



FINANCE COMMITTEE MEETING
Tuesday, January 26, 2016 ~ 4:00 p.m.
Allan Hancock College Foundation
Mark J. Smith Meeting Room – Building R
936 S. College Drive, Santa Maria, California 93454

- 1. Call to Order**
- 2. Roll Call**
- 3. Public Comment**
Public comment not pertaining to specific agenda items is welcome at this time. If you wish to speak to any item listed, please complete a Request to Speak Card available from the executive director. It is suggested that speakers limit themselves to 5 minutes.
- 4. Approval of Agenda**
4.A. Agenda for January 26, 2016
Action - Motion _____ Second _____ Vote _____ Abstentions _____
- 5. Approval of Minutes December 1, 2015** **1 - 2**
5.A. Minutes of December 1, 2015
Action - Motion _____ Second _____ Vote _____ Abstentions _____
- 6. Portfolio Review**
6.A. Morgan Stanley
- 7. Committee Business**
7.A. Foundation Administrative Assistant Increase in Hours **3**
Action - Motion _____ Second _____ Vote _____ Abstentions _____
7.B. Endowment Funding 2015 - 2016 **4**
Action - Motion _____ Second _____ Vote _____ Abstentions _____
7.C. Student Emergency Gift Cards **5**
Action - Motion _____ Second _____ Vote _____ Abstentions _____
7.D. New Position – Advancement Specialist **6 - 8**
Action - Motion _____ Second _____ Vote _____ Abstentions _____
7.E. Other Business **9**
- 8. Begin Joint Session with Executive Committee**
- 9. Review Financial Statements**
9.A. Summary of Portfolio Allocation – 11/30/2015 **10**
9.B. Statement of Operations – 11/30/2015 **11**
9.C. Balance Sheet – 11/30/2015 **12**
9.D. Contributions Report – 11/30/2015 **13**
9.E. President’s Circle Budget – 11/30/2015 **14**

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- 9.F. General Operations Budget – 11/30/2015 15
9.G. Check Registers – 10/31/2015 and 11/30/2015 16 - 22

Approval of Financial Statements Action -

Motion____Second____Vote____Abstentions____

10. Date for Next Finance Committee Meeting

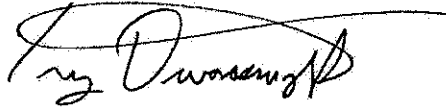
10.A. Tuesday, February 23, 2016, 4:00 p.m., AHC Foundation, M. Smith Meeting Room

11. Adjournment of Finance Committee

11.A. Adjournment of Finance Committee Meeting

Action - Motion____Second____Vote____Abstentions____

In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact the Allan Hancock College Foundation office at (805) 925-2004. Please make requests 48 hours prior to the meeting in order to make reasonable arrangements to ensure accessibility to this meeting.



Terry Dworaczyk, Ed.D.
AHCF Board President

**ALLAN HANCOCK COLLEGE FOUNDATION
FINANCE COMMITTEE MEETING
Minutes of December 1, 2015**

A regular meeting of the Finance Committee was held on December 1, 2015, at 4:00 p.m. at the Allan Hancock College Foundation, Mark J. Smith Meeting Room, 936 S. College Drive, Santa Maria, CA 93454.

1. MEETING CALLED TO ORDER

The meeting was called to order by Mr. Guy Walker at 4:05 p.m.

2. ROLL CALL

Finance Committee members present: M. Black, B. Lotwala, G. Walker

Finance Committee members absent: J. Cerny, P. Hesse, G. Johnson

Staff present: M. Cox

Guests present: Mr. Eddie Murray and Mrs. Jennifer Murray, Morgan Stanley

3. PUBLIC COMMENT

There were no requests from the public to address the committee.

4. APPROVAL OF AGENDA

Staff asked committee members to review the agenda for today's meeting and called for a motion to approve.

MOTION: On a motion by Director Lotwala, seconded by Director Black, the Finance Committee approved the agenda on a roll call vote as follows:

Ayes: Black, Lotwala, Walker

Noes: None

Abstentions: None

5. APPROVAL OF MINUTES

Mr. Walker asked committee members to review the minutes of September 22, 2015, and called for a motion to approve.

MOTION: On a motion by Director Black, seconded by Director Lotwala, the Finance Committee approved the minutes of September 22, 2015.

Ayes: Black, Lotwala, Walker

Noes: None

Abstentions: None

6. PORTFOLIO REVIEW

Morgan Stanley: Endowments: Mr. Walker welcomed Eddie and Jennifer Murray to the committee. Mr. Murray reviewed the Morgan Stanley (MS) Performance Detail Report for the consolidated investment portfolios dated November 30, 2015. The equity managers are up .24% for the current month, and .02% for the current year. Total ending value is \$4,674,495. Mr. Murray also distributed the Morgan Stanley Time Weighted Performance Detail as of November 30, 2015, and reviewed the managers' performance within the consolidated portfolio. He anticipates the Federal Reserve raising the benchmark interest rate during December 2015, and the MS economists expect to hike rates further three times in 2016, as inflation rises modestly.

Mr. Murray recommended selling Roosevelt All Cap Core Equity, total value \$192,969, and re-investing half of the total value, approximately \$96,485, in US Large Cap Growth and US Large Cap Value. Mr. Walker agreed with Mr. Murray's recommendation as long as it is within the foundation's Investment Policy. The committee instructed Mr. Murray to sell Roosevelt All Cap Core.

Mr. Murray also reviewed The Consulting Group Advisor – *Patricia J. Boyd Account* – The ending value on November 30, 2015 was \$2,441,519. For the month the value is down 1.08 and the value year to date is -2.69.

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To: Finance Committee	ACTION
From: Mr. Guy Walker, Treasurer	January 26, 2015
Subject: Foundation Administrative Assistant Increase in Hours	

BACKGROUND

The foundation is in need of increasing the part-time administrative assistant's hours from 22 hours to 28 per week effective January 4, 2016. To accommodate the increase, staff recommends decreasing the Operating Budget's Executive Director's salary of \$50,000 and increasing Staff Salaries and Staff Payroll Taxes/Insurance. The amount of the decrease/increase to the budget is \$4,155.

FISCAL IMPACT

None.

RECOMMENDATION

Upon review and agreement, a motion is necessary to decrease the Operating Budget's Executive Director's budgeted salary of \$50,000, and increase Staff Salaries and Staff payroll Taxes/Insurance to accommodate the increase the part-time administrative assistant's hours from 22 hours per week to 28. The amount of the increase/decrease to the budget is \$4,155 with no fiscal impact.

To: Finance Committee	ACTION
From: Mr. Guy Walker, Treasurer	January 26, 2016
Subject: Endowment Funding 2015 - 2016	

BACKGROUND

At the Board of Directors' quarterly board meeting held on October 22, 2015, the board approved to fund \$185,992 for sixty-two regular endowments based on proceeds as of June 30, 2015. There were five relatively new endowments that did not fund which are:

1. *Robert E. Acquistapace Meml. Endowment*, amount \$18,500, inception date May 2014, Recommend funding a \$500 scholarship.
2. *Lola A. Dority Endowment*, amount \$90,000, inception date March 2013, Recommend funding a \$500 scholarship.
3. *Lahr Family Endowment*, \$20,000, inception date February 2014, Recommend funding a \$500 scholarship
4. *Dunn Memorial Scholarship Endowment*, \$23,348, inception date April 2014, Recommend funding a \$500 scholarship
5. *Karisa Bennett Memorial Scholarship Endowment*, inception date October 2015, Recommend funding a \$1,000 scholarship

It is the recommendation of staff to amend the current operating budget to fund the above five endowments in the amount of \$3,000 each. The funding would provide scholarships program funding this year.

The increase to the operating budget would be \$3,000.

FISCAL IMPACT

\$3,000.

RECOMMENDATION

Upon review and agreement, a motion is needed to approve increasing the operating budget by \$3,000 for funding five endowment scholarships.

To: Finance Committee	ACTION
From: Mr. Guy Walker, Treasurer	January 26, 2016
Subject: Student Emergency Fund – Gift Cards	

BACKGROUND

The foundation administers the Student Emergency Fund restricted fund. The fund provides VISA pre-paid debit cards to students with hardships related to unexpected emergency situations. The foundation has received over \$10,000 in donations designated for the Student Emergency Fund. To date, the foundation has purchased \$6,000 of VISA pre-paid debit cards from Heritage Oaks Bank. Heritage Oaks Bank has generously waived the \$4.00 fee for each of the 120 cards purchased. Once the pre-paid cards are purchased, they are provided to the Office of the Vice President of Student Services. An application must be completed by the student and an approval process is in place.

On December 10, 2016, the foundation received notice from Ms. Valerie Moya, Vice President and Manager of Heritage Oaks Bank, that the bank recently made changes to their processes for VISA pre-paid debit cards. The process requires that the purchase must be for customers only transaction. All debit cards must come from a Heritage Oaks checking account.

The committee will discuss options for purchasing VISA pre-paid debit cards from the Student Emergency Fund provided to students with unexpected emergency needs. Opening a checking account or savings account at Heritage Oaks Bank or other options will be discussed.

FISCAL IMPACT

None.

RECOMMENDATION

Upon review and agreement, a motion is needed to approve opening a checking account or saving account at Heritage Oaks Bank or other options for purchasing pre-paid debit cards.

To: Finance Committee	ACTION
From: Guy Walker	January 26, 2016
Subject: New Position – Advancement Specialist	

BACKGROUND

In fall 2014, AHC was awarded a 5-year Hispanic Serving Institutions grant (Title V) from the U.S. Department of Education. The grant focuses on two major activities, one of which is to implement structural changes to coordinate, align, and integrate the college's multiple resource development components. This "capacity development" grant provides an opportunity to restructure units into a coordinated College Advancement program and to add an Advancement Specialist to assist with development activities. This position will be incrementally institutionalized with district funds over the remaining four years of the grant's project period. Beginning in fall 2019, this position will become an expense of the foundation. It is anticipated that the return on investment will outweigh the cost of the position.

FISCAL IMPACT

No fiscal impact to the Foundation until October 2019, at which time the cost will be approximately \$5,000/month plus benefits.

BACKGROUND

Upon review and approval, a motion is required for the new foundation Advancement Specialist position.

ADVANCEMENT SPECIALIST

DEFINITION

Under the general direction of the Executive Director College Advancement, the incumbent will pursue external funding and in-kind resources to promote the mission of the foundation and the college.

CLASS CHARACTERISTICS

The employee reports directly to the Executive Director of the AHC Foundation.

This position performs professional work in support of the Foundation and college resource development activities impacting fundraising, alumni relations, special events, and communication with supporters and potential donors. This involves independent judgment in the interpretation and application of policies and procedures and frequent interactions with faculty, staff, administration, community organizations, government agencies, and the general public requiring tact and excellent communication skills.

ESSENTIAL FUNCTIONS

1. Under the direction of the Executive Director and Institutional Advancement Committee, assist in creating a culture of philanthropy among the community and external agencies, as well as alumni, faculty/staff and students.
2. Participate in development activities, including prospect research and maintaining accurate records related to donors, gifts and other fundraising activities.
3. Collaborate with staff to create and maintain fundraising web pages, social media, presentations, videos, brochures, mailers, newsletters, invitations, and other materials.
4. Develop innovative resource development messages for diverse demographic supporters.
5. Collaborate with members of the Advancement Committee to establish goals; monitor, analyze and report on overall development results in relation to established goals.
6. Prepare reports on prospect giving history and prospect status using constituency information database; enter data in database for prospect tracking purposes.
7. Remain current with events and trends in philanthropy.
8. Maintain current knowledge of public activities and internal projects of the college.

KNOWLEDGE AND EXPERIENCE

Knowledge of:

- Principles, methods and practices of the development profession as it relates to educational institutions;
- Techniques of donor cultivation and solicitation;
- Use of technology for word processing, spreadsheets, records management, donor management systems;
- Individual and corporate giving;
- Knowledge of research techniques and resources in philanthropy and education;
- Knowledge of and proficiency in word processing, data entry and data analysis, as well as aptitude and experience with other computer applications.
- Knowledge of regional sources for resource development.

Demonstrated ability to:

- Maintain accuracy of database records and fundraising reports;
- Plan and coordinate events on- and off-campus that support development goals;
- Conduct research on prospective donors;
- Diplomatically reconcile competing interests and build support to achieve objectives;
- Communicate clearly both orally and in writing;
- Effectively work collaboratively with colleagues and the public;
- Maintain confidentiality of donor records;
- Produce grant applications, proposal letters, reports and other written materials;
- Ability to prioritize and meet deadlines.

Education and Experience:

- Bachelor's degree in a related field and 2-3 years of development/fundraising experience, or Associate's degree in a related field and 5 years of progressively responsible development/fundraising experience.
- Certified Fund Raising Executive (CFRE) credential preferred.

WORKING CONDITIONS

May be required to work a flexible work week that includes day and evening and occasional weekend assignments.

While duties are primarily performed in an office environment, the incumbent may travel to other locations to attend meetings or to conduct work.

The incumbent will have contact, in person, via email, or on the telephone with donors, foundation board members, college administrators, academic and classified staff, and the general public.

Physical Demands

Typically may sit for extended periods

Operates a computer

Communicates over email, the telephone, and in person

Regularly lifts, carries, and/or moves objects weighing up to ten pounds

SPECIAL QUALIFICATIONS

Demonstrates sensitivity and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff, students, and the community, and to individuals with physical and learning differences.

(This position is partially grant-funded and will be institutionalized as a Foundation position by 2019. The grant/district will contract with the Foundation to supervise the position.)

1.5.16

To: Finance Committee	INFORMATION
From: Mr. Guy Walker, Treasurer	January 26, 2016
Subject: Other Committee Business	

BACKGROUND

A report to the Finance Committee on recent business conducted on behalf of the corporation.

The foundation has been awarded a \$785,000 grant from the Orfaea Foundation. The grant will support the AHC Early Childhood Studies & Children's Center Lab School. Specifically, the grant will support the ECS Teacher Mentor Program, ECS Community Accreditation Support, Community Noncredit Parenting Classes, Professional Development, Preschool Nutrition Course, and Outdoor Classroom Enhancements. The duration of the grant is 60 months, beginning December 1, 2015.

The foundation received a \$25,000 contribution from the Art Mendez Trust. Mr. Mendez established the *Art Mendez Fire Academy Scholarship Endowment* in 2004. Mr. Mendez passed away in December 2014.

A new endowment has been created for the *Karisa Bennett Memorial Scholarship*. Karisa was the wife of college trustee Tim Bennett and was tragically killed in an automobile accident in October 2015. Contributions to the endowment are now at \$16,122 which includes \$5,000 from the President's Circle fund.

The transfer of funds held in Vanguard to the new Northern Trust investment has been finalized.

ALLAN HANCOCK COLLEGE FOUNDATION
Summary of Portfolio Allocation
 January 1, 2015 - September 30, 2015

GENERAL OPERATIONS, RESTRICTED and SCHOLARSHIPS	Beginning Market Value 01/01/15	Ending Market Value 11/30/2015
Morgan Stanley Active Assets-Cash, .020%	\$ 1,692,020.24	\$ 1,752,178.24
Morgan Stanley, Consulting Group Advisor	637,183.83	629,137.12
Rabobank - Checking	162,865.41	129,192.55
Rabobank - Credit Card	10,614.16	3,797.79
Cash on Hand	100.00	100.00
Sub-Total	\$ 2,502,783.64	\$ 2,514,405.70

ENDOWMENTS	Investment Basis	Beginning Market Value 01/01/15	Ending Market Value 11/30/2015	Total Market Value Change YTD
Morgan Stanley	\$ 2,984,748.17	\$ 4,669,985.21	\$ 4,671,046.80	\$ 1,061.59
LPL Financial	854,408.37	1,406,161.37	1,404,646.57	(1,514.80)
Osher-Bartleson Fund Endowment	100,000.00	149,689.78	121,311.98	(28,377.80)
Northern Trust (Young Quasi Endowment)			1,314,311.41	1,314,311.41
Vanguard (Young Quasi Endowment)	641,557.78	1,305,382.03		(1,305,382.03)
LPL Financial	13,000.00	40,706.27	41,492.00	785.73
Sub-Total	\$ 4,593,714.32	\$ 7,571,924.66	\$ 7,552,808.76	\$ (19,115.90)

PATRICIA J. BOYD FUND				
Rabobank Wealth Management	\$ 4,000,000.00	\$ 4,141,183.78	\$ 4,102,214.00	\$ (38,969.78)
Northern Trust	6,000,000.00	6,294,695.57	6,152,189.71	(142,505.86)
Morgan Stanley	2,115,776.55	2,221,560.86	2,441,199.47	325,422.92
Sub-Total	\$ 12,115,776.55	\$ 12,657,440.21	\$ 12,695,603.18	\$ 143,947.28
\$ 22,732,148.51				

Total General Opr, Restricted, Scholarships & Endowments	\$ 22,762,817.64
Accounts Receivable	6,496.00
Total Assets	\$ 22,769,313.64
Total Liabilities - Accounts Payable	(4,456.00)
Net Assets	\$ 22,764,857.64

Investment Allocation Summary - Endowments	Target	Allocation Current Period
Morgan Stanley		
Stocks, ETFs, CEFs, Mutual Funds	65%	62.86%
Fixed Income	35%	34.03%
Bonds		
Cash		3.11%
		100.00%
LPL Financial		
Stocks, ETFs, CEFs, Mutual Funds	65%	61.53%
Fixed Income	35%	34.52%
Bonds		
Cash		3.95%
		100.00%
Northern Trust		
Stocks, ETFs, CEFs, Mutual Funds	65%	19.00%
Fixed Income	35%	
Bonds		
Cash		81.00%
		100.00%

Consolidated Summary of Allocation - Endowments	Target	Allocation Current Period
Stocks, ETFs, CEFs, Mutual Funds	65%	47.80%
Fixed Income	35%	22.85%
Bonds		0.00%
Cash		29.35%
		100.00%

Investment Allocation Summary - Patricia J. Boyd	Target	Allocation Current Period
Rabobank Wealth Mgmt - P.J. Boyd Fund		
Stocks,ETFs,CEFs, Mutual Fds.	65%	49.54%
Fixed Income	35%	38.03%
Bonds		
Cash		3.29%
		90.86%
Northern Trust - P. J. Boyd Fund		
Stocks,ETFs,CEFs, Mutual Fds.	65%	66.40%
Fixed Income	35%	31.50%
Bonds		
Cash		2.10%
		100.00%
Morgan Stanley - P. J. Boyd Fund		
Stocks,ETFs,CEFs, Mutual Fds.	65%	64.36%
Fixed Income	35%	35.08%
Bonds		
Cash		0.56%
		100.00%

Consolidated Summary of Allocation - Boyd	Target	Allocation Current Period
Stocks,ETFs,CEFs, Mutual Fds.	65%	60.10%
Fixed Income	35%	34.87%
Bonds		0.00%
Cash		1.98%
		96.95%

ALLAN HANCOCK COLLEGE FOUNDATION
STATEMENT OF OPERATIONS BY SUBFUND
FOR THE PERIOD ENDING 11/30/2015

	Cash Admin	Rounded to the Nearest General Operations	Restricted	Dollar Scholar- ships	Endowment Principal	Endowment Rev/Exp	Total
REVENUE:							
Contributions	0	3,272	927,069	145,192	146,403	0	1,221,937
Contributions non-cash	0	0	0	0	0	0	0
Interest and dividends	0	7,979	0	0	0	128,877	136,856
Gain/Loss on sale of investments	0	0	0	0	0	390,476	390,476
Change in asset portfolio	0	-12,040	0	0	0	-996,978	-1,009,018
Royal/Other/Bad Debt Recov.	0	0	2,155	240	0	0	2,395
Total revenue	0	-789	929,224	145,432	146,403	-477,625	742,645
EXPENDITURES:							
Scholarships	0	0	0	612,086	0	0	612,086
Student Assistance	0	0	13,023	0	0	0	13,023
District/College Support	0	0	35,210	0	0	0	35,210
Salaries	0	55,828	0	0	0	0	55,828
Employee benefits	0	5,557	0	0	0	0	5,557
Supplies and materials	0	5,332	29,885	0	0	0	35,217
Contracted personal services	0	0	1,070	0	0	0	1,070
Travel and conference	0	2,266	17,464	0	0	0	19,730
Memberships and permits	0	0	0	0	0	0	0
Technology Services	0	0	0	0	0	0	0
Telephone	0	215	0	0	0	0	215
Contracts and leases	0	1,352	0	0	0	0	1,352
Postage and advertising	0	353	14,137	0	0	0	14,490
Bank/brokerage charges	0	1,578	0	0	0	67,628	69,206
Miscellaneous expense	0	0	953	0	0	0	953
Building and equipment	0	0	0	0	0	0	0
Credit Card Disc. Fees	0	529	0	0	0	0	529
Total expenditures	0	73,010	111,741	612,086	0	67,628	864,465
Net income(loss)	0	-73,798	817,483	-466,653	146,403	-545,253	-121,819
OTHER FINANCING SOURCES/OUTGO:							
Transfers in	0	106,500	0	635	12,700	0	119,835
Transfers out	0	0	35,250	45,409	0	76,500	157,159
Net transfers	0	106,500	-35,250	-44,774	12,700	-76,500	-37,324
Net inc/dec in fund bal	0	32,702	782,233	-511,427	159,103	-621,753	-159,143
FUND BALANCE:							
Fund equity, July 1	0	310,150	1,655,466	829,521	18,332,451	1,796,413	22,924,001
Current balance	0	342,852	2,437,699	318,094	18,491,554	1,174,659	22,764,858

ALLAN HANCOCK COLLEGE FOUNDATION
BALANCE SHEET BY SUBFUND
FOR PERIOD ENDED 11/30/2015

	Cash Admin	Rounded to the Nearest General Operations	Restricted	Dollar Scholar- ships	Endowment Principal	Endowment Rev/Exp	Total
ASSETS							
Cash and securities							
Claim on Cash	-8,590,099	342,852	2,438,122	322,127	4,312,339	1,174,659	0
Claim on Cash-Treasury	0	0	0	0	0	0	0
Checking	1,881,371	0	0	0	0	0	1,881,371
Credit Card	3,798	0	0	0	0	0	3,798
Cash on hand	100	0	0	0	0	0	100
Investment cash	225,789	0	0	0	1,335,575	0	1,561,365
Investment securities	5,901,995	0	0	0	13,011,725	0	18,913,719
FMV increase/decrease	577,047	0	0	0	-174,581	0	402,465
Total cash & securities	0	342,852	2,438,122	322,127	18,485,057	1,174,659	22,762,817
Receivables							
Due from other funds	0	0	0	0	6,000	0	6,000
Accrued interest receivable	0	0	0	0	496	0	496
Payroll taxes receivable	0	0	0	0	0	0	0
Total receivables	0	0	0	0	6,496	0	6,496
Total assets	0	342,852	2,438,122	322,127	18,491,554	1,174,659	22,769,314
LIABILITIES							
Accounts payable	0	0	0	0	0	0	0
Payroll taxes payable	0	0	0	0	0	0	0
Due other funds	0	0	423	4,033	0	0	4,456
Total liabilities	0	0	423	4,033	0	0	4,456
FUND BALANCE							
Fund equity FYB	0	310,150	1,655,466	829,521	18,332,451	1,796,413	22,924,001
Current income/loss	0	32,702	782,233	-511,427	159,103	-621,753	-159,143
Total fund balance	0	342,852	2,437,699	318,094	18,491,554	1,174,659	22,764,858
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**Allan Hancock College Foundation
Contributions & Fundraising
July 1, 2015 through June 30, 2016**

Account	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
General Operations	563		128	129	2,454								3,273
Restricted	33,689	37,415	31,265	10,035	794,586								906,991
Fundraising & Ticket Sales			1,739										1,739
Scholarships	30,767	15,918	21,920	40,916	35,910								145,431
Endowments	60,442	10,698	1,590	32,648	41,025								146,403
Patricia J. Boyd Fund													-
President's Circle	1,042	6,526	2,142	8,642	2,142								20,495
MONTHLY TOTALS	125,940	71,118	58,784	92,371	876,118								1,224,332
CURRENT YTD TOTALS	\$ 125,940	\$ 197,059	\$ 255,843	\$ 348,214	\$ 1,224,332								\$ 1,224,332
PRIOR YEARS													
July 14-June 15	45,690	178,133	249,585	292,461	330,643	501,257	595,898	673,291	776,779	881,833	907,511	1,354,736	
July 12-June 13	28,055	61,970	356,466	422,405	509,789	610,027	852,388	1,116,792	1,218,417	11,580,468	11,637,422	11,662,226	
July 11-June 12	33,575	65,689	131,502	181,446	214,460	242,187	327,473	580,070	629,195	667,556	694,581	774,867	
July 10-June 11	33,237	119,259	168,275	240,841	262,359	389,282	474,512	520,734	559,245	610,414	862,539	907,673	
July 09-June 10	76,076	188,161	227,180	331,314	358,234	472,864	506,820	528,843	577,141	597,819	715,628	941,725	
July 08-June 09	68,637	127,337	187,331	254,313	282,414	565,024	592,970	608,746	661,090	848,526	1,018,528	1,053,236	
July 07-June 08	45,107	126,207	172,587	299,483	514,684	641,357	679,931	711,203	768,748	848,526	1,000,629	1,070,668	
July 06-June 07	99,807	202,598	246,726	330,210	419,424	607,361	847,622	898,492	925,869	1,036,458	1,075,487	1,098,427	
July 05-June 06	98,646	335,755	393,848	463,476	491,535	601,929	663,955	713,631	814,389	862,245	915,543	1,125,361	
July 04-June 05	78,667	150,074	221,555	302,251	365,176	567,844	590,148	613,997	673,291	797,996	851,703	951,050	
July 03-June 04	78,436	161,345	250,851	325,196	399,677	680,662	714,421	727,671	767,531	817,265	899,968	938,647	
July 02-June 03	75,261	121,934	191,280	359,263	392,300	683,094	740,946	754,027	798,449	914,786	962,885	1,940,867	

NOTES:
a) Report does not include investment portfolio activity.
b) Report does not include outstanding pledges.

ALLAN HANCOCK COLLEGE FOUNDATION

To: Finance Committee	ACTION
From: Mr. Guy Walker, Treasurer	January 26, 2016
Subject: President's Circle 2015-16 Budget for period ending November 30, 2015	

BACKGROUND

Staff will report on the *President's Circle* budget for the period ending November 30, 2015.

INCOME	2015-16 Budget	2015-16 Actual
Opening Balance, 7/1/2015		100,575
Contributions	75,000	20,495
Young Endowment Pledge	100,000	
TOTAL INCOME	\$ 175,000	\$ 121,070

EXPENSES

Foundation operating budget	11,250	
Transfers to District	160,250	152
Transfer to Scholarships		5,250
Supplies, Equipment, Advertising	500	988
Food Supplies	2,500	3,024
Public Relations/Recognition		
Printing	250	532
Postage/Courier/Credit Card Fees	250	953
TOTAL EXPENSES	175,000	10,899
NET REVENUE/EXPENSE	\$.00	\$ 110,171

Committed/Designated Projects: Dean's Awards - \$1,500; Life Science Lab Assistant - \$8,650; Support for CARE - Foster Youth Program - \$4,368.

ALLAN HANCOCK COLLEGE FOUNDATION
General Operations Proposed Budget
July 1, 2015 - June 30, 2016

11/30/2015

	2015-16 Approved Budget	2015-16 Actual Rev & Exp	2015-16 Percentage Budget
REVENUE			
General Operations - Contributions	15,000	3,272	22%
General Operations - Interest	20,000	7,979	40%
Administration Fee - 1.5%	100,000	36,501	37%
President's Circle Campaign	11,250	0	0%
Consulting Group Advisor - Realized Gain/Loss		27,976	
Consulting Group Advisor - Unrealized Gain/Loss	30,000	(40,016)	-133%
Marian Hancock Trust	30,000	30,000	100%
F. Young Endowment Proceeds	50,000	40,000	80%
Madson Endowment Proceeds	5,000	0	0%
TOTAL GENERAL OPERATIONS REVENUE	\$ 261,250	\$ 105,711	40%
EXPENSES			
Executive Director	50,000	0	0%
Staff Salaries	133,823	52,661	39%
Staff Health/Welfare Benefits	7,600	3,167	42%
Staff Payroll Taxes/Insurance	14,246	5,557	39%
Sub Total Staff Salaries & Benefits	\$ 205,669	\$ 61,385	30%
Public Relations	500	0	0%
Operational Supplies	5,000	1,347	27%
Printing	5,000	3051	61%
Food Supplies	5,000	934	19%
Consultants, Service Contracts	4,200	943	22%
Conference Expense	1,800	2,266	126%
Business Travel Expense	750	0	0%
Dues and Memberships	700	0	0%
Licenses, Permits, Filing Fees	225	0	0%
Telephone	700	215	31%
Maintenance Agreements	9,000	409	5%
Equipment Leases & Agreements	500	0	0%
Postage and Courier Services	3,250	353	11%
Advertising	1,500	0	0%
Bank Service Charges & Brokerage Fees	3,850	2,107	55%
Equipment & Computer Software	1,000	0	0%
Annual Scholarship Banquet	4,500	0	0%
Sub Total Operating Expenses	\$ 47,475	\$ 11,625	24%
TOTAL GENERAL OPERATING EXPENSES	\$ 253,144	\$ 73,009	29%
Net Revenue/Expense	\$ 8,106	\$ 32,702	
Beginning Fund Balance, July 1, 2015	\$ 310,150	\$ 310,150	
CURRENT FUND BALANCE	\$ 318,256	\$ 342,852	

Allan Hancock College Foundation
Check Register
Check Dates from 10/1/2015 to 10/31/2015

Vendor Name	Description	Budget Code	Amount	Status	Warrant
AT&T Executive Education & Conference Center	AcademicWorks Conf hotel - TMc	83111300 5210	721.05		
			721.05	FN	00017794
MCCRACKEN, TONID	Per diem conference TX	83111300 5210	140.00		
			140.00	FN	00017795
BUSINESS CARD	SY Feed & Milling- JC RMB'D FN	83111300 4520	73.38		
	Constant Contact monthly	83111300 5112	52.25		
			125.63	FN	00017796
BUSINESS CARD	FDTN BRD SPPLS	83111300 4520	29.26		
	E.D. RETIREMENT SPPLS	83111300 4520	137.85		
	VENDOR ERROR DUPLICATE CHRG	83111300 4520	54.13		
	FDTN TBLCLTHS CLEANING	83111300 4520	108.80		
	E.D. RETIREMENT FD SPPLS	83111300 4710	96.35		
			426.39	FN	00017797
CALIF STATE UNIV SACRAMENTO	Scholarship: Victor Delgado, C	83132414 7580	3,000.00		
			3,000.00	FN	00017798
Kopecky, Susannah I	RMB BKMRKS FOR LIBRARY	83122611 4520	68.84		
			68.84	FN	00017799
Mosson, Leslie	RMB CHILDRENS BKS MADDUX	83122613 4520	112.01		
			112.01	FN	00017800
Santa Maria Rotary Foundation	SM Rotary fundraiser: Sips &	83122150 5880	500.00		
			500.00	FN	00017801
Velasquez, Armida	Sppls Dia De Los Muertos	83122150 4520	400.00		
			400.00	FN	00017802
VISION CENTER OF SANTA MARIA	Vision Anlys&Lns DECOMARMOND	83123235 4520	100.00		
			100.00	FN	00017803
VISION CENTER OF SANTA MARIA	Vision Anlys&Lns GONZALEZ	83123235 4520	100.00		
			100.00	FN	00017804
VISION CENTER OF SANTA MARIA	Vision Anlys&Lns Morales	83123235 4520	100.00		
			100.00	FN	00017805
VISION CENTER OF SANTA MARIA	Vision Anlys&Lns Martinez	83123235 4520	90.00		

User: MCOX - COX
Report: AHC_AP8012_Foundation_Check_Register - A

Current Date: 01/17/2016
Current Time: 16:10:54

Allan Hancock College Foundation
Check Register
Check Dates from 10/1/2015 to 10/31/2015

Vendor Name	Description	Budget Code	Amount	Status	Warrant
			90.00	FN	00017806
ALLAN HANCOCK COLLEGE	RMB MLRM CHARGES JULY/AUG	83111300 5870	3.84		
			3.84	FN	00017807
CALIFORNIA POLY UNIVERSITY	Scholarship: Campos-Ceja, M	83132570 7580	2,000.00		
			2,000.00	FN	00017808
CALIFORNIA POLY UNIVERSITY	Scholarship: Doan, Quang	83132084 7580	1,000.00		
			1,000.00	FN	00017809
CALIFORNIA POLY UNIVERSITY	Scholarship: Leal, Jose	83132266 7580	1,000.00		
			1,000.00	FN	00017810
CALIFORNIA POLY UNIVERSITY	Scholarship: Scheiner, L	83133152 7580	3,200.00		
			3,200.00	FN	00017811
CALIFORNIA POLY UNIVERSITY	Scholarship: Thompson, C	83132939 7580	1,000.00		
			1,000.00	FN	00017812
HUMBOLDT STATE UNIVERSITY	Scholarship: Thomas, J.	83132020 7580	1,675.00		
			1,675.00	FN	00017813
OFFICE DEPOT CREDIT PLAN	FY16 Open PO -fdtn office	83111300 4520	10.25		
	FY16 Open PO -fdtn office	83111300 4520	8.38		
	FY16 Open PO -fdtn office	83111300 4520	79.89		
	FY16 Open PO -fdtn office	83111300 4520	30.20		
			128.72	FN	00017814
PCPA THEATERFEST	TRANSFER OUT 2015 SCHOLARSHIPS	83132595 7390	18,662.00		
			18,662.00	FN	00017815
Perez, Diana	RMB SPPLS YELL CONF	83122555 4520	106.25		
	RMB FD SPPLS YELL CONF	83122555 4710	549.61		
			655.86	FN	00017816
SAN JOSE STATE UNIVERSITY	Scholarship: Cepeda,, M	83132688 7580	4,400.00		
			4,400.00	FN	00017817
SANTA BARBARA CITY COLLEGE	Scholarship: Main, Jessica	83132299 7580	2,500.00		
			2,500.00	FN	00017818
SIGNS OF SUCCESS	D SENIOR DEDICATION WALL	83122574 4520	346.98		

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Report: AHC_AP8012_Foundation_Check_Register - A

Current Date: 01/17/2016
Current Time: 16:10:54

Allan Hancock College Foundation
Check Register
Check Dates from 10/1/2015 to 10/31/2015

Vendor Name	Description	Budget Code	Amount	Status	Warrant
			346.98	FN	00017819
SIMPSON UNIVERSITY	Scholarship: Pinedo, E	83132273 7580	1,000.00		
			1,000.00	FN	00017820
Solorio, Jesus	RMB SPPLS DREAM CATCHERS	83122038 4520	41.38		
			41.38	FN	00017821
Taft Community College	Scholarship: Brookshire	83132945 7580	1,000.00		
			1,000.00	FN	00017822
UC SAN DIEGO	Scholarship: Tang, Xinyuan	83132939 7580	1,000.00		
			1,000.00	FN	00017823
UC SANTA BARBARA	Scholarship: Morales, G	83132878 7580	1,000.00		
			1,000.00	FN	00017824
UNIVERSITY OF CALIF LOS ANGELES	Scholarship: DePalma, O	83132939 7580	1,175.00		
			1,175.00	FN	00017825
VISION CENTER OF SANTA MARIA	Vision Anlyss&Lnss Gomez	83123235 4520	70.00		
			70.00	FN	00017826
ALLAN HANCOCK COLLEGE	FN Banner Scholarship	83132414 9181	11,000.00		
	FN Banner Scholarship	83132570 9181	250.00		
	FN Banner Scholarship	83132706 9181	1,000.00		
	FN Banner Scholarship	83132730 9181	750.00		
	FN Banner Scholarship	83132946 9181	1,866.00		
	FN Banner Scholarship	83133154 9181	1,540.00		
	FN Banner Scholarship	83133251 9181	500.00		
	RMB CHEFS COATS	83122151 4520	286.32		
	RMB PRINTING	83122611 4520	5.63		
			17,197.95	FN	00017827
BIERDZINSKI, SANDRA	RMB BANNED BKS WEEK BKS/SPPLS	83122611 4520	40.00		
			40.00	FN	00017828
COLEMAN, TERRI LEE	RMB STEM WEEK OF DISCV SPPLS	83123101 4520	23.37		
			23.37	FN	00017829
Duran, Joe	1st Friday Artisan Mkt	83122101 5110	400.00		
			400.00	FN	00017830

Allan Hancock College Foundation
Check Register
Check Dates from 10/1/2015 to 10/31/2015

Vendor Name	Description	Budget Code	Amount	Status	Warrant
MCCRACKEN, TONI D	RMB CONF PARKING/TRANS FEE	83111300 5210	64.00		
			<u>64.00</u>	FN	00017831
Miller, Denis R	DJ for 1st Friday Artisan	83122101 5110	150.00		
			<u>150.00</u>	FN	00017832
NEXT DAY SIGNS	Scholarship banner updated	83111300 4540	27.06		
			<u>27.06</u>	FN	00017833
RADISSON HOTEL SANTA MARIA	Annual Safety Meeting banq dnr	83122551 4710	1,895.20		
			<u>1,895.20</u>	FN	00017834
SANTA MARIA VALLEY CHAMBER OF COMMERCE	Fdn Board of Directors table	83111300 4710	60.00		
			<u>60.00</u>	FN	00017835
TESTA CATERING	Coffee&Tea J Cotter Rtmt	83111300 4520	43.30		
			<u>43.30</u>	FN	00017836
VISION CENTER OF SANTA MARIA	Vision Analysis & Lenses ROJAS	83123235 4520	50.00		
			<u>50.00</u>	FN	00017837
Latting, Mitchell	Musician Rehearsals: Oct 2015	83122075 5110	220.00		
			<u>220.00</u>	FN	00017838
PCPA FOUNDATION	PCPA GALA TIX - NOV 14, 2015	83122151 5880	375.00		
			<u>375.00</u>	FN	00017839
VERIZON	FY16 Open PO - Fdn telephone	83111300 5540	54.18		
			<u>54.18</u>	FN	00017840
Total Amount:			68,342.76		
Reversals:			0.00		
Grand Total:			<u>68,342.76</u>		

Allan Hancock College Foundation
Check Register
Check Dates from 11/1/2015 to 11/30/2015

Vendor Name	Description	Budget Code	Amount	Status	Warrant
ALLAN HANCOCK COLLEGE	RMB MAILROOM CHARGES SEPT 15	83111300 5870	10.39		
			10.39	FN	00017841
BUSINESS CARD	REFUND OF OVERCHARGE-FLWRS	83111300 4520	-54.13		
	CONSTANT CONTACT FEE	83111300 5112	4.75		
	AIRFARE ACADEMIC WRKS CONF	83111300 5210	896.20		
			846.82	FN	00017842
Heritage Oaks Bank	Student 911 Fund	83123115 7570	2,000.00		
			2,000.00	FN	00017843
Live Scan & Mobile Notary Solutions	RN students fingerprinting	83122109 4520	2,516.00		
			2,516.00	FN	00017844
LUCAS, ANN	RMB MACCC CONF REG	83122023 5210	300.00		
			300.00	FN	00017845
McMahon, Dianne G	RMB DREAM CATCHERS COSTUMES	83122038 4520	212.97		
			212.97	FN	00017846
SANTA BARBARA FOUNDATION	Celebrate Philanthropy Table	83111300 4710	250.00		
			250.00	FN	00017847
SANTA MARIA INN	LODGING FOR YELL CONF SPEAKER	83122150 5210	92.40		
			92.40	FN	00017848
ALLAN HANCOCK COLLEGE	RMB FDTN PRINTING	83111300 4540	281.13		
	EQUIP PURCHASE INDST TECH PROG	83122070 5850	25,000.00		
	RMB ATHLETICS PRINTING	83122176 4540	619.95		
	RMB SCHOLARSHIP PRINTING	83122939 4540	322.53		
			26,223.61	FN	00017849
ANITA ROLON	RMB OUTDOOR CLSSRM SPPLS	83122020 4520	72.59		
			72.59	FN	00017850
DAL PORTO, JUDITH	RMB OUTDOOR CLSSRM SPPLS	83122020 4520	313.30		
	RMB EDUC /CLSSRM SPPLS	83122098 4520	1,358.37		
			1,671.67	FN	00017851
JONES, BERNARD	ACCT Leadership Conference	83122151 5210	444.25		
			444.25	FN	00017852

Allan Hancock College Foundation
Check Register
Check Dates from 11/1/2015 to 11/30/2015

Vendor Name	Description	Budget Code	Amount	Status	Warrant
LAHR, LARRY	ACCT Leadership Conference	83122151 5210	276.62		
			276.62	FN	00017853
OFFICE DEPOT CREDIT PLAN	FY16 Open PO -fdtn office	83111300 4520	53.82		
	FY16 Open PO -fdtn office	83111300 4520	104.68		
			158.50	FN	00017854
PENSA, GREG	ACCT Leadership conference	83122151 5210	418.95		
			418.95	FN	00017855
UC SAN DIEGO	Scholarship: Rodgers, A	83132304 7580	600.00		
			600.00	FN	00017856
Underwood, Kelly D	ACCT Leadership Conference	83122151 5210	422.40		
			422.40	FN	00017857
Walthers, Kevin Glen	ACCT Leadership Conference	83122151 5210	374.33		
			374.33	FN	00017858
CALIFORNIA POLY UNIVERSITY	Scholarship: Vauclin, Anthony	83132266 7580	1,000.00		
			1,000.00	FN	00017859
JAY CEE TROPHY CO INC	R Armindo memorial plaque	83122574 4520	399.93		
			399.93	FN	00017860
Morrow, James	RMB BOOKS FOR LRC	83122699 4520	169.63		
			169.63	FN	00017861
SPENCER'S FRESH MARKETS	CARE PROGRAM - 80 TURKEY	83122059 4710	3,514.69		
			3,514.69	FN	00017862
ALL AMERICAN SCREEN PRINTING	WEEK OF DISCOVERY SHIRTS	83123101 4520	125.57		
			125.57	FN	00017863
ALLAN HANCOCK COLLEGE	FN Banner Scholarship	83132040 9181	500.00		
	FN Banner Scholarship	83132110 9181	1,000.00		
	FN Banner Scholarship	83132265 9181	1,380.00		
	FN Banner Scholarship	83133170 9181	1,135.00		
	FN Banner Scholarship	83133185 9181	1,000.00		
			5,015.00	FN	00017864
ALLAN HANCOCK COLLEGE	CONTRACT FIELD STUDY SIERRA NV	83122099 5850	150.00		
			150.00	FN	00017865

Allan Hancock College Foundation
Check Register
Check Dates from 11/1/2015 to 11/30/2015

Vendor Name	Description	Budget Code	Amount	Status	Warrant
ALLAN HANCOCK COLLEGE	Fall 2015 Comm News Tab	83111300 4540	1,700.00		
	RMB PRINTING CHARGES	83111300 4540	94.11		
	RMB PRINTING CHARGES	83122150 4540	49.71		
	RMB ACCT CONF MEALS	83122151 4710	424.06		
	RMB GRAND HYATT LDG CHRGS	83122151 5210	0.05		
			2,267.93	FN	00017866
Guerrero, Emmanuel E	RMB WK OF DISCOVERY SPPLS	83123101 4710	233.75		
			233.75	FN	00017867
Lee, Jackie L.	RMB DANCE CONCERT SKIRTS	83122038 4520	225.00		
			225.00	FN	00017868
Santa Maria-Lompoc NAACP	Dinner/fashion show Table for	83122150 5880	650.00		
			650.00	FN	00017869
UC SANTA BARBARA	SMITHSONIAN SCHOLARS TRIP	83122840 5210	2,000.00		
			2,000.00	FN	00017870
VTC ENTERPRISES	YEAR-END BULK MAILING	83111300 4540	948.68		
			948.68	FN	00017871
ZACARIAS, HILDA	ACCT Annual Leadership	83122151 5210	281.28		
			281.28	FN	00017872
				Total Amount:	
			53,872.96		
				Reversals:	
			0.00		
				Grand Total:	
			53,872.96		