

Abilene Christian University

Digital Commons @ ACU

Texas Silver-Haired Legislature

Digitized Manuscripts, Personal Papers and
Archival Records

2006


Texas Silver-Haired Legislature Foundation, Jim Hine

Texas Silver Haired Legislature Foundation

Texas Silver-Haired Legislature

Jim Hine

Follow this and additional works at: <https://digitalcommons.acu.edu/tshl>

 Part of the [Civic and Community Engagement Commons](#), [Gerontology Commons](#), [Politics and Social Change Commons](#), and the [Regional Sociology Commons](#)

Financial Recommendations

TSHL Foundation and TSHL

September 8, 2006

- Confirm historical roles of TSHL Foundation, TSHL, AG Edwards and Akin Business Services. Define new roles and responsibilities, document charts of accounts and reporting expectations for all parties as applicable.
- Establish a Trial Balance for TSHL Foundation and TSHL accounts that ties to their respective Balance Sheet at August 31, 2006. Reconcile Financial Balances to third party sources at August 31, 2006.
- **Align fiscal years for TSHL and TSHL Foundation.** Currently TSHL uses a State Fiscal Year-September 1st to August 31st. The TSHL Foundation uses a calendar year of January 1st to December 31st.
- Establish a separate TSHL checking account, to establish a control point for funds that flow to and from the TSHL Foundation, and properly record revenue and expenses of TSHL. All expenditures of TSHL will be supported by an approved Form 305.
- TSHL will adopt a formal chart of accounts to budget and expense against, and to account for any outstanding assets and liabilities in their reporting. These "books" will become the **basis for quarterly reporting to the TSHL Foundation Board**, including Income Statement, Balance Sheet, Statement of Changes in Financial Position, Supporting reconciliation to the monthly checking account and reports comparing the approved budget to actual expenditures.
- TSHL will present a formal annual budget to the TSHL Foundation Board for approval; provide the TSHL Foundation Treasurer a monthly reconciliation to their Bank Statement; deposit all funds through the TSHL Foundation Treasurer and the AG Edwards Accounts (as currently configured), and prepare quarterly financial reports for the TSHL Foundation Board to be submitted through the TSHL Foundation Treasurer.
- The TSHL Foundation Treasurer will present a financial report to the TSHL Foundation Board Quarterly along with any other items appropriate-such as AG Edwards Balances and related income statements, balance sheets and statements of changes in financial position. The TSHL Foundation Treasurer will also be the primary point of contact with the investment firm AG Edwards and Akin Business Services.
- The TSHL Foundation Board should formally adopt a resolution authorizing Decision Makers and those persons authorized Check Writing responsibility.
- "Decisions Makers" are those TSHL Foundation Board Officers authorized to interact with AG Edwards on behalf of the TSHL Foundation Board. Generally this would be advising AG Edwards of any change in investment policy or

movement of funds between the investment account, checking and grants. Decisions that would be supported by a formal Board vote. That vote would almost always be in advance, but a "Decision Maker" could make an interim decision with AG Edwards, but ALL interim actions would be documented with a formal vote to concur to be taken at the next available TSHL Foundation Board Meeting. The President, Vice-President and Treasurer would have that authority.

- "Check Writing" - those authorized to disburse funds on behalf of the TSHL Foundation (not TSHL). These expenditures would be supported by a Form 305 with specific documentation, such as a letter, e-mail, Board Minutes etc. - depending on the urgency and magnitude of the transaction. The President and Treasurer would be given this authority.
- AG Edwards will designate personnel responsible for investing funds in accordance with the TSHL Foundation Board Investment policy, provide monthly reporting on investments to the TSHL Foundation Board President, Vice-President, Treasurer and Akins Business Services. They will be responsible for maximizing the Return on Investment of TSHL Foundation funds and making timely recommendations on investment strategy.
- Akins Business Services will provide duties as agreed on in their contract, including servicing and distributing mail box receipts, preparing deposits and checks, recording TSHL Foundation Revenue and Expenditures-including separate accounting for grants and TSHL draws against budget, and such other duties as may be defined by the TSHL Foundation Board.
- The TSHL Foundation Board will select an appropriate CPA Firm to review all books and transactions of the parties, prepare the annual Form 990, and advise the TSHL Foundation Board on such other matters as may be needed to assure compliance with IRS Federal Regulations, and conformance to Generally Accepted Accounting Practices applicable to such organizations. Such review shall be at least annually and may involve special engagements as the Board deems appropriate.

February 28, 2007

File
copy

TO: Members of the Texas Silver-Haired Executive Committee

FROM: A. Campbell, ^{for} TSHL Comptroller/Strategic Planning

SUBJECT: Comptroller's Reports, (September –December 2006) and (January-February 2007). Strategic Planning update, March 2007.

Enclosed you will find two financial reports and copies of the current revision of our 2007-2010 Strategic Plan for your consideration. The current edition of the Strategic Plan incorporates your suggestions as well as those from the members of Strategic Planning Committee. Please continue to provide your input and we will incorporate new ideas into the document for ultimate approval by the entire TSHL at the General session in September.

Please bear in mind that the Strategic Plan does not replace any of the TSHL Bylaws or Policies and Procedures. However, it does provide a guide for long-term objectives, strategies and activities that may be reached over time by updating our Bylaws and Policies. The upcoming General Session is primarily oriented to training, but it is also the time when we up-date our Policies and Procedures. This process has been evolving for 22 years and a careful analysis of the TSHL documents reveals that through these long-term planning procedures we have developed one of the best guides (Bylaws/Election and Credentials/Policies and Procedures) for operating a volunteer organization anywhere.

Special thanks goes to Harvey Frederiksson who has done a thorough analysis of our Strategic Plan and to our Strategic Planning Committee members and numerous others who have sent emails with strategic planning ideas.

We rarely allow enough time at the Executive Committee meetings for consideration of committee reports or most other items due to very long agendas and limited time schedules. The meeting on March 12 will require a great deal of time at the outset to consider resignations and replacements of officers. Therefore, there will probably be little opportunity to consider individual items on the Strategic Plan or other committee reports as a group. As a result, your written ideas and concerns will probably be the best media. There are some significant changes in long-term goals and strategies being proposed in the Plan and your input will be appreciated.

Jim

Texas Silver-Haired Legislature		
Trial Balance		
30-Jun-08		
Account Title	Debit	Credit
First State Bank, Lake Jackson	\$3,397.65	
Grant expenses paid from TSHL Fund	\$551.35	
Directory Expenses from TSHL Funds	\$2,440.11	
TSHL Grants held by TSHLF Bank	\$31,504.41	
Net Directory Funds held by TSHLF	\$8,474.28	
Gifts held by TSHLF Bank	\$655.00	
Fixed Assets	\$7,421.14	
Carryover Funds		\$4,924.64
Designated Grants:		
BC/BS Grant		\$4,723.53
SBC Grant		\$6,369.72
AT&T Grant		\$5,000.00
United Way Grant		\$3,000.00
Pfizer Grant		\$3,000.00
AT&T Foundation Grant		\$17,390.00
From Victoria National Bank		\$1,456.49
*** Directory Adertising 2006		\$16,600.00
Directory Advertising 2007		\$12,085.00
Directory Memorial Ads		\$425.00
Directory Distribution Income		\$3,588.76
General Session Net Inc. Due Sponsors		\$320.05
TSHLF		\$3,000.00
2006 Orientation Income from Members		\$6,305.85
Fund Raising		\$0.00
Gifts		\$655.00
Other Income		\$8.60
Executive Committee	\$0.00	
Grant Expense	\$7,978.84	
Officers	\$0.00	
Directory Promotion	\$1,526.07	
Directory Distribution	\$914.04	
Directory Printing	\$21,734.37	
Operations Copy	\$0.00	
Operations Machine Rental	\$0.00	
Operations Supplies	\$0.00	
Operations General Session	\$103.86	
Orientation '08 Misc.	\$42.20	
Orientation '08 Manuals	\$605.00	
Facility Rental	\$0.00	
Silver Bulletin	\$1,335.78	
Resolutions Book	\$0.00	\$88,852.64
Website	\$0.00	(\$88,778.95)
Committees	\$0.00	\$73.69
Other	\$94.85	
	\$88,778.95	\$88,852.64
TB 9-1rev		

Jim

CHART OF ACCOUNTS
TEXAS SILVER-HAIRED LEGISLATURE
June 30, 2008

First State Bank, Lake Jackson
Grants Held by TSHL Foundation
Fixed Assets
Carryover Funds
Directory Income Ads
Directory Income Memorials
Foundation Income
General Session Income
Fund Raising
Gifts
Orientation 2006 Income
Fixed Assets
Account Payable for September House of Representatives
Executive Committee Expenses
Officers Expenses
Directory Expense
Directory Promotion Expense
Directory Printing Expense
Directory Distribution Expense
Operations Copy Expense
Operations Machine Rental Expense
Operations Supplies Expense
General Session Expense
Facility Rental Expense
Silver Bulletin Expense
Resolutions Book Expense
Legislative Report Expense
Orientation Expense
Orientation 2008-Manuals
Website Expense
Committees Expense
Other Expense
Designated Funds Assets
 BC/BS Grant
 SBC Grant
 AT&T Accellerator Grant
 United Way Grant
 Pfizer Grant
 AT&T Foundation Grant

TSHLchart.xls

True Copy

Texas Silver-Haired Legislature		
Trial Balance		
30-Jun-08		
Account Title	Debit	Credit
First State Bank, Lake Jackson	\$3,397.65	
Grant expenses paid from TSHL Fund	\$551.35	
Directory Expenses from TSHL Funds	\$2,440.11	
TSHL Grants held by TSHLF Bank	\$31,504.41	
Net Directory Funds held by TSHLF	-\$8,474.28	
Gifts held by TSHLF Bank	\$655.00	
Fixed Assets	\$7,421.14	
Carryover Funds		\$4,924.64
Designated Grants:		
BC/BS Grant		\$4,723.53
SBC Grant		\$6,369.72
AT&T Grant		\$5,000.00
United Way Grant		\$3,000.00
Pfizer Grant		\$3,000.00
AT&T Foundation Grant		\$17,390.00
From Victoria National Bank		\$1,456.49
*** Directory Adertising 2006		\$16,600.00
Directory Advertising 2007		\$12,085.00
Directory Memorial Ads		\$425.00
Directory Distribution Income		\$3,588.76
General Session Net Inc. Due Sponsors		\$320.05
TSHLF		\$3,000.00
2006 Orientation Income from Members		\$6,305.85
Fund Raising		\$0.00
Gifts		\$655.00
Other Income		\$8.60
Executive Committee	\$0.00	
Grant Expense	\$7,978.84	
Officers	\$0.00	
Directory Promotion	\$1,526.07	
Directory Distribution	\$914.04	
Directory Printing	\$21,734.37	
Operations Copy	\$0.00	
Operations Machine Rental	\$0.00	
Operations Supplies	\$0.00	
Operations General Session	\$103.86	
Orientation '08 Misc.	\$42.20	
Orientation '08 Manuals	\$605.00	
Facility Rental	\$0.00	
Silver Bulletin	\$1,335.78	
Resolutions Book	\$0.00	\$88,852.64
Website	\$0.00	(\$88,778.95)
Committees	\$0.00	\$73.69
Other	\$94.85	
	\$88,778.95	\$88,852.64
TB 9-1rev		

my copy

CHART OF ACCOUNTS
TEXAS SILVER-HAIRED LEGISLATURE
June 30, 2008

First State Bank, Lake Jackson
Grants Held by TSHL Foundation
Fixed Assets
Carryover Funds
Directory Income Ads
Directory Income Memorials
Foundation Income
General Session Income
Fund Raising
Gifts
Orientation 2006 Income
Fixed Assets
Account Payable for September House of Representatives
Executive Committee Expenses
Officers Expenses
Directory Expense
Directory Promotion Expense
Directory Printing Expense
Directory Distribution Expense
Operations Copy Expense
Operations Machine Rental Expense
Operations Supplies Expense
General Session Expense
Facility Rental Expense
Silver Bulletin Expense
Resolutions Book Expense
Legislative Report Expense
Orientation Expense
Orientation 2008-Manuals
Website Expense
Committees Expense
Other Expense
Designated Funds Assets
 BC/BS Grant
 SBC Grant
 AT&T Accellerator Grant
 United Way Grant
 Pfizer Grant
 AT&T Foundation Grant

TSHLchart.xls

My copy

TSHL FINANCIAL REPORT
INCOME AND EXPENSE STATEMENT
June 30, 2008

INCOME	Jan. - Aug.	Sept.-Nov.	Jan.-Nov.	BUDGET	O/U	Jan07-Feb08	BUDGET	O/U	Jan07-Jun08	O/U
Carryover Funds**	\$4,924.64	\$4,924.64	4,924.64	\$5,950.00	(\$1,025.36)	\$4,924.64	\$5,950.00	(\$1,025.36)	\$4,924.64	(\$1,025.36)
2006 Orientation Income	\$6,305.85	\$0.00	6,305.85	\$0.00	\$6,305.85	\$6,305.85	\$0.00	\$6,305.85	\$6,305.85	\$6,305.85
Designated Grants	\$19,093.25	\$20,390.00	39,483.25	\$5,000.00	\$34,483.25	\$39,483.25	\$5,000.00	\$34,483.25	\$39,483.25	\$34,483.25
Directory Advertising	\$11,785.00	\$300.00	12,085.00	\$2,000.00	\$10,085.00	\$12,085.00	\$2,000.00	\$10,085.00	\$12,085.00	\$10,085.00
Directory Distribution	\$3,198.76	\$325.00	3,523.76	\$0.00	\$3,523.76	\$3,588.76	\$0.00	\$3,588.76	\$3,588.76	\$3,588.76
Prepaid Ads	\$75.00	\$300.00	375.00	\$0.00	\$375.00	\$425.00	\$0.00	\$425.00	\$425.00	\$425.00
Foundation	\$3,000.00	\$0.00	3,000.00	\$10,000.00	(\$7,000.00)	\$3,000.00	\$10,000.00	(\$7,000.00)	\$3,000.00	(\$7,000.00)
Fund Raising	\$0.00	\$0.00	0.00	\$5,000.00	(\$5,000.00)	\$0.00	\$5,000.00	(\$5,000.00)	\$0.00	(\$5,000.00)
Gen'l Sess Net Inc*due										
Sponsors	\$0.00	\$423.91	423.91	\$0.00	\$423.91	\$423.91	\$0.00	\$423.91	\$320.05	\$320.05
Other	\$0.00	\$8.60	8.60	\$0.00	\$8.60	\$8.60	\$0.00	\$8.60	\$8.60	\$8.60
Gifts	\$500.00	\$155.00	655.00	\$500.00	\$155.00	\$655.00	\$500.00	\$655.00	\$655.00	\$655.00
TOTAL INCOME	\$48,882.50	\$26,827.15	70,785.01	\$28,450.00	\$42,335.01	\$70,900.01	\$28,450.00	\$42,950.01	\$70,796.15	\$42,846.15
EXPENSES										
Executive Committee	\$0.00	\$0.00	0.00	\$500.00	(\$500.00)	\$0.00	\$500.00	(\$500.00)	\$0.00	(\$500.50)
Grant Expenses	\$6,678.84	\$1,300.00	7,978.84	\$5,000.00	\$1,678.84	\$7,978.84	\$5,000.00	\$2,978.84	\$7,978.84	\$2,978.84
Officers	\$0.00	\$0.00	0.00	\$200.00	(\$200.00)	\$0.00	\$200.00	(\$200.00)	\$0.00	(\$200.00)
Directory Promotion	\$1,526.07	\$0.00	1,526.07	\$500.00	\$1,026.07	\$1,526.07	\$500.00	\$1,026.07	\$1,526.07	\$1,026.07
Directory Distribution	\$914.04	\$0.00	914.04	\$100.00	\$814.04	\$914.04	\$100.00	\$814.04	\$914.04	\$814.04
Directory Printing	\$21,734.37	\$0.00	21,734.37	\$0.00	\$21,734.37	\$21,734.37	\$0.00	\$21,734.37	\$21,734.37	\$21,734.37
Operations Copy	\$0.00	\$0.00	0.00	\$100.00	(\$100.00)	\$0.00	\$100.00	(\$100.00)	\$0.00	(\$100.00)
Operations Mach. Rent	\$0.00	\$0.00	0.00	\$500.00	(\$500.00)	\$0.00	\$500.00	(\$500.00)	\$0.00	(\$500.00)
Operations Supply	\$0.00	\$0.00	0.00	\$300.00	(\$300.00)	\$0.00	\$300.00	(\$300.00)	\$0.00	(\$300.00)
Operations Gen'l Sess	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$103.86	\$103.86
Facility Rental	\$0.00	\$0.00	0.00	\$300.00	(\$300.00)	\$0.00	\$300.00	(\$300.00)	\$0.00	(\$300.00)
Orientation '08 Misc.	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$42.20	\$42.20
Orientation '08 Manuals	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$605.00	\$605.00
Silver Bulletin	\$1,335.78	\$0.00	1,335.78	\$1,000.00	\$335.78	\$1,335.78	\$1,000.00	\$335.78	\$1,335.78	\$355.78
Website	\$0.00	\$0.00	0.00	\$1,500.00	(\$1,500.00)	\$0.00	\$1,500.00	(\$1,500.00)	\$0.00	(\$1,500.00)
Committees	\$0.00	\$0.00	0.00	\$500.00	(\$500.00)	\$0.00	\$500.00	(\$500.00)	\$0.00	(\$500.00)
Other*	\$14.85	\$94.85	94.85	\$300.00	(\$205.15)	\$94.85	\$300.00	(\$205.15)	\$94.85	(\$205.15)
TOTAL EXPENSE	\$32,203.95	\$1,394.85	33,583.95	\$10,800.00	\$21,483.95	\$33,583.95	\$10,800.00	\$22,783.95	\$34,335.01	\$23,554.51
NET INCOME/EXPENSE	\$16,678.55	\$25,432.30	37,201.06		\$20,851.06	\$37,316.06		\$20,166.06	\$36,461.14	\$19,291.64

JULY 15, 2005 by: ABC

I move that the TSHL Foundation provide funding for the printing and supplemental distribution of the biannual TSHL RESOLUTION BOOK.

Rationale: The TSHL was not successful in meeting its goals in finding sponsors for it's Resolutions in the 2005 Texas Legislative Session. This was in part due to the timing of the distribution of the TSHL RESOLUTION BOOK and an inadequate number of books printed.

*Accepted
by
Foundation
July 15, 2005*

Distribution of the books in January of the Legislative Session is much too late to obtain sponsors. Distribution should take place immediately after the TSHL Legislative Session and should go to all of the candidates and to organizations who support us as well as appropriate lobbyists. Copies should be distributed by TSHL members to local Legislative Offices where most of these decisions are made as well as to all of the candidates who might wish to use our resolutions as a basis for campaign issues. Finally, TSHL members can gain local support from constituents who will put additional pressure on candidates to consider sponsorship.

The printing of the TSHL RESOLUTION BOOK is perhaps the most important item of support that can be given to the TSHL by the Foundation. The getting of grants to print the document wastes valuable time and may be questionable due to the unknown nature of resolutions that might be passed by the TSHL. Some resolutions might be offensive to a grantor or supportive of their business interests which would be inappropriate for such a document.

With support from the Foundation, the "boiler plate" information (cover etc) can be prepared in advance and the resolutions and priorities can be inserted immediately following the session and printing and distribution will start within a few days.

Approximate copies needed are:

Legislators and Legislative Offices-----	600
Candidates-----	300
TSHL Members, Foundation etc-(For distribution)	600
Support organizations & Lobbyists-----	200
AAA's, Government Officials etc-----	200
Miscellaneous (Local organizations etc)-----	100
Total -----	2,000

Drewn budget by Finance Committee

TSHL BIENNIAL BUDGET: SEPT. 1, 2006 - AUG. 31, 2008				
	Adopted Budget	Actual	Proposed Budget	Comments
	FY 05-06	Fy05-06	FY07-08	
PROJECTED INCOME:				
1. Carryover Designated Funds	\$ 5,000.00	\$ 5,000.00	2500	
2. Designated grants	\$ 12,500.00	\$ 17,500.00	15000	
3. Sale of Directories and ads	\$ 26,000.00	\$ 31,248.00	30000	
4. Program fees	\$ 31,000.00	\$ 13,329.00	35000	
5. Website fees	\$ 2,500.00	\$ -	5000	
6. TSHL Foundation	\$ 20,000.00	\$ 4,602.00	20000	
7. Fund Raising Activities	\$ 40,000.00	\$ 12,970.00	40000	
8. Memorials, gifts, donations	\$ 22,459.00	\$ 3,163.00	12500	
TOTAL PROJECTED INCOME	\$ 159,459.00	\$ 87,812.00	140000	
PROJECTED EXPENDITURES				
TOTAL				
Administration General				
9. Executive Committee	\$ 2,000.00	\$ 728.93	2000	
10. Speaker	\$ 2,000.00		2000	
11. Speaker Pro Tem	\$ 1,000.00		1000	
12. Deputy Speaker Pro Tem	\$ 1,500.00		1500	
13. Secretary	\$ 1,500.00		1500	
14. Comptroller	\$ 1,500.00		1500	
15. Directory Expense	\$ 16,000.00		16000	
TOTAL	\$ 25,500.00	\$ 21,592.93	25500	
Administration Committees				
16. Finance	\$ 1,950.00		1950	
17. Communications	\$ 7,000.00		7000	
18. Elections & Credentials	\$ 2,500.00		2500	
19. Operations	\$ 92,009.00	\$ 37,313.39	92000	
20. Legislative Action	\$ 2,000.00		2000	
TOTAL	\$ 105,459.00	\$ 39,936.39	105450	
Legislative Issue Committees				
21. Health & Human Resources	\$ 1,000.00	\$ -	1000	
22. Retirement & Aging	\$ 1,000.00	\$ -	1000	
23. Human Services	\$ 1,450.00	\$ -	1450	
24. Criminal Justice	\$ 1,000.00	\$ -	1000	
25. Utilities & Natural Resources	\$ 1,150.00	\$ -	1150	
26. Education	\$ 2,400.00	\$ -	2400	
27. Insurance	\$ 1,000.00	\$ -	1000	
28. General	\$ 1,000.00	\$ -	1000	
29. State Affairs	\$ 1,000.00	\$ -	1000	
TOTAL	\$ 11,000.00	\$ -	11000	
Other Expenses-Grants				
30. Website Expense	\$ 17,500.00	\$ 5,180.33	13050	
31. Training & Forums		\$ 3,316.65	5000	
TOTAL	\$ 17,500.00	\$ 8,496.98	18050	
	\$ 159,459.00	\$ 70,026.30	160000	

*Paul Sutton
Chairman
Finance Committee
7-13-06*

POSITION STATEMENT REGARDING TSHL FINANCIAL
ACCOUNTS - February 12, 2007

File
copy

A statement by the previous TSHL Comptroller follows:

"We were never able to get in sync with the Foundation and were never able to get straight answers. There is a TSHL budget, but the funds are so co-mingled making budget control and reporting very difficult."

Instructions
From
Finance
Committee

As a result of this statement the TSHL Finance Committee recommended that all TSHL funds flow through the TSHL books and that the TSHL Foundation serve primarily as our investment banker. Since some of the funds coming into the TSHL require 501C3 charitable deductions, all of those funds need to be deposited with the Foundation because of it's IRS status.

Although a majority of the advertising revenue in the TSHL DIRECTORY is deducted by businesses as "advertising expense" there are some that are charitable contributions. Therefore it was initially decided that DIRECTORY income should flow through the TSHL Foundation bank account and back to cover printing, promotion and distribution expenses.

By direction of the Executive ^{Committee} the DIRECTORY income checks have been routed directly to the Foundation and not passed through the TSHL account although this would have saved a great deal of work by Foundation officials and provided for one more level of accountability. In its wisdom, the Executive Committee felt that this second level of accountability would somehow violate 501C3 rules although there has been no documentation on this rule and the end product remains the same.

r.e. Albert B. Campbell, Comptroller

Note: I had hoped to run all income + expenses through our bank account as an additional level of accountability - but!