

CATHOLIC

SOCIAL

SERVICE

OF

SACRAMENTO

AL/BH COMMISSION REVIEW AND RATING SHEET

Requesting Agency: CATHOLIC SOCIAL SERVICE OF SACRAMENTO

Amount Requested: \$10,000 / 1999
 - only funding source for this emergency portion of program
 - increase to assist more families

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
2001 APPLICATION FORM**

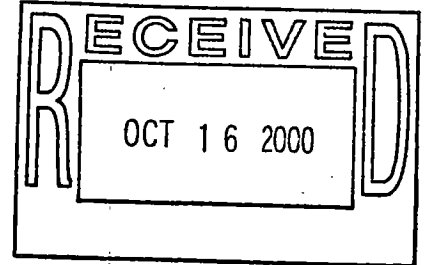
I. AGENCY

Name: Catholic Social Service of Sacramento

Address: 5890 Newman Court, Sacramento, CA 95819

Mailing Address (if different):

Executive Director: James Rodgers



II. AGENCY CONTACT

Name: Adela Avila

Title: Program Manager

Phone Number: (916) 443-5367

III. TOTAL AMOUNT REQUESTED: \$ 10,000.00

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 \$ _____ Clothing \$ _____ Shelter \$ 7,000.00 Utilities \$ 3,000.00

Transportation \$ _____ Medication \$ _____ Wage/Stipend \$ _____

Other _____ \$ _____

Other _____ \$ _____

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

YES NO Briefly explain:

At present, no other available funds for this form assistance.

E. Total number of clients to be served by AL/BH funds requested: 220

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

Mondays-THursdays 8:30 am to 5:00 PM

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

All city zip codes, with an emphasis upon low income, inner city
Latinó clients.

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.)

SEE PAGE 5a

**Ann Land/Bertha Henschel Memorial Funds Commission
2001 Grant Application - Section IV- H**

Catholic Social Service of Sacramento (CSS) is requesting \$10,000 to continue emergency support to our Centro Guadalupe clients. We are requesting \$7,000 to provide up to \$300 per family rental assistance funds for approximately 25 families (totaling 100 persons) who are in danger of becoming homeless through eviction or other emergency circumstances. We are also requesting \$3,000 to provide up to \$100 per family utility assistance funds for a minimum of 30 families (totaling 120 persons) to help clients avoid losing basic electricity and/or gas service.

CSS strongly desires to continue helping families avoid the problems of homelessness by offering rental assistance. Our staff has observed the difficulties encountered by families in becoming self-sufficient if a potential worker is unable to provide a prospective employer with an address or phone number. As part of our on-going networking efforts, CSS will continue to work with other rental assistance providers to ensure services are not duplicated. CSS also wishes to enable families to avoid the devastating health and social consequences caused by a loss of basic utilities.

Latinos are the fastest growing minority group in California. Nominated in 1999 as 'agency of the year' by the Hispanic Chamber of Commerce, Centro Guadalupe is the only full-service agency in Sacramento providing emergency as well as supportive services to hundreds of documented as well as undocumented Latinos in the Sacramento area. Immigrants are struggling to survive in a political climate that renders many of them ineligible for food stamps, employment, welfare assistance or other government programs. With very limited bilingual services in the Latino community for low-income monolingual and limited English-speaking families who need emergency services, Centro Guadalupe has a unique population of families dependent on them for their daily sustenance.

V. AGENCY DESCRIPTION

- A. **Mission Statement/Agency Goal:** CSS promotes individual dignity and self-actualization to enable our clients to fulfill their personal and spiritual potential by providing quality community-based services for and client advocacy on behalf of vulnerable individuals, families and groups in need in the community.

CSS strives for a society that supports the dignity of individuals and families by:

- * Reducing the causes and results of poverty;
- * Building healthy communities;
- * Serving the economic, social and mental health needs, and physical well being of disadvantaged people;
- * Promoting economic, psychological and spiritual self-sufficiency; and
- * Empowering and supporting the individual and thus, the society.

- B. **Date Incorporated:** 05/08/85 - Catholic Charities of Sacramento, Inc.
(previously incorporated as Catholic Welfare Institution, 1930)

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

Catholic Social Service of Sacramento is a multi-program social service agency that has been serving Sacramento and the surrounding counties for over 65 years. What started as a small casework agency has grown into a major social service provider that operates the following programs at four locations:

Centro Guadalupe, a multi-service center located in downtown Sacramento has provided services to the community in Spanish and English since 1980. Centro's main purpose is to promote the personal welfare and self-reliance of individuals and families whose lives are affected by poverty, cultural and/or language differences, immigration status, and any accompanying prejudice. Key services include emergency food assistance, rental and utility assistance, bilingual counseling, case management, immigration assistance, domestic violence support groups, information and referral, and income tax assistance.

Camellia City Center, a unique day center for low income elderly individuals age 50 and over, is located in the heart of downtown Sacramento. Residents of downtown hotels, boarding homes and homeless seniors are receive low-cost hot meals, information and referral, advocacy, recreational activities, and legal assistance. From the Center, In Home Visitors go out into the community to assist approximately 60 homebound seniors maintain their independence.

New Pathways Counseling offers low cost counseling services to individuals, children, couples, and families. Low cost parenting classes and school counseling is also provided from this location.

Adult Education of the Homeless provides pre-employment skills and computer literacy training to residents at the Salvation Army shelter near downtown Sacramento.

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	\$ 56,867	6.9%
United Way	81,045	9.8%
SETA	-0-	
Federal Assistance	-0-	
State Assistance	-0-	
City/County Assistance (not Ann Land/Bertha Henschel funds)	-0-	
Grants	419,560	50.8%
Ann Land/Bertha Henschel Funds	4,500	0.6%
Other (Service fees, interest)	263,221	31.9%
TOTALS	\$825,193	100.0%

VII. ATTACHMENTS

Please attach the following items to the application form.

- VII-A List of your Board of Directors and Officers
- VII-B Organizational chart or description of your organization's management structure
- VII-C Verification of your not-for-profit status
- VII-D 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.

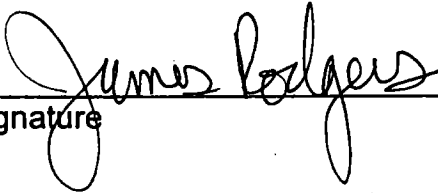
James Rodgers

Executive Director

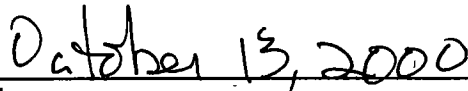
Name (please print)

Title

Signature



Date



ATTACHMENTS

BOARD OF DIRECTORS

ORGANIZATION CHART

NOT-FOR-PROFIT STATUS

RECOMMENDATION LETTERS



CATHOLIC SOCIAL SERVICE OF SACRAMENTO

BOARD OF DIRECTORS at October 4, 2000

1. **President : Patricia Keast**
2. **Treasurer: Mark Helmar**
3. **Secretary: Jennifer Horne**
4. **Joseph S. Johnson,**
5. **Bartley A. Lagomarsino**
6. **Fr. James Strommer**
7. **Valerie Barclay**
8. **George de la Mora**
9. **Mary Boothby**
10. **Patrick Michael Cohen**



CATHOLIC SOCIAL SERVICE OF SACRAMENTO

ORGANIZATION CHART

BISHOP - DIOCESE OF SACRAMENTO

CHARITIES BOARD OF DIRECTORS

CSS BOARD OF DIRECTORS

CSS EXECUTIVE DIRECTOR

**Finance
Manager**

**Program
Manager
Counseling**

**Program
Manager
Centro and
Immigration**

**Program
Manager
Camellia
Center**

**Program
Manager
In Home
Visiting**

**Counseling
Staff
and
Volunteers**

**Centro
Staff
and
Volunteers**

**Camellia
Staff
and
Volunteers**

**In Home
Staff
and
Volunteers**

District
Director

Delaware-Maryland District 31 Hopkins Plaza, Baltimore, MD 21201

June 3, 1998

Telephone: (410) 952-6058

Ms. Deidre Halloran
Associate General Counsel
United States Catholic Conference
3211 4th Street, N.E.
Washington D.C. 20017-1194

Catholic Social Service of Service
94-2576612

• 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* for 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 1998 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 1998 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 2055, 2106, and 2522 of the Code.

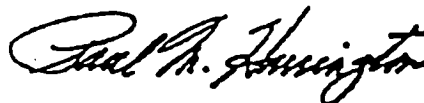
Ms Deidre Halloran

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 paid \$100 or more in a calendar year. You and your subordinates are not liable for tax under the Federal Unemployment Tax Act (FUTA).

Next year, within 90 days before the close of your annual accounting period or by May 31, the date established by our letter of April 28, 1975, which gave an extension of time to file the information, please send one copy of *The Official Catholic Directory* of 1999 to the IRS EP/EO Division in Cincinnati, two copies to the IRS EP/EO Divisions in Baltimore, Brooklyn, Dallas and Los Angeles, six copies to the IRS National Office, and one copy to this office.

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 yours,



Paul M. Harrington
District Director

Diocese of Sacramento

(*Diocesis Sacramentensis*)

Most Reverend

WILLIAM K. WEIGAND, D.D.

Bishop of Sacramento; ordained May 25, 1963; appointed Bishop of Salt Lake City September 3, 1980; ordained and installed November 17, 1980; appointed Bishop of Sacramento November 30, 1993; installed January 27, 1994. *Mailing Address: Diocesan Pastoral Center, Office of the Bishop, 2110 Broadway, Sacramento, 95818-2541. Tel.: 916-733-0200; Fax: 916-733-0215.*

Most Reverend

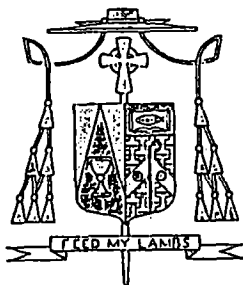
RICHARD J. GARCIA, D.D.

Auxiliary Bishop of Sacramento; ordained June 15, 1973; appointed Titular Bishop of Bapara and Auxiliary Bishop of Sacramento November 25, 1997; 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., Ed.D.

Retired Bishop of Sacramento; ordained June 15, 1946; appointed Titular Bishop of Numana and Auxiliary Bishop of San Francisco April 28, 1978; Episcopal ordination June 29, 1978; appointed Bishop of Sacramento December 18, 1979. *Office: 2110 Broadway, Sacramento, CA, 95818-2541. Tel.: 916-733-0200.*



ERECTED BY HIS HOLINESS, LEO XIII, MAY 28, 1886.

Square Miles 42,597.

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

Comprises the Counties of Amador, Butte, Colusa, El Dorado, Glenn, Lassen, Modoc, Nevada, Placer, Plumas, Sacramento, Shasta, Sierra, Siskiyou, Solano, 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.

Diocesan Pastoral Center: 2110 Broadway, Sacramento, CA, 95818-2541. Tel.: 916-733-0100 (General); Fax: 916-733-0195.

Web site address: www.diocese-sacramento.org

E-mail address: bishopweigand@diocese-sacramento.org

STATISTICAL OVERVIEW

Personnel			
Bishop	1		
Auxiliary Bishops	1		
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		
Extern Priests in Diocese	36		
Ordinations:			
Diocesan Priests	2		
Permanent Deacons in Diocese	102		
Total Brothers	31		
Total Sisters	186		
Parishes			
Parishes	98		
With Resident Pastor:			
Resident Diocesan Priests	84		
Resident Religious Priests	12		
Without Resident Pastor:			
Administered by Women Religious	2		
Missions	42		
Pastoral Centers	2		
Professional Ministry Personnel:			
Sisters	33		
Lay Ministers		72	
Welfare			
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		
Educational			
Diocesan Students in Other Seminaries	38		
Seminaries, Religious	1		
Students Religious	7		
Total Seminarians	45		
High Schools, Diocesan and Parish	4		
Total Students	1,731		
High Schools, Private	3		
Total Students	2,464		
Elementary Schools, Diocesan and Parish			47
Total Students			13,294
Catechesis/Religious Education:			
High School Students			2,704
Elementary Students			14,831
Total Students Under Catholic Instruction			35,069
Teachers in the Diocese:			
Priests			12
Brothers			4
Sisters			19
Lay Teachers			785
Vital Statistics			
Receptions into the Church:			
Infant Baptism Totals			8,415
Adult Baptism Totals			657
Received into Full Communion			1,007
First Communions			5,904
Confirmations			4,771
Marriages:			
Catholic			1,096
Interfaith			511
Total Marriages			1,607
Deaths			2,667
Total Catholic Population			454,600
Total Population			2,876,257

Former Bishops—Rt. Rev. EUGENE O'CONNELL, D.D., cons. Titular Bishop of Flaviopolis and appt. Vicar Apostolic of Marysville, Feb. 3, 1861; appt. First Bishop of Grass Valley, March 22, 1868; resigned March 17, 1884 and appt. Titular Bishop of Joppa; died Dec. 4, 1891.—Rt. Rev. PATRICK MANOUE, D.D., cons. Titular Bishop of Corcos, Coadjutor to Bishop O'Connell of Grass Valley, Jan. 16, 1881; 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.—Rt. Rev. THOMAS GRACE, D.D., cons. June 16, 1896; died Dec. 27, 1921.—Rt. Rev. PATRICK

J. KEANE, D.D., ord. June 20, 1895; cons. Bishop of Samaria, Dec. 14, 1920; appt. to See of Sacramento, March 17, 1922; died Sept. 1, 1928.—Most Rev. ROBERT J. ARMSTRONG, D.D., Litt.D., ord. Dec. 10, 1910; cons. March 12, 1929; died Jan. 14, 1957.—Most Rev. JOSEPH T. MCGUCKEN, D.D., S.T.D., LL.D., ord. Jan. 16, 1928; cons. Titular Bishop of Sanavo and Auxiliary Bishop of Los Angeles, March 19, 1941; Coadjutor Bishop of Sacramento, Oct. 26, 1955; succeeded to Jan. 14, 1957, as Bishop of Sacramento; promoted to the See of San Francisco, Feb. 21, 1962; died Oct. 6, 1983.—Most Rev. ALDEN J. BELL, D.D., M.S.S.W., ord. May 14, 1932; appt.

Titular Bishop of Rhodopolis and Auxiliary Bishop of Los Angeles, April 18, 1956; cons. June 4, 1966; appt. Bishop of Sacramento, March 30, 1962; retired March 15, 1979; died Aug. 28, 1982.—Most Rev. JOHN S. CUMMINS, D.D., ord. Jan. 24, 1953; appt. Titular Bishop of Lambosi and Auxiliary Bishop of Sacramento, Feb. 26, 1974; cons. May 26, 1974; appt. Bishop of Oakland, May 3, 1977.—Most Rev. FRANCIS A. QUINN, D.D., Ed.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.—

[F] HOMES FOR SENIOR CITIZENS

SACRAMENTO. *Mercy-McMahon Terrace*, 3865 J St., 95816. Tel: 916-733-6510; Fax: 916-733-6615.
E-mail: mhs@mercysacramento.org
Web site: www.mercysacramento.org
For a complete listing, refer to the *Special Care Facilities* section.

[G] GENERAL HOSPITALS

SACRAMENTO. *Mercy General Hospital*, 4001 J St., 95819. Tel: 916-453-4545; Fax: 916-453-4587.
E-mail: mhs@mercysacramento.org
Web site: www.mercysacramento.org
For a complete listing, refer to the *Hospitals* section.

CARMICHAEL. *Mercy American River/Mercy San Juan Hospital/Mercy American River Campus*, 4747 Engle Rd., 95606. Tel: 916-484-2222; Fax: 916-486-1855.
E-mail: mhs@mercysacramento.org
Web site: www.mercysacramento.org
For a complete listing, refer to the *Hospitals* section.

FOLSOM. *Mercy Hospital of Folsom*, 1650 Crookside Dr., 95630. Tel: 916-983-7400; Fax: 916-983-7406.
E-mail: cgrittner@chw.edu
Web site: www.mercysacramento.org
For a complete listing, refer to the *Hospitals* section.

MT. SHASTA. *Mercy Hospital of Mount Shasta dba Mercy Medical Center Mt. Shasta*, 914 Pine St., P.O. Box 239, 96067. Tel: 530-926-6111; Fax: 530-920-0517.
Web site: mtshn1.mercy.org
For a complete listing, refer to the *Hospitals* section.

RANCHO CORDOVA. *Mercy Healthcare Sacramento*, 10540 White Rock Rd., 95670. Tel: 916-851-2000; Fax: 916-851-2727.
E-mail: mhs@mercysacramento.org
Web site: www.mercysacramento.org
For a complete listing, refer to the *Hospitals* section.

RED BLUFF. *Catholic Healthcare West North State dba St. Elizabeth Community Hospital*, 2560 Sr. Mary Columba Dr., 96080-4397. Tel: 530-629-8000; Fax: 530-629-8009
For a complete listing, refer to the *Hospitals* section.

REDDING. *Catholic Healthcare West North State dba Mercy Medical Center Redding*. Tel: 530-225-6000; Fax: 530-225-6125 Mailing Address: P.O. Box 496009, 96049-6009.
For a complete listing, refer to the *Hospitals* section.

[H] MONASTERIES AND RESIDENCES OF PRIESTS AND BROTHERS

CARMICHAEL. *Jesuit High School Community of Sacramento*. Tel: 916-482-6060; Fax: 916-972-8037.
(California Prov., Los Gatos). Mailing Address: P.O. Box 254647, Sacramento, 95866. Tel: 916-482-6060.
1200 Jacob Ln., 95608. Tel: 916-482-6060; Fax: 916-972-8037. Revs. Gregory R. Bonfiglio, S.J., Rector; William F. Broulet, S.J.; James A. Doogan, S.J.; Reynold J. Gatto, S.J.; Edwin B. Harris, S.J.; Francis G. Hernandez, S.J.; Luat V. Hoang, S.J.; David F. Klein, S.J.; Richard L. McCurdy, S.J.; John P. McGarry, S.J.; Charles R. Olsen, S.J.; Lorenzo J. Palafox, S.J.; William K. Stolz, S.J.; George V. Wanser, S.J.; Bros. Justin DeChance, S.J.; Charles Onorato, S.J.; James Sanders, S.J.; Tan Pham, S.J.; Marc Reeves, S.J.; Mr. Duc M. Vu, S.J. Priests 14; Brothers 3; Scholastics 2.

CITRUS HEIGHTS. *Christ the King Retreat*, 6520 Van Maren Ln., 95621. Tel: 916-723-5162; Fax: 916-725-4812. The Passionists (Chicago, IL). A community residence for the Passionist priests and brothers who conduct missions and retreats. Very Rev. Blaise Czaja, C.P.; Revs. Neil J. Parsons, C.P.; Thomas More Newbold, C.P.; James G. Strommer, C.P.; Joseph O. Mitchell, C.P., Retreat Dir.; Emil Womack, C.P.; Cedric Pisegna, C.P.; Ronan Newbold, C.P.; Bro. Carl Hund, C.P. Priests 8; Brothers 1.

VINA. *Abbey of New Clairvaux, Trappist*, P.O. Box 80, 96092. Tel: 530-839-2161; Fax: 530-839-2332.
E-mail: txdavis@maxinet.com
Web site: www.maxinet.com/trappist/
Cistercian Abbey, Cistercians of the Strict Observance. Rt. Rev. Thomas X. Davis, O.C.S.O., J.C.L., Abbot; Revs. Harold K. Meyer, O.C.S.O., Prior; Joseph J. Wittbrod, O.C.S.O.; Timothy VanderVennett, O.C.S.O., S.T.L.; Lawrence A. Glaser, O.C.S.O.; Paul Jerome Konkler, O.C.S.O.; Anthony R. Bellsorte, O.C.S.O.; Mark A. Scott, O.C.S.O.; John Baptist Porter, O.C.S.O.; Paul Mark Schwan, O.C.S.O.; Maurus Fei, O.C.S.O. Priests 10; Professed Brothers 13.

[I] CONVENTS AND RESIDENCES FOR SISTERS

SACRAMENTO. *Canossian Daughters of Charity, Our Lady of Lourdes Convent*, 1949 North Ave., 95838. Tel: 916-925-4001; Fax: 916-925-8897.
E-mail: fdcc_sac@charliefish.com
Sisters 4.

Presentation Sisters, St. Mary's Convent, 6801 N St., 95819. Tel: 916-461-5881. Sisters 3.
Religious of the Virgin Mary, 1123 W St., 95818. Tel: 916-447-7008. Sisters 4.
St. Charles Borromeo Convent, 7580 Center Pkwy., 95823. Tel: 916-421-7174; Fax: 916-421-3964. Sisters 6.
Sister Servants of the Blessed Sacrament, St. Peter's Convent, 5929 61st St., 95824. Tel: 916-457-0182.
E-mail: sisbs@pacbell.net
Sisters 4.
Sisters Catechists of Jesus Crucified, St. Francis Convent, 5945 N St., 95819. Tel: 916-456-6485. Sisters 4.
Sisters of Social Service, 5349 Sedona Ct., Carmichael, 95605. Tel: 916-489-3714.
Sisters of the Holy Rosary of Fatima, 1708 U St., 95818. Tel: 916-442-8646. Sisters 3.
Sisters of the Sacred Hearts of Jesus & Mary, St. Paul's Convent, P.O. Box 292280, 95829. Tel: 926-381-5200. Sisters 2.

AUBURN. *Institute of the Sisters of Mercy of the Americas*. Tel: 530-887-2000; Fax: 530-887-0789.
E-mail: auburnsom@aol.com
Auburn Regional Community. Motherhouse: 535 Sacramento St., 95603-5699. Tel: 530-887-2000; Fax: 530-887-0789. Sr. Sheila Browne, R.S.M., Pres. Sisters in Community 22; Sisters in Diocese 80.
Russell House, 2223 L St., Sacramento, 95816-4926. Tel: 916-446-9251. Sisters 5.
McAuley Convent, 3846 H St., Sacramento, 95816-4613. Tel: 916-455-2843. Sisters 4.
Sisters of Mercy, 6625 Frontier Way, Carmichael, 95608. Tel: 916-489-0844. Sisters 4.
Our Lady of Fatima Convent, 2240 Hawthorne St., Sacramento, 95815-2910. Tel: 916-924-8541. Sisters 2.
Holy Spirit Convent, 3920 W. Land Park Dr., Sacramento, 95822-1123. Tel: 916-448-3578. Sisters 6.
Mercy Convent, 760 41st St., Sacramento, 95819-2738. Tel: 916-457-8274. Sisters 9.
Mercy San Juan, 6620 Oakbrook Dr., Fair Oaks, 95628. Tel: 916-962-7144. Sisters 6.
Mercy Convent, 2254 Gold St., Redding, 96001-2420. Tel: 530-225-7590. Sisters 3.
Holy Cross Convent, 800 Toddhunter Ave., West Sacramento, 95605-2299. Tel: 916-371-1931. Sisters 6.
Sisters of Mercy, 212 Bittercreek Dr., Folsom, 95630-2353. Tel: 916-983-9268. Sisters 3.
Coolock Community, 848 39th St., Sacramento, 95816. Tel: 916-454-1723. Sisters 2.

CARMICHAEL. *Religious of the Institute of the Blessed Virgin Mary, Assumption Convent*, 5055 Cottage Way, 95608. Tel: 916-488-8188. Sisters 5.
Other Locations: 3606 Chadsworth Way, Sacramento, 95821. Tel: 916-485-6384. Sisters 4.

FAIR OAKS. *Sisters of Mercy of Cashel, St. Mel's Convent*, P.O. Box 1180, 95628. Tel: 916-967-9504. Sisters 2.

FAIRFIELD. *Sisters of the Holy Faith, Holy Spirit Convent*, 1050 N. Texas St., 94533. Tel: 707-425-3672.
E-mail: hssf@impresso.com
Web site: www.hsschool.org
Sisters 5.

GEORGETOWN. *Disalced Carmelite Nuns*, P.O. Box 1720, 95634. Tel: 530-333-1617; Fax: 530-333-1617. Carmel of the Holy Family and Saint Therese. Sisters 14.

WEST SACRAMENTO. *Daughters of the Holy Spirit, Our Lady of Grace Convent*, 1990 Linden Rd., 95691. Tel: 916-371-9416; Fax: 916-371-1319.
E-mail: olgws@connect.com

[J] RETREAT HOUSES

SACRAMENTO. *Pendola Center*, 2110 Broadway, 95818-2541. Tel: 916-733-0123; 916-PEN-DOLA; Fax: 916-733-0195.
E-mail: campendola@aol.com
Web site: http://www.gocities.com/yosemite/1038
Center located in Sierra-Nevada foothills near Camptonville. Summer camp for boys and girls 7-16. Available for teenage and young adult retreats, school midweek retreats, field trips. Contact: Stephen Tholcke, Dir. of Pendola Center, Dept. of Catholic Faith Formation.

APPOSITE. *Our Lady of the Oaks Villa*, P.O. Box 128, 95703. Tel: 530-878-2776; Fax: 530-878-1615. Available for retreats and conferences from September 1 to May 15. Rev. Gerald H. Robinson, S.J., Dir. Tel: 916-482-9666; Bro. James Sanders, S.J., Asst. Dir. Tel: 916-482-6060; Ronald W. Weingart, Resident Manager. Tel: 530-878-2776.

AUBURN. *Marian Retreat Center*, 535 Sacramento St., 95603. Tel: 916-887-2019; Fax: 530-887-2068.
E-mail: mpowersm@aol.com

CITRUS HEIGHTS. *Christ the King Retreat Center*, 6520 Van Maren Ln., 95621. Tel: 916-969-4706; Fax:

916-725-4312. Rev. Joseph D. Miller, Sr. Marcella Fabing, C.S.J., Assoc. Dir. Newbold, C.P.; Bro. Carl Hund, Borkowski, Admin.

[K] CAMPUS MINISTRIES AND CENTERS

CHICO. *Newman Centers*, 346 Cherry St., Tel: 530-342-5180; Fax: 530-342-3014.
E-mail: mikeneweds@aol.com
Rev. Michael J. Newman, S.D.S., Director, Campus Ministry.
California State University (Sacramento) Catholic Community. Rev. Dr. Joseph M. Dir., 5900 Newman Ct., Sacramento, 95819. Tel: 916-454-4188; Fax: 916-454-4180. Deacon Syrnkowitz; Ms. Mary Ann Williams, Bus. Mgr.
California State University (Chico), Newman Catholic Community. Deacon Anthony Duvarney; Marga Flynn, Sec., 346 Cherry St., 95924. Tel: 530-342-5180; Fax: 530-342-3016.
E-mail: newmancm@aol.com
Web site: now2000.com/newman
University of California (Davis), Newman Catholic Community, 514 C St., Davis, 95616. Tel: 530-773-7393; Fax: 530-753-2794.

[L] CATHOLIC SOCIAL WELFARE ACTIVITIES

SACRAMENTO. *Catholic Charities of Sacramento, Inc.*, 5890 Newman Ct., 95819. Tel: 916-452-4621; Fax: 916-736-0282.
E-mail: ccasacjr@pacbell.net
Roman Catholic Bishop of Sacramento, A Corporation Sole. Donalee Hallenbeck, Pres. & Chm. Bd. of Directors; James F. Rodgers, Exec. Dir. Member Agencies of Catholic Charities of Sacramento, Inc.:
Catholic Social Services, Sacramento, Central Office, 5890 Newman Ct., 95819-2608. Tel: 916-462-7481. Richard Mata, Pres. Bd. of Directors; Paul Nolfo, Exec. Dir. Total Staff 27; Total Assisted 26,032.
Sacramento, Camellia City Senior Center, 1121 N. Ninth St., 95814. Tel: 916-442-9014. Mike Malins, Facility Mgr. Day center, in-home visiting, money management program, meals, housing assistance, health screening, information and referral.
New Pathways, Counseling Services, School-Based Counseling Program, 6890 Newman Ct., 95819-2608. Sheila Hirsch, LCSW, Clinical Mgr. Tel: 916-452-1218.
Sacramento, Centro Guadalupe. Advocacy, Information and Referral, Licensed Bilingual Counseling, Bilingual Food Closet, Parenting Classes, Employment Assistance, Adult Homeless Education Program. Sylvia Villalobos, Center Dir., 730 S St., 95814. Tel: 916-443-6367.
Immigration Services & Citizenship Dept., 5890 Newman Ct., 95819. Tel: 916-452-7481. Adela Avila, Program Dir.
Redding, Northern Valley Catholic Social Service, 1020 Market St., Redding, 96001. Tel: 530-241-0552; Fax: 530-247-3354. Jan Maurer Watkins, Exec. Dir. Adolescent family life programs; counseling program; housing programs; independent living skills for foster youth; foster care education; family support and preservation; HIV/AIDS program; Stillwater living program; Community Alternatives to Violence; Volunteer Program.
Pine Street Place. (Transitional Shelter).
Wilshire Place. (Developmentally Disabled Housing).
Harford Place. (Developmentally Disabled Housing).
Second Time Around Thrift Store, 872 N. Market St., Redding, 96001. Tel: 530-241-4781. 1033 Mangrove Ave., Chico, 95926. Tel: 530-342-6366. Offices: 1020 Market St., Redding, 96001. 1051 Mangrove, Chico, 95926. Tel: 530-345-1600; Fax: 530-345-1685. 2445 Oroville Dam Blvd., Ste. 6, Oroville, 95965.
E-mail: 530-534-9992
Catholic Social Service of Solano County, Central Office, 745 Georgia St., Vallejo, 94590. Tel: 707-644-8909. Caroline Kieffer-Rosal, Exec. Dir. Lay Workers 13; Total Assisted 2,798.
Outreach Offices: 2700 Dover Ave., Fairfield, 94533. Tel: 707-422-3466. 40 Eldridge Ave., Sta. 9A, Vacaville, 95688. Tel: 707-453-0844.
Sacramento Food Bank Services. (Subsidiary of Catholic Charities of Sacramento, Inc.), 3333 Third Ave., 95817. Tel: 916-456-1980; 452-3663; Fax: 916-451-5920. Rev. Daniel Madigan, Founder & Pres.; Charles Sylva, Chm. Bd.; Peter Berghuis, Exec. Dir.; Blake Young, Dir. Operations.
Adult Reading Program, 3300 3rd Ave., 95817. Tel: 916-456-7323.
Clothing Program, 3333 Third Ave., 95817.

FINANCIAL

INFORMATION

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INDEPENDENT AUDITORS' REPORT ON FINANCIAL STATEMENTS

Board of Directors
Catholic Social Service of Sacramento
5890 Newman Court
Sacramento, CA 95819

We have audited the accompanying statement of financial position of Catholic Social Service of Sacramento (A Department of Catholic Charities of Sacramento, Inc.) as of June 30, 2000 and the related statements of activity, functional expenses and cash flows, for the year then ended. These financial statements are the responsibility of the Agency's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of 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. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Catholic Social Service of Sacramento (A Department of Catholic Charities of Sacramento, Inc.) as of June 30, 2000, and the changes in its net assets and its cash flows for the year then ended in conformity with generally accepted accounting principles.

Boden & Downes

BODEN & DOWNES
Certified Public Accountants

Sacramento, CA
August 29, 2000

BODEN & DOWNES

Certified Public Accountants

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Patricia Keast
The Board of Directors
Catholic Social Service of Sacramento
5890 Newman Court
Sacramento, CA 95819

As part of our audit of Catholic Social Service of Sacramento's (a Department of Catholic Charities of Sacramento, Inc.) financial statements at June 30, 2000, we made a study and evaluation of the organization's system of internal controls as required by generally accepted auditing standards. To improve existing controls, we recommend the organization make the following improvements in its operating procedures and system of internal controls as discussed in the following paragraphs:

CASH RECEIPTS

Finding

There is limited internal control over the recording and processing of cash receipts. One person is responsible for receiving, recording and preparing the deposit for all cash receipts. This same individual is also responsible for preparing the bank reconciliation of all bank accounts. There is no independent oversight of the cash receipts process. This increases the possibility of errors in recording and processing cash receipts. It also provides the opportunity for defalcations and embezzlement.

Recommendation

It is recommended that someone open incoming mail other than the accounting staff responsible for preparing and processing cash receipts. Preferably two people having no access to cash receipts and accounts receivable records should do this. The individuals opening the mail should prepare a list of receipts. This list should subsequently be compared to the cash receipts records and validated copies of the deposit slip by an employee having no access to cash.

PAYROLL

Finding

The Agency uses an outside service organization for payroll preparation and distribution. This payroll service prepares, signs, mails or electronically deposits the payroll.

One person within the organization is responsible for preparing and submitting the payroll information to the payroll service. There is no independent verification or approval of the payroll information submitted. There is no approval of the payroll after preparation by anyone other than the person submitting the information. This lack of control and oversight over the payroll provides an easy opportunity to make unauthorized changes or additions to the payroll. During the course of the audit it was brought to our attention that an unauthorized additional payroll was given to an employee no longer with the organization. This additional payroll was possible because of the circumstances described above.

Recommendation

It is recommended that someone independent of the payroll duty review and approve the payroll before it is submitted to the payroll service and before the payroll is distributed.

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 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.

Conclusion

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

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

We appreciate the opportunity to assist Catholic Social Service of Sacramento (a Department of Catholic Charities of Sacramento, Inc.) in this engagement and wish to extend our sincere appreciation for the courtesy extended by the personnel of the organization.

Boden + Downes

BODEN & DOWNES
Certified Public Accountants

August 29, 2000