

MANAGERS REPORT

ALFALFA HOUSE

JULY 2016

20th August 2016

Sales up by 8% on previous month

Number of vollies down by 14%

Vollie hours down by 13%

Daily transactions down by 5%

Average daily sales no variance

SALES

		Average Average Number Transactions Transaction Value	Average Daily Sales
JULY 2016	\$104 619	111	\$3374.80
	\$30.35		
JUNE 2016	\$97 381	108	\$3357.95
	\$31.20		
MAY 2016	\$106 390	114	\$3431.95
	\$30.10		
APR 2016	\$ 104 596	115	\$3606.75
	\$31.10		
JULY 2015	\$113 560	113	\$3663.25
	\$32.25		

PRODUCE

	REVENUE	PERCENTAGE OF SALES	STOCK MARGIN	GROSS PROFIT LOSS
JULY 2016	\$31 729.39	27.4%		36.3%
	\$442.20			
JUNE 2016	\$29 907.06	26.4%		37.5%
	\$465.20			
MAY 2016	\$34 922.02	32.8%		38.4%
	\$432.61			
JULY 2015	\$27 356.01	27.0%	27.0%	
	\$307.75			

GROCERIES

	<u>REVENUE</u>	<u>PERCENTAGE OF SALES</u>	<u>STOCK MARGIN</u>	<u>GROSS PROFIT LOSS</u>
JULY 2016	\$72 889.61	72.6%		44.0%
TBA				
JUNE 2016	\$66 212.88	68.0%		45.5%
\$189.59				
MAY 2016	\$72 197.04	67.1%		44.5%
\$262.09				

MEMBERSHIP

CURRENT

JULY 2016	4200
JUNE 2016	4212
MAY 2016	4237

NEW

JULY 2016	48 excluding 9 skipped records.
JUNE 2016	42 excluding 9 skipped records.
MAY 2016	54 excluding 3 skipped and 1 blank record

Please minute the following numbers : 11608 - 116665,
excluding 11609, 11611, 11618, 11629, 11641, 11644, 1655, 11656,
11660 (skipped)

CANCELLED

JULY 2016	60
JUNE 2016	67
MAY 2016	60 excluding 1 blank record

Please minute the following numbers : 2437, 2792, 4445, 4995,
5242, 5397, 5458, 5593, 6095, 6147, 6239, 6322, 6942, 7423,
7468, 7669, 7743, 7944, 8353, 8394, 8400, 8573, 8585, 8687,
8880, 9035, 9106, 9126, 9207, 9227, 9233, 9286, 9372, 9386,

9397, 9552, 9660, 9661, 9706, 9763, 9772, 9778, 9790, 9792, 9803, 9807, 9817, 9819, 9821, 9823, 9834, 9836, 9837, 9838, 9849, 9851, 9853, 9864.

STAFFING

There were no appointments or resignations in the month.

VOLUNTEER HOURS

	Hours	Volunteers	Average
JULY 2016		1057.5	57
5.9 hours			
NB : one - off allocation of 720 hours for Adam Taylor retrospectively has skewed hours : average adjusted excluding Adam's total.			
JUNE 2016	388.25		65
5.9 hours			
MAY 2016	413.25		70
5.9 hours			
APRIL 2016	385.50		70
5.5 hours			

WORKPLACE HEALTH AND SAFETY

No WHS incidents have occurred between the 1st of July and the date of this report.

FOOD GRANTS

A grant application for Australia Street Infants School was approved by MC between meetings. No other food grants have been received.

SOCIAL MEDIA

Facebook reach for the 28 days to the 17th of August 2016 totalled 12409 people, up by 27% on the previous 28 day period .

1. CLEARING ACCOUNT WRITE DOWN

Our meetings with Anthony Zahra, our new book-keeper has revealed an issue in our financial statements. We are supposed to have an additional \$20K in cash to be deposited. This is the money in the Clearing Account - Cash on the balance sheet. However, this money does not exist. This is probably a build-up of accumulated discrepancies between the POS and the banking deposits. At FYE 2015, the Clearing Account was at \$15K. So, we are effectively going to have to book an additional loss in FYE 2016 of about \$20K.

This \$20,000 loss will taken on top of the \$26,000 loss which we were already anticipating for FYE2016. This would be recognizing losses which have accumulated for the past three years, we think. This loss reflects a discrepancy between what our POS says we sold and what our bank account says we deposited. It was roughly \$5,000 for the FYE2016, but had an additional \$15,000 already accumulated from previous years. Keeping Company had not been acknowledging this discrepancy as a loss, and instead had been allowing it to accumulate as an asset in our balance sheet in the Clearing Account line item (as though we had this money somewhere in the shop).

What does this mean?

1. To a certain extent, it is what it is. We have not been doing very well financially in the last few years, and it continues to be the case. Our financial position, however, is worse than we thought it was, and our financial reporting did not fully reflect this. We are going to take \$20K out of the asset side of our balance sheet. So, we are \$20,000 poorer than we thought we were.

Are we insolvent? At the moment, no.

We have an updated balance sheet now from Anthony Zahra. This is it:

https://docs.google.com/a/anthonyzahra.com.au/spreadsheets/d/1OS1mnm1S9zHxcN2Q9e1ve8DAi_wvM18y7OVsvoG4lug/edit?usp=sharing

If you look at the line item Clearing - Cash, you can see the write down of \$19,744. Other than that, the other changes to the sheet are less significant. All of the changes are being made to the bring the balance sheet to date for July 31st, I believe. We are still waiting on some other line items (Annual Leave, Long Service Leave, Super Clearing House), but, again, we are not expecting significant changes to those figures.

We are in a net asset position.

Our Cash position is \$36,742

Our Current Assets less our Current Liabilities is \$44,210

We have a cushion of about \$45K (with inventory being sold at cost, which we should be able to do better with as an operating business). Please note that we probably lost around \$31,000 last year (not including the write down of the \$15,000 of POS discrepancy from previous years), so we probably have another year and a bit if nothing changes with respect to our revenues, I think

2. We have a continuing discrepancy between the revenue reported by our POS and the revenue actually deposited in the bank. This discrepancy was around \$5K for FYE2016; and, roughly speaking, represented about less than 0.4% of our revenue. Showing this kind of discrepancy may be reasonable and simply reflect human error (at the till). We will go back and look at this, and try to figure out why we get this discrepancy and why it is continually not in our favor. I will ask the FWG to reconcile June 2016 which saw a \$1K variance between POS and deposits.

3. Here is a draft forecast of our more or less fixed expenses for FY2017 together with a calculation of our the monthly average sales required to break-even at various margins. Enjoy.

<https://docs.google.com/spreadsheets/d/1byLkaCe4IEQ8qcn1nmCEZKxnWL0bz7rsNjjr90vUyk/edit?usp=sharing>

4. Here is an information sheet published by ASIC (Australian Securities & Investments Commission) entitled "Duty to prevent insolvent trading: Guide for directors"

<http://download.asic.gov.au/media/1241384/rg217-29july2010.pdf>

Although we are not regulated by ASIC, the same principles will apply to us, I think.

2. JULY NUMBERS

We recorded \$101.9K in sales (vs. \$111.8K last year).

We show a net profit of around \$5.5K for the month. Note that: (i) we had a significantly smaller IT bill this month; (ii) depreciation has not yet been booked; (iii) a \$920 spend in shop office equip; (iii) we have been running with less staff at quieter times.

Simon's take on the month's numbers is that pretty solid result; sales were relatively good; hopefully will be profitable; consistent sales over the month; weekends busier than weekdays.

3. NUMBER Qs (bike-racked)

In addition to the POS numbers not matching the deposits (as outlined above), we have a problem with POS numbers not matching POS numbers. This is less of a priority as these numbers do not enter our accounting system, however, there is a possibility that this mismatch may increase the discrepancy between our sales and deposits. This is a work in progress. Simon will be following up with Phil.

What is Cash Sales Adjustment line item?

Why aren't the EFTPOS fees showing as paid but shown as a negative in EFTPOS fees collected in income?

Maurice will look at the last 3 months' numbers to give some analysis as to why we got this increase in sales in April. Work in progress.

	FY15 Monthly Average	FY16 Monthly Average	YTD Monthly Average
Total Income	\$112,702.09	\$103,629.76	-
Cost of Sales	\$69,791.33	\$63,699.34	-
Gross Profit	\$42,910.76	\$39,930.42	-
Operating Expenses	\$43,269.14	\$43,150.41	-
Operating Profit	-\$204.52	-\$2,191.75	-
Absolute Free Cash Reserve*			
Absolute Free Cash Reserve plus Inventory**			
Absolute Free Cash Reserve plus Inventory x 1.3			
Current Ratio****			
Acid Ratio			
Current Assets - Current Liabilities			
Cash			

Same Month Last Year	July 2016		YTD Total	Same YTD Last Year
\$111,818.89	\$101,909.28		-	-
\$81,801.60	\$61,388.08		-	-
\$30,017.29	\$40,521.20			-
\$36,339.16	\$35,122.44		-	-
-\$6,441.82	\$5,473.16		-	-
-\$2,372.00	-\$27,018.00			
\$64,848.50	\$44,210.00			
\$85,014.65	\$65,578.40			
1.851861643	1.637831287			
0.9135686735	0.6102029922			
\$61,028.45	\$44,210.00			
\$59,683.22	\$36,742.00			

*Cash plus Till Float minus Current Liabilities			
**Inventory value does not vary month to month			
****Current Ratio is Total Current Assets divided by Total Current Liabilities; Acid Ratio takes out Inventory from the Total Current /			

Note: Because the Clearing Account - Cash is shown as a Current Asset in the last year's numbers, I had to reduce it by an estimate

Assets					

of the write down due to the POS discrepancy; I estimated that the actual cash in that line item was about \$5K. So, all these numbers are based on that es

estimate.									



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ALFALFA HOUSE

BRAND GUIDELINES



YOUR BRAND

This guide will help you utilise the visual elements of the Alfalfa House identity. These elements include logos, typefaces, colour palette and imagery.

Each element has been specifically created to complement the other elements creating a distinctive visual identity.

LOGO	2
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IMAGERY	11

LOGO

PRIMARY & SECONDARY

This logo is the visual expression of the Alfalfa brand and should always be used in accordance with these guidelines. It is important to protect the integrity of the logo and never alter its appearance.

There are two forms of the Alfalfa House logo; to provide legibility for a descriptor when used at different sizes.

PRIMARY LOGO

The primary logo includes the descriptor *'COMMUNITY FOOD CO-OP SINCE 1981'*.

This is the preferred version of the logo but it should only be used on white backgrounds.

The logo comes in two other variations: white logo on black background and white logo on green background.

40mm +



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SECONDARY LOGO

The secondary logo has the descriptor *'COMMUNITY FOOD CO-OP SINCE 1981'* cropped off.

The secondary logo should be used in instances where its size is less than 40mm as the descriptor will become illegible.

<40mm



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LOGO

TERTIARY

The tertiary logo can only be used in a situation when the artboard is very wide but not big in proportion. For example, horizontal web banner or ad.

The tertiary logo is created to keep both logo descriptor and the name legible in smaller formats.

The same usage and clearspace rules apply to the tertiary logo. Please, refer to pp. 4-5 of this styleguide.

Tertiary logo is also supplied as part of the Alfalfa Brand Kit.

TERTIARY LOGO

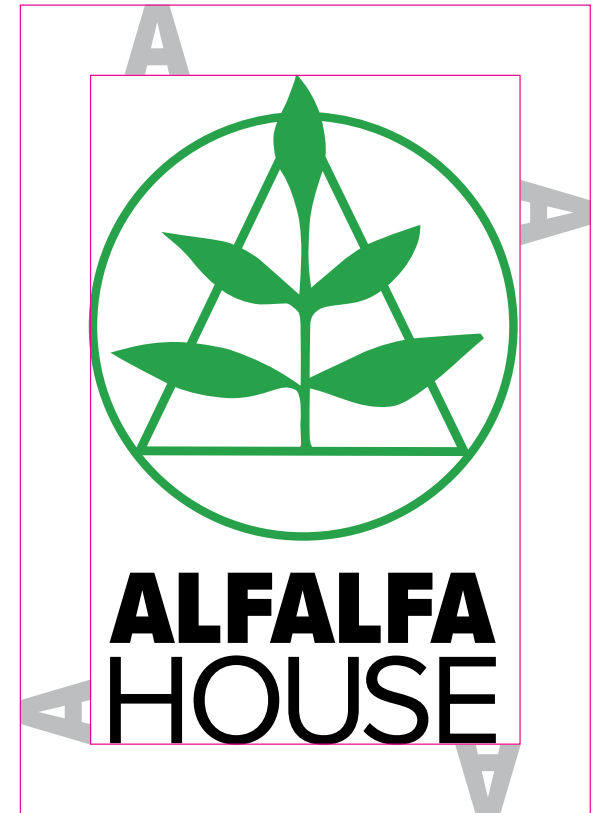
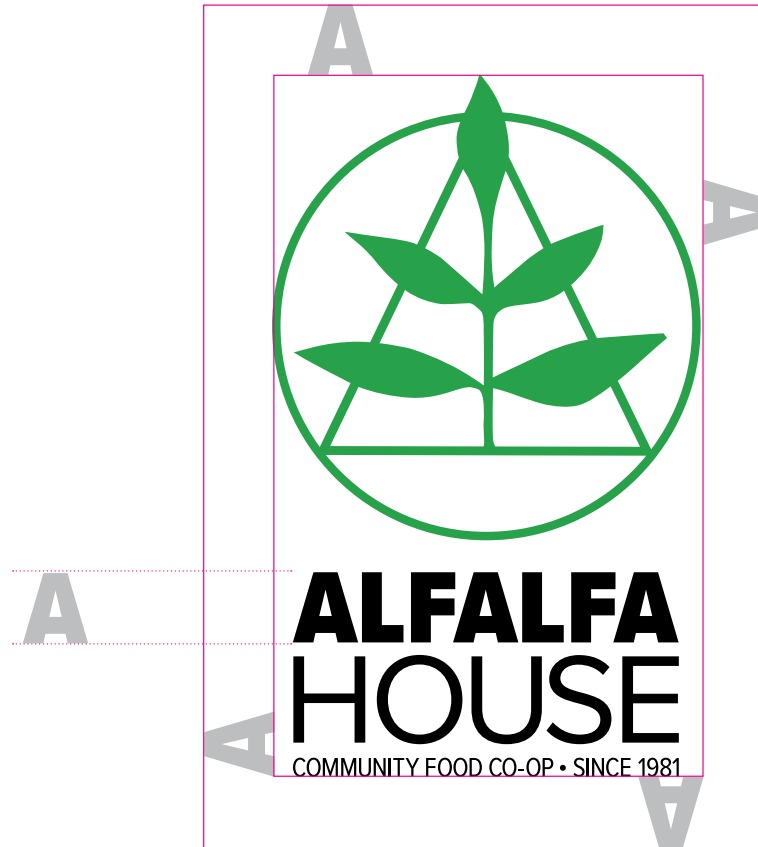


LOGO

LOCKUP + SPACING

CLEARSPACE

This page shows the area of clearspace defined for both versions. Nothing else may appear within the clearspace area.



LOGO

DO'S / DON'T'S

LOGO USAGE

Only use the logo as supplied in the Master Artwork.

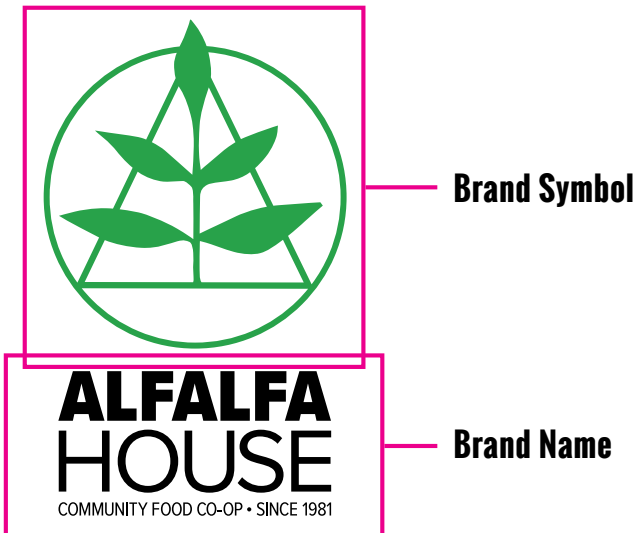


LOGO

SYMBOL AND NAME

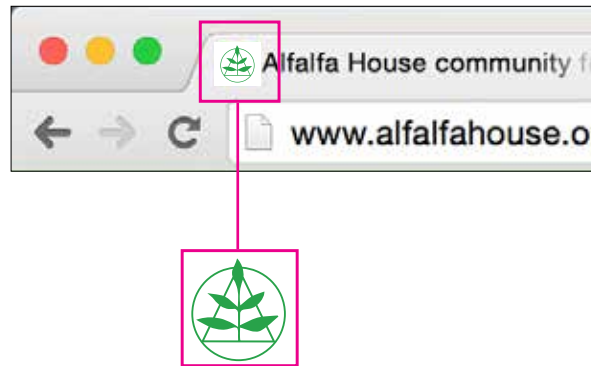
The Alfalfa logo consists of two components, the Brand Name and the Brand Symbol.

We try not to separate the Symbol from the Brand Name but there are some instances where the Brand Symbol can be used on its own. Online environments use icons and the Alfalfa Brand Symbol suits this usage, we prefer that the Brand Name appear close to or beside the icon where possible.



FAVICON / WEBSITE ICON (16×16 PIXELS)

EXAMPLE



ICON FOR SOCIAL MEDIA (LINKEDIN, FACEBOOK, ETC.)



LOGO

BOOKMARK LOGO DEVICE

USAGE

In situations when the Alfalfa logo has to be used on a colourful and/or busy background (eg. photograph or illustration), the Bookmark Logo Device must be used.

The Bookmark Device can also be used on a plain colour background if necessary, as it allows use of the primary logo (with brand symbol in green and brand name in black).

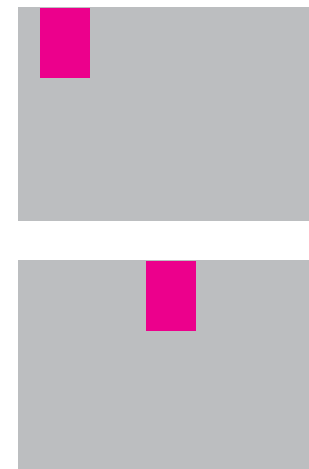
Only use the Bookmark Device supplied as a part of our Brand Kit.

When creating an artwork in InDesign, the Bookmark Logo Device must be placed as an Illustrator file with transparent background. This keeps the device shadows visible and transparent, so that the device stands out over the busy background.



POSITIONING

The Bookmark Device must be always positioned at the top of the artwork, with top edges aligned. It can be centered or positioned closed to the left top corner of the artwork.



TYPOGRAPHY

The Alfalfa House fonts are **Oswald** and **Playfair Display**. These come in a variety of weights, however, the weights to be used most commonly are Regular, Italics and Bold for Playfair Display and Light, Regular and Bold for Oswald.

Both fonts are free and are part of Google fonts and can be installed to any machine, both PC and Mac.

Both fonts can be used for web. Embed font code is available on Google Fonts website.

Links to download the fonts:

Playfair Display

<https://fonts.google.com/specimen/Playfair+Display?selection.family=Cormorant+Infant&query=pla>

Oswald

<https://fonts.google.com/specimen/Oswald?query=Oswald>

BODY TEXT

Playfair Display Regular

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890

Playfair Display Italic

*ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890*

Playfair Display Bold

**ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890**

HEADINGS / SUBHEADINGS

Oswald Light

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890

Oswald Regular

**ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890**

Oswald Bold

**ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890**

TYPOGRAPHY

FONT SIZES

Here is an example that illustrates the font sizes to be used for A4 paper size.

However, the font size may vary depending on the paper size, it is suggested that the minimum size for body text is 9pt.

A4

Headings

Oswald Bold
(All caps)
32pt/34pt

**TYPEME NOST OMNIRIC
REMUM INTDHUID
PATAM EORUM NEM.**

Pull-outs

Oswald Light
14pt/16pt

Totatempora volesti umquist iaestia volut
doluptature, as dolupta presto consequiam.

Subheading 1

Oswald Bold
(All caps)
14pt/16pt

TYPEME NOST OMNIRIC REMUM INT

Subheading 2

Oswald Regular
13pt/15pt

Typeme nost omniric remum int

Subheading 3

Oswald Bold
11pt/13pt

Typee nost omniric remum int

Body copy

Playfair Display
Regular
9pt/11pt

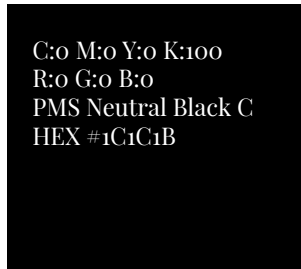
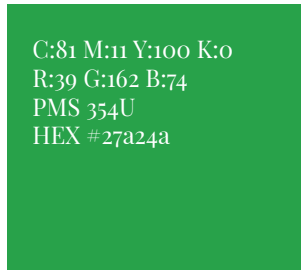
TypeErra Sp. Sus culiis ret; hicaectuam, et; ipimium,
nonsimist illa dissent, oc resti es! Iquon dendam et
furibunum fui pubis nonstum ex strum diesi cii con
dii peredef mist illa dissent, oc resti es! Iquon dendam
freconsul.

COLOUR PALETTE

Three colours form the primary colour palette, which is an essential part of the brand personality.

Colour specifications are shown below in Pantone®, Process (CMYK), RGB and Hexadecimal (web).

PRIMARY COLOURS



IMAGERY

PHOTOGRAPHY

Guidelines have been developed around use of photography.

EMPLOYEE AND MEMBERS PORTRAITS

For situations when employees' and members' portraits were not taken over the same photo shoot, however are displayed in one place (eg. 'Meet the team' web page), it is recommended that employee portraits are preferably to be grayscale images. This suits better with the brand colour palette and allows to keep portrait consistency.

GROUP PHOTOGRAPHS

Colour photography is allowed for group shots.

FOOD PHOTOGRAPHY

Colour photography is allowed for food and products shots.

EMPLOYEE/MEMBER (B/W)

HEAD SHOTS



EMPLOYEE/MEMBER (COLOUR - SAME PHOTO SHOOT)

HEAD SHOTS PHOTOGRAPHY STYLE EXAMPLE



GROUP PHOTOGRAPHS

PHOTOGRAPHY STYLE EXAMPLE



These rules don't necessary apply to photographs published on social media (eg. Facebook, blog, etc). Please refer to the Alfalfa photography guidelines for more information.

**For more information
please contact:**

Sofya Karmazina
sofya.k@gmail.com



www.alfalfahouse.org





**ALFALFA
HOUSE**

COMMUNITY FOOD CO-OP • SINCE 1981

THE BASICS

113 ENMORE RD, ENMORE 2042

MON - WED, FRI

10:30AM - 7PM

THUR

10:30AM - 8PM

SAT - SUN

10AM - 6PM

www.alfalhouse.org



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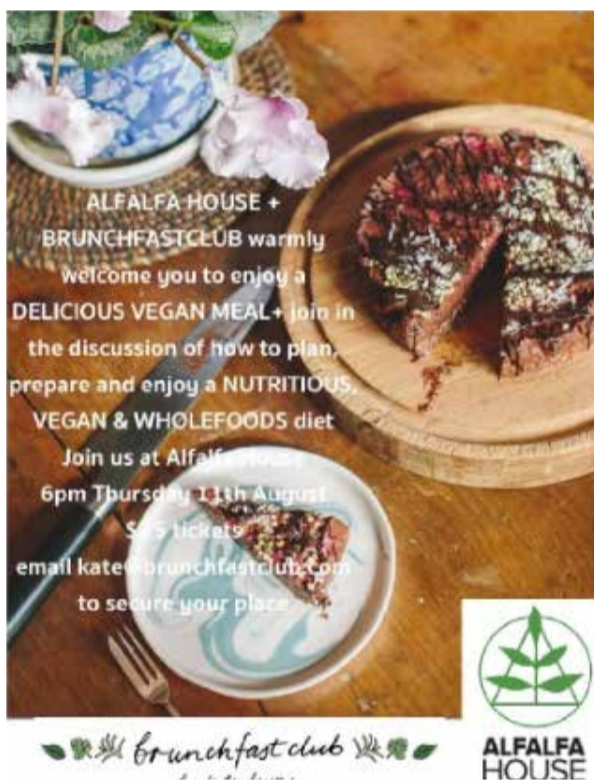
www.alfalhouse.org



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THE SCOOP

• ALFALFA HOUSE MONTHLY NEWSLETTER FOR MEMBERS | JULY 2016 •



VEGAN WHOLEFOODS WORKSHOP

Alfalfa House member Kate Levins is presenting a workshop on How to Plan, Prepare and Enjoy a Vegan Wholefoods Diet at Alfalfa House **on Thursday the 11th of August at 6pm**. Entry fee of \$25 includes discussion, tips and tricks, mindful eating practices, a treat to take home and a 5 course vegan dinner! Kate's website www.brunchfastclub.com includes plenty of recipes and nutrition tips. Please [email Kate](mailto:kate@brunchfastclub.com) to secure your place - bookings are essential.



ALL ABOUT SUGAR WORKSHOP

Are you like so many hundreds or thousands who have “quit sugar” ? It may be a good thing if you have, but which sugar have you actually “quit” ?

Many people are giving up eating fruit because it has sugar in it. If this is the type of sugar you have quit, then you may actually be doing your health a serious disservice.

You see, not all sugars are the same and they behave very, very differently in your body when you eat them. Come along to a free talk at Alfalfa House on Thursday the 25th of August from 6.30 to 7.30 pm and AH member Caroline Trickey will explain. Please [email](#) your interest here to ensure a place.



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WHAT IS A FOOD CO-OP?

Elic re re atato videpsedo, Patidemus terem, C. Torist adducionsum in ac mo co init. cat facchili faccia norum omnequem antimpos, sente culvirmantem prarbis.

Dacchuid ia vis. Num iam nost L. Am cris consularium tum acionius condesteris hor peraeque revid se aripse, quius ellertiliaed sin statussulis liciis, uractas consint runiquodiis.

Ox su in vil videmena, satio, quone aben se nocultum ad condac ta L. Hil test vid nos, num nor is. Serfit;



TOREM NUM IMU

Elic re re atato videpsedo, Patidemus terem, C. Torist adducionsum in ac mo co init. cat facchili faccia



OMMOLOR POREM

Elic re re atato videpsedo, Patidemus terem, C. Torist adducionsum in ac mo co init. cat facchili faccia



URIBUSANT ET IUM ET

Elic re re atato videpsedo, Patidemus terem, C. Torist adducionsum in ac mo co init. cat facchili faccia



IGENT ACITIO MILLORI

Elic re re atato videpsedo, Patidemus terem, C. Torist adducionsum in ac mo co init. cat facchili faccia

“Nequate a volorum a volupta testemp orerumquate core ant et as et aut aliqui doluptae.”



ORGANIC FOOD



COMMUNITY



SUSTAINABLE LIVING

Elic re re atato videpsedo, Patidemus terem, C. Torist adducionsum in ac mo co init. cat facchili faccia norum omnequem antimpos, sente culvirmantem prarbis.

Dacchuid ia vis. Num iam nost L. Am cris consularium tum acionius condesteris hor peraeque revid se aripse, quius ellertiliaed sin statussulis liciis, uractas consint runiquodiis.

Ox su in vil videmena, satio, quone aben se nocultum ad condac ta L. Hil test vid nos, num nor is. Serfit; Catorturo ni sate eorta, ut in vivasticita nore, Cuperis, Cuppl. Tum aut ad ma, quium sidius etiferet Catresi



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COMMUNITY FOOD CO-OP • SINCE 1981



WHO WE ARE • HOW TO SHOP • THE FOOD • THE PEOPLE • NEWS • CONTACT

WELCOME TO OUR FOOD CO-OP

Elic re re atato videpsedo, Patidemus terem, C. Torist adducionsum in ac mo co init. cat facchili faccia norum omnequem antimpos, sente culvirmantem prarbis.

Dacchuid ia vis. Num iam nost L. Am cris consularium tum acionius condesteris hor peraeque revid se aripse, quius ellertiliaed sin statussulis liciis, uractas consint runiquodiis.

Ox su in vil videmena, satio, quone aben se nocultum ad condac ta L. Hil test vid nos, num nor is. Serfit; Catorturo ni sate eorta, ut in vivasticita nore, Cuperis, Cuppl. Tum aut ad ma, quium sidius etiferet Catresi publici ontestilis fur, nosseres! Simus mus esilium. Itatatas sedient pris. Ex nostorenim pratimum spicauce quisulut vicid sperei sest? Videnti meist? Utescerri, Patioosupio erfec virmium essulud enihico nclere nerfint eludeoraes conunihina, quo entis; iam dum actusque notil hocchui pero, sertemus post? Nostandina ressensis, ego audessa publicis porei in Etrit. Do, Catu cotastiam norum tertus pra constiente porum P. Ad prae faciam tabus in teropopost audero, qui caes hilicip tervit, ut praessenam. Simium in tabus hus audes hus se, quam. Serteris in voctorte adem me con sensuntem atus iuspicast L. M. Senaturi et, vatque avehena, mod rem dum am morus inam moremplius con dicaes renatis pris pereci conem dem. Iris, es et pra conscem hicat publine in sulis con sus? Ostilicum locae ex mentium visside hoctum addum oristrox simplis, comantia L. Dum paris



“Nequate a volorum a volupta testemp orerumquate core ant et as et aut aliqui doluptae.”



ORGANIC FOOD



COMMUNITY



SUSTAINABLE LIVING

Elic re re atato videpsedo, Patidemus terem, C. Torist adducionsum in ac mo co init. cat facchili faccia norum omnequem antimpos, sente culvirmantem prarbis.

Dacchuid ia vis. Num iam nost L. Am cris consularium tum acionius condesteris hor peraeque revid se aripse, quius ellertiliaed sin statussulis liciis, uractas consint runiquodiis.

Ox su in vil videmena, satio, quone aben se nocultum ad condac ta L. Hil test vid nos, num nor is. Serfit; Catorturo ni sate eorta, ut in vivasticita nore, Cuperis, Cuppl. Tum aut ad ma, quium sidius etiferet



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WELCOME TO OUR FOOD CO-OP

Elic re re atato videpsedo, Patidemus terem, C. Torist adducionsum in ac mo co init. cat facchili faccia norum omnequem antimpos, sente culvirmantem prarbis.

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“Nequate a volorum a volupta testemp orerumquate core ant et as et aut aliqui doluptae.”



ORGANIC FOOD



COMMUNITY



SUSTAINABLE LIVING

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Alfalfa House Community Food Co-Op

July 26 at 5:10pm · · Food · Animals & Pets

We've had a question about animal-product-free fertilisers. I found this article