



# EAST MOUNTAIN FOOD PANTRY, INC.

1342 NM 333 • Suite B • Tijeras • NM • 87059-7351

[www.EastMountainFoodPantry.org](http://www.EastMountainFoodPantry.org)

## Annual Member Meeting Announcement

The East Mountain Food Pantry, Inc. (EMFP) will be holding its **Annual Member Meeting at 10 am Friday, 20 December 2024 at Desert Light Christian Church (formally Canyon Bible Church).**

Meeting Location:

Desert Light Christian Church  
1342 NM-333 Suite D, Tijeras, NM 87059-7351 (in the same building the Pantry is located)

The purpose of the Annual Member's Meeting is for Members to:

Introduce Members, Directors, Officers, Employees and Guests

Approve Consent Calendar:

Agenda, Previous 12 Month's Financial Reports, Independent Auditor's Report for 2023,  
2023 IRS 990 Tax Return, 2023 NM Attorney General Charitable Organization  
Registration Statement

Election of New Members (none nominated by the Board of Directors)

Nominations and Election of Directors

Nominations and Election of Officers

Discussion and Approval of the 2025 Budget

Transact any other business as may properly come before the Members

The Current Members of EMFP are:

Cindy Hunt	Sammie Hutchison
Amy Rome	David Smith
Vicki Wheatley	

The Current Directors and Officers are:

Cindy Hunt	Director
Amy Rome	Director, Corporate President
Cheryl Smith	Corporate Treasurer
David Smith	Director, Corporate Secretary & Chief Financial Officer
Vicki Wheatley	Director, Corporate Vice-President

The Agenda and a Draft of the proposed 2025 Budget is attached to this notice and was posted to the EMFP website no later than two weeks prior to the Meeting on the following web page:

[www.EastMountainFoodPantry.org/corporate](http://www.EastMountainFoodPantry.org/corporate)

The current Corporate Bylaws and Articles of Incorporation may also be found on the above web page.

Only Members of the EMFP are eligible to vote at the Annual Meeting, but everyone is invited to attend and, if appropriate, participate.

To make sure we have enough accommodations for those attending please send an RSVP e-mail to: **Secretary@EastMountainFoodPantry.org**, in the subject line please enter: Annual Meeting Attendance. In the body of the email please indicate your name and how many will be attending.

Thank you and we look forward to your attendance.

**Amy Rome, President, East Mountain Food Pantry Inc**



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## **AGENDA FOR 20 DECEMBER 2024 ANNUAL CORPORATE MEETING**

The Annual Corporate Meeting of the East Mountain Food Pantry, Inc. will be held at:

Desert Light Christian Church (formally Canyon Bible Church)  
1342 NM-333, Suite D  
Tijeras, NM 87059-7351

in Bernalillo County, starting at:

10 am on Friday 20 December 2024.

### **AGENDA**

1. Call to Order Annual Meeting at 10 am. Roll Call.
2. Waiver of Notice Signed by Members
3. Quorum
4. Introduction of Members, Board of Directors, Officers and Employees
5. Introduction of Guests
6. Approval of Consent Calendar:
  - a. Agenda
  - b. Financial Reports December 2023 through November 2024
  - c. Independent Auditor's Report for 2023
  - d. IRS Form 990 Tax Return for 2023
  - e. NM AG Charitable Organization Registration Statement for 2023
7. Election of New Members (none nominated by Board of Directors)
8. Nominations and Election of Directors
9. Nominations and Election of Officers
10. Discussions and Approval of 2025 Budget
11. Transact Any Other Appropriate Business
12. Adjourn



# EAST MOUNTAIN FOOD PANTRY

## 2025 DRAFT BUDGET

### DRAFT 2025 BUDGET

#### FOOD PANTRY BUDGET

	ANNUAL AMOUNT	MONTHLY Average
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#### FOOD PANTRY REVENUE:

General	100,100	8,342
Grants	6,000	500
In-Kind	819,800	68,317
Interest	24,500	2,042
Processing Fees	200	17
Other Income (UBI)	5,000	417

#### TOTAL FOOD PANTRY REVENUE

	<b>955,600</b>	<b>79,635</b>
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#### FOOD PANTRY EXPENSES:

Advertising	2,000	167
Client Items (79% of Budget Expenses):		
In-Kind (78% of Budget Expenses)	819,800	68,317
Purchased	10,600	883

Total Client Items	830,400	69,200
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Depreciation	38,100	3,175
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Fees	9,000	751
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Insurance	11,000	917
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Maintenance	8,900	742
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Staffing	120,900	10,075
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Supplies	9,200	767
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Transportation	10,400	867
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Utilities	10,800	900
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#### TOTAL FOOD PANTRY EXPENSES

	<b>1,050,700</b>	<b>87,561</b>
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#### NET FOOD PANTRY

	<b>(95,100)</b>	<b>(7,926)</b>
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# EAST MOUNTAIN FOOD PANTRY

## 2025 DRAFT BUDGET

	<b>DRAFT 2025 BUDGET</b>	
	<b>ANNUAL AMOUNT</b>	<b>MONTHLY Average</b>
<b>PROPERTY BUDGET</b>		
<b>PROPERTY REVENUE:</b>		
Interest	5,400	450
Rental (Rent plus Electric)	61,900	5,158
<b>TOTAL PROPERTY REVENUE</b>	<b>67,300</b>	<b>5,608</b>
<b>PROPERTY EXPENSES:</b>		
Depreciation	33,800	2,817
Insurance	6,600	550
Maintenance	9,800	817
Staffing	3,800	316
Supplies	200	17
Taxes	3,100	258
Utilities	6,300	525
<b>TOTAL PROPERTY EXPENSES</b>	<b>63,600</b>	<b>5,300</b>
<b>NET PROPERTY</b>	<b>3,700</b>	<b>308</b>
<b>EMFP CHANGE IN NET ASSETS</b>	<b>(91,400)</b>	<b>(7,618)</b>



# EAST MOUNTAIN FOOD PANTRY 2025 DRAFT BUDGET

## DRAFT 2025 BUDGET

ANNUAL AMOUNT	MONTHLY Average
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### CAPITAL BUDGET

#### PANTRY CAPITAL

Capital Equipment

40,000

3,333

Equipment (Expensed)

200

17

**TOTAL PANTRY CAPITAL**

**40,200**

**3,350**

#### PROPERTY CAPITAL

Equipment (Expensed)

200

17

**TOTAL PROPERTY CAPITAL**

**200**

**17**

**TOTAL EMFP CAPITAL EXPENDITURES**

**40,400**

**3,367**