



Report to St. Helens City Council

March 20th, 2024

Presenter: Melissa Watson

Executive Director, St. Helens Senior Center

Center:

- Center is open Monday through Friday for scheduled activities and in-house meals
- Front of house change in staffing during fall of 2023
- A great number of new classes and activities being offered at the Center
 - Crafting (art/painting, knitting/crochet, and a crafting club!
 - Classes including dance, exercise, computers, and crafting
 - Karaoke and Live Music
 - Many member-instructed classes in the works
- Our Membership is currently sitting at 313 members
 - This is a 30% increase over same time frame the previous year
- Between our Thrift Store and Center we have 110 active volunteers
 - There is a constant need to add more volunteers to our organization
 - Added numbers to meal program resulting in more routes
 - Kitchen help
 - Donation room help at the thrift store (Summer is Coming!)
- Pet food drive is going strong
 - Pet food made available for members, home delivered meal recipients, and community members in need as long as product is in house
- Outreach and Community Involvement
 - Presenting to the Lions Club this month
 - Involvement in the AAA Area Planning/DEI Committee
- Community Food Pantry
 - Donations from Safeway St Helens, Grocery Outlet St Helens and Grocery Outlet Scappoose
 - Food Bank

Use of Building:

- AARP currently preparing tax returns (Tuesdays and Wednesdays)
- Regularly scheduled Medicare representatives meeting with clients
- Clubs beginning to meet at Center
- Community member function rentals
- Upcoming events including:
 - Spring Craft Bazaar April 13th & 14th
 - Jewelry Sale April 27th
 - Annual Dinner & Auction May 18th
- Public Works
 - Fencing in the area below the deck off the backside of building

- Looking at quotes to update the fire alarm system
- Solar lights installed in parking lot for member arriving/leaving the Center when it's dark
- Plowed our parking lot during the January inclement weather
- Two HVAC motors replaced by Trotter & Morton

Kitchen and HDM Program:

- We currently serve 182 community members in Columbia County through our Home Delivered Meals program
 - Our area of service includes those eligible from Scappoose to Rainier
 - For community members on the program through CAT in our County we serve 64%
 - Combining home delivered meals and in house meals we prepare and serve roughly 50,000 meals per year
 - In-house meals are steadily on the rise and we Fridays are usually a packed house.
 - From July 2023 to December 2023 we had 250 different community members dine at our Center!
- Last Fall we restructured our staffing in the kitchen, and added a Kitchen Manager position
 - This move has led to an improvement in accountability and execution of our food program.
 - Noted improvement in inventory management, program expenses, and execution on contractual guidelines for food preparation and general preparedness.
 - i.e. January of this year (2024) inclement weather
 - 99% of scheduled meals were delivered to clients

Thrift Store:

- Top Notch continuing to increase sales
 - 12% increase 2022 over 2019
 - 9% increase 2023 over 2022
- New lighting project completed January 2024
 - Exchanged fluorescent lights with LED lights
 - Lowered our energy output 65%
 - A large rebate coming from PUD
- Maintaining our recycle rate over 50%
 - Ship
 - Lions Club
 - Local Scrappers
 - Tipping fee waived by Columbia County Solid Waste
- Voucher Programs
 - St. Vincent de Paul
 - Medicine Wheel Recovery Services
- Unfortunate closure during inclement weather January 2024
 - Estimated loss of \$10k in sales for that week
- All monies remaining after expenses go to help the Senior Center Programs
 - Funds used to help with HDM program expenses

Financials:

- Fundraising events in 2023 earned a total of \$16,640
 - Craft Bazaars, Block Party, Beef Raffle, Themed lunches, and the annual auction
- Congregate Infrastructure Grant – not funded
 - \$25K unable to close out this grant
 - Items listed in grant application not obtainable with quotes received for the work
 - Request for change was not passed by the State prior to deadline
- Rise in cost of food and food packaging hit us hard this last year
 - Average monthly cost of food hovering around \$18k
 - 1 year supply of just food trays is \$10K
 - Previous funding with COVID programs gave us a good cushion for the projected rise in costs, though that funding is now closed
- Grant procurement
- Increasing facility rentals
 - Including commercial kitchen rental
- Fundraising events and Activities
- Outreach and partnerships

St. Helens Senior Center, Inc.
Statement of Financial Income and Expense
March 2023 through February 2024

Accrual Basis

| | Senior Center | SNAPP | St. Helens Eats | Thrift Store | Unclassified | TOTAL |
|--|--------------------|--------------------|-----------------|-------------------|------------------|--------------------|
| 7500 · Other personnel expenses | 17,136.87 | 5,049.03 | 0.00 | 7,226.91 | 0.00 | 29,412.81 |
| 7520 · Accounting fees | 139.89 | 0.00 | 0.00 | 12.25 | 0.00 | 152.14 |
| 7521 · Bank Charges | 2.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2.00 |
| 7523 · Accounting Fees - Top Notch | 0.00 | 0.00 | 0.00 | 1.21 | 0.00 | 1.21 |
| 7530 · Legal fees | 1,615.00 | 1,615.00 | 0.00 | 0.00 | 0.00 | 3,230.00 |
| 7540 · Professional fees - other | 3,459.44 | 345.70 | 0.00 | 92.52 | 0.00 | 3,897.66 |
| 7543 · Merchant Card Services | 2,792.21 | 455.00 | 0.00 | 4,438.64 | 0.00 | 7,685.85 |
| 7545 · Etsy Seller Fees | 0.00 | 0.00 | 0.00 | 48.95 | 0.00 | 48.95 |
| 7550 · Temporary help - contract | 8,953.33 | 2,633.34 | 0.00 | 2,633.34 | 0.00 | 14,220.00 |
| 7500 · Other personnel expenses - Other | 175.00 | 0.00 | 0.00 | 0.00 | 0.00 | 175.00 |
| Total 7500 · Other personnel expenses | 17,136.87 | 5,049.03 | 0.00 | 7,226.91 | 0.00 | 29,412.81 |
| 7625 · Bad Debt | 69.00 | 0.00 | 0.00 | 0.00 | 0.00 | 69.00 |
| 8016 · Insurance-SAIF | 1,719.13 | 1,719.15 | 0.00 | 1,719.14 | 0.00 | 5,157.42 |
| 8100 · Non-personnel expenses | | | | | | |
| 8110 · Supplies | 1,080.05 | 182,242.45 | 1,040.72 | 43.99 | 0.00 | 184,407.21 |
| 8111 · Supplies - Food | 0.00 | 31,405.10 | 149.34 | 0.00 | 0.00 | 31,554.44 |
| 8112 · Supplies - Paper Products-SNAPP | 1,603.62 | 4,667.50 | 0.00 | 669.40 | 0.00 | 6,937.52 |
| 8113 · Supplies - Janitorial | 275.00 | 821.51 | 0.00 | 144.80 | 0.00 | 1,341.31 |
| 8114 · Supplies - Repairs/maint | 2,068.16 | 1,949.19 | 0.00 | 2,662.11 | 7.98 | 6,707.44 |
| 8116 · Supplies - Office | 772.29 | 281.63 | 0.00 | 410.66 | 75.00 | 1,539.78 |
| 8110 · Supplies - Other | 0.00 | 41.98 | 0.00 | 0.00 | 0.00 | 41.98 |
| Total 8110 · Supplies | 5,818.14 | 221,529.56 | 1,190.06 | 3,927.96 | 82.96 | 232,549.68 |
| 8140 · Postage, shipping, delivery | 1,424.30 | 350.38 | 0.00 | 45.60 | 0.00 | 1,820.28 |
| 8160 · Equip rental & maintenance | 0.00 | 1,521.00 | 0.00 | 354.72 | 0.00 | 1,875.72 |
| 8170 · Printing & copying | 1,162.45 | 285.56 | 0.00 | 687.58 | 0.00 | 2,135.59 |
| 8180 · Books, subscriptions, reference | 6,768.28 | 173.49 | 0.00 | 39.54 | 0.00 | 6,981.31 |
| Total 8100 · Non-personnel expenses | 15,174.17 | 223,859.99 | 1,190.06 | 5,055.40 | 82.96 | 245,362.58 |
| 8200 · Occupancy expenses | 0.00 | 0.00 | 0.00 | 62,846.00 | 0.00 | 62,846.00 |
| 8203 · Rent - Top Notch | 4,047.00 | 4,046.99 | 0.00 | 4,047.01 | 0.00 | 12,141.00 |
| 8217 · Insurance-Liability, Fire, Etc | 1,262.17 | 737.37 | 0.00 | 719.98 | 0.00 | 2,699.52 |
| 8220 · Utilities | 4,036.49 | 6,831.79 | 0.00 | 4,821.78 | 0.00 | 15,690.05 |
| 8221 · Electric | 691.66 | 1,201.09 | 25.74 | 4,841.47 | 0.00 | 6,759.86 |
| 8222 · NW Natural Gas | 686.01 | 1,201.09 | 0.00 | 2,591.47 | 0.00 | 4,498.57 |
| 8223 · Water/Sewer/Storm - Top Notch | 87.35 | 1,246.14 | 0.00 | 2,591.47 | 0.00 | 4,498.57 |
| 8224 · Garbage Service | 740.85 | 326.84 | 0.00 | 698.22 | 0.00 | 1,765.91 |
| 8226 · Telephone/Telecomm-Sr Center | 2,915.33 | 2,224.90 | 0.00 | 5,596.57 | 0.00 | 10,706.80 |
| 8226 · Comcast Cable | | | | | | |
| Total 8220 · Utilities | 9,287.68 | 11,911.73 | 25.74 | 18,605.08 | 0.00 | 39,830.23 |
| 8251 · Building Project | 0.00 | 0.00 | 0.00 | 21,741.53 | 0.00 | 21,741.53 |
| Total 8200 · Occupancy expenses | 14,576.85 | 16,696.09 | 25.74 | 107,959.60 | 0.00 | 139,258.28 |
| 8300 · Travel & meetings expenses | 0.00 | 960.69 | 0.00 | 40.07 | 0.00 | 1,000.76 |
| 8310 · Travel | -0.25 | 556.00 | 0.00 | 555.99 | 0.00 | 1,111.74 |
| 8300 · Travel & meetings expenses - Other | | | | | | |
| Total 8300 · Travel & meetings expenses | -0.25 | 1,516.69 | 0.00 | 596.06 | 0.00 | 2,112.50 |
| 8600 · Misc expenses | | | | | | |
| 8605 · Refunds/Withdrawals | 210.00 | 0.00 | 0.00 | 0.00 | 0.00 | 210.00 |
| 8630 · Membership dues - organization | 405.00 | 0.00 | 0.00 | 0.00 | 0.00 | 405.00 |
| 8640 · Training and Promotion | 250.13 | 0.00 | 0.00 | 174.23 | 50.00 | 474.36 |
| 8655 · Activities Expenses | 1,243.68 | 369.58 | 0.00 | 0.00 | 0.00 | 1,613.46 |
| 8670 · Advertising expenses | 1,515.38 | 111.72 | 0.00 | 86.32 | 0.00 | 1,713.42 |
| Total 8600 · Misc expenses | 3,624.39 | 481.30 | 0.00 | 260.55 | 50.00 | 4,416.24 |
| 8687 · Ways and Means Expenses | 7,009.04 | 1,644.50 | 0.00 | 175.00 | 0.00 | 8,828.54 |
| Total Expense | 162,525.33 | 415,971.12 | 1,215.80 | 398,632.28 | -3,062.73 | 975,261.80 |
| Net Ordinary Income | -118,509.78 | -132,007.01 | 414.83 | 32,266.73 | 3,162.73 | -214,652.50 |
| Net Income | -118,509.78 | -132,007.01 | 414.83 | 32,266.73 | 3,162.73 | -214,652.50 |

St. Helens Senior Center, Inc.
Statement of Financial Income and Expense
March 2023 through February 2024

10:40 AM
 03/12/24
 Accrual Basis

| | Senior Center | SNAPP | St. Helens Eats | Thrift Store | Unclassified | TOTAL |
|--|---------------|------------|-----------------|--------------|--------------|--------------|
| Ordinary Income/Expense | | | | | | |
| Income | | | | | | |
| 3895 - St. Helens Eats Sales | 43.00 | 0.00 | 1,570.63 | 0.00 | 0.00 | 1,613.63 |
| 4000 - Contributed support | 15,543.14 | 36,889.63 | 60.00 | 1,116.00 | 0.00 | 53,608.77 |
| 4010 - Indiv/business contribution | 87.00 | 4,213.75 | 0.00 | 0.00 | 0.00 | 4,300.75 |
| 4030 - Other Contributions | 504.00 | 0.00 | 0.00 | 0.00 | 0.00 | 504.00 |
| 4045 - Bingo | 526.76 | 0.00 | 0.00 | 0.00 | 0.00 | 526.76 |
| 4046 - Bread | 115.00 | 0.00 | 0.00 | 0.00 | 0.00 | 115.00 |
| 4046 - Building Fund | 3.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3.00 |
| 4050 - Bunco | 253.00 | 0.00 | 0.00 | 0.00 | 0.00 | 253.00 |
| 4060 - Crafts Ladies | 1,655.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,655.00 |
| 4070 - Dance Class | 236.00 | 0.00 | 0.00 | 0.00 | 0.00 | 236.00 |
| 4071 - Tai Chi Classes | 246.00 | 0.00 | 0.00 | 0.00 | 0.00 | 246.00 |
| 4080 - Pinochle | 673.00 | 0.00 | 0.00 | 0.00 | 0.00 | 673.00 |
| 4090 - Pool | 483.00 | 0.00 | 0.00 | 0.00 | 0.00 | 483.00 |
| 4095 - Quilters | 10.00 | 0.00 | 0.00 | 0.00 | 0.00 | 10.00 |
| 4000 - Contributed support - Other | 243.00 | 0.00 | 0.00 | 0.00 | 0.00 | 243.00 |
| Total 4000 - Contributed support | 20,334.90 | 41,346.38 | 60.00 | 1,116.00 | 0.00 | 62,857.28 |
| 4047 - Coffee | 188.05 | 8.00 | 0.00 | 0.00 | 0.00 | 196.05 |
| 4600 - Ways and Means | 854.00 | 0.00 | 0.00 | 0.00 | 0.00 | 854.00 |
| 4602 - Bazaar - Tables | 9.35 | 0.00 | 0.00 | 0.00 | 0.00 | 9.35 |
| 4605 - Books, Copies, Faxes, etc | 220.00 | 112.00 | 0.00 | 0.00 | 0.00 | 332.00 |
| 4680 - Other Fundraisers | 404.00 | 0.00 | 0.00 | 0.00 | 0.00 | 404.00 |
| 4680 - Yard Sale | 138.00 | 0.00 | 0.00 | 0.00 | 0.00 | 138.00 |
| 4685 - British Tea fundraiser | 4,288.20 | 260.00 | 0.00 | 0.00 | 0.00 | 4,548.20 |
| 4600 - Ways and Means - Other | 5,934.55 | 372.00 | 0.00 | 0.00 | 0.00 | 6,306.55 |
| Total 4600 - Ways and Means | 620.00 | 0.00 | 0.00 | 0.00 | 0.00 | 620.00 |
| 4619 - Annual Block Party | 175.00 | 0.00 | 0.00 | 0.00 | 0.00 | 175.00 |
| 4663 - Beef Raffle | 2,650.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,650.00 |
| 5000 - Earned revenues | | | | | | |
| 5001 - Interest - Money Market | 10.60 | 0.00 | 0.00 | 0.00 | 0.00 | 10.60 |
| 5003 - Interest - Dire Needs Fund | 1.40 | 0.00 | 0.00 | 0.00 | 0.00 | 2.41 |
| 5005 - Interest - ETSY | 0.37 | 0.00 | 0.00 | 1.80 | 0.00 | 2.17 |
| 5021 - Meal Reimbursement-USA | 800.00 | 147,466.05 | 0.00 | 0.00 | 0.00 | 147,466.05 |
| 5022 - Monthly Contract | 0.00 | 1,000.00 | 0.00 | 0.00 | 0.00 | 1,000.00 |
| 5150 - Program-related sales - other | 0.00 | 265.80 | 0.00 | 0.00 | 0.00 | 265.80 |
| 5160 - HDM | 0.00 | 73,346.57 | 0.00 | 0.00 | 0.00 | 73,346.57 |
| 5161 - Congregate Meals | 0.00 | 13,272.45 | 0.00 | 0.00 | 100.00 | 13,372.45 |
| 5173 - Sales - Top Notch | 0.00 | 0.00 | 0.00 | 428,598.87 | 0.00 | 428,598.87 |
| 5180 - Program service fees | 63.23 | 0.00 | 0.00 | 0.00 | 0.00 | 63.23 |
| 5210 - Membership dues - Individuals | 5,950.37 | 20.00 | 0.00 | 0.00 | 0.00 | 5,970.37 |
| 5330 - Gross rents revenue | 752.50 | 0.00 | 0.00 | 0.00 | 0.00 | 752.50 |
| 5440 - Non-program sales | 62.82 | 0.00 | 0.00 | 0.00 | 0.00 | 62.82 |
| 5450 - Advertising revenues | 1,500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,500.00 |
| 5000 - Earned revenues - Other | 506.00 | 0.00 | 0.00 | 0.00 | 0.00 | 506.00 |
| Total 5000 - Earned revenues | 9,647.29 | 235,372.87 | 0.00 | 428,601.68 | 100.00 | 673,721.84 |
| 5006 - Interest - Boost Plus Savings | 774.81 | 0.00 | 0.00 | 0.00 | 0.00 | 774.81 |
| 5174 - Etsy Sales | 6.00 | 0.00 | 0.00 | 970.86 | 0.00 | 970.86 |
| 5180 - Ferroids | 2,065.95 | 924.42 | 0.00 | 210.47 | 0.00 | 3,200.84 |
| 5800 - Special events & Activities | 623.00 | 0.00 | 0.00 | 0.00 | 0.00 | 623.00 |
| 5850 - Activities Income | 959.00 | 5,940.44 | 0.00 | 0.00 | 0.00 | 6,899.44 |
| 5800 - Special events & Activities - Other | 1,582.00 | 5,940.44 | 0.00 | 0.00 | 0.00 | 7,522.44 |
| Total 5800 - Special events & Activities | 44,015.55 | 283,964.11 | 1,630.63 | 430,899.01 | 100.00 | 760,609.30 |
| Total Income | 44,015.55 | 283,964.11 | 1,630.63 | 430,899.01 | 100.00 | 760,609.30 |
| Gross Profit | | | | | | |
| Expense | | | | | | |
| 1234 - Vendor Commission | 116.16 | 0.00 | 0.00 | 0.00 | 0.00 | 116.16 |
| 6690 - Reconciliation Discrepancies | 0.00 | 0.00 | 0.00 | 0.00 | -3,215.69 | -3,215.69 |
| 7200 - Salaries & related expenses | 69,110.51 | 118,598.08 | 0.00 | 200,796.86 | 0.00 | 388,475.48 |
| 7220 - Salaries & wages - other | 1,726.00 | 950.00 | 0.00 | 0.00 | 0.00 | 2,676.00 |
| 7225 - Stipend | 32,261.46 | 43,708.69 | 0.00 | 74,842.73 | 0.00 | 150,812.88 |
| 7250 - Payroll taxes | 0.00 | 1,245.72 | 0.00 | 0.00 | 0.00 | 1,245.72 |
| 7255 - Employee Benefits | 0.00 | 533.86 | 0.00 | 0.00 | 0.00 | 533.86 |
| 7200 - Salaries & related expenses - Other | 103,097.97 | 165,004.37 | 0.00 | 275,639.62 | 0.00 | 543,741.96 |
| Total 7200 - Salaries & related expenses | 205,176.14 | 328,840.75 | 0.00 | 546,279.21 | 0.00 | 1,080,296.10 |