



Civil Rights Commission  
City of Cedar Rapids  
**Finance Committee Meeting Agenda**  
Tuesday, November 17, 2015  
4:30 pm – 5:30 pm

**Finance Committee Members:**

Salma Igram, Chair  
Keith Rippy  
Robin Tucker

**Agenda:**

- I. Call to Order
- II. Public Response
- III. Approval of Minutes
- IV. New Business
  - 1. FY17 Budget Request                      LaSheila Yates                      20 Minutes  
*Executive Director*
  - 2. Current Budget                              LaSheila Yates                      20 Minutes  
*Executive Director*
  - 3. FHAP Grant Report                        LaSheila Yates                      20 Minutes  
*Executive Director*

Notice:  
*Any person needing visual/audio assistance or language interpretation should contact Civil Rights at 319-286-5036 at least 48 hours prior to the meeting.*



City of Cedar Rapids  
Civil Rights Commission

**Finance Committee Meeting Minutes**

Tuesday, August 18, 2015  
2:00 PM. – 3:00 PM

**Commissioners Present:** Ms. Salma Igram – Chair (Via Conference Call)  
Mr. Keith Rippy  
Mr. Robin Tucker

**Staff Present:** Ms. LaSheila Yates, Executive Director  
Ms. Alicia Abernathey, Administrative Assistant

Meeting started at 2:02 PM.

**Public Response** - No public present.

**Approval of Minutes** – Keith Rippy moved to approve the minutes. LaSheila Yates seconded the motion, which was unanimously approved.

**New Business –**

**1. FY 2017-21 Financial Plan**

LaSheila Yates stated discussions are taking place with Finance to develop a Five Year Plan and Ms. Yates would like feedback from the Finance Committee.

Commissioner Tucker arrived at 2:04 PM.

Ms. Yates stated she will be requesting a budget increase for two items. The first request would be for the reclassification of the Senior Investigator position to Assistant Director. The Senior Investigator position is a technical position and with the reclassification it will provide opportunity to recruit/hire within the organization. The budget increase request will be for \$5,100.

Commissioner Igram asked if \$5,100 would be enough money. Ms. Yates stated the position would start at salary grade 14 and when plugging in the numbers for each investigator the highest amount of increase in wage is \$5,100.

Ms. Yates stated it would be a permanent position with leadership opportunities that would include work with policy development, handling the budget, etc. The position would not be funded until FY17. Ms. Yates stated she is working with Human Resources to finalize a job description.

Ms. Yates stated the second budget increase request will be for \$9,000 to cover the cost of rent. The Commission would request a \$25,000 increase to cover ongoing costs for rental space and also a \$16,000 decrease that was intended for Contract Labor for one full-time AmeriCorps Public Allies position for FY16. When considering the decrease the total budget increase request is \$9,000. Ms. Yates stated the intent is to stop using HUD money for rent as the amount of money received from HUD each year is hard to predict and the amount needed to cover rent is not

guaranteed. Ms. Yates stated the increase requests will be submitted as part of the Five Year Plan and will be reviewed by the Commission's Budget Analyst.

Ms. Yates stated Finance is still working on the closeout numbers for FY15 and will schedule a meeting with the Finance Committee when the numbers are received. Ms. Yates stated she did not anticipate completion until September or October.

Commissioner Rippy moved to adjourn the meeting at 2:37 PM. Commissioner Tucker seconded the motion, which was unanimously approved.

*Respectfully submitted by Alicia Abernathey*

DRAFT



	Account	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted Budget	FY 2017 Budget	Amount Change From FY 2016 Incr / (Decr)	% Change From FY 2016	Comments
<b>Debt Service</b>									
<b>Total Debt Service</b>		-	-	-	-	-	-	0%	
<b>Transfers Out</b>									
Transfer Out-Inter	571100	-	76,765	-	-	-	-		
<b>Total Transfers Out</b>		-	76,765	-	-	-	-	0%	
<b>Total Expenditures</b>		480,128	523,238	497,457	472,668.00	364,351.00	(108,317.00)	-23%	
<b>Net Revenues over/(under) Expenditures</b>		(470,028)	(513,688)	(469,541)	(466,168.00)	(357,851.00)	108,317.00		

FY 2017 Funding Increase Requests

Yellow - department to provide

Blue - analyst to provide

Department Name	Revenue Shortfall	Revenue Offset for Expenditure Increase	Increase in Expenditure Budget	Revenue Offset Funding Source	Impact W = Why expenditure increase is needed / justification I = Impact if not approved	Position Name	Grade	Step	FTE Count	Bargaining Unit	Hourly Rate	GL Account
Civil Rights	\$9,000	none	9,000.00	none	Why =The Commission requests an expenditure increase of \$25,000 for FY17 to cover ongoing costs for rental space at the Veterans Memorial Building and a \$16,000 expenditure decrease that was intended to be used for Contract Labor to cover the cost of one full-time AmeriCorps Public Allies position for FY16. When taking into account the expenditure decrease, the total budget increase requested is \$9,000. Since 2007, the Commission has used variable income from HUD special revenue funding. The HUD revenue is not guaranteed and is based on housing cases processed per FY. These funds have been used to cover the Commissioner's cost for the rental of space at the APAC building and are now being used to cover the space at the Vets Memorial Building. An MOU was established between the Civil Rights Commission and the Vets Commission in 2014 at an amount of \$25,000 per years, starting December 1, 2014 and renewable each term at a fixed cost through November 30, 2020. The variable income from HUD can then will be used to support annual variable program cost such as AmeriCorps and paid internships that support case processing. Impact = Relying solely on a variable revenue stream to cover fixed cost will create a possible deficit if the Commission is unable to receive and process the number of complainants needed to cover rent costs.	n/a	n/a	n/a	n/a			
Civil Rights	\$5,100	none	5,100.00	none	Why = The Commission requests an initial budget increase of \$5,100 in FY17 to cover the wage difference for reclassifying the Senior Civil Rights Investigator position to an Assistant Director. The Assistant Director position will be a career progression and an interim step between the Investigator and Director positions. The current Senior Civil Rights Investigator job description is written as a technical expert position, providing limited opportunities for progression in the CRCRC or City. Providing a funding increase allows for succession planning within the Department and leadership development opportunities for high performers. The staffing changes will not increase the Commission's FTE count, it will be a competitive internal promotion opportunity in FY17. Resulting in an ongoing position and an increase in future costs in personnel services. Impact = The City will continue to invest dollars and staff resources in recruiting senior level management from outside the organization to fill vacancies in the Executive Director position. The department will continue to lack a succession plan for progressing and preparing internal staff to compete when vacancies exist in the Executive Director position.	Assistant Director	n/a	n/a	1.00			

To: La Sheila Yates  
CC: Janet Abejo

From: Budget Analyst – Al Soukup

Date: November 12, 2015

Re: **FYTD16 October 2015 Financial Statements**

**Civil Rights (Operations department 111xxx, Special Revenue FHAP 7936, Special Revenue Seminar 7937):**

**General Fund: Civil Rights (Dept 111XXX): Analysis by Category**

**Revenue:**

- **Per state code – you must meet or exceed your annual budget by June 30<sup>th</sup>.** Total revenues are at 112% of budget received.

The only budgeted revenue is a \$5,000 base payment from Marion and additional revenue thought out the year will be received based on hours applied to this 28E agreement.

- \$5,000 received in July from Marion
- \$1,355 invoiced to Marion for July-Sept 2015 for service
- \$956 for invoice for March 2015 services never issues and an used credit form the April 2015 invoice.

**Expenditure:**

- **Per state code – you can't spend more than your expenditure budget by June 30<sup>th</sup>.** Total expenditures are 34% spent, at 33% way through the fiscal year.

**Personal Services: -**

- Overall personal services are right on target based on YTD budget at 34% spent at 33% of the way through the fiscal year. Mainly due to special pays and insurance.
- OT is currently at (\$380) due to comp time accrual adjustments
- Any remaining balance here cannot be used to be spent in discretionary or any other category.

**Discretionary Non-Personal Services: (Civil Rights should monitor)**

- Overall discretionary services are **BELOW target** with budget. You have spent 7% (\$3,550) of your budget, **33%** of the way through the fiscal year.

**Non-Discretionary – Fleet & Facilities:** Memorial rent for office in SR fund 7936 and is following budget levels.

**Non-Discretionary Non-Personal Services: (no action required by Civil Rights – CR does not have to monitor)**

- It should be noted that the internal city billings may not be current but budget will automatically be added for actual costs for Finance, IT, and admin charges.

**Special Revenue Fund: Civil Rights FHAP Grant (fund 7936)**

**Revenue:**

- Annual Federal HUD budgeted is 26,000 in FY16 of which \$65.7K was recorded via prepaid journal entry for funding received in FY15 but recognized as revenue in FY16 for August. An additional invoice to HUD for \$64.3K was issued in October and total revenue is at \$130K for YTD.

**Expenditure:**

- Total budgeted expenditures is \$26K and you are at 42% spent.
  - **Personal Services of \$2.9K are not in the adopted budget**
  - **Discretionary budget of \$1,000 does not cover October YTD expenditures of \$9,167 and an amendment will need to be discussed to "right size" this budget.**

- FUND 7936 – Grants have mostly been combined under project 793606. Negative balance of 793604 was to be removed once August entries are posted to account for timing of payment, but this did not occur and Analyst will research to determine current status.
- **Expenditures/revenue must get coded to a project #.** General Accounting does Grant requests/tracking..

CTYCR	793602	HUD - FF207K137012 Outreach	\$12,670
CTYCR	793603	HUD - FF207K137012 Investigatr	\$ 0
CTYCR	793604	HUD-FF207K137012 Conf/Edu Hous	(\$ 500)
CTYCR	793606	HUD-FF207K137012 Fair Housing	\$43,055
			\$55,225

- *Personal Services* Budget was originally to be amended to cover temporary outreach / investigator positions, but the position was unfilled once vacated and allowed by HUD to be combined with other available funds.

**Special Revenue Fund: Civil Rights Seminars (fund 7937) –**

No budget is available in this fund. This fund has not been used in past 5 years with the exception of transfer out to fund 7936 to offset HUD revenue, in order to pay rent & training.

- Fund balance is approximately \$12,861

**Travels/Training account 542102** - Travel BTR's should have coding on each travel

- Operational: 542102-101-111000
  - Budget in FY16 is \$5,500, spent YTD is \$503
- FHAP related travels: 542102-7936-793600
  - Budget in FY16 \$1000, spent YTD is \$5,816 (Need to discuss this budget/need for amendment).
  - **Must put CVLRT\_TRAV on travel report** in funding source if FHAP grant is going to cover the costs. **If this does not happen, operations will be charged.**

**City of Cedar Rapids**  
**111000 Civil Rights**  
**2015-10-31**

Account	Current Month 2016 YTD Actuals	Fiscal Year 2016 Adjusted Budget	Fiscal Year 2016 YTD Actuals	Favorable (Unfavorable) Variance	Percent of Budget Received Spent
<b>**Taxes**</b>					
<b>**Total Taxes**</b>	-	-	-	-	0%
<b>**License &amp; Permits**</b>					
<b>**Total License &amp; Permits**</b>	-	-	-	-	0%
<b>**Intergovernmental Grants**</b>					
Local Govt Grants	423000	500.00	-	(500.00)	0%
<b>**Total Intergovernmental Grants**</b>	-	500.00	-	(500.00)	0%
<b>**Charges for Services**</b>					
Admin Charges - External	431012	6,000.00	7,311.15	1,311.15	122%
<b>**Total Charges for Services**</b>	-	6,000.00	7,311.15	1,311.15	122%
<b>**Fines &amp; Forfeits**</b>					
<b>**Total Fines &amp; Forfeits**</b>	-	-	-	-	0%
<b>**Other Miscellaneous Revenue**</b>					
<b>**Total Other Miscellaneous Revenue**</b>	-	-	-	-	0%
<b>**Transfers In**</b>					
<b>**Total Transfers In**</b>	-	-	-	-	0%
<b>**Proceeds of LT Liabilities**</b>					
<b>**Total Proceeds of LT Liabilities**</b>	-	-	-	-	0%
<b>Total Revenue</b>	<b>1,718.14</b>	<b>6,500.00</b>	<b>7,311.15</b>	<b>811.15</b>	<b>112%</b>
<b>**Personal Services**</b>					
Regular Employees	511100	319,258.00	108,150.44	211,107.56	34%
Overtime	511300	112.84	1,500.00	(380.29)	0%
Other Special Pays	511400	140.00	840.00	280.00	67%
Group Insurance	512100	5,732.74	64,711.00	22,928.69	35%
Social Security Contributions	512200	1,809.42	22,996.00	8,108.39	35%
Retirement Contribution	512300	2,187.22	28,647.00	9,770.36	34%
Workers' Compensation	512500	106.14	1,462.00	474.43	32%

**City of Cedar Rapids**  
**111000 Civil Rights**  
**2015-10-31**

	Account	Current Month 2016 YTD Actuals	Fiscal Year 2016 Adjusted Budget	Fiscal Year 2016 YTD Actuals	Favorable (Unfavorable) Variance	Percent of Budget Received Spent
Other Employee Benefits	512600	7.75	93.00	31.00	62.00	33%
<b>**Total Personal Services**</b>		<u>37,223.46</u>	<u>439,507.00</u>	<u>149,643.02</u>	<u>289,863.98</u>	<u>34%</u>
<b>**Discretionary Expenses**</b>						
Advertising & Marketing	521100	-	1,200.00	-	1,200.00	0%
External Contracted Labor	521105	129.13	17,300.00	387.39	16,912.61	2%
Health Services	521106	8.00	150.00	24.00	126.00	16%
Legal Services	521107	-	1,500.00	-	1,500.00	0%
Other Professional Services	521108	10.90	1,000.00	16.97	983.03	2%
External Banking/Financial Fee	521109	-	1,000.00	-	1,000.00	0%
Security Services	521110	93.50	1,500.00	103.50	1,396.50	7%
Computer Software Maintenance	522101	-	750.00	-	750.00	0%
IT Services - External	522102	-	3,400.00	240.06	3,159.94	7%
Building & Grounds Services	522104	-	1,000.00	-	1,000.00	0%
Furniture, Equip, Fixture Serv	522105	-	500.00	-	500.00	0%
Phone Services	523107	46.71	2,500.00	190.79	2,309.21	8%
Rental of Equip & Vehicles	524101	25.00	-	25.00	(25.00)	0%
Printing, Binding, & Duplicate	525102	148.99	4,250.00	908.42	3,341.58	21%
Awards & Recognition	531102	-	50.00	-	50.00	0%
Books & Subscriptions	531103	-	500.00	-	500.00	0%
Computer Supplies	531106	-	1,000.00	-	1,000.00	0%
Equipment/Furniture/Fixtures	531109	-	1,500.00	-	1,500.00	0%
Miscellaneous Supplies	531114	-	300.00	-	300.00	0%
Office Supplies	531116	113.50	2,500.00	614.63	1,885.37	25%
Program Supplies	531118	-	500.00	-	500.00	0%
Personal Protective Gear	531124	-	50.00	-	50.00	0%
Building & Grounds Supplies	533100	-	50.00	-	50.00	0%
Conferences, Training, Travel	542102	75.96	5,500.00	502.82	4,997.18	9%
Dues & Memberships	542103	-	750.00	-	750.00	0%
Postage & Freight	542108	174.65	3,000.00	511.80	2,488.20	17%
Mileage Reimbursement	542111	6.90	250.00	26.00	224.00	10%
Bad Debt Expense	542114	-	-	(1.84)	1.84	0%
<b>**Total Discretionary Expenses**</b>		<u>833.24</u>	<u>52,000.00</u>	<u>3,549.54</u>	<u>48,450.46</u>	<u>7%</u>
<b>**Fleet &amp; Facilities**</b>						
City Facility Maint Services	522107	-	-	-	-	0%

**City of Cedar Rapids**  
**111000 Civil Rights**  
**2015-10-31**

	Account	Current Month 2016 YTD Actuals	Fiscal Year 2016 Adjusted Budget	Fiscal Year 2016 YTD Actuals	Favorable (Unfavorable) Variance	Percent of Budget Received Spent	
	City Fleet Services	522108	-	-	-	0%	
	Rental of Land & Buildings	524100	-	-	-	0%	
	City Fleet Rental Charges	524102	-	-	-	0%	
	<b>**Total Fleet &amp; Facilities**</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	
	<b>**Non-Discretionary Expenses**</b>						
	City Accounting Services	521113	1,508.75	6,035.00	6,035.00	- 100%	
	City Inter Department Charges	521114	2,092.83	8,371.32	8,371.32	- 100%	
	Admin Charges - Other	521114	-	-	-	0%	
	City Information Tech Services	522109	-	7,458.29	7,458.29	- 100%	
	Electricity	523100	-	-	-	0%	
	Natural Gas	523103	-	-	-	0%	
	Liability Insurance	525104	181.00	2,168.00	724.00	1,444.00 33%	
	Property Insurance	525107	-	-	-	0%	
	Vehicle Insurance	525108	-	-	-	0%	
	Diesel Fuel	532100	-	-	-	0%	
	Gasoline Fuel	532101	-	-	12.22	(12.22) 0%	
	<b>**Total Non-Discretionary Expenses**</b>		<b>3,782.58</b>	<b>24,032.61</b>	<b>22,600.83</b>	<b>1,431.78 94%</b>	
	<b>**Capital Outlay**</b>						
	<b>**Total Capital Outlay**</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	
	<b>**Debt Service**</b>						
	<b>**Total Debt Service**</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	
	<b>**Transfers Out**</b>						
	<b>**Total Transfers Out**</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	
	<b>Total Expenditures</b>		<b>41,839.28</b>	<b>515,539.61</b>	<b>175,793.39</b>	<b>339,746.22 34%</b>	
	<b>Net Revenues over/(under) Expenditures</b>		<b>(40,121.14)</b>	<b>(509,039.61)</b>	<b>(168,482.24)</b>	<b>340,557.37</b>	
	<u>Summary of Admin Charge Revenue</u>						
	Admin Charges - City Mgr Depts	431007	-	-	-	-	
	Admin Charges - Other		-	-	-	-	

City of Cedar Rapids  
 7936 Civil Rights FHAP Grant  
 2015-10-31

Account	Current Month 2016 YTD Actuals	Fiscal Year 2016 Adjusted Budget	Fiscal Year 2016 YTD Actuals	Favorable (Unfavorable) Variance	Percent of Budget Received Spent
<b>**Taxes**</b>					
<b>**Total Taxes**</b>	-	-	-	-	0%
<b>**License &amp; Permits**</b>					
<b>**Total License &amp; Permits**</b>	-	-	-	-	0%
<b>**Intergovernmental Grants**</b>					
Federal Operating	421001 64,275.00	26,000.00	130,011.35	104,011.35	500%
<b>**Total Intergovernmental Grants**</b>	64,275.00	26,000.00	130,011.35	104,011.35	500%
<b>**Charges for Services**</b>					
<b>**Total Charges for Services**</b>	-	-	-	-	0%
<b>**Fines &amp; Forfeits**</b>					
<b>**Total Fines &amp; Forfeits**</b>	-	-	-	-	0%
<b>**Other Miscellaneous Revenue**</b>					
Interest/Div - Nonproprietary	451000 12.86	-	60.95	60.95	0%
<b>**Total Other Miscellaneous Revenue**</b>	12.86	-	60.95	60.95	0%
<b>**Transfers In**</b>					
<b>**Total Transfers In**</b>	-	-	-	-	0%
<b>**Proceeds of LT Liabilities**</b>					
<b>**Total Proceeds of LT Liabilities**</b>	-	-	-	-	0%
<b>Total Revenue</b>	64,287.86	26,000.00	130,072.30	104,072.30	500%
<b>**Personal Services**</b>					
Regular Employees	511100 -	-	1,974.83	(1,974.83)	0%
Social Security Contributions	512200 -	-	413.33	(413.33)	0%
Retirement Contribution	512300 -	-	482.48	(482.48)	0%
Workers' Compensation	512500 -	-	30.97	(30.97)	0%
<b>**Total Personal Services**</b>	-	-	2,901.61	(2,901.61)	0%

City of Cedar Rapids  
 7936 Civil Rights FHAP Grant  
 2015-10-31

Account	Current Month 2016 YTD Actuals	Fiscal Year 2016 Adjusted Budget	Fiscal Year 2016 YTD Actuals	Favorable (Unfavorable) Variance	Percent of Budget Received Spent
<b>**Discretionary Expenses**</b>					
Advertising & Marketing	521100	-	-	923.00	(923.00) 0%
Other Professional Services	521108	-	-	695.00	(695.00) 0%
Computer Software Maintenance	522101	-	-	380.00	(380.00) 0%
Printing, Binding, & Duplicate	525102	-	-	485.00	(485.00) 0%
Office Supplies	531116	-	-	79.84	(79.84) 0%
Program Supplies	531118	399.60	-	399.60	(399.60) 0%
Grants & Contributions	541106	-	-	366.00	(366.00) 0%
Conferences, Training, Travel	542102	-	1,000.00	5,816.04	(4,816.04) 582%
Postage & Freight	542108	-	-	13.95	(13.95) 0%
Mileage Reimbursement	542111	-	-	8.17	(8.17) 0%
<b>**Total Discretionary Expenses**</b>		<u>399.60</u>	<u>1,000.00</u>	<u>9,166.60</u>	<u>(8,166.60) 917%</u>
<b>**Fleet &amp; Facilities**</b>					
City Facility Maint Services	522107	-	-	-	- 0%
City Fleet Services	522108	-	-	-	- 0%
Rental of Land & Buildings	524100	2,083.33	25,000.00	8,333.32	16,666.68 33%
City Fleet Rental Charges	524102	-	-	-	- 0%
<b>**Total Fleet &amp; Facilities**</b>		<u>2,083.33</u>	<u>25,000.00</u>	<u>8,333.32</u>	<u>16,666.68 33%</u>
<b>**Non-Discretionary Expenses**</b>					
City Accounting Services	521113	-	-	-	- 0%
City Inter Department Charges	521114	-	-	-	- 0%
Admin Charges - Other	521114	-	-	-	- 0%
City Information Tech Services	522109	-	-	-	- 0%
Electricity	523100	-	-	-	- 0%
Natural Gas	523103	-	-	-	- 0%
Liability Insurance	525104	-	-	-	- 0%
Property Insurance	525107	-	-	-	- 0%
Vehicle Insurance	525108	-	-	-	- 0%
Diesel Fuel	532100	-	-	-	- 0%
Gasoline Fuel	532101	-	-	-	- 0%
<b>**Total Non-Discretionary Expenses**</b>		<u>-</u>	<u>-</u>	<u>-</u>	<u>- 0%</u>

**\*\*Capital Outlay\*\***

City of Cedar Rapids  
 7936 Civil Rights FHAP Grant  
 2015-10-31

Account	Current Month 2016 YTD Actuals	Fiscal Year 2016 Adjusted Budget	Fiscal Year 2016 YTD Actuals	Favorable (Unfavorable) Variance	Percent of Budget Received Spent
**Total Capital Outlay**	-	-	-	-	0%
**Debt Service**					
**Total Debt Service**	-	-	-	-	0%
**Transfers Out**					
**Total Transfers Out**	-	-	-	-	0%
<b>Total Expenditures</b>	2,482.93	26,000.00	20,401.53	5,598.47	78%
<b>Net Revenues over/(under) Expenditures</b>	61,804.93	-	109,670.77	109,670.77	
<u>Summary of Admin Charge Revenue</u>					
Admin Charges - City Mgr Depts 431007	-	-	-	-	
Admin Charges - Other	-	-	-	-	

City of Cedar Rapids  
 Capital Improvement Projects  
 Special Project  
 Budget Year Ending June 30, 2016  
 793601

Scope Name  
 Report Request  
 793601  
 JG\_CIP  
 JG\_CPBP

Account	Description	Fiscal Year Actual 2016-06-30	Total Project Budget	Prior Years Actual 2015-06-30	Fiscal Year 2016 Council Amended Budget	Fiscal Year 2017 Department Request Budget	Fiscal Year 2018 Department Request Budget	Fiscal Year 2019 Department Request Budget	Fiscal Year 2020 Department Request Budget	Fiscal Year >= 2021 Department Request Budget
114501	Due From Other Funds - Inter Assets	-		-	-	-	-	-	-	-
211002	Vouchers Payable - On line	-		-	-	-	-	-	-	-
211010	Accrued Expenses	-		-	-	-	-	-	-	-
211011	Revenues Collected in Advance Liabilities	-		-	-	-	-	-	-	-
421001	Federal Operating	-	(100,000.00)	(100,000.00)	-	-	-	-	-	-
571200	Transfer Out-Intra Revenues	-	5,786.27	5,786.27	-	-	-	-	-	-
		-	(94,213.73)	(94,213.73)	-	-	-	-	-	-
511100	Regular Employees	-	41,673.34	41,673.34	-	-	-	-	-	-
512200	Social Security Contributions	-	3,188.01	3,188.01	-	-	-	-	-	-
512500	Workers' Compensation	-	144.09	144.09	-	-	-	-	-	-
521100	Advertising & Marketing	-	6,204.72	6,204.72	-	-	-	-	-	-
521103	Consulting Services	-	27,000.00	27,000.00	-	-	-	-	-	-
521108	Other Professional Services	-	525.00	525.00	-	-	-	-	-	-
522102	IT Services - External	-	10,000.00	10,000.00	-	-	-	-	-	-
525102	Printing, Binding, & Duplicate	-	464.64	464.64	-	-	-	-	-	-
531106	Computer Supplies	-	2,919.96	2,919.96	-	-	-	-	-	-
531114	Miscellaneous Supplies	-	255.29	255.29	-	-	-	-	-	-
531118	Program Supplies	-	501.57	501.57	-	-	-	-	-	-
542102	Conferences, Training, Travel	-	1,305.69	1,305.69	-	-	-	-	-	-
542103	Dues & Memberships	-	25.00	25.00	-	-	-	-	-	-
542108	Postage & Freight	-	6.42	6.42	-	-	-	-	-	-
	Expenditures	-	94,213.73	94,213.73	-	-	-	-	-	-
	Net	-	-	-	-	-	-	-	-	-
	(None)		94,213.73	94,213.73	-	-	-	-	-	-
	Expenditures by Class		94,213.73	94,213.73	-	-	-	-	-	-

SUMMARY			
	Project Live to Date		
	Project Budget	Actual	Difference
Revenues	\$ (94,213.73)	(94,213.73)	-
Expenditures	\$ 94,213.73	94,213.73	-
Net Rev / Exp			-
Assets		-	
Liabilities		-	
Equity		-	
LTD Reconciliation		-	

Account	Description	Fiscal Year Actual 2016-06-30	Total Project Budget	Prior Years Actual 2015-06-30	Fiscal Year 2016 Council Amended Budget	Fiscal Year 2017 Department Request Budget	Fiscal Year 2018 Department Request Budget	Fiscal Year 2019 Department Request Budget	Fiscal Year 2020 Department Request Budget	Fiscal Year >= 2021 Department Request Budget
114501	Due From Other Funds - Inter	12,669.91		16,991.68	-	-	-	-	-	-
114601	Due From Other Governments Assets	-		-	-	-	-	-	-	-
		<u>12,669.91</u>		<u>16,991.68</u>						
211010	Accrued Expenses	-		(1,826.40)	-	-	-	-	-	-
211011	Revenues Collected in Advance Liabilities	-		(15,165.28)	-	-	-	-	-	-
		<u>-</u>		<u>(16,991.68)</u>						
421001	Federal Operating	(15,165.28)	(34,834.72)	(34,834.72)	-	-	-	-	-	-
483002	Operating Transfer In - Intra Revenues	-	(2,534.66)	(2,534.66)	-	-	-	-	-	-
		<u>(15,165.28)</u>	<u>(37,369.38)</u>	<u>(37,369.38)</u>						
511100	Regular Employees	1,974.83	31,757.81	31,757.81	-	-	-	-	-	-
511400	Other Special Pays	-	52.97	52.97	-	-	-	-	-	-
512200	Social Security Contributions	230.19	2,313.92	2,313.92	-	-	-	-	-	-
512300	Retirement Contribution	268.69	2,678.11	2,678.11	-	-	-	-	-	-
512500	Workers' Compensation	13.49	165.76	165.76	-	-	-	-	-	-
525102	Printing, Binding, & Duplicate	-	127.00	127.00	-	-	-	-	-	-
542102	Conferences, Training, Travel	-	110.15	110.15	-	-	-	-	-	-
542111	Mileage Reimbursement Expenditures	8.17	163.66	163.66	-	-	-	-	-	-
		<u>2,495.37</u>	<u>37,369.38</u>	<u>37,369.38</u>						
	Net	<u>(12,669.91)</u>	<u>-</u>	<u>-</u>						
	(None)		37,369.38	37,369.38	-	-	-	-	-	-
	Expenditures by Class		<u>37,369.38</u>	<u>37,369.38</u>						

SUMMARY			
	Project Budget	Project Live to Date Actual	Difference
Revenues	\$ (37,369.38)	(52,534.66)	15,165.28
Expenditures	\$ 37,369.38	39,864.75	(2,495.37)
Net Rev / Exp	<u>-</u>	<u>(12,669.91)</u>	<u>12,669.91</u>
Assets		12,669.91	
Liabilities		-	
Equity		<u>12,669.91</u>	
LTD Reconciliation		<u>-</u>	

Monthly Transactions w/PCard

Date	Journal ID	Descr	Account	Fund	Dept	Project	Name	Ref	Invoice	Invoice/PCard Post Date	Description	Sum Amount
7/1/2015	HRWA139917	Unpaid Wages at FYE (PS)	511100	7936	793600	793602						(1,820.07)
7/2/2015	HRP0139469	HR Payroll/Benefit Distr (PS)	511100	7936	793600	793602						1,540.80
7/17/2015	HRP0139898	HR Payroll/Benefit Distr (PS)	511100	7936	793600	793602						1,468.10
7/31/2015	ACCP01	Payroll Accrual for Regular Em	511100	7936	793600	793602					Regular Payroll Accrual	393.00
7/31/2015	HRP0140285	HR Payroll/Benefit Distr (PS)	511100	7936	793600	793602						786.00
8/1/2015	ACCP01	Payroll Accrual for Regular Em	511100	7936	793600	793602					Regular Payroll Accrual	(393.00)
7/2/2015	HRP0139469	HR Payroll/Benefit Distr (PS)	512200	7936	793600	793602						117.87
7/17/2015	HRP0139898	HR Payroll/Benefit Distr (PS)	512200	7936	793600	793602						112.32
7/2/2015	HRP0139469	HR Payroll/Benefit Distr (PS)	512300	7936	793600	793602						137.59
7/17/2015	HRP0139898	HR Payroll/Benefit Distr (PS)	512300	7936	793600	793602						131.10
7/2/2015	HRP0139469	HR Payroll/Benefit Distr (PS)	512500	7936	793600	793602						6.68
7/17/2015	HRP0139898	HR Payroll/Benefit Distr (PS)	512500	7936	793600	793602						6.81
7/1/2015	HRWA139917	Unpaid Wages at FYE (PS)	542111	7936	793600	793602						(6.33)
7/2/2015	HRP0139469	HR Payroll/Benefit Distr (PS)	542111	7936	793600	793602						0.92
7/17/2015	HRP0139898	HR Payroll/Benefit Distr (PS)	542111	7936	793600	793602						12.66
7/31/2015	HRP0140285	HR Payroll/Benefit Distr (PS)	542111	7936	793600	793602						0.92
							<b>793602 Total</b>					2,495.37
7/1/2015	HRWA139917	Unpaid Wages at FYE (PS)	511100	7936	793600	793603						(2,394.00)
7/2/2015	HRP0139469	HR Payroll/Benefit Distr (PS)	511100	7936	793600	793603						2,016.00
7/17/2015	HRP0139898	HR Payroll/Benefit Distr (PS)	511100	7936	793600	793603						378.00
7/2/2015	HRP0139469	HR Payroll/Benefit Distr (PS)	512200	7936	793600	793603						154.23
7/17/2015	HRP0139898	HR Payroll/Benefit Distr (PS)	512200	7936	793600	793603						28.91
7/2/2015	HRP0139469	HR Payroll/Benefit Distr (PS)	512300	7936	793600	793603						180.03
7/17/2015	HRP0139898	HR Payroll/Benefit Distr (PS)	512300	7936	793600	793603						33.76
7/2/2015	HRP0139469	HR Payroll/Benefit Distr (PS)	512500	7936	793600	793603						8.74
7/17/2015	HRP0139898	HR Payroll/Benefit Distr (PS)	512500	7936	793600	793603						8.74
							<b>793603 Total</b>					414.41
7/31/2015	AJEALE101	To reverse FY15 prepaid expens	542102	7936	793600	793604	HUD NFHTA TUITION FEES	00555784			National Fair Housing Training	1,500.00
7/31/2015	AJEALE101	To reverse FY15 prepaid expens	542102	7936	793600	793604	PLN*PRICELINE VACATION	00555784			Airfare	387.60
7/31/2015	AJEALE101	To reverse FY15 prepaid expens	542102	7936	793600	793604	PLN*PRICELINE VACATION	00555784			Lodging	777.45
							<b>793604 Total</b>					2,665.05
8/19/2015	APV0141002	AP Voucher Accrual	521100	7936	793600	793606	Second Story Promotions Inc	00563874	2015-67387-00	7/27/2015	Retractable Pens	159.00
8/19/2015	APV0141002	AP Voucher Accrual	521100	7936	793600	793606	Second Story Promotions Inc	00563874	2015-67387-00	7/27/2015	Shipping	23.00
8/19/2015	APV0141002	AP Voucher Accrual	521100	7936	793600	793606	Second Story Promotions Inc	00563875	2015-67379-00	8/3/2015	Set Up Fee	25.00
8/19/2015	APV0141002	AP Voucher Accrual	521100	7936	793600	793606	Second Story Promotions Inc	00563875	2015-67379-00	8/3/2015	Shipping	75.00
8/19/2015	APV0141002	AP Voucher Accrual	521100	7936	793600	793606	Second Story Promotions Inc	00563875	2015-67379-00	8/3/2015	Shopper Tote Bags	300.00
9/16/2015	APV0141908	AP Voucher Accrual	521100	7936	793600	793606	Second Story Promotions Inc	00565933	2015-67378-00	8/25/2015	Set Up Fee	15.00
9/16/2015	APV0141908	AP Voucher Accrual	521100	7936	793600	793606	Second Story Promotions Inc	00565933	2015-67378-00	8/25/2015	Shipping	56.00
9/16/2015	APV0141908	AP Voucher Accrual	521100	7936	793600	793606	Second Story Promotions Inc	00565933	2015-67378-00	8/25/2015	Transparent Sports Bottle	270.00
9/1/2015	APV0141382	AP Voucher Accrual	521108	7936	793600	793606	CertifiedTranslate	00565021	24730	8/17/2015	Translation Services	645.00
9/1/2015	APV0141382	AP Voucher Accrual	521108	7936	793600	793606	Freelance Interpreting	00565020	Civil Rights	8/24/2015	English/Spanish Translation	50.00
9/16/2015	APV0141908	AP Voucher Accrual	522101	7936	793600	793606	Victory Enterprises Inc	00565870	19046	9/10/2015	App Updates	380.00
9/14/2015	Vicky Grov	PCARD TRANSACTION	525102	7936	793600	793606	COPYWORKS CEDAR RAPIDS	00565524	000004039253752	9/1/2015	Donna the Dolphin Coloring Boo	485.00
7/24/2015	Alicia Abe	PCARD TRANSACTION	531116	7936	793600	793606	AMAZON MKTPLACE PMTS	00561550	000003873490898	7/3/2015	MCS Acrylic & Corrugated Back	79.84
8/13/2015	Alicia Abe	PCARD TRANSACTION	541106	7936	793600	793606	WIRED FOR CHANGE	00563072	000003925683734	7/23/2015	Fundraise for 10K Supporters	366.00
8/19/2015	APV0141002	AP Voucher Accrual	542102	7936	793600	793606	Women's Equality Coalition of Linn Co	00563870	Civil Rights	8/10/2015	Woman's Equality Day	35.00
9/9/2015	Alicia Abe	PCARD TRANSACTION	542102	7936	793600	793606	SIMULATION TRAINING SY	00565349	000003999567034	8/19/2015	Training - Star Power	514.03
9/10/2015	LaSheila Y	PCARD TRANSACTION	542102	7936	793600	793606	SUPERSHUTTLE EXECUCARW	00565481	000003980164942	8/12/2015	Van Shuttle Service	30.68
9/10/2015	LaSheila Y	PCARD TRANSACTION	542102	7936	793600	793606	UNITED 01624598941954	00565481	000003980164940	8/12/2015	Airfare	482.20
9/25/2015	LaSheila Y	PCARD TRANSACTION	542102	7936	793600	793606	HOLIDAY INN CAPITOL	00566725	000004042750714	9/2/2015	Lodging	881.66
9/25/2015	LaSheila Y	PCARD TRANSACTION	542102	7936	793600	793606	UNITED 01626032115643	00566725	000004042750708	9/2/2015	Airline Baggage Fee	25.00

9/25/2015	LaSheila Y	PCARD TRANSACTION	542102	7936	793600	793606	UNITED 01626033847351	00566725	000004055621782	9/7/2015	Airline Baggage Fee	25.00
8/13/2015	Alicia Abe	PCARD TRANSACTION	542108	7936	793600	793606	USPS 18150300631201528	00563072	000003918391396	7/21/2015	Shipping	13.95
10/14/2015	APV0142781	AP Voucher Accrual	531118	7936	793600	793606	Trade Show Marketing/Skyline	00568733	15216	9/25/2015	6' Green Table Throw	112.80
10/14/2015	APV0142781	AP Voucher Accrual	531118	7936	793600	793606	Trade Show Marketing/Skyline	00568733	15216	9/25/2015	8' Green Table Throw	112.80
10/14/2015	APV0142781	AP Voucher Accrual	531118	7936	793600	793606	Trade Show Marketing/Skyline	00568733	15216	9/25/2015	Full Color Image Table Runner	152.00
10/14/2015	APV0142781	AP Voucher Accrual	531118	7936	793600	793606	Trade Show Marketing/Skyline	00568733	15216	9/25/2015	Shipping	22.00
11/2/2015	APV0143253	AP Voucher Accrual	542102	7936	793600	793606	Iowa Civil Rights Commission	00569485	0001-ICRC	10/22/2015	Registration Fee	50.00
											<b>793606 Total</b>	5,385.96
											<b>Grand Total</b>	10,960.79