

UPPER PENINSULA ANIMAL WELFARE SHELTER

BOARD OF DIRECTORS MEETING

Monday, April 26, 2021 / 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. March 22, 2020 Regular Meeting
5. Unfinished Business
6. New Business
 - a. Report and Recommendation from the Personnel Committee re: Amendment to Personnel Policies – Appendix H, Wage Scale
 - b. Report and Recommendation from the Finance Committee re: 2020 Audit
7. Communications
 - a. Sands Township Planning Commission Annual Review of Special Use Permit
8. President's Report
9. Treasurer's Report
 - a. January Financial Reports
 - b. February Financial Reports
 - c. March 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 – did not meet
- d. Paws Park Committee (Amber) – did not meet
- e. Strategic Planning Committee Report – committee 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) – written
- j. IT Committee (Ad Hoc) (Chris) – Did not meet

12. Board Comment

13. Closed Session – E.D. Candidate

14. Adjournment

Next Board Meeting Date: May 24, 2021

UPPER PENINSULA ANIMAL WELFARE SHELTER

Friday, March 5, 2021

E-Vote Minutes RE: Second PPP Loan

On March 5, 2021 at 9:33 pm, Reva Laituri, UPAWS Board President, emailed to all members of the Board of Directors regarding Motion: Approval of the Second PPP Loan in the Amount of \$54,300.00. The Treasurer, Amber Talo, put the motion to an e-vote on March 5, 2021. The vote closed at 9:30 am on March 8, 2021. By a vote of 8 in favor – Leslie Hurst, Lynn Andronis, Amber Talo, Alex Petrin, Brian Hummel, Brett Specker, Chris Danik – 0 opposed and 0 abstaining, the motion to approve the second PPP loan was carried unanimously.

Sincerely,

Brett Specker
Secretary

UPPER PENINSULA ANIMAL WELFARE SHELTER BOARD OF DIRECTORS MEETING

Monday, March 22, 2021 via Zoom Minutes

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

ABSENT: Brian Hummel (unexcused, but joined at 6:10pm)

GUESTS: None

1. Call to Order/Attendance: Meeting was called to order at 6:05 pm.
2. Approval of Agenda: Remove 6.a. and 6.b. under New Business. *Colleen made a motion, seconded by Brett, to approve the agenda as amended. Motion passed with unanimous approval.* Brian joined the meeting at 6:10 pm.
3. Mission Moment: None.
4. Approval of Minutes:
 - a) February 22, 2021 Regular Meeting – *Lynn made a motion, seconded by Brian, to amend and approve the February minutes as follows:*
 - 6.d. Line 4, replace “Leslie added if the Ad Hoc committees could/should be combined with Fundraising” with “Leslie asked about the ‘Big F’ and if Ad Hocs such as Donor Development should be folded in.”
 - 6.d. Line 14, change “NEON” to “Neon”
 - 6.d. Line 16, change “Lynn” to “Reva”
 - 6.d. Line 16, change “as she is on” to “at the end of”
 - 8. Lines 4 & 5, replace “that no gift is necessary as the gesture of recognition is more meaningful than any item given” to “that it is more about the recognition and that their work is noticed.”
 - 9.a. Line 1, change “MOARD” to “MDARD”
 - 9.a. Line 2, change “Collen” to “Colleen”
 - 9.b. Line 2, remove “and that” from the sentence
 - b) E-Vote on March 5, 2021 RE: Approval of Second PPP Loan – *Amber made a motion, seconded by Colleen, to approve the e-vote results on March 5, 2021 RE: Approval of Second PPP Loan. Motion carried unanimously.*

5. Unfinished Business:

- a) Approval of Community Room Rental Documents – Reva noticed inconsistencies in the documents' terminology and formatting. Leslie will update to say "UPAWS is a smoke-free organization." *Lynn made a motion, seconded by Brian, to approve the Community Room Rental Documents as amended with minor formatting and consistency in language. Motion was passed unanimous consent.*

6. New Business:

- a) 2021 Budget Approval – Colleen shared that she contacted Amber to update employee payroll data thus decreasing the deficit. Chris questioned when the budget becomes public when it is approved. Lynn answered that it will become apart of the other financial documents at the next board meeting. *Colleen made a motion, seconded by Alex, to approve the 2021 Budget as presented. Motion carried unanimously.*

7. Communications – Lynn shared with the Board that "Northern Vegans" reached out to her directly asking if UPAWS could share their upcoming webinar event, "Raising Dogs & Cats," through its social media. Leslie told Lynn to forward to Reva, UPAWS Board President, for her to decide.

8. President's Report – Reva noted that around 6-9 dogs and 50 cats appear to be scheduled to be transferred in on April 6 from Oklahoma; however, nothing is finalized yet.

9. Treasurer's Report

- a) December Financial Reports – Colleen asked Amber if she had any feedback on how the year ended or the condition of the shelter. Amber answered that general donations were up significantly, and direct solicitations did very well. Fundraisers were mostly canceled but the ones that were held did well. Community support was excellent considering COVID-19. Reva added that expenses were low as a result of COVID-19. *Colleen made a motion, seconded by Leslie, to approve the December Financial Reports as presented.*
- b) January Financial Reports – *Colleen made a motion, seconded by Lynn, to table the January Financial Reports so Amber has time to input the Annual Budget as approved for the next board Meeting. Motion passed unanimously.*

10. Shelter Operation Reports

- a. Community Relations/Volunteer Coordinator Report – Colleen questioned how grants were being tracked. Colleen added that she was not aware UPAWS was applying for all the grants listed in the report. Leslie noted that Neon has a grant tracking module and there is a spreadsheet that tracks grants on the Google Drive. Reva told Colleen that she will tell Ann to let her know when she is applying for grants.

- b. Stats – Lynn noted that there are no numbers at the bottom of the February report that reflect Dog Park renewals/memberships. February and March reports will be updated to reflect this.
- c. Additional Operation Reports – No comments.

11. Committee Reports

- a. Board Development Committee Report (Lynn) – Lynn noted the level of expertise of financial background for Board candidates are Certified Public Accountant (CPA) or above. Colleen asked Alex, Vice President, how the transition is going to take over as the Chair of Board Development. Alex answered that, at this point, he is not completely comfortable chairing the Committee before the organizational meeting in July. Leslie asked Brian if he still plans on chairing the Strategic Planning Committee. Brian answered that he is still considering it. Written report submitted.
- b. Finance Committee Report (Amber) – No report.
- c. Fundraising Committee Report – Written report submitted.
- d. Paws Park Committee Report (Amber) – Did not meet.
- e. Strategic Planning Committee Report – On hold. No report.
- f. Personnel Committee Report (Reva) – Written report submitted.
- g. Policy/Bylaw Committee Report (Colleen) – Written report submitted.
- h. Donor Development (Ad Hoc) (Leslie) – Written report for February and March submitted.
- i. Vet Center Committee (Ad Hoc) (Colleen) – Did not meet.
- j. IT Committee (Ad Hoc) (Chris) – Chris noted that the IT Committee want the E.D. to have a laptop. Written report submitted.

12. Board Comment – Reva asked who is sending Thank You cards for donations. Lynn answered that currently she is but will be getting in contact with Brett so he can take over as it is a Secretary duty. Leslie added that Donor Development will get in contact with Brett to set up Neon access. Leslie apologized to Brett for excessive changes to minutes. Lynn noted that the public is wondering when they can start attending meetings again. Leslie added that we can restrict attendees to only be able to speak during public comment for Zoom meetings. Colleen asked the Board if it is appropriate to put June 1 as an effective date to begin in-person Board Meetings at the shelter. Colleen further added that June is a realistic date to open visitor hours and “normal” operations. Reva agreed and added that everyone who wants to be vaccinated should be at that point. Reva told the Board that the June Board Meeting will be held at the shelter tentatively. Lynn, Colleen, and Leslie supported this.

13. Adjournment – *Leslie made a motion, seconded by Lynn, to adjourn the meeting at 7:52 pm. Motion was passed with unanimous consent.*

Next Board Meeting Date: April 26, 2021

Respectfully submitted,

Counter-signed,

Brett Specker, Secretary

Reva Laituri, President

DRAFT

Personnel Committee
Report & Recommendation
April 26, 2021

Recommendation to the UPAWS Board of Directors

The Personnel Committee is recommending the adoption of the following amended UPAWS Personnel Policy Appendix: Appendix H: Classification and Rates, Wage Scale for Hourly Employees, as presented, to be effective upon approval by the Board of Directors on April 26, 2021.

**APPENDIX H
CLASSIFICATION AND RATES**

**WAGE SCALE FOR HOURLY EMPLOYEES
Effective 04/01/2021**

Classification	Salary Level
Animal Caregiver	\$12.00 per hour
Supervisor	\$15.00 per hour
Bookkeeper/Administrative Assistant	\$15.00 per hour
Volunteer/Community Outreach Coordinator	\$15.00 per hour
Veterinary Technician/Assistant	\$15.00 per hour
Maintenance / Custodian	\$14.00 per hour

- Annual bonuses, when applicable, will be at the discretion of the Executive Director, upon Board approval of funding allocation.
- Employees may be eligible for wage increases upon recommendation of the Executive Director and concurrence by the Personnel and Finance Committees for approval by the Board of Directors.

Approved, as amended: April 26, 2021

Finance Committee Report and Recommendation

April 21, 2021

UPAWS Finance Committee would like to recommend we contract Makela, Toutant, Nardi, Hill, & Katona for our 2020 Audit. The cost is as follows

- Audit \$7650
- Form 990 \$850
- Total 2020 \$8500

The Finance Committee discussed this recommendation and would like to streamline the 2020 Audit process by completing with the same Auditor, Bookkeeper and Treasurer.

Respectfully submitted,

Amber Talo

Chair

PRESIDENT'S REPORT

April 26, 2020

We received notification that the first PPP Loan we applied for has been forgiven. A big thank you to Amber for her work in all stages from application to reporting.

We received a request from Sands Township to have a representative attend their June 15th Planning Commission for the first annual review per conditions of our special use permit. A copy of the original permit has been posted on the drive in the meeting folder. Leslie and Amber have indicated they would be interested in attending as representatives to answer any questions.

Fifty two cats and five dogs were transferred in from Oklahoma. The dogs flew out of the shelter and the cats are getting adopted.

Sunday, March 18th, Supervisors Laura and Gwynne, along with helpers, drove down to Delta County Humane Society to pick up donated steel kennels for use in the Vet Center.

The bequest from an individual who requested anonymity was received. The Finance Committee will be making a recommendation for allocation at its May meeting.

The March appeal letter has brought in a little over \$12,000 to date, with donations still coming in.

Because the Fundraising Committee did not meet, a brief update. The Pet Photo Calendar Contest kicked off April 1. We have a little over 50 entries to date, with the entry period running through May and voting in July.

Respectfully submitted,

Reva Laituri

President

Upper Peninsula Animal Welfare Shelter, Inc.

A/P Aging Summary 2021

As of January 31, 2021

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
906 Technologies	50.00	0.00	0.00	0.00	0.00	50.00
Animal Medical Center of Marquette	1,472.75	0.00	0.00	0.00	0.00	1,472.75
Ann Brownell	292.50	0.00	0.00	0.00	0.00	292.50
Aramark	307.00	0.00	0.00	0.00	0.00	307.00
Canon Financial	73.55	0.00	0.00	0.00	0.00	73.55
Choice Propane	555.17	0.00	0.00	0.00	0.00	555.17
ChoiceScreening	70.00	0.00	0.00	0.00	0.00	70.00
Griffin Construction, Inc.	447.50	0.00	0.00	0.00	0.00	447.50
Gwinn-Sawyer Veterinary Clinic	768.95	0.00	0.00	0.00	0.00	768.95
Hills Pet Nutrition Sales, Inc	342.73	0.00	0.00	0.00	0.00	342.73
LACOSSE & ACCOCIATES CPA PC	700.00	0.00	0.00	0.00	0.00	700.00
Leah Schultz	0.00	0.00	0.00	0.00	(50.00)	(50.00)
Marquette County Treasurer	46.00	0.00	0.00	0.00	0.00	46.00
Marquette Veterinary Clinic	340.00	0.00	0.00	0.00	0.00	340.00
Midwest Cremation Services	113.00	0.00	0.00	0.00	0.00	113.00
Negaunee Vet Clinic	364.40	0.00	0.00	0.00	0.00	364.40
Northern Veterinary Associates	514.50	0.00	0.00	0.00	0.00	514.50
Reva Laituri	138.26	59.00	0.00	0.00	0.00	197.26
Super One Foods - Negaunee	288.20	0.00	0.00	0.00	0.00	288.20
Us Telecom Brokers	839.32	0.00	0.00	0.00	0.00	839.32
Visa	984.92	0.00	0.00	0.00	0.00	984.92
Zoetis	182.00	0.00	0.00	0.00	0.00	182.00
TOTAL	<u>8,890.75</u>	<u>59.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(50.00)</u>	<u>8,899.75</u>

Upper Peninsula Animal Welfare Shelter, Inc.

A/R Aging Summary 2021

As of January 31, 2021

	<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	2,550.00	2,550.00
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	9,280.00	9,280.00
Colleen C. Whitehead	0.00	0.00	0.00	0.00	2,750.00	2,750.00
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	0.00	0.00
Kathi Fosburg1	0.00	0.00	0.00	0.00	540.00	540.00
Kori & Byron Tossava	0.00	0.00	0.00	0.00	5,200.00	5,200.00
Lynn Andronis	0.00	0.00	0.00	0.00	1,750.00	1,750.00
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	3,100.00	3,100.00
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	0.00	0.00
Reva V Laituri	0.00	0.00	0.00	0.00	1,425.00	1,425.00
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	0.00	0.00
Theresa Sell	0.00	0.00	0.00	0.00	11,850.00	11,850.00
Tom & Kathy Leone	0.00	0.00	0.00	0.00	4,000.00	4,000.00
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>50,272.00</u>	<u>50,272.00</u>

Upper Peninsula Animal Welfare Shelter, Inc.

YTD Budget to Actual 2021

January 2021

	<u>Jan 21</u>	<u>Budget</u>	<u>Jan 21</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense					
Income					
4000 · SHELTER REVENUE					
4005 · Pet Adoptions	4,475.00	5,833.33	4,475.00	5,833.33	70,000.00
4010 · Redeemed Animals	180.00	325.00	180.00	325.00	3,900.00
4015 · Vet/Optional Care	20.00	83.33	20.00	83.33	1,000.00
4017 · Dog Park	195.00	625.00	195.00	625.00	7,500.00
4018 · Rentals	0.00	150.00	0.00	150.00	1,800.00
4020 · Government Contracted Services	468.00	1,333.33	468.00	1,333.33	16,000.00
4025 · Restitutions/Investigations	0.00	0.00	0.00	0.00	0.00
4030 · Dog License Revenue	8.00	33.33	8.00	33.33	400.00
4031 · Microchipping	175.00	83.33	175.00	83.33	1,000.00
4032 · Nail Clipping	90.00	50.00	90.00	50.00	600.00
4033 · Community Spay/Neuter	2,413.00	416.66	2,413.00	416.66	5,000.00
4050 · Miscellaneous Services	337.94	50.00	337.94	50.00	600.00
4060 · Cremation Services Revenue	0.00	125.00	0.00	125.00	1,500.00
Total 4000 · SHELTER REVENUE	8,361.94	9,108.31	8,361.94	9,108.31	109,300.00
4156 · GRANT REVENUE					
4157 · General Grants	4,584.00	833.33	4,584.00	833.33	10,000.00
Total 4156 · GRANT REVENUE	4,584.00	833.33	4,584.00	833.33	10,000.00
4200 · FUNDRAISING REVENUE					
4127 · Wash & Wag	0.00	0.00	0.00	0.00	0.00
4128 · Misc/3rd Party Fundraisers	0.00	137.50	0.00	137.50	1,650.00
4140 · Canisters	703.07	666.66	703.07	666.66	8,000.00
4143 · Econo Receipts	0.00	433.33	0.00	433.33	5,200.00
4144 · Cause for Paws	0.00	0.00	0.00	0.00	24,600.00
4146 · Rummage Sale	0.00	0.00	0.00	0.00	0.00
4147 · Strut Your Mutt	0.00	0.00	0.00	0.00	12,000.00
4151 · Raise The Woof	0.00	0.00	0.00	0.00	0.00
4170 · TUFT Golf Outing	0.00	0.00	0.00	0.00	19,350.00
4183 · Rescue Raffle	0.00	0.00	0.00	0.00	6,200.00
4185 · Lights of Love	0.00	0.00	0.00	0.00	2,600.00
4197 · Calendar	0.00	1,107.50	0.00	1,107.50	13,290.00
4204 · MZD Santa Pics	0.00	0.00	0.00	0.00	2,300.00
4299 · Kennel Lock-up Fundraiser	25.00	0.00	25.00	0.00	0.00
Total 4200 · FUNDRAISING REVENUE	728.07	2,344.99	728.07	2,344.99	95,190.00
43400 · DIRECT PUBLIC SUPPORT					
4006 · Pet Care Sponsorship	425.00	608.33	425.00	608.33	7,300.00
4008 · Pet Promotion Sponsorship	0.00	20.83	0.00	20.83	250.00
4109 · Pink Lady	45.00	166.66	45.00	166.66	2,000.00
4110 · Donations	17,505.50	20,833.33	17,505.50	20,833.33	250,000.00
4120 · Special Gifts	55.00	958.33	55.00	958.33	11,500.00
4123 · Memorial Bricks/Tiles	125.00	625.00	125.00	625.00	7,500.00
4125 · Donated Svs/Material In Kind	3,007.50	3,083.33	3,007.50	3,083.33	37,000.00
4130 · Memorials/Honorariums	0.00		0.00		
4132 · Deb's Dog Revenue	0.00		0.00		

Upper Peninsula Animal Welfare Shelter, Inc.

YTD Budget to Actual 2021

January 2021

	<u>Jan 21</u>	<u>Budget</u>	<u>Jan 21</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
4135 · Bequests	0.00	0.00	0.00	0.00	0.00
4152 · Direct Solicitations	0.00		0.00		
4188 · Naming Opportunities	0.00	4,166.66	0.00	4,166.66	50,000.00
Total 43400 · DIRECT PUBLIC SUPPORT	21,163.00	30,462.47	21,163.00	30,462.47	365,550.00
4500 · OTHER Revenue					
4112 · Kids Club	0.00	0.00	0.00	0.00	0.00
4201 · Home2Home	0.00	12.50	0.00	12.50	150.00
4205 · Resale Items Revenue	712.12	1,833.33	712.12	1,833.33	22,000.00
4215 · Interest Revenue	1.27	1.66	1.27	1.66	20.00
4220 · Miscellaneous Revenue	208.78	66.66	208.78	66.66	800.00
4221 · Endowment Fund Earnings	0.00	83.33	0.00	83.33	1,000.00
4223 · MCCF B.Reider Fund Distribution	0.00	1,000.00	0.00	1,000.00	12,000.00
4227 · Distribtution from Dixon Estate	2,644.12	2,500.00	2,644.12	2,500.00	30,000.00
Total 4500 · OTHER Revenue	3,566.29	5,497.48	3,566.29	5,497.48	65,970.00
46000 · Merchandise Sales	0.00		0.00		
Total Income	38,403.30	48,246.58	38,403.30	48,246.58	646,010.00
Gross Profit	38,403.30	48,246.58	38,403.30	48,246.58	646,010.00
Expense					
5000 · Employee Expense					
5200 · Payroll Expenses	0.00		0.00		
5201 · Wages & Salaries	17,333.74	28,839.45	17,333.74	28,839.45	360,103.03
5225 · Simple Plan Employer	128.94	226.80	128.94	226.80	2,721.60
5230 · Michigan Unemployment Payable	15.60	26.73	15.60	26.73	326.79
5235 · Employer Social Security	1,074.68	1,841.95	1,074.68	1,841.95	22,512.38
5240 · Employer Medicare	251.34	430.78	251.34	430.78	5,264.99
5245 · Worker's Compensation	271.00	536.00	271.00	536.00	6,432.00
5246 · Employee Relations	0.00	0.00	0.00	0.00	3,000.00
Total 5000 · Employee Expense	19,075.30	31,901.71	19,075.30	31,901.71	400,360.79
5500 · OPERATING EXPENSE					
5009 · Phone/Network Access	259.83	273.50	259.83	273.50	3,282.00
5011 · Merchant Service Fees	474.20	500.00	474.20	500.00	6,000.00
5012 · Bank Service Charges	24.95	12.50	24.95	12.50	150.00
5013 · Paypal Fees	8.64	8.33	8.64	8.33	100.00
5014 · Square Fees	133.40	125.00	133.40	125.00	1,500.00
5050 · Utilities	2,759.92	2,333.33	2,759.92	2,333.33	28,000.00
5100 · Cleaning Supplies	330.20	458.33	330.20	458.33	5,500.00
5102 · Animal Supplies/Equipment	476.19	308.33	476.19	308.33	3,700.00
5105 · Repairs/Maintenance	530.54	583.33	530.54	583.33	7,000.00
5106 · Garbage/Snow Removal	447.50	833.33	447.50	833.33	10,000.00
5115 · Office Supplies/Postage	77.65	402.50	77.65	402.50	4,830.00
5117 · Community Spay/Neuter	440.00	916.66	440.00	916.66	11,000.00
5120 · Building/Auto Insurance	9,523.00	916.66	9,523.00	916.66	11,000.00
5125 · Food	1,221.57	1,291.66	1,221.57	1,291.66	15,500.00
5127 · Microchips	0.00	833.33	0.00	833.33	10,000.00
5130 · Medical Supplies-Vaccines	276.31	1,266.66	276.31	1,266.66	15,200.00
5135 · Vet Care	1,813.65	4,666.66	1,813.65	4,666.66	56,000.00

Upper Peninsula Animal Welfare Shelter, Inc.

YTD Budget to Actual 2021

January 2021

	Jan 21	Budget	Jan 21	YTD Budget	Annual Budget
5140 · Spay & Neuter Expense	1,532.95	2,083.33	1,532.95	2,083.33	25,000.00
5145 · Vehicle	83.08	125.00	83.08	125.00	1,500.00
5146 · Dog License Expense	50.00	37.50	50.00	37.50	450.00
5150 · Mileage	8.00	20.83	8.00	20.83	250.00
5160 · Depreciation	0.00	0.00	0.00	0.00	0.00
5165 · Cash over/short	2.21	0.00	2.21	0.00	0.00
5180 · Donated Services/Materials	0.00	0.00	0.00	0.00	0.00
5183 · Deb's Dog Expense	122.93		122.93		
5350 · Subcontracted Services	0.00	0.00	0.00	0.00	0.00
5530 · Cremation Services Expense	113.00	166.66	113.00	166.66	2,000.00
6138 · Pink Lady Expense	0.00	166.66	0.00	166.66	2,000.00
6524 · Dog Park	0.00	208.33	0.00	208.33	2,500.00
6528 · Rentals	0.00	0.00	0.00	0.00	0.00
6539 · Computer Software	0.00	369.00	0.00	369.00	4,428.00
6565 · IT Consulting	0.00	55.00	0.00	55.00	660.00
Total 5500 · OPERATING EXPENSE	20,709.72	18,962.42	20,709.72	18,962.42	227,550.00
5550 · GRANT EXPENSE					
5551 · General Grants	0.00	625.00	0.00	625.00	7,500.00
Total 5550 · GRANT EXPENSE	0.00	625.00	0.00	625.00	7,500.00
5600 · FUNDRAISING EXPENSE					
5299 · Kennel Lock-up EXPENSE	0.00	0.00	0.00	0.00	0.00
5603 · MZD Santa Pics Expense	0.00	0.00	0.00	0.00	25.00
6307 · Calendar Expense	0.00	0.00	0.00	0.00	2,050.00
6308 · Wash & Wag Expense	0.00	0.00	0.00	0.00	0.00
6311 · Cause for Paws Expense	0.00	0.00	0.00	0.00	6,990.00
6312 · Rummage Sale Expense	0.00	0.00	0.00	0.00	0.00
6315 · Misc/3rd Party Fund Expense	0.00	16.66	0.00	16.66	200.00
6317 · Raise The Woof Expense	0.00	0.00	0.00	0.00	0.00
6322 · Rescue Raffle Expense	0.00	0.00	0.00	0.00	2,179.00
6324 · Miscellaneous Expenses	0.00	0.00	0.00	0.00	0.00
6330 · TUFT Golf Outing Expense	0.00	0.00	0.00	0.00	8,084.00
6355 · Lights of Love Expense	0.00	0.00	0.00	0.00	125.00
6550 · Strut Your Mutt Expense	0.00	0.00	0.00	0.00	2,625.00
6551 · Canisters Expense	0.00	0.00	0.00	0.00	0.00
7580 · Online Store Expense	0.00	0.00	0.00	0.00	0.00
Total 5600 · FUNDRAISING EXPENSE	0.00	16.66	0.00	16.66	22,278.00
59900 · POS Inventory Adjustments	0.00		0.00		
6000 · OTHER EXPENSE					
5142 · Volunteer Program	251.30	100.00	251.30	100.00	1,200.00
6313 · Direct Solicitations	0.00	900.00	0.00	900.00	10,800.00
6503 · Community Outreach	102.00	87.91	102.00	87.91	1,055.00
6504 · Memorial Bricks/Tiles	0.00	291.66	0.00	291.66	3,500.00
6505 · Professional Fees	2,645.00	1,250.00	2,645.00	1,250.00	15,000.00
6510 · Publications	0.00	1,250.00	0.00	1,250.00	15,000.00
6511 · Pet Promotion Expense	254.41	312.50	254.41	312.50	3,750.00
6515 · Promotions & Advertising	20.00	70.83	20.00	70.83	850.00

Upper Peninsula Animal Welfare Shelter, Inc.

YTD Budget to Actual 2021

January 2021

	<u>Jan 21</u>	<u>Budget</u>	<u>Jan 21</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
6523 · Kids Club	0.00	10.00	0.00	10.00	120.00
6525 · Resale Items Expense					
5129 · Employee Uniforms	0.00	29.16	0.00	29.16	350.00
6525 · Resale Items Expense - Other	704.22	1,083.33	704.22	1,083.33	13,000.00
Total 6525 · Resale Items Expense	704.22	1,112.49	704.22	1,112.49	13,350.00
6530 · Conferences	99.35	83.33	99.35	83.33	1,000.00
6532 · Donor Development	0.00	146.25	0.00	146.25	1,755.00
6535 · Licenses, Dues, Permits & Fees	369.00	125.00	369.00	125.00	1,500.00
6540 · Miscellaneous Expense	0.00	250.00	0.00	250.00	3,000.00
6561 · Investment Expense	691.17	0.00	691.17	0.00	0.00
6590 · Mortgage Fees/Interest	2,785.42	2,686.31	2,785.42	2,686.31	31,180.83
6688 · Naming Opportunity Expense	0.00	41.66	0.00	41.66	500.00
Total 6000 · OTHER EXPENSE	7,921.87	8,717.94	7,921.87	8,717.94	103,560.83
Total Expense	47,706.89	60,223.73	47,706.89	60,223.73	761,249.62
Net Ordinary Income	(9,303.59)	(11,977.15)	(9,303.59)	(11,977.15)	(115,239.62)
Other Income/Expense					
Other Income					
4300 · Unrealized Gain/Loss	(1,435.02)		(1,435.02)		
4400 · RESTRICTED REVENUE					
7400 · SALLY'S FUND					
4218 · Sally's Fund Revenue	400.00	0.00	400.00	0.00	5,000.00
6518 · Sally's Fund Expense	(112.00)	(291.66)	(112.00)	(291.66)	(3,500.00)
Total 7400 · SALLY'S FUND	288.00	(291.66)	288.00	(291.66)	1,500.00
7800 · COMMUNITY SPAY/NEUTER					
4210 · Community Spay/Neuter Revenue	0.00		0.00		
Total 7800 · COMMUNITY SPAY/NEUTER	0.00		0.00		
Total 4400 · RESTRICTED REVENUE	288.00	(291.66)	288.00	(291.66)	1,500.00
Total Other Income	(1,147.02)	(291.66)	(1,147.02)	(291.66)	1,500.00
Net Other Income	(1,147.02)	(291.66)	(1,147.02)	(291.66)	1,500.00
Net Income	<u>(10,450.61)</u>	<u>(12,268.81)</u>	<u>(10,450.61)</u>	<u>(12,268.81)</u>	<u>(113,739.62)</u>

Upper Peninsula Animal Welfare Shelter, Inc.
Transaction Detail By Account
January 2021

	Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
43400 · DIRECT PUBLIC SUPPORT									
4125 · Donated Svs/Material In Kind									
	General Journal	01/31/2021	in kind		LaCosse		6505 · Professional Fees	1,875.00	1,875.00
	General Journal	01/31/2021	in kind				5100 · Cleaning Supplies	1,132.50	3,007.50
Total 4125 · Donated Svs/Material In Kind								3,007.50	3,007.50
Total 43400 · DIRECT PUBLIC SUPPORT								3,007.50	3,007.50
TOTAL								3,007.50	3,007.50

Upper Peninsula Animal Welfare Shelter, Inc.
Statement of Financial Position 2021
As of January 31, 2021

	<u>Jan 31, 21</u>	<u>Jan 31, 20</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
1010 · mBank Checking	274,828.79	151,649.82	123,178.97
1011 · mBank General Savings	234,455.73	234,525.73	(70.00)
1012 · mBank Sally's Fund Savings	21,054.56	16,025.71	5,028.85
1013 · mBank Captial Campaign Checking	68,832.87	77,232.87	(8,400.00)
1016 · mBank Capital Campaign Savings	32,021.18	32,005.21	15.97
1070 · PayPal account	240.51	229.68	10.83
1090 · Cash in Drawer	150.00	150.00	0.00
Total Checking/Savings	<u>631,583.64</u>	<u>511,819.02</u>	<u>119,764.62</u>
Accounts Receivable			
1200 · *Accounts Receivable	502.00	502.00	0.00
1524 · Capital Campaign Pledges	49,770.00	64,520.00	(14,750.00)
Total Accounts Receivable	<u>50,272.00</u>	<u>65,022.00</u>	<u>(14,750.00)</u>
Other Current Assets			
1080 · Petty Cash	400.00	400.00	0.00
12100 · Inventory Asset	142.42	1,229.75	(1,087.33)
1499 · Undeposited Funds	0.00	601.83	(601.83)
1540 · Allowance for Uncol Promises	(7,298.00)	(7,298.00)	0.00
1550 · Discount-CC Pledges Receivable	(3,500.00)	(3,500.00)	0.00
1607 · Employee loan	(1,013.41)	(192.31)	(821.10)
2121 · Payroll Asset	0.00	(821.10)	821.10
Total Other Current Assets	<u>(11,268.99)</u>	<u>(9,579.83)</u>	<u>(1,689.16)</u>
Total Current Assets	<u>670,586.65</u>	<u>567,261.19</u>	<u>103,325.46</u>
Fixed Assets			
1611 · Land - County Rd 553	20,586.75	20,586.75	0.00
1615 · Buildings	3,631,114.80	3,631,114.80	0.00
16400 · Vehicles	44,792.00	44,792.00	0.00
1645 · Office & Kennel Equipment	5,615.86	5,615.86	0.00
1650 · New Shelter-Furniture & Equip	95,830.01	95,053.91	776.10
1670 · Accumulated Depreciation	(121,006.30)	(121,006.30)	0.00
Total Fixed Assets	<u>3,676,933.12</u>	<u>3,676,157.02</u>	<u>776.10</u>
Other Assets			
1074 · WF Endowment Fund Investments	273,771.99	246,458.36	27,313.63
1700 · Beneficial Interest in MCCF	101,700.19	101,700.19	0.00
1702 · Beneficial Interest-Dixon F B	678,760.95	652,450.51	26,310.44

Upper Peninsula Animal Welfare Shelter, Inc.
Statement of Financial Position 2021
As of January 31, 2021

	<u>Jan 31, 21</u>	<u>Jan 31, 20</u>	<u>\$ Change</u>
9999 · Point of Sale General Asset	(32.00)	(6.00)	(26.00)
Total Other Assets	1,054,201.13	1,000,603.06	53,598.07
TOTAL ASSETS	<u>5,401,720.90</u>	<u>5,244,021.27</u>	<u>157,699.63</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2001 · *Accounts Payable	8,899.75	6,768.93	2,130.82
Total Accounts Payable	8,899.75	6,768.93	2,130.82
Other Current Liabilities			
2002 · AP-New Shelter Retainage	986.69	19,086.69	(18,100.00)
2025 · Accrued Benefits	4,068.39	4,068.39	0.00
2100 · Payroll Liabilities			
2101 · Federal Tax W/H Payable	563.60	563.60	0.00
2102 · Medicare and SS Payable	1,596.55	1,565.91	30.64
2103 · Michigan W/H Payable	1,007.71	1,098.46	(90.75)
2104 · Suta Tax Payable	94.31	206.75	(112.44)
2108 · AFLAC pre-tax	(59.43)	89.61	(149.04)
2111 · Simple Plan Payable	1,596.94	1,314.65	282.29
2100 · Payroll Liabilities - Other	7,678.44	7,796.10	(117.66)
Total 2100 · Payroll Liabilities	12,478.12	12,635.08	(156.96)
2330 · N/P Mbank PPP Proceeds	54,300.00	0.00	54,300.00
2550 · Sales Tax Payable	35.85	(672.13)	707.98
Total Other Current Liabilities	71,869.05	35,118.03	36,751.02
Total Current Liabilities	80,768.80	41,886.96	38,881.84
Long Term Liabilities			
2300 · Mortgage-New Shelter	1,027,810.98	1,081,653.15	(53,842.17)
Total Long Term Liabilities	1,027,810.98	1,081,653.15	(53,842.17)
Total Liabilities	1,108,579.78	1,123,540.11	(14,960.33)
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	2,679,828.37	2,527,463.34	152,365.03
Net Income	(7,562.70)	(27,857.63)	20,294.93
Total Equity	4,293,141.12	4,120,481.16	172,659.96
TOTAL LIABILITIES & EQUITY	<u>5,401,720.90</u>	<u>5,244,021.27</u>	<u>157,699.63</u>

Upper Peninsula Animal Welfare Shelter, Inc.
A/P Aging Summary 2020
As of December 31, 2020

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>
906 Technologies	50.00	0.00	0.00	0.00	0.00
Animal Medical Center of Marquette	1,198.78	0.00	0.00	0.00	0.00
Ann Brownell	455.41	0.00	0.00	0.00	0.00
Dog N Frog	153.90	0.00	0.00	0.00	0.00
Griffin Construction, Inc.	360.00	0.00	0.00	0.00	0.00
Gwinn-Sawyer Veterinary Clinic	703.50	0.00	0.00	0.00	0.00
HSB Vet Supply	275.66	0.00	0.00	0.00	0.00
Karen Rhodes{	363.00	0.00	0.00	0.00	0.00
LACOSSE & ACCOCIATES CPA PC	690.00	0.00	0.00	0.00	0.00
Leah Schultz	0.00	0.00	0.00	0.00	(50.00)
Makela,Toutant,Hill ,Nardi,& Kantona P.C.	7,501.61	0.00	0.00	0.00	0.00
Marquette Veterinary Clinic	2,083.16	0.00	0.00	0.00	0.00
Negaunee Vet Clinic	944.49	0.00	0.00	0.00	0.00
Northern Veterinary Associates	308.50	0.00	0.00	0.00	0.00
Pride Printing	5,125.79	0.00	0.00	0.00	0.00
Red Dingo	8.00	0.00	0.00	0.00	0.00
Shane Place	0.00	(75.00)	0.00	0.00	0.00
Stuga North Veterinary Care	0.00	39.50	0.00	0.00	0.00
Super One Foods - Negaunee	189.60	0.00	0.00	0.00	0.00
Thompson Vet Clinic	39.50	0.00	0.00	0.00	0.00
Us Telecom Brokers	629.49	0.00	0.00	0.00	0.00
Visa	2,263.66	1,322.10	0.00	0.00	0.00
Zoetis	182.00	0.00	0.00	0.00	0.00
TOTAL	<u>23,526.05</u>	<u>1,286.60</u>	<u>0.00</u>	<u>0.00</u>	<u>(50.00)</u>

	<u>TOTAL</u>
906 Technologies	50.00
Animal Medical Center of Marquette	1,198.78
Ann Brownell	455.41
Dog N Frog	153.90
Griffin Construction, Inc.	360.00
Gwinn-Sawyer Veterinary Clinic	703.50
HSB Vet Supply	275.66
Karen Rhodes{	363.00
LACOSSE & ACCOCIATES CPA PC	690.00
Leah Schultz	(50.00)
Makela,Toutant,Hill ,Nardi,& Kantona P.C.	7,501.61
Marquette Veterinary Clinic	2,083.16
Negaunee Vet Clinic	944.49
Northern Veterinary Associates	308.50
Pride Printing	5,125.79
Red Dingo	8.00
Shane Place	(75.00)
Stuga North Veterinary Care	39.50
Super One Foods - Negaunee	189.60
Thompson Vet Clinic	39.50
Us Telecom Brokers	629.49
Visa	3,585.76
Zoetis	182.00
TOTAL	<u>24,762.65</u>

Upper Peninsula Animal Welfare Shelter, Inc.
A/R Aging Summary 2021
As of February 28, 2021

	<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	2,500.00	2,500.00
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	8,945.00	8,945.00
Colleen C. Whitehead	0.00	0.00	0.00	0.00	2,750.00	2,750.00
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	0.00	0.00
Kathi Fosburg1	0.00	0.00	0.00	0.00	500.00	500.00
Kori & Byron Tossava	0.00	0.00	0.00	0.00	5,100.00	5,100.00
Lynn Andronis	0.00	0.00	0.00	0.00	1,700.00	1,700.00
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	3,050.00	3,050.00
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	0.00	0.00
Reva V Laituri	0.00	0.00	0.00	0.00	1,350.00	1,350.00
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	0.00	0.00
Theresa Sell	0.00	0.00	0.00	0.00	11,850.00	11,850.00
Tom & Kathy Leone	0.00	0.00	0.00	0.00	4,000.00	4,000.00
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>49,572.00</u>	<u>49,572.00</u>

Upper Peninsula Animal Welfare Shelter, Inc.

YTD Budget to Actual 2021

February 2021

	<u>Feb 21</u>	<u>Budget</u>	<u>Jan - Feb 21</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense					
Income					
4000 · SHELTER REVENUE					
4005 · Pet Adoptions	3,541.00	5,833.33	8,016.00	11,666.66	70,000.00
4010 · Redeemed Animals	235.00	325.00	415.00	650.00	3,900.00
4015 · Vet/Optional Care	100.00	83.33	120.00	166.66	1,000.00
4017 · Dog Park	360.00	625.00	555.00	1,250.00	7,500.00
4018 · Rentals	0.00	150.00	0.00	300.00	1,800.00
4020 · Government Contracted Services	780.00	1,333.33	1,248.00	2,666.66	16,000.00
4025 · Restitutions/Investigations	0.00	0.00	0.00	0.00	0.00
4030 · Dog License Revenue	80.00	33.33	88.00	66.66	400.00
4031 · Microchipping	100.00	83.33	275.00	166.66	1,000.00
4032 · Nail Clipping	10.00	50.00	100.00	100.00	600.00
4033 · Community Spay/Neuter	1,594.00	416.66	4,007.00	833.32	5,000.00
4050 · Miscellaneous Services	(39.35)	50.00	298.59	100.00	600.00
4060 · Cremation Services Revenue	0.00	125.00	0.00	250.00	1,500.00
Total 4000 · SHELTER REVENUE	6,760.65	9,108.31	15,122.59	18,216.62	109,300.00
4156 · GRANT REVENUE					
4157 · General Grants	0.00	833.33	4,584.00	1,666.66	10,000.00
Total 4156 · GRANT REVENUE	0.00	833.33	4,584.00	1,666.66	10,000.00
4200 · FUNDRAISING REVENUE					
4127 · Wash & Wag	0.00	0.00	0.00	0.00	0.00
4128 · Misc/3rd Party Fundraisers	0.00	137.50	0.00	275.00	1,650.00
4140 · Canisters	651.87	666.66	1,354.94	1,333.32	8,000.00
4143 · Econo Receipts	0.00	433.33	0.00	866.66	5,200.00
4144 · Cause for Paws	0.00	0.00	0.00	0.00	24,600.00
4146 · Rummage Sale	0.00	0.00	0.00	0.00	0.00
4147 · Strut Your Mutt	0.00	0.00	0.00	0.00	12,000.00
4151 · Raise The Woof	0.00	0.00	0.00	0.00	0.00
4170 · TUFT Golf Outing	0.00	0.00	0.00	0.00	19,350.00
4183 · Rescue Raffle	0.00	0.00	0.00	0.00	6,200.00
4185 · Lights of Love	0.00	0.00	0.00	0.00	2,600.00
4197 · Calendar	0.00	1,107.50	0.00	2,215.00	13,290.00
4204 · MZD Santa Pics	0.00	0.00	0.00	0.00	2,300.00
4299 · Kennel Lock-up Fundraiser	0.00	0.00	25.00	0.00	0.00
Total 4200 · FUNDRAISING REVENUE	651.87	2,344.99	1,379.94	4,689.98	95,190.00
43400 · DIRECT PUBLIC SUPPORT					
4006 · Pet Care Sponsorship	775.00	608.33	1,200.00	1,216.66	7,300.00
4008 · Pet Promotion Sponsorship	0.00	20.83	0.00	41.66	250.00
4109 · Pink Lady	70.00	166.66	115.00	333.32	2,000.00
4110 · Donations	12,118.63	20,833.33	29,624.13	41,666.66	250,000.00
4120 · Special Gifts	0.00	958.33	55.00	1,916.66	11,500.00
4123 · Memorial Bricks/Tiles	0.00	625.00	125.00	1,250.00	7,500.00
4125 · Donated Svs/Material In Kind	1,985.00	3,083.33	4,992.50	6,166.66	37,000.00
4130 · Memorials/Honorariums	0.00		0.00		
4132 · Deb's Dog Revenue	0.00		0.00		
4135 · Bequests	0.00	0.00	0.00	0.00	0.00
4152 · Direct Solicitations	0.00		0.00		

Upper Peninsula Animal Welfare Shelter, Inc.

YTD Budget to Actual 2021

February 2021

	Feb 21	Budget	Jan - Feb 21	YTD Budget	Annual Budget
4188 · Naming Opportunities	0.00	4,166.66	0.00	8,333.32	50,000.00
Total 43400 · DIRECT PUBLIC SUPPORT	14,948.63	30,462.47	36,111.63	60,924.94	365,550.00
4500 · OTHER Revenue					
4112 · Kids Club	0.00	0.00	0.00	0.00	0.00
4201 · Home2Home	0.00	12.50	0.00	25.00	150.00
4205 · Resale Items Revenue	764.40	1,833.33	1,476.52	3,666.66	22,000.00
4215 · Interest Revenue	0.32	1.66	1.59	3.32	20.00
4220 · Miscellaneous Revenue	274.20	66.66	482.98	133.32	800.00
4221 · Endowment Fund Earnings	0.00	83.33	0.00	166.66	1,000.00
4223 · MCCF B.Reider Fund Distribution	0.00	1,000.00	0.00	2,000.00	12,000.00
4227 · Distribution from Dixon Estate	0.00	2,500.00	2,644.12	5,000.00	30,000.00
Total 4500 · OTHER Revenue	1,038.92	5,497.48	4,605.21	10,994.96	65,970.00
46000 · Merchandise Sales	0.00		0.00		
Total Income	23,400.07	48,246.58	61,803.37	96,493.16	646,010.00
Gross Profit	23,400.07	48,246.58	61,803.37	96,493.16	646,010.00
Expense					
5000 · Employee Expense					
5200 · Payroll Expenses	0.00		0.00		
5201 · Wages & Salaries	16,570.86	28,839.45	33,904.60	57,678.90	360,103.03
5225 · Simple Plan Employer	70.56	226.80	199.50	453.60	2,721.60
5230 · Michigan Unemployment Payable	14.90	26.73	30.50	53.46	326.79
5235 · Employer Social Security	1,027.40	1,841.95	2,102.08	3,683.90	22,512.38
5240 · Employer Medicare	240.29	430.78	491.63	861.56	5,264.99
5245 · Worker's Compensation	271.00	536.00	542.00	1,072.00	6,432.00
5246 · Employee Relations	0.00	0.00	0.00	0.00	3,000.00
Total 5000 · Employee Expense	18,195.01	31,901.71	37,270.31	63,803.42	400,360.79
5500 · OPERATING EXPENSE					
5009 · Phone/Network Access	259.83	273.50	519.66	547.00	3,282.00
5011 · Merchant Service Fees	438.96	500.00	913.16	1,000.00	6,000.00
5012 · Bank Service Charges	9.48	12.50	34.43	25.00	150.00
5013 · Paypal Fees	5.37	8.33	14.01	16.66	100.00
5014 · Square Fees	38.65	125.00	172.05	250.00	1,500.00
5050 · Utilities	3,408.19	2,333.33	6,168.11	4,666.66	28,000.00
5100 · Cleaning Supplies	89.29	458.33	419.49	916.66	5,500.00
5102 · Animal Supplies/Equipment	184.93	308.33	661.12	616.66	3,700.00
5105 · Repairs/Maintenance	595.70	583.33	1,126.24	1,166.66	7,000.00
5106 · Garbage/Snow Removal	480.00	833.33	927.50	1,666.66	10,000.00
5115 · Office Supplies/Postage	165.00	402.50	242.65	805.00	4,830.00
5117 · Community Spay/Neuter	2,191.00	916.66	2,631.00	1,833.32	11,000.00
5120 · Building/Auto Insurance	0.00	916.66	9,523.00	1,833.32	11,000.00
5125 · Food	650.78	1,291.66	1,872.35	2,583.32	15,500.00
5127 · Microchips	0.00	833.33	0.00	1,666.66	10,000.00
5130 · Medical Supplies-Vaccines	204.91	1,266.66	481.22	2,533.32	15,200.00
5135 · Vet Care	2,175.70	4,666.70	3,989.35	9,333.36	56,000.00
5140 · Spay & Neuter Expense	1,487.00	2,083.33	3,019.95	4,166.66	25,000.00
5145 · Vehicle	122.60	125.00	205.68	250.00	1,500.00
5146 · Dog License Expense	40.00	37.50	90.00	75.00	450.00

Upper Peninsula Animal Welfare Shelter, Inc.
YTD Budget to Actual 2021
February 2021

	Feb 21	Budget	Jan - Feb 21	YTD Budget	Annual Budget
5150 · Mileage	0.00	20.83	8.00	41.66	250.00
5160 · Depreciation	0.00	0.00	0.00	0.00	0.00
5165 · Cash over/short	0.00	0.00	2.21	0.00	0.00
5180 · Donated Services/Materials	0.00	0.00	0.00	0.00	0.00
5183 · Deb's Dog Expense	0.00		122.93		
5350 · Subcontracted Services	0.00	0.00	0.00	0.00	0.00
5530 · Cremation Services Expense	204.00	166.70	317.00	333.36	2,000.00
6138 · Pink Lady Expense	50.00	166.70	50.00	333.36	2,000.00
6524 · Dog Park	0.00	208.33	0.00	416.66	2,500.00
6528 · Rentals	0.00	0.00	0.00	0.00	0.00
6539 · Computer Software	0.00	369.00	0.00	738.00	4,428.00
6565 · IT Consulting	0.00	55.00	0.00	110.00	660.00
Total 5500 · OPERATING EXPENSE	12,801.39	18,962.54	33,511.11	37,924.96	227,550.00
5550 · GRANT EXPENSE					
5551 · General Grants	0.00	625.00	0.00	1,250.00	7,500.00
Total 5550 · GRANT EXPENSE	0.00	625.00	0.00	1,250.00	7,500.00
5600 · FUNDRAISING EXPENSE					
5299 · Kennel Lock-up EXPENSE	0.00	0.00	0.00	0.00	0.00
5603 · MZD Santa Pics Expense	0.00	0.00	0.00	0.00	25.00
6307 · Calendar Expense	0.00	0.00	0.00	0.00	2,050.00
6308 · Wash & Wag Expense	0.00	0.00	0.00	0.00	0.00
6311 · Cause for Paws Expense	0.00	0.00	0.00	0.00	6,990.00
6312 · Rummage Sale Expense	0.00	0.00	0.00	0.00	0.00
6315 · Misc/3rd Party Fund Expense	0.00	16.66	0.00	33.32	200.00
6317 · Raise The Woof Expense	0.00	0.00	0.00	0.00	0.00
6322 · Rescue Raffle Expense	0.00	0.00	0.00	0.00	2,179.00
6324 · Miscellaneous Expenses	0.00	0.00	0.00	0.00	0.00
6330 · TUFT Golf Outing Expense	0.00	0.00	0.00	0.00	8,084.00
6355 · Lights of Love Expense	0.00	0.00	0.00	0.00	125.00
6550 · Strut Your Mutt Expense	0.00	0.00	0.00	0.00	2,625.00
6551 · Canisters Expense	0.00	0.00	0.00	0.00	0.00
7580 · Online Store Expense	0.00	0.00	0.00	0.00	0.00
Total 5600 · FUNDRAISING EXPENSE	0.00	16.66	0.00	33.32	22,278.00
59900 · POS Inventory Adjustments	0.00		0.00		
6000 · OTHER EXPENSE					
5142 · Volunteer Program	0.00	100.00	251.30	200.00	1,200.00
6313 · Direct Solicitations	0.00	900.00	0.00	1,800.00	10,800.00
6503 · Community Outreach	0.00	87.91	102.00	175.82	1,055.00
6504 · Memorial Bricks/Tiles	0.00	291.66	0.00	583.32	3,500.00
6505 · Professional Fees	1,674.00	1,250.00	4,319.00	2,500.00	15,000.00
6510 · Publications	0.00	1,250.00	0.00	2,500.00	15,000.00
6511 · Pet Promotion Expense	0.00	312.50	254.41	625.00	3,750.00
6515 · Promotions & Advertising	0.00	70.83	20.00	141.66	850.00
6523 · Kids Club	0.00	10.00	0.00	20.00	120.00
6525 · Resale Items Expense					
5129 · Employee Uniforms	0.00	29.16	0.00	58.32	350.00
6525 · Resale Items Expense - Other	304.88	1,083.33	1,009.10	2,166.66	13,000.00
Total 6525 · Resale Items Expense	304.88	1,112.49	1,009.10	2,224.98	13,350.00

Upper Peninsula Animal Welfare Shelter, Inc.

YTD Budget to Actual 2021

February 2021

	<u>Feb 21</u>	<u>Budget</u>	<u>Jan - Feb 21</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
6530 · Conferences	(99.35)	83.33	0.00	166.66	1,000.00
6532 · Donor Development	0.00	146.25	0.00	292.50	1,755.00
6535 · Licenses, Dues, Permits & Fees	369.00	125.00	738.00	250.00	1,500.00
6540 · Miscellaneous Expense	0.00	250.00	0.00	500.00	3,000.00
6561 · Investment Expense	(13.62)	0.00	677.55	0.00	0.00
6590 · Mortgage Fees/Interest	2,610.03	2,679.59	5,395.45	5,365.90	31,180.83
6688 · Naming Opportunity Expense	0.00	41.66	0.00	83.32	500.00
Total 6000 · OTHER EXPENSE	<u>4,844.94</u>	<u>8,711.22</u>	<u>12,766.81</u>	<u>17,429.16</u>	<u>103,560.83</u>
Total Expense	<u>35,841.34</u>	<u>60,217.13</u>	<u>83,548.23</u>	<u>120,440.86</u>	<u>761,249.62</u>
Net Ordinary Income	<u>(12,441.27)</u>	<u>(11,970.55)</u>	<u>(21,744.86)</u>	<u>(23,947.70)</u>	<u>(115,239.62)</u>
Other Income/Expense					
Other Income					
4300 · Unrealized Gain/Loss	3,911.89		2,476.87		
4400 · RESTRICTED REVENUE					
7400 · SALLY'S FUND					
4218 · Sally's Fund Revenue	0.00	0.00	400.00	0.00	5,000.00
6518 · Sally's Fund Expense	0.00	(291.66)	(112.00)	(583.32)	(3,500.00)
Total 7400 · SALLY'S FUND	<u>0.00</u>	<u>(291.66)</u>	<u>288.00</u>	<u>(583.32)</u>	<u>1,500.00</u>
7800 · COMMUNITY SPAY/NEUTER					
4210 · Community Spay/Neuter Revenue	0.00		0.00		
Total 7800 · COMMUNITY SPAY/NEUTER	<u>0.00</u>		<u>0.00</u>		
Total 4400 · RESTRICTED REVENUE	<u>0.00</u>	<u>(291.66)</u>	<u>288.00</u>	<u>(583.32)</u>	<u>1,500.00</u>
Total Other Income	<u>3,911.89</u>	<u>(291.66)</u>	<u>2,764.87</u>	<u>(583.32)</u>	<u>1,500.00</u>
Net Other Income	<u>3,911.89</u>	<u>(291.66)</u>	<u>2,764.87</u>	<u>(583.32)</u>	<u>1,500.00</u>
Net Income	<u><u>(8,529.38)</u></u>	<u><u>(12,262.21)</u></u>	<u><u>(18,979.99)</u></u>	<u><u>(24,531.02)</u></u>	<u><u>(113,739.62)</u></u>

Upper Peninsula Animal Welfare Shelter, Inc.
Transaction Detail By Account
February 2021

	Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
43400 · DIRECT PUBLIC SUPPORT									
4125 · Donated Svs/Material In Kind									
	General Journal	02/28/2021	gj adj				6505 · Professional Fees	1,125.00	1,125.00
	General Journal	02/28/2021	in kind				5100 · Cleaning Supplies	860.00	1,985.00
Total 4125 · Donated Svs/Material In Kind								1,985.00	1,985.00
Total 43400 · DIRECT PUBLIC SUPPORT								1,985.00	1,985.00
TOTAL								1,985.00	1,985.00

Upper Peninsula Animal Welfare Shelter, Inc.
Statement of Financial Position 2021
As of February 28, 2021

	Feb 28, 21	Feb 29, 20
ASSETS		
Current Assets		
Checking/Savings		
1010 · mBank Checking	261,659.80	129,884.39
1011 · mBank General Savings	234,450.73	234,495.73
1012 · mBank Sally's Fund Savings	21,054.56	16,026.32
1013 · mBank Capital Campaign Checking	69,457.87	78,057.87
1016 · mBank Capital Campaign Savings	32,021.50	32,006.44
1070 · PayPal account	188.57	106.01
1071 · Square Account	(3.65)	0.00
1090 · Cash in Drawer	150.00	150.00
Total Checking/Savings	618,979.38	490,726.76
Accounts Receivable		
1200 · *Accounts Receivable	502.00	502.00
1524 · Capital Campaign Pledges	49,070.00	63,545.00
Total Accounts Receivable	49,572.00	64,047.00
Other Current Assets		
1080 · Petty Cash	400.00	400.00
12100 · Inventory Asset	20.94	1,187.54
1499 · Undeposited Funds	0.00	1,965.95
1540 · Allowance for Uncol Promises	(7,298.00)	(7,298.00)
1550 · Discount-CC Pledges Receivable	(3,500.00)	(3,500.00)
1607 · Employee loan	(1,013.41)	(192.31)
2121 · Payroll Asset	0.00	(821.10)
Total Other Current Assets	(11,390.47)	(8,257.92)
Total Current Assets	657,160.91	546,515.84
Fixed Assets		
1611 · Land - County Rd 553	20,586.75	20,586.75
1615 · Buildings	3,631,114.80	3,631,114.80
16400 · Vehicles	44,792.00	44,792.00
1645 · Office & Kennel Equipment	5,615.86	5,615.86
1650 · New Shelter-Furniture & Equip	95,830.01	95,053.91
1670 · Accumulated Depreciation	(121,006.30)	(121,006.30)
Total Fixed Assets	3,676,933.12	3,676,157.02
Other Assets		
1074 · WF Endowment Fund Investments	277,697.50	236,660.65
1700 · Beneficial Interest in MCCF	101,700.19	101,700.19
1702 · Beneficial Interest-Dixon F B	678,760.95	652,450.51
9999 · Point of Sale General Asset	0.00	(18.00)
Total Other Assets	1,058,158.64	990,793.35
TOTAL ASSETS	5,392,252.67	5,213,466.21

	Feb 28, 21	Feb 29, 20
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2001 · *Accounts Payable	9,244.89	5,691.34
Total Accounts Payable	9,244.89	5,691.34
Other Current Liabilities		
2002 · AP-New Shelter Retainage	986.69	19,086.69
2025 · Accrued Benefits	4,068.39	4,068.39
2100 · Payroll Liabilities		
2101 · Federal Tax W/H Payable	563.60	563.60
2102 · Medicare and SS Payable	1,596.55	1,565.91
2103 · Michigan W/H Payable	1,561.07	1,640.01
2104 · Suta Tax Payable	109.21	356.97
2108 · AFLAC pre-tax	(59.43)	89.61
2111 · Simple Plan Payable	2,719.50	1,402.44
2100 · Payroll Liabilities - Other	7,665.32	7,947.65
Total 2100 · Payroll Liabilities	14,155.82	13,566.19
2330 · N/P Mbank PPP Proceeds	54,300.00	0.00
2550 · Sales Tax Payable	80.25	(627.42)
Total Other Current Liabilities	73,591.15	36,093.85
Total Current Liabilities	82,836.04	41,785.19
Long Term Liabilities		
2300 · Mortgage-New Shelter	1,025,089.32	1,079,246.43
Total Long Term Liabilities	1,025,089.32	1,079,246.43
Total Liabilities	1,107,925.36	1,121,031.62
Equity		
3001 · Beg Net Assets Temp Restricted	1,230,388.00	1,230,388.00
3002 · Beg net Assets Perm Restricted	294,517.00	294,517.00
3040 · Beg net Assets Unrestricted	95,970.45	95,970.45
3900 · Retained Earnings	2,679,828.37	2,527,463.34
Net Income	(16,376.51)	(55,904.20)
Total Equity	4,284,327.31	4,092,434.59
TOTAL LIABILITIES & EQUITY	5,392,252.67	5,213,466.21

	<u>\$ Change</u>
ASSETS	
Current Assets	
Checking/Savings	
1010 · mBank Checking	131,775.41
1011 · mBank General Savings	(45.00)
1012 · mBank Sally's Fund Savings	5,028.24
1013 · mBank Captial Campaign Checking	(8,600.00)
1016 · mBank Capital Campaign Savings	15.06
1070 · PayPal account	82.56
1071 · Square Account	(3.65)
1090 · Cash in Drawer	0.00
Total Checking/Savings	<u>128,252.62</u>
Accounts Receivable	
1200 · *Accounts Receivable	0.00
1524 · Capital Campaign Pledges	(14,475.00)
Total Accounts Receivable	<u>(14,475.00)</u>
Other Current Assets	
1080 · Petty Cash	0.00
12100 · Inventory Asset	(1,166.60)
1499 · Undeposited Funds	(1,965.95)
1540 · Allowance for Uncol Promises	0.00
1550 · Discount-CC Pledges Receivable	0.00
1607 · Employee loan	(821.10)
2121 · Payroll Asset	821.10
Total Other Current Assets	<u>(3,132.55)</u>
Total Current Assets	<u>110,645.07</u>
Fixed Assets	
1611 · Land - County Rd 553	0.00
1615 · Buildings	0.00
16400 · Vehicles	0.00
1645 · Office & Kennel Equipment	0.00
1650 · New Shelter-Furniture & Equip	776.10
1670 · Accumulated Depreciation	0.00
Total Fixed Assets	<u>776.10</u>
Other Assets	
1074 · WF Endowment Fund Investments	41,036.85
1700 · Beneficial Interest in MCCF	0.00
1702 · Beneficial Interest-Dixon F B	26,310.44
9999 · Point of Sale General Asset	18.00
Total Other Assets	<u>67,365.29</u>
TOTAL ASSETS	<u><u>178,786.46</u></u>

	<u>\$ Change</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2001 · *Accounts Payable	3,553.55
Total Accounts Payable	3,553.55
Other Current Liabilities	
2002 · AP-New Shelter Retainage	(18,100.00)
2025 · Accrued Benefits	0.00
2100 · Payroll Liabilities	
2101 · Federal Tax W/H Payable	0.00
2102 · Medicare and SS Payable	30.64
2103 · Michigan W/H Payable	(78.94)
2104 · Suta Tax Payable	(247.76)
2108 · AFLAC pre-tax	(149.04)
2111 · Simple Plan Payable	1,317.06
2100 · Payroll Liabilities - Other	(282.33)
Total 2100 · Payroll Liabilities	589.63
2330 · N/P Mbank PPP Proceeds	54,300.00
2550 · Sales Tax Payable	707.67
Total Other Current Liabilities	37,497.30
Total Current Liabilities	41,050.85
Long Term Liabilities	
2300 · Mortgage-New Shelter	(54,157.11)
Total Long Term Liabilities	(54,157.11)
Total Liabilities	(13,106.26)
Equity	
3001 · Beg Net Assets Temp Restricted	0.00
3002 · Beg net Assets Perm Restricted	0.00
3040 · Beg net Assets Unrestricted	0.00
3900 · Retained Earnings	152,365.03
Net Income	39,527.69
Total Equity	191,892.72
TOTAL LIABILITIES & EQUITY	178,786.46

Upper Peninsula Animal Welfare Shelter, Inc.

A/P Aging Summary 2021

As of March 31, 2021

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
906 Technologies	50.00	0.00	0.00	0.00	0.00	50.00
Aramark	122.80	0.00	0.00	0.00	0.00	122.80
Bayshore Veterinary Hospital	686.00	0.00	0.00	0.00	0.00	686.00
ChoiceScreening	86.00	0.00	0.00	0.00	0.00	86.00
Covetrus North America	(154.05)	0.00	0.00	0.00	0.00	(154.05)
Gwinn-Sawyer Veterinary Clinic	583.50	0.00	0.00	0.00	0.00	583.50
Leah Schultz	0.00	0.00	0.00	0.00	(50.00)	(50.00)
Marquette Veterinary Clinic	219.00	0.00	0.00	0.00	0.00	219.00
Midwest Cremation Services	221.00	0.00	0.00	0.00	0.00	221.00
Negaunee Vet Clinic	46.00	0.00	0.00	0.00	0.00	46.00
Pride Printing	304.28	0.00	0.00	0.00	0.00	304.28
Red Dingo	24.00	0.00	0.00	0.00	0.00	24.00
TOTAL	<u>2,188.53</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(50.00)</u>	<u>2,138.53</u>

Upper Peninsula Animal Welfare Shelter, Inc.

A/R Aging Summary 2021

As of March 31, 2021

	<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	2,450.00	2,450.00
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	8,610.00	8,610.00
Colleen C. Whitehead	0.00	0.00	0.00	0.00	2,750.00	2,750.00
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	0.00	0.00
Kathi Fosburg1	0.00	0.00	0.00	0.00	460.00	460.00
Kori & Byron Tossava	0.00	0.00	0.00	0.00	5,000.00	5,000.00
Lynn Andronis	0.00	0.00	0.00	0.00	1,650.00	1,650.00
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	3,000.00	3,000.00
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	0.00	0.00
Reva V Laituri	0.00	0.00	0.00	0.00	1,275.00	1,275.00
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	0.00	0.00
Theresa Sell	0.00	0.00	0.00	0.00	11,850.00	11,850.00
Tom & Kathy Leone	0.00	0.00	0.00	0.00	4,000.00	4,000.00
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>48,872.00</u>	<u>48,872.00</u>

Upper Peninsula Animal Welfare Shelter, Inc.
YTD Budget to Actual 2021
 March 2021

	<u>Mar 21</u>	<u>Budget</u>	<u>Jan - Mar 21</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense					
Income					
4000 · SHELTER REVENUE					
4005 · Pet Adoptions	2,465.00	5,833.33	10,481.00	17,499.99	70,000.00
4010 · Redeemed Animals	290.00	325.00	705.00	975.00	3,900.00
4015 · Vet/Optional Care	50.00	83.33	170.00	249.99	1,000.00
4017 · Dog Park	530.00	625.00	1,085.00	1,875.00	7,500.00
4018 · Rentals	0.00	150.00	0.00	450.00	1,800.00
4020 · Government Contracted Services	507.00	1,333.33	1,755.00	3,999.99	16,000.00
4025 · Restitutions/Investigations	0.00	0.00	0.00	0.00	0.00
4030 · Dog License Revenue	0.00	33.33	88.00	99.99	400.00
4031 · Microchipping	1,125.00	83.33	1,400.00	249.99	1,000.00
4032 · Nail Clipping	160.00	50.00	260.00	150.00	600.00
4033 · Community Spay/Neuter	78.45	416.66	4,085.45	1,249.98	5,000.00
4050 · Miscellaneous Services	74.00	50.00	372.59	150.00	600.00
4060 · Cremation Services Revenue	0.00	125.00	0.00	375.00	1,500.00
Total 4000 · SHELTER REVENUE	5,279.45	9,108.31	20,402.04	27,324.93	109,300.00
4156 · GRANT REVENUE					
4157 · General Grants	611.00	833.33	5,195.00	2,499.99	10,000.00
Total 4156 · GRANT REVENUE	611.00	833.33	5,195.00	2,499.99	10,000.00
4200 · FUNDRAISING REVENUE					
4127 · Wash & Wag	0.00	0.00	0.00	0.00	0.00
4128 · Misc/3rd Party Fundraisers	0.00	137.50	0.00	412.50	1,650.00
4140 · Canisters	636.66	666.66	1,991.60	1,999.98	8,000.00
4143 · Econo Receipts	2,172.81	433.33	2,172.81	1,299.99	5,200.00
4144 · Cause for Paws	0.00	0.00	0.00	0.00	24,600.00
4146 · Rummage Sale	0.00	0.00	0.00	0.00	0.00
4147 · Strut Your Mutt	0.00	0.00	0.00	0.00	12,000.00
4151 · Raise The Woof	0.00	0.00	0.00	0.00	0.00
4170 · TUFT Golf Outing	0.00	0.00	0.00	0.00	19,350.00
4183 · Rescue Raffle	0.00	0.00	0.00	0.00	6,200.00
4185 · Lights of Love	0.00	0.00	0.00	0.00	2,600.00
4197 · Calendar	0.00	1,107.50	0.00	3,322.50	13,290.00
4204 · MZD Santa Pics	0.00	0.00	0.00	0.00	2,300.00
4299 · Kennel Lock-up Fundraiser	0.00	0.00	25.00	0.00	0.00
Total 4200 · FUNDRAISING REVENUE	2,809.47	2,344.99	4,189.41	7,034.97	95,190.00
43400 · DIRECT PUBLIC SUPPORT					
4006 · Pet Care Sponsorship	225.00	608.33	1,425.00	1,824.99	7,300.00
4008 · Pet Promotion Sponsorship	0.00	20.83	0.00	62.49	250.00
4109 · Pink Lady	45.00	166.66	160.00	499.98	2,000.00
4110 · Donations	20,924.09	20,833.33	50,548.22	62,499.99	250,000.00
4120 · Special Gifts	999.00	958.33	1,054.00	2,874.99	11,500.00
4123 · Memorial Bricks/Tiles	580.00	625.00	705.00	1,875.00	7,500.00
4125 · Donated Svs/Material In Kind	3,899.50	3,083.33	8,892.00	9,249.99	37,000.00
4130 · Memorials/Honorariums	0.00		0.00		
4132 · Deb's Dog Revenue	0.00		0.00		
4135 · Bequests	0.00	0.00	0.00	0.00	0.00
4152 · Direct Solicitations	0.00		0.00		

Upper Peninsula Animal Welfare Shelter, Inc.
YTD Budget to Actual 2021
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	Mar 21	Budget	Jan - Mar 21	YTD Budget	Annual Budget
4188 · Naming Opportunities	0.00	4,166.66	0.00	12,499.98	50,000.00
Total 43400 · DIRECT PUBLIC SUPPORT	26,672.59	30,462.47	62,784.22	91,387.41	365,550.00
4500 · OTHER Revenue					
4112 · Kids Club	0.00	0.00	0.00	0.00	0.00
4201 · Home2Home	0.00	12.50	0.00	37.50	150.00
4205 · Resale Items Revenue	697.68	1,833.33	2,174.20	5,499.99	22,000.00
4215 · Interest Revenue	0.29	1.66	1.88	4.98	20.00
4220 · Miscellaneous Revenue	152.00	66.72	634.98	200.04	800.00
4221 · Endowment Fund Earnings	0.00	83.33	0.00	249.99	1,000.00
4223 · MCCF B.Reider Fund Distribution	0.00	1,000.00	0.00	3,000.00	12,000.00
4227 · Distribution from Dixon Estate	0.00	2,500.00	2,644.12	7,500.00	30,000.00
Total 4500 · OTHER Revenue	849.97	5,497.54	5,455.18	16,492.50	65,970.00
46000 · Merchandise Sales	0.00		0.00		
Total Income	36,222.48	48,246.64	98,025.85	144,739.80	646,010.00
Gross Profit	36,222.48	48,246.64	98,025.85	144,739.80	646,010.00
Expense					
5000 · Employee Expense					
5200 · Payroll Expenses	9.74		9.74		
5201 · Wages & Salaries	16,438.14	28,839.45	50,342.74	86,518.35	360,103.03
5225 · Simple Plan Employer	68.56	226.80	268.06	680.40	2,721.60
5230 · Michigan Unemployment Payable	14.81	26.73	45.31	80.19	326.79
5235 · Employer Social Security	1,019.16	1,841.95	3,121.24	5,525.85	22,512.38
5240 · Employer Medicare	238.35	430.78	729.98	1,292.34	5,264.99
5245 · Worker's Compensation	271.00	536.00	813.00	1,608.00	6,432.00
5246 · Employee Relations	0.00	0.00	0.00	0.00	3,000.00
Total 5000 · Employee Expense	18,059.76	31,901.71	55,330.07	95,705.13	400,360.79
5500 · OPERATING EXPENSE					
5009 · Phone/Network Access	209.83	273.50	729.49	820.50	3,282.00
5011 · Merchant Service Fees	329.98	500.00	1,243.14	1,500.00	6,000.00
5012 · Bank Service Charges	5.00	12.50	39.43	37.50	150.00
5013 · Paypal Fees	11.47	8.33	25.48	24.99	100.00
5014 · Square Fees	42.10	125.00	214.15	375.00	1,500.00
5050 · Utilities	2,280.93	2,333.33	8,449.04	6,999.99	28,000.00
5100 · Cleaning Supplies	579.00	458.33	998.49	1,374.99	5,500.00
5102 · Animal Supplies/Equipment	516.00	308.33	1,177.12	924.99	3,700.00
5105 · Repairs/Maintenance	321.34	583.33	1,447.58	1,749.99	7,000.00
5106 · Garbage/Snow Removal	0.00	833.33	927.50	2,499.99	10,000.00
5115 · Office Supplies/Postage	340.10	402.50	582.75	1,207.50	4,830.00
5117 · Community Spay/Neuter	542.00	916.66	3,173.00	2,749.98	11,000.00
5120 · Building/Auto Insurance	0.00	916.99	9,523.00	2,750.31	11,000.00
5125 · Food	1,242.00	1,291.66	3,114.35	3,874.98	15,500.00
5127 · Microchips	397.50	833.37	397.50	2,500.03	10,000.00
5130 · Medical Supplies-Vaccines	276.95	1,266.70	758.17	3,800.02	15,200.00
5135 · Vet Care	540.00	4,666.64	4,529.35	14,000.00	56,000.00
5137 · Vaccines	0.00		0.00		
5140 · Spay & Neuter Expense	485.50	2,083.33	3,505.45	6,249.99	25,000.00
5145 · Vehicle	0.00	125.00	205.68	375.00	1,500.00

Upper Peninsula Animal Welfare Shelter, Inc.
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	Mar 21	Budget	Jan - Mar 21	YTD Budget	Annual Budget
5146 · Dog License Expense	0.00	37.50	90.00	112.50	450.00
5150 · Mileage	7.84	20.83	15.84	62.49	250.00
5160 · Depreciation	0.00	0.00	0.00	0.00	0.00
5165 · Cash over/short	(0.03)	0.00	2.18	0.00	0.00
5180 · Donated Services/Materials	0.00	0.00	0.00	0.00	0.00
5183 · Deb's Dog Expense	0.00		122.93		
5350 · Subcontracted Services	0.00	0.00	0.00	0.00	0.00
5530 · Cremation Services Expense	221.00	166.70	538.00	500.06	2,000.00
6138 · Pink Lady Expense	0.00	166.70	50.00	500.06	2,000.00
6524 · Dog Park	0.00	208.33	0.00	624.99	2,500.00
6528 · Rentals	0.00	0.00	0.00	0.00	0.00
6539 · Computer Software	0.00	369.00	0.00	1,107.00	4,428.00
6565 · IT Consulting	0.00	55.00	0.00	165.00	660.00
Total 5500 · OPERATING EXPENSE	8,348.51	18,962.89	41,859.62	56,887.85	227,550.00
5550 · GRANT EXPENSE					
5551 · General Grants	0.00	625.00	0.00	1,875.00	7,500.00
Total 5550 · GRANT EXPENSE	0.00	625.00	0.00	1,875.00	7,500.00
5600 · FUNDRAISING EXPENSE					
5299 · Kennel Lock-up EXPENSE	0.00	0.00	0.00	0.00	0.00
5603 · MZD Santa Pics Expense	0.00	0.00	0.00	0.00	25.00
6307 · Calendar Expense	0.00	0.00	0.00	0.00	2,050.00
6308 · Wash & Wag Expense	0.00	0.00	0.00	0.00	0.00
6311 · Cause for Paws Expense	0.00	0.00	0.00	0.00	6,990.00
6312 · Rummage Sale Expense	0.00	0.00	0.00	0.00	0.00
6315 · Misc/3rd Party Fund Expense	0.00	16.66	0.00	49.98	200.00
6317 · Raise The Woof Expense	0.00	0.00	0.00	0.00	0.00
6322 · Rescue Raffle Expense	50.00	0.00	50.00	0.00	2,179.00
6324 · Miscellaneous Expenses	0.00	0.00	0.00	0.00	0.00
6330 · TUFT Golf Outing Expense	0.00	0.00	0.00	0.00	8,084.00
6355 · Lights of Love Expense	0.00	0.00	0.00	0.00	125.00
6550 · Strut Your Mutt Expense	250.00	0.00	250.00	0.00	2,625.00
6551 · Canisters Expense	0.00	0.00	0.00	0.00	0.00
7580 · Online Store Expense	0.00	0.00	0.00	0.00	0.00
Total 5600 · FUNDRAISING EXPENSE	300.00	16.66	300.00	49.98	22,278.00
59900 · POS Inventory Adjustments	0.00		0.00		
6000 · OTHER EXPENSE					
5142 · Volunteer Program	0.00	100.00	251.30	300.00	1,200.00
6313 · Direct Solicitations	3,581.78	900.00	3,581.78	2,700.00	10,800.00
6503 · Community Outreach	0.00	87.91	102.00	263.73	1,055.00
6504 · Memorial Bricks/Tiles	0.00	291.68	0.00	875.00	3,500.00
6505 · Professional Fees	1,661.00	1,250.00	5,980.00	3,750.00	15,000.00
6510 · Publications	59.18	1,250.00	59.18	3,750.00	15,000.00
6511 · Pet Promotion Expense	0.00	312.50	254.41	937.50	3,750.00
6515 · Promotions & Advertising	0.00	70.83	20.00	212.49	850.00
6523 · Kids Club	0.00	10.00	0.00	30.00	120.00
6525 · Resale Items Expense					
5129 · Employee Uniforms	0.00	29.16	0.00	87.48	350.00
6525 · Resale Items Expense - Other	109.68	1,083.33	1,118.78	3,249.99	13,000.00

Upper Peninsula Animal Welfare Shelter, Inc.
YTD Budget to Actual 2021
March 2021

	<u>Mar 21</u>	<u>Budget</u>	<u>Jan - Mar 21</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Total 6525 · Resale Items Expense	109.68	1,112.49	1,118.78	3,337.47	13,350.00
6530 · Conferences	0.00	83.33	0.00	249.99	1,000.00
6532 · Donor Development	0.00	146.25	0.00	438.75	1,755.00
6535 · Licenses, Dues, Permits & Fees	369.00	125.00	1,107.00	375.00	1,500.00
6540 · Miscellaneous Expense	190.59	250.00	190.59	750.00	3,000.00
6561 · Investment Expense	3,868.49	0.00	4,546.04	0.00	0.00
6590 · Mortgage Fees/Interest	2,351.20	2,414.19	7,746.65	7,780.09	31,180.83
6688 · Naming Opportunity Expense	0.00	41.66	0.00	124.98	500.00
Total 6000 · OTHER EXPENSE	<u>12,190.92</u>	<u>8,445.84</u>	<u>24,957.73</u>	<u>25,875.00</u>	<u>103,560.83</u>
Total Expense	<u>38,899.19</u>	<u>59,952.10</u>	<u>122,447.42</u>	<u>180,392.96</u>	<u>761,249.62</u>
Net Ordinary Income	(2,676.71)	(11,705.46)	(24,421.57)	(35,653.16)	(115,239.62)
Other Income/Expense					
Other Income					
4226 · Change in Value-Dixon Trust	22,901.06		22,901.06		
4300 · Unrealized Gain/Loss	7,292.61		9,769.48		
4400 · RESTRICTED REVENUE					
7400 · SALLY'S FUND					
4218 · Sally's Fund Revenue	1,842.00	0.00	2,242.00	0.00	5,000.00
6518 · Sally's Fund Expense	<u>0.00</u>	<u>(291.66)</u>	<u>(112.00)</u>	<u>(874.98)</u>	<u>(3,500.00)</u>
Total 7400 · SALLY'S FUND	<u>1,842.00</u>	<u>(291.66)</u>	<u>2,130.00</u>	<u>(874.98)</u>	<u>1,500.00</u>
7800 · COMMUNITY SPAY/NEUTER					
4210 · Community Spay/Neuter Revenue	<u>0.00</u>		<u>0.00</u>		
Total 7800 · COMMUNITY SPAY/NEUTER	<u>0.00</u>		<u>0.00</u>		
Total 4400 · RESTRICTED REVENUE	<u>1,842.00</u>	<u>(291.66)</u>	<u>2,130.00</u>	<u>(874.98)</u>	<u>1,500.00</u>
Total Other Income	<u>32,035.67</u>	<u>(291.66)</u>	<u>34,800.54</u>	<u>(874.98)</u>	<u>1,500.00</u>
Net Other Income	<u>32,035.67</u>	<u>(291.66)</u>	<u>34,800.54</u>	<u>(874.98)</u>	<u>1,500.00</u>
Net Income	<u><u>29,358.96</u></u>	<u><u>(11,997.12)</u></u>	<u><u>10,378.97</u></u>	<u><u>(36,528.14)</u></u>	<u><u>(113,739.62)</u></u>

Upper Peninsula Animal Welfare Shelter, Inc.
Transaction Detail By Account
March 2021

	Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
43400 · DIRECT PUBLIC SUPPORT									
4125 · Donated Svs/Material In Kind									
	General Journal	03/31/2021	in kind	LACOSSE			6505 · Professional Fees	1,125.00	1,125.00
	General Journal	03/31/2021	in kind	PET HEALTH SERVICES			5127 · Microchips	397.50	1,522.50
Total 4125 · Donated Svs/Material In Kind								1,522.50	1,522.50
Total 43400 · DIRECT PUBLIC SUPPORT								1,522.50	1,522.50
TOTAL								1,522.50	1,522.50

Upper Peninsula Animal Welfare Shelter, Inc.
Statement of Financial Position 2021
As of March 31, 2021

	Mar 31, 21	Mar 31, 20
ASSETS		
Current Assets		
Checking/Savings		
1010 · mBank Checking	253,351.84	133,038.74
1011 · mBank General Savings	234,445.73	234,495.73
1012 · mBank Sally's Fund Savings	21,054.56	16,026.52
1013 · mBank Capital Campaign Checking	70,082.87	60,582.87
1016 · mBank Capital Campaign Savings	32,021.50	32,007.84
1017 · mBank PPP Loan	54,300.00	0.00
1070 · PayPal account	603.11	276.17
1090 · Cash in Drawer	150.00	150.00
Total Checking/Savings	666,009.61	476,577.87
Accounts Receivable		
1200 · *Accounts Receivable	502.00	502.00
1524 · Capital Campaign Pledges	48,370.00	62,770.00
Total Accounts Receivable	48,872.00	63,272.00
Other Current Assets		
1080 · Petty Cash	400.00	400.00
12100 · Inventory Asset	(0.78)	1,034.22
1499 · Undeposited Funds	0.00	(16.05)
1540 · Allowance for Uncol Promises	(7,298.00)	(7,298.00)
1550 · Discount-CC Pledges Receivable	(3,500.00)	(3,500.00)
1607 · Employee loan	(1,013.41)	(192.31)
2121 · Payroll Asset	0.00	(821.10)
Total Other Current Assets	(11,412.19)	(10,393.24)
Total Current Assets	703,469.42	529,456.63
Fixed Assets		
1611 · Land - County Rd 553	20,586.75	20,586.75
1615 · Buildings	3,631,114.80	3,631,114.80
16400 · Vehicles	44,792.00	44,792.00
1645 · Office & Kennel Equipment	5,615.86	5,615.86
1650 · New Shelter-Furniture & Equip	95,830.01	95,830.01
1670 · Accumulated Depreciation	(121,006.30)	(121,006.30)
Total Fixed Assets	3,676,933.12	3,676,933.12
Other Assets		
1074 · WF Endowment Fund Investments	280,777.90	211,441.77
1700 · Beneficial Interest in MCCF	101,700.19	101,700.19
1702 · Beneficial Interest-Dixon F B	702,005.73	652,450.51
9999 · Point of Sale General Asset	0.00	(18.00)
Total Other Assets	1,084,483.82	965,574.47
TOTAL ASSETS	5,464,886.36	5,171,964.22

	Mar 31, 21	Mar 31, 20
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2001 · *Accounts Payable	2,138.53	9,541.35
Total Accounts Payable	2,138.53	9,541.35
Other Current Liabilities		
2002 · AP-New Shelter Retainage	986.69	986.69
2025 · Accrued Benefits	4,068.39	4,068.39
2100 · Payroll Liabilities		
2101 · Federal Tax W/H Payable	563.60	563.60
2102 · Medicare and SS Payable	1,596.55	1,595.90
2103 · Michigan W/H Payable	2,109.04	2,191.75
2104 · Suta Tax Payable	124.02	126.71
2108 · AFLAC pre-tax	(59.43)	62.25
2111 · Simple Plan Payable	3,788.06	1,440.84
2100 · Payroll Liabilities - Other	7,675.06	7,631.43
Total 2100 · Payroll Liabilities	15,796.90	13,612.48
2330 · N/P Mbank PPP Proceeds	108,600.00	0.00
2550 · Sales Tax Payable	121.52	130.76
Total Other Current Liabilities	129,573.50	18,798.32
Total Current Liabilities	131,712.03	28,339.67
Long Term Liabilities		
2300 · Mortgage-New Shelter	1,022,108.83	1,076,479.44
Total Long Term Liabilities	1,022,108.83	1,076,479.44
Total Liabilities	1,153,820.86	1,104,819.11
Equity		
3001 · Beg Net Assets Temp Restricted	1,230,388.00	1,230,388.00
3002 · Beg net Assets Perm Restricted	294,517.00	294,517.00
3040 · Beg net Assets Unrestricted	95,970.45	95,970.45
3900 · Retained Earnings	2,679,828.37	2,527,463.34
Net Income	10,361.68	(81,193.68)
Total Equity	4,311,065.50	4,067,145.11
TOTAL LIABILITIES & EQUITY	5,464,886.36	5,171,964.22

	<u>\$ Change</u>
ASSETS	
Current Assets	
Checking/Savings	
1010 · mBank Checking	120,313.10
1011 · mBank General Savings	(50.00)
1012 · mBank Sally's Fund Savings	5,028.04
1013 · mBank Captial Campaign Checking	9,500.00
1016 · mBank Capital Campaign Savings	13.66
1017 · mBank PPP Loan	54,300.00
1070 · PayPal account	326.94
1090 · Cash in Drawer	0.00
Total Checking/Savings	<u>189,431.74</u>
Accounts Receivable	
1200 · *Accounts Receivable	0.00
1524 · Capital Campaign Pledges	(14,400.00)
Total Accounts Receivable	<u>(14,400.00)</u>
Other Current Assets	
1080 · Petty Cash	0.00
12100 · Inventory Asset	(1,035.00)
1499 · Undeposited Funds	16.05
1540 · Allowance for Uncol Promises	0.00
1550 · Discount-CC Pledges Receivable	0.00
1607 · Employee loan	(821.10)
2121 · Payroll Asset	821.10
Total Other Current Assets	<u>(1,018.95)</u>
Total Current Assets	<u>174,012.79</u>
Fixed Assets	
1611 · Land - County Rd 553	0.00
1615 · Buildings	0.00
16400 · Vehicles	0.00
1645 · Office & Kennel Equipment	0.00
1650 · New Shelter-Furniture & Equip	0.00
1670 · Accumulated Depreciation	0.00
Total Fixed Assets	<u>0.00</u>
Other Assets	
1074 · WF Endowment Fund Investments	69,336.13
1700 · Beneficial Interest in MCCF	0.00
1702 · Beneficial Interest-Dixon F B	49,555.22
9999 · Point of Sale General Asset	18.00
Total Other Assets	<u>118,909.35</u>
TOTAL ASSETS	<u><u>292,922.14</u></u>

	<u>\$ Change</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2001 · *Accounts Payable	(7,402.82)
Total Accounts Payable	(7,402.82)
Other Current Liabilities	
2002 · AP-New Shelter Retainage	0.00
2025 · Accrued Benefits	0.00
2100 · Payroll Liabilities	
2101 · Federal Tax W/H Payable	0.00
2102 · Medicare and SS Payable	0.65
2103 · Michigan W/H Payable	(82.71)
2104 · Suta Tax Payable	(2.69)
2108 · AFLAC pre-tax	(121.68)
2111 · Simple Plan Payable	2,347.22
2100 · Payroll Liabilities - Other	43.63
Total 2100 · Payroll Liabilities	2,184.42
2330 · N/P Mbank PPP Proceeds	108,600.00
2550 · Sales Tax Payable	(9.24)
Total Other Current Liabilities	110,775.18
Total Current Liabilities	103,372.36
Long Term Liabilities	
2300 · Mortgage-New Shelter	(54,370.61)
Total Long Term Liabilities	(54,370.61)
Total Liabilities	49,001.75
Equity	
3001 · Beg Net Assets Temp Restricted	0.00
3002 · Beg net Assets Perm Restricted	0.00
3040 · Beg net Assets Unrestricted	0.00
3900 · Retained Earnings	152,365.03
Net Income	91,555.36
Total Equity	243,920.39
TOTAL LIABILITIES & EQUITY	292,922.14

UPAWS										Key
Days Cash On Hand										
	2012	2013	2014	2015	2016	2017	2018	2019	2020	
Cash Less Restricted Funds	\$ 147,882.00	\$ 146,529.00	\$ 191,970.00	\$ 152,858.00	\$ 201,661.55	\$ 215,192.09	\$ 311,797.49	\$ 415,591.49	645,045.70	Current Assets less capital campaign assets
Total annual expense	\$ 451,620.63	\$ 431,923.23	\$ 520,354.25	\$ 576,669.00	\$ 602,450.00	\$ 536,174.67	\$ 521,136.55	\$ 741,157.74	\$753,663.47	total expense budget for year
Daily expense	\$ 1,237.32	\$ 1,183.35	\$ 1,425.63	\$ 1,579.92	\$ 1,650.55	\$ 1,468.97	\$ 1,427.77	\$ 2,030.57	\$2,064.83	total annual expense divided by 365
Days cash on hand for shelter expenses (cash & equiv. less restricted for Sally's Fund and Capital Campaign / daily expense)	120	124	135	97	122	146	218	205	317	cash less restricted funds divided by daily expense

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+Paypal+square+cash in drawer+undeposited funds**

	2021 ytd
Cash Less Restricted Funds	\$ 577,566.14
Total annual expense	\$ 761,249.62
Daily expense	\$ 2,085.62
Days cash on hand for shelter expenses (cash & equiv. less restricted for Sally's Fund and Capital Campaign / daily expense)	277

UPAWS Budget FY 2019

	Total 2 0 2 1	TOTAL 2021	TOTAL 2020 ACTUAL	TOTAL 2020 BUDGET	TOTAL 2019 ACTUAL
Revenue					
4000 - Shelter Revenue					
4005 - Pet Adoptions	70,000.00		65,761.35	92,000.00	90,056.35
4010 - Redeemed Animals	3,900.00		3,842.00	4,000.00	3,783.62
4015-Vet/Optional Care	1,000.00	*new account 2021	0.00	0.00	0.00
4017- Dog Park	7,500.00		2,362.00	9,000.00	6,555.10
4018- Rentals	1,800.00		0.00	2,400.00	400.00
4020 - Government Contracted Svcs	16,000.00		16,251.78	10,000.00	38,589.81
4025-Restitutions/Investigations	0.00		0.00	0.00	0.00
4030 - Dog License Revenue	400.00		388.00	500.00	304.00
4031 - Microchipping	1,000.00		900.00	1,200.00	2,547.30
4032 - Nail Clipping	600.00		270.00	750.00	690.00
4033 - Community Spay/Neuter	5,000.00		4,030.00	5,000.00	1,475.00
4050- Miscellaneous Services	600.00		538.00	600.00	1,759.50
4060- Cremation Services Revenue	1,500.00		1,029.00	2,500.00	
<u>Total 4000 - Shelter Revenue</u>	<u>109,300.00</u>	<u>109,300.00</u> <u>Total Shelter Revenue</u>	<u>95,372.13</u>	<u>127,950.00</u>	<u>146,160.68</u>
4100 - Direct Public Support					
4006 - Pet Care Sponsorship	7,300.00		7,076.69	11,000.00	11,028.38
4008 - Pet Promotion Sponsorship	250.00		365.00	1,400.00	1,617.00
4109 -Pink Lady	2,000.00		3,145.00	6,000.00	14,969.00
4110-Donations	250,000.00	*combined Direct Solicitations, Debs Dog, & Memor	213,040.94	125,000.00	214,266.95
4120 - Special Gifts	11,500.00		10,929.56	11,500.00	11,790.36
4123- Memorial Bricks/Tiles	7,500.00		1,484.00	7,500.00	3,240.00
4130-Memorials/Honorariums	0.00	*combined into 4110	46,791.45	50,000.00	45,644.27
4125- Donated Svcs/Material In Kind	37,000.00		34,991.50	0.00	78,276.31
4132-Deb's Dog Revenue	0.00	*combined into 4110	2,380.00	1,500.00	1,720.00
4135-Bequests	0.00		26,588.34	0.00	27,447.00
4152- Direct Solicitations	0.00	*combined into 4110	62,712.00	40,000.00	13,776.00
4188-Naming Opportunities	50,000.00		500.00	76,000.00	
<u>Total 4100 - Direct Public Support</u>	<u>365,550.00</u>	<u>365,550.00</u> <u>Total Direct Public Support</u>	<u>410,004.48</u>	<u>329,900.00</u>	<u>423,775.27</u>
4156 - Grant Revenue					
4157- General Grants	10,000.00		2,257.00	50,000.00	11,163.00
<u>Total 4156 - Grant Revenue</u>	<u>10,000.00</u>	<u>10,000.00</u> <u>Total Grant Revenue</u>	<u>2,257.00</u>	<u>50,000.00</u>	<u>11,163.00</u> <i>*significant decrease in Grants</i>
4200 - Fundraisers					
4127 - Wash N Wag	0.00		0.00	1,345.00	1,736.76
4128 - Misc/3rd Party Fundraisers	1,650.00		3,064.78	4,295.00	8,995.62
4140 - Canisters	8,000.00		7,170.99	10,200.00	10,187.55
4143 - Econo Receipts	5,200.00		5,168.61	7,500.00	6,685.32
4144 - Cause for Paws	24,600.00		1,514.00	25,500.00	30,893.58
4146 - Rummage Sale	0.00		0.00	0.00	3,485.50
4147 - Strut Your Mutt	12,000.00		6,597.72	22,000.00	10,327.50
4151 - Raise the Woof	0.00		5,205.75	6,850.00	5,829.00
4170 - TUFT Golf Outing	19,350.00		19,517.00	19,900.00	22,612.00
4183 - Rescue Raffle	6,200.00		3,142.00	4,000.00	3,235.00
4185 - Lights of Love	2,600.00		1,272.25	3,100.00	5,150.79
4197 - Calendar	13,290.00		30,507.80	10,768.00	14,289.52
4204 - MZD Santa Pics	2,300.00		0.00	3,080.00	1,920.00
4299-Kennel Lock-up Fundraiser	0.00	*will do IF Cause for Paws is cancelled	25,847.30	10,000.00	
4380-Online Store Fundraiser	0.00	*part of Retail 2021	2,867.25	27,300.00	

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<u>Total 4200 - Fundraisers</u>	<u>95,190.00</u>	<u>95,190.00</u>	<u>Total Fundraising Revenue</u>	<u>111,875.45</u>	<u>155,838.00</u>	<u>125,348.14</u>
4500 - Other Revenue						
4112- Kids Club	0.00		100.00	1,400.00		0.00
4201 - Home2Home	150.00		100.00	150.00		145.00
4205 - Resale Items Revenue	22,000.00		16,304.01	35,000.00		30,079.61
4215- Interest Revenue	20.00		17.56	48.00		592.26
4220 - Miscellaneous Revenue	800.00		857.30	0.00		424.40
4221 - Endowment Fund Earnings	1,000.00		0.00	5,000.00		9,629.98
4223 - MCCF B.Reider Fund Distribution	12,000.00		15,880.29	6,500.00		8,009.94
4227 - Distribution from Dixon Estate	30,000.00		31,519.49	11,200.00		31,588.74
<u>Total 4500 - Other Revenue</u>	<u>65,970.00</u>	<u>65,970.00</u>	<u>Total Other Revenue</u>	<u>64,778.65</u>	<u>59,298.00</u>	<u>80,469.93</u>
<u>Total Revenue</u>	<u>646,010.00</u>	<u>646,010.00</u>	<u>Total Revenue:</u>	<u>684,287.71</u>	<u>722,986.00</u>	<u>741,272.75</u>
Expense						
5000 - Employee						
5201- Wages & Salaries	363,103.00		204,136.08	311,311.00		259,931.07
5225 - Simple Plan Employer	2,721.60		772.31	1,274.52		1,318.73
5230 - Michigan Unemployment	326.79		126.15	1,260.00		2,179.32
5235 - Employer Social Security	22,512.38		12,634.64	19,301.28		16,712.44
5240 - Employer Medicare	5,264.99		2,954.67	4,514.00		3,908.50
5245 - Worker's Compensation	6,432.00		6,707.00	3,296.00		3,228.00
5246-Employee Relations			3,204.50	0.00		
<u>Total 5000 - Employee</u>	<u>400,360.76</u>	<u>400,360.76</u>	<u>Total Employee Expense</u>	<u>230,535.35</u>	<u>340,956.80</u>	<u>287,278.06</u>
5500 - Operating						
5009 - Phone/Network Access	2,518.00		3,985.41	2,818.00		6,065.72
5011 - Merchant Service Fees	6,000.00	*POS, NEON, Credit Card	6,422.74	6,000.00		6,998.96
5012- Bank Service Charges	150.00		161.61	120.00		104.34
5013- Paypal Fees	100.00		90.48	540.00		504.57
5014- Square Fees	1,500.00		1,208.76	0.00		
5050 - Utilities	28,000.00		27,359.31	36,000.00		31,387.63
5100 - Cleaning Supplies	5,500.00		5,254.39	3,600.00		3,091.26
5102 - Animal Supplies/Equipment	3,700.00		3,723.79	3,000.00		9,914.87
5105 - Repairs/Maintenance	7,000.00		8,102.87	6,000.00		6,261.99
5106 - Garbage/Snow Removal	10,000.00		6,163.18	10,000.00		9,069.41
5115 - Office Supplies/Postage	4,000.00		3,888.19	6,075.00		3,333.59
5117 - Community Spay/Neuter	11,000.00		5,287.50	10,000.00		4,134.24
5120 -Building/Auto Insurance	11,000.00		10,071.32	8,516.00		8,444.57
5125 - Food	15,500.00		15,626.49	8,500.00		11,772.41
5127 - Microchips	10,000.00		6,247.99	9,000.00		9,427.38
5130 - Medical Supplies/Vaccines	15,200.00		13,793.39	22,000.00		16,777.99
5135 - Vet Care	56,000.00		50,374.20	65,000.00		61,321.27
5140 - Spay/Neuter Program	25,000.00		28,458.49	26,000.00		28,031.68
5145 - Vehicle	1,500.00		900.30	3,000.00		3,797.31
5146 - Dog License Expense	450.00		432.00	200.00		140.00
5150-Mileage	250.00		156.65	750.00		864.33
5160- Depreciation	0.00		154.99	0.00		94,097.00
5165-Cash over/short	0.00		2,100.00	0.00		(180.18)
5180-Donated Services/Materials	0.00		855.82	0.00		14,952.81
5183 - Deb's Dog Expense	0.00	*combined into other expense account:	1,461.24	1,200.00		1,364.75
5530-Cremation Services Expense	2,000.00		1,801.00	2,000.00		
6138- Pink Lady Expense	2,000.00		4,720.25	6,000.00		

NeonPay

removal of Legacy Account (2019 Rev \$114032.91. Exp \$946.33)*Min wage increase & proposed raises*

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6524- Dog Park	2,500.00		913.46	2,100.00	1,815.93	
6528-Rentals	0.00		0.00	0.00	0.00	
6539-Computer Software	4,428.00		1,581.85	1,000.00	6,399.53	
6565-IT Consulting	660.00		642.00	4,500.00		
Total 5500 - Operating	225,956.00	225,956.00	Total Operating Expense	211,939.67	243,919.00	339,893.36
5550 - Grant Expense						
5551 - General Grants	7,500.00		1,299.89	5,000.00	3,661.53	
Total 5550 - Grant Expense	7,500.00	7,500.00	Total Grant Expense	1,299.89	5,000.00	3,661.53
5600 - Fundraising Expense						
5299- Kennel Lock-up Expense	0.00		403.34	1,000.00		
7580- Online Store Expense	0.00		9,298.69	16,380.99		
5603 - MZD Santa Pics Expense	25.00		0.00	30.00	30.00	
6307 - Calendar Expense	2,050.00		4,005.34	3,025.00	5,212.99	
6308 - Wash & Wag Expense	0.00		140.00	455.00	301.02	
6311 - Cause for Paws Expense	6,990.00		196.00	7,000.00	6,930.78	
6312 - Rummage Sale Expense	0.00		0.00	0.00	0.00	
6315-Misc/3rd Party Fund Expense	200.00		(123.00)	575.00	277.91	
6317 - Raise the Woof Expense	0.00		2,773.99	3,443.83	2,464.88	
6322 - Rescue Raffle Expense	2,179.00		229.00	2,150.00	1,602.82	
6540 - Miscellaneous Expenses	0.00		0.00	925.00	1,256.58	
6330 - TUFT Golf Outing Expense	8,084.00		6,841.30	7,237.50	7,807.92	
6355 - Lights of Love Expense	125.00		0.00	100.00	5,963.63	
6550 - Strut Your Mutt Expense	2,625.00		302.52	4,965.00	1,842.20	
6551 - Canisters Expense	0.00		0.00	200.00	0.00	
Total 5600 - Fundraising	22,278.00	22,278.00	Total Fundraising Expense	24,067.18	47,487.32	33,690.73
59900- POS Inventory Adjustments						
6000 - Other						
5142 - Volunteer Program	1,200.00		659.92	2,000.00	1,279.81	
6313 - Direct Solicitations	10,800.00		7,488.52	9,600.00	5,052.13	
6503 - Community Outreach	1,055.00		751.27	2,120.00	789.04	
6504- Memorial Bricks/Tiles	3,500.00		3,536.57	3,800.00	19.90	
6506- Professional Fees	15,000.00		40,408.91	16,000.00	45,827.88	
6510 - Publications	15,000.00		9,750.80	13,500.00	13,345.12	
6511 - Pet Promotion Expense	3,750.00		2,494.72	3,500.00	3,239.68	
6515 - Promotions & Advertising	850.00		675.25	3,736.00	3,927.39	
6523- Kids Club	120.00		69.99	1,010.00	691.29	
6525 - Resale Items Expense	13,000.00		12,681.55	22,000.00	22,979.50	
5129-Employee Uniforms	350.00		356.50	300.00		
6530 - Conferences	1,000.00		44.00	2,000.00	881.00	
6532 - Donor Development	1,755.00		0.00	1,560.00	5,090.30	
6535 - License,Dues,Permits & Fees	1,500.00		1,361.00	1,500.00	1,484.59	
6540 - Miscellaneous Expense	3,000.00		3,530.19	1,200.00	(5,530.95)	
6561- Investment Expense	0.00		15,605.49	0.00	2,267.99	
6590- Mortgage Fees/Interest	31,180.83		32,201.66	32,234.35	27,866.18	
6688-Naming Opportunity Expense	500.00		663.00	240.00		
Total 6000 - Other	103,560.83	103,560.83	Total Other Expense	132,279.34	116,300.35	129,210.85
Total Expense	759,655.59	759,655.59	Total Expense	600,191.43	753,633.47	793,734.53
Total Net Ordinary Income	-113645.59	-113,645.59	Total Net Ordinary Income	(30,677.47)		(52,461.78)
6548- Bad Debt Expense			70.00			
4214- Change in Comm Foundation Fund						

*removal of Legacy, Donor Development ?, Naming Opp ?

4216-Other Investment Revenue				
4222-Investment Interest Revenue				
4226-Chance in Value-Dixon Trust		12,771.57		
4300-Unrealized Gain/Loss		57,509.50		
4310-Realized Loss/Gain LT Invstmnt				
4400 - Resricted Revenue				
4198 Endowment Fund Donations				
7300-New Shelter				
4219-New Shelter Revenue		(2,060.00)		
6519-Capital/Bldg Improvements		525.00		
6536-New Shelter Expense		(2,711.97)		
7400-Sally's Fund				
4219 - Sally's Fund Revenue	5,000.00	11,015.68	3,900.00	3,986.00
6538 - Sally's Fund Expense	3,500.00	(7,852.39)	(375.00)	(1,010.49)
8000- Reading Program		1,812.47	1,990.00	1,000.00 Program is done
8001-Reading Program Expense		(2,991.11)	(2,990.00)	Program is done
6570-Contrib. To Mgt C Foun. Endow				
Total 4400 - Restricted Accounts	1,500.00	0.00	Total Restricted Accounts	71,259.86
Net Income - Restricted & Unrestricted	153,308.93	-115,145.59	Net Income-Rest. & Unrest.	152,365.03
				8,505.00
				4,450.28
				152,892.36

*actual was \$152892.36 (accounting for accounts no longer active)

NOTE: Total Principle Payments Due for 2021 \$32799.45**
**This is not in the budget because it's a Liability (balance sheet item) but it requires an additional \$32799.45 in cash that will be paid out in 2021

***PPP Loan \$54323.00 (Loan Forgiveness in process, in the event it is denied we will owe)
****prior to recommendation to approve 2021 Budget the Board has been notified of two large bequests totaling \$849,000.00 to be received in 2021

- **Volunteer & Community Outreach Coordinator Report April 2021**

- Fosters: One new application
- Pet Gazette Newsletter:
 - Writing, designing, coordinating summer issue – large amount of the time spent in April. Still working on.
- Petco Love Lost:
 - *Petco Love* (formerly Petco Foundation). *Petco Love Lost* (formerly Finding Rover). UPAWS is a partner of each.
 - Huge launch and push for reuniting lost pets with their owners.
 - Admin for our *Petco Love Lost* dashboard: [Petco Love Lost](#) | [Petco Love Lost](#)
 - Prepared PSA, posts and email for the April 23rd launch of *Petco Love Lost*
- MyEmma: *Petco Love Lost* email sent on launch day 4/23
- Bissell Empty the Shelters:
 - May 5-9 event
 - \$25 or less – UPAWS is opting to offer pets 1 year on up for event pricing.
 - Admin for event. Attended and submitting all requirements.
 - Prepared PSA's and media advertising.
- RETAIL: General upkeep.
- Grants:
 - Applied for *Grey Muzzle Grant* – sent 3-16-21 **(No answer as of 4/22/21)**
 - Maddie's Fund *No Place Like Home Challenge* – fulfilling the requirements.
 - Filed final report to Maddie's Fund.
- Conferences, webinars/training attended:
 - *HSUS Animal Expo 4/21-4/23*
 - *Innovations in Return to Home Programs*
 - *Petco Love Lost*

- *Bissell Empty the Shelters*
- *Intake Diversion* webinar
- *Charity How To* webinars.
 - *How to Create a Newsletter That Motivates Donors to Give and Give Again: The Proven Formula for Success*
 - *Instagram for Beginners: How to Get Set Up and Start Your Nonprofit Using Instagram the Right Way*
 - *Coronavirus and Nonprofits: How to Communicate in a Time of Crisis*
- Transfers:
 - 52 cats and 5 dogs from Humane Society of Tulsa. They drove them to UPAWS.
 - Photos, bios – took quite a while to finish.
- Website: General upkeep.
- Website, Social Media: Posting, upkeep, help with making new pages, advertising daily.
- Pet Promos: Loading Pet Portal. Photos & bios, advertising. Q-107 Pet of Week, ABC10 Pet of the Week.
- Media (Community Outreach): TV6 – Pet Photo Calendar story
- Read with UPAWS (Kids Club):

Continue to make Read with UPAWS monthly virtual stories.

March 2021		<5 mos.		<5 mos.			
	DOGS	PUPS	CATS	KITS	OTHER	TOTAL	
Beginning Count	4	2	8	1	8	23	
INTAKE							YTD
Owner Surrender	7	0	7	0	6	20	53
Returned Adoption	1	0	2	0	0	3	8
Stray (from Police, Public and Shelter Pickup)	11	0	10	0	0	21	45
Born in Care	0	0	0	0	0	0	10
Transferred from Other Shelters	1	0	0	0	0	1	41
Special Hold/Service In	0	0	0	0	0	0	0
Seized/Custody (Cruelty & Neglect)	0	0	0	0	0	0	0
Total Intakes	20	0	19	0	6	45	157
OUTCOMES							
Adoptions (shelter, foster home or special event)	8	1	18	1	11	39	150
Total Adoptions YTD	21	1	78	19	31	150	
Returned to Owner	11	0	2	0	0	13	27
Transferred to Rescue Groups/Shelters	0	0	0	0	0	0	1
Total Live Outcomes	19	1	20	1	11	52	178
EUTHANIZED/DEATHS/MISSING/STOLEN							
Dangerous	0	0	0	0	0	0	1
Dying	0	0	0	0	0	0	1
Animal's Name and Reason							
TOTAL ANIMALS EUTHANIZED	0	0	0	0	0	0	2
Died at shelter/foster home - Unknown	0	0	0	0	0	0	0
Missing/Stolen/Escaped	0	0	0	0	0	0	0
Animal's Name and Reason							
Total Euth/Died/Other Outcomes	0	0	0	0	0	0	2
Ending Count	5	1	7	0	3	16	
						16	
SAVE RATE (Intake- Euthanasia Outcome)/Intake						100.0%	98.7%
ASPCA Live Release Rate (Live Outcomes/ Intake)						115.6%	113.4%

OTHER INFO	Dogs	Cats
Avg. Length of Stay	16.1	17.9
Monthly Return Rate (returns/adoptions)	11%	11%

JANUARY 2020 - CLINIC SERVICES	DOGS	CATS	OTHER	TOTAL	YTD
Owner Requested Euthanasia	0	0	0	0	1
Bite Hold (for Owner)	0	0	0	0	0
Spay/Day	0	0	0	0	56
Community Spay/Neuter (Spay It Forward)	1	2	0	3	3
Microchipping	51	7	2	60	70
Domestic Violence	0	0	0	0	0
Pending Investigation	0	0	0	0	0
Boarding	0	0	0	0	0
Dog Park Permits	5	0	0	5	9
Service - Home 2 Home	0	0	0	0	5
Service - Nailtrims	11	2	2	15	19
Service - Dog Licenses	0	0	0	0	5
Service - Cremation Services	0	0	0	3	6
Total	68	11	4	83	168

UPAWS
Board Development Committee Meeting MINUTES
April 8, 2021

Members Present: Lynn Andronis, Kathi Fosburg, Linda Roncaglione, Crystal Swanson

Members Absent: Reva Laituri and Alex Petrin, both excused

1. Currently, we have 3 vacant positions; all expiring in 2023. Our most immediate and pressing need is for a new board member who has a financial background. Update on the two potentials: Nothing to report. Should we “advertise” on our website? This was not discussed but Lynn will bring a draft to the next committee meeting.
2. Board Matrix – Still incomplete.
3. Board Evaluation – Lynn reported that this was submitted to board members. Currently, there are no plans to discuss the evaluation amongst members at a meeting/retreat/work session. Discussion on what actions we (as a committee) can take to improve members’ experiences. There was acknowledgement that some committees have addressed issues raised in the “comments” section on their own. Having “public” board meetings again was raised. Lynn reported that it was briefly discussed at the March Board Meeting but no plan was set in place. The thought was that by June or July it could be implemented.
4. Exit Interviews – Update:
5. Discussion with newer board members – Update: To date, Kathi, Linda and Crystal have had meetings with Alex, Brian and Chris. Overall, they are determined to learn and keep spirits high. Other issues mentioned – length of meetings; knowing who to go to get answers to questions (liked the idea of a mentor); finding items on the google drive; acknowledgement that we have “shy” board members who may not speak up during discussions but welcomed older board member comments for background information. They felt they could have been better prepared. The committee then discussed having these meetings twice a year. In addition, have a meeting with a new board member right after they have been elected to the board.
6. FUTURE TOPICS TO BE DISCUSSED/REVIEWED
 - a) Board Development Procedures review – postponed until future meeting.

Submitted,

Lynn Andronis, Committee Chair

NEXT MEETING SCHEDULED FOR THURSDAY, May 13th, AT 5 PM via Zoom

FINANCE COMMITTEE MINUTES

April 21, 2021

Zoom 5:30-6:30 PM

Present: Amber Talo, Chris Danik, Reva Laituri, Kristine McDonnell

Absent: Brett Specker

1. Agenda:

a. Review of January-March Financials

- i. The POS system continues to push Community Spay/Neuter Revenue into account 4210 but it should be in account 4033. Amber will adjust with a journal entry to allocate correctly.
- ii. Facebook donations should be recorded as special gifts 4120 but have been going to 4110. Will adjust going forward.
- iii. Home to Home Revenue was reflecting revenue for February but it was just an entry error into POS by staff and should have been "honorariums/Memorials" (which is now account 4110)
- iv. Deb's Dog Expense needs to be separated into the actual expense accounts. Reva had requested Ann document this on her Google Drive sheet and Amber will follow up to find out what expense accounts it goes into since Deb's Dog Expense is no longer an active account and we are tracking by actual expense code.
- v. The Thrivent paperwork for the two bequests we will be receiving has been sent but we have not received the check(s) yet. Will notify Board when they are received and deposited. The Finance Committee will review at our next meeting and make a recommendation to the Board on allocation of the funds received.
- vi. Amber mailed paperwork for the Bernadette Reider UPAWS Fund (\$16437.62) and Community Foundation of Marquette County (\$3781.94) available funds to grant. When the funds are received the Finance Committee will review and make a recommendation to the Board on allocation of funds received.
- vii. Employee wages have been increased in April as approved in the 2021 Budget.
- viii. Employee IRA account setup has been completed and contributions are up to date.
- ix. Discussed 2020 Audit and recommending to approve MTN HK proposal to the Board. After all of the 2019 changes and hurdles it is recommended we do not seek alternative proposals for the audit and remain with MTN HK for consistency to streamline the Audit Process with the same Auditor, Bookkeeper, and Treasurer for accuracy and efficiency.
- x. Amber will transfer Sally's Fund Revenue received for Q1 2021 from UPAWS Checking into Sally's Fund Savings.
- xi. Discussed turning our Savings Account into a Money Maker Account so that it gains interest. It currently does not earn interest, and since the account is not used regularly we have been

receiving dormancy fees. This would allow us to avoid dormancy fees. Amber will contact Joe Havican to set this up.

Respectfully submitted,

Amber Talo

Chair

PERSONNEL COMMITTEE REPORT

April 14 & 19, 2021

Present: Reva Laituri, Chair, Lynn Andronis, Colleen Whitehead

April 14:

The committee reviewed the counter offer made by a candidate for the Executive Director position. Following further investigation into insurance options, a recommendation will be made to the full Board.

The vacant Bookkeeper/Administrative Assistant position is still be posted. Lack of insurance benefits is a drawback in recruitment.

The Maintenance/Custodian vacancy needs to be updated and reposted. Colleen will prepare a job duty task list and repost the position.

Vet Assistant position vacancy. The Vet Center Committee is preparing interview questions and will be advertising the opening on Indeed and the UPAWS website. Colleen will also look into the possibility of posting on the Michigan Veterinary Association website.

Health insurance is proving to be a major drawback in attracting qualified applicants for full time positions. The committee is investigating various options in this area and agreed to meet again on Monday, April 19th to further discussion on this and prepare a report and recommendation for the Board.

Several employees are in the process of receiving their COVID vaccinations. A couple are setting appointments, a couple are planning to get them but not right away, and one is taking a wait and see approach.

Colleen noted she is updating the Wage Scale Appendix in the Personnel Policies will draft a Report and Recommendation for the Board to consider at its next meeting.

April 19:

The committee discussed the feasibility of providing employee reimbursement for employee health care coverage premiums. Reva is waiting for a return call from the accountants to determine what the IRS guidelines are in this regard, whether the accounting firm could assist in

setting up the plan, and if so, at what cost. The intent to have a report and recommendation to the board for the next meeting.

The committee also reviewed and discussed the counter offer made by the ED applicant and agreed to have a recommendation to the board at its next regular meeting.

Respectfully submitted,

A handwritten signature in blue ink, reading "Reva Kaituri". The signature is written in a cursive, flowing style.

Chairperson

POLICY & BYLAWS COMMITTEE

Chaired by: Colleen Whitehead

Date: April 15, 2021 10:00 am -11:15 am via Zoom

Members Present: Colleen Whitehead, Reva Laituri and Lynn Andronis

Absent: Linda Roncaglione

Discussion:

- **Policy Review: SOP For Service Outages:** Committee reviewed and discussed the draft policy received from Chris on the process to follow for phone and internet service outages at the Shelter. The Committee had a number of suggestions and revisions to the draft policy. Changes were related to individuals to be notified, methods of notification and the need for an introductory section. Colleen will follow up with Chris to get a Word version of the document and will make a redline draft of suggested edits for Committee review prior to the policy suggestions being forwarded back to the IT Committee for their review.
- **Policy Review: 13.0 Board Actions:** Committee reviewed, discussed and drafted new language regarding the monthly Board meeting agenda process and the submission guidelines for Board members to follow.
- **Continuing pending / future Committee include items/tasks** such as IT policies, Vet Center Policies, and possible revisions to Board Policy 1.0 regarding UPAWS membership by Donor Development Committee and Finance Policies. Committee has agreed to not address SOP development/revisions at this time.

Assignments:

- Colleen to make draft revisions to the UPAWS IT Policy on Service Outages and forward to Committee for final draft review prior to sending back to the IT Committee.
- Colleen to add draft language regarding the monthly Board meeting within the Board Actions Policy based upon Committee discussion. Draft policy changes to be forwarded to the Committee for further review.

Next Meeting:

- May 20th, 2021 at 10:00 am. Meetings are currently being held via Zoom, monthly meeting is usually the 3rd Thursday of each month.

VET CENTER – AD HOC COMMITTEE

Chaired by: Colleen Whitehead

Date: April 13th, 2021 5:30 pm – 6:30 pm via Zoom

Members Present: Colleen Whitehead, Dr. Scott Jandron and Laura Rochefort

Absent: Jessi Hurd

Discussion:

- Discussion on the Vet Assistant position. Colleen will update the position description to reflect the increased hourly wage (now \$15 per hour). Discussion on possible places to advertise beyond Indeed and the UPAWS website. Scott suggested the Michigan Veterinary Medical Association (MVMA), Colleen will check into that option and verify advertising costs. Each Committee member will email Colleen with any suggested interview questions. Committee will serve as the Interview Committee for the position and report back to the Personnel Committee.
- Colleen is still working on compiling and updating the draft policies which have been developed so far. Anticipate having a draft document for the Committee to review prior to the next monthly meeting.
- Discussion on developing a master list of required start up inventory and supplies, both equipment and medical supplies. There are multiple lists which have been developed. Scott will work to consolidate and create a master list for the Committee to use for reference and for budgeting purposes.
- Discussion on when and how to reach out to area veterinary practices. Committee felt it would be better to do meetings with each individual practice and only after having a draft P&P document to review with the attendees.
- Discussion on controlled substances and creating a process to ensure security. Scott is still verifying with the Board of Professional Licensing as far as a process/policy that may need to be put in place restricting donations of controlled substances. UPAWS cannot accept donations of controlled substances, most commonly used is gabapentin, which is now classified as a Schedule V drug. Will need to develop a policy requiring a locked cabinet and secure area for any controlled substances in the surgical suite at UPAWS.
- Laura brought up that Delta County Animal Shelter has several metal banks that may be available for use by UPAWS in the surgical suite. Laura will look into this and verify costs and timeline. (Note: Laura was able to verify that Delta County was willing to donate the banks at no cost to UPAWS and she has come up with a plan to pick up and bring the banks to UPAWS!).

Next Meeting:

- May 11th, 2021 at 5:30 via Zoom.