

UPPER PENINSULA ANIMAL WELFARE SHELTER

BOARD OF DIRECTORS MEETING

Monday, July 22, 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. June 24 - Regular Meeting Minutes
 - b. June 24 - Closed Session Meeting Minutes
6. Unfinished Business
 - a. New Shelter Construction update
 - b. Budget for Final Construction Projects
7. New Business
 - a. Negaunee City Contract
 - b. Resignation Letter from Board Member Christian Verardi
 - c. Report & Recommendation from Board Development -Candidates for Board Seats
8. Communications
9. President's Report
10. Treasurer's Report
 - a. April F/S
 - b. May F/S
 - c. June F/S
11. Executive Director's Report
12. Committee Reports
 - a. Board Development Committee Report (Reva) - Report posted.
 - b. Finance Committee Report (vacant) - Report posted.
 - c. Fundraising Committee Report (Amber) -

- d. Strategic Planning Committee Report (Vacant) - No report.
- e. Personnel Committee Report (Kathy) - Report posted.
- f. Policy / Bylaw Committee Report (Colleen) - Report posted.
- g. Donor Development (Ad Hoc) (Reva)
- h. Community Room Plan (Ad Hoc) (Alex)
- i. Dog Park Committee (Ad Hoc) (Amber)
- j. Grounds Committee (Ad Hoc)

13. Public Comment

14. Board Comment

15. Adjournment

Next Board Meeting Date: August 26, 2019

Organizational Meeting Date: July 22, 2019

UPPER PENINSULA ANIMAL WELFARE SHELTER (UPAWS)

BOARD OF DIRECTORS MEETING

Monday, June 24, 2019

UPAWS - Conference Room

PRESENT: Kathy Leone, President, Dr. Scott Jandron, Vice-President, Colleen Whitehead, Secretary, Lynn Andronis, Board Member, Leslie Hurst, Board Member, Reva Laituri, Board Member, Alex Petrin, Board Member, Bob Stephenson, Board Member, Amber Talo, Board Member, Christian Verardi, Board Member, and Kori Tossava (Executive Director).

ABSENT: Jim Kinnunen, Board Member (unexcused)

STAFF: Ann Brownell, Allissa Gahn, Kaitlyn Keto, Adda Lamon, Julie Mahan, and Laura Rochefort

GUESTS: Linda Dionne, Austin Loehr

- 1) Call to Order/Attendance: Meeting called to order at 6:32 pm

Note: Meeting was preceded by a tour by shelter staff prior to the meeting being called to order

- 2) Public Comment:

- a) Adda reviewed additional facility issues identified

- 3) Approval of Agenda: Requests to make the following changes to the Agenda; under New Business, add new (g) Report and Recommendation from Personnel Committee for a contract Bookkeeper, under Committee Reports, add Ad Hoc Grounds & Facilities Committee (now 12.j.), add 15: Closed Session, and change Adjournment to 16. Motion made by Lynn, seconded by Bob, to accept the June Board Agenda as amended. Motion passed with unanimous consent.

- 4) Mission Moment:

- a) Kori expressed her thanks for the amazing staff at the shelter who responded in a stressful situation; the community support was appreciated.
 - b) Reva asked Ann to share a story regarding the "Coast Guard" dogs. Ann shared that Kaitlyn had reached out to Ryan to do a transfer of 5 dogs (2 were brothers). 3 individuals came in and wanted to adopt the brothers, they are now U.S. Coast Guard mascots and hope to do events at the shelter in the future. Ann also shared her thanks to the community who came out in force with over \$11,000 in donations in response to her plea for support regarding the cats who had been seized from a home. She has received over 20 calls for adoptions; it has been her honor and duty to keep the community informed.

- 5) Approval of Minutes:

- a) May 28, 2019 Regular Board Meeting Minutes: Two corrections noted, page 3, 7) correct bullet numbering to (a) (b) and (c), and 7 (a), Reva noted change "Joan's naming opportunity for a

total of **\$7,000**". Motion made by Reva, seconded by Bob, to approve the May 28th Regular meeting minutes as amended. Motion passed with 9-Yes votes and 1-Abstain (Lynn).

- b) June 11, 2019 Annual Meeting Minutes: Motion made by Amber, seconded by Lynn, to approve the June 11th Annual Meeting minutes as submitted. Motion passed with 8-Yes votes and 2-Abstain (Christian and Bob).
- c) June 11, 2019 Closed Session Meeting Minutes: Motion made by Reva, seconded by Scott, to approve the June 11th Closed Session meeting minutes as submitted. Motion passed with 8-Yes votes and 2-Abstain (Christian and Bob).

6) Unfinished Business:

- a) New Shelter Construction Update: Amber welcomed the staff to the meeting, she is willing to give updates to the staff, it would be helpful to know any maintenance items. Currently reviewing the tractor purchase, will be a maintenance issue for snow removal, able to save money by purchasing versus paying someone to do the work, this will save money and free up funds. Memorial Garden: fencing has gone up, donation items are being received, may come in under the \$2500 budget, working on decreasing the budget expenditures. Dog Park: Swick and Hall Contracting sharing the cost to re-excavate and relocate water lines, placement of the spigot was not done correctly, anticipate a July 1st completion date, Dog Park Forum to be held on Wednesday, will be meeting with Kori and Ryan to review staff process for issuing key fobs, anticipate Grand Opening end of August/early September. Meeting with Sands Township on original zoning permit, will require a permit for the storage shed, will put all pending items into one permit request. Working on determining size for road signage. Community Room usage policies need to be a part of the permit, approximately \$30 for one permit to cover all areas. Rescue Raffle during the 4th of July parade, need volunteers to help. Phase II construction items counting on naming opportunities to fund, need to focus on them as a source of revenue. There are financing options for the tractor purchase, information has been uploaded to the Finance Committee folder, James Goriesky will operate which will lower the cost. Lynn asked about the use of the tractor, could it be used for sidewalks, entryways, dog park, pole barn area. Christian stated that he was not really handling punch list items; they have all been rolled into one. Leslie asked what happened to the punch list that had been developed. Christian stated that deficiencies have been noted in a new list, the epoxy flooring has not yet been completed. Kathy reviewed the New Shelter Construction Budget document: interests payments are budgeted through a set aside of six months reserve funds, which leaves remaining funds of \$113,494, the amount needed to complete the projects is \$167,688, the original FF&E budget was \$50,000, there is a shortfall of \$54,194. The A/R have not been discounted for potential uncollectable pledges, Hall has a pending payment of \$58,506, within the documents – change #2 to \$4,000. \$600 listed is error. Fiber, security and cameras are a separate line item for contract with 906. Dog Park may be possible to change numbers based upon final signage cost, budget was sent to Finance Committee, the proposed budget of \$8,036 did include the required signage. Lynn asked

what the balance remaining for fiber/security was to cover, Kori stated that they are receiving separate invoices from Hall and 906. Under the Vet Center: Kathy stated that it was part of FF&E, Amber stated no, it was not included, does include some funds for Kaitlyn for start up, costs are approximately \$3000, Christian stated that some IT funds for the facility were included in the original FF&E of \$75,000 but was then separated. Grounds: budget of \$15,000, Christian recommending a riding lawn mower with a front loader, don't need a \$25,000-\$30,000 tractor. Amber stated that we need the equipment in order to snow blow the dog park and we need equipment for year round use. The shed cannot be built/installed until permit has been received, deposit for the shed has been submitted. Fencing for Pole Barn: pending quotes, different areas require different types of fencing and therefore multiple quotes, Sally's Ride will assist with the installation. Signage: quotes have been sent in but not yet within the budget, permits also being requested, language is included within the permit that we have one year to complete the work, the UPAWS/Fairgrounds sign does need to be removed. Bench Plaques: Kori stated that this will be done, there are past naming opportunities. "Pre Planning and "Capital Campaign Costs" are paid costs. New shortfall is \$52,827, \$23,369 has not been specifically allocated, this could reduce the shortfall. Need to identify priority items. Kathy asked when payment to Hall was to be made, Christian stated that ½ will be paid within 4-6 weeks, meeting with Bromley still needs to be held to resolve pending issues, may get funds back for issues/problems not resolved. Dog Park; signage funds still needed, key fobs costs is under operating budget. Christian stated that the issues pointed out by the staff are not necessarily Hall versus design issues, Amber stated that it may be a shared cost to resolve, Kori stated that the original bid for the kennels did not include installation, Amber stated that Hall did not have previous experience with the kennel installation, Christian stated that we did not tell them how to install and may be shared cost to resolve problems. Vet Center: Scott wants to be able to purchase supplies for Kaitlyn, Amber stated that we need a timeline and plan for the Vet Center, need to develop a fee schedule. Scott questioned whether we still have vets who support the Center, Kori stated we are booking spay/neuter surgeries 4-6 weeks out, Amber asked whether there were any vets still available and willing to work at the Center, Kaitlyn stated that some vets are willing to come out on Saturdays. Unknowns for the budget are fiber security (what is still owed?), pole barn fencing, and need to complete the naming opportunities. Kathy will update the New Shelter Construction budget based upon the Board discussion. Christian made a motion to give Amber authority to expend funds and approve an increase to the Dog Park budget from \$7,500 to \$8,036 and the Memorial Garden budget from \$1,500 to \$2,921, seconded by Scott. Motion passed with 9-Yes votes and 1-Abstain (Amber).

- b) Treasurer - early appointment: Kathy asked if anyone was interested in assuming the position prior to the Organizational meeting in July. Christian stated that he was not allowed to be the Treasurer due to his current job. Lynn stated that Kathy and Kori are carrying workload now but may depend on new Treasurer making decisions.
- c) Suspension of Bylaws: Kathy stated that she thought that an organization can amend and change

at any time, but cannot suspend Bylaws, Leslie stated that the Bylaws are what they are, should have been brought up before not after the motion to suspend the Bylaws, Lynn stated that it has been done in the past, there was no reason to think it was not allowed, bring it up before not after. Colleen stated that she does not agree with Kathy and that the Board has followed the protocol required. Kathy will get references/legal advice in writing from the attorneys she spoke with. Colleen agreed to take the information to the Policy/Bylaw Committee for review and recommendation.

7) New Business:

- a) Resignation Letter from Board Member Bob Stephenson: Motion by Christian, seconded by Lynn to accept Bob's letter of resignation, with regret, as included. Scott stated that he has appreciated Bob's support of the Board and staff, Bob stated that he is willing to do more volunteering. Motion passed with 9-Yes votes and 1-Abstain (Bob).
- b) Resignation Letter from Board Member Karen Duquette: Motion by Bob, seconded by Leslie to accept Karen's letter of resignation, with regret, as included. Motion passed with unanimous consent.
- c) Report and Recommendation from Policy & Bylaw Committee - Language Change to Bylaws: Motion by Amber, seconded by Bob to accept the Report and Recommendation from Policy & Bylaw Committee to correct language for a voting majority under Article 7: Board Membership (B) and (E). Motion passed with unanimous consent.
- d) Report and Recommendation from Policy & Bylaw Committee - Social Media Policy: Kathy requested clarification on (I). Some confusion about the intent of the language within (F). Discussion that it should be clarified or re-worded, Leslie stated that it needs better language. Alex stated that the way it is written needs to be changed. Alex made a motion to approve with (F) being clarified. Further discussion on possible wording changes. Colleen asked if the Policy should be tabled. Alex withdrew his motion. Leslie made a motion to approve the Policy as submitted, seconded by Lynn. Motion passed with 5-Yes (Reva, Lynn, Leslie, Amber, Colleen) votes and 4-No (Alex, Bob, Christian, Scott).
- e) Report and Recommendation from Finance Committee - Reserve Funds for Loan Payments: Motion by Christian to approve the Report and Recommendation from Finance Committee to reserve funds for loan payments within the New Shelter Construction budget and per the discussion included in this month's Finance Committee meeting minutes, seconded by Bob. Motion passed with unanimous consent.
- f) Request from Shelter Manager - additional staffing: Kori stated that Shelter Manager was asked to assess and make a recommendation. Request was to be submitted when funds are available, she will forward to the Personnel Committee for review. Lynn asked if Personnel and Finance could review in July. Kathy stated that it was not in the current budget, but the request needs to be considered. Request will go to Personnel Committee who will then make a recommendation to the Finance Committee.

g) Report and Recommendation from Personnel Committee for a contract Bookkeeper: Motion by Alex, seconded by Reva to accept the Report and Recommendation from Personnel Committee for a contract Bookkeeper. Discussion: Lynn asked is this would be in lieu of the contract with Toutant, Hill, Nardi & Katona for providing payroll services, Kathy responded yes, their contract will continue until new contractor is up and running, Amber asked if the option to opt out of the contract with Toutant, Hill, Nardi & Katona had been approved, Kathy responded yes. Reva asked about adding language "not to exceed 20 hours per week", Kori stated that the last payroll may be in an increase in hours, depends on entries, possibly 4-5 hours per week on payroll, Alex amended his motion to amend the contract to not to exceed 80 hours per month, motion withdrawn. Amber asked who would be the vouchering, Kori stated that Ryan would be responsible. Christian made a motion to approve the recommendation for a part time, contracted bookkeeper at a rate of \$15 per hour for 20 hours per week, with the position reporting to the Treasurer, seconded by Bob. Motion passed with unanimous consent.

8) Communications:

- a) Email correspondence received from Linda Dionne, Colleen asked if it could be included in the public packet, Linda responded yes.
- b) Email correspondence received from Adda Lamon, Colleen asked if it could be included in the public packet, Adda responded yes.
- c) Colleen shared a card to the Board from staff as a thank you for allowing time to attend continuing education/training held at UPAWS.

9) President's Report: No Report submitted.

10) Treasurer's Report: May 2019 financials were included in the Board packet. However, Board still needs to approve April before they can approve the May financials. Kathy stated that April balances are being updated. Within the Finance Committee meeting minutes, Kathy noted that the Profit & Loss amount was corrected, the Balance Sheet is accurate. Motion made by Amber to table the May Treasurer's Report to July, seconded by Alex. Motion passed with 9-Yes votes and 1-Abstain (Leslie). Kathy stated that the April and May financial reports will be emailed to the Board for review.

11) Executive Director Report: Report was provided and is attached. No Shelter statistics report included for this month. Kori reviewed major points/highlights within her report. Discussion: Lynn and Leslie asked whether people could still purchase bricks, response is yes, Kori stated that the information was given to Joan, she will send to Lynn. Amber stated that they are looking at different options. Reva asked about the Capital Campaign confidential folder that is under Board Agendas on the Google drive, where is the back-up documentation? Kori will verify information is posted. Lynn commented on the "Donor Count By Month" document, should be using median versus mean, it is on basic funder overview. Kori stated that things have been entered differently, but Donor

Development will be working on improving. Lynn stated that there was a data entry error that caused the wrong number on the "Fundraising Overview" document under "Value of Gifts", the calculation includes duplicate numbers. This error also occurs on the "Donor Movement" document. Kori reported that Gwynne Ford's husband has offered to assist with POS. Discussion on the Legacy Fundraising document. Colleen asked about the calculations. Kori stated that the document within the drive has additional pages which outline the calculations. Numbers are cumulative, not monthly, numbers can be verified in the back up documents. Colleen asked about the note in the ED report for the individual who may be available to assist with bookkeeping; Kori will forward the information to the Personnel Committee. Lynn stated that in the past the Board would receive notification of situations, no updates have been provided on the dogs surrendered. Lynn asked about shelter statistics, born in care counts, not listed in Pet Point, why are these not being counted. Kaitlyn responded that it is under intake and not born in care, Lynn noted that there may be discrepancies in how the numbers are being counted. The Board needs to be notified of any issues. Leslie asked about the chain of command; response Shelter Manager > ED > Board President.

12) Committee Reports:

- a. Board Development Committee (Bob): Report Submitted. Bob provided a verbal summary of the report. Kathy stated that a new Committee Chair was needed and should be a part of the Organizational Meeting in July. Reva will be Acting Chair until that time.
- b. Finance Committee Report (vacant): Report Submitted. Correction noted in the date for the report, should be June 19th not May 23rd.
- c. Fundraising Committee Report (Amber): No Report Submitted. Amber reported that both the Rummage Sale and Wash-n-Wag raised over \$5,400.
- d. Strategic Planning Committee Report (Christian): No Report Submitted. Kathy asked about the status of the Committee. Christian stated that no meetings have been held.
- e. Personnel Committee Report (Kathy): Report Posted.
- f. Policy / Bylaw Committee Report (Colleen): Reports Submitted.
- g. Donor Development Committee (Ad Hoc) (Reva): No Report Submitted.
- h. Community Room Plan Committee (Ad Hoc) (Alex): No Report Submitted. Alex reported that a draft agreement had been developed, still needs to be modified, include local and State ordinance issues, Alex asked about the attorney review process. Amber stated that she would follow up with Alex.
- i. Dog Park Committee (Ad Hoc): (Amber): No Report submitted. Amber reported that the Dog Park Forum was to be held on Wednesday, logo feedback was still pending, the Committee will meet to review and make final selection, both the insurance carrier and attorney for UPAWS have provided final approval for the registration packet, will follow up to confirm any potential liability issues.
- j. Grounds & Facilities Committee (Ad Hoc): No Report Submitted. Amber provided a verbal update.

13) Public Comment:

- a) Adda reviewed additional facility issues; need signage on the walking trails, trails are covered in ferns, needs to be maintained, need signs on the back of the building for authorized users, gap in the fencing creates barrier for accessing the hose, rocks make it difficult to clean up dog poop, construction crews left metal shavings and nails outside, asked about the staff use of Facebook for commenting, concern about ability to post responses. Kathy wanted to know what was being posted on the Facebook page for Board and staff to communicate.
- b) Laura asked about poop bag pick up, volunteers will monitor, for trail maintenance, need a plan for the winter.
- c) Julie asked about the new shed, where was it going to be located and what was it for, Christian stated that it was for additional storage and the location was to be determined. Julie asked whether there was a plan for when the barn would be up and running, how will this be communicated to the public for use, Kathy responded that it was for neglect cases, Julie asked whether it would be used for surrenders, will it be run over with too many horses, Amber responded that Sally's fund will be for this purposes, Lynn stated that it was a temporary placement for horses, Julie asked who would be taking care of them, Lynn stated that Sally's fund and Marquette County horse rescue will be involved.
- d) Kaitlyn gave a Thank You to Kathy for her service as the President, stated that she has done a phenomenal job in supporting the staff, letting them feel heard, the communication has improved, she expressed her thanks for hiring Kori, thinks that she is working out great and it was the right choice.
- e) Linda stated that there needs to be more discussion for a maintenance person/grounds keeping person, needs to be more thought out, the Board should be letting the staff know what the Board is discussing, both sides need more transparency, understand the need to be sensitive, that people donate money for projects but putting things off is not a bad thing, prefer that the main mission is the animals, need to be up and running, delays are not a bad thing.

14) Board Comment:

- a) Reva asked the status of locating the lost dog, not yet found.
- b) Amber stated that we want to do all the projects right and the animals are the 1st priority, budget depends on revenue for projects being completed.

15) Closed Session: Motion by Bob to go into Closed Session at 9:10 pm, seconded by Christian. Motion passed with unanimous consent.

- a) Motion made by Christian, seconded by Bob, to ratify the motion passes within Closed Session. Motion passed with 6-Yes (Alex, Christian, Bob, Amber, Scott, Lynn and Leslie) and 2-No (Reva, Colleen,).

16) Adjournment: Amber made the motion to adjourn, seconded by Bob. Motion passed with unanimous consent. Meeting adjourned at 9:52 pm.

Next Meeting is July 22, 2019 at 6:00 pm at UPAWS – Community Room.

Respectfully Submitted:

Counter Signed:

Colleen C. Whitehead
Board Secretary

Kathy Leone
Board President

DRAFT

Funds Available / Budget

Capital Campaign Checking	\$ 113,510.68	CC A/R	\$ 110,375.00	(pledges receivable, not discounted)
(-) Amount to Complete Projects	<u>\$ 135,718.89</u>			
(=) Overage / Shortfall	\$ (22,208.21)			

Facility & Grounds	Budget	In Kind/ Grant/Gifts	Add Ons	Total Project Due	Total Paid to Date	Due
Hall Tabulation	3,513,908.88		39,926.41	3,553,835.29	3,495,328.86	58,506.43
Fiber, Security & Cameras	23,194.43			23,194.43	8,757.97	14,436.46
Vet Surgery & Treatment Center	25,506.00	5,000.00		20,506.00	0.00	20,506.00
Dog Park (1)	8,036.00			8,036.00	0.00	8,036.00
Memorial Garden	7,988.00	5,067.00		2,921.00	0.00	2,921.00
Grounds Maintenance Equip	15,000.00			15,000.00	0.00	15,000.00
Shed - Custom Construction	3,600.00			3,600.00	2,000.00	1,600.00
Fencing for Pole Barn(2)	10,000.00			10,000.00	0.00	10,000.00
FF&E/Other						
Miscellaneous, Retail or other Equip	1,500.00			1,500.00	1,000.00	500.00
Exam Room - Refridgerator	600.00			600.00	0.00	600.00
Community Room - Refridgerator	600.00	600.00		0.00	0.00	0.00
Community Room - Stove	700.00	132.00		568.00	0.00	568.00
Community Room - Microwave	200.00			200.00	0.00	200.00
Vet Assistant - Laptop	600.00			600.00	0.00	600.00
Vet Assistant - Desk / File Cab.	400.00			400.00	0.00	400.00
Vet Assistant - Phone	65.00			65.00	0.00	65.00
Bookkeeper - Phone	65.00			65.00	0.00	65.00
Community Room - Phone	65.00			65.00	0.00	65.00
Bedding Bin - Lumber	250.00			250.00	0.00	250.00
Awning - Dog Pens	400.00			400.00	0.00	400.00
Signage						
Drive Entrance (3)	0.00			0.00	0.00	0.00
Bench Plaques - Barn	500.00			500.00	0.00	500.00
Dog Park	500.00			500.00	0.00	500.00
Completed						
Kennels & Cat Condos	58,023.33			58,023.33	58,023.33	0.00
Furniture	10,000.00	10,000.00		0.00	0.00	0.00
Builder's Risk Insurance	11,485.00			11,485.00	11,485.00	0.00
Miscellaneous, Retail Equip	500.00			500.00	500.00	0.00
Storage	7,327.46			7,327.46	7,327.46	0.00
Tear Down Old Shelter	0.00			0.00	0.00	0.00
Pre Planning	59,053.48			59,053.48	59,053.48	0.00
Capital Campaign Costs(4)	212,406.00			212,406.00	210,501.91	0.00

Total Project	3,972,473.58	20,799.00	39,926.41	3,991,600.99	3,853,978.01	135,718.89
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Notes

- (1) Dog park original budget \$2,000
- (2) No estimate received to date.
- (3) No estimate received to date.
- (4) Per Shelter Expense records, CC Costs came in under budget by \$1,904.04

As Capital Campaign A/R (Pledges) are received, the funds will be deposited to the Capital Campaign Checking and are available for funding any line items delayed due to the current shortfall.

CONTRACT

The Upper Peninsula Animal Welfare Shelter whose address is 815 S. M-553, Gwinn, Michigan, 49841, hereinafter referred to as "UPAWS" and the City of Negaunee, whose address is 319 W. Case St., Negaunee, Michigan, 49866, hereinafter referred to as the "Municipality", do hereby agree and contract as follows:

I

In consideration of the agreements contained in this contract, UPAWS agrees to provide the following services to the Municipality:

- A. CARE OF STRAY ANIMALS - UPAWS shall accept all stray domestic animals found within the Municipality and brought to its shelter at 815 S. M-553, Gwinn, Michigan, 49841, by law enforcement officers or private citizens, up to its capacity of stray animal impoundment as determined by UPAWS. UPAWS shall provide care for such animals for the period required by Michigan law after which the animal shall become the exclusive property of UPAWS.
- B. EMERGENCY CARE FOR INJURED ANIMALS - UPAWS will provide for emergency veterinary treatment or euthanasia to injured stray animals as per UPAWS policy.
- C. ANIMAL QUARANTINE/EUTHANASIA – Stray domestic animals brought to the shelter which are suspected of having rabies, or which have bitten citizens, shall either be quarantined by UPAWS or euthanized, with the head being removed and sent to the Michigan Department of Public Health for laboratory examination, as determined by UPAWS according to guidelines that shall be established jointly by UPAWS and the Marquette County Health Department. At the end of the confinement period, animals will be disposed of or re-homed at the discretion of UPAWS.
- D. ANIMALS HELD FOR INVESTIGATIVE PURPOSES- UPAWS shall accept all domestic animals brought to its shelter by law enforcement officers of the municipality which are placed

on hold for purposes of investigation and/or prosecution. Said animals will be held until released by impounding agency.

II

The Municipality agrees to pay UPAWS for services provided under Article I of this contract on the following Fee Schedule.

FEE SCHEDULE

BOARDING/QUARANTINE.....	\$19.50 PER ANIMAL PER DAY
EUTHANASIA OF ANIMAL IMPOUNDED AT UPAWS SHELTER.....	\$15.00 PER ANIMAL
EUTHANASIA OF ANIMAL IMPOUNDED AT ANOTHER FACILITY.....	\$18.50 PER ANIMAL
HEAD EXAMINATIONS FOR POSSIBLE RABIES.....	ACTUAL COSTS INCURRED BY UPAWS AS CHARGED BY A VETERINARIAN AND/OR ANY OTHER PARTICIPATING AGENCY.
FIRST 24 HOURS EMERGENCY VETERINARY CARE.....	ACTUAL COST

III

- A. CALCULATION OF DAYS - Fees as set forth in Article II above, shall begin on the day the animal is admitted to the animal shelter. When an animal is required to be held for four or seven business days, the Municipality shall be required to pay for any intervening Saturdays, Sundays, or Holidays.
- B. CREDIT FOR PAYMENTS BY OWNER - The Municipality shall receive as a credit against any invoice from UPAWS for any amounts paid by owners seeking the return of stray animals under the provisions of Article I(A) above or quarantined animals under the provisions of Article I(C) above.

- C. **INVOICING AND PAYMENTS** - UPAWS shall invoice the Municipality on a monthly basis and shall include the following information on the invoice: case number, description of animal(s), date received, date released, boarding days, law enforcement report number, agency issuing report number, individual admitting the animal(s), the location where the animal(s) was found, disposition of the animal(s), credit for animals(s) redeemed, and name of person(s) redeeming animal(s). The Municipality shall remit payment for all invoices received from UPAWS within forty-five (45) days of the billing date.
- D. **PICK-UP FEE ADMINISTRATION**- UPAWS shall collect a pick-up fee of \$45.00 for citizens wishing to claim their pet from boarding. The fee will be issued by members of law enforcement from the Municipality when the animal is submitted to UPAWS care.

VI

This Agreement constitutes the sole agreement of the parties and supersedes all oral representations of any kind or nature.

Dated: _____, 2019

Upper Peninsula Animal Welfare Shelter, President

Dated: _____, 2019

City of Negaunee, Representative



Colleen Whitehead <cwhitehead@upaws.org>

Resignation

1 message

Christian Verardi <cverardi@upaws.org>

Tue, Jun 25, 2019 at 11:00 AM

To: Alex Petrin <apetrin@upaws.org>, Amber Talo <atalo@upaws.org>, Colleen Whitehead <cwhitehead@upaws.org>, Jim Kinnunen <jkinnunen@upaws.org>, Kathy Leone <kleone@upaws.org>, Leslie Hurst <lhurst@upaws.org>, Lynn Andronis <landronis@upaws.org>, Reva <revalait@charter.net>, Scott Jandron <sjandron@upaws.org>

It is with regret that I am writing to inform you of my decision to resign from my position on the Board of Directors of UPAWS, effective July 19, 2019.

My other commitments have become too great for me to be able to fulfill the requirements of my position on the Board, and I feel it is best for me to make room for someone with the time to devote to the job.

It has been a pleasure being a part of the UPAWS board. I am extremely proud of everything we have accomplished over the past few years, and have no doubt the board will continue this long into the future.

If I can be of any assistance moving forward, please don't hesitate to ask.

Best regards,

Christian Verardi

**REPORT AND RECOMMENDATION
FROM THE
BOARD DEVELOPMENT COMMITTEE**

July 12, 2019

At its meeting on July 9, 2019, the Board Development formally made the following recommendations for candidates to be voted on at the July 23, 2019 regular board meeting:

To renew three year terms, expiring July, 2022:

Reva Laituri
Alex Petrin
Amber Talo

To fill the unexpired term of Karen Duquette, expiring July, 2020:

Austin Loehr

Respectfully submitted,

Reva Laituri
Chairperson, Board Development Committee

UPAWS Board of Directors
President's Report
July 22, 2019

Highlights of UPAWS Business Activity

- Phone call w/ Christian Verardi informing of his resignation. 6/25/19
- Transferred \$31,777 from Capital Campaign Checking to Capital Campaign Savings to reserve 6 months of mortgage payment funds as reserve per 6/24/19 Board action. 6/25/19
- Reviewed and signed checks for payables. 6/26/19
- Completed set up for MTHN&K to process UPAWS payroll via mBank ACH direct deposit. 6/27/19
- Phone call with a long time donor who had questions and concerns regarding how a UPAWS Lifetime Membership could be obtained. 6/27/19. Forwarded request to review Board Policy for Membership to Policy & Bylaws Committee. 6/30/19.
- Completed and delivered final paperwork to mBank to add Scott Jandron as authorized signer to all accounts and to increase credit card limit by \$5,000 with a new card for Amber Talo, both per board authorization. 7/2/19
- Signed POA authorizations for MTHN&K to process UPAWS payroll taxes per board approved contract. 7/2/19
- Met w/ Kori for regular check in. 7/3/19
- Reviewed and signed checks for payables. 7/3/19.
- Met w/ Kori to review her adds, comments and questions regarding draft ED Goals. 7/12/19
- Reviewed and signed checks for payables. 7/12/19
- Updated draft Final Construction Projected Budget with input from June Board Meeting. 7/14/19
- Reviewed and signed checks for payables and update with Kori. 7/17/19
- Chaired Personnel Committee Meeting 7/17/19
- Chaired Finance Committee Meeting 7/17/19
- Met w/ Kori to review revised draft of Board / ED Goals. 7/19/19

Respectfully submitted by:

Kathy Leone
UPAWS Board President

Balance Sheet

As of April 30, 2019

	Apr 30, 19
ASSETS	
Current Assets	
Checking/Savings	
1010 · mBank Checking	77,045.40
1011 · mBank General Savings	236,393.26
1012 · mBank Sally's Fund Savings	16,014.67
1013 · mBank Capital Campaign Checking	143,514.89
1016 · mBank Capital Campaign Savings	5.38
Total Checking/Savings	472,973.60
Accounts Receivable	
1200 · *Accounts Receivable	2,418.00
1524 · Capital Campaign Pledges	114,150.00
Total Accounts Receivable	116,568.00
Other Current Assets	
1080 · Petty Cash	400.00
1499 · Undeposited Funds	-97.50
1528 · N.S. Constuction in Progress	3,592,973.99
1540 · Allowance for Uncol Promises	-9,364.00
1550 · Discount-CC Pledges Receivable	-5,000.00
Total Other Current Assets	3,578,912.49
Total Current Assets	4,168,454.09
Fixed Assets	
1611 · Land - County Rd 553	20,586.75
1645 · Office & Kennel Equipment	5,615.86
1650 · New Shelter-Furniture & Equip	83,791.82
1665 · Vehicles	21,643.00
1670 · Accumulated Depreciation	-27,258.30
Total Fixed Assets	104,379.13
Other Assets	
1074 · WF Endowment Fund Investments	232,461.78
1700 · Beneficial Interest in MCCF	101,700.19
1702 · Beneficial Interest-Dixon Trust	636,011.52
Total Other Assets	970,173.49
TOTAL ASSETS	5,243,006.71
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2001 · *Accounts Payable	5,979.77
Total Accounts Payable	5,979.77
Other Current Liabilities	
2002 · AP-New Shelter Retainage	57,227.50
2025 · Accrued Benefits	5,492.91
2100 · Payroll Liabilities	-3,877.37
Total Other Current Liabilities	58,843.04
Total Current Liabilities	64,822.81
Long Term Liabilities	
2300 · Mortgage-New Shelter	1,100,000.00
Total Long Term Liabilities	1,100,000.00
Total Liabilities	1,164,822.81

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Upper Peninsula Animal Welfare Shelter, Inc.

07/17/19

Balance Sheet

Accrual Basis

As of April 30, 2019

	<u>Apr 30, 19</u>
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	2,374,570.98
Net Income	<u>82,737.47</u>
Total Equity	<u>4,078,183.90</u>
TOTAL LIABILITIES & EQUITY	<u><u>5,243,006.71</u></u>

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

Budget Performance. April.

	<u>Apr 19</u>	<u>Budget</u>	<u>Jan - Apr 19</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense					
Income					
4000 · SHELTER REVENUE					
4005 · Pet Adoptions	6,407.50	7,500.00	21,946.00	30,000.00	90,000.00
4010 · Redeemed Animals	317.50	333.00	667.50	1,332.00	4,000.00
4016 · Spay Day	0.00	0.00	746.00	3,000.00	3,000.00
4017 · Dog Park	0.00	0.00	0.00	0.00	7,050.00
4018 · Rentals	0.00	42.00	0.00	168.00	500.00
4020 · Government Contracted Services	1,111.50	916.00	4,191.00	3,664.00	11,000.00
4025 · Restitutions/Investigations	0.00	0.00	0.00	0.00	0.00
4030 · Dog License Income	8.00	83.00	120.00	332.00	1,000.00
4031 · Microchipping	20.00	83.00	180.00	332.00	1,000.00
4032 · Nail Clipping	50.00	100.00	250.00	400.00	1,200.00
4033 · Community Spay/Neuter	250.00	208.00	300.00	832.00	2,500.00
4050 · Miscellaneous Services	107.00	50.00	582.50	200.00	600.00
4112 · Kids Club	0.00	466.00	0.00	1,864.00	5,600.00
Total 4000 · SHELTER REVENUE	8,271.50	9,781.00	28,983.00	42,124.00	127,450.00
4100 · DIRECT PUBLIC SUPPORT					
4006 · Pet Care Sponsorship	305.00	833.00	5,842.00	3,332.00	10,000.00
4008 · Pet Promotion Sponsorship	70.00	216.00	130.00	864.00	2,600.00
4105 · Business Memberships	1,350.00	416.00	2,350.00	1,664.00	5,000.00
4109 · Pink Lady	135.00	583.00	910.00	2,332.00	7,000.00
4110 · Donations	10,395.06	5,833.00	40,335.31	23,332.00	70,000.00
4120 · Special Gifts	4,456.55	875.00	6,353.19	3,500.00	10,500.00
4123 · Memorial Bricks/Tiles	250.00	1,250.00	807.00	5,000.00	15,000.00
4125 · Donated Services/Materials	1,265.78	0.00	4,384.63	0.00	0.00
4130 · Memorials/Honorariums	2,290.00	4,166.00	14,362.06	16,664.00	50,000.00
4132 · Deb's Dog Revenue	0.00	100.00	500.00	400.00	1,200.00
4135 · Bequests	0.00	0.00	0.00	0.00	0.00
4152 · Direct Solicitations	365.00	5,934.00	2,815.00	23,736.00	71,200.00
Total 4100 · DIRECT PUBLIC SUPPORT	20,882.39	20,206.00	78,789.19	80,824.00	242,500.00
4156 · GRANT REVENUE					

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

Budget Performance. April.

	Apr 19	Budget	Jan - Apr 19	YTD Budget	Annual Budget
4157 · General Grants	5,963.00	4,166.00	10,963.00	16,664.00	50,000.00
Total 4156 · GRANT REVENUE	5,963.00	4,166.00	10,963.00	16,664.00	50,000.00
4200 · FUNDRAISING REVENUE					
4127 · Wash & Wag	0.00	0.00	0.00	0.00	1,800.00
4128 · Misc/3rd Party Fundraisers	0.00	1,109.00	1,552.00	4,436.00	13,313.00
4140 · Canisters	629.48	791.00	3,256.09	3,164.00	9,492.00
4143 · Econo Receipts Revenue	0.00	0.00	2,511.16	2,750.00	5,500.00
4144 · Cause for Paws Revenue	394.00	0.00	4,694.00	0.00	25,100.00
4146 · Rummage Sale	0.00	0.00	0.00	0.00	0.00
4147 · Strut Your Mutt	0.00	0.00	2,013.00	0.00	22,000.00
4151 · Raise The Woof	0.00	0.00	5,329.00	7,350.00	7,350.00
4170 · Golf Outing Revenue	100.00	0.00	2,600.00	0.00	19,400.00
4183 · Raffle	0.00	416.00	125.00	1,664.00	5,000.00
4185 · Lights of Love Revenue	0.00	0.00	43.75	0.00	2,350.00
4197 · Calendar	108.00	0.00	957.95	0.00	12,300.00
4204 · MZD Pics W/Santa	0.00	0.00	0.00	0.00	3,080.00
Total 4200 · FUNDRAISING REVENUE	1,231.48	2,316.00	23,081.95	19,364.00	126,685.00
4500 · OTHER INCOME					
4201 · Home2Home	15.00	15.00	55.00	60.00	180.00
4205 · Resale Items Revenue	986.23	3,500.00	5,988.69	14,000.00	42,000.00
4215 · Interest Revenue	91.22	4.00	314.50	16.00	48.00
4220 · Miscellaneous Revenue	0.00	0.00	301.05	0.00	0.00
4221 · Endowment Fund Earnings	0.00	0.00	9,922.98	5,000.00	5,000.00
4223 · MCCF B.Reider Fund Distribution	0.00	6,500.00	8,009.94	6,500.00	6,500.00
4227 · Distribution from Dixon Estate	2,434.39	0.00	4,385.54	2,800.00	11,200.00
4239 · Legacy Fundraising Income	500.00	10,778.00	30,720.00	43,112.00	129,597.00
4249 · Gain/Loss On Sale of Asset	0.00		-11,349.52		
Total 4500 · OTHER INCOME	4,026.84	20,797.00	48,348.18	71,488.00	194,525.00
Total Income	40,375.21	57,266.00	190,165.32	230,464.00	741,160.00
Gross Profit	40,375.21	57,266.00	190,165.32	230,464.00	741,160.00
Expense					
5000 · EMPLOYEE EXPENSE					

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

Budget Performance. April.

	<u>Apr 19</u>	<u>Budget</u>	<u>Jan - Apr 19</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
5200 · Payroll Expenses	20,043.59	22,023.53	67,525.63	88,244.12	290,462.00
5225 · Simple Plan Employer	154.08	345.63	839.03	1,377.72	4,488.40
5230 · MESC	275.56	1,668.00	1,347.39	2,168.00	4,156.00
5235 · Employer Social Security	1,237.71	1,365.46	4,935.00	5,471.13	18,008.66
5240 · Employer Medicare	289.47	319.34	1,154.15	1,279.54	4,211.70
5245 · Worker's Compensation	590.00	279.00	1,475.00	1,116.00	3,345.00
Total 5000 · EMPLOYEE EXPENSE	22,590.41	26,000.96	77,276.20	99,656.51	324,671.76
5500 · OPERATING EXPENSE					
5009 · Phone/Network Access	124.07	194.00	603.35	776.00	2,328.00
5010 · NSF Checks	0.00	0.00	0.00	0.00	0.00
5011 · Merchant Service Fees	470.78	491.00	1,593.13	1,964.00	5,900.00
5012 · Bank Service Charges	0.00	0.00	5.00	0.00	0.00
5050 · Utilities	2,713.03	5,000.00	12,216.39	20,000.00	60,000.00
5100 · Cleaning Supplies	101.96	300.00	748.49	1,200.00	3,600.00
5102 · Animal Supplies	151.86	166.00	747.37	664.00	2,000.00
5105 · Repairs/Maintenance	228.59	470.00	4,799.58	1,880.00	5,651.00
5106 · Garbage/Snow Removal	275.68	317.00	4,278.98	3,634.00	7,553.00
5115 · Office Supplies	45.43	362.00	1,699.44	1,448.00	4,350.00
5116 · Postage	0.00	183.00	481.80	732.00	2,196.00
5117 · Community Spay/Neuter	369.80	333.00	711.80	1,332.00	3,996.00
5120 · Building/Auto Insurance	404.57	372.00	7,532.57	8,372.00	9,739.00
5125 · Food	552.67	500.00	1,381.67	2,000.00	6,000.00
5127 · Microchips	0.00	458.00	3,212.50	1,832.00	5,500.00
5130 · Medical Supplies	753.55	1,250.00	2,161.74	5,000.00	15,000.00
5135 · Vet Care	4,653.22	5,416.00	14,613.83	21,664.00	65,000.00
5137 · Vaccines	0.00	375.00	475.96	1,500.00	4,500.00
5139 · Spay Day Expense	35.00	0.00	592.50	3,000.00	3,000.00
5140 · Spay & Neuter Program	1,125.08	1,833.00	4,359.58	7,332.00	22,000.00
5141 · Animal Equipment	0.00	50.00	82.66	200.00	600.00
5145 · Vehicle	103.68	200.00	1,241.06	800.00	2,400.00
5146 · Dog License Expense	0.00	16.00	24.00	64.00	200.00
5150 · Mileage	0.00	41.00	177.72	164.00	500.00

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

Budget Performance. April.

	<u>Apr 19</u>	<u>Budget</u>	<u>Jan - Apr 19</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
5160 · Depreciation	0.00	0.00	349.00	0.00	0.00
5180 · Donated Services/Materials	1,265.78	0.00	4,384.63	0.00	0.00
5183 · Deb's Dog Expense	0.00	100.00	122.00	400.00	1,200.00
6523 · Kids Club	0.00	213.00	691.29	852.00	2,560.00
6524 · Dog Park	0.00	0.00	0.00	0.00	4,264.00
6528 · Rentals	0.00	8.00	0.00	32.00	100.00
Total 5500 · OPERATING EXPENSE	13,374.75	18,648.00	69,288.04	86,842.00	240,137.00
5550 · GRANT EXPENSE					
5551 · General Grants	331.99	1,041.00	1,584.24	4,164.00	12,500.00
Total 5550 · GRANT EXPENSE	331.99	1,041.00	1,584.24	4,164.00	12,500.00
5600 · FUNDRAISING EXPENSE					
5603 · MZD Pics W/Santa	0.00	0.00	0.00	0.00	580.00
6307 · Calendar	5.04	0.00	5.04	0.00	3,025.00
6308 · Wash & Wag	140.00	0.00	140.00	0.00	455.00
6311 · Cause for Paws	2.50	0.00	9.83	0.00	5,213.00
6312 · Rummage Sale	0.00	0.00	0.00	0.00	0.00
6315 · Misc/3rd Party Fundraisers	100.00	146.00	131.50	584.00	1,760.00
6317 · Raise The Woof	2.50	0.00	2,190.88	3,705.00	3,705.00
6322 · Raffle Expense	0.00	191.00	168.32	764.00	2,300.00
6324 · Miscellaneous Expenses	0.00	12.00	141.42	48.00	150.00
6330 · Golf Outing Expense	2.50	0.00	9.83	0.00	5,515.00
6355 · Lights of Love	0.00	0.00	39.81	0.00	155.00
6550 · Strut Your Mutt	2.50	0.00	-240.17	0.00	4,910.00
6551 · Canisters	0.00	4.00	0.00	16.00	50.00
Total 5600 · FUNDRAISING EXPENSE	255.04	353.00	2,596.46	5,117.00	27,818.00
6000 · OTHER EXPENSE					
5142 · Volunteer Program	68.14	166.00	380.48	664.00	2,000.00
6313 · Direct Solicitations	0.00	800.00	0.00	3,200.00	9,600.00
6503 · Community Outreach	8.99	125.00	80.05	500.00	1,500.00
6504 · Memorial Bricks/Tiles	0.00	275.00	19.90	1,100.00	3,300.00
6505 · Professional Fees	337.50	0.00	337.50	0.00	13,750.00
6510 · Publications	0.00	3,064.00	0.00	3,064.00	11,000.00

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

Budget Performance. April.

	Apr 19	Budget	Jan - Apr 19	YTD Budget	Annual Budget
6511 · Pet Promotion Expense	107.00	216.00	557.50	864.00	2,600.00
6512 · Legacy Fundraising Expense	0.00	1,943.00	388.99	7,772.00	23,325.00
6515 · Promotions	27.53	230.00	131.87	920.00	2,761.00
6525 · Resale Items Expense	572.42	1,458.00	10,410.85	5,832.00	17,500.00
6526 · MI Sales Tax	80.08	250.00	905.94	1,000.00	3,000.00
6530 · Conferences	0.00	166.00	45.00	664.00	2,000.00
6532 · Donor Development	0.00	500.00	62.30	2,000.00	6,000.00
6535 · Licenses, Dues, Permits & Fees	282.00	0.00	895.59	525.00	1,550.00
6539 · Computer Equip/Network Access	300.00	300.00	1,619.02	1,200.00	3,600.00
6540 · Miscellaneous Expense	120.78	0.00	120.78	0.00	0.00
6547 · Business Memberships	0.00	83.00	31.85	332.00	998.00
6561 · Investment Expense	0.00	0.00	823.31	0.00	0.00
6590 · Mortgage Fees/Interest	1,940.02	2,704.00	7,030.41	10,816.00	31,546.98
Total 6000 · OTHER EXPENSE	3,844.46	12,280.00	23,841.34	40,453.00	136,030.98
Total Expense	40,396.65	58,322.96	174,586.28	236,232.51	741,157.74
Net Ordinary Income	-21.44	-1,056.96	15,579.04	-5,768.51	2.26
Other Income/Expense					
Other Income					
4222 · Investment Interest Revenue	0.00		906.92		
4226 · Change in Value-Dixon Trust	0.00		40,304.20		
4300 · Unrealized Gain/Loss	4,021.43		18,243.59		
4310 · Realized Loss/Gain LT Invstmnt	1,851.75		6,789.69		
4400 · RESTRICTED REVENUE					
7300 · New Shelter					
4219 · New Shelter Revenue	0.00		2,500.00		
6536 · New Shelter Expense	-147.69		-1,485.97		
Total 7300 · New Shelter	-147.69		1,014.03		
7400 · SALLY'S FUND					
4218 · Sally's Fund Revenue	0.00	0.00	0.00	0.00	4,800.00
6518 · Sally's Fund Expense	-100.00	0.00	-100.00	0.00	-350.00
Total 7400 · SALLY'S FUND	-100.00	0.00	-100.00	0.00	4,450.00
Total 4400 · RESTRICTED REVENUE	-247.69	0.00	914.03	0.00	4,450.00

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

Budget Performance. April.

Total Other Income
Net Other Income
Net Income

Apr 19	Budget	Jan - Apr 19	YTD Budget	Annual Budget
5,625.49	0.00	67,158.43	0.00	4,450.00
5,625.49	0.00	67,158.43	0.00	4,450.00
<u>5,604.05</u>	<u>-1,056.96</u>	<u>82,737.47</u>	<u>-5,768.51</u>	<u>4,452.26</u>

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

Profit and Loss Previous Year Comparison

	Jan - Apr 19	Jan - Apr 18	\$ Change	% Change
Ordinary Income/Expense				
Income				
4000 · SHELTER REVENUE				
4005 · Pet Adoptions	21,946.00	19,335.43	2,610.57	13.5%
4010 · Redeemed Animals	667.50	485.00	182.50	37.63%
4016 · Spay Day	746.00	2,073.00	-1,327.00	-64.01%
4020 · Government Contracted Services	4,191.00	1,628.19	2,562.81	157.4%
4030 · Dog License Income	120.00	200.00	-80.00	-40.0%
4031 · Microchipping	180.00	340.00	-160.00	-47.06%
4032 · Nail Clipping	250.00	520.00	-270.00	-51.92%
4033 · Community Spay/Neuter	300.00	450.00	-150.00	-33.33%
4050 · Miscellaneous Services	582.50	711.00	-128.50	-18.07%
Total 4000 · SHELTER REVENUE	28,983.00	25,742.62	3,240.38	12.59%
4100 · DIRECT PUBLIC SUPPORT				
4006 · Pet Care Sponsorship	5,842.00	3,372.50	2,469.50	73.23%
4008 · Pet Promotion Sponsorship	130.00	425.00	-295.00	-69.41%
4105 · Business Memberships	2,350.00	0.00	2,350.00	100.0%
4109 · Pink Lady	910.00	660.00	250.00	37.88%
4110 · Donations	40,335.31	35,886.95	4,448.36	12.4%
4120 · Special Gifts	6,353.19	5,467.63	885.56	16.2%
4123 · Memorial Bricks/Tiles	807.00	0.00	807.00	100.0%
4125 · Donated Services/Materials	4,384.63	6,875.85	-2,491.22	-36.23%
4130 · Memorials/Honorariums	14,362.06	24,634.00	-10,271.94	-41.7%
4132 · Deb's Dog Revenue	500.00	450.00	50.00	11.11%
4152 · Direct Solicitations	2,815.00	5,948.00	-3,133.00	-52.67%
Total 4100 · DIRECT PUBLIC SUPPORT	78,789.19	83,719.93	-4,930.74	-5.89%
4156 · GRANT REVENUE				
4157 · General Grants	10,963.00	2,125.00	8,838.00	415.91%
Total 4156 · GRANT REVENUE	10,963.00	2,125.00	8,838.00	415.91%
4200 · FUNDRAISING REVENUE				
4128 · Misc/3rd Party Fundraisers	1,552.00	2,203.00	-651.00	-29.55%

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

	Jan - Apr 19	Jan - Apr 18	\$ Change	% Change
4140 · Canisters	3,256.09	2,275.08	981.01	43.12%
4143 · Econo Receipts Revenue	2,511.16	3,530.56	-1,019.40	-28.87%
4144 · Cause for Paws Revenue	4,694.00	2,341.52	2,352.48	100.47%
4147 · Strut Your Mutt	2,013.00	2,100.00	-87.00	-4.14%
4151 · Raise The Woof	5,329.00	6,725.51	-1,396.51	-20.76%
4170 · Golf Outing Revenue	2,600.00	1,500.00	1,100.00	73.33%
4183 · Raffle	125.00	0.00	125.00	100.0%
4185 · Lights of Love Revenue	43.75	271.06	-227.31	-83.86%
4191 · Calls for Critters	0.00	150.00	-150.00	-100.0%
4196 · Chili Cook Off	0.00	351.17	-351.17	-100.0%
4197 · Calendar	957.95	202.00	755.95	374.23%
Total 4200 · FUNDRAISING REVENUE	23,081.95	21,649.90	1,432.05	6.62%
4500 · OTHER INCOME				
4201 · Home2Home	55.00	52.50	2.50	4.76%
4205 · Resale Items Revenue	5,988.69	1,471.69	4,517.00	306.93%
4215 · Interest Revenue	314.50	4,634.36	-4,319.86	-93.21%
4220 · Miscellaneous Revenue	301.05	0.00	301.05	100.0%
4221 · Endowment Fund Earnings	9,922.98	0.00	9,922.98	100.0%
4223 · MCCF B.Reider Fund Distribution	8,009.94	5,896.74	2,113.20	35.84%
4227 · Distribution from Dixon Estate	4,385.54	2,587.47	1,798.07	69.49%
4239 · Legacy Fundraising Income	30,720.00	0.00	30,720.00	100.0%
4249 · Gain/Loss On Sale of Asset	-11,349.52	0.00	-11,349.52	-100.0%
Total 4500 · OTHER INCOME	48,348.18	14,642.76	33,705.42	230.19%
Total Income	190,165.32	147,880.21	42,285.11	28.59%
Gross Profit	190,165.32	147,880.21	42,285.11	28.59%
Expense				
5000 · EMPLOYEE EXPENSE				
5200 · Payroll Expenses	67,525.63	69,393.24	-1,867.61	-2.69%
5225 · Simple Plan Employer	839.03	307.76	531.27	172.63%
5230 · MESC	1,347.39	1,459.01	-111.62	-7.65%
5235 · Employer Social Security	4,935.00	4,768.11	166.89	3.5%
5240 · Employer Medicare	1,154.15	1,115.12	39.03	3.5%

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

	Jan - Apr 19	Jan - Apr 18	\$ Change	% Change
5245 · Worker's Compensation	1,475.00	813.00	662.00	81.43%
Total 5000 · EMPLOYEE EXPENSE	77,276.20	77,856.24	-580.04	-0.75%
5500 · OPERATING EXPENSE				
5009 · Phone/Network Access	603.35	831.80	-228.45	-27.47%
5011 · Merchant Service Fees	1,593.13	1,346.65	246.48	18.3%
5012 · Bank Service Charges	5.00	0.00	5.00	100.0%
5050 · Utilities	12,216.39	3,377.62	8,838.77	261.69%
5100 · Cleaning Supplies	748.49	465.38	283.11	60.83%
5102 · Animal Supplies	747.37	208.32	539.05	258.76%
5105 · Repairs/Maintenance	4,799.58	920.66	3,878.92	421.32%
5106 · Garbage/Snow Removal	4,278.98	2,345.14	1,933.84	82.46%
5115 · Office Supplies	1,699.44	355.91	1,343.53	377.49%
5116 · Postage	481.80	556.23	-74.43	-13.38%
5117 · Community Spay/Neuter	711.80	1,368.00	-656.20	-47.97%
5120 · Building/Auto Insurance	7,532.57	341.27	7,191.30	2,107.22%
5125 · Food	1,381.67	1,709.49	-327.82	-19.18%
5127 · Microchips	3,212.50	145.50	3,067.00	2,107.9%
5130 · Medical Supplies	2,161.74	3,470.02	-1,308.28	-37.7%
5135 · Vet Care	14,613.83	17,195.32	-2,581.49	-15.01%
5137 · Vaccines	475.96	1,154.92	-678.96	-58.79%
5139 · Spay Day Expense	592.50	1,822.70	-1,230.20	-67.49%
5140 · Spay & Neuter Program	4,359.58	5,872.60	-1,513.02	-25.76%
5141 · Animal Equipment	82.66	0.00	82.66	100.0%
5145 · Vehicle	1,241.06	516.63	724.43	140.22%
5146 · Dog License Expense	24.00	30.00	-6.00	-20.0%
5150 · Mileage	177.72	59.94	117.78	196.5%
5160 · Depreciation	349.00	0.00	349.00	100.0%
5180 · Donated Services/Materials	4,384.63	6,875.85	-2,491.22	-36.23%
5183 · Deb's Dog Expense	122.00	147.00	-25.00	-17.01%
6523 · Kids Club	691.29	0.00	691.29	100.0%
Total 5500 · OPERATING EXPENSE	69,288.04	51,116.95	18,171.09	35.55%
5550 · GRANT EXPENSE				

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

	Jan - Apr 19	Jan - Apr 18	\$ Change	% Change
5551 · General Grants	1,584.24	2,353.35	-769.11	-32.68%
Total 5550 · GRANT EXPENSE	1,584.24	2,353.35	-769.11	-32.68%
5600 · FUNDRAISING EXPENSE				
5603 · MZD Pics W/Santa	0.00	46.32	-46.32	-100.0%
5604 · Chili Cook Off	0.00	158.80	-158.80	-100.0%
6307 · Calendar	5.04	2.24	2.80	125.0%
6308 · Wash & Wag	140.00	140.00	0.00	0.0%
6311 · Cause for Paws	9.83	0.00	9.83	100.0%
6315 · Misc/3rd Party Fundraisers	131.50	134.72	-3.22	-2.39%
6317 · Raise The Woof	2,190.88	2,981.29	-790.41	-26.51%
6322 · Raffle Expense	168.32	0.00	168.32	100.0%
6324 · Miscellaneous Expenses	141.42	674.72	-533.30	-79.04%
6330 · Golf Outing Expense	9.83	0.00	9.83	100.0%
6355 · Lights of Love	39.81	0.00	39.81	100.0%
6550 · Strut Your Mutt	-240.17	0.00	-240.17	-100.0%
6551 · Canisters	0.00	9.99	-9.99	-100.0%
Total 5600 · FUNDRAISING EXPENSE	2,596.46	4,148.08	-1,551.62	-37.41%
6000 · OTHER EXPENSE				
5142 · Volunteer Program	380.48	250.91	129.57	51.64%
6313 · Direct Solicitations	0.00	25.48	-25.48	-100.0%
6503 · Community Outreach	80.05	141.92	-61.87	-43.6%
6504 · Memorial Bricks/Tiles	19.90	0.00	19.90	100.0%
6505 · Professional Fees	337.50	0.00	337.50	100.0%
6510 · Publications	0.00	3,313.24	-3,313.24	-100.0%
6511 · Pet Promotion Expense	557.50	627.28	-69.78	-11.12%
6512 · Legacy Fundraising Expense	388.99	0.00	388.99	100.0%
6515 · Promotions	131.87	227.07	-95.20	-41.93%
6525 · Resale Items Expense	10,410.85	18.25	10,392.60	56,945.75%
6526 · MI Sales Tax	905.94	835.74	70.20	8.4%
6530 · Conferences	45.00	0.00	45.00	100.0%
6532 · Donor Development	62.30	0.00	62.30	100.0%
6535 · Licenses, Dues, Permits & Fees	895.59	768.39	127.20	16.55%

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

	Jan - Apr 19	Jan - Apr 18	\$ Change	% Change
6539 · Computer Equip/Network Access	1,619.02	1,208.00	411.02	34.03%
6540 · Miscellaneous Expense	120.78	0.00	120.78	100.0%
6547 · Business Memberships	31.85	0.00	31.85	100.0%
6561 · Investment Expense	823.31	1,136.09	-312.78	-27.53%
6590 · Mortgage Fees/Interest	7,030.41	0.00	7,030.41	100.0%
Total 6000 · OTHER EXPENSE	23,841.34	8,552.37	15,288.97	178.77%
6690 · Reconciliation Discrepancies	0.00	-0.29	0.29	100.0%
Total Expense	174,586.28	144,026.70	30,559.58	21.22%
Net Ordinary Income	15,579.04	3,853.51	11,725.53	304.28%
Other Income/Expense				
Other Income				
4222 · Investment Interest Revenue	906.92	1,145.50	-238.58	-20.83%
4226 · Change in Value-Dixon Trust	40,304.20	-1,652.95	41,957.15	2,538.32%
4300 · Unrealized Gain/Loss	18,243.59	-1,881.92	20,125.51	1,069.41%
4310 · Realized Loss/Gain LT Invstmnt	6,789.69	-323.99	7,113.68	2,195.65%
4400 · RESTRICTED REVENUE				
7300 · New Shelter				
4219 · New Shelter Revenue	2,500.00	54,655.50	-52,155.50	-95.43%
6536 · New Shelter Expense	-1,485.97	-1,317.40	-168.57	-12.8%
Total 7300 · New Shelter	1,014.03	53,338.10	-52,324.07	-98.1%
7400 · SALLY'S FUND				
4218 · Sally's Fund Revenue	0.00	55.00	-55.00	-100.0%
6518 · Sally's Fund Expense	-100.00	0.00	-100.00	-100.0%
Total 7400 · SALLY'S FUND	-100.00	55.00	-155.00	-281.82%
Total 4400 · RESTRICTED REVENUE	914.03	53,393.10	-52,479.07	-98.29%
Total Other Income	67,158.43	50,679.74	16,478.69	32.52%
Net Other Income	67,158.43	50,679.74	16,478.69	32.52%
Net Income	82,737.47	54,533.25	28,204.22	51.72%

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Upper Peninsula Animal Welfare Shelter, Inc.

06/19/19

Balance Sheet

Accrual Basis

As of May 31, 2019

	May 31, 19
ASSETS	
Current Assets	
Checking/Savings	
1010 • mBank Checking	129,677.49
1011 • mBank General Savings	236,425.64
1012 • mBank Sally's Fund Savings	16,016.86
1013 • mBank Capital Campaign Checking	144,759.62
1016 • mBank Capital Campaign Savings	5.38
Total Checking/Savings	526,884.99
Accounts Receivable	
1200 • *Accounts Receivable	1,423.50
1524 • Capital Campaign Pledges	112,350.00
Total Accounts Receivable	113,773.50
Other Current Assets	
1080 • Petty Cash	400.00
1528 • N.S. Constuction in Progress	3,592,973.99
1540 • Allowance for Uncol Promises	-9,364.00
1550 • Discount-CC Pledges Receivable	-5,000.00
Total Other Current Assets	3,579,009.99
Total Current Assets	4,219,668.48
Fixed Assets	
1611 • Land - County Rd 553	20,586.75
1645 • Office & Kennel Equipment	5,615.86
1650 • New Shelter-Furniture & Equip	84,087.44
1665 • Vehicles	21,643.00
1670 • Accumulated Depreciation	-27,258.30
Total Fixed Assets	104,674.75
Other Assets	
1074 • WF Endowment Fund Investments	226,011.35
1700 • Beneficial Interest in MCCF	101,700.19
1702 • Beneficial Interest-Dixon Trust	629,660.15
Total Other Assets	957,371.69
TOTAL ASSETS	5,281,714.92
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2001 • *Accounts Payable	21,140.44
Total Accounts Payable	21,140.44
Other Current Liabilities	
2002 • AP-New Shelter Retainage	57,227.50
2025 • Accrued Benefits	5,492.91
2100 • Payroll Liabilities	-293.23
Total Other Current Liabilities	62,427.18
Total Current Liabilities	83,567.62
Long Term Liabilities	
2300 • Mortgage-New Shelter	1,100,000.00
Total Long Term Liabilities	1,100,000.00
Total Liabilities	1,183,567.62

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Upper Peninsula Animal Welfare Shelter, Inc.

06/19/19

Balance Sheet

Accrual Basis

As of May 31, 2019

	<u>May 31, 19</u>
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	2,374,570.98
Net Income	<u>102,700.87</u>
Total Equity	<u>4,098,147.30</u>
TOTAL LIABILITIES & EQUITY	<u><u>5,281,714.92</u></u>

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

	<u>May 19</u>	<u>Budget</u>	<u>Jan - May 19</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense					
Income					
4000 · SHELTER REVENUE					
4005 · Pet Adoptions	5,287.61	7,500.00	27,233.61	37,500.00	90,000.00
4010 · Redeemed Animals	477.50	333.00	1,145.00	1,665.00	4,000.00
4016 · Spay Day	0.00	0.00	746.00	3,000.00	3,000.00
4017 · Dog Park	0.00	0.00	0.00	0.00	7,050.00
4018 · Rentals	0.00	42.00	0.00	210.00	500.00
4020 · Government Contracted Services	1,189.50	916.00	5,380.50	4,580.00	11,000.00
4025 · Restitutions/Investigations	0.00	0.00	0.00	0.00	0.00
4030 · Dog License Income	28.00	83.00	148.00	415.00	1,000.00
4031 · Microchipping	0.00	83.00	180.00	415.00	1,000.00
4032 · Nail Clipping	80.00	100.00	330.00	500.00	1,200.00
4033 · Community Spay/Neuter	200.00	208.00	500.00	1,040.00	2,500.00
4050 · Miscellaneous Services	100.00	50.00	682.50	250.00	600.00
4112 · Kids Club	0.00	466.00	0.00	2,330.00	5,600.00
Total 4000 · SHELTER REVENUE	7,362.61	9,781.00	36,345.61	51,905.00	127,450.00
4100 · DIRECT PUBLIC SUPPORT					
4006 · Pet Care Sponsorship	220.00	833.00	6,062.00	4,165.00	10,000.00
4008 · Pet Promotion Sponsorship	685.00	216.00	815.00	1,080.00	2,600.00
4105 · Business Memberships	0.00	416.00	2,350.00	2,080.00	5,000.00
4109 · Pink Lady	1,969.00	583.00	2,879.00	2,915.00	7,000.00
4110 · Donations	4,547.29	5,833.00	44,882.60	29,165.00	70,000.00
4120 · Special Gifts	697.59	875.00	7,050.78	4,375.00	10,500.00
4123 · Memorial Bricks/Tiles	0.00	1,250.00	807.00	6,250.00	15,000.00
4125 · Donated Services/Materials	0.00	0.00	4,384.63	0.00	0.00
4130 · Memorials/Honorariums	4,583.00	4,167.00	18,945.06	20,831.00	50,000.00
4132 · Deb's Dog Revenue	350.00	100.00	850.00	500.00	1,200.00
4135 · Bequests	0.00	0.00	0.00	0.00	0.00
4152 · Direct Solicitations	1,610.00	5,934.00	4,425.00	29,670.00	71,200.00
Total 4100 · DIRECT PUBLIC SUPPORT	14,661.88	20,207.00	93,451.07	101,031.00	242,500.00
4156 · GRANT REVENUE					

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

	May 19	Budget	Jan - May 19	YTD Budget	Annual Budget
4157 · General Grants	0.00	4,166.00	10,963.00	20,830.00	50,000.00
Total 4156 · GRANT REVENUE	0.00	4,166.00	10,963.00	20,830.00	50,000.00
4200 · FUNDRAISING REVENUE					
4127 · Wash & Wag	0.00	0.00	0.00	0.00	1,800.00
4128 · Misc/3rd Party Fundraisers	0.00	1,109.00	1,552.00	5,545.00	13,313.00
4140 · Canisters	518.04	791.00	3,774.13	3,955.00	9,492.00
4143 · Econo Receipts Revenue	0.00	0.00	2,511.16	2,750.00	5,500.00
4144 · Cause for Paws Revenue	0.00	0.00	4,694.00	0.00	25,100.00
4146 · Rummage Sale	0.00	0.00	0.00	0.00	0.00
4147 · Strut Your Mutt	0.00	0.00	2,013.00	0.00	22,000.00
4151 · Raise The Woof	0.00	0.00	5,329.00	7,350.00	7,350.00
4170 · Golf Outing Revenue	4,025.00	0.00	6,625.00	0.00	19,400.00
4183 · Raffle	0.00	416.00	125.00	2,080.00	5,000.00
4185 · Lights of Love Revenue	0.00	0.00	43.75	0.00	2,350.00
4197 · Calendar	756.00	250.00	1,713.95	250.00	12,300.00
4204 · MZD Pics W/Santa	0.00	0.00	0.00	0.00	3,080.00
Total 4200 · FUNDRAISING REVENUE	5,299.04	2,566.00	28,380.99	21,930.00	126,685.00
4500 · OTHER INCOME					
4201 · Home2Home	0.00	15.00	55.00	75.00	180.00
4205 · Resale Items Revenue	938.90	3,500.00	6,927.59	17,500.00	42,000.00
4215 · Interest Revenue	65.88	4.00	380.38	20.00	48.00
4220 · Miscellaneous Revenue	0.00	0.00	301.05	0.00	0.00
4221 · Endowment Fund Earnings	0.00	0.00	9,922.98	5,000.00	5,000.00
4223 · MCCF B.Reider Fund Distribution	0.00	0.00	8,009.94	6,500.00	6,500.00
4227 · Distribution from Dixon Estate	0.00	0.00	4,385.54	2,800.00	11,200.00
4239 · Legacy Fundraising Income	70,200.00	10,778.00	100,920.00	53,890.00	129,597.00
4249 · Gain/Loss On Sale of Asset	0.00		-11,349.52		
Total 4500 · OTHER INCOME	71,204.78	14,297.00	119,552.96	85,785.00	194,525.00
Total Income	98,528.31	51,017.00	288,693.63	281,481.00	741,160.00
Gross Profit	98,528.31	51,017.00	288,693.63	281,481.00	741,160.00
Expense					
5000 · EMPLOYEE EXPENSE					

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

	<u>May 19</u>	<u>Budget</u>	<u>Jan - May 19</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
5200 · Payroll Expenses	31,178.96	22,567.53	98,704.59	110,811.65	290,462.00
5225 · Simple Plan Employer	252.43	345.63	1,091.46	1,723.35	4,488.40
5230 · MESC	272.89	0.00	1,620.28	2,168.00	4,156.00
5235 · Employer Social Security	1,925.47	1,399.19	6,860.47	6,870.32	18,008.66
5240 · Employer Medicare	450.31	327.23	1,604.46	1,606.77	4,211.70
5245 · Worker's Compensation	295.00	279.00	1,770.00	1,395.00	3,345.00
Total 5000 · EMPLOYEE EXPENSE	34,375.06	24,918.58	111,651.26	124,575.09	324,671.76
5500 · OPERATING EXPENSE					
5009 · Phone/Network Access	14.00	194.00	617.35	970.00	2,328.00
5010 · NSF Checks	0.00	0.00	0.00	0.00	0.00
5011 · Merchant Service Fees	355.84	491.00	1,948.97	2,455.00	5,900.00
5012 · Bank Service Charges	0.00	0.00	5.00	0.00	0.00
5050 · Utilities	4,977.14	5,000.00	17,193.53	25,000.00	60,000.00
5100 · Cleaning Supplies	619.12	300.00	1,367.61	1,500.00	3,600.00
5102 · Animal Supplies	207.27	166.00	954.64	830.00	2,000.00
5105 · Repairs/Maintenance	555.61	470.00	5,355.19	2,350.00	5,651.00
5106 · Garbage/Snow Removal	660.85	317.00	4,939.83	3,951.00	7,553.00
5115 · Office Supplies	160.54	362.00	1,859.98	1,810.00	4,350.00
5116 · Postage	165.00	183.00	646.80	915.00	2,196.00
5117 · Community Spay/Neuter	498.00	333.00	1,209.80	1,665.00	3,996.00
5120 · Building/Auto Insurance	-442.43	0.00	7,090.14	8,372.00	9,739.00
5125 · Food	868.08	500.00	2,249.75	2,500.00	6,000.00
5127 · Microchips	0.00	458.00	3,212.50	2,290.00	5,500.00
5130 · Medical Supplies	1,880.45	1,250.00	4,042.19	6,250.00	15,000.00
5135 · Vet Care	5,319.47	5,416.00	19,933.30	27,080.00	65,000.00
5137 · Vaccines	2,120.67	375.00	2,596.63	1,875.00	4,500.00
5139 · Spay Day Expense	0.00	0.00	592.50	3,000.00	3,000.00
5140 · Spay & Neuter Program	1,703.55	1,833.00	6,063.13	9,165.00	22,000.00
5141 · Animal Equipment	0.00	50.00	82.66	250.00	600.00
5145 · Vehicle	184.97	200.00	1,426.03	1,000.00	2,400.00
5146 · Dog License Expense	60.00	16.00	84.00	80.00	200.00
5150 · Mileage	43.15	41.00	220.87	205.00	500.00

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

	May 19	Budget	Jan - May 19	YTD Budget	Annual Budget
5160 · Depreciation	0.00	0.00	349.00	0.00	0.00
5180 · Donated Services/Materials	0.00	0.00	4,384.63	0.00	0.00
5183 · Deb's Dog Expense	61.00	100.00	183.00	500.00	1,200.00
6523 · Kids Club	0.00	213.00	691.29	1,065.00	2,560.00
6524 · Dog Park	0.00	0.00	0.00	0.00	4,264.00
6528 · Rentals	0.00	8.00	0.00	40.00	100.00
Total 5500 · OPERATING EXPENSE	20,012.28	18,276.00	89,300.32	105,118.00	240,137.00
5550 · GRANT EXPENSE					
5551 · General Grants	1,217.38	1,041.00	2,801.62	5,205.00	12,500.00
Total 5550 · GRANT EXPENSE	1,217.38	1,041.00	2,801.62	5,205.00	12,500.00
5600 · FUNDRAISING EXPENSE					
5603 · MZD Pics W/Santa	0.00	0.00	0.00	0.00	580.00
6307 · Calendar	0.00	100.00	5.04	100.00	3,025.00
6308 · Wash & Wag	0.00	0.00	140.00	0.00	455.00
6311 · Cause for Paws	0.00	0.00	9.83	0.00	5,213.00
6312 · Rummage Sale	0.00	0.00	0.00	0.00	0.00
6315 · Misc/3rd Party Fundraisers	137.51	146.00	269.01	730.00	1,760.00
6317 · Raise The Woof	0.00	0.00	2,190.88	3,705.00	3,705.00
6322 · Raffle Expense	0.00	191.00	168.32	955.00	2,300.00
6324 · Miscellaneous Expenses	0.00	12.00	141.42	60.00	150.00
6330 · Golf Outing Expense	50.00	0.00	59.83	0.00	5,515.00
6355 · Lights of Love	0.00	0.00	39.81	0.00	155.00
6550 · Strut Your Mutt	0.00	0.00	-240.17	0.00	4,910.00
6551 · Canisters	0.00	4.00	0.00	20.00	50.00
Total 5600 · FUNDRAISING EXPENSE	187.51	453.00	2,783.97	5,570.00	27,818.00
6000 · OTHER EXPENSE					
5142 · Volunteer Program	81.04	166.00	461.52	830.00	2,000.00
6313 · Direct Solicitations	0.00	800.00	0.00	4,000.00	9,600.00
6503 · Community Outreach	32.98	125.00	113.03	625.00	1,500.00
6504 · Memorial Bricks/Tiles	0.00	275.00	19.90	1,375.00	3,300.00
6505 · Professional Fees	0.00	5,500.00	337.50	5,500.00	13,750.00
6510 · Publications	5,302.33	0.00	5,302.33	3,064.00	11,000.00

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

	May 19	Budget	Jan - May 19	YTD Budget	Annual Budget
6511 · Pet Promotion Expense	377.08	216.00	934.58	1,080.00	2,600.00
6512 · Legacy Fundraising Expense	0.00	1,943.00	388.99	9,715.00	23,325.00
6515 · Promotions	8.00	230.00	139.87	1,150.00	2,761.00
6525 · Resale Items Expense	107.22	1,458.00	10,518.07	7,290.00	17,500.00
6526 · MI Sales Tax	-54.82	250.00	851.12	1,250.00	3,000.00
6530 · Conferences	600.00	166.00	645.00	830.00	2,000.00
6532 · Donor Development	0.00	500.00	62.30	2,500.00	6,000.00
6535 · Licenses, Dues, Permits & Fees	265.00	0.00	1,160.59	525.00	1,550.00
6539 · Computer Equip/Network Access	376.23	300.00	1,995.25	1,500.00	3,600.00
6540 · Miscellaneous Expense	0.00	0.00	120.78	0.00	0.00
6547 · Business Memberships	0.00	83.00	31.85	415.00	998.00
6561 · Investment Expense	0.00	0.00	823.31	0.00	0.00
6590 · Mortgage Fees/Interest	2,814.38	2,704.00	9,844.79	13,520.00	31,546.98
Total 6000 · OTHER EXPENSE	9,909.44	14,716.00	33,750.78	55,169.00	136,030.98
Total Expense	65,701.67	59,404.58	240,287.95	295,637.09	741,157.74
Net Ordinary Income	32,826.64	-8,387.58	48,405.68	-14,156.09	2.26
Other Income/Expense					
Other Income					
4222 · Investment Interest Revenue	0.00		906.92		
4226 · Change in Value-Dixon Trust	-6,351.37		33,952.83		
4300 · Unrealized Gain/Loss	-5,887.81		12,355.78		
4310 · Realized Loss/Gain LT Invstmnt	-562.62		6,227.07		
4400 · RESTRICTED REVENUE					
7300 · New Shelter					
4219 · New Shelter Revenue	0.00		2,500.00		
6536 · New Shelter Expense	-49.86		-1,535.83		
Total 7300 · New Shelter	-49.86		964.17		
7400 · SALLY'S FUND					
4218 · Sally's Fund Revenue	0.00	0.00	0.00	0.00	4,800.00
6518 · Sally's Fund Expense	0.00	0.00	-100.00	0.00	-350.00
Total 7400 · SALLY'S FUND	0.00	0.00	-100.00	0.00	4,450.00
Total 4400 · RESTRICTED REVENUE	-49.86	0.00	864.17	0.00	4,450.00

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

Total Other Income
Net Other Income
Net Income

May 19	Budget	Jan - May 19	YTD Budget	Annual Budget
-12,851.66	0.00	54,306.77	0.00	4,450.00
-12,851.66	0.00	54,306.77	0.00	4,450.00
<u>19,974.98</u>	<u>-8,387.58</u>	<u>102,712.45</u>	<u>-14,156.09</u>	<u>4,452.26</u>

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

Profit & Loss Previous Year

Ordinary Income/Expense

Income

4000 · SHELTER REVENUE

4005 · Pet Adoptions	27,233.61	24,827.93	2,405.68	9.69%
4010 · Redeemed Animals	1,145.00	1,150.00	-5.00	-0.44%
4016 · Spay Day	746.00	2,073.00	-1,327.00	-64.01%
4020 · Government Contracted Services	5,380.50	2,583.69	2,796.81	108.25%
4025 · Restitutions/Investigations	0.00	90.00	-90.00	-100.0%
4030 · Dog License Income	148.00	240.00	-92.00	-38.33%
4031 · Microchipping	180.00	340.00	-160.00	-47.06%
4032 · Nail Clipping	330.00	600.00	-270.00	-45.0%
4033 · Community Spay/Neuter	500.00	500.00	0.00	0.0%
4050 · Miscellaneous Services	682.50	781.00	-98.50	-12.61%
4000 · SHELTER REVENUE - Other	0.00	0.00	0.00	0.0%

Total 4000 · SHELTER REVENUE	36,345.61	33,185.62	3,159.99	9.52%
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4100 · DIRECT PUBLIC SUPPORT

4006 · Pet Care Sponsorship	6,062.00	4,277.50	1,784.50	41.72%
4008 · Pet Promotion Sponsorship	815.00	1,305.00	-490.00	-37.55%
4105 · Business Memberships	2,350.00	0.00	2,350.00	100.0%
4109 · Pink Lady	2,879.00	795.00	2,084.00	262.14%
4110 · Donations	44,882.60	46,497.49	-1,614.89	-3.47%
4120 · Special Gifts	7,050.78	7,138.99	-88.21	-1.24%
4123 · Memorial Bricks/Tiles	807.00	0.00	807.00	100.0%
4125 · Donated Services/Materials	4,384.63	7,832.85	-3,448.22	-44.02%
4130 · Memorials/Honorariums	18,945.06	29,254.00	-10,308.94	-35.24%
4132 · Deb's Dog Revenue	850.00	775.00	75.00	9.68%
4152 · Direct Solicitations	4,425.00	6,588.00	-2,163.00	-32.83%
4100 · DIRECT PUBLIC SUPPORT - Other	0.00	30.00	-30.00	-100.0%

Total 4100 · DIRECT PUBLIC SUPPORT	93,451.07	104,493.83	-11,042.76	-10.57%
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4156 · GRANT REVENUE

4157 · General Grants	10,963.00	2,125.00	8,838.00	415.91%
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Total 4156 · GRANT REVENUE	10,963.00	2,125.00	8,838.00	415.91%
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Upper Peninsula Animal Welfare Shelter, Inc.
Profit & Loss Prev Year Comparison
January through May 2019

Profit & Loss Previous Year

	Jan - May 19	Jan - May 18	\$ Change	% Change
4200 • FUNDRAISING REVENUE				
4128 • Misc/3rd Party Fundraisers	1,552.00	2,203.00	-651.00	-29.55%
4140 • Canisters	3,774.13	2,839.48	934.65	32.92%
4143 • Econo Receipts Revenue	2,511.16	3,530.56	-1,019.40	-28.87%
4144 • Cause for Paws Revenue	4,694.00	2,350.52	2,343.48	99.7%
4147 • Strut Your Mutt	2,013.00	2,100.00	-87.00	-4.14%
4151 • Raise The Woof	5,329.00	6,725.51	-1,396.51	-20.76%
4170 • Golf Outing Revenue	6,625.00	4,225.00	2,400.00	56.81%
4183 • Raffle	125.00	0.00	125.00	100.0%
4185 • Lights of Love Revenue	43.75	271.06	-227.31	-83.86%
4191 • Calls for Critters	0.00	150.00	-150.00	-100.0%
4196 • Chili Cook Off	0.00	351.17	-351.17	-100.0%
4197 • Calendar	1,713.95	862.00	851.95	98.83%
Total 4200 • FUNDRAISING REVENUE	28,380.99	25,608.30	2,772.69	10.83%
4500 • OTHER INCOME				
4201 • Home2Home	55.00	57.50	-2.50	-4.35%
4205 • Resale Items Revenue	6,927.59	1,724.69	5,202.90	301.67%
4215 • Interest Revenue	380.38	5,569.83	-5,189.45	-93.17%
4220 • Miscellaneous Revenue	301.05	0.00	301.05	100.0%
4221 • Endowment Fund Earnings	9,922.98	0.00	9,922.98	100.0%
4223 • MCCF B.Reider Fund Distribution	8,009.94	5,896.74	2,113.20	35.84%
4227 • Distribtution from Dixon Estate	4,385.54	8,501.47	-4,115.93	-48.41%
4239 • Legacy Fundraising Income	100,920.00	0.00	100,920.00	100.0%
4249 • Gain/Loss On Sale of Asset	-11,349.52	0.00	-11,349.52	-100.0%
Total 4500 • OTHER INCOME	119,552.96	21,750.23	97,802.73	449.66%
Total Income	288,693.63	187,162.98	101,530.65	54.25%
Gross Profit	288,693.63	187,162.98	101,530.65	54.25%
Expense				
5000 • EMPLOYEE EXPENSE				
5200 • Payroll Expenses	98,704.59	88,624.99	10,079.60	11.37%
5225 • Simple Plan Employer	1,091.46	383.45	708.01	184.64%
5230 • MESC	1,620.28	1,675.44	-55.16	-3.29%

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

Profit & Loss Previous Year		January through May 2019			
		Jan - May 19	Jan - May 18	\$ Change	% Change
5235 · Employer Social Security		6,860.47	5,955.45	905.02	15.2%
5240 · Employer Medicare		1,604.46	1,392.82	211.64	15.2%
5245 · Worker's Compensation		1,770.00	1,084.00	686.00	63.28%
Total 5000 · EMPLOYEE EXPENSE		111,651.26	99,116.15	12,535.11	12.65%
5500 · OPERATING EXPENSE					
5009 · Phone/Network Access		617.35	1,045.75	-428.40	-40.97%
5010 · NSF Checks		0.00	3.71	-3.71	-100.0%
5011 · Merchant Service Fees		1,948.97	1,704.55	244.42	14.34%
5012 · Bank Service Charges		5.00	0.00	5.00	100.0%
5050 · Utilities		17,193.53	4,495.70	12,697.83	282.44%
5100 · Cleaning Supplies		1,367.61	654.90	712.71	108.83%
5102 · Animal Supplies		954.64	313.49	641.15	204.52%
5105 · Repairs/Maintenance		5,355.19	1,134.24	4,220.95	372.14%
5106 · Garbage/Snow Removal		4,939.83	3,069.58	1,870.25	60.93%
5115 · Office Supplies		1,859.98	811.83	1,048.15	129.11%
5116 · Postage		646.80	759.78	-112.98	-14.87%
5117 · Community Spay/Neuter		1,209.80	1,728.00	-518.20	-29.99%
5120 · Building/Auto Insurance		7,090.14	341.27	6,748.87	1,977.58%
5125 · Food		2,249.75	2,097.70	152.05	7.25%
5127 · Microchips		3,212.50	203.70	3,008.80	1,477.07%
5130 · Medical Supplies		4,042.19	4,176.13	-133.94	-3.21%
5135 · Vet Care		19,933.30	22,319.22	-2,385.92	-10.69%
5137 · Vaccines		2,596.63	1,360.42	1,236.21	90.87%
5139 · Spay Day Expense		592.50	1,822.70	-1,230.20	-67.49%
5140 · Spay & Neuter Program		6,063.13	7,824.10	-1,760.97	-22.51%
5141 · Animal Equipment		82.66	0.00	82.66	100.0%
5145 · Vehicle		1,426.03	780.37	645.66	82.74%
5146 · Dog License Expense		84.00	34.00	50.00	147.06%
5150 · Mileage		220.87	59.94	160.93	268.49%
5160 · Depreciation		349.00	0.00	349.00	100.0%
5180 · Donated Services/Materials		4,384.63	7,832.85	-3,448.22	-44.02%
5183 · Deb's Dog Expense		183.00	190.00	-7.00	-3.68%

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

Profit & Loss Previous Year

	<u>Jan - May 19</u>	<u>Jan - May 18</u>	<u>\$ Change</u>	<u>% Change</u>
6523 · Kids Club	691.29	0.00	691.29	100.0%
Total 5500 · OPERATING EXPENSE	89,300.32	64,763.93	24,536.39	37.89%
5550 · GRANT EXPENSE				
5551 · General Grants	2,801.62	3,603.35	-801.73	-22.25%
Total 5550 · GRANT EXPENSE	2,801.62	3,603.35	-801.73	-22.25%
5600 · FUNDRAISING EXPENSE				
5603 · MZD Pics W/Santa	0.00	46.32	-46.32	-100.0%
5604 · Chili Cook Off	0.00	158.80	-158.80	-100.0%
6307 · Calendar	5.04	33.55	-28.51	-84.98%
6308 · Wash & Wag	140.00	140.00	0.00	0.0%
6311 · Cause for Paws	9.83	0.00	9.83	100.0%
6315 · Misc/3rd Party Fundraisers	269.01	184.72	84.29	45.63%
6317 · Raise The Woof	2,190.88	2,981.29	-790.41	-26.51%
6322 · Raffle Expense	168.32	0.00	168.32	100.0%
6324 · Miscellaneous Expenses	141.42	1,499.71	-1,358.29	-90.57%
6330 · Golf Outing Expense	59.83	50.00	9.83	19.66%
6355 · Lights of Love	39.81	0.00	39.81	100.0%
6550 · Strut Your Mutt	-240.17	0.00	-240.17	-100.0%
6551 · Canisters	0.00	9.99	-9.99	-100.0%
Total 5600 · FUNDRAISING EXPENSE	2,783.97	5,104.38	-2,320.41	-45.46%
6000 · OTHER EXPENSE				
5142 · Volunteer Program	461.52	310.91	150.61	48.44%
6313 · Direct Solicitations	0.00	25.48	-25.48	-100.0%
6503 · Community Outreach	113.03	147.92	-34.89	-23.59%
6504 · Memorial Bricks/Tiles	19.90	0.00	19.90	100.0%
6505 · Professional Fees	337.50	450.00	-112.50	-25.0%
6510 · Publications	5,302.33	3,313.24	1,989.09	60.04%
6511 · Pet Promotion Expense	934.58	863.95	70.63	8.18%
6512 · Legacy Fundraising Expense	388.99	0.00	388.99	100.0%
6515 · Promotions	139.87	232.77	-92.90	-39.91%
6525 · Resale Items Expense	10,518.07	113.72	10,404.35	9,149.09%
6526 · MI Sales Tax	851.12	822.00	29.12	3.54%

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

Profit & Loss Previous Year	Jan - May 19	Jan - May 18	\$ Change	% Change
6530 · Conferences	645.00	278.00	367.00	132.01%
6532 · Donor Development	62.30	0.00	62.30	100.0%
6535 · Licenses, Dues, Permits & Fees	1,160.59	768.39	392.20	51.04%
6539 · Computer Equip/Network Access	1,995.25	1,508.00	487.25	32.31%
6540 · Miscellaneous Expense	120.78	0.00	120.78	100.0%
6547 · Business Memberships	31.85	0.00	31.85	100.0%
6561 · Investment Expense	823.31	1,136.09	-312.78	-27.53%
6590 · Mortgage Fees/Interest	9,844.79	4,757.50	5,087.29	106.93%
Total 6000 · OTHER EXPENSE	33,750.78	14,727.97	19,022.81	129.16%
6690 · Reconciliation Discrepancies	0.00	-0.29	0.29	100.0%
Total Expense	240,287.95	187,315.49	52,972.46	28.28%
Net Ordinary Income	48,405.68	-152.51	48,558.19	31,839.35%
Other Income/Expense				
Other Income				
4222 · Investment Interest Revenue	906.92	1,394.41	-487.49	-34.96%
4226 · Change in Value-Dixon Trust	33,952.83	-5,409.76	39,362.59	727.62%
4300 · Unrealized Gain/Loss	12,355.78	720.21	11,635.57	1,615.58%
4310 · Realized Loss/Gain LT Invstmnt	6,227.07	-323.99	6,551.06	2,022.0%
4400 · RESTRICTED REVENUE				
7300 · New Shelter				
4219 · New Shelter Revenue	2,500.00	82,963.27	-80,463.27	-96.99%
6536 · New Shelter Expense	-1,535.83	-2,277.88	742.05	32.58%
Total 7300 · New Shelter	964.17	80,685.39	-79,721.22	-98.81%
7400 · SALLY'S FUND				
4218 · Sally's Fund Revenue	0.00	55.00	-55.00	-100.0%
6518 · Sally's Fund Expense	-100.00	-100.00	0.00	0.0%
Total 7400 · SALLY'S FUND	-100.00	-45.00	-55.00	-122.22%
Total 4400 · RESTRICTED REVENUE	864.17	80,640.39	-79,776.22	-98.93%
Total Other Income	54,306.77	77,021.26	-22,714.49	-29.49%
Net Other Income	54,306.77	77,021.26	-22,714.49	-29.49%
Net Income	102,712.45	76,868.75	25,843.70	33.62%

UPAWS					
Days Cash On Hand					
	2012	2013	2014	2015	2016
Cash Less Restricted Funds	\$147,882.00	\$146,529.00	\$191,970.00	\$152,858.00	201,661.55
Total annual expense	\$451,620.63	\$431,923.23	\$520,354.25	\$576,669.00	\$602,450.00
Daily expense	\$1,237.32	\$1,183.35	\$1,425.63	\$1,579.92	\$1,650.55
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
May 31 FYE Internal Statements 2012-2016					
Budgeted annual expense for 2017					
Budgeted annual expense for 2018					
Budgeted annual expense for 2019					
**NFKT- Cash less restricted = General Savings + General Checking + A/R + Petty Cash					

2017	2018	Jan-19	Feb-19	Mar-19	May-19
215,192.09	311,797.49	292,267.05	268,836.10	319,009.97	367,926.63
\$536,174.67	\$521,136.55	\$741,159.72	\$741,159.72	\$741,159.72	\$741,159.72
\$1,468.97	\$1,427.77	\$2,030.57	\$2,030.57	\$2,030.57	\$2,030.57
146	218	144	132	157	181

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Upper Peninsula Animal Welfare Shelter, Inc.

07/17/19

Balance Sheet

Accrual Basis

As of June 30, 2019

	Jun 30, 19
ASSETS	
Current Assets	
Checking/Savings	
1010 · mBank Checking	111,159.01
1011 · mBank General Savings	234,452.81
1012 · mBank Sally's Fund Savings	16,018.70
1013 · mBank Capital Campaign Checking	113,510.68
1016 · mBank Capital Campaign Savings	31,995.70
Total Checking/Savings	507,136.90
Accounts Receivable	
1200 · *Accounts Receivable	1,422.50
1524 · Capital Campaign Pledges	110,375.00
Total Accounts Receivable	111,797.50
Other Current Assets	
1080 · Petty Cash	400.00
1528 · N.S. Constuction in Progress	3,592,973.99
1540 · Allowance for Uncol Promises	-9,364.00
1550 · Discount-CC Pledges Receivable	-5,000.00
Total Other Current Assets	3,579,009.99
Total Current Assets	4,197,944.39
Fixed Assets	
1611 · Land - County Rd 553	20,586.75
1645 · Office & Kennel Equipment	5,615.86
1650 · New Shelter-Furniture & Equip	90,800.56
1665 · Vehicles	21,643.00
1670 · Accumulated Depreciation	-27,258.30
Total Fixed Assets	111,387.87
Other Assets	
1074 · WF Endowment Fund Investments	235,212.65
1700 · Beneficial Interest in MCCF	101,700.19
1702 · Beneficial Interest-Dixon Trust	629,660.15
Total Other Assets	966,572.99
TOTAL ASSETS	5,275,905.25
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2001 · *Accounts Payable	27,613.96
Total Accounts Payable	27,613.96
Other Current Liabilities	
2002 · AP-New Shelter Retainage	57,227.50
2025 · Accrued Benefits	5,492.91
2100 · Payroll Liabilities	-1,801.57
Total Other Current Liabilities	60,918.84
Total Current Liabilities	88,532.80
Long Term Liabilities	
2300 · Mortgage-New Shelter	1,100,000.00
Total Long Term Liabilities	1,100,000.00
Total Liabilities	1,188,532.80

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Upper Peninsula Animal Welfare Shelter, Inc.

07/17/19

Balance Sheet

Accrual Basis

As of June 30, 2019

	<u>Jun 30, 19</u>
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	2,374,570.98
Net Income	91,926.02
	<hr/>
Total Equity	4,087,372.45
	<hr/>
TOTAL LIABILITIES & EQUITY	<u>5,275,905.25</u>

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

	<u>Jun 19</u>	<u>Budget</u>	<u>Jan - Jun 19</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense					
Income					
4000 • SHELTER REVENUE					
4005 • Pet Adoptions	8,395.00	7,500.00	35,628.61	45,000.00	90,000.00
4010 • Redeemed Animals	602.50	333.00	1,747.50	1,998.00	4,000.00
4016 • Spay Day	0.00	0.00	746.00	3,000.00	3,000.00
4017 • Dog Park	0.00	1,007.00	0.00	1,007.00	7,050.00
4018 • Rentals	0.00	42.00	0.00	252.00	500.00
4020 • Government Contracted Services	1,286.00	916.00	6,666.50	5,496.00	11,000.00
4025 • Restitutions/Investigations	0.00	0.00	0.00	0.00	0.00
4030 • Dog License Income	0.00	83.00	148.00	498.00	1,000.00
4031 • Microchipping	360.00	83.00	540.00	498.00	1,000.00
4032 • Nail Clipping	100.00	100.00	430.00	600.00	1,200.00
4033 • Community Spay/Neuter	150.00	208.00	650.00	1,248.00	2,500.00
4050 • Miscellaneous Services	224.00	50.00	906.50	300.00	600.00
4112 • Kids Club	0.00	466.00	0.00	2,796.00	5,600.00
Total 4000 • SHELTER REVENUE	11,117.50	10,788.00	47,463.11	62,693.00	127,450.00
4100 • DIRECT PUBLIC SUPPORT					
4006 • Pet Care Sponsorship	300.00	833.00	6,362.00	4,998.00	10,000.00
4008 • Pet Promotion Sponsorship	35.00	216.00	850.00	1,296.00	2,600.00
4105 • Business Memberships	0.00	416.00	2,350.00	2,496.00	5,000.00
4109 • Pink Lady	2,160.00	583.00	5,039.00	3,498.00	7,000.00
4110 • Donations	8,299.91	5,833.00	53,182.51	34,998.00	70,000.00
4120 • Special Gifts	548.07	875.00	7,598.85	5,250.00	10,500.00
4123 • Memorial Bricks/Tiles	1,025.00	1,250.00	1,832.00	7,500.00	15,000.00
4125 • Donated Services/Materials	0.00	0.00	4,384.63	0.00	0.00
4130 • Memorials/Honorariums	5,452.71	4,167.00	24,397.77	24,998.00	50,000.00
4132 • Deb's Dog Revenue	175.00	100.00	1,025.00	600.00	1,200.00
4135 • Bequests	0.00	0.00	0.00	0.00	0.00
4152 • Direct Solicitations	265.00	5,934.00	4,690.00	35,604.00	71,200.00
Total 4100 • DIRECT PUBLIC SUPPORT	18,260.69	20,207.00	111,711.76	121,238.00	242,500.00
4156 • GRANT REVENUE					

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

	<u>Jun 19</u>	<u>Budget</u>	<u>Jan - Jun 19</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
4157 • General Grants	0.00	4,166.00	10,963.00	24,996.00	50,000.00
Total 4156 • GRANT REVENUE	0.00	4,166.00	10,963.00	24,996.00	50,000.00
4200 • FUNDRAISING REVENUE					
4127 • Wash & Wag	1,636.76	1,800.00	1,636.76	1,800.00	1,800.00
4128 • Misc/3rd Party Fundraisers	0.00	1,109.00	1,552.00	6,654.00	13,313.00
4140 • Canisters	1,035.64	791.00	4,809.77	4,746.00	9,492.00
4143 • Econo Receipts Revenue	1,105.00	0.00	3,616.16	2,750.00	5,500.00
4144 • Cause for Paws Revenue	0.00	0.00	4,694.00	0.00	25,100.00
4146 • Rummage Sale	3,485.50	0.00	3,485.50	0.00	0.00
4147 • Strut Your Mutt	0.00	0.00	2,013.00	0.00	22,000.00
4151 • Raise The Woof	0.00	0.00	5,329.00	7,350.00	7,350.00
4170 • Golf Outing Revenue	4,325.00	0.00	10,950.00	0.00	19,400.00
4183 • Raffle	0.00	416.00	125.00	2,496.00	5,000.00
4185 • Lights of Love Revenue	0.00	0.00	43.75	0.00	2,350.00
4197 • Calendar	132.00	250.00	1,845.95	500.00	12,300.00
4204 • MZD Pics W/Santa	0.00	0.00	0.00	0.00	3,080.00
Total 4200 • FUNDRAISING REVENUE	11,719.90	4,366.00	40,100.89	26,296.00	126,685.00
4500 • OTHER INCOME					
4201 • Home2Home	0.00	15.00	55.00	90.00	180.00
4205 • Resale Items Revenue	1,337.26	3,500.00	8,264.85	21,000.00	42,000.00
4215 • Interest Revenue	45.21	4.00	425.59	24.00	48.00
4220 • Miscellaneous Revenue	16.60	0.00	317.65	0.00	0.00
4221 • Endowment Fund Earnings	0.00	0.00	9,922.98	5,000.00	5,000.00
4223 • MCCF B.Reider Fund Distribution	0.00	0.00	8,009.94	6,500.00	6,500.00
4227 • Distribtution from Dixon Estate	2,295.51	2,800.00	6,681.05	5,600.00	11,200.00
4239 • Legacy Fundraising Income	850.91	10,778.00	101,770.91	64,668.00	129,597.00
4249 • Gain/Loss On Sale of Asset	0.00		-11,349.52		
Total 4500 • OTHER INCOME	4,545.49	17,097.00	124,098.45	102,882.00	194,525.00
Total Income	45,643.58	56,624.00	334,337.21	338,105.00	741,160.00
Gross Profit	45,643.58	56,624.00	334,337.21	338,105.00	741,160.00
Expense					
5000 • EMPLOYEE EXPENSE					

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

	Jun 19	Budget	Jan - Jun 19	YTD Budget	Annual Budget
5200 • Payroll Expenses	22,716.16	32,678.31	121,420.75	143,489.96	290,462.00
5225 • Simple Plan Employer	0.00	518.45	1,091.46	2,241.80	4,488.40
5230 • MESC	99.05	0.00	1,719.33	2,168.00	4,156.00
5235 • Employer Social Security	724.04	2,026.06	7,584.51	8,896.38	18,008.66
5240 • Employer Medicare	169.35	473.84	1,773.81	2,080.61	4,211.70
5245 • Worker's Compensation	295.00	279.00	2,065.00	1,674.00	3,345.00
5000 • EMPLOYEE EXPENSE - Other	0.00		0.00		
Total 5000 • EMPLOYEE EXPENSE	24,003.60	35,975.66	135,654.86	160,550.75	324,671.76
5500 • OPERATING EXPENSE					
5009 • Phone/Network Access	152.87	194.00	770.22	1,164.00	2,328.00
5010 • NSF Checks	0.00	0.00	0.00	0.00	0.00
5011 • Merchant Service Fees	381.03	491.00	2,330.00	2,946.00	5,900.00
5012 • Bank Service Charges	0.00	0.00	5.00	0.00	0.00
5050 • Utilities	2,311.23	5,000.00	19,504.76	30,000.00	60,000.00
5100 • Cleaning Supplies	120.56	300.00	1,488.17	1,800.00	3,600.00
5102 • Animal Supplies	234.86	166.00	1,189.50	996.00	2,000.00
5105 • Repairs/Maintenance	613.38	470.00	5,968.57	2,820.00	5,651.00
5106 • Garbage/Snow Removal	390.01	317.00	5,329.84	4,268.00	7,553.00
5115 • Office Supplies	223.41	362.00	2,083.39	2,172.00	4,350.00
5116 • Postage	63.80	183.00	710.60	1,098.00	2,196.00
5117 • Community Spay/Neuter	145.00	333.00	1,354.80	1,998.00	3,996.00
5120 • Building/Auto Insurance	862.00	0.00	7,952.14	8,372.00	9,739.00
5125 • Food	623.23	500.00	2,872.98	3,000.00	6,000.00
5127 • Microchips	2,100.00	458.00	5,312.50	2,748.00	5,500.00
5130 • Medical Supplies	3,046.13	1,250.00	7,088.32	7,500.00	15,000.00
5135 • Vet Care	10,267.19	5,416.00	30,200.49	32,496.00	65,000.00
5137 • Vaccines	1,185.90	375.00	3,782.53	2,250.00	4,500.00
5139 • Spay Day Expense	0.00	0.00	592.50	3,000.00	3,000.00
5140 • Spay & Neuter Program	4,199.50	1,833.00	10,262.63	10,998.00	22,000.00
5141 • Animal Equipment	0.00	50.00	82.66	300.00	600.00
5145 • Vehicle	1,218.03	200.00	2,644.06	1,200.00	2,400.00
5146 • Dog License Expense	14.00	16.00	98.00	96.00	200.00

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

	Jun 19	Budget	Jan - Jun 19	YTD Budget	Annual Budget
5150 · Mileage	9.18	41.00	230.05	246.00	500.00
5160 · Depreciation	0.00	0.00	349.00	0.00	0.00
5180 · Donated Services/Materials	0.00	0.00	4,384.63	0.00	0.00
5183 · Deb's Dog Expense	273.95	100.00	456.95	600.00	1,200.00
6523 · Kids Club	0.00	213.00	691.29	1,278.00	2,560.00
6524 · Dog Park	0.00	604.00	0.00	604.00	4,264.00
6528 · Rentals	0.00	8.00	0.00	48.00	100.00
Total 5500 · OPERATING EXPENSE	28,435.26	18,880.00	117,735.58	123,998.00	240,137.00
5550 · GRANT EXPENSE					
5551 · General Grants	0.00	1,041.00	2,801.62	6,246.00	12,500.00
Total 5550 · GRANT EXPENSE	0.00	1,041.00	2,801.62	6,246.00	12,500.00
5600 · FUNDRAISING EXPENSE					
5603 · MZD Pics W/Santa	0.00	0.00	0.00	0.00	580.00
6307 · Calendar	0.00	200.00	5.04	300.00	3,025.00
6308 · Wash & Wag	161.02	455.00	301.02	455.00	455.00
6311 · Cause for Paws	0.00	0.00	9.83	0.00	5,213.00
6312 · Rummage Sale	0.00	0.00	0.00	0.00	0.00
6315 · Misc/3rd Party Fundraisers	0.00	146.00	269.01	876.00	1,760.00
6317 · Raise The Woof	0.00	0.00	2,190.88	3,705.00	3,705.00
6322 · Raffle Expense	50.00	191.00	218.32	1,146.00	2,300.00
6324 · Miscellaneous Expenses	0.00	12.00	141.42	72.00	150.00
6330 · Golf Outing Expense	41.25	0.00	101.08	0.00	5,515.00
6355 · Lights of Love	0.00	0.00	39.81	0.00	155.00
6550 · Strut Your Mutt	0.00	0.00	-240.17	0.00	4,910.00
6551 · Canisters	0.00	4.00	0.00	24.00	50.00
5600 · FUNDRAISING EXPENSE - Other	35.00		35.00		
Total 5600 · FUNDRAISING EXPENSE	287.27	1,008.00	3,071.24	6,578.00	27,818.00
6000 · OTHER EXPENSE					
5142 · Volunteer Program	70.00	166.00	531.52	996.00	2,000.00
6313 · Direct Solicitations	0.00	800.00	0.00	4,800.00	9,600.00
6503 · Community Outreach	0.00	125.00	113.03	750.00	1,500.00
6504 · Memorial Bricks/Tiles	0.00	275.00	19.90	1,650.00	3,300.00

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

	<u>Jun 19</u>	<u>Budget</u>	<u>Jan - Jun 19</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
6505 · Professional Fees	7,528.47	7,500.00	7,865.97	13,000.00	13,750.00
6510 · Publications	0.00	1,125.00	5,302.33	4,189.00	11,000.00
6511 · Pet Promotion Expense	186.23	216.00	1,120.81	1,296.00	2,600.00
6512 · Legacy Fundraising Expense	0.00	1,943.00	388.99	11,658.00	23,325.00
6515 · Promotions	41.11	230.00	180.98	1,380.00	2,761.00
6525 · Resale Items Expense	416.48	1,458.00	10,934.55	8,748.00	17,500.00
6526 · MI Sales Tax	-80.27	250.00	770.85	1,500.00	3,000.00
6530 · Conferences	236.00	166.00	881.00	996.00	2,000.00
6532 · Donor Development	0.00	500.00	62.30	3,000.00	6,000.00
6535 · Licenses, Dues, Permits & Fees	165.00	300.00	1,325.59	825.00	1,550.00
6539 · Computer Equip/Network Access	19.88	300.00	2,015.13	1,800.00	3,600.00
6540 · Miscellaneous Expense	0.05	0.00	120.83	0.00	0.00
6547 · Business Memberships	0.00	83.00	31.85	498.00	998.00
6561 · Investment Expense	0.00	0.00	823.31	0.00	0.00
6590 · Mortgage Fees/Interest	0.00	2,704.00	9,844.79	16,224.00	31,546.98
Total 6000 · OTHER EXPENSE	8,582.95	18,141.00	42,333.73	73,310.00	136,030.98
Total Expense	61,309.08	75,045.66	301,597.03	370,682.75	741,157.74
Net Ordinary Income	-15,665.50	-18,421.66	32,740.18	-32,577.75	2.26
Other Income/Expense					
Other Income					
4222 · Investment Interest Revenue	0.00		906.92		
4226 · Change in Value-Dixon Trust	0.00		33,952.83		
4300 · Unrealized Gain/Loss	9,201.30		21,557.08		
4310 · Realized Loss/Gain LT Invstmnt	0.00		6,227.07		
4400 · RESTRICTED REVENUE					
7300 · New Shelter					
4219 · New Shelter Revenue	0.00		2,500.00		
6536 · New Shelter Expense	-4,382.23		-5,918.06		
Total 7300 · New Shelter	-4,382.23		-3,418.06		
7400 · SALLY'S FUND					
4218 · Sally's Fund Revenue	60.00	0.00	60.00	0.00	4,800.00
6518 · Sally's Fund Expense	0.00	0.00	-100.00	0.00	-350.00

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

Total 7400 · SALLY'S FUND
Total 4400 · RESTRICTED REVENUE
Total Other Income
Net Other Income
Net Income

Jun 19	Budget	Jan - Jun 19	YTD Budget	Annual Budget
60.00	0.00	-40.00	0.00	4,450.00
-4,322.23	0.00	-3,458.06	0.00	4,450.00
4,879.07	0.00	59,185.84	0.00	4,450.00
4,879.07	0.00	59,185.84	0.00	4,450.00
-10,786.43	-18,421.66	91,926.02	-32,577.75	4,452.26

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

Profit & Loss Previous Year Comparison

January through June 2019

	Jan - Jun 19	Jan - Jun 18	\$ Change	% Change
Ordinary Income/Expense				
Income				
4000 · SHELTER REVENUE				
4005 · Pet Adoptions	35,628.61	32,672.13	2,956.48	9.05%
4010 · Redeemed Animals	1,747.50	1,371.00	376.50	27.46%
4016 · Spay Day	746.00	2,073.00	-1,327.00	-64.01%
4020 · Government Contracted Services	6,666.50	3,948.69	2,717.81	68.83%
4025 · Restitutions/Investigations	0.00	118.00	-118.00	-100.0%
4030 · Dog License Income	148.00	332.00	-184.00	-55.42%
4031 · Microchipping	540.00	340.00	200.00	58.82%
4032 · Nail Clipping	430.00	680.00	-250.00	-36.77%
4033 · Community Spay/Neuter	650.00	500.00	150.00	30.0%
4050 · Miscellaneous Services	906.50	867.00	39.50	4.56%
4000 · SHELTER REVENUE - Other	0.00	0.00	0.00	0.0%
Total 4000 · SHELTER REVENUE	47,463.11	42,901.82	4,561.29	10.63%
4100 · DIRECT PUBLIC SUPPORT				
4006 · Pet Care Sponsorship	6,362.00	5,272.50	1,089.50	20.66%
4008 · Pet Promotion Sponsorship	850.00	1,335.00	-485.00	-36.33%
4105 · Business Memberships	2,350.00	0.00	2,350.00	100.0%
4109 · Pink Lady	5,039.00	980.00	4,059.00	414.18%
4110 · Donations	53,182.51	50,884.69	2,297.82	4.52%
4120 · Special Gifts	7,598.85	7,495.49	103.36	1.38%
4123 · Memorial Bricks/Tiles	1,832.00	0.00	1,832.00	100.0%
4125 · Donated Services/Materials	4,384.63	9,075.85	-4,691.22	-51.69%
4130 · Memorials/Honorariums	24,397.77	31,819.00	-7,421.23	-23.32%
4132 · Deb's Dog Revenue	1,025.00	950.00	75.00	7.9%
4152 · Direct Solicitations	4,690.00	7,958.00	-3,268.00	-41.07%
4100 · DIRECT PUBLIC SUPPORT - Other	0.00	30.00	-30.00	-100.0%
Total 4100 · DIRECT PUBLIC SUPPORT	111,711.76	115,800.53	-4,088.77	-3.53%
4156 · GRANT REVENUE				
4157 · General Grants	10,963.00	7,125.00	3,838.00	53.87%
Total 4156 · GRANT REVENUE	10,963.00	7,125.00	3,838.00	53.87%

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

Profit & Loss Previous Year Comparison		January through June 2019			
		Jan - Jun 19	Jan - Jun 18	\$ Change	% Change
4200 • FUNDRAISING REVENUE					
4127 • Wash & Wag		1,636.76	1,913.75	-276.99	-14.47%
4128 • Misc/3rd Party Fundraisers		1,552.00	5,318.43	-3,766.43	-70.82%
4140 • Canisters		4,809.77	3,816.14	993.63	26.04%
4143 • Econo Receipts Revenue		3,616.16	3,530.56	85.60	2.43%
4144 • Cause for Paws Revenue		4,694.00	2,660.52	2,033.48	76.43%
4146 • Rummage Sale		3,485.50	1,209.00	2,276.50	188.3%
4147 • Strut Your Mutt		2,013.00	2,100.00	-87.00	-4.14%
4151 • Raise The Woof		5,329.00	6,725.51	-1,396.51	-20.76%
4170 • Golf Outing Revenue		10,950.00	10,625.00	325.00	3.06%
4183 • Raffle		125.00	0.00	125.00	100.0%
4185 • Lights of Love Revenue		43.75	271.06	-227.31	-83.86%
4191 • Calls for Critters		0.00	150.00	-150.00	-100.0%
4196 • Chili Cook Off		0.00	351.17	-351.17	-100.0%
4197 • Calendar		1,845.95	1,114.00	731.95	65.71%
Total 4200 • FUNDRAISING REVENUE		40,100.89	39,785.14	315.75	0.79%
4500 • OTHER INCOME					
4201 • Home2Home		55.00	92.50	-37.50	-40.54%
4205 • Resale Items Revenue		8,264.85	1,969.69	6,295.16	319.6%
4215 • Interest Revenue		425.59	5,837.20	-5,411.61	-92.71%
4220 • Miscellaneous Revenue		317.65	0.00	317.65	100.0%
4221 • Endowment Fund Earnings		9,922.98	0.00	9,922.98	100.0%
4223 • MCCF B.Reider Fund Distribution		8,009.94	5,896.74	2,113.20	35.84%
4227 • Distribtution from Dixon Estate		6,681.05	8,501.47	-1,820.42	-21.41%
4239 • Legacy Fundraising Income		101,770.91	0.00	101,770.91	100.0%
4249 • Gain/Loss On Sale of Asset		-11,349.52	0.00	-11,349.52	-100.0%
Total 4500 • OTHER INCOME		124,098.45	22,297.60	101,800.85	456.56%
Total Income		334,337.21	227,910.09	106,427.12	46.7%
Gross Profit		334,337.21	227,910.09	106,427.12	46.7%
Expense					
5000 • EMPLOYEE EXPENSE					
5200 • Payroll Expenses		121,420.75	118,374.37	3,046.38	2.57%

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

Profit & Loss Previous Year Comparison		January through June 2019		
	Jan - Jun 19	Jan - Jun 18	\$ Change	% Change
5225 · Simple Plan Employer	1,091.46	383.45	708.01	184.64%
5230 · MESC	1,719.33	1,907.47	-188.14	-9.86%
5235 · Employer Social Security	7,584.51	7,792.43	-207.92	-2.67%
5240 · Employer Medicare	1,773.81	1,822.42	-48.61	-2.67%
5245 · Worker's Compensation	2,065.00	1,355.00	710.00	52.4%
5000 · EMPLOYEE EXPENSE - Other	0.00	0.00	0.00	0.0%
Total 5000 · EMPLOYEE EXPENSE	135,654.86	131,635.14	4,019.72	3.05%
5500 · OPERATING EXPENSE				
5009 · Phone/Network Access	770.22	1,279.58	-509.36	-39.81%
5010 · NSF Checks	0.00	3.71	-3.71	-100.0%
5011 · Merchant Service Fees	2,330.00	1,752.87	577.13	32.93%
5012 · Bank Service Charges	5.00	0.00	5.00	100.0%
5050 · Utilities	19,504.76	4,831.18	14,673.58	303.73%
5100 · Cleaning Supplies	1,488.17	807.35	680.82	84.33%
5102 · Animal Supplies	1,189.50	553.63	635.87	114.86%
5105 · Repairs/Maintenance	5,968.57	1,523.28	4,445.29	291.82%
5106 · Garbage/Snow Removal	5,329.84	3,487.78	1,842.06	52.82%
5115 · Office Supplies	2,083.39	1,644.21	439.18	26.71%
5116 · Postage	710.60	809.78	-99.18	-12.25%
5117 · Community Spay/Neuter	1,354.80	1,728.00	-373.20	-21.6%
5120 · Building/Auto Insurance	7,952.14	341.27	7,610.87	2,230.16%
5125 · Food	2,872.98	2,590.02	282.96	10.93%
5127 · Microchips	5,312.50	252.20	5,060.30	2,006.46%
5130 · Medical Supplies	7,088.32	6,428.32	660.00	10.27%
5135 · Vet Care	30,200.49	29,545.37	655.12	2.22%
5137 · Vaccines	3,782.53	1,801.38	1,981.15	109.98%
5139 · Spay Day Expense	592.50	1,822.70	-1,230.20	-67.49%
5140 · Spay & Neuter Program	10,262.63	10,649.22	-386.59	-3.63%
5141 · Animal Equipment	82.66	0.00	82.66	100.0%
5145 · Vehicle	2,644.06	927.63	1,716.43	185.03%
5146 · Dog License Expense	98.00	54.00	44.00	81.48%
5150 · Mileage	230.05	68.04	162.01	238.11%

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

Profit & Loss Previous Year Comparison		January through June 2019		
	Jan - Jun 19	Jan - Jun 18	\$ Change	% Change
5160 · Depreciation	349.00	0.00	349.00	100.0%
5180 · Donated Services/Materials	4,384.63	9,075.85	-4,691.22	-51.69%
5183 · Deb's Dog Expense	456.95	238.00	218.95	92.0%
6523 · Kids Club	691.29	0.00	691.29	100.0%
Total 5500 · OPERATING EXPENSE	117,735.58	82,215.37	35,520.21	43.2%
5550 · GRANT EXPENSE				
5551 · General Grants	2,801.62	4,853.35	-2,051.73	-42.28%
Total 5550 · GRANT EXPENSE	2,801.62	4,853.35	-2,051.73	-42.28%
5600 · FUNDRAISING EXPENSE				
5603 · MZD Pics W/Santa	0.00	46.32	-46.32	-100.0%
5604 · Chili Cook Off	0.00	158.80	-158.80	-100.0%
6307 · Calendar	5.04	163.01	-157.97	-96.91%
6308 · Wash & Wag	301.02	348.00	-46.98	-13.5%
6311 · Cause for Paws	9.83	0.00	9.83	100.0%
6315 · Misc/3rd Party Fundraisers	269.01	1,358.72	-1,089.71	-80.2%
6317 · Raise The Woof	2,190.88	2,981.29	-790.41	-26.51%
6322 · Raffle Expense	218.32	50.00	168.32	336.64%
6324 · Miscellaneous Expenses	141.42	1,499.71	-1,358.29	-90.57%
6330 · Golf Outing Expense	101.08	50.00	51.08	102.16%
6355 · Lights of Love	39.81	0.00	39.81	100.0%
6550 · Strut Your Mutt	-240.17	360.00	-600.17	-166.71%
6551 · Canisters	0.00	266.60	-266.60	-100.0%
5600 · FUNDRAISING EXPENSE - Other	35.00	0.00	35.00	100.0%
Total 5600 · FUNDRAISING EXPENSE	3,071.24	7,282.45	-4,211.21	-57.83%
6000 · OTHER EXPENSE				
5142 · Volunteer Program	531.52	468.80	62.72	13.38%
6313 · Direct Solicitations	0.00	25.48	-25.48	-100.0%
6503 · Community Outreach	113.03	173.55	-60.52	-34.87%
6504 · Memorial Bricks/Tiles	19.90	0.00	19.90	100.0%
6505 · Professional Fees	7,865.97	8,659.05	-793.08	-9.16%
6510 · Publications	5,302.33	3,491.49	1,810.84	51.86%
6511 · Pet Promotion Expense	1,120.81	1,132.43	-11.62	-1.03%

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

Profit & Loss Previous Year Comparison

January through June 2019

	Jan - Jun 19	Jan - Jun 18	\$ Change	% Change
6512 · Legacy Fundraising Expense	388.99	0.00	388.99	100.0%
6515 · Promotions	180.98	365.39	-184.41	-50.47%
6525 · Resale Items Expense	10,934.55	143.20	10,791.35	7,535.86%
6526 · MI Sales Tax	770.85	807.33	-36.48	-4.52%
6530 · Conferences	881.00	538.00	343.00	63.76%
6532 · Donor Development	62.30	0.00	62.30	100.0%
6535 · Licenses, Dues, Permits & Fees	1,325.59	768.39	557.20	72.52%
6539 · Computer Equip/Network Access	2,015.13	1,808.00	207.13	11.46%
6540 · Miscellaneous Expense	120.83	0.00	120.83	100.0%
6547 · Business Memberships	31.85	0.00	31.85	100.0%
6561 · Investment Expense	823.31	1,136.09	-312.78	-27.53%
6590 · Mortgage Fees/Interest	9,844.79	4,757.50	5,087.29	106.93%
Total 6000 · OTHER EXPENSE	42,333.73	24,274.70	18,059.03	74.39%
6690 · Reconciliation Discrepancies	0.00	-0.29	0.29	100.0%
Total Expense	301,597.03	250,260.72	51,336.31	20.51%
Net Ordinary Income	32,740.18	-22,350.63	55,090.81	246.48%
Other Income/Expense				
Other Income				
4222 · Investment Interest Revenue	906.92	2,081.90	-1,174.98	-56.44%
4226 · Change in Value-Dixon Trust	33,952.83	-8,305.40	42,258.23	508.8%
4300 · Unrealized Gain/Loss	21,557.08	693.41	20,863.67	3,008.85%
4310 · Realized Loss/Gain LT Invstmnt	6,227.07	-323.99	6,551.06	2,022.0%
4400 · RESTRICTED REVENUE				
7300 · New Shelter				
4219 · New Shelter Revenue	2,500.00	97,740.61	-95,240.61	-97.44%
6536 · New Shelter Expense	-5,918.06	-2,813.90	-3,104.16	-110.32%
Total 7300 · New Shelter	-3,418.06	94,926.71	-98,344.77	-103.6%
7400 · SALLY'S FUND				
4218 · Sally's Fund Revenue	60.00	55.00	5.00	9.09%
6518 · Sally's Fund Expense	-100.00	-100.00	0.00	0.0%
Total 7400 · SALLY'S FUND	-40.00	-45.00	5.00	11.11%
Total 4400 · RESTRICTED REVENUE	-3,458.06	94,881.71	-98,339.77	-103.65%

11:26 AM
07/18/19
Accrual Basis

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

Profit & Loss Previous Year Comparison

January through June 2019

	Jan - Jun 19	Jan - Jun 18	\$ Change	% Change
Total Other Income	59,185.84	89,027.63	-29,841.79	-33.52%
Net Other Income	59,185.84	89,027.63	-29,841.79	-33.52%
Net Income	91,926.02	66,677.00	25,249.02	37.87%

UPAWS					
Days Cash On Hand					
	2012	2013	2014	2015	2016
Cash Less Restricted Funds	\$147,882.00	\$146,529.00	\$191,970.00	\$152,858.00	201,661.55
Total annual expense	\$451,620.63	\$431,923.23	\$520,354.25	\$576,669.00	\$602,450.00
Daily expense	\$1,237.32	\$1,183.35	\$1,425.63	\$1,579.92	\$1,650.55
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
May 31 FYE Internal Statements 2012-2016					
Budgeted annual expense for 2017					
Budgeted annual expense for 2018					
Budgeted annual expense for 2019					
**NFKT- Cash less restricted = General Savings + General Checking + A/R + Petty Cash					

2017	2018	Jan-19	Feb-19	Mar-19	May-19	Jun-19
215,192.09	311,797.49	292,267.05	268,836.10	319,009.97	367,926.63	347,434.32
\$536,174.67	\$521,136.55	\$741,159.72	\$741,159.72	\$741,159.72	\$741,159.72	\$741,159.72
\$1,468.97	\$1,427.77	\$2,030.57	\$2,030.57	\$2,030.57	\$2,030.57	\$2,030.57
146	218	144	132	157	181	171

**Shelter Operations
Board Report - July 22, 2019**

****As always, you are encouraged to reach out to me or anybody submitting information for this report in advance if you would like clarification that doesn't require review by the full board.****

Executive Director - Kori Tossava

Snapshot: Work continues on drafting the bookkeeping procedures document. Payroll has contracted out to MTN HK, so we submit to them a spreadsheet and they do the rest. They are also doing the Michigan Treasury Online, Federal Tax Deposits, and Thrivent Financial. Bills and check requests continue to be vouchered weekly.

Up until the POS system was activated, the deposits were being entered weekly. Now that the POS is being used, the data gets backed up to our Quickbooks as soon as that night or the next day. It is taking some time to understand how the data in the POS corresponds with the desktop QuickBooks, but most of the account codes are mapped directly. Inventory has been added so that will be a new area on the financial reports for July. It's a process to learn both how to take payments, and how to ensure it's mapping correctly, but once it is done it will be much easier.

Paypal continues to be the most cumbersome as it requires printing the paypal transactions and cross-referencing with the website forms to gather all the information. For July we tried just a spreadsheet from paypal- it made it easier for me but I don't know how everybody else liked it :) Hopefully a new CRM will be able to streamline this. The balance of bookkeeping vs. ED duties is being assessed as it takes time to familiarize the previous process and implement process improvements. It will continue to be a balancing act among administrative and fundraising duties, and assessed monthly.

Updates on the staffing include the process to hire a new shelter manager, working with Ryan on the priorities and processes of the shelter manager, and his recommendations for the future.

Legacy Fundraising-

Raised to date - \$111,413 net (Legacy Spreadsheet Attached Separately). ****NOTE-** the spreadsheet and QB show a \$1,000 variance from a deposit that had an account code of 4152 (Direct Solicitation) but it was earmarked for the new shelter (6536)- it will have to be updated in QB and Basic Funder and on the receipt sheet.

Business Membership-

5 Business Members, will continue outreach for other options, to reach \$5,000.

Tribute/Memorial Brick-

We have seen new memorial bricks trickling in. I have met with a man who will be able to do both the pavers and a potential \$1,000 custom granite 12x12 with custom engraving (like a picture of your pet) to be installed in a wall in the memorial garden. I am awaiting his bid and examples of the granite- and the grand opening date - so that we can prefill as many orders as possible. After the deadline for grand opening, we will continue to take orders for the memorial garden pavers over the winter, with a deadline for installation in spring. Ideally, this will allow him the time to engrave in the off season, bring to us, and then we can have a ceremony every year after they are installed and to sell additional pavers/stones.

Grants Update - (Grant Spreadsheet Attached)

- Laura J. Niles Foundation - notice of approval of \$5,000 for Vet/Surgical Suite. Check rec'd in July, not reflected in June spreadsheet.

Public Relations -

- Mining Journal Weekly Superior Pets
- Webinar - Employee Turnover: The One Thing Keeping Your Nonprofit Stuck.
- TV Interview- WJMN -
- Beth Millner Fundraiser- Final Check Presentation. Total raised - \$8,900!

- Tee Up for Tails - Registration and Banquet. Discussion with golfer on bid and options for a new van. Sending him our preferences to see what he can do with his company.

Donor Database:

- Attend Donor Development Committee Meetings and demo examples to identify systems that will fill our needs and integrate with our other systems.

Misc -

- Dog Park Meeting- to review and discuss staff requirements
- Dog Park Meeting- Community Forum
- Dog Park Meeting- Monday VIP Opening
- Personnel Committee Meeting- review and discuss goals
- Finance Committee
- Negaunee City Police Chief- Impound contract discussion. **For review and approval by board**
- Volunteer in the Ishpeming and Marquette parades

On the calendar-

- Michigan Humane Society- Animal Welfare Conference for Law Enforcement and Shelter staff. Rescheduled- August 21 & 22
- Literacy Legacy Fund - Ice Cream Social and Fundraiser for the Read to Your Shelter Pet Program- August 29

Administrative:

Financial:

- Development of financial protocols document - ongoing
- Remitted payments for invoices due. Weekly
- Coordinated with MTNHK on providing proper information for payroll and submitting payroll spreadsheet.
- Execute invoices for services rendered. Weekly.

Point of Sale:

- Coordinated information with volunteer who was setting it up. Thanks to Dane (our supervisor Gwynne's husband) for his hard work creating the system, mapping it to our quickbooks, entering the inventory, and overall just answering our calls and texts when we need help :) It is a process to understand best end of day reporting and will see how it deposits into our bank account for reconciliation, but it should streamline our business process

Plan for New Shelter Manager:

- Advertised posting for shelter manager on upaws.org, Indeed, Pure Michigan Talent Connect, and the Michigan Pet Fund Alliance.
- Conducted interviews for top applicants and reference checks are in progress.
- Recommendation made to personnel committee.

To End of July: completed updating SOP and job description, develop on-boarding protocols for to set-up new shelter manager for success. Updates to board will be ongoing as the timeline progresses and/or changes.

Shelter Manager - Ryan Poupore

Snapshot: Kitten season is upon us and with nearly 140 cats in our care right now. This came from a few pregnant mothers and some hoarding cases. While many of them are in foster care, it has required a lot of work to intake, vaccinate, coordinate volunteers...but we still have 51 in shelter and 5 at the AMC Adoption Center. With 12 dogs in our care, 9 at the shelter, we were contacted to see if we had a low enough census to save some 'last chance dogs' in MO. After discussing with staff, it has been scheduled.

Comparison with 6/30/2018:

YTD- Intake- From the same time last year we have had 10 fewer owner surrenders, 71 more strays, 29 more seized/custody animals. Our transfers and returns are 22 less than last year at this time, mainly due to our higher than average census.

YTD- Outcome- Our adoptions have increased by 30, we have 6 more return to owners, and 46 fewer transfers out (note- in 2018 these were mostly to species/critter (24 rabbits, 20 snakes, 8 rats).

****Noteworthy-** in June, we had 106 owner surrender animals- compared to 59 last year. We also had 40 more strays in June compared to last year- we have been BUSY!

Animals

Transfers in: 7/1/19- 20 Cats- Just Cats

Transfers out: 7/9/19- 14 Dogs- Registered Animal Shelter

7/15/19- 1 Dog- Northwoods Animal Shelter

Total adoptions since January 1st, 2019: 543

Other Animal-Related Happenings:

-The long-term seized animals case has come to a close, at least for our part. Upon the forfeiture of the animals to UPAWS, all animals were transferred out to a partnering animal shelter for their safety. Marquette County has provided funding to compensate for costs UPAWS has incurred from the case.

-We have recently taken in a large number of kittens and cats. A good portion of these were taken in from a hoarding case where dozens came into our care within a day and a half. The most difficult part of getting these animals out of the shelter is related to our ability to get the animals spayed or neutered for adoption. Appointments are scheduling weeks out and is the bottleneck to reducing our census in several areas.

-The guerilla campaign waged by Charlie the dog has come to an end. While Charlie was participating in a meet with a potential adopter, he slipped out of his collar and ran into the woods. After posting that we had lost him on social media, we had several sightings come in from concerned citizens. Several staff members also saw him at various times, but attempts to capture him failed. Staff placed several live traps around the area and we were eventually successful in capturing Charlie. Although he had a few ticks on him, he was otherwise in good health, and was adopted by those he had originally fled from.

Maintenance

- The dryer in our laundry area quit working and we were forced to have Household Appliance come and inspect the unit. The technician determined that the outlet was faulty and that we would need an electrician to inspect it. A worker from JP Electric determined that the outlet had failed and replaced the unit.

-Our dishwasher located in food prep began leaking from the bottom of the door, to the point that a large puddle would form under it after completing one cycle. Household Appliance inspected the unit and determined that during installation too much insulation was installed over the exhaust port. The technician removed a portion of it and it has thus far operated normally.

-Our transport van is nearing the end of its lifecycle. Recently a running board fell off due to corrosion. I do not feel it a worthwhile endeavor to put resources into the van, and I applaud the funding that has been set aside for a new vehicle.

-Ahern has been contacted to keep our fire extinguishers current. While also doing yearly maintenance, Ahern suggested adding additional fire extinguishers to certain areas and upon completion of our emergency plan, we will likely need to purchase additional units.

Stats

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

Community Outreach & Volunteer Coordinator - Ann Brownell

Snapshot: The online powerpoint presentation and training for volunteering is nearing completion. We are working on community outreach projects like the Pet Gazette Newsletter, two adoption events, and a microchip event.

1. Volunteer Program Orientation Video and quiz is complete. The process is like the foster program plan.
2. Held in-shelter orientation (for volunteers who completed the video and quiz) for 12 people. Two have already signed up and committed to shifts for dog walking and kitty kuddling.
3. Coast Guard volunteer group – came out 7-15 and worked on dog trails. TV6 covered.
4. Pet Gazette finished! Wrote all but one article and planned content, layout down etc. Front page article was a collaboration with Amber. At Pride now and will be out to homes by end of July. One article is a 'hard ask' (like a solicitation letter but I put it in Newsletter).
5. Pet Promotion: Life, Liberty & the PURRsuit of Happiness – July 3-7. \$17.76 cats 1 year on up. We have 144 cats in the system!
6. Working with Kaitlyn Keto and staff to save 9 dogs from MO kill
7. ASPCA/Subaru adoption event 8/17 at UPAWS --- received \$3,300 grant to hold event.
8. Fox Negaunee – asked for a free microchip clinic and they said yes! Holding end of September.
9. Fox Marquette – asked for a free adoption vent again but to have it around Halloween – they said yes!
10. Media: TV6, ABC10, TV3 for cat adoption event and for MI Pet Fund Alliance conference.
11. Website, social media, regular media, outreach, promote pets, events – updated/maintained.

Prepping my work stuff ahead of time to prepare for 2 weeks off. Wish me luck that I can stay away – I may get bored! 🐾

Veterinary Assistant- Kaitlyn Keto

Snapshot: Kaitlyn has finally found a home with a desk, computer, and phone (almost set-up) to conduct intakes. Petpoint is being kept up-to-date and she has been busy with gauging the health of the cats. Now that cat isolation is freed up from dogs, we have been able to place cats in there like a 'colony' and remove them from the hold of healthy cats. With the grant funds from the Laura J. Niles Foundation, we will be able to purchase all the diagnostic equipment for Kaitlyn to begin running test on site (with Scott's help) and have some funding left for the Surgical Suite.

- Kitten season is in full blast, with 75 kittens currently in UPAWS care. It's been a very busy time with checking in, vaccinating, and deworming all of the kittens! All kittens have been able to find a foster family to care for them.

- Surgeries with all of the vet clinics have been booking out 2-3 weeks which has been a big issue with dogs and cats and their time of stay after being adopted. We have been intaking animals like crazy but they're unable to leave due to not being spayed/neutered yet and having to wait for their appointment, which in turn binds up kennel space- most specifically in the dog kennel. We have a dog that was adopted on 6/15/19 and cannot go home until 7/8/19 due to his surgery being scheduled out until the 8th. I am unsure of where finance and the building planning in general is, but I believe equipping and coming up with a plan for on-site surgeries is of importance.
- We have a heartworm positive dog that is a return from the bear dog group surrendered from Manistique last fall. We had worked out a deal with Dr. Wilcox for treatment where we ordered all of the medications and injections. This has saved us ~\$200 in just medication costs alone. Now that she's back in our custody and not her adopters, we are transferring her case to Dr. Brauer to lighten the very busy Dr. Wilcox's work load. Dr. Brauer will use the meds we have already ordered and donate the office visit time to give the injections.
- Dr. Brauer was the Volunteer Vet for the month of June and was be at UPAWS Wednesday, June 26th.

		<6 mos.		<6 mos.			
Jun-19	DOGS	PUPS	CATS	KITS	OTHER	TOTAL	YTD
INTAKE							
Owner Surrender	17	0	56	23	10	106	338
Returned Adoption	3	0	2	0	0	5	40
Stray (from Police, Public and Shelter Pickup)	9	0	20	33	4	66	163
Seized/Custody	12	0	5	3	0	20	69
Transferred from Other Shelters	5	0	0	0	0	5	95
Total Intake	46	0	83	59	14	202	705
Total Intake YTD by Species	216	27	308	99	55	705	705
OUTCOMES							
Adoptions (shelter, foster home or special event)	30	1	47	25	9	112	486
Total Adoptions YTD per species	138	14	253	31	50		486
Returned to Owner	17	0	10	0	0	27	95
Transferred to Rescue Groups/Shelters	1	0	6	0	0	7	12
EUTHANIZED/DEATHS/MISSING/STOLEN							
Dangerous	1	0	0	0	0	1	4
Dying	0	0	3	1	0	4	8
Animal's Name and Reason	Creed-Aggression		Lloyd, Carlito, Shasha-NonContagious	Unnammed-Dying Non-contagious			
TOTAL ANIMALS EUTHANIZED	1	0	3	1	0	5	12
Died at shelter/foster home - Unknown	0	0	0	1	0	1	1
Missing/Stolen/Escaped	1	0	0	0	0	1	1
Animal's Name and Reason	Charlie-Escaped during walk.			Kitten-unknown			
SAVE RATE (Intake- Euthanasia Outcome)/ Intake							
ASPCA Live Release Rate (Live Outcomes/ Intake)							98.30%
	Dogs	Cats					85.00%
OTHER INFO							
Avg. Length of Stay	4.6	22.4					
Monthly Return Rate	9%	3%					



Jun-19	<6 mos.		<6 mos.		OTHER	TOTAL	YTD
	DOGS	PUPS	CATS	KITS			
CLINIC SERVICES							
Owner Requested Euthanasia	5	0	0	0	0	5	10
Bite Hold (for Owner)	0	0	0	0	0	0	0
Spay/Day	0	0	0	0	0	0	15
Community Spay/Neuter (Spay It Forward)	3	0	1	0	0	4	16
Targeted Spay/Neuter	0	0	0	0	0	0	0
Clinic-Other	0	0	0	0	0	0	2
Service	0	0	0	0	0	0	0
Microchipping	12	2	1	1	0	16	30
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	1
Cruelty	0	0	0	0	0	0	0
Home 2 Home	0	0	0	0	0	0	11
Total	20	2	2	1	0	25	85

2019 Legacy Budget

LEGACY FUNDRAISING	Date	Budgeted Income	Budgeted Expense	Budgeted Net
Major Donors	Ongoing	\$ 81,839.00	\$ 11,662.50	\$ 70,176.50
Individual Giving	Ongoing	\$ 47,500.00	\$ 11,662.50	\$ 35,837.50
TOTAL		\$ 129,339.00	\$ 23,325.00	\$ 106,014.00

MISC. FUNDRAISERS	Date	Budgeted Income	Budgeted Expense	Budgeted Net
Rescue Raffle	July-December	\$ 7,500.00	\$ 2,500.00	\$ 5,000.00
Rainbow Bridge Memorial Walk	May	\$ 7,500.00	\$ 2,500.00	\$ 5,000.00
TOTAL		\$ 15,000.00	\$ 5,000.00	\$ 10,000.00

2019 OTHER BUDGET ACCOUNTS		Income	Expense	Net
Memorial/Tribute Bricks	Ongoing	\$ 15,000.00	\$ 3,300.00	\$ 11,700.00
Grants	Ongoing	\$ 50,000.00	\$ 12,500.00	\$ 37,500.00
Business Members	Jan - Apr	\$ 5,000.00	\$ 1,000.00	\$ 4,000.00
TOTAL		\$ 70,000.00	\$ 16,800.00	\$ 53,200.00

MISCELLANEOUS LEGACY EXPENSES		Expense	Used
TOTAL Misc.		\$ -	\$ -

2019 Actual (6.30.2019)

LEGACY FUNDRAISING	Date	Rev.	Exp.	Net Rev.
Major Donors	Ongoing	\$ 99,250.00	\$ 388.99	\$ 98,861.01
Individual Giving	Ongoing	\$ 3,520.91		\$ 3,520.91
TOTAL		\$ 102,770.91	\$ 388.99	\$ 102,381.92

MISC Fundraisers	Date	Rev.	Exp.	Net Rev.
Rescue Raffle	July-Dec			
Rainbow Bridge Memorial Walk	May			
TOTAL		\$ -	\$ -	\$ -

2019 OTHER BUDGET ACCOUNTS			Exp.	Net Rev.
Memorial/Tribute Bricks	Ongoing	\$ 1,832.00	\$ 19.90	\$ 1,812.10
Grants**	Ongoing	\$5,000.00	\$ 99.00	\$ 4,901.00
Business Members	Jan-Apr	\$2,350.00	\$ 31.85	\$ 2,318.15
TOTAL		\$ 9,182.00	\$ 150.75	\$ 9,031.25

Actual Net	Total	\$ 111,952.91	\$ 539.74	\$ 111,413.17
Budget Net	Total	\$ 214,339.00	\$ 45,125.00	\$ 169,214.00

**Legacy or New Shelter grants ONLY- not general grants.

Date	Name	Project	Requested	Granted	Product	Req. by	A/D	Funds Rec'd
Jan-19	Maddie's Fund Innovation	Treatment Center Equip	\$ 3,900	\$ -		Kori Tossava		
Feb-18								
19-Mar	Community Foundation of Mqt County	RUFUS Program/COV Salary	\$ 2,000	\$ -		Kori Tossava	D	
	Petfinder Cat Enrichment	Cat Kuranda Towers	\$ 963	\$ 963		Ann Brownell	A	Mar-19
Apr-19	Laura J. Niles Foundation	Treatment Center Equipment	\$ 5,000			Kori Tossava		
	Pedigree Foundation	Real Life Room Furn/Trail Imp/CG Salary	\$ 10,000			Kori Tossava		
May-19								

**BOARD DEVELOPMENT COMMITTEE MEETING
TUESDAY, JULY 9, 2019
6:40 P.M.; SHELTER COMMUNITY ROOM**

Present: Reva Laituri, Chairperson, Lynn Andronis, Kathy Fosburg, Linda Roncaglione, Crystal Swanson

Absent: None

Reva shared with the Committee Christian's letter of resignation which is effective July 19th. After voicing disappointment, the committee talked about the number of vacant seats currently on the board, and how many may still be open after the July elections.

There was also a great deal of concern and discussion regarding the fact that the Board did not currently have a Treasurer.

Reva noted that while Bob had already given the Board a heads up on the candidates the Committee would be reviewing and recommending for election at the July 23rd board meeting, a formal notification still needed to be made. The committee agreed to recommend Reva Laituri, Alex Petrin and Amber Talo for re-election to three-year terms expiring July, 2022. It was further agreed to recommend Austin Loehr to fill the unexpired term of Karen Duquette, expiring July, 2020.

After some discussion, Reva will touch base with Austin once more prior to the July election meeting to verify his continued interest. There was concern that the board and organization have been going through a rather bumpy patch, and people brand new to the organization might find it overwhelming. It therefore seemed prudent to make sure Austin was aware that there have been some on-going issues at the board level that have not yet been resolved. The committee also wanted Reva to make sure he was aware that if at any point he felt he did not have enough information to confidently vote on subject, he could abstain. It was also mentioned that this might be a particularly beneficial time to provide Austin with a mentor.

The manner and procedure for voting was discussed. It was agreed that the three people running for re-election would have all their names placed on one ballot and board members would vote yes or no on each candidate. Because Austin would filling and unexpired term rather than running to fill a full term, it was agreed to vote on him separately. To insure impartiality, Crystal volunteered to attend the meeting to pass out, collect and count ballots at both the regular election and the organizational meeting. The committee was informed that the board recently amended the bylaws to provide for a simple majority vote to elect board members. The bylaws had required a 2/3 vote. Crystal asked for verification if the majority was based on the number of members on the board or the number of members at the meeting and was informed it was based on the majority of board members at the meeting.

The committee then discussed the eligibility requirements for officer candidates and determined which board members had served at least one year. Lynn reminded the committee that if none of the board members meeting the one year of board service requirement was interested in serving as an officer, it opened the door to board members who have served less than a year.

Crystal then noted that exit interviews will need to be conducted with Bob and Karen. She and Linda will set up coffee meetings with Bob and Karen.

The meeting was adjourned at 7:40 p.m. The next meeting to be determined after the appointment of a new Chairperson.

Respectfully submitted,

Reva Laituri

Chair

FINANCE COMMITTEE MINUTES

July 17, 2019, 4:30 p.m.

UPAWS Community Room

Present: Kathy Leone, Christian Verardi, Kori Tossava

Excused: Steve Embree

1. Call to Order: The meeting was called to order at 4:45 pm.

2. Agenda:

- a. Review April, May and June Financial Statements. Approval for all three needed by Board.
- b. Review and discuss updated draft budget for all final projects associated with construction and outfitting of new shelter.
- c. Review any bids for a new van for the shelter.
- d. Decide which bank account to use for automatic monthly payments on mortgage - general checking or capital campaign checking.

3. Discussion:

Financial Statement Review

Reviewed and discussed each financial statement and identified corrections needed for donated services. Research repairs and maintenance as it appeared high. Ordinary Income is a positive \$32,740.18 vs a budget of (\$32,577.75) year-to-date. Discussed adding current portion long term debt to current liabilities section for a more accurate current ratio. Cash position strong. Kathy noted that June Profit and Loss does not include mortgage interest expense. The June interest was paid in July due to a miscommunication about when the automatic payments would begin. mBank waived the late fee. July P & L will report interest payments for June and July. In addition, principal payments begin July 26th.

Draft Final Construction Budget Review – discussed final updates to be made to Fiber and Security, and Misc. Retail.

Van - No bids for a used or new van for Shelter operations were presented.

Mortgage payments – 6 months of principal and interest payments to be reserved were transferred to the Capital Campaign Savings account from the Capital Campaign Checking. Kathy reported she set up automatic loan payments from the Capital Campaign Checking. Decision made to have automatic loan payments taken from the General Checking account instead.

Action Items:

- Kori to research repairs and maintenance line item and what is included.

- Kori to make adjustments to donated services to show positive figures in revenue and expenses and rerun reports.
- Kathy to have mBank debit General Checking account for automatic payment for commercial mortgage loan.

Meeting adjourned at 5:55 pm.

Minutes submitted by: Kathy Leone

POLICY & BYLAWS COMMITTEE

Chaired by: Colleen Whitehead

Date: July 18th, 2019 10:00 am -12:00 pm at the Crossroads in Marquette

Members Present: Colleen Whitehead, Reva Laituri, Linda Roncaglione and Lynn Andronis

Discussion:

- Each Committee member reviewed their draft language for the Officer "position descriptions" / summary of position responsibilities
- Distributed copies of draft "Board Actions" policy for Committee review
- Reviewed pending agenda items for the Committee; including review of suspension of Bylaws procedures and Board policy regarding memberships – both to be included on the August Committee agenda

Assignments:

- Each Committee member will revise Board Officer summaries and bring to the next Committee meeting
- Each Committee member will review the draft Board Actions Policy
- Individual Committee members will continue working on assigned policy areas being developed

Next Meeting:

- August 22nd, 2019 at 10:00 a.m. at Crossroads in Marquette; monthly meeting is usually the 3rd Thursday of each month – change for August date due to scheduling conflicts

**UPPER PENINSULA ANIMAL WELFARE SHELTER
BOARD OF DIRECTORS ORGANIZATIONAL MEETING**

Monday, July 22, 2019 / Following Board Meeting

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. Approval of Agenda
3. Election of Officers
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
4. Conflict of Interest Agreement
5. Committee Chair Interests
 - a. Board Development
 - b. Finance – Treasurer will Chair per Bylaws
 - c. Fundraising
 - d. Strategic Planning
 - e. Personnel – President will Chair per Bylaws
 - f. Policy-Bylaw
 - g. Donor Development (Ad Hoc)
 - h. Community Room (Ad Hoc)
 - i. Dog Park Group (Ad Hoc)
 - j. Grounds Committee (Ad Hoc)
6. Adjournment