

LEE CONLEE HOUSE  
BOARD OF DIRECTORS MEETING  
November 2, 2015  
12:00 P.M.

Agenda

- I. Welcome  
Comments from President Marshall Fulghum, President
- II. Approval of October Minutes Marshall Fulghum, President
- III. Treasurer's Report TBA
- **Agency/Shoppe Financials**
- IV. Committee Reports Marshall Fulghum, President
- **Contract/Evaluation Committee**
- V. New Business Marshall Fulghum, President
- **Staff / Board Christmas Luncheon  
December 10<sup>th</sup>**
- VI. Old Business Marshall Fulghum, President
- 
- VII. Director's Report Angie Pye, Executive Director
- **Transitional Housing/ Emergency Shelter/ Outreach**
  - **Overview of October Domestic Violence Awareness Month Activities**
  - **Court Watch Program**
  - **Lowe's Service Day**
  - **Receipt of donation from KeHe**
  - **Holiday Plans for Residents**
- IX. Adjourn – Happy Holiday and Happy New Year!

**Next Meeting**

**January 5, 2016  
Noon  
Location: Valhalla Hall**

Lee Conlee House, Inc.  
Executive Director Employment Agreement Meeting  
October 19, 2015

The meeting was called to order at 12:00 p.m. by President Fulghum in the Valhalla Hall on the campus of the St. Johns River State College. **Present:** Marshall Fulghum, Gretchen Lunsford, Julie McClain, Melissa Miller, Margie Payne and Caroline Tingle **Also Present:** Angie Pye, Executive Director

President Fulghum opened the meeting. The proposed Executive Director's Employment Agreement was distributed along with Angie Pye's list of accomplishments for 2015.

The committee continued the review of the Employment Agreement from the meeting on October 5, 2015 at Page 2 section viii **Compensation**. Discussion was had regarding the need to obtain FCADV's salary survey. Pye indicated the information is 3 years old but said she would request and distribute. McClain asked Pye if she was comfortable with the proposed \$55,000 salary to which she replied yes because she wanted to review increases for staff in order to ensure they were adequately compensated. Detailed discussion was had regarding certain staff's current salary.

The review continued. It was decided the first sentence of **Other Activities** would be removed. Extensive discussion was had regarding the purpose of adding this new language to the existing agreement utilized by all Agencies (according to Pye). No other material changes were recommended to the remainder of the proposed Employment Agreement.

Discussion was had regarding the function of the Executive Committee versus the entire board in administering the Employment Agreement of the Executive Director. It was decided that the goal was to move back to the process by which the Executive Committee handled certain confidential and/or contractual aspects of the Agency's business with the Executive Director and included minutes of any meeting in the following month's board packet for information purposes only to the entire board of directors.

Discussion was had regarding the ED Evaluation Form. Pye distributed a copy of Hubbard House, Inc.'s Annual Performance Evaluation for the CEO and stated most all Agencies use the same form. Discussion was had regarding the rating system versus narrative. It was decided the evaluation form distributed at the October 5 meeting minus the attachment would be used along with the ED's list of accomplishments in order to finalize her 2015 evaluation.

Discussion was had regarding access to and how personnel files are maintained at the Agency. Pye indicated only she and Valerie Brooks had access to the confidential information. It was decided the board secretary would also keep a duplicate personnel file of the Executive Director.

Miller recapped the proposed changes and promised to email the revised draft. Pye agreed to forward salary information obtained from FCADV although stale dated. Lunsford suggested the committee members communicate via email to propose a salary for the Executive Director.

Respectfully submitted,

---

Gretchen Lunsford substituting  
for Yvonne Parrish

EXHIBIT B2

# HOMELESS DEFINITION

## CRITERIA FOR DEFINING HOMELESS

Category 1	<p>(I) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:</p> <p>(I) Has a primary nighttime residence that is a public or private place not meant for human Habitation;</p> <p>(II) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); <b>or</b></p> <p>(III) is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution</p>
Category 2	<p>(2) Individual of family who will imminently lose their primary nighttime, residence, provided that:</p> <p>(I) Residence will be lost within 14 days of the date of application for homeless assistance;</p> <p>(II) No subsequent residence has been identified; <b>and</b></p> <p>(III) The individual or family lacks the resources or support networks needed to obtain other permanent housing.</p>
Category 3	<p>(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:</p> <p>(I) Are defined as homeless under the other listed federal statutes;</p> <p>(II) Have not had a lease, ownership interest, or occupancy agreement in permanent Housing during the 60 days prior to the homeless assistance application;</p> <p>(III) Have experienced persistent instability as measured by two moves or more in the preceding 60days; <b>and</b></p> <p>(IV) Can be expected to continue in such status for an extended period of time due to special needs or barriers</p>
Category 4	<p>(4) Any individual or family who:</p> <p>(I) is fleeing, or is attempting to flee domestic violence;</p> <p>(II) Has no other residence; <b>and</b></p> <p>(III) Lacks the resources or support networks to obtain other permanent housing</p>



**Meetings dates for 2015:**

Monday, January 5, 2015 at noon at St. Johns River State College, Valhalla Hall

Monday, February 2, 2015 at noon at St. Johns River State College, Valhalla Hall

Monday, March 2, 2015 at noon at St. Johns River State College, Valhalla Hall

Monday, April 6, 2015 at noon at St. Johns River State College, Executive Conference Room

Monday, May 4, 2015 at noon at St. Johns River State College, Valhalla Hall

Monday, June 1, 2015 at noon at St. Johns River State College, Valhalla Hall

Monday, July 13, 2015 at noon at St. Johns River State College, Valhalla Hall

Monday, September 14, 2015 at noon at St. Johns River State College, Valhalla Hall

Monday, October 5, 2015 at noon at St. Johns River State College, Valhalla Hall

Monday, November 2, 2015 at noon at St. Johns River State College, Valhalla Hall

\*The meeting dates are the first Monday of every month (with the exception of the July and September meeting, due to the July 4<sup>th</sup> Holiday and Labor Day), if you have an issue with a date please ensure that you contact Angie Pye at (386) 325-4447 or [pyea@leeconleehouse.org](mailto:pyea@leeconleehouse.org) a week prior to the meeting.\*

To: Board of Directors  
 Fr: Angie Pye, Executive Director  
 Dt: June 2, 2015  
 Re: Report and Updates

**Mission Statement**

*The Lee Conlee House Domestic Violence Shelter is committed to recognizing and responding to our community's need for comprehensive, multicultural domestic violence services. We understand that domestic violence, in its fullest scope, impacts primary victims, family members, society and future generations. With this in mind, it is our goal to stop the cycle of violence by providing crisis intervention, emergency shelter, advocacy, treatment, prevention, and education through the establishment of community partnerships.*

SERVICE	TO DATE
Adult Shelter July – September 2015	35 Unduplicated / 45 resided in shelter since July 1
Child Shelter July - September 2015	27 Unduplicated / 39 resided in shelter since July 1
Outreach July- September 2015	59 Unduplicated
Transitional Housing July – September 2015	13 Unduplicated
Shelter Nights/Capacity**	2,444 Nights of Shelter / 102%
Hotline Calls July- September 2015	301 298 DV / 3 SV
Average Shelter Stay	17 Overall / Adults +Children 24 / Adults no Children 12
Activities/Services	5,423 Hours / 5,680 Contacts – 189 Clients
Turn away's	50 *Does not meet criteria – 28 *Referred to sister shelter – 14 *Full - 5

**News**

ESG Contract arrived 10/27/15 – Should be executed by Nov 1, 2015

Audit was completed; findings from last year were eliminated – when audit is complete it will be forwarded and an audit presentation scheduled.

Preparation for FCADV monitoring is underway – monitoring is in January.

**Community Meetings/Events:**

Safety Services still meeting monthly. Several local service agencies are working on finding a one stop location to prevent child abuse report and serve families before they get in trouble.

**Woman's Club meeting – Women of the Woman's Club want to start a court watch program to enhance and support response to victims in the criminal justice system.**

**PADV Meeting – Facilitated by Prevention Coordinator will be taking on youth to drive prevention programming in the schools.**

**Plans for February events for Dating Violence Awareness Month are underway.**

**Working circuit-wide on best practices for shelter in partnering with Child Welfare.**

**October – DVAM Events:**

**\*Purple Light Nights – Event was great this year we received several tree sponsors and will have a small budget to start with next year to increase community involvement**

**\*Purple Light Night Walk – very moving event held at the top of the River Center, the walk was down St. John's Av ending at the store with PPD escorts. Approximately 40 walkers – Several survivors spoke out and told their story which was very emotional for many. The names of women who were killed were spoken and Pastor Flagg delivered a beautiful prayer for the survivors, families and the community.**

**\*Several staff (Me, Hannah, Valerie, Bella) attended the funeral of Jessica Leigh Mock. Valerie spoke briefly and many individuals took our information and made donations in Jessica's name. There were also individuals that spoke to us out of concern for their family members they believed to be in abusive relationships. Jessica's family attended the walk.**

**\*Several articles were in the paper.**

**\*Spoke at a local radio station**

**\*KeHe made \$5,000 donation towards renovation of the garage for children's counseling room.**

**\*Beck donated a vehicle for staff to ride in the homecoming parade. We gave out candy and purple silicon bracelets**

**\*Staff also set up a table at the homecoming game and talked to a lot of kids about dating violence and many kids took a pledge (signing their name or leaving their thumb print) to end violence in Putnam County.**

**\*FACEBOOK / TWITTER Pages still growing. All the events can be seen on FB.**



***One Voice, One Vision: Ending Violence through Empowerment***

LINE ITEM	NOTES
Balance Sheet	
<b>INCOME</b>	
Grants & Contracts	
A. Salaries & Wages	SUTA is paid by calendar year, so this expense will go up Jan-Jun.
B. Taxes & Benefits	Health Insurance seems high – but this will be corrected with budget amendments due to the insurance going up
C. Travel and Training	
D. Professional Services Contracts	
E. Participant Expenses	
F. Operating Expenses	Repair & Maintenance budget will be increasing with new ESG funds  Postage is showing an increase due to more mailing because of events (Purple Light Nights)  Memberships - FCADV due early in the year, and it went up this year
G. Equipment & Inventory	
H. Rental of Use of Space	
I. Insurance	
J. Membership Dues	
K. Advertising	

**Additional Notes:**



**Lee Conlee House, Inc**  
**YTD P&L Budget vs. Actual Summary**  
 July through September 2015

	Jul - Sep 15	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
40000 · Grants & Contracts	124,774.17	536,991.69	-412,217.52	23.2%
41000 · Discretionary Funds	28,474.11	133,052.44	-104,578.33	21.4%
43000 · In-Kind	815.00			
<b>Total Income</b>	<b>154,063.28</b>	<b>670,044.13</b>	<b>-515,980.85</b>	<b>23.0%</b>
<b>Gross Profit</b>	<b>154,063.28</b>	<b>670,044.13</b>	<b>-515,980.85</b>	<b>23.0%</b>
<b>Expense</b>				
A · Salaries & Wages	104,051.21	435,523.00	-331,471.79	23.9%
B · Taxes & Benefits	20,184.30	67,602.36	-47,418.06	29.9%
C · Travel & Training Expenses	3,352.83	12,686.71	-9,333.88	26.4%
D · Professional/Contract Services	9,988.98	24,025.00	-14,036.02	41.6%
F · Participant Expenses	3,896.07	33,500.00	-29,603.93	11.6%
G · Operating Expense	17,129.21	61,528.40	-44,399.19	27.8%
H · Equipment Inventory	1,219.05	3,500.00	-2,280.95	34.8%
I · Rental or Use of Space	16,877.28	71,665.28	-54,788.00	23.6%
J · Rental of Equipment	1,162.84	3,500.00	-2,337.16	33.2%
K · Insurance	2,555.20	9,913.38	-7,358.18	25.8%
L · Membership Dues & Subscriptions	3,668.01	3,000.00	668.01	122.3%
M · Advertising	297.00	3,000.00	-2,703.00	9.9%
<b>Total Expense</b>	<b>184,381.98</b>	<b>729,444.13</b>	<b>-545,062.15</b>	<b>25.3%</b>

# Lee Conlee House, Inc

## YTD P&L Budget vs. Actual Detail

### July through September 2015

	Jul - Sep 15	Budget	\$ Over Budget	% of Budget
Income				
40000 · Grants & Contracts				
40100 · FCADV				
40105 · FCADV - Prevention	2,750.00	20,000.00	-17,250.00	13.8%
40110 · FCADV - GR	7,291.35	29,165.42	-21,874.07	25.0%
40115 · FCADV - DVTF	3,279.84	13,119.34	-9,839.50	25.0%
40120 · FCADV - FVPSA	2,934.96	11,739.83	-8,804.87	25.0%
40125 · FCADV - TANF	23,978.91	95,915.60	-71,936.69	25.0%
40130 · FCADV - CCII / SA	13,016.01	52,064.00	-39,047.99	25.0%
40135 · FCADV - L & C				
40136 · L&C	14,812.50			
40137 · CPI GR	3,937.50			
40135 · FCADV - L & C - Other	0.00	60,182.50	-60,182.50	0.0%
Total 40135 · FCADV - L & C	18,750.00	60,182.50	-41,432.50	31.2%
40140 · FCADV - RURAL	14,499.99	58,000.00	-43,500.01	25.0%
40150 · FCADV - Training Scholarships	1,442.16			
Total 40100 · FCADV	87,943.22	340,186.69	-252,243.47	25.9%
40200 · DCF				
40210 · DCF (ESG)	0.00	54,657.00	-54,657.00	0.0%
Total 40200 · DCF	0.00	54,657.00	-54,657.00	0.0%
40300 · VOCA	27,208.82	104,717.00	-77,508.18	26.0%
40400 · DOH	2,106.51	9,919.00	-7,812.49	21.2%
40500 · Putnam County	0.00	9,612.00	-9,612.00	0.0%
40600 · United Way				
40610 · EFSP	2,600.00	500.00	2,100.00	520.0%
40620 · United Way of Putnam Co. Grant	4,915.62	17,400.00	-12,484.38	28.3%
Total 40600 · United Way	7,515.62	17,900.00	-10,384.38	42.0%
Total 40000 · Grants & Contracts	124,774.17	536,991.69	-412,217.52	23.2%
41000 · Discretionary Funds				
41100 · Thrift Store Sales				
41200 · Contributions	14,367.65			
41210 · Individual Contributions	4,867.24			
41220 · Business Contributions	2,280.00			
41230 · Church Contributions	400.00			
41240 · Civic Group Contributions	25.00			
41200 · Contributions - Other	0.00			
Total 41200 · Contributions	7,572.24			
41300 · Fundraising				
41330 · Golf Tournament				
41331 · Golf Tournament Income	5,405.00			
41332 · Golf Tournament Expenses	-3,148.45			

Lee Conlee House, Inc  
YTD P&L Budget vs. Actual Detail  
July through September 2015

	Jul - Sep 15	Budget	\$ Over Budget	% of Budget
41330 · Golf Tournament - Other	3,850.00			
Total 41330 · Golf Tournament	6,106.55			
41360 · 5K	-19.94			
41362 · 5K Expenses	-19.94			
Total 41360 · 5K	-19.94			
41370 · Purple Lights Walk	150.00			
41371 · Purple Lights Income	150.00			
Total 41370 · Purple Lights Walk	150.00			
Total 41300 · Fundraising	6,236.61			
41400 · Other Discretionary Income	-20.58			
41410 · Thrift Shop Cash Over/Short	14.06			
41420 · Interest Earned	304.21			
41430 · Miscellaneous Income	297.69			
Total 41400 · Other Discretionary Income	-0.08	133,052.44	-133,052.52	-0.0%
41000 · Discretionary Funds - Other	28,474.11	133,052.44	-104,578.33	21.4%
Total 41000 · Discretionary Funds	28,474.11	133,052.44	-104,578.33	21.4%
43000 · In-Kind	815.00			
43200 · In-Kind Goods Income	815.00			
Total 43000 · In-Kind	815.00			
Total Income	154,063.28	670,044.13	-515,980.85	23.0%
Gross Profit	154,063.28	670,044.13	-515,980.85	23.0%
Expense				
A · Salaries & Wages				
60110 · Regular Wages	95,388.59	401,552.21	-306,163.62	23.8%
60120 · Overtime Wages	180.19			
60140 · Paid Time Off	7,009.82	27,002.43	-19,992.61	26.0%
60150 · Holiday Pay	1,472.61	6,968.36	-5,495.75	21.1%
Total A · Salaries & Wages	104,051.21	435,523.00	-331,471.79	23.9%
B · Taxes & Benefits				
61110 · FICA	7,949.12	33,317.51	-25,368.39	23.9%
61120 · SUTA	753.45	6,937.70	-6,184.25	10.9%
61130 · Workers Comp Insurance	0.00	7,578.11	-7,578.11	0.0%
61140 · Employee Health Insurance	11,204.82	18,569.14	-7,364.32	60.3%
61160 · Car Allowance	276.90	1,199.90	-923.00	23.1%
B · Taxes & Benefits - Other	0.01			
Total B · Taxes & Benefits	20,184.30	67,602.36	-47,418.06	29.9%

Lee Conlee House, Inc  
YTD P&L Budget vs. Actual Detail  
July through September 2015

	Jul - Sep 15	Budget	\$ Over Budget	% of Budget
<b>C · Travel &amp; Training Expenses</b>				
62110 · Mileage	2,734.58			
62120 · Per diem	-911.75			
62130 · Lodging	880.00			
62150 · Training registration fees	650.00			
C · Travel & Training Expenses - Other	0.00	12,686.71	-12,686.71	0.0%
<b>Total C · Travel &amp; Training Expenses</b>	<b>3,352.83</b>	<b>12,686.71</b>	<b>-9,333.88</b>	<b>26.4%</b>
<b>D · Professional/Contract Services</b>				
63110 · Professional Svcs-Accounting	4,514.38	12,000.00	-7,485.62	37.6%
63120 · Professional Svcs - Legal	924.00			
63140 · Professional Services-I.T.	1,193.25	2,500.00	-1,306.75	47.7%
63150 · Prof. Svcs - Web Design/Hosting	0.00	250.00	-250.00	0.0%
63160 · Professional Svcs-Other	0.00	1,000.00	-1,000.00	0.0%
63510 · Cleaning	300.00	1,300.00	-1,000.00	23.1%
63520 · Lawn Service	250.00	2,500.00	-2,250.00	10.0%
63530 · Pest Control	210.00	1,000.00	-790.00	21.0%
63540 · Security	2,597.35	300.00	2,297.35	865.8%
63580 · Other Contract Labor	0.00	0.00	0.00	0.0%
63590 · Thrift Store Services	0.00	3,175.00	-3,175.00	0.0%
<b>Total D · Professional/Contract Services</b>	<b>9,988.98</b>	<b>24,025.00</b>	<b>-14,036.02</b>	<b>41.6%</b>
<b>F · Participant Expenses</b>				
65110 · Food	1,384.16	10,250.00	-8,865.84	13.5%
65120 · Personal Items & Clothing	486.09	1,750.00	-1,263.91	27.8%
65130 · Household Supplies	381.68	3,000.00	-2,618.32	12.7%
65150 · Outpatient Health Services				
65151 · Prescription Medications	234.39			
65152 · Other Outpatient Health Svcs	20.00			
65150 · Outpatient Health Services - Other	0.00	3,500.00	-3,500.00	0.0%
<b>Total 65150 · Outpatient Health Services</b>	<b>254.39</b>	<b>3,500.00</b>	<b>-3,245.61</b>	<b>7.3%</b>
65160 · Mental Health Services	0.00	2,500.00	-2,500.00	0.0%
65170 · Accommodations	470.20	1,000.00	-529.80	47.0%
65180 · Participant Transportation				
65181 · Bus tickets	412.50			
65182 · Gas Cards	322.20			
65180 · Participant Transportation - Other	0.00	5,000.00	-5,000.00	0.0%
<b>Total 65180 · Participant Transportation</b>	<b>734.70</b>	<b>5,000.00</b>	<b>-4,265.30</b>	<b>14.7%</b>
65190 · Document Replacement	42.00	500.00	-458.00	8.4%
65210 · Child Care	0.00	500.00	-500.00	0.0%
65220 · Education	0.00	1,000.00	-1,000.00	0.0%
65230 · Employment Asst ./ Job Training	105.00	1,000.00	-895.00	10.5%
65240 · Substance Abuse Treatment	0.00	2,500.00	-2,500.00	0.0%
65290 · Other Participant Expenses	37.85	1,000.00	-962.15	3.8%

Lee Conlee House, Inc  
YTD P&L Budget vs. Actual Detail  
July through September 2015

	Jul - Sep 15	Budget	\$ Over Budget	% of Budget
Total F · Participant Expenses	3,896.07	33,500.00	-29,603.93	11.6%
G · Operating Expense				
63550 · Payroll Processing Fees	778.70	3,000.00	-2,221.30	26.0%
66110 · Communications				
66111 · Telephone, Internet & Cable	2,503.83			
66112 · Cellphones	1,049.91			
66110 · Communications - Other	276.96	14,190.93	-13,913.97	2.0%
Total 66110 · Communications	3,830.70	14,190.93	-10,360.23	27.0%
66120 · Utilities				
66121 · Electricity	5,347.11			
66122 · Water	999.48			
66123 · Gas	535.05			
66120 · Utilities - Other	0.00	26,667.68	-26,667.68	0.0%
Total 66120 · Utilities	6,881.64	26,667.68	-19,786.04	25.8%
66130 · Repairs & Maintenance	1,449.55	3,000.00	-1,550.45	48.3%
66140 · Office supplies	1,429.69	6,376.55	-4,946.86	22.4%
66150 · Postage	507.61	1,634.40	-1,126.79	31.1%
66160 · Printing & Copying	268.00	1,220.87	-952.87	22.0%
66170 · Licenses & Permits	300.00			
66171 · Business Licenses	100.00	525.00	-425.00	19.0%
66170 · Licenses & Permits - Other	400.00	525.00	-125.00	76.2%
Total 66170 · Licenses & Permits	400.00	525.00	-125.00	76.2%
66180 · Bank Fees	0.00	325.47	-325.47	0.0%
66190 · Credit Processing Fees	201.79	626.45	-424.66	32.2%
66200 · Personnel Development				
66202 · Staff Training	113.57	1,500.00	-1,500.00	0.0%
66200 · Personnel Development - Other	0.00	1,500.00	-1,500.00	0.0%
Total 66200 · Personnel Development	113.57	1,500.00	-1,386.43	7.6%
66220 · Thrift Store Operating Supplies	294.74	1,076.79	-782.05	27.4%
66290 · Other Operating Expenses				
66299 · Misc. Expenses	325.41	1,384.26	-1,369.60	1.1%
66290 · Other Operating Expenses - Other	14.66	1,384.26	-1,369.60	1.1%
Total 66290 · Other Operating Expenses	340.07	1,384.26	-1,044.19	24.6%
67140 · Software	633.15			
Total G · Operating Expense	17,129.21	61,528.40	-44,399.19	27.8%
H · Equipment Inventory				
67510 · Dep. Exp. - Equipment	1,219.05	3,500.00	-3,500.00	0.0%
H · Equipment Inventory - Other	0.00			
Total H · Equipment Inventory	1,219.05	3,500.00	-2,280.95	34.8%

Lee Conlee House, Inc  
YTD P&L Budget vs. Actual Detail  
July through September 2015

	Jul - Sep 15	Budget	\$ Over Budget	% of Budget
I · Rental or Use of Space				
68110 · Thrift Store Rent	3,600.00	14,400.00	-10,800.00	25.0%
68120 · Storage Space	180.00			
68210 · Rent - Admin Offices	4,500.00			
68211 · Admin Rent Expense	-4,500.00			
68212 · In Kind Admin Rent Deduction	0.00			
Total 68210 · Rent - Admin Offices	13,097.28	57,265.28	-44,168.00	22.9%
68510 · Dep. Exp. - Buildings	16,877.28	71,665.28	-54,788.00	23.6%
Total I · Rental or Use of Space	1,162.84	3,500.00	-2,337.16	33.2%
J · Rental of Equipment	1,162.84	3,500.00	-2,337.16	33.2%
69110 · Equip Rental and Maintenance	1,162.84	3,500.00	-2,337.16	33.2%
Total J · Rental of Equipment	1,162.84	3,500.00	-2,337.16	33.2%
K · Insurance				
70120 · Property Insurance	2,555.20	9,913.38	-9,913.38	0.0%
K · Insurance - Other	0.00			
Total K · Insurance	2,555.20	9,913.38	-9,913.38	0.0%
L · Membership Dues & Subscriptions				
71100 · Membership Dues	3,668.01	2,700.00	968.01	135.9%
71200 · Subscriptions	0.00	300.00	-300.00	0.0%
Total L · Membership Dues & Subscriptions	3,668.01	3,000.00	668.01	122.3%
M · Advertising				
72100 · Print, Radio & Online Ads	0.00	400.00	-400.00	0.0%
72200 · Newsletter	297.00	2,600.00	-2,303.00	11.4%
Total M · Advertising	297.00	3,000.00	-2,703.00	9.9%
Total Expense	184,381.98	729,444.13	-545,062.15	25.3%

**Lee Conlee House, Inc**  
**Monthly P&L Summary**  
 September 2015

	Sep 15
Income	
40000 · Grants & Contracts	41,708.39
41000 · Discretionary Funds	9,972.96
43000 · In-Kind	815.00
Total Income	52,496.35
Gross Profit	52,496.35
Expense	
A · Salaries & Wages	38,184.78
B · Taxes & Benefits	7,819.03
C · Travel & Training Expenses	2,078.82
D · Professional/Contract Services	2,628.25
F · Participant Expenses	1,732.97
G · Operating Expense	4,275.79
H · Equipment Inventory	406.35
I · Rental or Use of Space	5,625.76
J · Rental of Equipment	403.85
K · Insurance	2,555.20
L · Membership Dues & Subscriptions	77.67
M · Advertising	99.00
Total Expense	65,887.47

Lee Conlee House, Inc  
Monthly P&L Summary - Thrift Store  
September 2015

	<u>Sep 15</u>
Income	
41000 · Discretionary Funds	5,909.29
Total Income	<u>5,909.29</u>
Gross Profit	5,909.29
Expense	
A · Salaries & Wages	2,385.79
B · Taxes & Benefits	488.37
C · Travel & Training Expenses	454.50
G · Operating Expense	891.66
I · Rental or Use of Space	<u>1,260.00</u>
Total Expense	<u>5,480.32</u>
Net Income	<u><u>428.97</u></u>



Lee Conlee House, Inc  
**Monthly P&L Detail**  
 September 2015

Sep 15

Income		
40000 · Grants & Contracts		
40100 · FCADV		
40105 · FCADV - Prevention	2,000.00	
40110 · FCADV - GR	2,430.45	
40115 · FCADV - DVTF	1,093.28	
40120 · FCADV - FVPSA	978.32	
40125 · FCADV - TANF	7,992.97	
40130 · FCADV - CCI / SA	4,338.67	
40135 · FCADV - L & C		
40136 · L&C	4,937.50	
40137 · CPI GR	1,312.50	
Total 40135 · FCADV - L & C	6,250.00	
40140 · FCADV - RURAL	4,833.33	
40150 · FCADV - Training Scholarships	200.00	
Total 40100 · FCADV	30,117.02	
40300 · VOCA	10,889.20	
40400 · DOH	702.17	
Total 40000 · Grants & Contracts	41,708.39	
41000 · Discretionary Funds		
41100 · Thrift Store Sales		5,832.19
41200 · Contributions		
41210 · Individual Contributions	100.27	
41220 · Business Contributions	1,000.00	
41230 · Church Contributions	100.00	
Total 41200 · Contributions	1,200.27	
41300 · Fundraising		
41330 · Golf Tournament		
41331 · Golf Tournament Income	5,405.00	
41332 · Golf Tournament Expenses	-3,148.45	
41330 · Golf Tournament - Other	560.00	
Total 41330 · Golf Tournament	2,816.55	
41360 · 5K		
41362 · 5K Expenses	-19.94	
Total 41360 · 5K	-19.94	
41370 · Purple Lights Walk		
41371 · Purple Lights Income	150.00	
Total 41370 · Purple Lights Walk	150.00	
Total 41300 · Fundraising	2,946.61	

**Lee Conlee House, Inc**  
**Monthly P&L Detail**  
 September 2015

	Sep 15
41400 · Other Discretionary Income	
41410 · Thrift Shop Cash Over/Short	-8.06
41420 · Interest Earned	2.03
Total 41400 · Other Discretionary Income	-6.03
41000 · Discretionary Funds - Other	-0.08
Total 41000 · Discretionary Funds	9,972.96
43000 · In-Kind	
43200 · In-Kind Goods Income	815.00
Total 43000 · In-Kind	815.00
Total Income	52,496.35
Gross Profit	52,496.35
Expense	
A · Salaries & Wages	
60110 · Regular Wages	34,345.62
60120 · Overtime Wages	172.50
60140 · Paid Time Off	2,194.05
60150 · Holiday Pay	1,472.61
Total A · Salaries & Wages	38,184.78
B · Taxes & Benefits	
61110 · FICA	2,910.28
61120 · SUTA	288.77
61140 · Employee Health Insurance	4,527.68
61160 · Car Allowance	92.30
Total B · Taxes & Benefits	7,819.03
C · Travel & Training Expenses	
62110 · Mileage	1,345.82
62120 · Per diem	66.00
62130 · Lodging	667.00
Total C · Travel & Training Expenses	2,078.82
D · Professional/Contract Services	
63110 · Professional/Contract Services	2,037.50
63140 · Professional Svcs-Accounting	420.75
63510 · Cleaning	100.00
63530 · Pest Control	70.00
Total D · Professional/Contract Services	2,628.25
F · Participant Expenses	
65110 · Food	795.25
65120 · Personal Items & Clothing	368.36

**Lee Conlee House, Inc**  
**Monthly P&L Detail**  
 September 2015

	Sep 15
65130 · Household Supplies	280.62
65150 · Outpatient Health Services	
65151 · Prescription Medications	90.44
65152 · Other Outpatient Health Svcs	20.00
<b>Total 65150 · Outpatient Health Services</b>	<b>110.44</b>
65170 · Accommodations	71.10
65180 · Participant Transportation	
65182 · Gas Cards	77.20
<b>Total 65180 · Participant Transportation</b>	<b>77.20</b>
65190 · Document Replacement	30.00
<b>Total F · Participant Expenses</b>	<b>1,732.97</b>
<b>G · Operating Expense</b>	
66110 · Communications	
66111 · Telephone, Internet & Cable	837.59
66112 · Cellphones	349.97
66110 · Communications - Other	92.32
<b>Total 66110 · Communications</b>	<b>1,279.88</b>
66120 · Utilities	
66121 · Electricity	1,725.29
66122 · Water	200.43
66123 · Gas	215.09
<b>Total 66120 · Utilities</b>	<b>2,140.81</b>
66130 · Repairs & Maintenance	366.00
66150 · Postage	121.74
66160 · Printing & Copying	54.00
66170 · Licenses & Permits	50.00
66190 · Credit Processing Fees	74.53
66220 · Thrift Store Operating Supplies	167.52
66290 · Other Operating Expenses	
66299 · Misc. Expenses	21.31
<b>Total 66290 · Other Operating Expenses</b>	<b>21.31</b>
<b>Total G · Operating Expense</b>	<b>4,275.79</b>
<b>H · Equipment Inventory</b>	
67510 · Dep. Exp. - Equipment	406.35
<b>Total H · Equipment Inventory</b>	<b>406.35</b>
<b>I · Rental or Use of Space</b>	
68110 · Thrift Store Rent	1,200.00
68120 · Storage Space	60.00
68210 · Rent - Admin Offices	

Lee Conlee House, Inc  
Monthly P&L Detail  
September 2015

	Sep 15
68211 · Admin Rent Expense	1,500.00
68212 · In Kind Admin Rent Deduction	-1,500.00
Total 68210 · Rent - Admin Offices	0.00
68510 · Dep. Exp. - Buildings	4,365.76
Total I · Rental or Use of Space	5,625.76
J · Rental of Equipment	
69110 · Equip Rental and Maintenance	403.85
Total J · Rental of Equipment	403.85
K · Insurance	
70120 · Property Insurance	2,555.20
Total K · Insurance	2,555.20
L · Membership Dues & Subscriptions	
71100 · Membership Dues	77.67
Total L · Membership Dues & Subscriptions	77.67
M · Advertising	
72200 · Newsletter	99.00
Total M · Advertising	99.00
Total Expense	65,887.47