

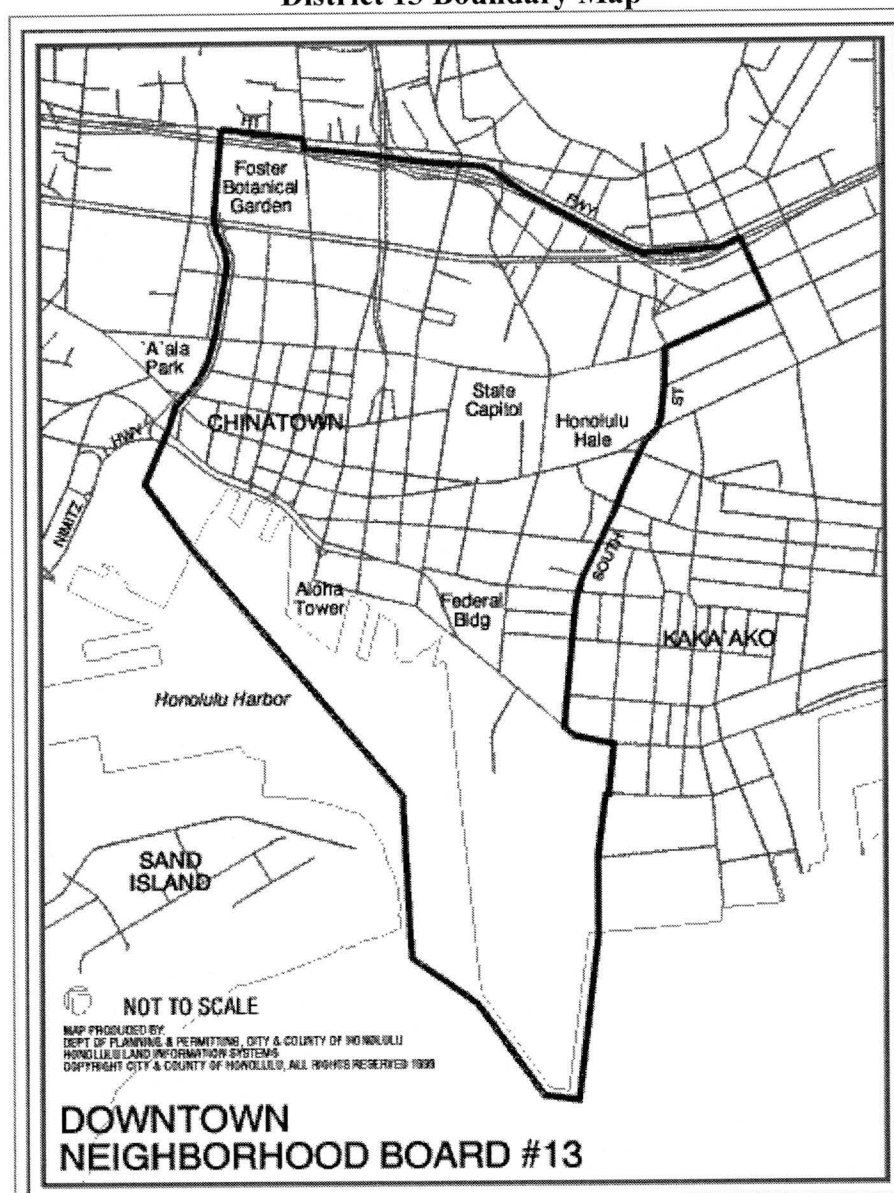
VII. Appendices

1. Need assessment
2. 2. Map
3. District 13 Resident Income Profile
4. Scope of the Jobs
5. Pro forma/budget
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VII. Appendix

Appendix 1: District 13

District 13 Boundary Map



Source: City and County of Honolulu Neighborhood Commission Office.

Appendix 2: District 13 Resident Income Profile:

Employed civilian population

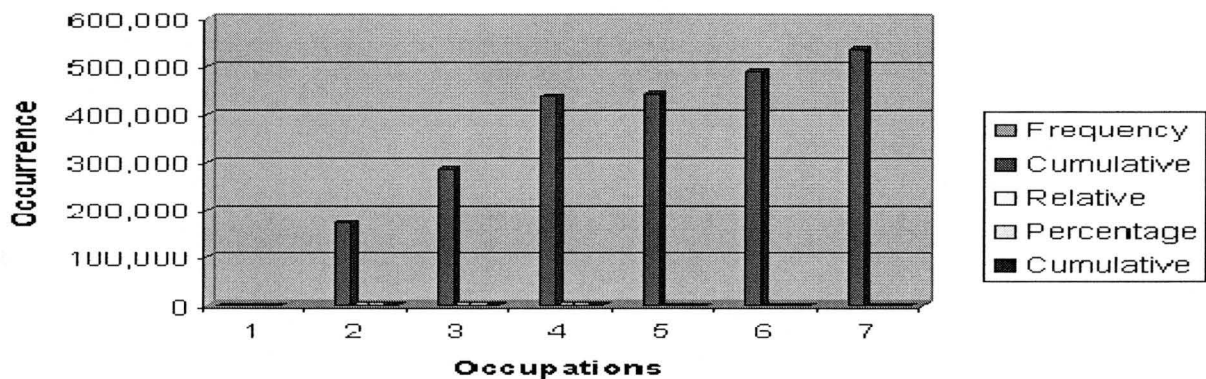
16 years and over 537,909 100%

Occupation

		Cumulative	Relative		Cumulative
Interval	Frequency	Frequency	Frequency	Percentage	
Management, professional	173,437	173,437	32.2	32.2	32.2
Services	112,660	286,097	20.9	20.9	20.9
Sales & office occupations	151,025	437,122	28.1	28.1	28.1
Farming, fishing, & forestry	6,909	444,031	1.3	1.3	1.3
Construction, transport, maintain	46,054	490,085	8.6	8.6	8.6
Production, transport, material	47,824	537,909	8.9	8.9	8.9
	537,909		100%		100%

Source: US Census 2000

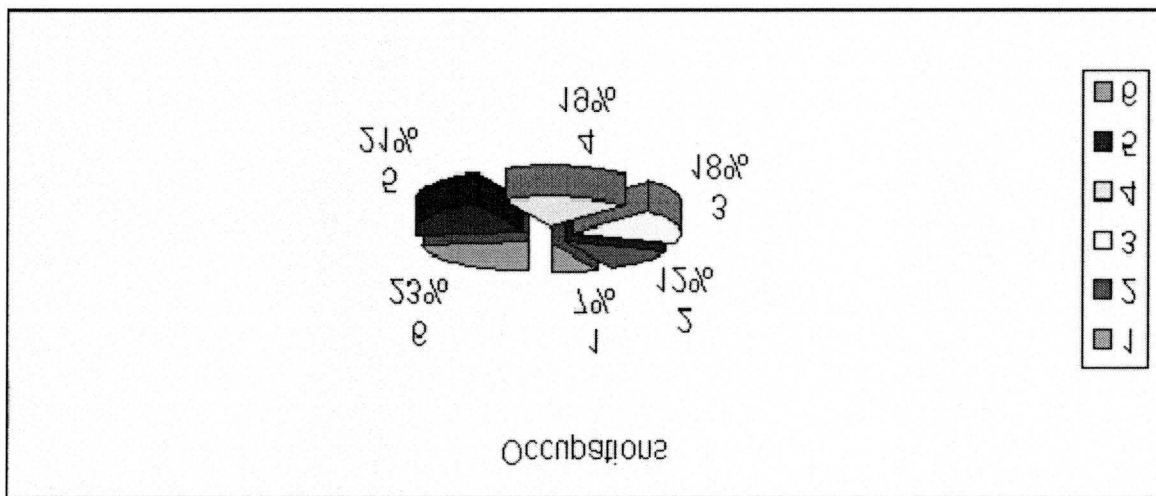
OCCUPATIONS OF HONOLULU RESIDENTS



Occupation

		Cumulative	Relative		Cumulative
Interval	Frequency	Frequency	Frequency	Percentage	
Management professional	173,437	173,437	32.2	32.2	32.2
Services	112,660	286,097	20.9	20.9	20.9
Sales & office occupations	151,025	437,122	28.1	28.1	28.1
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Occupations of Honolulu

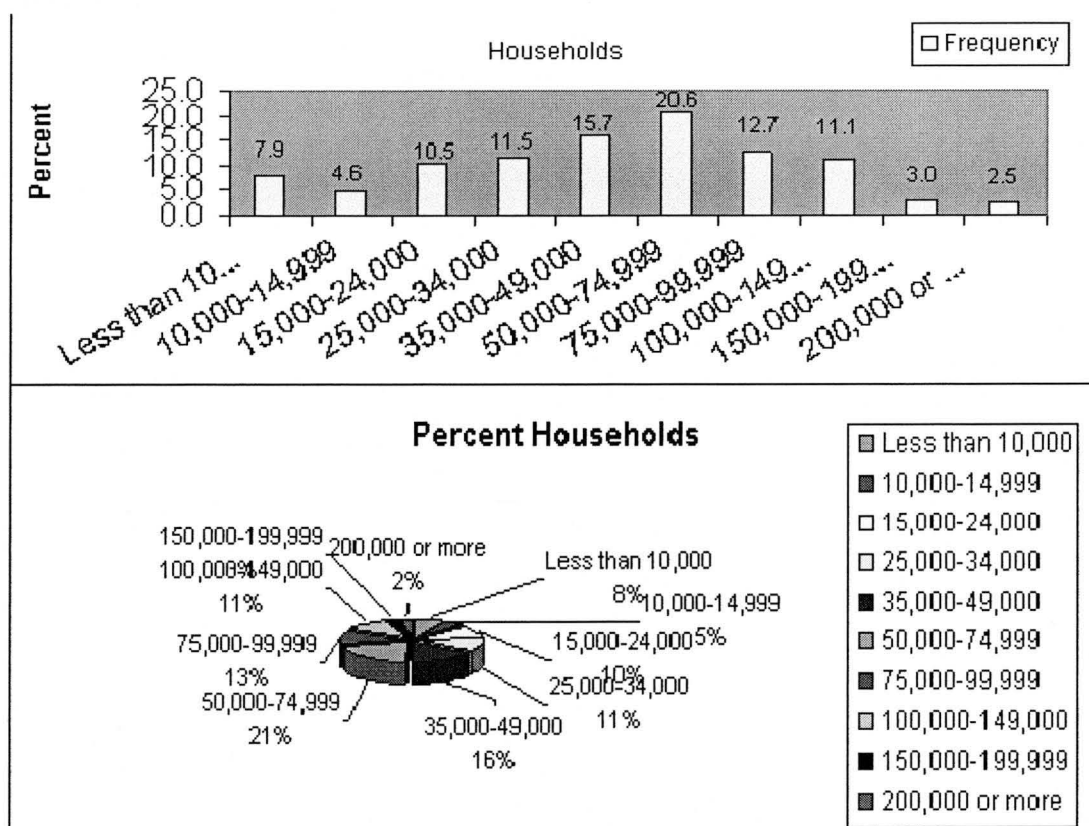
Source: US Census 2000

Key:

4. Management, professional
3. Services
4. Sales & office occupations
5. Farming, fishing, & forestry
6. Construction, transport, maint.
7. Production, transport, material

Income:

Income **by**
household



Source: US Census 2000

Appendix 3

1. SCOPE OF JOB

TITLE: Member Service Representative
Organization Proposed Kama'aina Community
FCU

A. Servicing

Distribution of mail in servicing, separate checks for loans and deposits, run tape for each and distribute.

Primary responsibility for receiving walk-in customers for all transactions, ensure that assigned filing is up to date and accurate:

- Loan servicing documents.
- Deposit servicing documents
- Bills

B. General administration of credit union, administrative support:

- Supply maintenance and assemble requests
- Forms inventory as required
- Photocopying
- Backup on accounts payable

Other functions needed to promote the smooth operation of the department. Such as backup for all mailing of receipts, coupons, notices, bills and other routine customer contact.

C. Deposit Servicing

- Backup of daily entry of deposits
- Share in daily deposits and routine transactions, such withdrawals, check copies, etc. and backup for confirmations of deposits, etc..
- Share in setup new members and accounts and all non-routine deposit servicing functions.
- Able to backup when needed for check transmissions, ATM transmissions and other forms of electronic settlements on depositors' accounts.
- Perform all routine Certificate of Deposit functions (except for initial purchase which is done in daily work): All notices, daily perform renewals/redemptions, early withdrawals, etc.
- Primary responsibility for internal (Kama'aina) accounts, particularly withdrawals and questions; deliver 48-hour turnaround on all internal check requests.
- Strong IRA knowledge and support capability for Senior Deposit Officer.

D. Make certain that morning prints jobs are completed on time, various receipts, notices and reports, scanning of documents, and once we begin document imaging make certain it is done.

Share in regular customer service functions of loan customers, questions about history, payoff regular payment entries, etc. Capable of proofing for errors and notations:

- Print daily bill and receipts.

Welcome packages are to be distributed to new customers. Welcome phone calls and backup the morning processing person for various tasks such as filing, assembling check copies, mailing, etc. Support to President for overall administrative functions. Other duties/special assignments as may be determined and provide cooperative support to all Kama'aina staff.

Appendix 4

2. Job Description: Scope of Job Financial Analyst Financial Statements and Accounting:

- Coordinate accounting and financial reporting
- Work with accountants and bookkeepers to reconcile key accounts and close respective subsidiaries and general ledgers. Assist with difficult reconciliation problems
- Monitor and review final statements for accuracy and prepare and review non-routine adjusting entries
- Prepare spreadsheets, macros, data dumps and other routines needed to facilitate daily, periodic and other reconciliation's
- Perform as necessary more routine reconciliation and closeout tasks
- Setup new corporations and general ledgers as needed

Financial Analysis & Project Management

- Prepare, maintain, check for quality and troubleshoot spreadsheets used for financial analysis
- Coordinate financial reporting relationships with secondary market partners, make recommendations and implement, as needed new systems, programs or procedures
- Prepare budgets and integrate with monthly monitoring systems
- Assist in preparation of monthly or quarterly liquidity projections for management
- Assist in the preparation of monthly-consolidated financial analysis of Kama'aina

Broader Responsibilities

Serve as an assistant to the Team Leader and Assistant Team Leader Servicing and Operations Team, and for other areas designated by them. Serve as a member of the Servicing and Operations Team, performing all of the routine cross training tasks, including as backup for daily and monthly processing of loans and Credit Union deposits. Deliver professional, highly cooperative service to all customers and staff. Serve as member of the Information Services Group.

Appendix 5

3. Job Description: Scope of Job

TITLE: Information System Associate

PURPOSE: Ensure that All of Kama'aina Information Systems Needs is Effective

- Install PC's and software on office computers
- Routine repair and maintenance on office PC's and other hardware; manage repair by vendors
- Under direction of the Information Systems Coordinator (ISC) manage and/or install new phones, networks and other information systems
- Ensure that storage of parts, new PC/hardware, etc is done in a professional manner.
- Ensure that our hardware, other equipment and software is documented, tracked and, as appropriate, archived
- Ensure that home computers and hardware are distributed properly, documented and supported
- Provide front line support to staff on problems with hardware or software
- Maintain documentation on key software, bat files and other systems as appropriate.
- Perform updates and troubleshooting on CAMS, MC and other key software
- Perform administrator functions in Windows NT
- Provide Access and other appropriate dbase support to staff by training, troubleshooting, system design, report writing, query design, etc
- Support branch offices in their system information needs
- Perform or coordinate special projects as directed by the ISC
- Setup and coordinate software training for Kama'aina staff.
- Provide backup to the ISC on key system routines
- Perform other functions as directed by the ISC

Appendix 6

Pro Forma – attached excel file
Quarterly

Assumption	Assumptions			
	1st 6 Months	2nd 6 Months	3rd 6 Months	4th 6 Months
Loan rate	6.50%	6.50%	6.50%	6.50%
Investment Rate	1%	2%	2%	2%
Dividend Rate	1.50%	1.50%	1.50%	1.50%
Loan Growth	120,000	360,000	360,000	600,000
Share Growth	37,600	25,000	37,500	50,000
No. Of New Members	125	125	125	125
New Membership fee	5	5	5	5
No. of New Loans	24	72	72	120
Borrowed Funds	500,000	500,000	500,000	500,000
Rate of Borrowed Funds shared growth	6.50%	6.50%	6.50%	6.50%
Other Income (grant for \$150,000 used over 2 years)	37500	37500	37500	37500
Provision for Loan Losses based on 1% new loans	1,200	3,600	3,600	6,000

Statement of Financial Condition

	1st 6 Months	2nd 6 Months	3rd 6 Months	4th 6 Months
Assets				
Loans	\$1,282,517	\$-	\$-	\$-
Allowance for Loan/Lease Losses	-	-	-	-
Net Loans	1,282,517	-	-	-
Cash on hand	2,000	5,000	5,000	5,000
Cash on deposit	432,681	210,087	220,581	19,393
Investments	-	-	-	-
Fixed Assets	969	907	845	783
Other Assets	-	-	-	-
Total Assets	\$1,718,167	\$215,994	\$226,426	\$25,176
Liabilities & Equity				
Note Payable	-	-	-	-
Accounts Payable	-	-	-	4,678
Non-Member Deposits	500,000	600,000	900,000	1,200,000
Total Liabilities	500,000	600,000	900,000	1,204,678
Shares	-	-	-	150,100
Regular Reserves	500	1,000	2,000	3,000
Undivided Earnings	500	1,000	2,000	3,000

Net Income	-	-	-	-
Total Equity	1,000	2,000	4,000	6,000
Total Liabilities & Equity	\$501,000	\$602,000	\$904,000	\$1,210,678
Net Worth Ratio (Total Equity/Total Assets x 100)	0.20%	0.33%	0.44%	0.50%
Return on Assets Ratio (YTD Net Income/Assets x 100)				
Gross Income Ratio (YTD Gross Income/Assets x 100)				
Expense Ratio (YTD Operating Exp/Assets x 100)				

Statement of Income

Account Name	1st 6 Months	2nd 6 Months	3rd 6 Months	4th 6 Months
Income				
Loans Income	-	-	-	-
Investment Income	-	-	-	-
Fee Income	-	-	-	-
Other Income	37,500	37,500	37,500	37,500
Total Operating Income	37,500	37,500	37,500	37,500
Cost of Funds				
Dividend Expenses	-	-	-	-
Interest on Borrowed Funds	-	-	-	-
Provision for Loan Losses	-	-	-	-
Total Cost of Funds	-	-	-	-
Gross Margin	37,500	37,500	37,500	37,500
Operation Expenses				
Compensation & Benefits	7,256	7,256	7,256	7,256
Office Occupancy	9,000	9,000	9,000	9,000
Office Operations	2,675	2,675	2,675	2,675
Data System	1,500	1,500	1,500	1,500
Security System	1,250	1,250	1,250	1,250
Professional & Outside Services	1,450	1,450	1,450	1,450
Miscellaneous	138	138	138	138
Travel	675	675	675	675
Other Expenses	4,125	4,125	4,125	4,125
Total Operating Expenses	28,069	28,069	28,069	28,069
Total Operating Income (Loss)	9,432	9,432	9,432	9,432

Pro Forma Financial Statement

In the following form, prepare detailed pro forma financial statements on a semi-annual basis for the first two years of operation.

Statement of Financial Condition

	1st 6 Months	2nd 6 Months	3rd 6 Months	4th 6 Months
Assets				
Loans	\$118,402	\$469,737	\$809,798	\$1,375,666
Allowance for Loan/Lease Losses	(600)	(1,800)	(1,800)	(3,000)
Net Loans	117,802	467,937	807,998	1,372,666
Cash on hand	2,000	5,000	5,000	5,000
Cash on deposit	432,681	210,087	220,581	19,393
Investments	-	-	-	-
Fixed Assets	969	907	845	783
Other Assets	-	-	-	-
Total Assets	\$553,451	\$683,930	\$1,034,423	\$1,397,841
Liabilities & Equity				
Note Payable	-	-	-	-
Accounts Payable	4,678	4,678	4,678	4,678
Shares	37,600	62,600	100,100	150,100
Non-Member Deposits	500,000	600,000	900,000	1,200,000
Total Liabilities	542,278	667,278	1,004,778	1,354,778
Regular Reserves	500	1,000	2,000	3,000
Undivided Earnings	500	1,000	2,000	3,000
Net Income	10,805	16,330	27,378	31,986
Total Equity	11,805	18,330	31,378	37,986
Total Liabilities & Equity	\$554,084	\$685,609	\$1,036,156	\$1,392,764
Net Worth Ratio (Total Equity/Total Assets x 100)	2.13%	2.67%	3.03%	2.73%

Assumption	Assumptions			
	1st 6 Months	2nd 6 Months	3rd 6 Months	4th 6 Months
Loan rate	6.50%	6.50%	6.50%	6.50%
Investment Rate	1%	2%	2%	2%
Dividend Rate	1.50%	1.50%	1.50%	1.50%
Loan Growth	120,000	360,000	360,000	600,000
Share Growth	37,600	25,000	37,500	50,000
No. Of New Members	125	125	125	125
New Membership fee	5	5	5	5
No. of New Loans	24	72	72	120
Borrowed Funds	500,000	500,000	500,000	500,000
Rate of Borrowed Funds	2.50%	2.50%	2.50%	2.50%
Shared growth				
Other Income (grant for \$150,000 used over 2 years)	37500	37500	37500	37500
Provision for Loan Losses based on 1% new loans	1,200	3,600	3,600	6,000

Statement of Income

Account Name	1st 6 Months	2nd 6 Months	3rd 6 Months	4th 6 Months
Income				
Loans Income	2,231	10,625	21,672	29,806
Investment Income	-	-	-	-
Fee Income	625	625	625	625
Other Income	37,500	37,500	37,500	37,500
Total Operating Income	40,356	48,750	59,797	67,931
Cost of Funds				
Dividend Expenses	282	752	751	1,877
Interest on Borrowed Funds	-	-	-	-
Provision for Loan Losses	1,200	3,600	3,600	6,000
Total Cost of Funds	1,482	4,352	4,351	7,877
Gross Margin	38,874	44,399	55,447	60,054
Operation Expenses				
Compensation & Benefits	7,256	7,256	7,256	7,256
Office Occupancy	9,000	9,000	9,000	9,000
Office Operations	2,675	2,675	2,675	2,675
Data System	1,500	1,500	1,500	1,500
Security System	1,250	1,250	1,250	1,250
Professional & Outside Services	1,450	1,450	1,450	1,450
Miscellaneous	138	138	138	138
Travel	675	675	675	675
Other Expenses	4,125	4,125	4,125	4,125

Total Operating Expenses	28,069	28,069	28,069	28,069
Total Operating Income (Loss)	10,805	16,330	27,378	31,986

Payment Schedule

Month	Loan	APR	Principal Balance	Interest	Days
November	20,000.00	6.50%			30
December	39,893.15	6.50%	19,893.15	106.85	31
January	59,672.92	6.50%	39,672.92	220.23	31
February	79,343.49	6.50%	59,343.49	329.43	28
March	98,947.86	6.50%	78,947.86	395.63	31
April	118,401.61	6.50%	98,401.61	546.25	30
May	177,769.06	6.50%	117,769.06	632.56	31
June	236,787.68	6.50%	176,787.68	981.38	30
July	295,522.65	6.50%	235,522.65	1,265.03	31
August	353,891.20	6.50%	293,891.20	1,631.45	31
September	411,937.52	6.50%	351,937.52	1,953.67	30
October	469,736.76	6.50%	409,736.76	2,200.76	31
November	527,143.56	6.50%	467,143.56	2,593.20	30
December	584,327.31	6.50%	524,327.31	2,816.25	31
January	641,101.51	6.50%	581,101.51	3,225.81	31
February	697,562.27	6.50%	637,562.27	3,539.23	29
March	753,959.79	6.50%	693,959.79	3,602.48	31
April	809,797.52	6.50%	749,797.52	4,162.27	30
May	905,471.21	6.50%	805,471.21	4,326.32	31
June		6.50%	900,472.51	4,998.70	30
	1,000,472.51				
July		6.50%	995,127.52	5,344.99	31
	1,095,127.52				
August		6.50%	1,089,081.82	6,045.70	31
	1,189,081.82				
September		6.50%	1,182,517.43	6,564.38	30
	1,282,517.43				
October		6.50%	1,275,665.63	6,851.81	31
	1,375,665.63				

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