

Agency	Southside Community Center
Program	Emergency Assistance, Shelter, Case Management
San Marcos Service Address	518 S Guadalupe Street
Requested	\$60,000
Recommended	\$48,000

Application Completeness Check for HSAB	Southside Community Center Emergency Assistance, Shelter, Case Management
Questions	
Are all questions answered?	Yes
Is the application signed? (this is a certification)	Yes
Does the program have measurable outcomes?	Yes
Is the agency a Human Services Agency?	Yes
Is the agency overseen by a Board of Directors?	Yes
Required Attachments	
BUDGETS	
1. Agency budget for current fiscal year	Yes
2. Agency budget proposed for next fiscal year	Yes
3. Program budget for current fiscal year	OK - agency
4. Program budget proposed for next fiscal year	OK - agency
5. Budget showing the exact uses of the HSAB funding	Yes
BOARD OF DIRECTORS INFORMATION	
6. Board of Directors membership roster	Yes
7. Board of Directors Meeting Attendance Record for current year	Yes
8. Board of Directors City of Residence	Yes
9. Board of Directors membership criteria	Yes
ORGANIZATION INFORMATION	
10. Organizational chart with names and titles of staff	Yes
11. Current IRS Form 990, pages 1 and 2 (not required for churches)	NA
12. Non-discrimination policy statement	Yes
Preferred Attachments - 3 Letters of Support	
Letters of support from members of the San Marcos Community	Yes
Attachments if Applicable	
Latest audit or CPA signed review, if applicable	Yes (2022)
Policies and Procedures for the proposed Program, if available	Yes
Note: We are not requiring Texas Secretary of State registration	

City of San Marcos Human Services Grants
FY 2025 Application

I. SUMMARY INFORMATION

Please spell out organization name and program name completely, without acronyms.

Applicant Organization: Southside Community Center

Contact Name: Deborah Villalpando Telephone: 512-392-6694

Contact E-Mail Address: deborah@southsidecenter.org Website: www.southsidecommunitycenter.org

Mailing Address: 518 S. Guadalupe St, San Marcos, TX 78666

San Marcos Service Address for this Program: 518 S. Guadalupe St, San Marcos, TX 78666

Who is authorized to execute program documents? (Name, Title) Deborah Villalpando, Executive Director

Program Name: Specific Assistance, Shelter, and Case Management

Amount of Funds Requested: \$60,000

What percentage of the cost of this program is requested as funding through this application? 40%

II. QUESTIONS

All questions must be answered. Please type your answers.

OVERVIEW

1. What is the agency's or organization's mission?
 - a. Southside Community Center is dedicated to improving the quality of life for individuals and families in San Marcos and Hays County. Since our establishment, we have been committed to providing essential support services that include food assistance, medical care referrals, and temporary shelter during times of crisis. Our mission extends beyond immediate needs; we strive to uphold human dignity and empower our community members to achieve self-sufficiency. Through a range of programs, including transitional shelters, affordable senior housing, and emergency shelters, we aim to ensure every individual has access to safe and stable housing. Our efforts are driven by a belief in building a stronger, more resilient community where everyone can thrive.
2. Briefly summarize the program for which funding is being requested and the services it provides.
 - a. The funding request is for Southside Community Center's program, which offers Specific Assistance, Shelter, and Case Management. Specific Assistance includes crucial support such as rental, utility, and lodging assistance, addressing immediate needs for individuals and families facing housing insecurity. The Shelter component provides safe and temporary housing during crises, ensuring a secure environment. Case Management coordinates comprehensive services, guiding participants toward long-term stability and self-sufficiency. Together, these services form a vital safety net for our community, promoting dignity and resilience among those most in need in San Marcos and Hays County.

COMMUNITY NEED AND JUSTIFICATION - 20 POINTS

1. Describe in detail the need for this program in San Marcos.

- a. The need for the Specific Assistance, Shelter, and Case Management program in San Marcos is critical due to several factors contributing to housing insecurity and economic vulnerability among residents. San Marcos, like many communities, faces challenges such as a high cost of living relative to income levels, limited affordable housing options, and periodic economic fluctuations affecting job security. These conditions often result in individuals and families struggling to meet basic needs, including rent, utilities, and temporary lodging during emergencies or crises.

Furthermore, demographic trends show a growing population in need of supportive services, including vulnerable groups such as low-income families, seniors on fixed incomes, and individuals experiencing homelessness. The demand for rental assistance and shelter exceeds available resources, leading to housing instability and homelessness for many.

In response to these challenges, Southside Community Center's program plays a crucial role by providing timely and targeted assistance. Specific Assistance addresses immediate financial crises by offering rental, utility, and lodging support, preventing evictions and utility disconnections that can lead to homelessness. The Shelter component offers a safe haven during emergencies, ensuring individuals have temporary housing while they stabilize their situations. Case Management is integral in guiding participants toward long-term solutions, connecting them with resources for sustainable housing and economic stability.

Given these pressing needs, the program not only alleviates immediate hardships but also empowers individuals to regain stability and independence. It serves as a vital support system within San Marcos, safeguarding the well-being and dignity of community members facing economic challenges.

2. Has the need for this program been increasing in recent years?

- a. Yes, the need for the Specific Assistance, Shelter, and Case Management program in San Marcos and Hays County has been steadily increasing in recent years. Economic conditions, including job losses, stagnant wages, and rising living costs, have intensified financial hardships for residents. In 2023, San Marcos reported a 15% increase in eviction filings compared to the previous year, reflecting the growing housing instability. The cost of housing continues to outpace income growth, with median rents rising by 8% annually over the past five years. This affordability gap has contributed to a rise in homelessness, with an estimated 12% increase in the homeless population in the county since 2020. These challenges underscore the critical need for programs providing rental assistance, utility support, and emergency shelter to address the immediate and growing needs of vulnerable populations in the area.

3. Client Information

Definitions:

Direct Client - individuals or families immediately affected or personally served by the helping agency.

Questions:

- a. Describe the direct clients for this program.
- a. The direct clients for the Specific Assistance, Shelter, and Case Management program at Southside Community Center are individuals and families in San Marcos and Hays County facing housing insecurity and economic challenges. This includes low-income families struggling with insufficient wages or job loss, seniors on fixed incomes unable to cover rising living costs, individuals experiencing homelessness or living in unstable housing situations, and youth and young adults navigating housing instability. These clients rely on the program for crucial support such as rental assistance, utility support, and temporary shelter during crises. The program also provides comprehensive case management to help clients stabilize their housing situations and move towards long-term self-sufficiency.
- b. How is the program marketed to direct clients? How do you find these clients?
- a. The Specific Assistance, Shelter, and Case Management program at Southside Community Center effectively reaches its direct clients through a multifaceted marketing strategy that emphasizes community engagement and strategic partnerships. This approach involves active outreach in collaboration with local organizations, schools, and community events to increase awareness about available services. Referrals from healthcare providers, social service agencies,

and community partners also play a crucial role in connecting individuals and families facing housing insecurity to the program. Digital platforms such as social media, the center's website, and the homeless management information system (HMIS) are utilized alongside traditional methods like printed materials distributed in community spaces. Additionally, positive word-of-mouth referrals from satisfied clients further amplify awareness and accessibility of the program among those in need.

- c. Expected total annual unduplicated direct clients who are City of San Marcos residents:
 - a. 8,000

IMPLEMENTATION - 15 POINTS

1. How exactly will these funds be used?
 - a. The funds will be specifically allocated towards operational and program costs. This includes salaries for essential staff like the Program Manager, who ensures the program's objectives are met; the Volunteer Coordinator, who is crucial for the recruitment, training, and retention of volunteers; and the Support Staff, who manage logistics and communications. Funds will also cover costs associated with securing necessary facilities for the program's activities, purchasing equipment, and other operational expenses such as utilities and supplies.
2. What specific, measurable outcomes or results do you hope to achieve with this program?
 - a. The program aims to enhance the stability and self-sufficiency of individuals and families in crisis by increasing successful transitions from homelessness to stable housing. Specific measurable outcomes include the number of individuals who secure stable housing, the percentage of participants who gain employment, and improvements in participants' overall well-being assessed through follow-up surveys.
3. List the title of each position for which funding is requested and the activities associated with those positions.
 - a. **Program Manager:** Manages program resources and oversees the achievement of program objectives.
Volunteer Coordinator: Recruits and manages volunteers, organizes training, and ensures volunteer retention.
Support Staff: Handles administrative tasks, event organization, and client communications.
4. If funding is not available at the requested amount, what is the minimum Human Services Grant funding needed to be able to run this program?
 - a. If full funding is not available, the minimum Human Services Grant funding required to effectively run the program would be \$48,000. This amount would allow us to focus on maintaining core activities such as staff salaries for the Program Manager and Volunteer Coordinator, basic operational costs, and essential supplies. This scaled-back budget would prioritize maintaining the infrastructure to continue providing critical support services.

IMPACT AND COST EFFECTIVENESS - 25 POINTS

1. Programs can provide value by deeply impacting the lives of a few, with effects that may ripple through generations, or by providing smaller but meaningful impact to a larger group. Describe in detail the impact this program will have on the identified need and on San Marcos residents.
 - a. The program aims to make a profound impact on the lives of San Marcos residents by providing essential emergency services, shelter, and case management. This intervention is crucial for individuals and families experiencing homelessness or crises, helping them stabilize their lives and transition to self-sufficiency. By addressing immediate needs and offering long-term support, the program not only alleviates current distress but also sets the foundation for sustained personal and community development.
2. Discuss the amount of overhead compared to program costs.
 - a. The overhead costs are kept relatively low to ensure maximum allocation of funds directly to program services. This efficient budget management allows for a greater portion of funds to be spent on direct client services such as shelter provision, case management, and emergency aid, rather than administrative expenses.
3. Provide a brief description of other funding sources, volunteers, or in-kind donations that are expected to be used with this program.
 - a. In addition to seeking grants, the program relies on a mix of donations from local businesses, volunteer support, and in-kind donations to sustain and enhance services. Collaborations with local businesses and community organizations also provide supplies and logistical support, maximizing the resources available for direct service delivery.
4. What has your organization done in the past two years to raise different funding for this program?
 - a. Over the past two years, the organization has actively pursued diverse funding streams to support this program. This includes applying for local and state grants, hosting fundraising events, and launching

social media campaigns to engage donors. These efforts have been crucial in maintaining and expanding the program.

COMMUNITY SUPPORT – 10 POINTS

1. Please submit 3-5 letters of reference that indicate strong local support for the program and the agency's ability to implement it as described in the application.
 - a. Completed.
2. How is the Board of Directors selected?
 - a. The Board of Directors at Southside Community Center is selected through a nomination process. Interested individuals submit Board interest forms, which are reviewed by the Nomination Committee. If deemed appropriate, the Nomination Committee refers these forms to the overall Board for consideration. Board members are elected in October to serve a four-year term and are eligible to serve two full terms. In case of a vacancy, a replacement board member may be elected to complete the unexpired term.
3. How often does the Board meet?
 - a. The Board meets regularly as required by the bylaws, which includes attending an annual workshop and monthly committee meetings. Attendance at these meetings is mandatory, and any board member who misses three consecutive meetings without an excuse may be considered inactive and eligible for removal with written notice.
4. What actions do Board members take to support the programs of the agency or organization?
 - a. Board members provide leadership and strategic governance, including developing and implementing the strategic plan, reviewing outcomes, approving budgets, and ensuring legal and fiduciary responsibilities are met. They also support fundraising efforts, make personal contributions, engage in volunteer work, and participate in recruiting new Board members. Board members are responsible for advocating for the agency, overseeing policies, and safeguarding the confidentiality of Southside's clients, staff, and volunteers.
5. How many volunteers does your agency or organization have and how many hours do they spend on the program requesting funding?
 - a. Southside Community Center engages approximately 900 volunteers who dedicate an estimated total of 1,800 hours to the program requesting funding. This significant volunteer effort supports the center's mission and ensures effective program delivery.

COUNCIL PRIORITIES - 30 POINTS

1. How long has this program served San Marcos residents? (10 points if at least 2 years)
 - a. The emergency services, shelter, and case management program has been serving San Marcos residents since 1927, demonstrating a long-standing commitment and extensive experience in addressing community needs.
2. Does the agency have an office in San Marcos? (10 points if yes)
 - a. Yes, Southside Community Center has an office in San Marcos, providing a centralized location for its services and operations.
3. Describe how this funding creates an increase in services or an increase in the number of people served. (10 points)
 - a. The funding will enable an expansion of services and increase the capacity to serve more people. Specifically, it will enhance the shelter facilities, extend the reach of case management services, and increase the availability of emergency support, directly contributing to a higher number of individuals and families receiving timely and effective assistance. This expansion will ensure that more residents facing crises have access to the necessary support for recovery and stabilization.

II. FUNDING RESTRICTIONS

By signing this application I certify the following to be true:

1. All Human Services Grant funding will be spent on San Marcos residents, except for school-based programs, in which case it may be spent within the San Marcos Consolidated Independent School District boundary.
2. Funding requested is not more than 50% of the total funding for the agency.
3. Funding will not be used to fund more than 20% of a full time position.
4. Agency has been in existence for at least 2 years. (This can include serving communities other than San Marcos.)

SUBMITTED AND APPROVED BY:

Deborah Villalpando
Signature

7/30/24
Date

Deborah Villalpando
Printed Name

Executive Director
Title



HUMAN SERVICES ADVISORY BOARD GRANT 2023 FINAL PERFORMANCE REPORT

Agency Name: Southside Community Center

Program Name: Emergency services, Shelter, Specific Assistance

Program Year: 2023

Reporting Period: January – December, 2023 (preferred deadline January 31, 2024)

NOTE ON DEADLINE: This report must be received by October 24, 2024, or your organization's application for 2025 funding for this program will not be considered.

PROGRAM STATUS

Please provide a brief written description of actions taken this period and how they helped achieve your program goals.

Southside continues to see an steady increase. San Marcos is a community struggling with the impacts of systemic poverty. Southside is a trusted local institution that helps the community resolve these broken connections, delivers assistance where it is most needed, and advocates for a more fair & just system. This is managed through case management which will help our neighbors get one step closer to being "self-sufficient".

PROGRAM BENEFICIARIES

For the program that received HSAB funding, please report either number of unduplicated individuals served or number of unduplicated households served.

Check one: _____ Unduplicated Individuals X Unduplicated Households

	Jan – Dec, 2023
Total # Served	11
# San Marcos Residents Served	6
% San Marcos Residents	54.5%

PROGRAM EXPENDITURES

For the final report of the year, please provide a bulleted list that briefly summarizes what the HSAB funding was spent on.

- Providing needed items for emergency shelter during extreme weather conditions.
- Case Management for residents
- Shelter repairs as needed
- Providing food for neighbors & residents
- Shelter employee salaries
-
-

Certification:

I certify that to the best of my knowledge and belief the information reported in this Quarterly Performance Report is factual and accurate.

Nicholas Villalpando
Signature

1/31/24
Date

DEBORAH VILLALPANDO
Printed name

Director of Operations
Title

PROGRAM BENEFICIARIES

For the program that received HSAB funding, please report either number of unduplicated individuals served or number of unduplicated households served.

Check one: X Unduplicated Individuals Unduplicated Households

	Jan – Dec, 2023
Total # Served	28
# San Marcos Residents Served	10
% San Marcos Residents	35.7%

PROGRAM EXPENDITURES

For the final report of the year, please provide a bulleted list that briefly summarizes what the HSAB funding was spent on.

- Case Management for residents
- Shelter repairs as needed
- Providing food for neighbors & residents
- Shelter employee salaries
- Providing items needed for emergency shelter during extreme weather conditions
-

Certification:

I certify that to the best of my knowledge and belief the information reported in this Quarterly Performance Report is factual and accurate.


Signature

1/31/24
Date

DEBORAH VILLALPANDO
Printed name

Director of Operations
Title

PROGRAM BENEFICIARIES

For the program that received HSAB funding, please report either number of unduplicated individuals served or number of unduplicated households served.

Check one: ☒ Unduplicated Individuals ☐ Unduplicated Households

	Jan – Dec, 2023
Total # Served	70
# San Marcos Residents Served	59
% San Marcos Residents	%84.28

PROGRAM EXPENDITURES

For the final report of the year, please provide a bulleted list that briefly summarizes what the HSAB funding was spent on.


- Rental assistance
- Utility assistance
- Mortgage assistance
- Lot payment assistance
- Employee salaries
- Case Management

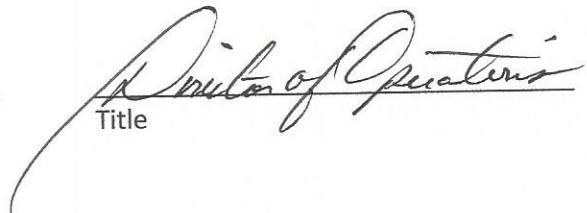
Certification:

I certify that to the best of my knowledge and belief the information reported in this Quarterly Performance Report is factual and accurate.


Signature

1/31/24
Date


Printed name


Title

PROGRAM BENEFICIARIES

For the program that received HSAB funding, please report either number of unduplicated individuals served or number of unduplicated households served.

Check one: Unduplicated Individuals X Unduplicated Households

	Jan – Dec, 2023
Total # Served	130
# San Marcos Residents Served	49
% San Marcos Residents	%37.69


PROGRAM EXPENDITURES

For the final report of the year, please provide a bulleted list that briefly summarizes what the HSAB funding was spent on.

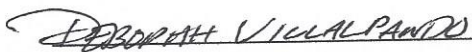
- Rental assistance
- Utility assistance
- Mortgage assistance
- Lot payment assistance
- Employee salaries
- Case Management

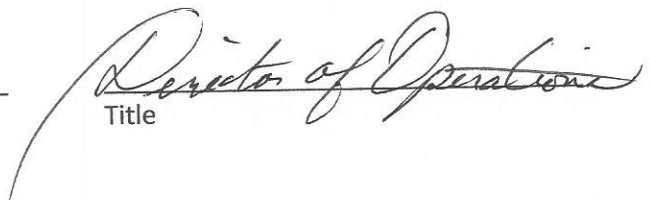
Certification:

I certify that to the best of my knowledge and belief the information reported in this Quarterly Performance Report is factual and accurate.


Signature

1/31/24
Date


Printed name


Title

Southside Community Center
Receipts in excess of Expenses
January - December Budgets 2024-2026

		est. 2024 proforma based on last 2 years									
		2024 with NO increase	percentage increase	2024 dollar increase	2024 budget	2025 % increase	2025 dollar increase	2025 budget	2026 % increase	2026 dollar increase	2026 budget
TOTAL 14000 GENERAL FUND RECEIPTS			10%	\$ 7,200	\$ 79,200	3%	\$ 2,376	\$ 81,576	3%	\$ 2,447	\$ 84,023
TOTAL 14200 DONATIONS			10%	\$ 9,579	\$ 105,373	10%	\$ 10,537	\$ 115,910	10%	\$ 11,591	\$ 127,501
TOTAL 14550-35002 Specific Assistance receipts			10%	\$ 7,528	\$ 82,813	10%	\$ 8,281	\$ 91,094	10%	\$ 9,109	\$ 100,203
TOTAL 4400 DONATION receipts			10%	\$ 10,285	\$ 113,140	10%	\$ 11,314	\$ 124,454	10%	\$ 12,445	\$ 136,899
TOTAL SHERLTER RECEIPTS			10%	\$ 5,489	\$ 60,378	10%	\$ 6,038	\$ 66,416	10%	\$ 6,642	\$ 73,058
Total Receipts		\$ 442,921	10%	\$ 44,292	\$ 487,213	10%	\$ 48,721	\$ 535,935	10%	\$ 53,593	\$ 589,528
EXPENSES											
15040 Advertising	\$ 595	5%	30	625	5%	31	656	5%	33	689	
15050 Storage	\$ 111	5%	6	117	5%	6	122	5%	6	129	
15060 Auto Expense	\$ 2,673	5%	134	2,807	5%	140	2,947	5%	147	3,094	
15080 Bank service charge	\$ 3	5%	0	3	5%	0	3	5%	0	3	
15140 Contract Labor	\$ 550	5%	28	578	5%	29	606	5%	30	637	
15195 Extermination	\$ 398	5%	20	417	5%	21	438	5%	22	460	
15200 Food	\$ 768	5%	38	806	5%	40	847	5%	42	889	
15320 Insurance	\$ 68,846	5%	3,442	72,289	5%	3,614	75,903	5%	3,795	79,698	
Board D & O Insurance	\$ 3,971	5%	199	4,170	5%	208	4,378	5%	219	4,597	
sunrise 1 health insurance	\$ (20,283)	5%	(1,014)	(21,297)	5%	(1,065)	(22,362)	5%	(1,118)	(23,480)	
Sunrise II health insurance	\$ (19,666)	5%	(983)	(20,650)	5%	(1,032)	(21,682)	5%	(1,084)	(22,766)	
Workers comp insurance	\$ 2,632	5%	132	2,764	5%	138	2,902	5%	145	3,047	
15360 Groundskeeping	\$ 128	5%	6	134	5%	7	141	5%	7	148	
15380 Lodging	\$ 170	5%	8	178	5%	9	187	5%	9	196	
15420 Medical	\$ 7,301	5%	365	7,666	5%	383	8,049	5%	402	8,451	
15440 Membership Fees	\$ 90	5%	5	95	5%	5	99	5%	5	104	
15500 Office Supplies	\$ 8,758	5%	438	9,196	5%	460	9,656	5%	483	10,139	
15560 Postage	\$ 278	5%	14	291	5%	15	306	5%	15	321	
15580 Printing	\$ 2,888	5%	144	3,032	5%	152	3,184	5%	159	3,343	
15600 Professional Fees	\$ 3,680	5%	184	3,864	5%	193	4,057	5%	203	4,260	
15660 Repairs & Maintenance	\$ 30,194	5%	1,510	31,703	5%	1,585	33,288	5%	1,664	34,953	
15700 Salaries	\$ 144,045	65%	94,117	238,162	3%	7,145	245,307	3%	7,359	252,666	
15800 Supplies	\$ 1,423	5%	71	1,494	5%	75	1,569	5%	78	1,647	
15860 Payroll Taxes	\$ 10,672	5%	534	11,205	5%	560	11,765	5%	588	12,354	
15880 Property Tax	\$ 1,056	5%	53	1,108	5%	55	1,164	5%	58	1,222	
15920 Telephone and Internet	\$ 2,538	5%	127	2,665	5%	133	2,799	5%	140	2,938	
Director's cell phone	\$ 1,040	5%	52	1,092	5%	55	1,146	5%	57	1,204	
15930 Training	\$ 81	5%	4	86	5%	4	90	5%	4	94	
15980 Utilities	\$ 11,848	5%	592	12,441	5%	622	13,063	5%	653	13,716	
15981 Trash Disposal	\$ 5,160	5%	258	5,418	5%	271	5,688	5%	284	5,973	
15990 Misc.	\$ 1,269	5%	63	1,333	5%	67	1,399	5%	70	1,469	
Network for Good	\$ 1,000	5%	50	1,050	5%	53	1,103	5%	55	1,158	
Quick Boobs Online	\$ 229	5%	11	241	5%	12	253	5%	13	265	
3500 Specific expense	\$ 571	5%	29	599	5%	30	629	5%	31	661	

35020 Admin. Fee	\$ 1,278	5%	64	1,342	5%	67	1,409	5%	70	1,479
35140 Contract Labor	\$ 223	5%	11	234	5%	12	246	5%	12	258
35060 Auto Expense	\$ 96	5%	5	101	5%	5	106	5%	5	112
35200 Food	\$ 6,857	5%	343	7,200	5%	360	7,560	5%	378	7,938
35380 Lodging	\$ 3,727	5%	186	3,913	5%	196	4,109	5%	205	4,314
35400 Clothing	\$ 813	5%	41	854	5%	43	896	5%	45	941
35401 COVID Relief	\$ 1,136	5%	57	1,193	5%	60	1,252	5%	63	1,315
35580 Printing	\$ 14	5%	1	15	5%	1	15	5%	1	16
35640 Rental Expense	\$ 9,084	5%	454	9,539	5%	477	10,016	5%	501	10,516
35925 Christmas	\$ 31	5%	2	32	5%	2	34	5%	2	35
35800 Supplies	\$ 45	5%	2	47	5%	2	49	5%	2	52
35960 Travel	\$ 23	5%	1	24	5%	1	25	5%	1	27
35980 Utilities	\$ 4,279	5%	214	4,493	5%	225	4,718	5%	236	4,954
4500 Shelter expense	\$ 141	5%	7	148	5%	7	156	5%	8	164
45020 Admin Fee	\$ 1,278	5%	64	1,342	5%	67	1,409	5%	70	1,479
45040 Advertising	\$ 133	5%	7	140	5%	7	147	5%	7	154
45140 Contract Labor	\$ 2,236	5%	112	2,348	5%	117	2,465	5%	123	2,588
45200 Food	\$ 9,859	5%	493	10,352	5%	518	10,870	5%	543	11,413
45260 Medical	\$ 3,572	5%	179	3,750	5%	188	3,938	5%	197	4,135
45360 Groundskeeping	\$ 100	5%	5	105	5%	5	110	5%	6	116
45660 Repairs & Maintenance	\$ 20,180	5%	1,009	21,189	5%	1,059	22,249	5%	1,112	23,361
45700 Salaries	\$ 45,230	-13%	(5,736)	39,494	3%	1,185	40,679	3%	1,220	41,899
45800 Supplies	\$ 3,468	5%	173	3,641	5%	182	3,824	5%	191	4,015
45801 Drug Testing for Shelter	\$ 2,112	5%	106	2,218	5%	111	2,328	5%	116	2,445
45860 Payroll Taxes	\$ 3,807	5%	190	3,997	5%	200	4,197	5%	210	4,407
45920 Telephone	\$ 2,033	5%	102	2,135	5%	107	2,241	5%	112	2,354
45980 Utilities	\$ 15,479	5%	774	16,253	5%	813	17,066	5%	853	17,919
55020 Summer Camp Admin Fee	\$ 1,000	5%	50	1,050	5%	53	1,103	5%	55	1,158
55320 Insurance	\$ 326	5%	16	342	5%	17	359	5%	18	377
56002 Suplies	\$ 90	5%	4	94	5%	5	99	5%	5	104
Total Expenses	\$ 413,664		99,600	513,264	5%	20,110	533,374	5%	20,949	554,323
Receipts in excess of Expenses	\$ 29,257			\$ (26,051)			\$ 2,560			\$ 35,205

SOUTHSIDE PAYROLL BUDGETS FOR YEARS 2024-2026	2023 Hrly Pay Rate	annual straight time hrs (ST)	2023 annual pay at straight time (ST)	2023 W-2 wage	2024 % increase	2024 \$ increase	2024 hrly budget	2024 dollar budget at ST	2025 % increase	2025 dollar budget at ST	2026 % increase	2026 dollar budget at ST
Southside Community Leadership and Development												
Director of Operations	\$31.25	2080	\$ 65,000	\$ 76,372	8%	2.50	33.75	\$ 70,200	3%	\$ 72,306	3%	\$ 74,475
Programs Director	\$21.00	2080	\$ 43,680	\$ 39,753	15%	3.15	24.15	\$ 50,232	3%	\$ 51,739	3%	\$ 53,291
Administrative Assistant	\$16.00	2080	\$ 33,280	\$ 20,662	5%	0.80	16.80	\$ 34,944	3%	\$ 35,992	3%	\$ 37,072
Community Engagement (Volunteering + Communicator)	\$17.00	2080	\$ 35,360	\$ 13,207	5%	0.85	17.85	\$ 37,128	3%	\$ 38,242	3%	\$ 39,389
Total Community Leadership and Development			\$ 177,320	\$ 149,994				\$ 192,504		\$ 198,279		\$ 204,227
Family and Community Transformation												
Case Manager	\$20.00	2080	\$ 41,600	\$ 39,160	5%	1.00	21.00	\$ 43,680	3%	\$ 44,990	3%	\$ 46,340
Intern Case Manager	\$17.00	520	\$ 8,840	\$ 2,232	5%	0.85	17.85	\$ 9,282	3%	\$ 9,560	3%	\$ 9,847
Food Manager	\$16.00	2080	\$ 33,280	\$ 30,930	5%	0.80	16.80	\$ 34,944	3%	\$ 35,992	3%	\$ 37,072
Total Family and Community Transformation			\$ 83,720	\$ 72,322				\$ 87,906		\$ 90,543		\$ 93,259
Transitional Housing and Emergency Shelter												
Housing Supervisor	\$ 7.25	2080	\$ 15,080	\$ 19,747	35%	2.54	9.79	\$ 20,358	3%	\$ 20,969	3%	\$ 21,598
Facility Aide	\$ 8.00	1040	\$ 8,320	\$ 5,696	5%	0.40	8.40	\$ 8,736	3%	\$ 8,998	3%	\$ 9,268
Total Transitional Housing and Emergency Shelter			\$ 23,400	\$ 25,443				\$ 29,094		\$ 29,967		\$ 30,866
Sunrise Senior Village												
Property Manager	\$21.00	2080	\$ 43,680	\$ 43,840	5%	1.05	22.05	\$ 45,864	3%	\$ 47,240	3%	\$ 48,657
Administrative Assistant	\$15.00	2080	\$ 31,200	\$ 19,248	5%	0.75	15.75	\$ 32,760	3%	\$ 33,743	3%	\$ 34,755
Maintenance	\$17.00	2080	\$ 35,360	\$ 23,641	5%	0.85	17.85	\$ 37,128	3%	\$ 38,242	3%	\$ 39,389
Maintenance	\$17.00	2080	\$ 35,360	\$ 21,347	5%	0.85	17.85	\$ 37,128	3%	\$ 38,242	3%	\$ 39,389
Total Sunrise Senior Village			\$ 145,600	\$ 108,076				\$ 152,880		\$ 157,466		\$ 162,190
Total wages for Southside and Sunrise Senior Village			\$ 430,040	\$ 355,835				\$ 462,384		\$ 476,256		\$ 490,543
								\$ 32,344		\$ 13,872		\$ 14,288
								7.52%		3%		3%
ADDITIONAL SUPPORT NOT CURRENTLY ON STAFF												
Southside Community Leadership and Development				15700 salary								
Bookkeeper + Grant Administrator	\$30.00	468	\$ 222,316	W-2 wage				\$ 14,040	3%	\$ 14,461	3%	\$ 14,895
Fundraising (Grants, Donations, Corporations)	\$25.00	1040	\$ (165,228)	2023 GL account				\$ 26,000	3%	\$ 26,780	3%	\$ 27,583
			\$ 57,088	difference charged to SR Village								
Transitional Housing and Emergency Shelter				25.68% percent of wage charged to SR Village								
Emergency Shelter Support	\$20.00	520	100%					\$ 10,400	3%	\$ 10,712	3%	\$ 11,033
				74.32%								
Sunrise Senior Village				\$ 320,450	total of 2024 payroll budget for 15700							
Community & Food Programs Coordinator	\$20.00	1040	2024 \$ 238,162	2024 amount budgeted to Southside 15700				\$ 20,800	3%	\$ 21,424	3%	\$ 22,067
			2025 \$ 245,307	Additional Support requested				\$ 71,240		\$ 73,377		\$ 75,579
			2026 \$ 252,666	Total 2024 payroll budget				\$533,624		\$ 549,633		\$ 566,122
				Subtotal 2024 payroll budget for 15700				\$ 320,450		\$ 330,064		\$ 339,965
				Subtotal 2024 payroll budget for 45700				\$ 39,494		\$ 40,679		\$ 41,899
				Total 2024 payroll budget for Southside				\$359,944		\$ 370,742		\$ 381,865

34 month Projections

TOTAL Projected Costs	\$ 1,441,355.00	\$ 1,539,485.42	TOTAL APRA	\$ 800,000.00
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Southside Community Center

Profit and Loss

September 2022 - October 2023

	TOTAL
Income	
14000 General Fund Income	
14051 Admin Fee- SV1	38,877.50
14052 Admin Fee - SVII	38,877.50
14100 Churches	15,129.88
14200 Donations	75,668.15
Network for Good	34,691.91
Total 14200 Donations	110,360.06
14550 United Methodist Women	33,750.00
Refund/Reimbursement	-133.53
Total 14000 General Fund Income	236,861.41
34000 Specific Assistance Income	5,000.00
34005 City Of Hays	18,750.00
34350 Hays County	4,166.67
34800 Thanksgiving Donations	200.00
35002 Private Donations	64,500.00
Total 34000 Specific Assistance Income	92,616.67
44000 Shelter Income	
44150 City of San Marcos	31,769.78
44200 Donations	33,500.00
Non-Profit Income	4,000.00
Total 44200 Donations	37,500.00
44220 FEMA	49,900.00
44230 ARPA	51,814.50
44350 Hays County	4,166.66
Total 44000 Shelter Income	175,150.94
54000 Summer Camp Income	
54350 Hays County	4,166.67
Total 54000 Summer Camp Income	4,166.67
Services	4,000.00
Total Income	\$512,795.69
GROSS PROFIT	\$512,795.69
Expenses	
15000 General Fund Expense	
15040 Advertising	1,188.09
15050 Storage	222.20
15060 Auto Expense	3,437.46
15140 Contract Labor	330.00
15195 Extermination	455.00

Southside Community Center

Profit and Loss

September 2022 - October 2023

	TOTAL
15200 Food	911.56
15320 Insurance	61,949.30
Board Insurance	4,826.71
Sunrise 1 Health Insurance Reimbursement	-19,300.20
Sunrise II Health Insurance Reimbursement	-18,071.21
Workers comp insurance	3,014.79
Total 15320 Insurance	32,419.39
15380 Lodging	339.00
15420 Medical	2,481.14
15440 Membership Fees	180.00
15500 Office Supplies	14,967.77
15560 Postage	286.00
15580 Printing	3,998.98
15600 Professional Fees	3,819.58
15660 Repairs & Maintenance	24,005.52
15700 Salaries	174,804.01
15800 Supplies	972.28
15860 Payroll Taxes	12,410.69
15880 Property Tax	1,326.85
15920 Telephone and Internet	2,350.90
Director's cell phone	667.46
Total 15920 Telephone and Internet	3,018.36
15980 Utilities	12,614.26
15981 Trash Disposal	5,622.23
15990 Misc.	2,495.27
Network for Good	2,000.04
Total 15000 General Fund Expense	304,305.68
35000 Specific Assistance Expense	
35060 Auto Expense	192.66
35200 Food	460.45
35380 Lodging	3,340.00
35400 Clothing	1,355.65
35401 COVID Relief	2,272.02
35580 Printing	27.72
35640 Rental Expense	10,810.98
35800 Supplies	39.25
35925 Christmas	61.14
35960 Travel	45.98
35980 Utilities	4,682.17
Total 35000 Specific Assistance Expense	23,288.02

Southside Community Center

Profit and Loss

September 2022 - October 2023

	TOTAL
45000 Shelter Expense	282.75
45040 Advertising	246.77
45140 Contract Labor	1,700.77
45200 Food	7,650.54
45260 Medical	1,880.00
45360 Vacant lot clearing	175.00
45660 Repairs & Maintenance	28,745.19
45700 Salaries	55,045.59
45800 Supplies	2,421.06
45801 Drug Testing for Shelter	1,872.00
45860 Payroll Taxes	4,426.90
45920 Telephone	2,495.26
45980 Utilities	21,348.04
Total 45000 Shelter Expense	128,289.87
55000 Summer Work Camp Expense	
55320 Insurance	326.03
55800 Supplies	-95.76
Total 55000 Summer Work Camp Expense	230.27
Total Expenses	\$456,113.84
NET OPERATING INCOME	\$56,681.85
NET INCOME	\$56,681.85

TOTAL PROGRAM BUDGET WORKSHEET

**COMPLETE FORM FOR EACH PROGRAM FOR WHICH YOU
ARE SEEKING FUNDING**

Line Items	Next (Grant) Year
INCOME:	
HSAB Funding	60,000.00
TOTAL INCOME	60,000.00
EXPENSES:	
Cooling/Winter Shelter	5,000.00
Emergency Shelter Supplies	1,000.00
Drug screens	500.00
Employee Training	5,000.00
Case Management Supplies	5,000.00
Case Management Salaries	17,400.00
Utility Assistance	7,000.00
Rental Assistance	8,500.00
Lodging Assistance	4,100.00
Shelter Food	6,500.00
TOTAL EXPENSES	60,000.00
Deficit / Surplus	0.00

Southside Community Center

Board of Directors, January 2024

Member	Phone/Email	Address	Term Start	Term End
Rosa Aldape	C: 512-557-5337 H: 512-392-9592 mijorev@grandecom.net	125 Sherwood Street San Marcos, TX 78666	2022 UMC	2026
Jean Baggett	210-508-8631 13baggett@outlook.com	726 West Hopkins San Marcos, TX 78666	2022 CAL	2026
Russell Bowlin Vice President	214-564-1603 russell_bowlin@yahoo.com	322 Newberry Trail San Marcos, TX 78666	2021 UMC	2025
Chuck Churchwell Treasurer	512-393-1550 cccrciii@gmail.com	5501 Lime Kiln Rd San Marcos, TX 78666	2022 CAL	2024
Sue Ann Harrison-Floyd	512-557-7566 steve.sue.floyd@gmail.com	2404 Missy Lane San Marcos, TX 78666	2020 UMC	2024
Frances Perez	512-787-0645 perezfranny123@yahoo.com	504 Lockwood San Marcos, TX 78666	2021 CS	2025
Rudy Rodriguez	512-396-0816 rudyrodriguez533@gmail.com	533 Hull Street San Marcos, TX 78666	2020 CS	2024
Barbara Saucedo	512-787-4717 barbiej1969@gmail.com	122 Azolar St San Marcos, TX 78666	2022 CS	2026
Deborah Giles Webster	512-557-4325 deb39gw@yahoo.com	125 Redwood Drive Kyle, TX 78640	2019 UMC	2023
Rebecca Ybarra	H: 512-757-0429 W: 512-393-5937 rybarra@sanmarcostx.gov	1110 Mountainview Drive San Marcos, TX 78666	2021 CAL	2025
EX OFFICIO:				
Adam Knapp	830-992-9051 pastoradamknapp@gmail.com	129 West Hutchison St San Marcos, TX 78666	2022 UMC HCD	N/A
Emily Poling	830-237-6051 tjiranch@hotmail.com	350 Weiss Rd New Braunfels, TX 78130	2023 UWF HCD	N/A
Todd Salmi President	512-738-3079 todd@ucmtxstate.org	510 N Guadalupe San Marcos, TX 78666	N/A UMC DS	N/A
Minerva Briones	210-326-1253 mhbriones.123@gmail.com	23722 Misty Peak San Antonio, TX 78258	2024 UWF RTX	N/A
Advisory Board				
Saul Gonzales	512-749-2252 sgonzales2@sanmarcostx.gov	816 Stagecoach Trail San Marcos, TX 78666	2022 AB	2024
Randolph Goodman	512-738-2679 goodman121370@yahoo.com	1001 Magnolia Cove Buda, TX 78610	2022 AB	2024
Janie Perez	512-644-7375 jperez@mhm.org	409 Durango Street San Marcos, TX 78666	2022 AB	2024
David Peterson	512-738-7773 davidlpeterson0@gmail.com	509 Boulder Bluff San Marcos, TX 78666	2022 AB	2024
Executive Director Deborah Villalpando	512-392-6694 ext 22 deborah@southsidecenter.org			

**Board Representation Seats and Terms
as of January 2024**

Southside Community Center Board of Directors, January 2024

Elected Board Seat	<i>Start 2020 End 2024</i>	<i>Start 2021 End 2025</i>	<i>Start 2022 End 2026</i>	<i>Start 2023 End 2027</i>
Constituency Served	Rudy Rodriguez	Frances Perez	Barbara Saucedo	vacant
United Methodist Church	Sue Ann Harrison-Floyd	Russell Bowlin	Rosa Aldape	Deborah Webster
Community-at-Large	_____	Rebecca Ybarra	Jean Baggett	Chuck Churchwell

Ex Officio Board Seats	
The President of the Rio Texas Conference United Women in Faith or her representative	Minerva Briones
The President of the Hill Country District United Women in Faith or her representative	Emily Poling
One representative from the Hill Country District Council on Ministries	Rev. Adam Knapp
The Hill Country District Superintendent or his/her representative	Rev. Todd Salmi

Southside Community Center Advisory Board (without vote)

Advisory Seat	Start Date	End Date
Saul Gonzales	Annual Meeting 2022	Annual Meeting 2024
Randolph Goodman	February 2022	Annual Meeting 2024
Janie Perez	Annual Meeting 2022	Annual Meeting 2024
David Peterson	Annual Meeting 2022	Annual Meeting 2024

01/02/2024

[illegible]



Southside Community Center

A Project Related to the Board of Missions of the United Methodist Church

SOUTHSIDE COMMUNITY CENTER BOARD OF DIRECTORS INTEREST FORM

The Southside Community Center Board of Directors (Board) supports the work of Southside and provides leadership and strategic governance. Board members are familiar with, oversee and approve all policies of the Southside Community Center, participate in strategic planning and stay familiar with Southside programs and services.

Board member responsibilities include, but are not limited to:

- Leadership, governance, and oversight of Southside Community Center
- Supporting the mission of the Southside and committing to advocating for the agency in the community;
- Developing and implementing the Southside's strategic plan;
- Reviewing outcomes and agreed upon metrics for evaluating the impact of Southside Community Center, and regularly measuring its performance and effectiveness using those metrics;
- Reviewing agendas and supporting materials prior to Board and committee meetings;
- Approving the Southside's annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities;
- Shall care for property and funds and refer all legal matters concerning property owned by the Women's Division to the GBGM Executive Secretary of Community Centers.
- Contributing to an annual performance evaluation of the Executive Director;
- Recruiting potential Board members to fill vacancies on the Board;
- Ensuring that Board resolutions are carried out;
- Serving on committees or task forces and taking on special assignments;
- Agreeing to respect the dignity and privacy of all persons affiliated with Southside; safeguarding the confidentiality of Southside's clients, staff, and volunteers;
- Complying with the provisions of Southside Bylaws and working with the board to bring any areas of concern into compliance

Fundraising/volunteer work

- Board members should consider Southside a philanthropic priority. So that Southside can credibly solicit contributions from foundations, organizations, and individuals, each Board member is expected to make an annual contribution to Southside at a personally meaningful level.
- Board Members are expected to make a good faith effort to support the fundraising goals of Southside Community Center, which may include among other things, suggesting potential donors and contacting some, making calls and sending thank you letters, and actively engaging in planning and attending fundraising activities.
- In addition, Board Members are asked to do volunteer work at or on behalf of the Southside, as the need arises and schedule permits.



Southside Community Center

A Project Related to the Board of Missions of the United Methodist Church

Board terms/participation

- Board interest forms are accepted at any time. Board Members are elected in October to serve a four-year term and are eligible to serve for two full terms. If there is a vacancy on the board, the Board may choose to elect a replacement board member to complete an unexpired term.
- Board members must meet the Board meeting attendance requirements set forth in the Bylaws, attend an annual workshop and attend committee meetings. Any board member who misses three consecutive meetings without excuse becomes inactive and is eligible for removal from the board with written notice.

Service on the Board is without remuneration, except for administrative support, travel, and accommodation costs in relation to Board Members' duties.

To express interest in continuing to serve on the Southside Board of Directors, please complete the attached form and return it to Southside Community Center ATTN: Chair of the Nominating Committee. Your interest form will be reviewed by the Nomination's Committee and, as appropriate, referred to the overall board for consideration as a possible member for the Southside Community Center Board of Directors.

Thank you for your ongoing support of Southside Community Center as we put God's love in action!

Southside Board of Directors Nominating Committee,

Joshua Lucquete

Russell Bowlin

Mark Hankins

Maggie Moreno

Todd Salmi, Chair



Southside Community Center

A Project Related to the Board of Missions of the United Methodist Church

Southside Community Center Board Member Interest Form

Date:

Name:

Address:

Phone:

Email Address:

Preferred Form of Contact (Phone, Mail, Email):

Current position and employer:

Please describe your relevant experiences and/or employment. You may also attach a resume.

Please describe the area of expertise/contribution you feel you can make to further the mission:

Please list prior experience serving as a Board member for other non-profit organizations:

What other volunteer commitments do you currently have?



Southside Community Center

A Project Related to the Board of Missions of the United Methodist Church

I represent the following role(s) as a Southside Board Member as outlined in the bylaws.

You may select more than one if it applies

___ Constituency Served

Board Member representing a constituency served: i.e. from the primary geographic neighborhoods, economic levels and racial/ethnic groups served. These members must be low income, or represent organizations that primarily serve low-income individuals and/or families.

Please briefly describe how you represent a constituency served.

___ United Methodist Church

Board Member who is an active member of The United Methodist Church.

Where is your UMC membership held?

___ Community-at-Large

Board Member from the community-at-large, selected for specific professional expertise, organizations connections, and other leadership needed i.e., financial, legal, ecumenical.

Please briefly describe your specific professional expertise, organizations connections, and other leadership you bring to the Southside Board.

The SSC Board of Directors typically meet on the second Tuesday of every other month at 6:00 p.m. The Meeting generally lasts about one (1) hour. Do you have any standing commitments that create a scheduling conflict for you?

☐ Yes

☐ No

Why are you interested in serving as a Board member for Southside Community Center?

Please share any other information you feel important for consideration of your application to serve as a SSC Board member.

Return this interest form to **Southside Community Center, ATTN: Nominating Committee, 518 S Guadalupe Street San Marcos, TX 78666**
or scanned and sent to southside_comm@yahoo.com cc:ed todd@ucmtxstate.org

For Board Use (Action Taken & Date)

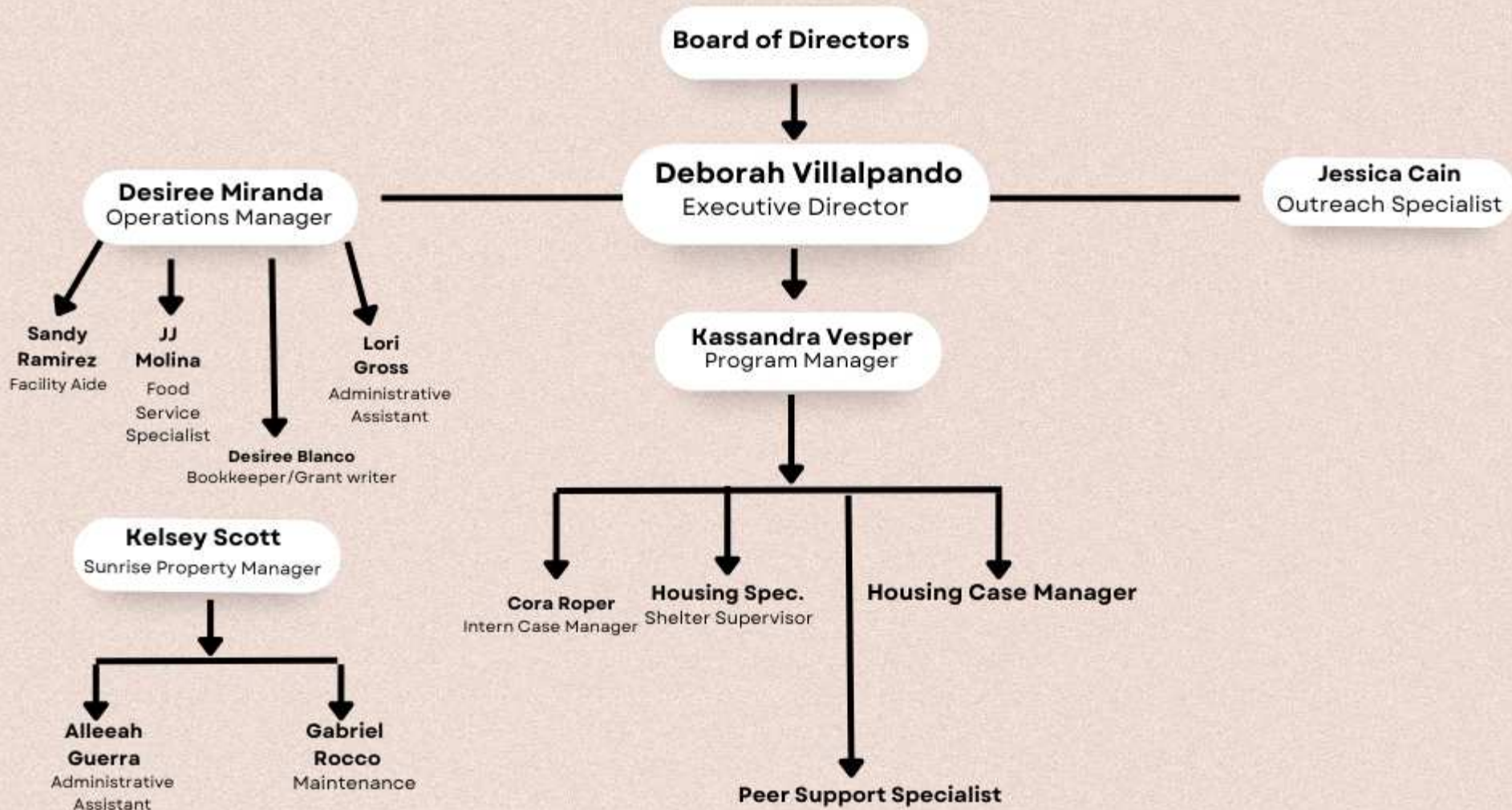
[ver Nov 2021]



Southside

Community Center

2024 Organizational Chart



Internal Revenue Service

District
Director

Department of the Treasury

1100 Commerce St., Dallas, Texas 75242
1204 741191825

Person to Contact:
EO Technical Assistant
Telephone Number:
(214) 767-3526
Refer Reply to:

Date:
December 31, 1990

Southside Community Center
518 South Guadalupe
San Marcus, Tx. 78666

Dear Sir or Madam:

Our records show that The United Methodist Church and It's Affiliated Organizations is exempt from Federal Income Tax under Group Ruling Number 2573, under section 501(c)(3) of the Internal Revenue Code. This exemption was granted October 1974 and remains in full force and effect. You are included in this group ruling. Contributions to your organization are deductible as provided in section 170 of the Code.

We have classified your organization as one that is a not a private foundation within the meaning of Section 509(a) of the Internal Revenue Code.

If we may be of further assistance, please contact the person whose name and telephone number are shown above.

Sincerely Yours,

Billie P. Pettit

EO Technical Assistant



Non-Discrimination Policy:

Southside Community Center does not and shall not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, the appointment to and termination from its Board of Directors, hiring and firing of staff or contractors, selection of volunteers, selection of vendors, and providing of services.



512-392-6694



office@southsidecenter.org



Southsidecommunitycenter.org



518 S. Guadalupe St
San Marcos, TX 78666

SOUTHSIDE COMMUNITY CENTER, INC. AND SUBSIDIARIES
CONSOLIDATED FINANCIAL STATEMENTS

FOR THE YEAR ENDED
SEPTEMBER 30, 2022

SOUTHSIDE COMMUNITY CENTER, INC. AND SUBSIDIARIES

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Independent Auditor's Report

To the Board of Directors of
Southside Community Center, Inc., and Subsidiaries

Opinion

I have audited the accompanying consolidated financial statements of Southside Community Center, Inc. and Subsidiaries, (not-for-profit organization), which comprise the consolidated statement of financial position as of September 30, 2022, and the related consolidated statements of activities and cash flows for the year then ended, and the related notes to the consolidated financial statements.

In my opinion, the consolidated financial statements referred to above present fairly, in all material respects, the financial position of Southside Community Center, Inc., and Subsidiaries as of September 30, 2022, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

I conducted the audit in accordance with auditing standards generally accepted in the United States of America. My responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of the report. I am required to be independent of Southside Community Center, Inc. and Subsidiaries and to meet other ethical responsibilities in accordance with the relevant ethical requirements relating to my audit. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Responsibilities of Management for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Southside Community Center, Inc. and Subsidiaries' ability to continue as a going concern within one year after the date that the consolidated financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

My objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgement made by a reasonable user based on the consolidated financial statements.

In performing an audit in accordance with generally accepted auditing standards, I:

- Exercise professional judgement and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the consolidated financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Southside Community Center, Inc. and Subsidiaries' internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the consolidated financial statements.
- Conclude whether, in my judgement, there are conditions or events, considered in the aggregate, that raise substantial doubt about Southside Community Center, Inc. and Subsidiaries' ability to continue as a going concern for a reasonable period of time.

I am required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that I identified during the audit.



San Marcos, Texas
April 6, 2023

Southside Community Center, Inc. and Subsidiaries
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
September 30, 2022

ASSETS

Cash and cash equivalents	\$ 233,860
Property and equipment, net accumulated depreciation	1,646,630
Other assets - loan fees, net amortization	<u>16,988</u>
TOTAL ASSETS	<u><u>\$ 1,897,478</u></u>

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES

Accounts payable and payroll liabilities	\$ 6,205
Tenants security deposits	12,850
Notes payable, current portion	<u>53,420</u>
TOTAL CURRENT LIABILITIES	<u>72,475</u>
Notes payable, net of current portion	<u>804,945</u>
TOTAL LIABILITIES	<u><u>\$ 877,420</u></u>

NET ASSETS

Without donor restrictions	887,325
With donor restrictions	<u>132,733</u>
TOTAL NET ASSETS	<u>1,020,058</u>

TOTAL LIABILITIES AND NET ASSETS	<u><u>\$ 1,897,478</u></u>
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The accompanying notes are an integral part of these financial statements.

Southside Community Center, Inc. and Subsidiaries
CONSOLIDATED STATEMENT OF ACTIVITIES
For the year ended September 30, 2022

	Without Donor Restrictions	With Donor Restrictions	Total
SUPPORT AND REVENUE			
Rental income	\$ 849,296	\$ -	\$ 849,296
Summer work camp program	-	6,250	6,250
Administrative fees	83,378	-	83,378
Donations	54,094	-	54,094
Housing rehab program	-	20,000	20,000
Shelter income	-	109,515	109,515
Specific assistance	-	38,289	38,289
TOTAL SUPPORT AND REVENUE	986,768	174,054	1,160,822
Donor restricted net assets released from restrictions-satisfied by payment	186,566	(186,566)	-
TOTAL SUPPORT AND REVENUE	\$ 1,173,334	\$ (12,512)	\$ 1,160,822
EXPENSES			
Program expenses			
Sunrise Village	\$ 807,395	\$ -	\$ 807,395
Summer work camp	4,018	-	4,018
Housing rehab program	275	-	275
Homeless shelter program	84,898	-	84,898
Specific assistance program	25,639	-	25,639
Total program expenses	922,225	-	922,225
Supporting services expenses			
General administrative	292,594	-	292,594
TOTAL EXPENSES	1,214,819	-	1,214,819
CHANGE IN NET ASSETS	(41,485)	(12,512)	(53,997)
BEGINNING NET ASSETS	928,810	145,245	1,074,055
ENDING NET ASSETS	\$ 887,325	\$ 132,733	\$ 1,020,058

The accompanying notes are an integral part of these financial statements.

Southside Community Center, Inc. and Subsidiaries
CONSOLIDATED STATEMENT OF CASH FLOWS
For the year ended September 30, 2022

CASH FLOWS FROM OPERATING ACTIVITIES	
Change in net assets	\$ (53,997)
Adjustments to reconcile change in net assets to net cash provided by operating activities:	
Depreciation and amortization	80,575
Change in liabilities	7,560
NET CASH PROVIDED BY OPERATING ACTIVITIES	<u>34,138</u>
CASH FLOWS FROM FINANCING ACTIVITIES	
Purchase of capital assets	<u>(45,364)</u>
NET CASH USED BY FINANCING ACTIVITIES	<u>(45,364)</u>
CASH FLOWS FROM FINANCING ACTIVITIES	
Repayment of long term debt	<u>(51,824)</u>
NET CASH USED BY FINANCING ACTIVITIES	<u>(51,824)</u>
CHANGE IN CASH AND CASH EQUIVALENTS	(63,050)
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR	<u>296,910</u>
CASH AND CASH EQUIVALENTS AT END OF YEAR	<u><u>\$ 233,860</u></u>
Supplementary disclosures:	
Interest paid	\$ 41,844
Income taxes paid	\$ -

The accompanying notes are an integral part of these financial statements.

Southside Community Center, Inc. and Subsidiaries
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
For the Year Ended September 30, 2022

NOTE A - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization

Southside Community Center, Inc. and subsidiaries, (the Center) incorporated on August 30, 1972 under the Texas Non-profit Corporation Act, is an agency of social concern committed to the development of the neighborhoods of San Marcos, Texas. The Center is governed by a Board of Directors represented by the primary local geographic neighborhoods, the United Methodist Church, and the community at large. The Center operates a homeless shelter and renovates homes for families in low-income neighborhoods and, since 1997, operates the Sunrise Village Center for senior citizens, which provides housing to qualified low-income elderly. Support for the Center's programs comes from governmental grants, donations, and revenues from summer work camp and multi-family residential real-estate rental activities.

Basis of presentation

The consolidated financial statements of the Center have been prepared in accordance with U.S. generally accepted accounting principles (U.S. GAAP), which require the Center to report information regarding its financial position and activities to the following net asset classifications:

Net assets without donor restrictions: Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the Center. These net assets may be used at the discretion of the Center's management and the board of directors.

Net assets with donor restrictions: Net assets subject to stipulations imposed by donors, and grantors. Some donors' restrictions are temporary in nature; those restrictions will be met by actions of the Center or by the passage of time or other events specified by the donor. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purposes for which the resource was restricted has been fulfilled, or both.

Cash and cash equivalents

For purposes of the statements of cash flows, the Center considers all highly liquid investments available for current use with an initial maturity of three months or less to be cash equivalents. As of September 30, 2022, the Center's cash and cash equivalents totaled \$233,860.

Fair Value Measurements

The Center reports its fair value measures using a three-level hierarchy that prioritizes the inputs used to measure fair value. The hierarchy, established by GAAP, requires that entities maximize the use of observable inputs and minimize the use of unobservable inputs when measuring fair value. The three levels of inputs used to measure fair value are as follows:

- Level 1 Inputs that are quoted prices in active markets for identical assets or liabilities that the reporting entity has the ability to access at the measurement date.
- Level 2 Inputs other than quoted prices included in level 1 that are observable for the asset or liability, either directly or indirectly.
- Level 3 Inputs that are unobservable for the asset or liability.

Southside Community Center, Inc. and Subsidiaries
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
For the Year Ended September 30, 2022

NOTE A - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES-
CONTINUED

The Center's current assets and liabilities are presented in the statement of financial position are Level 1. The Center has no Level 2 or Level 3 assets or liabilities. The carrying amounts reported in the statements of financial position approximate fair values because of the short maturities of those instruments.

Accounting for Contributions

Contributions received are recorded as net assets without donor restrictions or net assets with donor restrictions, depending on the existence and/or nature of any donor-imposed restrictions.

Contributions that are restricted by the donor are reported as an increase in net assets without donor restrictions if the restriction expires in the reporting period in which the contribution is recognized.

Contributed property and equipment are recorded at fair value at the date of donations.

Contributions with donor-imposed stipulations regarding how long the contributed assets must be used are recorded as net assets with donor restrictions; otherwise, the contributions are recorded as net assets without donor restrictions.

Rental Income

Rental income is recognized from apartment rentals as it is earned. Rental payments received in advance are deferred until earned. All rental leases between the Center and the tenants are operating leases. As of September 30, 2022, no prepaid rent was accrued.

Other Assets

Permanent loan fees of \$28,313 are amortized over the life of the loan and recorded net of accumulated amortization of \$11,325 as of September 30, 2022.

Advertising Costs

Advertising costs are expenses as incurred. Advertising expenses for the year ended September 30, 2022, was \$3,268.

Use of Estimates

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of revenues and expenses during the reporting period and the reported amounts of assets and liabilities at the date of the financial statements. On an ongoing basis, the Center's management evaluates the estimates and assumptions based upon historical experience and various other factors and circumstances. The Center's management believes that the estimates and assumptions are reasonable in the circumstances; however, the actual results could differ from those estimates.

Southside Community Center, Inc. and Subsidiaries
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
For the Year Ended September 30, 2022

NOTE A - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES-
CONTINUED

Use of Estimates

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of revenues and expenses during the reporting period and the reported amounts of assets and liabilities at the date of the financial statements. On an ongoing basis, the Center's management evaluates the estimates and assumptions based upon historical experience and various other factors and circumstances. The Center's management believes that the estimates and assumptions are reasonable in the circumstances; however, the actual results could differ from those estimates.

Tax Status

The Center is incorporated exempt from federal income taxation under Section 501(c)(3) of the Internal Revenue Code (IRC), though it would be subject to tax on income unrelated to its exempt purposes. The tax year is still open to audit for both federal and state purposes.

Property and Equipment

Property and equipment are recorded at cost or at estimated fair value at the date of donation. Donations are reported as unrestricted support unless the donor has restricted the donated asset to a specific purpose. The Center follows the practice of capitalizing all expenditures of property and equipment exceeding \$100 with an estimated useful life of one year or longer. Depreciation is provided using the straight-line method over the estimated useful lives of the assets from 5 to 39 years. Depreciation of \$80,575 was recognized for the year ended September 30, 2022.

New Accounting Pronouncement

In February 2016, the FASB issued ASU No. 2016-02, *Leases* (Topic 842), which requires lessees to recognize leases on the balance sheet and disclose key information about leasing arrangements. The new standard requires the lessee to recognize lease liability on the statement of financial position for leases greater than 12 months. Leases will be classified as finance or operating, with classification affecting the pattern and classification of the expense recognition in the statement of activities. The effective date for this standard has been delayed to annual reporting periods beginning after December 15, 2021.

NOTE B - SECURITY DEPOSITS AND FUND RESERVES

Operating and Maintenance reserves

The Center maintains reserve accounts for the accumulation of funds to pay for operating deficits and maintenance expenditures as they arise. The total reserve funds as of September 30, 2022, equaled \$119,883.

Tenant security deposits

The Center holds tenant security deposits in a separate bank account. Disbursements from the security deposit accounts consist of refunding tenants' security deposits and for repairs caused by the tenant's occupancy. As of September 30, 2022, security deposits accounts totaled \$12,850.

Southside Community Center, Inc. and Subsidiaries
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
For the Year Ended September 30, 2022

NOTE C - NOTES PAYABLE

The Center's subsidiary, Seniors II, borrowed \$1,200,000 from Broadway Ban in San Marcos, Texas to finance the acquisition of Senior II 99.9% limited partner's partnership interest in October 2016. The loan requires payments of principal and interest at 4.75% over 240 month term, maturing November 1, 2034. The mortgage is secured by the real property owned by Seniors II. Principal of \$858,365 remains outstanding as of September 30, 2022.

Principal maturities over each of the next five years are as follows, September 30:

	<u>Broadway Mtg.</u>
2023	\$ 53,420
2024	56,020
2025	58,735
2026	61,588
Thereafter	<u>628,602</u>
Total	<u>\$ 858,365</u>

NOTE D - FUNCTIONAL ALLOCATION OF EXPENSES

Total expense by functional classification for the year ended September 30, 2022, are as follows:

Expenses	SRV	Shelter	South-Side	Total Programs	Mgmt & Gen	Fund-raising	Total
Salaries	\$230,366	\$ 40,555	\$ -	\$270,921	\$ 144,936	\$ -	\$ 415,857
Employee benefits	62,809	-	-	62,809	2,700	-	65,509
Payroll taxes	24,649	3,937	-	28,586	10,910	-	39,496
Total payroll expenses	317,824	44,492	-	362,316	158,546	-	520,862
Specific Assistance	-	-	25,639	25,639	-	-	25,639
Summer camp	-	-	4,018	4,018	-	-	4,018
Housing rehab	-	-	275	275	-	-	275
Support services	337,937	18,933	-	356,870	113,448	-	470,318
Repair/Mtc	97,062	5,733	-	102,795	2,603	-	105,398
Operating	23,899	6,705	-	30,604	17,997	-	48,601
Program expenses	30,673	9,035	-	39,708	-	-	39,708
Total Expenses	\$807,395	\$ 84,898	\$ 29,932	\$922,225	\$ 292,594	\$ -	\$ 1,214,819

Certain expenses are attributable to both program services and the management and general categories. These expenses require allocation on a reasonable basis that is consistently applied. Expenses that are allocated include personnel and non-operating expenses (based on time and effort).

Southside Community Center, Inc. and Subsidiaries
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
For the Year Ended September 30, 2022

NOTE E - LEASES

The Center has two operating lease agreements for copier rental at a minimal monthly payment of \$296. Total lease payments for fiscal year 2022 totaled \$3,930.

NOTE F - DONOR RESTRICTED NET ASSETS

Donor restricted net assets as of September 30, 2022, included reserve funds of \$119,883 and security deposits of \$12,850.

NOTE G - LIQUIDITY AND AVAILABILITY OF FINANCIAL RESOURCES

The Center's financial assets available within one year of the financial position date for general expenditures consist of \$233,860 of cash and cash equivalents. The Center's primary sources of cash flows during the year are from governmental grants, rental income, and program revenues. These revenue sources provide a consistent inflow of cash throughout the year.

NOTE H - SUBSEQUENT EVENTS

The Center has evaluated subsequent events through April 6, 2023, which is the date the financial statements were available to be issued.



Southside Community Center Programs Policies and Procedures

Updated:



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Daily Services

- Office Hours
 - o From 8am-12pm and from 1pm-5pm.
- Free breakfast
 - o Available from 8-9am Monday through Friday and from 9-10am Sunday.
- Free dinner
 - o Available from 4-5pm daily.
- Laundry
 - o Available from 1-3pm Monday through Friday.
 - o Laundry detergent is available upon request, if supply allows.
- Showers
 - o Available from 3-4:30pm Monday through Friday and from 3-4pm on Saturday and Sunday.
 - o Towels will be provided.
 - o Hygiene products available upon request, if supply allows.



- Clothing and Hygiene Vouchers
 - o Available from 3-4:30pm Monday through Friday, with up to 24-hour turnover time to receive items.
 - o Items requested will be given, if supply allows.
 - o We may not have every item that is requested, in which we will inform our neighbor immediately.
- Mail at Southside Community Center
 - o Neighbors may have their mail forwarded to our address: 518 S. Guadalupe St, San Marcos, TX 78666
 - Neighbors may check their mail between the hours of 3-5pm Monday-Friday, unless approved by a supervisor to check mail another time.
 - Neighbors are expected to provide a photo ID to ensure mail is going to the correct individual.
- Lockers
 - o Lockers are a first come, first serve basis.
 - o Neighbors may sign up for lockers. The process includes the following:
 - Providing a photo ID
 - Providing a lock with an extra key for office staff to keep
- HMIS Tracking expectations
 - o Every service will be tracked using our approved HMIS system.
 - o For every person that utilizes our services, there will be a profile made to track which services they are using.

Emergency Assistance

- Application Process
 - o Fill out intake application
 - o Bring correct list of documents
 - o Come to appointment when it is scheduled
 - o Provide information during assistance appointment
 - o Approval or Denial is provided at the end of the appointment if no further information is needed. If we are missing information/documents, we will be unable to approve or deny immediately.
 - In the event we are missing information/documents, the client will be given a due date as to when to provide the information and documents, otherwise application will be denied.
- Application Guidelines
 - o The application asks for documents that prove that the applicant lives in home for the address that they provide. This includes the lease and/or the utility bill. A letter from the landlord is also required if they are applying for rental assistance.
 - o Any income must be proven through the necessary documents. This includes pay stubs, SSI letters, Section 8 assistance letters, etc.



- Identification is also required for the application. Applicants should include the social security cards of everyone that lives in the household. Applicants should submit a copy of a photo ID for anyone who is over the age of 18 in the household.
- Approval Process
 - If the application is approved during the appointment and has provided all the required documents, the case manager will send a “pledge to pay” letter to the necessary company.
 - Checks are mailed out the Friday afternoon the week of application approval.
- Denial Process
 - Reasons for denial may include the following:
 - Applicant owing a steep amount to the necessary company with no viable plan to get it paid off within the necessary time.
 - The applicant may still be referred to other organizations that could benefit them and their needs.
- Referral Process
 - Case Manager’s will go to Unite Us to see which organizations on the HMIS system are available to help with applicant’s needs and use the system to refer applicant to those organizations.
 - During appointments, the case manager may supply the applicant with the list of other organizations that could benefit the applicant and their needs. The case manager will only reach out to the other organizations if necessary, such as to understand whether they are assisting applicants or to understand what opportunities are available.
- Amounts are not interchangeable.
 - Rental assistance amount: \$100.00
 - Utility assistance amount: \$50.00
 - Case by case basis and if funding allows, the amount may be altered with the approval of the Director.
- What are considered utilities by Southside: water, gas, electricity
- What is considered rent by Southside: rental, mortgage, lot payment

New Life Program (Transitional Shelter)

- Who can Receive Assistance Through the New Life Program
 - Residents of Hays County, TX including:
 - Families with children
 - Married Couples
 - Females
 - Males
- Application Process
 - Applicants would fill out the application for the New Life Program.
 - Applicants should be sure to fill out every section of the application to the best of their ability.



- Program Approval Guidelines

- To be approved for the program, our neighbor applying is expected to:
 - Pass a drug screen.
 - Agree to programs contract.
 - Agree to Case Management requirements.
 - Show motivation to become stabilized again.

- Program Approval (Intake) Process

- Conduct Intake Interview.
- Complete a drug screen.
 - Should a neighbor fail to pass a drug screen, they must wait 6 months before re-applying to the New Life Program.
- Come to the Case Manager to receive Intake Packet for the program.

- Program Length

- Typical program length is 30-90-days.
- The length above is not guaranteed. The following can be reason for neighbors to leave early:
 - Finding permanent residency prior to the end date of the program.
 - Finding program better suited for neighbor.
 - Showing acts of violent nature while in program.
 - Under the influence of any alcohol or drug substances.
 - Soliciting money, private information, and/or bank account information from anybody.
 - Receiving disciplinary action form 3 times.

- Program Resident Expectations

- Residents must attend Case Management meetings.
- Residents must be able to follow the contract rules.
- Residents must present goals and show progress towards their goals.

- Program Disciplinary Actions

- Should a resident not meet the Resident Expectations, disciplinary action up to and including dismissal from the program and disciplinary action forms (write up).

- Program Dismissal Process

- Residents will be given a 3-day notice to vacate to prepare.
- Residents will be asked to complete an exit review.
- Residents may leave abruptly while in the program, should this occur, we may not be able to conduct an exit review.
- Should residents leave any personal items behind, they will be contacted immediately and given a date of when they need to pick up their belongings by.
 - Should they not pick up their belongings, they will either be donated or trashed. *This information will be disclosed to the prior resident.



- Program Retention Policies
 - Neighbors must wait 1-year minimum before applying to the New Life Program again. *This may be altered with Director's approval.
 - Previous residents may not qualify to return to the program. Reasons for this may include the following:
 - Leaving the program due to violence, aggression or continuously breaking rules without concern of program dismissal.
 - Being verbally aggressive towards employees and/or other residents of the New Life Program.
 - Soliciting sensitive information including bank account information, money, transportation and any information considered to be sensitive to employees, volunteers, clients, neighbors and any other resident of the New Life Program.
 - Should a neighbor need to apply to the New Life Program again, their application is not considered high priority to those who have not had a chance to utilize our program.

Case Management

- Who Can Receive Case Management Assistance
 - Residents of Hays County, TX.
 - Neighbors in the New Life Program
 - Neighbors in need of Emergency Assistance
- What Assistance Southside Community Center Case Manager Can Provide
 - Case Managers are expected to be a primary source
- What Case Management does for New Life program Residents
 - Create plans
 - Create goals
 - Provide resources such as job opportunities and rental locators
 - Check in regularly for updates
- What Case Management does for Neighbors in Need of Emergency Assistance
 - Approve/Deny applications
 - Provide additional assistance
 - Find root cause of why assistance is needed and guide applicant in the right direction to address that root cause.

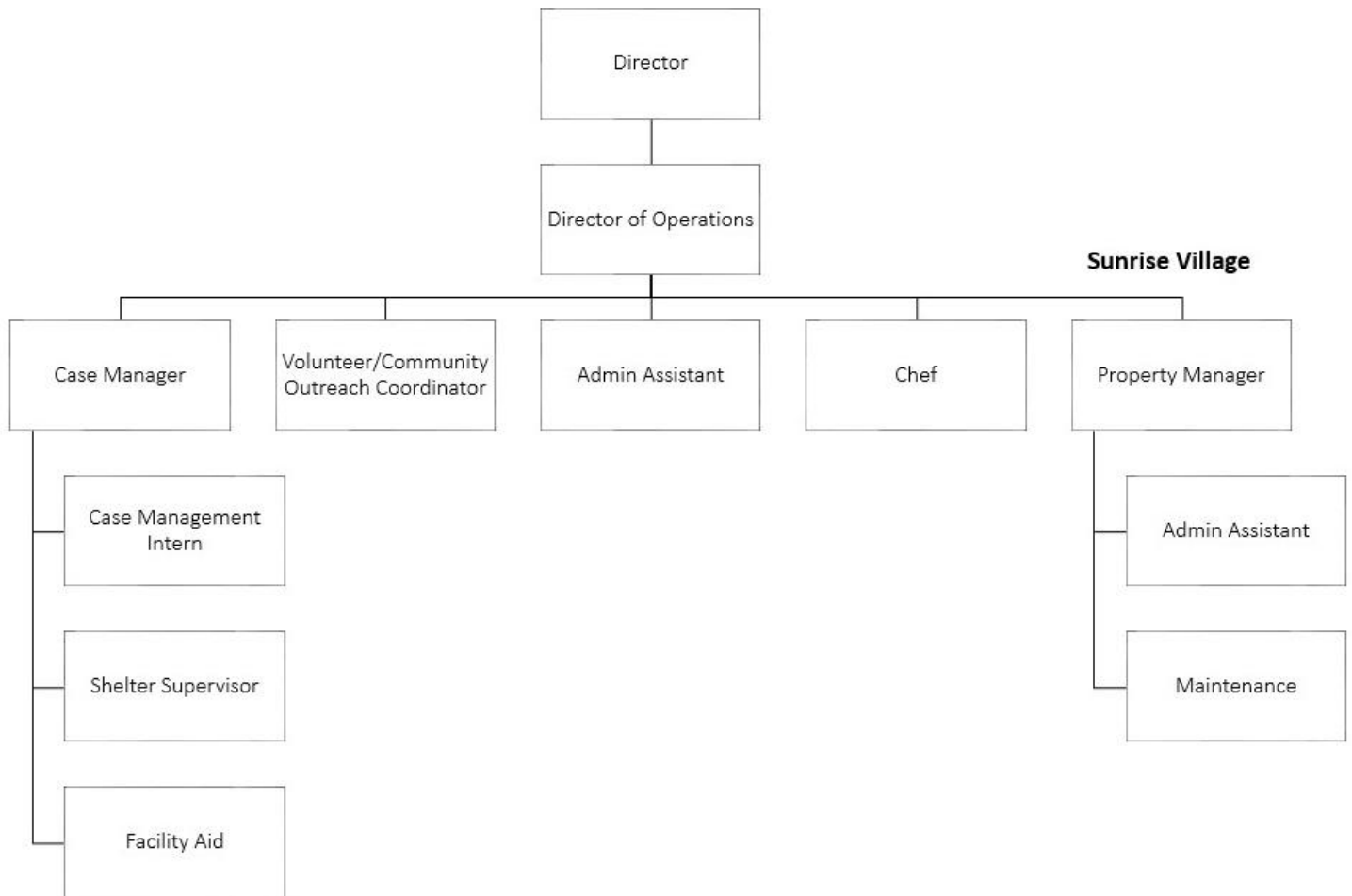


Southside Community Center Employees

*Subject to change as funding provides/roles are needed within the Southside Community Center Program.



Southside Community Center



Below are the job responsibilities of those above:

Case Manager

BASIC FUNCTION OF THE POSITION: The Case manager guides and supports neighbors, residents of the Southside Community Center Transitional Shelter and residents of Hay's County to reach their goals of financial stability. The Case Manager guides their clients by helping them to create goals and a plan to reach those goals. The Case Manager will also serve as a main contact for clients to be referred to other organizations/programs that may be able to assist them with their needs. The Case Manager should create a comfortable, unbiased and trusting environment for all clients to ensure they strive for success.

Shift Hours: Monday-Friday 8am-12pm and 1pm-5pm with overtime opportunities.

I. General Responsibilities:

- a. Participate in the updates of policies and procedures.



- b. Serve as point-of-contact for clients and neighbors to find necessary resources.
- c. Keep up-to-date files of clients and neighbors of Southside Community Center.
- d. Supervise the Shelter Supervisor, Case Management Intern and Facility Aid.
- e. Establishment and maintenance of good rapport with neighbors, clients, organizations and fellow co-workers.
- f. Complete reports as needed
- g. Make sure data stays updated in HMIS systems as well as in documents.

II. Specific Responsibilities

- a. Make connections with other organizations to have up-to-date references.
- b. Review Transitional Shelter applications and determine applicant's qualifications for the program.
- c. Conduct detailed interviews with Transitional Shelter applicants.
- d. Establish a plan with residents, neighbors and clients of Southside Community Center.
- e. Enroll neighbors into the Southside Community Center's Transitional Housing Program.
- f. Dismiss residents of Southside Community Center's Transitional Housing Program as needed.
- g. Ensure residents of the Southside Community Center's Transitional Shelter make progress in the program by having regularly scheduled meetings.
- h. Ensure the Transitional Shelter policies are being followed.
- i. Conduct Shelter inspections regularly.
- j. Ensure the Shelter is maintained properly and running appropriately.
- k. Review Emergency Assistance applications and determine applicant's qualifications for the program
- l. Conduct detailed interviews with the Emergency Assistance Program applicants to determine what caused the need for assistance and find appropriate resources or provide information to bring client to financial stability past the Emergency Assistance.

Volunteer/Outreach Coordinator

BASIC FUNCTIONS OF THE POSITION: The Volunteer/Outreach Coordinator will oversee all volunteer functions, direct volunteers and provide tasks for volunteers while keeping up-to-date records of volunteer hours, contact information and signed waivers/contracts. The Volunteer/Outreach Coordinator will attend community events and aid in the promotion of Southside Community Center and its programs. He/She will coordinate and plan Southside Community Center events and keep internet communications up-to-date. The Volunteer/Outreach coordinator is expected to be personable and approachable to establish networking relationships within the community.

Shift Hours: 8am-12pm and 1pm-5pm with overtime opportunities.

I. General Responsibilities

- a. Oversee volunteer activities and duties.
- b. Record keeping of all volunteer documents.
- c. Attend community events.
- d. Establish and maintain relationships with the community's organizations, businesses, volunteers and fellow co-workers.

II. Specific Responsibilities



- a. Maintain the Southside Community Center's website and social media.
- b. Respond to social media inquiries.
- c. Coordinate events for the organization.
- d. Inform the community of needed donations for the organization.
- e. Take overflow donations to Goodwill on scheduled days.
- f. Update monthly newsletter.
- g. Establish connections through the community that can benefit Southside Community Center's neighbors/clients.
- h. Coordinate volunteer tasks and direct them to the appropriate location of tasks.
- i. Maintain volunteer records: Signed waivers/contracts, volunteer hours, requirements and hours needed/completed of court ordered volunteer hours, volunteer sign-in and volunteer contact information
- j. Maintain the volunteer sign-up calendar on the Southside Community Center's website.

Administrative Assistant

BASIC FUNCTION OF THE POSITION: The Administrative Assistant will provide administrative support to ensure efficient operation of Southside Community Center. He/She will work alongside management, employees and visitors by managing a variety of tasks such as answering phones, making files, scanning documents and answering emails. The Administrative Assistant is responsible for greeting neighbors and clients of Southside Community Center and providing helpful information regarding the organization that pertains to their specific situation.

Shift Hours: Monday-Friday 8am-12pm and 1pm-5pm with overtime opportunities.

I. General Responsibilities

- a. Maintain communications between the organization and neighbors/clients of Southside Community Center.
- b. Create and maintain records, applications and documents.
- c. Establishment and maintenance of good rapport with clients, neighbors and fellow co-workers.
- d. Maintain professional and polite communication via phone, email and mail.

II. Specific Responsibilities

- a. Answer and screen phone calls.
- b. Respond to organizations general emails as well as forwarding any email that needs addressed by another department.
- c. Provide needed applications for neighbors/clients in need of assistance.
- d. Scanning and providing copies of documents as needed.
- e. Checking the mail and ensuring mail goes to the correct department.
- f. Schedule appointments for Director, Assistant Director and Case Management.
- g. Maintain office area and verify orders of supplies have been ordered to keep office prepared.



Case Management Intern

BASIC FUNCTION OF THE POSITION: Work closely with the Case Manager to ensure programs are running smoothly. The Case Management Intern will support the Case Manager in day-to-day activities as well as completing tasks that may be assigned to them by the Case Manager. Case Management Intern may assist with the Emergency Assistance Program, with supervision from the Case Manager, to get hands-on experience.

Shift Hours: Monday-Friday 8am-12pm and 1pm-5pm with overtime opportunities.

I. General Responsibilities

- a. Make communications as needed with clients and/or neighbors.
- b. Maintaining records.
- c. Serve as Admin Assistant when needed.
- d. Establishment and maintenance of good rapport with clients, neighbors and fellow co-workers.

II. Specific Responsibilities

- a. Coordinate with Case Manager to ensure efficient operation of Southside Community Center's programs.
- b. Assist with Emergency Assistance Program as needed.
- c. Ensure the referral sheet stays up to date.
- d. Attending community events with the Case Manager.

Chef

BASIC FUNCTION OF THE POSITION: The Chef is responsible for preparing nutritious breakfast and dinners to the neighbors of the community. He/She will do this by ensuring Southside Community Center has food donations picked up, organized and then cooked. The Chef will ensure dinner is a safe and welcoming environment to our neighbors by supervising dinners while they are in our facility.

Shift Hours: Monday-Friday 6:30am – 7:30am and 1pm – 5pm and Sunday's 10am – 11am

I. General Responsibilities

- a. Preparing meals for daily breakfast, dinners, board meetings and special occasions.
- b. Meet client's needs when supervisors are not in the office.
- c. Establishment and maintenance of good rapport with clients, neighbors and fellow co-workers.
- d. Support fellow co-workers in daily tasks as needed.

II. Specific Responsibilities

- a. Utilize personal vehicle and phone to coordinate pick up donated food from restaurants and other organizations.
 - i. May also purchase supplies from grocery stores for Southside Community Center facilities.
- b. Dispose of unnecessary clothing, furniture and appliance donations.
- c. Maintaining cleanliness of the kitchen and gym.
- d. Taking Sunrise residents to their weekly outings.
- e.



Shelter Supervisor

BASIC FUNCTION OF THE POSITION: The Shelter Supervisor supervises and supports the guests residing in the Southside Community Center Transitional Shelter. The primary responsibility of the Shelter Manager is to ensure all rules and procedures are always followed. The Supervisor should create a comfortable, unbiased environment for all residents to strive for success. You will be responsible for all activities that occur during your shift.

Shift Hours: Determined as Needed

I. General Responsibilities:

- a. Following up-to-date policy and procedures.
- b. Maintenance of safety and order within facility and its immediate surroundings.
- c. Upkeep and cleanliness of facility: Including maintenance of hygienic standards.
- d. Establishment and maintenance of good rapport with tenants and fellow co-workers.

II. Specific Responsibilities

- a. Be on site and ready to start shift on time.
- b. Supervise the facility at all times.
- c. Meeting with the Case Manager once a week to review overall operation of shelter.
 - i. The Shelter Supervisor should turn in a shelter report 24 hours prior to the meeting.
- d. Maintaining order among guests within facility and immediate surroundings.
- e. Responsible for daily routine of residents.
- f. Ensure the facility is clean before residents leave.
 - i. This should be done by conducting room inspections and a general inspection of the facility each morning.
- g. Oversee the shower services.
- h. Making sure towels are clean for showers.
- i. Ensure all empty rooms are ready for move-in for future residents.
- j. Assisting in setting up emergency beds during emergency heating/cooling shelter.
- k. Making sure all guests are out of the building by 8:00 am and arrive by curfew as set by shelter contract.
- l. Other duties as assigned.

Facility Aid

BASIC FUNCTION OF THE POSITION: The Facility Aid provides daily facility operations responsibilities to assist the Southside Community Center's staff members such as, cleaning the facility, organizing food and clothing donations, serving daily dinner and aiding staff to ensure the policies of Southside Community Center are being followed.

Shift Hours: 8am-12pm and 2pm-5pm with overtime opportunities.

I. General Responsibilities

- a. Accept food and clothing donations and place them in their designated areas.



- b. Keep the office and gym area cleaned throughout the day.
- c. Support Southside Community Center staff with tasks as needed.
- d. Establishment and maintenance of good rapport with clients, neighbors and fellow co-workers.

II. Specific Responsibilities

- a. Assist staff and neighbors by providing supervised access to laundry facilities.
- b. Assist Chef with preparing breakfast/dinner as needed.
- c. Fill in for the Chef and Shelter Supervisor when the Chef/Shelter Supervisor is unavailable for their shift.
- d. Support Volunteer/Community Outreach Coordinator to coordinate and support volunteers in gym as needed.
- e. Ensure pantry and fridges are kept clean and expired foods are disposed of.
- f. Help Chef and volunteers clean up the gym after dinners.
- g. Assist staff with emergency weather shelters as needed.
- h. Help with organizing donation center as needed.
- i. Complete clothing and hygiene vouchers.
- j. Assist with ensuring dinner logs are filled out correctly and legibly.
- k. Other duties as assigned.

Desiree Blanco
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desireeblanco43@gmail.com
(432) 360-8213

July 11, 2024

Dear City of San Marcos (Housing and Community Development Department),

I am writing to express my heartfelt support for the Southside Community Center and to share my personal experience and insights since joining this incredible organization in May 2024 as the Bookkeeper.

Working at Southside Community Center has been a profoundly eye-opening and enriching experience. Every day, I witness firsthand the remarkable impact that our programs and services have on the lives of our neighbors in San Marcos and Hays County. From providing specific assistance programs and laundry services to offering temporary shelter and affordable housing, Southside is a beacon of hope and support for those facing adversity.

One of the most striking aspects of Southside is the tight-knit and compassionate community we foster. Our staff and volunteers are deeply committed to our mission of preserving human dignity and promoting self-sufficiency. The sense of solidarity and mutual support among our team and the individuals we serve is truly inspiring. We work closely with our neighbors, building relationships based on trust, respect, and empathy.

However, despite our unwavering dedication and the significant positive impact we have on the community, we are continually challenged by limited funding. The demand for our services far exceeds our current financial resources, which constrains our ability to provide comprehensive support to all those in need. We regularly encounter situations where additional funding could make a critical difference, whether it's expanding our transitional shelter capacity, enhancing our specific assistance programs, or providing increased daily meals.

The need for increased funding is urgent. With additional financial support, we could not only sustain our current programs but also expand our reach and develop new initiatives to better serve our community. More funding would allow us to help more families secure safe and affordable housing, provide more nutritious meals to those facing food


insecurity, and offer more comprehensive services to ensure our neighbors have the resources they need to thrive.

I am deeply committed to Southside's mission and am passionate about the work we do. Every day, I see the positive changes we bring about, and I am constantly reminded of the endless potential for further impact if we had more resources at our disposal. Our community is resilient and full of promise, and with the necessary support, we can continue to uplift and empower our neighbors, fostering a brighter future for all.

I urge you to consider supporting Southside Community Center. Your contribution would have a profound and lasting effect on the lives of countless individuals and families in our community. Together, we can make a meaningful difference and continue the legacy of compassion and support that defines Southside.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink that reads "Desiree Blanco". The signature is written in a cursive style with a long horizontal flourish extending to the right.

Desiree Blanco
Bookkeeper
Southside Community Center

DARREN PARKER
7-17-24

Dear recipients,

I am writing to express my heartfelt support for Southside Community Center and its invaluable services, which have had a profound impact on the lives of individuals and families in our community. As someone who has personally experienced the transformative power of their programs, I can attest to the essential role Southside Community Center plays in fostering hope, stability, and self-sufficiency among our neighbors.

The Shelter Meals Program at Southside Community Center has been a lifeline for many, including myself. Through this program, nutritious meals are provided not only to those residing in the transitional shelter but also to anyone in need. This initiative ensures food security and promotes health and well-being, contributing significantly to the overall stability and resilience of our community.

In addition to the meals program, Southside Community Center offers a wide array of services that address the needs of our community. The housing assistance, laundry services, mail access, daily hygiene kits, showers, and specific assistance have been instrumental in helping many of us regain our footing during challenging times.

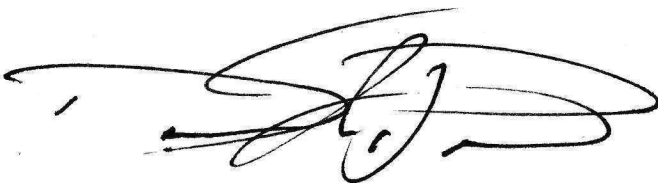
Southside Community Center's holistic approach extends beyond immediate assistance. The organization is deeply committed to fostering a sense of dignity and empowerment among its clients. By offering comprehensive support and creating opportunities for personal and economic growth, Southside Community Center helps individuals and families build a brighter future.

The dedication and compassion exhibited by the staff and volunteers at Southside Community Center are truly inspiring. Their unwavering commitment to serving the community has created a network of support that empowers individuals to overcome adversity and thrive. The impact of Southside Community Center's work is evident in the countless success stories of those who have benefited from their services, myself included.

In conclusion, I wholeheartedly endorse Southside Community Center and its mission. Their programs are essential to the well-being and prosperity of our community. Continued support and funding for Southside Community Center will ensure that they can continue to provide these vital services and create lasting positive change for many more individuals and families.

Thank you for considering my letter of support. I am confident that with your backing, Southside Community Center will continue to make a significant difference in the lives of those they serve.

Sincerely,

A handwritten signature in black ink, appearing to read 'Darren Parker', with a stylized, flowing script.

7/11/24

Hello my name is John,

I enjoy the employees I have interacted with. They have such a big heart and have accepted me from the beginning. I appreciate the many services provided such as the transitional shelter, the laundry services, and the showers. I have used the lockers and the daily meals that are provided. I wouldn't know what to do without the services that have been provided to me.

Sincerely,

John Fambury

Karen Massa

San Marcos, TX 78666

July 19, 2024

Dear Recipient,

I am writing to express my strong support for the Southside Community Center and its invaluable contributions to our community. As group leader for the Connection Church in Buda, TX, I have had the privilege of working closely with the center and have witnessed firsthand the profound impact of their programs.

The Southside Community Center provides essential services such as specific assistance, transitional housing, daily meals, laundry services, and summer and winter shelter programs. These services are crucial for our community members, especially those facing adversity. Additionally, the center offers rental assistance and case management which foster a sense of belonging and well-being.

The center's commitment to uplifting individuals and families is evident in the numerous success stories and positive outcomes they achieve.

I wholeheartedly endorse the Southside Community Center's mission and work. Their dedication to promoting self-sufficiency and stability among our neighbors is truly commendable. I encourage you to support their efforts, whether through funding, partnerships, or other resources.

Thank you for considering this request. Should you require any further information, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Karen Massa". The ink is dark and the signature is fluid, with the first and last names clearly legible.

Karen Massa

Southside Community Center

does important work for San Marcos and the surrounding areas. It enables fellow human beings to get a meal, take a shower, sleep in a bed, and start the process of becoming self-sufficient. These are basic elements of a life that most of us take for granted but if unable to provide oneself with these things, they are of paramount importance. Society needs to send a message that everyone is worthwhile and Southside Community Center is an excellent way to do that. As a volunteer here i can see the help it's giving folks in our communities. There is a real need for additional equipment and funding to help in this effort.

Regards

Terry Turner

A handwritten signature in black ink, appearing to be 'Terry Turner', with a long horizontal stroke extending to the right.

Marsha Nichols
San Marcos Texas 78666
July 21, 2024

Dear Recipient,

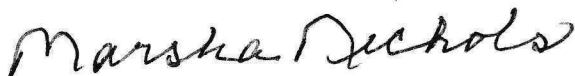
I started volunteering helping to serve meals at Southside Community Center about 2 months ago. My first time volunteering it was with 2 other ladies from my bible study group. Since then I have continued to volunteer on my own as many times a week as I am able. I have seen first hand the invaluable support and contribution they provide to your community helping those who need assistance in various way. I have also seen the graditude of those that they support. They are always grateful for whatever services are provided and express their heartfelt graditude.

Southside Community Center provides a lot more services than I thought they did from transistional housing, laundry services, summer and winter shelter programs in addition to daily meals. Not all who make use of the services are homeless but food insecure and not enough money to wash and dry their clothes and the clothes of their children. Some of the same families with young children and teen age children come for the dinner meal that is provided. The main dish is prepared fresh each day by the Southside chef and cook and he does a great job of creating good meals with whatever food and meat he has to work with and it is not only nutrional but presentable on the plates. Normally there is a main dish, some sort of vegetable and/or salad, fresh fruit when available or canned fruit, a dessert of some kind made fresh when ingredients are available or through bakery donations. I have seen a few come in and tell us they won't be back because they finally got a job out of the area and thank the staff and volunteers for their serrvice to them.

I totally endorse Southside Community Center and the work and services they provide. I have witnessed the successes of some of those they have helped to get them back on their feet and be self sufficient and supporting. Without them this probably not have happened. I hope you will support their efforts through funding, partnerships or other available resources.

Thank you for taking the time to read this letter and your consideration. Feel free to contact me if you have any questions about the information in this letter.

Sincerely,

A handwritten signature in cursive script that reads "Marsha Nichols". The ink is dark and the signature is fluid, with a large initial 'M' and a long, sweeping 's' at the end.

Marsha Nichols
925-325-6124

Sandra Robertson
San Marcos TX 78666
July 19 2024

I am writing to express my support
for Southside Center I Love the way
they help People in need as a volunteer
I seen Southside care for people
They help with meals, laundry, Shower's,
everything Southside is uplifting
Their dedication is wonderful
and I'm so pleased to be writing this
letter

Thank you
Sandra Robertson

