



Marion-Polk Food Share
Board Packet
 January 26, 2017

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~~AGENDA~~

~~Board of Directors Meeting
Thursday, January 26, 2016~~

In lieu of the January 26 board meeting, there is a field trip to Oregon Food Bank to hear national food insecurity expert Dr. Craig Gundersen speak.

6:30 a.m.	Travel to Oregon Food Bank: 7900 NE 33 rd Dr, Portland OR 97211
8:30 a.m.	Presentation on Hunger – Dr. Craig Gundersen Dr. Gundersen’s research is primarily focused on the causes and consequences of food insecurity and on evaluations of food assistance programs with a particular emphasis on the Supplemental Nutrition Assistance Program (SNAP, formerly known as the Food Stamp Program). Dr. Gundersen’s presentation will focus on his research around key predictors for food security as well as methods for identifying food insecurity.
10:30 a.m.	Tour of Oregon Food Bank – Susannah Morgan, OFB CEO
11:00 a.m.	Travel home





Board of Directors & Board Committee Meetings Calendar Year 2017

Board of Directors meets the 4th Thursday of each month
8:00 – 9:30 a.m. (Food Share Community Room)

January 26 (<i>exception: 8:30 a.m. at OFB</i>)	August 17
February 23	<i>(Board Summer Social – tentative)</i>
March 23	September 28
April 27	October 26
May 25	December 7
July 13	December 14
	<i>(Board Holiday Dinner - tentative)</i>

Board Governance Committee meets the 2nd Wednesday
8:30 – 10:00 a.m. (Food Share Community Room)

January 11	August 9
February 8	September 13
March 8	October 11
April 12	November 8
May 10	
June 14	

Board Finance & Executive Committees meet the 3rd Thursday
Finance Committee 8:00 – 9:00 a.m. (Food Share Community Room)
Executive Committee 9:00 – 10:00 a.m. (Food Share Community Room)

January 19	July 20
February 16	September 21
March 16	October 19
April 20	November 16
May 18	
June 15	

Marion-Polk Food Share Holidays

Monday	January 2	New Year’s Day	Monday	September 4	Labor Day
Monday	January 16	Birthday of MLK, Jr	Friday	November 10	Veterans Day
Monday	February 20	Presidents’ Day	Thursday	November 23	Thanksgiving Day
Monday	May 29	Memorial Day	Friday	November 24	Day after Thanksgiving
Tuesday	July 4	Independence Day	Monday	December 25	Christmas Day



Marion-Polk Food Share Board of Directors Meeting Minutes

Thursday, December 1, 2016

Board Members Attending: Alex Beamer, Cheryl Wells, Jim Green, Courtney Knox Busch, Dick Yates, Bernadette Mele, Warren Bednarz, John Burt, George Happ, Julie Huckestein, Mike Garrison, Frances Alvarado, Eileen Zielinski

Staff Members Attending: Rick Gaupo, Ian Dixon-McDonald, Julie Hambuchen, Rebecca Long, Corrina Hawkins, Holly Larson, Eileen DiCicco, Abisha Dunivin

Guests Attending: Chuck Swank and Ryan Pasquarella of Grove, Mueller & Swank

Call to Order:

Alex Beamer called the meeting to order at 8:17 a.m.

Guest Introductions:

Rick Gaupo introduced **Chuck Swank** and **Ryan Pasquarella** of Grove, Mueller & Swank, with whom the Food Share has been partnering for many years on our audit. Rick offered appreciation for Grove, Mueller & Swank's partnerships without the community and good work with nonprofits.

Consent Agenda:

Alex Beamer presented the following consent agenda items:

1. Board meeting minutes, October 27, 2016
2. MPFS financial statements ending October 31, 2016

Jim Green motioned to approve all consent agenda items, **Warren Bednarz** seconded, and the motion was unanimously moved.

Audit & Executive Session:

Chuck Swank expressed appreciation for the timeliness of the audit of the fiscal year ending June 30, 2016. **Chuck** also characterized Grove, Mueller & Swank's unmodified opinion, the best possible, as

unsurprising. In the single audit required for receiving federal funds over \$750,000, there were no findings. **Chuck** added that the balance sheet remains very strong, with almost 100% in equity. **Rick Gaupo** noted that program revenue has grown tremendously, at one-fifth of all revenue. **Chuck** shared that donations, four-fifths total revenue, reflect the most committed donor base he has seen, with the Food Share having introduced the concept of sustaining donors to the area.

Alex Beamer adjourned the board meeting to executive session at 8:30 a.m. to discuss the audit and CEO performance review. The public board meeting session resumed at 9:02 a.m.

Development Update:

Julie Hambuchen referred board members to the meeting packet for the report on Chefs' Nite Out, thanking them for their participation. The revenue generated was about the same as last year.

Julie introduced a City of Salem resolution to request general funds for emergency food purchase, asking for the amount received three years ago, which is higher than received the last two years. **Mike Garrison** motioned to approve the resolution, **Bernadette Mele** seconded, and the motion was moved with one abstention by **Courtney Knox Busch** who is a City of Salem employee.

Julie also announced that we received \$5,000 in donations on Giving Tuesday, which is a good amount. She added that while we could devote more time and effort to Giving Tuesday, our strategy is to invest resources where they will yield more revenue.

Strategic Planning:

Rick Gaupo asked the board, "What programs would you like to see the Food Share offer?" to generate ideas on ways the Food Share can be an agent of change for the community. Rich discussion followed, in which board members and staff present shared their ideas. **Rick** will synthesize these ideas in support of the strategic planning process.

Adjournment:

Alex Beamer adjourned the meeting at 9:39 a.m.

Rebecca Long
Executive Assistant

Courtney Knox Busch
Board Secretary



MEMO

Date: January 18, 2017

To: Marion-Polk Food Share Board of Directors

From: Holly Larson

Re: FY2017 Proposed Revised Budget

The Food Share quarterly prepares and evaluates the projected annual results for the current fiscal year, and forecasts current activities two fiscal years into the future. This is the report containing the proposed revised budget prepared by the management team. In general, the projections are conservative on the revenue side, and include modest 2-3% increases modeled in most expense items to account for inflation.

Many of the changes are due to refinement of department plans for the upcoming fiscal year, as well as adjustments due to current operating trends. The significant changes in methodology are summarized below.

Recap of changes from prior scenario:

Revenue:

- The projection for donation revenue increased. There were some line item reclassifications, and also overall increase due to the donor base so far this fiscal year looking strong compared to recent trends.
- Meals on Wheels Medicaid revenue was increased, due to actual increase in number of clients enrolled in this program.
- Vocational training contracts decreased, due to the WAVE program. This was a new initiative of OSU extension, and did not have the anticipated enrollment.
- SNAP Outreach reimbursement was increased due to an increase in the contract amount for FY17. Additional educational activities were included in this year's contract.
- Investment revenue was increased due to a better than anticipated first quarter.

Expenses:

- Program supplies were increased, due to SNAP Outreach supplies and increases in emergency food logistics supply costs.
- Other expense items were adjusted up or down, and a summary of those changes can be found on ***Proposed Revised Budget to Approved Budget Comparison Report – Report 1.***

Operating surplus increased about \$87,000 in the new proposed revised budget, to \$91,000.

Statement of Financial Position – 7 year trend (Report 2):

ASSETS

- Cash is projected to decrease during FY17.

- Investments are projected to increase, based on a 5 year average return.
- Capital investment is planned – the addition of a truck covered by new grants and fundraising appeals, as well as some carryover capital funds are forecasted to be spent for the youth farm move. Replacement of carpet is included in this capital budget scenario. The phone system upgrade is also planned in FY17. The purchase of two new copiers (which happened in December 2016) is also modeled.
- Total assets are forecasted to decrease \$21,000 during FY17.

LIABILITIES AND NET ASSETS

- Unrestricted net assets are projected to increase \$44,000.
- Temporarily restricted net assets are funds restricted by the donor, and that have not yet been used for their intended purpose. We carry over these funds from year to year. Temporarily restricted net assets are projected to decrease more than \$105,000 in FY17. \$225,000 was carried over in temporarily restricted net assets from FY16, about \$33,000 for capital projects, and \$192,000 for operating expenses. These funds are for projects such as emergency food purchase, youth farm and gardens programs. Temporarily restricted net assets ending balance in FY17 is assumed to be 50% of temporarily restricted donations in the year. This estimate will be revised as we progress through the year.
- Permanently restricted net assets are projected to increase by the amount of endowment revenue contributions budgeted in the year.
- Total net assets decrease \$21,000 during FY17.

Statement of Activities – 7 year trend (Report 3):

OPERATING:

OPERATING REVENUE – Operating revenue is projected to increase \$704,000 in FY17.

- **Donations** are projected to increase compared to FY16. This is due to some growth, but also from the change in the CenturyLink campaign this year, resulting in all donations being received in July (FY17). This partially accounts for the decreased amount of donations for FY16. A variety of other changes were made to the assumptions, including adjusting confidence levels on grants and major gifts, and modeling the new direct mail program. Government revenue projections were increased based on new information. Donations overall are expected to increase in FY17.
- **Program service revenue** is projected to increase. Home delivered meal revenue is forecasted to grow, due primarily to increased enrollments in the Medicaid program. Grand Ronde contract revenue increased for this contract year (Jan-Dec) and is expected to remain at the same level in future years. Vocational training contract revenue will increase in FY17 for one year due to a new program funding youth farm activities, as well as increased participation in the JOBS Plus vocational training program. Farm revenue increased due to the sublease of the DOC farm. Food product sales (Better Burger) have been discontinued, however, shared maintenance revenue is back in the budget due to recent opportunities to share product out of state. SNAP Outreach is a new program started in FY16 that reimburses Food Share for costs associated with advertising SNAP, and some educational activities as well. This funds some already existing expenses, such as staff time and supplies, so is a good revenue generator with small amounts of additional costs incurred.
- **Interest and investments** are projected to increase in FY17. This is based on analysis of the last 5 years of actual activity.

OPERATING EXPENSE – Operating expenses increased \$272,000 from FY16.

- **Emergency food purchase expense** increased \$11,000 in FY17.
- **Production food purchases** increased in FY17 due to increased meal volumes and inflation.
- **Salaries and Related expenses** increased by \$213,000. In FY16, two positions were added mid-year: a driver, and a database manager. These positions were only filled for a small part of 2016, and will result in an additional \$96,000 of expense in the FY17 budget. In FY17, a Community Food Projects manager position has been added, and a 2% pay increase is modeled. In addition, \$50,000 is set aside for salary adjustments in anticipation of the compensation study results. A payroll vacancy amount was estimated at

2% of payroll, reducing estimated costs by an additional \$39,000. The 2% pay increase and 2% vacancy assumptions are carried forward to FY18 & FY19.

- **Contracts and professional fees** budget decreased. This is due to completion of the Community Food Systems consultant project, funded through temporarily restricted funds. Less will be spent for the salary study consultant in FY17, and there will be no farm contract expense, due to the new sublease arrangement on the production farm. These decreases offset the increase for strategic planning, budgeted in FY17.
- **Supplies, printing and postage** increased from FY16, due to the expansion of the direct mail program in FY17. This program is expected to bring in an additional \$55,000 of revenue in FY17.
- **Volunteer & donor development expense** increased. More activities associated with recruiting and retaining volunteers are planned this year.
- **Advertising, marketing and event expenses** increased from FY16. Chef's Nite Out was the only event in FY16. The Farm to Table Auction will occur in FY17, so the revenue and expense budget increased for the expenses of that event. Webpage expenses were less than anticipated in FY16, but were moved to FY17 due to timing of the project.

OPERATING NET SURPLUS/(DEFICIT) - Net operating activity is projected to be a surplus of \$91,000 for FY17. This includes expenses of approximately \$192,000 covered by temporarily restricted funds carried over from FY16.

CAPITAL:

CAPITAL REVENUE – The capital revenue budget includes projects which are anticipated at this time. As projects are identified and grants are projected, more capital revenue projects may be added in future revisions. At this time, a \$123,000 truck is planned to be purchased in FY17, and will be paid for partially by restricted funds raised in FY17 and carried over from FY16. The balance of the Regional Solutions funds for warehouse improvements, totaling about \$34,000 will also be received as revenue in FY17. The remainder is for youth farm capital projects.

CAPITAL EXPENSE – Depreciation is slightly decreased.

CAPITAL NET SURPLUS/(DEFICIT) - Net capital activity is projected to be a deficit of \$85,000 in FY17.

ENDOWMENT:

ENDOWMENT REVENUE – no large endowment gifts are anticipated in FY17.

Marion-Polk Food Share

Proposed Revised Budget to Approved Budget Comparison Report

		FY2017			Proposed Revised Budget	Proposed to Approved Budget	
		Budget Approved March 2016	Budget Approved July 2016	Budget Approved September 2016	Budget January 2017	Variance	
Operating							
Operating Revenue							
Donations							
4070-15-1	Legacies and Bequests	\$0	\$0	\$0	\$4,013	(\$4,013)	
4090-**-1	Donations	\$2,566,998	\$2,583,041	\$2,585,816	\$2,616,706	(\$30,890)	DEQ grant moved from donations to state grants
4091-**-1	Temp Restricted Donations (TR)	\$285,221	\$287,005	\$287,613	\$238,405	\$49,208	
4520-**-1	Federal Grants	\$121,000	\$121,000	\$150,524	\$150,733	(\$209)	
4530-**-1	State Grants	\$50,000	\$50,000	\$71,044	\$103,204	(\$32,160)	DEQ grant moved from donations to state grants
4540-25-1	Local Government Grants	\$142,000	\$142,000	\$142,000	\$142,000	\$0	
5830-**-1	Special Events-Ticket Sales	\$0	\$0	\$0	\$4,340	(\$4,340)	reclassified from donations, waiting for reclassification of actual event revenue from donation revenue account
5840-15-1	Special Events-Sponsorship	\$0	\$0	\$0	\$15,000	(\$15,000)	reclassified from donations, waiting for reclassification of actual event revenue from donation revenue account
5850-40-1	Raffle Revenue	\$0	\$0	\$0	\$0	\$0	
	Total Donations	\$3,165,219	\$3,183,046	\$3,236,997	\$3,274,402	(\$37,405)	
Program Service Revenue							
MOW Home Delivered Meal Revenue							
5110-60-1	Medicaid Meal Revenue	\$190,354	\$190,354	\$190,354	\$224,705	(\$34,352)	increase due to actual trend, more recipients using Medicaid benefits for meals
5120-60-1	OPI Meal Revenue	\$50,000	\$50,000	\$50,000	\$49,911	\$89	
5130-60-1	Private Pay Meal Revenue	\$130,953	\$130,953	\$130,953	\$130,263	\$689	
5115-60-1	Older Americans Act Passthrough	\$50,000	\$50,000	\$50,000	\$50,000	\$0	
	Total MOW Home Delivered Meal Revenue	\$421,306	\$421,306	\$421,306	\$454,879	(\$33,573)	
Contract Revenue (Grand Ronde)							
5510-40-1	Contract Revenue - Grand Ronde	\$111,976	\$111,976	\$111,976	\$111,976	\$0	
		\$111,976	\$111,976	\$111,976	\$111,976	\$0	
Food Service Revenue							
5430-60-1	Restaurant sales	\$52,562	\$56,562	\$56,562	\$61,994	(\$5,432)	
5440-60-1	Cafe Sales	\$25,631	\$25,631	\$25,631	\$25,378	\$253	
5450-60-1	Catering Revenue	\$18,000	\$18,000	\$18,000	\$17,130	\$870	
	Total Food Service Revenue	\$96,192	\$100,192	\$100,192	\$104,502	(\$4,309)	
Vocational Training Contract Revenue							
5030-**-1	Vocational Training Contracts	\$103,638	\$125,538	\$125,538	\$115,076	\$10,462	new WAVE program with OSU reduced - not as many participants as expected
	Total Vocational Training Contract Revenue	\$103,638	\$125,538	\$125,538	\$115,076	\$10,462	
Farm Revenue							
5460-**-1	Farm Revenue	\$28,390	\$28,390	\$28,390	\$27,840	\$550	
5470-30-1	CSA Sales	\$0	\$0	\$0	\$0	\$0	
	Total Farm Revenue	\$28,390	\$28,390	\$28,390	\$27,840	\$550	
Food Product Sales & Share							
5480-50-1	Food Product Sales	\$0	\$0	\$0	\$13,500	(\$13,500)	
	Total Food Product Sales & Share	\$0	\$0	\$0	\$13,500	(\$13,500)	
SNAP Outreach							
5041-**-1	SNAP Outreach Reimb.	\$33,078	\$33,078	\$39,742	\$50,644	(\$10,903)	contract amount increased for FY17, added educational activities
	Total SNAP Outreach	\$33,078	\$33,078	\$39,742	\$50,644	(\$10,903)	
Miscellaneous Revenue							
5490-**-1	Miscellaneous Revenue	\$16,028	\$15,435	\$14,800	\$14,502	\$298	
5410-**-1	Class Fees	\$0	\$0	\$0	\$400	(\$400)	
	Total Miscellaneous Revenue	\$16,028	\$15,435	\$14,800	\$14,902	(\$102)	
	Total Program Service Revenue	\$810,608	\$835,915	\$841,943	\$893,318	(\$51,375)	

Marion-Polk Food Share

Proposed Revised Budget to Approved Budget Comparison Report

		FY2017			Proposed	Proposed to
		Budget Approved	Budget Approved	Budget Approved	Revised Budget	Approved Budget
		March	July	September	January	Budget
		2016	2016	2016	2017	Variance
Interest and investments						
5310-10-1	Interest-Svgs Short Term	\$4,448	\$4,076	\$4,076	\$4,201	(\$125)
6810-10-1	Unrealized Gain(Loss)-Invest	\$28,408	\$23,631	\$23,631	\$33,936	(\$10,305)
6820-10-1	Realized Gain/(Loss) on investments	\$10,864	\$12,397	\$12,397	\$10,046	\$2,351
6830-**-1	Interest/dividends - investment	\$6,069	\$8,879	\$8,879	\$8,127	\$752
	Total Interest and investments	\$49,789	\$48,983	\$48,983	\$56,310	(\$7,327)
	Total Operating Revenue	\$4,025,615	\$4,067,944	\$4,127,923	\$4,224,030	(\$96,107)
Operating Expenses						
Emergency Food Purchase (for distribution)						
7105-**-1	Food - Emergency Distribution	\$183,800	\$183,800	\$211,120	\$212,284	\$1,164
7155-20-1	Shared Maintenance-OFB	\$26,400	\$26,400	\$26,400	\$22,723	(\$3,677)
	Total Food Purchase	\$210,200	\$210,200	\$237,520	\$235,007	(\$2,513)
Production Food Purchases						
7120-**-1	Catering Food Purchases	\$4,467	\$4,467	\$4,467	\$4,353	(\$114)
7125-**-1	Production Food Purchases	\$175,200	\$179,700	\$179,700	\$174,879	(\$4,821)
	Total Production Food Purchases	\$179,667	\$184,167	\$184,167	\$179,232	(\$4,935)
Salaries & Related Expenses						
	Salaries & Wages	\$1,912,090	\$1,912,090	\$1,930,307	\$1,919,413	(\$10,894)
	Salary Adjustment	\$50,000	\$50,000	\$45,031	\$45,030	(\$1)
	Employee Benefits - SEP	\$72,792	\$63,598	\$63,878	\$64,083	\$204
	Employee Benefits - Health	\$374,258	\$374,002	\$358,226	\$347,054	(\$11,171)
	Employee Benefits - Life Ins	\$11,414	\$9,209	\$9,248	\$8,639	(\$609)
	Wellness Benefits	\$1,050	\$1,050	\$750	\$1,074	\$324
	WC/SUI expense	\$49,288	\$49,288	\$49,510	\$40,949	(\$8,561)
	FICA	\$146,559	\$146,559	\$147,953	\$146,392	(\$1,561)
	Vacation Accrual	\$0	\$0	\$0	\$0	\$0
	Payroll Vacancies	(\$52,349)	(\$52,095)	(\$52,098)	(\$39,074)	\$13,025
	Total Salaries & Related Expenses	\$2,565,101	\$2,553,701	\$2,552,806	\$2,533,561	(\$19,245)
Contracts & Professional Fees						
7521-**-1	Audit Fees	\$35,000	\$35,000	\$31,000	\$31,000	\$0
7530-10-1	Legal Fees	\$5,000	\$5,000	\$5,000	\$3,750	(\$1,250)
7535-35-1	Farm Contracts	\$0	\$0	\$0	\$0	\$0
7540-**-1	Professional Fees - Other	\$60,463	\$88,751	\$79,640	\$79,256	(\$384)
7541-**-1	Professional Fees-Emp Testing	\$1,689	\$1,689	\$1,689	\$1,999	\$310
7544-10-1	Investment Management Fees	\$6,682	\$7,274	\$7,274	\$7,334	\$59
7550-30-1	Temporary Help-Contract	\$0	\$0	\$0	\$0	\$0
	Total Contracts & Professional Fees	\$108,834	\$137,714	\$124,603	\$123,339	(\$1,264)
Supplies, Printing, Postage						
8110-**-1	Office Supplies	\$22,904	\$22,904	\$21,071	\$21,250	\$179
8111-**-1	Postage and Shipping	\$51,603	\$51,603	\$57,515	\$55,074	(\$2,441)
8112-**-1	Small Equipment Purchases	\$20,473	\$24,473	\$23,634	\$20,225	(\$3,410)
8113-**-1	Printing	\$121,679	\$115,679	\$156,618	\$160,322	\$3,704
8180-**-1	Books and subscriptions	\$2,628	\$2,778	\$1,567	\$1,336	(\$231)
	Total Supplies, Printing, Postage	\$219,286	\$217,436	\$260,405	\$258,206	(\$2,199)
Program Supplies						
8160-**-1	Program Supplies	\$97,187	\$97,187	\$103,657	\$122,837	\$19,180
	Total Program Supplies	\$97,187	\$97,187	\$103,657	\$122,837	\$19,180

actual 1st quarter performance was better than expected.

increase for SNAP Outreach supplies (\$9,549), and emergency food logistics supplies (\$6,500), and other small increases

Marion-Polk Food Share

Proposed Revised Budget to Approved Budget Comparison Report

		FY2017			Proposed	Proposed to
		Budget	Budget	Budget	Revised	Approved
		Approved	Approved	Approved	Budget	Budget
		March	July	September	January	Variance
		2016	2016	2016	2017	
Network Development						
8150-**-1	Network Development	\$6,000	\$6,000	\$6,000	\$4,974	(\$1,026)
Total Network Development		\$6,000	\$6,000	\$6,000	\$4,974	(\$1,026)
Occupancy Expenses						
8210-20-1	Off-site food storage	\$36,000	\$36,000	\$38,000	\$39,148	\$1,148
8211-**-1	Building Repair and Maintenance	\$26,389	\$26,389	\$30,290	\$29,309	(\$981)
8212-**-1	Pest Control	\$4,366	\$3,493	\$3,493	\$3,471	(\$22)
8213-**-1	Janitorial	\$11,791	\$12,887	\$12,887	\$11,865	(\$1,022)
8214-**-1	Other occupancy	\$21,183	\$19,923	\$19,923	\$19,633	(\$290)
8221-**-1	Electric	\$38,665	\$38,665	\$38,665	\$36,607	(\$2,058)
8222-**-1	Natural Gas	\$6,301	\$6,301	\$6,301	\$6,625	\$324
8223-**-1	Water and Sewer	\$5,151	\$6,295	\$6,295	\$6,287	(\$7)
8224-**-1	Garbage	\$2,293	\$3,426	\$3,426	\$4,270	\$844
8225-**-1	Telephone and Internet	\$30,000	\$33,600	\$33,600	\$33,996	\$396
8226-**-1	Security Monitoring	\$1,478	\$1,478	\$1,478	\$1,867	\$390
Total Occupancy Expenses		\$183,617	\$188,457	\$194,358	\$193,079	(\$1,280)
Equipment and Vehicle Expenses						
8260-**-1	Equipment Rental and Maintenance	\$33,527	\$35,227	\$35,227	\$38,109	\$2,882
8261-**-1	Vehicle Fuel	\$33,075	\$31,258	\$31,258	\$32,312	\$1,054
8262-**-1	Vehicle Repairs and Maintenance	\$24,340	\$24,340	\$24,840	\$29,371	\$4,531
8263-**-1	Vehicle Licenses and Taxes	\$788	\$788	\$788	\$549	(\$239)
8264-20-1	Vehicle Insurance	\$16,484	\$20,238	\$20,238	\$19,927	(\$311)
Total Equipment and Vehicle Expenses		\$108,214	\$111,851	\$112,351	\$120,269	\$7,918
Meetings & Professional Development						
7253-**-1	Professional Development	\$9,498	\$9,508	\$8,056	\$12,038	\$3,982
8310-**-1	Travel	\$17,344	\$16,844	\$16,721	\$15,779	(\$942)
8320-**-1	Conferences, Conventions, Meetings	\$24,689	\$21,629	\$20,532	\$19,352	(\$1,180)
8321-**-1	Meetings-On-Site	\$624	\$624	\$1,211	\$1,566	\$354
Total Meetings & Professional Development		\$52,154	\$48,605	\$46,521	\$48,735	\$2,214
Volunteer & Donor Development						
8542-**-1	Board Development	\$3,037	\$3,537	\$3,500	\$4,122	\$622
8543-**-1	Volunteer Development	\$13,727	\$13,727	\$13,670	\$11,896	(\$1,774)
8544-**-1	Donor Development	\$10,716	\$10,716	\$10,716	\$11,514	\$797
8546-40-1	Raffle Expenses	\$0	\$0	\$0	\$0	\$0
Total Volunteer & Donor Development		\$27,481	\$27,981	\$27,886	\$27,531	(\$355)
Advertising, Marketing & Event Expenses						
8545-**-1	Event Expenses	\$44,786	\$49,731	\$47,154	\$50,052	\$2,898
8550-15-1	List Rental	\$675	\$6,675	\$4,000	\$0	(\$4,000)
8564-**-1	Webpage Expenses	\$26,000	\$27,000	\$17,120	\$20,788	\$3,668
8570-**-1	Advertising Expenses	\$27,068	\$27,068	\$29,190	\$27,631	(\$1,559)
Total Advertising, Marketing & Event Expenses		\$98,528	\$110,474	\$97,464	\$98,471	\$1,007
Computer Expenses						
8561-**-1	Computer Supplies	\$15,102	\$15,102	\$15,361	\$15,531	\$170
8562-**-1	Computer Software	\$21,626	\$28,291	\$28,121	\$35,106	\$6,985
8563-**-1	Computer Maintenance	\$34,971	\$34,971	\$35,829	\$37,503	\$1,674
Total Computer Expenses		\$71,699	\$78,363	\$79,310	\$88,140	\$8,830

forklift rental at Pantec building

Marion-Polk Food Share

Proposed Revised Budget to Approved Budget Comparison Report

		FY2017			Proposed	Proposed to
		Budget	Budget	Budget	Revised	Approved
		Approved	Approved	Approved	Budget	Budget
		March	July	September	January	Variance
		2016	2016	2016	2017	
Membership Dues						
8530-**-1	Membership Dues	\$2,578	\$2,578	\$4,471	\$5,241	\$770
	Total Membership Dues	\$2,578	\$2,578	\$4,471	\$5,241	\$770
Bank Fees						
8511-**-1	Bank Fees and Finance Charges	\$28,873	\$28,873	\$34,884	\$37,509	\$2,624
	Total Bank Fees	\$28,873	\$28,873	\$34,884	\$37,509	\$2,624
Liability Insurance Expense						
8520-**-1	Insurance-Non-Employee Related	\$36,864	\$28,945	\$28,945	\$29,592	\$647
	Total Liability Insurance Expense	\$36,864	\$28,945	\$28,945	\$29,592	\$647
Other Expenses						
8590-**-1	Other Expenses	\$1,180	\$1,180	\$1,030	\$670	(\$360)
8651-**-1	Licenses and Fees	\$1,775	\$1,775	\$1,775	\$1,303	(\$472)
8660-10-1	Fines, Penalties, Judgements	\$284	\$284	\$284	\$249	(\$35)
8670-60-1	Bad Debt - Write Off's	\$0	\$0	\$25,000	\$25,000	\$0
9920-00-1	Adjustment	\$0	\$0	\$0	(\$0)	(\$0)
	Total Other Expenses	\$3,239	\$3,239	\$28,089	\$27,222	(\$868)
	Total Operating Expenses	\$3,999,522	\$4,035,771	\$4,123,438	\$4,132,943	\$9,505
	Net surplus/(deficit) - Operating	\$26,093	\$32,173	\$4,485	\$91,087	(\$86,602)
	OPERATING MARGIN	0.65%	0.79%	0.11%	2.16%	
Capital						
Capital Revenue						
4351-**-1	Capital Donations/Grants (TR)	\$120,000	\$167,500	\$137,250	\$129,648	\$7,602
	Total Capital Revenue	\$120,000	\$167,500	\$137,250	\$129,648	\$7,602
Less: depreciation						
8270-**-1	Depreciation and Amortization	\$208,601	\$214,111	\$214,111	\$215,109	\$998
	Total Less: depreciation	\$208,601	\$214,111	\$214,111	\$215,109	\$998
	Net Surplus/(Deficit) - Capital	(\$88,601)	(\$46,611)	(\$76,861)	(\$85,461)	\$8,600
Endowment						
Endowment Revenue						
4092-15-1	Perm Restricted Donations (PR)	\$2,400	\$2,400	\$2,400	\$1,850	\$550
	Total Endowment Revenue	\$2,400	\$2,400	\$2,400	\$1,850	\$550
	Net Surplus/(Deficit) - Endowment	\$2,400	\$2,400	\$2,400	\$1,850	\$550
In-kind						
Contributions						
4140-**-1	Gifts In Kind	\$0	\$0	\$0	\$15,683	(\$15,683)
	Total Contributions	\$0	\$0	\$0	\$15,683	(\$15,683)
Less: In-kind expense						
8140-**-1	Gift-in-kind expenses	\$0	\$0	\$0	\$15,683	\$15,683
	Total In-kind expense	\$0	\$0	\$0	\$15,683	\$15,683
	Net surplus/(deficit) - In-Kind	\$0	\$0	\$0	\$0	\$0
	NET SURPLUS/(DEFICIT)	(\$60,108)	(\$12,038)	(\$69,976)	\$7,476	(\$77,452)

Marion-Polk Food Share
Statement of Financial Position
 Projected 7 year Trend Report

	Prior Years				Current Year	Future Years	
	Actual 6/30/2013	Actual 6/30/2014	Actual 6/30/2015	Actual 6/30/2016	Proposed Revised Budget 6/30/2017	Forecast 6/30/2018	Forecast 6/30/2019
ASSETS							
Cash, cash equivalents, & investments							
Liqud cash, cash equivalents, and other assets							
Liquid cash & cash equivalents	\$248,641	\$708,577	\$996,192	\$512,133	\$408,173	\$376,724	\$256,980
Accounts & grants receivable, net	\$59,019	\$59,235	\$217,596	\$265,829	\$265,829	\$265,829	\$265,829
Prepaid expenses and deferred charges	\$66,484	\$82,229	\$69,247	\$118,740	\$118,740	\$118,740	\$120,900
Total Liquid cash, cash equivalents, and other assets	<u>\$374,145</u>	<u>\$850,042</u>	<u>\$1,283,035</u>	<u>\$896,703</u>	<u>\$792,742</u>	<u>\$761,293</u>	<u>\$643,709</u>
Non-liquid investments							
Investments - Unrestricted	\$1,064,664	\$1,125,568	\$1,103,547	\$1,055,480	\$1,100,723	\$1,134,089	\$1,180,465
Investments - OCF True Endowment	\$124,081	\$139,515	\$137,176	\$222,408	\$231,636	\$227,208	\$229,608
Total Non-liquid investments	<u>\$1,188,745</u>	<u>\$1,265,084</u>	<u>\$1,240,723</u>	<u>\$1,277,889</u>	<u>\$1,332,359</u>	<u>\$1,361,297</u>	<u>\$1,410,073</u>
Cash, investments & other assets	<u>\$1,562,890</u>	<u>\$2,115,125</u>	<u>\$2,523,758</u>	<u>\$2,174,591</u>	<u>\$2,125,101</u>	<u>\$2,122,590</u>	<u>\$2,053,782</u>
Land, buildings and equipment, net	\$3,160,527	\$2,992,657	\$3,125,695	\$3,208,899	\$3,237,076	\$3,028,475	\$2,819,874
Inventory	\$1,628,776	\$1,670,193	\$933,838	\$1,127,308	\$1,127,308	\$1,127,308	\$1,127,308
TOTAL ASSETS	<u>\$6,352,192</u>	<u>\$6,777,975</u>	<u>\$6,583,290</u>	<u>\$6,510,798</u>	<u>\$6,489,485</u>	<u>\$6,278,373</u>	<u>\$6,000,964</u>
LIABILITIES & NET ASSETS							
Liabilities							
Accounts payable and accrued expenses	\$70,439	\$90,866	\$88,571	\$109,862	\$109,862	\$109,862	\$109,862
Deferred revenue	\$21,205	\$17,825	\$48,641	\$61,940	\$61,940	\$61,940	\$61,940
Accrued payroll liabilities	\$105,884	\$102,415	\$136,683	\$77,360	\$77,360	\$77,360	\$77,360
Total Liabilities	<u>\$197,528</u>	<u>\$211,106</u>	<u>\$273,895</u>	<u>\$249,162</u>	<u>\$249,162</u>	<u>\$249,162</u>	<u>\$249,162</u>
Net Assets							
Unrestricted							
Undesignated - available for general activities	\$31,354	\$476,782	\$713,112	\$478,262	\$499,180	\$442,657	\$324,123
Designated by Mgmt - Capital Fund	\$0	\$369,279	\$369,279	\$369,279	\$369,279	\$369,279	\$369,279
Designated by the governing board	\$837,582	\$688,420	\$658,499	\$627,716	\$650,493	\$683,859	\$730,235
Total Unrestricted	<u>\$868,936</u>	<u>\$1,534,481</u>	<u>\$1,740,890</u>	<u>\$1,475,256</u>	<u>\$1,518,952</u>	<u>\$1,495,795</u>	<u>\$1,423,637</u>
Temporarily Restricted	\$388,184	\$254,222	\$374,573	\$224,981	\$119,202	\$137,448	\$138,398
Permanently Restricted	\$113,040	\$115,316	\$134,400	\$235,935	\$237,785	\$240,185	\$242,585

Marion-Polk Food Share
Statement of Financial Position
 Projected 7 year Trend Report

	Prior Years				Current Year	Future Years	
	Actual 6/30/2013	Actual 6/30/2014	Actual 6/30/2015	Actual 6/30/2016	Proposed Revised Budget 6/30/2017	Forecast 6/30/2018	Forecast 6/30/2019
Land, buildings and equipment, net	\$3,155,727	\$2,992,657	\$3,125,695	\$3,198,156	\$3,237,076	\$3,028,475	\$2,819,874
Inventory	\$1,628,776	\$1,670,193	\$933,838	\$1,127,308	\$1,127,308	\$1,127,308	\$1,127,308
Total Net Assets	\$6,154,664	\$6,566,870	\$6,309,396	\$6,261,636	\$6,240,323	\$6,029,211	\$5,751,802
TOTAL LIABILITIES & NET ASSETS	\$6,352,192	\$6,777,975	\$6,583,290	\$6,510,798	\$6,489,485	\$6,278,373	\$6,000,964

Marion-Polk Food Share Statement of Activities

7 year trend - FY View

		Historical				Proposed Revised Budget Year ended 6/30/2017	Future	
		Actual Year ended 6/30/2013	Actual Year ended 6/30/2014	Actual Year ended 6/30/2015	Actual Year ended 6/30/2016		Forecast Year ended 6/30/2018	Forecast Year ended 6/30/2019
Operating								
Operating Revenue								
Donations								
4010-**-1	Individual and Family	\$2,127,124	\$1,774,789	\$214	\$0	\$0	\$0	\$0
4011-**-1	Individual & Family (TR)	\$0	\$6,181	\$0	\$0	\$0	\$0	\$0
4020-**-1	Corporate & Small Business	\$12,900	\$247,537	\$0	\$0	\$0	\$0	\$0
4021-45-1	Corporate/Business (TR)	\$0	\$1,100	\$0	\$0	\$0	\$0	\$0
4070-15-1	Legacies and Bequests	\$0	\$0	\$52,246	\$15,855	\$4,013	\$0	\$0
4090-**-1	Donations	\$0	\$15	\$2,333,630	\$2,243,488	\$2,616,706	\$2,474,062	\$2,491,161
4091-**-1	Temp Restricted Donations (TR)	\$37,550	\$57,582	\$504,860	\$242,944	\$238,405	\$274,896	\$276,796
4230-**-1	Foundations	\$11,050	\$208,600	\$0	\$0	\$0	\$0	\$0
4231-**-1	Foundations (TR)	\$54,750	\$106,338	\$0	\$0	\$0	\$0	\$0
4250-**-1	Nonprofit Organizations	\$37,772	\$27,655	\$0	\$0	\$0	\$0	\$0
4310-15-1	Partner Agency Gifts	\$100	\$82,683	\$0	\$0	\$0	\$0	\$0
4520-**-1	Federal Grants	\$57,996	\$88,683	\$41,745	\$102,042	\$150,733	\$111,000	\$111,000
4521-**-1	Federal Grants (TR)	\$0	\$0	\$64,707	\$0	\$0	\$0	\$0
4530-**-1	State Grants	\$39,938	\$56,522	\$52,716	\$52,812	\$103,204	\$69,296	\$51,608
4540-**-1	Local Government Grants	\$175,968	\$161,156	\$169,209	\$109,398	\$142,000	\$142,000	\$142,000
5830-**-1	Special Events-Ticket Sales	\$35,241	\$37,825	\$0	\$1,500	\$4,340	\$151,709	\$151,709
5840-15-1	Special Events-Sponsorship	\$56,984	\$25,605	\$0	\$0	\$15,000	\$30,000	\$30,000
5850-40-1	Raffle Revenue	\$0	\$0	\$0	\$1,500	\$0	\$0	\$0
Total Donations		<u>\$2,647,373</u>	<u>\$2,882,270</u>	<u>\$3,219,327</u>	<u>\$2,769,539</u>	<u>\$3,274,402</u>	<u>\$3,252,963</u>	<u>\$3,254,274</u>
Program Service Revenue								
MOW Home Delivered Meal Revenue								
5110-**-1	Medicaid Meal Revenue	\$0	\$0	\$76,202	\$208,430	\$224,705	\$217,512	\$217,512
5120-**-1	OPI Meal Revenue	\$0	\$0	\$30,093	\$58,013	\$49,911	\$50,000	\$50,000
5130-**-1	Private Pay Meal Revenue	\$0	\$0	\$68,183	\$125,042	\$130,263	\$130,953	\$130,953
5140-**-1	New Client Set up	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5115-60-1	Older Americans Act Passthrough	\$0	\$0	\$0	\$42,295	\$50,000	\$50,000	\$50,000

Marion-Polk Food Share Statement of Activities

7 year trend - FY View

		Historical				Proposed Revised Budget Year ended 6/30/2017	Future	
		Actual Year ended 6/30/2013	Actual Year ended 6/30/2014	Actual Year ended 6/30/2015	Actual Year ended 6/30/2016		Forecast Year ended 6/30/2018	Forecast Year ended 6/30/2019
Total MOW Home Delivered Meal Revenue		\$0	\$0	\$174,478	\$433,779	\$454,879	\$448,465	\$448,465
Contract Revenue (Grand Ronde)								
5510-40-1	Contract Revenue - Grand Ronde	\$0	\$0	\$41,490	\$91,550	\$111,976	\$111,976	\$111,976
		\$0	\$0	\$41,490	\$91,550	\$111,976	\$111,976	\$111,976
Food Service Revenue								
5430-**-1	Restaurant sales	\$0	\$0	\$30,468	\$69,904	\$61,994	\$59,390	\$59,390
5440-**-1	Cafe Sales	\$0	\$0	\$14,903	\$25,794	\$25,378	\$26,904	\$26,904
5450-**-1	Catering Revenue	\$3,087	\$2,290	\$14,872	\$15,260	\$17,130	\$19,600	\$19,600
Total Food Service Revenue		\$3,087	\$2,290	\$60,243	\$110,958	\$104,502	\$105,894	\$105,894
Vocational Training Contract Revenue								
5030-**-1	Vocational Training Contracts	\$61,477	\$50,652	\$57,458	\$61,452	\$115,076	\$108,939	\$114,241
Total Vocational Training Contract Revenue		\$61,477	\$50,652	\$57,458	\$61,452	\$115,076	\$108,939	\$114,241
Farm Revenue								
5460-**-1	Farm Revenue	\$0	\$106,918	\$25,019	\$2,612	\$27,840	\$28,390	\$29,390
5470-**-1	CSA Sales	\$0	\$3,000	\$3,500	\$6,261	\$0	\$6,000	\$6,000
Total Farm Revenue		\$0	\$109,918	\$28,519	\$8,873	\$27,840	\$34,390	\$35,390
Food Product Sales & Share								
5480-50-1	Food Product Sales	\$0	\$4,300	\$30,365	\$15,064	\$0	\$0	\$0
5485-20-1	Shared Maintenance Revenue	\$0	\$0	\$0	\$0	\$13,500	\$0	\$0
Total Food Product Sales & Share		\$0	\$4,300	\$30,365	\$15,064	\$13,500	\$0	\$0
SNAP Outreach								
5041-**-1	SNAP Outreach Reimb.	\$0	\$0	\$0	\$24,201	\$50,644	\$63,834	\$63,834
Total SNAP Outreach		\$0	\$0	\$0	\$24,201	\$50,644	\$63,834	\$63,834
Miscellaneous Revenue								
5490-**-1	Miscellaneous Revenue	\$54,688	\$15,424	\$22,718	\$23,189	\$14,502	\$15,435	\$15,435

Marion-Polk Food Share Statement of Activities

7 year trend - FY View

		Historical				Proposed Revised Budget	Future	
		Actual Year ended 6/30/2013	Actual Year ended 6/30/2014	Actual Year ended 6/30/2015	Actual Year ended 6/30/2016	Year ended 6/30/2017	Forecast Year ended 6/30/2018	Forecast Year ended 6/30/2019
6850-60-1	Mergers and Acquisitions	\$0	\$0	\$115,431	\$0	\$0	\$0	\$0
5410-**-1	Class Fees	\$5,967	\$4,458	\$325	\$60	\$400	\$0	\$0
Total Miscellaneous Revenue		<u>\$60,655</u>	<u>\$19,882</u>	<u>\$138,474</u>	<u>\$23,249</u>	<u>\$14,902</u>	<u>\$15,435</u>	<u>\$15,435</u>
Total Program Service Revenue		<u>\$125,219</u>	<u>\$187,042</u>	<u>\$531,025</u>	<u>\$769,125</u>	<u>\$893,318</u>	<u>\$888,932</u>	<u>\$895,234</u>
Interest and investments								
5310-10-1	Interest-Svgs Short Term	\$3,000	\$4,335	\$4,448	\$4,534	\$4,201	\$3,476	\$3,976
6810-**-1	Unrealized Gain(Loss)-Invest	\$50,933	\$88,137	(\$1,410)	(\$39,660)	\$33,936	\$13,446	\$21,932
6820-10-1	Realized Gain/(Loss) on investmen	\$16,611	\$26,817	(\$691)	\$4,289	\$10,046	\$9,075	\$11,841
6830-**-1	Interest/dividends - investment	\$7,541	\$9,018	\$7,716	\$11,672	\$8,127	\$7,370	\$8,627
Total Interest and investments		<u>\$78,085</u>	<u>\$128,307</u>	<u>\$10,063</u>	<u>(\$19,165)</u>	<u>\$56,310</u>	<u>\$33,366</u>	<u>\$46,376</u>
Total Operating Revenue		<u>\$2,850,677</u>	<u>\$3,197,620</u>	<u>\$3,760,415</u>	<u>\$3,519,499</u>	<u>\$4,224,030</u>	<u>\$4,175,262</u>	<u>\$4,195,884</u>
Operating Expenses								
Emergency Food Purchase (for distribution)								
7105-**-1	Food - Emergency Distribution	\$248,168	\$227,643	\$299,093	\$205,435	\$212,284	\$181,596	\$181,596
7155-**-1	Shared Maintenance-OFB	\$23,480	\$39,060	\$28,874	\$20,819	\$22,723	\$26,400	\$26,400
Total Food Purchase		<u>\$271,648</u>	<u>\$266,703</u>	<u>\$327,967</u>	<u>\$226,254</u>	<u>\$235,007</u>	<u>\$207,996</u>	<u>\$207,996</u>
Production Food Purchases								
7120-**-1	Catering Food Purchases	\$0	\$0	\$1,450	\$2,062	\$4,353	\$4,733	\$4,733
7125-**-1	Production Food Purchases	\$21,672	\$6,280	\$91,820	\$167,625	\$174,879	\$185,088	\$185,196
7105-50-1	Food Purchase-Cooking Classes	\$237	\$254	\$0	\$0	\$0	\$0	\$0
Total Production Food Purchases		<u>\$21,909</u>	<u>\$6,534</u>	<u>\$93,270</u>	<u>\$169,687</u>	<u>\$179,232</u>	<u>\$189,821</u>	<u>\$189,929</u>
Salaries & Related Expenses								
Salaries & Wages		\$1,193,834	\$1,179,684	\$1,456,046	\$1,775,255	\$1,919,413	\$1,984,366	\$2,027,740
Salary Adjustment		\$0	\$0	\$11,343	\$0	\$45,030	\$50,000	\$50,000
Employee Benefits - SEP		\$51,263	\$41,540	\$41,837	\$44,153	\$64,083	\$65,161	\$98,778

Marion-Polk Food Share Statement of Activities

7 year trend - FY View

	Historical				Proposed Revised Budget Year ended 6/30/2017	Future	
	Actual Year ended 6/30/2013	Actual Year ended 6/30/2014	Actual Year ended 6/30/2015	Actual Year ended 6/30/2016		Forecast Year ended 6/30/2018	Forecast Year ended 6/30/2019
Employee Benefits - Health	\$310,856	\$257,692	\$262,549	\$302,387	\$347,054	\$358,227	\$358,227
Employee Benefits - Life Ins	\$9,021	\$7,281	\$16,403	\$13,191	\$8,639	\$9,312	\$9,372
Wellness Benefits	\$0	\$0	\$1,148	\$1,200	\$1,074	\$750	\$750
WC/SUI expense	\$31,780	\$29,239	\$49,199	\$41,725	\$40,949	\$50,223	\$50,755
FICA	\$88,342	\$87,898	\$109,441	\$133,833	\$146,392	\$152,098	\$155,426
Vacation Accrual	(\$18,486)	\$1,840	\$15,285	\$8,499	\$0	\$0	\$0
Payroll Vacancies	\$0	\$0	\$0	\$0	(\$39,074)	(\$53,351)	(\$55,182)
Total Salaries & Related Expenses	\$1,666,609	\$1,605,175	\$1,963,250	\$2,320,242	\$2,533,561	\$2,616,787	\$2,695,866
Contracts & Professional Fees							
7521-**-1 Audit Fees	\$28,500	\$29,500	\$29,500	\$30,725	\$31,000	\$32,500	\$35,000
7530-**-1 Legal Fees	\$930	\$1,928	\$0	\$71	\$3,750	\$5,000	\$5,000
7535-35-1 Farm Contracts	\$0	\$48,112	\$26,006	\$25,109	\$0	\$0	\$0
7540-**-1 Professional Fees - Other	\$124,865	\$75,223	\$78,195	\$105,349	\$79,256	\$53,065	\$53,065
7541-**-1 Professional Fees-Emp Testing	\$1,342	\$2,004	\$1,501	\$1,447	\$1,999	\$1,689	\$1,689
7544-10-1 Investment Management Fees	\$6,287	\$6,648	\$7,300	\$7,076	\$7,334	\$7,274	\$7,274
7550-30-1 Temporary Help-Contract	\$0	\$0	\$0	\$410	\$0	\$0	\$0
Total Contracts & Professional Fees	\$161,923	\$163,415	\$142,502	\$170,187	\$123,339	\$99,528	\$102,028
Supplies, Printing, Postage							
8110-**-1 Office Supplies	\$168,129	\$19,552	\$25,437	\$21,990	\$21,250	\$21,029	\$21,974
8111-**-1 Postage and Shipping	\$37,135	\$31,819	\$46,869	\$30,973	\$55,074	\$72,951	\$72,951
8112-**-1 Small Equipment Purchases	\$15,288	\$35,876	\$28,664	\$33,103	\$20,225	\$19,634	\$19,785
8113-**-1 Printing	\$65,470	\$67,913	\$108,851	\$133,334	\$160,322	\$189,033	\$189,033
8120-15-1 Cost of goods sold	\$913	\$250	\$0	\$0	\$0	\$0	\$0
8180-**-1 Books and subscriptions	\$1,214	\$1,530	\$2,628	\$1,152	\$1,336	\$1,415	\$1,415
Total Supplies, Printing, Postage	\$288,149	\$156,940	\$212,448	\$220,551	\$258,206	\$304,062	\$305,158
Program Supplies							
8160-**-1 Program Supplies	\$36,371	\$99,257	\$95,226	\$123,313	\$122,837	\$98,343	\$99,999

Marion-Polk Food Share Statement of Activities

7 year trend - FY View

	Historical				Proposed Revised Budget Year ended 6/30/2017	Future	
	Actual Year ended 6/30/2013	Actual Year ended 6/30/2014	Actual Year ended 6/30/2015	Actual Year ended 6/30/2016		Forecast Year ended 6/30/2018	Forecast Year ended 6/30/2019
Total Program Supplies	\$36,371	\$99,257	\$95,226	\$123,313	\$122,837	\$98,343	\$94,999
Network Development							
8150-**-1 Network Development	\$27,758	\$22,934	\$11,333	\$4,849	\$4,974	\$6,000	\$6,000
Total Network Development	\$27,758	\$22,934	\$11,333	\$4,849	\$4,974	\$6,000	\$6,000
Occupancy Expenses							
8210-**-1 Off-site food storage	\$21,862	\$36,449	\$22,174	\$42,350	\$39,148	\$35,000	\$35,000
8211-**-1 Building Repair and Maintenance	\$37,628	\$20,756	\$17,290	\$28,017	\$29,309	\$27,010	\$27,010
8212-**-1 Pest Control	\$3,131	\$3,689	\$4,431	\$2,780	\$3,471	\$3,602	\$3,711
8213-**-1 Janitorial	\$12,395	\$7,280	\$11,791	\$12,250	\$11,865	\$13,276	\$13,677
8214-**-1 Other occupancy	\$24,659	\$1,099	\$14,013	\$21,822	\$19,633	\$21,183	\$21,183
8221-**-1 Electric	\$32,116	\$34,873	\$37,060	\$37,814	\$36,607	\$40,149	\$41,353
8222-**-1 Natural Gas	\$5,965	\$6,804	\$5,970	\$5,356	\$6,625	\$6,518	\$6,714
8223-**-1 Water and Sewer	\$5,121	\$4,287	\$4,873	\$6,052	\$6,287	\$6,485	\$6,682
8224-**-1 Garbage	\$3,073	\$3,240	\$2,150	\$3,428	\$4,270	\$3,530	\$3,638
8225-**-1 Telephone and Internet	\$17,498	\$18,535	\$21,522	\$33,141	\$33,996	\$33,678	\$33,678
8226-**-1 Security Monitoring	\$1,772	\$3,357	\$1,435	\$2,125	\$1,867	\$1,499	\$1,544
Total Occupancy Expenses	\$165,220	\$140,368	\$142,708	\$195,133	\$193,079	\$191,932	\$194,191
Equipment and Vehicle Expenses							
8260-**-1 Equipment Rental and Maintenance	\$16,275	\$26,770	\$30,481	\$31,148	\$38,109	\$35,866	\$35,866
8261-**-1 Vehicle Fuel	\$35,296	\$32,920	\$31,190	\$25,584	\$32,312	\$35,912	\$37,676
8262-**-1 Vehicle Repairs and Maintenance	\$31,357	\$26,649	\$17,499	\$38,200	\$29,371	\$25,467	\$26,487
8263-**-1 Vehicle Licenses and Taxes	\$485	\$854	\$788	\$1,352	\$549	\$1,188	\$1,188
8264-20-1 Vehicle Insurance	\$8,909	\$9,282	\$11,377	\$14,864	\$19,927	\$20,845	\$21,470
Total Equipment and Vehicle Expenses	\$92,322	\$96,475	\$91,334	\$111,147	\$120,269	\$119,278	\$122,686
Meetings & Professional Development							
7253-**-1 Professional Development	\$3,273	\$7,367	\$8,125	\$10,508	\$12,038	\$7,806	\$6,836

Marion-Polk Food Share Statement of Activities

7 year trend - FY View

		Historical				Proposed Revised Budget Year ended 6/30/2017	Future	
		Actual Year ended 6/30/2013	Actual Year ended 6/30/2014	Actual Year ended 6/30/2015	Actual Year ended 6/30/2016		Forecast Year ended 6/30/2018	Forecast Year ended 6/30/2019
7254-**-1	Tuition Reimbursment	\$904	\$20	\$99	\$0	\$0	\$0	\$0
8310-**-1	Travel	\$10,108	\$8,498	\$14,398	\$21,486	\$15,779	\$17,234	\$17,234
8320-**-1	Conferences, Conventions, Meeting	\$15,600	\$6,826	\$35,285	\$17,120	\$19,352	\$20,932	\$20,532
8321-**-1	Meetings-On-Site	\$948	\$815	\$885	\$1,027	\$1,566	\$1,211	\$1,211
Total Meetings & Professional Development		<u>\$30,833</u>	<u>\$23,526</u>	<u>\$58,792</u>	<u>\$50,141</u>	<u>\$48,735</u>	<u>\$47,183</u>	<u>\$45,813</u>
Volunteer & Donor Development								
8542-**-1	Board Development	\$63	\$760	\$773	\$3,692	\$4,122	\$3,500	\$3,500
8543-**-1	Volunteer Development	\$3,368	\$1,136	\$5,446	\$6,271	\$11,896	\$15,037	\$14,941
8544-**-1	Donor Development	\$9,943	\$5,439	\$5,435	\$9,061	\$11,514	\$10,716	\$10,716
8546-40-1	Raffle Expenses	\$0	\$0	\$0	\$750	\$0	\$0	\$0
Total Volunteer & Donor Development		<u>\$13,374</u>	<u>\$7,336</u>	<u>\$11,655</u>	<u>\$19,773</u>	<u>\$27,531</u>	<u>\$29,253</u>	<u>\$29,157</u>
Advertising, Marketing & Event Expenses								
8545-**-1	Event Expenses	\$58,584	\$20,639	\$37,108	\$26,551	\$50,052	\$47,078	\$51,775
8550-15-1	List Rental	\$0	\$0	\$675	\$4,383	\$0	\$4,000	\$10,675
8564-**-1	Webpage Expenses	\$12,614	\$3,554	\$371	\$23,220	\$20,788	\$660	\$660
8570-**-1	Advertising Expenses	\$38,775	\$17,964	\$19,555	\$17,310	\$27,631	\$29,190	\$29,190
Total Advertising, Marketing & Event Expenses		<u>\$109,973</u>	<u>\$42,157</u>	<u>\$57,709</u>	<u>\$71,464</u>	<u>\$98,471</u>	<u>\$80,927</u>	<u>\$92,299</u>
Computer Expenses								
8561-**-1	Computer Supplies	\$8,735	\$7,599	\$19,319	\$20,016	\$15,531	\$15,361	\$15,361
8562-**-1	Computer Software	\$3,610	\$7,418	\$12,349	\$26,657	\$35,106	\$28,121	\$28,121
8563-**-1	Computer Maintenance	\$40,901	\$39,321	\$37,276	\$29,534	\$37,503	\$38,817	\$38,817
Total Computer Expenses		<u>\$53,246</u>	<u>\$54,338</u>	<u>\$68,944</u>	<u>\$76,207</u>	<u>\$88,140</u>	<u>\$82,298</u>	<u>\$82,298</u>
Membership Dues								
8530-**-1	Membership Dues	\$5,130	\$3,513	\$2,630	\$4,657	\$5,241	\$4,471	\$4,471
Total Membership Dues		<u>\$5,130</u>	<u>\$3,513</u>	<u>\$2,630</u>	<u>\$4,657</u>	<u>\$5,241</u>	<u>\$4,471</u>	<u>\$4,471</u>

Marion-Polk Food Share Statement of Activities

7 year trend - FY View

		Historical				Proposed Revised Budget Year ended 6/30/2017	Future	
		Actual Year ended 6/30/2013	Actual Year ended 6/30/2014	Actual Year ended 6/30/2015	Actual Year ended 6/30/2016		Forecast Year ended 6/30/2018	Forecast Year ended 6/30/2019
Bank Fees								
8511-**-1	Bank Fees and Finance Charges	\$22,901	\$22,887	\$27,242	\$32,085	\$37,509	\$36,963	\$36,963
Total Bank Fees		\$22,901	\$22,887	\$27,242	\$32,085	\$37,509	\$36,963	\$36,963
Liability Insurance Expense								
8520-**-1	Insurance-Non-Employee Related	\$19,771	\$27,785	\$25,523	\$32,296	\$29,592	\$30,413	\$31,307
Total Liability Insurance Expense		\$19,771	\$27,785	\$25,523	\$32,296	\$29,592	\$30,413	\$31,307
Other Expenses								
8590-**-1	Other Expenses	\$315	\$25	\$1,180	\$202	\$670	\$1,030	\$1,030
8651-**-1	Licenses and Fees	\$1,009	\$895	\$1,920	\$2,301	\$1,303	\$1,775	\$1,775
8660-**-1	Fines, Penalties, Judgements	\$352	\$193	\$603	\$50	\$249	\$284	\$284
8670-**-1	Bad Debt - Write Off's	\$0	\$0	\$7,619	\$29,827	\$25,000	\$25,000	\$25,000
9920-00-1	Adjustment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Other Expenses		\$1,676	\$1,112	\$11,322	\$32,379	\$27,222	\$28,089	\$28,089
Total Operating Expenses		\$2,988,814	\$2,740,453	\$3,343,855	\$3,860,367	\$4,132,943	\$4,173,345	\$4,269,253
Net surplus/(deficit) - Operating		(\$138,137)	\$457,167	\$416,560	(\$340,868)	\$91,087	\$1,917	(\$73,368)

Marion-Polk Food Share Statement of Activities

7 year trend - FY View

		Historical				Proposed Revised Budget Year ended 6/30/2017	Future	
		Actual Year ended 6/30/2013	Actual Year ended 6/30/2014	Actual Year ended 6/30/2015	Actual Year ended 6/30/2016		Forecast Year ended 6/30/2018	Forecast Year ended 6/30/2019
Capital								
Capital Revenue								
4351-**-1	Capital Donations/Grants (TR)	\$267,058	\$90,000	\$258,803	\$194,740	\$129,648	\$0	\$0
4590-**-1	Capital/Carryover Grants	\$21,292	\$0	\$0	\$0	\$0	\$0	\$0
Total Capital Revenue		<u>\$288,350</u>	<u>\$90,000</u>	<u>\$258,803</u>	<u>\$194,740</u>	<u>\$129,648</u>	<u>\$0</u>	<u>\$0</u>
Less: depreciation								
8270-**-1	Depreciation and Amortization	\$204,786	\$219,497	\$208,601	\$219,522	\$215,109	\$208,601	\$208,601
Total Less: depreciation		<u>\$204,786</u>	<u>\$219,497</u>	<u>\$208,601</u>	<u>\$219,522</u>	<u>\$215,109</u>	<u>\$208,601</u>	<u>\$208,601</u>
Net Surplus/(Deficit) - Capital		<u>\$83,564</u>	<u>(\$129,497)</u>	<u>\$50,202</u>	<u>(\$24,781)</u>	<u>(\$85,461)</u>	<u>(\$208,601)</u>	<u>(\$208,601)</u>
Endowment								
Endowment Revenue								
4092-15-1	Perm Restricted Donations (PR)	\$6,940	\$2,776	\$2,119	\$101,585	\$1,850	\$2,400	\$2,400
Total Endowment Revenue		<u>\$6,940</u>	<u>\$2,776</u>	<u>\$2,119</u>	<u>\$101,585</u>	<u>\$1,850</u>	<u>\$2,400</u>	<u>\$2,400</u>
Net Surplus/(Deficit) - Endowment		<u>\$6,940</u>	<u>\$2,776</u>	<u>\$2,119</u>	<u>\$101,585</u>	<u>\$1,850</u>	<u>\$2,400</u>	<u>\$2,400</u>
In-kind								
Contributions								
4140-**-1	Gifts In Kind	\$118,857	\$118,350	\$98,544	\$54,246	\$15,683	\$0	\$0
Total Contributions		<u>\$118,857</u>	<u>\$118,350</u>	<u>\$98,544</u>	<u>\$54,246</u>	<u>\$15,683</u>	<u>\$0</u>	<u>\$0</u>
Less: In-kind expense								
8140-**-1	Gift-in-kind expenses	\$4,955	\$78,007	\$88,544	\$47,596	\$15,683	\$0	\$0
Total In-kind expense		<u>\$4,955</u>	<u>\$78,007</u>	<u>\$88,544</u>	<u>\$47,596</u>	<u>\$15,683</u>	<u>\$0</u>	<u>\$0</u>
Net surplus/(deficit) - In-Kind		<u>\$113,902</u>	<u>\$40,343</u>	<u>\$10,000</u>	<u>\$6,650</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
BEGINNING NET ASSETS		\$0	\$0	\$0	\$0	\$0	\$0	\$0
NET SURPLUS/(DEFICIT)		\$66,268	\$370,788	\$478,881	(\$257,415)	\$7,476	(\$204,284)	(\$279,569)
ENDING NET ASSETS		<u>\$66,268</u>	<u>\$370,788</u>	<u>\$478,881</u>	<u>(\$257,415)</u>	<u>\$7,476</u>	<u>(\$204,284)</u>	<u>(\$279,569)</u>



MEMO

Date: January 17, 2017

To: Marion-Polk Food Share Board of Directors

From: Holly Larson

Re: December 2016 Financials

December continued to show strong financial performance. When compared to last year, total net assets have increased by less than \$1,000. Net investment in capital improvements and additions was just over \$74,000. The organization is healthy, and performing better than expectations. Net operating surplus is \$173,000 more than budgeted.

Some highlights to note:

Please refer to the *Statement of Activities - Actual to Budget Variance (Report 3):*

Operating revenue is \$163,000 over budget.

- Donation revenue is \$107,000 more than budget, or about 6%.
- Program revenue was nearly \$42,000 more than budget. Home delivered meals revenue and food service revenue were above budget. In addition, revenue from food product sales, which is Shared Maintenance food sold out of state, occurred in December, but was not budgeted.
- Interest and investments are nearly \$14,000 more than budget. This is due to OCF investments performing higher than anticipated in the first quarter of FY2017.

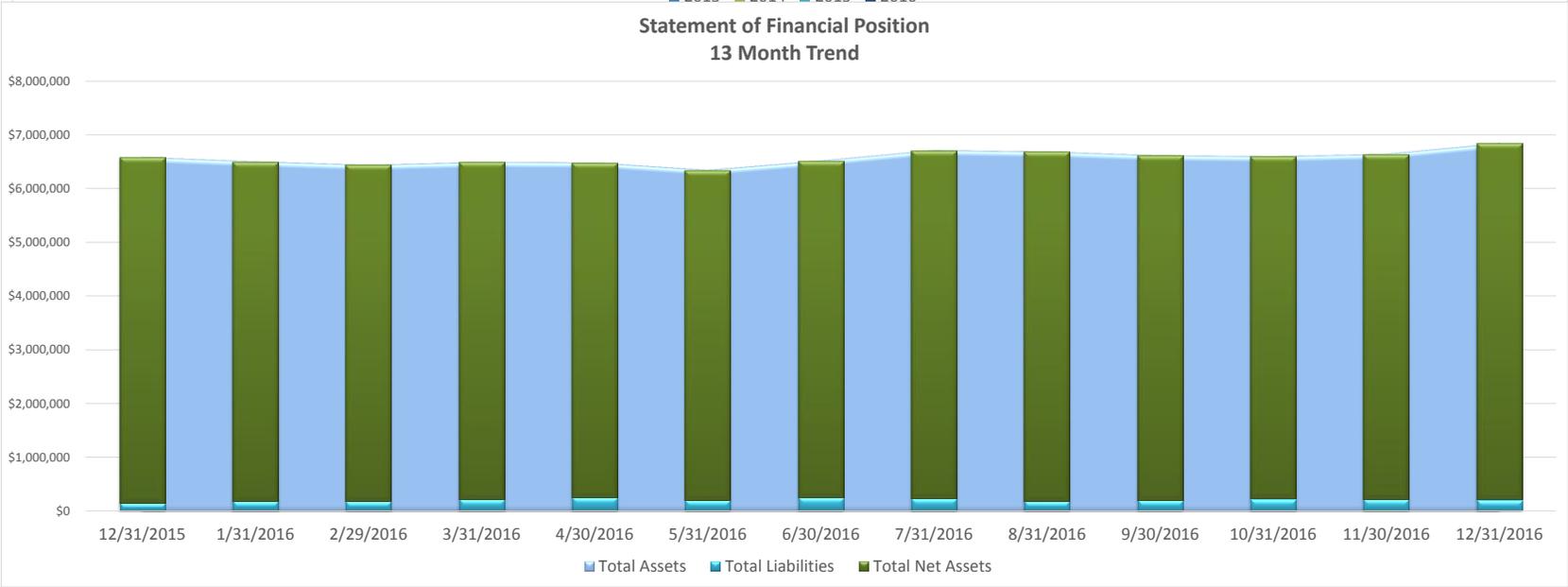
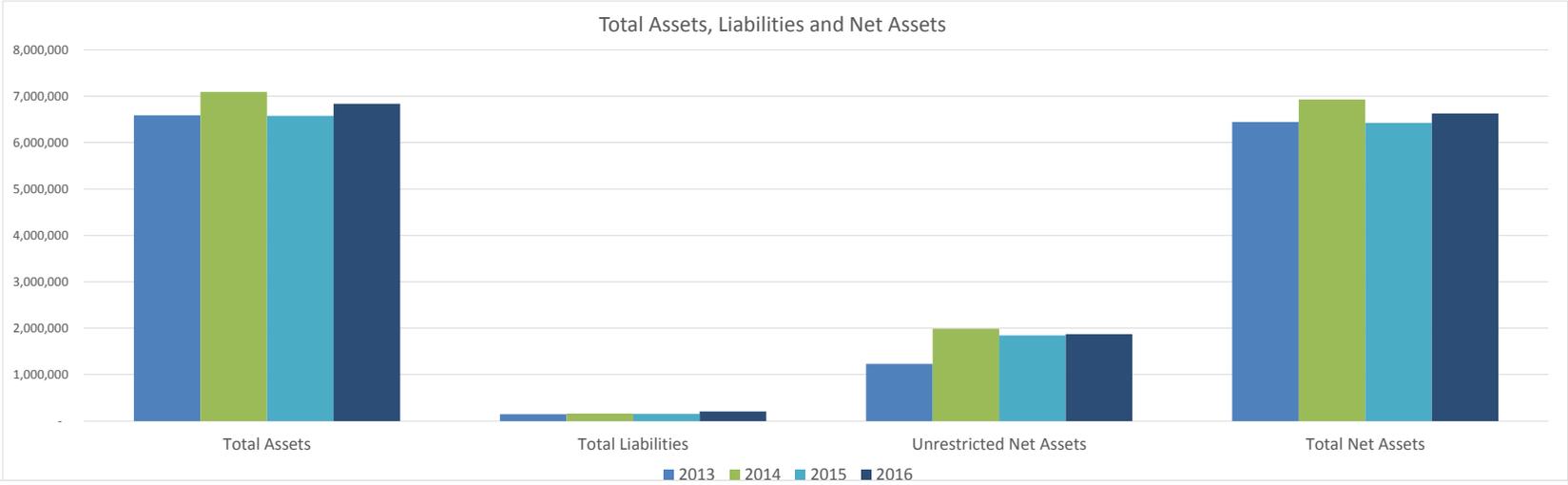
Operating expense is nearly \$10,000 less than budget.

- Contracts and professional fees are below budget due to the timing of the projects compared to when budgeted. This is due to the cost related to the strategic planning process.
- Program supplies are over budget due to the purchase of supplies for Meals on Wheels and food repackaging. These are large purchases that are usually made annually. They fell at an earlier time of the year than was budgeted.
- Equipment and vehicle expenses are over budget due to costly equipment and vehicle repairs necessary in the first quarter.
- Computer expenses are below budget due to replacing less technology equipment than budgeted during the first quarter.

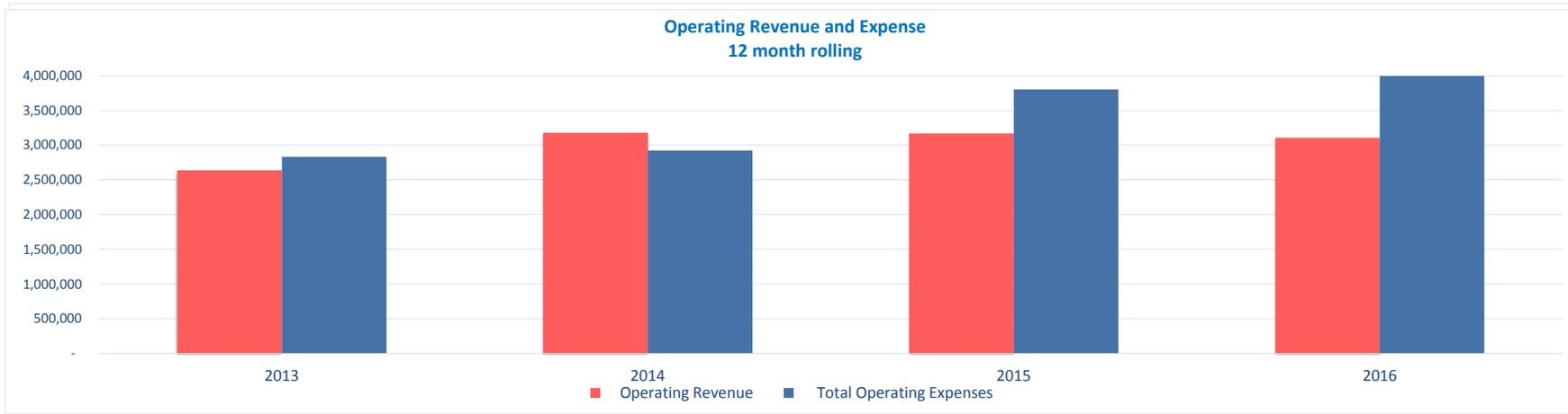
Other items to discuss:

- 990 update

Marion-Polk Food Share, Inc.
December 2016



Marion-Polk Food Share, Inc.
December 2016



Marion-Polk Food Share

Statement of Financial Position - Year over Year Review

For the month ended December 31, 2016

	Prior Year	Current Year	Notes
	Actual	Actual	
	12/31/2015	12/31/2016	
ASSETS			
Cash, cash equivalents, & investments			
Liquid cash, cash equivalents, and other assets	1,278,274	1,062,578	cash decreased due to capital investment and utilization of temporarily restricted funds
Non-liquid investments	1,304,984	1,313,348	
Cash, investments & other assets	2,583,258	2,375,925	
Land, buildings and equipment, net	3,060,511	3,135,258	added delivery truck, cooler, youth farm, warehouse dock; net of depreciation
Inventory	933,838	1,127,308	
TOTAL ASSETS	6,577,607	6,638,491	
LIABILITIES & NET ASSETS			
Liabilities	153,131	213,331	
Net Assets			
Unrestricted			
Undesignated - available for general activities	840,219	669,882	
Designated - Intended for Investment	-	-	
Designated by Mgmt - Capital Fund	369,279	369,279	
Designated by the governing board	632,894	606,317	balance reflects OCF Board designated asset account
Total Unrestricted	1,842,392	1,645,478	
Temporarily Restricted	366,835	281,182	
Permanently Restricted	234,400	235,935	
Land, buildings and equipment, net	3,047,011	3,135,258	added delivery truck, cooler, youth farm, warehouse dock; net of depreciation
Inventory	933,838	1,127,308	
Total Net Assets	6,424,476	6,425,160	
TOTAL LIABILITIES & NET ASSETS	6,577,607	6,638,491	

* Inventory value is updated at the end of the fiscal year. Donated inventory is valued at \$1.25 per pound.

* Unrestricted net assets - Designated by the governing board includes the Board Designated Endowment; current balance is \$606,317

Marion-Polk Food Share
Statement of Cash Flows

For the three months ended December 31, 2016

CASH FLOWS FROM OPERATING ACTIVITIES

NET SURPLUS/(DEFICIT) FOR PERIOD	\$202,678
ADJUSTMENTS TO RECONCILE NET INCOME TO NET CASH	(\$155,519)
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	<u>\$47,159</u>

CASH FLOWS FROM INVESTING ACTIVITIES

ASSET ADDITIONS	(\$295,630)
ACCUMULATED DEPRECIATION	\$221,496
NET CASH PROVIDED (USED) BY INVESTING ACTIVITIES	<u>(\$74,133)</u>

CASH FLOWS FROM FINANCING ACTIVITIES

NET CASH PROVIDED (USED) BY FINANCING ACTIVITIES	<u>(\$4,142)</u>
---	-------------------------

NET INCREASE/(DECREASE) IN CASH	(\$31,117)
CASH AND CASH EQUIVALENTS AS OF 1/1/2016	<u>\$947,364</u>
CASH AND CASH EQUIVALENTS AS OF 12/31/2016	<u>\$916,247</u>

Marion-Polk Food Share
Statement of Activities - Consolidated Organization
 Actual to Budget Variance Report

	Budget (Approved		\$ Variance	% Variance	Notes
	Actual 7/1 - 12/31/2016	September 2016) 7/1 - 12/31/2016			
Operating					
Operating Revenue					
Donations	\$1,948,525	\$1,841,288	\$107,237	6%	
Program Service Revenue					
MOW Home Delivered Meal Revenue	\$230,722	\$210,653	\$20,069	10%	More meals delivered than budgeted
Contract Revenue (Grand Ronde)	\$55,988	\$55,988	\$0	0%	
Food Service Revenue	\$54,877	\$45,948	\$8,929	19%	MOW dining room sales higher than budgeted
Vocational Training Contract Revenue	\$71,031	\$65,619	\$5,413	8%	
Farm Revenue	\$26,550	\$27,190	(\$640)	-2%	
Food Product Sales	\$13,500	\$0	\$13,500	100%	Shared maintenance revenue from food sold out of state
SNAP Outreach	\$9,760	\$17,825	(\$8,064)	-45%	Budget spread issue - two quarter reimbursement budgeted, only one quarter submitted. Will correct next budget update.
Miscellaneous Revenue	\$12,123	\$9,400	\$2,723	29%	increase is due to SAIF dividend reimbursement from FY 16
Total Program Service Revenue	\$474,551	\$432,622	\$41,930	10%	
Interest and investments	\$38,420	\$24,499	\$13,921	57%	July - September quarterly investment results were higher than projected
Total Operating Revenue	\$2,461,496	\$2,298,409	\$163,087	7%	
Operating Expenses					
Emergency Food Purchase (for distribution)	\$91,844	\$100,522	\$8,678	9%	
Production Food Purchases	\$84,530	\$92,050	\$7,520	8%	
Salaries & Related Expenses	\$1,245,393	\$1,250,561	\$5,168	0%	
Contracts & Professional Fees	\$75,622	\$86,783	\$11,161	13%	timing of project costs related to the strategic planning process and the annual financial audit
Supplies, Printing, Postage	\$132,138	\$125,386	(\$6,752)	-5%	
Program Supplies	\$83,344	\$41,823	(\$41,521)	-99%	increase in VAC and MOW supplies - some costs will be reimbursed by SNAP Outreach funds and are reflected in SNAP Outreach revenue. Revenue will be reconciled in January to ensure all reimbursed costs have been appropriately accrued.
Network Development	\$474	\$3,000	\$2,526	84%	

Marion-Polk Food Share
Statement of Activities - Consolidated Organization
 Actual to Budget Variance Report

	Actual	Budget (Approved September 2016)	\$	%	
	7/1 - 12/31/2016	7/1 - 12/31/2016	Variance	Variance	Notes
Occupancy Expenses	\$91,562	\$97,886	\$6,324	6%	
Equipment and Vehicle Expenses	\$61,828	\$54,366	(\$7,462)	-14%	Budget spread evenly. Increased vehicle and equipment repairs necessary in the first quarter.
Meetings & Professional Development	\$19,907	\$22,919	\$3,012	13%	
Volunteer & Donor Development	\$8,099	\$15,171	\$7,072	47%	
Advertising, Marketing & Event Expenses	\$80,418	\$81,575	\$1,157	1%	
Computer Expenses	\$26,560	\$45,897	\$19,337	42%	timing of technology equipment replacements slower than budgeted. Will likely be needed this year.
Membership Dues	\$1,678	\$1,978	\$301	15%	
Bank Fees	\$24,326	\$20,259	(\$4,067)	-20%	
Liability Insurance Expense	\$14,855	\$14,472	(\$383)	-3%	
Other Expenses	\$3,772	\$1,487	(\$2,285)	-154%	
Total Operating Expenses	\$2,046,349	\$2,056,135	\$9,786	0%	
Net surplus/(deficit) - Operating	\$415,146	\$242,274	\$172,873	71%	
Capital					
Capital Revenue	\$56,648	\$57,250	(\$602)	-1%	
Less: depreciation	\$109,051	\$107,055	(\$1,995)	-2%	
Net Surplus/(Deficit) - Capital	(\$52,403)	(\$49,805)	(\$2,598)	-5%	
Endowment					
Endowment Revenue	\$1,275	\$1,200	\$75	6%	
Net Surplus/(Deficit) - Endowment	\$1,275	\$1,200	\$75	6%	
In-kind					
Contributions	\$19,598	\$0	\$19,598	0%	
Less: In-kind expense	\$18,098	\$0	(\$18,098)	0%	
Net surplus/(deficit) - In-Kind	\$1,500	\$0	\$1,500	0%	
BEGINNING NET ASSETS	\$0	\$0	\$0	0%	
NET SURPLUS/(DEFICIT)	\$365,518	\$193,668	\$171,850	89%	
ENDING NET ASSETS	\$365,518	\$193,668	\$171,850	89%	

Marion-Polk Food Share
Statement of Activities - Prior Year Comparison

For the month ended December 31, 2016

	<u>Prior Year</u> Actual 7/1/2015- 12/31/2015	<u>Current Year</u> Actual 7/1/2016- 12/31/2016	\$ Variance	% Variance	Notes
Operating					
Operating Revenue					
Donations	\$1,612,559	\$1,948,525	\$335,965	21%	CenturyLink community match donations received in July this year (historically these donations have been received in June). Farm to Table dinner was in July 2016 - Plate Expectations auction event was in June of 2015, causing a timing variance.
Program Service Revenue					
MOW Home Delivered Meal Revenue	\$212,868	\$230,722	\$17,854	8%	program growth
Contract Revenue (Grand Ronde)	\$35,562	\$55,988	\$20,425	57%	contract increased for current term (Jan - Dec 2016)
Food Service Revenue	\$47,135	\$54,877	\$7,741	16%	
Vocational Training Contract Revenue	\$24,351	\$71,031	\$46,680	192%	More program participants are engaged
Farm Revenue	\$8,873	\$26,550	\$17,677	199%	Increase is due to Mill Creek farm revenue
Food Product Sales	\$15,064	\$13,500	(\$1,564)	-10%	no CSA program this year due to Youth Farm move
SNAP Outreach	\$750	\$9,760	\$9,011	1202%	SNAP Outreach and education program new this fiscal year.
Miscellaneous Revenue	\$12,283	\$12,123	(\$159)	-1%	
Total Program Service Revenue	\$356,887	\$474,551	\$117,665	33%	
Interest and investments	(\$28,994)	\$38,420	\$67,413	233%	July - September quarterly investment results were higher than projected.
Total Operating Revenue	\$1,940,452	\$2,461,496	\$521,043	27%	
Operating Expenses					
Emergency Food Purchase (for distribution)	\$101,988	\$91,844	\$10,144	10%	Timing. Funds available and food purchase patterns differ from year to year.
Production Food Purchases	\$81,719	\$84,530	(\$2,811)	-3%	
Salaries & Related Expenses	\$1,133,598	\$1,245,393	(\$111,795)	-10%	\$49k increase in JOBS+ program salaries, new driver and community food systems coordinator this year, salary increases
Contracts & Professional Fees	\$106,946	\$75,622	\$31,324	29%	less consultant expense, salary study costs last year
Supplies, Printing, Postage	\$134,525	\$132,138	\$2,387	2%	
Program Supplies	\$41,685	\$83,344	(\$41,659)	-100%	Timing of large supply purchases vary based on program need. Stretch film, repack machine bags and MOW meal trays were all purchased, which are expected to last for several months. Additional supplies were purchased that will be partially reimbursed through SNAP Outreach.
Network Development	\$3,158	\$474	\$2,684	85%	
Occupancy Expenses	\$94,735	\$91,562	\$3,173	3%	
Equipment and Vehicle Expenses	\$58,914	\$61,828	(\$2,914)	-5%	

Marion-Polk Food Share
Statement of Activities - Prior Year Comparison

For the month ended December 31, 2016

	<u>Prior Year</u> Actual 7/1/2015- 12/31/2015	<u>Current Year</u> Actual 7/1/2016- 12/31/2016	\$ Variance	% Variance	Notes
Meetings & Professional Development	\$28,941	\$19,907	\$9,034	31%	Last year, more staff training took place in the first quarter due to Closing the Hunger Gap conference and other trainings
Volunteer & Donor Development	\$11,548	\$8,099	\$3,449	30%	
Advertising, Marketing & Event Expenses	\$38,069	\$80,418	(\$42,349)	-111%	Website project expense this year \$14,000 higher than last year, also Farm to Table event in July 2016, increasing expense \$32,000 (Plate Expectations was in June historically).
Computer Expenses	\$43,243	\$26,560	\$16,683	39%	
Membership Dues	\$1,885	\$1,678	\$207	11%	no large-scale technology upgrades so far this year - Upgrades will be needed this year.
Bank Fees	\$14,859	\$24,326	(\$9,468)	-64%	
Liability Insurance Expense	\$14,218	\$14,855	(\$637)	-4%	
Other Expenses	\$1,482	\$3,772	(\$2,290)	-154%	
Total Operating Expenses	\$1,911,512	\$2,046,349	(\$134,837)	-7%	
Net surplus/(deficit) - Operating	\$28,940	\$415,146	\$386,206	1334%	
Capital					
Capital Revenue	\$91,711	\$56,648	(\$35,063)	-38%	\$45,000 received for truck replacement, additional funds for warehouse dock project, additional funds for Youth Farm relocation
Less: depreciation	\$107,076	\$109,051	(\$1,975)	-2%	
Net Surplus/(Deficit) - Capital	(\$15,365)	(\$52,403)	(\$37,038)	-241%	
Endowment					
Endowment Revenue	\$101,455	\$1,275	(\$100,180)	-99%	
Net Surplus/(Deficit) - Endowment	\$101,455	\$1,275	(\$100,180)	-99%	
In-kind					
Contributions	\$10,787	\$19,598	\$8,810	82%	
Less: In-kind expense	\$10,737	\$18,098	(\$7,360)	-69%	
Net surplus/(deficit) - In-Kind	\$50	\$1,500	\$1,450	2900%	
NET SURPLUS/(DEFICIT)	\$115,080	\$365,518	\$250,438	218%	

Marion-Polk Food Share

Account Category Description	Definition
Operating	
Operating Revenue	
Donations	Donation revenue from Raisers Edge, federal , state and local grant revenue, foundation grants
Program Service Revenue	
MOW Home Delivered Meal Revenue	Revenue for providing home delivered meals to private pay clients, as well as Medicare, Oregon Project Independence (OPI) and Older American Act (OAA) programs
Contract Revenue (Grand Ronde)	Revenue from Confederated Tribes of Grand Ronde contract
Food Service Revenue	Revenue from operation of MOW café, restaurant, and catering
Vocational Training Contract Revenue	Revenue to reimburse costs associated with JOBS + vocational training program
Farm Revenue	Revenue from crop sales, CSA sales, Saturday market sales, and land lease
Food Product Sales	Sales of Better Burger
SNAP Outreach	Reimbursement of costs related to SNAP outreach efforts
Miscellaneous Revenue	Sales of broken pallets, cardboard, etc. Plot rentals for community gardens. Other miscellaneous usually one-time items
Total Program Service Revenue	
Interest and investments	Revenue related to investment gains/losses and interest earnings
Total Operating Revenue	
Operating Expense	
Operating Expenses	
Emergency Food Purchase (for distribution)	Food purchases for distribution through agency networks or programs
Production Food Purchases	Food purchases for value-added food items (MOW meals and food service, ingredients for Better Burger production)
Salaries & Related Expenses	Salary costs, benefits and taxes
Contracts & Professional Fees	Legal fees, audit fees, consultant and independent contactor fees
Supplies, Printing, Postage	Office supplies, small equipment, postage and shipping, printing, books and subscriptions
Program Supplies	Supplies related to running programs (such as gardens, Youth Farm, MOW, VAC)
Network Development	Costs for equipment or monetary support of agencies in MPFS network
Occupancy Expenses	Building maintenance, utilities, telephones, rent (MOW facility and off-site food storage)
Equipment and Vehicle Expenses	costs to maintain and insure vehicles and equipment
Meetings & Professional Development	Costs for staff professional development and trainings, meetings, conferences, mileage reimbursement and other travel related costs. Also includes meetings/conferences MPFS staff hosts for agency network and other audiences.

Marion-Polk Food Share

Account Category	Description	Definition
	Volunteer & Donor Development	Costs associated with stewarding donors, volunteers and board
	Advertising, Marketing & Event Expenses	Costs to promote MPFS, including website, media advertisement, and events
	Computer Expenses	Costs to maintain technology: software, hardware and network. This includes outsourced IT professional support.
	Membership Dues	Dues for various organizations MPFS is members of (Rotary, Chamber, etc.)
	Bank Fees	Fees for banking services, including credit card merchant fees
	Liability Insurance Expense	Liability and Directors and Officers annual insurance premium fees
	Other Expenses	Miscellaneous expenses, licenses and fees, penalty and late fees, bad debt expense
	Total Operating Expenses	
	Net surplus/(deficit) - Operating	Operating revenue less operating expenses
Capital		
	Capital Revenue	Revenue for capital projects. Expenses for capital projects do not appear on the Statement of Activities. They appear on the Statement of Financial Position as increases to assets. An asset is capitalized if it is over \$5,000 and a life of one year or greater.
	Less: depreciation	Expense for the current period use of assets purchased in the past.
	Net Surplus/(Deficit) - Capital	Capital revenue less depreciation
Endowment		
	Endowment Revenue	Donations restricted to the endowment. The principal cannot be used, but earnings are allowed to be used for general operations, or as otherwise specified by the donor.
	Net Surplus/(Deficit) - Endowment	
In-kind		
	Contributions	Non-financial contributions, that are not capital assets (items over \$5,000 in value and with a life of over one year)
	Less: In-kind expense	In-kind gifts are usually immediately put to use, and the expense is recognized. This is the account used to realize the expense.
	Net surplus/(deficit) - In-Kind	In-kind contributions less in-kind expenses.
	BEGINNING NET ASSETS	Value of the organization's assets, less liabilities, at the beginning of the period.
	NET SURPLUS/(DEFICIT)	Total revenue less total expenses (includes operating, capital, endowment and in-kind)
	ENDING NET ASSETS	Value of the organization's assets, less liabilities, at the end of the period.

Marion-Polk Food Share

Donation Revenue by Fund Category and Activity

	Past Year	Current Year
	Fiscal Year to Date	Fiscal Year to Date
	Actual	Actual
	7/1/2015 -	7/1/2016 -
	12/31/2015	12/31/2016
Operating Revenue		
Donor Communications	\$327,208	\$415,048
Events	\$57,600	\$141,822
Food and Food Drives	\$294,888	\$229,582
Fundraisers	\$3,104	\$750
Grant Proposals	\$229,365	\$316,332
Mission and Brand Awareness	\$394,100	\$273,601
Monthly Sustainer Circle	\$291,336	\$374,248
Online Solicitations	\$14,501	\$8,823
Planned Gifts	\$11,230	\$54,151
Personal Solicitations	\$12,500	\$180,636
Total Operating Revenue	\$1,635,832	\$1,994,993
Capital Revenue		
Donor Communications	\$31,350	\$0
Fundraisers	\$1,365	\$0
Grant Proposals	\$33,023	\$8,100
Mission and Brand Awareness	\$100	\$0
Monthly Sustainer Circle	\$0	\$0
Personal Solicitations	\$0	\$45,000
Total Capital Revenue	\$65,838	\$53,100
Endowment Revenue		
Donor Communications	\$1,430	\$1,225
Food and Fund Drives	\$0	\$0
Mission and Brand Awareness	\$25	\$50
Planned Gifts	\$100,000	\$0
Personal Solicitation	\$0	\$0
Total Endowment Revenue	\$101,455	\$1,275
Total Revenue	\$1,803,125	\$2,049,368

Notes:

- Food and Fund Drives: CenturyLink donation was \$175,496 in July 2015 and \$100,000 in July 2016.
- As of January 20, 2016 we redefined Sustainer giving, so some gifts that were Mission and Brand and Donor Communications are now under Monthly Sustainer Circle. That effects about \$10,000 a month.

Marion-Polk Food Share

Donation Revenue by Fund Category and Activity

The definitions below indicate the activity which generated the donation. They do not indicate the type of donor. For example, an unsolicited foundation grant is included in Mission and Brand Awareness. A donation from a Monthly Sustainer in response to a direct mail solicitation is included in Direct Mail.

Activity	Definition
Donor Communications	Mass mailings for communicating with donors and/or soliciting donations
Events	Events with ticket sales, includes revenue from sponsorships, auctions, donations during the event
Food and Food Drives	Food and Fund drives of all sizes
Fundraisers	Events without ticket sales
Grant Proposals	Grants received in response to a proposal
Mission and Brand Awareness	Donations which cannot be tracked to a specific activity, including unsolicited grants, general online donations, general mailed donations
Monthly Sustainer Circle	Donations made as part of a monthly sustainer commitment
Online Solicitations	Donations which can be tracked to a specific online activity, including email, social media links, etc.
Personal Solicitations	Face to face solicitation, including individuals and small groups
Planned Gifts	Bequests, annuities and other planned gifts



Date: January 17, 2017

To: Marion-Polk Food Share Board of Directors

From: Julie Hambuchen

Re: Development news

Year-End Fundraising Results

Year-end donations were very strong. We're still working on final reports, but donation revenue was above projections in both November and December. Our partnership with our new direct mail agency, Grizzard, resulted in higher direct mail revenue than the previous year-end. An expanded direct mail acquisition strategy doubled the number of new donors in Q2 compared to last year (from 430 to 894) and resulted in an 8% growth in overall number of donors this calendar year compared to last calendar year.

Chefs' Nite Out Gift Delivery

Thank you to all Board members who delivered holiday gifts to Chefs' Nite Out restaurants, wineries and other participants. Our appreciation makes a difference to them, and your effort to deliver those gifts speaks volumes.

Empty Bowls

Thank you to all Board members who attended Empty Bowls in November. We received a donation of \$20,000 from Willamette Art Center, matching their total from last year.

Upcoming Food and Fund Drives

The Governor's State Employee Food Drive is coming up in February, followed by Rotary in March, and City of Salem and Marion County in April.

Marion-Polk Food Share

Who We Are

Strategic Planning Draft

January 2017



Box A – Ultimate Aims

In all things, we will...

Treat all people as our neighbors.

Have courage and hope.

Act energetically and with conviction, seeking to transform the community.

Box B – Premises

Dedicated to the idea that...

Everyone should have enough to eat every day, no matter what.

We are at our best when we take care of each other.

We are a stronger community when no one is hungry.

Ending hunger in our community is possible.

Hunger and poverty are interconnected.

Box C – Intended Impact

In service to achieving...

1. A community where everyone has access to nutritious food
2. A caring community, mobilized to end hunger
3. Individual and community resiliency
4. A community with robust systems of support for those experiencing hunger

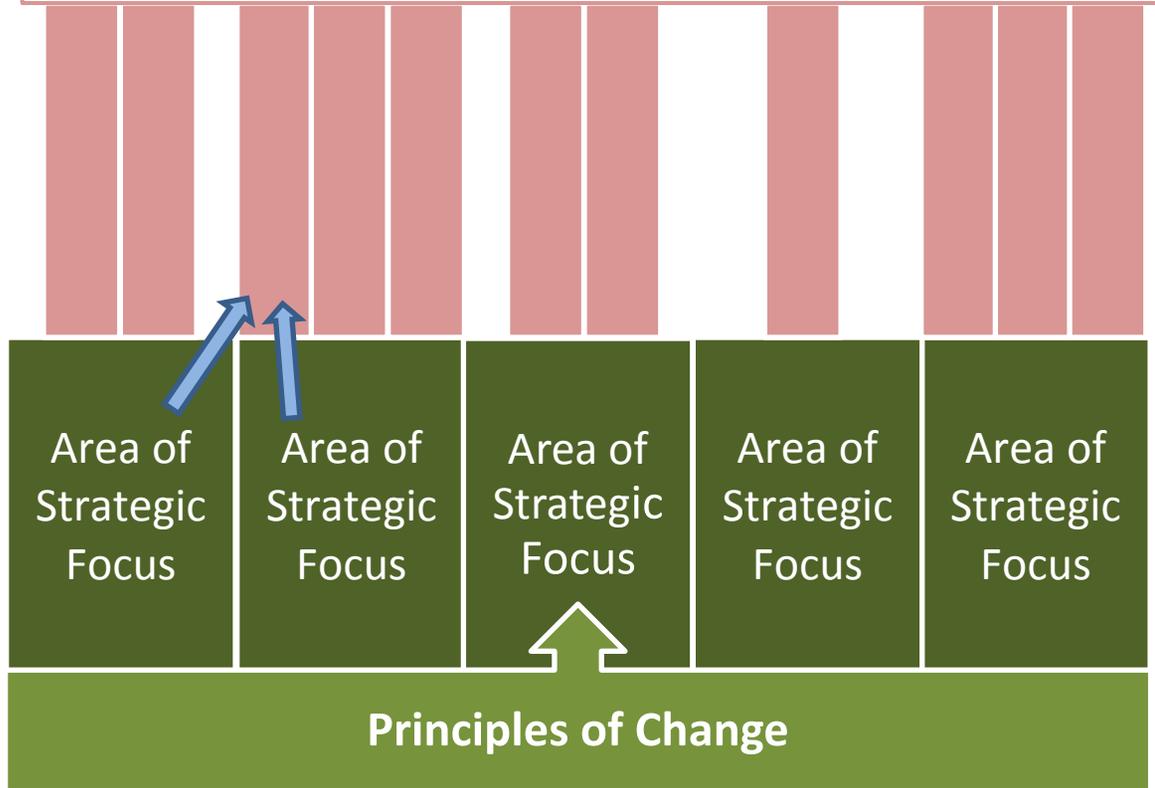
Box D – Best Means

Characterized by...

- Building relationships and connecting people
- In partnership
- Making it personal
- Including the voices of those experiencing hunger
- Pushing for potent solutions
- Building community
- Engaging the diverse populations
- Support catalyst for change

Programs & Initiatives

(Box E Actions)



**5-Year
Strategic
Plan**

**20-Year
Perspective**

Box C

Intended Impact

"In service to..."

Box D

Best Means

"Characterized by..."

Box A

Ultimate Aims

"In all things..."

Box B

Premises

"Dedicated to the idea that..."

Marion-Polk Food Share
Budget and Finance Committee Meeting Notes
Thursday, January 19, 2017

Board Members Attending: Alex Beamer, Jim Greene, Mike Garrison, George Happ

Staff Members Attending: Rick Gaupo, Holly Larson, Julie Hambuchen, Mattie Jenkins

Year-to-Date Financials Discussion:

- **Holly Larson** discussed the first six months of the fiscal year is complete and looking good financially. Operating revenue is \$163,000 over budget, due to \$107,000 in donation revenue. Program revenue was nearly \$42,000 more because home delivered meals and food service revenue being above budget.
- Operating expense is below budget by \$10,000. Program supplies are over budget due to the purchase of supplies of Meals on Wheels and food repacking.
- Interest and investment are over by \$14,000 due to OCF investment performing higher than anticipated for the 1st quarter.
- The Federal 990 is scheduled to be presented to the board at an upcoming meeting.
- **Julie Hambuchen** discussed with the committee that donations have increased, mostly due to direct mailing and acquisitions, along with the match from the Brendon Foundation for new sustainers.
- The committee requested a report that shows FTE hours. This type of reporting will be discussed further amongst MPFS staff and the committee.

FY 2017 Proposed Revised Budget Discussions:

- Holly discussed and reviewed the proposed revised budget, which reflect actuals through September 2016.
- The operating revenue projection increased to \$96,000, to \$4,224,000. This is primarily due to the increase seen YTD in donations and program service revenue in the first quarter of this fiscal year.
- Operating expense projection increased \$9,500 to \$4,133,000.
- Operating surplus increased \$87,000 to \$91,000 for the year.
- The committee agreed to put the FY 2017 Proposed Revised Budget into the Consent Agenda.

Other Discussions:

- The process is underway respond to Northwest Senior and Disability Services (NWSDS) request for proposal for Salem/Keizer Meals on Wheels services and operation of the South Salem meal site. This will be discussed in more detail at an upcoming meeting.

The next Budget and Finance Committee meeting is Thursday, February 16, 2017 at 8:00 a.m.
Notes submitted by Mattie Jenkins, Staff Accountant.



Governance Committee

Wednesday, October 12, 2016
8:30 – 10:00 a.m.

Agenda and Notes

Board Member Recruitment Update

What we'll discuss & accomplish

Update committee on status with Walter and next step for Bernadette & Julie

Decisions made

The Governance Committee will follow-up Rick & Abisha's meeting with Walter Smith of NORPAC. Prospective board members will submit applications once they have agreed to be on board.

Next steps

John Burt & Julie Hambuchen: John will contact Walter to set up a meeting. Julie Hambuchen will attend.

Board Recruitment Focus for 2017

What we'll discuss & accomplish

Board skills & expertise we are looking for in next year's recruitment

Decisions made

The committee would like to recruit someone with an advocacy background meeting the following criteria:

1. Able to inform the board & staff about important trends
2. Able to direct the board & staff to specific contacts
3. Willing to testify on behalf of the Food Share

The committee would like to recruit someone with a legal background meeting the following criteria:

1. Able to advise on risk assessment of Food Share business
2. Able to advise on legal issues affecting recipients of Food Share services

Next steps

Rick Gaupo: Rick will report back on existing skills matrix.

Rick Gaupo: Rick will approach Holly Berry about reviewing our advocacy recruitment criteria.

Board Member Expiring Terms

What we'll discuss & accomplish

Committee Member reports on contacts to Board members with expiring terms

Next steps

Will contact Eileen Zielinski to find out her interest in serving another Board term.

Board Orientation

What we'll discuss & accomplish

Update on orientation progress with the Julie and Brenda

Decisions made

Rather than waiting for Walter, orientation for Julie Huckestein and Brenda Tuomi will be scheduled now.

Next steps

Rebecca Long: Reb will schedule orientation & program activities. **Alex Beamer** or **Mike Garrison** will attend orientation with the leadership team.

Additional topics

1. Board Committees

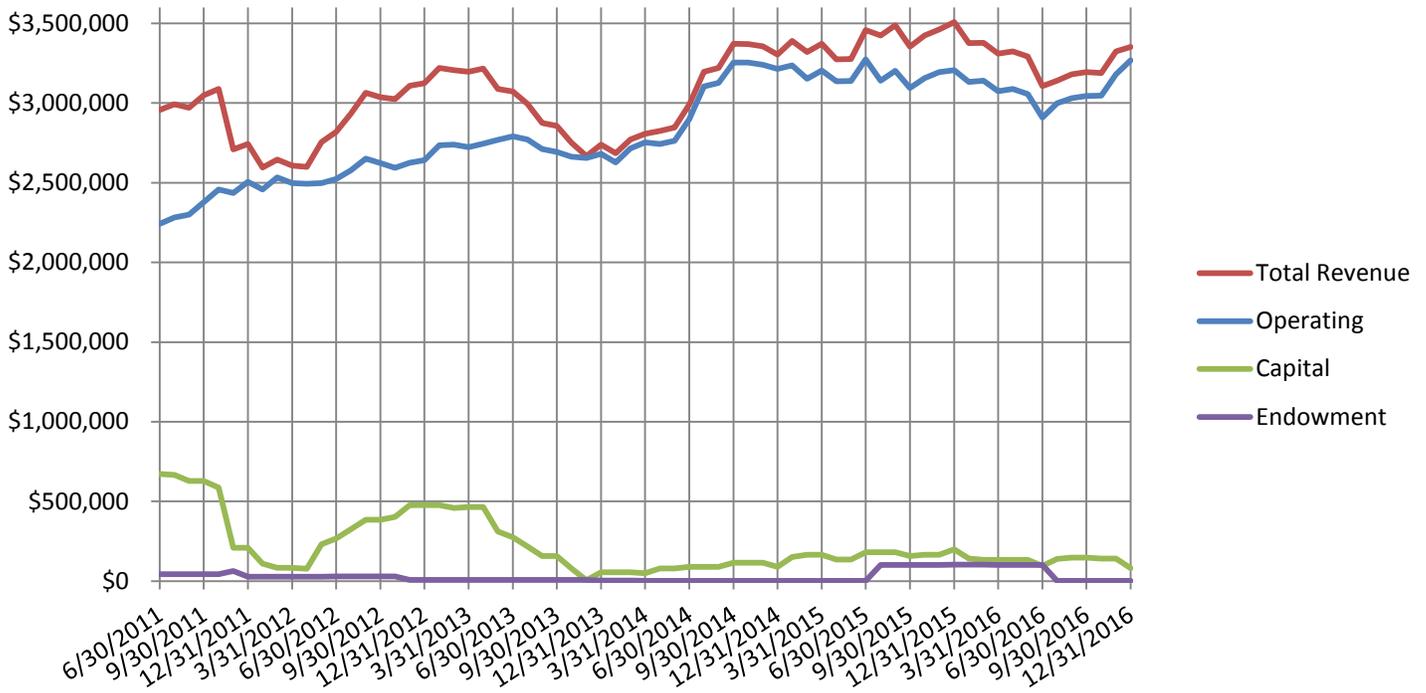
Rick shared Alex's suggestion for two new board committees: Food and Programs. Because food supply and food distribution are different activities, Rick suggests that food resourcing & supply be part of the food committee and food distribution be part of the client impact/programs committee.

2. Meals on Wheels

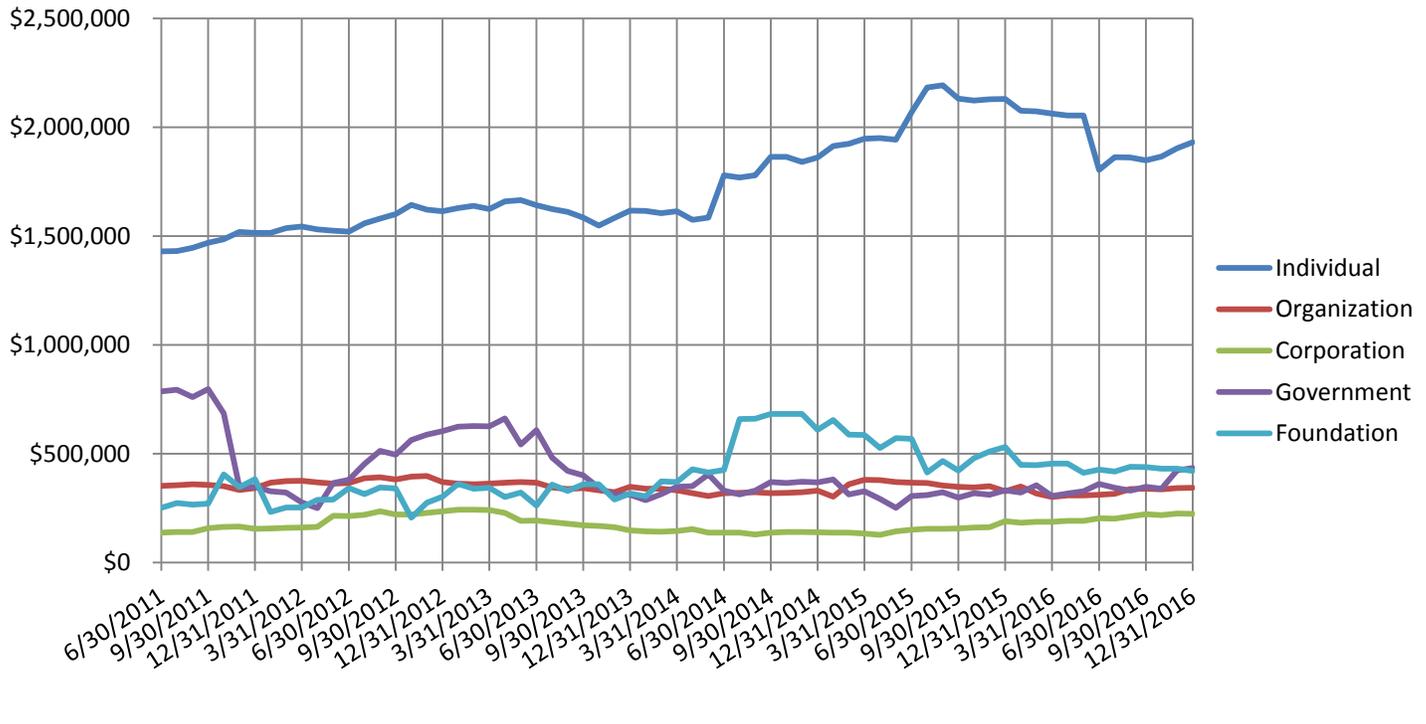
Rick shared that the Food Share was approached by NWSDS to run a meal site at the South Salem Senior Center. NWSDS is conducting a Request for Proposals, and MOW People may also submit a proposal. If they earn the contract, it would impact the Medicaid funds the Food Share currently receives to provide MOW in Salem/Keizer. Rick will keep the board updated.

Next Governance Committee meeting: January 11, 2017

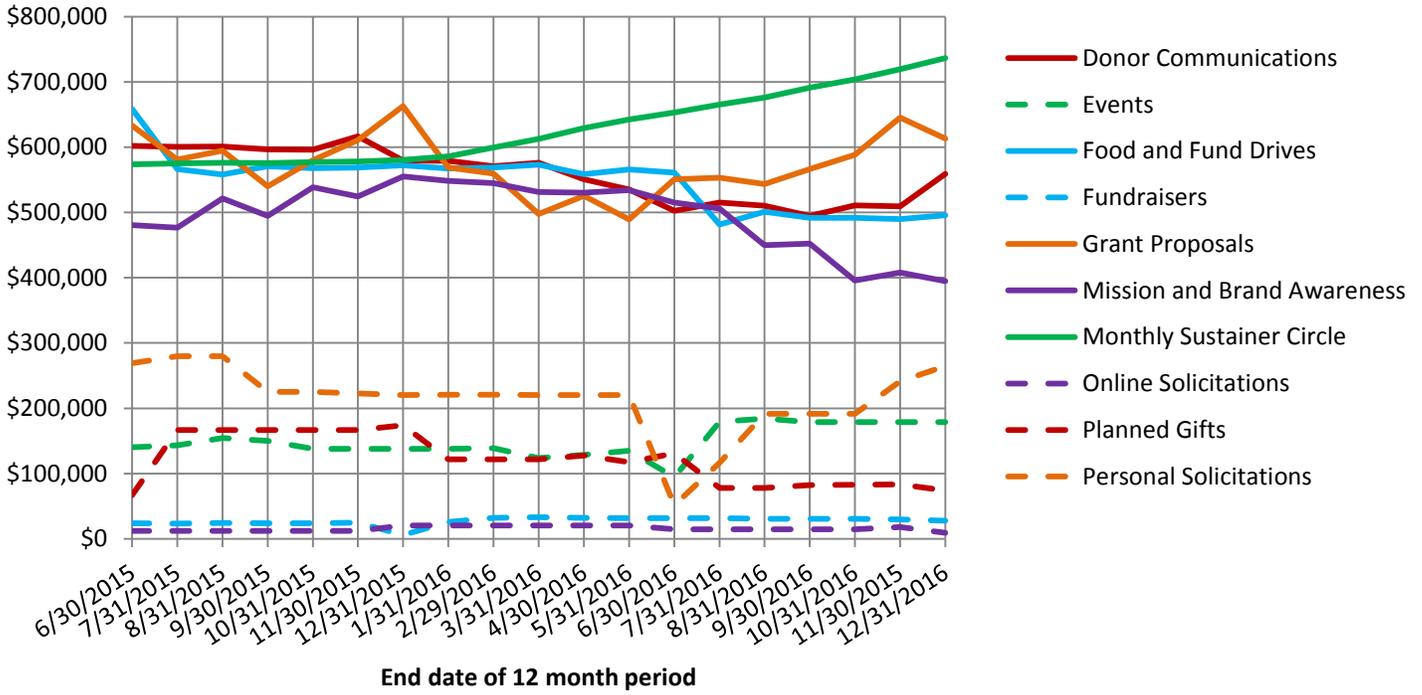
Total Giving by Fund Type Rolling 12 Months



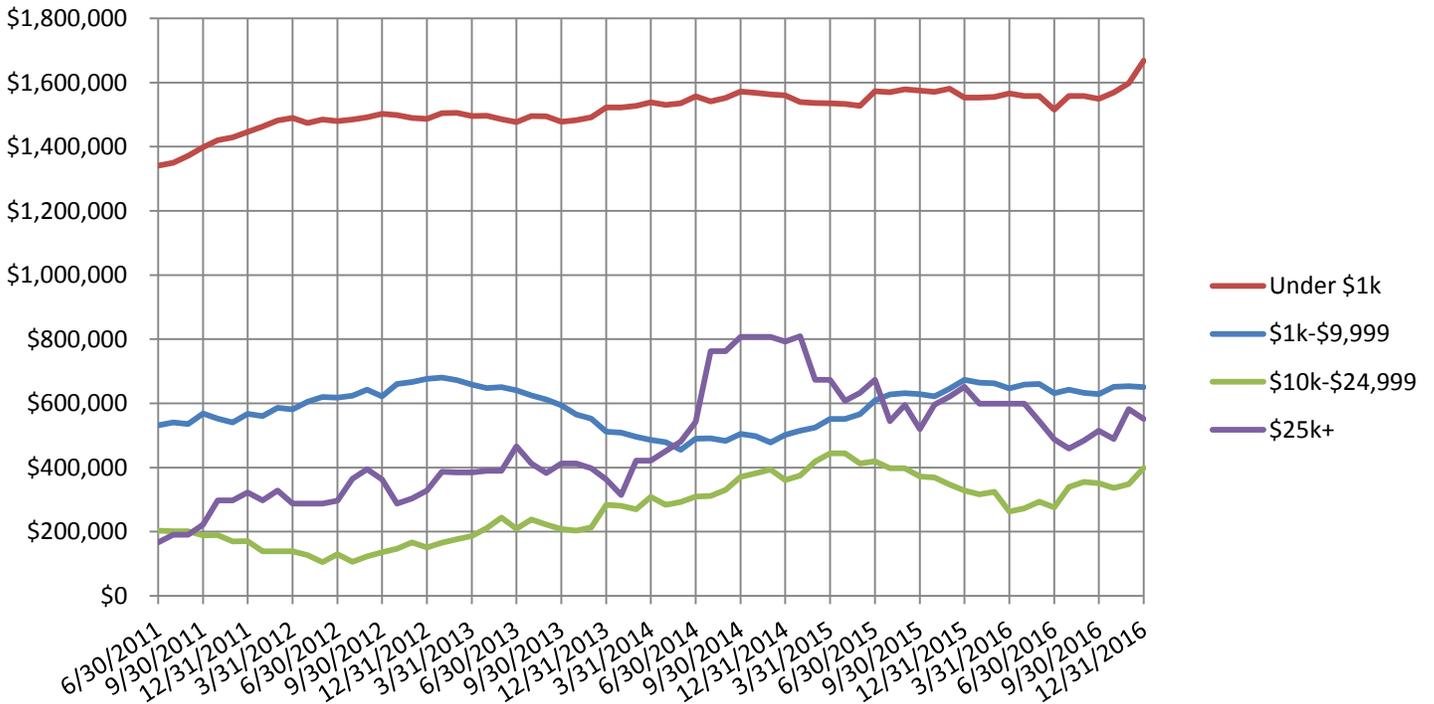
Total Giving by Constituent Type Rolling 12 Months



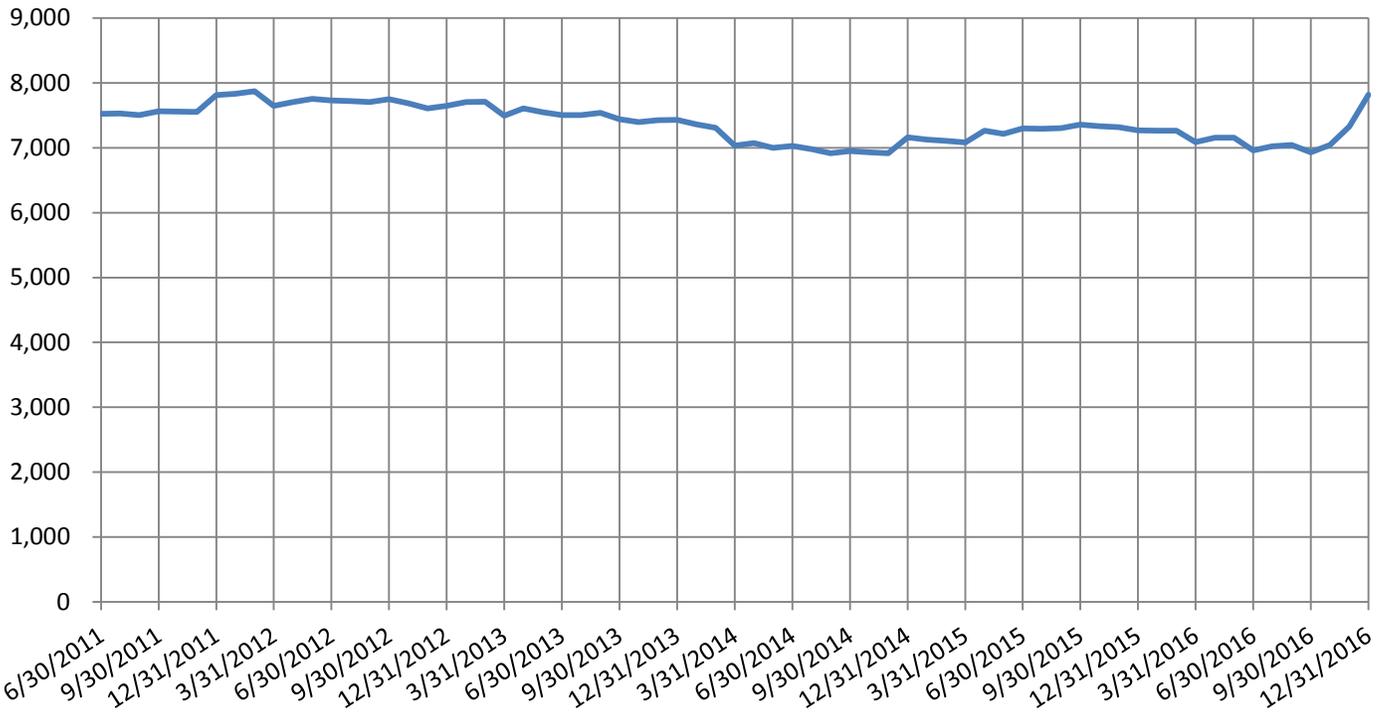
Total Giving by Activity Rolling 12 months



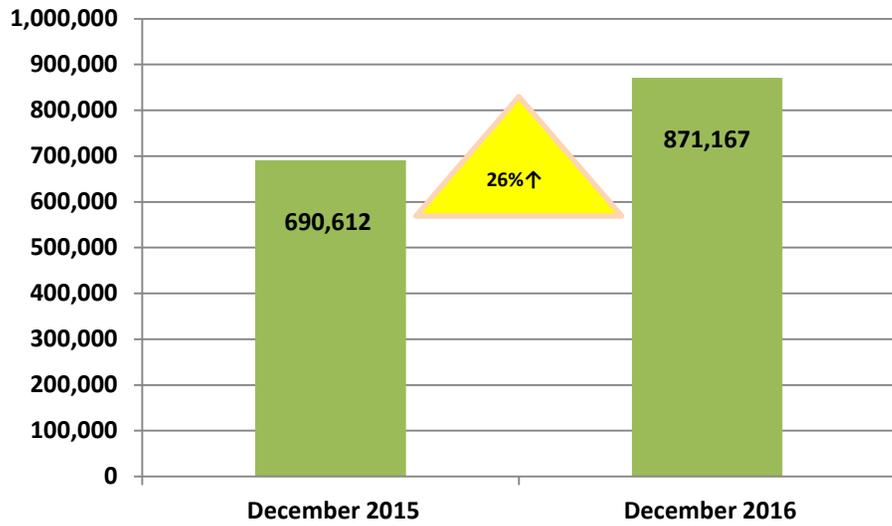
Operating Gifts by Gift Size Rolling 12 Months



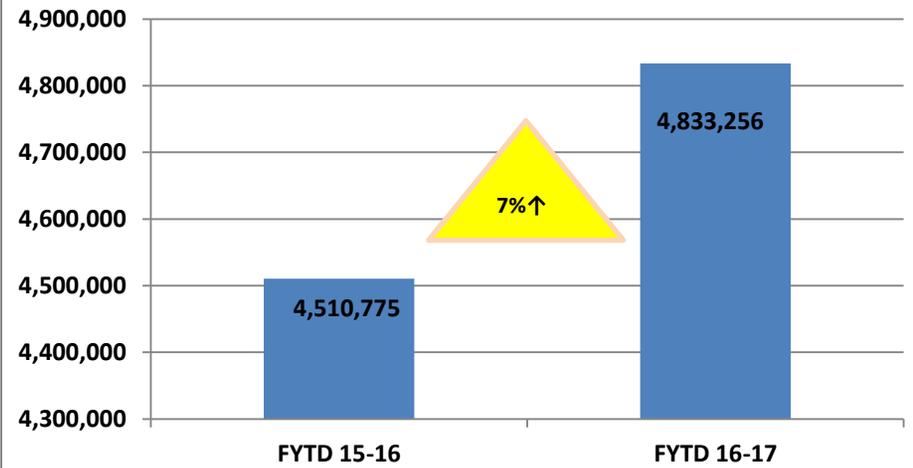
Number of Donors Rolling 12 Months



December Received Comparison



FYTD Received Comparison July 1-Dec 31



Rolling 12 Month Pounds Received and Distributed

