

Our Daily Bread

2008 Annual Report

Prepared by the Board of Directors



**Guiding Our Neighbors
Toward Self-Sufficiency**

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FROM THE EXECUTIVE DIRECTOR

Our Daily Bread , Inc. (ODB) is a volunteer- based Virginia non-profit 501(c)(3) organization that serves the low to moderate income population of the Fairfax County area. We empower the community to guide our neighbors toward self-sufficiency. On behalf of ODB, I am pleased to provide you with our 2008 Annual Report.

The latter half of 2008 was dominated by the issue of providing for those individuals and families affected by the worsening economy. ODB is one of the “first responders.” We saw first-hand that the need for food and financial assistance grew and continues to grow at an overwhelming rate in the Fairfax County area. The unemployment rate of 3.4 percent is the highest in four years and rising. Our waitlist for grocery deliveries tripled from September to November 2008. The number of families we served with holiday assistance increased by 28%. Fairfax County’s Coordinated Service Planning unit (CSP), the primary source for our client referrals, recorded a 60% increase in June 2008 alone for requests for food and housing financial assistance. They determined that the community’s ability to respond has not kept pace with the level of need. The longstanding lack of affordable housing in Fairfax County has contributed to this crisis. ODB understands that prevention is one of the most cost-effective means of ending homelessness.

ODB was heartened by the outpouring of support from the community once they became aware of the increased need. The donations we received in 2008 will enable ODB to build capacity in all programs.

We intend to increase capacity in the number of families served by 30% in 2009. With the support of the community, we will reach that goal.

Lisa Whetzel

Executive Director

1.0 OVERVIEW

Our Daily Bread, Inc. is a 501(c)(3) charitable nonprofit corporation founded in 1989. It is required to file an IRS Form 990. Additional narrative information in this report was last supplied by the organization on December 2, 2008. ODB's 2007 audited financial statement is available to the public upon request or can be viewed on our website. The 2008 audited financial statement will be available in July, 2009, upon request. Contributions are deductible as provided by law.

1.1 Mission Statement

The mission of Our Daily Bread is to identify and address the unmet fundamental needs of Fairfax County residents and empower the community to help our neighbors maintain self-sufficiency.

1.2 History

The history of Our Daily Bread (ODB) is one of flexibility and openness to the changing needs of the community. In 1984, the interfaith ministry of ODB began as a temporary homeless shelter. After a Reston homeless shelter opened, ODB shifted its focus to feeding those in need rather than housing them. In 1989, the organization was incorporated and qualified as a 501(c)(3) non-profit organization. As circumstances in Fairfax County changed, the ODB soup kitchen closed and gave way to volunteers collecting and delivering groceries which offered more variety and independence for the low income families in crisis. Our goal is to work with other non-profits and the county to identify needs in the community and work together to address them. We will continue to provide emergency assistance and meet short-term needs that often accompany job loss or health and mental health issues. However, we will also focus on providing skill-building opportunities through which families can learn to avoid the need for assistance.

1.3 2008 Highlights

- 193 families received \$89,910 in financial assistance
- 197 families received on-going food assistance (\$1,400 value each)
- 208 students received school supplies (74% more students than in 2007)
- 8 families successfully completed the Financial Mentor Program; 19 participated
- 21 individuals attended budgeting classes initiated in 2008
- 525 parents and children attended two Foreclosure Prevention Seminars held at Fairfax and West Springfield schools
- 3,153 households were served holiday assistance - 28% more families than in 2007
- In collaboration with Fairfax County, ODB conducted a Financial Education Providers Forum.
- ODB partnered with Combined Properties to conduct our 2nd annual Fall Food Drive
- Began using an online form to streamline the referral and adoption process for the holiday program, saving hundreds of hours of administrative time.

1.4 Goal for 2009

- Serve 30% more families overall

2.0 2008 PROGRAM ACHIEVEMENTS

Our core programs are the Food Program, Financial Assistance, and Financial Literacy. Our seasonal programs consist of the Back to School Program and the Holiday Program. The Food and Financial Assistance Programs address immediate crises and help maintain stability. The Financial Literacy Program provides the tools and support necessary to reduce client dependence. The Holiday Program provides gifts and special meals for Thanksgiving and the December holiday season while attracting many donors and volunteers who continue to support ODB and the community throughout the year.

2.1 Food Program

The Food Program coordinates 30 participating congregations and businesses to collect, bag, and deliver supplemental groceries to 30 families every week. Delivered food is critical to individuals and single parents with small children who are homebound. Congregations and businesses donated \$130,000 worth of food and provided \$40,000 in volunteer hours. In 2008, 197 families were supplied groceries twice a month for three months. Donated food is used for emergency deliveries by volunteers approximately seven times per month. Recently, the Food Program Manager solicited and secured an additional donated pantry location which will accommodate more food donations and build our capacity to serve more clients in crisis.



For the second year, Combined Properties, a realty management company, worked with ODB to provide a vacant store in Fairfax City to serve as a drop off site for food donations. ODB invited local pantries to participate in this food drive held from November-December in Fairfax, VA. ODB received over \$11,000 in food donations, an increase of 50% from 2007.

2.2 Financial Assistance

Financial Assistance requests are processed through a team of six trained volunteers who receive referrals via phone from social workers from Fairfax County, Fairfax County Public Schools, and other Fairfax County non-profit agencies. In 2008, ODB served 193 families, providing \$89,910 in financial assistance. Financial assistance is never given directly to the client; rather a check is issued to the client's utility company, auto repair shop, pharmacy, landlord, or lender.

2.3 Financial Literacy

The Financial Literacy Program educates clients in basic household budgeting and understanding credit. Our Financial Literacy Program is two pronged; one-on-one counseling is provided through the Financial Mentoring Program and small classroom setting is provided through our Budgeting Classes. Trained volunteers are supervised while providing mentoring and classroom instruction. Through the collaboration with Consumer Credit Counseling and FDIC's Money Smart program, ODB was able to expand the reach of the Financial Literacy programs throughout --- Fairfax County. Exit surveys of all mentees found that the majority of clients are maintaining a budget.

ODB coordinated a "Budgeting and Homeowners Rights and Responsibilities" class for 350 Latino parents and youth at Fairfax High School in April 2008 with community partners: Fairfax High School Parent Liaison, The Hispanic Committee of Virginia, and Commerce Bank. The program grew through its volunteer base and community partners, Legal Services of Northern VA, to include foreclosure prevention.



In the spring of 2008, ODB conducted a Financial Education Providers Forum in collaboration with Fairfax County to network and learn best practices of financial literacy.

2.4 Back to School Program

ODB provides school supplies for ODB client children in August. In 2008, ODB served 208 children with school supplies. Of those 208 children, 53 were 'adopted' by donors. Through the monetary donations and adoptions, ODB served 74% more children in 2008 than in 2007.

2.5 Holiday Program

Fairfax County contracts with ODB to conduct the Holiday Program. The Holiday Program matches families in need throughout Fairfax County with local community groups, businesses and individual families willing to provide Thanksgiving and December meals and gifts. Families are referred to Our Daily Bread by Fairfax County social workers and Fairfax County Public School guidance counselors. We are proud to partner this year with the Fairfax County Office of Public Private Partnerships to serve the entire Fairfax County area. ODB began using an online form to streamline the referral and adoption process for the holiday program, saving hundreds of hours of administrative time. Through a recently awarded grant, ODB will create customized online forms to further expedite the referral and adoption process for this program. In 2008 over 3,100 families in Fairfax County were helped, an increase of 28% over 2007.



3.0 FINANCIAL INFORMATION

3.1 2008 Income and Donations

In 2008, ODB collected \$560,825 from grants, donations, and fundraising activities. Donations increased in 2008 marginally, as compared to 2007. ODB is continuing to seek additional donations to meet the expanding needs of the community. Table 1 details the amount and source of funding ODB received in 2008. Fairfax County, Temple Rodef Shalom and the Gannett Foundation were our major grant supporters in 2008.

Table 1. 2008 Income

Description	Amount
Grants & Other Donations	
In-kind (not including volunteer hours & food pantry)	\$215,196
Denominational	\$18,779
Corporate	\$40,743
Individual and other donations	\$64,850
Grants	\$200,443
Interest	\$626
SUBTOTAL	\$540,637
Fundraising	
Events	\$7,544
Appeal Letters	\$12,648
SUBTOTAL	\$20,192
TOTAL 2008 INCOME	\$560,829

3.1.1 Donors

We thank each of our donors for their support in preventing families from homelessness. Our website provides a link to the complete donor list.

3.2 In-Kind Donations – Services and Space

In-kind donations in 2008 totaled \$215,196.

- Supporting congregations, business, alumni groups and individuals donated food items totaling \$125,433 in weekly groceries, \$25,877 in food items for the pantries and donated gift cards totaling \$14,545.
- Macro Systems donated \$9,122 in IT services and equipment.
- Watermark Studios revamped ODB's marketing materials totaling \$1,615.
- Fairfax County donated \$46,332 in leased office space.
- United Vienna Storage donated our two pantry sites, totaling \$3,048.

In addition to the income identified above, individuals donated time totaling \$203,116 in 2008.

3.3 In-Kind Donations – Volunteer Hours

ODB relies almost entirely on volunteers to carry out our programs. Our volunteers donated 10,300 hours, to ensure that we met our program goals. This is a 12% increase from 2007.

Below is a list of some of the work performed by ODB volunteers during 2008:

- Administrative office work
- Distributing financial assistance at home
- Delivering emergency grocery supplies to desperate families
- Editing grant proposals
- Creating a template for our e-newsletter
- Graphic artist expertise in setting up our electronic newsletter
- Programming for databases
- Attending board meetings and providing fiduciary oversight
- Filing annual tax return and preparation of financial audits.

Table 2. 2008 In-Kind Donations

Description	Value
Food Donations and gift cards	\$165,854
Contributions of Equipment, Services & Space	\$77,668
Volunteer value (\$10,300 hours X \$19.72/hr. rate*) ¹	\$203,116
TOTAL VALUE	\$446,638

3.4 2008 Expenses

Table 3 lists ODB's 2008 expenses.

Table 4. 2008 Expenses

Category	Total Expenses (\$)	Percentage of 2008 Expenses
Program	\$391,786	83%
Administrative	\$55,646	12%
Fundraising	\$25,129	5%
TOTAL	\$472,561	100%

¹ Rate determined by Virginia Employment Commission.

3.5 Current Financial Statement

Our Daily Bread, Inc. Condensed Balance Sheets – Accrual Basis FOR THE YEAR ENDED DECEMBER 31, 2008 (Unaudited)	
Assets	
Cash	167,525
Other Current Assets	65,184
Total Assets	\$232,709
Liabilities	
Liabilities	10,546
Equity	222,163
Total Liabilities and Net Assets	\$232,709
Condensed Statements of Activities	
Income: Contributions and Grants	\$560,829
Program Expenses:	
Food Program	180,382
Financial Assistance	102,172
Financial Literacy	17,361
Seasonal Projects	70,448
Community Education	21,423
Total Program Expenses	\$391,786
Total General and Management Expenses	55,646
Total Fundraising Expenses	25,129
Subtotal: Non-Program Expenses	\$80,775
Total Expenses	\$472,561
Net Assets, Beginning of Year	\$133,895
Net Assets, End of Year	\$222,163
Notes to Condensed Financial Statements	
Basis of Presentation: These condensed financial statements have been prepared from the unaudited financial statements of Our Daily Bread, Inc. The full financial statements are available upon request. ODB follows the accrual basis for the recognition of income and expenses.	