>Assets</b>	<b>July</b>		1.68
Cash	<b>June</b>		1.65
Accounts Receivable	<b>May</b>		1.40
Other	<b>April</b>		2.35
<b>Total Assets</b>	<b>March</b>		2.41
<b>Liabilities &amp; Equity</b>	<b>February</b>	2.56	2.39
Agency Designations Payable	<b>January</b>	2.54	2.20
Other	<b>December</b>	2.61	2.27
Equity	<b>November</b>	2.56	0.98
<b>Total Liabilities &amp; Equity</b>	<b>October</b>	2.51	2.46
	<b>September</b>	2.06	2.06



**Campaign Collections**

	Private	SHARE	CFC	TOTAL
<b>Fall 13</b>				
<b>Total Campaign Pledges</b>	<b>205,482</b>	<b>83,959</b>	<b>41,504</b>	<b>330,944</b>
Designated to UW	136,353	2,059	1,474	139,886
Designated to Agencies	69,129	81,900	40,030	191,058
Total Collections to date	202,047	79,469	38,356	319,872
% Collected	98%	95%	92%	97%
<b>Fall 14</b>				
<b>Total Campaign Pledges</b>	<b>120,369</b>	-	-	<b>120,369</b>
Designated to UW	97,530	-	-	97,530
Designated to Agencies	22,839	-	-	22,839
Total Collections to date	85,930	-	-	85,930
% Collected	71%	-	-	71%



# United Way of Southeast Alaska

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# LIVE UNITED



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UNITED WAY OF SOUTHEAST ALASKA

Letter to the Governing Board

Year Ended August 31, 2014

**UNITED WAY OF SOUTHEAST ALASKA**

**Letter to the Governing Board**

**Year Ended August 31, 2014**

February 5, 2015

To the Board of Directors  
United Way of Southeast Alaska  
Juneau, Alaska

Ladies and Gentlemen:

We have audited the financial statements of United Way of Southeast Alaska (UWSEAK) for the year ended August 31, 2014, and have issued our report thereon dated February 5, 2015. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated September 29, 2014. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by UWSEAK are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2014. We noted no transactions entered into by the Organization during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

Management's estimate of the useful lives and depreciation methods of leasehold improvements and equipment is based on industry trends and norms. We evaluated the key factors and assumptions used to develop the useful lives of equipment in determining that they are reasonable in relation to the financial statements taken as a whole.

Management's estimate of the collectability of pledges receivable is based on a review of the pledges receivable aging summary and prior experiences with individuals and agencies. We evaluated the key factors and assumptions used to develop the estimate of collectability of accounts receivable in relation to the financial statements taken as a whole.

Management's estimate of the value of donated services, supplies and rental space are based on fair market value of those items. We evaluated the key factors and assumptions used to develop the estimate of the value of donated services, supplies and rental space in determining that it is reasonable in relation to the financial statements taken as a whole.

Management's estimate of functional expenses is based on the programs and supporting activities benefited. We evaluated the key factors and assumptions used to develop the functional expense classification in determining that it is reasonable in relation to the financial statements taken as a whole

Financial Statement Disclosures

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. We did not identify any misstatements during our audit.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated February 5, 2015.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Organization's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Organization's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Internal Control

In planning and performing our audit of the financial statements of UWSEAK as of and for the year ended August 31, 2014, in accordance with auditing standards generally accepted in the United States of America, we considered UWSEAK's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the UWSEAK's internal control. Accordingly, we do not express an opinion on the effectiveness of UWSEAK's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph of the section and was not designed to identify all deficiencies in internal control that might be material weaknesses. Given these limitations, during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

This communication is intended solely for the information and use of the Board of Directors and management of UWSEAK, and is not intended to be, and should not be, used by anyone other than these specified parties.

Sincerely,

*Altman, Rogers & Co.*

Juneau, Alaska

UNITED WAY OF SOUTHEAST ALASKA

Financial Statements  
(with Independent Auditor's Report Thereon)

Years Ended August 31, 2014 and 2013

**UNITED WAY OF SOUTHEAST ALASKA**

**Financial Statements  
(with Independent Auditor's Report Thereon)**

**Years Ended August 31, 2014 and 2013**



UNITED WAY OF SOUTHEAST ALASKA

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Independent Auditor's Report

Members of the Board of Directors  
United Way of Southeast Alaska  
Juneau, Alaska

Ladies and Gentlemen:

We have audited the accompanying financial statements of United Way of Southeast Alaska (a nonprofit organization), which comprise the statements of financial position as of August 31, 2014 and 2013, and the related statements of activities, functional expenses and cash flows for the years then ended, and the related notes to the financial statements.

**Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

**Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Members of the Board of Directors  
United Way of Southeast Alaska

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

**Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of United Way of Southeast Alaska, as of August 31, 2014 and 2013, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

*Altman, Rogers & Co.*

Juneau, Alaska  
February 5, 2015

UNITED WAY OF SOUTHEAST ALASKA

Statements of Financial Position

August 31, 2014 and 2013

	<u>2014</u>	<u>2013</u>
<b>Assets:</b>		
<b>Current:</b>		
Cash and cash equivalents	\$ 77,014	166,991
Certificates of deposit	112,375	111,055
Accrued interest	-	714
Pledges receivable	128,495	111,572
Other receivable	44	44
Prepaid expenses	10,360	2,250
Total current assets	<u>328,288</u>	<u>392,626</u>
<b>Non-current:</b>		
Equipment, net of accumulated depreciation of \$7,367 in 2014 and \$6,358 in 2013	<u>618</u>	<u>1,627</u>
Total assets	<u><u>328,906</u></u>	<u><u>394,253</u></u>
<b>Liabilities:</b>		
Accounts payable	28,306	5,293
Designations payable	129,755	155,754
Accrued payroll	<u>11,059</u>	<u>19,544</u>
Total liabilities	<u>169,120</u>	<u>180,591</u>
<b>Net assets:</b>		
<b>Temporarily restricted:</b>		
Literacy Program	12,171	19,195
Disabilities Awareness and Empathy Training	1,393	1,456
Financial Literacy	5,000	5,000
Total temporarily restricted net assets	<u>18,564</u>	<u>25,651</u>
<b>Unrestricted:</b>		
Designated for:		
Property and equipment	618	1,627
Community impact	26,166	26,166
Undesignated	<u>114,438</u>	<u>160,218</u>
Total net assets	<u>159,786</u>	<u>213,662</u>
Total liabilities and net assets	<u>\$ <u>328,906</u></u>	<u>\$ <u>394,253</u></u>

See accompanying notes to financial statements.

UNITED WAY OF SOUTHEAST ALASKA

Statements of Activities

Years ended August 31, 2014 and 2013

	2014			2013		
	Unrestricted	Temporarily Restricted	Total	Unrestricted	Temporarily Restricted	Total
<b>Revenues and support:</b>						
SHARE campaign	\$ 2,059	-	2,059	\$ 7,854	-	7,854
Private campaign	141,352	-	141,352	121,832	-	121,832
Combined federal campaign	1,475	-	1,475	4,791	-	4,791
Collections of prior year campaign contributions greater than amount anticipated	53,958	-	53,958	2,046	-	2,046
Grant revenue	-	-	-	-	35,000	35,000
Miscellaneous income	27,679	-	27,679	25,955	-	25,955
In-kind contributions	13,047	-	13,047	9,589	-	9,589
Program tuition	15,927	-	15,927	11,426	-	11,426
Interest income	737	-	737	832	-	832
Net assets released from restriction	7,087	(7,087)	-	9,349	(9,349)	-
<b>Total revenues and support</b>	<b>263,321</b>	<b>(7,087)</b>	<b>256,234</b>	<b>193,674</b>	<b>25,651</b>	<b>219,325</b>
<b>Expenses:</b>						
<b>Program services:</b>						
Fund distributions	35,577	-	35,577	36,303	-	36,303
Community impact	87,996	-	87,996	78,365	-	78,365
<b>Total program services</b>	<b>123,573</b>	<b>-</b>	<b>123,573</b>	<b>114,668</b>	<b>-</b>	<b>114,668</b>
<b>Supporting services:</b>						
Management and general	150,960	-	150,960	163,643	-	163,643
Fundraising	35,577	-	35,577	36,304	-	36,304
<b>Total supporting services</b>	<b>186,537</b>	<b>-</b>	<b>186,537</b>	<b>199,947</b>	<b>-</b>	<b>199,947</b>
<b>Total expenses</b>	<b>310,110</b>	<b>-</b>	<b>310,110</b>	<b>314,615</b>	<b>-</b>	<b>314,615</b>
<b>Change in net assets</b>	<b>(46,789)</b>	<b>(7,087)</b>	<b>(53,876)</b>	<b>(120,941)</b>	<b>25,651</b>	<b>(95,290)</b>
<b>Net assets at beginning of year</b>	<b>188,011</b>	<b>25,651</b>	<b>213,662</b>	<b>308,952</b>	<b>-</b>	<b>308,952</b>
<b>Net assets at end of year</b>	<b>\$ 141,222</b>	<b>18,564</b>	<b>159,786</b>	<b>\$ 188,011</b>	<b>25,651</b>	<b>213,662</b>

See accompanying notes to financial statements.

UNITED WAY OF SOUTHEAST ALASKA

Statements of Functional Expenses

Years ended August 31, 2014 and 2013

Expenses:	2014						Total Program and Supporting Services
	Program Services			Supporting Services			
	Fund Distributions	Community Impact	Total	Management and General	Fund Raising	Total	
Salaries and benefits	\$ 15,357	30,715	46,072	61,430	15,357	76,787	122,859
Payroll taxes	1,534	3,069	4,603	6,138	1,534	7,672	12,275
Grants to agencies	-	15,000	15,000	-	-	-	15,000
Professional fees	6,547	13,094	19,641	26,186	6,547	32,733	52,374
Office rent	4,171	8,342	12,513	16,684	4,171	20,855	33,368
Telephone and Internet	426	853	1,279	1,705	426	2,131	3,410
Office supplies	742	1,484	2,226	2,967	742	3,709	5,935
Printing	1,646	3,292	4,938	6,584	1,646	8,230	13,168
Postage	639	1,278	1,917	2,557	639	3,196	5,113
Advertising	2,321	4,641	6,962	9,283	2,322	11,605	18,567
Community relations	-	256	256	767	-	767	1,023
Fees and licenses	554	1,108	1,662	2,217	554	2,771	4,433
Bank fees	268	536	804	1,071	268	1,339	2,143
Insurance	-	-	-	2,115	-	2,115	2,115
Events and meetings	1,347	2,694	4,041	5,389	1,347	6,736	10,777
Training and development	25	46	71	96	24	120	191
SE travel	-	1,115	1,115	3,344	-	3,344	4,459
Technology operations	-	473	473	1,418	-	1,418	1,891
Depreciation	-	-	-	1,009	-	1,009	1,009
<b>Total expenses</b>	<b>\$ 35,577</b>	<b>87,996</b>	<b>123,573</b>	<b>150,960</b>	<b>35,577</b>	<b>186,537</b>	<b>310,110</b>

(continued)

UNITED WAY OF SOUTHEAST ALASKA  
Statements of Functional Expenses, continued

Expenses:	2013						Total Program and Supporting Services
	Program Services			Supporting Services			
	Fund Distributions	Community Impact	Total	Management and General	Fund Raising	Total	
Salaries and benefits	\$ 23,612	29,500	53,112	66,607	23,613	90,220	143,332
Payroll taxes	1,417	968	2,385	2,867	1,417	4,284	6,669
Grants to agencies	-	16,000	16,000	-	-	-	16,000
Professional fees	2,701	9,641	12,342	24,895	2,701	27,596	39,938
Office rent	2,999	5,998	8,997	22,524	2,999	25,523	34,520
Telephone and Internet	247	493	740	3,001	247	3,248	3,988
Office supplies	493	1,731	2,224	4,536	493	5,029	7,253
Printing	1,439	3,215	4,654	3,836	1,439	5,275	9,929
Postage	127	217	344	1,264	127	1,391	1,735
Advertising	2,151	4,941	7,092	8,303	2,151	10,454	17,546
Community relations	-	1,894	1,894	2,726	-	2,726	4,620
Fees and licenses	307	635	942	3,906	307	4,213	5,155
Bank fees	368	-	368	1,135	368	1,503	1,871
Insurance	-	-	-	1,444	-	1,444	1,444
Events and meetings	372	995	1,367	6,140	372	6,512	7,879
Training and development	70	140	210	3,602	70	3,672	3,882
SE travel	-	1,242	1,242	2,813	-	2,813	4,055
Technology operations	-	755	755	2,980	-	2,980	3,735
Depreciation	-	-	-	1,064	-	1,064	1,064
<b>Total expenses</b>	<b>\$ 36,303</b>	<b>78,365</b>	<b>114,668</b>	<b>163,643</b>	<b>36,304</b>	<b>199,947</b>	<b>314,615</b>

See accompanying notes to financial statements.



UNITED WAY OF SOUTHEAST ALASKA

Statements of Cash Flows

Years Ended August 31, 2014 and 2013

	<u>2014</u>	<u>2013</u>
Cash flows from operating activities:		
Change in net assets	\$ (53,876)	(95,290)
Adjustments to reconcile change in net assets to net cash flows provided (used) by operating activities:		
Depreciation	1,009	1,064
(Increase) decrease in:		
Pledges receivable	(16,923)	39,917
Accrued interest	714	(122)
Other receivable	-	(19)
Prepaid expenses	(8,110)	3,984
(Increase) decrease in:		
Accounts payable	23,013	436
Designations payable	(25,999)	78,336
Accrued payroll	(8,485)	6,920
Deferred revenue	-	(5,000)
Net cash provided (used) by operating activities	<u>(88,657)</u>	<u>30,226</u>
Cash flows from investing activities:		
Purchase of certificates of deposit	<u>(1,320)</u>	<u>(592)</u>
Increase (decrease) in cash and cash equivalents	(89,977)	29,634
Cash and cash equivalents at beginning of year	<u>166,991</u>	<u>137,357</u>
Cash and cash equivalents at end of year	\$ <u><u>77,014</u></u>	<u><u>166,991</u></u>
Supplemental disclosures:		
Noncash transactions - In-kind contributions	\$ <u><u>13,047</u></u>	<u><u>9,589</u></u>

See accompanying notes to financial statements.

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UNITED WAY OF SOUTHEAST ALASKA

Notes to Financial Statements

August 31, 2014 and 2013

I. **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. General Organization and Purpose**

United Way of Southeast Alaska (UWSEAK) was organized for the purpose of assessing on a continuing basis the need for health and social service programs; to seek solutions to human problems; to assist in the development of United Way member agencies; to promote preventive activities; and to foster cooperation among local, state, and national agencies serving the community. In fulfilling these purposes, UWSEAK receives and distributes both private and public pledges in accordance with the donor wishes through three different fundraising campaigns: the private campaign, SHARE (State of Alaska) Campaign, and the Combined Federal Campaign.

The private campaign is administered by United Way of Southeast Alaska who is responsible for managing the fundraising drives, and collecting and disbursing all moneys received from the annual campaigns. The SHARE campaign is administered by United Way of Anchorage but UWSEAK is responsible for disbursing all pledges per the donor's designation.

**B. Basis of Accounting**

United Way of Southeast Alaska's financial statements are presented on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America and accordingly reflect all significant receivables, payables, and other liabilities.

**C. Basis of Presentation**

Financial statement presentation follows the recommendations of the Financial Accounting Standards Board, UWSEAK is required to report information regarding its financial position and activities according to three classes of net assets:

*Unrestricted net* assets represent the portion of net assets of UWSEAK that are neither permanently restricted nor temporarily restricted by donor-imposed stipulations.

*Temporarily restricted* net assets represents the portion of net assets of UWSEAK whose use is limited by the donor-imposed stipulations that either expire by the passage of time or can be fulfilled by actions of UWSEAK. When the stipulated time restriction ends or action is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and are reported in the statement of activities as net assets released from restrictions.

## UNITED WAY OF SOUTHEAST ALASKA

### Notes to Financial Statements, Continued

*Permanently restricted* net assets represent the portion of net assets from contributions and grants whose use by UWSEAK is limited by the donor-imposed stipulations that neither expire by passage of time nor can be fulfilled or otherwise removed by actions of UWSEAK.

#### **D. Cash and Cash Equivalents**

For purposes of the Statement of Cash Flows, UWSEAK considers all cash and other highly liquid investments with initial maturities of three months or less to be cash equivalents.

#### **E. Certificates of Deposit**

UWSEAK classifies certificates of deposit with a maturity of greater than three months from year end as certificates of deposit.

#### **F. Promises to Give and Donor Designations**

Contributions from campaigns are recorded as revenue when United Way is notified in writing of an unconditional pledge. Donor designations are recognized as a receivable and a payable at the time the pledge is made to United Way and are not included in net campaign results.

Annual campaigns are predominantly conducted in the fall. The total results from the annual campaign are reduced by promises to give collected on behalf of others (donor designations) and by a provision for amounts promised but not paid (uncollectible promises to give).

Differences between amounts provided for uncollectible promises to give in each campaign and actual losses are an accounting adjustment in the year following the campaign.

#### **G. Prepaid Expenses**

Payments made to vendors for services that are applicable to future accounting periods are recorded as prepaid expenses.

#### **H. Equipment**

Purchased equipment and software are recorded at cost and are depreciated on the straight-line method using useful lives ranging from 3 to 5 years. Acquisitions in excess of \$5,000 are capitalized.

## UNITED WAY OF SOUTHEAST ALASKA

### Notes to Financial Statements, Continued

#### **I. Designations Payable**

Designations payable are based on designated amounts pledged during each of the annual campaigns. This is in accordance with the Code of Federal Regulations for the Combined Federal Campaign. Distributions to agencies are made on a quarterly basis, and are paid net of each agency's share of allocable campaign expenses. Combined Federal and Private Campaign expenses are allocated to each agency in proportion to their percentage of designated contributions.

SHARE campaign expenses are deducted by United Way of Anchorage before releasing the pledges to United Way of Southeast Alaska for distribution. Designations payable consist of current year end amounts due from the Fall 2013 and 2012 campaign pledges.

#### **J. Deferred Revenue**

Deferred revenue represents amounts for which asset recognition criteria have been met, but for which revenue recognition criteria have not been met.

#### **K. Advertising**

United Way expenses advertising costs as they are incurred. At August 31, 2014 and 2013 advertising costs were \$18,567 and \$17,546, respectively.

#### **L. Income Tax Status**

United Way funds qualify as tax-exempt organizations under Section 501(c)(3) of the Internal Revenue Code and, therefore, no provision for federal income taxes has been made. UWSEAK has been determined by the Internal Revenue Service not to be a private foundation within the meaning of Section 509(a) of the Code. Although the Organization is exempt from federal income taxes, any income derived from unrelated business activities is subject to the requirement of filing U.S. Federal Income Tax Form 990-T and a tax liability may be determined on these activities. The Organization's policy is to report interest and penalties associated with uncertain tax positions as interest expense and other expense respectively. Management is not aware of any uncertain tax positions that would require financial statement recognition or disclosure. With few exceptions, the Organization is not subject to audit of its tax returns prior to 2011.

#### **M. Budgets**

Budgets are adopted for operations annually and are revised as necessary throughout the year.

UNITED WAY OF SOUTHEAST ALASKA

Notes to Financial Statements, Continued

**N. Use of Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**O. Fair Value of Financial Instruments**

The fair value of an asset is the amount at which the asset could be bought or sold in a current transaction between willing parties, that is, other than in a forced or liquidation sale. The fair value of a liability is the amount at which that liability could be incurred or settled in a current transaction between willing parties, that is, other than in a forced or liquidation sale.

The Organization discloses its estimate of the fair value of material financial instruments, including those recorded as assets or liabilities in its financial statements and derivative financial instruments.

The following financial instruments are recorded at fair value or at amounts that approximate fair value: (1) cash and cash equivalents, (2) certificates of deposit, (3) receivables, net, (4) certain other current assets, (5) accounts payable and (6) other current liabilities. The carrying amounts reported in the statements of financial position for the above financial instruments closely approximate their fair value due to the short-term nature of these assets and liabilities.

**P. Donated Goods and Services**

Donated services are recognized as contributions in accordance with FASB ASC 958, Accounting for Contributions Received and Contributions Made, if the services (1) create or enhance nonfinancial assets or (2) require specialized skills, are performed by people with those skills, and would otherwise be purchased by the Organization. In-kind contributions for space, supplies, and professional services are recorded in the statement of activities at market value and recognized as revenue and expenses in the period they are received, except for donated equipment, which is recorded as revenue in the period received and the asset is depreciated over its estimated useful life.

**II. CASH AND CASH EQUIVALENTS**

The bank accounts are maintained at three financial institutions. Accounts at each financial institution are insured by the Federal Deposit Insurance Corporation up to \$250,000 per bank. At August 31, 2014 and 2013, UWSEAK had no uninsured and uncollateralized deposits.

UNITED WAY OF SOUTHEAST ALASKA

Notes to Financial Statements, Continued

III. **PLEDGES RECEIVABLE**

The pledge receivable balance consist of pledges made during the Fall 2013 and 2012 campaigns, less any amounts received from those campaigns prior to August 31, 2014 and 2013, respectively. The amounts due for each campaign are as follows:

	<u>2014</u>	<u>2013</u>
Private Campaign	\$ 63,584	38,872
SHARE Campaign	40,545	39,068
Combined Federal Campaign	<u>24,366</u>	<u>33,632</u>
Total pledges receivable	\$ <u>128,495</u>	<u>111,572</u>

IV. **DONATED GOODS AND SERVICES**

UWSEAK recorded in-kind contributions at August 31, 2014 and 2013, respectively, as follows:

	<u>2014</u>	<u>2013</u>
Events	\$ 7,862	4,530
Office support	-	471
Advertising	3,685	4,228
Professional services	<u>1,500</u>	<u>360</u>
	\$ <u>13,047</u>	<u>9,589</u>

All in-kind contributions were used to support program services of UWSEAK.

V. **EQUIPMENT**

Equipment at August 31, 2014 and 2013 consisted of the following:

	<u>2014</u>	<u>2013</u>
Office equipment	\$ 7,985	7,985
Less: accumulated depreciation	<u>(7,367)</u>	<u>(6,358)</u>
Net equipment	\$ <u>618</u>	<u>1,627</u>

Depreciation expense for fiscal years 2014 and 2013 was \$1,009 and \$1,064, respectively.

UNITED WAY OF SOUTHEAST ALASKA

Notes to Financial Statements, Continued

**VI. DESIGNATIONS PAYABLE**

The designations payable consists of the pass-through portion of pledges received during the fall campaign along with the last quarterly distribution of the previous fall pledges received. These previous fall campaign pledges are payable after August 31, 2014 and 2013, respectively. At August 31, 2014 and 2013, the designations payable balances are as follows:

	<u>2014</u>	<u>2013</u>
Private Campaign	\$ 29,000	29,270
SHARE Campaign	64,659	78,720
CFC	<u>36,096</u>	<u>47,764</u>
Total agency	\$ <u>129,755</u>	<u>155,754</u>

**VII. NET ASSETS RELEASED FROM RESTRICTIONS**

Net assets were released from donor restrictions by incurring expenses satisfying the restricted purpose or by occurrence of other events specified by donors or contractors. During the years ended August 31, 2014 and 2013, UWSEAK incurred expenses related to the following grants and contributions as required by the donor or grantor:

	<u>2014</u>	<u>2013</u>
Literacy program	\$ 7,024	5,805
Disabilities awareness training	<u>63</u>	<u>3,544</u>
Total	\$ <u>7,087</u>	<u>9,349</u>

**VII. RECLASSIFICATIONS**

Certain amounts in the 2013 financial statements have been reclassified to conform to the 2014 presentation.

**VII. SUBSEQUENT EVENTS**

Management has evaluated subsequent events through February 5, 2015, the date which the financial statements were available for issue. No events were identified that would require disclosure in accordance with generally accepted accounting principles.



## **Presidents Report for March 19, 2015**

### **Meetings**

- 2/20 – Work on server info rebuild/organization
- 2/23 – Lisa Worl reading tutor background application review
- 2/24 – Rotary meeting, Dirk van den Bosch conversation
- 2/25 – Food Resource meeting, Shelly Wright SE Conf, Jayne Andreen CHIN conversation
- 2/26 – UWW Webinar on Endowments, Chamber meeting, Education Committee @AEYC offices, Personnel Committee -job description and evaluation discussion
- 2/27 – SERC Partnership luncheon
- 3/2 – Charlie Ellis marketing ideas for KATH TV
- 3/3 – Dawn Wesley VITA program, Rotary meeting
- 3/4 – Meeting w/ Rustan Burton
- 3/5 – Lunch w/ Mark Miller, JSD Reading Tutor report, AmeriCorps mid-term evaluation
- 3/6 – Board orientation
- 3/9 – Lunch w/Kim Kiefer CBJ, SSAB conversation
- 3/10 – Coeur Alaska campaign presentation, Rotary meeting
- 3/12 – CFC & SHARE planning for 2015 campaign, Juneau Rotary Brewfest meeting
- 3/17 - Coeur Alaska campaign presentation, Rasmuson & Murdock Trust presentation, Competitive Edge office planning
- 3/18 – ACS tech to plan phone & internet move, Finance Committee meeting
- 3/19 – Wells Fargo Advisory Brd meeting, UWW webinar on audit limit increase, Foraker Operation Board meeting, Uuwseak Board meeting

### **Worked on following tasks –**

- Staff training
- Office remodel
- Campaign presentations
- Community Health Initiative Network project planning
- Server rebuild and reorganization
- Planning & Preparation for Rasmuson & Murdock Trust presentation

December 21, 2014

Wayne Stevens  
United Way of Southeast Alaska  
3225 Hospital Drive, Suite 201  
Juneau, AK 99801



Dear Mr. <sup>Wayne</sup> Stevens:

On behalf of Juneau, Alaska Music Matters, thank you and United Way of Southeast Alaska for your generous donation of \$2,000 to help provide instrumental instruction to 370 students at Glacier Valley and Riverbend Elementary Schools. Your donation helps give the youngest members of our community access to opportunities that develop focus, teamwork, and resiliency, as well as provide a safe and joyful after-school musical experience.

Here are some highlights that you have already helped make this school year:

- **All 230 kindergartners and 1st graders** at Glacier Valley and Riverbend receive 90 min/wk of violin instruction during school hours.
- In JAMM's after-school program at Glacier Valley, **120 students in 2nd – 4<sup>th</sup> grades** participate in **4 hours of music instruction** including orchestra, ukulele, music tech, music literacy, composition, dance, and sectionals in violin, cello, or bass.
- In Riverbend's after-school JAMM program, **30 students in 2nd grade from Auke Bay and Riverbend** meet twice a week for 2 hours to make music together. Auke Bay students take a bus from their school to participate in JAMM at Riverbend.
- JAMM began a **peer-mentoring program** that served as an intensive Beginning Violin class for 25 students new to Glacier Valley or JAMM. Fifteen 3rd and 4th grade "Teaching Assistants" helped these beginning students feel successful on the violin and a welcomed member of the Glacier Valley family.
- JAMM was the featured cover story in this month's issue of *Teaching Music Magazine*, which is published through the National Association for Music Education (NAfME).
- **PBS and Annenberg Learner Professional Series:** JAMM is featured in three of eight series called *The Power of Music*. Watch JAMM in episodes 2, 6 & 7: <http://www.learner.org/workshops/k5music>.

Thank you again for your support. When community, school and parents partner together, we accomplish great things for our kids!

Sincerely,

Tiffany Mahle  
President, JAMM

Kassie Struble  
Vice President, JAMM

Stephanie Allison  
Treasurer, JAMM

Jetta Whittaker  
Secretary, JAMM

Annie Calkins  
Board Member, JAMM

Thank you so much!

Lorrie Heagy  
Director, JAMM

Rebecca Ricker  
Program Director, JAMM@Riverbend

Juneau, Alaska Music Matters, PO Box 34205, Juneau, AK 99803 907-780-1420 Tax I.D. #46-2843219 Please check out our JAMM program online at <http://juneaumusicmatters.blogspot.com/>



The  
Learning  
Connection  
@ Gruening Park

[www.serrc.org/tlc](http://www.serrc.org/tlc)  
907-780-6706

1800 Northwood Drive, G-49

(Formerly SERRC's Family Learning Centers)

*Helping People Build a Better Life Through Education*

The children and parents from  
Juneau's Gruening Park Literacy  
Center would like to thank you for  
your support.