

AEA Fund Report, Resident Council, March 14, 2016
Sharon Russell, 2015-2016 Chairman
Information and Assistance by Sallie Brun, 2014–2015 Chairman

Our Resident Handbook, in the Gray Book, states that Canterbury Woods has an established “no tipping” policy. In order to recognize and thank our many dedicated workers, some of whom we never see, the Christmas Fund, now titled The Annual Employees Appreciation Fund, was created to collect cash or check contributions (without disclosing the identity of the contributors) to be used for the equitable distribution of these funds to salaried staff and hourly employees in December of each year. President Sallie, in researching past minutes, discovered that it was 1965 before salaried staff were included with a gift of \$150. In 1987, the amount was raised to \$200 and remains the same today. These recipients include 2 contracted staff, the Director of Food Services and the Executive Chef. The Salaried staff are the Directors of Health Services, Environmental Services (House Keeping), Maintenance and Grounds, and Marketing. Also, the Senior Living Counselor, the Chaplain, and the Executive Assistant. (The Executive Director does not receive a gift from this fund.) The remainder of the fund is distributed, based on the number of hours worked by each, to the some 115 hourly employees. All staff and hourly employees must be on the current payroll to receive a check.

Starting in 2014, the IRS determined that such gifts must be considered tips and the tax subtracted and paid to the IRS by the employer before the employee receives the check.

Beginning in 2015, Residents could opt to join the “Give As You Go” plan with automatic deductions on their monthly bills which are kept on deposit by ESC and added to the yearly amount collected at Canterbury Woods.

In 2014 the total contributions collected was \$97,350 and after taxes were withheld a total of \$89,533 was distributed to the employees. This much larger than usual amount was in part due to very large contributions made by several families as well as more residents making contributions.

In 2015, 113 Residents contributed by cash or check and 4 by the Give As You Go plan, for a total collected of \$69,101. The average contribution was \$590, but some gave much more and some gave less. (By-the-way, contributions to the AEA Fund do not qualify as charitable tax deductions.) After the taxes were deducted, the total distributed to employees was \$64,885. ESC is the employer. On or about November 20th, the AEA Chairman sends to ESC the funds collected at Canterbury Woods, keeping a minimum of \$5000 in our account. Canterbury's Human Relations Director verifies with ESC the amounts for salaried staff and the hours worked by hourly staff and the ESC Accounting Department calculates and pays the IRS tax owed and writes the individual checks for each recipient. These are delivered to the AEA Fund Committee in sealed envelopes and are distributed to the employees at the December Gifting Party. Any remaining funds or those received after the November check is sent to ESC roll over into the next year's fund.

For your information, your contributions may be placed the metal box located on the wall to the left of the cubbies. The AEA Fund Chairman collects these on a regular basis for deposit in the Canterbury Woods AEA Fund account at a local bank. Please note that the Chairman is the only one who sees your name and this information is kept strictly confidential! Those who opt to sign up for the "Give As You Go" plan may do so at any time during the year with Deanna. Again, individual names and amounts contributed are strictly confidential. ESC tells us only the entire total collected from all who use this plan.

Please see me and Sallie at any time with questions. Many thanks to all who contributed this year!