



# ATCR

## Amador Tuolumne Community Resources

We are a 501(c)3 nonprofit organization.  
Federal Tax ID #94-3136027

Supporting Amador Tuolumne Community Action Agency in Providing Critical Human Services

10590 Highway 88, Jackson, CA. 95642

Phone: 209-223-1485 / Fax: 209-223-4178

Amador Tuolumne Community Resources, Inc.

### ANNUAL Board of Directors Meeting

**Board Member Attendance is Mandatorily Required in Person**

**December 20, 2023 | 2:00 p.m.**

#### AGENDA

Amador-Tuolumne Community Action Agency

Third Floor Community Room 427 N. Highway 49, Ste. 305, Sonora, CA 95370

1. Call to Order:

2. Roll Call:

2022 ATCR Board of Directors			
	Candace Raupach, President		Joni Drake – Low-Income Representative
	Lloyd Schneider, Vice President & Secretary		Joseph Bors, ATCAA Executive Director
	Kelley Putnam, Treasurer		

Support Staff			
	Bruce Giudici, Fiscal Officer		Cynthia Rockwell, ATCAA Secretary to the Board
	Patricia Angeja, Fiscal Officer in Training		

**Others present:**

3. Public Matters Not on the Agenda: Discussion items only, no action to be taken. Any person may address the Board at this time upon any subject; however, any matter that requires action may be referred to Staff and/or Committee for a report and recommendation for possible action at a subsequent Board meeting. Please note-there is a five (5) minute limit per topic.

# Amador Tuolumne Community Resources Meeting 12/20/2023

## 4. Consent Agenda:

4.1. Approval of Board Minutes for July 26, 2023 meeting Pg. 1

## 5. New Business:

5.1. Selection of Programs for Undesignated Funds Pg. 3

## 6. Programmatic Reports:

6.1. Youth Assets for Independence (Individual Development Account – (IDA) Pg. 4

6.2. PG & E CBO Resiliency Fund/Food Support Pg. 4

## 7. Financial Matters & Reports

7.1. ATCR Aged Payables and Receivables through December 2023. Pg. 5

7.2. ATCR Assets & Liability through December 2023. Pg. 6

## 8. Executive Director Report:

8.1. **“NEW 2024 ATCR Website”** Report

8.2. ATCAA Executive Director 360 Annual Review

8.3. Election of Officers

## 9. ATCR Annual Meeting Date:

9.1 To be determined (TBD)

## 10. Adjournment:

SPECIAL NEEDS: Persons who need auxiliary aids or services are requested to call our Jackson Service Center at (209) 223-1485 or our Sonora Service Center at (209) 533-1397, at least 48 hours before the meeting so appropriate arrangements may be made.



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**Amador Tuolumne Community Resources, Inc.  
Board of Directors Meeting  
July 26, 2023 | 12:00 p.m.**

### MINUTES

**Amador-Tuolumne Community Action Agency  
Third Floor Community Room  
427 N. Hwy 49, Ste. 305  
Sonora, CA 95370**

- 1. Call to Order:** *Meeting was called to order at 12:10 pm by Candace Raupach, President*
- 2. Roll Call:**

2023 ATCR BOARD OF DIRECTORS			
<b>P</b>	Candace Raupach, President	<b>P</b>	Joni Drake – Low-Income Representative
<b>A</b>	Lloyd Schneider, Vice President & Secretary	<b>P</b>	Joseph Bors, ATCAA Executive Director
<b>A</b>	Kelley Putnam, Treasurer		
ATCAA STAFF			
<b>P</b>	Bruce Guidici, Fiscal Director	<b>P</b>	Cynthia Rockwell, ATCAA Board Secretary
<b>P</b>	Patricia Angeja, Fiscal Officer in Training		

**Others present:**

- 3. Public Matters Not on the Agenda:** Discussion items only, no action to be taken. Any person may address the Board at this time upon any subject; however, any matter that requires action may be referred to Staff and/or Committee for a report and recommendation for possible action at a subsequent Board meeting. Please note-there is a five (5) minute limit per topic.
- 4. Consent Agenda:**
  - 4.1.** Board Minutes of December 28, 2022 meeting. Pg. 1  
*Bors motioned; Drake seconded. MPU via roll call*

**5. New Business:**

**5.1.** Update on ATCR Audit Fiscal Year End 2021 Pg. 4

**5.2.** Update on ATCR Audit Fiscal Year End 2022 Pg. 16

*Giudici reported that the ATCR Audit Fiscal Year ending 2021 was delayed; the ATCR Audit Fiscal Year End 2022 was done in a timely manner. There were no unusual findings on either audit. The newly retained Auditing CPA Firm has been able to catch ATCR up on all fiscal levels in relation to audits*

**6. Programmatic Reports:**

**6.1.** Youth Assets for Independence (Individual Development Account – IDA)

*Nothing to report.*

**7. Financial Matters & Reports**

**7.1.** ATCR Aged Payables and Receivables through June 2023. Pg. 28

**7.2.** ATCR Assets & Liability through June 2023. Pg. 29

**7.3.** ATCR Combined Revenue & Expenditures through June 2023. Pg. 30

*Giudici reported on Financial Matters & Reports.*

**8. Executive Director Report:**

**8.1.** Varley Place Update

*Bors reported on Varley Place stating there was nothing to report other than ATCAA owes \$123K to ATCR for Varley Place repairs. Raupach asked, “Is Varley Place fully occupied now?” Bors reported that Varley Place was not fully occupied yet.. One apartment on the fourth floor is empty but ready for Occupancy. One new eviction will be leaving as of the end of August 2023. Reported that Varley Place is currently operating at a 80% to 92% occupancy rate average.*

**9. Adjournment: Meeting was adjourned at 12:34 pm.**

SPECIAL NEEDS: Persons who need auxiliary aids or services are requested to call our Jackson Service Center at (209) 223-1485 or our Sonora Service Center at (209) 533-1397, at least 48 hours before the meeting so appropriate arrangements may be made.

ATCR Board Program Selection for Undesignated Donations

Source of Undesignated Funds	Program Selected to Receive Funds	Donations	Source of Undesignated Funds	Program Selected to Receive Funds	Donations
<b><i>UW California Capital Region (CCR)/(CSECC CCR</i></b>			<b><i>Benevity Community Impact Fund</i></b>		
	2022 Amador Homeless Shelter	\$ 1,722.77		2022 Amador Homeless Shelter	\$ 5,044.44
	2023 Amador Homeless Shelter	\$ 1,049.03		2023 Amador Homeless Shelter	\$ 480.00
	2024 Amador Lifeline			2024 ATCAA IDA Program	
<b><i>UW Stanislaus/Mother Lode/Metro: UW Tuolumne/Calaveras Counties;</i></b>			<b><i>Amazon Smile donation</i></b>		
	2022 ATCAA IDA Program	\$ -		2022 Early Childhood Services	\$ 327.30
	2023 ATCAA IDA Program	\$ -		2023 Early Childhood Services	\$ 68.70
	2024 ATCAA IDA Program			2024 Early Childhood Services	
<b><i>Truist</i></b>			<b><i>America's Best Charities</i></b>		
	2022 Amador Homeless Shelter	\$ -		2022 Amador Homeless Shelter	\$ -
	2023 Amador Homeless Shelter	\$ -		2023 Amador Homeless Shelter	\$ -
	2024 Amador Homeless Shelter			2024 Amador Homeless Shelter	
<b><i>Umpqua Bank Donation</i></b>			<b><i>Fidelity</i></b>		
	2022 Amador Homeless Shelter	\$ -		2022 ATCAA Foodbank	\$ 1,100.00
	2023 Amador Homeless Shelter	\$ -		2023 ATCAA Foodbank	\$ 600.00
	2024 Amador Homeless Shelter			2024 ATCAA Foodbank	
<b><i>Other: Amador</i></b>			<b><i>Other: Tuolumne</i></b>		
	2022 N/A	\$ -		2022 ATCAA Foodbank	\$ 1,000.00
	2023 N/A	\$ -		2023 ATCAA Foodbank	\$ -
	2024 ATCAA IDA Program			2024 Tuolumne Homeless Shelter	

<b>1/1-10/31/23 Combining income statement</b>	<b>8/23-7/24 PG&amp;E CBO Resiliency Fd Suppt \$10,985</b>	<b>7/1/22-7/1/23 UW Yth Assets for Indp \$10k</b>	<b>Amador Youth Support</b>	<b>United Way</b>	<b>Miscellaneous Support-Non Grant</b>	<b>1003 Broadway</b>	<b>Total</b>
Revenue							
Cash							
Private Revenue-Grant	10,985.00	5,000.00	0.00	0.00	0.00	0.00	15,985.00
Donations/Designated	0.00	5,000.00	0.00	1,381.55	793.74	1.00	7,176.29
Donations/Undesignated	0.00	0.00	0.00	164.72	480.00	0.00	644.72
Community Donations	0.00	0.00	7,475.00	0.00	79.80	0.00	7,554.80
Total Cash	10,985.00	10,000.00	7,475.00	1,546.27	1,353.54	1.00	31,360.81
Total Revenue	10,985.00	10,000.00	7,475.00	1,546.27	1,353.54	1.00	31,360.81
Expenses							
Direct Expenses							
ATCAA Services (Housing)	0.00	0.00	0.00	706.30	1,150.00	0.00	1,856.30
ATCAA Services (Food)	10,985.00	0.00	0.00	0.00	400.00	0.00	11,385.00
ATCAA Services (Early Childhood Services)	0.00	0.00	0.00	0.00	193.74	0.00	193.74
ATCAA Services (Youth IDA)	0.00	10,000.00	7,475.00	0.00	0.00	0.00	17,475.00
Total Direct Expenses	10,985.00	10,000.00	7,475.00	706.30	1,743.74	0.00	30,910.04
Total Expenses	10,985.00	10,000.00	7,475.00	706.30	1,743.74	0.00	30,910.04
<b>Excess Revenue over Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>839.97</b>	<b>(390.20)</b>	<b>1.00</b>	<b>450.77</b>

**AMADOR TUOLUMNE COMMUNITY RESOURCES**

**STATEMENT OF FINANCIAL POSITION**

	OCTOBER 31, 2023	DECEMBER 31, 2022
<b>ASSETS</b>		
<b>Cash</b>		
Restricted for IDA Program	\$6,796	6,796.00
Restricted for Varley Place	63,079.91	142,695.00
Unrestricted	40,152	2,610.00
<b>Total Cash</b>	<b>110,029</b>	<b>152,101.00</b>
<b>Accounts Receivable</b>	<b>35,308</b>	<b>41,489.00</b>
<b>Fixed Assets (Net of Depreciation)</b>	<b>996,179.87</b>	<b>936,468.00</b>
<b>TOTAL ASSETS</b>	<b>\$1,141,517</b>	<b>1,130,058.00</b>
<b>LIABILITIES AND NET ASSETS</b>		
<b>Liabilities</b>		
<b>Accounts Payable</b>	<b>\$39,160</b>	<b>8,250.00</b>
<b>Payable to the IDA Program</b>	<b>6,796</b>	<b>6,797.00</b>
<b>Total Liabilities</b>	<b>45,956</b>	<b>15,047.00</b>
<b>Net Assets</b>		
<b>Without Donor Restrictions</b>	<b>1,095,560.4</b>	<b>1,115,011.00</b>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$1,141,517</b>	<b>1,130,058.00</b>
	<u>0</u>	<u>0.00</u>

Aging Date - 10/31/2023

ATCAA - AMADOR TUOLUMNE COMMUNITY ACTION AGENCY

Account	Invoice/Credit Description	Invoice Date	Invoice Number	Total	Current	1 - 30 Days	31 - 60 Days	61 - 90 Days	Over 90 Days
22581	7/17 PGE FOOD BANK GRANT	7/31/2023	2307002	10,985.00	0.00	0.00	0.00	0.00	10,985.00
52231	1/21-12/21 UW YOUTH ASSETS FOR INDEPENDENCE GRANT	1/31/2021	210102	8,250.00	0.00	0.00	0.00	0.00	8,250.00
52241	UW GRANT YOUTH IDA PROGRAM	2/28/2023	230201	5,000.00	0.00	0.00	0.00	0.00	5,000.00
	7/14 UW IDA YOUTH PROGRAM GRANT	7/31/2023	2307001	5,000.00	0.00	0.00	0.00	0.00	5,000.00
90001	1/11 UW CCR BOARD DESIG AMA SHELTER	1/31/2023	230101	82.40	0.00	0.00	0.00	0.00	82.40
	1/11 UW CCR BOARD DESIG AMA SHELTER	1/31/2023	230102	82.32	0.00	0.00	0.00	0.00	82.32
	2/13 UW CCR BOARD DESIG AMA SHELTER	2/28/2023	230203	77.40	0.00	0.00	0.00	0.00	77.40
	3/16 UW CCR BOARD DDESIG AMA SHELTER	3/31/2023	230301	29.10	0.00	0.00	0.00	0.00	29.10
	4/10 UW CCR BOARD DESIG AMA SHELTER	4/30/2023	230402	25.53	0.00	0.00	0.00	0.00	25.53
	5/19 UW CCR BOARD DISG AMA SHELTER	5/31/2023	2305002	77.54	0.00	0.00	0.00	0.00	77.54
	6/16 UW CCR BOARD DESIG AMA SHELTER	6/30/2023	2306001	77.57	0.00	0.00	0.00	0.00	77.57
	6/30 UW CCR BOARD DESIG AMA SHELTER	6/30/2023	2306002	80.34	0.00	0.00	0.00	0.00	80.34
	8/18 UW CCR BOARD DESIG AMA SHELTER	8/31/2023	2308002	87.06	0.00	0.00	0.00	87.06	0.00
	9/15 UW CCR BOARD DESIG AMA SHELTER	9/30/2023	2309001	87.04	0.00	0.00	87.04	0.00	0.00
90091	1/27 BENEVITY DOANTION BOARD DESIG AMA SHELTER	1/31/2023	230103	480.00	0.00	0.00	0.00	0.00	480.00
	2/10 AMAZON SMILE ECS	2/28/2023	230202	68.70	0.00	0.00	0.00	0.00	68.70
	4/25 BENEVITY DONATION BOARD DESIG AMA SHELTER	4/30/2023	230403	670.00	0.00	0.00	0.00	0.00	670.00
	5/19 AMAZON SMILE - ECS	5/31/2023	2305004	80.68	0.00	0.00	0.00	0.00	80.68
	5/3 AMAZON SMILE - ECS	5/31/2023	2305003	44.36	0.00	0.00	0.00	0.00	44.36
	JATCR#051802 - FIDELITY DONATION - DESIGNATED MLFP	5/31/2023	2305001	200.00	0.00	0.00	0.00	0.00	200.00
	JATCR#081601 - FIDELITY DONATION - DESIGNATE MLFP	8/31/2023	2308001	200.00	0.00	0.00	0.00	200.00	0.00
	JATCR082201 - YOUTH GOLF TOURNAMENT - JACKSON RANCHERIA	9/30/2023	2309002	1,000.00	0.00	0.00	1,000.00	0.00	0.00
	JATCR082801 - YOUTH GOLF TOURNAMENT - MATICH VUKOVICH	9/30/2023	2309003	600.00	0.00	0.00	600.00	0.00	0.00
	JATCR082902 - YOUTH GOLF TOURNAMENT - G&J ANGEJA	9/30/2023	2309005	500.00	0.00	0.00	500.00	0.00	0.00
	JATCR083101 - YOUTH GOLF TOURNAMENT - DANIEL ADAM	9/30/2023	2309006	500.00	0.00	0.00	500.00	0.00	0.00
	JATCR083102 - YOUTH GOLF TOURNAMENT - A&M COOLING&HEATING	9/30/2023	2309007	250.00	0.00	0.00	250.00	0.00	0.00
	JATCR083103 YOUTH GOLF TOURNAMENT - REDKEY GORDON	9/30/2023	2309008	100.00	0.00	0.00	100.00	0.00	0.00
	JATCR090801 - YOUTH GOLF TOURNAMENT - TERSA ISHIGURO	9/30/2023	2309009	500.00	0.00	0.00	500.00	0.00	0.00
	JATCR090802 - YOUTH GOLF TOURNAMENT - KELLY PETERSON	9/30/2023	2309010	250.00	0.00	0.00	250.00	0.00	0.00
	JATCR090803 - YOUTH GOLF TOURNAMENT - KYLIE WINDLEY	9/30/2023	2309011	750.00	0.00	0.00	750.00	0.00	0.00
	JATCR090804 - YOUTH GOLF TOURNAMENT - DERIK DALTON	9/30/2023	2309012	500.00	0.00	0.00	500.00	0.00	0.00
	JATCR091201 - YOUTH GOLF TOURNAMENT - KEVIN ALLEN	9/30/2023	2309013	250.00	0.00	0.00	250.00	0.00	0.00
	JATCR091202 - YOUTH GOLF TOURNAMENT - STARR VAUGH EQUESTRIAN	9/30/2023	2309014	500.00	0.00	0.00	500.00	0.00	0.00
	JATCR091901 - YOUTH GOLF TOURNAMENT - KATHY ARCHER	9/30/2023	2309015	500.00	0.00	0.00	500.00	0.00	0.00
	JATCR092501 - YOUTH GOLF TOURNAMENT - RYAN NUTTEL INSURANCE	9/30/2023	2309016	100.00	0.00	0.00	100.00	0.00	0.00
	JATCR092502 - YOUTH GOLF TOURNAMENT - JOE BORS	45199	2309017	550.00	0.00	0.00	550.00	0.00	0.00
	JACTR082901 - YOUTH GOLF TOURNAMENT - AUDRA WHITE	45199	2309004	500.00	0.00	0.00	500.00	0.00	0.00
	JATCCR092701 - YOUTH GOLF TOURNAMENT - ERICE HIRSCFELD	45199	2309018	125.00	0.00	0.00	125.00	0.00	0.00
Report				39,160.04	0.00	0.00	7,562.04	287.06	31,310.94

Amador Tuolumne Community Resources, Inc.

Normal Trial Balance - Receivables and Deferred Revenue Detail

From 1/1/2023 Through 10/31/2023

Account Code	Account Title	Debit Balance	Credit Balance
1150	Accounts Receivable-Other		
94001	1003 Broadway	35,308.40	
Total	Accounts Receivable-Other	35,308.40	0.00
2850	Deferred Revenue		
93011	General Fund		4,160.75
Total	Deferred Revenue	0.00	4,160.75
Report		35,308.40	4,160.75
Report		31,147.65	