

**CSD**  
**Financial Review of 2007**  
**For**  
**Newberry Springs Senior Center**

Purpose: Request for a \$ 20,000.00 Grant.

**Findings**

<b>2007 Gross Income:</b>	<b>\$ 78,035.41</b>
<b>2007 Expenses:</b>	<b><u>\$ 73,265.38</u></b>
	<b>\$ 4,770.03 Gross Profit</b>

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<b>2007 Expenses:</b>	<b><u>\$ 73,265.38</u></b>	
	<b>\$ 4,770.03</b>	<b>Gross Profit</b>

In 2007 there was \$ 6,450.00 in cash withdrawn from the General Account for food purchases. The cash receipts totaled \$ 3,339.40, leaving \$ 3,110.60 in cash that can not be accounted for. Cash withdrawals of \$ 1,875.00 from the Bingo Account in August also can not be accounted for. The Bingo records are very detailed and do not support the withdrawal of this cash, nor was the cash deposited into the General Account to pay bills. This brings the total amount of missing cash to \$ 4,985.60. The cash withdrawals were made by Mary Anel Lockwood. I contacted Ms. Lockwood to see if she had receipts that had not been given to me or an explanation to account for the missing cash. She said she did not have any receipts and any cash withdrawn from the Bingo Account went for Bingo. She felt that she should not be required to remember anything that far back. The records strongly indicate that these funds may have been embezzled. Funds were not under the strict control of the Treasurer, nor was there a cash expense log required or kept to verify cash purchases. Some of the cash receipts are questionable; they appear to be for private purchases. Some examples of the questionable receipts are for a 6 pack of fancy coffee drinks for \$ 17.00, a frozen pizza, 4 and 6 pc. take-out chicken, etc.

The Center received a \$ 10,000.00 loan in 2007 allowing the Center to show a profit. However without the loan the Center would have a loss of \$ 5,229.97. The cost of operating the Café is not being covered in their prices, resulting in continuing losses. At a minimum, the expenses listed under café on page 4 of this report should be used to figure what the Café charges for meals. Some meals are more profitable than others, this is something to keep in mind when creating a menu.

Excluded from this report is \$ 8,883.90 in Grant money from the United Way. These funds are restricted and separate, therefore have no impact on the Center's operations.

The financial records from January to the middle of July were good. The records from mid July on were inaccurate and incomplete, requiring considerable time and work to obtain the information required for this review. I would like to thank Carol Embry for the countless hours she worked in order to provide the required documents.

Carol endured a lot of undo criticism resulting from my request that she keep our conversations regarding this review confidential. I regret the hardship this may have caused her. It was her sincere desire for help that I agreed to move forward with this review after finding that the later half of the 2007 records would require considerable work.

I hope the information in this report will be of help to the Senior Center going forward.

Submitted by: Diana Williams, Director  
Financial Officer  
Newberry CSD

February 13, 2009

## NSSA 2007 GROSS INCOME

<b>Café</b>		
Café	\$	49,452.58
Snack Bar	\$	425.76
Sunday Dinner	\$	2,037.01
Sunday Breakfast	\$	429.00
<b>Total:</b>	<b>\$</b>	<b>52,344.35</b>

<b>Sr. Center</b>		
Crafts	\$	443.60
Bank Interest	\$	3.79
Copies	\$	55.95
Books	\$	567.26
Tapes/VCR	\$	9.00
Rummage	\$	3,939.08
Ice	\$	30.50
Candy	\$	48.40
Member Dues	\$	1,530.00
Newsletter Ad	\$	70.00
Bus Trip	\$	235.00
Raffle	\$	445.00
Donations (all)	\$	2,159.37
Recycle Cans	\$	47.52
Flu Shot	\$	235.00
Polling Place	\$	50.00
Outdoor Advertising	\$	2,200.00
Refunds	\$	103.90
Bingo	\$	3,427.69
Building Rental	\$	90.00
<b>Total:</b>	<b>\$</b>	<b>15,691.06</b>

**Total Income:** \$ 68,035.41

### **Other Income**

Loan	\$	10,000.00
<b>Total:</b>	<b>\$</b>	<b>10,000.00</b>

**2007 Gross Income:** \$ 78,035.41

**Note:** The Sr. Center received a grant of \$ 8,883.90 from the United Way which is excluded from this report. These funds are restricted and kept separate, therefore they have no impact on the Center's operations.

**NSSA 2007 Expense Totals**

\*\*\* Separation of Café expenses are for the purpose of this report only and should not be considered valid for any other purpose!

Sr. Center:	Paid From:		Café:	Paid From:	
	* General Account	Bingo Account		* General Account	Bingo Account
Electric	\$ 3,988.87	\$ -	Propane	\$ 4,103.84	\$ -
Pest Control	\$ 368.00	\$ -	Equipment Repair	\$ 307.92	\$ -
Trash	\$ 1,224.45	\$ -	Lab Tests	\$ 160.00	\$ -
Phone	\$ 1,352.30	\$ -	Equip Cleaning	\$ 707.25	\$ -
Advertizing	\$ 592.68	\$ -	Café Supply	\$ 1,051.59	\$ -
Well Maint	\$ 450.00	\$ -	Food Stock	\$ 4,549.87	\$ -
Building Maint	\$ 610.03	\$ -	Meat Market	\$ 11,140.34	\$ -
Sales Tax	\$ 348.00	\$ -	Sales Tax	\$ 2,689.00	\$ 1,177.00
Prop. Tax	\$ 111.33	\$ -	Wages	\$ 13,480.95	\$ -
Insurance	\$ 2,208.41	\$ 368.07	Contract labor	\$ 8,133.70	\$ -
Bank Charges	\$ 145.50	\$ -	State Comp Ins	\$ 1,226.31	\$ -
USPS	\$ 649.04	\$ -	Payroll Tax	\$ 3,411.40	\$ -
Permit/Fee	\$ 753.00	\$ -	EDD	\$ 1,144.48	\$ -
Ice Machine	\$ 1,800.00	\$ -	<b>Total:</b>	<b>\$ 52,106.65</b>	<b>\$ 1,177.00</b>
Accounting	\$ 970.00	\$ -	<b>Café Total:</b>	<b>\$ 53,283.65</b>	
Loan Payment	\$ 1,400.00	\$ -	<b>Bingo:</b>		
Lease Payment	\$ 1,376.73	\$ -	Supply/costs	\$ -	\$ 510.74
Craft Supply	\$ 126.00	\$ -	<b>Bingo Total:</b>	<b>\$ 510.74</b>	
Office Supply	\$ 471.68	\$ -			
State Income Tax	\$ 10.00	\$ -			
IRS	\$ 146.90	\$ -			
<b>Total:</b>	<b>\$ 19,102.92</b>	<b>\$ 368.07</b>			
<b>Center Total:</b>	<b>\$ 19,470.99</b>				

**2007 Total Expenses: \$ 73,265.38**

\* Includes cash payments

**Note:** There was \$ 6,450.00 in cash withdrawn from the General Account. The cash receipts totaled \$ 3,339.40, leaving \$ 3,110.60 in cash that can not be accounted for.

In Aug. there was \$ 1,875.00 in cash withdrawn from the Bingo Account that can not be accounted for. The Bingo records are very detailed and do not support the withdrawal of this cash, nor was the cash deposited into the General Account to pay bills.

I have spoken to the individual responsible for all of the above cash withdrawals, to see if there was receipts that I had not been given or an explanation to account for the missing cash. There was none.

Total missing funds: \$ 4,985.60