

AKAdemy Report – September 2020



YDF Funding/Program Updates

YDF received the **City of St. Petersburg MSBK** grant for FY 20-21 in the amount of \$20,160. The proposed Global Studies program concept includes genealogy and ancestry research for 35 – 40 students. Events will be held on the 3rd Tuesday of the month – contact Soror Lisa Broday for program information.

FY 20-21 Funding – We have signed the JWB FY 20-21 agreement in the amount of **\$109,861**. One contract condition which requires us to use Clifton Larsen Ellen (CLE) [for audit services] and Carr, Riggs and Ingram (CRI) [for bookkeeping services] will be effective October 1, 2020 and requires some adjustments in our financial procedures. We will enter into an MOU with CRI pending agreement from the YDF Board and Finance Committee (see **attached**). An additional allocation of \$7,250 will be added to fund the audit service fees imposed by CLE. Total program (including in-kind services, scholarships and other grants) is **\$342,541**.

ACTIVITIES SUMMARY

We are scheduled to have a “walk-thru” Orientation on September 19th in the parking lot to distribute program information, Tshirts and collect permission/consent forms. All other activities are planned for virtual presentation/attendance through December 2020. The draft AKAdemy Calendar is **attached** for review.

MEMORANDUM OF UNDERSTANDING
By and Between

Youth Development Foundation, Inc.

And

Carr, Riggs, & Ingram

This Memorandum of Understanding (MOU) by and between the Youth Development Foundation, Inc. (SOR) and Carr, Riggs, & Ingram (CRI), the Administrative Services Organization, is intended to specify roles and responsibilities by and between SOR and CRI.

CRI (ASO) Responsibilities:

- Match Sources of other Revenue (SOR) and JWB revenue/expenses in the QBO bank feeds module; obtain approval from NFC ED for account code changes prior to matching revenues/expenses;
- Reconcile SOR and JWB credit card and bank accounts;
- Reconcile balance sheet accounts monthly;
- Provide the NFC ED a detailed transaction report monthly after transactions have been matched and any re-classes have been posted;
- Enter and submit the monthly JWB reimbursement request in GEMS;
 - Email GEMS reports to the NFC's after approval of reimbursement request and communicate any outstanding expense matters that need to be addressed within the month
- Provide NFC ED full financial statements with Journal Entry Report by the 20th of the month
- The ASO responsibilities outlined above will be completed following the ASO-NFC Checklist/Timeline as a guide (Attachment 1)

Additional ASO responsibilities in addition to routine items noted above:

- Assist with forecasts of expenses and/or revenues as requested;
- Respond to periodic requests for reports from management or the NFC's Board of Directors;
- Assist with budget and budget amendments by providing account and transaction information (if requested by NFC);
- Coordinates with NFC with annual audit:
 - Provide schedules and other documentation required during the annual financial audit;
 - Participate in audit exit conference
- Prepare the IRS form 990;
- Prepare and file all 1099 and 1096 filings;

NFC Responsibilities:

- Prepare and enter into QBO all invoices bills, debit, credit, and petty cash transactions, reimbursement requests, etc., with proper account and class code as indicated in the NFC's budget narrative;
- NFC ED will provide ASO staff with the support so that CRI can match the transactions in the QBO bank feed on a monthly basis;
- NFC ED will approve any changes to account codes prior to matching revenues/expenses;
- Missing support documentation – the ASO will not process any invoices, etc. that do not have the correct supporting documentation – missing documentation will be provided to ASO staff by second business day after request is made for processing;
- Enter the SOR deposits in their accounting software; provide the current week's SOR bank statement/activity log and credit card statement for the weekly bank/credit card reconciliation;
- Review and initial the /monthly reconciliation for the bank/credit card accounts and Journal Entry Reports;
- Review the monthly P & L as well as full financial statements and notify ASO of any changes;
- Review the monthly GEMS report and address any budget matters;
- Review journal entries posted by ASO and notify ASO of any changes;
- The NFC responsibilities outlined above will be completed following the ASO-NFC Checklist/Timeline as a guide (Attachment 1)

NFC responsibilities in addition to routine items noted above:

- Enters budgets and budget amendments into GEMS;
- Coordinate with ASO on document requests for Audit;
- Review and approve the Form 1096 Annual summary;
- Provide CRI with updated/new W-9's

2020-21 AKAdemy Program Calendar

#CAP/High School Mentoring – (2nd Tuesday of each month)

Boyz to Men – (2nd Saturday of each month)

Global Studies (3rd Tuesday of each month)

Girl Talk – (4th Tuesday of each month)

Mental Wellness (6 weeks) – Wednesdays (TBD)

SEW Studio (8 weeks) – Thursdays (TBD)

Environmental Studies – Feb, Mar, Apr (TBD)

SEPTEMBER

Sept 8th - #CAP Senior Kick-Off

Sept 17th – HBCU College Fair

Sept 19th - AKAdemy “Walk-Thru” Orientation @ Enoch

Sept 20th – HBCU College Fair SWAG Bag Distribution

Sept 29th – Girl Talk Kick-Off

TBD – When We Vote 2020/Campaign Forum

OCTOBER

Oct 3rd – Boyz to Men - Fatherhood Initiative

Oct 10th – Boyz to Men - Leadership (Planning Session)

Oct 13th – #CAP/Senior Mentoring Session – Financial Aid/#CAP

Oct 20th – Global Leadership Kick-off

Oct 27th – Girl Talk – Health and Wellness w/the House of Skinner

NOVEMBER

Nov 10th – Senior Mentoring - Career Planning/#CAP/Scholarships

Nov 14th – Boyz to Men - Health and Wellness w/the House of Skinner

Nov 17th – Global Leadership

Nov 24th – Girl Talk – Nutritional Holiday Choices

DECEMBER

Dec 8th – Senior Mentoring – The College Experience

Dec 12th – Boyz to Men - Social Awareness/Community Involvement

Dec 15th - Alumni/Senior Chat

Dec 15th – Global Leadership

Dec 22nd – Girl Talk – Black Lives Matter Panel



2020-21 AKAdemy Program Calendar

JANUARY

Jan 9th – Boyz to Men - Life Skills (chess camp, checkers, etc.)

Jan 12th – Senior Mentoring – Scholarship Application/Essay

Jan 16 - 18th - MLK Events/Day of Service

Jan 19th – Global Leadership

Jan 26th – Girl Talk – Moving at Home

Jan 30th - Healthy Body/Healthy Minds/Parent Meeting

GREAT DEBATE REHEARSALS (February – March)

FEBRUARY

Feb 6th - ACT Practice Test – TBD (required to attend College Tour)

Feb 9th – Senior Mentoring – Career Planning Check-In

Feb 13th – Black History Movie Presentation

Feb 16th – Global Leadership

Feb 20th - Money Sense/Financial Literacy

Feb 23rd – Girl Talk – Black History is American History

Environmental Studies Activity (TBD)

MARCH

Mar 6th – Career Day (College Tour Orientation tentative)

Mar 13th – Ft DeSoto Expedition/Education Tour

Mar (Spring Break) - (HS) College Tour

Mar (Spring Break) - Environmental Studies Trip (Florida Aquarium or Sea World)

Mar (Spring Break) – EPCOT (Leadership Program)

Mar (TBD) - AKAdemy Great Debate @ Palladium

Mar 23rd – Girl Talk – Exquisite Yoga

AKAdemy Showcase (Rehearsals April - May)

APRIL

April 10th – AKAdemy Staff and Student Cookout/Challenge

April 13th – Senior Mentoring – Making the Transition to the Next Phase

Apr 27th – Girl Talk – The Laugh Factory

Environmental Studies Activity (TBD)

MAY

May 1st – Scholarship Luncheon/Photo Shoot

May 21st/22nd - AKAdemy Showcase