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**NEWBERRY SPRINGS SERVICE ASSOCIATION**

Formally Known As  
Newberry Springs Senior Service Association

**Proposal**

With a  
**Revised Business Plan**  
Executive Summary  
November 10<sup>th</sup>, 2012  
**Effective Date January 1<sup>st</sup>, 2013**

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Monday, November 12, 2012

Kiewit-Pacific Community Trust Fund  
c/o Newberry Community Service District, Trustee  
30884 Newberry Road  
Newberry Springs, CA 92365  
Attn: Mr. Robert Seeley, President

**Re: Proposal for services to the community of Newberry Springs, CA**

Dear Board of Directors,

We the Members, Officers and Directors of the Newberry Springs Service Association do hereby propose the following relationship with the Kiewit-Pacific Community Trust Fund for the continual benefit of all residents of the community of Newberry Springs, CA.

We the Newberry Springs Service Association hereby propose that we provide the following weekly and monthly services to the community for an amount equal to our cost of services which is \$2,000.00 (Two Thousand Dollars) per month. Due and payable on the first day each and every month, unless cancelled by joint agreement. Any cancellation attempted must carry a minimum 90 day notice of intent to cancel sent by the other party via Certified Mail RRR.

**No Cost Services Proposed:**

Exercise Classes (three days per week)

Yoga Classes (One day per week)

Tai-Chi (One day per week)

Outdoor activities:

- Children's play yard (Open during day light hours)
- Horseshoes (Ditto)
- Bocce Ball (Ditto)

Respectfully submitted,  
Newberry Springs Service Association

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By: Veronica Shaw, President

# NEWBERRY SPRINGS SERVICE ASSOCIATION

Formally Known As  
Newberry Springs Senior Service Association

## **Revised Business Plan**

Executive Summary

November 10<sup>th</sup>, 2012

**Effective Date January 1<sup>st</sup>, 2013**

### **Background:**

On or about January 1<sup>st</sup>, 1977 a group of residents of the unincorporated community of Newberry Springs, CA, (County of San Bernardino) joined together as a loose group for the purposes of developing a community association to service the senior citizen population of their community.

On February 14<sup>th</sup>, 1978 this group, now called "Newberry Springs Senior Service Association" filed their Articles of Incorporation with the California Secretary of State in Sacramento, CA

Since February 14<sup>th</sup>, 1978 this Association has been functioning continuously as the "Newberry Springs Senior Service Association" and among other accomplishments has contracted and built a Senior Service Center on Newberry Road in subject community which is owned outright (no debt). This center has been for the past 34 years a continuous source of service to the senior population in the community.

However, as the years have passed the demographics in the community has changed drastically, to the extent that the senior population in the community has now dwindled to an insignificant population with the increase in population now going to the family element.

This community is lacking in vital recreational and educational opportunities for the family. Therefore the Membership of the Association referred to herein has, recently, voted to expand their mission statement to include all residents and to change their name to the "Newberry Springs Service Association" forthwith. See Exhibit "B" attached herewith for new mission statement.

As part and parcel of their new mandate the Association will be adding recreational and educational services to the community as finances permit. Listed on the following pages is a summary of their existing and proposed services along with a comprehensive budget.

**Existing Services to the Community:**

All existing services are distributed at the ~~Senior~~ **Family Services Center** located on Newberry Road in Newberry Springs, CA. All personnel are volunteers except, one cook and one sanitation coordinator. All directors, operation advisors, bingo operators, gardeners, wait persons, and ancillary kitchen staff are volunteers.

- Reasonably priced cafe serving "family" food in a clean and appealing atmosphere. (Health Department letter grade "A")
- Crafts Program and card games
- Rummage Boutique
- Movie Night, (once per month, no charge)
- Lending Library (Hardbacks only)
- Monthly Newsletter
- Meeting Room for community
- Sheriff's Satellite Office

**Current Income Sources:**

- Membership annual dues (\$15.00 per person / year, current 96 members).
- Donations by members of the community, both individual and commercial. Donations from Bingo Game.
- Advertising sales (Place mats & Monthly Newsletter).
- Gross Receipts from café operation, less cost of goods sold.
- Rummage Sales (All merchandise is useable and was donated to the center, most items sell for less than one dollar).
- Grants, (currently very few available, under new Mission Statement more will be available).

**Café:**

The Center does operate a small community café at the present time and will continue to operate that cafe as a benefit to the community. The café does not generate a profit but it does generate "cash flow" which is necessary to defray some of the monthly, on going, expenses. Currently the Center is open from 7:00A to 2:00P Tuesday through Saturday except on recognized, National, holidays. Under the expanded mandate we will keep the café open during the dinner hour as well as the breakfast and lunch periods as is the current practice. Since volunteers are in short supply we will re-plan the café's serving schedule and establish a split schedule for all workers. By expanding the café's hours of operation we expect to double our gross receipts and at the same time reduce our costs of sale by instituting appropriate accounting checks and balances.

**New Services to the Community:**

WiFi @ No charge  
Adult tutoring in subjects of interest.  
Exercise Classes\*  
Yoga Classes\*  
Tai-Chi\*  
Gardening Classes.  
Line Dancing Classes.  
Ballroom Classes  
Computer Lab  
Computer lessons  
Computer usage center  
Outdoor activities:

- Children's play yard\*
- Horseshoes\*
- Bocce Ball\*

*\* Kiewit-Pacific Community Trust to fund.*

**New Income Sources:**

- The current membership is approximately 100 persons. With the new mandate we expect our membership to increase to over 300 persons with an average annual fee of \$20.00. At the same time our gross income should increase proportionately along with our new annual membership fee's of \$6,000 i.e. the current \$1,500.
- Donations by members of the community, both individual and commercial.
- Advertising sales (Place mats & Monthly Newsletter).
- Gross Receipts from café operation, less cost of goods sold.
- Rummage Sales (All merchandise is useable and was donated to the center, most items sell for less than one dollar).
- Grants, (currently very few available, under new Mission Statement more will be available).
- Sub-contracts

**Note:**

Please refer to the Projected Pro-Forma Budget which is attached. (Exhibit "C")  
Also attached is a listing of some new sources of Grant income which will be available under the new Mission Plan.

**NEWBERRY SPRINGS SERVICE ASSOCIATION**

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Newberry Springs Senior Service Association

**Mission Statement**

November 10<sup>th</sup>, 2012

**Effective Date January 1<sup>st</sup>, 2013**

The mission of this organization is to promote and conduct charitable programs for the advancement of the health, welfare, living standard's, and recreation of all residents in the community of Newberry Springs, CA at little or no cost to the resident based on demonstration of dire and substantial need.

2013 Proposed Budget  
Newberry Springs Service Association

EXHIBIT 'C'

Description	Monthly Budget	Totals
<b>Income:</b>		
Dues	-\$500.00	
Donations	-\$500.00	
Grants	-\$2,000.00	
Café Gross Sales	-\$10,000.00	
Less Cost of Goods Sold (Food)	\$3,300.00	
Less Cost of Goods Sold (Labor)	\$2,600.00	-\$7,100.00
Sales Tax Collected	-\$900.00	
Less Sales Tax Paid out	\$900.00	
Advertising	-\$2,000.00	-\$9,100.00
<b>Expenses:</b>		
Propane	\$500.00	-\$8,600.00
Business Expenses (Registration / Licenses)	\$1,750.00	-\$6,850.00
Accounting	\$200.00	-\$6,650.00
So. Cal. Edison	\$750.00	-\$5,900.00
Dumpster	\$200.00	-\$5,700.00
Security System	\$160.00	-\$5,540.00
Well Permit	\$50.00	-\$5,490.00
Ad Printing & Mailing	\$800.00	-\$4,690.00
Telephone	\$100.00	-\$4,590.00
Pest Control	\$60.00	-\$4,530.00
Bank Fee's	\$20.00	-\$4,510.00
Insurance	\$350.00	-\$4,160.00
Amortize Debt	\$750.00	-\$3,410.00
Recreation Facilities & Labor	\$2,500.00	-\$910.00
Payroll Taxes	\$600.00	-\$310.00
<b>Reserve</b>	\$310.00	\$0.00



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## **Potential Grantors**

November 10<sup>th</sup>, 2012

Effective Date January 1<sup>st</sup>, 2013

U.S. Department of Health and human Services

Weingart Foundation

Union Bank & Trust

The Community Foundation

US Bank & Trust

Borba Family Foundation