



Minnesota Alliance on Crime

Board Agenda

December 14, 2017

Agenda Item	Who Leads	Time
I. Introductions/Call to Order	Board Chair	3'
II. Review- Changes/Additions- Action Needed	Board Chair	2'
III. Consent Agenda Items		40'
<ul style="list-style-type: none"> October Secretary's Report- Action Needed Treasurer's Report- Action Needed Director's Report 	Secretary Treasurer ED	
IV. Updates-	Committees & Staff	15'
<ul style="list-style-type: none"> Give to the Max Day Executive Committee Board Development Committee Budget and Finance Committee Public Policy Committee 		
V. Discussion & Action Items		20'
<ul style="list-style-type: none"> Modify Bylaws – Action Needed 	Board Chair	
VI. Focused Discussion		30'
<ul style="list-style-type: none"> Discussion to Change Outreach and Engagement Committee to Fundraising Board Member Resignation New Board Member Time & Day of Board Meetings 	Board Chair & ED Board Chair & ED Board Chair & ED Board Chair	
VII. Adjourn	Board Chair	1'

Next Board meeting: January 11, 2018

Minnesota Alliance on Crime connects systems, service providers, and victims to advance the response to victims of all crime.

MAC Board Meeting- Northwest Area Foundation, St. Paul
October 12, 2017 - Meeting Minutes

I. Called to Order by MAC Board President Vanessa Barr

- Those present:

Board of Directors: Vanessa Barr, Vicki Walechka, Melissa Cornelius, Karla Bauer, Kelly Nicholson, Emily Douglas, Pamela Higgins-Maldonado, Rachael Joseph, Denise Loy, Diane Homa, Chris Jensen
By Phone: Dianna Umidon, Sara Miller, Nancy Yates

- Executive Director: Bobbi Holtberg

- Additional attendees:

II. Review-Changes/Additions

-Add to the agenda a confidentiality policy to be reviewed and added to by-laws.

III. Consent Agenda Items

- Secretary's Report

Reviewed Minutes from August 2017 meeting, email votes, and the September 2017 Annual meeting.

Motion to approve Secretary's Report from August 2017 and September Annual meeting 2017 with the addition of Emily Douglas named as a new board member to the Annual meeting minutes.

Motion 1st: Kelly Nicholson

2nd: Melissa Cornelius

Approved

- Treasurer's Report

Reviewed reports from August and September 2017.

Motion to approve Treasurer's report from August and September 2017.

Motion 1st: Kelly Nicholson

2nd: Emily Douglas

Approved

- Director's Report – see board packet for full report. Below is supplemental information provided by Executive Director, Bobbi.

- \$625 was the cost to file the 990; were able to use mostly OJP funds to pay for this.

- No response on the NITVAN II (identity theft) grant yet. OVC is very behind with grant processing; if we receive this grant, we can ask for an extension at the end of the grant year. Grant was to begin on October 1, 2017.

- Signed the OJP grant contract for funding FY18 & FY19.

- Next meeting on November 9, 2017 is board training from 9 – 12 p.m. with Al & Sara from Aurora Consulting providing the training. This is a mandatory meeting for all board members; no call-in option.

- Give to the MAX day is November 16 and Danielle has been busy working on email scripts to send out that Board members can then personalize and forward to others. This year Danielle provided a break-down of what their donation will pay for, thanks Danielle!

- The Annual Meeting and Training went very well, thanks to all that helped! Briefly reviewed the evaluations from the training.

- The next Fundamentals Training for new advocates will be in February 2018 and priority will be given to newly funded Victim/Witness Programs in County Attorney Offices.

- MAC will be joining OJP during their Regional Trainings and will host a focused-discussion over the noon hour about victim rights and constitutional amendments.

- Intern Sadie is not full-time this semester; she is working 20 hours with Court WATCH and 20 hours with MAC.

IV. Updates

- Executive Committee – no meeting
- Board Development Committee – no meeting
- Budget and Finance Committee – no meeting
- Outreach and Engagement Committee – no meeting
- Public Policy Committee – no meeting but did advise that there is an upcoming press conference from Amy Klobuchar's office regarding federal legislation about the Safe At Home program.

V. Action Items

- Executive Committee Voting –
All current executive board member terms are expiring and new officers will need to be elected.

Motion was made to nominate Dianna Umidon for President.

Motion 1st: Vanessa Barr

2nd: Chris Jensen

Approved

Motion was made to nominate Kelly Nicholson for Vice-President.

Motion 1st: Karla Bauer

2nd: Vicki Walechka

Approved

Motion was made to nominate Dresden Jones for Secretary.

Motion 1st: Kelly Nicholson

2nd: Vanessa Barr

Approved

Motion was made to nominate Chris Jensen for Treasurer.

Motion 1st: Karla Bauer

2nd: Denise Loy

Approved

VI. Focused Discussion

- Board of Directors Assessment – thank you to the board members for completing the assessment, usually this would be completed in June. Reviewed the results. We have done a lot of work on the mission this year as part of the strategic planning process so if there are any concerns or issues, talk with Bobbi.
-The strategic plan is on the website in the member section and is updated on a regular basis; please review before meetings as there are some items that members need to assist and work on.
- MAC's fiscal year/funding sources: MAC's fiscal year is July 1 – June 30. The main source of funding comes through OJP. In the FY18-19 grant, the coalitions will be funded 100% with state funds so there will be no match requirement. We currently have a training grant of \$50,000 which is 100% VOCA dollars. This training grant runs through our fiscal year; OJP funding cycles are October 1 – September 30. MAC submits FSR's (Financial Status Reports) to OJP on a monthly basis to help with cash flow. The training grant allows us to pay presenters and to reimburse people to attend trainings. If we receive the NITVAN II grant, it will be from OVC for a one year term for \$50,000. This would provide the funds for Julia to become full-time. Unrestricted funds are funds that we can use to purchase what the grant will not cover and it also pays for a portion of staff salaries. Our unrestricted funds have almost doubled in the past year. One of the outcomes of the OIG audit that OJP underwent is that OJP will only pay for 95% of the Executive Director's salary – they do not pay for fundraising. Raises for the Executive Director have to come out of the unrestricted funds; we need to look at and diversify funding for other staff as they also fundraise. A question was asked about the other coalition funding. MNCASA receives a lot of funding through OVW (Office of Violence Against Women) and we

don't qualify for that. A suggestion was made that the Board Committee check with the other coalitions to see what other funding they receive. Monthly financial statements are provided by our contracted bookkeeper, Heidi. Heidi is located in Morristown and has been hired by MAC to pay the bills for the last 5-6 years. Now that MAC has additional staff, Julia has been assisting with bills. The full monthly financial report goes to the Executive Director, President, and Treasurer. A summary is provided to the Board to make it easier to understand. Both of our checking and savings accounts are unrestricted funds.

- Personnel policies/bylaws – should be reviewed annually to see if any should be updated or changed. Article 5 under the Duties of Directors (please read!) states that if a board member fails to attend 3 consecutive meetings it can be grounds for removal. A quorum of 1/3 of members is needed for a meeting.
- Please sign the conflict of interest form if you have not yet completed that.
- Committee Assignments: are open to all members of MAC, not just board members
 - Board Development: Dresden Jones, Kelly Nicholson, Denise Loy
 - Budget & Finance: Chris Jensen, Dianna Umidon, Melissa Cornelius, Emily Douglas
 - Public Policy: Dianna Umidon, Chris Jensen, Shane Baker, Rachael Joseph
 - Outreach & Engagement: Shawn Becker, Vicki Walechka, Pamela Higgins-MaldonadoIf you haven't signed up for a committee, please review and let us know what committee you would like to join.
- Don't forget to encourage others and give during the Give to the Max campaign!

VII. Adjourn

Adjourn at 11:56 p.m.

Motion 1st: Kelly Nicholson

2nd: Pamela Higgins-Maldonado

Approved

**Next meeting: MANDATORY - Board meeting and New Member Orientation/Training
November 9, 2017 @ 9:00 -12:00 p.m. - Northwest Area Foundation Building (Drake Building)**

**MN Alliance on Crime
Financials Summary
November, 2017**

Income:

Donations
Membership Dues
OJP Income
Traning Grant Income
In Kind Donations Income
Silent Auction
Interest Income

450.00
934.12
15080.23
6241.36
806.40
145.00
3.24
23660.35

Expenses:

OJP Grant Expenses
Training Grant Expenses
NITVAN Grant Expenses
Unrestricted Expenses

15475.12
3767.70
2172.40
1130.98
22546.20

Total Expenses:

Personnel
Payroll Taxes
Health Insurance Premiums
In Kind Intern Expenses
Rent
Contract Services
Dues & Subscriptions
Equipment
Liability Insurance
Workers Comp Insurance
Miscellaneous
Annual Meeting Expense
Other Training Reimbursement
Office & Program Supplies
Telephone Expense
Travel & Training Expenses
Bank Service Charges
Aplos Software Expense

12152.46
901.22
1643.76
806.40
800.00
435.00
206.42
153.47
0.00
0.00
403.01
0.00
3767.70
299.86
263.87
641.03
32.00
40.00
22546.20

Available Balances:

OJP Grant
NITVAN Grant
Training Grant
Unrestricted-Checking
Savings Account

351143.82
46986.20
12464.57
47338.08
15151.90
473084.57

Minnesota Alliance on Crime

Comparative Income Statement by Fund for the period of 11/01/2017 through 11/30/2017

Account Number	Account Name	Unrestricted	OJP	Training Grant	NITVAN Grant	Amount
<u>Income</u>						
<u>Income</u>						
4000	Contributions Income	0.00	0.00	0.00	0.00	0.00
4005	Program Income	0.00	0.00	0.00	0.00	0.00
4010	Annual Meeting	0.00	0.00	0.00	0.00	0.00
4020	Donations	450.00	0.00	0.00	0.00	450.00
4030	Membership Dues	934.12	0.00	0.00	0.00	934.12
4040	OJP Income	15,080.23	0.00	0.00	0.00	15,080.23
4042	Technology Grant Income	0.00	0.00	0.00	0.00	0.00
4044	Training Grant Income	6,241.36	0.00	0.00	0.00	6,241.36
4045	MSBFoundation Grant	0.00	0.00	0.00	0.00	0.00
4049	In-Kind Donations Income	806.40	0.00	0.00	0.00	806.40
4050	Refunds	0.00	0.00	0.00	0.00	0.00
4060	Reimbursed Expenses	0.00	0.00	0.00	0.00	0.00
4070	Silent Auction	145.00	0.00	0.00	0.00	145.00
4090	Interest Income	3.24	0.00	0.00	0.00	3.24
4095	Miscellaneous Income	0.00	0.00	0.00	0.00	0.00
Total Income		23,660.35	0.00	0.00	0.00	23,660.35
Total Income		23,660.35	0.00	0.00	0.00	23,660.35
<u>Expense</u>						
Administrative Expenses						
5000	Salaries	0.00	10,552.46	0.00	1,600.00	12,152.46
5010	Payroll Taxes	0.00	778.82	0.00	122.40	901.22
5020	Health/Dental Ins Premiums	0.00	1,193.76	0.00	450.00	1,643.76
5030	In Kind Intern/Volunteer Expenses	806.40	0.00	0.00	0.00	806.40
Total Administrative Expenses		806.40	12,525.04	0.00	2,172.40	15,503.84
Other Expenses						
5100	Rent	0.00	800.00	0.00	0.00	800.00
5110	Contract Services	0.00	435.00	0.00	0.00	435.00
5120	Dues & Subscriptions	50.00	156.42	0.00	0.00	206.42
5130	Equipment	0.00	153.47	0.00	0.00	153.47
5140	Liability Insurance	0.00	0.00	0.00	0.00	0.00
5150	Workers Comp Insurance	0.00	0.00	0.00	0.00	0.00
5160	Miscellaneous	289.41	113.60	0.00	0.00	403.01
5170	Annual Meeting Expense	0.00	0.00	0.00	0.00	0.00
5175	Silent Auction Expense	0.00	0.00	0.00	0.00	0.00
5180	Nat'l Victim Rights Week Exp.	0.00	0.00	0.00	0.00	0.00
5185	Other Training Reimbursement	0.00	0.00	3,767.70	0.00	3,767.70
5190	Office & Program Supplies	0.00	299.86	0.00	0.00	299.86
6000	Telephone Expense	0.00	263.87	0.00	0.00	263.87
6010	Travel & Training Expenses	34.17	606.86	0.00	0.00	641.03
6020	Bank Service Charges	0.00	32.00	0.00	0.00	32.00
6030	Aplos Software Expense	0.00	40.00	0.00	0.00	40.00
Total Other Expenses		373.58	2,901.08	3,767.70	0.00	7,042.36
Total Expense		1,179.98	15,426.12	3,767.70	2,172.40	22,546.20
Net Income (Loss)		22,480.37	-15,426.12	-3,767.70	-2,172.40	1,114.15

**Minnesota Alliance on Crime
Balance Sheet: Compare by Fund as of 11/30/2017**

Account Number	Account Name	Unrestricted	OJP CVS Grant	Training Grant	NITVAN Grant	Amount
Assets						
Cash						
1000	Checking	102,553.85	-7,681.04	-44,643.33	-2,891.40	47,338.08
1010	Savings	15,151.90	0.00	0.00	0.00	15,151.90
1050	QB Buy Back Receivable	240.00	-240.00	0.00	0.00	0.00
	Total Cash	117,945.75	-7,921.04	-44,643.33	-2,891.40	62,489.98
	Total Assets	117,945.75	-7,921.04	-44,643.33	-2,891.40	62,489.98
Liabilities						
Payables						
2000	Accounts Payable	758.32	6,049.58	-6,807.90	0.00	0.00
2010	Federal Tax Liability	-13,719.97	16,631.83	0.00	122.40	3,034.26
2020	State Tax Liability	529.80	0.00	0.00	0.00	529.80
2030	FUTA Liability	-55.97	55.97	0.00	0.00	0.00
2040	State Unemployment Tax Liability	-23.81	23.81	0.00	0.00	0.00
2050	Health Insurance Payable	320.85	-126.88	0.00	0.00	193.97
	Total Payables	-12,190.78	22,634.31	-6,807.90	122.40	3,758.03
	Total Liabilities	-12,190.78	22,634.31	-6,807.90	122.40	3,758.03
Equity						
Fund Balances / Equity						
3000	Unrestricted Fund	130,136.53	0.00	0.00	0.00	130,136.53
3001	OJP CVS Fund Balance	0.00	-30,555.35	0.00	0.00	-30,555.35
3004	Training Grant Fund Balance	0.00	0.00	-37,835.43	0.00	-37,835.43
3005	NITVAN Grant Fund Balance	0.00	0.00	0.00	-3,013.80	-3,013.80
	Total Fund Balances / Equity	130,136.53	-30,555.35	-37,835.43	-3,013.80	58,731.95
	Total Equity	130,136.53	-30,555.35	-37,835.43	-3,013.80	58,731.95
	Total Liabilities + Total Equity	117,945.75	-7,921.04	-44,643.33	-2,891.40	62,489.98

**Minnesota Alliance on Crime
Transaction List by Account for the period of 11/01/2017 through 11/30/2017**

Asset	Name	Transaction Date	Check Numbe	Contact	Note	Fund	Amount
Cash							
1000 - Checking							
		11/01/2017		Preferred One	Inv #172900002605 (Nov)	Unrestricted	-402.66
						OJP	-1,193.76
		11/01/2017		Julia Tindell	Mileage Reimbursement 10/25-10/27	NITVAN Grant	-450.00
		11/01/2017		Aplos	Nov '17 Invoice	OJP	-208.12
		11/01/2017		VistaPrint	Julia Tindell Business Cards	OJP	-40.00
		11/01/2017		Amazon	Literature Display	OJP	-27.75
		11/01/2017		Electric Embers	Nov 2017 Invoice	OJP	-153.47
		11/01/2017	1479	STATE OF MN	2017 AG Annual Report Filing Fee	OJP	-15.00
		11/01/2017	1480	NCVL	Speaking Fee	OJP	-25.00
		11/02/2017		Square Deposit	Membership Dues Protect MN	Training Grant	-2,579.93
		11/02/2017		TechSoup	Office Program for new computer	Unrestricted	84.12
		11/03/2017	1482	Heidi Hachfeld	Inv #146 (Oct. 2017)	OJP	-29.00
		11/03/2017		Deposit	Membership Dues	OJP	-435.00
						Unrestricted	250.00
		11/07/2017		Deluxe Checks	Check Purchase	Unrestricted	300.00
		11/09/2017		Starbucks	Coffee for Board Training	OJP	-177.34
		11/10/2017		Bobbi Holtberg	11/10/17 Payroll	Unrestricted	-34.17
						Unrestricted	637.45
		11/10/2017		Danielle Kluz	11/10/17 Payroll	OJP	-2,544.23
						Unrestricted	453.47
		11/10/2017		Julia Tindell	11/10/17 Payroll	OJP	-1,932.00
						Unrestricted	426.35
						OJP	-800.00
		11/11/2017		Costco	Membership Upgrade	NITVAN Grant	-800.00
		11/14/2017		Subway	Intern Lunch @ OJP Training	Unrestricted	-50.00
		11/15/2017		EFTPS	10/2017 Fed Tax WH	OJP	-8.72
		11/15/2017		MN Dept of Rev	10/2017 MN WH	Unrestricted	-2,492.34
		11/15/2017		VistaPrint	MAC Coffee Mugs	Unrestricted	-409.34
		11/15/2017		Target	Food for 11/17 Training	Unrestricted	-259.32
		11/17/2017		Caribou Coffee	Coffee for Trauma Training	OJP	-50.77
		11/20/2017	1483	Chippewa County Victim W	Coffee for Trauma Training	Unrestricted	-30.09
		11/20/2017	1487	Crow Wing County Victim S	Stress Training Reimbursement	Training Grant	-134.82
		11/20/2017	1486	Survivor Resources	Stress Training Reimbursement	Training Grant	-190.30
		11/20/2017		MMB	Stress Training Reimbursement	Training Grant	-24.61
					OJP/Training Reimbursement Oct. '17	Unrestricted	15,080.23
		11/20/2017	1485	Karina Forrest-Perkins	Stress Training Speaker	Unrestricted	6,241.36
		11/21/2017	1488	Watsonwan County Victim V	Stress Training Reimbursement	Training Grant	-487.50
		11/21/2017		Deposit	Various Deposits	Training Grant	-350.54
						Unrestricted	450.00
						Unrestricted	300.00
		11/22/2017		Bobbi Holtberg	11/24/17 Payroll	Unrestricted	145.00
						OJP	212.84
		11/22/2017		Danielle Kluz	11/24/17 Payroll	Unrestricted	637.45
						OJP	-2,544.23
		11/22/2017		Julia Tindell	11/24/17 Payroll	Unrestricted	453.47
						OJP	-1,932.00
						Unrestricted	426.35
						OJP	-800.00
		11/22/2017		AT & T Office at Hand2	Inv 82569954x11092017	NITVAN Grant	-800.00
		11/22/2017		AT&T TeleConference Servi	Inv #711004141	OJP	-132.01
		11/22/2017		Bremer Bank	Bank Charges 10/17	OJP	-131.86
		11/27/2017		Five Guys	Regional Training- Meals	OJP	-32.00
		11/27/2017		Bobby and Steve	Gas for travel to Regional Training	OJP	-21.24
						OJP	-42.50

Minnesota Alliance on Crime

Transaction List by Account for the period of 11/01/2017 through 11/30/2017

Name	Transaction Date	Check Numbe	Contact	Note	Fund	Amount
	11/27/2017	1541	MADD	Dec. 2017 Rent	OJP	-800.00
	11/28/2017		JJ's Dockside	Regional Training- Meal	OJP	-50.99
	11/28/2017		Starbucks	Regional Training Meals	OJP	-19.35
	11/28/2017		Casey's	Gas for travel to Regional Training	OJP	-38.00
	11/28/2017		Four Points by Sheraton	Regional Training Lodging	OJP	-102.77
	11/28/2017		Four Points by Sheraton	Regional Training Lodging - Bobbi	OJP	-102.77
	11/28/2017		Lastpass	5 Annual Licenses	OJP	-156.42
	11/29/2017		Country Inn & Suites	Regional Training Lodging - Bobbi	OJP	-103.12
	11/29/2017		Country Inn & Suites	Regional Training Lodging - Danielle	OJP	-103.12
	11/30/2017			Transfer: To reclass Nov '17 Constant C Unrestricted	OJP	49.00
	11/30/2017		VistaPrint	Holiday Cards	OJP	-49.00
	11/30/2017		Clark Station	Gas for travel to Regional Training	OJP	-88.60
						-19.00
1010 - Savings				Total for 1000 - Checking		1,742.33
	11/30/2017			To record November, 2017 Interest Inc Unrestricted		3.24
				Total for 1010 - Savings		3.24

Liability Payables

2010 - Federal Tax Liability

11/10/2017	Bobbi Holtberg	11/10/17 Payroll	Unrestricted	416.70
11/10/2017	Danielle Kluz	11/10/17 Payroll	Unrestricted	313.43
11/10/2017	Julia Tindell	11/10/17 Payroll	Unrestricted	336.39
11/10/2017		To record 11/10/17 Employer PR Tax OJP		389.41
11/15/2017	EFTPS	NITVAN Grant		61.20
11/22/2017	Bobbi Holtberg	10/2017 Fed Tax WH	Unrestricted	-2,492.34
11/22/2017	Danielle Kluz	11/24/17 Payroll	Unrestricted	416.70
11/22/2017	Julia Tindell	11/24/17 Payroll	Unrestricted	313.43
11/22/2017		11/24/17 Payroll	Unrestricted	336.39
11/22/2017		To record 11/24/17 Employer PR Tax OJP		389.41
		NITVAN Grant		61.20
		Total for 2010 - Federal Tax Liability		541.92

2020 - State Tax Liability

11/10/2017	Bobbi Holtberg	11/10/17 Payroll	Unrestricted	101.26
11/10/2017	Danielle Kluz	11/10/17 Payroll	Unrestricted	73.68
11/10/2017	Julia Tindell	11/10/17 Payroll	Unrestricted	89.96
11/15/2017	MN Dept of Rev	10/2017 MN WH	Unrestricted	-409.34
11/22/2017	Bobbi Holtberg	11/24/17 Payroll	Unrestricted	101.26
11/22/2017	Danielle Kluz	11/24/17 Payroll	Unrestricted	73.68
11/22/2017	Julia Tindell	11/24/17 Payroll	Unrestricted	89.96
		Total for 2020 - State Tax Liability		120.46

2050 - Health Insurance Payable

11/01/2017	Preferred One	Inv #172900002605 (Nov)	Unrestricted	-402.66
11/10/2017	Bobbi Holtberg	11/10/17 Payroll	Unrestricted	119.49
11/10/2017	Danielle Kluz	11/10/17 Payroll	Unrestricted	66.36
11/22/2017	Bobbi Holtberg	11/24/17 Payroll	Unrestricted	119.49
11/22/2017	Danielle Kluz	11/24/17 Payroll	Unrestricted	66.36
		Total for 2050 - Health Insurance Payable		-30.96

Equity

Fund Balances / Equity

3000 - Unrestricted Fund	11/30/2017	Transfer: To reclass Nov '17 Constant C Unrestricted	49.00
		Total for 3000 - Unrestricted Fund	49.00
3001 - OJP CVS Fund Balance	11/30/2017	Transfer: To reclass Nov '17 Constant C OJP	-49.00

**Minnesota Alliance on Crime
Transaction List by Account for the period of 11/01/2017 through 11/30/2017**

Name	Transaction Date	Check Numbe	Contact	Note	Fund	Amount
<u>Income</u>						
<u>Income</u>						
4020 - Donations				Total for 3001 - OJP CVS Fund Balance		49.00
4030 - Membership Dues						
	11/21/2017		Deposit	Various Deposits	Unrestricted	450.00
				Total for 4020 - Donations		450.00
4030 - Membership Dues						
	11/02/2017		Square Deposit	Membership Dues Protect MN	Unrestricted	84.12
	11/03/2017		Deposit	Membership Dues	Unrestricted	250.00
	11/21/2017		Deposit	Various Deposits	Unrestricted	300.00
				Total for 4030 - Membership Dues		300.00
4040 - OJP Income						
	11/20/2017		MMB	OJP/Training Reimbursement Oct. '17	Unrestricted	15,080.23
				Total for 4040 - OJP Income		15,080.23
4044 - Training Grant Income						
	11/20/2017		MMB	OJP/Training Reimbursement Oct. '17	Unrestricted	6,241.36
				Total for 4044 - Training Grant Income		6,241.36
4049 - In-Kind Donations Income						
	11/10/2017			Intern/Volunteer Hours 11/10/17 (Sadi Unrestricted		428.40
	11/24/2017			Intern/Volunteer Hours 11/24/17 (Sadi Unrestricted		378.00
				Total for 4049 - In-Kind Donations Income		806.40
4070 - Silent Auction						
	11/21/2017		Deposit	Various Deposits	Unrestricted	145.00
				Total for 4070 - Silent Auction		145.00
4090 - Interest Income						
	11/30/2017			To record November, 2017 Interest Inc Unrestricted		3.24
				Total for 4090 - Interest Income		3.24
<u>Expense</u>						
<u>Administrative Expenses</u>						
5000 - Salaries						
	11/10/2017		Bobbi Holtberg	11/10/17 Payroll	OJP	2,544.23
	11/10/2017		Danielle Kluz	11/10/17 Payroll	OJP	1,932.00
	11/10/2017		Julia Tindell	11/10/17 Payroll	OJP	800.00
	11/22/2017		Bobbi Holtberg	11/24/17 Payroll	NITVAN Grant	800.00
	11/22/2017		Danielle Kluz	11/24/17 Payroll	OJP	2,544.23
	11/22/2017		Julia Tindell	11/24/17 Payroll	OJP	1,932.00
					OJP	800.00
					NITVAN Grant	800.00
				Total for 5000 - Salaries		12,152.46
5010 - Payroll Taxes						
	11/10/2017			To record 11/10/17 Employer PR Taxe OJP		389.41
	11/22/2017			NITVAN Grant		61.20
				To record 11/24/17 Employer PR Taxe OJP		389.41
				NITVAN Grant		61.20
				Total for 5010 - Payroll Taxes		901.22
5020 - Health/Dental Ins Premiums						
	11/01/2017		Preferred One	Inv #172900002605 (Nov)	OJP	1,193.76
					NITVAN Grant	450.00
				Total for 5020 - Health/Dental Ins Premiums		1,643.76
5030 - In Kind Intern/Volunteer Expense						
	11/10/2017			Intern/Volunteer Hours 11/10/17 (Sadi Unrestricted		428.40
	11/24/2017			Intern/Volunteer Hours 11/24/17 (Sadi Unrestricted		378.00
				Total for 5030 - In Kind Intern/Volunteer Expense		806.40
<u>Other Expenses</u>						

**Minnesota Alliance on Crime
Transaction List by Account for the period of 11/01/2017 through 11/30/2017**

Name	Transaction Date	Check Number	Contact	Note	Fund	Amount
5100 - Rent	11/27/2017	1541	MADD	Dec. 2017 Rent	OJP	800.00
5110 - Contract Services					Total for 5100 - Rent	800.00
5120 - Dues & Subscriptions	11/03/2017	1482	Heidi Hachfeld	Inv #146 (Oct. 2017)	OJP	435.00
5130 - Equipment	11/11/2017		Costco	Membership Upgrade	Unrestricted	50.00
	11/28/2017		Lastpass	5 Annual Licenses	OJP	156.42
					Total for 5120 - Dues & Subscriptions	206.42
5160 - Miscellaneous	11/01/2017		Amazon	Literature Display	OJP	153.47
					Total for 5130 - Equipment	153.47
5185 - Other Training Reimbursement	11/01/2017	1479	STATE OF MN	2017 AG Annual Report Filing Fee	OJP	25.00
	11/20/2017	1483	VistaPrint	MAC Coffee Mugs	Unrestricted	259.32
	11/17/2017		Caribou Coffee	Coffee for Trauma Training	Unrestricted	30.09
	11/30/2017		VistaPrint	Holiday Cards	OJP	88.60
					Total for 5160 - Miscellaneous	403.01
5190 - Office & Program Supplies	11/01/2017	1480	NCVLI	Speaking Fee	Training Grant	2,579.93
	11/20/2017	1483	Chippewa County Victim W/	Stress Training Reimbursement	Training Grant	134.82
	11/20/2017	1487	Crow Wing County Victim S/	Stress Training Reimbursement	Training Grant	190.30
	11/20/2017	1486	Survivor Resources	Stress Training Reimbursement	Training Grant	24.61
	11/20/2017	1485	Karina Forrest-Perkins	Stress Training Speaker	Training Grant	487.50
	11/21/2017	1488	Watonwan County Victim V/	Stress Training Reimbursement	Training Grant	350.54
					Total for 5185 - Other Training Reimbursement	3,767.70
6000 - Telephone Expense	11/01/2017		VistaPrint	Julia Tindell Business Cards	OJP	27.75
	11/01/2017		Electric Embers	Nov 2017 Invoice	OJP	15.00
	11/02/2017		TechSoup	Office Program for new computer	OJP	29.00
	11/07/2017		Deluxe Checks	Check Purchase	OJP	177.34
	11/15/2017		Target	Food for 11/17 Training	OJP	50.77
					Total for 5190 - Office & Program Supplies	299.86
6010 - Travel & Training Expenses	11/22/2017		AT & T Office at Hand2	Inv 82569954x11092017	OJP	132.01
	11/22/2017		AT&T TeleConference Servii	Inv #711004141	OJP	131.86
					Total for 6000 - Telephone Expense	263.87
	11/01/2017		Julia Tindell	Mileage Reimbursement 10/25-10/27	OJP	208.12
	11/09/2017		Starbucks	Coffee for Board Training	Unrestricted	34.17
	11/14/2017		Subway	Intern Lunch @ OJP Training	OJP	8.72
	11/21/2017		Deposit	Various Deposits	OJP	-212.84
	11/27/2017		Five Guys	Regional Training- Meals	OJP	21.24
	11/27/2017		Bobby and Steve	Gas for travel to Regional Training	OJP	42.50
	11/28/2017		JJ's Dockside	Regional Training- Meal	OJP	50.99
	11/28/2017		Starbucks	Regional Training Meals	OJP	19.35
	11/28/2017		Casey's	Gas for travel to Regional Training	OJP	38.00
	11/28/2017		Four Points by Sheraton	Regional Training Lodging	OJP	102.77
	11/28/2017		Four Points by Sheraton	Regional Training Lodging - Bobbi	OJP	102.77
	11/29/2017		Country Inn & Suites	Regional Training Lodging - Bobbi	OJP	103.12
	11/29/2017		Country Inn & Suites	Regional Training Lodging - Danielle	OJP	103.12
	11/30/2017		Clark Station	Gas for travel to Regional Training	OJP	19.00
					Total for 6010 - Travel & Training Expenses	641.03
6020 - Bank Service Charges	11/22/2017		Bremer Bank	Bank Charges 10/17	OJP	32.00
					Total for 6020 - Bank Service Charges	32.00

Minnesota Alliance on Crime

Transaction List by Account for the period of 11/01/2017 through 11/30/2017

Name	Transaction Date	Check Numbe	Contact	Note	Fund	Amount
6030 - Aplos Software Expense	11/01/2017		Aplos	Nov '17 Invoice	OJP	40.00
Total for 6030 - Aplos Software Expense						40.00

Minnesota Alliance on Crime
OJP CVS Grant (Account #3001)
October 1, 2017 through September 30, 2019

Description	Total State Funding Available	October, 2017	November, 2017	December, 2017	Total Expense to Date	Total Amount Remaining Available
Building Expenses						
Contract Services	19200.00	800.00	800.00		1600.00	17600.00
Monthly Contract Services						
Year End Financials FY18	9600.00	400.00	435.00		835.00	8765.00
Year End Financials FY19	400.00				0.00	400.00
Office & Program Expenses	400.00				0.00	400.00
Phones	3240.00	132.01	132.01		264.02	2975.98
AT & T WebEx	4200.00	118.65	131.86		250.51	3949.49
Office Supplies	4000.00		324.86		324.86	3675.14
Postage & Delivery	2000.00				0.00	2000.00
Printing	1500.00		88.60		88.60	1411.40
Subscriptions & Memberships	3795.00	55.00	196.42		251.42	3543.58
Business Insurance Policies	3952.00				0.00	3952.00
Bremer Bank Charges	816.00	31.00	32.00		63.00	753.00
Equipment Purchases	1509.00		153.47		153.47	1355.53
Payroll Taxes & Fringe						
FICA	17010.55	631.20	631.20		1262.40	15748.15
Medicare	3978.30	147.62	147.62		295.24	3683.06
UI	340.00	26.00			26.00	314.00
Health Insurance Premiums (MAC)	26980.00	900.00	1193.76		2093.76	24886.24
Personnel						
Executive Director	132300.00	5088.46	5088.46		10176.92	122123.08
Trng & Engagement Coordinator	100464.00	3864.00	3864.00		7728.00	92736.00
Admin & Volunteer Coordinator	41600.00	1600.00	1600.00		3200.00	38400.00
Travel & Training						
Mileage (Rate .0535)	2045.30		208.12		208.12	1837.18
Staff Development	1400.00	466.12	398.74		864.86	535.14
Parking	99.85				0.00	99.85
Total Prior to Adjustments	380830.00	14260.06	15426.12	0.00	29686.18	351143.82
Adjustments						
10/1/17 Reclass Standpoint New Laws Trng.	0.00	\$50.00			50.00	
10/1/17 Reclass MVAA Reg.	0.00	\$225.00			225.00	
10/1/17 Reclass DV Conf.	0.00	\$75.00			75.00	
10/1/17 Reclass lodging for 10/17 Conf.	0.00	\$212.84			212.84	
10/1/17 Reclass Internet Connections	0.00	\$208.33			208.33	
10/30/17 Reclass Constant Contact Oct	0.00	\$49.00			49.00	
11/30/17 Reclass Constant Contact Nov	0.00	\$0.00	49.00		49.00	
Total to be Reimbursed	0.00	15080.23	15475.12	0.00	30555.35	351143.82
Reimbursement Amount		15080.23				
Date		11/20/2017				

Minnesota Alliance on Crime
NITVAN Budget (Account #3005)
October 1, 2017 through September 30, 2018

Description	Total State Funding Available	October, 2017	November, 2017	December, 2017	Total	
					Expense to Date	Amount Remaining Available
Personnel	20800.00		1600.00		1600.00	19200.00
Fringe Benefits						
FICA and Unemployment	1623.00		122.40		122.40	1500.60
Health Insurance Premiums	2700.00		450.00		450.00	2250.00
Workers Compensation	88.00				0.00	88.00
Travel & Training						
Lodging	4286.00				0.00	4286.00
Registration & Mileage	13935.00	266.40			266.40	13668.60
Supplies						
Printing	269.18				0.00	269.18
Presentation Materials	789.82				0.00	789.82
Consultants/Contracts	2339.00				0.00	2339.00
Other Operating Costs						
Phone Data Communications	1595.00				0.00	1595.00
Personnel Training	575.00	575.00			575.00	0.00
Meeting Room Reservations	1000.00				0.00	1000.00
Total	50000.00	841.40	2172.40		3013.80	46986.20

MAC'S Training Budget (Account #3004)
March 1, 2016 through September 30, 2018

Training Budget, 2016-2017

	<u>Grant Amount</u>
(A) Annual Capacity Building Training	\$18,715.00
(B) Fundamentals in Victim Services Training	\$27,694.00
(C) Quarterly Skill Building Webinar Discussion	\$3,591.00
Total Available for 2016-2017	<u>\$50,000.00</u>

Training Expenditures, 2016-2017

	(A)	(B)	(C)	Total
6/1/2016 through 6/30/2016	\$0.00	\$0.00	\$300.00	\$300.00
Total FY16 Expenses	\$0.00	\$0.00	\$300.00	\$300.00
7/1/2016 through 7/31/2016	\$0.00	\$0.00	\$0.00	\$0.00
8/1/2016 through 8/31/2016	\$0.00	\$0.00	\$0.00	\$0.00
9/1/2016 through 9/30/2016	\$0.00	\$0.00	\$0.00	\$0.00
10/1/2016 through 10/31/2016	\$324.28	\$19.62	\$0.00	\$343.90
11/1/2016 through 11/30/2016	\$119.58	\$652.79	\$0.00	\$772.37
12/1/2016 through 12/31/2016	\$275.84	\$29.57	\$0.00	\$305.41
1/1/2017 through 1/31/2017	\$0.00	\$11.54	\$0.00	\$11.54
2/1/2017 through 2/28/2017	\$0.00	\$239.97	\$0.00	\$239.97
3/1/2017 through 3/31/2017	\$0.00	\$332.94	\$0.00	\$332.94
4/1/2017 through 4/30/2017	\$2,000.00	\$597.07	\$0.00	\$2,597.07
5/1/2017 through 5/31/2017	\$2,000.00	\$149.23	\$0.00	\$2,149.23
6/1/17 through 6/30/17	\$2,000.00	\$8,785.35	\$0.00	\$10,785.35
7/1/17 through 7/31/17	\$2,000.00	\$3,842.06	\$0.00	\$5,842.06
8/1/17 through 8/31/17	\$1,004.66	\$0.00	\$0.00	\$1,004.66
9/1/17 through 9/30/2017	\$3,141.87	\$0.00	\$0.00	\$3,141.87
10/1/17 through 10/31/17	\$6,241.36	\$0.00	\$0.00	\$6,241.36
11/1/17 through 11/30/17	\$0.00	\$3,767.70	\$0.00	\$3,767.70
Total FY17 Expenses	\$19,107.59	\$18,427.84	\$0.00	\$37,535.43
Total Training Grant Expenses	\$19,107.59	\$18,427.84	\$300.00	\$37,835.43
Available Balance at August 31, 2017				<u>\$12,464.57</u>

Training Payments Received on Grant

June, 2016	\$300.00
July, 2016 through June, 2017	\$17,462.78
August-September, 2017	\$4,146.53
October, 2017	\$6,241.36
November, 2017	
Total Reimbursement to Date	<u><u>\$28,150.67</u></u>

**MN Alliance on Crime
Bank Reconciliation
November, 2017**

Bank Balance November 30, 2017

49526.47

Outstanding Deposits

0.00

49526.47

Outstanding Checks/Payments

1372	9/28/2016 Danielle Kluz	149.99
1441	7/13/2017 Community University HCC	11.00
1469	10/5/2017 Meeker Co. Sheriff's Dept	285.63
1483	11/20/2017 Chippewa Co. Victim Witness Progr	134.82
1486	11/20/2017 Survivor Resources	24.61
1485	11/20/2017 Karina Forest Perkins	487.50
1541	11/27/2017 MADD	800.00
	11/29/2017 Country Inn & Suites	103.12
	11/29/2017 Country Inn & Suites	103.12
	11/30/2017 VistaPrint	88.60

\$2,188.39

Agrees with Checking Account Balance November 30, 2017

47338.08

Checking Account

Checkbook Balance November 1, 2017

45595.75

Total Deposits for November, 2017

23063.55

Total Checks and Payments November, 2017

21321.22

Checkbook Balance November 30, 2017

47338.08

Savings Account

Beginning Balance November 1, 2017

15148.66

Interest Income November, 2017

3.24

Ending Savings Balance November 30, 2017

15151.90

Heidi Hachfeld
423 W. Franklin Street
Morristown, MN 55052
507-330-0606

Date: Nov. 30, 2017
Invoice #: 146
Customer ID MAC

To: Minnesota Alliance on Crime
155 Wabasha Street S.
St. Paul, MN 55107

612-940-8090

Salesperson	Job	Payment Terms	Due Date
		Due upon receipt	

Hours	Description	Hourly Rate	Line Total
6.00	Bank Balancing, Financial Reports	20.00	120.00
5.50	Payroll Calculations, Tax Payments	20.00	110.00
5.50	Pay Bills, JE's, Filing, E-mails, Setup NITVAN Budget account and worksheets	20.00	110.00
17.00			-
		Subtotal	\$ 340.00
		Sales Tax	
		Total	\$ 340.00

Make all checks payable to Heidi Hachfeld
Thank you for your business!

423 W. Franklin Street, Morristown, MN 55052

**MN Alliance on Crime
Financials Summary
October, 2017**

Income:

Program Income	143.82
OJP Income	42796.17
Training Grant Income	4146.53
Silent Auction	135.00
In Kind Donations Income	718.20
Interest Income	3.34
	<u>47943.06</u>

Expenses:

OJP Grant Expenses	14260.06
Training Grant Expenses	6241.36
NITVAN Grant Expenses	841.40
Unrestricted Expenses	2402.23
	<u>23745.05</u>

Total Expenses:

Personnel	10552.46
Payroll Taxes	804.82
Health Insurance Premiums	900.00
In Kind Intern Expenses	718.20
Rent	800.00
Contract Services	580.00
Dues & Subscriptions	0.00
Equipment	0.00
Liability Insurance	0.00
Workers Comp Insurance	0.00
Miscellaneous	230.95
Annual Meeting Expense	6673.04
Silent Auction Expense	0.00
Office & Program Supplies	15.00
Telephone Expense	250.66
Travel & Training Expenses	2148.92
Bank Service Charges	31.00
Aplos Software Expense	40.00
	<u>23745.05</u>

Available Balances:

OJP Grant	365749.77
NITVAN Grant	49158.60
Training Grant	16232.27
Unrestricted-Checking	45595.75
Savings Account	15148.66
	<u>491885.05</u>

Minnesota Alliance on Crime
Comparative Income Statement by Fund for the period of 10/1/2017 through 10/31/2017

Account Number	Account Name	Unrestricted	OJP	Training Grant	NITVAN Grant	Amount
<u>Income</u>						
4000	Contributions Income	0.00	0.00	0.00	0.00	0.00
4005	Program Income	143.82	0.00	0.00	0.00	143.82
4010	Annual Meeting	0.00	0.00	0.00	0.00	0.00
4020	Donations	0.00	0.00	0.00	0.00	0.00
4030	Membership Dues	0.00	0.00	0.00	0.00	0.00
4040	OJP Income	42,796.17	0.00	0.00	0.00	42,796.17
4042	Technology Grant Income	0.00	0.00	0.00	0.00	0.00
4044	Training Grant Income	4,146.53	0.00	0.00	0.00	4,146.53
4049	In-Kind Donations Income	718.20	0.00	0.00	0.00	718.20
4070	Silent Auction	135.00	0.00	0.00	0.00	135.00
4090	Interest Income	3.34	0.00	0.00	0.00	3.34
4095	Miscellaneous Income	0.00	0.00	0.00	0.00	0.00
Total Income		47,943.06	0.00	0.00	0.00	47,943.06
Total Income		47,943.06	0.00	0.00	0.00	47,943.06
<u>Expense</u>						
<u>Administrative Expenses</u>						
5000	Salaries	0.00	10,552.46	0.00	0.00	10,552.46
5010	Payroll Taxes	0.00	804.82	0.00	0.00	804.82
5020	Health/Dental Ins Premiums	0.00	900.00	0.00	0.00	900.00
5030	In Kind Intern/Volunteer Expens	718.20	0.00	0.00	0.00	718.20
Total Administrative Expenses		718.20	12,257.28	0.00	0.00	12,975.48
<u>Other Expenses</u>						
5100	Rent	0.00	800.00	0.00	0.00	800.00
5110	Contract Services	0.00	400.00	180.00	0.00	580.00
5120	Dues & Subscriptions	0.00	0.00	0.00	0.00	0.00
5130	Equipment	0.00	0.00	0.00	0.00	0.00
5140	Liability Insurance	0.00	0.00	0.00	0.00	0.00
5150	Workers Comp Insurance	0.00	0.00	0.00	0.00	0.00
5160	Miscellaneous	230.95	0.00	0.00	0.00	230.95
5170	Annual Meeting Expense	611.68	0.00	6,061.36	0.00	6,673.04
5175	Silent Auction Expense	0.00	0.00	0.00	0.00	0.00
5180	Nat'l Victim Rights Week Exp.	0.00	0.00	0.00	0.00	0.00
5190	Office & Program Supplies	0.00	15.00	0.00	0.00	15.00
6000	Telephone Expense	0.00	250.66	0.00	0.00	250.66
6010	Travel & Training Expenses	841.40	466.12	0.00	841.40	2,148.92
6020	Bank Service Charges	0.00	31.00	0.00	0.00	31.00
6030	Aplos Software Expense	0.00	40.00	0.00	0.00	40.00
Total Other Expenses		1,684.03	2,002.78	6,241.36	841.40	10,769.57
Total Expense		2,402.23	14,260.06	6,241.36	841.40	23,745.05
Net Income (Loss)		45,540.83	-14,260.06	-6,241.36	-841.40	24,198.01

**Minnesota Alliance on Crime
Balance Sheet: Compare by Fund as of 10/31/2017**

Account Number	Account Name	Unrestricted	OJP CVS Grant	Training Grant	NITVAN Grant	Amount
Assets						
<u>Cash</u>						
1000	Checking	80,297.52	7,015.26	-40,875.63	-841.40	45,595.75
1010	Savings	15,148.66	0.00	0.00	0.00	15,148.66
1050	QB Buy Back Receivable	240.00	-240.00	0.00	0.00	0.00
	Total Cash	95,686.18	6,775.26	-40,875.63	-841.40	60,744.41
	Total Assets	95,686.18	6,775.26	-40,875.63	-841.40	60,744.41
Liabilities						
<u>Payables</u>						
2000	Accounts Payable	758.32	6,049.58	-6,807.90	0.00	0.00
2010	Federal Tax Liability	-13,360.67	15,853.01	0.00	0.00	2,492.34
2020	State Tax Liability	409.34	0.00	0.00	0.00	409.34
2030	FUTA Liability	-55.97	55.97	0.00	0.00	0.00
2040	State Unemployment Tax Liability	-23.81	23.81	0.00	0.00	0.00
2050	Health Insurance Payable	351.81	-126.88	0.00	0.00	224.93
	Total Payables	-11,920.98	21,855.49	-6,807.90	0.00	3,126.61
	Total Liabilities	-11,920.98	21,855.49	-6,807.90	0.00	3,126.61
Equity						
<u>Fund Balances / Equity</u>						
3000	Unrestricted Fund	107,607.16	0.00	0.00	0.00	107,607.16
3001	OJP CVS Fund Balance	0.00	-15,080.23	0.00	0.00	-15,080.23
3004	Training Grant Fund Balance	0.00	0.00	-34,067.73	0.00	-34,067.73
3005	NITVAN Grant Fund Balance	0.00	0.00	0.00	-841.40	-841.40
	Total Fund Balances / Equity	107,607.16	-15,080.23	-34,067.73	-841.40	57,617.80
	Total Equity	107,607.16	-15,080.23	-34,067.73	-841.40	57,617.80
	Total Liabilities + Total Equity	95,686.18	6,775.26	-40,875.63	-841.40	60,744.41

Minnesota Alliance on Crime

Transaction List by Account for the period of 10/1/2017 through 10/31/2017

Asset	Name	Transaction Date	Check Number	Contact	Note	Fund	Amount
<u>Cash</u>							
1000 - Checking							
		10/01/2017			Transfer: To reclass Standpoint New La	Unrestricted	50.00
		10/01/2017			Transfer: To reclass MN Victim Assistar	OJP	-50.00
		10/01/2017			Transfer: To reclass First District dome	Unrestricted	225.00
		10/01/2017			Transfer: To reclass lodging expense fo	OJP	-225.00
		10/01/2017			Transfer: To reclass lodging expense fo	OJP	75.00
		10/01/2017			Transfer: To reclass lodging expense fo	OJP	-75.00
		10/01/2017			Transfer: To reclass lodging expense fo	OJP	212.84
		10/01/2017			Transfer: To reclass lodging expense fo	OJP	-212.84
		10/01/2017			Transfer: To reclass lodging expense fo	OJP	-402.66
		10/01/2017			Transfer: To reclass lodging expense fo	OJP	-900.00
		10/01/2017			Transfer: To reclass lodging expense fo	OJP	-15.00
		10/01/2017			Transfer: To reclass lodging expense fo	OJP	-40.00
		10/01/2017			Transfer: To reclass lodging expense fo	OJP	208.33
		10/01/2017			Transfer: To reclass lodging expense fo	OJP	-208.33
		10/01/2017			Transfer: To reclass lodging expense fo	OJP	-126.12
		10/01/2017			Transfer: To reclass lodging expense fo	OJP	-457.92
		10/01/2017			Transfer: To reclass lodging expense fo	OJP	-97.80
		10/01/2017			Transfer: To reclass lodging expense fo	OJP	-335.34
		10/01/2017			Transfer: To reclass lodging expense fo	OJP	-494.79
		10/01/2017			Transfer: To reclass lodging expense fo	OJP	-297.68
		10/01/2017			Transfer: To reclass lodging expense fo	OJP	-381.30
		10/01/2017			Transfer: To reclass lodging expense fo	OJP	-296.26
		10/01/2017			Transfer: To reclass lodging expense fo	OJP	-199.32
		10/01/2017			Transfer: To reclass lodging expense fo	OJP	-177.60
		10/01/2017			Transfer: To reclass lodging expense fo	OJP	-84.42
		10/01/2017			Transfer: To reclass lodging expense fo	OJP	-285.63
		10/01/2017			Transfer: To reclass lodging expense fo	OJP	-203.35
		10/01/2017			Transfer: To reclass lodging expense fo	OJP	-400.00
		10/01/2017			Transfer: To reclass lodging expense fo	OJP	135.00
		10/01/2017			Transfer: To reclass lodging expense fo	OJP	-67.98
		10/01/2017			Transfer: To reclass lodging expense fo	OJP	-74.98
		10/01/2017			Transfer: To reclass lodging expense fo	OJP	-928.86
		10/01/2017			Transfer: To reclass lodging expense fo	OJP	-611.68
		10/01/2017			Transfer: To reclass lodging expense fo	OJP	-182.95
		10/01/2017			Transfer: To reclass lodging expense fo	OJP	-103.00
		10/01/2017			Transfer: To reclass lodging expense fo	OJP	-124.43
		10/01/2017			Transfer: To reclass lodging expense fo	OJP	-81.86
		10/01/2017			Transfer: To reclass lodging expense fo	OJP	-356.40
		10/01/2017			Transfer: To reclass lodging expense fo	OJP	-66.34
		10/01/2017			Transfer: To reclass lodging expense fo	OJP	-180.00
		10/01/2017			Transfer: To reclass lodging expense fo	OJP	-14.99
		10/01/2017			Transfer: To reclass lodging expense fo	OJP	-3,758.13
		10/01/2017			Transfer: To reclass lodging expense fo	OJP	-618.07
		10/01/2017			Transfer: To reclass lodging expense fo	OJP	637.45
		10/01/2017			Transfer: To reclass lodging expense fo	OJP	-2,544.23
		10/01/2017			Transfer: To reclass lodging expense fo	OJP	453.47
		10/01/2017			Transfer: To reclass lodging expense fo	OJP	-1,932.00
		10/01/2017			Transfer: To reclass lodging expense fo	OJP	156.36
		10/01/2017			Transfer: To reclass lodging expense fo	OJP	-800.00
		10/01/2017			Transfer: To reclass lodging expense fo	OJP	-234.16
		10/01/2017			Transfer: To reclass lodging expense fo	OJP	-510.53
		10/01/2017			Transfer: To reclass lodging expense fo	OJP	-35.30
		10/01/2017			Transfer: To reclass lodging expense fo	OJP	-73.00
		10/01/2017			Transfer: To reclass lodging expense fo	OJP	4,146.53

Transaction List by Account for the period of 10/1/2017 through 10/31/2017

Name	Transaction Date	Check Number	Contact	Note	Fund	Amount
	10/23/2017		AT&T TeleConference Serv	Inv #710004186	OJP	-118.65
	10/23/2017		Chase on the Lake	Directors Institute Meals	OJP	-16.96
	10/23/2017		AT & T Office at Hand2	Inv 82569954x10092017	OJP	-132.01
	10/23/2017		Bremer Bank	Bank Charges 09/17	OJP	-31.00
	10/24/2017		Chase on the Lake	Directors Institute Meals	OJP	-15.89
	10/25/2017		SuperAmerica	Gas for Travel to/from Directors Institu	OJP	-41.01
	10/25/2017		Wendy's	Directors Institute Meals	OJP	-7.36
	10/26/2017		MMB	OJP Reimbursement Aug-Sept, 2017	Unrestricted	42,796.17
	10/26/2017		Chase on the Lake	Conference Meals-Julia	OJP	-11.66
	10/27/2017		Bobbi Holtberg	10/27/2017 Payroll	Unrestricted	637.45
	10/27/2017		Danielle Kluz	10/27/2017 Payroll	OJP	-2,544.23
	10/27/2017		Julia Tindell	10/27/2017 Payroll	Unrestricted	453.47
	10/27/2017		Chase on the Lake	Lodging-Conference 10/25-10/27 Julia	OJP	156.36
	10/27/2017		Chase on the Lake	Lodging-Conference 10/25-10/27 Danii	OJP	-800.00
	10/30/2017	1430	MADD	Nov. 17 Rent	OJP	-186.62
	10/30/2017		National Center for Victims	NCVC Conference-December	Unrestricted	-800.00
	10/30/2017			Transfer: To reclass Oct '17 Constant C	NITVAN Grant	-575.00
	10/30/2017		Deposit	Paypal-Training Registration-AST	OJP	-575.00
	10/30/2017		Delta Airlines	NCVC Training-Danielle	Unrestricted	49.00
	10/30/2017		Delta Airlines	NCVC Training-Julia	Unrestricted	-49.00
	10/31/2017		MN Ui	3rd Qtr, 2017 Ui	NITVAN Grant	143.82
					OJP	-266.40
					OJP	-266.40
					OJP	-26.00
1010 - Savings				Total for 1000 - Checking		22,689.19
	10/31/2017			To record October, 2017 Interest Incon	Unrestricted	3.34
				Total for 1010 - Savings		3.34
Liability Payables						
2010 - Federal Tax Liability						
	10/13/2017		EFTPS	09/2017 Fed Tax WH	Unrestricted	-3,758.13
	10/13/2017		Bobbi Holtberg	10/13/2017 Payroll	Unrestricted	416.70
	10/13/2017		Danielle Kluz	10/13/2017 Payroll	Unrestricted	313.43
	10/13/2017		Julia Tindell	10/13/2017 Payroll	Unrestricted	126.63
	10/13/2017			To record 10/13/17 Employer PR Taxe	OJP	389.41
	10/27/2017		Bobbi Holtberg	10/27/2017 Payroll	Unrestricted	416.70
	10/27/2017		Danielle Kluz	10/27/2017 Payroll	Unrestricted	313.43
	10/27/2017		Julia Tindell	10/27/2017 Payroll	Unrestricted	126.63
	10/27/2017			To record 10/27/17 Employer PR Taxe	OJP	389.41
				Total for 2010 - Federal Tax Liability		-1,265.79
2020 - State Tax Liability						
	10/13/2017		MN Dept of Rev	09/2017 MN WH	Unrestricted	-618.07
	10/13/2017		Bobbi Holtberg	10/13/2017 Payroll	Unrestricted	101.26
	10/13/2017		Danielle Kluz	10/13/2017 Payroll	Unrestricted	73.68
	10/13/2017		Julia Tindell	10/13/2017 Payroll	Unrestricted	29.73
	10/27/2017		Bobbi Holtberg	10/27/2017 Payroll	Unrestricted	101.26
	10/27/2017		Danielle Kluz	10/27/2017 Payroll	Unrestricted	73.68
	10/27/2017		Julia Tindell	10/27/2017 Payroll	Unrestricted	29.73
				Total for 2020 - State Tax Liability		-208.73
2050 - Health Insurance Payable						
	10/01/2017		Preferred One	Inv #172680000028 (Oct, 2017)	Unrestricted	-402.66
	10/13/2017		Bobbi Holtberg	10/13/2017 Payroll	Unrestricted	119.49
	10/13/2017		Danielle Kluz	10/13/2017 Payroll	Unrestricted	66.36

Minnesota Alliance on Crime

Transaction List by Account for the period of 10/1/2017 through 10/31/2017

Name	Transaction Date	Check Number	Contact	Note	Fund	Amount
<u>Equity</u> <u>Fund Balances / Equity</u> 3000 - Unrestricted Fund	10/27/2017		Bobbi Holtberg	10/27/2017 Payroll	Unrestricted	119.49
	10/27/2017		Danielle Kluz	10/27/2017 Payroll	Unrestricted	66.36
				Total for 2050 - Health Insurance Payable		-30.96
3001 - OJP CVS Fund Balance	10/01/2017			Transfer: To reclass Standpoint New La Unrestricted		50.00
	10/01/2017			Transfer: To reclass MN Victim Assistar Unrestricted		225.00
	10/01/2017			Transfer: To reclass First District dome: Unrestricted		75.00
	10/01/2017			Transfer: To reclass lodging expense fo Unrestricted		212.84
	10/01/2017			Transfer: Reclass Internet Connections Unrestricted		208.33
	10/30/2017			Transfer: To reclass Oct '17 Constant C Unrestricted		49.00
				Total for 3000 - Unrestricted Fund		820.17
<u>Income</u> <u>Income</u> 4005 - Program Income	10/01/2017			Transfer: To reclass Standpoint New La OJP		-50.00
	10/01/2017			Transfer: To reclass MN Victim Assistar OJP		-225.00
	10/01/2017			Transfer: To reclass First District dome: OJP		-75.00
	10/01/2017			Transfer: To reclass lodging expense fo OJP		-212.84
	10/01/2017			Transfer: Reclass Internet Connections OJP		-208.33
	10/30/2017			Transfer: To reclass Oct '17 Constant C OJP		-49.00
				Total for 3001 - OJP CVS Fund Balance		-820.17
4040 - OJP Income	10/30/2017		Deposit	Paypal-Training Registration-AST	Unrestricted	143.82
				Total for 4005 - Program Income		143.82
4044 - Training Grant Income	10/26/2017		MMB	OJP Reimbursement Aug-Sept, 2017	Unrestricted	42,796.17
				Total for 4040 - OJP Income		42,796.17
4049 - In-Kind Donations Income	10/19/2017		MMB	Training Reimbursement Aug-Sept, 201 Unrestricted		4,146.53
				Total for 4044 - Training Grant Income		4,146.53
4070 - Silent Auction	10/13/2017			Intern/Volunteer Hours 10/13/17 (Sadi Unrestricted		390.60
	10/27/2017			Intern/Volunteer Hours 10/27/17 (Sadi Unrestricted		327.60
				Total for 4049 - In-Kind Donations Income		718.20
4090 - Interest Income	10/05/2017		Deposit	S. Elwell/D. Umidon Silent Auction Sale Unrestricted		135.00
				Total for 4070 - Silent Auction		135.00
<u>Expense</u> <u>Administrative Expenses</u> 5000 - Salaries	10/31/2017			To record October, 2017 Interest Incom Unrestricted		3.34
				Total for 4090 - Interest Income		3.34
5010 - Payroll Taxes	10/13/2017		Bobbi Holtberg	10/13/2017 Payroll	OJP	2,544.23
	10/13/2017		Danielle Kluz	10/13/2017 Payroll	OJP	1,932.00
	10/13/2017		Julia Tindell	10/13/2017 Payroll	OJP	800.00
	10/27/2017		Bobbi Holtberg	10/27/2017 Payroll	OJP	2,544.23
	10/27/2017		Danielle Kluz	10/27/2017 Payroll	OJP	1,932.00
	10/27/2017		Julia Tindell	10/27/2017 Payroll	OJP	800.00
				Total for 5000 - Salaries		10,552.46
	10/13/2017			To record 10/13/17 Employer PR Taxe OJP		389.41

Minnesota Alliance on Crime

Transaction List by Account for the period of 10/1/2017 through 10/31/2017

Name	Transaction Date	Check Numbe	Contact	Note	Fund	Amount
5030 - Health/Dental Ins Premiums	10/27/2017		MN UI	To record 10/27/17 Employer PR Taxe	OJP	389.41
	10/31/2017			3rd Qtr, 2017 UI	OJP	26.00
				Total for 5030 - Payroll Taxes		804.82
5020 - Health/Dental Ins Premiums	10/01/2017		Preferred One	Inv #172680000028 (Oct, 2017)	OJP	900.00
				Total for 5020 - Health/Dental Ins Premiums		900.00
5030 - In Kind Intern/Volunteer Expense	10/13/2017			Intern/Volunteer Hours 10/13/17 (Sadi Unrestricted		390.60
	10/27/2017			Intern/Volunteer Hours 10/27/17 (Sadi Unrestricted		327.60
				Total for 5030 - In Kind Intern/Volunteer Expense		718.20
Other Expenses						
5100 - Rent	10/30/2017	1430	MADD	Nov. 17 Rent	OJP	800.00
				Total for 5100 - Rent		800.00
5110 - Contract Services	10/05/2017	1467	Heidi Hachfeld	Inv #145 (Sept., 2017)	OJP	400.00
	10/11/2017	1429	James Scott Anderson Gardi ASL/English Interpreting Services	Inv #6 Training Grant		180.00
				Total for 5110 - Contract Services		580.00
5160 - Miscellaneous	10/05/2017		FTD	Flowers-Amee Krogfus	Unrestricted	67.98
	10/09/2017		Flowers.com	Flowers-Dianna Umidon	Unrestricted	74.98
	10/12/2017		Carlbou Coffee	Coffee for Board Meeting	Unrestricted	14.99
5170 - Annual Meeting Expense	10/18/2017		Joseph's Grill	Lunch w/new board members	Unrestricted	73.00
				Total for 5160 - Miscellaneous		230.95
5190 - Office & Program Supplies	10/03/2017	1456	Chisago Co. Attorney's Office	Annual Mtg Reimburmsent	Training Grant	126.12
	10/03/2017	1458	Cook co Attorney's Office	Vi Annual Mtg Reimburmsent	Training Grant	457.92
	10/03/2017	1457	CUHCC	Annual Mtg Reimburmsent	Training Grant	97.80
	10/03/2017	1459	Chippewa County Victim WI	Annual Mtg Reimburmsent	Training Grant	335.34
	10/03/2017	1460	Marshall Co Victim Services	Annual Mtg Reimburmsent	Training Grant	494.79
	10/03/2017	1461	Mpls City Attorney	Annual Mtg Reimburmsent	Training Grant	297.68
	10/03/2017	1462	New Horizons Crisis Center	Annual Mtg Reimburmsent	Training Grant	381.30
	10/03/2017	1463	Ramsey Co Attorney's Office	Annual Mtg Reimburmsent	Training Grant	296.26
	10/03/2017	1464	Rice County Attorneys Office	Annual Mtg Reimburmsent	Training Grant	199.32
	10/03/2017	1465	St. Paul City Attorney's Office	Annual Mtg Reimburmsent	Training Grant	177.60
	10/04/2017	1466	SMRLS	Annual Mtg Reimburmsent	Training Grant	84.42
	10/05/2017	1469	Meeker Co Sheriff's Office	Annual Mtg Reimburmsent	Training Grant	285.63
	10/05/2017	1468	Dakota Co Attorney's Office	Annual Mtg Reimburmsent	Training Grant	203.35
	10/10/2017	1427	Holiday Inn	Banquet Room-Annual Meeting	Training Grant	928.86
	10/10/2017	1428	Holiday Inn	Banquet Room-Annual Meeting	Unrestricted	611.68
	10/10/2017	1470	360 Communities	Annual Mtg Reimburmsent	Training Grant	182.95
	10/10/2017	1471	City of Shakopee	Annual Mtg Reimburmsent	Training Grant	103.00
	10/10/2017	1472	Isanti County Victim Service	Annual Mtg Reimburmsent	Training Grant	124.43
	10/10/2017	1473	Men & Masculine Folks Net	Annual Mtg Reimburmsent	Training Grant	81.86
	10/11/2017	1475	Hope Coalition	Annual Mtg Reimburmsent	Training Grant	356.40
	10/11/2017	1474	Dresden Jones	Annual Mtg Reimburmsent	Training Grant	66.34
	10/17/2017	1476	Cornerstone Advocacy Servi	Annual Mtg Reimburmsent	Training Grant	234.16
	10/17/2017	1477	Norman Co Victim Assistant	Annual Meeting Reimbursement	Training Grant	510.53
	10/17/2017	1478	Hennepin Co Attorney's Off	Annual Meeting Reimbursement	Training Grant	35.30
				Total for 5170 - Annual Meeting Expense		6,673.04
6000 - Telephone Expense	10/01/2017		Electric Embers	Oct 2017 Invoice	OJP	15.00
				Total for 5190 - Office & Program Supplies		15.00
	10/23/2017		AT&T TeleConference Servi	Inv #710004186	OJP	118.65
6000 - Telephone Expense	10/23/2017		AT & T Office at Hand2	Inv 825699954x10092017	OJP	132.01
				Total for 6000 - Telephone Expense		250.66

Minnesota Alliance on Crime

Transaction List by Account for the period of 10/1/2017 through 10/31/2017

Name	Transaction Date	Check Numbe	Contact	Note	Fund	Amount
6010 - Travel & Training Expenses	10/23/2017		Chase on the Lake	Directors Institute Meals	OJP	16.96
	10/24/2017		Chase on the Lake	Directors Institute Meals	OJP	15.89
	10/25/2017		SuperAmerica	Gas for Travel to/from Directors Institu	OJP	41.01
	10/25/2017		Wendy's	Directors Institute Meals	OJP	7.36
	10/26/2017		Chase on the Lake	Conference Meals-Julia	OJP	11.66
	10/27/2017		Chase on the Lake	Lodging-Conference 10/25-10/27 Julia	OJP	186.62
	10/27/2017		Chase on the Lake	Lodging-Conference 10/25-10/27 Dank	OJP	186.62
	10/30/2017		National Center for Victims	NCVC Conference-December	Unrestricted	575.00
					NITVAN Grant	575.00
	10/30/2017		Delta Airlines	NCVC Training-Danielle	Unrestricted	266.40
6020 - Bank Service Charges	10/30/2017		Delta Airlines	NCVC Training-Julia	NITVAN Grant	266.40
				Total for 6010 - Travel & Training Expenses		2,148.92
	10/23/2017		Bremer Bank	Bank Charges 09/17	OJP	31.00
6030 - Aplos Software Expense				Total for 6020 - Bank Service Charges		31.00
	10/01/2017		Aplos	Oct '17 Invoice	OJP	40.00
				Total for 6030 - Aplos Software Expense		40.00

Minnesota Alliance on Crime
OJP CVS Grant (Account #3001)
October 1, 2017 through September 30, 2019

Description	Total State		Total		Total Amount Remaining Available
	Funding Available	October, 2017	November, 2017	December, 2017	
Building Expenses	19200.00	800.00			18400.00
Contract Services					
Monthly Contract Services	9600.00	400.00			9200.00
Year End Financials FY18	400.00				400.00
Year End Financials FY19	400.00				400.00
Office & Program Expenses					
Phones	3240.00	250.66			2989.34
AT & T WebEx	4200.00				4200.00
Office Supplies	4000.00				4000.00
Postage & Delivery	2000.00				2000.00
Printing	1500.00				1500.00
Subscriptions & Memberships	3795.00	55.00			3740.00
Business Insurance Policies	3952.00				3952.00
Bremer Bank Charges	816.00	31.00			785.00
Equipment Purchases	1509.00				1509.00
Payroll Taxes & Fringe					
FICA	17010.55	631.20			16379.35
Medicare	3978.30	147.62			3830.68
UI	340.00	26.00			314.00
Health Insurance Premiums (MAC)	26980.00	900.00			26080.00
Personnel					
Executive Director	132300.00	5088.46			127211.54
Tng & Engagement Coordinator	100464.00	3864.00			96600.00
Admin & Volunteer Coordinator	41600.00	1600.00			40000.00
Travel & Training					
Mileage (Rate .0535)	2045.30				2045.30
Staff Development	1400.00	466.12			933.88
Parking	99.85				99.85
Total Prior to Adjustments	380830.00	14260.06	0.00	0.00	366569.94
Adjustments					
10/1/17 Reclass Standpoint New Laws Tng.	0.00	\$50.00			-50.00
10/1/17 Reclass MVAA Reg.	0.00	\$225.00			-225.00
10/1/17 Reclass DV Conf.	0.00	\$75.00			-75.00
10/1/17 Reclass lodging for 10/17 Conf.	0.00	\$212.84			-212.84
10/1/17 Reclass Internet Connections	0.00	\$208.33			-208.33
10/30/17 Reclass Constant Contact Oct	0.00	\$49.00			-49.00
Total to be Reimbursed	0.00	15080.23	0.00	0.00	365749.77

Minnesota Alliance on Crime
NITVAN Budget (Account #3005)
October 1, 2017 through September 30, 2018

Description	Total State		October, November, December,		Total Amount Remaining Available
	Funding Available	2017	2017	2017	
Personnel	20800.00				20800.00
Fringe Benefits					
FICA and Unemployment	1623.00				1623.00
Health Insurance Premiums	2700.00				2700.00
Workers Compensation	88.00				88.00
Travel & Training					
Lodging	4286.00				4286.00
Registration & Mileage	13935.00	841.40			13093.60
Supplies					
Printing	269.18				269.18
Presentation Materials	789.82				789.82
Consultants/Contracts	2339.00				2339.00
Other Operating Costs					
Phone Data Communications	1595.00				1595.00
Personnel Training	575.00				575.00
Meeting Room Reservations	1000.00				1000.00
Total	50000.00	841.40			49158.60

MAC'S Training Budget (Account #3004)
March 1, 2016 through September 30, 2018

Training Budget, 2016-2017

	<u>Grant Amount</u>
(A) Annual Capacity Building Training	\$18,715.00
(B) Fundamentals in Victim Services Training	\$27,694.00
(C) Quarterly Skill Building Webinar Discussion	\$3,591.00
Total Available for 2016-2017	<u>\$50,000.00</u>

Training Expenditures, 2016-2017

	<u>(A)</u>	<u>(B)</u>	<u>(C)</u>	<u>Total</u>
6/1/2016 through 6/30/2016	\$0.00	\$0.00	\$300.00	\$300.00
Total FY16 Expenses	\$0.00	\$0.00	\$300.00	\$300.00
7/1/2016 through 7/31/2016	\$0.00	\$0.00	\$0.00	\$0.00
8/1/2016 through 8/31/2016	\$0.00	\$0.00	\$0.00	\$0.00
9/1/2016 through 9/30/2016	\$0.00	\$0.00	\$0.00	\$0.00
10/1/2016 through 10/31/2016	\$324.28	\$19.62	\$0.00	\$343.90
11/1/2016 through 11/30/2016	\$119.58	\$652.79	\$0.00	\$772.37
12/1/2016 through 12/31/2016	\$275.84	\$29.57	\$0.00	\$305.41
1/1/2017 through 1/31/2017	\$0.00	\$11.54	\$0.00	\$11.54
2/1/2017 through 2/28/2017	\$0.00	\$239.97	\$0.00	\$239.97
3/1/2017 through 3/31/2017	\$0.00	\$332.94	\$0.00	\$332.94
4/1/2017 through 4/30/2017	\$2,000.00	\$597.07	\$0.00	\$2,597.07
5/1/2017 through 5/31/2017	\$2,000.00	\$149.23	\$0.00	\$2,149.23
6/1/17 through 6/30/17	\$2,000.00	\$8,785.35	\$0.00	\$10,785.35
7/1/17 through 7/31/17	\$2,000.00	\$3,842.06	\$0.00	\$5,842.06
8/1/17 through 8/31/17	\$1,004.66	\$0.00	\$0.00	\$1,004.66
9/1/17 through 9/30/2017	\$3,141.87	\$0.00	\$0.00	\$3,141.87
10/1/17 through 10/31/17	\$6,241.36	\$0.00	\$0.00	\$6,241.36
Total FY17 Expenses	<u>\$19,107.59</u>	<u>\$14,660.14</u>	<u>\$0.00</u>	<u>\$33,767.73</u>

Total Training Grant Expenses

\$19,107.59 \$14,660.14 \$300.00 \$34,067.73

Available Balance at August 31, 2017

\$16,232.27

Training Payments Received on Grant

June, 2016	\$300.00	\$300.00
July-September, 2016		
October-December, 2016	\$0.00	
January-March, 2017	\$1,421.68	
April, 2017	\$584.45	
May, 2017	\$2,597.07	
June, 2017 (FSR was \$75 short. To be added to July's FSR)	\$2,149.23	
June, 2017 (Received 8/7/17)	\$10,710.35	
July, 2017	\$75.00	
August-September, 2017	\$5,842.06	
	\$4,146.53	
	<u>\$27,526.37</u>	

Total Reimbursement to Date

\$27,826.37

**MN Alliance on Crime
Bank Reconciliation
October, 2017**

Bank Balance	October 31, 2017	47814.20
Outstanding Deposits		<u>0.00</u>
		47814.20
Outstanding Checks/Payments		
1372	9/28/2016 Danielle Kluz	149.99
1441	7/13/2017 Community University HCC	11.00
1469	10/5/2017 Meeker Co. Sheriff's Dept	285.63
1467	10/5/2017 Heidi Hachfeld	400.00
1477	10/17/2017 Norman Co Victim Assistance	510.53
1478	10/17/2017 Hennepin Co Attorney's Office	35.30
1430	10/30/2017 MADD	800.00
	10/31/2017 MN UI	26.00
		<u>\$2,218.45</u>
Agrees with Checking Account Balance October 31, 2017		<u>45595.75</u>

Checking Account

Checkbook Balance October 1, 2017	22906.56
Total Deposits for October, 2017	47221.52
Total Checks and Payments October, 2017	24532.33
Checkbook Balance October 31, 2017	<u>45595.75</u>

Savings Account

Beginning Balance October 1, 2017	15145.32
Interest Income October, 2017	<u>3.34</u>
Ending Savings Balance October 31, 2017	<u>15148.66</u>

Heidi Hachfeld
423 W. Franklin Street
Morristown, MN 55052
507-330-0606

Invoice
Date: Oct. 31, 2017
Invoice #: 146
Customer ID: MAC

To: Minnesota Alliance on Crime
155 Wabasha Street S.
St. Paul, MN 55107
612-940-8090

Salesperson	Job	Payment Terms	Due Date
		Due upon receipt	
Hours	Description	Hourly Rate	Line Total
3.50	Carry-over from September	20.00	70.00
6.75	Payroll, Quarterlies, Monthly Tax Payments, Calculate Julia's FT payroll	20.00	135.00
5.50	Pay Bills, Filing, JE's, Emails, Fund Transfers	20.00	110.00
6.00	Update Grant Wksheets, Bank Balancing, Prepare Oct. Financials	20.00	120.00
21.75			
Subtotal		\$	435.00
Sales Tax			-
Total		\$	435.00

Make all checks payable to Heidi Hachfeld
Thank you for your business!

423 W. Franklin Street, Morristown, MN 55052



Executive Director's Report November/December 2017

Updates

- **NITVAN II Grant:** Julia will be submitting a monthly report to the board to ensure the board will be informed of the project activities and achievements.
- **FY17 OJP Year End Report:** The report is attached for review.
- **LastPass:** In an effort to ensure MAC's accounts are as secure as possible, Julia has enrolled us in LastPass. She will give a demonstration of how it works. She is also working with the MAC executive committee and Heidi Hachfeld to create profiles so they can access MAC's accounts.
- **Response to Quam and Senjem:** We became aware that Sen. Senjem and Rep. Quam held a press conference to announce they will be re-introducing their ID Theft Passport Bill. While we are heartened that they want to support victims if ID theft, based on research, we don't believe this is the best remedy to comprehensively address the issues that victims face. We sent the attached letter to both legislators asking them to reconsider moving forward this upcoming session. I have requested to schedule meetings with them in early January.
- **Annual Staff Review:** Both Danielle and Julia have received their annual reviews and we have set goals for the coming year. They are both a HUGE asset to MAC!!!
- **Intern:** Sadie Simonett's last day will be December 19th. We are currently seeking an intern for spring semester. If you know of anyone who would be a good candidate, please direct them to the MAC website or have them contact Julia.
- **MAC BOD:** For personal reasons, Angela Miller has submitted her resignation from the MAC board. Angela is an incredible champion for crime victims and is committed to remaining involved with MAC to ensure victims' voices are elevated and our work is informed by their experiences.
- **Dakota County Project:** I was approached by Dakota County Sheriff, Tim Leslie, and asked to be a partner on a 3 year grant they have received. The three-year grant from the Office on Violence Against Women in the Department of Justice will enhance the efforts of the Dakota County Electronic Crime Task Force. Dakota County will also be seeking a bonding bill to build a sub-station in northern Dakota County that would house the taskforce as well as other SO staff. I indicated that MAC would support their ask at the legislature.
- **Office Space:** We are outgrowing our current space and have reached a point where it would benefit MAC from having a more autonomous identity and location. With the help of realtor, Nick Scarella from Carlson Properties, we toured several spaces and were happy to find a gem in our backyard located at One West Water Street. Dianna and Kelly toured the space with MAC staff on 12/1/2017 and we have entered into negotiations. The proposal from the building owner, Jim Miller is attached. We currently pay \$800/month for 408 sq ft of office space. The space we are interested in is 933 sq ft. In exchange for agreeing to the monthly rent Jim is proposing, we are asking that he remove all built in furniture from the

suite, paint, and re-carpet the suite. As of today, I have not received an update from Nick. I am hopeful we will receive an answer prior to the board meeting.

- **Medical Leave:** Julia will be out beginning December 14th through December 22nd.
- **Bremer Foundation:** I will be submitting a grant proposal to the Bremer Foundation to request funding for a .5 program coordinator position to organize and support a crime victims' advisory council. This position would be responsible for developing a plan to outreach to crime victims and provide meaningful opportunities for them to 1) inform the work of MAC 2) share their stories to raise awareness of the impact of victimizations, and 3) experience support and access to restorative practices. The RFP is due January 9th.

MITCIRN (MN Identity Theft and Cybercrime Resource Network)

- **December 12th Partners Meeting:** MAC convened MITCIRN partners (organizations that said they'd like to be involved when we submitted the NITVAN grant). At the meeting, we distributed information about MITCIRN including an official description of the network with committee proposals; the website and other communications materials; information about the upcoming January webinar; and ideas for the MITCIRN Advanced Training & Network Launch. Partners gave feedback on the materials presented. (See attached agenda.)
- **Network Invitation:** An invitation to participate in MITCIRN will go out to MAC members and other stakeholders on December 14th. The invitation will contain a link to the MITCIRN participation survey, information on the benefits of participating in MITCIRN, and details on upcoming training opportunities.
- **Foundational Training Webinar:** "Building Identity Theft Advocacy Skills" with Suzanne Elwell, taking place January 4th, 12pm-1pm.
- **MITCIRN Advanced Training & Network Launch:** Tentatively scheduled for March 2018. Seeking feedback from partners at December 12th meeting.
- **Communications:** The MITCIRN webpage is now live and updated. Please take a look at it and send any feedback you have to Julia. There is also a Facebook page, which you should go like!
- **NCVC Conference (MITCIRN specific):** Julia made some valuable connections at NCVC's National Training, including Laura Cook, who works for NCVC and is providing training and technical assistance to NITVAN grantees. She learned a lot and brought back some great resources that will help move forward with MITCIRN!

Training and Engagement

- **December Webinar:** Was held on December 6, 2017. The topic is "Creating Effective Surveys," with presenters Al Onkka and Sarah Cohn from Aurora Consulting.
- **Trauma Training:** MAC held a half-day training titled "How the Accumulation of Stress Changes Our Future," with trainer Karina Forrest Perkins on November 17th at Cornerstone in Bloomington. 60 attended the training and the evaluations were overwhelmingly positive.
- **OJP Victim Services Training:** Bobbi and Danielle led a discussion on crime victims' rights with participants attending OJP's Victim Services Training on November 28th in Moorhead and November 29th in Bemidji.
- **Membership Outreach:** The Immigrant Law Center of Minnesota, Protect Minnesota, and the Crow Wing County Attorney's Office joined MAC, bringing us to 72 member programs. Two individual members also joined MAC. We also expect Stevens County Attorney's Office to be joining us very soon and possibly Wadena County Attorney's Office.

- **MNVAA:** Julia attended the Minnesota Victim Assistance Academy. Danielle presented at the Academy on general crime and effective advocacy.
- **Newsletter:** Danielle released the December MAC newsletter. The open rate was 33%.
- **Give to the Max Day:** We raised **\$3,817** for Give to the Max Day! Last year, MAC raised \$740, so we increased donations 416%! Thanks to all the board members, past and present, who contributed to our \$1,000 match and helped get the word out. We also received \$1,000 from an anonymous donor.

Board Orientation Results

MAC BOARD

11/9/2017

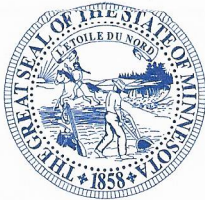
After reviewing the roles of boards. The MAC board discussed the following questions.

How do we want to embody these roles as a board in 2018?

- Follow through.
- Assessing and using board member strengths.
- Regular review.
- Being more engaging with stakeholders.
- Showing up as a group to increase visibility of MAC.
- Promoting MAC in individual primary role interactions.
- Being intentional in promoting MAC.
- Intentional increase board diversity to be reflective of stakeholders.
- Bring victim survivor voices in.

Where can our board efforts make a difference for MAC in 2018?

- Increasing survivor voices.
- Strengthen victim's rights. Help gain support.
- Promoting MAC to our circles. Sharing info. Keeping MAC "in your mouth."



LORI SWANSON
ATTORNEY GENERAL

STATE OF MINNESOTA

OFFICE OF THE ATTORNEY GENERAL

November 03, 2017

SUITE 1200
445 MINNESOTA STREET
ST. PAUL, MN 55101-2130
TELEPHONE: (651) 296-9412

Roberta Holtberg
Minnesota Alliance on Crime
155 South Wabasha Street, Suite 104
Saint Paul, MN 55107

**Re: Minnesota Alliance on Crime (EIN: 411801338)
Annual Report**

Dear Roberta Holtberg:

I thank you for submitting the June 30, 2017 annual report for Minnesota Alliance on Crime, as required by the Minnesota Charitable Solicitation Act, Minnesota Statutes chapter 309.

This letter confirms that this Office has received these materials. You may wish to **retain this letter** as evidence your annual report has been received by this Office.

Please note that receipt of your organization's registration materials is not an endorsement of your organization or an attestation regarding the validity or completeness of the submitted registration materials. See Minn. Stat. § 309.55, subd. 3.

The organization's next annual report for June 30, 2018 is due on January 15, 2019. Please visit <http://www.ag.state.mn.us/Charity/DownloadForms.asp> to request an extension, download forms, or review more information.

Sincerely,

JULIE BRENGMAN
Charities Registrar

Minnesota Alliance on Crime
FY17 OJP CVS Grant Mid-Year Progress Report
(October 1, 2016 – September 30, 2017)

Program Standards

Public Awareness

MAC continues to deliver our monthly electronic newsletter that is distributed to both our members' and allied professionals' listservs. Submissions of information by partners and stakeholders has increased over 70%. The average "open" rate for our electronic newsletter is 38%.

MAC continues to expand all of its listservs. The members-only listserv is an interactive discussion group, allowing members to communicate directly with one another about victim-related issues they are experiencing. MAC also has a listserv for allied professionals who, like our members, receive our monthly newsletter. Subscription to both lists continues to grow; these two lists currently reach over 1300 individuals.

MAC continues to utilize its updated website as a vehicle to provide the general-public, stakeholders, and crime victims with information and resources. MAC also maintains an event calendars that provides information regarding events and trainings hosted by MAC and our allied partners.

MAC invested in new tabletop and floor banner signage that will make us more visible at community tabling events and conferences.

MAC's board of directors has grown to 14 members, all of whom are committed to raising awareness of the impact of crime, advocacy services and resources available, and the role MAC plays to support service providers and victims throughout the state of Minnesota.

MAC will continue to look for opportunities to participate in local, regional and statewide events that allow us to share our mission and to promote the work of MAC member programs.

Public Policy/System Change

MAC continues to offer training and resources to criminal justice professionals, advocates, and allied partners on emerging public policy issues, for the purpose, of improving system response to crime victims.

MAC's Board of Directors has formed a public policy sub-committee. The purpose of the MAC Public Policy Committee is to provide year-round guidance and feedback to MAC staff on strategies and positions on state and federal policy and emerging issues and trends. The committee chair reports monthly to the MAC Board of Directors to ensure legislative and policy efforts reflect MAC's mission and strategic plan.

As part of MAC's strategic plan, we have made the issue of strengthening crime victims' rights in Minnesota a priority initiative. MAC continues to research other state's crime victim rights statutes and constitutional amendments and will begin convening listening sessions, statewide, to identify what opportunities exist to strengthen rights for crime victims in November 2017.

Capacity Building & Membership Support

MAC completed a strategic planning process facilitated by Aurora Consulting. MAC now has a five-year strategic plan that guides our work and ensures our initiatives align with and support our mission and core values. MAC staff meet quarterly to identify implementations steps needed to achieve quarterly goals.

MAC membership grew from 49 to 69 member programs, an increase of 40%. MAC's membership continues to become more diverse and reflective of all communities impacted by crime.

In FY17, MAC provided training to 689 professionals, and provided approximately 150 hours of technical assistance (TA) to member programs and allied partners. Requests for TA from member programs increased dramatically in FY17. Danielle Kluz, Training and Engagement Coordinator, has developed a process for requesting TA and for tracking requests and outcomes.

MAC's 2017, *Capacity Building Training*, was attended by over 70 individuals. Attendees including system and community based advocates, prosecutors, legal aid attorneys, and law enforcement officers. Responses from participants whom completed an evaluation survey indicated 96% felt the training was very relevant to their work, 76% indicated they left with a better understanding of best practices and protocols to assist victims, and 91% said they are more committed to collaborating with other systems that work with crime victims.

MAC completed curriculum development for the Fundamentals in Victim Services Training and facilitated the first session in June 2017. The 50 training participants represented system and community based programs, as well as, culturally specific programs.

MAC has increased opportunities for our members to network with one another. We have developed new listservs that can be accessed by specific disciplines to help professionals quickly access "the combined knowledge" of other members as they strive to provide best practice services and resources. MAC will begin convening regional meetings for members and allied partners in November 2017 in the northeast region of the state. Each quarter we will convene in a different region of the state.

MAC has continued to provide bi-monthly skill building webinars. The webinars have been very well attended and evaluations have indicated that the information shared is valuable to advocates that participate.

MAC conducts an annual survey of our member programs to gain a better understanding of their needs and to assess how relevant MAC's work has been to them in the past year. Based on the information we received, we are currently considering developing a *New Laws Training* that will

focus on new and/or amended general crime statutes and public policy issues that have a direct impact on our members' work.

Overarching Commitments to Accessibility, Inclusion, and Diversity

MAC is committed to ensuring we are accessible and inclusive of all individuals and organizations; and staff and board are inclusive of persons from diverse organizations, communities, and populations.

MAC staff is actively involved in supporting the work of both members and allied partners whose programs provide culturally specific services. We are in the planning stages to hold listening sessions with crime victims within marginalized communities to better understand their lived experiences and the disparate impact of crime and advocacy responses.

MAC's office is located in St. Paul, MN. We are located in a cost efficient, wheelchair accessible location that offers free parking. MAC continues to operate its toll free number: 866-940-8090.

MAC's board is committed to working towards making MAC's leadership reflective and inclusive of our member programs. Stakeholders, and most importantly, victims of crime in the state of Minnesota. The board has developed and membership adopted the following goal board structure:

1. Sixty-Seven Percent (67%) of the Board of Directors shall represent Voting Member Organizations;
2. Thirty-Three Percent (33%) of the Board of Directors shall represent Non-Voting Member Organizations or Non-Voting Member Individuals;
3. Fifty Percent (50%) of the Board of Directors shall represent communities in the seven-county metro area of Minneapolis and Saint Paul;
4. Fifty Percent (50%) of the Board of Directors shall represent communities outside of the seven-county metro area of Minneapolis and Saint Paul;
5. Thirty-Three Percent (33%) of the Board of Directors shall represent government systems-based organizations;
6. Thirty-Three Percent (33%) of the Board of Directors shall represent community services-based organizations;
7. Twenty Percent (20%) of the Board of Directors shall include victims and survivors of crime;
8. Twenty Percent (20%) of the Board of Directors shall include under-represented groups; and,
9. Thirteen Percent (13%) of the Board of Directors shall include corporate or private sector citizens.

MAC will continue to create safe space for meaningful conversations regarding social justice issues that must be addressed to ensure all Minnesotans are treated with respect have access to informing public policy.

Evaluation

MAC completed an evaluation project with Aurora Consulting that resulting in the development of evaluation surveys. The new evaluation surveys will capture feedback immediately after training is completed and then a follow-up survey is automatically sent 60 days after completion of training to assess what practices, protocols, and policies may have been informed as a result of attending training.

Aurora also worked with MAC to develop our 2017 needs assessment survey that is used with our member programs and allied stakeholders. MAC surveys our member programs annually to ensure we are aware of needs and opportunities to address gaps and emerging issues.

As part of the strategic plan, MAC's board of directors completes an annual evaluation regarding visioning, strengths, and growth areas of the organization. In 2017 we also asked directors to complete an individual director assessment. The individual assessment helped directors identify areas that may need strengthening and more investment from the individual.

Most importantly, MAC is committed to ensuring all of our work is informed by, and meets the needs of, crime victims. MAC has formed a victim/survivor advisory council. The executive director maintains contact with members both individually and collectively to make sure they have the opportunity to review our initiatives and training plans.

Note: In FY17, MAC provided training opportunities to 350 individuals (this is training we provided ourselves, not training we provided for other organizations). 178, or 51%, completed training evaluations. We hope to see the evaluation survey completion rate increase in FY18.

MITCIRN Advanced Training & Network Launch (12/12/17)

Training Details

- March 2018, Twin Cities
- Lunch: MAC is not funded by NITVAN to provide lunch. If any partners are interested in helping to sponsor lunch for this event, that would help us to maximize our face time with attendees.
- Transportation/lodging costs covered for service providers traveling long distances to attend
- Schedule: Network meeting and committee meetings in the morning, lunch break, advanced training in the afternoon

Advanced Training Ideas

- Community Outreach: methods for community outreach that will help connect victims in your community to the services you provide
- Emerging Issues in Identity Theft
- Identity Theft in Cyberspace: the impact of technology on identity theft, and/or ways service providers can leverage technology to support victims
- Identity Theft Investigation Methods for Law Enforcement
- Identity Theft Type Focus (e.g. medical, criminal, or synthetic)
- Populations Uniquely Impacted by Identity Theft (e.g. elders, Native American victims dealing with jurisdictional issues)
- Service Provider Panel: representing individuals involved in prevention and intervention efforts at various stages of intervention, e.g. law enforcement, community-based advocate, systems-based advocate, OJP's CVJU, and others to discuss their roles, experiences of victims, and gaps they identify in services

Minnesota Alliance on Crime
OJP CVS Grant (Account #3001)
October 1, 2017 through September 30, 2019

Description	Total State Funding Available	October, 2017	November, 2017	December, 2017	Total Amount Remaining Available
Building Expenses	19200.00	800.00			18400.00
Contract Services					
Monthly Contract Services	9600.00	400.00			9200.00
Year End Financials FY18	400.00				400.00
Year End Financials FY19	400.00				400.00
Office & Program Expenses					
Phones	3240.00	132.01			3107.99
AT & T WebEx	4200.00	118.65			4081.35
Office Supplies	4000.00				4000.00
Postage & Delivery	2000.00				2000.00
Printing	1500.00				1500.00
Subscriptions & Memberships	3795.00	55.00			3740.00
Business Insurance Policies	3952.00				3952.00
Bremer Bank Charges	816.00	31.00			785.00
Equipment Purchases	1509.00				1509.00
Payroll Taxes & Fringe					
FICA	17010.55	631.20			16379.35
Medicare	3978.30	147.62			3830.68
UI	340.00	26.00			314.00
Health Insurance Premiums (MAC)	26980.00	900.00			26080.00
Personnel					
Executive Director	132300.00	5088.46			127211.54
Tng & Engagement Coordinator	100464.00	3864.00			96600.00
Admin & Volunteer Coordinator	41600.00	1600.00			40000.00
Travel & Training					
Mileage (Rate .0535)	2045.30				2045.30
Staff Development	1400.00	466.12			933.88
Parking	99.85				99.85
Total Prior to Adjustments	380830.00	14260.06	0.00	0.00	366569.94
Adjustments					
10/1/17 Reclass Standpoint New Laws Tng.	0.00	\$50.00			-50.00
10/1/17 Reclass MVAA Reg.	0.00	\$225.00			-225.00
10/1/17 Reclass DV Conf.	0.00	\$75.00			-75.00
10/1/17 Reclass lodging for 10/17 Conf.	0.00	\$212.84			-212.84
10/1/17 Reclass Internet Connections	0.00	\$208.33			-208.33
10/30/17 Reclass Constant Contact Oct	0.00	\$49.00			-49.00
Total to be Reimbursed	0.00	15080.23	0.00	0.00	365749.77

November 21, 2017

Mr. Nick Scarrella
Carlson Commercial

VIA EMAIL: nickscarrella@carlson-commercial.com

RE: Lease Proposal
MN Alliance on Crime
Suite #260
One West Water Street
Saint Paul, MN 55107

Dear Mr. Scarrella,

Thank you for recently taking a look at available office space in One West Water Street. Based on our discussions we would like to propose the following:

Premises: Suite #260, One West Water Street, Saint Paul, MN 55107.

Lessor: One West Water Street, LLC.

Tenant: MN Alliance on Crime.

Commencement: January 1, 2018.

Term: One or three years; month-to-month thereafter.

Area: 933 square feet rentable as shown on the attached exhibit.

Improvements: As is.

Security deposit: None.

R/U factor: 1.15.

Monthly rent:	Year 1:	\$1,244/month
	Year 2:	\$1,282/month
	Year 3:	\$1,321/month

Operating expenses: Included in the rent, including electricity and cleaning/janitorial services. All costs for telephone and data are the responsibility of Tenant.

Conference room: Tenant shall be entitled to use the building conference room on a first-come, first-served reservation basis at no charge in common with other Building tenants.

Signage: Lessor shall provide a listing in the building's directory in the front lobby of the building and a building standard sign for Tenant's door in the hallway.

Parking: Parking for Tenant's employees and visitors is available on the surface parking lot in front of the Building at no additional charge in common with other Building tenants.

Leasing agent: Jim Miller of James Miller Investment Realty Company is the listing agent representing Lessor and is a principal of Lessor. Nick Scarrella of Carlson Commercial is the agent representing Tenant.

This is a proposal to lease Suite #260 and is intended for discussion purposes only; it is not a reservation of space and no agreement is final until both parties have executed a legally binding Lease. This proposal may be withdrawn at any time without notice.

If you accept this proposal please let us know and we will draft the appropriate Lease for your consideration.

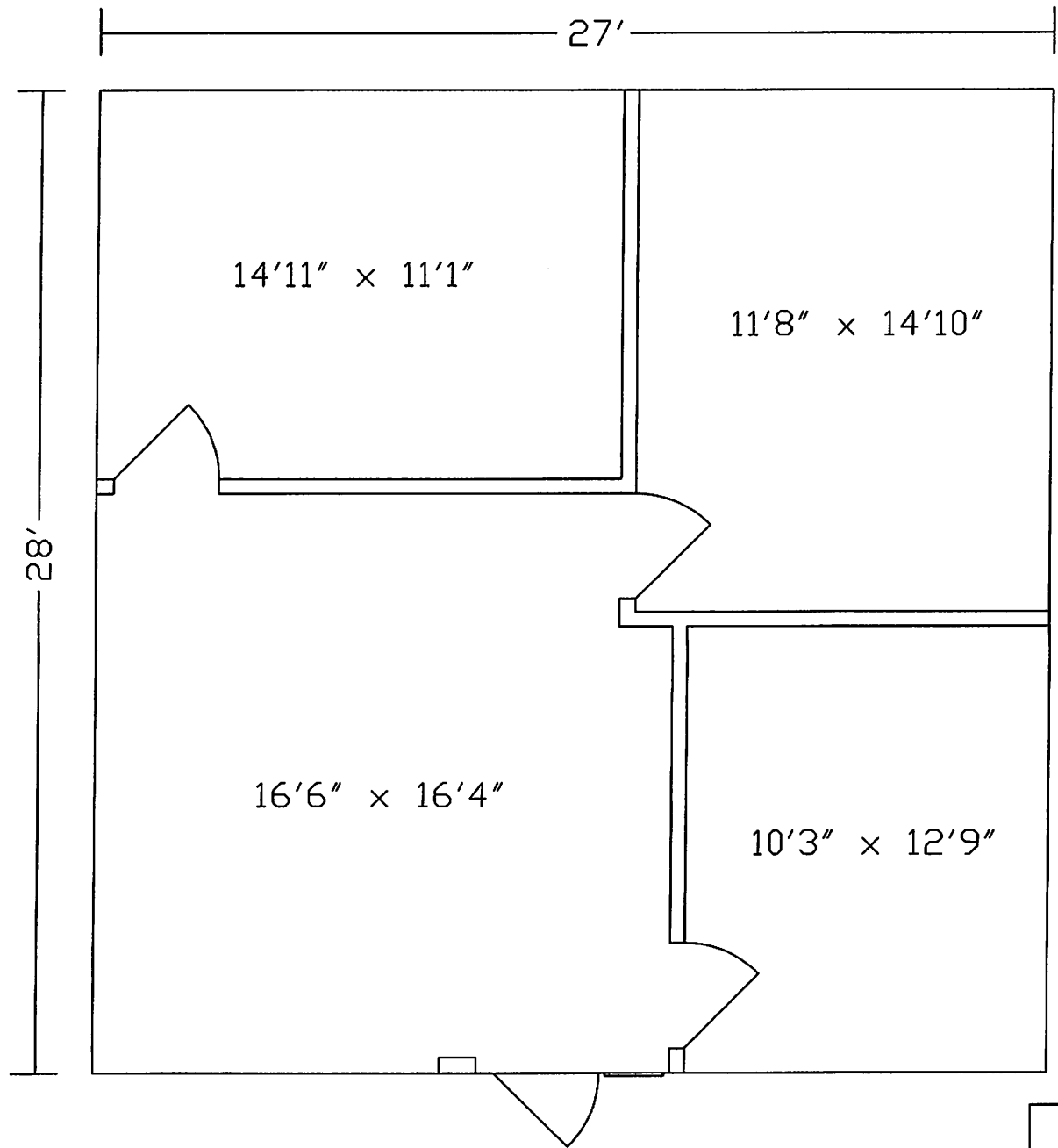
Thank you for your interest in One West Water Street.

Yours sincerely,



James R. Miller

Attachment



Floor Plan
One West Water Street
Saint Paul, Minnesota
Suite #260

by TJP

7/20/2017

MITCIRN Partner Meeting

December 12, 2017, 10:30 AM – 12:30 PM

Agenda: **(Hand Out)**

I. Welcome and Introductions

Introduction of all of the partners including: who they are, what organization they work for, and what their organization does to prevent or respond to identity theft in Minnesota

II. What is MITCIRN?

A. NITVAN II Grant Description

- Grantor: Identity Theft Resource Center (funding coming from DOJ, OJP, OVC)
- National Identity Theft Victim Assistance Network Expansion Program (NITVAN II)
 - Expand outreach and capacity of victim services programs
 - Better address rights and needs of victims
 - Mode: collaborative networks
 - Additional and growing emphasis on identity theft in cyberspace
- Ultimate Goal:
 - Training, technical assistance, policy guidance through national network (ITRC resources, other subgrantees sharing resources)
 - Build capacity of programs
 - Encourage expansion to consider cyberspace

B. Vision/Goals

- Bottom Line: Our vision is to better address the rights and needs of victims of identity theft.
- Establish a diverse network of participants with MAC facilitating
 - Sustainable (launching slowly and deliberately, trying to anticipate questions/needs and plan ahead as much as possible)
 - Composed of a diverse range of disciplines and backgrounds (poly-victimization, intersectional identities of victims, attending to unique needs)
 - Lots of opportunities: promote partnership through regular meeting and collaborative efforts to advance victim rights; create opportunities for training; share new and emerging research; organize efforts for things like community outreach and policy development

*C. Official MITCIRN Description & Committees **(Hand Out)***

- Discussion Questions: Do you have any questions about the description? Do you have any suggestions for improving it?

- Discussion Questions: What do you think about the committees? Do they make sense given the network description? What do you think is missing? Do any of the committees seem superfluous?
- Committees will have a chair, possibly a vice chair, and a treasurer. They'll meet monthly (twice a quarter by conference phone facilitated by MAC, and then once in person at the quarterly meeting).

D. What does it mean to be a "partner?"

- Participate in discussions like these—need the input of stakeholders to ensure that our work is effective, helpful, and based in real victims' needs. Please provide honest and straightforward feedback, *especially* if something feels like it's not right or helpful. We need your expertise!!
- Actively participate in the network. Come to quarterly meetings, respond to requests to complete surveys on victim services, suggest trainings, invite others to the table, and be an active participant.
- Help us get the word out!
- How will partners benefit? Particularly in this age where information is being spread more widely and across more platforms and is increasingly vulnerable to cybercrime, Minnesota needs a community of folks dedicated to this work. Be a part of the solution. Also, your participation will strengthen the network, and there will be more opportunities for trainings, technical assistance, and policy that will be supportive to you.
- Intentionally connect your network—if this doesn't feel useful, help us to make it useful. Our success as a network relies on all of us being present at the table. We can't do it without you.

III. What's happening now?

A. MITCIRN Launch: slow, deliberate roll-out

1. E-mail Invitation (with survey link): going out (December 14th) to invite folks to join the network—please share with your networks!!

2. Website

- Going live today (December 12th) but we're not publicizing the link until Thursday (December 14th) when we'll send out the e-mail invitation.
- Please look at the website, specifically pages for victim services and advocacy training, and provide any feedback you have to improve them.

3. Facebook:

- Like the page (personally or as an organization, if possible)
- Share the page
- Keep an eye out for materials we'll be posting regularly to raise awareness of identity theft impact on communities (e.g. Uber data breach in MN)—put it on your communication department's radar!

B. Foundational Training

1. *Website*: has a page with basic training on identity theft advocacy and other resources for victim services professionals—currently heavy emphasis on advocates, but hoping to expand to be a general resource for identity theft training for professionals in the state on what we consider to be foundational information. Please send resources you value!!

2. *Webinar: Building Identity Theft Advocacy Skills with Suzanne Elwell (Director of CVJU, OJP) – Thursday, January 4th, 2018, 12:00-1:00pm*

The first invite will be sent out in the e-mail to invite folks to participate, please remember to share and sign up to attend, it'll be great! Free!

C. MITCIRN Advanced Training & Network Launch (Hand Out)

1. *Date/Location*: TBA, March 2018

2. *Training Options*

Discussion Question: Which of these topics seems most useful to you? Which seems least useful? Do you have any suggestions not represented on this list? Do you have any suggestions of prospective trainers for these subjects?

2. Do you have resources to help us provide lunch? We'd like to be able to maximize our time but NITVAN II is not funding meals.

D. Mapping Resources

1. *Mapping Existing Resources*: Currently gathering information, expecting to distribute at network launch.

2. *Local Victim Services Mapping Tool*: Explain the tool, in development, hand out a sample if that's developed yet.

Discussion Question: As a service provider, what would be most useful to you? What are you and your colleagues most likely to use? Do you have any ideas or feedback?

IV. Action Items

A. Share December 14th E-Mail Invitation

B. Check out the website and provide feedback → Send resources to us to update the website.

C. Like and share the MITCIRN Facebook page

MAC activity report

Week	(All)
Date	(All)

Row Labels	Sum of Time
Email	24
Meeting	16.5
Meeting Prep	5
Phone call	1
Research & Development	15
Training	29
(blank)	
Travel	12
Victim Service	1
Administrative	36
Technical Assistance	6
PTO	10
Holiday	24
Grand Total	179.5

Danielle Kluz
Activity Summary November 2017

Label	Total Hours
Admin	12
Email	11
Holiday	24
Meetings	14
Meeting Prep	2
Outreach to Membership	29
PTO	17
Public Policy	3
Research & Development	2
Technical Assistance	0
Training	52
Travel	12
TOTAL	178

Julia Activity Report (November 2017)

Week	(All)
Date	(All)

Row Labels	Sum of Time
Meeting	4.5
(blank)	
Travel	3
Holiday	16
Other	1
Professional Development	23
Break	15
Finance	6.5
Administration	26
NITVAN	73
Grand Total	168

STATE OF MINNESOTA TRAVEL POLICIES (“Commissioner’s Plan”)		
Grantee agencies may use lesser amounts and/or more stringent verification requirements, but they may not use policies and amounts that are more liberal than what is described below in requesting grant funding. If an agency’s policy is to pay higher amounts, the difference between the Commissioner’s Plan and the agency’s rate must be paid with agency funds.		
Item	Policy	Amount
Meals	For part days: Breakfast reimbursement requires overnight travel or the need to leave home before 6:00 a.m. Lunch reimbursement requires that the individual is more than 35 miles from work site. Dinner reimbursement limited to persons who do not return home until after 7:00 p.m.	<u>Regular Rate</u> Breakfast: \$9.00 Lunch: \$11.00 Dinner: \$16.00 TOTAL \$36.00
	For two or more consecutive meals, person may request combined reimbursement. Reimbursement is for actual cost of meals up to the maximum. Meals provided as part of a conference or meeting may NOT be claimed for reimbursement. Receipts are not necessary. Note: According to IRS regulations, reimbursement of meals not involving overnight lodging is taxable income.	Reimbursement may include tax and gratuity, but not alcoholic beverages
NOTE: “High Cost Areas” include the metropolitan areas of: Atlanta, Baltimore, Boston, Chicago, Cleveland, Dallas, Denver, Detroit, Hartford, Houston, Kansas City, Los Angeles, Miami, New Orleans, New York City, Philadelphia, Portland, St. Louis, San Diego, San Francisco, Seattle, and Washington DC		<u>High Cost Areas</u> Breakfast: \$11.00 Lunch: \$13.00 Dinner: \$20.00 TOTAL: \$44.00
Lodging	► Any government or frequent guest rates should be sought.* ► Must be at a licensed facility (not with a friend, relative or private party). ► Requires an original receipt for reimbursement (Not a credit card receipt). *If a grant is federally funded, lodging costs (excluding taxes) may not exceed federally allowable rates. These rates may be found at http://www.gsa.gov/portal/category/21287 .	For standard room
Taxis, rental cars, parking meters	Only for expenses necessary to conduct business (e.g. taking a taxi to dinner is not allowable if there is a meal option available at the meeting/conference location). Rental cars are only allowable for business purposes and when an alternative option, e.g. taxi, is not available or is more costly. No receipts required except for vehicle rental.	Actual amounts
Incidentals	Not available	
Mileage	For business related travel (Note: IRS rate effective 1/1/17 is \$53.5 cents/mile)	IRS rate
Airfare	Coach fare at the lowest fare available. If arriving at or staying at a destination longer would be cheaper than the cost of a ticket to travel on an alternative day, the cost of the additional lodging and meals may be reimbursed. Requires an original receipt for reimbursement.	Actual cost

Meals: Employees will be reimbursed for meal expenses under the following circumstances. At the discretion of the Board of Directors, employees will be reimbursed for lunch expenses up to \$15.00 per day if: the employee documents and provides, in writing, the business-related purpose and attendees of the lunch meeting to the Board of Directors or Executive Director; and, the employee provides an itemized receipt of the lunch expense to the Board of Directors or Executive Director. If overnight travel is required for a pre-approved business-related event, and at the discretion of the Board of Directors or Executive Director, employees will be reimbursed for eating expenses up to \$35.00 per day if: the employee provides itemized receipts of the eating expenses to the Board of Directors or Executive Director. An employee will not be reimbursed for any alcohol purchased at any meal or event. An employee will not be reimbursed for any tip the employee provides for services rendered at any meal or event.

e. Receipts: Employees must retain receipts in order to receive reimbursement for expenses from the Minnesota Alliance on Crime. If an employee could not obtain a receipt for a business related expense (i.e. taxi fare, parking meter, or other similar expense), the employee must document the employee's expense and submit the employee's request for reimbursement for the expense to the Board of Directors or Executive Director for reimbursement approval.

f. Miscellaneous Business Related Expenses: The Executive Director may purchase up to an annual limit of \$250.00 for work-related equipment or work-related materials without prior approval from the Board of Directors. Once the \$250.00 annual limit has been reached, the Executive Director will need to obtain prior approval from the Board of Directors for any additional purchases of work-related equipment or work-related materials. The Executive Director will retain all receipts for purchases made. The Executive Director must attach these receipts to an expense report to be filed with the Board of Directors on a monthly basis.



Meal Per Diem Advance Request Form

Submit signed form along with supporting documentation (travel itinerary, conference/training agenda, and other documents as requested) to Executive Director for approval.

Name: _____

Conference/Training Attending: _____

Travel Dates: From: _____ To: _____
(Date) (Date)

Time left home: _____ Time returned home: _____

Location:

City/State: _____ # of days _____ Allowed per diem rate: _____

Item	Policy	Amount
Meals	For part days: Breakfast reimbursement requires overnight travel or the need to leave home before 6:00 a.m. Lunch reimbursement requires that the individual is more than 35 miles from work site. Dinner reimbursement limited to persons who do not return home until after 7:00 p.m.	<u>Regular Rate</u> Breakfast: \$9.00 Lunch: \$11.00 Dinner: <u>\$16.00</u> TOTAL \$36.00 Reimbursement may include tax and gratuity, but not alcoholic beverages
	NOTE: "High Cost Areas" include the metropolitan areas of: Atlanta, Baltimore, Boston, Chicago, Cleveland, Dallas, Denver, Detroit, Hartford, Houston, Kansas City, Los Angeles, Miami, New Orleans, New York City, Philadelphia, Portland, St. Louis, San Diego, San Francisco, Seattle, and Washington DC	<u>High Cost Areas</u> Breakfast: \$11.00 Lunch: \$13.00 Dinner: <u>\$20.00</u> TOTAL: \$44.00

Employee Signature: _____ Date: _____

Approved: _____ Date: _____

Amount Approved: _____ Check #: _____