Manna Food Center, Inc.
Financial Statements
June 30, 2016 and 2015
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Independent Auditors' Report</td>
<td>1-2</td>
</tr>
<tr>
<td>Financial Statements:</td>
<td></td>
</tr>
<tr>
<td>Statements of Financial Position</td>
<td>3</td>
</tr>
<tr>
<td>Statements of Activities</td>
<td>4</td>
</tr>
<tr>
<td>Statement of Functional Expenses - June 30, 2016</td>
<td>5</td>
</tr>
<tr>
<td>Statement of Functional Expenses - June 30, 2015</td>
<td>6</td>
</tr>
<tr>
<td>Statements of Cash Flows</td>
<td>7</td>
</tr>
<tr>
<td>Notes to Financial Statements</td>
<td>8-17</td>
</tr>
<tr>
<td>Supplemental Information:</td>
<td></td>
</tr>
<tr>
<td>Schedules of Cash Receipts and Cash Disbursements</td>
<td>18</td>
</tr>
</tbody>
</table>
INDEPENDENT AUDITORS’ REPORT

Board of Directors
Manna Food Center, Inc.
Gaithersburg, Maryland

We have audited the accompanying financial statements of Manna Food Center, Inc., a non-profit organization, which comprise the statements of financial position as of June 30, 2016 and 2015, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

Management’s Responsibility for the Financial Statements

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

Auditors’ Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors’ judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditors consider internal control relevant to Manna Food Center, Inc.’s preparation and fair presentation of the financial statements 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 Manna Food Center, Inc.’s internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.
**Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Manna Food Center, Inc. as of June 30, 2016 and 2015, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

**Supplemental Information**

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The schedules of cash receipts and cash disbursements on page 18 are presented for purposes of additional analysis and are not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

*Square, Lemberg & Co., LLP*

November 11, 2016
## MANNA FOOD CENTER, INC.
### STATEMENTS OF FINANCIAL POSITION

<table>
<thead>
<tr>
<th>ASSETS</th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CURRENT ASSETS:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash and cash equivalents</td>
<td>$1,066,107</td>
<td>$1,049,181</td>
</tr>
<tr>
<td>Grants and contributions receivable</td>
<td>92,380</td>
<td>135,967</td>
</tr>
<tr>
<td>Other receivables</td>
<td>1,100</td>
<td>2,300</td>
</tr>
<tr>
<td>Investments</td>
<td>169,464</td>
<td>141,993</td>
</tr>
<tr>
<td>Prepaid expenses</td>
<td>32,407</td>
<td>23,992</td>
</tr>
<tr>
<td>Inventory</td>
<td>286,199</td>
<td>395,227</td>
</tr>
<tr>
<td><strong>TOTAL CURRENT ASSETS</strong></td>
<td>$1,647,657</td>
<td>$1,748,660</td>
</tr>
<tr>
<td><strong>NONCURRENT ASSETS:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certificate of deposit</td>
<td>$18,591</td>
<td>$18,591</td>
</tr>
<tr>
<td>Property and equipment, net</td>
<td>189,374</td>
<td>302,067</td>
</tr>
<tr>
<td>Security deposit</td>
<td>350</td>
<td>-</td>
</tr>
<tr>
<td><strong>TOTAL NONCURRENT ASSETS</strong></td>
<td>$208,315</td>
<td>$320,658</td>
</tr>
<tr>
<td><strong>TOTAL ASSETS</strong></td>
<td>$1,855,972</td>
<td>$2,069,318</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LIABILITIES AND NET ASSETS</th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CURRENT LIABILITIES:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts payable</td>
<td>$18,518</td>
<td>$20,529</td>
</tr>
<tr>
<td>Accrued expenses</td>
<td>44,121</td>
<td>68,452</td>
</tr>
<tr>
<td><strong>TOTAL CURRENT LIABILITIES</strong></td>
<td>$62,639</td>
<td>$88,981</td>
</tr>
<tr>
<td><strong>NET ASSETS:</strong></td>
<td>$1,733,547</td>
<td>$1,954,378</td>
</tr>
<tr>
<td>Unrestricted</td>
<td>54,786</td>
<td>20,959</td>
</tr>
<tr>
<td>Permanently restricted</td>
<td>5,000</td>
<td>5,000</td>
</tr>
<tr>
<td><strong>TOTAL NET ASSETS</strong></td>
<td>$1,793,333</td>
<td>$1,980,337</td>
</tr>
<tr>
<td><strong>TOTAL LIABILITIES AND NET ASSETS</strong></td>
<td>$1,855,972</td>
<td>$2,069,318</td>
</tr>
</tbody>
</table>

The accompanying notes are an integral part of these financial statements.
## MANNA FOOD CENTER, INC.

### STATEMENTS OF ACTIVITIES

**FOR THE YEARS ENDED JUNE 30,**

<table>
<thead>
<tr>
<th></th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Unrestricted</td>
<td>Temporarily Restricted</td>
</tr>
<tr>
<td><strong>SUPPORT AND REVENUE:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contributions</td>
<td>$1,629,374</td>
<td>$44,000</td>
</tr>
<tr>
<td>Grants from government agencies</td>
<td>611,479</td>
<td>-</td>
</tr>
<tr>
<td>Donated food and supplies</td>
<td>4,324,317</td>
<td>-</td>
</tr>
<tr>
<td>Contributed services</td>
<td>48,524</td>
<td>-</td>
</tr>
<tr>
<td>Investment income</td>
<td>27,951</td>
<td>27</td>
</tr>
<tr>
<td>Other income (losses)</td>
<td>(922)</td>
<td>-</td>
</tr>
<tr>
<td>Net assets released from restriction</td>
<td>10,200 (10,200)</td>
<td>-</td>
</tr>
<tr>
<td>Subtotal Support and Revenue</td>
<td>$6,650,923</td>
<td>$33,827</td>
</tr>
<tr>
<td>Anniversary gala/special events:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contributions and tickets</td>
<td>$54,368</td>
<td>$ -</td>
</tr>
<tr>
<td>Direct donor benefits</td>
<td>(7,991)</td>
<td>-</td>
</tr>
<tr>
<td>Total anniversary gala/special event</td>
<td>$46,377</td>
<td>$ -</td>
</tr>
<tr>
<td><strong>TOTAL SUPPORT AND REVENUE</strong></td>
<td>$6,697,300</td>
<td>$33,827</td>
</tr>
<tr>
<td><strong>EXPENSES:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program services</td>
<td>$6,477,699</td>
<td>$ -</td>
</tr>
<tr>
<td>Management and general</td>
<td>238,113</td>
<td>-</td>
</tr>
<tr>
<td>Fundraising</td>
<td>202,319</td>
<td>-</td>
</tr>
<tr>
<td><strong>TOTAL EXPENSES</strong></td>
<td>$6,918,131</td>
<td>$ -</td>
</tr>
<tr>
<td><strong>CHANGE IN NET ASSETS</strong></td>
<td>$ (220,831)</td>
<td>$33,827</td>
</tr>
<tr>
<td><strong>NET ASSETS, BEGINNING OF YEAR</strong></td>
<td>1,954,378</td>
<td>20,959</td>
</tr>
<tr>
<td><strong>NET ASSETS, END OF YEAR</strong></td>
<td>$1,733,547</td>
<td>$54,786</td>
</tr>
</tbody>
</table>

The accompanying notes are an integral part of these financial statements.
### Statement of Functional Expenses

**For the Year Ended June 30, 2016**

<table>
<thead>
<tr>
<th>Personnel costs:</th>
<th>Program Services</th>
<th>Management and General</th>
<th>Fundraising</th>
<th>Total Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$791,701</td>
<td>$122,289</td>
<td>$98,850</td>
<td>$1,012,840</td>
</tr>
<tr>
<td>Payroll taxes</td>
<td>72,990</td>
<td>11,274</td>
<td>9,113</td>
<td>93,377</td>
</tr>
<tr>
<td>Group health insurance</td>
<td>44,001</td>
<td>6,797</td>
<td>5,494</td>
<td>56,292</td>
</tr>
<tr>
<td>Retirement contributions</td>
<td>20,189</td>
<td>3,118</td>
<td>2,521</td>
<td>25,828</td>
</tr>
<tr>
<td>Workers compensation insurance</td>
<td>18,515</td>
<td>2,860</td>
<td>2,311</td>
<td>23,686</td>
</tr>
<tr>
<td>Total personnel costs</td>
<td>$947,396</td>
<td>$146,338</td>
<td>$118,289</td>
<td>$1,212,023</td>
</tr>
<tr>
<td>In-kind distributed foods</td>
<td>4,433,345</td>
<td>-</td>
<td>-</td>
<td>4,433,345</td>
</tr>
<tr>
<td>Purchased foods</td>
<td>253,352</td>
<td>-</td>
<td>-</td>
<td>253,352</td>
</tr>
<tr>
<td>Warehouse supplies</td>
<td>61,297</td>
<td>274</td>
<td>531</td>
<td>62,102</td>
</tr>
<tr>
<td>Gas and oil - vehicles</td>
<td>31,924</td>
<td>6</td>
<td>-</td>
<td>31,930</td>
</tr>
<tr>
<td>Repairs - vehicles and refrigeration</td>
<td>61,097</td>
<td>30</td>
<td>47</td>
<td>61,174</td>
</tr>
<tr>
<td>Insurance - vehicles</td>
<td>11,439</td>
<td>-</td>
<td>-</td>
<td>11,439</td>
</tr>
<tr>
<td>Occupancy costs</td>
<td>184,977</td>
<td>13,562</td>
<td>19,492</td>
<td>218,031</td>
</tr>
<tr>
<td>Depreciation</td>
<td>114,480</td>
<td>3,141</td>
<td>-</td>
<td>117,621</td>
</tr>
<tr>
<td>Repairs and maintenance</td>
<td>5,475</td>
<td>285</td>
<td>140</td>
<td>5,900</td>
</tr>
<tr>
<td>Professional fees</td>
<td>93,262</td>
<td>57,431</td>
<td>10,439</td>
<td>161,132</td>
</tr>
<tr>
<td>Permits and licenses</td>
<td>2,060</td>
<td>100</td>
<td>300</td>
<td>2,460</td>
</tr>
<tr>
<td>Consultants</td>
<td>22,250</td>
<td>506</td>
<td>6,676</td>
<td>29,432</td>
</tr>
<tr>
<td>Food &amp; nutrition assistance</td>
<td>35,138</td>
<td>-</td>
<td>-</td>
<td>35,138</td>
</tr>
<tr>
<td>Community Food Rescue</td>
<td>65,306</td>
<td>-</td>
<td>-</td>
<td>65,306</td>
</tr>
<tr>
<td>Grants</td>
<td>96,755</td>
<td>-</td>
<td>-</td>
<td>96,755</td>
</tr>
<tr>
<td>Membership fees</td>
<td>280</td>
<td>746</td>
<td>-</td>
<td>1,026</td>
</tr>
<tr>
<td>Liability insurance</td>
<td>5,803</td>
<td>2,486</td>
<td>426</td>
<td>8,715</td>
</tr>
<tr>
<td>Bulk mail and postage</td>
<td>6,982</td>
<td>829</td>
<td>16,194</td>
<td>24,005</td>
</tr>
<tr>
<td>Office supplies</td>
<td>5,048</td>
<td>5,955</td>
<td>1,242</td>
<td>12,245</td>
</tr>
<tr>
<td>Printing</td>
<td>11,568</td>
<td>1,299</td>
<td>20,234</td>
<td>33,101</td>
</tr>
<tr>
<td>Telephone</td>
<td>9,412</td>
<td>-</td>
<td>1,260</td>
<td>10,672</td>
</tr>
<tr>
<td>Temporary help</td>
<td>3,975</td>
<td>159</td>
<td>70</td>
<td>4,204</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>15,078</td>
<td>4,966</td>
<td>3,672</td>
<td>23,716</td>
</tr>
<tr>
<td>Outreach</td>
<td></td>
<td></td>
<td>3,307</td>
<td>3,307</td>
</tr>
</tbody>
</table>

**TOTAL FUNCTIONAL EXPENSES**  

$6,477,699  $238,113  $202,319  $6,918,131

The accompanying notes are an integral part of these financial statements.
MANNA FOOD CENTER, INC.

STATEMENT OF FUNCTIONAL EXPENSES

FOR THE YEAR ENDED JUNE 30, 2015

<table>
<thead>
<tr>
<th>Personnel costs:</th>
<th>Program Services</th>
<th>Management and General</th>
<th>Fundraising</th>
<th>Total Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$ 770,411</td>
<td>$ 132,018</td>
<td>$ 105,398</td>
<td>$ 1,007,827</td>
</tr>
<tr>
<td>Payroll taxes</td>
<td>76,873</td>
<td>7,018</td>
<td>10,552</td>
<td>94,443</td>
</tr>
<tr>
<td>Group health insurance</td>
<td>20,391</td>
<td>15,215</td>
<td>2,072</td>
<td>37,678</td>
</tr>
<tr>
<td>Retirement contributions</td>
<td>18,396</td>
<td>1,554</td>
<td>2,270</td>
<td>22,220</td>
</tr>
<tr>
<td>Workers compensation insurance</td>
<td>34,280</td>
<td>2,620</td>
<td>3,801</td>
<td>40,701</td>
</tr>
<tr>
<td><strong>Total personnel costs</strong></td>
<td>$ 920,351</td>
<td>$ 158,425</td>
<td>$ 124,093</td>
<td>$ 1,202,869</td>
</tr>
</tbody>
</table>

| In-kind distributed foods             | 5,876,251        | -                      | -           | 5,876,251      |
| Purchased foods                       | 236,317          | -                      | -           | 236,317        |
| Warehouse supplies                    | 45,228           | 392                    | 276         | 45,896         |
| Gas and oil - vehicles                | 33,214           | 1,419                  | -           | 34,633         |
| Repairs - vehicles and refrigeration  | 65,873           | 3,939                  | 261         | 70,073         |
| Insurance - vehicles                  | 16,613           | -                      | -           | 16,613         |
| Occupancy costs                       | 176,699          | 14,946                 | 20,238      | 211,883        |
| Depreciation                          | 108,762          | -                      | -           | 108,762        |
| Repairs and maintenance               | 6,724            | -                      | -           | 6,724          |
| Professional fees                     | 69,088           | 91,478                 | 7,873       | 168,439        |
| Permits and licenses                  | 2,146            | 470                    | -           | 2,616          |
| Consultants                           | 32,299           | 8,937                  | -           | 41,236         |
| Food & nutrition assistance           | 36,260           | -                      | -           | 36,260         |
| Community Food Rescue                 | 48,303           | -                      | -           | 48,303         |
| Grants                                | 37,500           | -                      | -           | 37,500         |
| Membership fees                       | 230              | 393                    | 466         | 1,089          |
| Liability insurance                   | 4,740            | 2,042                  | 526         | 7,308          |
| Bulk mail and postage                 | 5                | 500                    | 13,625      | 14,130         |
| Office supplies                       | 3,616            | 8,312                  | 523         | 12,451         |
| Printing                              | 2,970            | 4,559                  | 35,216      | 42,745         |
| Telephone                             | 8,760            | -                      | 967         | 9,727          |
| Temporary help                        | 1,200            | 617                    | -           | 1,817          |
| Miscellaneous                         | 29,043           | -                      | 4,906       | 33,949         |
| Outreach                              | 884              | 3,652                  | 2,741       | 7,277          |

**TOTAL FUNCTIONAL EXPENSES**

| $ 7,763,076 | $ 300,081 | $ 211,711 | $ 8,274,868 |

The accompanying notes are an integral part of these financial statements.
## MANNA FOOD CENTER, INC.

### STATEMENTS OF CASH FLOWS

### CASH FLOWS FROM OPERATING ACTIVITIES:

<table>
<thead>
<tr>
<th>Description</th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change in net assets</td>
<td>$(187,004)</td>
<td>$58,539</td>
</tr>
<tr>
<td>Adjustments to reconcile change in net assets to net cash provided by (used in) operating activities:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Donated food received</td>
<td>(4,324,317)</td>
<td>(6,033,712)</td>
</tr>
<tr>
<td>Donated food provided</td>
<td>4,433,345</td>
<td>5,876,251</td>
</tr>
<tr>
<td>Donated securities</td>
<td>(13,387)</td>
<td>-</td>
</tr>
<tr>
<td>Depreciation</td>
<td>117,621</td>
<td>108,762</td>
</tr>
<tr>
<td>Realized and unrealized gains on investments</td>
<td>(19,865)</td>
<td>(3,045)</td>
</tr>
<tr>
<td>Loss on disposal of property and equipment</td>
<td>222</td>
<td>-</td>
</tr>
<tr>
<td>Decrease (increase) in assets:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants and contributions receivable</td>
<td>43,587</td>
<td>(58,681)</td>
</tr>
<tr>
<td>Other receivables</td>
<td>1,200</td>
<td>(2,300)</td>
</tr>
<tr>
<td>Prepaid expenses</td>
<td>(8,415)</td>
<td>34,643</td>
</tr>
<tr>
<td>Security deposit</td>
<td>(350)</td>
<td>-</td>
</tr>
<tr>
<td>Increase (decrease) in liabilities:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts payable</td>
<td>(2,011)</td>
<td>(11,043)</td>
</tr>
<tr>
<td>Accrued expenses</td>
<td>(24,331)</td>
<td>12,297</td>
</tr>
<tr>
<td><strong>NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES</strong></td>
<td>$16,295</td>
<td>$(18,289)</td>
</tr>
</tbody>
</table>

### CASH FLOWS FROM INVESTING ACTIVITIES:

<table>
<thead>
<tr>
<th>Description</th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchases of fixed assets</td>
<td>$(5,150)</td>
<td>$(65,996)</td>
</tr>
<tr>
<td>Proceeds from sales of investments</td>
<td>17,276</td>
<td>-</td>
</tr>
<tr>
<td>Reinvested earnings on investments</td>
<td>$(11,495)</td>
<td>$(8,188)</td>
</tr>
<tr>
<td><strong>NET CASH PROVIDED BY (USED IN) INVESTING ACTIVITIES</strong></td>
<td>$631</td>
<td>$(74,184)</td>
</tr>
</tbody>
</table>

### NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS

<table>
<thead>
<tr>
<th>Description</th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS</strong></td>
<td>$16,926</td>
<td>$(92,473)</td>
</tr>
</tbody>
</table>

### CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR

<table>
<thead>
<tr>
<th>Description</th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR</strong></td>
<td>1,049,181</td>
<td>1,141,654</td>
</tr>
</tbody>
</table>

### CASH AND CASH EQUIVALENTS, END OF YEAR

<table>
<thead>
<tr>
<th>Description</th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CASH AND CASH EQUIVALENTS, END OF YEAR</strong></td>
<td>$1,066,107</td>
<td>$1,049,181</td>
</tr>
</tbody>
</table>

### SUPPLEMENTAL INFORMATION:

<table>
<thead>
<tr>
<th>Description</th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Noncash operating activities:</td>
<td>$48,524</td>
<td>$79,000</td>
</tr>
<tr>
<td>Contributed services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disposal of property and equipment</td>
<td>$8,202</td>
<td>-</td>
</tr>
</tbody>
</table>

The accompanying notes are an integral part of these financial statements.
Note 1. **Nature of the Organization** - Manna Food Center, Inc. ("Manna") is a non-profit organization that is Montgomery County, Maryland’s largest and most far-reaching provider of food assistance. Manna strives to meet its neighbors’ requests for services by serving as both a food bank and a food pantry. For more than three decades, Manna has been a reliable “thread” in the social safety net for the vulnerable: the elderly, the disabled, individuals and families in crisis that require a supplement of nutritious food.

Manna’s work is built on three pillars that create a unique and comprehensive approach to hunger relief.

- **Pillar 1:** Reduce hunger and improve access to nutritious food for County residents who experience food insecurity.
- **Pillar 2:** Strengthen community food skills and knowledge to encourage and enable healthy eating.
- **Pillar 3:** Connect Montgomery County neighbors to service providers and to each other.

Manna is the main food bank in Montgomery County, and nearly every county and nonprofit organization relies on Manna to provide essential food to their clients through our referral system. The vision for Manna is to be at the center of ending hunger in their community. Manna’s signature programs include:

- **Food for Families:** Distributes roughly 60 pounds of perishable and nonperishable food each month to an average of 3,650 families. Qualifying families must report income below Maryland’s self-sufficiency standard. This program is run at 24 sites.

- **Smart Sacks:** Distributes food through a network of sixty Montgomery County public elementary schools. The program fills a critical gap by providing food to children and their families on Fridays during the school year in order to ensure they have nutritious food to eat during the weekend. The program reaches about 2,450 children each week. The food bags are full of nutritious food that is selected by Manna’s registered dietitian. Use of the ingredients provided and sustained healthy eating is encouraged through educational materials included in the Smart Sacks bags throughout the school year.

- **Community Food Rescue (CFR):** Is a first-of-its kind, coordinated food recovery network led by Manna and building on the former Food for Agencies program. By partnering with a range of hunger relief organizations, volunteers and business, the initiative is making sure that edible food reaches hungry neighbors. CFR builds upon the work of establishments already recovering good food before it is thrown away and identifies new donors. State-of-the-art technology makes real-time matches based on geography and transportation options. Trainings and mini-grants are offered in order to build capacity and increase food-rescuing capabilities.
Note 1. **Nature of the Organization** (Continued)

**Nutrition Education:** Using a curriculum developed by Share our Strength, Manna offers low-income grocery shoppers free onsite assistance at local grocery stores. Nutrition educators teach clients about unit price comparison and reading nutrition labels in order to stretch tight budgets when purchasing healthy food. Manna also hosts workshops, cooking demos, and store tours at shopping centers where neighbors gather. The free programs make crucial health information more accessible.

**Breaking Bread:** Breaking Bread is a conversation series to help identify and solidify common values necessary to successfully combat hunger. Breaking Bread creates a space and intentional conversations to nurture dialogue around critical issues, such as race, class, and a culture of dependency, that create or contribute to hunger and food insecurity in our community. The first series of dinners began in 2015 and conversations open to all residents of Montgomery County are held monthly.

Note 2. **Significant Accounting Policies**

**Accounting Method** - Manna uses the accrual basis of accounting, whereby revenue is recognized when earned and expenses are recognized when incurred.

**Basis of Presentation** - Manna presents its financial statements in accordance with requirements of the Financial Accounting Standards Board (FASB) as set forth in the codification topics, *Accounting for Contributions Received and Contributions Made, and Financial Statements of Not-for-Profit Organizations*. Accordingly, the net assets of Manna are reported in each of the following three classes: (a) unrestricted net assets, (b) temporarily restricted net assets, and (c) permanently restricted net assets.

Under these provisions, net assets, revenue, gains, and losses are classified based on the existence or absence of contributions with donor-imposed restrictions. Accordingly, net assets of Manna and changes therein are classified and reported as follows:

- **Unrestricted net assets** - Net assets that are not subject to donor-imposed stipulations.
- **Temporarily restricted net assets** - Net assets from grants and contributions subject to donor-imposed stipulations that may or will be met either by actions of Manna and/or passage of time. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statements of activities as net assets released from restriction. When donor restrictions are met in the same reporting period, temporarily restricted grants and contributions are reported as unrestricted grants and contributions.
Note 2. **Significant Accounting Policies** (Continued)

**Permanently restricted net assets** - Net assets subject to donor-imposed stipulations that they be maintained by Manna in perpetuity. Generally, donors of these assets permit the use of all or part of the income earned on related investments for general or specific purposes.

**Cash and Cash Equivalents** - For purposes of the statements of cash flows, Manna considers all highly liquid instruments purchased with an original maturity of three months or less to be cash equivalents.

**Grants and Contributions Receivable** - Grants and contributions receivable represents amounts committed by donors that have not been received by Manna as of the statements of financial position dates. Grants and contributions receivable are stated at their original amount, less an estimate for doubtful receivables based on an annual review of outstanding amounts. Receivables are written off when deemed uncollectible. Recoveries of receivables previously written off are recorded when received. At June 30, 2016, management expects the amount in grants and contributions receivable to be fully collected within the next fiscal year.

**Investments** - Investments are recorded at estimated fair value based on quoted prices provided by the investment custodian. Realized and unrealized gains or losses are included in the statements of activities as increases or decreases in unrestricted net assets unless the income or loss is restricted by donor or law. Interest and dividends are recorded as revenue when earned.

**Fair Value** - Manna complies with the Statement of Financial Accounting Standards Codification topic *Fair Value Measurements*. This defines fair value and establishes a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (level 1 measurement) and the lowest priority to unobservable inputs (level 3 measurement).

The three levels of the fair value hierarchy under this topic are described below:

**Basis of Fair Value Measurement**

- **Level 1** Unadjusted quoted prices in active markets that are accessible at the measurement date for identical, unrestricted assets or liabilities.

- **Level 2** Quoted prices in markets that are not considered to be active or financial instruments for which all significant inputs are observable, either directly or indirectly.

- **Level 3** Prices or valuations that require inputs that are both significant to the fair value measurement and unobservable.
Note 2. Significant Accounting Policies (Continued)

Other Receivables - Other receivables are stated at gross amount, less an allowance for doubtful accounts, and are unsecured. Manna does not require collateral and no interest is charged on outstanding other receivables. Management determines the allowance for doubtful accounts by identifying troubled accounts and by using historical experience applied to an aging of accounts. Receivables are written off when deemed uncollectible.

Inventory - Manna’s purchased inventory is stated at the lower of average cost or market. Donated food items are recorded as donations when received and inventoried at average estimated market value, which was $1.72 per pound during the fiscal years ended June 30, 2016 and 2015.

Certificate of Deposit - The certificate of deposit is recorded at fair value which approximates cost and accumulated interest.

Property and Equipment - Property and equipment are recorded at cost less accumulated depreciation. Expenditures for property and equipment are capitalized at cost using a capitalization policy threshold of $500. Depreciation for furniture, fixtures, equipment and trucks is calculated utilizing the straight-line method over estimated lives of five to ten years. Leasehold improvements are amortized over the lesser of the useful life or the term of the lease. Upon disposal of depreciable assets, the cost and related accumulated depreciation are eliminated from the accounts and the resulting gain or loss is credited or charged to revenue. Repairs and maintenance are expensed in the year incurred.

Revenue Recognition - Contributions are recognized as revenue when they are received or unconditionally pledged. Revenue from grants from government agencies is recognized when the service is provided.

Contributed services are related to pro-bono legal fees and information technology services. Revenue from contributed services is measured based on the fair value of those services and is recorded in revenue when the service is rendered. Donated food and supplies are recorded when received. Revenue from special events is recorded at the time of the event.

In addition, approximately 72,800 and 71,500 of volunteer hours were provided to Manna for the years ended June 30, 2016 and 2015, respectively, for which no value has been assigned.

Functional Allocation of Expenses - The costs of providing the various programs and other supporting services have been summarized on a functional basis in the statements of activities and functional expenses. Accordingly, certain costs have been allocated among the programs and supporting services benefited.
Note 2. **Significant Accounting Policies (Continued)**

**Tax Exempt Status** - Manna is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code. However, income from certain activities not directly related to Manna’s tax-exempt purpose is subject to taxation as unrelated business income. Manna had no net unrelated business income for the years ended June 30, 2016 and 2015.

**Accounting for Uncertain Tax Provisions** - Manna complies with the provisions of the FASB Accounting Standards Codification topic *Accounting for Uncertainty in Income Taxes*. For the years ended June 30, 2016 and 2015, no unrecognized tax provision or benefit exists.

Tax returns are subject to examination by federal and state taxing authorities, generally for three years after filing. Manna’s returns for the fiscal years ended June 30, 2013 through 2015 are open to such examination.

**Use of Estimates** - The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions. Those estimates and assumptions affect the reported amounts of the assets and liabilities, disclosure of contingent assets and liabilities, and the reported amounts of revenues and expenses. Actual results could differ from those estimates.

**Reclassifications** - Certain amounts in the 2015 financial statements have been reclassified to conform with the 2016 presentation. These reclassifications had no impact on net assets.

Note 3. **Concentration of Credit Risk** - Financial instruments which potentially subject Manna to concentrations of credit risk include cash deposits with commercial banks. Manna’s cash management policies limit its exposure to concentrations of credit risk by maintaining cash accounts at financial institutions whose deposits are insured by the Federal Deposit Insurance Corporation (FDIC). Cash deposits may, however, exceed the FDIC insurable limits at times throughout the year. Management does not consider this a significant concentration of credit risk.

Note 4. **Grants Receivable** - Grants receivable consists of the following at:

<table>
<thead>
<tr>
<th></th>
<th>June 30, 2016</th>
<th>June 30, 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Montgomery County Government</td>
<td>$ 25,008</td>
<td>$ 33,717</td>
</tr>
<tr>
<td>City of Gaithersburg</td>
<td>18,305</td>
<td>--</td>
</tr>
<tr>
<td>Community Food Rescue</td>
<td>41,467</td>
<td>87,500</td>
</tr>
<tr>
<td>Other County Grants</td>
<td>--</td>
<td>14,750</td>
</tr>
<tr>
<td>Network for Good</td>
<td>7,600</td>
<td>--</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>$ 92,380</strong></td>
<td><strong>$ 135,967</strong></td>
</tr>
</tbody>
</table>
Note 5. **Investments** - The following is a description of the valuation methodology used for investments measured at fair value and their classification in the valuation hierarchy:

*U.S. Equities* - Comprised of corporate stock listed on the national markets or exchanges which are valued at the last sales price, or if there is no sale and the market is still considered active, at the last transaction price before year-end. Such securities are classified within Level 1 of the valuation hierarchy.

The following tables set forth by level within the fair value hierarchy Manna’s investment assets at fair value.

At June 30, 2016 investments consisted of the following:

<table>
<thead>
<tr>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Money market accounts</td>
<td>$26,562</td>
<td>$</td>
<td>--</td>
</tr>
<tr>
<td>U.S. Equities</td>
<td>142,902</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Totals</td>
<td>$169,464</td>
<td>$</td>
<td>--</td>
</tr>
</tbody>
</table>

At June 30, 2015 investments consisted of the following:

<table>
<thead>
<tr>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Money market accounts</td>
<td>$15,067</td>
<td>$</td>
<td>--</td>
</tr>
<tr>
<td>U.S. Equities</td>
<td>126,926</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Totals</td>
<td>$141,993</td>
<td>$</td>
<td>--</td>
</tr>
</tbody>
</table>

For the years ended June 30, 2016 and 2015, investment income, including interest earned on interest-bearing cash accounts, consists of the following:

<table>
<thead>
<tr>
<th></th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest and dividend income</td>
<td>$8,113</td>
<td>$10,534</td>
</tr>
<tr>
<td>Realized and unrealized gains on investments</td>
<td>19,865</td>
<td>3,045</td>
</tr>
<tr>
<td>Total investment income</td>
<td>$27,978</td>
<td>$13,579</td>
</tr>
</tbody>
</table>

Note 6. **Property and Equipment** - Property and equipment consists of the following:

<table>
<thead>
<tr>
<th></th>
<th>June 30,</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2016</td>
</tr>
<tr>
<td>Furniture, fixtures and equipment</td>
<td>$214,155</td>
</tr>
<tr>
<td>Trucks</td>
<td>543,268</td>
</tr>
<tr>
<td>Leasehold improvements</td>
<td>145,869</td>
</tr>
<tr>
<td>Totals</td>
<td>$903,292</td>
</tr>
<tr>
<td>Less, Accumulated depreciation</td>
<td>(713,918)</td>
</tr>
<tr>
<td>Property and equipment, net</td>
<td>$189,374</td>
</tr>
</tbody>
</table>

Depreciation expense was $117,621 and $108,762 for the years ended June 30, 2016 and 2015, respectively.
Note 7. Grants from Government Agencies - A significant portion of Manna’s revenue is received from government agencies. The following summarizes revenue provided by government agencies for the years ended June 30:

<table>
<thead>
<tr>
<th>Government Agency</th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Montgomery County Government</td>
<td>$200,889</td>
<td>$211,470</td>
</tr>
<tr>
<td>City of Gaithersburg</td>
<td>73,219</td>
<td>72,030</td>
</tr>
<tr>
<td>City of Rockville</td>
<td>35,000</td>
<td>35,000</td>
</tr>
<tr>
<td>Maryland Emergency Food Program</td>
<td>15,000</td>
<td>19,500</td>
</tr>
<tr>
<td>SNAP grants</td>
<td>9,967</td>
<td>10,197</td>
</tr>
<tr>
<td>Community Food Rescue</td>
<td>160,000</td>
<td>90,001</td>
</tr>
<tr>
<td>Food recovery</td>
<td>35,000</td>
<td>45,500</td>
</tr>
<tr>
<td>Other county grants</td>
<td>82,404</td>
<td>97,319</td>
</tr>
<tr>
<td>Totals</td>
<td>$611,479</td>
<td>$581,017</td>
</tr>
</tbody>
</table>

Note 8. Commitments - Manna entered into a lease agreement for their headquarters and storage facility with an occupancy date of October 1, 2009, for an initial term of ten years expiring September 2019. The lease can be renewed for two consecutive five year terms. The lease calls for annual rental increases of 3.0% of the base rent. The lease contains a total of two months of rent abatement. In addition, Manna is liable for its proportionate share of the operating expenses. During 2016, Manna entered into a lease agreement for additional space from the Silver Spring United Methodist Church beginning on May 1, 2016 and expiring on September 30, 2016. Rent payments are $175 per month over the five-month lease.

For the years ended June 30, 2016 and 2015, rent expense totaled $178,084 and $173,418, respectively, and is included in occupancy costs in the statements of functional expenses.

The following is a schedule of the future minimum lease payments due under the leases as of June 30, 2016.

<table>
<thead>
<tr>
<th>Years ending June 30</th>
<th>Rent Payments</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>$ 146,442</td>
</tr>
<tr>
<td>2018</td>
<td>149,929</td>
</tr>
<tr>
<td>2019</td>
<td>154,059</td>
</tr>
<tr>
<td>2020</td>
<td>12,867</td>
</tr>
<tr>
<td>Total</td>
<td>$ 463,297</td>
</tr>
</tbody>
</table>
Note 9. **Retirement Plan** - Effective January 1, 2010, Manna initiated a Savings Incentive Match Plan for Employees of Small Employers (SIMPLE). All employees of Manna are eligible for this plan. For the years ended June 30, 2016 and 2015, Manna contributed 3% of annual compensation for each eligible employee to the plan. Contributions to the plan for the years ended June 30, 2016 and 2015 totaled $25,828 and $22,220, respectively.

Note 10. **Temporarily Restricted Net Assets** - Temporarily restricted net assets consisted of the following as of June 30, 2016 and 2015, respectively.

<table>
<thead>
<tr>
<th></th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time restrictions</td>
<td>$</td>
<td>$5,000</td>
</tr>
<tr>
<td>Breaking Bread Initiative</td>
<td>10,786</td>
<td>15,959</td>
</tr>
<tr>
<td>Community food rescue technology and marketing</td>
<td>44,000</td>
<td>--</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>$54,786</strong></td>
<td><strong>$20,959</strong></td>
</tr>
</tbody>
</table>

Note 11. **Permanently Restricted Net Assets and Endowment** - Assets are classified as permanently restricted when donors have placed permanent restrictions on the use of the principal of the gift. In the absence of restrictions on the use of the income generated by these assets, the unused investment income and realized and unrealized gains and losses are accumulated in unrestricted net assets. Manna’s endowment consists of The Samuel and Harriet Miller Feed the Hungry Fund. During the year ended June 30, 2015, the charter of the Samuel and Harriet Miller Feed the Hungry Fund was restated in that the initial principal sum of $5,000 was to be permanently restricted and must be preserved in perpetuity as long as Manna exists. The balance of $21,666 was transferred to temporarily restricted and is to be used to fund the Breaking Bread initiative.

In August 2008, the Financial Accounting Standards Board (FASB) issued FASB Staff Position (FSP) No. FAS 117-1, *Endowments of Not-for-Profit Organizations: Net Asset Classification of Funds Subject to an Enacted Version of the Uniform Prudent Management of Institutional Funds Act, and Enhanced Disclosures for All Endowment Funds*. FAS 117-1 addresses accounting issues related to guidelines in the Uniform Prudent Management of Institutional Funds Act of 2006 (UPMIFA), which was adopted by the National Conferences of Commissioners on Uniform State Laws in July 2006.

The management of Manna has interpreted UPMIFA as requiring the preservation of the fair value of original donor-restricted endowment gifts as of the date of the gift absent explicit donor stipulations to the contrary. As a result of this interpretation, Manna classifies as permanently restricted net assets, the original value of cash gifts donated to permanent endowments. The remaining portion of donor-restricted endowment funds not classified in permanently restricted net assets is classified as temporarily restricted net assets until those amounts are appropriated for expenditure by Manna in a manner consistent with the standard of prudence prescribed by UPMIFA. In accordance with UPMIFA, Manna considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds:
Note 11. **Permanently Restricted Net Assets and Endowment** (Continued)

1. The duration and preservation of the fund
2. The purposes of Manna and donor-restricted endowment funds
3. General economic conditions
4. The possible effect of inflation and deflation
5. The expected total return from income and the appreciation of investments
6. The investment policies of Manna

Manna has adopted investment and spending policies for endowment assets that attempt to provide a predictable stream of funding to the program supported by its endowment while seeking to maintain purchasing power of the endowment assets.

Earnings of the endowments are reflected as temporarily restricted net assets until appropriated for expenditure to support the endowment's stated purpose, or are reflected as unrestricted net assets when permitted by the donor.

The following tables present the changes in the net asset classes of Manna's endowment funds as of:

<table>
<thead>
<tr>
<th></th>
<th>Unrestricted</th>
<th>Temporarily Restricted</th>
<th>Permanently Restricted</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donor-restricted endowment funds</td>
<td>$ --</td>
<td>$ 10,786</td>
<td>$ 5,000</td>
<td>$ 15,786</td>
</tr>
<tr>
<td>Endowment net assets, beginning of year</td>
<td>$ --</td>
<td>$ 15,959</td>
<td>$ 5,000</td>
<td>$ 20,959</td>
</tr>
<tr>
<td>Investment income</td>
<td>--</td>
<td>27</td>
<td>--</td>
<td>27</td>
</tr>
<tr>
<td>Appropriation of endowment assets for expenditure</td>
<td>--</td>
<td>(5,200)</td>
<td>--</td>
<td>(5,200)</td>
</tr>
<tr>
<td>Endowment net assets, end of year</td>
<td>$ --</td>
<td>$ 10,786</td>
<td>$ 5,000</td>
<td>$ 15,786</td>
</tr>
</tbody>
</table>
Note 11. **Permanently Restricted Net Assets and Endowment** (Continued)

### June 30, 2015

<table>
<thead>
<tr>
<th></th>
<th>Unrestricted</th>
<th>Temporarily Restricted</th>
<th>Permanently Restricted</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donor-restricted</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>endowment funds</td>
<td>$ --</td>
<td>$ 15,959</td>
<td>$ 5,000</td>
<td>$ 20,959</td>
</tr>
<tr>
<td>Endowment net assets</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>beginning of year</td>
<td>$</td>
<td>$ 26,666</td>
<td></td>
<td>$ 26,666</td>
</tr>
<tr>
<td>Investment income</td>
<td>--</td>
<td>44</td>
<td>--</td>
<td>44</td>
</tr>
<tr>
<td>Contributions</td>
<td>--</td>
<td>500</td>
<td>--</td>
<td>500</td>
</tr>
<tr>
<td>Reclassification</td>
<td>--</td>
<td>21,666</td>
<td>(21,666)</td>
<td>--</td>
</tr>
<tr>
<td>Appropriation of</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>endowment assets</td>
<td></td>
<td>(6,251)</td>
<td></td>
<td>(6,251)</td>
</tr>
<tr>
<td>for expenditure</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Endowment net</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>assets, end of year</td>
<td>$</td>
<td>$ 15,959</td>
<td>$ 5,000</td>
<td>$ 20,959</td>
</tr>
</tbody>
</table>

Note 12. **Subsequent Events** - Manna evaluated subsequent events for potential required disclosure through November 11, 2016 which is the date financial statements were available to be issued.
SUPPLEMENTAL INFORMATION
### Schedules of Cash Receipts and Cash Disbursements

**MANNA FOOD CENTER, INC.**

**Schedules of Cash Receipts and Cash Disbursements**

<table>
<thead>
<tr>
<th></th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CASH RECEIPTS:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contributions</td>
<td>$1,661,187</td>
<td>$1,578,669</td>
</tr>
<tr>
<td>Grants from government agencies</td>
<td>655,066</td>
<td>522,336</td>
</tr>
<tr>
<td>Investment and other income</td>
<td>7,191</td>
<td>29,223</td>
</tr>
<tr>
<td>Anniversary gala/other special events, net</td>
<td>46,377</td>
<td>26,441</td>
</tr>
<tr>
<td><strong>TOTAL CASH RECEIPTS</strong></td>
<td><strong>$2,369,821</strong></td>
<td><strong>$2,156,669</strong></td>
</tr>
<tr>
<td><strong>CASH DISBURSEMENTS:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td>$1,037,171</td>
<td>$995,530</td>
</tr>
<tr>
<td>Payroll taxes</td>
<td>93,377</td>
<td>94,443</td>
</tr>
<tr>
<td>Professional fees</td>
<td>112,608</td>
<td>89,439</td>
</tr>
<tr>
<td>Purchased foods</td>
<td>253,352</td>
<td>236,317</td>
</tr>
<tr>
<td>Warehouse supplies</td>
<td>62,102</td>
<td>45,896</td>
</tr>
<tr>
<td>Permits and licenses</td>
<td>2,460</td>
<td>2,616</td>
</tr>
<tr>
<td>Gas and oil - vehicles</td>
<td>31,930</td>
<td>34,633</td>
</tr>
<tr>
<td>Repairs - vehicles and refrigeration</td>
<td>61,174</td>
<td>70,073</td>
</tr>
<tr>
<td>Insurance - vehicles</td>
<td>11,439</td>
<td>16,613</td>
</tr>
<tr>
<td>Bulk mail and postage</td>
<td>24,005</td>
<td>14,130</td>
</tr>
<tr>
<td>Office supplies</td>
<td>12,245</td>
<td>12,451</td>
</tr>
<tr>
<td>Printing</td>
<td>33,101</td>
<td>42,745</td>
</tr>
<tr>
<td>Telephone</td>
<td>10,672</td>
<td>9,727</td>
</tr>
<tr>
<td>Temporary help</td>
<td>4,204</td>
<td>1,817</td>
</tr>
<tr>
<td>Occupancy costs</td>
<td>226,796</td>
<td>177,240</td>
</tr>
<tr>
<td>Membership fees</td>
<td>1,026</td>
<td>1,089</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>25,505</td>
<td>44,992</td>
</tr>
<tr>
<td>Workers compensation insurance</td>
<td>23,686</td>
<td>40,701</td>
</tr>
<tr>
<td>Repairs and maintenance</td>
<td>5,900</td>
<td>6,724</td>
</tr>
<tr>
<td>Liability insurance</td>
<td>8,715</td>
<td>7,308</td>
</tr>
<tr>
<td>Group health insurance</td>
<td>56,292</td>
<td>37,678</td>
</tr>
<tr>
<td>Retirement contributions</td>
<td>25,828</td>
<td>22,220</td>
</tr>
<tr>
<td>Food &amp; nutrition assistance</td>
<td>35,138</td>
<td>36,260</td>
</tr>
<tr>
<td>Community Food Rescue</td>
<td>65,306</td>
<td>48,303</td>
</tr>
<tr>
<td>Consultants</td>
<td>29,432</td>
<td>41,236</td>
</tr>
<tr>
<td>Grants and subgrants</td>
<td>96,755</td>
<td>37,500</td>
</tr>
<tr>
<td>Outreach</td>
<td>3,307</td>
<td>7,277</td>
</tr>
<tr>
<td><strong>TOTAL CASH DISBURSEMENTS</strong></td>
<td><strong>$2,353,526</strong></td>
<td><strong>$2,174,958</strong></td>
</tr>
</tbody>
</table>

**Net Cash Provided by (used in) Operating Activities**

<table>
<thead>
<tr>
<th></th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$16,295</td>
<td>$(18,289)</td>
</tr>
</tbody>
</table>

**FOR THE YEARS ENDED JUNE 30,**

**NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES**

$16,295 $ (18,289)