

**SACRAMENTO**

**FOOD**

**BANK**

**SERVICES**

**AL/BH COMMISSION  
REVIEW AND RATING SHEET**

**Requesting Agency: SACRAMENTO FOOD BANK SERVICES**

**Amount Requested: \$15,000**

*new site  
Del Paso near  
at Camino*

<b>Agency Points</b>	Application Preliminary Points:	Hearing Review Points:
<b>Recommended Funding</b>	Application Preliminary: \$	Hearing Review: \$
<b>Recommended Funding</b>	Application Preliminary: \$	Hearing Review: \$

Is this application complete? Yes \_\_\_\_\_ No \_\_\_\_\_ (If no, go on to next proposal.)

<b>AGENCY/PROPOSAL OVERVIEW</b> (Maximum points 40)	<b>Application Preliminary Points</b>	<b>Hearing Review Points</b>
1. Does agency demonstrate management/organizational stability?		
2. Does proposal support commission's mission?		
3. Does agency demonstrate fiscal stability?		
4. Does agency have a history of successful programs?		

<b>FUNDING PRIORITIES</b> (Maximum points 50)	<b>Application Preliminary Points</b>	<b>Hearing Review Points</b>
1. Does this proposal increase the self-sufficiency of needy city residents?		
2. Does this proposal fill a niche which may be under served by other service providers?		
3. Does this proposal have an innovative approach to meeting Commission's mission statement?		
4. Does this agency have community support (volunteers/in-kind contributions?)		
5. Does this proposal assist any identified under-served population?		

**CITY OF SACRAMENTO  
ANN LAND/BERTHA HENSCHEL MEMORIAL FUNDS COMMISSION  
915 I Street, Sacramento, CA 95814  
2001 APPLICATION FORM**

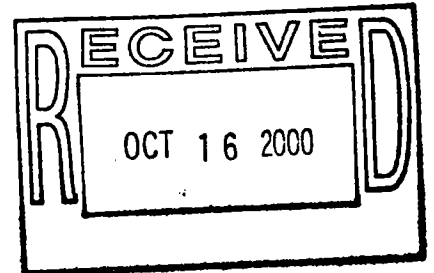
**I. AGENCY**

Name: Sacramento Food Bank Services

Address: 3333 Third Avenue, Sacramento, CA 95817

Mailing Address (if different): NA

Executive Director: Peter Berghuis



**II. AGENCY CONTACT**

Name: Cyndi S. Muscat

Title: Health & Education Director

Phone Number: (916)456-1980

**III. TOTAL AMOUNT REQUESTED: \$15,000**

**IV. PROPOSED USE OF FUNDS REQUESTED**

A. The amount requested will be applied to : (please choose one)

New Program       On-going Program       One-time Project

B. The funds requested will be used to serve:

Families       Women       Men       Children

C. For quick reference, please check the following services you are requesting and indicate the dollar amount requested.

Food \$ 15,000       Clothing \_\_\_\_\_       Shelter \_\_\_\_\_       Utilities \_\_\_\_\_

Transportation \_\_\_\_\_       Medication \_\_\_\_\_       Wage/Stipend \_\_\_\_\_

Other \_\_\_\_\_ \$ \_\_\_\_\_

Other \_\_\_\_\_ \$ \_\_\_\_\_

**IV. D. Fund Supplements – Yes**

**Briefly Explain:** The FY 2000-2001 budget for the Mother-Baby Program for infant foods and formula is approximately \$182,000. The amount of foods supplied through the Mother-Baby Program has increased since last year. This is due to the tremendous support of various companies who began providing foods to the Food Locker programs. This allowed us to take a percentage of pre-existing funds from the Food Locker programs and transfer it over to the Mother-Baby Program. The additional food items now supplied to the clients of the Mother-Baby Program includes teething cookies, pure fruit juices, a larger assortment of infant jar foods, and disposable liners for infant bottles. We have also added a variety of transitional toddler foods, including macaroni and cheese pasta, spaghetti and meat sauce, and children’s cereal. Additionally, we are also able to provide mothers with their requested infant formula, whereas last year, we could only provide the less expensive brand once their child passed three months of age.

The requested \$15,000 of AL/BH funding will be utilized for approximately 8% of the total cost of foods and formula placed in a bag full of supplies distributed to program recipients. The remaining percentage cost will be funded through the following means:

Raley’s Food For Families:	62%
Sr. Gleanors:	14%
Other Grants & Special Events:	12%
Private Donations:	4%
AL/BH Fund (requested)	8%
<b>SUBTOTAL:</b>	<b>100%</b>
2000 Fiscal Budget TOTAL:	<b>\$182,436</b>

**E. Total number of clients to be served by AL/BH funds requested: 12,000 clients**

**F. Hours AL/BH funded programs would be available to clients:**

Oak Park Site:

Del Paso Site:

Drop-in Services: Mon – Wed 10-2:00pm

Drop-in Services: Mon – Fri 10-2:00pm

Workshops: Fri 10-11:00pm

Distribution Site Only

**G. Geographic service area, within the City, for requested funds:**

The geographic service area for recipients of the AL/BH funds include all zip codes in the City of Sacramento

**H. Please provide a brief description of the program/service for which you are requesting funds. Indicate how it addresses the AL/BH mission and funding priorities. Your description should be limited to a maximum of 2 pages. (Pages may be numbered 2a and 2b.)**

(please see attached)

## **H. Description of program/service for requesting funds.**

### **PROGRAM & SERVICE**

The Mother-Baby Program is dedicated to assisting poor, indigent and underserved families to come closer to self-sufficiency through education and mentoring. The program focuses on parents and caregivers with children up to 2 ½ years of age. Services are free to Sacramento residents with infants. Recipients include grandparents caring for their grandchildren, foster parents tending to abused or drug-dependent babies, teen parents needing guidance and support, single parent households, immigrants who cannot receive services elsewhere, and adults with children of special needs. Originally opened to assist young mothers, the Mother-Baby Program now helps a full range of parenting individuals totaling over 1000 served each month.

Self-sufficiency is encouraged by first providing families with the necessity items including baby foods, diapers and clothing. These items are available through our drop-in distribution services. Recipients may drop-in on a monthly basis to receive basic necessity items including baby foods, formula, diapers, baby clothes, blankets, and bottles. Upon availability, clients may also receive larger items such as strollers, highchairs, and bassinets. At every visit, clients sit down with a friendly mentor who not only assists with their distribution items, but also takes the time to talk to them about any issues the client may wish to discuss regarding family matters.

Once basic needs are met, it is our hope that the clients will then be more receptive to the educational opportunities and incentive programs provided through the Mother-Baby Program. The program provides educational workshops on family life issues including infant health and safety, cooking, budgeting, and communication. We have a breastfeeding incentive program where we discuss the importance of breastfeeding and distribute breast pumps to working mothers. Expectant Mother Packets are available for those in their final months of pregnancy. A Free Store is open to those who receive incentive Baby Bucks. Free immunizations are provided on-site as a collaborative effort with the county. And a toy distribution program provides a new toy for every child in the household during the holiday season.

The success of the Mother-Baby Program stems from the support of the community. The program is sustained by over 30 dedicated volunteers who serve as mentors, supply room specialists, translators, and computer entry persons. All workshops are taught by community members representing various agencies at no cost to the program. Gently used infant toys, furniture, clothes and other items are donated by individuals who support our cause.

At the time this proposal was being typed, we received a call from a single mother of five children with a set of one-month-old twins, a two-year-old, and a set of three-year-old twins. She was almost in tears as she explained to us that her refrigerator had broken and her foods, including infant formula, were spoiling. This is the family's perishable pantry that she did not have the financial means to replace. After speaking with her, our resource coordinator drove to a nearby appliance store and asked if they would donate a refrigerator to our client in need. Expecting to be refused, they gladly donated a gently used one. Immediately, our warehouse staff delivered this appliance to the South

Sacramento housing project. The mother was grateful beyond words. Her house will also be filled with much needed infant items once she settles in with her newly working appliance and visits the Mother-Baby Program. This is just one example of the support and teamwork that SFBS encounters when the staff and community come together to effectively assist young parents in need.

## **FUNDING REQUESTED**

The \$15,000 asked of the AL/BH Memorial Fund will be used to assist in providing services to over 12,000 children in the year 2001. The requested funds will go towards the purchase of much needed infant foods and formula. The consistent distribution of infant foods make this program unique to the area as there is no other agency besides the government funded WIC Program (Women, Infant & Children) that provides such services to young families.

Many families do not understand the basic nutritional needs that their young children require. Due to the lack of knowledge, parents often give their children foods that can be detrimental to their child's health. Through the Mother-Baby Program, parents will receive nutritional foods catered to the unique developmental needs of their baby. Formula is provided to infants through the age of 12 months (formula and breastmilk are the only foods an infant requires the first four to six months of life). We then provide various stages of pureed jar foods for infants four to twelve months of age. Also during this time, as babies explore foods of different textures and flavors, we provide natural fruit juices, teething cookies, and cereals. After twelve months, at the toddler stage, we provide transitional foods such as rice crispies cereal, macaroni & cheese, and spaghetti with meat sauce. With the funding assistance of the Ann Land/Bertha Henschel Fund, clients will receive the basic foods necessary for their child to grow and mature in a healthy manner.

The request for funds to purchase infant foods and formula is consistent with the mission of the AL/BH Memorial Fund mission statement and funding priorities. The formula will go directly to needy clients, benefiting infants who would otherwise be given fast foods, watered down formula or no formula at all – all options being detrimental to the infants health. Unfortunately, infant foods and formula are very expensive and financial stability is not a constant with the clients whom we serve. With regard to formula, we always encourage breastfeeding, however, we find that the majority of our clients choose to formula feed. As breast milk and formula is the sole diet for newborns, and staple food for babies up to a year old, it has always been a priority for our program to provide this vital food item.

With the assistance of the AL/BH Memorial Fund, the Mother-Baby Program can continue the service of excellence that we provide to the poor and indigent residents of Sacramento. In submitting our proposal this year, we acknowledge the many other worthy organizations asking for funding. With our track record of efficient service to a tremendous number of clients, you can be assured that every dollar asked for is needed and every dollar funded will be used in the most cost effective manner possible.

APPENDIX I

Table showing the results of the survey conducted in the year 1960

Year	Number of respondents	Percentage of total respondents
1955	100	100%
1956	150	150%
1957	200	200%
1958	250	250%
1959	300	300%
1960	350	350%
1961	400	400%
1962	450	450%
1963	500	500%
1964	550	550%
1965	600	600%
1966	650	650%
1967	700	700%
1968	750	750%
1969	800	800%
1970	850	850%
1971	900	900%
1972	950	950%
1973	1000	1000%

APPENDIX II

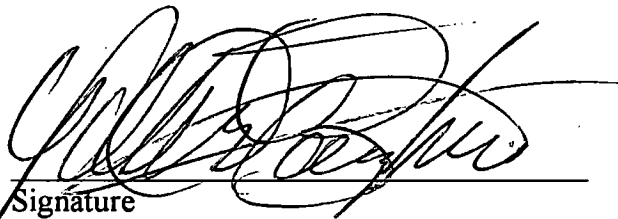
1. The first part of the survey...
2. The second part of the survey...
3. The third part of the survey...
4. The fourth part of the survey...
5. The fifth part of the survey...
6. The sixth part of the survey...
7. The seventh part of the survey...
8. The eighth part of the survey...
9. The ninth part of the survey...
10. The tenth part of the survey...

**VIII. ASSURANCE AND CERTIFICATION**

I, the undersigned, as a duly authorized representative of this agency, affirm that the information and statements contained within this proposal are to the best of my knowledge, truthful and accurate, and further I am authorized to submit this proposal from this agency to deliver services.

I certify that the Ann Land/Bertha Henschel funds will be used to provide services to City of Sacramento residents only.

Peter Berghuis Executive Director  
Name (please print) Title

 10/16/00  
Signature Date



# **ATTACHMENTS**

**BOARD OF DIRECTORS**

**ORGANIZATION CHART**

**NOT-FOR-PROFIT STATUS**

**RECOMMENDATION LETTERS**

**Sacramento Food Bank Services**  
**Board of Directors**  
**(All Volunteer Board)**

Thomas Aguer	Aguer-Pipgras Associates
Leighton Hatch	Judge Superior Court
Sr. Kathleen Horgan	Sisters of Mercy
David Krotine	Attorney McDonnough, Holland, Allen
Archie Milligan	Executive Director Habitat For Humanity
Ilham Saca	Filco Discount
Randall Schaber	Attorney Schaber & Co.
<b>Chairman:</b> Charles Sylva	Sylva-Kirk Commercial
<b>Vice-Chair:</b> Paul Taylor	Owner Continental-Pacific Lumber Ind. Inc.
Tina Thomas	Attorney Thomas, Remy and Moose
Fr. Simon Twomey	St. Patrick's Parish
James Diepenbrock	Attorney Diepenbrock Law Firm
Patrick McClain	Hanson McClain's Retirement Planning

# Sacramento Food Bank Services Management Structure

Update: October 2000

Prepared for the Ann Land/Bertha Henschel Memorial Grant Funding

\*\*\*\*\*

Founder: Fr. Daniel Madigan

Board of Directors: (see listing attached)

Executive Director: Peter Berghuis

Operations Director: Blake Young.

Clothes Closet Director: Margaret Carpenter

Sunday Lunch Program Coordinator: Margaret Carpenter

Warehouse Manager: Nathan McDonald

Food Locker Programs

Social Services Director: Sharon Keegan Bernstein

Havens Transitional Housing Program Director: Sharon Keegan Bernstein

Health & Education Director: Cyndi S. Muscat

Community Learning Center Manager: David VanGee

Community Resource Center Coordinator: Paul Shane

Mother-Baby Program Coordinator: Sylvia Espinoza

Intel Computer Clubhouse Manager: Barbara Rogers

The PLACE: Coordinator: Sonia Samaniego

Women's Wisdom Project Director: Molly McGurk

Director of Sr. Bridge Builder: Dorothee Mull

Volunteer Coordinator: Betsy Montgomery

Internal Revenue Service

Department of the Treasury

P. O. Box 2508  
Cincinnati, OH 45201

Date: September 6, 2000

Sacramento Food Bank Services  
% Peter Berghuis  
3333 3<sup>rd</sup> Ave  
Sacramento, CA 95817

Person to Contact:  
Alvin Gadd 31-07339  
Customer Service Representative  
Toll Free Telephone Number:  
8:00 a.m. to 9:30 p.m. EST  
877-829-5500  
Fax Number:  
513-263-3756  
Federal Identification Number:  
94-3315566  
Group Exemption Number:  
0928

Dear Sir or Madam:

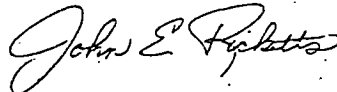
We have received your inquiry regarding your organization's federal tax exempt status.

Our records indicate your organization is exempt under section 501(c)(3) of the Internal Revenue Code, and it is not a private foundation, within the meaning of 509(a) of the Code, because your organization is described in sections 509(a)(1) and 170(b)(1)(A)(i). Your organization is included in the group ruling issued to the United States Catholic Conference. The United States Catholic Conference is listed in Publication 78. Donors may deduct contributions to your organization under section 170 of the code.

As your organization is included in a group ruling, there is not an individual exemption letter for it. The group exemption letter applies to all of the subordinate organizations on whose behalf the United States Catholic Conference has applied for recognition of exemption. If you want a copy of the group exemption letter, please contact your central organization.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



John E. Ricketts  
Director, TE/GE CAS

RECEIVED  
AUG 30 1999



Catholic  
Charities  
USA

M E M O

1731 King  
Street  
Suite 200  
Alexandria  
Virginia  
22314  
Phone:  
(703) 549-1390  
Fax:  
(703) 549-1656

To: Catholic Charities USA Agency and Supporting Group Members

From: Fred Kammer, SJ

Date: August 25, 1999

Re: 1999 Annual 501c3 Group Ruling for Federal Tax Exemption

Enclosed you will find a copy of the 1999 ruling letter, which states that organizations listed in the *Official Catholic Directory* are exempt from federal income taxes. Please keep this on file, as you may be required to produce this documentation for legal reasons, grant proposals, and the like.

The second enclosure is a memo from the Office of the General Counsel regarding the public inspection and disclosure requirements of Section 6014 (d) of the Internal Revenue Code.

Please share this material with your fiscal officers, legal counsel, and development staff.

Internal Revenue Service  
District Director

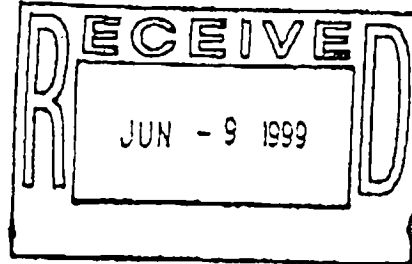
Department of the Treasury

P. O. Box 2508  
Cincinnati, OH 45201

Date: June 3, 1999

Person to Contact:  
Myrna Huber #31-01141  
Telephone Number:  
877-829-5500  
FAX Number:  
513-684-5937

Ms. Deirdre Halloran  
Associate General Counsel  
United States Catholic Conference  
3211 4<sup>th</sup> Street, N.E.  
Washington, D.C. 20018-1194



Dear Ms Halloran:

In a ruling dated March 25, 1946, we held that the agencies and instrumentalities and all educational, charitable and religious institutions operated, supervised, or controlled by or in connection with the Roman Catholic Church in the United States, its territories or possessions appearing in *The Official Catholic Directory* 1946, are entitled to exemption from federal income tax under the provisions of section 101(6) of the Internal Revenue Code of 1939, which corresponds to section 501(c)(3) of the 1986 Code. This ruling has been updated annually to cover the activities added to or deleted from the Directory.

*The Official Catholic Directory* for 1999 shows the names and addresses of all agencies and instrumentalities and all educational, charitable, and religious institutions operated by the Roman Catholic Church in the United States, its territories and possessions in existence at the time the Directory was published. It is understood that each of these is a non-profit organization, that no part of the net earnings thereof inures to the benefit of any individual, that no substantial part of their activities is for promotion of legislation, and that none are private foundations under section 509(a) of the Code.

Based on all information submitted, we conclude that the agencies and instrumentalities and educational, charitable, and religious institutions operated, supervised, or controlled by or in connection with the Roman Catholic Church in the United States, its territories or possessions appearing in *The Official Catholic Directory* for 1999 are exempt from federal income tax under section 501(c)(3) of the Code.

Donors may deduct contributions to the agencies, instrumentalities and institutions referred to above, as provided by section 170 of the Code. Bequests, legacies, devises, transfers or gifts to them or for their use are deductible for federal estate and gift tax purposes under sections 1055, 2106, and 2522 of the Code.

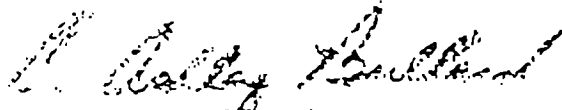
Ms. Deirdre Halloran

Beginning January 1, 1984, unless specifically excepted, you and your subordinates must pay tax under the Federal Insurance Contributions Act (Social Security taxes) for each employee who is pay \$100 or more in a calendar year. You and your subordinates are not liable for the tax under the Federal Unemployment Tax Act (FUTA).

By May 31, 2000, please send three copies of *The Official Catholic Directory* for 2000 to the IRS EPO/EO Division in Cincinnati, one copy to the IRS EP/EO Divisions in Baltimore, Brooklyn, Dallas, and Los Angeles, and three copies to the IRS National Headquarters.

The conditions concerning the retention of your group exemption as set forth in our previous determination letter of August 17, 1983, remain in full force and effect.

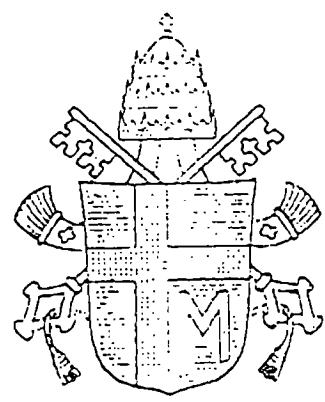
Sincerely,



C. Ashley Bulford  
District Director

ALABAMA · COLORADO · ARIZONA · MAINE · TEXAS · UTAH · ALASKA ·  
 IOWA · LOUISIANA · WISCONSIN · TENNESSEE · IDAHO ·  
 CALIFORNIA · MICHIGAN · MINNESOTA · MISSISSIPPI · MISSOURI · WEST VIRGINIA · NEW YORK · NEVADA ·  
 NORTH DAKOTA · PENNSYLVANIA · SOUTH CAROLINA · SOUTH DAKOTA · MARYLAND · ARKANSAS ·  
 GEORGIA · DELAWARE · ILLINOIS · KANSAS · NORTH CAROLINA · OREGON · NEBRASKA · KENTUCKY ·  
 NEW HAMPSHIRE · NEW JERSEY · NEW MEXICO · CONNECTICUT · FLORIDA · MASSACHUSETTS ·  
 INDIANA · OKLAHOMA · RHODE ISLAND · MONTANA ·  
 HAWAII · WASHINGTON · VIRGINIA · VERMONT · WYOMING · OHIO ·

1817



2000

# The Official Catholic Directory

Anno  
Domini  
2000

Published Annually by  
P. J. Kennedy & Sons

USERS GUIDE



# Diocese of Sacramento

(Dioecesis Sacramentensis)

Most Reverend

**WILLIAM K. WEIGAND, D.D.**

Bishop of Sacramento, ordained May 25, 1963; appointed Bishop of San Lake City September 3, 1980; ordained and installed November 17, 1980; appointed Bishop of Sacramento November 30, 1983; installed January 27, 1984. *Working Address: Diocesan Pastoral Center, Office of the Bishop, 2110 Broadway, Sacramento, 95818-2541. Tel: 916-733-0200, Fax: 916-733-0218.*

Most Reverend

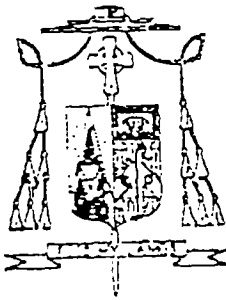
**RICHARD J. GARCIA, D.D.**

Auxiliary Bishop of Sacramento, ordained June 15, 1973; appointed Titular Bishop of Napara and Auxiliary Bishop of Sacramento November 25, 1987; ordained Auxiliary Bishop of Sacramento January 28, 1998. *Office: 2110 Broadway, Sacramento, CA, 95818-2541. Tel: 916-733-0200.*

Most Reverend

**FRANCIS A. QUINN, D.D., E.D.D.**

Retired Bishop of Sacramento; ordained June 15, 1946; appointed Titular Bishop of Numana and Auxiliary Bishop of San Francisco April 24, 1978; Episcopal ordination June 29, 1978; appointed Bishop of Sacramento December 18, 1978. *Office: 2110 Broadway, Sacramento, CA, 95818-2541. Tel: 916-733-0200.*



*Diocesan Pastoral Center: 2110 Broadway, Sacramento, CA, 95818-2541; Tel: 916-733-0100 (General); Fax: 916-733-0105.*

*Web site address: www.diocese-sacramento.org*

*E-mail address: Bishop@ignn.net; Diocese-sacramento.org*

ERECTED BY HIS HOLINESS, LEO XIII, MAY 26, 1886.

Square Miles 42,887.

Legal Title: "Roman Catholic Bishop of Sacramento, A Corporation Sole".

Completes the Counties of Amador, Butte, Colusa, El Dorado, Glenn, Lassen, Nevada, Placer, Yuba, Sacramento, Shasta, Sierra, Siskiyou, Colusa, Sutter, Tehama, Trinity, Yolo and Yuba in the State of California.

CO-PATRONS OF DIOCESE: St. Patrick; Our Lady of Guadalupe.

For legal titles of parishes and diocesan institutions, consult the Diocesan Pastoral Center.

## STATISTICAL OVERVIEW

<b>Personnel</b>			
Bishop	1		
Auxiliary Bishops	3		
Retired Bishops	1		
Abbots	1		
Priests: Diocesan Active in Diocese	105		
Priests: Active Outside Diocese	7		
Priests: Retired, Sick or Absent	47		
Number of Diocesan Priests	159		
Religious Priests in Diocese	65		
Eastern Priests in Diocese	36		
<b>Ordinations:</b>			
Diocesan Priests	2		
Permanent Deacons in Diocese	102		
Total Brothers	21		
Total Sisters	186		
<b>Parishes</b>			
Parishes	88		
<b>With Resident Pastor:</b>			
Resident Diocesan Priests	84		
Resident Religious Priests	12		
<b>Without Resident Pastor:</b>			
Administered by Women Religious	2		
Missions	42		
Pastoral Centers	2		
<b>Professional Ministry Personnel:</b>			
Sisters	70		
<b>Welfare</b>			
Catholic Hospitals	7		
Total Assisted	421,777		
Homes for the Aged	1		
Total Assisted	118		
Residential Care of Children	2		
Total Assisted	21		
Day Care and Extended Day Care Centers	3		
Total Assisted	1,446		
Special Centers for Social Services	8		
Total Assisted	121,287		
<b>Educational</b>			
Diocesan Students in Other Seminaries	38		
Seminarists, Religious	1		
Students Religious	7		
Total Seminarians	46		
High Schools, Diocesan and Parish	4		
Total Students	1,731		
High Schools, Private	3		
Total Students	2,461		
Elementary Schools, Diocesan and Parish	47		
Total Students	13,254		
<b>Catechesis/Religious Education:</b>			
High School Students	2,704		
Elementary Students	14,621		
Total Students Under Catholic Instruction	35,069		
<b>Teachers in the Diocese:</b>			
Priests	12		
Brothers	4		
Sisters	19		
Lay Teachers	765		
<b>Vital Statistics</b>			
<b>Receptions into the Church:</b>			
Infant Baptism Totals	8,418		
Adult Baptism Totals	887		
Received into Full Communion	1,207		
First Communions	2,904		
Confirmations	4,771		
<b>Marriages:</b>			
Catholic	1,056		
Interfaith	811		
Total Marriages	1,867		
Deaths	2,667		
Total Catholic Population	474,800		
Total Population	2,476,367		

**Former Bishops**—**St. Rev. EUGENE O'CONNELL, D.D.**, cons. Titular Bishop of Flavijocella and appt. Vicar Apostolic of Marysville, Feb. 3, 1861; appt. First Bishop of Grass Valley, March 22, 1866; resigned March 17, 1884 and appt. Titular Bishop of Joppa; died Dec. 4, 1891.—**St. Rev. PATRICK MANOUEZ, D.D.**, cons. Titular Bishop of Carthage, Coadjutor to Bishop O'Connell of Grass Valley, Jan. 16, 1861; succeeded to the See of Grass Valley on Bishop O'Connell's resignation, March 17, 1884; became the first Bishop of Sacramento, May 1886; died Feb. 27, 1895.—**St. Rev. THOMAS DRACE, D.D.**, cons. June 16, 1896; died Dec. 27, 1921.—**St. Rev. PATRICK**

**J. KEANE, D.D.**, ord. June 20, 1895; cons. Bishop of Bamonia, Dec. 14, 1920; appt. to See of Sacramento, March 17, 1922; died Sept. 1, 1928.—**Most Rev. RONNIE J. ANTONIACI, D.D., Litt.D.**, ord. Dec. 19, 1910; cons. March 12, 1928; died Jan. 14, 1967.—**Most Rev. JAMES T. MCGUIRE, D.D., S.T.D., LL.D.**, ord. Jan. 16, 1924, cons. Titular Bishop of Barcino and Auxiliary Bishop of Los Angeles, March 18, 1941; Coadjutor Bishop of Sacramento, Oct. 28, 1945; succeeded to Jan. 14, 1967, as Bishop of Sacramento; promoted to the See of San Francisco, Feb. 21, 1962, died Oct. 6, 1983.—**Most Rev. ALVIN J. BELLI, D.D.**, M.S.W., ord. May 14, 1932, appt.

Titular Bishop of Rhodopolis and Auxiliary Bishop of Los Angeles, April 18, 1960; cons. June 4, 1956; appt. Bishop of Sacramento, March 30, 1962; retired March 15, 1979; died Aug. 30, 1982.—**Most Rev. JOHN B. CUMMINS, D.D.**, ord. Jan. 24, 1953; appt. Titular Bishop of Lambet and Auxiliary Bishop of Sacramento, Feb. 28, 1974; cons. May 28, 1974; appt. Bishop of Oakland, May 3, 1977.—**Most Rev. FRANCIS A. QUINN, D.D., E.D.D.**, ord. June 15, 1946; appt. Titular Bishop of Numana and Auxiliary Bishop of San Francisco, April 28, 1978; Episcopal Ordination, June 29, 1978; appt. Bishop of Sacramento, Dec. 18, 1979; retired Nov. 30, 1993.—

**SACRAMENTO. Congregation Daughters of Charity, Our Lady of Lourdes Convent, 1849 North Ave., 95820. Tel: 916-925-4001; Fax: 916-925-8807. E-mail: ldr\_sac@charlinda.com Sisters 4.**

tel. 916-462-6050; Ronald W. Weigand, Resident Manager, Tel: 250-278-2778.  
**ALVIN M. MARTIN Pastoral Center, 636 Sacramento St., 95804. Tel: 916-567-2019; Fax: 916-567-2048. E-mail: mpw@comcast.com**  
**CITIZEN MINISTERS, Christ the King Retreat Center, 6920 Van Meter Ln., 95821. Tel: 916-964-4704; Fax:**

**Catholic Charities of Sacramento, Inc., 3533 Third Ave., 95817. Tel: 916-456-1080; 482-3662; Fax: 916-461-8920. Rev. Daniel Madigan, President & Pres.; Charles Bylva, Cbm. Bd.; Peter Burghula, Exec. Dir.; Blake Young, Dir. Operations. Adult Reading Program, 3300 3rd Ave., 95817. Tel: 916-466-7323. Clothing Program, 3303 Third Ave., 95817**

**FINANCIAL**

**INFORMATION**



September 29, 1999

To the Officers and Board of Directors  
Sacramento Food Bank Services  
Sacramento, California

As part of our audit of Sacramento Food Bank Services' financial statements at June 30, 1999, we made a study and evaluation of the Organization's system of internal controls as required by generally accepted auditing standards. The following paragraphs discuss current year findings and/or recommendations for operations enhancement.

Maintain proper account classification and consistency of coding transactions:

The accuracy of any accounting system depends greatly on the proper account classification and the consistency of coding transactions to the proper general ledger account. In several instances we noted misclassifications and amounts which were not coded to the general ledger consistently throughout the year. We recommend that special care be taken to ensure that transactions are coded to the proper account in the general ledger and that identical transactions are coded consistently throughout the year to the same account. One example would be to ensure that all grant funds received get posted similarly during the year to a grant revenue account. Additionally, the cash receipt and deposit summaries, and the bank statements were not filed in an

To the Officers and Board of Directors  
Sacramento Food Bank Services  
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orderly manner. We recommend that all support for cash receipts and all bank statements be filed in order by date.

Year 2000 issue:

With the year 2000 soon approaching, concern has arisen regarding the ability of date sensitive computer software programs to function properly. We recommend that the Organization review the computer software programs currently used and evaluate whether any upgrades are necessary. Also, management should be aware that even if the Organization's systems are working as designed, vendors may incur problems that are in effect passed on to your Organization through incorrect billings, invoices or payments.

SCOPE

The purpose of our study and evaluation of the Organization's system of internal accounting control was to determine the nature, timing, and extent of the auditing procedures necessary for expressing an opinion on the Organization's financial statements. Our study and evaluation was more limited than would be necessary to express an opinion on the system of internal accounting control taken as a whole.

The management of the Organization is responsible for establishing and maintaining a system of internal accounting control. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of control procedures. The objectives of a system are

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Sacramento Food Bank Services  
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to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles.

Because of inherent limitations in any system of internal accounting control, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the system to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the degree of compliance with the procedures may deteriorate.

Our study and evaluation made for the limited purpose described in the first paragraph of the Scope heading would not necessarily disclose all material weaknesses in the system. Accordingly, we do not express an opinion on the system of internal accounting control of the Organization taken as a whole. However, our study and evaluation disclosed no condition which we believe to be a material weakness. A material weakness is a condition in which the design or operation of one or more of the internal control structure elements does not reduce to a relatively low level the risk that errors or irregularities in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned function.

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CONCLUSION

Adoption of the recommendations included in this management letter would substantially improve the internal control and financial reporting of the Organization, as well as improve the integrity of the accounting system.

We are available to further discuss and assist in the implementation of the recommendations included in this letter.

We appreciate the opportunity to assist Sacramento Food Bank Services in this engagement and wish to extend our sincere appreciation for the courtesy extended by the personnel of the Organization.

Sincerely,

*Kirstien & Klein*

KIRSTIEN & KLEIN  
Accountants, Inc.

DVK\mgmt\sfb.aud

