

LEE CONLEE HOUSE  
BOARD OF DIRECTORS MEETING  
January 4, 2016  
12:00 P.M.

Agenda

- I. Welcome  
Comments from President Marshall Fulghum, President
- II. Approval of November Minutes Marshall Fulghum, President
- III. Treasurer's Report TBA
- **Agency/Shoppe Financials**
- IV. Committee Reports Marshall Fulghum, President
- V. New Business Marshall Fulghum, President
- **Audit 2016**
  - **Nomination Committee Plans** Marshall Fulghum, President
  - **Celebrity Chef 2016** Gretchen Lunsford/Meghan Deputy
- VI. Old Business Marshall Fulghum, President
- **Staff / Board Christmas Luncheon**  
**December 10<sup>th</sup>**
- VII. Director's Report Angie Pye, Executive Director
- **Transitional Housing/ Emergency Shelter/ Outreach**
  - **Monitoring**
  - **Audit 2015**
- IX. Adjourn – Happy Holiday and Happy New Year!

**Next Meeting**

**February 1, 2016**  
**Noon**  
**Location: Valhalla Hall**

LEE CONLEE BOARD OF DIRECTORS MEETING

DATE: \_\_\_11/2/15\_\_\_\_\_

The meeting was call to order at 12:09 P.M. by President Fulghum in the Valhalla Hall on the campus of the St. Johns River State College in Palatka, Florida;

Present: Marshall Fulghum, Yvonne Parrish, Gretchen Lunsford, Melissa Miller, Julie McClain, Caroline Tingle, Betsy Driggers, Meghan Deputy, Margie Payne, Jamila Theobold, Vernon Myers, John Theobold, Jared Guy, Pat Freeman, Shelley Payne

Not in Attendance: none

Also Present: Angie Pye, Executive Director,

A quorum was established by Pres. Fulghum

Approval of previous Meeting minutes: \_Caroline Tingle\_1<sup>ST</sup> Melissa Miller\_2<sup>ND</sup>\_\_\_unanimous\_\_VOTE  
Approval ED Contract & Evaluation Committee minutes from 10/19/15: Caroline Tingle 1<sup>st</sup>, Melissa Miller 2<sup>nd</sup>, unanimous vote

Treasurer's Report for LCH and the Shoppe: Vernon Myers asked if the budget expenses and income should be equal on the financial statements. Angie Pye said that they do not have to be equal because they have not received VOCA and ESG dollars as yet. The balance sheet was not included in the Board Packet. Angie Pye stated that she will include it in the next meeting packet. Angie Pye stated that James Moore does the auditing and should make a footnote in the audit financial statement...Angie will ask him. Marshall Fulghum noted that the fundraising amount posted does not appear to be accurate, and Angie Pye will have Valerie to audit the receipts against the statement. Vernon Myers 1<sup>st</sup>, Melissa Miller 2<sup>nd</sup> to approve the treasurer's report. Vote was unanimous.

COMMITTEE REPORTS: The ED contract and Evaluation Committee met on 10/19/15. The ED contract was vetted and finalized and the contract was completed with the exception of the salary component. Angie Pye sent salary survey data to all of the Board and the full board will decide salary adjustments and the contract will be finalized.

New Business: President Fulghum announced the Christmas Luncheon for staff and board will be 12/10/15 at noon at the Palatka Woman's Club clubhouse. He stated that the staff will receive a cash bonus on their paychecks based on longevity.

Old Business: n/a

Director's Report: Angie Pye stated the shelter's turnaways

for July-Sept 2015 as 50—based on the category 4 homeless definition on turnaways. 28 do not meet the criteria, 14 were referred, 5 placed which makes the turn away 19. The shelter is at 100% of capacity. The Trans house is full. The audit is completed and there was one cost/allocation plan finding. All other findings were removed.

FCADV monitoring will begin the second week in January. The Woman's Club of Palatka wants to start a Court Watch Program. This program allows volunteers to watch the court proceedings and make recommendations to the courts and compare to other court watch organizations. Angie stated that she thinks the program is a great idea. Our prosecution rates are low but our arrest rates are high. Some will go to injunction court and some to other family courts.

Angie reported that 150 women went through DROP Class—less than 1% of the cases were reviewed. Angie stated that she will develop a protocol for people participating in the court watch program.

Lowe's service day is scheduled to build a covered patio at the shelter. FPL pledged to give \$500.00 for families. Finally Angie reported that the Shelter had a fire and 18' of the new fence on the cemetery side was destroyed due to a transformer blowing out. Also, the generator did not work. Angie will request it be repaired.

Mtg. adjourned\_\_12:59pm\_\_\_\_\_ NEXT MEETING: 1/5/2016 Valhalla Hall

LEE CONLEE Executive Director Contract and Evaluation Committee

DATE: \_\_11/2/15\_\_\_\_\_

The meeting was call to order at 1:05pm by President Fulghum in \_Valhalla Hall, St. Johns River College

Present: Marshall Fulghum, Yvonne Parrish, Gretchen Lunsford, Melissa Miller, Caroline Tingle, Julie McClain and Meghan Deputy

Also present: ED Angie Pye

Not in attendance: n/a

A quorum was established by Pres. Fulghum

Gretchen Lunsford stated that the ED evaluation was due. And Inquired as to what Angie Pye's income totals at the time. President Fulghum indicated that the ED's income is \$50,000 at this time.

Angie Pye stated that the grant allocation allows us to set up budget allocation for salary. We just make a budget adjustment and these adjustments can be made at any time. A new budget was discussed to increase staff salaries across the board.

A motion was made by Melissa Miller to approve a salary increase to \$57,500 for ED Angie Pye with an additional increase to 60,000 as of 3/31/16 with retro pay back to July 1. Seconded by Gretchen Lunsford, motion carried unanimously.

Marshall Fulghum stated that we will report to the full board via the minutes.

A motion was made by Caroline Tingle and seconded by Gretchen Lunsford to purchase additional \$100 gift card for each employee to be presented at the 12/10/15 Christmas Party. The cards are to be purchased as a Harbor Visa Gift card. The motion was carried unanimously.

Mtg. adjourned \_\_\_1:36pm\_\_\_\_\_

Respectfully Submitted

*Yvonne C. Parrish*  
Secretary

LINE ITEM	NOTES
Balance Sheet	
<b>INCOME</b>	
Grants & Contracts	<p>Showing 46% spent - spending is on target for the fiscal year.</p> <p>Budget adjustments are still pending waiting on approval from funders</p>
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	Part expenses will increase November to June due to ESG Contract being executed.
F. Operating Expenses	<p>Repair &amp; Maintenance budget will be increasing with new ESG funds.</p> <p>Memberships - FCADV due early in the year, and it went up this year</p>
G. Equipment & Inventory	
H. Rental of Use of Space	
I. Insurance	
J. Membership Dues	
K. Advertising	

**Additional Notes:**

12:32 PM

12/28/15

Accrual Basis

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

	Jul - Nov 15	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
40000 · Grants & Contracts	212,994.24	536,991.69	-323,997.45	39.7%
41000 · Discretionary Funds	48,009.60	133,052.44	-85,042.84	36.1%
42000 · Other Incomes	-10.00			
43000 · In-Kind	1,625.00			
<b>Total Income</b>	<u>262,618.84</u>	<u>670,044.13</u>	<u>-407,425.29</u>	<u>39.2%</u>
<b>Gross Profit</b>	262,618.84	670,044.13	-407,425.29	39.2%
<b>Expense</b>				
A · Salaries & Wages	186,527.53	435,523.00	-248,995.47	42.8%
B · Taxes & Benefits	35,826.32	67,602.36	-31,776.04	53.0%
C · Travel & Training Expenses	5,193.21	12,686.71	-7,493.50	40.9%
D · Professional/Contract Services	29,627.56	24,025.00	5,602.56	123.3%
F · Participant Expenses	10,701.87	33,500.00	-22,798.13	31.9%
G · Operating Expense	31,008.18	61,528.40	-30,520.22	50.4%
H · Equipment Inventory	2,191.73	3,500.00	-1,308.27	62.6%
I · Rental or Use of Space	28,068.80	71,665.28	-43,596.48	39.2%
J · Rental of Equipment	2,073.68	3,500.00	-1,426.32	59.2%
K · Insurance	2,555.20	9,913.38	-7,358.18	25.8%
L · Membership Dues & Subscriptions	3,924.58	3,000.00	924.58	130.8%
M · Advertising	495.00	3,000.00	-2,505.00	16.5%
<b>Total Expense</b>	<u>338,193.66</u>	<u>729,444.13</u>	<u>-391,250.47</u>	<u>46.4%</u>

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

	Jul - Nov 15	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
<b>40000 · Grants &amp; Contracts</b>				
<b>40100 · FCADV</b>				
40105 · FCADV - Prevention	3,500.00	20,000.00	-16,500.00	17.5%
40110 · FCADV - GR	12,152.25	29,165.42	-17,013.17	41.7%
40115 · FCADV - DVTF	5,466.40	13,119.34	-7,652.94	41.7%
40120 · FCADV - FVPSA	4,891.60	11,739.83	-6,848.23	41.7%
40125 · FCADV - TANF	39,964.85	95,915.60	-55,950.75	41.7%
40130 · FCADV - CCII / SA	21,693.35	52,064.00	-30,370.65	41.7%
<b>40135 · FCADV - L &amp; C</b>				
40136 · L&C	24,687.50			
40137 · CPI GR	6,562.50			
40135 · FCADV - L & C - Other	0.00	60,182.50	-60,182.50	0.0%
<b>Total 40135 · FCADV - L &amp; C</b>	<b>31,250.00</b>	<b>60,182.50</b>	<b>-28,932.50</b>	<b>51.9%</b>
40140 · FCADV - RURAL	24,166.65	58,000.00	-33,833.35	41.7%
40150 · FCADV - Training Scholarships	3,036.26			
<b>Total 40100 · FCADV</b>	<b>146,121.36</b>	<b>340,186.69</b>	<b>-194,065.33</b>	<b>43.0%</b>
<b>40200 · DCF</b>				
40210 · DCF (ESG)	7,090.88	54,657.00	-47,566.12	13.0%
<b>Total 40200 · DCF</b>	<b>7,090.88</b>	<b>54,657.00</b>	<b>-47,566.12</b>	<b>13.0%</b>
40300 · VOCA	42,939.91	104,717.00	-61,777.09	41.0%
40400 · DOH	4,410.85	9,919.00	-5,508.15	44.5%
40500 · Putnam County	0.00	9,612.00	-9,612.00	0.0%
<b>40600 · United Way</b>				
40610 · EFSP	2,600.00	500.00	2,100.00	520.0%
40620 · United Way of Putnam Co. Grant	9,831.24	17,400.00	-7,568.76	56.5%
<b>Total 40600 · United Way</b>	<b>12,431.24</b>	<b>17,900.00</b>	<b>-5,468.76</b>	<b>69.4%</b>
<b>Total 40000 · Grants &amp; Contracts</b>	<b>212,994.24</b>	<b>536,991.69</b>	<b>-323,997.45</b>	<b>39.7%</b>
<b>41000 · Discretionary Funds</b>				
41100 · Thrift Store Sales	27,253.15			
<b>41200 · Contributions</b>				
41210 · Individual Contributions	5,532.44			
41220 · Business Contributions	7,780.00			
41230 · Church Contributions	599.00			
41240 · Civic Group Contributions	25.00			
41200 · Contributions - Other	0.00			
<b>Total 41200 · Contributions</b>	<b>13,936.44</b>			
<b>41300 · Fundraising</b>				
<b>41330 · Golf Tournament</b>				
41331 · Golf Tournament Income	5,405.00			
41332 · Golf Tournament Expenses	-3,284.45			
41330 · Golf Tournament - Other	3,850.00			
<b>Total 41330 · Golf Tournament</b>	<b>5,970.55</b>			
<b>41360 · 5K</b>				
41362 · 5K Expenses	-19.94			
<b>Total 41360 · 5K</b>	<b>-19.94</b>			
<b>41370 · Purple Lights Walk</b>				
41371 · Purple Lights Income	1,989.00			
41372 · Purple Lights Expenses	-1,304.34			
41370 · Purple Lights Walk - Other	200.00			
<b>Total 41370 · Purple Lights Walk</b>	<b>884.66</b>			
<b>Total 41300 · Fundraising</b>	<b>6,835.27</b>			
<b>41310 · Capital Project-Shelter</b>				
41312 · Capital Project-Shelter Expense	-115.92			
<b>Total 41310 · Capital Project-Shelter</b>	<b>-115.92</b>			

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

	Jul - Nov 15	Budget	\$ Over Budget	% of Budget
<b>41400 · Other Discretionary Income</b>				
41410 · Thrift Shop Cash Over/Short	-244.36			
41420 · Interest Earned	40.99			
41430 · Miscellaneous Income	304.21			
<b>Total 41400 · Other Discretionary Income</b>	100.84			
41000 · Discretionary Funds - Other	-0.18	133,052.44	-133,052.62	-0.0%
<b>Total 41000 · Discretionary Funds</b>	48,009.60	133,052.44	-85,042.84	36.1%
<b>42000 · Other Incomes</b>				
42100 · Rent - Transitional Housing	-10.00			
<b>Total 42000 · Other Incomes</b>	-10.00			
<b>43000 · In-Kind</b>				
43200 · In-Kind Goods Income	815.00			
43210 · In-Kind Goods Expense	810.00			
<b>Total 43000 · In-Kind</b>	1,625.00			
<b>Total Income</b>	262,618.84	670,044.13	-407,425.29	39.2%
<b>Gross Profit</b>	262,618.84	670,044.13	-407,425.29	39.2%
<b>Expense</b>				
<b>A · Salaries &amp; Wages</b>				
60110 · Regular Wages	166,319.79	401,552.21	-235,232.42	41.4%
60120 · Overtime Wages	790.32			
60140 · Paid Time Off	15,297.10	27,002.43	-11,705.33	56.7%
60150 · Holiday Pay	4,120.32	6,968.36	-2,848.04	59.1%
<b>Total A · Salaries &amp; Wages</b>	186,527.53	435,523.00	-248,995.47	42.8%
<b>B · Taxes &amp; Benefits</b>				
61110 · FICA	14,258.53	33,317.51	-19,058.98	42.8%
61120 · SUTA	1,087.44	6,937.70	-5,850.26	15.7%
61130 · Workers Comp Insurance	253.00	7,578.11	-7,325.11	3.3%
61140 · Employee Health Insurance	19,719.69	18,569.14	1,150.55	106.2%
61160 · Car Allowance	507.65	1,199.90	-692.25	42.3%
B · Taxes & Benefits - Other	0.01			
<b>Total B · Taxes &amp; Benefits</b>	35,826.32	67,602.36	-31,776.04	53.0%
<b>C · Travel &amp; Training Expenses</b>				
62110 · Mileage	4,089.48			
62120 · Per diem	-696.75			
62130 · Lodging	981.95			
62140 · Transportation	168.53			
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>	5,193.21	12,686.71	-7,493.50	40.9%
<b>D · Professional/Contract Services</b>				
63110 · Professional Svcs-Accounting	23,053.74	12,000.00	11,053.74	192.1%
63120 · Professional Svcs - Legal	924.00			
63140 · Professional Services-I.T.	1,622.62	2,500.00	-877.38	64.9%
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	550.00	1,300.00	-750.00	42.3%
63520 · Lawn Service	500.00	2,500.00	-2,000.00	20.0%
63530 · Pest Control	350.00	1,000.00	-650.00	35.0%
63540 · Security	2,627.20	300.00	2,327.20	875.7%
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>	29,627.56	24,025.00	5,602.56	123.3%
<b>F · Participant Expenses</b>				
65110 · Food	3,513.04	10,250.00	-6,736.96	34.3%
65120 · Personal Items & Clothing	1,559.72	1,750.00	-190.28	89.1%
65130 · Household Supplies	2,168.72	3,000.00	-831.28	72.3%



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

	Jul - Nov 15	Budget	\$ Over Budget	% of Budget
<b>65150 · Outpatient Health Services</b>				
65151 · Prescription Medications	391.86			
65152 · Other Outpatient Health Svcs	112.70			
65150 · Outpatient Health Services - Other	0.00	3,500.00	-3,500.00	0.0%
<b>Total 65150 · Outpatient Health Services</b>	<b>504.56</b>	<b>3,500.00</b>	<b>-2,995.44</b>	<b>14.4%</b>
65160 · Mental Health Services	0.00	2,500.00	-2,500.00	0.0%
65170 · Accommodations	1,110.10	1,000.00	110.10	111.0%
<b>65180 · Participant Transportation</b>				
65181 · Bus tickets	912.50			
65182 · Gas Cards	463.38			
65180 · Participant Transportation - Other	0.00	5,000.00	-5,000.00	0.0%
<b>Total 65180 · Participant Transportation</b>	<b>1,375.88</b>	<b>5,000.00</b>	<b>-3,624.12</b>	<b>27.5%</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	5.00	1,000.00	-995.00	0.5%
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%
<b>65290 · Other Participant Expenses</b>				
65292 · Gift Cards	280.00			
65290 · Other Participant Expenses - Other	37.85	1,000.00	-962.15	3.8%
<b>Total 65290 · Other Participant Expenses</b>	<b>317.85</b>	<b>1,000.00</b>	<b>-682.15</b>	<b>31.8%</b>
<b>Total F · Participant Expenses</b>	<b>10,701.87</b>	<b>33,500.00</b>	<b>-22,798.13</b>	<b>31.9%</b>
<b>G · Operating Expense</b>				
63550 · Payroll Processing Fees	2,047.85	3,000.00	-952.15	68.3%
<b>66110 · Communications</b>				
66111 · Telephone, Internet & Cable	4,187.43			
66112 · Cellphones	1,749.31			
66110 · Communications - Other	507.76	14,190.93	-13,683.17	3.6%
<b>Total 66110 · Communications</b>	<b>6,444.50</b>	<b>14,190.93</b>	<b>-7,746.43</b>	<b>45.4%</b>
<b>66120 · Utilities</b>				
66121 · Electricity	8,235.99			
66122 · Water	2,312.58			
66123 · Gas	921.78			
66124 · Property Tax - Waste disposal	641.28			
66120 · Utilities - Other	33.17	26,667.68	-26,634.51	0.1%
<b>Total 66120 · Utilities</b>	<b>12,144.80</b>	<b>26,667.68</b>	<b>-14,522.88</b>	<b>45.5%</b>
66130 · Repairs & Maintenance	3,427.72	3,000.00	427.72	114.3%
66140 · Office supplies	1,978.68	6,376.55	-4,397.87	31.0%
66150 · Postage	609.58	1,634.40	-1,024.82	37.3%
66160 · Printing & Copying	1,351.73	1,220.87	130.86	110.7%
<b>66170 · Licenses &amp; Permits</b>				
66171 · Business Licenses	125.00			
66173 · Permit for Sidewalk Sales	15.00			
66170 · Licenses & Permits - Other	150.00	525.00	-375.00	28.6%
<b>Total 66170 · Licenses &amp; Permits</b>	<b>290.00</b>	<b>525.00</b>	<b>-235.00</b>	<b>55.2%</b>
66180 · Bank Fees	0.00	325.47	-325.47	0.0%
66190 · Credit Processing Fees	510.73	626.45	-115.72	81.5%
<b>66200 · Personnel Development</b>				
66202 · Staff Training	113.57			
66200 · Personnel Development - Other	0.00	1,500.00	-1,500.00	0.0%
<b>Total 66200 · Personnel Development</b>	<b>113.57</b>	<b>1,500.00</b>	<b>-1,386.43</b>	<b>7.6%</b>
66220 · Thrift Store Operating Supplies	767.52	1,076.79	-309.27	71.3%
66230 · Prevention Program Expenses	26.63			
<b>66290 · Other Operating Expenses</b>				
66299 · Misc. Expenses	554.24			
66290 · Other Operating Expenses - Other	107.48	1,384.26	-1,276.78	7.8%
<b>Total 66290 · Other Operating Expenses</b>	<b>661.72</b>	<b>1,384.26</b>	<b>-722.54</b>	<b>47.8%</b>

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

	Jul - Nov 15	Budget	\$ Over Budget	% of Budget
67140 · Software	633.15			
<b>Total G · Operating Expense</b>	<b>31,008.18</b>	<b>61,528.40</b>	<b>-30,520.22</b>	<b>50.4%</b>
<b>H · Equipment Inventory</b>				
67110 · Equipment	159.98			
67510 · Dep. Exp. - Equipment	2,031.75			
H · Equipment Inventory - Other	0.00	3,500.00	-3,500.00	0.0%
<b>Total H · Equipment Inventory</b>	<b>2,191.73</b>	<b>3,500.00</b>	<b>-1,308.27</b>	<b>62.6%</b>
<b>I · Rental or Use of Space</b>				
68110 · Thrift Store Rent	6,000.00	14,400.00	-8,400.00	41.7%
68120 · Storage Space	240.00			
68210 · Rent - Admin Offices				
68211 · Admin Rent Expense	7,500.00			
68212 · In Kind Admin Rent Deduction	-7,500.00			
<b>Total 68210 · Rent - Admin Offices</b>	<b>0.00</b>			
68510 · Dep. Exp. - Buildings	21,828.80	57,265.28	-35,436.48	38.1%
<b>Total I · Rental or Use of Space</b>	<b>28,068.80</b>	<b>71,665.28</b>	<b>-43,596.48</b>	<b>39.2%</b>
<b>J · Rental of Equipment</b>				
69110 · Equip Rental and Maintenance	2,073.68	3,500.00	-1,426.32	59.2%
<b>Total J · Rental of Equipment</b>	<b>2,073.68</b>	<b>3,500.00</b>	<b>-1,426.32</b>	<b>59.2%</b>
<b>K · Insurance</b>				
70120 · Property Insurance	2,555.20			
K · Insurance - Other	0.00	9,913.38	-9,913.38	0.0%
<b>Total K · Insurance</b>	<b>2,555.20</b>	<b>9,913.38</b>	<b>-7,358.18</b>	<b>25.8%</b>
<b>L · Membership Dues &amp; Subscriptions</b>				
71100 · Membership Dues	3,924.58	2,700.00	1,224.58	145.4%
71200 · Subscriptions	0.00	300.00	-300.00	0.0%
<b>Total L · Membership Dues &amp; Subscriptions</b>	<b>3,924.58</b>	<b>3,000.00</b>	<b>924.58</b>	<b>130.8%</b>
<b>M · Advertising</b>				
72100 · Print, Radio & Online Ads	0.00	400.00	-400.00	0.0%
72200 · Newsletter	495.00	2,600.00	-2,105.00	19.0%
<b>Total M · Advertising</b>	<b>495.00</b>	<b>3,000.00</b>	<b>-2,505.00</b>	<b>16.5%</b>
<b>Total Expense</b>	<b>338,193.66</b>	<b>729,444.13</b>	<b>-391,250.47</b>	<b>46.4%</b>
<b>Net Income</b>				

**Lee Conlee House, Inc**  
**Balance Sheet**  
 As of October 31, 2015

	Oct 31, 15
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10000 · Cash Accounts	
10010 · Checking Account...4711	19,652.20
10050 · The Shoppe....5256	8,024.57
10250 · Petty Cash	
10251 · Petty Cash Admin	264.04
10252 · Petty Cash Shelter	340.35
Total 10250 · Petty Cash	604.39
10400 · Savings....5118	66,096.84
Total 10000 · Cash Accounts	94,378.00
Total Checking/Savings	94,378.00
<b>Accounts Receivable</b>	
11000 · Accounts Receivable	
11200 · Grants Receivable	85,214.18
11000 · Accounts Receivable - Other	253.21
Total 11000 · Accounts Receivable	85,467.39
Total Accounts Receivable	85,467.39
<b>Other Current Assets</b>	
12000 · Prepaid Expenses	
12100 · Prepaid Insurance	3,467.00
Total 12000 · Prepaid Expenses	3,467.00
12002 · Inventory	6,000.00
Total Other Current Assets	9,467.00
<b>Total Current Assets</b>	<b>189,312.39</b>
<b>Fixed Assets</b>	
15000 · Property, Furniture & Equipment	
15100 · Office Equipment - Ammortized	18,007.03
15200 · Furniture & Fixtures	75,268.85
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	180,258.95
15900 · Accumulated Depreciation	-351,035.90
Total 15000 · Property, Furniture & Equipment	995,863.24
Total Fixed Assets	995,863.24
<b>TOTAL ASSETS</b>	<b>1,185,175.63</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
20000 · Accounts Payable	-80,480.10
Total Accounts Payable	-80,480.10
<b>Other Current Liabilities</b>	
22200 · Other Current Liabilities	
22210 · Payroll Liabilities	7,066.18
22230 · Accrued Payroll	-0.03
22250 · Sales Tax Payable	464.20
22260 · Employee Paid Health Insurance	2,527.45
22280 · Misc. Payroll Deductions	910.03
Total 22200 · Other Current Liabilities	10,967.83

Lee Conlee House, Inc  
**Balance Sheet**  
As of October 31, 2015

	<u>Oct 31, 15</u>
Total Other Current Liabilities	10,967.83
Total Current Liabilities	<u>-69,512.27</u>
Total Liabilities	-69,512.27
Equity	
31100 - Unrestricted Net Assets	1,303,833.34
Net Income	<u>-49,145.44</u>
Total Equity	<u>1,254,687.90</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>1,185,175.63</u></u></b>

12:40 PM  
12/28/15  
Accrual Basis

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

	<u>Oct 15</u>
Income	
41000 · Discretionary Funds	6,810.65
Total Income	<u>6,810.65</u>
Gross Profit	6,810.65
Expense	
A · Salaries & Wages	3,826.50
B · Taxes & Benefits	601.92
C · Travel & Training Expenses	76.95
G · Operating Expense	1,321.78
I · Rental or Use of Space	<u>1,200.00</u>
Total Expense	<u>7,027.15</u>
Net Income	<u><u>-216.50</u></u>

**Lee Conlee House, Inc**  
**Monthly P&L Detail - Thrift Store**  
 October 2015

	Oct 15
<b>Income</b>	
41000 · Discretionary Funds	
41100 · Thrift Store Sales	6,809.97
41200 · Contributions	
41210 · Individual Contributions	65.49
<b>Total 41200 · Contributions</b>	65.49
41400 · Other Discretionary Income	
41410 · Thrift Shop Cash Over/Short	-64.81
<b>Total 41400 · Other Discretionary Income</b>	-64.81
<b>Total 41000 · Discretionary Funds</b>	6,810.65
<b>Total Income</b>	6,810.65
<b>Gross Profit</b>	6,810.65
<b>Expense</b>	
<b>A · Salaries &amp; Wages</b>	
60110 · Regular Wages	3,746.50
60120 · Overtime Wages	0.00
60140 · Paid Time Off	80.00
60150 · Holiday Pay	0.00
<b>Total A · Salaries &amp; Wages</b>	3,826.50
<b>B · Taxes &amp; Benefits</b>	
61110 · FICA	292.74
61140 · Employee Health Insurance	309.18
<b>Total B · Taxes &amp; Benefits</b>	601.92
<b>C · Travel &amp; Training Expenses</b>	
62110 · Mileage	76.95
<b>Total C · Travel &amp; Training Expenses</b>	76.95
<b>G · Operating Expense</b>	
63550 · Payroll Processing Fees	68.98
66110 · Communications	
66111 · Telephone, Internet & Cable	112.45
<b>Total 66110 · Communications</b>	112.45
66120 · Utilities	
66121 · Electricity	386.35
66122 · Water	112.29
<b>Total 66120 · Utilities</b>	498.64
66140 · Office supplies	54.49
66190 · Credit Processing Fees	191.80
66220 · Thrift Store Operating Supplies	395.42
<b>Total G · Operating Expense</b>	1,321.78
<b>I · Rental or Use of Space</b>	
68110 · Thrift Store Rent	1,200.00
<b>Total I · Rental or Use of Space</b>	1,200.00
<b>Total Expense</b>	7,027.15
<b>Net Income</b>	-216.50

Lee Conlee House, Inc  
Monthly P&L Summary  
October 2015

	<u>Oct 15</u>
Income	
40000 · Grants & Contracts	42,793.02
41000 · Discretionary Funds	12,277.07
43000 · In-Kind	810.00
Total Income	<u>55,880.09</u>
Gross Profit	55,880.09
Expense	
A · Salaries & Wages	46,401.29
B · Taxes & Benefits	8,375.09
C · Travel & Training Expenses	1,458.88
D · Professional/Contract Services	3,509.26
F · Participant Expenses	2,400.39
G · Operating Expense	5,936.52
H · Equipment Inventory	566.33
I · Rental or Use of Space	5,565.76
J · Rental of Equipment	438.41
L · Membership Dues & Subscriptions	101.23
M · Advertising	99.00
Total Expense	<u>74,852.16</u>
Net Income	<u><u>-18,972.07</u></u>

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

	Oct 15
Income	
40000 · Grants & Contracts	
40100 · FCADV	
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
Total 40135 · FCADV - L & C	6,250.00
40140 · FCADV - RURAL	4,833.33
40150 · FCADV - Training Scholarships	754.27
Total 40100 · FCADV	28,671.29
40300 · VOCA	8,053.94
40400 · DOH	1,152.17
40600 · United Way	
40620 · United Way of Putnam Co. Grant	4,915.62
Total 40600 · United Way	4,915.62
Total 40000 · Grants & Contracts	42,793.02
41000 · Discretionary Funds	
41100 · Thrift Store Sales	6,933.97
41200 · Contributions	
41210 · Individual Contributions	65.49
41220 · Business Contributions	5,000.00
Total 41200 · Contributions	5,065.49
41300 · Fundraising	
41330 · Golf Tournament	
41332 · Golf Tournament Expenses	-136.00
Total 41330 · Golf Tournament	-136.00
41370 · Purple Lights Walk	
41371 · Purple Lights Income	1,689.00
41372 · Purple Lights Expenses	-1,304.34
41370 · Purple Lights Walk - Other	200.00
Total 41370 · Purple Lights Walk	584.66
Total 41300 · Fundraising	448.66
41310 · Capital Project-Shelter	
41312 · Capital Project-Shelter Expense	-115.92
Total 41310 · Capital Project-Shelter	-115.92
41400 · Other Discretionary Income	
41410 · Thrift Shop Cash Over/Short	-64.81
41420 · Interest Earned	9.68
Total 41400 · Other Discretionary Income	-55.13
41000 · Discretionary Funds - Other	0.00
Total 41000 · Discretionary Funds	12,277.07
43000 · In-Kind	
43210 · In-Kind Goods Expense	810.00
Total 43000 · In-Kind	810.00
Total Income	55,880.09
Gross Profit	55,880.09
Expense	



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

	Oct 15
<b>A · Salaries &amp; Wages</b>	
60110 · Regular Wages	41,116.19
60120 · Overtime Wages	362.63
60140 · Paid Time Off	4,922.47
60150 · Holiday Pay	0.00
<b>Total A · Salaries &amp; Wages</b>	46,401.29
<b>B · Taxes &amp; Benefits</b>	
61110 · FICA	3,549.69
61120 · SUTA	215.45
61130 · Workers Comp Insurance	253.00
61140 · Employee Health Insurance	4,218.50
61160 · Car Allowance	138.45
<b>Total B · Taxes &amp; Benefits</b>	8,375.09
<b>C · Travel &amp; Training Expenses</b>	
62110 · Mileage	990.40
62120 · Per diem	198.00
62130 · Lodging	101.95
62140 · Transportation	168.53
<b>Total C · Travel &amp; Training Expenses</b>	1,458.88
<b>D · Professional/Contract Services</b>	
63110 · Professional Svcs-Accounting	2,580.04
63140 · Professional Services-I.T.	429.37
63510 · Cleaning	150.00
63520 · Lawn Service	250.00
63530 · Pest Control	70.00
63540 · Security	29.85
<b>Total D · Professional/Contract Services</b>	3,509.26
<b>F · Participant Expenses</b>	
65110 · Food	893.91
65120 · Personal Items & Clothing	420.24
65130 · Household Supplies	558.37
65150 · Outpatient Health Services	
65151 · Prescription Medications	19.57
<b>Total 65150 · Outpatient Health Services</b>	19.57
65170 · Accommodations	213.30
65180 · Participant Transportation	
65181 · Bus tickets	250.00
65182 · Gas Cards	40.00
<b>Total 65180 · Participant Transportation</b>	290.00
65220 · Education	5.00
<b>Total F · Participant Expenses</b>	2,400.39
<b>G · Operating Expense</b>	
63550 · Payroll Processing Fees	689.80
66110 · Communications	
66111 · Telephone, Internet & Cable	848.46
66112 · Cellphones	349.70
66110 · Communications - Other	138.48
<b>Total 66110 · Communications</b>	1,336.64
66120 · Utilities	
66121 · Electricity	1,420.52
66122 · Water	834.14
66123 · Gas	193.22
<b>Total 66120 · Utilities</b>	2,447.88
66130 · Repairs & Maintenance	881.00
66140 · Office supplies	82.27
66150 · Postage	35.98
66170 · Licenses & Permits	

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

	<u>Oct 15</u>
66171 · Business Licenses	-175.00
Total 66170 · Licenses & Permits	-175.00
66190 · Credit Processing Fees	191.80
66220 · Thrift Store Operating Supplies	395.42
66230 · Prevention Program Expenses	0.00
66290 · Other Operating Expenses	
66299 · Misc. Expenses	50.73
Total 66290 · Other Operating Expenses	50.73
Total G · Operating Expense	5,936.52
H · Equipment Inventory	
67110 · Equipment	159.98
67510 · Dep. Exp. - Equipment	406.35
Total H · Equipment Inventory	566.33
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	438.41
Total J · Rental of Equipment	438.41
L · Membership Dues & Subscriptions	
71100 · Membership Dues	101.23
Total L · Membership Dues & Subscriptions	101.23
M · Advertising	
72200 · Newsletter	99.00
Total M · Advertising	99.00
Total Expense	74,852.16

**Lee Conlee House, Inc**  
**Balance Sheet**  
 As of November 30, 2015

	Nov 30, 15
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
10000 · Cash Accounts	
10010 · Checking Account...4711	18,402.19
10050 · The Shoppe....5256	4,928.34
10250 · Petty Cash	
10251 · Petty Cash Admin	264.04
10252 · Petty Cash Shelter	340.35
Total 10250 · Petty Cash	604.39
10400 · Savings....5118	46,102.64
Total 10000 · Cash Accounts	70,037.56
Total Checking/Savings	70,037.56
Accounts Receivable	
11000 · Accounts Receivable	
11200 · Grants Receivable	98,164.89
11000 · Accounts Receivable - Other	253.21
Total 11000 · Accounts Receivable	98,418.10
Total Accounts Receivable	98,418.10
Other Current Assets	
12000 · Prepaid Expenses	
12100 · Prepaid Insurance	4,093.50
Total 12000 · Prepaid Expenses	4,093.50
12002 · Inventory	6,000.00
Total Other Current Assets	10,093.50
Total Current Assets	178,549.16
<b>Fixed Assets</b>	
15000 · Property, Furniture & Equipment	
15100 · Office Equipment - Ammortized	18,007.03
15200 · Furniture & Fixtures	75,268.85
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	180,258.95
15900 · Accumulated Depreciation	-355,808.01
Total 15000 · Property, Furniture & Equipment	991,091.13
Total Fixed Assets	991,091.13
<b>TOTAL ASSETS</b>	<b>1,169,640.29</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
20000 · Accounts Payable	-69,411.77
Total Accounts Payable	-69,411.77
Other Current Liabilities	
22200 · Other Current Liabilities	
22210 · Payroll Liabilities	7,066.18
22230 · Accrued Payroll	-0.03
22250 · Sales Tax Payable	416.51
22260 · Employee Paid Health Insurance	2,400.85
22280 · Misc. Payroll Deductions	910.03
Total 22200 · Other Current Liabilities	10,793.54

12:34 PM  
12/28/15  
Accrual Basis

Lee Conlee House, Inc  
**Balance Sheet**  
As of November 30, 2015

	<u>Nov 30, 15</u>
Total Other Current Liabilities	10,793.54
Total Current Liabilities	<u>-58,618.23</u>
Total Liabilities	-58,618.23
Equity	
31100 - Unrestricted Net Assets	1,303,833.34
Net Income	<u>-75,574.82</u>
Total Equity	<u>1,228,258.52</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>1,169,640.29</u></u></b>

12:39 PM  
12/28/15  
Accrual Basis

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

	<u>Nov 15</u>
Income	
41000 · Discretionary Funds	<u>6,271.52</u>
Total Income	<u>6,271.52</u>
Gross Profit	6,271.52
Expense	
A · Salaries & Wages	2,082.00
B · Taxes & Benefits	474.27
C · Travel & Training Expenses	130.95
G · Operating Expense	1,099.57
I · Rental or Use of Space	<u>1,260.00</u>
Total Expense	<u>5,046.79</u>
Net Income	<u><u>1,224.73</u></u>

**Lee Conlee House, Inc**  
**Monthly P&L Detail - Thrift Store**  
 November 2015

	Nov 15
<b>Income</b>	
41000 · Discretionary Funds	
41100 · Thrift Store Sales	5,951.53
41200 · Contributions	
41210 · Individual Contributions	343.46
<b>Total 41200 · Contributions</b>	343.46
41400 · Other Discretionary Income	
41410 · Thrift Shop Cash Over/Short	-23.47
<b>Total 41400 · Other Discretionary Income</b>	-23.47
<b>Total 41000 · Discretionary Funds</b>	6,271.52
<b>Total Income</b>	6,271.52
<b>Gross Profit</b>	6,271.52
<b>Expense</b>	
<b>A · Salaries &amp; Wages</b>	
60110 · Regular Wages	1,842.00
60120 · Overtime Wages	0.00
60140 · Paid Time Off	80.00
60150 · Holiday Pay	160.00
<b>Total A · Salaries &amp; Wages</b>	2,082.00
<b>B · Taxes &amp; Benefits</b>	
61110 · FICA	159.26
61140 · Employee Health Insurance	315.01
<b>Total B · Taxes &amp; Benefits</b>	474.27
<b>C · Travel &amp; Training Expenses</b>	
62110 · Mileage	130.95
<b>Total C · Travel &amp; Training Expenses</b>	130.95
<b>G · Operating Expense</b>	
63550 · Payroll Processing Fees	57.94
66110 · Communications	
66111 · Telephone, Internet & Cable	109.64
<b>Total 66110 · Communications</b>	109.64
66120 · Utilities	
66121 · Electricity	394.53
66122 · Water	107.96
<b>Total 66120 · Utilities</b>	502.49
66130 · Repairs & Maintenance	235.00
66190 · Credit Processing Fees	117.14
66220 · Thrift Store Operating Supplies	77.36
<b>Total G · Operating Expense</b>	1,099.57
<b>I · Rental or Use of Space</b>	
68110 · Thrift Store Rent	1,200.00
68120 · Storage Space	60.00
<b>Total I · Rental or Use of Space</b>	1,260.00
<b>Total Expense</b>	5,046.79
<b>Net Income</b>	1,224.73

12:37 PM  
12/28/15  
Accrual Basis

Lee Conlee House, Inc  
Monthly P&L Summary  
November 2015

	<u>Nov 15</u>
<b>Income</b>	
40000 · Grants & Contracts	44,977.05
41000 · Discretionary Funds	7,384.09
42000 · Other Incomes	-10.00
<b>Total Income</b>	<u>52,351.14</u>
<b>Gross Profit</b>	52,351.14
<b>Expense</b>	
A · Salaries & Wages	36,075.03
B · Taxes & Benefits	7,266.93
C · Travel & Training Expenses	381.50
D · Professional/Contract Services	16,129.32
F · Participant Expenses	4,226.41
G · Operating Expense	7,942.45
H · Equipment Inventory	406.35
I · Rental or Use of Space	5,625.76
J · Rental of Equipment	472.43
L · Membership Dues & Subscriptions	155.34
M · Advertising	99.00
<b>Total Expense</b>	<u>78,780.52</u>

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

	Nov 15
<b>Income</b>	
40000 · Grants & Contracts	
40100 · FCADV	
40105 · FCADV - Prevention	750.00
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
Total 40135 · FCADV - L & C	6,250.00
40140 · FCADV - RURAL	4,833.33
40150 · FCADV - Training Scholarships	839.83
Total 40100 · FCADV	29,506.85
40200 · DCF	
40210 · DCF (ESG)	7,090.88
Total 40200 · DCF	7,090.88
40300 · VOCA	7,677.15
40400 · DOH	702.17
Total 40000 · Grants & Contracts	44,977.05
41000 · Discretionary Funds	
41100 · Thrift Store Sales	5,951.53
41200 · Contributions	
41210 · Individual Contributions	599.71
41220 · Business Contributions	500.00
41230 · Church Contributions	199.00
Total 41200 · Contributions	1,298.71
41300 · Fundraising	
41370 · Purple Lights Walk	
41371 · Purple Lights Income	150.00
Total 41370 · Purple Lights Walk	150.00
Total 41300 · Fundraising	150.00
41400 · Other Discretionary Income	
41410 · Thrift Shop Cash Over/Short	-23.47
41420 · Interest Earned	7.42
Total 41400 · Other Discretionary Income	-16.05
41000 · Discretionary Funds - Other	-0.10
Total 41000 · Discretionary Funds	7,384.09
42000 · Other Incomes	
42100 · Rent - Transitional Housing	-10.00
Total 42000 · Other Incomes	-10.00
<b>Total Income</b>	52,351.14
<b>Gross Profit</b>	52,351.14
<b>Expense</b>	
A · Salaries & Wages	
60110 · Regular Wages	30,003.97
60120 · Overtime Wages	247.50
60140 · Paid Time Off	3,175.85
60150 · Holiday Pay	2,647.71
Total A · Salaries & Wages	36,075.03
B · Taxes & Benefits	



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

	Nov 15
61110 · FICA	2,759.72
61120 · SUTA	118.54
61140 · Employee Health Insurance	4,296.37
61160 · Car Allowance	92.30
<b>Total B · Taxes &amp; Benefits</b>	<b>7,266.93</b>
<b>C · Travel &amp; Training Expenses</b>	
62110 · Mileage	364.50
62120 · Per diem	17.00
62140 · Transportation	0.00
<b>Total C · Travel &amp; Training Expenses</b>	<b>381.50</b>
<b>D · Professional/Contract Services</b>	
63110 · Professional Svcs-Accounting	15,959.32
63510 · Cleaning	100.00
63530 · Pest Control	70.00
<b>Total D · Professional/Contract Services</b>	<b>16,129.32</b>
<b>F · Participant Expenses</b>	
65110 · Food	1,234.97
65120 · Personal Items & Clothing	653.39
65130 · Household Supplies	1,049.67
65150 · Outpatient Health Services	
65151 · Prescription Medications	137.90
65152 · Other Outpatient Health Svcs	92.70
<b>Total 65150 · Outpatient Health Services</b>	<b>230.60</b>
65170 · Accommodations	426.60
65180 · Participant Transportation	
65181 · Bus tickets	250.00
65182 · Gas Cards	101.18
<b>Total 65180 · Participant Transportation</b>	<b>351.18</b>
65190 · Document Replacement	0.00
65290 · Other Participant Expenses	
65292 · Gift Cards	280.00
<b>Total 65290 · Other Participant Expenses</b>	<b>280.00</b>
<b>Total F · Participant Expenses</b>	<b>4,226.41</b>
<b>G · Operating Expense</b>	
63550 · Payroll Processing Fees	579.35
66110 · Communications	
66111 · Telephone, Internet & Cable	835.14
66112 · Cellphones	349.70
66110 · Communications - Other	92.32
<b>Total 66110 · Communications</b>	<b>1,277.16</b>
66120 · Utilities	
66121 · Electricity	1,468.36
66122 · Water	478.96
66123 · Gas	193.51
66124 · Property Tax - Waste disposal	641.28
66120 · Utilities - Other	33.17
<b>Total 66120 · Utilities</b>	<b>2,815.28</b>
66130 · Repairs & Maintenance	1,097.17
66140 · Office supplies	466.72
66150 · Postage	65.99
66160 · Printing & Copying	1,083.73
66170 · Licenses & Permits	
66173 · Permit for Sidewalk Sales	15.00
66170 · Licenses & Permits - Other	50.00
<b>Total 66170 · Licenses &amp; Permits</b>	<b>65.00</b>
66190 · Credit Processing Fees	117.14

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

	<u>Nov 15</u>
66220 · Thrift Store Operating Supplies	77.36
66230 · Prevention Program Expenses	26.63
66290 · Other Operating Expenses	
66299 · Misc. Expenses	178.10
66290 · Other Operating Expenses - Other	<u>92.82</u>
Total 66290 · Other Operating Expenses	<u>270.92</u>
Total G · Operating Expense	7,942.45
H · Equipment Inventory	
67510 · Dep. Exp. - Equipment	<u>406.35</u>
Total H · Equipment Inventory	406.35
I · Rental or Use of Space	
68110 · Thrift Store Rent	1,200.00
68120 · Storage Space	60.00
68210 · Rent - Admin Offices	
68211 · Admin Rent Expense	1,500.00
68212 · In Kind Admin Rent Deduction	<u>-1,500.00</u>
Total 68210 · Rent - Admin Offices	0.00
68510 · Dep. Exp. - Buildings	<u>4,365.76</u>
Total I · Rental or Use of Space	5,625.76
J · Rental of Equipment	
69110 · Equip Rental and Maintenance	<u>472.43</u>
Total J · Rental of Equipment	472.43
L · Membership Dues & Subscriptions	
71100 · Membership Dues	<u>155.34</u>
Total L · Membership Dues & Subscriptions	155.34
M · Advertising	
72200 · Newsletter	<u>99.00</u>
Total M · Advertising	<u>99.00</u>
Total Expense	<u>78,780.52</u>

To: Board of Directors  
 Fr: Angie Pye, Executive Director  
 Dt: December 28, 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 – November 2015	46 Unduplicated / 58 resided in shelter since July 1
Child Shelter July - November 2015	37 Unduplicated / 49 resided in shelter since July 1
Outreach July- November 2015	102 Unduplicated
Transitional Housing July – November 2015	17 Unduplicated
Shelter Nights/Capacity**	3,440 Nights of Shelter / 86%*
Hotline Calls July- November 2015	440 433 DV / 7 SV
Average Shelter Stay – Thru October	17 Overall / Adults +Children 24 / Adults no Children 12
Activities/Services – Thru October	5,423 Hours / 5,680 Contacts – 189 Clients
Turn away's – Thru October	50 *Does not meet criteria – 28 *Referred to sister shelter – 14 *Full - 5

**News**

**ESG Contract executed Nov 1 – still waiting on budget amendment approvals for new cash**

**Audit was completed.**

**Monitoring January 6-8, 2016**

**Christmas was very successful this year – all families were covered and then some. Thank you to everyone who participated, contributed, etc.**