

LEE CONLEE HOUSE  
BOARD OF DIRECTORS MEETING  
April 4, 1016  
12:00 P.M.

Agenda

- |      |   |                               |
|------|---|-------------------------------|
| I.   | Welcome<br>Comments from President  | Marshall Fulghum, President   |
| II.  | Approval of February Minutes  | Marshall Fulghum, President   |
| III. | Treasurer's Report  | Melissa Miller, Treasurer     |
|      | <ul style="list-style-type: none"><li>• <b>Agency/Shoppe Financials</b></li></ul>                               |                               |
| IV.  | Committee Reports   | Marshall Fulghum, President   |
|      | <ul style="list-style-type: none"><li>• Nominations/New Members</li></ul>                                       | Meghan Deputy, Past President |
| V.   | New Business  | Marshall Fulghum, President   |
|      | <ul style="list-style-type: none"><li>• <b>Celebrity Chef 2016</b></li><li>• <b>Golf Classic Date</b></li></ul> | Committee Members             |
| VI.  | Old Business  | Marshall Fulghum, President   |
| VII. | Director's Report   | Angie Pye, Executive Director |
| IX.  | Adjourn   |                               |

**Next Meeting**

**May 2, 2016**  
**Noon**  
**Location: Valhalla Hall**

Lee Conlee House, Inc.  
Board of Director's Meeting  
March 7, 2016

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 (SJRCC) in Palatka, Florida.

**Present:**

Meghan Deputy, Betsy Driggers, Marshall Fulghum, Pat Freeman, Gretchen Lunsford, Julie McClain, Melissa Miller, Vernon Myers, Margie Payne, John Theobold, Jamila Theobold and Caroline Tingle

**Not in Attendance:** Jared Guy, Yvonne Parrish, Shelly Payne

**Also Present:** Angie Pye, Executive Director and Valerie Brooks, Administrative Assistant

A quorum was established by President Fulghum.

Director Myers moved, seconded by Director McClain, to approve the February 1, 2016 meeting minutes. MOTION PASSED.

**Treasurer's Report for The Agency and The Shoppe**

The financial reports were presented by Director Miller who also explained a recent situation at The Shoppe wherein a juvenile volunteer was able to access the safe which held the daily bank deposit (not made for several days by the Manager). Discussion was had.

Director Theobold moved, seconded by Director Tingle, to approve the Treasurer's Report for the Lee Conlee House, Inc. and The Shoppe for the month of January 2016. MOTION PASSED.

**Committee Report**

Nominating Committee Chair Meghan Deputy reported on the three individuals recently recommended to serve on the board. Director Miller suggested the Chief Financial Officer of the SJRCC, Lynn Powers be recruited to serve since she holds a CPA designation. General discussion. It was decided that everyone who is currently conducting discussions with potential board members obtain their completed applications in time to be on the June 2016 board meeting agenda.

Director Miller moved, seconded by Director Myers, to approve the January 25, 2016 Nominating Committee meeting minutes. MOTION PASSED.

**New Business**

ED Pye discussed the FCADV Monitoring Corrective Action Plan included in the board packet. Discussion was had regarding the report and the mandatory Board training on governance policies related to fiscal oversight. President Fulghum questioned the Task regarding Timely Submission of Reports. ED Pye explained internal processes have been developed to ensure reports are submitted timely going forward.

Director Myers moved, seconded by Director Miller, to approve the FCADV Monitoring Corrective Action Plan. MOTION PASSED.

## **Old Business**

None.

## **Directors Report**

Director Pye informed the board that the Breaking Free 5k run to benefit the Shelter was held on February 13, 2016 with 40 participants. She also discussed the Survivor Art Show "A Walk in their Shoes" which was held at the Tilghman House.

Pye stated all Grant Applications are currently due.

President Fulghum questioned the 50 turn a ways thru December 2015. Pye explained that the figure is not completely accurate in that individuals seeking assistance are offered a hotel and/or a sister shelter when the Agency is at capacity; some individuals decline the offer. Pye said the Shelter remains at 100% at capacity even with the addition of the new beds.

Director McClain moved, seconded by Director Deputy, to approve the Executive Directors Report. MOTION PASSED.

Details of the 2016 Celebrity Chef Kentucky Derby Themed Event scheduled to be held on Saturday, May 7, 2016 were discussed. Draft invitations were shared with the board prepared by Valerie Brooks. Director Deputy discussed a list of tasks, responsibilities and purchases all of which were disseminated among the board members present. Deputy stated she would forward the list via email after the meeting for follow up.

Further discussion was had regarding Lynne Powers; it was decided Director Miller would approach her regarding serving on the board of the LCH.

The next meeting is scheduled to be held on April 4, 2016 at 12:00 p.m. at St. Johns River State College in Valhalla Hall. Director Myers moved to adjourn the meeting at 12:55 p.m.

Respectfully submitted,

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Gretchen Lunsford substituting  
For Secretary, Yvonne Parrish

**Lee Conlee House, Inc**  
**Balance Sheet**  
 As of February 29, 2016

	Feb 29, 16
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10000 · Cash Accounts	
10010 · Checking Account...4711	48,705.64
10050 · The Shoppe....5256	15,694.40
10250 · Petty Cash	
10251 · Petty Cash Admin	364.04
10252 · Petty Cash Shelter	340.35
<b>Total 10250 · Petty Cash</b>	704.39
10400 · Savings....5118	19,092.67
<b>Total 10000 · Cash Accounts</b>	84,197.10
<b>Total Checking/Savings</b>	84,197.10
<b>Accounts Receivable</b>	
11000 · Accounts Receivable	
11200 · Grants Receivable	99,619.20
<b>Total 11000 · Accounts Receivable</b>	99,619.20
<b>Total Accounts Receivable</b>	99,619.20
<b>Other Current Assets</b>	
12000 · Prepaid Expenses	
12100 · Prepaid Insurance	5,346.50
<b>Total 12000 · Prepaid Expenses</b>	5,346.50
<b>Total Other Current Assets</b>	5,346.50
<b>Total Current Assets</b>	189,162.80
<b>Fixed Assets</b>	
15000 · Property, Furniture & Equipment	
15100 · Office Equipment - Ammortized	18,007.03
15200 · Furniture & Fixtures	81,268.85
15300 · Playground Equipment	1,848.00
15400 · Real Property	885,526.31
15500 · Land - Shelter	179,000.00
15600 · Building Improvements	6,990.00
15700 · 2014-2015 Capital Improvements	264,377.95
15900 · Accumulated Depreciation	-370,124.34
<b>Total 15000 · Property, Furniture &amp; Equipment</b>	1,066,893.80
<b>Total Fixed Assets</b>	1,066,893.80
<b>TOTAL ASSETS</b>	<b>1,256,056.60</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 · Accounts Payable	450.28
<b>Total Accounts Payable</b>	450.28
<b>Other Current Liabilities</b>	
22200 · Other Current Liabilities	
22210 · Payroll Liabilities	7,066.18
22230 · Accrued Payroll	-0.03
22250 · Sales Tax Payable	690.14
22260 · Employee Paid Health Insurance	2,176.65
22265 · Employee Paid Add On Health	-23.70
22280 · Misc. Payroll Deductions	910.03
<b>Total 22200 · Other Current Liabilities</b>	10,819.27

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Accrual Basis

Lee Conlee House, Inc  
**Balance Sheet**  
As of February 29, 2016

	<u>Feb 29, 16</u>
Total Other Current Liabilities	10,819.27
Total Current Liabilities	<u>11,269.55</u>
Total Liabilities	11,269.55
Equity	
31100 - Unrestricted Net Assets	1,303,605.13
Net Income	<u>-58,818.08</u>
Total Equity	<u>1,244,787.05</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>1,256,056.60</u></u></b>

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Accrual Basis

**Lee Conlee House, Inc**  
**YTD P&L Budget vs. Actual Summary**  
 July 2015 through February 2016

	Jul '15 - Feb 16	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
40000 · Grants & Contracts	388,615.68	581,019.69	-192,404.01	66.9%
41000 · Discretionary Funds	31,047.35	162,660.78	-131,613.43	19.1%
42000 · Thrift Store	48,561.97	69,439.98	-20,878.01	69.9%
43310 · Capital Project-Shelter	-115.92			
44000 · Other Incomes	-10.00			
45000 · In-Kind	4,080.00			
<b>Total Income</b>	<b>472,179.08</b>	<b>813,120.45</b>	<b>-340,941.37</b>	<b>58.1%</b>
<b>Gross Profit</b>	<b>472,179.08</b>	<b>813,120.45</b>	<b>-340,941.37</b>	<b>58.1%</b>
<b>Expense</b>				
A · Salaries & Wages	293,372.28	460,532.45	-167,160.17	63.7%
B · Taxes & Benefits	62,875.14	102,044.94	-39,169.80	61.6%
C · Travel & Training Expenses	8,887.07	16,845.78	-7,958.71	52.8%
D · Professional/Contract Services	38,439.70	38,420.00	19.70	100.1%
F · Participant Expenses	18,398.72	35,900.00	-17,501.28	51.2%
G · Operating Expense	47,330.82	68,798.00	-21,467.18	68.8%
H · Equipment Inventory	3,410.78	8,626.20	-5,215.42	39.5%
I · Rental or Use of Space	44,826.08	66,789.08	-21,963.00	67.1%
J · Rental of Equipment	3,238.90	3,500.00	-261.10	92.5%
K · Insurance	5,110.40	14,200.00	-9,089.60	36.0%
L · Membership Dues & Subscriptions	4,275.27	3,000.00	1,275.27	142.5%
M · Advertising	832.00	400.00	432.00	208.0%
<b>Total Expense</b>	<b>530,997.16</b>	<b>819,056.45</b>	<b>-288,059.29</b>	<b>64.8%</b>

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Accrual Basis

**Lee Conlee House, Inc**  
**YTD P&L Budget vs. Actual Detail**  
 July 2015 through February 2016

	Jul '15 - Feb 16	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
<b>40000 - Grants &amp; Contracts</b>				
<b>40100 - FCADV</b>				
40105 - FCADV - Prevention	8,500.00	20,000.00	-11,500.00	42.5%
40110 - FCADV - GR	19,443.60	29,165.42	-9,721.82	66.7%
40115 - FCADV - DVTF	8,746.24	13,119.34	-4,373.10	66.7%
40120 - FCADV - FVPSA	7,826.56	11,739.83	-3,913.27	66.7%
40125 - FCADV - TANF	63,943.76	95,915.60	-31,971.84	66.7%
40130 - FCADV - CCII / SA	34,709.36	52,064.00	-17,354.64	66.7%
<b>40135 - FCADV - L &amp; C</b>				
40136 - L&C	39,500.00	60,182.75	-20,682.75	65.6%
40137 - CPI GR	10,500.00	14,817.25	-4,317.25	70.9%
40135 - FCADV - L & C - Other	0.00	0.00	0.00	0.0%
<b>Total 40135 - FCADV - L &amp; C</b>	<b>50,000.00</b>	<b>75,000.00</b>	<b>-25,000.00</b>	<b>66.7%</b>
40140 - FCADV - RURAL	38,666.64	58,000.00	-19,333.36	66.7%
40150 - FCADV - Training Scholarships	3,486.26			
<b>Total 40100 - FCADV</b>	<b>235,322.42</b>	<b>355,004.19</b>	<b>-119,681.77</b>	<b>66.3%</b>
<b>40200 - DCF</b>				
40210 - DCF (ESG)	57,455.88	76,905.00	-19,449.12	74.7%
<b>Total 40200 - DCF</b>	<b>57,455.88</b>	<b>76,905.00</b>	<b>-19,449.12</b>	<b>74.7%</b>
40300 - VOCA	69,790.59	104,717.00	-34,926.41	66.6%
40400 - DOH	5,815.19	9,919.00	-4,103.81	58.6%
40500 - Putnam County	0.00	9,612.00	-9,612.00	0.0%
<b>40600 - United Way</b>				
40610 - EFSP	2,600.00	5,200.00	-2,600.00	50.0%
40620 - United Way of Putnam Co. Grant	14,746.86	19,662.50	-4,915.64	75.0%
40630 - United Way, CFC Contributions	2,871.22			
40600 - United Way - Other	13.52			
<b>Total 40600 - United Way</b>	<b>20,231.60</b>	<b>24,862.50</b>	<b>-4,630.90</b>	<b>81.4%</b>
<b>Total 40000 - Grants &amp; Contracts</b>	<b>388,615.68</b>	<b>581,019.69</b>	<b>-192,404.01</b>	<b>66.9%</b>
<b>41000 - Discretionary Funds</b>				
<b>41200 - Contributions</b>				
41210 - Individual Contributions	8,812.31			
41220 - Business Contributions	8,424.00			
41230 - Church Contributions	1,903.00			
41240 - Civic Group Contributions	425.00			
41200 - Contributions - Other	0.00	36,888.42	-36,888.42	0.0%
<b>Total 41200 - Contributions</b>	<b>19,564.31</b>	<b>36,888.42</b>	<b>-17,324.11</b>	<b>53.0%</b>
<b>41300 - Fundraising</b>				
<b>41320 - Celebrity Chef Event</b>				
41322 - Celebrity Chef Event - Expenses	-725.81			
<b>Total 41320 - Celebrity Chef Event</b>	<b>-725.81</b>			
<b>41330 - Golf Tournament</b>				
41331 - Golf Tournament Income	13,245.00			
41332 - Golf Tournament Expenses	-3,284.45			
<b>Total 41330 - Golf Tournament</b>	<b>9,960.55</b>			
<b>41360 - 5K</b>				
41361 - 5K Income	1,793.00			
41362 - 5K Expenses	-1,281.91			
<b>Total 41360 - 5K</b>	<b>511.09</b>			
<b>41370 - Purple Lights Walk</b>				
41371 - Purple Lights Income	2,189.00			
41372 - Purple Lights Expenses	-1,304.34			
<b>Total 41370 - Purple Lights Walk</b>	<b>884.66</b>			
41300 - Fundraising - Other	0.00	68,507.08	-68,507.08	0.0%
<b>Total 41300 - Fundraising</b>	<b>10,630.49</b>	<b>68,507.08</b>	<b>-57,876.59</b>	<b>15.5%</b>
<b>41400 - Other Discretionary Income</b>				
41420 - Interest Earned	49.39			
41430 - Miscellaneous Income	803.16			
41400 - Other Discretionary Income - Other	0.00	57,265.28	-57,265.28	0.0%
<b>Total 41400 - Other Discretionary Income</b>	<b>852.55</b>	<b>57,265.28</b>	<b>-56,412.73</b>	<b>1.5%</b>
41000 - Discretionary Funds - Other	0.00	0.00	0.00	0.0%
<b>Total 41000 - Discretionary Funds</b>	<b>31,047.35</b>	<b>162,660.78</b>	<b>-131,613.43</b>	<b>19.1%</b>
42000 - Thrift Store				

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Accrual Basis

**Lee Conlee House, Inc**  
**YTD P&L Budget vs. Actual Detail**  
 July 2015 through February 2016

	Jul '15 - Feb 16	Budget	\$ Over Budget	% of Budget
42100 · Thrift Store Sales	49,850.40	69,439.98	-19,589.58	71.8%
42200 · Thrift Store Cash Over/Short	-1,288.43			
<b>Total 42000 · Thrift Store</b>	<b>48,561.97</b>	<b>69,439.98</b>	<b>-20,878.01</b>	<b>69.9%</b>
43310 · Capital Project-Shelter				
43312 · Capital Project-Shelter Expense	-115.92			
<b>Total 43310 · Capital Project-Shelter</b>	<b>-115.92</b>			
44000 · Other Incomes				
44100 · Rent - Transitional Housing	-10.00			
<b>Total 44000 · Other Incomes</b>	<b>-10.00</b>			
45000 · In-Kind				
45200 · In-Kind Goods Income	815.00			
45210 · In-Kind Goods Expense	2,665.00			
45300 · In-Kind Prof. Services Income	3,905.00			
45310 · In-Kind Prof. Services Expense	-3,305.00			
<b>Total 45000 · In-Kind</b>	<b>4,080.00</b>			
<b>Total Income</b>	<b>472,179.08</b>	<b>813,120.45</b>	<b>-340,941.37</b>	<b>58.1%</b>
<b>Gross Profit</b>	<b>472,179.08</b>	<b>813,120.45</b>	<b>-340,941.37</b>	<b>58.1%</b>
<b>Expense</b>				
<b>A · Salaries &amp; Wages</b>				
60110 · Regular Wages	252,818.85	424,610.92	-171,792.07	59.5%
60120 · Overtime Wages	2,329.70			
60140 · Paid Time Off	26,706.64	29,474.08	-2,767.44	90.6%
60150 · Holiday Pay	9,762.36	6,447.45	3,314.91	151.4%
60160 · Bonus Pay	1,754.73			
<b>Total A · Salaries &amp; Wages</b>	<b>293,372.28</b>	<b>460,532.45</b>	<b>-167,160.17</b>	<b>63.7%</b>
<b>B · Taxes &amp; Benefits</b>				
61110 · FICA	22,432.53	35,230.74	-12,798.21	63.7%
61120 · SUTA	4,637.65	7,938.00	-3,300.35	58.4%
61130 · Workers Comp Insurance	879.50	8,013.27	-7,133.77	11.0%
61140 · Employee Health Insurance	32,125.90	49,663.03	-17,537.13	64.7%
61160 · Car Allowance	784.55	1,199.90	-415.35	65.4%
61190 · Misc. Additions	2,015.00			
B · Taxes & Benefits - Other	0.01			
<b>Total B · Taxes &amp; Benefits</b>	<b>62,875.14</b>	<b>102,044.94</b>	<b>-39,169.80</b>	<b>61.6%</b>
<b>C · Travel &amp; Training Expenses</b>				
62110 · Mileage	5,627.46			
62120 · Per diem	291.23			
62130 · Lodging	1,990.16			
62140 · Transportation	227.22			
62150 · Training registration fees	650.00			
62160 · AG Training & Travel Reimb	91.00			
62180 · Parking	10.00			
C · Travel & Training Expenses - Other	0.00	16,845.78	-16,845.78	0.0%
<b>Total C · Travel &amp; Training Expenses</b>	<b>8,887.07</b>	<b>16,845.78</b>	<b>-7,958.71</b>	<b>52.8%</b>
<b>D · Professional/Contract Services</b>				
63110 · Professional Svcs-Accounting	23,803.00	21,000.00	2,803.00	113.3%
63120 · Professional Svcs - Legal	924.00			
63140 · Professional Services-I.T.	2,815.65	2,500.00	315.65	112.6%
63150 · Prof. Svcs - Web Design/Hosting	5,895.00	2,850.00	3,045.00	206.8%
63160 · Professional Svcs-Other	1.19	3,670.00	-3,668.81	0.0%
63510 · Cleaning	850.00	1,300.00	-450.00	65.4%
63520 · Lawn Service	875.00	1,500.00	-625.00	58.3%
63530 · Pest Control	560.00	1,300.00	-740.00	43.1%
63540 · Security	2,715.86	3,300.00	-584.14	82.3%
63580 · Other Contract Labor	0.00	0.00	0.00	0.0%
63590 · Thrift Store Services	0.00	1,000.00	-1,000.00	0.0%
<b>Total D · Professional/Contract Services</b>	<b>38,439.70</b>	<b>38,420.00</b>	<b>19.70</b>	<b>100.1%</b>
<b>F · Participant Expenses</b>				
65110 · Food	6,126.55	12,500.00	-6,373.45	49.0%
65120 · Personal Items & Clothing	1,883.61	3,250.00	-1,366.39	58.0%
65130 · Household Supplies	4,658.97	6,750.00	-2,091.03	69.0%
65150 · Outpatient Health Services				
65151 · Prescription Medications	765.12			
65152 · Other Outpatient Health Svcs	479.58			
65150 · Outpatient Health Services - Other	0.00	2,000.00	-2,000.00	0.0%
<b>Total 65150 · Outpatient Health Services</b>	<b>1,244.70</b>	<b>2,000.00</b>	<b>-755.30</b>	<b>62.2%</b>



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Accrual Basis

**Lee Conlee House, Inc**  
**YTD P&L Budget vs. Actual Detail**  
 July 2015 through February 2016

	Jul '15 - Feb 16	Budget	\$ Over Budget	% of Budget
65160 • Mental Health Services	0.00	1,000.00	-1,000.00	0.0%
65170 • Accommodations	1,181.20	300.00	881.20	393.7%
65180 • Participant Transportation				
65181 • Bus tickets	1,162.50			
65182 • Gas Cards	503.38			
65183 • Other transportation	16.00			
65180 • Participant Transportation - Other	0.00	3,850.00	-3,850.00	0.0%
<b>Total 65180 • Participant Transportation</b>	<b>1,681.88</b>	<b>3,850.00</b>	<b>-2,168.12</b>	<b>43.7%</b>
65190 • Document Replacement	135.00	700.00	-565.00	19.3%
65210 • Child Care	0.00	550.00	-550.00	0.0%
65220 • Education	5.00	1,000.00	-995.00	0.5%
65230 • Employment Asst / Job Training	117.00	1,250.00	-1,133.00	9.4%
65240 • Substance Abuse Treatment	0.00	0.00	0.00	0.0%
65290 • Other Participant Expenses				
65292 • Gift Cards	280.00			
65293 • Christmas Gifts	670.96			
65295 • Misc. Participant Expenses	376.00			
65290 • Other Participant Expenses - Other	37.85	2,750.00	-2,712.15	1.4%
<b>Total 65290 • Other Participant Expenses</b>	<b>1,364.81</b>	<b>2,750.00</b>	<b>-1,385.19</b>	<b>49.6%</b>
<b>Total F • Participant Expenses</b>	<b>18,398.72</b>	<b>35,900.00</b>	<b>-17,501.28</b>	<b>51.2%</b>
<b>G • Operating Expense</b>				
63550 • Payroll Processing Fees	3,298.85	5,000.00	-1,701.15	66.0%
66110 • Communications				
66111 • Telephone, Internet & Cable	6,698.27			
66112 • Cellphones	2,590.53			
66110 • Communications - Other	692.40	17,648.00	-16,955.60	3.9%
<b>Total 66110 • Communications</b>	<b>9,981.20</b>	<b>17,648.00</b>	<b>-7,666.80</b>	<b>56.6%</b>
66120 • Utilities				
66121 • Electricity	12,164.88			
66122 • Water	3,585.81			
66123 • Gas	1,512.81			
66124 • Property Tax - Waste disposal	641.28			
66120 • Utilities - Other	93.72	23,500.00	-23,406.28	0.4%
<b>Total 66120 • Utilities</b>	<b>17,998.50</b>	<b>23,500.00</b>	<b>-5,501.50</b>	<b>76.6%</b>
66130 • Repairs & Maintenance	6,590.31	6,000.00	590.31	109.8%
66140 • Office supplies	3,397.45	3,900.00	-502.55	87.1%
66150 • Postage	776.45	1,500.00	-723.55	51.8%
66160 • Printing & Copying	1,474.18	2,225.00	-750.82	66.3%
66170 • Licenses & Permits				
66171 • Business Licenses	125.00			
66173 • Permit for Sidewalk Sales	10.00			
66170 • Licenses & Permits - Other	150.00	300.00	-150.00	50.0%
<b>Total 66170 • Licenses &amp; Permits</b>	<b>285.00</b>	<b>300.00</b>	<b>-15.00</b>	<b>95.0%</b>
66180 • Bank Fees	0.00	150.00	-150.00	0.0%
66190 • Credit Processing Fees	904.85	1,500.00	-595.15	60.3%
66200 • Personnel Development				
66202 • Staff Training	113.57			
66200 • Personnel Development - Other	0.00	500.00	-500.00	0.0%
<b>Total 66200 • Personnel Development</b>	<b>113.57</b>	<b>500.00</b>	<b>-386.43</b>	<b>22.7%</b>
66210 • Curriculae	0.00	75.00	-75.00	0.0%
66220 • Thrift Store Operating Supplies	1,232.09	1,250.00	-17.91	98.6%
66230 • Prevention Supplies & Expenses	32.78			
66240 • Community Booth Fees	5.00	150.00	-145.00	3.3%
66250 • Group Supplies	25.66	1,600.00	-1,574.34	1.6%
66290 • Other Operating Expenses				
66291 • Employee background checks	72.00			
66299 • Misc. Expenses	509.78			
66290 • Other Operating Expenses - Other	0.00	3,500.00	-3,500.00	0.0%
<b>Total 66290 • Other Operating Expenses</b>	<b>581.78</b>	<b>3,500.00</b>	<b>-2,918.22</b>	<b>16.6%</b>
67140 • Software	633.15			
<b>Total G • Operating Expense</b>	<b>47,330.82</b>	<b>68,798.00</b>	<b>-21,467.18</b>	<b>68.8%</b>
<b>H • Equipment Inventory</b>				
67110 • Equipment	159.98			
67510 • Dep. Exp. - Equipment	3,250.80	4,876.20	-1,625.40	66.7%
H • Equipment Inventory - Other	0.00	3,750.00	-3,750.00	0.0%
<b>Total H • Equipment Inventory</b>	<b>3,410.78</b>	<b>8,626.20</b>	<b>-5,215.42</b>	<b>39.5%</b>
<b>I • Rental or Use of Space</b>				

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Accrual Basis

**Lee Conlee House, Inc**  
**YTD P&L Budget vs. Actual Detail**  
 July 2015 through February 2016

	Jul '15 - Feb 16	Budget	\$ Over Budget	% of Budget
68110 · Thrift Store Rent	9,600.00	14,400.00	-4,800.00	66.7%
68120 · Storage Space	300.00			
68210 · Rent - Admin Offices				
68211 · Admin Rent Expense	12,000.00			
68212 · In Kind Admin Rent Deduction	-12,000.00			
<b>Total 68210 · Rent - Admin Offices</b>	<b>0.00</b>			
68510 · Dep. Exp. - Buildings	34,926.08	52,389.08	-17,463.00	66.7%
<b>Total I · Rental or Use of Space</b>	<b>44,826.08</b>	<b>66,789.08</b>	<b>-21,963.00</b>	<b>67.1%</b>
<b>J · Rental of Equipment</b>				
69110 · Equip Rental and Maintenance	3,238.90	3,500.00	-261.10	92.5%
<b>Total J · Rental of Equipment</b>	<b>3,238.90</b>	<b>3,500.00</b>	<b>-261.10</b>	<b>92.5%</b>
<b>K · Insurance</b>				
70120 · Property Insurance	5,110.40			
K · Insurance - Other	0.00	14,200.00	-14,200.00	0.0%
<b>Total K · Insurance</b>	<b>5,110.40</b>	<b>14,200.00</b>	<b>-9,089.60</b>	<b>36.0%</b>
<b>L · Membership Dues &amp; Subscriptions</b>				
71100 · Membership Dues	4,181.59	2,700.00	1,481.59	154.9%
71200 · Subscriptions	93.68	300.00	-206.32	31.2%
<b>Total L · Membership Dues &amp; Subscriptions</b>	<b>4,275.27</b>	<b>3,000.00</b>	<b>1,275.27</b>	<b>142.5%</b>
<b>M · Advertising</b>				
72100 · Print, Radio & Online Ads	40.00	400.00	-360.00	10.0%
72200 · Newsletter	792.00	0.00	792.00	100.0%
<b>Total M · Advertising</b>	<b>832.00</b>	<b>400.00</b>	<b>432.00</b>	<b>208.0%</b>
<b>Total Expense</b>	<b>530,997.16</b>	<b>819,056.45</b>	<b>-288,059.29</b>	<b>64.8%</b>

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Accrual Basis

**Lee Conlee House, Inc**  
**Monthly P&L Summary**  
February 2016

	<u>Feb 16</u>
<b>Income</b>	
40000 · Grants & Contracts	53,057.78
41000 · Discretionary Funds	4,454.39
42000 · Thrift Store	7,172.53
45000 · In-Kind	0.00
<b>Total Income</b>	<u>64,684.70</u>
<b>Gross Profit</b>	64,684.70
<b>Expense</b>	
A · Salaries & Wages	34,997.92
B · Taxes & Benefits	9,019.29
C · Travel & Training Expenses	1,679.16
D · Professional/Contract Services	2,283.78
F · Participant Expenses	2,320.04
G · Operating Expense	5,598.34
H · Equipment Inventory	406.35
I · Rental or Use of Space	5,565.76
J · Rental of Equipment	385.32
M · Advertising	99.00
<b>Total Expense</b>	<u>62,354.96</u>

Lee Conlee House, Inc  
**Monthly P&L Detail**  
 February 2016

	Feb 16
<b>Income</b>	
<b>40000 · Grants &amp; Contracts</b>	
<b>40100 · FCADV</b>	
40105 · FCADV - Prevention	1,000.00
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 - CCII / SA	4,338.67
40135 · FCADV - L & C	
40136 · L&C	4,937.50
40137 · CPI GR	1,312.50
<b>Total 40135 · FCADV - L &amp; C</b>	6,250.00
40140 · FCADV - RURAL	4,833.33
40150 · FCADV - Training Scholarships	450.00
<b>Total 40100 · FCADV</b>	29,367.02
<b>40200 · DCF</b>	
40210 · DCF (ESG)	15,541.12
<b>Total 40200 · DCF</b>	15,541.12
<b>40300 · VOCA</b>	8,149.64
<b>Total 40000 · Grants &amp; Contracts</b>	53,057.78
<b>41000 · Discretionary Funds</b>	
<b>41200 · Contributions</b>	
41210 · Individual Contributions	3,674.50
41230 · Church Contributions	550.00
<b>Total 41200 · Contributions</b>	4,224.50
<b>41300 · Fundraising</b>	
41320 · Celebrity Chef Event	
41322 · Celebrity Chef Event - Expenses	-175.60
<b>Total 41320 · Celebrity Chef Event</b>	-175.60
41360 · 5K	
41361 · 5K Income	1,168.00
41362 · 5K Expenses	-1,261.97
<b>Total 41360 · 5K</b>	-93.97
<b>Total 41300 · Fundraising</b>	-269.57
<b>41400 · Other Discretionary Income</b>	
41420 · Interest Earned	0.51
41430 · Miscellaneous Income	498.95
<b>Total 41400 · Other Discretionary Income</b>	499.46
<b>Total 41000 · Discretionary Funds</b>	4,454.39
<b>42000 · Thrift Store</b>	
42100 · Thrift Store Sales	8,143.62
42200 · Thrift Store Cash Over/Short	-971.09
<b>Total 42000 · Thrift Store</b>	7,172.53
<b>45000 · In-Kind</b>	
45300 · In-Kind Prof. Services Income	570.00
45310 · In-Kind Prof. Services Expense	-570.00
<b>Total 45000 · In-Kind</b>	0.00
<b>Total Income</b>	64,684.70
<b>Gross Profit</b>	64,684.70
<b>Expense</b>	
<b>A · Salaries &amp; Wages</b>	

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 Accrual Basis

Lee Conlee House, Inc  
**Monthly P&L Detail**  
 February 2016

	<u>Feb 16</u>
60110 · Regular Wages	32,284.64
60120 · Overtime Wages	58.88
60140 · Paid Time Off	2,574.40
60150 · Holiday Pay	80.00
<b>Total A · Salaries &amp; Wages</b>	<b>34,997.92</b>
<b>B · Taxes &amp; Benefits</b>	
61110 · FICA	2,677.39
61120 · SUTA	1,592.70
61130 · Workers Comp Insurance	626.50
61140 · Employee Health Insurance	4,030.40
61160 · Car Allowance	92.30
<b>Total B · Taxes &amp; Benefits</b>	<b>9,019.29</b>
<b>C · Travel &amp; Training Expenses</b>	
62110 · Mileage	645.39
62120 · Per diem	545.00
62130 · Lodging	387.00
62140 · Transportation	10.77
62160 · AG Training & Travel Reimb	91.00
<b>Total C · Travel &amp; Training Expenses</b>	<b>1,679.16</b>
<b>D · Professional/Contract Services</b>	
63110 · Professional Svcs-Accounting	545.00
63140 · Professional Services-I.T.	813.78
63150 · Prof. Svcs - Web Design/Hosting	755.00
63510 · Cleaning	100.00
63530 · Pest Control	70.00
<b>Total D · Professional/Contract Services</b>	<b>2,283.78</b>
<b>F · Participant Expenses</b>	
65110 · Food	836.74
65120 · Personal Items & Clothing	292.03
65130 · Household Supplies	940.04
65150 · Outpatient Health Services	
65151 · Prescription Medications	126.66
65152 · Other Outpatient Health Svcs	70.57
<b>Total 65150 · Outpatient Health Services</b>	<b>197.23</b>
65190 · Document Replacement	24.00
65290 · Other Participant Expenses	
65295 · Misc. Participant Expenses	30.00
<b>Total 65290 · Other Participant Expenses</b>	<b>30.00</b>
<b>Total F · Participant Expenses</b>	<b>2,320.04</b>
<b>G · Operating Expense</b>	
63550 · Payroll Processing Fees	307.50
66110 · Communications	
66111 · Telephone, Internet & Cable	825.53
<b>Total 66110 · Communications</b>	<b>825.53</b>
66120 · Utilities	
66121 · Electricity	1,372.49
66122 · Water	221.54
<b>Total 66120 · Utilities</b>	<b>1,594.03</b>
66130 · Repairs & Maintenance	1,254.37
66140 · Office supplies	1,229.02
66150 · Postage	29.14
66190 · Credit Processing Fees	116.70
66220 · Thrift Store Operating Supplies	168.39
66250 · Group Supplies	25.66
66290 · Other Operating Expenses	
66291 · Employee background checks	48.00

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Accrual Basis

Lee Conlee House, Inc  
Monthly P&L Detail  
February 2016

	Feb 16
Total 66290 · Other Operating Expenses	48.00
Total G · Operating Expense	5,598.34
H · Equipment Inventory	
67510 · Dep. Exp. - Equipment	406.35
Total H · Equipment Inventory	406.35
I · Rental or Use of Space	
68110 · Thrift Store Rent	1,200.00
68210 · Rent - Admin Offices	
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	5,565.76
J · Rental of Equipment	
69110 · Equip Rental and Maintenance	385.32
Total J · Rental of Equipment	385.32
M · Advertising	
72200 · Newsletter	99.00
Total M · Advertising	99.00
Total Expense	62,354.96

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Accrual Basis

Lee Conlee House, Inc  
**Monthly P&L Summary - Thrift Shoppe**  
February 2016

	Thrift Shoppe FYE 2016 (Thrift Shoppe)	Total Thrift Shoppe	TOTAL
<b>Income</b>			
41000 - Discretionary Funds	-722.83	-722.83	-722.83
42000 - Thrift Store	7,172.53	7,172.53	7,172.53
<b>Total Income</b>	<u>6,449.70</u>	<u>6,449.70</u>	<u>6,449.70</u>
<b>Gross Profit</b>	6,449.70	6,449.70	6,449.70
<b>Expense</b>			
A - Salaries & Wages	2,320.00	2,320.00	2,320.00
B - Taxes & Benefits	657.31	657.31	657.31
C - Travel & Training Expenses	38.70	38.70	38.70
G - Operating Expense	1,016.71	1,016.71	1,016.71
I - Rental or Use of Space	1,200.00	1,200.00	1,200.00
<b>Total Expense</b>	<u>5,232.72</u>	<u>5,232.72</u>	<u>5,232.72</u>
<b>Net Income</b>	<u><u>1,216.98</u></u>	<u><u>1,216.98</u></u>	<u><u>1,216.98</u></u>

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**Lee Conlee House, Inc**  
**Monthly P&L Detail - Thrift Shoppe**  
**February 2016**

03/30/16

Accrual Basis

	Thrift Shoppe FYE 2016 (Thrift Shoppe)	Total Thrift Shoppe	TOTAL
<b>Income</b>			
41000 · Discretionary Funds			
41200 · Contributions			
41210 · Individual Contributions	-722.83	-722.83	-722.83
Total 41200 · Contributions	-722.83	-722.83	-722.83
41300 · Fundraising			
41360 · 5K			
41361 · 5K Income	0.00	0.00	0.00
Total 41360 · 5K	0.00	0.00	0.00
Total 41300 · Fundraising	0.00	0.00	0.00
Total 41000 · Discretionary Funds	-722.83	-722.83	-722.83
42000 · Thrift Store			
42100 · Thrift Store Sales	8,143.62	8,143.62	8,143.62
42200 · Thrift Store Cash Over/Short	-971.09	-971.09	-971.09
Total 42000 · Thrift Store	7,172.53	7,172.53	7,172.53
<b>Total Income</b>	<b>6,449.70</b>	<b>6,449.70</b>	<b>6,449.70</b>
<b>Gross Profit</b>	<b>6,449.70</b>	<b>6,449.70</b>	<b>6,449.70</b>
<b>Expense</b>			
A · Salaries & Wages			
60110 · Regular Wages	2,320.00	2,320.00	2,320.00
60120 · Overtime Wages	0.00	0.00	0.00
60140 · Paid Time Off	0.00	0.00	0.00
60150 · Holiday Pay	0.00	0.00	0.00
Total A · Salaries & Wages	2,320.00	2,320.00	2,320.00
B · Taxes & Benefits			
61110 · FICA	177.48	177.48	177.48
61120 · SUTA	111.57	111.57	111.57
61130 · Workers Comp Insurance	53.25	53.25	53.25
61140 · Employee Health Insurance	315.01	315.01	315.01
Total B · Taxes & Benefits	657.31	657.31	657.31
C · Travel & Training Expenses			
62110 · Mileage	0.00	0.00	0.00
62130 · Lodging	38.70	38.70	38.70
Total C · Travel & Training Expenses	38.70	38.70	38.70
G · Operating Expense			
63550 · Payroll Processing Fees	30.76	30.76	30.76
66120 · Utilities			
66121 · Electricity	530.78	530.78	530.78
66122 · Water	112.29	112.29	112.29
Total 66120 · Utilities	643.07	643.07	643.07
66140 · Office supplies	33.79	33.79	33.79
66190 · Credit Processing Fees	116.70	116.70	116.70
66220 · Thrift Store Operating Supplies	168.39	168.39	168.39
66290 · Other Operating Expenses			
66291 · Employee background checks	24.00	24.00	24.00
Total 66290 · Other Operating Expenses	24.00	24.00	24.00
Total G · Operating Expense	1,016.71	1,016.71	1,016.71
I · Rental or Use of Space			
68110 · Thrift Store Rent	1,200.00	1,200.00	1,200.00
Total I · Rental or Use of Space	1,200.00	1,200.00	1,200.00



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Accrual Basis

Lee Conlee House, Inc  
**Monthly P&L Detail - Thrift Shoppe**  
February 2016

	Thrift Shoppe FYE 2016 (Thrift Shoppe)	Total Thrift Shoppe	TOTAL
Total Expense	5,232.72	5,232.72	5,232.72
Net Income	1,216.98	1,216.98	1,216.98

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Accrual Basis

**Lee Conlee House, Inc**  
**YTD P&L Summary - Thrift Shoppe**  
July 2015 through February 2016

	Thrift Shoppe FYE 2016 (Thrift Shoppe)	Total Thrift Shoppe	TOTAL
<b>Income</b>			
41000 - Discretionary Funds	0.00	0.00	0.00
42000 - Thrift Store	48,561.97	48,561.97	48,561.97
<b>Total Income</b>	<u>48,561.97</u>	<u>48,561.97</u>	<u>48,561.97</u>
<b>Gross Profit</b>	48,561.97	48,561.97	48,561.97
<b>Expense</b>			
A - Salaries & Wages	19,930.98	19,930.98	19,930.98
B - Taxes & Benefits	4,282.58	4,282.58	4,282.58
C - Travel & Training Expenses	866.95	866.95	866.95
D - Professional/Contract Services	200.00	200.00	200.00
G - Operating Expense	7,905.09	7,905.09	7,905.09
I - Rental or Use of Space	9,900.00	9,900.00	9,900.00
<b>Total Expense</b>	<u>43,085.60</u>	<u>43,085.60</u>	<u>43,085.60</u>
<b>Net Income</b>	<u><u>5,476.37</u></u>	<u><u>5,476.37</u></u>	<u><u>5,476.37</u></u>

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 Accrual Basis

**Lee Conlee House, Inc**  
**YTD P&L Detail - Thrift Shoppe**  
 July 2015 through February 2016

	Thrift Shoppe FYE 2016 (Thrift Shoppe)	Total Thrift Shoppe	TOTAL
<b>Income</b>			
41000 · Discretionary Funds			
41200 · Contributions			
41210 · Individual Contributions	0.00	0.00	0.00
Total 41200 · Contributions	0.00	0.00	0.00
41300 · Fundraising			
41360 · 5K			
41361 · 5K Income	0.00	0.00	0.00
Total 41360 · 5K	0.00	0.00	0.00
Total 41300 · Fundraising	0.00	0.00	0.00
Total 41000 · Discretionary Funds	0.00	0.00	0.00
42000 · Thrift Store			
42100 · Thrift Store Sales	49,850.40	49,850.40	49,850.40
42200 · Thrift Store Cash Over/Short	-1,288.43	-1,288.43	-1,288.43
Total 42000 · Thrift Store	48,561.97	48,561.97	48,561.97
<b>Total Income</b>	<b>48,561.97</b>	<b>48,561.97</b>	<b>48,561.97</b>
<b>Gross Profit</b>			
	48,561.97	48,561.97	48,561.97
<b>Expense</b>			
<b>A · Salaries &amp; Wages</b>			
60110 · Regular Wages	18,890.29	18,890.29	18,890.29
60120 · Overtime Wages	0.00	0.00	0.00
60140 · Paid Time Off	530.00	530.00	530.00
60150 · Holiday Pay	400.00	400.00	400.00
60160 · Bonus Pay	110.69	110.69	110.69
Total A · Salaries & Wages	19,930.98	19,930.98	19,930.98
<b>B · Taxes &amp; Benefits</b>			
61110 · FICA	1,521.42	1,521.42	1,521.42
61120 · SUTA	211.15	211.15	211.15
61130 · Workers Comp Insurance	53.25	53.25	53.25
61140 · Employee Health Insurance	2,496.76	2,496.76	2,496.76
Total B · Taxes & Benefits	4,282.58	4,282.58	4,282.58
<b>C · Travel &amp; Training Expenses</b>			
62110 · Mileage	828.25	828.25	828.25
62130 · Lodging	38.70	38.70	38.70
Total C · Travel & Training Expenses	866.95	866.95	866.95
<b>D · Professional/Contract Services</b>			
63110 · Professional Svcs-Accounting	200.00	200.00	200.00
Total D · Professional/Contract Services	200.00	200.00	200.00
<b>G · Operating Expense</b>			
63550 · Payroll Processing Fees	329.93	329.93	329.93
66110 · Communications			
66111 · Telephone, Internet & Cable	778.25	778.25	778.25
Total 66110 · Communications	778.25	778.25	778.25
66120 · Utilities			
66121 · Electricity	3,451.47	3,451.47	3,451.47
66122 · Water	861.22	861.22	861.22
Total 66120 · Utilities	4,312.69	4,312.69	4,312.69
66130 · Repairs & Maintenance	235.00	235.00	235.00
66140 · Office supplies	88.28	88.28	88.28
66190 · Credit Processing Fees	904.85	904.85	904.85
66220 · Thrift Store Operating Supplies	1,232.09	1,232.09	1,232.09
66290 · Other Operating Expenses			
66291 · Employee background checks	24.00	24.00	24.00
Total 66290 · Other Operating Expenses	24.00	24.00	24.00
Total G · Operating Expense	7,905.09	7,905.09	7,905.09
<b>I · Rental or Use of Space</b>			
68110 · Thrift Store Rent	9,600.00	9,600.00	9,600.00
68120 · Storage Space	300.00	300.00	300.00
Total I · Rental or Use of Space	9,900.00	9,900.00	9,900.00

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Accrual Basis

Lee Conlee House, Inc  
YTD P&L Detail - Thrift Shoppe  
July 2015 through February 2016

	Thrift Shoppe FYE 2016 (Thrift Shoppe)	Total Thrift Shoppe	TOTAL
Total Expense	43,085.60	43,085.60	43,085.60
Net Income	5,476.37	5,476.37	5,476.37

To: Board of Directors  
 Fr: Angie Pye, Executive Director  
 Dt: April 4<sup>th</sup>, 2016  
 Re: Report and Updates

SERVICE	TO DATE
Adult Shelter July – April 2016	79 Unduplicated / 87 resided in shelter since July 1
Child Shelter July -April 2016	65 Unduplicated / 78 resided in shelter since July 1
Outreach July- April 2016	166 Unduplicated
Transitional Housing July – April 2016	18 Unduplicated / 12 Current Residents
Shelter Nights/Capacity**	6226 Nights of Shelter
Hotline Calls July-April 2016	564 Total - 598 DV / 12 SV
Turn Away's – Thru December	50 *Does not meet criteria – 78 *Referred to sister shelter – 20 *Full - 42

**News**

**Grant Applications are due:**

**VOCA = February 29, 2016 \*\* Completed\*\***

**FCADV = Due in March no date yet**

**United Way = March 1, 2016 \*\* Completed\*\***

**Mary Kay = April 30<sup>th</sup>, 2016**

**Been working on new budget for the 2016-2017 Year and anticipating funding – will need to work on increasing discretionary funds this year as we are very tight on match and may struggle to meet match. Being unable to meet match will impact funding.**

**Based on figures to date (before budget cuts and minimizing participant expenses):**

**16 Board Members should solicit: \$6,500 per year each. This is above and beyond fundraisers and anticipated \$20,000-\$25,000 raised.**

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