Habitat for Humanity of North Central CT Board Meeting October 8th 5:30pm -7:30pm

AGENDA

- Devotion
- Consent Agenda-Nakisha Farquharson
 - Minutes
 - Financials
 - Resolutions if any
- Board Committee Updates
 - Development Committee
 - Audit Committee
 - Strategic Plan
 - ReStore Discussion
- Operations Updates (Karraine Moody)
- Executive Session

CONSENT AGENDA

MINUTES OF THE BOARD OF DIRECTORS HABITAT FOR HUMANITY OF NORTH CENTRAL CONNECTICUT JUNE 4TH 5:30 PM

PRESENT IN PERSON: FLOYD, ELLIOT, FARQUHARSON, SHILKE

PRESENT VIRTUALLY: BELOW, BLAKE, GUIDRY

STAFF: MOODY

DEVOTION: Offered by Crystal – The Power and joy of giving. Rewards for giving are priceless. In giving, you receive.

CONSENT AGENDA – Vote covering two prior sessions on April 9 and an ad-hoc session on May 8.

DANIEL SCHILE MADE A MOTION TO APPROVE, AND DOUGH ELLIOTT SECCONED THE MOTION TO APPROVE PRIOR MEETING MINUTES. VOTE WAS UNAMOIUSOLY PASSED.

BOARD SIGNER RESOLUTION

CRYSTAL FLOYD MADE A MOTION TO APPROVE, AND ELLEN BELOW SECCONED THE MOTION TO APPROVE THE BOARD SIGNER RESOLUTION ASSIGNING NAKISHA FARQUHARSON AS AN AUTHORIZED SIGNATURE AS BOARD SECRETARY. VOTE WAS UNAMOIUSOLY PASSED.

Board Committee Updates

Strategic Plan - Jennifer Guidry -

The plan is on hold; we are waiting on the budget finalization to proceed with applicable metrics that tie in. We will hold an ad-hoc session to get deeper. An editable version has been requested from the firm that assisted the affiliate in the past.

Ellen note: The 2025 Fiscal budget has been delayed until later this summer. We are working with an accounting firm and making a change in the audit firm.

Golf Tournament - Daniel Schilke -

A reminder of the importance of board referrals with corporate community connections to help reach fundraising goals. At \$91K of \$100k goal. 1-2 sponsors away from target.

The plan is to open foursomes to board members, not the general public.

Looking for gifts for the raffle, i.e., Bushnell or yard goat tickets or other giveaways **Pinnacle => increased gift plus brought others

Audit RFP – Nakisha Farquharson -

Down-selected to 2 – conducting reference calls and final selection and notification.

Operations Update - Karraine Moody -

• \$75k raised by Women's Build as of the end of May / \$100k goal

- **Bloomfield Restore:** We are waiting for DEEP's report on environmental status to allow the sale. We plan to have a board update in September. I (Karraine) plan to create a summary document highlighting the history of discussions and open items with the owner and property.
- Applicant Information meeting is planned for September 21 in Manchester. We want to
 establish an interest in two properties in Manchester for 2026 and Tolland. To date,
 Tracey has been focused on intentional marketing in Tolland. Susan has identified a
 company interested in sponsoring a home in Tolland County.
- Repairs and other updates The affiliate has \$50K for Brush with Kindness dedicated to Veterans. We are having trouble finding/connecting to qualified candidates. Please provide referrals. If the funds are not used within the restrictions, the affiliate may have to return them.

Budget

- Hartford 5-2 families have income dispute and waiting to hear from the city if they are approved (the town has a say in how much we can sell for 1st and 2nd mortgages)
- Burnside 2025 I hope to be on target with 2024 inflation, and I wish not to have any
 impacts. Concerned about appraised values for home buyers, looking to close end of
 2025.
- Women's Build successfully framed three homes. All ten should be framed and roofed by the end of the year.

Succession Planning

Ensure Burnside is fully funded for the announced search Two directors have expressed interest in CEO role

The meeting concluded at 6:52 pm.

Respectively submitted Nakisha Farquharson Board Secretary

MINUTES OF THE BOARD OF DIRECTORS HABITAT FOR HUMANITY OF NORTH CENTRAL CONNECTICUT SEPTEMBER 3RD 5:30 PM

PRESENT IN PERSON: BATES, ELLIOT, FARQUHARSON, FLOYD

PRESENT VIRTUAL: BELOW, BLAKE, GUIDRY, SHILKE

STAFF IN PERSON: MOODY

STAFF VIRTUAL: ACCOUNTING DEPARTMENT STAFF (JANA CONNOR & HEATHER HIGGINS)

DEVOTION: Offered by Crystal – Give Yourself Grace. We are not perfect but we are trying to do our best to support the mission.

CONSENT AGENDA – Prior meeting minutes emailed and approval not obtained – voting to be obtained via email or at October Board meeting.

Board Committee Updates

Finance Committee (Accounting Department) Budget Review and Vote:

- Intro's and Overview of Budget Narrative
- Closed Hartford 5 proprieties waiting on release of grant funds (Peoples bank) will circle back and validate numbers ~\$1 million target in budget
- And currently being occupied by homeowners (delay to re CO from city)
 - o Dedication June 11, closing in August
- Burnside => 2026 closings
 - o Budget assumes no closings in 2025 and no rehabs due to market (too high)
- 2024 Budget compared to 2024 Actuals, and proposed 2025 Budget by line item compare with relevant notations on YOY differences
- Included in board packet is a list of the other mortgages available to sell. This is a lever the affiliate can utilize if funds are low or gap/delay in revenues and they need to cover shortfall (by loan ID number)
- In July Karraine sold two mortgages to bring in \$400k, when waiting on government funds to come in
- Donald Bates? What about a Working Capital Line of credit
 - o Karraine noted that the option has been explored in the past but with receiving public funding were were limited or restricted to have Line of Credit (LOC)
- Potential future board committee to explore LOC account with ~\$150K limit

DONALD BATES MADE A MOTION TO APPROVE THE 2025 BUDGET, AND CRYSTAL FLOYD SECCONED THE MOTION TO APPROVE PRIOR MEETING MINUTES. VOTE WAS UNAMOUSOLY PASSED.

Consent Agenda – Affiliated Organization Covenant and Quality assurance checklist contact info

- Update with cell phones numbers verses habitat phone numbers
- Crystal question Who are the AML Compliance officers
 - 2 directors of organization, historically can't be CEO because the role has to sign on mortgages and there is a requirement of separation of duties (affiliate writes mortgages and carry's mortgages)

ELLEN BELOW MADE A MOTION TO CONDITIONALLY APPROVE THE AFFILIATED ORG INFO (pending updates to phone numbers discussed in meeting), AND DONALD BATES SECCONED THE MOTION TO APPROVE PRIOR MEETING MINUTES. VOTE WAS UNAMOIUSOLY PASSED.

GOLF Tournament - Daniel Schilke

- Most groups complete 9-12 holes, ~3 hours of open bar due to weather
- On rain date only missing 6-7 golfers
- Estimating ~\$90K net raised
- Considering next year moving back to July vs August due to volatility of weather
- Timing of tournament is influenced by outing fatigue, donors/organizations have already committed or donated to other causes

Development Committee - Donald Bates

- Don is working with Susanne to reestablish routine meetings
- Waiting for Time / Days for Susanne work hours (non-core)

Audit Update-Karraine Moody

- CLA Ongoing data collection and coordination underway, without concern at this time
- The week of 9/23 anticipated field visit (both ReStore's)
- Board noted that we should ask Audit firm for advice on pursuing LOC (Karraine will send ask)

Strategic Plan - Jennifer Guidry

- Previously noted that the board voted to extend current plan to Y4, while the board worked on the Future Strategic plan
- Plan to meet at least once and discuss further updates prior to next board meeting 10/8
- Still waiting on editable version of document, Karraine offered to have someone recreate if necessary (Ashanti?)

ReStore Discussion - Karraine Moody

• Bloomfield:

- o Board packet contains information on Environmental evaluation update
- o Scheduled increase in SQ of lease value/cost
- O Space was in use previously, we always had access to it
- o Roof replacement in process
- o Also noted that we do not pay water or the tax increases in the past 3 years
- Vernon nothing of note to mentioned

Operations Update - Karraine Moody

- Upcoming Saturday 9/21 Applicant Information session at CRT in Hartford at 8:30am
 Construction:
- o Packet includes Visual update of Construction progress, currently we are ahead of schedule
- o 3 Houses fully framed, 3 WIP, 4, target to have all 10 enclosed aby end of year
- Recently the East Hartford town council participated in a build day, which include all of the Major's direct reports

Government Grants:

- o ARP (Mail Ave) funds are contingent to city of Hartford
- o Eversource assumed \$500k in budget, highly confident we will receive funding based on rating of our projects in past

The meeting concluded at 6:50 pm.

Respectively submitted Nakisha Farquharson Board Secretary

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FINANCE

Habitat for Humanity North Central Connecticut, Inc. As of October 3, 2024

				772,745,22 772,745,22 \$59,391.93 *Estimated based on average		
	\$176,191.90 \$99,922.87 \$1990.00 \$0.00 \$684.82) \$\$255,489.95	(\$66.59)	\$261,679.29 \$207,045.50 \$92,014.24 \$19,685.19 \$133.331.00	\$712,745.22 \$712,745.22 \$59,391.93 *Esti	\$1,067,560.51	
Cash Needs	Current 1-30 Days Past Due 31-60 Days Past Due 61-90 Days Past Due 91+ Days Past Due	Webster Credit Card #5734	Assigned Mortgages WFS Assigned Mortgages CHFA Assigned Mortgages Peoples Bank Notes Payable SHOP/HUD			
	Accounts Payable 20000 Total Accounts Payable	Credit Cards 22000 Total Credit Cards	Long Term Liabilities 29010 29100 2916 29175	Total Long Term Liabilities Payroll & Taxes	Total Cash Needs	Total Available Cash Estimated Payroll Cost Available Cash for Payables
	\$262,398,64 \$300.00 \$0.00 \$28,881,47 \$11,954.69	\$40.00 \$107,682.65 \$1,739.11 \$412,996.56	\$3,693.32	\$0.00 \$0.00 \$11,444.58 \$79,863.64 \$91,308.22	\$507,998.10	\$507,998.10 \$59,391.93 \$448,606.17
Available Cash	Windsor Federal #74373186 Windsor Federal Sweep #74373194 Windsor Federal HUD/SHOP #74630429 Windsor Federal 1188 Peoples Bank 8593 M&T Bank 4224	Northwest Community Bank Liberty Bank #1833645 Cash Register	Undeposited Funds	Current 31-30 Days Past Due 61-90 Days Past Due 91+ Days Past Due		
	Checking/Savings 10100 10101 10102 10103 10104	10106 10201 10202 Total Checking/Savings	Other Current Assets 14999 Total Current Assets Accounts Receivable	rzooo Total Accounts Receivable	Total Avaliable Cash	



Habitat for Humanity® North Central Connecticut

Monthly Financial Reports August 31, 2024

Habitat for Humanity North Central Connecticut

Index

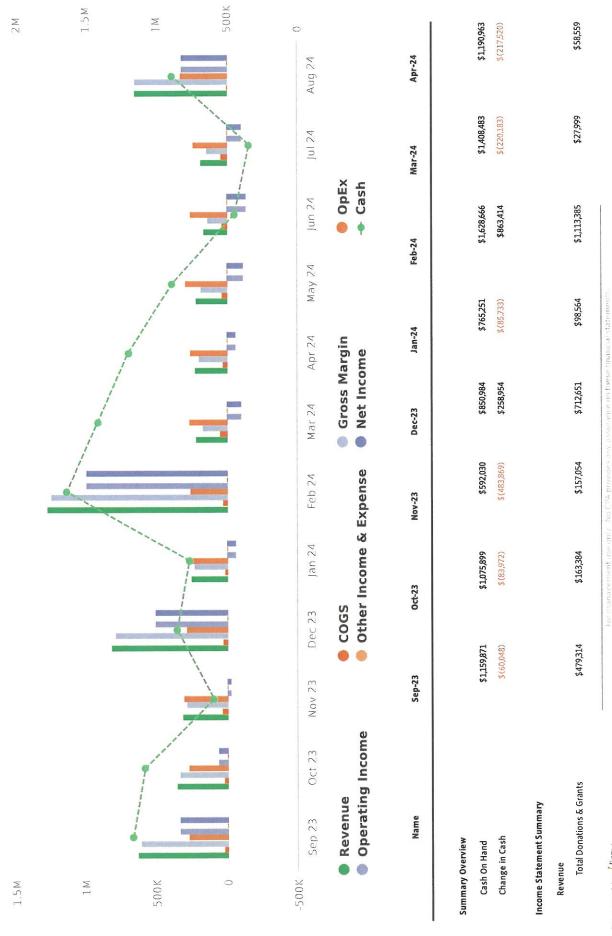
Index	Page
Cover Page	
Index	, ,
Executive Summary	7
Commentary	1(
Finance Dashboard	П
Main Dashboard	Ü
Balance Sheet Month	10
Balance Sheet by Month YTD	21
P&L Month	2.
P&L YTD	2.
P&L by Month YTD	3.
P&L Month by Department	Ř
P&L YTD by Department	4(
Cash Flow Statement Month	4
Cash Flow Statement YTD	4
Cash Flow Statement by Month YTD	4
P&L BvA YTD	Ŋ
P&L BvA Month	Ŋ
Construction P&L BvA YTD	7.
Construction P&L BvA Month	9

Habitat for Humanity North Central Connecticut

Index

Index	Page
Development P&L BvA YTD	62
Development P&L BvA Month	9
Family Services P&L BvA YTD	89
Family Services P&L BvA Month	70
Finance P&L BvA YTD	72
Finance P&L BvA Month	75
ReStore P&L BvA YTD	78
ReStore P&L BvA Month	81
Volunteer P&L BvA YTD	84
Volunteer P&L BvA Month	86

Habitat for Humanity North Central Connecticut Executive Summary Sep 2023 - Aug 2024



Habitat for Humanity North Central Connecticut • Executive Summary • Sep 2023 - Aug 2024

Name	Sep-23	0ct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24
Non-Home Revenue	\$29,411	\$58,125	\$38,700	\$15,500	\$32,250	\$18,250	\$25,630	\$31,550
Other Income	\$114,482	\$129,852	\$116,172	\$85,542	\$118,238	\$137,664	\$162,391	\$132,344
Subtotal Revenue	\$623,207	\$351,362	\$311,926	\$813,693	\$249,052	\$1,269,300	\$216,020	\$222,453
\$500								
ABWK Costs	\$13,075	\$20,830	\$4,950	\$29,161	\$15,296	\$8,654	\$14,179	\$13,661
Cost of Goods Sold - ReStore	\$4,697	1	\$24,107	\$C1,935)	٠	\$19,800	\$34,501	\$9,525
Subtotal COGS	\$17,772	\$20,830	\$29,056	\$27,226	\$15,296	\$28,454	\$48,680	\$23,186
Gross Margin \$	\$605,435	\$330,532	\$282,869	\$786,466	\$233,756	\$1,240,846	\$167,340	\$199,267
Gross Margin %	971%	94.1%	%2'06	%2'96	%6'E6	97.8%	77.5%	89.6%
OpEx by Acct								
Advertising & Promotion	\$1,816	\$10,543	\$2,042	\$3,422	\$1,365	\$(3,716)	\$2,126	\$3,700
Americorp & Vista	\$565	\$1,130	\$1,610	\$2,090	\$3,220	\$3,220	\$2,090	\$3,047
Auto/Travel/Mileage Reimb.	\$1,577	\$1,594	\$2,827	\$1,883	\$4,009	\$5,785	\$5,840	\$750
Bad Debt Expense	14	a	ì	3	1	\$393	ı	i
Bank and Credit Card Fees	\$5,104	\$5,276	\$5,439	\$5,161	\$4,733	\$5,536	\$6,063	\$9,495
Charitable Contributions	ı	3	i	81	î	3		3
Construction Site Supplies	\$1,807	\$1,312	\$3,010	\$801	\$446	\$438	\$15	\$928
Dues & Subscriptions	\$1,540	\$1,796	\$2,238	\$3,885	\$1,875	\$1,349	\$1,709	\$1,106
Employee Benefits	\$16,630	\$23,402	\$22,151	\$22,407	\$23,299	\$25,976	\$26,594	\$18,839
Fundraising Expenses	\$2,562	\$3,362	\$920	\$492	69\$	\$196	\$214	\$6,294
Home Related Costs	\$216	\$120	\$120	\$8,951	\$10,318	\$2,988	\$870	\$343
Information Technology	\$4,055	\$3,748	\$5,955	\$5,416	\$5,327	\$5,678	\$4,677	\$5,797
Insurance	\$14,825	\$13,785	\$15,082	\$13,785	\$13,785	\$13,329	\$13,785	\$13,525
Legal & Professional Fees	\$19,467	\$19,276	\$13,153	\$21,745	\$17,174	\$13,926	\$10,141	\$12,659
Meals & Entertainment	\$656	i.	\$6,420	31	1	\$543	\$8	T
Merchant Service Fees	\$831	\$440	\$396	\$155	\$431	\$937	\$455	\$460
Moving & Storage	\$1,018	\$23,009	\$29,054	\$14,089	\$14,757	\$19,066	\$19,098	\$21,415
Office Expenses	\$3,039	\$2,586	\$3,271	\$3,808	\$2,596	\$2,767	\$3,688	\$2,628
Wages & Salaries & Temp Employees	\$123,419	\$119,250	\$143,036	\$129,545	\$124,822	\$111,991	\$118,856	\$107,304
Payroll Taxes	086'8\$	\$8,405	\$10,670	\$11,110	\$13,407	\$11,893	\$11,611	\$10,722

Habitat for Humanity North Central Connecticut • Executive Summary • Sep 2023 - Aug 2024

Мате	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24
Postage	\$(741)	\$325	\$1,461	\$313	\$1,391	7.1\$	\$334	\$6\$
Office Rent	\$17,954	\$10,482	\$15,947	\$15,947	\$15,947	\$15,947	\$17,833	\$16,313
Office Repairs & Maint.	\$2,293	\$1,955	\$2,559	\$2,656	\$6,501	\$4,842	\$3,357	\$2,472
Small Tools Expense	\$2,614	\$146	\$1,519	\$449	\$574	\$882	\$196	\$1,950
Staff Training	\$78	\$77	\$50	Ē	\$3,661	\$1,109	\$1,496	\$1,084
Telecommunications	\$320	\$326	\$501	\$264	\$397	\$471	\$471	\$471
Tithe	\$25,000	î		ŧ		Ċ	T	æ
Trash & Recycling	\$1,741	\$3,163	\$2,504	\$1,394	\$2,892	\$2,405	\$2,710	\$3,639
Utilities	\$2,214	\$2,807	\$4,282	\$4,050	\$4,777	\$5,600	\$3,775	\$3,365
Interest on Loans	\$66\$	\$986	126\$	\$96\$	\$959	\$950	\$941	\$932
Depreciation Expense	\$9,323	\$9,323	\$9,323	\$9,323	\$9,323	\$1,027	\$8,286	\$8286
Payroll Expenses		i.	1	•	ı	1	100	.9
Subtotal OpEx by Acct	\$269,849	\$268,654	\$306,517	\$284,109	\$288,054	\$255,609	\$267,239	\$257,616
Operating Income \$	\$335,586	\$61,878	\$(23,648)	\$502,357	\$(54,298)	\$985,237	(668'66)\$	\$(58,349)
Operating Income %	53.8%	17.6%	%(9'2)	61.7%	(218)%	77.6%	(462)%	(26.2)%
Other Income & Expense	\$1	\$2	\$1	\$1	\$1	\$1	\$1	\$1
Net Income \$	\$335,588	\$61,880	\$(23,647)	\$502,358	\$(54,297)	\$985,238	(868'66)\$	\$(58,348)
Net Income %	53.8%	17.6%	%(9'L)	61.7%	(21.8)%	77.6%	(462)%	(26.2)%
Headcount								
Headcount								
Unassigned	26.0	26.0	26.0	26.0	26.0	26.0	26.0	26.0
Subtotal Headcount	26.0	26.0	26.0	26.0	26.0	26.0	26.0	26.0

Name	May-24	Jun-24	Jul-24	Aug-24
Summary Overview				
Cash On Hand	\$884,106	\$441,775	\$338,807	\$889,297
Change in Cash	\$(306,857)	\$(442,331)	\$(102,967)	\$550,490
Income Statement Summary				
Revenue				
Total Donations & Grants	\$39,139	\$(64,141)	\$72,649	\$458,142

Habitat for Humanity North Central Connecticut • Executive Summary • Sep 2023 - Aug 2024

Name	May-24	Jun-24	Jul-24	Aug-24
Non-Home Revenue	\$39,270	\$105,241	\$7,016	\$67,912
Other Income	\$136,781	\$121,196	\$99,592	\$119,727
Subtotal Revenue	\$215,190	\$162,297	\$179,257	\$645,781
ABWK Costs	\$33,836	\$8,154	i	3
Cost of Goods Sold - ReStore		\$22,295	\$39,821	\$629
Subtotal COGS	\$33,836	\$30,449	\$39,821	\$629
Gross Margin \$	\$181,354	\$131,848	\$139,436	\$645,152
Gross Margin %	843%	812%	77.8%	%6'66
OpEx by Acct				
Advertising & Promotion	\$4,873		\$81	\$191
Americorp & Vista	\$2,090	\$2,090	\$2,090	\$1,525
Auto/Travel/Mileage Reimb.	\$2,084	\$6,086	\$1,987	\$2,724
Bad Debt Expense	ir:	•	3	•
Bank and Credit Card Fees	\$5,974	\$5,864	\$5,251	\$5,615
Charitable Contributions	ar.	9	2	\$25,000
Construction Site Supplies	\$2,044	\$773	\$826	\$1,853
Dues & Subscriptions	\$813	\$523	\$577	\$3,597
Employee Benefits	\$21,534	\$21,742	\$21,775	\$17,663
Fundraising Expenses	\$4,876	\$230	\$479	\$15,489
Home Related Costs	\$2,993	\$305	\$120	\$120
Information Technology	\$5,069	\$4,952	\$7,509	\$5,538
Insurance	\$16,480	\$13,525	\$13,525	\$13,525
Legal & Professional Fees	\$11,589	\$11,760	\$11,467	\$8,333
Meals & Entertainment	313	\$29	\$142	866\$
Merchant Service Fees	\$653	\$595	\$644	\$578
Moving & Storage	\$20,628	\$28,163	\$13,859	\$30,800
Office Expenses	\$3,423	\$2,751	\$2,481	\$2,869
Wages & Salaries & Temp Employees	\$138,702	\$114,088	\$108,977	\$130,739
Payroll Taxes	\$12,627	\$9,622	\$9,140	\$10,485

Habitat for Humanity North Central Connecticut • Executive Summary • Sep 2023 - Aug 2024

Headcount

Headcount Unassigned Subtotal Headcount

26.0 26.0	26.0 26.0
26.0	26.0
26.0	26.0

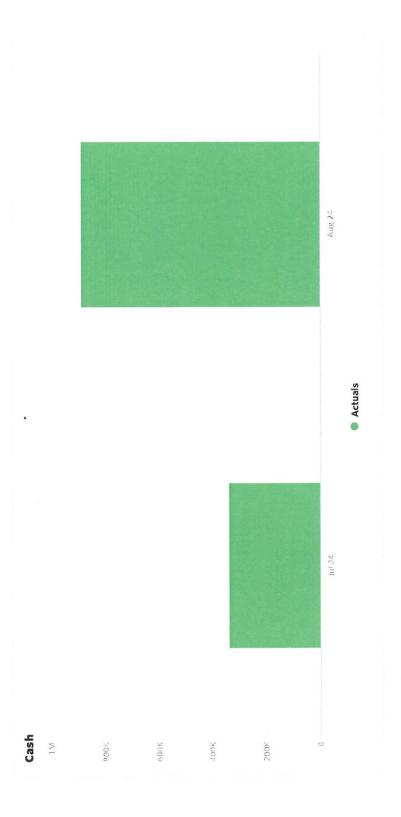
Here are the notes for August:

- 10106 Northwest Community Bank new account opened for mortgage sales
- 14000 Mortgages Receivable two mortgages were sold resulting in a deposit of \$395,881
 61500 Charitable Contributions endowment with Hartford Foundation set up 8/1/24

Budget Notes

- YTD Revenue is 44% or \$360k over the budget
 - YTD OpEx is 13% or \$71k under budget
- Net income is over budget. YTD budget is (197\$K) vs \$222K

	Name	Mar-24		Apr-24		May-24		Jun-24		Jul-24	Aug-24
Windsor Federal #74373186	or o	109,950	(Ky.)	109,950	49	109,798	-4	111,274	2.6	159,798	 160,000
Windsor Federal Sweep #74373194		638,749		408,921		196,730		51,312		61,509	496,987
Windsor Federal HUD/SHOP #74630429		300		300		300		300		300	300
Windsor Federal 2168		290,456		290,456		145,456		25,456		1	11
Peoples Bank 8593		133,000		133,000		133,000		133,000		8,000	103,881
M&T Bank 4224		9,049		23,422		26,501		28,808		33,097	36,955
Northwest Community Bank #36821				E				6		E.	40
Liberty Bank #1833645		225,240		223,174		270.582		89,886		74,364	89,395
Cash Register		1,739		1,739		1,739		1,739		1,739	1,739
Total Bank Accounts		 1,408,483		1,190,963		884,106		441,775		338,807	889,297



	Name	Jul-24	4	Aug-24
Windsor Federal	-57	221,308	80	656,988
Peoples United Bank		33,097	7	36,955
Windsor Federal HUD/SHOP		301	11	301
ReStore Operating Cash		76,103	33	91,134
Total Cash		330,809	60	785,378
3 months Construction Hard Costs Budget		(462,300)	6	(462,300)
3 months General Operations Budget		(538,283)	8	(538,283)
Additional Cash Reserve		(669,774)	G.	(215,205)





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OPERATIONS UPDATE