

**CITY OF BENICIA  
BENICIA HUMAN SERVICES BOARD  
FY 2015-2017 GRANT APPLICATION**

**TITLE PAGE**

**PART A**

1. **Project/Program Name:** Affordable Professional Counseling for Low-Income Benicia Residents
2. **Amount of Funding Request:** Annual: \$ 18,342 **Grant period (2 years):** \$36,684
3. **Organization Submitting Proposal:** Catholic Charities of Solano

**Organization Data:**

Name: Catholic Charities of Solano  
 Address: 125 Corporate Place, Suite A  
Vallejo, CA 94590  
 Phone: 707-644-8909  
 Fax: 707-644-6314  
 Fed. ID #: 46-5010936

**Contact Person:**

Name: Tom Cashman  
 Title: Executive Director  
 Phone: 707-644-8909  
 Email: TomCashman@csssolano.org  
 Fax: 707-644-6314

4. **Year organization legally established:** 1942 **State:** CA

5. **Project or Program Category** (check applicable categories and subcategories):

<input type="checkbox"/> Safety Net	<input checked="" type="checkbox"/> Health & Wellbeing	<input type="checkbox"/> Other
<input type="checkbox"/> Rent	<input checked="" type="checkbox"/> Counseling	<input type="checkbox"/> Affordable Housing
<input type="checkbox"/> Food	<input checked="" type="checkbox"/> Suicide Prevention	<input type="checkbox"/> Job Skills
<input type="checkbox"/> Utilities	<input checked="" type="checkbox"/> Domestic Violence	<input type="checkbox"/> Literacy
<input type="checkbox"/> Transportation	<input checked="" type="checkbox"/> Child Abuse Prevention	<input checked="" type="checkbox"/> Parenting
<input type="checkbox"/> Childcare	<input checked="" type="checkbox"/> Substance Abuse	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/> Mental Health	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

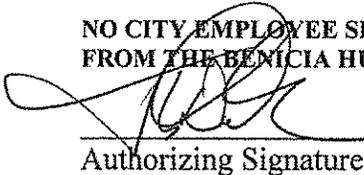
6. **Serving clients** (check all that apply):

<input type="checkbox"/> Children Under 5	<input checked="" type="checkbox"/> Youth (5-18)	<input checked="" type="checkbox"/> Adults (19 to 59)	<input checked="" type="checkbox"/> Seniors Over 60	<input checked="" type="checkbox"/> Family Unit
<input checked="" type="checkbox"/> Low-Income	<input checked="" type="checkbox"/> Disabled	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Couples

7. **Anticipated Number of Unduplicated Benicia Residents to be Served:** 60

**ORGANIZATION CERTIFICATION:** I hereby certify that all information contained in this application and any attachments is true and accurate.

**NO CITY EMPLOYEE SHALL BE A SIGNATORY ON BEHALF OF AN ORGANIZATION REQUESTING FUNDS FROM THE BENICIA HUMAN SERVICES BOARD.**



Authorizing Signature  
 Typed name: Thomas Cashman

Executive Director  
 Title

01/22/15  
 Date

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**Part B – BUDGET INFORMATION**

**8. Provide a budget for the project. (Expenses listed in this document should be consistent with the Project Description.) This budget is only for the project utilizing grant monies.**

PROJECT EXPENSES	TOTAL PROJECT COST (A)	AMOUNT OF GRANT REQUEST (B)	APPLICANT'S COST (C)
<b>DIRECT COSTS</b>			
Personnel (Direct <sup>1</sup> )	\$ 7249	\$ 7249	\$ 0
Benefits (Direct <sup>1</sup> )	1863	1863	0
Personnel (Support <sup>1</sup> )			
Benefits (Direct <sup>1</sup> )			
Contract Services			
Project-Supplies	300	300	0
	1600	1600	0
	300	300	0
Project Equipment	2000	0	2000
Transportation (e.g. gas costs, rental)	1600	0	1600
Other Direct Costs			
<b>SUBTOTAL</b>	<b>14,912</b>	<b>11,312</b>	<b>3,600</b>
<b>INDIRECT COSTS</b>			
(Administrative <sup>1</sup> )			
Personnel	2523	2523	0
Benefits	649	649	0
Space Rental	5796	2898	2898
Utilities	Incl.	Incl.	Incl.
Telephone	540	540	0
Office Supplies	420	420	0
Transportation (e.g. gas costs, rental)			
Other Indirect Costs			
(Liability Insurance)	1750	0	1750
<b>SUBTOTAL</b>	<b>11,678</b>	<b>7,030</b>	<b>4,648</b>
<b>TOTAL COSTS</b>	<b>\$ 26,590</b>	<b>\$ 18,342</b>	<b>\$ 8,248</b>

Column A = Total cost of the proposed project.

Column B = Amount you are requesting in this grant application.

Column C = The difference between Column A and Column B, or the costs of the project that are not included in this grant request, if any.

<sup>1</sup> Provide names, titles, education and total estimated annual salary. Attach additional sheets if necessary and summarize total here.

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**Part B – BUDGET INFORMATION – (continued)**

**9. APPLICANT SOURCES:** Provide sources of other funds for the project. Total amount should correspond with Total C (previous page). Do not include your entire budget here (it should be attached).

Applicant Sources – Other Funding (be specific)		Amount or Value	Indicate if Cash or In-kind
Low Fee for Services (approx 25% of 260 sessions)	\$	1620	Cash
Catholic Charities of Solano Auxiliary (Fundraiser)		2000	Cash
Annual Catholic Appeal		2128	Cash
Catholic Charities of Solano Appeal (Donations)		2500	Cash
<b>TOTAL</b>	<b>\$</b>	<b>8248</b>	<b>Cash</b>

**10. List any prior City of Benicia grants or loans awarded to your organization and the number of Benicia residents served with the funds.**

Fiscal Year	Program		Amount	Benicians Served
2013-14	Low-Income Counseling	\$	16,510	59
2011-12	Low-Income Counseling	\$	17,400	49
2010-11	Low-Income Counseling	\$	14,545	50
2009-10	Low-Income Counseling		14,545	46
2008-09	Low-Income Counseling		25,590	80
2007-08	Low-Income Counseling		25,590	80
2006-07	Counseling		25,000	60
2005-06	Counseling		25,000	60
2004-05	Counseling/Friendship		19,500	42
<b>TOTALS</b>		<b>\$</b>	<b>183,680</b>	<b>526</b>

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**Part C - PROJECT / ORGANIZATION DISCUSSION (Please limit Part C to 5 pages.)**

**11. Brief Project Summary** (Two to three sentences describing the grant proposal):

We propose to continue our fourteen (14) year-old counseling program in Benicia, by providing low/no income Benician's most in need with low/no-fee individual, family, couples, child and group counseling services. The project will serve Benicia residents of all ages, with the main objective of improving their mental, social, and emotional health and welfare.

**12. Describe organization's general purpose and activities:**

The mission of Catholic Charities of Solano and its New Pathways Counseling Program is to reach out to those in the community who are unable to meet their own basic needs due to financial hardship, cultural barriers, disability, frailty, or inability to access adequate social support. We accomplish this through three (3) programs:

- New Pathways Counseling – provides an array of low-fee counseling services throughout Solano County. In addition to providing individual, couples, child, and family counseling at our offices in Vallejo, Vacaville, and Benicia, we are certified by the Solano County Probation Department to facilitate Domestic Violence Intervention Groups in Vallejo and Vacaville. We also provide Parent Education Classes to parents referred by Children and Family Services due to allegations of child abuse. Furthermore, we facilitate Anger 8 and 16 hour Management Classes. In Fiscal Year 2013/2014, we provided nearly 500 group classes to 150 individuals.  
We developed and continue to offer a bi-lingual/bi-cultural component by offering counseling services in Spanish. We also provide on-site school-based counseling services to the children of four (4) parochial grammar schools in Solano County. School counseling services in Benicia are provided two (2) days per week at St. Dominic School and one (1) day per week at Liberty High School.
- Family Assistance – Helps low-income families in Vallejo meet their basic needs with food, job, and housing/rental assistance. We operate a food pantry, which provides holiday groceries and gifts for families, in addition to grocery assistance throughout the year. Case management and information/referral service are also provided to assist homeless-clients become self-sufficient and eventually move into permanent housing. (Benicia CAC does this for Benicia residents, and we partner with them to be our “fiscal agent” for our homeless case management activities in Vallejo). We also offer free income tax preparation and filing, and we assist those who are qualified in applying for the Cal Fresh (formerly Food Stamp), Connecting Kids to Care, and Nutritional and Obesity Prevention Programs.
- Immigration – Provides immigrants with affordable legal assistance to achieve citizenship. Additional legal support is provided to immigrants who are victims of domestic violence (VAWA clients).

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**13. List all financial liabilities or pending legal action:**

There are none.

**14. Is your organization applying for other grants for fiscal years 2015-2017? If so, list the project, funding source(s), proposed budgets, and requested amount(s).**

Our Family Assistance Program has applied for a CDBG grant for case management for the homeless and special needs clients from the City of Vallejo for Approximately \$27,000 in FY 2015-2017. We plan to apply for additional grants, to be determined, as funding sources and new RFP's are identified.

**15. At what location will the proposed project take place and how long has the organization been at this location?**

Catholic Charities of Solano County has operated from a headquarters in Vallejo since 1942, when we were formerly known as Catholic Social Service of Vallejo. Our Vallejo office has been located at 125 Corporate Place since April 2005, a location which provides accessibility and program growth. This proposed Benicia project would be administered from the Vallejo location, with direct counseling services provided in our dedicated Benicia location (since April 2010) at 159 East D Street.

**Part C - PROJECT / ORGANIZATION DISCUSSION (continued)**

**16. What are your proposed hours of operations for this project? Please indicate hours that actual services will be provided, and how this may or may not differ from the hours project staff will be available to respond to incoming calls, answer general questions, etc.?**

Our administrative office, which operates Monday through Thursday , 9 AM to 5 PM, and Fridays 9 AM to 1 PM will conduct outreach activities and answer all inquiries (including Spanish-speaking) about counseling services in Benicia. One (1) Licensed Marriage and Family Therapist and a minimum of three (3) pre-licensed, CA Board of Behavioral Science-approved therapists will work, on an appointment basis, a minimum of five (5) hours per week (including evenings and Saturdays to accommodate working individuals and families). This includes school-based services as well. A Bi-lingual therapist is available to clients who need services in Spanish. Additional therapists and facilitators will also be available to provide more counseling or group sessions as needed.

**17. Describe the project associated with this grant request. Include the goals to be achieved and the strategy that will be used to meet the goals. Be specific when discussing what will be achieved as a result of your program.**

We propose to serve Benicia residents who are in need of professional counseling, but cannot afford it. We would continue to operate under our current policy of charging clients according to their ability to pay, based on a published sliding fee scale. The lowest fee is \$20/session (compared to the current \$80-\$120/session local market rate for professional counseling in Benicia). In addition to providing counseling services on this basis, this program, specific to Benicia, would provide free or minimal co-pay counseling to those Benicia residents who are in the process of being "case

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managed” for homelessness or joblessness, or who cannot afford the lowest fee of \$20/session. We will offer no cost counseling support to Benicia Unified School District at Liberty High School and Benicia High School. We will also offer low-cost “group” counseling sessions as the need for special groups arise, e.g. Teen Anger Management, Single Parent Support, Women’s Empowerment, Veterans PTSD, and Domestic Violence Cessation.

Our goal is to help families and individuals in Benicia become more functional and achieve improved mental, emotional, social, and physical health. Our target population is residents of Benicia who are unable to access mental health services because of low or no-income, lack of health insurance coverage, or language, cultural, or transportation barriers. Also we wish to address recent concerns of the Benicia community to 1) better equip teenagers with healthy coping skills, and 2) offer psycho-education and support around issues related to family violence. We plan to address the needs of both of these populations by offering individual and/or family counseling as well as specialized counseling groups for nominal fees.

The main outcome of this project will be that recipients of our services will achieve healthier functioning within their families and the local community. In addition to receiving direct counseling services from Catholic Charities New Pathways Counseling, clients will be connected with other service providers in Benicia as needed. The resulting reduced family and social isolation and improved emotional health will make for more resilient families and a stronger community.

In looking at the long term goals of this project, by providing these affordable emotional/behavioral health services, we would be helping to lessen the burden of poverty by removing the barrier to much needed services. We would serve the mental health needs of those who are disadvantaged in the Benicia community, while promoting psychological self-sufficiency and empowering and supporting the individual. In doing so, we would actively support society by helping to build a healthier community, and being a responsive community partner in these challenging economic times.

- 18. If the proposed project involves direct services to youth, please indicate the number of volunteers providing direct services, how those individuals are screened and trained, specific duties assigned to volunteers, and how volunteers are supervised. If the proposed project does not involve direct services to youth, please indicate “N/A”.**

Our counseling program utilizes volunteer trainees and interns to provide direct services. All counselors are screened through Livescan finger printing process, administered by local law enforcement agencies and other Livescan locations.

All counselors also must either be in an approved Master’s of Counseling or Master’s of Social Work program with an established agreement with Catholic Charities of Solano County OR possess current and active registration with the California Board of Behavioral Sciences (BBS) as a registered intern. A verification of BBS eligibility is conducted prior to hiring and then on a quarterly basis.

Prior to working with clients, all counselors are required to complete “Shield the Vulnerable” training, a training about detecting and reporting suspected child abuse. All counselors attend one-on-one training and orientation provided by the clinical director, and all counselors receive the New Pathways Counseling Program Policies and Procedures Manual.

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All counselors must attend weekly in-person supervision for a minimum of 1 hour. Many counselors also attend a weekly 2-hour group supervision. All supervision is provided by the clinical director who is a Licensed Marriage and Family Therapist, eligible to provide supervision to counseling trainees and interns. Additional supervision is required depending upon the number of direct service hours a trainee/intern provides, and arrangements are made between the counselor and clinical director.

**19. Why is this project necessary for the citizens of Benicia? How will recipients benefit from your services?**

Like many communities in Solano County, Benicia is also impacted by problems caused by unemployment, under-employment, financial hardship, family violence, isolation, and disability/frailty. Individuals and families who have little to no income but live in affluent communities (e.g. Benicia, as compared to most other Solano County communities), however, can face additional pressures including fewer resources designed to meet their needs, and a sense of isolation from the majority in the community who do have adequate resources.

Low-fee counseling is needed in Benicia. Many more families face financial hardships since the recession, and are unable to afford the usual costs of private counseling of \$80-\$120 per hour. It is important to note that the majority of Benicia referrals for counseling we received over the last fourteen (14) years were low-income clients. However, we have also seen an increase in Benicia referrals from more working, middle-class families and couples who are either not covered by insurance, or whose insurance limits their access to counseling services.

**20. How will outreach be conducted?**

We will tailor our brochure and informational flyers to Benicia residents, and we will distribute these materials regularly in a broad effort to reach the target population. Other outreach sources will include the Benicia Unified School District, the Benicia Police Department, Benicia Family Resource Center, Benicia Youth Action Council, VFW, and the Community Action Council. In addition, we continue to inform the Solano County Mental Health Department, Children and Family Services, and the Probation and Parole Departments of this project in Benicia.

The Clinical Director participates in local collaborative groups in order to keep local and partner agencies informed:

- Benicia non-profits/CBO bi-monthly meetings, in order to keep all Benicia partner agencies updated on services and to collaborate on issues specific to Benicia.
- Napa/Solano Domestic Violence Taskforce, a collaboration of local agencies and Kaiser Permanente of Vallejo, dedicated to the eradication of domestic and family violence in our community. Catholic Social Charities of Solano County, New Pathways Counseling is the only participating agency representing Benicia on this taskforce.

Secondary sources will include local churches and other places of worship, hospitals, physicians, and clinics catering to the medical needs of Benicia residents, senior centers, and public centers such as the Benicia Public Library. We will conduct outreach via our Catholic Charities website, mail, email, church bulletins, St. Dominic's School, distribution of flyers, and one-on-one and group meetings. We will also provide outreach to the general community by posting materials at prominent public sites (bulletin boards, shop windows, etc), and participating in community events (e.g. the Farmers' Market) as appropriate/invited.

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**21. List the specific quantifiable goals of the project.**

(Please state your goal in terms of number of individuals, families or groups served. For example, agency will provide X number of individuals counseling services per quarter.)

Report total services provided	Annual goal
Number of Individual, Family/Couples, and/or Group Counseling Sessions	260
Number of Benicia Clients Provided with Counseling Services	60

**Discuss how your organization will collect, organize and disseminate this data.**

As shown above, we will provide a minimum of 260 units of service per year. A unit of service equals “one counseling session (1-1.5 hours) provided to Benicia residents. We estimate that a minimum of 60 Benicians will be served per year, with upside depending on the number of group sessions offered and subscribed to.

Seventy-five percent (75%) of clients will meet one or more of the following demographic descriptions (obtained and recorded during initial intake sessions): low-income, single mother, teen parent, homeless, jobless, disabled, or elder. We would expect at the end of the treatment period (as determined by the treatment plan, progress notes, and client evaluations) 8 out of 10 clients (80%) will experience decreased anxiety, decreased depression, improved self-esteem, increased use of healthy coping skills, and improved family communication, anger management, and parenting skills.

**22. Is this project an existing program or activity provided by your organization? Please explain.**

This project is an existing program. With continued funding, we plan on expanding the number of sessions offered to match the increasing demand for counseling services in Benicia.

**23. Identify similar programs in the community and how yours will differ.**

We have been unable to identify any similar programs offered in the city of Benicia.

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**24. Describe previous comparable projects or programs that your organization, has undertaken that demonstrate successful administration and implementation.**

Catholic Charities of Solano New Pathways Counseling has initiated a number of similar projects in the past eighteen (18) years:

- Twelve years ago, we started a low-fee counseling program in Vacaville, and that program continues today.
- We initiated a school counseling program in the County's elementary parochial schools. We currently operate this program in four of the elementary schools.
- Through a one-year start-up grant from the California Endowment eleven years ago, we developed a successful Bi-lingual counseling program, with a steady stream of referrals, and we continue to offer Bi-lingual services today.
- In 2005, we received a two-year CDBG grant from the City of Vallejo to provide low-fee counseling to Spanish-speaking and other low-income residents of Vallejo.
- Our Batterers Intervention Program was initiated sixteen years ago, and we are now one of the largest providers of court-ordered Domestic Violence Cessation groups in Solano County.
- We added Anger Management and a Parent Education component to complement the Batterers Intervention Program, and they both continue today. Our Parent Education Program is one of the few in the county that meet requirements for those that are mandated by the courts to attend classes.
- Our Benicia Counseling Program has been generally successful in meeting its goals since its inception fourteen years ago, but since the opening of our dedicated Benicia office, we have exceeded our goals in terms of number of sessions provided and number of people served.
- We have successfully implemented an on-site school counseling program in which a counselor provides services 1 day/week.

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**25. REQUIRED ATTACHMENTS:** Verify and check off confirmation indicating that the following required items are attached to the original application.

Attachment Confirmation	Item No.	Item Description
(✓)	1.	IRS Letter of Tax Exempt Status
(✓)	2.	Organization's total budget for the current year
(✓)	3.	Copy of most recent audit or financial statement
(✓)	4.	Names and addresses of Board of Directors
(✓)	5.	List of paid principal staff and positions
(✓)	6.	Job descriptions for principal staff and personnel <u>to be paid partially or in full with grant funding</u>
(✓)	7.	Copy of resolution or board meeting minutes indicating organization's support of the project application.
(N/A)	8.	If a partnership, then of letters of commitment from each organization indicating degree of participation and a budget showing each organization's financial responsibility are required.

**Thank You!**

**Internal Revenue Service  
P.O. Box 2508  
Cincinnati, OH 45201**

**Department of the Treasury**

**Date: June 12, 2013**

**Person to Contact:**

Roger Meyer ID# 0110429

**Toll Free Telephone Number:**

877-829-5500

**Employer Identification Number:**

53-0196617

**Group Exemption Number:**

0928

United States Conference of Catholic  
Bishops  
3211 4<sup>th</sup> Street, NE  
Washington, DC 20017-1194

Dear Sir/Madam:

This responds to your June 5, 2013, request for information regarding the status of your group tax exemption.

Our records indicate that you were issued a determination letter in March 1946, that you are currently exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, and are not a private foundation within the meaning of section 509(a) of the Code because you are described in sections 509(a)(1) and 170(b)(1)(A)(i).

With your request, you provided a copy of the *Official Catholic Directory for 2013*, which includes the names and addresses of the agencies and instrumentalities and the educational, charitable, and religious institutions operated by the Roman Catholic Church in the United States, its territories, and possessions that are subordinate organizations under your group tax exemption. Your request indicated that each subordinate organization is a non-profit organization, that no part of the net earnings thereof inures to the benefit of any individual, and that no substantial part of their activities is for promotion of legislation. You have further represented that none of your subordinate organizations is a private foundation under section 509(a), although all subordinates do not all share the same sub-classification under section 509(a). Based on your representations, the subordinate organizations in the *Official Catholic Directory for 2013* are recognized as exempt under section 501(c)(3) of the Code under GEN 0928.

Donors may deduct contributions to you and your subordinate organizations as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to them or for their use are deductible for federal estate and gifts tax purposes if they meet the applicable provisions of section 2055, 2106, and 2522 of the Code.

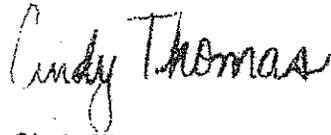
Subordinate organizations under a group exemption do not receive individual exemption letters. Most subordinate organizations are not separately listed in Publication 78 or the EO Business Master File. Donors may verify that a subordinate organization is included

in your group exemption by consulting the *Official Catholic Directory*, the official subordinate listing approved by you, or by contacting you directly. IRS does not verify the inclusion of subordinate organizations under your group exemption. See IRS Publication 4573, *Group Exemption*, for additional information about group exemptions.

Each subordinate organization covered in a group exemption should have its own EIN. Each subordinate organization must use its own EIN, not the EIN of the central organization, in all filings with IRS.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

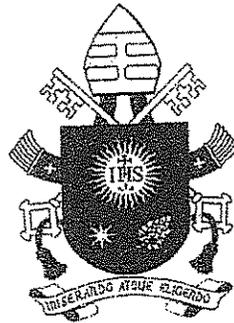
Sincerely,

A handwritten signature in cursive script that reads "Cindy Thomas". The signature is written in black ink and is positioned above the typed name and title.

Cindy Thomas  
Manager, Exempt Organizations  
Determinations

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2013

# The Official Catholic Directory

Anno  
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2013

Published Annually by

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**WALNUT GROVE. Monastery of Chau Son Sacramento,** 14080 Leary Rd., P.O. Box 99, 95690. Tel: 916-776-1356; Fax: 916-776-1921. Email: chausonus@gmail.com. Revs. Dominic Hung Tran, Prior; Francis Xavier Phan Bao Luyen; Vincent Nguyen Dinh Hau, Cantor; Francis de Sales Vu Khac Nam; Nicolas Le Quang Thanh; Bros. Matthias Dinh Van Bon; Leo Nguyen Van Tien.

**[I] CONVENTS AND RESIDENCES FOR SISTERS**

**SACRAMENTO. Canossian Daughters of Charity (1808)** Our Lady of Lourdes Convent, 1949 North Ave., 95698. Tel: 916-925-4001; Fax: 267-829-8904. Email: fdcc\_sac@yahoo.com. Web: www.canossiansacramento.wordpress.com. Sisters 5.

**Religious of the Institute of the Blessed Virgin Mary,** 3606 Chadsworth Way, 95821. Tel: 916-485-6384; Fax: 916-485-6385. Sisters 3. **Religious of the Institute of the Blessed Virgin Mary,** 9190 Sebastiani Way, 95829. Tel: 916-681-2016; Fax: 916-739-1178. Sisters 1. **Religious of the Institute of the Blessed Virgin Mary,** 3632 Ardmore Rd., 95821. Tel: 916-489-8991. Sisters 1.

**Religious of the Virgin Mary,** 8804 El Verano Ave., 95626-0444. Tel: 916-992-6318. Sr. Maria Olivia Kingsbury, R.V.M., Admin. Sisters 6.

**Religious of the Virgin Mary,** 10816 Richert Ln., Elk Grove, 95624. Tel: 916-682-1209. Sr. Maria Concepcion Cambaya, R.V.M., District Supr.

**Sister Servants of the Blessed Sacrament (1904, Congregation),** (1971, Community) 5929 61st St., 95824. Tel: 916-457-0182; Fax: 916-453-8950. Email: marcelasjs@yahoo.com. Sr. Marceia G. de la Pena, S.J.S., Supr. Sisters 3.

**Sisters Catechists of Jesus Crucified (1862)** 5712 Muskingham Way, 95823. Tel: 916-395-1876. Email: hermanasjc@aol.com. Sisters 4.

**Sisters of the Holy Rosary of Fatima (1952)** 1708 U St., 95818. Tel: 916-442-3645. Email: vicantalemus@bcbglobal.net. Sisters 2.

**AUBURN. Sisters of Mercy of the Americas West Midwest Community, Inc.,** 535 Sacramento St., 95603-5699. Tel: 530-887-2000; Fax: 530-887-0789. Email: info@mercywmmw.org. Web: www.mercywestmidwest.org. Sisters Judith Frikker, R.S.M., Pres.; Sheila Megley, R.S.M., Treas.; Judith Cannon, R.S.M., Sec.; Kathy Thornton, R.S.M., Leadership Team; Michelle Gorman, R.S.M., Leadership Team; Carol Kelley, Community Fin. Officer; Sandy Goetzinger-Comer, Dir. Communications. Sisters 711; Associates 635.

**FAIRFIELD. Sisters of the Holy Faith (1867)** Holy Spirit Convent, 1050 N. Texas St., 94533. Tel: 707-425-3572. Email: ecourts@hsschool.org. Web: www.hsschool.org. Sisters 2.

**GEORGETOWN. Discalced Carmelite Nuns (1935)** P.O. Box 4210, 95634. Tel: 530-323-1617; Fax: 530-333-1617. Web: www.carmelitemonastery.org. Carmel of the Holy Family and Saint Therese. Sisters 16.

**[J] RETREAT HOUSES**

**SACRAMENTO. Pendola Center,** 2110 Broadway, 95818-2541. Tel: 916-733-0141; Fax: 916-733-0195. Email: campendola@scd.org. Web: www.pendola.org. Center located in Sierra-Nevada foothills near Camptonville. Summer camp for boys and girls 6-16. Available for teenage and young adult retreats, school midweek retreats, field trips. Contact: Dir. of Pendola Center.

**AUBURN. Sisters of Mercy of the West Midwest Community, Mercy Center Auburn Retreat & Conference Center,** 535 Sacramento St., 95603-5699. Tel: 530-887-2019; Fax: 530-887-1154. Email: info@mercycenter.org. Web: www.mercycenter.org. Colleen Gregg, Dir. A ministry of the Sisters of Mercy of the Americas West Midwest Community. Overnight Capacity 40; Daytime Capacity 300; Staff 3.

**LOS GATOS. Jesuit Retreat Center of the Sierra,** 1001 Boole Rd., Applegate, 95703. Tel: 530-878-2776; Fax: 530-878-1615. Email: jr@uccr.org. Rev. Charles J. Tilley, S.J., Dir. Tel: 916-482-9686; Kris Holland, Res. Site Dir. Tel: 530-878-2776. Available for retreats and conferences from August 14 to May 15.

**[K] CAMPUS MINISTRIES AND NEWMAN CENTERS**

916-454-4180. Email: campunewman@sacnewman.org. Web: www.sacnewman.org. James A. Doogan, S.J., Dir.; Mary Ann Business Mgr.

**Newman Catholic Student Community @ Davis** C St., Davis, 95616. Tel: 530-753-7393; Fax: 753-2794. Web: www.davisnewman.org. Clark Goecker, Dir.; Rev. Innocent Subing, S.J., Admin. Asst.

**St. Thomas Aquinas Newman Center @ Chico** Cherry St., Chico, 95928. Tel: 530-342-5128; Fax: 530-342-3016. Email: newmancenterchico@yahoo.com. Web: www.chiconewman.org. Timothy Norderf, Dir.

**[L] CATHOLIC SOCIAL WELFARE ACTIVITIES**

**SACRAMENTO. Catholic Charities of Sacramento,** 2110 Broadway, 95818. Tel: 916-733-0253; Fax: 916-733-0224. Email: mkierman@scc.org. catholiccharities@sacramento.org. Very Rev. Michael P. Kiernan, Chm. Bd. of Directors. Member Agencies of Catholic Charities of Sacramento, Inc.:

**Catholic Social Service of Sacramento,** 5680 Man Ct., 95819-2608. Tel: 916-452-7431; Fax: 916-736-0282. Web: www.cssac.org. Very Rev. Michael F. Kiernan, Chm. Bd. of Dir.; Dr. Elizabeth Chismark, Exec. Dir. Total Staff 3; Total Assisted 675.

**Northern Valley Catholic Social Service,** 2409 Huntington Ave., Redding, 96001. Tel: 530-941-4522; Fax: 530-947-3354. Web: www.nvcssa.org. Don Gesman, Chm. Bd. of Directors; Don Chismark, Exec. Dir. Total Staff 114; Total Served 18,732.

**Catholic Social Service of Solano County,** 10 Corporate Pl., Ste. A, Vallejo, 94590. Tel: 707-849-8909; Fax: 707-644-6314. Email: admin@cssolano.org. Web: www.cssolano.org. Richard Wiczczek, Chm. Bd. of Directors; Elizabeth Chismark, Exec. Dir. Total Staff 8; Total Assisted 6,500.

**Subsidiaries of Catholic Charities of Sacramento** **Sacramento Food Bank and Family Services,** 31 Third Ave., 95817. Tel: 916-456-1980; Fax: 916-456-5920. Web: www.sfb.org. Patrick McClain, Chm. Bd. of Directors; Blake Young, Exec. Dir. & Co. Dir. Total Staff 38; Total Served 56,104.

**Administrative Project of Catholic Charities of Sacramento:** **Mother Teresa Maternity Home,** 3109 Sacramento St., Placerville, 95667. Tel: 530-295-8066. Barbara Goyette, Chm. Bd. of Directors. Total Staff 5; Total Served 169.

**Downtown Senior Outreach Program,** 719 J St., 95814. Tel: 916-733-0253; Fax: 916-733-0224. Elizabeth White, Prog. Dir. Total Staff 2; Total Assisted 100.

**Centro Guadalupe,** 711 T St., 95811. Tel: 916-443-5367; Fax: 916-443-5845. Elizabeth White, Prog. Dir. Total Staff 3; Total Assisted 5,000.

**Mercy Education Resource Center,** 6007 Peacock Blvd. #200, 95819. Tel: 916-737-6026; Fax: 916-737-6507. Email: info@mercyeducation.org. Web: www.mercyeducation.org. Sponsored by the Sisters of Mercy West Midwest Community. Provides marriage counseling and individual counseling, psycho-educational assessment, learning disabilities, school counseling, adult resource teachers and instructional services. English language services for adults. Total Staff 36; Total Assisted Annually 4,800.

**Society of St. Vincent de Paul, Sacramento Diocesan Council,** Thrift Store: 2275 Watt Ave., 95825. Tel: 916-972-1212; Fax: 916-972-1242. Email: jhallissy@svdp-sacramento.org. Web: sacramento.org. Office: 608 University Ave., 95826. Tel: 916-649-2214; Fax: 916-649-2214. John P. Hallissy, Pres.

**Society St. Vincent de Paul, Sacramento Diocesan Council,** Tel: 916-649-2214; Fax: 916-649-2214. Email: jhallissy@svdp-sacramento.org. Total Assisted 244,000; Total Staff 20.

**COLUSA. Grand Council, Catholic Ladies Relief Society of the Diocese of Sacramento,** 1155 Lafayette St., 95932. Tel: 530-458-8009. Vickay Stegall, Grand Pres.; Rev. John P. Sullivan, Grand Chap. (Retired).

**ROSEVILLE. Society of St. Vincent de Paul (1983)** Giuseppe Ct. #8, 95678. Tel: 916-781-3303 (Thrift Store & Food Locker); 916-781-5434 (Thrift Store). Tel: 916-781-8106 (Office Fax). Mr. Tom Stanke, Pres. Emergency Services, Clothing Vouchers, Assistance, Dining Room, Thrift Store, etc. Service. Also free medical clinic on Wednesday. 9:00 a.m. to 12:00 p.m. Provide 100

Tuolumne St., 94590. Tel: 707-644-0376; Fax: 707-644-1423. Richard Rice, Pres. Total Assisted 3,000.

**[M] YOUTH AND YOUNG ADULT MINISTRIES** **SACRAMENTO. Catholic Committee on Scouting,** 2110 Broadway, 95818. Tel: 916-733-0123; Fax: 916-733-0224. Email: mrichards@sccd.org. Web: www.scharanetworks.com/dccs.htm. Very Rev. Mark R. Richards, J.C.L., Diocesan Chap.

**Department of Evangelization & Catechesis,** 2110 Broadway, 95818. Tel: 916-733-0123; Fax: 916-733-0195. Web: www.diocese-sacramento.org. Lori Rosene, Dir., Camp Pendola; Kevin Staszko, Dir.; Steve Patton, Assoc. Dir., Family & Respect Life Ministries; Karla Marquez, Coord., Young Adult Ministry Support; Kathi Barber, Admin., Camp Recreation; Stanley Simonet, Deaf Ministry Pastoral Worker; Kayleigh Lembke, Coord., Deaf Ministry; Sr. Virginia Alcalá, S.C.J.C., Assoc. Dir., Lay Ministry Formation; Uli Schmidt, Assoc. Dir., Lay Ministry Formation; Kevin Staszko, Assoc. Dir., Youth & Young Adults.

**[N] MISCELLANEOUS** **SACRAMENTO. California Catholic Conference, Inc.** (1971) 1119 K St., 95814. Tel: 916-313-4000; Fax: 916-313-4066. Web: www.catholic.org. Most Revs. Gerald E. Wilkerson, D.D., V.G., Pres.; Jaime Soto, M.S.W., Vice Pres.; Richard J. Garcia, D.D., Sec. & Treas.; Mr. Edward "Ned" E. Dolejsi, Exec. Dir.; Carol Hogan, Dir. Pastoral Projects & Communication; Debbie McDermott, Exec. Asst./Assoc. Dir. Restorative Justice CA Catholic Conference; Mrs. Linda Wanner, Assoc. Dir. Governmental Relations; Stephen J. Pehanich, Senior Dir. Advocacy & Educ. CA Catholic Conference; Barbara Caselli, Office Mgr.

**California Conference of Catholic Bishops,** 1119 K St., 95814. Tel: 916-313-4000; Fax: 916-313-4066. Web: www.catholic.org. Most Revs. Gerald E. Wilkerson, D.D., V.G., Pres.; Jaime Soto, M.S.W., Vice Pres.; Richard J. Garcia, D.D., Sec. & Treas.; Mr. Edward "Ned" E. Dolejsi, Exec. Dir.; Carol Hogan, Dir. Pastoral Projects & Communication; Debbie McDermott, Exec. Asst./Assoc. Dir. Restorative Justice CA Catholic Conference; Mrs. Linda Wanner, Assoc. Dir. Governmental Relations; Stephen J. Pehanich, Senior Dir. Advocacy & Educ. CA Catholic Conference; Barbara Caselli, Office Mgr.

**Catholic Charities of California, Inc.** (1987) 1119 K St., 2nd Fl., 95814. Tel: 916-313-4000; Fax: 916-449-4731. Email: smlahey@catholiccharitiesca.org. Web: www.catholiccharitiesca.org. Shannon M. Lahey, Exec. Dir.; Ken Sawa, Pres.; Solomon Bolette, Vice Pres.; Rev. Msgr. Gregory Cox, Sec. & Treas.

**The Catholic Foundation of the Diocese of Sacramento, Inc.,** P.O. Box 189400, 95818-9400. Tel: 916-733-0266; Fax: 916-733-0224. Mr. Kelly Brothers, Pres.

**Mercy Senior Housing, Inc. dba Mercy McMahon Terrace** (1919) 3865 J St., 95816. Tel: 916-733-6510; Fax: 916-733-6515. Bed Capacity 118; Total Assisted Annually 132; Total Staff 65.

**The Parochial Fund, Inc.,** P.O. Box 189866, 95818. Tel: 916-733-0277; Fax: 916-733-0295. Rev. F. Ignatius Haran, Pres. (Retired).

**PAX. Ministerio Foundation Trust Fund,** 2110 Broadway, 95818. Tel: 916-733-0245. Web: www.diocese-sacramento.org. Deacon Frank X. Esderie, Dir., Clergy Formation.

**The Preserving Our Past, Building Our Future Foundation of Northern California, Inc.,** P.O. Box 188817, 95818. Tel: 916-733-0277; Fax: 916-733-0285.

**Radin Santissimo Sacra.** 95811. Tel: 916-442-7437. Lorena Albarran, Pres.

**Sacramento Catholic For** 95865-4848. Tel: www.sacatholicforum.com

**\*Stanford Settlement** (19 95833-2299. Tel: 916-97- Email: susterjeanne@stanfordsettlement.com

**DIKON. Pro Ecclesia Sancta** St., 95620. Tel: 707-5- Pres.

**LOOMIS. Dominican Sister Eucharist - Loomis,** 58 734-994-7437. Email: John Dominic Rasmus

**\*IHR Educational Broa** Ste. 100, 95650. Tel: 5054. Douglas Shermu S.P.H.R., Admin. Dir.

**Spiritus Sanctus Eric** 95650. Tel: 734-9 sistersofnary.org. Sr. Treas. Sponsored by Mother of the Eucharist

**RANCHO CORDOVA. Holy America (HTCNA),** 42 Tel: 916-213-9281. Er Guerson, Sec.

**Mercy Foundation (1854** 916-851-2709; Fax: mercyfoundationsac@supportmercyfox

**RELIGIOUS INSTITUTE IN THE DIOCESE**

For further details re bracketed number in Men or Women section

[0270]—Carmelite Father IL)—O.Carm.

IL)—Carmelite of Mary Imr. IL)—Cistercians of the C Italy)—O.Cist.

[0350]—Cistercians O. Observance-Trappists

[0370]—Columban Father IL)—Congregation of Mothe

IL)—Congregation of Sac. (Rome, Italy)

[1000]—Congregation of C.P.

IL)—Crusade of the Holy S; [0520]—Franciscan Fria O.F.M.

[0690]—Jesuit Fathers an Los Gatos, CA)—S.J.

[0930]—Oblates of St. O.S.J.

IL)—Oratorians (Columbia; [0950]—Oratorians—C.O. [0430]—Order of Preaches [1065]—Priory Fratemit

IL)—Prae Ecclesia Santa (L [1200]—Society of the W)—S.D.S.

IL)—Society of the Divine V [IL)—Verbum Dei Continum

RELIGIOUS INSTTI REPRESENTED IN

IL)—Adorers of the Holy C [IL)—Benedictine Sisters (V [1940]—Congregation of Faith)—C.H.F.

An asterisk (\*) denotes an organization that has esta covered by the USCCB Group Ruling.

**CATHOLIC SOCIAL SERVICE SOLANO**  
**Budget By Program**  
July 2014 through June 2015

	Admin/Fundraising	Counseling	Family Assistance	Friendship	Immigration	TOTAL
Ordinary Income/Expense						
Income						
Donations						
CSS Auxiliary		2,500	2,500	0	0	5,000
General Donations		0	1,500	0	0	1,500
Appeals (2)		0	0	0	4,000	4,000
United Way-Bay Area		11,000	0	0	0	11,000
Total Donations	0	13,500	4,000	0	4,000	21,500
Fees for Service						
Banella		6,700				6,700
Vacaville (Counseling 4K Groups 13K)		17,000				17,000
Valejo (Counseling 22K Groups 70,800)		92,800			18,000	110,800
Total Fees for Service		116,500			18,000	134,500
Foundation Support/Grants						
Bay Area DACA					8,500	8,500
Total Foundation/Grants Support					8,500	8,500
Government Support/Grants						
AAA Serving Napa & Solano				22,424		22,424
C.D.B.G.			16,245			16,245
CKC			24,902			24,902
City of Benicla		16,510				16,510
CFO			34,461			34,461
NEOP			56,596			56,596
VITA			5,000			5,000
Total Government/Grants Support		16,510	137,204	22,424	0	176,138
School Contracts						
Holy Spirit School		8,366				8,366
St. Basil School		0				0
St. Catherine School		0				0
St. Dominic School		16,732				16,732
St. Vincent School		8,366				8,366
Notre Dame School		0				0
Total School Contracts		33,464				33,464
Other Support						

**CATHOLIC SOCIAL SERVICE SOLANO**  
**Budget By Program**  
July 2014 through June 2015

	Adm/Fundraising	Counseling	Family Assistance	Franchising	Immigration	TOTAL
Catholic Charities (ACA)	15,735	77,332	93,590	20,101	40,378	247,146
Fundraising Revenue	0	0	0	0	0	0
Total Other Support	15,735	77,332	93,590	20,101	40,378	247,146
Other Revenue						
Interest Income	300					300
Total Other Support	300					300
Total Income	16,035	257,326	234,784	42,525	70,878	<b>621,548</b>
Expense						
Program Expenses						
Client Assistance			1,250	250	0	1,500
Conferences/Conventions	500	500	500	0	1,000	2,500
Staff Travel	500	3,000	250	125	125	4,000
Training Staff	500	500	0	0	500	1,500
Volunteer Expenses		100	50	50	0	200
Licenses & Fees	0	500	100	0	400	1,000
Total Program Expenses	1,500	4,500	2,150	425	2,025	10,700
Facilities & Equipment						
Liability Insurance	1,050	5,500	5,952	900	1,050	14,452
Alarm System	88	89	89	89	89	444
Building Repair/Maintenance	100	400	300	100	100	1,000
Computer Purchase	167	200	200	200	200	967
Equipment Repair/Maintenance	0	0	0	0	0	0
Equipment Purchase	0	110	119	0	0	229
Janitorial Service	200	978	1,978	400	400	3,956
Rent	5,786	41,329	20,665	7,439	7,439	82,658
Utilities	480	3,200	3,280	580	480	8,000
Total Facilities & Equipment	7,871	51,905	32,583	9,689	9,758	111,795
Operating Expenses						
Fundraising Expenses	500					500
Bank Charges	105	301	374	104	156	1,040
Office Supplies	340	1,700	1,740	360	380	4,500
Operating Supplies	260	2,735	2,810	247	248	6,300
Postage	200	200	400	100	100	1,000
Printing	60	60	60	60	60	300

CATHOLIC SOCIAL SERVICE SOLANO  
Budget By Program  
July 2014 through June 2015

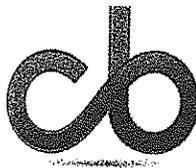
	Adm/Fundraising	Counseling	Family Assistance	Friendship	Immigration	TOTAL
Publications	50	50	50	50	50	250
Telephone	288	2,800	2,276	976	1,800	8,140
Total Operating Expenses	1,803	7,846	7,710	1,897	2,774	22,030
Outside Services						
Audit	610	610	610	610	610	3,050
Bookkeeping	400	400	400	480	400	2,000
Computer Support	0	500	500	500	500	2,000
Facilitators (outside services)		30,000			1,500	31,500
Total Outside Services	1,010	31,510	1,510	1,510	3,010	38,550
Personnel						
Executive Director (\$38,073.35 hrs)	8,000	20,000	36,000	8,000	8,000	80,000
Deputy Director (\$28,873.35 hrs)	5,378	23,599	13,023	5,378	5,378	52,725
Program Director-Imm (\$30,772.28 hrs)					39,208	39,208
Technician-VAWA						
Program Director-Friend (\$17,842.29 hrs)			9,147	17,756		26,903
Assistant-Friendship				0		0
Program Director-FA (TC \$19,063.35 hrs)			34,696			34,696
Receptionist/Food Coord. (RP \$10,502.28 hrs)			13,104	2,184		15,288
Case Management (SMC \$15,913.31 hrs)			25,647			25,647
Case Management (SMC \$11,333.35 hrs)			20,621			20,621
Clinical Director (CMAcA \$35,552.28 hrs)			51,760			51,760
School Counselor (TBD \$16,987 hrs)			5,111			5,111
School Counselor (TBD \$16,987 hrs)			10,222			10,222
School Counselor (TBD \$16,987 hrs)			5,111			5,111
Cert Asst NEOP (\$12,801.6 hrs)			9,360			9,360
Admin/Counseling (AA \$15,542.28 hrs)			22,626			22,626
Total Personnel	13,378	138,398	161,596	33,318	52,596	399,278
Employee Tax & Benefits						
Payroll Tax	1,023	10,588	12,382	2,549	4,023	30,545
Health Insurance	1,605	16,608	19,392	3,998	6,310	47,913
Life Insurance	0	0	0	0	0	0
Pension	870	8,935	10,504	2,165	3,418	25,893
Total Employee Tax & Benefits	3,498	36,191	42,258	8,713	13,751	104,411

**CATHOLIC SOCIAL SERVICE SOLANO**  
**Budget By Program**  
July 2014 through June 2015

	Admin/Outreach	Counseling	Family Assistance	Friendship	Immigration	TOTAL
<b>Total Expense</b>	29,050	270,351	247,809	55,551	83,904	<b>686,675</b>
<b>Net Ordinary Income/Expense</b>	-13,025	-13,025	-13,025	-13,026	-13,026	<b>-65,127</b>
<b>Other Income/Expense</b>						
<b>Other Income</b>						
<b>In Kind Income</b>						
FEMA			4,800			4,800
Food			35,000			35,000
Volunteer Hours		3,200	5,200	4,320	600	13,320
<b>Total In Kind Income</b>		3,200	45,000	4,320	600	53,120
Interest Income						300
<b>Total Other Income</b>		3,200	45,000	4,320	600	53,120
<b>GRAND TOTAL INCOME</b>						<b>674,668</b>
<b>Other Expense</b>						
<b>In Kind Expenses</b>						
FEMA			4,800			4,800
Food			35,000			35,000
Volunteer Hours		3,200	5,200	4,320	600	13,320
<b>Total In Kind Expenses</b>		3,200	45,000	4,320	600	53,120
<b>Total Other Expense</b>		3,200	45,000	4,320	600	53,120
<b>GRAND TOTAL EXPENSE</b>						<b>739,795</b>
<b>Total Net Income/Expense</b>	-13,025	-13,025	-13,025	-13,026	-13,026	<b>-65,127</b>
Deficit to come from Savings Account						

**CATHOLIC SOCIAL SERVICE OF SOLANO COUNTY**  
**FINANCIAL STATEMENTS**

**Years Ended June 30, 2013 and 2012**



**Chavez, Baker + Associates**  
CERTIFIED PUBLIC ACCOUNTANTS & ADVISORS

**INDEPENDENT ACCOUNTANTS' COMPILATION REPORT**

To the Board of Directors of  
Catholic Social Service of Solano County

We have compiled the accompanying statements of financial position of Catholic Social Service of Solano County (a nonprofit organization) as of June 30, 2013 and 2012, and the related statements of activities, functional expenses, and cash flows for the years then ended. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America.

Management is responsible for the preparation and presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

*Chavez, Baker & Associates*

**CHAVEZ, BAKER & ASSOCIATES**  
Certified Public Accountants

Sacramento, California

February 24, 2014

**SACRAMENTO:**  
601 University Avenue  
Suite 288  
Sacramento, CA 95825  
T: (916) 273-4808  
F: (916) 273-4918

**DAVIS:**  
1477 Drew Avenue  
Suite 103  
Davis, CA 95618  
T: (530) 758-8150  
F: (530) 757-1930

**CATHOLIC SOCIAL SERVICE OF SOLANO COUNTY**  
**STATEMENTS OF FINANCIAL POSITION**  
**June 30, 2013 and 2012**

	2013	2012
<b><u>ASSETS</u></b>		
<b>CURRENT ASSETS:</b>		
Cash and cash equivalents	\$ 324,975	\$ 297,421
Revenues and grants receivable	47,528	30,616
Total current assets	372,503	328,037
<b>DEPOSITS</b>	5,135	5,135
<b>PROPERTY AND EQUIPMENT, NET</b>	3,007	4,768
<b>TOTAL ASSETS</b>	<b>\$ 380,645</b>	<b>\$ 337,940</b>
 <b><u>LIABILITIES AND NET ASSETS</u></b>		
<b>CURRENT LIABILITIES:</b>		
Accounts payable	\$ -	\$ 882
Accrued salaries and vacation	17,667	20,194
Total current liabilities	17,667	21,076
<b>UNRESTRICTED NET ASSETS</b>	362,978	316,864
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$ 380,645</b>	<b>\$ 337,940</b>

See independent accountants' compilation report and accompanying notes.

**CATHOLIC SOCIAL SERVICE OF SOLANO COUNTY**  
**STATEMENTS OF ACTIVITIES**  
**Years Ended June 30, 2013 and 2012**

	<b>2013</b>	<b>2012</b>
<b>REVENUES AND SUPPORT:</b>		
Program service fees	\$ 168,272	\$ 135,497
Support from Catholic Charities of Sacramento, Inc.	131,590	178,744
Federally funded grants	111,500	113,746
Support from Roman Catholic Diocese of Sacramento	97,491	39,600
In-kind counseling services and supplies	88,778	90,717
In-kind food and FEMA	50,382	53,460
General contributions	32,208	66,735
Contracted services	25,308	33,464
Other governmental grants	21,750	13,050
Private grants	9,375	-
Interest income	593	390
Special events	-	7,216
	<b>737,247</b>	<b>732,619</b>
 <b>EXPENSES:</b>		
Program expenses:		
Counseling services	326,610	331,252
Family services	265,388	261,095
Immigration services	62,065	55,924
General and administrative expenses	37,071	28,756
	<b>691,133</b>	<b>677,027</b>
 <b>CHANGE IN NET ASSETS</b>	<b>46,114</b>	<b>55,592</b>
 <b>NET ASSETS, Beginning</b>	<b>316,864</b>	<b>261,272</b>
 <b>NET ASSETS, Ending</b>	<b>\$ 362,978</b>	<b>\$ 316,864</b>

See independent accountants' compilation report and accompanying notes.

**CATHOLIC SOCIAL SERVICE OF SOLANO COUNTY**  
**STATEMENT OF FUNCTIONAL EXPENSES**  
Year Ended June 30, 2013

	Programs			General and Administrative	Total
	Counseling Services	Family Services	Immigration Services		
<b>EXPENSES:</b>					
Salaries	\$ 114,422	\$ 131,010	\$ 39,655	\$ 11,328	\$ 296,415
Employee benefits	22,076	21,703	4,822	1,114	49,715
Payroll taxes	7,988	9,896	3,059	630	21,573
	<u>144,486</u>	<u>162,609</u>	<u>47,536</u>	<u>13,073</u>	<u>367,703</u>
In-kind counseling service	78,264	7,102	3,337	-	88,703
Rent	47,874	20,000	2,658	10,000	80,532
In-kind food and FEMA	-	50,382	-	-	50,382
Professional services	29,549	1,170	1,564	1,266	33,549
Insurance	8,066	2,993	976	976	13,011
Supplies	4,810	2,618	847	1,938	10,213
Telephone	2,545	3,562	1,331	1,304	8,742
Utilities	2,766	4,023	1,006	587	8,382
Client assistance	-	6,824	-	-	6,824
Travel and conferences	3,452	637	747	1,281	6,117
Licenses and staff training	1,712	186	1,153	801	3,852
Janitorial	1,138	1,256	421	577	3,392
Repairs and maintenance	379	1,042	95	379	1,895
Fundraising Expenses	-	-	-	1,848	1,848
Depreciation	-	-	-	1,761	1,761
Computer and Equipment	765	328	13	176	1,282
Bank and payroll processing	564	242	79	318	1,203
Postage and publications	129	87	133	482	831
Alarm System	111	111	111	111	444
Volunteer Expenses	-	141	58	193	392
In-kind supplies and service	-	75	-	-	75
<b>TOTAL EXPENSES</b>	<u><u>\$ 326,610</u></u>	<u><u>\$ 265,388</u></u>	<u><u>\$ 62,065</u></u>	<u><u>\$ 37,071</u></u>	<u><u>\$ 691,133</u></u>

See independent accountants' compilation report and accompanying notes.

**CATHOLIC SOCIAL SERVICE OF SOLANO COUNTY**  
**STATEMENT OF FUNCTIONAL EXPENSES**  
**Year Ended June 30, 2012**

	<u>Programs</u>			<u>General and Administrative</u>	<u>Total</u>
	<u>Counseling Services</u>	<u>Family Services</u>	<u>Immigration Services</u>		
<b>EXPENSES:</b>					
Salaries	\$ 118,603	\$ 129,199	\$ 31,275	\$ 8,573	\$ 287,650
Employee benefits	19,934	19,597	4,354	1,006	44,891
Payroll taxes	8,269	9,202	2,588	507	20,566
	<u>146,806</u>	<u>157,998</u>	<u>38,217</u>	<u>10,086</u>	<u>353,107</u>
In-kind counseling service	82,543	7,140	971	-	90,654
Rent	43,595	23,390	8,505	4,961	80,451
In-kind food and FEMA	-	53,460	-	-	53,460
Professional services	29,633	768	741	768	31,910
Insurance	7,271	3,081	985	985	12,322
Utilities	3,543	5,154	1,288	750	10,735
Travel and conferences	5,673	2,244	827	1,343	10,087
Supplies	4,368	2,206	698	2,123	9,395
Telephone	4,160	1,700	2,231	1,186	9,277
Janitorial	1,219	1,448	419	724	3,810
Other expense	188	155	150	2,445	2,938
Licenses and staff training	1,191	163	632	366	2,352
Repairs and maintenance	399	1,121	100	399	2,019
Depreciation	-	-	-	1,983	1,983
Bank and payroll processing	473	207	82	433	1,195
Client assistance	-	751	-	-	751
Postage and printing	162	74	78	204	518
In-kind supplies and service	28	35	-	-	63
	<u>331,252</u>	<u>261,095</u>	<u>55,924</u>	<u>28,756</u>	<u>677,027</u>
<b>TOTAL EXPENSES</b>	<u>\$ 331,252</u>	<u>\$ 261,095</u>	<u>\$ 55,924</u>	<u>\$ 28,756</u>	<u>\$ 677,027</u>

See independent accountants' compilation report and accompanying notes.

**CATHOLIC SOCIAL SERVICE OF SOLANO COUNTY**  
**STATEMENTS OF CASH FLOWS**  
**Years Ended June 30, 2013 and 2012**

	<b>2013</b>	<b>2012</b>
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>		
Change in net assets	\$ 46,114	\$ 55,592
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	1,761	1,983
(Increases) decreases in:		
Revenues and grants receivable	(16,912)	15,997
Client fees receivable	-	1,447
(Decreases) increases in:		
Accounts payable	(882)	302
Accrued salaries and vacation	(2,527)	1,132
	<u>27,554</u>	<u>76,453</u>
Net cash provided by operating activities		
	<u>27,554</u>	<u>76,453</u>
<b>NET INCREASE IN CASH AND CASH EQUIVALENTS</b>	<b>27,554</b>	<b>76,453</b>
<b>CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR</b>	<b>297,421</b>	<b>220,968</b>
<b>CASH AND CASH EQUIVALENTS, END OF YEAR</b>	<b>\$ 324,975</b>	<b>\$ 297,421</b>

See independent accountants' compilation report and accompanying notes.

**CATHOLIC SOCIAL SERVICE OF SOLANO COUNTY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**Years Ended June 30, 2013 and 2012**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:**

**Reporting entity** - The Catholic Social Service of Solano County (the “Organization”) is a nonprofit organization and a division of Catholic Charities of Sacramento, Inc., a nonprofit public benefit corporation. The Organization provides individual and family counseling services and parenting education for the purpose of strengthening family ties. The Organization also provides other client assistance and referral services. Revenues are derived from counseling fees and government grants. Support is received from various organizations and individuals as well as from Catholic Charities of Sacramento, Inc.

**Standards of reporting** - The Organization prepares its financial statements using the accrual method of accounting. Revenues are recognized when earned and expenses are recognized when incurred. Accounting standards also require the Organization to classify its assets and liabilities as unrestricted, temporarily restricted, or permanently restricted. Unrestricted net assets generally result from the receipt of unrestricted contributions, less expenses incurred in providing services, programs, and administrative functions. Temporarily restricted net assets are resources that may be used in a later period or after a specified date (time restrictions) or resources that must be used for a specific purpose (program restriction) or both. Permanently restricted net assets are resources donated with stipulations that they be preserved or invested to provide a permanent source of income.

Accounting standards also require contributions received to be recorded as unrestricted, temporarily restricted, or permanently restricted support depending on the existence and/or nature of any donor restrictions. Temporarily restricted contributions for which the restrictions are satisfied in the same reporting period are recorded as unrestricted contributions.

**Cash and cash equivalents** - The Organization considers all highly liquid investments with an initial maturity of three months or less to be cash equivalents.

**Receivables and bad debts** - Receivables represent income that is expected, but not yet received. Amounts deemed uncollectible are charged to bad debt expense at the time they are deemed uncollectible (the “direct write-off” method). Generally accepted accounting principles require that the allowance method be used to reflect bad debt expense. However, the effect of using this method is not materially different than that of the method currently used.

**Programs** - In order to ensure observance of limitations and restrictions placed on the use of resources available to the Organization, the accounts are maintained by program. This is the procedure by which resources for various purposes are classified for accounting and reporting purposes into programs according to their nature and purpose. Accordingly, all financial transactions have been recorded in the following programs:

**Counseling Services Program** - The Counseling Services Program represents resources used to provide professional, confidential and affordable counseling services to the residents of Solano County. The program includes marriage and family counseling dealing with relationship issues, children’s issues, anger management, domestic violence, grief counseling and other related issues.

**CATHOLIC SOCIAL SERVICE OF SOLANO COUNTY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**Years Ended June 30, 2013 and 2012**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued):**

**Programs (continued) –**

Family Services Program - The Family Services Program represents resources used to provide the residents of Solano County with services related to self-sufficiency, food giveaways for low-income families, holiday basket giveaways, rental assistance, homeless case management, and low-cost telephone service.

Immigration Services Program - The Immigration Services Program represents resources used to provide assistance to legal permanent residents in applying for naturalization, legalization for their families, and a full range of other immigration services.

Functional expenses - The costs of providing the various programs and other activities have been detailed on the statements of functional expenses. Accordingly, certain costs have been allocated among the programs and supporting services benefited. These estimates are based on management estimates.

Property and equipment - Property and equipment are stated at historical cost or, if donated, at fair market value at the time of the donation. Renewals and betterments in excess of \$1,000 are capitalized. Maintenance and repairs are expensed when incurred. When an asset is sold or retired, the related cost and accumulated depreciation are removed and any gain or loss is recognized in the year of the disposal. Depreciation is provided on the straight-line method over the estimated useful lives of the assets. Based on historical capital expenditures activity and the nature of the underlying assets, all depreciable assets have been assigned a useful life of ten years.

Retirement plan - Employees are eligible for retirement benefits under The Diocese of Sacramento Lay Employees Pension Plan (the "Plan"). The Plan is a defined benefit plan, which does not require nor allow employee contributions. The total contributions made by Catholic Social Services of Solano County during the years ended June 30, 2013 and 2012 was \$20,393 and \$18,552, respectively. The contribution is six percent of qualified gross employees' salaries. The Plan does not separately report over or under funding by member agencies. Therefore, no information is available specifically for Catholic Social Service of Solano County. Any over or under funding is not material to these financial statements.

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

**CATHOLIC SOCIAL SERVICE OF SOLANO COUNTY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**Years Ended June 30, 2013 and 2012**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued):**

**Income taxes** - Under Internal Revenue Code Section 501(c)(3), Catholic Charities of Sacramento, Inc. and its agencies have been determined to be exempt from federal and state income taxes. Accordingly, income tax is limited to activities that are deemed by the Internal Revenue Service (the "IRS") to be unrelated to their exempt purposes. There were no such activities during the years ended June 30, 2013 and 2012.

The Organization's activities are reported in the consolidated tax return for Catholic Charities of Sacramento, Inc., for which the tax returns for the years ended June 30, 2010, 2011, 2012 and 2013 are subject to examination by the IRS, generally for three years after they are filed.

**Subsequent events** - Subsequent events have been evaluated through February 24, 2014 which is the date the financial statements were available to be issued.

**NOTE 2 – CONCENTRATIONS:**

For the years ended June 30, 2013 and 2012, the Organization received approximately 19% and 21% of its funding from government grants, respectively; and 31% and 30% of its revenue from Catholic Charities of Sacramento, Inc., respectively.

**NOTE 3 – COMPENSATED ABSENCES:**

Employees of the Organization are entitled to paid vacations based on the length of service and other factors. Sick leave is not accrued because employees are not paid for accumulated sick leave at the termination of employment or at any other time. Vacation time earned but not used at June 30, 2013 and 2012 totaled \$4,320 and \$8,095, respectively.

**NOTE 4 – PROPERTY AND EQUIPMENT:**

Property and equipment consisted of the following at June 30, 2013 and 2012:

	<u>2013</u>	<u>2012</u>
Property and equipment	\$ 19,872	\$ 19,872
Less accumulated depreciation	<u>16,865</u>	<u>15,104</u>
Property and equipment, net	<u>\$ 3,007</u>	<u>\$ 4,768</u>

Depreciation expense for the years ended June 30, 2013 and 2012 was \$1,761 and \$1,983, respectively.

**CATHOLIC SOCIAL SERVICE OF SOLANO COUNTY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**Years Ended June 30, 2013 and 2012**

**NOTE 5 – DONATED SERVICES, SUPPLIES AND FACILITIES:**

The values of donated services, supplies and facilities, and the corresponding expenditures that are included in the financial statements for the years ended June 30, 2013 and 2012, are as follows:

	<b>2013</b>	<b>2012</b>
<u>Revenue and support</u>		
Contributions	\$ 139,160	\$ 144,177
 <u>Expenses</u>		
Professional services	\$ 88,703	\$ 90,654
Food	50,382	53,460
Supplies	75	63
	\$ 139,160	\$ 144,177

**NOTE 6 – LEASE COMMITMENT:**

The Organization renewed its lease for office space in May 2011 through April 2014, payable in monthly installments of \$5,906. Rent expense for this lease recognized for each of the years ended June 30, 2013 and 2012 was \$70,878. These amounts were included in rent expense on the statements of functions expenses. The Organization has a minimum lease commitment of \$59,060 for the year ending June 30, 2014.

**NOTE 7 – RELATED PARTY TRANSACTIONS:**

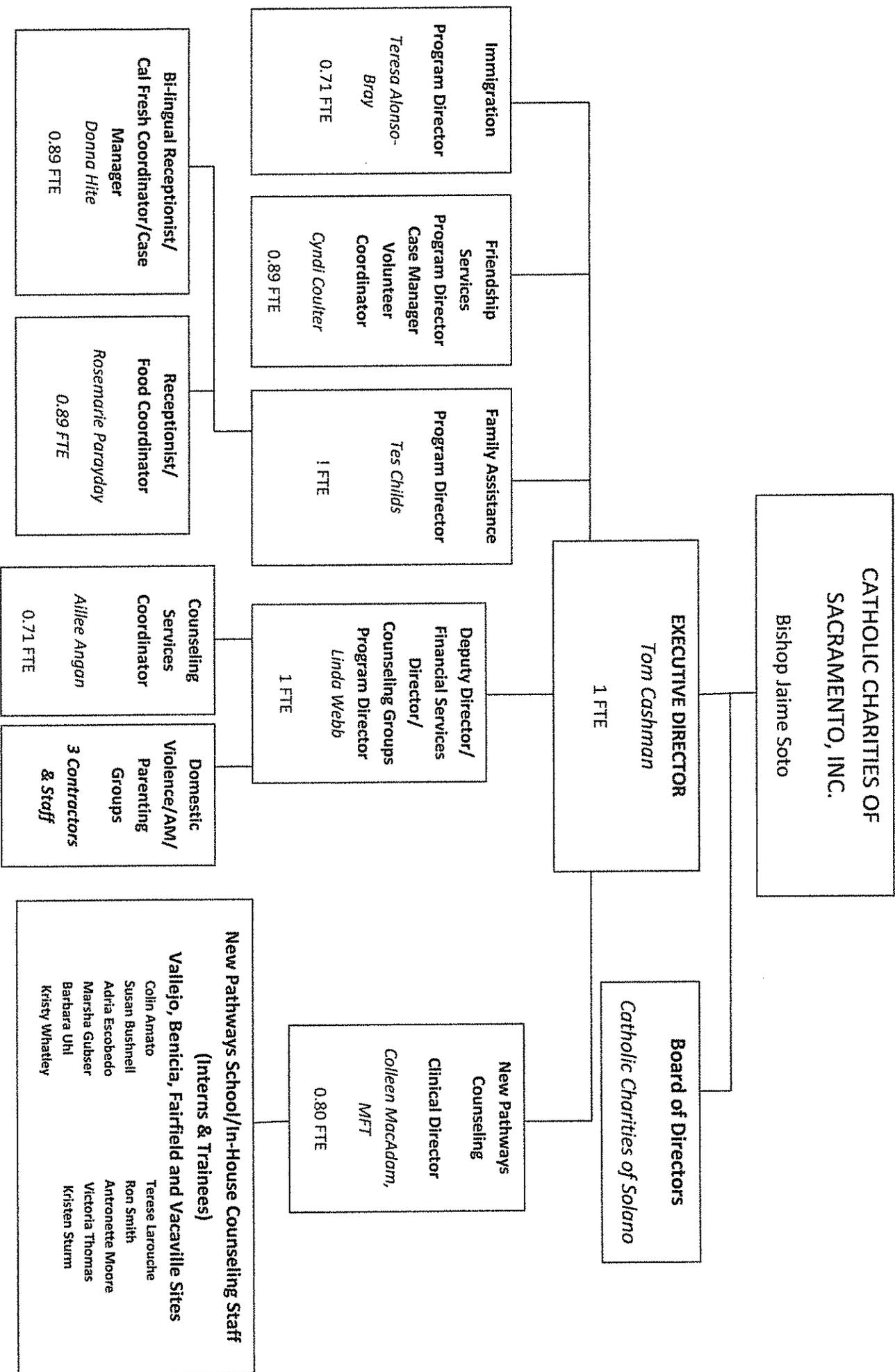
The auxiliary donated \$4,402 and \$3,350 to the Organization during the years ended June 30, 2013 and 2012. The auxiliary uses the tax exemption of Catholic Charities of Sacramento, Inc. The accounting records are maintained separately from Catholic Social Service of Solano County and, therefore, those records have not been included in these financial statements.

Catholic Charities of Sacramento, Inc. provided the Organization \$131,590 and \$178,744 in support for the years ended June 30, 2013 and 2012.

CATHOLIC CHARITIES OF SOLANO, INC  
BOARD OF DIRECTORS  
JULY 2014 – JUNE 2015

<b>NAME</b>	<b>ADDRESS</b>	<b>OCCUPATION</b>
<b>Sylvia Alexander</b>	6408 Eagle Ridge Drive Vallejo CA 94591 707-552-5171 707-552-5172	Retired <a href="mailto:sylvia.kuumba@prodigy.net">sylvia.kuumba@prodigy.net</a>
<b>Bill Cambra</b>	915 Jefferson Street Benicia CA 94510  707-745-6868	Retired <a href="mailto:wcambra@aol.com">wcambra@aol.com</a>
<b>Judith Dietlein</b>	1584 Sherman Drive Benicia CA 94591	Paralegal 707-745-6395 <a href="mailto:jdiet@att.net">jdiet@att.net</a>
<b>Ellen McBride</b>	916 Topsail Drive. Vallejo CA 94591 707-649-9510	North Bay Regional Center - Napa 707-256-1186 <a href="mailto:mcbride.e@comcast.net">mcbride.e@comcast.net</a>
<b>Richard Wieczorek</b> <i>Chairperson</i>	175 Saxony Ct. Vallejo CA 94591	BART Manager 510-464-6380 – work, 510-368-2401 - cell <a href="mailto:Rwieczo@bart.gov">Rwieczo@bart.gov</a> (work) <a href="mailto:calimom_563@hotmail.com">calimom_563@hotmail.com</a> (home)

# CATHOLIC CHARITIES OF SOLANO, INC



**JOB DESCRIPTION**

**PROGRAM:** Catholic Social Service Solano Counseling Department/  
New Pathways Counseling

**POSITION TITLE:** Director of Counseling

**SALARY:** DOE

**BENEFITS:** 25-30 Hour work week, health, dental, vision, pension, paid holidays

**SUMMARY DESCRIPTION:** Under general direction from the Executive Director, the Clinical Director will have the chief responsibility for the day-to-day operation of the Department/Program. This is a key administrative position of Catholic Social Service, and as such requires professional administrative, supervisory and clinical management skills

**SPECIFIC RESPONSIBILITIES:**

Administrative:

1. Direct, plan, organize, coordinate and supervise the Counseling programs and staff, including the School Counseling Program.
2. Meet regularly with the Executive Director to coordinate and receive general direction for the Department.
3. Represent the agency in the community and actively participate in community networks to develop interagency relationships and a referral base for counseling programs.
4. Prepare a variety of statistical, narrative and analytical reports especially in conjunction with the Department's annual program review, and plan and budget for the new fiscal year. Manage to the budget, while fulfilling the objectives of the mission.
5. Help prepare, coordinate and manage counseling grants.
6. Submit utilization reviews for County Managed Care cases as required.

Clinical:

7. Provides direct individual and group supervision of clinical counseling staff, and school counselors.
8. Provide direct clinical services to clients in crisis situations, serve as clinical backup for all counseling staff, and may carry a small caseload.

9. Maintain contact with local universities to negotiate placement and supervision of student interns/trainees.
10. Be responsible for ensuring the Department's compliance with federal, state and local statutes; accrediting requirements; and standards for ethical, professional practice.
11. Review all intakes and assign cases to counselors for ongoing treatment.

**Personnel:**

12. Implement the agency's recruitment and selection process in filling vacancies for the Department. Conduct annual employee performance evaluations.
13. Provide orientation to new Department employees.
14. Plan and coordinate in-service trainings for Departmental staff including HIPAA training.

**SPECIFIC EXPERIENCE AND EDUCATION:**

**Education and Experience:** Must have a master's degree in a social service or mental health field. Must possess a valid and current California license (LCSW or MFTT) to practice psychotherapy, and have four years of clinical experience. Two years of supervisory experience is required.

**General Qualifications:** Ability to work with diverse individuals, groups and agencies. Sensitive to Church issues, and willing to promote the philosophy statement of the Agency. Experience and skills in administration including training and supervision, financial management, preparing reports, and proposal writing. Ability to organize time and work of others for maximum efficiency. Ability to make objective decisions. Ability to communicate effectively.

**CONDITIONS OF EMPLOYMENT:**

Six month introductory period. Proof of educational degree and current professional license, and legally and/or professionally required fingerprint and/or other clearances. Must possess a valid California driver's license, auto/liability insurance.

**APPLICATION INFORMATION:**

Interested applicants, mail or fax resume to:

Catholic Social Service Solano  
125 Corporate Place, Suite A  
Vallejo, CA 94590  
Fax: 707-644-6314

AA/EOE Employer  
Minorities are encouraged to apply

# Catholic Social Service Solano

## JOB DESCRIPTION

**Department:** Administration

**Position:** Deputy Director/Financial Services Coordinator

**Category:** EXEMPT

**SUPERVISOR:** Executive Director, CSS Solano/Sacramento

**DEFINITION:** Assists the Executive Director in the general management of Agency operations; acts on behalf of the Executive Director in his/her absence. Coordinates and manages all accounting, human resources, and financial administration functions for CSS Solano and CSS Sacramento. Oversees the management and administration of the Counseling Groups Program.

### **ESSENTIAL FUNCTIONS:**

- Provides administrative support to the Executive Director.
- Prepares and presents recommendations to the Executive Director
- Represents the Agency at meetings with other agencies, business groups, community groups as assigned by the Executive Director.
- Coordinates and participates in the preparation on the annual budgets.
- Discharges the power and duties of the Executive Director in the Executive Director's absence.
- Implements adequate controls to insure that program expenditures are maintained within program revenues.
- Provides staff with immediate attention and direction when a crisis arises.
- Intervenes on behalf of program staff with all involved parties, when necessary.
- Meets all reporting responsibilities within the time frames established by program funding resources, and CSS and diocesan administration.
- Reviews Agency financial and human resources operating procedures and ensures compliance with standard internal control practices and diocesan policies.
- Provides bookkeeping functions using appropriate financial software applications; implements all processes of payroll, employee benefits, accounting cycle, basic internal controls, and generally accepted accounting principles.
- Develops and maintains effective working relationships with co-workers and board members.
- Attends staff meetings and other meetings and training sessions as assigned.
- Provides for the supervising, training, and evaluating of Counseling Groups staff and contractors, as assigned by the Executive Director.
- Performs related duties as assigned by the Executive Director.

### **MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in a field related to the position, such as social work, psychology, business, or public administration. At least eight years of increasingly responsible experience in the management of private, non-profit, or public programs.

(CSS Solano DD/FSC JOB DESCRIPTION, continued)

- OTHER CONDITIONS OF EMPLOYMENT:
- Employee must have a car, a valid driver's license, and proof of automobile insurance.
- Position is dependent on continued funding.

X Rinda Webb  
Employee Signature

7/19/12 [Signature]  
Date Supervisor Signature

KMC-7/1/12

## JOB DESCRIPTION

JOB CLASSIFICATION: OFFICE / CLERICAL

POSITION TITLE: RECEPTIONIST / FOOD COORDINATOR

DEFINITION: Under general direction from the Family Assistance Program Director, the Receptionist / Clerical Support will have the chief responsibility for the day-to-day operations of incoming phone calls and messages, as needed. This is a key position to the agency and requires strong skills in communication.

### Examples of Duties:

1. First point of contact for telephone switch boards; call screening and messaging.
2. In charge of opening and closing the hours of office operation.
3. Politely greet clients and guests, and announces their presence as appropriate.
4. When handling multiple phone lines, uses courtesy when placing people on hold.
5. Places messages in the appropriate voicemail boxes.
6. Daily use of computer to input client's information.
7. Make appointments for Family Assistance clients like Food/Holiday Giveaways; bus pass; etc. Interview clients as needed and assist them with the Intake Forms.
8. Provide general clerical and secretarial assistance to the organizational staff.
9. Will perform Monthly Reports for the Family Assistance Program.
10. Creates standard referral resource sheets and give them out to clients when needed.
11. Other assignments as required.

### Additional Qualifications:

1. Reliability, professional attitude, ability to organize and alphabetize files and manage multiple tasks.
2. Strong interest in social service / non-profit organization.
3. Excellent interpersonal communication skills, including writing ability, telephone reception, and experience dealing with the public.
4. Proficiency in Microsoft Office, Word, Works, Excel, Outlook, and PowerPoint.
5. Experience with database and paper filing systems.
6. Fluency in Spanish a plus.

The receptionist is the first contact the public has with our agency. The impression the receptionist makes will reflect on our reputation. A pleasant and professional approach is of utmost importance.

Note: This is just an outline of some of the job responsibilities and it is in no way a complete list.

# CATHOLIC CHARITIES OF SOLANO, INC.

125 CORPORATE PLACE, SUITE A

VALLEJO, CALIFORNIA 94590

PHONE: 707-644-8909

FAX: 707-644-6314

[WWW.CSSSOLANO.ORG](http://WWW.CSSSOLANO.ORG)

**RESOLUTION:** *That the executive Director be authorized to apply for, and execute if awarded, a grant from the Benicia Human Services Board to provide dedicated, professional counseling services to Benicia residents in need. The grant amount and project time line would be for approximately \$17,000 annually, for fiscal years 2015-2016 and 2016-2017.*

**RESOLUTION:** *That the Executive Director be authorized to apply for, and execute if awarded, a Community Development Block Grant (CDBG) from the City of Vallejo to provide homeless case management services. The grant amount and the project time line would be for approximately \$27,000 annually, for the fiscal year 2015-2016.*

*Both resolutions unanimously approved by all board members via email 1-20-15*

## CATHOLIC CHARITIES OF SOLANO, INC

BISHOP JAIME SOTO  
DIOCESE OF SACRAMENTO

125 CORPORATE PLACE, SUITE A  
VALLEJO, CA 94590  
PHONE (707) 644-8909  
FAX (707) 644-6314  
[www.csssolano.org](http://www.csssolano.org)

TOM CASHMAN  
EXECUTIVE DIRECTOR

January 20, 2015

Ms. Anne Cardwell  
City Manager's Office  
City of Benicia  
250 East L. Street  
Benicia, CA 94510

Dear Ms. Cardwell:

Re: Agency name change documentation

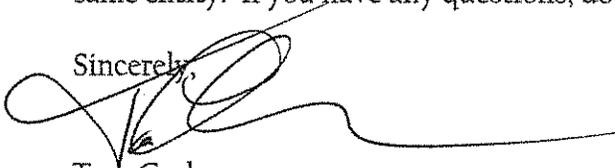
Thank you for the opportunity to apply for the Benicia Human Services Grant.

Our agency operated for many decades under the name of Catholic Social Services of Solano County. As such, our most recent 501.c3 IRS designation letter enclosed in this application package notes the organization under that name. Also enclosed you will find documentation within a nationwide publication of the Catholic Church listing the agency as serving under the auspices of the Catholic Diocese of Sacramento.

In March of 2014 the agency's Board of Directors authorized the change and use of a new name, Catholic Charities of Solano, as part of our long term strategic plan for continuing service to the community and region. The minutes of the Board of Director's meeting authorizing that name change is also enclosed here.

Finally we are in pursuit of an updated letter from the IRS noting the name change. I hope this note and the enclosed documentation can serve as assurance that the two names do in fact represent the same entity. If you have any questions, do feel free to contact me at your convenience.

Sincerely,



Tom Cashman  
Executive Director

**CATHOLIC CHARITIES OF SOLANO, INC.,**  
A California Nonprofit Public Benefit Corporation

MINUTES OF ACTION TAKEN BY INCORPORATORS AND  
BY WRITTEN CONSENT OF DIOCESAN MEMBER  
March 5, 2014

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Pursuant to California Corporations Code § 5134, no directors having been appointed, the Incorporators of Catholic Charities of Solano, Inc., take the following action without a meeting by written consent, evidenced by the Incorporators' signature at the end of these Minutes to be effective as of the date hereof.

**1. ADOPTION OF BYLAWS:**

The following resolution is hereby adopted:

RESOLVED, that the Bylaws of Catholic Charities of Solano, Inc., attached to these Minutes, are hereby adopted as the Bylaws of this corporation, and the Acting Secretary of the Corporation is directed to execute a Certificate of Adoption of the Bylaws and file a certified copy of the Bylaws with the records of this corporation.

**2. ELECTION OF DIRECTORS:**

The following resolution is hereby adopted:

RESOLVED, the following acting Directors are elected:

Richard Wieczorek  
Bill Cambra  
Sylvia Alexander  
Ellen McBride  
Rene Parryman

**3. APPOINTMENT OF INTERIM OFFICERS:**

The following resolution is hereby adopted:

RESOLVED, until the first meeting of the Board of Directors, the following interim officers of the corporation are hereby appointed:

Acting Chairman of the Board:	Richard Wieczorek
Acting Executive Director:	Linda Webb
Acting Treasurer:	Bill Cambra
Acting Secretary of the Corporation:	Bill Cambra

**4. NOTICE OF INITIAL MEETING OF THE BOARD OF DIRECTORS:**

The following resolution is hereby adopted:

RESOLVED, the Board of Directors of Catholic Charities of Solano, Inc., shall hold its initial meeting on the earliest available date of the Directors. The Acting Secretary of the Corporation is hereby directed to notify the Directors of the Corporation pursuant to Paragraph 8.10 of the Bylaws of the Corporation of the date, time, and place of such meeting.

**5. AUTHORIZATION TO OPEN CORPORATE BANK ACCOUNT:**

The following resolution is hereby adopted:

RESOLVED, the Acting Executive Director and/or Acting Treasurer are hereby directed to open a corporate bank account on behalf of the Corporation;

RESOLVED, the Acting Executive Director and/or Acting Treasurer are hereby authorized to deposit into, and withdraw from, the said corporate bank account such funds as are necessary to conduct the business of the Corporation; and,

IT IS FURTHER RESOLVED, the Acting Secretary is hereby authorized to execute and to certify such resolutions or other paperwork required by the bank to open said corporate bank account.

**6. CONSENT TO THE FOREGOING ACTION:**

By signing these minutes, the Incorporators and the Diocesan Member of the Corporation hereby consent to the taking of the foregoing action by written consent without a meeting.

Date: March 5, 2014



---

Rev. Mark Richards  
Incorporator



---

Thomas J. McNamara  
Incorporator

3647800

FILED

Secretary of State  
State of California

*[Handwritten signature]*  
*[Handwritten initials]*

ARTICLES OF INCORPORATION

ICC FEB 18 2014

OF

CATHOLIC CHARITIES OF SOLANO, INC.

I.

The name of the corporation is Catholic Charities of Solano, Inc.

II.

This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for charitable purposes.

III.

This corporation is organized exclusively for charitable purposes within the meaning of Internal Revenue Code section 501(c)(3) or the corresponding section of any future federal internal revenue law. Notwithstanding any other provision of these articles, the corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this corporation, and the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Internal Revenue Code section 501(c)(3) or the corresponding provision of any future federal internal revenue law, or (b) by a corporation, contributions to which are deductible under Internal Revenue Code section 170(c)(2) or the corresponding provision of any future federal internal revenue law.

IV.

The initial street and mailing address of this corporation is 2110 Broadway, Sacramento, California 95818.

V.

The name and address of the corporation's initial agent for service of process is James F. Sweeney, Esquire, SWEENEY, GREENE & ROBERTS LLP. 9245 Laguna Springs Drive, Suite 350, Elk Grove, California 95758.

VI.

(a) No substantial part of the activities of this corporation shall consist of lobbying or propaganda, or otherwise attempting to influence legislation, except as provided in Internal Revenue Code section 501(h); this corporation shall not participate or intervene, including publishing or distributing statements, in any political campaign on behalf of any candidate for public office.

(b) All corporate property is irrevocably dedicated to the purposes set forth in Article II. No part of any net earnings shall inure to benefit of any of its directors, trustees, officers, members, or to individuals.

(c) On the winding up and dissolution of this corporation, after paying or adequately providing for the debts, obligations, and liabilities of the corporation, the remaining assets of this corporation shall be distributed to the Roman Catholic Bishop of Sacramento, a California corporation sole, or, if the Roman Catholic Bishop of Sacramento is not then a corporation sole, to such other form of charitable and religious organization which is organized and operated exclusively for charitable or religious purposes and which has established its tax exempt status under Internal Revenue Code section 501(c)(3) or corresponding provisions of any future federal internal revenue law.

VII.

This corporation shall have one (1) member: The Roman Catholic Bishop of Sacramento, a corporation sole. The member shall appoint, and may remove, at its sole discretion, members of the board of directors of this corporation.

VIII.

The following actions of the corporation shall not be taken without express written consent of the member of this corporation: (a) amendments to the corporation's articles of incorporation; (b) amendments to the bylaws of the corporation; and, (c) approval of mergers, acquisitions, dissolutions, or the creation of new corporations.

Dated: February 18 , 2014



Rev. Mark Richards, Incorporator



Thomas J. McNamara, Incorporator



I hereby certify that the foregoing  
transcript of 2 page(s)  
is a full, true and correct copy of the  
original record in the custody of the  
California Secretary of State's office.

FEB 24 2014

JCP

Date: \_\_\_\_\_

*Debra Bowen*

DEBRA BOWEN, Secretary of State

 **IRS** DEPARTMENT OF THE TREASURY  
INTERNAL REVENUE SERVICE  
CINCINNATI OH 45999-0023

Date of this notice: 03-06-2014

Employer Identification Number:  
46-5010936

Form: SS-4

Number of this notice: CP 575 E

CATHOLIC CHARITIES OF SOLANO INC  
% THOMAS MCNAMARA  
2110 BROADWAY  
SACRAMENTO, CA 95818

For assistance you may call us at:  
1-800-829-4933

IF YOU WRITE, ATTACH THE  
STUB AT THE END OF THIS NOTICE.

**WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER**

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 46-5010936. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it's very important that you use your EIN along with your complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information shown above isn't correct, please send us the correction using the attached tear-off stub.

**Annual filing requirements**

Most organizations with an EIN have an annual filing requirement, even if they engage in minimal or no activity.

A. If you are tax exempt, you may be required to file one of the following returns or notices:

Form 990, Return of Organization Exempt From Income Tax  
Form 990-EZ, Short Form Return of Organization Exempt From Income Tax  
Form 990-PF, Return of Private Foundation  
Form 990-N, e-Postcard (available online only)

Additionally, you may be required to file your annual return electronically.

If an organization required to file a Form 990, Form 990-PF, Form 990-EZ, or Form 990-N does not do so for three consecutive years, its tax-exempt status is automatically revoked as of the due date of the third return or notice.

Please refer to [www.irs.gov/990filing](http://www.irs.gov/990filing) for the most current information on your filing requirements.

B. If you are not tax-exempt, you may be required to file one of the following returns:

Form 1120, U.S. Corporation Income Tax Return  
Form 1041, U.S. Income Tax Return for Estates and Trusts  
Form 1065, U.S. Return of Partnership Income

Please refer to Publication 1635, Understanding Your EIN, for more information about which forms you may be required to file.