



MEMORANDUM

THE NORTHWEST FOCAL POINT SENIOR CENTER DISTRICT

DATE: December 7, 2016

To: Board of the Northwest Focal Point Senior Center District

From: Karin Diaz, Project Director

2016 EXPENDITURES FOR OAA ADDITIONAL FUNDING AND OTHER GRANTS

Facts about revenues and expenditures:

The Northwest Focal Point Senior Center's revenue comes from different grants with diverse reimbursement structures. Most of the grants are set total dollar amounts, with reimbursement per service hour, per unit cost, contracts where a pre-determined dollar amount is received for each unit of service provided. Other revenue sources come from local contributions; private pay, fees for service and donations. The Federal, State or County grants do not operate under the same fiscal year as the Northwest Focal Point Senior Center District; therefore there are small variations due to timing differences.

Expenditures to be approved:

Older American Act (OAA) funding adjustment for calendar year 2016.

The Areawide Council on Aging of Broward County granted the NWFP Senior Center District an additional **\$ 12,515.00** OAA funds during the 2016 calendar year, which were approved during the Board meeting on November 2nd, 2016. In addition, the Center did not spend out the budgeted revenue for salaries and wages due to staffing variances and other funding due to conservative spending.

The OAA (Older American Act) and ACT (Transportation) contracts operate by calendar year, starting January 1st and ending December 31st. It is stipulated that the funds need to be expensed by December 31 of 2016. I kindly request your approval to use these funds in the following categories:

- a. One time COLA payment of 3% of employees salary: **\$19,250.00**
- b. Office equipment:
 - A. Six (6) lateral file cabinets – 4 drawers – Beige color -52 ½" H x 42"W x 18 5/8 D
Item #361316 Suggested price: \$419.99 ea. + \$69.99 delivery fee

Not to exceed: **\$2,600**
 - B. One (1) lateral cabinet with 2 drawers: 28" H x 36"W x 18 5/8 D
Suggested price: \$325.99 + delivery fee

Not to exceed: **\$400.00**

c. General equipment:

A. Six (6) Folding / mobile/round cafeteria tables. Diameter 60"

Suggested price: \$491.04 + shipping & handling fee

Not to exceed: **\$4,000.00**

B. 2 Round slatted Trash Receptacles

Jamestown Receptable 20 Gal. – color: evergreen

Suggested price: \$444.95 + delivery fee

Not to exceed **\$900.00**

The expenditures described in the three categories mentioned before, total \$27,150.00

These expenses combined with regular Center's operational expenses shall balance out the additional revenue.

I kindly request the approval of these items.

Respectfully,

Karin Diaz
Project Director
NWFP Senior Center