



**Tipp Monroe Community Services, Inc.
Board of Trustees Meeting Minutes
July 21, 2016**

Officers: Debra Jackson, President- Late (arrived at 7:40 pm)
Lesley Evans, Vice President
Bryan Blake, Treasurer-Absent
Joanna Pittenger, Secretary

Trustees: Debra Jackson
Carol Noffsinger
Bryan Blake-Absent
Lesley Evans
Amy Blake
Deborah Faulkner
Joanna Pittenger
Steve Van Horn-Absent
Bill House

Staff: Kathy Taylor
Carol English

Guests: Renee Johnson (Lunch On Us)
Martin English- Monroe Township
McKenzie English
John Kessler-City of Tipp City

The meeting was called to order at 6:30pm by Lesley Evans, Vice-President.

Lesley Evans asked if there were any changes to the agenda. A motion was made by Joanna Pittenger to approve the agenda as presented, seconded by Bill House. All Approved.

Secretary's Report

Lesley Evans asked if there were any concerns. None voiced. Joanna Pittenger made a motion to accept the June 16, 2016 Secretary's Report as presented, seconded by Bill House. All approved.

Treasurers Report

Kathy Taylor review the June 2016 Profit and Loss statement with the Board of Trustees. Profit and Loss statement under Revenue – increase of \$1800 due to the Basketball Mini-Camp and Summer Playgrounds. Under Program Expenses - Contract Services is over due to background checks, refs & Safety City. Postage & Printing reflects the cost of printing the brochure and mailing. Program Supplies are over but will be reimbursed by Thrivent Action Team. Administrative Expenses – Legal fees are up due to the Attorney reviewing the Personnel Manual. Janitorial Services – carpets cleaned upstairs. Bank Charges are up due to credit card charges and the purchase of a credit card swipe machine for the ipad.

Lesley Evans made a motion to approve the June 2016 Profit & Loss Report as presented, seconded by Bill House. All Approved.

Advisory Committee Announcements

Township: Martin English reported that the 2nd resolution for the TMCS Tax Levy has been delivered to the Board of Elections.

Optimists: Debra Jackson- Optimists are going to Volunteer at the Children's Art Adventure.

Tipp City Schools: Frank Maus reported that there will be an open house for the Principle of the Tippecanoe High School, from 7-8:30pm, unsure of date. The Miami Valley Career Tech Center is looking to be on the levy next spring for building improvement. Tipp City School Board is going to do a survey to all active voters soon, results will be in January.

City: John Kessler-Streets are being paved. 25A should be done in November.

Tipp City Area Arts Council: Bryan Blake No Report.

Board Committee Reports:

Corporate: Deborah Faulkner- Waiting on the manual.

Finance: Deb Jackson- Met, the budget is available for you to review. If you have any questions, please contact a Finance Committee person or the Director.

Membership: Steve Van Horn- No Report

Public Relations: Amy Blake- No Report

Personnel: Joanna Pittenger- The Employee Manual is being tweaked, will be back by end of July.

Programs: Lesley Evans- Met to get classes set for fall.

Social Services: Carol Noffsinger- Volunteered 3 day for the LOU program and it seems to run great.

Cultural: Kathy Taylor reported the Children's Art Adventure is August 6, 10-2pm. If it is raining it will be moved to the American Legion.

Directors Report:

This year, Thrivent provided an Action Team for each week of playgrounds and provide pizza every Friday. Thank-you Thrivent.

Katie Sonnanstine is currently working on the fall brochure. New Programs for Fall: Pokemon Go Meet, new ACT instructor, Haiku Poetry Contest and much more. .

Next year's date for Camp Kern will be February 17 & 18, 2017.

We are looking to update our criminal theft insurance policy and increasing the general liability from 1M-2M. Also looking at a Data Fender which would assist in the event our computers are hacked and vital information is taken.

Please review the budget.

President's Comments: Debra Jackson-no comments

New & Old Business

OANO : Kathy Taylor reported that she went to the Accreditation Seminar for OANO. She will need a committee to proceed. Deb Faulkner, Joanna Pittenger and Carol Noffsinger volunteered to be on the committee. They will set a date to review the information.

Mum Festival Parade/TCUMC Dinners: After the Run for the Mums, we have to take the decorated golf carts and get in line for the parade. We will be handing out suckers to the children along the parade route. If any of your family would like to participate, bring them along.

Fundraisers for the Tax Levy: Joanna Pittenger, Supporters of Community Services Chair has setup two Wednesday Night Dinners at the TCUMC, September 7th and September 28th. Volunteers should be at Tipp City United Methodist Church by 3pm the day of the dinner. Joanna will be looking for donations of goodies.

TMCS Keys: After the public restrooms have be put into our building, the back and front doors will be rekeyed. A new policy will take place at that time – key check out and check in.

Background checks-Kathy Taylor explained the current method of doing background checks verses the way Protect Youth Sports does the process. We needed to find an easier way to complete this task. Currently the school boards machine is not working, so we have to send the individual to the Sheriff's Department in Troy, current cost is \$60. Protect Youth Sports does background checks at a lower cost and has different packages you can buy.

Deb Faulkner made a motion to use Protect Youth Sports for future background checks, seconded by Carol Noffsinger. All approved.

Applications – 3 New Trustees: Kathy Taylor explained that she would email the information on the Board of Trustee applicants. There will be a vote in August. Deb Jackson reminded everyone that we must have a slate of officers by the next meeting, if interested contact Deb Jackson.

7:55pm Lesley Evans made a motion to adjourn the meeting, seconded by Bill House. All Approved.

Respectfully submitted by
Carol English

Joanna Pittenger
Secretary

Date

**Director's Report
July 2016****Educational**

- The 2016 Summer Catalog was sent out the second week of May. Registration began May 16th and runs through August. New and exciting programs to be held during the Summer Term: Dad & Daughter Hair Care, Fraud Protection (Including skimming), Herb Gardening, Heroin Awareness, Reducing Sodium, Running a 5K, Tree Pruning, Basketball Mini Clinic and Children's Drawing. Popular Classes: Mini Basketball Camp – 50, Writing: 7, Drawing: 10
- Work has begun on the 2016 Fall Brochure, with a program deadline of July 22nd. If you have any program ideas or suggestions, please send your information directly to Katie Sonnanstine. ksonnanstine@tmcomservices.org

Recreational

- 2016 Vacation at the Park: The program runs for 6 weeks, each week has a different theme; Weekly Themes: Jedi Boot Camp(31), Dinosaur Alley(20); Minion Mania(27); Splash it Up(26); Critter Cruise-In (22) and TMCA Olympics(17). First week started June 20 and the program runs through August 5. Thrivent will be providing 6 Action Teams (\$250 per team) for our summer playgrounds. Each Friday of the playgrounds, Thrivent has provided pizza for all of the participants and their parents. Thank you Thrivent.
- The 2016 Fall NFL Flag Football (K-8th grade) registration begins August 15 and ends September 12. The season begins October 2 and will run for six weeks. Registered with the league.
- 3rd-12th grade Youth Basketball registration will begin August 15-October 21 for 3rd-6th grade and August 15-November 18 for 7th-12th grade. Preparing for new season: Reviewed and update the rules and guidelines for each age group.
- 2016 38th Annual Run for the Mums: Saturday, September 24th, 8 am at the Tipp City Park. Premier Sponsors: MEIJER, Regal Beloit, Arenstein & Andersen, Abbott, Tipp City Mum Festival; Gold Sponsors: Steven Ritzi, DDS, Gibson Law Offices, Upper Valley Cardiologists; Silver Sponsors: Evans Title and Peak Personal Fitness. Currently at \$7500.00

Meijer will be providing the runner bags, food and water. Work has begun – The Meijer Crew will bring the runner bags, food and water to the park on Saturday, the Varsity Cheerleaders will be along the course to cheer on the runners, Cub Scouts will man water station, Abbott will provide volunteers, have a few road guards already and of course the TMCS Board of Trustees will be there that morning to help with the setup and tear down.

T-Shirt design is done and the mugs this year will be white and black. The mums for First place runners, have been ordered, allow with the mum crowns.

The pre-packet pickup is set for Wednesday, September 21 and Thursday, September 22, 8;30 am – 7:30 pm at the TMCS Building.

Need to go out and pick up a few door prizes and supplies. Looking good.

- Camp Kern: Set for February 17 & 18, TMCS Rep. Adam Blake and/or Mike McDermott. The Parent Volunteer that will be helping get chaperones, donations and supplies will be Virginia McDermott.
Currently looking for a Nurse.

Upcoming Events

July 11-August 5	Summer Playgrounds
July 11 – August 19	Lunch on Us Program
July 14	Christmas in July

August

August 6	Children's Art Adventure
August 19	School Supplies

Tipp City Arts Council: Update

- Currently working on Art in the Park, Children's Art Adventure, 6 x 6 etc.
- TMCS and the TCAAC worked together to offer the Art Camp, Writing Class and Digital Photography Program.

General Information

- Working with the TMCS Committees on a variety of projects. Personnel: Manual; Program: Policies; Corporate: By-Laws & Board Manual; PR: Updating Media Kit – Completed; Program: Update procedures for class selection.
- In the process of putting together a TMCS Operational Manual.
- Pulled out the old business plan - updating statistic's
- Working with our Attorney on the Personnel Manual.
- Working on finding a new background check company.
- Windows have arrived – work should begin soon.
- Worked the Antique and Artisan Show on Saturday, June 18.
- On Friday, July 8th I talked with Melissa Price, Director of the Tipp City Enrichment Program, about our two agencies working together to build a structure that would house both groups. Informed Melissa, that I would discuss it with the Board to see if they are interested.
- Attended the OANO Seminars – First step toward the accreditation of our agency.
- Met with Stan Evans and reviewed our current insurance policies.

Social Services

June

- Community Relief: Assisted 10 families/25 individuals living in the households
- Diapers: 1 family
- Eyeglasses: 1 individual

- Lunch on Us: Free Lunch for all Tipp City/Monroe Township children will be served this summer at the following locations: Monday through Friday, 11:30 am-12:30 pm at the Tipp City United Methodist Church. Drop-off sites: Meadow Drive, Tweed Woods, Bellview Apartments and Elas Court. Approximately 30-40 Friday bags will be given out weekly. This year, Needy Basket has volunteered to put the Friday Bags together. Thrivent will provide 11 Action Teams (\$250 per Team) to assist with the Lunch on Us Program. NEW: The Tipp City Schools will allow us to use a school van to deliver the meals and Friday bags. This is at no charge, but we must have a school employee drive the van. Lunch on Us began the week of June 6 and will end August 19. When the program began in 2010, the first day were served 6 meals, this year we served 131 meals. Way to go ladies.
- Christmas in July: Financial Support: Thrivent Action Team \$250.00; Masonic Lodge: \$500; 32 participants

Staff Reports

Carol English

The Lunch On Us program is growing year after year. Our numbers are on the rise and if you have not signed up to work a day in the kitchen you are missing out on a wonderful program! The number of meals served in one given day can go from 80-188 depending on the day of the week. Tipp City Enrichment Program brings the children to eat 3 days a week. The Clubhouse kids from Ginghamburg Church visit the LOU program 3 days a week. With both groups coming, this can add 50-60 meals...we request a head count when they are coming.

The Tipp City library comes and reads to the kids on Thursday and Child Care Choices has also volunteered to visit us. Officer Rittenhouse has come while on duty and when off duty he brings LOVE who is a golden retriever to mingle with the children. He is training her to be a service dog and brings her in for socialization. After the kids are gone she doubles as the sweeper and cleans up the Great Hall. We received nutritional information for kids from the United Way and passed it out to the kids who attended and also put some in the Friday bags as well.

This year the Needy Basket volunteers wanted to help out by putting the Friday bags together for us. This seems to be working out quite well. With the use of the school van, it makes hauling them and delivering them much easier.

Below you will see the numbers for the LOU meals served. If you have any questions please give me a call or visit the program while in session.

Week #	# Meals	# Seniors	*Twp.	Friday Bags	# Total Meals Served
1	330	84	241	35	655
2	362	66	284	35	712
3	397	61	321	35	747
4	359	86	253	35	707 (40 of these meals were

					Clubhouse)
5	255	49	161	34	510 (20 went to abuse shelter)
6					423
7					
8					
9					
10					
11					

*TWP. Is all of the stops made for LOU.

As of July 13, 2016

Total

3704

This year we have had donations from Abbott who gave us a \$300 gift card to Foodtown, Unity Bank had a fundraiser and gave us \$289 to purchase a Foodtown gift card and Regal Beloit is also doing a fundraiser. Thrivent members have sponsored each of the 11 weeks donating \$250 in food and other items needed to run the program. In addition to each week being sponsored Matt Buehrer gave a large donation of \$5700 in April before the program began. Since then Matt also found one of his members to sponsor an action team making a \$250 school supply donation. TipTop donated spaghetti sauce, Sam & Ethel's gives us a variety of items which includes cheese, gloves, bacon and whatever Renee might need. Ahler Catering continues to supply us with meat, applesauce, chips, bread, oranges and cereal. Foodtown provides us with hot dogs and buns every 2 weeks, Optimists club gave \$250 for LOU and \$300 for school supplies, and people from our community continue to make donations. We still pick up Panera Bread every Thursday during the summer on Miller Lane. Needy Basket continues to supply our canned food and boxed foods, all of the food for the Friday bags and many other items they think we can use when they get it in.

Some of we have bought are the items that go into the mixes that Renee gives each child daily to snack on. A Chex Mix type snack or cereal mixes. The kids look forward to them each day. Cookies are also something that we are always looking for. If they clean their plate they get cookies. Buns and fruit are also top on the list. The list varies from week to week but we shop for bargains and use coupons to make the money go further.

School supplies are being collected. Looking forward to the big day.

Christmas in July for the residents at Liberty Commons is July 14th. A Thrivent member donated \$250 for the program. The Masonic Lodge #174/Ron Re donated \$500. Lunch will be served and a party is planned with lots of fun games & activities. Everyone gets a goodie bag, a \$20 gift card to Foodtown and will be given a dinner of chicken & noodles, mashed potatoes, green beans and apple crisp. A fun day is planned for all!

Katie Sonnanstine

Marketing

- Created flyers for LOU about summer camp
- Press Release – upcoming classes - RAD

- Press release about Self Defense at Jedi Boot Camp with pictures
- July Constant Contact
- Playground Constant Contact
- Press release – Instructors needed
- Put up Sue’s nice camp posters in windows each week and at camp
- Promoting Thrivent Friday Pizza day with campers and parents

Website

- Update full and cancelled programs

Summer Programs

- Continue to purchase craft supplies and snack items
- Assist with craft instructions, templates
- See that camp counselors have put together each day’s supplies, crafts examples

Fall Brochure

- Sent notices to all former instructors
- Contacted several individuals about teaching classes
- Placed ad in Dayton paper for instructors to run July 10
- Met with a group of 3 (CITV, Library, Arts Council) for Haiku Tippecanoe Poetry Contest and library
- Activity.
- Have several meeting lined up with instructors

Administrative

- Schedule Camp Counselors, website class updates
- Contracts and rosters for instructors
- Keep camp rosters and medical releases accurate
- Regular camp visits for photos and to check on how things are running
- Attend on days that there are programs or visitors

Registration

Enter registration into rosters, send requests for additional forms and thanks for registering

Meetings

Attended DTCP – June 21, 2016

* Attended Thrivent open house at Coldwater – June 23, 2016

Attended Design Committee Meeting – June 30, 2016

Program Committee – July 13, 2016

Monroe Township Meeting for EPA Education in Fall Brochure – July 13, 2016

Education

Attended Social Media Marketing Class - June 23, 2016

Special Notes

Vacation at the Park is very well attended
First week of Camp – Jedi Boot Camp 29 campers
Second Week – Dinosaur Alley –
Third Week – Minion Mania – 26
Fourth Week – Splash it up – 26
Fifth Week – Critter Cruise in – 22
Sixth Week – TMCS Olympics – 17
Receiving positive comments on surveys
*After Hours

Monthly Meetings attended by Director:

Saturday, June 18 th	Antique & Artisans*
Monday, June 20 th	Monroe Township*
Tuesday, June 21 st	OANO Seminar
Wednesday, June 22 nd	Royal Crest
Thursday, June 23 rd	Thrivent*
Tuesday, June 28 th	OANO Seminar
Monday, July 4 th	Closed
Tuesday, July 5 th	Monroe Township *
	Staff Meeting
Wednesday, July 6 th	Favorite Insurance/Stan Evans
Thursday, July 7 th	Finance Meeting*
Monday, July 11 th	Park Board*
Tuesday, July 12 th	Staff Meeting
Wednesday, July 13 th	Program Meeting
	Mum Festival*
Thursday, July 14 th	Andrew Stewart
Tuesday, July 19 th	Staff Meeting
Thursday, July 21 st	TMCS Board of Trustees*

*Denotes evening hours

**Tipp Monroe Community Services
Background Checks
BCI & FBI**

Background Check Process with the BCI and FBI

Step 1

Coach/Instructor/Chaperone must contact Kari Prall at the Board of Education (667-8444), between the hours of 7:30 am – 4:30 pm, setup an appointment to have their fingerprints taken.

Step 2

Coach/Instructor/Chaperone goes to the Board of Education, with proper I.D., completes form and has finger prints taken electronically (Takes approx. 10-15 minutes).

Step 3

If the finger prints don't work, the Board will have you put lotion on your hands and try again. The Board of Education then sends the prints to the BCI and FBI.

Step 4

If fingerprints are returned to the Board because of clarity, the process is done again. A number of individuals have trouble with getting accurate finger prints – due to being elderly or dry hands. The individual has to go through the above process twice, before the Board of Education will send you to the Tipp City Police Department to have your finger prints taken manually. If that doesn't work, the individual goes back to the Tipp City Police Department for a special form, takes it back to the Board of Education and they can have the BCI and FBI using the social security number. Remember each step is a different visit and will add time to the background check being sent to TMCS.

Step 5

Waiting period is approximately 7 days up to 8 weeks. TMCS is notified by mail.

Step 6

TMCS will receive a letter stating no criminal record or they have a record. The background check is filed in the personnel cabinet (Locked cabinet)

Step 7

If they have a record, the TMCS Director talks to our attorney and further checking is done. If it is a traffic ticket, speeding, the individual can volunteer. We are looking for crimes against another person or property, such as: assault, domestic violence, vandalism, drug related charges, etc.

Step 8

The Director calls the individual and discusses the findings of the background check. The Director documents, the date, time and basic conversation. The background check is filed in the personnel cabinet (Locked cabinet)

Cost: \$46 per person, through Board of Education – Currently the machine is broken
\$60 per person, through the Sherriff's Department

Reasons for changing to Protect Youth Sports:

- TMCS had a background check returned from BCI & FBI that individual had a negative report. We checked further and found information on the Miami County Court website that the BCI & FBI didn't have listed.
- Cost: \$46 – Board of Education – machine is broken. We now have to go through the Sherriff's Department – You have to call the Sherriff's Department and setup an appointment. Difference here we have to send them with a \$60 check, to pay for the background check.
Example: If 38 chaperones are going to Camp Kern – cost would be 38 (# of chaperones) x 60 (per background check) = \$2280.00; cost through Protect Youth Sports – 38 (# of chaperones x \$15 (per background check) = \$570.00
- Availability – limited hours - Individuals are taking off of work to get the background check completed. Some individuals do not have the flexibility to take off work.
- Responsibility for maintaining and securing the background checks.
- Turnaround time - from finger printing to receiving the report in the mail. From 7 days to 8 weeks.
- Making direct contact with an individual that must be told that they did not pass the background check. Most of the time, they know, but I had the wife of a coach that screamed and yelled at me.

Tipp Monroe Community Services
Background Checks
Protect Youth Sports

Protect Youth Sports

Step 1

Select Coach/Chaperone/Instructor

Step 2

Coach/Chaperone/Instructor goes to the TMCS website, clicks onto the link for Protect Youth Sports.

Step 3

Fills out the form and sends it to the Protect Youth Sports.

Step 4

Protect Youth Sports sends the completed form to the TMCS Director.

Step 5

The TMCS Director chooses the type of background check to be completed and sends it to the Protect Youth Sports.

Step 6

Waiting Period is approximately 24-48 hours. TMCS is notified by email.

Step 7

Notice will be sent pass/fail. No paper to file, stored on a secure site with Protect Youth Sports.

Step 8

If they fail, a customized letter is generated by Protect Youth Sports, with a copy of their background check and a copy of their rights.

Cost: \$5-\$15 – depends on what you request.

When talking to Cindy Kessock from Protect Youth Sports – it looks like we would pay \$15

Plus the Bundle fee of \$399.00 (one-time charge) – this allows you to register online- plus you get 33 basic background checks or 20 PLUS background checks.

References:

Western Ohio Junior Football Conference (WOJFC): Doug Davidson – with WOJFC for 24 years
937-414-7067

Includes 15 different communities: Beavercreek, Fairborn, Greenville, Jamestown, Kettering, Mad River, Meadowdale, Miamisburg, Miami Trace, Springboro, Springfield, Vandalia, Huber Heights, West Carrollton and Wilmington

Number of Participants: 4000: K-6th grade

Number of Volunteer Coaches/Assistant Coaches/Team Parent/ Board Members: 700

Criteria

National Criminal Database

Sex Offender Database

Driver's License

County – Current & Past

Cost: \$23.00 – completed yearly

They do not accept any other type of background check – everyone must complete the background check through Protect Youth Sports.

They love Protect Youth Sports – have used it for a number of years (4 years). Easy to use, fast and accurate results, about what they were paying before, company easy to work with and any problem you have they solve very quickly.

Tiffin Parks & Recreation: Wilda Hohman with Baseball League for 25 years – She takes care of all background checks for their baseball league: K-High School

419-448-7321

Tiffin Area

Number of Participants: 8-10 teams – 11-12 years: She and her husband run this league – D-League

Number of Volunteer Coaches/Assistant Coaches/Board Members/Scorebook keeper: 200

Criteria

Run National Criminal Database of all 50 states

Cost: \$8.00 per person – basic check – completed yearly

Plus they have to watch the Child Safety Video.

She loves Protect Youth Sports – Have used them for a couple of years – easy and quick. Can't beat the cost.

Greentown Athletic Association: Jack Stayer – 7-14 years – Football – Baseball -Softball

330-490-4572

Called – left message 7-15-2016 11:36 am

Number of Coaches – 10-20 per year - Cost: \$20.00 each; Pay ahead – will invoice

Good for 2 years

Criteria – Same as Tiffin

Have been with Protect Youth Sports for 2 years.

Tipp Monroe Community Services

Budget Summary

2016-2017

Income Revenues:

Internal Program Fees

Educational/Recreational Funds: program/special project fees (Youth Basketball, Run for the Mums, drawing, dog obedience, etc.).

General Fund: Annual Dinner fees

Summary

Increased: \$13,620.00

Increase activity fees: Camp Kern, Youth Basketball, NFL Flag Football; Increase fundraising efforts with current events - Run for the Mums & Purse Auction. Program and Public Relations Committees will play an important role in creating new programs and marketing strategies.

Administrative Reimbursement

Educational/Recreational Funds: Reimbursement from the Tipp-Monroe Optimist Club (Run shirts - Recreational).

General Fund: Charging a 2% Administration Fee for the Community Relief and Community Development Programs. This percentage/fee is based off of income from the previous year. Also includes fees for copies.

Summary

Increased: \$67.00

City Revenue

Contract between TMCS & City of Tipp City in the amount of \$17,700. Funds are divided between the Educational Fund (\$618.54 monthly journal entry- City) and the Recreational Fund (\$856.56 monthly journal entry – City).

Township Revenue

Contract between TMCS & the Monroe Township in the amount of \$5,000. Funds are divided between the Educational Fund (\$174.00 monthly journal entry- Twp) and the Recreational Fund (\$242.00 monthly journal entry – Twp)

Contributions: Unrestricted

General Fund: Donations.

Recreational/Educational Funds: Donations for specific activities – Santa, Halloween, Run for the Mums, Purse Auction, etc. Research into other funding sources will need to take place this year.

Summary

Increased: \$13,571.00. Developing a plan for the 2016-2017 fiscal year: Grant Writing – Duke Foundation, Tipp Foundation and Miami County Foundation. Non-Cash donations will be added at the end of the year: Rent (City/UMC); Utilities provided by City; Use of Public Schools; Food for the LOU Program; Storage Unit on Third; Use of School Van; Donated school supplies, winter coats, gifts for Gift Giving Program; Purse Auction; etc.

Interest Income

General Fund: Interest from our CDs, savings and checking account. The amounts will be entered monthly

Summary

Decreased: \$3.00. Two CDs will mature this coming year.

Tax Levy

General Fund: Income from the .5 mil tax levy (property tax): Generates approximately \$111,400 for the 2016-2017 fiscal year.

In 2009, the State of Ohio eliminated the tangible property tax. To assist the organizations affected by the elimination of the tax, the State of Ohio sends money to the county to subsidize the loss. As of right know the State will continue to provide the funds until 2017. After 2017, the TMCS tax levy will be 96,000.

New .5 mil replacement levy to be placed onto the 2016 November Ballot. Approx. \$195,000 will be generated from this levy

United Way

Contract for 2015-2016: Requested and will receive \$2,000 for the Community Relief Fund. First payment May 2017

Lunch on Us: 2012 – Received \$1250; 2013: \$1250; 2014: \$2000; 2015; \$1500; 2016: \$1250.

Wages & Payroll Taxes

Administrative Salaries

General/Educational/Recreational Fund: All raises must be approved by the TMCS Board of Trustees. Includes 3% raise for Office Staff and Kitchen Manager for Lunch on Us

Office Staff: Director: General

Program Coordinator's salary is divided into fourths – $\frac{3}{4}$ Education; $\frac{1}{4}$ Recreation

Administrative Hourly

Includes 3% raise for Office Staff and Kitchen Manager for Lunch on Us

Office Staff: Administrative Assistant and Social Service Coordinator/Bookkeeper: General

General: New addition, a Part-time Bookkeeper

Educational/Recreational Funds: 20-30 part-time Building Supervisors, Asst.

Increase in minimum wage is unknown – Called Department of Labor

Instructor Wages

Program instructors, sports coaches and aides.

Recreation Instruction

Playground Staff, Flag Football

Payroll Taxes

Employer's FICA, SUTA and Workers Compensation.

Program Expenses

Contract Services

General Fund: Annual review of the personnel manual

Educational/Recreational Fund: Payment for classes, background checks, referees (Rec. & Select basketball), internet, renting of gym space for youth basketball, etc.

Summary

Increased: \$1,073.00

Dues & Registration Fees

Educational/Recreational Funds: Program fees for coaches, registration fees for select basketball and Destination Imagination

Summary

Increased: \$800.00

Postage & Printing

Educational/Recreational Funds: Printing (Run for the Mums, Purse Auction) and mailing of the Program Catalogs (3), newspaper ads

Summary

Increased: \$1,313.00

Program Supplies

Educational/Recreational Funds: Supplies for summer playgrounds, Run for the Mums, basketball (rec. & select), Santa, Halloween, Purse Auction, etc. Additional cost will be offset by increase in Internal Program Fees.

Summary

Increased: \$1,690.00

Program Refunds

Program refunds for classes that have been cancelled by TMCS or when the participant cancels.

Summary

Increased: \$90.00

Administrative Expenses

Annual Dinner

Expenses for the Annual Dinner

Summary

Budget Amount: \$1000.00 No Change

Accounting Fees

Accountant fees for annual review, quarterly payroll taxes and filing of the 990.

Summary

Increased: \$300.00

Bank Charges

Fees charged by the bank, PayPal and Credit Card Company.

Summary

Increased: \$204.00

Charitable Foundation

Yearly Charitable fee sent to the Ohio Attorney General.

Budget Amount: \$100 No Change

Conference & Training

Staff training.

Increased: \$7.00

County Auditor's Fees

The County Auditor collects the property tax (tax levy) and removes their fees before sending the money to the Monroe Township. The Monroe Township then sends the money to TMCS.

Depreciation

Based off the yearend report for 2014-2015

Dues & Subscriptions

Membership fees, newspaper subscriptions, OANO, and Quick Books.

Summary

Decreased: \$2.00

Employee Insurance

Employee Insurance for 2 full-time employees, plus one family member.

One employee's insurance is secondary – reduced cost

Replaced the old insurance in December of 2015 – old monthly rate: \$1146.04

Current Rate: \$1780.00

(Estimated 12% increase) Projected Rate per month: \$2000.00

Summary

Increased: \$8285

Current insurance eliminated the employee benefit charge of \$3000.00.

Equipment Lease

General Fund: lease on copier

Decrease: \$73.00

Janitorial Services

TMCS Offices are cleaned weekly. In 2015-2016, had carpets cleaned upstairs \$329.00
Budget Amount: \$2088.00 No Change.

Insurance General

Liability Insurance (equipment, building, theft, etc.) and Director & Officer Liability Policy.
Added Data Defender, increased criminal theft from \$2,000.00 to \$10,000.00, Auto Coverage to cover School Van \$25,000 and looking at increasing General Liability coverage from \$1,000,000 to \$2,000,000.

Summary

Increased: \$883.00

Legal Fees

Consulting TMCS's Attorney – Reviewing a number of documents – Contract between TMCS and TCAAC (Arts Council), Memorandum, couple of background checks and personnel manual.
Original Budget was \$1000.00

Summary

Increased: \$1100.00

Maintenance & Repair

Rugs for Hallways, maintenance fee for Copies, equipment repair, etc.

Summary

Decreased: \$38.00

Meals

Food for meetings, dinners, Playground Staff and Summer Lunch on Us Staff year end party, etc.
Increased: \$46.00

Mileage Reimbursement

Rate: .54 cents per mile

Office Supplies

Paper, ink, file folders, etc.
Budget Amount: \$3000.00 – no change

Other Supplies

Cleaning supplies, toilet paper, paper towels

Summary

Decreased: \$186.00

Postage & Printing

Mailings, bills, ads in area papers, etc.

Summary

Decreased: \$19.00

Public Relations

Brochure for TMCS, ads in the Community Guide, pens, pencils, banners, signs

Summary

Budget Amount: \$1000.00 no change

Rent Expenses

Waived by the City of Tipp City

Retirement Expenses

All staff members who have worked for TMCS for one year and have made \$5000 in that year qualify for our retirement program. Employees can contribute as much as they want and the agency will match up to 3%.

Telephone Expense

Includes monthly service (3 lines), long distance and 2 cell phones.

Summary

Increased: \$200.00

Utilities

Refuse hauling – shared with Cairns Toys and Coldwater

Summary

Increased: \$60.00

Miscellaneous Expense

Increased: \$110.00

7/21/2016