

UPPER PENINSULA ANIMAL WELFARE SHELTER

BOARD OF DIRECTORS MEETING

Monday, August 24, 2020 / 6 p.m. / Zoom / 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. Mission Moment
4. Approval of Minutes
 - a. July 27, 2020 Regular Meeting
5. Unfinished Business
 - a. Construction update (Amber)
 - b. Update on E.D. Search (Alex)
 - c. Report and Recommendation from the IT Committee re: Purchase of New Door Keypad and Strike.
6. New Business
 - a. Board Development
 - b. Fall Retreat
 - c. Work Session Date/Time for Budget Review
7. Communications
8. President's Report
9. Treasurer's Report
 - a. July Financial Reports
10. Shelter Operations Report(s)
 - a. Community Relations/Volunteer Coordinator Report
 - b. Stats
 - c. Additional Operational Reports
11. Committee Reports

- a. Board Development Committee Report (Lynn) - written
- b. Finance Committee Report (Amber) – written
- c. Fundraising Committee Report (Austin) – written
- d. Paws Park Committee (Amber) – no report
- e. Strategic Planning Committee Report – on hold
- f. Personnel Committee Report (Reva) – written
- g. Policy / Bylaw Committee Report (Colleen) – written
- h. Donor Development (Ad Hoc) (Leslie) – no report
- i. Vet Center Committee (Ad Hoc) – (Colleen) – Did not meet
- j. IT Committee (Ad Hoc) (Chris) – Did not meet

12. Board Comment

13. Adjournment

Next Board Meeting Date: September 28, 2020

UPPER PENINSULA ANIMAL WELFARE SHELTER
BOARD OF DIRECTORS MEETING
Monday, July 27, 2020 via Zoom
Minutes

PRESENT: Reva Laituri (President), Scott Jandron (Vice President), Amber Talo (Treasurer), Lynn Andronis (Secretary), Chris Danik, Leslie Hurst, Alex Petrin, Brett Specker, Colleen Whitehead.

ABSENT: Austin Loehr (excused).

GUESTS: Lauren Connolly, Karen Omeara, Linda Roncaglione (Board Development Committee).

1. Call to Order/Attendance: Meeting was called to order at 6:01 p.m.
2. Approval of Agenda: *Colleen made a motion, seconded by Scott, to amend the agenda as follows – Add two “Public Comment” sections; one between #2 and #3, and another between #11 and #12. Remove “#6.g. Report and Recommendation from Colleen re: Sasawin/UPAWS MOU.” Motion passed with unanimous consent.*
3. Public Comment: None
4. Mission Moment: None
5. Approval of Minutes:
 - a. June 22, 2020 Regular Meeting - *Amber made a motion, seconded by Chris, to correct/amend the minutes as presented. Corrections are as follows:*
 - i. “#5.c. Update on ED Search” – eliminate “so” from the first sentence.
 - ii. “#8. President’s Report” – correct spelling to “COVID”, all caps.
 - iii. “#11.b. Committee Reports” – Correct name of committee is Paws Park Committee.
Motion passed with a majority, with Alex and Scott abstaining.
6. Unfinished Business:
 - a. Construction update – Amber reported that the staff had a final run-through of the punch list and the work that has been done. There are still some cracks in drywall that are not yet scheduled; flooring is not exactly where we want it (staff is not super thrilled). Amber will send the list from staff to Alex and they can review it between themselves and with Hall Contracting. Some of cracks have already been repaired, but do we leave future repairs for a season to allow for the building to settle and potential future cracks? They will update us next month. Memorial wall – Pat from Republic Memorial Gardens will be starting on the wall tomorrow. Some stones will be installed; we will get samples for other stones. The sign for pole barn is being worked on. The feed room is finished, and the keypad has been installed to allow for keyless entry for security. Sally’s Fund will be putting together a virtual tour of the barn. The new shed is in use at this point and stuff has been moved there from garage. Leslie complimented

Alex on the shelves he built in the shed. Swick replaced one of the components on the HVAC system. This is the one that has been causing issues from the beginning.

- b. Update on E.D. Search - Alex reported that "still in process" is the best description for the update. Tim Crum will arrange a meeting with Personnel Committee. Additionally, we have posted the job ourselves. Any valid applicants are being forwarded to Mr. Crum. Tim Crum had reported that we have had applications, but he is doing the pre-screening for all applications.
- c. Organizational Chart – Colleen presented a draft of this chart as an informational item. Suggestion was made to add names and whether the position is unfunded and/or unfilled.

7. New Business:

- a. Report and Recommendation from the Personnel Committee re: Maintenance/Custodian Contract for Services – The original recommendation was verbally amended by Colleen at the meeting to reflect a change of dates to begin August and end October 30th. *Motion was made by Amber, seconded by Alex, to fill the position on a part-time basis as a contract employee for a period ending October 30th. Motion passed with unanimous consent.*
- b. Report and Recommendation from the IT Committee re: Purchase of New Door Keypad and Strike - *Motion was made by Colleen, seconded by Leslie, to approve the recommendation to install an additional keypad and door strike between the after-hours vestibule and the rest of the shelter.* Discussion then followed. Amber stated that she understands the need for it but that it impacts funding. The question is ...Are we going to use Community Room to offset expenses. Leslie said we could move forward with the expense once we have a better idea of the projected revenue of the Community Room rental. *Amber made a motion to table discussion until we perform a review of second quarter finances, no second made. Motion died.* Chris noted that Luke (installer) would not be able to install for another month and we are unable to rent the room with COVID restrictions right now. *Colleen requested to withdraw her motion; hearing no objections, motion is withdrawn. Motion made by Leslie, seconded by Amber, to table the motion until August Board Meeting. Motion passed with unanimous consent.*
- c. Report and Recommendation from the Policy/Bylaw Committee re: Amend Article 10, Section B(a) (Standing Committees) to add Paws Park - *Motion made by Lynn, seconded by Chris, to approve the motion. Motion passed with unanimous consent.*
- d. Report and Recommendation from the Policy/Bylaw Committee re: Amend Board Policies, Section 10.0 (Board Appointed Committees) to add Paws Park Committee - *Motion made by Lynn, seconded by Chris, to approve the motion. Motion passed with unanimous consent.*
- e. Report and Recommendation from the Finance Committee re: Bookkeeping Contract - Amber uploaded the current agreement, which ends at the end of the month. She has requested an increase to \$30/hour with the overall maximum dollar amount still in effect. Currently, payroll is being done by Makela et al. and, with the new contract Christine will be taking on that job. Amber also explained that it will take time to fill the job permanently. Question was raised, asking Finance Committee if they are asking for a one-year extension? Amber is not aware that we have a current contract with Makela et al.; the contract may have been open-ended. Colleen will look into it. Christine is working 5-6 hours per week currently and her hours will increase due to payroll. Question was raised about an app called "T-sheets". Amber replied that there is an

additional cost to use this service. The plan is for Colleen to continue to calculate timecards until Christine can absorb the work in her activities. This should make the Treasurer's job easier. *Motion made by Alex, seconded by Scott, to approve the recommendation to extend the bookkeeping contract for another year (7/31/20-6/30/21) and hourly rate increased to \$30 (with upper dollar limitation). Motion passed with unanimous consent.*

- f. Report and Recommendation from the Finance Committee re: Barn Paddock Construction Budget – *Motion made by Lynn, seconded by Alex, to approve the recommendation to approve the \$960 Small Paddock Budget request for reimbursement.* Discussion followed with Colleen raising the issue of reimbursements being approved prior to spending, rather than after to ensure this situation doesn't happen again. *Motion passed with a majority, with Colleen abstaining and Leslie opposed.*
 - g. Report and Recommendation from Colleen re: Sasawin/UPAWS MOU – REMOVED. Colleen requested that comments/questions be emailed to her.
8. Elections to fill two Board Seats - Voting was set up so that each board member would send his/her vote to Linda R via email.
- a. Leslie Hurst - Approved by majority for term ending 2023.
 - b. Austin Loehr - Approved by majority for term ending 2023.
9. Communications - Email from a Concerned Citizen Regarding Activities Around the Ishpeming Township Pound (attached) - Reva has forwarded the email to Ishpeming Township. There was a suggestion for citizen to talk to the media.
10. President's Report – Report attached. No questions.
11. Treasurer's Report:
- a. June Financial Reports – There is one correction to make, per Amber. She has reuploaded corrected version of Budget to Actual Report and Statement of Income and Expense Report. *Motion was made by Lynn, seconded by Brett, to accept the June Financial Reports as amended and presented. Motion passed with unanimous consent.*
12. Shelter Operations Report(s):
- a. Community Relations/Volunteer Coordinator Report – Written report submitted.
 - b. Stats – Written report done. Lynn reported that there is a monthly report plus the full year-to-date on drive in Excel format.
 - c. Any Additional Operational Reports – Leslie reported that Thriftish picked up material.
13. Committee Reports:
- a. Board Development Committee Report – Meeting minutes submitted.
 - b. Paws Park Committee – Committee did not meet.
 - c. Finance Committee Report – Written report submitted.
 - d. Fundraising Committee Report – Written report submitted.
 - e. Strategic Planning Committee Report – Committee did not meet.
 - f. Personnel Committee Report – Written report submitted.
 - g. Policy / Bylaw Committee Report – Written report submitted.
 - h. Donor Development (Ad Hoc) - Committee did not meet.
 - i. Vet Center Committee (Ad Hoc) – Committee did not meet.

j. IT Committee (Ad Hoc) – Written report submitted.

14. Public Comment: None.

15. Board Comment: Reva thanked Scott for his years of service to this board and reminded him to not be a stranger. He stated that it was a pleasure serving with everyone past and present.

16. Adjournment: *Lynn made a motion, seconded by Leslie to adjourn the meeting. Motion passed with unanimous consent and meeting was adjourned at 7:29 p.m.*

Next Board Meeting Date: August 24, 2020

Respectfully Submitted

Counter-Signed

Lynn Andronis, Secretary

Reva Laituri, President

UPPER PENINSULA ANIMAL WELFARE SHELTER
ORGANIZATIONAL MEETING
Monday, July 27, 2020 via Zoom
Minutes

PRESENT: Reva Laituri (President), Amber Talo (Treasurer), Lynn Andronis (Secretary), Chris Danik, Leslie Hurst, Alex Petrin, Brett Specker, Colleen Whitehead.

ABSENT: Austin Loehr (excused)

GUEST: Linda Roncaglione

1. Call to Order/Attendance: Meeting was called to order at 7:30 p.m.
2. Election of officers:
Voting was set up so that each board member would send his/her vote to Linda R. via email to maintain secrecy of individual ballots. Linda would gather the info and report back upon receiving all the votes.
 - a. President: Motion made by Collen, seconded by Leslie, to nominate Reva for President. Motion approved.
 - b. Vice President: Motion made by Brett, seconded by Chris, to nominate Alex for Vice-President. Motion approved.
 - c. Secretary: Motion made by Colleen, seconded by Lynn, to nominate Brett for Secretary. Motion approved.
 - d. Treasurer: Motion made by Lynn, seconded by Colleen, to nominate Amber for Treasurer. Motion approved.
NOTE: Chris offered to help out with treasurer duties, if needed, but would need some time to learn the process.
3. Conflict of Interest Agreement: These forms were emailed to board members prior to the meeting. Each member should sign and return via email or put in Reva's mailbox at shelter.
4. Committee Chair appointments: Email your preference for a chair appointment to Reva by Wednesday, 7/29/20. Keep in mind that per the Bylaws, Personnel Committee is chaired by the President and Finance Committee is chaired by the Treasurer.
5. Adjournment: Lynn made a motion, seconded by Colleen, to adjourn the meeting. Motion passed with unanimous consent. Meeting adjourned at 8:10 p.m.

Respectfully submitted,

Counter-Signed

Lynn Andronis, Secretary

Reva Laituri, President

PRESIDENT'S REPORT

August 24, 2020

Weekly meetings with the supervisors have been ongoing. The meetings have, and continue to be, of tremendous value. The supervisors and Ann have made operating without an on-site manager/administrator possible. They have stepped up and beyond anything in their job descriptions. We are very fortunate in their being candid, prompt, and honest in relaying information and seeking advice. They also are prepared having researched and come with possible resolutions to problems.

We recently obtained ownership of a dog seized for neglect during a drug raid in early May. She has nerve damage in her back hocks, which has been getting worse. Because we did not have ownership we were limited in what we could do for her. She has little or no feeling, her paws fold under and her feet splay. It is unsure if the damage began as something trauma related or congenital, but probably the latter. Because she has no feeling, she continues to damage her paws, she is in need of a wheelchair as soon as possible. Also, current option and recommendation from local and consulting veterinarians is to get braces to keep her legs straight. Another option is fusion of the joints (estimate including the testing and surgery is in the \$8,000-\$10,000 range), however, the thought right now is that the braces might actually work better. While the general consensus is that she will not improve, there is still a chance that could occur. A water treadmill might also help not only Dotti, but other arthritic and overweight dogs. This is a treadmill that could be placed in a tub and the water would provide buoyancy and alleviate stress on the joints and yet allow dogs to use their muscles to prevent them from atrophying. Cost is about \$3,000 so the supervisors and Ann are looking for possible grants. There are still a lot of unknowns regarding Dotti and she is under constant evaluation. She is, however, getting depressed because she can only go for short walks because of the damage she does to her feet. She tried out a borrowed wheelchair that did not quite fit her, but she really perked up when she was able to get more exercise. First order of business is getting her an adjustable wheel chair which would allow her to use her back legs for short periods and then raise them so she does not overuse or further damage her feet.

A dog bite incident that occurred earlier this month is being handled by our liability insurance carrier.

The direct mail solicitation that was uploaded to Pride Printing on Monday and is expected to be in the mail before August 28th.

Marquette City has a new Animal Control Officer who has been familiarizing himself with the shelter, staff, and procedures.

Respectfully submitted,
Reva Laituri
President

Upper Peninsula Animal Welfare Shelter, Inc.
Budget to Actual 2020
 July 2020

	Jul 20	Budget
Ordinary Income/Expense		
Income		
4000 · SHELTER REVENUE		
4005 · Pet Adoptions	4,556.40	7,666.66
4010 · Redeemed Animals	410.00	333.33
4017 · Dog Park	70.00	750.00
4018 · Rentals	0.00	200.00
4020 · Government Contracted Services	2,904.50	833.37
4025 · Restitutions/Investigations	0.00	0.00
4030 · Dog License Revenue	0.00	41.74
4031 · Microchipping	160.00	100.00
4032 · Nail Clipping	10.00	62.50
4033 · Community Spay/Neuter	0.00	416.66
4050 · Miscellaneous Services	156.00	50.00
4060 · Cremation Services Revenue	0.00	208.33
Total 4000 · SHELTER REVENUE	8,266.90	10,662.59
4156 · GRANT REVENUE		
4157 · General Grants	0.00	4,166.66
4156 · GRANT REVENUE - Other	0.00	
Total 4156 · GRANT REVENUE	0.00	4,166.66
4200 · FUNDRAISING REVENUE		
4127 · Wash & Wag	0.00	0.00
4128 · Misc/3rd Party Fundraisers	0.00	357.92
4140 · Canisters	918.17	850.00
4143 · Econo Receipts	0.00	625.00
4144 · Cause for Paws	0.00	0.00
4146 · Rummage Sale	0.00	0.00
4147 · Strut Your Mutt	0.00	0.00
4151 · Raise The Woof	0.00	0.00
4170 · TUFT Golf Outing	12,010.00	19,900.00
4183 · Rescue Raffle	0.00	2,000.00
4185 · Lights of Love	0.00	0.00
4197 · Calendar	22,453.25	897.37
4204 · MZD Santa Pics	0.00	0.00
Total 4200 · FUNDRAISING REVENUE	35,381.42	24,630.29
43400 · DIRECT PUBLIC SUPPORT		
4006 · Pet Care Sponsorship	140.00	916.66
4008 · Pet Promotion Sponsorship	125.00	116.66
4109 · Pink Lady	135.00	500.00
4110 · Donations	16,116.25	10,416.66
4120 · Special Gifts	478.61	958.33
4123 · Memorial Bricks/Tiles	484.00	625.00
4125 · Donated Svs/Material In Kind	2,485.00	0.00
4130 · Memorials/Honorariums	1,583.00	4,166.66
4132 · Deb's Dog Revenue	300.00	125.00
4135 · Bequests	0.00	0.00

	Jul 20	Budget
4152 · Direct Solicitations	1,555.00	3,333.33
4188 · Naming Opportunities	500.00	6,333.33
Total 43400 · DIRECT PUBLIC SUPPORT	23,901.86	27,491.63
4500 · OTHER Revenue		
4112 · Kids Club	0.00	116.70
4201 · Home2Home	0.00	12.50
4205 · Resale Items Revenue	901.74	2,916.67
4215 · Interest Revenue	1.36	4.00
4220 · Miscellaneous Revenue	25.00	0.00
4221 · Endowment Fund Earnings	0.00	416.66
4223 · MCCF B.Reider Fund Distribution	0.00	541.66
4227 · Distribtution from Dixon Estate	2,060.03	933.33
Total 4500 · OTHER Revenue	2,988.13	4,941.52
46000 · Merchandise Sales	0.00	
48600 · Service Sales	0.00	
Total Income	70,538.31	71,892.69
Gross Profit	70,538.31	71,892.69
Expense		
5000 · Employee Expense		
5200 · Payroll Expenses	0.00	
5201 · Wages & Salaries	15,451.42	25,942.58
5225 · Simple Plan Employer	0.00	106.21
5230 · Michigan Unemployment Payable	131.19	105.00
5235 · Employer Social Security	956.92	1,608.44
5240 · Employer Medicare	224.03	376.17
5245 · Worker's Compensation	289.00	274.66
Total 5000 · Employee Expense	17,052.56	28,413.06
5500 · OPERATING EXPENSE		
5009 · Phone/Network Access	315.56	234.83
5011 · Merchant Service Fees	366.42	500.00
5012 · Bank Service Charges	10.00	10.00
5013 · Paypal Fees	730.43	45.00
5014 · Square Fees	94.18	
5050 · Utilities	325.95	3,000.00
5100 · Cleaning Supplies	203.78	300.00
5102 · Animal Supplies/Equipment	150.00	250.00
5105 · Repairs/Maintenance	1,945.59	500.00
5106 · Garbage/Snow Removal	0.00	700.00
5115 · Office Supplies/Postage	249.25	506.25
5117 · Community Spay/Neuter	205.00	833.33
5120 · Building/Auto Insurance	1,139.28	709.66
5125 · Food	1,868.04	708.33
5127 · Microchips	0.00	750.00
5130 · Medical Supplies-Vaccines	547.47	1,833.33
5135 · Vet Care	5,085.44	5,416.00
5140 · Spay & Neuter Expense	1,829.25	2,166.66

	Jul 20	Budget
5145 · Vehicle	97.56	250.00
5146 · Dog License Expense	0.00	16.80
5150 · Mileage	38.53	62.50
5165 · Cash over/short	0.00	
5180 · Donated Services/Materials	0.00	
5183 · Deb's Dog Expense	110.15	100.00
5530 · Cremation Services Expense	215.00	166.67
6138 · Pink Lady Expense	0.00	500.00
6524 · Dog Park	99.73	175.00
6528 · Rentals	0.00	0.00
6539 · Computer Software	0.00	83.33
6565 · IT Consulting	0.00	375.00
Total 5500 · OPERATING EXPENSE	15,626.61	20,192.69
5550 · GRANT EXPENSE		
5551 · General Grants	0.00	416.68
5550 · GRANT EXPENSE - Other	0.00	
Total 5550 · GRANT EXPENSE	0.00	416.68
5600 · FUNDRAISING EXPENSE		
5603 · MZD Santa Pics Expense	0.00	0.00
6307 · Calendar Expense	0.00	252.08
6308 · Wash & Wag Expense	0.00	0.00
6311 · Cause for Paws Expense	16.00	0.00
6312 · Rummage Sale Expense	0.00	0.00
6315 · Misc/3rd Party Fund Expense	0.00	0.00
6317 · Raise The Woof Expense	16.00	0.00
6322 · Rescue Raffle Expense	0.00	2,000.00
6324 · Miscellaneous Expenses	0.00	77.12
6330 · TUFT Golf Outing Expense	6,780.35	7,237.50
6355 · Lights of Love Expense	0.00	0.00
6550 · Strut Your Mutt Expense	16.00	0.00
6551 · Canisters Expense	0.00	16.72
Total 5600 · FUNDRAISING EXPENSE	6,828.35	9,583.42
59900 · POS Inventory Adjustments	0.00	
6000 · OTHER EXPENSE		
5142 · Volunteer Program	50.00	166.67
6313 · Direct Solicitations	0.00	800.00
6503 · Community Outreach	30.00	176.66
6504 · Memorial Bricks/Tiles	279.34	316.66
6505 · Professional Fees	1,906.00	1,333.33
6510 · Publications	0.00	1,125.00
6511 · Pet Promotion Expense	106.05	291.66
6515 · Promotions & Advertising	30.00	311.33
6523 · Kids Club	0.00	84.16
6525 · Resale Items Expense		
5129 · Employee Uniforms	0.00	25.00
6525 · Resale Items Expense - Other	841.01	1,833.33
Total 6525 · Resale Items Expense	841.01	1,858.33

	Jul 20	Budget
6530 · Conferences	44.00	166.66
6532 · Donor Development	0.00	130.00
6535 · Licenses, Dues, Permits & Fees	0.00	125.00
6540 · Miscellaneous Expense	26.25	100.00
6561 · Investment Expense	599.05	0.00
6590 · Mortgage Fees/Interest	2,626.92	2,638.97
6688 · Naming Opportunity Expense	0.00	20.00
Total 6000 · OTHER EXPENSE	6,538.62	9,644.43
6548 · Bad Debt Expense	10.00	
Total Expense	46,056.14	68,250.28
Net Ordinary Income	24,482.17	3,642.41
Other Income/Expense		
Other Income		
4226 · Change in Value-Dixon Trust	0.00	
4300 · Unrealized Gain/Loss	8,945.87	
4400 · RESTRICTED REVENUE		
7300 · New Shelter		
4219 · New Shelter Revenue	0.00	
6519 · Capital/Bldg Improvements Exp	0.00	
6536 · New Shelter Expense	(978.98)	
Total 7300 · New Shelter	(978.98)	
7400 · SALLY'S FUND		
4218 · Sally's Fund Revenue	0.00	75.00
6518 · Sally's Fund Expense	(2,084.87)	0.00
Total 7400 · SALLY'S FUND	(2,084.87)	75.00
7800 · COMMUNITY SPAY/NEUTER		
4210 · Community Spay/Neuter Revenue	0.00	
Total 7800 · COMMUNITY SPAY/NEUTER	0.00	
Total 4400 · RESTRICTED REVENUE	(3,063.85)	75.00
8000 · Reading Program Revenue	0.00	0.00
Total Other Income	5,882.02	75.00
Other Expense		
8001 · Reading Program Expense	0.00	0.00
Total Other Expense	0.00	0.00
Net Other Income	5,882.02	75.00
Net Income	30,364.19	3,717.41

	Jan - Jul 20	YTD Budget
Ordinary Income/Expense		
Income		
4000 · SHELTER REVENUE		
4005 · Pet Adoptions	26,703.85	53,666.70
4010 · Redeemed Animals	2,121.00	2,333.35
4017 · Dog Park	1,221.00	5,250.00
4018 · Rentals	0.00	1,400.00
4020 · Government Contracted Services	8,110.00	5,833.35
4025 · Restitutions/Investigations	0.00	0.00
4030 · Dog License Revenue	304.00	291.70
4031 · Microchipping	640.00	700.00
4032 · Nail Clipping	160.00	437.50
4033 · Community Spay/Neuter	3,530.00	2,916.70
4050 · Miscellaneous Services	276.00	350.00
4060 · Cremation Services Revenue	1,029.00	1,458.35
Total 4000 · SHELTER REVENUE	44,094.85	74,637.65
4156 · GRANT REVENUE		
4157 · General Grants	1,050.00	29,166.62
4156 · GRANT REVENUE - Other	0.00	
Total 4156 · GRANT REVENUE	1,050.00	29,166.62
4200 · FUNDRAISING REVENUE		
4127 · Wash & Wag	0.00	1,345.00
4128 · Misc/3rd Party Fundraisers	1,214.00	2,505.40
4140 · Canisters	3,971.25	5,950.00
4143 · Econo Receipts	2,644.05	4,375.00
4144 · Cause for Paws	1,510.00	0.00
4146 · Rummage Sale	0.00	0.00
4147 · Strut Your Mutt	1,500.00	0.00
4151 · Raise The Woof	5,205.75	6,850.00
4170 · TUFT Golf Outing	19,260.00	19,900.00
4183 · Rescue Raffle	0.00	4,000.00
4185 · Lights of Love	321.25	0.00
4197 · Calendar	25,519.08	6,281.35
4204 · MZD Santa Pics	0.00	0.00
Total 4200 · FUNDRAISING REVENUE	61,145.38	51,206.75
43400 · DIRECT PUBLIC SUPPORT		
4006 · Pet Care Sponsorship	3,064.48	6,416.70
4008 · Pet Promotion Sponsorship	365.00	816.64
4109 · Pink Lady	2,140.00	3,500.00
4110 · Donations	63,577.88	72,916.62
4120 · Special Gifts	4,212.06	6,708.35
4123 · Memorial Bricks/Tiles	984.00	4,375.00
4125 · Donated Svs/Material In Kind	19,929.50	0.00
4130 · Memorials/Honorariums	18,571.20	29,166.70
4132 · Deb's Dog Revenue	1,265.00	875.00
4135 · Bequests	19,140.22	0.00

	Jan - Jul 20	YTD Budget
4152 · Direct Solicitations	21,236.00	23,333.31
4188 · Naming Opportunities	500.00	44,333.31
Total 43400 · DIRECT PUBLIC SUPPORT	154,985.34	192,441.63
4500 · OTHER Revenue		
4112 · Kids Club	100.00	816.70
4201 · Home2Home	65.00	87.50
4205 · Resale Items Revenue	4,752.30	20,416.65
4215 · Interest Revenue	10.84	28.00
4220 · Miscellaneous Revenue	365.07	0.00
4221 · Endowment Fund Earnings	0.00	2,916.70
4223 · MCCF B.Reider Fund Distribution	15,880.29	3,791.70
4227 · Distribtution from Dixon Estate	7,808.80	6,533.35
Total 4500 · OTHER Revenue	28,982.30	34,590.60
46000 · Merchandise Sales	0.00	
48600 · Service Sales	0.00	
Total Income	290,257.87	382,043.25
Gross Profit	290,257.87	382,043.25
Expense		
5000 · Employee Expense		
5200 · Payroll Expenses	313.64	
5201 · Wages & Salaries	109,323.26	181,598.12
5225 · Simple Plan Employer	0.00	743.47
5230 · Michigan Unemployment Payable	109.15	735.00
5235 · Employer Social Security	6,776.09	11,259.08
5240 · Employer Medicare	1,584.93	2,633.15
5245 · Worker's Compensation	5,319.00	1,922.70
Total 5000 · Employee Expense	123,426.07	198,891.52
5500 · OPERATING EXPENSE		
5009 · Phone/Network Access	2,474.26	1,643.85
5011 · Merchant Service Fees	2,976.19	3,500.00
5012 · Bank Service Charges	122.64	70.00
5013 · Paypal Fees	891.62	315.00
5014 · Square Fees	247.30	
5050 · Utilities	16,484.59	21,000.00
5100 · Cleaning Supplies	3,057.03	2,100.00
5102 · Animal Supplies/Equipment	2,500.63	1,750.00
5105 · Repairs/Maintenance	4,918.44	3,500.00
5106 · Garbage/Snow Removal	6,163.18	6,000.00
5115 · Office Supplies/Postage	1,982.58	3,543.75
5117 · Community Spay/Neuter	2,875.00	5,833.35
5120 · Building/Auto Insurance	9,712.92	4,967.70
5125 · Food	9,702.44	4,958.35
5127 · Microchips	3,108.00	5,250.00
5130 · Medical Supplies-Vaccines	4,876.21	12,833.35
5135 · Vet Care	33,881.16	37,912.00
5140 · Spay & Neuter Expense	15,335.80	15,166.70

	Jan - Jul 20	YTD Budget
5145 · Vehicle	562.18	1,750.00
5146 · Dog License Expense	98.00	116.40
5150 · Mileage	116.74	437.50
5165 · Cash over/short	(45.26)	
5180 · Donated Services/Materials	2,100.00	
5183 · Deb's Dog Expense	660.66	700.00
5530 · Cremation Services Expense	1,446.00	1,166.69
6138 · Pink Lady Expense	3,390.96	3,500.00
6524 · Dog Park	524.77	1,225.00
6528 · Rentals	0.00	0.00
6539 · Computer Software	840.73	583.35
6565 · IT Consulting	0.00	2,625.00
Total 5500 · OPERATING EXPENSE	131,004.77	142,447.99
5550 · GRANT EXPENSE		
5551 · General Grants	799.89	2,916.68
5550 · GRANT EXPENSE - Other	500.00	
Total 5550 · GRANT EXPENSE	1,299.89	2,916.68
5600 · FUNDRAISING EXPENSE		
5603 · MZD Santa Pics Expense	0.00	0.00
6307 · Calendar Expense	0.00	1,764.56
6308 · Wash & Wag Expense	140.00	455.00
6311 · Cause for Paws Expense	196.00	0.00
6312 · Rummage Sale Expense	0.00	0.00
6315 · Misc/3rd Party Fund Expense	(123.00)	325.00
6317 · Raise The Woof Expense	2,773.99	3,443.83
6322 · Rescue Raffle Expense	179.00	2,150.00
6324 · Miscellaneous Expenses	0.00	539.60
6330 · TUFT Golf Outing Expense	6,841.30	7,237.50
6355 · Lights of Love Expense	0.00	0.00
6550 · Strut Your Mutt Expense	(234.00)	0.00
6551 · Canisters Expense	0.00	116.68
Total 5600 · FUNDRAISING EXPENSE	9,773.29	16,032.17
59900 · POS Inventory Adjustments	0.00	
6000 · OTHER EXPENSE		
5142 · Volunteer Program	389.92	1,166.65
6313 · Direct Solicitations	3,274.17	5,600.00
6503 · Community Outreach	281.00	1,236.70
6504 · Memorial Bricks/Tiles	3,029.34	2,216.70
6505 · Professional Fees	20,967.30	9,333.35
6510 · Publications	0.00	7,875.00
6511 · Pet Promotion Expense	1,443.71	2,041.70
6515 · Promotions & Advertising	202.00	2,179.31
6523 · Kids Club	69.99	589.20
6525 · Resale Items Expense		
5129 · Employee Uniforms	66.50	175.00
6525 · Resale Items Expense - Other	4,422.62	12,833.31
Total 6525 · Resale Items Expense	4,489.12	13,008.31

	Jan - Jul 20	YTD Budget
6530 · Conferences	44.00	1,166.62
6532 · Donor Development	0.00	910.00
6535 · Licenses, Dues, Permits & Fees	254.00	875.00
6540 · Miscellaneous Expense	2,099.17	700.00
6561 · Investment Expense	9,801.11	0.00
6590 · Mortgage Fees/Interest	18,788.29	18,875.01
6688 · Naming Opportunity Expense	0.00	140.00
Total 6000 · OTHER EXPENSE	65,133.12	67,913.55
6548 · Bad Debt Expense	30.00	
Total Expense	330,667.14	428,201.91
Net Ordinary Income	(40,409.27)	(46,158.66)
Other Income/Expense		
Other Income		
4226 · Change in Value-Dixon Trust	8,862.96	
4300 · Unrealized Gain/Loss	(21,741.57)	
4400 · RESTRICTED REVENUE		
7300 · New Shelter		
4219 · New Shelter Revenue	(2,085.00)	
6519 · Capital/Bldg Improvements Exp	500.00	
6536 · New Shelter Expense	(2,578.98)	
Total 7300 · New Shelter	(4,163.98)	
7400 · SALLY'S FUND		
4218 · Sally's Fund Revenue	300.00	525.00
6518 · Sally's Fund Expense	(3,552.62)	0.00
Total 7400 · SALLY'S FUND	(3,252.62)	525.00
7800 · COMMUNITY SPAY/NEUTER		
4210 · Community Spay/Neuter Revenue	0.00	
Total 7800 · COMMUNITY SPAY/NEUTER	0.00	
Total 4400 · RESTRICTED REVENUE	(7,416.60)	525.00
8000 · Reading Program Revenue	1,941.01	1,990.00
Total Other Income	(18,354.20)	2,515.00
Other Expense		
8001 · Reading Program Expense	2,612.09	(2,990.00)
Total Other Expense	2,612.09	(2,990.00)
Net Other Income	(20,966.29)	5,505.00
Net Income	(61,375.56)	(40,653.66)

	<u>Annual Budget</u>
Ordinary Income/Expense	
Income	
4000 · SHELTER REVENUE	
4005 · Pet Adoptions	92,000.00
4010 · Redeemed Animals	4,000.00
4017 · Dog Park	9,000.00
4018 · Rentals	2,400.00
4020 · Government Contracted Services	10,000.00
4025 · Restitutions/Investigations	0.00
4030 · Dog License Revenue	500.00
4031 · Microchipping	1,200.00
4032 · Nail Clipping	750.00
4033 · Community Spay/Neuter	5,000.00
4050 · Miscellaneous Services	600.00
4060 · Cremation Services Revenue	2,500.00
Total 4000 · SHELTER REVENUE	127,950.00
4156 · GRANT REVENUE	
4157 · General Grants	50,000.00
4156 · GRANT REVENUE - Other	
Total 4156 · GRANT REVENUE	50,000.00
4200 · FUNDRAISING REVENUE	
4127 · Wash & Wag	1,345.00
4128 · Misc/3rd Party Fundraisers	4,295.00
4140 · Canisters	10,200.00
4143 · Econo Receipts	7,500.00
4144 · Cause for Paws	25,500.00
4146 · Rummage Sale	0.00
4147 · Strut Your Mutt	22,000.00
4151 · Raise The Woof	6,850.00
4170 · TUFT Golf Outing	19,900.00
4183 · Rescue Raffle	4,000.00
4185 · Lights of Love	3,100.00
4197 · Calendar	10,768.00
4204 · MZD Santa Pics	3,080.00
Total 4200 · FUNDRAISING REVENUE	118,538.00
43400 · DIRECT PUBLIC SUPPORT	
4006 · Pet Care Sponsorship	11,000.00
4008 · Pet Promotion Sponsorship	1,400.00
4109 · Pink Lady	6,000.00
4110 · Donations	125,000.00
4120 · Special Gifts	11,500.00
4123 · Memorial Bricks/Tiles	7,500.00
4125 · Donated Svs/Material In Kind	0.00
4130 · Memorials/Honorariums	50,000.00
4132 · Deb's Dog Revenue	1,500.00
4135 · Bequests	0.00

	Annual Budget
4152 · Direct Solicitations	40,000.00
4188 · Naming Opportunities	76,000.00
Total 43400 · DIRECT PUBLIC SUPPORT	329,900.00
4500 · OTHER Revenue	
4112 · Kids Club	1,400.00
4201 · Home2Home	150.00
4205 · Resale Items Revenue	35,000.00
4215 · Interest Revenue	48.00
4220 · Miscellaneous Revenue	0.00
4221 · Endowment Fund Earnings	5,000.00
4223 · MCCF B.Reider Fund Distribution	6,500.00
4227 · Distribtution from Dixon Estate	11,200.00
Total 4500 · OTHER Revenue	59,298.00
46000 · Merchandise Sales	
48600 · Service Sales	
Total Income	685,686.00
Gross Profit	685,686.00
Expense	
5000 · Employee Expense	
5200 · Payroll Expenses	
5201 · Wages & Salaries	311,311.00
5225 · Simple Plan Employer	1,274.52
5230 · Michigan Unemployment Payable	1,260.00
5235 · Employer Social Security	19,301.28
5240 · Employer Medicare	4,514.00
5245 · Worker's Compensation	3,296.00
Total 5000 · Employee Expense	340,956.80
5500 · OPERATING EXPENSE	
5009 · Phone/Network Access	2,818.00
5011 · Merchant Service Fees	6,000.00
5012 · Bank Service Charges	120.00
5013 · Paypal Fees	540.00
5014 · Square Fees	
5050 · Utilities	36,000.00
5100 · Cleaning Supplies	3,600.00
5102 · Animal Supplies/Equipment	3,000.00
5105 · Repairs/Maintenance	6,000.00
5106 · Garbage/Snow Removal	10,000.00
5115 · Office Supplies/Postage	6,075.00
5117 · Community Spay/Neuter	10,000.00
5120 · Building/Auto Insurance	8,516.00
5125 · Food	8,500.00
5127 · Microchips	9,000.00
5130 · Medical Supplies-Vaccines	22,000.00
5135 · Vet Care	65,000.00
5140 · Spay & Neuter Expense	26,000.00

	<u>Annual Budget</u>
5145 · Vehicle	3,000.00
5146 · Dog License Expense	200.00
5150 · Mileage	750.00
5165 · Cash over/short	
5180 · Donated Services/Materials	
5183 · Deb's Dog Expense	1,200.00
5530 · Cremation Services Expense	2,000.00
6138 · Pink Lady Expense	6,000.00
6524 · Dog Park	2,100.00
6528 · Rentals	0.00
6539 · Computer Software	1,000.00
6565 · IT Consulting	4,500.00
Total 5500 · OPERATING EXPENSE	243,919.00
5550 · GRANT EXPENSE	
5551 · General Grants	5,000.00
5550 · GRANT EXPENSE - Other	
Total 5550 · GRANT EXPENSE	5,000.00
5600 · FUNDRAISING EXPENSE	
5603 · MZD Santa Pics Expense	30.00
6307 · Calendar Expense	3,025.00
6308 · Wash & Wag Expense	455.00
6311 · Cause for Paws Expense	7,000.00
6312 · Rummage Sale Expense	0.00
6315 · Misc/3rd Party Fund Expense	575.00
6317 · Raise The Woof Expense	3,443.83
6322 · Rescue Raffle Expense	2,150.00
6324 · Miscellaneous Expenses	925.00
6330 · TUFT Golf Outing Expense	7,237.50
6355 · Lights of Love Expense	100.00
6550 · Strut Your Mutt Expense	4,965.00
6551 · Canisters Expense	200.00
Total 5600 · FUNDRAISING EXPENSE	30,106.33
59900 · POS Inventory Adjustments	
6000 · OTHER EXPENSE	
5142 · Volunteer Program	2,000.00
6313 · Direct Solicitations	9,600.00
6503 · Community Outreach	2,120.00
6504 · Memorial Bricks/Tiles	3,800.00
6505 · Professional Fees	16,000.00
6510 · Publications	13,500.00
6511 · Pet Promotion Expense	3,500.00
6515 · Promotions & Advertising	3,736.00
6523 · Kids Club	1,010.00
6525 · Resale Items Expense	
5129 · Employee Uniforms	300.00
6525 · Resale Items Expense - Other	22,000.00
Total 6525 · Resale Items Expense	22,300.00

	<u>Annual Budget</u>
6530 · Conferences	2,000.00
6532 · Donor Development	1,560.00
6535 · Licenses, Dues, Permits & Fees	1,500.00
6540 · Miscellaneous Expense	1,200.00
6561 · Investment Expense	0.00
6590 · Mortgage Fees/Interest	32,234.35
6688 · Naming Opportunity Expense	240.00
Total 6000 · OTHER EXPENSE	116,300.35
6548 · Bad Debt Expense	
Total Expense	736,282.48
Net Ordinary Income	(50,596.48)
Other Income/Expense	
Other Income	
4226 · Change in Value-Dixon Trust	
4300 · Unrealized Gain/Loss	
4400 · RESTRICTED REVENUE	
7300 · New Shelter	
4219 · New Shelter Revenue	
6519 · Capital/Bldg Improvements Exp	
6536 · New Shelter Expense	
Total 7300 · New Shelter	
7400 · SALLY'S FUND	
4218 · Sally's Fund Revenue	900.00
6518 · Sally's Fund Expense	(375.00)
Total 7400 · SALLY'S FUND	525.00
7800 · COMMUNITY SPAY/NEUTER	
4210 · Community Spay/Neuter Revenue	
Total 7800 · COMMUNITY SPAY/NEUTER	
Total 4400 · RESTRICTED REVENUE	525.00
8000 · Reading Program Revenue	1,990.00
Total Other Income	2,515.00
Other Expense	
8001 · Reading Program Expense	(2,990.00)
Total Other Expense	(2,990.00)
Net Other Income	5,505.00
Net Income	(45,091.48)

Upper Peninsula Animal Welfare Shelter, Inc.
Statement of Financial Income and Expense

July 2020

	Jul 20	Jul 19
Ordinary Income/Expense		
Income		
4000 · SHELTER REVENUE		
4005 · Pet Adoptions	4,556.40	12,379.74
4010 · Redeemed Animals	410.00	370.00
4017 · Dog Park	70.00	690.00
4018 · Rentals	0.00	200.00
4020 · Government Contracted Services	2,904.50	10,886.82
4030 · Dog License Revenue	0.00	42.00
4031 · Microchipping	160.00	180.00
4032 · Nail Clipping	10.00	60.00
4033 · Community Spay/Neuter	0.00	0.00
4050 · Miscellaneous Services	156.00	67.00
4060 · Cremation Services Revenue	0.00	0.00
4000 · SHELTER REVENUE - Other	0.00	0.00
Total 4000 · SHELTER REVENUE	8,266.90	24,875.56
4156 · GRANT REVENUE		
4157 · General Grants	0.00	0.00
4156 · GRANT REVENUE - Other	0.00	0.00
Total 4156 · GRANT REVENUE	0.00	0.00
4200 · FUNDRAISING REVENUE		
4127 · Wash & Wag	0.00	100.00
4128 · Misc/3rd Party Fundraisers	0.00	1,111.62
4140 · Canisters	918.17	624.71
4143 · Econo Receipts	0.00	0.00
4144 · Cause for Paws	0.00	1,145.00
4147 · Strut Your Mutt	0.00	1,000.00
4151 · Raise The Woof	0.00	0.00
4170 · TUFT Golf Outing	12,010.00	11,562.00
4183 · Rescue Raffle	0.00	230.00
4185 · Lights of Love	0.00	0.00
4197 · Calendar	22,453.25	6,171.50
Total 4200 · FUNDRAISING REVENUE	35,381.42	21,944.83
43400 · DIRECT PUBLIC SUPPORT		
4006 · Pet Care Sponsorship	140.00	785.00
4008 · Pet Promotion Sponsorship	125.00	35.00
4109 · Pink Lady	135.00	285.00
4110 · Donations	16,116.25	7,008.66
4120 · Special Gifts	478.61	1,182.76
4123 · Memorial Bricks/Tiles	484.00	1,250.00
4125 · Donated Svs/Material In Kind	2,485.00	10,346.94
4130 · Memorials/Honorariums	1,583.00	2,370.00
4132 · Deb's Dog Revenue	300.00	0.00
4135 · Bequests	0.00	1,175.00
4152 · Direct Solicitations	1,555.00	225.00
4188 · Naming Opportunities	500.00	0.00
Total 43400 · DIRECT PUBLIC SUPPORT	23,901.86	24,663.36

	Jul 20	Jul 19
4500 · OTHER Revenue		
4112 · Kids Club	0.00	0.00
4201 · Home2Home	0.00	45.00
4205 · Resale Items Revenue	901.74	694.35
4215 · Interest Revenue	1.36	53.77
4220 · Miscellaneous Revenue	25.00	3.75
4223 · MCCF B.Reider Fund Distribution	0.00	0.00
4227 · Distribtution from Dixon Estate	2,060.03	0.00
4239 · Legacy Fundraising Income	0.00	5,732.00
Total 4500 · OTHER Revenue	2,988.13	6,528.87
46000 · Merchandise Sales	0.00	591.50
48600 · Service Sales	0.00	0.00
Total Income	70,538.31	78,604.12
Gross Profit	70,538.31	78,604.12
Expense		
5000 · Employee Expense		
5200 · Payroll Expenses	0.00	4,508.94
5201 · Wages & Salaries	15,451.42	23,147.58
5225 · Simple Plan Employer	0.00	167.74
5230 · Michigan Unemployment Payable	131.19	33.71
5235 · Employer Social Security	956.92	1,430.15
5240 · Employer Medicare	224.03	334.46
5245 · Worker's Compensation	289.00	295.00
Total 5000 · Employee Expense	17,052.56	29,917.58
5500 · OPERATING EXPENSE		
5009 · Phone/Network Access	315.56	80.48
5011 · Merchant Service Fees	366.42	750.88
5012 · Bank Service Charges	10.00	5.00
5013 · Paypal Fees	730.43	0.00
5014 · Square Fees	94.18	0.00
5050 · Utilities	325.95	1,813.35
5100 · Cleaning Supplies	203.78	558.53
5102 · Animal Supplies/Equipment	150.00	2,326.82
5105 · Repairs/Maintenance	1,945.59	856.31
5106 · Garbage/Snow Removal	0.00	0.00
5115 · Office Supplies/Postage	249.25	329.37
5116 · Postage	0.00	113.50
5117 · Community Spay/Neuter	205.00	0.00
5120 · Building/Auto Insurance	1,139.28	173.99
5125 · Food	1,868.04	3,110.18
5127 · Microchips	0.00	0.00
5130 · Medical Supplies-Vaccines	547.47	2,057.48
5135 · Vet Care	5,085.44	1,963.61
5137 · Vaccines	0.00	820.21
5140 · Spay & Neuter Expense	1,829.25	102.00
5141 · Animal Equipment	0.00	455.06
5145 · Vehicle	97.56	277.93
5146 · Dog License Expense	0.00	14.00

	Jul 20	Jul 19
5150 · Mileage	38.53	325.08
5165 · Cash over/short	0.00	(102.12)
5180 · Donated Services/Materials	0.00	4,739.44
5183 · Deb's Dog Expense	110.15	220.39
5530 · Cremation Services Expense	215.00	0.00
6138 · Pink Lady Expense	0.00	0.00
6524 · Dog Park	99.73	0.00
6539 · Computer Software	0.00	897.47
Total 5500 · OPERATING EXPENSE	15,626.61	21,888.96
5550 · GRANT EXPENSE		
5551 · General Grants	0.00	859.91
5550 · GRANT EXPENSE - Other	0.00	0.00
Total 5550 · GRANT EXPENSE	0.00	859.91
5600 · FUNDRAISING EXPENSE		
6307 · Calendar Expense	0.00	80.00
6308 · Wash & Wag Expense	0.00	0.00
6311 · Cause for Paws Expense	16.00	324.97
6315 · Misc/3rd Party Fund Expense	0.00	8.90
6317 · Raise The Woof Expense	16.00	24.00
6322 · Rescue Raffle Expense	0.00	1,334.50
6324 · Miscellaneous Expenses	0.00	118.16
6330 · TUFT Golf Outing Expense	6,780.35	7,706.84
6550 · Strut Your Mutt Expense	16.00	634.00
Total 5600 · FUNDRAISING EXPENSE	6,828.35	10,231.37
59900 · POS Inventory Adjustments	0.00	(3,459.99)
6000 · OTHER EXPENSE		
5142 · Volunteer Program	50.00	50.00
6313 · Direct Solicitations	0.00	0.00
6503 · Community Outreach	30.00	20.00
6504 · Memorial Bricks/Tiles	279.34	0.00
6505 · Professional Fees	1,906.00	677.75
6510 · Publications	0.00	67.68
6511 · Pet Promotion Expense	106.05	322.61
6515 · Promotions & Advertising	30.00	127.16
6523 · Kids Club	0.00	0.00
6525 · Resale Items Expense		
5129 · Employee Uniforms	0.00	0.00
6525 · Resale Items Expense - Other	841.01	1,204.28
Total 6525 · Resale Items Expense	841.01	1,204.28

	Jul 20	Jul 19
6526 · MI Sales Tax	0.00	0.00
6530 · Conferences	44.00	0.00
6535 · Licenses, Dues, Permits & Fees	0.00	0.00
6540 · Miscellaneous Expense	26.25	741.59
6561 · Investment Expense	599.05	0.00
6590 · Mortgage Fees/Interest	2,626.92	4,247.42
Total 6000 · OTHER EXPENSE	6,538.62	7,458.49
6548 · Bad Debt Expense	10.00	140.00
Total Expense	46,056.14	67,036.32
Net Ordinary Income	24,482.17	11,567.80
Other Income/Expense		
Other Income		
4226 · Change in Value-Dixon Trust	0.00	0.00
4300 · Unrealized Gain/Loss	8,945.87	0.00
4400 · RESTRICTED REVENUE		
7300 · New Shelter		
4219 · New Shelter Revenue	0.00	0.00
6519 · Capital/Bldg Improvements Exp	0.00	0.00
6536 · New Shelter Expense	(978.98)	22,276.35
Total 7300 · New Shelter	(978.98)	22,276.35
7400 · SALLY'S FUND		
4218 · Sally's Fund Revenue	0.00	0.00
6518 · Sally's Fund Expense	(2,084.87)	0.00
Total 7400 · SALLY'S FUND	(2,084.87)	0.00
7800 · COMMUNITY SPAY/NEUTER		
4210 · Community Spay/Neuter Revenue	0.00	300.00
Total 7800 · COMMUNITY SPAY/NEUTER	0.00	300.00
Total 4400 · RESTRICTED REVENUE	(3,063.85)	22,576.35
8000 · Reading Program Revenue	0.00	0.00
Total Other Income	5,882.02	22,576.35
Other Expense		
8001 · Reading Program Expense	0.00	0.00
Total Other Expense	0.00	0.00
Net Other Income	5,882.02	22,576.35
Net Income	30,364.19	34,144.15

Jan - Jul 20

Ordinary Income/Expense

Income

4000 · SHELTER REVENUE

4005 · Pet Adoptions	26,703.85
4010 · Redeemed Animals	2,121.00
4017 · Dog Park	1,221.00
4018 · Rentals	0.00
4020 · Government Contracted Services	8,110.00
4030 · Dog License Revenue	304.00
4031 · Microchipping	640.00
4032 · Nail Clipping	160.00
4033 · Community Spay/Neuter	3,530.00
4050 · Miscellaneous Services	276.00
4060 · Cremation Services Revenue	1,029.00
4000 · SHELTER REVENUE - Other	0.00

Total 4000 · SHELTER REVENUE 44,094.85

4156 · GRANT REVENUE

4157 · General Grants	1,050.00
4156 · GRANT REVENUE - Other	0.00

Total 4156 · GRANT REVENUE 1,050.00

4200 · FUNDRAISING REVENUE

4127 · Wash & Wag	0.00
4128 · Misc/3rd Party Fundraisers	1,214.00
4140 · Canisters	3,971.25
4143 · Econo Receipts	2,644.05
4144 · Cause for Paws	1,510.00
4147 · Strut Your Mutt	1,500.00
4151 · Raise The Woof	5,205.75
4170 · TUFT Golf Outing	19,260.00
4183 · Rescue Raffle	0.00
4185 · Lights of Love	321.25
4197 · Calendar	25,519.08

Total 4200 · FUNDRAISING REVENUE 61,145.38

43400 · DIRECT PUBLIC SUPPORT

4006 · Pet Care Sponsorship	3,064.48
4008 · Pet Promotion Sponsorship	365.00
4109 · Pink Lady	2,140.00
4110 · Donations	63,577.88
4120 · Special Gifts	4,212.06
4123 · Memorial Bricks/Tiles	984.00
4125 · Donated Svs/Material In Kind	19,929.50
4130 · Memorials/Honorariums	18,571.20
4132 · Deb's Dog Revenue	1,265.00
4135 · Bequests	19,140.22
4152 · Direct Solicitations	21,236.00
4188 · Naming Opportunities	500.00

Total 43400 · DIRECT PUBLIC SUPPORT 154,985.34

	Jan - Jul 20
4500 · OTHER Revenue	
4112 · Kids Club	100.00
4201 · Home2Home	65.00
4205 · Resale Items Revenue	4,752.30
4215 · Interest Revenue	10.84
4220 · Miscellaneous Revenue	365.07
4223 · MCCF B.Reider Fund Distribution	15,880.29
4227 · Distribtution from Dixon Estate	7,808.80
4239 · Legacy Fundraising Income	0.00
Total 4500 · OTHER Revenue	28,982.30
46000 · Merchandise Sales	0.00
48600 · Service Sales	0.00
Total Income	290,257.87
Gross Profit	290,257.87
Expense	
5000 · Employee Expense	
5200 · Payroll Expenses	313.64
5201 · Wages & Salaries	109,323.26
5225 · Simple Plan Employer	0.00
5230 · Michigan Unemployment Payable	109.15
5235 · Employer Social Security	6,776.09
5240 · Employer Medicare	1,584.93
5245 · Worker's Compensation	5,319.00
Total 5000 · Employee Expense	123,426.07
5500 · OPERATING EXPENSE	
5009 · Phone/Network Access	2,474.26
5011 · Merchant Service Fees	2,976.19
5012 · Bank Service Charges	122.64
5013 · Paypal Fees	891.62
5014 · Square Fees	247.30
5050 · Utilities	16,484.59
5100 · Cleaning Supplies	3,057.03
5102 · Animal Supplies/Equipment	2,500.63
5105 · Repairs/Maintenance	4,918.44
5106 · Garbage/Snow Removal	6,163.18
5115 · Office Supplies/Postage	1,982.58
5116 · Postage	0.00
5117 · Community Spay/Neuter	2,875.00
5120 · Building/Auto Insurance	9,712.92
5125 · Food	9,702.44
5127 · Microchips	3,108.00
5130 · Medical Supplies-Vaccines	4,876.21
5135 · Vet Care	33,881.16
5137 · Vaccines	0.00
5140 · Spay & Neuter Expense	15,335.80
5141 · Animal Equipment	0.00
5145 · Vehicle	562.18
5146 · Dog License Expense	98.00

	Jan - Jul 20
5150 · Mileage	116.74
5165 · Cash over/short	(45.26)
5180 · Donated Services/Materials	2,100.00
5183 · Deb's Dog Expense	660.66
5530 · Cremation Services Expense	1,446.00
6138 · Pink Lady Expense	3,390.96
6524 · Dog Park	524.77
6539 · Computer Software	840.73
Total 5500 · OPERATING EXPENSE	131,004.77
5550 · GRANT EXPENSE	
5551 · General Grants	799.89
5550 · GRANT EXPENSE - Other	500.00
Total 5550 · GRANT EXPENSE	1,299.89
5600 · FUNDRAISING EXPENSE	
6307 · Calendar Expense	0.00
6308 · Wash & Wag Expense	140.00
6311 · Cause for Paws Expense	196.00
6315 · Misc/3rd Party Fund Expense	(123.00)
6317 · Raise The Woof Expense	2,773.99
6322 · Rescue Raffle Expense	179.00
6324 · Miscellaneous Expenses	0.00
6330 · TUFT Golf Outing Expense	6,841.30
6550 · Strut Your Mutt Expense	(234.00)
Total 5600 · FUNDRAISING EXPENSE	9,773.29
59900 · POS Inventory Adjustments	0.00
6000 · OTHER EXPENSE	
5142 · Volunteer Program	389.92
6313 · Direct Solicitations	3,274.17
6503 · Community Outreach	281.00
6504 · Memorial Bricks/Tiles	3,029.34
6505 · Professional Fees	20,967.30
6510 · Publications	0.00
6511 · Pet Promotion Expense	1,443.71
6515 · Promotions & Advertising	202.00
6523 · Kids Club	69.99
6525 · Resale Items Expense	
5129 · Employee Uniforms	66.50
6525 · Resale Items Expense - Other	4,422.62
Total 6525 · Resale Items Expense	4,489.12

	Jan - Jul 20
6526 · MI Sales Tax	0.00
6530 · Conferences	44.00
6535 · Licenses, Dues, Permits & Fees	254.00
6540 · Miscellaneous Expense	2,099.17
6561 · Investment Expense	9,801.11
6590 · Mortgage Fees/Interest	18,788.29
Total 6000 · OTHER EXPENSE	65,133.12
6548 · Bad Debt Expense	30.00
Total Expense	330,667.14
Net Ordinary Income	(40,409.27)
Other Income/Expense	
Other Income	
4226 · Change in Value-Dixon Trust	8,862.96
4300 · Unrealized Gain/Loss	(21,741.57)
4400 · RESTRICTED REVENUE	
7300 · New Shelter	
4219 · New Shelter Revenue	(2,085.00)
6519 · Capital/Bldg Improvements Exp	500.00
6536 · New Shelter Expense	(2,578.98)
Total 7300 · New Shelter	(4,163.98)
7400 · SALLY'S FUND	
4218 · Sally's Fund Revenue	300.00
6518 · Sally's Fund Expense	(3,552.62)
Total 7400 · SALLY'S FUND	(3,252.62)
7800 · COMMUNITY SPAY/NEUTER	
4210 · Community Spay/Neuter Revenue	0.00
Total 7800 · COMMUNITY SPAY/NEUTER	0.00
Total 4400 · RESTRICTED REVENUE	(7,416.60)
8000 · Reading Program Revenue	1,941.01
Total Other Income	(18,354.20)
Other Expense	
8001 · Reading Program Expense	2,612.09
Total Other Expense	2,612.09
Net Other Income	(20,966.29)
Net Income	(61,375.56)

Upper Peninsula Animal Welfare Shelter, Inc.

Statement of Financial Position

As of July 31, 2020

	Jul 31, 20	Jul 31, 19	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
1010 · mBank Checking	132,389.94	86,475.82	45,914.12
1011 · mBank General Savings	234,485.73	234,479.15	6.58
1012 · mBank Sally's Fund Savings	17,829.28	16,020.50	1,808.78
1013 · mBank Capital Campaign Checking	64,082.87	109,231.08	(45,148.21)
1016 · mBank Capital Campaign Savings	32,013.19	31,997.15	16.04
1017 · mBank PPP Loan	35,008.11	0.00	35,008.11
1070 · PayPal account	20,484.04	3,846.14	16,637.90
1071 · Square Account	709.91	0.00	709.91
1090 · Cash in Drawer	150.00	0.00	150.00
Total Checking/Savings	537,153.07	482,049.84	55,103.23
Accounts Receivable			
1200 · *Accounts Receivable	0.00	1,189.50	(1,189.50)
1524 · Capital Campaign Pledges	71,470.00	100,800.00	(29,330.00)
Total Accounts Receivable	71,470.00	101,989.50	(30,519.50)
Other Current Assets			
1080 · Petty Cash	400.00	400.00	0.00
12100 · Inventory Asset	54.62	3,099.89	(3,045.27)
1528 · N.S. Constuction in Progress	3,592,973.99	3,592,973.99	0.00
1540 · Allowance for Uncol Promises	(2,364.00)	(2,364.00)	0.00
1550 · Discount-CC Pledges Receivable	(5,000.00)	(5,000.00)	0.00
1607 · Employee loan	(1,013.41)	0.00	(1,013.41)
Total Other Current Assets	3,585,051.20	3,589,109.88	(4,058.68)
Total Current Assets	4,193,674.27	4,173,149.22	20,525.05
Fixed Assets			
1611 · Land - County Rd 553	20,586.75	20,586.75	0.00
16400 · Vehicles	44,792.00	21,643.00	23,149.00
1645 · Office & Kennel Equipment	5,615.86	5,615.86	0.00
1650 · New Shelter-Furniture & Equip	90,914.59	87,161.65	3,752.94
1670 · Accumulated Depreciation	(27,258.30)	(27,258.30)	0.00
Total Fixed Assets	134,650.90	107,748.96	26,901.94
Other Assets			
1074 · WF Endowment Fund Investments	247,728.04	235,212.65	12,515.39
1700 · Beneficial Interest in MCCF	101,700.19	101,700.19	0.00
1702 · Beneficial Interest-Dixon Trust	629,575.79	629,660.15	(84.36)
Total Other Assets	979,004.02	966,572.99	12,431.03
TOTAL ASSETS	5,307,329.19	5,247,471.17	59,858.02
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2001 · *Accounts Payable	13,475.75	15,512.67	(2,036.92)
Total Accounts Payable	13,475.75	15,512.67	(2,036.92)
Other Current Liabilities			
2000 · Accounts Payable	0.00	(44,552.70)	44,552.70
2002 · AP-New Shelter Retainage	986.69	57,227.50	(56,240.81)

	Jul 31, 20	Jul 31, 19	\$ Change
2025 · Accrued Benefits	5,492.91	5,492.91	0.00
2100 · Payroll Liabilities			
2103 · Michigan W/H Payable	539.50	867.09	(327.59)
2104 · Suta Tax Payable	0.00	33.71	(33.71)
2108 · AFLAC pre-tax	(150.48)	80.64	(231.12)
2111 · Simple Plan Payable	2,733.49	295.54	2,437.95
Total 2100 · Payroll Liabilities	3,122.51	1,276.98	1,845.53
2330 · N/P Mbank PPP Proceeds	54,300.00	0.00	54,300.00
2550 · Sales Tax Payable	0.00	32.45	(32.45)
Total Other Current Liabilities	63,902.11	19,477.14	44,424.97
Total Current Liabilities	77,377.86	34,989.81	42,388.05
Long Term Liabilities			
2300 · Mortgage-New Shelter	1,065,874.33	1,097,372.47	(31,498.14)
Total Long Term Liabilities	1,065,874.33	1,097,372.47	(31,498.14)
Total Liabilities	1,143,252.19	1,132,362.28	10,889.91
Equity			
3001 · Beg Net Assets Temp Restricted	1,230,388.00	1,230,388.00	0.00
3002 · Beg net Assets Perm Restricted	294,517.00	294,517.00	0.00
3040 · Beg net Assets Unrestricted	95,970.45	95,970.45	0.00
3900 · Retained Earnings	2,604,577.11	2,374,570.98	230,006.13
Net Income	(61,375.56)	119,662.46	(181,038.02)
Total Equity	4,164,077.00	4,115,108.89	48,968.11
TOTAL LIABILITIES & EQUITY	5,307,329.19	5,247,471.17	59,858.02

Upper Peninsula Animal Welfare Shelter, Inc.

A/R Aging Summary 2020

As of July 31, 2020

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
1st of the Month Donors	0.00	0.00	0.00	0.00	(575.00)	(575.00)
Amber Talo	0.00	0.00	0.00	0.00	2,850.00	2,850.00
Bob & Crystal Swanson	0.00	0.00	0.00	0.00	3,000.00	3,000.00
Carolyn & Bob Myers	0.00	0.00	0.00	0.00	11290.00	11290.00
Colleen C. Whitehead	0.00	0.00	0.00	0.00	3,250.00	3,250.00
Gary & Linda Dionne	0.00	0.00	0.00	0.00	0.00	0.00
Hall Construcion	0.00	0.00	0.00	0.00	20000.00	20000.00
Kathi Fosburg1	0.00	0.00	0.00	0.00	780.00	780.00
Kori & Byron Tossava	0.00	0.00	0.00	0.00	5,800.00	5,800.00
Lynn Andronis	0.00	0.00	0.00	0.00	2,050.00	2,050.00
Makela, Toutant, Hill, Nardi & Katona	0.00	0.00	0.00	0.00	(500.00)	(500.00)
Marquette City	0.00	0.00	0.00	0.00	365.50	365.50
mBank (Customer)	0.00	0.00	0.00	0.00	2,000.00	2,000.00
Michelle Dillinger	0.00	0.00	0.00	0.00	3,400.00	3,400.00
MQT County	0.00	0.00	0.00	0.00	(502.00)	(502.00)
MTHNK, P.C.	0.00	0.00	0.00	0.00	2,000.00	2,000.00
Nancy Wiseman-Seminoff	0.00	0.00	0.00	0.00	0.00	0.00
Negaunee City Police	0.00	0.00	0.00	0.00	136.50	136.50
Paul, Kathy & Austin Nardi	0.00	0.00	0.00	0.00	1,000.00	1,000.00
Reva V Laituri	0.00	0.00	0.00	0.00	1,725.00	1,725.00
Richard Storti	0.00	0.00	0.00	0.00	200.00	200.00
Rita Svetly	0.00	0.00	0.00	0.00	200.00	200.00
Swick, Tom & Lynn	0.00	0.00	0.00	0.00	(5,000.00)	(5,000.00)
Theresa Sell	0.00	0.00	0.00	0.00	12500.00	12500.00
Tom & Kathy Leone	0.00	0.00	0.00	0.00	5,000.00	5,000.00
TruNorth Federal Credit Union	0.00	0.00	0.00	0.00	500.00	500.00
TOTAL	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>71470.00</u>	<u>71470.00</u>

Upper Peninsula Animal Welfare Shelter, Inc.

A/P Aging Summary 2020

As of July 31, 2020

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
906 Technologies	45.00	0.00	0.00	0.00	0.00	45.00
Animal Medical Center of Marquette	1,703.50	0.00	0.00	0.00	0.00	1,703.50
Gwinn-Sawyer Veterinary Clinic	1,078.75	0.00	0.00	0.00	0.00	1,078.75
Hills Pet Nutrition Sales, Inc	431.04	0.00	0.00	0.00	0.00	431.04
LACOSSE & ACCOCIATES CPA PC	360.00	0.00	0.00	0.00	0.00	360.00
Makela,Toutant,Hill ,Nardi,& Kantona P.C.	456.00	0.00	0.00	0.00	0.00	456.00
Marquette Golf Club	6,271.00	0.00	0.00	0.00	0.00	6,271.00
Marquette Veterinary Clinic	975.50	0.00	0.00	0.00	0.00	975.50
Midwest Cremation Services	215.00	0.00	0.00	0.00	0.00	215.00
Red Dingo	32.00	0.00	0.00	0.00	0.00	32.00
Reva Laituri	197.65	0.00	0.00	0.00	0.00	197.65
Revival Animal Health	201.98	0.00	0.00	0.00	0.00	201.98
Super One Foods - Negaunee	37.78	0.00	0.00	0.00	0.00	37.78
Swick	1,240.00	0.00	0.00	0.00	0.00	1,240.00
Visa	230.55	0.00	0.00	0.00	0.00	230.55
TOTAL	13,475.75	0.00	0.00	0.00	0.00	13,475.75

Volunteer & Community Outreach Coordinator Report

AUGUST 2020

- Foster volunteers – 2 new fosters application
- GRANTS PENDING:
 - 2020 Purina Spring into Action Adoption Event Grant: Applied on 3/22/20 (\$1000 request for a fee-reduced adoption event). **Declined 8-1-20**
- Bissell Pet Foundation COVID19 National Empty the Shelters Event (4TH one): Applied to participate – grant application. Event is in October.
- RETAIL: Filled in orders and checked in POS (animal supplies).
- Rotary Club of Marquette: Speaker during their August Zoom meeting. Did a general talk about UPAWS, COVID and our various current needs.
- Website, Social Media: General updated and upkeep
- WEBINAR - attended the following:
 - “The Future of Volunteering in Sheltering” COVID-19 related.
 - “Petco Holiday Wishes Campaign” – I will be in charge of this promotion.
- Transfers: Coordinated w/ supervisors for 16 kittens to be transported from HATS. All arrived and are waiting for their spay/neuter appointments. Otherwise these kittens had been vetted at HATS. The sending shelter (HATS) has 110 felines on a waiting list to be surrendered!
- Videos: Developed a Rescue Raffle Video and a Retail Video.
View them here:
<https://www.youtube.com/watch?v=wIPyE6z7PiU>
<https://www.youtube.com/watch?v=IGACbcwCk9g>
- Read with UPAWS: Developed a **Read with UPAWS** virtual video storytelling program. Due to COVID-19, the **Read to Your Shelter Pet** program (where children come to UPAWS and read to pets) that was \$1900 was given & sponsored by the Literacy Legacy Fund of MI, can not happen at this time for safety reason. I was brainstorming ideas on what I could do to utilize

the reading program. I tossed around many ideas and decided to do a **Read with UPAWS** virtual video storytelling program. Using two programs Toonly and Doodly, I am making the videos. I plan to make four to get started. My idea is to launch them every Wednesday on YouTube, our Website and Social Media. I'd like to get on TV to promote so once fully set up, I will be contacting the media.

Check them out here:

<https://www.youtube.com/watch?v=qZ-n1rwdzCQ&t=8s>

<https://youtu.be/yPOe6xvx5f4>

Here is the Playlist: <https://www.youtube.com/playlist?list=PLKFteCD8oEsZc2nU5OPXN6otxRDARi8HO>

- COVID19: Continuing to monitor CODVID19 for our communication from UPAWS to public.

Thank you,

Ann Brownell – August 22, 2020

	<5 mos.		<5 mos.			
July 2020	DOGS	PUPS	CATS	KITS	OTHER	TOTAL
Beginning Count	13	3	33	5	8	62
INTAKE						YTD
Owner Surrender	12	2	10	5	3	32
Returned Adoption	4	0	0	0	2	6
Stray (from Police, Public and Shelter Pickup)	13	2	14	9	1	39
Born in Care	0	6	0	0	0	6
Transferred from Other Shelters	0	0	1	0	0	1
Special Hold	0	0	0	0	0	0
Seized/Custody (Cruelty & Neglect)	0	0	0	0	4	4
Total Intakes	29	10	25	14	10	88

OUTCOMES

Adoptions (shelter, foster home or special event)	16	3	30	7	9	65	421
Total Adoptions YTD	101	13	199	35	73	421	
Returned to Owner	12	1	6	0	0	19	115
Transferred to Rescue Groups/Shelters	2	0	0	0	0	2	23
Total Live Outcomes	30	4	36	7	9	86	559

EUTHANIZED/DEATHS/MISSING/STOLEN

Dangerous	1	0	0	0	0	1	6
Dying	0	0	2	0	0	2	6
Animal's Name and Reason	REGGIE-Dangerous		SPARTACUS-FelV; ANNIE-DYING				
TOTAL ANIMALS EUTHANIZED	1	0	2	0	0	3	12
Died at shelter/foster home - Unknown	0	0	0	0	0	0	3
Missing/Stolen/Escaped/DOA	0	0	1	0	0	1	1
Animal's Name and Reason			BENJJI-DOA				
Total Euth/Died/Other Outcomes	1	0	3	0	0	4	16
Ending Count	11	9	19	12	9	60	
Manual Count	11	9	19	12	9	60	
SAVE RATE (Intake- Euthanasia Outcome)/Intake						96.6%	97.7%
ASPCA Live Release Rate (Live Outcomes/ Intake)						97.7%	106.7%

Kitten was classified as >5 mos
when it should have been <5 mos.

OTHER INFO

	Dogs	Cats
Avg. Length of Stay	13.0	20.6
Monthly Return Rate (returns/adoptions)	21%	0%

July 2020 - CLINIC SERVICES	DOGS	CATS	OTHER	TOTAL	YTD
Owner Requested Euthanasia	0	0	0	0	5
Bite Hold (for Owner)	0	0	0	0	0
Spay/Day	0	0	0	0	62
Community Spay/Neuter (Spay It Forward)	0	0	0	0	7
Microchipping	6	2	0	8	30
Domestic Violence	0	0	0	0	0
Pending Investigation	0	0	0	0	0
Boarding	0	0	0	0	0
Dog Park Permits	2	0	0	2	28
Service - Home 2 Home	0	0	0	0	4
Service - Nailtrims	0	1	0	1	14
Service - Dog Licenses	0	0	0	0	12
Service - Cremation Services	1	1	0	2	7
Total	9	4	0	13	169

UPAWS
Board Development Committee Meeting
August 13, 2020
ZOOM Meeting – 5:00 p.m.

Minutes

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

1. Currently, we have 3 vacant positions; one expires in 2022 and two expire in 2023.
2. Future meetings: It was decided to meet on a monthly basis on the second Thursday of the month at 5 p.m. Until further notice, we will be meeting via Zoom.
3. Discussion of obtaining definitive instructions from the Board on submission of names for recommendations based on their past comments: Different board members have expressed different opinions (at different times) over how this committee completes the application/nomination process. It was decided to get further clarification from the board at the next board meeting (scheduled for August 24th) and delay making any recommendations regarding the applicants until we receive a definitive answer.
4. Review of Applicants:
Lauren Connolly – Interview done; attendance at board meeting done; reviewed reference checks information.
Karen Omeara – Interview done; attendance at board meeting done; reviewed reference checks information.
Emily Kanasty – applicant did not attend the July board meeting, so her file is incomplete although one reference check was done. The second reference had an incorrect phone number. Lynn will send her an email for the August meeting as well as obtain either another person's name as a reference or correct phone number for the reference.

TOPICS TO BE DISCUSSED/REVIEWED AT FUTURE MEETINGS:

Exit Interviews – Scott

Discussion with newer board members – Brett, Chris, Leslie, Austin (all elected or appointed in 2019)

Miscellaneous

Matrix needs to be updated

Board Committees and Members List needs to be updated

Board Evaluation (I believe last one was done in 2017; do we want to do another one?)

Board Development Procedures (please don't groan)

Submitted,

Lynn Andronis, Chair

FINANCE COMMITTEE MINUTES

August 18, 2020

Zoom Meeting 5:30-7 pm

Present: Amber Talo, Reva Laituri, Brett Specker, Chris Danik

Absent: Kristine McDonnell

1. Agenda:
 - a. July Financials
 - b. Simple IRA
 - c. Allocation of New Shelter Construction Costs
 - d. Schedule Board Work Session to review 2020 Financials to date and 2020 Budget
2. Reviewed July Financial statements. Made a minor adjustment to move POS error 46000 merchandise sales to account code 4205 Resale Items Revenue where it belongs.
3. Brett researched Simple IRA Plans and forwarded information to the Personnel Committee in July to review a possible switch of financial institutions. We have had some difficulties with Thrivent. Because this is an employee benefit it was first given to Personnel to review and kick back to Finance Committee to make an official recommendation to the Board.
4. We have had some lingering pre-approved construction costs associated with the New Shelter that simply were not completed in 2019. Currently these expenses are accounted for in restricted account 6536 New Shelter Expense. Amber raised a question of whether or not these pre-budgeted items should be accounted for under asset account 1528 N.S. Construction in Progress instead of our current fiscal year operating budget. This money was budgeted for with Capital Campaign funds and were simply projects that did not get completed in 2019.
5. The Finance Committee will be requesting an agenda item for the upcoming Board Meeting to schedule a work session to review 2020 Financials and 2020 Budget as Board of Directors previously agreed to a quarterly reviews.

Respectfully submitted,

Amber Talo

Chair

FUNDRAISING COMMITTEE Report
August 18th, 2020, 5:30 p.m.
Via Zoom

Upcoming/Ongoing Fundraisers:

1. Pet Tags (August 2020) (Karen)
 - a. Zac had mentioned finally moving it to August and now we changed it over to round up. Zac wanted to check with his IT Guy to make sure it was able to be done. This can start on Monday August 24th and hopefully go for a few weeks.
2. Pet Calendar (Reva)
 - a. Reva talked about the great success we are having so far with the voting for the pet calendars. So far, roughly \$25000 has been raised s from voting thanks to a wonderful promotional job from ANN!

****Bagging events are all canceled for the rest of the year****

Other Business:

1. Canister Report (Reva)
 - a. Report Attached
2. Lock Up Fundraiser idea
 - a. We as a group discussed this event and it should have great success. The group discussed potential people to have which included Sheriff Zyberg, Rick Rhodes, Jason Lee and so on. Talked about getting local celebrities and business owners that will raise money to stay out of the kennel.

Chris and Austin met Friday to get plans together to make Strut Virtual. Due to a huge demand from the community we will work to make this event successful and safe for all involved.

2020 Fundraising Budget

UPAWS FUNDRAISERS	Date	Budgeted Income	Budgeted Expense	Budgeted Net
Raise the Woof	17-Jan	\$ 6,850.00	\$ 3,443.83	\$ 3,406.17
Pet Photo Calendar Contest	April-January	\$ 10,768.00	\$ 2,450.00	\$ 8,318.00
Wash 'n Wag	June	\$ 1,800.00	\$ 455.00	\$ 1,345.00
*Rummage Sale	N/A	\$ -	\$ -	\$ -
Rescue Raffle	TBD	\$ 6,000.00	\$ 2,290.00	\$ 3,710.00
Tee Up For Tails	July	\$ 20,125.00	\$ 7,730.00	\$ 12,795.00
Blueberry Festival	July	\$ 550.00	\$ 75.00	\$ 475.00
Strut Your Mutt	Sept	\$ 15,000.00	\$ 4,910.00	\$ 10,090.00
Sally's Ride	Sept	\$ 3,000.00	\$ 375.00	\$ 2,625.00
Cause For Paws	Nov	\$ 25,350.00	\$ 7,690.00	\$ 17,660.00
Mares-Z-Doats Photos with Santa	Nov/Dec	\$ 2,300.00	\$ 25.00	\$ 2,275.00
Lights of Love	Nov/Dec			
TOTAL		\$ 91,743.00	\$ 29,443.83	\$ 62,699.17

3RD PARTY & MISC FUNDRAISERS	Date	Budgeted Income	Budgeted Expense	Budgeted Net
Throttle Sled Night	Feb	\$ 1,700.00	\$ 250.00	\$ 1,450.00
Throttle Bike Night	Aug	\$ 1,700.00	\$ 250.00	\$ 1,450.00
Econo Pet Tags	May	\$ 1,500.00	\$ 25.00	\$ 1,475.00
Econo Bagging Event		\$ 700.00	\$ 25.00	\$ 675.00
TOTAL		\$ 4,900.00	\$ 525.00	\$ 4,375.00

MISCELLANEOUS INCOME	Income	Expense	Net
Canisters	\$ 10,200.00	\$ 200.00	\$ 10,000.00
Econo Receipts (2)	\$ 7,500.00	\$ -	\$ 7,500.00
TOTAL	\$ 17,700.00	\$ 200.00	\$ 17,500.00

MISCELLANEOUS FUNDRAISING EXPENSES	Expense	Used
First Giving	\$ 500.00	
Supplies (misc.)	\$ 175.00	
Miscellaneous	\$ 100.00	
Third Party Expenses (not budgeted above)	\$ 150.00	
TOTAL Misc.	\$ 925.00	

2020 Actual

UPAWS FUNDRAISERS	Date	Rev.	Exp.	Net Rev.	Over/Under Budget
Raise the Woof	17-Jan	\$ 7,762.75	\$ 3,239.87	\$ 4,522.88	\$ 1,116.71
Pet Photo Calendar Contest	April-Jan				
Wash n' Wag	June	\$ -	\$ -	\$ -	
Rummage Sale	N/A				
Rescue Raffle	TBD				
Tee Up For Tails	July	\$ 19,560.00	\$ 6,736.30	\$ 12,823.70	\$ 428.70
Blueberry Festival	July				
Strut Your Mutt	Sept				
Sally's Ride	Sept				
Cause for Paws	9-Nov				
Mares-Z-Doats Photos with Santa	Nov/Dec				
Lights of Love	Nov/Dec				
TOTAL		\$ 27,322.75	\$ 9,976.17		

3RD Party & MISC Fundraisers	Date	Rev.	Exp.	Net Rev.
Throttle Sled Night	Feb	\$1,326.00	\$129.00	\$1,197.00
Throttle Bike Night	Aug			
Econo Pet Tags	August			
Econo Bagging Event	N/A	\$ -	\$ -	\$ -
TOTAL		\$ 1,326.00		

Miscellaneous Income	Exp.	Net Rev.
Canisters (to date)	\$ 5,642.52	\$ -
Econo Receipts	\$ -	
TOTAL	\$ 5,642.52	\$ -

To date over/under budget by

PERSONNEL COMMITTEE

REPORT

August 12, 2020

Present: Reva Laituri, Chair, Colleen Whitehead, Lynn Andronis, Alex Petrin (via Zoom)

Absent: None

Reva shared an email from Northstar EAP, offering counseling services for employees. She has requested a cost estimate from them and will talk to employees to see if this is a service they might find helpful. If so, the committee will consider Northstar's proposal as well as other similar agencies, and if deemed useful, will submit a budget recommendation for 2021.

Job duties of the Maintenance/Custodian worker were discussed and it was clarified that the work in the dog park was not part of the job description and any dog park work is to be done by volunteers. The committee also agreed to post the position as a part-time opening in September (it is currently being filled on a contract basis).

Colleen noted that interviews to fill two occasional part-time animal caregiver positions will be conducted on August 17 and 21. She noted several promising applications had been received.

Colleen noted she had not received any feedback on the Vet Assistant job description. She will re-send to the committee and update and re-format the job description to look like the others. She also inquired as to whether this was a position the committee wanted filled in the near future. Following discussion, it was agreed to hold off filling the position for now.

An application for the ED position has been received from Animal Sheltering Services. Alex will contact the applicant to set up an initial interview time and date.

The position of bookkeeper was discussed in preparation for filling the position in 2021. Colleen will work on reformatting and updating the job description to reflect duties as outlined in the contract bookkeeper's duties. It was noted that the position has been a full time dual position. Further discussion will take place regarding hiring a part-time bookkeeper only, or continuing with a dual position.

Colleen will draft language for the personnel policies as well as adding language in other forms to address return of keys and other UPAWS property upon an employee leaving the employ of UPAWS. She will also work on a form for an exit interview, in which there will be a check off for UPAWS property returned.

The next meeting will be held Wednesday, September 9, 2020, at 9:00 a.m.

Respectfully submitted,

Reva Laituri

Chairperson

POLICY & BYLAWS COMMITTEE

Chaired by: Colleen Whitehead

Date: August 20th, 2020 10:30 am -11:30 pm at UPAWS

Members Present: Colleen Whitehead, Reva Laituri, and Linda Roncaglione.

Absent: Lynn Andronis

Discussion:

- Reviewed draft language revisions to the Treasurer Officer “position description”. Review of language that may be more appropriate for the Bookkeeper position description.
- Review and discussion on draft employee Social Media policy; agenda item for the September P/B Committee with the revised intent to forward to the Personnel Committee as a recommendation for a future Board agenda as an Action Item.

Assignments:

- Colleen to bring other pending policies in development to the September P/B Committee meeting.
- Committee members to review and provide feedback on the draft employee Social Media policy.
- Committee members will continue revisions to Board Officer descriptions and bring to the next P/B Committee meeting.

Next Meeting:

- September 17th, 2020 at 10:00 a.m. Location to be determined; monthly meeting is usually the 3rd Thursday of each month.