

UPPER PENINSULA ANIMAL WELFARE SHELTER

BOARD OF DIRECTORS MEETING

Tuesday, February 26, 2019 / 6 pm. / Community Room / Upper Peninsula Animal Welfare Shelter

Mission:

Our mission is to improve the quality of life and welfare for domestic animals and to provide a safe haven while finding lifelong homes for the animals in our care. We embrace the No Kill* philosophy, seeking to end the euthanasia of healthy and treatable animals.

Vision:

A community where there are no homeless, neglected or abused animals, and where everyone understands and practices the level of commitment and responsibility that pet guardianship entails.

Agenda

1. Call to Order/Attendance
2. Public Comment
3. Approval of Agenda
4. Mission Moment
5. Approval of Minutes
 - a. January 28 - Regular Meeting Minutes
 - b. January 28 - Closed Session Meeting Minutes
 - c. January 14 - Ratify Board Work Session Vote to Move Insurance Coverage for Van
 - d. February 8-10- Ratify E-Vote to Accept Purchase Agreement for 84 Snowfield Road
6. Unfinished Business
 - a. New Shelter Construction Update - Bromley Hall, Hall Contracting
 - b. UPAWS Grand Opening / Ribbon Cutting Ceremony Plans - Kori
 - c. Recommendation from Personnel Committee - Personnel Flex Time Policy
 - d. Update on sale of Snowfield Road property
7. New Business
 - a. Update on Sands Township Planning Commission Meeting -new DNR Proposed Shooting Range
 - b.
8. Communications
9. President's Report
10. Treasurer's Report
11. Capital Campaign Manager's Report
 - a. Shelter Manager's Report
 - b. Volunteer/Community Relations Coordinator's Report
12. Committee Reports
 - a. Board Development Committee Report (Bob) - No report for February.
 - b. Finance Committee Report (Joan)
 - c. Fundraising Committee Report (Amber) - No report for February
 - d. Strategic Planning Committee Report (Christian) - No report for February
 - e. Personnel Committee Report (Kathy) - Report posted
 - f. Policy / Bylaw Committee Report (Colleen)
 - g. Donor Development (Ad Hoc) (Reva) - No report for February
 - h. Capital Campaign (Ad Hoc) (Christian)

- i. Community Room Plan (Ad Hoc) (Alex)
- 13. Public Comment
- 14. Board Comment
- 15. Adjournment

Next Board Meeting Date: March 25, 2019

UPPER PENINSULA ANIMAL WELFARE SHELTER (UPAWS)
BOARD OF DIRECTORS MEETING
Monday, January 28, 2019
UPAWS - Conference Room

PRESENT: Kathy Leone, President, Dr. Scott Jandron, Vice-President, Joan Mulder, Treasurer, Colleen Whitehead, Secretary, Dr. Karen Duquette, Board Member, Jim Kinnunen, Board Member, Reva Laituri, Board Member, Alex Petrin, Board Member, Bob Stephenson, Board Member, Amber Talo, Board Member, Christian Verardi, Board Member, Kori Tossava (Capital Campaign Manager), and Ryan Poupore (Shelter Manager)

ABSENT: None

GUESTS: Lynn Andronis, Linda Dionne, Felecia Flack, Leslie Hurst, and Crystal Swanson

- 1) Call to Order/Attendance: Meeting called to order at 6:08 pm
- 2) Public Comment:
 - a) Kathy expressed her congratulations to everyone for the new Shelter completion.
 - b) Lynn stated that she did not think we would be ready but she is pleased to see everything looks wonderful, quiet for the dogs, overall look of the facility is great, expressed a personal thank you to Joan.
- 3) Approval of Agenda:

Motion made by Bob, seconded by Karen to accept the December Board Agenda as presented. Motion passed with unanimous consent.
- 4) Mission Moment: Mission Moment shared by Bob. He shared his experiences while volunteering during the transition and moving process by providing over 30 hours of his time answering phones. He expressed his appreciation for the staff and offered to continue volunteering time for answering phones to keep his perspective true as a Board member.
- 5) Approval of Minutes:
 - a) December 17, 2018 Regular Board Meeting Minutes. Motion made by Reva, seconded by Joan, to approve the December 17th Meeting Minutes as noted. Motion passed with unanimous consent.
 - b) December 17, 2018 Closed Session Meeting Minutes. Motion made by Bob, seconded by Joan, to approve minutes as submitted. Motion passed with unanimous consent.
 - c) Ratify Board Vote on Insurance during Board Work Session held on January 14, 2019. Motion made by Reva, seconded by Bob, to ratify the Board recommendation to utilize Prince Associates, Inc. for insurance coverage's. Motion passed with unanimous consent.

6) Unfinished Business:

- a) New Shelter Construction Update: Joan reported that there continue to be issues with the HVAC system. Software has been set up to notify Joan, will eventually be changed to Ryan is there are any problems, air in cat hold areas is not being kept separate, performed a smoke test to check the system, alarms were set off, working on using fans to resolve the issues. Will continue to work with the various contractors on resolving issues within each vendors area of responsibility, all will need to work together to get the HVAC system issues resolved, Christian asked about the use of a backup generator, Joan stated that it had been considered in the past but there have not been any power issues. Alex stated that emergency protocols need to be developed for low temperatures in animal areas; Joan stated this was being considered for the future. Amber stated that she was working to develop an Emergency Readiness Plan which will be separated into multiple areas/sections and will be available online with access to the information password protected. Evacuation Plan is also needed and we would need to work with the Fire Department to develop. Kathy asked about expected completion timeframe, Amber stated that she was working with Ryan and will be updating the Board as they move forward. Alex asked about whether the horse barn will be heated, Joan's response "no".
- b) Recommendation from Finance Committee – approval of the 2019 Operational Budget. Finance Committee recommended that the Board approve the proposed 2019 Budget as presented. Motion made by Joan, seconded by Amber. Motion passed with unanimous consent.
- c) Legacy Fundraising Plan / Giving Grid: Kori reviewed the Plan documents and different levels, there are still rooms that can be "named", working on identifying prospects at the higher levels and giving tours of the new facility which allows them to see naming opportunities and gain a better understanding; working on growing the potential donor base, if you have names to suggest, please let her know. Bob asked about the optimum number of people for tours, response was 5-6 people. Joan asked about the Legacy Fund budget presented and why there were question marks, review of net revenue and which activities may belong to possible Committees. Discussion of responsible party for Calls for Critters (usually done in February) and Direct Solicitations (usually done in February, June and October). Fundraisers were volunteer-led in the past and have generated \$12,000-\$15,000 in revenue. Amber stated that Fundraising Committee was not prepared to take responsibility for either fundraiser by February. Joan asked if Direct Solicitations could be targeted for mid-March. Colleen suggested that Reva, Amber and Kori discuss these fundraisers and come up with suggestions/recommendations for the Board. Amber stated that there is a need for more assistance with Fundraising from volunteers. Alex suggested reaching out to volunteer groups and past volunteers. Amber stated that Calls for Critters requires volunteers who have significant time and also knowledge of LPAWS.
- d) Update on Snowfield Road Property: Kathy reviewed information that was previously emailed to the Board. County has agreed to remove the reverter clause and will split the net proceeds from the sale of the property, Andi Goriesky will assist with paperwork, still need to determine when to shut off utilities, a walk-through will need to be scheduled, and then the written agreement will

be developed and signed. Purchaser stated that he would not tear down the building right away but has agreed to the deed restrictions, he may use the building for storage. The old shelter is still insured and the utilities are still being paid until the property is sold.

7) New Business:

- a) Recommendation from Finance Committee – Dixon Estate: Finance Committee recommended that distributions from the Dixon Estate be designated for use in operations. Motion made by Joan, seconded by Bob. Motion passed with unanimous consent.
- b) UPAWS Grand Opening Date: March 9th offered as tentative date, Kori will follow up and confirm with the Board.
- c) Board Committee Matrix Review – Vacant Chair Strategic Planning Committee: Karen has stepped down as Strategic Planning Committee Chair; Christian offered to become new Chair for this Committee. Bob stated that Board Development Committee rotates meeting locations between Negaunee and Marquette. Amber asked about scheduling for use of the conference room for Committee meetings and other events. Joan stated that the door locking and security systems access issues are still pending. Alex offered to Chair an Ad-Hoc Committee for the Conference Room use questions – need to establish guidelines for areas such as terms for rental, fee schedule, and liability waivers.
- d) Timeline for UPAWS Strategic Plan: Christian stated that December 31st was an acceptable timeline for completion.

8) Communications: None

9) President's Report: Report was provided and is attached.

10) Treasurer's Report: Reports submitted for approval for November. Motion to approve the November financial reports as submitted by Reva, seconded by Bob. Motion passed with unanimous consent. December 2018 and January 2019 financials will be presented for approval at the February Board meeting.

11) Capital Campaign Manager's Report: Report was provided and is attached.

- a) Shelter Manager's Report: Report was provided and is attached.
- b) Volunteer/Community Relations Coordinator's Report: Report was provided and is attached. Colleen asked about the status of a volunteer manual. Ryan stated that it was currently being worked on and needed legal review.

12) Committee Reports:

- a. Board Development Committee (Bob): No Report Submitted.
- b. Finance Committee Report (Joan): Report and Committee Recommendations Submitted.

- c. Fundraising Committee Report (Amber): December and January Reports Submitted.
- d. Strategic Planning Committee Report (Karen): No Report Submitted.
- e. Personnel Committee Report (Kathy): No meeting held in December.
- f. Policy / Bylaw Committee Report (Colleen): Report Submitted.
- g. Donor Development (Ad Hoc) (Reva): No Report Submitted.
- h. Capital Campaign (Ad Hoc) (Christian): No Report Submitted.

13) Public Comment:

- a) Crystal offered to assist with volunteer needs.
- b) Lynn asked about the 2019 budget, asked where Calls for Critters was included, response was under Direct Solicitations; Lynn stated that she felt not enough was budgeted.

14) Board Comment:

- a) Colleen (Secretary) informed the Board of her travel schedule and the possibility of missing upcoming meetings. Distributed Board Policy & Procedure Acknowledgement Form for each Board member to sign and return.
- b) Amber provided an update on Raise the Woof event, receiving positive feedback.
- c) Kori stated that she was impressed with the staff and how they managed the transition.
- d) Karen thanked everyone who made the new shelter a reality, grateful to be in the new facility.
- e) Ryan offered thank you's for assistance with the transition to the staff, Board and volunteers, thanks to Alex for the shelving and Joan for all of her efforts with the building.
- f) Bob stated that there was one Board seat open and 3 potential candidates.

Adjourned for a meeting break at 7:25 pm.

15) Closed Session: Bob made the motion to go into Closed Session at 7:45 pm, seconded by Alex. Motion passed with unanimous consent. Discussion held. Motion made by Joan to go back into Open Session at 8:18 pm, seconded by Bob. Unanimous consent.

16) Adjournment: Joan made the motion to adjourn, seconded by Christian. Meeting adjourned at 8:19 pm.

Next Meeting is February 25, 2019 at 6:00 pm at the UPAWS Shelter – Conference Room.

UPPER PENINSULA ANIMAL WELFARE SHELTER
BOARD OF DIRECTORS
Work Session
January 14, 2019
Community Room / UPAWS

PRESENT: Scott Jandron, Jim Kinnunen, Reva Laituri, Kathy Leone, Joan Mulder, Alex Petrin, Bob Stephenson, Christian Verardi, Amber Wetton, Colleen Whitehead. Staff: Kori Tossava (CCM),
Quorum established.

ABSENT: Karen Duquette

Motion by Joan with support from Reva to accept building and liability insurance quote from Prince Associates. Unanimous approval.

Motion by Joan with support from Scott to move insurance coverage for van to Iron Range Agency. Unanimous approval.

Both motions to be ratified at January 28, 2019 Board of Directors meeting.

Submitted by:

Kathy Leone
Board President



Colleen Whitehead <cwhitehead@upaws.org>

E-Vote: Purchase Agreement Acceptance

14 messages

Kathy Leone <kleone@upaws.org>

Fri, Feb 8, 2019 at 9:58 PM

To: Alex Petrin <apetrin@upaws.org>, Amber Talo <atalo@upaws.org>, Bob Stephenson <bstephenson@upaws.org>, Christian Veradi <cverardi@upaws.org>, Colleen Whitehead <cwhitehead@upaws.org>, Jim Kinnunen <jkinnunen@upaws.org>, Joan Mulder <jmulder@upaws.org>, Karen Duquette <kduquette@upaws.org>, Reva Laituri <revalait@charter.net>, Scott Jandron <sjandron@upaws.org>

Please respond with a yes or no vote within 48 hours (by 10 pm Sunday, Feb 10th).

Approve acceptance of Purchase Agreement dated February 8, 2019 between Terry Bengry (buyer) and UPAWS (seller) of property located at 84 Snowfield Road, Negaunee, MI.

-- Kathy Leone
UPAWS Board President

GIVE TODAY!

"Our mission is to improve the quality of life and welfare for domestic animals and to provide a safe haven while finding lifelong homes for the animals in our care. We embrace the No Kill philosophy, seeking to end the euthanasia of healthy and treatable animals. We envision a community where there are no abandoned, neglected or abused animals, and where everyone understands and practices the level of commitment and responsibility that pet guardianship entails."

Scott Jandron <sjandron@upaws.org>

Fri, Feb 8, 2019 at 10:11 PM

To: Kathy Leone <kleone@upaws.org>

Cc: Alex Petrin <apetrin@upaws.org>, Amber Talo <atalo@upaws.org>, Bob Stephenson <bstephenson@upaws.org>, Christian Veradi <cverardi@upaws.org>, Colleen Whitehead <cwhitehead@upaws.org>, Jim Kinnunen <jkinnunen@upaws.org>, Joan Mulder <jmulder@upaws.org>, Karen Duquette <kduquette@upaws.org>, Reva Laituri <revalait@charter.net>

Yes.

Sent from my iPhone
[Quoted text hidden]

cverardi@upaws.org <cverardi@upaws.org>

Fri, Feb 8, 2019 at 10:29 PM

To: Scott Jandron <sjandron@upaws.org>

Cc: Kathy Leone <kleone@upaws.org>, Alex Petrin <apetrin@upaws.org>, Amber Talo <atalo@upaws.org>, Bob Stephenson <bstephenson@upaws.org>, Colleen Whitehead <cwhitehead@upaws.org>, Jim Kinnunen <jkinnunen@upaws.org>, Joan Mulder <jmulder@upaws.org>, Karen Duquette <kduquette@upaws.org>, Reva Laituri <revalait@charter.net>

Sent from my iPhone

[Quoted text hidden]

cverardi@upaws.org <cverardi@upaws.org>

Fri, Feb 8, 2019 at 10:29 PM

To: Kathy Leone <kleone@upaws.org>

Cc: Alex Petrin <apetrin@upaws.org>, Amber Talo <atalo@upaws.org>, Bob Stephenson <bstephenson@upaws.org>, Colleen Whitehead <cwhitehead@upaws.org>, Jim Kinnunen <jkinnunen@upaws.org>, Joan Mulder <jmulder@upaws.org>, Karen Duquette <kduquette@upaws.org>, Reva Laituri <revalait@charter.net>, Scott Jandron <sjandron@upaws.org>

Yes

Sent from my iPhone

On Feb 8, 2019, at 9:58 PM, Kathy Leone <kleone@upaws.org> wrote:

[Quoted text hidden]

Alex Petrin <apetrin@upaws.org>

Fri, Feb 8, 2019 at 10:58 PM

To: cverardi@upaws.org

Cc: Kathy Leone <kleone@upaws.org>, Amber Talo <atalo@upaws.org>, Bob Stephenson <bstephenson@upaws.org>, Colleen Whitehead <cwhitehead@upaws.org>, Jim Kinnunen <jkinnunen@upaws.org>, Joan Mulder <jmulder@upaws.org>, Karen Duquette <kduquette@upaws.org>, Reva Laituri <revalait@charter.net>, Scott Jandron <sjandron@upaws.org>

Yes

Sent from my iPhone

[Quoted text hidden]

Jim Kinnunen <jkinnunen@upaws.org>

Sat, Feb 9, 2019 at 12:13 AM

To: Alex Petrin <apetrin@upaws.org>

Cc: Amber Talo <atalo@upaws.org>, Bob Stephenson <bstephenson@upaws.org>, Colleen Whitehead <cwhitehead@upaws.org>, Joan Mulder <jmulder@upaws.org>, Karen Duquette <kduquette@upaws.org>, Kathy Leone <kleone@upaws.org>, Reva Laituri <revalait@charter.net>, Scott Jandron <sjandron@upaws.org>, cverardi@upaws.org

Yes

[Quoted text hidden]

bstephenson <bstephenson@upaws.org>

Sat, Feb 9, 2019 at 8:58 AM

To: Kathy Leone <kleone@upaws.org>, Alex Petrin <apetrin@upaws.org>, Amber Talo <atalo@upaws.org>, Christian Veradi <cverardi@upaws.org>, Colleen Whitehead <cwhitehead@upaws.org>, Jim Kinnunen <jkinnunen@upaws.org>, Joan Mulder <jmulder@upaws.org>, Karen Duquette <kduquette@upaws.org>, Reva Laituri <revalait@charter.net>, Scott Jandron <sjandron@upaws.org>

Yes.

Sent from my Verizon, Samsung Galaxy smartphone

[Quoted text hidden]

bstephenson <bstephenson@upaws.org>

Sat, Feb 9, 2019 at 9:15 AM

To: Kathy Leone <kleone@upaws.org>, Alex Petrin <apetrin@upaws.org>, Amber Talo <atalo@upaws.org>, Christian Veradi <cverardi@upaws.org>, Colleen Whitehead <cwhitehead@upaws.org>, Jim Kinnunen

<jkinnunen@upaws.org>, Joan Mulder <jmulder@upaws.org>, Karen Duquette <kduquette@upaws.org>, Reva Laituri <revalait@charter.net>, Scott Jandron <sjandron@upaws.org>

Yes

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

From: Kathy Leone <kleone@upaws.org>

Date: 2/8/19 8:58 PM (GMT-06:00)

To: Alex Petrin <apetrin@upaws.org>, Amber Talo <atalo@upaws.org>, Bob Stephenson <bstephenson@upaws.org>, Christian Veradi <cverardi@upaws.org>, Colleen Whitehead <cwhitehead@upaws.org>, Jim Kinnunen <jkinnunen@upaws.org>, Joan Mulder <jmulder@upaws.org>, Karen Duquette <kduquette@upaws.org>, Reva Laituri <revalait@charter.net>, Scott Jandron <sjandron@upaws.org>
Subject: E-Vote: Purchase Agreement Acceptance

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Joan Mulder <jmulder@upaws.org>

Sat, Feb 9, 2019 at 9:41 AM

To: Kathy Leone <kleone@upaws.org>

Cc: Alex Petrin <apetrin@upaws.org>, Amber Talo <atalo@upaws.org>, Bob Stephenson <bstephenson@upaws.org>, Christian Veradi <cverardi@upaws.org>, Colleen Whitehead <cwhitehead@upaws.org>, Jim Kinnunen <jkinnunen@upaws.org>, Karen Duquette <kduquette@upaws.org>, Reva Laituri <revalait@charter.net>, Scott Jandron <sjandron@upaws.org>

Yes

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--
Joan Mulder

Amber Talo <atalo@upaws.org>

Sat, Feb 9, 2019 at 9:57 AM

To: Joan Mulder <jmulder@upaws.org>

Cc: Kathy Leone <kleone@upaws.org>, Alex Petrin <apetrin@upaws.org>, Bob Stephenson <bstephenson@upaws.org>, Christian Veradi <cverardi@upaws.org>, Colleen Whitehead <cwhitehead@upaws.org>, Jim Kinnunen <jkinnunen@upaws.org>, Karen Duquette <kduquette@upaws.org>, Reva Laituri <revalait@charter.net>, Scott Jandron <sjandron@upaws.org>

Yes

[Quoted text hidden]

Colleen Whitehead <cwhitehead@upaws.org>

Sat, Feb 9, 2019 at 6:58 PM

To: Amber Talo <atalo@upaws.org>

Cc: Joan Mulder <jmulder@upaws.org>, Kathy Leone <kleone@upaws.org>, Alex Petrin <apetrin@upaws.org>, Bob Stephenson <bstephenson@upaws.org>, Christian Veradi <cverardi@upaws.org>, Jim Kinnunen <jkinnunen@upaws.org>, Karen Duquette <kduquette@upaws.org>, Reva Laituri <revalait@charter.net>, Scott Jandron <sjandron@upaws.org>

Yes

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kduquette@upaws.org <kduquette@upaws.org>

Sun, Feb 10, 2019 at 10:26 AM

To: bstephenson <bstephenson@upaws.org>

Cc: Kathy Leone <kleone@upaws.org>, Alex Petrin <apetrin@upaws.org>, Amber Talo <atalo@upaws.org>, Christian Veradi <cverardi@upaws.org>, Colleen Whitehead <cwhitehead@upaws.org>, Jim Kinnunen <jkinnunen@upaws.org>, Joan Mulder <jmulder@upaws.org>, Reva Laituri <revalait@charter.net>, Scott Jandron <sjandron@upaws.org>

Yes

Sent from my iPhone

[Quoted text hidden]

Kathy Leone <kleone@upaws.org>

Tue, Feb 12, 2019 at 8:25 AM

To: Karen Duquette <kduquette@upaws.org>

Cc: bstephenson <bstephenson@upaws.org>, Alex Petrin <apetrin@upaws.org>, Amber Talo <atalo@upaws.org>, Christian Veradi <cverardi@upaws.org>, Colleen Whitehead <cwhitehead@upaws.org>, Jim Kinnunen <jkinnunen@upaws.org>, Joan Mulder <jmulder@upaws.org>, Reva Laituri <revalait@charter.net>, Scott Jandron <sjandron@upaws.org>

Colleen -

Final vote tally on Purchase Agreement Acceptance:

Yes - 10 (includes my vote yes)

No -0

Abstain - 1 (Reva)

[Quoted text hidden]

Kathy Leone <kleone@upaws.org>

Mon, Feb 25, 2019 at 4:58 PM

To: Colleen Whitehead <cwhitehead@upaws.org>

Colleen -

Final vote tally on Purchase Agreement Acceptance:

Yes - 9

[Quoted text hidden]

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Personnel Committee
Report & Recommendation
February 26, 2019

Recommendation to the UPAWS Board of Directors

The Personnel Committee is recommending the following language be added to the existing UPAWS Personnel Policies:

ARTICLE III. EMPLOYEE BENEFITS

Section 17. Flex Time

Flex time is allowed for an employee to alter the start and end times for their work day and is limited to hours worked within a one (1) week period in excess of 40 hours. Exempt employees may earn flex time based upon a one-hour earned to one-hour available formula. With Supervisor approval, an exempt employee may be allowed to flex their schedule in order to compensate for these additional work hours. It will be at the discretion of the Supervisor to allow flex time within a reasonable period and to ensure that the request for time off does not unduly disrupt the operations of the Shelter.

UPAWS Board of Directors

President's Report

February 26, 2019

Highlights of UPAWS Business Activity

- Attended celebration for Chris Troudt on 2/2/19 (UPAWS Board invited by Mark Troudt)
- Walk thru of 84 Snowfield Road property with prospective buyer Terry Bengry 2/5/19
- Contacted realtor Andi Goriesky to move forward with contacting Terry Bengry and completing a formal purchase agreement for 84 Snowfield Road property 2/7/19
- Conducted Board e-vote to obtain acceptance of Purchase Agreement dtd 2/8/19 for 84 Snowfield Rd. 2/8/19
- Signed acceptance of Purchase Agreement for 84 Snowfield Road sale of property 2/13/19
- Met w/ Kori to review presentation for Operation Action UP meeting 2/13/19
- Personnel Committee Meeting 2/13/19
- Attended Operation Action UP Meeting with Kori to receive Non Profit of the Year Award from Upper Peninsula Economic Development Alliance (UPEDA). 2/14/19
- Follow up communication with Jim Iwanicki from Marquette County Road Commission regarding 84 Snowfield Road property purchase agreement and next steps for removal of reverter clause from deed 2/17/19. No response from Jim to date.
- Met with Ryan and Kori to discuss and obtain input on February Board Meeting agenda and share plan for ED Search. 2/19/19
- Attended Finance Committee Meeting 1/24/19
- Plan to attend Sands Township Planning Commission Meeting on 2/25/19 regarding newest proposed DNR shooting range.

Respectfully submitted by:

Kathy Leone
UPAWS Board President

Upper Peninsula Animal Welfare Shelter, Inc.
Profit & Loss Prev Year Comparison
December 2018

	Dec 18	Dec 17
Ordinary Income/Expense		
Income		
4000 · SHELTER REVENUE		
4005 · Pet Adoptions	8,216.50	6,393.50
4010 · Redeemed Animals	130.00	130.00
4020 · Government Contracted Services	409.50	516.00
4030 · Dog License Income	48.00	358.00
4031 · Microchipping	40.00	0.00
4032 · Nail Clipping	50.00	60.00
4033 · Community Spay/Neuter	150.00	200.00
4050 · Miscellaneous Services	90.00	35.00
4112 · Kids Club	100.00	0.00
Total 4000 · SHELTER REVENUE	9,234.00	7,692.50
4100 · DIRECT PUBLIC SUPPORT		
4006 · Pet Sponsorship	1,224.00	2,777.00
4008 · Pet Promotion Sponsorship	85.00	0.00
4109 · Pink Lady	425.00	270.00
4110 · Donations	108,578.45	75,443.76
4120 · Special Gifts	907.50	591.00
4125 · Donated Services/Materials	-2,121.00	22,447.50
4130 · Memorials/Honorariums	6,805.00	11,765.00
4132 · Deb's Dog Revenue	100.00	125.00
4135 · Bequests	0.00	1,372.28
4152 · Direct Solicitations	2,777.00	2,060.00
Total 4100 · DIRECT PUBLIC SUPPORT	118,780.95	116,851.54
4156 · GRANT REVENUE		
4157 · General Grants	1,050.00	-284.84
Total 4156 · GRANT REVENUE	1,050.00	-284.84
4200 · FUNDRAISING REVENUE		
4140 · Canisters	992.73	1,011.34
4145 · Econo Bagging	0.00	715.75
4147 · Strut Your Mutt	380.00	0.00
4151 · Raise The Woof	345.00	160.00
4183 · Raffle	830.00	0.00
4185 · Lights of Love Revenue	2,273.20	2,775.65
4191 · Calls for Critters	0.00	1,225.00
4197 · Calendar	1,292.00	1,390.00
4204 · MZD Pics W/Santa	2,794.00	2,430.00
Total 4200 · FUNDRAISING REVENUE	8,906.93	9,707.74
4500 · OTHER INCOME		
4201 · Home2Home	0.00	15.00
4205 · Resale Items Revenue	9,231.40	9,500.18
4215 · Interest Revenue	56.58	4,625.00
4221 · Endowment Fund Earnings	0.00	5,249.73

Upper Peninsula Animal Welfare Shelter, Inc.
Profit & Loss Prev Year Comparison
December 2018

	Dec 18	Dec 17
4223 · MCCF B.Reider Fund Distribution	0.00	8,381.18
Total 4500 · OTHER INCOME	9,287.98	27,771.09
Total Income	147,259.86	161,738.03
Gross Profit	147,259.86	161,738.03
Expense		
5000 · EMPLOYEE EXPENSE		
5200 · Payroll Expenses	19,591.72	36,994.21
5225 · Simple Plan Employer	287.20	117.66
5230 · MESC	24.31	119.09
5235 · Employer Social Security	1,209.68	1,802.08
5240 · Employer Medicare	282.89	421.45
5245 · Worker's Compensation	424.00	2,423.00
Total 5000 · EMPLOYEE EXPENSE	21,819.80	41,877.49
5500 · OPERATING EXPENSE		
5009 · Phone/Network Access	213.95	203.95
5011 · Merchant Service Fees	654.33	666.16
5050 · Utilities	771.11	1,016.83
5100 · Cleaning Supplies	79.73	172.53
5102 · Animal Supplies	109.29	19.50
5105 · Repairs/Maintenance	213.58	467.14
5106 · Garbage/Snow Removal	1,258.83	408.97
5115 · Office Supplies	-5.18	239.09
5116 · Postage	120.00	456.67
5117 · Community Spay/Neuter	170.00	285.00
5125 · Food	795.35	391.33
5127 · Microchips	0.00	3,264.55
5130 · Medical Supplies	3,701.27	786.31
5135 · Vet Care	4,884.27	11,545.03
5137 · Vaccines	455.96	864.43
5140 · Spay & Neuter Program	1,975.28	4,283.00
5145 · Vehicle	41.33	477.70
5146 · Dog License Expense	36.00	14.00
5150 · Mileage	30.24	40.23
5160 · Depreciation	0.00	4,409.54
5180 · Donated Services/Materials	-2,121.00	1,727.50
5183 · Deb's Dog Expense	86.00	18.00
6523 · Kids Club	828.41	0.00
Total 5500 · OPERATING EXPENSE	14,298.75	31,757.46
5550 · GRANT EXPENSE		
5551 · General Grants	1,880.72	1,267.17
Total 5550 · GRANT EXPENSE	1,880.72	1,267.17
5600 · FUNDRAISING EXPENSE		
5603 · MZD Pics W/Santa	388.21	314.42
6307 · Calendar	0.00	217.60

Upper Peninsula Animal Welfare Shelter, Inc.
Profit & Loss Prev Year Comparison
December 2018

	Dec 18	Dec 17
6311 · Cause for Paws	83.39	-485.24
6315 · Misc/3rd Party Fundraisers	102.99	100.38
6317 · Raise The Woof	50.00	215.00
6322 · Raffle Expense	1,900.00	0.00
6355 · Lights of Love	0.00	30.32
6550 · Strut Your Mutt	0.00	300.00
Total 5600 · FUNDRAISING EXPENSE	2,524.59	692.48
6000 · OTHER EXPENSE		
5142 · Volunteer Program	299.37	71.85
6503 · Community Outreach	185.62	370.44
6505 · Professional Fees	0.00	20,720.00
6510 · Publications	10,346.68	3,227.80
6511 · Pet Promotion Expense	541.89	63.88
6515 · Promotions	258.12	839.90
6525 · Resale Items Expense	3,618.64	1,210.99
6526 · MI Sales Tax	-12.54	403.77
6532 · Donor Development	189.89	0.00
6535 · Licenses, Dues, Permits & Fees	295.74	180.00
6539 · Computer Equip/Network Access	300.00	400.00
6540 · Miscellaneous Expense	151.25	1,239.18
Total 6000 · OTHER EXPENSE	16,174.66	28,727.81
6690 · Reconciliation Discrepancies	0.24	0.00
Total Expense	56,698.76	104,322.41
Net Ordinary Income	90,561.10	57,415.62
Other Income/Expense		
Other Income		
4222 · Investment Interest Revenue	1,970.85	1,492.03
4226 · Change in Value-Dixon Trust	-50,261.53	1,922.96
4227 · Distribution from Dixon Estate	22,235.00	1,652.70
4300 · Unrealized Gain/Loss	-15,759.83	-2,795.20
4310 · Realized Loss/Gain LT Invstmnt	4,389.73	3,010.62
4400 · RESTRICTED REVENUE		
7300 · New Shelter		
4219 · New Shelter Revenue	10,851.00	109,614.00
6536 · New Shelter Expense	-4,230.38	-378.91
Total 7300 · New Shelter	6,620.62	109,235.09
7400 · SALLY'S FUND		
4218 · Sally's Fund Revenue	90.00	50.00
Total 7400 · SALLY'S FUND	90.00	50.00
Total 4400 · RESTRICTED REVENUE	6,710.62	109,285.09
Total Other Income	-30,715.16	114,568.20
Other Expense		
6560 · Interest expense-Mortgage	1,064.58	0.00
Total Other Expense	1,064.58	0.00

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Accrual Basis

Upper Peninsula Animal Welfare Shelter, Inc.
Profit & Loss Prev Year Comparison
December 2018

Net Other Income
Net Income

Dec 18	Dec 17
-31,779.74	114,568.20
<u>58,781.36</u>	<u>171,983.82</u>

Days Cash On Hand - Historical Trends for UPAWS

	2012	2013	2014	2015	2016	Dec-17
1 Cash and cash equivalents less restricted funds.	\$147,882.00	\$146,529.00	\$191,970.00	\$152,858.00	201,661.55	215,192.09
2 Total annual expense	\$451,620.63	\$431,923.23	\$520,354.25	\$576,669.00	\$602,450.00	\$536,174.67
3 Daily expense (annual expense / 365 days)	\$1,237.32	\$1,183.35	\$1,425.63	\$1,579.92	\$1,650.55	\$1,468.97
4 Days cash on hand for shelter expenses (cash & equiv. less restricted for Sally's Fund and Capital Campaign / daily expense)	120	124	135	97	122	146

*

Information Source: May 31 FYE internal financial statements 2012-2016

Budgeted annual expense for 2017

Budgeted annual expense for 2018

Oct-18	Nov-18	Dec-18
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201,775.58	209,234.87	311,797.49
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\$521,136.55	\$521,136.55	\$521,136.55
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\$1,427.77	\$1,427.77	\$1,427.77
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141		
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	147	
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Upper Peninsula Animal Welfare Shelter, Inc.
Profit & Loss Budget Performance
December 2018

	Actual Dec '18	Budget Dec '18	Actual Dec'18	Jan- Budget Dec'18
Ordinary Income/Expense				
Income				
4000 · SHELTER REVENUE				
4005 · Pet Adoptions	8,216.50	7,500.00	81,436.68	90,000.00
4010 · Redeemed Animals	130.00	417.00	3,196.82	5,000.00
4016 · Spay Day	0.00	0.00	2,073.00	3,000.00
4020 · Government Contracted Services	409.50	1,055.00	9,407.17	12,654.00
4025 · Restitutions/Investigations	0.00	0.00	118.00	0.00
4030 · Dog License Income	48.00	20.00	603.00	240.00
4031 · Microchipping	40.00	115.00	520.00	1,380.00
4032 · Nail Clipping	50.00	87.00	1,260.00	1,000.00
4033 · Community Spay/Neuter	150.00	417.00	2,800.00	5,000.00
4050 · Miscellaneous Services	90.00	45.00	1,212.00	540.00
4112 · Kids Club	100.00		850.00	
4000 · SHELTER REVENUE - Other	0.00		0.00	
Total 4000 · SHELTER REVENUE	9,234.00	9,656.00	103,476.67	118,814.00
4100 · DIRECT PUBLIC SUPPORT				
4006 · Pet Sponsorship	1,224.00	837.00	12,141.50	10,000.00
4008 · Pet Promotion Sponsorship	85.00	125.00	2,400.00	1,500.00
4109 · Pink Lady	425.00	587.00	2,685.00	7,000.00
4110 · Donations	108,578.45	6,539.00	190,499.03	70,705.00
4120 · Special Gifts	907.50	875.00	12,571.04	10,500.00
4125 · Donated Services/Materials	-2,121.00	0.00	14,778.40	0.00
4130 · Memorials/Honorariums	6,805.00	4,167.00	53,429.00	50,000.00
4132 · Deb's Dog Revenue	100.00	100.00	1,485.00	1,200.00
4135 · Bequests	0.00	870.00	0.00	10,000.00
4152 · Direct Solicitations	2,777.00	4,168.00	20,578.00	50,000.00
4100 · DIRECT PUBLIC SUPPORT - Other	0.00		30.00	
Total 4100 · DIRECT PUBLIC SUPPORT	118,780.95	18,268.00	310,596.97	210,905.00
4156 · GRANT REVENUE				
4157 · General Grants	1,050.00	2,337.00	20,890.44	28,000.00
4158 · Pet Promos Grants	0.00	250.00	0.00	3,000.00
4159 · Community Spay/Neuter Grants	0.00	0.00	0.00	0.00
4161 · Pink Lady Grants	0.00	0.00	0.00	0.00
4162 · Pet Retention Grants	0.00	0.00	0.00	0.00
4163 · Law Enforcement Training	0.00		8,000.00	
Total 4156 · GRANT REVENUE	1,050.00	2,587.00	28,890.44	31,000.00
4200 · FUNDRAISING REVENUE				
4127 · Wash & Wag	0.00	0.00	2,014.75	1,800.00
4128 · Misc/3rd Party Fundraisers	0.00	1,094.00	13,649.11	13,125.00
4140 · Canisters	992.73	792.00	9,870.51	9,500.00
4143 · Econo Receipts Revenue	0.00	0.00	5,454.50	7,500.00
4144 · Cause for Paws Revenue	0.00	0.00	32,600.48	22,000.00
4146 · Rummage Sale	0.00	0.00	5,400.43	0.00

Upper Peninsula Animal Welfare Shelter, Inc.
Profit & Loss Budget Performance
December 2018

	Actual Dec '18	Budget Dec '18	Actual Dec'18	Jan-Budget Dec'18
4147 · Strut Your Mutt	380.00	0.00	18,935.00	22,000.00
4150 · Spayghetti Dinner	0.00	0.00	0.00	0.00
4151 · Raise The Woof	345.00	0.00	7,070.51	11,870.00
4170 · Golf Outing Revenue	0.00	0.00	20,338.00	18,550.00
4183 · Raffle	830.00	625.00	3,830.00	7,500.00
4185 · Lights of Love Revenue	2,273.20	1,300.00	2,937.26	2,300.00
4191 · Calls for Critters	0.00	0.00	150.00	0.00
4196 · Chili Cook Off	0.00		351.17	
4197 · Calendar	1,292.00	373.00	12,081.50	13,495.00
4204 · MZD Pics W/Santa	2,794.00	1,700.00	2,794.00	1,700.00
Total 4200 · FUNDRAISING REVENUE	8,906.93	5,884.00	137,477.22	131,340.00
4500 · OTHER INCOME				
4201 · Home2Home	0.00	15.00	182.50	180.00
4205 · Resale Items Revenue	9,231.40	1,167.00	17,749.33	14,000.00
4215 · Interest Revenue	56.58	4.00	6,454.92	48.00
4220 · Miscellaneous Revenue	0.00	0.00	0.00	0.00
4221 · Endowment Fund Earnings	0.00	0.00	0.00	5,000.00
4223 · MCCF B.Reider Fund Distribution	0.00	0.00	5,896.74	9,500.00
Total 4500 · OTHER INCOME	9,287.98	1,186.00	30,283.49	28,728.00
Total Income	147,259.86	37,581.00	610,724.79	520,787.00
Gross Profit	147,259.86	37,581.00	610,724.79	520,787.00
Expense				
5000 · EMPLOYEE EXPENSE				
5200 · Payroll Expenses	19,591.72	18,898.38	251,063.46	217,147.00
5225 · Simple Plan Employer	287.20	73.60	1,209.45	956.80
5230 · MESC	24.31	0.00	2,171.38	2,808.00
5235 · Employer Social Security	1,209.68	1,171.70	15,986.63	13,463.11
5240 · Employer Medicare	282.89	274.03	3,738.79	3,148.63
5245 · Worker's Compensation	424.00	276.00	3,562.00	3,312.00
Total 5000 · EMPLOYEE EXPENSE	21,819.80	20,693.71	277,731.71	240,835.54
5500 · OPERATING EXPENSE				
5009 · Phone/Network Access	213.95	200.00	2,584.83	2,400.00
5010 · NSF Checks	0.00	0.00	3.71	0.00
5011 · Merchant Service Fees	654.33	299.00	4,506.34	3,500.00
5012 · Bank Service Charges	0.00	0.00	635.00	0.00
5050 · Utilities	771.11	317.00	7,369.28	3,800.00
5100 · Cleaning Supplies	79.73	300.00	2,246.08	3,600.00
5102 · Animal Supplies	109.29	210.00	1,913.35	2,500.00
5105 · Repairs/Maintenance	213.58	337.00	3,546.76	4,000.00
5106 · Garbage/Snow Removal	1,258.83	625.00	7,410.09	7,500.00
5115 · Office Supplies	-5.18	337.00	4,205.84	4,000.00
5116 · Postage	120.00	200.00	1,592.22	2,400.00
5117 · Community Spay/Neuter	170.00	840.00	4,037.00	10,000.00
5120 · Building/Auto Insurance	0.00	0.00	3,814.03	3,493.00

Upper Peninsula Animal Welfare Shelter, Inc.
Profit & Loss Budget Performance
December 2018

	Actual Dec '18	Budget Dec '18	Actual Dec'18	Jan- Budget Dec'18
5125 · Food	795.35	500.00	5,386.46	6,000.00
5127 · Microchips	0.00	460.00	2,602.45	5,500.00
5130 · Medical Supplies	3,701.27	1,337.00	13,885.12	16,000.00
5135 · Vet Care	4,884.27	4,587.00	67,857.68	55,000.00
5137 · Vaccines	455.96	337.00	5,364.14	4,000.00
5139 · Spay Day Expense	0.00	0.00	1,822.70	3,000.00
5140 · Spay & Neuter Program	1,975.28	1,837.00	24,960.58	22,000.00
5141 · Animal Equipment	0.00	50.00	177.00	600.00
5145 · Vehicle	41.33	200.00	2,210.59	2,400.00
5146 · Dog License Expense	36.00	10.00	184.00	120.00
5150 · Mileage	30.24	87.00	276.48	1,000.00
5160 · Depreciation	0.00	0.00	0.00	0.00
5180 · Donated Services/Materials	-2,121.00	0.00	14,778.40	0.00
5183 · Deb's Dog Expense	86.00	100.00	503.00	1,200.00
6523 · Kids Club	828.41		828.41	
Total 5500 · OPERATING EXPENSE	14,298.75	13,170.00	184,701.54	164,013.00
5550 · GRANT EXPENSE				
5551 · General Grants	1,880.72	2,337.00	17,618.10	28,000.00
5552 · Pet Promos Grants	0.00	250.00	0.00	3,000.00
5553 · Community Spay/Neuter Grants	0.00	0.00	0.00	0.00
5554 · Pink Lady Grants	0.00	0.00	0.00	0.00
5555 · Pet Retention Grants	0.00	0.00	0.00	0.00
Total 5550 · GRANT EXPENSE	1,880.72	2,587.00	17,618.10	31,000.00
5600 · FUNDRAISING EXPENSE				
5603 · MZD Pics W/Santa	388.21	150.00	434.53	150.00
5604 · Chili Cook Off	0.00		158.80	
6307 · Calendar	0.00	0.00	2,723.40	3,250.00
6308 · Wash & Wag	0.00	0.00	248.00	315.00
6311 · Cause for Paws	83.39	0.00	5,123.55	5,213.00
6312 · Rummage Sale	0.00		78.98	
6315 · Misc/3rd Party Fundraisers	102.99	70.00	1,488.91	870.00
6317 · Raise The Woof	50.00	0.00	3,231.29	5,294.00
6322 · Raffle Expense	1,900.00	0.00	2,068.50	2,500.00
6324 · Miscellaneous Expenses	0.00	77.00	2,635.33	925.00
6330 · Golf Outing Expense	0.00	0.00	6,653.96	5,515.00
6355 · Lights of Love	0.00	165.00	0.00	165.00
6550 · Strut Your Mutt	0.00	0.00	2,660.52	4,760.00
6551 · Canisters	0.00	17.00	266.60	200.00
Total 5600 · FUNDRAISING EXPENSE	2,524.59	479.00	27,772.37	29,157.00
6000 · OTHER EXPENSE				
5142 · Volunteer Program	299.37	70.00	1,111.94	845.00
6313 · Direct Solicitations	0.00	0.00	3,597.37	10,500.00
6503 · Community Outreach	185.62	120.00	815.13	1,445.00
6505 · Professional Fees	0.00	0.00	9,687.39	8,950.00

Upper Peninsula Animal Welfare Shelter, Inc.
Profit & Loss Budget Performance
December 2018

	Actual Dec '18	Budget Dec '18	Actual Dec'18	Jan- Budget Dec'18
6510 · Publications	10,346.68	3,141.00	17,670.21	11,000.00
6511 · Pet Promotion Expense	541.89	216.00	3,223.90	2,600.00
6515 · Promotions	258.12	230.00	971.74	2,761.00
6525 · Resale Items Expense	3,618.64	670.00	16,269.83	8,000.00
6526 · MI Sales Tax	-12.54	100.00	1,219.43	1,200.00
6530 · Conferences	0.00	167.00	1,898.08	2,000.00
6532 · Donor Development	189.89	83.00	189.89	1,000.00
6535 · Licenses, Dues, Permits & Fees	295.74	0.00	1,686.35	1,275.00
6539 · Computer Equip/Network Access	300.00	300.00	4,511.86	3,600.00
6540 · Miscellaneous Expense	151.25	41.00	592.29	500.00
6561 · Investment Expense	0.00		2,271.41	
6590 · Mortgage Fees/Interest	0.00		4,757.50	
Total 6000 · OTHER EXPENSE	16,174.66	5,138.00	70,474.32	55,676.00
6690 · Reconciliation Discrepancies	0.24		-0.10	
Total Expense	56,698.76	42,067.71	578,297.94	520,681.54
Net Ordinary Income	90,561.10	-4,486.71	32,426.85	105.46
Other Income/Expense				
Other Income				
4222 · Investment Interest Revenue	1,970.85		5,725.90	
4226 · Change in Value-Dixon Trust	-50,261.53		-59,891.49	
4227 · Distribution from Dixon Estate	22,235.00		35,591.63	
4300 · Unrealized Gain/Loss	-15,759.83		-18,651.21	
4310 · Realized Loss/Gain LT Invstmnt	4,389.73		4,065.74	
4400 · RESTRICTED REVENUE				
7300 · New Shelter				
4219 · New Shelter Revenue	10,851.00		161,920.61	
6536 · New Shelter Expense	-4,230.38		-21,916.03	
Total 7300 · New Shelter	6,620.62		140,004.58	
7400 · SALLY'S FUND				
4218 · Sally's Fund Revenue	90.00	0.00	6,210.00	4,800.00
6518 · Sally's Fund Expense	0.00	0.00	-920.24	-350.00
Total 7400 · SALLY'S FUND	90.00	0.00	5,289.76	4,450.00
Total 4400 · RESTRICTED REVENUE	6,710.62	0.00	145,294.34	4,450.00
Total Other Income	-30,715.16	0.00	112,134.91	4,450.00
Other Expense				
6560 · Interest expense-Mortgage	1,064.58		1,951.73	
Total Other Expense	1,064.58		1,951.73	
Net Other Income	-31,779.74	0.00	110,183.18	4,450.00
Net Income	58,781.36	-4,486.71	142,610.03	4,555.46

Upper Peninsula Animal Welfare Shelter, Inc.

Balance Sheet

As of December 31, 2018

Dec 31, 18

ASSETS

Current Assets

Checking/Savings

1010 · mBank Checking	71,103.59
1011 · mBank General Savings	236,241.40
1012 · mBank Sally's Fund Savings	16,104.39
1013 · mBank Capital Campaign Checking	172,210.19
1016 · mBank Capital Campaign Savings	5.38

Total Checking/Savings 495,664.95

Accounts Receivable

1200 · *Accounts Receivable	4,052.50
1524 · Capital Campaign Pledges	124,850.00

Total Accounts Receivable 128,902.50

Other Current Assets

1080 · Petty Cash	400.00
1499 · Undeposited Funds	-635.00
1528 · N.S. Constuction in Progress	3,135,568.53
1540 · Allowance for Uncol Promises	-19,955.00
1550 · Discount-CC Pledges Receivable	-6,000.00

Total Other Current Assets 3,109,378.53

Total Current Assets 3,733,945.98

Fixed Assets

1610 · Land - 84 Snowfield Road	9,800.00
1611 · Land - County Rd 553	20,586.75
1615 · Buildings	188,544.32
1645 · Office & Kennel Equipment	10,683.36
1650 · New Shelter-Furniture & Equip	79,384.35
1665 · Vehicles	21,643.00
1670 · Accumulated Depreciation	-213,806.54

Total Fixed Assets 116,835.24

Other Assets

1074 · WF Endowment Fund Investments	212,051.70
1700 · Beneficial Interest in MCCF	103,514.00
1702 · Beneficial Interest-Dixon Trust	595,707.32

Total Other Assets 911,273.02

TOTAL ASSETS 4,762,054.24

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2001 · *Accounts Payable	18,643.90
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Total Accounts Payable 18,643.90

Other Current Liabilities

2002 · AP-New Shelter Retainage	299,204.39
2025 · Accrued Benefits	5,492.91

Upper Peninsula Animal Welfare Shelter, Inc.

Balance Sheet

As of December 31, 2018

	Dec 31, 18
2100 · Payroll Liabilities	206.55
Total Other Current Liabilities	304,903.85
Total Current Liabilities	323,547.75
Long Term Liabilities	
2300 · Mortgage-New Shelter	433,051.42
Total Long Term Liabilities	433,051.42
Total Liabilities	756,599.17
Equity	
3001 · Beg Net Assets Temp Restricted	1,230,388.00
3002 · Beg net Assets Perm Restricted	294,517.00
3040 · Beg net Assets Unrestricted	95,970.45
3900 · Retained Earnings	2,241,969.59
Net Income	142,610.03
Total Equity	4,005,455.07
TOTAL LIABILITIES & EQUITY	4,762,054.24

Upper Peninsula Animal Welfare Shelter, Inc.

A/P Aging Summary

As of December 31, 2018

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Action Shopper	72.00	0.00	0.00	0.00	0.00	72.00
Ann Brownell	431.58	0.00	0.00	0.00	0.00	431.58
Art Unlimited Sportswear	1,375.38	0.00	0.00	0.00	0.00	1,375.38
Custom Construction	777.50	467.50	0.00	0.00	0.00	1,245.00
Gwinn-Sawyer Veterinary Clinic	1,782.82	0.00	0.00	0.00	0.00	1,782.82
Henry Schein Animal Health	2,413.44	0.00	0.00	0.00	0.00	2,413.44
Idexx Laboratories, Inc.	42.46	0.00	0.00	0.00	0.00	42.46
Kori Tossava	828.41	0.00	0.00	0.00	0.00	828.41
Mares -Z- Doats Feed	0.00	133.24	0.00	0.00	0.00	133.24
Marquette Veterinary Clinic	2,176.78	0.00	0.00	0.00	0.00	2,176.78
Midwest Cremation Services	133.00	0.00	0.00	0.00	0.00	133.00
Negaunee Vet Clinic	492.57	0.00	0.00	0.00	0.00	492.57
Northern Veterinary Associates	3,340.17	0.00	0.00	0.00	0.00	3,340.17
Office Planning Group	0.00	-165.64	-164.98	0.00	-164.98	-495.60
Pride Printing	636.88	0.00	0.00	0.00	0.00	636.88
Super One Foods - Negaunee	68.80	0.00	0.00	0.00	0.00	68.80
Visa	2,716.97	0.00	0.00	0.00	0.00	2,716.97
WLUC TV6	1,250.00	0.00	0.00	0.00	0.00	1,250.00
TOTAL	<u>18,538.76</u>	<u>435.10</u>	<u>-164.98</u>	<u>0.00</u>	<u>-164.98</u>	<u>18,643.90</u>

Upper Peninsula Animal Welfare Shelter, Inc.
Profit & Loss Prev Year Comparison
January 2019

	Jan'19	Jan'18
Ordinary Income/Expense		
Income		
4000 · SHELTER REVENUE		
4005 · Pet Adoptions	2,255.00	8,008.18
4010 · Redeemed Animals	135.00	125.00
4016 · Spay Day	267.00	1,192.00
4020 · Government Contracted Services	1,014.00	292.50
4030 · Dog License Income	0.00	168.00
4031 · Microchipping	0.00	80.00
4032 · Nail Clipping	10.00	100.00
4033 · Community Spay/Neuter	50.00	0.00
4050 · Miscellaneous Services	30.00	100.00
Total 4000 · SHELTER REVENUE	3,761.00	10,065.68
4100 · DIRECT PUBLIC SUPPORT		
4006 · Pet Care Sponsorship	1,442.00	530.00
4008 · Pet Promotion Sponsorship	0.00	25.00
4109 · Pink Lady	155.00	185.00
4110 · Donations	15,268.19	16,405.95
4120 · Special Gifts	3,600.00	2,285.28
4125 · Donated Services/Materials	0.00	2,294.10
4130 · Memorials/Honorariums	4,582.06	8,721.00
4132 · Deb's Dog Revenue	0.00	150.00
4152 · Direct Solicitations	1,630.00	1,043.00
Total 4100 · DIRECT PUBLIC SUPPORT	26,677.25	31,639.33
4200 · FUNDRAISING REVENUE		
4140 · Canisters	867.87	562.39
4144 · Cause for Paws Revenue	3,800.00	616.52
4147 · Strut Your Mutt	1,513.00	600.00
4151 · Raise The Woof	4,659.00	5,225.51
4170 · Golf Outing Revenue	1,500.00	0.00
4183 · Raffle	125.00	0.00
4185 · Lights of Love Revenue	43.75	271.06
4197 · Calendar	764.95	154.00
Total 4200 · FUNDRAISING REVENUE	13,273.57	7,429.48
4500 · OTHER INCOME		
4205 · Resale Items Revenue	931.24	894.69
4215 · Interest Revenue	77.29	142.83
4220 · Miscellaneous Revenue	236.05	0.00
Total 4500 · OTHER INCOME	1,244.58	1,037.52
Total Income	44,956.40	50,172.01
Gross Profit	44,956.40	50,172.01
Expense		
5000 · EMPLOYEE EXPENSE		
5200 · Payroll Expenses	19,970.85	11,426.03

Upper Peninsula Animal Welfare Shelter, Inc.
Profit & Loss Prev Year Comparison
January 2019

	Jan'19	Jan'18
5225 · Simple Plan Employer	360.89	75.91
5230 · MESC	373.45	406.40
5235 · Employer Social Security	1,233.17	1,189.12
5240 · Employer Medicare	288.40	278.10
5245 · Worker's Compensation	292.00	0.00
Total 5000 · EMPLOYEE EXPENSE	22,518.76	13,375.56
5500 · OPERATING EXPENSE		
5009 · Phone/Network Access	246.87	203.95
5011 · Merchant Service Fees	496.19	502.11
5050 · Utilities	1,838.94	311.10
5100 · Cleaning Supplies	234.17	209.88
5102 · Animal Supplies	20.49	38.60
5105 · Repairs/Maintenance	275.92	284.98
5106 · Garbage/Snow Removal	1,164.60	622.26
5110 · Small Tools	382.77	0.00
5115 · Office Supplies	845.05	73.22
5116 · Postage	130.00	277.64
5117 · Community Spay/Neuter	152.00	400.00
5120 · Building/Auto Insurance	7,128.00	0.00
5125 · Food	168.95	471.31
5127 · Microchips	3,212.50	116.40
5130 · Medical Supplies	1,066.42	1,634.44
5135 · Vet Care	2,633.41	6,180.11
5137 · Vaccines	475.96	439.96
5139 · Spay Day Expense	72.00	67.00
5140 · Spay & Neuter Program	397.00	1,617.50
5145 · Vehicle	57.14	67.17
5146 · Dog License Expense	24.00	4.00
5150 · Mileage	126.36	0.00
5180 · Donated Services/Materials	0.00	2,294.10
5183 · Deb's Dog Expense	36.00	18.00
6523 · Kids Club	618.15	0.00
Total 5500 · OPERATING EXPENSE	21,802.89	15,833.73
5550 · GRANT EXPENSE		
5551 · General Grants	169.95	495.92
Total 5550 · GRANT EXPENSE	169.95	495.92
5600 · FUNDRAISING EXPENSE		
5603 · MZD Pics W/Santa	0.00	46.32
6317 · Raise The Woof	2,181.05	2,759.76
6324 · Miscellaneous Expenses	285.33	0.00
6355 · Lights of Love	39.81	0.00
Total 5600 · FUNDRAISING EXPENSE	2,506.19	2,806.08
6000 · OTHER EXPENSE		
5142 · Volunteer Program	68.51	50.00

Upper Peninsula Animal Welfare Shelter, Inc.
Profit & Loss Prev Year Comparison
January 2019

	Jan'19	Jan'18
6313 · Direct Solicitations	0.00	25.48
6503 · Community Outreach	0.00	66.32
6511 · Pet Promotion Expense	18.00	72.00
6515 · Promotions	9.69	2.85
6525 · Resale Items Expense	7,010.31	23.25
6526 · MI Sales Tax	1,066.40	796.61
6532 · Donor Development	62.30	0.00
6535 · Licenses, Dues, Permits & Fees	63.59	363.59
6539 · Computer Equip/Network Access	674.02	300.00
6561 · Investment Expense	0.00	570.45
6590 · Mortgage Fees/Interest	1,100.07	0.00
Total 6000 · OTHER EXPENSE	10,072.89	2,270.55
6690 · Reconciliation Discrepancies	0.00	-0.02
Total Expense	57,070.68	34,781.82
Net Ordinary Income	-12,114.28	15,390.19
Other Income/Expense		
Other Income		
4222 · Investment Interest Revenue	0.00	85.87
4226 · Change in Value-Dixon Trust	24,673.68	22,144.80
4227 · Distribution from Dixon Estate	1,951.15	0.00
4300 · Unrealized Gain/Loss	0.00	4,890.83
4400 · RESTRICTED REVENUE		
7300 · New Shelter		
4219 · New Shelter Revenue	0.00	4,985.50
6536 · New Shelter Expense	-383.24	-247.94
Total 7300 · New Shelter	-383.24	4,737.56
7400 · SALLY'S FUND		
4218 · Sally's Fund Revenue	0.00	30.00
Total 7400 · SALLY'S FUND	0.00	30.00
Total 4400 · RESTRICTED REVENUE	-383.24	4,767.56
Total Other Income	26,241.59	31,889.06
Net Other Income	26,241.59	31,889.06
Net Income	14,127.31	47,279.25

Days Cash On Hand - Historical Trends for UPAWS

	2012	2013	2014	2015	2016	Dec-17
1 Cash and cash equivalents less restricted funds.	\$147,882.00	\$146,529.00	\$191,970.00	\$152,858.00	201,661.55	215,192.09
2 Total annual expense	\$451,620.63	\$431,923.23	\$520,354.25	\$576,669.00	\$602,450.00	\$536,174.67
3 Daily expense (annual expense / 365 days)	\$1,237.32	\$1,183.35	\$1,425.63	\$1,579.92	\$1,650.55	\$1,468.97
4 Days cash on hand for shelter expenses (cash & equiv. less restricted for Sally's Fund and Capital Campaign / daily expense)	120	124	135	97	122	146

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Information Source: May 31 FYE internal financial statements 2012-2016

Budgeted annual expense for 2017

Budgeted annual expense for 2018

Budgeted annual expense for 2019

Nov-18	Dec-18	Jan-19
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209,234.87	311,797.49	292,267.05
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\$521,136.55	\$521,136.55	\$741,159.72
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\$1,427.77	\$1,427.77	\$2,030.57
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147		
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	218	
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Upper Peninsula Animal Welfare Shelter, Inc.
Profit & Loss Budget Performance
January 2019

	Actual Jan'19	Budget Jan'19	Annual Budget
Ordinary Income/Expense			
Income			
4000 · SHELTER REVENUE			
4005 · Pet Adoptions	2,255.00	7,500.00	90,000.00
4010 · Redeemed Animals	135.00	333.00	4,000.00
4016 · Spay Day	267.00	0.00	3,000.00
4017 · Dog Park	0.00	0.00	7,050.00
4018 · Rentals	0.00	42.00	500.00
4020 · Government Contracted Services	1,014.00	916.00	11,000.00
4025 · Restitutions/Investigations	0.00	0.00	0.00
4030 · Dog License Income	0.00	83.00	1,000.00
4031 · Microchipping	0.00	83.00	1,000.00
4032 · Nail Clipping	10.00	100.00	1,200.00
4033 · Community Spay/Neuter	50.00	208.00	2,500.00
4050 · Miscellaneous Services	30.00	50.00	600.00
4112 · Kids Club	0.00	466.00	5,600.00
Total 4000 · SHELTER REVENUE	3,761.00	9,781.00	127,450.00
4100 · DIRECT PUBLIC SUPPORT			
4006 · Pet Care Sponsorship	1,442.00	833.00	10,000.00
4008 · Pet Promotion Sponsorship	0.00	216.00	2,600.00
4105 · Business Memberships	0.00	416.00	5,000.00
4109 · Pink Lady	155.00	583.00	7,000.00
4110 · Donations	15,268.19	5,833.00	70,000.00
4120 · Special Gifts	3,600.00	875.00	10,500.00
4123 · Memorial Bricks/Tiles	0.00	1,250.00	15,000.00
4125 · Donated Services/Materials	0.00	0.00	0.00
4130 · Memorials/Honorariums	4,582.06	4,166.00	50,000.00
4132 · Deb's Dog Revenue	0.00	100.00	1,200.00
4135 · Bequests	0.00	0.00	0.00
4152 · Direct Solicitations	1,630.00	5,934.00	71,200.00
Total 4100 · DIRECT PUBLIC SUPPORT	26,677.25	20,206.00	242,500.00
4156 · GRANT REVENUE			
4157 · General Grants	0.00	4,166.00	50,000.00
Total 4156 · GRANT REVENUE	0.00	4,166.00	50,000.00
4200 · FUNDRAISING REVENUE			
4127 · Wash & Wag	0.00	0.00	1,800.00
4128 · Misc/3rd Party Fundraisers	0.00	1,109.00	13,313.00
4140 · Canisters	867.87	791.00	9,492.00
4143 · Econo Receipts Revenue	0.00	0.00	5,500.00
4144 · Cause for Paws Revenue	3,800.00	0.00	25,100.00
4146 · Rummage Sale	0.00	0.00	0.00
4147 · Strut Your Mutt	1,513.00	0.00	22,000.00
4151 · Raise The Woof	4,659.00	7,350.00	7,350.00
4170 · Golf Outing Revenue	1,500.00	0.00	19,400.00

Upper Peninsula Animal Welfare Shelter, Inc.
Profit & Loss Budget Performance
January 2019

	Actual Jan'19	Budget Jan'19	Annual Budget
4183 · Raffle	125.00	416.00	5,000.00
4185 · Lights of Love Revenue	43.75	0.00	2,350.00
4197 · Calendar	764.95	0.00	12,300.00
4204 · MZD Pics W/Santa	0.00	0.00	3,080.00
Total 4200 · FUNDRAISING REVENUE	13,273.57	9,666.00	126,685.00
4500 · OTHER INCOME			
4201 · Home2Home	0.00	15.00	180.00
4205 · Resale Items Revenue	931.24	3,500.00	42,000.00
4215 · Interest Revenue	77.29	4.00	48.00
4220 · Miscellaneous Revenue	236.05	0.00	0.00
4221 · Endowment Fund Earnings	0.00	0.00	5,000.00
4223 · MCCF B.Reider Fund Distribution	0.00	0.00	6,500.00
4239 · Legacy Fundraising Income	0.00	10,778.00	129,597.00
Total 4500 · OTHER INCOME	1,244.58	14,297.00	183,325.00
Total Income	44,956.40	58,116.00	729,960.00
Gross Profit	44,956.40	58,116.00	729,960.00
Expense			
5000 · EMPLOYEE EXPENSE			
5200 · Payroll Expenses	19,970.85	22,439.53	290,462.00
5225 · Simple Plan Employer	360.89	344.03	4,488.40
5230 · MESC	373.45	500.00	4,156.00
5235 · Employer Social Security	1,233.17	1,391.25	18,008.66
5240 · Employer Medicare	288.40	325.37	4,211.70
5245 · Worker's Compensation	292.00	279.00	3,345.00
Total 5000 · EMPLOYEE EXPENSE	22,518.76	25,279.18	324,671.76
5500 · OPERATING EXPENSE			
5009 · Phone/Network Access	246.87	194.00	2,328.00
5010 · NSF Checks	0.00	0.00	0.00
5011 · Merchant Service Fees	496.19	491.00	5,900.00
5012 · Bank Service Charges	0.00	0.00	0.00
5050 · Utilities	1,838.94	5,000.00	60,000.00
5100 · Cleaning Supplies	234.17	300.00	3,600.00
5102 · Animal Supplies	20.49	166.00	2,000.00
5105 · Repairs/Maintenance	275.92	470.00	5,651.00
5106 · Garbage/Snow Removal	1,164.60	1,100.00	7,553.00
5110 · Small Tools	382.77		
5115 · Office Supplies	845.05	362.00	4,350.00
5116 · Postage	130.00	183.00	2,196.00
5117 · Community Spay/Neuter	152.00	333.00	3,996.00
5120 · Building/Auto Insurance	7,128.00	8,000.00	9,739.00
5125 · Food	168.95	500.00	6,000.00
5127 · Microchips	3,212.50	458.00	5,500.00
5130 · Medical Supplies	1,066.42	1,250.00	15,000.00
5135 · Vet Care	2,633.41	5,416.00	65,000.00

Upper Peninsula Animal Welfare Shelter, Inc.
Profit & Loss Budget Performance
January 2019

	Actual Jan'19	Budget Jan'19	Annual Budget
5137 · Vaccines	475.96	375.00	4,500.00
5139 · Spay Day Expense	72.00	0.00	3,000.00
5140 · Spay & Neuter Program	397.00	1,833.00	22,000.00
5141 · Animal Equipment	0.00	50.00	600.00
5145 · Vehicle	57.14	200.00	2,400.00
5146 · Dog License Expense	24.00	16.00	200.00
5150 · Mileage	126.36	41.00	500.00
5160 · Depreciation	0.00	0.00	0.00
5180 · Donated Services/Materials	0.00	0.00	0.00
5183 · Deb's Dog Expense	36.00	100.00	1,200.00
6523 · Kids Club	618.15	213.00	2,560.00
6524 · Dog Park	0.00	0.00	4,264.00
6528 · Rentals	0.00	8.00	100.00
Total 5500 · OPERATING EXPENSE	21,802.89	27,059.00	240,137.00
5550 · GRANT EXPENSE			
5551 · General Grants	169.95	1,041.00	12,500.00
Total 5550 · GRANT EXPENSE	169.95	1,041.00	12,500.00
5600 · FUNDRAISING EXPENSE			
5603 · MZD Pics W/Santa	0.00	0.00	580.00
6307 · Calendar	0.00	0.00	3,025.00
6308 · Wash & Wag	0.00	0.00	455.00
6311 · Cause for Paws	0.00	0.00	5,213.00
6312 · Rummage Sale	0.00	0.00	0.00
6315 · Misc/3rd Party Fundraisers	0.00	146.00	1,760.00
6317 · Raise The Woof	2,181.05	3,705.00	3,705.00
6322 · Raffle Expense	0.00	191.00	2,300.00
6324 · Miscellaneous Expenses	285.33	12.00	150.00
6330 · Golf Outing Expense	0.00	0.00	5,515.00
6355 · Lights of Love	39.81	0.00	155.00
6550 · Strut Your Mutt	0.00	0.00	4,910.00
6551 · Canisters	0.00	4.00	50.00
Total 5600 · FUNDRAISING EXPENSE	2,506.19	4,058.00	27,818.00
6000 · OTHER EXPENSE			
5142 · Volunteer Program	68.51	166.00	2,000.00
6313 · Direct Solicitations	0.00	800.00	9,600.00
6503 · Community Outreach	0.00	125.00	1,500.00
6504 · Memorial Bricks/Tiles	0.00	275.00	3,300.00
6505 · Professional Fees	0.00	0.00	13,750.00
6510 · Publications	0.00	0.00	11,000.00
6511 · Pet Promotion Expense	18.00	216.00	2,600.00
6512 · Legacy Fundraising Expense	0.00	1,943.00	23,325.00
6515 · Promotions	9.69	230.00	2,761.00
6525 · Resale Items Expense	7,010.31	1,458.00	17,500.00
6526 · MI Sales Tax	1,066.40	250.00	3,000.00

Upper Peninsula Animal Welfare Shelter, Inc.
Profit & Loss Budget Performance
January 2019

	Actual Jan'19	Budget Jan'19	Annual Budget
6530 · Conferences	0.00	166.00	2,000.00
6532 · Donor Development	62.30	500.00	6,000.00
6535 · Licenses, Dues, Permits & Fees	63.59	0.00	1,550.00
6539 · Computer Equip/Network Access	674.02	300.00	3,600.00
6540 · Miscellaneous Expense	0.00	0.00	0.00
6547 · Business Memberships	0.00	83.00	998.00
6561 · Investment Expense	0.00	0.00	0.00
6590 · Mortgage Fees/Interest	1,100.07	2,704.00	31,546.98
Total 6000 · OTHER EXPENSE	10,072.89	9,216.00	136,030.98
Total Expense	57,070.68	66,653.18	741,157.74
Net Ordinary Income	-12,114.28	-8,537.18	-11,197.74
Other Income/Expense			
Other Income			
4226 · Change in Value-Dixon Trust	24,673.68		
4227 · Distribution from Dixon Estate	1,951.15	0.00	11,200.00
4400 · RESTRICTED REVENUE			
7300 · New Shelter			
6536 · New Shelter Expense	-383.24		
Total 7300 · New Shelter	-383.24		
7400 · SALLY'S FUND			
4218 · Sally's Fund Revenue	0.00	0.00	4,800.00
6518 · Sally's Fund Expense	0.00	0.00	-350.00
Total 7400 · SALLY'S FUND	0.00	0.00	4,450.00
Total 4400 · RESTRICTED REVENUE	-383.24	0.00	4,450.00
Total Other Income	26,241.59	0.00	15,650.00
Net Other Income	26,241.59	0.00	15,650.00
Net Income	14,127.31	-8,537.18	4,452.26

Upper Peninsula Animal Welfare Shelter, Inc.

Balance Sheet

As of January 31, 2019

Jan 31, 19

ASSETS

Current Assets

Checking/Savings

1010 · mBank Checking	53,284.05
1011 · mBank General Savings	236,277.00
1012 · mBank Sally's Fund Savings	16,106.82
1013 · mBank Capital Campaign Checking	160,632.23
1016 · mBank Capital Campaign Savings	5.38

Total Checking/Savings 466,305.48

Accounts Receivable

1200 · *Accounts Receivable	2,306.00
1524 · Capital Campaign Pledges	118,550.00

Total Accounts Receivable 120,856.00

Other Current Assets

1080 · Petty Cash	400.00
1528 · N.S. Constuction in Progress	3,479,642.67
1540 · Allowance for Uncol Promises	-19,955.00
1550 · Discount-CC Pledges Receivable	-6,000.00

Total Other Current Assets 3,454,087.67

Total Current Assets 4,041,249.15

Fixed Assets

1610 · Land - 84 Snowfield Road	9,800.00
1611 · Land - County Rd 553	20,586.75
1615 · Buildings	188,544.32
1645 · Office & Kennel Equipment	10,683.36
1650 · New Shelter-Furniture & Equip	86,611.94
1665 · Vehicles	21,643.00
1670 · Accumulated Depreciation	-213,806.54

Total Fixed Assets 124,062.83

Other Assets

1074 · WF Endowment Fund Investments	212,051.70
1700 · Beneficial Interest in MCCF	103,514.00
1702 · Beneficial Interest-Dixon Trust	620,381.00

Total Other Assets 935,946.70

TOTAL ASSETS 5,101,258.68

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2001 · *Accounts Payable	15,254.74
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Total Accounts Payable 15,254.74

Other Current Liabilities

2002 · AP-New Shelter Retainage	299,204.39
2025 · Accrued Benefits	5,492.91
2100 · Payroll Liabilities	-3,780.24

Upper Peninsula Animal Welfare Shelter, Inc.

Balance Sheet

As of January 31, 2019

	Jan 31, 19
Total Other Current Liabilities	300,917.06
Total Current Liabilities	316,171.80
Long Term Liabilities	
2300 · Mortgage-New Shelter	763,704.50
Total Long Term Liabilities	763,704.50
Total Liabilities	1,079,876.30
Equity	
3001 · Beg Net Assets Temp Restricted	1,230,388.00
3002 · Beg net Assets Perm Restricted	294,517.00
3040 · Beg net Assets Unrestricted	95,970.45
3900 · Retained Earnings	2,386,379.62
Net Income	14,127.31
Total Equity	4,021,382.38
TOTAL LIABILITIES & EQUITY	5,101,258.68

Upper Peninsula Animal Welfare Shelter, Inc.

A/P Aging Summary

As of January 31, 2019

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
906 Technologies	345.00	0.00	0.00	0.00	0.00	345.00
Action Shopper	54.00	0.00	0.00	0.00	0.00	54.00
Ann Brownell	3,260.70	0.00	0.00	0.00	0.00	3,260.70
Art Unlimited Sportswear	225.00	0.00	0.00	0.00	0.00	225.00
Bayshore Vet Associates	267.98	0.00	0.00	0.00	0.00	267.98
Griffin Construction, Inc.	820.00	0.00	0.00	0.00	0.00	820.00
Gwinn-Sawyer Veterinary Clinic	742.26	0.00	0.00	0.00	0.00	742.26
Henry Schein Animal Health	286.41	0.00	0.00	0.00	0.00	286.41
HSB Vet Supply	291.40	0.00	0.00	0.00	0.00	291.40
Karen Rhodes{	182.38	0.00	0.00	0.00	0.00	182.38
Loyaltees Custom Apparel	696.51	0.00	0.00	0.00	0.00	696.51
Negaunee Vet Clinic	948.50	0.00	0.00	0.00	0.00	948.50
Northern Veterinary Associates	1,391.70	0.00	0.00	0.00	0.00	1,391.70
Office Planning Group	0.00	-179.99	-165.64	-164.98	-164.98	-675.59
PetHealth Services, Inc.	3,212.50	0.00	0.00	0.00	0.00	3,212.50
Reflex	456.00	0.00	0.00	0.00	0.00	456.00
Revival Animal Health	475.96	0.00	0.00	0.00	0.00	475.96
Ryan Poupore	58.53	0.00	0.00	0.00	0.00	58.53
Visa	1,738.00	0.00	0.00	0.00	0.00	1,738.00
Yoopers Shirts	477.50	0.00	0.00	0.00	0.00	477.50
TOTAL	<u>15,930.33</u>	<u>-179.99</u>	<u>-165.64</u>	<u>-164.98</u>	<u>-164.98</u>	<u>15,254.74</u>

UPAWS Campaign Manager
Report to the Board – February 2019
Campaign Manager-

First Quarter Plan Summary-

Goal : \$35,000 - This goal is based on the historical numbers from the last two years for the quarter- the average of each month divided by 2 to come to this quarter. I believe this can be attained by:

- mBank Partnership - we will know this amount on March 4.
- Business Membership launch
- Memorial/Tribute Brick Advertising
- Naming Opportunities
- Grand Opening Activities - Recommend some small activities (tours for GEMS, etc) leading up to March 9 Ribbon Cutting and Grand Opening.
- Budget Attached Separately (approved with Joan and Kathy- thank you Joan for your feedback to make it clearer for accounting).

Updates:

Legacy Plan-

- Updating & creating all brochures in tri-fold form (Naming, Bricks, Businesses) as we are getting a new display for brochures in the lobby
- Following up with Platinum Partners outreach (we are now at 4) to transition to Business Members for those who can't Platinum Partner
- New Touch Track with names created for donors with quarterly goals. Prospects currently being identified to include- currently businesses as priority - continue to develop.
- mBank Completion meeting scheduled - March
- Currently identifying volunteers for Legacy Committee

Grand Opening-

- On calendars- coordination with LSCP, GINCC, MCC
- Press Release
- In Mining Journal
- Sent in email newsletter and updated banner on website (by Ann)
- Postcards sent to Faithful Friends, CC Lead Donors, GEMS, and Elected Officials
- Food planning begun- Cupcakes by Joes Cakes, sign-up genius for the rest

Grants- (Grant Spreadsheet Attached)

- Maddie's Fund : Veterinary Care Equipment (second try)
- Grant Reports submitted for close out- Literacy Legacy Fund, Michigan Masonic Charitable Foundation, Breakfast Rotary, Ishpeming Rotary, Ishpeming Lions, Ishpeming Kiwanis, Zonta Club of the Marquette Area, Pedigree Foundation
- GrantStation Membership Ordered through TechSoup - \$99 (cheaper than MNA Membership).
- Sasawin Project - Interested in collaborating on a Red Rover Grant to purchase additional dog kennels or off-set costs for our existing kennels. Grant can be up to \$20,000. Kori is working with Helen Kahn on pulling info from UPAWS, will require a 'Boarding Contract' and general MOU for board to review and approve. Goal is to have it to board for review in mid-March and on agenda for March board meeting. Sasawin will compile the remaining information in April and submit by May 15 deadline.
- 2019 Grant Calendar developed with Ryan and Ann.

Program Development -

- Field Trip pilot schedule March 1. Aspen Ridge Elementary 3 Graders- approx 68 youth. 4 Centers- Body Language (by Rick & Kim), Tour (by Kori), Craft Making (with school), Read to your Shelter Pet (Ann & Maddie)

Public Relations -

- Mining Journal Weekly Superior Pets
- Animal Move Interviews - 1.18. TV6, Local 3, Mining Journal, Radio Results, Marq Tran
- Donor Open House
- Interview - TV 6 - New Shelter Soft Opening
- Mqt Chamber of Commerce - Wednesday Coffee Klatch
- Operation Action UP
- Economic Club of Marquette County
- Lake Superior Community Partnership Annual Dinner
- Interview- Mining Journal - Progress Edition
- Landmark Rotary Presentation - 2.27

Misc -

- Quite a few tours as available now that we are open. One included a representative from the Bissel Pet Foundation who was up for UP 200.

2019 Legacy Budget					2019 Actual (2.2019)					
Legacy Fundraiser	Date	Budgeted Income	Budgeted Expense	Budgeted Net	UPAWS FUNDRAISERS	Date	Rev.	Exp.	Net Rev.	Over/Under Budget
Major Donors	Ongoing	\$ 81,839.00	\$ 11,662.50	\$ 70,176.50	Major Donors	Ongoing	\$ 6,300.00	\$ 20.50	\$ 6,279.50	
Individual Giving	Ongoing	\$ 47,500.00	\$ 11,662.50	\$ 35,837.50	Individual Giving	Ongoing	\$ 420.00		\$ 420.00	
TOTAL		\$ 129,339.00	\$ 23,325.00	\$ 106,014.00	TOTAL		\$ 6,720.00	\$ 20.50	\$ 6,699.50	
MISC. FUNDRAISERS	Date	Budgeted Income	Budgeted Expense	Budgeted Net	3RD Party & MISC Fundraisers	Date	Rev.	Exp.	Net Rev.	
Rescue Raffle	July-December	\$ 7,500.00	\$ 2,500.00	\$ 5,000.00	Rescue Raffle					
Rainbow Bridge Memorial Walk	May	\$ 7,500.00	\$ 2,500.00	\$ 5,000.00	Rainbow Bridge Memorial Walk					
TOTAL		\$ 15,000.00	\$ 5,000.00	\$ 10,000.00	TOTAL		\$ -	\$ -	\$ -	
2019 OTHER BUDGET ACCOUNTS		Income	Expense	Net	Miscellaneous Income			Exp.	Net Rev.	
Memorial/Tribute Bricks	Ongoing	\$ 15,000.00	\$ 3,300.00	\$ 11,700.00	Memorial/Tribute Bricks		\$ 2,250.00			
Grants	Ongoing	\$ 50,000.00	\$ 12,500.00	\$ 37,500.00	Grants			\$ 99.00		
Business Members	Jan - Apr	\$ 5,000.00	\$ 1,000.00	\$ 4,000.00	Business Members					
TOTAL		\$ 70,000.00	\$ 16,800.00	\$ 53,200.00	TOTAL		\$ 2,250.00	\$ 99.00	\$ -	
MISCELLANEOUS LEGACY EXPENSES			Expense	Used						
TOTAL Misc.			\$ -	\$ -						

Date	Name	Project	Requested	Granted	Product	Req. by	A/D	Funds Rec'd
Jan-18	Maddie's Fund Innovation	Treatment Center Equip	\$ 3,900			Kori Tossava		

Feb-18

Manager's Report

February 20th, 2019

Animals

Transfers in: 2/2/19- 1 Dog- Chippewa County Humane Society

Transfers out: 2/2/19- 1 Dog- Chippewa County Humane Society

Total adoptions since January 1st, 2019: **105**

Other Animal-Related Happenings:

-We have taken possession of two Great Dane's due to a neglect case. Both dogs are female, and one is pregnant with 13 puppies. The dogs were both taken to a veterinarian for a check-up and are on pain medication and antibiotics.

Maintenance

- I spoke with workers from the Marquette County Landfill regarding our cardboard and other recyclable materials. They gave me permission to drop off as many recyclable materials as needed, during their normal operating hours, five days a week. I believe we can do this no matter what the normal schedule calls for. I will reduce the materials we have been storing in multiple trips.

- The windshield wipers on the van stopped working recently. We called Fox Negaunee and brought it in for repairs soon after. All told, it cost \$600 to replace a motor.

- Air filters have been switched out. I am still working on getting the filters down to be cleaned but have not had the time to do so.

Stats

-January, 2019 stats completed and sent to Kori. ASC Data Matrix information has been submitted for January, 2019.

Other

- County and municipal billings completed and mailed.

- Alex has finished building the shelving units for the shelter. Thank you, Alex!

		<6 mos.		<6 mos.			
Jan-19	DOGS	PUPS	CATS	KITS	OTHER	TOTAL	YTD
INTAKE							
Owner Surrender	9	0	15	1	5	30	30
Returned Adoption	1	0	4	0	0	5	5
Stray (from Police, Public and Shelter Pickup)	2	0	9	0	0	11	11
Seized/Custody	5	0	0	0	0	5	5
Transferred from Other Shelters	0	0	13	4	0	17	17
Total Intake	17	0	41	5	5	68	68
Total Intake YTD by Species	17	0	41	5	5	68	68
OUTCOMES							
Adoptions (shelter, foster home or special event)	9	0	34	1	5	49	49
Total Adoptions YTD per species	9	0	34	1	5	49	49
Returned to Owner	5	0	0	0	0	5	5
Transferred to Rescue Groups/Shelters	0	0	0	0	0	0	0
EUTHANIZED/DEATHS/MISSING/STOLEN							
Dangerous	1	0	0	0	0	1	1
Dying	0	0	1	0	0	1	1
Animal's Name and Reason	Riley-Aggression		Ralph-Dying non-contagious				
TOTAL ANIMALS EUTHANIZED	0	0	1	0	0	1	2
Died at shelter/foster home - Unknown	0	0	0	0	0	0	0
Missing/Stolen/Escaped	0	0	0	0	0	0	0
Animal's Name and Reason							
SAVE RATE (Intake- Euthanasia Outcome)							
ASPCA Live Release Rate (Live Outcomes/ Intake)							97.06%
							80.00%
OTHER INFO		Dogs	Cats				
Avg. Length of Stay		6.8	12.8				
Monthly Return Rate		12%	11%				



Jan-19	<6 mos.		<6 mos.		OTHER	TOTAL	YTD
	DOGS	PUPS	CATS	KITS			
CLINIC SERVICES							
Owner Requested Euthanasia	0	0	0	0	0	0	0
Bite Hold (for Owner)	0	0	0	0	0	0	0
Spay/Day	3	0	3	0	0	6	6
Community Spay/Neuter (Spay It Forward)	3	0	0	1	0	4	4
Targeted Spay/Neuter	0	0	0	0	0	0	0
Clinic-Other	1	0	0	0	0	1	1
Service	0	0	0	0	0	0	0
Microchipping	1	0	3	0	0	4	4
Domestic Violence	0	0	0	0	0	0	0
Pending Investigation	0	0	0	0	0	0	0
Boarding	0	0	0	0	0	0	0
Cruelty	0	0	0	0	0	0	0
Home 2 Home	1	0	0	0	4	5	5
Total	9	0	6	1	4	20	20

Volunteer Coordinator & Community Outreach Report – February 2019

Unfortunately, I was sick for 10 days and mostly out of work. February 10 – 20.

VOLUNTEER

Volunteer Computer: Kindle Fire and Special Wall Security Bracket finally arrived. Joan is getting set up – we are just waiting for Tommy to install.

Meeting w/ Lawyer: Feb. 13th at UPAWS. Personal Committee to make sure we were not violating any laws.

Waiting on SOP plan from staff for volunteer dog walkers and volunteer cat cleaners.

COMMUNITY OUTREACH

Home Sweet Home Adoption Event: February 14th Noon to 6:30pm. 15 adoptions.

Grant: Applies for adoption event grant from Petfinder's Foundation – Purina New Year New Pet grant. Will find out in March.

Transfer: Coordinated 18 cats from HATS 2/22/19

Canva designs: Designed multiple signs for new shelter to be framed/displayed (enclosed)

Layout Ready - Templates for Microsoft Word, Publisher, PowerPoint: Joined for 1 year. This is a site I have been looking at for 2 years and with the move and fresh start – signed us up. Started redesigning the Newsletter – making it more up to date and modern. Using Fear Free Color templates.

RETAIL: Finished up ordering product, priced and merchandised. Designed a large free-standing banner to draw attention to area. 15 % off when you adopt. (enclosed)

Daily, Weekly Responsibilities

Maintain/coordinate UPAWS website with all needed updates, upkeep for fundraisers and content.

Pets for adoption - photograph and write the pet bios for our UPAWS pets. Videos as I have time.

Deb's Dog of the Month – contact for UPAWS with Mikki Danielson and coordinate each month.

Household Appliances with Art Van Furniture – contact for UPAWS for monthly pet sponsorships

First of the month sponsorships – maintain monthly.

Pet Adoption Portal site – maintain and oversee. The Pet Adoption Portal allows to only enter the pet and bio once and from there the portal automatically sends the animal data and pictures to a long list of web sites (including Petfinder.com). I update only one pet list, and the other web sites get updated.

Social Media – compose, coordinate, maintain daily content & schedule for all UPAWS social media presence.

Various other media – compose and coordinate weekly as follows:

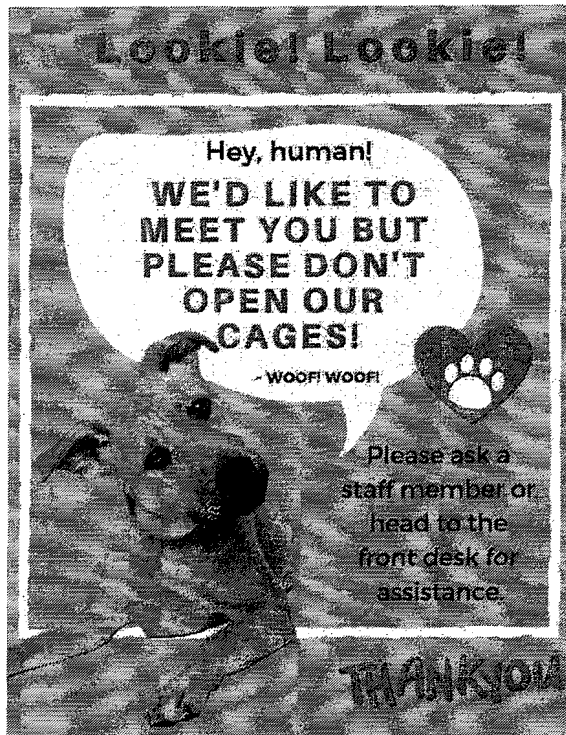
- Action Shopper – Sunday evening
- ABC10 Pet of the Week – Sunday evening
- Mining Journal Pet Page – Tuesday evening
- Marquette Monthly – volunteer Laura Farwell handling with content provided.

EMMA Enews mailings.

Help on floor and counter at UPAWS as needed – I especially assist with customer relations and showing and promoting the pets for adoption and assisting potential adopters and visitors.

Sincerely,

Ann Brownell



ANIMAL COLOR DESCRIPTIONS

Volunteers are assigned a color (AFTER ORIENTATION)
to indicate which animals they may handle.
Animals with your matching sticker or sign are OK for you to handle.
ALWAYS ASK if you are unsure!

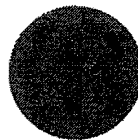


GREEN: All new volunteers and volunteers
under 18 years of age.
Entry level volunteers & animals.

INTERMEDIATE

Volunteers that have demonstrated intermediate
animal knowledge handling skills, are at least 18 years of age.
Determined by staff per individual dog/cat and volunteer.

Some volunteers may advance earlier -
always determined by staff & Volunteer Coordinator.



RED: Volunteers that have demonstrated advanced animal
handling knowledge & skills, are at least 18 years of age.
Determined by staff per individual dog/cat and volunteer.

Some volunteers may advance earlier -
always determined by staff & Volunteer Coordinator.



NEVER handle an animal with a
staff only animal sign/sticker.

**** Thank you for volunteering & helping the animals! ****

Board Committees and Members 2019

[illegible]

FINANCE COMMITTEE MINUTES
February 22, 2019, 5:30p.m
New Shelter

Present: Bob Stephenson, Joan Mulder (Chair), Kathy Leone, Steve Embree

Excused: Christian Verardi

1. Call to Order: Meeting was called to order at 5:30 pm.

2. Agenda:

- a. Balance Sheet and Profit & Loss review for December 2018 and January 2019
- b. Direct Solicitations and Calls for Critters
- c. Endowment Fund report from Wells Fargo
- d. Dixon Trust report from Administrator

3. Balance Sheet and Profit & Loss

The Committee reviewed the December 2018 and January 2019 Balance Sheets and Profit & Loss Statements focusing on revenues versus budget, cash flow, and days' cash on hand.

4. Direct Solicitations and Calls for Critters

Short discussion of future of these two fund raising endeavors.

5. Endowment Fund and Dixon Trust

Discussion of reports and arranging appointments with Wells Fargo and the Dixon Trust Administrator in the next month. Purpose to review performance, fees, and Bob assisting Joan more directly with her monitoring of and communications with the two investment institutions.

Meeting adjourned at 6:20 pm.

Minutes submitted by: Bob Stephenson