

FY 2011-12
COMMUNITY EVENTS FUNDING REQUEST

Due: February 11, 2011

Event Name: Tigard Safety Town
Address: P.O. Box 230724
City, State, Zip: Tigard, OR 97281-0724
Contact Name: Jenny Davis
Telephone Number: 503 579-1365
E-mail address: jlbavis@frontier.com

1. **Request** (express in whole dollar amounts only)

Cash

\$5,000.⁰⁰

In-Kind Services-hours (use of City property, City staff support, etc. Please explain the services requested on a separate sheet)

See attached

Total Request

\$5,000.⁰⁰ cash
and in kind

2. **Purpose of Funding Request:**

See attached

3. **How will this event benefit the Tigard Community?**

See attached

4. **How many Tigard residents do you anticipate participating in this event (or these events)?**

170 Tigard Residents

5. **Please submit the following information with this request:**

- a. Most recent annual budget compared with the prior year's actual revenues and expenditures. The Budget should identify the period to which it applies, beginning and ending balances, major revenue sources, major expenditure categories, and number of authorized positions.
**
- b. Audit report or financial statements for the last fiscal year.**
- c. Articles of Incorporation.*
- d. 501(c)(3) status.*
- e. Organization Bylaws*

* Information not required if it has been submitted at least once in the last five years.

** Lack of adequate financial information could result in denial of request.

*An electronic version of this application is available by contacting Liz Lutz at
Lizbeth@tigard-or.gov.*

Community Events Funding Request – Tigard Safety Town

1- In kind services-

Tigard Safety Town would like to use Tigard City Hall meeting room as a registration site. We would need the meeting room on the first or second Saturday in April 2012 from 8:00 am – 11 am. We have used the site previously with a \$40 charge, but now no longer have access to the facilities.

Currently Tigard Safety Town has been required to purchase general liability insurance at a cost of approximately \$3,000. In previous years Tigard Safety Town was able to use an insurance rider through the city. If possible we would like to use a rider through the city again.

2- The purpose of the funding request is to help maintain a relatively low cost for participants.

Tigard Safety Town is dedicated to providing a quality program that is affordable for all families. In 2011 the cost to operate Tigard Safety Town has increased, and rent will increase again in 2012. We would like to offset the recent increase in charges we have incurred from the Tigard Tualatin School District for the use of Mary Woodward Elementary.

3- Tigard Safety Town benefits the Tigard community by providing safety instruction to preschoolers and kindergarteners. Safety Town is a nine day session that teaches children ages 4-6 about safety through the use of live speakers, films, art projects, music and hands on activities such as riding Kett Cars in our own little Safety Town. Children learn about bicycle, pedestrian, water, home, fire, electrical, and personal safety. The community based, volunteer program partners with organizations such as the Tigard Police Department, Tualatin Valley Fire Department, PGE, and Poison Prevention to provide meaningful safety instruction to young children. In addition to providing safety instruction to preschoolers and kindergarteners, we provide service opportunities for middle school student. 20 middle school students are interviewed and trained by our certified teachers to serve as students instructors. Many of the student instructors participated in Tigard Safety Town as 4-6 year olds and return to serve other children. In 2012 Tigard Safety Town will celebrate its 40th year serving the children and youth in our community. Safety Town is coordinated each year by a committed group of parent volunteers who serve on the Board of Directors.

4- We anticipate 170 Tigard residents will participate in the program this year

5- Supplemental financial information. Tigard Safety Town has be saving and planning for capital improvements. The houses that we set up for the children need to be replaced at a cost of approximately \$500 each (8 houses total) and the Kett Cars need to be replaced. Kett cars are approximately\$ 300 dollars each and we need 10 – 15. We also carry a balance in the event that unexpected expenses arise as they did this year with the increase in rent form Tigard Tualatin School District.

**Tigard Safety Town
Financial Statement
2010 Budget Year**

	2010 Budget	2010 Actual
INFLOWS		
Donations Received	3000	1500
Financial Aid - Scholarships	0	
Tuition	9000	8710.00
TOTAL INFLOWS	\$12,000.00	\$10,210.00
OUTFLOWS		
Bank Charges	0	
Board Expenses	450	481.34
Equipment	0	211.93
Gift Certificates - Student Helpers	840	800.00
Gifts - Sponsors	100	185.00
Insurance	2782	2924.00
Maintenance : House and Car	0	
Maintenance : Painting Blacktop	0	
Miscellaneous		
Post Office Box Rental	74	70.00
Payroll Expenses	3400	3400.00
Postage	100	93.87
Printing	350	400.00
Publicity	150	
Rent	50	40.00
Special Programs	0	
Supplies		
Art Supplies	150	104.85
Office Supplies	100	35.05
Supplies/Other	0	
Registration	50	50.44
Student Instructor Party	150	120.00
T-shirts	1600	1076.25
Tax and Licenses	60	965.00
Website Set-up and Maintenance	200	471.39
TOTAL OUTFLOWS	\$10,606.00	\$11,429.12
NET CASH INFLOW (OUTFLOWS)	\$1,394.00	-\$1,219.12
BEGINNING CASH	\$19,785.67	\$19,785.67
ENDING CASH	\$21,179.67	\$18,566.55

**Tigard Safety Town
Financial Statement
2011 Budget Year**

	2011 Budget	2011 Actual
INFLOWS		
Donations Received	1500	
Financial Aid - Scholarships	-300	
Tuition	9425	
TOTAL INFLOWS	\$10,625.00	\$0.00
OUTFLOWS		
Bank Charges	0	
Board Expenses	450	
Equipment	0	
Gift Certificates - Student Helpers	840	
Gifts - Speakers	200	
Gifts - Sponsors	200	
Insurance	3000	
Maintenance : House and Car	200	
Maintenance : Painting Blacktop	0	
Miscellaneous	0	
Post Office Box Rental	70	
Payroll Expenses	3500	
Postage	100	
Printing	400	
Publicity	150	
Rent	2050	
Special Programs	0	
Supplies		
Art Supplies	150	
Office Supplies	100	
Supplies/Other	0	
Registration	50	
Student Instructor Party	150	
T-shirts	1200	
Tax and Licenses	60	
Website Set-up and Maintenance	200	
TOTAL OUTFLOWS	\$13,070.00	\$0.00
NET CASH INFLOW (OUTFLOWS)	-\$2,445.00	\$0.00
BEGINNING CASH	\$18,566.55	\$18,566.55
ENDING CASH	\$16,121.55	\$18,566.55

**Tigard Safety Town
Financial Statement
2012 Budget Year**

	2012 Budget	2012 Actual
INFLOWS		
Donations Received	1500	
Financial Aid - Scholarships	-300	
Tuition	9425	
TOTAL INFLOWS	\$10,625.00	\$0.00
OUTFLOWS		
Bank Charges	0	
Board Expenses	450	
Equipment	0	
Gift Certificates - Student Helpers	840	
Gifts - Speakers	200	
Gifts - Sponsors	200	
Insurance	3000	
Maintenance : House and Car	1000	
Maintenance : Painting Blacktop	0	
Miscellaneous	0	
Post Office Box Rental	70	
Payroll Expenses	3500	
Postage	100	
Printing	400	
Publicity	150	
Rent	4550	
Special Programs	0	
Supplies		
Art Supplies	150	
Office Supplies	100	
Supplies/Other	0	
Registration	50	
Student Instructor Party	150	
T-shirts	1200	
Tax and Licenses	60	
Website Set-up and Maintenance	200	
TOTAL OUTFLOWS	\$16,370.00	\$0.00
NET CASH INFLOW (OUTFLOWS)	-\$5,745.00	\$0.00
BEGINNING CASH	\$16,121.55	\$16,121.55
ENDING CASH	\$10,376.55	\$16,121.55