

# Attachment 2

## El Camino Homeless Organization Profit and Loss by Class September 1 - November 30, 2022

|                                           | ADMINISTRATIVE | CA-ESG-CV-2  | ECHO-Paso Robles | FED-ESG-CV-2 | Fundraising  | Home Key     | PLHA         | Program      | TOTAL         |
|-------------------------------------------|----------------|--------------|------------------|--------------|--------------|--------------|--------------|--------------|---------------|
| Income                                    |                |              |                  |              |              |              |              |              |               |
| 40000 Operating Income                    |                |              |                  |              |              |              |              |              | 0.00          |
| 4000 Grants                               |                |              |                  |              |              |              |              |              | 0.00          |
| 4010 GOVERNMENT GRANTS                    |                |              |                  |              |              |              |              |              | 0.00          |
| 4015 PHG/CBO                              |                |              |                  |              |              |              |              |              | 0.00          |
| 4016 General Fund                         |                |              |                  |              |              |              |              |              | 0.00          |
| 4030 CARES ACT GRANTS                     |                | 45,225.84    |                  | 16,956.66    |              |              |              |              | 62,182.50     |
| 4031 Home-Key                             |                |              |                  |              |              | 38,888.89    |              |              | 38,888.89     |
| Total 4010 GOVERNMENT GRANTS              | \$ 0.00        | \$ 45,225.84 | \$ 0.00          | \$ 16,956.66 | \$ 0.00      | \$ 38,888.89 | \$ 0.00      | \$ 0.00      | \$ 101,071.39 |
| 4050 Non Government Grants                |                |              |                  |              |              |              |              |              | 0.00          |
| 4057 Other Grants                         |                |              |                  |              |              |              |              |              | 0.00          |
| Total 4050 Non Government Grants          | \$ 0.00        | \$ 0.00      | \$ 0.00          | \$ 0.00      | \$ 0.00      | \$ 0.00      | \$ 0.00      | \$ 0.00      | \$ 0.00       |
| Total 4000 Grants                         | \$ 0.00        | \$ 45,225.84 | \$ 0.00          | \$ 16,956.66 | \$ 0.00      | \$ 38,888.89 | \$ 0.00      | \$ 0.00      | \$ 101,071.39 |
| 4100 FUND RAISING INCOME                  |                |              |                  |              |              |              |              |              | 0.00          |
| 4101 Long Walk Home                       |                |              |                  |              | 13,196.34    |              |              |              | 13,196.34     |
| 4107 Turkey Trot                          |                |              |                  |              | 6,200.00     |              |              |              | 6,200.00      |
| 4120 Newsletter Income                    |                |              |                  |              | 1,668.00     |              |              |              | 1,668.00      |
| Total 4100 FUND RAISING INCOME            | \$ 0.00        | \$ 0.00      | \$ 0.00          | \$ 0.00      | \$ 21,064.34 | \$ 0.00      | \$ 0.00      | \$ 0.00      | \$ 21,064.34  |
| 4200 CONTRIBUTIONS                        |                |              |                  |              |              |              |              |              | 0.00          |
| 4207 Direct Mail/Envelopes/Tribune        |                |              |                  |              | 1,987.50     |              |              |              | 1,987.50      |
| 4210 Ecumenical Donations                 |                |              |                  |              |              |              |              | 780.50       | 780.50        |
| 4220 Business Donations                   |                |              |                  |              | 1,351.00     |              |              | 6,338.27     | 7,689.27      |
| 4230 Individual Donations                 |                |              |                  |              |              |              |              | 13,531.51    | 13,531.51     |
| 4240 Civic/Non Profit Organizations       |                |              |                  |              |              |              |              | 159.47       | 159.47        |
| Total 4200 CONTRIBUTIONS                  | \$ 0.00        | \$ 0.00      | \$ 0.00          | \$ 0.00      | \$ 3,338.50  | \$ 0.00      | \$ 0.00      | \$ 20,809.75 | \$ 24,148.25  |
| Total 40000 Operating Income              | \$ 0.00        | \$ 45,225.84 | \$ 0.00          | \$ 16,956.66 | \$ 24,402.84 | \$ 38,888.89 | \$ 0.00      | \$ 20,809.75 | \$ 146,283.98 |
| 4500 DONATED GOODS & SERVICES             |                |              |                  |              |              |              |              |              | 0.00          |
| 4505 Donated Professional Services        |                | 500.00       |                  |              | 358.50       |              |              |              | 858.50        |
| Total 4500 DONATED GOODS & SERVICES       | \$ 500.00      | \$ 0.00      | \$ 0.00          | \$ 0.00      | \$ 358.50    | \$ 0.00      | \$ 0.00      | \$ 0.00      | \$ 858.50     |
| 4907 Realized Gain/Loss                   |                | 4.80         |                  |              |              |              |              |              | 4.80          |
| Total Income                              | \$ 504.80      | \$ 45,225.84 | \$ 0.00          | \$ 16,956.66 | \$ 24,761.34 | \$ 38,888.89 | \$ 0.00      | \$ 20,809.75 | \$ 147,147.28 |
| Gross Profit                              | \$ 504.80      | \$ 45,225.84 | \$ 0.00          | \$ 16,956.66 | \$ 24,761.34 | \$ 38,888.89 | \$ 0.00      | \$ 20,809.75 | \$ 147,147.28 |
| Expenses                                  |                |              |                  |              |              |              |              |              |               |
| 5000 ADMINISTRATIVE EXPENSES              |                |              |                  |              |              |              |              |              | 0.00          |
| 5010 Conferences & Training               | 913.00         |              |                  |              |              |              |              |              | 913.00        |
| 5011 Admin Meals/Appreciation/Outreach    | 98.14          |              |                  |              |              |              |              |              | 98.14         |
| 5020 Dues, Fees, Memberships              | 2,840.98       |              |                  |              |              |              |              |              | 2,840.98      |
| 5025 Government Fees                      | 100.00         |              |                  |              |              |              |              |              | 100.00        |
| 5030 Insurance                            |                |              |                  |              |              |              |              |              | 0.00          |
| 5031 Employee Health                      | 636.94         |              |                  | 1,226.55     |              | 431.08       |              |              | 2,294.57      |
| 5036 Liability/Prop/Umbrella Insurance    |                |              |                  |              |              | 1,386.82     |              |              | 1,386.82      |
| Total 5030 Insurance                      | \$ 636.94      | \$ 0.00      | \$ 0.00          | \$ 1,226.55  | \$ 0.00      | \$ 1,817.90  | \$ 0.00      | \$ 0.00      | \$ 3,681.39   |
| 5050 Office Supplies & Services           | 910.29         |              |                  |              |              | 1,451.71     | 107.38       |              | 2,469.38      |
| 5051 Office Equipment Repairs/Maintenance |                |              |                  |              |              | 61.16        |              |              | 61.16         |
| 5070 Professional Charges                 | 4,462.17       |              |                  |              |              |              |              |              | 4,462.17      |
| 5075 Bank Charges                         | 229.89         |              |                  |              |              |              |              | 78.36        | 308.25        |
| 5080 Payroll                              |                |              |                  |              |              |              |              |              | 0.00          |
| 5085 Wages                                | 13,971.63      | 17,060.80    | 49,607.78        | 24,182.06    |              | 21,580.93    | 29,708.71    | 6,310.89     | 162,422.80    |
| 5090 Payroll Tax Expense                  | 1,038.01       | 1,164.89     | 4,165.90         | 1,983.93     |              | 1,944.38     | 2,351.72     | 476.33       | 13,125.16     |
| 5095 Workers Comp Exp                     | 1,289.70       |              |                  |              |              |              |              |              | 1,289.70      |
| 5096 401K                                 | 875.00         |              |                  |              |              |              |              |              | 875.00        |
| Total 5080 Payroll                        | \$ 17,174.34   | \$ 18,225.69 | \$ 53,773.68     | \$ 26,165.99 | \$ 0.00      | \$ 23,525.31 | \$ 32,060.43 | \$ 6,787.22  | \$ 177,712.66 |
| Total 5000 ADMINISTRATIVE EXPENSES        | \$ 27,365.75   | \$ 18,225.69 | \$ 53,773.68     | \$ 27,392.54 | \$ 0.00      | \$ 26,856.08 | \$ 32,167.81 | \$ 6,865.58  | \$ 192,647.13 |
| 5100 FUNDRAISING EXPENSES                 |                |              |                  |              |              |              |              |              | 0.00          |
| 5110 Event/Fundraising Expenses           |                |              |                  |              | 215.92       |              |              |              | 215.92        |
| 5111 Long Walk Home                       |                |              |                  |              | 2,214.45     |              |              |              | 2,214.45      |
| 5118 Direct Mail/Envelopes/Tribune        |                |              |                  |              | 3,479.95     |              |              |              | 3,479.95      |
| 5160 Publicity/Promotion                  |                |              |                  |              | 816.25       |              |              |              | 816.25        |
| 5167 Turkey Trot Expenses                 |                |              |                  |              | 37.50        |              |              |              | 37.50         |
| Total 5100 FUNDRAISING EXPENSES           | \$ 0.00        | \$ 0.00      | \$ 0.00          | \$ 0.00      | \$ 6,764.07  | \$ 0.00      | \$ 0.00      | \$ 0.00      | \$ 6,764.07   |
| 5200 PROGRAM EXPENSES                     |                |              |                  |              |              |              |              |              | 0.00          |
| 5300 FOOD SERVICE                         |                |              |                  |              |              |              |              |              | 0.00          |
| 5310 Food                                 |                | 137.99       |                  |              |              | 2,726.16     |              |              | 2,864.15      |
| Total 5300 FOOD SERVICE                   | \$ 0.00        | \$ 137.99    | \$ 0.00          | \$ 0.00      | \$ 0.00      | \$ 2,726.16  | \$ 0.00      | \$ 0.00      | \$ 2,864.15   |
| 5400 SHELTER SERVICES                     |                |              |                  |              |              |              |              |              | 0.00          |
| 5442 General Supplies & Materials         |                |              |                  |              |              | 6,716.68     |              |              | 6,716.68      |
| Total 5400 SHELTER SERVICES               | \$ 0.00        | \$ 0.00      | \$ 0.00          | \$ 0.00      | \$ 0.00      | \$ 6,716.68  | \$ 0.00      | \$ 0.00      | \$ 6,716.68   |

# Attachment 2

|                                            |     |           |    |           |     |           |     |           |    |           |           |            |
|--------------------------------------------|-----|-----------|----|-----------|-----|-----------|-----|-----------|----|-----------|-----------|------------|
| 5500 CLIENT SERVICES                       |     |           |    |           |     |           |     |           |    |           | 0.00      |            |
| 5560 Miscellaneous Assistance              |     |           |    |           |     |           |     |           |    |           | 0.00      |            |
| 5572 Direct Aid                            |     | 1,273.78  |    |           |     |           |     |           |    |           | 1,273.78  |            |
| Total 5560 Miscellaneous Assistance        | \$  | 0.00      | \$ | 1,273.78  | \$  | 0.00      | \$  | 0.00      | \$ | 0.00      | \$        | 1,273.78   |
| 5562 Children's/Client Enrichment          |     |           |    |           |     |           |     | 41.78     |    |           | 41.78     |            |
| 5725 TRANSPORTATION & Communication        |     |           |    |           |     |           |     |           |    |           | 0.00      |            |
| 5730 Local Bus Tickets                     |     | 2,025.00  |    |           |     |           |     |           |    |           | 2,025.00  |            |
| 5740 Client Gas                            |     | 467.50    |    |           |     |           |     |           |    |           | 467.50    |            |
| 5745 Staff Vehicle Expense                 |     | 222.25    |    | 168.94    |     |           |     | 208.31    |    | 79.38     | 678.88    |            |
| Total 5725 TRANSPORTATION & Communication  | \$  | 222.25    | \$ | 2,661.44  | \$  | 0.00      | \$  | 0.00      | \$ | 0.00      | \$        | 3,171.38   |
| Total 5500 CLIENT SERVICES                 | \$  | 222.25    | \$ | 3,935.22  | \$  | 0.00      | \$  | 0.00      | \$ | 0.00      | \$        | 4,486.94   |
| Total 5200 PROGRAM EXPENSES                | \$  | 222.25    | \$ | 4,073.21  | \$  | 0.00      | \$  | 0.00      | \$ | 0.00      | \$        | 14,067.77  |
| 7000 Physical Plant                        |     |           |    |           |     |           |     |           |    |           | 0.00      |            |
| 7010 Building/Grounds Maintenance & Repair |     |           |    |           |     |           |     | 5,301.15  |    |           | 5,301.15  |            |
| 7011 Furniture/Fixtures                    |     |           |    |           |     |           |     | 62,685.15 |    |           | 62,685.15 |            |
| 7015 Property Taxes                        |     | 729.46    |    |           |     |           |     | 784.20    |    |           | 1,513.66  |            |
| 7030 Utilities                             |     |           |    |           |     |           |     |           |    |           | 0.00      |            |
| 7031 Gas                                   |     |           |    |           |     |           |     | 779.06    |    |           | 779.06    |            |
| 7032 Electricity                           |     |           |    |           |     |           |     | 3,635.06  |    |           | 3,635.06  |            |
| 7033 Water/Sewer                           |     | 70.50     |    |           |     |           |     | 3,160.72  |    |           | 3,231.22  |            |
| 7034 Telephone & Internet Service          |     |           |    |           |     |           |     | 275.30    |    | 30.30     | 305.60    |            |
| 7036 Waste Management                      |     |           |    |           |     |           |     | 4,046.70  |    |           | 4,046.70  |            |
| 7037 Security System Mainenance            |     |           |    |           |     |           |     |           |    |           | 0.00      |            |
| Total 7030 Utilities                       | \$  | 70.50     | \$ | 0.00      | \$  | 0.00      | \$  | 11,896.84 | \$ | 30.30     | \$        | 11,997.64  |
| Total 7000 Physical Plant                  | \$  | 799.96    | \$ | 0.00      | \$  | 0.00      | \$  | 80,667.34 | \$ | 30.30     | \$        | 81,497.60  |
| Total Expenses                             | \$  | 28,387.96 | \$ | 22,298.90 | \$  | 53,773.68 | \$  | 27,392.54 | \$ | 6,764.07  | \$        | 117,216.35 |
| Net Operating Income                       | -\$ | 27,883.16 | \$ | 22,926.94 | -\$ | 53,773.68 | -\$ | 10,435.88 | \$ | 17,997.27 | -\$       | 78,327.46  |
| Net Income                                 | -\$ | 27,883.16 | \$ | 22,926.94 | -\$ | 53,773.68 | -\$ | 10,435.88 | \$ | 17,997.27 | -\$       | 78,327.46  |

## Budget Narrative

The budget above shows all expenses and income received for the ECHO, Paso Robles Emergency Shelter during the first quarter of the City of Paso Robles grant award (September - November 2022). During this quarter ECHO fundraised \$147,147.28 for the Paso Robles Shelter through grants, events, and community donations. The total expenses for the ECHO, Paso Robles Shelter was \$294,976.57. This leaves us with a current deficit of \$147,829.29. Many of ECHO's grants are similar to the City of Paso Robles Grant award in that the funds are awarded as a reimbursement after expenses occur. Because of these grant processes, ECHO's budget will fluxuate between either having a surplus or deficit of funds throughout the year. Once ECHO is able to submit a full year of financial reporting for the ECHO, Paso Robles Emergency Shelter it will show a clear picture of how we responsibly manage our funds. We are currently waiting to receive multiple grant payments including the first payment for the City of Paso Robles grant award which will total \$55,500 and the final Project Homekey payment of \$77,000.

## Budget Key:

**Green Cells** = Expenses and income for the City of Paso Robles Grant Award

**Blue Cells** = Total expenses & income for ECHO, Paso Robles Emergency Shelter

**Gray Cells** = Other expenses & income for the ECHO, Paso Robles Emergency Shelter

I hereby certify that I have examined this report and that the statements made and the figures shown herein and in any accompanying schedules are, to the best of my knowledge and belief, a true and complete financial statements, made in good faith for the period stated.

*Mimi Rodriguez*  
Mimi Rodriguez (Dec 16, 2022 15:35 PST)

Signature

Mimi Rodriguez

Print Name

Dec 16, 2022

Date

Chief Operations Officer

Title

## 02 ECHO First Quarter Financial Report

Final Audit Report

2022-12-16

|                 |                                              |
|-----------------|----------------------------------------------|
| Created:        | 2022-12-16                                   |
| By:             | Angelica Fortin (afortin@prcity.com)         |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAAD3roZb-8Oq5yRh3eDQhazFJEAYlfnfIT |

### "02 ECHO First Quarter Financial Report" History

-  Document created by Angelica Fortin (afortin@prcity.com)  
2022-12-16 - 11:19:15 PM GMT
-  Document emailed to mrodriguez@echoshelter.org for signature  
2022-12-16 - 11:21:02 PM GMT
-  Email viewed by mrodriguez@echoshelter.org  
2022-12-16 - 11:34:01 PM GMT
-  Signer mrodriguez@echoshelter.org entered name at signing as Mimi Rodriguez  
2022-12-16 - 11:35:31 PM GMT
-  Document e-signed by Mimi Rodriguez (mrodriguez@echoshelter.org)  
Signature Date: 2022-12-16 - 11:35:33 PM GMT - Time Source: server
-  Agreement completed.  
2022-12-16 - 11:35:33 PM GMT