

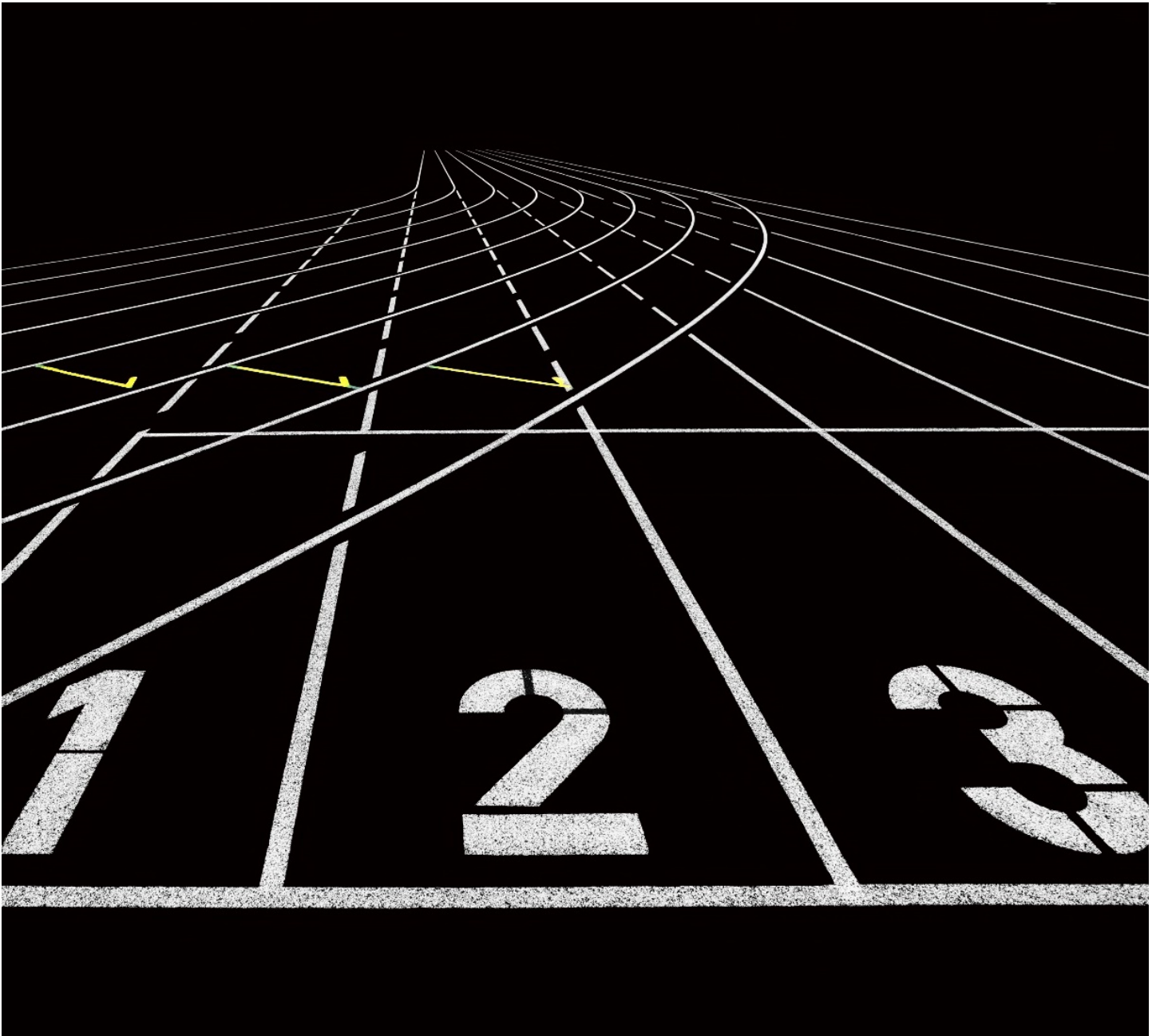


# QUARTERLY REPORT

Q3 2021

KBG FOUNDATION

[info@kbgfoundation.com](mailto:info@kbgfoundation.com)



## INTRO

Q3 of 2021 marks the first complete quarter after the 501(c)(3) designation of the KBG Foundation. This Quarterly Report will present financial information, assets (both physical and social media) and basic marketing reach data.

# FINANCIAL

## Q3 & Q4 2020 and Q1 & Q2 of 2021

The Fiscal years of the KBG Foundation and EAU end at different times. The KBG Foundation Q1 and Q2 of 2021 match the Q3 and Q4 of 2021 for EAU. While this report is for the KBG Q3 2021, it is Q1 for the EAU. Q3 of 2020 was mixed accounting as a subordinate of the EAU and Q4 is outstanding while we consult on filing with a certified CPA. The separation of finances for fiscal year 2020 is made more complicated by the ongoing investigation of the EAU by the IRS. The Foundation is not a party in this investigation and **will** receive any funds the EAU Board is able to return at the conclusion. The EAU has not been able to accept any donations while this soft audit has been occurring. All donations made to the KBG Foundation from April 2021 belong solely to the Foundation. Donations before that are frozen.

## Q3 2021

The Foundation concluded the development of the outstanding financial oversight documentation for petty cash, reimbursement, and inventory management. These documents have been action items for years and with the change in marketing and finance, they have been finalized and will be officially voted on in Q4. See *Attachment: Finance Documentation*.

## KBG Foundation Income

Product	Qtr 1	Qtr 2	Qtr 3	Qtr 4
PayPal Donations	\$ -	\$ -	\$ 193.35	\$ -
Venmo	\$ -	\$ -	\$ 798.73	\$ -
Cash	\$ -	\$ -	\$ -	\$ -
Awareness Day	\$ -	\$ -	\$ 848.00	\$ -
CashAPP	\$ -	\$ -	\$ -	\$ -
Sales	\$ -	\$ -	\$ 12.73	\$ -
Network for Good	\$ -	\$ -	\$ 6,018.28	\$ -
Amazon Smile	\$ -	\$ -	\$ 18.48	\$ -
MightyCause	\$ -	\$ -	\$ -	\$ -
In Kind	\$ -	\$ -	\$ -	\$ -
Checks	\$ -	\$ -	\$ 555.00	\$ -
Total Income	\$ -	\$ -	\$ 8,444.57	\$ -

Figure 1

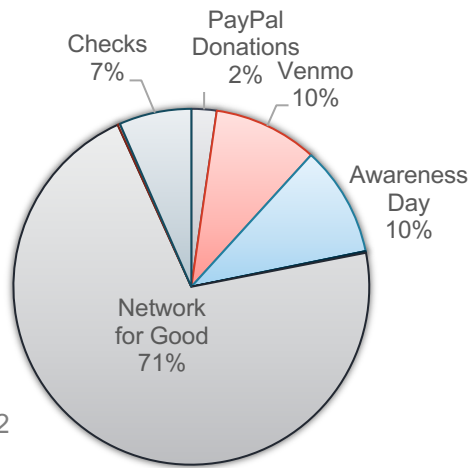


Figure 2

## Fundraising and Donations

Q3 2021 (July 1, 2021 – October 1, 2021) has been both a fruitful quarter and a disruptive quarter. Financially, the Foundation is solid with an increase of social media fundraisers and donations. Facebook's Network for Good accounted for a substantial portion of our donations and provides tax-deductible receipts to all donors.

It would be prudent for the Foundation to examine marketing social media and online fundraisers.

The second most successful independent income generator, Awareness Day, paid out online through MightyCause in Q4 2020. Most of the Network for Good income should be attributed to an awareness day push in June. The income listed outside of online fundraising in Q3 2021 was a single deposit from Robert Zehnder on July 9th in the amount of \$848.00. We have no break-down for this and do not know if donors received receipts.

## Payments

The Foundation paid out \$561.00 to 3 sources:

- 1) \$56.00 to Caitlin Bolmgren for 2 Unbreakable Momma shirts with shipping. *Attachment A: Invoice*
- 2) \$500.00 of reimbursement to VP Holly Farnsworth for her trip on behalf of the KBG Foundation to the Orphan Drug Conference. *Attachment B: Receipts*
- 3) \$5.00 for a Font that the Foundation had been using in a T Shirt design. *Attachment C: Announcement*

## Sales

ALL sales were surprisingly slow in Q3 with \$12.73 in receipts. We ran no Bonfire campaigns. The Foundation should re-examine keeping merchandise in stock.

# KBG Foundation

Product	Qtr 1	Qtr 2	Qtr 3	Qtr 4
Original Awareness Shirts	\$ -	\$ -	\$ -	\$ -
Unbreakable Shirts	\$ -	\$ -	\$ -	\$ -
Love Decal		\$ -	\$ 7.35	\$ -
Heart Decal	\$ -	\$ -	\$ -	\$ -
Ribbon Magnet	\$ -	\$ -	\$ -	\$ -
Lanyard	\$ -	\$ -	\$ -	\$ -
Temp Tattoos		\$ -	\$ 5.38	\$ -
Wristbands	\$ -	\$ -	\$ -	\$ -
Bonfire Shirts	\$ -		\$ -	
<b>Total Sales</b>	\$ -	\$ -	\$ 12.73	

Figure 3

# MERCHANDISE

The in-stock merchandise changed locations and responsibilities and included cash that had been used for shipping. We have no accounting from where this cash originated or when therefore it is not included in Q3 but will be deposited for Q4.

The last few years the Foundation has not been able to get a clear accounting of our merchandise and have not received an electronic reconciliation until Q3 when access changed. Due to this change we need to establish the accounting that was missing, this includes full details of the merchandise we have in stock now.

## T-shirts

We have record of the Board approving the purchase of 184 shirts for \$1440.00 on two separate occasions. Of the 184 shirts, we can track 46 sales through PayPal of the Adult shirts and 22 of the youth size shirts for a total of \$1,112.00. We received back 34 adult and 16 youth shirts leaving 66 unaccounted. Shirts were sold at the Fun Run, but we have no record of those purchases. To date, we show a total **loss** of \$332.00 not including shipping. We have 50 in stock.

Item	Quantity Purchased	Quantity Sold	Pricepoint	Received	Unaccounted
Awareness Shirts	184	46	\$ 17.00	34	\$ 782.00
		22	\$ 15.00	16	\$ 330.00
				Total Sold	\$ 1,112.00
				Cost	\$ (1,444.00)
					\$ (332.00)

Figure 4

## Wristbands

There is no record of the Board approval for Wristbands although there is record of several discussions including a quote for 300 for \$81.00. We know they were ordered from wrist-band.com but do NOT have the login information. There may have been more ordered since there are conversations stating that they were, but we do NOT have a record. We've sold 328 units in varying price points for a total of \$865.00. We estimated our cost based on the type of wristband, and the sites online quote, and believe we have a **profit**, at least, \$615.00. There are 522 unaccounted for and we have 150 in stock.

Item	Quantity Purchased	Quantity Sold	Pricepoint	Received	Unaccounted
Wristbands	1000	328		47 Adult 103 Youth	522
1		8	\$ 5.00		\$ 35.00
10		26	\$ 25.00		\$ 650.00
3		20	\$ 9.00		\$ 180.00
				Total Sold	\$ 865.00
Estimate				Cost	\$ (250.00)
					\$ 615.00

Figure 5

## Unbreakable Momma Shirts and Hair Bows

The Unbreakable Momma shirts were made to order at a cost of \$17.00 per shirt, however when shipping was added each shirt averaged \$29.80. The 25 hair ribbons were purchased, in advance, at \$5.00 a piece and we sold them for \$9.00 selling 5 units totaling \$45.00. If we sell the remaining hair ribbons, we will still be negative since we cannot account for 11. We have elected to discontinue the Unbreakable shirts entirely and are sitting at a **loss** of \$139.64. We have 9 Hair Ribbons in stock.

Item	Quantity Purchased	Quantity Sold	Pricepoint	Received	Profit	Unaccounted
Unbreakable Shirts		28	\$25.00		\$ 700.00	
Hair Ribbon	25	5	\$9.00	9	\$45.00	11
					Total Sold \$ 745.00	
					Cost \$ (884.64)	
					Profit \$ (139.64)	

Figure 6

### Lanyards

The Lanyards did not have Board Approval and three different quotes were received between Annette and Nicole so we cannot be positive about the cost. We ordered 200 but don't know from whom we ordered. We are at a **loss** of \$92.27 according to our records. We have 134 in stock.

Item	Quantity Purchased	Quantity Sold	Pricepoint	Received	Profit	Unaccounted
Lanyard	200	11	\$ 7.50	134	\$ 75.00	56
					Total Sold \$ 75.00	
					Cost (\$167.27)	
					\$ (92.27)	

Figure 7

### Tattoos

There was NO Board conversations about the purchase of the tattoos. This was an internal conversation and it was agreed to sell them for 1\$ a piece. Our website is listed at .50 a piece. There are mentions of selling over 100 units to people for various reasons but we have NO details about the purchase(s). It is possible we purchased more and sold more but without the details we have to go by the PayPal purchases only. We are currently at a **loss** of \$38.49. We have 34 in stock.

Item	Quantity Purchased	Quantity Sold	Pricepoint	Received	Profit	Unaccounted
Tattoo	100	4	\$ 0.50	34	\$ 2.00	62
					Total Sold \$ 2.00	
					Cost \$ (40.49)	
					\$ (38.49)	

Figure 8

### Ribbon Magnet

The Ribbon magnets were approved at \$133.00 for 50. We track 15 sold and are sitting at a **loss** of \$35.00 with 26 that we have no record of selling. We have 10 in stock.

Item	Quantity Purchased	Quantity Sold	Pricepoint	Received	Profit	Unaccounted
Ribbon Magnet	50	15	\$ 7.00	10	\$ 98.00	26
					Total Sold \$ 98.00	
					Cost \$ (133.00)	
					\$ (35.00)	

Figure 9

## Love Decal

The Love Decals were approved at \$96.00 for 50. We track 19 sold and have 20 that we have no record of selling at a **profit** of \$18.00. We have 11 in stock.

Item	Quantity Purchased	Quantity Sold	Pricepoint	Received	Unaccounted
Love Decal	50	19	\$ 6.00	11	
					Total Sold
					Cost

					\$ 114.00	20
					\$ 114.00	
					\$ (96.00)	
					\$ 18.00	

Figure 10

## Heart Decal

The Heart Decals were approved at \$121.00 for 50. We track 16 sold for a total of \$96.00 with 23 unaccounted at a **loss** of \$25.00. We have 12 in stock.

Item	Quantity Purchased	Quantity Sold	Pricepoint	Received	Unaccounted
Heart Decal	50	16	\$ 6.00	12	
					Total Sold
					Cost

					\$ 96.00	23
					\$ 96.00	
					\$ (121.00)	
					\$ (25.00)	

Figure 11

## Total Profits

Total Sold	\$ 3,107.00
Cost	\$ (3,136.40)
Shipping	\$ (1,018.90)
	\$ (1,048.30)

With accounted-for sales, we were operating at a loss of -\$1,054.30 in regards to in-stock merchandise in Q3.

Figure 12

Assuming that all items missing were sold and this is a simple case of not keeping clear records with no misappropriation, we would have sold a total of \$5,219.00 and could have a profit starting at \$1,063.70 (we cannot add the large number of missing wristbands due to the variability of the pricing model).

Total Sold	\$ 3,107.00
Unaccounted Sold	\$ 2,112.00
Cost	\$ (3,136.40)
Shipping	\$ (1,018.90)
	\$ 1,063.70

Figure 13

If we sell the remaining stock, we could make an additional \$2517.00 without shipping costs and not including wristbands for total profit of \$3,580.70. When we add the volunteer man hours to keep and ship this stock, the Foundation needs to make a decision on the maintenance of this stock should it ever need to be outsourced.

Total Sold	\$ 3,107.00
Unaccounted Sold	\$ 2,112.00
Remaining Stock	\$ 2,517.00
Cost	\$ (3,136.40)
Shipping	\$ (1,018.90)
	\$ 3,580.70

Figure 14

A Board discussion needs to be held about the remaining merchandise.

# SOCIAL MEDIA

The KBG Foundation has a variety of social media accounts:

- Instagram: KBGfdn
- Facebook: KBGfdn
- LinkedIn: KBG Foundation
- Twitter: KBGfdn
- Pinterest: KBGfdn
- Youtube: KBGFoundation

We are reporting on our two most popular platforms: Facebook and Instagram.

The KBG Foundation social media footprint has not expanded much in the last quarter. It is apparent from our financial reporting, that social media fundraising can be a lucrative endeavor if we market appropriately. We can also see that we are missing the mark with simple awareness to the masses.

Audience [See what's new](#)

Current Audience

Potential audience

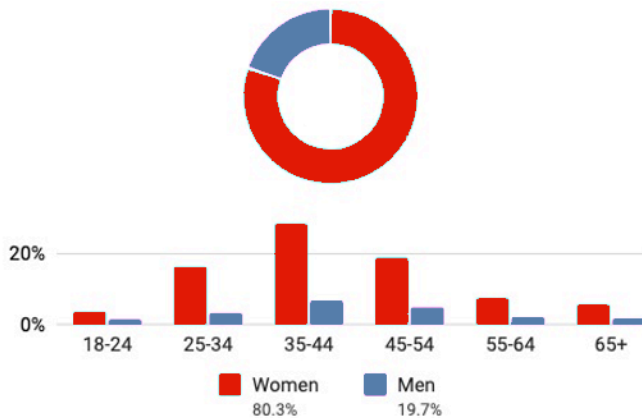
Facebook Page Likes ⓘ

2K

Instagram Followers ⓘ

265

Age & Gender ⓘ



Age & Gender ⓘ

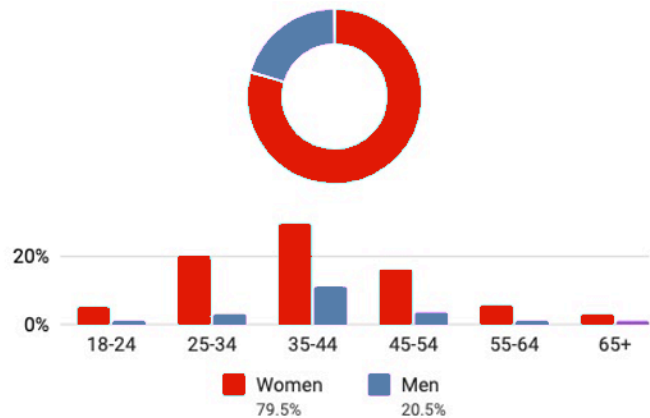


Figure 15

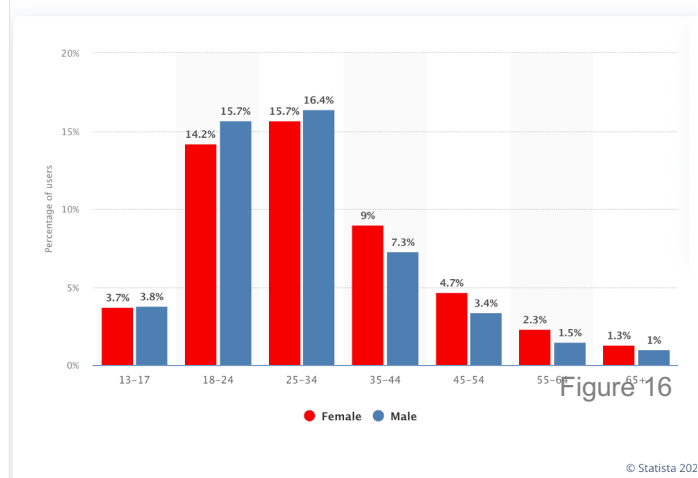


Our audience is, surprisingly, nearly identical between Facebook and Instagram this could be due to the fact that the Facebook demographic is changing.

On both platforms however, we are still missing the largest demographic of users. We can argue that our population is comprised mostly of parents and their median age is 35-44. Which then begs the question:

How can we be more appealing to the younger demographic without alienating our current population?

Distribution of Instagram users worldwide as of July 2021



## Patient Group

The Private Facebook group grew almost 3% in Q3 to a total of 1556 total members but off by a potential 16% growth.

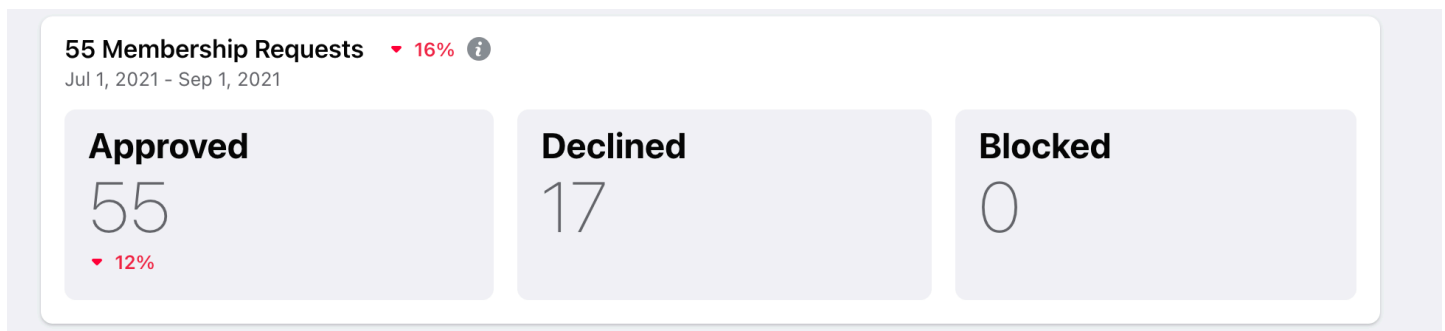


Figure 17

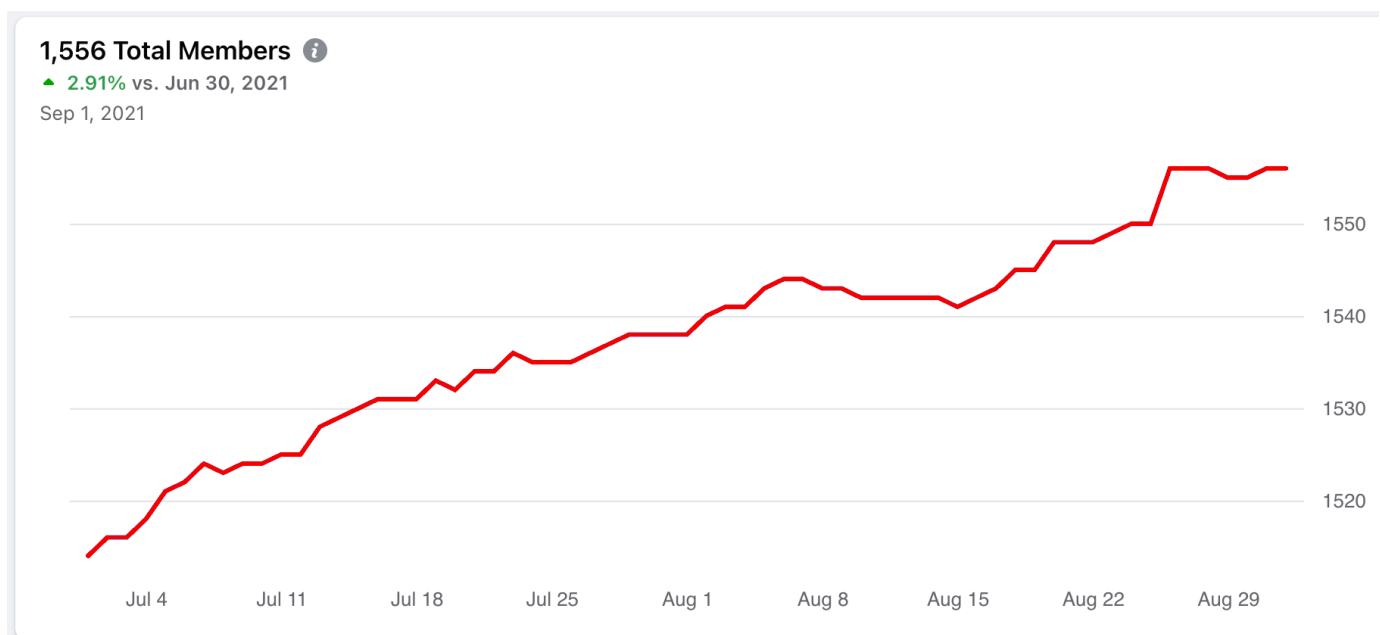


Figure 18

Of those members about 2/3 were regularly active.



Figure 19

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## SUMMATION

The KBG Foundation was financially sound, fiscally responsible and socially engaged by its members in Q3. We had an issue with in-stock merchandise but we have proper accounting for the first time. We have no overhead costs nor do we have any contractual agreements requiring ongoing payment.



# **KBG Foundation**

## **Gifts and Reimbursements**

### **Policies and Procedures**

*Rev 8.2021*

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### **Purpose**

This Document will help guide the Members of the Board of Directors on the policies and procedures of their fiduciary responsibilities to the organization as well as the KBG Foundations' responsibilities to the Board Member.

As a Nonprofit under section 501(c)(3) of the IRS code, the KBG Foundation will keep accurate and responsible records. The KBG Foundation Board of Directors, and each of its members, has the fiduciary responsibility to ensure the survival and financial viability of our organization. This is a legal and ethical obligation owed to the public, as well as to our donors and constituents, and requires us to establish policies to protect our assets and ensure that our financial resources and revenues are managed properly.

In furtherance of this duty, the Board of Directors hereby adopts the following set of fiscal policies. These policies will be reviewed at least annually, and augmented or amended as current circumstances require.

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### **Gifts for the Foundation**

The KBG Foundation solicits and accepts gifts for purposes that will help the organization further and fulfill its mission. The Foundation urges all prospective donors to seek the assistance of personal legal and financial advisors in matters relating to their gifts, including the resulting tax and estate planning consequences.

The following policies and guidelines govern acceptance of gifts made to the KBG Foundation for the benefit of any of its operations, programs or services.

Use of Legal Counsel—The KBG Foundation will seek the advice of legal counsel in matters relating to acceptance of gifts when appropriate. Review by counsel is recommended for:

- Gifts of securities that are subject to restrictions or buy-sell agreements.
- Documents naming The KBG Foundation as trustee or requiring The KBG Foundation to act in any fiduciary capacity.
- Gifts requiring The KBG Foundation to assume financial or other obligations.
- Transactions with potential conflicts of interest (See Conflict of Interest policy)
- Gifts of property which may be subject to environmental or other regulatory restrictions. Restrictions on Gifts— The KBG Foundation will not accept gifts that
  - would result in The KBG Foundation violating its corporate charter,
  - would result in The KBG Foundation losing its status as an IRC § 501(c)(3) not-for-profit organization,
  - are too difficult or too expensive to administer in relation to their value, or
  - are for purposes contrary to The KBG Foundation’s mission.

Decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by the Executive Committee, in consultation with the Executive Director.

### **Gifts Generally Accepted Without Review**

#### **Cash**

Cash gifts are acceptable in any form, including by check, money order, credit card, or on-line. Donors wishing to make a gift by credit card must provide the card type (e.g., Visa, MasterCard, American Express), card number, expiration date, and name of the card holder as it appears on the credit card.

#### **Marketable Securities**

The KBG Foundation does not accept marketable securities.

#### **Bequests and Beneficiary**

Designations under Revocable Trusts, Life Insurance Policies, Commercial Annuities and Retirement Plans. Donors are encouraged to make bequests to The KBG Foundation under their wills, and to name The KBG Foundation as the beneficiary under trusts, life insurance policies, commercial annuities and retirement plans.

#### **Charitable Remainder Trusts**

The KBG Foundation will accept designation as a remainder beneficiary of charitable remainder trusts.

#### **Charitable Lead Trusts**

The KBG Foundation will accept designation as an income beneficiary of charitable lead trusts.

**Gifts Accepted Subject to Prior Review**—Certain forms of gifts or donated properties may be subject to review prior to acceptance. Examples of gifts subject to prior review include, but are not limited to:

- **Tangible Personal Property.** The Executive Committee shall review and determine whether to accept any gifts of tangible personal property in light of the following considerations: does the property

further the organization's mission? Is the property marketable? Are there any unacceptable restrictions imposed on the property? Are there any carrying costs for the property for which the organization may be responsible? Is the title/provenance of the property clear?

- **Life Insurance.** The KBG Foundation will accept gifts of life insurance where The KBG Foundation] is named as both beneficiary and irrevocable owner of the insurance policy. The donor must agree to pay, before due, any future premium payments owing on the policy.
- **Real Estate.** All gifts of real estate are subject to review by the Executive Committee. Prior to acceptance of any gift of real estate other than a personal residence The KBG Foundation shall require an initial environmental review by a qualified environmental firm. In the event that the initial review reveals a potential problem, the organization may retain a qualified environmental firm to conduct an environmental audit.
  - Criteria for acceptance of gifts of real estate include: Is the property useful for the organization's purposes? Is the property readily marketable? Are there covenants, conditions, restrictions, reservations, easements, encumbrances or other limitations associated with the property? Are there carrying costs (including insurance, property taxes, mortgages, notes, or the like) or maintenance expenses associated with the property? Does the environmental review or audit reflect that the property is damaged or otherwise requires remediation?

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## Gifts for a Board Member

We strongly recommend that Board Members do NOT accept gifts and instead refer the donor to the Foundation itself. Personal gifts must meet IRS standards and the Boar Member will be personally liable for compliance in regard to taxation.

In the event that a donor wants to provide an individual Board Member with a gift the Member should ensure that it meets the requirements detailed in Gifts for the KBG Foundation and notify the Board of Directors before acceptance. Not all 'gifts' need Board discussion.

Gifts that may be accepted without Board Disclosure:

- Swag items received at an event or conference. T-shirts, pens, mugs, etc.
- Food paid for by an organization or individual as long as it does not exceed \$100 and does NOT require anything in return, including another meeting.
- In-kind donations of services or goods. An offer for a service is acceptable, a REQUEST by a Board member for that service is not.
- Items for fundraising

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## Reimbursements

### Items and services

It is the policy of the KBG Foundation to provide reimbursement for employees and board members for pre-approved necessary expenses aligned with budgetary requirements and not governed by the Petty Cash policies and procedures. These expenses include professional services and items for KBG Foundation use. These expenses must be reasonable

and necessary, as well as job-related, and must be pre-approved, when possible, in writing by KBG Foundation Board of Directors.

The KBG Foundation will only reimburse for pre-approved expenses when the person provides documentation of the expense with receipts from purchases or other verifiable documentation.

Persons seeking reimbursement must complete the Reimbursement Request form. The form must be fully and accurately completed, and submitted to the Executive Director or CFO. All receipts should be scanned/attached and submitted with the form

### **Travel**

It is the policy of the KBG Foundation to provide reimbursement for employees and board members for pre-approved travel related expenses, including transportation, hotels, and food. These expenses must be reasonable and necessary, as well as job-related, and must be pre-approved in writing by KBG Foundation Board of Directors.

- Local travel will be reimbursed through petty cash in accordance with applicable petty cash policies and procedures. This includes reimbursement for transportation by taxi and/or public transportation, and, when pre-approved, use of an employee's personal automobile. The KBG Foundation will not reimburse for the use of personal automobiles but will provide verification so that members/employees may file a tax claim in accordance with the federally approved mileage rate for business use of personal vehicles.
- Reimbursement of meals when there is no overnight travel will be paid by the organization only when the meal has a defined business purpose.
- For out-of-area travel, the KBG Foundation will reimburse all pre-approved travel related actual costs, such as hotel accommodations, transportation to and from the destination, including airline, train or bus tickets, taxicab fares, meals and gratuities etc. [optional: A per diem amount limited to the federally approved per diem limits will be provided to employees for any overnight business travel. Employees and volunteers should travel at the lowest available airfare to accommodate the purpose of the business trip.

The KBG Foundation will only reimburse for pre-approved travel related expenses when the person provides documentation of the expense with receipts from purchases or other verifiable documentation.

Persons seeking reimbursement must complete the Travel Reimbursement Request form. The form must be fully and accurately completed, and submitted to the Executive Director. All receipts should be scanned/attached and submitted with the form.



# KBG Foundation Reimbursement Form

Name of Reimbursee: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_

Title of Reimbursee: \_\_\_\_\_

	Date of Expense	Payment Method	Purpose/Budget	Amount
1.				
2.				
3.				
4.				
5.				

### Summary of Expenses

Receipts must be provided for reimbursement to be approved.

	Description	Travel	Lodging	Food	Other
1.					
2.					
3.					
4.					
5.					
<b>Expense Report Total:</b>					

**I certify that these are valid business expenses.**

\_\_\_\_\_  
Name of Preparer if different than reimbursee

**I have reviewed these expenses and I believe they are true and accurate and all receipts are attached.**



# **KBG Foundation**

## **Petty Cash/Electronic Disbursements**

### **Policies and Procedures**

*Rev 8.2021*

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### **Purpose**

This document establishes the proper uses and administration of petty cash funds. Since the Foundation does not use cash, it utilizes PayPal or Venmo for petty cash payouts. In this document, petty cash refers to electronic payment using one of these two applications.

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### **Policies**

Petty cash funds provide electronic reimbursements to Board Members to cover minor expenses, such as small expenses like taxi fares, postage, and office supplies. These single reimbursements should not exceed fifty dollars (\$50).

The Foundation utilizes the CFO as the approved Custodian, who documents expenditures, keeps receipts, and safeguards the funds. The Executive Director, Chairman of the Board, CEO or Vice President are secondary custodians. The KBG Custodians are the only personnel that can review and approve the creation, maintenance, and reconciliations of the petty cash funds.

### **Responsibilities and Contacts Petty Cash**

The CFO is responsible for disbursing cash from a petty cash account, documenting expenditures and keeping receipts, replenishing the account when it runs low, and generally safeguarding the cash.

**Executive Board Members, and Committee Chairs** are responsible for ensuring that departments and programs abide by this policy and the accompanying procedures. They also must approve any request related to their responsibilities and duties for a petty cash payout.

**The KBG Foundation** is responsible for tracking Petty Cash Funds, reviewing reimbursements for policy and procedural compliance. The KBG Foundation may conduct reviews in the Departments of petty cash funds at their discretion.

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## Procedures

### 1. Understand appropriate uses of petty cash.

- 1.1. Petty cash funds should not be used as an operating fund, i.e., to pay invoices for goods or services, to pay salaries or wages, or to make advances or loans.

### 2. Understand the use of the petty cash account.

- 2.1. The Foundation should evaluate the business needs and limit the petty cash fund to the amount that will meet those needs based on the operating budget. Generally, petty cash funds used for minor office expenses should not exceed \$200. The maximum petty cash fund allowable is \$200 per Board Member. Any amount over \$200 must have complete Board Approval.
- 2.2. The reimbursement request will be submitted via the petty cash voucher and sent to either the Chair of the Committee, the Executive Director, Chairman of the Board, CEO or CFO.
- 2.3. Once the petty cash request is approved, the KBG Foundation will ensure that the transaction is complete within 2 days when possible, not to exceed 30 days total.

### 3. Document expenditures.

- 3.1. The CFO is responsible for maintaining:
  - 3.1.1. Petty Cash Log
  - 3.1.2. Receipts for each transaction. Reimbursements from the petty cash must be properly authorized and properly documented.
- 3.2. A petty cash voucher should be used for each disbursement.
- 3.3. The voucher should be signed by the requestor and approved by the immediate supervisor with authority.
- 3.4. The voucher should show the nature of the expenditure.
- 3.5. The voucher should be supported by original official receipts, which should detail the items purchased, the cost of those items, and the total.
  - 3.5.1. Logs and receipts will be subject to review by the KBG Foundation
  - 3.5.2. Advances to employees and cashing of personal checks through petty cash funds are not allowed.
  - 3.5.3. Petty cash funds may not be utilized for the payment for services to employees or independent contractors.
  - 3.5.4. Reimbursements for expenditures related to travel, such as mileage and parking, should be handled through the submission of an official travel expense claim.

### 4. Replenishment of the funds.

- 4.1. The CFO is responsible for 'replenishment' when a petty cash fund runs low.

4.2. When petty cash funds are replenished, the total of the receipt report cannot exceed the total dollar value of the fund.

5. **Reconcile the log** to the amount in the account quarterly.

6. **Evaluate the need for the petty cash** account annually. At least once per year, the petty cash fund will be reviewed by the CFO to determine if alternative disbursement methods could suffice.



# KBG Foundation Petty Cash Voucher

Budget # _____	Amount:
Description:	
Total Cash Amount \$ _____	
Voucher # _____	
Received by: _____	
Authorized by: _____	

Budget# _____	Amount:
Description:	
Total Cash Amount \$ _____	
Voucher # _____	
Received by: _____	
Authorized by: _____	





Annette Maughan <annette.maughan@gmail.com>

**Fwd: Your Flight Receipt - HOLLY ELIZABETH FARNSWORTH 25AUG21**

Holly Farnsworth <holly@kbgfoundation.com>  
To: Annette@kbgfoundation.com

Tue, Sep 28, 2021 at 1:30 PM

Round-trip Flight for WODC 2021

----- Forwarded message -----

From: **Delta Air Lines** <DeltaAirLines@t.delta.com>  
Date: Mon, Jul 5, 2021, 5:47 PM  
Subject: Your Flight Receipt - HOLLY ELIZABETH FARNSWORTH 25AUG21  
To: <HOLLYFARNSWORTH17@gmail.com>



Hello, Holly Elizabeth Farnsworth

**Confirmation #: JMFAHE**



**YOU'RE AT THE CENTER OF EVERYTHING WE DO.**

See how we've added layers of protection for you and your travel plans with the Delta CareStandard<sup>SM</sup>. >

You're all set. If your plans change, be sure to make changes or cancel via [MyTrips](#) on [delta.com](#) before your flight departs to maintain the value of your ticket.

**WE'VE GOT YOU COVERED**

With the [Delta CareStandard<sup>SM</sup>](#), we're partnering with trusted health experts to raise the standard for safer travel and offering added flexibility to change your plans with ease.

**Fwd: Hotels.com reservation confirmation 9193557300937 - Red Roof Inn PLUS+ Washington DC - Oxon Hill - Oxon Hill**

Holly Farnsworth <holly@kbgfoundation.com>  
To: Annette@kbgfoundation.com

Tue, Sep 28, 2021 at 1:32 PM

Hotel Stay for WODC 2021

----- Forwarded message -----

From: **Hotels.com** <info@reply.mail.hotels.com>

Date: Wed, Aug 11, 2021, 2:23 PM

Subject: Hotels.com reservation confirmation 9193557300937 - Red Roof Inn PLUS+ Washington DC - Oxon Hill - Oxon Hill

To: <hollyfarnsworth17@gmail.com>



**Travel advisory**

Please be aware of any coronavirus (COVID-19) travel advisories and review updates from the World Health Organization (WHO).

[Find out more](#)



**Dear Holly, as requested, we've updated your booking. Below is a summary of the revised booking which is guaranteed and all paid for.**



[Manage booking](#)



[View receipt](#)



[Book again](#)



**Go paperless!** Download our app to access and manage this booking offline.

[Download for free](#)

**Red Roof Inn PLUS+ Washington DC - Oxon Hill**

6170 Oxon Hill Road

Oxon Hill

20745

MD

US

+13015678030



**Need to make a change? Don't worry, it's quick and easy to amend or cancel your**

Fwd: Your ride with Habib Seyed on August 26

Holly Farnsworth <holly@kbgfoundation.com>  
To: Annette@kbgfoundation.com

Tue, Sep 28, 2021 at 2:22 PM

From airport to conference center hotel. WODC 2021

----- Forwarded message -----

From: Lyft Receipts <no-reply@lyftmail.com>  
Date: Thu, Aug 26, 2021 at 8:08 AM  
Subject: Your ride with Habib Seyed on August 26  
To: <hollyfarnsworth17@gmail.com>



AUGUST 26, 2021 AT 9:46 AM

Thanks for riding with  
Habib Seyed!



100% of tips go to drivers. [Add a tip](#)

Lyft fare (12.06mi, 21m 9s)  
Tip

\$23.76  
\$3.56

 Visa \*0616

**\$27.32**



---

## Fwd: Your receipt for rides on August 28

---

Holly Farnsworth <holly@kbgfoundation.com>  
To: Annette@kbgfoundation.com

Tue, Sep 28, 2021 at 2:23 PM

If applicable, I would only ask for \$35.00 the first ride was for personal use but the second ride was to get to the Airport. WODC 2021.

----- Forwarded message -----

From: **Lyft Receipts** <no-reply@lyftmail.com>  
Date: Sun, Aug 29, 2021, 7:54 AM  
Subject: Your receipt for rides on August 28  
To: <hollyfarnsworth17@gmail.com>



## Your total charges for August 28



August 28, 2021 10:18 AM

\$19.16  
Ride fare

● **Pickup 10:18 AM**

6168 Oxon Hill Rd, Prince George's, MD 20745, United States

● **Drop-off 10:41 AM**

60 Massachusetts Ave NE, Washington, DC 20002, United States



August 28, 2021 3:37 PM

\$38.82  
Ride fare

● **Pickup 3:37 PM**

60 Massachusetts Ave NE, Washington, DC 20002, United States

● **Drop-off 3:57 PM**

2401 S Smith Blvd, Arlington, VA 22202, United States

Attachment C: Announcement



KBG Board Group



Annette Maughan shared a link.

[Admin](#) · October 1 at 2:52 PM · 🌐

We are having to recreate the T-shirts because we can not move them to the KBG Campaign and we don't have the source files (the source files, if some of you remember, is something we insist on having but they were never uploaded).

One of the fonts used is not free. If it was purchased it was not purchased for the KBG Foundation and I will not use it without paying for it.

It's \$5.

This amount does not need Board Approval but I wanted you to know that we will add this font to our catalogue for KBG use:



1001FONTS.COM

**KG Skinny Latte Font · 1001 Fonts**

Download KG Skinny Latte Font · Free for personal use · This fon...



Holly Farnsworth and Nicole Young

10 Comments Seen by 9



Like



Comment

All Comments ▾



**Tracy Kuznik**

Are you referring to all of the tshirts created by Brianna? Can we ask her for the files?

Like · Reply · 3w



**Annette Maughan** [Admin](#)

**Tracy Kuznik** so far just one. But we do need to redo the ones she made. We've reached out twice and she isn't responding. First time was over a week ago and the last time was two days ago.

Like · Reply · 3w



**Annette Maughan** [Admin](#)

AND now I want to go through all the fonts in case we need to buy any. 😞 We were never told we needed to buy any fonts and



FOR INQUIRIES CALL: HAMPSTEAD OFFICE  
(443) 507-5800

00 0 06209M NM 017

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KBG FOUNDATION INC.  
2813 RIDGELEIGH CT  
MANCHESTER MD 21102

<b>ACCOUNT TYPE</b>	
M&T SIMPLE CHECKING FOR BUSINESS	
<b>ACCOUNT NUMBER</b>	<b>STATEMENT PERIOD</b>
9882062103	07/01/21 - 07/31/21
<b>BEGINNING BALANCE</b>	<b>\$3,927.84</b>
<b>DEPOSITS &amp; CREDITS</b>	<b>1,255.73</b>
<b>LESS CHECKS &amp; DEBITS</b>	<b>0.00</b>
<b>LESS SERVICE CHARGES</b>	<b>0.00</b>
<b>ENDING BALANCE</b>	<b>\$5,183.57</b>

**ACCOUNT ACTIVITY**

POSTING DATE	TRANSACTION DESCRIPTION	DEPOSITS & OTHER CREDITS (+)	WITHDRAWALS & OTHER DEBITS (-)	DAILY BALANCE
07/01/2021	BEGINNING BALANCE			\$3,927.84
07/08/2021	DEPOSIT	\$380.00		4,307.84
07/19/2021	VENMO CASHOUT 1014753077450	700.73		5,008.57
07/21/2021	MOBILE DEPOSIT - XXXXXXXXX0705	175.00		5,183.57
	NUMBER OF DEPOSITS/CHECKS PAID	3	0	

DEPOSIT ACCOUNT CUSTOMERS - WE HAVE REVISED OUR COMMERCIAL DEPOSIT ACCOUNT AGREEMENT ("CDAA"). EFFECTIVE SEPTEMBER 16, 2021, YOUR USE OF COMMERCIAL DEPOSIT ACCOUNTS WILL BE GOVERNED BY THE REVISED CDAA. TO REVIEW ADDITIONAL DETAILS AND THE REVISED CDAA, VISIT MTB.COM/CDAA.



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KBG FOUNDATION INC.  
2813 RIDGELEIGH CT  
MANCHESTER MD 21102

<b>ACCOUNT TYPE</b>	
<b>M&amp;T SIMPLE CHECKING FOR BUSINESS</b>	
<b>ACCOUNT NUMBER</b>	<b>STATEMENT PERIOD</b>
9882062103	08/01/21 - 08/31/21
<b>BEGINNING BALANCE</b>	<b>\$5,183.57</b>
<b>DEPOSITS &amp; CREDITS</b>	<b>3,248.67</b>
<b>LESS CHECKS &amp; DEBITS</b>	<b>0.00</b>
<b>LESS SERVICE CHARGES</b>	<b>0.00</b>
<b>ENDING BALANCE</b>	<b>\$8,432.24</b>

**ACCOUNT ACTIVITY**

POSTING DATE	TRANSACTION DESCRIPTION	DEPOSITS & OTHER CREDITS (+)	WITHDRAWALS & OTHER DEBITS (-)	DAILY BALANCE
08/01/2021	BEGINNING BALANCE			\$5,183.57
08/16/2021	AMZN0B0H0RD5 AmazonSmil 3SWGTEWZ9KTR5K	\$18.48		5,202.05
08/30/2021	MOBILE DEPOSIT - XXXXXXXXX6944	3,230.19		8,432.24
	NUMBER OF DEPOSITS/CHECKS PAID	2	0	

DEPOSIT ACCOUNT CUSTOMERS - WE HAVE REVISED OUR COMMERCIAL DEPOSIT ACCOUNT AGREEMENT ("CDAA"). EFFECTIVE SEPTEMBER 16, 2021, YOUR USE OF COMMERCIAL DEPOSIT ACCOUNTS WILL BE GOVERNED BY THE REVISED CDAA. TO REVIEW ADDITIONAL DETAILS AND THE REVISED CDAA, VISIT [MTB.COM/CDAA](http://MTB.COM/CDAA).



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(443) 507-5800

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KBG FOUNDATION INC.  
2813 RIDGELEIGH CT  
MANCHESTER MD 21102

<b>ACCOUNT TYPE</b>	
<b>M&amp;T SIMPLE CHECKING FOR BUSINESS</b>	
<b>ACCOUNT NUMBER</b>	<b>STATEMENT PERIOD</b>
9882062103	09/01/21 - 09/30/21
<b>BEGINNING BALANCE</b>	<b>\$8,432.24</b>
<b>DEPOSITS &amp; CREDITS</b>	<b>2,886.09</b>
<b>LESS CHECKS &amp; DEBITS</b>	<b>0.00</b>
<b>LESS SERVICE CHARGES</b>	<b>0.00</b>
<b>ENDING BALANCE</b>	<b>\$11,318.33</b>

**ACCOUNT ACTIVITY**

POSTING DATE	TRANSACTION DESCRIPTION	DEPOSITS & OTHER CREDITS (+)	WITHDRAWALS & OTHER DEBITS (-)	DAILY BALANCE
09/01/2021	BEGINNING BALANCE			\$8,432.24
09/20/2021	MOBILE DEPOSIT - XXXXXXXXXX3006	\$2,788.09		11,220.33
09/28/2021	VENMO CASHOUT 1015952754121	98.00		11,318.33
	NUMBER OF DEPOSITS/CHECKS PAID	2	0	

DEPOSIT ACCOUNT CUSTOMERS - WE HAVE REVISED OUR COMMERCIAL DEPOSIT ACCOUNT AGREEMENT ("CDAA"). EFFECTIVE SEPTEMBER 16, 2021, YOUR USE OF COMMERCIAL DEPOSIT ACCOUNTS WILL BE GOVERNED BY THE REVISED CDAA. TO REVIEW ADDITIONAL DETAILS AND THE REVISED CDAA, VISIT MTB.COM/CDAA.