

CCAP, INC.

P. O. Box 2112
Winchester, VA 22604
(540) 662-4318



CCAP 2020 Annual Report

Executive Director:

Andrea Cosans

Executive Officers

Board President: Anne Ashby
Vice President: Joseph Lewis
Treasurer: Linda Bishop
Secretary: Mary Hall

At-Large Board Members

Robert Boulter James Taylor
Dennis Argall Martha Wolfe



CCAP main business and food pantry location at 112 S. Kent St.

Mission Statement

CCAP is a cooperative effort of individuals, civic groups, businesses, and religious communities in Winchester and Frederick County. They have unified to provide financial, material, and supportive assistance in a loving way. Even with the help of existing social service programs, CCAP

clients are unable to meet their needs and responsibilities. CCAP's desire is to do God's work in a world where many basic human needs are simply not met. We are blessed to give aid because of a giving and compassionate community and many individuals who volunteer countless hours to help others.

History

CCAP formed in October of 1974 by eleven local churches as the Christian Cooperative Action Program, changing its name to Congregational Community Action Project in 1975. We are a 501(c)(3) non-profit, charitable organization that is funded by area faith communities, businesses, civic groups, bequests, and private individuals. As an all-volunteer organization (with the exception of our Executive Director full-time position), we are able to designate a vast majority of monetary donations directly to client expenses.



Our clothing house at 106 S. Kent Street

Hours of Operation During COVID 19 Restrictions

CCAP is open to the public Mondays through Fridays from 10:00 am to 1:00 pm. Check our Facebook page for changes in hours of operation or closings and information on special events and happenings. Main Office: 112 S. Kent Street, Winchester, VA 22601 Phone: (540) 662-4318 FAX: (540) 662-8109 ccapexdir@gmail.com

Program Overview

FOOD PANTRY: Mondays, Wednesdays, and Thursdays from 10:00 am to 1:00 pm. Clients can come once a month for groceries, personal hygiene items, cleaning supplies, laundry supplies, pet food and litter.

CLOTHING HOUSE: Mondays and Thursdays from 9:00 am to 11:30 am. We are open Tuesdays from 9:00 am to 11:30 am for our homeless clients. We operate a clothing house to clothe all ages, genders, & sizes for each season. Clients can come once a month for clothing needs. We also have linens and blankets and diapers.

PINK ROOM: Thursdays from 9:00 am to 11:00 am (or by appointment). Items available for cancer patients/survivors. Do not have to be a client.

FINANCIAL ASSISTANCE: Mondays through Fridays from 10:00 am to 1:00 pm. CCAP offers financial assistance with utility bills, rent/mortgage, and other expenses--including work equipment, other necessities and appropriate needs as requested. Financial assistance is available to clients once every six months.

SPECIAL GIVE AWAY EVENTS: CCAP gives away surplus food and other items that have been donated, as well as needed supplies for those who have no fixed address. See our Facebook page for dates and times for these special events.



Christmas Eve morning 2020, we offered stocking stuffers, coats, hats, gloves, blankets and a bag of food for clients. Just when we needed larger teen boys hats and gloves, a family pulled up and donated 2 large bags. We were able to serve 60 families. What a blessing to be a blessing to others!



A FEW OF OUR ENDLESSLY HARDWORKING VOLUNTEERS
Above: Our Mobile Ministry at work.



Right: One of our numerous outside "Give Aways"

Program Budget:**CCAP, Inc Balance Sheet as of December 31, 2020****ASSETS**

Current Assets

Bank Accounts	
120 Bank of Clarke	274,196.77
122 Bank of Clarke-Savings	30,826.17
124 Bank of Clarke Investment	98,614.68
125 Edward Jones	6,073.24
126 Merrill Lynch	539,961.68

Total Bank Accounts **\$949,672.54**

Accounts Receivable	
11100 Pledges Due From Donors	888.00

Total Accounts Receivable **\$888.00**

Other Current Assets	
1410 Community Foundation Endowment Fund	7,837.08
1499 Undeposited Funds	63,607.96

Total Other Current Assets **\$71,445.04**

Total Current Assets **\$1,022,005.58**

Fixed Assets

1500 Computers & Software	10,808.50
1505 Truck Fleet	37,373.29
1506 Building & Land	500,000.00
1506B 106 S. Kent St	166,160.30

Total 1506 Building & Land **666,160.30**

1509 Improvements-Building	230,903.64
1510 Refrigeration for Food Area	22,121.22
1510-A Walk-in Refrigerator	12,356.90
1510-B REACH IN FREEZER	2,290.00

Total 1510 Refrigeration for Food Area **36,768.12**

1511 Accum-Depr-1506, 1507, 1509	-190,324.65
1512 Accum Depre - Freezers-1510	-34,019.42
1601 Accum-Depr-Computers-1500	-9,420.78
1602 Allow/Depreciation-Toyota-1505	-37,373.29

Total Fixed Assets **\$710,875.71**

Other Assets	
400 Gift Cards	745.00
405 Gift Card Donations	
405.1 Gift Card Donations Restricted	405.00

Total 405 Gift Card Donations **1,150.00**

406 Gift Card Purchased	675.00
-------------------------	--------

Total 400 Gift Cards **1825.00**

Total Other Assets **\$1,825.00**

TOTAL ASSETS **\$1,734,706.29**

LIABILITIES AND EQUITY

Liabilities

Current Liabilities

Accounts Payable

1800 Accounts Payable {1583} 3,924.08

Total Accounts Payable

\$3,924.08

Credit Cards

185 B B & T CC 5486

167.28

187 BOC-5822/0651-Francis Salmon {1662}

5.00

189 BOC - 2664 - Linda Bishop

703.92

Total Credit Cards

\$876.20

Other Current Liabilities

Federal Income Tax Payable- 941

2,436.94

VA State/Local Income Tax Payable

379.93

Total Other Current Liabilities

\$2,816.87

Total Current Liabilities

\$7,617.15

Total Liabilities

\$7,617.15

Equity

3900 Retained Earnings

1,556,109.52

Net Income

170,979.62

Total Equity

\$1,727,089.14

TOTAL LIABILITIES AND EQUITY

\$1,734,706.29

Note

Current Resources Cash = \$368,630.90 (this includes the undeposited funds)

Total including Investment accounts = \$1,013,280.50

(I did not include the Community Foundation Endowment Fund of \$7,837.08 as I do not believe that CCAP can access or \$888.00 of Pledges due from Donors)

Total Other Assets

\$1,825.00

TOTAL ASSETS

\$1,734,706.29



Mobile Ministry hard at work, able to provide to farther reaching areas in need.

A blessing to have appropriate vehicles and the kind hands of our generous volunteers, benefactors and contributors.

CCAP, INC.
Profit and Loss % of Total Income
January-December 2020

Income		
100 Support from Faith Communities	97,270.53	24.10 %
101 Organizations	34,357.01	8.51 %
103 Individuals	253,992.84	62.92 %
106 Misc Charitable Contributions	405.00	0.10 %
150 RESTRICTED INCOME		
150-SPE Restricted Funds-Specific Clie	283.01	0.07 %
150C Restricted Funds-Christmas	100.00	0.02 %
150CON Restricted Funds-Construction	1,000.00	0.25 %
150F RESTRICTED FUNDS - FOOD	1,800.00	0.45 %
150FF Restricted Funds-Fuel Fund	10,293.65	2.55 %
150H Restricted Funds-Homeless	1,200.00	0.30 %
150RW Restricted Funds-Red Wagon	1,245.00	0.31 %
150T Restricted Funds-Thanksgiving	1,700.00	0.42 %
Total 150 RESTRICTED INCOME	17,621.66	4.37 %
Total Income	\$403,747.04	100.00 %
GROSS PROFIT	\$403,747.04	100.00 %
Expenses		
CCAP OPERATING EXPENSES		
300 Executive Director Salary	13,025.00	3.23 %
300.1 Payroll Taxes - FICA	996.41	0.25 %
300.5 Payroll Expenses	51.50	0.01 %
301 Building Cleaning Expense	9,063.70	2.25 %
302 Telephone Expense	4,542.85	1.13 %
303 Trash Removal	2,549.08	0.63 %
304 Postage & Bulk Mail Permit	1,169.90	0.29 %
305 Office Expenses	2,277.19	0.56 %
307 Insurance	11,590.00	2.87 %
308 Building Costs - Maintenance	3,977.64	0.99 %
311 Building - Utilities	11,452.89	2.84 %
312 Building - Repairs/Remodeling	3,886.76	0.96 %
313 Taxes, Licenses & Permits	2,086.06	0.52 %
315 Equipment Repairs & Maint.	177.20	0.04 %
325 Misc Operational Expenses	4,835.34	1.20 %
330 Equipment-Office	813.98	0.20 %
332 Equipment-Food Pantry	291.28	0.07 %
348 Truck & Auto Expense	5,102.16	1.26 %
349 Miscellaneous	0.05	0.00 %
354 Professional Fees		
354-1 Audit Fees	9,250.00	2.29 %
354-2 Bookkeeping	13,000.00	3.22 %
Total Professional Fees	22,250.00	5.51 %
356 Bank Charges	1,250.28	0.31 %
359 Volunteer Appreciation	966.93	0.24 %
360 Dues & Subscriptions	830.00	0.21 %
370 Conferences & Training	100.00	0.02 %
Advertising	307.91	0.08 %
Total CCAP OPERATING EXPENSES	103,594.11	25.66 %

CLIENT EXPENSES		
200 Electric Utilities	37,453.79	9.28 %
201 Food Products & Related	9,438.91	2.34 %
202 Fuel	1,869.62	0.46 %
203 Rent Assistance & Lodging		
203H Rent-Hotels	2,952.76	0.73 %
203 R Rent	10,869.46	2.69 %
203S Special Housing Assistance	1,812.00	0.45 %
Total 203 Rent Assistance & Lodging	15,634.22	3.87 %
204 Medications & Prescriptions	570.62	0.14 %
205 Water & Sewer Utilities	12,780.09	3.17 %
206 Local Bus Transportation	425.00	0.11 %
207 Transportation-Out of Area	651.00	0.16 %
208 Natural Gas	373.28	0.09 %
209 Misc. Medical Assistance Items	512.31	0.13 %
210 Elec Heaters-Fans-A/C	107.68	0.03 %
211 Misc. Charitable Expenditure	55.09	0.01 %
211a Auto Expenses	2,201.48	0.55 %
211b Mercy-Medial Run Expenses	157.38	0.04 %
211c Funerals	1,600.00	0.40 %
211d Birth Certificates	59.00	0.01 %
211PH PHONES/PHONE CARDS	396.70	0.10 %
Total Misc. Charitable Expenses	4,469.65	1.11 %
212 Storage Units	882.00	0.22 %
213 Bags/Supplies/Misc.	831.38	0.21 %
214 Tents, Tarps, Etc. Homeless	238.18	0.06 %
215 Work Related Client Expenses	225.48	0.06 %
220 Clothing	202.66	0.05 %
220H HOMELESS CLOTHING	243.15	0.06 %
Total 220 Clothing	445.81	0.11 %
230 Restricted Fund Expenditures	17,658.31	4.37 %
Total CLIENT EXPENSES	104,567.33	25.91 %
Total Expenses	\$208,161.44	51.57 %
NET OPERATING INCOME	\$195,485.60	48.43 %
Other Income		
101R Recycling Income	190.00	0.05 %
107 Interest Income	280.08	0.07 %
Total Other Income	\$470.08	0.12 %
Other Expenses		
316 Depreciation Expense	24,586.84	6.09 %
998 Suspense	389.22	0.10 %
Total Other Expenses	\$24,976.06	6.19 %
NET OTHER INCOME	\$ -24,505.98	-6.07 %
NET INCOME	\$170,979.62	42.36 %

Note

The Dues & Subscriptions break out: Food Bank 50, Costco 180, Tech Soup(QBOnline) 75, and 525 Diocesan Publications an add forCCAP in Sacred Hearts bulletin. Note we have not budget to put an add in this bulletin in 2021.

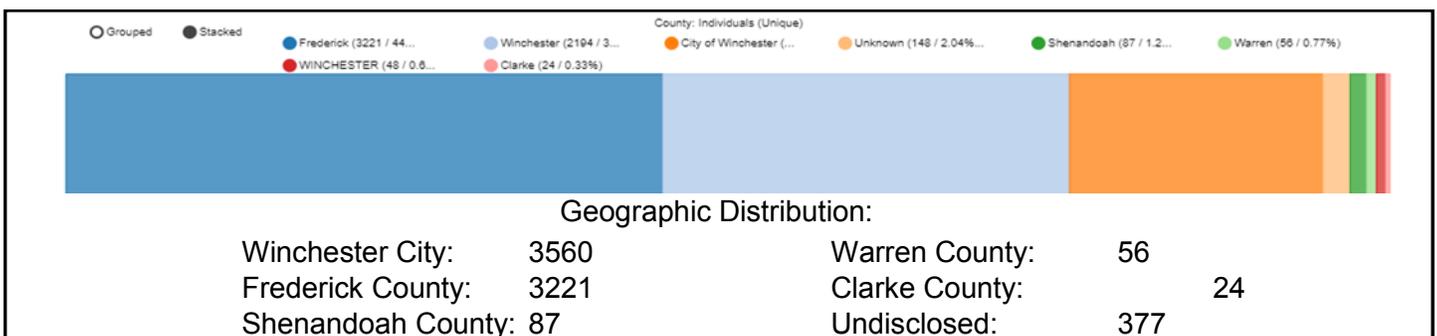
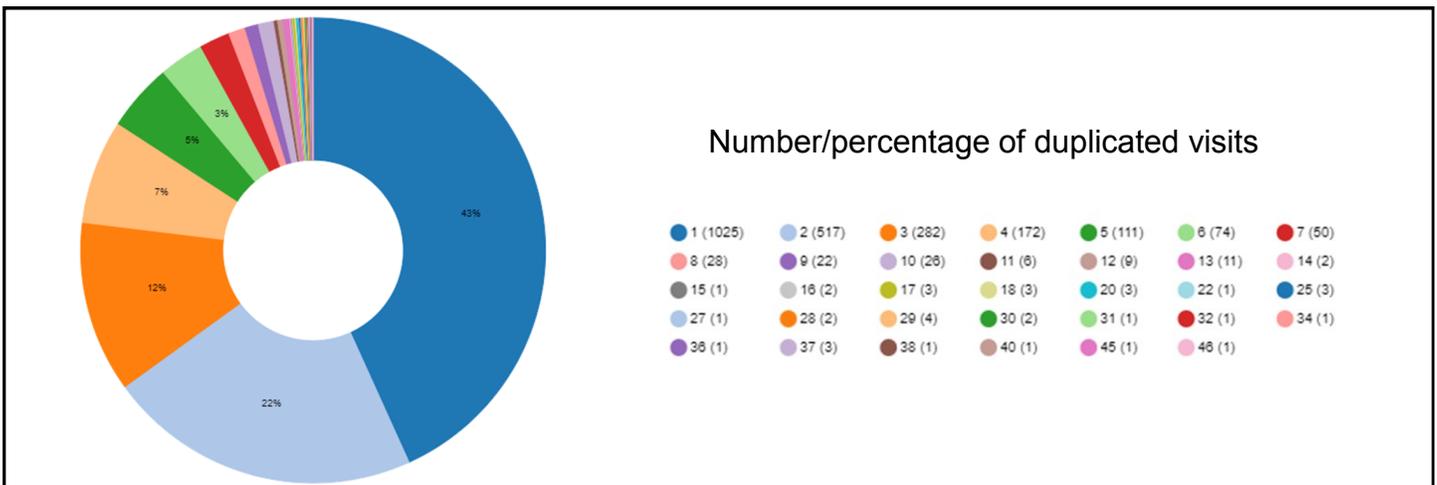
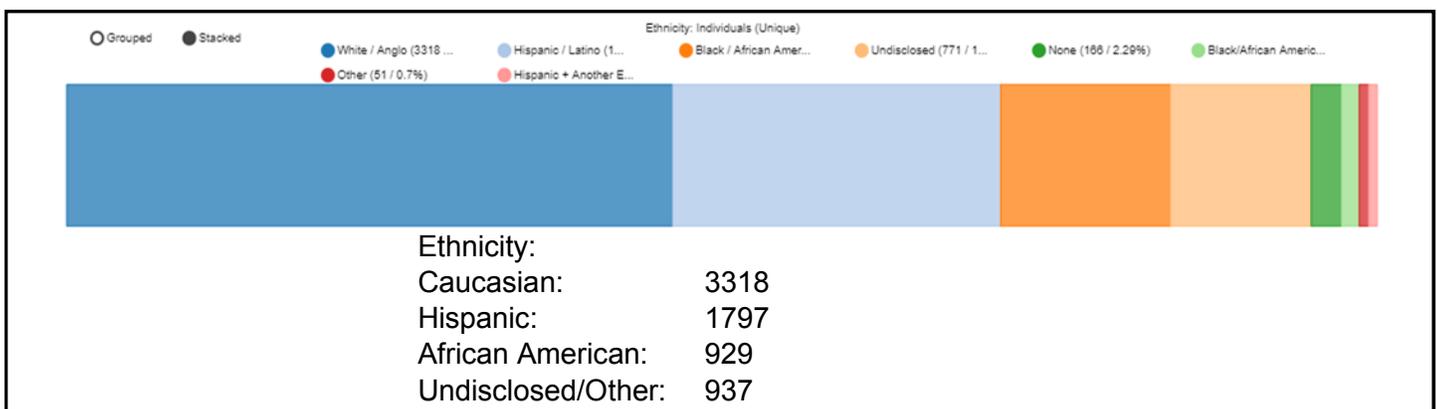
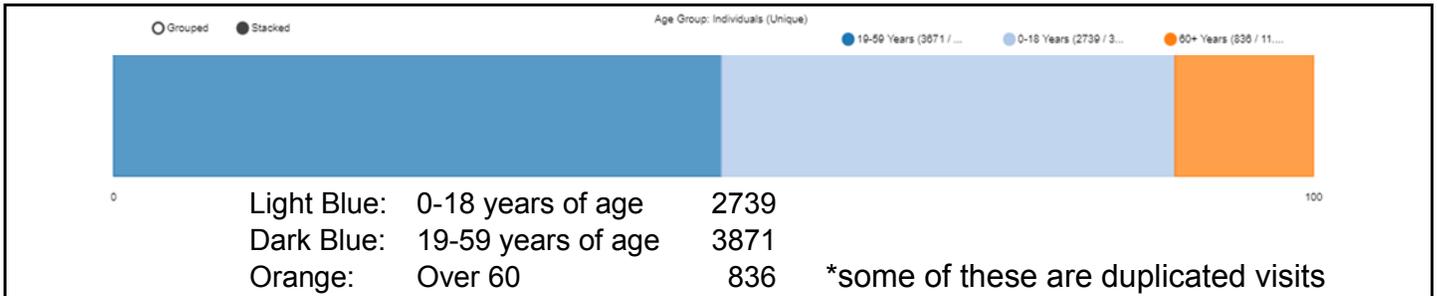
Total CCAP Operating Expense = 103,594.11

Program Area Reports:

The onset of COVID-19 impacted CCAP's ability to serve its clients and the community. From March throughout October programs were shut down and minimal services were provided. Please see the following:

Food Pantry:

In 2020 CCAP served 7246 people through the food pantry. CCAP served 7246 in 2020 individuals as opposed to 1347 in 2019. The following are some demographics that were captured:



Financial Assistance:

The following is a break down of the types and amount of financial assistance CCAP provided to their clients in 2020:

CLIENT EXPENSES		
200 Electric Utilities	37,453.79	9.28 %
201 Food Products & Related	9,438.91	2.34 %
202 Fuel	1,869.62	0.46 %
203 Rent Assistance & Lodging		
203H Rent-Hotels	2,952.76	0.73 %
203 R Rent	10,869.46	2.69 %
203S Special Housing Assistance	1,812.00	0.45 %
Total 203 Rent Assistance & Lodging	15,634.22	3.87 %
204 Medications & Prescriptions	570.62	0.14 %
205 Water & Sewer Utilities	12,780.09	3.17 %
206 Local Bus Transportation	425.00	0.11 %
207 Transportation-Out of Area	651.00	0.16 %
208 Natural Gas	373.28	0.09 %
209 Misc. Medical Assistance Items	512.31	0.13 %
210 Elec Heaters-Fans-A/C	107.68	0.03 %
211 Misc. Charitable Expenditure	55.09	0.01 %
211a Auto Expenses	2,201.48	0.55 %
211b Mercy-Medial Run Expenses	157.38	0.04 %
211c Funerals	1,600.00	0.40 %
211d Birth Certificates	59.00	0.01 %
211PH PHONES/PHONE CARDS	396.70	0.10 %
Total Misc. Charitable Expenses	4,469.65	1.11 %
212 Storage Units	882.00	0.22 %
213 Bags/Supplies/Misc.	831.38	0.21 %
214 Tents, Tarps, Etc. Homeless	238.18	0.06 %
215 Work Related Client Expenses	225.48	0.06 %

Clothing House:

The clothing house consists of two programs- the baby and toddler program and the young child and adult program. During 2020 the onset of COVID-19 greatly reduced the ability to provide clothing services. CCAP did one big diaper give away for the community and gave out 30,000 diapers, clothing, and other items. Other than this summer give away, the clothing house was closed from March and opened in October. The following reports reflect statistics from September through December of 2020.

Baby and Toddler:

14,132 diapers were handed out.

Clothes were provided for 276 children and 117 families

Young child and adults:

20-30 families have been served on a weekly basis



Young homeless girl to whom we were able to provide a winter coat, matching hat and boots - Dec. 2020

CCAP's Future:

CCAP plans to open its doors to its clients and expand program hours as soon as is safe in 2021. We are committed to continue serving the Winchester/Frederick County Virginia area with the four program areas CCAP is known for: Food Pantry, Clothing House, Financial Assistance and Homeless Services. CCAP hopes to continue to partner with other area agencies to provide more comprehensive and cohesive services and to exact a better result for the client. CCAP began this process last year by coordinating Christmas with Highlands Food Pantry, United Way, Salvation Army, Rescue Mission and Bright Futures. CCAP is in the process of working with Highlands Food Pantry to coordinate Easter.



Preparations for an outside "Give Away"

CCAP understands that the program is where clients in crises come for help. CCAP understands that we do not have all the answers. We plan to ask other agencies to set up tables on days that services are being provided and to see clients who are in crises and need services that we cannot provide. CCAP is in the process of partnering with Sinclair Medical Clinic to have a community outreach worker onsite to discuss health needs. CCAP hopes to expand to bring other agencies to the table such as Social Services, Homeless Outreach, Peer Recovery Support, and any other agency or group that could be of use to taking our clients out of crises.

CCAP is in the process of envisioning a remodeling project for the food pantry. We would like to make the food pantry look more like a farmer's market and we would like to expand the capacity to provide more fresh fruit and healthy eating choices. We would also like to promote the dignity and compassion of choice and independence.

CCAP is extremely grateful for our generous donors. We have been able to provide more funding for financial assistance even in the wake of a pandemic because of the generosity of our community. A very big and heartfelt thanks!



Another of our outside "Give Aways", prepared and executed by our AMAZING volunteers.

There is still more to do CCAP is fully staffed by volunteers with the exception of the Executive Director. CCAP's greatest hope is to be able to expand our hours back to pre-pandemic time. We need volunteers to be able to do that. Even a couple of hours a month will enable us to get back to full operations. Please contact us if you are interested.