



**WOMEN AND GIRLS
FOUNDATION**

**1st Quarter Board of Directors Meeting
February 18, 2016**

**Location: WGF Office at Station Square
4pm-7pm**

AGENDA

- Denotes Board/Committee Informational Items for Discussion
- ◆ Denotes Board Vote or Action Needed

4:00pm **Chair's Welcome** **Candi Castleberry Singleton, Board Chair**

- ◆ Board vote to approve the minutes
- 2016 Committee Assignments and Board Meeting Calendar
- Ideas around board engagement

4:30pm **CEO Report** **Heather Arnet, CEO**

- Highlights from 2015
- Priorities for 2016
- Opportunities for Board Engagement in 2016

5:00pm **Strategic Planning Update** **Lynn Banaszak, Committee Co-Chair**

- Consultant Selection
- Timeline

5:15pm **Crossroads Conference Update** **Tara Simmons, Vice President**

- Speakers and Program
- Tickets Sales & Sponsorships
- What you can do to ensure the conference is a success!

5:45pm **Finance Committee** **Kathy Risko, Treasurer/Tara Simmons, Vice President**

- Vice President's Report
- 2015 year-end financial report draft
- ◆ Board vote on 2016 six month budget

6:15pm **GirlGov Update** **Blayre Holmes, Program Manager**

6:45pm **New Business/New Ideas** **WGF Board**

- Time to ask questions, to brainstorm, to discuss "hot" news and policy topics, time to get to know one another

7:00pm **Adjourn**

Q4 2015
Meeting
Minutes

The Women and Girls Foundation
Board of Directors Meeting, November 18, 2015 4:00-7:00pm
100 W. Station Square Drive, Suite 315, Pittsburgh, PA 15219

Board members in attendance: Candi Castleberry Singleton, Latasha Wilson Batch, Kathy Risko, Andrea Fitting, Suzan Lami, Roselyn Wilkinson, Marta McClintock, Lynn Banaszak

Staff in attendance: Heather Arnet, Tara Simmons, Blayre Holmes

Welcome and Call to Order by Candi Castleberry Singleton, Board Chair

Candi called the meeting to order. Roselyn Wilkinson moved to approve the Q3 2015 minutes; Kathy Risko seconded the motion. Unanimous approval.

Governance Committee Report by Candi Castleberry Singleton

In Phyllis Silverman's absence, Candi presented the December slate of board candidates and the slate of officers for board approval. Candi asked for a motion to approve the December slate. Kathy Risko made a motion to approve the December slate; Roselyn Wilkinson seconded. Unanimous approval.

December Slate

Lynn Banaszak
Chaton Turner
Keith Whitson

Candi then discussed the executive committee positions and terms; Suzan Lami as Vice Chair and Phyllis Silverman as Secretary are in the middle of their 2-year terms on the executive committee. The governance committee has recommended that Candi be elected to a second 2-year term as Board Chair and that Kathy Risko be elected as our new treasurer. Candi asked for a motion to approve the Chair and Treasurer nominees. Suzan Lami moved to approve; Andrea Fitting seconded the motion. Unanimous approval.

Finance Report by Tara Simmons

In the absence of Treasurer Margaret DiVirgilio, Tara Simmons presented the finance report.

Highlights include:

- Expenses continue to be under budget;
- Grants are over budget and additional grants are in progress and may be collected before year-end;
- Conference sponsorships are well underway and we are on track to meet goal by year-end.

Areas of concern:

- Cash flow is perilous. We may need to tap into our Line of Credit and/or rely on credit cards in November;
- Several larger pledges have not been paid, affecting both our cash flow and our budget;
- Individual giving is our most significant deficit; however, if we were able to collect all receivables into this year, that would be another \$30K in cash.

Strategic Planning Report

Because the strategic planning proposal from Richard Citrin did not arrive until the day of the board meeting, the board agreed that we would not have Richard present at this time. Instead we took a few minutes to review the proposal. Kathy Risko and Lynn Banaszak, as strategic planning co-chairs, will work with Tara and Heather to reach out to Richard and ask for a proposal that is more in line with the going market rate for this type of process - \$15,000-20,000. They will also review whether an RFP should be developed to help solicit additional proposals, or if we should move forward with Richard if he is able to reduce his price/modify his scope of work. We do not anticipate this will derail our objective of having a Strategic Plan finished by the end of June 2016.

In the interest of time, we did not have a programming update as indicated on the meeting agenda.

Executive Session

After the Strategic Planning update, Candi excused the staff for Executive Session.

At the conclusion of the Executive Session, Candi asked for a motion to formally adjourn the meeting. Roselyn Wilkinson made the motion to adjourn; Andrea Fitting seconded the motion. Unanimous approval.

CEO Report



WOMEN AND GIRLS
FOUNDATION

WILL WORK FOR EQUALITY

Q1 2016 CEO Report 2015 Highlights & 2016 Priorities

In 2015 we continued to pursue the ambitious Strategic Plan set forth by the WGF board of Directors in 2012, WGF's 2013-2015 Strategic Plan. During this time we also engaged in business model conversations and strategy work to see if our board and staff team could discover a more sustainable fiscal model for the organization moving forward.

Key programmatic goals for WGF as outlined in the 2013-2015 Strategic Plan:

- **Developing the Female Leaders of Tomorrow**
- **Advancing Women's Rights at the Policy Level**
- **Serve as the Premier Resource for Gender Equity**

Snapshot of WGF 2015 Fiscal Performance

In the finance section of this board packet is a DRAFT of a year-end financials document for 2015. Our auditor and accountant have yet to meet to reconcile the past year. Our annual audit occurs later in the year. So, please note these are accurate but unaudited figures. The Finance committee reviewed and discussed these documents in detail, along with the proposed six-month budget for 2016. However, here is a bird's eye view of what those financials will tell you.

Total 2015 Annual Revenues: \$492,320 (compared with \$483,277 in 2014)

Total 2015 Annual Expenses: \$678,985 (compared with \$465,907 in 2014)

In addition, we also received \$107,138 in payments made in 2015 on pledges booked in past years.

Cash in Bank as of December 31, 2015: \$130,000

Expenses came in according to budget forecast. The revenue areas, which underperformed in 2015, were Board Fundraising; Individual Donations; and Corporate Sponsorships. The revenue areas, which were strong, were Grants and ticket sales for the Crossroads Conference. A priority for 2016 is to build board participation in fundraising efforts.

Snapshot of WGF 2015 Programmatic Activities and Outcomes

1. Developing the Female Leaders of Tomorrow:

GirlGov - The addition of Blayre Holmes as our full-time Program Manager has revitalized and grown the program beautifully. The program now includes monthly meetings and activities for the girls in addition to the annual Harrisburg trip. Blayre also has created a formalized curriculum for the program and developed a leadership program for girls to build their leadership within the program as they participate year to year. The program continues to be popular with girls and with WGF institutional and individual donors. You can read more details in Blayre's GirlGov program report (enclosed in this board packet).

2. Advancing Women's Rights at the Policy Level

A big emphasis of our policy advocacy work in 2015, which will continue throughout 2016, has been working with local, state, and national partners to advocate for "Family Values at Work" which include: increased access to paid sick leave, increases to the minimum wage, and access to paid family leave. These are broad based policies, which have a significant impact on the economic security of women who make up the majority of minimum wage workers, and workers who currently do not have access to paid leave.

2015 Policy Activities (& successes) included:

- Working with City Councilman Dan Gilman to pass legislation through City Council providing for work accommodations for pregnant workers employed by the city – or by contractors doing business with the city.
- Working with City Councilwoman Natalia Rudiak to pass legislation through city council providing paid family leave to city employees.
- Working with Agh County Chief Executive Rich Fitzgerald to pass legislation providing paid family leave to county employees.
- Working with the "Workers Roundtable" (a coalition of advocates, activists, and labor organizers) to advance Paid Sick Leave legislation at the City Level. The legislation was approved by City Council and the Mayor's office but is being currently contested in the courts. We expect the case to go to the state supreme court in 2016/17.
- Serving as an active member of the "Workers Roundtable" (a coalition of advocates, activists, and labor organizers) to advance Paid Sick Leave legislation at the City Level. The legislation was approved by City Council and the Mayor's office but is being currently contested in the courts. We expect the case to go to the state supreme court in 2016/17.

- Serving as an active member of the Jewish Healthcare Foundation's HPV Awareness Campaign.
 - Participating in, and supporting, a local effort to make Pittsburgh a "CEDAW" city. The Convention on the Elimination of all Forms of Discrimination Against Women (**CEDAW**) is an international treaty adopted in 1979 by the United Nations General Assembly. There are now efforts across the country to have cities adopt this policy since the US is one of the only developed nations in the world not to have signed the treaty.
- 3. Serve as the Premiere Resource for Gender Equity**
- WGF continues to serve as a resource to the media in regards to issues impacting women and girls' rights and opportunities. In 2015, we spoke with reporters in print, online, on TV, and on the radio. WGF was referenced by the media as an expert source on pieces related to the following topics: wage inequality; maternity leave; pregnant workers' rights; women's leadership in the business sector; women's leadership in the political sector; domestic violence, stalking, sexual assault; and the empowerment of young women as change agents in the world. We are including a full communications report on the board portal with links and stats on all media hits.
 - One of the most exciting ways that WGF pursued this strategic priority was in launching the first annual Crossroads Conference. Five hundred women attended the conference and the feedback from the attendees was incredible. Our greatest learning was that Crossroads is most certainly needed and that it is a tremendous mission minded program offering. We will need to engage more of the board and a broad stakeholder committee in fundraising efforts in order to ensure that the conference can grow to be a strong and sustainable fundraiser for the organization as well.

Looking Forward: Priorities for 2016

1. Work on (& finalize) new strategic plan.
2. Ensure Crossroads Conference is a success.
3. Engage the full board in achieving annual fundraising goals.
4. Continue to support the great work of the GirlGov program.
5. Begin Phase One of Femisphere project and begin to secure partners and funding for Phase Two.
6. Continue to focus policy advocacy on "Family Values at Work" and investigate and secure funding for future advocacy activities.

In the programming section of the board packet we are including a document with brief summaries on each of these programs.

Crossroads Conference

CROSSROADS CONFERENCE UPDATE

Prepared by Tara Simmons

With less than one month until our March 10th conference at the Sheraton Station Square, the excitement is starting to build! If you haven't already registered to attend, please be sure to register ASAP. Tickets are \$125 for the full day, \$75 for lunch only, and \$25 for the closing happy hour reception. You might also consider purchasing a table for your company, family, or a group of friends for \$1000. This includes 8 tickets and reserved VIP seating in the ballroom. *As ambassadors for our organization, we hope to see ALL board members at the event!*

Our keynote this year is Latoya Ruby Frazier, Braddock- native and award-winning photographer will be this year's lunchtime keynote speaker. Ms. Ruby Frazier was recently awarded a MacArthur Genius Grant. She will discuss how she utilizes images of crossroads in her work. Through portraits, still life, landscapes and aerial views Ms. Ruby Frazier is building a visual archive to address the intersections where the steel industry, environmental degradation and the health care system's impact families and community in Braddock.

Also a big thank you to board member Latasha Wilson Batch for agreeing to serve as emcee again this year!

SPEAKERS

Our list of speakers is sure to be thought provoking and inspiring! They are:

SPEAKER	TOPIC
Latasha Wilson Batch	Emcee
Emma Sandoval	Homelessness/Teen Mom
Ruth Spurlock Kim	Feminism/Being True To Yourself
Josie Badger	Disabilities advocate
Shamaine Daniels	Immigrant/Politician
Kristine Irwin	Sexual Assault/You don't have to be stuck in a broken place
Tammy Thompson	Overcoming poverty
Kathy Elliott	Taking over her mother's life's work
Madonna Long	Overcoming obstacles
Constance Capiotis	Rebuilding after tragedy
Elizabeth Craig	Walking alongside partner with serious illness
Kiya Tomlin	Relocation / career / self-worth
Priya Narasimhan	Working in a nontraditional field
Christine Mohammad	Navigating prejudice in the workplace
Bishnu Timsina	Coming to America
Kathy Guffey	Rallying through the heroin epidemic
Karin Mayr	Numerous inspiring crossroads
Renee Aldrich	Overcoming self-doubt
Verna Arnold	Reinventing yourself/second career

TICKET SALES

We have 71 total registrations to date – amounting to \$11,880. Our overall ticket sales goal is \$27,000. If we sold 100 more full-day tickets and 50 lunch-only tickets, **we'd hit our goal!** **But we need all hands on deck -- board, staff, and committee members -- to get there.**

SPONSORSHIPS

The sponsorship goal for the conference is \$150,000. We currently have 14 confirmed sponsors, representing \$76,000 in sponsorships. Confirmed sponsors to date include: Highmark, UPMC, PNC, Carlow University,

LaRoche College, Staunton Farm Foundation, McAuley Ministries Foundation, Sitko Bruno, Eden Hall Foundation, 84 Lumber Company/ Nemaocolin Woodlands Resort & Spa, The Ellis School, Chatham University Women's Institute, Edinboro University, and Pittsburgh Magazine. Some of these companies are new sponsors, some are returning and have increased their support, and several are organizations of WGF board members or committee members.

Last week I sent an email with a spreadsheet of prospective sponsors. Below are a few that are strong prospects, including those highlighted in red who were sponsors last year but have not yet renewed this year. Please plan to reach out to at least 2 companies in the coming week

- 4moms
- Allegheny Health Network
- Cal U
- CCAC
- **The Children's Institute**
- **CMU**
- Day Automotive Group
- Dollar Bank
- Duquesne Light
- Ernst & Young
- EQT
- FedEx Ground
- **First Commonwealth**
- FNB Corporation
- Gateway Rehab
- Glaxo Smith Kline
- Hill, Barth and King
- Howard Hanna
- Keystone Closing Services
- **Ladies Hospital Aid Society**
- MARC USA
- **Marcus & Shapira**
- Mylan
- Oxford Development
- Price Waterhouse Coopers
- **ReedSmtih**
- Reproductive Health Services
- **Winchester Thurston**

WE HAVE A LONG WAY TO GO, and we cannot get there without your help. Please remember that this is WGF's only fundraising event of the year. It is important that each board member plan to attend, encourage others in your network to purchase tickets & join you, and reach out to companies in your network (or those above if you need a little guidance) to solicit sponsorships.

**Finance
Committee
Report and
Financials**

WGF FINANCE REPORT for Q1 2016

The following highlights and financial document are presented to give the WGF Board of Directors a top-level overview of the financial health of the organization. In order to provide this information in a succinct fashion, the details and supporting documents are reviewed as a part of our regular Finance Committee meetings. If you have any questions regarding specific details please reach out to Kathy Risko, Treasurer or Tara Simmons, Vice President at any time, and we will be happy to answer any questions you may have.

The finance committee, led by Treasurer Kathy Risko and Tara Simmons, met via conference call on Monday, February 8th. In attendance were committee members Andrea Fitting, Marta McClintock, and Roselyn Wilkinson. On the call we discussed some financial operations changes, and reviewed both the 2015 year-end financials draft (which will be finalized as part of our next audit) and the 2016 budget draft (enclosed for board vote).

WGF FINANCIAL OPERATIONS

The staff presented a recommendation to the committee that we consider changing our fiscal year from January 1 to December 31, to July 1 to June 30. This will address several operational hurdles:

- Income for both GirlGov and Crossroads often comes in during one fiscal year, but expenses for that event occur in the following fiscal year. This makes it difficult to present 'annual' budget vs. actuals for the staff and board to review. Shifting fiscal years will mean that program income and expenses happen in the same fiscal year.
- When the fiscal year ends in December, it is difficult to write an accurate budget projecting income that largely comes in during Q4. This results in a speculative budget and uncertainty that could be remedied, in some part, if our largest income period were in the *middle* of a fiscal year instead of the end.
- Because of our every-other-week payroll structure, we always have one payroll at the end of the calendar year that straddles December and January. This results in a skewed year-end financial report, as some salary expenses are carried into the following year. Kathy Risko suggested that, as part of the new fiscal year exploration, we also consider shifting payroll from every other week (26 payrolls annually) to payroll on the 15th and 30th of every month (24 payrolls annually). This will have two positive outcomes. First, it addresses the problem of the last payroll of the year flowing into the next year, and it would result in a cost savings by having two fewer payroll processing periods annually.

The finance committee agreed that these change makes sense, and together with staff will explore the logistics behind making these changes. We will present a formal recommendation to the full board at our April meeting.

2015 YEAR END FINANCIALS

We developed a very lean and specific budget for 2015, and in several areas – grants income, corporate income, and expenses, we stayed on target. Some highlights:

- We ended the year about 20% under budget on income. This was primarily due to the individual donor line, and illustrates the need for greater board involvement in individual donor outreach.
- While the corporate sponsorship line appears to be well below budget, this line was for two specific corporate gifts – PNC and UPMC. Both of those were received, but were designated to specific programs (GirlGov and Conference) and so they are accounted for in those programmatic areas.
- Expenses appear to be slightly over budget, but this is due to two factors described above: a 2014 year end payroll was partially accounted for in January 2015, and because our auditor reallocated some Crossroads expenses that were incurred in late 2014 to our 2015 income statement. Excluding these, we are actually under budget for expenses. The fiscal year and payroll changes would resolve this issue in the future.
- At the end of the document you'll see footnotes indicating \$107K in payments on pledges, and a \$185K bank balance at the beginning of the calendar year. Despite falling short of our income goals, these two items allowed us to cover expenses and start 2016 with a cash balance of \$130K.

2016 BUDGET DRAFT

Because we are exploring a fiscal year change, and are embarking on a new strategic plan, we are only presenting a 6 month expense budget for approval by the board. Some highlights:

- This is, once again, a very lean budget based on actual anticipated expenses and very little speculation.
- Expenses will be high in March (Crossroads) and June (GirlGov), yet we anticipate some large grants will not arrive until June. Therefore, cash flow in April, May, and June will be tight.
- Meeting our Crossroads goals for both ticket sales and corporate sponsorships will help address this issue.

THE WOMEN AND GIRLS FOUNDATION

Profit & Loss Budget vs. Actual

02/04/2016

January through December 2015

	Jan - Dec 15	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · Contributions - Individual				
4010 · Board Fundraising Goal	0.00	50,000.00	(50,000.00)	0.0%
4020 · New	127,112.64	150,703.85	(23,591.21)	84.35%
Total 4000 · Contributions - Individual	127,112.64	200,703.85	(73,591.21)	63.33%
4200 · Grants	210,552.25	210,000.00	552.25	100.26%
4400 · Corporate Sponsorship	12,500.00	53,000.00	(40,500.00)	23.59%
4700 · Crossroads Conference				
4710 · Attendees	36,975.00	33,050.00	3,925.00	111.88%
4720 · Special Events Donations	2,180.00	2,080.00	100.00	104.81%
4740 · Corporate Sponsorship	90,550.00	93,050.00	(2,500.00)	97.31%
Total 4700 · Special Events Income	129,705.00	128,180.00	1,525.00	101.19%
4900 · Programming Revenue - Film	10,400.18	17,287.98	(6,887.80)	60.16%
4990 · Interest Income	1.52	0.29	1.23	524.14%
4999 · Miscellaneous Income	2,049.07	1,209.34	839.73	169.44%
Total Income	492,320.66	610,381.46	(118,060.80)	80.66%
Expense				
5000 · Salary/Compensation	284,799.64	263,639.96	21,159.68	108.03%
5200 · Payroll Taxes	22,901.63	22,714.29	187.34	100.83%
5230 · Health Insurance	15,560.68	15,519.97	40.71	100.26%
5260 · Workers Compensation	1,152.98	600.00	552.98	192.16%
5310 · Equipment	938.97	912.12	26.85	102.94%
5320 · Equipment Lease	2,813.98	2,550.49	263.49	110.33%
5410 · Rent	43,886.35	41,033.81	2,852.54	106.95%
5420 · Internet Expense	2,735.99	1,581.94	1,154.05	172.95%
5510 · Office Supplies	2,433.00	2,408.01	24.99	101.04%
5515 · Telephone	4,279.03	3,964.56	314.47	107.93%
5520 · Cell/Data Plans	1,400.00	1,000.00	400.00	140.0%
5530 · Printing & Reproduction	3,524.48	2,924.46	600.02	120.52%
5540 · Postage & Delivery	2,042.06	2,175.68	(133.62)	93.86%
5650 · Communications	4,596.26	4,390.40	205.86	104.69%
5700 · Parking Lease	4,132.00	3,960.00	172.00	104.34%
5720 · Meals & Entertainment	1,858.92	1,977.00	(118.08)	94.03%
5740 · Parking & Mileage	2,039.87	1,575.61	464.26	129.47%
5750 · Conferences & Seminars	947.46	400.00	547.46	236.87%
5800 · Crossroads Conference	119,670.90	95,080.36	24,590.54	125.86%
6040 · Accounting Fees	10,685.32	11,626.52	(941.20)	91.91%
6041 · Audit Fees	6,800.00	6,750.00	50.00	100.74%
6045 · Payroll Processing	2,425.16	2,318.47	106.69	104.6%
6050 · Human Relations	390.00	740.00	(350.00)	52.7%

6070 · IT Services	1,574.63	5,886.63	(4,312.00)	26.75%
6071 · Systems & Software	7,857.79	6,720.14	1,137.65	116.93%
6072 · Web Hosting & Design	1,587.00	920.00	667.00	172.5%
6210 · Licenses & Permits	0.00	75.00	(75.00)	0.0%
6220 · Membership Dues	1,675.00	2,100.00	(425.00)	79.76%
6330 · D & O Insurance	1,126.00	929.00	197.00	121.21%
6340 · Business Owners Insurance	575.00	575.00	0.00	100.0%
6510 · Bank Service Charges	5,082.59	3,240.51	1,842.08	156.85%
6800 · Program Expense	90,685.06	115,291.00	(24,605.94)	78.66%
7000 · Grant Awards	10,750.00	15,000.00	(4,250.00)	71.67%
7030 · Girl Gov Grant Awards	12,550.00	12,550.00	0.00	100.0%
7100 · Donor Gifts	673.08	1,004.72	(331.64)	66.99%
7110 · Board Expense	2,272.50	8,547.51	(6,275.01)	26.59%
7115 · Meeting Expense	531.78	413.82	117.96	128.51%
7120 · Conference/Travel	30.00			
Total Expense	<u>678,985.11</u>	<u>663,096.98</u>	<u>15,888.13</u>	<u>102.4%</u>
Net Ordinary Income	(186,664.45)	(52,715.52)	(133,948.93)	354.1%
Other Income/Expense				
Other Income				
9920 · Gain/Loss on Investments	(793.29)			
9960 · In-Kind Contributions	<u>2,400.00</u>			
Total Other Income	1,606.71			
Other Expense				
9961 · In-Kind Expense	<u>2,400.00</u>			
Total Other Expense	<u>2,400.00</u>			
Net Other Income	(793.29)			
Net Income	<u>(187,457.74)</u>	<u>(52,715.52)</u>	<u>(134,742.22)</u>	<u>355.6%</u>

NOTES:

Pledge payments received in 2015	107,138.16
Cash on hand January 1, 2015	185,000.00
Cash on hand December 31, 2015	130,000.00

THE WOMEN AND GIRLS FOUNDATION
Six Month Expense Budget DRAFT
January 1 through June 30 2016

	Jan 15	Feb 15	Mar 15	Apr 15	May 15	Jun 15	TOTAL
Key = These are months when projected cashflow is tight!							
Expense							
5000 · Salary/Compensation	20,064.76	21,439.76	21,439.76	23,939.76	25,289.76	24,289.76	136,463.56
5200 · Payroll Taxes	1,600.00	1,600.00	1,700.00	1,600.00	1,600.00	1,700.00	9,800.00
5230 · Health Insurance	930.00	930.00	930.00	930.00	1,300.00	1,300.00	6,320.00
5231 · Section 125 Fees	13.50	13.50	13.50	13.50	13.50	13.50	81.00
5235 · Disability & Life Insurance	176.96	176.96	176.96	176.96	176.96	176.96	1,061.76
5260 · Workers Compensation	83.00	83.00	83.00	83.00	83.00	83.00	498.00
5310 · Equipment	0.00	0.00	0.00	2,000.00	0.00	0.00	2,000.00
5320 · Equipment Lease	297.71	302.78	186.45	186.45	293.45	195.78	1,462.62
5410 · Rent	3,489.31	3,489.31	3,489.31	3,489.31	3,489.31	3,489.31	20,935.86
5420 · Internet Expense	241.00	241.00	241.00	241.00	241.00	241.00	1,446.00
5510 · Office Supplies	200.00	150.00	497.95	440.91	464.31	150.00	1,903.17
5515 · Telephone	339.00	339.00	339.00	339.00	339.00	339.00	2,034.00
5520 · Cell/Data Plans	0.00	0.00	0.00	0.00	0.00	870.00	870.00
5530 · Printing & Reproduction	300.00	300.00	300.00	300.00	300.00	300.00	1,800.00
5540 · Postage & Delivery	150.00	150.00	150.00	150.00	150.00	150.00	900.00
5650 · Communications	200.00	200.00	200.00	200.00	200.00	200.00	1,200.00
5700 · Parking Lease	330.00	330.00	330.00	330.00	330.00	330.00	1,980.00
5710 · Travel	0.00	0.00	250.00	0.00	0.00	250.00	500.00
5720 · Meals & Entertainment	150.00	150.00	150.00	150.00	150.00	150.00	900.00
5740 · Parking & Mileage	150.00	150.00	150.00	150.00	150.00	150.00	900.00
5750 · Conferences & Seminars	0.00	100.00	100.00	100.00	100.00	100.00	500.00
5800 · Crossroads Conference	19,450.00	9,400.00	56,500.00	5,500.00	5,500.00	0.00	96,350.00
6040 · Accounting Fees	713.00	834.05	1,079.47	716.50	1,225.90	875.60	5,444.52
6041 · Audit Fees	0.00	0.00	0.00	250.00	250.00	250.00	750.00
6045 · Payroll Processing	418.35	169.40	169.40	169.40	169.40	174.72	1,270.67
6050 · Human Relations	40.00	40.00	40.00	40.00	40.00	140.00	340.00
6070 · IT Services	0.00	89.00	0.00	700.00	0.00	89.00	878.00
6071 · Systems & Software	607.30	607.30	607.30	697.30	608.30	607.00	3,734.50
6072 · Web Hosting & Design	200.00	200.00	200.00	200.00	200.00	200.00	1,200.00
6220 · Membership Dues	0.00	0.00	0.00	1,675.00	0.00	0.00	1,675.00
6320 · Liability Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6330 · D & O Insurance	0.00	0.00	0.00	0.00	0.00	939.00	939.00
6340 · Business Owners Insurance	575.00	0.00	0.00	0.00	0.00	0.00	575.00
6510 · Bank Service Charges	383.34	84.25	1,872.91	660.98	31.20	11.80	3,044.48
GirlGov	1,127.38	8,557.44	2,624.29	4,903.75	4,909.63	55,000.00	77,122.49
Femisphere	0.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	20,000.00
Policy & Advocacy	125.00	125.00	125.00	4,000.00	125.00	125.00	4,625.00
7000 · Grant Awards	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7030 · Girl Gov Grant Awards	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7100 · Donor Gifts	0.00	50.00	50.00	50.00	50.00	50.00	250.00
71XX- Strategic Planning	0.00	0.00	10,000.00	0.00	0.00	10,000.00	20,000.00
7110 · Board Expense	0.00	250.00	0.00	250.00	0.00	0.00	500.00
Total Expense	52,354.61	54,551.75	107,995.30	58,632.82	51,779.72	106,940.43	432,254.63

THE WOMEN AND GIRLS FOUNDATION

Six Month Cashflow Projection

January 1 through June 30 2016

	Jan 15	Feb 15	Mar 15	Apr 15	May 15	Jun 15	TOTAL
Key	= Here is where we need board help!						
	= These are months when projected cashflow is tight!						
Income							
Cash on Hand (Jan 1, 2016)	130,000.00						130,000.00
Accounts Receivable							
Pledges (Individual)		50,000.00				10,000.00	60,000.00
Pledges (Foundation/Corp)						90,000.00	90,000.00
4000 · Contributions - Individual							0.00
4020 · New	2,500.00	2,500.00	2,500.00	2,500.00	5,000.00	5,000.00	20,000.00
New Pledges							0.00
4040 · Unrestricted	0.00	0.00	0.00	0.00	0.00	4,000.00	4,000.00
4200 · Grants	0.00	0.00	0.00	0.00	35,000.00	20,000.00	55,000.00
4400 · Corporate Sponsorship	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4700 · Crossroads Conference Income							0.00
4710 · Attendees	1,500.00	2,000.00	20,000.00	3,500.00	0.00	0.00	27,000.00
4720 · Special Events Donations	0.00	0.00	2,000.00	0.00	0.00	0.00	2,000.00
4740 · Corporate Sponsorship	30,000.00	20,000.00	35,000.00	3,000.00	0.00	0.00	88,000.00
Total Income	164,000.00	74,500.00	59,500.00	9,000.00	40,000.00	129,000.00	476,000.00
Expense							
5000 · Salary/Compensation	20,064.76	21,439.76	21,439.76	23,939.76	25,289.76	24,289.76	136,463.56
5200 · Payroll Taxes	1,600.00	1,600.00	1,700.00	1,600.00	1,600.00	1,700.00	9,800.00
5230 · Health Insurance	930.00	930.00	930.00	930.00	1,300.00	1,300.00	6,320.00
5231 · Section 125 Fees	13.50	13.50	13.50	13.50	13.50	13.50	81.00
5235 · Disability & Life Insurance	176.96	176.96	176.96	176.96	176.96	176.96	1,061.76
5260 · Workers Compensation	83.00	83.00	83.00	83.00	83.00	83.00	498.00
5310 · Equipment	0.00	0.00	0.00	2,000.00	0.00	0.00	2,000.00
5320 · Equipment Lease	297.71	302.78	186.45	186.45	293.45	195.78	1,462.62
5410 · Rent	3,489.31	3,489.31	3,489.31	3,489.31	3,489.31	3,489.31	20,935.86
5420 · Internet Expense	241.00	241.00	241.00	241.00	241.00	241.00	1,446.00
5510 · Office Supplies	200.00	150.00	497.95	440.91	464.31	150.00	1,903.17
5515 · Telephone	339.00	339.00	339.00	339.00	339.00	339.00	2,034.00
5520 · Cell/Data Plans	0.00	0.00	0.00	0.00	0.00	870.00	870.00
5530 · Printing & Reproduction	300.00	300.00	300.00	300.00	300.00	300.00	1,800.00
5540 · Postage & Delivery	150.00	150.00	150.00	150.00	150.00	150.00	900.00
5650 · Communications	200.00	200.00	200.00	200.00	200.00	200.00	1,200.00
5700 · Parking Lease	330.00	330.00	330.00	330.00	330.00	330.00	1,980.00
5710 · Travel	0.00	0.00	250.00	0.00	0.00	250.00	500.00
5720 · Meals & Entertainment	150.00	150.00	150.00	150.00	150.00	150.00	900.00
5740 · Parking & Mileage	150.00	150.00	150.00	150.00	150.00	150.00	900.00
5750 · Conferences & Seminars	0.00	100.00	100.00	100.00	100.00	100.00	500.00
5800 · Crossroads Conference	19,450.00	9,400.00	56,500.00	5,500.00	5,500.00	0.00	96,350.00
6040 · Accounting Fees	713.00	834.05	1,079.47	716.50	1,225.90	875.60	5,444.52
6041 · Audit Fees	0.00	0.00	0.00	250.00	250.00	250.00	750.00
6045 · Payroll Processing	418.35	169.40	169.40	169.40	169.40	174.72	1,270.67
6050 · Human Relations	40.00	40.00	40.00	40.00	40.00	140.00	340.00
6070 · IT Services	0.00	89.00	0.00	700.00	0.00	89.00	878.00
6071 · Systems & Software	607.30	607.30	607.30	697.30	608.30	607.00	3,734.50

	Jan 15	Feb 15	Mar 15	Apr 15	May 15	Jun 15	TOTAL
6072 · Web Hosting & Design	200.00	200.00	200.00	200.00	200.00	200.00	1,200.00
6220 · Membership Dues	0.00	0.00	0.00	1,675.00	0.00	0.00	1,675.00
6320 · Liability Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6330 · D & O Insurance	0.00	0.00	0.00	0.00	0.00	939.00	939.00
6340 · Business Owners Insurance	575.00	0.00	0.00	0.00	0.00	0.00	575.00
6510 · Bank Service Charges	383.34	84.25	1,872.91	660.98	31.20	11.80	3,044.48
GirlGov	1,127.38	8,557.44	2,624.29	4,903.75	4,909.63	55,000.00	77,122.49
Femisphere	0.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	20,000.00
Policy & Advocacy	125.00	125.00	125.00	4,000.00	125.00	125.00	4,625.00
7000 · Grant Awards	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7030 · Girl Gov Grant Awards	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7100 · Donor Gifts	0.00	50.00	50.00	50.00	50.00	50.00	250.00
71XX- Strategic Planning		0.00	10,000.00	0.00	0.00	10,000.00	20,000.00
7110 · Board Expense	0.00	250.00	0.00	250.00	0.00	0.00	500.00
Total Expense	52,354.61	54,551.75	107,995.30	58,632.82	51,779.72	106,940.43	432,254.63
Cash on Hand/Net	109,448.25	129,396.50	80,901.20	31,268.38	19,488.66	41,548.23	

GirlGov Program Report

GirlGov Program Update

Prepared by Blayre Holmes

As we come close to the last few months of our GirlGov program, I am so proud of what our girls have accomplished thus far and excited for what is to come. Recently our girls have decided that their advocacy campaign for this year will be incorporating comprehensive sex education into their high schools by pursuing it at the school board level. We found out recently that Senator Teplitz and Senator Schwank have introduced legislation for comprehensive sex education in schools and they would like to collaborate with our GirlGov girls. EXCITING!!!

This will be a great opportunity for them to assist in pursuing a state bill while also trying to get approval at their individual schools. Myself, Heather, and two of our Leadership Council members will be traveling to Harrisburg next week to meet Senator Teplitz and Senator Schwank to discuss the bill and how the girls can be involved now, and during their Harrisburg trip in June.

Our girls have continued to participate in SOUL (School of Unity and Liberation) Trainings with other youth led organizations in Pittsburgh. Through these trainings the girls have been able to build on their leadership skills, develop close relationships with other youth organizers around Pittsburgh and discuss different ways to collaborate on campaigns. They will have training Feb. 19th -20th that will focus youth-led campaigns and training other youth to lead.

On February 27th, we are hosting a College Day for the sophomores, juniors and seniors in our program. Many of them have asked for assistance in finding the perfect college for them and financial aid assistance. Their college day will focus on getting ready for college, free resources they can use, and step by step ways to navigate the financial aid process. We will also have a panel discussion on "Things I wished someone would have told me before college."

The Leadership Council has done a great job of facilitating meetings and growing their leadership skills. Recently they have elected their new 2016-2017 Leadership Council members and I am excited to say that our Leadership Council will now be a group of 10. The new members' term will start in March and during that time they will start their training as well.

In late February, we will begin recruitment for the 2016-2017 GirlGov cohort. I have already begun reaching out to legislators and arranging trip logistics. Our current girls are talking to friends about joining the program, and I will be reaching out to our local organizations and communities in the coming weeks. We will have a GirlGov Meet and Greet in April where parents and prospective participants can learn more about the program and meet the current GirlGov members.