

FINNEY COUNTY COMMITTEE ON AGING  
Senior Center of Finney County, Meeting Room  
907 North 10<sup>th</sup>, Garden City, KS 67846  
AGENDA

**Wednesday, February 19, 2020**  
**1:30 pm**

CALL TO ORDER..... Kathleen Whitley

APPROVAL OF AGENDA

PUBLIC COMMENT.....Public

CONSENT AGENDA:

1. Approval of January 2020 minutes
2. Staff reports for January 2020

TREASURER'S REPORT.....Susan Burgardt

TRANSIT REPORT.....Rhonda Everett

DIRECTOR'S REPORT.....Shari Campbell

OLD BUSINESS:

NEW BUSINESS:

1. Transit – request to sell two retired transit buses via the purple wave auction.
2. 2020 Holiday Schedule
3. Personnel Policy Manual Review – board member participation
4. Retreat/Strategic Planning
5. Board Member Notebooks

FCCA: Questions and Comments.

ANNOUNCEMENTS:

EXECUTIVE SESSION:

“Madam Chairperson, I move we recess into executive session to discuss matters of non-elected personnel performance or salary or real property which are deemed confidential. We will reconvene into open meeting in the \_\_\_\_\_ Room at \_\_\_\_\_ pm”.

ADJOURNMENT

Next FCCA meeting will be Wednesday, March 18 at 1:30 pm.

# **FINNEY COUNTY COMMITTEE ON AGING**

Minutes for January 15, 2020

## **FCCA PRESENT**

Bob Sperling  
Sue Knight  
Robert Sparks  
Kathleen Whitley

Susan Burgardt  
Dick Monical  
Susan Escareno

## **STAFF PRESENT**

Shari Campbell  
Hilary Whiteley  
Leslie McCue

Rhonda Everett  
Patti Thummel  
Marcy Duncan

Absent: None

County Commissioner: None

Guest(s): Rita Shumate

## **CALL TO ORDER:**

Kathleen called the meeting to order at 1:29pm.

## **APPROVAL OF AGENDA:**

Bob moved to approve the agenda as written. Dick seconded. Motion carried.

## **PUBLIC COMMENT:**

Dave Jones called Shari to let the board know that the County Commissioners are looking for desired characteristics in a new County Administrator. Kathleen would like to see someone who can communicate really well. Any board members with can call Shari and let her know any additional input.

## **2020 FCCA OFFICER ELECTIONS:**

Bob moved that the officers remain the same as they were in 2019. Dick seconded. Motion carried.

## **CONSENT AGENDA:**

Bob moved to approve the consent agenda. Sue seconded. Motion carried.

## **TREASURER'S REPORT:**

December 2019 report attached. Sue moved to accept the treasurer's report. Bob seconded. Motion carried.

## **TRANSIT REPORT:**

Rhonda Everett: Report attached.

## **DIRECTOR'S REPORT:**

Shari Campbell: Report attached.

## **OLD BUSINESS:**

None.

**NEW BUSINESS:**

1. **SWKAAA request for matching funds:** Bob moved to approve request for \$1,500 to SWKAAA. Dick seconded. Motion carried.
2. **Committee appointments:** Bob will remain on Transit; Susan B. will remain on Meals on Wheels; Susan E. will remain on RSVP; Sue will be on Nutrition.
3. **Banking Resolution:** Sue moved to approve the resolution. Susan E. seconded. Motion carried.
4. **Online Banking:** Sue moved to approve Hilary and Shari access to online banking at Western State Bank. Robert seconded. Motion carried.

**FCCA QUESTIONS AND COMMENTS:**

Patti needs volunteers to deliver Meals on Wheels for the rest of January.

**EXECUTIVE SESSION:**

Bob moved to go into Executive Session to discuss matters of non-elected personnel performance or salary which are deemed confidential. The open meeting shall reconvene in the Blue Meeting Room at 3:00pm. Sue seconded. Motion carried.

Open session: 3:00pm.

Robert moved to make Marcy's 2% raise based on her total salary. Health insurance stipend will be re-evaluated at the end of the year. Susan B. seconded. Motion carried.

**ANNOUNCEMENTS:**

Next FCCA Board meeting will be on Wednesday, February 19, 2020 at 1:30pm.

**ADJOURNMENT:**

Sue made motion to adjourn at 3:03pm. Dick seconded. Motion carried.

Respectfully submitted,

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Kathleen Whitley

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Susan Escareno



Feeding the Homebound in Finney County  
620-272-3620

## Monthly Report January, 2020

In January the Meals on Wheels program delivered 1,479 meals to 78 Finney County residents during the 20 days of operation. The cost to St. Catherine's Hospital was \$5,324.40. There was 541 meals delivered to 28 low income clients with a cost of \$2,001.10

We drove the CRV, 568 miles and delivered to 11 clients on the county route daily. We spent \$73.44 in gas.

Delivering meals through the month of January was The Church of the Nazarene along with Meals on Wheels Subs and Duane Riley.

In January, Meals on Wheels received \$2,333.37 from United Way, \$28,000.00 from Mary Jo Williams and \$8,234.60 in donations.

Respectfully submitted,

Patti Thummel



**RSVP**  
**January 2020**

**Staff and volunteers were busy preparing for the tax season. Anyone who is a Site Coordinator, Preparer or Quality Reviewer must be certified in: Code of Conduct, Intake/Interview, Basic and Advance certifications. Certifications are a requirement by the IRS and completed through Link & Learn. The IRS provides the software we use. This year we are using the "Taxslayer" program again.**

**We started taking tax appointments and anticipate a busy tax season. We are booked into March already. We have five preparers, two quality reviewers and several interpreters.**

**I completed our semi-annual Project Progress Report (PPR) Semi Lite, Federal Financial Report (FFR) and our Quarterly Payment Management (PMS) report. W-2's and year end forms were completed and submitted.**

**We met with Edith Scheuerman Community Club twice this month. We made smore snowmen and thinking of you cards, Valentine cards for seniors and bagged 197 hygiene kits that were donated to Catholic Charities.**

**The Cookie Brigade baked 27 dozen cookies and 2 dozen cinnamon rolls for the GCPD annual awards dinner. This was on top of their normal monthly baking for the first responders.**

**Volunteers remain active helping with the disbursement of Commodities and food boxes at Emmaus House, delivering Meals on Wheels and helping at the Title III C Nutrition site. They continue to serve in several positions for St. Catherine Hospital, collate mailings, programs and information packets for numerous site stations. They serve as Hosts/Hostess's, at various agencies, receptionists for Kansas Children Service League, Catholic Charities and the Senior Center. They provide hours to Finney County Historical, GVRV, Warm Buddies Program and much more.**

**I helped with TET, gave two presentations at Tyson for United Way and spoke to the local Salmagundi group about RSVP.**

**Marty Dinkel**  
**RSVP Director**

**Finney County RSVP Board Meeting Minutes**  
**Monday, January 20, 2020**

The Finney County RSVP Board of Directors held their monthly meeting at the Senior Center of Finney County on Monday, January 20, 2020. Members in attendance were: Sharon Cook, Mark Whitley, Dianne Hunsberger, Sonja Taylor, FCCA Representative Susan Escareno, Marty Dinkel and Annette Elliott.

**Call to Order** - Sonja called the meeting to order.

**Minutes** – Sharon moved, and Dianne seconded a motion to accept the November minutes as presented, motion passed.

**Financial Report** – Marty presented the financial report for November & December. Sharon moved, and Mark seconded a motion to approve the November & December financial reports as presented, motion passed.

**Director's Report** – Marty presented the November & December director's report. Mark moved, and Dianne seconded a motion to approve the director's report as presented, motion passed.

**Old Business:**

**Sign Personnel Policies** – Personnel policy with changes and updates was signed by board members.

**Santa's for Seniors** – 2<sup>nd</sup> Annual Santa for Senior's was a huge success. Monetary donations were up 50% and 104 gift bags were handed out. Numerous agencies such as Cancer Center, GCCC, MOW's and Catholic Charities also benefitted by receiving extra food items and hygiene items that were left over.

**New Business:**

**CNCS Annual Senior Corp Conference** – Will be held in May 2020 in Washington DC (Arlington, VA). After researching plane ticket prices and with the cost of the motel for several nights, it was determined that there was not enough money in the budget for staff to attend. Staff will look to attend another conference before our year end in June 2020.

**Budget Committee** – Mark and Sharon both agreed to be on the Budget Committee. Both UW and Federal Grants will be due in March 2020.

**UW Grant** - UW Grant is due March 5<sup>th</sup>.

**Incidental Information:**

**FCCA Representative** – The meeting will be on Wednesday, February 19<sup>th</sup> at 1:30pm.

**Upcoming Events/Communications:** Love notes to be made on Saturday, February 1<sup>st</sup> from 2-4pm at the Senior Center. Valentines will be made for the residents of the local nursing homes.

With no further business Sonja adjourned the meeting.

Annette R Elliott,  
Secretary

**ELDERCARE – FRIENDSHIP MEALS**  
**Leslie McCue**

**PROGRESS**

**OUTCOMES**

MONTH of January 2020	Friendship Meals
# of Meals Served	839
Days of Operation	20
Average Daily Attendance	42
Lunch & Learn Attendance SCH	70
Average Daily Donation per meal	3.41

**ElderCare Advisory Committee Minutes**

**Nutrition Site Council Meeting**

**January 14, 2020 @ 1:00 pm**

Chairperson-Jean Schwab, Vice Chairperson-Janice Coleman, Secretary-Karen Dyer

Members-Kathy Smith, Bernita Maris, Kathleen Whitley (absent), Leslie McCue

Guests attending today-none

The meeting was called to order by Janice and was seconded by Kathy. The old minutes were review and meal statistics for December were read.

There were no complaints reported today. It was reported that for the most part, the seniors are very happy with the meals.

New business discussed included the cost of meals to the Senior Center will be going up to \$4.00 instead of \$3.50. However we will not be able to charge any more for the meals, due to Eldercare setting the recommended donation costs. It would be to our benefit to get more sponsors. One of the committee members also asked if instead of hot vegetables that are served now with chili, could we substitute them with with maybe raw vegetables

The members also asked if we could let the seniors know that if they are getting seconds that it would be appreciated for an extra small donation to help with the cost of the meals.

The next meeting is scheduled for February 11<sup>th</sup>.

That was the extent of the meeting today so Janice made a motion to adjourn and Kathy second it.



5:08 PM

02/13/20

Accrual Basis

## Finney County Committee on Aging, Inc.

## Balance Sheet

As of January 31, 2020

**ASSETS****Current Assets****Checking/Savings**

10000 · WSB Checking	539,480.18	260,760.32
10004 · American State Bank MoneyMarket	118,414.87	117,683.83
10005 · Kearny Co / GC State MMDA	98,618.10	98,227.44
10100 · Petty Cash		
10001 · Petty Cash - Senior Center	200.00	200.00
10002 · Petty Cash - Transit	129.08	129.08

Total 10100 · Petty Cash	329.08	329.08
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**10400 · Golden Plains Credit Union**

10009 · GPCU CL 24mo CD 2/17	111,415.26	111,415.26
10014 · GPCU 67527002 CD	114.45	114.45

Total 10400 · Golden Plains Credit Union	111,529.71	111,529.71
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**10500 · Edward Jones**

10504 · Cash held at Investment Brokers	812.92	812.92
10501 · USB Bank USA-669-18564-1-0 MOW	10,992.76	10,992.76
10502 · CAPTL One-669-18564-1-0 MOW	9,980.43	9,980.43
10521 · CAPTL ONE-669-18565-1-9 TRANSIT	23,984.20	23,984.20
10522 · UBS BANK-669-18565-1-9 TRANSIT	24,951.07	24,951.07

Total 10500 · Edward Jones	70,721.38	70,721.38
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**10600 · Valley State Bank**

10601 · Finney County 12 mth CD 3101097	127,277.66	124,935.90
10602 · MOW 12 mth CD 3101098	31,726.94	31,233.98

Total 10600 · Valley State Bank	159,004.60	156,169.88
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Total Checking/Savings	1,098,097.92	815,421.64
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Total Current Assets	1,098,097.92	815,421.64
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**Fixed Assets**

15161 · Land, at cost	717,668.12	717,668.12
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**15164 · Bldg & Outside Improvements**

15165 · Bldg & Outside Improvements	2,097,587.76	2,097,587.76
15166 · Accumulated Depreciation (Bldg)	-860,790.18	-860,790.18

Total 15164 · Bldg & Outside Improvements	1,236,797.58	1,236,797.58
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**15000 · Furniture and Equipment**

15170 · Furniture and Equipment	220,564.36	220,564.36
15171 · Accumulated Depreciation (F&E)	-214,479.25	-214,479.25

Total 15000 · Furniture and Equipment	6,085.11	6,085.11
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**16400 · Vehicles**

15175 · Vehicles, at cost	1,573,290.52	1,409,938.89
15176 · Accumulated Depreciation	-930,030.49	-930,030.49

Total 16400 · Vehicles	643,260.03	479,908.40
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Finney County Committee on Aging, Inc.  
**Balance Sheet**  
As of January 31, 2020

	Jan 31, 20	Jan 31, 19
Total Fixed Assets	2,603,810.84	2,440,459.21
<b>TOTAL ASSETS</b>	<b>3,701,908.76</b>	<b>3,255,880.85</b>
<b>LIABILITIES &amp; EQUITY</b>		
Liabilities		
Current Liabilities		
Other Current Liabilities		
22000 · Deferred revenues		
22230 · Deferred County Tax	151,334.96	0.00
Total 22000 · Deferred revenues	151,334.96	0.00
24000 · Payroll Liabilities		
24218 · Vision Care Liability	10.50	36.60
24100 · 941 Taxes Payable	0.02	0.00
24207 · KS Unemployment Liability	502.26	110.15
24215 · FSA Liability	166.64	0.00
24216 · AFLAC liability	0.00	5.89
Total 24000 · Payroll Liabilities	679.42	152.64
Total Other Current Liabilities	152,014.38	152.64
Total Current Liabilities	152,014.38	152.64
Total Liabilities	152,014.38	152.64
Equity		
31500 · Temp. Restricted Net Assets		
31510 · Restricted FiCo Cash Carryover	96,397.71	96,397.71
31511 · Restricted FiCo Bus Replacement	69,429.26	69,429.26
31512 · Restricted CL Carryover-CD	75,045.65	75,045.65
31513 · Restricted Nutrition Reserve	23,338.27	23,338.27
31514 · Restricted Beeline Carry Over	44,755.48	44,755.48
31515 · Restricted CL Bus Reserve	63,749.82	63,749.82
31520 · KDOT ARRA Buses	159,755.60	159,755.60
31522 · Restricted Cap Improve Reserve	87,163.63	87,163.63
31524 · Restricted MOW Reserve	35,307.00	35,307.00
31526 · Restricted Bus Barn Reserve	12,569.31	12,569.31
Total 31500 · Temp. Restricted Net Assets	667,511.73	667,511.73
32000 · Unrestricted Net Assets	2,841,166.61	2,468,448.65
Net Income	41,216.04	119,767.83
Total Equity	3,549,894.38	3,255,728.21
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>3,701,908.76</b>	<b>3,255,880.85</b>

# **Finney County Committee on Aging, Inc.** **Profit & Loss Month Comparison** **January 2020**

	Jan 20	Jan 19
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
40000 · Grants / Contracts		
40001 · Finney County Mill Levy	29,333.34	0.00
40002 · City of Garden City Contract	0.00	135,183.61
40003 · City of Dodge City Contract	8,084.73	6,357.26
40004 · KDOT	83,555.48	67,046.58
40005 · ElderCare / Nutrition	352.22	276.10
40007 · Meals on Wheels		
40007.3 · MOW Mary Jo Williams	28,000.00	28,000.00
40007.1 · MOW United Way	2,333.37	2,100.00
Total 40007 · Meals on Wheels	30,333.37	30,100.00
Total 40000 · Grants / Contracts	151,659.14	238,963.55
41000 · Local Match		
41001 · Finney County Local Match	500.00	130.00
41002 · Garden City Local Match	230.00	460.00
Total 41000 · Local Match	730.00	590.00
47200 · Program Income		
43002 · Transit Fares	2,494.75	3,500.81
43003 · Meals on Wheels Fees	4,001.40	3,383.30
43005 · SC Building Rent Income	280.00	183.00
Total 47200 · Program Income	6,776.15	7,067.11
43500 · Donation / Memorial Income		
43501 · Program Donations / Memorials	463.86	1,546.88
43503 · MOW Donations / Memorials	7,934.60	840.10
43504 · Nutrition Donations / Memorials	50.00	0.00
Total 43500 · Donation / Memorial Income	8,448.46	2,386.98
44000 · Other Revenue (Nonmatch)		
44005 · Interest and Dividends	196.97	1,225.68
44010 · Insurance Reimbursement	0.00	5,659.27
44020 · Misc. Income	0.00	40.00
Total 44000 · Other Revenue (Nonmatch)	196.97	6,924.95
<b>Total Income</b>	<b>167,810.72</b>	<b>255,932.59</b>
<b>Gross Profit</b>	<b>167,810.72</b>	<b>255,932.59</b>
<b>Expense</b>		
60000 · Payroll Expenses		
60001 · Salaries & Wages		
60002 · Salaries & Wages Administration	23,970.64	19,791.60
60003 · Transit Wages		
60004 · Driver Hourly	28,506.96	23,838.98
60005 · Dispatch Hourly	8,208.45	9,212.14
60007 · Mechanic Hourly	547.33	349.17
Total 60003 · Transit Wages	37,262.74	33,400.29
60010 · Senior Center Hourly	5,880.52	8,813.39
60015 · Paid Time Off		
60018 · Paid Time Off - Weather	2,703.70	2,640.66
60017 · Paid Time Off - Vacation	1,192.79	1,444.71
60016 · Paid Time Off - Sick	280.98	856.33
Total 60015 · Paid Time Off	4,177.47	4,941.70
60020 · Holiday Wages	7,728.82	10,417.79
Total 60001 · Salaries & Wages	79,020.19	77,364.77
60100 · Payroll Taxes		

# Finney County Committee on Aging, Inc.

## Profit & Loss Month Comparison

### January 2020

	Jan 20	Jan 19
60101 · FICA / Medicare Taxes	5,959.29	5,857.58
60102 · KS Unemployment	545.29	153.16
<b>Total 60100 · Payroll Taxes</b>	<b>6,504.58</b>	<b>6,010.74</b>
60200 · Employee Benefits		
60202 · Retirement	1,805.67	1,738.29
<b>Total 60200 · Employee Benefits</b>	<b>1,805.67</b>	<b>1,738.29</b>
60300 · Workers compensation	118.00	1,440.00
60000 · Payroll Expenses - Other	4.86	0.00
<b>Total 60000 · Payroll Expenses</b>	<b>87,453.30</b>	<b>86,553.80</b>
60900 · Advertising	558.24	91.60
62100 · Contract Services		
62110 · Accounting Fees	566.55	564.37
62150 · Purchased Services	6,398.53	4,983.81
<b>Total 62100 · Contract Services</b>	<b>6,965.08</b>	<b>5,548.18</b>
62800 · Facilities and Equipment		
62840 · Equip Rental and Maintenance	154.70	0.00
62870 · Property & Liability Insurance	2,233.53	1,896.71
62880 · Facility Repairs / Maintenance		
62882 · Facility Maintenance	1,976.96	5,455.38
62881 · Facility Repairs	57.00	219.35
<b>Total 62880 · Facility Repairs / Maintenance</b>	<b>2,033.96</b>	<b>5,674.73</b>
62885 · Building Supplies	60.79	103.72
62890 · Utilities	2,707.81	2,919.77
<b>Total 62800 · Facilities and Equipment</b>	<b>7,190.79</b>	<b>10,594.93</b>
63000 · Office Expenses		
63010 · Postage / Mailing Service	5.43	0.00
63020 · Office Supplies	997.33	1,095.13
63025 · Insurance-Directors & Officers	0.00	1,271.00
63030 · Computer Hardware / Software	211.14	0.00
<b>Total 63000 · Office Expenses</b>	<b>1,213.90</b>	<b>2,366.13</b>
64000 · Vehicle Related Expenses		
64109 · Vehicle Repairs/Maintenance		
64111 · Vehicle Maintenance	3,900.52	2,955.07
64110 · Vehicle Repairs	1,680.63	7,620.27
<b>Total 64109 · Vehicle Repairs/Maintenance</b>	<b>5,581.15</b>	<b>10,575.34</b>
64100 · Vehicle Insurance	1,962.77	2,446.77
64105 · Fuel	6,658.87	5,085.70
64113 · Shop / Mechanic Equipment	22.39	0.00
64115 · Tags, Taxes, and Fees	0.00	3,301.53
<b>Total 64000 · Vehicle Related Expenses</b>	<b>14,225.18</b>	<b>21,409.34</b>
65000 · Communications	377.30	692.09
65100 · Other Types of Expenses		
65160 · Miscellaneous Expense	1,637.80	1,718.32
65185 · Drug / Phys / Vaccine / MVR		
65189 · Physicals	80.00	0.00
65186 · Drug Testing	70.00	0.00
<b>Total 65185 · Drug / Phys / Vaccine / MVR</b>	<b>150.00</b>	<b>0.00</b>
65195 · RSVP Grant	6,250.00	6,250.00
<b>Total 65100 · Other Types of Expenses</b>	<b>8,037.80</b>	<b>7,968.32</b>
66000 · Dept. Expenses		



5:09 PM

02/13/20

Accrual Basis

**Finney County Committee on Aging, Inc.**  
**Profit & Loss Month Comparison**  
**January 2020**

	Jan 20	Jan 19
66010 · Program Supplies	487.04	307.77
66011 · Nutrition Supplies	70.08	208.48
66012 · Meals on Wheels Supplies	12.97	364.43
Total 66000 · Dept. Expenses	570.09	880.68
69010 · Bank / Interest Fees	3.00	59.69
Total Expense	126,594.68	136,164.76
Net Ordinary Income	41,216.04	119,767.83
Net Income	<b>41,216.04</b>	<b>119,767.83</b>

# Finney County Committee on Aging, Inc.

## Profit & Loss YTD Comparison

### January 2020

	Jan 20	Jan 19
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
40000 · Grants / Contracts		
40001 · Finney County Mill Levy	29,333.34	0.00
40002 · City of Garden City Contract	0.00	135,183.61
40003 · City of Dodge City Contract	8,084.73	6,357.26
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43504 · Nutrition Donations / Memorials	50.00	0.00
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44000 · Other Revenue (Nonmatch)		
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<b>Expense</b>		
60000 · Payroll Expenses		
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**Finney County Committee on Aging, Inc.**  
**Profit & Loss YTD Comparison**  
**January 2020**

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62800 · Facilities and Equipment		
62840 · Equip Rental and Maintenance	154.70	0.00
62870 · Property & Liability Insurance	2,233.53	1,896.71
62880 · Facility Repairs / Maintenance		
62882 · Facility Maintenance	1,976.96	5,455.38
62881 · Facility Repairs	57.00	219.35
<b>Total 62880 · Facility Repairs / Maintenance</b>	<b>2,033.96</b>	<b>5,674.73</b>
62885 · Building Supplies	60.79	103.72
62890 · Utilities	2,707.81	2,919.77
<b>Total 62800 · Facilities and Equipment</b>	<b>7,190.79</b>	<b>10,594.93</b>
63000 · Office Expenses		
63010 · Postage / Mailing Service	5.43	0.00
63020 · Office Supplies	997.33	1,095.13
63025 · Insurance-Directors & Officers	0.00	1,271.00
63030 · Computer Hardware / Software	211.14	0.00
<b>Total 63000 · Office Expenses</b>	<b>1,213.90</b>	<b>2,366.13</b>
64000 · Vehicle Related Expenses		
64109 · Vehicle Repairs/Maintenance		
64111 · Vehicle Maintenance	3,900.52	2,955.07
64110 · Vehicle Repairs	1,680.63	7,620.27
<b>Total 64109 · Vehicle Repairs/Maintenance</b>	<b>5,581.15</b>	<b>10,575.34</b>
64100 · Vehicle Insurance	1,962.77	2,446.77
64105 · Fuel	6,658.87	5,085.70
64113 · Shop / Mechanic Equipment	22.39	0.00
64115 · Tags, Taxes, and Fees	0.00	3,301.53
<b>Total 64000 · Vehicle Related Expenses</b>	<b>14,225.18</b>	<b>21,409.34</b>
65000 · Communications	377.30	692.09
65100 · Other Types of Expenses		
65160 · Miscellaneous Expense	1,637.80	1,718.32
65185 · Drug / Phys / Vaccine / MVR		
65189 · Physicals	80.00	0.00
65186 · Drug Testing	70.00	0.00
<b>Total 65185 · Drug / Phys / Vaccine / MVR</b>	<b>150.00</b>	<b>0.00</b>
65195 · RSVP Grant	6,250.00	6,250.00
<b>Total 65100 · Other Types of Expenses</b>	<b>8,037.80</b>	<b>7,968.32</b>
66000 · Dept. Expenses		



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Accrual Basis

**Finney County Committee on Aging, Inc.**

**Profit & Loss YTD Comparison**

**January 2020**

	Jan 20	Jan 19
66010 · Program Supplies	487.04	307.77
66011 · Nutrition Supplies	70.08	208.48
66012 · Meals on Wheels Supplies	12.97	364.43
Total 66000 · Dept. Expenses	570.09	880.68
69010 · Bank / Interest Fees	3.00	59.69
Total Expense	126,594.68	136,164.76
Net Ordinary Income	41,216.04	119,767.83
Net Income	<b>41,216.04</b>	<b>119,767.83</b>

# **Finney County Committee on Aging, Inc.** **Profit & Loss Budget vs. Actual** **January 2020**

	Jan 20	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
40000 · Grants / Contracts				
40001 · Finney County Mill Levy	29,333.34	352,000.00	-322,666.66	8.3%
40002 · City of Garden City Contract	0.00	264,057.00	-264,057.00	0.0%
40003 · City of Dodge City Contract	8,084.73	68,084.00	-59,999.27	11.9%
40004 · KDOT	83,555.48	1,065,611.00	-982,055.52	7.8%
40005 · ElderCare / Nutrition	352.22	3,750.00	-3,397.78	9.4%
40007 · Meals on Wheels				
40007.3 · MOW Mary Jo Williams	28,000.00			
40007.1 · MOW United Way	2,333.37			
40007 · Meals on Wheels - Other	0.00	74,000.00	-74,000.00	0.0%
Total 40007 · Meals on Wheels	30,333.37	74,000.00	-43,666.63	41.0%
Total 40000 · Grants / Contracts	151,659.14	1,827,502.00	-1,675,842.86	8.3%
41000 · Local Match				
41001 · Finney County Local Match	500.00	2,300.00	-1,800.00	21.7%
41002 · Garden City Local Match	230.00	7,100.00	-6,870.00	3.2%
Total 41000 · Local Match	730.00	9,400.00	-8,670.00	7.8%
47200 · Program Income				
43002 · Transit Fares	2,494.75	37,630.00	-35,135.25	6.6%
43003 · Meals on Wheels Fees	4,001.40	48,500.00	-44,498.60	8.3%
43005 · SC Building Rent Income	280.00	3,000.00	-2,720.00	9.3%
Total 47200 · Program Income	6,776.15	89,130.00	-82,353.85	7.6%
43500 · Donation / Memorial Income				
43501 · Program Donations / Memorials	463.86	12,000.00	-11,536.14	3.9%
43503 · MOW Donations / Memorials	7,934.60	27,500.00	-19,565.40	28.9%
43504 · Nutrition Donations / Memorials	50.00	1,000.00	-950.00	5.0%
Total 43500 · Donation / Memorial Income	8,448.46	40,500.00	-32,051.54	20.9%
44000 · Other Revenue (Nonmatch)				
44005 · Interest and Dividends	196.97	3,815.00	-3,618.03	5.2%
Total 44000 · Other Revenue (Nonmatch)	196.97	3,815.00	-3,618.03	5.2%
Total Income	167,810.72	1,970,347.00	-1,802,536.28	8.5%
<b>Gross Profit</b>	167,810.72	1,970,347.00	-1,802,536.28	8.5%
<b>Expense</b>				
60000 · Payroll Expenses				
60001 · Salaries & Wages				
60002 · Salaries & Wages Administration	23,970.64			
60003 · Transit Wages				
60004 · Driver Hourly	28,506.96			
60005 · Dispatch Hourly	8,208.45			
60007 · Mechanic Hourly	547.33			
Total 60003 · Transit Wages	37,262.74			
60010 · Senior Center Hourly	5,880.52			
60015 · Paid Time Off				
60018 · Paid Time Off - Weather	2,703.70			
60017 · Paid Time Off - Vacation	1,192.79			
60016 · Paid Time Off - Sick	280.98			
Total 60015 · Paid Time Off	4,177.47			
60020 · Holiday Wages	7,728.82			
Total 60001 · Salaries & Wages	79,020.19			
60100 · Payroll Taxes				
60101 · FICA / Medicare Taxes	5,959.29			
60102 · KS Unemployment	545.29			
Total 60100 · Payroll Taxes	6,504.58			
60200 · Employee Benefits				
60202 · Retirement	1,805.67			
Total 60200 · Employee Benefits	1,805.67			
60300 · Workers compensation	118.00			

# **Finney County Committee on Aging, Inc.** **Profit & Loss Budget vs. Actual** **January 2020**

	Jan 20	Budget	\$ Over Budget	% of Budget
60000 · Payroll Expenses - Other	4.86	1,162,896.00	-1,162,891.14	0.0%
<b>Total 60000 · Payroll Expenses</b>	<b>87,453.30</b>	<b>1,162,896.00</b>	<b>-1,075,442.70</b>	<b>7.5%</b>
60900 · Advertising	558.24	10,850.00	-10,291.76	5.1%
62100 · Contract Services				
62160 · Reveal Software Contract	0.00	41,000.00	-41,000.00	0.0%
62110 · Accounting Fees	566.55			
62120 · Audit fees	0.00	10,050.00	-10,050.00	0.0%
62150 · Purchased Services	6,398.53	89,900.00	-83,501.47	7.1%
<b>Total 62100 · Contract Services</b>	<b>6,965.08</b>	<b>140,950.00</b>	<b>-133,984.92</b>	<b>4.9%</b>
62800 · Facilities and Equipment				
62840 · Equip Rental and Maintenance	154.70			
62870 · Property & Liability Insurance	2,233.53	29,650.00	-27,416.47	7.5%
62880 · Facility Repairs / Maintenance				
62882 · Facility Maintenance	1,976.96			
62881 · Facility Repairs	57.00			
62880 · Facility Repairs / Maintenance - Other	0.00	35,600.00	-35,600.00	0.0%
<b>Total 62880 · Facility Repairs / Maintenance</b>	<b>2,033.96</b>	<b>35,600.00</b>	<b>-33,566.04</b>	<b>5.7%</b>
62885 · Building Supplies	60.79	2,250.00	-2,189.21	2.7%
62890 · Utilities	2,707.81	37,500.00	-34,792.19	7.2%
<b>Total 62800 · Facilities and Equipment</b>	<b>7,190.79</b>	<b>105,000.00</b>	<b>-97,809.21</b>	<b>6.8%</b>
63000 · Office Expenses				
63005 · Dues and subscriptions	0.00	1,750.00	-1,750.00	0.0%
63010 · Postage / Mailing Service	5.43			
63020 · Office Supplies	997.33	15,000.00	-14,002.67	6.6%
63030 · Computer Hardware / Software	211.14			
<b>Total 63000 · Office Expenses</b>	<b>1,213.90</b>	<b>16,750.00</b>	<b>-15,536.10</b>	<b>7.2%</b>
64000 · Vehicle Related Expenses				
64109 · Vehicle Repairs/Maintenance				
64111 · Vehicle Maintenance	3,900.52			
64110 · Vehicle Repairs	1,680.63	1,500.00	180.63	112.0%
64109 · Vehicle Repairs/Maintenance - Other	0.00	110,000.00	-110,000.00	0.0%
<b>Total 64109 · Vehicle Repairs/Maintenance</b>	<b>5,581.15</b>	<b>111,500.00</b>	<b>-105,918.85</b>	<b>5.0%</b>
64100 · Vehicle Insurance	1,962.77	27,900.00	-25,937.23	7.0%
64105 · Fuel	6,658.87	157,250.00	-150,591.13	4.2%
64113 · Shop / Mechanic Equipment	22.39			
<b>Total 64000 · Vehicle Related Expenses</b>	<b>14,225.18</b>	<b>296,650.00</b>	<b>-282,424.82</b>	<b>4.8%</b>
65000 · Communications	377.30	9,200.00	-8,822.70	4.1%
65100 · Other Types of Expenses				
65160 · Miscellaneous Expense	1,637.80	3,500.00	-1,862.20	46.8%
65170 · Uniforms	0.00	500.00	-500.00	0.0%
65185 · Drug / Phys / Vaccine / MVR				
65189 · Physicals	80.00			
65186 · Drug Testing	70.00	2,400.00	-2,330.00	2.9%
<b>Total 65185 · Drug / Phys / Vaccine / MVR</b>	<b>150.00</b>	<b>2,400.00</b>	<b>-2,250.00</b>	<b>6.3%</b>
65195 · RSVP Grant	6,250.00	25,000.00	-18,750.00	25.0%
<b>Total 65100 · Other Types of Expenses</b>	<b>8,037.80</b>	<b>31,400.00</b>	<b>-23,362.20</b>	<b>25.6%</b>
66000 · Dept. Expenses				
66010 · Program Supplies	487.04	15,876.00	-15,388.96	3.1%
66011 · Nutrition Supplies	70.08	1,750.00	-1,679.92	4.0%
66012 · Meals on Wheels Supplies	12.97	3,100.00	-3,087.03	0.4%
<b>Total 66000 · Dept. Expenses</b>	<b>570.09</b>	<b>20,726.00</b>	<b>-20,155.91</b>	<b>2.8%</b>
68300 · Travel and Meetings				
68315 · Education	0.00	4,150.00	-4,150.00	0.0%
68320 · Travel Expenses	0.00	1,775.00	-1,775.00	0.0%
<b>Total 68300 · Travel and Meetings</b>	<b>0.00</b>	<b>5,925.00</b>	<b>-5,925.00</b>	<b>0.0%</b>
69010 · Bank / Interest Fees	3.00			
<b>Total Expense</b>	<b>126,594.68</b>	<b>1,800,347.00</b>	<b>-1,673,752.32</b>	<b>7.0%</b>



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Accrual Basis

## Finney County Committee on Aging, Inc.

## Profit &amp; Loss Budget vs. Actual

January 2020

	Jan 20	Budget	\$ Over Budget	% of Budget
Net Ordinary Income	41,216.04	170,000.00	-128,783.96	24.2%
Other Income/Expense				
Other Expense				
80100 - Capital Purchases	0.00	170,000.00	-170,000.00	0.0%
Total Other Expense	0.00	170,000.00	-170,000.00	0.0%
Net Other Income	0.00	-170,000.00	170,000.00	0.0%
Net Income	41,216.04	0.00	41,216.04	100.0%



*Our Transportation Is Your Destination*

1008 N. 11<sup>th</sup> Street \* Garden City, KS 67846 \* 620-272-3626

[www.finneycountytransit.org](http://www.finneycountytransit.org)

## FCT MONTHLY REPORT

January 2020

January 7<sup>th</sup> was our Monthly FCT Committee meeting with a new committee member, Nancy Mader, who was approved at the December 17<sup>th</sup> City Commissioner meeting. Discussion at the meeting was goals for 2020. Some of the goals discussed were moving forward with advertising on the interior of the buses, looking into other funding sources to peruse the continually discussed extending hours or days of public transportation, updating policy and procedure manuals along with some other small goals. Our next meeting will be February 10<sup>th</sup>, 2020, 2:00pm at FCT meeting room.

Abby Powell and I continue to attend monthly PRSA (Public Relation Society of America) meetings

Marcy Duncan and I continue to attend weekly Garden City CIP (Capital Improvement Planning Committee) meetings.

January 13<sup>th</sup> I attended a Fred Pryor Seminar "How to Supervise People"

Sam Curran has stepped away from City Public Works Director effective January 27<sup>th</sup>. He will be retiring from the City of Garden City effective July 3<sup>rd</sup>. Andy Liebelt has assumed the title and responsibilities of Interim Public Works Director until a permanent Public Words Director is named later in 2020.

We will have the retired buses, #20 and #27 for sale in the near future. As soon as the labeling is removed we can contact Purple Wave to get a date for listing.

### **Upcoming Events**

February We are gearing up for our annual DOT vehicle inspection

February 20<sup>th</sup> Monthly FCCA Employee Birthday Celebration 9:00AM-5:00PM

February 25<sup>th</sup> Visually Impaired Training for Para Transit Drivers 1:00-2:00PM

February 29<sup>th</sup> LiveWell Finney County Health Fair (Time TBA)

March 2<sup>nd</sup> FCT Committee Meeting 2:00PM

March 2<sup>nd</sup> – 17<sup>th</sup> Lucky Leprechaun Shenanigans

March 4<sup>th</sup> CTD #6 Meeting Dodge City 1:00PM

March 12 Abe Hubert Spring into Action Wellness Night 6:00-7:30PM

March 16<sup>th</sup>-20<sup>th</sup> Spring Break – Youth Ride Free

March 19<sup>th</sup> Transit Driver Appreciation Day / 1<sup>st</sup> Day of spring / Monthly Birthday Celebration 9:00AM-5:00PM

March 30-April 10<sup>th</sup> Egg Hunt

April 2<sup>nd</sup> RTAP Training 8:30AM-4:30PM  
April 6<sup>th</sup> FCT Committee Meeting 2:00PM  
April 16<sup>th</sup> RTAP Training 8:30AM-4:30PM  
April 22<sup>nd</sup> Lee Richardson Zoo Earth Day Event 10:00AM-4:00PM  
April 23<sup>rd</sup> Present at Citizen's Academy, Garden City Airport  
May 4<sup>th</sup> FCT Committee Meeting 2:00PM  
May 22<sup>nd</sup> Start of Summer Youth Ride Free  
May 25<sup>th</sup> Memorial Day (Closed)  
June 1<sup>st</sup> FCT Committee Meeting 2:00PM  
June 3<sup>rd</sup> CTD #6 Meeting Garden City 1:00PM  
June 4<sup>th</sup> RTAP Training 8:30AM-4:30PM

City Link provided 4680 rides in January 2020 averaging 234 rides per day. This is a decrease in ridership of 14.99% from January 2019. Mini Bus 1398 provided rides averaging 70 rides per day. This is a 4% increase in ridership of from January 2019. January

Rhonda Everett  
Finney County Transit Director



## CITY LINK RIDERSHIP BOARDINGS

BUS ROUTE DESCRIPTIONS	JANUARY 2020					ROUTE TOTALS
	M	T	W	T	F	
RED - SOUTH CITY	251	129	173	201	182	936
GREEN - NORTH CITY	181	115	187	226	215	924
ORANGE - SE COUNTY	196	136	186	168	189	875
BLUE - NW COUNTY	411	315	382	452	385	1945
<b>MONTHLY TOTALS</b>	<b>1039</b>	<b>695</b>	<b>928</b>	<b>1047</b>	<b>971</b>	<b>4680</b>

Avg. Rides: 234  
20 days

2 Snow days

## MINIBUS RIDERSHIP BOARDINGS

BUS NUMBER	JANUARY 2020					ROUTE TOTALS
	M	T	W	T	F	
#14	0	0	0	0	3	3
#15	31	31	40	23	33	158
#17	18	37	53	45	13	166
#18	81	34	78	68	55	316
#19	46	37	55	34	36	208
#37	45	42	25	53	32	197
#39	43	36	55	34	39	207
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
<b>MONTHLY TOTALS</b>	<b>264</b>	<b>217</b>	<b>306</b>	<b>257</b>	<b>211</b>	<b>1255</b>

Avg. Rides: 70  
20 days



**Finney County Committee on Aging**  
Shari Campbell, Executive Director  
January 14, 2019

**Activities Report:**

- A new activity for the Senior Center is the monthly Rise & Shine Breakfast. In January, we had 32 in attendance. As of 2/13/2020, we have 43 signed up for the February breakfast.
- Patti hosted a FUN Party to help everyone beat the winter blues. We had 30+ seniors who stayed for the games after lunch. We had very positive responses to the photos she posted on Facebook. Party participation is up since we are starting them at 11:30 before lunch and wrapping up by 1:00 or 1:30.
- Our casino trips continue to be very popular. We always have a waiting list for additional riders.

**Building Report**

- The county is developing a month to month contract for IT services. We will wait until the interim county administrator is on board to proceed with IT and Maintenance agreements. Shari will be requesting a get to know you/state of FCCA meeting with him in March.
- The movable wall between RSVP and the art room has been repaired by Walz Construction. Rex Harrison from County maintenance brought them over after the last board meeting and they agreed to take on the project. They identified the wall damage as a huge safety risk for us. They removed a section of the wall while they were here to first day to prevent a possible accident.
- The parking lot issues have not yet been addressed by the county. A new work request was submitted in November. No response, however winter is not the time that parking lots are repaired. With each passing winter storm, the holes get deeper and the broken of areas get bigger. I will submit request again in April.
- The Senior Center was identified by Coldwell Banker to be the recipient of a copier that they no longer need to have as a back-up. While this is a b/w copier that prints 8 1/2 x 11 or 8 1/2 x 14, it could help us get by a bit longer before making a major, unbudgeted purchase. I am making arrangement to have a bus with a lift go over and pick it up and bring it here. The Transit color copier can be used to print the next few newsletters.

**Miscellaneous**

- We are still exploring ways to avoid passing on increased costs to the MOW recipients. Thus far, Eldercare has not approved for us to ask for a larger donation for our lunch meals. The additional cost just for meals is about \$100.00/week. We are anxious to see what amount Eldercare will actually reimburse us for. It is not feasible for MOW to enter a partnership with Eldercare. #1, they don't have budget and #2, they would take all donations raised by Patti for MOW. We would lose money partnering with them. We may have to re-think reduced and free MOW lunches depending on additional packaging costs. Susan provided us with three potential resources to help defray some of our new MOW associated expenses. Patti may target some other new donor to help with paper goods.
- I have attached a committee calendar to my report. It has dates and times for Nutrition, RSVP, Transit and MOW 2020 committee meetings.
- I have completed the performance reviews and set 2020 expectations with all staff who report to me.
- I am working to complete a grant application for a Women of Purpose Grant. The grant application is due in early March.

### **Transit**

- Transit needs one more driver for fill-in routes when other drivers are sick or on vacation.
- We have one vacancy in dispatch. We are looking to hire a p-t dispatcher.
- City Link provided 4680 rides in January 2020 averaging 234 rides per day. This is a decrease from December 2019. WE are down almost 15% in City Link Ridership since January 2019.
- Mini Buses provided 1398 in January 2020 averaging 70 rides per day. This is an increase of around 20 rides from December 2019. Our ridership is up 4% from one year ago.



## 2020 FCCA COMMITTEE MEETINGS

**Transit – Bob**

**Nutrition – Kathleen**

**MOW – Susan B**

**RSVP – Susan E**

### **MARCH**

Monday 3/2	TRANSIT	2:00pm
Tuesday 3/10	NUTRITION	1:00pm
Wednesday 3/12	MOW	9:30am
Monday 3/16	RSVP	1:30pm

### **APRIL**

Monday 4/6	TRANSIT	2:00pm
Tuesday 4/14	NUTRITION	1:00pm
Monday, 4/20	RSVP	1:30

### **MAY**

Monday 5/4	TRANSIT	2:00pm
Tuesday 5/12	NUTRITION	1:00pm
Thursday 5/14	MOW	9:30am
Monday, 5/18	RSVP	1:30

### **JUNE**

Monday 6/1	TRANSIT	2:00pm
Tuesday 6/9	NUTRITION	1:00pm
Monday, 6/15	RSVP	1:30

### **JULY**

Monday 7/7	TRANSIT	2:00pm
Thursday 7/9	MOW	9:30am
Tuesday 7/14	NUTRITION	1:00pm
Monday 7/20	RSVP	1:30

### **AUGUST**

Monday 8/3	TRANSIT	2:00pm
Tuesday 8/11	NUTRITION	
Monday, 8/17	RSVP	1:30

**SEPTEMBER**

Monday 9/7	TRANSIT	2:00pm
Tuesday 9/8	NUTRITION	1:00pm
Thursday, 9/10	MOW	9:30am
Monday 9/21	RSVP	1:30

**OCTOBER**

Monday 10/5	TRANSIT	2:00pm
Tuesday 10/13	NUTRITION	
Monday, 10/19	RSVP	1:30

**NOVEMBER**

Monday 11/2	TRANSIT	2:00pm
Tuesday 11/10	NUTRITION	1:00pm
Thursday, 11/12	MOW	9:30am
Monday, 11/23	RSVP	1:30

**DECEMBER**

Monday 2/10	TRANSIT	2:00pm
Tuesday 12/8	NUTRITION	1:00pm
Monday, 12/21	RSVP	1:30pm

## 2020 HOLIDAY SCHEDULE

From 2019 Personnel Policy Manual, page 16.

**HOLIDAYS:** The following days shall be paid holidays for all employees who work an average of 20 hours per week effective from the date of employment. (must average 20 hours/week for 3-6 months prior to holiday.) Holiday hours paid will be equivalent to each employee's average number of hours worked. Exception: employee's birthday, which will be paid regardless of what day it occurs.

- |   |   |
|---|---|
| 1. New Year's Day   | 6. Thanksgiving Day                           |
| 2. Memorial Day   | 7. Day after Thanksgiving                     |
| 3. Independence Day   | 8. Christmas Day                              |
| 4. Labor Day  | 9. Veteran's Day                              |
| 5. Day before Thanksgiving 1:00 p.m.                                    | 10. Employee's Birthday-No overtime to accrue |
| 11. Day before or after Christmas, at the discretion of the FCCA board. |   |

When any regular holiday falls on a Saturday or Sunday, the preceding Friday or following Monday shall be declared a holiday. From time to time, on special occasions, the governing body may designate other days as special holidays.

- 
1. Friday, January 1
  2. Monday, May 25
  3. Friday, July 3
  4. Monday, September 7
  5. Wednesday, November 25 1/2
  6. Thursday, November 26
  7. Friday, November 27
  8. Friday, December 25
  9. Wednesday, November 11
  10. Employee's Birthday
  11. Thursday, December 24 OR Monday, December 28

Thursday, December 31 – have closed at 1pm the past 2 years