



ALLOCATIONS

**2020 ALLOCATION REPORT
REQUESTING FUNDING
FROM THE 2019 CAMPAIGN**

AGENCY: American Red Cross of Wyoming – Albany County

REPORT PREPARED BY: Jan Daugaard – Executive Director

DATE PREPARED: April 9, 2020

REPORT SUBMITTED BY: Jan Daugaard – Executive Director

Program Information

- ✓ Please **submit 10 copies** of your information/financial/client data to the United Way office by **April 3, 2020 (5pm)**.
- ✓ Please list the question and then your answer on your own paper, using as much or as little space as needed.
- ✓ Add a list of your board members to your packet of information.
- ✓ Include two copies of your most recent 990 tax form with your 10 copies of packets. Please note if you do not file a 990. **Also include your most recent monthly financial balance sheet.** All new items are in bold and underline.

1) What is the agency's overall mission?

The mission of the American Red Cross, and that of the Albany County area of the American Red Cross of Wyoming is: *“The American Red Cross prevents and alleviates human suffering in the face of emergencies by mobilizing the power of volunteers and the generosity of donors.”*

2) What services does your agency provide? How do the services help groups and individuals in the community?

The American Red Cross has the following lines of service:

Disaster Cycle Services – The purpose of Disaster Cycle Services is to build resilience by mitigating against the impact of disasters on clients, meeting urgent human needs, and facilitating recovery. We do this through both direct action and by leveraging and supporting the community’s engagement through our three mission areas: Prepare, Respond and Recover. The majority of work we do across the state and particularly in the Albany County area focuses in the Disaster Cycle Services area.

Service to Armed Forces - The Red Cross helps military members, veterans and their families prepare for, cope with, and respond to the challenges of military service. Emergency communications, training, support to wounded warriors and veterans, and access to community resources help military families and veterans.

International Services – The American Red Cross is part of the world’s largest humanitarian network with 13 million volunteers in 187 countries. Working together, we help respond to disasters, build safer communities, and educate future humanitarians. Loss of life is averted through our Measles and Rubella Initiative, which provides vaccinations across the globe, in conjunction with our partners.

Training Services – The American Red Cross is the nation’s leading provider of health and safety courses, such as CPR, First Aid and Lifeguard training. Each year, more than 9

million Americans participate in our training programs, including first responders, educators, babysitters, and people who want to be prepared to help others in an emergency. In Albany County, nearly 1200 individuals are trained annually.

Biomedical Services – Volunteer blood donors make the American Red Cross the largest single supplier of blood and blood products in the United States. Each year, nearly 4 million people donate blood through the Red Cross, helping to provide more than 40% of America's blood supply. In Wyoming, the American Red Cross has biomedical services in Lincoln and Uinta Counties only.

3) What are the specific objectives (in quantitative terms, where possible) to be attained in your current year?

While we provide services across a breadth of service areas, many of our key objectives and metrics are focused on the Preparedness step of the Disaster Cycle Services cycle. Planning and preparation allow us to respond quickly and appropriately when a disaster does strike and also positions our community to be more prepared and resilient. Some of our key objectives include installation of smoke alarms, filling volunteer positions and ensuring that volunteer hours are logged, presenting Pillowcase Project trainings (grade school audience) and Hands-only CPR trainings. We also track the number of responses to our most common disaster, house fires, and work to ensure strong relationships with first responders, such as firefighters, to ensure that we can respond and render assistance to those affected. Our newly established Red Cross Club at the University of Wyoming has a set of objectives which include volunteer hours, educational sessions and group participation in our smoke alarm installation program – Home Fire Campaign.

Statewide metrics for Wyoming include 1100 smoke alarm installations, 600 Pillowcase Project presentations, 7805 volunteer hours logged, 90% fill rate of high priority volunteer positions and 100% participation in annual giving by board members.

4) How and why did the agency decide on the above objectives?

These objectives are directly related to the overall mission and mandates of the American Red Cross, blended with the projected needs in our community. Ensuring that homes are equipped with smoke alarms, that individuals are trained in lifesaving CPR/AED skills and that the community has access to preparedness and resilience training, all tie into the mission and the community needs. It is critical to have well trained and empowered volunteers to supplement the Red Cross staff and to be physically present to deliver services. Therefore, we also have clear objectives in terms of volunteer roles and level of activity.

5) How does the agency expect to ascertain the attainment of the above objectives at year's end?

The American Red Cross has established solid systems for measuring and tracking attainment of objectives and metrics. Metrics are included in performance measures for all staff members.

The Wyoming staff of the American Red Cross holds quarterly “Needs Assessment” meetings with our regional volunteer services team to clarify each role needed across the state and to ensure that we have identified a volunteer to fill that role or a path to ensure that the role gets filled in an appropriate timeline. Within this process, high priority needs are identified and must be filled at 90% or higher level to ensure compliance with internal requirements. In addition, volunteer satisfaction is measured and staff are graded on the “Net Promoter Score” that is attributed to our chapter by local volunteers. Executive Director performance is evaluated using this score and other established metrics.

In our Disaster Cycle Services, Service to Armed Forces and Training Services areas, diligent records are kept to track progress toward key goals such as smoke alarms installed, pillowcase project presentations administered, workshops/trainings delivered and multiple other metrics. Training Services tracks classes delivered to Albany County residents and ensures that both the quantity and quality of courses are tracking to projections. Staff and volunteers review progress toward metrics and develop a gap plan when necessary to close the gap between actual and projected achievement.

6) Which of your services has the greatest priority? Why?

Disaster Cycle Services and Services to Armed Forces are the core programs of the American Red Cross, as required through our Congressional Charter. Training Services educates thousands of people in life saving skills, making it a critical service for the community. These trained residents’ numbers literally translate to lives saved and suffering averted.

The American people depend on the American Red Cross, locally and nationally, to provide disaster relief services during natural and man-made disasters. The Wyoming Red Cross is ready to respond to large and small-scale disaster incidents whenever and wherever needed, providing immediate shelter, food, clothing and other emergency services.

The Red Cross is the only service provider recognized by the U.S. Department of Defense to provide emergency communications between military personnel and their families. Furthermore, the Red Cross Services to the Armed Forces ensure service members’ needs are met while at home and abroad, up to and including travel or other financial assistance during an emergency family situation.

7) How do this agency's services vary from similar programs offered by other agencies in the community?

The Red Cross is the only private, non-profit community agency within Albany County that provides disaster relief services. Additionally, the Red Cross is the only local agency authorized by the Federal Government to provide the services like emergency communications to military service members and their families. Finally, the Red Cross is the primary provider of CPR/First Aid/AED classes within Albany County. With that

said, the Red Cross values the critical partnerships with the other nonprofits to help ensure critical safety net services are continuously in place for Albany County residents. The American Red Cross in Wyoming is largely the convener and response catalyst for the larger network of Voluntary Organizations Active in Disaster (VOAD) as seen in many recent disasters across Wyoming. We are careful to strategically partner with many organizations across the state at the local and state levels while taking care to avoid duplication of effort or services.

8) What would the community lose if this program were not funded?

The American Red Cross model is like a fire station model with services centered around the local population. The generous support and funding from the Albany County United Way helps our team ensure prompt and accurate preparedness, response and recovery missions in Albany County before, during and after disasters of all sizes. Furthermore, the funding helps ensure our ability to make Service to the Armed Forces (SAF) and Training Services readily available within the Albany County Area. Should the program not be funded, the American Red Cross may have to evaluate overall business operations and priorities across the whole Wyoming Chapter.

9) Do you contemplate providing any new or different services in the next year?

Normally, my answer to this would have been “No, but we will probably enhance what we do now...” After the COVID-19 pandemic, this response may change and I will address it as much as possible in the additional questions section.

In terms of services currently offered, we will work to strengthen even more the partnerships that we currently have across the state, with VOAD, with county level personnel and with state agencies. We continue to grow our University of Wyoming Red Cross Club, which is in its second year of operation. This team will help deliver preparedness trainings (e.g. winter driving) and smoke installations, among other things. We will continue to provide services across the range of our offerings, but will likely partner in different, more complex ways than we have in the past.

10) Do you foresee any other changes in the coming year? Please include possible changes in all levels of government funding and anticipated changes in your leadership team.

We do not receive any line-item government funding. We compete annually for various grant funds from city/county organizations across the state. The pool for competitive grant funds seems to be increasingly competitive.

Our staff will continue as is today, with an Executive Director and two Disaster Program Managers, each responsible for about half of the state. The remainder of our staff is homed across the Colorado-Wyoming region, providing resources in Fund Development, Volunteer Services, Service to Armed Forces and additional Disaster Program personnel.

11) How many volunteers are actively involved in your organization, **and what roles do they perform?**

Across the state of Wyoming, we have approximately 127 active volunteers registered in our Volunteer Connection system. Of these, there are 20 Albany County residents, based largely in Laramie and Centennial, that provide direct services as part of their American Red Cross volunteer role. In addition, we partner with the local Emergency Management, Public Health, Community Emergency Response Team (CERT), Volunteer Organizations Active in Disaster (VOAD) and the Albany County Sheriff's Search and Rescue (ACSSAR). Through these partnerships, we jointly train and utilize those agencies' volunteers, increasing the total number of active volunteers in times of need.

Our volunteers are completing activities like multi-agency sheltering exercise and internal training focused on readiness and response, which allow us to quickly respond to home fires, potential wildland fires, flooding and other situations. Having trained volunteers allows us to quickly deploy resources in response to unanticipated situations like the multi-car accident at the end of January. Volunteers quickly assembled a comfortable space for displaced drivers, provided food/drink and a place to rest. For the stranded travelers, funds were provided to ensure that lodging could be secured. This is a small, but relevant, example of the dynamic response from our volunteer workforce.

12) How many hours of volunteer time are donated annually?

Across the state of Wyoming, our volunteers will log over 7000 hours of active work hours, not counting the many hours of on-call time. Based on our records from our Volunteer Connection tool, active Albany County volunteers log nearly 800 hours/year. In reality, it is likely that many more hours are spent in support of Red Cross activities.

13) Describe a unit of service and the cost.

Units of service and the associated costs vary by the type of response and are largely dependent on the extent of involvement by the American Red Cross. Following is a review of typical costs by service line:

Disaster Cycle Services - A unit of service is the number of individuals or families that the Red Cross serves during a disaster and could include the number of days of lodging (motel or shelter), number of meals/snacks/water provided, clothing provided, medicines replaced, rent assistance provided, mental health contacts, information, referrals and comprehensive casework. Disaster assistance, to an individual or single family, may last from a single conversation to many months of casework and recovery support. This assistance could cost several hundred dollars to several thousand dollars, depending on type and duration. On average, this service ranges between \$400-\$600 of direct Red Cross financial support per case and several weeks of active casework. Service units also include preparedness materials and/or presentations to the public, volunteer trainings and other readiness activities. The Red Cross considers the equipment purchased, warehoused, and delivered to be service units allowing us to do our disaster time mission in a very rapid and full manner. This cost to the

Red Cross varies and we seek in-kind donation support whenever possible. The Red Cross never charges clients for disaster preparedness or disaster assistance services.

Services to Armed Forces - A unit of service includes the emergency communication service provided to an individual or family including financial support or travel assistance. Military families do not pay for emergency communication services. In addition, these services include send-off and welcoming activities for deployed military members, i.e. Wyoming National Guard Yellow Ribbon events.

Training Services (CPR, First Aid, etc.) - A unit of service includes the number of classes and enrollees in Health and Safety classes. Classes typically cost between \$18 and \$35 for businesses with their own instructors, and between \$70 and \$110 for community classes taught by members of the Red Cross team.

14) What percent of your budget is spent in Albany County?

100% of our Albany Area budget, including United Way allocations is spent on support services provided in Albany County.

15) You will be receiving \$1,241 in designations in FY2021 from the 2019 campaign. How much additional funding are you requesting from undesignated dollars for FY 2021 (July1, 2020-June 30, 2021)?

To meet continued needs, we are applying for:

| | |
|------------------|----------|
| Additional funds | \$18,759 |
| Designations | 1,241 |
| Total | \$20,000 |

16) What will United Way funds be used for?

Please refer to items #2 thru #10 above for a detailed description. In summary, United Way funding will be used to support staff and volunteer expenses related to providing our core services. The most likely use in Albany County will be for disaster preparedness, mitigation, response and recovery activities such as disaster survivor financial assistance, disaster materials and supplies, volunteer support, community disaster preparedness education and program operations. Funding may also be utilized toward supporting the provision of Services to Armed Forces, including Emergency Communication Services and also for supporting the provision of Health and Safety education services. It is anticipated that additional funding will be needed in the upcoming year to replenish mass care and response materials utilized during the COVID-19 pandemic.

17) **If your agency provides direct services to clients, what services do you provide for them, and how do you measure success?**

The American Red Cross delivers direct services in the form of responding to disasters and delivering funds, comfort kits and ongoing recovery tools. We can fill prescriptions,

provide disaster mental health counseling and ongoing recovery support. We measure success through client satisfaction surveys as a direct measure of our client interaction.

18) What outcomes do you expect to occur with our funding?

The American Red Cross of Wyoming hopes to achieve the stated objectives of our programs by delivering the necessary programming to impact the long-term resilience of the community. Similarly, we are working to achieve the outcome of being the best part of our neighbor's worst days and delivering on our mission of preventing and alleviating human suffering.

19) United Way's areas of concern are education, financial stability and health. How does your organization's mission intersect with that of the United Way?

Our organizational mission ties into the three primary aims of United Way in that we help preserve financial stability of families through the preparedness, response and recovery phases of a disaster. This financial stability comes in the form of education, advocacy for adequate insurance, post disaster financial assistance (and the other above-mentioned services) and our follow-on casework services. These contribute to keeping a disaster as an "inconvenience" as opposed to pushing a family into utter catastrophe based on financial margin.

From the perspective of education, our Training Services focus on teaching first aid, CPR, AED, babysitting, aquatics and advanced EMS training. Similarly, much of our disaster preparedness work is focused on teaching across a wide variety of community audiences in a variety of relevant topics.

Lastly, from a health standpoint we have a team of disaster health services and disaster mental health services dedicated to providing the needed services during times of crisis.

20) How will the agency modify its services if the full amount requested from United Way is not available?

The American Red Cross of Wyoming leadership team will work to prioritize all our operations across the state to ensure that core mission services are completed at a high level. Should the full amount of funding requested from United Way not be available, we will work with United Way leaders, Albany County stakeholders and our leadership team to find the most effective and efficient combination of services based on resources.

21) Do you have supplemental fund raisers? (List your traditional supplemental fund raisers including the name of the event, date, gross income, expenses, and net income. If you do not have supplemental fund raisers list the ways in which your agency diversifies your base of support, i.e., applying for federal grants, suggested donations for services, client fees, etc.)

We currently do not host any fundraisers. The Albany County Red Cross team will continue to utilize a year-round direct mail campaign managed by our national enterprise, providing

for efficiency through economies of scale. The American Red Cross of Wyoming maintains statewide fundraising support via a series of foundation/corporate/individual/grant portfolios to fund all operations.

22) Does the agency have other sources of support? (List any accounts, reserves, investments, trusts and/or foundations [restricted and unrestricted] held by your agency, or for the benefit of your agency not listed on the budget forms. Include the balance of each and its stated purpose and/or restrictions.) What percentage of you annual budget do you have in reserves? Has a target dollar amount been set by the board of directors?

The American Red Cross in Albany County is a member of the American Red Cross of Wyoming Chapter. The Red Cross in Albany County does not have its own reserves but rather remains subsidized by National Headquarters and the Wyoming Chapter at large to maintain its local services.

23) How many staff, professional and support, does your agency employ? How many are full-time? How many are part-time?

The Wyoming Chapter of the American Red Cross has 3 full-time employees, access to dozens of additional full-time support staff across the Colorado-Wyoming region and many active volunteers (approximately 20 in Albany County).

Within disaster services, staff and volunteers assist in developing and monitoring a disaster response plan with National Headquarters if a large disaster event occurs in the Albany County Area that would require Wyoming Red Cross and National Red Cross material and personnel resources to support the community's disaster response/recovery. They work closely with the Wyoming Office of Homeland Security, National Guard, Department of Health and other key state/local organizations on statewide disaster response plans that would impact the Albany County Area of service.

Staff and volunteers work in support of Services to Armed Forces Emergency Communication. Within the Training Services sector, licensed training and authorized providers work closely with the program as instructors, supplementing our Training Services Sales Manager who focuses largely on expanding Red Cross presence.

24) Who is covered in your beneficiary statistics report? (Clients, clients and volunteers, educational contacts, etc.?)

Disaster Cycle Services - Disaster services statistics include the number of individuals and families that Red Cross volunteers and personnel assisted during or after a disaster and individuals who received disaster preparedness training.

Services to Armed Forces - Beneficiaries include active military, National Guard, reservist or veteran personnel and their families. One client served is equal to the family of the military service member.

Training Services (CPR, First Aid, etc.) - Beneficiaries include those individuals who have taken an American Red Cross Training Services course in First Aid/CPR/AED, aquatics or one of the other specialty courses.

25) Is there any additional information you feel would be beneficial for United Way allocation panel members to know?

We are thankful for the support from United Way of Albany County. The team has been welcoming, generous and taken steps to keep agencies involved. Thank you for the ongoing communication and opportunities.

26) Please describe your in-house United Way Campaign in 2019 and your plans for 2020. How do you plan on engaging and encouraging staff, board members, **volunteers** and others to support the upcoming 2020 campaign?

The American Red Cross of Wyoming will support the United Way Campaign in 2020 much like past years – through a partnership strategy. We will continue to participate in local presentations to encourage giving to the campaign, leveraging the brand power of the Red Cross whenever possible. Anastasia Brady participated in our January board meeting which generated interest from board members wanting to donate through United Way. We should see our local board member(s) and potentially volunteers and local staff take advantage of this in the upcoming Albany County campaign.

27) What percentage of your board of directors donated in the past 12 months either directly to your organization or to your organization through the United Way?

The American Red Cross of Wyoming's board of directors contributed (and/or pledged) 100%. Our fiscal year concludes June 30, 2020 and pledges will be closed at that date.

28) Have you registered with Wyoming 2-1-1 and is it up-to-date? Are you a member of the Wyoming Nonprofit Network?

We are registered with and work very closely with the Wyoming 211 organization. We both receive and refer clients to/from 211 every year from across Wyoming. 211 has been an instrumental agency for Wyoming and that goes for the American Red Cross of Wyoming as well. The American Red Cross of Wyoming is a member of Wyoming Nonprofit Network and our Executive Director, Jan Daugaard, is a board member.

29) How have you addressed any issues brought forth from the 2019 allocation process? (Please read notification summary sent to you in May).

In response to the request for information on our Board of Directors, following is a list of our current board:

- Dr. Phyllis Sherard, Senior Consultant for Legislative Affairs & Laramie County Community Partnership Volunteer
- Dr. Myron Allen, University of Wyoming, Professor (retired)
- CJ Box (honorary), NY Times Bestselling Author
- Mary Brown, United States Air Force, Lt Col (retired)
- Bruce Hattig, Cheyenne Board of Public Utilities, Engineering & Water Resource Manager
- Carey Hartmann, Laramie County Library System, Executive Director/County Librarian
- Robin Roling, Cheyenne Regional Medical Center, Chief Operating Officer

Board members each have 3 year terms, with staggered dates. Current board chair, Phyllis Sherard will be stepping down and we will fill an open board seat with her husband, Bob Sherard, who has excellent credentials with military and public health background.

30) What percentage of your overall funding comes from the United Way? If you are a multijurisdictional agency, please calculate this number using Albany County data only.

The American Red Cross of Wyoming estimates approximately 14% of our funding in Albany County comes directly from the United Way of Albany County.

Additional questions related to COVID-19:

1. How has the Covid-19 pandemic affected your organization to date?

We have undertaken changes across all of our service lines in response to the COVID-19 pandemic.

Biomed/blood collection

The Red Cross already follows thorough safety protocols to help prevent the spread of any type of infection each day. In response to this coronavirus, we've implemented additional precautionary measures out of an abundance of caution, including:

- Checking the temperature of staff and donors before entering a drive to make sure they are healthy
- Providing hand sanitizer for use before entering the drive, as well as throughout the donation process
- Following social distancing practices between donors including donor beds, as well as waiting and refreshment areas.
- Increasing enhanced disinfecting of surfaces and equipment.
- Emphasizing the importance of appointments to help manage the flow of donors at drives.
- Staff wearing basic face masks.

We are also looking at staggering donor appointments further apart to reduce the number of people at a drive at any one time. These mitigation measures will help ensure staff and donor safety in reducing contact with those who may potentially have this, or any, respiratory infection

Training services

Students are being notified that they should not attend class if they are having any signs of illness (cough, runny nose, fever or other symptoms) or have had the symptoms in the last 24 hours. If so, they should cancel and will receive a refund. As part of our normal protocols, training equipment, manikins and class materials are cleaned and disinfected prior to student use. To help keep people safe, we are also using social distancing practices in the classroom and each student will have their own individual manikin. In addition, we've modified our courses so there is no physical contact with other students, and students will wear gloves while practicing skills

Disaster Cycle Services

The Red Cross plans to continue providing services for people who have experienced home fires, though responses may be supported virtually and by remote work where there are government directed social distancing or shelter-in-place measures in effect. Our physical presence may not be the same across the country, but the emergency help we provide will continue, including financial assistance as well as other resource like health and mental health services which may be provided over the phone.

2. What are your long term plans to deal with the affects of the disruptions caused by the virus?

We have put all preparedness activities on hold e.g. smoke alarm installation, Pillowcase Project, etc. In the long term, we will ensure that all goals are met, although there will be a delay in delivery due to shutdowns across the state. For example, we expected to complete a Home Fire Campaign with the University of Wyoming Red Cross club on May 9. This will be postponed until fall semester, when students are again on campus. We will continue to evaluate what additional changes are required as we manage through this crisis.

3. Please detail the financial impact of the pandemic on your agency?

The local impact of this pandemic is yet to be determined. Anecdotally, I would anticipate the need to purchase a great deal of replacement cots and other supplies. The Red Cross has made cots available for use in multiple instances across the state to support COVID-19 needs. For obvious health-related reasons, these cots will not be returned to inventory and will need to be replaced. In addition, we have either used or given away the majority of all PPE in stock and will need to replenish these to be prepared for future responses, sheltering, etc. In our response to house fires and other disasters, we continue to provide monetary assistance for lodging, clothing, etc. In the event of any larger scale situations, we will obtain hotel rooms rather than provide mass care lodging, which would add considerably to our financial outlay.

4. Will you be laying off employees?

Not to the best of my knowledge. The American Red Cross will continue to be a necessary provider of services and we operate with a very lean staff as is.

**American Red Cross
Albany County
Agency Budget**

INCOME FOR OPERATIONS AND PROGRAMS

| | Last Year Actual | This Year Estimated | Next Year Budgeted |
|--|-------------------------|----------------------------|---------------------------|
| | 07/01/18 06/30/19 | 07/01/19 06/30/20 | 07/01/20 06/30/21 |
| Please list either calendar or fiscal year dates: | | | |
| 1) CASH IN BANK | | | |
| 2) PUBLIC SUPPORT | | | |
| General donations | 17,269 | 5,680 | 5,792 |
| Trusts | | | |
| Foundations | | | |
| Other | | | |
| 3) GOVERNMENT SUPPORT | | | |
| City of Laramie | | | |
| Albany County | | | |
| State of Wyoming | | | |
| Federal | 8,129 | 8,483 | 8,483 |
| Other | | | |
| 4) SELF-SUSTAINING SUPPORT | | | |
| Membership dues | | | |
| Sales to public | | | |
| Interest income | | | |
| Fundraisers - net | | | |
| Client fees | 33,940 | 35,966 | 36,685 |
| Donations | | | |
| Other | 30,078 | 73,226 | 68,460 |
| 5) UNITED WAY SUPPORT | 14,250 | 14,000 | 20,000 |
| 6) TOTAL INCOME (total for lines 2 thru 5) | 103,666 | 137,354 | 139,420 |
| 7) TOTAL CASH AVAILABLE (total for lines 1 and 6) | | | |
| 8) IN-KIND DONATIONS (optional) | | | |

EXPENSES

| | Last Year Actual | This Year Estimated | Next Year Budgeted |
|---|------------------|---------------------|--------------------|
| Please list either calendar or fiscal year dates: | | | |
| 9) SALARIES/WAGES | 45,210 | 57,075 | 58,502 |
| 10) EMPLOYEE BENEFITS | 13,851 | 17,517 | 17,955 |
| 11) PROFESSIONAL AND CONTRACTUAL SERVICES | 16,918 | 21,270 | 21,270 |
| Agency related | | | |
| Client related | | | |
| 12) DIRECT SERVICE/CLIENTS | 11,796 | 20,081 | 20,282 |
| 13) OFFICE EXPENSES | 1,053 | 2,028 | 2,028 |
| 14) TRAINING/TRAVEL | 5,060 | 5,959 | 5,959 |
| 15) MISCELLANEOUS | | | |
| Other: Program Materials | 2,115 | 1,422 | 1,422 |
| Other: Equipment Maintenance & Rental | 2,017 | 2,963 | 2,963 |
| Other: Occupancy and Depreciation | 5,646 | 9,039 | 9,039 |
| 16) TOTAL EXPENSES (total for lines 9 thru 15) | 103,666 | 137,354 | 139,420 |
| 17) CASH BALANCE IN BANK (7 minus 16) | | | |

Please note these financial statements do not include a balance sheet for the following reasons. The American Red Cross is one legal entity and the assets and liabilities of a chapter are that of the one Red Cross. As we move towards one accounting system, certain transactions will be moved to one control environment. This will result in the consolidation of balance sheet activity. So, for example, payroll will be processed through one system, payments to vendors will be processed through one system. All liability accounts associated with these transactions will be managed on one balance sheet. This approach is much safer from a control perspective, less costly, and more efficient.

In addition, please note a difference in organization and program budgets. As a national organization, we have consolidated back-office functions such as HR, accounting, marketing and IT. We have included an allocation of these functions at the bottom of the program budgets to provide a picture of what expenses and revenues are incurred within our Colorado-Wyoming Region by the nationally centralized functions. One critical program, Preparedness and Health and Safety Services (PHSS), has moved from a chapter based to a territorial model that will allow the Red Cross to reach more people with consistent, high-quality lifesaving education. PHSS will continue to be supported financially by a blend of fee-for-service and donor-supported investments. Health and Safety staff members are housed throughout the Colorado-Wyoming Region, neither expenses nor revenues are reflected on local organization budgets.

REQUEST FOR FUNDING FROM THE 2019 CAMPAIGN

YOU MAY USE THE BUDGET FORMS PROVIDED BY UNITED WAY OR YOU MAY LIST THE SAME CATEGORIES 1-8, 9-17 ON YOUR OWN FORMS, USING THE SPACE NEEDED TO DETAIL YOUR INCOME AND EXPENSES. USE THE SAME NUMBER AND CATEGORY AS THE UNITED WAY FORM.

These budget forms are to list only funds that can be used as operating funds under normal conditions or in an emergency situation.

Dates:

Last year actual is the most recent fiscal or calendar year that you have completed; all numbers are final and match your last audit or 990. Please list beginning and ending dates. Example: 7/1/18-6/30/19.

This year estimated is the current fiscal or calendar year at the time the report is made. If you are at the end of your year, the numbers will be more accurate, if you are at the beginning, the numbers will be more of an estimate. Please list beginning and ending dates.

Next year budgeted is your projected future budget. Please list beginning and ending dates.

IF THE CATEGORY DOES NOT APPLY TO YOUR AGENCY, PUT 0 IN THE SPACE

- 1) **CASH IN BANK** - All funds available for operating expenses on the first day listed under each year. This includes funds designated for particular operating or program expenses as well as cash dollars, checking/savings accounts, CD's, and/or money markets intended for operations and programs. This must match previous year's ending cash balance or explain the difference at the bottom of the form.
- 2) **PUBLIC SUPPORT** has 3+ categories. *General contributions* are cash donations from individuals and businesses. *Trusts* are cash donations from trusts. *Foundations* are cash donations from foundations. *Other* spaces are for cash donations that do not come under the listed three categories.
- 3) **GOVERNMENT SUPPORT** has 4+ categories. List cash support from the source. Example: If state funds are administered by the county, they are still state funds. *Other* spaces are for cash donations that do not come under the listed four categories.
- 4) **SELF-SUSTAINING SUPPORT** has 6+ categories. *Membership dues* are those fees required to be a member of your organization. *Sales to public* are funds generated by the sale of a product. *Interest income* is all interest generated for operating or program expenses. *Fundraisers - net* are the total funds for operating or program after deducting the cost of conducting the fundraisers. *Client fees* are the required fees to pay or partially pay for services provided by your agency. *User donations* are the voluntary payments made by your clients or the people who use your services to help cover costs. *Other* spaces are for cash donations that do not come under the listed six categories.

- 5) **UNITED WAY SUPPORT** is the total of cash payments to be paid to your agency during the dates listed at the top of the column by United Way of Albany County. This may or may not match the total allocation to your agency from that United Way campaign. List any contributions from other United Ways in the open space below.
- 6) **TOTAL INCOME** is the sum of all income sources that fund operations and programs. (2+3+4+5 = 6)
- 7) **TOTAL CASH AVAILABLE** is the sum of all funds that can be used for operations and programs. (1+6 = 7)
- 8) **IN-KIND DONATIONS (optional)** if you choose to do so, you may list the value of volunteer hours and/or donations of food, clothing, office equipment etc. for your operation or program.

Dates: see above

- 9) **SALARIES & WAGES** is the gross sum of all hourly or salary wages paid to employees during the dates listed at the top of the column (full-time, part-time, or temporary). This includes their share of social security and taxes withheld from their checks.
- 10) **EMPLOYEE BENEFITS** is the sum of all cash benefits paid on behalf on agency employees. Examples: Agency share of social security, worker's comp., health insurance, pension plan.
- 11) **PROFESSIONAL & CONTRACTUAL SERVICES** have two categories. *Agency related* is the sum of all payments to people not on staff that provide services necessary to keep your organization operating. Example: an accountant hired to do an audit or a lawyer hired to write a contract. *Client related* is the sum of all payments to people not on staff who provide services to your clients. Examples: a psychologist who examines a child under your care, a nurse providing in-home care or a person teaching a class.
- 12) **DIRECT SERVICE TO CLIENTS** is the sum of program expenditures to provide your services. List your own categories appropriate to services provided by your agency and then the amounts. At the end of your categories, list "Total" and amount of expenditures on direct services to clients in parentheses.
- 13) **OFFICE EXPENSES** are the sums of expenditures to maintain an office. List your own categories and then the amounts. At the end of your categories, list *Total* and amount of expenditures in parentheses.
- 14) **TRAINING/TRAVEL** covers all expenses for travel and training of your staff or consultants. Example: a speech therapist on staff might attend a national meeting of speech therapists. You would include the registration/tuition cost, the reimbursement of car travel to Denver, the airline tickets, the motel and meals in the sum of *training*.
- 15) **MISCELLANEOUS** has three categories. *Vehicle expense* covers the cost of operating vehicles owned by your agency. *National dues* cover assessments, contributions and voluntary or required fees to belong to affiliated national organizations. *Other* covers expenses not listed

above. Please title each category on the same line as the word *Other*. Examples: state organization dues, capital purchases or transfers to reserves.

- 16) **TOTAL EXPENSES** is the sum of all expenditures required to operate your agency and programs. (9+10+11+12+13+14+15 = 16)
- 17) **CASH BALANCE IN BANK** The sum of beginning cash and income minus expenses of each reporting period for the dates listed at the top. 7-16 = 17 should match, 1) *Cash in bank* at the beginning of the next reporting period.