

**THE GREATER TACOMA COMMUNITY FOUNDATION
FINANCE COMMITTEE MEETING**

March 5, 2025 at 8:30 a.m.

Location: **GTCF Board Room**

MEETING AGENDA

- I. 8:30 a.m. Review the November 20, 2024 Meeting Minutes,
Action: Vote to approve the November 20, 2024 meeting minutes
- II. 8:35 a.m. Review 12/31/24 quarterly financial reports:
 - Administrative Actual to Budget Variance report
 - Statement of Financial Position
 - Statement of Activities
 - Assets by Fund Sub-Type
 - New Funds Quarterly Report
- III. 9:00 a.m. GTCF Administrative Budget Projections 2025 -2026 - Handout
- IV. 9:35 a.m. Miscellaneous:
 - Whistleblower Policy
 - Review board portal
 - Reminder of Conflict of Interest and Confidentiality forms
 - Other business
- V. 9:40 a.m. Executive Session
- VI. 9:45 a.m. Adjourn

Note: The next meeting is scheduled for June 4, 2025.

**Greater Tacoma Community Foundation
Finance Committee Meeting
November 20, 2024**

The Finance Committee met on November 20, 2024 via ZOOM.

Members Present: Bev Cox, Dwight Williams, Sheri Tonn, Tim Tucci, Christopher Alego, Ivan Harrell, and Priscilla Lisicich

Members Absent: Brett Freshwaters

Board Present: Kitty-Ann van Doorninck, Lori Forte Harnick, Wayne Williams, Tono Sablan, Lance Goodpaster, Nathe Lawver, Richard Woo, Jacques Colon, Sheila Edwards Lange, Michael Yoder, and Jeanette Roatch

Staff Present: Kathi Littmann, President & CEO, Mo Mousa, CFO, Megan Sukys, Chief Strategy & Communications Officer, Seth Kirby, Chief Impact Officer, Marinda Huber, Controller, Stacey Guadnola, Chief Philanthropy Officer, Aeriele Johnson, Executive Administrator, Deana Hodges, Senior Accountant, Manveer Singh, Accounting Assistant, and Anastacia Lamb, Impact Coordinator

The meeting was called to order at 8:32 a.m.

Item I The committee voted unanimously and approved the minutes of the August 21, 2024 meeting.

Item II Marinda presented the 9/30/24 quarterly reports

Statements of Financial Position

Total Assets, excluding supporting organizations, increased from \$177.9 million at 12/31/2023 to \$190.1 million at 9/30/2024. The net increase of \$12.2 million was the net result of \$7.6 million in gifts received, \$17.3 million in investment activity received, \$1.3 million in grant revenue, \$10.8 million in grants paid out, and other decreases totaling \$3.2 million. Other decreases include all administrative costs, changes in liabilities, investment fees and other expenses charged to funds.

Administrative Budget Variance Report

Net Operating Activity for the quarter ended 9/30/2024 was less than amount budgeted by \$199.0k. The net favorable variance was due to:

- a) Net unfavorable variance of \$589.8k in Total Revenues was due primarily to:
 - Interfund Transfer from Catalyst Fund: \$536.7k Unfavorable variance - \$456.7k timing, \$80k permanent, only transferring enough to maintain six months cash on hand
 - Interfund Transfer from Unrestricted Pool: \$130.0k Unfavorable permanent variance - only transferring enough to get six months of operating cash on hand.
 - Intermediary Revenue: \$70.7k Favorable variance - Funds received for administrative and project management of the CRP contract with the State of Washington.

- b) Favorable variance of \$390.8k in Net Total Expenses consisted primarily of:
 - Compensation: \$146.6k favorable variance - \$83.5k permanent due to less employees hired than budgeted. \$63.1k timing primarily due to vacation payout estimates.
 - Accounting & Legal Fees: \$96.1k favorable variance - \$90.0k permanent, \$6.1k timing, due to Education Access legal fees savings.
 - Copying and Printing: \$10.2k Favorable variance- \$5.0k permanent, \$5.2k timing, due to PC Legacy Photo Deck canceled, funds to be used on giving guide and other stewardship tools.
 - Dues & Subscriptions: \$33.4k Favorable variance - \$23.0k timing due primarily to Council on Foundations payment in Q4. \$10.0k permanent due primarily to Philanthropy Northwest Dues lower than anticipated.
 - Events: \$34.7k favorable permanent variance - savings on most hosted events and multiple events which were budgeted, then canceled.
 - Facilities: \$10.0k favorable permanent variance - no Tenant Improvements.
 - Meetings: \$10.2k favorable permanent variance - savings on the Board Retreat
 - Professional Fees: \$12.7k favorable timing variance - communications consultant cost lower than budgeted and coaching consultant not billed yet.
 - Recruiting: \$12.6k favorable timing variance - office coordinator recruiting.

- Technology & Telecom: \$16.3k favorable timing variance - timing on IT consultant hours

The 12/31/2023 Operating Carry-Forward Balance of \$1.2M when combined with 2024 Net Operating Activity of \$180.5k and the Operating Reserve of \$186.3k represents 6.0 months of operating cash on hand (the target is 6 months).

New Funds Quarterly Report

1 permanent fund totaling \$1.8 million and 3 non-permanent funds totaling \$67.1k were established during the third quarter of 2024.

Item III Reviewed and voted to recommend to the Board of Directors to approve the updated funding plan for adoption for Emergency Grantmaking.

Item IV Reviewed the 2025 Finance Committee meeting schedule. The first meeting is March 5th.

Item V Board members joined in on the meeting to review the 2025 consolidated administrative budget

Megan Sukys presented the 2025 Action Budget via PowerPoint providing insight on how assets flow in and out of GTCF, how GTCF invests into the community, the Theory of Action, and the strategic work plan for the year ahead.

Following Megan, Seth highlighted the key impacts in 2025, followed by Stacey's discussion on the 2025 asset highlights, then Kath concluded with a discussion on asset building strategies for 2025.

Mo then presented a three-year administrative budget projection (2025-2027), emphasizing that only the 2025 budget would be recommended for Board of Directors for approval, while the projections for 2026 and 2027 serve as a forward-looking guide.

After diligent review and discussion, the committee unanimously voted to recommend the 2025 administration budget as presented to the Board of Directors for approval.

Item VI No Executive Session

Item VII Meeting adjourned at 10:28 am

Beverly Cox, Chair

Date

Greater Tacoma Community Foundation
Budget Variance Report - Consolidated Administrative Funds
1/1 to 12/31/2024

	BUDGET		ACTUAL	VARIANCE			2024 Forecast	Delta
	TOTAL YEAR	YEAR-TO- DATE	YEAR-TO- DATE	Favorable (Unfavorable)	%			
REVENUES:								
Admin Fee Revenue	\$ 1,923,247	\$ 1,923,247	\$ 1,942,313	\$ 19,066	1%		\$ 1,916,247	\$ 26,066
Designated Payouts	193,141	193,141	193,217	76	0%		193,217	-
Interest Income - Other	13,000	13,000	34,447	21,447	165%		23,344	11,103
Organic Revenue	2,129,388	2,129,388	2,169,977	40,589			2,132,808	37,169
Intermediary Administrative Cost			128,436	128,436		A	128,436	-
Direct Intermediary Project Management Cost			192,651	192,651		A	62,500	130,151
Intermediary Revenue	-	-	321,087	321,087			190,936	130,151
Interfund transfer from Catalyst Fund	1,461,738	1,461,738	1,150,000	(311,738)	-21%	A	1,381,738	(231,738)
Interfund transfer from Unrestricted Pool	450,000	450,000		(450,000)		A	-	-
Total Revenues	4,041,126	4,041,126	3,641,064	(400,062)	-24%		3,705,482	(64,418)
EXPENSES:								
Compensation ⁽¹⁾	2,669,742	2,669,742	2,600,522	69,220	3%	B	2,586,242	(14,280)
Accounting & Legal Fees	210,025	210,025	102,991	107,034	51%	C	120,025	17,034
Conference Expense	57,305	57,305	68,285	(10,980)	-19%	D	57,305	(10,980)
Copying and Printing	19,350	19,350	9,396	9,954	51%	E	14,350	4,954
Depreciation Expense	11,724	11,724	11,035	689	6%		11,724	689
Deposits to Reserve Funds	12,500	12,500	12,500	-	0%		12,500	-
Dues & Subscriptions	45,302	45,302	25,211	20,091	44%	F	35,302	10,091
Equipment Purchase	11,000	11,000	10,746	254	2%		11,000	254
Events	44,400	44,400	9,131	35,269	0%	G	9,400	269
Facilities	171,289	171,289	161,291	9,998	6%	H	161,289	(2)
Insurance	16,168	16,168	17,035	(867)	-5%		16,643	(392)
Interest, Bank Fees, Taxes & Licenses	1,000	1,000	469	531	53%		1,000	531
Meetings	106,090	106,090	86,897	19,193	18%	I	96,000	9,103
Office & Other Expenses ⁽²⁾	10,400	10,400	14,714	(4,314)	-41%		10,400	(4,314)
Professional Fees	64,495	64,495	54,413	10,082	16%	J	64,495	10,082
Recruiting	40,000	40,000	44,867	(4,867)	-12%		40,000	(4,867)
Staff Development	20,000	20,000	20,323	(323)	-2%		20,000	(323)
Technology & Telecom	144,035	144,035	121,196	22,839	16%	K	144,035	22,839
Travel	3,600	3,600	2,917	683	19%		3,600	683
Web site Costs	7,330	7,330	4,056	3,274	45%		7,330	3,274
Total Expenses	3,665,755	3,665,755	3,377,995	287,760	-5%		3,422,640	44,645
NET OPERATING ACTIVITY	\$ 375,371	\$ 375,371	\$ 263,069	\$ (112,302)	-30%		\$ 282,842	\$ (19,773)

(1) Burden rate 30%

(2) Office & Other expenses include: Supplies, equipment rental/maintenance, posting & shipping...etc.

CALCULATION OF NUMBER OF MONTHS OPERATING CASH ON HAND:		
	BUDGET	ACTUAL as of 12/31/24
Total 2024 Budget Operating Expenses	\$ 3,665,755	\$ 3,377,995
Monthly Operating Expenses	\$ 305,480	\$ 281,500
Operating Carry Forward Balance	\$ 1,691,559	\$ 1,511,064
Administrative Operating Reserve Balance	\$ 166,979	\$ 186,341
Total amount avail. for future admin ops	\$ 1,858,538	\$ 1,697,405
Number of months operating cash on hand	6.1	6.0

2024 Forecast
\$ 3,422,640
\$ 285,220
\$ 1,530,837
\$ 193,841
\$ 1,724,678
6.0

Greater Tacoma Community Foundation
Budget Variance Report - Consolidated Administrative Funds- Unaudited
1/1 to 12/31/24

	BUDGET		ACTUAL		VARIANCE	
	TOTAL YEAR	Year-to-date	Year-to-date		(Under) Over	%
OPERATING CARRY-FORWARD - 12/31/23	\$ 1,316,188	\$ 1,316,188	\$ 1,247,995			
2024 NET OPERATING ACTIVITY 12/31/24	375,371	375,371	263,069			
OPERATING CARRY-FORWARD ENDING BALANCE	\$ 1,691,559	\$ 1,691,559	\$ 1,511,064			
CAPITAL BUDGET:						
Furniture and Equipment Purchases	\$ 15,000	\$ 11,250	\$ 4,955		\$ (6,295)	-56%

EXPLANATIONS OF SIGNIFICANT VARIANCES (\$5,000 or more and 10% or more):

- A** Unfavorable variance of \$79k net. Intermediate work, which was not budgeted, made it possible to transfer less from Catalyst Fund and none from Unrestricted Pool.
- B** Favorable variance primarily due to less employees hired than budgeted.
- C** Favorable variance primarily due to Education access legal fees savings.
- D** Unfavorable variance primarily due to staff and board attending Philanthropy Northwest conference.
- E** Favorable variance primarily due to PC Legacy Photo Deck canceled.
- F** Favorable variance due primarily to Philanthropy Northwest Dues and Council on Foundations Dues lower than budgeted.
- G** Favorable variance primarily due to savings on most hosted events and multiple events which were budgeted for were canceled.
- H** Favorable variance primarily due to no Tenant Improvements.
- I** Favorable variance primarily due to savings on the Board Retreat and savings on stewardship meetings.
- J** Favorable variance primarily due savings on coaching consultants.
- K** Favorable variance primarily due to IT consultanting savings and technology stipend being applied as employee benefits.

**GREATER TACOMA COMMUNITY FOUNDATION
ADMINISTRATION AND ALL COMPONENT FUNDS
STATEMENTS OF FINANCIAL POSITION
DECEMBER 31, 2024 AND DECEMBER 31, 2023**

	12/31/2024	12/31/2023
ASSETS:		
Cash	\$ 445,784	\$ 1,086,961
Non-Cash Gift Transfers in Progress	-	751
Gifts and Grants Receivable	1,278,077	35,000
Trust Receivable	6,804,007	5,644,345
Investments:		
Endowment Pool	122,574,223	119,238,191
SRI Pool	10,717,350	9,462,692
Annuity Pool	998,393	1,044,088
Low Risk Pool	28,214,577	26,113,153
Short Term Pool	4,072,588	5,552,400
Individually Managed Funds	6,948,885	7,264,059
Charitable Remainder Unitrusts	702,952	838,433
Right of Use Asset	1,279,435	1,420,230
Property and Equipment, Net of Deprec.	16,684	21,626
Other Assets	119,040	138,360
TOTAL ASSETS	\$ 184,171,993	\$ 177,860,288
LIABILITIES:		
Accounts Payable	\$ 24,213	\$ 45,526
Payroll Related Liabilities	20,443	35,965
Accrued Retirement Benefits	162,945	129,469
Grants Payable	14,900	214,137
CRUT Payments Payable	242,725	325,286
Annuity Payments Payable	404,516	446,127
Short Term Lease Payable	131,874	125,335
Long Term Lease Payable	1,206,476	1,338,350
TOTAL LIABILITIES	2,208,092	2,660,196
NET ASSETS	181,963,901	175,200,092
TOTAL LIABILITIES AND NET ASSETS	\$ 184,171,993	\$ 177,860,288

**GREATER TACOMA COMMUNITY FOUNDATION
ADMINISTRATION AND ALL COMPONENT FUNDS**

STATEMENTS OF ACTIVITIES

January 1 to December 31, 2024 and 2023

	2024 YTD (12 months)	2023 YTD (12 months)
REVENUES:		
Gifts	\$ 11,677,917	\$ 10,312,851
Grant Revenue	1,836,619	133,629
Realized Gains/(Losses)	2,788,863	197,930
Unrealized Gains/(Losses)	4,973,794	14,018,927
Interest and Dividends	7,016,469	5,410,660
Change in Value of Split interest	1,386,751	462,520
Other Revenue	3,339	3,450
TOTAL REVENUES	29,683,752	30,539,967
 Expenses		
Accounting & Legal Fees	113,351	49,380
Advertising	419	47,941
Community Events	55,336	55,030
Compensation	2,600,522	1,585,830
Conference Expense	71,790	21,369
Copying and Printing	21,968	1,353
Depreciation Expense	11,035	8,092
Dues & Subscriptions	45,211	15,745
Equipment and Furniture Purchase	10,746	7,801
Events	63,559	22,215
Facilities	176,752	117,292
Grants Expense	18,941,335	8,090,854
Information & Communications	123,041	110,645
Insurance	17,035	11,594
Interest, Bank Fees, Taxes & Licenses	4,559	2,043
Investment Management Fees	213,164	138,618
Meetings	81,566	23,569
Office & Other Expenses	73,074	35,708
Professional Fees	265,387	293,015
Staff Development	20,323	5,490
Travel	4,392	2,218
Web site Costs	5,377	6,929
TOTAL EXPENSES	22,919,944	10,652,731
NET OPERATING ACTIVITY	\$ 6,763,809	\$ 19,887,236

The Greater Tacoma Community Foundation
Assets by Fund Sub-Type and Endowment Status
As of 12/31/2024

	Total Assets	# of funds	Percent of Total	Average Fund Balance	New Funds	Gifts	Grants	# of Grants	Admin Fee	% of Total Fees	YTD percent charged
ENDOWED FUNDS:											
Agency	\$ 11,487,861	76	6.2%	\$ 151,156	2	\$ 50,658	\$ 333,430	69	\$ 78,849	4.1%	0.686%
Designated	49,869,351	152	27.1%	328,088	8	864,445	1,490,179	220	624,528	32.2%	1.252%
Donor Advised	16,277,521	31	8.8%	525,081	1	360,165	444,050	131	131,559	6.8%	0.808%
Field of Interest	19,824,274	17	10.8%	1,166,134	2	1,812,995	240,560	14	360,303	18.6%	1.817%
Other Community Foundations	1,623,220	13	0.9%	124,863	-	-	63,500	13	13,506	0.7%	0.832%
Scholarships	2,536,437	34	1.4%	74,601	-	39,980	10,800	6	14,637	0.8%	0.577%
Unrestricted	14,963,785	38	8.1%	393,784	-	-	-	-	260,664	13.4%	1.742%
Total Endowed Funds	116,582,448	361	63.3%	322,943	13	3,128,242	2,582,519	453	1,484,046	76.4%	1.273%
NON-ENDOWED FUNDS:											
Agency	\$ 6,077,428	26	3.3%	\$ 233,747	1	\$ 1,059,257	\$ 4,367,371	26	\$ 54,779	2.8%	0.901%
Community Leadership	3,791,664	10	2.1%	379,166	-	-	1,000	1	-	0.0%	0.000%
CRUTs and CGAs	1,686,351	20	0.9%	84,318	1	50,000	-	-	4,318	0.2%	0.256%
Designated	16,070,494	42	8.7%	382,631	7	1,661,618	2,360,291	41	73,677	3.8%	0.458%
Donor Advised	32,685,820	82	17.7%	398,608	7	4,147,626	7,887,573	425	292,581	15.1%	0.895%
Field of Interest	458,528	10	0.2%	45,853	1	60,000	40,000	3	3,397	0.2%	0.741%
Intermediary Funds	1,020,038	2	0.6%	510,019	1	-	250,000	4	-	0.0%	0.000%
Other Community Foundations	2,654,435	26	1.4%	102,094	2	1,270,603	740,532	55	18,800	1.0%	0.708%
Scholarships	753,423	11	0.4%	68,493	-	121,768	655,550	47	10,714	0.6%	1.422%
Unrestricted	2,391,365	7	1.3%	341,624	-	178,802	56,500	22	-	0.0%	0.000%
Total Non-Endowed Funds	67,589,544	236	36.7%	286,396	20	8,549,675	16,358,816	624	458,267	23.6%	0.678%
Grand Total All Funds	\$ 184,171,993	597	100.0%	\$ 308,496	33	\$ 11,677,917	\$ 18,941,335	1,077	\$ 1,942,313	100.0%	1.055%

The Greater Tacoma Community Foundation
Assets by Fund Sub-Type
As of 12/31/2024

	Total Assets	# of funds	Percent of Total	Average Fund Balance	New Funds	Gifts	Grants	# of Grants	Admin Fee	% of Total Fees	YTD percent charged
Agency	\$ 17,565,288	102	9.5%	\$ 172,209	3	\$ 1,109,915	\$ 4,700,801	95	\$ 133,628	6.9%	0.761%
Community Leadership	3,791,664	10	2.1%	379,166	-	-	1,000	1	-	0.0%	0.000%
CRUTs and CGAs	1,686,351	20	0.9%	84,318	1	50,000	-	-	4,318	0.2%	0.256%
Designated	65,939,845	194	35.8%	339,896	15	2,526,063	3,850,470	261	698,205	35.9%	1.059%
Donor Advised	48,963,340	113	26.6%	433,304	8	4,507,791	8,331,623	556	424,140	21.8%	0.866%
Field of Interest	20,282,801	27	11.0%	751,215	3	1,872,995	280,560	17	363,700	18.7%	1.793%
Intermediary Funds	1,020,038	2	0.6%	510,019	1	-	250,000	4	-	0.0%	0.000%
Other Community Foundations	4,277,655	39	2.3%	109,683	2	1,270,603	804,032	68	32,306	1.7%	0.755%
Scholarships	3,289,860	45	1.8%	73,108	-	161,748	666,350	53	25,351	1.3%	0.771%
Unrestricted	17,355,151	45	9.4%	385,670	-	178,802	56,500	22	260,664	13.4%	1.502%
Grand Total All Funds	\$ 184,171,993	597	100.0%	\$ 308,496	33	\$ 11,677,917	\$ 18,941,335	1,077	\$ 1,942,313	100.0%	1.055%

GREATER TACOMA COMMUNITY FOUNDATION
NEW FUNDS QUARTERLY REPORT
10/1/2024 - 12/31/2024

DESCRIPTION / FUND NAME	Establishing Gift Amount	PURPOSE
DESIGNATED ENDOWED		
Clifford and Christina Hansen Designated Endowment	\$ 10,833	To make legacy giving during their lifetime.
James A. Woodworth Endowment Fund	\$ 170,438	Created from CRUT- supporting Franke Tobey Jones and Seabury School.
DESIGNATED FOR PURPOSE NON-PERMANENT:		
1DROP	\$ 10,000	1DROP supports BIPOC developers, building BIPOC homes, creating BIPOC jobs, and growing BIPOC wealth. This fund will support a thriving ecosystem of BIPOC developers in the South Sound.
Blue Zones Project Parkland Spanaway	\$ 10,000	The Blue Zones Project® in Parkland-Spanaway is a community-wide, evidence-based initiative dedicated to improving health and well-being for all.
FFF Fircrest Parks Backstop Replacement Fund	\$ 456,786	Fircrest Forever Foundation created this fund to replace backstops and associated maintenance in Fircrest Parks.
The Purpose Fund	\$ 10,000	CPIN supports grassroots and mission-driven initiatives toward self-sustainability. This fund will support a thriving ecosystem of not-for-profit and for-profit organizations in the South Sound.
DONOR-ADVISED NON-PERMANENT		
Fox Treleven	\$ 20,000	They want to practice using their philanthropy model over the next 20 years with the goal of being in a position – both time & treasure wise – to make more impact after retirement.
The Trillium Fund	\$ 1,000,000	Paul & Sheri are interested in getting their grandkids involved in philanthropy. They have 10 grandkids ages 6-21. Most of them are local but they have 3 in Florida. They were intrigued by the support we could offer them as they get their DAF set up and introduce a way to get grandkids involved with giving.
Wolbrecht Family Fund	\$ 35,003	They saw the value in creating a DAF to avoid some capital gains.
FIELD OF INTEREST NON-PERMANENT:		
Hayes Fund for Pierce County	\$ 60,000	To support nonprofits across Pierce County providing services for individuals in need.
AGENCY NON-PERMANENT:		
Pierce College Foundation Investment Fund- Board Designated	\$ 909,257	These are funds Pierce College Foundation transferred to GTCF in 2024 in the hopes that investment returns would be stronger and thus these funds could be put to better use in serving their students/mission.

Total New Funding \$ 2,521,879

Created from Other GTCF Funds \$ 170,438

Total New Funds \$ 2,692,317