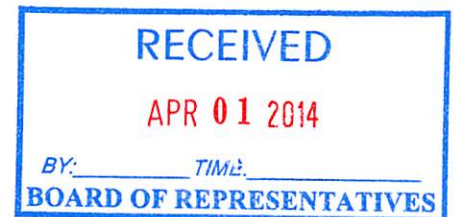


4-1-14  
Updated

**Stamford Senior Center, Inc.**  
**2014-2015 Budget Proposal**

To: Mayor David Martin  
Submitted by: Ana M. Nelson  
President & Executive Director  
Stamford Senior Center, Inc.  
888 Washington Blvd. 2nd Floor  
Stamford, CT 06901



*The key to an active life after 50*

Stamford  
Senior Center

**Stamford Senior Center, Inc.**  
**2014-2015 Budget Proposal**

**1. History & Mission Statement:**

Since 1997, the Stamford Senior Center, Inc. has been the principal not-for-profit, 501(c) (3) tax exempt, non-sectarian organization providing programs and services to culturally and ethnically diverse senior adults in Stamford. Our mission is to provide programs that help seniors over fifty to be active, healthy and contributing members of the community by providing them with physical exercise, intellectual challenges, socialization, entertainment and information in a welcoming environment that is functional and attractive.

**2014-2015, Goals & Objectives:**

Goal 1: Maintain essential programs, services and resources, while expanding or shifting programming to meet the growing need of Stamford's diverse older adult population.

Objective 1: During fiscal year 2014-215, we will implement a 15% increase in programs, services and resources.

Objective 2: Obtain stakeholder input and use satisfaction survey and informal polls to design programs for current and future members.

Goal 2: Secure additional financial resources to guarantee a sustainable SSC.

Objective 1: Maintain the forecasted (\$34,500) funding revenue of 2013-2014.

Objective 2: Increase the forecasted (\$56,250) grants revenue to \$61,510.

Objective 3: Increase other revenue streams (ex. a small fee for special programs, ads) from \$45,500 to \$ 56,350.

Goa 3: Create a road map for our community outreach effort to expand our organizational reach throughout Stamford.

Objective 1: Increase volunteer program by 25% to 50 volunteers.

Objective 2: Increase program marketing by 25% through website, direct mail and press releases.

Goal 4: Strengthen our organizational culture by making sure that our team of staff, volunteers, and board members succeed in their roles.

Objective 1: Offer annual staff training to volunteers and board members to ensure steady leadership sources.

Objective 2: Provide staff with 4 in-services /yr. in essential skills to help run the operations of the Center.

**2. Organizational Chart:**

Stamford Senior Center, Inc. has two full time positions: President & Executive Director (ED) and an ED assistant. The Executive Director is responsible for the P&L, direction, administration and operations of the Center. The ED Assistant supports the management of programs, activities and services.

**3. Fiscal Year 2012/2013 Operating Results:**

See attachment. Fiscal year 2012-2013 was a strong year for the SSC. The restoration of the ED Assistant position relieved the ED to focus on raising additional revenue through fundraisers, grants, and program income. The projected \$20K deficit did not materialize primarily because the ED Assistant position was not filled until the middle of the fiscal year and an additional one time grant was won to partially fund the position.

Our Capital Improvements Program (CIP) allowed us to make some overdue facility renovations for the first time in fifteen years, resulting in a greatly improved and attractive facility.

**4. Fiscal Year 2013/2014 Operating Budget:**

See attachment. Fiscal year 2013- 2014 is forecasted to be a better year than expected. An Interest and Satisfaction Survey conducted early in the year is guiding our planned programs and services. To accommodate the growing demand for our classes and to better meet the needs of members who work part-time, we are expanding programming into the late afternoon/ early evening hours. We have been successful at securing additional revenue through: newsletter ads, an increase in membership dues, and a change in payroll and office supplies companies which resulted in substantial savings. We hosted a pilot fundraiser (the SSC Champion Reception) which was a successful event. We secured the Elderly Hispanic Grant. The City of Stamford awarded us \$25K from its contingency fund. The funding made it possible to expand programs and services for City seniors. Offsetting this, we experienced cost increases in the following areas: hospitality, printing costs and the Elderly Hispanic grant was not funded to the requested amount. We are projecting a FY 2013-14 deficit of around \$12K.

This fiscal year in Phase II of our CIP, the Center will complete much needed minor renovations in the café and in the art room. These renovations are needed after 16 years of heavy use. New computers will be purchased for our library. Our 1,100 members and the many community and government agencies that use our facility will benefit from our CIP.

**5. Proposed Operating Budget for Fiscal Year 2014 / 2015:**

See attachment. The Center respectfully requests a \$15,000 increase in funding to support the expansion of programs and services. The Center will continue to respond and adapt to the needs of the ever-changing and growing diverse, senior population in the City by expanding programs beyond our current service hours. We plan to continue the SSC Champion fundraiser as an annual event; renew and to expand the Elderly Hispanic Program; seek additional grant money; raise additional revenue through newsletter ads and program fees. In deference to the economic status of many of our members, membership dues will remain the same as this year. Members will continue to pay a small fee for some selected classes.

In addition to the Proposed Operating Budget, in fiscal year 2014-2015, we will utilize our CIP and secure matching funds to furnish our recreation room with exercise equipment for seniors.

**6. Audited Financial Statement:** See attachment.

## **Budget Narrative:**

For over sixteen years the Stamford Senior Center has provided programs and services to help Stamford seniors. Our focus has been on offering programs and services that help older adults maintain their independence and to thrive by continued growth and engagement in our community. This year we expanded our health and wellness programs and services with the support of additional community partners such as the Health Department, First County Bank, Atria Stamford and Long Ridge of Stamford. In addition, partnerships with Stamford Hospital, AARP, Catholic Charities, the Health Department, CT Pharmacy, and SWCAA brought additional services for Stamford residents. The Center provides over 6,000 units of service monthly to over 1,100 members. In addition, the Center hosts evening meetings for a wide variety of community organizations like the NAACP, Democratic Town Council, Republican Town Council, Epilepsy Foundation Support Group, Literacy Foundation classes, AARP Safe Driving classes, and youth leadership groups. Our functional expenses are at 81% for programs, 13% for administration and 6% for fundraising. The Center is grateful to the City of Stamford for its financial support and for its in-kind donation of use of the second floor of the Government Center which has been vital in fulfilling our mission.

We respectfully request a funding increase from \$175,000 to \$190,000 for fiscal year 2014-2015 to expand our programs and services offerings in order to meet the diverse and growing needs and desires of a senior population that spans generations. Our Center is experiencing the same national trend with increases in older adult population with greater chronic conditions. This stresses the need to have a comprehensive offering of programs and services to assist our City residents age 50 or older in maintaining their health. We are also experiencing increased phone calls and walk-ins for information and referral services. Our bilingual English/Spanish information and referral services are growing. The need for these programs and services are expanding just as other community agency resources are shrinking. Our operating hours were increased to provide programming for those members who are still working: three days a week, the Center offers programs from 9-5pm; and two days a week we offer programs from 9-6pm. The majority of senior centers in our state offer programs from 9-3pm. With these additional service hours we anticipate an additional 15% increase in member participation equating to 6,900 units of service per month. Increase in programs and services will be supported in part through membership dues, small program fees, grants and fundraisers.

Conclusion: The need for these programs and services are growing just as other community resources are shrinking. The Stamford Senior Center helps to fill the gap created by community cuts elsewhere. It is a great resource and value for everyone.

Re: 2014-2015 Budget Proposal

**Stamford Senior Center**  
**Profit & Loss Budget Performance**  
July through June 2013

	<u>Jul '12 - Jun 13</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
City of Stamford	150,000	150,000	-
Memberships	20,142	24,800	(4,658)
Fund Raising	18,862	23,000	(4,138)
Restricted Grants -	54,126	30,000	24,126
Hospitality Income	1,606	3,000	(1,394)
Program Income	34,531	34,000	531
Other Income	3,221	5,500	(2,279)
In Kind Contribution	127,618	127,618	-
<b>Total Income</b>	<u>410,106</u>	<u>397,918</u>	<u>12,188</u>
<b>Expense</b>			
Employees	144,047	180,000	(35,953)
Office Support - NonEmployee	19,790	-	19,790
Instructors	30,135	38,000	(7,865)
Special Events	436	7,200	(6,764)
Program Supplies	21,915	23,200	(1,285)
Transportation	12,051	9,000	3,051
Office/Kitchen Supplies	8,143	4,000	4,143
Audit Expense	4,750	4,750	-
Professional Fees	324	-	324
Fund Raising Expense	1,572	5,000	(3,428)
Insurance	1,212	1,500	(288)
Printing	4,668	3,000	1,668
Postage	2,432	3,200	(768)
Equipment Expense	12,000	3,000	9,000
Dues and Subscriptions	1,859	1,400	459
Payroll & Bank Charges	2,140	2,400	(260)
Advertising	687	1,600	(913)
Travel and Conference	1,831	1,800	31
Miscellaneous	573	1,000	(427)
Depreciation	4,705	1,000	3,705
Occupancy Expense	127,618	127,618	-
<b>Total Expense</b>	<u>402,886</u>	<u>418,668</u>	<u>(15,782)</u>
<b>Net Ordinary Income</b>	<u>7,220</u>	<u>(20,750)</u>	<u>27,970</u>
<b>Net Income</b>	<u>7,220</u>	<u>(20,750)</u>	<u>27,970</u>

## Stamford Senior Center

### Profit & Loss Budget Performance

July through October 2013

	<u>Jul - Oct 13</u>	<u>Annual Budget</u>	<u>Forecast</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
City of Stamford	50,000	175,000	175,000
Memberships	22,520	21,000	24,100
Fund Raising	30,876	18,200	34,500
Restricted Grants -	4,343	61,510	56,250
Hospitality Income	249	2,100	1,000
Program Income	14,204	38,000	38,000
Other Income	5,759	4,200	7,500
In Kind Contribution	131,180	131,180	131,180
<b>Total Income</b>	<u>259,131</u>	<u>451,190</u>	<u>467,530</u>
<b>Expense</b>			
Employees	56,992	196,965	196,965
Office Support - NonEmployee	10,233	21,984	21,984
Instructors	11,660	38,000	38,000
Special Events	475	2,000	2,000
Program Supplies	5,758	23,763	23,763
Transportation	5,733	9,000	9,000
Office/Kitchen Supplies	3,135	13,200	13,200
Audit Expense	-	4,750	4,750
Fund Raising Expense	5,426	5,000	7,000
Insurance	395	1,500	1,500
Printing	2,958	6,000	13,000
Postage	260	3,200	3,200
Equipment Expense	3,830	3,000	4,000
Dues and Subscriptions	385	1,400	1,400
Payroll & Bank Charges	4	2,400	1,200
Advertising	-	1,600	1,000
Travel and Conference	8	1,875	1,875
Miscellaneous	16	1,000	500
Depreciation	-	1,000	4,800
Occupancy Expense	131,180	131,180	131,180
<b>Total Expense</b>	<u>238,447</u>	<u>468,817</u>	<u>480,317</u>
<b>Net Ordinary Income</b>	<u>20,684</u>	<u>(17,627)</u>	<u>(12,787)</u>
<b>Net Income</b>	<u>20,684</u>	<u>(17,627)</u>	<u>(12,787)</u>

**Stamford Senior Center  
Profit & Loss Budget  
Proposed Budget 2014-2015**

	<u>2014-15</u>
	<u>Proposed Budget</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
City of Stamford	190,000
Memberships	22,000
Fund Raising	34,500
Restricted Grants -	63,000
Hospitality Income	1,000
Program Income	47,350
Other Income	9,000
In Kind Contribution	131,180
<b>Total Income</b>	<u>498,030</u>
<b>Expense</b>	
Employees	220,300
Office Support - NonEmployee	14,000
Instructors	38,000
Special Events	2,000
Program Supplies	23,500
Transportation	13,000
Office/Kitchen Supplies	13,000
Audit Expense	4,750
Fund Raising Expense	7,500
Insurance	1,500
Printing	12,000
Postage	2,000
Equipment Expense	3,000
Dues and Subscriptions	1,400
Payroll & Bank Charges	1,600
Advertising	1,000
Travel and Conference	2,500
Miscellaneous	1,000
Depreciation	4,800
Occupancy Expense	131,180
<b>Total Expense</b>	<u>498,030</u>
<b>Net Ordinary Income</b>	<u>0</u>
<b>Net Income</b>	<u><u>0</u></u>

2014-15 Staffing calculation		rate	annual	Benefits total	simple IRA	Health Insurance	FICA/WC/SUI Payroll Taxes
		hr/pp					
Receptionist	3% inc	15	12,854		386		1,935
Receptionist	3% inc	16	19,860		596		2,990
Hispanic Instructor		22	5,160		155		777
Hispanic Instructor	3% inc in Oct	22	15,944		478		2,401
Office Assistant	3% inc	1,803	43,260		1,298	11,321	6,513
Director	3% inc	3,315	79,568		2,325	500	11,979
			176,646	43,654	5,237	11,821	26,595
Total PR				220,300			
					220,300		



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		hr/pp					
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Director	3% inc	3,315	79,568		2,325	500	11,979
			176,646	43,654	5,237	11,821	26,595
Total PR				220,300			
					220,300		