



HUMAN SERVICES COMMITTEE

Agenda

Tuesday, August 20, 2013

2:00 pm

Madison Avenue Meeting Room
500 SW Madison

- | | |
|------------------------------------|---|
| Discussion/ Possible Action | I. Social Services Semi-Annual Report
(Attachment) |
| Discussion/ Possible Action | II. Council Policy Review and Recommendation: 98-4.12,
"Guidelines for Public Art Selection"
(Attachment) |
| Information | III. Other Business |

Next Scheduled Meeting

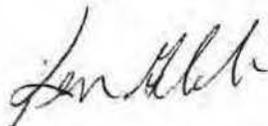
Tuesday, September 3, 2013 at 2:00 pm

Madison Avenue Meeting Room, 500 SW Madison Ave

Agenda

None at this time.

MEMORANDUM

DATE: August 12, 2013
TO: Human Services Committee
FROM: Ken Gibb, Community Development Director 
SUBJECT: Social Service Semi-Annual Report for Period Ending June 31, 2013

I. Issue

Under the terms of the Social Service Funding Agreement between the City of Corvallis and United Way, review and approval of two semi-annual reports is required each fiscal year. Attached is the second report for FY 12-13.

II. Discussion

United Way is the City's designated administrator for Social Service funding for FY 12-13. In September 2009, the City Council authorized the City Manager to enter into a three (3) year agreement with United Way, with an annual option to extend the agreement for two (2) additional years for a total of five (5) years. FY 12-13 is the third year in this five year period.

For FY 12-13, the City Council approved the Social Service Allocation of \$257,500, with an additional \$106,840 from the passage of the levy, for a total of \$344,590. Of this amount, \$327,361 is to be distributed to agencies and \$17,229 is the service fee paid to United Way for administration of the program. United Way receives a monthly payment of \$28,780.

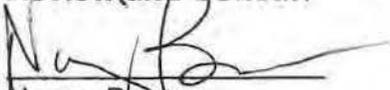
For this semi-annual report, United Way has included a final report from each agency that received City funding in FY 12-13, (Attachment A). These reports include a narrative of their activities, outputs and outcomes, and a year-to-date balance and income statements. United Way combined review of the City Social Service Fund and its own grants program into one process. Several programs applied for, and received funding from both cycles. They have submitted one final report. The narrative report will reflect for which cycle the program is reporting (City, or both), and the amount awarded in the respective cycles.

United Way has been provided with a copy of this staff report, notified of the upcoming Committee meeting and invited to attend.

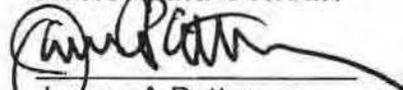
III. Action Recommended

That the Human Services Committee consider this report and recommend the City Council approve acceptance of the Social Service FY 12-13 semi-annual report for period ending July 31, 2013.

Review and Concur:


Nancy Brewer
Finance Director

Review and Concur:


James A Patterson
City Manager



City of Corvallis

Social Service Grants

12-13 Final Reports

As per our administrative contract, United Way has recently compiled funded program final reports for the 12-13 City of Corvallis Social Service funding cycle.

This document contains the following components per funded program:

1. Program Reports

- Narrative: description of the funded project, explanation of how the grant award has been spent, and how many people have been helped.
- Financial update: high-level review of program revenue and expenses to-date.

United Way's Community Impact committee is reviewing all interim reports as well, and will follow up where necessary and/or appropriate.

Agency Requests / Awards

Agency	Program	Request	Award
ABC House	Child Abuse Assessment	\$40,000	\$26,391
Boys & Girls Club of Corvallis	Clubhouse Scholarships Safety Net Funding	\$16,470	\$16,470
Center Against Rape & Domestic Violence (CARDV)	Shelter Service Program	\$25,000	\$15,000
CASA-Voices for Children	Child Advocacy Academy	\$15,000	\$15,000
Corvallis Comm. Children's Ctr	Tuition Scholarship	\$45,000	\$20,000
Corvallis Daytime Drop-In Ctr	Counseling Services	\$10,000	\$5,000
Corvallis Environmental Center	SAGE Food for Families	\$10,000	\$5,000
Community Outreach, Inc	Integrated Shelter Services	\$52,000	\$52,000
	Day Services	\$32,000	\$32,000
	Health Services	\$40,000	\$40,000
CSC-RSVP	SHIBA	\$5,000	\$5,000
CSC-Linn-Benton Food Share	Linn Benton Food Share	\$36,000	\$36,000
Furniture Share	Sustaining Client Services	\$17,000	\$10,000
Heartland Humane Society	Emergency & Safe Hsg Prog.	\$3,000	\$3,000
Jackson Street Youth Shelter	Emergency Shelter	\$25,000	\$25,000
	Transitional Housing	\$8,000	\$8,000
Presbyterian Preschool & Child Care Center	PSCC Tuition Assistance	\$7,000	\$4,000
Vina Moses Center	Clothing & Household	\$5,000	\$2,500
	FISH	\$4,000	\$4,000
We Care	Short-term financial assist.	\$3,000	\$3,000
Subtotal		\$475,852	\$327,361

United Way (contract fee)Total **\$17,229**

Total distribution \$344,590

2012 UW & City SS Fund – Final Report

#10

Name of Agency *	ABC House
Contact email *	development@abchouse.org
Program Name: *	Child abuse assessment program
For which cycle are you reporting? *	Both

Describe the project for which you are reporting (250 words or less) *

ABC House received United Way and City of Corvallis SSF funding to support its child abuse assessment program. As the only child abuse intervention center for Benton County, ABC House provides child abuse assessments when there are concerns that children have been abused or neglected.

The assessment program includes three core services provided at no out-of-pocket cost to families: complete medical exams by physicians specializing in the recognition and treatment of child abuse; forensic interviewing by professionals trained in talking to children in a neutral and sensitive manner; and advocacy services that provide clear information about the investigation process and connect non-offending family members with much-needed support services. Assessment services are provided to children from newborns to age 18 who are referred by law enforcement agencies, child welfare and the medical community when there are concerns that they may have been hurt by sexual abuse, physical abuse or neglect.

ABC House creates a multidisciplinary approach to child abuse investigation by bringing together child abuse professionals from multiple disciplines, including law enforcement, child protective services, medical and mental health professionals. This helps ensure that agencies tasked with investigating abuse work collaboratively and share information, resulting in more effective and child-focused investigations. Children receive comprehensive assessment services in one safe, child-friendly environment, reducing the trauma they would otherwise experience visiting multiple agencies and having to tell their stories repeatedly. ABC House brings all of these services to the child, rather burdening the family to visit all of these services.

Amount requested from City Social Service Fund?	40000
Amount awarded from City Social Service Fund?	26391
Amount requested from United Way?	32800
Amount awarded from United Way?	20000

How has the award been spent? *

Grant awards from United Way and the City Social Services Fund were spent on providing high-quality, child-focused abuse assessments for Benton County children with concerns of child abuse or neglect. During the one-year grant period, ABC House has provided services to 142 children from Benton County (of which, 95 were from Corvallis). Services included 25 complete medical exams, 47 forensic interviews, 88 medical consultations, assisting 48 families in the completion and filing of crime victims compensation funds applications, and advocacy services and referrals to the families of 62 children.

From the application describe 1 unit of service (example: 1 food box feeds 1 individual for 3 days). *

1 unit of service is a 4 hour child abuse assessment appointment, which is comprised of 15 hours of staff time total per child: 2 hours for a medical exam and history, 2 hours for a forensic interview and family safety-planning meeting, 4 hours for report-writing by interviewer and physician, 4 hours for advocate to gather family information, process intake paperwork and make referrals, 2 hours for medical record keeping, obtaining client health history from providers and distributing reports to partner agencies, 2 hours for data entry and medical billing. This time increases if a case proceeds to trial.

Cost per unit (what it costs to deliver this service per client): *	\$950 per child abuse assessment
How many unduplicated clients did the City award serve during the award period (7/1-6/30)? *	95 children from Corvallis
How many unduplicated clients did the United Way award serve during the award period (7/1-6/30)? *	142 total children from Benton County
Contributions / fundraising income *	14198.88
Program service fees *	127633.61
Foundation grants *	18902.23
City Social Service Fund (current year award) *	26391
Other Government funding (Federal, State, County, City) *	254408.56
United Way Grant funding (current year award) *	20000
Other Income *	0
Total Program Revenue *	461534.28
Salaries *	286649.98
Payroll taxes and employee benefits *	50079.41
Professional fees and contracted services *	43093
Operations (rent, utilities, equipment, maintenance, etc.) *	40577.14
Materials and supplies *	8497.79

Travel *	1140.59
Staff and volunteer development/training costs *	3727.27
Conferences, conventions, meetings *	0
Direct assistance to individuals *	0
Miscellaneous expenses *	0
Total Expenses *	433765.18
Program Budget Balance (Total revenue – total expenses *)	27769.1

Upload June–end balance sheet. *



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Upload June–end Income statement. *



[profit_loss_6.30.13.xlsx](#)
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ASSETS

Current Assets

Checking/Savings

1109 · Citizens Bank - Checking 166,329.64

1905 · Edward Jones 74,224.11

Total Checking/Savings 240,553.75

Other Current Assets

1000 · Grants and Contracts Receivable 52,270.47

1720 · Accounts Receivable 10,193.21

Total Other Current Assets 62,463.68

Total Current Assets 303,017.43

Fixed Assets

1250 · Prepaid expenses 1,158.30

1725 · Accumulated Depreciation -182,565.00

1740 · Building 430,324.79

1745 · Equipment 124,136.46

1755 · Land 58,000.00

Total Fixed Assets 431,054.55

Other Assets

1915 · Investment Edward Jones 488,372.87

1920 · Investment-OCF 306,849.66

1930 · Unrealized app/depr. of inv. 25,914.12

Total Other Assets 821,136.65

TOTAL ASSETS **1,555,208.63**

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 · Accounts Payable 1,517.01

Total Accounts Payable 1,517.01

Credit Cards

1110 · Card Service Center 710.60

Total Credit Cards 710.60

Other Current Liabilities

2400 · Payables 3,443.77

2415 · FICA/FWT Payable -8,016.50

	Jun 30, 13
2430 - Salary & Wages Payable	1,323.53
2435 - SWT Payable	77.00
2440 - WBE/SVI Payable	2,393.77
2445 - Unearned Income	33,838.00
Total Other Current Liabilities	<u>33,059.57</u>
Total Current Liabilities	<u>35,287.18</u>
Total Liabilities	35,287.18
Equity	
3000 - Unrestricted net assets	1,343,675.93
3010 - Temp Restricted Net Assets	55,285.00
Net Income	120,960.52
Total Equity	<u>1,519,921.45</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,555,208.63</u></u>

	<u>Jul '12 - Jun 13</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense					
Income					
4000 - Revenue					
4005 - Donations					
4007 - Year End Appeal	14,198.88				
4009 - Newsletter	3,930.00				
4005 - Donations - Other	50,086.88				
Total 4005 - Donations	<u>68,215.76</u>	<u>38,952.00</u>	<u>29,263.76</u>	<u>175.13%</u>	<u>38,925.00</u>
4010 - Grants					
4015 - Benton County CAMI	70,000.00	70,000.00	0.00	100.0%	70,000.00
4020 - Linn County CAMI	150,450.56	136,821.00	13,629.56	109.96%	136,821.00
4025 - VOCA	37,215.00	37,132.00	83.00	100.22%	47,132.00
4027 - Other Grant Revenue	117,236.28	208,740.96	-91,504.68	56.16%	198,741.00
Total 4010 - Grants	<u>374,901.84</u>	<u>452,693.96</u>	<u>-77,792.12</u>	<u>82.82%</u>	<u>452,694.00</u>
4030 - Fees for Service					
4035 - Court Appearances	6,658.62				
4040 - Karly's Law	34,711.86				
4045 - Medical Billing	86,228.13				
4050 - Mental Health Billing	2,331.33				
4055 - Records Request	35.00				
4030 - Fees for Service - Other	0.00				
Total 4030 - Fees for Service	<u>129,964.94</u>	<u>94,180.00</u>	<u>35,784.94</u>	<u>138.0%</u>	<u>94,180.00</u>
4060 - Fundraisers					
4062 - Celebrate Hope					
4063 - Celebrate Hope 2011	140.00				
4064 - Celebrate Hope 2012	9,810.00				
4065 - Celebrate Hope 2013	68,125.00				
Total 4062 - Celebrate Hope	<u>78,075.00</u>	<u>40,000.00</u>	<u>38,075.00</u>	<u>195.19%</u>	<u>40,000.00</u>
4068 - Donor Appreciation Event	1,000.00				-
4070 - Runaway Pumpkin Half Marathon	66,009.58	75,000.00	-8,990.42	88.01%	75,000.00

	<u>Jul '12 - Jun 13</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
4075 · Shooters Match	15,337.12	10,000.00	5,337.12	153.37%	10,000.00
4080 · Third Party Events	16,273.57	5,000.00	11,273.57	325.47%	5,000.00
Total 4060 · Fundraisers	<u>176,695.27</u>	<u>130,000.00</u>	<u>46,695.27</u>	<u>135.92%</u>	<u>90,000.00</u>
4085 · Other Income					
4090 · Interest & Distribution Income	0.00	24,318.00	-24,318.00	0.0%	24,318.00
4085 · Other Income - Other	777.22				
Total 4085 · Other Income	<u>777.22</u>	<u>24,318.00</u>	<u>-23,540.78</u>	<u>3.2%</u>	<u>24,318.00</u>
Total 4000 · Revenue	<u>750,555.03</u>	<u>740,116.97</u>	<u>10,438.06</u>	<u>101.41%</u>	<u>740,117.00</u>
Total Income	<u>750,555.03</u>	<u>740,116.97</u>	<u>10,438.06</u>	<u>101.41%</u>	<u>740,117.00</u>
Gross Profit	750,555.03	740,116.97	10,438.06	101.41%	740,117.00
Expense					
6000 · Expenses					
6015 · Building Expenses					
6020 · General Expenses	2,806.70	986.00	1,820.70	284.66%	986.00
6025 · Repairs and Maintenance	8,021.69	8,970.00	-948.31	89.43%	8,970.00
6030 · Telephone	2,713.46	2,600.00	113.46	104.36%	2,600.00
6035 · Utilities	6,277.14	7,176.00	-898.86	87.47%	7,176.00
Total 6015 · Building Expenses	<u>19,818.99</u>	<u>19,732.00</u>	<u>86.99</u>	<u>100.44%</u>	<u>19,732.00</u>
6040 · Computers					
6042 · Computer Repairs & Maintenance	878.75	2,000.00	-1,121.25	43.94%	2,000.00
6044 · Computer Software and Hardware	8,699.97	600.00	8,099.97	1,450.0%	600.00
Total 6040 · Computers	<u>9,578.72</u>	<u>2,600.00</u>	<u>6,978.72</u>	<u>368.41%</u>	<u>2,600.00</u>
6045 · Contract Labor	74,814.70	77,415.00	-2,600.30	96.64%	77,415.00
6055 · Dues and Subscriptions	3,095.50	3,406.00	-310.50	90.88%	3,406.00
6058 · Equipment	2,549.85	1,700.00	849.85	149.99%	1,700.00

	<u>Jul '12 - Jun 13</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
6060 · Fees and Registration	2,311.29	2,730.00	-418.71	84.66%	2,730.00
6065 · Fundraisers					
6070 · Celebrate Hope	9,488.22	7,500.00	1,988.22	126.51%	7,500.00
6075 · Donor Appreciation	591.96	950.00	-358.04	62.31%	950.00
6080 · Runaway Pumpkin Half Marathon	16,313.87	28,500.00	-12,186.13	57.24%	28,500.00
6083 · Shooters Match	4,507.00	2,800.00	1,707.00	160.96%	2,800.00
6084 · Third Party Events	2,099.92				-
Total 6065 · Fundraisers	<u>33,000.97</u>	<u>39,750.00</u>	<u>-6,749.03</u>	<u>83.02%</u>	<u>39,750.00</u>
6085 · Legal and Accounting	4,390.00	9,600.00	-5,210.00	45.73%	9,600.00
6090 · Insurance					
6092 · Health Insurance	47,750.90	48,090.00	-339.10	99.3%	48,090.00
6094 · Liability/Medical Malpractice	15,746.95	15,960.00	-213.05	98.67%	15,960.00
6098 · Workers' Compensation Insurance	2,868.51	2,065.00	803.51	138.91%	2,065.00
Total 6090 · Insurance	<u>66,366.36</u>	<u>66,115.00</u>	<u>251.36</u>	<u>100.38%</u>	<u>118,265.00</u>
6100 · General Office Supplies	3,493.08	3,004.00	489.08	116.28%	3,004.00
6105 · Payroll Taxes	31,547.07	33,876.00	-2,328.93	93.13%	33,876.00
6110 · Photocopy and Printing	2,778.10	2,484.00	294.10	111.84%	2,484.00
6115 · Postage	2,850.46	2,085.00	765.46	136.71%	2,085.00
6120 · Program Supplies					
6125 · Advocacy	1,466.86	100.00	1,366.86	1,466.86%	100.00
6130 · Community Education	-28.19	2,806.00	-2,834.19	-1.01%	2,806.00
6140 · Medical	1,871.71	2,015.00	-143.29	92.89%	2,015.00
Total 6120 · Program Supplies	<u>3,310.38</u>	<u>4,921.00</u>	<u>-1,610.62</u>	<u>67.27%</u>	<u>4,921.00</u>
6145 · Property Tax	257.90	310.00	-52.10	83.19%	310.00
6150 · Public Relations & Advertising	893.11	384.00	509.11	232.58%	384.00
6170 · Resource Material	248.95	725.00	-476.05	34.34%	725.00
6175 · Salaries and Wages					
6180 · Administrative Assistant	21,617.64	20,567.00	1,050.64	105.11%	20,567.00
6185 · Advocacy	40,679.60	41,170.00	-490.40	98.81%	41,170.00
6190 · Community Education	14,399.99	15,600.00	-1,200.01	92.31%	15,600.00

	Jul '12 - Jun 13	Budget	\$ Over Budget	% of Budget	Annual Budget
6193 · Counselor P/T	8,574.00	11,700.00	-3,126.00	73.28%	11,700.00
6195 · Development Director	50,958.35	50,923.00	35.35	100.07%	50,923.00
6200 · Executive Director	56,138.11	60,000.00	-3,861.89	93.56%	60,000.00
6205 · Interviewer	23,575.87	28,002.00	-4,426.13	84.19%	28,002.00
6210 · Medical Director	136,864.59	138,599.00	-1,734.41	98.75%	138,599.00
6215 · Medical Support	800.00	4,160.00	-3,360.00	19.23%	4,160.00
6220 · Nurse	41,462.65	41,170.00	292.65	100.71%	41,170.00
6225 · Office Support Specialist	32,844.00	32,594.00	250.00	100.77%	32,594.00
Total 6175 · Salaries and Wages	427,914.80	444,485.00	-16,570.20	96.27%	444,485.00
6230 · Trainings	15,097.38	9,150.00	5,947.38	165.0%	9,150.00
6235 · Travel	3,956.85	3,608.00	348.85	109.67%	3,605.00
6000 · Expenses - Other	3.05				
Total 6000 · Expenses	708,277.51	728,080.00	-19,802.49	97.28%	728,080.00
Total Expense	708,277.51	728,080.00	-19,802.49	97.28%	728,080.00
Net Ordinary Income	42,277.52	12,036.97	30,240.55	351.23%	12,037.00

Ordinary Income/Expense

Income

4000 - Revenue

4005 - Donations

4007 - Year End Appeal

4009 - Newsletter

4005 - Donations - Other

Total 4005 - Donations

4010 - Grants

4015 - Benton County CAMI

4020 - Linn County CAMI

4025 - VOCA

4027 - Other Grant Revenue

Total 4010 - Grants

4030 - Fees for Service

4035 - Court Appearances

4040 - Karly's Law

4045 - Medical Billing

4050 - Mental Health Billing

4055 - Records Request

4030 - Fees for Service - Other

Total 4030 - Fees for Service

4060 - Fundraisers

4062 - Celebrate Hope

4063 - Celebrate Hope 2011

4064 - Celebrate Hope 2012

4065 - Celebrate Hope 2013

Total 4062 - Celebrate Hope

4068 - Donor Appreciation Event

4070 - Runaway Pumpkin Half Marathon

4075 · Shooters Match
4080 · Third Party Events
Total 4060 · Fundraisers

4085 · Other Income
4090 · Interest & Distribution Income
4085 · Other Income - Other
Total 4085 · Other Income

Total 4000 · Revenue

Total Income

Gross Profit

Expense

6000 · Expenses
6015 · Building Expenses
6020 · General Expenses
6025 · Repairs and Maintenance
6030 · Telephone
6035 · Utilities
Total 6015 · Building Expenses

6040 · Computers
6042 · Computer Repairs & Maintenance
6044 · Computer Software and Hardware
Total 6040 · Computers

6045 · Contract Labor
6055 · Dues and Subscriptions
6058 · Equipment

6060 · Fees and Registration
6065 · Fundraisers
 6070 · Celebrate Hope
 6075 · Donor Appreciation
 6080 · Runaway Pumpkin Half Marathon
 6083 · Shooters Match
 6084 · Third Party Events
Total 6065 · Fundraisers

6085 · Legal and Accounting
6090 · Insurance
 6092 · Health Insurance
 6094 · Liability/Medical Malpractice
 6098 · Workers' Compensation Insurance
Total 6090 · Insurance

6100 · General Office Supplies
6105 · Payroll Taxes
6110 · Photocopy and Printing
6115 · Postage
6120 · Program Supplies
 6125 · Advocacy
 6130 · Community Education
 6140 · Medical
Total 6120 · Program Supplies

6145 · Property Tax
6150 · Public Relations & Advertising
6170 · Resource Material
6175 · Salaries and Wages
 6180 · Administrative Assistant
 6185 · Advocacy
 6190 · Community Education

6193 · Counselor P/T
6195 · Development Director
6200 · Executive Director
6205 · Interviewer
6210 · Medical Director
6215 · Medical Support
6220 · Nurse
6225 · Office Support Specialist
Total 6175 · Salaries and Wages

6230 · Trainings
6235 · Travel
6000 · Expenses - Other
Total 6000 · Expenses

Total Expense

Net Ordinary Income

2012 UW & City SS Fund – Final Report

#18

Name of Agency *	Boys & Girls Club of Corvallis
Contact email *	hhiggins@bgccorvallis.org
Program Name: *	Clubhouse Scholarships– Safety Net Funding
For which cycle are you reporting? *	Both

Describe the project for which you are reporting (250 words or less) *

The mission of the Boys & Girls Club of Corvallis (BGCC) is to provide school age youth with fun and enriching programming in a safe and positive environment. For 38 years we have served the Corvallis community, and are recognized as the chief provider of after school programming for its youth. Our effective practices are evidenced in our successful capital campaign, the opening of our 40,000 square foot facility in 1997, and our continued partnerships in the community years later. We are over 1800 members strong, (ages 5–18), and through our varied programs and community events, we outreach to 10,000 youth across Benton County. Our facility and satellite sites are open over 300 days of the year. We welcome nearly 1000 children and teens and deliver 600 free healthy meals daily. Since 2008, our Johnson Dental Clinic has treated over 3,000 low-income children in the Corvallis community, and plans to extend its program to include underinsured member parents.

BGCC provides a safe place for children to go after school while their parents are at work. Club members receive the following services: a free daily dinner, dental health care services, homework and tutoring support, athletics, leadership development and a wide array of enrichment activities. To make our programs accessible to all families, we charge an annual membership fee of only \$25. Actual costs to provide these services to each Club member are \$1500 annually.

Amount requested from City Social Service Fund?	16470
Amount awarded from City Social Service Fund?	16470
Amount requested from United Way?	16470
Amount awarded from United Way?	10000

How has the award been spent? *

Since our last report in January, our services to low-income families have increased by 7%, moving from 71% of our member families to 78% of our families with incomes less than \$45,000 per year. It is with the generous help of the United Way and the City Social Service Fund that we are able to meet these needs.

United Way grant funds have been used for scholarship support of membership fees, and to help offset the true cost of services. Club membership provides after school care for low-income and at-risk school age youth during the hours of 2:30pm – 6:30pm Monday through Thursday, and 1:00pm–6:00pm on Fridays.

Our Club supports the whole family. We provide relief to parents by offering a safe and affordable

environment for their children. With daily dinners and free dental health care, we allow parents to meet the basic needs of their children. We have become the child care safety net for hundreds of Corvallis families who would otherwise be sending their children home to empty and/or unsupervised environments.

From the application describe 1 unit of service (example: 1 food box feeds 1 individual for 3 days). *	Each child is 1 unit of service.
Cost per unit (what it costs to deliver this service per client): *	1500
How many unduplicated clients did the City award serve during the award period (7/1-6/30)? *	750
How many unduplicated clients did the United Way award serve during the award period (7/1-6/30)? *	750
Contributions / fundraising income *	15635
Program service fees *	8750
Foundation grants *	10000
City Social Service Fund (current year award) *	16470
Other Government funding (Federal, State, County, City) *	0
United Way Grant funding (current year award) *	10000
Other Income *	0
Total Program Revenue *	60855
Salaries *	81670
Payroll taxes and employee benefits *	7003
Professional fees and contracted services *	0
Operations (rent, utilities, equipment, maintenance, etc.) *	7588
Materials and supplies *	23032
Travel *	60

Staff and volunteer development/training costs *	0
Conferences, conventions, meetings *	0
Direct assistance to individuals *	915
Miscellaneous expenses *	0
Total Expenses *	120268
Program Budget Balance (Total revenue – total expenses *	-59413

Upload June-end balance sheet. *



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46.24 KB · PDF

Upload June-end Income statement. *



[72013_bgcc_p_l.pdf](#)
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Boys & Girls Club of Corvallis
Balance Sheet
 As of June 30, 2013

	Jun 30, 13
ASSETS	
Current Assets	
Checking/Savings	
1000 · Cash	
1001 · CB Checking - Ops	105,475.32
1002 · CB Checking - Payroll	14.00
1003 · CB Checking - Facilities	184.61
1004 · CB MMK - Endowment	43,348.54
1006 · OSU Fed	
1006.1 · Ops Checking (99)	8.00
1006.2 · Ops MMK (50)	48,097.50
1006.3 · Ops Savings (362426)	5.00
Total 1006 · OSU Fed	48,110.50
1007 · Cash Tills	450.00
1010 · BOA MMKt	50,001.81
Total 1000 · Cash	247,584.78
Total Checking/Savings	247,584.78
Accounts Receivable	
1200 · A/R	
1201 · Due from ANET	12,797.91
1202 · Due from ANET Customers	4,860.50
1203 · Due from QB Customers	4,975.00
1204 · Due from Lincoln	255.00
1205 · Pledge Receivables	130,598.68
1206 · Endowment Receivables	20,000.00
1207 · Grant Receivables	48,320.00
Total 1200 · A/R	221,807.09
Total Accounts Receivable	221,807.09
Other Current Assets	
1202.1 · Contra ANET Receivables	-5,250.00
1210 · DP Imports	
1210.4 · Contra Sponsorships	-28,900.00
Total 1210 · DP Imports	-28,900.00
1225 · NW Agency Trust - SUTA Acct	18,241.84
1250 · Allowance for Doubtful Accts	
1250.1 · Customers	-1,046.85
Total 1250 · Allowance for Doubtful Accts	-1,046.85
1252 · NSF Checks Outstanding	10.00
1254 · Prepaid Expenses - Club Ops	37,021.85
1255 · Prepaid Expenses - Facility	4,540.50
1256 · Due From Affiliates	
1256.1 · Due to Club from Endowment	2,417.98
1256.2 · Due to Endowment from Club	44.64
Total 1256 · Due From Affiliates	2,462.62
1400 · Investments - H/P	
1400.1 · Adjusted Cost	2,466,172.18
1400.2 · Unrealized Gain (Loss)	402,584.90
Total 1400 · Investments - H/P	2,868,757.08
1401 · Investments - Cambria	
1401.1 · Adjusted Cost	867,143.75
1401.2 · Unrealized Gain (Loss)	37,554.58
Total 1401 · Investments - Cambria	904,698.33
Total Other Current Assets	3,800,535.37
Total Current Assets	4,269,927.24

Boys & Girls Club of Corvallis

Balance Sheet

As of June 30, 2013

	<u>Jun 30, 13</u>
Fixed Assets	
1500 · Fixed Assets	
1501 · Building	3,928,488.96
1502 · Furniture and Equip	
1502.1 · Equip - Facility	68,047.40
1502.10 · CH Maytag HSTC Wing Remodel	41,143.93
1502.2 · Equip - Dental Clinic	166,892.60
1502.4 · Equip - Music / Photo Labs	9,610.20
1502.5 · Equip - Other Sports	14,383.65
1502.6 · Field Improvements	269,993.41
1502.7 · Furniture/Fixtures	111,786.56
1502.8 · Office Software	9,445.50
1502.9 · Equip - Games Room	2,984.30
Total 1502 · Furniture and Equip	<u>694,287.55</u>
Total 1500 · Fixed Assets	4,622,776.51
1600 · Accumulated Depreciation	
1601 · Building	-1,570,136.61
1602 · Furniture & Equip	-335,458.28
Total 1600 · Accumulated Depreciation	<u>-1,905,594.89</u>
Total Fixed Assets	<u>2,717,181.62</u>
TOTAL ASSETS	<u>6,987,108.86</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	
2001 · A/P - Gen Ops	31,994.50
2002 · Accrued AP - Gen Ops	3,468.40
2003 · A/P - Facilities	923.64
2004 · Accrued AP - Facilities	2,529.87
Total 2000 · Accounts Payable	<u>38,916.41</u>
Total Accounts Payable	38,916.41
Credit Cards	
2100 · Credit Cards - MBNA MC	8,357.10
Total Credit Cards	<u>8,357.10</u>
Other Current Liabilities	
2005 · Gen Ops Accrued Accts Payable	6,067.57
2200 · Due to Affiliates	
2200.1 · Due from Club to Endowment	44.64
2200.2 · Due from Endowment to Club	2,417.98
Total 2200 · Due to Affiliates	<u>2,462.62</u>
2400 · Payroll Liabilities	
2409 · Medical Ins Payable	-30.22
2416 · Accrued Vacation Payable	26,757.54
2418 · Accrued Payroll Payable	34,558.06
2419 · Accrued NWAT SUI	9,516.26
2420 · FL SUI	136.01
Total 2400 · Payroll Liabilities	<u>70,937.65</u>
2800 · Unearned Income	
2801 · UI - Sponsorships	37,680.00
2802 · UI - Athletics	2,670.00
2803 · UI - SDC	19,727.50
2805 · UI - Safety Town	9,075.00
2813 · UI - Special Events - Not Spnsr	2,590.00
2899 · Contra	-34,150.00

Boys & Girls Club of Corvallis
Balance Sheet
As of June 30, 2013

	<u>Jun 30, 13</u>
Total 2800 · Unearned Income	37,592.50
Total Other Current Liabilities	117,060.34
Total Current Liabilities	164,333.85
Total Liabilities	164,333.85
Equity	
3000 · Total Fund Balance	
3001 · Opening Balance Equity	4,416,562.99
3002 · Retained Earnings	-1,604,862.35
3006 · Program Endowment	
3006.1 · Restricted	545,313.98
3006.2 · Board Designated	845,248.99
Total 3006 · Program Endowment	1,390,562.97
3007 · Thad O'Brien	69,883.05
3008 · Facility Endowment	2,096,844.01
3009 · Molly George Miles	375.00
3010 · Sean Woods Endowment	23,657.44
Total 3000 · Total Fund Balance	6,393,023.11
3003 · Earnings	
3003.1 · Program	249,505.41
3003.2 · Thad O'Brien	3,789.27
3003.3 · Sean Woods	1,085.06
Total 3003 · Earnings	254,379.74
Net Income	175,372.16
Total Equity	6,822,775.01
TOTAL LIABILITIES & EQUITY	<u>6,987,108.86</u>

Boys & Girls Club of Corvallis
Profit & Loss
 June 2013

	<u>Jun 13</u>
Income	
4195 · In Kind Income	1,409.99
4502 · Other Revenue	58.78
4700 · Clubhouse Revenue	
4701 · Facility Rental	400.00
4702 · Memberships	275.00
4706 · Vending	133.86
	<hr/>
Total 4700 · Clubhouse Revenue	808.86
	<hr/>
Total Income	2,277.63
	<hr/>
Gross Profit	2,277.63
	<hr/>
Expense	
5000 · IK - In Kind Exp - Ops	1,375.00
6400 · OE - Occupancy Exp	
6402 · Insurance	367.92
6499 · Occupancy-Allocated	238.28
	<hr/>
Total 6400 · OE - Occupancy Exp	606.20
6500 · Payroll Expenses	
6501 · Gross Wages	
6501.1 · Salary/Wages	4,418.10
6501.2 · Holiday Pay	0.00
6501.3 · Sick Pay	0.00
6501.4 · Vacation Pay	0.00
	<hr/>
Total 6501 · Gross Wages	4,418.10
6502 · Taxes	
6502.1 · Medicare	64.08
6502.2 · Social Security	273.97
6502.3 · OR WC Assessment	8.16
	<hr/>
Total 6502 · Taxes	346.21
6503 · Benefits	
6503.1 · Medical/Prescription	0.00
6503.2 · Vision	0.00
6503.3 · Dental	0.00
6503.4 · LTD/STD/Life	0.00
6503.5 · Club Simple	13.95
	<hr/>
Total 6503 · Benefits	13.95
	<hr/>
Total 6500 · Payroll Expenses	4,778.26
6597 · Alloc Admin PR - Dept Staff	
6597.1 · Alloc Dept Staff - Gross Pay	3,223.96
6597.2 · Alloc Dept Staff - Taxes	248.81
6597.3 · Alloc Dept Staff - Benefits	321.38
	<hr/>
Total 6597 · Alloc Admin PR - Dept Staff	3,794.15
6598 · Alloc Dept Staff PR to Programs	
6598.1 · Alloc Staff to Prog - Gross Pay	-821.69
6598.2 · Alloc Staff to Prog - Taxes	-63.46
6598.3 · Alloc Staff to Prog - Benefits	-53.41
	<hr/>
Total 6598 · Alloc Dept Staff PR to Programs	-938.56
6599 · Alloc Admin PR - Support Staff	
6599.1 · Alloc Support Staff - Gross Pay	2,403.64
6599.2 · Alloc Support Staff - Taxes	185.84
6599.3 · Alloc Support Staff - Benefits	156.98
	<hr/>
Total 6599 · Alloc Admin PR - Support Staff	2,746.46
6700 · PE - Program Expenses	
6703 · Credit Card Fees	7.64
6704 · ANET Fees	10.60
6705 · Concessions Supplies	-23.00

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Accrual Basis

Boys & Girls Club of Corvallis
Profit & Loss
June 2013

	<u>Jun 13</u>
6706 · Contract Labor/Work Study	66.95
6707 · Copying/Printing	79.32
6709 · Dues/Subscriptions	669.17
6711 · Equip Rent	525.00
6716 · Office Supplies	504.14
6718 · Background Checks	41.58
6722 · Supplies	122.62
6726 · Other Expenses	289.94
Total 6700 · PE - Program Expenses	<u>2,293.96</u>
Total Expense	<u>14,655.47</u>
Net Income	<u><u>-12,377.84</u></u>

2012 UW & City SS Fund – Final Report

#12

Name of Agency *	Center Against Rape and Domestic Violence (CARDV)
Contact email *	letetia.wilson@cardvservices.org
Program Name: *	Shelter Services Program
For which cycle are you reporting? *	City Social Service Fund

Describe the project for which you are reporting (250 words or less) *

CARDV's shelter services program provides immediate safety for individuals in crisis. With 14 beds in emergency shelter and motel vouchers, there is a safe place to go. Advocates (both paid and volunteer) are well trained to do safety planning with survivors, addressing the multiple barriers to remaining free of violence. Through the 24 hour hotline and individual peer counseling sessions, advocates provide information and referrals on community resources and provide support to survivors as they face the overwhelming challenges brought on by a crisis.

Shelter services are accessed through the 24 hour staffed hotline. Survivors learn of the hotline through a referral from law enforcement, the hospital, a Department of Human Services caseworker, or a friend. CARDV conducts public awareness campaigns and hosts public events to promote awareness of the hotline and services. In calling the hotline, they will speak with an advocate who will help determine the immediate need and assist the survivor with information on resources available to meet the need. If emergency shelter is what is required, the survivor meets with an advocate in a safe location and is often provided transportation to the confidential shelter location. During their stay at the shelter, the survivor will meet with an advocate to do further safety planning and determine next steps to remaining safe. A shelter stay is typically 30 to 45 days. Safety planning includes a wide variety of supportive services such as learning how to access the court system to obtain a restraining order.

Amount requested from City Social Service Fund?	25000
Amount awarded from City Social Service Fund?	15000
Amount requested from United Way?	
Amount awarded from United Way?	

How has the award been spent? *

Client Assistance:

Survivors of domestic and sexual violence face multiple challenges and barriers to staying safe and stable. CARDV's client assistance funds help address some of those challenges. The fund buys bus tickets for survivors who are not safe anywhere in Corvallis because of the actions of their abuser. If the survivor has a car we can provide gas vouchers to help her leave town. Gas vouchers can also be given to get to important appointments such as doctor appointments or job interviews. The fund pays for motel rooms when our shelters are full. Utilizing motels allows us to help people in an emergency we would otherwise be unable to house because of behavior issues such as drug and alcohol use. CARDV currently has two full time advocates who speak Spanish, but when they are not available, or the survivor speaks another language, this money pays for interpretation services.

Hotline:

CARDV staffs the Hotline 24 hours a day, seven days a week. Most shelter residents first access services through the hotline. Residents also access safety planning, support, and information and referral through the hotline.

Mileage:

One of the unique services CARDV provides is 24 hour transportation to shelter. Advocates can meet a survivor in a public place, or in her home with law enforcement, to help her get to immediate safety. CARDV also responds 24 hours a day to the hospital to provide advocacy services in the ER to sexual assault or domestic violence survivors. Advocates transport survivors to the courthouse for restraining order and stalking order hearings. Advocates travel to CARDV's shelters daily to provide support and case management to shelter residents. Transportation is provided, when advocates are available, to appointments in the community that will help the survivor with safety or stability.

Staff and volunteer development:

CARDV provides a comprehensive 40 hour training on domestic violence and sexual assault to all new staff and volunteers.

Information and Referral:

CARDV advocates are familiar with the resources our community has available to the survivors we work with and provide survivors with the information. When CARDV cannot meet all the needs of a survivor, advocates refer to other agencies or services. Advocates assist survivors in accessing these services. Advocates work to maintain positive relationships with other service providers in order to effectively work together to meet survivor's needs.

Shelter Residents:

38 adults and 30 children received 815 bed nights.

20 individuals received legal advocacy

Responded to 4 individuals in the hospital

Had 274 crisis contacts

Had 381 information and referral contacts

Had 78 transportation contacts

Non-Shelter Residents:

283 unduplicated individuals served

151 individuals received legal advocacy

Responded to 19 individuals in the hospital

Had 379 crisis contacts

Had 425 information and referral contacts

Had 51 transportation contacts

CARDV's 24 hour Hotline received 2,788 calls from Benton County residents.

From the application describe 1 unit of service (example: 1 food box feeds 1 individual for 3 days). *	One hour of an advocate's time equals one unit of service. Considering the unique needs of each survivor and that crisis can occur anytime in a 24 hour period, this is the most relevant measure. CARDV has six full time advocates in shelter services available for a total of 12,480 hours per year (6 staff x 40 hours/week x 52 weeks). The budget for the program is \$393,483. One unit of service costs \$31.52
Cost per unit (what it costs to deliver this service per client): *	31.52
How many unduplicated clients did the City award serve during the award period (7/1-6/30)? *	3,142
How many unduplicated clients did the United Way award serve during the award period (7/1-6/30)? *	
Contributions / fundraising income *	112766
Program service fees *	285
Foundation grants *	22257
City Social Service Fund (current year award) *	15000
Other Government funding (Federal, State, County, City) *	205218
United Way Grant funding (current year award) *	8789
Other Income *	166
Total Program Revenue *	364481
Salaries *	248128
Payroll taxes and employee benefits *	63049
Professional fees and contracted services *	5241
Operations (rent, utilities, equipment, maintenance, etc.) *	24111
Materials and supplies *	24049
Travel *	2057
Staff and volunteer development/training costs *	3825

Conferences, conventions, meetings *	656
Direct assistance to individuals *	13552
Miscellaneous expenses *	949
Total Expenses *	385617
Program Budget Balance (Total revenue – total expenses *	-21136

Upload June–end balance sheet. *



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Upload June–end Income statement. *



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**CARDV
BALANCE SHEET**

AS OF JUNE 30, 2013

Jun 30, 13

ASSETS

Current Assets

Checking/Savings

11100 · Cash - Non-interest Bearing

11110 · Citizen's Bank Checking 2538 31,614.15

11120 · Citizen's Bank Scholarship 9198 7.10

11150 · Petty Cash 17.25

Total 11100 · Cash - Non-interest Bearing 31,638.50

11200 · Savings & Temp Cash Investments

11210 · LPL Money Market - Reserves 247,212.98

11220 · Citizen's \$Market Savings 6996 39,874.53

11230 · Citizen's Bank Advocacy 3882 123,742.00

Total 11200 · Savings & Temp Cash Investments 410,829.51

Total Checking/Savings 442,468.01

Accounts Receivable

12000 · Pledges and Grants Receivable 57,799.89

Total Accounts Receivable 57,799.89

Other Current Assets

13000 · Prepaid Exp & Deferred Chg

Payroll Advance 4,010.43

13100 · PP Payroll

13110 · Employee Advances -4,010.43

13150 · FSA funding 1,243.75

Total 13100 · PP Payroll -2,766.68

13200 · PP Insurance

13210 · PP ERISA Bond Renewal 122.42

13220 · PP Property/Commercial Ins 3,999.19

13230 · PP Professional Liability 1,969.92

13240 · PP Accident Insurance 83.30

13250 · PP D&O Insurance 237.50

13260 · PP Workers Comp Ins -1,268.97

Total 13200 · PP Insurance 5,143.36

Total 13000 · Prepaid Exp & Deferred Chg 6,387.11

Total Other Current Assets 6,387.11

Total Current Assets 506,655.01

AS OF JUNE 30, 2013

Jun 30, 13

Fixed Assets

15100 · Buildings - Original Cost	1,105,519.47
15500 · Improvements - Original Cost	69,434.48
15600 · Machinery & Equipment - Cost	39,430.57
15700 · Furniture & Fixtures - Cost	91,954.39
15800 · Land - Original Cost	259,099.42
15900 · Accumulated Depreciation	<u>-349,490.22</u>
Total Fixed Assets	<u>1,215,948.11</u>

TOTAL ASSETS

1,722,603.12

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

20000 · Accounts Payable	<u>-495.90</u>
Total Accounts Payable	<u>-495.90</u>

Other Current Liabilities

20001 · A/P adj -35.35

21000 · Payroll Liabilities

21100 · Benefits Liabilities

21110 · Life & Disability Payable	-6.95
21120 · Hlth & Dental Ins payable	104.90
21130 · Dental Empl pd family coverage	<u>-64.46</u>
Total 21100 · Benefits Liabilities	<u>33.49</u>

21200 · Payroll Tax Liabilities

21210 · FICA/FWT Payable	9,092.02
21220 · SWT Payable	2,158.00
21230 · SUTA Payable	1,005.86
21240 · WBF assessment payable	<u>65.06</u>
Total 21200 · Payroll Tax Liabilities	<u>12,320.94</u>

21300 · Accrued Payroll 8,957.52

21600 · Vacation Accrual 18,930.08

Total 21000 · Payroll Liabilities 40,242.03

22000 · Deferred Revenue -0.04

Total Other Current Liabilities 40,206.64

Total Current Liabilities 39,710.74

Long Term Liabilities

AS OF JUNE 30, 2013

Jun 30, 13

23000 - City Lien

121,624.00

Total Long Term Liabilities

121,624.00

Total Liabilities

161,334.74

Equity

30000 - Fund Balance

1,093,812.48

31000 - Retained Earnings

510,941.03

Net Income

-43,485.13

Total Equity

1,561,268.38

TOTAL LIABILITIES & EQUITY

1,722,603.12

CARDV
PROFIT AND LOSS
JULY 2012 THROUGH JUNE 2013

Jul '12 - Jun 13

Ordinary Income/Expense

Income

40000 · RESTRICTED INCOME

41000 · Government Grants/Contributions

41100 · Federal

41102 · FEMA LC	6,203.00
41103 · SOSCF FVPSA	60,072.00
41104 · VAWA	15,746.25
41105 · VOCA Basic	60,114.79
41106 · VOCA Competitive	9,822.50
41107 · IPVP Grant	50,346.94

Total 41100 · Federal	202,305.48
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41200 · State

41201 · ODSVS DV	79,109.00
41202 · ODSVS SA	43,857.00
41203 · SOSCF CFAA DV	68,208.00
41204 · SOSCF CFAA SA	13,356.00
41205 · SOSCF MLT	26,832.00
41207 · OCADSV SVSO	2,965.60

Total 41200 · State	234,327.60
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41300 · Local

41301 · City	13,750.00
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Total 41300 · Local	13,750.00
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Total 41000 · Government Grants/Contributions	450,383.08
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42000 · Foundations/Donations

42200 · UW Linn	18,699.96
42300 · Other Foundations/Donations	36,255.36

Total 42000 · Foundations/Donations	54,955.32
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Total 40000 · RESTRICTED INCOME	505,338.40
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45000 · UNRESTRICTED INCOME

45100 · Net Fundraising Events

45110 · Gross Rev Fundraising Events

45111 · Safe Family Breakfast	48,839.60
45112 · Fun Run	22,478.80
45119 · Fundraising Events Other	2,905.89

Total 45110 · Gross Rev Fundraising Events	74,224.29
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	<u>Jul '12 - Jun 13</u>
45150 · Less Direct Event Expenses	
45151 · Safe Family Breakfast Expenses	-3,578.89
45152 · Fun Run Expenses	-4,345.14
45159 · Fundraising Events Other Expens	-5.00
Total 45150 · Less Direct Event Expenses	<u>-7,929.03</u>
Total 45100 · Net Fundraising Events	66,295.26
45200 · Donations	
45210 · Community Events	65,650.22
45215 · Mock Rock	-300.13
45220 · Holiday Letter	22,369.00
45230 · Monthly Donations	13,550.00
45240 · Newsletter Response	9,436.00
45250 · Trusts	2,500.00
45260 · General Donations	33,326.78
45270 · Donations Other	18,493.41
45280 · United Way Designations	8,306.57
Total 45200 · Donations	<u>173,331.85</u>
45300 · Unrestricted Foundations	11,100.00
45400 · Other Unrestricted Income	
45410 · Program Service Revenue	606.09
45420 · Investment Income	97.60
45430 · Miscellaneous	255.73
Total 45400 · Other Unrestricted Income	<u>959.42</u>
Total 45000 · UNRESTRICTED INCOME	<u>251,686.53</u>
Total Income	<u>757,024.93</u>
Gross Profit	757,024.93
Expense	
60000 · Personnel	
60100 · Wages	527,930.52
60200 · Payroll taxes	40,580.27
60300 · Other Employee Benefits	
60310 · Unemployment Insurance	11,499.11
60320 · Workers Comp Ins	4,991.25
60330 · 401(k)	10,000.33
60340 · Dental Insurance	6,025.86
60350 · Health Ins.	52,160.19
60360 · Life and AD&D Insurance	8,395.65

	<u>Jul '12 - Jun 13</u>
60370 · Vision Insurance	0.00
60381 · FSA Management Fee	495.00
Total 60300 · Other Employee Benefits	<u>93,567.39</u>
Total 60000 · Personnel	662,078.18
61000 · Occupancy	
61100 · Repairs and Maintenance	17,923.70
61200 · Utilities	16,054.76
61300 · Furniture & fixtures	6,461.45
Total 61000 · Occupancy	<u>40,439.91</u>
63000 · Other Expenses	
63100 · Advertising/Promotion	2,524.58
63200 · Office Expense	
63210 · Telephone and Internet	20,412.23
63220 · Postage & shipping	2,468.18
63230 · Printing/Publications	6,181.07
63240 · Equipment Rent, Lease, Maint.	2,893.82
63250 · Dues/Fees/Licenses/Subscription	4,792.92
63260 · Fundraising Fees	2,392.89
63270 · Supplies and small equip	9,500.86
Total 63200 · Office Expense	<u>48,641.97</u>
63300 · Information Technology	2,866.71
63400 · Travel	4,376.73
63500 · Conferences, Trainings & Mtgs	
63505 · Board/Volunteer/Staff Meetings	1,394.82
63500 · Conferences, Trainings & Mtgs - Other	8,138.57
Total 63500 · Conferences, Trainings & Mtgs	<u>9,533.39</u>
63600 · Interest Expense and Bank Chgs	206.05
63700 · Insurance	
63710 · ERISA Bond 401k	81.72
63720 · Property/Commercial	4,851.58
63730 · Professional Liability	1,134.72
63740 · Accident Insur	500.00
63750 · D&O	1,425.00
63700 · Insurance - Other	0.00
Total 63700 · Insurance	<u>7,993.02</u>
63800 · Client Assistance	
63810 · Client Assistance - Gift Cards	2,879.16
63820 · Client Assist Mileage	9,658.94
63830 · Client Assist Motel	9,878.80

	Jul '12 - Jun 13
63840 · Client Assist Other	6,417.73
Total 63800 · Client Assistance	28,834.63
63900 · Professional Fees	11,150.34
Total 63000 · Other Expenses	116,127.42
64000 · Miscellaneous	1,815.05
66900 · Reconciliation Discrepancies	-0.30
Total Expense	820,460.26
Net Ordinary Income	-63,435.33
Other Income/Expense	
Other Income	
70100 · Capital Campaign Income	19,485.00
79999 · In-kind donations	280.00
Total Other Income	19,765.00
Other Expense	
80100 · Capital Campaign Expenses	-238.20
80300 · Capitol Improvements - Other	53.00
Total Other Expense	-185.20
Net Other Income	19,950.20
Net Income	-43,485.13

2012 UW & City SS Fund – Final Report

#33

Name of Agency *	CASA–Voices for Children
Contact email *	executive.director@casa–vfc.org
Program Name: *	CASA – Child Advocacy Academy
For which cycle are you reporting? *	Both

Describe the project for which you are reporting (250 words or less) *

CASA – Child Advocacy Academy recruits, trains, technically supports and assigns court advocates for each child served who is a victim of criminal acts both of abuse and/or neglect by their parents or legal guardians. Abuse negatively impacts the ability to learn. Trained advocates sworn in by the courts provide the following: Investigate – all court documents, charges and court orders for the parents and thus submit a report with recommendations to the circuit court judge.

Facilitate – CASAs facilitate the process by with each child receives advocacy in the area of education (Independent Educational Plan), emotional well–being and health. Each child is visited in school on a regular basis.

Monitor – CASAs monitor the child welfare case plan to ensure each child's specific educational & legal requirements are met.

Advocate – continually (typically for a two year period) advocates for each child by visiting with them once a month in the foster care home placement to ensure nothing falls through systemic gaps that exist as the child and their parents navigate several very complex state, judicial and child welfare systems.

Funding allows CASAs to continue to provide the evidence–based, unduplicated and unique services to each child in Benton County.

Amount requested from City Social Service Fund?	15000
Amount awarded from City Social Service Fund?	15000
Amount requested from United Way?	20000
Amount awarded from United Way?	10000

How has the award been spent? *

CASA–Voices for Children utilized grant funding to ensure that every abused and neglected child who is within the legal jurisdiction of the state had a highly trained advocate.

During the year, we advocated for each child by:

- Trained 9 new advocates (minimum of 30 hours of training).
- Provided in–service training for advocates.
- Mentored and supervised 36 advocates.
- Served 108 children (total individuals: 230)
- Attended over 165 court hearings to advocate for the child.
- Submitted over 165 reports to the court:
 - Providing current information regarding the child and parents.
 - Providing recommendations to the court for parent and child services to ensure the child is able to return

safely.

- Attended over 30 Citizen's Review Board (CRB) Reviews to advocate for the child.
- Submitted over 30 reports to CRB:
 - Providing current information regarding the child and parents.
 - Providing recommendations to the CRB for parent and child services to ensure the child is able to return safely.
- Attended over 300 meetings to advocate for the child.
- Communicated with child and parent service providers (doctors, therapists...)
- Advocates appointed as Educational Surrogates for school age children; making appropriate educational decisions to ensure delivery of interventions when needed to ensure the child's is provided the greatest chance of success at school.

From the application describe 1 unit of service (example: 1 food box feeds 1 individual for 3 days). *	One CASA advocates for each child's case in court – most commonly over a two-year period. One CASA assigned to one case – total and complete focus on each child – unlike child welfare who may be managing 12 cases per case worker (in Benton County). We have 2 CASAs that have been advocating for a teen (highly specialized needs with disability) for over 10 years!
Cost per unit (what it costs to deliver this service per client): *	\$21.36 per hour per CASA Advocate= \$5,126 (two year advocacy common) @ 10 hours monthly volunteer as advocate – average time frame for each CASA
How many unduplicated clients did the City award serve during the award period (7/1–6/30)? *	297
How many unduplicated clients did the United Way award serve during the award period (7/1–6/30)? *	297
Contributions / fundraising income *	42114
Program service fees *	0
Foundation grants *	35722
City Social Service Fund (current year award) *	15000
Other Government funding (Federal, State, County, City) *	25862
United Way Grant funding (current year award) *	10000
Other Income *	0
Total Program Revenue *	128698

Salaries *	79211
Payroll taxes and employee benefits *	8500
Professional fees and contracted services *	1613
Operations (rent, utilities, equipment, maintenance, etc.) *	28699
Materials and supplies *	2798
Travel *	0
Staff and volunteer development/training costs *	130
Conferences, conventions, meetings *	12
Direct assistance to individuals *	0
Miscellaneous expenses *	4435
Total Expenses *	125398
Program Budget Balance (Total revenue – total expenses *	3011

Upload June–end balance sheet. *



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Upload June–end Income statement. *



[financial_statement_june_30_2013.pdf](#)

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CASA FY2012
Balance Sheet
As of June 30, 2013

12:32 PM

Jun 30, 13

ASSETS

Current Assets

Checking/Savings

1000 - Cash

1010 - Ckg - Citizens Bank 17,466.86

1020 - MM - Citizens Bank 26,141.66

1030 - Petty Cash 4.23

Total 1000 - Cash 43,612.75

Total Checking/Savings 43,612.75

Total Current Assets 43,612.75

Fixed Assets

1600 - Furniture and Equipment

1645 - Furniture & Equipment 2,276.00

1745 - Accum Deprec-Furn, Fix, Equip -1,115.00

Total 1600 - Furniture and Equipment 1,161.00

Total Fixed Assets 1,161.00

TOTAL ASSETS 44,773.75

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Credit Cards

1300 - FIA Card Services 0.00

Total Credit Cards 0.00

Total Current Liabilities 0.00

Total Liabilities 0.00

Equity

3000 - Opening Balance Equity 44,904.57

32000 - Unrestricted Net Assets -2,669.04

Net Income 3,023.97

Total Equity 45,259.50

TOTAL LIABILITIES & EQUITY 45,259.50

CASA FY2012

Statement of Financial Income and Expense

July 2012 through June 2013

	<u>TOTAL</u>
Ordinary Income/Expense	
Income	
4000 - Revenue from Contributions	
4010 - Individual Contributions-Unrest	26,130.39
4011 - Individual Contributions-Restri	150.00
4012 - Corporate Contributions	3,691.00
4098 - Misc Income	913.33
4099 - Anonymous Contributions	<u>9,610.01</u>
Total 4000 - Revenue from Contributions	40,494.73
4200 - Revenue from Non-Govt Grants	
4230 - Foundation Grants	<u>45,722.24</u>
Total 4200 - Revenue from Non-Govt Grants	45,722.24
4500 - Revenue from Govt Grants	
4530 - State Grants	25,862.00
4540 - Local Govt Grants	<u>14,712.75</u>
Total 4500 - Revenue from Govt Grants	40,574.75
4600 - Event Income	
4610 - Family Fun Day Income	<u>1,619.00</u>
Total 4600 - Event Income	<u>1,619.00</u>
Total Income	128,410.72
Expense	
6000 - Operational Expenses	
6110 - Supplies	166.63
6120 - Dues and Memberships	250.00
6130 - Telephone and Internet	2,644.58
6140 - Postage and Shipping	514.80
6170 - Printing and Copying	1,482.39
6180 - Books, Subscriptions, Reference	190.00
6191 - Technology and Software	4,847.88
6192 - Finance Charge	39.23
6999 - Uncategorized Expense	<u>154.50</u>
Total 6000 - Operational Expenses	10,290.01
7000 - Business Expenses	
7100 - Business Registration Fees	180.00
7110 - Business Insurance	50.00
7120 - Workman's Comp	233.60
7130 - Director's & Officer's Insuranc	<u>900.00</u>
Total 7000 - Business Expenses	1,363.60

TOTAL

7200 · Salaries and Related Expenses	
7210 · Officers and Directors Salaries	41,333.32
7220 · Salaries and Wages	37,878.22
7250 · Payroll Tax Expenses	8,499.90
Total 7200 · Salaries and Related Expenses	87,711.44

7500 · Contract Services	
7520 · Accounting Fees	160.00
7540 · Other Contract Services	600.36
7560 · Payroll Service	852.68
Total 7500 · Contract Services	1,613.04

7600 · Events	
7610 · Family Fun Day	790.45
7600 · Events - Other	150.00
Total 7600 · Events	940.45

8200 · Facilities and Equipment	
8210 · Rent, Parking	16,549.00
8220 · Utilities	1,555.65
8240 · Equip Maintenance	125.00
8250 · Equip Lease	1,861.39
8270 · Depr and Amort - Allowable	1,115.00
Total 8200 · Facilities and Equipment	21,206.04

8300 · Travel and Meetings	57.72
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8500 · Other Expenses	
8530 · Meetings	11.56
8540 · Staff Development	130.00
8560 · Community Relations	812.47
8570 · Advertising Expenses	290.00
8590 · Misc Expenses	971.45
Total 8500 · Other Expenses	2,215.48

Total Expense	125,397.78
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Net Ordinary Income	3,012.94
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Other Income/Expense

Other Income	
1599 · Interest Income	11.03
Total Other Income	11.03

Net Other Income	11.03
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Net Income	3,023.97
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2012 UW & City SS Fund – Final Report

#6

Name of Agency *	Corvallis Community Children's Centers
Contact email *	ccccc@gmail.com
Program Name: *	Tuition Scholarship
For which cycle are you reporting? *	City Social Service Fund
Describe the project for which you are reporting (250 words or less) *	<p>CCCC requested funding from the City Social Service Fund to assist Student parents pay for childcare while they are seeking a degree or vocational training.</p> <p>Student parents are unique to funding as there is limited funds for them to receive to assist with childcare.</p> <p>The City funding has allowed CCCC to assist these parents so that their child is receiving quality childcare while they attend college.</p>
Amount requested from City Social Service Fund?	28000
Amount awarded from City Social Service Fund?	20000
Amount requested from United Way?	
Amount awarded from United Way?	
How has the award been spent? *	<p>100% of the award has been granted to student parents attending OSU/LBCC. Student parents apply for the grant in September and receive an award each month. They are required to submit their transcript and show proof of enrollment each term to continue receiving their grant.</p> <p>Each term CCCC re-opens the grant application up to new parents and provides grants to new students as well as previous term applicants as long as they are still eligible.</p>
From the application describe 1 unit of service (example: 1 food box feeds 1 individual for 3 days). *	<p>1 unit= \$715, or average annual scholarship/family</p> <p>***I have a hard time with this one so I'm going to change how a unit looks to try and make it make sense.***</p>
Cost per unit (what it costs to deliver this service per client): *	\$0
How many unduplicated clients did the City award serve during the award period (7/1–6/30)? *	28
How many unduplicated clients did the United Way award serve during the award period (7/1–6/30)? *	

Contributions / fundraising income *	0
Program service fees *	0
Foundation grants *	0
City Social Service Fund (current year award) *	20000
Other Government funding (Federal, State, County, City) *	0
United Way Grant funding (current year award) *	0
Other Income *	0
Total Program Revenue *	20000
Salaries *	0
Payroll taxes and employee benefits *	0
Professional fees and contracted services *	0
Operations (rent, utilities, equipment, maintenance, etc.) *	0
Materials and supplies *	0
Travel *	0
Staff and volunteer development/training costs *	0
Conferences, conventions, meetings *	0
Direct assistance to individuals *	20000
Miscellaneous expenses *	0
Total Expenses *	20000
Program Budget Balance (Total revenue – total expenses *	0

Upload June–end balance sheet. *



[balance_sheet_june_2013.pdf](#)

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Upload June–end Income statement. *



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07/22/13
Accrual Basis

CORVALLIS COMMUNITY CHILDRENS CENTERS
Balance Sheet
As of June 30, 2013

	<u>Jun 30, 13</u>
ASSETS	
Current Assets	
Checking/Savings	
1010 · 99-Checking	2,687.49
1011 · 00-Savings Account - Summer	21,382.33
1012 · 98-Debit Card	242.20
1017 · 01-Reserve Account	6,838.72
1098 · Petty Cash	400.00
Total Checking/Savings	<u>31,550.74</u>
Accounts Receivable	
1112 · Growing Oaks Parents A/R	2,581.20
1122 · Monroe Parents A/R	230.52
1132 · Lancaster Parents A/R	8,152.23
Total Accounts Receivable	<u>10,963.95</u>
Other Current Assets	
1200 · Prepaid Rent	5,600.00
1210 · Prepaid insurance	5,182.49
Total Other Current Assets	<u>10,782.49</u>
Total Current Assets	53,297.18
Fixed Assets	
1501 · Land	299,356.00
1505 · Building	405,144.99
1510 · Equipment & Building	66,980.43
1530 · Lancaster Remodel (Update & Remodeling of Lancaster Center)	64,329.00
1590 · Accumulated Depreciation	-212,798.01
Total Fixed Assets	<u>623,012.41</u>
Other Assets	
1630 · Allowance For Uncollectable AR	-500.00
Total Other Assets	<u>-500.00</u>
TOTAL ASSETS	<u><u>675,809.59</u></u>

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07/22/13

Accrual Basis

CORVALLIS COMMUNITY CHILDRENS CENTERS

Balance Sheet

As of June 30, 2013

	<u>Jun 30, 13</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	2,544.73
Total Accounts Payable	<u>2,544.73</u>
Other Current Liabilities	
2100 · Payroll Liabilities	67,452.27
2405 · Accruals	26,304.80
2450 · Workers Comp. Payable	<u>106.37</u>
Total Other Current Liabilities	<u>93,863.44</u>
Total Current Liabilities	96,408.17
Long Term Liabilities	
2570 · Due to IRS (Funds embezzled by Ben Franklin - payroll company in ...	35,202.42
2575 · Due to OR Dept of Revenue (Funds embezzled by Ben Franklin - pay...	<u>199.90</u>
Total Long Term Liabilities	<u>35,402.32</u>
Total Liabilities	131,810.49
Equity	
3100 · Fund Balance	540,949.97
3900 · Retained Earnings	-37,366.28
Net Income	<u>40,415.41</u>
Total Equity	<u>543,999.10</u>
TOTAL LIABILITIES & EQUITY	<u><u>675,809.59</u></u>

CORVALLIS COMMUNITY CHILDRENS CENTERS

Profit & Loss Budget vs. Actual

January through June 2013

	Growing Oaks		Lancaster		Monroe		admin		TOTAL	
	Jan - Jun 13	Budget								
Ordinary Income/Expense										
Income										
4000 - Tuition	300,717.10	287,158.95	245,961.10	191,383.53	14,014.50	132,860.41	0.00		560,692.70	611,402.89
4300 - Food Program	6,563.12	5,594.90	5,454.14	4,971.37	592.43	3,081.08	0.00		12,609.69	13,647.35
4400 - Fundraisers	0.00		702.05		0.00		2,819.61	3,315.97	3,521.66	3,315.97
4550 - Donations	0.00		0.00	13.00	0.00		2,635.00	382.11	2,635.00	395.11
4600 - Interest Income	0.00		0.00		0.00		3.32	7.82	3.32	7.82
4800 - Other Income	30.00		-21.00		0.02		87.38		96.40	0.00
4900 - Restricted Income	-1,350.00		-5,780.50		-925.00	20.00	25,811.28		17,755.78	20.00
Total Income	305,960.22	292,753.85	246,315.79	196,367.90	13,681.95	135,961.49	31,356.59	3,705.90	597,314.55	628,789.14
Gross Profit	305,960.22	292,753.85	246,315.79	196,367.90	13,681.95	135,961.49	31,356.59	3,705.90	597,314.55	628,789.14
Expense										
5000 - Payroll Expenses	186,337.35	201,463.74	153,860.18	135,227.75	13,908.94	84,697.33	68,912.51	33,364.76	423,018.98	454,753.58
6000 - Administration	3,535.09	3,888.97	3,042.94	3,909.38	669.31	1,339.87	13,402.24	14,035.68	20,649.58	23,173.90
6150 - Bad Debt Exp.	173.48		971.00		0.00		0.00		1,144.48	0.00
6200 - Child Care Program	4,293.53	4,100.37	3,261.63	2,696.57	114.72	2,493.08	1,064.02	754.79	8,733.90	10,044.81
6300 - Food Program Expense	13,718.63	15,397.84	12,128.30	11,804.09	946.22	7,102.15	0.00		26,793.15	34,304.08
6400 - Fundraising Expenses	0.00		702.15		0.00		840.09	1,073.54	1,542.24	1,073.54
6550 - Miscellaneous	0.00		85.00		0.00		0.00		85.00	0.00
6600 - Occupancy expenses	31,793.19	31,580.07	21,674.54	19,896.01	1,403.99	2,184.97	3,448.37	2,491.14	58,320.09	56,152.19
6700 - Travel	131.08	160.05	142.85	164.03	40.68	232.65	0.00		314.61	556.73
Total Expense	239,982.35	256,591.04	195,868.59	173,697.83	17,083.86	98,050.05	87,667.23	51,719.91	540,602.03	580,058.83
Net Ordinary Income	65,977.87	36,162.81	50,447.20	22,670.07	-3,401.91	37,911.44	-56,310.64	-48,014.01	56,712.52	48,730.31
Other Income/Expense										
Other Expense										
7050 - Reserve Acct Transfer (This account should be used for budgeting purposes only. The actual	0.00		0.00		0.00		0.00	10,000.02	0.00	10,000.02
Total Other Expense	0.00		0.00		0.00		0.00	10,000.02	0.00	10,000.02
Net Other Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-10,000.02	0.00	-10,000.02
Net Income	65,977.87	36,162.81	50,447.20	22,670.07	-3,401.91	37,911.44	-56,310.64	-58,014.03	56,712.52	38,730.29

2012 UW & City SS Fund – Final Report

#17

Name of Agency *	Corvallis Daytime Drop-in Center
Contact email *	aleita@cmug.com
Program Name: *	Counseling Services
For which cycle are you reporting? *	City Social Service Fund

Describe the project for which you are reporting (250 words or less) *

The CDD Counseling Services project provides limited professional counseling services to individuals who are homeless or low/no income. A licensed clinical social worker who is also a certified alcohol and drug counselor (DADCIII) is present at the drop-in center from 9 AM until noon four days a week. The counseling model begins with professional, therapeutic presence, inviting people to interact informally and to develop trust over time. Most of the people using the drop-in services have previously worked with other social services agencies, including the judicial and legal systems. Not all of these previous interactions have been deemed by the individuals as positive. Building a safe and trusting relationship is then the first step in addressing daily life challenges.

Amount requested from City Social Service Fund?	10000
Amount awarded from City Social Service Fund?	5000
Amount requested from United Way?	
Amount awarded from United Way?	
How has the award been spent? *	The award has been spent on paying Greg Smith for his services each month. The going rate for service of this quality is much more than the \$416 a month that we paid him. The CDDC is grateful for his contribution to our program.

From the application describe 1 unit of service (example: 1 food box feeds 1 individual for 3 days). *

At the clinical outpatient level of care, clients meet therapists weekly for one hour. Drop-in Center sessions are much more fluid/dynamic. The counselor responds as issues arise. Triage of needs is ongoing. Accordingly, length of sessions vary. The standard fee for a LCSW is \$75–90 an hour. The CDDC's basic unit of service is reorganized to fall within a weekly budget. Since July 2012, 753 unduplicated individuals have come to the drop-in center. The counselor's presence/service has been available to everyone. Our informal nature of service does not lend to a definitive counting of the usual client-counselor relationship.

Cost per unit (what it costs to deliver this service per client): *	\$104 per week
	753

How many unduplicated clients did the City award serve during the award period (7/1–6/30)? *

How many unduplicated clients did the United Way award serve during the award period (7/1–6/30)? *

Contributions / fundraising income *	0
Program service fees *	0
Foundation grants *	0
City Social Service Fund (current year award) *	5000
Other Government funding (Federal, State, County, City) *	0
United Way Grant funding (current year award) *	0
Other Income *	0
Total Program Revenue *	5000
Salaries *	0
Payroll taxes and employee benefits *	0
Professional fees and contracted services *	5000
Operations (rent, utilities, equipment, maintenance, etc.) *	0
Materials and supplies *	0
Travel *	0
Staff and volunteer development/training costs *	0
Conferences, conventions, meetings *	0
Direct assistance to individuals *	0
Miscellaneous expenses *	0
Total Expenses *	5000
Program Budget Balance (Total revenue – total expenses) *	0

Corvallis Daytime Drop-In Center
Balance Sheet
As of June 30, 2013

	Jun 30, 13
ASSETS	
Current Assets	
Checking/Savings	
Citizens Bank Checking	8,028.07
Total Checking/Savings	8,028.07
Accounts Receivable	
Accounts Receivable	416.67
Total Accounts Receivable	416.67
Other Current Assets	
Prepaid Expenses	1,000.00
Total Other Current Assets	1,000.00
Total Current Assets	9,444.74
TOTAL ASSETS	9,444.74
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	5,871.97
Total Accounts Payable	5,871.97
Other Current Liabilities	
Payroll Liabilities	
Federal Withholding	1,089.15
State Withholding	128.76
Oregon Unemployment Payable	373.34
Garnishment Payable	263.62
Workers Comp	29.59
Payroll Payable	3,164.16
Total Payroll Liabilities	5,048.62
Total Other Current Liabilities	5,048.62
Total Current Liabilities	10,920.59
Total Liabilities	10,920.59
Equity	
Fund Balance	-557.16
Net Income	-918.69
Total Equity	-1,475.85
TOTAL LIABILITIES & EQUITY	9,444.74

Corvallis Daytime Drop-In Center Profit & Loss July 2012 through June 2013

	Jul '12 - Jun 13
Ordinary Income/Expense	
Income	
Designated Fund Income	
Project Action	63.00
Total Designated Fund Income	63.00
Donations	
Contributions	19,594.00
Faith-Based	10,551.20
Total Donations	30,145.20
Grants	
City of Corvallis	
CDBG Human Service	8,000.00
Social Service - Counselor	5,002.04
Total City of Corvallis	13,002.04
Samaritan Health Services	4,495.00
United Way	5,052.20
Total Grants	22,549.24
HELP!	21,972.00
Total Income	74,729.44
Expense	
Rent	
Rent-Other	6,300.00
Rent-CDBG	8,000.00
Total Rent	14,300.00
Payroll Expenses	
Drop In Center - Wages	9,410.00
HELP - Program Director Wages	4,125.00
HELP - Wages	20,310.49
Payroll Tax Expense	3,511.78
Workmens Comp	634.82
Total Payroll Expenses	37,992.09
Assistance to Clients	1,166.21
Bank Service Charge	5.00
Fees	94.69
Food & Supplies	3,256.60
Insurance	2,882.08
Miscellaneous	0.00
Office, Postage, Paper	92.77
Professional Fees	
Accounting	4,078.98
Counselor	5,323.62
Total Professional Fees	9,402.60
Supplies	374.44
Taxes & Licenses	95.00
Telephone/Internet	1,211.83
Total Expense	70,873.31
Net Ordinary Income	3,856.13
Other Income/Expense	
Other Income	
Carryover	10,542.44
Total Other Income	10,542.44

Corvallis Daytime Drop-In Center
Profit & Loss
July 2012 through June 2013

	<u>Jul '12 - Jun 13</u>
Other Expense	
Client Assistance	
Client Services	187.86
Licenses/Fees/Documents	628.49
Telephone Cards	79.98
Transportation	400.55
Total Client Assistance	<u>1,296.88</u>
Client Assistance-Medical	
Medical Expenses	8,460.33
Total Client Assistance-Medical	<u>8,460.33</u>
Total Other Expense	<u>9,757.21</u>
Net Other Income	<u>785.23</u>
Net Income	<u><u>4,641.36</u></u>

2012 UW & City SS Fund – Final Report

#13

Name of Agency *	Corvallis Environmental Center
Contact email *	jen@corvallisenvironmentalcenter.org
Program Name: *	SAGE Food for Families
For which cycle are you reporting? *	City Social Service Fund

Describe the project for which you are reporting (250 words or less) *

The Corvallis Environmental Center received funds for its SAGE Food for Families program, which provides food for low-income individuals and families, teaches families to grow and prepare fresh vegetables, and educates our community about hunger. The program centers around the Starker Arts Garden for Education (SAGE), our 1-acre production garden. SAGE produces 4 tons of vegetables annually that supply fresh produce to local food pantries, feeding sites, and agencies that serve low income populations. Three or more times per week during most of the year, and weekly in the winter, produce from SAGE is delivered to agencies throughout Corvallis. The Food for Families program also educates a broad cross-section of community members about hunger and provides an opportunity to positively address inequities in our community's food security. Each year over 1,000 individuals tour SAGE and learn about our food system, and more than 400 volunteer 2,000+ hours of time to work with us to bring fresh food to those in need. In Summer 2012 we also offered tasting tables at the South Corvallis Food Bank. Food-box recipients sampled dishes made with fresh vegetables from SAGE and ingredients available on Food Bank shelves, and took home easy-to-prepare recipes with their food box.

Amount requested from City Social Service Fund?	10000
Amount awarded from City Social Service Fund?	5000
Amount requested from United Way?	
Amount awarded from United Way?	

How has the award been spent? *	Funding was spent to support a full time SAGE Garden Manager. The Garden Manager is responsible for the overall plan for the garden, and oversees planting, maintenance, and harvesting of the 1-acre garden. She also recruits and works with over 600 community volunteers and interns each year, and works with local agencies serving vulnerable populations to identify and fulfill needs for fresh produce from SAGE.
--	---

From the application describe 1 unit of service (example: 1 food box feeds 1 individual for 3 days). *	At South Corvallis Food Bank SAGE produce can be picked up weekly by 275 families a month; a unit of service is a week's worth of fresh vegetables throughout the year.
---	---

At Stone Soup SAGE produce is integrated into approximately

15,000 of the 35,000 meals they serve annually. There a unit of service is a serving of fresh vegetables.

Cost per unit (what it costs to deliver this service per client): *	varies
How many unduplicated clients did the City award serve during the award period (7/1-6/30)? *	11,355
How many unduplicated clients did the United Way award serve during the award period (7/1-6/30)? *	
Contributions / fundraising income *	29613
Program service fees *	19834
Foundation grants *	3308
City Social Service Fund (current year award) *	5000
Other Government funding (Federal, State, County, City) *	0
United Way Grant funding (current year award) *	0
Other Income *	285
Total Program Revenue *	58040
Salaries *	38959
Payroll taxes and employee benefits *	7840
Professional fees and contracted services *	1540
Operations (rent, utilities, equipment, maintenance, etc.) *	4500
Materials and supplies *	2538
Travel *	0
Staff and volunteer development/training costs *	90
Conferences, conventions, meetings *	103
Direct assistance to individuals *	0

Miscellaneous expenses *	544
Total Expenses *	56144
Program Budget Balance (Total revenue – total expenses *	1926

Upload June–end balance sheet. *



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35.47 KB · PDF

Upload June–end Income statement. *



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07/23/13
Cash Basis

Corvallis Environmental Center
Balance Sheet
As of June 30, 2013

	<u>Jun 30, 13</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking	43,797.29
Money Market	13.31
PayPal Account	4,325.33
Petty Cash - Office	242.68
Petty Cash - Avery House	23.24
Total Checking/Savings	<u>48,401.85</u>
Other Current Assets	
Bank Bag (Undeposited Funds)	4,539.67
Total Other Current Assets	<u>4,539.67</u>
Total Current Assets	52,941.52
Fixed Assets	
Computer Equipment	13,793.11
Furniture & Fixtures	12,120.56
Garden Equipment	6,959.75
Accumulated Depreciation	-31,049.42
Total Fixed Assets	<u>1,824.00</u>
TOTAL ASSETS	<u><u>54,765.52</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
US Bank Credit Card	1,024.25
Total Credit Cards	1,024.25
Other Current Liabilities	
Payroll Liabilities	17,449.71
Total Other Current Liabilities	<u>17,449.71</u>
Total Current Liabilities	<u>18,473.96</u>
Total Liabilities	18,473.96

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07/23/13
Cash Basis

Corvallis Environmental Center
Balance Sheet
As of June 30, 2013

	<u>Jun 30, 13</u>
Equity	
Fund Balance	16,122.27
Retained Earnings	-1,217.25
Net Income	<u>21,386.54</u>
Total Equity	<u>36,291.56</u>
TOTAL LIABILITIES & EQUITY	<u><u>54,765.52</u></u>

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Cash Basis

Corvallis Environmental Center
Profit & Loss: SAGE
January through June 2013

	<u>Jan - Jun 13</u>
Income	
Donations	
Business Donations	7,463.00
Direct Donations	1,700.00
Donations - Other	50.00
Total Donations	<u>9,213.00</u>
Grants	
Small Grants	3,800.02
Total Grants	<u>3,800.02</u>
Program Fees	9,336.00
Special Events	893.00
Sales	75.00
Total Income	<u>23,317.02</u>
Expense	
Outreach Fees	78.26
Advertising	12.75
Contract Services	60.00
Equipment, Furniture, Inventory	157.00
Fees & Charges	
EPS Bankcard fees	0.74
Fees & Charges - Other	234.78
Total Fees & Charges	<u>235.52</u>
Payroll Expenses	
Gross Wages	20,973.75
Payroll Taxes	7,840.78
Total Payroll Expenses	<u>28,814.53</u>
Printing & Reproduction	325.49
Professional Fees	684.01
Supplies	334.08
Training	90.00
Total Expense	<u>30,791.64</u>
Net Income	<u><u>-7,474.62</u></u>

2012 UW & City SS Fund – Final Report

#28

Name of Agency *	Community Outreach, Inc.
Contact email *	kwhitacre@communityoutreachinc.org
Program Name: *	Integrated Housing
For which cycle are you reporting? *	Both

Describe the project for which you are reporting (250 words or less) *

• Our integrated shelter services for homeless community members provide emergency and transitional shelter, including food and other basic needs for men, women, and families with children. Our emergency program provides shelter for men, women, and families for up to seven days every 90 days. While staying in emergency shelter, clients have access to food and hygiene supplies and may receive additional services depending on the individual circumstance. Approximately 60% of clients who enter our Emergency Shelter move into our Transitional Shelter program. Transitional Shelter clients are assigned to a case manager, with whom they meet one-on-one each week to create goals and action plans based on their individual needs. Clients in Transitional Shelter may also receive behavioral health treatment services, including domestic abuse intervention, drug and alcohol treatment, and/or mental health counseling. They are also able to enroll their children in Mari's Place, our therapeutic childcare center, which is located adjacent to our main shelter building. Our case managers encourage shelter clients to participate in one or more of our many life skills classes, which cover topics on nutrition, job skills, first aid, and effective parenting communication and actions. Our case managers teach these classes, providing modeling, mentoring, and support as our clients work towards the attainment of their goals. The case managers help clients to learn the skills they need to and achieve self-sufficiency to attain and maintain permanent housing and become productive community members.

Amount requested from City Social Service Fund?	52000
Amount awarded from City Social Service Fund?	52000
Amount requested from United Way?	18000
Amount awarded from United Way?	17299

How has the award been spent? *

Whether a client is a single adult or part of a family unit, each has individualized needs. This program begins working with the client(s) to identify the barriers to attaining self-sufficiency. Some only need housing for a few days until they are able to integrate back into the community, often with the help of other agencies. Some clients need more time to resolve needs with employment, life skills, preschool daycare, substance abuse addiction, domestic abuse intervention, physical and/or mental health, dental care or food insecurity. These clients are admitted to transitional shelter to develop action plans and work on attaining their goals. Funding has been used to meet program operating costs, consisting primarily of staff salaries, liability insurance, and ongoing facilities expenses (maintenance, utilities, depreciation, etc.).

From the application describe 1 unit of service (example: 1 food box feeds 1 individual for 3 days). *	One unit of service is defined as one night of shelter and includes any of our 12 wrap-around services as needed.
---	---

Cost per unit (what it costs to deliver this service per client): *	19.73
How many unduplicated clients did the City award serve during the award period (7/1-6/30)? *	265
How many unduplicated clients did the United Way award serve during the award period (7/1-6/30)? *	114
Contributions / fundraising income *	16931
Program service fees *	10511
Foundation grants *	48500
City Social Service Fund (current year award) *	52000
Other Government funding (Federal, State, County, City) *	131710
United Way Grant funding (current year award) *	17299
Other Income *	47150
Total Program Revenue *	324101
Salaries *	170493
Payroll taxes and employee benefits *	29552
Professional fees and contracted services *	1362
Operations (rent, utilities, equipment, maintenance, etc.) *	83404
Materials and supplies *	24759
Travel *	435
Staff and volunteer development/training costs *	139
Conferences, conventions, meetings *	44
Direct assistance to individuals *	5305
Miscellaneous expenses *	8608
Total Expenses *	324101
Program Budget Balance (Total revenue – total expenses) *	0

2012 UW & City SS Fund – Final Report

#24

Name of Agency *	Community Outreach, Inc.
Contact email *	kwhitacre@communityoutreachinc.org
Program Name: *	Day Services
For which cycle are you reporting? *	City Social Service Fund

Describe the project for which you are reporting (250 words or less) *

Community Outreach provides Day Services to homeless and low-income community members who need the following integrated services:

Homeless Emergency Services (HES)—Food and kitchen access; shower and hygiene supplies; emergency food boxes which provide a three-day supply of meals for one individual; mail, message, and phone services; document storage; access to emergency medical & behavioral health services; bus tickets providing transportation to and within areas other than the city of Corvallis; and information about services and resources offered at Community Outreach and/or elsewhere in the community to assist homeless individuals. We also offer a cold weather shelter service to homeless community members who need a warm place to sleep during the winter months.

Crisis Intervention, Information, and Referral Services—Ours is currently the only 24-hour local general crisis line serving the Corvallis community. Services are available on a walk-in basis as well. Our Behavioral Health Treatment Services staff responds with emergency crisis counseling services when an identified need is determined. Staff members who provide crisis intervention and information are familiar with the full range of social services available to local residents. This service is available over the telephone 24 hours per day, 365 days per year; walk-in clients receive support between 8 a.m. and 9 p.m., 300 days per year.

Amount requested from City Social Service Fund?	32000
Amount awarded from City Social Service Fund?	32000
Amount requested from United Way?	
Amount awarded from United Way?	

How has the award been spent? *

We have spent the grant money to provide Day Services for all of the basic necessities: food; shelter; warmth; access to clothing; safety and freedom from fear and violence; access to information; acute medical care; and transportation. We serve homeless individuals who require emergency and basic services but choose not to stay in our emergency shelter or transitional housing program. Crisis Intervention, Information, and Referral assist homeless, at-risk, and low-income community members experiencing both chronic and temporary crisis situations. Our Day Services specifically address health issues in Benton County by providing homeless individuals with access to hygiene supplies and shower facilities, nutritious food and kitchen facilities for those experiencing food insecurity. We also provide information and access to medical services, and

behavioral health services. Funding has been used to meet program operating costs, consisting primarily of staff salaries, liability insurance, and ongoing facilities expenses (maintenance, utilities, depreciation, etc.).

From the application describe 1 unit of service (example: 1 food box feeds 1 individual for 3 days). *	One person accessing one or more of the following services: --Crisis Intervention, Information and Referral --Use of shower, kitchen and/or food pantry --Emergency Food Box feeding one person, three meals for three days
Cost per unit (what it costs to deliver this service per client): *	13.28
How many unduplicated clients did the City award serve during the award period (7/1-6/30)? *	13,264
How many unduplicated clients did the United Way award serve during the award period (7/1-6/30)? *	
Contributions / fundraising income *	80591
Program service fees *	0
Foundation grants *	0
City Social Service Fund (current year award) *	32000
Other Government funding (Federal, State, County, City) *	2000
United Way Grant funding (current year award) *	0
Other Income *	19995
Total Program Revenue *	134586
Salaries *	105182
Payroll taxes and employee benefits *	14995
Professional fees and contracted services *	823
Operations (rent, utilities, equipment, maintenance, etc.) *	5685
Materials and supplies *	676
Travel *	0

Staff and volunteer development/training costs *	0
Conferences, conventions, meetings *	104
Direct assistance to individuals *	3313
Miscellaneous expenses *	3808
Total Expenses *	134586
Program Budget Balance (Total revenue – total expenses *	0

Upload June–end balance sheet. *



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Upload June–end Income statement. *



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2012 UW & City SS Fund – Final Report

#26

Name of Agency *	Comunity OUtreach, Inc.
Contact email *	kwhitacre@communityoutreachinc.org
Program Name: *	Health Services
For which cycle are you reporting? *	Both

Describe the project for which you are reporting (250 words or less) *

Community Outreach offers a broad umbrella of Health Services that range from Behavioral Health Treatment to Medical Clinics. The medical clinics are a core element of Community Outreach's services to uninsured and low-income community members. The goal of our medical clinics is to ensure that all individuals in need of medical attention will have access to these services regardless of income level and/or insurance coverage. The medical clinics provide basic medical care, chiropractic services, dental care, diabetes education, physical therapy, psychiatric services, and women's health services. Referrals for services offered by other agencies are made for clients needing further medical attention.

The Mental/Behavioral Health program provides professional counseling services for homeless and low income community members. Our clients often struggle with depression, anxiety, or major mental illness such as bipolar disorder or psychotic disorders. Poverty, and a history of violence or instability in the home in childhood or adulthood, often leads to "self-medication" of mental health distress by drinking or drug use. Many clients in the Alcohol and Drug Treatment Services program also suffer from co-occurring mental health disorders, which are addressed concurrently.

Some of our clients are victims of violence or domestic abuse and COI provides refuge from domestic violence and treatment for abuse intervention. During the period covered by this grant we formed a partnership with CARDV to offer domestic abuse counseling to their clients one afternoon per week.

Amount requested from City Social Service Fund?	40000
Amount awarded from City Social Service Fund?	40000
Amount requested from United Way?	25000
Amount awarded from United Way?	17000

How has the award been spent? *

This grant has provided low-cost medical and dental clinics and behavioral health treatment services for uninsured, low-income clients, providing outpatient clinical medicine, diabetes education, physical therapy, limited psychiatric care, referrals to specialists, gynecological services, mental health counseling, alcohol and drug addiction treatment, abuse intervention counseling, and smoking cessation classes. Funding has been used to meet program operating costs, consisting primarily of staff salaries, liability insurance, and ongoing facilities expenses (maintenance, utilities, depreciation, etc.).

From the application describe 1 unit of service (example: 1 food box feeds 1 individual for 3 days). *	One unit of service is defined as one patient receiving one clinic visit or one client receiving one hour of counseling/treatment services.
Cost per unit (what it costs to deliver this service per client): *	121.27
How many unduplicated clients did the City award serve during the award period (7/1-6/30)? *	2543
How many unduplicated clients did the United Way award serve during the award period (7/1-6/30)? *	1090
Contributions / fundraising income *	135236
Program service fees *	77829
Foundation grants *	4956
City Social Service Fund (current year award) *	40000
Other Government funding (Federal, State, County, City) *	6000
United Way Grant funding (current year award) *	17000
Other Income *	55611
Total Program Revenue *	336632
Salaries *	232911
Payroll taxes and employee benefits *	30623
Professional fees and contracted services *	8195
Operations (rent, utilities, equipment, maintenance, etc.) *	27457
Materials and supplies *	3993
Travel *	701
Staff and volunteer development/training costs *	765
Conferences, conventions, meetings *	0
Direct assistance to individuals *	0

Miscellaneous expenses * 31987

Total Expenses * 336632

Program Budget Balance (Total revenue
– total expenses * 0

Upload June–end balance sheet. *



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Upload June–end Income statement. *



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Community Outreach, Inc.
 STATEMENT OF FINANCIAL POSITION
 As of June 30, 2013

ASSETS

CURRENT ASSETS

Cash & Cash Equivalents	65,216
RECEIVABLES	
Accounts Receivable, net	7,825
Grants Receivable	13,928
Pledges Receivable	116,403
TOTAL RECEIVABLES	138,156
Prepaid Insurance	11,498
Prepaid Expenses - Other	8,376
TOTAL CURRENT ASSETS	223,246
OSU FCU Savings-Restricted	5,012
Unemployment Trust Account	18,875
Endowment Investments-Vanguard	679,701
Pledges Receivable, less current portion	160,761
Property & Equipment, net of depreciation	2,334,803
TOTAL ASSETS	\$ 3,422,398

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES

Accounts Payable & Accrued Expenses	33,124
Accrued Vacation Liability	27,858
Deferred Revenue	1,028
TOTAL CURRENT LIABILITIES	62,010

LONG TERM LIABILITIES

Notes Payable-Leaf Fin.-copier	6,912
OSU FCU Loan-Reiman Building	205,311
TOTAL LIABILITIES	274,233

NET ASSETS

Unrestricted Net Assets	2,222,350
Year to Date Net Inc	(28,229)
Temporarily Restricted	275,211
Permanently Restricted	678,833
TOTAL NET ASSETS	3,148,165
TOTAL LIABILITIES & NET ASSETS	\$ 3,422,398

Community Outreach, Inc.
STATEMENT OF ACTIVITIES
For the Year Ended June 30, 2013

	<u>UNRESTRICTED</u>	<u>TEMPORARILY RESTRICTED</u>	<u>PERMANENTLY RESTRICTED</u>	<u>TOTAL</u>
Contributions-Individuals	\$32,685	\$2,318	\$0	\$35,003
Contributions-Major Donors	136,323	8,600	0	144,923
Contribs-Bus./Orgs/Churches	102,093	17,500	0	119,593
Contribs-Workplace giving	13,573	320	0	13,893
Contributions-Gifts of Caring	73,307	3,120	0	76,427
Contributions-Annual Report	20,358	1,190	0	21,548
Bequests	5,000	0	0	5,000
Donated Goods	3,400	0	0	3,400
Foundation & Corp Grants	21,614	84,956	0	106,570
Foundation grants-DAFs	32,500	0	0	32,500
United Way of Benton Cty	35,000	0	0	35,000
United Way of Linn County	17,961	0	0	17,961
Fundraising Events, net of dir	22,983	3,850	0	26,833
Gov't-Benton County	0	10,000	0	10,000
Gov't-Corvallis Soc Svc Fund	124,000	0	0	124,000
Gov't - Corvallis CDBG	20,000	0	0	20,000
CSC - HUD Continuum of Care	25,186	0	0	25,186
EFSP Benton County	4,000	0	0	4,000
Samaritan Health Services	99,996	0	0	99,996
Samaritan Health Serv-Respite	7,800	0	0	7,800
VA Grant Per Diem Program	79,823	0	0	79,823
Fees for Service	133,147	0	0	133,147
Childcare Fees Scholarships	9,574	0	0	9,574
Interest/Dividend Income	1,023	16,136	0	17,159
Unrealized Gain (Loss) on Investments	0	67,257	0	67,257
Misc. Income	4,027	0	0	4,027
Net Assets Released from Restriction	292,123	(292,123)	0	0
TOTAL REVENUE	1,317,495	(76,876)	0	1,240,620
<u>EXPENSES</u>				
Program Services				
Integrated Housing	324,101	0	0	324,101
Day Services	134,586	0	0	134,586
Behavioral Health Treatment	207,415	0	0	207,415
Medical & Dental Clinics	129,217	0	0	129,217
Mari's Place Childcare Center	174,189	0	0	174,189
Total Program Services	969,507	0	0	969,507
Supporting Services				
Management and General	145,916	0	0	145,916
Fundraising	153,425	0	0	153,425
Total Supporting Services	299,341	0	0	299,341
TOTAL EXPENSES	1,268,847	0	0	1,268,847
Change in Net Assets	48,648	(76,876)	0	(28,227)
Net Assets at Beginning	2,145,472	352,087	678,833	3,176,392
Net Assets at Ending	\$2,194,120	\$275,211	\$678,833	\$3,148,165

2012 UW & City SS Fund – Final Report

#32

Name of Agency *	RSVP of Linn and Benton Counties
Contact email *	trosser@ocwcog.org
Program Name: *	SHIBA
For which cycle are you reporting? *	City Social Service Fund
Describe the project for which you are reporting (250 words or less) *	
<p>oProvides trained volunteers who educate, assist, and serve as advocates for people with Medicare. Our program helps vulnerable persons find cost-effective insurance to help cover their medical and prescription needs increasing access to healthcare.</p> <p>oHelps low income persons enroll in the Extra Help low-income subsidy to help pay for prescription insurance and medications. Developing an Rx Assistance program to help individuals with options for lowering the cost of medications.</p> <p>oCombats Medicare Fraud, Waste and Abuse with volunteers focused on alerting the public to how to detect, report and protect themselves from this epidemic problem.</p>	
Amount requested from City Social Service Fund?	5000
Amount awarded from City Social Service Fund?	5000
Amount requested from United Way?	
Amount awarded from United Way?	
How has the award been spent? *	It was spent on administration for the program: printing, office supplies, trainings, overall volunteer support.
From the application describe 1 unit of service (example: 1 food box feeds 1 individual for 3 days). *	1 hour of SHIBA counseling serves 1 person by providing education/information, personalized assistance and serve as advocates for people with Medicare and new Medicare enrollees.
Cost per unit (what it costs to deliver this service per client): *	\$29.11
How many unduplicated clients did the City award serve during the award period (7/1-6/30)? *	395
How many unduplicated clients did the United Way award serve during the award period (7/1-6/30)? *	
Contributions / fundraising income *	500

Program service fees *	0
Foundation grants *	0
City Social Service Fund (current year award) *	5000
Other Government funding (Federal, State, County, City) *	6000
United Way Grant funding (current year award) *	0
Other Income *	0
Total Program Revenue *	11500
Salaries *	8377
Payroll taxes and employee benefits *	2764
Professional fees and contracted services *	0
Operations (rent, utilities, equipment, maintenance, etc.) *	0
Materials and supplies *	600
Travel *	600
Staff and volunteer development/training costs *	450
Conferences, conventions, meetings *	0
Direct assistance to individuals *	0
Miscellaneous expenses *	0
Total Expenses *	12791
Program Budget Balance (Total revenue – total expenses) *	-2791

Upload June–end balance sheet. *



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Upload June–end Income statement. *



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RSVP

December 31, 2012

ASSETS		
CURRENT ASSETS		
CASH	\$	37,621
Total CURRENT ASSETS		<u>37,621</u>
TOTAL ASSETS	\$	<u><u>37,621</u></u>
LIABILITIES		
CURRENT LIABILITIES		
PAYROLL PAYABLES	\$	22,650
Total CURRENT LIABILITIES		<u>22,650</u>
Total LIABILITIES	\$	<u><u>22,650</u></u>
FUND BALANCES		
BEGINNING FUND BALANCE	\$	19,841
NET INCOME - YTD		(4,869)
Total FUND BALANCES		<u>14,971</u>
TOTAL LIABILITIES AND FUND BALANCE	\$	<u><u><u>37,621</u></u></u>

RSVP

REVENUES

CONTRACT AWARD - MISCELLANEOUS	7,990
CONTRACT AWARD - FEDERAL	40,695
CONTRACT AWARD - FED PASSTHRU	6,000
DONATION - INDIVIDUALS	1,324
DONATIONS - OTHER	12,492
MISCELLANEOUS REVENUE	4,648
Total REVENUES	73,150

EXPENDITURES

SALARIES AND FRINGE BENEFITS

SALARY	\$ 43,968
PERS	4,878
WORKERS COMP	25
SAIF INSURANCE	60
UNEMPLOYMENT	620
HEALTH INSURANCE	2,441
DENTAL INSURANCE	498
LIFE INSURANCE	263
OSGP MATCH - NEW	511
FICA	3,421
Total SALARIES AND FRINGE BENEFITS	\$ 56,685

MATERIALS AND SERVICES

AUDIT/ACCOUNTING	425
OTHER PURCHASED SERVICES	796
EDUCATIONAL CONFERENCES/TRAINING	190
DUES	200
MILEAGE	546
AGENCY VEHICLE - INSURANCE	117
OTHER TRAVEL, TRANSPORTATION	1,065
RENT	2,004
MAINTENANCE, REPAIR, JANITORIAL	299
GENERAL INSURANCE	351
SPACE RENTAL	80
OFFICE SUPPLIES	144
POSTAGE AND SHIPPING	399
PHOTOCOPY	120
PRINTING	54
SOFTWARE	444
PROGRAM SUPPLIES	1,081
EQUIPMENT EXPENDABLE	3,000
INDIRECT	5,259
INFRASTRUCTURE	1,087
COMMUNICATION SERVICES	51
TUITION AND FEES (VOCATIONAL)	0
TRAINING SUPPLIES	335
MISCELLANEOUS	3,286
Total MATERIALS AND SERVICES	\$ 21,334

Total EXPENDITURES

\$ 78,019

NET INCOME

\$ (4,869)

2012 UW & City SS Fund – Final Report

#7

Name of Agency *	CSC
Contact email *	mgibson@csc.gen.or.us
Program Name: *	Linn Benton Food Share
For which cycle are you reporting? *	City Social Service Fund
Describe the project for which you are reporting (250 words or less) *	City funds will pay a portion of the salaries needed to distribute 905,000 pounds of food to 18 non-profit agencies in Corvallis. The funds allow Food Share to solicit, transport, store, allocate, distribute and deliver this food to our member agencies in order to ensure that food is available for any Corvallis resident seeking help. These agencies include food pantries, soup kitchens, homeless shelters, congregate meal sites and gleaning groups.
Amount requested from City Social Service Fund?	37000
Amount awarded from City Social Service Fund?	36000
Amount requested from United Way?	
Amount awarded from United Way?	
How has the award been spent? *	<ul style="list-style-type: none"> · Linn Benton Food Share used the award to solicit, transport, store, allocate, distribute and deliver 892,822 pounds of food 19 non-profit agencies in Corvallis · Our Corvallis member agencies distributed 9,321 emergency food boxes, which served 31,316 individuals. · Soup kitchens and shelters served by Linn Benton Food Share provided 118,784 meals during the year.
From the application describe 1 unit of service (example: 1 food box feeds 1 individual for 3 days). *	<p>Three units of service were used:</p> <ul style="list-style-type: none"> · Unit of service is an emergency food box. Typical emergency food box feeds a family of 3.5 persons for four or five days. · Unit of service is a meal served at helter or soup kitchen · Unit of service is a pound of food.
Cost per unit (what it costs to deliver this service per client): *	Eleven cents per pound of food.
How many unduplicated clients did the City award serve during the award period (7/1-6/30)? *	10,521

How many unduplicated clients did the United Way award serve during the award period (7/1–6/30)? *

Contributions / fundraising income *	529115
Program service fees *	303386
Foundation grants *	82354
City Social Service Fund (current year award) *	36000
Other Government funding (Federal, State, County, City) *	153276
United Way Grant funding (current year award) *	0
Other Income *	103869
Total Program Revenue *	1207100
Salaries *	290941
Payroll taxes and employee benefits *	128185
Professional fees and contracted services *	5413
Operations (rent, utilities, equipment, maintenance, etc.) *	138915
Materials and supplies *	0
Travel *	1710
Staff and volunteer development/training costs *	465
Conferences, conventions, meetings *	465
Direct assistance to individuals *	531085
Miscellaneous expenses *	0
Total Expenses *	1097179
Program Budget Balance (Total revenue – total expenses) *	107921

Upload June–end balance sheet. *



[city_of_corvallis_bs_63013.xlsx](#)
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**02 - FOODSHARE
1660 - CITY OF CORVALLIS**

As of June 30,
2013

ASSETS

CURRENT ASSETS

CASH	0.00
RECEIVABLES	3,000.00
Total CURRENT ASSETS	<u>3,000.00</u>

TOTAL ASSETS

\$ 3,000.00

LIABILITIES

CURRENT LIABILITIES

PAYROLL PAYABLES	22.58
	2,977.42
Total LIABILITIES	<u>3,000.00</u>

FUND BALANCES

NET INCOME - YTD	<u>0.00</u>
------------------	-------------

TOTAL LIABILITIES AND FUND
BALANCE

\$ 3,000.00

**02 - FOODSHARE
13- GRANT FY/2013
1660 - CITY OF CORVALLIS**

July 1 , 2012 -
June 30, 2013

REVENUE		
CONTRACT AWARD - CITY	4040	\$ 36,000
Total REVENUE		<u>\$ 36,000</u>
EXPENDITURES		
PERSONAL SERVICES		
SALARY	5010	\$ 21,413
PERS	5320	\$ 2,466
WORKERS COMP	5330	\$ 13
SAIF INSURANCE	5335	\$ 378
UNEMPLOYMENT	5340	\$ 278
HEALTH INSURANCE	5350	\$ 3,759
DENTAL INSURANCE	5360	\$ 551
LIFE INSURANCE	5370	\$ 173
FLEXIBLE SPENDING COSTS	5375	\$ 5
OSGP MATCH - NEW	5382	\$ 325
FICA	5390	\$ 1,639
Total PERSONAL SERVICES		<u>\$ 31,000</u>
MATERIALS & SERVICES		
INDIRECT	6620	\$ 5,000
Total MATERIALS & SERVICES		<u>\$ 5,000</u>
Total EXPENDITURES		<u>\$ 36,000</u>
NET REVENUE / EXPENDITURES		<u>\$ -</u>

2012 UW & City SS Fund – Final Report

#25

Name of Agency *	Furniture Share
Contact email *	bfs1@peak.org
Program Name: *	Sustaining Client Services
For which cycle are you reporting? *	City Social Service Fund

Describe the project for which you are reporting (250 words or less) *

Sustaining Client Services to "target populations" project will administer the redistribution of quality used furniture to individuals and families in need to ensure the safety, health, comfort and quality of life to those within our community. Our BEDS for KIDS, Furniture for Households in Crises and Feeding Our Future programs will help provide beds, pillows, sheets and blanket sets to 549 children, basic furniture and household items to 1,017 individuals and provide 139 families with a dinner table and chairs. This project also has preserved our environment by diverting 42.63tons of REUSEABLE home furnishings from the landfill.

Amount requested from City Social Service Fund?	17000
Amount awarded from City Social Service Fund?	10000
Amount requested from United Way?	
Amount awarded from United Way?	

How has the award been spent? *

To provide daily services to our clients and furniture donors staff and volunteers organize and carry out daily tasks to secure our programs by managing the Warehouse site, answering and responding to an average of 75 phone calls a day from clients, caseworkers and furniture donors, building and maintaining relationships with donors and volunteers, marketing Furniture Share to the public and referring agencies, greeting donors and receiving their donations; unpacking donations; maintaining the organization of donations in the Warehouse space; packing items specific to client requests; interacting with clients and case managers of partnering agencies; tracking client requests; and transferring items we don't use to other agencies or to recyclers.

Furniture Share accepts donations of used basic household items and furniture from individuals and businesses in the community. Using our 20' box truck, we pick up and distribute these donated items three days per week. Other donations are brought to the Warehouse directly by the donors. Staff and volunteers unpack items, sort them, and repack them specific to client needs. Families and individuals then come to the Warehouse to pick up their goods four day a week or they can be delivered directly to their home. Furniture Share partners with more than 65 social service agencies to pair donated items with families and individuals in need. Families and individuals are referred through social service agencies.

1 Sofa and love seat, end table, coffee table, book shelf, TV, adult bed and linens, dresser and other basic furniture needs can

From the application describe 1 unit of service (example: 1 food box feeds 1 individual for 3 days). *	provide comfort to an individual or family for 5 or more years. 1 bed, pillow, sheets and a blanket can give 1 child a good night sleep for 5 or more years. 1 table and 4-6 chairs will provide a family with a place to enjoy healthy meals, contribute to family conversations, and function as a family to support each other for 5 years or more.
Cost per unit (what it costs to deliver this service per client): *	\$28.62
How many unduplicated clients did the City award serve during the award period (7/1-6/30)? *	1,017
How many unduplicated clients did the United Way award serve during the award period (7/1-6/30)? *	
Contributions / fundraising income *	49054
Program service fees *	0
Foundation grants *	12850
City Social Service Fund (current year award) *	10000
Other Government funding (Federal, State, County, City) *	6000
United Way Grant funding (current year award) *	0
Other Income *	0
Total Program Revenue *	77904
Salaries *	36372
Payroll taxes and employee benefits *	11912
Professional fees and contracted services *	1153
Operations (rent, utilities, equipment, maintenance, etc.) *	10614
Materials and supplies *	9170
Travel *	3197
Staff and volunteer development/training costs *	863

Conferences, conventions, meetings *	4623
Direct assistance to individuals *	0
Miscellaneous expenses *	0
Total Expenses *	77904
Program Budget Balance (Total revenue – total expenses *	0

Upload June–end balance sheet. *



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Upload June–end Income statement. *



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PM
5/13
ual Basis

Benton Furniture Share
Balance Sheet
As of May 31, 2013

	<u>May 31, 13</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking	3,207.50
Petty Cash	-15.67
Total Checking/Savings	<u>3,191.83</u>
Total Current Assets	<u>3,191.83</u>
TOTAL ASSETS	<u><u>3,191.83</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
*Accounts Payable	233.00
Total Accounts Payable	<u>233.00</u>
Total Current Liabilities	<u>233.00</u>
Total Liabilities	233.00
Equity	
Net Income	<u>2,958.83</u>
Total Equity	<u>2,958.83</u>
TOTAL LIABILITIES & EQUITY	<u><u>3,191.83</u></u>

**Benton Furniture Share
Profit & Loss
May 2013**

	May 13	Jul '12 - May 13
Ordinary Income/Expense		
Income		
City of Corvallis Grants		
City of Corvallis		
Social Services	0.00	8,333.30
CDBG	0.00	5,000.00
Total City of Corvallis	<u>0.00</u>	<u>13,333.30</u>
Total City of Corvallis Grants	0.00	13,333.30
Grant Income		
Walmart	0.00	2,000.00
Samaritan Health Services	0.00	2,000.00
Simple Actions Family Foundatio	0.00	3,000.00
Philomath Community Foundation	0.00	250.00
OSU Folk Club Thrift Shop Foun.	0.00	1,850.00
Umpqua Bank Grant	0.00	1,000.00
Consumers Power	0.00	1,000.00
Total Grant Income	0.00	<u>11,100.00</u>
Corporate Contributions		
HP Charitable Giving	0.00	17,707.28
Corporate Contributions - Other	0.00	350.00
Total Corporate Contributions	0.00	<u>18,057.28</u>
Contribution Income		
Newsletter Donations	0.00	1,435.00
Contributions	0.00	25,000.23
Contribution Income - Other	628.66	628.66
Total Contribution Income	628.66	<u>27,063.89</u>
Civic Groups		
Gifts for a Better World	0.00	500.00
Albany East Lions	0.00	916.66
Altrusa of Albany	0.00	1,000.00
Kiwanis	0.00	750.00
Rotary Club	0.00	250.00
Total Civic Groups	0.00	<u>3,416.66</u>
Benefit Sale	250.00	14,218.51
Truck Sponsorship	0.00	3,000.00
Fund Raising		
BBQ		
Sponsors	0.00	3,500.00
Ticket Sales	0.00	13,336.59
Total BBQ	0.00	<u>16,836.59</u>
Beds for Kids	5,440.00	23,035.00
Feeding Our Future	600.00	640.00
Special Events	0.00	416.50
Total Fund Raising	6,040.00	<u>40,928.09</u>
Other Income		
Jobs Plus	1,934.52	1,934.52
Total Other Income	<u>1,934.52</u>	<u>1,934.52</u>
Total Income	8,853.18	133,052.25
Expense		
Wages & Fringe Benefits		
Executive Director	4,083.33	46,916.63
Client Delivery Coordinator	1,395.00	14,581.59
Administrative Assistance	1,365.00	17,765.42
Delivery Driver	0.00	9,677.66

**Benton Furniture Share
Profit & Loss
May 2013**

	May 13	Jul '12 - May 13
Client/Delivery Assistant	1,650.00	3,300.00
Payroll Taxes	698.93	11,829.19
Health Insurance	865.20	4,758.60
Total Wages & Fringe Benefits	10,057.46	108,829.09
Occupancy		
Rent	1,056.00	9,824.00
Utilities		
Telephone	214.15	2,692.68
Garbage Disposal	-200.00	835.51
Total Utilities	14.15	3,528.19
Total Occupancy	1,070.15	13,352.19
Postage	0.00	554.53
Supplies & Fees		
Bank Charge	64.16	1,009.45
Supplies	155.00	2,437.48
Supplies & Fees - Other	1,125.97	1,135.96
Total Supplies & Fees	1,345.13	4,582.89
Equipment		
Repairs	0.00	508.47
Total Equipment	0.00	508.47
Printing & Photocopy	0.00	347.00
Advertising	42.00	2,892.09
Fundraising		
BBQ	0.00	817.88
Fundraising - Other	0.00	537.88
Total Fundraising	0.00	1,355.76
Insurance		
Liability Insurance	0.00	1,985.75
Total Insurance	0.00	1,985.75
Dues/Memberships/Training/Conf.	75.00	6,164.06
Accounting	218.53	2,114.18
Volunteer		
Volunteer Appreciation	0.00	868.54
Total Volunteer	0.00	868.54
Donor Appreciation	0.00	282.16
Auto		
Fuel	141.01	2,025.16
Insurance	0.00	0.00
Maintenance/Service	757.01	2,150.31
Total Auto	898.02	4,175.47
Travel		
Mileage	0.00	198.00
Total Travel	0.00	198.00
Total Expense	13,706.29	148,210.18
Net Ordinary Income	-4,853.11	-15,157.93
Other Income/Expense		
Other Income		
Carryover	0.00	18,116.76
Total Other Income	0.00	18,116.76
Net Other Income	0.00	18,116.76
Net Income	-4,853.11	2,958.83

PM
5/13
ual Basis

Benton Furniture Share
Balance Sheet
As of May 31, 2013

	<u>May 31, 13</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking	3,207.50
Petty Cash	-15.67
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TOTAL ASSETS	<u><u>3,191.83</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
*Accounts Payable	233.00
Total Accounts Payable	<u>233.00</u>
Total Current Liabilities	<u>233.00</u>
Total Liabilities	233.00
Equity	
Net Income	2,958.83
Total Equity	<u>2,958.83</u>
TOTAL LIABILITIES & EQUITY	<u><u>3,191.83</u></u>

**Benton Furniture Share
Profit & Loss
May 2013**

	May 13	Jul '12 - May 13
Ordinary Income/Expense		
Income		
City of Corvallis Grants		
City of Corvallis		
Social Services	0.00	8,333.30
CDBG	0.00	5,000.00
Total City of Corvallis	<u>0.00</u>	<u>13,333.30</u>
Total City of Corvallis Grants	0.00	13,333.30
Grant Income		
Walmart	0.00	2,000.00
Samaritan Health Services	0.00	2,000.00
Simple Actions Family Foundatio	0.00	3,000.00
Philomath Community Foundation	0.00	250.00
OSU Folk Club Thrift Shop Foun.	0.00	1,850.00
Umpqua Bank Grant	0.00	1,000.00
Consumers Power	0.00	1,000.00
Total Grant Income	0.00	<u>11,100.00</u>
Corporate Contributions		
HP Charitable Giving	0.00	17,707.28
Corporate Contributions - Other	0.00	350.00
Total Corporate Contributions	0.00	<u>18,057.28</u>
Contribution Income		
Newsletter Donations	0.00	1,435.00
Contributions	0.00	25,000.23
Contribution Income - Other	628.66	628.66
Total Contribution Income	628.66	<u>27,063.89</u>
Civic Groups		
Gifts for a Better World	0.00	500.00
Albany East Lions	0.00	916.66
Altrusa of Albany	0.00	1,000.00
Kiwanis	0.00	750.00
Rotary Club	0.00	250.00
Total Civic Groups	0.00	<u>3,416.66</u>
Benefit Sale	250.00	14,218.51
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Fund Raising		
BBQ		
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Ticket Sales	0.00	13,336.59
Total BBQ	0.00	<u>16,836.59</u>
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Feeding Our Future	600.00	640.00
Special Events	0.00	416.50
Total Fund Raising	6,040.00	<u>40,928.09</u>
Other Income		
Jobs Plus	1,934.52	1,934.52
Total Other Income	<u>1,934.52</u>	<u>1,934.52</u>
Total Income	8,853.18	133,052.25
Expense		
Wages & Fringe Benefits		
Executive Director	4,083.33	46,916.63
Client Delivery Coordinator	1,395.00	14,581.59
Administrative Assistance	1,365.00	17,765.42
Delivery Driver	0.00	9,677.66

PM
5/13
ual Basis

**Benton Furniture Share
Profit & Loss
May 2013**

	May 13	Jul '12 - May 13
Client/Delivery Assistant	1,650.00	3,300.00
Payroll Taxes	698.93	11,829.19
Health Insurance	865.20	4,758.60
Total Wages & Fringe Benefits	10,057.46	108,829.09
Occupancy		
Rent	1,056.00	9,824.00
Utilities		
Telephone	214.15	2,692.68
Garbage Disposal	-200.00	835.51
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Supplies & Fees		
Bank Charge	64.16	1,009.45
Supplies	155.00	2,437.48
Supplies & Fees - Other	1,125.97	1,135.96
Total Supplies & Fees	1,345.13	4,582.89
Equipment		
Repairs	0.00	508.47
Total Equipment	0.00	508.47
Printing & Photocopy	0.00	347.00
Advertising	42.00	2,892.09
Fundraising		
BBQ	0.00	817.88
Fundraising - Other	0.00	537.88
Total Fundraising	0.00	1,355.76
Insurance		
Liability Insurance	0.00	1,985.75
Total Insurance	0.00	1,985.75
Dues/Memberships/Training/Conf.	75.00	6,164.06
Accounting	218.53	2,114.18
Volunteer		
Volunteer Appreciation	0.00	868.54
Total Volunteer	0.00	868.54
Donor Appreciation	0.00	282.16
Auto		
Fuel	141.01	2,025.16
Insurance	0.00	0.00
Maintenance/Service	757.01	2,150.31
Total Auto	898.02	4,175.47
Travel		
Mileage	0.00	198.00
Total Travel	0.00	198.00
Total Expense	13,706.29	148,210.18
Net Ordinary Income	-4,853.11	-15,157.93
Other Income/Expense		
Other Income		
Carryover	0.00	18,116.76
Total Other Income	0.00	18,116.76
Net Other Income	0.00	18,116.76
Net Income	-4,853.11	2,958.83

2012 UW & City SS Fund – Final Report

#27

Name of Agency *	Heartland Humane Society
Contact email *	donate@heartlandhumane.org
Program Name: *	Emergency and Safe Housing Program
For which cycle are you reporting? *	Both

Describe the project for which you are reporting (250 words or less) *

It is an unfortunate fact that domestic violence and animal abuse often coincide. Sometimes, these occur simultaneously and in some instances the animal abuse is the method of spousal control and violence. As difficult as it is for a woman to leave a violent relationship and enter a shelter, the decision can be made more painful when a beloved pet is left behind. Some women will choose to stay with the abuser and the pet rather than seek necessary shelter.

Similarly, people who have lost their homes may choose to stay in a car or on the streets because they are unable to keep their pets. At the Mario Pastega House, some people have declined their services and delayed medical treatment because they did not have care for their pets. Others drove hours each day to continue caring for their pets.

The Safe Housing Program initially served clients of the Center Against Rape & Domestic Violence (CARDV) entering a shelter, but with funding from United Way in 2010 we were able to expand the Safe Housing Program to serve clients of Mario Pastega House, Community Outreach, Inc. (COI), inclement weather shelters, and the American Red Cross.

Owners sign a contract with Heartland so their pets can be cared for and receive necessary vaccinations and veterinary care while they receive services from partner programs. Owners can visit their pets daily and when they are back on their feet the pet is returned to them

Amount requested from City Social Service Fund?	3000
Amount awarded from City Social Service Fund?	3000
Amount requested from United Way?	3000
Amount awarded from United Way?	1500
How has the award been spent? *	This award has been spent on the care of the client pets served in this fiscal year. Care includes board and medical services, as defined in a 'unit of service' (see below). Additional expenses arise when board or medical care exceeds the defined average unit of service.

From the application describe 1 unit of service (example: 1 food box feeds 1 individual for 3 days). *	1 Kennel houses 1 Pet for 30 Days with Daily Care (est. \$12/day) and Medical Costs (est. \$20/pet)
Cost per unit (what it costs to deliver this service per client): *	380
How many unduplicated clients did the City award serve during the award period (7/1-6/30)? *	19
How many unduplicated clients did the United Way award serve during the award period (7/1-6/30)? *	19
Contributions / fundraising income *	12380
Program service fees *	0
Foundation grants *	0
City Social Service Fund (current year award) *	3000
Other Government funding (Federal, State, County, City) *	0
United Way Grant funding (current year award) *	1500
Other Income *	0
Total Program Revenue *	16880
Salaries *	10000
Payroll taxes and employee benefits *	0
Professional fees and contracted services *	0
Operations (rent, utilities, equipment, maintenance, etc.) *	0
Materials and supplies *	0
Travel *	0
Staff and volunteer development/training costs *	0
Conferences, conventions, meetings *	0
Direct assistance to individuals *	6880

Miscellaneous expenses *	0
Total Expenses *	16880
Program Budget Balance (Total revenue – total expenses *	0

Upload June–end balance sheet. *



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Upload June–end Income statement. *



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Heartland Humane Society Profit & Loss Budget vs. Actual July 2012 through June 2013

	Jul '12 - Jun ...	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4000 · ANIMAL SERVICES	215,096	220,794	-5,698
4120 · Paws & Claws Income	12,833	19,000	-6,167
4200 · CONTRIBUTIONS	490,253	440,000	50,253
4400 · SPECIAL EVENTS	83,625	96,000	-12,375
4600 · GRANT INCOME	1,000	15,000	-14,000
4800 · ENDOWMENT DISTRIBUTION	0	3,000	-3,000
4900 · Humane Education	17,089	10,200	6,889
Total Income	926,398	803,994	122,404
Cost of Goods Sold			
5001 · Store Sales COGS	6,644	9,000	-2,356
Total COGS	8,196	9,000	-804
Gross Profit	918,202	794,994	123,208
Expense			
7020 · CLINIC SERVICES EXPENSE	19,042	23,000	-3,958
7040 · ANIMAL SERVICES EXPENSE	152,130	55,000	97,130
7110 · CAT'S MEOW EXPENSES	36,481	59,700	-23,219
7240 · Special Appeals Expense	2,695	6,500	-3,805
7400 · SPECIAL EVENTS EXPENSE	34,159	27,000	7,159
7700 · HUMANE EDUCATION EXPEN...	11,983	7,250	4,733
7800 · GENERAL EXPENSES	145,334	106,350	38,984
8000 · PAYROLL	442,800	489,933	-47,133
Total Expense	847,909	774,733	73,176
Net Ordinary Income	70,293	20,261	50,032
Net Income	34,164	20,261	13,903

Heartland Humane Society
Balance Sheet
 As of June 30, 2013

	Jun 30, 13	May 31, 13	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
0900 · BANKS			
0915 · Citizen's Bank	100,059	96,669	3,389
0918 · Money Market - Citizens	40,087	40,085	2
0920 · PayPal Cats Meow	1,298	4,299	-3,002
Total 0900 · BANKS	<u>141,443</u>	<u>141,054</u>	<u>389</u>
Total Checking/Savings	141,443	141,054	389
Accounts Receivable			
1000 · ACCOUNTS RECEIVABLE	943	2,396	-1,453
Total Accounts Receivable	943	2,396	-1,453
Other Current Assets			
1020 · Inventory Asset Paws and Claws	8,915	9,593	-678
1021 · Microchip FDx	1,719	1,720	-1
1022 · Inventory Asset Cats Meow	22,124	22,124	0
1220 · Prepaid Expense			
1221 · Prepaid Workers Comp Insura...	1,290	2,110	-820
1222 · Prepaid Business Insurance	2,288	3,482	-1,193
1223 · Prepaid Rent	3,000	0	3,000
Total 1220 · Prepaid Expense	<u>6,578</u>	<u>5,591</u>	<u>987</u>
Total Other Current Assets	39,336	39,028	308
Total Current Assets	181,721	182,477	-756
Fixed Assets			
1300 · FIXED ASSETS			
1310 · Land	50,000	50,000	0
1315 · Building	1,016,121	1,016,121	0
1316 · Leasehold Improvements Cat's	4,167	4,167	0
1320 · Furniture & Fixtures	4,302	4,302	0
1325 · House - 395 SW Twin Oaks	90,144	90,144	0
1330 · Machinery & Equipment			
1335 · Office Equipment	35,636	35,636	0
1330 · Machinery & Equipment - Other	11,959	11,959	0
Total 1330 · Machinery & Equipment	<u>47,595</u>	<u>47,595</u>	<u>0</u>
1334 · Van	10,080	10,080	0
1370 · Outdoor Training Structure	3,586	3,586	0
Total 1300 · FIXED ASSETS	<u>1,225,995</u>	<u>1,225,995</u>	<u>0</u>
1600 · ACCUMULATED DEPRECIATION	-395,121	-392,191	-2,930
Total Fixed Assets	830,874	833,804	-2,930
Other Assets			
1100 · Investments			
1105 · Benton County Foundation-Ass...	124,782	124,782	0
Total 1100 · Investments	<u>124,782</u>	<u>124,782</u>	<u>0</u>
1110 · OTHER ASSETS			
1120 · Loan Fees - Cost	1,155	1,155	0
1125 · Loan Fees - Accum Amort	-1,155	-1,155	0
Total 1110 · OTHER ASSETS	<u>0</u>	<u>0</u>	<u>0</u>
Total Other Assets	124,782	124,782	0
TOTAL ASSETS	<u><u>1,137,378</u></u>	<u><u>1,141,063</u></u>	<u><u>-3,686</u></u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			

Heartland Humane Society
Balance Sheet
 As of June 30, 2013

	<u>Jun 30, 13</u>	<u>May 31, 13</u>	<u>\$ Change</u>
2000 · ACCOUNTS PAYABLE	6,008	11,673	-5,665
Total Accounts Payable	6,008	11,673	-5,665
Credit Cards			
2010 · CREDIT CARDS			
2021 · FIA Card (2572)(8013)(0300)(...	772	1,879	-1,107
Total 2010 · CREDIT CARDS	772	1,879	-1,107
Total Credit Cards	772	1,879	-1,107
Other Current Liabilities			
2100 · ACCRUALS			
2110 · Withholding & PR Liab			
2112 · Payroll-FICA	410	410	0
2116 · Payroll-SDI (WBF)	6	6	0
2117 · Payroll-SUTA	150	150	0
2118 · Payroll-Health	239	465	-226
2126 · Simple IRA-	1,390	345	1,044
Total 2110 · Withholding & PR Liab	2,195	1,376	818
2130 · Accrued Payroll	5,510	5,510	0
2135 · Accrued Vacation	12,061	12,475	-414
Total 2100 · ACCRUALS	19,766	19,362	404
2151 · License Fee	118	35	83
Total Other Current Liabilities	19,884	19,397	487
Total Current Liabilities	26,664	32,948	-6,285
Total Liabilities	26,664	32,948	-6,285
Equity			
3000 · 3500 Opening Balance	24,214	24,214	0
3900 · 3900 Retained Earnings	1,052,336	1,052,336	0
Net Income	34,164	31,566	2,599
Total Equity	1,110,714	1,108,115	2,599
TOTAL LIABILITIES & EQUITY	<u>1,137,378</u>	<u>1,141,063</u>	<u>-3,686</u>

Heartland Humane Society Profit & Loss Budget vs. Actual July 2012 through June 2013

	Jul '12 - Jun ...	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4000 · ANIMAL SERVICES	215,096	220,794	-5,698
4120 · Paws & Claws Income	12,833	19,000	-6,167
4200 · CONTRIBUTIONS	490,253	440,000	50,253
4400 · SPECIAL EVENTS	83,625	96,000	-12,375
4600 · GRANT INCOME	1,000	15,000	-14,000
4800 · ENDOWMENT DISTRIBUTION	0	3,000	-3,000
4900 · Humane Education	17,089	10,200	6,889
Total Income	926,398	803,994	122,404
Cost of Goods Sold			
5001 · Store Sales COGS	6,644	9,000	-2,356
Total COGS	8,196	9,000	-804
Gross Profit	918,202	794,994	123,208
Expense			
7020 · CLINIC SERVICES EXPENSE	19,042	23,000	-3,958
7040 · ANIMAL SERVICES EXPENSE	152,130	55,000	97,130
7110 · CAT'S MEOW EXPENSES	36,481	59,700	-23,219
7240 · Special Appeals Expense	2,695	6,500	-3,805
7400 · SPECIAL EVENTS EXPENSE	34,159	27,000	7,159
7700 · HUMANE EDUCATION EXPEN...	11,983	7,250	4,733
7800 · GENERAL EXPENSES	145,334	106,350	38,984
8000 · PAYROLL	442,800	489,933	-47,133
Total Expense	847,909	774,733	73,176
Net Ordinary Income	70,293	20,261	50,032
Net Income	34,164	20,261	13,903

Heartland Humane Society
Balance Sheet
As of June 30, 2013

	Jun 30, 13	May 31, 13	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
0900 · BANKS			
0915 · Citizen's Bank	100,059	96,669	3,389
0918 · Money Market - Citizens	40,087	40,085	2
0920 · PayPal Cats Meow	1,298	4,299	-3,002
Total 0900 · BANKS	<u>141,443</u>	<u>141,054</u>	<u>389</u>
Total Checking/Savings	141,443	141,054	389
Accounts Receivable			
1000 · ACCOUNTS RECEIVABLE	943	2,396	-1,453
Total Accounts Receivable	943	2,396	-1,453
Other Current Assets			
1020 · Inventory Asset Paws and Claws	8,915	9,593	-678
1021 · Microchip FDX	1,719	1,720	-1
1022 · Inventory Asset Cats Meow	22,124	22,124	0
1220 · Prepaid Expense			
1221 · Prepaid Workers Comp Insura...	1,290	2,110	-820
1222 · Prepaid Business Insurance	2,288	3,482	-1,193
1223 · Prepaid Rent	3,000	0	3,000
Total 1220 · Prepaid Expense	<u>6,578</u>	<u>5,591</u>	<u>987</u>
Total Other Current Assets	<u>39,336</u>	<u>39,028</u>	<u>308</u>
Total Current Assets	181,721	182,477	-756
Fixed Assets			
1300 · FIXED ASSETS			
1310 · Land	50,000	50,000	0
1315 · Building	1,016,121	1,016,121	0
1316 · Leasehold Improvements Cat's	4,167	4,167	0
1320 · Furniture & Fixtures	4,302	4,302	0
1325 · House - 395 SW Twin Oaks	90,144	90,144	0
1330 · Machinery & Equipment			
1335 · Office Equipment	35,636	35,636	0
1330 · Machinery & Equipment - Other	11,959	11,959	0
Total 1330 · Machinery & Equipment	<u>47,595</u>	<u>47,595</u>	<u>0</u>
1334 · Van	10,080	10,080	0
1370 · Outdoor Training Structure	3,586	3,586	0
Total 1300 · FIXED ASSETS	<u>1,225,995</u>	<u>1,225,995</u>	<u>0</u>
1600 · ACCUMULATED DEPRECIATION	-395,121	-392,191	-2,930
Total Fixed Assets	<u>830,874</u>	<u>833,804</u>	<u>-2,930</u>
Other Assets			
1100 · Investments			
1105 · Benton County Foundation-Ass...	124,782	124,782	0
Total 1100 · Investments	<u>124,782</u>	<u>124,782</u>	<u>0</u>
1110 · OTHER ASSETS			
1120 · Loan Fees - Cost	1,155	1,155	0
1125 · Loan Fees - Accum Amort	-1,155	-1,155	0
Total 1110 · OTHER ASSETS	<u>0</u>	<u>0</u>	<u>0</u>
Total Other Assets	<u>124,782</u>	<u>124,782</u>	<u>0</u>
TOTAL ASSETS	<u><u>1,137,378</u></u>	<u><u>1,141,063</u></u>	<u><u>-3,686</u></u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			

Heartland Humane Society
Balance Sheet
 As of June 30, 2013

	<u>Jun 30, 13</u>	<u>May 31, 13</u>	<u>\$ Change</u>
2000 · ACCOUNTS PAYABLE	6,008	11,673	-5,665
Total Accounts Payable	6,008	11,673	-5,665
Credit Cards			
2010 · CREDIT CARDS			
2021 · FIA Card (2572)(8013)(0300)(...	772	1,879	-1,107
Total 2010 · CREDIT CARDS	772	1,879	-1,107
Total Credit Cards	772	1,879	-1,107
Other Current Liabilities			
2100 · ACCRUALS			
2110 · Withholding & PR Liab			
2112 · Payroll-FICA	410	410	0
2116 · Payroll-SDI (WBF)	6	6	0
2117 · Payroll-SUTA	150	150	0
2118 · Payroll-Health	239	465	-226
2126 · Simple IRA-	1,390	345	1,044
Total 2110 · Withholding & PR Liab	2,195	1,376	818
2130 · Accrued Payroll	5,510	5,510	0
2135 · Accrued Vacation	12,061	12,475	-414
Total 2100 · ACCRUALS	19,766	19,362	404
2151 · License Fee	118	35	83
Total Other Current Liabilities	19,884	19,397	487
Total Current Liabilities	26,664	32,948	-6,285
Total Liabilities	26,664	32,948	-6,285
Equity			
3000 · 3500 Opening Balance	24,214	24,214	0
3900 · 3900 Retained Earnings	1,052,336	1,052,336	0
Net Income	34,164	31,566	2,599
Total Equity	1,110,714	1,108,115	2,599
TOTAL LIABILITIES & EQUITY	<u>1,137,378</u>	<u>1,141,063</u>	<u>-3,686</u>

2012 UW & City SS Fund – Final Report

#21

Name of Agency *	Jackson Street Youth Shelter
Contact email *	director@jsysi.org
Program Name: *	Emergency Shelter
For which cycle are you reporting? *	City Social Service Fund

Describe the project for which you are reporting (250 words or less) *

JSYSI provides emergency shelter (up to 21 days) for youth ages 10–18 to reduce the risk of runaway behavior through early intervention. Youth you stay at JSYSI in emergency shelter have a safe, secure place with a warm bed and family–style meals. All youth receive supervision and practical assistance from trained staff members 24 hours a day. Each youth’s needs are addressed using an array of in–house and community resources; individual case management is provided by trained staff. The ultimate goal of emergency shelter is to reunite each youth with their families and offer services to the whole family to support successful outcomes.

Amount requested from City Social Service Fund?	25000
Amount awarded from City Social Service Fund?	25000
Amount requested from United Way?	
Amount awarded from United Way?	
How has the award been spent? *	The majority of the awarded funding is spent on staff expense to be able to provide a safe , stable environment, with 24–hour structured supervision by qualified caring adults; Healthy meals and snacks; personal hygiene products; clothing and shoes; access to medication care; individual case management; education support, and a plan to reunite the youth with their family while providing them support for success.

From the application describe 1 unit of service (example: 1 food box feeds 1 individual for 3 days). *	<p>Emergency stays range from one to 21 days. An average emergency stay of one week includes:</p> <ul style="list-style-type: none"> –A safe, stable environment, with 24–hour structured supervision by qualified, caring adults. –Healthy meals and snacks; personal hygiene products; clothing and shoes, if needed. –Access to medical care and other essential services. –Individual case management. –Education support, including Homework Time each school night staffed by volunteer tutors. –A plan to reunite the youth with the family (if appropriate), along with support services such as family mediation
---	---

105

Cost per unit (what it costs to deliver this service per client): *

How many unduplicated clients did the City award serve during the award period (7/1-6/30)? *	52
How many unduplicated clients did the United Way award serve during the award period (7/1-6/30)? *	
Contributions / fundraising income *	4500
Program service fees *	16672
Foundation grants *	0
City Social Service Fund (current year award) *	25000
Other Government funding (Federal, State, County, City) *	80000
United Way Grant funding (current year award) *	0
Other Income *	8852
Total Program Revenue *	135024
Salaries *	82295
Payroll taxes and employee benefits *	19133
Professional fees and contracted services *	0
Operations (rent, utilities, equipment, maintenance, etc.) *	14097
Materials and supplies *	6123
Travel *	0
Staff and volunteer development/training costs *	3113
Conferences, conventions, meetings *	0
Direct assistance to individuals *	7600
Miscellaneous expenses *	0
Total Expenses *	132361

Program Budget Balance (Total revenue - total expenses * -2664

Upload June-end balance sheet. *



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2012 UW & City SS Fund – Final Report

#22

Name of Agency *	Jackson Street Youth Shelter Inc
Contact email *	director@jsysi.org
Program Name: *	Transitional Housing for At-Risk Youth
For which cycle are you reporting? *	City Social Service Fund
Describe the project for which you are reporting (250 words or less) *	Some youth do not have the option of returning home due to parental drugs use, abuse/neglect, or being rejected from the family unit; in these cases JSYSI continues to provide shelter to youth while helping them make a successful transition to living independently and productively. This is usually longer than 3 weeks of shelter. JSYSI works with each youth to achieve a high school diploma or GED and prepare for what comes next. Youth participate in classes and coaching in living skills.
Amount requested from City Social Service Fund?	8000
Amount awarded from City Social Service Fund?	8000
Amount requested from United Way?	
Amount awarded from United Way?	
How has the award been spent? *	<p>The majority of the awarded funding is spent on staff expense to be able to provide a safe , stable environment, with 24-hour structured supervision by qualified caring adults; healthy meals and snacks; personal hygiene products; clothing and shoes; access to medication care; individual case management; education support, and a plan to either reunite the youth with their family, find alternative housing or assist them as they develop a plan to live independently.</p> <p>The award also pays a share of our facilities expenses and part of the direct expenses for the youth we serve (food, hygiene supplies, activities, etc)</p>
From the application describe 1 unit of service (example: 1 food box feeds 1 individual for 3 days). *	<ul style="list-style-type: none"> -Dorm style accommodation in a safe, stable environment, with 24-hour structured supervision by qualified, caring adults. -Healthy meals and snacks; personal hygiene products; access to laundry facilities. -Access to medical care and other essential services, referrals to other community resources, as needed. -Individual case management, including goal-setting sessions. -Education support, including Homeowkr time each school night, staffed by volunteer tutors. -Opportunities to attend Independent Living Skills Workshops on a variety of topics. -Assistance in accessing job training programs or higher education.

Cost per unit (what it costs to deliver this service per client): *	\$2,350
How many unduplicated clients did the City award serve during the award period (7/1-6/30)? *	12
How many unduplicated clients did the United Way award serve during the award period (7/1-6/30)? *	
Contributions / fundraising income *	34000
Program service fees *	0
Foundation grants *	12821
City Social Service Fund (current year award) *	8000
Other Government funding (Federal, State, County, City) *	31658
United Way Grant funding (current year award) *	0
Other Income *	8852
Total Program Revenue *	95331
Salaries *	58349
Payroll taxes and employee benefits *	13528
Professional fees and contracted services *	0
Operations (rent, utilities, equipment, maintenance, etc.) *	10252
Materials and supplies *	6123
Travel *	0
Staff and volunteer development/training costs *	2594
Conferences, conventions, meetings *	0
Direct assistance to individuals *	5200
Miscellaneous expenses *	0
Total Expenses *	96046

Program Budget Balance (Total revenue - total expenses * -715

Upload June-end balance sheet. *



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Upload June-end Income statement. *



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Jackson Street Youth Shelter, Inc
Preliminary Financial Statements for FY 12-13
Balance Sheet

As of June 30, 2013

ASSETS	
Current Assets	
Checking/Savings	
Citizens Bank Checking	34,306
Citizens Money Market	
Operating Funds	35,491
Capital Improvement Fund	5,587
Albany/Linn Co Project	10,693
TLP House	2,900
Restricted Funds	2,544
Total Citizens Money Market	57,215
OSU Federal Credit Union	8,723
Petty Cash	169
Total Checking/Savings	100,413
Accounts Receivable	
Accounts Receivable	19,652
Pledges Receivable	7,520
Grants Receivable	24,462
Total Accounts Receivable	51,634
Other Current Assets	
Resident Gift Cards	2,088
Household Gift Cards	1,395
Inventory of goods for use	8,520
Prepaid Expenses	2,692
Undeposited Funds	12,904
Total Other Current Assets	27,599
Total Current Assets	179,646
Fixed Assets	
Land	104,475
Buildings	249,053
Furnishings & Equipment	10,037
Computer Software	220
Total Fixed Assets	363,786
TOTAL ASSETS	543,432

Jackson Street Youth Shelter, Inc
Preliminary Financial Statements for FY 12-13
Balance Sheet

As of June 30, 2013

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Total Accounts Payable 2,664

Total Credit Cards 932

Other Current Liabilities

Direct Deposit Liabilities (0)

Total Deferred Income 30,100

Payroll Liabilities 9,038

Payroll Payable 4,500

Total Other Current Liabilities 43,638

Total Current Liabilities 47,234

Long Term Liabilities

Loans 27,600

Municipal Rehabilitation Lien 34,915

Total Long Term Liabilities 62,515

Total Liabilities 109,749

Equity

Retained Earnings 430,567

Net Income 3,442

Total Equity 434,009

TOTAL LIABILITIES & EQUITY 543,758

Jackson Street Youth Shelter, Inc
Preliminary Financial Statements for FY 12-13
Income Statement

	<u>Jul 2012 - Jun 2013</u>
Income	
Albany House Campaign	12,616
Contributions Income	
Restricted	11,386
Unrestricted	<u>129,074</u>
Total Contributions Income	140,460
Donated Goods	20,303
Fundraisers	25,632
Grants	
Government Grants	
Federal Grants	
Basic Center Program	<u>156,288</u>
Total Federal Grants	156,288
State Grants	
Youth Investment Funds	57,838
OR Runaway & Homeless Youth	<u>27,329</u>
Total State Grants	85,167
Local Government Grants	
Soc Services - City	<u>33,000</u>
Total Local Government Grants	<u>33,000</u>
Total Government Grants	<u>274,455</u>
Private Grants	
Hillman Foundation	10,000
United Way	10,000
Private Grants - Other	<u>25,825</u>
Total Private Grants	<u>45,825</u>
Total Grants	320,280
Contracts	
Benton Co Mental Health Beds	18,617
Contracts - Other	<u>1,785</u>
Total Contracts	20,402
Program Fees	120
Interest Income	22
Miscellaneous Income	3,496
Total Income	<u>543,330</u>

Jackson Street Youth Shelter, Inc
Preliminary Financial Statements for FY 12-13
Income Statement

	Jul 2012 - Jun 2013
Expense	
Personnel	
Payroll	
Payroll Expenses	360,872
Taxes	34,956
Total Payroll	395,828
Staff Expense	
Staff Gifts & Incentives	1,034
Education & Training	3,218
Travel to Conferences	1,970
Transportation	8,663
Volunteer Expense	100
Staff Expense - Other	133
Total Staff Expense	15,118
Health Insurance	27,500
Insurance, Worker's Comp	2,343
Total Personnel	440,789
Facilities	
Rental - Albany	781
Household Supplies	10,788
Insurance, Property	1,400
Repairs	13,377
Utilities	5,636
Depreciation Expense	14,911
Total Facilities	46,893
Total Resident Expense	19,211
General Expense	
Advertising	3,938
Bank Service Charges	1,094
Dues and Subscriptions	1,887
Insurance	4,139
Interest Expense	18
Miscellaneous	785
Office Supplies	4,725
Postage and Delivery	1,490
Printing and Photocopies	5,111
Professional Fees	5,493
Taxes & Licenses	206
Telephone	4,110
Total General Expense	32,996
Total Expense	539,889
Net Income	3,442

2012 UW & City SS Fund – Final Report

#20

Name of Agency *	Presbyterian Preschool and Child Care Center
Contact email *	barbara@1stpres.org
Program Name: *	Tuition Assistance Program
For which cycle are you reporting? *	City Social Service Fund
Describe the project for which you are reporting (250 words or less) *	The Tuition Assistance Program subsidizes childcare service hours for at-risk infants and children in poverty, ages 6 weeks through 6 years of age, residing in Benton County. Parents are eligible if they participate in job training, in seeking employment, or are entering the workforce with limited resources.
Amount requested from City Social Service Fund?	4000
Amount awarded from City Social Service Fund?	4000
Amount requested from United Way?	
Amount awarded from United Way?	
How has the award been spent? *	<p>The funds have been used to subsidize up to 50% of the monthly tuition free for eligible families. The subsidized tuition is paid on a sliding-scale percentage using the 2012 federal poverty guidelines.</p> <p>The center provides at least 2600 hours of available care each year for up to 72 childcare spaces/day.</p>
From the application describe 1 unit of service (example: 1 food box feeds 1 individual for 3 days). *	One unite of service is one hour of childcare and education in the infant/toddler or preschool program.
Cost per unit (what it costs to deliver this service per client): *	\$4.46 /hour
How many unduplicated clients did the City award serve during the award period (7/1–6/30)? *	9
How many unduplicated clients did the United Way award serve during the award period (7/1–6/30)? *	
Contributions / fundraising income *	38109

Program service fees *	536048
Foundation grants *	8208
City Social Service Fund (current year award) *	3000
Other Government funding (Federal, State, County, City) *	22437
United Way Grant funding (current year award) *	667
Other Income *	326
Total Program Revenue *	608795
Salaries *	437853
Payroll taxes and employee benefits *	86160
Professional fees and contracted services *	6678
Operations (rent, utilities, equipment, maintenance, etc.) *	7116
Materials and supplies *	33238
Travel *	0
Staff and volunteer development/training costs *	417
Conferences, conventions, meetings *	923
Direct assistance to individuals *	0
Miscellaneous expenses *	31177
Total Expenses *	603562
Program Budget Balance (Total revenue – total expenses) *	5232

Upload June–end balance sheet. *



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Upload June–end Income statement. *



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FIRST PRESBYTERIAN CHURCH
Balance Sheet (UNAUDITED)
 PRESCHOOL - CHILDCARE 45, June 2013

	Current Year	Previous Year
ASSETS		
CURRENT ASSETS		
Checking - Citizens Bank	\$33,463.43	\$41,158.14
Petty Cash	400.00	400.00
PS/CC Scrip	2,013.47	2,891.83
Capital One 360 Savings	29,071.93	7,213.40
CapOne Savings PSCC Holt	8,437.96	8,402.62
CapOne Savings PSCC Playg	3,418.75	9,898.54
CapOne PSCC Employment	28,950.24	28,829.00
CapOne PSCC Building Rese	5,394.45	5,371.85
Subtotal Capital One 360 Savings	75,273.33	59,715.41
Citizens Bank MM	10,869.23	10,831.22
ACCOUNTS RECEIVABLE		
US Dept of Agriculture	1,100.00	1,100.00
PS/CC Tuition	1,511.00	1,998.00
Adult and Family Services	502.00	1,144.00
INVESTMENTS		
Scottish Power Stock	4,181.25	4,181.25
TOTAL ASSETS	\$129,313.71	\$123,419.85
CURRENT LIABILITIES		
Health Insurance Payable	\$0.00	-\$661.64
TOTAL LIABILITIES	0.00	-661.64
FUND BALANCES		
General Fund	\$78,931.02	\$58,560.10
PS/CC Holt Endowment Fund	8,437.96	0.00
PS/CC Playground Project	3,418.75	27,139.29
PS/CC Bldg Reserve Fund	9,575.70	9,553.10
PS/CC Unemployment Reserve	28,950.24	28,829.00
TOTAL FUND BALANCE	129,313.67	124,081.49
TOTAL LIABILITIES AND FUND BALANCE	\$129,313.67	\$123,419.85

**FIRST PRESBYTERIAN CHURCH
Income and Expense Statement (UNAUDITED)**

6/12 = 50%

PRESCHOOL - CHILDCARE 45, June 2013

	Current Period	Current Budget	Year to Date	Year to Date Budget	Annual Budget Percentage	Annual Budget
INCOME						
INVESTMENT INCOME						
Investment Interest/Divid	\$27.65	\$37.50	\$162.29	\$225.00	36.06%	\$450.00
CLIENT FEES						
Client Paid Tuition	48,717.83	45,250.00	284,725.68	271,500.00	52.44%	543,000.00
Registration Fees	375.00	166.67	1,145.00	1,000.02	57.25%	2,000.00
Subtotal Client Fees	49,092.83	45,416.67	285,870.68	272,500.02	52.45%	545,000.00
TUITION ASSISTANCE						
United Way	0.00	166.67	666.66	1,000.02	33.33%	2,000.00
Challenge Offerings	0.00	166.67	0.00	1,000.02	0.00%	2,000.00
City Social Services	333.33	0.00	1,333.32	0.00	0.00%	0.00
Adult and Family Services	502.00	833.33	3,064.00	4,999.98	30.64%	10,000.00
ASOSU Subsidy	0.00	83.33	4,557.94	499.98	455.79%	1,000.00
Subtotal Tuition Assistance	835.33	1,250.00	9,621.92	7,500.00	64.15%	15,000.00
OTHER						
USDA	1,391.16	1,083.33	8,670.51	6,499.98	66.70%	13,000.00
Other	0.00	4.17	0.00	25.02	0.00%	50.00
Undesignated Donations	470.68	291.67	1,970.68	1,750.02	56.31%	3,500.00
Subtotal Other	1,861.84	1,379.17	10,641.19	8,275.02	64.30%	16,550.00
DESIGNATED DONATIONS						
Playground	0.00	41.67	0.00	250.02	0.00%	500.00
Equipment	500.00	83.33	500.00	499.98	50.00%	1,000.00
Subtotal Designated Donations	500.00	125.00	500.00	750.00	33.33%	1,500.00
SPECIAL PROJECTS						
Fund Raising	20.00	41.67	79.00	250.02	15.80%	500.00
Interest	0.00	4.17	45.25	25.02	90.50%	50.00
Special Event	0.00	250.00	550.00	1,500.00	18.33%	3,000.00
Scholarships	0.00	166.67	0.00	1,000.02	0.00%	2,000.00
Scrip Income	0.00	25.00	-233.09	150.00	-77.70%	300.00
Subtotal Special Projects	20.00	487.51	441.16	2,925.06	7.54%	5,850.00
TOTAL INCOME	52,337.65	48,695.85	307,237.24	292,175.10	52.58%	584,350.00
EXPENSES						
PERSONNEL COMPENSATION						
Salaries	\$36,885.00	\$34,795.83	\$217,031.40	\$208,774.98	51.98%	\$417,550.00
FICA (Employer)	2,875.30	2,833.33	16,673.08	16,999.98	49.04%	34,000.00
Unemployment	0.00	41.67	55.24	250.02	11.05%	500.00
Workers' Comp (Employer)	52.97	47.50	289.01	285.00	50.70%	570.00
SAIF Insurance	649.49	458.33	2,443.40	2,749.98	44.43%	5,500.00
Substitute Pay	1,649.37	2,333.33	5,058.47	13,999.98	18.07%	28,000.00
Health Insurance	3,848.04	3,833.33	23,051.90	22,999.98	50.11%	46,000.00
Payroll Preparation Fees	43.00	150.00	552.07	900.00	30.67%	1,800.00
Subtotal Personnel Compensation	46,003.17	44,493.32	265,154.57	266,959.92	49.66%	533,920.00
OPERATING EXPENSES						
EQUIPMENT						
Classroom Equipment	477.31	41.67	515.39	250.02	103.08%	500.00
Furniture/Capital Improve	0.00	41.67	250.00	250.02	50.00%	500.00
Playground Expense	168.46	4.17	168.46	25.02	336.92%	50.00

	Current Period	Current Budget	Year to Date	Year to Date Budget	Annual Budget Percentage	Annual Budget
Capital PlaygroundRemodel	0.00	41.67	834.98	250.02	167.00%	500.00
Kitchen Equipment	0.00	0.00	10.97	0.00	0.00%	0.00
Subtotal Classroom Equipment	645.77	129.18	1,779.80	775.08	114.83%	1,550.00
PROFESSIONAL DEVELOPMENT						
In Service Training	0.00	4.17	27.50	25.02	55.00%	50.00
Workshops/Classes/Certs	0.00	79.17	105.00	475.02	11.05%	950.00
Memberships	0.00	75.00	60.00	450.00	6.67%	900.00
Subscriptions	0.00	0.00	28.00	0.00	0.00%	0.00
Subtotal Professional Development	0.00	158.34	220.50	950.04	11.61%	1,900.00
MAINTENANCE/CLEANING						
Custodial/Cleaning Servic	532.00	625.00	3,323.00	3,750.00	44.31%	7,500.00
Cleaning Equipment	0.00	4.17	0.00	25.02	0.00%	50.00
Cleaning Supplies	0.00	16.67	7.88	100.02	3.94%	200.00
Utilities(Allied Waste)	75.00	83.33	375.00	499.98	37.50%	1,000.00
Bldg Repairs /Maintenance	0.00	83.33	11.55	499.98	1.16%	1,000.00
Culligan	32.50	8.33	71.00	49.98	71.00%	100.00
Carpet Cleaning	0.00	50.00	0.00	300.00	0.00%	600.00
Subtotal Maintenance/cleaning	639.50	870.83	3,788.43	5,224.98	36.25%	10,450.00
MEALS						
Baby Food	64.71	83.33	611.60	499.98	61.16%	1,000.00
Formula	249.11	29.17	537.02	175.02	153.43%	350.00
Lunch/Snacks	2,014.04	1,666.67	10,721.75	10,000.02	53.61%	20,000.00
Subtotal Meals	2,327.86	1,779.17	11,870.37	10,675.02	55.60%	21,350.00
CLASSROOM SUPPLIES						
Classroom Consumables	844.18	583.33	3,947.09	3,499.98	56.39%	7,000.00
Classroom Educational Mat	108.81	83.33	409.96	499.98	41.00%	1,000.00
Classroom Program Supply	110.91	125.00	566.89	750.00	37.79%	1,500.00
Books	16.50	4.17	16.50	25.02	33.00%	50.00
Educational Programs	0.00	29.17	0.00	175.02	0.00%	350.00
Special Needs	0.00	4.17	0.00	25.02	0.00%	50.00
Subtotal Classroom Supplies	1,080.40	829.17	4,940.44	4,975.02	49.65%	9,950.00
ADMINISTRATIVE						
CC Opening Ads	0.00	50.00	0.00	300.00	0.00%	600.00
Celebrations	70.80	25.00	128.83	150.00	42.94%	300.00
Publicity	28.22	29.17	369.32	175.02	105.52%	350.00
Certification License-Ctr	0.00	29.17	0.00	175.02	0.00%	350.00
Phone/Internet	75.00	150.00	450.00	900.00	25.00%	1,800.00
Office Supplies	9.29	33.33	168.94	199.98	42.24%	400.00
Postage	0.00	16.67	44.75	100.02	22.38%	200.00
Photocopy	50.00	54.17	310.00	325.02	47.69%	650.00
Equipment/Office	12.68	8.33	32.67	49.98	32.67%	100.00
Tuition Reimbursement	0.00	0.83	0.00	4.98	0.00%	10.00
Subtotal Administrative	245.99	396.67	1,504.51	2,380.02	31.61%	4,760.00
FUND RAISING EXPENSES						
General	0.00	5.83	108.00	34.98	154.29%	70.00
Special Event	0.00	33.33	0.00	199.98	0.00%	400.00
Subtotal Fund Raising Expenses	0.00	39.16	108.00	234.96	22.98%	470.00
Subtotal Operating Expenses	4,939.52	4,202.52	24,212.05	25,215.12	48.01%	50,430.00
TOTAL EXPENSES	50,942.69	48,695.84	289,366.62	292,175.04	49.52%	584,350.00
EXCESS INCOME\EXPENSES	\$1,394.96		\$17,870.62			

FIRST PRESBYTERIAN CHURCH
Balance Sheet (UNAUDITED)
 PRESCHOOL - CHILDCARE 45, June 2013

	Current Year	Previous Year
ASSETS		
CURRENT ASSETS		
Checking - Citizens Bank	\$33,463.43	\$41,158.14
Petty Cash	400.00	400.00
PS/CC Scrip	2,013.47	2,891.83
Capital One 360 Savings	29,071.93	7,213.40
CapOne Savings PSCC Holt	8,437.96	8,402.62
CapOne Savings PSCC Playg	3,418.75	9,898.54
CapOne PSCC Employment	28,950.24	28,829.00
CapOne PSCC Building Rese	5,394.45	5,371.85
Subtotal Capital One 360 Savings	75,273.33	59,715.41
Citizens Bank MM	10,869.23	10,831.22
ACCOUNTS RECEIVABLE		
US Dept of Agriculture	1,100.00	1,100.00
PS/CC Tuition	1,511.00	1,998.00
Adult and Family Services	502.00	1,144.00
INVESTMENTS		
Scottish Power Stock	4,181.25	4,181.25
TOTAL ASSETS	\$129,313.71	\$123,419.85
CURRENT LIABILITIES		
Health Insurance Payable	\$0.00	-\$661.64
TOTAL LIABILITIES	0.00	-661.64
FUND BALANCES		
General Fund	\$78,931.02	\$58,560.10
PS/CC Holt Endowment Fund	8,437.96	0.00
PS/CC Playground Project	3,418.75	27,139.29
PS/CC Bldg Reserve Fund	9,575.70	9,553.10
PS/CC Unemployment Reserve	28,950.24	28,829.00
TOTAL FUND BALANCE	129,313.67	124,081.49
TOTAL LIABILITIES AND FUND BALANCE	\$129,313.67	\$123,419.85

**FIRST PRESBYTERIAN CHURCH
Income and Expense Statement (UNAUDITED)**

6/12 = 50%

PRESCHOOL - CHILDCARE 45, June 2013

	Current Period	Current Budget	Year to Date	Year to Date Budget	Annual Budget Percentage	Annual Budget
INCOME						
INVESTMENT INCOME						
Investment Interest/Divid	\$27.65	\$37.50	\$162.29	\$225.00	36.06%	\$450.00
CLIENT FEES						
Client Paid Tuition	48,717.83	45,250.00	284,725.68	271,500.00	52.44%	543,000.00
Registration Fees	375.00	166.67	1,145.00	1,000.02	57.25%	2,000.00
Subtotal Client Fees	49,092.83	45,416.67	285,870.68	272,500.02	52.45%	545,000.00
TUITION ASSISTANCE						
United Way	0.00	166.67	666.66	1,000.02	33.33%	2,000.00
Challenge Offerings	0.00	166.67	0.00	1,000.02	0.00%	2,000.00
City Social Services	333.33	0.00	1,333.32	0.00	0.00%	0.00
Adult and Family Services	502.00	833.33	3,064.00	4,999.98	30.64%	10,000.00
ASOSU Subsidy	0.00	83.33	4,557.94	499.98	455.79%	1,000.00
Subtotal Tuition Assistance	835.33	1,250.00	9,621.92	7,500.00	64.15%	15,000.00
OTHER						
USDA	1,391.16	1,083.33	8,670.51	6,499.98	66.70%	13,000.00
Other	0.00	4.17	0.00	25.02	0.00%	50.00
Undesignated Donations	470.68	291.67	1,970.68	1,750.02	56.31%	3,500.00
Subtotal Other	1,861.84	1,379.17	10,641.19	8,275.02	64.30%	16,550.00
DESIGNATED DONATIONS						
Playground	0.00	41.67	0.00	250.02	0.00%	500.00
Equipment	500.00	83.33	500.00	499.98	50.00%	1,000.00
Subtotal Designated Donations	500.00	125.00	500.00	750.00	33.33%	1,500.00
SPECIAL PROJECTS						
Fund Raising	20.00	41.67	79.00	250.02	15.80%	500.00
Interest	0.00	4.17	45.25	25.02	90.50%	50.00
Special Event	0.00	250.00	550.00	1,500.00	18.33%	3,000.00
Scholarships	0.00	166.67	0.00	1,000.02	0.00%	2,000.00
Scrip Income	0.00	25.00	-233.09	150.00	-77.70%	300.00
Subtotal Special Projects	20.00	487.51	441.16	2,925.06	7.54%	5,850.00
TOTAL INCOME	52,337.65	48,695.85	307,237.24	292,175.10	52.58%	584,350.00
EXPENSES						
PERSONNEL COMPENSATION						
Salaries	\$36,885.00	\$34,795.83	\$217,031.40	\$208,774.98	51.98%	\$417,550.00
FICA (Employer)	2,875.30	2,833.33	16,673.08	16,999.98	49.04%	34,000.00
Unemployment	0.00	41.67	55.24	250.02	11.05%	500.00
Workers' Comp (Employer)	52.97	47.50	289.01	285.00	50.70%	570.00
SAIF Insurance	649.49	458.33	2,443.40	2,749.98	44.43%	5,500.00
Substitute Pay	1,649.37	2,333.33	5,058.47	13,999.98	18.07%	28,000.00
Health Insurance	3,848.04	3,833.33	23,051.90	22,999.98	50.11%	46,000.00
Payroll Preparation Fees	43.00	150.00	552.07	900.00	30.67%	1,800.00
Subtotal Personnel Compensation	46,003.17	44,493.32	265,154.57	266,959.92	49.66%	533,920.00
OPERATING EXPENSES						
EQUIPMENT						
Classroom Equipment	477.31	41.67	515.39	250.02	103.08%	500.00
Furniture/Capital Improve	0.00	41.67	250.00	250.02	50.00%	500.00
Playground Expense	168.46	4.17	168.46	25.02	336.92%	50.00

	Current Period	Current Budget	Year to Date	Year to Date Budget	Annual Budget Percentage	Annual Budget
Capital PlaygroundRemodel	0.00	41.67	834.98	250.02	167.00%	500.00
Kitchen Equipment	0.00	0.00	10.97	0.00	0.00%	0.00
Subtotal Classroom Equipment	645.77	129.18	1,779.80	775.08	114.83%	1,550.00
PROFESSIONAL DEVELOPMENT						
In Service Training	0.00	4.17	27.50	25.02	55.00%	50.00
Workshops/Classes/Certs	0.00	79.17	105.00	475.02	11.05%	950.00
Memberships	0.00	75.00	60.00	450.00	6.67%	900.00
Subscriptions	0.00	0.00	28.00	0.00	0.00%	0.00
Subtotal Professional Development	0.00	158.34	220.50	950.04	11.61%	1,900.00
MAINTENANCE/CLEANING						
Custodial/Cleaning Servic	532.00	625.00	3,323.00	3,750.00	44.31%	7,500.00
Cleaning Equipment	0.00	4.17	0.00	25.02	0.00%	50.00
Cleaning Supplies	0.00	16.67	7.88	100.02	3.94%	200.00
Utilities(Allied Waste)	75.00	83.33	375.00	499.98	37.50%	1,000.00
Bldg Repairs /Maintenance	0.00	83.33	11.55	499.98	1.16%	1,000.00
Culligan	32.50	8.33	71.00	49.98	71.00%	100.00
Carpet Cleaning	0.00	50.00	0.00	300.00	0.00%	600.00
Subtotal Maintenance/cleaning	639.50	870.83	3,788.43	5,224.98	36.25%	10,450.00
MEALS						
Baby Food	64.71	83.33	611.60	499.98	61.16%	1,000.00
Formula	249.11	29.17	537.02	175.02	153.43%	350.00
Lunch/Snacks	2,014.04	1,666.67	10,721.75	10,000.02	53.61%	20,000.00
Subtotal Meals	2,327.86	1,779.17	11,870.37	10,675.02	55.60%	21,350.00
CLASSROOM SUPPLIES						
Classroom Consumables	844.18	583.33	3,947.09	3,499.98	56.39%	7,000.00
Classroom Educational Mat	108.81	83.33	409.96	499.98	41.00%	1,000.00
Classroom Program Supply	110.91	125.00	566.89	750.00	37.79%	1,500.00
Books	16.50	4.17	16.50	25.02	33.00%	50.00
Educational Programs	0.00	29.17	0.00	175.02	0.00%	350.00
Special Needs	0.00	4.17	0.00	25.02	0.00%	50.00
Subtotal Classroom Supplies	1,080.40	829.17	4,940.44	4,975.02	49.65%	9,950.00
ADMINISTRATIVE						
CC Opening Ads	0.00	50.00	0.00	300.00	0.00%	600.00
Celebrations	70.80	25.00	128.83	150.00	42.94%	300.00
Publicity	28.22	29.17	369.32	175.02	105.52%	350.00
Certification License-Ctr	0.00	29.17	0.00	175.02	0.00%	350.00
Phone/Internet	75.00	150.00	450.00	900.00	25.00%	1,800.00
Office Supplies	9.29	33.33	168.94	199.98	42.24%	400.00
Postage	0.00	16.67	44.75	100.02	22.38%	200.00
Photocopy	50.00	54.17	310.00	325.02	47.69%	650.00
Equipment/Office	12.68	8.33	32.67	49.98	32.67%	100.00
Tuition Reimbursement	0.00	0.83	0.00	4.98	0.00%	10.00
Subtotal Administrative	245.99	396.67	1,504.51	2,380.02	31.61%	4,760.00
FUND RAISING EXPENSES						
General	0.00	5.83	108.00	34.98	154.29%	70.00
Special Event	0.00	33.33	0.00	199.98	0.00%	400.00
Subtotal Fund Raising Expenses	0.00	39.16	108.00	234.96	22.98%	470.00
Subtotal Operating Expenses	4,939.52	4,202.52	24,212.05	25,215.12	48.01%	50,430.00
TOTAL EXPENSES	50,942.69	48,695.84	289,366.62	292,175.04	49.52%	584,350.00
EXCESS INCOME\EXPENSES	\$1,394.96		\$17,870.62			

2012 UW & City SS Fund – Final Report

#4

Name of Agency *	Vina Moses Center
Contact email *	vinamoses@proaxis.com
Program Name: *	Clothing and Household
For which cycle are you reporting? *	Both
Describe the project for which you are reporting (250 words or less) *	
<p>The Vina Moses Center provides clothing and household items to low income families and individuals in Benton County. Clothing and household items are donated by members of our community and distributed by volunteers and staff at the Center. Once a year we purchase new shoes, socks, underwear and school supplies for children returning to school from summer break. In December we provide food and gifts to help with the Holidays and extra food when the children are home from school. Our clients include infants, school age children, people with disabilities, seniors, single parents, homeless and the working poor. We serve more than 3,500 families each year. There is no cost to our clients.</p>	
Amount requested from City Social Service Fund?	5000
Amount awarded from City Social Service Fund?	2500
Amount requested from United Way?	5000
Amount awarded from United Way?	3000
How has the award been spent? *	This award was spent on salaries and operations.
From the application describe 1 unit of service (example: 1 food box feeds 1 individual for 3 days). *	One monthly shopping visit to the Center.
Cost per unit (what it costs to deliver this service per client): *	14.54
How many unduplicated clients did the City award serve during the award period (7/1–6/30)? *	172
How many unduplicated clients did the United Way award serve during the award period (7/1–6/30)? *	206
Contributions / fundraising income *	132946
Program service fees *	0

Foundation grants *	21839
City Social Service Fund (current year award) *	3180
Other Government funding (Federal, State, County, City) *	0
United Way Grant funding (current year award) *	3000
Other Income *	2605
Total Program Revenue *	163570
Salaries *	87356
Payroll taxes and employee benefits *	5909
Professional fees and contracted services *	1850
Operations (rent, utilities, equipment, maintenance, etc.) *	16957
Materials and supplies *	9821
Travel *	150
Staff and volunteer development/training costs *	0
Conferences, conventions, meetings *	27
Direct assistance to individuals *	34550
Miscellaneous expenses *	3919
Total Expenses *	160389
Program Budget Balance (Total revenue – total expenses *	3181

Upload June–end balance sheet. *



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Upload June–end Income statement. *



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2012 UW & City SS Fund – Final Report

#5

Name of Agency *	Vina Moses Center
Contact email *	vinamoses@proaxis.com
Program Name: *	FISH Emergency Services
For which cycle are you reporting? *	Both
Describe the project for which you are reporting (250 words or less) *	FISH Emergency Services mission is to improve the quality of life of families and individuals by providing financial assistance when all other resources have been depleted. The program assists with rent, utilities, medical needs and transportation to low-income families and individuals in Benton County. Our clients include families with children, individuals, people with disabilities, seniors, single parents, homeless and working poor.
Amount requested from City Social Service Fund?	4000
Amount awarded from City Social Service Fund?	4000
Amount requested from United Way?	4000
Amount awarded from United Way?	3000
How has the award been spent? *	One half of this award was used for direct services to client. One half was used for operating funds.
From the application describe 1 unit of service (example: 1 food box feeds 1 individual for 3 days). *	One time assistance in any area FISH Emergency Services provides assistance. It could be rent, medical expense, transportation, or utilities.
Cost per unit (what it costs to deliver this service per client): *	This varies widely depending on the request. Rent assistance averages \$100 - 200 per household. Utilities \$50- 100. the average cost per unit is \$30.00
How many unduplicated clients did the City award serve during the award period (7/1-6/30)? *	1334
How many unduplicated clients did the United Way award serve during the award period (7/1-6/30)? *	100
Contributions / fundraising income *	5879
Program service fees *	0

Foundation grants *	1545
City Social Service Fund (current year award) *	3667
Other Government funding (Federal, State, County, City) *	10000
United Way Grant funding (current year award) *	2250
Other Income *	4067
Total Program Revenue *	27408
Salaries *	5777
Payroll taxes and employee benefits *	238
Professional fees and contracted services *	0
Operations (rent, utilities, equipment, maintenance, etc.) *	817
Materials and supplies *	272
Travel *	0
Staff and volunteer development/training costs *	0
Conferences, conventions, meetings *	0
Direct assistance to individuals *	24840
Miscellaneous expenses *	0
Total Expenses *	31468
Program Budget Balance (Total revenue – total expenses) *	-4061

Upload June–end balance sheet. *



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Upload June–end Income statement. *



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Bal 2013 FISH

7/1/2012 through 6/30/2013

Category	7/1/2012- 6/30/2013
INFLOWS	
Uncategorized	0
CONTRIBUTIONS	4,508.36
CONTRIBUTIONS:ST MARY'S	1,370.24
TOTAL CONTRIBUTIONS	5,878.60
FEMA	7,000.00
GRANTS	249
GRANTS:1st Congregational	1,296.00
TOTAL GRANTS	1,545.00
INTEREST INCOME	14.1
REVENUE	
REVENUE:CITY	3,666.63
REVENUE:CITY PHILOMATH	3,000.00
TOTAL REVENUE	6,666.63
UNITED WAY FUND	2,250.00
UNITED WAY FUND:Family Fund	4,053.12
TOTAL UNITED WAY FUND	6,303.12
TOTAL INFLOWS	27,407.45
OUTFLOWS	
ASSISTANCE	
ASSISTANCE:FOOD HANDLERS (10
ASSISTANCE:ID	2,975.50
ASSISTANCE:MEDICAL	2,463.52
ASSISTANCE:MISC	318
ASSISTANCE:RENT	7,310.50
ASSISTANCE:TRANSPORTATION	4,214.94
ASSISTANCE:UTILITIES	7,547.87
TOTAL ASSISTANCE	24,840.33
PAYROLL TAXES	-238.46
POSTAGE	272
SALARIES	
SALARIES:DIRECTOR SALARY	5,777.16
TOTAL SALARIES	5,777.16
TELEPHONE	817.12
TOTAL OUTFLOWS	31,468.15
OVERALL TOTAL	-4,060.70

Bal 2013 FISH

7/1/2012 through 6/30/2013

Category	7/1/2012- 6/30/2013
INFLOWS	
Uncategorized	0
CONTRIBUTIONS	4,508.36
CONTRIBUTIONS:ST MARY'S	1,370.24
TOTAL CONTRIBUTIONS	5,878.60
FEMA	7,000.00
GRANTS	249
GRANTS:1st Congregational	1,296.00
TOTAL GRANTS	1,545.00
INTEREST INCOME	14.1
REVENUE	
REVENUE:CITY	3,666.63
REVENUE:CITY PHILOMATH	3,000.00
TOTAL REVENUE	6,666.63
UNITED WAY FUND	2,250.00
UNITED WAY FUND:Family Fund	4,053.12
TOTAL UNITED WAY FUND	6,303.12
TOTAL INFLOWS	27,407.45

2012 UW & City SS Fund – Final Report

#3

Name of Agency *	Benton County Council of Religious Organizations
Contact email *	lyn7916@comcast.net
Program Name: *	We Care
For which cycle are you reporting? *	City Social Service Fund

Describe the project for which you are reporting (250 words or less) *

We Care provides short-term aid during times of financial crisis. We seek especially to help to prevent evictions, to help homeless to obtain a home, and to prevent and reverse utility shut-offs. We also provide occasional help for medical expenses, and cover auto repairs and insurance, telephone, and identity cards when necessary to allow an applicant to find or continue employment. We give priority to those who are receiving help from us for the first time, and to those who will be financially sustainable once our help relieves their emergency. We also give priority to applicants with dependents, especially children, and to those escaping from domestic violence.

We Care provides a last-chance opportunity for our applicants, whose needs cannot be served by other programs. We seek to provide one-time aid that will prevent a short-term financial emergency from producing a long-term disaster in the lives of our clients. We believe that, for most of our clients, our aid prevents much misery that would otherwise have to be alleviated by other programs or borne by the clients without help. For other clients, we are able to give them the last boost necessary to move from a homeless situation to shelter or from unemployment to having a job, on the way to relieving their need for long-term assistance.

Amount requested from City Social Service Fund?	3000
Amount awarded from City Social Service Fund?	3000
Amount requested from United Way?	
Amount awarded from United Way?	

How has the award been spent? *

We Care spends its entire budget, at its disposal, for assisting applicants with housing transition, housing deposits, rent, electricity, water, medical, repairs and other needs.

(Our budget is prorated throughout the year as our budget is based on annual gifts, awards, grants, donations, annual funding plea, etc.)

The money received has been spent on those qualifying applicants who were vetted by our representative at CSC.

Our weekly board meeting went over each case presented to us by CSC. Our weekly expenditure has ranged in the \$1400 dollar amount this past six months, and so we have allocated this amount to helping those with valid request.

Since our expense run about \$1.00 per grant, or an annual expense just over \$100.00, just about every dollar donated, gifted, granted, received, is given to qualified applicants who meet our criteria.

From the application describe 1 unit of service (example: 1 food box feeds 1 individual for 3 days). *	Our grants are the minimal size necessary to keep situations from getting worse (prevent shut-offs and evictions) or to allow bad situations to become better (provide sufficient move-in costs to allow renting an apartment). Our intention is that one grant keeps one family from one disaster, which, should it occur, may produce additional types of problems. Our grants range from about \$45 to a maximum of \$400, with an average grant of \$255. Costs of additional screening are borne by CSC via their support of our screen-er. Miscellaneous costs are \$1 per grant.
Cost per unit (what it costs to deliver this service per client): *	1.00
How many unduplicated clients did the City award serve during the award period (7/1-6/30)? *	8
How many unduplicated clients did the United Way award serve during the award period (7/1-6/30)? *	
Contributions / fundraising income *	63308
Program service fees *	0
Foundation grants *	7970
City Social Service Fund (current year award) *	3000
Other Government funding (Federal, State, County, City) *	3000
United Way Grant funding (current year award) *	5000
Other Income *	4751
Total Program Revenue *	68028
Salaries *	0
Payroll taxes and employee benefits *	0
Professional fees and contracted services *	0

Operations (rent, utilities, equipment, maintenance, etc.) *	0
Materials and supplies *	0
Travel *	0
Staff and volunteer development/training costs *	0
Conferences, conventions, meetings *	0
Direct assistance to individuals *	80527
Miscellaneous expenses *	129
Total Expenses *	80656
Program Budget Balance (Total revenue – total expenses *	5371

Upload June–end balance sheet. *



[we_carejune_end_balance_sheet_cssf.docx](#)
12.38 KB · DOCX

Upload June–end Income statement. *



[we_carejune_grant_income_statement_cssf.docx](#)
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PUBLIC		ANDREA

7/16/2013

We Care

June grant balance sheet:

City Social Service Fund granted \$3,000.00

City Social Service Fund received \$3,000.00

Distributed \$3,000.00

Balance -0-

7/16/2013

We Care

June grant income statement:

All City Social Service Fund grant money received.

City Social Service Fund granted \$3,000.00

City Social Service Fund received \$3,000.00

Distributed \$3,000.00

Balance -0-



MEMORANDUM

To: Human Services Committee
From: Karen Emery, Director Parks and Recreation 
Stephen DeGhetto, Assistant Director Parks and Recreation 
Date: July 29, 2013
Subject: Review-Council Policy 98-4.12 Guidelines for Public Art Selection.

Issue: Council Policy 98-4.12–Guidelines for Public Art Selection is due for review, and this memorandum reflects the suggested revisions from the Public Art Selection Commission.

Background: The PASC administers Council Policy 98-4.12 and provides suggested revisions to HSC.

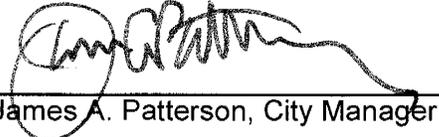
Discussion: The Public Art Selection Commission suggests terminology revisions to update the policy. The summary of PASC revisions are highlighted below:

- Site appropriateness
- Security of art work
- Artwork or images provided in review process
- Artist biography and resume provided in review process
- Maintenance provisions and reserve account
- The use of digital images
- Complete description of the proposed art in review process

At its July 16, 2013 meeting, the Human Service Committee asked for additional changes to the current Council Policy. PASC met on July 18, 2013 and made the requested changes to the proposed revisions to the Policy. The 6/10/13 PASC minutes (Attachment 1) and CP 98-4.12 (Attachment 2) are provided as reference for the original suggested revisions; HSC minutes from 7/16/2013 and PASC minutes from 7/18/2013 are attached as reference for the additional suggested revisions

Recommendation: Staff recommends approval of the final suggested language changes to CP 98-4.12 Guidelines for Public Art Selection to HSC.

Review and Concur:


James A. Patterson, City Manager

Attachments:

- 1) PASC Meeting Minutes - 06/10/13
- 2) HSC Meeting Minutes – 07/16/13
- 3) PASC Meeting Minutes - 07/18/13
- 3) CP 98-4.12 Guidelines for Public Art Selection

**CITY OF CORVALLIS
MINUTES OF THE PUBLIC ART SELECTION COMMISSION
JUNE 10, 2013**

Attendance

Shelley Curtis
Chi Meredith
Shelley Moon
Josh Hackenbruck
Bill Laing
Cynthia Spencer
Joel Hirsch, City Council Liaison

Staff

Steven DeGhetto, Assistant Director
Mark Lindgren, Recorder

Visitors

Absent/Excused

Paul Rickey, Jr.

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Call to Order	X		
II. Review of Minutes- August 16, 2012; April 25, 2013; May 23, 2013	X		
III. Visitor Propositions	X		
IV. Mandatory Review of Council Policy 98-4.12: Guidelines for Public Art Selection	X		
V. Selection Policy Process Review and Selection Process Brochure	X		
VI. Adjournment	X		The next regular Public Art Selection Commission meeting is scheduled for 4:00 p.m., July 18, 2013 at the Parks and Recreation Conference Room.

CONTENT OF DISCUSSION

I. CALL TO ORDER: Chair Shelley Curtis called the meeting to order at 4:10 p.m.

DeGhetto highlighted an email from Ella Rhodes regarding her recently completed trashcan mosaics project.

II. REVIEW OF MINUTES.

Shelley Curtis moved and Cynthia Spencer seconded to approve the August 16, 2012 minutes as presented; motion passed.

Chi Meredith moved and Josh Hackenbruck seconded to approve the April 25, 2013 minutes as presented; motion passed.

Bill Laing moved and Chi Meredith seconded to approve the May 23, 2012 minutes as presented; motion passed.

III. VISITOR PROPOSITIONS. None.

IV. MANDATORY REVIEW OF COUNCIL POLICY 98-4.12: GUIDELINES FOR PUBLIC ART SELECTION.

Chair Curtis said the group should look at existing language and see if any needed to be clarified.

Assistant Director Steve DeGhetto highlighted 4.12.041, item “d”, suggesting adding “or digital format”. Meredith suggested getting more specific regarding the kinds of acceptable digital formats. Meredith said most groups now only accept digital submissions, and state that they do not return reproductions. Spencer said that will require artists to be able to handle digital format. She advocated not including details of the types of “digital format” in the Policy, saying that that could be left to staff; Laing concurred. He said the brochure could specify acceptable forms for digital submissions. Curtis added that that should be listed at the website, as well. The issue was not decided.

Under 4.12.010, Purpose, Meredith asked about the Council Liaison position; DeGhetto said the Liaison was not a voting member. Meredith suggested adding “seven *voting* members”; the group agreed.

Under 4.12.030, Art Selection Criteria, DeGhetto suggested omitting item c; the group agreed. DeGhetto suggested adding “security of artwork” to item e; the group agreed. DeGhetto suggested getting some advice on the aspect of risk management in item e; the group agreed. He suggested adding “site appropriateness” to item b.

Under 4.12.041, item “a” was modified to “The artwork or images..”. Part of item “c.4” was modified to “..detailed budget, if any, and maintenance provisions”. The group agreed that the third sentence in item d should be modified to read “artwork or images”.

Under 4.12.042, Donations of Art-Acceptance Criteria, DeGhetto noted that typically items go back to artists. Under item c, DeGhetto noted that PASC may decommission works.

Under item e, DeGhetto said the “disinterested third party” may, in some cases, be the City’s insurer, currently Barker-Uerlings. He said the item needed to be firmed up and would get advice on it. Curtis suggested in some cases getting the artist’s own valuation of the work; Spencer objected that there could be wide disparities in some cases with that approach. Laing said there is often language regarding having the donor consult a tax adviser, and the existing language covers this. Laing said the donor or the donor representative has the *option* of declaring its value; that is not the responsibility or concern of the City. The language advises the donor upfront that they may wish to appraise a donation’s value. Spencer said that there must be consideration of replacement value for insurance purposes.

Regarding 4.12.043, Commissioned Works of Art, item c #7 was modified to “photos or digital images of previous work,..”, Laing said there should be a visual component to proposals provided by artists,

such as “a sketch or model”. Under e, Curtis suggested “.images of the proposed piece, or a scale model”.

The PASC will schedule a second meeting for review.

Laing gave the example of the MLK Jr. Park art project, noting the winning artist only submitted previous examples. Meredith noted that the MLK Committee gave the artists flawed instructions on the PASC art selection process, and then asked the PASC to make a fast decision. DeGhetto said the committee has the latitude to decide whether a proposal is complete or not.

Under 4.12.044, the group agreed on item b, #7, “photos or images” of previous work..”. The third sentence in item c was modified to “The sponsor will be asked to present a complete description of the project”.

Regarding 4.12.050, Notification and Award, Hackenbruck and Curtis departed at 5:14 p.m, noting that there would still be a quorum. DeGhetto said a Public Art account was not yet established, and suggested removing the last two sentences. He said the Friends of Parks and Recreation or the Benton County Foundation may be able to handle the account. Laing asked whether the language meant that a donor must also donate extra for maintenance; DeGhetto said that that was the meaning of it, but the account did not exist. Laing said the language did not fit in this paragraph.

Liaison Hirsch said the revisions next go to the Human Services Committee (HSC), and suggested including explanations for the proposed changes. DeGhetto said the review of this paragraph should get direction from the HSC on how to handle the account. The group agreed to strike the last two sentences.

Spencer related that Ella Rhodes agreed to maintain her mosaics on trashcans for ten years and accepted liability (she got riders on her existing business insurance); members cautioned that many artists would not be able or willing to do this.

Spencer moved to accept the changes to the Policy as discussed, and that DeGhetto should present them to the City Council; Moon seconded; motion passed.

V. SELECTION POLICY PROCESS REVIEW AND SELECTION PROCESS BROCHURE.
Discussion postponed.

VI. ADJOURNMENT: Meeting adjourned at 5:27 p.m.



MEMORANDUM

To: Human Services Committee
From: Karen Emery, Director Parks and Recreation *KE*
Stephen DeGhetto, Assistant Director Parks and Recreation *SD*
Date: June 27, 2013
Subject: Review-Council Policy 98-4.12 Guidelines for Public Art Selection.

Issue: Council Policy 98-4.12–Guidelines for Public Art Selection is due for review, and this memorandum reflects the suggested revisions from the Public Art Selection Commission.

Background: The PASC administers Council Policy 98-4.12 and provides suggested revisions to HSC.

Discussion: The Public Art Selection Commission suggests terminology revisions to update the policy. The summary of PASC revisions are highlighted below:

- Site appropriateness
- Security of art work
- Artwork or images provided in review process
- Artist biography and resume provided in review process
- Maintenance provisions and reserve account
- The use of digital images
- Complete description of the proposed art in review process

The 6/10/13 PASC minutes (Attachment 1) and CP 98-4.12 (Attachment 2) are provided as reference for the suggested revisions.

Recommendation: Staff recommends approval of the suggested language changes to CP 98-4.12 Guidelines for Public Art Selection to HSC.

Review and Concur:



James A. Patterson, City Manager

Attachments:

- 1) PASC Meeting Minutes-6/10/13
- 2) CP 98-4.12 Guidelines for Public Art Selection

**HUMAN SERVICES COMMITTEE
MINUTES
July 16, 2013**

Present

Penny York, Chair
Bruce Sorte

Absent

Mike Beilstein (excused)

Visitors

Shelley Curtis, Public Art Selection
Commission
Rebecca Landis, Corvallis-Albany Farmers'
Markets
Joel Rae, Corvallis Tidbits

Staff

Jim Patterson, City Manager
Stephen DeGhetto, Assistant Parks and
Recreation Director
Sharon Bogdanovic, Senior Center
Supervisor
Jude Geist, Parks Operations Supervisor
Emely Day, City Manager's Office

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Council Policy Review and Recommendation: CP 98-4.12, "Guidelines for Public Art Selection"	Yes		Returned to Public Art Selection Commission for further review
II. Council Policy Review and Recommendation: CP 07-4.15, "Use of Computer Lab Equipment and Public Internet Access at Senior Center"			Amend Policy
III. Corvallis Farmers' Market Annual Report			Accept Report
IV. Other Business A. Tobacco Coalition B. Upcoming Meetings	Yes Yes		

CONTENT OF DISCUSSION

Councilor York called the meeting to order at 2:00 pm.

Councilor York announced that she would like to add to the Committee's meeting agenda a discussion of the July 15 tobacco coalition meeting.

I. Council Policy Review and Recommendation: CP 98-4.12, "Guidelines for Public Art Selection"

Assistant Parks and Recreation Director DeGhetto explained that this was the scheduled review of the Policy. The Public Art Selection Commission (PASC) administered the Policy and recommended several amendments during its recent review.

- Site appropriateness – Some sites were more appropriate (or less appropriate) for certain types of art.
- Security of artwork – Some sculptures were stolen from parks, prompting concerns about securing artwork on site for public viewing.
- Artwork or images provided in review process – The Policy stated that slides must be provided, and the PASC suggested updating the requirement to current technology of digital images.
- Artist biography and résumé provided in review process – This provides information regarding artists.
- Maintenance provisions and reserve account – Policy Section 4.12.050, Notification and Award, provided for a Public Art account for maintenance of public art. Since a Public Art account had not been created in many years, it did not seem reasonable to ask an artist to deposit funds for maintenance. If the funds were included in the General Fund, it would be difficult to carry them to successive fiscal years. The PASC suggested that the Friends of Parks and Recreation or another non-profit organization might be able to administer the art maintenance funds. The City did not have a Public Art account, so the PASC suggested deleting the Policy provision.
- Use of digital images – This suggested amendment pertained to technological changes.
- Complete description of proposed art in review process – The PASC desired more information with art proposals.

In response to Councilor Sorte's inquiries, Mr. DeGhetto said the Policy specified reviews every three years. If a Policy provision, such as the maintenance account, was problematic, the Policy could be reviewed prior to a scheduled review to address that issue. Staff often, when developing or reviewing policies, checked with other communities about their similar policies; staff did not check with other communities in this case, as the Policy review was under the auspices of the PASC.

Councilor Sorte suggested that staff always check with other communities when reviewing policies. He noted that other Oregon communities (e.g., Joseph and Redmond) had extensive public art and addressed many related issues in developing their policies. He considered three years a long time between reviews.

Councilor Sorte recommended that staff make a reasonable effort to contact an artist to determine whether a donated or commissioned art piece should be returned when the City wanted to remove the art. Most of the local public art was created by known artists. He suggested that the PASC consider a procedure of contacting the artist before removing art.

Mr. DeGhetto said staff attempted to contact artists before moving or removing art pieces.

Councilor York opined that notifying the artist about potential removal of an art installation would be courteous and appropriate. However, she would be uncomfortable specifying the process in the Policy. She did not want the process to become onerous for staff.

City Manager Patterson suggested that staff could take action when art was donated regarding possible later removal of the artwork. He did not want staff committed to spending extensive time fulfilling a Policy requirement to contact an artist, when that may not be possible.

Mr. DeGhetto said artwork donations were considered unrestricted gifts to the City. Policy Section 4.12.042, Donations of Art - Acceptance Criteria, specified, "The City will handle all gifts in a respectful manner and may return a gift to the original donor, or estate of the donor, if no other action more advantageous to the City is available." Gifts would be considered unrestricted, but it would be a courtesy for staff to obtain contact information, in case the City decided to remove the art installation.

Councilor Sorte said art donations were beneficial to the City and the artists. He was concerned about the term "advantageous" in the Policy provision. He wanted to recognize that art pieces were gifts. He concurred with Mr. Patterson's suggestion that contact information be obtained when the gift was received.

Councilor Sorte noted that artwork donations were beneficial to the City and the artists. He was concerned about the term "advantageous" in the Policy. He concurred with Mr. Patterson's suggestion of staff obtaining the artist's contact information when the donation was received.

Mr. DeGhetto said the PASC did not recommend an amendment to this Policy provision. The Committee could return the Policy to the PASC for additional review.

Councilor Sorte noted that the Committee could review the Policy at any time. The Committee could forward the routine Policy review to the Council now, the PASC could consider the issue of returning art pieces, and the Committee could review the Policy again.

Councilor York said she would prefer that the PASC review the issue now and refer the Policy to the Committee, before it was referred to the Council.

Mr. DeGhetto said the PASC could review the Policy provision at its July 18 meeting.

Councilor York referenced Policy Section 4.12.070, Review and Update, and asked whether the City Manager or the Council reviewed the Policy every three years.

Mr. Patterson suggested that the Policy provision could indicate that the City Manager and Human Services Committee would review the Policy.

Councilor Sorte opined that it was important for the Policy to specify the review process, so people who had an issue would know whom to contact.

Mr. DeGhetto said he would review the Corvallis Municipal Code regarding who reviewed Council Policies.

~~X~~ Council Policy Review and Recommendation: CP 07-4.15, "Use of Computer Lab Equipment and Public Internet Access at Senior Center"

~~X~~ Senior Center Supervisor Bogdanovic explained that the Center had a computer lab with eight computers. The lab was used by Center patrons, classes, and programs. Use of the computers was not restricted to senior citizens. The Council adopted the Parks and Recreation Department's cost-recovery model, and the Center established a Gold Pass (GP) membership plan – patrons must have a GP membership to participate in Center programs. The cost-recovery model and GP plan helped the Center recover the higher costs associated with the computer lab. Previously, lab users were allowed ten pages of printed material at no cost; they were now charged ten cents per page – the same as photocopy charges. To ensure that only GP members used the lab, they must check in at the Center's front desk to obtain a computer password, which changed frequently.

~~X~~ Noting that GP memberships were required to use the computer lab, Councilor Sorte asked when the GP membership fee would be increased. He said it appeared that the Center could not cover computer lab costs without charging a fee for services or requiring a GP membership. He questioned when the GP membership fee would be increased to cover the computer lab fees. He visited the computer lab this morning and saw a few patrons, all of whom appeared to be under 50 years of age. He did not oppose fees, if patrons had the resources to pay the fees. Referencing the Council's recent discussions regarding a Local Option Levy to support the Center, he said he wanted to see general benefits at the Center in return for taxpayers' increased property tax assessments.

~~X~~ Councilor Sorte said fees must be well justified, but he did not see the justification in the staff report. He asked how the GP membership was required for use of the computer lab, how the rest of the property tax fees were used, and how the fees fit with the GP membership and the computer lab fees.

~~X~~ Ms. Bogdanovic explained that the GP membership was required for all Center programs and was developed during the cost-recovery model, based upon the amount of revenue being generated by the Center. It became apparent that the Center needed to generate revenue, prompting the GP plan. Many Center programs and services were retained because their costs were paid through GP membership fees.

~~X~~ Councilor Sorte opined that property taxes were based upon a cost-recovery principle and should provide taxpayers a base level of services. He wanted to understand the Center's base level of services available to all Center patrons. All of the programs he observed had a fee of a few dollars. He was concerned about someone too proud to ask for financial

DRAFT

CITY OF CORVALLIS

MINUTES OF THE PUBLIC ART SELECTION COMMISSION

July 18, 2013

Present

Shelley Curtis
 Shelley Moon
 Cynthia Spencer
 Chi Meredith
 Josh Hackenbruck
 Bill Laing

Staff

Steve DeGhetto, Assistant Director (4:45pm)
 Claire Pate, Recorder

Absent

Joel Hirsch, Council Liaison
 Paul Rickey, Jr.

SUMMARY OF DISCUSSION

	Agenda Item	Summary of Recommendations/Actions
I.	Call to Order/Introductions	
II.	Review of Minutes June 10, 2013f	Approved, with revisions
III.	Visitors' Propositions	
IV.	Status Report: Council Policy Review: CP 98-4.12, "Guidelines for Public Art Selection"	Recommended Revisions for Human Services to review
V.	Meeting Schedule for PASC	
VI.	Adjournment at 4:50pm	The next meeting will be October 16, 2013, at 4pm in the P&R Conference Room

CONTENT OF DISCUSSION

I. CALL TO ORDER.

Chair Curtis called the meeting to order at 4pm. It was announced that Assistant Director DeGhetto was in another meeting and would be delayed in getting to the PASC meeting.

II. APPROVAL OF JUNE 10, 2013, MEETING MINUTES.

One revision was noted. On page 2, Section IV, 2nd paragraph, line 4: change the word "art" to "reproducibles." Spencer **moved** to accept the minutes as revised. Meredith seconded

the motion which **passed** unanimously.

III. VISITORS' PROPOSITIONS. None.

IV. STATUS REPORT: COUNCIL POLICY 98-4.12, GUIDELINES FOR PUBLIC ART SELECTION.

Curtis gave a brief report on the status of Human Services Committee's review of PASC's suggested revisions to this policy. Human Services Committee had met on July 16, and they accepted all of the revisions recommended by PASC and DeGhetto. However, there were two additional items they wished to have addressed. Councilor Sorte suggested that in Policy Section 4.12.042, Donations of Art – Acceptance Criteria, some other word other than "advantageous" ought to be used in the phrase "if no other action more *advantageous* to the City is available." It was suggested that the sentence be changed to: "The City will handle all gifts in a respectful manner and may return a gift to the original donor or estate of the donor, if no other action is deemed appropriate by the City." The second item related to Policy Section 4.12.070, Review and Update, and the need for more specificity as to who had responsibility for reviewing the Policy. Commissioners agreed that the City Manager and Human Services Committee should be added in.

Laing **moved** and Hackenbruck seconded a motion to approve both revisions as noted above. The motion **passed** unanimously.

V. MEETING SCHEDULE FOR PASC.

There was discussion about the need for meeting monthly, and it was decided that there was no need to meet more than quarterly unless a proposal required more immediate consideration. In that case a special meeting could be called by DeGhetto. The months of January, April, July and October were suggested as possibilities, though there was support to meet in August if needed to finish their policy review work.

There was discussion about shifting the meetings to third Wednesdays, at 4pm, which would occur immediately before the A&CC meeting which is on third Wednesdays at 5:30pm. DeGhetto will look at scheduling to ensure this will work, and will confirm it with the commissioners.

VI. ADJOURNMENT.

The meeting was adjourned at 4:50pm. Next meeting is tentatively set for October 16, 2013, at 4pm.

CITY OF CORVALLIS
COUNCIL POLICY MANUAL

POLICY AREA 4 - LEISURE AND CULTURAL ACTIVITIES

CP 98-4.12 **Guidelines for Public Art Selection**

Adopted October 5, 1998

Affirmed April 16, 2001

Revised May 3, 2004

Revised April 16, 2007

Revised July 6, 2010

Revised

4.12.010 **Purpose**

The Public Art Selection Commission (PASC) is a seven-member commission, appointed by the Mayor and approved by the City Council, with recommending authority over acceptance, selection, and placement of all art for the City of Corvallis.

- a. Public art is defined as original works of visual art accessible to the public.
- b. This policy applies to art that is placed on property owned or maintained by the City, as well as public art financed through public and/or private funding.
- c. This policy applies to artwork that is considered permanent in status, defined as art that will remain in City ownership one year or more. If the artwork is to be in City ownership one year or less, it shall be defined as temporary and is exempt from review by PASC. The City may remove or decommission temporary artwork at the end of the one-year period.
- d. The policy shall be administered by the PASC. In the event that a separate City Council-appointed Commission or City-designated citizen task force have recommendations regarding the artwork that are different than PASC's recommendation, the City Council shall make the final decision regarding the artwork selection and placement.

Council Policy 98-4.12

4.12.020 Standards

The PASC shall adhere to the following standards:

- a. Art selected shall be of the highest aesthetic quality and represent a wide range of artistic interests, tastes, and cultures.
- b. The PASC shall encourage public dialogue and education of citizens pertaining to public art.

4.12.030 Art Selection Criteria

The PASC shall consider the following criteria in its review of proposed public art selection:

- a. Artistic aesthetic excellence/quality of artwork and craftsmanship;
- b. Relationship of artwork to site **and site appropriateness**;
- c. ~~Maintenance provisions (5-10 percent of project budget) to be deposited in the appropriate art maintenance account;~~
- d c. Adherence to master plans of existing jurisdictions;
- e d. Durability, public contact, and **security of art work**;
- f e. Responsibility of ownership/maintenance.

4.12.040 Art Selection Categories

The process for proposing public art selected by PASC falls under one of the following categories, and requires that the proposing and/or sponsoring parties proceed according to the appropriate guidelines:

4.12.041 Donated works of art (defined as existing works of art owned by the artist or sponsor).

- a. The City or PASC representatives will contact all participating agencies, organizations, and landlords to receive tentative approval and sponsorship of the **project artwork or images**.
- b. The donor or donor representative will contact the PASC staff person or Commission to schedule presentation of art to the Public Art Selection Commission.
- c. Prior to presentation, the donor or donor representative will supply the PASC with:

Council Policy 98-4.12

- 1) **The actual artwork or images**; including description of medium, size, and **maintenance other** details;
 - 2) artist biography **and resumé**;
 - 3) description of location and placement of work (provision of map recommended); and
 - 4) detailed budget, if any, **and maintenance provisions**.
- d. A second meeting with the PASC for final review will be scheduled by staff. Up to three representatives of the site and/or project may be invited to attend this review. Donor or sponsor will be asked to present artwork ~~photos, or slides~~ **or images**. The artist is not part of the final determination.

4.12.042 Donations of Art - Acceptance Criteria

- a. Gifts to the City of Corvallis are considered outright and unrestricted donations. Gifts of artworks are considered extremely important and are highly valued at the time acquired. However, no individual or institution can predict, nor govern, the changing attitudes of future generations, nor guarantee permanency of the accepted gifts. The donor acknowledges that the City of Corvallis is very limited in its ability to provide long-term maintenance, preservation, and/or restoration of artworks that are donated gifts.
- b. Gifts of artwork are accepted as unrestricted donations. As an unrestricted donation, the City of Corvallis reserves the right to decline acceptance, keep, loan, sell, exchange, and/or dispose of the artwork if the condition or value so warrants.
- c. Gifts of artwork will be managed in the best interests of the City. Whenever possible, upon deciding that an artwork should be disposed of, the disposal should benefit the City or appropriate City-related institution, such as the Corvallis Arts Center or the Benton County Historical Museum. Any material declared expendable must be approved by the Public Art Selection Commission or current appropriate governing body at the time.
- d. The City will handle all gifts in a respectful manner and may return a gift to the original donor, or estate of the donor, if no other action **is deemed more advantageous to appropriate by the City is available**.

Council Policy 98-4.12

- e. Donations may be tax deductible. Return of a donation, should this action occur, may have other tax implications. Neither the City of Corvallis nor the members of the Public Art Selection Commission can appraise donations. For the protection of the donor, artwork must be appraised by a disinterested third party before title to the artwork is conveyed to the City.
- f. Where possible, the donor shall relocate artwork to a mutually agreeable location where PASC may objectively evaluate the artwork.

4.12.043 Commissioned works of art (defined as works of art created after an invitation to artists).

- a. The City or PASC representatives will contact all participating agencies, organizations, and landlords to receive tentative approval and sponsorship of the project.
- b. A meeting shall be scheduled to present proposals to the Public Art Selection Commission.
- c. Prior to the meeting, the artist(s) shall supply PASC with a written proposal including the following:
 - 1) medium,
 - 2) size,
 - 3) location,
 - 4) budget,
 - 5) maintenance information,
 - 6) date of installation,
 - 7) photos or ~~slides~~ **digital images** of previous work, and
 - 8) biographical information.
 - 9) preferred site proposals, if applicable
- d. After proposal review, the PASC shall recommend further action regarding the above data.
- e. The PASC shall schedule a second meeting for ~~final~~ review after recommendations have been followed. Sponsor will be asked to present **a complete description of the proposed art images**. Artists are not part of the final review. Up to three representatives of the site and/or project may be invited to attend this meeting.

Council Policy 98-4.12

- 4.12.044 Call for proposals or qualifications (defined as an announcement open to all artists to solicit proposals or ideas for a specific site or general area).
- a. The City or PASC representatives will contact all participating agencies, organizations, and landlords to receive tentative approval and sponsorship of the project.
 - b. A meeting of the PASC shall be scheduled to review the project and establish guidelines or approve a call to artists. The sponsoring party administers the call. Artists shall be asked to include the following in their proposals:
 - 1) medium,
 - 2) size,
 - 3) location,
 - 4) budget,
 - 5) maintenance information,
 - 6) date of installation,
 - 7) **photos or digital** images of previous work, and
 - 8) biographical information.
 - c. Following receipt of proposals, a second meeting of the PASC shall be scheduled to review those submissions. Up to three representatives of the site and/or project may be invited to attend the meeting. The sponsor will be asked to present ~~artwork images~~ **a complete description of the project**. Artist is not part of the final review.

4.12.050 Notification and Award

In all cases, following the review process, artists, donors, and/or sponsors shall be notified by the PASC of project approval or denial, and advised as to further action required. A contract between the City of Corvallis, the artist, and any other involved parties shall be executed and will include all aspects of the project, including ownership, responsibility, maintenance, and longevity. ~~A Public Art account shall be established for the maintenance of public art. The Public Art Selection Commission shall administer this account with fiscal management by the City of Corvallis.~~

4.12.060 Appeals

The decision of the Public Art Selection Commission may be appealed to the City Council consistent with Section 54 of the Corvallis City Charter.

Council Policy 98-4.12

4.12.070 Review and Update

This Leisure and Cultural Activities Policy shall be reviewed every three years by the City Manager **and Human Services Committee, and updated as appropriate.**

Artwork Donation Form

Conditions and Acceptance Policy

1. Gifts to the City of Corvallis are considered outright and unrestricted donations.
2. Gifts of artworks are considered extremely important and are highly valued at the time acquired. However, no individual or institution can predict, nor govern, the changing attitudes of future generations, nor guarantee permanency of the accepted gifts.
3. The City of Corvallis is very limited in its ability to provide long-term maintenance, preservation, and/or restoration of artworks that are donated gifts.
4. Gifts of artwork are accepted as unrestricted donations. As an unrestricted donation, the City of Corvallis reserves the right to decline acceptance, keep, loan, sell, exchange, and/or dispose of the artwork if the condition or value so warrants. Gifts of artwork will be managed in the best interest of the City.
5. If determined that the artwork should be disposed of, the disposal should benefit the city or appropriate city-related institution, such as the Corvallis Arts Center or the Benton County Historical Museum.
6. Any material declared expendable must be approved by the Public Art Selection Commission or current appropriate governing body of the time.
7. The City will handle all gifts in a respectful manner, and may return a gift the original donor, or estate of the donor, if no other action more advantageous to the city is available.
8. Donations may be tax deductible. Return of a donation, should this action occur, may have other tax implications. Neither the City of Corvallis nor the members of the Public Art Selection Commission can appraise donations. For the protection of the donor, artwork must be appraised by a disinterested third party before title to the artwork is conveyed to the City.

I have read the Conditions and Acceptance Policy for artwork accepted as a gift to the City of Corvallis. I understand and agree with the conditions set forth by this policy.

Signature: _____

Date: _____

Name (Print):

Address:

Telephone:

Item to be Donated:

Description:

Media:

Size:

Condition:

Artist:

Date Created:

Any Other Background
Information:
