

## UPPER PENINSULA ANIMAL WELFARE SHELTER

### BOARD OF DIRECTORS MEETING

**Monday, January 23, 2023 / 6 p.m. / Cliffs-Eagle Mine Community Room**

#### **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. December 19, 202 Regular Meeting
6. Unfinished Business
  - a. Board Development Training: UPAWS Operations (Bill Brutto, ED)
  - b. Report & Recommendation from Executive Director RE: Change in Vendor for Garbage Removal
7. New Business
  - a. Report & Recommendation from Finance Committee RE: Money Market & CD Investments
  - b. Report & Recommendation from Finance Committee RE: FY2023 DRAFT Budget Approval
  - c. Report & Recommendation from Finance Committee RE: Fee Schedule Updates
8. Communications
9. President's Report
10. Treasurer's Report
  - a. December 2022 Treasurer's Report
  - b. November 2022 Financial Reports
  - c. December 2022 Financials Reports
11. Shelter Operations Report(s)
  - a. Report from the Executive Director
  - b. Stats

12. Committee Reports

- a. Board Development Committee Report (Colleen)-Did not meet
- b. Finance Committee Report Dec & Jan (Chris)-Written
- c. Fundraising Committee Report (Lynn)-Written
- d. Strategic Planning Committee Report (Brian)-Did not meet
- e. Personnel Committee Report (Leslie)-Did not meet
- f. Policy / Bylaw Committee Report (Colleen)-Did not meet
- g. Donor Development (Ad Hoc) (Leslie)-Written

13. Public Comment

14. Board Comment

15. Adjournment

Next Board Meeting Date: February, 27, 2023, 6 p.m. at the Shelter

DRAFT

**UPPER PENINSULA ANIMAL WELFARE SHELTER  
BOARD OF DIRECTORS MEETING  
Monday, December 19, 2022  
Cliffs-Eagle Mine Community Room**

**PRESENT:** Lynn Andronis, Chris Danik, Jessi Hurd, Leslie Hurst, Hailey Kimball-Dexter, Karen OMeara, Colleen Whitehead

**ABSENT:** Brian Hummel (excused)

**STAFF:**

**GUESTS:** Reva Laituri

1. Call to Order/Attendance: Meeting called to order at 6:02 p.m.
2. Approval of Agenda: Leslie said we need to remove agenda item # 7 because Bill is out sick.
3. Mission Moment: Leslie shared that many of us have worked at the UPAWS holiday store and noted Anne and Karen have done a great job. She said it is great to see our supporters there. Colleen noted that it is a great location and has been very successful so far. Chris shared that it has grossed \$2,800 already.
4. Public Comment: None.
5. Approval of Minutes:
  - a. November 28, 2022 Regular Meeting
    - Lynn:
      - Under 2, it was Chris who seconded the motion.
      - Under 3, goat with the prosthetic leg got adopted.
      - Under 7a, only 1 M in Wim, in that section twice
      - Under 7a, Bill will post finances to Guidestar and the UPAWS website.
      - Under 7a, 2<sup>nd</sup> paragraph above b. Finance Committee will look at the Trust Agreement and will into how the endowment was set up - After 2008, it should say "Finance Committee will look into it."
    - Colleen:
      - Pg 3. Leslie asked Bill to contact Waste Management and find out what the contract states.
      - Pg 4. Colleen said the sales tax payable paragraph, "Colleen asked Chris to let us know" – Delete that sentence.
      - Board Comment, Closed Session – Chris motioned to go in, seconded by Colleen. To come out of Closed Session, motion was by Colleen and seconded by Hailey.
      - Lynn moved for adjournment and Colleen seconded.
    - Chris:
      - 7c, should not say 3%, it should say 1% on the portfolio value over

the year, billed quarterly.

Chris made a motion to accept the November 28, 2022 Regular Meeting Minutes as amended. Karen seconded. Approved unanimously.

b. November 28, 2022 Closed Meeting: Lynn moved to approve Closed Meeting Minutes as presented. Karen seconded. Approved unanimously.

6. Unfinished Business:

- a. 2023 Budget: Chris gave an update from Finance Committee on the budget. He said a lot of work has gone into it. He said the goal is to send a doodle poll to the whole Board to have a date in January for a work session, it will then go back to Finance, then it will go back to the Board for approval, hopefully at the January Board Meeting. He is working with Bill on the projected deficit. Lynn said she needs to get him an updated Fundraising Budget. Leslie said everyone should go look at the draft budget. If there are questions/concerns, reach out to Bill and Chris. Colleen said that she had asked for certain reports, Chris said that they were included as part of 3<sup>rd</sup> quarter review.

7. New Business:

- a. Board Development Training: UPAWS Operations (Bill Brutto, ED): STRICKEN.

8. Communications: None.

9. President's Report: There was discussion amongst the Board regarding Alger Shelter potentially shutting down. The consensus was we should obtain more information and plan for impacts on our shelter if that occurs.

Karen asked for a more detailed update on volunteers, how many, how many hours they work, what they are doing, etc. Leslie will try to gather that information soon. There was discussion amongst the board about the current status of use of volunteers, impending staff shortage, etc. Leslie will talk to Bill about utilizing volunteers.

There was discussion amongst the Board about the status of requests the Board has made to Bill. Colleen said that she understood that it was going to be kept as part of Bill's monthly report. Leslie said she didn't understand it that way. There was discussion amongst the Board regarding a list that will be kept and updated by Bill of tasks that have been assigned to him, which will be in his monthly report. Leslie will provide a template to Bill for his task list, which will be in his monthly report.

There was discussion about the bulletin board as an example of tasks/potential volunteer work. Karen said that she will do the bulletin board, but she needs to know what to put on there. Leslie suggested that she could go on the website and find things to post on the bulletin board.

Jessi asked what the Bring Them Home Group is, Leslie said that it is an organization that

funds live traps for shelters to use. Leslie talked about her work with them to raise funds to buy live traps to donate to shelters.

10. Treasurer's Report:

a. Month Year Financials: Chris said the Finance Committee hasn't met yet, so that's why we don't have November. November and December will be in for the January meeting. Chris wanted to answer a question Colleen has asked at a prior meeting, he explained that depreciation on the year to date financials is what we have taken in the current year to date, the accumulated depreciation found on the balance sheet is lifetime depreciation.

11. Shelter Operations Report(s):

a. Report from the Executive Director: Colleen said her preference is for the findings from the Shelter Assessment to be integrated into the Strategic Plan. Brian is not present today, so she said this should maybe be tabled until the next meeting. Lynn noted that just because it was recommended by the Shelter Assessment doesn't mean that we should adopt it.

Colleen asked about the garbage contract. Leslie said they're still working on it. Bill had to go back and gather more facts. Waste Management has represented that it will cost us \$5k to break the contract, however, we do not have a written copy of the contract to confirm. Waste Management is working on getting us a copy of the contract.

There is a staff Christmas party on Wednesday. Lynn and Leslie plan on dropping in.

b. Stats - Partial (page 1 only): Lynn said she will finish the stats soon, she does not have the second page because some of the data has not been entered. Lynn will update us when she is finished. Colleen asked about the "true foster" stat because at the top of the foster column, it shows 1 cat, 1 dog, at the bottom it shows 1 dog, 4 cats. Lynn explained that the month started with 1 cat and 1 dog in foster care and others came in throughout the month. Colleen had a question about a cat being transferred out and 2 dogs being transferred in, no one was able to answer. Leslie suggested that questions about stats could be asked prior to the Board Meetings. Colleen said she will ask Bill. There was discussion amongst the Board about how certain situations are reflected in the stats.

12. Committee Reports:

a. Board Development Committee Report (Colleen) - Colleen reported that we are open to accepting any additional applicants.

Colleen asked about business cards for Board members and whether we have a specific place/format we are supposed to use. Lynn said we should go to Pride because they have the template.

Colleen asked about the status of looking at the UPAWS membership policy. Leslie said that it under Donor Development, and we need to get it addressed next year.

b. Finance Committee Report (Chris) - Meeting 12/22/22

c. Fundraising Committee Report (Lynn) - Did not meet

d. Strategic Planning Committee Report (Brian) - Verbal: Brian came to the shelter to work on the Strategic Plan today, he is incorporating things from the Board

Retreat into the Strategic Plan. Chris said that he is wondering if we should solicit some outside help on the Strategic Plan. Colleen noted that it might be helpful if we were able to see a draft. Leslie is hoping to get some information on where we're at with it at the meeting in January. Lynn said that Grow & Lead offers help with strategic planning.

e. Personnel Committee Report (Leslie) - Written

f. Policy / Bylaw Committee Report (Colleen) - Written

g. Donor Development (Ad Hoc) (Leslie) - Written

13. Public Comment: None

14. Board Comment: Lynn said for 2023, the Bylaws state that every committee has to have a minimum of 4 members on it. For the future, she wants the present and absent noted because at some meetings there may only be 3 people present, but it is a 4 person committee.

15. Adjournment: Colleen moved to adjourn the meeting, Karen seconded. Meeting adjourned at 8:10 pm.

Respectfully submitted,

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Hailey Kimball-Dexter, Secretary

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Leslie Hurst, President

Next Board Meeting Date: January 23, 2023, 6 p.m. at the Shelter



# UPAWS OPERATIONS PRESENTATION

# Hours of Operations

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- ✓ We are open 7 days a week
- ✓ Employees are in the building from 8am to 6pm each day
- ✓ Most full-time employees work 4/10 hr days
- ✓ Public Hours are from 12pm – 4pm
- ✓ Volunteers have the opportunity of help with operations from 9am to 5pm each day of the week





# Weekly Communications and Meetings

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- ✓ Daily stand-up meetings at 10:15am
- ✓ Weekly staff meetings every other Tuesday and Wednesday from 10:30am – 11:30pm
- ✓ Monday one on one meetings with E.D.
- ✓ Bi-weekly coordination meetings
- ✓ Weekly update email from the E.D. to board and staff
- ✓ Daily reports
- ✓ Coordinators report
- ✓ Building Check List Report



# Daily Report

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- ✓ Important Info
- ✓ Intakes for the Day
- ✓ Adoptions of the day
- ✓ Fosters to Adopt for the day
- ✓ Animal Health Notes
- ✓ Incidents
- ✓ Maintenance Request
- ✓ Meetings/Events for the next day
- ✓ Next Day Scheduled Appointments
- ✓ Priority Tasks For Next Day
- ✓ Employee Recognition
- ✓ Next Day Assignments





# Operations Systems

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- ✓ Pet Point – Animal Database
- ✓ Neon – Donor Database
- ✓ Quick Books – POS and Finances
- ✓ Volgistics – Volunteer Database
- ✓ Square – Mobile POS
- ✓ Google Platform – business communication and organization
- ✓ Pick Time – Appointment Service



# UPAWS Services

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- Dog Park
- Grooming Room
- Pet Food Pantry
- Community Spay and Neuter
- Microchipping, Licenses, and I.D. Tags
- Virtual Story Time – Literacy Legacy
- Sally's Fund
- Youth and Adult Animal Education
- Vet Clinic





# Adoption Programs

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- Seniors for Seniors: Our “Seniors for Seniors
- Lonely Hearts Club
- Buddy Program
- Woofs and Meows for the Military
- Barn Buddies:
- Home 2 Home
- Foster to Adopt
- Traditional Adoption



# Appointment Notification

8:51

LTE

UPAWS is open for meets and greets & adoptions by appointment. One of our staff members will introduce you to currently adoptable animals and walk you through the adoption process during your appointment.

Preview all our available pets at [www.upaws.org](http://www.upaws.org).

\*Adoptions are on first-come/first-served approval.

\*We cannot guarantee a specific animal will be available, nor can we hold specific animals for your visit.

\*Please keep an eye on our available pet web pages as our computer program automatically removes animals from the website as they are adopted.

\*UPAWS does NOT guarantee you will be contacted if the animal you are interested in is adopted.

\*ONE slot is allowed per day per meet (if more slots are signed up than one, it will be deleted).

\*If multiple people have signed up for the same pet, and the specific pet gets adopted, UPAWS will remove your appointment to open the slot for other potential adopters.

\*Please do not make an appointment and not come. Be considerate and call or delete your time slot.

QUESTIONS? Please email [supervisors@upaws.org](mailto:supervisors@upaws.org) or call [906-475-6661](tel:906-475-6661)

AA

picktime.com





# Adoption Steps

- Make an appointment (online or call)
- Fill Out An Interest Form
- Meet and Greet
- Discuss Fit with Animal Care Staff
- Adoption Paperwork
- Animal Adoption Check List
- Post Adoption Paperwork (Staff)





# Adoption Package for Dogs

- Spay or Neuter
- Distemper Vaccine
- Bordatella Vaccine
- Rabies Vaccine (or certificate to receive a rabies vaccine)
- Health Check by a local veterinarian (or a certificate to receive a health check)
- Parasite Screening and treatment as needed
- Microchip
- Subscription to the UPAWS Newsletter
- A life long companion!

## **Dog Adoption Fee:**

- Puppies (up to 6 months old): \$200
- Juniors (6 months up to 1-year-old) \$170
- Adults (1 year up to 8 years old): \$140
- Seniors (8 years on up) \$50

Some dogs may have a reduced fee if they are part of an adoption program or sponsored





# Adoption Package for Cats

- Spay or Neuter
- Distemper Vaccine
- Rabies Vaccine (or certificate to receive a rabies vaccine)
- Health Check by a local veterinarian (or a certificate to receive a health check)
- Parasite Screening and treatment as needed
- Microchip
- Subscription to the UPAWS Newsletter
- A life long companion!

## **Cat Adoption Fees:**

- Kittens (up to 6 months old): \$130
- Juniors (6 months up to 1 year): \$90
- Adults (1 year up to 8 years) \$65
- Seniors (8 years on up) \$35

Many of our cats have a reduced fee as part of an adoption program or because they are sponsored.





# Adoption Package for Small Critters

- Rabbit Adoption Package includes:
  - Spay or Neuter
  - Veterinary Health Exam
  - Parasite screening
  - Adoption Fee for Rabbit: \$35
- Guinea Pig Adoption Package includes:
  - Parasite screening
  - Adoption Fee for Guinea Pig: \$35





# Staff Responsibilities

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- **Animal Caregivers** – overall care of animals, helps with management plans, facilitates meet and greets, helps create engagement activates for animals
- **Coordinators** – coordinates daily tasks, controller of the front desk, communicates with public inquiries, implements the adoption process, data entry



# Staff Responsibilities

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- **Shelter Veterinary Assistant** – responsible for all animal medical needs, performs all in take and exit exams, main communicator with local veterinarians, helps with the coordination of transfers
- **Maintenance Specialist** – performs tasks of daily property needs, cleans all areas of the building outside of the animal habitats, performance outside property tasks

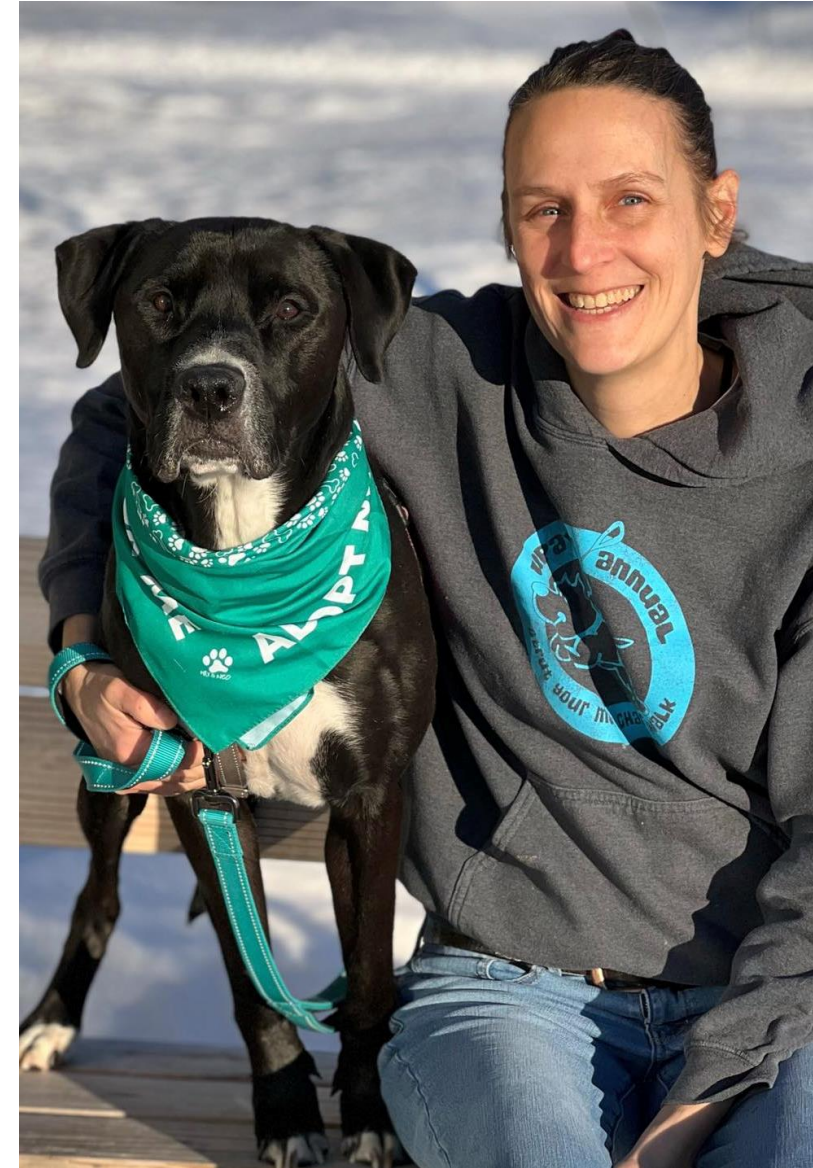




# Staff Responsibilities

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- **Bookkeeper/Admin Assistant** – daily financial responsibilities, payroll, communicates with vendors when assigned, manages the admin office
- **Volunteer and Community Outreach** – responsible for volunteer participation, networks with animal agencies, in charge of retail, controller for all social medias, creates publications, assist with public speaking, assist with transfers



# Staff Responsibilities

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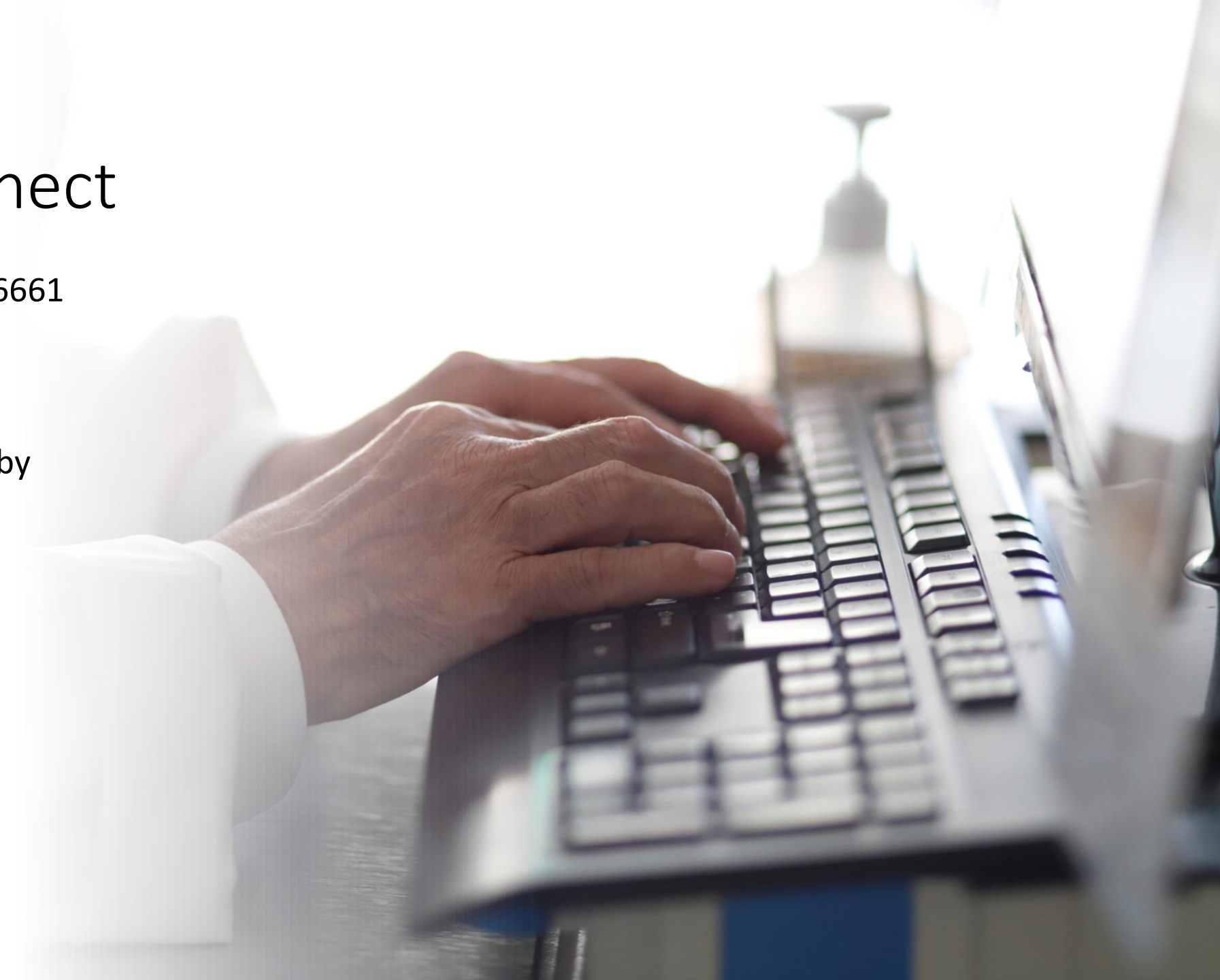
- **Executive Director** – oversight to daily operations, human resources, donor development, main point person for community, donors, media, animal agencies, and board of directors, public speaking, program developer, oversight to daily finances, meeting facilitator, and project manager





# Ways to Connect

- Phone Number – 906 – 475-6661
- Website – upaws.org
- Email – [info@upaws.org](mailto:info@upaws.org)
- Printed Publications – In Lobby



# Questions and Answers





**REPORT AND RECOMMENDATION  
TO THE UPAWS BOARD OF DIRECTORS**

**January 23rd, 2023**

**RECOMMENDATION:**

The recommendation is to continue to use the services of Waste Management for garbage removal and sign a new three-year contract.

**RATIONALE:**

We were able to negotiate a new monthly fee with Waste Management and with board approval and signing a new three-year contract, we would be paying \$244.08 per month for service the next 12 months. Please see the breakdown chart as why this is the best option moving forward.

Respectfully submitted,

**Bill Brutto**

Executive Director, UPAWS

## Breakdown of Contracts and Fees for Garbage Removal 2023

### **I. Waste Management**

**Current Waste Management Monthly Fees** - \$811.87

**Contract Cancellation Fees for Waste Management** - \$5,024 – current contract ends in 2024.

**Negotiated Fees on A New 3-year Contract Beginning on 2/1/23** - \$244.08.

**Total Fees for 2023 Year** - \$2,928.96

**Fees for 2024 Year (8 percent increase)**- \$263.61 per month for a total of \$3,163.32 for year

**Fees for 2025 Year (8 percent increase)** - \$284.77 per month for a total of \$3,416.40 for the year

### **II. GFL**

**Proposed Rate for 2023 Year** - \$236.56 per month for a total of \$2,838.72 for the year.

**Proposed Rate for 2024 Year (8.5 increase)** - \$256.96 per month for a total of \$3,083.52 for the year.

**Proposed Rate for 2025 Year (8.5 increase)** - \$278.81 per month for total of \$3,345.72 for the year.

**Contract Cancellation Fees for GFL** – six months of monthly fees.



Waste Management of Michigan, Inc.  
W132 N10487 Grant Drive  
Germantown, WI, 53022  
(888) 960-0008

WM Agreement #  
Customer ID  
Acct. Name  
Salesperson  
Effective Date  
Last PI Date

S0016477675  
21-51944-53007  
UPPER PENINSULA ANIMAL  
WELFARE  
Elvis Kelechian  
2/1/2023  
01/30/2022

## Service Agreement

### Non-Hazardous Waste Service Summary

#### Service Information

Name	UPPER PENINSULA ANIMAL WELFARE	Contact	Leslie Hurst
Address	815 HWY 553	Telephone #	(906) 475-6661
City State Zip	GWINN, MI 49841-8782	Fax #	
County/Parish	MARQUETTE	Email	chollowell@upaws.org

Customer Comments:

#### Billing Information

Name	UPPER PENINSULA ANIMAL WELFARE	Contact	Corey Hollowell
Address	PO BOX 968	Telephone #	9064756661
City State Zip	MARQUETTE, MI 49855-0968	Fax #	
County/Parish	MARQUETTE	Email	chollowell@upaws.org

PO#

#### Service Description & Recurring Rates

Quantity	Equipment	Material Stream	Frequency	Base Rate	
1	8 Yard FEL	MSW Commercial	1xPer Week	Fuel & Environmental/RCR	\$ 147.00 \$ 88.58 *

Except for increases permitted by Sections 4(b)(i) – (v) of this Agreement, the Base Rate (1) shall not be increased during the first 12 months of Contract Term, and (2) will increase by 10% annually thereafter for the remaining Initial Term

Current rate for Extra Pickup: \$ 248.00

Current FSC 28.91%, EVC 20.00%, RCR 3.60%

**MONTHLY TOTAL :** \$ 235.58 \*

Customer's Waste Materials not to exceed an average weight of lbs./yard.

Administrative Charge	\$ 8.50 *
<b>MONTHLY GRAND TOTAL</b>	<b>\$ 244.08 *</b>

#### Initial One Time Service Charges\*

#### As Needed Services\*

The above listed Charges are for recurring services only. Charges for all additional services will be at current rates at the time of service. These include but are not limited to: extra pickups, container removal, overages and contamination. Contact Waste Management for a full list of such additional services and current prices.

\*Fuel Surcharge ("FSC"), Environmental Charge ("EVC"), and Regulatory Cost Recovery Charge ("RCR") apply to all other Charges whether or not listed on this summary. Any FSC, EVC and RCR amounts shown in this Service Summary are estimated based on current percentages (as set forth herein), and actual amounts will be calculated at the time of invoicing based on current applicable percentages. Information about these charges and their calculation can be found at [www.wm.com/billhelp](http://www.wm.com/billhelp). State & Local taxes, and/or fees and a Recycle Material Offset, if applicable, will also be added to the Charges. An Administrative Charge per invoice will be assessed and can be removed by enrolling in paperless statements and automated payments.

This Agreement does not provide for a fixed price during the Contract Term. Unless specifically provided otherwise herein, Customer should expect Company to increase Charges as allowed by Section 4(b) and Company to seek other price increases subject to Customer's consent under Section 4(c) of this Agreement. Consent to price increases may be given orally, in writing, or by notice and Customer's payment of, or failure to object to, the price increase.

**Contract Term is for 5 year(s) from the Effective Date ('Initial Term') and it shall automatically renew thereafter for additional terms of 1 months ('Renewal Term') unless terminated as set forth herein.**

The individual signing this agreement on behalf of customer acknowledges that he/she has read and accepts the terms and conditions of this agreement which accompany this service summary sheet and that he/she has the authority to sign on behalf of the customer.

Customer Signature	Leslie Hurst	Title	Date
	Printed Name		

Company Waste Management of Michigan, Inc.	Waste Management Sales Rep.	Title	Date
Printed Name			

Terms and Conditions on following page(s)

**1. (a) SERVICE GUARANTEE.** We guarantee our Services (as defined below). If Company fails to perform Services in accordance with the service summary as provided, which for Services purchased online include the information and terms disclosed during the order and checkout process (collectively, the “Service Summary”), and Company does not remedy such failure within five (5) business days of its receipt of a written demand from Customer, Customer may immediately terminate this Agreement without penalty.

**(b) SERVICES RENDERED; WASTE MATERIALS.** Customer grants to Company the exclusive right, and Company through itself and its Affiliates shall furnish equipment and services, to collect and dispose of and/or recycle (collectively, the “Services”) all of Customer's Waste Materials at Customer's Service Address(es) listed on the Service Summary, subject to the terms and provisions contained herein (collectively, with the Service Summary, the “Agreement”). If Customer changes its Service Address(es), this Agreement shall remain valid and enforceable with respect to Services rendered at Customer's new service location(s) if such location(s) is within Company's service area. Customer represents and warrants that the materials to be collected under this Agreement shall be only “Waste Materials” as defined herein. For purposes of this Agreement, “Waste Materials” means all non-hazardous solid waste, organic waste, and if applicable, Recyclable Materials (as defined in Section 12) generated by Customer or at Customer's Service Address(es). Waste Materials includes “Special Waste”, such as industrial process wastes, asbestos-containing material, petroleum contaminated soils, treated/de-characterized wastes, and demolition debris, for which Customer shall complete a Special Waste Profile sheet to be approved by Company in writing. Waste Materials excludes, and Customer agrees not to deposit or permit the deposit for collection of (i) any waste tires, (ii) radioactive, volatile, corrosive, flammable, explosive, biomedical, infectious, bio-hazardous, regulated medical or hazardous waste, toxic substance or material, as defined by, characterized or listed under applicable federal, state, or local laws or regulations, (iii) any materials containing information protected by federal, state or local privacy and security laws or regulations (unless tendered to Company pursuant to an additional Exhibit L to this Agreement), (iv) any other items or material prohibited by federal, state or local laws or regulations, or that could adversely affect the operation or useful life of the facility(ies) receiving Customer's Waste Materials, or (v) Special Waste not approved in writing by Company (collectively, “Excluded Materials”). Title to and liability for Excluded Materials shall remain with Customer at all times. Title to Customer's Waste Materials is transferred to Company upon Company's receipt or collection unless otherwise provided in this Agreement or applicable law.

**2. CONTRACT TERM.** The Initial Term and any subsequent Renewal Term of this Agreement (collectively, the “Contract Term”) is set forth on the Service Summary. Unless otherwise specified on the Service Summary, at the end of the Initial Term and any subsequent Renewal Term, the Contract Term shall automatically renew for an additional Renewal Term at the then current Service levels and applicable Charges, unless (a) for a Renewal Term of twelve (12) months or more, either party gives to the other party written notice of termination at least ninety (90) days, but not more than one hundred eighty (180) days, prior to the termination of the then-existing term, and (b) for a Renewal Term of less than twelve (12) months, either party gives to the other party written notice of termination at least thirty (30) days prior to the termination of the then-existing term. Notice of termination received at any other time will be considered ineffective and the Agreement will be considered automatically renewed upon completion of the then-existing term.

**3. TERMINATION RIGHTS.** Notwithstanding the foregoing, this Agreement can be terminated prior to the end of the Initial Term or a Renewal Term as follows: (a) by Customer (with no obligation to pay liquidated damages as provided in Section 7), (i) if Company fails to satisfy the Service Guarantee provided in Section 1(a) or (ii) pursuant to Section 4(c) if Company increases the Charges payable by Customer hereunder with a Consensual Price Increase; (b) by Customer with thirty (30) days prior written notice to Company, subject to Customer's obligation to pay liquidated damages as provided in Section 7 no later than thirty (30) days after written notice of termination; (c) by Company, (i) if as a result of Customer's breach of Section 5, Company suspends Services for more than fifteen (15) days, or (ii) if Customer fails to cure any other breach of its obligations under this Agreement within five (5) business days of its receipt of written demand from Company to cure such breach; and (d) by Company, with at least fifteen (15) days prior written notice to the Customer, any time after Customer retains, designates or appoints a broker or agent to act for Customer, or manage its Services, under this Agreement. In order to move containers in a safe, secure and orderly fashion, Company shall have up to seven (7) days to remove any equipment from Customer's service location(s) after the effective date of the termination of this Agreement.

**4. (a) CHARGES; ADDITIONAL SERVICES; CHANGES.** The initial charges, fees and other amounts payable by Customer (“Charges”) for Services and/or equipment furnished by Company to Customer are set forth on the Service Summary. Company also reserves the right to charge Customer additional Charges for additional Services provided by Company to Customer, whether requested or incurred by Customer, including, but not limited to, container relocation or removal; gate, enclosure or roll out services; account resume or reactivation services; extra pickups or trip charges; container overages and overflows; and equipment repair and maintenance (see [www.wm.com/billhelp](http://www.wm.com/billhelp) for a list of “Additional Services”), which may be updated from time to time), all at such standard prices or rates that Company is charging its customers in the service area at such time. Changes in the frequency of collection, collection schedule, number, capacity and/or type of equipment, the terms and conditions of this Agreement, and any changes to the Charges payable under this Agreement (including any Consensual Price Increase or Negotiated Price Adjustment), may be agreed to orally, in writing or by other actions and practices of the parties, including, without limitation, electronic or online acceptance or payment of the invoice reflecting such changes, and written notice to Customer of any such changes and Customer's failure to object to such changes, which shall be deemed to be Customer's affirmative consent to such changes.

**(b) PERMITTED PRICE INCREASES** Company reserves the right, and Customer acknowledges that it should expect Company to increase or add Charges payable by Customer hereunder during the Contract Term: (i) for any changes or modifications to, or differences between, the actual equipment and Services provided by Company to Customer and those specified on the Service Summary; (ii) for any changes or difference in the composition, amount or weight of the Waste Materials collected by Company from Customer's service location(s) from what is specified on the Service Summary (including for container overages or overflows); (iii) for any increase in or other modification made by Company to the Fuel Surcharge, Regulatory Cost Recovery Charge, Recyclable Materials Offset, Environmental Charge, and/or any other Charges included or referenced in the Service Summary (which Charges are calculated and/or determined on enterprise-wide basis, including Company and all Affiliates); (iv) to cover any increases in disposal, processing, and/or transportation costs, including fuel surcharges; (v) to cover increased costs due to uncontrollable circumstances, including, without limitation, changes (occurring from and after three (3) months prior to the Effective Date) in local, state, federal or foreign laws or regulations (or the enforcement, interpretation or application thereof), including the imposition of or increase in taxes, fees or surcharges, or acts of God such as floods, fires, hurricanes and natural disasters; and (vi) for increases in the Consumer Price Index (“CPI”) for Water, Sewer and Trash Collection Services published by U.S. Bureau of Labor Statistics, or with written notice to Customer, any other national, regional or local CPI, with such increases in CPI being measured from the Effective Date, or as applicable, Customer's last CPI based price increase date (“PI Date”). Increases to Charges specified in this Section 4(b) may be applied singularly or cumulatively and may include an amount for Company's operating or profit margin. Customer acknowledges and agrees that any increased Charges under this Section 4 (including any Consensual Price Increases or Negotiated Price Adjustments) are not represented to be solely an offset or pass through of Company's costs.

**(c) CONSENSUAL PRICE INCREASES** Without limiting the foregoing, Company also reserves the right to seek, and Customer acknowledges that it should expect Company to seek, increases in the Charges payable by Customer hereunder for reasons not specifically permitted in Section 4(b) (a “Consensual Price Increase”). If Customer does not accept the Consensual Price Increase, Customer's sole right and remedy shall be to terminate this Agreement by written notice to Company no later than thirty (30) days after Company notifies Customer of such Consensual Price Increase. Customer's failure to terminate this Agreement (within the 30-day period) shall be construed as Customer's acknowledgement that the continuation of the Services by Company hereunder is good, valuable and sufficient consideration for the Consensual Price Increase. Notwithstanding the foregoing, the parties may, but are not obligated to, agree to a different increase or an adjustment to Customer's Charges (a “Negotiated Price Adjustment”) as a result of a Consensual Price Increase. Absent a Negotiated Price Adjustment, the Consensual Price Increase shall be binding and enforceable against Customer under this Agreement unless the Customer terminates this Agreement (within the 30-day period) as described above. Customer's agreement to a Consensual Price Increase or Negotiated Price Adjustment may be evidenced pursuant to Section 4(a) and the parties agree that this Agreement with such modified Charges will continue in full force and effect.

**5. INVOICES; PAYMENT TERMS** Company shall send all invoices for Charges and any required notices to Customer under this Agreement to Customer's billing address specified in the Service Summary, or if the Customer elects to participate in the Company's electronic billing program, make them available by email to Customer's designated e-mail address. Unless specifically agreed to in writing by Company and subject to such additional costs that Company may charge, in its discretion, Company shall not be required to bill Customer using Customer's or any third party billing portal or program. In no event shall the use by Company of Customer's or any third party billing portal or program, or any terms thereof, operate to amend or supplement the terms and conditions of this Agreement, which will remain binding in accordance with its terms. Customer shall pay all invoiced Charges within thirty (30) days of the invoice date, by check mailed to Company's payment address on Customer's invoice. Payment by any other method or channel, including in person, online or by phone, shall be as may be allowed by Company and subject to applicable convenience fees and other costs charged by Company, from time to time. Any Customer invoice balance not paid within thirty (30) days of the date of invoice is subject to a late charge, and any Customer check returned for insufficient funds is subject to a non-sufficient funds charge, both to the maximum extent allowed by applicable law. Customer acknowledges that any late charge charged by Company is not to be considered as interest on debt or a finance charge, and is a reasonable charge for the anticipated loss and cost to Company for late payment. If payment is not made when due, Company retains the right to suspend Services until the past due balance is paid in full. In addition to full payment of outstanding balances, Customer shall be required to pay a reactivation charge to resume suspended Services. If Services are suspended for more than fifteen (15) days, Company may immediately terminate this Agreement for default and recover any equipment and all amounts owed hereunder, including liquidated damages under Section 7.

**6. EQUIPMENT, ACCESS.** All equipment furnished by Company shall remain its property; however, Customer shall have care, custody and control of the equipment and shall be liable for all loss or damage to the equipment and for its contents while at Customer's service location(s). Customer shall not overload, move or alter the equipment or allow a third party to do so, and shall use it only for its intended purpose. At the termination of this Agreement, Company's equipment shall be in the condition in which it was provided, normal wear and tear excepted. Customer shall provide safe and unobstructed access to the equipment on the scheduled collection day. Company may suspend Services or terminate this Agreement in the event Customer violates any of the requirements of this provision. Customer shall pay, if charged by Company, any additional Charges, determined by Company in its sole discretion, for overloading, moving or altering the equipment or allowing a third party to do so, and for any service modifications caused by or resulting from Customer's failure to provide access. Customer warrants that Customer's property is sufficient to bear the weight of Company's equipment and vehicles and agrees that Company shall not be responsible for any damage to Customer's pavement or any other surface resulting from the equipment or Services.

**7. LIQUIDATED DAMAGES.** In the event Customer terminates this Agreement prior to the expiration of the Initial or Renewal Term for any reason other than as set forth in Section 3(a), or in the event Company terminates this Agreement for Customer's default pursuant to Section 3(c), Customer shall pay the following liquidated damages in addition to Company's legal fees, if any: (a) if the remaining Contract Term (including any applicable Renewal Term) under this Agreement is six (6) or more months, Customer shall pay the average of its six (6) monthly Charges immediately prior to default or termination (or, if the Effective Date is within six (6) months of Company's last invoice date, the average of all monthly Charges) multiplied by six (6); or (b) if the remaining Contract Term is less than six months, Customer shall pay the average of its six (6) most recent monthly Charges multiplied by the number of months remaining in the Contract Term. Customer acknowledges that the actual damage to Company in the event of Customer's early termination or breach of contract is impractical or extremely difficult to fix or prove, the foregoing liquidated damages amount is reasonable and commensurate with the anticipated loss to Company resulting therefrom, and such liquidated damages payment is an agreed upon charge for Customer's early termination or breach of contract and is not imposed as a penalty. Customer shall also pay liquidated damages of \$100 for every Customer waste tire that is found at any disposal facility used by Company. In addition to and not in limitation of the foregoing, Company shall be entitled to recover all losses, damages and costs, including attorneys' fees and costs, resulting from Customer's breach of any other provision of this Agreement in addition to all other remedies available at law or in equity.

**8. INDEMNITY.** Company agrees to indemnify, defend and save Customer and its Affiliates harmless from and against any and all liability which Customer or its Affiliates may suffer, incur or pay as a result of any bodily injuries (including death), property damage or violation of law, to the extent caused by any negligent act or omission or willful misconduct of Company or its employees, which occurs (a) during the collection or transportation of Customer's Waste Materials, or (b) as a result of the disposal of Customer's Waste Materials in a facility owned by Company or an Affiliate, provided that Company's indemnification obligations will not apply to occurrences involving Excluded Materials. Customer agrees to indemnify, defend and save Company and its Affiliates harmless from and against any and all liability which Company and its Affiliates may suffer, incur or pay as a result of any bodily injuries (including death), property damage or violation of law to the extent caused by Customer's breach of this Agreement or by any negligent act or omission or willful misconduct of Customer or its employees, agents or contractors or Customer's use, operation or possession of any equipment furnished by Company. Neither party shall be liable to the other for consequential, incidental or punitive damages arising out of the performance or breach of this Agreement.

**9. RIGHT TO PROVIDE COMPETING OFFERS.** If Customer receives an offer from (or makes any offer to) a third party relating to such third party's provision to the Customer of the same or similar Services to those provided hereunder, Customer shall give Company prompt written notice of any such offer and a 15-day period to respond to such third party offer prior to Customer agreeing to such third party offer.

**10. DISPUTE RESOLUTION-ARBITRATION AGREEMENT AND CLASS ACTION WAIVER.BINDING ARBITRATION:** Except for those claims expressly excluded below (EXCLUDED CLAIMS), Customer and Company agree that any and all existing or future controversy or claim between them arising out of or related to this Agreement or any prior agreements between the parties, whether based in contract, law or equity or alleging any other legal theory, or arising prior to, in connection with, or after the termination of this Agreement or any other agreements, shall be resolved by mandatory binding arbitration (see [www.wm.com](http://www.wm.com) for details on arbitration procedures). **CLASS ACTION WAIVER:** Customer and Company agree that under no circumstances, whether in arbitration or otherwise, may Customer bring any claim against Company, or allow any claim that Customer may have against Company to be asserted, as part of a class action, on a consolidated or representative basis or otherwise aggregated with claims brought by, or on behalf of, any other entity or person, including other customers of Company. **EXCLUDED CLAIMS:** The following are not subject to mandatory binding arbitration: (a) either party's claims against the other in connection with bodily injury or real property damage and for environmental indemnification; and (b) Company's claims against Customer for collection or payment of Charges, damages (liquidated or otherwise) or any other amounts due or payable to Company by Customer under this Agreement or any prior agreements between the parties, but Customer and Company may mutually agree to arbitrate any Excluded Claims.

**11. MISCELLANEOUS.** (a) Except for the obligation to make payments hereunder for Services already performed, neither party shall be in default for its failure to perform or delay in performance caused by events or significant threats of events beyond its reasonable control, whether or not foreseeable, including, but not limited to, strikes, labor trouble, riots, imposition of laws or governmental orders, fires, acts of war or terrorism, acts of God, and the inability to obtain equipment, and the affected party shall be excused from performance during the occurrence of such events. (b) This Agreement shall be binding on and shall inure to the benefit of the parties hereto and their respective successors and assigns. (c) The terms, conditions and disclosures set forth on [www.wm.com](http://www.wm.com) relating to Billing/Billing Help, Charges, Arbitration Procedures, and for those Customers that sign up for electronic billing and payment, Autopay, are incorporated by reference and made a part hereof (as such terms, conditions and disclosures may be changed or modified from time to time, effective from such change or modification). In addition to, and not in limitation of, the foregoing, the terms and provisions of this Agreement may be amended and modified as agreed to by the parties as provided in Section 4(a). Subject to the foregoing, this Agreement represents the entire agreement between the parties and supersedes any and all other agreements for the same Services at the same Customer locations covered by this Agreement, whether written or oral, that may exist between the parties. (d) This Agreement shall be construed in accordance with the law of the state in which the Services are provided. (e) All written notification to Company required by this Agreement shall be effective upon receipt and delivered by Certified Mail, Return Receipt Requested, courier or by hand to Company's address on the first page of the Service Summary, provided that Company may provide written notice to Customer of a different address for written notice to Company. (f) If any provision of this Agreement is declared invalid or unenforceable, then such provision shall be severed from and shall not affect the remainder of this Agreement; however, the parties shall amend this Agreement to give effect, to the maximum extent allowed, to the intent and meaning of the severed provision. (g) In the event Company successfully enforces its rights against Customer hereunder, Customer shall be required to pay Company's attorneys' fees and court costs. (h) Notwithstanding the termination of this Agreement, Sections 6, 7, 8, 10, 11, 12(vi) and Customer's obligation to make payments for all Charges and other amounts due or payable hereunder through the termination date shall survive the termination of this Agreement. (i) The term "Affiliate" means with respect to any specified party, any corporation, limited liability company, partnership or other legal entity, directly or indirectly, controlled by, controlling or under common control with such specified party, with "control" meaning, directly or indirectly, the power to direct or cause the direction of the management and policies of such legal entity, whether through the ownership of voting securities, by contract or otherwise. (j) "business day" means Monday through Friday, excluding bank holidays.

**12. RECYCLING SERVICES.** The following shall apply to fiber and non-fiber recyclables ("Recyclable Materials") and recycling services. All Recyclable Materials must be clean, dry, unshredded, empty, loose and unbagged. (i) Single stream Recyclable Materials ("Single Stream") will consist of Customer's entire volume of uncoated office and writing paper, magazines, pamphlets, mail, newspaper; flattened, uncoated cardboard, paperboard boxes; aluminum food and beverage containers, tin or steel cans; glass, and rigid container plastics #1, #2 and #5, including narrow neck containers and tubs. Any material not specifically set forth above, including but not limited to foam, film plastics, plastic bags, napkins, tissue, paper towels, or paper that has been in contact with food, is unacceptable. Glass may not be accepted at all locations. Customer shall provide source-separated wastepaper, cardboard, plastics and metals in accordance with the most current ISRI Scrap Specifications Circular and any amendments thereto or replacements thereof. All other Recyclable Materials will be delivered in accordance with industry standards or such specifications communicated to Customer by Company from time-to-time. Company reserves the right, upon notice to Customer, to discontinue acceptance of any category of Recyclable Materials set forth above as a result of market conditions related to such materials and makes no representations as to the recyclability of the materials. (ii) Notwithstanding anything to the contrary contained herein, Recyclable Materials may not contain Special Waste, Excluded Materials or other materials that are deleterious or capable of causing material damage to any part of Company's property, its personnel or the public or materially impair the strength or the durability of Company's structures or equipment. (iii) Company may reject in whole or in part, or may process, in its sole discretion, Recyclable Materials not meeting the specifications. Customer shall pay Company for all increased costs, losses and expenses incurred with respect to such non-conforming Recyclable Materials which charges may include an amount for Company's operating or profit margin (collectively the "Cost"). Without limiting the foregoing, Customer shall pay a contamination charge for additional handling, processing, transporting and/or disposing of such non-conforming Recyclable Materials, Special Waste, Excluded Materials, and/or all of part of non-conforming loads and additional charges may be assessed for bulky items such as appliances, concrete, furniture, mattresses, tires, electronics, pallets, yard waste, propane tanks, etc. Collected Recyclable Materials for which no commercially reasonable market exists may be landfilled at Customer's Cost. (iv) Recycling Services are subject to a Recyclable Material Offset (RMO) charge to the extent that (a) Company's processing cost per ton, including costs of disposal for contamination, plus profit margin, exceeds (b) an amount equal to recyclables value per ton minus an amount for profit margin. The RMO charge, including profit margin, processing and disposal costs and recyclable value shall be determined by Company from time-to-time, in its sole discretion, based on applicable operating data and market information. If recyclables value exceeds processing costs, plus profit margin, a RMO credit may apply, at Company's sole discretion. (v) Where Company has agreed in writing to provide a market-based rebate to Customer, the following shall apply. Customer acknowledges that the market value for Recyclable Materials will fluctuate based upon various factors, and such materials may at times have no value or that the value may be negative. Company will establish the value of Recyclable Materials each month based upon such various factors, including but not limited to quantity, quality and location. For recycling services, Company shall pay or charge Customer on or about the last day of each month for Recyclable Materials accepted during the preceding month, after deduction of any charges owed to Company by Customer. Any invoice shall be payable upon receipt. Where recycling services are provided, charges may include separate fuel and environmental surcharges as set forth at [www.wm.com](http://www.wm.com). (vi) Notwithstanding anything to the contrary set forth above, the liquidated damages calculation set forth in Section 7 of this Agreement shall not apply to any Customer breach of the Agreement pertaining to Services for Recyclable Materials which have been determined by Company to have a positive value. If a breach occurs under such circumstances, the damages shall be determined by calculating actual damages rather than such liquidated damages. (vii) Service arrangements will be agreed upon between Customer and Company for the service location(s) set forth in this Agreement. For trailer load quantities, Customer shall load trailers to full visible capacity to achieve 40,000 pounds minimum shipping weight and trailers shall be loaded or caused to be loaded in accordance with the most current ISRI/AF&PA Shipping Guide. Freight and/or adjustments may apply to light loads. For baled wastepaper picked up by bale route service, the minimum quantity for pickup is six (6) bales and for purposes of payment, weights shall be estimated weights.

Certificate Of Completion

Envelope Id: 1733211E8C814C98BA88791DE99BD909		Status: Sent
Subject: 411-11688 UPPER PENNISULA ANIMAL WELFARE Waste Management		
Source Envelope:		
Document Pages: 3	Signatures: 0	Envelope Originator:
Certificate Pages: 1	Initials: 0	Elvis Kelechian
AutoNav: Enabled		P.O. Box 4745
Envelopeld Stamping: Enabled		Portland , OR 97208-4745
Time Zone: (UTC-08:00) Pacific Time (US & Canada)		ekelechi@wm.com
		IP Address: 13.110.74.8

Record Tracking

Status: Original	Holder: Elvis Kelechian	Location: DocuSign
1/20/2023 7:55:25 AM	ekelechi@wm.com	

Signer Events	Signature	Timestamp
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Leslie Hurst		Sent: 1/20/2023 7:55:27 AM
chollowell@upaws.org		Viewed: 1/20/2023 7:59:39 AM
Security Level: Email, Account Authentication (None)		

Electronic Record and Signature Disclosure:  
Not Offered via DocuSign

Elvis Kelechian  
ekelechi@wm.com  
Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:  
Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	1/20/2023 7:55:27 AM
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Payment Events	Status	Timestamps
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## Trash & Recycling Service Quotation

GFL brings fresh ideas and solutions to the business of a clean environment. As one of the largest publicly held environmental services company in the U.S., we provide integrated, non-hazardous solid waste collection, recycling and disposal services to residential, commercial, industrial and construction customers across 27 states and Canada. Our team is dedicated to finding effective, sustainable solutions to preserve the environment for future generations.

UPAWS

MATERIAL	QUANTITY	CAPACITY	FREQUENCY	MONTHLY COST
Trash	1	8 YD RL	1XW	\$147.00
Recycle				

### OUTLINE OF CHARGES:

Standard Monthly Charge.....\$147.00  
Environmental Charge.....\$35.28  
Fuel Charge\*.....\$44.28  
Administration Charge.....\$10.00  
\*Fuel Charge fluctuates dependent on National Average Cost of Diesel

**Monthly Charge Including all Fees: \$236.56**

*Month Service Agreement*

***\$50.00 Per container Removal / \$10 Per Yard Extra Yardage / \$ Extra Lift/Pick Ups***

**Please call with any seasonal changes you need made to your account.**

**If your pickup was missed, please notify us within 48 hours so we can corrected the situation.**

**Thank you** for the opportunity to provide you with a quotation for your recycling and disposal needs. Please contact me personally at my contact information below with any and all questions.

Allison Waliczek | Inside Sales Rep

GFL Environmental

2500 Baler Road Iron Mountain MI 49801

P.O. Box 2002 Kingsford, MI 49802

| T (906) 774-9006 | [awaliczek@gflenv.com](mailto:awaliczek@gflenv.com) | [www.gflenv.com](http://www.gflenv.com)

**Important!** This is a quotation, not an agreement, for refuse and recycling services, above quotation is subject to the terms and conditions of the GFL customer service agreement. This quote is intended only for the business named and contact listed above. This information is privileged, confidential, and exempt from disclosure under applicable law. This quotation is valid for 30 days from the quotation date above.



## **UPAWS Finance Committee**

### **Report & Recommendation: Money Market & CD Investments**

The Finance Committee recommends to the UPAWS Board of Directors a change to our current Money Market account. The committee recommends we transfer the entire balance of our current Money Market account to First Bank to invest in a combination of a Money Market account and a ladder of Brokered Certificates of Deposit (CDs) including 6 month, 9 month, 12 month, and 18 month terms.

Estimated 12-month earnings with current Money Market account: \$17,861.81

Estimated 12-month earnings with First Bank Investment Management account: \$30,345.67

Estimated annual Investment Management fees: \$3,284.34

Estimated 12-month net earnings with First Bank Investment Management account: \$27,061.33

### **Background**

The Money Market account held at Nicolet Bank is UPAWS' primary savings account. Funds held here are determined to not be needed for the current annual budget and are available for investment, capital equipment purchases, or unexpected expenses. As of the time of this recommendation, the interest rate on that account is 2.47%. This is a variable rate that can change at any time. This rate has been under 1% historically. At the time of this recommendation, the money market fund utilized by First Bank is yielding above 4%.

### **Recommended Financial Institution**

First Bank: UPAWS already has a relationship with First Bank with the management of the Dixon Trust. First Bank manages over \$200 million for local nonprofits, foundations and endowments. First Bank provides a heavily discounted annual management fee of 0.45% for non-profits. Using an investment management account with a professional advisor allows UPAWS access to the best rates available in the financial markets.

### **Alternative Brokerage Options**

Wells Fargo: Charges a 1% account management fee and our current cash funds with them are earning less than 1% interest.

Hantz Financial: Charges a 0.70% account management fee.



## Alternative Money Market and CD Options

Several national and local banks offer Money Market and CD options without fees but the interest rates are lower than First Bank is able to purchase via their network of brokers and fixed income providers.

### Nicolet Bank CD Rates

	Relationship	
Term	Interest Rate	APY*
3 Month	1.24%	1.25%
6 Month	1.74%	1.75%
9 Month	2.23%	2.25%
12 Month	2.57%	2.60%
18 Month	2.96%	3.00%
24 Month	3.06%	3.10%
36 Month	3.15%	3.20%
48 Month	3.15%	3.20%
60 Month	3.15%	3.20%

### Capital One CD Rates

CD TERM	ANNUAL PERCENTAGE YIELD (APY)
6 Months	2.70%
9 Months	2.70%
12 Months	4.00%
18 Months	4.05%
24 Months	4.10%
30 Months	4.10%
36 Months	4.15%
48 Months	4.20%
60 Months	4.25%

## Range Bank CDs

### Certificates of Deposit

Term	Annual Percentage Yield	Simple Interest Rate
11 Month Special	4.00%	3.94%
21 Month Special	3.35%	3.31%
91 Days	0.05%	0.05%
182 Days	0.10%	0.10%
9 Months	0.10%	0.10%
12 Months	0.15%	0.15%
18 Months	0.20%	0.20%
24 Months	0.25%	0.25%
30 Months	0.30%	0.30%
36 Months	0.35%	0.35%
48 Months	0.40%	0.40%
60 Months	0.50%	0.50%

## Incredible Bank CD Rates

12 Month

0.15% APY

Open Now

24 Month

0.25% APY

Open Now

36 Month

0.45% APY

Open Now

60 Month

0.75% APY

Open Now

**Incredible Business Money Market**

Daily Balance	Rate	Annual Percentage Yield (APY)
\$0 - \$24,999.99	0.05%	0.05%
\$25,000 - \$49,999.99	0.10%	0.10%
\$50,000 - \$249,999.99	0.50%	0.50%
\$250,000 - \$999,999.99	1.25%	1.26%
\$1,000,000 & above	1.75%	1.77%

**Sample Calculation Using Early January 2023 Balance**

	Current Rate	2.47%									
	Fee	0.45%									
	CD (6)	4.45%	50,000.00					<b>Estimate With Nicolet</b>			
	CD (9)	4.55%	50,000.00						<b>\$17,861.81</b>		
	CD (12)	4.85%	50,000.00					<b>Proposed With First Bank</b>			
	CD (18)	4.55%	50,000.00					Total Interest	\$30,345.67		
	Money Market	4.01%	515,000.00					Total Fees	\$3,284.34		
			<b>715,000.00</b>						<b>\$27,061.34</b>		

**CD - 6 Months (Assumed that the CD Pays Monthly Interest)**

Mont h	Starting	Interest			
1	\$50,000.00	\$185.42			
2	\$50,000.00	\$185.42			
3	\$50,000.00	\$185.42			
4	\$50,000.00	\$185.42			
5	\$50,000.00	\$185.42			
6	\$50,000.00	\$185.42			
7	\$50,000.00	\$185.42			
8	\$50,000.00	\$185.42			
9	\$50,000.00	\$185.42			
10	\$50,000.00	\$185.42			
11	\$50,000.00	\$185.42			
12	\$50,000.00	\$185.42			
		<b>\$2,225.00</b>			

**CD - 9 Months (Assumed that the CD Pays Monthly Interest)**

Mont h	Starting	Interest			
1	\$50,000.00	\$189.58			
2	\$50,000.00	\$189.58			
3	\$50,000.00	\$189.58			
4	\$50,000.00	\$189.58			
5	\$50,000.00	\$189.58			
6	\$50,000.00	\$189.58			
7	\$50,000.00	\$189.58			
8	\$50,000.00	\$189.58			
9	\$50,000.00	\$189.58			
10	\$50,000.00	\$189.58			
11	\$50,000.00	\$189.58			
12	\$50,000.00	\$189.58			
		<b>\$2,275.00</b>			

**CD - 12 Month (Assumed that the CD Pays Monthly Interest)**

Mont h	Starting	Interest			
1	\$50,000.00	\$202.08			
2	\$50,000.00	\$202.08			
3	\$50,000.00	\$202.08			
4	\$50,000.00	\$202.08			
5	\$50,000.00	\$202.08			
6	\$50,000.00	\$202.08			
7	\$50,000.00	\$202.08			
8	\$50,000.00	\$202.08			
9	\$50,000.00	\$202.08			
10	\$50,000.00	\$202.08			
11	\$50,000.00	\$202.08			
12	\$50,000.00	\$202.08			
		<b>\$2,425.00</b>			

**CD - 18 Month (Assumed that the CD Pays Monthly Interest)**

Mont h	Starting	Interest			
1	\$50,000.00	\$189.58			
2	\$50,000.00	\$189.58			
3	\$50,000.00	\$189.58			
4	\$50,000.00	\$189.58			
5	\$50,000.00	\$189.58			
6	\$50,000.00	\$189.58			
7	\$50,000.00	\$189.58			
8	\$50,000.00	\$189.58			
9	\$50,000.00	\$189.58			
10	\$50,000.00	\$189.58			
11	\$50,000.00	\$189.58			
12	\$50,000.00	\$189.58			
		<b>\$2,275.00</b>			

**Money Market (Assumed 4.01%)**

Mont h	Starting	MM Interest	Plus CD Interest	Ending	Fee
1	\$515,000.00	\$1,720.96	\$766.67	\$517,487.63	\$269.06
2	\$517,218.57	\$1,728.37	\$766.67	\$519,713.61	\$269.89
3	\$519,443.71	\$1,735.81	\$766.67	\$521,946.19	\$270.73
4	\$521,675.46	\$1,743.27	\$766.67	\$524,185.39	\$271.57
5	\$523,913.82	\$1,750.75	\$766.67	\$526,431.23	\$272.41
6	\$526,158.82	\$1,758.25	\$766.67	\$528,683.73	\$273.26
7	\$528,410.48	\$1,765.77	\$766.67	\$530,942.92	\$274.10
8	\$530,668.81	\$1,773.32	\$766.67	\$533,208.80	\$274.95
9	\$532,933.84	\$1,780.89	\$766.67	\$535,481.40	\$275.81
10	\$535,205.59	\$1,788.48	\$766.67	\$537,760.74	\$276.66
11	\$537,484.08	\$1,796.09	\$766.67	\$540,046.84	\$277.52
12	\$539,769.32	\$1,803.73	\$766.67	\$542,339.72	\$278.38
		<b>\$21,145.67</b>	<b>\$9,200.00</b>	<b>\$30,345.67</b>	<b>\$3,284.34</b>

**Nicolet Money Market (Assumed 2.47%)**

Mont h	Starting	MM Interest	Total Before Fee	Fee	Ending Total
1	\$715,000.00	\$1,471.71	\$716,471.71		\$716,471.71
2	\$716,471.71	\$1,474.74	\$717,946.45		\$717,946.45
3	\$717,946.45	\$1,477.77	\$719,424.22		\$719,424.22
4	\$719,424.22	\$1,480.81	\$720,905.03		\$720,905.03
5	\$720,905.03	\$1,483.86	\$722,388.90		\$722,388.90
6	\$722,388.90	\$1,486.92	\$723,875.81		\$723,875.81
7	\$723,875.81	\$1,489.98	\$725,365.79		\$725,365.79
8	\$725,365.79	\$1,493.04	\$726,858.84		\$726,858.84
9	\$726,858.84	\$1,496.12	\$728,354.95		\$728,354.95
10	\$728,354.95	\$1,499.20	\$729,854.15		\$729,854.15
11	\$729,854.15	\$1,502.28	\$731,356.43		\$731,356.43
12	\$731,356.43	\$1,505.38	\$732,861.81		\$732,861.81
		<b>\$17,861.81</b>			

## 2023 UPAWS Budget

[illegible]

## 2023 UPAWS Budget

[illegible]

## 2023 UPAWS Budget

															TOTAL
			Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan - Dec 23
		5117 · Community Spay/Neuter Expense	583.33	583.33	583.34	583.33	583.33	583.34	583.33	583.33	583.34	583.33	583.33	583.34	7,000.00
		5119 · Small Equipment	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
		5120 · Building/Auto Insurance	26,000.00	818.18	818.18	818.18	818.18	818.19	818.18	818.18	818.18	818.18	818.18	818.19	35,000.00
		5125 · Food	833.33	833.33	833.34	833.33	833.33	833.34	833.33	833.33	833.34	833.33	833.33	833.34	10,000.00
		5127 · Microchips	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
		5130 · Medical Supplies-Vaccines	1,380.83	1,380.83	1,380.84	1,380.83	1,380.83	1,380.84	1,380.83	1,380.83	1,380.84	1,380.83	1,380.83	1,380.84	16,570.00
		5135 · Vet Care	4,166.66	4,166.66	4,166.68	4,166.66	4,166.66	4,166.68	4,166.66	4,166.66	4,166.68	4,166.66	4,166.66	4,166.68	50,000.00
		5140 · Spay & Neuter Expense	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	2,083.34	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	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	1,800.00
		5165 · Cash over/short	8.33	8.33	8.34	8.33	8.33	8.34	8.33	8.33	8.34	8.33	8.33	8.34	100.00
		5530 · Cremation Services Expense	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
		6138 · Pink Lady Expense	166.66	166.66	166.68	166.66	166.66	166.68	166.66	166.66	166.68	166.66	166.66	166.68	2,000.00
		6539 · Computer Software	583.33	583.33	583.34	583.33	583.33	583.34	583.33	583.33	583.34	583.33	583.33	583.34	7,000.00
		6565 · IT Consulting	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 5500 · OPERATING EXPENSE	43,789.10	18,607.28	18,607.48	18,607.28	18,607.28	18,607.49	18,607.28	18,607.28	18,607.48	18,607.28	18,607.28	18,607.49	248,470.00
		5550 · GRANT EXPENSE													
		5551 · General Grants	83.33	83.33	83.34	83.33	83.33	83.34	83.33	83.33	83.34	83.33	83.33	83.34	1,000.00
		Total 5550 · GRANT EXPENSE	83.33	83.33	83.34	83.33	83.33	83.34	83.33	83.33	83.34	83.33	83.33	83.34	1,000.00
		5600 · FUNDRAISING EXPENSE													
		6307 · Calendar Expense	0.00	0.00	0.00	0.00	0.00	0.00	300.00	0.00	0.00	3,150.00	400.00	55.00	3,905.00
		6311 · Cause for Paws Expense	0.00	0.00	2,000.00	4,080.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,080.00
		6315 · Misc/3rd Party Fund Expense	8.33	8.33	8.34	8.33	8.33	8.34	8.33	8.33	8.33	8.34	8.33	8.34	100.00
		6317 · Raise The Woof Expense	2,100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,100.00
		6322 · Rescue Raffle Expense	0.00	50.00	230.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	0.00	0.00	2,280.00
		6324 · Miscellaneous Expenses	16.66	16.66	16.68	16.66	16.66	16.68	16.66	16.66	16.68	16.66	16.66	16.68	200.00
		6330 · TUFT Golf Outing Expense	0.00	0.00	0.00	0.00	0.00	2,000.00	5,233.00	0.00	0.00	0.00	0.00	0.00	7,233.00
		6550 · Strut Your Mutt Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,350.00	0.00	0.00	0.00	2,350.00
		6551 · Canisters 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 5600 · FUNDRAISING EXPENSE	2,124.99	74.99	2,255.02	4,104.99	1,024.99	2,025.02	5,557.99	24.99	2,375.01	5,175.00	424.99	80.02	25,248.00
		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	5,400.00	0.00	0.00	0.00	5,400.00	0.00	0.00	0.00	0.00	0.00	10,800.00
		6503 · Community Outreach	166.66	166.66	166.68	166.66	166.66	166.68	166.66	166.66	166.68	166.66	166.66	166.68	2,000.00
		6504 · Memorial Bricks/Tiles	166.66	166.66	166.68	166.66	166.66	166.68	166.66	166.66	166.68	166.66	166.66	166.68	2,000.00
		6505 · Professional Fees	833.33	833.33	833.34	833.33	833.33	833.34	833.33	833.33	833.34	833.33	833.33	833.34	10,000.00
		6510 · Publications	0.00	0.00	0.00	0.00	5,000.00	0.00	0.00	0.00	0.00	0.00	5,000.00	0.00	10,000.00

## 2023 UPAWS Budget

																	TOTAL
					Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan - Dec 23
					6511 · Pet Promotion Expense	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	1,800.00
					6515 · Promotions & Advertising	83.33	83.33	83.34	83.33	83.33	83.34	83.33	83.33	83.34	83.33	83.34	1,000.00
					6525 · Resale Items Expense	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	9,000.00	9,000.00	1,200.00	30,000.00
					6530 · Conferences / Training	333.33	333.33	333.34	333.33	333.33	333.34	333.33	333.34	333.33	333.33	333.34	4,000.00
					6532 · Donor Development	83.33	83.33	83.34	83.33	83.33	83.34	83.33	83.34	83.33	83.33	83.34	1,000.00
					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	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	1,200.00
					6540 · Miscellaneous Expense	166.66	166.66	166.68	166.66	166.66	166.68	166.66	166.68	166.66	166.66	166.68	2,000.00
					6561 · Investment Expense	1,703.33	1,703.33	1,703.34	1,703.33	1,703.33	1,703.34	1,703.33	1,703.34	1,703.33	1,703.33	1,703.34	20,440.00
					6688 · Naming Opportunity Expense	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	600.00
					Total 6000 · OTHER EXPENSE	5,236.63	5,236.63	10,636.74	5,236.63	10,236.63	5,236.74	10,636.63	5,236.63	5,236.74	13,036.63	18,036.63	99,240.00
					Total Expense	90,050.89	62,819.06	70,399.52	66,849.06	68,769.06	81,462.82	73,702.06	62,769.06	65,119.51	75,719.07	89,969.06	887,146.99
					Net Ordinary Income	-28,992.63	-6,610.80	-10,591.04	-8,240.80	13,679.20	-21,724.36	51,046.22	-2,920.80	-5,271.03	1,489.19	-18,360.80	393.01
Net Income						-28,992.63	-6,610.80	-10,591.04	-8,240.80	13,679.20	-21,724.36	51,046.22	-2,920.80	-5,271.03	1,489.19	-18,360.80	393.01



## UPAWS Finance Committee

### Report & Recommendation: Fee Schedule Updates

The Finance Committee reviewed the following proposal from the Executive Director. The committee recommends that the Board of Directors approve the following update to the UPAWS fee schedule. This will replace the fee schedule listed in the finance policies.

- **Boarding Fees for Municipalities**

Daily Boarding Fees Currently - \$19.50

Proposed Boarding Fees - \$25.00

The dogs are the easiest to base it on because the other animals do not take up as much space or time, so this example is based on a dog -

Staff - \$12.30 - one hour of care from a caregiver per day

Food - \$.50 - the actual cost of food

Utilities - 20 dogs in the shelter per day for a year = 7,300 kennel usage / \$26,000 in utilities for the year = \$3.56 per dog/per day

Cleaning Supplies - \$2.00 (we get so much donated that this would be around the average)

Actual Cost - \$18.36 per day - that would be if we would charge all of the utilities on the dogs.

**Current Net Profit - \$1.14   Proposed Net Profit - \$6.64**

- **Adoption Fees**

Note – The reason for the increase is due to inflation in wages, utilities, food, and operational supplies.

These are the fees for Delta County Animal Shelter which is comparable in size and demographics to UPAWS –

*Delta Animal Shelter*

Dogs \$175-\$275

Puppies \$300-\$350

Small Dogs & Older Puppies \$250

Cats \$50

Kittens (less than 6 months) \$125

<b>Animal</b>	<b>Current</b>	<b>Proposed</b>	<b>The Potential Income Based on 2021 Numbers</b>
Puppies (8 weeks to 5 months)	\$200	\$210	\$330
Juniors (6 months to 11 months)	\$170	I would eliminate this fee category and just put one fee for puppies or young dog at the proposed \$210	N/A
Adult Dogs	\$140	\$150	\$3,440
Senior Dogs	\$50	No Change	-
Kittens ( 8 weeks to 5 months)	\$130	\$140	\$1,870
Juniors (6 months to 11 months)	\$90	I would eliminate this fee category and just put one fee for kittens or young cats at the proposed \$140 rate	N/A
Adult Cats	\$65.00	\$70.00	\$2,595
Senior Cats	\$35.00	No Change	-
Rabbits	\$35.00	\$40.00	\$215.00
Guinea Pigs	\$35	No Change	-
Rats	\$10	No Change	-
Mice	\$5	No Change	-
Hamsters	\$10	No Change	-
Hedgehogs	\$100	No Change	-
Ferrets	\$100	No Change	-
Budgies	\$20	No Change	-
Cockatiels	\$50	No Change	-
Lovebirds	\$50	No Change	-
Finches	\$15	No Change	-
Corn Snake	\$60	No Change	-

Ball Python	\$75	No Change	-
Boas	\$75	No Change	-
Leopard Geckos	\$35	No Change	-
Bearded Dragons	\$65	No Change	-
Turtles	\$35	No Change	-
Pigs	\$140	No Change	-
Chickens/ducks	\$10	No Change	-
			<b>Potential Income Increase - \$8,450</b>

## PRESIDENT'S REPORT

January 20, 2023

I haven't heard of any recent updates on the Alger County Animal Shelter Lease Termination situation.

I created a "UPAWS Leadership Tasks" board using monday.com, a cloud-based platform for project management that Jessi suggested. I am migrating the "Board Retreat Priority " google sheet to this as well as tasks from other sources. I hope to have it ready early next week and will share more details then. I envision this being a collaborative workspace between the board and executive director where we can track tasks & projects.

Traps were ordered for the "Bring Them Home" fundraiser.

Weekly and Ad Hoc meetings with E.D. and others as scheduled & requested.

Respectfully submitted,

Leslie Hurst  
UPAWS Board President

## **UPAWS Treasurer's Report December 2022**

### **Activities Since Last Report:**

- Finalized the 2023 budget between the board, Bill, and the Finance Committee.
- Seeking and reviewing proposals for the 2022 audit. MTHNK submitted their proposal already. I am looking for comparative bids per the finance policies.

### **November / December 2022 Financial Reports:**

The November and December 2022 financial reports are presented to the Board of Directors for approval after being reviewed and approved by the Finance Committee. This summary contains information on the end of year financials rather than month by month.

### **Treasurer's Notes:**

#### **Revenue:**

- Shelter revenue coming in about \$6000 over budget. The biggest overage was in Government Contracted Services.
- Grooming room and nail trims significantly under budget. This is adjusted in the 2023 budget.
- Direct Public Support came in over budget thanks to our generous community. Most of that is from the lobby naming opportunity.
- Econo receipts under budget due to a change in protocol with Tadychs. We should get the check that we didn't in 2023.
- Fundraising overall is significantly under budget but many of the events that were held normally came in over budget.
- Other Revenue over budget. There is a new line item - Retail Discounts that tracks membership discounts and other miscellaneous retail sales. Having this separated out allows tracking and makes some of the accounting coming out of Square easier. It appears under revenue because it is a contra revenue account, not an expense account.

#### **Expense:**

- Employee Expenses continue to be significantly over budget. This is corrected in the 2023 budget.
- If depreciation is removed from Operating Expenses, we came in very close to the overall budget for that category.
- Other Expenses came in over budget due to the overage in retail items purchased. The revenue earned from this was also way over budget making the investment worth it.

#### **Balance Sheet:**

- Some of the capital campaign pledges were written off against the wrong account. That correction was noted by the Finance Committee.
- We have an overall increase in cash balance from 2021.

Respectfully Submitted,  
Chris Danik  
Treasurer

**Upper Peninsula Animal Welfare Shelter**  
**Statement of Financial Position**  
As of November 30, 2022

	<u>Nov 30, 22</u>	<u>Nov 30, 21</u>	<u>\$ Change</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
1010 · Nicolet Checking	110,262.76	159,397.66	(49,134.90)
1012 · Nicolet Sally's Fund Savings	44,829.58	27,865.61	16,963.97
1018 · Nicolet Money Mrkt Savings 5336	785,709.28	663,632.32	122,076.96
1070 · PayPal account	792.84	41.38	751.46
1071 · Square Account	536.10	73.10	463.00
1090 · Cash in Drawer	333.78	149.99	183.79
<b>Total Checking/Savings</b>	<u>942,464.34</u>	<u>851,160.06</u>	<u>91,304.28</u>
<b>Accounts Receivable</b>			
1200 · *Accounts Receivable	3,635.00	4,123.00	(488.00)
1524 · Capital Campaign Pledges	26,525.00	34,595.00	(8,070.00)
<b>Total Accounts Receivable</b>	<u>30,160.00</u>	<u>38,718.00</u>	<u>(8,558.00)</u>
<b>Other Current Assets</b>			
1080 · Petty Cash	481.41	290.88	190.53
12100 · Inventory Asset	0.00	(188.50)	188.50
1540 · Allowance for Uncol Promises	(17,234.00)	(7,298.00)	(9,936.00)
1550 · Discount-CC Pledges Receivable	(2,395.00)	(3,500.00)	1,105.00
1607 · Employee loan	(1,013.41)	(1,013.41)	0.00
<b>Total Other Current Assets</b>	<u>(20,161.00)</u>	<u>(11,709.03)</u>	<u>(8,451.97)</u>
<b>Total Current Assets</b>	<u>952,463.34</u>	<u>878,169.03</u>	<u>74,294.31</u>
<b>Fixed Assets</b>			
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
1643 · Land Improvments	20,617.85	0.00	20,617.85
1645 · Office & Kennel Equipment	5,615.86	5,615.86	0.00
1650 · New Shelter-Furniture & Equip	95,830.01	96,424.01	(594.00)
1670 · Accumulated Depreciation	(378,383.32)	(121,006.30)	(257,377.02)
<b>Total Fixed Assets</b>	<u>3,440,173.95</u>	<u>3,677,527.12</u>	<u>(237,353.17)</u>
<b>Other Assets</b>			
1074 · WF Endowment Fund Investments	342,879.02	296,210.60	46,668.42
1700 · Beneficial Interest in MCCF	113,820.05	101,700.19	12,119.86
1702 · Beneficial Interest-Dixon F B	586,170.34	721,490.14	(135,319.80)
9999 · Point of Sale General Asset	0.00	(4.00)	4.00
<b>Total Other Assets</b>	<u>1,042,869.41</u>	<u>1,119,396.93</u>	<u>(76,527.52)</u>
<b>TOTAL ASSETS</b>	<u><u>5,435,506.70</u></u>	<u><u>5,675,093.08</u></u>	<u><u>(239,586.38)</u></u>

<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
2001 · *Accounts Payable	510.44	425.00	85.44
<b>Total Accounts Payable</b>	510.44	425.00	85.44
<b>Other Current Liabilities</b>			
2002 · AP-New Shelter Retainage	(140.81)	986.69	(1,127.50)
2025 · Accrued Benefits	11,690.86	4,068.39	7,622.47
<b>2100 · Payroll Liabilities</b>			
2101 · Federal Tax W/H Payable	563.60	597.60	(34.00)
2102 · Medicare and SS Payable	1,596.55	1,634.65	(38.10)
2103 · Michigan W/H Payable	3,340.38	2,794.78	545.60
2104 · Suta Tax Payable	(129.64)	80.65	(210.29)
2108 · AFLAC pre-tax	(59.43)	(59.43)	0.00
2111 · Simple Plan Payable	(6.00)	651.26	(657.26)
2100 · Payroll Liabilities - Other	7,978.23	7,690.93	287.30
<b>Total 2100 · Payroll Liabilities</b>	13,283.69	13,390.44	(106.75)
2550 · Sales Tax Payable	1,697.98	716.12	981.86
<b>Total Other Current Liabilities</b>	26,531.72	19,161.64	7,370.08
<b>Total Current Liabilities</b>	27,042.16	19,586.64	7,455.52
<b>Total Liabilities</b>	27,042.16	19,586.64	7,455.52
<b>Equity</b>			
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	3,944,553.35	2,679,828.37	1,264,724.98
<b>Net Income</b>	(156,964.26)	1,354,802.62	(1,511,766.88)
<b>Total Equity</b>	5,408,464.54	5,655,506.44	(247,041.90)
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>5,435,506.70</b>	<b>5,675,093.08</b>	<b>(239,586.38)</b>

**Upper Peninsula Animal Welfare Shelter**  
**YTD Budget to Actual**  
**November 2022**

	<u>Nov 22</u>	<u>Budget</u>	<u>Jan - Nov 22</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense					
Income					
<b>4000 · SHELTER REVENUE</b>					
4005 · Pet Adoptions	6,984.99	6,666.67	76,099.50	73,333.33	80,000.00
4010 · Redeemed Animals	645.00	416.67	3,895.00	4,583.33	5,000.00
4012 · Boarding Fee	100.00	166.67	1,778.61	1,833.33	2,000.00
4015 · Vet/Optional Care	80.00	83.33	1,320.59	916.67	1,000.00
4017 · Dog Park	150.00	625.00	3,083.41	6,875.00	7,500.00
4018 · Rentals Revenue	50.00	416.67	120.00	4,583.33	5,000.00
4020 · Government Contracted Services	0.00	833.33	36,587.10	9,166.67	10,000.00
4030 · Dog License Revenue	30.00	33.33	328.00	366.67	400.00
4031 · Microchipping	200.00	291.67	1,800.00	3,208.33	3,500.00
4032 · Nail Clipping / Grooming	275.00	1,083.33	2,648.35	11,916.67	13,000.00
4033 · Community Spay/Neuter Revenue	240.00	666.67	3,343.00	7,333.33	8,000.00
4050 · Miscellaneous Services	0.00	50.00	125.00	550.00	600.00
4060 · Cremation Services Revenue	159.00	125.00	1,858.75	1,375.00	1,500.00
<b>Total 4000 · SHELTER REVENUE</b>	<b>8,913.99</b>	<b>11,458.34</b>	<b>132,987.31</b>	<b>126,041.66</b>	<b>137,500.00</b>
<b>4100 · DIRECT PUBLIC SUPPORT</b>					
4006 · Pet Care Sponsorship	1,066.25	608.33	11,631.63	6,691.67	7,300.00
4008 · Pet Promotion Sponsorship	0.00	83.33	205.00	916.67	1,000.00
4109 · Pink Lady	25.00	83.33	1,340.00	916.67	1,000.00
4110 · Donations	12,796.09	21,666.67	231,898.67	238,333.33	260,000.00
4120 · Special Gifts	472.50	1,000.00	16,785.68	11,000.00	12,000.00
4123 · Memorial Bricks/Tiles	0.00	416.67	2,250.00	4,583.33	5,000.00
4125 · Donated Svs/Material In Kind	0.00	3,083.33	10,051.25	33,916.67	37,000.00
4130 · Memorials/Honorariums	0.00		0.00		
4135 · Bequests	0.00	4,166.67	52,575.38	45,833.33	50,000.00
4188 · Naming Opportunities	0.00	2,083.33	261,354.01	22,916.67	25,000.00
4100 · DIRECT PUBLIC SUPPORT - Other	0.00		0.00		
<b>Total 4100 · DIRECT PUBLIC SUPPORT</b>	<b>14,359.84</b>	<b>33,191.66</b>	<b>588,091.62</b>	<b>365,108.34</b>	<b>398,300.00</b>
<b>4156 · GRANT REVENUE</b>					
4157 · General Grants	0.00	1,666.67	10,714.49	18,333.33	20,000.00
4156 · GRANT REVENUE - Other	0.00		0.00		
<b>Total 4156 · GRANT REVENUE</b>	<b>0.00</b>	<b>1,666.67</b>	<b>10,714.49</b>	<b>18,333.33</b>	<b>20,000.00</b>
<b>4200 · FUNDRAISING REVENUE</b>					
4128 · Misc/3rd Party Fundraisers	1,312.30	137.50	4,218.58	1,512.50	1,650.00
4140 · Canisters	533.87	666.67	8,207.13	7,333.33	8,000.00
4143 · Econo Receipts	0.00	0.00	3,107.55	5,200.00	5,200.00
4144 · Cause for Paws	0.00	0.00	2,704.00	23,600.00	23,600.00
4146 · Rummage Sale	0.00	0.00	0.00	2,100.00	2,100.00
4147 · Strut Your Mutt	0.00	0.00	14,315.96	16,200.00	16,200.00
4151 · Raise The Woof	0.00	0.00	4,262.92	5,850.00	5,850.00
4170 · TUFT Golf Outing	0.00	0.00	23,057.88	19,825.00	19,825.00
4183 · Rescue Raffle	0.00	0.00	6,325.00	7,600.00	7,600.00
4185 · Lights of Love	0.00	0.00	40.00	0.00	2,600.00
4197 · Calendar	1,204.43	2,900.00	22,261.67	19,600.00	20,270.00
4204 · MZD Santa Pics	0.00	0.00	0.00	0.00	2,300.00



4299 · Kennel Lock-up Fundraiser	0.00	0.00	0.00	0.00	25,000.00
<b>Total 4200 · FUNDRAISING REVENUE</b>	<b>3,050.60</b>	<b>3,704.17</b>	<b>88,500.69</b>	<b>108,820.83</b>	<b>140,195.00</b>
<b>4500 · OTHER Revenue</b>					
4001 · Volunteer Program	0.00	70.00	0.00	770.00	840.00
4112 · Kids Club	0.00	500.00	0.00	5,500.00	6,000.00
4205 · Resale Items Revenue	13,716.44	2,166.67	35,368.96	23,833.33	26,000.00
4215 · Interest Revenue	645.26	166.67	2,048.82	1,833.33	2,000.00
4220 · Miscellaneous Revenue	2.00	66.67	734.20	733.33	800.00
4221 · Endowment Fund Earnings	0.00	0.00	4,797.98	4,000.00	8,000.00
4223 · MCCF B.Reider Fund Distribution	0.00	0.00	21,192.26	16,000.00	16,000.00
4227 · Distribution from Dixon Estate	0.00	0.00	5,779.85	10,000.00	30,000.00
4290 · Retail Discounts	(1,091.47)		(1,091.47)		
<b>Total 4500 · OTHER Revenue</b>	<b>13,272.23</b>	<b>2,970.01</b>	<b>68,830.60</b>	<b>62,669.99</b>	<b>89,640.00</b>
<b>46000 · Merchandise Sales</b>	<b>0.00</b>		<b>250.00</b>		
<b>Total Income</b>	<b>39,596.66</b>	<b>52,990.85</b>	<b>889,374.71</b>	<b>680,974.15</b>	<b>785,635.00</b>
<b>Gross Profit</b>	<b>39,596.66</b>	<b>52,990.85</b>	<b>889,374.71</b>	<b>680,974.15</b>	<b>785,635.00</b>
<b>Expense</b>					
<b>5000 · Employee Expense</b>					
5129 · Employee Uniforms	0.00	83.33	1,733.96	916.67	1,000.00
5200 · Payroll Expenses	91.69		508.60		
5201 · Wages & Salaries	44,468.81	30,123.93	407,033.92	331,363.27	361,487.20
5225 · Simple Plan Employer	266.82	225.00	2,015.09	2,475.00	2,700.00
5230 · Michigan Unemployment Payable	5.53	29.17	612.43	320.83	350.00
5235 · Employer Social Security	2,761.02	1,813.43	25,264.33	19,947.78	21,761.21
5240 · Employer Medicare	645.71	424.11	5,908.59	4,665.20	5,089.31
5245 · Worker's Compensation	275.00	250.00	2,475.00	2,750.00	3,000.00
5246 · Employee Relations	0.00	100.00	2,308.26	1,100.00	5,200.00
5247 · QSEHRA	0.00		13.30		
5248 · Health Ben / Dental / Vision	575.13	625.00	8,493.99	6,875.00	7,500.00
5250 · Employee Benefits	0.00	1,625.00	0.00	17,875.00	19,500.00
<b>Total 5000 · Employee Expense</b>	<b>49,089.71</b>	<b>35,298.97</b>	<b>456,367.47</b>	<b>388,288.75</b>	<b>427,587.72</b>
<b>5500 · OPERATING EXPENSE</b>					
5009 · Phone/Network Access	313.43	283.33	4,142.48	3,116.67	3,400.00
5011 · Merchant Service Fees	509.62	500.00	6,066.57	5,500.00	6,000.00
5012 · Bank Service Charges	0.00	12.50	0.00	137.50	150.00
5013 · Paypal Fees	9.60	25.00	38.10	275.00	300.00
5014 · Square Fees	41.26	125.00	63.92	1,375.00	1,500.00
5050 · Utilities	4,502.58	2,083.33	33,285.04	22,916.67	25,000.00
5100 · Cleaning Supplies	244.56	458.33	2,975.58	5,041.67	5,500.00
5102 · Animal Supplies/Equipment	356.27	500.00	8,348.98	5,500.00	6,000.00
5105 · Repairs/Maintenance	1,255.96	833.33	14,743.17	9,166.67	10,000.00
5106 · Garbage/Snow Removal	846.88	1,405.00	12,034.72	8,595.00	10,000.00
5115 · Office Supplies/Postage	672.60	583.33	4,099.53	6,416.67	7,000.00
5117 · Community Spay/Neuter Expense	72.00	916.67	4,013.00	10,083.33	11,000.00
5120 · Building/Auto Insurance	533.50	916.67	32,459.55	10,083.33	11,000.00
5125 · Food	181.09	1,208.33	6,804.47	13,291.67	14,500.00
5127 · Microchips	0.00	833.33	0.00	9,166.67	10,000.00
5130 · Medical Supplies-Vaccines	777.77	1,266.67	22,795.27	13,933.33	15,200.00
5135 · Vet Care	3,076.25	6,333.33	33,976.97	69,666.67	76,000.00
5140 · Spay & Neuter Expense	2,016.00	2,083.33	26,845.47	22,916.67	25,000.00
5145 · Vehicle	21.77	125.00	1,846.90	1,375.00	1,500.00

5146 · Dog License Expense	10.00	37.50	228.00	412.50	450.00
5150 · Mileage	57.33	66.67	1,635.73	733.33	800.00
5160 · Depreciation	0.00		117,030.46		
5165 · Cash over/short	0.00	8.33	(199.73)	91.67	100.00
5530 · Cremation Services Expense	56.00	166.67	1,529.00	1,833.33	2,000.00
6138 · Pink Lady Expense	259.09	166.67	2,577.06	1,833.33	2,000.00
6524 · Dog Park	0.00	83.33	1,300.44	916.67	1,000.00
6539 · Computer Software	1,242.00	416.67	6,921.08	4,583.33	5,000.00
6565 · IT Consulting	60.51	108.33	702.51	1,191.67	1,300.00
<b>Total 5500 · OPERATING EXPENSE</b>	<b>17,116.07</b>	<b>21,546.65</b>	<b>346,264.27</b>	<b>230,153.35</b>	<b>251,700.00</b>
<b>5550 · GRANT EXPENSE</b>					
5551 · General Grants	0.00		808.04		
<b>Total 5550 · GRANT EXPENSE</b>	<b>0.00</b>		<b>808.04</b>		
<b>5600 · FUNDRAISING EXPENSE</b>					
5299 · Kennel Lock-up EXPENSE	0.00	50.00	0.00	50.00	500.00
5603 · MZD Santa Pics Expense	0.00	0.00	0.00	0.00	25.00
6307 · Calendar Expense	359.55	100.00	3,105.25	3,750.00	3,775.00
6311 · Cause for Paws Expense	0.00	0.00	1,782.37	7,080.00	7,080.00
6312 · Rummage Sale Expense	0.00	0.00	0.00	100.00	100.00
6315 · Misc/3rd Party Fund Expense	0.00	16.67	231.38	183.33	200.00
6317 · Raise The Woof Expense	300.00	0.00	1,455.53	3,490.00	3,490.00
6322 · Rescue Raffle Expense	0.00	0.00	2,218.89	2,280.00	2,280.00
6324 · Miscellaneous Expenses	(264.86)	4.17	137.51	45.83	50.00
6330 · TUFT Golf Outing Expense	0.00	0.00	8,606.96	7,466.00	7,466.00
6355 · Lights of Love Expense	100.00	0.00	100.00	0.00	100.00
6550 · Strut Your Mutt Expense	692.23	0.00	3,810.32	2,350.00	2,350.00
<b>Total 5600 · FUNDRAISING EXPENSE</b>	<b>1,186.92</b>	<b>170.84</b>	<b>21,448.21</b>	<b>26,795.16</b>	<b>27,416.00</b>
<b>6000 · OTHER EXPENSE</b>					
5142 · Volunteer Program	82.14	100.00	606.40	1,100.00	1,200.00
6313 · Direct Solicitations	85.65	3,600.00	9,121.82	10,800.00	10,800.00
6503 · Community Outreach	125.99	166.67	908.53	1,833.33	2,000.00
6504 · Memorial Bricks/Tiles	0.00	291.67	674.89	3,208.33	3,500.00
6505 · Professional Fees	9,896.40	750.00	9,935.30	8,250.00	9,000.00
6510 · Publications	0.00	0.00	5,901.93	10,000.00	15,000.00
6511 · Pet Promotion Expense	152.49	312.50	1,658.00	3,437.50	3,750.00
6515 · Promotions & Advertising	0.00	70.83	507.25	779.17	850.00
6523 · Kids Club	0.00	83.33	0.00	916.67	1,000.00
6525 · Resale Items Expense	4,877.60	1,083.33	28,183.91	11,916.67	13,000.00
6530 · Conferences / Training	428.34	333.33	1,210.86	3,666.67	4,000.00
6532 · Donor Development	0.00	146.25	36.00	1,608.75	1,755.00
6533 · Strategic Planning	0.00	100.00	0.00	1,100.00	1,200.00
6535 · Licenses, Dues, Permits & Fees	0.00	100.00	534.00	1,100.00	1,200.00
6540 · Miscellaneous Expense	52.61	41.67	1,759.41	458.33	500.00
6561 · Investment Expense	0.00	0.00	15,983.89	0.00	0.00
6688 · Naming Opportunity Expense	0.00	83.33	0.00	916.67	1,000.00
<b>Total 6000 · OTHER EXPENSE</b>	<b>15,701.22</b>	<b>7,262.91</b>	<b>77,022.19</b>	<b>61,092.09</b>	<b>69,755.00</b>
<b>Total Expense</b>	<b>83,093.92</b>	<b>64,279.37</b>	<b>901,910.18</b>	<b>706,329.35</b>	<b>776,458.72</b>
<b>Net Ordinary Income</b>	<b>(43,497.26)</b>	<b>(11,288.52)</b>	<b>(12,535.47)</b>	<b>(25,355.20)</b>	<b>9,176.28</b>
<b>Other Income/Expense</b>					
<b>Other Income</b>					
4119 · Stock Dontations	0.00		457.02		

4226 · Change in Value-Dixon Trust	0.00	0.00	(133,990.20)	0.00	0.00
4300 · Unrealized Gain/Loss	17,756.36	0.00	(26,500.45)	0.00	0.00
4400 · RESTRICTED REVENUE					
7400 · SALLY'S FUND					
4218 · Sally's Fund Revenue	2,085.00	0.00	17,625.59	0.00	0.00
6518 · Sally's Fund Expense	(1,063.92)	0.00	(2,020.75)	0.00	0.00
Total 7400 · SALLY'S FUND	<u>1,021.08</u>	<u>0.00</u>	<u>15,604.84</u>	<u>0.00</u>	<u>0.00</u>
Total 4400 · RESTRICTED REVENUE	<u>1,021.08</u>	<u>0.00</u>	<u>15,604.84</u>	<u>0.00</u>	<u>0.00</u>
Total Other Income	<u>18,777.44</u>	<u>0.00</u>	<u>(144,428.79)</u>	<u>0.00</u>	<u>0.00</u>
Net Other Income	<u>18,777.44</u>	<u>0.00</u>	<u>(144,428.79)</u>	<u>0.00</u>	<u>0.00</u>
Net Income	<u>(24,719.82)</u>	<u>(11,288.52)</u>	<u>(156,964.26)</u>	<u>(25,355.20)</u>	<u>9,176.28</u>

**Upper Peninsula Animal Welfare Shelter**

**Days Cash On Hand as of November 2022**

	<b>Cash Less Restricted Funds*</b>	<b>Annual Expense</b>	<b>Daily Expense</b>	<b>Days Cash on Hand</b>	
<b>2022</b>	\$901,751.17	\$776,458.72	\$2,127.28	424	(Year to Date)
<b>2021</b>	\$882,513.53	\$774,749.62	\$2,122.60	416	
<b>2020</b>	\$645,045.70	\$753,663.47	\$2,064.83	312	
<b>2019</b>	\$415,591.49	\$741,157.74	\$2,030.57	205	
<b>2018</b>	\$311,797.49	\$521,136.55	\$1,427.77	218	
<b>2017</b>	\$215,192.09	\$536,174.67	\$1,468.97	146	
<b>2016</b>	\$201,661.55	\$602,450.00	\$1,650.55	122	
<b>2015</b>	\$152,858.00	\$576,669.00	\$1,579.92	97	
<b>2014</b>	\$191,970.00	\$520,354.25	\$1,425.63	135	
<b>2013</b>	\$146,529.00	\$431,923.23	\$1,183.35	124	
<b>2012</b>	\$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**  
As of December 31, 2022

	<u>Dec 31, 22</u>	<u>Dec 31, 21</u>	<u>\$ Change</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
1010 · Nicolet Checking	247,076.68	218,449.41	28,627.27
1012 · Nicolet Sally's Fund Savings	45,944.58	31,072.61	14,871.97
1018 · Nicolet Money Mrkt Savings 5336	716,689.05	663,660.50	53,028.55
1070 · PayPal account	836.79	343.86	492.93
1071 · Square Account	838.56	0.00	838.56
1090 · Cash in Drawer	333.78	149.99	183.79
<b>Total Checking/Savings</b>	<u>1,011,719.44</u>	<u>913,676.37</u>	<u>98,043.07</u>
<b>Accounts Receivable</b>			
1200 · *Accounts Receivable	(12,825.50)	(13,118.00)	292.50
1524 · Capital Campaign Pledges	25,940.00	33,895.00	(7,955.00)
<b>Total Accounts Receivable</b>	<u>13,114.50</u>	<u>20,777.00</u>	<u>(7,662.50)</u>
<b>Other Current Assets</b>			
1080 · Petty Cash	400.00	400.00	0.00
1540 · Allowance for Uncol Promises	(1,384.00)	(1,384.00)	0.00
1550 · Discount-CC Pledges Receivable	(2,395.00)	(2,395.00)	0.00
1606 · Allowance for Uncollectible A/R	442.50	442.50	0.00
1607 · Employee loan	(1,013.41)	(1,013.41)	0.00
<b>Total Other Current Assets</b>	<u>(3,949.91)</u>	<u>(3,949.91)</u>	<u>0.00</u>
<b>Total Current Assets</b>	<u>1,020,884.03</u>	<u>930,503.46</u>	<u>90,380.57</u>
<b>Fixed Assets</b>			
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
1643 · Land Improvments	20,617.85	0.00	20,617.85
1645 · Office & Kennel Equipment	5,615.86	5,615.86	0.00
1650 · New Shelter-Furniture & Equip	95,830.01	95,830.01	0.00
1670 · Accumulated Depreciation	(401,789.42)	(261,352.86)	(140,436.56)
<b>Total Fixed Assets</b>	<u>3,416,767.85</u>	<u>3,536,586.56</u>	<u>(119,818.71)</u>
<b>Other Assets</b>			
1074 · WF Endowment Fund Investments	332,265.59	303,783.24	28,482.35
1700 · Beneficial Interest in MCCF	113,820.05	113,820.05	0.00
1702 · Beneficial Interest-Dixon F B	593,809.47	721,283.64	(127,474.17)
<b>Total Other Assets</b>	<u>1,039,895.11</u>	<u>1,138,886.93</u>	<u>(98,991.82)</u>
<b>TOTAL ASSETS</b>	<u><b>5,477,546.99</b></u>	<u><b>5,605,976.95</b></u>	<u><b>(128,429.96)</b></u>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			

<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
2001 · *Accounts Payable	2,319.79	9,523.66	(7,203.87)
<b>Total Accounts Payable</b>	<b>2,319.79</b>	<b>9,523.66</b>	<b>(7,203.87)</b>
<b>Other Current Liabilities</b>			
2002 · AP-New Shelter Retainage	(140.81)	(140.81)	0.00
2025 · Accrued Benefits	11,690.86	11,690.86	0.00
<b>2100 · Payroll Liabilities</b>			
2101 · Federal Tax W/H Payable	563.60	1,524.83	(961.23)
2102 · Medicare and SS Payable	1,596.55	4,199.55	(2,603.00)
2103 · Michigan W/H Payable	5,189.18	4,591.97	597.21
2104 · Suta Tax Payable	(124.28)	90.93	(215.21)
2108 · AFLAC pre-tax	(59.43)	(59.43)	0.00
2111 · Simple Plan Payable	(6.00)	577.95	(583.95)
2100 · Payroll Liabilities - Other	7,978.23	7,735.54	242.69
<b>Total 2100 · Payroll Liabilities</b>	<b>15,137.85</b>	<b>18,661.34</b>	<b>(3,523.49)</b>
2550 · Sales Tax Payable	2,878.62	813.10	2,065.52
<b>Total Other Current Liabilities</b>	<b>29,566.52</b>	<b>31,024.49</b>	<b>(1,457.97)</b>
<b>Total Current Liabilities</b>	<b>31,886.31</b>	<b>40,548.15</b>	<b>(8,661.84)</b>
<b>Total Liabilities</b>	<b>31,886.31</b>	<b>40,548.15</b>	<b>(8,661.84)</b>
<b>Equity</b>			
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	3,944,553.35	2,679,828.37	1,264,724.98
<b>Net Income</b>	<b>(119,768.12)</b>	<b>1,264,724.98</b>	<b>(1,384,493.10)</b>
<b>Total Equity</b>	<b>5,445,660.68</b>	<b>5,565,428.80</b>	<b>(119,768.12)</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>5,477,546.99</b>	<b>5,605,976.95</b>	<b>(128,429.96)</b>

**Upper Peninsula Animal Welfare Shelter**  
**YTD Budget to Actual**  
**December 2022**

	<u>Dec 22</u>	<u>Budget</u>	<u>Jan - Dec 22</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense					
Income					
<b>4000 · SHELTER REVENUE</b>					
4005 · Pet Adoptions	4,711.84	6,666.67	81,033.99	80,000.00	80,000.00
4010 · Redeemed Animals	270.00	416.67	4,165.00	5,000.00	5,000.00
4012 · Boarding Fee	495.29	166.67	2,273.90	2,000.00	2,000.00
4015 · Vet/Optional Care	140.00	83.33	1,460.59	1,000.00	1,000.00
4017 · Dog Park	141.35	625.00	3,276.56	7,500.00	7,500.00
4018 · Rentals Revenue	0.00	416.67	120.00	5,000.00	5,000.00
4020 · Government Contracted Services	0.00	833.33	40,825.40	10,000.00	10,000.00
4030 · Dog License Revenue	0.00	33.33	328.00	400.00	400.00
4031 · Microchipping	25.00	291.67	1,825.00	3,500.00	3,500.00
4032 · Nail Clipping / Grooming	326.16	1,083.33	2,974.51	13,000.00	13,000.00
4033 · Community Spay/Neuter Revenue	60.00	666.67	3,403.00	8,000.00	8,000.00
4050 · Miscellaneous Services	30.00	50.00	155.00	600.00	600.00
4060 · Cremation Services Revenue	0.00	125.00	1,858.75	1,500.00	1,500.00
<b>Total 4000 · SHELTER REVENUE</b>	<b>6,199.64</b>	<b>11,458.34</b>	<b>143,699.70</b>	<b>137,500.00</b>	<b>137,500.00</b>
<b>4100 · DIRECT PUBLIC SUPPORT</b>					
4006 · Pet Care Sponsorship	475.81	608.33	12,348.05	7,300.00	7,300.00
4008 · Pet Promotion Sponsorship	0.00	83.33	205.00	1,000.00	1,000.00
4109 · Pink Lady	25.00	83.33	1,365.00	1,000.00	1,000.00
4110 · Donations	45,690.50	21,666.67	285,353.98	260,000.00	260,000.00
4119 · Stock Dontations	0.00		457.02		
4120 · Special Gifts	2,119.00	1,000.00	18,432.18	12,000.00	12,000.00
4123 · Memorial Bricks/Tiles	0.00	416.67	2,250.00	5,000.00	5,000.00
4125 · Donated Svs/Material In Kind	1,492.00	3,083.33	13,402.25	37,000.00	37,000.00
4130 · Memorials/Honorariums	0.00		0.00		
4135 · Bequests	25,634.31	4,166.67	78,209.69	50,000.00	50,000.00
4188 · Naming Opportunities	0.00	2,083.33	261,354.01	25,000.00	25,000.00
4100 · DIRECT PUBLIC SUPPORT - Other	0.00		0.00		
<b>Total 4100 · DIRECT PUBLIC SUPPORT</b>	<b>75,436.62</b>	<b>33,191.66</b>	<b>673,377.18</b>	<b>398,300.00</b>	<b>398,300.00</b>
<b>4156 · GRANT REVENUE</b>					
4157 · General Grants	0.00	1,666.67	10,714.49	20,000.00	20,000.00
4156 · GRANT REVENUE - Other	0.00		0.00		
<b>Total 4156 · GRANT REVENUE</b>	<b>0.00</b>	<b>1,666.67</b>	<b>10,714.49</b>	<b>20,000.00</b>	<b>20,000.00</b>
<b>4200 · FUNDRAISING REVENUE</b>					
4128 · Misc/3rd Party Fundraisers	2,326.15	137.50	6,544.73	1,650.00	1,650.00
4140 · Canisters	1,131.55	666.67	9,338.68	8,000.00	8,000.00
4143 · Econo Receipts	0.00	0.00	3,107.55	5,200.00	5,200.00
4144 · Cause for Paws	0.00	0.00	2,704.00	23,600.00	23,600.00
4146 · Rummage Sale	0.00	0.00	0.00	2,100.00	2,100.00
4147 · Strut Your Mutt	0.00	0.00	14,315.96	16,200.00	16,200.00
4151 · Raise The Woof	62.10	0.00	4,325.02	5,850.00	5,850.00
4170 · TUFT Golf Outing	0.00	0.00	23,057.88	19,825.00	19,825.00
4183 · Rescue Raffle	0.00	0.00	6,325.00	7,600.00	7,600.00
4185 · Lights of Love	80.00	2,600.00	120.00	2,600.00	2,600.00
4197 · Calendar	1,715.52	670.00	23,977.19	20,270.00	20,270.00

4204 · MZD Santa Pics	0.00	2,300.00	0.00	2,300.00	2,300.00
4280 · Live Trap Fundraiser Revenue	1,202.00		1,202.00		
4299 · Kennel Lock-up Fundraiser	0.00	25,000.00	0.00	25,000.00	25,000.00
<b>Total 4200 · FUNDRAISING REVENUE</b>	<b>6,517.32</b>	<b>31,374.17</b>	<b>95,018.01</b>	<b>140,195.00</b>	<b>140,195.00</b>
<b>4500 · OTHER Revenue</b>					
4112 · Kids Club	0.00	500.00	0.00	6,000.00	6,000.00
4205 · Resale Items Revenue	18,693.52	2,166.67	54,062.48	26,000.00	26,000.00
4215 · Interest Revenue	979.77	166.67	3,028.59	2,000.00	2,000.00
4220 · Miscellaneous Revenue	15.09	66.67	749.29	800.00	800.00
4221 · Endowment Fund Earnings	0.00	4,000.00	4,797.98	8,000.00	8,000.00
4223 · MCCF B.Reider Fund Distribution	0.00	0.00	21,192.26	16,000.00	16,000.00
4227 · Distribution from Dixon Estate	28,779.49	20,000.00	34,559.34	30,000.00	30,000.00
4290 · Retail Discounts	(1,255.45)		(2,346.92)		
<b>Total 4500 · OTHER Revenue</b>	<b>47,212.42</b>	<b>26,900.01</b>	<b>116,043.02</b>	<b>88,800.00</b>	<b>88,800.00</b>
46000 · Merchandise Sales	0.00		250.00		
<b>Total Income</b>	<b>135,366.00</b>	<b>104,590.85</b>	<b>1,039,102.40</b>	<b>784,795.00</b>	<b>784,795.00</b>
<b>Gross Profit</b>	<b>135,366.00</b>	<b>104,590.85</b>	<b>1,039,102.40</b>	<b>784,795.00</b>	<b>784,795.00</b>
<b>Expense</b>					
<b>5000 · Employee Expense</b>					
5129 · Employee Uniforms	17.00	83.33	1,750.96	1,000.00	1,000.00
5200 · Payroll Expenses	0.00		508.60		
5201 · Wages & Salaries	50,819.29	30,123.93	457,853.21	361,487.20	361,487.20
5225 · Simple Plan Employer	282.54	225.00	2,297.63	2,700.00	2,700.00
5230 · Michigan Unemployment Payable	5.36	29.17	617.79	350.00	350.00
5235 · Employer Social Security	3,150.80	1,813.43	28,415.13	21,761.21	21,761.21
5240 · Employer Medicare	736.88	424.11	6,645.47	5,089.31	5,089.31
5245 · Worker's Compensation	254.00	250.00	2,729.00	3,000.00	3,000.00
5246 · Employee Relations	185.00	4,100.00	2,603.91	5,200.00	5,200.00
5247 · QSEHRA	0.00		13.30		
5248 · Health Ben / Dental / Vision	655.78	625.00	9,149.77	7,500.00	7,500.00
5250 · Employee Benefits	0.00	1,625.00	0.00	19,500.00	19,500.00
<b>Total 5000 · Employee Expense</b>	<b>56,106.65</b>	<b>39,298.97</b>	<b>512,584.77</b>	<b>427,587.72</b>	<b>427,587.72</b>
<b>5500 · OPERATING EXPENSE</b>					
5009 · Phone/Network Access	314.83	283.33	4,490.91	3,400.00	3,400.00
5011 · Merchant Service Fees	946.59	500.00	7,278.87	6,000.00	6,000.00
5012 · Bank Service Charges	0.00	12.50	0.00	150.00	150.00
5013 · Paypal Fees	9.01	25.00	47.11	300.00	300.00
5014 · Square Fees	0.00	125.00	63.92	1,500.00	1,500.00
5050 · Utilities	4,564.31	2,083.33	37,849.35	25,000.00	25,000.00
5100 · Cleaning Supplies	365.92	458.33	3,395.50	5,500.00	5,500.00
5102 · Animal Supplies/Equipment	8,837.21	500.00	17,206.19	6,000.00	6,000.00
5105 · Repairs/Maintenance	886.55	833.33	15,629.72	10,000.00	10,000.00
5106 · Garbage/Snow Removal	1,488.80	1,405.00	13,523.52	10,000.00	10,000.00
5115 · Office Supplies/Postage	1,259.84	583.33	5,359.37	7,000.00	7,000.00
5117 · Community Spay/Neuter Expense	984.00	916.67	4,997.00	11,000.00	11,000.00
5120 · Building/Auto Insurance	0.00	916.67	32,459.55	11,000.00	11,000.00
5125 · Food	1,681.21	1,208.33	10,270.68	14,500.00	14,500.00
5127 · Microchips	0.00	833.33	0.00	10,000.00	10,000.00
5130 · Medical Supplies-Vaccines	(8,248.39)	1,266.67	14,606.58	15,200.00	15,200.00
5135 · Vet Care	2,001.48	6,333.33	35,978.45	76,000.00	76,000.00
5140 · Spay & Neuter Expense	3,752.50	2,083.33	30,597.97	25,000.00	25,000.00



5145 · Vehicle	36.56	125.00	1,905.17	1,500.00	1,500.00
5146 · Dog License Expense	0.00	37.50	228.00	450.00	450.00
5150 · Mileage	177.32	66.67	1,813.05	800.00	800.00
5160 · Depreciation	11,703.05		140,436.56		
5165 · Cash over/short	148.94	8.33	(50.79)	100.00	100.00
5530 · Cremation Services Expense	0.00	166.67	1,529.00	2,000.00	2,000.00
6138 · Pink Lady Expense	0.00	166.67	2,577.06	2,000.00	2,000.00
6524 · Dog Park	0.00	83.33	1,300.44	1,000.00	1,000.00
6539 · Computer Software	511.50	416.67	7,432.58	5,000.00	5,000.00
6565 · IT Consulting	262.00	108.33	964.51	1,300.00	1,300.00
<b>Total 5500 · OPERATING EXPENSE</b>	<b>31,683.23</b>	<b>21,546.65</b>	<b>391,890.27</b>	<b>251,700.00</b>	<b>251,700.00</b>
<b>5550 · GRANT EXPENSE</b>					
5551 · General Grants	0.00		808.04		
<b>Total 5550 · GRANT EXPENSE</b>	<b>0.00</b>		<b>808.04</b>		
<b>5600 · FUNDRAISING EXPENSE</b>					
5299 · Kennel Lock-up EXPENSE	0.00	450.00	0.00	500.00	500.00
5603 · MZD Santa Pics Expense	0.00	25.00	0.00	25.00	25.00
6307 · Calendar Expense	9.55	25.00	3,114.80	3,775.00	3,775.00
6311 · Cause for Paws Expense	0.00	0.00	1,782.37	7,080.00	7,080.00
6312 · Rummage Sale Expense	0.00	0.00	0.00	100.00	100.00
6315 · Misc/3rd Party Fund Expense	0.00	16.67	231.38	200.00	200.00
6317 · Raise The Woof Expense	0.00	0.00	1,455.53	3,490.00	3,490.00
6322 · Rescue Raffle Expense	0.00	0.00	2,218.89	2,280.00	2,280.00
6324 · Miscellaneous Expenses	0.00	4.17	137.51	50.00	50.00
6330 · TUFT Golf Outing Expense	0.00	0.00	8,606.96	7,466.00	7,466.00
6355 · Lights of Love Expense	0.00	100.00	100.00	100.00	100.00
6550 · Strut Your Mutt Expense	0.00	0.00	3,810.32	2,350.00	2,350.00
<b>Total 5600 · FUNDRAISING EXPENSE</b>	<b>9.55</b>	<b>620.84</b>	<b>21,457.76</b>	<b>27,416.00</b>	<b>27,416.00</b>
<b>6000 · OTHER EXPENSE</b>					
5142 · Volunteer Program	48.91	100.00	687.31	1,200.00	1,200.00
6313 · Direct Solicitations	0.00	0.00	9,121.82	10,800.00	10,800.00
6503 · Community Outreach	100.00	166.67	1,122.99	2,000.00	2,000.00
6504 · Memorial Bricks/Tiles	0.00	291.67	674.89	3,500.00	3,500.00
6505 · Professional Fees	0.00	750.00	9,935.30	9,000.00	9,000.00
6510 · Publications	0.00	5,000.00	5,901.93	15,000.00	15,000.00
6511 · Pet Promotion Expense	100.00	312.50	1,758.00	3,750.00	3,750.00
6515 · Promotions & Advertising	500.00	70.83	1,208.99	850.00	850.00
6523 · Kids Club	0.00	83.33	0.00	1,000.00	1,000.00
6525 · Resale Items Expense	3,053.46	1,083.33	34,736.43	13,000.00	13,000.00
6530 · Conferences / Training	0.00	333.33	1,210.86	4,000.00	4,000.00
6532 · Donor Development	0.00	146.25	36.00	1,755.00	1,755.00
6533 · Strategic Planning	0.00	100.00	0.00	1,200.00	1,200.00
6535 · Licenses, Dues, Permits & Fees	0.00	100.00	534.00	1,200.00	1,200.00
6540 · Miscellaneous Expense	197.75	41.67	1,957.16	500.00	500.00
6561 · Investment Expense	0.00	0.00	15,983.89	0.00	0.00
6688 · Naming Opportunity Expense	0.00	83.33	0.00	1,000.00	1,000.00
<b>Total 6000 · OTHER EXPENSE</b>	<b>4,000.12</b>	<b>8,662.91</b>	<b>84,869.57</b>	<b>69,755.00</b>	<b>69,755.00</b>
<b>Total Expense</b>	<b>91,799.55</b>	<b>70,129.37</b>	<b>1,011,610.41</b>	<b>776,458.72</b>	<b>776,458.72</b>
<b>Net Ordinary Income</b>	<b>43,566.45</b>	<b>34,461.48</b>	<b>27,491.99</b>	<b>8,336.28</b>	<b>8,336.28</b>
<b>Other Income/Expense</b>					
<b>Other Income</b>					

<b>4226 · Change in Value-Dixon Trust</b>	7,639.13	0.00	(126,351.07)	0.00	0.00
<b>4300 · Unrealized Gain/Loss</b>	(10,613.43)	0.00	(37,113.88)	0.00	0.00
<b>4400 · RESTRICTED REVENUE</b>					
<b>7400 · SALLY'S FUND</b>					
<b>4218 · Sally's Fund Revenue</b>	600.00	0.00	18,225.59	0.00	0.00
<b>6518 · Sally's Fund Expense</b>	0.00	0.00	(2,020.75)	0.00	0.00
<b>Total 7400 · SALLY'S FUND</b>	<u>600.00</u>	<u>0.00</u>	<u>16,204.84</u>	<u>0.00</u>	<u>0.00</u>
<b>Total 4400 · RESTRICTED REVENUE</b>	<u>600.00</u>	<u>0.00</u>	<u>16,204.84</u>	<u>0.00</u>	<u>0.00</u>
<b>Total Other Income</b>	<u>(2,374.30)</u>	<u>0.00</u>	<u>(147,260.11)</u>	<u>0.00</u>	<u>0.00</u>
<b>Net Other Income</b>	<u>(2,374.30)</u>	<u>0.00</u>	<u>(147,260.11)</u>	<u>0.00</u>	<u>0.00</u>
<b>Net Income</b>	<u><b>41,192.15</b></u>	<u><b>34,461.48</b></u>	<u><b>(119,768.12)</b></u>	<u><b>8,336.28</b></u>	<u><b>8,336.28</b></u>

**Upper Peninsula Animal Welfare Shelter**

**Days Cash On Hand as of December 2022**

	<b>Cash Less Restricted Funds*</b>	<b>Annual Expense</b>	<b>Daily Expense</b>	<b>Days Cash on Hand</b>	
<b>2022</b>	\$969,199.36	\$776,458.72	\$2,127.28	456	(Year to Date)
<b>2021</b>	\$882,513.53	\$774,749.62	\$2,122.60	416	
<b>2020</b>	\$645,045.70	\$753,663.47	\$2,064.83	312	
<b>2019</b>	\$415,591.49	\$741,157.74	\$2,030.57	205	
<b>2018</b>	\$311,797.49	\$521,136.55	\$1,427.77	218	
<b>2017</b>	\$215,192.09	\$536,174.67	\$1,468.97	146	
<b>2016</b>	\$201,661.55	\$602,450.00	\$1,650.55	122	
<b>2015</b>	\$152,858.00	\$576,669.00	\$1,579.92	97	
<b>2014</b>	\$191,970.00	\$520,354.25	\$1,425.63	135	
<b>2013</b>	\$146,529.00	\$431,923.23	\$1,183.35	124	
<b>2012</b>	\$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** – UPAWS has been taking care of a German Shepherd that was part of a neglect/legal case for the last 15 months, the animal care staff went above and beyond to make UPAWS home for this dog. The staff did a wonderful job of creating engagement and physical activities for the dog. Once the legal process was complete and the dog became ours, there were several health issues that needed to be taken care of before the dog could get adopted. Our staff and local veterinarians did a fantastic job of finding solutions for this dog's health. With the sensitivity of the local legal case we felt that it was the best that the German Shepherd be part of a transfer for adoption instead of trying a local adoption. On January 17<sup>th</sup>, we got to say farewell to our friend as he was chosen by another shelter to be a part of a transfer so he could be adopted. We were excited about this opportunity because this dog deserves a new home after a rough couple of years.

- b. **Change in Public Hours** – Due to a staff shortage, our hours have been changed for the months of January and February. Our adoption hours for the next two months are the following –

Thursday – 12pm – 4pm

Friday – 12pm-4pm

Saturday – 9am – 4pm

Sunday – 9am – 4pm

The public can still bring strays or surrenders any day of the week from 9am to 4pm. During this period of time, we are still helping the public with medical and grooming needs.

- c. **Volunteers** – We currently have volunteers scheduled to help everyday of the week. We have volunteers helping with animal care, receptionist work, filing, and property upkeep.

II. **Property –**

- a. **Garbage Removal Contract Approval** – Please see R&R

### III. Human Resources

- a. **Vacant Positions** – We currently have 3 vacant positions. The open positions are for two coordinator roles and one animal caregiver. Several candidates have been interviewed but for a variety of reasons were not offered a position. As of 1/20/23, one candidate has been offered a coordinator position and the executive director is waiting for the individual to accept the job. We are trying several different approaches in finding candidates. The hope is that we are fully staffed by the end of February.

### IV. Public Relations and Outreach

- a. **Media for the month of January**– 4 tv interviews, 1 podcast, 3 radio interviews.
- b. **UPAWS Weekly Radio Segment** – Beginning on 1/16/23, the executive director will be on a weekly radio segment on 94.1 The Breeze to talk about all things UPAWS. It will broadcast live at 8:15am. The executive director will be highlighting each week an adoptable animal, giving different animal tips, and talking about upcoming events at the shelter.
- c. **Meijer Presentation** – The executive director gave employees of Meijer a presentation of the mission and work of UPAWS. I also accepted a donation from Meijer as their employees selected UPAWS as their non-profit of the year.
- d. **4H Service Club** - Our service club met in January as there were 14 participants in the program. The children made dog treats for the dogs of the shelter.

### V. Fundraising and Donor Relations

- a. **Winter Solicitation Letter** – The winter solicitation letter has been created and will be mailed out by the end of the first week of February.
- b. **4<sup>th</sup> Quarter/Yearly Development Report** – The 4<sup>th</sup> quarter/yearly development report is still being developed as the donations for the 2022 year are still coming in. The report will be emailed to the board of directors at the end of January.

December 2022	DOGS		CATS		OTHER	TOTAL	
In Shelter	14		25		9	48	
In Foster	19	1 in true foster	58	4 in true foster	8	85	
<b>TOTAL Beginning Count</b>	<b>33</b>		<b>83</b>		<b>17</b>	<b>133</b>	
<b>INTAKE</b>	DOGS	PUPS <5 mos.	CATS	KITS <5 mos.	OTHER	TOTAL	YTD
Owner Surrender	7	0	9	5	25	46	644
Returned Adoption	1	0	1	0	0	2	55
Stray (from Police, Public and Shelter Pickup)	12	1	13	0	1	27	309
Born in Care	0	0	0	0	0	0	43
Transferred from Other Shelters	1	0	0	0	0	1	208
Special Hold/Service In	2	0	0	0	0	2	16
Seized/Custody (Cruelty & Neglect)	0	0	0	0	0	0	4
<b>Total Intakes</b>	<b>23</b>	<b>1</b>	<b>23</b>	<b>5</b>	<b>26</b>	<b>78</b>	<b>1279</b>

### OUTCOMES

Adoptions (shelter, foster home or special event)	12	0	52	0	22	86	1048
<b>Total Adoptions YTD</b>	<b>250</b>	<b>23</b>	<b>440</b>	<b>109</b>	<b>226</b>	<b>1048</b>	
Returned to Owner	7	0	3	0	0	10	163
Transferred to Rescue Groups/Shelters	1	0	0	0	0	1	8
<b>Total Live Outcomes</b>	<b>20</b>	<b>0</b>	<b>55</b>	<b>0</b>	<b>22</b>	<b>97</b>	<b>1219</b>

### EUTHANIZED/DEATHS/MISSING/STOLEN

Dangerous	0	0	0	0	0	0	5
Dying	0	0	0	0	0	0	7
Animal's Name and Reason							
<b>TOTAL ANIMALS EUTHANIZED</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12</b>

Died at shelter/foster home - Unknown	0	0	0	0	0	0	41
Missing/Stolen/Escaped	0	0	0	0	0	0	1
Animal's Name and Reason							
<b>Total Euth/Died/Other Outcomes</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>54</b>

In Shelter	16		18		17	51	
In Foster	21	0 in true foster	38	4 in true foster	4	63	
<b>TOTAL Ending Count (per formula)</b>	<b>37</b>		<b>56</b>		<b>21</b>	<b>114</b>	
<b>TOTAL Ending Count (per reports)</b>	<b>37</b>		<b>56</b>		<b>21</b>	<b>114</b>	

<b>SAVE RATE (Intake- Euthanasia Outcome)/Intake</b>	<b>100.0%</b>	<b>99.1%</b>
<b>ASPCA Live Release Rate (Live Outcomes/ Intake)</b>	<b>124.4%</b>	<b>95.3%</b>

OTHER INFO	Dogs	Cats
Avg. Length of Stay	66.1	55.1
Monthly Return Rate (returns/adoptions)	8%	2%



<b>December 2022 - CLINIC SERVICES</b>	<b>DOGS</b>	<b>CATS</b>	<b>OTHER</b>	<b>TOTAL</b>	<b>YTD</b>
Owner Requested Euthanasia	0	0	0	0	3
Bite Hold (for Owner)	0	0	0	0	2
Spay/Day	0	0	0	0	29
Community Spay/Neuter (Spay It Forward)	1	1	0	2	14
Microchipping	2	0	0	2	101
Domestic Violence	1	0	0	1	7
Pending Investigation	0	0	0	0	0
Boarding	0	0	0	0	1
Dog Park Permits	5	0	0	5	74
Service - Home 2 Home	0	0	0	0	34
Service - Nailtrims	12	3	0	15	128
Service - Dog Licenses	0	0	0	0	11
Service - Cremation Services	0	0	0	0	10
<b>Total</b>	<b>21</b>	<b>4</b>	<b>0</b>	<b>25</b>	<b>414</b>

## **UPAWS Finance Committee Agenda**

**Meeting Date: Thursday, December 22nd, 2022 at 5:00pm**

**Meeting Location: Google Meet**

Present: Chris Danik (Chair), Corey Hollowell, Cole Zyburt

Excused: Bill Brutto, Jill Compton, Dale Dexter

### **New Business**

- Review of November Financial Reports: The Finance Committee reviewed the financial reports but decided to table the vote to next month due to limited attendance of this meeting.
- Fee Structure Update Proposal: The committee tabled this item to the next meeting since Bill was not able to attend.
- Money Market Account: Continued the discussion from last meeting. The rates on Money Market accounts and Certificates of Deposit continue to rise. Chris and Cole will work offline on a proposal to bring to the committee for recommendation to the Board.

### **Old Business**

- 2023 Budget: Chris noted that Bill was still working on several revisions since our last draft to help balance the budget. An item was added to the Board agenda this month for a status update of the budget. We still do not have final numbers from the Fundraising Committee. The plan is to present the current version (after Bill's edits) to the board at a work session. The finance committee will review the draft that comes from the work session and that will hopefully be the final version presented to the Board in January.
- Endowment Fund Updates: Tabled pending discussion with legal counsel.
- Financial Policy Revisions: Tabled pending continued operational discussion.

The meeting adjourned at 5:45 pm.

**Next Meeting:** Thursday January 19th, 2023

Respectfully submitted,

Chris Danik

Treasurer / Finance Committee Chair

## UPAWS Finance Committee Agenda

**Meeting Date: Thursday, January 19th, 2023 at 5:00pm**

**Meeting Location: Google Meet**

Present: Chris Danik (Chair), Bill Brutto, Jill Compton, Dale Dexter, Cole Zyburt

Excused: Corey Hollowell

### **New Business**

- Review of December Financial Reports: The Finance Committee reviewed the financial reports with no noted corrections. One noted correction was that some of the capital campaign write-offs were recorded to the wrong account resulting in a negative balance showing for 1200. Jill requested a report of the transactions in this account after the correction. **It was moved by Cole and seconded by Jill to recommend the December Financial Reports for approval to the Board of Directors with the noted A/R correction. The motion passed unanimously.**
- Moving Monthly Donors from Bank ACH to Neon: Chris asked the committee about moving donors from the current bank ACH process to Neon in regards to notification of donors and the cost-benefit analysis. There is no cost to using the ACH service but it will cost less than \$30 monthly through Neon. The committee determined that the labor required to keep the donors on the bank ACH makes it worth moving this process to Neon. The committee supports this move and requires no motion or board action.

### **Old Business**

- Review of November Financial Reports: The Finance Committee reviewed the financial reports with no noted corrections. **It was moved by Cole and seconded by Jill to recommend the November Financial Reports for approval to the Board of Directors. The motion passed unanimously.**

Bill Brutto joined the meeting at this point.

- Fee Structure Update Proposal: The committee reviewed Bill's proposal in the adjusted fee schedule. This schedule would replace what is currently in the financial policies. Bill noted that this step is needed prior to renegotiating the municipal contracts. **It was moved by Cole and seconded by Jill to recommend the November Financial Reports for approval to the Board of Directors. The motion passed unanimously.**

- Money Market Account: The committee reviewed and finalized a report and recommendation to move our current money market funds to an account with First Bank to maximize the interest earned with those funds. After comparison, the committee decided to use First Bank due to its competitive fee structure. Cole abstained from this vote since he is an employee of First Bank.**It was moved by Jill and seconded by Dale to forward the Report & Recommendation to the Board of Directors for consideration. Cole abstained. The motion passed.**
- 2023 Budget: The final draft of the 2023 budget was reviewed by the finance committee. No additional changes were made. **It was moved by Jill and seconded by Dale to recommend the approval of the 2023 budget by the Board of Directors. The motion passed unanimously.**
- Endowment Fund Updates: The next step is to work on the trust agreement. Chris asked if anyone has a recommendation of who to help us with this agreement. Both Jill and Cole recommended Kendricks Bordeaux. Cole and Jill offered to meet with them. Chris will set up a meeting.
- Financial Policy Revisions: Jill and Chris met to start reviewing the financial policies. The committee will have drafted changes to review in the next couple of months.

The meeting adjourned at 5:58 pm.

**Next Meeting:** Thursday February 23rd, 2023

Respectfully submitted,

Chris Danik  
Treasurer / Finance Committee Chair

## FUNDRAISING COMMITTEE MEETING AGENDA

Google Meet

1/16/23, 6:00pm

PRESENT: Lynn Andronis, Ann Brownell, Bill Brutto, Chris Danik, Leslie Hurst, Reva Laituri, Marlene Ombrello, Karen Rhodes

ABSENT: Sara Collins, Bree

It was decided that this committee will continue to meet on the third Monday of each month at 6:00 p.m.. In the short term, these meetings will be held on Google Meet.

### 2022 Fundraisers Updates:

- Pet Photo Calendar: Reva reported that the final report for this fundraiser is not complete but will be finalized and submitted for our February meeting. To date, the revenue is \$22,469.84 with a net of \$18,662.01. Reva stated that she donated some calendars to the Jacobetti Vet facility IMO of Jackie Paull who worked there but was also a volunteer/board member of UPAWS. We currently have 6 calendars left.
- CFP19 Name a Beer After Your Pet Release Parties: Leslie reported that she has had no update from Amber and will reach out to her.
- Holiday Store: Per Ann and Karen, a draft of the report is being worked on and the final report will be completed. Preliminary net is \$20,610, at this point. Once finalized, it is to be sent to Lynn for inclusion.
- Bring Them Home Live Trap fundraiser (3rd party): Per Leslie, this fundraiser raised more than \$1200 (net). We will purchase 3 large live traps with this money and the traps will be distributed to UPAWS and the shelters in Delta and Alger counties. The details of the process still need to be finalized (e.g., storage, access, etc.) except for UPAWS where it will be housed at our shelter.

### 2023 Fundraisers

After a review of the 2023 Fundraising Budgets, it was determined that some of the budgets for our fundraisers need to be updated. Lynn will revise the budget, update as necessary and submit to the Finance Committee. She will also post the finalized budget to the drive so that our members can access.

- Raise the Woof: This event is being held on Friday, Jan 20, at River Rock Lanes & Banquet Center. Leslie reported that she, Lynn and the Kinnunens are volunteering. Marlene reported that she has a basket and will make arrangements with Leslie for delivery.
- Cause For Paws: Venue and date have been decided; it will be held Saturday 4/29/23 at the Ojibwa Casino Event Center. At the present time, Lynn and Leslie will be co-chairing but will assemble a full committee to meet and handle the details. The overall format for the event will change a bit from the recent CFPs. At the November meeting, Sara also indicated her willingness to volunteer on the committee and others will be added.



- 2024 Calendar: Ann has offered to chair this fundraiser. The budget has already been submitted and Ann will review. Reva will post documentation for past organizing.
- Rescue Raffle: Chris, as Chair, will investigate other upcoming events where we could “piggyback” sales as well as minor changes to the process (e.g., running it longer). He will also begin the process of prepping for sales.
- TUFT: Karen, as Chair, reported that this event will be held on Thursday July 20, 2023 at Marquette Country Club. Leslie will schedule a “debriefing” meeting on TUFT 2022 with Karen, Bill, Leslie, Lynn, Rhonda.
- SYM: Chris is in the very early phase of this but is contemplating sending out a survey to 2022 attendees.
- Community Outreach: It was reiterated that Ann (as Community Outreach Coordinator) will schedule and handle these types of events (e.g., Blueberry Fest, County Fair, Holiday Store, etc.). In addition, they would no longer be considered as part of the Fundraising Committee’s responsibilities but would, instead, come under operational control.

#### **Other Business:**

- Platinum Partners (Bill): Now that we have finalized 2023 major fundraisers, Lynn will determine what each of the major fundraisers included in this program will receive and what we have committed to regarding the partners’ participation.
- Community Outreach: From this point on, Ann can notify us as to her needs for any community event she is planning.
- Canister Report: Melo Premium Cannabis in Ishpeming (a dispensary) would like a canister. Reva, as Chair, will handle.
- Fundraiser Business List- To be discussed as a later meeting.
- Fundraising Manual - As you use the manual, please send any suggestions for updates to Leslie or Lynn. Leslie will update the manual on how to conduct raffles and the plinko game. We will review as updates are made.

Lynn Andronis  
Chair, Fundraising Committee

**Donor Development Ad-Hoc Committee**  
**Meeting Minutes**  
**January 9, 2023 12:30pm**  
**Google Meet**

**Attending:** Lynn Andronis, Bill Brutto, Leslie Hurst (Chair), Karen Rhodes

**Absent:** Chris Danik

Address Change:

- Karen & Bill reported that Corey is contacting funeral homes to make sure they use shelter address (vs. PO Box). We're also checking that they don't use envelopes with PO Box and will drop off new ones as needed.
- Bill reported that mail will be forwarded for 1 year and we can pay \$30 for another 6 months, which we will probably do.

End of Year Statements:

- Lynn is entering the remaining 2022 donations (ACH/CC). She has requested clarification from Corey & Chris on several ACH/CC monthly sheets to confirm they were processed and then she will complete data entry. Statements cannot be sent until this is complete.
- Leslie will create the 2022 statement in Neon and will handle sending to donors as they are requested (one request was made directly to her already). They will only include donations that have been entered into Neon, including UPAWS memberships. They will not include event registrations, dog park memberships or donations made through social media (we do not receive enough identifying information to determine the donor properly). All requests should be forwarded to her. Bill will make sure staff is aware.
- Leslie & Lynn plan to watch recent training videos on this.
- We should review this re: Facebook donations:  
<https://www.goodunited.io/blog/facebook-donation-tax-receipt#deductible>

Mail Processing: There were some questions based on the timing of donations into the Daily Receipt Sheet Mailbox tab. Bill will confirm the current process with staff, possibly streamlining more, with feedback from Finance.

Tributes: Lynn & Leslie are working on updating procedures so Karen can be trained, target is Jan/Feb. Leslie will open a case with Neon clarifying process because it is currently too cumbersome.

Misc: It was mentioned that the sandwich boards we use at events are in bad shape and should we replace them. Everyone felt they were outdated and hard to manage and preferred the newer style of blade/teardrop flags. Bill will look into getting one of these that is sturdy enough to be used at outside events (we have an informational one, similar to Platinum Partner but it is not sturdy enough for outside).

Respectfully submitted,  
Leslie Hurst, Chair