

<b>Agency</b>	Hays-Caldwell Women's Center
<b>Program</b>	Family Violence & Transitional Housing
<b>San Marcos Service Address</b>	1101 Davis Lane
<b>Requested</b>	\$50,000
<b>Recommended</b>	\$30,000

<b>Application Completeness Check for HSAB</b>	<b>Hays-Caldwell Women's Center Family Violence and Transitional Housing</b>
<b>Questions</b>	
Are all questions answered?	Yes
Is the application signed? (this is a certification)	Yes
Does the program have measurable outcomes?	Yes
Is the agency a Human Services Agency?	Yes
Is the agency overseen by a Board of Directors?	Yes
<b>Required Attachments</b>	
<b>BUDGETS</b>	
1. Agency budget for current fiscal year	Yes
2. Agency budget proposed for next fiscal year	Yes
3. Program budget for current fiscal year	Yes
4. Program budget proposed for next fiscal year	Yes
5. Budget showing the exact uses of the HSAB funding	Yes
<b>BOARD OF DIRECTORS INFORMATION</b>	
6. Board of Directors membership roster	Yes
7. Board of Directors Meeting Attendance Record for current year	Yes
8. Board of Directors City of Residence	Yes
9. Board of Directors membership criteria	Yes
<b>ORGANIZATION INFORMATION</b>	
10. Organizational chart with names and titles of staff	Yes
11. Current IRS Form 990, pages 1 and 2 (not required for churches)	Yes
12. Non-discrimination policy statement	Yes
<b>Preferred Attachments - 3 Letters of Support</b>	
Letters of support from members of the San Marcos Community	Yes
<b>Attachments if Applicable</b>	
Latest audit or CPA signed review, if applicable	Yes
Policies and Procedures for the proposed Program, if available	Yes
<b>Note: We are not requiring Texas Secretary of State registration</b>	

City of San Marcos Human Services Grants  
**FY 2025 Application**

**I. SUMMARY INFORMATION**

Please spell out organization name and program name completely, without acronyms.

Applicant Organization: Hays-Caldwell Women's Center

Contact Name: Cari Borremans Telephone: 512-396-3404

Contact E-Mail Address: cborremans@hcwc.org Website: www.hcwc.org

Mailing Address: PO Box 234, San Marcos, TX 78667

San Marcos Service Address for this Program: 1101 Davis Ln, San Marcos, TX 78666

Who is authorized to execute program documents? (Name, Title) Melissa Rodriguez, CEO

Program Name: Family Violence and Transitional Housing Program

Amount of Funds Requested: \$50,000

What percentage of the cost of this program is requested as funding through this application? 1.85%

**II. QUESTIONS**

**All questions must be answered. Please type your answers.**

**OVERVIEW**

1. What is the agency's or organization's mission?

The purpose of the Hays-Caldwell Women's Center is to create an environment where violence and abuse are not tolerated in the communities we serve. The Center will provide education, violence prevention services, and crisis intervention to victims of family violence, dating violence, sexual assault, and child abuse. We will seek the support and resources necessary to meet this mission.

2. Briefly summarize the program for which funding is being requested and the services it provides.

The Family Violence Program provides free and confidential services to victims of family and dating violence. Services are provided face to face and with support and coordination from community partners. The Family Violence Program has been expanded to provide transitional housing to women and their children who are exiting our shelter but are not yet able to sustain independent living.

**COMMUNITY NEED AND JUSTIFICATION - 20 POINTS**

1. Describe in detail the need for this program in San Marcos.

HCWC is the only family violence crisis center serving Hays County. We are the only Transitional Housing program serving Hays County. Last year we served 2,054 clients and of those, 544 were residents of San Marcos. We served 363 San Marcos residents who were victims of family violence. Our non-residential family violence program is the largest of our 4 programs. Our Transitional Housing program fills a critical need in San Marcos. The two greatest barriers to a woman with children leaving her abuser are affordable housing and childcare. There is a distinct lack of affordable housing in San Marcos and our Transitional Housing Complex offers very low cost, safe housing with on-site childcare, thus enabling women with children to leave their abusers and begin the path to safe, long-term, independent housing.

2. Has the need for this program been increasing in recent years?

Hays County is one of the fastest growing counties in the nation and the fastest growing county in the region. This explosive growth in and around San Marcos has unfortunately created a corresponding increase in the demand for the services HCWC provides to victims of abuse.

3. Client Information

**Definitions:**

Direct Client - individuals or families immediately affected or personally served by the helping agency.

**Questions:**

- a. Describe the direct clients for this program.

Direct clients are victims of family or dating violence or family members of a victim of violence. Many children who have witnessed violence at home receive services at HCWC as well. HCWC provides professional counseling, advocacy, and legal advocacy to adult and child victims of family violence. We serve these clients both face to face and virtually using conferencing, according to the clients' preference.

- b. How is the program marketed to direct clients? How do you find these clients?

We partner with local law enforcement officers and victim advocates to communicate information about our services when responding to family violence calls. We foster relationships with local hospitals' emergency rooms to contact us when a victim arrives with injuries caused by family violence; we then meet each family violence victim at the emergency room. We provide written materials to local doctor's offices, beauty salons, and businesses to give to community members, including information on how to reach us. We make presentations to community members and include our contact information. We market service information through social media, emails, newsletters, awareness events, our website, and our podcast.

- c. Expected total annual unduplicated direct clients who are City of San Marcos residents:

We expect 400 unduplicated direct clients (in our Family Violence Program) to be residents of the City of San Marcos next year.

## IMPLEMENTATION - 15 POINTS

1. How exactly will these funds be used?

All of our services are free of charge to the community members we serve. This money will be used to continue offering counseling, advocacy, legal advocacy, emergency hospital response, 24-hour helpline, court accompaniment, and education to victims of family violence.

2. What specific, measurable outcomes or results do you hope to achieve with this program?

The ultimate goal of HCWC is to end interpersonal violence in the communities we serve. The critical services provided in this program help victims of family and dating violence begin to heal from the trauma and abuse they have suffered and provide advocacy and support in order for victims to be self-sufficient and live abuse-free. Specifically, in terms of measurable outcomes, our goal is to have at least 85% of clients surveyed answer "yes" when asked if they "know more ways to plan for their safety due to the services provided by HCWC". We use computerized outcome surveys for clients to complete online. The results are tabulated, tracked, and analyzed. The survey is comprised of both open-ended and standardized questions. We recently surveyed clients in the family violence program, and one said this of staying in shelter: "It was helpful for me that the shelter gave me space to be safe and think for myself. They helped me get my car up and running and connected me with other resources in the community".

3. List the title of each position for which funding is requested and the activities associated with those positions.

The funds from the City of San Marcos will not be used for salaries.

4. If funding is not available at the requested amount, what is the minimum Human Services Grant funding needed to be able to run this program?

HCWC is committed to achieving our mission of creating an environment where violence and abuse are not tolerated in our communities. We pursue many available resources to achieve this goal. The funding requested from the City of San Marcos Human Services Grant to support our non-residential family violence program is a small percentage of the overall funding required to run this program, and we have requested the minimum amount of funding necessary in this grant application to be able to continue to provide these critical services to San Marcos abuse victims. The funding received from the City of San Marcos and the Human Services Advisory Board is critical to sustaining the services provided to survivors of family and dating violence and their children. However, if these funds were no longer available, we would seek funding from other sources if possible.

## IMPACT AND COST EFFECTIVENESS - 25 POINTS

1. Programs can provide value by deeply impacting the lives of a few, with effects that may ripple through generations, or by providing smaller but meaningful impact to a larger group. Describe in detail the impact this program will have on the identified need and on San Marcos residents.

When surveyed, clients in our family violence program said this: "HCWC helped give me my voice back, which was very hard after being conditioned to be silent". Another said "Marla's Place (our Transitional Housing Program) has kept me safe and away from my abuser. Counseling has taught me more about abuse and what it is". Another said: "I have received so much support from HCWC, financially and emotionally. I never imagined I would receive this much support".

2. Discuss the amount of overhead compared to program costs.

At HCWC, staff salaries are by far the largest expense. In our family violence program, 80% of our total operating expenses are program expenses. Only 20% are for general administrative and fundraising expenses.

3. Provide a brief description of other funding sources, volunteers, or in-kind donations that are expected to be used with this program.

We receive funding for this program from the Victims of Crime Act fund (VOCA), Health and Human Services Commission (HHSC), and the St. David's Foundation. In FY23, we had 84 volunteers along with several volunteer groups contribute over 11,600 hours to all of HCWC's programs and we received in-kind donations of goods and services totaling \$434,966.68 to help support our family violence program.

4. What has your organization done in the past two years to raise different funding for this program?

HCWC is committed to achieving our mission of creating an environment where violence and abuse are not tolerated. We pursue many available resources to achieve this goal. Most of the funding for this program comes from federal and state grants along with a significant contribution from our main foundation partner, the St. David's Foundation. Lastly, we rely on support from our community and our fundraisers to support this critical program.

### **COMMUNITY SUPPORT – 10 POINTS**

1. Please submit 3-5 letters of reference that indicate strong local support for the program and the agency's ability to implement it as described in the application.

Please see the attached letters of support for HCWC and our Family Violence Program.

2. How is the Board of Directors selected?

We strive for our Board of Directors to reflect our client population in terms of diversity. Each year the Board make-up is analyzed, and potential members are identified based on needs. The Nominating Committee interviews potential members, and a slate of members is presented for a vote at our Annual Meeting. We seek board members from every town we serve, from various professional disciplines, and from diverse backgrounds.

3. How often does the Board meet?

The Board meets monthly with the exception of December. The 16 elected and voting members had an overall attendance rate of 85% in 2023. In addition to elected members, we have three Children Advocacy Partner Agency Board Representatives and one Emeritus Board Member for a total of 20 members.

4. What actions do Board members take to support the programs of the agency or organization?

Every board member is assigned to one of three committees which are Operations, Fundraising, and Public Awareness. Board members are assigned to a committee according to their specific area of expertise and interest. Committees meet regularly to discuss necessary changes to programming, policies, and procedures. All board members are community advocates for the Center and the clients we serve.

5. How many volunteers does your agency or organization have and how many hours do they spend on the program requesting funding?

Last year 84 volunteers plus several volunteer groups contributed over 11,600 hours to the agency. Volunteers assist with answering our HELpline, assisting with administrative tasks, and providing other direct services. Volunteers also assist with our various fundraisers throughout the year. Volunteers do not spend time requesting program funding.

Last year 84 volunteers plus several volunteer groups contributed over 11,600 hours to the agency. Volunteers assist with answering our HELpline, assisting with administrative tasks, and providing other direct services. Volunteers also assist with our various fundraisers throughout the year. Volunteers do not spend time requesting program funding.

**COUNCIL PRIORITIES - 30 POINTS**

1. How long has this program served San Marcos residents? (10 points if at least 2 years)

HCWC was founded in 1978 and has been serving San Marcos residents for 46 years.

2. Does the agency have an office in San Marcos? (10 points if yes)

Yes

3. Describe how this funding creates an increase in services or an increase in the number of people served. (10 points)

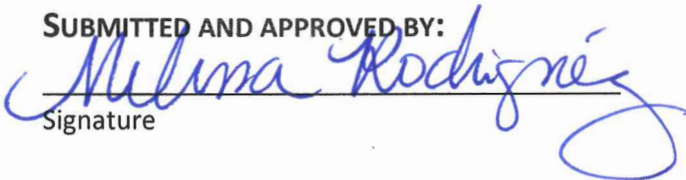
The need for our services is so great, and we have a limited number of service providers. If awarded, this funding will not pay for salaries or staffing, but it will allow us to continue programming, potentially freeing up money currently earmarked for programming to be used for additional salaries for service providers, thus allowing us to provide more services.

**II. FUNDING RESTRICTIONS**

By signing this application I certify the following to be true:

1. All Human Services Grant funding will be spent on San Marcos residents, except for school-based programs, in which case it may be spent within the San Marcos Consolidated Independent School District boundary.
2. Funding requested is not more than 50% of the total funding for the agency.
3. Funding will not be used to fund more than 20% of a full time position.
4. Agency has been in existence for at least 2 years. (This can include serving communities other than San Marcos.)

**SUBMITTED AND APPROVED BY:**

  
Signature

7/24/2024  
Date

Melissa Rodriguez  
Printed Name

Chief Executive Officer  
Title



## HUMAN SERVICES ADVISORY BOARD GRANT 2023 FINAL PERFORMANCE REPORT

**Agency Name:** Hays-Caldwell Women's Center

**Program Name:** Family Violence and Transitional Housing Program

**Program Year:** 2023

**Reporting Period:** January – December, 2023 (preferred deadline January 31, 2024)

*NOTE ON DEADLINE: This report must be received by October 24, 2024, or your organization's application for 2025 funding for this program will not be considered.*

### PROGRAM STATUS

**Please provide a brief written description of actions taken this period and how they helped achieve your program goals.**

The ultimate goal of the Center is to eliminate interpersonal violence and abuse in the communities we serve. For 2023, our goal is to have at least 85% of clients surveyed respond "yes" when asked if they "know more ways to plan for their safety due to the services provided by HCWC". Our most recent outcomes survey indicated that 85.71% of client respondents in fact responded "yes".

During the grant period we maintained 24/7 emergency shelter, provided advocacy and counseling to victims of family violence, and provided long-term affordable housing to women and their children who fled a violent home. We provided safety planning to all family violence clients during their service time with HCWC.



## PROGRAM BENEFICIARIES

For the program that received HSAB funding, please report either number of unduplicated individuals served or number of unduplicated households served.

Check one: \_\_\_\_\_ Unduplicated Individuals \_\_\_\_\_ Unduplicated Households

	Jan – Dec, 2023
Total # Served	782
# San Marcos Residents Served	353
% San Marcos Residents	45%

## PROGRAM EXPENDITURES

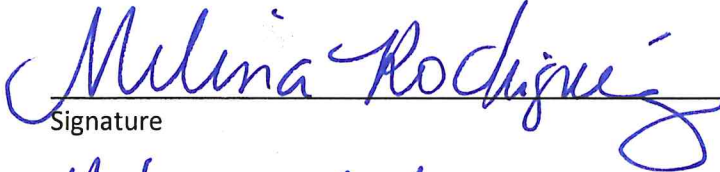
For the final report of the year, please provide a bulleted list that briefly summarizes what the HSAB funding was spent on.

- Regular security and fire alarm monitoring for family violence program and transitional housing
- Local travel expenses for family violence and transitional housing staff to meet clients at court, attend in-person trainings, etc.
- Staff development for family violence and transitional housing staff for continuing education
- Copier rental for family violence and transitional housing staff to utilize printer/copy machine
- Facility repair and maintenance to family violence and transitional housing facility
- Technology resources for family violence and transitional housing
- Other operating expenses for family violence and transitional housing program including internet, postage, printing, staff meeting supplies, and staff recruitment.

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### Certification:

*I certify that to the best of my knowledge and belief the information reported in this Quarterly Performance Report is factual and accurate.*

  
\_\_\_\_\_  
Signature

1-10-24  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Printed name

CEO  
\_\_\_\_\_  
Title

**Hays-Caldwell Women's Center  
FY24 Budget  
Revision February 2024**

<b>Funding Source</b>	<b>FY24</b>
	<b>Board Approved Revision</b>
<b>Revenues</b>	
<b>Government Grants</b>	
Children's Advocacy Centers of Texas	430,530.41
Health & Human Services Commission	528,680.00
Health & Human Services Commission- ARP	14,841.00
Health & Human Services Commission- ARP COVID Mitigation	77,897.00
Health & Human Services Commission- SNRP	170,474.00
OAG-Federal	123,000.00
OAG-State	179,633.00
VOCA	1,308,911.10
VOCA-CAC	383,307.52
OVAG	49,500.00
EFSP	-
<b>Total Government Grants</b>	<b>3,266,774.03</b>
<b>Local Government Support</b>	
City of Buda	7,500.00
City of Dripping Springs	7,500.00

City of Kyle	15,000.00
City of Lockhart	8,900.00
City of Luling	1,000.00
City of San Marcos- HSAB	100,000.00
City of Wimberley	2,500.00
County of Caldwell	10,000.00
County of Hays	80,000.00
Hays County Commissioner's Court ARPA Func	100,000.00
EFSP Phase 41	21,613.00
CDBG	35,000.00
<b>Total Local Government Support</b>	<b>389,013.00</b>

### **Local Support**

Individuals	364,375.00
Companies	243,995.73
Organizations	69,575.00
Foundations-Other	29,494.23
SASP TAASA	116,400.00
SWALM	-
St.David's Foundation	332,040.00
Christus Community Impact Fund	100,000.00
Glimmer of Hope Foundation	-
Women's Fund (Austin Community Foundation)	20,000.00
<b>Total Local Support</b>	<b>1,275,879.96</b>

### **Miscellaneous Revenues**

Interest	24,360.00
Marla's Place Client Rent	40,000.00
Restitution	5,000.00

<b>Total Miscellaneous Revenues</b>	<b>69,360.00</b>
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<b>Total Support and Revenues</b>	<b>5,001,026.99</b>
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**Expenditures**

**Personnel**

Salaries and Wages	3,300,803.28
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Payroll Taxes	247,560.25
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Health Insurance	300,500.00
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Life Insurance	5,000.00
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COBRA/WEX Health	1,020.00
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Retirement	70,000.00
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Worker's Compensation	8,500.00
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Unemployment Insurance	10,000.00
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Headstart Teacher for MP on-site facility	32,220.00
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**Supplies**

Advocate Training	900.00
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Food	8,000.00
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Food- Clients	12,000.00
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Marla's Place Supplies	6,000.00
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Miscellaneous	3,500.00
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Office Supplies	13,000.00
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Program Supplies	13,000.00
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Shelter Supplies	8,500.00
Special Needs	5,000.00
Translator/Interpreter	2,500.00

### **Facility Expenses**

Facility Repairs/Maintenance	55,000.00
Garbage	10,584.00
Janitorial	20,630.00

Insurance-Building	52,000.00
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Internet	8,500.00
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Rent-Lockhart	12,000.00
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Security	6,000.00
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Telephone	17,000.00
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Utilities	75,000.00
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### **Contractual**

Technology Contract	10,000.00
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Contract MicroCeption	2,300.00
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Legal Contract- HHSC	75,000.00
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Legal Contract- HCWC Subpeona	3,000.00
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Contract- External Counseling Services for clients EMDR	1,200.00
Contract- Supervision for Staff	10,000.00

### **Client Assistance**

Rental Assistance	41,613.00
Childcare Assistance	10,000.00
Car Repair Assistance for Clients	10,000.00

### **Capital Expenditures**

Equipment Purchase	25,000.00
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### **Other Insurances**

Bond (crime)	1,745.00
Director's and Officers	4,250.00
Inland Marine	1,385.00
Vehicle	6,742.00
Umbrella	3,413.00
Flood	19,000.00
Cyber Insurance	5,352.00

### **Other Expenditures**

Advertising/Public Relations	3,000.00
Audit	19,500.00
Bank Charges/Credit Card Fees	10,000.00
Copier Rental	8,000.00
Fees and Dues	20,865.00
Fundraising Expense	60,000.00
PayPal Charges	3,500.00
Postage	4,000.00
Printing	6,000.00

Technology Resources	35,000.00
Staff Development	38,500.00
Staff Meetings	2,800.00
Staff Recruitment	5,000.00
Staff Wellness	17,500.00
Travel Expenses	15,000.00
Vehicle Expense	3,000.00

**Reserve to carry to FY25** 214,644.46

**Total Program Expenses** **5,001,026.99**

0.01

Hays-Caldwell Women's Center  
FY25 Proposed Budget

Funding Source	FY25	FV (non-res and TH)	SA	CA
	<b>Proposed</b>			
<b>Government Grants</b>				
Children's Advocacy Centers of Texas	419,767.15			419,767.15
Health & Human Services Commission	528,680.00	528,680.00		
Health & Human Services Commission-ARP	14,841.00	14,841.00		
Health & Human Services Commission-ARP COVID Mitigation	77,897.00	77,897.00		
Health & Human Services Commission-SNRP	170,474.00	170,474.00		
OAG-Federal	123,000.00		123,000.00	
OAG-State	179,633.00		179,633.00	
VOCA	1,398,586.00	1,192,014.85	206,571.15	
VOCA-CAC	383,307.52			383,307.52
OVAG	49,500.00		49,500.00	
<b>Total Government Grants</b>	<b>3,345,685.67</b>	<b>1,983,906.85</b>	<b>558,704.15</b>	<b>803,074.67</b>
<b>Local Government Support</b>				
City of Buda	7,500.00	3,750.00	1,500.00	2,250.00
City of Dripping Springs	7,500.00	3,750.00	1,500.00	2,250.00
City of Kyle	15,000.00	7,500.00	3,000.00	4,500.00
City of Lockhart	8,900.00	4,450.00	1,780.00	2,670.00
City of Luling	1,000.00	500.00	200.00	300.00
City of San Marcos- HSAB	100,000.00	50,000.00	25,000.00	25,000.00
City of Wimberley	2,500.00	1,250.00	500.00	750.00
County of Caldwell	10,000.00	5,000.00	2,000.00	3,000.00
County of Hays	80,000.00	40,000.00	16,000.00	24,000.00
CDBG	35,000.00	17,500.00	7,000.00	10,500.00
<b>Total Local Government Support</b>	<b>267,400.00</b>	<b>133,700.00</b>	<b>58,480.00</b>	<b>75,220.00</b>
<b>Local Support</b>				
Individuals	364,375.00	182,187.50	72,875.00	109,312.50
Companies	243,995.73	121,997.87	48,799.15	73,198.72
Organizations	69,575.00	34,787.50	13,915.00	20,872.50
Foundations-Other	29,494.23	14,747.12	5,898.85	8,848.27
TAASA SASP	116,400.00		116,400.00	
St.David's Foundation	351,961.86	175,980.93	70,392.37	105,588.56
<b>Total Local Support</b>	<b>1,175,801.82</b>	<b>529,700.91</b>	<b>328,280.36</b>	<b>317,820.55</b>
<b>Miscellaneous Revenues</b>				
Interest	15,000.00	7,500.00	3,000.00	4,500.00
Marla's Place Client Rent	40,000.00	40,000.00		
Restitution	5,000.00	5,000.00		
<b>Total Miscellaneous Revenues</b>	<b>60,000.00</b>	<b>52,500.00</b>	<b>3,000.00</b>	<b>4,500.00</b>
<b>Total Support and Revenues</b>	<b>4,848,887.49</b>	<b>2,699,807.76</b>	<b>948,464.52</b>	<b>1,200,615.22</b>
<b>Expenditures</b>				



**Personnel**

Salaries and Wages	3,516,352.00	1,807,053.29	802,431.53	906,867.18
Payroll Taxes	263,727.00	135,529.31	60,182.50	68,015.19
Health Insurance	282,000.00	144,919.80	64,352.40	72,727.80
Life Insurance	5,000.00	2,569.50	1,141.00	1,289.50
COBRA/WEX Health	1,020.00	524.18	232.76	263.06
Retirement	64,000.00	32,889.60	14,604.80	16,505.60
Worker's Compensation	8,500.00	4,368.15	1,939.70	2,192.15
Unemployment Insurance	10,000.00	5,139.00	2,282.00	2,579.00
Headstart Teacher for MP on-site facility	40,000.00	40,000.00		

**Supplies**

Advocate Training	1,350.00	675.00	270.00	405.00
Food	8,000.00	4,000.00	1,600.00	2,400.00
Food- Clients	12,000.00	11,700.00	150.00	150.00
Marla's Place Supplies	6,000.00	6,000.00		
Miscellaneous	3,500.00	1,750.00	700.00	1,050.00
Office Supplies	13,000.00	6,500.00	2,600.00	3,900.00
Program Supplies	13,000.00	6,500.00	2,600.00	3,900.00
Shelter Supplies	8,500.00	8,500.00		
Special Needs	5,000.00	2,500.00	1,000.00	1,500.00
Translator/Interpreter	2,500.00	1,250.00	500.00	750.00

**Facility Expenses**

Facility Repairs/Maintenance	55,000.00	38,225.00	1,375.00	15,400.00
Garbage	10,584.00	9,737.28	211.68	635.04
Janitorial	20,630.00	13,822.10	3,300.80	3,507.10
Insurance-Building	73,170.00	64,389.60	4,024.35	4,756.05
Internet	8,500.00	4,250.00	1,700.00	2,550.00
Rent-Lockhart	12,000.00	6,000.00	2,400.00	3,600.00
Security	6,000.00	3,000.00	1,200.00	1,800.00
Telephone	17,000.00	8,500.00	3,400.00	5,100.00
Utilities	75,000.00	65,250.00	4,500.00	5,250.00

**Contractual**

Legal Contract- HHSC	75,991.44	75,991.44		
Legal Contract- HCWC Subpeona	3,000.00	1,500.00	600.00	900.00
Contract- Supervision for Staff	10,000.00	5,000.00	2,000.00	3,000.00

**Client Assistance**

Rental Assistance	20,000.00	15,000.00	2,500.00	2,500.00
Childcare Assistance	10,000.00	10,000.00		
Technology Assistance	3,867.00	3,867.00		
Car Repair Assistance for Clients	10,000.00	10,000.00		

**Capital Expenditures**

Equipment Purchase	25,000.00	12,500.00	5,000.00	7,500.00
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**Other Insurances**

Bond (crime)	1,668.00	1,467.84	91.74	108.42
Director's and Officers	4,250.00	3,740.00	233.75	276.25
Inland Marine	1,385.00	1,218.80	76.18	90.03
Vehicle	8,175.00	8,175.00		
Umbrella	3,092.00	2,720.96	170.06	200.98
Flood	16,807.20	16,165.38	294.17	347.65
Cyber Insurance	5,317.92	4,679.77	292.49	345.66

**Other Expenditures**

Advertising/Public Relations	3,000.00	1,500.00	600.00	900.00
Audit	27,700.00	13,850.00	5,540.00	8,310.00
Bank Charges/Credit Card Fees	10,000.00	5,000.00	2,000.00	3,000.00
Copier Rental	8,500.00	4,250.00	1,700.00	2,550.00
Fees and Dues	20,865.00	10,432.50	4,173.00	6,259.50
Fundraising Expense	60,000.00	30,000.00	12,000.00	18,000.00
PayPal Charges	3,500.00	1,750.00	700.00	1,050.00
Postage	4,000.00	2,000.00	800.00	1,200.00
Printing	6,000.00	3,000.00	1,200.00	1,800.00
Technology Resources	46,327.00	23,163.50	9,265.40	13,898.10
Staff Development	38,500.00	19,250.00	7,700.00	11,550.00
Staff Meetings	2,800.00	1,400.00	560.00	840.00
Staff Recruitment	5,000.00	2,500.00	1,000.00	1,500.00
Staff Wellness	17,500.00	17,500.00		
Travel Expenses	15,000.00	7,500.00	3,000.00	4,500.00
Vehicle Expense	3,000.00	3,000.00		

Pull from reserves	(162,691.07)	(53,856.23)	(91,730.79)	(17,104.05)
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**Total Program Expenses**

<b>4,848,887.49</b>	<b>2,699,807.76</b>	<b>948,464.51</b>	<b>1,200,615.22</b>
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0.00	(0.00)	0.00	0.00
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**Hays-Caldwell Women's Center  
FY24 Budget  
Revision February 2024**

Funding Source	FY24	FV (non-res and TH)	SA	CA
	<b>Board Approved Revision</b>			
<b>Revenues</b>				
<b>Government Grants</b>				
4135 Children's Advocacy Centers of Texas	430,530.41			430,530.41
4110 Health & Human Services Commission	528,680.00	528,680.00		
4109 Health & Human Services Commission- ARP	14,841.00	14,841.00		
Health & Human Services Commission- ARP				
4120 COVID Mitigation	77,897.00	77,897.00		
4112 Health & Human Services Commission- SNRP	170,474.00	170,474.00		
4103 OAG-Federal	123,000.00		123,000.00	
4100 OAG-State	179,633.00		179,633.00	
OAG-Block	-			
4200 VOCA	1,308,911.10	981,683.33	327,227.78	
4203 VOCA-CAC	383,307.52			383,307.52
4105 OVAG	49,500.00		49,500.00	
4400 EFSP	-			
<b>Total Government Grants</b>	<b>3,266,774.03</b>	<b>1,773,575.33</b>	<b>679,360.78</b>	<b>813,837.93</b>
<b>Local Government Support</b>				
4165 City of Buda	7,500.00	3,750.00	1,500.00	2,250.00
4166 City of Dripping Springs	7,500.00	3,750.00	1,500.00	2,250.00
4175 City of Kyle	15,000.00	7,500.00	3,000.00	4,500.00
4170 City of Lockhart	8,900.00	4,450.00	1,780.00	2,670.00
4171 City of Luling	1,000.00	500.00	200.00	300.00
4130 City of San Marcos- HSAB	100,000.00	50,000.00	25,000.00	25,000.00
4176 City of Wimberley	2,500.00	1,250.00	500.00	750.00
4150 County of Caldwell	10,000.00	5,000.00	2,000.00	3,000.00
4140 County of Hays	80,000.00	40,000.00	16,000.00	24,000.00
4142 Hays County Commissioner's Court ARPA Func	100,000.00	50,000.00	20,000.00	30,000.00
4400 EFSP Phase 41	21,613.00	10,806.50	4,322.60	6,483.90
4136 CDBG	35,000.00	17,500.00	7,000.00	10,500.00
<b>Total Local Government Support</b>	<b>389,013.00</b>	<b>194,506.50</b>	<b>82,802.60</b>	<b>111,703.90</b>
<b>Local Support</b>				
4180 Individuals	364,375.00	182,187.50	72,875.00	109,312.50
4190 Companies	243,995.73	121,997.87	48,799.15	73,198.72
4193 Organizations	69,575.00	34,787.50	13,915.00	20,872.50
4230 Foundations-Other	29,494.23	14,747.12	5,898.85	8,848.27
4104 SASP TAASA	116,400.00		116,400.00	
4187 St.David's Foundation	332,040.00	166,020.00	66,408.00	99,612.00
4189 Christus Community Impact Fund	100,000.00	100,000.00		
Women's Fund (Austin Community				
4195 Foundation)	20,000.00	20,000.00		
<b>Total Local Support</b>	<b>1,275,879.96</b>	<b>639,739.98</b>	<b>324,295.99</b>	<b>311,843.99</b>
<b>Miscellaneous Revenues</b>				
4220 Interest	24,360.00	12,180.00	4,872.00	7,308.00
4600 Marla's Place Client Rent	40,000.00	40,000.00		
4181 Restitution	5,000.00	3,000.00	1,000.00	1,000.00
<b>Total Miscellaneous Revenues</b>	<b>69,360.00</b>	<b>55,180.00</b>	<b>5,872.00</b>	<b>8,308.00</b>
<b>Total Support and Revenues</b>	<b>5,001,026.99</b>	<b>2,663,001.81</b>	<b>1,092,331.37</b>	<b>1,245,693.82</b>

**Expenditures  
Personnel**

Salaries and Wages	3,300,803.28	1,696,282.81	753,243.31	851,277.17
6001 Payroll Taxes	247,560.25	127,221.21	56,493.25	63,845.79
6002 Health Insurance	300,500.00	154,426.95	68,574.10	77,498.95
6000 Life Insurance	5,000.00	2,569.50	1,141.00	1,289.50
6002 COBRA/WEX Health	1,020.00	524.18	232.76	263.06
6098 Retirement	70,000.00	35,973.00	15,974.00	18,053.00
6003 Worker's Compensation	8,500.00	4,368.15	1,939.70	2,192.15
6004 Unemployment Insurance	10,000.00	5,139.00	2,282.00	2,579.00
6066 Headstart Teacher for MP on-site facility	32,220.00	32,220.00		
<b>Supplies</b>				
5790 Advocate Training	900.00	450.00	180.00	270.00
5510 Food	8,000.00	4,000.00	1,600.00	2,400.00
5490 Food- Clients	12,000.00	11,700.00	150.00	150.00
5525 Marla's Place Supplies	6,000.00	6,000.00		
5720 Miscellaneous	3,500.00	1,750.00	700.00	1,050.00
5500 Office Supplies	13,000.00	6,500.00	2,600.00	3,900.00
5530 Program Supplies	13,000.00	6,500.00	2,600.00	3,900.00
5520 Shelter Supplies	8,500.00	8,500.00		
5930 Special Needs	5,000.00	2,500.00	1,000.00	1,500.00
5930 Translator/Interpreter	2,500.00	1,250.00	500.00	750.00
<b>Facility Expenses</b>				
5670 Facility Repairs/Maintenance	55,000.00	38,225.00	1,375.00	15,400.00
5671 Garbage	10,584.00	9,737.28	211.68	635.04
5672 Janitorial	20,630.00	13,822.10	3,300.80	3,507.10
5200 Insurance-Building	52,000.00	45,760.00	2,860.00	3,380.00
5550 Internet	8,500.00	4,250.00	1,700.00	2,550.00
5092 Rent-Lockhart	12,000.00	6,000.00	2,400.00	3,600.00
5610 Security	6,000.00	3,000.00	1,200.00	1,800.00
5570 Telephone	17,000.00	8,500.00	3,400.00	5,100.00
5600 Utilities	75,000.00	65,250.00	4,500.00	5,250.00
<b>Contractual</b>				
5730 Technology Contract	10,000.00	5,000.00	2,000.00	3,000.00
5730 Contract MicroCeption	2,300.00			2,300.00
5130 Legal Contract- HHSC	75,000.00	75,000.00		
5135 Legal Contract- HCWC Subpeona Contract- External Counseling Services for clients EMDR	3,000.00	1,500.00	600.00	900.00
5330 Contract- Supervision for Staff	1,200.00	1,200.00		
5331 Contract- Supervision for Staff	10,000.00	5,000.00	2,000.00	3,000.00
<b>Client Assistance</b>				
5810 Rental Assistance	41,613.00	30,000.00	5,000.00	6,613.00
5840 Childcare Assistance	10,000.00	10,000.00		

5830 Car Repair Assistance for Clients	10,000.00	10,000.00		
<b>Capital Expenditures</b>				
5650 Equipment Purchase	25,000.00	12,500.00	5,000.00	7,500.00
<b>Other Insurances</b>				
5220 Bond (crime)	1,745.00	1,535.60	95.98	113.43
5970 Director's and Officers	4,250.00	3,740.00	233.75	276.25
5972 Inland Marine	1,385.00	1,218.80	76.18	90.03
5661 Vehicle	6,742.00	6,742.00	-	-
5974 Umbrella	3,413.00	3,003.44	187.72	221.85
5975 Flood	19,000.00	18,274.44	332.55	393.01
5969 Cyber Insurance	5,352.00	4,709.76	294.36	347.88
<b>Other Expenditures</b>				
5770 Advertising/Public Relations	3,000.00	1,500.00	600.00	900.00
5760 Audit	19,500.00	9,750.00	3,900.00	5,850.00
5710 Bank Charges/Credit Card Fees	10,000.00	5,000.00	2,000.00	3,000.00
5591 Copier Rental	8,000.00	5,000.00	1,500.00	1,500.00
5700 Fees and Dues	20,865.00	10,432.50	4,173.00	6,259.50
5780 Fundraising Expense	60,000.00	30,000.00	12,000.00	18,000.00
5715 PayPal Charges	3,500.00	1,750.00	700.00	1,050.00
5560 Postage	4,000.00	2,000.00	800.00	1,200.00
5580 Printing	6,000.00	3,000.00	1,200.00	1,800.00
5730 Technology Resources	35,000.00	17,500.00	7,000.00	10,500.00
5300 Staff Development	38,500.00	19,250.00	7,700.00	11,550.00
5320 Staff Meetings	2,800.00	1,400.00	560.00	840.00
5350 Staff Recruitment	5,000.00	2,500.00	1,000.00	1,500.00
5308/5309 Staff Wellness	17,500.00	17,500.00		
5400 Travel Expenses	15,000.00	7,500.00	3,000.00	4,500.00
5660 Vehicle Expense	3,000.00	3,000.00		
<b>Reserve to carry to FY25</b>	214,644.46	34,076.10	100,220.24	80,348.13
<b>Total Program Expenses</b>	<b>5,001,026.99</b>	<b>2,663,001.81</b>	<b>1,092,331.37</b>	<b>1,245,693.82</b>
	0.01	-	-	-

	<b>FV/TH</b>	<b>SA</b>	<b>CA</b>
COO- Michelle Ducote	11,618.71	5,809.35	5,809.35
Finance Director- Caitlin Cost	7,601.61	3,800.80	3,800.80
Accountant- Lisa Watts	6,000.00	3,000.00	3,000.00
<b>Total Salaries</b>	<b>25,220.32</b>	<b>12,610.15</b>	<b>12,610.15</b>
Payroll Taxes	1,891.52	945.76	945.76
Health Insurance	1,800.00	900.00	900.00
Unemployment Insurance	43.50	21.75	21.75
<b>Total Fringes</b>	<b>3,735.02</b>	<b>1,867.51</b>	<b>1,867.51</b>
Building and Liability Insurance	5,490.72	1,245.36	9,276.98
Facility Repair and Maintenance		9,276.98	1,245.36
Copier Rental	4,000.00		
Staff Development	8,553.94		
Local Travel	3,000.00		
<b>Total ODOE</b>	<b>21,044.66</b>	<b>10,522.34</b>	<b>10,522.34</b>
<b>Total</b>	<b>50,000.00</b>	<b>25,000.00</b>	<b>25,000.00</b>

**HAYS-CALDWELL WOMEN'S CENTER  
Board of Directors 2024**

<b>Laura Dupont</b> 1024 W. San Antonio San Marcos, TX 78666 512-557-5261 (Cell)	<b>President</b>	Term Exp: November 2024 (Pos. 12) Occupation: Senior VP of Development Corridor Title E-mail: <a href="mailto:ldupont@streamlineap.com">ldupont@streamlineap.com</a>
<b>Samantha Wylie</b> 153 Antelope Plains Buda, TX 78610 (210) 416-4576 (Cell)	<b>Former President</b>	Term Exp: November 2024 (Pos. 4) Occupation: Regional Manager Clinical Pathology Laboratories Email: <a href="mailto:swylie@cpllabs.com">swylie@cpllabs.com</a>
<b>Karolyn Tybor</b> PO Box 451 Wimberley, TX 78676 512-423-7797 (cell)	<b>1<sup>st</sup> Vice President</b>	Term Exp: November 2024 (Pos. 8) Occupation: Counselor  Email: <a href="mailto:khtybor@gmail.com">khtybor@gmail.com</a>
<b>Beverly Anderson</b> 1008 South Commerce St. Lockhart, TX 78644 (512) 665-7853 (Cell)	<b>2<sup>nd</sup> Vice President</b>	Term Exp: November 2024 (Pos. 10) Occupation: retired Special Education Teacher  Email: <a href="mailto:bevsalinas1@gmail.com">bevsalinas1@gmail.com</a>
<b>Patsy Liao</b> 252 Camaro Way San Marcos, TX 78666 281-389-7098 (Cell)	<b>Treasurer</b>	Term Exp: November 2024 (Pos. 16) Occupation: Retired  Email: <a href="mailto:pgliao2@gmail.com">pgliao2@gmail.com</a>
<b>Karen Lairsen Jones</b> 610 S Frio St Lockhart, TX 78644 210-218-4345 (Home/Cell)	<b>Secretary</b>	Term Exp: November 2024 (Pos. 6) Occupation: Realtor  Email: <a href="mailto:kdjonesrealtor@gmail.com">kdjonesrealtor@gmail.com</a>
<b>Amy Casner</b> 101 Sundown Ride Austin, TX 78737 512-731-1823		Term Exp: November 2024 (Pos. 14) Occupation: Retired Assist. District Attorney Hays County Email: <a href="mailto:amycasnermobile@gmail.com">amycasnermobile@gmail.com</a>
VACANT Address City, Tx Zip code XXX-XXX-XXXX (Cell)		Term Exp: November 2025 (Pos.15) Occupation: Email:
<b>Ken Elliott</b> 1023 Cherrystone Loop Buda, TX 78610 405-401-8793 (Cell) <i>HCWC Board List 2023</i>		Term Exp: November 2024 (Pos.1) Occupation: Coordinator of School Counseling  E-mail: Ken Elliott <a href="mailto:kenelliottcounselor@gmail.com">kenelliottcounselor@gmail.com</a>

**Linda Gonzalez**  
110 N. Edward Gary Ste 110  
San Marcos, TX 78666  
(512) 587-6337 (Work/Cell)

Term Exp: November 2025 (Pos. 13)  
Occupation: Owner/Treasury Services Manager

Email: [Linda@LTGCPA.com](mailto:Linda@LTGCPA.com)

**Denise Trauth**  
110 Sowing Oak Cv  
San Marcos, TX 78666  
512-558-1807 (Cell)

Term Exp: November 2024 (Pos. 2)  
Occupation: President Emeritus, Texas State Uni.

Email: [dtrauth@txstate.edu](mailto:dtrauth@txstate.edu)

**Carolyn Linér**  
2616 Mountain High Drive  
San Marcos, TX 78666  
512-757-5754 (Cell)

Term Exp: November 2025 (Pos. 9)  
Occupation: Retired

E-mail: [rcliner1972@yahoo.com](mailto:rcliner1972@yahoo.com)

**Marsha M. Moore**  
202 W. Sierra Circle  
San Marcos, TX 78666  
512-757-1519 (Cell)

Term Exp: November 2025 (Pos. 3)  
Occupation: Retired

E-mail: [mmoore@txstate.edu](mailto:mmoore@txstate.edu)

**Danette Myers**  
2721 Handler Hollow  
San Marcos, TX 78666  
(512) 644-4777 (Cell)

Term Exp: November 2025 (Pos. 7)  
Occupation: Clinical Assistant Professor  
Texas State University- San Marcos  
Email: [dmyers@txstate.edu](mailto:dmyers@txstate.edu)

**Heather Baca**  
701 Dewitt  
San Marcos, TX 78666  
512-796-0507 (Cell)

Term Exp: November 2025 (Pos. 11)  
Occupation: Senior Global HR Program Manager at  
Indeed, Inc.

E-mail: [heather.baca@gmail.com](mailto:heather.baca@gmail.com)

**Mia Painter**  
290 Ladybug Lane  
Martindale, TX 78655  
512-736-8328 (Cell)

Term Exp: November 2025 (Pos. 5)  
Occupation: Family Nurse Practitioner

Email: [Mia@linuxbrew.com](mailto:Mia@linuxbrew.com)

**Patricia Fernandez**  
191 Geronimo Cv  
Kyle, TX 78640  
512-665-1120

Term Exp: November 2025 (Pos. 17)  
Occupation: Broker/Hart Properties

E-mail: [pat@hart-properties.com](mailto:pat@hart-properties.com)

## **Children's Advocacy Center Partner Agency Board Representatives**

**District Attorney**  
**Catherine Schneider**  
712 S Stagecoach Trl.  
San Marcos, TX 78666  
512-393-7779 (Work)

Term Exp: N/A  
Occupation: Asst. Criminal District Attorney  
Hays County  
E-mail: [Catherine.schneider@co.hays.tx.us](mailto:Catherine.schneider@co.hays.tx.us)

**Child Protective Services**  
**Ramiro Reyes**

Term Exp: N/A  
Occupation: DFPS Program Director



737-618-2931 (Cell)

E-mail: [Ramiro.Reyes@dfps.texas.gov](mailto:Ramiro.Reyes@dfps.texas.gov)

**Law Enforcement**

**Stan Standridge**

2300 IH 35  
San Marcos, TX 78666  
512-753-2100 (Work)

Term Exp: N/A  
Occupation: Chief of Police  
San Marcos Police Department  
E-mail: [sstandridge@sanmarcostx.gov](mailto:sstandridge@sanmarcostx.gov)

**Emeritus Board Members**

**Cindy McCoy M.Ed., L.P.C.**

8608 Calera Dr.  
Austin, TX 78735  
512- 329-6389 (Home)

Term Exp: Emeritus  
Occupation: Counselor

E-mail: [ccmccoy123@gmail.com](mailto:ccmccoy123@gmail.com)

**Chief Executive Officer**

**Melissa Rodriguez**

2055 Lisa Ln  
San Marcos, TX 78666  
512- 757-6613 (Cell)  
512- 396-3404 ext. 226 (Work)

Occupation: Chief Executive Officer  
Hays-Caldwell Women's Center  
FAX: 512- 353-2018  
E-mail: [mrodriguez@hwc.org](mailto:mrodriguez@hwc.org)

**Hays-Caldwell Women's Center**  
**Board of Directors Meeting Minutes**  
 July 22, 2024

**Attendance**

<b>Board Member</b>	<b>O</b>	<b>J</b>	<b>F</b>	<b>M</b>	<b>A</b>	<b>M</b>	<b>J</b>	<b>J</b>	<b>A</b>	<b>S</b>
Anderson, Beverly	P	E	P	P	P	E	N/A	E		
Baca, Heather	P	E	P	P	P	E	N/A	P		
Casner, Amy	P	E	P	E	E	P	N/A	P		
Dupont, Laura	P	P	P	P	P	P	N/A	P		
Elliott, Ken	P	P	P	P	P	E	N/A	P		
Fernandez, Patricia	P	E	P	P	P	P	N/A	P		
Garza, Gabriel	P	Resigned								
Gonzalez, Linda	P	P	P	P	P	P	N/A	P		
Lairson Jones, Karen	P	P	P	P	P	P	N/A	E		
Liao, Patsy	P	P	P	P	P	P	N/A	P		
Linér, Carolyn	P	E	P	P	E	E	N/A	E		
Myers, Danette	U	P	E	P	P	P	N/A	P		
Moore, Marsha	P	P	P	P	P	P	N/A	E		
Painter, Mia	E	E	P	P	P	P	N/A	P		
Trauth, Denise	P	P	P	P	P	E	N/A	P		
Tybor, Karolyn	E	P	P	P	P	P	N/A	P		
Wylie, Samantha	P	E	P	E	P	P	N/A	P		

**CAC Representatives (required to attend quarterly)**

Stan Standridge	E	E	P	E	P	E	N/A	P		
Kelly Higgins	P	P	P	Appointed Catherine			N/A	E		
Catherine Schneider				P	P	E	N/A	Resigned		
Ramiro Reyes	E	P	E	E	E	E	N/A	P		

**Emeritus**

McCoy, Cindy	P	E	P	E	P	E	N/A	E		
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**Staff**

Melissa Rodriguez	P	P	P	P	P	P	N/A	P		
Michelle Ducote	P	E	P	P	P	P	N/A	P		
Madi Michalak						P	N/A	P		

## **02 Board of Directors**

**02.01 Board Recruitment**

**02.02 Board Orientation and Training**

Policy Number: 02.01

### Board Recruitment

#### Policy

**HCWC will ensure that board members have the expertise, commitment, and time to efficiently carry out the Center's Mission and Philosophy and are representative of the Center's equal opportunity commitments and the general population of the Center's service area. A financial commitment will be required of each board member annually to ensure the financial stability of the agency. The president of the Board and the Board itself shall have the responsibility for ensuring that the procedures below are being met.**

#### Procedures

1. Each year the board will adopt a set of objectives for the next year.
2. Each spring, the nominating committee will prepare a board analysis (in grid format - see Current Board Membership Analysis) of current members in terms of the following: sex, age, ethnic background, geographic location, profession, expertise, and specialized experience such as financial expertise, fundraising experience, corporate management, etc. From that analysis the nominating committee shall recruit new board members to fill in needed areas. However, the primary qualification shall remain dedication and commitment to the Center's mission and purpose.
3. In accordance with the Texas Administrative Code Rule 65.11, Standards of Operation for Local Children's Advocacy Centers, HCWC's Board of Directors will include an executive officer of, or an employee selected by an officer of:
  - (1) a law enforcement agency that investigates child abuse in the area served by the center;
  - (2) the child protective services division of the department; and
  - (3) the county or district attorney's office involved in the prosecution of child abuse cases in the area served by the center.
4. Current board members who wish to be reelected to the board shall reapply to the nominating committee. Criteria for reappointment shall be developed and shall include dedication, commitment, and time devoted to the mission and philosophy of the Center. This shall be measured by attendance at board meetings, service to the board in terms of hours, and the willingness to take leadership roles in furthering the projects of the board. Members whose attendance falls below 60% shall show just cause for those absences and point to clear evidence of service and leadership roles.
5. Each summer, the Center's newsletter, **The Networker**, shall encourage the general membership to apply for Board vacancies. A prospective Board member luncheon will be sponsored by the Nominating Committee in September if sufficient interest exists. The nominating committee shall recommend a slate of board members based on applications from current board members, general membership applications, and

nominations by board members and others (see Application for Board of Directors). This slate shall be approved by the Board at their September/October meeting, published in newspapers in the local service area, and then voted on at the November general membership meeting. Additional nominations may be considered at the annual meeting if they are submitted in the form of a nomination petition, signed by 5 general members, authorized by the nominee, and submitted before the October meeting of the Board of Directors.

This policy will be reviewed every five years.

**Policy Number: 02.02**

### **Board Orientation and Training**

#### **Policy**

**HCWC will ensure that board members receive the necessary training to efficiently carry out the Center's Mission and Philosophy. The president of the Board and the Board itself shall have the responsibility for ensuring that the procedures below are being met.**

#### Procedures

##### 1. Fiscal Oversight and Accountability

The board of directors will:

- (1) Ensure that the Center operates in a manner that keeps the organization's mission and purpose focused without becoming involved in day-to-day operations;
- (2) Hire the Center's executive director;
- (3) As a whole, or as delegated to the Center's finance committee, regularly review actual revenue and expenditures and compare them to budgeted revenue and estimated costs.
- (4) Review and approve programs and budgets;
- (5) Maintain and comply with the Center's current bylaws; and
- (6) Review and approve policies for the Center's operation in accordance with the bylaws.

##### 2. Board of Directors Training

- (a) Every two years, each board member must receive training on the following:
  - (1) An explanation of the center's mission, philosophy, and a brief history;

- (2) An explanation of the dynamics of family violence, sexual assault, and child abuse that includes its causes and effects;
  - (3) A description of the organization's current programs, provided by program staff;
  - (4) A review of the organization's policies and clarification of any changes made during the year;
  - (5) An explanation of how the center is funded and future funding projections;
  - (6) A discussion, presented by the board chair or a member of the executive committee, of the following:
    - a. The board's role and responsibilities related to legal and fiscal accountability;
    - b. Meetings and attendance requirements;
    - c. Committee duties, structure, and assignments; and
    - d. Fund-raising and public relations responsibilities;
  - (7) An explanation of the organization's insurance coverage, including directors' and officers' liability insurance or notification of inability to obtain insurance;
  - (8) An explanation of the working relationship between the board and staff, including, but not limited to which staff member is contacted regarding questions or requests and which staff members contact board members routinely;
  - (9) An update on any changes made in the Business Organizations Code, Chapter 22; and (TAC 379.103)
  - (10) The organization's confidentiality policy and the importance of confidentiality;
- (b) New board members should receive this training within three months of starting their first term.

## 2. Board Orientation Handbook

At the beginning of each year, every Board Member will receive a Board Orientation Handbook that contains, at a minimum, the following:

- (1) Board member job description;
- (2) Current list of board members with current contact information;
- (3) Organization's mission statement;
- (4) Organization's bylaws and a copy of the letter granting 501(c)(3) status;
- (5) List of all committees, including appointed board members and assigned staff;
- (6) Committee descriptions;
- (7) The organization policies;
- (8) Organizational chart;

- (9) History of the organization;
- (10) List of program services and a brief description of each program;
- (11) Current budget, including funding sources and subcontractors;
- (12) Brief description of contract provisions with attorneys, auditors, or other professionals;
- (13) Basic information about family violence; and
- (14) Brief history of the Texas Battered Women's Movement.

The handbook may be in an electronic format. (TAC 379.102)

This policy will be reviewed every 5 years.

# HAYS-CALDWELL WOMEN'S CENTER 2024

**OPERATIONS**

- Finance Director**  
Caitlin Cost
- Accountant**  
Lisa Watts
- HR Coordinator**  
Brooke Bernhagen
- Data & Reporting Analyst**  
Edi Zeisloft
- Digital Services Coordinator**  
Cherise Miles
- Facilities and Maintenance Manager**  
Jeff Olson
- Interns & Volunteers**

**COMMUNITY PARTNERSHIPS**

- Development Coordinator**  
Cari Borremans
- Creative Projects Coordinator**  
Nathan Thompson
- Primary Prevention Coordinator**  
Ely Doyle
- Lead Educator**  
Megan Osborne
- Prevention Educator**  
Claudia Gasponi  
Kiara Nicholson
- Community Engagement Coord.**  
Kirsten Brotze
- Community Development Coordinator**  
Veronica Medina
- Donations Coord.**  
Nick Lopez
- Training & Outreach Coord.**  
Sarah Guckian
- Interns & Volunteers**

**ROXANNE'S HOUSE**

- Bilingual Forensic Interviewer/ Family Advocate**  
Carla Colacion
- Forensic Interviewer/ Family Advocate**  
Brandon Pendleton
- Bil. Family Advocate**  
**OPEN**
- Children's Counselor**  
Anmarie Ivey  
Courtney Webb
- Bilingual Children's Counselor**  
Stephanie Old  
Diana Quiñones
- MDT/SWI Coord.**  
Micaela Aranda
- Interns & Volunteers**

**COUNSELING**

- Children's Counselor II**  
Victoria Hensley
- Dating Violence Counselor II**  
Lauren Espinosa
- Bilingual Counselor II**  
Patricia Platero  
Jessica Morales
- Counselor II**  
Brianna Buenrostro
- Sexual Assault Counselor II**  
Cadie Perez
- Counselor I**  
Meagan Koenning
- Interns & Volunteers**

**ADVOCACY**

- Bilingual Receptionist**  
Perla Castro
- Lead Legal Advocate**  
Sandra Gonzalez
- Bilingual Legal Advocate**  
Aleyah Escobar
- Legal Advocate**  
Valerie Gutierrez
- Bilingual Advocate**  
Genesis Villagomez
- Bilingual Sexual Assault Advocate**  
Heidy Cortez
- Interns & Volunteers**

**MARLA'S PLACE**

- Bilingual Transitional Housing Advocate**  
Joanna Zapata
- Interns & Volunteers**

**SHELTER**

- Children's Counselor**  
Melainie Lauderdale
- Bilingual Counselor**  
Brenda Martinez
- Legal Advocate / Caseworker**  
Diana Flores
- Manager**  
Lisa Niemynski
- Overnight / Weekend Shelter Advocate**  
Beverly Pairett  
Ana Ybarra  
Bryanna Rivas
- PT Evening/Wkd Adv.**  
Alexandra Papacek  
Ryhlei Bell
- Substitute Shelter Advocate**  
Gina Lombardo  
Marina Salinas  
Mia Cozzarelli  
Natalia Klepcha  
Kyra Klare
- Interns & Volunteers**

**Chief Operating Officer**  
Michelle Ducote

**Chief Development Officer**  
Holly Cunningham-Kizer

**Roxanne's House Program Director**  
Ashley Rios

**Counseling Program Director**  
Nicole Preston

**Advocacy Program Director**  
Andrea Chance

**Marla's Place Program Director**  
Lydia Dobbins

**Shelter Program Director**  
Desiree Norman

**Chief Program Officer**  
Elva Gonzalez

**Programs & Services Assistant**  
Samantha Saenz

**Chief Executive Officer**  
Melissa Rodriguez

**Executive Assistant**  
Madison Michalak

**Board of Directors**

*Never doubt that a small group of thoughtful, committed people can change the world. Indeed, it is the only thing that ever has.*  
— Margaret Mead



Form **990**

**Return of Organization Exempt From Income Tax**

OMB No. 1545-0047

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

**2021**

Department of the Treasury  
Internal Revenue Service

▶ Do not enter social security numbers on this form as it may be made public.  
▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

Open to Public Inspection

**A** For the 2021 calendar year, or tax year beginning **OCT 1, 2021** and ending **SEP 30, 2022**

<b>B</b> Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	<b>C</b> Name of organization <b>HAYS-CALDWELL WOMEN'S CENTER</b>		<b>D</b> Employer identification number <b>74-2020505</b>
	Doing business as		<b>E</b> Telephone number <b>(512) 396-3404</b>
	Number and street (or P.O. box if mail is not delivered to street address)	Room/suite	
	<b>PO BOX 234</b>		<b>G</b> Gross receipts \$ <b>5,212,753.</b>
	City or town, state or province, country, and ZIP or foreign postal code <b>SAN MARCOS, TX 78667-0234</b>		
<b>F</b> Name and address of principal officer: <b>MELISSA RODRIGUEZ SAME AS C ABOVE</b>		<b>H(a)</b> Is this a group return for subordinates? ..... <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>H(b)</b> Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," attach a list. See instructions <b>H(c)</b> Group exemption number ▶	

**I** Tax-exempt status:  501(c)(3)  501(c) ( ) ◀ (insert no.)  4947(a)(1) or  527

**J** Website: ▶ **WWW.HCWC.ORG**

**K** Form of organization:  Corporation  Trust  Association  Other ▶ **L** Year of formation: **1978** **M** State of legal domicile: **TX**

**Part I Summary**

<b>Activities &amp; Governance</b>	<b>1</b> Briefly describe the organization's mission or most significant activities: <b>SHELTER AND ADVOCACY PROGRAMS FOR VICTIMS OF FAMILY VIOLENCE, SEXUAL ASSAULT AND CHILD ABUSE.</b>		
	<b>2</b> Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	<b>3</b> Number of voting members of the governing body (Part VI, line 1a)	<b>3</b>	<b>21</b>
	<b>4</b> Number of independent voting members of the governing body (Part VI, line 1b)	<b>4</b>	<b>21</b>
	<b>5</b> Total number of individuals employed in calendar year 2021 (Part V, line 2a)	<b>5</b>	<b>64</b>
	<b>6</b> Total number of volunteers (estimate if necessary)	<b>6</b>	<b>170</b>
	<b>7 a</b> Total unrelated business revenue from Part VIII, column (C), line 12	<b>7a</b>	<b>0.</b>
<b>b</b> Net unrelated business taxable income from Form 990-T, Part I, line 11	<b>7b</b>	<b>0.</b>	
<b>Revenue</b>	<b>8</b> Contributions and grants (Part VIII, line 1h)	<b>Prior Year</b>	<b>Current Year</b>
	<b>9</b> Program service revenue (Part VIII, line 2g)	<b>4,885,757.</b>	<b>4,877,357.</b>
	<b>10</b> Investment income (Part VIII, column (A), lines 3, 4, and 7d)	<b>0.</b>	<b>3,025.</b>
	<b>11</b> Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	<b>8,736.</b>	<b>1,636.</b>
	<b>12</b> Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	<b>237,979.</b>	<b>239,115.</b>
		<b>5,132,472.</b>	<b>5,121,133.</b>
<b>Expenses</b>	<b>13</b> Grants and similar amounts paid (Part IX, column (A), lines 1-3)	<b>209,754.</b>	<b>334,349.</b>
	<b>14</b> Benefits paid to or for members (Part IX, column (A), line 4)	<b>0.</b>	<b>0.</b>
	<b>15</b> Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	<b>3,023,413.</b>	<b>3,247,057.</b>
	<b>16a</b> Professional fundraising fees (Part IX, column (A), line 11e)	<b>0.</b>	<b>0.</b>
	<b>b</b> Total fundraising expenses (Part IX, column (D), line 25) ▶ <b>190,649.</b>		
	<b>17</b> Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	<b>917,321.</b>	<b>996,220.</b>
<b>18</b> Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	<b>4,150,488.</b>	<b>4,577,626.</b>	
<b>19</b> Revenue less expenses. Subtract line 18 from line 12	<b>981,984.</b>	<b>543,507.</b>	
<b>Net Assets or Fund Balances</b>	<b>20</b> Total assets (Part X, line 16)	<b>Beginning of Current Year</b>	<b>End of Year</b>
	<b>21</b> Total liabilities (Part X, line 26)	<b>8,162,903.</b>	<b>8,564,182.</b>
	<b>22</b> Net assets or fund balances. Subtract line 21 from line 20	<b>260,349.</b>	<b>118,121.</b>
	<b>7,902,554.</b>	<b>8,446,061.</b>	

**Part II Signature Block**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

<b>Sign Here</b>	Signature of officer		Date		
	<b>MELISSA RODRIGUEZ, CHIEF EXECUTIVE OFFICER</b>				
<b>Paid Preparer Use Only</b>	Print/Type preparer's name	Preparer's signature	Date	Check if self-employed <input type="checkbox"/>	PTIN
	<b>RANDY L. WALKER, CPA</b>				<b>P00963779</b>
<b>Preparer Use Only</b>	Firm's name ▶ <b>RANDY WALKER &amp; CO</b>	Firm's EIN ▶ <b>20-3992693</b>			
	Firm's address ▶ <b>7800 IH 10 WEST, STE. 505 SAN ANTONIO, TX 78230</b>	Phone no. <b>210-366-9430</b>			

May the IRS discuss this return with the preparer shown above? See instructions  Yes  No

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III [ ]

1 Briefly describe the organization's mission:
SHELTER AND ADVOCACY PROGRAMS FOR VICTIMS OF FAMILY VIOLENCE, SEXUAL ASSAULT AND CHILD ABUSE.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? [ ] Yes [X] No
If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? [ ] Yes [X] No
If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code: ) (Expenses \$ 2,296,489. including grants of \$ 334,349. ) (Revenue \$ 35,958. )
PROVIDE ASSISTANCE, COUNSELING, TEMPORARY HOUSING FOR VICTIMS OF FAMILY VIOLENCE. 978 VICTIMS OF FAMILY VIOLENCE SERVED IN FY 2022 INCLUDING 8,093 NIGHTS OF SHELTER TO 254 VICTIMS AND 903 PROVIDED NON-RESIDENTIAL SERVICES. (SOME PEOPLE WERE SERVED IN BOTH PROGRAMS.)

4b (Code: ) (Expenses \$ 599,822. including grants of \$ ) (Revenue \$ )
PROVIDE ASSISTANCE AND COUNSELING FOR VICTIMS OF SEXUAL ASSAULT. 660 VICTIMS WERE SERVED IN FY 2022 AND WE RESPONDED TO 90 CALLS AT AREA HOSPITALS TO SUPPORT VICTIMS DURING A SEXUAL ASSAULT FORENSIC EXAM.

4c (Code: ) (Expenses \$ 798,470. including grants of \$ ) (Revenue \$ )
PROVIDE FORENSIC INTERVIEWS, ASSISTANCE AND COUNSELING FOR VICTIMS OF CHILD ABUSE. 639 CHILDREN AND 483 NON-OFFENDING ADULT FAMILY MEMBERS WERE SERVED IN FY 2022. 654 FORENSIC INTERVIEWS WERE PROVIDED AND 26 ON-SITE SAFE EXAMS WERE PERFORMED.

4d Other program services (Describe on Schedule O.)
(Expenses \$ including grants of \$ ) (Revenue \$ )

4e Total program service expenses 3,694,781.

**Policy Number: 10.01**

**Client Eligibility for Family Violence Program**

**Policy**

**The Center is dedicated to helping victims of domestic violence. In order to best serve those victims, the Center must develop criteria for eligibility that allow the Center to function efficiently and safely, while at the same time recognizing the rights of the diverse members of our society; exclusions of eligibility must be made on legitimate grounds. HCWC will comply with all state and federal laws.**

**Procedures**

**1. Applicable Laws**

The Human Resources Code, Title II, Chapter 51 states that family violence is an act by a member of a family or household against another member of the family or household that:

- Is intended to result in physical harm, bodily injury, or assault or that is a threat that reasonably places the member in fear of imminent physical harm, bodily injury, or assault, but does not include defensive measures to protect oneself, or
- Is intended to inflict emotional harm, including an act of emotional abuse.

The Family Code, Chapter 71.003 and the Texas Administrative Code, Rule 379.1 defines "Family" as follows:

Individuals related by consanguinity or affinity, as determined under Sections 573.022 and 573.024, Government Code, individuals who are former spouses of each other, individuals who are the parents of the same child, without regard to marriage, and a foster child and foster parent, without regard to whether those individuals reside together.

According to the Texas Administrative Code RULE §379.1(26), a victim of family violence includes:

- (A) an adult member of a family or household who is subjected to an act of family violence
- (B) a member of the household of the adult described in subparagraph (A) of this paragraph, other than the member of the household who commits the act of family violence, including an act of emotional abuse;
- (C) victims not directly served by an HHSC family violence provider;
- (D) a member of the family or household who may have been subjected to sexual abuse by a batterer; and
- (E) a victim of dating violence.

The Civil Rights Act of 1964, Title VI, states in part that potential clients cannot be denied services due to race, color, or national origin or religion in any program that receives funding from the Health and Human Services Commission (HHSC).

The Rehabilitation Act of 1973 applies to all recipients of federal assistance from HHSC. This law prohibits excluding or denying individuals with disabilities an equal opportunity to receive benefits and services.

The Americans with Disabilities Act, Title III, prohibits discrimination against clients because of a mental or physical disability. This law provides qualified disabled clients with the right to access services and benefits by ensuring facility accessibility where benefits and services are provided. This law requires shelter centers to make every reasonable effort to accommodate clients who are protected under the intent of the Americans with Disabilities Act.

The Age Discrimination Act requires equal access to services and benefits regardless of the client's age. This law states that no person, based on their age, can be denied benefits from, be excluded from participation in, or be limited in access to any program or activity that receives federal financial assistance. This law prohibits policies or practices that would exclude a client based on her/his age or the age of any dependents.

## 2. Screening

In determining eligibility for individuals seeking services from the Center, it is the Center's policy that screening procedures are based solely on the individual's state as a victim of family violence, as defined by Chapter 51 of the Human Resources Code. Victims of family violence are eligible for services without regard to the following (TAC FV 379.604):

- Income
- Ability to contribute, donate or pay for these services.
- Gender or sexual orientation. Shelter is provided to all victims who qualify. This includes male victims and clients who identify as transgender. (See the LGBTQ Accessibility Policy) TAC FV 379.605
- Type of victimization, including victimization by the sex industry.
- Disabilities, as defined by the Americans with Disabilities Act. The Center will make every reasonable effort to accommodate clients who are protected under the intent of the Americans with Disabilities act. When a client's disability requires special services, the Center may require documentation of the disability. If the disability requires an assistance animal, documentation on health and immunization may also be required.
- Number of previous times services have been sought from this Center or other domestic violence programs.
- Cultural barriers of the Center, including language.
- Number of children accompanying the victim.

### 3. Language

The Center will make every reasonable effort to serve non-English speaking persons seeking services. Staff or volunteers will utilize existing community resources to provide translation services in cases where staff or volunteers do not speak the victim's language. If there is no one on site who can communicate with a client or a HELPLINE caller, the Center will instruct the caller to contact the National Domestic Violence Hotline at 1-800-799-7233. The NDVH will initiate a conference call with an interpreter, the client, and the HCWC advocate. If the NDVH line is too busy to assist, the Center will call upon Texas State University or other community resources to facilitate communication. HCWC also communicates with deaf and/or low hearing individuals by phone through Relay Texas System. TAC FV 379.608

### 4. Minors

The Center will make every reasonable effort to serve unaccompanied minors who qualify for services, subject to restrictions imposed by statutes and guidelines (see Statutes Governing Services to Unaccompanied Minors). Consideration will address safety and confidentiality concerns. Appropriateness for HCWC services should be determined with consultation with the team leader and Director of Programs and Services or Executive Director.

### 5. Denial of Services

The Center may deny services to an otherwise eligible victim of family violence and/or sexual assault/abuse for behaviors that put the safety of clients, staff, and/or volunteers at risk. This will include, but is not limited to possession of a weapon, violent and/or abusive behavior towards others (and self), and possession of illegal substances. This policy shall be non-gender specific and shall be applied equally to all persons and will comply with the Americans with Disabilities Act (ADA); Title VI of the Civil Rights Act; §504 of the Rehabilitation Act; the Age Discrimination Act of 1975; and other applicable laws and regulations described in TAC FV 379.1304. When services are denied, the safety of the survivor will be considered, and the Center will assist the client in evaluating their safety plans and in obtaining alternate resources. TAC FV 379.607

### 6. Termination of Services

#### Voluntary:

Exit interviews will be done whenever possible to evaluate shelter and non-residential family violence program services. Exit interviews will include updated safety planning.

#### Involuntary:

The Center may terminate services to clients for behaviors that put the safety of clients, staff, and/or volunteers at risk. This will include, but is not limited to, possession of a weapon, violent and/or abusive behavior towards others (and self), taking another's possessions without permission, breaches of confidentiality, possession of illegal substances, and for

residential clients, leaving children unattended while on and/or off Center property or outreach facilities. This policy shall be non-gender specific and shall be applied equally to all persons and will comply with the Americans with Disabilities Act (ADA); Title VI of the Civil Rights Act; §504 of the Rehabilitation Act; the Age Discrimination Act of 1975; and other applicable laws and regulations.

Clients will be provided written notice of the termination, written notice of the right to file a grievance with the Center and an explanation of the grievance procedure, and upon request, provided contact information for the Health and Human Services Commission Family Violence Program for complaint purposes. (See Notice of Termination of Services). TAC FV 379.612

Residents and non-resident family violence clients requesting services to whom services have been previously terminated, may have their cases reassessed to determine if the same behaviors are present that resulted in the previous termination. If it is determined that the behaviors are no longer present, the victim may be allowed to return to HCWC for services. If it is determined that the behaviors are still present, then a staff member or volunteer will assist the client in re-evaluating their safety plans and in obtaining alternate resources. For residential clients, if we have determined they will not be readmitted, every effort will be made to find them alternative shelter. TAC FV 379.607

This policy will be reviewed every five years.

## **Client Rights**

The Center will provide written rights to all clients. These rights will also be prominently posted in the Shelter, in the Counseling and Resource Center, and in all offices. An adult client has the right:

- To be treated with respect and with a helpful attitude.
- Not be discriminated against on the basis of gender, race, religion, cultural diversity, or sexual orientation.
- To ask questions and make their own decisions.
- To report unethical behavior through the established grievance procedure.
- To refuse to answer any questions or disclose any information they choose not to reveal.
- To know the limits of confidentiality and the circumstances in which their counselor/caseworker is required to disclose information to others.
- To know if there are supervisors, interns, volunteers, or other staff members with whom their counselor/caseworker will discuss their case.
- To request to see their file (Executive Director must approve).

## **GRIEVANCE POLICY**

If a client is dissatisfied with the services provided by the Center, the client should first talk with the person(s) with whom they have the problem. If the problem cannot be resolved in this manner, the client may write a letter describing the situation as clearly and concisely as possible, address your letter to the Executive Director, and mail or deliver to:

Executive Director  
HCWC  
P.O. Box 234  
San Marcos, Texas 78667-0234

The client will receive a timely response from the Executive Director. If the problem remains unresolved, you may write a letter to the president of the HCWC Board of Directors at the above address.

A client may also be entitled to appeal a termination of services to a state agency that provides funding to us for services. This could include the Children's Advocacy Centers of Texas (for persons seeking services at Roxanne's House), the Office of the Attorney General (for services to victims of sexual assault) or the Texas Department of Health and Human Services (for services to victims of family violence). If a family violence client has a complaint that is not resolved to their satisfaction, they can contact the HHS Office of the Ombudsman by calling 1-877-787-8999, selecting a language, and then Option 3, or by making an online submission at <https://hhs.texas.gov/about-hhs/your-rights/office-ombudsman>.

## **LGBTQ Accessibility Policy**

HCWC will take all meaningful steps possible to provide an environment in which every individual is treated with respect and dignity. HCWC acknowledges the alarming statistics outlined by the Center for Disease Control that show survivors of family violence identifying as LGBTQ experience intimate partner violence at a higher rate than heterosexual survivors.<sup>1</sup> As such, HCWC commits to providing a safe place for survivors in which all lives, needs, and identities are respected. Survivors who identify as LGBTQ should not be subject to harassment or discrimination while receiving services at our agency, and will be treated with dignity, equality, and respect. HCWC has developed the following policy designed to meet that goal.

LGBTQ survivors will receive equal treatment, without bias, and be treated in a friendly, culturally appropriate, and professional manner. In counseling and service provision, differences in sexual orientation, gender identity, or gender expression will be affirmed and supported with appropriate tools and awareness.

HCWC will promote an open and accepting environment and provide the highest quality of services to survivors of family violence regardless of their actual or perceived sexual orientation, gender identity or gender expression.

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<sup>1</sup> Walters, M.L., Chen J., & Breiding, M.J. (2013). The National Intimate Partner and Sexual Violence Survey (NISVS): 2010 Findings on Victimization by Sexual Orientation. Atlanta, GA: National Center for Injury Prevention and Control, Centers for Disease Control and Prevention. Available at: [http://www.cdc.gov/violenceprevention/pdf/nisvs\\_sofindings.pdf](http://www.cdc.gov/violenceprevention/pdf/nisvs_sofindings.pdf) (Accessed on November 12th, 2013).

Employees, volunteers and other individuals involved in providing services to LGBTQ-identified, or perceived, survivors shall not discriminate against or harass any survivor and will notify their supervisor with any evidence of discrimination immediately.

HCWC promotes an accepting and encouraging environment for transgender and gender nonconforming survivors and employees. Residents or nonresidents identifying as transgender shall receive support and assistance in determining their needs appropriate to their preferred gender identity. If a survivor chooses to disclose transgender status, medical history, or sexual orientation, their confidentiality will be respected.

HCWC seeks to provide a supportive environment for LGBTQ employees. HCWC will train all staff on preventing and responding to harassment and bullying.

HCWC recognizes that the choice to share personal information, such as sexual orientation or relationship status, resides solely with each individual employee. If a staff member discloses their sexual orientation, gender identity, or relationship status to another staff member, that staff member should not share this information with employees, clients, or others involved in the organization without the first person's express consent.

#### **Harassment or Discrimination Claim Procedures**

Individuals who feel they have been subject to discrimination or harassment should report this to their advocate. If an individual is uncomfortable discussing concerns with their advocate, a grievance may be filed with the Executive Director. The Executive Director will review the grievance in conjunction with the Director of Programs and Services and the Director of Operations in all claims of harassment or discrimination. If a resident or nonresident feels that their concerns need further attention, their grievance will proceed to the President of the Board of Directors and the contact information for the Health and Human Service Commission Family Violence Program will be provided at their request.

Any claim of discrimination or harassment will be monitored and acted on in accordance with this policy. Because HCWC takes any claim of harassment or discrimination with the seriousness it deserves, a corrective action plan will be put in place that seeks to honor this accessibility policy. Those in violation of this policy will be subject to disciplinary action up to and including termination.

**Policy Number: 03.01**  
**Effective Date: March 2020**

#### **Personnel**

**While the Board of Directors sets forth policy and hires an Executive Director, the Executive Director administers the activities of the Center, a designated non-profit organization. The Executive Director of HCWC is responsible for developing personnel procedures. Personnel policies and procedures will balance the needs of the employee with the needs of the Center and will be administered fairly.**

**These Personnel policies and procedures describe the terms of employment that HCWC agrees to provide its employees, as well as the expectations the Center has regarding**



employees' performance and behavior. An employee agrees to these when he/she accepts a position at the Center.

**Policies approved by the Board of Directors are noted in bold text. When appropriate, procedures follow a policy and are noted in non-bolded text. Procedures can be modified by the Executive Director with the Board of Directors informed of changes at the next regularly scheduled board meeting. The Board of Directors maintains the ultimate authority for policy and procedure decisions.**

**Every employee is expected to be familiar with these personnel policies and should consult with his/her Team Leader or the Executive Director on questions of interpretation before decisions are made or actions taken. The Executive Director and the President of the Board may consult in interpreting policy decisions.**

## **LEGAL ISSUES**

### **1. Employment at Will**

#### **Policy**

**The issuance of this Personnel Policy does not constitute an employment contract. The policies are subject to change at the discretion of the Board of Directors. Employment is a relationship that exists as long as both HCWC and the employee determine it is in their respective best interests. Employees are free to resign at any time for any reason; however, two week's advance notice is requested. Similarly, HCWC is free to determine that continued employment of any employee is not in its best interest and is free to discharge that employee without notice.**

### **2. Non-discrimination in Hiring**

#### **Policy**

**Candidates for employment will be considered without regard to race, age, religion, national origin, political affiliation, marital status, sex or sexual orientation. Physical or mental handicaps will be considered only when not in violation of the Americans with Disabilities Act.**

### **3. Fair Employment Law**

#### **Policy**

**HCWC is committed to an affirmative action/equal opportunity policy in recruiting, hiring, training, placement and promotion for all positions without regard to sex, race, religion, sexual orientation, handicap, color or age, and that all decisions shall be based on the qualification of the individual being considered. HCWC is under the jurisdiction**

**of the Fair Employment Law and is in compliance with the Civil Rights Act of 1964, Age Discrimination in Employment Act, Americans with Disabilities Act of 1990 and Equal Pay Act.**

**Procedure**

The Center is an equal opportunity employer and we encourage a creative, diverse, and inclusive work environment. All leaders of the Center recognize the value of every individual in creating success for our programs and services. The Center is committed to recruiting, hiring, developing, and promoting employees without discrimination. The Center does not discriminate against employees or job applicants on the basis of race, religion, color, sex (including pregnancy), national origin, disability, military or veteran status, age, citizenship, genetic information, sexual orientation or any other characteristic protected by law. All employees are entitled to a workplace free of unlawful discrimination, harassment or retaliation by management, co-workers, clients, volunteers, vendors, donors, and all other third parties. The Center's employees are also prohibited from discriminating against or harassing clients, volunteers, vendors, donors, and all other third parties. Employees must immediately report violations of this policy to Executive Director.

**4. Immigration Law Compliance.**

**Procedure**

The Center is committed to employing only those individuals who are authorized to work in the United States and who comply with the requirements of the Immigration Reform and Control Act of 1986 ("IRCA"). Under IRCA, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form (I-9 Form) and present legally acceptable documentation establishing identity and employment eligibility. This must be done within 3 days of beginning employment. Failure to provide the necessary documentation within 3 days will result in termination of employment. Former employees who are rehired must also complete an I-9 Form if they have not completed an I-9 Form with the Center within the past 3 years, or if their previous I-9 Form is no longer retained or valid.

**5. Fair Labor Standards Act of 1938**

**Policy**

**The Fair Labor Standards Act of 1938 requires employers to identify each position as exempt or non-exempt. (See Exempt and Non-Exempt Status)**

**6. Hiring Authority**

**Policy**

**As stipulated in the Bylaws, the Board of Directors is responsible for the employment of the Executive Director. The Executive Director is responsible for the employment of the remainder of the staff.**

**7. Nepotism**

## **Policy**

**No employee will hold a job with this Center while s/he or any member of his/her immediate family serves on the Board of Directors. Immediate family includes husband, wife, father, mother, brother, sister, son, daughter, father or mother-in-law, brother or sister-in-law, son or daughter-in-law, or significant other.**

**No candidate for a staff position will be hired if a member of their immediate family who would have direct or indirect supervisory authority over him/her, is on the payroll of the Center. Immediate family includes all those listed in paragraph 6 above.**

**No board member may be employed by the Center in a salaried capacity. Board members applying for staff positions must resign from the board before applying. HHSC TAC 379.401 and 379.1801**

## **8. Reward for Political Activity**

### **Policy**

**Employment by HCWC will not be offered as a reward for political activity, or for the active support of a political party or candidate.**

## **9. Promotion**

### **Policy**

**HCWC has a policy of promotion from within if the applicant meets the job requirements and profile of the person best suited for the job. Volunteers are included in this group.**

### **Procedure**

Management Team must decide that it is to the benefit of the agency for a staff member, who has been in a position for a year or less, to apply for a different position within the agency because of the agency's investment in training.

## **10. Hiring Procedures**

### **Policy**

**HCWC utilizes a hiring system that does not impact one protected class more than another, treats all candidates equally, and utilizes interview processes that are uniform for all candidates within a particular position.**

### **Procedures**

If a suitable, internal candidate is not available (see #9), at least three candidates will be considered for every opening to assure that the best person available is hired. Every effort will be made to notify all segments of the community, and other appropriate agencies, of job openings at the Center. The Center will comply with all Affirmative Action/Equal Opportunity regulations when advertising and hiring. Interview questions will be chosen to gain information, which is directly related to the job description and will be uniform for all

applications. At least three reference checks will be obtained to verify the accuracy of information provided by the applicant. The application, screening and interviewing materials will be retained by the agency for three years and 90 days or until all litigation, claims, or audit findings are resolved, whichever is longer.

The standard procedure will be:

1. Prepare a packet of information to be distributed to all applicants which includes a standard letter provided by the Director of Operations, a job description, and the standard Application for Employment with appropriate job specific questions included.
2. The Director of Operations will advertise the position on free websites and through other avenues as appropriate and as funding permits. Postings will seek candidates from diverse backgrounds.
3. The Director of Operations will forward the packet to interested parties and receive completed applications for screening.
4. The Team Leader, in consultation with the Executive Director, will prepare a scoring tool that identifies experience and attributes of qualified candidates for the position.
5. The Team Leader will identify a team to score all applications received.
6. At a minimum, the three candidates receiving the highest scores will be interviewed by a consistent interview team.
7. The best candidate will be referred to the Executive Director and/or the Director of Programs and Services for a follow-up interview.
8. The Team Leader or the Director of Operations will contact at least three references. References should be supervisors from past paid employment if possible.
9. A final review of all information on a candidate will be conducted by the Executive Director and/or Director of Programs and Services, the Director of Operations and the Team Leader before an offer of employment is extended.
10. Candidates who were interviewed in person will be contacted by phone to inform them of the hiring decision. All other candidates will be notified by mail or email.

## **11. Background Checks**

### **Policy**

**Hiring will be contingent upon the results of a criminal history check and a driving record check.**

### **Procedure**

New employees will be asked to complete the appropriate forms to allow for a criminal history check and driving record check to be submitted during the first week of employment. The results should be sent directly to HCWC. Individuals who have not lived in Texas in the two years prior to applying for employment will be subject to an out-of-state criminal history check. Appropriateness for continued Center employment will be determined after review of the required background checks. Activities will be appropriately restricted until review of the background checks. Any employee who is convicted of a **disqualifying offense** should notify the Executive Director immediately. Appropriateness for continued Center employment will be determined at that time. All HCWC staff will have their criminal history rechecked every three (3) years.

**HAYS-CALDWELL WOMEN'S CENTER**  
**FINANCIAL STATEMENTS WITH COMPLIANCE**  
**AND SINGLE AUDIT REPORTING**

**September 30, 2023 and 2022**

*Randy Walker & Co., Certified Public Accountants*

**HAYS-CALDWELL WOMEN’S CENTER  
FINANCIAL STATEMENTS WITH COMPLIANCE  
AND SINGLE AUDIT REPORTING  
September 30, 2023 and 2022**

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**INDEPENDENT AUDITOR'S REPORT**

To the Board of Directors  
Hays-Caldwell Women's Center  
San Marcos, Texas

**Report on the Audit of the Financial Statements**

***Opinion***

We have audited the accompanying financial statements of Hays-Caldwell Women's Center (the Center), a nonprofit organization, which comprise the statement of financial position as of September 30, 2023, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Center as of September 30, 2023, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

***Basis for Opinion***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Center and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Center's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.



## ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Center's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Center's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### ***Supplementary Information***

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal and state awards on pages 15-16, as required by Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal and state awards is fairly stated, in all material respects, in relation to the financial statements as a whole.



**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report on pages 18-19 dated February XX, 2024, on our consideration of the Center’s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Center’s internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Center’s internal control over financial reporting and compliance.

**Report on Summarized Comparative Information**

We have previously audited the Center’s 2022 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated February 27, 2023. In our opinion, the summarized comparative information presented herein as of and for the year ended September 30, 2022, is consistent, in all material respects, with the audited financial statements from which it has been derived.

DRAFT

*Randy Walker & Co.*

San Antonio, Texas  
February XX, 2024

DRAFT

**FINANCIAL STATEMENTS**

**HAYS-CALDWELL WOMEN'S CENTER**  
**STATEMENTS OF FINANCIAL POSITION**  
September 30, 2023 and 2022

	2023	2022
<b><u>ASSETS</u></b>		
<b><u>CURRENT ASSETS</u></b>		
Cash and Cash Equivalents	\$ 1,384,190	\$ 1,506,879
Short-term Investments	500,000	-
Accounts Receivable	2,658	29,530
Grants Receivable	1,080,227	713,772
Inventory	7,111	14,215
Prepaid Expenses	73,040	60,614
Total Current Assets	3,047,226	2,325,010
<b><u>LONG-TERM ASSETS</u></b>		
Property and Equipment, net	6,172,166	6,239,172
Total Long-Term Assets	6,172,166	6,239,172
<b>TOTAL ASSETS</b>	<b>\$ 9,219,392</b>	<b>\$ 8,564,182</b>
<b><u>LIABILITIES AND NET ASSETS</u></b>		
<b><u>CURRENT LIABILITIES</u></b>		
Accounts Payable	\$ 31,307	\$ 7,133
Accrued Expenses	112,048	106,688
Deferred Revenue	3,200	4,300
Total Current Liabilities	146,555	118,121
<b>TOTAL LIABILITIES</b>	<b>146,555</b>	<b>118,121</b>
<b><u>NET ASSETS</u></b>		
Without Donor Restrictions:		
Available for Operations	2,823,210	1,925,050
Net Investment in Property and Equipment	6,172,166	6,239,172
Total Without Donor Restrictions	8,995,376	8,164,222
With Donor Restrictions:		
Time/Purpose Restricted	77,461	281,839
Total With Donor Restrictions	77,461	281,839
<b>TOTAL NET ASSETS</b>	<b>9,072,837</b>	<b>8,446,061</b>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$ 9,219,392</b>	<b>\$ 8,564,182</b>

The accompanying notes are an integral part of these financial statements.

**HAYS-CALDWELL WOMEN'S CENTER**  
**STATEMENT OF ACTIVITIES**  
**For the Year Ended September 30, 2023**  
**(summarized for 2022)**

	2023			2022 Total
	Without Donor Restrictions	With Donor Restrictions	Total	
<b><u>OPERATING SUPPORT AND REVENUE</u></b>				
Grants	\$ 1,522,377	\$ 3,061,440	\$ 4,583,817	\$ 3,861,794
Contributions	458,701	-	458,701	518,647
Non-Cash Donations: Food, Clothing, Household	186,309	-	186,309	324,314
Fundraising Income (net of direct expenses of \$134,447 and \$125,140, respectively)	177,555	-	177,555	203,473
Other Income	38,332	-	38,332	44,910
Transitional Housing Rental Income	37,947	-	37,947	3,025
Contributed Services	24,394	-	24,394	33,486
Net Assets Released from Restrictions	3,086,431	(3,086,431)	-	-
<b>TOTAL OPERATING SUPPORT AND REVENUE</b>	<b>5,532,046</b>	<b>(24,991)</b>	<b>5,507,055</b>	<b>4,989,649</b>
<b><u>OPERATING EXPENSES</u></b>				
Program	3,896,911	-	3,896,911	3,721,143
General and Administrative	787,923	-	787,923	699,132
Fundraising	197,493	-	197,493	190,837
<b>TOTAL OPERATING EXPENSES</b>	<b>4,882,327</b>	<b>-</b>	<b>4,882,327</b>	<b>4,611,112</b>
<b>CHANGE IN NET ASSETS BEFORE NON- OPERATING ACTIVITIES</b>	<b>649,719</b>	<b>(24,991)</b>	<b>624,728</b>	<b>378,537</b>
<b><u>NON-OPERATING ACTIVITIES</u></b>				
Capital Campaign Contributions	-	1,900	1,900	160,625
Interest Income - Capital Campaign	-	148	148	1,636
Insurance Proceeds	-	-	-	2,709
Net Assets Released from Restrictions	181,435	(181,435)	-	-
<b>TOTAL NON-OPERATING ACTIVITIES</b>	<b>181,435</b>	<b>(179,387)</b>	<b>2,048</b>	<b>164,970</b>
<b>CHANGE IN NET ASSETS AFTER NON- OPERATING ACTIVITIES</b>	<b>831,154</b>	<b>(204,378)</b>	<b>626,776</b>	<b>543,507</b>
<b>NET ASSETS, Beginning of Year</b>	<b>8,164,222</b>	<b>281,839</b>	<b>8,446,061</b>	<b>7,902,554</b>
<b>NET ASSETS, End of Year</b>	<b>\$ 8,995,376</b>	<b>\$ 77,461</b>	<b>\$ 9,072,837</b>	<b>\$ 8,446,061</b>

The accompanying notes are an integral part of these financial statements.



**HAYS-CALDWELL WOMEN'S CENTER**  
**STATEMENT OF FUNCTIONAL EXPENSES**  
**For the Year Ended September 30, 2023**  
**(summarized for 2022)**

	2023			Total	2022 Total
	Program	General and Administrative	Fundraising		
<b><u>OPERATING EXPENSES</u></b>					
Salaries and Wages	\$ 2,290,646	\$ 585,782	\$ 156,848	\$ 3,033,276	\$ 2,724,530
Employee Benefits	283,844	43,527	8,394	335,765	316,847
Payroll Taxes	178,171	46,685	12,300	237,156	205,680
Total Payroll Expenses	<u>2,752,661</u>	<u>675,994</u>	<u>177,542</u>	<u>3,606,197</u>	<u>3,247,057</u>
Depreciation	213,559	17,591	5,451	236,601	145,232
Direct Client Needs	209,985	-	-	209,985	207,966
In-Kind Disbursements: Food, Clothing, Household	182,726	-	-	182,726	334,349
Insurance	79,039	7,082	2,196	88,317	75,194
Maintenance and Repair	75,740	3,260	1,388	80,388	34,361
Utilities	70,918	2,532	786	74,236	65,743
Supplies	61,989	3,979	1,236	67,204	70,081
Professional Services	28,812	20,282	209	49,303	57,130
Staff Development	37,329	7,238	1,392	45,959	31,369
Special Projects	41,348	-	-	41,348	25,693
Technology	9,996	27,689	-	37,685	35,075
Travel	21,068	3,043	1,671	25,782	20,910
Equipment	19,987	270	-	20,257	20,203
Telephone and Internet	12,097	4,974	1,541	18,612	17,126
Food	18,144	-	-	18,144	12,224
Printing and Reproduction	12,632	2,682	833	16,147	13,739
Membership Dues	15,212	-	-	15,212	13,247
Bank Charges	855	8,963	2,521	12,339	11,441
Rent	12,000	-	-	12,000	12,000
Contract Labor	4,232	-	-	4,232	17,331
Meetings and Receptions	2,350	1,107	344	3,801	1,486
Marla's Place	3,473	-	-	3,473	126,639
Automobile Expense	3,320	-	-	3,320	1,902
Postage	1,938	957	297	3,192	5,373
Advertising	2,662	-	-	2,662	2,670
Miscellaneous	1,352	280	86	1,718	2,839
Training	1,294	-	-	1,294	994
Town and Task Force Expenses	193	-	-	193	1,738
<b>TOTAL OPERATING EXPENSES</b>	<u>\$ 3,896,911</u>	<u>\$ 787,923</u>	<u>\$ 197,493</u>	<u>\$ 4,882,327</u>	<u>\$ 4,611,112</u>

The accompanying notes are an integral part of these financial statements.

**HAYS-CALDWELL WOMEN'S CENTER**  
**STATEMENTS OF CASH FLOWS**  
For the Years Ended September 30, 2023 and 2022

	2023	2022
<b><u>CASH FLOWS FROM OPERATING ACTIVITIES</u></b>		
Change in Net Assets	\$ 626,776	\$ 543,507
Adjustments to Reconcile Net Change to Net Cash		
Provided by Operations:		
Depreciation	236,601	145,232
Change in Donated Inventory	7,104	18,779
Decrease (Increase) in Assets:		
Accounts Receivable	26,872	69,470
Grants Receivable	(366,455)	476,697
Prepaid Expenses	(12,426)	(17,074)
Increase (Decrease) in Liabilities:		
Accounts Payable	24,174	483
Accrued Expenses	5,360	6,906
Retainage Payable	-	(153,917)
Deferred Revenue	(1,100)	4,300
<b>NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	<b>546,906</b>	<b>1,094,383</b>
<b><u>CASH FLOWS FROM INVESTING ACTIVITIES</u></b>		
Purchases of Property and Equipment	(169,595)	(1,469,327)
Purchase of Short-term Investments	(500,000)	-
<b>NET CASH USED BY INVESTING ACTIVITIES</b>	<b>(669,595)</b>	<b>(1,469,327)</b>
<b>NET DECREASE IN CASH FLOWS</b>	<b>(122,689)</b>	<b>(374,944)</b>
<b>CASH AND CASH EQUIVALENTS, Beginning of Year</b>	<b>1,506,879</b>	<b>1,881,823</b>
<b>CASH AND CASH EQUIVALENTS, End of Year</b>	<b>\$ 1,384,190</b>	<b>\$ 1,506,879</b>

The accompanying notes are an integral part of these financial statements.

**HAYS-CALDWELL WOMEN'S CENTER**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2023 and 2022**

**NOTE 1 - SUMMARY OF ACCOUNTING POLICIES**

*Basis of Accounting*

The accompanying statements of Hays-Caldwell Women's Center have been prepared on the accrual basis of accounting. The significant accounting policies followed are described below to enhance the usefulness of the financial statements to the reader.

*Organization and Nature of Activities*

Hays-Caldwell Women's Center (the Center), a Texas 501(c)(3) non-profit organization, provides counseling and temporary housing for victims of family violence, as well as counseling and assistance to sexual assault victims. A Children's Advocacy Center added in 1997 enhanced its investigatory and rehabilitative services to abused children. In 2022, the Center opened the Marla R. Johnson Family Housing Center (Marla's Place) which offers affordable housing to victims of violence in the Hays and Caldwell counties. The Center is supported primarily through government and private grants and contributions.

*Basis of Presentation*

The Center is required to report information regarding its financial position and activities according to two classes of net assets:

- *Net Assets Without Donor Restrictions* – Net assets available for use in the general operations and not subject to donor restrictions. Assets restricted solely through the actions of the Board of Directors are reported as net assets without donor restrictions, board-designated.
- *Net Assets With Donor Restrictions* – Net assets subject to donor-imposed restrictions that are more restrictive than the Center's mission and purpose. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

*Estimates*

The preparation of financial statements in conformity with U.S. generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

*Income Taxes*

The Center is exempt from Federal income taxes under Section 501(c)(3) of the Internal Revenue Code and, as such, qualifies for the maximum charitable contributions deduction by donors. As of September 30, 2023, the tax years that remain subject to examination by taxing authorities begin with 2020.

*Cash and Cash Equivalents*

For purposes of the statements of cash flows, the Center considers money market funds with an original maturity of three months or less to be cash equivalents.

*Short-term Investments*

Short-term investments consist of certificates of deposit with an original maturity over three months but less than one year.



**HAYS-CALDWELL WOMEN'S CENTER**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2023 and 2022**

**NOTE 1 - SUMMARY OF ACCOUNTING POLICIES (continued)**

Grants Receivable

The Center considers its grants receivable to be fully collectible as they are primarily receivables from granting agencies; accordingly, no allowance for doubtful accounts is required.

Accounts Receivable

Accounts receivable is comprised of contributions due from donors for transitional housing. The Center considers all receivables to be fully collectible; therefore, no allowance for doubtful accounts has been recorded.

Inventory

Inventory consists primarily of donated food, clothing and household items. Therefore, it is stated at fair value at date of donation. The value of inventory at September 30, 2023 and 2022 was \$7,111 and \$14,215, respectively.

Property and Equipment

Property and equipment are stated at cost at date of acquisition or fair value at date of donation in the case of gifts. The Center capitalizes items with a cost of over \$5,000. Depreciation on the assets owned by the Center has been computed using the straight-line method over the estimated useful lives of the assets as follows:

Buildings	39 years
Leasehold Improvements	15-20 years
Vehicles	7 years
Furniture and Equipment	5-7 years

Contributed Goods and Services

The value of contributed items meeting the requirements for recognition in the financial statements was recorded at fair market value. A substantial number of unpaid volunteers have made significant contributions of their time to the Center. The Center had 294 and 170 volunteers, totaling 11,410 and 9,139 hours, for the years ended September 30, 2023 and 2022, respectively. The value of this contributed time is not reflected in the financial statements since it is not susceptible to objective measurement or valuation.

Contributions and Grants

The Center records contributions and grants in accordance with Accounting Standards Update (ASU) 2018-08, *Not-for-Profit Entities (Topic 958): Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made*. Contributions and grants received are recorded as with or without donor restrictions, depending on the existence and/or nature of any donor restrictions. Donor-restricted support is reported as an increase in net assets with donor restrictions, depending on the nature of the restriction. When a restriction expires, that is, when a stipulated time restriction ends or purpose restriction is fulfilled, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions.

Governmental Support

The Center receives substantial revenue from federal, state, city and county agencies. Noncompliance by the Center with the terms of the grants/contracts would require funding to be returned.



**HAYS-CALDWELL WOMEN'S CENTER**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2023 and 2022**

**NOTE 1 - SUMMARY OF ACCOUNTING POLICIES (continued)**

*Advertising Costs*

Advertising costs are expensed as incurred. Advertising expense for the years ended September 30, 2023 and 2022 was \$2,662 and \$2,670, respectively.

*Functional Allocation of Expenses*

The costs of providing the services and other activities of the Center have been summarized on a functional basis in the statement of activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited. These expenses require allocation on a reasonable basis that is consistently applied. The expenses that are allocated include payroll expenses, which are allocated on the basis of estimates of time and effort, as well as depreciation, insurance, supplies, and various other expenses, which are allocated on the basis of estimated administrative use of the building's square footage or some other reasonable basis.

*New Accounting Pronouncements*

In February 2016, the Financial Accounting Standards Board (FASB) issued a new accounting pronouncement regarding lease accounting for reporting periods beginning after December 15, 2021. A lessee will be required to recognize on the statement of financial position the assets and liabilities for leases with lease terms of more than twelve months. Management has evaluated the pronouncement and determined it does not have a material impact to the financial statements. Therefore, this pronouncement will not be adopted for fiscal year 2023.

*Recently Adopted Accounting Pronouncements*

In September 2020, the FASB issued ASU 2020-07, *Presentation and Disclosures by Not-for-Profit Entities for Contributed Nonfinancial Assets*. This pronouncement requires nonprofits to expand their financial statement presentation and disclosure of contributed nonfinancial assets, including in-kind contributions. The pronouncement includes disclosure of information on an entity's policies on contributed nonfinancial assets about monetization and utilization during the reporting period, information on donor-imposed restrictions, and valuation techniques. The new pronouncement, as amended, is to be applied retrospectively, to annual reporting periods beginning after June 15, 2021, and interim periods within annual reporting periods beginning after June 15, 2022. The Center adopted this pronouncement effective October 1, 2021.

*Revenue - Exchange Transactions*

The Center recognizes revenue related to exchange transactions in accordance with ASU 2014-09, *Revenue from Contracts with Customers (Topic 606)*. Revenue is recorded at the close of the event when the performance obligation has been completed. Any amount received in excess of the benefit provided to the attendees is recorded as a contribution. Consideration is variable depending upon the nature of the event. There were no receivables, contract assets, or contract liabilities related to these exchange transactions at September 30, 2023, September 30, 2022, or October 1, 2021. Disaggregation of revenue is presented on the face of the statement of activities.

**NOTE 2 - CONCENTRATION OF CREDIT RISK**

The Center maintains cash accounts at two local financial institutions. Cash account balances are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000 per bank. The Center has an agreement with one of its banking institutions where the bank provides pledged collateral in the Center's name in the event deposits exceed FDIC limits at that bank. Uninsured cash balances totaled \$1,026,452 and \$1,149,577, not including reconciling items, at September 30, 2023 and 2022, respectively.

**HAYS-CALDWELL WOMEN'S CENTER**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2023 and 2022**

**NOTE 3 - PROPERTY AND EQUIPMENT**

Property and equipment, less accumulated depreciation, were as follows at September 30:

	<u>2023</u>	<u>2022</u>
Building – Shelter	\$ 3,528,659	\$ 3,528,659
Building – Marla’s Place	4,572,551	4,572,551
Furniture and Equipment	413,700	413,700
Leasehold Improvements	436,736	271,141
Vehicles	68,310	64,310
	<u>9,019,956</u>	<u>8,850,361</u>
Less Accumulated Depreciation	<u>(2,847,790)</u>	<u>(2,611,189)</u>
Property and Equipment, net	<u>\$ 6,172,166</u>	<u>\$ 6,239,172</u>

Depreciation expense for the years ended September 30, 2023 and 2022 was \$236,601 and \$145,232, respectively.

Purchases of property and equipment were as follows for the years ended September 30:

	<u>2023</u>	<u>2022</u>
SH Attic Renovations	\$ 139,794	\$ -
Walking Track	22,320	-
Vehicle	4,000	-
Fire System Updates	3,481	-
Equipment	-	34,658
Building – Marla’s Place	-	1,434,669
	<u>\$ 169,595</u>	<u>\$ 1,469,327</u>

**NOTE 4 - NET ASSETS WITH DONOR RESTRICTIONS**

Time/Purpose restricted net assets were as follows at September 30:

	<u>2023</u>	<u>2022</u>
Emergency Food and Shelter Program	\$ 65,417	\$ 77,304
Temporary Assistance for Needy Families	8,054	8,945
COVID Mitigation	3,287	9,244
Sexual Assault Prevention and Crisis Services	703	538
Building Hope Campaign	-	179,387
Family Violence Prevention Services	-	6,421
	<u>\$ 77,461</u>	<u>\$ 281,839</u>

**NOTE 5 - BUILDING HOPE CAMPAIGN**

Net asset activity for the Building Hope Campaign to provide for transitional housing was as follows for the years ended September 30:

	<u>2023</u>	<u>2022</u>
Building Hope Campaign - Beginning of Year	\$ 179,387	\$ 1,578,434
Capital Campaign Contributions and Interest Income	2,048	162,261
Capital Campaign Funds Released	<u>(181,435)</u>	<u>(1,561,308)</u>
Building Hope Campaign - End of Year	<u>\$ -</u>	<u>\$ 179,387</u>



**HAYS-CALDWELL WOMEN'S CENTER**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2023 and 2022**

**NOTE 6 - CONTRIBUTED GOODS AND SERVICES**

The Center receives various forms of contributed good and services, including clothing and household goods, food, toiletries, gift cards, baby goods, supplies, toys, furniture and equipment and donated services from professionals who are committed to the programs currently being provided. Contributed goods and services are reported as contributions at their estimated fair value on the date of receipt and reported as expense when utilized. The value for donated services is based on conservative hourly rates determined by management from current market rates in relation to the type of service received. Contributed goods are valued based upon estimates of fair market or wholesale values that would be received for selling the goods in their principal market considering their condition and utility for use at the time the goods are contributed by the donor.

Contributed goods and services were as follows for the years ended September 30:

	<u>2023</u>	<u>2022</u>
Contributed Goods:		
Clothing and Household	\$ 67,947	\$ 215,445
Food	43,119	51,080
Baby and Children's Goods	33,305	14,439
Event Auction Items	30,473	33,520
Supplies	22,653	8,096
Gift Cards/Discounts	7,695	10,524
Toiletries	7,540	21,056
Automobile	4,000	-
Furniture and Equipment	50	3,674
	<u>216,782</u>	<u>357,834</u>
Contributed Services:		
Dental	14,624	11,733
Miscellaneous	6,626	2,553
Vehicle Repairs	2,119	-
Landscaping	1,025	6,500
Legal	-	12,700
	<u>24,394</u>	<u>33,486</u>
Total Contributed Goods and Services	<u>\$ 241,176</u>	<u>\$ 391,320</u>

Contributed goods and services are reflected in total in the statement of activities and did not have donor restrictions for the years ended September 30, 2023 and 2022. Donated auction items of \$30,473 and \$33,520, respectively, related to fundraising activities are included in fundraising income - net of direct expenses in the statement of activities and did not have donor restrictions for the years ended September 30, 2023 and 2022.

**NOTE 7 - FUNDRAISING INCOME**

The Center holds fundraising events each year. As discussed in Note 1, fundraising events are considered exchange transactions. For the years ended September 30, 2023 and 2022, the exchange portion of fundraising income was \$97,482 and \$100,524, respectively. The amount in excess of this exchange portion is considered contribution income.

**NOTE 8 - CONCENTRATIONS OF REVENUE**

Revenue from the Office of the Governor Criminal Justice Department grants totaled \$1,629,890 and \$1,695,494 for the years ended September 30, 2023 and 2022, which represents 29% and 32%, respectively, of total revenue.

**HAYS-CALDWELL WOMEN'S CENTER**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2023 and 2022**

**NOTE 9 - LEASES**

The Center leases facilities and office equipment. Total monthly costs under these agreements were \$1,436 for the years ended September 30, 2023 and 2022. The Lockhart facility lease commenced on September 1, 2016 and is month-to-month. The office equipment lease commenced in January 2021. The lease calls for monthly payments of \$436 for 60 months and expires in January 2026. Lease expense for the years ended September 30, 2023 and 2022 was \$20,116 and \$18,563, respectively.

The Center leases from the City of San Marcos several acres of land on which the Center is located. The lease commenced in March 1983 and was renewed for another thirty years in February 2014. The base amount is \$1 per year.

Future minimum rental payments are as follows:

Years Ending September 30,	
2024	\$ 5,232
2025	5,232
2026	1,308
2027	1
2028	1
Thereafter	15
Total	<u>\$ 11,789</u>

**NOTE 10 - FAIR VALUE OF FINANCIAL INSTRUMENTS**

The Center adopted the provisions of ASC 820, *Fair Value Measurements and Disclosures* (formerly SFAS 157). ASC 820 defines fair value as the exchange price that would be received for an asset or paid to transfer a liability (an exit price) in the principal or most advantageous market, and establishes a framework for measuring fair value in the principal or most advantageous market for the asset or liability in an orderly transaction between market participants at the measurement date. The adoption of ASC 820 did not affect the Center's financial position or results of operations.

The valuation techniques required by ASC 820 are based upon observable and unobservable inputs, and ASC 820 establishes a three-level fair value hierarchy that prioritizes the inputs used to measure fair value. The three levels of inputs used to measure fair value are as follows:

- Level 1 inputs consist of unadjusted quoted prices in active markets for identical assets or liabilities and have the highest priority.
- Level 2 valuations are based on quoted prices in markets that are not active.
- Level 3 valuations are based on inputs that are unobservable and supported by little or no market activity.

The Center's current assets and liabilities as presented in the statements of financial position are Level 1. The Center has no Level 2 or Level 3 assets or liabilities. The carrying amounts reported in the statements of financial position approximate fair values because of the short maturities of those instruments.

**NOTE 11 - RETIREMENT PLAN**

The Organization offers a retirement plan, which is available to all full-time employees after one full year of employment. Employee contributions are matched by the Organization up to 3% of the employee's annual compensation. Employer contributions to the plan were \$51,934 and \$51,201 for the years ended September 30, 2023 and 2022, respectively.



**HAYS-CALDWELL WOMEN'S CENTER**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2023 and 2022**

**NOTE 12 - LIQUIDITY AND AVAILABILITY OF FINANCIAL RESOURCES**

The following reflects the Center's financial assets as of the financial position date, reduced by amounts not available for general use because of donor-stipulated restrictions.

	<u>2023</u>	<u>2022</u>
Cash and Cash Equivalents	\$ 1,384,190	\$ 1,506,879
Short-term Investments	500,000	-
Accounts Receivable	2,658	29,530
Grants Receivable	<u>1,080,227</u>	<u>713,772</u>
Total Financial Assets	<u>2,967,075</u>	<u>2,250,181</u>
Donor Restrictions	<u>(77,461)</u>	<u>(281,839)</u>
Financial Assets Available to Meet Cash Needs for Expenditures Within One Year	<u>\$ 2,889,614</u>	<u>\$ 1,968,342</u>

The Center's primary sources of cash flows during the year are related to grants, fundraising, and contributions. These revenue sources provide a consistent inflow of cash throughout the year to cover normal operating expenses.

**NOTE 13 - SUBSEQUENT EVENTS**

The Center has evaluated subsequent events through February XX, 2024, which is the date the financial statements were available to be issued.

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**FINANCIAL AWARDS SECTION**

**HAYS-CALDWELL WOMEN'S CENTER**  
**SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS**  
**For the Year Ended September 30, 2023**

**FEDERAL AWARDS**

<b>Federal Grantor/Pass Through Grantor/Program Title</b>	<b>Assistance Listing Number</b>	<b>Pass-Through Entity Identifying Number</b>	<b>Disbursements/ Expenditures</b>
<b>U.S. Department of the Treasury</b>			
Passed Through Office of the Governor and Children's Advocacy Centers of Texas: Coronavirus State and Local Fiscal Recovery Funds	21.027	2761707	\$ 383,308
Passed Through Office of the Governor: Coronavirus State and Local Fiscal Recovery Funds	21.027	1366421	<u>1,246,582</u>
<b>Total U.S. Department of the Treasury</b>			<u>1,629,890</u>
<b>U.S. Department of Health and Human Services</b>			
Passed Through Texas Health and Human Services Commission: Social Services Block Grant	93.667	HHS001102100030	42,839
Social Services Block Grant	93.667	HHS000380000066	<u>13,216</u>
			<u>56,055</u>
Temporary Assistance for Needy Families	93.558	HHS000380000066	142,733
Family Violence Prevention and Services/Domestic Violence Shelter and Supportive Services	93.671	HHS000380000066	71,891
Family Violence Prevention and Services/Domestic Violence Shelter and Supportive Services	93.671	HHS001108000016	71,478
Family Violence Prevention and Services/Domestic Violence Shelter and Supportive Services (COVID-19)	93.671	HHS000380000066	99,811
Family Violence Prevention and Services/Domestic Violence Shelter and Supportive Services (COVID-19)	93.671	HHS001108000017	<u>60,888</u>
			<u>304,068</u>
Passed Through Office of the Attorney General: Injury Prevention and Control Research and State and Community Based Programs	93.136	2221323	30,883
Injury Prevention and Control Research and State and Community Based Programs	93.136	C-00600	<u>78,786</u>
			<u>109,669</u>
Preventive Health and Health Services Block Grant	93.991	C-00543	<u>50,008</u>
<b>Total U.S. Department of Health and Human Services</b>			<u>662,533</u>
<b>U.S. Department of Homeland Security</b>			
Passed Through Saint Stephen First United Methodist Church: Emergency Food and Shelter National Board Program	97.024	812200-08	<u>78,937</u>
<b>Total U.S. Department of Homeland Security</b>			<u>78,937</u>
<b>TOTAL EXPENDITURES OF FEDERAL AWARDS</b>			<u>2,371,360</u>

See accompanying notes to schedule of expenditures of federal and state awards.

**HAYS-CALDWELL WOMEN'S CENTER**  
**SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS**  
**For the Year Ended September 30, 2023**  
(continued)

**STATE AWARDS**

<u>State Grantor/Pass Through Grantor/Program Title</u>	<u>Assistance Listing Number</u>	<u>Pass-Through Entity Identifying Number</u>	<u>Disbursements/ Expenditures</u>
<b>Texas Health and Human Services Commission</b>			
Family Violence Prevention and Services Act (FVPSA)	N/A	HHS001102100030	42,546
Family Violence Prevention and Services Act (FVPSA)	N/A	HHS000380000066	103,351
Family Violence Prevention and Services Act (FVPSA)	N/A	HHS000380000066	18,261
			<u>164,158</u>
Passed Through Children's Advocacy Centers of Texas:			
Child Abuse Program	N/A	HHSC-FY23-26	243,479
Child Abuse Program	N/A	HHSC-FY24-26	31,775
Child Abuse Program	N/A	HHSC MH-FY23-26	82,853
			<u>358,107</u>
<b>Office of the Attorney General</b>			
Sexual Assault Prevention and Crisis Services	N/A	C-00109	157,970
Sexual Assault Prevention and Crisis Services	N/A	C-01031	12,716
			<u>170,686</u>
Other Victim Assistance Grant	N/A	C-00370	37,172
Other Victim Assistance Grant	N/A	C-00825	3,975
			<u>41,147</u>
<b>TOTAL EXPENDITURES OF STATE AWARDS</b>			<u>734,098</u>
<b>TOTAL EXPENDITURES OF FEDERAL AND STATE AWARDS</b>			<u>\$ 3,105,458</u>

See accompanying notes to schedule of expenditures of federal and state awards.



**HAYS-CALDWELL WOMEN'S CENTER**  
**NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS**  
**September 30, 2023**

**NOTE 1 - BASIS OF PRESENTATION**

The accompanying schedule of expenditures of federal and state awards (the Schedule) includes the federal and state grant activity of Hays-Caldwell Women's Center (the Center) and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. Because the Schedule presents only a selected portion of the operations of the Center, it is not intended to and does not present the financial position, changes in net assets, or cash flows of the Center.

**NOTE 2 - SUMMARY OF ACCOUNTING POLICIES**

Expenditures reflected on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, Cost Principles for Non-Profit Organizations, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

**NOTE 3 - NON-CASH EXPENDITURES**

There were no federal awards expended in the form of non-cash expenditures for the year ended September 30, 2023.

**NOTE 4 - OTHER DISCLOSURES**

Insurance is carried specifically to cover equipment purchased with federal funds. Any equipment purchased with federal funds is covered by the Center's casualty insurance policies.

There were no loans or loan guarantees outstanding at year-end.

The Center has elected to not use the 10 percent *de minimis* indirect cost rate.

The Center did not disburse any federal or state awards to subrecipients for the year ended September 30, 2023.

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN  
AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE  
WITH *GOVERNMENT AUDITING STANDARDS***

To the Board of Directors  
Hays-Caldwell Women's Center  
San Marcos, Texas

DRAFT

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Hays-Caldwell Women's Center (a non-profit organization), which comprise the statement of financial position as of September 30, 2023, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated February XX, 2024.

**Report on Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Hays-Caldwell Women's Center's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Hays-Caldwell Women's Center's internal control. Accordingly, we do not express an opinion on the effectiveness of Hays-Caldwell Women's Center's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses or significant deficiencies. However, material weaknesses or significant deficiencies may exist that have not been identified.

**Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Hays-Caldwell Women's Center's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Hays-Caldwell Women’s Center’s internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Hays-Caldwell Women’s Center’s internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Randy Walker & Co.*

San Antonio, Texas  
February XX, 2024

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**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM  
AND ON INTERNAL CONTROL OVER COMPLIANCE  
REQUIRED BY THE UNIFORM GUIDANCE**

To the Board of Directors  
Hays-Caldwell Women's Center  
San Marcos, Texas

**DRAFT**

**Report on Compliance for Each Major Federal Program**

***Opinion on Each Major Federal Program***

We have audited Hays-Caldwell Women's Center's (the Center's) compliance with the types of compliance requirements identified as subject to audit in the *OMB Compliance Supplement* that could have a direct and material effect on each of the Center's major federal programs for the year ended September 30, 2023. The Center's major federal program is identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the Center complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on its major federal program for the year ended September 30, 2023.

***Basis for Opinion on Each Major Federal Program***

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the Center and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the Center's compliance with the compliance requirements referred to above.

***Responsibilities of Management for Compliance***

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the Center's federal programs.



## ***Auditor's Responsibilities for the Audit of Compliance***

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Center's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Center's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the Center's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the Center's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the Center's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

### **Report on Internal Control over Compliance**

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses or significant deficiencies, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

*Randy Walker & Co.*

San Antonio, Texas  
February XX, 2024

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**HAYS-CALDWELL WOMEN'S CENTER  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
For the Year Ended September 30, 2023**

**SUMMARY OF AUDITOR'S RESULTS**

**Financial Statements**

Type of auditor's report issued	Unmodified
Internal control over financial reporting:	
Material weakness(es) identified	None
Significant deficiencies identified that are not considered to be material weakness(es)	None
Noncompliance material to the financial statements	None

**Federal and State Awards**

Internal control over major programs:	
Material weakness(es) identified	None
Significant deficiencies identified that are not considered to be material weakness(es)	None
Type of auditor's report issued on compliance for major programs	Unmodified
Any audit findings disclosed that are required to be reported in accordance with the Uniform Guidance	None

**Major Programs**

**Federal**

21.027 Coronavirus State and Local Fiscal Recovery Funds

Dollar threshold used to distinguish between type A and type B programs	\$750,000
Audit qualified as low-risk auditee	Yes

**Findings - Financial Statements Audit** None

**Findings and Questioned Costs - Major Federal and State Award Programs Audit** None

**HAYS-CALDWELL WOMEN'S CENTER**  
**SCHEDULE OF PRIOR YEAR AUDIT FINDINGS AND QUESTIONED COSTS**  
**For the Year Ended September 30, 2023**

I. PRIOR YEAR FINDINGS – FINANCIAL STATEMENTS AUDIT

None

II. PRIOR YEAR FINDINGS – MAJOR FEDERAL AND STATE AWARD PROGRAMS AUDIT

None

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July 22, 2024

City of San Marcos

Human Services Advisory Board

To Whom It May Concern:

My name is Danielle Engelke and I am the Head Start Program Director with Community Action Inc. of Central Texas. The Head Start Program has been a long-time partner of HCWC. I would like to express my support for funding for the Hays-Caldwell Women's Center (HCWC) and their Family Violence Funding. Our team works closely with the HCWC staff and Marla's Place staff, and can attest that they are committed to "creating an environment where violence and abuse are not tolerated in the communities we serve." HCWC provides transformative service that are crucial in our community.

Continued funding for this life changing program is critical to ensuring that the survivors served by HCWC remain safe and that affordable housing is available to the most vulnerable of people HCWC's clients. HCWC is the leader of domestic violence support for our community and continued funding will help contribute to their worthy cause.

Thank you for considering the Hays-Caldwell Women's Center for continued funding for these necessary services in our community.

Respectfully,

*Danielle Engelke*

Head Start Program Director

To whom it may concern,

The day I arrived at HCWC was the best decision I made going through the worst of my life. I finally had a sense of relief that for the first time in a long time I wasn't alone. While keeping my daughter and I safe, I got to meet such incredible support team of professional women who have helped me navigate to rebuild my life after so much trauma and pivotal to my healing journey. Their passion for advocating, counseling and meeting our needs along with our children's, is hard work and time consuming, but they made it worth it every day we were here. For this I will always hold a deep respect and gratitude for what they do

I still find it hard to tell this story without becoming emotional but when people think of mental, verbal, spiritual or domestic abuse they think about the abuse itself, but rarely what was missing – love, compassion and most importantly respect. As someone who's been there, receiving such support after being broken makes a big difference to someone who's lost everything but gained hope for a better future. Small things count, they counted for me.

*Thank you HCWC for helping women in our community to have new beginnings.*

*With gratitude,*

*(Shelter Client)*

To Whom It May Concern,

I went through a lot of trauma and child abuse growing up. After my dad died when I was little and my mom started having a lot of different boyfriends, I always tried to run away. As an adult, I was in a relationship that led to my own children experiencing abuse, so I left that situation immediately to try and provide a better life for my kids. At first, I was staying in one bedroom with all my kids in a relative's house. I was trying to find help and it was hard, it's hard keeping up with expenses when not receiving any child support. Then I got connected to HCWC.

I am trying to be the best mom and do the best for my kids. I'm healthy and I'm here for my kids. I want to be a good example for my kids. This is the first time in my life I have felt that I am in a secure place. And it's a safe place for my kids.

I feel this place is going to always be a part of me wherever I go. I will always have a part of Marla's Place in my heart. I received counseling through HCWC too. The counseling helped me through a lot of the trauma I went through as a child and relationship trauma. They helped a lot dealing with the trauma of the abuse that happened to my own children too. My children also received counseling services through Roxanne's House. I can't express it with words, but they did a lot to help.

Sincerely,

A Marla's Place Resident