

What: Executive Committee Meeting
 Date & Time: June 6, 2024; 2:30-3:30 pm PT
 Location: Webinar/Teleconference

Notice: The meeting may be recorded for the benefit of the minute-taker. The WVA intends to delete the recording after the minutes are approved.

Agenda

Approx. Time	*	Page	Topic/[Anticipated Action]	Presented by:
2:30-2:35 pm			1. Welcome & Introductions a) Notice of Meeting Recording	J. Zell / J. Dunn
2:35-2:40 pm	*	Pg. 2	2. Action Items a) Approve March 21, 2024 Meeting Minutes	J. Dunn
2:40-2:55 pm	*	Pg. 3-20	3. Financial Updates a) Unaudited Financials	P. Miller / J. Zell
2:50-3:05 pm			4. ED / AD Update a) National Government Affairs b) WVA Brochure c) Hospital On-boarding d) Non-traditional Provider Outreach/LHJ e) Cyber Security	J. Zell / P. Miller
3:05-3:30 pm			[Executive Session- Board members, AD/ED, & Outside Counsel only]	
3:30 pm			5. Closing	J. Dunn

*Indicates agenda item attached

Red text indicates an action item

**Washington Vaccine Association
Executive Committee Meeting
March 21, 2024; 2:30 – 3:30 p.m. PT**

- I. Attendance.** This meeting was conducted in-person and by webinar. Participating in all or part of the meeting were the following individuals:

Directors:

John Dunn, MD, Kaiser Permanente, Chair
Beth Harvey, MD, South Sound Pediatrics, Vice Chair (virtual)
Ed Marcuse, MD, Emeritus Professor of Pediatrics, UW, Secretary (virtual)

Helms & Company, Inc.:

Patrick Miller, MPH, WVA Administrative Director (virtual)
Ashley Ithal, MPH, WVA Project Support (virtual)

WVA:

Julia Walter Zell, MA., Esq., Executive Director
Cheri Cagle, WVA Stakeholder Liaison (virtual)

Others:

Anne Redman, Esq., Perkins Coie, Outside Counsel
Bob Runnells, Informed Choice Washington (virtual)
Lisa Templeton, Informed Choice Washington (virtual)

II. Summary of Actions Taken and/or Recommended

Actions Taken (votes adopted)

- i. To approve the February 15, 2024 meeting minutes.

III. Minutes

Welcome & Introduction

Ms. Zell called the meeting to order at 2:30 p.m. and provided the notice of recording. Public members Bob Runnells and Lisa Templeton representing Informed Choice Washington introduced themselves.

Action Items

Dr. Dunn asked for a motion to approve the previous meeting's minutes. Upon motion duly made and seconded, it was unanimously

VOTED: To approve the February 15, 2024 meeting minutes.

Financial Updates

Mr. Miller provided a summary of unaudited financials through February 29, 2024. The current cash position, including investments and cash equivalents, is approximately \$23.5M as reported on the balance sheet. In review of the administrative budget, Mr. Miller noted that the WVA was ahead of budget and that financials are similar to those presented in the previous six months. Mr. Miller provided a timeline summary for updating the 2024-2025 budget and Assessment Grid. The final projection packet from the DOH will be provided to the WVA in early April which will allow for the WVA to finalize both the budget and Assessment Grid for Finance Committee, Board, and Operations Committee review and approval. Ms. Zell noted that a communication to payers and providers will be posted regarding the anticipated Grid increases expected in 2024-2025.

ED/AD Updates

Ms. Zell provided an update on outreach efforts to non-traditional providers and pharmacies enrolled in the WA Department of Health's Childhood Vaccine Program but not currently compliant with the WVA Dosage-Based Assessment process. The expectation is billing system workflows and systems are to be compliant by July 1, 2024. Additionally, payers will need to update their adjudication systems to support these changes. Updates on progress will be provided at the next Board meeting.

IV. Executive Session – Confidential

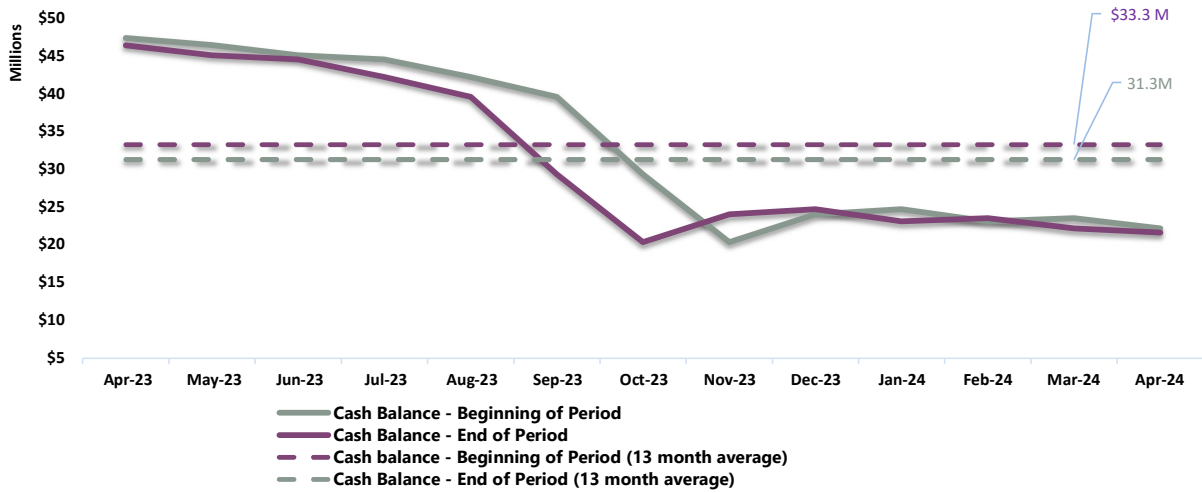
V. Closing

The meeting concluded at 3:50 p.m.

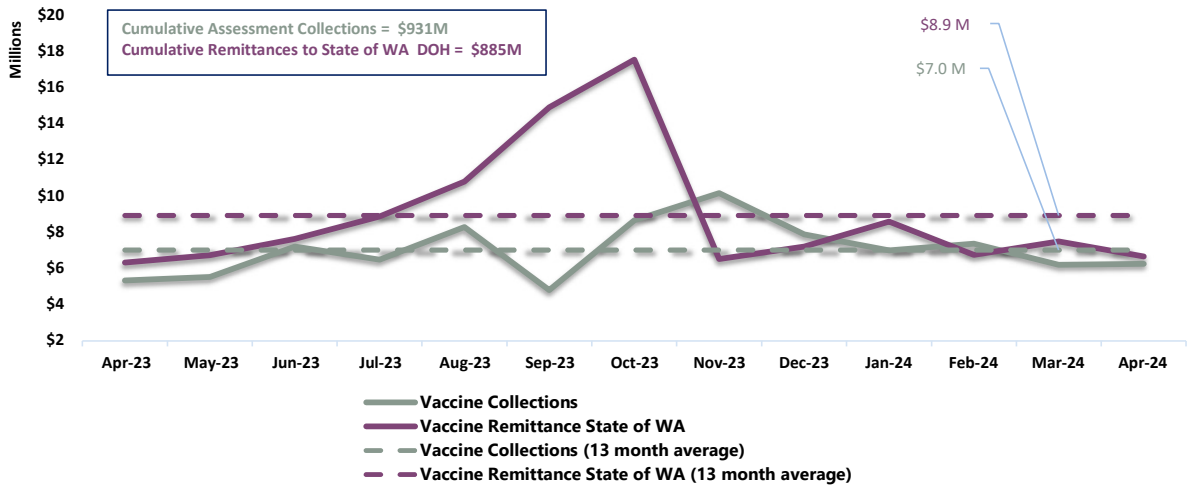
WASHINGTON VACCINE ASSOCIATION
UNAUDITED FINANCIAL STATEMENTS
FOR THE TEN MONTHS ENDED
April 30, 2024
With Supplemental Informational Reporting

Prepared by
Helms & Company, Inc., Administrator

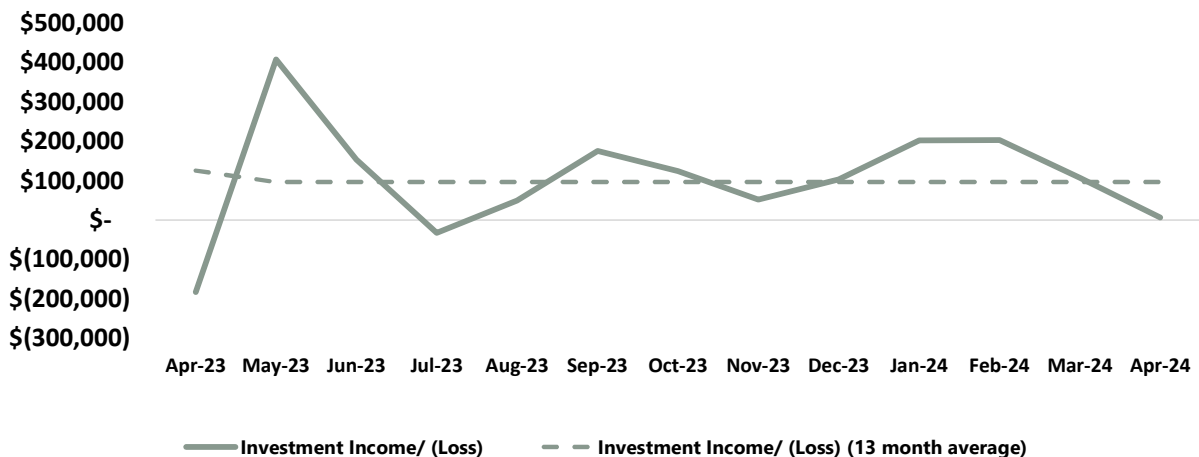
Cash Balances Beginning and End of Period April 2023 - April 2024



Total Vaccine Collections and Vaccine Remittances to State of WA April 2023- April 2024



Investment Income / (Loss) April 2023 - April 2024



Washington Vaccine Association
Statement of Cash Flows
For the Periods Ended

	Month 4/30/2023	Month 5/31/2023	Month 6/30/2023	Month 7/31/2023	Month 8/31/2023	Month 9/30/2023	Month 10/31/2023	Month 11/30/2023	Month 12/31/2023	Month 1/31/2024	Month 2/29/2024	Month 3/31/2024	Month 4/30/2024	13 Month Average
1 Cash balance - beginning	\$ 47,367,244	\$ 46,396,888	\$ 45,037,740	\$ 44,528,984	\$ 42,178,691	\$ 39,591,640	\$ 29,321,330	\$ 20,358,268	\$ 24,030,711	\$ 24,747,027	\$ 23,085,456	\$ 23,521,897	\$ 22,162,210	36,960,476.06
Inflows:														
2 Vaccine collections	5,331,261	5,526,126	7,218,720	6,483,475	8,281,002	4,800,462	8,660,635	10,150,139	7,887,920	6,990,175	7,369,668	6,211,692	6,264,068	7,504,274.78
3 Interest income - payers														-
4 Investment income/ (loss)	153,609	(32,483)	49,646	174,956	124,168	52,184	103,338	202,517	203,060	107,733	6,717	81,784	28,218	127,920.15
5 Total inflows	5,484,870	5,493,643	7,268,366	6,658,431	8,405,170	4,852,646	8,763,973	10,352,656	8,090,980	7,097,908	7,376,385	6,293,476	6,292,286	\$ 7,632,195
Outflows:														
Program														
6 Vaccine remittance State of WA	(6,320,084)	(6,725,775)	(7,626,289)	(8,866,194)	(10,790,790)	(14,891,373)	(17,515,573)	(6,517,092)	(7,204,298)	(8,588,463)	(6,745,691)	(7,492,549)	(6,658,211)	(9,487,708.71)
Administration														
7 Direct Processing Costs	(87,008)	(86,000)	(90,978)	(88,976)	(88,911)	(90,982)	(95,301)	(96,104)	(96,944)	(91,064)	(109,096)	(88,277)	(97,477)	(99,624.04)
8 Executive Director Costs and Support Fees	(29,651)	(24,217)	(28,932)	(33,502)	(28,227)	(46,134)	(39,904)	(33,703)	(27,832)	(48,157)	(37,326)	(29,391)	(35,454)	(38,987.57)
9 Provider and Payer Education and Outreach	(9,905)	(11,202)	(24,221)	(4,418)	(19,974)	(2,279)	(15,414)	(3,670)	(6,900)	(5,404)	(8,539)	(6,355)	(15,311)	(10,679.26)
10 Administrative Costs	(4,798)	(1,817)	(2,922)	(10,234)	(60,539)	(88,408)	(57,063)	(25,864)	(31,130)	(25,941)	(5,254)	(13,821)	(11,793)	(27,610.38)
11 Other Discretionary Expenditures	(3,780)	(3,780)	(3,780)	(5,400)	(3,780)	(3,780)	(3,780)	(3,780)	(7,560)	(450)	(34,038)	(22,771)	(22,771)	(9,479.23)
12 Total Administration	(135,142)	(127,016)	(150,833)	(142,530)	(201,431)	(231,583)	(211,462)	(163,121)	(170,366)	(171,016)	(194,253)	(160,614)	(182,806)	(186,380)
13 Net all other outflows	-	-	-	-	-	-	-	-	-	-	-	-	-	-
14 Total outflows	(6,455,226)	(6,852,791)	(7,777,122)	(9,008,724)	(10,992,221)	(15,122,956)	(17,727,035)	(6,680,213)	(7,374,664)	(8,759,479)	(6,939,944)	(7,653,163)	(6,841,017)	(9,674,089.19)
15 Net Cash Incr (decr) for period	(970,356)	(1,359,148)	(508,756)	(2,350,293)	(2,587,051)	(10,270,310)	(8,963,062)	3,672,443	716,316	(1,661,571)	436,441	(1,359,687)	(548,732)	(2,041,894)
16 Cash balance - end of period	\$ 46,396,888	\$ 45,037,740	\$ 44,528,984	\$ 42,178,691	\$ 39,591,640	\$ 29,321,330	\$ 20,358,268	\$ 24,030,711	\$ 24,747,027	\$ 23,085,456	\$ 23,521,897	\$ 22,162,210	\$ 21,613,478	\$ 34,918,582

Note: Cash balance includes amounts in KeyBank and Morgan Stanley

Washington Vaccine Association
Statement of Financial Position
As of April 30, 2024

ASSETS

1	Current Assets		
2	Cash and Cash Equivalents	\$	4,173,828
3	Accounts Receivable		-
4	Investments		17,439,650
5	Members Estimated Collectible Assessments		19,883,107
6	Prepaid Vaccine		6,658,211
7	Prepaid Administrative Services		-
8	Total Current Assets		48,154,796
9	Total Assets	\$	48,154,796

LIABILITIES AND NET ASSETS

10	Current Liabilities		
11	Accounts Payable	\$	63,794
12	Other Accruals		14,060
13	Total Current Liabilities		77,854
14	Assessments Collected in Excess of Vaccine Funding and Administrative Activities		48,076,942
15	Total Liabilities		48,154,796
16	Total Liabilities and Net Assets	\$	48,154,796

Washington Vaccine Association
Statement of Activities and Changes in Net Assets

	Month Ended April 30, 2024			For Ten Months Ended April 30, 2024		
	A	B	C	D	E	F
	Administrative	Vaccine	Total	Administrative	Vaccine	Total
	Revenues / Vaccine Expenses					
1 Assessment Activity:						
2 Assessments	\$ (264,591)	\$ 6,713,562	\$ 6,448,971	\$ (2,910,133)	\$ 77,910,726	\$ 75,000,594
3 Recoveries	-	-	-	-	-	-
4 Estimated Over (Under) Collections	-	-	-	-	-	-
5 Refunds	(10,739)	-	(10,739)	(300,843)	-	(300,843)
6 Estimated 2% Waste	(16,111)	-	(16,111)	(850,199)	-	(850,199)
7 Estimated Price Variance and 3% Denial	(22,732)	-	(22,732)	(704,188)	-	(704,188)
8 DOH Replenishment	-	(4,483,263)	(4,483,263)	-	(78,132,416)	(78,132,416)
9 Adjustment to Correct Inventory	-	-	-	-	-	-
10 DOH Cost Recovery Admin Charge	(140,801)	-	(140,801)	(1,217,187)	-	(1,217,187)
11 Interest Income on Assessments	-	-	-	-	-	-
12 Net Assessment Activity	<u>(454,974)</u>	<u>2,230,299</u>	<u>1,775,324</u>	<u>(5,982,550)</u>	<u>(221,690)</u>	<u>(6,204,240)</u>
13 Investment Activity:						
14 Interest and Dividend Income - Morgan Stanley	33,960	-	33,960	498,485	-	498,485
15 Realized Gain/(Loss) on Investments - Morgan Stanley	-	-	-	(625,543)	-	(625,543)
16 Unrealized Gain/(Loss) on Investments - Morgan Stanley	(26,537)	-	(26,537)	1,066,274	-	1,066,274
17 Investment Management Expenses	(3,801)	-	(3,801)	(55,624)	-	(55,624)
18 Interest Income - KeyBank	24,726	-	24,726	201,214	-	201,214
19 Net Investment Activity	<u>28,349</u>	<u>-</u>	<u>28,349</u>	<u>1,084,806</u>	<u>-</u>	<u>1,084,806</u>
20 Net Revenues	<u>(426,626)</u>	<u>2,230,299</u>	<u>1,803,673</u>	<u>(4,897,743)</u>	<u>(221,690)</u>	<u>(5,119,433)</u>

Washington Vaccine Association
Statement of Activities and Changes in Net Assets

	A	B	C	D	E	F	
	Month Ended April 30, 2024			For Ten Months Ended April 30, 2024			
	Administrative	Vaccine	Total	Administrative	Vaccine	Total	
	Other Expenses						
21	Administrative Expenses:						
22	Direct Processing Costs						
23	Administrator (Helms & Company, Inc.)	81,133	-	81,133	717,124	-	717,124
24	EDI /ACH Clearinghouse Maintenance (Helms & Company, Inc.)	-	-	-	58,196	-	58,196
25	Clearinghouse Intake Processing (Availity, Zelis, Etc.)	7,628	-	7,628	70,720	-	70,720
26	Lockbox and Bank Fees	4,338	-	4,338	44,015	-	44,015
27	Recovery and Compliance (Helms & Company, Inc.)	-	-	-	31,500	-	31,500
28	Lockbox Intake (OrboGraph)	4,348	-	4,348	22,500	-	22,500
29	Total Direct Processing Costs	97,447	-	97,447	944,055	-	944,055
30	Executive Director Costs and Related Support Fees						
31	Executive Director Salary	26,306	-	26,306	249,522	-	249,522
32	Payroll Taxes	2,096	-	2,096	14,798	-	14,798
33	Leased Employee per Check Fee	232	-	232	2,180	-	2,180
34	Executive Director Travel and Lodging, Education, and Other	1,395	-	1,395	54,316	-	54,316
35	Technology Support (Desktop and Telephony)	465	-	465	8,566	-	8,566
36	Total Executive Director Costs and Related Support Fees	30,494	-	30,494	329,380	-	329,380
37	Provider and Payer Education and Outreach						
38	Provider Education Materials, Development and Printing	3,525	-	3,525	30,483	-	30,483
39	Postage	-	-	-	14	-	14
40	Website and Information Technology	-	-	-	19,441	-	19,441
41	Technical Consultants	-	-	-	4,813	-	4,813
42	Provider Office Training Sessions	8,059	-	8,059	34,136	-	34,136
43	Advertising and Sponsorships	-	-	-	-	-	-
44	Hospitality	3,728	-	3,728	-	-	-
45	Provider Services Rep	-	-	-	18,224	-	18,224
46	Leased Employee per Check Fee	-	-	-	-	-	-
47	Total Provider and Payer Education and Outreach	15,311	-	15,311	107,110	-	107,110
48	Administrative Costs						
49	Legal Counsel	5,449	-	5,449	44,044	-	44,044
50	Operations/Compliance/IT - Compliance Program Expansion	2,175	-	2,175	61,761	-	61,761
51	Communications - Graphic Designer; Printing; Postage	-	-	-	6,981	-	6,981
52	Audit Fees	-	-	-	24,733	-	24,733
53	Audit Fees Segmentation of Accounts; Settlement Reporting	-	-	-	26,427	-	26,427
54	Government Relations, Including Travel, Meals, and Consultants	-	-	-	-	-	-
55	Government Relations - Federal and State; Coordination with Parties	3,000	-	3,000	22,500	-	22,500
56	Registered Agent Fee	-	-	-	-	-	-
57	Bank Fees	-	-	-	-	-	-
58	Office Supplies and Equipment	886	-	886	10,954	-	10,954
59	Rent, ELM and Storage Facility	89	-	89	979	-	979
60	Other Admin Support Provided by Lessor	-	-	-	-	-	-
61	Board Retreat and Meetings	2,230	-	2,230	2,230	-	2,230
62	Insurance	-	-	-	-	-	-

Washington Vaccine Association
Statement of Activities and Changes in Net Assets

		A	B	C	D	E	F
		Month Ended April 30, 2024			For Ten Months Ended April 30, 2024		
		Administrative	Vaccine	Total	Administrative	Vaccine	Total
63	Cyber Liability	30	-	30	48,743	-	48,743
64	Directors and Officers	-	-	-	21,740	-	21,740
65	General Liability	-	-	-	1,669	-	1,669
66	Insurance - Other	-	-	-	-	-	-
67	Legal - Special Projects and L	-	-	-	2,700	-	2,700
68	Legal - Contracting; Counsel; Meetings; Interpretation; Consultation	4,023	-	4,023	107,655	-	107,655
69	Total Administrative Costs	17,882	-	17,882	383,117	-	383,117
70	Other Discretionary Expenditures						
71	Executive Director and Other Contractor Bonus	-	-	-	-	-	-
72	Human Resources and Governance	450	-	450	29,880	-	29,880
73	Total Other Discretionary Expenditures	450	-	450	29,880	-	29,880
74	Total Administrative Expenses	161,584	-	161,584	1,793,542	-	1,793,542

Washington Vaccine Association
Statement of Activities and Changes in Net Assets

	A	B	C	D	E	F
	For Ten Months Ended April 30, 2024			For Ten Months Ended April 30, 2023		
	Administrative	Vaccine	Total	Administrative	Vaccine	Total
	Revenues / Vaccine Expenses					
1	Assessment Activity:					
2	\$ (2,910,133)	\$ 77,910,726	\$ 75,000,594	\$ (6,358,685)	\$ 70,225,859	\$ 63,867,174
3	-	-	-	351,325	-	351,325
4	-	-	-	-	-	-
5	(300,843)	-	(300,843)	(297,146)	-	(297,146)
6	(850,199)	-	(850,199)	(325,040)	-	(325,040)
7	(704,188)	-	(704,188)	(356,461)	-	(356,461)
8	-	(78,132,416)	(78,132,416)	-	(68,214,104)	(68,214,104)
9	-	-	-	-	-	-
10	(1,217,187)	-	(1,217,187)	(813,781)	-	(813,781)
11	-	-	-	-	-	-
12	(5,982,550)	(221,690)	(6,204,240)	(7,799,789)	2,011,755	(5,788,034)
13	Investment Activity:					
14	498,485	-	498,485	899,658	-	899,658
15	(625,543)	-	(625,543)	(82,721)	-	(82,721)
16	1,066,274	-	1,066,274	(386,357)	-	(386,357)
17	(55,624)	-	(55,624)	(100,449)	-	(100,449)
18	201,214	-	201,214	78,265	-	78,265
19	1,084,806	-	1,084,806	408,395	-	408,395
20	(4,897,743)	(221,690)	(5,119,433)	(7,391,393)	2,011,755	(5,379,638)

Washington Vaccine Association
Statement of Activities and Changes in Net Assets

	A	B	C	D	E	F	
	For Ten Months Ended April 30, 2024			For Ten Months Ended April 30, 2023			
	Administrative	Vaccine Other Expenses	Total	Administrative	Vaccine	Total	
21	Administrative Expenses:						
22	Direct Processing Costs						
23	Administrator (Helms & Company, Inc.)	717,124	-	717,124	661,820	-	661,820
24	EDI /ACH Clearinghouse Maintenance (Helms & Con	58,196	-	58,196	65,427	-	65,427
25	Clearinghouse Intake Processing (Avality, Zelis, Etc.)	70,720	-	70,720	50,629	-	50,629
26	Lockbox and Bank Fees	44,015	-	44,015	41,140	-	41,140
27	Recovery and Compliance (Helms & Company, Inc.)	31,500	-	31,500	52,500	-	52,500
28	Lockbox Intake (OrboGraph)	22,500	-	22,500	30,000	-	30,000
29	Total Direct Processing Costs	944,055	-	944,055	901,516	-	901,516
30	Executive Director Costs and Related Support Fees						
31	Executive Director Salary	249,522	-	249,522	188,362	-	188,362
32	Payroll Taxes	14,798	-	14,798	13,768	-	13,768
33	Leased Employee per Check Fee	2,180	-	2,180	1,571	-	1,571
34	Executive Director Travel and Lodging, Education, ar	54,316	-	54,316	42,625	-	42,625
35	Technology Support (Desktop and Telephony)	8,566	-	8,566	5,304	-	5,304
36	Total Executive Director Costs and Related Support Fees	329,380	-	329,380	251,630	-	251,630
37	Provider and Payer Education and Outreach						
38	Provider Education Materials, Development and Pri	30,483	-	30,483	16,593	-	16,593
39	Postage	14	-	14	-	-	-
40	Website and Information Technology	19,441	-	19,441	-	-	-
41	Technical Consultants	4,813	-	4,813	1,513	-	1,513
42	Provider Office Training Sessions	34,136	-	34,136	10,152	-	10,152
43	Advertising and Sponsorships	-	-	-	-	-	-
44	Hospitality	-	-	-	2,945	-	2,945
45	Provider Services Rep	18,224	-	18,224	-	-	-
46	Leased Employee per Check Fee	-	-	-	-	-	-
47	Total Provider and Payer Education and Outreach	107,110	-	107,110	31,203	-	31,203
48	Administrative Costs						
49	Legal Counsel	44,044	-	44,044	40,587	-	40,587
50	Operations/Compliance/IT - Compliance Program E	61,761	-	61,761	-	-	-
51	Communications - Graphic Designer; Printing; Posta	6,981	-	6,981	-	-	-
52	Audit Fees	24,733	-	24,733	23,580	-	23,580
53	Audit Fees Segmentation of Accounts; Settlement R	26,427	-	26,427	-	-	-
54	Government Relations, Including Travel, Meals, and	-	-	-	-	-	-
55	Government Relations - Federal and State; Coordina	22,500	-	22,500	-	-	-
55	Registered Agent Fee	-	-	-	-	-	-

Washington Vaccine Association
Statement of Activities and Changes in Net Assets

		A	B	C	D	E	F
		For Ten Months Ended April 30, 2024			For Ten Months Ended April 30, 2023		
		Administrative	Vaccine	Total	Administrative	Vaccine	Total
56	Bank Fees	-	-	-	-	-	-
57	Office Supplies and Equipment	10,954	-	10,954	6,803	-	6,803
58	Rent, ELM and Storage Facility	979	-	979	267	-	267
59	Other Admin Support Provided by Lessor	-	-	-	-	-	-
60	Board Retreat and Meetings	2,230	-	2,230	-	-	-
61	Insurance						
62	Cyber Liability	48,743	-	48,743	19,625	-	19,625
63	Directors and Officers	21,740	-	21,740	52,058	-	52,058
64	General Liability	1,669	-	1,669	1,639	-	1,639
65	Insurance - Other	-	-	-	-	-	-
66	Legal - Special Projects and L	2,700	-	2,700	-	-	-
67	Legal - Contracting; Counsel; Meetings; Interpretatic	107,655	-	107,655	107,655	-	107,655
67	Total Administrative Costs	383,117	-	383,117	144,560	-	144,560
68	Other Discretionary Expenditures						
69	Executive Director and Other Contractor Bonus	-	-	-	35,572	-	35,572
70	Human Resources and Governance	29,880	-	29,880	41,941	-	41,941
72	Total Administrative Expenses	1,793,542	-	1,793,542	1,406,421	-	1,406,421
73	Total Change in Unrestricted Net Assets	\$ (6,691,286)	\$ (221,690)	\$ (6,912,976)	\$ (8,797,814)	\$ 2,011,755	\$ (6,786,059)

Washington Vaccine Association
Statement of Activities and Changes in Net Assets

	Month Ended April 30, 2024			Month Ended April 30, 2023		
	A	B	C	D	E	F
	Administrative	Vaccine	Total	Administrative	Vaccine	Total
	Revenues / Vaccine Expenses					
1	Assessment Activity:					
2	\$ (264,591)	\$ 6,713,562	\$ 6,448,971	\$ (619,911)	\$ 6,035,042	\$ 5,415,131
3	-	-	-	-	-	-
4	-	-	-	-	-	-
5	(10,739)	-	(10,739)	(29,932)	-	(29,932)
6	(16,111)	-	(16,111)	13,352	-	13,352
7	(22,732)	-	(22,732)	(70,711)	-	(70,711)
8	-	(4,483,263)	(4,483,263)	-	(5,902,665)	(5,902,665)
9	-	-	-	-	-	-
10	(140,801)	-	(140,801)	(79,702)	-	(79,702)
11	-	-	-	-	-	-
12	<u>(454,974)</u>	<u>2,230,299</u>	<u>1,775,324</u>	<u>(786,904)</u>	<u>132,378</u>	<u>(654,526)</u>
13	Investment Activity:					
14	33,960	-	33,960	86,046	-	86,046
15	-	-	-	-	-	-
16	(26,537)	-	(26,537)	72,677	-	72,677
17	(3,801)	-	(3,801)	(9,449)	-	(9,449)
18	24,726	-	24,726	4,335	-	4,335
19	<u>28,349</u>	<u>-</u>	<u>28,349</u>	<u>153,609</u>	<u>-</u>	<u>153,609</u>
20	<u>(426,626)</u>	<u>2,230,299</u>	<u>1,803,673</u>	<u>(633,294)</u>	<u>132,378</u>	<u>(500,917)</u>

Washington Vaccine Association
Statement of Activities and Changes in Net Assets

	A	B	C	D	E	F	
	Month Ended April 30, 2024			Month Ended April 30, 2023			
	Administrative	Vaccine Other Expenses	Total	Administrative	Vaccine	Total	
21	Administrative Expenses:						
22	Direct Processing Costs						
23	Administrator (Helms & Company, Inc.)	81,133	-	81,133	65,432	-	65,432
24	EDI /ACH Clearinghouse Maintenance (Helms & Company, Inc.)	4,348	-	4,348	3,998	-	3,998
25	Clearinghouse Intake Processing (Avality, Zelis, Etc.)	7,628	-	7,628	4,358	-	4,358
26	Lockbox and Bank Fees	4,338	-	4,338	4,221	-	4,221
27	Recovery and Compliance (Helms & Company, Inc.)	-	-	-	5,250	-	5,250
28	Lockbox Intake (RMS)	-	-	-	3,750	-	3,750
29	Total Direct Processing Costs	97,447	-	97,447	87,008	-	87,008
30	Executive Director Costs and Related Support Fees						
31	Salaries	26,306	-	26,306	19,539	-	19,539
32	Payroll Taxes	2,096	-	2,096	1,487	-	1,487
33	Leased Employee per Check Fee	232	-	232	116	-	116
34	Executive Director Travel and Lodging, Education, and Other	1,395	-	1,395	8,019	-	8,019
35	Technology Support (Desktop and Telephony)	465	-	465	373	-	373
36	Total Executive Director Costs and Related Support Fees	30,494	-	30,494	29,534	-	29,534
37	Provider and Payer Education and Outreach						
38	Education Materials Design, Development and Printing	3,525	-	3,525	1,855	-	1,855
39	Postage	-	-	-	-	-	-
40	Website and Information Technology	-	-	-	-	-	-
41	Technical Consultants	-	-	-	1,238	-	1,238
42	Provider Office Training Sessions	8,059	-	8,059	5,636	-	5,636
43	Advertising and Sponsorships	-	-	-	-	-	-
44	Hospitality	3,728	-	3,728	1,176	-	1,176
45	Provider Services Rep	-	-	-	-	-	-
46	Leased Employee per Check Fee	-	-	-	-	-	-
47	Total Provider and Payer Education and Outreach	15,311	-	15,311	9,905	-	9,905
48	Administrative Costs						
49	Legal Counsel	5,449	-	5,449	4,211	-	4,211
50	Operations/Compliance/IT - Compliance Program Expansion	2,175	-	2,175	-	-	-
51	Communications - Graphic Designer; Printing; Postage	-	-	-	-	-	-
52	Audit Fees	-	-	-	-	-	-
53	Audit Fees Segmentation of Accounts; Settlement Reporting	-	-	-	-	-	-
54	Government Relations, Including Travel, Meals, and Consultants	-	-	-	-	-	-
55	Government Relations - Federal and State; Coordination with Parties	3,000	-	3,000	-	-	-
56	Registered Agent Fee	-	-	-	-	-	-
57	Bank Fees	-	-	-	320	-	320
58	Office Supplies and Equipment	886	-	886	267	-	267

Washington Vaccine Association
Statement of Activities and Changes in Net Assets

		A	B	C	D	E	F
		Month Ended April 30, 2024			Month Ended April 30, 2023		
		Administrative	Vaccine	Total	Administrative	Vaccine	Total
59	Rent, ELM and Storage Facility	89	-	89	-	-	-
60	Other Admin Support Provided by Lessor	-	-	-	-	-	-
61	Board Retreat and Meetings	2,230	-	2,230			
62	Insurance				-	-	-
63	Cyber Liability	30	-	30	-	-	-
64	Directors and Officers	-	-	-	-	-	-
65	General Liability	-	-	-	-	-	-
66	Insurance - Other	-	-	-	-	-	-
67	Legal - Special Projects and L	-	-	-			
68	Legal - Contracting; Counsel; Meetings; Interpretation; Consultation	4,023	-	4,023			
69	Total Administrative Costs	17,882	-	17,882	4,798	-	4,798
70	Other Discretionary Expenditures				-	-	-
71	Executive Director and Other Contractor Bonus	-	-	-			
72	Human Resources and Governance	450	-	450	3,780	-	3,780
73	Total Other Discretionary Expenditures	450	-	450	3,780	-	3,780
74	Total Administrative Expenses	161,584	-	161,584	135,025	-	135,025
75	Total Change in Unrestricted Net Assets	\$ (161,584)	\$ -	\$ 1,642,089	\$ (768,320)	\$ 132,378	\$ (635,942)

**Washington Vaccine Association
Administrative Budget Status
For Month of April 30, 2024**

	A Approved Budget	B Actual April 30, 2024	C Budget Variance
1	Direct Processing Costs		
2	71,975	81,133	(9,158)
3	3,750	-	3,750
4	5,750	7,628	(1,878)
5	4,000	4,338	(338)
6	5,250	-	5,250
7	6,920	4,348	2,572
8	97,645	97,447	198
9	Executive Director Costs and Related Support Fees		
10	25,994	25,706	288
11	2,034	2,096	(62)
13	600	600	-
12	232	232	-
13	6,500	1,395	5,105
14	670	465	205
15	36,030	30,494	5,536
16	Provider and Payer Education and Outreach		
17	6,250	3,525	2,725
18	1,250	-	1,250
19	1,250	-	1,250
20	1,500	-	1,500
21	1,500	8,059	(6,559)
22	167	-	167
23	300	3,728	(3,428)
24	12,217	15,311	(3,094)
25	Administrative Costs		
26	4,240	5,449	(1,209)
27	-	-	-
28	417	-	417
29	-	-	-
30	10,500	3,801	6,699
31	600	886	(286)
32	1,500	89	1,411
33	42	-	42
34	1,000	2,230	(1,230)
35	-	-	-
36	-	30	(30)
37	-	-	-
38	-	-	-
39	6,000	-	6,000
40	24,299	12,484	11,815
41	Other Discretionary Expenditures		
42	-	-	-
43	-	450	(450)
44	-	450	(450)
45	\$ 170,191	\$ 156,186	\$ 14,005

**Washington Vaccine Association
Administrative Budget Status
For Ten Months Ended April 30, 2024**

	A Approved Budget	B Actual April 30, 2024	C Budget Variance	
1	Direct Processing Costs			
2				
3	Administrator (Helms & Company, Inc.)	700,121	717,124	(17,003)
4	EDI /ACH Clearinghouse Maintenance (Helms & Company, Inc.)	37,500	22,500	15,000
5	Clearinghouse Intake Processing (Avality, Zelis, Etc.)	56,291	70,720	(14,429)
6	Lockbox and Bank Fees	39,685	44,015	(4,330)
7	Recovery and Compliance (Helms & Company, Inc.)	52,500	31,500	21,000
8	Lockbox Intake (OrboGraph)	66,406	58,196	8,210
8	Total Direct Processing Costs	952,503	944,055	8,448
9	Executive Director Costs and Related Support Fees			
10	Salaries	246,302	247,722	(1,420)
11	Payroll Taxes	16,660	14,798	1,862
12	Benefit Stipend	1,800	1,800	-
13	Leased Employee per Check Fee	2,088	2,180	(92)
14	Executive Director Travel and Lodging, Education, and Other	71,461	54,316	17,145
15	Technology Support (Desktop and Telephony)	7,693	8,566	(873)
	Total Executive Director Costs and Related Support Fees	346,004	329,380	16,624
16	Provider and Payer Education and Outreach			
17	Provider Education Materials, Development and Printing	60,608	30,483	30,125
18	Postage	10,014	14	10,000
19	Website and Information Technology	10,000	19,441	(9,441)
20	Technical Consultants	12,000	4,813	7,188
21	Provider Office Training Sessions	19,804	34,136	(14,332)
22	Advertising and Sponsorships	1,336	-	1,336
23	Hospitality	8,366	18,224	(9,858)
24	Leased Employee per Check Fee	-	-	-
25	Total Provider and Payer Education and Outreach	122,128	107,110	15,018
26	Administrative Costs			
27	Legal - General Counsel and Governance	33,920	44,044	(10,124)
28	Audit Fees	30,377	24,733	5,644
29	Government Relations Consultants	3,336	-	3,336
30	Registered Agent Fee	-	-	-
31	Investment Management Fees	105,000	55,624	49,376
32	Office Supplies and Equipment	6,200	10,954	(4,754)
33	Rent	1,767	979	788
34	Other Admin Support Provided by Lessor	336	-	336
35	Board Retreat and Meetings	8,000	2,230	5,770
36	Insurance			
37	Cyber Liability	28,932	48,743	(19,811)
38	Directors and Officers	79,560	21,740	57,820
39	General Liability	3,356	1,669	1,687
40	Legal - Special Projects and Litigation	50,700	2,700	48,000
41	Total Administrative Costs	351,484	213,417	138,067
42	Other Discretionary Expenditures			
43	Executive Director Bonus Pool	51,265	-	51,265
44	Human Resources and Governance	13,530	29,880	(16,350)
45	Total Other Discretionary Expenditures	64,795	29,880	34,915
46	Total Budget			
47	Total Budget	\$ 1,836,914	\$ 1,623,842	\$ 213,072

**Washington Vaccine Association
Administrative Budget Status
For Ten Months Ended April 30, 2024**

	A Approved Budget	B Actual April 30, 2024	C Budget Variance
1 Legal - Contracting; Counsel; Meetings; Interpretation; Consultation	125,000	107,655	17,345
2 Government Relations - Federal and State; Coordination with Parties; Lobbying	35,000	22,500	12,500
3 Finance/Audit - Segmentation of Accounts; Settlement Reporting; Collections	50,000	26,427	23,574
4 Operations/Compliance/IT - Compliance Program Expansion; Recovery Management	55,000	61,761	(6,761)
5 Communications - Graphic Designer; Printing; Postage; Mailing Services	35,000	6,981	28,019
6 Total Budget	\$ 300,000	\$ 225,324	\$ 74,676

Washington Vaccine Association
Notes to Financial Statements
For the Month Ended April 30, 2024

Balance Sheet

Lines 2 and 4. Cash decreased in April by approximately \$549,000. Total cash and investments at month end are approximately \$21.6 million as compared to the budgeted cash position of \$34.1 million. The time-lag between the date of service and the receipt of payment has been considered when projecting cash reserves for FY2023.

Line 6. The Prepaid Vaccine amount includes the amount requested by the Washington Department of Health (DOH) for the May 2024 replenishment of vaccines. The amount includes the administrative fee of 1.4% which equaled \$91,928 included in the request.

Line 5. Members Estimated Collectible Assessments reflects the value of vaccine funding provided to the DOH for the purchase of vaccines for which the Association expects to receive an assessment payment.

Profit and Loss

Line 2. The amount reported as Assessments includes all assessments received in the month of April. The assessments are tracked in the accounting system using the procedure code and date of service supplied by the provider's remittance advice. While it is assumed that the provider utilized a vaccine that was purchased by the Department of Health in either the corresponding month or a prior month(s), there are too many variables in the purchasing process, the supply chain, and the utilization driving the remittance to provide certainty.

Line 6. The amount reported as 2% Waste is an estimate periodically provided by the DOH that is recorded through a journal entry. This estimate may change over time for specific vaccines (e.g., COVID-19) or all vaccines combined.

Line 7. The amount reported in April as Price Variance and Denials is the actual total of variances and denials identified through the lockbox transactions processed through RMS (formerly OrboGraph).

Line 8. The DOH replenishment is the actual "cost" of the vaccines that are associated with the Assessments received in April. Included in this amount are funds, approved by the Board of Directors, used to purchase RSV immunizations, which are expensed as the immunizations are purchased.

Line 10. The amount reported as DOH Cost Recovery Admin Charge is the amount requested by the DOH for administrative expenses incurred in March. It was paid with the May 2024 replenishment of vaccines.

Other

Based upon a review of detailed assessment remittance data, the Association at times receives both over- and under-payments for remittances. Overpayments are repaid through the refunds process, through balance forward remittances, or through a separate, specific analysis. Utilizing the assessment remittance database, the Association has been able to identify several instances whereby a payer has been incorrectly denying or underpaying assessments for a variety of reasons. The Association's compliance efforts work with payers to resolve these discrepancies and may result in additional assessment revenue or refunds attributable to the current fiscal year that may or may not be related to the current fiscal year.