

Najim Family Foundation – 2017 Funding Application Attachments

Line Item Budget:

<i>Line Item Description</i>	<i>Total Project Funds Allocation</i>	<i>Najim Requested Funds Allocation</i>
Direct Staff Salaries	\$301,500	\$0
Direct Staff Benefits Expense	\$23,300	\$0
Health Program Supplies	\$15,000	\$0
Outcome Tracking Software	\$4,000	\$0
Neediest Client Fund	\$6,000	\$0
Nutritious Food Assistance	\$39,000	\$35,000
Administrative Costs	\$30,000	\$0
In-Kind MSW Interns	\$627,640	\$0
Total Budget	\$1,042,440	\$35,000

Project Timeline: The *Feeding Hope* program will begin January 1, 2018 and end December 31, 2018.

Project Evaluation Plan: CHRC measures food insecurity levels for households before, during, and after receiving services at CHRC. CHRC utilizes web-based outcomes software and tracks data on a monthly basis. As an organization, CHRC uses the Missouri Family Self-Sufficiency Scale, a best-practice assessment tool, as an objective and standardized tool to assess, measure, and create-goal based plans for each client as well as measure increases in self-sufficiency. It has 12 subscales for which each client is evaluated monthly: educational attainment, academic skills, income, employment, health insurance, physical health, mental health, substance abuse, housing, food, child care, transportation, and psycho-social/environmental factors. From these ratings, mentors can determine a base-line and effectively measure increases in sustainability. CHRC also tracks the number of program graduates, those who obtain employment, reduce debt, access health care services, and all household demographics.

Board Members:

Bruce Barnard, BDI Insurance – Chairman
Jonathan Collins, CCIM, Valcor Commercial Real Estate – ViceChairman
Leo Munoz, CPA/CFF, CFE, RSM US LLP – Treasurer
Carla Bergner, Community Volunteer – Secretary
Kelly Terry, Sentier Strategic Resources, LLC
Ken Smith, J.D., USAA
Derek Plantenga, LCSW, UTSA Department of Social Work

Current Balance Sheet:

*Note: Undeposited funds (line 1299) are committed funds we are expected to receive within the next 30 days.

SA Christian Hope Resource Center

Balance Sheet

09/18/17

As of September 30, 2017

Accrual Basis

	Sep 30, 17
ASSETS	
Current Assets	
Checking/Savings	
4260.00 · Jefferson Bank Operating Acct U	127,075.07
4270.00 · Jefferson Bank Svgs Unrestrict	22,630.26
Total Checking/Savings	149,705.33
Other Current Assets	
11800 · Inventory - Food	1,300.00
12800 · Employee Advances	500.00
1299 · Undeposited Funds	196,000.00
Total Other Current Assets	197,800.00
Total Current Assets	347,505.33
Fixed Assets	
1150 · Buildings	
1150.10 · Accum depr - building	-228,998.06
1150 · Buildings - Other	777,565.37
Total 1150 · Buildings	548,567.31
1160 · Land	322,684.00
1200 · Furniture, Fixtures, and Equip	
1200.10 · Accum Depr - Furn and Equip	-35,438.64
1200 · Furniture, Fixtures, and Equip - Other	45,484.07
Total 1200 · Furniture, Fixtures, and Equip	10,045.43
Total Fixed Assets	881,296.74
TOTAL ASSETS	1,228,802.07
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2101 · United Way Payable	439.39
2102 · Staff Insurance Payable	
2102.01 · Aflac Cancer Care	54.96
2102.02 · Aflac Critical Care /Protection	95.28
2102.03 · VSP Vision Care	2.63
2102.04 · United Health Care - Dental	15.60
2102.05 · Aflac Hospital Advantage	53.52
2102.06 · Aflac Life	121.85
2102.07 · Aflac Accident	-64.27
2102.08 · Aflac Short Term Disability	30.24
2102 · Staff Insurance Payable - Other	-47.70
Total 2102 · Staff Insurance Payable	262.11
2103.00 · Book Deposit Payable	90.00
Total Other Current Liabilities	791.50
Total Current Liabilities	791.50
Total Liabilities	791.50
Equity	
3005 · Temporarily Restricted Fund Bal	892.00
3010 · Unrestrict (retained earnings)	1,065,930.07
Net Income	161,188.50
Total Equity	1,228,010.57
TOTAL LIABILITIES & EQUITY	1,228,802.07

SA Christian Hope Resource Center

Profit & Loss

09/18/17

October 2016 through October 2017

Accrual Basis

	Oct '16 - Oct 17
Ordinary Income/Expense	
Income	
4400.00 · Gift Received	
4413.00 · United Way	1,712.32
4409.00 · Non - Profit Donation	1,447.32
4410.00 · Individual	86,708.40
4411.00 · Churches	246,799.96
4412.00 · Corporations	89,514.46
4420.00 · Foundations	432,266.10
Total 4400.00 · Gift Received	858,448.56
4500.00 · Restricted Donation	
4515.00 · Corporations	50,000.00
4520.00 · Foundations	105,000.00
Total 4500.00 · Restricted Donation	155,000.00
4650.00 · Bank Interest	14.34
Total Income	1,013,462.90
Gross Profit	1,013,462.90
Expense	
5403.00 · Meeting Expenses	
5403.01 · Meeting Expense - Staff	866.76
5403.02 · Meeting Expense - Board	299.62
5403.03 · Meeting Expense - Partner	122.83
5403.00 · Meeting Expenses - Other	1,009.28
Total 5403.00 · Meeting Expenses	2,298.49
5410.00 · Operations	
5410.01 · Repairs and Maintenance	11,780.40
5410.02 · Landscape	8,475.00
5410.06 · Office Supplies	
5404.11 · Uniform	861.19
5410.06 · Office Supplies - Other	8,021.81
Total 5410.06 · Office Supplies	8,883.00
5410.07 · Copies/Printing	5,674.52
5410.08 · IT Support	2,047.78
5410.09 · Utilities	
5401.10 · Electricity	14,140.03
5401.20 · Water	4,131.36
5401.30 · Garbage Pickup	4,148.88
5401.70 · Phone & Internet	3,856.20
5401.71 · Alarm	870.62
Total 5410.09 · Utilities	27,147.09
6520.02 · Paychex Payroll Processing Fee	3,574.97
6520.07 · Paychex - Time Clock	660.00
5410.00 · Operations - Other	475.36
Total 5410.00 · Operations	68,718.12
5410.05 · IT	199.59
5411.00 · Travel	
5411.01 · Mileage	262.94
5411.02 · Travel	560.74
5411.00 · Travel - Other	153.28
Total 5411.00 · Travel	976.96

SA Christian Hope Resource Center

Profit & Loss

09/18/17

October 2016 through October 2017

Accrual Basis

	Oct '16 - Oct 17
5413.00 · Staff Training	
5413.01 · C12	7,775.27
5413.02 · SAAF/SANC	1,015.00
5413.10 · Misc Training (describe)	319.00
5413.00 · Staff Training - Other	1,658.00
Total 5413.00 · Staff Training	10,767.27
5414.00 · Other expenses (describe)	22,168.57
5414.01 · Client Needs, Utilities& Rental	
5414.02 · Bus Passes/ Gas Cards	1,118.00
5414.03 · Utilities / misc. needs	1,461.61
5414.01 · Client Needs, Utilities& Rental - Other	1,445.45
Total 5414.01 · Client Needs, Utilities& Rental	4,025.06
5415.00 · Insurance	
5415.01 · Officers	750.00
5415.03 · Workers Comp	2,958.00
5415.04 · Social Work Insurance	400.00
5415.05 · Building	7,612.00
5415.00 · Insurance - Other	1,323.00
Total 5415.00 · Insurance	13,043.00
5416.00 · Fund Raising Expenses	
5416.01 · Online Giving Fees	
5416.02 · Secure Net	169.91
5416.01 · Online Giving Fees - Other	558.99
Total 5416.01 · Online Giving Fees	728.90
5416.03 · Postage	465.64
5416.04 · PR/ Marketing	
5406.04 · Online	92.71
5416.04 · PR/ Marketing - Other	3,815.99
Total 5416.04 · PR/ Marketing	3,908.70
5416.05 · Golf Tournament	500.00
5416.06 · Luncheon	12,702.68
5416.07 · Chamber Membership	680.00
5416.08 · Event Registrations	505.00
5416.09 · CRM -Neon	400.00
5416.13 · Misc. Expenses (coffees, etc)	343.17
5416.00 · Fund Raising Expenses - Other	4,082.90
Total 5416.00 · Fund Raising Expenses	24,316.99
5417.01 · Program Expenses	
5417.05 · CHRC Program Supplies	3,140.55
5417.06 · Partner Program Supplies	6,382.23
5417.07 · Food Purchase from SAFB	29,688.32
5417.08 · Health Program Supplies	737.56
Total 5417.01 · Program Expenses	39,948.66
5500.00 · Capital Campaign Project	162,869.76
6500.00 · Employee Salaries/Wages	
6500.01 · Administration Wages	45,365.41
6500.02 · Case Management	168,018.06
6500.03 · Programs	69,948.61
6500.04 · Bible Program	29,195.00
6500.05 · Food Pantry	51,565.89
6500.06 · Fundraising	82,902.15
Total 6500.00 · Employee Salaries/Wages	446,995.12

SA Christian Hope Resource Center

Profit & Loss

09/18/17

October 2016 through October 2017

Accrual Basis

	<u>Oct '16 - Oct 17</u>
6501.00 · Payroll Tax Expense	
6501.01 · Administration	3,463.53
6501.02 · Case Management	12,209.44
6501.03 · Programs	4,282.69
6501.04 · Bible Program	2,056.11
6501.05 · Food Pantry	2,312.23
6501.06 · Fundraising	9,601.38
Total 6501.00 · Payroll Tax Expense	<u>33,925.38</u>
6520.00 · Professional Services Contract	5,060.50
9556 · Audit & Bank Fees	
9556.09 · IDonate	-1.00
9556.12 · CPA- Reconciliation / 1099s	150.00
9556.13 · Audit /990 Preparation	9,000.00
9556 · Audit & Bank Fees - Other	16.69
Total 9556 · Audit & Bank Fees	<u>9,165.69</u>
Total Expense	<u>844,479.16</u>
Net Ordinary Income	<u>168,983.74</u>
Net Income	<u><u>168,983.74</u></u>

2017 Operating Budget

STAFF

Salaries	\$	441,825
Benefit Stipend for FTE	\$	31,200
Payroll Taxes est.	\$	30,000
	\$	503,025

OPERATIONS

Utilities	\$	27,000
Supplies	\$	9,000
Printing	\$	5,000
Postage/outsource print	\$	3,000
IT	\$	5,000
Bank/Paychex fees	\$	4,000
Phone Allowance	\$	3,840
Repairs/Maintenance	\$	17,000
	\$	73,840

PROGRAMS

Food Purchase from SAFB	\$	36,000
Health Program Supplies	\$	12,500
Financial Education	\$	2,500
Craft Supplies	\$	2,000
	\$	53,000

FUNDRAISING

Golf Tournament	\$	5,000
Luncheon	\$	8,000
Online giving fees	\$	700
Chamber membership	\$	200
Event registrations	\$	500
CRM	\$	600
Misc Expenses (coffees, etc)	\$	500
	\$	15,500

NEEDIEST CLIENT FUNDS

Bus passes/gas cards	\$	3,000
Utilities/misc. needs	\$	3,000
	\$	6,000

BUILDING REPAIRS/MAINTANENCE

Maintenance	\$	10,000
Repairs	\$	8,000
	\$	18,000

MAJOR BUILDING REPAIR RESERVES

Misc **\$20,000**

PR/MARKETING

PR Contract	\$	3,250
Postage	\$	1,000
	\$	4,250

AUDIT/BANK FEES

Bank Fees	\$	400
Audit	\$	6,500
CPA - prepare 1099s	\$	300
	\$	7,200

STAFF TRAINING

C12 Dues	\$	7,200
SAAF/SANC	\$	1,000
Misc training	\$	1,500
	\$	9,700

MEETING EXPENSES

Staff	\$	1,000
Board	\$	1,000
Partner	\$	500
	\$	2,500

TRAVEL

Mileage Reimbursement	\$	1,000
Travel	\$	1,000
	\$	2,000

INSURANCE

Officers	\$	2,000
Volunteer	\$	3,000
Workers Comp	\$	3,000
Building	\$	8,000
	\$	16,000

Total Cash Expenses **\$ 731,015**

In-Kind MSW Intern Expense **\$ 627,640**

TOTAL 2017 Expenses \$ 1,358,655.00