

GRANT FUNDING REQUEST FOR COMMUNITY SERVICE ORGANIZATIONS

2021 FUNDING REQUEST/CERTIFICATION FORM

ORGANIZATION NAME: Valdez Senior Center, Inc. PHONE: 907-835-5032

ADDRESS: PO Box 1635, 1300 E. Hanagita, Valdez, AK ZIP: 99686

CONTACT PERSON: Deborah Plant, Executive Director PHONE: 907-835-5032

CONTACT PERSON E-MAIL: vscdirector@valdezak.net

PROGRAM TITLE: Nutrition, Transportation and Support Services (NTS)

FUNDING REQUEST FOR 2021: \$300,000

1. Non-Profit Corporation? Yes No
 Date of incorporation: 01/01/1981 Federal Tax ID #: 92-0082275
2. Organization's estimated TOTAL 2021 operating budget: \$788,953
3. Historical Funding and Membership Information

	Total CSO Budget	City Funding	City % of Total	# of Members
2017	748,365	264,000	35.28	180
2018	771,902	264,000	34.29	171
2019	791,203	265,000	33.29	123
2020	810,803	265,000	32.7	125(8/20)

4. What was previous grant funding used for? Be specific.

2020 City of Valdez Community Services Organizations grant funding was expended in support of delivery of the State of Alaska Department of Health and Social Services' Nutrition, Transportation, and Support Services (NTS) Grant awarded to the Valdez Senior Center.

Services provided to Valdez seniors under the NTS grant program included:

1. Nutrition Services
2. Transportation Services: Assisted and Unassisted
3. Programs that promote active and involved lifestyles
4. Outreach (public and individual), information and assistance.

ATTACHMENTS: (label as indicated)

- Copy of your organization's most recent fiscal year end financial statements including balance sheet and profit and loss, and sources and uses of revenues. These statements must also show all accumulated fund balances for all of the organization's assets. (label page 2)
- Copy of balance sheets from three prior fiscal years. (label page 3)
- Copy of your organization's estimated current operating budget, including revenues and expenditures. (label page 4)
- Copy of proposed 2021 budget, including revenues and expenditures. (label page 5)
- Copy of your organization's balance sheet and profit and loss as of 6/30/2020

CERTIFICATION: (must be signed by both individuals)

I certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of my knowledge.

Joseph Plant, Executive Director
EXECUTIVE DIRECTOR (or equivalent)

8/19/2020
DATE

E. S. Newcomer - President
PRESIDENT, BOARD OF DIRECTORS (or equivalent)

8/19/2020
DATE

**(Organization's Most Recent Fiscal Year-End Financial Statement
to include all fund balances on all organization's funds)**

(All Funds)

Valdez Senior Center, Inc.
Profit & Loss
January through December 2019

	<u>Jan - Dec 19</u>
Ordinary Income/Expense	
Income	
Choice Medicaid Waiver	92,240.05
Contribution Income	
Meal Tickets	7,655.00
MOW/Home Delivered	2,487.00
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Total Contribution Income	10,142.00
Donations	
Dining Hall Rental	835.00
Meals Donations	15,980.61
Ride Donations	1,737.71
Donations - Other	2,907.56
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Total Donations	21,460.88
Facility Rental	500.00
Fundraiser Income	5,590.50
Gaming Activity	2,057.00
Grants	
City of Valdez	265,000.00
CVEA Community Foundation Grant	3,000.00
DOT Grant	49,447.14
NTS Program	61,180.00
Providence Alaska Foundation	0.00
United Way	15,000.00
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Total Grants	393,627.14
Interest Income	96.41
Lunch Contributions	9,112.33
Membership Dues	3,155.00
Movie Tickets	23.00
NSIP	15,499.20
Personal Care Attendent (PCA)	128,385.93
Private Pay	22,698.10
Reimbursement	0.00
Rental Income	128,813.09
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Total Income	833,400.63
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Gross Profit	833,400.63
Expense	
Auto Expense	
Auto Repair	2,777.70
Vehicle Fuel	4,042.99
Auto Expense - Other	72.30
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Total Auto Expense	6,892.99
Commodities	

Valdez Senior Center, Inc.
Profit & Loss
 January through December 2019

	<u>Jan - Dec 19</u>
Food-NTS	106,116.42
Non Food-NTS	17,044.20
Office Supplies	3,101.42
Shipping & Freight	1,002.90
Supplies-Building	<u>1,010.65</u>
Total Commodities	128,275.59
Contractual	
Advertising	5,461.48
Bank Fees	103.00
Contract labor	19,403.25
Dues & Subscriptions	5,937.74
Insurance	
Auto	3,908.83
Board Liability	(1,887.80)
Commercial	9,222.15
Liability/Board	4,729.73
Umbrella	119.92
Workers Comp	<u>13,674.71</u>
Total Insurance	29,767.54
License & Permits	474.66
Mailing & Stamps	1,484.26
Personnel Expense	
Background Checks	879.00
Personnel Expense - Other	<u>927.00</u>
Total Personnel Expense	1,806.00
Printing	2,249.80
Professional Fees	
Accounting	4,880.99
Audit & Tax	<u>15,612.93</u>
Total Professional Fees	20,493.92
Contractual - Other	<u>2,500.00</u>
Total Contractual	89,681.65
Depreciation Expense	49,558.98
Facility Expense	
Facility/Office expense	7,436.36
Parts & Supplies	584.12
Repairs & Maintenance	12,747.90
Utilities	
Cable	4,800.00
Dumpster	260.00
Electricity	32,189.06
Heating Oil	27,964.41
Propane	1,514.14
Telephone	<u>4,234.25</u>

Valdez Senior Center, Inc.
Profit & Loss
January through December 2019

	<u>Jan - Dec 19</u>
Total Utilities	70,961.86
Facility Expense - Other	5,191.29
Total Facility Expense	96,921.53
Fundraiser Expense	296.58
Gaming Expense	648.88
Membership Account	462.97
Movie related expenses	17.95
Payroll Expenses	
Payroll Taxes	37,078.07
Payroll Expenses - Other	434,426.71
Total Payroll Expenses	471,504.78
PCA Expense	230.99
Scholarships Expense	2,315.00
Training	2,089.96
Travel	4,879.88
Total Expense	853,777.73
Net Ordinary Income	(20,377.10)
Other Income/Expense	
Other Expense	
Misc Expense	0.00
Total Other Expense	0.00
Net Other Income	0.00
Net Income	<u>(20,377.10)</u>

Valdez Senior Center, Inc.
Balance Sheet
As of December 31, 2019

	<u>Dec 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
Cash Admin	700.00
FNBA 7094 General	36,273.82
FNBA 7110 Membership	15,109.95
FNBA 9648 Contingency	114,433.69
FNBA Gaming	3,165.50
WFB 7628 Deposit	20,783.46
Total Checking/Savings	<u>190,466.42</u>
Accounts Receivable	
Accounts Receivable	24,944.72
Total Accounts Receivable	<u>24,944.72</u>
Other Current Assets	
Inventory Asset	1,569.13
Total Other Current Assets	<u>1,569.13</u>
Total Current Assets	216,980.27
Fixed Assets	
accumulated depreciation	(552,112.54)
building	785,066.00
Equipment	75,556.47
Vehicles	87,781.00
Total Fixed Assets	<u>396,290.93</u>
Other Assets	
Contribution receivable	580,800.00
discount on contribution receiv	(62,923.86)
Prepaid Insurance	8,950.17
Total Other Assets	<u>526,826.31</u>
TOTAL ASSETS	<u><u>1,140,097.51</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	25,101.56
Total Accounts Payable	<u>25,101.56</u>
Other Current Liabilities	
a/p accrual	(4,230.97)
Accrued Leave	20,545.37
Deferred grant revenue	20,000.00
Deferred Income	2,811.00
Payroll Liabilities	12,482.71

	Dec 31, 19
Tenant Deposits	<u>12,521.00</u>
Total Other Current Liabilities	<u>64,129.11</u>
Total Current Liabilities	<u>89,230.67</u>
Total Liabilities	89,230.67
Equity	
Retained Earnings	1,037,589.94
Unrestricted Net Assets	33,654.00
Net Income	<u>(20,377.10)</u>
Total Equity	<u>1,050,866.84</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,140,097.51</u></u>

(Copy of Three Prior Fiscal Years' Balance Sheets)

Valdez Senior Center, Inc.
Balance Sheet
As of December 31, 2017

	<u>Dec 31, 17</u>
ASSETS	
Current Assets	
Checking/Savings	
Cash Admin	100.00
FNBA 7094 General	14,028.93
FNBA 7110 Membership	10,375.81
FNBA 8348 Contingency	81,970.81
FNBA Gaming	1,911.80
WFB 7628 Deposit	18,940.53
WFB Tenant CD	9,853.58
Total Checking/Savings	<u>146,979.26</u>
Accounts Receivable	
Accounts Receivable	33,822.08
Total Accounts Receivable	<u>33,822.08</u>
Other Current Assets	
Inventory Asset	5,931.44
Undeposited Funds	408.00
Total Other Current Assets	<u>6,339.44</u>
Total Current Assets	187,140.78
Fixed Assets	
accumulated depreciation	(451,715.71)
building	785,066.00
Equipment	84,082.00
Vehicles	73,281.00
Total Fixed Assets	<u>470,693.29</u>
Other Assets	
discount on contribution receiv	0.01
Prepaid Insurance	6,875.55
Total Other Assets	<u>6,875.56</u>
TOTAL ASSETS	<u><u>664,709.61</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	24,056.16
Total Accounts Payable	24,056.16
Other Current Liabilities	
Accrued Leave	19,634.42
Medicaid payable	225,074.98
Payroll Liabilities	12,807.71

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Accrual Basis

Valdez Senior Center, Inc.
Balance Sheet
As of December 31, 2017

	Dec 31, 17
Tenant Deposits	<u>15,320.00</u>
Total Other Current Liabilities	<u>272,837.11</u>
Total Current Liabilities	<u>288,157.11</u>
Total Liabilities	<u>288,157.11</u>
Equity	
Retained Earnings	705,701.53
Unrestricted Net Assets	33,654.00
Net Income	<u>(371,539.19)</u>
Total Equity	<u>367,816.34</u>
TOTAL LIABILITIES & EQUITY	<u><u>655,973.45</u></u>

Valdez Senior Center, Inc.
Balance Sheet
As of December 31, 2018

	<u>Dec 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
Cash Admin	200.00
FNBA 7084 General	40,888.07
FNBA 7110 Membership	7,757.95
FNBA 9848 Contingency	93,169.00
FNBA Gaming	2,858.43
WFB 7628 Deposit	22,871.84
Total Checking/Savings	<u>167,344.00</u>
Accounts Receivable	
Accounts Receivable	19,684.15
Total Accounts Receivable	<u>19,684.15</u>
Other Current Assets	
Inventory Asset	1,559.13
Total Other Current Assets	<u>1,559.13</u>
Total Current Assets	<u>188,577.37</u>
Fixed Assets	
accumulated depreciation	(602,553.56)
building	785,066.00
Equipment	75,558.47
Vehicles	73,281.00
Total Fixed Assets	<u>431,349.91</u>
Other Assets	
Contribution receivable	580,800.00
discount on contribution receiv	(62,923.88)
Prepaid Insurance	8,087.25
Total Other Assets	<u>525,943.39</u>
TOTAL ASSETS	<u><u>1,145,870.67</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	25,328.60
Total Accounts Payable	<u>25,328.60</u>
Other Current Liabilities	
a/p accrual	3,229.28
Accrued Leave	20,105.45
Payroll Liabilities	12,742.42

Valdez Senior Center, Inc.
Balance Sheet
As of December 31, 2018

	<u>Dec 31, 18</u>
Tenant Deposits	13,221.00
Total Other Current Liabilities	<u>49,298.13</u>
Total Current Liabilities	<u>74,826.73</u>
Total Liabilities	74,826.73
Equity	
Retained Earnings	334,162.34
Unrestricted Net Assets	33,654.00
Net Income	<u>703,427.60</u>
Total Equity	<u>1,071,243.94</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,146,070.67</u></u>

Valdez Senior Center, Inc.
Balance Sheet
As of December 31, 2019

	<u>Dec 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
Cash Admin	700.00
FNBA 7094 General	36,273.82
FNBA 7110 Membership	15,109.95
FNBA 9648 Contingency	114,433.69
FNBA Gaming	3,165.50
WFB 7628 Deposit	20,783.48
Total Checking/Savings	<u>190,466.42</u>
Accounts Receivable	
Accounts Receivable	24,944.72
Total Accounts Receivable	<u>24,944.72</u>
Other Current Assets	
Inventory Asset	1,569.13
Total Other Current Assets	<u>1,569.13</u>
Total Current Assets	216,980.27
Fixed Assets	
accumulated depreciation	(552,112.54)
building	785,066.00
Equipment	75,556.47
Vehicles	87,781.00
Total Fixed Assets	<u>396,290.93</u>
Other Assets	
Contribution receivable	580,800.00
discount on contribution receiv	(62,923.86)
Prepaid Insurance	8,950.17
Total Other Assets	<u>526,826.31</u>
TOTAL ASSETS	<u><u>1,140,097.51</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	25,101.56
Total Accounts Payable	<u>25,101.56</u>
Other Current Liabilities	
a/p accrual	(4,230.97)
Accrued Leave	20,545.37
Deferred grant revenue	20,000.00
Deferred Income	2,811.00
Payroll Liabilities	12,482.71

Valdez Senior Center, Inc.
Balance Sheet
As of December 31, 2019

	Dec 31, 19
Tenant Deposits	<u>12,521.00</u>
Total Other Current Liabilities	<u>64,129.11</u>
Total Current Liabilities	<u>89,230.67</u>
Total Liabilities	<u>89,230.67</u>
Equity	
Retained Earnings	1,037,589.94
Unrestricted Net Assets	33,654.00
Net Income	<u>(20,377.10)</u>
Total Equity	<u>1,050,866.84</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,140,097.51</u></u>

(Organization's Current Operating Budget)
(All Funds)

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**Valdez Senior Center
2020 Budget**

	Fac/Admin	NTS	PCA	Private Pay	Membership	DOT	Gaming	Total 100%
Income								
Choice Medicaid Waiver								
Choice Medicaid		17,000.00	72,000.00					
Choice Medicaid Total		17,000.00	72,000.00					89,000.00
Contribution Income								89,000.00
Home Delivered		1,500.00						
Meal Tickets		7,500.00						1,500.00
Lunch Contributions		8,200.00						7,500.00
Contribution Total		17,200.00						8,200.00
								17,200.00
Donations								
Meals Donations		400.00						
Dining Room Rental	500.00							400.00
Ride Donations								500.00
Donations - Other		13,000.00				500.00		500.00
Donations Total	500.00	13,400.00				500.00		13,000.00
Fundraising								14,400.00
Fundraising Income								
Gaming Income					3,000.00			3,000.00
Fundraising Total							2,400.00	2,400.00
Grants					3,000.00		2,400.00	5,400.00
City of Valdez	15,000.00	250,000.00						
DOT								265,000.00
United Way		15,000.00				41,143.00		41,143.00
NTS Grant		62,180.00						15,000.00
Total Grants	15,000.00	327,180.00				41,143.00		62,180.00
								383,323.00
Interest Income	80.00							80.00
Membership Dues								80.00
NSIP		12,000.00			3,000.00			3,000.00
Personal Care Attendant (PCA)			136,000.00					12,000.00
Private Pay Care Attendant				16,000.00				136,000.00
Rental Income	134,400.00							16,000.00
Misc								134,400.00
Other Income	134,480.00	12,000.00	136,000.00	16,000.00	3,000.00			301,480.00
Total Income	149,980.00	386,780.00	208,000.00	16,000.00	6,000.00	41,643.00	2,400.00	810,803.00

**Valdez Senior Center
2020 Budget**

	Fac/Admin	NTS	PCA	Private Pay	Membership	DOT	Gaming	Total 100%
Expense								
Auto Expense								
Fuel						5,000.00		5,000.00
Maintenance & Repair						3,000.00		3,000.00
Total Auto Expense						8,000.00		8,000.00
Commodities								
Food-NTS		100,000.00						100,000.00
Non Food-NTS		20,000.00						20,000.00
Office Supplies	350.00	800.00	625.00	125.00	25.00	550.00	25.00	2,500.00
Shipping & Freight	500.00	-	-	-	-	-	-	500.00
Total Commodities	850.00	120,800.00	625.00	125.00	25.00	550.00	25.00	123,000.00
Contractual Services								
Professional Services/Fees								
Audit & Tax	2,550.00	6,300.00	4,800.00	900.00	150.00	150.00	150.00	15,000.00
Accounting	2,053.00	2,053.00	2,054.00			840.00		7,000.00
Contract Labor	4,500.00							4,500.00
Grant Writing Expense	600.00	600.00	600.00		600.00	600.00		3,000.00
Legal - Other	255.00	630.00	480.00	90.00	15.00	15.00	15.00	1,500.00
Licenses & Permits	-	-	-	-	345.00	-	20.00	365.00
Advertising	500.00	500.00	500.00			3,000.00	500.00	5,000.00
Bank Fees	-	-	-	-	41.00	-	84.00	125.00
Dues & Subscriptions	2,100.00							2,100.00
Mailing & Stamps	90.00	206.00	158.00	46.00	958.00	142.00	-	1,600.00
Total Contractual	12,648.00	10,289.00	8,592.00	1,086.00	2,109.00	4,747.00	769.00	40,190.00
Insurance								
Auto								
Commercial/Umbrella	4,000.00	4,000.00	4,000.00			5,000.00		12,000.00
Board Liability	1,056.00	1,056.00	1,088.00					3,200.00
Workers Comp	5,280.00	5,280.00	5,440.00					16,000.00
Other								
Total Insurance	10,336.00	10,336.00	10,528.00			5,000.00		36,200.00

**Valdez Senior Center
2020 Budget**

	Fac/Admin	NTS	PCA	Private Pay	Membership	DOT	Gaming	Total 100%
Facility Expense								
Office Expense	1,750.00	1,750.00	1,750.00			1,750.00		7,000.00
Parts & Supplies	238.00	588.00	448.00	84.00	14.00	14.00	14.00	1,400.00
Repairs & Maintenance	850.00	2,100.00	1,600.00	300.00	50.00	50.00	50.00	5,000.00
Utilities								
Heating Oil	12,667.00	12,667.00	12,666.00	-	-	-	-	38,000.00
Propane	-	1,500.00	-	-	-	-	-	1,500.00
Cable	4,800.00	-	-	-	-	-	-	4,800.00
Dumpster	240.00	-	-	-	-	-	-	240.00
Electricity	13,334.00	13,333.00	13,333.00	-	-	-	-	40,000.00
Telecom	1,000.00	1,000.00	1,000.00	-	1,000.00	3,000.00	-	7,000.00
Total Facility Expense	34,879.00	32,938.00	30,797.00	384.00	1,064.00	4,814.00	64.00	104,940.00
Fundraiser Expense					2,000.00			2,000.00
Scholarship Expense							2,500.00	2,500.00
Gaming Expense							700.00	700.00
Membership Expense					500.00			500.00
Movie Expense					50.00			50.00
PCA Expense	-	-	500.00	-	-	-	-	500.00
Total Misc Expense	-	-	500.00	-	2,550.00	-	3,200.00	6,250.00
Payroll								
Salary & Wages	121,072.00	185,932.00	82,156.00	4,324.00	-	38,916.00	-	432,400.00
Taxes	10,472.73	16,083.12	7,106.49	374.03	-	3,366.23	-	37,402.60
Bonuses	1,400.00	2,150.00	950.00	50.00	-	450.00	-	5,000.00
Background Checks	320.00	320.00	360.00	-	-	-	-	1,000.00
Personnel Expense	224.00	344.00	152.00	8.00	-	72.00	-	800.00
Total Payroll Expenses	133,488.73	204,829.12	90,724.49	4,756.03	-	42,804.23	-	476,602.60
Training	1,000.00	1,000.00	1,000.00	-	-	-	-	3,000.00
Travel	833.00	834.00	833.00	-	-	-	-	2,500.00
Total Other	1,833.00	1,834.00	1,833.00	-	-	-	-	5,500.00
Grand Total Expenses	194,034.73	381,026.12	143,599.49	6,301.03	5,748.00	65,915.23	4,058.00	800,682.60
Net Ordinary Expense	194,034.73	381,026.12	143,599.49	6,301.03	5,748.00	65,915.23	4,058.00	800,682.60
Net Income	(44,054.73)	5,753.88	64,400.51	9,698.97	252.00	(24,272.23)	(1,658.00)	10,120.40

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(Copy of Proposed 2021 Budget)

(All Funds)

**Valdez Senior Center
2021 Budget**

	Fac/Admin	NTS	PCA	Private Pay	Membership	DOT	Gaming	Total 100%
Income								
Choice Medicaid Waiver								
Choice Medicaid		9,600.00	52,400.00					62,000.00
Choice Medicaid Total		9,600.00	52,400.00					62,000.00
Contribution Income								
Home Delivered		8,000.00						8,000.00
Meal Tickets		7,600.00						7,600.00
Lunch Contributions		5,000.00						5,000.00
Contribution Total		20,600.00						20,600.00
Donations								
Meals Donations		500.00						500.00
Dining Room Rental	200.00							200.00
Ride Donations						1,000.00		1,000.00
Donations - Other	1,000.00	1,000.00				2,000.00		4,000.00
Donations Total	1,200.00	1,500.00				3,000.00		5,700.00
Fundraising								
Fundraising Income					3,000.00			3,000.00
Gaming Income							500.00	500.00
Fundraising Total					3,000.00		500.00	3,500.00
Grants								
City of Valdez	15,000.00	285,000.00						300,000.00
Providence		20,000.00						20,000.00
DOT						41,143.00		41,143.00
CVEA					3,000.00			3,000.00
United Way		20,000.00						20,000.00
NTS Grant		64,180.00						64,180.00
Total Grants	15,000.00	389,180.00			3,000.00	41,143.00		425,323.00
Other Income								
Interest Income	80.00							80.00
Membership Dues					3,250.00			3,250.00
NSIP		5,500.00						5,500.00
Personal Care Attendant (PCA)			95,000.00					95,000.00
Private Pay Care Attendant				24,000.00				24,000.00
Rental Income	144,000.00							144,000.00
Misc								
Other Income	144,080.00	5,500.00	95,000.00	24,000.00	3,250.00			271,830.00
Total Income	160,280.00	426,980.00	147,400.00	24,000.00	9,250.00	44,143.00	500.00	788,953.00

**Valdez Senior Center
2021 Budget**

	Fac/Admin	NTS	PCA	Private Pay	Membership	DOT	Gaming	Total 100%
Expense								
Auto Expense								
Fuel		1,500.00				1,500.00		3,000.00
Maintenance & Repair		750.00						1,500.00
Total Auto Expense	-	2,250.00	-	-	-	2,250.00	-	4,500.00
Commodities								
Food-NTS		120,000.00						120,000.00
Non Food-NTS		20,000.00						20,000.00
Office Supplies	1,140.00	990.00	540.00	60.00	15.00	240.00	15.00	3,000.00
Shipping & Freight	500.00							500.00
Total Commodities	1,640.00	140,990.00	540.00	60.00	15.00	240.00	15.00	143,500.00
Contractual Services								
Professional Services/Fees								
Audit & Tax	15,000.00							15,000.00
Accounting	1,410.00	1,410.00	1,410.00			770.00		5,000.00
Contract Labor	5,000.00							5,000.00
Grant Writing Expense	-							-
Legal - Other	-							-
Licenses & Permits	-				180.00	200.00	20.00	400.00
Advertising	-					3,000.00		3,000.00
Bank Fees	-						84.00	84.00
Dues & Subscriptions	5,000.00							5,000.00
Mailing & Stamps	400.00	800.00	400.00		400.00	-		2,000.00
Total Contractual	26,810.00	2,210.00	1,810.00	-	580.00	3,970.00	104.00	35,484.00
Insurance								
Auto	-	1,750.00				1,750.00		3,500.00
Commercial/Umbrella	3,334.00	3,333.00	3,333.00					10,000.00
Board Liability	934.00	933.00	933.00					2,800.00
Workers Comp	4,566.00	4,567.00	4,567.00					13,700.00
Other								-
Total Insurance	8,834.00	10,583.00	8,833.00	-	-	1,750.00	-	30,000.00

**Valdez Senior Center
2021 Budget**

	Fac/Admin	NTS	PCA	Private Pay	Membership	DOT	Gaming	Total 100%
Facility Expense								
Office Expense	1,875.00	1,875.00	1,875.00			1,875.00		7,500.00
Parts & Supplies	380.00	330.00	180.00	20.00	5.00	80.00	5.00	1,000.00
Repairs & Maintenance	1,900.00	1,650.00	900.00	100.00	25.00	400.00	25.00	5,000.00
Janitorial Services	8,520.00							8,520.00
Utilities								
Heating Oil	8,334.00	8,333.00	8,333.00					25,000.00
Propane	-	2,000.00						2,000.00
Cable	4,800.00							4,800.00
Dumpster	240.00							240.00
Electricity	10,834.00	10,833.00	10,833.00					32,500.00
Telecom	555.00	555.00	555.00		555.00	2,380.00		4,600.00
Total Facility Expense	37,438.00	25,576.00	22,676.00	120.00	585.00	4,735.00	30.00	91,160.00
Fundraiser Expense	-				200.00			200.00
Scholarship Expense	-						500.00	500.00
Gaming Expense	-						250.00	250.00
Membership Expense	-				3,250.00			3,250.00
Movie Expense	-							-
PCA Expense			250.00					250.00
Total Misc Expense	-	-	250.00	-	3,450.00	-	750.00	4,450.00
Payroll								
Salary & Wages	57,983.00	187,625.00	127,229.00	14,532.00		32,201.00		419,570.00
Taxes	5,206.00	15,821.00	9,712.00	2,202.00		3,352.00		36,293.00
Bonuses	700.00	2,650.00	1,450.00	200.00				5,000.00
Background Checks	212.50	212.50	212.50			212.50		850.00
Personnel Expense	6,500.00	6,500.00						13,000.00
Total Payroll Expenses	70,601.50	212,808.50	138,603.50	16,934.00	-	35,765.50	-	474,713.00
Training	167.00	167.00	166.00					500.00
Travel	167.00	167.00	166.00					500.00
Total Other	334.00	334.00	332.00	-	-	-	-	1,000.00
Grand Total Expenses	145,657.50	394,751.50	173,044.50	17,114.00	4,630.00	48,710.50	899.00	784,807.00
Net Ordinary Expense	145,657.50	394,751.50	173,044.50	17,114.00	4,630.00	48,710.50	899.00	784,807.00
Net Income	14,622.50	31,628.50	(25,644.50)	6,886.00	4,620.00	(4,567.50)	(399.00)	4,146.00

PROGRAM INFORMATION

ORGANIZATION NAME: Valdez Senior Center, Inc.

Program Title: Nutrition, Transportation and Support Services (NTS)

1. Summarize the program you are proposing. (You will provide the details in the scope of services form.)

The NTS Program provides congregate lunches and Meals on Wheels lunches to seniors aged 60+ and those with medically diagnosed disabilities, nutrition and health education information, transportation services, and support to Valdez Senior Center (VSC) programs that promote active and involved lifestyles.

2. Briefly, but specifically, describe why the program to be funded under this proposal is needed and how it will benefit the Valdez community. Is this a new or existing program? How have you determined the need for your program?

The NTS program provides affordable/free, nutritiously balanced meals to Valdez seniors (60+ years of age). The meal program achieves two outcomes: the delivery of meals provides an informal wellness check and an affordable nutritious meal; lunch time congregate meals provide seniors a social opportunity for fellowship while enjoying an affordable nutritious meal. The NTS program includes information and assistance; nutritional education and counseling; transportation services; media; and volunteer programs. The Valdez NTS program has been in place for many years and has become a program that many seniors rely on. Program need and commitment of organization resources are determined by use of services, active outreach, and education of constituent base.

3. Is this program year-round, seasonal, or a one-time event? Year-round
Schedule: Beginning date: N/A Ending date: N/A

4. Estimated number of people to be served by this program? 476
Provide formula for estimate:

Meals (Daily Avg)	<u>Individuals Served</u>	<u>Units Delivered/Contacts</u>
Congregate(28) MOW(35)	63	17,833(4885 Cong;12,948 MOW)
Transportation (Monthly Avg)	80	5,531 (Mon-Fri; Annual)
Info & Assistance (Mo. Avg)	180	1,478 (Annual Contacts)
Outreach (Monthly Average)	<u>153</u>	<u>1,717</u> (Annual Outreach)
Indiv (106) Public (47)	<u>Total 476</u>	<u>Total 26,559-Units/Contacts</u>

5. Target population served: (i.e.: youth, adult, Senior Citizens, disadvantaged, etc.)

Seniors aged 60+, disadvantaged individuals, and those living with medically diagnosed disabilities.

6. Is membership in your organization required for participation: Yes__ No X
 7. Fee to participant: Member \$ 0 Non-Member \$ 0
 8. Number of paid program staff: Full-time 3 Part-time 2 Temporary _____

ORGANIZATION NAME: **Valdez Senior Center, Inc.**

Program Information (continued)

9. Volunteer Services Information:

Number of volunteers:	Actual 2018	<u>112</u>
	Actual 2019	<u>193</u>
	Anticipated 2020	<u>95</u>
	Estimated 2021	<u>115</u>

Source of volunteers (parents, members, professionals, others):

Members, spouses, family members, community members/groups, church organizations, partners, high school and college students, friends, and the Coast Guard.

Types of services provided by volunteers:

Lawns/grounds work, custodial work, delivering meals, fundraising, special events, meal preparation, serving lunches, activities (exercise, games, gardening, food bank support), administrative assistance (phones, newsletter, front counter), running errands, painting, etc.

10. Where will you operate this program? What facilities?

The program will be operated from the Valdez Senior Center located at 1300 E. Hanagita, Valdez, Alaska.

11. What is the specific impact on your program if City funding is available at the following percentages of your request?

75% Due to the impact of COVID on our funds for operations this year, our meal program would be reduced. MOW would be delivered on Mon-Fri only. Staff and staff hours would be reduced. Food options for both congregate and MOW meal options would be reduced (portions, and elimination of salads and desserts).

50% The NTS program's continued operation would need scrutiny and review, with probable shut-down of the congregate meal program. Other non-NTS services provided by the center would be reduced.

25% The NTS program would be discontinued and other non-NTS services provided by the Valdez Senior Center would be further reduced.

0% The NTS program would be discontinued and other non-NTS services provided by the Valdez Senior Center would be drastically reduced. The center's continued operation would be highly doubtful.

12. The City is prohibited from contracting with businesses or persons that violate the Americans with Disabilities Act (ADA). What methods does your organization employ to comply with the requirements of ADA?

Valdez Senior Center is committed to and in compliance with the Americans with Disabilities Act (ADA). The Valdez Senior Center goes beyond the scope of the ADA and strives to accommodate individual needs.

13. Any other comments you would like to make about your program?

The NTS program is a backbone program for the Valdez Senior Center. The program's scope of service is core to the center's mission, providing community support for Valdez seniors through care and services. While the number of seniors served and programs offered has steadily increased, the Valdez Senior Center has not increased our financial request with the City of Valdez since 2015. However, it is vital the senior center request a modest increase to adequately maintain operations. The program is a significant source of funding for the center, providing for direct program operations expenses, as well as contributing to indirect costs (insurance, contractual services, fuel, utilities, etc.) for the operation of the organization.

The Valdez Senior Center targets its services towards seniors over the age of 60 who indicate they are living at or below poverty level and to disabled individuals within the Valdez service area. To ensure we are providing services to those with the greatest economic and social need, we send out a monthly newsletter with relevant information that includes an activity calendar and a new meal menu. Menus are also available on the counter by the front desk and are posted on both our Facebook page and website.

There is a good amount of information & assistance, outreach to individuals, public assistance outreach, and opportunities for increased socialization and fellowship for seniors at the center. The Valdez Senior Center assists seniors and disabled individuals, through services offered, to remain in their homes. Prior to the COVID-19 pandemic, transportation was available for shopping, medical appointments, banking, post office, pharmacy, and rides to the center for activities and meals. Most of this year, we have provided essential rides only, and are substituting pickup and delivery services whenever feasible. Congregate meals have been changed to to-go orders or are delivered Monday - Friday. The Valdez Senior Center is committed to meeting the needs of our recipients and prepared to continue to meet emergency needs and provide basic living necessities. Meals on Wheels are provided 365 days per year to ensure no senior or disabled individual goes without a meal.

The social and geographical isolation that can occur for seniors and disabled individuals living in the outlying areas of Valdez may result in restrictions impacting a person's ability to perform their normal daily living tasks and hinder their capacity to live independently. The Valdez Senior Center Meals on Wheels program can reach and serve these individuals and alert the center of any unusual circumstances or noticeable issues, by conducting an informal wellness check with each delivery. Regular updates are provided by our driver about our consumers' potential needs for assistance.

Due to the relatively small size of the community, the word about availability of services is readily spread via word of mouth, local radio announcements, flyers, newsletters, etc. The Valdez Senior Center does not turn away any individual who needs food and/or support services and does not prescribe to a service wait list policy. All seniors and individuals in need of assistance will receive services from the Valdez Senior Center.

ORGANIZATION NAME: Valdez Senior Center, Inc.

OPERATING EXPENSES OF PROPOSED PROGRAM

(Budget Form #1)

<u>Program Expenses:</u>	<u>Budget</u>	<u>Breakdown</u>
PERSONAL SERVICES:	<u>\$212,694</u>	
Salaries/wages		<u>\$187,522</u>
Employee benefits		<u>\$ 24,960</u>
Other: <u>Background Checks</u>		<u>\$ 212</u>
CONTRACTUAL SERVICES:	<u>\$17,180</u>	
Reproduction/copying		\$ _____
Equipment rental		\$ _____
Data processing		\$ _____
Dues/subscriptions		\$ _____
Contractual services		<u>\$ 2,180</u>
Professional fees & services		\$ _____
Other: <u>Audit Fees</u>		<u>\$ 15,000</u>
OTHER SERVICES:	<u>\$26,973</u>	
Volunteer services		\$ _____
Communications/postage		<u>\$ 800</u>
Printing		<u>\$ 755</u>
Advertising/promotion		<u>\$ 2,500</u>
Electricity		<u>\$10,833</u>
Heating		<u>\$10,333</u>
Travel/transportation		<u>\$ 167</u>
Other: <u>Telecom</u>		<u>\$ 1,585</u>
COMMODITIES:	<u>\$145,110</u>	
Clothing		\$ _____
Office supplies		<u>\$ 1,230</u>
Building maintenance		<u>\$ 2,380</u>
Operating supplies		<u>\$140,000</u>
Parts & supplies - equipment		<u>\$ 1,500</u>
OTHER CHARGES/EXPENSES:	<u>\$17,750</u>	
Insurance		<u>\$ 12,333</u>
Contingencies		\$ _____
Training		<u>\$ 167</u>
Rent		\$ _____
Capital equipment		\$ _____
Office equipment		<u>\$ 3,750</u>
Other expenses: <u>Vehicle Fuel</u>		<u>\$ 1,500</u>
TOTAL COST FOR OPERATION OF THIS PROGRAM:	<u>\$419,707</u>	

ORGANIZATION NAME: Valdez Senior Center, Inc.

FUNDING SOURCES FOR PROPOSED PROGRAM
(Budget Form #2)

This program budget covers the period of January 1, 2021 to December 31, 2021

<u>SOURCES OF PROGRAM FUNDING</u>	<u>GOAL AMOUNT</u>	<u>%</u>	<u>COMMITTED (Y/N)</u>
Parent Organization	\$ <u>14,777</u>	<u>3.6</u>	<u>Y</u>
Gifts and Contributions	\$ <u>750</u>	<u>.2</u>	<u>N</u>
Membership Dues	\$ _____	_____	_____
Fees & charges to participants	\$ _____	_____	_____
Private sector grants (specify source and date of award)			
<u>State of Alaska - NTS</u>	\$ <u>64,180</u>	<u>15.3</u>	<u>Y</u>
<u>United Way of Valdez</u>	\$ <u>20,000</u>	<u>5.2</u>	<u>N</u>
<u>Providence Alaska Foundation</u>	\$ <u>20,000</u>	<u>5.2</u>	<u>N</u>
 fundraising events/programs)			
_____	\$ _____	_____	_____
Subtotal of Financial Support for this program:	\$<u>119,707</u>	<u>28.5</u>	
Supplemental Funding Requested from City of Valdez:	\$<u>300,000</u>	<u>71.5</u>	
<u>TOTAL FUNDING FOR OPERATION OF THIS PROGRAM:</u>	<u>\$419,707</u>	100%	

NOTE: Projected program financial support should meet or exceed projected program expenditures. If not, you must provide an explanation. If the financial support is projected to exceed the expenditures by a substantial amount, please provide an explanation as to why grant funds are being requested for this program.

ORGANIZATION NAME: Valdez Senior Center, Inc.

SCOPE OF SERVICES

Timeline OUTCOMES for 2021 (What do you plan to accomplish in 2021 - be specific)

The Valdez Senior Center mission is to provide support services to the seniors of Valdez, improving their quality of life to keep them in their homes and our community.

The Nutrition, Transportation & Support Services (NTS) program provides congregate meals, Meals on Wheels, transportation services, outreach assistance to individuals and the public, information and assistance services, classes, and activities. The NTS program, quite simply, is core to the delivery of our mission.

The services mentioned above demonstrate a commitment to effective service delivery and achievement of desired outcomes through delivering nutritional meals, transportation, and support services to the seniors we serve. In doing so, the Valdez Senior Center can meet the primary outcome of the program, also our mission, which is to assist and increase the number of seniors living safely in their homes or community of choice.

In 2021, the Valdez Senior Center, under normal circumstances, would work to increase and expand upon the delivery of program services while striving to reduce costs through improved efficiency. Due to COVID-19, in 2021 we will probably find ourselves in a position of slowly returning to business as usual. We will adjust and plan diligently to resume important services that benefit our seniors and supplement our revenue sources.

Attach additional pages if necessary

Definition: Outcome - End product or result accomplished.

	<u>Jan - Jun 20</u>
Ordinary Income/Expense	
Income	
Choice Medical Waiver	28,464.30
Contribution Income	
Meal Tickets	3,309.00
MOW/Home Delivered	
MOW COVID19 Relief	8,000.00
MOW/Home Delivered - Other	8,145.00
Total MOW/Home Delivered	<u>16,145.00</u>
Total Contribution Income	19,454.00
Donations	
Meals Donations	996.05
Ride Donations	469.00
Donations - Other	2,191.99
Total Donations	<u>3,657.04</u>
gain (loss) on disposal	2,500.00
Gaming Activity	305.00
Grants	
City of Valdez	132,500.00
DOT Grant	14,311.82
NTS Program	38,398.50
Providence Alaska Foundation	0.00
United Way	15,000.00
Total Grants	<u>200,210.32</u>
Interest Income	38.22
Lunch Contributions	1,621.30
Membership Dues	1,875.00
NSIP	6,646.50
other Income	25.00
Personal Care Attendent (PCA)	38,485.64
Private Pay	14,646.10
Rental Income	62,763.00
Total Income	<u>380,691.42</u>
Gross Profit	380,691.42
Expense	
Auto Expense	
Auto Repair	459.40
Vehicle Fuel	1,502.14
Auto Expense - Other	213.17
Total Auto Expense	<u>2,174.71</u>
Commodities	

	<u>Jan - Jun 20</u>
Food-NTS	
COVID-Food	4,531.60
Food-NTS - Other	52,803.59
Total Food-NTS	57,335.19
Non Food-NTS	
COVID-NonFood NTS	909.49
Non Food-NTS - Other	11,587.66
Total Non Food-NTS	12,497.15
Office Supplies	
COVID-Office Supplies	96.53
Office Supplies - Other	1,621.23
Total Office Supplies	1,717.76
Shipping & Freight	491.30
Supplies-Building	
COVID-Supplies Building	170.99
Supplies-Building - Other	1,311.65
Total Supplies-Building	1,482.64
Total Commodities	73,524.04
Contractual	
Advertising	
COVID-Advertising	390.02
Advertising - Other	9,618.97
Total Advertising	10,008.99
Bank Fees	42.00
Contract labor	6,170.42
Dues & Subscriptions	2,880.95
Insurance	
Auto	1,755.51
Commercial	5,428.42
Liability/Board	1,887.80
Umbrella	614.86
Workers Comp	12,405.29
Total Insurance	22,091.88
License & Permits	360.33
Mailing & Stamps	1,129.76
Personnel Expense	
Background Checks	512.75
Personnel Expense - Other	5,278.00
Total Personnel Expense	5,790.75
Printing	918.31
Professional Fees	
Accounting	2,341.15

Valdez Senior Center, Inc.
Profit & Loss
January through December 2019

	<u>Jan - Dec 19</u>
Total Utilities	70,961.86
Facility Expense - Other	<u>5,191.29</u>
Total Facility Expense	96,921.53
Fundraiser Expense	296.58
Gaming Expense	648.88
Membership Account	462.97
Movie related expenses	17.95
Payroll Expenses	
Payroll Taxes	37,078.07
Payroll Expenses - Other	<u>434,426.71</u>
Total Payroll Expenses	471,504.78
PCA Expense	230.99
Scholarships Expense	2,315.00
Training	2,089.96
Travel	<u>4,879.88</u>
Total Expense	<u>853,777.73</u>
Net Ordinary Income	(20,377.10)
Other Income/Expense	
Other Expense	
Misc Expense	0.00
Total Other Expense	<u>0.00</u>
Net Other Income	<u>0.00</u>
Net Income	<u><u>(20,377.10)</u></u>

Valdez Senior Center, Inc.
Balance Sheet
As of June 30, 2020

	<u>Jun 30, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
Cash Admin	100.00
FNBA 7094 General	27,184.07
FNBA 7110 Membership	9,079.04
FNBA 9648 Contingency	138,844.85
FNBA Gaming	254.62
WFB 7628 Deposit	25,485.63
Total Checking/Savings	<u>200,948.21</u>
Accounts Receivable	
Accounts Receivable	8,297.35
Total Accounts Receivable	<u>8,297.35</u>
Other Current Assets	
Inventory Asset	1,569.13
Total Other Current Assets	<u>1,569.13</u>
Total Current Assets	<u>210,814.69</u>
Fixed Assets	
accumulated depreciation	(552,112.54)
building	785,066.00
Equipment	82,384.47
Vehicles	87,781.00
Total Fixed Assets	<u>403,118.93</u>
Other Assets	
Contribution receivable	435,600.00
discount on contribution receiv	(38,324.74)
Total Other Assets	<u>397,275.26</u>
TOTAL ASSETS	<u><u>1,011,208.88</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	26,508.33
Total Accounts Payable	<u>26,508.33</u>
Other Current Liabilities	
Accrued Leave	19,634.42
Deferred Income	2,811.00
Payroll Liabilities	12,886.09
Tenant Deposits	15,721.00
Total Other Current Liabilities	<u>51,052.51</u>

Valdez Senior Center, Inc.
Balance Sheet
As of June 30, 2020

	<u>Jun 30, 20</u>
Total Current Liabilities	<u>77,560.84</u>
Total Liabilities	<u>77,560.84</u>
Equity	
Retained Earnings	919,422.96
Unrestricted Net Assets	33,654.00
Net Income	<u>(19,428.92)</u>
Total Equity	<u>933,648.04</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,011,208.88</u></u>



Department of the Treasury
Internal Revenue Service

P.O. Box 2508, Room 4010
Cincinnati OH 45201

In reply refer to: 4077582845
Apr. 11, 2011 LTR 4168C 0
92-0082275 000000 00

00034495

BODC: TE

VALDEZ SENIOR CENTER INC
PO BOX 1635
VALDEZ AK 99686-1635

29885

Employer Identification Number: 92-0082275
Person to Contact: Mrs. Jones
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Mar. 24, 2011, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in March 1985.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(m)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/08/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Combs Insurance Agency, Inc. 341 S. Alaska Street Palmer, AK 99645 Kylie J. Bailey	CONTACT NAME: Kylie J. Bailey, ARM PHONE (A/C, No, Ext): 907-745-2144		FAX (A/C, No): 907-745-7275
	E-MAIL ADDRESS: kylie@combsinsurance.com		
INSURED Valdez Senior Center, Inc. P O Box 1635 Valdez, AK 99686	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: GREAT AMERICAN ASSURANCE CO.		16691
	INSURER B: GREAT AMERICAN ALLIANCE		26832
	INSURER C: NATIONAL UNION FIRE INS CO		19445
	INSURER D:		
	INSURER E:		

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WYD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> PROFESSIONAL(E&O) GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJ. <input type="checkbox"/> LOC OTHER	X		PAC757577714	10/16/2019	10/16/2020	EACH OCCURRENCE \$ 1,000,000
				INCLUDED			DAMAGE TO RENTED PREMISES (EA occurrence) \$ 1,000,000
							MED EXP (Any one person) \$ 20,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
							E&O LIAB \$ 1M/2M
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRE AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			CAP324049800	10/16/2019	10/16/2020	COMBINED SINGLE LIMIT (EA accident) \$ 1,000,000
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	X		UMB143849912	10/16/2019	10/16/2020	EACH OCCURRENCE \$ 1,000,000
							AGGREGATE \$ 1,000,000
C	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC031522352	10/16/2019	10/16/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
							E.L. EACH ACCIDENT \$ 500,000
							E.L. DISEASE - EA EMPLOYEE \$ 500,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

VALDEZ SENIOR CENTER. RE: 1300 HANAGITA PLACE(N.PORION US 636), VALDEZ, AK 99686. Revised for Auto Policy Rewrite.

CERTIFICATE HOLDER

CANCELLATION

CITY OF VALDEZ P.O. BOX 307 VALDEZ, AK 99686	CITY OF VALDEZ	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
		AUTHORIZED REPRESENTATIVE 

NOTEPADINSURED'S NAME **Valdez Senior Center, Inc.****VZSEN-1
OP ID: JS****PAGE 2
Date 01/08/2020**

****ALL POLICIES SUBJECT TO STATE OF ALASKA CANCELLATION STATUTES.**
ALASKA STATUTE:AS 21.36.220 IN REGARDS TO CANCEL/NON-RENEWAL/COV.CHG.
*ALASKA STATUTE:AS 23.30.030(5) REGARDING CANCEL OF WORKERS COMPENSATION.***

**General Liability Extensions - when required in written contract:
*Additional Insured-Club Members (Blanket)- Form #CG2002
*Additional Insured-Managers or Lessors of Premises; Funding Sources; By
Contract, Permit, Agreement (Blanket)- Form #CG8977
*Primary & Non-Contributory (Blanket for AI's)- Form #CG8977
*Waiver of Subrogation (Blanket)- Form #CG8977**

VALDEZ SENIOR CENTER, INC.

Letter to the Governing Board

Year Ended December 31, 2019

Altman, Rogers
& Co. | CERTIFIED
PUBLIC
ACCOUNTANTS

VALDEZ SENIOR CENTER, INC.

Letter to the Governing Board

Year Ended December 31, 2019

June 17, 2020

Members of the Board of Directors
Valdez Senior Center, Inc.
Valdez, Alaska

We have audited the financial statements of Valdez Senior Center, Inc. (the Center) for the year ended December 31, 2019, and have issued our report thereon dated June 17, 2020. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated January 14, 2020. Professional standards also require that we communicate the following information related to our audit.

Significant Accounting Policies and Transactions

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Center are described in the Notes to the financial statements. As discussed in the Notes to the financial statements, in 2019 the Organization adopted new accounting guidance, FASB Issued Accounting Standards Update (ASU) No. 2014-09 – *Revenue from Contracts with Customers (Topic 606)* ASU No. 2018-08 *Not-for-profit Entities: Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made (Topic 605)*.

We noted no transactions entered into by the Center during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

Management's estimate of the useful lives and depreciation is based upon the expected life of an asset. We evaluated the key factors and assumptions used to develop the useful lives and depreciation expense in determining that it is reasonable in relation to the financial statements as a whole.

Management's estimate of the functional expense allocation is based on prior experience and estimates of general and administrative overhead costs. We evaluated the key factors and assumptions used to develop the functional expense allocation in determining that it is reasonable in relation to the financial statements as a whole.

Management's estimate of the value of donated goods and services is based upon the estimated fair market value of goods and services. We evaluated the key factors and assumptions used in valuing donations and have determined that they are reasonably estimated.

Management's estimate of the value of in-kind contributions and the imputed rates to discount the long term contributions is based upon current interest rates available to the Center. We evaluated the key factors and assumptions used to develop this estimate in determining that it is reasonable in relation to the financial statements taken as a whole.

Management's estimate of the collectability of accounts receivable is based upon historical collections. We evaluated the key factors and assumptions used to develop the estimated collectability of accounts receivable in determining that it is reasonable in relation to the financial statements taken as a whole.

Internal Control

In planning and performing our audit of the financial statements of Valdez Senior Center, Inc. as of and for the year ended December 31, 2019, in accordance with auditing standards generally accepted in the United States of America, we considered the Center's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Center's internal control. Accordingly, we do not express an opinion on the effectiveness of the Center's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Financial Statement Disclosures

The financial statement disclosures are neutral, consistent and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. During the course of the audit we noted the following misstatements that were corrected by management:

- Accounts receivable and rental income were adjusted by \$2,811.
- Deferred grant revenue and grant income were adjusted by \$20,000.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting or auditing matter, whether or not resolved to our satisfaction that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of the audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated June 17, 2020.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Center's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Center's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Accounting Assistance

As part of our engagement we drafted the financial statements of Valdez Senior Center, Inc., from the Center's accounting records; however, management of Valdez Senior Center, Inc was involved in the drafting process and retains responsibility for the financial statements.

Additional Supplementary Information

The Financial Accounting Standards Board (FASB) has passed several new accounting standards updates (ASU) with upcoming implementation dates covering several topics as follows:

- ASU 2016-02 – *Leases (Topic 842)*. Effective for fiscal years beginning after December 15, 2021.
- ASU 2019-03 – *Not-for-Profit Entities (Topic 958)*. Effective for fiscal years beginning after December 15, 2019.
- ASU 2018-13 – *Fair Value Measurements (Topic 820)*. Effective for fiscal years beginning after December 15, 2019.

ASU 2016-02 (Topic 842): The overall goal of this project is to ensure that all assets and liabilities arising from lease contracts are reported in the statement of financial position. Accordingly, the new guidance provides both lessee and lessor accounting requirements for all entities and it applies to all leases except leases of intangible and biological assets, inventory, assets under construction, and leases to explore or use mineral, natural gas and similar resources. The new update will require lessees to recognize the lease asset and lease liability associated with all leases (operating and financing), in the statement of financial position.

ASU 2019-03 (Topic 958): The amendments in this Update apply to all entities, including business entities that maintain collections. However, accounting for collections is primarily an issue for certain not-for-profit (NFP) entities because collections often are held by museums; botanical gardens; libraries; aquariums; arboretums; historic sites; planetariums; zoos; art galleries; nature, science, and technology centers; and similar educational, research, and public service organizations that have those divisions. This ASU modifies the definition of the term *collections* and require that a collection-holding entity disclose its policy for the use of proceeds from when collection items are deaccessioned (that is, removed from a collection). If a collection-holding entity has a policy that allows proceeds from deaccessioned collection items to be used for direct care, it should disclose its definition of *direct care*.

ASU 2018-13 (Topic 820) was issued to modify the disclosure requirements on fair value measurements. Several disclosures were either removed, modified or added to investments measured on a recurring or nonrecurring basis.

Restrictions on use

This information is intended solely for the information and use of management and members of the Board of Directors of Valdez Senior Center, Inc. and is not intended to be and should not be, used by anyone other than these specified parties.

Sincerely,

Anchorage, Alaska

VALDEZ SENIOR CENTER, INC.

**Financial Statements and
Additional Supplementary Information**

(With Independent Auditor's Report Thereon)

Years Ended December 31, 2019 and 2018

***Altman, Rogers
& Co.*** | CERTIFIED
PUBLIC
ACCOUNTANTS

VALDEZ SENIOR CENTER, INC.

**Financial Statements and
Additional Supplementary Information**

(With Independent Auditor's Report Thereon)

Year Ended December 31, 2019 and 2018

VALDEZ SENIOR CENTER, INC.

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Independent Auditor's Report

Members of the Board of Directors
Valdez Senior Center, Inc.
Valdez, Alaska

We have audited the accompanying financial statements of Valdez Senior Center, Inc. (a nonprofit organization), which comprise the statements of financial position as of December 31, 2019 and 2018, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Members of the Board of Directors
Valdez Senior Center, Inc.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Valdez Senior Center, Inc. as of December 31, 2019 and 2018, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The Schedules of Revenues and Expenses – Budget and Actual on pages 15-16 are presented for purposes of additional analysis and are not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Aitman, Rogers & Co.

Anchorage, Alaska
June 17, 2020

VALDEZ SENIOR CENTER, INC.

Statements of Financial Position

December 31, 2019 and 2018

<u>Assets</u>	<u>2019</u>	<u>2018</u>
Current assets:		
Cash and cash equivalents	\$ 190,468	165,558
Accounts receivable	27,756	21,374
Contribution receivable, current portion	145,200	145,200
Inventory	1,569	1,569
Prepaid expenses	8,950	8,067
Total current assets	<u>373,943</u>	<u>341,768</u>
Non-current assets:		
Contribution receivable, net of discount	252,075	372,676
Property and equipment, net	396,290	431,349
Total non-current assets	<u>648,365</u>	<u>804,025</u>
Total assets	\$ <u>1,022,308</u>	<u>1,145,793</u>
<u>Liabilities and Net Assets</u>		
Liabilities:		
Accounts payable	20,871	28,559
Accrued payroll liabilities	12,483	12,742
Accrued annual leave	20,545	20,105
Deferred revenue	2,811	-
Security deposits	12,521	13,221
Total liabilities	<u>69,231</u>	<u>74,627</u>
Net assets:		
Without donor restrictions:		
Undesignated	535,802	553,290
With donor restrictions:		
Time-restricted for future periods	397,275	517,876
Purpose-restricted	20,000	-
Total net assets	<u>953,077</u>	<u>1,071,166</u>
Total liabilities and net assets	\$ <u>1,022,308</u>	<u>1,145,793</u>

See accompanying notes to financial statements.

VALDEZ SENIOR CENTER, INC.

Statement of Activities

Year Ended December 31, 2019 and 2018

	<u>2019</u>	<u>2018</u>
Net assets without donor restrictions		
Operating activities:		
Support:		
Government	\$ 391,128	600,401
Individuals	37,394	43,828
Foundations	18,500	17,000
Net assets released from restrictions	145,200	145,200
Total support	<u>592,220</u>	<u>806,429</u>
Revenues:		
Patient services revenues:		
Self pay	22,698	36,083
Personal care attendant (PCA)	128,388	134,812
Medicaid	92,240	93,641
Net patient service revenues	<u>243,324</u>	<u>264,516</u>
Rental	132,459	133,135
Fundraising	5,591	5,958
Membership dues	3,155	2,280
Gaming	2,057	3,053
Other	2,808	334
Total revenues	<u>145,868</u>	<u>144,780</u>
Total support and revenues	<u>981,412</u>	<u>1,215,705</u>
Operating expenses:		
Program services:		
Nutrition, transportation and support	331,888	343,607
Transportation services	85,410	78,747
Medicaid services	198,983	212,439
Senior facility	345,287	364,991
Total program services	<u>961,348</u>	<u>999,784</u>
Supporting services:		
Management and general	37,552	40,448
Total operating expenses	<u>998,900</u>	<u>1,030,232</u>
Increase (decrease) in net assets without donor restrictions	<u>(17,488)</u>	<u>185,473</u>
Net assets with donor restrictions:		
Foundations	20,000	-
City of Valdez contributed rent	-	633,008
Contribution - amortization of discount	24,599	30,068
Net assets released from restrictions	<u>(145,200)</u>	<u>(145,200)</u>
Increase (decrease) in net assets with donor restrictions	<u>(100,601)</u>	<u>517,876</u>
Change in net assets	(118,089)	703,349
Net assets, beginning of year	<u>1,071,166</u>	<u>367,817</u>
Net assets, end of year	<u>\$ 953,077</u>	<u>1,071,166</u>

See accompanying notes to financial statements.

VALDEZ SENIOR CENTER, INC.

Statements of Functional Expenses

Years Ended December 31, 2019 and 2018

		2019						
		Program Services			Total	Supporting	Total	
		Nutrition, Transportation and Support	Transportation Services	Medicaid Services	Senior Facility	Program Services	Services Management and General	Program and Supporting Services
Expenses:								
Operating:								
Personnel	\$	162,654	65,677	167,598	61,906	457,835	15,477	473,312
Utilities		22,201	2,354	20,686	20,577	65,818	5,144	70,962
Facility		7,348	807	985	13,455	22,595	3,364	25,959
Program supplies		123,090	17	9	4,127	127,243	1,032	128,275
Insurance		5,790	5,791	7,672	8,411	27,664	2,103	28,767
Professional fees		-	840	-	15,723	16,563	3,931	20,494
Depreciation		-	-	-	49,558	49,558	-	49,558
Rent		-	-	-	145,200	145,200	-	145,200
Other		10,805	9,924	2,033	28,310	48,872	6,501	55,373
Total expenses	\$	<u>331,688</u>	<u>85,410</u>	<u>198,983</u>	<u>345,267</u>	<u>961,348</u>	<u>37,552</u>	<u>998,900</u>

(Continued)

VALDEZ SENIOR CENTER, INC.

Statements of Functional Expenses, Continued

2018

	Program Services				Total Program Services	Supporting Services Management and General	Total Program and Supporting Services
	Nutrition, Transportation and Support	Transportation Services	Medicaid Services	Senior Facility			
Expenses:							
Operating:							
Personnel	\$ 126,716	56,571	175,948	83,827	443,062	21,139	464,201
Utilities	29,646	1,626	24,580	25,901	81,753	6,112	87,865
Facility	6,642	506	2,550	9,049	18,747	2,514	21,261
Program supplies	145,408	-	-	4,706	150,114	1,177	151,291
Insurance	5,903	5,627	8,323	8,590	28,443	2,786	31,229
Professional fees	192	420	117	15,933	16,662	3,983	20,645
Depreciation	-	-	-	50,838	50,838	-	50,838
Rent	-	-	-	145,200	145,200	-	145,200
Other	29,100	13,997	921	10,947	54,965	2,737	57,702
Total expenses	\$ <u>343,607</u>	<u>78,747</u>	<u>212,439</u>	<u>354,991</u>	<u>989,784</u>	<u>40,448</u>	<u>1,030,232</u>

See accompanying notes to financial statements

VALDEZ SENIOR CENTER, INC.

Statements of Cash Flows

Years Ended December 31, 2019 and 2018

	<u>2019</u>	<u>2018</u>
Cash flows provided (used) by operating activities:		
Change in net assets	\$ (118,089)	703,349
Adjustments to reconcile change in net assets to net cash provided (used) by operating activities:		
Depreciation	49,558	50,838
(Increase) decrease in assets:		
Accounts receivable	(6,382)	12,855
Contribution receivable	120,601	(517,876)
Inventory	-	4,362
Prepaid expenses	(883)	(1,191)
Increase (decrease) in liabilities:		
Accounts payable	(7,688)	(220,572)
Accrued payroll liabilities	(259)	(66)
Accrued annual leave	440	471
Deferred revenue	2,811	-
Security deposits	(700)	(2,099)
Net cash provided by operating activities	<u>39,409</u>	<u>30,071</u>
 Cash flows provided (used) by investing activities		
Purchase of property and equipment	<u>(14,499)</u>	<u>(11,494)</u>
 Change in cash and cash equivalents	24,910	18,577
 Cash and cash equivalents, beginning of year	<u>165,558</u>	<u>146,981</u>
 Cash and cash equivalents, end of year	<u>\$ 190,468</u>	<u>165,558</u>
 Supplemental Disclosures:		
City of Valdez in-kind rental contribution	<u>\$ -</u>	<u>633,008</u>

See accompanying notes to financial statements.

VALDEZ SENIOR CENTER, INC.

Notes to Financial Statements

Year Ended December 31, 2019 and 2018

(1) **Summary of Significant Accounting Policies**

Operations

Valdez Senior Citizens Center, Inc. (the Center), is a nonprofit organization in Valdez, Alaska, and is organized to ensure and protect the honor, security, and independence of senior citizens of Valdez and Prince William Sound areas and assist them in maintaining a positive and meaningful quality of life. The Center operates the following programs:

Nutrition, Transportation and Support:

Congregate and Home-delivered Meals Program – This program provides congregational lunches five days per week and home-delivered meals seven days per week funded with grant funds from federal, state and sources, the City of Valdez, and guest donations.

Transportation and Support Services – This program provides transportation to and from the senior center or other destinations for seniors, and other services needed for seniors' health and enjoyment.

Health Care Outreach – The Center provides services to senior clients both at the Center and in the community. Types of services provided include client education, preventative care, wellness clinics, and community liaison and outreach.

Transportation Services:

This program is funded by the State of Alaska Department of Transportation and Public Facilities and provides transportation to and from the senior center or other destinations for seniors.

Medicaid Services:

Consumer Directed Personal Care Attendants and Choice Medicaid – Funded with federal and state Medicaid monies, this program provides consumer-selected and directed personal attendants that provide chore and respite care for eligible seniors.

Senior Facility:

Apartments – The Center manages 15 independent residential units in the complex under an agreement with the City of Valdez.

The Center has a variety of fundraising activities, including raffles, auctions, and craft fairs run by volunteers. Net resources from these activities provide unrestricted funds which are used in support of the above programs as well as other activities and services desired by the senior community. The expenses related to these activities in both 2019 and 2018 were immaterial.

VALDEZ SENIOR CENTER, INC.

Notes to Financial Statements, Continued

Basis of Presentation

The financial statement presentation follows the recommendations of the Financial Accounting Standards Board. The Center is required to report information regarding its financial position and activities according to two classes of net assets: net assets without donor restrictions and net assets with donor restrictions. A description of the two net asset categories follows:

Net Assets Without Donor Restrictions – Net assets available for use in general operations and not subject to donor (or certain grantor) restrictions.

Net Assets With Donor Restrictions – Net assets subject to donor- (or certain grantor-) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Gifts of long-lived assets and gifts of cash restricted for the acquisition of long-lived assets are recognized as revenue when the assets are placed in service. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

Public Support and Revenue

The Center receives the majority of its operating revenue from federal and state grants, fees for services, and rental income. Contributions from individuals and businesses supplement a major portion of operating costs.

Grant Income: Income from grants is recognized to the extent of allowable costs incurred.

Fees for services: These revenues include charges to seniors and third parties for services provided as well as Medicaid revenues.

Rental: Rental income from housing units operated by the Center is accrued in the accounting period in which they are earned. All leases are on a month-to-month basis.

Interest: Interest income from cash investments is accrued when earned.

The Center has adopted Accounting Standards Update (ASU) No. 2014-09 – *Revenue from Contracts with Customers (topic 606)*, as amended, and ASU No.2018-08 – *Not-for-Profit Entities: Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made (Topic 605)* as management believes these standards improve the usefulness and understandability of the Organization's financial reporting.

Analysis of various provisions of these standards resulted in no significant changes in the way the Center recognizes revenue, and therefore no changes to the previously issued audited financial statements were required on a retrospective basis. The presentation and disclosures of revenue have been enhanced in accordance with the standards.

VALDEZ SENIOR CENTER, INC.

Notes to Financial Statements, Continued

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Accounts Receivable

Management has elected to record bad debt using the direct write-off method. Generally accepted accounting principles require the allowance method to be used to reflect bad debts. However, the effect of the use of the direct write-off method is not materially different from the results that would have been obtained had the allowance method been followed. Management decides to write-off accounts as a result of the death of a patient, failure to obtain Medicaid prior to authorization, or a client's inability to pay for services. No interest is accumulated on delinquent receivables. As of December 31, 2019 and 2018, all receivables were deemed collectible by management and no accounts receivable were written off by the Center.

Investments

The Center records investment purchases at cost, or if donated, at fair value on the date of donation. Thereafter, investments are reported at their fair values in the statements of financial position. Net investment return/(loss) is reported in the statements of activities and consists of interest and dividend income, realized and unrealized capital gains and losses, less external and direct internal investment expenses.

Inventory

Inventories, consisting of heating oil and food supplies, are stated at cost, which approximates fair value, using the first-in first-out (FIFO) method. Inventories are recorded as expenditures when consumed.

Prepaid Expenses

Payments made to vendors for services that will benefit periods beyond the accounting period are recorded as prepaid expenses.

Property, Equipment and Depreciation

Property and equipment are stated at cost. Expenses for maintenance and repairs are charged to expense as incurred and expenses for major renovations are capitalized. All expenses for equipment, with a useful life of greater than one year, in excess of \$5,000 are capitalized. Depreciation is provided over the estimated useful lives of the assets on a straight-line basis. All donated properties are capitalized at the fair value or estimated value at the time of receipt.

Annual Leave

Annual leave is accrued as earned by employees and recorded as an expense in the period earned.

VALDEZ SENIOR CENTER, INC.

Notes to Financial Statements, Continued

Fair Value of Financial Instruments

Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction in the principal, or most advantageous, market at the measurement date under current market conditions regardless of whether that price is directly observable or estimated using another valuation technique.

The following financial instruments are recorded at fair value or at amounts that approximate fair value: (1) cash and cash equivalents, (2) receivables, net, (3) certain other current assets, (4) accounts payable and (5) other current liabilities. The carrying amounts reported in the Statements of Financial Position for the above financial instruments closely approximates their fair value due to the short-term nature of these assets and liabilities.

Income Taxes

The Center is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code. Although the Center is exempt from federal income taxes, any income derived from unrelated business activities is subject to the requirements of filing Federal Income Tax Form 990T and a tax liability may be determined on these activities. The Center classifies all interest and penalties related to tax contingencies as income tax expense. With few exceptions, the Center's tax returns are no longer subject to audit by state and federal taxing authorities for years prior to 2016.

(2) Cash and Cash Equivalents

For purposes of the Statements of Cash Flows, the Center considers cash on deposit, cash on hand, money market funds, certificates of deposits and short-term investments with original maturities of three months or less to be cash equivalents.

The Center maintains cash balances at financial institutions in Valdez, Alaska, which are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. At December 31, 2019 and 2018, no deposits were uninsured. The balances include tenant security deposits being held by the Center. Tenant security deposits were \$12,521 for the year ended December 31, 2019, and \$13,221 for the year ended December 31, 2018.

(3) Accounts Receivable

The Center's accounts receivable balance as of December 31, 2019 and 2018, consisted of the following:

	<u>2019</u>	<u>2018</u>
Medicaid	\$ 1,470	1,470
Personal care attendant	11,959	9,342
Chore and respite	3,359	5,784
Self-pay clients	3,837	-
Day habilitation	1,613	-
State of Alaska – grants	5,518	4,778
Total accounts receivable	<u>\$ 27,756</u>	<u>21,374</u>

VALDEZ SENIOR CENTER, INC.

Notes to Financial Statements, Continued

(4) **Donated Use of Facilities**

In 2018, the Center renewed its agreement with the City of Valdez for an additional 5 year lease on the property. The payments on the lease are donated to the Center. The fair value of this promise to give is recorded at its net present value and amortized over the life of the lease. The Center recognized an increase in net assets with donor restrictions of \$633,008 related to the new lease agreement.

Based on a local rent survey performed by the City of Valdez, the fair value of the monthly lease rate was determined to be \$1.83 per square foot, per month. The Center recognized in-kind rent expense of \$145,200 in FY19 and FY18. In the 2019 and 2018 Statement of Functional Expenses, the full amount of rent expense was charged to Program Services, Senior Facility. On the Statement of Activities, amortization of the discount of the contributed rent was \$24,599 for FY19 and \$30,068 in FY18. The Center remeasures the fair value of its contributions receivable from the City annually and adjusts the measurement inputs based on market conditions and other relevant data.

The value of the lease agreement is based on the present value of the future lease using a discount rate of 4.75% (the prime rate at the inception of the lease). The value of the remaining lease agreement at December 31, 2019 was \$397,275, which includes a discount of \$38,325. The value of the remaining lease agreement at December 31, 2018 was \$517,876 which includes a discount of \$62,924. These values are reported as net assets with donor restrictions and are released from restrictions as the time restrictions are met. The original agreement expired at the end of 2017 and the new agreement was signed at the start of 2018.

The amount to be received for contributions receivable is as follows:

	<u>2019</u>	<u>2018</u>
2019	\$ -	120,601
2020	126,329	126,329
2021	132,330	132,330
2022	138,616	138,616
Total	\$ <u>397,275</u>	<u>517,876</u>

(5) **Property and Equipment**

The following is a summary of property and equipment as of December 31, 2019 and 2018:

	<u>2019</u>	<u>2018</u>
Building improvements	\$ 785,066	785,066
Vehicles	87,781	73,281
Furniture and equipment	75,555	75,556
	<u>948,402</u>	<u>933,903</u>
Less accumulated depreciation	<u>(552,112)</u>	<u>(502,554)</u>
Total property and equipment	\$ <u>396,290</u>	<u>431,349</u>

VALDEZ SENIOR CENTER, INC.

Notes to Financial Statements, Continued

Depreciation expense was \$49,558 in 2019 and \$50,838 in 2018. The useful lives adopted for the purpose of computing depreciation are as follows:

	<u>Years</u>
Building improvements	7-20
Vehicles, furniture, and equipment	5-10

(6) Net Assets with Donor Restrictions

Net assets with donor restriction consist of the following at December 31, 2019 and 2018:

	<u>2019</u>	<u>2018</u>
Promise to give – Building Lease	\$ 397,275	517,876
Purpose restriction –		
Nutrition, Transportation and Support Services program	20,000	-
Total	<u>\$ 417,275</u>	<u>517,876</u>

Net assets were released from donor restriction through the passage of time. Net assets released from donor restrictions were \$145,200 for 2019 and \$145,200 for 2018.

(7) Government Support

Government support on the Statement of Activities is composed up of the following at December 31, 2019 and 2018:

	<u>2019</u>	<u>2018</u>
State of Alaska	\$ 85,854	73,673
Federal	40,272	37,728
City of Valdez	265,000	489,000
Total government support	<u>\$ 391,126</u>	<u>600,401</u>

(8) Concentration of Support and Revenue

Support and revenue received from the City of Valdez through grants and donated rent for 2019 and 2018 was 42% and 52%, respectively, of total support and revenue for the Center. Without this support and revenue, the Center would not be able to provide the same level of services.

(9) Reclassifications

Certain reclassifications of amounts previously reported have been made to the accompanying financial statements to maintain consistency between periods presented. The reclassifications had no impact on previously reported net assets.

VALDEZ SENIOR CENTER, INC.

Notes to Financial Statements, Continued

(10) Functionalized Expenses

The financial statements report certain categories of expenses that are attributed to more than one program or supporting function. Therefore, expenses require allocation on a reasonable basis that is consistently applied. The expenses that are allocated include personnel, utilities, facility, program supplies, insurance, professional fees, and other, which are allocated on the basis of estimated time and effort. 100% of rent and depreciation are allocated to the senior facility functions.

(11) Subsequent Events

The Senior Center has performed an evaluation of subsequent events through June 17, 2020, which is the date these financial statements were available to be issued. On January 30, 2020, the World Health Organization declared the outbreak of COVID-19 as a "public health emergency of international concern", and on March 13, 2020, the President of the United States declared a state of national emergency. As a result of the outbreak, there has been instability in the capital markets as well as the changing government policies that have impacted how the Senior Center provides patient services. The ultimate impact of the COVID-19 outbreak is highly uncertain. Management does not yet know the full extent of potential impacts on the organization.

(12) Liquidity and Availability

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the balance sheet date, comprise the following:

	<u>2019</u>	<u>2018</u>
Cash and cash equivalents	\$ 190,468	165,558
Accounts receivable	27,756	21,374
	<u>\$ 218,224</u>	<u>186,932</u>

As part of the Center's liquidity management plan, the center maintains one contingency cash account to be used to cover operational expenses for a two month period in case of major deficiencies in government funding. Additionally, the center maintains all tenant security deposits in a separate savings account at Wells Fargo. The account had a year-end balance of \$20,783 and \$22,672 in 2019 and 2018, respectively. All other excess cash is maintained on an unrestricted basis.

VALDEZ SENIOR CENTER, INC.

Alaska Department of Health and Social Services
 Nutrition, Transportation and Support Services (NTS) FY18-19
 Grant Award # 607-309-19028

Schedule of Revenues and Expenditures - Budget and Actual

Year Ended December 31, 2019

	Final Budgeted Amounts	Actual Amounts		Total	Variance with Final Budget - Positive (Negative)
		Prior Years	Current Year		
Revenues:					
Intergovernmental -					
Federal sources passed through					
the State of Alaska	\$ 39,272	32,619	6,653	39,272	-
State of Alaska	20,908	-	20,908	20,908	-
Total revenues	60,180	32,619	27,561	60,180	-
Expenditures:					
Personal services	60,180	32,619	27,561	60,180	-
Excess of revenues over expenditures	\$ -	-	-	-	-