AGENDA
BOARD OF DIRECTORS MEETING
TRAVIS PEARSON, PRESIDENT

July 15, 2015
10:00 A.M. to 12:00 P.M.

Texas Rio Grande Legal Aid, Inc.
1111 N. Main
San Antonio, TX 78212

Note: The SARAII Board of Directors reserves the right to retire into executive session concerning any items listed on this Agenda whenever it is considered necessary and legally justified under the Open Meetings Act (Chapter 551 of the Texas Government Code) No action shall take place in closed session. The board will discuss and take appropriate action of the following:

THE FOLLOWING AGENDA ITEMS MAY NOT NECESSARILY BE CONSIDERED IN THE ORDER THEY APPEAR

1) Call to Order

2) Roll Call

3) Public Comment

4) Approval of Prior Board Meeting Minutes and Attendance Review
   Review and approval of the June 17, 2015 board minutes and attendance
   Motion __________________ Second ___________________ Passed ___________________ Abstain ___________________

   Review, discussion, and appropriate action regarding the CPA Financial Reports from Adam Dickreiter, CPA
   May 2015
   • Balance Sheet
   • Income Statement
   • Agency Membership List
   Motion __________________ Second ___________________ Passed ___________________ Abstain ___________________

   Review, discussion, and appropriate action regarding the CPA Financial Reports from Adam Dickreiter, CPA
   June 2015
   • Balance Sheet
   • Income Statement
   • Agency Membership List
   Motion __________________ Second ___________________ Passed ___________________ Abstain ___________________

7) SARAII Executive Director Bill Hubbard
   Executive Director Report Administrative Update

8) SARAII Monthly Report on the Homeless
   Review and discussion of the HMIS SARAII monthly Homeless Report
9) Renewal Project Scores and Ranking
   Review and discussion of Renewal Project scores and ranking

10) Bexar County/ SARAH Administrative Services Agreement
   Discussion of expiration and transition of responsibilities

11) Transition Planning
    Discussion of transition for Planning Grant and Collaborative Applicant to SARAH

12) Committee and Community Updates
    Sub-committee scheduled meetings/committee member participation updates

<table>
<thead>
<tr>
<th>Committee</th>
<th>Chair</th>
<th>Meeting Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Executive Committee</td>
<td>Travis Pearson</td>
<td>August 12, 2015</td>
</tr>
<tr>
<td>3 Project Review and Selection</td>
<td>Nancy Taguacta</td>
<td>TBD</td>
</tr>
<tr>
<td>4 Point In Time Count</td>
<td>Dianne Talbert</td>
<td>July 23, 2015 - 1:00PM - CUB</td>
</tr>
<tr>
<td>5 Unaccompanied Youth Taskforce</td>
<td>Elizabeth Lutz</td>
<td>TBD</td>
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<td>6 Performance Review (APR &amp; Monitoring)</td>
<td>Anna Vidaurri</td>
<td>TBD- SAMMinistries</td>
</tr>
<tr>
<td>7 HMIS Development and Implementation</td>
<td>Holly Frindell</td>
<td>July 23, 2015</td>
</tr>
<tr>
<td>8 Ending Veteran Task Force</td>
<td>Holly Frindell</td>
<td>TBD</td>
</tr>
</tbody>
</table>

13) Announcements

14) Adjournment
Approval of Prior Minutes

Review

● June 17, 2015
SARAH South Alamo Regional Alliance for the Homeless  
P.O. Box 7613 – San Antonio – Texas – 78207-0613

MINUTES  
BOARD OF DIRECTORS MEETING  
TRAVIS PEARSON, PRESIDENT

Texas Rio Grande Legal Aid, Inc.  
1111 N. Main  
San Antonio, TX 78212  
June 17, 2015  
10:00 A.M. to 12:00 P.M.

AMENDED

Note: The SARAH Board of Directors reserves the right to retire into executive session concerning any items listed on this Agenda whenever it is considered necessary and legally justified under the Open Meetings Act (Chapter 551 of the Texas Government Code) No action shall take place in closed session. The board will discuss and take appropriate action of the following:

THE FOLLOWING AGENDA ITEMS MAY NOT NECESSARILY 
BE CONSIDERED IN THE ORDER THEY APPEAR

1) Call to Order  
Meeting called to order at 10:09am

2) Roll Call

Present Officers: Travis Pearson (President), Albert “Buddy” Aleman (Vice-President), Scott Ackerson (Secretary), Anna Vidaurri (Treasurer)

Present Board Members: Nancy Taguacta, Bexar County; Holly Frindell, City of San Antonio; Carlos Martinez, American G.I. Forum; Mark Witherall, San Antonio Police Department; Dianne Talbert, Church Under the Bridge; Greg Matula, NuStar Energy, L.P; Charlie “Chuck” Landy Jr., George Gervin Youth Center; Deborah Flach, San Antonio Housing Authority; and Bill Hubbard, SARAH Executive Director

Absent Board Members: M. Estella Garza, SAISD; Gaylynn Schwenk, FVPS; Kellie Harper, Miracle Housing and Disability Services; JoAnn Tobias-Molina, Texas Department of Family Protective Services; Herman Montalvo, LCSW,ACSW

Present Staff: Samantha Maggiani, Bexar County and Diana Garcia, Bexar County

3) Public Comment

4) Approval of Prior Board Meeting Minutes and Attendance Review  
Review and approval of the May 20, 2015 board minutes and attendance

Mr. Landy had an objection to the minutes stating he was present at last Board Meeting. Motion to approve minutes with adding Mr. Landy to present list was passed. Mrs. Talbert added because now there is an option to proxy instead of being absent if someone has a doctor’s appointment but doesn’t have a proxy will that be considered as excused absence. Mr. Pearson responds that there is an excuse option on legend and Bexar County staff will follow up.

Board Action: Motion made by Dianne Talbert and seconded by Deborah Flach. Motion to approve the April 15, 2015 Board minutes passed.

Review, discussion, and appropriate action regarding the CPA Financial Reports from Adam Dickreiter, CPA

Mr. Hubbard stated that Mrs. Vidaurre is running a little late and she will be speaking on financials when she arrives. Mr. Pearson stated they will move on with agenda and come back to financials when Mrs. Vidaurre arrives. Quorum not met when it was time to go over financials unable to complete action on financials.

May 2015
- Balance Sheet
- Income Statement
- Agency Membership List

Board Action: Item is being tabled till next board meeting.

6) SARAH Executive Director Bill Hubbard
Executive Director Report Administrative Update

Mr. Hubbard stated that the update he has is that he is now an authorized signer for Broadway Bank. Mr. Hubbard stated he has also reached out to committee members for potential office space for SARAH.

7) ABT Associates Questions Related to Data Quality
Review and Discussion of ABT PIT count Data Quality findings

Samantha Maggiani stated the concerns that ABT Associates have were related to the PIT data. The concerns were findings that Board Members had discussed and addressed prior to data being submitted to HUD. First concern was for Parenting Youth household numbers not consistent with children numbers. Second concern increase unsheltered count. Last concern was number of single adults surveyed. Samantha stated she will respond accordingly. Nancy Taguacta added that we will send out responses to everyone as well as send responses to ABT. Dianne Talbert added the big success to getting more surveys done was the partnership with SAPD. They assisted on the ground and patrolled the while the volunteers completed surveys to unsheltered clients. Nancy states the City of San Antonio would like a map of where these individuals were located at time of survey. Nancy added we will be mapping out and pin pointing the locations and will present map at next Board Meeting.

8) Bexar County Planning Grant Activities
Review and Discussion of Planning Sessions hosted by Bexar County & Howard Burchman, Housing Innovations, LLC

a) Bidders Conference
b) Renewal Project Scoring Session
c) Coordinated Entry for San Antonio Workshop

Samantha stated Bexar County the collaborate applicant released New Project Application on June 5, 2015 for Permanent Supportive Housing Proposals. Samantha adds the New Project is for 100% unsheltered chronically homeless. On June 10, 2015 Bexar County and the Housing Innovations, LLC Consultant, Howard Burchman hosted a mandatory Bidders Conference for potential applicants to address any questions or concerns they might have. Samantha added that also on June 5, 2015 Mr. Burchman assisted the panel of 5 reviewers, which consisted of housing, government and health related workers, to score and rank 27 renewal projects. On June 11, 2015 Bexar County hosted and Mr. Burchman facilitated a Coordinated Entry Session the workshop was based on preventing and ending Homelessness in San Antonio. Samantha added based on the PIT and HIC data agencies need to coordinate how to prioritize placing chronically unsheltered homeless clients in Permanent Supportive Housing. Samantha advised the Board Members that all presentations will be available on SARAH’s website. Nancy Taguacta reminded the Board Members that the Planning Grant that was submitted to HUD some of the deliverables to prepare for NOFA we were 1) to host a Bidder’s Conference and 2) anticipate to scoring of Renewal Project. Nancy adds that Housing Authority of Bexar County will be added to GIW. Nancy added the Board Members Samantha will be sending out the renewal scores to each individual agency to obtain their feedback and answer any questions they may have prior to next Board Meeting. Katie questioned the type of project is the Housing Authority of Bexar County. Mr. Aleman replied it is a Permanent Supportive Housing with 25 units.
Nancy adds that HABC project can’t be scored and ranked since there isn’t any performance to rank. Nancy advised Mr. Hubbard and Mr. Pearson to get clarification from Elva what lax meant. Nancy adds that Elva advised her that the lax term meant that agencies should be obtaining information throughout the year and at the 90 day closeout agencies are able to go back and gather pieces of information that were missing. These are the things that the reviewers would be looking for when scoring and ranking. Samantha adds that the scoring tools would be posted to the SARAH website. Mr. Pearson added that a concern from Elva is the APR’s that are being submitted. Mr. Pearson added that APR monitoring training would be held at the beginning of the year and will include primarily financial and secondary client eligibility. Holly advised the Board she will be leaving the City and Richard Keith will be filling in for her until her position is filled. Mr. Aleman made recommendation to set a hard deadline for the VI-SPDAT and stated that if agencies are not using VI-SPDAT after July 1st they are out of compliance. Mr. Hubbard suggested HMIS Sub-Committee and Coordinated Access Sub-Committee merge. Mr. Aleman replied that the Sub-Committees need to merge that would be taking the next step and blending the two committees to be united in the same policies. Katie adds the Sub-Committees can meet at the same time but there are other items HMIS discuss and review in those committee meetings that are unrelated to Coordinated Access. Mr. Pearson advised that the members solidify a timeline of steps going forward related to Coordinated Access and HMIS.

9) Committee and Community Updates
Sub-committee scheduled meetings/committee member participation updates

<table>
<thead>
<tr>
<th>Committee</th>
<th>Chair</th>
<th>Meeting Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Executive Committee</td>
<td>Travis Pearson</td>
<td>July 1, 2015</td>
</tr>
<tr>
<td>2 Coordinated Access</td>
<td>Albert “Buddy” Aleman</td>
<td>TBD</td>
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<td>3 Project Review and Selection</td>
<td>Nancy Taguacta</td>
<td>TBD</td>
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<tr>
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<td>Holly Frindell</td>
<td>June 25, 2015</td>
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<tr>
<td>8 Ending Veteran Task Force</td>
<td>Holly Frindell</td>
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10) Announcements
SARAH Monthly Report on Homelessness

11) Adjournment
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<tr>
<th>SARAH Board Member</th>
<th>Elected/Appointed</th>
<th>Board Role</th>
<th>Board Member Term</th>
<th>JAN 21</th>
<th>FEB 18</th>
<th>MAR 18</th>
<th>APR 15</th>
<th>MAY 20</th>
<th>JUNE</th>
<th>JULY</th>
<th>AUG</th>
<th>SEPT</th>
<th>OCT</th>
<th>NOV</th>
<th>DEC</th>
<th>Total Attendance</th>
<th>% of Absences</th>
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<tbody>
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<td>Travis Pearson, Family Endeavors, (President)</td>
<td>Elected</td>
<td>Service Provider- Permanent Supportive Housing (Member as of 2011)</td>
<td>Officer Term Expires: 12/31/2015 Board Member Term Expires: 12/31/2015</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>6</td>
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<tr>
<td>Albert &quot;Buddy&quot; Aleman, Housing Authority of Bexar Cty, (Vice President)</td>
<td>Appointed</td>
<td>County Public Housing Authority Representative</td>
<td>Officer Term Expires: 12/31/2014 Board Member Term: No Term Limit</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
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<tr>
<td>Scott Ackerson (Secretary)</td>
<td>Elected/Appointed</td>
<td>Mental Health Authority</td>
<td>Officer Term Expires: 12/31/2014 Board Member Term: No Term Limit</td>
<td>Y</td>
<td>P</td>
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<tr>
<td>Anna Vidalauri (Treasurer)</td>
<td>Elected</td>
<td>Service Provider-Emergency Services</td>
<td>Officer Term Expires: 12/31/2014 Board Member Term: 12/31/2014</td>
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<td>Deborah Flach, SA Housing Authority</td>
<td>Appointed</td>
<td>City Public Housing Authority Representative</td>
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<tr>
<td>Herman Montalvo/Dept. of Veteran's Affairs</td>
<td>Appointed</td>
<td>Service Provider-Veteran Affairs (H. Montalvo Replaced C. Hatch Sept 2013)</td>
<td>Officer Term Expires: 12/31/2014 Board Member Term: No Term Limit</td>
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<tr>
<td>Nancy Tagauca, Bexar County</td>
<td>Appointed</td>
<td>County Representative</td>
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<tr>
<td>Holly Frindell, City of SA</td>
<td>Appointed</td>
<td>City Representative (H. Frindell replaced R. Keith July 2013)</td>
<td>No Term Limit</td>
<td>Y</td>
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<td>P</td>
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<td>M. Estella Garza, SA Independent School District</td>
<td>Appointed</td>
<td>Local Education Agency Representative</td>
<td>No Term Limit</td>
<td>Y</td>
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<tr>
<td>Capt. Mark Witherall, SA Police Department</td>
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<td>Local Law Enforcement Representative (Member as of June 2013)</td>
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<td>Y</td>
<td>Y</td>
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<td>5</td>
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<tr>
<td>Carlos Martinez, American GI Forum National Veterans Outreach</td>
<td>Elected</td>
<td>Service Provider - Outreach/Homeless Prevention Services</td>
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<tr>
<td>Kellie Harper</td>
<td>Elected</td>
<td>Standing Director-Consumer Representative</td>
<td>12/31/2014</td>
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<tr>
<td>Gaylwyn Schwenk, FVPS</td>
<td>Elected</td>
<td>Service Provider-Victim Service Provider Representative</td>
<td>12/31/2014</td>
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<td>Y</td>
<td>P</td>
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<td>83%</td>
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<tr>
<td>Greg Matula, NuStar Energy, L.P.</td>
<td>Elected</td>
<td>At Large Board Member- Corporate (Private Sector) (Member as of December 2014)</td>
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<tr>
<td>Charlie &quot;Chuck&quot; Landy, George Gervin Youth Center</td>
<td>Elected</td>
<td>Service Provider-Affordable Housing (Member as of August 2013)</td>
<td>12/31/2014</td>
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<tr>
<td>Dianne Talbert, Church Under the Bridge</td>
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<td>Service Provider-Faith Based Organization (Member as of August 2013)</td>
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<tr>
<td>Jo Ann Tobias-Molina, TDFPS</td>
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<td>At Large Board Member- DFPs (Member as of 2014)</td>
<td>12/31/2015</td>
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</table>

**Legend:**
- Replaced Position
- Removed
- Absent
- Excused
- Resigned
- Vacant

**TOTAL MONTHLY MEMBER ATTENDANCE:**
Approval of SARAH
Financial Report
❖ May 2015
ACCOUNTANT'S COMPILATION REPORT

To the Board of Directors
South Alamo Regional Alliance for the Homeless
San Antonio, TX

I have compiled the accompanying statement of financial position of SOUTH ALAMO REGIONAL ALLIANCE FOR THE HOMELESS (a Texas nonprofit corporation) as of May 31, 2015, and the related statement of activities — actual and budget for the one month and five months then ended. I have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

My responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements. During my compilation, I did become aware of a departure from accounting principles generally accepted in the United States of America that is described in the following paragraph.

Accounting principles generally accepted in the United States of America require that a provision for uncollectible accounts receivable (an allowance for doubtful accounts) be recorded. The Company has not recorded a provision for uncollectible accounts receivable in the accompanying financial statements. The effect of this departure from accounting principles generally accepted in the United States of America has not been determined.

Management has elected to omit substantially all of the disclosures and the statements of functional expenses and cash flows. If the omitted disclosures and statements were included in the financial statements, they might influence the user's conclusions about the Organization's financial position, results of operations, and cash flows. Accordingly, these financial statements are not designed for those who are not informed about such matters.

I am not independent with respect to South Alamo Regional Alliance for the Homeless.

ADAM DICKREITER, CPA, PLLC
June 8, 2015
## ASSETS

**Current Assets**
- Checking - Broadway $107,051.53
- A/R - Membership Dues $45,966.05
- A/R - City of San Antonio $2,025.00

**Total Current Assets** $155,042.58

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**Total Assets** $155,042.58

### LIABILITIES AND NET ASSETS

**Current Liabilities**
- Accounts Payable $1,075.00
- Federal Payroll Taxes Payable 437.35
- Deferred Revenue 1,989.79

**Total Current Liabilities** 3,502.14

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**Total Liabilities** 3,502.14

**Net Assets**
- Unrestricted Net Assets 138,948.00
- Change in Net Assets 12,592.44

**Total Net Assets** 151,540.44

**Total Liabilities & Net Assets** $155,042.58

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See accountant's compilation report. Reported by Adam Dickreiter, CPA, PLLC
## Statement of Activities - Actual and Budget (unaudited)

For the One Month and Five Months Ended May 31, 2015

<table>
<thead>
<tr>
<th>Revenues</th>
<th>Unrestricted (Dues)</th>
<th>Temp. Restricted</th>
<th>Current Month Actual</th>
<th>Current Month Budget</th>
<th>Year to Date Actual</th>
<th>Year to Date Budget</th>
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<tbody>
<tr>
<td>SARAH Dues Plan</td>
<td>$9,840.40</td>
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<td>$11,618.00</td>
<td>$49,202.01</td>
<td>$58,090.00</td>
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<td>Membership Dues</td>
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<td>Other Contributions</td>
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<td>City of San Antonio Grant</td>
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<td>2,083.00</td>
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<td>Grants/Foundations</td>
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| Expenses                      |                    |                  |                      |                      |                     |                     |
| Audit Fees                    | 0.00               | 0.00             | 333.00               | 0.00                 | 1,665.00            |                     |
| Annual PIT Misc. Supplies     | 0.00               | 0.00             | 21.00                | 0.00                 | 105.00              |                     |
| Bexar County MOU              | 0.00               | 0.00             | 7,500.00             | 31,358.25            | 37,500.00           |                     |
| Staff - Executive Director    | 1,692.24           | 0.00             | 7,083.00             | 1,692.24             | 14,166.00           |                     |
| Staff - Payroll Tax Expense  | 185.30             | 0.00             | 496.00               | 185.30               | 992.00              |                     |
| Accounting Fees               | 0.00               | 600.00           | 613.00               | 2,500.00             | 3,065.00            |                     |
| Dues & Subscriptions          | 0.00               | 0.00             | 8.00                 | 0.00                 | 40.00               |                     |
| Insurance Exp - Director & Off| 0.00               | 0.00             | 250.00               | 0.00                 | 1,250.00            |                     |
| Insurance Expense             | 0.00               | 0.00             | 225.00               | 0.00                 | 1,125.00            |                     |
| Insurance Exp - Wks. Comp     | 0.00               | 0.00             | 496.00               | 0.00                 | 992.00              |                     |
| Insurance Exp - Health        | 0.00               | 0.00             | 500.00               | 0.00                 | 1,000.00            |                     |
| Internet Connections          | 0.00               | 0.00             | 100.00               | 0.00                 | 200.00              |                     |
| IT Support                    | 0.00               | 0.00             | 100.00               | 0.00                 | 200.00              |                     |
| Miscellaneous                 | 0.00               | 0.00             | 100.00               | 0.00                 | 200.00              |                     |
| Office Supplies Expense       | 0.00               | 0.00             | 75.00                | 20.52                | 275.00              |                     |
| Telephone Expense - Cell      | 0.00               | 0.00             | 50.00                | 0.00                 | 100.00              |                     |
| Travel                        | 0.00               | 0.00             | 100.00               | 0.00                 | 200.00              |                     |
| Postage and Shipping Expense  | 0.00               | 0.00             | 8.00                 | 0.00                 | 16.00               |                     |
| Pension/Retirement            | 0.00               | 0.00             | 213.00               | 0.00                 | 426.00              |                     |
| Printing & Reproduction       | 0.00               | 0.00             | 42.00                | 0.00                 | 84.00               |                     |
| Web Page - Hosting            | 0.00               | 0.00             | 20.00                | 0.00                 | 100.00              |                     |
| Web Page - Updates            | 0.00               | 0.00             | 83.00                | 0.00                 | 416.00              |                     |
| Advertising & Public Relations| 0.00               | 119.88           | 0.00                 | 119.88               | 0.00                |                     |
| Conference and Meeting Expense| 0.00               | 0.00             | 583.00               | 1,379.38             | 583.00              |                     |
| **Total Expenses**            | $1,877.54          | 719.88           | $18,999.00           | $37,255.57           | $64,760.00          |                     |

| Change in Net Assets          | $7,994.86          | (719.88)         | ($5,298.00)          | $12,592.44           | $53,805.00          |                     |

| Net Assets, Beginning Year    |                    |                  |                      | $138,948.00          |                     |                     |
| Net Assets                    |                    |                  |                      | $151,540.44          |                     |                     |

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See accountant's compilation report.

Reported by Adam Dickstite, CPA, PLLC
Approval of SARAH
Financial Report
❖ June 2015
SARAH Executive Director
Bill Hubbard
SARAH Monthly Report on the Homeless
Renewal Project
Scores and Ranking
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**Component Type Legend**

- TH: Transitional Housing - 5 Bonus Points
- SH: Safe Haven - 10 Bonus Points
- PSH: Permanent Supportive Housing - 15 Bonus Points
- SSO: Supportive Service Only - 0 Bonus Points
Bexar County/SARAH
Administrative Services
Agreement
Transition Planning
Committee and Community Updates
Announcements