

d. Ketchikan Committee for the Homeless –PATH Shelter Q1 Grant Report


TRANSMITTAL MEMORANDUM

TO: The Honorable Mayor and City Council

FROM: Delilah A. Walsh, City Manager

DATE: April 29, 2024

RE: **Ketchikan Committee For The Homeless - PATH Shelter Q1 Grant Report**

Initials: 

File #: MGR24-305

Attached for the City Council's information is the quarter-one grant report from Ketchikan Committee For The Homeless – PATH Shelter, a 2024 community agency grant recipient.

Ketchikan Committee for the Homeless
Balance Sheet Detail
As of March 31, 2024

Type	Date	Num	Name	Memo	Cir	Split	Amount	Balance
ASSETS								51,859.76
Current Assets								51,859.76
Checking/Savings								51,859.76
Veterans Grant Checking Account								28.90
Total Veterans Grant Checking Account								28.90
ARPA Grant								21,415.21
Check	01/11/24		transfer fro savings	to checking for payroll taxes etc		Wells Fargo Checking	-7,500.00	13,915.21
Check	03/28/24		transfer fro savings	cover payroll, utilities, taxes etc		Wells Fargo Checking	-7,500.00	6,415.21
Total ARPA Grant							-15,000.00	6,415.21
Well's Farge Savings Account								26,042.73
Deposit	01/02/24		Misc. Deposit	RRR interest earned in December		Interest Income	3.05	26,045.78
Check	01/31/24		transfer fro savings	RRR to checking for oil bill, payroll, taxes, etc		Wells Fargo Checking	-5,000.00	21,045.78
Deposit	01/31/24		Misc. Deposit			Interest Income	0.72	21,046.50
Check	02/16/24		transfer fro savings	to checking for payroll, fed taxes, bills etc		Wells Fargo Checking	-7,500.00	13,546.50
Check	03/03/24		transfer fro savings	payroll taxes, heating oil, LP, utilities, electric rep...		Wells Fargo Checking	-7,500.00	6,046.50
Total Well's Farge Savings Account							-19,996.23	6,046.50
Wells Fargo Checking								4,372.92
Check	01/08/24	4749	Ty Rettke	dec draw	X	Manager's Payroll	-500.00	3,872.92
Check	01/08/24	4755	Ben Jasper	Dec draw	X	Assistant Manager	-350.00	3,522.92
Check	01/08/24	4754	Todd Edmondson	Dec Draw	X	Misc Labor	-400.00	3,122.92
Check	01/11/24		transfer fro savings	to checking for payroll taxes etc	X	ARPA Grant	7,500.00	10,622.92
Check	01/12/24		IRS	Dec payroll taxes	X	Fed taxes	-1,880.44	8,742.48
Check	01/12/24	4756	ketchikan Chamber of C...	2024 dues	X	Office	-236.00	8,506.48
Check	01/15/24	4753	Gary Boatwright	RE: for 4 months of online uick books with Intuit. ...	X	Accounting	-253.24	8,253.24
Check	01/15/24	4757	KPU	utilities	X	-SPLIT-	-1,630.53	6,622.71
Check	01/15/24	4758	Schmolck Mechanical	plumbing pars	X	Downstairs Bathrooms Repair	-50.41	6,572.30
Check	01/19/24		IRS	Jan payroll taxes	X	Fed taxes	-126.00	6,446.30
Check	01/19/24		State of Alaska	4th quarter UE payment	X	State Unemployment Taxes	-342.50	6,103.80
Deposit	01/19/24		Misc. Deposit	Tyler rental, corporon, carson, swanson	X	-SPLIT-	2,275.00	8,378.80
Deposit	01/22/24		Misc. Deposit	private donation Zerbetz and Murphy (Ty's Aunt)	X	Private Donations	150.00	8,528.80
Check	01/29/24	4759	Ty Rettke	Jan payroll start of salary of \$3500	X	Manager's Payroll	-2,313.75	6,215.05
Check	01/29/24	4760	Ben Jasper	Jan payroll	X	Assistant Manager	-1,326.00	4,889.05
Check	01/29/24	4761	Todd Edmondson	Jan payroll	X	Misc Labor	-1,405.36	3,483.69
Check	01/31/24	4762	Tongass Business Center	copies/office	X	Office	-26.73	3,456.96
Check	01/31/24	4763	Petro Marine	oil and propane 5 invoices	X	-SPLIT-	-2,429.29	1,027.67
Check	01/31/24		transfer fro savings	RRR to checking for oil bill, payroll, taxes, etc	X	Well's Farge Savings Account	5,000.00	6,027.67
Check	01/31/24	4764	Schmolck Mechanical	repairs	X	Downstairs Bathrooms Repair	-451.10	5,576.57
Check	02/07/24		IRS	Jan payroll taxes	X	Fed taxes	-1,802.22	3,774.35
Check	02/11/24	4765	Ty Rettke	Feb draw	X	Manager's Payroll	-500.00	3,274.35
Check	02/11/24	4766	Ben Jasper	Feb draw	X	Assistant Manager	-400.00	2,874.35
Check	02/11/24	4767	Todd Edmondson	Feb draw	X	Misc Labor	-400.00	2,474.35
Check	02/14/24	4768	Thomas Electric	balance for electrical work	X	Downstairs Bathrooms Repair	-2,062.50	411.85
Check	02/16/24		transfer fro savings	to checking for payroll, fed taxes, bills etc	X	Well's Farge Savings Account	7,500.00	7,911.85
Check	02/17/24	4769	KPU	utilities	X	-SPLIT-	-1,748.38	6,163.47
Check	02/20/24	4770	Jay Johnson LLC	Jan accounting services	X	Accounting	-100.00	6,063.47
Check	02/29/24	4771	Ty Rettke	Feb payroll	X	Manager's Payroll	-2,313.75	3,749.72
Check	02/29/24	4772	Ben Jasper	Feb payroll	X	Assistant Manager	-1,228.89	2,520.83
Check	02/29/24	4773	Todd Edmondson	Feb payroll	X	Misc Labor	-1,391.74	1,129.09
Check	03/03/24		transfer fro savings	RRR	X	Well's Farge Savings Account	7,500.00	8,629.09
Check	03/11/24	4774	Ty Rettke	March draw	X	Manager's Payroll	-500.00	8,129.09
Check	03/11/24	4775	Ben Jasper	March draw	X	Assistant Manager	-400.00	7,729.09
Check	03/11/24	4776	Todd Edmondson	March draw	X	Assistant Manager	-400.00	7,329.09
Check	03/11/24	4777	Petro Marine	oil & LP	X	Heating Oil	-891.77	6,437.32
Check	03/13/24		IRS	Payroll taxes for February	X	Fed taxes	-1,780.44	4,656.88
Check	03/18/24	4778	KPU		X	-SPLIT-	-1,672.89	2,983.99
Check	03/28/24		transfer fro savings	cover payroll, utilities, taxes etc	X	ARPA Grant	7,500.00	10,483.99
Check	03/28/24	4779	Ty Rettke	March Payroll		Manager's Payroll	-2,313.75	8,170.24
Check	03/28/24	4780	Ben Jasper	March Payroll		Assistant Manager	-1,132.67	7,037.57
Check	03/28/24	4781	Todd Edmondson	March Payroll		Misc Labor	-1,502.65	5,534.92
Check	03/28/24	4782	Ty Rettke	RE: Ring Camera subscription and Zoom charge fo...		-SPLIT-	-110.60	5,424.32
Check	03/28/24	4783	Madison Hardware	repairs		Pantry Room Repairs	-643.17	4,781.15

Ketchikan Committee for the Homeless
Balance Sheet Detail
As of March 31, 2024

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Total Wells Fargo Checking							408.23	4,781.15
Total Checking/Savings							-34,588.00	17,271.76
Accounts Receivable								0.00
Accounts Receivable								0.00
Total Accounts Receivable								0.00
Total Accounts Receivable								0.00
Other Current Assets								0.00
Undeposited Funds								0.00
Total Undeposited Funds								0.00
Total Other Current Assets								0.00
Total Current Assets							-34,588.00	17,271.76
Fixed Assets								0.00
Total Fixed Assets								0.00
Other Assets								0.00
Total Other Assets								0.00
TOTAL ASSETS							-34,588.00	17,271.76
LIABILITIES & EQUITY								51,859.76
Liabilities								0.00
Current Liabilities								0.00
Accounts Payable								0.00
Accounts Payable								0.00
Total Accounts Payable								0.00
Total Accounts Payable								0.00
Credit Cards								0.00
Total Credit Cards								0.00
Other Current Liabilities								0.00
Total Other Current Liabilities								0.00
Total Current Liabilities								0.00
Long Term Liabilities								0.00
Total Long Term Liabilities								0.00
Total Liabilities								0.00
Equity								51,859.76
Opening Bal Equity								14,119.88
Total Opening Bal Equity								14,119.88
Retained Earnings								37,739.88
Total Retained Earnings								37,739.88
Net Income								0.00
Total Net Income							-34,588.00	-34,588.00
Total Equity							-34,588.00	17,271.76
TOTAL LIABILITIES & EQUITY							-34,588.00	17,271.76

Register

04/28/24

Wells Fargo Checking Register through 03/31/24:

Date	No./Ref.	Name	Account	Memo	Amount	C	Balance
01/08/24	4749	Ty Rettke	Contract Labor:Misc Co...	dec draw	-500.00	X	3,872.92
01/08/24	4754	Todd Edmondson	Contract Labor:Misc Co...	Dec Draw	-400.00	X	3,472.92
01/08/24	4755	Ben Jasper	Contract Labor:Misc Co...	Dec draw	-350.00	X	3,122.92
01/11/24		transfer fro savings	ARPA Grant		7,500.00	X	10,622.92
01/12/24		IRS	Contract Labor:Fed taxes	Dec payroll ta...	-1,880.44	X	8,742.48
01/12/24	4756	ketchikan Chamb...	Supplies:Office	2024 dues	-236.00	X	8,506.48
01/15/24	4753	Gary Boatwright	Professional Fees:Accou...	RE: for 4 mon...	-253.24	X	8,253.24
01/15/24	4757	KPU	-split-	utilities	-1,630.53	X	6,622.71
01/15/24	4758	Schmolck Mechan...	Repairs:Building Repairs...	plumbing pars	-50.41	X	6,572.30
01/19/24		Misc. Deposit	-split-	Tyler rental, c...	2,275.00	X	8,847.30
01/19/24		IRS	Contract Labor:Fed taxes	Jan payroll tax...	-126.00	X	8,721.30
01/19/24		State of Alaska	Contract Labor:State Un...	4th quarter U...	-342.50	X	8,378.80
01/22/24		Misc. Deposit	Contributions Income:Pr...	private donati...	150.00	X	8,528.80
01/29/24	4759	Ty Rettke	Contract Labor:Misc Co...	Jan payroll sta...	-2,313.75	X	6,215.05
01/29/24	4760	Ben Jasper	Contract Labor:Misc Co...	Jan payroll	-1,326.00	X	4,889.05
01/29/24	4761	Todd Edmondson	Contract Labor:Misc Co...	Jan payroll	-1,405.36	X	3,483.69
01/31/24		transfer fro savings	Well's Farge Savings Acc...		5,000.00	X	8,483.69
01/31/24	4762	Tongass Business ...	Supplies:Office	copies/office	-26.73	X	8,456.96
01/31/24	4763	Petro Marine	-split-	oil and propa...	-2,429.29	X	6,027.67
01/31/24	4764	Schmolck Mechan...	Repairs:Building Repairs...	repairs	-451.10	X	5,576.57
02/07/24		IRS	Contract Labor:Fed taxes	Jan payroll tax...	-1,802.22	X	3,774.35
02/11/24	4765	Ty Rettke	Contract Labor:Misc Co...	Feb draw	-500.00	X	3,274.35
02/11/24	4766	Ben Jasper	Contract Labor:Misc Co...	Feb draw	-400.00	X	2,874.35
02/11/24	4767	Todd Edmondson	Contract Labor:Misc Co...	Feb draw	-400.00	X	2,474.35
02/14/24	4768	Thomas Electric	Repairs:Building Repairs...	balance for el...	-2,062.50	X	411.85
02/16/24		transfer fro savings	Well's Farge Savings Acc...		7,500.00	X	7,911.85
02/17/24	4769	KPU	-split-	utilities	-1,748.38	X	6,163.47
02/20/24	4770	Jay Johnson LLC	Professional Fees:Accou...	Jan accountin...	-100.00	X	6,063.47
02/29/24	4771	Ty Rettke	Contract Labor:Misc Co...	Feb payroll	-2,313.75	X	3,749.72

Register

04/28/24

Wells Fargo Checking Register through 03/31/24:

Date	No./Ref.	Name	Account	Memo	Amount	C	Balance
02/29/24	4772	Ben Jasper	Contract Labor:Misc Co...	Feb payroll	-1,228.89	X	2,520.83
02/29/24	4773	Todd Edmondson	Contract Labor:Misc Co...	Feb payroll	-1,391.74	X	1,129.09
03/03/24		transfer fro savings	Well's Farge Savings Acc...	RRR	7,500.00	X	8,629.09
03/11/24	4774	Ty Rettke	Contract Labor:Misc Co...	March draw	-500.00	X	8,129.09
03/11/24	4775	Ben Jasper	Contract Labor:Misc Co...	March draw	-400.00	X	7,729.09
03/11/24	4776	Todd Edmondson	Contract Labor:Misc Co...	March draw	-400.00	X	7,329.09
03/11/24	4777	Petro Marine	Utilities:Heating Oil	oil & LP	-891.77	X	6,437.32
03/13/24		IRS	Contract Labor:Fed taxes	Payroll taxes f...	-1,780.44	X	4,656.88
03/18/24	4778	KPU	-split-		-1,672.89	X	2,983.99
03/28/24		transfer fro savings	ARPA Grant		7,500.00	X	10,483.99
03/28/24	4779	Ty Rettke	Contract Labor:Misc Co...	March Payroll	-2,313.75		8,170.24
03/28/24	4780	Ben Jasper	Contract Labor:Misc Co...	March Payroll	-1,132.67		7,037.57
03/28/24	4781	Todd Edmondson	Contract Labor:Misc Co...	March Payroll	-1,502.65		5,534.92
03/28/24	4782	Ty Rettke	-split-	RE: Ring Cam...	-110.60		5,424.32
03/28/24	4783	Madison Hardware	Repairs:Building Repairs...	repairs	-643.17		4,781.15

04/28/24

Ketchikan Committee for the Ho...

Balance Sheet Stand...

As of March 31, 2024

	<u>Mar 31, '...</u>
ASSETS	
Current Assets	
Checking/Savings	
Veterans Grant Checking Ac...	28.90
ARPA Grant	6,415.21
Well's Farge Savings Account	6,046.50
Wells Fargo Checking	4,781.15
	<u>17,271.76</u>
Total Checking/Savings	
	<u>17,271.76</u>
Total Current Assets	
	<u>17,271.76</u>
TOTAL ASSETS	<u>17,271.76</u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	14,119.88
Retained Earnings	37,739.88
Net Income	-34588.00
	<u>17,271.76</u>
Total Equity	
	<u>17,271.76</u>
TOTAL LIABILITIES & EQUITY	<u>17,271.76</u>

Q1 - Ketchikan Committee For The Homeless (PATH)

Exhibit B - Provider Services - Quarterly Reporting Matrix

Please will complete this reporting form for those activities relevant to your program (some items may remain blank). Emailed quarterly to: MyrnaJohannsen@ketchikan.gov

	# Unique Clients Served	Resources & Services to Support Participants
JANUARY	26	<p>We offered Bedding to each client each night of the month for a total of 417 client/bed/nights. This Accounts for 7 active hours each day (7 a, - 9 am and 5 pm - 10 pm), and 9 stand by hours each night (10 pm-7 am)</p> <p>We offered food facilities and food resources to self cook for clients each night for breakfast and dinner. We spend roughly 5-15 hours per week accepting, arranging pickup or drop off or discussing what items can be donated for food. We also spend about 8 hours per month accepting, cataloging, and putting away USDA food which we get roughly every 2 weeks or so.</p> <p>We offered Laundry facilities to clients each night, including detergent, without charge. We spend an average of 1-2 hours letting people in the laundry room, giving out detergent and helping clients arrange times for laundry.</p> <p>We offered shower and restroom facilities for clients each night. Clients generally self direct for this, after we explain where the shampoo and soap etc can be found. Clients do the general cleaning and staff does extra cleaning if needed (Average of 2 hours per week).</p>
FEBRUARY	21	<p>We offered Bedding to each client each night of the month for a total of 386 client/bed/nights. This Accounts for 7 active hours each day (7 a, - 9 am and 5 pm - 10 pm), and 9 stand by hours each night (10 pm-7 am)</p> <p>We offered food facilities and food resources to self cook for clients each night for breakfast and dinner. We spend roughly 5-15 hours per week accepting, arranging pickup or drop off or discussing what items can be donated for food. We also spend about 8 hours per month accepting, cataloging, and putting away USDA food which we get roughly every 2 weeks or so.</p> <p>We offered Laundry facilities to clients each night, including detergent, without charge. We spend an average of 1-2 hours letting people in the laundry room, giving out detergent and helping clients arrange times for laundry.</p> <p>We offered shower and restroom facilities for clients each night. Clients generally self direct for this, after we explain where the shampoo and soap etc can be found. Clients do the general cleaning and staff does extra cleaning if needed (Average of 2 hours per week).</p>
MARCH	25	<p>We offered Bedding to each client each night of the month for a total of 25 client/bed/nights. This Accounts for 7 active hours each day (7 a, - 9 am and 5 pm - 10 pm), and 9 stand by hours each night (10 pm-7 am)</p> <p>We offered food facilities and food resources to self cook for clients each night for breakfast and dinner. We spend roughly 5-15 hours per week accepting, arranging pickup or drop off or discussing what items can be donated for food. We also spend about 8 hours per month accepting, cataloging, and putting away USDA food which we get roughly every 2 weeks or so.</p> <p>We offered Laundry facilities to clients each night, including detergent, without charge. We spend an average of 1-2 hours letting people in the laundry room, giving out detergent and helping clients arrange times for laundry.</p> <p>We offered shower and restroom facilities for clients each night. Clients generally self direct for this, after we explain where the shampoo and soap etc can be found. Clients do the general cleaning and staff does extra cleaning if needed (Average of 2 hours per week).</p>

Q1 - Ketchikan Committee For The Homeless (PATH)

Exhibit B - Provider Services - Quarterly Reporting Matrix

Please will complete this reporting form for those activities relevant to your program (some items may remain blank). Emailed quarterly to: MyrnaJohannsen@ketchikan.gov

	Community Engagement Activities	Participant Outreach Activities
JANUARY	The Executive Director spent roughly 12 hours this month at various meetings or discussing with the public the state of Homelessness or the operations of the PATH specifically. This includes City Council and Borough Assembly meetings, Grant committee meetings, phone calls and emails with the public, discussions in person with the public, agency meetings with various funders, partners and other groups working in teh field of housing and homelessness. We also received donations of various household goods, clothing and other inkind items with an approximate value of \$360.00 for the month.	Staff engage clients who are not currently staying at the PATH when approached on the street, often in the front area of the building. We offer advice on services for them to reach out to, or invite them in if that fits with their needs and goals. We also make referrals to clients who are staying with us to outside agencies for various reasons including housing, health services, legal aid, job search, food and other public assistance programs. This often happens organically during conversations with clients. We (collectively as a staff of 3) spend and average of 4-6 hours per week with referrals to outside agencies or in informing potential clients of our services when appropriate.
FEBRUARY	The Executive Director spent roughly 12 hours this month at various meetings or discussing with the public the state of Homelessness or the operations of the PATH specifically. This includes City Council and Borough Assembly meetings, Grant committee meetings, phone calls and emails with the public, discussions in person with the public, agency meetings with various funders, partners and other groups working in teh field of housing and homelessness. We also received donations of various household goods, clothing and other inkind items with an approximate value of \$2300.00 for the month.	Staff engage clients who are not currently staying at the PATH when approached on the street, often in the front area of the building. We offer advice on services for them to reach out to, or invite them in if that fits with their needs and goals. We also make referrals to clients who are staying with us to outside agencies for various reasons including housing, health services, legal aid, job search, food and other public assistance programs. This often happens organically during conversations with clients. We (collectively as a staff of 3) spend and average of 4-6 hours per week with referrals to outside agencies or in informing potential clients of our services when appropriate.
MARCH	The Executive Director spent roughly 12 hours this month at various meetings or discussing with the public the state of Homelessness or the operations of the PATH specifically. This includes City Council and Borough Assembly meetings, Grant committee meetings, phone calls and emails with the public, discussions in person with the public, agency meetings with various funders, partners and other groups working in teh field of housing and homelessness. We also received donations of various household goods, clothing and other inkind items with an approximate value of \$510.00 for the month.	Staff engage clients who are not currently staying at the PATH when approached on the street, often in the front area of the building. We offer advice on services for them to reach out to, or invite them in if that fits with their needs and goals. We also make referrals to clients who are staying with us to outside agencies for various reasons including housing, health services, legal aid, job search, food and other public assistance programs. This often happens organically during conversations with clients. We (collectively as a staff of 3) spend and average of 4-6 hours per week with referrals to outside agencies or in informing potential clients of our services when appropriate.

Q1 - Ketchikan Committee For The Homeless (PATH)

Exhibit B - Provider Services - Quarterly Reporting Matrix

Please will complete this reporting form for those activities relevant to your program (some items may remain blank).

Emailed quarterly to: MyrnaJohannsen@ketchikan.gov

	Free transportations Services Provided	Computer Utilization & Referrals made to Education Programs	Quarterly Financial Literacy Training Provided	Workforce Development and Employment Activities	Substance Abuse and/or Mental Health Services Provided
JANUARY	We do not offer transportation under most circumstances, but occasionally for emergencies, when other services have been exhausted and there is a great need. During the month of January, 1 ride was given to a client to the ER for Dr. recommended treatment, and 1 ride back was given that same night (9pm to 11pm). Approximately 1 hour of travel and preparation in total for both trips.	NA	NA	NA	NA
FEBRUARY	No rides/transportation of clients we	NA	NA	NA	NA
MARCH	No rides/transportation of clients we	NA	NA	NA	NA

Q1 - Ketchikan Committee For The Homeless (PATH)

Exhibit B - Provider Services - Quarterly Reporting Matrix

Please will complete this reporting form for those activities relevant to your program (some items may remain blank).

Emailed quarterly to: MyrnaJohannsen@ketchikan.gov

Meal or Food Security Services Provided or Coordinated	# Unique Transition Plans Completed	# Transition Plans Active	Annual Survey Completed
Food donations received from the public were valued at approximately \$855.00. USDA food program deliveries were valued at approximately \$2180.00. This food was all put in to ciruclation in our kitchen and storage spaces for clients to self cook/prepare food. With a total of 417 client-bed-nights, at 2 meals per day, that would be up to 832 meals prepared by clients with food donated to the shelter.	NA	NA	NA
Food donations received from the public were valued at approximately \$2100.00. USDA food program deliveries were valued at approximately \$2025.00. This food was all put in to ciruclation in our kitchen and storage spaces for clients to self cook/prepare food. With a total of 386 client-bed-nights, at 2 meals per day, that would be up to 772 meals prepared by clients with food donated to the shelter.	NA	NA	NA
Food donations received from the public were valued at approximately \$170.00. USDA food program deliveries were valued at approximately \$700.00. This food was all put in to ciruclation in our kitchen and storage spaces for clients to self cook/prepare food. With a total of 479 client-bed-nights, at 2 meals per day, that would be up to 958 meals prepared by clients with food donated to the shelter.	NA	NA	NA