

Grant Proposal:
Carson City Community
Support Services Grant

2007/2008

Funding Request: \$9,000



Advocates To End
Domestic Violence

Post Office Box 2529
Carson City, Nevada 89702
883-7654

**CARSON CITY
APPLICATION FOR GRANT FUNDS
FISCAL YEAR 2007-2008
GENERAL INFORMATION**

NAME: Advocates To End Domestic Violence **PHONE:** 883-7654 **FAX:** 883-0364

MAILING ADDRESS: Post Office Box 2529

CITY: Carson City, Nevada **ZIP:** 89702

CONTACT NAME: Lisa M. Lee **PHONE:** 883-7654 **FAX:** 883-0364

ADDRESS: Same

CITY: Same **ZIP:** Same

1. PURPOSE OF ORGANIZATION:

Advocates to End Domestic Violence believes in the worth, dignity, and uniqueness of individuals, their ability and responsibility to affect change in their lives, and the right to live free from violence. The purpose of Advocates to End Domestic Violence is to provide services for the victims of domestic violence that will aid them and their families to end the violence in their lives and move toward self-sufficiency.

2. TOTAL ANNUAL BUDGET: \$882,300

3. HOW LONG ORGANIZED:

Advocates to End Domestic Violence was founded in 1979 and incorporated in 1981.

4. TAX I.D. #: 94-2665387

5. PLEASE PROVIDE THE FOLLOWING FISCAL INFORMATION ABOUT YOUR ORGANIZATION:

	LAST YEAR	PRESENT YEAR	NEXT YEAR- Projected
INCOME:	\$880,043	\$882,300	\$882,750
EXPENSES:	\$867,158	\$872,050	\$872,162
RESERVES:	\$12,885	\$10,250	\$10,588

PROGRAM/PROPOSAL

6. TITLE OF PROPOSAL: Emergency Shelter Program

7. PROGRAM DIRECTOR: Lisa M. Lee

8. PHONE: 883-7654 **FAX:** 883-0364

9. ADDRESS: Post Office Box 2529

10. CITY: Carson City, Nevada **ZIP:** 89702

CARSON CITY APPLICATION FOR GRANT FUNDS

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11. PROGRAM/PROPOSAL OBJECTIVES AND BRIEF DESCRIPTION:

PROGRAM GOAL:

The 51-bed emergency shelter is the cornerstone of the crisis intervention and support services which Advocates provides to victims of domestic violence and their children. Advocates' programs are structured to provide not only safe haven, but the opportunity to break the cycle of abuse that has darkened the lives of victims. Families receive needed resources to work toward independence and self-sufficiency, encouraging lives free of abuse and violence.

OBJECTIVE:

Provide shelter and support services to enable victims who are fleeing abusive relationships to regain control of their lives and work toward self-sufficiency. For this to happen, victims need more than a bed for a night or two. Advocates works individually with clients to secure restraining orders, job training, employment, childcare, legal aid, clothing, counseling, and housing. In 2006, Advocates provided victims and their children with **5,606 nights of shelter and protection**. As Carson City continues to grow, so does the responsibility to provide services and opportunities to those in our community who are in need.

12. PRIMARY PURPOSE OF THE GRANT:

Funding will be combined with other raised resources to provide emergency shelter and support services to victims of domestic violence and their dependent children. Each victim's needs and circumstances are different. Some victims may only utilize the shelter for a short time until a restraining order is issued or transportation out of town is arranged, while others may need additional time and assistance to regain control of their lives.

13. DATES OF PROJECT OR USE OF FUNDS: July 1, 2007 through June 30, 2008.

14. TOTAL AMOUNT OF FUNDS REQUESTED FROM CARSON CITY: \$9,000

Although the number of families seeking help continues to increase, Advocates understands that limited funds are available for community social services, and has **reduced our annual request by 10%** from \$10,000 to **\$9,000**.

15. TOTAL COST OF PROJECT: \$123,981

As the cost of living increases, so does the cost of sheltering victims. The expense of providing emergency shelter includes: utilities, insurance, rent, food, support staff, etc.

16. LAST YEAR'S PROJECT BUDGET: \$121,656

**NOTE: PLEASE ATTACH A COPY OF YOUR BUDGET FROM LAST YEAR.*

Last year, Advocates was fortunate to receive **\$10,000** in grant funds from Carson City.

17. THIS YEAR'S PROJECT BUDGET: \$123,981, of which \$9,000 is requested from Carson City. **NOTE: PLEASE ATTACH A COPY OF YOUR BUDGET*

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18. PERCENT OF FUNDS TO BE UTILIZED FOR ADMINISTRATIVE COSTS (i.e. SALARIES):

Advocates will not utilize requested City funds for administrative costs. All funds received will go toward **direct client services**.

19. PREVIOUS CITY SPONSORED GRANT FUNDING RECEIVED, IF ANY:

These funds have always been allocated toward the direct cost of providing shelter.

YEAR: 92-93	AMOUNT: \$7,000	YEAR: 00-01	AMOUNT: \$10,000
YEAR: 93-94	AMOUNT: \$3,500	YEAR: 01-02	AMOUNT: \$10,000
YEAR: 94-95	AMOUNT: \$10,000	YEAR: 02-03	AMOUNT: \$10,000
YEAR: 95-96	AMOUNT: \$15,000	YEAR: 03-04	AMOUNT: \$9,700
YEAR: 96-97	AMOUNT: \$10,000	YEAR: 04-05	AMOUNT: \$10,000
YEAR: 97-98	AMOUNT: \$10,000	YEAR: 05-06	AMOUNT: \$10,000
YEAR: 98-99	AMOUNT: \$10,000	YEAR: 06-07	AMOUNT: \$10,000
YEAR: 99-00	AMOUNT: \$10,000		

20. DESCRIBE IN DETAIL HOW FUNDS WILL BE USED, i.e., AMOUNT, PURPOSE:

The funds requested will be utilized to provide emergency shelter to victims of domestic violence and their children. The funds will be allocated to **two areas** of the shelter program for direct client services.

SHELTER: Advocates was founded in 1979, and began providing shelter services in 1982, utilizing a rented two bedroom apartment. As the need in our community for emergency shelter grew, Advocates relocated the facility to larger buildings (a 4-plex and duplex), expanding capacity from seven to fifty-one victims. The emergency shelter is divided into apartments, each equipped to provide a safe and comfortable environment that serves as a temporary home.

As a small not-for-profit with limited resources, Advocates is diligent in managing expenses. The fiscal responsibility of providing shelter requires a joint combination of multiple grants, fundraising efforts, and donations to make it financially possible. Advocates appreciates that Carson City faces many financial challenges, and is currently unable to assist needed social service agencies at past funding levels. In consideration of this, Advocates is reducing our grant request by ten percent and hopes to make up the difference through increased fundraising efforts without having to reduce services.

Of the \$9,000 requested, a total of **\$4,400** will be utilized toward direct shelter costs. Of these funds, **\$1,500** will be used towards \$31,020 of estimated utility costs. **\$1,500** will go to purchase \$11,350 of food items to supply over 16,500 meals. The remaining balance of **\$1,400** will be used toward the maintenance and improvements of over 9,600 square feet of shelter facilities, plus over two acres of grounds. The funds requested will be combined with an estimated \$113,981 of additional funding that will be raised by leveraging other grant sources, donations, and fundraisers.

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Client Resource Coordinator: The remaining requested funds of **\$4,600** will be matched by \$25,900 toward the position of Client Resource Coordinator. This full time position works individually with each shelter client, providing case management and securing resources such as: job training, employment, child care, counseling, transportation, and permanent housing. The majority of clients with whom we work have been victimized for many years. Due in part to isolation, intimidation, or limited education, victims often need individual aid in completing forms, locating services, and meeting goals they have set in order to become **self-sufficient** of their abuser, as well as the shelter. This position is **vital** to enabling victims to become independent and self-sufficient.

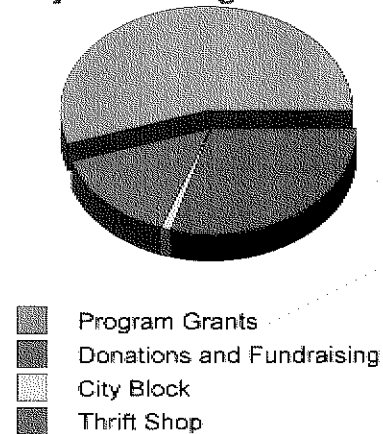
For the past twenty-one years, Advocates has been fortunate to rent its buildings from the state at a reduced and affordable rate. Unfortunately, the state has long-term plans for the properties, which may require Advocates to relocate both office and shelter programs in the future. As this is a strong possibility, Advocates is investigating funding sources that would enable Advocates to continue providing shelter and services to residents of Carson City.

21. DESCRIBE YOUR EFFORTS TO OBTAIN OTHER SOURCES OF FUNDING: (i.e., Private Sector, Private Non Profit, Other Governmental Sources)

The total combined cost of this necessary program is estimated to be \$123,981. Advocates will raise the matching funds of \$114,981 through such sources as: Emergency Shelter Grant, Marriage License, United Way, TANF, Family Violence Prevention, and donations and fundraisers.

All known sources of revenue have been investigated in order to provide needed services to victims throughout the Carson City community. In the early 80's, the Legislature attached a fee to marriage licenses. These fees are collected by the State and allocated to each county according to population. Marriage license fees have allowed domestic violence crisis intervention programs to be established throughout Nevada, and have remained a staple of limited funding. Marriage license fees are estimated to account for 14% of Advocates' anticipated overall 2007/08 budget.

Projected Program Revenue



22. IS FUNDING INTENDED TO BENEFIT THE CITIZENS OF CARSON CITY? HOW?

Domestic violence plays a key role in a number of contemporary social problems that plague our city, including: homelessness, child abuse, substance abuse, and poverty.

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The provision of emergency shelter is one of the most life-saving services that a community can provide for battered women. Victims and their children turn to shelters when they have no other protective housing option. Although domestic violence is experienced by individuals and families of all socio-economic levels, shelters primarily serve those with low incomes and few resources.

- 23. NUMBER OF RESIDENTS LOCALLY REQUESTED FUNDING WILL BENEFIT:**
A minimum of 6,000 nights of shelter and 16,500 meals will be provided, with at least **130 women and children** directly benefitting from the shelter. The Client Resource Coordinator works one-on-one with victims to provide **opportunities** that lead toward independence and self-sufficiency. It is difficult to estimate the total number of Carson City residents who will benefit from the community's support of a shelter for victims of domestic violence, as families, friends, employers, schools, hospital, police, etc., indirectly benefit from the crisis intervention services provided.

- 24. WHAT PERCENTAGE OF INDIVIDUALS SERVED BY YOUR AGENCY ARE RESIDENTS OF OTHER CITIES/COUNTIES?**

For many years, Washoe County and Carson City offered the only shelters for victims of domestic violence in Northern Nevada. Currently, Washoe County has three non-profit agencies that work to meet the shelter needs of victims. In addition, both Lyon and Douglas counties are also able to provide shelter services. When a victim is terrified, and unable to remain in their home or community due to safety concerns or lack of shelter services, they often must flee to find protection. Advocates' priority is to assist residents of Carson City, and when space is available, victims with a direct connection to our community such as current employment, schooling, medical need, or family members who are willing to aid with support and financial assistance.

Of the clients we assisted from outside our direct service area in 2006, 93% were able to become self-sufficient, obtaining employment and housing, making Carson City their home. The remaining 7% either returned to their homes or relocated out of the area for safety concerns. During the same reporting period, the average victim sheltered was 33 years old, unmarried, mother of two children under the age of five, without transportation, and unemployed. In addition, 62% were Caucasian, 21% African American, 11% were Hispanic, with the remaining comprised of Native American, Asian, and Mid-Eastern clients.

- 25. IF YOUR AGENCY DOES SERVE RESIDENTS FROM OTHER CITIES/COUNTIES, WHAT AMOUNT OF FUNDING DOES THAT CITY/COUNTY PROVIDE?** Due to a limited population base, Advocates currently receives a Marriage License grant to provide crisis intervention services to Storey County. Advocates does not receive funding from any other county, nor does Advocates generally provide services to out of county victims who do not have a **direct** connection to the community of Carson City.

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26. DO YOU IN TURN CHARGE THE PUBLIC FOR SOME TYPE OF SERVICE:

Yes _____ No XX

IF SO, HOW MUCH? _____

27. WHAT WOULD YOU EXPECT TO COLLECT IN SERVICE FEES OVER THE FISCAL YEAR: \$ 0

28. HOW DOES YOUR ORGANIZATION ANTICIPATE TO BENEFIT FROM THIS FUNDING?

Providing services to victims and their children allows Advocates to affect long-term change in the lives of families, as well as our community.

29. DOES YOUR PROGRAM/PROPOSAL ENHANCE CARSON CITY'S ABILITY TO PROVIDE FOR THE HEALTH, SAFETY & GENERAL WELFARE OF THIS COMMUNITY?

The 2006 Violence Police Center report ranked Nevada **fifth in the nation** for women murdered by men. On a local level, the 2005 Nevada Department of Motor Vehicles and Safety cited Carson City as the third highest county in the state for incidents of domestic violence. During a recent local Point In Time homeless survey, domestic violence was listed among in the top five factors leading to homelessness by participants.

A community is judged by the services it provides to those in need. Since 1982, Advocates has provided shelter services to victims of domestic violence in the Carson City area. However, it was not until the 90's that the City of Carson provided financial assistance toward these services.

The number of victims sheltered does not account for the number of victims whom we assist with protection and stalking orders that enables them to remain in their own home, avoiding the community cost of becoming homeless. Advocates, with the support and help of Carson City, has the opportunity to furnish the tools and support that enable families to break the cycle of abuse for themselves and their children.

30. DOES YOUR PROGRAM/PROPOSAL PROVIDE ANY IN-KIND SERVICES TO CARSON CITY?

Advocates provides community education on the issues of domestic violence to the Carson City community. This includes personnel training for the Carson City Sheriff's Department, Carson Tahoe Hospital, middle and high school students, churches, and clubs, to name a few. In addition, Advocates staffs three Victim Advocates positions at the court house, providing direct assistance with protection and stalking orders, as well as court accompaniments. This program costs over \$85,000 annually and benefits not only victims, but also reduces the Justice Court staffing cost. In both Washoe and Clark counties, the domestic violence agencies provide similar programs which are funded through the county. Advocates provides this service without financial assistance from Carson City.

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31. DOES YOUR PROGRAM/PROPOSAL HAVE MATCHING FUNDS, IF SO, PLEASE DELINEATE.

Advocates has received matching funds from: Emergency Shelter Grant, Marriage License grant, TANF, and United Way, with the remaining balance generated by donations and fundraisers. In fiscal year 2006, Advocates raised over 12% of the agency revenue through donation and raising efforts, and 30% through thrift shop sales, with the balance generated by program specific grants.

32. HOW WILL YOUR PROGRAM/PROPOSAL ENHANCE THE IMAGE OF THE COMMUNITY?

The issues surrounding domestic violence have long been regarded as a "family secret". By providing services for victims and their children, our community demonstrates that we care and are willing to assist families in **reestablishing their homes and futures**. As our community grows, it is necessary to keep pace with services that aid those in need.

33. DOES YOUR PROGRAM/PROPOSAL HAVE THE POTENTIAL TO BECOME SELF-SUPPORTING, IF SO, DESCRIBE HOW?

Advocates produces annual fund raising events, and secures grant revenues to fund program costs. In an effort to stabilize funding, Advocates opened a thrift shop in July, 1998. The funds raised through this venture offset program costs and has allowed Advocates to increase services to the community.

34. ARE YOU AWARE OF ANY OTHER PRIVATE SECTOR/NON-PROFIT/GOVERNMENTAL/AGENCIES IN THE AREA PROVIDING THE SAME SERVICES AS YOUR PROGRAM/PROPOSAL? (IF YES, PLEASE EXPLAIN HOW YOUR PROJECT WILL COMPLIMENT OTHER EXISTING PROGRAMS?)

Advocates To End Domestic Violence is the **only agency** that provides shelter and crisis intervention services to domestic violence victims in the Carson City area. Advocates works in a collaborative effort with other social service organizations and agencies in order to provide a full range of opportunities and services for the clients we serve.

35. DESCRIBE IN DETAIL HOW THE COMMUNITY WILL BE MADE AWARE AND IN TURN BENEFIT FROM THE PROPOSED PROGRAM/PROPOSAL?

Advocates utilizes local media to raise **public awareness** of the issues concerning domestic violence, as well as the crisis intervention services available to victims. In addition, Advocates works with social service agencies and local groups to provide information about our programs, guidelines, and services.

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36. DESCRIBE HOW THE RESULTS OF THE PROGRAM/PROPOSAL WILL BE MEASURED:

Advocates utilizes two forms to evaluate the effectiveness of the shelter program. The first involves client input and evaluation. Weekly, shelter clients anonymously evaluate the program, grading the services and staff. In addition, clients complete an exit interview that involves evaluating each portion of the program and its effectiveness, as well as suggestions on how services could be expanded or improved.

The second component involves an Outcome Matrix that has been designed to evaluate a victim's level of self-sufficiency and determine the areas where assistance is needed. The matrix is utilized at scheduled intervals as clients progress through the program and measures nineteen key factors that include employment, mobility, health care, and life skills. As a victim works toward self-sufficiency, securing employment and resources, the matrix evaluates their progress and provides a tested method of measuring program effectiveness.

The Client Resource Coordinator (CRC) meets daily with shelter clients to develop a plan and secure needed resources. In addition, the CRC works individually with clients to set both short and long term goals. These goals are documented and tracked to ensure that clients are working toward independence and self-sufficiency, which will enable them to move from the shelter into their own home.

The shelter isn't just a bed in the middle of four walls, it's a warm and friendly environment furnished to encourage families to feel comfortable and safe. Programs are developed and implemented that give victims **opportunities and alternatives** to living in an abusive relationship, enabling them to work toward self-sufficiency. Through daily contact, clients receive the individual attention necessary to secure resources and assistance to become independent of their abusers, as well as the shelter, and provide their children with a violence-free lifestyle. It is not enough to just provide a bed and food. We must also provide the opportunity for long term change; otherwise, the shelter becomes a revolving door, only capable of applying a band-aid to the issues of abuse and homelessness.

Advocates' programs work to provide victims in need with the opportunity to change their lives and the future of their children. In calendar year 2006, of the clients who completed the five month shelter program, **84% did not** return to the abusive relationship.

Projected Shelter Budget

ADVOCATES TO END DOMESTIC VIOLENCE
SHELTER SUPPORT PROGRAMS
JULY 1, 2007 THROUGH JUNE 30, 2008

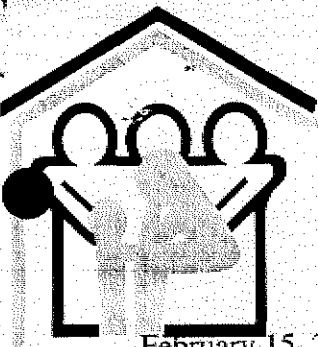
COST CATEGORY	GRANT COST CONTRIBUTIONS	OTHER MONETARY IN-KIND	TOTAL PROGRAM COST
Salaries			
Client Resource Coordinator 40 hours per week/plus after hour emergency intervention	\$4,600	\$25,900	\$30,500
Shelter Manager (on site 24-hours)	0	7,200	7,200
Withholding/Benefits	0	10,386	10,386
Sub-Total	\$4,600	\$43,486	\$48,086
Shelter Expenses:			
Utilities	1,500	29,520	31,020
Food	1,500	9,850	11,350
Maintenance	1,400	9,035	10,435
Insurance	0	5,990	5,990
Operating Supplies	0	7,450	7,450
Rent	0	6,300	6,300
Client Expenses	0	2,350	2,350
Sub-Total	\$4,400	\$70,495	\$74,895
TOTAL	\$9,000	\$113,981	\$122,981

*These salaries only reflect the staff that is primarily responsible for working daily with shelter clients. They do not reflect other shelter programs and services that work with clients and their children, (i.e., parenting coordinator, support group facilitators, counselors, or life skills coaches).

Current Shelter Budget
 ADVOCATES TO END DOMESTIC VIOLENCE
 SHELTER SUPPORT PROGRAMS
 JULY 1, 2006
 THROUGH JUNE 30, 2007

COST CATEGORY	GRANT COST CONTRIBUTIONS	OTHER MONETARY IN-KIND	TOTAL PROGRAM COST
Salaries			
Client Resource Coordinator 40 hours per week/plus after hour emergency intervention	\$4,600	\$23,900	\$28,500
Shelter Manager (on site 24-hours 7 days)	0	7,200	7,200
Taxes/Withholding	0	9,216	9,216
Sub-Total	\$4,600	\$40,316	\$44,916
Shelter Expenses:			
Utilities	1,800	27,700	29,500
Food	1,500	9,650	11,150
Maintenance	2,100	9,035	11,135
Insurance	0	5,880	5,880
Operating Supplies	0	7,250	7,250
Rent	0	6,300	6,300
Client Expenses	0	2,355	2,355
Sub-Total	\$5,400	\$68,170	\$73,570
TOTAL	\$10,000	\$108,486	\$118,486

**These salaries only reflect the staff that is primarily responsible for working daily with shelter clients. They do not reflect other shelter programs and services that work with clients and their children, (i.e., parenting coordinator, support group facilitators, counselors, or life skills coaches).*



Advocates to End Domestic Violence

P.O. Box 2529 ■ Carson City, NV 89702 ■ (775) 883-7654 ■ Fax (775) 883-0364

February 15, 2007

RECEIVED

FEB 16 2007

CARSON CITY
EXECUTIVE OFFICES

Liz Teixeira
Administrative Assistant
City of Carson
201 North Carson Street, Suite #2
Carson City, Nevada 89706

Dear Ms. Teixeira:

The following is the mid-year report detailing Advocates To End Domestic Violence grant expenditures of funds awarded by the Board of Supervisors under the Community Service Block Grant for the fiscal year 2006/2007. As you are aware, Advocates was fortunate to receive funding in the amount of **\$10,000** to be used to provide services to victims of domestic violence.

Objective I:

Funding in the amount of \$4,600 to be utilized towards the salary cost of the full time Client Resource Coordinator position. Advocates will match these funds with an additional \$20,940 from other funding sources for the total program cost. The Resource Coordinator works one-on-one with victims of domestic violence both from the shelter and in the community to provide assistance toward independence and self-sufficiency. Each shelter client will receive a minimum of 4 hours each week with the Client Resource Coordinator working to re-establish their lives and become self-sufficient.

Goals Met for Objective I:

From July 1, 2006 through December 31, 2006, the shelter provided 2,965 nights of shelter to women and children. Each shelter client meets weekly with the Client Resource Coordinator to establish and review goals. Goals are structured to be short and long-term, guiding clients toward self-sufficiency and independence. A long-term goal may be completing GED or ESL classes, securing employment, purchasing a car and securing long term housing. In addition, the Advocates office provided 5,930 referrals to victims that were not residing in the shelter. These referrals/resources included: housing, job training, legal aid, medical needs, child care, welfare, counseling, G.E.D. classes, and employment.

A total of **\$4,600** was allocated towards the Client Resource Coordinator position. As the budget will detail, **\$2,300.04** has been utilized toward this position, leaving a remaining balance of **\$2,299.96** to be expended by June 30.

Objective II:

Shelter costs (\$5,100) include: \$1,800 of the estimated \$29,320 needed for utility costs. Advocates will be matching the remaining \$27,520. An additional \$1,500 will go toward the total cost of \$11,150 for food. The balance of \$2,100 will be used toward general shelter maintenance and improvements to the shelter facility.

Goals Met to Date for Objective II:

The emergency shelter has provided needed housing to a total of **71 victims of domestic violence**. The make-up of shelter clients included: 61% Caucasian, 22% African American, 11% Hispanic, and the remaining Asian and Native American. As of December 31, a total of **2,965 nights of shelter** has been provided with **8,895 meals** provided to families in the shelter. Working with HUD, we have been able to secure necessary low-income housing for many families, enabling them to move from the shelter into their own home. A primary goal of the agency is to provide opportunities for families in need to become self-sufficient, and able to provide for their children. The shelter gives families the opportunity to re-evaluate the violence in their lives and work toward breaking cycles of abuse, and becoming independent.

Shelter Utilities

The continuation of high utility costs remains an on-going issue of funding concern. We have installed storm windows, extra installation, and locked thermostats toward curbing these costs. A total of **\$1,800** was allocated towards utilities for the shelter. As of December 31, the shelter has utilized a total of **\$902.97** leaving a balance of **\$897.03**.

Shelter Maintenance

The shelter is made up of two buildings, providing a total of 51 beds, and offering victims to stay up to five months. A total of **\$2,100** was allocated towards the general maintenance and improvement of the shelter. As of December 31, **\$1,573.23** has been expended leaving a balance of **\$526.75** to be expended by June 30.

Shelter Food

Advocates is fortunate to receive generous donations of canned and dry food items from the community. Advocates is the beneficiary of two community food drives each year. During this past six months, we participated in the "KTVN Share Your Holiday" food drive. Through fundraising efforts and grant sources, Advocates supplies needed items; fresh meats and produce to families during their shelter stay. Local donations are always accepted and the clients enjoy the variety of items that are donated. A total of **\$1,500** was allocated towards the purchase of food items, of which **\$102.33** has been expended leaving a remaining balance of **\$1,397.67**.

Providing shelter to families fleeing from domestic violence can be very challenging and stressful, requiring a great deal of dedication and team effort from staff and volunteers. No one source of revenue is capable of funding the costly service of providing shelter. Advocates combines grants from state, federal, and local sources to meet the needs of our community. In addition, Advocates hosts several annual fund raisers and receives the generous support of groups and individuals throughout our community.

Funding

<u>Cost Category</u>	<u>Grant Award</u>	<u>Expended Funds</u>	<u>Remaining Funds</u>
Client Resource Coordinator	\$4,600	\$2,300.04	\$2,299.96
Food	1,500	102.33	1,397.67
Utilities	1,800	902.97	897.03
Maintenance	2,100	1,573.25	526.75
<hr/>			
Total	\$10,000	\$4,878.59	\$5,121.41

On behalf of victims of domestic violence, I would like to express our gratitude for the opportunity to receive funding to aid victims of domestic violence. Without community support, Advocates would not be able to meet the needs of victims within our local community.

If you have any questions or need any additional information, please just give me a call and I will be happy to provide the answers.

Sincerely,



Lisa M. Lee
Executive Director

CITY BLOCK EXPENDITURES
JULY-DECEMBER, 2006

DATE	CHECK#		CLIENT COORD	FOOD	MAINT	UTILITIES
28-Jun	4498	Lynne Gerard	\$191.67			
11-Jul	4514	Lynne Gerard	\$191.67			
14-Jul	15150	Walmart			\$149.61	
14-Jul	15137	Sprint				\$486.01
26-Jul	4529	Lynne Gerard	\$191.67			
9-Aug	4546	Lynne Gerard	\$191.67			
15-Aug	15208	Walmart		\$102.33		
22-Aug	4565	Lynne Gerard	\$191.67			
6-Sep	4580	Lynne Gerard	\$191.67			
18-Sep	15251	Home Depot			\$100.26	
18-Sep	15256	Waste Mgt.			\$247.66	
18-Sep	15249	Walmart			\$58.13	
18-Sep	15238	AT&T				\$47.22
19-Sep	4601	Lynne Gerard	\$191.67			
3-Oct	4618	Lynne Gerard	\$191.67			
17-Oct	15297	Jenkins Communication				\$217.10
18-Oct	15307	AT&T				\$46.98
17-Oct	15292	Walmart			\$112.90	
17-Oct	4637	Lynne Gerard	\$191.67			
31-Oct	4654	Lynne Gerard	\$191.67			
28-Nov	4700	Sherri Smith	\$191.67			
12-Dec	4718	Sherri Smith	\$191.67			
1-Dec	15410	AT&T				\$46.31
1-Dec	15382	AT&T				\$59.35
1-Dec	15378	Waste Mgt.			\$247.66	
19-Dec	15406	Carson Door			\$336.00	
1-Dec	15365	Home Depot			\$321.03	
		TOTAL	\$2,300.04	102.33	\$1,573.25	\$902.97
		BALANCE IN CATEGORY	2299.96	1397.67	526.75	897.03

**CARSON CITY COMMUNITY SUPPORT SERVICES
APPLICATION FOR GRANT FUNDS
FISCAL YEAR 2007-2008
GENERAL INFORMATION**

Name: NEVADA HISPANIC SERVICES, Inc., CARSON CITY

Mailing Address: 637 So. Stewart St. #B
Carson City, Nevada 89701

Contact Name: Raquel Knecht **Phone:** (775) 885-1055
Address: 637 So. Stewart St #B
Carson City, Nevada 89701

1. **Purpose of Organization:** Nevada Hispanic Services of Carson City (NHSCC) serves the growing Hispanic Community by providing vital direct services such as client advocacy and immigration; and through its popular educational programs, and leveraged community relationships, provides life skills, job readiness, health, and preventive youth and parenting workshops aimed at promoting the Latino voice and their individual capabilities, while improving the quality of life for everyone in the community. It is an established resource center that functions as the first point of entry for new Hispanic community members and an on going support center for Hispanic residents.
2. **Total annual budget:** \$219,217 (proposed for Carson City)
3. **How long organized:** 17 years, September 1990 (in Carson City)
4. **Tax I.D. #:** 88-0137317
5. **Please provide the following fiscal information about your organization:**

	Last Year	Present Year ¹	Next Year ²
Income	\$195,665	\$182,527	\$219,217
Expenses	\$195,665	\$182,527	\$219,217
Reserves	\$0	\$0	\$0

6. **Title of proposal:** 1ST **Point of Entry:**
A bi-lingual resource center that enables Hispanics to assimilate and become self-sufficient, positively contributing community members.

¹ Current year's budget reflects tightened funding but improved management while maintaining on going services, expanded operations, and no elimination of core programs and services.

² Next year's budget reflects additional expenses anticipated for office move to Roop Location.

7. Program Director: Raquel Knecht, Director
8. Phone: (775) 885-1055
9. Address: 637 So. Stewart St. #B
10. City: Carson City, NV 89701

11. **Program/proposal objectives and brief description:**

As an **Intake Resource Center**, Nevada Hispanic Service Carson City (NHSCC) has established an important **Point of Entry** program in Carson City to assist limited and non-English speaking people.³ The goals of this program are to provide clients with the opportunity to access and match services to needs such as; medical, immigration, legal, education, health and client advocacy assistance. NHSCC's active programs enable clients by teaching them to become self-sufficient and independent. NHSCC's programs reflect the intimate knowledge of the uniqueness and challenges of the Hispanic Community, which in turn has affected the positive outcomes by clients who have increased their participation and responsibility for family members, and demonstrated initiative in making changes in their lives. Necessary and reliable information, combined with training, will produce skilled clients who are empowered to become fully contributing Hispanic citizens of Carson City.

12. **Primary purpose of the grant:**

This Carson City grant is essential to continuing the services to aide the Hispanic Community in achieving a basic level of self-sufficiency. The primary purpose of this grant is to:

- continue providing valuable services for **Point of Entry** to special needs assistance;
- continue supporting the **underserved families** to achieve self-sufficiency, independence and take responsibility for becoming properly and legally documented;
- relocate operations to the new **Nevada Hispanic Services Resource and Cultural Center** at the anticipated new location on Roop Street. Maintain programs and services that enable the Hispanic community to link with and utilize a wider circle of agencies and resources;
- Implement La Puerta Abierta, within the new NHS Resource and Cultural Center, bilingual information resource center that pre-qualifies clients and forwards referral information to other agencies, avoiding duplication and improving efficiency in providing client profile(s) and serving specific needs.
- Implement The **English and Computer Literacy Programs**. A collaboration with ComputerCorps and other financial services organizations, aimed at providing essential skills supporting assimilation and self-sufficiency.

- Continue providing important survival education in collaboration with other agencies (ie. Greater Nevada Credit Union, Nevada Health Center, WNCC, Mexican Consulate, Job Connect In Nevada, Carson City School District, Employment Security);
- Raise the involvement by the minority Hispanic community with the greater Carson community, through cultural awareness, communication and promotion of education;
- Continue representing the underserved Hispanic people as a community liaison with the following agencies such as: City, Western Nevada Community College, Friends in Service Helping (FISH), Substance Abuse Prevention (SAPTA), Nevada Legal Services, Carson City Library, Nevada State Dept. of Education, Health Dept., Nevada Public Health, Immigration & Naturalization Service, Carson City School District, Advocates for Domestic Violence; Children's Museum of Northern Nevada, Community Council on Youth.
- promote, educate, and assist clients in English as a Second Language classes, Citizenship, Parenting and Tutoring and Health.
- assist economically challenged families and students in participating in school and community programs and cultural activities.

Focus Areas for NHSCC 2007-2008: While there are areas that the Hispanic Community needs, NHSCC sees the following as priority focus areas for the coming fiscal year:

- COMMUNITY ASSIMILATION, LEGAL CITIZENSHIP. NHSCC is also placing more importance on Immigration Services especially in light of the border and policy issues in Washington, D.C. The Hispanic community has become more anxious about the uncertainty and adverse effect of new policy changes to the INS process. Therefore, in response to this growing need, NHSCC is expanding its services and strengthening its immigration infrastructure. NHSCC will communicate this change to show the Hispanic community that they have a resource center they can rely on.
- PRODUCTIVE YOUTH ACTIVITIES. Gang prevention and offering productive Youth activities such as Youth preparedness for the work force or college, structured volunteer programs, and life-skills building experiences.
- ENGLISH, FINANCIAL AND COMPUTER LITERACY. Enablement opportunities to provide necessary tools such as basic English, financial management, and computer skills to Hispanic adults and Youth.

13. **Dates of project or use of funds:** July 1, 2007 - June 30, 2008

³ Although primarily focusing on the Hispanic Community, NHSCC has successfully provided immigration and other community services to any non-Hispanics who have sought help.

- 14. **Total amount of funds requested from Carson City: \$ 51,000**
- 15. **Total cost of project: \$ 219,217(\$21,500 In Kind)**
- 16. **Last year's project budget: \$200,820 (\$16,280 In Kind)**
- 17. **This year's project budget: \$182,527 (\$16,280 In Kind)**
- 18. **Percentage of funds to be utilized for administrative costs : 2%**
- 19. **Previous City sponsored grant funding received, if any:**

Year: 91-92	\$ 5,000	Year: 97-98	\$ 16,000	Year: 03-04	\$31,000
Year: 92-93	\$ 12,000	Year: 98-99	\$ 16,000	Year: 04-05	\$31,000
Year: 93-94	\$ 11,000	Year: 99-00	\$ 21,000	Year:05-06	\$26,000
Year: 94-95	\$ 11,000	Year: 00-01	\$ 28,000	Year:06-07	\$31,000
Year: 95-96	\$ 11,000	Year: 01-02	\$ 30,000		
Year: 96-97	\$ 16,000	Year: 02-03	\$ 31,000		

20. Describe in detail how funds will be used, i.e., amount, purpose:

Predicted continued Hispanic population growth in Carson City by the year 2007/08 is greater than 18.5%. In response to this increase NHSCC office and services will need to increase in hours (from 4 days/week to 4.5-5 days/week), programs, and personnel. Funds requested will reflect this expansion in the amount of **\$51,000** to include a full-time director, part-time Client Advocacy coordinators, salary and minimal benefits. Additional funding is, and will also be requested to supplement budget. The staff provides **95%** in direct services to clients and volunteers provide **5%**. Services provided in 2005/06 extended to over **6,500+ families** and accounted for over **21,000 units of service**. These services will reach at least **1,500 new unduplicated clients and families**, during the next fiscal year. Programs include: Client Advocacy, Immigration, Parent Workshops, "Noche Informativa", Parenting Classes; "Strengthening Families", Citizenship classes, Health education, assisting with insurance eligibility; prenatal classes and several youth programs; HOLA, Hispanic Youth Leadership, Teen Girls/Boys, All Stars, Tutoring/Mentoring after school programs; cultural events; Salsa Festival in its 11th year, with the addition of Salsa Gala Recognition Dinner 3rd annual), Pueblo de Nevada, Cinco de Mayo, Hispanic Heritage Month Celebrations, and Community Fiesta.

21. Describe your efforts to obtain other sources of funding: (i.e., private sector, private non profit, other governmental sources)

Main funding sources include those listed on the proposed budget. Other funding sources continue to be submitted to: i.e. Office of Juvenile Justice, Nevada Arts Council, Carson City Arts Initiative, March of Dimes, SBC, Community development (HUD) Block Grant, and United Way.

Local businesses have underwritten our programs (i.e. HOLA bilingual television), and they have made donations and contributions to our fund raising events (i.e. Cinco de Mayo, Youth Scholarship Luncheon, and 11th Annual Salsa Festival) We will continue to solicit from businesses and manufactures that employ and transact with the Hispanic community.

Nominal Service fees are charged for translation of documents, notary, fax, and INS forms, significantly below standard legal service rates. Donations are received through a variety of events and activities, and for services rendered.

22. Is the funding intended to benefit Carson City?: Yes

Funding received, donations, fees, sponsorships are all utilized in the services rendered in Carson City.

23. Number of residents locally requested funding will benefit:

More than 1,500+ new families will be seen during the year with an average of 25 per day per. Because of the demand, NHSCC has decided to change its office hours to provide more access to the Carson Community. We have shifted from a

three day week to open hours 4 days a week including evening hours to accommodate the Hispanic workday. With this CC grant, we can provide additional support and expanded hours that increase services by 40% for immigration, family and health advocacy. Additional evening hours and weekend appointments have been implemented to accommodate those that cannot visit NHSCC during regular hours. Outreach is an important function of NHSCC in that it connects with many clients who are newly arrived non-English speaking immigrants in need of assimilating into the community. Through our services we are giving Carson City the opportunity to help these newcomers become not only a part of the community, but a productive, active, and involved member of the community.

24. What percentage of individuals served by your agency are residents of other cities/counties?

Of the 6,500+ clients that are seen during the course of the year, approximately 4 % of those seen are from outside the Carson City area, rural or surrounding areas where no other agencies like NHSCC exists. NHSCC is in process of implementing an **on-line** client tracking system that will provide better demographic, location, and other information provided through all agency activities. (FISH collaboration)

25. If your agency does serve residents from other cities/counties, what amount of funding does that city/county provide?

NHSCC serves clients from other cities/counties, namely, Douglas, Lyon, and including clients from Washoe. Where immigration services are needed, clients from those sources cover NHSCC costs. Also, we receive 30% from corporate sponsorships, approximately \$20,000, to cover other counties.

26. Do you in turn charge the public for some type of service?: Yes X No

No one is denied services at NHSCC. Where clients can afford to donate, NHSCC recommends \$5 to \$60⁴ for translation of documents, and fees for Immigration papers (at NHSCC cost), (based on forms). The fees are also based on income and family situations. Guidelines and sliding fees are used to insure that everyone is served. NHSCC is seeking sponsorship to build a reserve fund for those who demonstrate inability to pay even the minimal fees.

27. What would you expect to collect in service fees over the fiscal year?

\$ 25,700

28. How does your organization anticipate to benefit from this funding?

The funding benefits NHSCC by allowing us to continue our good work. NHSCC is the **only** agency of its kind in our area of Northern Nevada that serves as the main **Point of Entry** to families, men, women, children and elderly who have difficulties

⁴ Depends on volume of translation, types and complexity of legal forms

because of language/cultural barriers and other problems they encounter. Currently there are **NO** agencies in Carson City and few legal professionals that provide assistance in aspects of Immigration. There are few agencies which target the needs and services of the Hispanic community in totality, which for many immigrants is the initial **Point of Entry** contact needed to assist them. **Due to the barriers of language and culture, NHSCC is usually the first agency the Hispanic community will turn to for help, and the agency, the City, Schools and other agencies turn to for assistance.** NHSCC continues to monitor and provide services, education, and assistance for assimilation into the community.

29. Does your program/proposal enhance Carson City's ability to provide for the health, safety & general welfare of this community?

Absolutely. NHSCC is an active ongoing resource for Carson City. From both a preventative and reactive perspective, the ability to effectively communicate health, safety and general welfare cautions, concerns, and procedures highlights the importance of NHSCC's function. When people have limited English skills, NHSCC becomes *critical to obtaining necessary services* and lessening the likelihood of the Hispanic community becoming a burden to support through standard (home, school instruction) and more complicated (legal) English written procedures. NHSCC is the agency that the City, State, Public entities and community agencies turn to for assistance offering the communication skills needed to assist them with the barriers that exist, by offering such services as; interpreters for legal agencies, and medical offices; clinics; small claims court; State personnel; schools and teaching staff; Social Security administration; Employer's Insurance, to name a few. NHSCC provides translators and translations for community public announcements; community sports handouts and sign-ups. NHSCC has classes and program related skills that increase the awareness of substance abuse and domestic violence. Advocacy, Outreach, and Immigration are three areas that have increased in demand.

30. Does your program/proposal provide any in-kind service to Carson City?

We help other agencies do their jobs by; a) Connecting with Hispanics, b) Interpreting, c) participating in their causes. NHSCC is a liaison and an advocate used and referred to by Carson City residents, businesses, schools, governmental agencies, and other non-profits. Clients and patrons are referred to NHSCC in respect to programs and services offered on site such as: parenting classes through United Way; Citizenship/ESL, educational classes with WNCC, promoting health and nutrition issues with Carson Tahoe Hospital and Nevada Health Center, Youth and Family related issues. NHSCC assists these agencies, Departments, Schools, etc. by providing in-kind services to clients and Carson City.

31. Does your program/proposal have matching funds, if so, please delineate.

Fundraising events \$20,200; Business donations \$22,000; and 17,300 In-kind services.

32. How will your program/proposal enhance the image of the community?

Our programs are a clear investment in one of the city's weakest economic and social segments. Bettering the lives of Hispanics challenged with language, economic and basic survival needs, shows Carson City is actively taking care of its people.

In October 2006, Carson City was shocked when gang violence resulted in a death of a young Latino male. It's alarming affect gave light to the fact that CC must take proactive steps to rid itself of the growing gang activity. NHSCC has been asked to actively lead some of these community-based efforts, but has been constrained by the tight funding for even the basic direct services it does provide. NHSCC appreciates the continued financial support of the city; however it also wishes to highlight that other needs have been prioritized and requires funding such as the Carson City Community Coalition focused on gang prevention, intervention and suppression.

In January 2006, Carson City was nationally embarrassed by the discovery by a State worker that in its backyard, a Hispanic family housed 2 malnourished children at levels not uncommon to 3rd world countries. These cases need to be addressed by the community with agencies that have a responsibility for improving lives. NHSCC is a resource center, with counselors and coordinators that help them use any means possible to accomplish this. Agencies such as NHSCC must exist and with proper funding can help mitigate these situations, and therefore improve Carson City's and Nevada's overall image.

According to "Hispanic Americans in the Silver State" by U.S. Senator Harry Reid, Nevada has been ranked among the top the States with the largest and fastest population growth. Nevada ranks 5th in the Nation. Of that population, is the largest share of Hispanic owned businesses. Hispanic entrepreneurs are increasingly becoming a significant force in Nevada's economy. NHSCC assists the Hispanic community in efforts to integrate and assimilate, assisting clients to access resources to utilize opportunities to gain a better quality of life. As an **interactive agency**, services are offered to Carson City in communication and cultural awareness. Bilingual meetings with client advocacy agencies and the Hispanic community have increased open communication. NHSCC has offered quality diversity and cultural understanding workshops and cultural presentations with, Nevada State Museum, Carson City Library, Western Nevada Community College. NHSCC has been a vital link promoting a better understanding between cultures and language to help in Carson City's growth and future economic development, thus bringing a positive image to the community.

33. Does your program/proposal have the potential to become self-supporting and, if so, describe how?

The base of clients seeks NHSCC services because they are in most need and often (especially entry level) unable to pay. Justifiably, services and programs will continue to be taxed as population and need increases. Nonetheless, every effort is made to collaborate with other agencies to increase services and resources and to seek additional proposal funding. NHSCC submits proposals to foundations, private,

and non-profit entities. Fund-raisers and events are organized and corporate sponsorships are sought to assist to offset expenses in an effort to work toward becoming self-sustaining.

34. Are you aware of any other private sector/nonprofit/governmental/agencies in the area proving the same services as your program/proposal? (If yes, please explain how your project will compliment other existing programs

NHSCC is the only nonprofit agency providing Immigration/Naturalization, Client Advocacy and Social Services to Hispanics in Northern Nevada.

As an interactive agency clients are referred to complimentary services within the community. There exist other agencies which assist the Hispanic community, i.e. Advocates for Domestic Violence, Legal Services, Even Start, Child Protective Services, Carson Tahoe Hospital. These agencies to an extent (private, non-profit, governmental) and others are limited for lack of bilingual personnel, ease of access, or a lack of a culturally sensitive manner.

As a client advocate provider NHSCC provides services and assistance in various ways, from immigration documentation, life skills classes, job enhancement, English literacy, job information; to social skills, for clients unable to overcome the intimidation of their immigration status, language and/or cultural differences. It is important to understand that without this initial assistance the client will be unable to complete any vital processing, whether it is immigration documentation, school enrollment, accessing appropriate medical care and community integration and assimilation, thus impeding a client's ability to maintain a quality and/or legal standard of living in our community.

35. Describe in detail how the community will be made aware and in turn, benefit from the proposed program/proposal:

Through communication NHSCC makes the community aware of the services provided. NHSCC newly formed advisory members, La Voz, a bilingual newsletter, "Hola" bilingual television program; contact with other agencies and by its own clients, NHSCC has been able to spread the word about the agency and its services. Announcements have been placed in the Spanish newspapers, the local and Reno newspapers; have featured stories on Nevada Hispanic Services Carson. Radio Tricolor, Radio Laser, Spanish radio (1340 & 107.7FM), KOLO'S CHN-8 and Univision and Azteca, Spanish television, have also featured information on our office as well as events. Our clients also refer more clients to NHSCC. NHSCC provides information to the above entities and through their efforts, awareness of the agency and programs has increased. The Director and representatives are, and have:

- More visual presence at community events and fund-raisers.
- Representative presence at Boards, Conferences, Government meetings.
- Networking which equals contacts.
- Collaborative efforts with other agencies, private/non profit, governmental.
- Presented fundraising activities and cultural events.
- Have distributed handouts, brochures, pamphlets and presentations.

Communication is made possible through Nevada Hispanic Services Carson City. NHSCC facilitates independence, responsibility and self sufficiency for its clients and families by assuring that they have the skills necessary to access needed services and take those steps that give them the abilities needed to become an integral part of the community.

The community will benefit because the underserved Hispanic community receives information of services that are not available anywhere else. In addition NHSCC will provide the education, training, and assist in qualification of those services. Once these services are utilized, NHSCC will support the families until they can obtain services completely on their own.

36. Describe how the results of the program/proposal will be measured:

Nevada Hispanic Services Carson City measures client services through case management, questionnaires, surveys, keeping accurate intake reports and case files of clients being served. Reports are reviewed quarterly to compile data. The compiled intake data provides information about type of services as well as number of units of service provided to a client or agency and the number of clients, telephone calls, personal visits made daily, weekly and monthly. Examples follow:

Sample NHSCC Services	Self-Sufficiency Outcomes
<p>Advocacy: # of individuals being assisted with job search</p> <p># advocacy cases requiring resolutions to business conflicts, binding contracts, and affordable housing, other</p>	<p># Increase enrollment and employment by referral to a potential employer through Job Connect, job services through NHSCC, and other sources</p> <p># clients reaching resolutions through communication with business and agencies who no longer need NHSCC</p>
<p>Family and Health: # parent workshops by;</p> <p># bi-lingual Health Fair</p> <p># families with no health insurance</p>	<p># parents certified or trained in special needs areas through parenting workshop</p> <p># of participants in health fair, its programs and post event training sessions</p> <p># families who have health insurance through Nevada Check Up, Kids Count, and other sources;</p>
<p>Immigration: # immigration requests for INS or citizenship⁵</p> <p># citizens acquiring Immigration status by completion of documents and attending a citizenship class</p>	<p># of legally documented Hispanic citizens</p> <p># Citizenship class graduates</p>
<p>Youth: # Counseling, training and empowering courses for At risk Youth under Juvenile Probation</p> <p># developing Youth programs; "Latino Leadership Club at Carson High, HOLA, Teen Girls/Boys, All Stars", geared to youth with an at risk programs that lead to no repeat offenses.</p>	<p># decrease in repeat offenses</p> <p># increase in positive outlets to negative issues such as gangs; prevention programs that lead to no negative offenses;</p>

⁵ As people are going to be more anxious about immigration services, this gives more cause for NHSCC to strengthen its immigration infrastructure and communicate to the Hispanic community that the services are here to stay and that they can rely on us.

There are many definitions of self-sufficiency where NHSCC categorically helps. Note the transformations:

- 1) where we can take people who have conflicts in housing, jobs, etc. to empowering them to resolve and settle their issues fairly;
- 2) when we can take ill prepared parents and educate them on nutrition and age appropriate schooling so they can enroll their children in school and provide balanced meals that avoid childhood obesity;
- 3) when we can take non-citizens to citizenship that may or may not have proper work papers to having respectable tax paying jobs;
- 4) when we can take high risk youth and increase the probability of them repeating juvenile offenses; and,
- 5) when we can take families that have no health insurance and enroll them in affordable health programs and see the effect in lower ER usage.

All of these situations prove how NHSCC has made measurable differences and enabled the Hispanic community to be self-sufficient.

Follow up case management through client advocacy is performed and provides the essential tracking and referral system. 100% of clients will have documentation of assessment, intervention and appropriate referrals. Our staff provides the services that are needed to track and measure progress in a bilingual and culturally sensitive atmosphere.

We also track how we help other agencies. NHSCC has an excellent working relationship with the community, clients and City. Through collaboration and partnering with several non profit agencies, Government and City offices, School District and businesses, NHSCC increases the networking and resources that enable us to serve the growing Hispanic population. NHSCC appreciates the continued support of our City and all those that assist us to make our community a better place to live.

**NEVADA HISPANIC SERVICES
CARSON CITY ACTUAL PROJECTED BUDGET**

	Budgeted 2005-2006	Projected 2005- 2006	
		<u>ACTUAL</u>	<u>INKIND</u>
REVENUE:			
CARSON CITY GENERAL	\$31,000	26,000	
CARSON CITY YOUTH	8,800	19,500	
UNITED WAY	6,500	6,500	
FUNDRAISING	20,500	20,500	
PROGRAM FEES/DONATIONS	20,000	20,000	
IMMIGRATION	15,000	15,000	
CORPORATE SPONSORS	20,000	15,345	
MARCH OF DIMES	7,000	7,700	
STATE INCENTIVE GRANT	60,020	60,020	
ARTS & CULTURE GRANTS	12,000	5,100	
TOTAL REVENUE:	\$200,820	\$195,665	
PERSONNEL EXPENSES:			
NHS Coordinator (40X\$17.50X52WKS)Fringe	\$36,400 2,785	\$36,400 2,785	
Client Advocate Coordinator (24X\$12.50X52WKS)Fringe	15,600 1,193	15,600 1,193	
INS Coordinator (30X\$12X52WKS)Fringe	18,720 1,432	18,720 1,432	
Youth Coordinator (20X\$13X52WKS)Fringe	13,520 1,034	13,520 1,034	
Youth Counselors (20X\$12X52WKS)Fringe	12,480 955	6,240 477.5	
Parent/Family Coordinator (24X\$8X52WKS)Fringe	13,520 1,034	6,760 517	
Receptionist/Intake (24x\$6.50x52WKS)Fringe	8,112 620	8,112 620	
Volunteer Services (2,080HrsX\$6Hr)			\$12,480
TOTAL PERSONNEL EXPENSES:	\$127,405	\$113,411	\$12,480
EXPENSES:			
Advertising/Marketing	1,500	1,417	
Mileage (175x.40x52wks)	3,600	3,600	1,800 Occupancy
Indirect (Telephone, utilities, etc)	4,515	4,515	1,500 Equipment
Office Supplies (\$200x12mths)	2,400	2,400	500
Printing/Publication (\$150x12mths)	1,800	1,800	
Volunteer Training	500	500	
Staff Development/Training	1,200	1,200	
Confer. /Committee Mtgs.	3,400	3,400	
Equipment Lease/Repair (\$250x12)	3,000	3,000	
Equipment Purchase	2,000	1,345	
Insurance	3,500	3,500	
Program Expenses	10,000	10,000	
Other Fundraising Expense	0	0	
Professional Fees	21,000	21,000	
Event Expenses	15,000	24,577	
TOTAL EXPENSES:	73,415	82,254	3,800
TOTAL PROGRAM EXPENSES:	200,820	195,665	16,280

NEVADA HISPANIC SERVICES

* Projected Actual

CARSON CITY PROPOSED BUDGET Versus Actual 2006- 2007

	Budgeted 2006-2007	Actual 2006- 2007*	
REVENUE:		INKIND	
CARSON CITY GENERAL	\$48,000		31,000
CARSON CITY YOUTH	36,000		12,500
UNITED WAY	19,000		5,000
FUNDRAISING	20,200		21,000
PROGRAM FEES/DONATIONS	20,000		16,000
IMMIGRATION	25,100		25,100
CORPORATE SPONSORS	22,000		13,000
MARCH OF DIMES	0		0
STATE INCENTIVE GRANT	54,000		54,000
ARTS & CULTURE GRANTS	15,000		5,100
TOTAL REVENUE:	\$259,300		\$182,700
PERSONNEL EXPENSES:			
NHS Coordinator(40 X \$24/hrX 50 weeks)	\$49,920		\$40,320
FICA, SS, WC	3,819		3,084
Client Advocate Co (30 X \$15 X 52 weeks)	23,400		17160
FICA, SS, WC	1,790		1,313
Immigration Co (30 X \$16 X 52 weeks)	24,960		13600
FICA, SS, WC	1,909		1,040
Youth Counselor (30 X \$15 X 52)	23,400		14400
FICA, SS, WC	1,790		1,102
Youth Counselor (30 X \$15 X 52)	23,400		14400
FICA, SS, WC	1,790		1,102
Parent/Family Coordinator (30 x \$15 X 52)	23,400		6000
FICA, SS, WC	1,790		0
Receptionist/Intake 30 X \$8 X 52)	12,480		8320
FICA, SS, WC	955		636
Volunteer Services (2,080HrsX\$6Hr)		\$12,480	
TOTAL PERSONNEL EXPENSES:	\$194,803	\$12,480	\$122,477
EXPENSES:			
Advertising/Marketing	1,500		1500
Mileage (175x.445x50wks)	3,894	1,800	3,894
Indirect (Telephone, utilities, etc)	3,600	1,500	3,600
Office Supplies (\$200x12mths)	2,400	500	3000
Printing/Publication (\$150x12mths)	1,800		2400
Volunteer Training	200		200
Staff Development/Training	1,000		1800
Confer. /Committee Mtgs.	3,103		2200
Equipment Lease/Repair (\$250x12)	3,000		2556
Equipment Purchase	2,000		2100
Insurance	2,000		3200
Program Expenses	5,000		12,000
Other Fundraising Expense	5,000		600
Professional Fees	15,000		3000
Event Expenses	15,000		18,000
TOTAL EXPENSES:	64,497	3,800	60,050
TOTAL PROGRAM EXPENSES:	259,300	16,280	182,527

[1] Current year's budget reflects tightened funding but improved management while maintaining on going services, expanded operations, and no elimination of core programs and services.

**NEVADA HISPANIC SERVICES
CARSON CITY PROPOSED BUDGET 2007- 2008**

	Budgeted 2007-2008	INKIND
REVENUE:		
CARSON CITY GENERAL	\$51,000	
CARSON CITY YOUTH	26,000	
UNFTED WAY	5,000	
FUNDRAISING	30,400	
PROGRAM FEES/DONATIONS	35,000	
IMMIGRATION	25,100	
CORPORATE SPONSORS	25,000	
MARCH OF DIMES	0	
STATE INCENTIVE GRANT	0	
ARTS & CULTURE GRANTS	7,300	
TOTAL REVENUE:	\$204,800	
PERSONNEL EXPENSES:		
NHS Coordinator(40 X \$25/hrX 52 weeks)	\$45,000	
FICA, SS, WC	3,443	
Client Advocate Co (30 X \$15 X 52 weeks)	23,400	
FICA, SS, WC	1,790	
Immigration Co (30 X \$16 X 52 weeks)	24,960	
FICA, SS, WC	1,909	
Youth Counselor (20 X \$15 X 40)	12,000	
FICA, SS, WC	918	
Youth Counselor (30 X \$15 X 52)	0	
FICA, SS, WC	0	
Parent/Family Coordinator (30 x \$15 X 52)	12,000	
FICA, SS, WC	918	
Receptionist/Intake 30 X \$8 X 52)	12,480	
FICA, SS, WC	955	
Volunteer Services (2,200HrsX\$6Hr)		\$13,200
TOTAL PERSONNEL EXPENSES:	\$139,773	\$13,200
EXPENSES:		
Advertising/Marketing	1,500	
Mileage (175x.485x50wks)	4,244	1,800
Indirect (Telephone, utilities, etc)	3,600	1,500
Office Supplies (\$200x12mths)	2,400	
Printing/Publication (\$150x12mths)	1,800	
Volunteer Training	200	
Staff Deveicpment/Training	1,000	
Confer. /Committee Mtgs.	2,500	
Equipment Lease/Repair (\$250x12)	3,000	
Equipment Purchase	1,000	
Insurance	3,200	
Program Expenses	5,000	
Other Fundraising Expense	5,000	
Professional Fees	20,000	
Event Expenses	20,000	
NHSCC Office Move	5,000	5,000
TOTAL EXPENSES:	79,444	8,300
TOTAL PROGRAM EXPENSES:	219,217	21,500

[1] Next year's budget reflects additional expenses anticipated for office move to Roop Location.



**CARSON CITY COMMUNITY SUPPORT SERVICES
APPLICATION FOR GRANT FUNDS
FISCAL YEAR 2007-2008**

**Nevada Tahoe Conservation District
297 Kingsbury Grade, Suite J
Po Box 4605
Stateline, NV 89449-4605
Phone: 775-586-1610x22
Fax: 775-586-1612**

**CARSON CITY COMMUNITY SUPPORT SERVICES
APPLICATION FOR GRANT FUNDS
FISCAL YEAR 2007-2008
GENERAL INFORMATION**

Name: Nevada Tahoe Conservation District **Phone:** 775-586-1610 x21
Fax: 775-586-1612

Mailing Address: P.O. Box 4605
City: Stateline, NV **Zip:** 89449-4605

Contact Name: Marilyn McKenzie, Administrator **Phone:** 775-586-1610 x21
Fax: 775-586-1612

Physical Address: 297 Kingsbury Grade, Suite J
City: Stateline, NV **Zip:** 89449-4605

1. **Purpose of Organization:** The District's mission statement is "to promote the conservation and improvement of the Lake Tahoe Basin's natural resources by providing conservation leadership, education and technical assistance to all Basin users." NTCD fulfills its mission through implementation of conservation programs and projects. The District continues to develop and implement a comprehensive funding system to support its mandate of meeting local conservation needs.
2. **Total Annual Budget:** \$1,705,628 (FY 2006-2007)
3. **How long organized?** 30 years
4. **Tax I.D.#:** 33-1044148
5. **Please provide the following fiscal information about your organization:**

	<u>Last Year</u>	<u>Present Year</u>	<u>Next Year (Estimated)</u>
Income:	\$ 1,318,886	\$ 1,705,628	\$1,800,000
Expenses:	\$ 1,296,247	\$ 1,705,628	\$1,800,000
Reserves:	\$ 22,639	\$	\$

Program/Proposal

6. **Title of Proposal:** "Making a Difference through Conservation"

7. **Program Director:** Doug Martin, District Manager

8. **Phone:** 775-586-1610 x22 **Fax:** 775-586-1612

9. **Address:** P.O. Box 4605, 297 Kingsbury Grade, Suite J

10. **City:** Stateline, NV **Zip:** 89449-4605

11. Program/proposal objectives and brief description:

The Nevada Tahoe Conservation District (NTCD) is a special district of the State of Nevada focused on conservation and natural resource management issues in the Nevada Lake Tahoe Basin. The District is managed by a Board of Supervisors made up of five elected and two appointed officials with 10 full time staff. As the local conservation implementation agency, NTCD provides a broad range of technical services and quality conservation programs to the residents of the Lake Tahoe Basin and surrounding areas. The conservation programs aimed at protecting Lake Tahoe water quality also provide a direct benefit to all Carson City residents, as a portion of the Carson City tax base relies on the overflow tourist economy at Lake Tahoe. In addition, the District is committed to assisting the City with implementation/education of portions of the City's storm water program. Establishing a comprehensive funding partnership with Carson City is crucial to NTCD's ability to provide technical conservation services to local governments, communities and residents. **The funds received from Carson City are a core resource the District uses to bring in over \$1 million annually in Federal and State grant funds.**

12. Primary purpose of the grant:

NTCD is requesting funds to provide, in part, for the District's operating expenses. Expenses covered by this grant request include salary for management and administrative staff; liability and property insurance; office equipment lease and maintenance, utilities, financial and single audit costs and payroll services. In order to attract and retain qualified, motivated employees the District also provides opportunities to staff for continuing education, which are supported by general fund monies. In addition, this grant plus similar grants from Washoe and Douglas County are used as matching funds for State & Federal grants.

13. **Dates of project or use of funds:** Fiscal Year 2007-2008

14. **Total amount of funds requested from Carson City:** \$ 2,000 less 10% reduction as requested by the City's staff, due to budget constraints (\$1,800).

15. **Total cost of project:** \$ 304,946 for General Fund District operations, administration, and

management for FY 2006-2007
(Including Other Funding Sources): \$ NA

16. **Last year's project budget:** \$ 1,318,886 Attached: (FY 2005-2006(Actual)-A
(District wide)
17. **This year's project budget:** \$ 1,705,628(FY 2006-2007 Budget Attached)-B
District Wide.....General Fund: \$304,946
18. **Percentage of funds to be utilized for administrative costs (i.e.: salaries):**

The percentage of the requested funds from Carson City allocated to administrative/operational costs is 100%.

19. **Previous City sponsored grant funding received, if any:**

Year: 01/02	Amount: \$5,000
Year: 02/03	Amount: \$5,000
Year: 03/04	Amount: \$3,953
Year: 04/05	Amount: \$4,000
Year: 05/06	Amount: \$2,000
Year: 06/07	Amount: \$2,000

20. **Describe in detail how funds will be used, i.e., amount, purpose:**

NTCD is entirely grant funded, and the City funding requested in the amount of \$1,800 would provide operating funds for district administrative costs. Additionally, City funding provides critical "seed money" for the District to obtain other grants and funds through local, state, and federal agencies. A lack of matching funds will negatively impact NTCD's capacity to obtain grant funds from these agencies. A reduction in NTCD's general fund monies will also significantly impact the District's ability to deliver services and fulfill program commitments.

21. **Describe your efforts to obtain other sources of funding: (i.e., private sector, private non profit, other governmental sources):**

NTCD is seeking funding for our conservation efforts from many sources including local, state, and federal agencies. Requests for assistance include grant proposals and donations. The District is also starting to seek funding from non profits and private entities.

LOCAL SOURCES: Washoe County, Douglas County, Carson City, Kingsbury GID, Incline Village General Improvement District, and Round Hill General Improvement District.

STATE SOURCES: The Nevada Division of State Lands, the Nevada Division of Environmental Protection, and the Nevada Division of Conservation Districts.

FEDERAL SOURCES: The United States Forest Service, the United States Environmental Protection Agency, the USDA Natural Resource Conservation Service, and the United States Bureau of Reclamation.

22. Is the funding intended to benefit the citizens of Carson City? How?

Yes! Our programs protect and enhance the Lake Tahoe Basin's natural resources along with adjacent land areas. This means that any and all citizens of Carson City who visit, recreate, own property in the Lake Tahoe Basin or enjoy knowing that the Lake is here, will benefit from our programs. The conservation programs are aimed at protecting Lake Tahoe's water quality and also provide a direct benefit to all Carson City residents, as a portion of the Carson City tax base relies on the overflow tourist economy at Lake Tahoe.

23. Number of residents locally requested funding will benefit: Number is indeterminate

24. What percentage of individuals served by your agency are residents of other cities/counties? Approximately 60-70%

25. If your agency does serve residents from other cities/counties, what amount of funding does that city/county provide? Washoe County: \$25,000 Douglas County: \$10,000

26. Do you in turn charge the public for some type of service: Yes No
If so, how much?

27. What would you expect to collect in service fees over the fiscal year: \$0.00

28. How does your organization anticipate to benefit from this funding?

The grant amount requested will provide funds for District operations necessary for NTCD to continue its successful conservation programs, and needed seed money to obtain additional grant dollars. NTCD provides coordination and technical oversight for the implementation of millions of dollars of water quality, stream environment zone restoration, and erosion control projects in the Nevada LakeTahoe Basin, which are identified in the Tahoe Regional Planning Agency's Environmental Improvement Program. The District also provides technical assistance to private landowners, including the design and installation of best management practices (BMP's) for erosion control, storm water runoff management, nutrient and irrigation water management, establishment of defensible space, development of wildlife habitat, source water protection, and other conservation practices.

In summation, the operational funding provided by Carson City has made a significant impact on the success of this District, our ability to obtain additional funding and most importantly our ability to make a difference at Lake Tahoe through conservation.

29. Does your program/proposal enhance Carson City's ability to provide for the health, safety and general welfare of this community?

Yes! Our programs provide for protection and enhancement of drinking water, water quality, air quality, and biological resources that citizens of Carson City come to Lake Tahoe to utilize. NTCD is also involved in forest health projects that reduce fire risk such as establishment of

defensible space thereby protecting residents of Carson City from fire damage to

property and life. Our programs also seek to improve the quality of recreational opportunities for Carson City residents by protecting the natural resources through erosion control projects, storm water runoff management, nutrient and irrigation water management, development of wildlife habitat, and source water protection. These and other District programs help make the Lake Tahoe experience so unique!

30. Does your program/proposal provide any in-kind service to Carson City?

Yes! Our programs provide free educational or technical support to Carson City residents interested in the Lake Tahoe Basin. NTCD also represents Carson City interests at Lake Tahoe Basin agency, program, and project meetings. For example, NTCD will coordinate with NDOT, the Nevada Division of State Parks, and the Forest Service to ensure that the best conservation decisions are made for the Carson City Rural Area.

31. Does your program/proposal have matching funds, if so, please delineate?

Matching funds for the FY 2007-2008 will come from several sources listed in Question 21. We will seek funding from Washoe and Douglas Counties in the amount of \$35,000. Also the District seeks to obtain grant funding from the state of Nevada and the Federal Government in an estimated amount of \$2 million. These funds would all be geared towards providing conservation services and programs to Nevada Lake Tahoe residents and visitors (including Carson City residents). In addition, the District is working with the Carson City Stormwater Program in the areas of residential BMP's and outreach.

32. How will your program/proposal enhance the image of the community?

Through the protection and enhancement of Lake Tahoe, Carson City will continue to be a gateway to one of America's greatest natural treasures. Protecting Lake Tahoe's natural resources and recreational opportunities only enhances Carson City's tourism industry.

33. Does your program/proposal have the potential to become self-supporting and, if so, describe how?

No, as we are 100% grant supported.

34. Are you aware of any other private sector/nonprofit/governmental/agencies in the area proving the same services as your program/proposal? (If yes, please explain how your project will compliment other existing programs?)

The Nevada Tahoe Conservation District is the only Nevada based non-regulatory conservation agency serving the owners and users of this resource.

35. Describe in detail how the community will be made aware and in turn, benefit from the proposed program/proposal:

NTCD promotes its programs and projects through a variety of Lake Tahoe and surrounding area media outlets including: television, radio, newspapers, newsletters, press releases, pamphlets, presentations, and personal interactions. NTCD will work diligently to include Carson City outlets as part of our media campaigns. At the completion of each fiscal year, NTCD will submit an annual report to Carson City which highlights the accomplishments of the District for that year. A representative of the District will report to the Carson City Commissioners on an on-going basis about the progress of NTCD's primary programs. Quarterly progress reports required for other grant programs are also available upon request.

Community Benefits:

1. Opportunity to be involved in Lake Tahoe restoration efforts and obtain technical conservation assistance through our Backyard Conservation Program.
2. Improved air and water quality through our Water Quality and Erosion Control Program and Environmental Monitoring Program.
3. Improved knowledge of Lake Tahoe conservation issues and efforts through our Nevada Tahoe Partnership and all of our program's outreach and education efforts.
4. Increased protection from Basin wildfires through our Forest Health and Vegetation Management Program.

36. Describe how the results of the program/proposal will be measured:

NTCD will measure the success of the grant by tracking EIP capital improvement projects implemented, the number of residential BMP site evaluations completed and implemented, education and outreach activities, and additional grant dollars obtained to further the mission and programs of the District.

Additional Pages May Be Used, with the Specific Number and Question Heading.

NOTE: THE ORIGINAL AND NINE (9) COPIES MUST BE SUBMITTED TO THE CARSON CITY MANAGER'S OFFICE NO LATER THAN APRIL 6, 2007.

ATTACHMENTS

#16

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NEVADA TAHOE CONSERVATION DISTRICT

AUDIT REPORT

JUNE 30, 2006

NEVADA TAHOE CONSERVATION DISTRICT

Audit Report
June 30, 2006

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BARTIG, BASLER & RAY, LLP

A GALLINA LLP COMPANY

CERTIFIED PUBLIC ACCOUNTANTS

INDEPENDENT AUDITOR'S REPORT

Board of Supervisors
Nevada Tahoe Conservation District
Stateline, Nevada

We have audited the accompanying financial statements of Nevada Tahoe Conservation District (District), as of and for the year ended June 30, 2006, as listed in the table of contents. These financial statements are the responsibility of the District's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the of the District as of June 30, 2006, and the changes in its financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated August 24, 2006, on our consideration of the Nevada Tahoe Conservation District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, and contracts. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in conjunction with this report in considering the results of our audit.

The Management's Discussion and Analysis (MD & A) and the required supplementary information other than the MD & A, as listed in the table of contents are not a required part of the basic financial statements, but are supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the supplementary information. However, we did not audit the information and express no opinion on it.

Board of Supervisors
Nevada Tahoe Conservation District
Stateline, Nevada

Our audit was performed for the purpose of forming an opinion on the basic financial statements taken as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is not a required part of the basic financial statements of the Nevada Tahoe Conservation District. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

BARTIG, BASLER & RAY, LLP
A Gallina LLP Company

August 24, 2006
Roseville, CA

NEVADA TAHOE CONSERVATION DISTRICT

Management's Discussion and Analysis For the Fiscal Year Ended June 30, 2006

As management of the Nevada Tahoe Conservation District (District), we offer readers of the District's financial statements this narrative overview and analysis of the financial activities of the District for the fiscal year ended June 30, 2006. We encourage readers to consider the information presented here in conjunction with the District's basic financial statements, which begin on page 9.

Financial Highlights

- The assets of the District exceeded its liabilities at the close of the most recent fiscal year by \$205,881.
- As of the close of the current fiscal year, the District's governmental funds reported ending fund balance of \$169,545.
- The District had total revenues of \$1,318,886 and program expenses of \$1,291,979 for the year ended June 30, 2006.

Overview of the Financial Statements

The discussion and analysis is intended to serve as an introduction to the District's basic financial statements. The District's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements and 3) notes to the basic financial statements.

GOVERNMENT-WIDE FINANCIAL STATEMENTS

The government-wide financial statements are designed to provide readers with a broad overview of the District's finances, in a manner similar to a private-sector business.

The *statement of net assets* presents information on all of the District's assets and liabilities, with the difference between the two reported as net assets. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.

The *statement of activities* presents information showing how the District's net assets changed during the most recent fiscal year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods.

The government-wide financial statements report on the function of the District that is principally supported by intergovernmental revenues. The District's function is to administer renewable, natural resource conservation projects located within District boundaries.

The government-wide financial statements can be found on pages 9 and 10 of this report.

NEVADA TAHOE CONSERVATION DISTRICT

Management's Discussion and Analysis
For the Fiscal Year Ended June 30, 2006

FUND FINANCIAL STATEMENTS

A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds

The District's general fund accounts for all financial resources of the District. The general fund is used to account for essentially the same function reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of the governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented in the governmental funds with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financial decisions. Both the governmental funds balance sheet and the governmental funds statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between the governmental funds and *governmental activities*. The governmental fund financial statements can be found on pages 11 through 14 of this report.

NOTES TO THE BASIC FINANCIAL STATEMENTS

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the basic financial statements can be found on pages 15 through 20 of this report.

Government-Wide Financial Analysis

As noted earlier, net assets may serve over time as a useful indicator of a government's financial position. In the case of the District, assets exceeded liabilities by \$205,881 at the close of the most recent fiscal year.

The District has \$54,398 invested in capital assets, net of related debt (e.g., equipment less amounts owed on capital leases). Any investment in capital assets restricts the use of assets for future spending. The unrestricted net assets of the District are available for future use to provide program services.

NEVADA TAHOE CONSERVATION DISTRICT

Management's Discussion and Analysis For the Fiscal Year Ended June 30, 2006

Condensed Statement of Net Assets June 30, 2006

	Governmental Activities		% Change
	2006	2005	
Assets:			
Current and other assets	\$ 369,541	\$ 242,522	52.37%
Capital assets, net	59,735	70,015	-14.68%
Total assets	<u>429,276</u>	<u>312,537</u>	37.35%
Liabilities:			
Long-term liabilities	23,399	37,947	-38.34%
Other liabilities	199,996	95,616	109.17%
Total liabilities	<u>223,395</u>	<u>133,563</u>	67.26%
Net Assets:			
Invested in capital assets	54,398	55,685	-2.31%
Unrestricted	151,483	123,289	22.87%
Total net assets	<u>\$ 205,881</u>	<u>\$ 178,974</u>	15.03%

During the year, the District's net assets increased by \$26,907. The District's primary source of revenue is federal grants as shown in the following table.

NEVADA TAHOE CONSERVATION DISTRICT

Management's Discussion and Analysis
For the Fiscal Year Ended June 30, 2006

Condensed Statement of Activities
For the Fiscal Year Ended June 30, 2006

	Governmental Activities		% Change
	2006	2005	
Revenues:			
Program revenues:			
Intergovernmental - local	\$ 70,975	\$ 45,392	56.36%
Intergovernmental - state, NDSL	72,685	66,870	8.70%
Intergovernmental - state, other	5,000	5,289	-5.46%
Intergovernmental - federal	1,159,389	753,213	53.93%
General revenues			
Miscellaneous	10,650	5,106	108.58%
Interest	187	98	90.82%
Total revenues	1,318,886	875,968	50.56%
Expenses:			
Current:			
Salaries and employee benefits	471,614	428,088	10.17%
Services and supplies	796,672	409,048	94.76%
Depreciation	23,693	15,532	52.54%
Total expenses	1,291,979	852,668	51.52%
Change in net assets	26,907	23,300	15.48%
Net assets, beginning of year	178,974	146,891	21.84%
Prior period adjustment	--	8,783	
Net assets, end of year	\$ 205,881	\$ 178,974	15.03%

Fund Financial Analysis

As noted earlier, the District uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The District's governmental funds are discussed below:

GOVERNMENTAL FUNDS

The focus of the District's *governmental funds* [i.e. the District's *general fund*] is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the District's financing requirements. In particular, *fund balance* may serve as a useful measure of a government's net resources available for spending for program purposes at the end of the fiscal year.

NEVADA TAHOE CONSERVATION DISTRICT

Management's Discussion and Analysis For the Fiscal Year Ended June 30, 2006

As of the end of the current fiscal year, the District's governmental funds reported an ending fund balance of \$169,545. The following table presents the changes in fund balances for the District's general fund.

	2006	2005	Increase (Decrease)	
			Amount	% Change
Revenues:				
Program revenues:				
Intergovernmental - local	\$ 70,975	\$ 45,392	\$ 25,583	56.36%
Intergovernmental - state NDSL	72,685	66,870	5,815	8.70%
Intergovernmental - state other	5,000	5,289	(289)	-5.46%
Intergovernmental - federal	1,159,389	753,213	406,176	53.93%
General revenues				
Miscellaneous	10,650	5,106	5,544	108.58%
Interest	187	98	89	90.82%
Total revenues	<u>1,318,886</u>	<u>875,968</u>	<u>442,918</u>	<u>50.56%</u>
Expenditures				
Current:				
Salaries and employee benefits	477,169	416,109	61,060	14.67%
Services and supplies	819,078	454,384	364,694	80.26%
Total expenditures	<u>1,296,247</u>	<u>870,493</u>	<u>425,754</u>	<u>48.91%</u>
Excess (deficiency) of revenues over (under) expenditures	22,639	5,475	17,164	313.50%
Other financing sources:				
Inception of capital lease	--	14,330	(14,330)	0.00%
Net change in fund balances	<u>22,639</u>	<u>19,805</u>	<u>2,834</u>	<u>14.31%</u>
Fund balances, beginning of year	146,906	118,318	28,588	24.16%
Prior period adjustment	--	8,783	(8,783)	0.00%
Fund balances, end of year	<u>\$ 169,545</u>	<u>\$ 146,906</u>	<u>\$ 22,639</u>	<u>15.41%</u>

Capital Assets and Debt Administration

CAPITAL ASSETS

As of June 30, 2006, the District has an investment in capital assets of \$59,735.

NEVADA TAHOE CONSERVATION DISTRICT

Management's Discussion and Analysis
For the Fiscal Year Ended June 30, 2006

LONG-TERM DEBT

The District has an outstanding capital lease in the amount of \$5,337 at June 30, 2006. This amount is expected to be paid next year.

Budgetary Highlights

The actual expenditures were \$483,769 under budget reflecting the incomplete status of various projects appropriated in the prior budget cycle, but not incurred at June 30, 2006.

Economic Factors and Next Year's Budgets and Rates

The following factors were considered in preparing the District's budget for the 2007 fiscal year:

- Increase health insurance cost
- Salary adjustments approved by Board on July 1, 2006
- Increased efforts to seek out new funding sources

Requests for information

This financial report is designed to provide the Board, our taxpayers, customers, investors and creditors with a general overview of the District's accountability for the assets it receives and manages. If you have any questions about this report, or need additional financial information, please contact the District Administrator at the following address – P.O. Box 4605, Stateline, NV 89449.

NEVADA TAHOE CONSERVATION DISTRICT

Statement of Net Assets
June 30, 2006

Assets

Current Assets:	
Cash and Investments	\$ 127,258
Prepaid expenses	17,498
Accounts receivable	<u>224,785</u>
Total Current Assets	<u>369,541</u>
Noncurrent Assets:	
Capital assets, net of accumulated depreciation	<u>59,735</u>
Total Noncurrent Assets	<u>59,735</u>
Total Assets	<u>429,276</u>

Liabilities

Accounts payable	189,154
Accrued liabilities	4,975
Deferred revenue	5,867
Long-term liabilities:	
Capital leases payable - due within one year	5,337
Compensated absences - due within one year	9,031
Compensated absences - due after one year	<u>9,031</u>
Total Liabilities	<u>223,395</u>

Net Assets

Invested in capital assets, net of related debt	54,398
Unrestricted	<u>151,483</u>
Total Net Assets	<u>\$ 205,881</u>

The accompanying notes are an integral part of these financial statements.

NEVADA TAHOE CONSERVATION DISTRICT

Statement of Activities
For the Year Ended June 30, 2006

Expenses

Current:	
Salaries and employee benefits	\$ 471,614
Services and supplies	796,672
Depreciation expense	23,693
Total Expenses	1,291,979

Program Revenues

Intergovernmental:	
Local sources	70,975
State - NDSL	72,685
State - other	5,000
Federal sources	1,159,389
Total Program Revenues	1,308,049
Net Program Revenues (Expenses)	16,070

Miscellaneous:	
Other	10,650
Interest	187
Total Miscellaneous	10,837

Change in Net Assets	
Net assets, beginning of year	178,974
Net assets, end of year	\$ 205,881

The accompanying notes are an integral part of these financial statements.

NEVADA TAHOE CONSERVATION DISTRICT

Governmental Funds Balance Sheet June 30, 2006

Assets

Current Assets:	
Cash and Investments	\$ 127,258
Prepaid expenses	17,498
Accounts receivable	224,785
Total Assets	<u>369,541</u>

Liabilities

Accounts payable	\$ 189,154
Accrued liabilities	4,975
Deferred revenue	5,867
Total Liabilities	<u>199,996</u>

Fund Balances

Fund Balances:	
Reserved for prepaids	17,498
Unreserved:	
Undesignated	<u>152,047</u>
Total Fund Balances	<u>169,545</u>
Total Liabilities and Fund Balances	<u>\$ 369,541</u>

The accompanying notes are an integral part of these financial statements.

NEVADA TAHOE CONSERVATION DISTRICT

Governmental Funds
 Reconciliation of the Balance Sheet
 To the Statement of Net Assets
 June 30, 2006

Fund Balances - Governmental Funds		\$ 169,545
Amounts reported for governmental activities in the statement of net assets are different because:		
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental fund.		
Governmental capital assets	\$ 125,145	
Less: accumulated depreciation	(65,410)	
		59,735
Long-term liabilities including capital leases, are not due and payable in the current period and, therefore, are not reported in the governmental funds		
Capital lease payable	(5,337)	
Compensated absences	<u>(18,062)</u>	<u>(23,399)</u>
Net assets - Governmental Activities		<u>\$ 205,881</u>

The accompanying notes are an integral part of these financial statements.

NEVADA TAHOE CONSERVATION DISTRICT

Governmental Funds Statement of Revenues, Expenditures and Changes in Fund Balances For the Year Ended June 30, 2006

Revenues:	
Intergovernmental:	
Local sources	\$ 70,975
State - NDSL	72,685
State other	5,000
Federal sources	<u>1,159,389</u>
Total Intergovernmental	<u>1,308,049</u>
Miscellaneous:	
Other	10,650
Interest	<u>187</u>
Total Miscellaneous	<u>10,837</u>
Total Revenues	<u>1,318,886</u>
Expenditures:	
Current:	
Salaries and employee benefits	477,169
Services and supplies	<u>819,078</u>
Total Expenditures	<u>1,296,247</u>
Net change in fund balances	22,639
Fund balance, beginning of year	<u>146,906</u>
Fund balance, end of year	<u>\$ 169,545</u>

The accompanying notes are an integral part of these financial statements.

NEVADA TAHOE CONSERVATION DISTRICT

Governmental Activities
Reconciliation of the Statement of Revenues,
Expenditures and Changes in Fund Balances
To the Statement of Activities
For the Year Ended June 30, 2006

Net Change in Fund Balances - Governmental Funds \$ 22,639

Amounts reported for governmental activities in the statement of activities are different because:

Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is depreciated over the estimated useful lives.

Expenditures of capital assets	\$ 13,413	
Less: current year depreciation	<u>(23,693)</u>	(10,280)

Changes in compensated absences payable reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.

5,555

Repayment of lease principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net assets.

Capital lease payments	<u>8,993</u>	
------------------------	--------------	--

Net assets - Governmental Activities

\$ 26,907

The accompanying notes are an integral part of these financial statements.

NEVADA TAHOE CONSERVATION DISTRICT

Notes to Financial Statements
June 30, 2006

Note 1: Summary of Significant Accounting Policies

The accounting policies adopted by the Nevada Tahoe Conservation District (the "District") conform to accounting principles generally accepted in the United States of America as applied to government entities. A summary of the more significant accounting policies consistently applied in the preparation of the accompanying financial statement follows:

A. Reporting Entity

The District was formed pursuant to Nevada Revised Statutes Section 548 to develop comprehensive plans for the conservation of natural resources and administer renewable, natural resource conservation projects located within District boundaries.

The District includes all activities (operations of its administrative staff and management) considered to be part of the District. The District reviewed the criteria developed by the Governmental Accounting Standards Board (GASB) in its issuance of Statement No. 14, relating to the financial reporting entity to determine whether the District is financially accountable for other entities. The District has determined that no other outside entity meets the above criteria, and therefore, no agency has been included as a component unit in the financial statements. In addition, the District is not aware of any entity that would be financially accountable for the District that would result in the District being considered a component unit of that entity.

B. Basis of Presentation and Accounting

Government-Wide Statements

The statement of net assets and statement of activities display information about the primary government (District). These statements include the financial activities of the overall District.

The statement of activities presents a comparison between direct expenses and program revenues for the District's governmental activity. Direct expenses are those that are specifically associated with the District. Program revenues include grants and contributions that are restricted to meeting the operational or capital requirements of the District. Revenues that are not classified as program revenues, including investment income, are presented instead as general revenues.

NEVADA TAHOE CONSERVATION DISTRICT

Notes to Financial Statements
June 30, 2006

Note 1: Summary of Significant Accounting Policies (continued)

B. **Basis of Presentation and Accounting** (continued)

Government-Wide Statements (continued)

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place.

When both restricted and unrestricted net assets are available, restricted resources are used only after the unrestricted resources are depleted.

Fund Financial Statements

Separate financial statements are provided for the governmental funds. The governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting.

Under this method, revenues are recognized when measurable and available to finance expenditures of the current period. For this purpose, the District considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures are generally recorded when a liability is incurred, as under accrual accounting.

Nonexchange transactions, in which the District gives (or receives) value without directly receiving (or giving) value in exchange, include sales taxes, grants, entitlements and donations. On a modified accrual basis, revenues from sales taxes are recognized when the underlying transactions take place and have met the availability criteria. Revenues from grants, entitlements and donations are recognized in the fiscal year in which all eligibility requirements have been satisfied.

The District reports the following major governmental fund:

- The General Fund is the District's primary operating fund. It accounts for all financial resources of the general government.

C. **Non-Current Governmental Assets/Liabilities**

GASB Statement No. 34 eliminates the presentation of account groups, but provides for these records to be maintained and incorporates the information into the government-wide statement of net assets.

NEVADA TAHOE CONSERVATION DISTRICT

Notes to Financial Statements
June 30, 2006

Note 1: Summary of Significant Accounting Policies (continued)

D. Accounts Receivable

The District uses the allowance method to determine uncollectible accounts receivables. The allowance is based on prior years' experience and management's analysis of specific receivables. Management has a policy to analyze and adjust all uncollectible accounts on a monthly basis. The allowance for doubtful accounts as of June 30 is 0.

E. Capital Assets

Capital assets have been acquired for general District purposes. Assets purchased are recorded as expenditures in the governmental funds and capitalized at cost or estimated cost where no historical records are available. The District defines capital assets as assets with an initial individual cost of more than \$500 and an estimated useful life in excess of one year. Capital assets are depreciated using the straight-line method over their estimated useful lives of 3 to 7 years in the government-wide statements.

F. Accrued Liabilities

Accrued liabilities consist principally of District employee salaries and benefits relating to the year ended June 30, 2006, but not yet paid.

G. Compensated Absences

The current portion of the cost of compensated absences (vacation and the vested portion of sick time) is recorded as payroll expenditures in the Governmental Funds. The long-term portion of these costs is reflected as a long-term liability.

The current portion of the cost of compensated absences is estimated at 50% of the total liability.

H. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

NEVADA TAHOE CONSERVATION DISTRICT

Notes to Financial Statements
June 30, 2006

Note 2: Compliance with Nevada Revised Statutes and Nevada Administrative Code

The District conformed to all significant statutory constraints on its financial administration during the year.

Note 3 Cash

Cash at June 30, 2006 consisted of the following:

	<u>Carrying Amount</u>
Deposits	<u>\$ 127,258</u>
	<u>\$ 127,258</u>

Government Accounting Standards Board Statement No. 40, requires additional disclosures about a government's deposits and investments risks that include credit risk, custodial risk, concentration risk and interest rate risk. The District has no deposit or investment policy that addresses a specific type of risk.

The District has no investments; all deposits are with commercial checking accounts. Therefore, required disclosures for the District's deposit and investment risks at June 30, 2006, were as follows:

Credit risk	N/A
Custodial risk	N/A
Concentration of credit risk	N/A
Interest rate risks	N/A

Custodial credit risk for deposits is the risk that, in the event of failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. As of June 30, 2006, the recorded amount of the District's deposits was \$127,258 and the bank balance was \$107,558. Of the bank statement balance, \$100,000 was covered by federal depository insurance and \$7,558 was subject to collateralization.

NEVADA TAHOE CONSERVATION DISTRICT

Notes to Financial Statements June 30, 2006

Note 4: Capital Assets

A summary of changes in Capital Assets for the year ended June 30, 2006, is as follows:

	<u>July 1, 2005</u>	<u>Additions</u>	<u>Retirements</u>	<u>June 30, 2006</u>
<i>Capital assets, being depreciated:</i>				
Furniture and fixtures	\$ 56,710	\$ 13,413	\$ --	\$ 70,123
Vehicles	<u>55,022</u>	<u>--</u>	<u>--</u>	<u>55,022</u>
Total Capital Assets, Being Depreciated	<u>111,732</u>	<u>13,413</u>	<u>--</u>	<u>125,145</u>
Less Accumulated Depreciation for:				
Furniture and fixtures	(20,866)	(12,689)	--	(33,555)
Vehicles	<u>(20,851)</u>	<u>(11,004)</u>	<u>--</u>	<u>(31,855)</u>
Total Accumulated Depreciation	<u>(41,717)</u>	<u>(23,693)</u>	<u>--</u>	<u>(65,410)</u>
Total Capital Assets, Net	<u>\$ 70,015</u>	<u>\$ (10,280)</u>	<u>\$ --</u>	<u>\$ 59,735</u>

Note 5: Long-Term Obligations

The following is a summary of long-term obligation transactions of the Nevada Tahoe Conservation District for the fiscal year ended June 30, 2006:

	<u>July 1, 2005</u>	<u>Additions</u>	<u>Retirements</u>	<u>June 30, 2006</u>	<u>Current Portion</u>
Capital leases	\$ 14,330	\$ --	\$ (8,993)	\$ 5,337	\$ 5,337
Compensated absences	<u>23,617</u>	<u>17,844</u>	<u>(23,399)</u>	<u>18,062</u>	<u>9,031</u>
Total	<u>\$ 37,947</u>	<u>\$ 17,844</u>	<u>\$ (32,392)</u>	<u>\$ 23,399</u>	<u>\$ 14,368</u>

Note 6: Pension Plan

Plan Description

Effective March 1, 2003, Nevada Tahoe Conservation District contributes to the Public Employees Retirement System of the State of Nevada (PERS), a cost sharing, multiple employer, defined benefit plan administered by the Public Employees Retirement System of the State of Nevada. PERS provides retirement benefits, disability benefits, and death benefits, including annual cost of living adjustments, to plan members and their beneficiaries. Chapter 286 of the Nevada Revised Statutes establishes the benefit provisions provided to the participants of PERS. These benefit provisions may only be amended through legislation. The Public Employees Retirement System of the State of Nevada issues a publicly available financial report that includes financial statements and

NEVADA TAHOE CONSERVATION DISTRICT

Notes to Financial Statements
June 30, 2006

Note 6: **Pension Plan** (continued)

Plan Description (continued)

required supplementary information for PERS. That report may be obtained by writing to the Public Employees Retirement System of the State of Nevada, 693 West Nye Lane, Carson City, NV 89703-1599 or by calling (775) 687-4200.

Funding Policy

Plan members' benefits are funded under both the employee/employer paid contribution plan and the employer paid contribution plan. Under the employee/employer plan, the District and its employees are required to share equally, all amounts due under the plan, which is currently 10.5% each or 21% total on all covered payroll. Under the employer paid plan, the District pays all contributions at a rate of 20.25% on all covered payroll. The contribution requirements of plan members and the District are established by NRS Chapter 286. The funding mechanisms may only be amended through legislation. The District's and employees' contributions to PERS for the year ended June 30, 2006 was \$56,564 each, equal to the required contributions for the year.

Note 7: **Risk Management**

The Nevada Tahoe Conservation District is exposed to various risks of loss related to torts; thefts of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. There have been no claims during the course of the year. The District has joined together with similar public agencies (cities, counties, and special districts) throughout the State of Nevada to create a pool under the Nevada Interlocal Cooperation Act. The Nevada Public Agency Insurance Pool (the "Pool") is a public entity risk pool currently operating as a common risk management and insurance program for its members.

The District pays an annual premium and specific deductibles, as necessary, to the Pool for its general insurance coverage. The Pool is considered a self-sustaining risk pool that will provide coverage for its members for up to \$200,000 per insured property and crime event and up to \$500,000 per insured casualty event. The Pool obtains independent coverage for insured events in excess of these limits.

NEVADA TAHOE CONSERVATION DISTRICT

Notes to Financial Statements
June 30, 2006

Note 7: **Risk Management** (continued)

The deductible amount paid by the District for each incident at June 30 is \$500 for property damages, crime, and casualty. Maximum coverage is as follows:

Property	\$300,000,000	Aggregate all members
Comprehensive General Liability	\$10,000,000	Any one occurrence
	\$13,000,000	Annual aggregate
Products/Completed Operations	\$10,000,000	Any one occurrence
	\$13,000,000	Annual aggregate
Law Enforcement Liability	\$10,000,000	Any one occurrence
	\$13,000,000	Annual aggregate
Automobile Liability	\$10,000,000	Any one occurrence
Wrongful Acts	\$10,000,000	Any one occurrence
	\$10,000,000	Annual aggregate
Errors and Omissions	\$10,000,000	Any one occurrence and Aggregate
Crime – Employee Dishonesty/ Faithful Performance	\$500,000	Each loss
Crime – Other	\$250,000	Each loss
Boiler and machinery	\$60,000,000	Each accident

The District has also joined together with similar public agencies to create a pool under the Nevada Interlocal Cooperation Act. The Public Agency Compensation Trust (PACT) is an intergovernmental self-insured association for workers compensation insurance.

The District pays premiums based on payroll costs to the PACT. The PACT is considered a self-sustaining pool that will provide coverage for up to Nevada Statute limitations (\$350,000) per insured event, and for up to \$750,000 for insured events including police, fire or ambulance claims. The Trust obtains independent coverage for events in excess of these limits.

Note 8: **Contingent Liabilities**

Federal Grants – The District participates in several federal grant programs. These programs have been audited in accordance with the provisions of the federal Single Audit Act. No cost disallowances were proposed as a result of these audits. However, these programs are still subject to further examination by the grantors and the amount, if any, of expenditures which may be disallowed by the granting agencies cannot be determined at this time. The District expects such amounts, if any, to be immaterial.

REQUIRED SUPPLEMENTARY INFORMATION

NEVADA TAHOE CONSERVATION DISTRICT

Schedule of Revenues, Expenditures and Changes in Fund Balance Budget and Actual General Fund For the Year Ended June 30, 2006

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Revenues:				
Intergovernmental:				
Local sources	\$ 39,000	\$ 37,000	\$ 70,975	\$ 33,975
State sources	104,945	382,016	77,685	(304,331)
Federal sources	757,882	1,361,000	1,159,389	(201,611)
Total Intergovernmental	<u>901,827</u>	<u>1,780,016</u>	<u>1,308,049</u>	<u>(471,967)</u>
Miscellaneous:				
Other	\$ --	\$ --	\$ 10,650	\$ 10,650
Interest	--	--	187	187
Total Miscellaneous	<u>--</u>	<u>--</u>	<u>10,837</u>	<u>10,837</u>
Total Revenues	<u>901,827</u>	<u>1,780,016</u>	<u>1,318,886</u>	<u>(461,130)</u>
Expenditures:				
Current:				
Salaries and employee benefits	441,213	875,190	477,169	398,021
Services and supplies	460,614	904,826	819,078	85,748
Total Expenditures	<u>901,827</u>	<u>1,780,016</u>	<u>1,296,247</u>	<u>483,769</u>
Net change in fund balances	--	--	22,639	22,639
Fund balance - beginning of year	<u>146,906</u>	<u>146,906</u>	<u>146,906</u>	<u>--</u>
Fund balance - end of year	<u>\$ 146,906</u>	<u>\$ 146,906</u>	<u>\$ 169,545</u>	<u>\$ 22,639</u>

NEVADA TAHOE CONSERVATION DISTRICT

Notes to the Required Supplementary Information
For the Year Ended June 30, 2006

BUDGET AND BUDGETARY REPORTING

The District follows these procedures in establishing the budgetary data reflected in the financial statements:

1. During the month of May, the District Manager submits to the Board of Supervisors a tentative budget for the fiscal year commencing the following July 1. The tentative budget includes proposed expenditures and the means of financing them.
2. On or before June 1, the tentative budget is approved by the Nevada Division of Conservation Districts.
3. During the month of September, the Board of Supervisors reviews and approves the final budget. The final budget includes updates for grants awarded or not awarded that were not included or anticipated in the tentative budget as approved.
4. The District Manager is authorized to make amendments to the budget, subject to subsequent approval by the Board of Supervisors.
5. Formal budgetary integration is employed as a management control device for the general fund and special revenue fund. Such funds have legally adopted annual budgets which lapse at year-end.
6. All budgets are adopted on a basis consistent with U.S. generally accepted accounting principles. Budgeted amounts reflected in the accompanying financial statements recognize budget amendments made during the year.

OTHER REPORT



BARTIG, BASLER & RAY, LLP

A GALLINA LLP COMPANY

CERTIFIED PUBLIC ACCOUNTANTS

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH GOVERNMENT AUDITING STANDARDS**

Board of Supervisors
Nevada Tahoe Conservation District
Stateline, Nevada

We have audited the financial statements of the Nevada Tahoe Conservation District as of and for the year ended June 30, 2006, and have issued our report thereon dated August 24, 2006. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Nevada Tahoe Conservation District's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide an opinion on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be material weaknesses. A material weakness is a reportable condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements caused by error or fraud in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Nevada Tahoe Conservation District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Board of Supervisors
Nevada Tahoe Conservation District
Stateline, Nevada

We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

This report is intended for the information of management and agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

BARTIG, BASLER & RAY, LLP
A Gallina LLP Company

August 24, 2006
Roseville, California



REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO EACH
MAJOR PROGRAM AND INTERNAL CONTROL OVER COMPLIANCE IN
ACCORDANCE WITH OMB CIRCULAR A-133

Board of Supervisors
Nevada Tahoe Conservation District
Stateline, Nevada

Compliance

We have audited the compliance of the Nevada Tahoe Conservation District, with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement that are applicable to each of its major federal programs for the year ended June 30, 2006. The Nevada Tahoe Conservation District's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major federal programs is the responsibility of the Nevada Tahoe Conservation District's management. Our responsibility is to express an opinion on the Nevada Tahoe Conservation District's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Nevada Tahoe Conservation District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on the Nevada Tahoe Conservation District's compliance with those requirements.

In our opinion, the Nevada Tahoe Conservation District complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended June 30, 2006.

Board of Supervisors
Nevada Tahoe Conservation District
Stateline, Nevada

Internal Control Over Compliance

The management of the Nevada Tahoe Conservation District is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts and grants applicable to federal programs. In planning and performing our audit, we considered the Nevada Tahoe Conservation District's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.

Our consideration of the internal control over compliance would not necessarily disclose all matters in the internal control that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that noncompliance with applicable requirements of laws, regulations, contracts and grants that would be material in relation to a major federal program being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over compliance and its operation that we consider to be material weaknesses.

This report is intended solely for the information and use of management, others within the organization, Board of Supervisors, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

BARTIG, BASLER & RAY, LLP
A Gallina LLP Company

August 24, 2006
Roseville, California

NEVADA TAHOE CONSERVATION DISTRICT

Schedule of Expenditures of Federal Awards For the Year Ended June 30, 2006

Federal Grantor/Pass-Through Grantor/Program Title	Federal CFDA No.	Project/ Pass-Through Grantor's No.	Current Year Expenditures
<u>U.S. Department of Agriculture</u>			
Natural Resources Conservation Service:			
Direct Program:			
Natural Resources Conservation Service #2	10.902		\$ 14,696
Natural Resources Conservation Service #3	10.902		28,303
Natural Resources Conservation Service – NV Pinewild			9,998
Natural Resources Conservation Service – Backyard Conservation Program in the Lake Tahoe Basin			118,377
Best Management Practices (BMT) Retrofit			
Forest Service:			
Direct Program:			
USFS VGPII Cooperative Forest Assistance	10.664		74,081
USFS LV II Cooperative Forest Assistance	10.664		69,751
Total U.S. Department of Agriculture			<u>\$ 315,206</u>
<u>U.S. Environmental Protection Agency</u>			
Direct Program:			
Surveys, Studies, Investigations and Special Purpose Grants			49,174
EPA Demo	10.643		65,832
EPA NTP	none		
Office of Water:			
Passed through Nevada Department of Environmental Protection:			
Implementation of Best Mgmt Practices	66.460		145,543
Total Office of Water, Environmental Protection Agency			<u>\$ 260,548</u>
<u>U.S. Department of the Interior</u>			
Fish and Wildlife Service:			
Direct Programs:			
Fish and Wildlife Management Assistance –			
Water Quality and Erosion Control #2	15.608		87,365
Water Quality and Erosion Control #2A	15.608		1,560
USBOR #3 – Washoe IEP and Rosewood Creek Assessments	none		259,610
USBOR #4 – Planning and Design of the Restoration of Mill Creek and Rosewood Creek to Improve Water Quality and Improve Wildlife	none		159,934
Total U.S. Department of the Interior			<u>\$ 508,469</u>
Total Expenditures of Federal Awards			<u>\$ 1,084,223</u>

Note: The Schedule of Federal Awards is prepared on the modified accrual basis of accounting.

NEVADA TAHOE CONSERVATION DISTRICT

Schedule of Findings and Questioned Costs

June 30, 2006

A. SUMMARY OF AUDIT RESULTS

1. The auditor's report expresses an unqualified opinion on the financial statements of the Nevada Tahoe Conservation District.
2. No reportable conditions relating to the audit of the financial statements are reported in the Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards.
3. No instances of noncompliance material to the financial statements of the Nevada Tahoe Conservation District were disclosed during the audit.
4. No reportable conditions relating to the audit of the major federal award programs are reported in the Report on Compliance with Requirements Applicable to Each Major Program and Internal Control Over Compliance in Accordance with OMB Circular A-133.
5. The auditor's report on compliance for the major federal award programs for the Nevada Tahoe Conservation District expresses an unqualified opinion.
6. Audit findings relative to the major federal award programs for the Nevada Tahoe Conservation District are reported in Part C of this schedule.
7. The programs tested as major programs are:

Fish and Wildlife Management Assistance	15,608
U.S. Bureau of Reclamation #3	none provided
U.S. Bureau of Reclamation #4	none provided
8. The threshold used for distinguishing between Types A and B programs was \$300,000.
9. The Nevada Tahoe Conservation District was determined to be a low-risk auditee.

B. FINDINGS - FINANCIAL STATEMENT AUDIT

None.

C. FINDINGS AND QUESTIONED COSTS - MAJOR FEDERAL AWARD PROGRAMS AUDIT

None.

NISED OPERATIONAL BUDGET FY 2007 EXPENSES																		
GENERAL FUND	NRCS #1	SNPLMA #5	USFS-UCF III	EPA-NTP	EPA-DEMO	EPA-DRI	VQP II	LV II	USFS WRG SMP R6	BCR #2	BCR #4	BCR #5	NDSL BCP	NDSL IV	NDSP 319	NDSL WQ EC	TOTAL	
PAYROLL EXPENSES																		
Contract Manager	\$ 95,000																	\$ 95,000
Administrative Assistant	\$ 75,000																	\$ 75,000
Senior PM - WR	\$ 10,000																	\$ 10,000
Senior PM - CP	\$ 2,500																	\$ 2,500
APM - Water Quality	\$ 2,500																	\$ 2,500
APM - Watershed	\$ 2,500																	\$ 2,500
APM - Monitoring	\$ 1,800																	\$ 1,800
WR Tech	\$ 2,000																	\$ 2,000
Asst PM - BCP 1	\$ 2,500																	\$ 2,500
Asst PM - BCP 2	\$ 2,500																	\$ 2,500
Asst PM - RCP 3	\$ 3,000																	\$ 3,000
Engineering Tech	\$ 7,000																	\$ 7,000
Salaries/Personnel Cost	\$ 205,800	\$ 2,344	\$ 119,543	\$ 55,223	\$ 15,558	\$ 5,471	\$ -	\$ 444	\$ 27,770	\$ -	\$ 197,104	\$ -	\$ 34,530	\$ 2,049	\$ 101,284	\$ 55,536	\$ 577,513	
Payroll Overhead/Exp	\$ 23,157	\$ 4,344	\$ 118,543	\$ 65,223	\$ 18,888	\$ 5,471	\$ -	\$ 444	\$ 22,770	\$ -	\$ 197,104	\$ -	\$ 34,530	\$ 2,049	\$ 101,284	\$ 55,536	\$ 707,113	
TOTAL	\$ 707,113																	\$ 707,113
NONACTUAL EXPENSES																		
Contractual																		
Interlocal Agreement																		
TOTAL CONTRACTUAL																		
GENERAL EXPENSES																		
Advertising	\$ 700																	\$ 700
Building	\$ 200																	\$ 200
Conference and Training	\$ 10,000																	\$ 10,000
Donation	\$ 2,000																	\$ 2,000
Jobs and Internships	\$ 1,000																	\$ 1,000
Electric	\$ 2,500																	\$ 2,500
Furniture	\$ 3,000																	\$ 3,000
Insurance	\$ 3,500																	\$ 3,500
Maintenance-Computers	\$ 200																	\$ 200
Miscellaneous/Other	\$ 11,600	\$ 2,337	\$ 3,000				\$ 45											\$ 17,982
Other	\$ 11,000																	\$ 11,000
Professional Fees	\$ 25,000																	\$ 25,000
Rent and Leases-Office	\$ 3,500																	\$ 3,500
R & L Equipment	\$ 5,000																	\$ 5,000
Supplies	\$ 2,000	\$ 791	\$ 430	\$ 1,100	\$ 1,569	\$ 1,500	\$ 84	\$ 3,000	\$ 2,500	\$ 400	\$ 1,535	\$ 300	\$ 3,000	\$ 1,442	\$ 2,989	\$ 1,545	\$ 33,932	
Travel	\$ 2,000																	\$ 2,000
Vehicles	\$ 2,000																	\$ 2,000
TOTAL	\$ 95,448	\$ 4,833	\$ 4,820	\$ 13,379	\$ 2,920	\$ 2,600	\$ 45	\$ 64	\$ 16,500	\$ -	\$ 14,176	\$ 1,500	\$ 3,974	\$ 1,442	\$ 16,007	\$ 7,916	\$ 204,136	
Expansions Total Budget	\$ 304,546	\$ 27,590	\$ 9,357	\$ 132,332	\$ 67,063	\$ 7,971	\$ 11,737	\$ 5,618	\$ 93,070	\$ 296,979	\$ 265,817	\$ 155,346	\$ 26,804	\$ 21,241	\$ 117,291	\$ 83,132	\$ 1,709,629	
Monthly Expenses Dec 1, 2006 - June 30, 2007 @ 1,100 per month																		
Grand Total \$ 1,709,629																		

Account	Amount
TOTAL INCOME	\$ 1,705,828.00
TOTAL EXPENSE	\$ 1,705,828.00
DIFFERENCE	\$



**Carson City Community Support Services
Application for Grant Funds
Fiscal Year 2007-2008
General Information**

Name: Brewery Arts Center **Phone:**775-883-1976 **Fax:** 883-1922
Mailing Address: 449 West King Street
Carson City, Nevada 89703

Contact: John Procaccini, Executive Director **Phone:** 883-1976 ext 102
449 West King Street
Carson City, Nevada 89703

1. **Purpose of Organization:** The Brewery Arts Center provides and promotes programs to further arts awareness and cultural opportunities in Carson City and other Northern Nevada areas.

Mission

To coordinate, promote and assist in the development and advancement of arts, education and cultural activities in Carson City and surrounding areas through the cooperative efforts of citizens and organizations acting in concert.

2. **Total Annual Budget:** – FY 2006/2007 \$575,000.00

3. **How Long Organized** – Since 1976 - 31 Years

4. **Tax ID #** - 51-0183567

5. **Fiscal Information:**

	<u>Last Year</u>	<u>Present Year(to date)</u>	<u>Next Year(projected)</u>
Income:	\$395,019.00	\$505,568.00	\$612,000.00
Expense:	\$482,652.00	\$453,607.00	\$550,000.00
Reserves:	0	0	\$62,000.00

Program/Proposal

6. **Title of Proposal:** Request for extended marketing and operating funds

7. **Program Director:** John Procaccini

8. **Phone:** 883-1976 ext 102 **Fax:** 883-1922

9. **Address:** 449 W King Street

10. **City:** Carson City **Zip:** 89703

11. **Program/proposal objectives and brief description:** We the Brewery Arts center are requesting support for both our marketing efforts and operations. Our marketing efforts have increased drastically in an effort to bring visitors from other communities to our unique shows, plays and summer festivals. Attracting of out of towners through increased marketing efforts should increase ancillary dollars spent by visitors at area restaurants, shops, gas stations and so-on. The BAC has protected itself in being exclusive presenters of headline shows by adding performance restrictions to the entertainers as to not allow them Reno/Tahoe performances for a period of 60 days surrounding our events. Our appeal to the locals in offering additional arts and culture increases with more festivals, childrens shows, digital arts and broadcast arts classes.

12. **Primary purpose of grant:** The Grant will be used for enhanced radio ads, enhanced print ads, addition of cable advertising, a marketing intern and continuation of our contract with MACWEST Marketing as our PR firm . We

have also experienced increasingly high utilities costs in gas, electric, sewer and water as our buildings are out of date and are not proficient in energy management. We are applying for a Sierra Pacific Power grant to assist us in procuring new power management tools and practices.

13. **Dates of project or use of funds:** Fiscal Year 2007/2008
14. **Total amount of funds requested of Carson City:** \$40,000.00
15. **Total Cost of Project Marketing/PR** – \$60,000.00, energy management retrofit, \$10,000.00
16. **Last Years Project Budget:** \$55,000.00
17. **This Years project Budget:** \$70,000.00 –
18. **Percentage of Funds to be utilized for administrative costs:** Approximately 20% for PR firm and intern.
19. **Previous City sponsored Grant Funding received:** CCOY Grant @ \$3,000.00 less admin fees, 2007 Community support grant at \$15,000.00.
20. **Detail as to how funds will be used:** The Brewery Arts Center is always enhancing the number and quality of performances, classes, childrens arts programs and community festivals, the necessity for increased awareness, marketing and overall branding of the BAC has become a necessity. Also, we would be installing wireless IP thermostats for management of the facilities HVAC systems.
21. **Other Sources of Funding:** The Brewery Arts Center offers various levels of membership, donor, corporate sponsorship and cooperative event advertising opportunities. Funds derived from these sources are generally used for general operating of the overall institution unless a "restriction" is placed as a condition of funding. We have applied to the Nevada Commission on Tourism for marketing assistance as well as Sierra Pacific Power and State historic Preservation for assistance with energy management and conservation.
22. **Benefits to Citizens of Carson City:** While some of the programs at the BAC are fee based, the BAC offers it's BAC Stage kids programs to over 225 children aspiring to be in performing arts at absolutely no cost to the child or their family. The BAC host two community based events (2007/2008 to be combined into one 3 day event). The 2007 Jazz and Beyond Festival will feature over 20 entertainers/bands over 3 days on the BAC campus at no admission fee to the public. 4000 attendees over 3 days are expected from Norther Nevada and Northern California.
23. **Number of local residents that funds will benefit:** Over 20,000 event goers frequent the BAC performances, classes and events each year. The BAC's current membership is 850, and all members are notified via a newsletter of the happenings at the BAC.
24. **Percentage of reseidents from other cities/counties:** Polling and on-line sales reports indicate that approximately 31% of event goers, class attendees and ticket purchasers come from the Reno/Tahoe/Douglas County market segments.
25. **Funding from other cities and counties served:** No other funding is received from out of area sponsors, grantors etc.
26. **Charges for services provided:** Charges for services vary at the Brewery Arts Center.
27. **What service fees collected over fiscal year:** Fees collected at the BAC are for membership, donor and sponsorship. Admission fees are charged for events commensurate with the level of production being offered.
28. **How does Brewery Arts Center anticipate benefitting from funding:** We are in need of creating reserves derived from our over ½ million dollar operating budget. Our strategy this year is to target expenses and reduce by 50% in order to begin a goal of \$50,000 reserve by FYE 2008.

29. **Does program/proposal enhance Carson City's ability to provide for health, safety and general welfare of this community.** There is no specific provision for health, safety and general welfare, however it is a known fact that arts fulfilled children and youth excel in academic social and interpersonal skills.
30. **Does your program/proposal provide any in-kind service to Carson City** The BAC recognizes the sources of which it derives funding and support. We assist other community support services by providing at either discounted or no charge for use of our facilities for gatherings, lectures and town hall type meetings. We also offer online calendar sharing and announcement space in our newsletters for other organizations to announce events. Our new venture into Cable Access Television has put us in direct contact and participation with other local service organizations.
31. **Does program/proposal have matching funds?:** Yes, the BAC proposes to match the requested funds to achieve meeting our overall marketing and PR budget.
32. **How will program/proposal enhance image of the community?** As the BAC awareness increases throughout Northern Nevada, it will become evident that the quality of our programs will eclipse the offerings of *surrounding arts organizations* and ultimately recognize the Capital City as becoming the frontrunner in arts in culture in the state. We believe to be an intregal component of the recent studies placing Carson City as the 3rd most attractive US City for Arts and Culture.
33. **Does program/proposal have the potential to become self supporting?** Yes, as revenue increases through the private donor sector, and other qualified revenue streams, the need for grants should diminish.
34. **Other private sector/nonprofit/governmental agencies providing similar services. How are their services complimented:** The BAC works closely with other local service organizations by providing programs for at – risk youth, as well as Bordewich Bray Dolphin Club for after school art sessions. We are currently working with other organizations such as Carson Tahoe region Medical center, Carson Rotary, Carson Senior Center, CERT amongst others to create programs that benefit our community.
35. **How is the community made aware and in-turn benefit from program/proposal:** All advertising, promotions, newsletters, event programs will show the City seal and and contain some type of verbage that advises the community of the City's support and how enhanced programs were made possible by grants from Carson City.
36. **How will results of program be measured –** The Brewery Arts Center offers online questionnaires, exit polls an membership forums as a method for obtaining and acting from coommunity input.

Accompanying this proposal, please find the following:

- ✓ Financials for 2006/2007 to Date
- ✓ Event Programs/Brochures
- ✓ Marketing Budget

Respectfully Submitted,



 John Procaccini

4 16 07

 Date

Profit & Loss Budget vs. Actual

04/06/07

Monthly Board Report 7/1/06 thru 2/28/07

Accrual Basis

	Jul '06 - Feb 07	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
1011 · CORPORATE & DONOR MEMBERSHIP				
1012 · Event Sponsorship	20,455.79	20,000.00	455.79	102.3%
1013 · Bronze	3,000.00	3,333.32	(333.32)	90.0%
1015 · Gold	3,500.00	5,000.00	(1,500.00)	70.0%
Total 1011 · CORPORATE & DONOR MEMBERSHIP	26,955.79	28,333.32	(1,377.53)	95.1%
1020 · REGULAR MEMBERSHIP				
1021 · Senior	2,395.00	2,333.32	61.68	102.6%
1022 · Individual	1,800.00	3,333.32	(1,533.32)	54.0%
1023 · Family	5,200.00	8,000.00	(2,800.00)	65.0%
1024 · Patron	4,245.00	3,333.32	911.68	127.4%
1025 · Benefactor	3,000.00	1,666.68	1,333.32	180.0%
1026 · Supporter	3,151.50	3,333.36	(181.86)	94.5%
1027 · 240 Club	0.00	1,000.00	(1,000.00)	0.0%
Total 1020 · REGULAR MEMBERSHIP	19,791.50	23,000.00	(3,208.50)	86.1%
2000 · GRANT PROGRAMS				
2110 · General Donors	26,317.19	53,333.32	(27,016.13)	49.3%
2160 · Other Restricted	120,109.04	8,333.32	111,775.72	1,441.3%
Total 2000 · GRANT PROGRAMS	146,426.23	61,666.64	84,759.59	237.4%
3000 · RETAIL SALES				
3001 · Artisans (taxable merchandise)	31,799.48			
3002 · BAC (non taxable merchandise)	1,114.00			
3000 · RETAIL SALES - Other	0.00	6,666.68	(6,666.68)	0.0%
Total 3000 · RETAIL SALES	32,913.48	6,666.68	26,246.80	493.7%
3100 · EDUCATION & CLASS FEE INCOME	9,259.00	18,333.32	(9,074.32)	50.5%
3500 · CONTRACT PRINTING	6.25	1,333.32	(1,327.07)	0.5%
FUNDRAISING & PROGRAMMING	10.00			
4100 · UNRESTRICTED FUNDRAISING	29,674.00	22,000.00	7,674.00	134.9%
4200 · PROGRAMMING				
4210 · BAC Program Commissions	391.00			
4220 · Backstage Kids	1,600.00	16,000.00	(14,400.00)	10.0%
4230 · Concession sales	21,053.01	13,333.32	7,719.69	157.9%
4240 · Festivals	3,242.01			
4250 · Ticket Sales	56,247.12	56,666.68	(419.56)	99.3%
4260 · BAC TV	15.00			
4200 · PROGRAMMING - Other	1,600.00			
Total 4200 · PROGRAMMING	84,148.14	86,000.00	(1,851.86)	97.8%
5000 · SPACE RENTAL				
Performance Hall Rent				
5110 · Studio	0.00	2,400.00	(2,400.00)	0.0%
5120 · Practice/Classrooms	3,235.00			
5160 · Main Hall	15,701.25	5,000.00	10,701.25	314.0%
Total Performance Hall Rent	18,936.25	7,400.00	11,536.25	255.9%
5200 · Parking Lot Lease	7,740.85	8,666.68	(925.83)	89.3%
5300 · Brewery Rent				
5310 · Black Box Theater	3,460.00	1,333.32	2,126.68	259.5%
5320 · Ballroom	14,468.25	10,000.00	4,468.25	144.7%
5330 · Classrooms	0.00	666.68	(666.68)	0.0%
5340 · NAA CAM fees	700.00	1,600.00	(900.00)	43.8%
Total 5300 · Brewery Rent	18,628.25	13,600.00	5,028.25	137.0%
5400 · Audio/Visual Equip.	35.00			
5000 · SPACE RENTAL - Other	603.50			
Total 5000 · SPACE RENTAL	45,943.85	29,666.68	16,277.17	154.9%

Profit & Loss Budget vs. Actual

Monthly Board Report 7/1/06 thru 2/28/07

	Jul '06 - Feb 07	Budget	\$ Over Budget	% of Budget
Miscellaneous Income	195.00			
5800 · CITY CABLE TV ACCESS CONTRACT	110,000.00	73,333.32	36,666.68	150.0%
5801 · CABLE ACCESS INCOME OTHER	215.00	16,666.68	(16,451.68)	1.3%
5999 · INTEREST INCOME	30.48			
Total Income	505,568.72	366,999.96	138,568.76	137.8%
Gross Profit	505,568.72	366,999.96	138,568.76	137.8%
Expense				
6001 · ADVERTIZING	17,956.85	16,666.68	1,290.17	107.7%
6002 · BANK & CC SERVICE CHARGES	2,963.85	1,833.32	1,130.53	161.7%
6003 · DUES & SUBSCRIPTIONS	314.25	500.00	(185.75)	62.9%
6004 · MARKETING & DEVELOPMENT	14,779.88	12,000.00	2,779.88	123.2%
6010 · PAYROLL EXPENSES				
6011 · Gross Wages	128,014.95	130,000.00	(1,985.05)	98.5%
6012 · Social Security	7,936.92	8,060.00	(123.08)	98.5%
6013 · Medicare	1,856.22	1,884.98	(28.76)	98.5%
6014 · FUTA	592.98	266.68	326.30	222.4%
6015 · Nevada Unemployment - ESD	5,413.36	3,333.32	2,080.04	162.4%
6016 · NV Modified Business Tax	0.00	818.98	(818.98)	0.0%
6017 · Worker's Compensation	258.93	2,333.32	(2,074.39)	11.1%
Total 6010 · PAYROLL EXPENSES	144,073.36	146,697.28	(2,623.92)	98.2%
6030 · PROFESSIONAL FEES				
6031 · Accounting/Bookkeeping	7,790.06	10,466.68	(2,676.62)	74.4%
6032 · BAC TV Technician	10,112.17			
6033 · Consulting	375.00			
6034 · Legal Fees	750.00	666.68	83.32	112.5%
Total 6030 · PROFESSIONAL FEES	19,027.23	11,133.36	7,893.87	170.9%
6100 · OPERATIONS				
6108 · Storage	292.00	333.36	(41.36)	87.6%
6109 · Reconciliation Discrepancies	0.02			
6111 · Office supplies	3,174.53	4,666.68	(1,492.15)	68.0%
6112 · Computer Hardware	29,640.10			
6113 · Computer Software	(1,958.83)	1,000.00	(2,958.83)	(195.9)%
6114 · Equipment lease/rental	8,934.77	8,000.00	934.77	111.7%
6115 · Small Tools	0.00	1,000.00	(1,000.00)	0.0%
6117 · Equipment Repair	0.00	500.00	(500.00)	0.0%
Total 6100 · OPERATIONS	40,082.59	15,500.04	24,582.55	258.6%
6120 · CONCESSION SUPPLIES				
6121 · Beverages	2,835.36	1,000.00	1,835.36	283.5%
6122 · Food products	4,328.44	800.00	3,528.44	541.1%
6123 · Dinnerware	387.85	166.68	221.17	232.7%
6124 · Liquor license	180.00	833.32	(653.32)	21.6%
6125 · Temp Event Permits	96.15			
Total 6120 · CONCESSION SUPPLIES	7,827.80	2,800.00	5,027.80	279.6%
6130 · TRAVEL				
6131 · Air/Surface Transportation	81.70			
6130 · TRAVEL - Other	0.00	1,333.32	(1,333.32)	0.0%
Total 6130 · TRAVEL	81.70	1,333.32	(1,251.62)	6.1%
6140 · OFFICE COMMUNICATIONS				
6142 · Telephone/Fax/ISDN				
6143 · Business/8831976	1,511.80	1,000.00	511.80	151.2%
6144 · ISDN/8888688	728.97	666.68	62.29	109.3%
6145 · Elevator/8834219	387.74	333.32	54.42	116.3%
6146 · Performance Hall/8836152	403.08	1,000.00	(596.92)	40.3%
6149 · Cell Phones	385.00			
6142 · Telephone/Fax/ISDN - Other	945.49			
Total 6142 · Telephone/Fax/ISDN	4,362.08	3,000.00	1,362.08	145.4%

Profit & Loss Budget vs. Actual

04/06/07

Monthly Board Report 7/1/06 thru 2/28/07

Accrual Basis

	Jul '06 - Feb 07	Budget	\$ Over Budget	% of Budget
6148 - Website	0.00	1,666.68	(1,666.68)	0.0%
6151 - Internet services	0.00	333.32	(333.32)	0.0%
Total 6140 - OFFICE COMMUNICATIONS	4,362.08	5,000.00	(637.92)	87.2%
6153 - POSTAGE & DELIVERY	1,969.22	1,666.68	302.54	118.2%
6154 - PRINTING & REPRODUCTION	1,818.70	6,000.00	(4,181.30)	30.3%
6160 - STAFF DEVELOPMENT	23.44	333.32	(309.88)	7.0%
6161 - Training supplies	23.44	333.32	(309.88)	7.0%
Total 6160 - STAFF DEVELOPMENT	23.44	333.32	(309.88)	7.0%
6170 - INSURANCE, LICENSES & TAXES	16,404.58	9,833.32	6,571.26	166.8%
6171 - Insurance	16,404.58	9,833.32	6,571.26	166.8%
Total 6170 - INSURANCE, LICENSES & TAXES	16,404.58	9,833.32	6,571.26	166.8%
6184 - INTEREST EXPENSE	14,949.70	14,666.68	283.02	101.9%
VISUAL & PERFORMING ARTS				
7010 - Artist Expenses	2,900.80	5,000.00	(2,099.20)	58.0%
7020 - Artists/Performers	37,273.16	33,333.32	3,939.84	111.8%
7021 - Catering /Hospitality	2,341.78	1,333.32	1,008.46	175.6%
7030 - Festivals/Booth Rentals	4,312.00	5,000.00	(688.00)	86.2%
7040 - Instructor fees	12,148.36	16,666.68	(4,518.32)	72.9%
7050 - Lighting/Sound/Stage Technician	14,002.00	4,000.00	10,002.00	350.1%
7055 - Merchandise (for sale)	2,424.47			
7060 - Piano Tuning	665.00	533.32	131.68	124.7%
7070 - Props/costumes	1,198.43	500.00	698.43	239.7%
7080 - Royalties	2,860.00	2,000.00	860.00	143.0%
7081 - Sales Distributions (Artisans)	24,054.61			
7082 - Store Manager (Artisans)	3,554.93			
7091 - Supplies	3,910.64	4,000.00	(89.36)	97.8%
Total VISUAL & PERFORMING ARTS	111,646.18	72,366.64	39,279.54	154.3%
8200 - SUPPLIES				
8201 - Maintenance	2,441.06	4,666.68	(2,225.62)	52.3%
8202 - Operation	759.96	2,333.32	(1,573.36)	32.6%
8203 - Fuel for Equipment	120.09	133.32	(13.23)	90.1%
8200 - SUPPLIES - Other	428.75			
Total 8200 - SUPPLIES	3,749.86	7,133.32	(3,383.46)	52.6%
8300 - OUTSIDE SERVICES				
8301 - Contract Labor	13,866.33	11,666.68	2,199.65	118.9%
8302 - Custodian	5,160.00	5,000.00	160.00	103.2%
8303 - Repairs	2,035.18	1,166.68	868.50	174.4%
Total 8300 - OUTSIDE SERVICES	21,061.51	17,833.36	3,228.15	118.1%
8400 - UTILITIES				
8410 - Electric				
8411 - Performance Hall/2816406	7,837.98	5,666.68	2,171.30	138.3%
8412 - Brewery/02814708	8,173.13	5,666.68	2,506.45	144.2%
8413 - NNA Art Gallery/00272476	4.95			
Total 8410 - Electric	16,016.06	11,333.36	4,682.70	141.3%
8420 - Gas				
8421 - Performance Hall/022	3,402.23	3,333.32	68.91	102.1%
8422 - Brewery/022	5,240.05	4,000.00	1,240.05	131.0%
8423 - Pottery Program/021	787.46	666.68	120.78	118.1%
Total 8420 - Gas	9,429.74	8,000.00	1,429.74	117.9%
8430 - Water, Sewer, Waste Disposal				
8431 - Water & Sewer				
84311 - Brewery/185570	490.32	533.32	(43.00)	91.9%
84312 - Brewery/67160	164.49	500.00	(335.51)	32.9%
84313 - Performance Hall/52960	415.99	500.00	(84.01)	83.2%
84614 - Performance Hall/53310	1,197.31	500.00	697.31	239.5%
Total 8431 - Water & Sewer	2,268.11	2,033.32	234.79	111.5%

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04/06/07

Accrual Basis

Brewery Arts Center

Profit & Loss Budget vs. Actual

Monthly Board Report 7/1/06 thru 2/28/07

	Jul '06 - Feb 07	Budget	\$ Over Budget	% of Budget
8432 - Waste Disposal				
8441 - Performance Hall	1,564.43	2,333.32	(768.89)	67.0%
8442 - Brewery and Annex	1,236.11			
Total 8432 - Waste Disposal	2,800.54	2,333.32	467.22	120.0%
Total 8430 - Water, Sewer, Waste Disposal	5,068.65	4,366.64	702.01	116.1%
Total 8400 - UTILITIES	30,514.45	23,700.00	6,814.45	128.6%
Total Expense	453,607.23	366,997.32	86,609.91	123.6%
Net Ordinary Income	51,961.49	2.64	51,958.85	1,968,238.3%
Other Income/Expense				
Other Income				
8510 - Sales Tax Collections Allowance	9.63			
8520 - Dividend Income	47.20			
8600 - CAPITAL GRANTS				
8601 - Nevada Historic Preservation	7,332.41			
Total 8600 - CAPITAL GRANTS	7,332.41			
8700 - Refundable Deposits Kept	(25.00)			
Total Other Income	7,364.24			
Net Other Income	7,364.24			
Net Income	59,325.73	2.64	59,323.09	2,247,186.7%

Brewery Arts Center Marketing PR Budget
July 2007 - June 2008

Type	Budget Item	Debit	Annual Budget	Jul '07	Aug '07	Sep '07	Oct '07	Nov '07	Dec '07	Jan '08	Feb '08	Mar '08	Apr '08	May '08	Jun '08	Notes
Advertising Company	Print & Radio	\$ 34,428	\$ 34,428	\$ 2,617	\$ 2,617	\$ 3,373	\$ 2,817	\$ 2,817	\$ 3,373	\$ 2,817	\$ 2,817	\$ 3,373	\$ 2,817	\$ 2,817	\$ 3,373	2 weekly publications and 1 quarterly publication. Writing copy, securing photos, placing in ad account management. Twice per month, will sit, work with rep on placement, negotiate flea tickets when appropriate.
	Print Writing, design, adMacWest	\$ 3,240	\$ 3,240	\$ 270	\$ 270	\$ 270	\$ 270	\$ 270	\$ 270	\$ 270	\$ 270	\$ 270	\$ 270	\$ 270	\$ 270	
	Radio writing, design, adMacWest	\$ 2,160	\$ 2,160	\$ 180	\$ 180	\$ 180	\$ 180	\$ 180	\$ 180	\$ 180	\$ 180	\$ 180	\$ 180	\$ 180	\$ 180	
	RNR	\$ 567	\$ 567	\$ 487	\$ 487	\$ 567	\$ 567	\$ 567	\$ 567	\$ 567	\$ 567	\$ 567	\$ 567	\$ 567	\$ 567	\$200/wk less PTV pays \$1,600/yr, that's \$133/mo. Will see if we can trade out for sponsorship.
	Nevada Appeal	\$ 2,000	\$ 2,000	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750	1/3 piece national call \$750/week
	Radio	\$ 6,000	\$ 6,000	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	primarily spend \$250/performance
	KUNR	\$ 3,000	\$ 3,000	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	only if we can get 30 sec mention when sponsor mention. Want guestlisted interviews and playing info also Dan-Highly mentioning event
	Carson Magazine	\$ 3,024	\$ 3,024	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1/3 piece national call \$750/week \$K commitment. Will be able to trade out for mention in newsletter and flea tickets
	Public Relations	\$ 4,320	\$ 4,320	\$ 360	\$ 360	\$ 360	\$ 360	\$ 360	\$ 360	\$ 360	\$ 360	\$ 360	\$ 360	\$ 360	\$ 360	may be 30% in flea and 1/2 of cost
	Press Releases/PSAs	\$ 6,480	\$ 6,480	\$ 540	\$ 540	\$ 540	\$ 540	\$ 540	\$ 540	\$ 540	\$ 540	\$ 540	\$ 540	\$ 540	\$ 540	approx 2.5 performance press releases per month. Additionally, 1 press release every other month like focuses on building the JAC, brand (could be an ad release). Write release, approvals, send out, follow up calls. Facilitate interviews, build relationships with key media contacts
Direct Mail	list of 750 handied in house	\$ 3,925	\$ 3,925	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	quant 800, production, printing (\$600) and postage (\$150)
	Newsletter	\$ 3,700	\$ 3,700	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	1/yrmo, except 4 times per year to twice a month. Start in illustrator than publish in Publisher. Buy pre-produced art cards. To print 100 chart graphic holders with 2 color logo imprinted on front
	Postcard/Rack Card	\$ 2,900	\$ 2,900	\$ 225	\$ 225	\$ 225	\$ 225	\$ 225	\$ 225	\$ 225	\$ 225	\$ 225	\$ 225	\$ 225	\$ 225	write copy, layout, send to production
	Calendar	\$ 1,924	\$ 1,924	\$ 1,924	\$ 1,924	\$ 1,924	\$ 1,924	\$ 1,924	\$ 1,924	\$ 1,924	\$ 1,924	\$ 1,924	\$ 1,924	\$ 1,924	\$ 1,924	write copy, make prospecting pitch, work with list broker, send to production, make it a prospecting piece once a year. List rental \$300 (postage and printing \$ 60 each) (\$200) (\$1200)
	Postcard	\$ 2,370	\$ 2,370	\$ 190	\$ 190	\$ 190	\$ 190	\$ 190	\$ 190	\$ 190	\$ 190	\$ 190	\$ 190	\$ 190	\$ 190	quant 800, production, printing (\$150) and postage (\$200) to boost sales, mailed approx 12/mo
	MacWest	\$ 1,080	\$ 1,080	\$ 90	\$ 90	\$ 90	\$ 90	\$ 90	\$ 90	\$ 90	\$ 90	\$ 90	\$ 90	\$ 90	\$ 90	quant 800, recommend once a month have it be a list more informative - sponsor pitch, value added info (maybe talk about a something occurring nation-wide such as a new brewery production, new music info, make it unique content so that people are more likely to open, other 1.5 times/mo is email broadcast - reserve your ticket should have different look so people
	MacWest	\$ 3,000	\$ 3,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	quantitative, need to fill actual number
	Weekly Update	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	includes updating content from newsletter once a month
	March Update	\$ 1,170	\$ 1,170	\$ 1,170	\$ 1,170	\$ 1,170	\$ 1,170	\$ 1,170	\$ 1,170	\$ 1,170	\$ 1,170	\$ 1,170	\$ 1,170	\$ 1,170	\$ 1,170	estimate 10 descriptions thru Aug
	August Update	\$ 1,170	\$ 1,170	\$ 1,170	\$ 1,170	\$ 1,170	\$ 1,170	\$ 1,170	\$ 1,170	\$ 1,170	\$ 1,170	\$ 1,170	\$ 1,170	\$ 1,170	\$ 1,170	estimate 10 descriptions thru Aug
Programs		\$ 2,400	\$ 2,400	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$20/page (1 sheet folded in half), 2000 quant x 40 shows/yr. This is cost, if it included this will become a profit item due to selling space
	Handied in house	\$ 2,400	\$ 2,400	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	

Handied in house

