



Society of
Saint Vincent
de Paul Exeter

We Help People
Community Assistance Center

September 6, 2017

Town of Exeter
Russell Dean, Town Manager
10 Front Street
Exeter, NH 03833

Dear Russ,

The Society of St. Vincent de Paul Exeter Inc. (SVdP) is applying to be included in the 2018 Human Services budget. SVdP is requesting \$10,000.00 in funding equivalent for what is required to operate the Community Assistance Center for 1-1/2 weeks. The funding will be used to purchase food for the food pantry, provide housing payment assistance and dental care assistance for Exeter residents.

Background

SVdP operates with 170+ volunteers of many faiths. The Board of Directors and executive officers are also of many faiths. SVdP has a paid Executive Director and two part-time staff members.

SVdP's mission at the Community Assistance Center (CAC) is to provide emergency food and assistance to those in need who have exhausted other available resources. We work closely with Sheri Riffle, Human Services Administrator, to coordinate the needs assessment and resulting client assistance required. Exeter residents account for 92.4% of our clients.

SVdP provides free office space for the convenience of Exeter residents to NH Employment Security, CAP (Rockingham Community Action – homeless outreach & fuel assistance), VITA (Volunteer Income Tax Assistance) and Families First (medical van and Medicaid enrollment).

SVdP is a New Hampshire non-profit corporation.

What We Do...We Help People

Many activities and functions take place within the CAC to support our clients. Attached to this letter is the requested overview that summarizes the programs and services available at the CAC.

Thank you, the budget committee and the Selectmen in advance for reviewing this application. Please let us know if you have any questions.

Respectively Submitted,



Cleo Castonquay
President



Molly Zirillo
Executive Director



Dwight Totten
Treasurer

53 Lincoln Street, PO Box 176 Exeter, NH • (603) 772-9922

svdp@svdpexeter.com • www.svdpxeter.com



TOWN OF EXETER, NEW HAMPSHIRE
HUMAN SERVICES
FY 2018

Organization's Name: Society of St. Vincent de Paul Exeter Inc. Year Founded: 1989

Address: P.O. Box 176, 53 Lincoln Street, Exeter NH 03833

Executive Director/ Board Chair: Molly Zirillo/Cleo Castonguay Tax ID Number: 20-3945985

Applicant Contact: Dwight Totten

Email Address: Dwight-Totten@comcast.net Phone: 603.772.1807

Organization's Mission Statement: SVdP's mission at the Community Assistance Center is to provide emergency food and assistance to those in need who have exhausted other available resources.

Statement of Grant Purpose; e.g. This grant will be used...:

This grant will be used to:

- o Purchase food for the food pantry for those in need including seniors and families with school aged children.
- o Provide payment assistance for those in need for rent, mortgage and security deposits.
- o Support the on-site dental program including dental patient payment subsidies, property and liability insurances and dental van registration fees.

% of overall services that goes to Exeter residents: 92%

of Exeter residents served: 1,300+

List all geographic area(s) served by organization:		<u>Exeter</u>	<u>Stratham</u>
<u>Brentwood</u>	<u>Newfields</u>	<u>Kensington</u>	<u>East Kingston</u>

Brief Detailed description of how the money will be specifically utilized for Exeter residents:

- o \$6,000 for food and personal care item purchases. Food and personal care items are purchased from NH Food Bank, local grocery stores, local farms and from HP Hood Dairy. Specialty items, such as Ensure, are purchased for seniors.
- o \$2,000 for Exeter households for rent, mortgage, security deposits and emergency housing assistance.
- o \$2,000 for Exeter dental patient payment assistance, dental van property and liability insurance, and annual dental van registration fees.

Amount received from the Town of Exeter (by year) for the last 3 (three) years:

2015 - \$5,000 2016 - \$5,000 2017 - \$5,000 awarded

Organization's total projected budget for FY 2018: \$ 345,000 Amount Requested: \$ 10,000

Additional Information Required:

Please supply the following items for a complete application to be considered:

- Provide a narrative, not to exceed two pages in size 12 font
 - Organization's overview
 - Program's impact on Exeter residents
 - Program changes and/ or highlights from the past year

- Complete financial statements (Please note: the organization's 990 may be requested)
 - Operating budget
 - Balance sheet

- Board of Directors List

- 2017 Funding recipients must submit an Annual Report prior to consideration of 2018 application

I certify to the best of my knowledge that the information in this proposal reflects accurate data concerning need and estimates of planned/delivered services. The proposal was considered and approved for submission by the agency Board of Directors on August 9, 2017. _____ (date).

By signing this application the undersigned offers and agrees, if the proposal is accepted, to furnish items or services that is quoted. This agreement is subject to final negotiation and acceptance by the Board of Selectmen and the Budget Review Committee and subsequent contract award.

Director's (or Designee) Signature: _____

D. S. Jatten
Treasurer

Date: Sept. 5, 2017

Submit no later than September 8, 2017:

Town of Exeter
Town Manager
10 Front Street
Exeter, NH 03833

Society of St. Vincent de Paul Exeter Overview

The Society of St. Vincent de Paul Exeter (SVdP) began serving the poor and hungry in Exeter in 1989. Located at 53 Lincoln Street, there is a paid staff of 2 full time equivalents assisted by over 170 volunteers. The Community Assistance Center (CAC) is open 5 days weekly with extended hours 3 days weekly.

Services and Programs offered at the CAC include:

- **Food Pantry** – Emergency food is available to low income households. Clients visit the food pantry and choose items from our shelves, coolers and freezers including milk, butter, eggs, produce, bread and pastries, meat and poultry, nonperishable foods and personal care items. Special summer program is available for households with school-aged children. Seniors are provided with a monthly dedicated senior pantry day with guest speakers and summer cookouts.
- **Dental Services** – In collaboration with Families First, the CAC provides on-site oral health assistance, hygiene and dentistry 2 days weekly.
- **Medical Services** – In collaboration with Families First, the CAC provides on-site medical assistance to the needy in our community 1 day weekly. A representative from Families First is also at the CAC to assist with Medicaid and health insurance enrollment.
- **Substance Abuse Counseling** – In collaboration with Catholic Charities, the CAC provides on-site substance abuse counseling for the needy 1 day weekly. Referrals can be made to residential or long-term care.
- **Financial Assistance** – Emergency financial assistance can be obtained after exhausting all other resources. Examples of financial assistance includes rent/mortgage payments, security deposit, car repairs, car payments, utility bill payments and prescription payments.
- **Housing and Homeless Assistance** – The CAC can provide survival food, blankets, clothing, cell phone and put the homeless in touch with homeless assistance agencies and shelters. SVdP hosts a representative from Rockingham Community Action Program on Mondays to help anyone who is homeless or in an unstable living situation find shelter.
- **Fuel Assistance** – SVdP hosts a representative from Rockingham Community Action Program on Thursdays to enroll low income residents in the heating fuel and electric assistance program.
- **Employment and Computer Skills** – SVdP can help clients find employment through job listings as well as information on adult education and training classes. For those that would benefit, we can arrange for free one-on-one computer training. SVdP hosts a representative from the NH Employment Security office twice a month to assist with filing for unemployment benefits, employment searches and resume writing.
- **Income Tax Preparation** – During the tax season, SVdP hosts IRS certified Volunteer Income Tax Assistance (VITA) volunteers for free tax preparation and filing.

Program's Impact on Exeter Residents

In collaboration with the Town of Exeter Human Services Department, SVdP assists with the fundamental needs of low income Exeter Residents. As noted in the application, 92% of the client households served by SVdP at the CAC are residents of Exeter. The Annual Reports (Fact Sheet 2016 and Fact Sheet 2017 YTD) quantifies the number of household visits to the CAC and the quantity of food received. The actual financial Profit and Loss for 2016 and the Operating Expense Budgets of 2017 and 2018 shows the cost of providing the services and programs. Referring to NH RSA 165 above with the explanations provided by NH Legal Aid, SVdP's expenses incurred in 2016 and budgeted for 2017 and 2018 have both a significant benefit impact to Exeter residents as well as a significant savings to the Town of Exeter's budget/assisted persons responsibilities.

Our assistance encompasses the guidelines as outlined in NH RSA 165 and by NH Legal Aid. NH RSA 165 (Aid to Assisted Persons) states: *"Whenever a person in any town is poor and unable to support himself, he shall be relieved and maintained by the overseers of public welfare of such town, whether or not he has residence there."*

NH Legal Aid expands on RSA 165 above as follows: "Towns and cities are required to provide financial assistance for basic necessities such as food, shelter, rent, mortgage payments, heat lights, gas, water, necessary clothing, transportation and prescriptions. Basic telephone service may be paid if necessary for health and safety reasons."

Towns must also help with "maintenance" items such as paper products, household supplies, diapers, etc. Towns should pay security deposits if necessary to obtain housing. Necessary medical costs should be paid if there is no other way to obtain essential medical services."

Program Changes and/or Highlights From The Past Year

Significant changes and highlights include:

- Demand for dental services is expanding significantly with an 17% increase over the previous year..
- Demand for homeless assistance is expanding significantly and is benefiting from the partnership with the Exeter Police Department. Homeless assisted is 63% over the previous year.
- The dedicated senior pantry day has been very successful and may lead to additional senior services.
- Substance abuse counseling was introduced as a new program.

Society of St. Vincent de Paul Exeter

	Jan - Dec 2016 Actuals	2017 Budget	Proposed 2018 Budget
Ordinary Income/Expense			
Income			
4 · Contributed support			
4010 · Indiv/business contribution			
4010.01 · Individual Donations	101,105	106,161	132,701
4010.02 · Memoriam Donations	13,131	13,788	15,166
4010.03 · Business Donations	157,076	264,576	196,344
Total 4010 · Indiv/business contribution	271,312	384,524	344,211
Total 4 · Contributed support	271,312	384,524	344,211
5 · Earned revenues			
5310 · Interest-savings/short-term inv			
5310.02 · SCU Certificate #89/80 Interest	330		
5310.12 · Fuel Aid Fund - SCU 85/81/77/69	63		
5310.15 · Service Credit Union CD #67	409		
5310.18 · SCU Savings Acct Interest	1		
Total 5310 · Interest-savings/short-term inv	802	1,400	1,470
5490 · Miscellaneous revenue	3,736	4,000	5,000
Total 5 · Earned revenues	4,538	5,400	6,470
Total Income	275,850	389,924	350,681
Expense			
7000 · Grant & contract expense			
7010 · Contracts - program-related	2,085	2,915	3,498
7020 · Grants to other organizations	3,842	4,000	5,000
7050 · Specific assistance - ind			
7050.01 · Food	58,471	64,318	67,534
7050.02 · Rent	12,747	13,384	14,053
7050.03 · Emergency Housing	1,602	1,682	1,766
7050.04 · Auto Repairs	3,964	4,163	4,371
7050.05 · Auto Fuel Voucher	275	289	303
7050.06 · Auto Payment/Registration	218	229	241
7050.07 · Dental & Medical	6,243	6,555	6,882
7050.08 · Utilities	1,456	1,529	1,605
New Program 1		20,000	10,000
New Program 2		25,000	12,500
7050.10 · Other Client Aid	2,024	2,125	2,657
Total 7050 · Specific assistance - ind	87,000	139,274	121,912
7060 · Benevolent Fund Expenses	989	1,000	1,250
Total 7000 · Grant & contract expense	93,916	147,189	131,660
7200 · Salaries & related expenses			
7210 · Officers & directors salaries	42,474	44,173	46,381
7220 · Salaries & wages - other	13,844	14,398	21,552
7250 · Payroll taxes			
7251 · Employer Social Security	3,492	3,631	4,213
7252 · Employer Medicare	817	849	985
7253 · EmployerSUI	453	471	547
Total 7250 · Payroll taxes	4,762	4,952	5,744
7260 · Workmens' Comp Insurance	2,210	2,298	2,666
Total 7200 · Salaries & related expenses	63,289	65,820	76,344

Society of St. Vincent de Paul Exeter

	Jan - Dec 2016 Actuals	2017 Budget	Proposed 2018 Budget
7500 · Other personnel expenses			
7520 · Accounting fees	1,000	1,150	1,150
Total 7500 · Other personnel expenses	1,000	1,150	1,150
8100 · Non-personnel expenses			
8110 · Supplies	3,724	3,910	4,106
8130 · Telephone & telecommunications	2,218	2,329	2,445
8140 · Postage, shipping, delivery	1,550	1,628	1,709
8170 · Printing & copying	877	921	967
Total 8100 · Non-personnel expenses	8,369	8,788	9,227
8200 · Occupancy expenses			
8211 · Hskpg & Maint - Interior	8,338	8,755	9,193
8213 · Maint & Care - Grounds	1,208	1,269	1,332
8215 · Maint & Care - Dental Van	1,216	1,642	1,724
8216 · Dental Van Fees	155	163	163
8217 · Hskpg - Dental Van	4,653	6,281	6,595
8220 · Utilities	12,917	14,209	14,919
8221 · Alarm Monitoring Service	500	500	500
8222 · Inspection Fee	150	150	150
8250 · Mortgage interest	9,323	9,250	8,788
Total 8200 · Occupancy expenses	38,460	42,218	43,363
8300 · Travel & meetings expenses			
8310 · Travel			
8310.02 · Van Gas, Oil, Permits, Maint.	1,264	2,111	2,217
Total 8310 · Travel	1,264	2,111	2,217
8320 · Conference, convention, meeting	502	750	1,000
Total 8300 · Travel & meetings expenses	1,766	2,861	3,216
8400 · Depreciation & amortization exp			
8410 · Depr Building & Improvements			
8410.01 · Building Purchase & Improvement	9,211	9,211	9,211
8410 · Depr Building & Improvements - Other	1,890	1,890	1,890
Total 8410 · Depr Building & Improvements	11,101	11,101	11,101
8420 · Depr Furn, Fixt & Equip			
8420.02 · Cooler - 3 Door	377	377	377
8420.03 · Freezer - 3 Door	684	684	684
8420.04 · Freezer - 2 Door	513	513	513
8420.05 · Vertical Conveyor	2,162	2,162	2,162
8420.06 · Other Warehouse Equipment	4,098	5,000	6,000
8420.07 · Remote 3 Dr Freezer	300	300	300
Total 8420 · Depr Furn, Fixt & Equip	8,134	9,036	10,036
8430 · Depreciation - Vehicles			
8430.02 · Depreciation Dental Van	15,413	21,600	25,920
8430.03 · Depreciation Dodge Ram Van	6,730	6,730	6,730
Total 8430 · Depreciation - Vehicles	22,143	28,330	32,650
Total 8400 · Depreciation & amortization exp	41,378	48,467	53,787

Society of St. Vincent de Paul Exeter

	Jan - Dec 2016 Actuals	2017 Budget	Proposed 2018 Budget
8500 · Misc expenses			
8520 · Insurance - non-employee			
8520.01 · Vehicle Insurance	1,610	3,600	3,780
8520.02 · Directors & Officers Insurance	795	835	876
8520.03 · Property & Liability Insurance	5,004	5,254	5,517
Total 8520 · Insurance - non-employee	7,409	9,689	10,173
8530 · Membership dues - organization	1,621	2,026	2,128
8540 · Staff development	1,235	1,544	1,698
8560 · Outside computer services	2,445	3,668	5,501
8570 · Fund Raising & Advertising Exp			
8570.02 · RiverWoods Gala 2014 Expense	218		
8570.03 · PayPal Fees	514	1,028	1,336
8570 · Fund Raising & Advertising Exp - Other	3,219	4,024	5,029
Total 8570 · Fund Raising & Advertising Exp	3,951	5,052	6,366
8590 · Other expenses	183	365	384
Total 8500 · Misc expenses	16,843	22,343	26,250
Total Expense	265,022	338,836	344,997
Net Ordinary Income	10,828	51,088	5,684
Net Income	10,828	51,088	5,684

Notes: A portion of the Net Income will be used to reduce the mortgage principal.

A portion of the Net Income will be used to purchase capital equipment such as computer equipment and software and for dental van equipment.

Society of St. Vincent de Paul Exeter
Balance Sheet

As of December 31, 2016

Dec 31, 16

ASSETS

Current Assets

Checking/Savings

1040 · Petty Cash - O	25.25
1070 · Savings & short-term investment	
1070.02 · Provident Bank Checking Acct.-O	11,246.01
1070.03 · Service Credit U Check Acct - O	58,720.51
1070.04 · Service Credit U Save Acct - O	5.70
1070.07 · Fuel Aid Relief Fund - O	
1070.74 · Fuel Aid Jaye Garnett Fund	920.93
Total 1070.07 · Fuel Aid Relief Fund - O	920.93
1070.10 · Building Fund - O	150.00
1070.12 · Eventide Home Grant - G	24,913.61
1070.13 · RiverWoods Gala - G	3,120.00
1070.24 · Maull-Fountain Fdn - G	638.00
1070.25 · Systemic Change- Natl SVdP - G	1,798.28
1070.26 · Fuel Voucher Funds - G	225.00
1070.28 · Delta Dental Grant - G	1,075.35
1070.29 · NH Charitable Foundation - G	1,969.15
Total 1070 · Savings & short-term investment	104,782.54
1075 · Certificates & Savings	
1075.02 · SCU Certificate #70 - R	17,397.13
1075.15 · SCU Certificate #0 - R	21,424.55
1075.17 · SCU Certificate #0/68 - R	3,329.01
Total 1075 · Certificates & Savings	42,150.69
1076 · Gift Cards	
1076.01 · Gift Cards Food Purchases - O	850.00
1076.02 · Gift Cards Emergencies - R	230.00
1076.08 · Fuel Vouchers - G	20.00
Total 1076 · Gift Cards	1,100.00
1078 · Salvation Army Vouchers - G	1,500.00

Total Checking/Savings 149,558.48

Total Current Assets 149,558.48

Fixed Assets

1610 · Land - operating	159,131.00
1620 · Buildings - operating	
1620.01 · Building Expansion	191,337.95
1620 · Buildings - operating - Other	262,362.30
Total 1620 · Buildings - operating	453,700.25
1640 · Furniture, fixtures, & equip	
1640.02 · Cooler - 3 Door New	3,774.00
1640.03 · Freezer - 3 Door New	6,838.00
1640.04 · Freezer - 2 Door New	5,125.00
1640.05 · Vertical Conveyor New	21,620.90
1640.06 · Other Warehouse Equipment	41,832.75

Society of St. Vincent de Paul Exeter
Balance Sheet

As of December 31, 2016

	<u>Dec 31, 16</u>
1640.07 · Freezer - Remote 3 Door Used	3,000.00
Total 1640 · Furniture, fixtures, & equip	82,190.65
1650 · Vehicles	
1650.02 · 2002 Airstream Dental Van	90,398.46
1650.03 · 2014 Dodge Ram ProMaster	33,649.00
Total 1650 · Vehicles	124,047.46
1725 · Accum depr - building	-37,254.04
1745 · Accum deprec- furn,fix,equip	
1745.02 · Cooler - 3 Door	-786.25
1745.03 · Freezer - 3 Door	-1,424.50
1745.04 · Freezer - 2 Door	-1,997.98
1745.05 · Vertical Conveyor	-6,328.81
1745.06 · Other Warehouse Equipment	-10,069.12
1745.07 · Remote 3 Dr Freezer	-325.00
Total 1745 · Accum deprec- furn,fix,equip	-20,931.66
1755 · Accum deprec - vehicles	
1755.02 · Depreciation Dental Van	-35,612.42
1755.03 · Depreciation Dodge Ram Van	-15,142.14
Total 1755 · Accum deprec - vehicles	-50,754.56
Total Fixed Assets	710,129.10
TOTAL ASSETS	<u>859,687.58</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2010 · Accounts payable	-110.92
Total Accounts Payable	-110.92
Total Current Liabilities	-110.92
Long Term Liabilities	
2730 · Mortgages payable	
2730.02 · Service Credit Union	232,375.72
Total 2730 · Mortgages payable	232,375.72
Total Long Term Liabilities	232,375.72
Total Liabilities	232,264.80
Equity	
3001 · Opening Bal Equity	616,616.29
3010 · Unrestrict (retained earnings)	76.11
Net Income	10,730.38
Total Equity	627,422.78
TOTAL LIABILITIES & EQUITY	<u>859,687.58</u>

Society of St. Vincent de Paul Exeter

Board of Directors

Cleo Castonguay – President and Board Chair

Helen Clement – Vice President

Dwight Totten – Treasurer

Catrina Gaynor – Secretary

Rachael Ela

Eileen Flockhart

Leah Grant

Kevin Joyce

Patricia Lovejoy

Rick Mahoney

Richard Martell



Society of
Saint Vincent
de Paul Exeter

We Help People
Community Assistance Center

Society of St. Vincent de Paul Exeter Another Year of Helping People - 2016

The following is the recap of assistance to those in need that has been provided at SVdP's Community Assistance Center by the 200+ volunteers. Your help is needed more than ever. The cost of living is rising with food and housing topping the list. We witness the effects of tough times in the faces of our clients – the poor, unemployed and under employed including the working poor.

- Distributed over 357,600 pounds of food with a retail value of over \$1,075,000 during 3,162 Exeter area client household visits to the food pantry. That is over 310,000 meals. We offer a full selection of meat, dairy, produce, bakery, packaged food and personal care items.
- A dedicated monthly food pantry session with free transportation was established for seniors in June with an average participation of 24 senior client households per month.
- Provided emergency dental care and preventative dental hygiene care to 371 clients, many subsidized.
- Saved 14 households from eviction.
- Helped 76 families and individuals with various crisis assistances - overdue utility payments, medical assistance, emergency housing and vehicle repairs and payments so people could continue to work.
- Assisted 56 families and individuals with financial counseling, budget balancing and resolution.
- Aided 77 homeless families and individuals with referrals to shelters, emergency supplies, food and transportation.
- Our Community Assistance Center offers office hours for NH Employment and Security, Fuel Assistance, Income Tax Preparation by VITA, Homeless Assistance, Families First Medical Van and the SVdP Dental Van.

Only through your kind support are we able to continue this work.

53 Lincoln Street, PO Box 176 Exeter, NH • (603) 772-9922

svdp@svdpexeter.com • www.svdpeXeter.com



Society of
Saint Vincent
de Paul Exeter

We Help People
Community Assistance Center

Society of St. Vincent de Paul Exeter Another Year of Helping People – Thru July 2017

The following is an interim recap of assistance to those in need that have been provided through July at SVdP's Community Assistance Center by the 170+ volunteers. Our fiscal year is the calendar year. Only through the support of donations and grants are we able to continue this effort.

- Distributed over 194,210 pounds of food with a retail value of over \$582,600 during 1,634 Exeter area client household visits to the food pantry. That is over 168,315 meals. We offer a full selection of meat, poultry, dairy, produce, bakery, packaged food and personal care items.
- A monthly dedicated food pantry session with free transportation was established for seniors in 2016 with an average participation of 25 senior client households per month.
- Provided emergency dental care and preventative dental hygiene care to 258 clients, many subsidized.
- Saved 6 households from eviction.
- Helped 42 families and individuals with various crisis assistances - overdue utility payments, medical assistance, emergency housing and vehicle repairs and payments so people could continue to work.
- Assisted 42 families and individuals with financial counseling, budget balancing and resolution.
- Aided 85 homeless families and individuals with referrals to shelters, emergency supplies, food and transportation.
- Our Community Assistance Center offers office hours for NH Employment and Security, Fuel Assistance, Income Tax Preparation by VITA, Homeless Assistance, Families First Medical Van and the SVdP Dental Van.

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