

LOAVES &

FISHES/

MUSTARD

SEED

SCHOOL/

MARYHOUSE

AL/BH COMMISSION REVIEW AND RATING SHEET

Requesting Agency: LOAVES & FISHES/MUSTARD SEED SCHOOL/MARYHOUSE

Amount Requested: \$10,000

Agency Points	Application Preliminary Points:	Hearing Review Points:
Recommended Funding	Application Preliminary: \$	Hearing Review: \$
Recommended Funding	Application Preliminary: \$	Hearing Review: \$

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

AGENCY/PROPOSAL OVERVIEW (Maximum points 40)	Application Preliminary Points	Hearing Review Points
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?		

FUNDING PRIORITIES (Maximum points 50)	Application Preliminary Points	Hearing Review Points
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
2000 APPLICATION FORM**

I. AGENCY

Name: Loaves & Fishes/Mustard Seed School/Maryhouse

Address: 1321 North C Street
Sacramento, CA 95814

Mailing Address (if different):

Executive Director: Tim Brown

II. AGENCY CONTACT

Name: Karen Banker

Title: Community Liaison, Mustard Seed School

Phone: (916) 447-3626

III. TOTAL AMOUNT REQUESTED: \$10,000

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 \$10,000 Clothing \$ Shelter \$ Utilities \$

Transportation \$ Medication \$ Wage/Stipend \$

Other \$

Other \$

D. Will other funds supplement AL/BH funds request for this program?

YES NO Briefly explain:

Loaves & Fishes general funds will provide money for milk purchases for use in the Main Dining Room lunch program, approximately once a week. The funds for this will be approximately \$6,000. The AL/BH funds will fund milk for the Maryhouse breakfast program, the Mustard Seed School lunch/snack program, and for the Women & Children's Dining Room lunch program.

E. Total number of milk servings to be served by AL/BH funds requested:

Approximately 60,000 servings total--30,000 from AL/BH funds

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

Maryhouse Breakfast: M-F 8:00-9:00	L&F Women & Children lunch: M-F 11:30-12:00
Mustard Seed lunch: M-F 12:00-1:00	

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

Downtown area

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.)

Three Loaves & Fishes programs will use the AL/BH funds for milk. The Maryhouse breakfast program serves a hot breakfast, Monday-Friday, for women and children. Milk is used for cereal, to drink or mix with hot chocolate mix. The program is also open for fathers with children and two-parent families. Mustard Seed School children need milk five days a week for lunch and/or snack time. The Loaves & Fishes Women's Dining Room program needs milk five days a week for the half hour daily when only women & children can use that dining room.

Calcium is often lacking in the diet of homeless folks. Many guests at Loaves & Fishes have no other source of nourishment than what Loaves & Fishes provides once a day. By the end of the month, many additional guests are coming to us for food when their food money runs out.

Children, pregnant women, and older women have the greatest need for

milk. Funding this request will serve more of these homeless people in our community.

It is difficult for the homeless and poor to focus on moving forward while they are hungry and are looking for shelter. For this reason, we feel that providing nourishment is one of the first steps necessary to help the needy among us move toward self-sufficiency.

Community support comes to Loaves & Fishes in several forms. Over 1,000 community volunteers come to Loaves & Fishes each month to prepare and serve meals, work as classroom aides and assist programs in delivering services. Other community support comes in the form of in-kind donations of materials needed for use in the programs at Loaves & Fishes.

V. AGENCY DESCRIPTION

A. Mission Statement/Agency Goal:

In an environment of welcome, hospitality, safety and cleanliness, we seek to provide an oasis for homeless men, women and children seeking survival services.

B. Date Incorporated: May 11, 1989

C. Agency overview (briefly describe other services/programs your agency currently provides):

Please see attached brochures





VI. FINANCIAL INFORMATION

Please break down your organization's income sources for the past fiscal year as follows:

Income Sources	\$ Amount	% of Total Funding
Private/Corporate Donations	\$1,975,040.07	77.64%
United Way	272,583.93	10.72%
SETA	-0-	-0-
Federal Assistance	-0-	-0-
State Assistance	-0-	-0-
City/County Assistance (not Ann Land/Bertha Henschel funds)	-0-	-0-
Grants	16,500.00	Grants total .88%
Ann Land/Bertha Henschel Funds	6,000.00 (.24%)	
Other	273,815.00	10.76%
TOTALS	\$2,543,939.00	100%

VII. ATTACHMENTS

Please attach the following items to the application form.

-  List of your Board of Directors and Officers
-  Organizational chart or description of your organization's management structure
-  Verification of your not-for-profit status
-  Copy of your most recent scope of audit and any corrective actions or recommendations suggested by the auditing entity. (Do not submit the whole audit.) If you do not have an annual audit, a copy of your most recent CPA financial statement must be submitted.

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.

Tim Brown
Name (please print)

Executive Director
Title

Tim Brown
Signature

9/25/00
Date

ATTACHMENTS

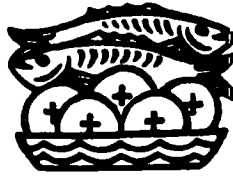
BOARD OF DIRECTORS

ORGANIZATION CHART

NOT-FOR-PROFIT STATUS

RECOMMENDATION LETTERS

LOAVES & FISHES
P.O. BOX 2161
SACRAMENTO, CA 95812



Board of Directors

1/00

Karen Banker: Founder, Mustard Seed School; Board Vice President.

The Reverend Vincent Brady: Rector, Cathedral of the Blessed Sacrament.

Tim Brown: Executive Director, Loaves & Fishes

The Very Reverend Donald Brown: Dean, Trinity Episcopal Cathedral.

LeRoy Chatfield: Former Executive Director, Loaves & Fishes.

Chris Delany: Founder, Loaves & Fishes and Sacramento Catholic Worker; Board President.

Dan Delany: Founder, Loaves & Fishes and Sacramento Catholic Worker.

Norm Fadness: Self-Employed Businessman.

Sister Libby Fernandez, SM: Maryhouse Staff Member

Sister Maria Fitzgerald PBVM: Development Director, Loaves & Fishes

The Reverend Wayne "Chris" Hartmire: Minister, Presbyterian Church (USA);
Board Secretary.

The Reverend John Moore: Board Member Emeritus, United Methodist Church.

Dorothy R. Smith: Commercial Real Estate Broker, Property Manager.
Board Treasurer.

Glennah Trochet, MD: Health Officer, County of Sacramento.

Loaves & Fishes Management Structure

Loaves & Fishes is governed by a Board of Directors made up of some Loaves & Fishes program directors, and the Executive Director. The Board meets monthly. The Board of Directors has a Finance Subcommittee which also meets monthly and makes recommendations to the full Board

On-site daily operations is under the direction of the Executive Director, who works directly for the Board of Directors. The Executive Director is assisted by a Comptroller and an Office Manager. There is a Program Director for each program. All Program Directors meet together monthly.

Loaves & Fishes has a central financial accounting system for the organization. Each program operates with its own annual budget with some expenses, such as insurance, rent, and utilities covered in the parent organization budget. Loaves & Fishes is audited annually.

Loaves & Fishes has three all-staff retreats annually for the purpose of communication, fellowship and renewal.

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
2 CUPANIA CIRCLE
MONTEREY PARK, CA 91755-7406

DEPARTMENT OF THE TREASURY

Date: JUN 23 1994

SACRAMENTO LOAVES AND FISHES
P O BOX 2161
SACRAMENTO, CA 95812-2161

Employer Identification Number:
68-0189897
Case Number:
954101012
Contact Person:
C. GULAPAN
Contact Telephone Number:
(818) 913-1884
Our Letter Dated:
September 5, 1989
Addendum Applies:
No

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,



Richard R. Orosco
District Director

Letter 1050 (DO/CG)



LOAVES & FISHES

Site Location: 1321 North C. St.
Sacramento, CA 95814

Mailing Address: P.O. Box 2161
Sacramento, CA 95812

Administration Office: (916) 446-0874
FAX (916) 446-0875

PHILOSOPHY STATEMENT OF LOAVES & FISHES

Loaves & Fishes is a non-profit organization providing service in a spirit of love, hospitality and generosity to all those who come for assistance.

We are governed by a Board of Directors composed of representatives from the various programs of Loaves & Fishes and leaders selected from the community who are concerned about the needs of the homeless and indigent poor.

We are motivated to serve in Loaves & Fishes out of compassion for the poor and disadvantaged. Through our actions we hope to communicate our respect and love for all who come to Loaves & Fishes for assistance.

We recognize the dignity and spiritual destiny of each person and hope by our attitude of hospitality and love to nourish not only the physical needs of those who come to Loaves & Fishes, but also their spiritual need for love, acceptance, respect and friendship. We serve each person with the knowledge that "as often as you did it for one of my least brothers and sisters, you did it for me." Matthew 25:40.

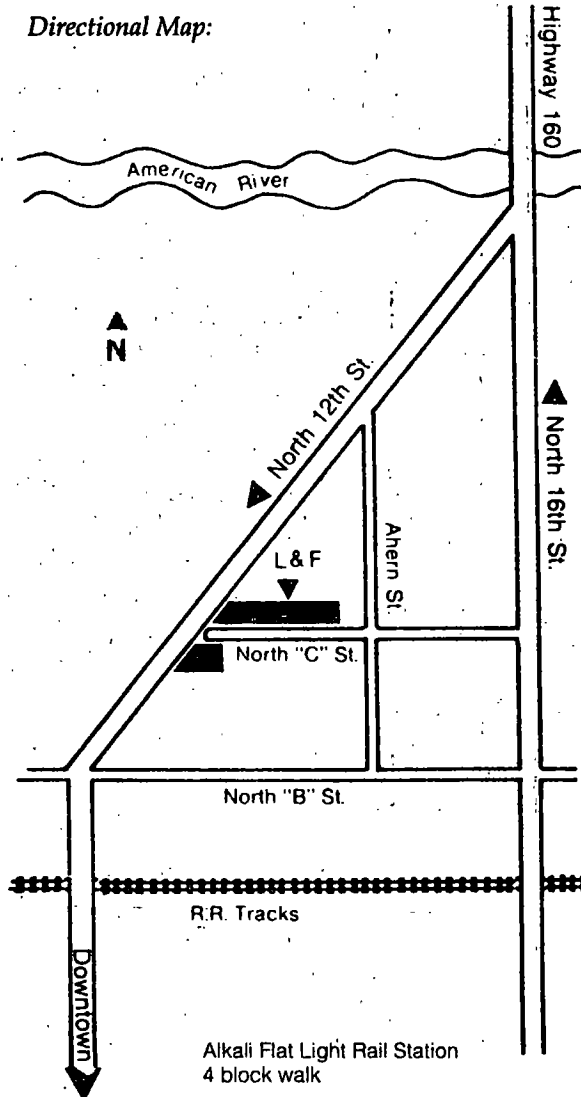
We are called not only to respond to the material and spiritual needs of the individuals who turn to Loaves & Fishes, but also advocate with them and for them. Therefore, we call upon the community to be aware of its responsibility in both the causes and solutions of hunger and homelessness, the absence of basic health care, unemployment, and attitudes which rob our sisters and brothers of dignity, self-respect and self-confidence.

Our roots are in the Judeo-Christian tradition, and we continue to affirm and act out of this faith. At the same time we welcome as allies and co-workers people whose roots are in other faiths and traditions. We respect and affirm each other in our differences. Furthermore, we welcome and serve as sisters and brothers all who come to Loaves & Fishes.

We value collaborating with diverse groups in the work of Loaves & Fishes and actively seek to involve volunteers from a variety of backgrounds. Within the guiding principles listed above, we respect the individual spirit and expression of each of the groups.

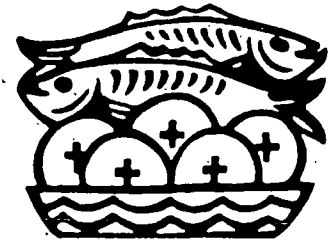
January 1996

Directional Map:



Loaves & Fishes is a private sector, charitable organization dedicated to feeding the hungry and sheltering the homeless in Sacramento. Loaves & Fishes neither solicits nor accepts government funds.

LOAVES & FISHES



In an environment of welcome, hospitality, safety and cleanliness we seek to provide an oasis for homeless men, women and children seeking survival services.

Programs at Loaves & Fishes

Animal Emergency Assistance

Provides free food and emergency medical care for the pets of the homeless.

Christmas Adopt-A-Family

Organizes volunteers & organizations to provide a complete Christmas for destitute families. (446-0874)

Brother Martin's Courtyard

A beautifully landscaped patio entrance to the Loaves & Fishes Dining Room. This patio is also reserved for memorial services, weddings and other celebrations for the guests of Loaves & Fishes.

Children's Playground (Loha's Garden)

A magnificent state-of-the-art, fun-filled play area for homeless children managed by Mustard Seed School. (447-3626)

Clean & Sober Program

Sponsors AA and NA meetings six days a week at Loaves & Fishes. Provides assistance and access to very low cost residential recovery programs for those who are ready to make a change. Managed by Clean & Sober Inc. (446-0874)

Cottage Housing

Sponsors public advocacy to build 1,000 low rent cottages for homeless persons. Eight such cottages are currently owned and operated by Loaves & Fishes. (446-0874)

Development Director

A newly created office at Loaves & Fishes aimed at developing more financial support in the community for the programs of Loaves & Fishes. (446-0874)

Dining Room

Serves a full course, home cooked noontime meal for homeless and hungry guests every day of the year. A separate dining room is available for women and children. (446-0874)

Friendship Park

A private park owned and managed by Loaves & Fishes for the daytime hospitality use of homeless guests. Coffee breakfast program, free telephones, locker storage, showers, laundry vouchers, free ice, etc. Clean and fully stocked bathrooms available. (444-9626)

Guest Health Outreach

Medical screening, health education and medical triage for Loaves & Fishes guests. (446-3942)

Guest House

Free mental health clinic for homeless persons. Managed by El Hogar. (448-1667)

Housing Resources

In-depth personal interviews, landlord contacts, and other practical assistance to find safe and affordable housing for Loaves & Fishes guests. Managed by Sacramento Self Help Housing. (444-8216)

Jail Visitation Program

Visits to homeless guests in the Sacramento jails to provide a caring concern and connection with the outside world. (446-0335)

Legal Services

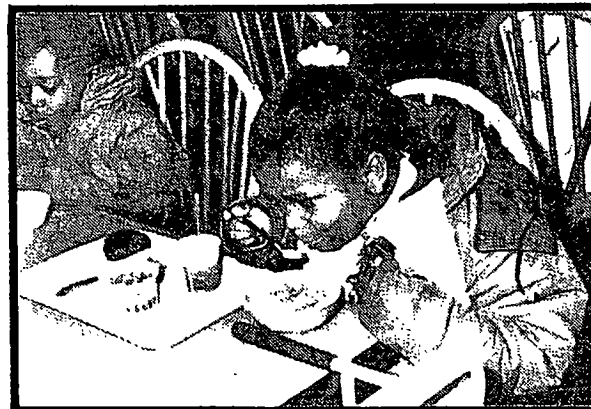
Provides legal assistance for social security disability certification. (498-0349)

Library Reading Room

A library reading room, reference and computer learning center for guests of Loaves & Fishes. Daily newspapers and a wide range of current magazines available. (446-0874)

Maryhouse

Daytime hospitality for homeless women and children. Full breakfast program, housing referral assistance, showers, telephones, mail service and toiletries. Community referral services. (446-4961)



MercyClinic

Free medical clinic for homeless persons. Managed by Catholic Healthcare West. (446-3345)

Mustard Seed School

Private school for homeless and "motel kids". Provides a caring and structured learning environment to facilitate re-enrollment of homeless children into public schools. (447-3626)

Our Daily Bread

Day labor job referral of Loaves & Fishes guests to Sacramento area employers. (446-9316)

Service Center

Information Center in Friendship Park to assist and sign up guests for services: noon meal, free showers, laundry, hair cut vouchers, toiletries, locker storage, etc. Community referral services. (446-9316)

Sister Nora's Community

A year long volunteer opportunity for adults (30+ years) who have a sincere desire to work with those whom society has discarded, i.e., the homeless, the hungry, the addicted and the mentally ill. (446-0874)

Thrift Store

Furniture, household items, clothing, appliances and automobiles donated to Loaves & Fishes are made available at very affordable prices to Loaves & Fishes guests and other very low income families. All funds generated support the work of Loaves & Fishes. (448-2660)

Volunteer Orientation

A 2-hour orientation program provided every Thursday at 11:00 AM (and the 2nd Saturday of every month at 9:00 AM). Open to members of the public and all who are interested in volunteering at Loaves & Fishes. Coordinates the work of 1000+ volunteers a month currently working at Loaves & Fishes. (446-0874)

Warehouse/Procurement

Procurement and storage of food and supplies donated to the programs of Loaves & Fishes by friends and supporters in order to feed and assist the homeless. (446-0874)

FINANCIAL

INFORMATION

INDEPENDENT AUDITOR'S REPORT

Audit Examination of Sacramento Loaves & Fishes, Incorporated
(A Non-Profit Organization)

December 31, 1999

TABLE OF CONTENTS

	<u>Page Number</u>
Independent Auditor's Report	1
Balance Sheet	2
Statement of Support, Revenues, Expenses, and Changes in Fund Balance	3
Statement of Functional Expenses	4
Statement of Cash Flows	6
Notes to the Financial Statements	7

INDEPENDENT AUDITOR'S REPORT


Board of Directors
Sacramento Loaves & Fishes, Incorporated

I have audited the accompanying balance sheet of Sacramento Loaves & Fishes, Incorporated (a non-profit organization), as of December 31, 1999, and the related statements of support, revenues, expenses, and changes in fund balance, functional expenses, and cash flows for the year then ended. These financial statements are the responsibility of the management of Sacramento Loaves & Fishes, Incorporated. My responsibility is to express an opinion on the financial statements based on my audit.

I conducted the audit in accordance with generally accepted auditing standards. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that the audit provides a reasonable basis for my opinion.

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Sacramento Loaves & Fishes, Incorporated, as of December 31, 1999, and the results of its operations for the year then ended in conformity with generally accepted accounting principles.

February 25, 2000


Anastacio V. Santiago, Jr.
Certified Public Accountant

SACRAMENTO LOAVES & FISHES, INCORPORATED
BALANCE SHEET
December 31, 1999

	Operating Fund	Restricted Fund	Plant Fund	Totals (Memorandum Only)
ASSETS				
Current Assets: (Note 2)				
Cash In Bank	\$ 773,999	\$ 19,133	\$ -	\$ 793,132
Petty Cash Fund	3,350	-	-	3,350
Investments	26,969	70,222	-	97,191
Accounts Receivable	4,290	-	-	4,290
Totals, Current Assets	<u>\$ 808,608</u>	<u>\$ 89,355</u>	<u>\$ -</u>	<u>\$ 897,963</u>
Non-Current Assets: (Note 3, 4)				
Buildings	\$ -	\$ -	\$ 1,123,201	\$ 1,123,201
Capital Improvements	-	-	943,482	943,482
Land	-	-	437,008	437,008
Machinery & Equipment	-	-	329,133	329,133
Leasehold Improvements	-	-	293,223	293,223
Vehicles	-	-	77,406	77,406
Accumulated Depreciation	-	-	(1,354,785)	(1,354,785)
Totals, Non-Current Assets	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,848,668</u>	<u>\$ 1,848,668</u>
TOTAL, ASSETS	<u>\$ 808,608</u>	<u>\$ 89,355</u>	<u>\$ 1,848,668</u>	<u>\$ 2,746,631</u>
LIABILITIES AND FUND BALANCE				
Current Liabilities: (Note 5)				
Loans Payable	\$ 224,177	\$ -	\$ -	\$ 224,177
Accounts Payable	244	-	-	244
Totals, Current Liabilities	<u>\$ 224,421</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 224,421</u>
Totals, Liabilities	<u>\$ 224,421</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 224,421</u>
Fund Balance: (Note 6)				
Unrestricted Fund Balance	\$ 584,187	\$ -	\$ 1,716,265	\$ 2,300,452
Restricted Fund Balance	-	89,355	-	89,355
Contributed Assets	-	-	132,403	132,403
Totals, Fund Balance	<u>\$ 584,187</u>	<u>\$ 89,355</u>	<u>\$ 1,848,668</u>	<u>\$ 2,522,210</u>
TOTAL, LIABILITIES AND FUND BALANCE	<u>\$ 808,608</u>	<u>\$ 89,355</u>	<u>\$ 1,848,668</u>	<u>\$ 2,746,631</u>

See Accompanying Notes to the Financial Statements

SACRAMENTO LOAVES & FISHES, INCORPORATED
STATEMENT OF SUPPORT, REVENUES, EXPENSES, AND CHANGES IN FUND BALANCE
For The Year Ended December 31, 1999

	Operating Fund	Restricted Fund	Plant Fund	Totals (Memorandum Only)
SUPPORT AND REVENUES				
Private Support:				
Donations	\$ 1,766,456	\$ 55,364	\$ -	\$ 1,821,820
Grants/Memorials	15,000	7,500	-	22,500
Bequests	425,804	-	-	425,804
Totals, Private Support	<u>\$ 2,207,260</u>	<u>\$ 62,864</u>	<u>\$ -</u>	<u>\$ 2,270,124</u>
Other Revenues:				
Reimbursements	\$ 82,519	\$ -	\$ -	\$ 82,519
Retail Store Sales	116,463	-	-	116,463
Rents	63,881	-	-	63,881
Interest	8,536	2,416	-	10,952
Totals, Other Revenues	<u>\$ 271,399</u>	<u>\$ 2,416</u>	<u>\$ -</u>	<u>\$ 273,815</u>
TOTAL, SUPPORT AND OTHER REVENUES	<u>\$ 2,478,659</u>	<u>\$ 65,280</u>	<u>\$ -</u>	<u>\$ 2,543,939</u>
EXPENSES				
Program Services:				
Friendship Park	\$ 374,994	\$ -	\$ -	\$ 374,994
Dining Room	241,491	-	-	241,491
Brother Martin's Ministeries	219,923	-	-	219,923
Maryhouse	148,143	-	-	148,143
Mustard Seed	124,400	9,170	-	133,570
Thank You's (NDT)	116,532	-	-	116,532
Retail Store	102,567	-	-	102,567
Warehouse	77,414	-	-	77,414
Jail Visitation	73,568	-	-	73,568
Representative Payee Services	68,972	-	-	68,972
Guest Health Outreach	41,622	-	-	41,622
Housing Resources	39,340	-	-	39,340
Weekend Dining Room	33,788	-	-	33,788
Clean & Sober	25,740	-	-	25,740
Sister Nora's Community	15,185	-	-	15,185
Totals, Program Services	<u>\$ 1,703,679</u>	<u>\$ 9,170</u>	<u>\$ -</u>	<u>\$ 1,712,849</u>
Program Support:				
Administration	\$ 207,418	\$ -	\$ -	\$ 207,418
Utilities, Insurance, Rents, Depreciation, Etc.	253,869	-	116,276	370,145
Totals, Program Support	<u>\$ 461,287</u>	<u>\$ -</u>	<u>\$ 116,276</u>	<u>\$ 577,563</u>
TOTAL, EXPENSES	<u>\$ 2,164,966</u>	<u>\$ 9,170</u>	<u>\$ 116,276</u>	<u>\$ 2,290,412</u>
Support and Revenues Over <Under> Expenses	\$ 313,693	\$ 56,110	\$ (116,276)	\$ 253,527
Adjustments: (NOTE 7)				
Net Current Year Change in Plant Fund	(59,324)	-	59,324	-
Recording of Prior Years' Depreciation	-	-	(367,767)	(367,767)
Adjustments to Restricted Assets	30,264	(30,264)	-	-
Miscellaneous Adjustments	10,945	-	45,000	55,945
Fund Balance, January 1	<u>288,609</u>	<u>63,509</u>	<u>2,228,387</u>	<u>2,580,505</u>
Fund Balance, December 31	<u>\$ 584,187</u>	<u>\$ 89,355</u>	<u>\$ 1,848,668</u>	<u>\$ 2,522,210</u>

See Accompanying Notes to the Financial Statements

SACRAMENTO LOAVES & FISHES, INCORPORATED
STATEMENT OF FUNCTIONAL EXPENSES
For The Year Ended December 31, 1999

	Administration	Brother Martin's Ministeries	Dining Room	Friendship Park	Retail Store	Payee Services	Maryhouse	Mustard Seed
Program Staff Costs:								
Salary	\$ 138,555	\$ 33,864	\$ 51,050	\$ 187,811	\$ 52,441	\$ 43,959	\$ 90,874	\$ 82,309
Day Labor	5,293	952	45,390	64,395	5,546	2,573	10,857	3,568
Payroll Taxes	12,782	2,962	9,132	21,445	5,452	4,249	8,799	7,749
Medical Insurance	5,096	2,753	6,719	23,396	777	5,400	2,211	6,963
Dental Insurance	1,189	534	984	3,760	206	1,018	1,450	2,012
Workers' Compensation	1,392	433	1,081	3,012	2,101	929	1,113	1,994
Other Employee Expenses	3,939	495	11,563	21,654	546	-	8,520	16,009
Professional Services	10,046	-	-	900	-	1,750	-	-
Totals, Program Staff Costs	\$ 178,292	\$ 41,993	\$ 125,919	\$ 326,373	\$ 67,069	\$ 59,878	\$ 123,824	\$ 120,604
Program Expenses:								
Supplies	\$ 10,767	\$ 17,262	\$ 19,207	\$ 17,540	\$ 2,045	\$ 6,765	\$ 7,533	\$ 4,143
Laundry Vouchers	-	-	-	6,206	-	-	-	-
Clean and Sober Program	-	-	-	-	-	-	-	-
Auto & Parking	3,592	190	304	249	1	-	53	4,477
Meetings	993	482	272	249	-	-	435	15
Food	-	600	83,705	5,236	-	-	7,990	1,377
Emergency Services	921	377	1,576	2,058	200	-	1,651	172
Field Trip Expenses	-	-	-	-	-	-	-	1,097
Merchandise Preparation	-	-	-	-	407	-	-	-
Clothing	-	-	-	-	-	-	-	-
Flowers	85	81	75	138	-	-	73	18
Taxes, Licenses, Permits	-	-	-	-	8,334	-	-	-
Contingency Expenses	176	6,218	225	-	-	-	-	-
Security	-	-	-	2,567	-	140	-	-
Maryhouse Tee Shirts	-	-	-	-	-	-	-	-
Totals, Program Expenses	\$ 16,534	\$ 25,210	\$ 105,364	\$ 34,243	\$ 10,987	\$ 6,905	\$ 17,735	\$ 11,299
Thank You's / Appeals:								
Printing	\$ 9,596	\$ 8,214	\$ 11	\$ 646	\$ -	\$ -	\$ 1,772	\$ 24
Laminating / Plaques	-	-	-	-	-	-	-	-
Postage	1,323	-	-	-	-	1,296	-	-
Mail House	-	-	-	-	-	-	-	-
New Donor Lists	-	-	-	-	-	-	-	-
Subscriptions / Advertising	-	1,305	-	-	-	-	-	-
Contributions	-	142,752	-	-	-	-	-	-
Totals, Thank You's / Appeals:	\$ 10,919	\$ 152,271	\$ 11	\$ 646	\$ -	\$ 1,296	\$ 1,772	\$ 24
Utilities	\$ -	\$ -	\$ -	\$ -	\$ 4,088	\$ -	\$ -	\$ -
Rents	-	-	-	-	17,675	-	-	-
Repairs & Maintenance: Facilities	369	449	5,541	13,212	872	267	1,398	1,643
Insurance	-	-	-	-	-	-	-	-
Repairs & Maintenance: Equipment	1,304	-	4,656	520	1,876	626	3,414	-
Depreciation	-	-	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-	-	-
Totals, Expenses	\$ 207,418	\$ 219,923	\$ 241,491	\$ 374,994	\$ 102,567	\$ 68,972	\$ 148,143	\$ 133,570

See Accompanying Notes to the Financial Statements

SACRAMENTO LOAVES & FISHES, INCORPORATED
STATEMENT OF FUNCTIONAL EXPENSES
For The Year Ended December 31, 1999

Thank You's, (NDT)	Unallocated	Guest Health Outreach	Weekend Dining Room	Jail Visitation	Warehouse	Housing Resources	Clean & Sober	Sister Nora's Community	Totals All Funds
\$ 25,267	\$ 666	\$ 33,214	\$ 26,836	\$ 38,417	\$ 55,670	\$ 29,670	\$ 17,295	\$ -	\$ 907,898
-	1,419	384	2,106	-	4,568	48	-	-	147,099
-	2,008	3,101	2,206	3,400	5,284	2,307	942	-	91,818
-	-	2,895	1,863	85	931	910	777	1,061	61,837
-	-	313	-	294	121	171	102	222	12,376
339	270	393	317	501	1,840	383	72	-	16,170
-	615	220	460	9,891	865	2,929	306	13,471	91,483
-	-	-	-	-	-	-	-	-	12,696
<u>\$ 25,606</u>	<u>\$ 4,978</u>	<u>\$ 40,520</u>	<u>\$ 33,788</u>	<u>\$ 52,588</u>	<u>\$ 69,279</u>	<u>\$ 36,418</u>	<u>\$ 19,494</u>	<u>\$ 14,754</u>	<u>\$ 1,341,377</u>
\$ 1,172	\$ 4,226	\$ 175	\$ -	\$ 1,628	\$ 729	\$ 722	\$ 66	\$ 122	\$ 94,102
-	-	-	-	-	-	-	-	-	6,206
-	-	-	-	-	-	-	-	-	-
-	200	2	-	1,175	3,619	528	-	-	14,390
240	3,859	-	-	643	-	30	418	60	7,696
808	-	-	-	192	-	19	-	76	100,003
-	-	850	-	10,996	-	61	3,500	-	22,362
-	-	-	-	-	-	-	-	-	1,097
-	-	-	-	-	-	-	-	-	407
-	-	-	-	6,342	-	-	-	-	6,342
1,578	433	-	-	-	-	65	-	31	2,577
-	8,252	-	-	-	-	-	-	-	16,586
1,621	-	-	-	-	-	290	805	-	9,335
-	11,960	-	-	-	-	-	-	-	14,667
-	-	-	-	-	-	-	-	-	-
<u>\$ 5,419</u>	<u>\$ 28,930</u>	<u>\$ 1,027</u>	<u>\$ -</u>	<u>\$ 20,976</u>	<u>\$ 4,348</u>	<u>\$ 1,715</u>	<u>\$ 4,789</u>	<u>\$ 289</u>	<u>\$ 295,770</u>
\$ 26,181	\$ 3,181	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,015	\$ -	\$ 50,640
2,531	-	-	-	-	-	-	-	-	2,531
36,731	-	-	-	-	-	26	442	-	39,818
14,851	-	-	-	-	-	-	-	-	14,851
-	-	-	-	-	-	-	-	-	-
2,463	-	-	-	-	-	-	-	142	3,910
2,750	-	-	-	-	-	-	-	-	145,502
<u>\$ 85,507</u>	<u>\$ 3,181</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 26</u>	<u>\$ 1,457</u>	<u>\$ 142</u>	<u>\$ 257,252</u>
\$ -	\$ 114,661	\$ -	\$ -	\$ -	\$ -	\$ 989	\$ -	\$ -	\$ 119,738
-	56,396	-	-	-	-	-	-	-	74,071
-	16,053	75	-	4	892	192	-	-	40,967
-	21,337	-	-	-	-	-	-	-	21,337
-	2,406	-	-	-	2,895	-	-	-	17,697
-	116,276	-	-	-	-	-	-	-	116,276
-	5,927	-	-	-	-	-	-	-	5,927
<u>\$ 116,532</u>	<u>\$ 370,145</u>	<u>\$ 41,622</u>	<u>\$ 33,788</u>	<u>\$ 73,568</u>	<u>\$ 77,414</u>	<u>\$ 39,340</u>	<u>\$ 25,740</u>	<u>\$ 15,185</u>	<u>\$ 2,290,412</u>

See Accompanying Notes to the Financial Statements

SACRAMENTO LOAVES & FISHES, INCORPORATED
STATEMENT OF CASH FLOWS
For the Year Ended December 31, 1999

CASH FLOWS FROM OPERATING ACTIVITIES

Excess Expenses Over Revenues and Support		\$ 253,527
Changes in Operating Assets and Liabilities:		
Increase in Accounts Receivable	\$ (4,381)	
Increase in Current Liabilities	160,255	
Reclassification of Asset	830	
Decrease in Long Term Liabilities	<u>(21,401)</u>	
Net Cash Provided By Operations		\$ 135,303

CASH FLOWS FROM INVESTING ACTIVITIES

Decrease in Property, Plant, and Equipment (Net)	\$ 401,120	
Adjustments to Fund Balance	(311,822)	
Increase in Investments	<u>(37,215)</u>	
Net Cash Used in Investing Activities		\$ <u>52,083</u>

NET INCREASE IN CASH/CASH EQUIVALENTS \$ 440,913

CASH/CASH EQUIVALENTS, JANUARY 1 355,569

CASH/CASH EQUIVALENTS, DECEMBER 31 \$ 796,482

See Accompanying Notes to the Financial Statements

SACRAMENTO LOAVES & FISHES, INCORPORATED
NOTES TO THE FINANCIAL STATEMENTS
For The Year Ended December 31, 1999

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities

Sacramento Loaves & Fishes, Incorporated, (LFI), is a non-profit organization within the meaning of Section 501(c)(3) of the Internal Revenue Code. Incorporated in the State of California on May 11, 1989, LFI is a private sector, charitable organization dedicated to feeding the hungry and sheltering the homeless in Sacramento. LFI neither solicits nor accepts government funds.

The fourteen-member Board of Directors for 1999 included:

Chris Delany, Co-Founder Loaves & Fishes, Board President
Karen Banker, Director-Mustard Seed, Board Vice-President
Dorothy R. Smith, Real Estate Broker, Board Treasurer
The Reverend Chris Hartmire, Clean & Sober Program, Board Secretary
Tim Brown, Executive Director, Loaves & Fishes
LeRoy Chatfield, Executive Director, Loaves & Fishes
Dan Delany, Co-Founder Loaves & Fishes
Sister Maria Fitzgerald, PBVM
The Reverend John Moore, (Member Emeritus)
Sister Libby Fernandez, Sisters of Mercy
Norm Fadness, Businessman
The Very Reverend Donald Brown, Dean Trinity Cathedral
Glenna Trochet, M.D., Medical Director-Sacramento County Health Clinics
The Reverend Vincent Brady, Rector, Cathedral of the Blessed Sacrament

LFI operated various programs during 1999 and provided the following works of mercy:

Dining Room: provided 215,357 noon time meals to hungry and homeless guests and was opened 363 days

Friendship Park: served 316,251 early morning cups of coffee and 212,308 breakfast rolls; provided 19,281 free showers and 2,697 laundry vouchers; provided 48,162 free local calls; referred 241 homeless persons to paying jobs; through the *Clean & Sober Program*, an independent 501(c)(3) organization effective 7/1/99, provided 12-step meetings for guests in substance abuse recovery and placed over 480 guests into residential recovery programs; sponsored 14 memorial services for deceased guests; provided a full service library reading room which was utilized by 37,855 patrons; operated a computer used by 752 homeless persons

SACRAMENTO LOAVES & FISHES, INCORPORATED
NOTES TO THE FINANCIAL STATEMENTS
For The Year Ended December 31, 1999

Nature of Activities (continued)

Maryhouse: provided daytime services to 1,722 homeless women, 1,043 children, and 15 single fathers; served 23,296 home cooked breakfasts; provided 5,341 showers and 1,148 free laundries; filled 4,897 requests for a week's supply of diapers, baby formula, and personal hygiene products; provided immunizations, physical examinations, and treatment for 263 children; provided medical services for 152 women

Mustard Seed: provided a year round school program with attendance days totaling 3,847; re-enrolled 131 homeless children into public schools; arranged 31 medical and 24 dental visits, and immunizations for 113 children; provided Christmas gifts for 1,060 children; provided guidance and encouragement to 27 homeless parents

Guest Health Outreach: provided medical triage, health counseling, and health education for 8,717 homeless guests; eye examinations and glasses for 64 persons; sponsored spring and fall health fairs for 963 homeless persons; flu shots for 572; TB testing for 353; HIV testing for 172; blood pressure screening for 386; blood sugar screening for 395; provided hearing and vision screening for 70 Mustard Seed children

Jail Visitation: visited 1,956 Sacramento City Jail inmates (9,992 visits); accepted 1,400 collect calls from inmates; sent over 4,800 letters to inmates; provided 1,200 personal toiletry kits, 1,200 clothing vouchers and 840 meal vouchers to released inmates

Legal Assistance: arranged to have pro-bono legal advice provided to hundreds of guests

Mercy Clinic: provided free medical treatment for 4,024 homeless persons

Adopt-A-Family: helped provide a complete Christmas celebration for 81 families

Retail Store: opened in May 1997 serving the needs of very low income customers from the downtown area (35%); homeless guests (20%); and, customers from the greater Sacramento area (45%)

Brother Martin's Ministries: coordinated 2,575 Sacramentans who worked in the LFI dining room; sponsored weekly volunteer orientation programs

SACRAMENTO LOAVES & FISHES, INCORPORATED
NOTES TO THE FINANCIAL STATEMENTS
For The Year Ended December 31, 1999

Nature of Activities (continued)

Guest House: free mental health clinic provided 1,719 triage screenings, opened and assessed 236 new psychiatric cases; provided 1,269 medication appointments

Housing Resources: interviewed 2,524 guests - 13% were sleeping outside; 3% in cars; 29% emergency shelters; 41% motels or friends/relatives; 4% drug/alcohol treatment programs; of those interviewed, 36% were placed in housing

Basis of Presentation

Financial statement presentation is in accordance with the American Institute of Certified Public Accountants, *Industry Audit Guide, Audits of Voluntary Health and Welfare Organizations*.

Fund Accounting

In order to comply with restrictions which donors place on donations and other gifts as well as designations made by the LFI Board, the principles of fund accounting have been used. Accordingly, all assets, liabilities, and activities are stated on the accrual basis of accounting in the Operating, Restricted, and Plant funds. Contributions are considered to be unrestricted funds unless restricted by the donor. All funds over which the Board of Directors has discretionary control have been included in the operating fund.

Functional Expenses

Program expenses are charged to each program on a direct cost basis except indirect costs such as utilities, insurance, etc., which are separately recorded and reported.

Income Tax Status

Sacramento Loaves & Fishes, Incorporated, qualifies as a tax exempt organization under Section 501(c)(3) of the Internal Revenue Code; and therefore, has no provision for federal income tax. The organization properly files the required federal and state informational returns. The organization does collect sales tax on Retail Store sales.

Total Columns

Total columns are presented to facilitate financial analysis. Data in these columns do not present financial position, results of operations, or changes in fund balance in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation.

SACRAMENTO LOAVES & FISHES, INCORPORATED
NOTES TO THE FINANCIAL STATEMENTS
For The Year Ended December 31, 1999

NOTE 2 – CASH, CASH EQUIVALENTS, & INVESTMENTS

At December 31, 1999, LFI maintained the following accounts:

Checking Account – Merchants National Bank	\$295,891
Restricted Funds – Merchants National Bank	446,215
Savings Account – Merchants National Bank	1,501
Retail Store Account – Merchants National Bank	42,507
Milk Fund – Merchants National Bank	2,500
Credit Card Holding Account – Merchants National Bank	3,688
Prudential Cash Account	830
Petty Cash Fund	<u>3,350</u>
Subtotal – Cash/Cash Equivalents	\$796,482
Certificates of Deposit – Merchants National Bank	<u>97,191</u>
Total	<u>\$893,673</u>

The operating and savings accounts, and the restricted account are interest bearing. The Milk Fund is a non-interest bearing account. Cash balances are insured up to \$100,000 by the Federal Depository Insurance Corporation.

At year end, the following certificate of deposits (CD) were restricted with account balance and stated interest rates as follows: CD #1087 - \$16,488, 4.405%; CD #1682 - \$27,861, 4.115%; CD #1717 - \$25,873, 4.50%. During 1999, the organization purchased another CD (#2021) using residual Payee Services customer balances. At year-end, the balance was \$26,969, with an interest rate of 4.405% - at present there are no restrictions on this CD. Donated Securities are sold on a regular basis. Generally Accepted Accounting Principles, per Financial Accounting Standards Board (FASB) Statement No. 124, *Accounting for Certain Investments Held by Not-for-Profit Organizations*, states that investments in equity securities with “readily determinable fair values” should be reported at fair values with realized and unrealized gains and losses included in the income statement.

SACRAMENTO LOAVES & FISHES, INCORPORATED
NOTES TO THE FINANCIAL STATEMENTS
For The Year Ended December 31, 1999

NOTE 3 – FIXED ASSETS

In addition to the relatively minor *Machinery & Equipment* acquisitions, the organization purchased a truck for use in the Warehouse. Special donations were acquired for this specific purpose during 1999. The addition to *Land* (property located near Susanville, Lassen County) was first donated in December 1998. It is anticipated that the property will be sold at stated value, as noted.

Asset Classification	January 1 <u>Balance</u>	<u>Additions</u>	<u>Deletions</u>	December 31 <u>Balance</u>
Buildings	\$1,123,201	\$ 0	\$ 0	\$1,123,201
Capital Improvements	943,482	0	0	943,482
Land	392,008	45,000	0	437,008
Machinery & Equipment	322,853	6,280	0	329,133
Leasehold Improvements	293,223	0	0	293,223
Vehicles	<u>45,763</u>	<u>31,643</u>	<u>0</u>	<u>77,406</u>
Totals	<u>\$3,120,530</u>	<u>\$ 82,923</u>	<u>\$ 0</u>	<u>\$3,203,453</u>

NOTE 4 – DEPRECIATION

Organizational policy is to depreciate assets over estimated useful lives, with no salvage value, utilizing a straight-line depreciation method. Generally Accepted Accounting Principles, as per Financial Accounting Standards Board (FASB) Statement No. 93, require that not-for-profit organizations must properly capitalize assets and report associated depreciation expense in the proper accounting period. Accumulated Depreciation for assets purchased or placed in service as of December 31, 1998, as well as 1999 additions, has been properly updated.

NOTE 5 – LIABILITIES

Loans Payable, totaling \$224,177, represent arrangements made by the organization with Merchants National Bank. General Ledger Account #2008 is a line of credit arrangement and has a year-end stated balance of \$213,656. General Ledger Account #2009 is an operating loan with a stated balance of \$10,521.

SACRAMENTO LOAVES & FISHES, INCORPORATED
NOTES TO THE FINANCIAL STATEMENTS
For The Year Ended December 31, 1999

NOTE 6 – FUND BALANCE

The Fund Balance of \$2,522,210 includes \$89,355 in accumulated amounts donated to the organization for specific purposes as of December 31, 1999. In addition, the donated portion of the buildings located at 1351 North C Street, the land located at 311 North 12th Street, and the property discussed above in Note 3, valued at a total of \$132,403, is included in the year end Fund Balance.

NOTE 7 – ADJUSTMENTS

The *Net Current Year Change in Plant Fund* and *Adjustment to Restricted Funds* are fund reallocations required for proper financial statement presentation. The *Plant Fund* total consists of purchased acquisitions and the retirement of mortgages payable during the year. The *Restricted Fund* reallocation was based on an analysis, which concluded that certain amounts recorded as restricted were in fact "Board designations" which are not subject to donors' restrictions.

Recording of Prior Years' Depreciation refers to capitalized assets purchased or placed in service as of December 31, 1998. Miscellaneous Adjustments consists of the property identified in Note 3 and various entries pertaining to pre-1999 activities.

NOTE 8 – DONATED GOODS/SERVICES

The organization does not currently record in its financial records and statements the value of donated goods (primarily food) or services. LFI is aware of generally accepted accounting principles (Financial Accounting Standards Board Statements No. 116 & 117) which dictate that such items are to be recorded at the estimated fair market value, unless there is major uncertainty of the value to the organization. LFI has concluded that the value to the organization is in doubt due primarily to the fact that donated goods are often subsequently traded or bartered with other similar non-profit organizations or due to "spoilage" factors. In addition, goods retained by the organization are provided directly to the homeless through hot, home-cooked breakfasts and noon time meals. As such, LFI is not required to record these goods. The donated services received, while invaluable to the overall organization, do not create or enhance non-financial assets and are not services that the organization would otherwise need to purchase.