

Town of Effingham Non-Profit Funding Request

Budget Information Form

Meals on wheels

This form must be filled out in its entirety. In addition, proof of non-profit status must be submitted with the completed form. Failure to provide requested information may affect consideration of your application.

Agency: Ossipee Concerned Citizens, Inc

Mailing Address: PO Box 426, Center Ossipee, NH 03814

Contact Person: Donna Sargent Telephone: ~~603~~ 539-6851

Title: Executive Director

We are a (Check one or more): Private, Non-Profit: Charitable Foundation:

Other: _____ Explain briefly: _____

IRS Status: 501C3 Federal ID #: 51-0138791
(IRC Section Number)

Amount of Funds Requested: \$ 4500.00

Type of Request: Purchase of Service @ 1.75 meal Outright Grant: _____

Purpose for which funds are requested: To support our agency in it's efforts to provide Home Delivered Meals to senior residents of Effingham. These services allow them to maintain a healthy lifestyle whether in an apartment or their own home

Are Other Funds Available For This Purpose? no

If other agencies perform same or similar services within area, why are town funds requested?

There are no other agencies providing this service

Starting Point
Approved Budget FY 19-20
7.1.19

<u>Income</u>	FY 19 Budget	FY 19 Actual	FY 20 Approved
State & Federal Grants	\$ 372,896	\$ 377,277	\$ 423,645
Private Grants	\$ 25,000	\$ 23,500	\$ 50,000
Corporate/Business Grants	\$ 25,000	\$ -	\$ 10,000
Contributions	\$ 45,000	\$ 34,872	\$ 60,000
County/ Municipalities	\$ 50,000	\$ 49,002	\$ 72,500
Boots N Bling	\$ 55,000	\$ 53,115	\$ 60,000
Golf Tournament	\$ 5,000	\$ 5,120	\$ 5,000
Misc 3rd Party Events	\$ 5,000	\$ 3,967	\$ 4,500
Other Income	\$ 5,600	\$ 2,377	\$ 15,000
Interest Income	\$ 275	\$ 307	\$ 275
Carry Over Funds			
Total Income:	\$ 588,771	\$ 549,537	\$ 700,920

<u>Expense</u>	Approved FY 19	Actual FY 19	Approved FY 20
Newsletter/ Annual Appeal		5013	\$ 8,900
Website Expense		299	\$ 300
Personnel - Wages Total	\$ 293,358	\$ 296,811	\$ 391,567
Personnel - Employee Taxes Total	\$ 22,442	\$ 22,796	\$ 30,346
Personnel - Payroll Fees Total	\$ 2,000	\$ 1,901	\$ 2,200
Health Insurance	\$ 43,123	\$ 29,723	\$ 53,960
IRA Match	\$ 8,048	\$ 6,325	\$ 10,900
Personnel - Workers Comp Total	\$ 7,500	\$ 6,823	\$ 6,000
Advertising	\$ 5,000	\$ 1,132	\$ 5,000
Americorps Expense	\$ 7,000	\$ -	\$ -
Background Checks- Staff and Volunteers	\$ 540	\$ 289	\$ 540
Crisis Line	\$ 5,000	\$ 4,455	\$ 4,500
Community Education	\$ 4,500	\$ 3,264	\$ 4,000
Outreach Event Expenses			\$ 5,000
Client Special Needs	\$ 20,000	\$ 16,915	\$ 25,500
Client Special Needs- Transitional Housing	\$ 20,000	\$ 15,485	\$ 37,000
Donor Development Expenses	\$ 3,000	\$ 969	\$ 3,000
Building Maintenance	\$ 21,000	\$ 26,708	\$ 18,000
Rent - Wolfeboro Office	\$ 4,501	\$ 4,501	\$ 4,501
Utilities Total	\$ 15,000	\$ 15,842	\$ 16,000
Telecommunications	\$ 11,500	\$ 10,850	\$ 4,000
Office & Postage	\$ 8,500	\$ 10,935	\$ 8,500
Misc FR Expense	\$ 4,500	\$ 53	\$ 100
Credit Card Fees- Fundraising	\$ 400	\$ 82	\$ 400
Professional Fees- Audit	\$ 7,600	\$ 5,468	\$ 6,000
Professional Fees- Dev. Grant Writer	\$ 5,000	\$ 4,825	\$ 5,000
	\$ 6,000	\$ 5,100	\$ 1,000
Professional Fees- Bookkeeping	\$ 17,000	\$ 16,872	\$ 13,000
Dues & Memberships	\$ 1,750	\$ 1,745	\$ 1,820
Technology Fees related to Bookkeeping	\$ 3,600	\$ 3,297	\$ 3,200
Insurance Total	\$ 7,000	\$ 6,594	\$ 7,210
Board of Directors Expense	\$ 600	\$ 631	\$ 600
Staff Development	\$ 4,000	\$ 3,656	\$ 4,000
Volunteer Program	\$ 1,500	\$ 1,467	\$ 1,500
Travel Expense	\$ 11,292	\$ 9,404	\$ 9,000
Travel - Coalition	\$ 2,208	\$ 1,536	\$ 2,000
Miscellaneous Expense	\$ 500	\$ 484	\$ 500
Total Expense:	\$ 574,962	\$ 542,250	\$ 695,044
Net Ordinary Income:	\$ 13,809	\$ 7,287	\$ 5,876

Other Income/Expenses

Depreciation Total	\$ 16,000	\$ 16,000	\$ 16,000
Interest Paid			
Penalties			
Bad Debt	\$ 1,500		\$ 1,500
Bank Fees		\$ 186	
	\$ 17,500	\$ 16,186	\$ 17,500
	\$ (17,500)	\$ (16,186)	\$ (17,500)
Net Income:	\$ (3,691)	\$ (8,899)	\$ (11,624)

Town of Effingham Non-Profit Funding Request

Policy Making Body: Board of Directors: Advisory Committee: Other:

Board Officers, Names/Titles and Addresses: _____

See attached

Organization's Purpose: "To promote the growth + Prosperity of the Town of Ossipee + its vicinity"

Service Area: Ossipee, Effingham, Freedom, Tamworth, Wakefield
Moultonboro + Sandwich

State accreditation, licenses, permits, etc. required for Agency operation:

We work closely with the State Bureau of Elderly + Adult Services + provide all licenses required.

We also obtain a food service license yearly. And have a minimum of one serve safe certified employee at each location.

Town of Effingham Non-Profit Funding Request

Staffing: Number of employees by classification (i.e., 2 clerical, 1 professional, 1 administrative, etc.)

Admin 2, Clerical 2, Financial 1 pt (and admin),
Professional 3, Special Duty 3, Assistants 5,

Cost of one unit of service? \$ 8.50 1 meal

(1 unit of service = 1 child care day, 1 nursing hour, 1 counseling hour, etc.)

If not computed by unit of service, list what value of service is and how it was computed:

Fiscal year on which Agency operates is: July 1st to June 30th

Period for which funds are being requested: Jan 1st to Dec 31st

Number of Effingham Clients Served in Previous Year: 12

Number of Effingham Clients Projected for Proposed Year: 15

Number of Total Clients Served in Previous Year: 263

Number of Total Clients Projected for Year: 298

Amount Charged to Clients (Include sliding scale schedule if applicable): donation only

Please write or attach any additional data you feel may be of value in reviewing this application:

Other towns are billed the same rate \$1.75 per meal.
Some also provide their own drivers. Moultonboro + Webster,
Sandwich appropriate money at their town
meetings + give a lump sum.

Town of Effingham Non-Profit Funding Request

Sources of Revenue:

General Operation Income

1.	<u>State + Federal</u>	\$	<u>449,812.68</u>
2.	<u>Donations</u>	\$	<u>58,811.00</u>
3.	<u>Grants</u>	\$	<u>25,000.00</u>
4.	<u>Towns.</u>	\$	<u>85,000.00</u>
5.	_____	\$	_____
6.	_____	\$	_____
7.	_____	\$	_____
8.	_____	\$	_____
9.	_____	\$	_____
10.	_____	\$	_____

Total \$ 618,629.68

Special program/project income (funds which must be utilized for operation and/or maintenance of specific programs).

Specific Project & Purpose: Santa Project
For Ossipee, Effingham + Freedom children

Source & amount of funds: donations + fundraising \$ 15,000.00

Specific Project & Purpose: _____

Source & amount of funds: _____ \$ _____

Other Town Funding Ossipee, Tamworth, Freedom
Sandwich, Moultonboro \$ 77,500.00
Wakefield.

Town of Effingham Non-Profit Funding Request

Operations Expenses:

	Previous Fiscal Year	Current Fiscal Year	Next Fiscal Year
Administrative Salaries	_____	_____	42328.
Professional full time Staff Salaries	_____	_____	171736.
Clerical Salaries	_____	_____	158326.76
Consultant & part time Professionals Salaries	_____	_____	_____
Miscellaneous Salaries (Please Explain on Reverse)	_____	_____	_____
Employee Health & Retirement Benefits	_____	_____	33588.
Payroll Taxes	_____	_____	_____
Operating Supplies	_____	_____	_____
Office Supplies	_____	_____	_____
Building Maintenance Supplies	_____	_____	_____
Audit	_____	_____	9000.
Postage	_____	_____	2000
Telephone	_____	_____	2200.
Utilities (heat & electric)	_____	_____	24500.
Transportation Expenses-Staff	_____	_____	_____
Conference Expenses	_____	_____	_____
Contingency/unanticipated expenses	_____	_____	_____
Professional Assoc. Membership fees, etc.	_____	_____	_____
Subscription & Publications	_____	_____	2000.
Capital Expenditures (specify below)	_____	_____	_____
Miscellaneous Expense (specify below)	_____	_____	_____
Categories unique to Your Agency (specify below) <i>Food.</i>	_____	_____	225000.00
Volunteer Transportation <i>containers</i>	_____	_____	4100.
Volunteer Insurance <i>Trash.</i>	_____	_____	2600
Volunteer Recognition <i>Water/sewer.</i>	_____	_____	20000
<i>Insurance</i> Total \$	_____	_____	697,378.76

Attach Financial Statements Income & Expense

of Effingham Children (or Residents) and % of Effingham Children (or Residents)

15

of participants starting / # of participants now

10

15

Requirements for eligibility:

Over the age of 60 or under 60 permanently disabled
with need for service i.e. homebound, difficulty
preparing or cooking meals, etc.

SALARY DETAIL

Salary information should be provided for each full or part time employee of your organization. Following each position title place an "F" for full time or a "P" for part time. If you identified contract employees in your expense statement, identify types of service they provide.

Position		\$ Value of Benefits	Total Compensation
Executive Director	F	2400.00	52000.00
Deputy Director	F	1200.00	49920.00
Bookkeeper	PT	500.00	6427.00
Meals Director	PT	1412.00	18460.00
Volunteer Coordinator	PT	2700.00	23299.00
Cook	F	3341.00	43680.00
Cook -	F	12023.28	39520.00
Asst Cook	F	2214.27	28944.76
Kitchen - Dishwasher	PT	397.80	5200.00
" Dishwasher	F	1939.00	25350.00
Dining Room	PT	1750.62	22884.00
Kitchen Aide	PT	1026.00	13156.00
Kitchen Aide		1052.18	13754.00
Kitchen Aide		859.25	11232.00
Assistant		994.00	13000.00
Aide		425.00	5564.00
		TOTAL	372390.76

Town of Effingham Non-Profit Funding Request

Does your organization receive a Town of Effingham real estate tax exemption or abatement?

Yes: _____ No: _____

If yes, the dollar value of the exemption or abatement is: \$

Of the total services provided by your organization, what percentage is provided to residents of the Town of Effingham?

20%

What percentage of every dollar spent last year spent is overhead (administrative costs and fundraising costs)? _____

I certify that the above information is true and accurate to the best of my knowledge and belief, and that I am duly authorized by the requesting agency to represent them as their agent.

Signature: _____

Donna E. Sargent

Print Name & Title: _____

Donna E. Sargent

Executive Director

Date: _____

October 30, 2019



Ossipee Concerned Citizens, Inc.

Board Members

Member Information

Tammy Bates April 2018-2021	tbates@northwaybank.com	Cell 986-8839 work 326-1039
Robert Bossdorf March 2016-2019	Rbobb7@yahoo.com 160 Browns Ridge Rd Ossipee	Home 539-7843
Bruce Crawford March 2018-2021	9 Arrowhead Drive Center Ossipee	Cell 730-7236
Roland Millette April 2018-2021	milletter@roadrunner.com	Home 539-4373 cell 452-4068
Donald Miskelly March 2016-2019	387 Huckins Rd. Freedom	Home 539-6268
Robert Morin March 2018-2021	bobossipee@aol.com 70 Effingham Rd. Ossipee	Home 539-5468
Karen Olszewski Oct. 2017-2020	kaoinack@gmail.com PO Box 315 Freedom	Home 651-1389 Cell 774-236-0766
Priscilla Parsons March 2016-2019	Pdp01@roadrunner.com 732 Green Mtn. Rd. Effingham	Home 539-4865
Dean Robertson March 2016-2019	drjar@roadrunner.com	Home 539-8617 Cell 733-7405
Judy Robertson March 2016-2019	drjar@roadrunner.com	Home 539-8617 Cell 733-8251
Sarah Scales April 2018-2021	milletter@roadrunner.com	Home 539-4373 Cell 452-4068
Gary Sowerby March 2018-2021	Gsow3rby@gmail.com 536 Depot Rd. Tamworth	Cell 733-8025

Ossipee Concerned Citizens, Inc.
Profit & Loss
July 2018 through June 2019

	Jul '18 - Jun 19
Ordinary Income/Expense	
Income	
4110 - Federal Grants	
4110.31 - Title III Congregate	166,049.19
4110.32 - Title III Home Delivered	156,753.13
4110.45 - NSIP	34,137.48
4110.36 - Title XX Home Delivered	149,660.34
4110.37 - HCBC	14,104.22
4110.38 - HD - XX Protective	21,463.66
Total 4110 - Federal Grants	542,167.92
4130 - Town Grants	
4130.10 - Town of Ossipee	23,500.00
4130.20 - Town of Effingham	3,091.50
4130.30 - Town of Freedom	2,895.00
4130.40 - Town of Tamworth	14,400.00
4130.50 - Town of Moultonboro	22,000.00
4130.60 - Town of Sandwich	9,000.00
4130.70 - Town of Wakefield	13,615.50
Total 4130 - Town Grants	88,502.00
4160 - Client & Other Donations	
4160.26 - Home Delivered -Oss/ Moulton	12,645.09
4160.25 - Congregate Meals- Ossipee/ Moul	33,530.04
4160.10 - Donations - Agency	2,058.45
4160.11 - private meals (Moultonboro)	3,356.00
4160.19 - TOPS	100.00
4160.20 - Donations - Daycare	8,907.54
4160.30 - Donations - MOW	800.00
4160.33 - XX Donations	306.10
4160.50 - Memorial Donation	1,650.00
Total 4160 - Client & Other Donations	63,353.22
4200 - Program Service Revenue	
4210 - Daycare fees	55,294.80
4210.10 - Daycare fees - Private	108,338.63
4210.20 - Daycare fees - Title XX	163,633.43
Total 4210 - Daycare fees	267,266.86
4220 - Outings	
4220.20 - Daycare Trips	131.00
Total 4220 - Outings	131.00
Total 4200 - Program Service Revenue	163,764.43

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08/13/19

Accrual Basis

Ossipee Concerned Citizens, Inc.
Profit & Loss
 July 2018 through June 2019

		Jul '18 - Jun 19
4410 · Interest Income		(259.38)
4611 · March For Meals		
4611.02 · Lions Club		595.00
Total 4611 · March For Meals		595.00
4600 · Fundraising & Other Support		
4610 · Fund Rais		
4610.02 · March for meals	2,638.90	
4610.03 · Pizza Fundraiser	1,004.00	
4610.10 · Santa	16,429.49	
4610.20 · Other	2,567.41	
4610.21 · St Josephs (Co-operative grants with coalition)	290.00	
4610.50 · Fairs	872.75	
4610.55 · Penny Sale	3,232.73	
4610.85 · Moultonboro	1,251.49	
4610.95 · Fudge	15.00	
Total 4610 · Fund Rais	28,301.77	
4620 · Other Inc (Other Income)		
4620.02 · Marianne Repay	515.62	
4620.10 · Ossipee Childrens Fund	17,054.41	
4620.20 · Daycare - Food	6,383.62	
4620.30 · Misc Credit	1,164.70	
4620.45 · Food Re-imburement	5,352.73	
4620.91 · Misc Grants	6,500.00	
4620.96 · IRS Refund	9,887.95	
Total 4620 · Other Inc (Other Income)	46,859.03	
4600 · Fundraising & Other Support - Other	47.00	
Total 4600 · Fundraising & Other Support	75,207.80	
4621 · Grants		
4621.03 · Bald Peak Grant	6,000.00	
4621.07 · Coalition grants	6,474.67	
Total 4621 · Grants	12,474.67	
4999 · Stocks Income		0.00
Total Income		945,805.66
Expense		
66900 · Reconciliation Discrepancies (Discrepancies between bank statements and company records)		958.00
5100 · Salaries & Wages		463,871.28
5100.20 · Personnel		

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08/13/19

Accrual Basis

Ossipee Concerned Citizens, Inc.
Profit & Loss
July 2018 through June 2019

	Jul '18 - Jun '19
5100.25 · Personnel - Moultonboro	41,793.15
5100.50 · Other-Bonus	4,900.00
5100.55 · Adjustment- Health Insurance	8,095.76
Total 5100 · Salaries & Wages	518,660.19
5150 · Payroll Taxes	
5150.10 · FICA - post to 2101.60	39,961.70
Total 5150 · Payroll Taxes	39,961.70
5200 · Employee Benefits	
5200.10 · Health Ins-Anthem	15,078.52
5200.11 · Dental	4,007.54
5200.35 · UC - 1/3s	360.32
Total 5200 · Employee Benefits	19,446.38
5300 · Contracted Services	
5300.20 · Service Contract (Hobart)	2,489.64
5300.30 · Advertising (Advertising)	4,664.99
5100.95 · Contracted Wages - CSFP	144.00
5300 · Contracted Services - Other	8,390.00
Total 5300 · Contracted Services	15,688.63
5400 · Purchased Services	
5400.10 · Postage	1,745.55
5400.20 · Telephone (Telephone Expense)	2,865.81
5400.30 · Liability - AFCO/Antonucci	18,489.00
5400.40 · Computer	119.99
5400.60 · Auto Insurance/ United Finacial	1,745.00
5400.70 · Audit	18,381.54
5400.80 · Subscriptions (Subscriptions)	159.75
5401.10 · Training, Dues & Conferences	514.22
Total 5400 · Purchased Services	44,020.86
5410 · Medical (Medical Expense)	
5410.11 · Medical Deductibles	98.45
5410.20 · Wellness	2,900.00
Total 5410 · Medical (Medical Expense)	2,998.45

Ossipee Concerned Citizens, Inc.
Profit & Loss
July 2018 through June 2019

	Jul '18 - Jun '19
5500 · Property Services	
5500.20 · Water & Sewer (Water)	2,258.71
5500.30 · Maint (Maintenance)	3,741.06
5500.40 · Repair (Repair)	5,094.60
5500.50 · Heat	11,730.85
5500.60 · Electric (Gas and Electricity)	24,531.93
5500.70 · Alarm	750.00
5500.80 · Gas (Gas)	2,625.62
5500.90 · Plants&Flowers	15.97
Total 5500 · Property Services	50,748.74
5510 · Auto (Automobile Expenses)	
5510.10 · Fuel (Auto Fuel)	481.91
5510.90 · Service (Auto Service)	287.21
Total 5510 · Auto (Automobile Expenses)	769.12
5600 · Expendable Supplies	
5600.10 · Office Supplies	2,103.69
5600.20 · Program Supplies	3,120.85
5600.60 · Other Supplies/Comm (Supplies)	35.00
5600.70 · Containers	3,645.74
5600.80 · Food	37,665.56
5600.90 · Miscellaneous Supplies	1,027.13
Total 5600 · Expendable Supplies	47,597.97
5610 · Agency Food Cost's	
5610.10 · Ossipee Food	181,506.74
5610.30 · coffee and water	15.16
Total 5610 · Agency Food Cost's	181,521.90
5700 · Capital Costs (Equip & Depr'n)	
5700.10 · Maint	1,399.74
5700.20 · other	475.00
5700.87 · Kitchen Equipment (Microwave/flat top)	536.56
Total 5700 · Capital Costs (Equip & Depr'n)	2,411.30

Ossipee Concerned Citizens, Inc.
Profit & Loss

July 2018 through June 2019

	Jul '18 - Jun '19
5800 · Other Expenses	435.00
5800.05 · Filing Fees	3,635.11
5800.10 · Travel	13,466.47
5800.30 · Santa Project	974.88
5800.35 · Internet Service	2,550.00
5800.65 · Trash Removal	483.19
5800.80 · Computer Maintenance	41.50
5800.98 · DC Finger Printing	21,586.15
Total 5800 · Other Expenses	21,586.15
5900 · Fund Raising	569.50
5900.10 · Tee Shirts	646.20
5900.20 · Misc.	1,215.70
Total 5900 · Fund Raising	323.59
6100 · Trips	323.59
6100.10 · Trip - Daycare	708.25
Total 6100 · Trips	948,617.01
6560 · Payroll Expenses	(2,811.35)
Total Expense	(2,811.35)
Net Ordinary Income	948,617.01
Other Income/Expense	(2,811.35)
Other Income	(1,594.46)
7000 · Board Disgrationary Inc/Exp	(5,028.83)
7000.10 · BD - Interest & Dividends	(6,623.29)
7000.11 · Incr(Decr)/n FV of Board Disgre	(6,623.29)
Total 7000 · Board Disgrationary Inc/Exp	(6,623.29)
Total Other Income	(6,623.29)
Net Other Income	(6,623.29)
Net Income	(9,434.64)