

Highlands Senior Service Center Inc.

PO Box 180

Clearlake, CA 95422

Redbud Health Care District

153225 Lakeshore Dr.

Clearlake, CA 95422

Honorable Chair and Board members,

Thank you for your ongoing sponsorship of our nutritional program. Your support is crucial to the survival of our programs. This past year has been particularly challenging for the center, with the kitchen renovation extending nearly a year beyond our expectations and budget.

In October 2023, the Clearlake Senior Center relocated to the Masonic Lodge to allow the City of Clearlake to renovate the kitchen. The renovation was initially estimated to take around 90 working days, which would have completed the project by the end of March. However, delays, particularly with the arrival of the freezer and refrigeration units, have extended the project. We are now being told these units should arrive by the end of July, with the facility's completion projected for the end of August. Our goal is to re-open the Community Center on October 1, 2024.

This situation has significantly increased our costs, as the kitchen at the Masonic Lodge is not equipped for regular dishes, necessitating the use of disposable plates, cups, and silverware. This has been a substantial expense for our organization.

Please find attached the financial report for the \$60,000 you generously donated for the year 2023-2024. We have tried very hard this past year to be as frugal as possible, so we did not have to come back and ask for another grant.

We appreciate your support throughout the years and hope you feel our organization is worthy of another year of funding.

Sincerely,



Joyce Overton

Executive Director

HIGHLANDS SENIOR SERVICE CENTER, INC.
Profit & Loss
 June 30, 2023 through June 30, 2024

	Jun 30, '23 - Jun 30, 24
Ordinary Income/Expense	
Income	
4000 · GRANT INCOME	
4001 · AAA	
4001.1 · Federal Grant	91,971.00
4001.2 · State Grant	91,604.00
4001.9 · AAA ARP Funding	50,583.00
Total 4001 · AAA	234,158.00
4002 · NSIP	28,701.00
Total 4000 · GRANT INCOME	262,859.00
4100 · PROGRAM INCOME	19,208.49
4200 · MATCHING INCOME	
4202 · COUNTY GRANT	18,849.00
4203 · REDBUD HEALTH CARE	60,000.00
Total 4200 · MATCHING INCOME	78,849.00
4300 · INKIND MATCH	445,566.70
4400 · NONMATCHING INCOME	
4402 · NM CASH DONATION	50,907.63
4403 · COFFEE DONATION	699.29
4405 · FUNDRAISING	5,799.50
4406 · CENTER CONTRIBUTION	-4,850.51
4407 · INTEREST INCOME	455.58
4407.5 · CC SURCHARGE	286.59
Total 4400 · NONMATCHING INCOME	53,298.08
4418 · COMMUNITY GARDEN	190.00
4500 · INKIND NONMATCH	345,886.35
4900 · THRIFT STORE SALES	33,455.09
Total Income	1,239,312.71
Expense	
5000 · ADVERTISING EXPENSE	3,059.31
5020 · DUES/LIC/FEES/PERMITS/SUP	
5021 · DUES/SUBS	296.00
5022 · LICENSE/FEES	250.00
5023 · BANK CHARGES	1,573.25
5026 · CREDIT CARD FEES	1,227.28
5020 · DUES/LIC/FEES/PERMITS/SUP - Other	243.01
Total 5020 · DUES/LIC/FEES/PERMITS/SUP	3,589.54
5040 · EQUIPMENT	
5042 · FIXED EQUIPMENT	1,086.41
Total 5040 · EQUIPMENT	1,086.41
5045 · TELEPHONE EXPENSE	
5045.1 · TELEPHONE	1,034.48
5045.3 · INTERNET	642.00
Total 5045 · TELEPHONE EXPENSE	1,676.48
5050 · FUNDRAISING EXPENSE	329.92
5060 · INSURANCE EXPENSE	7,726.70
5070 · MEALS PREP EXPENSE	
5071 · RAW FOOD	99,876.10
5072 · FOOD SERVICE SUPPLIES	30,216.76
Total 5070 · MEALS PREP EXPENSE	130,092.86
5080 · OCCUPANCY EXPENSE	
5081 · SPACE RENT	21,007.44
5082 · UTILITIES	
5083 · GARBAGE	25.38
5084 · PG&E	3,126.06
5086 · WATER/SEWER	2,600.32
Total 5082 · UTILITIES	5,751.76
5088 · PROPERTY TAX	384.94
Total 5080 · OCCUPANCY EXPENSE	27,144.14
5090 · OFFICE EXPENSE	
5091 · OFFICE SUPPLIES	2,652.77
5092 · POSTAGE EXPENSE	223.95
Total 5090 · OFFICE EXPENSE	2,876.72
5100 · OTHER SUPPLIES	
5102 · LAUNDRY SERVICE/SUPPLIES	3,349.85
5103 · OTHER PROGRAM SUPPLIES	2,325.95
Total 5100 · OTHER SUPPLIES	5,675.80
5110 · OUTSIDE SERVICES	4,326.40
5120 · PROFESSIONAL SERVICES	2,083.00

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 Accrual Basis

HIGHLANDS SENIOR SERVICE CENTER, INC.
Profit & Loss
 June 30, 2023 through June 30, 2024

	Jun 30, '23 - Jun 30, 24
5130 · REPAIR & MAINTENANCE	
5131 · BLDG R/M-MEALS	338.37
5132 · BLDG R/M-MGMT	2,067.74
5133 · EQUIP R/M MEALS	259.98
5135 · COMPUTER R/M	450.00
5136 · JANITORIAL SUPPLIES	3,179.50
Total 5130 · REPAIR & MAINTENANCE	6,295.59
5150 · TRAVEL & TRAINING	
5152 · STAFF TRAVEL	2,541.72
Total 5150 · TRAVEL & TRAINING	2,541.72
5160 · VOLUNTEER EXPENSE	239.48
5165 · APPRECIATION EXPENSE	957.37
5170 · VEHICLE OPERATION-MOW	4,453.09
8100 · INKIND MATCH EXPENSE	
8110 · MATCH - VOL PERSONNEL	
8112 · PROGRAM	302,064.00
Total 8110 · MATCH - VOL PERSONNEL	302,064.00
8120 · MATCH - OCCUPANCY COST	143,038.70
Total 8100 · INKIND MATCH EXPENSE	445,102.70
8200 · INKIND NONMATCHING	
8210 · N/M VOL PERSONNEL	
8212 · PROGRAM	258,736.00
8210 · N/M VOL PERSONNEL - Other	58,307.00
Total 8210 · N/M VOL PERSONNEL	317,043.00
8240 · INKIND FOOD	28,724.58
8245 · INKIND TRAVEL	582.77
Total 8200 · INKIND NONMATCHING	346,350.35
9000 · PAYROLL	
9100 · COMPANY PAYROLL TAXES	16,096.75
9200 · EMPLOYEE BENEFITS	2,688.09
9400 · WORKERS' COMP	4,093.16
9500 · GROSS WAGES	194,225.17
Total 9000 · PAYROLL	217,103.17
Total Expense	1,212,710.75
Net Ordinary Income	26,601.96
Net Income	26,601.96

Contracted amount for 2022-2023 & 2023-2024

2022-2023

C-1 Congregant	10,000
C-2 Meals on Wheels	<u>25,664</u>
Total meals contracted	35,664

2022-2023

Meals Served

C-1 Congregant	15,055
C-2 Home Deliveries	<u>38,525</u>
Total meals served	53,580

Meals over contract	16,665
Cost per meal	X
	<u>5.76</u>
	\$95,990.40

2023-2024

Meals Served

C-1 Congregant	13,114
C-2 Meals on Wheels	<u>38,525</u>
Total meals served	51,639

Meals over contract	15,975
Cost per meal	x
	<u>\$ 5.52</u>
	\$88,182

Cost per meal for full facility operation \$ 7.17 x 15,975 = \$114,540.70 (short full)