

## Meals on Wheels People

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# FINANCE COMMITTEE MEETING

Wednesday, July 17, 2019

12:00 – 1:00

Telephone Meeting

Dial-in: 641-715-3865

Participant Code: 795083

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## Agenda

- 12:00 noon Call to Order.....Ashley Osten
- 12:00 noon Approval of minutes – May 15, 2019.....Ashley Osten
- 12:05 p.m. New Business.....Ashley Osten
- a. Insurance.....Mark Frinell
- b. June preliminary financials.....Linda Reynolds

Attachments: June Financial Statements  
Insurance

Meeting Schedule: Next meeting: **August 21 at 12:00 – Live meeting**

Quarterly Review Schedule (August, November, February, May):

- Long Term Investments

Semi-annual Schedule:

- Audit review (April, September)  
- Fund raising (January, May)  
- Forecast/Budget (January, May)

Annual Review Schedule:

- Benefit Renewals (February)  
- Next year's budget (May)  
- Insurance (July)  
- Gift Annuities (August)  
- 401 k (October)

Meals on Wheels People  
**Finance Committee Meeting Minutes**  
May 15, 2019 at noon  
Moss Adams  
805 SW Broadway, Suite 1200

**Present:** Ashley Osten, Tim Kalberg, David VanSpeybroeck, Scott Christianson  
**Staff:** Linda Reynolds, Tony Staser (via phone), minutes: Kristin Mueller

Meeting called to order at 12:00pm

Approval of minutes – April 17, 2019

1. New Business

a. April 2019 Financials (Linda Reynolds)

- Discussion of Tony's list of outstanding payments for Stride for Seniors totaling \$84K. A lot are \$5K to \$10K amounts. Wilsonville Subaru pledged \$25K, Kaiser pledged \$15K, and \$10K pledged from The Standard. All verbal pledges booked. Staff is making a collection effort, revisit when done and discuss reconsidering requirements.

**ACTION:** Discuss having sponsorships pledge in writing in the July Finance Committee meeting.

- Not standard to require payment upfront, but we accrue if in writing. Per Tony, have connected with them and they are processing payments.
- Revenue favorable \$620K. Expenses were \$85K unfavorable year to date, includes one time distribution to staff. April management net income is \$414K April YTD.
- Days cash at 71 .
- Big expenses coming.
- Diner YTD Gross Profit (\$52K). Operating revenue \$195K, costs (\$247K). OAA revenue at \$48K, tracking by number of meals. Bank of America restricted funds planned at \$100K distributed in FY20 and \$100K in FY21.
- Discussion of forecast vs. budget – Washington County, Clark County and Multnomah County were over budget due to extra OAA revenue and Medicaid meals over budget.

b. FY19 Forecast/FY20 Budget (Linda Reynolds)

- Budget drivers: assumes closure of Rockwood Center due to increasing rent at the site. We no longer have a Rockwood Head Start contract, they are also moving out of the Rockwood site due to a large increase in their rent. Will try and renew the contract at their new site. Rockwood has 8-10 clients eating there daily.
- OAA flat for Multnomah County, and lower for Washington and Clark County revenue.
- Forecasting \$300K profit, suggest move into next year for Strategic Planning initiatives as board designated funds. Will need money to fund social isolation and technology updates. Cost of attaching and connecting CBORD is estimated at \$100K. Could also get a grant, will be a decision point on asks. Discussion of doing a 2/3 to 1/3 split based on Strategic Plan, but premature for now since we don't know costs or needs yet. Will have HVAC replacement, roof repairs and Green Committee improvements at the RC in FY20 at \$175K.

- Fundraising Budget FY20 \$4,093,802 (Tony)
  - Tony is comfortable with where the budget is for fundraising. Increasing 1.7% or \$65K from last year. The learning curve for Stride is behind us, and the increase is doable. Tony estimates Stride for Seniors will grow over the next 5 years up to \$750K, if we keep the sponsors engaged. Biggest growth expected to be peer-to-peer fundraising, Facebook fundraisers did \$20K at the last minute.
- Co-packing and popcorn are up.
- Expenses in personnel costs are down \$94K from FY19. Merit raises are 4%.
- Taxable expenses budgeted increase.
- Diner: at \$0 budget right now, will eventually get an accurate budget. Per committee, would be helpful to see the month-by-month FY20 budget for the Diner. Linda will email to the committee. Daily averages \$750 with weekends at \$2500, mostly from lunch.
- Discussion of giving board two slides – the Budget Drivers bullet points and the Upside/Downside. Will highlight the 4% salary merits in 2020.
- Discussion of feedback on Stride – would be good to do more for Subaru from the stage during the presentation. Would also be thoughtful to do a marketing ad for after the event in PBJ thanking them for their sponsorship.

Meeting adjourned 1:06pm

**Next Finance Committee Meeting:**

NO MEETING IN JUNE

July 17, 2019

Noon-1:00pm

Moss Adams

805 SW Broadway, Suite 1200

# Meals on Wheels People, Inc.

Insurance Overview

July 17, 2019

Insurance  
Partners

# List of Insurers

<u>Insurer</u>	<u>Line of Coverage</u>	<u>AM Best Rating</u>
Philadelphia	Property, General Liability, Auto, Umbrella	A++ XV (Superior)
SAIF Corporation	Workers' Compensation	NR (State Agency)
Travelers	Directors' & Officers Employment Practices Fiduciary Liability Crime Cyber	A++ XV (Superior)

**Insurance  
Partners**

# Property

## Coverage

Building  
Business Personal Property  
Stock  
Business Income  
Extra Expense  
Boiler & Machinery

## Limit of Insurance

\$ 8,000,000  
\$ 4,038,640  
\$ 65,000  
\$ 1,540,000  
\$ 1,000,000  
\$14,643,640

- Agreed Amount
- Blanket Coverage
- Deductible -- \$1,000 per loss

**Insurance  
Partners**

# Earthquake

## Coverage

Earthquake (7710 SW 31<sup>st</sup>)

## Limit of Insurance

\$11,560,000

## Includes:

- Earthquake Sprinkler Leakage
- Ordinance & Law

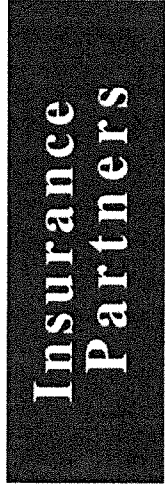
Deductible is 5% of loss

**Insurance  
Partners**

# General Liability

<u>Coverage</u>	<u>Limit of Insurance</u>
General Aggregate	\$2,000,000
Products & Completed Operations Aggregate	\$2,000,000
Personal & Advertising Injury Limit	\$1,000,000
Each Occurrence Limit	\$1,000,000
Damage to Premises Rented to You	\$1,000,000
Medical Payments	No Coverage
Abuse & Molestation Sublimit	\$1,000,000
Professional Liability	\$1,000,000
Liquor Liability	\$1,000,000
WA Stop Gap	\$1,000,000
Employee Benefits Liability*	\$1,000,000

\*Subject to \$1,000 deductible per claim





# Crime

## Coverage

Employee Dishonesty  
Forgery & Alteration  
Money & Securities  
-- Inside Premises  
-- Outside Premises

## Limit of Insurance

\$100,000  
\$100,000  
\$100,000  
\$100,000

**Insurance  
Partners**

# Automobile

<u>Coverage</u>	<u>Limit of Insurance</u>
Liability	\$1,000,000
Uninsured/Underinsured Motorist	\$1,000,000
Medical Payments	\$ 5,000
Personal Injury Protection	Statutory
Comprehensive Deductible	\$ 500
Collision Deductible	\$ 1,000
Non-Owned & Hired Automobile Liability	\$1,000,000

**Insurance  
Partners**

# Umbrella

## Coverage

Each Occurrence  
General Aggregate  
Self-Insured Retention

## Limit of Insurance

\$10,000,000  
\$10,000,000  
\$ 10,000

## Underlying Coverages:

- Commercial General Liability
- Automobile Liability
- Employee Benefits Liability
- Employers' Liability
- Professional Liability
- Abuse or Molestation (\$5,000,000 sub-limit)

**Insurance  
Partners**

# D&O / EPLI / Fiduciary

<u>Coverage</u>	<u>Limit of Insurance</u>
Directors' & Officers' Liability	\$2,000,000
Employment Practices Liability	\$2,000,000
Fiduciary Liability	\$2,000,000

<u>Deductibles</u>	
Directors' & Officers' Liability	\$ 5,000
Employment Practices Liability	\$ 5,000
Fiduciary Liability	\$ 0

**Insurance  
Partners**

# Cyber Liability

<u>Coverage</u>	<u>Limits of Insurance</u>
Network Security and Privacy Liability	\$2,000,000
Cyber Extortion Threat	\$2,000,000
Data Restoration	\$2,000,000
Public Relations	\$1,000,000
Customer Notification Expenses	1,000,00 impacted parties

Deductible  
\$10,000 each loss

# Workers Compensation (renews January 1)

<u>Coverage</u>	<u>Limit of Insurance</u>
A – Workers’ Compensation	Statutory
B – Employers’ Liability	
Bodily Injury by Accident	\$500,000
Bodily Injury by Disease (per person)	\$500,000
Bodily Injury by Disease (per policy)	\$500,000

2019 Experience Modification Factor is 0.88

**Insurance  
Partners**

# Meals on Wheels People, Inc.

## Insurance Claim History as of June 24, 2019

Line of Coverage	2018-2019	2017-2018	2016-2017	2015-2016	2014-2015	2013-2014	2012-2013	2011-2012	2010-2011																		
	#	#	#	#	#	#	#	#	#																		
Auto	2	\$ 19,950	1	\$ 1,240	3	\$ 9,276	1	\$ 3,891	1	\$ 73,951																	
General Liability	2	\$ -	1	\$ 10,545																							
Property			2	\$ 2,115	1	\$ 785																					
Crime																											
Cyber	1	\$ -																									
D&O / EPLI			1	\$ -																							
Workers' Comp	9	\$ 9,234	4	\$ 30,123	9	\$ 2,130	4	\$ 29	6	\$ 55,146																	
									10	\$ 26,068																	
									2	\$ 2,887																	
									10	\$ 51,184																	
									7	\$ 6,563																	
<b>Total</b>	<b>#</b>	<b>\$</b>	<b>29,184</b>	<b>11</b>	<b>\$</b>	<b>30,123</b>	<b>13</b>	<b>\$</b>	<b>16,030</b>	<b>7</b>	<b>\$</b>	<b>9,305</b>	<b>7</b>	<b>\$</b>	<b>55,931</b>	<b>11</b>	<b>\$</b>	<b>26,068</b>	<b>3</b>	<b>\$</b>	<b>6,778</b>	<b>12</b>	<b>\$</b>	<b>79,558</b>	<b>9</b>	<b>\$</b>	<b>80,514</b>

- \* Philadelphia Insurance -- Auto, General Liability, Property, Crime insurer from July 1, 2009 to present
- \* Great American Insurance -- Auto, General Liability, Property, Crime insurer from July 1, 2006 to July 1, 2009
- \* Chubb Insurance -- Directors' & Officers' and Employment Practices Liability insurer from July 1, 2004 to present

\* SAIF Corporation -- Workers' Compensation insurer from January 1, 2003 to present  
 \* YTD (06/24/2019) -- 8 claims with total payout of \$2,965 -- reserves of \$0



## Meals on Wheels People - Historical Operations

June 2019 Executive Summary

	Celebrate	Caution	Unfavorable	Comment	Key issues/challenges/opportunities /risk
Management Operating Revenues	↑			Favorable \$793K	This is greater than forecast because Multnomah County gave us another \$170K in July for May. We may receive additional OAA revenue from Multnomah County in June which will increase this result even more.
Government	X			Government was over budget \$929K primarily due to extra OAA revenue from all three counties and Medicaid meals over budget. This is offset by a shortfall in NSIP.	Washington county has given us \$439K, Clark County \$109K, and Multnomah County \$389K of additional OAA revenue for FY19!
Development/Center Fundraising	X			Development fundraising was \$63K over budget primarily in grants and the release of restricted funds for the billboard.	
Contract			X	Contract revenue was under budget (\$135K). Edwards Center (\$37K), Multnomah County Behavioral Health (\$47K) and Friendly House (\$45K) were the contracts with a revenue shortfall. Central City Concern offset these at \$30K favorable to budget.	
Expenses	↑			Expenses were \$368K unfavorable year to date.	Not marked as "caution" because the reason behind the variance is known and due to accruing an end of year one time distribution to employees, the billboard and Rose Festival float.
Food & Supplies	X			Food & supplies were favorable to budget \$103K. The volume variance was \$73K and the spending variance \$0K for meals served.	
Salaries	X			Salaries were unfavorable to budget (\$221K) due to a \$400K year end one time distribution.	Not marked as "caution" because the reason behind the variance is known and due to an end of year one time distribution to employees.
Benefits	X			Benefits were \$42K favorable year to date. Payroll taxes were budgeted at twice the rate of the actual charges YTD.	
Advertising	X			Unfavorable (\$151K) due to billboard costs and (\$42K) for Rose Festival float costs. The billboard costs are offset in revenue as grants were received for the billboard purchase.	Not marked as "caution" because the reason behind the variance is known, and the cost is offset in revenue with grants received.
Management net income	↑			We ended the year with a profit of \$425K compared to a budgeted profit of (\$0K) - a \$425K favorable variance.	
Liquidity	↑			Days cash = 44.	Cash at Washington Trust and Columbia Bank was moved to short term investments effective in April lowering the cash total that this calculation uses.
Food Cost	↑			Raw food costs per meal were \$1.418 for the month and \$1.371 YTD. The budget was \$1.37 per meal.	
Bulk meal	X			The average cost year to date was \$1.38 per meal compared to a plan of \$1.302.	
Contract meals	X			Medicaid meals were over budget and over last year. Medicaid meals pay us \$9.54 in Oregon and \$6.80 in Washington resulting in a \$151K favorable variance year to date.	
Number of meals served	↑			The full absorption cost was \$6.64 YTD compared to a budget of \$8.03. The favorable impact of Meals 4 Kids on the full absorption cost was \$0.83.	The large variance from budget is due to less meals served than plan.
Total cost per meal served	↑				



# Meals on Wheels People - Historical Operations

June 2019 Executive Summary

## MANAGEMENT REPORTING REVENUES

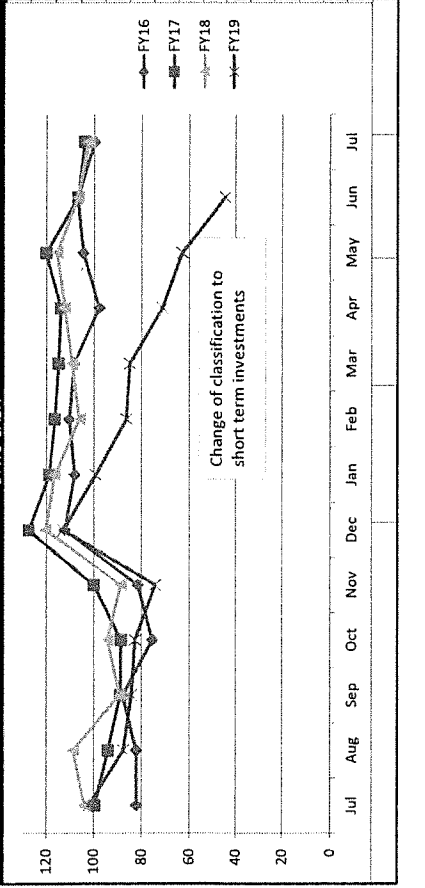
REVENUES	Actual YTD	Budget YTD	Variance YTD	Annual Budget
Government Contracts	\$2,743,556	1,806,464	\$937,092	\$1,806,464
Older Americans Act	1,011,189	860,560	150,629	860,560
Medicaid	495,433	674,062	(178,629)	674,062
NSIP	210,588	190,599	19,989	190,599
Other	4,025,713	3,962,293	63,420	3,962,293
Fundraising	1,119,677	1,254,658	(134,981)	1,254,658
Contract Meal Sales	565,047	626,882	(61,835)	626,882
Participant Contributions				
Board Designated	489,120	517,954	(28,834)	517,954
Transfer from Investments	280,565	280,565	-	280,565
Other	158,319	132,556	25,763	132,556
<b>Total Management reporting revenues</b>	<b>\$11,099,207</b>	<b>10,306,593</b>	<b>\$792,614</b>	<b>\$10,306,593</b>

\* See fundraising details below

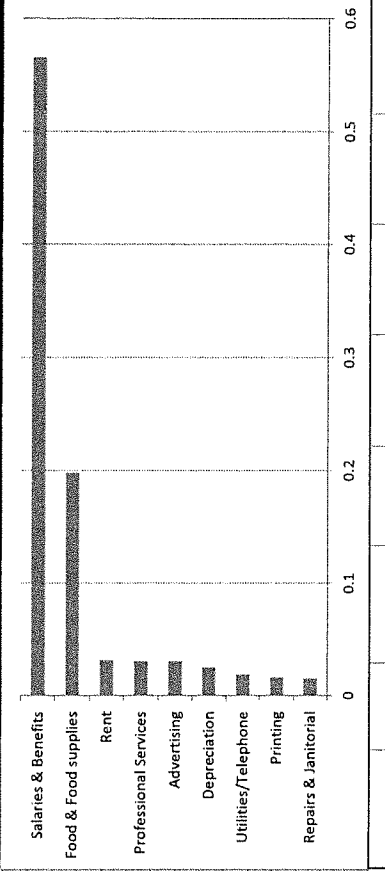
## FUNDRAISING REVENUES

Statement	Total		YTD	
	Operating	Restricted	Fundraising	Budget
Special Events	\$ 815,715	\$ -	\$ 815,715	\$ 845,000
Best Tables in Town	6,100	-	6,100	20,000
Donate Dinner	253,764	-	253,764	250,000
Stride for Seniors	438,806	-	438,806	450,000
Luncheons	116,343	-	116,343	125,000
Other	702	-	702	-
Direct Solicitation	803,183	-	803,183	789,609
Donations	1,393,125	-	1,393,125	1,333,110
Grants	407,557	-	407,557	445,400
Partnerships	430,105	-	430,105	460,000
Center Fundraising	26,028	-	26,028	36,160
Release restricted grants	150,000	-	150,000	53,014
Sub-total	\$ 4,025,713	\$ -	\$ 4,025,713	\$ 3,962,293
Bequests	24,364	-	24,364	200,000
<b>Total Fundraising</b>	<b>\$ 4,050,077</b>	<b>\$ -</b>	<b>\$ 4,050,077</b>	<b>\$ 4,162,293</b>

## DAYS CASH

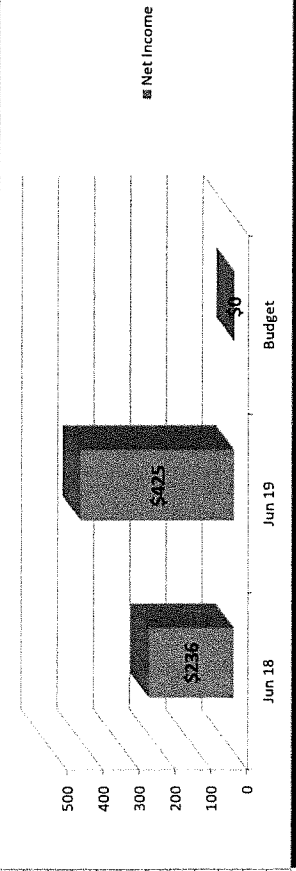


## YTD EXPENSES



Salaries & benefits and food equate to 76.4% of all expenses. Rent, professional services and advertising follow far behind at 3% of total expenses each. In total, the categories above account for 93.1% of all of our expenses.

## MANAGEMENT REPORTING OPERATING REVENUE OVER (UNDER) EXPENSES (000)



## STATEMENT OF REVENUES & FUNCTIONAL EXPENSES (000)

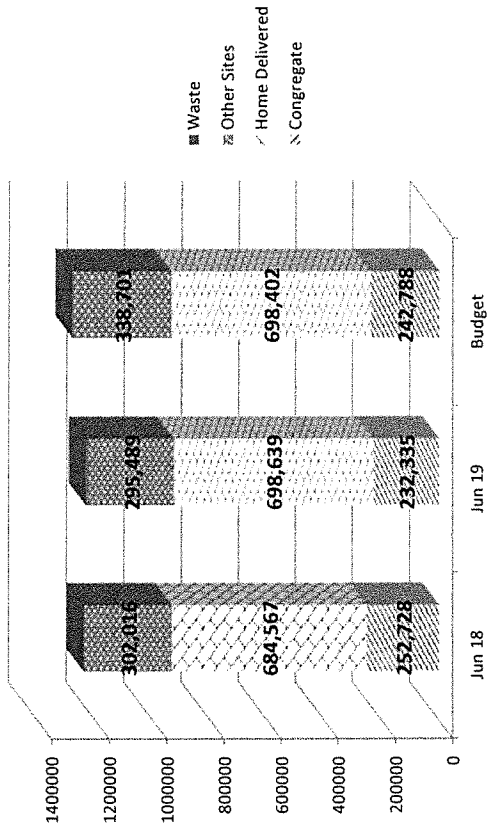
	Actual YTD	Budget YTD	Variance YTD	Annual Budget
Total Revenues	10,760,129	9,655,060	1,105,069	9,655,060
Total Expenses	11,319,754	10,306,593	(1,013,161)	10,306,593
Increase (Decrease) in net assets	(559,625)	(651,533)	91,908	(651,533)
Components:				
Management reporting profit(loss)	404,741	-	404,741	-
Bequests	24,364	200,000	(175,636)	200,000
Board designated funds	(489,120)	(517,954)	28,834	(517,954)
Release restricted funds	(451,499)	(53,014)	(398,485)	(53,014)
Trf from Long Term Investments	(280,565)	(280,565)	-	(280,565)
Restricted Interest Earned	152,045	-	152,045	-
Gain(Loss) on investments	(256,991)	-	(256,991)	-
Restricted Gifts	358,000	-	358,000	-
Other (Gain/loss on disposition of equipment)	(20,600)	-	(20,600)	-
	(559,625)	(651,533)	91,908	(651,533)

# Meals on Wheels People - Historical Operations

June 2019 Executive Summary

## Meals Served

12 months ending 6/30



## CONTRACTS

	June	YTD	YTD Bud	FY19 Bud
Contract sales	\$77,131	\$1,119,677	\$1,254,658	\$1,254,658
Direct Food	(27,341)	(407,192)	(453,737)	(453,737)
Direct Labor	(52,006)	(437,071)	(490,685)	(490,685)
Other Direct Expenses	(7,514)	(22,234)	(19,640)	(19,640)
Benefit to MOWP	(9,730)	253,180	290,596	290,596
GM%	-12.6%	22.6%	23.2%	23.2%
Allocation of Expenses	(4,159)	(149,413)	(174,743)	(174,743)
Net Profit(Loss)	(\$13,889)	\$103,767	\$115,853	\$115,853

## CONTRACT MEALS UPDATE

Our largest revenue contracts include Meals 4 Kids (\$618K); Edwards Center (\$80K); Rockwood Head Start (\$64K); Elder place (\$61K) and Friendly House (\$48K). These make up 78% of contract revenue.

## RAW FOOD COST PER MEALS SHIPPED

	June	YTD	FY19 Budget
Raw food cost - bulk meal program	\$1,418	\$1,371	\$1,370
Raw food cost - contract meal programs	\$1,354	\$1,382	\$1,302
Cost per meal allocated to centers	\$4,398	\$4,060	\$4,079

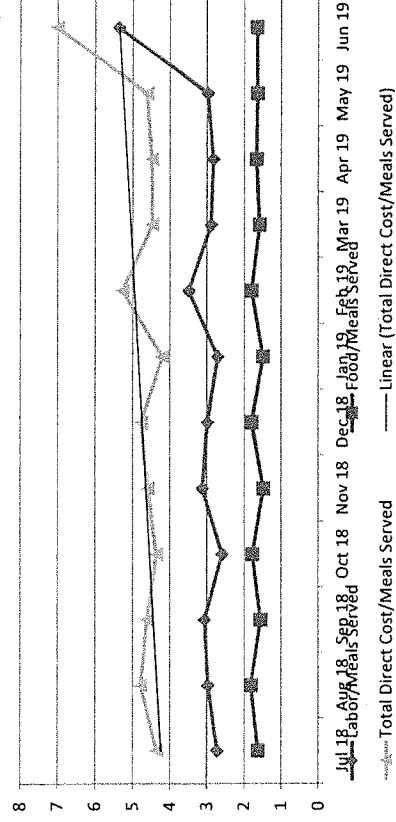
## TOTAL COST PER MEAL SERVED

12 months ending 6/30

	Jun 18	Jun 19	YTD Budget	FY19 Budget
<b>All Meals (Includes Meals 4 Kids)</b>				
Central Kitchen	\$ 2.86	\$ 3.01	\$ 2.99	\$ 2.99
Operations	\$ 3.66	\$ 4.12	\$ 3.76	\$ 3.76
Administration	\$ 0.54	\$ 0.64	\$ 0.54	\$ 0.54
Development	\$ 0.78	\$ 0.86	\$ 0.74	\$ 0.74
<b>Total</b>	<b>\$ 7.84</b>	<b>\$ 8.64</b>	<b>\$ 8.03</b>	<b>\$ 8.03</b>
<b>Meals without Meals 4 Kids</b>				
Central Kitchen	\$ 3.34	\$ 3.48	\$ 3.46	\$ 3.46
Operations	\$ 3.77	\$ 4.25	\$ 3.67	\$ 3.82
Administration	\$ 0.63	\$ 0.74	\$ 0.63	\$ 0.63
Development	\$ 0.91	\$ 1.00	\$ 0.86	\$ 0.86
<b>Total</b>	<b>\$ 8.65</b>	<b>\$ 9.47</b>	<b>\$ 8.61</b>	<b>\$ 8.76</b>

## VARIABLE COSTS PER MEALS SERVED

12 months ending 6/30



# Meals on Wheels People - The Diner Vancouver

June 2019 Executive Summary

Officially Opened February 19, 2019

The Diner Operating Statement							The Diner Operating Trend			
	YTD Actual	Budget	Variance		Feb	Mar	Apr	May	June	
Food Sales	198,554	773,263	(574,709)		48,000	-	-	-	-	
Donations	50,583	67,207	(16,624)		18,946	52,157	44,981	42,136	40,334	
OAA	48,000	-	48,000		6,126	13,885	11,291	10,113	9,168	
<b>Total Operating Revenue</b>	<b>297,137</b>	<b>840,470</b>	<b>(543,333)</b>		<b>(31,830)</b>	<b>(29,195)</b>	<b>(20,728)</b>	<b>(16,460)</b>	<b>(17,027)</b>	
Cost of Sales	(115,240)	(299,071)	(183,831)		(62,580)	(46,620)	(56,083)	(52,181)	(96,319)	
Labor	(313,783)	(455,615)	(141,832)							
<b>Prime cost (COS + Labor)</b>	<b>(429,023)</b>	<b>(754,686)</b>	<b>(325,663)</b>		<b>(21,338)</b>	<b>(9,773)</b>	<b>(20,539)</b>	<b>(16,392)</b>	<b>(63,844)</b>	
Gross Profit	(131,886)	85,784	(217,670)							
GM%	-66.4%	11.1%		Guests	2,096	4,846	3,926	3,932	3,829	
Release of restricted funds	298,654	-	298,654							
Other expenses	(187,035)	(156,453)	(30,582)							
<b>Net Income (Loss)</b>	<b>(20,267)</b>	<b>(70,669)</b>	<b>50,402</b>							
				Year End Inventory						
Dine-in	Guests	Avg \$/guest	Customer							
	17,932	\$ 10.46	Donations							
Take-out	697	\$ 10.99	\$ 50,583							
Total	18,629	\$ 10.48	Table turns	Food Products			\$ 4,102			
			50.44	Beer & Wine			740			
				Total			\$ 4,842			

# Meals on Wheels People - Historical Operations

June 2019 Executive Summary

Balance Sheet Ratios - Q4:						
	FY14	FY15	FY16	FY17	FY18	FY19
<b>Solvency</b>						
Current Ratio	7.5	7.5	6.9	9.6	8.6	9.9
Days Payable	33.5	43.0	44.7	25.2	29.8	31.5
<b>Efficiency</b>						
Inventory Turns	27.0	25.6	24.8	26.3	25.1	23.9
Days Receivables	20.7	22.3	23.3	33.5	26.4	32.3
<b>Current Ratio:</b>	Current Assets divided by Current Liabilities, measuring current assets available to cover current liabilities, a test of near term solvency. The ratio indicates to what extent cash on hand and disposable assets are enough to pay off near term liabilities.					
<b>Days Payables:</b>	365/(Cost of Sales: Accounts Payable ratio): Reflects the average number of days for each payable before payment is made.					
<b>Inventory Turns:</b>	Reflects the number of times inventory is turned over during the course of the year. High levels can mean good liquidity or business revenue, or shortages requiring better management.					
<b>Days Receivables:</b>	365/ (Receivables Turnover): Reflects the number of days that receivables are outstanding.					

Development Ratios - Q4:					
	FY16	FY17	FY18	FY19	
% of expenses	9.3%	8.8%	10.2%	9.9%	
Cost to raise \$1 **	0.21	0.24	0.28	0.26	
** Excludes bequests					
Administration Ratio - Q4:					
	FY16	FY17	FY18	FY19	
% of expenses	7.6%	8.5%	**8.9%	7.3%	
<b>Bank Distribution</b>					
Wells Fargo	1,095,698				
First Interstate	156,418				
Petty Cash	8,440				
Operating cash accounts	1,260,556				
Columbia Bank	251,912				
Charles Schwab (was WA Trust)	207,191				
Wells Fargo Investment	56,643				
Short term investments	515,746				
Long Term Investment - Schwab	6,082,377				
Capital & Maintenance/J. Smith	3,222,865				
OCF	371,081				
CFSW	66,476				
Wells Fargo Investment	18,613				
Reserve Cash Accounts	9,761,412				
Total Cash	11,537,714				

\*\* Includes \$165K write-off of Florida land

## Meals on Wheels People

Statement of Financial Position  
Unaudited  
Consolidated

### ASSETS

	June 30, 2019	June 30, 2018
<b>Current assets:</b>		
Cash and cash equivalents	1,260,556	2,958,318
Investments - short term	515,746	54,170
	1,776,302	3,012,488
<b>Accounts receivable:</b>		
Older Americans Act	464,531	332,957
Medicaid	137,497	163,068
NSIP	67,245	52,213
Contract meals	242,624	218,558
Bequests & Other	42,976	30,506
Less: Allowance for uncollectible accounts	(16,601)	(5,000)
	938,272	792,302
Contributions receivable	43,000	14,000
Less: Allowance for uncollectible pledges	-	-
Inventories	88,545	84,401
Prepaid expenses and other assets	260,791	216,445
	3,106,910	4,119,636
<b>Total current assets</b>	<b>3,106,910</b>	<b>4,119,636</b>
Investments held related to charitable gift annuities	18,613	18,613
Beneficial interest in trusts	248,601	248,601
<b>Investments</b>		
Oregon Community Foundation	371,081	438,318
Board Designated for Financial Reserve	-	-
<b>Other Investments Long Term</b>		
The Community Foundation for SW Washington	66,476	66,847
Board Designated for Capital and Maintenance	3,036,208	3,030,245
Joan Smith fund	186,657	184,937
Long Term Investments	6,082,377	6,410,073
<b>Property plant and equipment</b>		
Building and land	6,657,837	6,657,837
Construction in process	-	-
Furniture and equipment	4,413,289	3,623,092
Accumulated depreciation	(4,484,995)	(4,348,505)
<b>TOTAL ASSETS</b>	<b>\$ 19,703,054</b>	<b>\$ 20,449,694</b>

### LIABILITIES AND NET ASSETS

<b>Current liabilities:</b>		
Accounts payable	\$ 182,847	\$ 203,096
Accrued liabilities	131,843	297,229
Reserve for annuities	14,130	15,510
<b>TOTAL LIABILITIES</b>	<b>328,820</b>	<b>515,835</b>
<b>Net assets:</b>		
<b>Unrestricted:</b>		
Available for operations	2,462,417	3,287,095
Net investment in property and equipment	6,586,131	5,932,424
Designated for Joan Smith ED Fund	136,477	135,757
Designated for advertising initiatives	150,000	125,000
Designated for financial reserve	6,082,377	6,476,920
Designated for capital and maintenance reserve	3,036,208	3,030,245
Total unrestricted net assets	18,453,610	18,987,441
Temporarily restricted	236,777	262,571
Permanently restricted	683,847	683,847
<b>TOTAL NET ASSETS</b>	<b>19,374,234</b>	<b>19,933,859</b>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$ 19,703,054</b>	<b>\$ 20,449,694</b>

# Meals on Wheels People

## Statement of Revenues & Functional Expenses

12 Months Ended 6/30/2019

Unaudited

	Program Services				Total	Supporting Services			Total			
	Center Operations	Kitchen Operations	The Diner Vancouver	Taxable		General and Administrative	Fund-raising	Total Operations		Current Budget	Capital and multi year grants	Planned Gifts
<b>Revenue:</b>												
Government contracts	\$ 4,460,767	\$ -	\$ 48,000	\$ -	4,508,767	\$ -	\$ -	\$ 4,508,767	\$ 3,531,680	\$ -	\$ -	\$ 4,508,767
Participant Contributions	565,047	-	558	-	565,605	-	-	565,605	626,880	-	-	565,605
Fundraising	3,875,790	5,320	50,025	-	3,931,135	-	-	3,931,135	3,910,960	410,004	-	4,341,139
Bequests	-	-	-	-	-	-	-	-	-	24,364	-	24,364
Food and contract revenue and merchandise sales	865,938	277,495	198,554	31,702	1,373,689	-	-	1,373,689	1,307,900	-	-	1,373,689
Transfer from (to) Endowment	280,565	-	-	-	280,565	-	-	280,565	280,570	-	-	280,565
Release restricted funds - other	2,845	-	-	-	2,845	-	-	2,845	-	(2,845)	-	-
In-kind contributions	-	-	-	-	-	-	-	-	-	-	-	-
Other	733,328	-	298,654	410	1,032,392	-	-	1,032,392	648,700	(982,100)	1,873	(63,435)
<b>Total Revenues</b>	<b>10,784,280</b>	<b>282,815</b>	<b>595,791</b>	<b>32,112</b>	<b>11,694,998</b>	<b>-</b>	<b>-</b>	<b>11,694,998</b>	<b>10,306,590</b>	<b>(550,577)</b>	<b>1,873</b>	<b>(386,165)</b>
<b>Expenses:</b>												
<b>Personnel:</b>												
Salaries and wages	3,643,909	1,425,808	313,783	35,104	5,418,604	506,824	466,798	6,392,226	5,866,950	-	-	6,392,226
Food and related supplies	417,930	1,660,954	115,239	18,121	2,212,244	1,220	18,101	2,231,565	2,219,100	-	-	2,231,565
Professional Services	119,235	23,481	6,484	15,287	164,487	116,807	52,126	333,420	304,090	-	-	333,420
Rent and utilities	180,580	299,251	48,048	-	527,879	30,650	22,885	581,414	517,630	-	-	581,414
Printing	42,955	982	4,529	11,019	59,485	3,660	114,171	177,316	200,450	-	-	177,316
Postage	9,239	22	-	590	9,851	2,744	49,207	61,802	49,740	-	-	61,802
Truck costs	3,754	123,048	-	-	126,802	-	-	126,802	116,890	-	-	126,802
Insurance	56,628	22,145	2,719	-	81,492	6,338	750	88,580	86,920	-	-	88,580
Office supplies and equipment	51,207	8,084	59,528	2,901	121,720	24,585	7,413	153,718	65,430	-	-	153,718
Repairs and maintenance	74,134	43,712	2,856	-	120,702	-	-	120,702	92,070	-	-	120,702
Miscellaneous:												
Miscellaneous	268,405	19,763	32,050	7,508	327,726	84,472	311,590	723,788	459,570	-	27,000	753,285
Depreciation	181,755	61,856	30,822	1,985	276,418	7,183	15,323	298,924	327,750	-	-	298,924
Total expenses	5,049,731	3,689,106	616,058	92,515	9,447,410	784,483	1,058,368	11,290,257	10,306,580	-	27,000	11,319,754
Revenue over (under) expenses as of 6/30/2019	5,734,549	(3,406,291)	(20,267)	(60,403)	2,247,588	(784,483)	(1,048,368)	404,741	10	(688,580)	(25,127)	(388,662)

# Meals on Wheels People

Statement of Operations  
12 Months Ended 6/30/2019

Consolidated

Unaudited

	Jun 30, 2019	Jun 30, 2019	Jun 30, 2018	Jun 30, 2018	Jun 30, 2019	Year-to-	Budget		Approved
	This	Month	Prior	Prior Year	Current Year	Date	Variance YTD	%	Annual
	Month	Budget	Year	to Date	to Date	Budget	Forecast	Variance	Budget
<b>Revenue:</b>									
<b>Government:</b>									
Older Americans Act	346,489	85,274	338,775	2,157,765	2,743,556	1,806,464	937,092	51.9%	1,806,464
Medicaid	77,208	68,298	69,746	851,999	1,011,189	860,560	150,629	17.5%	860,560
NSIP (formerly USDA)	35,514	54,499	29,900	562,167	495,433	674,062	(178,629)	-26.5%	674,062
Local Governments	18,168	14,078	(6,009)	152,244	210,588	190,599	19,989	10.5%	190,599
Participant Contributions Congregate	10,681	14,712	20,526	196,457	175,458	185,195	(9,737)	-5.3%	185,195
Participant Contributions Home Delivered	28,752	35,054	33,085	436,481	389,589	441,687	(52,098)	-11.8%	441,687
<b>Fundraising:</b>									
Partnerships	245,400	68,000	7,744	391,166	430,105	460,000	(29,895)	-6.5%	460,000
Grants	62,250	193,500	43,450	312,564	407,857	445,400	(37,843)	-8.5%	445,400
Donations	60,627	69,000	82,324	1,328,914	1,393,125	1,333,110	60,015	4.5%	1,333,110
Direct Solicitation	27,489	58,260	32,617	767,247	803,183	789,609	13,574	1.7%	789,609
Special events	28,426	-	12,050	714,117	815,715	845,000	(29,285)	-3.5%	845,000
Center fundraising	1,523	2,833	2,252	28,517	26,028	36,160	(10,132)	-28.0%	36,160
Release restricted funds	-	-	-	88,295	150,000	53,014	96,986	182.9%	53,014
<b>Meal sales:</b>									
Diner Food Sales	-	-	-	-	-	-	-	-	-
Contract meal sales	77,131	98,436	99,428	1,147,346	1,119,677	1,254,658	(134,981)	-10.8%	1,254,658
<b>Other:</b>									
Center programming	573	140	371	4,764	5,396	1,680	3,716	221.2%	1,680
Co-packing	2,900	-	-	-	10,096	-	10,096	-	-
Merchandise/Product	2,611	1,095	2,218	37,752	45,363	53,140	(7,777)	-14.6%	53,140
Interest earned and other investment earnings	87	(889)	264	709	2,591	(1,008)	3,599	-357.0%	(1,008)
Rental revenue	9,225	6,562	9,250	63,895	92,028	78,744	13,284	16.9%	78,744
In-kind contributions (net)	-	-	-	-	-	-	-	-	-
Board Designated	55,528	35,319	23,851	450,405	489,120	517,954	(28,834)	-5.6%	517,954
Transfer from (to) Endowment & Investments	140,283	140,283	128,264	256,528	280,565	280,565	-	0.0%	280,565
Release restricted funds - other	1,639	-	-	-	2,845	-	2,845	-	-
<b>Total revenue</b>	<b>1,232,504</b>	<b>944,454</b>	<b>930,106</b>	<b>9,949,332</b>	<b>11,099,207</b>	<b>10,306,593</b>	<b>792,614</b>		<b>10,306,593</b>
<b>Expenses:</b>									
<b>Personnel:</b>									
Salaries and wages	413,876	379,278	345,739	4,114,654	4,758,764	4,537,476	(221,288)	-4.9%	4,537,476
Payroll taxes and benefits	152,865	110,858	93,646	1,124,481	1,281,290	1,323,472	42,182	3.2%	1,323,472
Contract employees	5,693	500	2,974	38,215	38,389	6,000	(32,389)	-539.8%	6,000
<b>Food:</b>									
Program meals	140,016	139,284	136,399	1,692,368	1,692,402	1,792,400	99,998	5.6%	1,792,400
Food for events	218	-	195	23,104	18,996	20,200	1,204	6.0%	20,200
Food and supplies for revenue	1,266	55	117	3,203	9,427	5,020	(4,407)	-87.8%	5,020
MOW Supplies	22,921	28,349	21,678	316,119	301,641	327,785	26,144	8.0%	327,785
Food Service Supplies	9,493	5,597	9,138	81,025	93,859	73,694	(20,165)	-27.4%	73,694
Professional services	44,181	26,725	31,969	303,293	326,935	304,088	(22,847)	-7.5%	304,088
Printing	7,276	14,142	7,861	168,712	172,787	200,454	27,667	13.8%	200,454
Rent	32,626	26,761	30,854	370,470	335,305	327,541	(7,764)	-2.4%	327,541
Utilities	10,910	11,062	15,108	148,646	138,673	133,803	(4,870)	-3.6%	133,803
Telephone and internet	4,649	4,669	4,587	59,479	59,389	56,277	(3,112)	-5.5%	56,277
Postage	2,331	3,537	20,292	80,385	61,802	49,738	(12,064)	-24.3%	49,738
Truck costs	10,636	9,741	8,314	118,558	126,802	116,892	(9,910)	-8.5%	116,892
Insurance	13,000	7,240	7,607	85,563	85,862	86,924	1,062	1.2%	86,924
Office Supplies	4,907	1,544	5,561	33,735	34,577	21,586	(12,991)	-60.2%	21,586
Small Equipment	25,036	4,791	4,190	52,382	59,614	43,847	(15,767)	-36.0%	43,847
Repairs and maintenance	14,860	7,669	6,055	110,541	117,846	92,072	(25,774)	-28.0%	92,072
Training	994	1,663	6,668	36,479	18,001	20,000	1,999	10.0%	20,000
Subscriptions and memberships	4,941	627	3,089	21,155	34,103	12,610	(21,493)	-170.4%	12,610
Entertainment	-	-	-	15	-	-	-	-	-
Janitorial services and supplies	3,256	4,445	5,356	63,726	44,416	53,274	8,858	16.6%	53,274
Mileage	10,926	6,188	6,866	70,429	79,268	74,840	(4,428)	-5.9%	74,840
Out of town travel	3,711	1,600	1,353	19,299	30,436	30,900	464	1.5%	30,900
Volunteer costs	565	317	1,838	4,094	3,183	8,298	5,115	61.6%	8,298
Center programming	185	212	25	1,856	848	3,700	2,852	77.1%	3,700
Fundraising costs	248	900	4,443	29,268	51,062	22,900	(28,162)	-123.0%	22,900
Recruitment ads	423	200	1,855	8,834	10,620	3,432	(7,188)	-209.4%	3,432
Advertising	24,645	5,100	(13,075)	137,523	325,296	155,200	(170,096)	-109.6%	155,200
Bank charges	2,414	2,845	2,741	44,741	47,963	49,140	1,177	2.4%	49,140
Employee Recognition	314	507	1,158	9,896	4,154	6,184	2,030	32.8%	6,184
Wellness	3,021	837	-	-	7,152	10,000	2,848	28.5%	10,000
Miscellaneous	12,344	612	(1,586)	12,114	35,235	9,094	(26,141)	-287.5%	9,094
Depreciation	21,680	27,135	24,145	329,074	268,102	327,752	59,650	18.2%	327,752
Intra-Unit Meals	-	-	-	-	-	-	-	-	-
Program Operations	-	-	-	-	-	-	-	-	-
Indirect expenses	-	-	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>1,006,427</b>	<b>834,990</b>	<b>797,160</b>	<b>9,713,436</b>	<b>10,674,199</b>	<b>10,306,593</b>	<b>(367,606)</b>		<b>10,306,593</b>
<b>Revenue over (under) expenses</b>	<b>226,077</b>	<b>109,464</b>	<b>132,946</b>	<b>235,896</b>	<b>425,008</b>	<b>-</b>	<b>425,008</b>		<b>-</b>

**Meals on Wheels People**  
**Statement of Operations**  
**12 Months Ended 6/30/19**  
**The Diner Vancouver**

	Jun 30, 2019 This Month	Jun 30, 2019 Month Budget	Jun 30, 2018 Prior Year	Jun 30, 2018 Prior Year To Date	Jun 30, 2019 Current Year To Date	Year to Date Budget	Budget Variance YTD	% Variance	Approved Annual Budget
<b>Revenue:</b>									
<b>Government:</b>									
Older Americans Act	-	-	-	-	48,000		48,000	#DIV/0!	
NSIP	-	-	-	-	-		-	#DIV/0!	
Participant Contributions Congregate	237	8,436	-	-	558	67,207	(66,649)	-99.2%	67,207
<b>Fundraising:</b>									
Grants	-	-	-	-	-		-	#DIV/0!	
Donations	8,931	-	-	-	50,025		50,025	#DIV/0!	
Release Restricted Funds	15,000	-	-	-	298,654		298,654	#DIV/0!	
<b>Meal Sales:</b>									
Food	41,487	84,360	-	-	207,005	672,069	(465,064)	-69.2%	672,069
Beer	-	4,218	-	-	264	33,603	(33,339)	-99.2%	33,603
Wine	564	1,687	-	-	2,714	13,441	(10,727)	-79.8%	13,441
Special Events	276	4,500	-	-	276	36,000	(35,724)	-99.2%	36,000
Retail	-	2,250	-	-	-	18,150	(18,150)	-100.0%	18,150
Discounts	(1,949)	-	-	-	(9,604)	-	(9,604)	#DIV/0!	
Comps	(43)	-	-	-	(2,101)	-	(2,101)	#DIV/0!	
<b>Total Revenue</b>	<b>64,503</b>	<b>105,451</b>	<b>-</b>	<b>-</b>	<b>595,791</b>	<b>840,470</b>	<b>(244,679)</b>	<b>-29.1%</b>	<b>840,470</b>
<b>Cost of Sales:</b>									
Food	15,266	22,123	-	-	88,909	168,858	79,949	47.3%	168,858
Beer	(48)	928	-	-	40	7,393	7,353	99.5%	7,393
Wine	(412)	422	-	-	1,960	3,360	1,400	41.7%	3,360
Special Events	-	1,350	-	-	232	10,800	10,568	97.9%	10,800
Retail	-	-	-	-	-	-	-	#DIV/0!	
Food & Restaurant Supplies	2,220	770	-	-	24,099	108,660	84,561	77.8%	108,660
<b>Total Cost of Sales</b>	<b>17,026</b>	<b>25,593</b>	<b>-</b>	<b>-</b>	<b>115,240</b>	<b>299,071</b>	<b>183,831</b>	<b>61.5%</b>	<b>299,071</b>
Salaries & Wages	82,345	41,000	-	452	265,958	366,451	100,493	27.4%	366,451
Payroll Taxes & Benefits	13,975	9,632	-	35	47,825	89,164	41,339	46.4%	89,164
Contract Employees	-	-	-	-	-	-	-	#DIV/0!	
<b>Total Labor</b>	<b>96,320</b>	<b>50,632</b>	<b>-</b>	<b>487</b>	<b>313,783</b>	<b>455,615</b>	<b>141,832</b>	<b>31.1%</b>	<b>455,615</b>
<b>Prime Cost (COS + Labor)</b>	<b>113,346</b>	<b>76,225</b>	<b>-</b>	<b>487</b>	<b>429,023</b>	<b>754,686</b>	<b>325,663</b>	<b>43.2%</b>	<b>754,686</b>
<b>Gross Profit</b>	<b>(48,843)</b>	<b>29,226</b>	<b>-</b>	<b>(487)</b>	<b>166,769</b>	<b>85,784</b>	<b>(570,342)</b>	<b>-664.9%</b>	<b>85,784</b>
<b>GM%</b>	<b>-75.7%</b>	<b>27.7%</b>	<b>-</b>	<b>-</b>	<b>28.0%</b>	<b>10.2%</b>	<b>233.1%</b>	<b>-</b>	<b>10.2%</b>
Professional Services	800	952	-	3,700	6,485	10,070	3,585	35.6%	10,070
Printing	1,404	435	-	-	4,529	5,220	691	13.2%	5,220
Rent	3,455	3,570	1,685	13,525	36,916	42,840	5,924	13.8%	42,840
Utilities	1,695	650	201	1,406	8,928	7,800	(1,128)	-14.5%	7,800
Telephone & Internet	319	175	-	-	2,203	2,100	(103)	-4.9%	2,100
Postage	-	-	-	-	-	-	-	#DIV/0!	
Insurance	592	164	-	2,016	2,719	1,964	(755)	-38.4%	1,964
Office Supplies	794	42	-	-	6,606	500	(6,106)	-1221.2%	500
Small Equipment	2,442	750	-	-	52,921	7,500	(45,421)	-605.6%	7,500
Repairs & Maintenance	125	438	-	-	2,856	3,500	644	18.4%	3,500
Training	-	90	-	-	385	2,070	1,685	81.4%	2,070
Subscriptions & memberships	160	100	-	10	1,122	400	(722)	-180.5%	400
Entertainment/music	-	25	-	-	-	250	250	100.0%	250
Janitorial services & supplies	1,265	1,730	-	-	8,744	14,754	6,010	40.7%	14,754
Mileage	-	408	-	-	605	4,187	3,582	85.6%	4,187
Out of town travel	-	-	-	-	-	-	-	#DIV/0!	
Recruitment Ads	-	250	-	205	965	3,550	2,585	72.8%	3,550
Advertising	1,131	1,000	-	-	11,261	15,000	3,739	24.9%	15,000
Over/Short	77	50	-	-	(382)	400	782	195.5%	400
Bank Charges	1,065	42	-	-	2,736	335	(2,401)	-716.7%	335
Employee Recognition	17	-	-	-	17	-	(17)	#DIV/0!	
Wellness	193	-	-	-	288	-	(288)	#DIV/0!	
Miscellaneous	(6,614)	82	-	690	6,310	680	(5,630)	-827.9%	680
Depreciation	7,705	4,167	-	-	30,822	33,333	2,511	7.5%	33,333
Program Operations	-	-	-	-	-	-	-	#DIV/0!	
Indirect Expenses	-	-	-	-	-	-	-	#DIV/0!	
<b>Total Other Expenses</b>	<b>16,626</b>	<b>15,120</b>	<b>1,886</b>	<b>21,552</b>	<b>187,036</b>	<b>156,453</b>	<b>(30,583)</b>	<b>-19.5%</b>	<b>156,453</b>
<b>Net Income (Loss)</b>	<b>(65,469)</b>	<b>14,106</b>	<b>(1,886)</b>	<b>(22,039)</b>	<b>(20,267)</b>	<b>(70,669)</b>	<b>50,402</b>	<b>-71.3%</b>	<b>(70,669)</b>