

# DIRECTOR'S REPORT

Heather M. Munroe, Director of Senior Services

Prepared for: October 15, 2020

## ADMINISTRATION

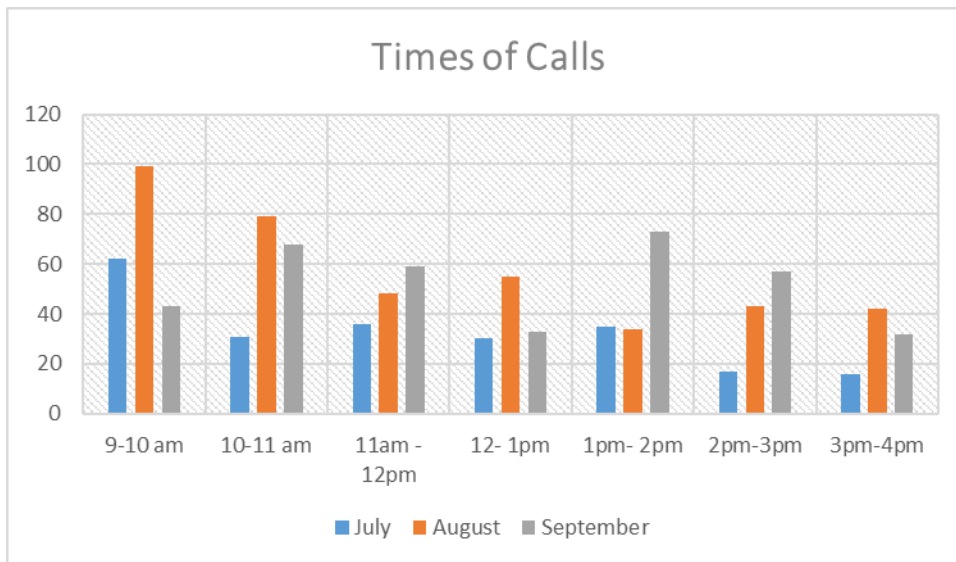
### MSC

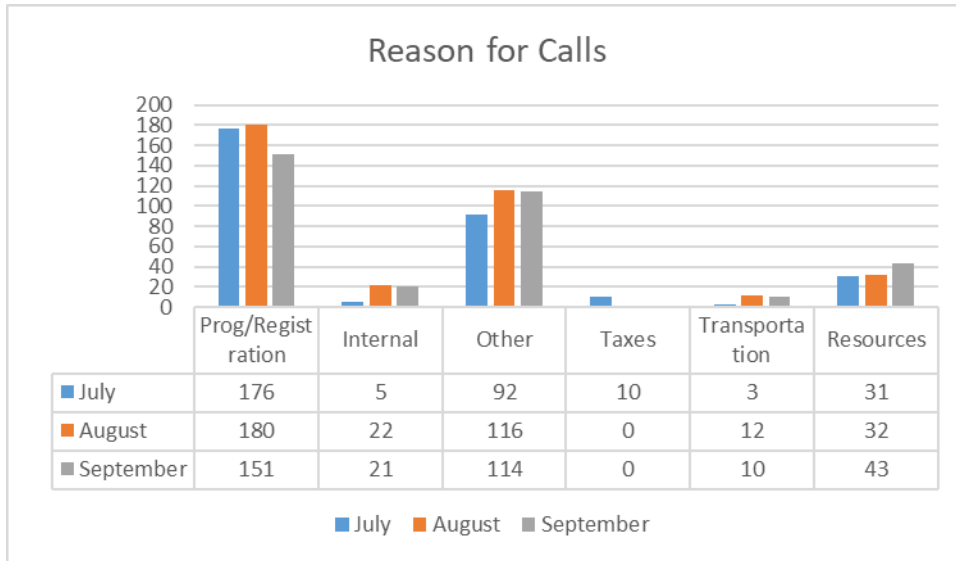
After the last registration cycle, we received a great deal of feedback on frustrations with registering for online programs with names of programs that were hard to find, from both patrons and the team. We have spent considerable amount of time to redo all of our templates and give thought to strategically labeling programs to make them easier to find and to make recording data for next year's EOE annual report.

In addition, we have worked with Eric from MSC to provide an online zoom training on how to use My Active Center the week of registration to answer questions for those who have frustrations and for those who wish to feel confident in the process.

### Phone Calls

During the month of September, we received less calls than in August. Our calls continued to trend with our most calls being for registration/programming, then other, and then resources. In September, our busiest time of day moved to a peak around 10-11am and 1-2pm, with the remaining hours of the day starting to even out.





**Wellesley Service Line**

We did not receive any WSL calls during the month of September.

**COVID-19 UPDATES**

**Home Visit Policy**

We will be working on putting together a COVID19 Home Visit plan for the Board of Health’s approval that will allow Kate to do home visits, safely, as needed.

**Hot Meal Delivery**

At the beginning of March, a supplemental meal program was established by the Board of Health to ensure a warm meal was delivered to our seniors in Town who were in need during the pandemic. This past week, the Wellesley COA was asked to take over this program.

We would like to provide a weekly hot meal to no more than 30 Wellesley residents over the age of 60 who are in financial need for each of the four remaining weeks in October. To qualify, senior residents must either be on the Springwell Services list and/or have been independently identified by our Social Worker as in financial need. Our meals will be sourced from Wellesley Restaurants who are in current good standing with the Town, and each meal will cost approximately \$15, for a total of \$450 weekly.

We will work with restaurants to have meals delivered by the restaurant itself, when possible, and when not, we will consult with our bus drivers and volunteers for assistance.

We are currently working on our Hot Meal Delivery Program Policy for the Board’s review. We have put together a survey to the recipients to assess program need and success in order to evaluate continuation of the program and any modifications as we continue to the end of the calendar year in order to develop a plan, and hope to have a more formal plan by November.

**Puzzle Borrowing**

We have been getting several requests to “check-out” and borrow our puzzles. We have taken an inventory of all of our puzzles in stock, 44, and have logged and tracked all of them. As we move forward, we would like to consider the logistics and possibility of loaning out puzzles.

**Transition Working Group**

The Transition Working Group will continue to meet to recommend a direction and help the COA Staff develop the next steps during COVID-19. At a prior meeting, the Group discussed focusing on COVID19 and Post COVID19 and within those two time periods, we will focus on two categories of focus: Isolated/Support Needs and Social Needs.

**FINANCES**

**Annual Town Report**

We are working on the Annual Town Report and hope to have a draft to the Board by this week’s meeting.

**EOEA**

We received the EOEA annual report form a few weeks ago. The form has been modified since last year. In using My Senior Center, as best we could with the new form format, we have completed the form. At this time, we still do not have estimates or amounts for FY21. **See Attachment 1– EOEA FY20 Annual Report.**

**FY21 Budget Update**

For FY21, we began the fiscal year with \$461,045 from Town Funds, and \$52,600 estimated from expected grant offsets (EOEA & Eastern Development). As of September 30th, we expended roughly \$99,135, or 24% of our total available funds. **See Attachment 2 - FY21 Budget Summary attached.**

*Transportation*

For FY21, we budgeted \$51,634 between Town funds and grant offsets. During the month of September, we expended \$1,514.88 which includes all retro pay accounting for the increase in hourly pay for all drivers. Our budget split into 12 pieces would put our target expenses monthly at \$4250. Our expenses for September are back on target, and well within our anticipated monthly expenditures. We have approximately 84% of our budget remaining.

<b>Transportation Breakdown</b>					
<i>September 2020</i>					
<b>Expense</b>	<b>FY21 Budget</b>	<b>Exp’d</b>	<b>Current</b>	<b>Balance</b>	<b>% Left</b>
Bus Drivers	39,634.00	1,549.44	1,052.02	37,032.54	93.44%
Retro Pay	-	-	388.57	(388.57)	0.00%

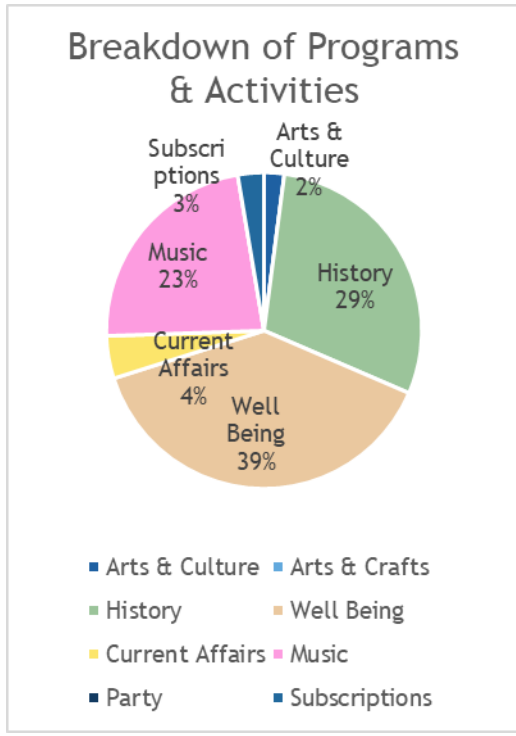
Transportation Coordinator (Robert Half)	-	4,959.09	-	(4,959.09)	0%
Gasoline	6,000.00	123.84	74.29	5,801.87	97%
Bus Maintenance	6,000.00	-	-	6,000.00	100%
	<b>\$ 51,634.00</b>	<b>\$ 6,632.37</b>	<b>\$ 1,514.88</b>	<b>\$ 43,486.75</b>	<b>84%</b>
<b>**NOTE:</b> The bus drivers have been scored and placed on the HAYS system at a Grade 42.					
To be on track, we should be targeting for 1/12 per month, or \$4,302.83. We are well under budget for September 2020.					

**FY21 Gifts**

We did not receive any donations during the month of September. In October, we requested and we received a grant, which the Town considers a gift, of \$1800 from the Simons Fund for the Hot Meal Delivery Program meal costs for the remaining four weeks in October.

**FY21 Program & Activities Budget**

Attached, as a separate document is the FY21 Program & Activities Budget. We continue to keep track of each activity as we book it, so that Amy can track which programs are being held when, the estimated cost of each program, and to stay within our bi-monthly programming budget. **See Attachment 3- Program & Activities Budget.**



Arts & Culture	\$ 95.00
Arts & Crafts	\$ 0.00
History	\$ 1,350.00
Well Being	\$ 1,775.00
Current Affairs	\$ 200.00
Music	\$ 1,050.00
Party	\$ 0.00
Subscriptions	\$ 122.90

### **FY21 Sponsorship**

We continue to have five sponsorships for programs in FY21, no changes since the last meeting.

## **PERSONNEL**

### **Annual Performance Reviews**

We are making progress. At this time, all full time employees have had a ATR completed. Our two part-time employees who reached their six-month anniversary have now had their review

completed as well. The next step is to complete the four remaining part-time employee's performance reviews.

### **Metro West Health Foundation Grant Opportunity**

As discussed at the last meeting, we have submitted a grant request for just under \$30k for a part-time position to assist us with the focus on nutrition and socialization, now and after the pandemic. If granted, we would look to continue to position next year from Oct 2021-June 2022 with gift/trust funds, and then seek Town support for the position for the FY23 budget.

## **OPERATIONS**

### **Elections**

Early Voting starts on Saturday, October 17<sup>th</sup> through Friday, October 30<sup>th</sup> from 9am to 1pm on weekends and 4pm on weekdays. We have met with both Jill and Christine from the Clerk's office to go over expectations and procedures for voting.

### **Red Cross Blood Drive**

The Red Cross will be holding a blood drive at the TPC that will be run by the Wellesley Police Department on the 14<sup>th</sup> of October from 9am – 2pm. Entrance and exits for the TPC will be the same as with the elections.

### **Fitness Center**

The Fitness Center has been open and operating since early September. We have had \_\_\_ people filling 21 appointments. We have a number of patrons who have expressed interest and are in the process of getting their paperwork in.

## **PERSONNEL**

### **Assistant Director**

The posting for the Assistant Director called for applicants to submit their materials before October 9<sup>th</sup> at 4pm to receive priority, we left the position open until filled. We received over 70 applications. After a review of the applications, I would do two rounds of interviews, the first with the HR Director and myself and the second round with a subset of the COA Board with a potential recommendation/request to hire prior to the end of October, with a possible start date as early as Dec 1<sup>st</sup>.

### **HR Board**

On the 16<sup>th</sup> of September, I attended the HR Board meeting and received approval for the rescoring of the Assistant Director position and the adjustment of the Volunteer Coordinator and Bus Driver positions to the HAYS system. The new Grade for the Assistant Director position is 55, the Volunteer Coordinator is 46, and the Bus Drivers are 42. The Volunteer Coordinator and Bus Driver positions were scored and the pay change has been issued as retro pay back to July 1<sup>st</sup>.

### **Office Staffing**

We want to thank Mary Lou for all of your time and assistance during Kate's absence over the summer in the Social Worker/Outreach role. We are excited that Mary Lou is continuing to stay connected to us at the TPC with volunteer work in our Phone Pal program.

### **Organizational Chart**

The proposed organizational chart is attached with names, positions, and photos for all current employees. **See Attachment 4- Organizational Chart.**

### **Training**

Annual trainings for the MCOA are at the end of October. We have signed up a handful of staff who we believe would most benefit from the trainings.

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## **PROGRAMMING**

### **Pen Pal Program**

A cover letter and a letter from a 6<sup>th</sup> grade student went out to 23 patrons early October. All letters are due back to the TPC, with a self-addressed stamped envelope, by the 15<sup>th</sup> of October. Once we receive the letters, we will scan them for appropriateness and ensure that no personal information is unintentionally exchanged and will make a copy for the record and send them along to the teachers at Ten Acre school. We anticipate spending approximately \$250 for this program with postage for the entire year. We have patrons that span three decades, of those participating, we have 10 patrons in their 70's, 10 in their 80's, 1 in her 90's, and 2 in their 60's.

### **Phone Pal Program**

With recommendations from Kate, the team did outreach phone calls in the past couple weeks to add additional patrons to our program. We currently have 19 volunteers paired with 24 patrons. Our program started with nine matches, with two matches that have been reassigned. We have made another 17 matches this past week, matching 17 patrons to volunteers. We currently have 7 pairs that are continuing from September, we had two pairs that were re-matched this second round. We still have five patrons to match and will be doing another call for volunteers.

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## **TRANSPORTATION**

### **September Numbers**

During the month of September, we provided service on 17 days, had 19 different passengers, provided 100 rides, and went to five destinations: Roche Brothers, Whole Foods, the food pantry, and Newton Wellesley Hospital.

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## **UPDATES FROM THE LAST MEETING**

None at this time.

## **VOLUNTEER**

### **Volunteer Programs**

We continue to have three main volunteer programs: Tech Help, Phone Pal Program, and Yard Work.



**Commonwealth of Massachusetts  
Executive Office of Elder Affairs  
FY 2020 Council on Aging Annual Report**

Name of COA: Wellesley COA Tel. # : 781-235-3961  
 Address: 500 Washington Street Zip Code: 02482  
 Current Director/Coordinator: Heather M. Munroe  
 Days and Hours of Operation: M-F 9am - 4pm

**Annual Report Summary**

**A: Staff/ Other Support**

# paid staff		12
Weekly Hours of Paid Service (full & part-time staff)		299
# of volunteers		106
Weekly Hours of Volunteer Service		78
Unduplicated people served	<b>TOTAL</b>	2260
	75 or older	1419
	59 or younger	841
	<hr/>	
	Women	1598
	Men	662
	Other	0
	<hr/>	
	Non-White	106
	White	2154
	Nursing/Care Resident	Unknown

**B: Budget**

Municipal Appropriation	446,416
EOEA Appropriation	65,148
Donations	15,000
Other	10,000
<b>Total Cash Budget</b>	<b>536,564</b>
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In-kind donation value	50

Sewing Machine & Puzzles

**Please identify FY2020 program highlights. Use page 3 for additional notes. Thank you.**

1. During FY20, we had an almost entire change over of staff and had begun restructuring positions to increase and enhance the services that we provided to our patrons.
2. In March of 2020, we transitioned our in-person programming to online Zoom programming.
3. Prior to COVID19, we revamped our Volunteer Driver program and began accomodating more patrons with ride requests that we had to previously turn down due to scheduling conflicts with our COA bus.

**ACTIVITIES** (July 1, 2019 through June 30, 2020)

		<b>Units of Service Hours</b> <i>unless otherwise specified</i>	<b>Unduplicated people served</b> (please note "E" if estimated.)
<b>Outreach/ Advocacy</b>	General information services	200 E (# inquiries)	100 E
	Case Management/Advocacy	230	220
	Health benefits counseling (SHINE)	97	90
	Outreach	337	50 E (# new contacts)
<b>Professional Services</b>	Group support	20 (# sessions)	38
	Legal Assistance	25	25
	Financial Management	83	38
	Mental Health	30 E	15 E
<b>Support Services</b>	Food shopping assistance	6	1
	Social/supportive day care	0 (#days/week)	0
	Friendly visiting	25 E	10
	Wellness check	1000 E	500 E
	Durable medical equipment loan	0	0
	Employment Services	0	0
	Intergenerational programming	100 E	25 E
	Transportation (Total)	3221 (# trips)	153
	Transportation (ambulatory)	3200 (# trips)	148 E
	Transportation (non-ambulatory)	21 E (# trips)	5 E
	Home Repair	0	0
Newsletter	6/900 (# issues/web hits)	4500 E	
<b>Wellness</b>	Health Screening	18 (# sessions)	15
	Other health services (specify)	0	0
	Fitness/exercise	7409	453
	Congregate meals	1300/208 E times (# meals)	195
	Grab and go	0 (# meals)	0
	Home Delivered Meals	0 (# meals)	0
	Health Education	174	125
<b>Other</b>	Recreation/socialization	180 E (# sessions)	961
	Cultural events	12 E (# events)	146
	Community education	1100	119
→ Please make copies of this page as needed.			

**Services to People Under 60**

	<b>Units of Service</b> (in # hours unless otherwise specified)	<b>Unduplicated people served</b> (write "E" after entry if estimated)
General Information	22	18
Transportation	0 (#rides)	0
Family Assistance	10 E	18 E
Other (specify)	0	0

**Please highlight or summarize notable COA activities from fiscal.** (Accomplishments, challenges/concerns, initiatives, milestones, objectives that were not achieved. You may attach additional pages, as needed, as well as annual municipal COA reports.) Please write/print clearly.

See Above.

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**In-Kind**

In-kind represents tangible goods or services considered essential for COA operations, but not paid for out of its budget. Please indicate which of the services below were provided to the COA in-kind with either an "X" or the estimated value, if known.

<i>Item</i>	<i>Value</i>	<i>Item</i>	<i>Value</i>
Site Space (gross square feet: )		Speakers/presenters	X
Transportation	X	Entertainers	X
Utilities		Furniture/equipment	
Van, garaging and service		Supplies	X
Custodial/maintenance		Renovations	
Plowing/outside maintenance		Cable TV service	
Durable medical equipment		Food/food services	
Recognition events		Books/videos/magazines	X
Donated goods	X	Subscriptions	
Craft/garden workers		Intergenerational volunteers	X
Senior Nutrition		Senior Aides	
Other (specify)		Other (specify)	

**Estimated In-Kind Total** (please copy this item into the last line of the budget table on page 1) 50

**Volunteer Resource Sheet**

This form is required if formula funds are used for volunteer recognition.

# of positions	Title (modify as needed)	Estimated total hours	Value of work/hr.*
11	Board President/officers	264	1718
11	Board members	100	1651
2	Board Liaison with/AAA, ASAP, Friends of, etc.	10	165
4	Newsletter committee	15	248
1	Newsletter editor	20	330
0	Newsletter coordinator		
0	Drivers—home delivered meals		
13	Drivers—passenger	250	4127
1	Instructor: computer	150	2476
0	Instructor: arts and crafts		
	Instructor: other		
	Instructor: other		
	Counselor (SHINE)		
	Counselor (support group)		
	Administrative support: receptionist		
20	Administrative: Front Desk Volunteers x 2 Daily @ 6hrs	1560	25,755
	Administrative:		
2	Tax assistance:	20	330
	Kitchen Help		
4	Meal site staff	40	660
	Friendly visitor		
	Medical escort/companion		
	Shopping Assistant		
	Repair		
	Bill payer		
	Photographer/videographer		
	Health fair worker		
	Nurse		
	Nurse assistant		
	Trip coordinator		
<b>TOTAL</b>	Please copy these entries into the Stakeholder table on Page 1	2165	37,909

Please make additional copies of this sheet, if needed. Estimates are allowable. No volunteer credit is given for tax work-off hours unless the volunteer has exceeded the hours served for tax relief purposes or for RSVP service for which the COA is a contractor. Do not include non-profit “Friends of COA” unless they also volunteer directly at the COA. Preparation time for on-site volunteer work (fundraising, rehearsing, etc.) is not considered in-kind for the purposes of this report.

\*Hourly valuation of volunteer services varies widely. Consider an “employee equivalent” basis by using a Full Time Equivalent (FTE) calculation. An annual FTE is typically 1,750 to 2,000 hours of volunteer service. For the purposes of this exercise, we will use the lowest paid employee equivalent of \$16.51 per hour.

# COA FY21 Budget Summary

**Town Funds** \$ 461,545.00  
**Grant Additions** \$ 52,600.00  
**Expended** \$ 99,135.01  
**Current Balance** \$ **415,009.99**  
**Percentage Used** **24%**

<u>Account</u>	<u>Name</u>	<u>Town Funding</u>	<u>Grant Additions</u>	<u>Amount Expended</u>	<u>Current Balance</u>	<u>Notes</u>
1541100	<a href="#">Salaries</a>	388,445.00	45,000.00	87,222.47	346,222.53	Includes EOE Offset (\$35k) & Eastern Development (\$10k)
01541200-524020	<a href="#">Public Transportation</a>	6,000.00	-	-	6,000.00	
01541200-524030	<a href="#">Equipment Maintenance</a>	4,500.00	-	-	4,500.00	
01541200-524050	<a href="#">Computer Equipment</a>	4,000.00	-	-	4,000.00	
01541200-530500	<a href="#">Training &amp; Development</a>	2,200.00	1,800.00	339.22	3,660.78	Includes presumed EOE offset
01541200-530900	<a href="#">Other Professional Services</a>	2,150.00	-	-	2,150.00	
01541200-534010	<a href="#">Postage</a>	1,200.00	-	205.85	994.15	
01541200-534020	<a href="#">Telephone</a>	2,700.00	-	105.64	2,594.36	Est. go over \$1300 due to Cell Use
01541200-534040	<a href="#">Printing &amp; Mailing</a>	5,000.00	4,000.00	3,098.23	5,901.77	Includes est \$4k offset
01541200-534055	<a href="#">Cable &amp; Internet</a>	1,050.00	-	150.99	899.01	
01541200-534060	<a href="#">Photocopying</a>	2,400.00	-	86.02	2,313.98	
01541200-534080	<a href="#">Software Licenses</a>	5,000.00	-	3,650.00	1,350.00	
01541200-541010	<a href="#">Public Transportation</a>	6,000.00	-	123.84	5,876.16	
01541200-542010	<a href="#">Office Supplies</a>	2,600.00	-	275.69	2,324.31	
01541200-543040	<a href="#">Equipment Maintenance/Repair Supplies</a>	5,000.00	-	-	5,000.00	
01541200-557010	<a href="#">Programs &amp; Activities</a>	19,000.00	-	3,857.85	15,142.15	
01541200-557030	<a href="#">COA Survey</a>	1,000.00	-	-	1,000.00	
01541200-571010	<a href="#">In State Travel (Mileage)</a>	1,800.00	-	19.21	1,780.79	
01541200-571110	<a href="#">Conferences/Meetings Administrators</a>	-	1,800.00	-	1,800.00	Includes presumed EOE Offset (full cost)
01541200-573010	<a href="#">Dues- Administrators</a>	1,500.00	-	-	1,500.00	

Salaries  
0154100-

FY21

Purpose: Senior Administrator, Other, Clerical, PT

CURRENT BALANCE

\$346,222.53

Category	Date	Transaction	Description	Withdrawal	Deposit	Balance
			FY21 Starting Balance		388,445.00	\$388,445.00
			Eastern Development		10,000.00	\$398,445.00
			EOEA (Estimated)		35,000.00	\$433,445.00
	7/13/2020	Payroll - PR01	07/01-07/06	6,701.48	-	\$426,743.52
	7/23/2020	Robert Half-	Rachel Tannenbaum	34.09	-	\$426,709.43
	7/20/2020	Payroll - PR02	07/07-07/13	6,766.81		\$419,942.62
	7/23/2020	Robert Half-	Rachel Tannenbaum	122.72	-	\$419,819.90
	7/27/2020	Payroll - PR03	7/14-7/20	6,737.04		\$413,082.86
	8/1/2020	Robert Half-	Rachel Tannenbaum	156.80	-	\$412,926.06
	8/3/2020	Payroll - PR04	7/21-7/28	6,811.59		\$406,114.47
	8/10/2020	Payroll - PR05	7/29-8/5	6,894.74		\$399,219.73
	8/17/2020	Payroll	8/6-8-13	6,533.28		\$392,686.45
	8/24/2020	Payroll	8/14-8/21	6,327.28	-	\$386,359.17
	8/31/2020	Payroll	8/22-8/29	6,548.84		\$379,810.33
	9/7/2020	Payroll	8/30-9/5	6,574.90		\$373,235.43
	9/14/2020	Payroll	9/6-9/13	6,268.97		\$366,966.46
	9/21/2020	Payroll		7,721.82		\$359,244.64
	9/28/2020	Payroll	9/16-9/22	5,813.98	-	\$353,430.66
	10/5/2020	Payroll	9/23-9/29	5,918.01	-	\$347,512.65
	10/1/2020	Retro Pay	Volunteer Coordinator, 3 Bus Drivers	1,290.12	-	\$346,222.53
					-	\$346,222.53
<b>Totals</b>		<b>Transaction count: 17</b>		<b>\$87,222.47</b>	<b>\$433,445.00</b>	<b>\$346,222.53</b>

# Training & Development

## 01541200-530500

FY21

Purpose: Staff Professional Development Opp (NOT MCOA & NCOA)

CURRENT BALANCE

\$1800 Offset budgeted for EOEa.

**\$3,660.78**

Category	Date	Transaction	Description	Withdrawal	Deposit	Balance
			FY21 Starting Balance		2,200.00	\$2,200.00
			EOEA Grant (Estimated)		1,800.00	\$4,000.00
	9/21/2020	UMASS Boston	Tuition- Munroe- Transportation Certificate Fall 2020	250.00	-	\$3,750.00
	10/1/2020	Amazon	Transportation Book for Munroe's class Fall 2020	68.22	-	\$3,681.78
	10/1/2020	American Professional Services	CPR/AED Card for Roslyn Comenitz	21.00	-	\$3,660.78
					-	\$3,660.78
					-	\$3,660.78
					-	\$3,660.78
					-	\$3,660.78
					-	\$3,660.78
					-	\$3,660.78
<b>Totals</b>		<b>Transaction count: 3</b>		<b>\$339.22</b>	<b>\$4,000.00</b>	<b>\$3,660.78</b>

# Software Licenses 01541200-534080

FY21

Purpose: MSC, Assisted Rides, InDesign, Adobe, Doodle

CURRENT BALANCE

\$1,350.00

Category	Date	Vendor	Description	Withdrawal	Deposit	Balance
			FY21 Starting Balance		\$5,000.00	\$5,000.00
	7/13/2020	Xavus Solutions	Annual Renewal-MSC	\$2,100.00		\$2,900.00
	7/13/2020	The AlterNetWays Company, LLC	Annual Renewal- Assisted Rides	\$1,550.00		\$1,350.00
						\$1,350.00
						\$1,350.00
						\$1,350.00
						\$1,350.00
						\$1,350.00
						\$1,350.00
						\$1,350.00
						\$1,350.00
<b>Totals</b>		<b>Transaction count: 2</b>		<b>\$3,650.00</b>	<b>\$5,000.00</b>	<b>\$1,350.00</b>



# Dues- Administrators 01541200-573010

FY21

Purpose: NCOA(\$150) and MCOA (\$1303)

CURRENT BALANCE  
\$1,500.00

Category	Date	Transaction	Description	Withdrawal	Deposit	Balance
			FY21 Starting Balance		1,500.00	\$1,500.00
		MCOA	Annual Dues- Waived FY21	-	-	\$1,500.00
		NCOA	Annual Dues		-	\$1,500.00
<b>Totals</b>		<b>Transaction count: 2</b>		<b>\$0.00</b>	<b>\$1,500.00</b>	<b>\$1,500.00</b>

# Public Transportation

## 01541200-541010

FY21

Purpose: Gasoline \$4,626 Base, additional more offsite trips with expanded programming

CURRENT BALANCE

**\$5,876.16**

Category	Date	Transaction	Description	Withdrawal	Deposit	Balance
			FY21 Starting Balance		6,000.00	\$6,000.00
	8/12/2020	Town of Wellesley	Gasoline - July 2020	68.64	-	\$5,931.36
	9/10/2020	Town of Wellesley	Gasoline - August 2020	55.20	-	\$5,876.16
					-	\$0.00
					-	\$0.00
					-	\$0.00
					-	\$0.00
					-	\$0.00
					-	\$0.00
<b>Totals</b>		<b>Transaction count: 2</b>		<b>\$123.84</b>	<b>\$6,000.00</b>	<b>\$5,876.16</b>

# Postage

## 01541200-534010

FY21

Purpose: General Postage - Not including Newsletter

CURRENT BALANCE

\$994.15

Category	Date	Transaction	Description	Withdrawal	Deposit	Balance
			FY21 Starting Balance		1,200.00	\$1,200.00
	9/30/2020	Town of Wellesley	Postage through 9/28/2020	205.85	-	\$994.15
					-	\$994.15
					-	\$994.15
					-	\$994.15
					-	\$994.15
					-	\$994.15
					-	\$994.15
					-	\$994.15
<b>Totals</b>		<b>Transaction count: 1</b>		<b>\$205.85</b>	<b>\$1,200.00</b>	<b>\$994.15</b>

# Telephone

## 01541200-534020

FY21

*Purpose: Cell phones ( Bus & SW \$1056) & 4 POTS Lines @ TPC (\$1600)*

CURRENT BALANCE

**\$2,594.36**

This line will be over due to increased cell phone costs for Social Worker due to COVID 19 and additional cell for Director. Approx 1300 higher.

Category	Date	Vendor	Description	Withdrawal	Deposit	Balance
			FY21 Starting Balance		2,700.00	\$2,700.00
	7/13/2020	Verizon	Cell Phone (Bus, Kate)	105.64	-	\$2,594.36
					-	\$2,594.36
					-	\$2,594.36
					-	\$2,594.36
					-	\$2,594.36
					-	\$2,594.36
					-	\$2,594.36
					-	\$2,594.36
<b>Totals</b>		<b>Transaction count: 1</b>		<b>\$105.64</b>	<b>\$2,700.00</b>	<b>\$2,594.36</b>

# Cable & Internet

## 01541200-534055

FY21

*Purpose: Monthly Comcast \$72.14/month, \$7.75 additional for multipurpose room*

CURRENT BALANCE  
\$899.01

Category	Date	Transaction	Description	Withdrawal	Deposit	Balance
			FY21 Starting Balance		1,050.00	\$1,050.00
	8/6/2020	Comcast Business	0722- Cable July 2020	46.11	-	\$1,003.89
	9/3/2020	Comcast Business	0822- Cable August 2020	52.44	-	\$951.45
	10/1/2020	Comcast Business	0920- Cable September 2020	52.44	-	\$899.01
					-	\$899.01
					-	\$899.01
					-	\$899.01
					-	\$899.01
					-	\$899.01
<b>Totals</b>		<b>Transaction count: 3</b>		<b>\$150.99</b>	<b>\$1,050.00</b>	<b>\$899.01</b>

# Printing & Mailing

## 01541200-534040

FY21

Purpose: Newsletter mailings to households 60+ 6x/year, Hanks \$775 July & Sept Cycle ONLY

CURRENT BALANCE

**\$5,901.77**

Category	Date	Transaction	Description	Withdrawal	Deposit	Balance
			FY21 Starting Balance		5,000.00	\$5,000.00
			EOEA (Estimated)		4,000.00	\$9,000.00
	8/1/2020	All Right Mailing	Sep/Oct Postage Newsletter - Base Amount	1,000.00	-	\$8,000.00
	8/6/2020	Primary Concepts - Sherry Hanks	In-Design/Formating Newsletter Sept/Oct	775.00	-	\$7,225.00
	8/20/2020	All Right Mailing	Sep/Oct Postage Newsletter - Overage Amount w/ TrackTrace	323.23	-	\$6,901.77
	9/9/2020	All Right Mailing	Nov/Dec Postage Newsletter - Base Amount	1,000.00	-	\$5,901.77
					-	\$5,901.77
					-	\$5,901.77
					-	\$5,901.77
<b>Totals</b>		<b>Transaction count: 4</b>		<b>\$3,098.23</b>	<b>\$9,000.00</b>	<b>\$5,901.77</b>

# Photocopying 01541200-534060

FY21

Purpose: Monthly Service Agreement + Overages

CURRENT BALANCE

**\$2,313.98**

Category	Date	Transaction	Description	Withdrawal	Deposit	Balance
			FY21 Starting Balance		2,400.00	\$2,400.00
	9/18/2020	Conway	Photocopier Contract (paid old rate of 86.02)	86.02	-	\$2,313.98
					-	\$2,313.98
					-	\$2,313.98
					-	\$2,313.98
					-	\$2,313.98
					-	\$2,313.98
					-	\$2,313.98
					-	\$2,313.98
<b>Totals</b>		<b>Transaction count: 1</b>		<b>\$86.02</b>	<b>\$2,400.00</b>	<b>\$2,313.98</b>

# Office Supplies

## 01541200-542010

FY21

Purpose: Office Supplies

CURRENT BALANCE

\$2,324.31

Category	Date	Vendor	Description	Withdrawal	Deposit	Balance
			FY21 Starting Balance		2,600.00	\$2,600.00
	7/23/2020	WB Mason	Pens	11.89	-	\$2,588.11
	7/23/2020	WB Mason	Organizer files, tissues, inde binders	48.13	-	\$2,539.98
	7/23/2020	WB Mason	Correction Tape	15.60	-	\$2,524.38
	7/23/2020	WB Mason	Hanging folders, labels	46.05	-	\$2,478.33
	8/6/2020	WB Mason	Tissues, Lables, Protector sheets	42.82	-	\$2,435.51
	8/6/2020	WB Mason	Highlighters- Gel	9.99	-	\$2,425.52
	8/20/2020	WB Mason	Paper	30.05	-	\$2,395.47
	9/1/2020	Amazon	Phone Case for Director's cell phone	33.14	-	\$2,362.33
	9/1/2020	WB Mason		64.96	-	\$2,297.37
		Amazon	AA batteries, laminating pouches, 3m hanging strips	94.31		\$2,203.06
		Amazon	Credit Memo- account changed to tax exempt and credited for past	(132.24)		\$2,335.30
		WB Mason	Sanitization/Alcohol Wipes	10.99		\$2,324.31
						\$2,324.31
						\$2,324.31



# In State Travel (Mileage)

## 01541200-571010

FY21

Purpose: Staff business related expense (reimbursements) Social Worker, Activities

CURRENT BALANCE

**\$1,780.79**

Category	Date	Transaction	Description	Withdrawal	Deposit	Balance
			FY21 Starting Balance		1,800.00	\$1,800.00
	8/24/2020	Richard Waldman	Mileage- to/from MWRTA Training 2 days	11.50	-	\$1,788.50
	9/8/2020	Heather Munroe	Mileage- to/from MWRTA pickup employee	7.71	-	\$1,780.79
					-	\$1,780.79
					-	\$1,780.79
					-	\$1,780.79
					-	\$1,780.79
					-	\$1,780.79
					-	\$1,780.79
<b>Totals</b>		<b>Transaction count: 2</b>		<b>\$19.21</b>	<b>\$1,800.00</b>	<b>\$1,780.79</b>

# Programs & Activities

## 01541200-557010

**FY21**

*Purpose: Supplies and materials associated with non-fee based events*

CURRENT BALANCE

**\$15,142.15**

Category	Date	Transaction	Description	Withdrawal	Deposit	Balance
	7/1/2020		FY21 Starting Balance		19,000.00	\$19,000.00
	7/23/2020	Frank King	Muscial Lecture- 7/14/2020	150.00	-	\$18,850.00
	8/1/2020	Nutrition by Elissa	Nutrition Workshop 7/21/20	200.00	-	\$18,650.00
	8/1/2020	Joseph Weisse	Current Events Class -07/23/2020	40.00	-	\$18,610.00
	8/13/2020	ActivityConnection	Annual Subscription	174.95	-	\$18,435.05
	8/13/2020	Neil Montenko	Mindfulness (2 July, 1 August)	225.00	-	\$18,210.05
	8/20/2020	Berry Pell	Photo Lecture Cuba after Castro	225.00	-	\$17,985.05
	8/20/2020	Lisa Campbell	Mindfull Living Online (July 2020)	300.00	-	\$17,685.05
	8/20/2020	Frank King	Musical Lecture - 8/18/20	150.00	-	\$17,535.05
	9/30/20020	Joseph Weisse	Current Events Class - 08/27/2020	40.00		\$17,495.05
	9/9/2020	Karen Antonowicz	Spirits of Fashion (x2)	190.00		\$17,305.05
	9/30/2020	Debra Block	Fiddler on Roof	150.00		\$17,155.05
	9/18/2020	Frank King	Muscial Lecture - 09/16/2020	150.00		\$17,005.05
	9/21/2020	Sage Educational Services	Paolo DiGregorio - Plagues, Pestilence, Pandemic - 9/10/20	225.00		\$16,780.05
	9/21/2020	Mary King	Harpist- 09/22/2020	125.00		\$16,655.05

Category	Date	Transaction	Description	Withdrawal	Deposit	Balance
	10/1/2020	Lisa Campbell	Mindful Living - August/Sep 2020 (7)	525.00		\$16,130.05
	10/1/2020	Sage Educational Services	Rick Tulipano - The Cold War Series (9/22 & 9/30)	450.00		\$15,680.05
	10/1/2020	MPLC	Annual Movie License Subscription Renewal (Issue license auto renews May)	122.90		\$15,557.15
	10/1/2020	Jordan Rich	Talk Radio - Look behind the scenes 9/17	150.00		\$15,407.15
	10/1/2020	Rose Grant	Left my memory on a bus - 9/28	100.00		\$15,307.15
	10/1/2020	Joseph Weisse	Current Event Class - 9/24	40.00		\$15,267.15
	10/2/2020	Plimoth Plantation (Town Credit Card)	Deposit for Fall Virtual Tour	125.00		\$15,142.15
						\$15,142.15
<b>Totals</b>		<b>Transaction count: 21</b>		<b>\$3,857.85</b>	<b>\$19,000.00</b>	<b>\$15,142.15</b>

# COVID 19

## 01541200-542010-COV19

FY21

Purpose: Office Supplies

CURRENT BALANCE

-\$1,369.64

Category	Date	Vendor	Description	Withdrawal	Deposit	Balance
			FY21 Starting Balance		-	\$0.00
	8/10/2020	Andria Desimone- Reimbursement	Gold Bond Powder for gloves for bus drivers	9.88		-\$9.88
	8/13/2020	WB Mason	Face masks for drivers	4.05		-\$13.93
		WB Mason	Acrylic Dividers	761.00		-\$774.93
		WB Mason (PO)	Protectors	238.00		\$0.00
	9/21/2020	WB Mason (PO)	Stanchions	416.40		-\$1,191.33
	9/18/2020	WB Mason	Gloves	31.98		-\$1,223.31
		WB Mason (PO)	Stanchion Signs	134.35		-\$1,357.66
	7/23/2020	WB Mason		11.98		-\$1,369.64
		WB Mason	Face Masks	27.51		\$0.00
						\$0.00
						-\$1,369.64
						-\$1,369.64
					-	-\$1,369.64
<b>Totals</b>		<b>Transaction count: 9</b>		<b>\$1,635.15</b>	<b>\$0.00</b>	<b>-\$1,369.64</b>

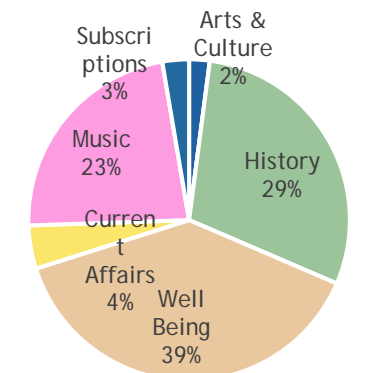
# Programs & Activities

Bank account number: 01541200-557010  
 Balance: \$ 7,900.05



Date of Purchase/Event	Paid?	Invoice #	Description	Vendor	Category	Withdrawal	Deposit	Balance
07/01/2020			Beginning Balance				\$ 19,000.00	\$ 19,000.00
07/09/2020	9/9	0001	Evolution of the Wedding Gov	Karen Antonowicz	Arts & Culture	95.00	-	\$ 18,810.00
07/13/2020	8/13	15	Mindfulness	Neil Motenko	Well Being	75.00	-	\$ 18,660.00
07/14/2020	7/23	WC-17	Musical Lecture - France	Frank King	Music	150.00	-	\$ 18,360.00
07/21/2020	8/1	1050	Nutrition Lecture	Nutrition by Elissa	Well Being	200.00	-	\$ 17,960.00
07/23/2020	8/1	5	Current Events	Joe Weisse	Current Affairs	40.00	-	\$ 17,880.00
07/28/2020	8/13	15	Mindfulness	Neil Motenko	Well Being	75.00	-	\$ 17,730.00
10/06/2020	8/20	232	Mindful Living - July classes	Lisa Campbell	Well Being	300.00		\$ 17,430.00
10/12/2020	10/1	234	Mindful Living - August classe	Lisa Campbell	Well Being	225.00		\$ 17,205.00
08/06/2020	9/9	0001	Fashion & the First Lady	Karen Antonowicz	Arts & Culture	95.00	-	\$ 17,015.00
08/10/2020	8/13	15	Mindfulness	Neil Motenko	Well Being	75.00	-	\$ 16,865.00
08/13/2020			Opera Talk - Recorded for WA	Helen Sagan	Arts & Culture	100.00		\$ 16,765.00
08/18/2020	8/20	WC-18	Musical Lecture - From France	Frank King	Music	150.00	-	\$ 16,465.00
08/20/2020	8/20	082020	Cuba After Castro Presentatic	Barry Pell	Arts & Culture	225.00		\$ 16,015.00
08/20/2020	8/13	39736	Annual Renewal	Activity Connection	Subscription	174.95		\$ 15,840.05
08/27/2020	10/1	6	Current Events	Joe Weisse	Current Affairs	40.00		\$ 15,760.05
09/09/2020		09.09.20	Fiddler on the Roof	Debi Block	Arts & Culture	150.00		\$ 15,460.05
09/10/2020	9/21	5030	We All Fall Down Lecture	Sage Educational- Paolo DiGregerio	History	225.00		\$ 15,010.05
09/16/2020	9/18	19	Musical Lecture - Songs of 19 <sup>th</sup>	Frank King	Music	150.00		\$ 14,710.05
09/17/2020	10/1	2020-04	Talk Radio & a Look at Media	Jordan Rich	Arts & Culture	150.00		\$ 14,410.05
09/22/2020	9/21	001	Harp for a Harmonious Fall	Angela Cote & Mary King	Music	300.00		\$ 13,810.05
09/23/2020		5031	The Cold War	Sage Educational - Rick Tulipano	History	225.00		\$ 13,360.05
09/24/2020	10/1	234	Mindful Living - September cl.	Lisa Campbell	Well Being	300.00		\$ 13,060.05
09/24/2020		7	Current Events- September	Joe Weisse	Current Affairs	40.00		\$ 13,020.05
09/28/2020	10/1	111	Author Talk- Memory on Bus	Rose Grant	Arts & Culture	100.00		\$ 12,820.05
09/30/2020		5031	The Cold War (part 2)	Sage Educational - Rick Tulipano	History	225.00		\$ 12,370.05
10/07/2020		5032	The Cold War (part 3)	Sage Educational - Rick Tulipano	History	225.00		\$ 11,920.05
10/08/2020			Golden Age of Television	Jordan Rich	Arts & Culture	150.00		\$ 11,620.05
10/14/2020		5032	The Cold War (part 4)	Sage Educational - Rick Tulipano	History	225.00		\$ 11,170.05
10/19/2020			Bay State Phantoms	John Horrigan	History			\$ 11,170.05
10/20/2020			Larz Anderson Auto Museum	Larz Anderson Auto Museum	Arts & Culture	100.00		\$ 10,970.05
10/22/2020		5033	The End of Good Feeling	Sage Educational- Paolo DiGregerio	History	225.00		\$ 10,520.05
10/22/2020			Current Events	Joe Weisse	Current Affairs	40.00		\$ 10,440.05
10/22/2020			Mindful Living - October class	Lisa Campbell	Well Being	300.00		\$ 10,140.05
11/10/2020			Literary Giants - Whitman	Sage Educational - Larry Lowenthal	Arts & Culture	225.00		\$ 9,690.05
11/16/2020			First Thanksgiving	Plimoth Patuxet	Arts & Culture	125.00		\$ 9,565.05
11/16/2020	10/2	Town Credit	First Thanksgiving	Plimoth Patuxet- Deposit	Arts & Culture	125.00		\$ 9,440.05
11/17/2020			Literary Giants - Dickinson	Sage Educational - Larry Lowenthal	Arts & Culture	225.00		\$ 8,990.05
11/19/2020			Current Events	Joe Weisse	Current Affairs	40.00		\$ 8,950.05
11/19/2020			Broadway	Sage Educational - Andrea Lyman	Music	300.00		\$ 8,350.05
11/24/2020			Literary Giants - Hemingway	Sage Educational - Larry Lowenthal	Arts & Culture	225.00		\$ 7,900.05
11/30/2020			Mindful Living - November cla	Lisa Campbell	Well Being	225.00		\$ 7,675.05
12/01/2020			Literary Giants - Fitzgerald	Sage Educational - Larry Lowenthal	Arts & Culture	225.00		\$ 7,450.05
12/08/2020			Literary Giants - Faulkner	Sage Educational - Larry Lowenthal	Arts & Culture	225.00		\$ 7,225.05
12/10/2020			Opera Talk - Marriage of Figar	Helen Sagan	Arts & Culture	100.00		\$ 7,125.05
12/15/2020			Literary Giants - Salinger	Sage Educational - Larry Lowenthal	Arts & Culture	225.00		\$ 6,900.05

Breakdown of Programs & Activities



Category	Amount
Arts & Culture	\$ 95.00
Arts & Crafts	\$ 0.00
History	\$ 1,350.00
Well Being	\$ 1,775.05
Current Affairs	\$ 200.00
Music	\$ 1,050.00
Party	\$ 0.00
Subscriptions	\$ 122.90

# Wellesley COA Organizational Chart

