

City of Alexandria, Virginia

16  
4-22-03

MEMORANDUM

DATE: APRIL 14, 2003

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: PHILIP SUNDERLAND, CITY MANAGER *ps*

SUBJECT: CONSIDERATION OF ALLOCATING HOUSING TRUST FUND MONIES TO ALEXANDRIA CHRISTMAS IN APRIL REBUILDING TOGETHER, INC.

---

**ISSUE:** Consideration of the Alexandria Christmas in April Rebuilding Together's (ACIART new organization name) application for funding.

**RECOMMENDATION:** That City Council approve the allocation of \$31,000 in Housing Trust Fund monies as a grant for ACIART's National Rebuilding Day on April 26, 2003, to be used to support the cost of supplies and materials, with up to 25% of the funds available to pay for skilled labor. This allocation was approved by the Affordable Housing Advisory Committee on April 3, 2003.

**BACKGROUND:** ACIART is a 501 (c) 3 non-profit organization that renovates and repairs the homes of elderly, disabled or low-income Alexandria homeowners to help them maintain safety, security and independence. ACIART also assists with the repair of non-profit facilities that serve Alexandria residents in need. These services are provided by ACIART at no cost to the beneficiaries through its annual National Rebuilding Day.

National Rebuilding Day is an annual, national one-day repair and renovation program that uses mostly volunteer labor to provide structural repair and renovation services to income-eligible homeowner-occupants and to eligible non-profits. This program is supported by volunteers (including skilled laborers) who donate time and labor to the effort, as well as by local businesses and other sponsors that donate needed supplies and grant money to purchase needed supplies. Applicants for the program are screened on the basis of need and on the work that can be accomplished by volunteers in one day.

In FY 2002, National Rebuilding Day served 77 Alexandria households. ACIART has approved 61 applications for assistance for National Rebuilding Day 2003 on April 26. Most of these applicants are elderly or persons with disabilities.

While the National Rebuilding Day program is an eligible activity under the federal CDBG and HOME entitlement programs, staff does not recommend funding ACIART's request from these sources. Experience funding the program in FY 2000 exposed significant constraints in the use of federal funds, most notably in relation to environmental review documentation and the time frame for implementation. Such constraints were taken into consideration during FY 2001, when

instead of allocating CDBG or HOME monies to ACIART, the City allocated \$33,000 from the Housing Trust Fund to purchase supplies and materials for rehabilitation activities at 11 City residences with substantial repair needs. In FY 2002, City Council approved \$42,000 in Housing Trust Funds, \$30,000 for National Rebuilding Day and \$12,000 for ACIART's year-round Emergency Repair Fund.

**DISCUSSION:** For FY 2003, ACIART again requested a total of \$42,000: \$30,000 in grant funding for National Rebuilding Day to support the cost of supplies and materials, and possibly skilled labor (the City did not allow National Rebuilding Day money to be used for labor in FY 2002); and \$12,000 in grant funding for the year-round Emergency Repair Fund to support the cost of supplies, materials and labor. Staff has determined, based on budget information provided by ACIART in their application (Attachment I), that the requested amount is in excess of ACIART's needs to support the budgeted expenditures, as discussed below.

ACIART proposed to use City funds to pay for supplies, materials and skilled labor to reduce the number of people who might otherwise be denied services and to increase the scope of work that could be completed at any given unit. The scope of work issue is illustrated by the situation involving roof repairs. While ACIART repaired a number of roofs on National Rebuilding Day last year, due to lack of funding, they were not always able to repair all the collateral damage caused by roof leaks. ACIART uses only professional roofers to perform roof repairs.

ACIART has shown slight increases in non-City funding over the past few years, but given the number of people eligible to be served, as well as the amount of work at any one unit needed to provide "complete" repairs, the non-City funds have been insufficient to meet the existing need in the community.

Staff has analyzed the fiscal year 2003 ACIART budget, including their projected revenues and expenditures for the year (July 1 through June 30). ACIART projected \$144,549 in expenses. ACIART has received \$88,568 as of March 24, 2003, and says they are certain of their ability to raise the outstanding balance of \$38,375 to be received from businesses, corporate sponsors and churches. Their actual income so far this fiscal year is above their budgeted amounts in special events (an auction) and United Way contributions. Based on these assumptions, it appears that ACIART will be about \$19,000 short of the funds they need for National Rebuilding Day.

ACIART also requested \$12,000 for emergency repairs throughout the year. The City granted them \$12,000 for this use last year, which staff understood to be a supplement to other monies. However, ACIART's FY 2003 budget reflects a total Emergency Repair Fund budget of \$12,000. Because it was not staff's intent to provide the sole funding for this effort, and because approving specific repair projects with City funds also proved to be a major administrative burden for both the City and ACIART last year, staff recommends that ACIART use monies from other sources to fund their year-round emergency repair program.

To make this possible, staff recommends a total Housing Trust Fund allocation, to be used for National Rebuilding Day only, of \$31,000, which equals the identified National Rebuilding Day

shortfall of \$19,000 plus another \$12,000 to enable ACIART to use other monies budgeted for National Rebuilding Day to support its year-round emergency repair efforts.

Though this was not allowed last year, ACIART also asked to use City funds to pay for labor on National Rebuilding Day, as many of the repairs needed by this year's applicant pool will not be able to be done by volunteers, but will require costly skilled labor. Staff recommends approving some funds for skilled labor costs, but that they be limited to 25% or \$7,750 of the Housing Trust Fund monies.

At their regular meeting of April 3, 2003, the Affordable Housing Advisory Committee voted unanimously to approve staff's recommendations and forward them to City Council for final approval and appropriation.

**FISCAL IMPACT:** Expenditure of \$31,000 in Housing Trust Fund monies.

**ATTACHMENT:** ACIART Proposal and Budget

**STAFF:**

Mildrilyn Stephens Davis, Director, Office of Housing  
Bob Eiffert, Deputy Director, Office of Housing  
Marcy Meyer, Housing Analyst, Office of Housing

# Alexandria Christmas In April

*an affiliate of*  
Rebuilding Together

2210 Mt. Vernon Avenue  
Alexandria, Virginia 22301  
(703) 836 1021  
(703) 894 0410 fax

[www.alexchristmasinapril.org](http://www.alexchristmasinapril.org)



February 26, 2003

City of Alexandria, Office of Housing  
City Hall  
301 King Street  
Alexandria, VA 22314

Dear Ms. Davis:

Enclosed please find the grant application for Alexandria Christmas in April Rebuilding Together. Thank you for all the support and consideration your staff has provided this small office of two. Kimberlyn Johnson and myself appreciate serving the homeowners of Alexandria with your advice and experience.

If there are any questions concerning this grant request, please do not hesitate to call me at 703/836-1021.

I am going to run this down to your office now, as I believe you wanted it today, February 26, 2003 for review.

Thank you again for your consideration.  
Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Eileen Ahern".

Eileen Ahern  
Executive Director  
Alexandria Christmas in April Rebuilding Together

# Alexandria Christmas In April

*an affiliate of*  
Rebuilding Together

2210 Mt. Vernon Avenue  
Alexandria, Virginia 22301  
(703) 836 1021  
(703) 894 0410 fax

[www.alexchristmasinapril.org](http://www.alexchristmasinapril.org)



## 2003 APPLICATION FOR FUNDING FOR HOUSING AND COMMUNITY DEVELOPMENT ACTIVITIES

CITY OF ALEXANDRIA OFFICE ON HOUSING  
February 2003

### I. Funding Requested Alexandria Christmas in April Rebuilding Together

A. Project Name: **National Rebuilding Day**  
Funding requested: **\$30,000.00**  
Is the funding requested as a loan or a grant? **Grant**

B. Project Name: **Year Round Emergency Repair Program**  
Funding requested: **\$12,000.00**  
Is the funding requested as a loan or a grant? **Grant**

### II. Program Goals

The Alexandria Christmas in April Rebuilding Together (ACIART) program renovates and repairs the homes of elderly, disabled, and low-income homeowners who reside in the City of Alexandria. Our mission is to help those in need to maintain their safety, security and independence. ACIART is an affiliate of a nationwide program serving over 300 communities. Eligible homeowners are those who are unable to take care of the work themselves-financially or physically. The program's goal is to keep these homeowners in their homes.

Each year the board of directors determines the number of houses to be repaired after accounting for donations received and total funds available. Our goal each year is to raise the necessary money to assist all deserving applicants.

The strength of the ACIART lies in its volunteers. With only one part time employee and an Executive Director, this grassroots organization thrives because of a strong commitment on the part of the Board of Directors and the individual volunteers who give so generously of their time. The volunteers include the teams who renovate the houses, the skilled professionals who act as team leaders, and the volunteer members of the Board of Directors who solicit donations.

### **III. Program Description**

#### **A. National Rebuilding Day 2003:**

To support National Rebuilding Day activities in April 2003, ACIART is requesting \$30,000 in City funds to assist with the purchase of supplies and materials needed to repair or renovate owner-occupied housing units. Receiving no City funds or only partial funding of this request would decrease the number of eligible applicants ACIART could assist and/or reduce the scope of repair or refurbishment work that could be completed at assisted units. This grant will allow ACIART to continue its mission and increase the number of Alexandria residents served in our historical one-day blitz on the last Saturday of April.

For the 16th year in a row, on April 27, 2002, more than 1,100 volunteers renovated and repaired over 77 homes and non-profit organizations' facilities. Repairs and renovations included such items as new flooring, guardrails, handicapped ramps and new roofs. We also repaired plumbing, heating and electrical problems. We repaired and painted damaged walls and ceilings, installed doors, weather stripping, and smoke detectors.

Over the past 16 years of service to Alexandria homeowners, we have learned that some of our biggest challenges are accomplishing the professional services required to complete the required code work. These professional services include but are not limited to; electrical work, plumbing, roof replacement, extermination and home modification for handicapped and elderly. Last year, ACIART replaced or repaired sixteen roofs. However, we were unable in all cases to also repair the damage (in some cases extensive) caused by these leaks. Already this year we have requests from 37 homeowners to repair their roofs and/ or electrical and plumbing problems and the consequent damage to their homes. Much of our work for 2003 will require costly skilled labor.

#### **B. Emergency Repair Fund:**

ACIART is requesting \$12,000 in City funds to support Emergency Repair Fund activities for the period April 1, 2003 through March 30, 2004. During that time, the organization expects to assist low-income, elderly and/or disabled City residents with emergency repairs or renovations at least twelve owner-occupied homes. City funds would be used to support repair or renovations at twelve of these homes. Without City assistance, ACIART might be unable to meet the needs of all eligible applicants for Emergency Repair Fund services

While much of ACIART's repair/renovation services are provided as part of National Rebuilding Day, the organization receives applications throughout the year, which require immediate attention. Such emergency needs include backed-up plumbing, stoves or refrigerators that don't work, lack of hot water and malfunctioning furnaces.

The Emergency Repair Fund program was added to ACIART's service offerings during

ACIART's FY02. From early April 2002 through the present, \$12,000 in City funds has been used to support emergency repair or renovation services repairs for low-income, elderly or disabled City residents at seven owner-occupied homes. Repairs or renovations supported with City funds during that period include but are not limited to the installation of an accessibility ramp at one home, the installation of chair lifts at two homes, a roof repair, plumbing repairs and furnace repairs. Approximately \$4,800 in funding from other sources has also been expended on Emergency Repair Fund activities.

ACIART is supportive of the City of Alexandria and is listed on the City of Alexandria website as a place to turn to for housing help. This brings us additional applicants that need to be supported. While our homeowners may not have access to the website, their family, friends and neighbors may.

Eligibility for services is determined through an application. Lists of potential applicants are received from the City of Alexandria Taxation division. The lists consist of all elderly and or disabled Alexandria homeowners that are eligible for the reduced property tax. Additional outreach is done by mailings to non-profits in the city, the recreation department, local newspapers and ComCast Cable media and various houses of worship.

The program verifies home ownership and Alexandria residency through home visits. Area maps are utilized.

#### **IV. Outcomes Expected to Be Achieved**

This proposal is submitted to enable Alexandria Christmas in April Rebuilding Together to expand the number of needy clients we are able to serve throughout the year under our new full year emergency program. Alexandria neighbors, who own their homes, but are unable to maintain them due to age, financial need or disability. The cost per client served is expected to be approximately \$1900.00. This is identical to the cost of successful client outcome, as we ensure that each recipient's repairs are successfully accomplished. Should additional work be mandated at the end of Rebuilding Day, we follow up with additional volunteer work or skilled professional labor to complete more challenging projects. We maintain an emergency reserve fund to handle such exigencies. All of our efforts and funding are focused on Alexandria's neediest homeowners. The total number of clients served has followed an increasing trend each year since our start in 1986, when we refurbished eleven homes.

Key success factors include the number of residents served, as well as metrics of specific repairs completed, such as: floors repaired or replaced, roofs replaced or repaired, bathrooms modified to accommodate individuals with disabilities in accordance with the spirit of ADA. Other factors of success include the number of teams of volunteers we are

able to raise, total number of volunteers, number of sponsored teams for Rebuilding Day, equivalent value of "in kind" labor (exceeded \$148,000.00 for 2002) .

Still other success factors are the participation of City employees and members of city council in Rebuilding Day. Code enforcement works with us to assure that the homes chosen for repair are free of encumbrances, and the likelihood of fraudulent application is thus reduced to nil. The Alexandria Solid Waste team gears up to assist by removing trash and debris from the properties. The solid waste people are crucial to a successful effort. In 2000, they removed over 200 tons of debris from one specific property. ACIART recognized the contribution of the Alexandria Solid Waste team by awarding them a plaque, which was presented to them at the November 2002 City council meeting.

Program evaluation process includes three separate surveys; of the client, the team leader and the house captain. (Team Leaders are professional construction/housing skilled trades-people who oversee a group of teams. House captains are generally experienced volunteers, though often without professional skill levels.) All evaluations are analyzed and summarized into lessons learned and applied to future programs.

#### **Program Timeline:**

Hours of operation are 9am to 5pm Monday through Friday.

In **September** ACIART begins budget review, Raising Funds, reviewing applications, inspecting homes, meeting with civic groups, and recruiting volunteers. Our timeline for the next twelve months is as follows:

**January**-house previews (ongoing); begin to send acceptance or rejection letters; pay insurance premium required for volunteers and homeowners; recruit volunteers (ongoing); solicit sponsorship (ongoing); outreach to nonprofits (ongoing); recruit skilled house captains and team leaders (ongoing); order smoke detectors from the fire department; order first aid kits from the hospital, order volunteer T-Shirts.

**February**-final house decisions made; background checks on homeowners; set up buy nights and make arrangements with Home Depot; order sponsorship signs.

**March**-liaison with Home Depot; fire/police arrangements made; skilled tradesmen assigned; make group assignments; volunteer release forms and homeowner release forms are prepared; purchase and distribute cleaning supplies; hold house captains' meeting.

**April**-final confirmations to homeowners; team leaders meeting; hold buy nights at Home Depot to purchase supplies and materials for all confirmed home sites; arrange for and coordinate delivery of materials to homes; distribute waivers to all volunteers and homeowners.

#### **April 26, 2003-National Rebuilding Day**

**May/June**-evaluate program; assess results and improvements; thank volunteers and sponsors; complete accounting and finalize all program execution reports.

**September through August** - is ongoing review of applications, home inspections, and

coordinating repair schedules for the full year emergency program that we have begun to implement.

## **V. Funding Issues**

The total funds received from non-City sources so far during ACIART's FY03 (July 1, 2002 - June 30, 2003) have increased over that received in both FY02 and FY01. While this increase has enabled the organization to increase the number of persons served, as well as the scope of work completed each year, the organization regularly receives requests for repair and renovation assistance from more homeowners and/or determines that more extensive work is required on a given property than funds are available. The latter situation was evident during National Rebuilding Day 2002 when volunteers replaced or repaired 16 roofs, but ACIART was unable in all cases to repair the damage caused by the leaking roofs.

With City monies, ACIART will be able to provide more complete repair and renovation services for low-income, elderly and/or disabled City residents and serve those applicants whose needs might otherwise have gone unmet due to insufficient funds. Partial funding will reduce the number of homeowners that we are able to assist and will reduce the scope of our repair and refurbishment efforts.

# Alexandria Christmas in April

an affiliate of  
**Rebuilding Together**

2210 Mt. Vernon Avenue  
Alexandria, Virginia 22301  
(703) 836 1021  
(703) 894 0410 fax



www.alexchristmasinapril.org

## Alexandria Christmas in April

Fiscal Year 2003: July 1, 2002-June 30, 2003

Cash Assets		As of 1/8/2003	
VA Commerce Bank Checking		\$	12,694.93
Schwab Money Market Funds		\$	50,423.00
Subtotal - Cash		\$	63,117.93
Joseph Memorial Fund-Schwab Value Advantage Investment		\$	34,086.00
Grand Total		\$	97,203.93
	FY 2002	FY 2003	
	12-Mo Budget	12-Mo Budget	
<b>INCOME</b>			
Businesses	\$ 49,400.00	\$ 57,000.00	
Churches	\$ 17,000.00	\$ 16,800.00	
Foundation	\$ -	\$ -	
Grants	\$ 20,000.00	\$ 30,000.00	
Individuals	\$ 4,000.00	\$ 2,500.00	
Interest Income: Checking Acct - 2002 paid Interest	\$ 2,900.00	\$ 900.00	
Interest Income: Joseph Memorial Fund	\$ 1,800.00	\$ 460.00	
Interest Income: Schwab Savings Acct	\$ -	\$ 380.00	
Non Profit	\$ -	\$ -	
Refunds/Reimbursements/Other	\$ -	\$ 20,000.00	
Schwab Savings Account	\$ -	\$ 14,557.00	
Special Events	\$ 1,600.00	\$ 10,000.00	
United Way	\$ 21,697.37	\$ 10,000.00	
<b>Total Gross Income</b>	<b>\$ 118,097.37</b>	<b>\$ 162,897.00</b>	
<b>EXPENSES - Premium</b>			
NRD - Appliances	\$ -	\$ -	
NRD - Materials	\$ 35,000.00	\$ 29,000.00	
NRD - Ferry	\$ -	\$ -	
NRD - Professional Labor	\$ 7,000.00	\$ 19,000.00	
NRD - Tools	\$ 250.00	\$ -	
NRD - Transportation	\$ 250.00	\$ 250.00	
NRD - Miscellaneous	\$ -	\$ 275.00	
Year-Around Repair Projects	\$ 15,000.00	\$ 12,000.00	
House Captains Meeting	\$ -	\$ -	
Insurance	\$ 1,000.00	\$ 2,180.00	
Public	\$ 1,400.00	\$ 2,650.00	
Signs	\$ -	\$ 400.00	
T-shirts	\$ 4,200.00	\$ 5,400.00	
Contingency (5%)	\$ 3,205.00	\$ -	
<b>Sub-Total</b>	<b>\$ 67,305.00</b>	<b>\$ 77,155.00</b>	
<b>EXPENSES - Operations</b>			
Accounting: Bookkeeper	\$ 600.00	\$ 600.00	
Advertising	\$ 1,800.00	\$ -	
Audit	\$ 3,000.00	\$ 3,000.00	
Bank Fees	\$ 250.00	\$ -	
Benefits (ED only)	\$ 2,000.00	\$ 2,500.00	
Bonding Coverage	\$ -	\$ -	
Rebuilding Together Affiliate Dues	\$ 1,700.00	\$ 2,250.00	
Conference - Fees & Travel	\$ 1,200.00	\$ 1,750.00	
Finance Chrg/Late Fees/Set Up chrgs	\$ -	\$ -	
Fundraising/Promotion	\$ 100.00	\$ -	
Director's and Officers' Insurance	\$ -	\$ -	
Membership	\$ 450.00	\$ 400.00	
Misc	\$ -	\$ -	
Office Expenses	\$ 2,500.00	\$ 1,750.00	
Office Supplies	\$ 600.00	\$ 500.00	
Outreach/PR	\$ 500.00	\$ 1,000.00	
Payroll - ED (\$32,000) + Asst (\$7,200)	\$ 39,200.00	\$ 44,600.00	
Payroll Taxes	\$ 3,000.00	\$ 3,389.60	
Postage, Delivery & Courier	\$ 100.00	\$ 200.00	
Printing & Copying	\$ 150.00	\$ -	
Professional Fees	\$ 2,700.00	\$ -	
Rent & Storage	\$ 3,600.00	\$ 5,900.00	
Repairs & Maintenance	\$ 100.00	\$ -	
Special Events	\$ 100.00	\$ 3,830.00	
Tax/Corporation Fee to State of VA	\$ -	\$ 25.00	
Telephone	\$ 1,000.00	\$ 1,800.00	
Volunteer Appreciation	\$ 1,200.00	\$ 500.00	
<b>Sub-Total</b>	<b>\$ 65,750.00</b>	<b>\$ 73,394.60</b>	
<b>Total Expense</b>	<b>\$ 133,055.00</b>	<b>\$ 144,849.60</b>	
<b>Income minus expenses</b>	<b>\$ (14,957.63)</b>	<b>\$ 8,047.40</b>	

2:33 PM

03/24/03

Accrual Basis

**ACIA**  
**Balance Sheet**  
**As of March 24, 2003**

	<u>Mar 24, 03</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Checking	37,659.85
Joseph Memorial Fund	33,929.20
Savings-Schwab	50,278.40
<b>Total Checking/Savings</b>	<u>121,867.25</u>
<b>Total Current Assets</b>	<u>121,867.25</u>
<b>TOTAL ASSETS</b>	<u><u>121,867.25</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Credit Cards</b>	
MBNA - BL	-125.18
MBNA - EA	-4,242.20
MBNA - NN	-285.50
<b>Total Credit Cards</b>	<u>-4,652.88</u>
<b>Total Current Liabilities</b>	<u>-4,652.88</u>
<b>Total Liabilities</b>	<u>-4,652.88</u>
<b>Equity</b>	
Opening Bal Equity	119,946.00
Retained Earnings	-19,131.45
Net Income	25,705.56
<b>Total Equity</b>	<u>126,520.11</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>121,867.25</u></u>

2:35 PM

03/24/03

Accrual Basis

**ACIA**  
**Profit & Loss**  
 July 1, 2002 through March 24, 2003

	Jul 1, '02 - Mar 24, 03
<b>Income</b>	
<b>Auction</b>	
Donut Sale	185.00
Sponsor	2,350.00
Auction - Other	6,511.00
<b>Total Auction</b>	<b>9,126.00</b>
<b>Donation</b>	
Church	7,358.81
Corporate	12,600.00
Individual	1,277.00
<b>Total Donation</b>	<b>21,445.81</b>
<b>Grants</b>	
Emergency Repair	1,000.00
Grants - Other	16,112.00
<b>Total Grants</b>	<b>17,112.00</b>
<b>Interest Inc</b>	
Checking Acct	35.22
Interest Inc - Other	112.38
<b>Total Interest Inc</b>	<b>147.60</b>
<b>Sponsor</b>	
Church	4,356.19
Corporate	10,900.00
Non Profit	1,400.00
<b>Total Sponsor</b>	<b>16,656.19</b>
Uncategorized Income	7,149.72
United Way	16,830.60
<b>Total Income</b>	<b>88,567.92</b>
<b>Expense</b>	
<b>Accounting Services</b>	
Audit	1,500.00
Bookkeeper	120.00
Accounting Services - Other	25.00
<b>Total Accounting Services</b>	<b>1,645.00</b>
<b>Auction Expense</b>	
Donut sales	94.90
Auction Expense - Other	3,888.76
<b>Total Auction Expense</b>	<b>3,981.66</b>
Bank Charge	135.88
Cash	-1,540.00
Conference Fees	153.03
Dues-Rebuilding Together Natl	2,640.00
Education	90.00
<b>Emergency Repair Projects</b>	
Branch	1,526.00
Butler	282.50
Crawford	200.00
Funn House	3,153.56
Moore House	1,243.01
<b>Professional Services</b>	
Branch	734.00
Funn	375.00
<b>Total Professional Services</b>	<b>1,109.00</b>
Emergency Repair Projects - Other	3,442.44
<b>Total Emergency Repair Projects</b>	<b>10,956.51</b>

2:33 PM

03/24/03

Accrual Basis

**ACIA**  
**Profit & Loss**  
 July 1, 2002 through March 24, 2003

	Jul 1, '02 - Mar 24, 03
Finance Charge	153.97
Fundraising	100.00
Internet Charges	83.75
Membership	359.00
Misc	5,256.83
<b>NRD 2002</b>	
Materials	
Watkins	828.23
<b>Total Materials</b>	828.23
Permit	
Crawford	-40.40
<b>Total Permit</b>	-40.40
Professional Labor	
Milton	200.00
Watkins	500.00
<b>Total Professional Labor</b>	700.00
NRD 2002 - Other	150.00
<b>Total NRD 2002</b>	1,537.83
NRD 2003	2,622.00
Office Expense	422.84
Office Supplies	547.83
Payroll taxes	
er-fica	1,891.00
er-medicare	436.00
misc	1,583.77
<b>Total Payroll taxes</b>	3,890.77
Postage ,Delivery, Courier	319.19
Rent	2,829.00
Salaries & Wages	
EA net check	15,127.65
Fed withholding	6,081.47
KJ net check	3,380.34
medicare	447.72
MV net check	457.14
soc sec	1,891.00
Salaries & Wages - Other	2,704.14
<b>Total Salaries &amp; Wages</b>	30,069.46
Storage	450.00
Tax	
Corporation Fee	25.00
<b>Total Tax</b>	25.00
Telephone	644.84
Voided check	0.00
Volunteer Appreciation	42.85
Website design	87.94
<b>Total Expense</b>	67,605.08
<b>Net Income</b>	20,982.84

2:34 PM

03/24/03

Accrual Basis

**ACIA**  
**Balance Sheet**  
**As of June 30, 2002**

	<u>Jun 30, 02</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Checking	21,349.68
Joseph Memorial Fund	33,929.20
Savings-Schwab	50,278.40
<b>Total Checking/Savings</b>	<u>105,557.28</u>
<b>Total Current Assets</b>	<u>105,557.28</u>
<b>TOTAL ASSETS</b>	<u><u>105,557.28</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Opening Bal Equity	119,946.01
Retained Earnings	-5,774.81
Net Income	-8,613.92
<b>Total Equity</b>	<u>105,557.28</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>105,557.28</u></u>

14

2:35 PM

03/24/03

Accrual Basis

**ACIA**  
**Profit & Loss**  
**July 2001 through June 2002**

	<u>Jul '01 - Jun '02</u>
<b>Income</b>	
<b>Donation</b>	
Church	250.00
Corporate	3,615.00
Foundation	10,500.00
Individual	2,665.00
Donation - Other	75.00
<b>Total Donation</b>	<u>17,335.00</u>
<b>Grants</b>	
Emergency Repair	3,000.00
Housing Trust Fund	30,000.00
Office on Aging	2,612.00
<b>Total Grants</b>	<u>35,612.00</u>
<b>Interest Inc</b>	
Checking Acct	1,501.55
Joseph Fund	348.17
Schwab savings	278.40
<b>Total Interest Inc</b>	<u>2,128.12</u>
<b>Other Inc</b>	214.45
<b>Refund</b>	502.05
<b>Reimbursement</b>	
Charitable Christmas Gifts	250.00
Sprint picnic	910.00
<b>Total Reimbursement</b>	<u>1,160.00</u>
<b>Sponsor</b>	
Church	17,308.71
Corporate	33,035.00
Non Profit	2,900.00
Sprint	17,289.79
<b>Total Sponsor</b>	<u>70,533.50</u>
<b>United Way</b>	<u>19,630.51</u>
<b>Total Income</b>	<u>147,115.63</u>
<b>Expense</b>	
<b>Accounting Services</b>	
Audit	1,545.00
Bookkeeper	272.69
Accounting Services - Other	0.00
<b>Total Accounting Services</b>	<u>1,817.69</u>
<b>Board Expenses</b>	144.21
<b>Conference Fees</b>	620.00
<b>Dues-Rebuilding Together Natl</b>	1,890.00
<b>Education</b>	50.00
<b>Emergency Repair Projects</b>	
2619 E. Randolph	455.00
Butler	350.00
<b>Total Emergency Repair Projects</b>	<u>805.00</u>
<b>Finance Charge</b>	9.45
<b>Insurance</b>	1,733.00
<b>Ladrey House</b>	
Materials	6,964.79
Picnic	910.00
Professional Svc	3,825.00
<b>Total Ladrey House</b>	<u>11,699.79</u>
<b>Late Fee</b>	29.00
<b>Membership</b>	358.70
<b>Misc</b>	749.08