CARROLL COUNTY COMMUNITY OF CONCERN, INC.
322 W. Third Street
CARROLL, IOWA 51401
PHONE (712) 792-5150

Roxanne Reinart
Executive Director

November 1, 2017

TO: City of Carroll

FROM: Carroll County Community of Concern, Inc.

SUBJECT: Carroll County Community of Concern Food Pantry

Dear Sirs:

The Community of Concern Food Pantry provides food for households in Carroll County in emergency situations. We appreciate the many years of support the City of Carroll has given to our agency to help us serve Carroll citizens and we thank you most sincerely for the $2,000 increase for our agency for the year 2016 and 2017. The increase is greatly appreciated to meet our administrative expenses so that we can continue to assist the many Carroll residents in need.

We are again requesting funding consideration for fiscal year 2018 in the amount of $5,000. The increase goes toward our increase in rent made necessary by a move to a new location when our former building was torn down. We can assure you that with the food and services our agency provides, we save the city and the county more than the $2,000 increase.

We have attached the information requested about our services. We will be happy to meet in person with the City Council to discuss our budget needs. We thank you for your consideration of our request and for your kind support in the past years.

Sincerely,

Roxanne Reinart

Roxanne Reinart, Director

Mary Baumhover

Mary Baumhover
Board of Directors President

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DESCRIPTION OF SERVICES:
The Carroll Community of Concern food Pantry was established in August, 1984. With the generous help of local churches, schools, groups, businesses and individuals, and city and county funding sources, over the last 33 years, we have been able to provide food and related help to thousands of Carroll County residents in need.

We serve only Carroll County residents. Since we are a private, not for profit agency, we do not need to follow income guidelines to provide help to persons in emergency or critical need. Our services are meant to help people that other agencies may not be able to help. We do not let anyone truly in need go hungry. We are able to provide meat and dairy products, breads and fresh produce in addition to canned and packaged foods.

More than half of our budget is provided by local community donations and the balance with help from Carroll United Way, the City of Carroll, Carroll County and a small state Volunteer Contract. We have also been able to purchase refrigerators and freezers through grants received from the Warren Timmerman Foundation in Manning and the Community Foundation of Carroll County.

Referrals are received from the Department of Human Services, ministers, doctors, police, mental health professionals, social workers and any other of the "helping agencies". Most applicants have been screened for financial need before they apply to our agency and we require additional information of their resources. Our office hours are 8 am –11:30 am Mon—Friday and by appointment.

As of December 31, 2016, we served 824 households involving 2,395 children and adults. Two-thirds of the individuals we serve are children. The average food call is currently valued at $395, so the total value of food assistance provided by our agency for 824 food calls is valued at $267,800.00. Our records show that we are on target to equal or surpass those statistics this year.

Overall we are seeing a 30% increase in the food requests and we have increased the amount of food we provide because of the need. With the difficult economy, we are seeing people that have never applied for assistance before. We anticipate an increased need through 2018. If our food pantry was not available to help these residents, the costs would become the responsibility of the city and county.

Our records show that there is a vital need that we are able to meet to help city and county residents and we appreciate your help in continuing to serve these people.

Thank you for your consideration.

COMMUNITY OF CONCERN, INC.
322 W. Third St. Carroll, Iowa 51401
BOARD MEMBERSHIP ROSTER

Officers
Mary N. Baumhover, Chairperson
Sharon Murray, Vice-chairperson
Jill Woodward, Secretary
Treasurer, Nicole McCarville

Director
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Barbara Janssen
26035 290th St.
Dedham, IA 51440
Cell: 830-2557

Internal Revenue Service
District Director

Department of the Treasury

P.O. Box 1123, Central Station
St. Louis, MO 63188

Date: NOV 17 1981

Employer Identification Number:

Internal Revenue Code
Section 501(c)(4)

Accounting Period Ending:
September 30
Form 990 Required: [X] Yes [ ] No

Person to Contact:
EP/EO:7206 - W. Hebden
Contact Telephone Number:
(314) 425-5651

Area XII Development Disabilities Council
322 East 6th Street
Carroll, IA 51401

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under the provisions of the Internal Revenue Code section indicated above.

Unless specifically excepted, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) for each employee to whom you pay $100 or more during a calendar year. And, unless excepted, you are also liable for tax under the Federal Unemployment Tax Act for each employee to whom you pay $50 or more during a calendar quarter if, during the current or preceding calendar year, you had one or more employees at any time in each of 20 calendar weeks or you paid wages of $1,500 or more in any calendar quarter. If you have any questions about excise, employment or other Federal taxes, please address them to this office.

If your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status. Also, you should inform us of all changes in your name or address.

The block checked at the top of this letter shows whether you must file Form 990, Return of Organization Exempt from Income Tax. If the Yes box is checked, you are only required to file Form 990 if your gross receipts each year are normally more than $10,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. The law provides for a penalty of $10 a day, up to a maximum of $5,000, when a return is filed late, unless there is reasonable cause for the delay. This penalty may also be charged if a return is not complete. So, please make sure your return is complete before you file it.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Internal Revenue

(over)

Code. If you are subject to this tax, you must file an income tax return on Form 990-T. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in Code section 513.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

Because this letter could help resolve any questions about your exempt status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,

Robert A. LeBaube

Robert A. LeBaube
District Director

The terms of this letter are effective for all years prior to your recognition as a 501(c)(3) exempt organization, which was effective February 18, 1981, as recognized in our letter dated August 7, 1981. Contributions to you for years prior to February 18, 1981, are generally not deductible by the donor.

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CARROLL, IOWA 51401
PHONE (712) 792-5150

Roxanne Reinart
Executive Director

Requirements for Services:

1. The Community of Concern serves only residents of Carroll County.

2. Each individual or family that applies for services at the Community of Concern, Inc. must fill out an application each time they request food services showing their income and other sources of support and explain their emergency need. The Food Pantry provides services based on applicants emergency needs, not as an ongoing service. The agency provides help with budgeting and referral to other support services and to job services.

3. Hours of operation are Mon-Fri, from 8—11:30 am and by appointment.

4. The food that the Community of Concern provides to its clients is almost entirely donated by members of the community. Financial help is needed for administrative purposes to pay rent, utilities, insurance, salary, etc.

	A	B	C	D	E	F	G
1	budget-2015						
2		**Community of Concern, Inc.**					
3		**Projected Budget**					
4		**For the Years Ending 12/31/16-2018**	**12/31/2016**		**12/31/2017**		**12/31/2018**
5							
6		**Income**					
7	301	Contributions from Individuals	$ 16,000.00		$ 16,000.00		$ 16,000.00
8	302	Contributions from Organizations	$ 16,000.00		$ 16,000.00		$ 16,000.00
9	308	United Way	$ 4,500.00		$ 5,000.00		$ 5,500.00
10	309	County Support	$ 5,000.00		$ 5,000.00		$ 3,000.00
11	310	State Volunteer Contract	$ 4,203.00		$ 4,203.00		$ 4,203.00
12	311	City Support	$ 5,000.00		$ 5,000.00		$ 5,000.00
13	312	Grants-Private	$ 2,000.00		$ 2,000.00		$ 2,000.00
14	331	Investment Income	$ 1,550.00		$ 1,550.00		$ 1,550.00
15		Total Income	$ 54,253.00		$ 54,753.00		$ 53,253.00
16							
17		**Expenses**					
18	401	Purchased Foods	$ 3,000.00		$ 3,000.00		$ 3,000.00
19	402	Food Bank of Iowa	$ 400.00		$ 400.00		$ 400.00
20	411	Salaries	$ 21,300.00		$ 22,020.00		$ 22,020.00
21	412	Payroll Taxes	$ 1,630.00		$ 1,685.00		$ 1,685.00
22		Health Insurance	$ 2,712.00		$ 2,712.00		$ 2,712.00
23	414	Contract Labor	$ 1,000.00		$ 1,000.00		$ 1,000.00
24	421	Equipment	$ 1,000.00		$ 1,000.00		$ 1,000.00
25	422	Special Projects	$ 2,000.00		$ 2,000.00		$ 2,000.00
26	435	Insurance	$ 1,825.00		$ 1,825.00		$ 1,825.00
27	441	Maintenance & Repairs	$ 1,800.00		$ 1,800.00		$ 1,800.00
28	444	Miscellaneous	$ 500.00		$ 500.00		$ 500.00
29	451	Office Supplies	$ 1,500.00		$ 1,500.00		$ 1,500.00
30	453	Postage	$ 500.00		$ 500.00		$ 500.00
31		Printing & Publications	$ 200.00		$ 200.00		$ 200.00
32	465	Rent	$ 11,600.00		$ 11,000.00		$ 11,000.00
33	471	Travel	$ 500.00		$ 500.00		$ 500.00
34	475	Utilities	$ 4,000.00		$ 4,600.00		$ 4,600.00
35		Total Expenses	$ 55,467.00		$ 56,242.00		$ 56,242.00
36							
37		Revenue over Expenses	$ (1,214.00)		$ (1,489.00)		$ (2,989.00)

11:41 AM

10/17/17

Accrual Basis

Community Of Concern
Profit & Loss
January through December 2016

	Jan - Dec 16
Income	
301 Contributions Individuals	15,577.25
302 Contributions & Org.	21,861.20
308 United Way	4,500.00
309 County support	3,000.00
310 State Volunteer contract	3,853.52
311 City Support	5,000.00
312 Grants Private	7,109.95
331 Investment Income	608.40
Total Income	61,510.32
Expense	
401 Purchased Foods	2,405.51
411 Salaries	21,051.27
412 Payroll Taxes	1,782.87
414 Contract Labor	28.00
421Equiptment	6,581.74
435 Insurance	1,417.00
441 Maintence & Repairs	2,622.34
444 Misc.	324.02
451 Office Supplies	1,314.56
453 Postage	423.00
465 Rent	10,034.48
475 Utilities	5,613.43
476 grant expenses	412.63
insurance	4,141.36
Void	0.00
Total Expense	58,152.21
Net Income	3,358.11

11:40 AM

10/17/17

Accrual Basis

Community Of Concern
Balance Sheet
As of December 31, 2016

	Dec 31, 16
ASSETS	
Current Assets	
Checking/Savings	
110 Community Of Concern	30,514.55
133 CCSB	26,171.80
134 CSB restricted Food	372.46
135 CSB Reserved Fund	4,502.37
136 CCSB	608.40
137 CCSB	20,566.00
138 CCSB	25,225.76
139 CCSB	25,366.92
140 CCSB Due Oct. 1 2015	17,249.16
Total Checking/Savings	150,577.42
Total Current Assets	150,577.42
TOTAL ASSETS	**150,577.42**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
211 Payroll taxes payable	989.09
Total Other Current Liabilities	989.09
Total Current Liabilities	989.09
Total Liabilities	989.09
Equity	
291 Opening Bal Equity	71,847.88
Unrestricted Net Assets	74,382.34
Net Income	3,358.11
Total Equity	149,588.33
TOTAL LIABILITIES & EQUITY	**150,577.42**