

EXECUTIVE COMMITTEE MEETING
PASADENA CITY COLLEGE FOUNDATION
REGULAR BUSINESS MEETING
Wednesday, January 10, 2018
4:00p.m. Open Session
Pasadena City College
Room G1
1570 E Colorado Blvd., Pasadena, California 91106

AGENDA

Notice: Members of the public may request the opportunity to address the Board regarding any item on the agenda. To do so, please complete a "Request to Address the Board" form and give it to the Board Secretary prior to the deliberation of the agenda item. Individual speakers are limited to five minutes; total audience participation on any agenda item is limited to thirty minutes.

- I. CALL TO ORDER, ROLL CALL
- II. OPEN SESSION (4:00 p.m.)
 - A. ANNOUNCEMENTS AND RECOGNITIONS
 - B. PUBLIC COMMENT ON NON-AGENDA ITEMS
The Brown Act prohibits the Board from discussing or taking action on any item not on the agenda.
 - C. PRESIDENT'S REPORT – Dr. Rajen Vurdien
 - D. BOARD OF TRUSTEE'S REPORT – Hoyt Hilsman
 - E. DISCUSSION ITEMS WITH POSSIBLE ACTION
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 - 1. Approval of Minutes from November 8, 2017 meeting
 - 2. Approval of Expenditures
 - 3. Policy on Data Sharing
 - E. REPORTS AND PROJECTS
 - 1. Associated Students – Keily Lam, President
 - 2. Foundation President's Report – Jim Sarni
 - 3. Financials – Wade Winter, Treasurer
 - 4. Campaign Report – Dr. Jack Scott, Campaign Chair
 - 5. Executive Director's Report – Bobbi Abram
 - F. MOTION TO ADJOURN

FUTURE ACTIVITY DATES

Wednesday, February 14, 2018 - if needed
Executive Committee Meeting – 4:00 p.m., G1

Tuesday, March 20, 2018
Board of Director's Meeting – 7:30 a.m., Circadian Room

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**EXECUTIVE COMMITTEE MEETING
PASADENA CITY COLLEGE FOUNDATION
REGULAR BUSINESS MEETING
Wednesday, November 8, 2017
4:00 P.M. Open Session
Pasadena City College
G1 Conference Room
1570 East Colorado Boulevard, Pasadena, California 91106**

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The Executive Committee of the Pasadena City College Foundation met on Wednesday, November 8, 2017, in G1 Conference Room, Pasadena City College, 1570 East Colorado Boulevard, Pasadena, California 91106.

I. CALL TO ORDER, ROLL CALL

The meeting was called to order at 4:00 p.m. by Mr. Jim Sarni, President.

Executive Committee Members Present

Mr. Bill Hawkins, Vice President
Ms. Gloria Pitzer
Ms. Clara Potes-Fellow
Mr. Jim Sarni, President
Mr. Lonnie Schield
Mr. Don Schweitzer, Secretary
Dr. Jack Scott
Dr. Rajen Vurdien, PCC Superintendent/President
Mr. Wade Winter

Executive Committee Members Absent

Mr. Scott Bell
Mr. Jon Fuhrman, Treasurer
Mr. John Gregory, Past President
Ms. Sandi Mejia-Ramirez

Liaison, Board of Trustees

Mr. Hoyt Hilsman

PCC Foundation Staff Present

Ms. Bobbi Abram, Executive Director
Ms. Kris McPeak, Director of Operations
Ms. Lisa Velasco, Temp. Admin Assistant
Ms. Elaine Cartas, Interim Development Manager

Guest(s)

Mr. Preston Howard, Board of Director
Mr. Alex Boekelheide, Executive Director of Strategic Communication & Marketing

II. OPEN SESSION

The meeting was called to order at 4:00 p.m.

A. ANNOUNCEMENTS AND RECOGNITIONS

Ms. Abram made announcements regarding new temporary personnel in the Foundation Office, Jackie O'Sullivan and Lisa Velasco.

B. PUBLIC COMMENT ON NON-AGENDA ITEMS

There was no public comment.

C. PRESIDENT'S REPORT

Dr. Vurdien made an announcement regarding AB19. This new legislation will create promise scholarship for all entering freshman in our district.

Dr. Vurdien announced that PCC was recognized for 2nd place for most Associate Degree for transfer in the state of California.

PCC will be hiring 20 new faculty.

D. TRUSTEE LIAISON REPORT

Mr. Hilsman announced the search for the new PCC President is getting foundation and community involvement. June 2018 is the target date for placement. An interim will be designated if a candidate is not found by that date.

E. DISCUSSION ITEMS WITH POSSIBLE ACTION

1. Approval of Minutes from September 13, 2017 meeting

MOTION: ON MOTION OF Mr. Schield and seconded by Ms. Pitzer, the Executive Committee voted by a unanimous vote of the nine members present to approve the minutes of the Executive Committee Meeting held on September 13, 2017.

2. Approval of Expenditures

F. REPORTS AND PROJECTS

1. PCC Foundation President's Report –
Mr. Sarni said at the upcoming Board of Directors meeting – there will be four new Board members attending – Diane Rankin, Chuck Stanislawski, R.C. Schrader and Kiely Lam.
2. Finance and Investment –
Mr. Winter reported at fiscal year end, June 30, revenue was up in investment Presented the year end fiscal reporting showing that both investment income & contributions were up.
3. Campaign Report –
Dr. Scott gave an update on the campaign. The campaign as of today has raised \$7,052,270.51.

He also announced Gloria Pitzer has agreed to be co-chair of the campaign.

4. Executive Director's Report – Ms. Abram invited the board to the Scholarship Ceremony and the Holiday Reception.

G. MOTION TO ADJOURN

There was a motion to adjourn the meeting at 5:25 pm.

MOTION: ON MOTION OF Mr. Schield and seconded by Mr. Hawkins, the Executive Committee voted by a unanimous vote of the nine members present to adjourn the November 8, 2017 Executive Committee Meeting.

MOTION FOR APPROVAL – November 8, 2017

1. To approve the minutes of the Executive Committee Meeting held on September 13, 2017.
2. To adjourn the November 8, 2017 Executive Committee Meeting.

DRAFT

PCC Foundation
Summary Budget
Cash Basis
November 30, 2017

Summary

	BUDGET	YTD				VARIANCE
	Total For Foundation BUDGETED	YTD Budget ÷ 12 <i>5th Month</i>	Actual Scholarship, Agency & Other Funds	Actual Unrestricted Fund	YTD Actual TOTAL	Favorable/ (Unfavorable)
Endowment Revenue (PR)	337,869	140,779	75,000	-	75,000	(65,779)
Agency Revenue (TR)	228,834	95,348	77,701	-	77,701	(17,646)
Scholarship Revenue (TR)*	511,035	212,931	451,449	-	452,049	239,117
Grant Revenue (TR)	211,923	88,301	-	-	-	(88,301)
Art Campaign Revenue (TR)	2,825	1,177	-	-	-	(1,177)
Operating Revenue (UR)	601,000	250,417		494,406	494,406	243,989
Administrative Fee (-) <i>[Full year]</i>	315,765	131,569	(321,368)	321,368	-	(131,569)
Investment Income (-) <i>[Actual YTD]</i>	430,836	179,515	1,133,643	125,960	1,259,603	1,080,088
TOTAL REVENUE	\$ 2,640,087.00	\$ 1,100,036.25	\$ 1,416,424.92	\$ 941,733.61	\$ 2,358,758.42	\$ 1,258,722.17
Agency Expense (TR)	233,176	97,157	89,557	-	89,557	7,600
Scholarship Paid (TR)	680,681	283,617	294,959	-	294,959	(11,342)
Grant Expense (TR)	211,923	88,301	-	-	-	88,301
Capital Campaign Expenses (TR)		-	-	-	-	-
Foundation Support/Grants (UR)	33,000	13,750	-	24,033	24,033	(10,283)
Fund Raising Expense (UR)	471,021	196,259	-	270,320	270,320	(74,062)
General & Administrative (UR)	497,208	207,170	-	91,093	91,093	116,077
TOTAL EXPENSES	\$ 2,127,009.36	\$ 886,253.90	\$ 384,516.15	\$ 385,446.56	\$ 769,962.71	\$ 116,291.19
NET CHANGE	\$ 513,077.64	\$ 213,782.35	\$ 1,031,908.77	\$ 556,287.05	\$ 1,588,795.71	\$ 1,375,013.36

Pasadena City College Foundation
Unrestricted Budget
November 30, 2017

	Total Budget 6/30/2018	YTD Budget 11/30/2017	YTD Actual 11/30/2017	YTD Budget Variance
Revenues				
Operating Revenue				
Donations	150,000.00	62,500.00	191,749.87	129,249.87
Annual Dinner	3,500.00	1,458.31	2,655.80	1,197.49
Campaign Revenue	724,461.00	301,858.75	-	(301,858.75)
Contracted Funds From SCPR	300,000.00	125,000.00	300,000.00	175,000.00
Total Operating Revenue	<u>\$ 1,177,961.00</u>	<u>\$ 490,817.06</u>	<u>\$ 494,405.67</u>	<u>\$ 3,588.61</u>
Administrative Fee Revenue				
Administrative Fee	321,326.00	133,885.81	321,367.94	187,482.13
Total Administrative Fee Revenue	<u>\$ 321,326.00</u>	<u>\$ 133,885.81</u>	<u>\$ 321,367.94</u>	<u>\$ 187,482.13</u>
Investment Income				
Investment Income Allocation	90,000.00	37,500.00	125,960.00	88,460.00
Total Investment Income	<u>\$ 90,000.00</u>	<u>\$ 37,500.00</u>	<u>\$ 125,960.00</u>	<u>\$ 88,460.00</u>
Total Revenues	<u>\$ 1,589,287.00</u>	<u>\$ 662,202.87</u>	<u>\$ 941,733.61</u>	<u>\$ 279,530.74</u>
Expenses				
Program Expenses				
Operating Expenses				
Community Involvement	20,000.00	8,333.31	17,876.54	(9,543.23)
Discretionary Fund	2,500.00	1,041.65	1,264.61	(222.96)
Conference and Seminar	2,700.00	1,125.00	3,701.26	(2,576.26)
Foundation Meetings	6,000.00	2,500.00	1,190.87	1,309.13
Awards and Recognition	2,000.00	833.31	-	833.31
Printing Expense	25,000.00	10,416.65	-	10,416.65
Postage	5,000.00	2,083.31	-	2,083.31
Total Operating Expenses	<u>\$ 63,200.00</u>	<u>\$ 26,333.23</u>	<u>\$ 24,033.28</u>	<u>\$ 2,299.95</u>
Total Program Expenses	<u>\$ 63,200.00</u>	<u>\$ 26,333.23</u>	<u>\$ 24,033.28</u>	<u>\$ 2,299.95</u>
General and Administrative				
Personnel Expenses	244,865.35	102,027.13	-	102,027.13
Operating Expenses				
Accounting Fees	81,000.00	33,750.00	27,000.00	6,750.00
Consulting Fees	25,000.00	10,416.65	25,633.28	(15,216.63)
Office Supplies	3,000.00	1,250.00	969.75	280.25
Printing Expense	1,000.00	416.65	2,025.00	(1,608.35)
Postage	1,000.00	416.65	-	416.65
Computer Software and Equipment	5,000.00	2,083.31	2,040.00	43.31
Office Interior	5,000.00	2,083.31	10,733.38	(8,650.07)
Photocopier Lease	2,500.00	1,041.65	1,509.91	(468.26)
Advertising	30,000.00	12,500.00	11,911.63	588.37
Legal Fees	2,000.00	833.31	1,010.00	(176.69)

Pasadena City College Foundation
Unrestricted Budget
November 30, 2017

	Total Budget 6/30/2018	YTD Budget 11/30/2017	YTD Actual 11/30/2017	YTD Budget Variance
Bank Fees	2,000.00	833.31	668.67	164.64
Taxes	250.00	104.15	1.00	103.15
Miscellaneous	4,000.00	1,666.65	525.36	1,141.29
Subscriptions	3,000.00	1,250.00	528.95	721.05
Audit Fees	15,000.00	6,250.00	-	6,250.00
Software Training	-	-	4,238.83	(4,238.83)
Total Operating Expenses	\$ 179,750.00	\$ 74,895.64	\$ 88,795.76	\$ (13,900.12)
Total General and Administrative	\$ 424,615.35	\$ 176,922.77	\$ 88,795.76	\$ 85,829.95
Development Expenses				
Personnel Expenses	658,461.02	274,358.70	-	274,358.70
Fundraising Expenses				
Printing Expense	8,000.00	3,333.31	-	3,333.31
Computer Software and Equipment	10,000.00	4,166.65	11,027.93	(6,861.28)
Advertising	2,000.00	833.31	2,865.34	(2,032.03)
Miscellaneous	2,000.00	833.31	-	833.31
Donor Cultivation	10,000.00	4,166.65	5,157.13	(990.48)
Presidents Circle	5,000.00	2,083.31	-	2,083.31
Annual Dinner	8,000.00	3,333.31	12,269.88	(8,936.57)
Memberships	2,500.00	1,041.65	1,803.40	(761.75)
Database Maintenance	5,000.00	2,083.31	-	2,083.31
Software Training	10,000.00	4,166.65	10,495.00	(6,328.35)
Major Gifts Operational	150,000.00	62,500.00	109,070.30	(46,570.30)
Major Gifts Campaign Campaign Consultant	66,000.00	27,500.00	27,651.57	(151.57)
Major Gifts Campaign Campaign Director	150,000.00	62,500.00	79,866.00	(17,366.00)
Giving Tuesday	5,500.00	2,291.65	12,410.97	(10,119.32)
Total Fundraising Expenses	\$ 434,000.00	\$ 180,833.11	\$ 272,617.52	\$ (91,784.41)
Total Development Expenses	\$ 1,092,461.02	\$ 455,191.81	\$ 272,617.52	\$ 182,574.29
Total Expenses	\$ 1,580,276.37	\$ 658,447.81	\$ 385,446.56	\$ 273,001.25
NET SURPLUS/(DEFICIT)	\$ 9,010.63	\$ 3,755.06	\$ 556,287.05	\$ 552,531.99

Budget 2017-2018

PCC Foundation Restricted Fund Spending

Budget Sub-Schedule November 30, 2017	Proposed Budget 2017-2018	YTD Actual 2017-2018	% Budget Used	Budget Remaining	% Remaining	Budget 2018- 2019	Proposed Budget 2019- 2020	Proposed Budget 2020- 2021	Proposed Budget 2021- 2022
REVENUE (This reflects revenue to be spent - not total revenue)									
Scholarship Funds									
Wisker	8,500	778	9%	7,722	91%	8,500	8,500	8,500	8,500
Westbeck	24,500	2,983	12%	21,517	88%	24,500	24,500	24,500	24,500
SFA General	1,000		0%	1,000	100%	1,000	1,000	1,000	1,000
America Dreamkeepers SCHN-R	10,000		0%	10,000	100%	10,000	10,000	10,000	10,000
Contracted Funds from SCPR	300,000	300,000	100%	-	0%	300,000	300,000	300,000	300,000
Major Gifts Campaign	700,000		0%	700,000	100%	1,860,000	1,860,000	1,860,000	1,860,000
Total Scholarship Funds	1,044,000	303,761	29%	740,239	71%	2,204,000	2,204,000	2,204,000	2,204,000
Agency Funds									
Lancers for Life	4,000		0%	4,000	100%	-	-	-	-
Grants	-			-					
Major Gifts Campaign	500,000		0%	500,000	100%	900,000	900,000	900,000	900,000
Total Agency Funds	504,000		0%	504,000	100%	900,000	900,000	900,000	900,000
TOTAL REVENUE	1,548,000	303,761	20%	1,244,239	80%	3,104,000	3,104,000	3,104,000	3,104,000
EXPENSES									
Foundation Support									
Scholarship Event	24,000	3,761	16%	20,239	84%	24,000	24,000	24,000	24,000
Scholarship VIP Event	10,000		0%	10,000	100%	10,000	10,000	10,000	10,000
America Dreamkeepers Fund Raising	10,000		0%	10,000	100%	10,000	10,000	10,000	10,000
Campaign Director	150,000	79,866	53%	70,134	47%	150,000	141,130	141,130	141,130
Campaign Consultant	66,000	27,652	42%	38,348	58%	66,000	66,000	66,000	66,000
Major Gifts Campaign Contracts	117,850		0%	117,850	100%	321,399	185,699	50,000	50,000
Major Gifts Campaign Operational Expenses	100,000	106,773	107%	(6,773)	-7%	50,000	50,000	50,000	50,000
Major Gifts Campaign Salaries	308,247		0%	308,247	100%	308,247	308,247	308,247	308,247
TOTAL EXPENSES	786,097	218,052	28%	568,044	72%	939,646	795,076	659,377	659,377
Income Less Expense	\$ 761,903.42	\$ 85,709.19	\$	676,194.23	\$ 2,164,354.37	\$ 2,308,924.00	\$ 2,444,623.37	\$ 2,444,623.37	\$ 2,444,623.37

Fronted by Unrestricted
Fronted by Unrestricted
Fronted by Unrestricted
Fronted by the College

Budget 2017-2018
Major Gifts Campaign

November 30, 2017

REVENUE (This reflects revenue to be spent - not total revenue)

	Proposed Budget 2017- 2018	YTD Actual 2017-2018	% Budget Used	Budget Remaining	% Budget Remaining				
Scholarship Funds									
Major Gifts Campaign*	700,000		0%	700,000	100%	1,860,000	1,860,000	1,860,000	1,860,000
Total Scholarship Funds	700,000		0%	700,000	100%	1,860,000	1,860,000	1,860,000	1,860,000
Agency Funds									
Major Gifts Campaign	500,000		0%	500,000	100%	900,000	900,000	900,000	900,000
Total Agency Funds	500,000		0%	500,000	100%	900,000	900,000	900,000	900,000
Operational Funds									
Contracted Funds from SCPR	300,000	300,000	100%	-	0%	300,000	300,000	300,000	300,000
Total Operational Funds	300,000	300,000	100%	-	0%	300,000	300,000	300,000	300,000
TOTAL REVENUE	1,500,000	300,000	20%	1,200,000	80%	2,760,000	2,760,000	2,760,000	2,760,000
EXPENSES									
Campaign Director	150,000	79,866	53%	70,134	47%	150,000	141,130	141,130	141,130
Campaign Consultant	66,000	27,652	42%	38,348	58%	66,000			Fronted by Unrestricted
Development Officer	67,850		0%	67,850	100%	271,399	135,699		Fronted by Unrestricted
Administrative Assistant	50,000		0%	50,000	100%	50,000	50,000	50,000	50,000
Major Gifts Campaign Salaries	307,524		0%	307,524	100%	307,524	307,524	307,524	307,524
Major Gifts Campaign Operational Expenses	100,000	106,773	107%	(6,773)	-7%	50,000	30,000	150,000	Fronted by the College
TOTAL EXPENSES	741,374	214,291	29%	527,083	71%	894,923	664,354	498,654	498,654
Income Less Expense	\$ 758,625.84	\$ 85,709.19		\$ 672,916.65		\$ 1,865,076.79	\$ 2,095,646.42	\$ 2,111,345.79	\$ 2,261,345.79

*The funds raised for scholarship during the Campaign will include funds raised at the time of the feasibility study beginning October 2014

Pasadena City College Foundation
Summary of Assets, Income & Expense
November 30, 2017

Statement of Financial Position

	Unrestricted 11/30/2017	Temporarily Restricted 11/30/2017	Permanently Restricted 11/30/2017	Total
Cash and Cash Equivalents	128,038.08	157,609.64	1,003.82	286,651.54
Real Estate	10,850.00	-	-	10,850.00
Investments	2,773,327.24	8,683,060.76	15,763,786.99	27,220,174.99
Total Assets	\$ 2,912,215.32	\$ 8,840,670.40	\$ 15,764,790.81	\$ 27,517,676.53

Liabilities and Fund Balance

Fund Balance

Fund Balance	2,912,215.32	8,840,670.40	15,764,790.81	27,517,676.53
Total Fund Balance	\$ 2,912,215.32	\$ 8,840,670.40	\$ 15,764,790.81	\$ 27,517,676.53

Statement of Activities

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Revenue				
Endowment Revenue (PR)			75,000.00	75,000.00
Agency Revenue (TR)	-	77,101.21	-	77,101.21
Scholarship Revenue (TR)	-	451,448.54	-	451,448.54
Grant Revenue (TR)	-	-	-	-
Art Campaign Revenue (TR)	-	-	-	-
Operating Revenue (UR)	494,405.67	-	-	494,405.67
Administrative Fee (-) [Full year]	321,367.94	(321,367.94)	-	-
Investment Income (-) [Actual YTD]	125,960.00	1,133,643.00	-	1,259,603.00
Total Revenue	\$ 941,733.61	\$ 1,340,824.81	\$ 75,000.00	\$ 2,357,558.42
Expenses				
Agency Expense (TR)	-	89,556.96	-	89,556.96
Scholarship Paid (TR)	-	294,959.19	-	294,959.19
Grant Expense (TR)	-	-	-	-
Capital Campaign Expenses (TR)	-	-	-	-
Foundation Support/Grants (UR)	24,033.28	-	-	24,033.28
Fund Raising Expense (UR)	270,320.46	-	-	270,320.46
General & Administrative (UR)	91,092.82	-	-	91,092.82
Total Expenses	\$ 385,446.56	\$ 384,516.15	\$ -	\$ 769,962.71
Net Change	\$ 556,287.05	\$ 956,308.66	\$ 75,000.00	\$ 1,587,595.71
BEGINNING FUND BALANCE	2,481,888.27	9,099,965.00	14,572,628.00	26,154,481.27
NET SURPLUS/(DEFICIT)	556,287.05	956,308.66	75,000.00	1,587,595.71
ADJUSTMENTS TO FUND BALANCE	-	(230,000.00)	5,000.00	(225,000.00)
ENDING FUND BALANCE	\$ 3,038,175.32	\$ 9,826,273.66	\$ 14,647,628.00	\$ 27,517,076.98

Pasadena City College Foundation
Statement of Activities
November 30, 2017

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Revenues				
Operating Revenue				
Donations	191,749.87	-	-	191,749.87
Annual Dinner	2,655.80	-	-	2,655.80
Contracted Funds From SCPR	300,000.00	-	-	300,000.00
Total Operating Revenue	494,405.67	-	-	494,405.67
Program Donations				
Agency	-	77,101.21	-	77,101.21
Scholarship	-	451,448.54	75,000.00	526,448.54
Purchases Agency	-	600.00	-	600.00
Total Program Donations	\$ -	\$ 529,149.75	\$ 75,000.00	\$ 604,149.75
Administrative Fee Revenue				
Administrative Fee	321,367.94	-	-	321,367.94
Total Administrative Fee Revenue	\$ 321,367.94	\$ -	\$ -	\$ 321,367.94
Investment Income				
Interest	-	-	-	85,500.04
Dividends	-	-	-	113,997.90
Cost Basis Adjustment	-	-	-	(5,298.02)
Unrealized Gain/Loss	-	-	-	1,114,815.65
Investment Management Fees	-	-	-	(57,058.20)
Realized Gain/Loss	-	-	-	7,645.18
Total Investment Income	125,960.00	1,133,643.00		1,259,602.55
Total Revenues	941,733.61	1,662,792.75	75,000.00	2,679,525.91
Expenses				
Program Expenses				
Program Support	-	-	-	
Administrative Fee	-	321,367.94	-	321,461.52
Scholarships	-	294,959.19	-	294,959.19
Agency	-	89,556.96	-	89,463.38
Total Program Support	\$ -	\$ 705,884.09	\$ -	\$ 705,884.09
Operating Expenses				
Community Involvement	17,876.54	-	-	17,876.54
Discretionary Fund	1,264.61	-	-	1,264.61
Conference and Seminar	3,701.26	-	-	3,701.26
Foundation Meetings	1,190.87	-	-	1,190.87
Total Operating Expenses	24,033.28	-	-	24,033.28
Total Program Expenses	\$ 24,033.28	\$ 705,884.09	\$ -	\$ 729,917.37
General and Administrative				
Operating Expenses				

Pasadena City College Foundation
Statement of Activities
November 30, 2017

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Accounting Fees	27,000.00	-	-	27,000.00
Consulting Fees	25,633.28	-	-	25,633.28
Office Supplies	969.75	-	-	969.75
Printing Expense	2,025.00	-	-	2,025.00
Computer Software and Equipment	2,040.00	-	-	2,040.00
Office Interior	10,733.38	-	-	10,733.38
Photocopier Lease	1,509.91	-	-	1,509.91
Advertising	11,911.63	-	-	11,911.63
Legal Fees	1,010.00	-	-	1,010.00
Bank Fees	668.67	-	-	668.67
Taxes	1.00	-	-	1.00
Miscellaneous	525.36	-	-	525.36
Subscriptions	528.95	-	-	528.95
Software Training	4,238.83	-	-	4,238.83
Major Gifts Operational	2,297.06	-	-	2,297.06
Total Operating Expenses	91,092.82	-	-	91,092.82
Total General and Administrative	\$ 91,092.82	\$ -	\$ -	\$ 91,092.82
Development Expenses				
Fundraising Expenses				
Computer Software and Equipment	11,027.93	-	-	11,027.93
Advertising	2,865.34	-	-	2,865.34
Donor Cultivation	5,157.13	-	-	5,157.13
Annual Dinner	12,269.88	-	-	12,269.88
Memberships	1,803.40	-	-	1,803.40
Software Training	10,495.00	-	-	10,495.00
Major Gifts Operational	106,773.24	-	-	106,773.24
Major Gifts Campaign Campaign Consultant	27,651.57	-	-	27,651.57
Major Gifts Campaign Campaign Director	79,866.00	-	-	79,866.00
Giving Tuesday	12,410.97	-	-	12,410.97
Total Fundraising Expenses	\$ 270,320.46	\$ -	\$ -	\$ 270,320.46
Total Development Expenses	\$ 270,320.46	\$ -	\$ -	\$ 270,320.46
Total Expenses	\$ 385,446.56	\$ 705,884.09	\$ -	\$ 1,091,330.65
Transfers				
Transfers In				
Transfer to other funds	-	-	5,000.00	5,000.00
Total Transfers In	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00
Transfers Out				
Transfer from other funds	-	(5,000.00)	-	(5,000.00)
Total Transfers Out	\$ -	\$ (5,000.00)	\$ -	\$ (5,000.00)
Total Transfers	\$ -	\$ (5,000.00)	\$ 5,000.00	\$ -

Pasadena City College Foundation
Statement of Activities
November 30, 2017

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
BEGINNING FUND BALANCE	2,481,888.27	9,099,965.00	14,572,628.00	26,154,481.27
ADJUSTMENTS TO FUND BALANCE		(230,000.00)	5,000.00	(225,000.00)
TOTAL ADJUSTED FUND BALANCE	2,481,888.27	8,869,965.00	14,577,628.00	25,929,481.27
NET SURPLUS/(DEFICIT)	556,287.05	956,908.66	75,000.00	1,588,195.26
ENDING FUND BALANCE	<u>\$ 3,038,175.32</u>	<u>\$ 9,826,873.66</u>	<u>\$ 14,652,628.00</u>	<u>\$ 27,517,676.53</u>

Pasadena City College Foundation
Statement of Financial Position
November 30, 2017

Assets

Current Assets

Cash and Cash Equivalents	
BOW 635 Operating	111,005.52
BOW 643 Savings	100.00
BOW 627 Special Projects	6,010.44
BOW 619 Net Community	44,250.97
BOW 544 Debit Card	7,112.36
CS MM-932	116,053.05
Other - Bank Error	2,119.20
Total Cash and Cash Equivalents	<u>286,651.54</u>
Total Current Assets	<u>286,651.54</u>

Long Term Assets

Real Estate	
Lots in Arizona	10,850.00
Total Real Estate	<u>10,850.00</u>

Investments

CS Inv 335	25,166,709.25
Osher Funds	2,053,465.74
Total Investments	<u>27,220,174.99</u>

Total	<u>27,231,024.99</u>
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Total Assets	<u>27,517,676.53</u>
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Liabilities and Fund Balance

Fund Balance

Unrestricted Fund Balance	2,912,215.32	-	-	2,912,215.32
Temp Restricted Fund Balance	-	8,840,670.40	-	8,840,670.40
Perm Restricted Fund Balance	-	-	15,764,790.81	15,764,790.81
Total Fund Balance	<u>2,912,215.32</u>	<u>8,840,670.40</u>	<u>15,764,790.81</u>	<u>27,517,676.53</u>

Total Liabilities and Fund Balance	<u>2,912,215.32</u>	<u>8,840,670.40</u>	<u>15,764,790.81</u>	<u>27,517,676.53</u>
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Pasadena City College Foundation
Check Register
November 2017

Date	Number	Payee	Amount	Reference	Project
11/06/17	Debit	Amazon.com	\$16.37	Transaction recorded in error	Default Project
11/15/17	Debit	Domino's Pizza	\$105.99	Lunch for participants	Lancers for Life-AGC-R
11/24/17	Debit	Duran Flowers	\$411.83	Flowers for Scholarship Event	Nancy Wyker-SFA-P
11/09/17	Debit	Amazon.com	\$147.20	Certificate Holders	Robert Westerbeck-SCH-P
11/24/17	Debit	Duran Flowers	\$1,235.49	Flowers for Scholarship Event	Robert Westerbeck-SCH-P
11/06/17	Debit	Chef's Toys	\$118.86	Push cart for Lancer Pantry	Student Services-AGC-R
11/01/17	Debit	Amazon.com	\$108.20	Sympathy basket for Sandi Mejia	Unrestricted
11/01/17	Debit	The Flowerman	\$147.83	Funeral Wreath Sandi Mejia's father	Unrestricted
11/02/17	Debit	The Flowerman	\$60.23	Flowers for Ginny Cushman	Unrestricted
11/03/17	Debit	Michaels	\$32.85	Gift Bags Annual Dinner	Unrestricted
11/06/17	Debit	MTB Event Rentals	\$1,642.20	Rentals for Annual Dinner	Unrestricted
11/06/17	Debit	Huntington Store	\$175.20	Gift for Jim & Becky Sarni	Unrestricted
11/08/17	Debit	University Club	\$388.83	Membership dues & Food	Unrestricted
11/08/17	Debit	University Club	\$150.73	Membership dues & Food	Unrestricted
11/08/17	Debit	University Club	\$220.00	Membership dues & Food	Unrestricted
11/09/17	Debit	Amazon.com	\$835.82	Giving Tuesday Prizes	Unrestricted
11/09/17	Debit	Ronen Levy Events	\$4,979.84	Catering for Annual Dinner	Unrestricted
11/10/17	Debit	Amazon.com	\$17.96	Envelopes for Giving Tuesday	Unrestricted
11/10/17	Debit	Office Depot	\$26.25	MultiColor labels for prospect coding	Unrestricted
11/15/17	Debit	The Bottle Shop	\$699.79	Bar/drinks Annual Dinner	Unrestricted
11/15/17	Debit	Amazon.com	\$78.46	Prizes for Giving Tuesday	Unrestricted
11/15/17	Debit	Amazon.com	\$54.28	Prizes for Giving Tuesday	Unrestricted
11/29/17	Debit	Subway	\$234.55	Giving Tuesday	Unrestricted
11/29/17	Debit	Kogi Group Corp.	\$2,757.70	Giving Tuesday Food	Unrestricted
11/30/17	Debit	Balloon Emporium	\$258.42	Giving Tuesday	Unrestricted
11/01/17	60191	Bobbi Abram	\$28.80	Reimburse working lunch	Unrestricted
11/01/17	60192	Christina Mu	\$17.96	Reimburse Uber ride to CASE Conference	William Lindquist-AGC-P
11/01/17	60193	David Cuatt	\$825.80	Reimburse Seminar expenses	Unrestricted
11/01/17	60194	De Lage Landen Financial Services	\$133.59	Copier Lease October	Unrestricted
11/01/17	60195	Haynes Consulting Group, LLC	\$3,218.75	Consulting Fees Sep	Unrestricted
11/01/17	60196	I-8 Food Services	\$200.00	Khalij Herron Meal Pass	Treasure Little Children-SCH-R
11/01/17	60197	Kristin Pilon	\$825.82	Reimburse Seminar expenses	William Lindquist-AGC-P
11/01/17	60198	Matthew Knechtel	\$3,120.00	Consultant Fees Software Training	Unrestricted
11/01/17	60199	PCC Publications Office	\$211.95	Writers in Residence posters	Writers in Residence-AGC-R
11/01/17	60200	PCC Staging Services	\$39.00	Board of Directors Meeting 9/19/17	Unrestricted
11/01/17	60201	Roth Staffing Companies, L.P.	\$2,858.08	Consultant Fees	Unrestricted
11/01/17	60202	Salvatrice Cummo	\$129.86	Reimburse supplies for event Urbe-Derby	PCC Small Business Dev-AGC-R
11/01/17	60203	Maria Barrientos	\$116.33	Reimburse Uber ride to CASE Conference	Unrestricted
11/01/17	60204	Natashia Deon Saunders	\$2,500.00	2017 Writer-in-Residence	Writers in Residence-AGC-R
11/01/17	60205	Suzy Antonian	\$1,066.75	The Dermal Institute Classes - Boone Achieve Schol	Boone Achievement Award-SCH-R
11/01/17	60206	Victor Zavala	\$300.00	Hiral Scholarship - to replace lost check #55313	Hiral Japanese Sch-SCH-P
11/03/17	60207	Glenna Waterson	\$67.40	Reimburse Courtesy Candy	Natural Sciences-AGC-R
11/03/17	60208	John Tyberg	\$570.00	Reimburse Deposit for Shakespeare Festival	Ashland Prog-AGC-R
11/03/17	60209	Marilyn Johnson	\$56.51	Reimburse Treats for Halloween	Natural Sciences-AGC-R

Pasadena City College Foundation
Check Register
November 2017

Date	Number	Payee	Amount	Reference	Project
11/03/17	60210	Ready Refresh	\$156.16	Water Service for Office	Unrestricted
11/03/17	60211	Reina Prado	\$700.00	Installation of Laura Alvarez	Latino Chicano Herit-AGC-P
11/03/17	60212	Roth Staffing Companies, L.P.	\$5,741.36	Consultant fee WE 10/22/17	Unrestricted
11/03/17	60213	Adriel Rillera	\$375.00	Royal Arcanum Scholarship	Third Party Scholarships-SCH-R
11/03/17	60214	Christel Villarino	\$110.00	Boone Achievement award Stateboard Kit	Boone Achievement Award-SCH-R
11/03/17	60215	Department of Motor Vehicles	\$97.00	Past due car registration - Anthony Smith	America Dream Keepers-SCH-R
11/03/17	60216	Hammer Insurance Services	\$103.83	Past due car insurance - Anthony Smith	America Dream Keepers-SCH-R
11/03/17	60217	Mark Caskey	\$500.00	Past due rent - Adam Caskey	America Dream Keepers-SCH-R
11/03/17	60218	Sprint Mobile	\$185.25	Past due Utility Bill - Anthony Smith	America Dream Keepers-SCH-R
11/13/17	60219	The Armistead Group	\$5,500.00	Marketing research, positioning study	Unrestricted
11/13/17	60220	Lisa Nelson	\$831.69	Reimburse Food to stock pantry	Student Services-AGC-R
11/13/17	60221	Nancy Davis	\$5,441.85	Reimburse Valley Hunt Club Expense	Unrestricted
11/13/17	60222	Patricia Pejoumand	\$13,661.96	Accounting Services & Travel Reimbursement Sep & Oct 2017	Unrestricted
11/13/17	60223	Nicholas Tobin	\$33.66	Reimburse food to stock Pantry	Student Services-AGC-R
11/15/17	60224	Bobbi Abram	\$16.99	Reimburse Refreshments F&I Comm Mtg	Unrestricted
11/15/17	60225	California Marketing Inc.	\$966.86	Printing Services Scholarship Ceremony	Nancy Wyker-SFA-P
11/15/17	60226	Chelsea Philanthropy	\$11,666.00	Major Gifts Director Fee October 2017	Unrestricted
11/15/17	60227	Elaine Cartas	\$177.00	Reimburse Parking & CASE App	Unrestricted
11/15/17	60228	Elder Tree	\$3,163.50	Donor Prospect Initiative	Unrestricted
11/15/17	60229	I-8 Food Services	\$131.72	Catering for Executive Comm Mtg	Unrestricted
11/15/17	60230	James Watterson	\$1,000.00	Research Potential Pas Hometown donors	Unrestricted
11/15/17	60231	Lisa Velasco	\$8.98	Reimburse Refreshments F&I Comm Mtg	Unrestricted
11/15/17	60232	Matthew Knechtel	\$120.00	Quarterly Reports Financial Edge	Unrestricted
11/15/17	60233	Music Department Jazz T&A	\$950.00	Jazz Combo for Annual Dinner	Unrestricted
11/15/17	60234	Outlook Newspapers	\$5,670.00	Advertising	Unrestricted
11/15/17	60235	PCC Publications Office	\$702.74	Publication R Davidson Event	Unrestricted
11/15/17	60236	PCC Staging Services	\$156.00	Staging Services	Writers in Residence-AGC-R
11/15/17	60237	Roth Staffing Companies, L.P.	\$5,164.08	Consulting Fees WE 10/29/17	Unrestricted
11/15/17	60238	Swag Promo	\$1,346.85	Custom Pins	Unrestricted
11/15/17	60239	Xiaodan Leng	\$816.02	Reimburse Lodging & Travel Expenses	Exp. of Teach Math & Phy-AGC-R
11/22/17	60240	Angela Wong	\$40.09	Reimburse Supplies for SMMC site	Friends of Parent Edu-AGC-R
11/22/17	60241	Bobbi Abram	\$772.19	Reimburse Breakfast meeting with Bill Hawkins	Unrestricted
11/22/17	60242	Columbia Dentoform	\$3,014.82	Dental Supplies - Patron Saints Grant	Dental Assisting-AGC-R
11/22/17	60243	Community College League of California	\$4,196.00	Online Music subscription	Lula Claire Parmley Fund-AGC-P
11/22/17	60244	De Lage Landen Financial Services	\$146.95	Photocopier lease	Unrestricted
11/22/17	60245	Firelite, LLC	\$348.00	Web Hosting Ember Annual Service	PCC Small Business Dev-AGC-R
11/22/17	60246	I-8 Food Services	\$419.31	Catering Board of Dir Mtg 9/19/17	Unrestricted
11/22/17	60247	Jennifer Edwards	\$101.43	Reimburse site set-up materials	Friends of Parent Edu-AGC-R
11/22/17	60248	Jennifer Orona	\$240.27	Reimburse Supplies for CSL site	Friends of Parent Edu-AGC-R
11/22/17	60249	Laura King	\$250.00	Presenter fee - mindful yoga	Friends of Parent Edu-AGC-R
11/22/17	60250	Mary Braswell	\$2,332.00	Articles for Foundation Newsletter	Unrestricted
11/22/17	60251	Michelle Banks	\$314.03	Reimburse Theater in Ashland expenses	English Division-AGC-R
11/22/17	60252	Pasadena City College	\$29,160.78	16-17 Q4 Scholarships	Various
11/22/17	60253	Patterson Dental Supply, Inc.	\$3,749.01	Dental Kits - Patron Saints Grant	Dental Assisting-AGC-R

Pasadena City College Foundation
Check Register
November 2017

Date	Number	Payee	Amount	Reference	Project
11/22/17	60254	PCC Bookstore	\$93.67	Burton Burnside Book Voucher	Fund for Veterans Edu-AGC-S
11/22/17	60255	Rodriguez, Horil, Choi, & Cafferata LLP	\$384.50	Attorney General Template	Unrestricted
11/22/17	60256	Roth Staffing Companies, L.P.	\$3,009.76	Consultant fees WE 11/05/17	Unrestricted
11/22/17	60257	Timeless Celebrations	\$2,290.00	Event planning for Annual Dinner	Nancy Wyker-SFA-P
11/27/17	60258	Bobbi Abram	\$701.73	Reimburse CASE Travel Expense	Unrestricted
11/27/17	60259	Herff Jones, LLC	\$645.00	Nursing Graduation Pins	Mitchell Mem-SFA-P
11/27/17	60260	PCC Staging Services	\$117.00	Staging Services	Writers in Residence-AGC-R
11/27/17	60261	Theresa Reed	\$300.00	Reimburse supplies for STARS student	Friends of Foster Care-AGC-R
11/27/17	60262	Dream Makers	\$1,095.00	Entertainment for 2017 STARS Holiday Celeb	Friends of Foster Care-AGC-R
11/27/17	60263	Sally Wong	\$450.00	Past Due Rent - Student Aaron Simpson	America Dream Keepers-SCH-R
11/27/17	60264	Barts Carts, Inc.	\$2,966.08	Giving Tuesday food	Unrestricted
11/27/17	60265	Bobbi Abram	\$500.00	Advance for Cash Box - Giving Tuesday	Unrestricted
11/27/17	60266	Kogi	\$2,757.70	Giving Tuesday food	Unrestricted
11/27/17	60267	MTB Event Rentals	\$1,050.00	Giving Tuesday Rentals	Unrestricted
11/27/17	60268	Pie N Burger	\$1,400.00	Giving Tuesday food	Unrestricted
			\$159,531.30		