

UPPER PENINSULA ANIMAL WELFARE SHELTER

BOARD OF DIRECTORS MEETING

Monday, December 27, 2021 / 6 p.m. / Shelter / 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. Public Comment
5. Approval of Minutes
 - a. November 22, 2021 Regular Meeting
6. Unfinished Business
 - a. ED 2022 Goals Review and Discussion
 - b. Update from Policy/Bylaw Committee Re: Status of Paws Park as a Standing Committee
7. New Business
 - a. Report and Recommendation from the Personnel Committee, re: Vision/Dental Insurance
 - b. Recommendation from the Finance Committee, re: 2022 Budget
8. Communications
9. President's Report
10. Treasurer's Report
11. Shelter Operations Report(s)
 - a. Report from the Executive Director
 - b. Volunteer/Community Outreach Report
 - c. Stats
12. Committee Reports
 - a. Board Development Committee Report (Colleen) – written
 - b. Finance Committee Report (Chris) – written
 - c. Fundraising Committee Report (Leslie) – did not meet

- d. Paws Park Committee (Amber) – did not meet
- e. Strategic Planning Committee Report (Brian) – did not meet
- f. Personnel Committee Report (Reva) – written
- g. Policy / Bylaw Committee Report (Alex) –
- h. Donor Development (Ad Hoc) (Leslie) – did not meet

13. Public Comment

14. Board Comment

15. Adjournment

Next Board Meeting Date: January 24, 2022, 6 p.m., at the Shelter

**UPPER PENINSULA ANIMAL WELFARE SHELTER
BOARD OF DIRECTORS MEETING MINUTES
November 22, 2021**

PRESENT: Lynn Andronis, Chris Danik, Brian Hummel, Leslie Hurst, Reva Laituri, Colleen Whitehead

ABSENT: Amber Talo (excused), Alex Petrin (excused)

STAFF: Bill Brutto, E.D. (excused)

GUESTS: Susan Deloria

- 1) Call to Order/Attendance: Meeting was called to order at 6:05 p.m.
- 2) Approval of Agenda: *Motion was made by Brian, seconded by Chris, to approve the Agenda with the following correction - Item #7.a. Should read that the recommendation is from the "Treasurer" not "Finance Committee". Motion passed with unanimous consent.*
- 3) Mission Moment: None
- 4) Public Comment: Reva presented the Board with a thank you card from Ann Brownell for the Christmas bonus. It was noted that the bonuses came earlier than in past years. Susan Deloria stated that, in her opinion, some employees are not as familiar with process of cleaning and stocking in the cat adoption area. She has brought it up to Bill.
- 5) Approval of Minutes:
 - a) October 25, 2021 Regular Meeting – *Motion was made by Colleen, seconded by Brian, to approved the Minutes as presented. Motion passed with unanimous consent.*
- 6) Unfinished Business: None
- 7) New Business:
 - a) Recommendation from the Treasurer, re: 990 for 2020: *Motion was made by Lynn, seconded by Colleen, to accept the 990 for 2020, as presented. Motion passed with unanimous consent.* Reva requested that, in the future, notification of the final 990 is presented to the board earlier than a week before the deadline.
 - b) Report and Recommendation from the Personnel Committee, re: Vision/Dental Insurance – *Lynn made a motion, seconded by Chris, to approve the following: The ED be authorized to enroll UPAWS in an employer paid Blue Cross/Blue Shield vision/dental plan (single, 2-person or family coverage) for all full-time employees to be effective January 1, 2022. Motion passed with unanimous consent.*
- 8) Communications: Leslie reported that Mona from Marquette County Solid Waste Authority reached out to her regarding their intent to publicize recycling of bedding and similar items on their website and she wanted to review the wording related to UPAWS. Mona just wanted us to be informed over what she can post. At this point, Leslie is waiting for word from Bill.
- 9) President's Report: None
- 10) Treasurer's Report: Written report submitted. The October 2021 financials reports were not available and will be reviewed at the next meeting. Colleen asked about the timing for next audit

(for 2021); per Chris, change the last sentence in the last bullet point on the Report to “MTHNK recommends we have a contract in place by early Fall **2022**”. Colleen also asked about the process for approving the 2022 Budget. Chris replied that the plan was to vote on the proposed budget at the December Board Meeting but if members want a work session prior to that date, he can arrange it. Board members are asked to provide any questions (via email) to Chris by 12/6. He will then reply to these questions to the entire Board. If questions can be answered via this method, a work session may not be needed.

11) Shelter Operations Report(s):

- a) Report from the Executive Director – Since Bill was absent, Reva added that, regarding Section IIc “Dimmer Switch for Community Room”, no recommendation is included because Bill is getting another quote. Leslie wanted to clarify other possible solutions to lighting in the community room (e.g., separate switch for each row). There was a question of who was included in the mailing list for the recent solicitation letter. To clarify, GEMs are not (as a group) included but, in the past, some individual exceptions are made and have been manually inserted. This edit did not occur with this particular mailing list. Bill is updating the list of capital campaign naming opportunities. Once complete, the list will be posted on the drive. All questions regarding naming opportunities should be directed to Bill. Colleen asked if the Michigan Pet Alliance Assessment will include volunteers and fosters programs (like Maddie’s Fund assessment)? Reva believes so. Leslie asked for any assessment on the Reading Dog Language webinar mentioned in Bill’s report last month. Leslie asked if we are going to review/comment on Bill’s 2022 Goals? There will be a full board discussion at our December Board meeting with Bill present.
- b) Volunteer/Community Outreach Report – Report attached.
- c) Stats – October YTD stats attached. Lynn informed the Board that the Shelter Animals Count website can breakout all species (rabbits, snakes, etc.) if we would like this level of information. Transition to a staff member of compiling stats in the future will be a 2022 goal.

12) Committee Reports:

- a) Board Development Committee Report – Written report submitted.
- b) Finance Committee Report – Written report submitted.
- c) Fundraising Committee Report – Written report submitted.
- d) Paws Park Committee – Committee did not meet. Colleen asked about the status of the work surrounding the operation of the park. Reva replied that her understanding is that staff will handle administration and operations and that Amber as Chair would handle any publicity. There was some discussion over whether this committee needs to be a Standing Committee since it hasn’t met in over a year. *Colleen made a motion, seconded by Chris, that the Board request Policy/Bylaw Committee to evaluate amending the Bylaws to delete Paws Park Committee as a standing committee in the Bylaws and Board Policies. Motion passed with unanimous consent.* Colleen noted that any evaluation should include review and possible amendment to the Paws Park Committee description.
- e) Strategic Planning Committee Report – Committee did not meet but a verbal update was given by Brian. He requested help to identify 6 people for the committee which would represent a cross-section of community members/volunteers/donors. He is also putting together a composite of old plans. Brian would like either the January or February board session to solicit feedback from the Board for strategic planning and informed the Board that it may be Summer before we receive the final version. Colleen asked if any upcoming Board Retreat could revolve

around the Strategic Plan. Brian indicated that this would be helpful. This was followed by a brief discussion concerning a Board Retreat possibly in early spring.

- f) Personnel Committee Report – Written report submitted.
- g) Policy / Bylaw Committee Report – Committee did not meet. Colleen has met with Alex for transition.
- h) Donor Development (Ad Hoc) – Written report submitted.

13) Public Comment: None

14) Board Comment: None

15) Adjournment: *Leslie made a motion, seconded by Colleen, to adjourn the meeting. Motion passed with unanimous consent.* Meeting adjourned at 7:25 p.m.

Respectfully submitted,

Counter-Signed

Lynn Andronis, Secretary

Reva Laituri, President

Next Board Meeting Date: December 27, 6 p.m., at the Shelter

Executive Director's Goals for 2022



Goal	Target Date for Completion	Outcomes
Open Grooming Room for Public Use	January	<ol style="list-style-type: none"> 1. Proper Use of Building 2. Revenue Source 3. Service for Local Animals
Inventory List for Retail	February	<ol style="list-style-type: none"> 1. Satisfy Yearly Audit Finding 2. Keep product organized
Employee Portal	March	<ol style="list-style-type: none"> 1. Better Communication 2. Help with Organization
Adult and Youth Educational Classes	April	<ol style="list-style-type: none"> 1. Proper Use of Building 2. Pet Retention 3. Community Service
Capital Replacement Plan	May	<ol style="list-style-type: none"> 1. Help with future budget years 2. Start the planning for future projects 3. Identify Needs
Upgrade Animal Database (Pet Point)	June	<ol style="list-style-type: none"> 1. Better Communication with our clients 2. More detailed stats and info 3. Better Organization
Help Create and Implement Strategic Plan	On-going	<ol style="list-style-type: none"> 1. Improved Operations 2. Quality of Care for Animals 3. Meeting Community Needs
Functioning Vet Clinic	September	<ol style="list-style-type: none"> 1. Help with quality of animal care 2. Lower medical expenses 3. Faster Service for our animals
Mobile Programming	October	<ol style="list-style-type: none"> 1. Help with quality of care 2. Pet Retention 3. Community Service
Donor Relations Goal of 50k (Between naming opportunities, relationship donations, grants, and specific fundraisers)	December	<ol style="list-style-type: none"> 1. Funds for animal care 2. Funds for daily operations
Quarterly Development Reports	On-going	<ol style="list-style-type: none"> 1. Accountability 2. Clear Communication 3. Proper Documentation

Municipal Contracts	March	<ol style="list-style-type: none"> 1. Pet Safety 2. Smoother billing process
Personal Goal – To become a Certified Animal Welfare Administrator through The Association for Animal Welfare Advancement	On – Going	<p>Why become a CAWA? Distinguish the knowledge, skills and achievements of high-level managers working in animal welfare and protection; to support best practices within the profession. Broaden the understanding among those making hiring decisions and the general public of the specialized qualifications required to successfully lead non-profit organizations and governmental agencies dedicated to animal care.</p> <p>High minimum standards are set for those who sit for the exam: Candidates meet strict eligibility requirements in leadership, management, and animal welfare experience.</p> <p>The Association develops and manages the CAWA program in accordance with globally accepted accreditation standards and best practices for personnel certification programs.</p> <p>The exam is fair, practical, and reflects industry competency standards.</p> <p>Current CAWAs are required to continue their education through leadership, professional involvement, and formal coursework.</p> <p>As a non-member total cost would be \$795</p> <p>As a member this is the following breakdown - \$250 membership fee, \$395 application fee, and \$34 exam fee. Total Cost - \$679</p> <p>I would be asking for UPAWS to cover the expense as I believe this</p>

		<p>certification will be a benefit and investment for the present and future of the organization.</p> <p>Individuals with similar roles are leading shelters in Austin, Los Angeles, and New York</p>

Property Projects — Lobby Screens, Front Highway Sign, Commercial Grade Dishwasher, Commercial Grade Washer and Dryer

**REPORT AND RECOMMENDATION FROM
THE PERSONNEL COMMITTEE
December 27, 2021**

Following is a recommendation to amend Article III, Section 3. Insurance of the Personnel Policies to provide dental and vision insurance coverage for full time employees and to clean up wording in that section, and to delete Section 19, QSEHRA.

Article III. Employee Benefits

Section 3. Insurance. Deducted premiums will be forwarded by UPAWS to the **applicable** insurance provider when due.

A. Supplemental/Disability AFLAC. ~~An Eligible employees may enroll in elect in writing to have AFLAC and request to have~~ insurance premiums deducted from their paycheck in accordance with the agreement between AFLAC and the employee. ~~Deducted premiums will be forwarded by UPAWS to the insurance provider when due.~~ Open enrollment for eligible employees shall be December of each year. Participation with AFLAC is in accordance with AFLAC rules, regulations and contract.

B. Vision/Dental. Full time employees shall become eligible to enroll in an employer paid vision/dental plan (single, 2-person, or family coverage). Employees are eligible to enroll the first day of the month following their date of hire. Participation is in accordance with the provider rules, regulations, and contract.

Delete Section 19. QSEHRA. All full-time employees (those regularly scheduled to work 80 hours per pay period), shall be offered participation in the QSEHRA (Qualified Small Employer Health Reimbursement Arrangement) plan. UPAWS will reimburse up to \$250 per month per employee for eligible medical expenses. The QSEHRA plan provides employees with tax-free reimbursement for health insurance premiums and medical expenses. UPAWS will reimburse employees who participate only for actual expenses via regular payroll reimbursement. *(Amended to Personnel Policies by Board action August 2021)*

Respectfully submitted,

Reva Laituri

Chairperson

UPAWS DRAFT 2022 Budget

					Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan - Dec 22
Ordinary Income/Expense																	
Income																	
4000 · SHELTER REVENUE																	
				4005 · Pet Adoptions	6,666.66	6,666.67	6,666.67	6,666.66	6,666.67	6,666.67	6,666.66	6,666.67	6,666.67	6,666.66	6,666.67	6,666.67	80,000.00
				4010 · Redeemed Animals	416.66	416.67	416.67	416.66	416.67	416.67	416.66	416.67	416.67	416.66	416.67	416.67	5,000.00
				4012 · Boarding Fee	166.66	166.67	166.67	166.66	166.67	166.67	166.66	166.67	166.67	166.66	166.67	166.67	2,000.00
				4015 · Vet/Optional Care	83.34	83.33	83.33	83.34	83.33	83.33	83.34	83.33	83.33	83.34	83.33	83.33	1,000.00
				4017 · Dog Park	625.00	625.00	625.00	625.00	625.00	625.00	625.00	625.00	625.00	625.00	625.00	625.00	7,500.00
				4018 · Rentals Revenue	416.66	416.67	416.67	416.66	416.67	416.67	416.66	416.67	416.67	416.66	416.67	416.67	5,000.00
				4020 · Government Contracted Services	833.34	833.33	833.33	833.34	833.33	833.33	833.34	833.33	833.33	833.34	833.33	833.33	10,000.00
				4030 · Dog License Revenue	33.34	33.33	33.33	33.34	33.33	33.33	33.34	33.33	33.33	33.34	33.33	33.33	400.00
				4031 · Microchipping	291.66	291.67	291.67	291.66	291.67	291.67	291.66	291.67	291.67	291.66	291.67	291.67	3,500.00
				4032 · Nail Clipping / Grooming	1,083.34	1,083.33	1,083.33	1,083.34	1,083.33	1,083.33	1,083.34	1,083.33	1,083.33	1,083.34	1,083.33	1,083.33	13,000.00
				4033 · Community Spay/Neuter	666.66	666.67	666.67	666.66	666.67	666.67	666.66	666.67	666.67	666.66	666.67	666.67	8,000.00
				4050 · Miscellaneous Services	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	600.00
				4060 · Cremation Services Revenue	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	1,500.00
				Total 4000 · SHELTER REVENUE	11,458.32	11,458.34	11,458.34	11,458.32	11,458.34	11,458.34	11,458.32	11,458.34	11,458.34	11,458.32	11,458.34	11,458.34	137,500.00
4156 · GRANT REVENUE																	
				4157 · General Grants	1,666.66	1,666.67	1,666.67	1,666.66	1,666.67	1,666.67	1,666.66	1,666.67	1,666.67	1,666.66	1,666.67	1,666.67	20,000.00
				Total 4156 · GRANT REVENUE	1,666.66	1,666.67	1,666.67	1,666.66	1,666.67	1,666.67	1,666.66	1,666.67	1,666.67	1,666.66	1,666.67	1,666.67	20,000.00
4200 · FUNDRAISING REVENUE																	
				4128 · Misc/3rd Party Fundraisers	137.50	137.50	137.50	137.50	137.50	137.50	137.50	137.50	137.50	137.50	137.50	137.50	1,650.00
				4140 · Canisters	666.66	666.67	666.67	666.66	666.67	666.67	666.66	666.67	666.67	666.66	666.67	666.67	8,000.00
				4143 · Econo Receipts	0.00	0.00	2,300.00	0.00	0.00	0.00	0.00	0.00	0.00	2,900.00	0.00	0.00	5,200.00
				4144 · Cause for Paws	0.00	0.00	0.00	0.00	23,600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23,600.00
				4146 · Rummage Sale	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,100.00	0.00	0.00	0.00	0.00	2,100.00
				4147 · Strut Your Mutt	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00	12,200.00	0.00	0.00	0.00	16,200.00
				4151 · Raise The Woof	5,850.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,850.00
				4170 · TUFT Golf Outing	0.00	0.00	0.00	0.00	4,500.00	5,500.00	8,825.00	1,000.00	0.00	0.00	0.00	0.00	19,825.00
				4183 · Rescue Raffle	0.00	0.00	0.00	0.00	0.00	0.00	250.00	1,250.00	6,100.00	0.00	0.00	0.00	7,600.00
				4185 · Lights of Love	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,600.00	2,600.00
				4197 · Calendar	0.00	0.00	0.00	0.00	1,700.00	250.00	14,000.00	250.00	250.00	250.00	2,900.00	670.00	20,270.00
				4204 · MZD Santa Pics	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,300.00	2,300.00

UPAWS DRAFT 2022 Budget

					Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan - Dec 22
				4299 · Kennel Lock-up Fundraiser	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25,000.00	25,000.00
				Total 4200 · FUNDRAISING REVENUE	6,654.16	804.17	3,104.17	804.16	30,604.17	6,554.17	23,879.16	9,404.17	19,354.17	3,954.16	3,704.17	31,374.17	140,195.00
				43400 · DIRECT PUBLIC SUPPORT													
				4006 · Pet Care Sponsorship	608.34	608.33	608.33	608.34	608.33	608.33	608.34	608.33	608.33	608.34	608.33	608.33	7,300.00
				4008 · Pet Promotion Sponsorship	83.34	83.33	83.33	83.34	83.33	83.33	83.34	83.33	83.33	83.34	83.33	83.33	1,000.00
				4109 · Pink Lady	83.34	83.33	83.33	83.34	83.33	83.33	83.34	83.33	83.33	83.34	83.33	83.33	1,000.00
				4110 · Donations	21,666.66	21,666.67	21,666.67	21,666.66	21,666.67	21,666.67	21,666.66	21,666.67	21,666.67	21,666.66	21,666.67	21,666.67	260,000.00
				4120 · Special Gifts	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	12,000.00
				4123 · Memorial Bricks/Tiles	416.66	416.67	416.67	416.66	416.67	416.67	416.66	416.67	416.67	416.66	416.67	416.67	5,000.00
				4125 · Donated Svs/Material In Kind	3,083.34	3,083.33	3,083.33	3,083.34	3,083.33	3,083.33	3,083.34	3,083.33	3,083.33	3,083.34	3,083.33	3,083.33	37,000.00
				4132 · Deb's Dog Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				4135 · Bequests	4,166.66	4,166.67	4,166.67	4,166.66	4,166.67	4,166.67	4,166.66	4,166.67	4,166.67	4,166.66	4,166.67	4,166.67	50,000.00
				4188 · Naming Opportunities	2,083.34	2,083.33	2,083.33	2,083.34	2,083.33	2,083.33	2,083.34	2,083.33	2,083.33	2,083.34	2,083.33	2,083.33	25,000.00
				Total 43400 · DIRECT PUBLIC SUPPORT	33,191.68	33,191.66	33,191.66	33,191.68	33,191.66	33,191.66	33,191.68	33,191.66	33,191.66	33,191.68	33,191.66	33,191.66	398,300.00
				4500 · OTHER Revenue													
				4001 · Volunteer Program	70.00	70.00	70.00	70.00	70.00	70.00	70.00	70.00	70.00	70.00	70.00	70.00	840.00
				4112 · Kids Club	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,000.00
				4201 · Home2Home	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				4205 · Resale Items Revenue	2,166.66	2,166.67	2,166.67	2,166.66	2,166.67	2,166.67	2,166.66	2,166.67	2,166.67	2,166.66	2,166.67	2,166.67	26,000.00
				4215 · Interest Revenue	166.66	166.67	166.67	166.66	166.67	166.67	166.66	166.67	166.67	166.66	166.67	166.67	2,000.00
				4220 · Miscellaneous Revenue	66.66	66.67	66.67	66.66	66.67	66.67	66.66	66.67	66.67	66.66	66.67	66.67	800.00
				4221 · Endowment Fund Earnings	0.00	0.00	0.00	0.00	0.00	4,000.00	0.00	0.00	0.00	0.00	0.00	4,000.00	8,000.00
				4223 · MCCF B.Reider Fund Distribution	0.00	0.00	0.00	0.00	0.00	16,000.00	0.00	0.00	0.00	0.00	0.00	0.00	16,000.00
				4227 · Distribtution from Dixon Estate	2,500.00	0.00	0.00	2,500.00	0.00	0.00	2,500.00	0.00	0.00	2,500.00	0.00	20,000.00	30,000.00
				Total 4500 · OTHER Revenue	5,469.98	2,970.01	2,970.01	5,469.98	2,970.01	22,970.01	5,469.98	2,970.01	2,970.01	5,469.98	2,970.01	26,970.01	89,640.00
				Total Income	58,440.80	50,090.85	52,390.85	52,590.80	79,890.85	75,840.85	75,665.80	58,690.85	68,640.85	55,740.80	52,990.85	104,660.85	785,635.00
				Gross Profit	58,440.80	50,090.85	52,390.85	52,590.80	79,890.85	75,840.85	75,665.80	58,690.85	68,640.85	55,740.80	52,990.85	104,660.85	785,635.00
				Expense													
				5000 · Employee Expense													
				5129 · Employee Uniforms	83.34	83.33	83.33	83.34	83.33	83.33	83.34	83.33	83.33	83.34	83.33	83.33	1,000.00
				5201 · Wages & Salaries	30,123.94	30,123.93	30,123.93	30,123.94	30,123.93	30,123.93	30,123.94	30,123.93	30,123.93	30,123.94	30,123.93	30,123.93	361,487.20
				5225 · Simple Plan Employer	225.00	225.00	225.00	225.00	225.00	225.00	225.00	225.00	225.00	225.00	225.00	225.00	2,700.00

UPAWS DRAFT 2022 Budget

					Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan - Dec 22
				5230 · Michigan Unemployment Payable	29.16	29.17	29.17	29.16	29.17	29.17	29.16	29.17	29.17	29.16	29.17	29.17	350.00
				5235 · Employer Social Security	1,813.45	1,813.43	1,813.43	1,813.44	1,813.43	1,813.43	1,813.44	1,813.43	1,813.43	1,813.44	1,813.43	1,813.43	21,761.21
				5240 · Employer Medicare	424.10	424.11	424.11	424.11	424.11	424.11	424.11	424.11	424.11	424.11	424.11	424.11	5,089.31
				5245 · Worker's Compensation	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	3,000.00
				5246 · Employee Relations	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	4,100.00	5,200.00
				5247 · QSEHRA	2,250.00	2,250.00	2,250.00	2,250.00	2,250.00	2,250.00	2,250.00	2,250.00	2,250.00	2,250.00	2,250.00	2,250.00	27,000.00
				Total 5000 · Employee Expense	35,298.99	35,298.97	35,298.97	35,298.99	35,298.97	35,298.97	35,298.99	35,298.97	35,298.97	35,298.99	35,298.97	39,298.97	427,587.72
				5500 · OPERATING EXPENSE													
				5009 · Phone/Network Access	283.34	283.33	283.33	283.34	283.33	283.33	283.34	283.33	283.33	283.34	283.33	283.33	3,400.00
				5011 · Merchant Service Fees	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,000.00
				5012 · Bank Service Charges	12.50	12.50	12.50	12.50	12.50	12.50	12.50	12.50	12.50	12.50	12.50	12.50	150.00
				5013 · Paypal Fees	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	300.00
				5014 · Square Fees	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	1,500.00
				5050 · Utilities	2,083.34	2,083.33	2,083.33	2,083.34	2,083.33	2,083.33	2,083.34	2,083.33	2,083.33	2,083.34	2,083.33	2,083.33	25,000.00
				5100 · Cleaning Supplies	458.34	458.33	458.33	458.34	458.33	458.33	458.34	458.33	458.33	458.34	458.33	458.33	5,500.00
				5102 · Animal Supplies/Equipment	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,000.00
				5105 · Repairs/Maintenance	833.34	833.33	833.33	833.34	833.33	833.33	833.34	833.33	833.33	833.34	833.33	833.33	10,000.00
				5106 · Garbage/Snow Removal	1,405.00	1,405.00	1,405.00	500.00	405.00	405.00	405.00	405.00	405.00	450.00	1,405.00	1,405.00	10,000.00
				5115 · Office Supplies/Postage	583.34	583.33	583.33	583.34	583.33	583.33	583.34	583.33	583.33	583.34	583.33	583.33	7,000.00
				5117 · Community Spay/Neuter	916.66	916.67	916.67	916.66	916.67	916.67	916.66	916.67	916.67	916.66	916.67	916.67	11,000.00
				5120 · Building/Auto Insurance	916.66	916.67	916.67	916.66	916.67	916.67	916.66	916.67	916.67	916.66	916.67	916.67	11,000.00
				5125 · Food	1,208.34	1,208.33	1,208.33	1,208.34	1,208.33	1,208.33	1,208.34	1,208.33	1,208.33	1,208.34	1,208.33	1,208.33	14,500.00
				5127 · Microchips	833.34	833.33	833.33	833.34	833.33	833.33	833.34	833.33	833.33	833.34	833.33	833.33	10,000.00
				5130 · Medical Supplies-Vaccines	1,266.66	1,266.67	1,266.67	1,266.66	1,266.67	1,266.67	1,266.66	1,266.67	1,266.67	1,266.66	1,266.67	1,266.67	15,200.00
				5135 · Vet Care	6,333.34	6,333.33	6,333.33	6,333.34	6,333.33	6,333.33	6,333.34	6,333.33	6,333.33	6,333.34	6,333.33	6,333.33	76,000.00
				5140 · Spay & Neuter Expense	2,083.34	2,083.33	2,083.33	2,083.34	2,083.33	2,083.33	2,083.34	2,083.33	2,083.33	2,083.34	2,083.33	2,083.33	25,000.00
				5145 · Vehicle	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	1,500.00
				5146 · Dog License Expense	37.50	37.50	37.50	37.50	37.50	37.50	37.50	37.50	37.50	37.50	37.50	37.50	450.00
				5150 · Mileage	66.66	66.67	66.67	66.66	66.67	66.67	66.66	66.67	66.67	66.66	66.67	66.67	800.00
				5165 · Cash over/short	8.34	8.33	8.33	8.34	8.33	8.33	8.34	8.33	8.33	8.34	8.33	8.33	100.00
				5530 · Cremation Services Expense	166.66	166.67	166.67	166.66	166.67	166.67	166.66	166.67	166.67	166.66	166.67	166.67	2,000.00
				6138 · Pink Lady Expense	166.66	166.67	166.67	166.66	166.67	166.67	166.66	166.67	166.67	166.66	166.67	166.67	2,000.00

UPAWS DRAFT 2022 Budget

					Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan - Dec 22
				6524 · Dog Park	83.34	83.33	83.33	83.34	83.33	83.33	83.34	83.33	83.33	83.34	83.33	83.33	1,000.00
				6539 · Computer Software	416.66	416.67	416.67	416.66	416.67	416.67	416.66	416.67	416.67	416.66	416.67	416.67	5,000.00
				6565 · IT Consulting	108.34	108.33	108.33	108.34	108.33	108.33	108.34	108.33	108.33	108.34	108.33	108.33	1,300.00
				Total 5500 · OPERATING EXPENSE	21,546.70	21,546.65	21,546.65	20,641.70	20,546.65	20,546.65	20,546.70	20,546.65	20,546.65	20,591.70	21,546.65	21,546.65	251,700.00
				5550 · GRANT EXPENSE													
				5551 · General Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				5550 · GRANT EXPENSE - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				Total 5550 · GRANT EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				5600 · FUNDRAISING EXPENSE													
				5299 · Kennel Lock-up EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00	450.00	500.00
				5603 · MZD Santa Pics Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00	25.00
				6307 · Calendar Expense	0.00	0.00	0.00	0.00	0.00	50.00	500.00	300.00	0.00	2,800.00	100.00	25.00	3,775.00
				6311 · Cause for Paws Expense	0.00	0.00	0.00	0.00	7,080.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,080.00
				6312 · Rummage Sale Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	100.00
				6315 · Misc/3rd Party Fund Expense	16.66	16.67	16.67	16.66	16.67	16.67	16.66	16.67	16.67	16.66	16.67	16.67	200.00
				6317 · Raise The Woof Expense	3,490.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,490.00
				6322 · Rescue Raffle Expense	0.00	50.00	0.00	0.00	230.00	0.00	0.00	0.00	2,000.00	0.00	0.00	0.00	2,280.00
				6324 · Miscellaneous Expenses	4.16	4.17	4.17	4.16	4.17	4.17	4.16	4.17	4.17	4.16	4.17	4.17	50.00
				6330 · TUFT Golf Outing Expense	0.00	0.00	0.00	0.00	0.00	466.00	7,000.00	0.00	0.00	0.00	0.00	0.00	7,466.00
				6355 · Lights of Love Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	100.00
				6550 · Strut Your Mutt Expense	0.00	0.00	0.00	0.00	0.00	0.00	125.00	125.00	2,100.00	0.00	0.00	0.00	2,350.00
				Total 5600 · FUNDRAISING EXPENSE	3,510.82	70.84	20.84	20.82	7,330.84	536.84	7,645.82	545.84	4,120.84	2,820.82	170.84	620.84	27,416.00
				6000 · OTHER EXPENSE													
				5142 · Volunteer Program	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
				6313 · Direct Solicitations	0.00	0.00	3,600.00	0.00	0.00	0.00	3,600.00	0.00	0.00	0.00	3,600.00	0.00	10,800.00
				6503 · Community Outreach	166.66	166.67	166.67	166.66	166.67	166.67	166.66	166.67	166.67	166.66	166.67	166.67	2,000.00
				6504 · Memorial Bricks/Tiles	291.66	291.67	291.67	291.66	291.67	291.67	291.66	291.67	291.67	291.66	291.67	291.67	3,500.00
				6505 · Professional Fees	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	9,000.00
				6510 · Publications	0.00	0.00	0.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00	0.00	0.00	5,000.00	15,000.00
				6511 · Pet Promotion Expense	312.50	312.50	312.50	312.50	312.50	312.50	312.50	312.50	312.50	312.50	312.50	312.50	3,750.00
				6515 · Promotions & Advertising	70.84	70.83	70.83	70.84	70.83	70.83	70.84	70.83	70.83	70.84	70.83	70.83	850.00
				6523 · Kids Club	83.34	83.33	83.33	83.34	83.33	83.33	83.34	83.33	83.33	83.34	83.33	83.33	1,000.00

UPAWS DRAFT 2022 Budget

					Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan - Dec 22
				6525 · Resale Items Expense	1,083.34	1,083.33	1,083.33	1,083.34	1,083.33	1,083.33	1,083.34	1,083.33	1,083.33	1,083.34	1,083.33	1,083.33	13,000.00
				6530 · Conferences	83.34	83.33	83.33	83.34	83.33	83.33	83.34	83.33	83.33	83.34	83.33	83.33	1,000.00
				6532 · Donor Development	146.25	146.25	146.25	146.25	146.25	146.25	146.25	146.25	146.25	146.25	146.25	146.25	1,755.00
				6533 · Strategic Planning	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
				6535 · Licenses, Dues, Permits & Fees	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
				6540 · Miscellaneous Expense	41.66	41.67	41.67	41.66	41.67	41.67	41.66	41.67	41.67	41.66	41.67	41.67	500.00
				6561 · Investment Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				6688 · Naming Opportunity Expense	83.34	83.33	83.33	83.34	83.33	83.33	83.34	83.33	83.33	83.34	83.33	83.33	1,000.00
				Total 6000 · OTHER EXPENSE	3,412.93	3,412.91	7,012.91	8,412.93	3,412.91	3,412.91	7,012.93	8,412.91	3,412.91	3,412.93	7,012.91	8,412.91	66,755.00
				Total Expense	63,769.44	60,329.37	63,879.37	64,374.44	66,589.37	59,795.37	70,504.44	64,804.37	63,379.37	62,124.44	64,029.37	69,879.37	773,458.72
				Net Ordinary Income	-5,328.64	-10,238.52	-11,488.52	-11,783.64	13,301.48	16,045.48	5,161.36	-6,113.52	5,261.48	-6,383.64	-11,038.52	34,781.48	12,176.28
				Other Income/Expense													
				Other Income													
				4226 · Change in Value-Dixon Trust	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				4300 · Unrealized Gain/Loss	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				4400 · RESTRICTED REVENUE													
				7400 · SALLY'S FUND													
				4218 · Sally's Fund Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				6518 · Sally's Fund Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				Total 7400 · SALLY'S FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				Total 4400 · RESTRICTED REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				Total Other Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				Net Other Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					-5,328.64	-10,238.52	-11,488.52	-11,783.64	13,301.48	16,045.48	5,161.36	-6,113.52	5,261.48	-6,383.64	-11,038.52	34,781.48	12,176.28

UPAWS Treasurer's Report December 2021

Activities Since Last Report:

- Our 2nd draw of the PPP loan has been forgiven. Funds were paid out by the SBA on 11/20/21.
- Received application to move our credit cards to Nicolet National Bank from our former account with mBank. One benefit to the new account is that our balances can be paid directly out of our checking account rather than waiting for each individual to settle out the statement for a check to be cut. At least in the last several months, Visa has taken a long time to process our check even after it's sent out causing our statements to look like we have an overdue balance. The application will be completed prior to the next meeting.
- Started working with Ann to document Facebook deposits in the same way we do others like Neon and Paypal. This ensures consistent data entry in Neon for donor information.

October 2021 and November 2021 Financials:

The October 2021 and November 2021 financials are presented to the Board of Directors for approval after being reviewed by the Finance Committee.

Treasurer's Notes:

Assets:

- Our checking account has stayed right around the \$154,000 mark. For our current budget and all cash assets gives us about 389 days cash on hand.

Revenue:

- Donations (4110) fell under budget in October but came in over budget in November.
- Fundraisers this year are coming in well over our annual budget making up for the shortfall in other areas.

Expense:

- Payroll is coming in over budget in both months. November includes the holiday bonus payment. Overtime in October: \$1,921.44 and Overtime in November: \$1,742.01
- QSHERA is still shown in October as that was our last remaining payment after cancellation.
- Memorial Bricks and Tiles over budget for the month of October but still under annual budget.
- Medical Supplies / Vaccines are over budget for October. Under budget for November. Still within our annual budget for this line item.

- Spay & Neuter Expenses are over budget for October and November. Still within our annual budget for this line item.
- Donor Development is over budget for the month due to the Executive Director welcome reception. Still well under the annual budget for this line item.
- Resale Expense over budget for both months due to purchasing of items for Holiday Booth.
- Computer Software over budget for November as it includes the Intuit Payroll renewal and Neon fees which had previously been put in the licenses line item (6535).

Respectfully Submitted,
Chris Danik
Treasurer

Upper Peninsula Animal Welfare Shelter
Statement of Financial Position 2021
As of October 31, 2021

	<u>Oct 31, 21</u>	<u>Oct 31, 20</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
1010 · mBank Checking	153,858.65	178,454.55	(24,595.90)
1011 · mBank General Savings	0.00	234,470.73	(234,470.73)
1012 · mBank Sally's Fund Savings	23,644.56	14,521.25	9,123.31
1013 · mBank Capital Campaign Checking	0.00	66,707.87	(66,707.87)
1016 · mBank Capital Campaign Savings	0.00	32,017.19	(32,017.19)
1018 · MBank Money Market Savings 5336	663,603.23	0.00	663,603.23
1070 · PayPal account	31.78	72.96	(41.18)
1071 · Square Account	19.76	0.00	19.76
1090 · Cash in Drawer	149.99	150.00	(0.01)
Total Checking/Savings	<u>841,307.97</u>	<u>526,394.55</u>	<u>314,913.42</u>
Accounts Receivable			
1200 · *Accounts Receivable	3,723.00	502.00	3,221.00
1524 · Capital Campaign Pledges	35,745.00	52,195.00	(16,450.00)
Total Accounts Receivable	<u>39,468.00</u>	<u>52,697.00</u>	<u>(13,229.00)</u>
Other Current Assets			
1080 · Petty Cash	273.94	400.00	(126.06)
12100 · Inventory Asset	(188.50)	0.00	(188.50)
1499 · Undeposited Funds	3,580.76	(75.00)	3,655.76
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)	(1,013.41)	0.00
Total Other Current Assets	<u>(8,145.21)</u>	<u>(11,486.41)</u>	<u>3,341.20</u>
Total Current Assets	<u>872,630.76</u>	<u>567,605.14</u>	<u>305,025.62</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	96,424.01	95,830.01	594.00
1670 · Accumulated Depreciation	(121,006.30)	(121,006.30)	0.00
Total Fixed Assets	<u>3,677,527.12</u>	<u>3,676,933.12</u>	<u>594.00</u>
Other Assets			
1074 · WF Endowment Fund Investments	302,169.19	247,865.56	54,303.63
1700 · Beneficial Interest in MCCF	101,700.19	101,700.19	0.00
1702 · Beneficial Interest-Dixon F B	721,490.14	629,575.79	91,914.35

9999 · Point of Sale General Asset	(4.00)	0.00	(4.00)
Total Other Assets	1,125,355.52	979,141.54	146,213.98
TOTAL ASSETS	5,675,513.40	5,223,679.80	451,833.60
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2001 · *Accounts Payable	(3,633.39)	3,458.27	(7,091.66)
Total Accounts Payable	(3,633.39)	3,458.27	(7,091.66)
Other Current Liabilities			
2002 · AP-New Shelter Retainage	986.69	986.69	0.00
2025 · Accrued Benefits	4,068.39	4,068.39	0.00
2100 · Payroll Liabilities			
2101 · Federal Tax W/H Payable	563.60	981.83	(418.23)
2102 · Medicare and SS Payable	1,596.55	2,877.59	(1,281.04)
2103 · Michigan W/H Payable	1,236.71	1,292.34	(55.63)
2104 · Suta Tax Payable	73.71	79.82	(6.11)
2108 · AFLAC pre-tax	(59.43)	(59.43)	0.00
2111 · Simple Plan Payable	(6.00)	720.95	(726.95)
2100 · Payroll Liabilities - Other	7,935.46	7,639.37	296.09
Total 2100 · Payroll Liabilities	11,340.60	13,532.47	(2,191.87)
2330 · N/P Mbank PPP Proceeds	108,600.00	54,300.00	54,300.00
2550 · Sales Tax Payable	587.09	261.68	325.41
Total Other Current Liabilities	125,582.77	73,149.23	52,433.54
Total Current Liabilities	121,949.38	76,607.50	45,341.88
Long Term Liabilities			
2300 · Mortgage-New Shelter	0.00	1,057,980.93	(1,057,980.93)
Total Long Term Liabilities	0.00	1,057,980.93	(1,057,980.93)
Total Liabilities	121,949.38	1,134,588.43	(1,012,639.05)
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	1,252,860.20	(59,247.42)	1,312,107.62
Total Equity	5,553,564.02	4,089,091.37	1,464,472.65
TOTAL LIABILITIES & EQUITY	5,675,513.40	5,223,679.80	451,833.60

Upper Peninsula Animal Welfare Shelter
YTD Budget to Actual 2021
October 2021

	<u>Oct 21</u>	<u>Budget</u>	<u>Jan - Oct 21</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense					
Income					
4000 · SHELTER REVENUE					
4005 · Pet Adoptions	13,772.04	5,833.33	69,091.46	58,333.34	70,000.00
4010 · Redeemed Animals	845.00	325.00	6,722.00	3,250.00	3,900.00
4015 · Vet/Optional Care	220.00	83.33	965.46	833.34	1,000.00
4017 · Dog Park	325.00	625.00	3,540.00	6,250.00	7,500.00
4018 · Rentals Revenue	0.00	150.00	0.00	1,500.00	1,800.00
4020 · Government Contracted Services	3,927.50	1,333.33	15,267.00	13,333.34	16,000.00
4025 · Restitutions/Investigations	0.00	0.00	0.00	0.00	0.00
4030 · Dog License Revenue	60.00	33.33	384.00	333.34	400.00
4031 · Microchipping	125.00	83.33	2,817.00	833.34	1,000.00
4032 · Nail Clipping	90.00	50.00	1,125.00	500.00	600.00
4033 · Community Spay/Neuter	240.00	416.66	4,675.45	4,166.68	5,000.00
4050 · Miscellaneous Services	125.00	50.00	3,097.59	500.00	600.00
4060 · Cremation Services Revenue	300.00	125.00	1,122.00	1,250.00	1,500.00
Total 4000 · SHELTER REVENUE	20,029.54	9,108.31	108,806.96	91,083.38	109,300.00
4156 · GRANT REVENUE					
4157 · General Grants	0.00	833.33	5,930.00	8,333.34	10,000.00
4156 · GRANT REVENUE - Other	0.00		400.00		
Total 4156 · GRANT REVENUE	0.00	833.33	6,330.00	8,333.34	10,000.00
4200 · FUNDRAISING REVENUE					
4127 · Wash & Wag	0.00	0.00	0.00	0.00	0.00
4128 · Misc/3rd Party Fundraisers	140.09	137.50	5,530.09	1,375.00	1,650.00
4140 · Canisters	668.32	666.68	6,971.52	6,666.64	8,000.00
4143 · Econo Receipts	3,775.47	433.33	5,948.28	4,333.34	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	5,010.59	0.00	0.00
4147 · Strut Your Mutt	6,723.38	0.00	15,356.68	12,000.00	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	19,556.00	19,350.00	19,350.00
4183 · Rescue Raffle	0.00	0.00	7,437.00	6,200.00	6,200.00
4185 · Lights of Love	0.00	0.00	0.00	0.00	2,600.00
4197 · Calendar	509.80	1,107.50	20,483.30	11,075.00	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
4380 · Online Store Fundraiser	0.00		36.04		
Total 4200 · FUNDRAISING REVENUE	11,817.06	2,345.01	86,354.50	60,999.98	95,190.00
43400 · DIRECT PUBLIC SUPPORT					
4006 · Pet Care Sponsorship	721.70	608.33	5,898.30	6,083.34	7,300.00
4008 · Pet Promotion Sponsorship	65.00	20.83	825.90	208.34	250.00
4109 · Pink Lady	25.00	166.66	1,265.00	1,666.68	2,000.00
4110 · Donations	11,944.31	20,833.33	143,594.31	208,333.30	250,000.00

4120 · Special Gifts	500.00	958.33	15,156.32	9,583.34	11,500.00
4123 · Memorial Bricks/Tiles	0.00	625.00	1,260.00	6,250.00	7,500.00
4125 · Donated Svs/Material In Kind	311.00	3,083.33	24,382.63	30,833.34	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	999,971.10	0.00	0.00
4152 · Direct Solicitations	0.00		0.00		
4188 · Naming Opportunities	0.00	4,166.68	515.00	41,666.66	50,000.00
Total 43400 · DIRECT PUBLIC SUPPORT	13,567.01	30,462.49	1,192,868.56	304,625.00	365,550.00
4500 · OTHER Revenue					
4001 · Volunteer Program	0.00	70.00	0.00	210.00	350.00
4112 · Kids Club	0.00	0.00	0.00	0.00	0.00
4201 · Home2Home	0.00	12.50	0.00	125.00	150.00
4205 · Resale Items Revenue	2,534.71	1,833.33	17,230.24	18,333.34	22,000.00
4215 · Interest Revenue	26.36	1.66	493.14	16.68	20.00
4220 · Miscellaneous Revenue	208.00	66.66	1,173.89	666.68	800.00
4221 · Endowment Fund Earnings	0.00	83.33	3,781.94	833.34	1,000.00
4223 · MCCF B.Reider Fund Distribution	0.00	1,000.00	16,437.62	10,000.00	12,000.00
4227 · Distribtution from Dixon Estate	2,869.05	2,500.00	8,923.27	25,000.00	30,000.00
Total 4500 · OTHER Revenue	5,638.12	5,567.48	48,040.10	55,185.04	66,320.00
46000 · Merchandise Sales	0.00		0.00		
Total Income	51,051.73	48,316.62	1,442,400.12	520,226.74	646,360.00
Gross Profit	51,051.73	48,316.62	1,442,400.12	520,226.74	646,360.00
Expense					
5000 · Employee Expense					
5200 · Payroll Expenses	259.25		265.09		
5201 · Wages & Salaries	33,312.63	30,398.33	237,403.67	299,306.45	360,103.03
5225 · Simple Plan Employer	138.46	226.80	1,255.48	2,268.00	2,721.60
5230 · Michigan Unemployment Payable	8.84	27.40	(168.50)	271.99	326.79
5235 · Employer Social Security	2,065.38	1,887.39	14,719.03	18,737.60	22,512.38
5240 · Employer Medicare	483.05	441.40	3,442.38	4,382.14	5,264.99
5245 · Worker's Compensation	243.00	536.00	2,682.00	5,360.00	6,432.00
5246 · Employee Relations	0.00	0.00	(624.65)	0.00	3,000.00
5247 · QSEHRA	804.11	2,250.00	1,312.35	9,000.00	13,500.00
Total 5000 · Employee Expense	37,314.72	35,767.32	260,286.85	339,326.18	413,860.79
5500 · OPERATING EXPENSE					
5009 · Phone/Network Access	489.66	273.50	2,871.61	2,735.00	3,282.00
5011 · Merchant Service Fees	1,683.75	500.00	5,525.16	5,000.00	6,000.00
5012 · Bank Service Charges	0.00	12.50	442.26	125.00	150.00
5013 · Paypal Fees	0.00	8.33	145.71	83.30	100.00
5014 · Square Fees	35.00	125.00	496.35	1,250.00	1,500.00
5050 · Utilities	2,761.06	2,333.33	23,362.70	23,333.30	28,000.00
5100 · Cleaning Supplies	0.00	458.33	4,475.17	4,583.30	5,500.00
5102 · Animal Supplies/Equipment	466.98	308.33	4,970.66	3,083.30	3,700.00
5105 · Repairs/Maintenance	180.69	583.33	6,979.72	5,833.30	7,000.00
5106 · Garbage/Snow Removal	0.00	833.37	927.50	8,333.34	10,000.00
5115 · Office Supplies/Postage	0.00	402.50	4,929.81	4,025.00	4,830.00
5117 · Community Spay/Neuter	549.00	916.64	5,410.50	9,166.68	11,000.00

5120 · Building/Auto Insurance	527.30	916.64	11,594.82	9,166.68	11,000.00
5125 · Food	402.20	1,291.66	6,465.49	12,916.64	15,500.00
5127 · Microchips	0.00	833.33	3,422.50	8,333.34	10,000.00
5130 · Medical Supplies-Vaccines	3,271.65	1,266.66	8,820.97	12,666.68	15,200.00
5135 · Vet Care	4,171.03	4,666.70	18,844.64	46,666.66	56,000.00
5137 · Vaccines	0.00		0.00		
5140 · Spay & Neuter Expense	3,264.00	2,083.33	14,420.70	20,833.30	25,000.00
5145 · Vehicle	450.51	125.00	1,318.40	1,250.00	1,500.00
5146 · Dog License Expense	72.00	37.50	378.00	375.00	450.00
5150 · Mileage	74.54	20.87	290.08	208.34	250.00
5160 · Depreciation	0.00	0.00	0.00	0.00	0.00
5165 · Cash over/short	0.00	0.00	15.39	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	529.00	166.64	1,418.00	1,666.68	2,000.00
6138 · Pink Lady Expense	0.00	166.64	1,637.01	1,666.68	2,000.00
6524 · Dog Park	0.00	208.33	0.00	2,083.30	2,500.00
6528 · Rentals Expense	0.00	0.00	0.00	0.00	0.00
6539 · Computer Software	342.00	369.00	3,009.78	3,690.00	4,428.00
6565 · IT Consulting	0.00	55.00	95.00	550.00	660.00
Total 5500 · OPERATING EXPENSE	19,270.37	18,962.46	132,390.86	189,624.82	227,550.00
5550 · GRANT EXPENSE					
5551 · General Grants	0.00	625.00	700.18	6,250.00	7,500.00
Total 5550 · GRANT EXPENSE	0.00	625.00	700.18	6,250.00	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	325.00	0.00	3,254.74	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	6,990.00	0.00	6,990.00	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	222.50	166.64	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	2,116.10	2,179.00	2,179.00
6324 · Miscellaneous Expenses	0.00	0.00	91.57	0.00	0.00
6330 · TUFT Golf Outing Expense	0.00	0.00	7,298.04	8,084.00	8,084.00
6355 · Lights of Love Expense	0.00	0.00	0.00	0.00	125.00
6550 · Strut Your Mutt Expense	1,236.55	0.00	2,605.39	2,625.00	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	1,561.55	7,006.66	15,588.34	20,044.64	22,278.00
59900 · POS Inventory Adjustments	0.00		0.00		
6000 · OTHER EXPENSE					
5142 · Volunteer Program	48.43	100.00	1,062.34	1,000.00	1,200.00
6313 · Direct Solicitations	0.00	900.00	7,637.29	9,000.00	10,800.00
6503 · Community Outreach	19.45	87.91	482.05	879.10	1,055.00
6504 · Memorial Bricks/Tiles	1,950.00	291.68	2,005.00	2,916.66	3,500.00

6505 · Professional Fees	0.00	1,250.00	23,695.34	12,500.00	15,000.00
6510 · Publications	0.00	1,250.00	5,696.37	12,500.00	15,000.00
6511 · Pet Promotion Expense	95.41	312.50	1,401.16	3,125.00	3,750.00
6515 · Promotions & Advertising	0.00	70.83	353.87	708.34	850.00
6523 · Kids Club	0.00	10.00	49.95	100.00	120.00
6525 · Resale Items Expense					
5129 · Employee Uniforms	21.00	29.16	222.16	291.60	350.00
6525 · Resale Items Expense - Other	5,781.46	1,083.33	16,114.75	10,833.30	13,000.00
Total 6525 · Resale Items Expense	5,802.46	1,112.49	16,336.91	11,124.90	13,350.00
6530 · Conferences	0.00	83.33	45.00	833.34	1,000.00
6532 · Donor Development	596.27	146.25	596.27	1,462.50	1,755.00
6535 · Licenses, Dues, Permits & Fees	0.00	125.00	4,135.06	1,250.00	1,500.00
6540 · Miscellaneous Expense	127.97	250.00	534.84	2,500.00	3,000.00
6561 · Investment Expense	733.37	0.00	16,501.85	0.00	0.00
6590 · Mortgage Fees/Interest	0.00	2,539.46	17,710.28	26,037.89	31,180.83
6688 · Naming Opportunity Expense	0.00	41.66	0.00	416.60	500.00
Total 6000 · OTHER EXPENSE	9,373.36	8,571.11	98,243.58	86,354.33	103,560.83
Total Expense	67,520.00	70,932.55	507,209.81	641,599.97	774,749.62
Net Ordinary Income	(16,468.27)	(22,615.93)	935,190.31	(121,373.23)	(128,389.62)
Other Income/Expense					
Other Income					
4216 · Other Investment Revenue	0.00		184,119.43		
4222 · Investment Interest Revenue	0.00		359.62		
4226 · Change in Value-Dixon Trust	0.00		44,801.60		
4300 · Unrealized Gain/Loss	10,072.90		82,651.19		
4400 · RESTRICTED REVENUE					
7300 · New Shelter					
4219 · New Shelter Revenue	(75.00)		(1,125.00)		
Total 7300 · New Shelter	(75.00)		(1,125.00)		
7400 · SALLY'S FUND					
4218 · Sally's Fund Revenue	422.00	0.00	7,580.05	5,000.00	5,000.00
6518 · Sally's Fund Expense	(370.00)	(291.66)	(717.00)	(2,916.64)	(3,500.00)
Total 7400 · SALLY'S FUND	52.00	(291.66)	6,863.05	2,083.36	1,500.00
7800 · COMMUNITY SPAY/NEUTER					
4210 · Community Spay/Neuter Revenue	(240.00)		0.00		
Total 7800 · COMMUNITY SPAY/NEUTER	(240.00)		0.00		
Total 4400 · RESTRICTED REVENUE	(263.00)	(291.66)	5,738.05	2,083.36	1,500.00
Total Other Income	9,809.90	(291.66)	317,669.89	2,083.36	1,500.00
Net Other Income	9,809.90	(291.66)	317,669.89	2,083.36	1,500.00
Net Income	<u>(6,658.37)</u>	<u>(22,907.59)</u>	<u>1,252,860.20</u>	<u>(119,289.87)</u>	<u>(126,889.62)</u>

Upper Peninsula Animal Welfare Shelter
A/P Aging Summary 2021
As of October 31, 2021

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Leah Schultz	0.00	0.00	0.00	0.00	(50.00)	(50.00)
Red Dingo	40.00	0.00	0.00	0.00	0.00	40.00
Reva Laituri	0.00	126.06	0.00	0.00	0.00	126.06
Us Telecom Brokers	209.83	0.00	0.00	0.00	0.00	209.83
Visa-3612	0.00	(1,502.66)	0.00	0.00	0.00	(1,502.66)
Visa-3620	0.00	(1,162.90)	0.00	0.00	0.00	(1,162.90)
visa-3638	0.00	(441.53)	0.00	0.00	0.00	(441.53)
Visa-4470	0.00	(852.19)	0.00	0.00	0.00	(852.19)
TOTAL	249.83	(3,833.22)	0.00	0.00	(50.00)	(3,633.39)

Upper Peninsula Animal Welfare Shelter
A/R Aging Summary 2021
As of October 31, 2021

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Amber Talo	0.00	(50.00)	(50.00)	0.00	2,150.00	2,050.00
Bob & Crystal Swanson	0.00	(1,000.00)	0.00	0.00	2,000.00	1,000.00
Carolyn & Bob Myers	0.00	(335.00)	0.00	0.00	6,265.00	5,930.00
Chocolay	0.00	0.00	0.00	0.00	442.50	442.50
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	(40.00)	(40.00)	0.00	220.00	140.00
Kori & Byron Tossava	0.00	(100.00)	(100.00)	0.00	4,500.00	4,300.00
Lynn Andronis	0.00	(50.00)	0.00	0.00	1,350.00	1,300.00
Marquette City	0.00	0.00	0.00	97.50	697.00	794.50
mBank (Customer)	0.00	0.00	0.00	0.00	2,000.00	2,000.00
Michelle Dillinger	0.00	(50.00)	0.00	0.00	2,650.00	2,600.00
MQT County	3,249.50	0.00	0.00	0.00	0.00	3,249.50
MTHNK, P.C.	0.00	0.00	0.00	0.00	1,000.00	1,000.00
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	675.00	675.00
Richard Storti	0.00	0.00	0.00	0.00	0.00	0.00
Rita Svetly	0.00	0.00	0.00	0.00	0.00	0.00
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	11,350.00	11,350.00
Tom & Kathy Leone	0.00	0.00	0.00	(1,000.00)	3,000.00	2,000.00
TruNorth Federal Credit Union	0.00	0.00	0.00	0.00	500.00	500.00
TOTAL	<u>3,249.50</u>	<u>(1,625.00)</u>	<u>(190.00)</u>	<u>(902.50)</u>	<u>38,936.00</u>	<u>39,468.00</u>

Upper Peninsula Animal Welfare Shelter

Days Cash On Hand as of October 2021

	Cash Less Restricted Funds*	Annual Expense	Daily Expense	Days Cash on Hand	
2021	\$825,241.11	\$774,749.62	\$2,122.60	389	(Year to Date)
2020	\$645,045.70	\$753,663.47	\$2,064.83	312	
2019	\$415,591.49	\$741,157.74	\$2,030.57	205	
2018	\$311,797.49	\$521,136.55	\$1,427.77	218	
2017	\$215,192.09	\$536,174.67	\$1,468.97	146	
2016	\$201,661.55	\$602,450.00	\$1,650.55	122	
2015	\$152,858.00	\$576,669.00	\$1,579.92	97	
2014	\$191,970.00	\$520,354.25	\$1,425.63	135	
2013	\$146,529.00	\$431,923.23	\$1,183.35	124	
2012	\$147,882.00	\$451,620.63	\$1,237.32	120	

Cash Less Restricted Funds includes: General Checking Account, Money Market Account, Accounts Receivable, Square balance, Paypal balance, Petty Cash, Cash in Drawer, and Undeposited Funds

Upper Peninsula Animal Welfare Shelter
Statement of Financial Position 2021
As of November 30, 2021

	<u>Nov 30, 21</u>	<u>Nov 30, 20</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
1010 · mBank Checking	154,263.75	145,679.07	8,584.68
1011 · mBank General Savings	0.00	234,465.73	(234,465.73)
1012 · mBank Sally's Fund Savings	27,865.61	20,204.56	7,661.05
1013 · mBank Capital Campaign Checking	0.00	67,332.87	(67,332.87)
1016 · mBank Capital Campaign Savings	0.00	32,018.55	(32,018.55)
1018 · MBank Money Market Savings 5336	663,632.32	0.00	663,632.32
1070 · PayPal account	41.38	60.51	(19.13)
1071 · Square Account	298.40	0.00	298.40
1090 · Cash in Drawer	149.99	150.00	(0.01)
Total Checking/Savings	<u>846,251.45</u>	<u>499,911.29</u>	<u>346,340.16</u>
Accounts Receivable			
1200 · *Accounts Receivable	3,723.00	502.00	3,221.00
1524 · Capital Campaign Pledges	34,995.00	51,495.00	(16,500.00)
Total Accounts Receivable	<u>38,718.00</u>	<u>51,997.00</u>	<u>(13,279.00)</u>
Other Current Assets			
1080 · Petty Cash	290.88	400.00	(109.12)
12100 · Inventory Asset	(188.50)	9.73	(198.23)
1499 · Undeposited Funds	3,580.76	74.26	3,506.50
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)	(1,013.41)	0.00
Total Other Current Assets	<u>(8,128.27)</u>	<u>(11,327.42)</u>	<u>3,199.15</u>
Total Current Assets	<u>876,841.18</u>	<u>540,580.87</u>	<u>336,260.31</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	96,424.01	95,830.01	594.00
1670 · Accumulated Depreciation	(121,006.30)	(121,006.30)	0.00
Total Fixed Assets	<u>3,677,527.12</u>	<u>3,676,933.12</u>	<u>594.00</u>
Other Assets			
1074 · WF Endowment Fund Investments	296,210.60	267,054.91	29,155.69
1700 · Beneficial Interest in MCCF	101,700.19	101,700.19	0.00
1702 · Beneficial Interest-Dixon F B	721,490.14	629,575.79	91,914.35

9999 · Point of Sale General Asset	(4.00)	(12.00)	8.00
Total Other Assets	1,119,396.93	998,318.89	121,078.04
TOTAL ASSETS	5,673,765.23	5,215,832.88	457,932.35
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2001 · *Accounts Payable	(50.00)	12,099.46	(12,149.46)
Total Accounts Payable	(50.00)	12,099.46	(12,149.46)
Other Current Liabilities			
2002 · AP-New Shelter Retainage	986.69	986.69	0.00
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	1,596.55	0.00
2103 · Michigan W/H Payable	2,789.27	1,923.09	866.18
2104 · Suta Tax Payable	80.65	81.81	(1.16)
2108 · AFLAC pre-tax	(59.43)	(59.43)	0.00
2111 · Simple Plan Payable	651.26	1,468.00	(816.74)
2100 · Payroll Liabilities - Other	7,945.05	7,650.45	294.60
Total 2100 · Payroll Liabilities	13,566.95	13,224.07	342.88
2330 · N/P Mbank PPP Proceeds	108,600.00	54,300.00	54,300.00
2550 · Sales Tax Payable	716.12	522.66	193.46
Total Other Current Liabilities	127,938.15	73,101.81	54,836.34
Total Current Liabilities	127,888.15	85,201.27	42,686.88
Long Term Liabilities			
2300 · Mortgage-New Shelter	0.00	1,033,284.58	(1,033,284.58)
Total Long Term Liabilities	0.00	1,033,284.58	(1,033,284.58)
Total Liabilities	127,888.15	1,118,485.85	(990,597.70)
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	1,245,173.26	(50,991.76)	1,296,165.02
Total Equity	5,545,877.08	4,097,347.03	1,448,530.05
TOTAL LIABILITIES & EQUITY	5,673,765.23	5,215,832.88	457,932.35

Upper Peninsula Animal Welfare Shelter
YTD Budget to Actual 2021
November 2021

	<u>Nov 21</u>	<u>Budget</u>	<u>Jan - Nov 21</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense					
Income					
4000 · SHELTER REVENUE					
4005 · Pet Adoptions	10,982.97	5,833.33	80,074.43	64,166.67	70,000.00
4010 · Redeemed Animals	275.00	325.00	6,997.00	3,575.00	3,900.00
4015 · Vet/Optional Care	182.43	83.33	1,147.89	916.67	1,000.00
4017 · Dog Park	210.00	625.00	3,750.00	6,875.00	7,500.00
4018 · Rentals Revenue	50.00	150.00	50.00	1,650.00	1,800.00
4020 · Government Contracted Services	2,909.76	1,333.33	18,176.76	14,666.67	16,000.00
4025 · Restitutions/Investigations	0.00	0.00	0.00	0.00	0.00
4030 · Dog License Revenue	36.00	33.33	420.00	366.67	400.00
4031 · Microchipping	50.00	83.33	2,867.00	916.67	1,000.00
4032 · Nail Clipping	90.00	50.00	1,215.00	550.00	600.00
4033 · Community Spay/Neuter	0.00	416.66	4,675.45	4,583.34	5,000.00
4050 · Miscellaneous Services	324.00	50.00	3,421.59	550.00	600.00
4060 · Cremation Services Revenue	0.00	125.00	1,122.00	1,375.00	1,500.00
Total 4000 · SHELTER REVENUE	15,110.16	9,108.31	123,917.12	100,191.69	109,300.00
4156 · GRANT REVENUE					
4157 · General Grants	0.00	833.33	5,930.00	9,166.67	10,000.00
4156 · GRANT REVENUE - Other	1,125.00		1,525.00		
Total 4156 · GRANT REVENUE	1,125.00	833.33	7,455.00	9,166.67	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	5,530.09	1,512.50	1,650.00
4140 · Canisters	520.43	666.68	7,491.95	7,333.32	8,000.00
4143 · Econo Receipts	0.00	433.33	5,948.28	4,766.67	5,200.00
4144 · Cause for Paws	0.00	24,600.00	0.00	24,600.00	24,600.00
4146 · Rummage Sale	0.00	0.00	5,010.59	0.00	0.00
4147 · Strut Your Mutt	0.00	0.00	15,356.68	12,000.00	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	19,556.00	19,350.00	19,350.00
4183 · Rescue Raffle	0.00	0.00	7,437.00	6,200.00	6,200.00
4185 · Lights of Love	846.33	1,300.00	846.33	1,300.00	2,600.00
4197 · Calendar	1,068.00	1,107.50	21,551.30	12,182.50	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
4380 · Online Store Fundraiser	0.00		36.04		
Total 4200 · FUNDRAISING REVENUE	2,434.76	28,245.01	88,789.26	89,244.99	95,190.00
43400 · DIRECT PUBLIC SUPPORT					
4006 · Pet Care Sponsorship	1,020.00	608.33	6,918.30	6,691.67	7,300.00
4008 · Pet Promotion Sponsorship	0.00	20.83	825.90	229.17	250.00
4109 · Pink Lady	1,395.00	166.66	2,660.00	1,833.34	2,000.00

4110 · Donations	24,913.99	20,833.33	168,508.30	229,166.63	250,000.00
4120 · Special Gifts	1,288.08	958.33	16,444.40	10,541.67	11,500.00
4123 · Memorial Bricks/Tiles	125.00	625.00	1,385.00	6,875.00	7,500.00
4125 · Donated Svs/Material In Kind	2,109.00	3,083.33	26,491.63	33,916.67	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	999,971.10	0.00	0.00
4152 · Direct Solicitations	0.00		0.00		
4188 · Naming Opportunities	0.00	4,166.68	515.00	45,833.34	50,000.00
Total 43400 · DIRECT PUBLIC SUPPORT	30,851.07	30,462.49	1,223,719.63	335,087.49	365,550.00
4500 · OTHER Revenue					
4001 · Volunteer Program	0.00	70.00	0.00	280.00	350.00
4112 · Kids Club	0.00	0.00	0.00	0.00	0.00
4201 · Home2Home	0.00	12.50	0.00	137.50	150.00
4205 · Resale Items Revenue	9,556.07	1,833.33	26,786.31	20,166.67	22,000.00
4215 · Interest Revenue	29.09	1.66	522.23	18.34	20.00
4220 · Miscellaneous Revenue	203.00	66.66	1,376.89	733.34	800.00
4221 · Endowment Fund Earnings	0.00	83.33	3,781.94	916.67	1,000.00
4223 · MCCF B.Reider Fund Distribution	0.00	1,000.00	16,437.62	11,000.00	12,000.00
4227 · Distribtution from Dixon Estate	0.00	2,500.00	8,923.27	27,500.00	30,000.00
Total 4500 · OTHER Revenue	9,788.16	5,567.48	57,828.26	60,752.52	66,320.00
46000 · Merchandise Sales	0.00		0.00		
Total Income	59,309.15	74,216.62	1,501,709.27	594,443.36	646,360.00
Gross Profit	59,309.15	74,216.62	1,501,709.27	594,443.36	646,360.00
Expense					
5000 · Employee Expense					
5200 · Payroll Expenses	9.59		274.68		
5201 · Wages & Salaries	41,561.69	30,398.29	278,965.36	329,704.74	360,103.03
5225 · Simple Plan Employer	196.36	226.80	1,451.84	2,494.80	2,721.60
5230 · Michigan Unemployment Payable	6.94	27.40	(161.56)	299.39	326.79
5235 · Employer Social Security	2,576.81	1,887.39	17,295.84	20,624.99	22,512.38
5240 · Employer Medicare	602.62	441.45	4,045.00	4,823.59	5,264.99
5245 · Worker's Compensation	243.00	536.00	2,925.00	5,896.00	6,432.00
5246 · Employee Relations	33.88	0.00	(590.77)	0.00	3,000.00
5247 · QSEHRA	0.00	2,250.00	1,312.35	11,250.00	13,500.00
Total 5000 · Employee Expense	45,230.89	35,767.33	305,517.74	375,093.51	413,860.79
5500 · OPERATING EXPENSE					
5009 · Phone/Network Access	70.00	273.50	2,941.61	3,008.50	3,282.00
5011 · Merchant Service Fees	463.64	500.00	5,988.80	5,500.00	6,000.00
5012 · Bank Service Charges	0.00	12.50	442.26	137.50	150.00
5013 · Paypal Fees	0.00	8.37	145.71	91.67	100.00
5014 · Square Fees	0.00	125.00	496.35	1,375.00	1,500.00
5050 · Utilities	2,972.43	2,333.33	26,335.13	25,666.63	28,000.00
5100 · Cleaning Supplies	316.00	458.33	4,791.17	5,041.63	5,500.00
5102 · Animal Supplies/Equipment	1,106.06	308.33	6,076.72	3,391.63	3,700.00
5105 · Repairs/Maintenance	363.99	583.37	7,343.71	6,416.67	7,000.00
5106 · Garbage/Snow Removal	0.00	833.33	927.50	9,166.67	10,000.00

5115 · Office Supplies/Postage	306.13	402.50	5,235.94	4,427.50	4,830.00
5117 · Community Spay/Neuter	(120.00)	916.66	5,290.50	10,083.34	11,000.00
5120 · Building/Auto Insurance	527.30	916.66	12,122.12	10,083.34	11,000.00
5125 · Food	933.00	1,291.66	7,398.49	14,208.30	15,500.00
5127 · Microchips	0.00	833.33	3,422.50	9,166.67	10,000.00
5130 · Medical Supplies-Vaccines	875.36	1,266.66	9,696.33	13,933.34	15,200.00
5135 · Vet Care	2,101.75	4,666.66	20,946.39	51,333.32	56,000.00
5137 · Vaccines	0.00		0.00		
5140 · Spay & Neuter Expense	2,399.00	2,083.37	16,819.70	22,916.67	25,000.00
5141 · Animal Equipment	0.00		0.00		
5145 · Vehicle	96.11	125.00	1,414.51	1,375.00	1,500.00
5146 · Dog License Expense	12.00	37.50	390.00	412.50	450.00
5150 · Mileage	70.56	20.83	360.64	229.17	250.00
5160 · Depreciation	0.00	0.00	0.00	0.00	0.00
5165 · Cash over/short	(23.00)	0.00	(7.61)	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	0.00	166.66	1,418.00	1,833.34	2,000.00
6138 · Pink Lady Expense	0.00	166.66	1,637.01	1,833.34	2,000.00
6524 · Dog Park	0.00	208.33	0.00	2,291.63	2,500.00
6528 · Rentals Expense	0.00	0.00	0.00	0.00	0.00
6539 · Computer Software	1,393.50	369.00	4,403.28	4,059.00	4,428.00
6565 · IT Consulting	0.00	55.00	95.00	605.00	660.00
Total 5500 · OPERATING EXPENSE	13,863.83	18,962.54	146,254.69	208,587.36	227,550.00
5550 · GRANT EXPENSE					
5551 · General Grants	0.00	625.00	700.18	6,875.00	7,500.00
Total 5550 · GRANT EXPENSE	0.00	625.00	700.18	6,875.00	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	25.00	0.00	25.00	25.00
6307 · Calendar Expense	0.00	2,050.00	3,254.74	2,050.00	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	6,990.00	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	222.50	183.30	200.00
6317 · Raise The Woof Expense	350.00	0.00	350.00	0.00	0.00
6322 · Rescue Raffle Expense	0.00	0.00	2,116.10	2,179.00	2,179.00
6324 · Miscellaneous Expenses	38.97	0.00	130.54	0.00	0.00
6330 · TUFT Golf Outing Expense	0.00	0.00	7,298.04	8,084.00	8,084.00
6355 · Lights of Love Expense	0.00	50.00	0.00	50.00	125.00
6550 · Strut Your Mutt Expense	15.66	0.00	2,621.05	2,625.00	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	404.63	2,141.66	15,992.97	22,186.30	22,278.00
59900 · POS Inventory Adjustments	0.00		0.00		
6000 · OTHER EXPENSE					

5142 · Volunteer Program	48.00	100.00	1,110.34	1,100.00	1,200.00
6313 · Direct Solicitations	0.00	900.00	7,637.29	9,900.00	10,800.00
6503 · Community Outreach	85.93	87.91	567.98	967.01	1,055.00
6504 · Memorial Bricks/Tiles	58.25	291.66	2,063.25	3,208.32	3,500.00
6505 · Professional Fees	1,136.00	1,250.00	24,831.34	13,750.00	15,000.00
6510 · Publications	66.93	1,250.00	5,763.30	13,750.00	15,000.00
6511 · Pet Promotion Expense	291.00	312.50	1,692.16	3,437.50	3,750.00
6515 · Promotions & Advertising	80.00	70.86	433.87	779.20	850.00
6523 · Kids Club	0.00	10.00	49.95	110.00	120.00
6525 · Resale Items Expense					
5129 · Employee Uniforms	0.00	29.16	222.16	320.76	350.00
6525 · Resale Items Expense - Other	3,077.06	1,083.37	19,191.81	11,916.67	13,000.00
Total 6525 · Resale Items Expense	3,077.06	1,112.53	19,413.97	12,237.43	13,350.00
6530 · Conferences	95.00	83.33	140.00	916.67	1,000.00
6532 · Donor Development	9.99	146.25	606.26	1,608.75	1,755.00
6535 · Licenses, Dues, Permits & Fees	798.00	125.00	4,933.06	1,375.00	1,500.00
6540 · Miscellaneous Expense	475.00	250.00	1,009.84	2,750.00	3,000.00
6561 · Investment Expense	0.00	0.00	16,501.85	0.00	0.00
6590 · Mortgage Fees/Interest	0.00	2,617.02	17,710.28	28,654.91	31,180.83
6688 · Naming Opportunity Expense	566.99	41.70	566.99	458.30	500.00
Total 6000 · OTHER EXPENSE	6,788.15	8,648.76	105,031.73	95,003.09	103,560.83
Total Expense	66,287.50	66,145.29	573,497.31	707,745.26	774,749.62
Net Ordinary Income	(6,978.35)	8,071.33	928,211.96	(113,301.90)	(128,389.62)
Other Income/Expense					
Other Income					
4216 · Other Investment Revenue	0.00		184,119.43		
4222 · Investment Interest Revenue	0.00		359.62		
4226 · Change in Value-Dixon Trust	0.00		44,801.60		
4300 · Unrealized Gain/Loss	(5,958.59)		76,692.60		
4400 · RESTRICTED REVENUE					
7300 · New Shelter					
4219 · New Shelter Revenue	(75.00)		(1,200.00)		
Total 7300 · New Shelter	(75.00)		(1,200.00)		
7400 · SALLY'S FUND					
4218 · Sally's Fund Revenue	5,325.00	0.00	12,905.05	5,000.00	5,000.00
6518 · Sally's Fund Expense	0.00	(291.66)	(717.00)	(3,208.30)	(3,500.00)
Total 7400 · SALLY'S FUND	5,325.00	(291.66)	12,188.05	1,791.70	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	5,250.00	(291.66)	10,988.05	1,791.70	1,500.00
Total Other Income	(708.59)	(291.66)	316,961.30	1,791.70	1,500.00
Net Other Income	(708.59)	(291.66)	316,961.30	1,791.70	1,500.00
Net Income	<u>(7,686.94)</u>	<u>7,779.67</u>	<u>1,245,173.26</u>	<u>(111,510.20)</u>	<u>(126,889.62)</u>

Upper Peninsula Animal Welfare Shelter
A/P Aging Summary 2021
As of November 30, 2021

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Leah Schultz	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(50.00)</u>	<u>(50.00)</u>
TOTAL	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(50.00)</u>	<u>(50.00)</u>

Upper Peninsula Animal Welfare Shelter
A/R Aging Summary 2021
As of November 30, 2021

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Amber Talo	0.00	0.00	(50.00)	(50.00)	2,100.00	2,000.00
Bob & Crystal Swanson	0.00	0.00	(1,000.00)	0.00	2,000.00	1,000.00
Carolyn & Bob Myers	0.00	0.00	(335.00)	0.00	5,930.00	5,595.00
Chocolay	0.00	0.00	0.00	0.00	442.50	442.50
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	(40.00)	(40.00)	180.00	100.00
Kori & Byron Tossava	0.00	0.00	(100.00)	(100.00)	4,400.00	4,200.00
Lynn Andronis	0.00	0.00	(50.00)	0.00	1,250.00	1,200.00
Marquette City	0.00	0.00	0.00	0.00	794.50	794.50
mBank (Customer)	0.00	0.00	0.00	0.00	2,000.00	2,000.00
Michelle Dillinger	0.00	0.00	(50.00)	0.00	2,600.00	2,550.00
MQT County	0.00	3,249.50	0.00	0.00	0.00	3,249.50
MTHNK, P.C.	0.00	0.00	0.00	0.00	1,000.00	1,000.00
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	600.00	600.00
Richard Storti	0.00	0.00	0.00	0.00	0.00	0.00
Rita Svetly	0.00	0.00	0.00	0.00	0.00	0.00
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	11,350.00	11,350.00
Tom & Kathy Leone	0.00	0.00	0.00	0.00	2,000.00	2,000.00
TruNorth Federal Credit Union	0.00	0.00	0.00	0.00	500.00	500.00
TOTAL	<u>0.00</u>	<u>3,249.50</u>	<u>(1,625.00)</u>	<u>(190.00)</u>	<u>37,283.50</u>	<u>38,718.00</u>

Upper Peninsula Animal Welfare Shelter

Days Cash On Hand as of November 2021

	Cash Less Restricted Funds*	Annual Expense	Daily Expense	Days Cash on Hand	
2021	\$825,980.48	\$774,749.62	\$2,122.60	389	(Year to Date)
2020	\$645,045.70	\$753,663.47	\$2,064.83	312	
2019	\$415,591.49	\$741,157.74	\$2,030.57	205	
2018	\$311,797.49	\$521,136.55	\$1,427.77	218	
2017	\$215,192.09	\$536,174.67	\$1,468.97	146	
2016	\$201,661.55	\$602,450.00	\$1,650.55	122	
2015	\$152,858.00	\$576,669.00	\$1,579.92	97	
2014	\$191,970.00	\$520,354.25	\$1,425.63	135	
2013	\$146,529.00	\$431,923.23	\$1,183.35	124	
2012	\$147,882.00	\$451,620.63	\$1,237.32	120	

Cash Less Restricted Funds includes: General Checking Account, Money Market Account, Accounts Receivable, Square balance, Paypal balance, Petty Cash, Cash in Drawer, and Undeposited Funds

Executive Director Report

I. Animal Care and Operations

a. Success Story –

Surrendered Cats

We received 14 cats from a hoarding case from a nearby city. When the cats first arrived at UPAWS the assessment by the staff was that all of the cats had significant health issues and had very little human interaction. After the cats received the proper health care and attention their personalities and behaviors started to change for the better. All 14 cats were adopted in the month of December.

Sully the German Shephard

Sully was with us for six months and some of his issues were resource guarding, anxiety of meeting new people, and reactive behavior. Our very dedicated staff worked with Sully through his issues and trained him to change his behaviors. Sully needed a home in which he was going to get a lot of attention but with not a lot of new people entering the home, a lot of room for exercise, and the opportunity to interact with other animals.

Sully was our first animal that was put on the Animal Management Plan and after many discussions, a staff member recommended that Sully goes to a sanctuary that specifically works with German Shepherds in Minnesota. Sully did have to pass several behavioral tests to be approved to go to the sanctuary, in which he did. On November 28th two of our staff members drove to Minnesota to bring Sully to his new home. We have received several updates from the owners and Sully is striving in his first month in his new home. He is interacting well with the owners and the other German Shepherds and has a lot of room for exercise.

b. Michigan Pet Alliance – This month's training was on Cat Body Language and the staff did this training from their home for health and safety reasons.

c. Price Increase for Vet Services – On December 1st we increased what we pay for the services of local veterinarians. All surgeries went up by twenty dollars. Other medical care went up from six to ten dollars. In total, an extra twenty thousand dollars was budgeted for the 2022 year in animal medical expense. This is the first increase in many years. We believe this will be another way to enhance our partnership with the local vets and will continue to give our animals the proper medical care that is needed.

- d. **Grooming Room** – After many months of planning, the grooming room will be made available for the public to use as a self-serve animal wash starting on January 10th. Each guest will be able to reserve the room for 45 minutes and will have access to all of our grooming equipment, grooming products, clean towels, and treats. We have decided that the fees for this service will be free, but there will be a suggested donation of \$5. We believe this will be another opportunity to impact the community and animals of Marquette County.
- e. **December Bissell Event** – The latest Bissell Empty the Shelter event was from December 6th through December 17th. 21 Cats and 9 dogs were adopted through the event.

II. Property

a. **Front Highway Sign (Update)** –

We have contacted 3 Sign companies in Marquette to quote a Double-sided internally light street sign. We also sent them our sign image to use as a mockup for their quote. I did not quote an unlit sign since it is so hard to see our sign from the road.

The sign will be a 5x10 foot sign internally lite on a single pole. I have requested a mockup of all designs to be sent with the quote. After speaking with all three companies, we will need to have permits pulled to have this work completed as well as have an electrician come to run the electrical. I have contacted JP Electric to see what this work would entail, however with winter I believe this work cannot be done until spring. I am currently on the schedule to have JP electric come out and give us an estimate of what it would cost to run the electrical for the sign. They are currently booked two weeks out.

Cooks signs - Quote and design attached - \$17, 812.07

Cooks signs has added into their quote the cost of the permit fee and obtaining an inspection for local sign permit, footing permit, and electrical sign permit. They stated they can do a winter install, we would have to keep the area plowed until we could get the electrical in to bring electricity or we would have to wait until spring. They have a 6 week turn around for making the sign.

Signs Unlimited - Quote and design attached - \$10,900

Signs has not added into their quote the cost for acquiring the permits needed to complete this job. This would be our responsibility; this is something we might want to take into consideration.

Icon Signs - Awaiting final quote from this company.

- b. **TV in Lobby** – A brand new tv, which was donated by a donor, was mounted on the wall behind the welcome desk. The purpose of this TV will be to showcase our animals that are available for adoption and to share announcements.

III. **Human Resources**

- a. **Covid-19 Cases** – We had two employees test positive in the month of December for Covid-19. Both employees did not work for 17 days until they both received negative Covid results. Both employees returned to work on December 20th. The following safety measures have been put into place and went into effect on December 8th –
- If an employee does not feel well, they must stay home from work.
 - If an employee has called off of work for two days due to sickness, they must get a Covid test with negative results to come back to work.
 - If an employee does test positive, that employee must have a negative result to come back to work.
 - If an employee does test positive, staff and volunteers will be notified that an individual has tested positive, and at the same time keeping confidentially of the individual.
 - Masks are required for all staff and public when there is interaction with another individual. Currently, the state is under a mask advisory not a mandate, so we will continue to be vigilant when it comes to people wearing masks.
 - All employees were given a copy of the 2020 UPAWS Response Plan since they never received it.
 - On January 3rd, I will be reevaluating our safety measures and take the necessary next steps.
- b. **Dental and Vision** – All forms for employees were brought to Mazzali Insurance, the plans for all full time employees will go into place on 1/1/22
- c. **4 Days/10 hr shifts** – Full time supervisors and caregiver have been experimenting with a 4 day/10 hour work week for the month of December. They have been extremely happy with the new schedule. They believe that they are being more productive since they have 10 hours each day to get work done and have more time to rest when not working. We will be continuing on with this scheduling moving forward.

IV. **Business**

- a. **Liability Insurance** – As stated in our November meeting, our current liability insurance will be ending on January 17th 2022 due to two animal bites in the previous two years. This last month we have worked extremely hard to get a quote and the following has been done–
- We have worked with the following agencies to find coverage Prince Associates, Gauthier Insurance, Mazzali Insurance, and XInsurance

- Prince requested a quote from Great American Insurance, who works with many large animal shelters, and we were denied a quote.
- Gauthier Insurance has informed us that they should have a quote for us on the week of 12/27 – 12/31.
- Met face to face with Mazzali Insurance and I am still waiting on a quote from them.
- Xinsurance – They specifically work with animal shelters in which have poor claim histories. We have received a quote from them which will be two thousand dollars a month. This will be a little over double of what we have paid previously, but at the current moment it is our only option. We have filled out all paperwork and my recommendation is that when I return from holiday break on January 3rd that we accept their offer as this is the best option to keep operations continuing on past January 17th. I will continue to look at other quotes and if we receive one cheaper, we can look at changing our provider.
- I did create specific documentation on how we are training our staff currently, in ways we are rehabilitating reactive animals, and how we are preventing future bites. I did receive very good feedback from the insurance agencies we are working with.

V. Executive Director's Updated 2022 Goals

- a. Please see attachment

VI. Fundraising, Donor Relations, and Grants 2021 Fall Qt Report

- a. Please see attachment

Volunteer & Community Outreach Coordinator Report December 2021

Volunteer

- Volunteers in-shelter – some taking a break with holidays and other factors.
- Foster home – Mom and puppies need foster. Emailed out and in process.

Community Outreach

- Pet Gazette Newsletter
 - Holiday issue completed.
Mailed out December 10th / Emailed out December 11th.
- Giving Tuesday:
 - Per Executive Director directive
 - Campaign complete.
- North Star Montessori Academy
 - Project with Kindergarten and First Grade. Coordinated idea with Teacher.
 - Mining Journal featured: <https://www.miningjournal.net/life/2021/12/a%E2%80%88four-legged-thank-you/>
- Empty The Shelter Holiday Event
 - December 6 – 20th. Administrator for the event
 - Due to staffing and winter travel, a transfer was not done for this event.
- Retail:
 - Coordinate and maintain inventory for retail area, including ordering, receiving, and pricing.
 - Holiday Store retail orders: Ordering, receiving, etc. Helping sell.
- Website, social media:
 - Posting, upkeep, help with making new pages, advertising daily. Utilizing various APPS for promoting pets.
- Pet Promos:
 - Photos & bios, advertising. ABC10 Pet of the Week, Q-107 Pet of Week. Maintain Deb's Dog of the Month, pet sponsorships and Pet Adoption portal, including development of pet biographies and pictures.
- Media (Community Outreach):
 - TV6, ABC10, TV3, Sunny 102 Morning Show, Mining Journal
 - Stories featured on TV6
 - Pets as gifts for the holidays.
 - Bissell Empty the Shelters
 - Holiday Store Westwood Mall
- Other
 - Helping up front when needed.
 - Various projects per Executive Director
 - Platinum Partners: Assisted Executive Director

Submitted December 20, 2021

Ann Brownell

November 2021		<5 mos.		<5 mos.			
	DOGS	PUPS	CATS	KITS	OTHER	TOTAL	
Beginning Count	26	19	17	46	21	129	
INTAKE							YTD
Owner Surrender	10	0	35	26	13	84	653
Returned Adoption	2	0	0	3	0	5	52
Stray (from Police, Public and Shelter Pickup)	12	1	11	1	2	27	309
Born in Care	0	0	0	0	0	0	55
Transferred from Other Shelters	0	0	16	3	0	19	253
Special Hold/Service In	1	0	0	0	0	1	14
Seized/Custody (Cruelty & Neglect)	0	0	0	0	0	0	4
Total Intakes	25	1	62	33	15	136	1340

OUTCOMES

Adoptions (shelter, foster home or special event)	20	7	40	13	11	91	1030
Total Adoptions YTD	102	17	192	116	86	513	
Returned to Owner	10	0	2	0	0	12	178
Transferred to Rescue Groups/Shelters	1	0	0	0	0	1	5
Total Live Outcomes	31	7	42	13	11	104	1213
EUTHANIZED/DEATHS/MISSING/STOLEN							
Dangerous	0	0	0	0	0	0	3
Dying	0	0	0	0	0	0	8
Animal's Name and Reason							
TOTAL ANIMALS EUTHANIZED	0	0	0	0	0	0	11
Died at shelter/foster home - Unknown	0	0	0	0	7	7	26
Missing/Stolen/Escaped	0	0	0	1	0	1	1
Animal's Name and Reason					SEE NOTE BELOW		
Total Euth/Died/Other Outcomes	0	0	0	1	7	8	38
Ending Count	20	13	37	65	18	153	
manual count	20	13	37	65	18	153	
SAVE RATE (Intake- Euthanasia Outcome)/Intake						100.0%	99.2%
ASPCA Live Release Rate (Live Outcomes/ Intake)						76.5%	90.5%

NOTE: 5 immature hamsters died within days; 2 young rabbits "unknown".

OTHER INFO

	Dogs	Cats	
Avg. Length of Stay in Days (adopted only)	49.3	17.3	NOTE: LOS #s are high due to long waits for S/N surgeries
Monthly Return Rate (returned adoptions/adoptions)	7%	6%	

Nov 2021 - CLINIC SERVICES	DOGS	CATS	OTHER	TOTAL	YTD
Owner Requested Euthanasia	1	0	0	1	4
Bite Hold (for Owner)	0	0	0	0	0
Spay/Day	0	0	0	0	56
Community Spay/Neuter (Spay It Forward)	2	0	0	2	16
Microchipping	2	0	0	2	142
Domestic Violence	1	0	0	1	4
Pending Investigation	0	0	0	0	4
Boarding	0	0	0	0	8
Paws Park Permits	9	0	0	9	92
Service - Home 2 Home	2	0	1	3	32
Service - Nailtrims	0	0	7	7	93
Service - Dog Licenses	2	0	0	2	16
Service - Cremation Services	0	0	0	0	15
Total	19	0	8	27	476

Board Development Committee Meeting Minutes

Chaired by: Colleen Whitehead

Date: December 9, 2021 5:00 pm – meeting held via Zoom

Members Present: Reva Laituri, Lynn Andronis and Linda Roncaglione

Members Absent: Crystal Swanson and Kathi Fosburg

- ❖ The discussion and review of Committee pending items included:
 - With regret, accepted the resignation of Crystal Swanson from the Board Development Committee effective in December.
 - Committee finalized the revised New Board Member Application. A copy is attached to the meeting minutes for Board member reference.
 - Discussion on the Committee's role in coordinating Board training. Committee members reviewed possible training areas, scheduling, presenters, and format. The Committee will plan on presenting a survey and plan for 2022 training at the January Board meeting.
 - Colleen will draft/re-draft language for the UPAWS website to be used for recruiting possible Board members or Board Committee members.
 - There are 4 vacant Board positions, two expiring in 2023 and two expiring in 2024. Currently, there are no pending or under review Board member applications.
- ❖ January Committee agenda to include Board Training plan and Website recruitment language.
- ❖ No discussion on storage/files of Board Development Committee information at the shelter. Transfer of Board Development files is still pending.
- ❖ Possible future topics for discussion included the creation/revision of Board Development Procedures and a template for the advertising and recruitment process.

Next Meeting:

January 13, 2022 at 5:00 pm. Meeting will be held via Zoom, monthly meetings are currently held the 2nd Thursday of each month.



Date: _____

Upper Peninsula Animal Welfare Shelter
(UPAWS)
New Board Member Application

Personal Information:

Name: _____

Address: _____

Mailing Address (if different): _____

Home Phone: _____

Cell Phone: _____

Email: _____

Education:

High School: _____

College: _____

Trade/Business School: _____

Specialized Training: _____

Background:

1. Do you have any prior experience with UPAWS - as an employee, volunteer, foster provider, or adopter?

(Current or previous participation in a UPAWS Board committee, for a minimum of six months, is required prior to serving as a Board Member)

2. Describe any other experience with volunteer activities or committee work?

3. Have you previously or currently served on a Board? Have you ever held an Officer position?

4. Are you currently employed (FT or PT)? If so, where? Please describe your work history/job experience.

5. Are there any potential conflicts of interest that the Board of Directors should be aware of?

6. Explain why are you interested in becoming a UPAWS Board member? Describe how you envision your role in terms of time, responsibilities, committee involvement, etc.

7. Describe your involvement with animals (include all pets and pet related classes, work, clubs, rescue, etc.):

Please indicate the areas in which you have experience or knowledge:

<input type="checkbox"/> Accounting	<input type="checkbox"/> Financial Planning
<input type="checkbox"/> Administration	<input type="checkbox"/> Grant Writing
<input type="checkbox"/> Animal Shelters/Welfare	<input type="checkbox"/> Graphic Design
<input type="checkbox"/> Animal Training	<input type="checkbox"/> Law/Legal
<input type="checkbox"/> Business	<input type="checkbox"/> Marketing/Promotions
<input type="checkbox"/> Computers/IT	<input type="checkbox"/> Media (social/mainstream)
<input type="checkbox"/> Creative Writing	<input type="checkbox"/> Teaching
<input type="checkbox"/> Fundraising	<input type="checkbox"/> Veterinary

Board Members are expected to serve on at least one Board committee. Please indicate which Committees are of interest.

<input type="checkbox"/> Finance	<input type="checkbox"/> Personnel	<input type="checkbox"/> Board Development
<input type="checkbox"/> Strategic Planning	<input type="checkbox"/> Policy/Bylaw	
<input type="checkbox"/> Fundraising	<input type="checkbox"/> PAWS Park	

References (specify professional or personal):

____ Phone: (____) _____

____ Phone: (____) _____

____ Phone: (____) _____

****Please read, initial, and sign below****

____ I understand that Board members are expected to be annual financial contributors/supporters of UPAWS.

____ I understand that Board members are expected to represent UPAWS at a minimum of three (3) UPAWS sponsored events per year.

____ I understand that Board members are expected to participate in Board-related work (Committee meetings, correspondence and other activities).

____ I have read and agree to abide with the UPAWS Board Policy 6.0: Expectations of Individual Board Members (as attached).

Signature: _____ Date: _____

Thank you for your interest in becoming a UPAWS Board member. The Board Development Committee will review your application and contact you with any questions.

PLEASE RETURN YOUR COMPLETED APPLICATION TO:

UPAWS, PO Box 968, Marquette, MI 49855 or email to boarddev@upaws.org

***For Board Development Committee
use:***

Application Reviewed: Date _____

Applicant Interviewed: Date _____

Recommended: _____ Yes _____ No

Board Recommendation Date: _____

Board Approval Date: _____

6.0 Expectations of Individual Board Members

Board Statement of Understanding

- A. The role of each Board member is to advance the mission of UPAWS and contribute directly to the organization's goals. As "ambassadors" for UPAWS, Board members work to inform, interest and engage others in UPAWS efforts. Board members hold a range of responsibilities, particularly in the areas of planning, policy, personnel and development.
- B. In order to ensure shared understanding of the expectations for members of the Board of Directors of UPAWS, Board members shall sign the Board Member Statement of Understanding.

In order to ensure Board members are effective as members of the Board, each Board member should:

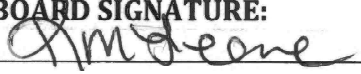
- A. Learn about UPAWS: Find out about the Mission, programs, services and history.
- B. Visit the shelter: Become familiar with the staff.
- C. Promote UPAWS: Actively advocate for the shelter at work, with friends and contacts.
- D. Attend UPAWS fundraisers/events: Board member presence demonstrates involvement and commitment to the community. Board members are expected to represent UPAWS at a minimum of three (3) UPAWS sponsored events per year.
- E. Ensure that the shelter is fulfilling all aspects of its non-profit and tax-exempt status.
- F. Review written policies that have been approved by the Board.
- G. Understand the budget, budget process and financial situation of UPAWS; ask questions and make fiscally sound decisions.
- H. Ensure there are active Board Committees that operate within the parameters of the Bylaws.
- I. Notify the Board President in a timely manner (either via phone or e-mail) when unable to attend a scheduled meeting.
- J. Review and approve the minutes from every Board meeting.
- K. Ensure an understanding of issues presented to the Board and the consequences of the Board's decision.
- L. Act in the best interests of the shelter by separating volunteer, fundraiser, or other roles and interests from the role of a Board member.
- M. Demonstrate ethical and professional conduct to maintain the confidence of the membership

and the public, including proper use of authority and appropriate actions in groups and individual behavior.

- N. Membership: Recognize that each Board member has individual personal financial limitations, but expect that Board members are annual contributors.
- O. Communication: All email and phone numbers are to be kept confidential between current Board members.
- P. Donor Stewardship: Board members will respond to the best of their ability to requests for assistance in contacting potential donors for a face-to-face meeting about UPAWS. Board member will share any ideas in regards to potential donors to expand UPAWS reach at all giving levels.
- Q. Resignation
 - a. When a Board member resigns, the resignation shall be submitted in writing to the President.
 - b. Any resignation received from a Board member is to be formally accepted by the Board at the next scheduled Board meeting.
- R. Policy & Governance
 - a. Provide oversight through the review of policies, financial reports and programs to ensure that the UPAWS facility and programs are safe, well-maintained and directly related to the UPAWS mission.
 - b. Review and approve an annual budget within a framework of fiduciary and fiscal responsibility.
 - c. Maintain a future vision for the UPAWS through a regular process of strategic planning to ensure the viability of the organizational structure, management and financial well-being of the Shelter.
 - d. Work both as a Board and in Committees to accomplish governance tasks and Board activities.
 - e. Maintain adherence and compliance with all requirements of currently approved UPAWS Policies and By Laws.
 - f. Maintain up-to-date knowledge of Board policies, budgets, UPAWS goals and programs.
 - g. Communicate with, and respect the judgment of, the Executive Director and Shelter Manager.
- S. Leadership and Participation

S. Leadership and Participation

- a. Represent UPAWS in the broader community and advocate for its' mission, values and organizational goals.
- b. Ensure that the UPAWS employees are responsive to the communities' needs.
- c. The Board is responsible for the hiring and supervision of the Executive Director. The Personnel Committee will provide feedback and ensure annual performance evaluations of the individual.
- d. Attend at least 75% of Board meetings per year.
- e. Participate in Board-related work (Committee meetings, correspondence and other activities).
- f. Engage in discussion and decision-making, always respecting the opinions of other Board members and employees.
- g. Serve on at least one active Board Committee.
- h. Utilize individual skills and expertise, and apply it appropriately to tasks that would benefit from such knowledge.
- i. Participate in Board trainings, retreats and other activities to enhance the effectiveness of the Board and each member's performance.
- j. Identify, recruit and mentor new Board members.

EFFECTIVE: 12/17/2018	REVISED DATE:	SUPERSEDES:
BOARD SIGNATURE: 		

UPAWS Finance Committee Agenda

Meeting Date: Wednesday, December 22, 2021 at 5:30pm

Meeting Location: Google Meet (Virtual)

Present: Chris Danik (Chair), Bill Brutto (Joined around 6:20pm), Corey Hollowell, Reva Laituri

1. Review of October Financials: Reviewed and discussed the October financial reports. Noted several corrections to be made prior to generating the final reports.
2. Review of November Financials: Reviewed and discussed the November financial reports. Noted several corrections to be made prior to generating the final reports.
3. Review Audit Recommendations: Corey updated the committee on the outstanding questions she discussed with the auditor at MTHNK. A summary of the recommendations from the 2020 audit and any recommendations or changes already implemented will be provided to the board.

The meeting was adjourned at 6:39pm.

Next Meeting: Wednesday, January 19th at 5:30pm, Google Meet (Virtual)

Respectfully submitted,

Chris Danik
Treasurer / Finance Committee Chair

PERSONNEL COMMITTEE MINUTES
DECEMBER 27, 2021

The meeting was called to order at 10:14 a.m.

Present: Reva Laituri, Lynn Andronis, Colleen Whitehead, Bill Brutto

Bill presented his monthly report to the committee. He also presented a proposal for across the board wage increases and a wage adjustment for the Bookkeeper/Administrative Assistant to be effective January 1, 2022. *Note: The committee agreed to defer discussion of adjustments to the ED's compensation package until his 6-month review in February.* The committee has requested a report recommendation be prepared for the committee review and presented to the board at its January meeting.

Bill has met with Sue Kapla, Animal Behaviorist, regarding staff training and consulting for staff. A proposal will be forthcoming for the January board meeting.

Bill will be implementing changes to the reporting structure in that animal caregivers will be reporting directly to the supervisors. Amended job descriptions and an updated organizational chart will be reviewed by the personnel committee and the board at their January meetings.

The meeting was adjourned at noon.

Respectfully submitted,

Reva Laituri

Chairperson