

## COLORADO ASSOCIATION OF STORMWATER AND FLOODPLAIN MANAGERS

2480 W. 26<sup>th</sup> Ave., Suite 156-B

Denver, CO 80211

[www.casfm.org](http://www.casfm.org)



**Date/Time:** Thursday, January 14, 9:00 AM

**Location:** Brought to you by Zoom

**Remote:** Join Zoom Meeting

<https://zoom.us/j/94606140562?pwd=cjRBbXNqSW1UR0ZORVIBd0xzOFBrdz09>

Meeting ID: 946 0614 0562

Passcode: 020192

One tap mobile

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### GENERAL MEMBERSHIP MEETING AGENDA:

#### I. Call to Order – *Morgan Lynch*

#### II. Secretary Report – *Saman Mehdi*

- A. Final Meeting Minutes - <https://www.casfm.org/wp-content/uploads/2021/02/2020-11-18-General-Membership-Mtg-FINAL.pdf>

Approved as distributed.

#### III. Treasurer Report – *Jennifer Winters*

##### A. Treasurer's Report

1. End of year 2020 summary of financials attached
2. Goal was to have a deficit/loss of \$39,000 in an effort to spend down reserves.
  - a. After all conference expenses were accounted for, our deficit was approximately \$28,000.
  - b. MoneyMarket holds the family scholarship funds.
3. We only spent about 40% of planned income, mostly due to COVID
4. Planned \$239,000 of expenses and only spent \$108,000
5. Conference management software - double the budgeted amount because we paid both 2020 and 2019 in one year.
6. Miscellaneous line item was over budget due to addition of new Zoom account
7. Workshops and Outreach - expensed a 2019 training which was unexpected but did not exceed the 2020 budget.
8. We spent and made significantly less than a normal year, again, primarily due to COVID.

##### B. Final Budget for 2021

1. Attached
  - a. Assuming conference will be in person this year.
  - b. No deposits this year for conferences, deposits have been placed through 2023
  - c. Stuart was able to find a new credit card processor and we no longer need a line item for credit card fees.
  - d. Assume ASFPM and workshops will occur as normal for 2021.
  - e. ASFPM donation goes unchanged
  - f. Greenway Foundation - \$2500 donation to the clean river project
  - g. \$5,000 to disaster relief.

### OFFICERS

Chair	Vice Chair	Secretary	Treasurer
<b>Morgan Lynch, PE, CFM</b>	<b>Drew Beck, PE, CFM, PMP</b>	<b>Saman Mehdi, PE, CFM, CPESC</b>	<b>Jennifer Winters, PE, CFM</b>
Mile High Flood District	Matrix Design Group, Inc.	Atkins	RESPEC
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<a href="mailto:mynch@udfcd.org">mynch@udfcd.org</a>	<a href="mailto:Drew.Beck@matrixdesigngroup.com">Drew.Beck@matrixdesigngroup.com</a>	<a href="mailto:saman.mehdi@atkinsglobal.com">saman.mehdi@atkinsglobal.com</a>	<a href="mailto:jennifer.winters@respec.com">jennifer.winters@respec.com</a>

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- h. Drew Beck inquired about insurance adjustment, and the budget takes into account the increase of insurance due to the number of members.
- 2. Student membership?
  - a. Do we remove fees associated with student memberships?
  - i. Everyone on the call is in agreeance to remove fees.
- 3. Morgan asked what benefit do members get from CASFM?
  - a. Some keywords:
  - i. Networking, relationships, technical, training, friends, community, volunteering, knowledge, guidance, conferences, etc.

### IV. Vice Chair Report – Drew Beck

#### A. Winter Summary Newsletter

- 1. Drew still planning to get the newsletter released for Q1.
  - a. Information from Chris, Emily & Tyler, and Dan.
  - b. Drew reached out to Sarah for more content.
  - c. Disaster Relief, how to apply?
  - d. Include available resources at the State level for fire and flood recovery.

### V. Committee/Regional Representative Summary

- A. Floodplain Committee - If an organization is willing to host a CFM test for an employee, Chris Hodyl can arrange a test with ASFP. Must be proctored by a CFM.
  - 1. Floodplain 101 units up on CASFM Youtube page. One unit is missing. Morgan will reach out to Chris to understand what is going to happen with that missing unit.
  - 2. Drew will provide numbers regarding CFM on the upcoming newsletter.
- B. Membership Committee – 1118 Members
- C. FTAP Committee - <https://www.coresiliency.com/fire-recovery>
- D. Stormwater Quality Committee getting together to potentially provide a field trip.
- E. CRS committee looking to meet soon.
- F. Morgan anticipates Q1 will continue to be pretty quiet due to COVID.

### VI. Outreach and Training – Emily Villines/ Tyler Rosburg

- A. CASFM Disaster Relief Grant
  - 1. \$5,000 grant
  - 2. Committee is working on the call for applications. Should go live this week, and be due by February 15 for award March 1.
- B. CASFM YouTube Channel - <https://www.youtube.com/user/CASFMorg>
  - 1. Reinvigorated the YouTube Channel; beginning with providing the Floodplain 101 units.
- C. Research Grant Update
  - 1. Two \$2,500 research grants were provided this year.
  - 2. Around February 1 for call for new applications, and allow for 1 month before closing.
- D. 2020 Lunch and Learns Recap – Average 50 Attendees
  - 1. Big Thanks to Drake for the Western Slope seminars.
- E. 2021 Lunch and Learns Intro
  - 1. Vegetation 101 for Engineers
  - 2. Effective Project Partnering
  - 3. Morgan asked what topics members would like to see in 2021?
    - a. 2D hydraulic modeling
    - b. MHFD Updates

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- c. Public Speaking/Presentation Skills
  - d. HEC-RAS 6.0
  - e. Updates to State/Federal Regulations
  - f. Stream Management Corridors
  - g. LOMR Best Practices
  - h. Cost Estimating Best Practices
  - i. Civil 3D Storm Sewer Analysis
  - j. Upcoming rainfall return frequency updates
  - k. Natural Stream Design
  - l. CRS Training – ways to increase scores
4. If anyone is an expert in any of these topics and would like to speak, please reach out to the O&T Committee.

### VII. Conference Recap and Planning – Jason Messamer, Sarah Houghland, & Shea Thomas

#### A. Planning Schedule

1. Sarah/Jason to send out emails to the conference committee & asks that if anyone would no longer like to keep their previous positions, to let her know so that she can plan accordingly.
2. Call for Abstracts and Project Awards – 2/26
3. Abstracts and Project Awards Due – 5/8
4. Acceptance Notification – 5/28

#### B. Coordinators can start tentatively planning for Snowmass, Tuesday 9/14 - Friday 9/18

1. Please do not commit to any deposits before bringing it to the board; strictly pre-planning at this time.

#### C. New coordinator positions (please reach out to Jason or Sarah to understand what the position duties are):

1. Project Awards - ? (Non-Construction projects for 2021 – if project was completed in the last 2 years, it will be eligible)
2. Mountain Bike Tour – Drew Roberts, MHFD (Maybe a virtual ride if we cannot have an in-person conference)

#### D. Virtual Conference poll – How likely are you to attend a virtual conference?

1. Very Likely: 76%
2. Not Likely: 12%
3. I would like to attend but there may be other factors: 12%

#### E. Ideally, we will know by June we can have a conference (similar to 2020).

#### F. Some of the upfront planning is already finished due to last year.

1. Morgan anticipates that Jason will come up with a great theme for the conference.
2. “Still Going with the Flow”?

#### G. Sarah and Jason will meet on a bi-weekly basis to ensure a smooth transition.

#### H. Socio added some features and may provide better options if we have to go virtual again this year. Sarah/Jason will consider using Socio for something since we already paid for that contract.

#### I. Swoogo renewal is coming up for \$6,000. Can we register through Socio? Conference committee should discuss to understand the benefits of Swoogo.

1. Morgan suggests keeping Swoogo.
2. Sarah/Jason will work to come up with a decision.

### VIII. ASFPM Update –Morgan Lynch

#### A. Morgan was able to renew registration with ASFPM seamlessly.

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- B. Haven't heard too much from ASFPM.
  - 1. Morgan will keep us updated as things come up.
  - 2. ASFPM has a new website interface.
  - 3. Being a member of ASFPM is beneficial for renewing CFM memberships; provides a discount.

**IX. Next Meeting – 9 am on March 11, 2021 via Zoom**

**X. Adjourn**

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Chair <b>Morgan Lynch, PE, CFM</b> Mile High Flood District 2480 W. 26 <sup>th</sup> Ave., Ste 156-B Denver, CO 80211 (303) 455-6277 <a href="mailto:mynch@udfcd.org">mynch@udfcd.org</a>	Vice Chair <b>Drew Beck, PE, CFM, PMP</b> Matrix Design Group, Inc. 1601 Blake Street, Suite 200 Denver, CO 80202 (303) 572-0200 <a href="mailto:Drew.Beck@matrixdesigngroup.com">Drew.Beck@matrixdesigngroup.com</a>	Secretary <b>Saman Mehdi, PE, CFM, CPESC</b> Atkins 7604 Technology Way, Suite 400 Denver, CO 80237 303-357-7455 <a href="mailto:saman.mehdi@atkinsglobal.com">saman.mehdi@atkinsglobal.com</a>	Treasurer <b>Jennifer Winters, PE, CFM</b> RESPEC 720 S. Colorado Blvd., Ste. 410 S. Denver, CO 80246 (720) 775-6440 <a href="mailto:jennifer.winters@respec.com">jennifer.winters@respec.com</a>
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# CASFM DRAFT 2021 BUDGET

Expenses	2020 Budget	2020 YTD - Actual	2021 Budget	Description
<b>Contract Services</b>				
1. Accounting Services	\$ 1,600.00	\$ 1,525.00	\$ 1,600.00	Tax & Accounting Services
2. Legal Services	\$ 500.00	\$ -	\$ 500.00	
<b>Dues and Subscriptions</b>				
1. ASFPD Dues	\$ 700.00	\$ 700.00	\$ 700.00	
<b>Annual Conference</b>				
1. Annual Conference Hotel Reservation/Deposits for Upcoming Conferences	\$ 14,000.00	\$ 5,000.00	\$ -	No deposits due in 2021
2. Annual Conference	\$ 132,000.00	\$ 43,562.00	\$ 132,000.00	Conference venue
3. Annual Conference General	\$ 25,000.00	\$ 4,289.00	\$ 25,000.00	Conference programming
<b>Operations</b>				
1. Postage, Mailing Service	\$ 50.00	\$ 5.00	\$ 50.00	
2. Supplies	\$ 400.00	\$ -	\$ 400.00	Supplies, and other admin costs
3. Membership Coordination	\$ 1,800.00	\$ 1,728.00	\$ 1,800.00	Wild Apricot
4. Newsletters	\$ 1,750.00	\$ 665.00	\$ 1,750.00	
5. Credit Card Fees - Monthly	\$ 2,200.00	\$ 1,593.00	\$ -	Switching card processor to Braintree for 2021
6. Website Hosting	\$ 2,300.00	\$ 360.00	\$ 2,300.00	Website
6.1 Event Registration Software	\$ 6,610.00	\$ 13,200.00	\$ 6,610.00	\$13,200 includes 2019 and 2020
6.2 Bank Fees	\$ 120.00	\$ 60.00	\$ 120.00	Includes Bill Pay Fees
7. Insurance	\$ 2,000.00	\$ 1,901.00	\$ 2,500.00	D&O and EPLI Insurance; \$500 increase from 2020
8. Membership Meetings	\$ 600.00	\$ -	\$ 600.00	For board member meeting expenses.
9. Database Registration	\$ 2,000.00	\$ -	\$ -	2021 removed (covered in Event Registration Software)
10. Cloud Services	\$ 180.00	\$ -	\$ -	2021 removed
<b>ASFPD National Conference</b>				
1. ASFPD National Conference	\$ 2,200.00	\$ 300.00	\$ 2,200.00	Chair's attendance
<b>Workshops</b>				
1. Lunch and Learn Training	\$ 1,500.00	\$ -	\$ 1,500.00	
2. Water Quality Field Trip	\$ 2,300.00	\$ -	\$ 2,300.00	Similar to 2019 field trip expenses
3. Outreach & Training	\$ 17,000.00	\$ 16,047.00	\$ 17,000.00	2020 YTD includes May 2019 HEC-RAS 2D Training
4. Stream Academy	\$ 2,000.00	\$ -	\$ -	Not needed in 2021; Revisit in 2022
<b>Socials</b>				
1. Metro Socials	\$ 2,500.00	\$ -	\$ 2,500.00	4 socials with 35 people
2. Northeast Socials	\$ 1,000.00	\$ -	\$ 1,000.00	2 socials with 15 people
3. Southeast Socials	\$ 1,400.00	\$ -	\$ 1,400.00	4 socials with 15 people
4. Northwest Socials	\$ 500.00	\$ -	\$ 500.00	2 socials with 10 people
5. Young Members Social	\$ 2,500.00	\$ 281.00	\$ 2,500.00	For use by the Young Members Group
<b>Travel and Meetings</b>				
<b>Donations</b>				
1. ASFPD Donations	\$ 500.00	\$ 500.00	\$ 500.00	Donation to 5k or other ASFPD Donations
2. Research	\$ 2,500.00	\$ 5,000.00	\$ 5,000.00	Research grants
3. Greenway Foundation	\$ -	\$ -	\$ 2,500.00	Clean River Challenge
<b>Scholarships</b>				
1. Undergrad Scholarship	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	
2. Ben Urbonas Scholarship	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	
3. CASFM Family Scholarship	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	
<b>Miscellaneous</b>				
1. Miscellaneous	\$ 200.00	\$ 822.00	\$ 1,000.00	Miscellaneous expenditures and supplies that arise. Includes Zoom account.
2. Disaster Relief	\$ -	\$ -	\$ 5,000.00	Will fund as needed with available funds.
<b>Website</b>				
1. Maintenance and Warranty	\$ 500.00	\$ 1,000.00	\$ 1,000.00	
<b>Total Expenses:</b>	<b>\$ 239,410.00</b>	<b>\$ 107,538.00</b>	<b>\$ 230,830.00</b>	
<b>Revenue</b>				
<b>Income</b>				
1. Family Scholarship Donations	\$ 4,000.00	\$ 1,525.00	\$ 4,000.00	All donations and scholarship fund raising should go to Family Scholarship. Undergrad is funded wholly through CASFM.
<b>Investments</b>				
Interest-Savings, Short-term CD	\$ 50.00	\$ 6.00	\$ 50.00	
<b>Program Income</b>				
1. Membership Dues	\$ 23,000.00	\$ 20,405.00	\$ 23,000.00	
2. Annual Conference Fees	\$ 130,000.00	\$ 39,920.00	\$ 130,000.00	
3. Annual Conference Sponsorships	\$ 26,000.00	\$ 10,500.00	\$ 26,000.00	
4. Workshops/Training				
A. Lunch and Learn Training/Seminars	\$ 15,000.00	\$ 7,361.00	\$ 15,000.00	Combined Lunch and Learns and Training
B. Water Quality Field Trip	\$ 2,100.00	\$ -	\$ 2,100.00	
<b>Total Revenue:</b>	<b>\$ 200,150.00</b>	<b>\$ 79,717.00</b>	<b>\$ 200,150.00</b>	
<b>Total Gain (Loss)</b>	<b>\$ (39,260.00)</b>	<b>\$ (27,821.00)</b>	<b>\$ (30,680.00)</b>	
<b>Beginning Unrestricted Balance</b>	<b>\$ 108,933.38</b>		<b>\$ 83,421.86</b>	
<b>Beginning Temp Restricted Balance</b>	<b>\$ 21,917.00</b>		<b>\$ 19,448.89</b>	
<b>Ending Unrestricted Balance</b>		<b>\$ 83,421.86</b>		Checking on 12/31/20
<b>Ending Temp Restricted Balance</b>		<b>\$ 19,448.89</b>		CASFM Family Scholarship Savings Account on 12/31/20

7:00 AM

## Colorado Assn of Stormwater and Floodplain Managers, Inc. CASFM Profit & Loss Budget vs. Actual - 2020

Accrual Basis

January through December 2020

	Jan - December 2020		Budget		\$ Over Budget		% of Budget	
Ordinary Income/Expense								
Income								
43400 - Direct Public Support								
43415 - Scholarships Contributions	1,525.00		4,000.00		2,475.00		38.1%	
Total 43400 - Direct Public Support		1,525.00		4,000.00		2,475.00		38.1%
45000 - Investments								
45030 - Interest-Savings, Short-term CD	5.90		50.00		44.10		11.8%	
Total 45000 - Investments		5.90		50.00		44.10		11.8%
47200 - Program Income								
47230 - Membership Dues	20,405.00		23,000.00		2,595.00		88.7%	
47240 - Annual Conference Fees	39,918.76		130,000.00		90,081.24		30.7%	
47245 - Annual Conference Sponsorships	10,500.00		26,000.00		15,500.00		40.4%	
47250 - Workshop Fees								
47251 - Lunch & Learns, Courses, Trainings	7,361.06		15,000.00		7,638.94		49.1%	
47260 - Water Quality Fieldtrip Fees	0.00		2,100.00		2,100.00		0.0%	
Total 47250 - Workshops Fees	7,361.06		17,100.00		9,738.94		43.0%	
Total 47200 - Program Income		78,184.82		196,100.00		117,915.18		39.9%
Total Income		79,715.72		200,150.00		120,434.28		39.8%
Expense								
62100 - Contract Services								
62110 - Accounting Fees	1,590.00		1,600.00		10.00		99.4%	
62140 - Legal Fees	0.00		500.00		500.00		0.0%	
Total 62100 - Contract Services		1,590.00		2,100.00		510.00		75.7%
62200 - Dues and Subscriptions								
62210 - ASFPM Dues	700.00		700.00		0.00		100.0%	
Total 62200 Dues and Subscriptions		700.00		700.00		0.00		100.0%
64000 - Annual Conference								
64100 - Annual Conference Hotel Reservation	5,000.00		14,000.00		9,000.00		35.7%	
64200 - Annual Conference Costs	43,562.12		132,000.00		88,437.88		33.0%	
64300 - Annual Conference General	4,288.97		25,000.00		20,711.03		17.2%	
Total 64000 - Annual Conference		52,851.09		171,000.00		118,148.91		30.9%
65000 - Operations								
63400 - Membership & Database Coordination	1,728.00		1,800.00		72.00		96.0%	
63500 - News Letters	665.00		1,750.00		1,085.00		38.0%	
65020 - Postage, Mailing Service	4.95		50.00		45.05		9.9%	
65040 - Supplies	0.00		400.00		400.00		0.0%	
65120 - Insurance - Liability, D and O	1,901.00		2,000.00		99.00		95.1%	
65150 - Credit Card Fees								
65151 - Credit Card Fees - Monthly	1,593.40		2,200.00		606.60		72.4%	
Total 65151 - Credit Card Fees	1,593.40		2,200.00		606.60		72.4%	
65200 - Website	359.64		2,300.00		1,940.36		15.6%	
65205 - Website Maintenance and Warranty	1,000.00		500.00		-500.00		200.0%	
65210 - Conference Management Software	13,200.00		6,610.00		-6,590.00		199.7%	
65300 - Bank Fees	60.00		120.00		60.00		50.0%	
65400 - Database Registrations	0.00		2,000.00		2,000.00		0.0%	
65450 - Cloud Services	0.00		180.00		180.00		0.0%	
68305 - Membership Meetings	0.00		600.00		600.00		0.0%	
70000 - Miscellaneous	822.22		200.00		-622.22		411.1%	
Total 65000 - Operations		21,334.21		20,710.00		-624.21		103.0%
65500 - ASFPM National Conf		300.00		2,200.00		1,900.00		13.6%
66000 - Workshops								
66100 - Workshops - Lunch & Learn	0.00		1,500.00		1,500.00		0.0%	
66150 - Water Quality Fieldtrip	0.00		2,300.00		2,300.00		0.0%	
66200 - Workshops - Outreach & Training	16,047.76		17,000.00		952.24		94.4%	
66400 - Workshops - Stream Academy	0.00		2,000.00		2,000.00		0.0%	
Total 66000 - Workshops		16,047.76		22,800.00		6,752.24		70.4%
68000 - Socials								
68100 - Metro Socials	0.00		2,500.00		2,500.00		0.0%	
68200 - Northeast Socials	0.00		1,000.00		1,000.00		0.0%	
68400 - Southeast Socials	0.00		1,400.00		1,400.00		0.0%	
68500 - Northwest Socials	0.00		500.00		500.00		0.0%	
68600 - Young Members Social	280.46		2,500.00		2,219.54		11.2%	

Total 68000 - Socials	280.46		7,900.00		7,619.54		3.6%
68800 - Donations							
68920 ASFPM Foundation	500.00		500.00		0.00		100.0%
68930 - Research	5,000.00		2,500.00		-2,500.00		200.0%
Total 68800 - Donations	5,500.00		3,000.00		-2,500.00		183.3%
69000 - Scholarships							
69200 - Ben Urbonas Scholarship	2,500.00		2,500.00		0.00		100.0%
69300 - CASFM Family Scholarship	4,000.00		4,000.00		0.00		100.0%
69400 - Undergrad Scholarship	2,500.00		2,500.00		0.00		100.0%
Total 69000 - Scholarships	9,000.00		9,000.00		0.00		100.0%
Total Expense	107,603.52		239,410.00		131,806.48		44.9%
Net Ordinary Income	79,715.72		200,150.00		120,434.28		39.8%
Net Income	-27,887.80		-39,260.00		-11,372.20		

	1/1/2020	12/31/2020
Checking \$	108,933.00	\$ 83,421.00
Money Market (Family Scholarship) \$	21,917.00	\$ 19,448.00