



People Helping People

PHILOMATH COMMUNITY SERVICES, INC.

P.O. Box 1334

Philomath, Oregon 97370

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College of Philomath Corp.

President Marti Barlow & PCS Board,

January 8, 2013

As requested I'm turning over the following PCS property to executive officer and secretary Tina Thurman. Also an itemized list of documents & property transferred.

PO Box 1334 key, 2 Keys to the large grey cabinet in the office, the following check books, Citizens Bank, PCS main account, Food Bank, Gleaners, Garden, Holliday Cheer, Kids Kloset and Endowment Fund check books. State Farm money market account check book and deposit slips. Monthly statements for all of the above accounts are mailed to PCS at PO Box 1334 and are in the office. Charles Schwab stock account # 7733 6082 statements from 1-3-12 thru 11-30-12 which was a stock gift to PCS last year.

The receipts and photo copies of the utilities and other misc. bills that I have been paying for October, November and December of 2012, and bills and invoices that do need to be paid by the new treasurer Michele Kellison.

Donation slips and photo copies of the checks that have come into PCS and the bank account deposit receipts for the various different accounts over the past few months, these have been logged in. Also there are some new donations that have not been logged in or deposited which will be part of the transferred items.

PCS's typical fall fundraising campaign runs from sometime in October thru the 2nd week of February the following year 2013 and this year we got a vary late start. I've logged in approximately 180 to 200 donations to date. I believe this will represent the largest amount of money PCS has ever raised, approximately \$35,000 to \$40,000 to date, this includes the \$5000 the City of Philomath donated. Considering the middle of February is 5 weeks away I have no doubt this goal will be achieved. There was also several thousands of in kind donations.

Thank you letters which also serve as a tax exempt receipt have been sent to the majority of these donors, a copy of that letter and format are available on request.

PCS purchased a laptop computer for Peggy Clarks use; she was asked to return it to PCS and as far as I know that never was returned.

If there is anything else I can do to help let me know.

Sincerely,

Jeffrey R. Lamb

PROGRAM MANAGERS

Dot Richardson

Food Bank

Marti Barlow

Kids Kloset

Leota Hutsell

Gleaners Interim Manager

Debbie Thorpe

Holiday Cheer

Chris Shonnard

Community Garden