

LEE CONLEE HOUSE
BOARD OF DIRECTORS MEETING
July 13, 2015
12:00 P.M.

Agenda

- I. Welcome
Comments from President Marshall Fulghum, President
- II. Approval of March/April Minutes Marshall Fulghum, President
- III. Treasurer's Report Gretchen Lunsford, Treasurer
- **Treasurer Report**
 - **The Shoppe update**
- IV. Committee Reports Marshall Fulghum, President
-
- V. New Business Marshall Fulghum, President
- **Golf Tournament 2015 September 19, 2015**
 - **New Officers – 2015-2016 Fiscal**
 - **New Boards Members**
Shelly Payne
John Raymond Theobold
- VI. Old Business Marshall Fulghum, President
-
- VII. Director's Report Angie Pye, Executive Director
- **Transitional Housing/ Emergency Shelter/ Outreach**
- IX. Adjourn

Next Meeting

September 14, 2015
Noon
Location: Valhalla Hall

**Lee Conlee House, Inc.
Board of Director's Meeting
April 13, 2015**

The meeting was called to order at 12:10 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, Lynda Taylor, Gretchen Lunsford, Meghan Deputy, Melissa Miller, Caroline Tingle, Julie McClain, Betsy Driggers and Pat Freeman

Not in Attendance: Jared Guy, Vernon Myers, Margie Payne and Yvonne Parrish

Also Present: Angie Pye, Executive Director

A quorum was established by President Fulghum

No minutes from the March 2, 2015 meeting were available for review or approval.

Treasurer's Report for LCH and The Shoppe

The financial reports were presented by Treasurer Gretchen Lunsford. Lunsford discussed the Accounts Receivable line item and explained these monies (\$132,080) were owed in the form of grant reimbursements. Lunsford asked ED Angie Pye if the Agency's Savings Account would be replenished when the grant money was received. Pye stated building back the Savings Account was the plan as monies came in. The Shoppe's Balance Sheet and Income Statement were reviewed and it was noted that The Shoppe's income is positive.

Director Freeman moved, seconded by Director Tingle, to approve the Treasurer's Report for the Lee Conlee House and The Shoppe for the month of February 2015. Motion passed.

Committee Reports

Fundraising Committee: Director Tingle reported on the Celebrity Chef Event and stated eight (8) chefs had been secured. Discussion was had regarding recruitment of another chef and particulars of the event. Tingle stated the committee would be meeting again prior to the event and asked that all directors meet at the event site at 9 a.m. on Saturday, April 25, 2015.

Old Business

The Open House/Brick Dedication for the 2014 Capital Campaign to renovate and expand the Shelter (held on Tuesday, March 10, 2015) was discussed by the board. Everyone agreed the event was a success. Discussion was had regarding the numerous positive comments received as guests were impressed with the facility.

New Business

President Fulghum informed the board that new director nominations should be forwarded to the Nominating Committee to be vetted. Further discussion was had regarding the board's goal to add five (5) new members.

Directors Report

Executive Director Angie Pye distributed the ED Report and informed the board that the Agency continued to operate over capacity requiring some residents to stay at a hotel even with the additional beds. Pye stated the Agency's response to the annual monitoring report performed by the FCADV had been completed and returned. Pye closed her report by informing the board of her attendance as a speaker at *The End Violence against Women International Conference* held the prior week in New Orleans, LA.

General discussion was had regarding a potential benefactor to the Agency.

The next meeting is scheduled to be held on May 4, 2015 at 12:00 p.m. at the St. Johns River State College in the Valhalla Hall. President Fulghum moved to adjourn the meeting at 1:20 p.m.

Respectfully submitted,

Gretchen Lunsford substituting
For Secretary, Yvonne Parrish

Lee Conlee House, Inc.
Board of Director's Meeting
May 4, 2015

The meeting was called to order at 12:05 p.m. by President Marshall 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, Caroline Tingle, Pat Freeman, Lynda Taylor, Vernon Myers, Jared Guy

Not in Attendance: Betsy Driggers, Margie Payne, Meghan Deputy and Julie McClain

Also Present: Angie Pye, Executive Director

A quorum was established by President Fulghum.

President Fulghum call for approval of the minutes for March 2, 2015, Vernon Myers moved approval and Pat Freeman seconded, motion passed.

Treasurer's Report for LCH and The Shoppe

The financial reports were presented by Treasurer Gretchen Lunsford. Lunsford presented the 4/30/15 balance sheet, stating that LCH received \$70,000 this month and that VOCA owes approximately \$50,000. The \$10,000 check from Sheriff Hardy was included in the April 30 balance sheet.

Director Myers moved, seconded by Director Freeman, to approve the Treasurer's Report for the Lee Conlee House and The Shoppe. Motion passed.

Committee Reports

There were no committee reports.

Old Business

President Fulghum, Directors Lunsford and Tingle reviewed the Celebrity Chef Fundraiser event. The estimated earnings for this event were \$21,068 which included the \$10,000 check from the Sheriff. The attendance was lower, but funds remained on par with the previous year. Derby Day Celebrity Chef was discussed briefly. The golf classic will be on September 19th and planning will begin soon.

New Business

President Fulghum announced that we were actively seeking new board members.

Directors Report

Executive Director Angie Pye reported that the Shelter was full and we are still sending clients to hotels. We have had 68 women and 73 children since July 1st. We are at 113% capacity. Director Lunsford announced that the staff of First Coast Community Credit Union is making Mommy Survival Kits.

President Fulghum reminded the board of the United Way dinner Tuesday, 5/19/15 at the Best Western, 5:45-6:15.

The meeting dates were changed: 7/16/15 was changed to 7/13/15 and 9/7/15 to 9/14/15.

The meeting adjourned at 12:36pm. The Next meeting will be June 1 @ Valhalla Hall.

Respectfully submitted,

Yvonne Parrish, Secretary

LINE ITEM	NOTES
Balance Sheet	
INCOME	
Grants & Contracts	
EXPENSES	
Salaries & Wages	
Taxes & Benefits	Higher than budgeted amount because of health care reform changes
Travel and Training	Travel looks high still but really we have had a bit over \$5,000 reimbursed to us
Professional Services Contracts	Percentage is a bit higher due to accounting fees – budget amendments will be done if determined necessary to spend out all categories.
Participant Expenses	
Operating Expenses	Increase in ESG accounts for increase in operating, participant and equipment expense
Equipment & Inventory	Equipment and inventory still appears high due to capital expenses.
Rental of Use of Space	
Rental of Equipment	
Insurance	
Membership Dues	
Advertising	

Additional Notes:

Lee Conlee House, Inc
Balance Sheet
 As of April 30, 2015

Apr 30, 15

ASSETS

Current Assets

Checking/Savings

10000 · Cash Accounts
 10010 · Checking Account...4711
 10050 · The Shoppe....5256
 10250 · Petty Cash
 10251 · Petty Cash Admin
 10252 · Petty Cash Shelter

53,658.92
 7,331.19
 200.74
 340.35

Total 10250 · Petty Cash

541.09

10400 · Savings....5118

56,059.95

Total 10000 · Cash Accounts

117,591.15

Total Checking/Savings

117,591.15

Accounts Receivable

11000 · Accounts Receivable
 11200 · Grants Receivable
 11000 · Accounts Receivable - Other

99,241.68
 7,314.43

Total 11000 · Accounts Receivable

106,556.11

Total Accounts Receivable

106,556.11

Other Current Assets

12002 · Inventory
 13000 · Undeposited Funds

6,000.00
 2,953.88

Total Other Current Assets

8,953.88

Total Current Assets

233,101.14

Fixed Assets

15000 · Property, Furniture & Equipment
 15100 · Office Equipment - Ammortized
 15200 · Furniture & Fixtures
 15300 · Playground Equipment
 15400 · Real Property
 15500 · Land - Shelter
 15600 · Building Improvements
 15700 · 2014-2015 Capital Improvements
 15900 · Accumulated Depreciation
 15000 · Property, Furniture & Equipment - Other

18,007.03
 75,268.85
 1,848.00
 885,526.31
 179,000.00
 6,990.00
 264,377.95
 -322,403.24
 1,867.50

Total 15000 · Property, Furniture & Equipment

1,110,482.40

Total Fixed Assets

1,110,482.40

TOTAL ASSETS

1,343,583.54

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable
 20000 · Accounts Payable

17,866.82

Total Accounts Payable

17,866.82

Other Current Liabilities

22200 · Other Current Liabilities
 22210 · Payroll Liabilities
 22230 · Accrued Payroll
 22250 · Sales Tax Payable
 22260 · Employee Paid Health Insurance

7,674.22
 -0.03
 293.54
 2,971.80

Total 22200 · Other Current Liabilities

10,939.53

22235 · Accrued Leave

12,079.00

Total Other Current Liabilities

23,018.53

Lee Conlee House, Inc
Balance Sheet
As of April 30, 2015

	<u>Apr 30, 15</u>
Total Current Liabilities	40,885.35
Total Liabilities	40,885.35
Equity	
31100 · Unrestricted Net Assets	1,270,420.26
Net Income	32,277.93
Total Equity	1,302,698.19
TOTAL LIABILITIES & EQUITY	<u>1,343,583.54</u>

Lee Conlee House, Inc
YTD P&L Budget vs. Actual Summary
 July 2014 through April 2015

	Jul '14 - Apr 15	Budget	\$ Over Budget	% of Budget
Income				
40000 · Grants & Contracts	571,786.09	571,593.20	192.89	100.0%
41000 · Discretionary Funds	123,457.22	120,812.01	2,845.21	102.4%
42000 · Other Incomes	605.00			
Total Income	<u>695,848.31</u>	<u>692,205.21</u>	<u>3,643.10</u>	<u>100.5%</u>
Gross Profit	695,848.31	692,205.21	3,643.10	100.5%
Expense				
A · Salaries & Wages	358,651.73	435,523.00	-76,871.27	82.3%
B · Taxes & Benefits	79,212.24	67,602.36	11,609.88	117.2%
C · Travel & Training Expenses	13,702.63	12,686.71	1,015.92	108.0%
D · Professional/Contract Services	26,212.89	27,025.00	-812.11	97.0%
F · Participant Expenses	41,640.26	33,500.00	8,140.26	124.3%
G · Operating Expense	60,836.03	58,528.40	2,307.63	103.9%
H · Equipment Inventory	6,879.62	3,500.00	3,379.62	196.6%
I · Rental or Use of Space	56,312.10	71,665.28	-15,353.18	78.6%
J · Rental of Equipment	3,224.26	3,500.00	-275.74	92.1%
K · Insurance	11,611.24	9,913.38	1,697.86	117.1%
L · Membership Dues & Subscriptions	4,351.38	3,000.00	1,351.38	145.0%
M · Advertising	936.00	3,000.00	-2,064.00	31.2%
Total Expense	<u>663,570.38</u>	<u>729,444.13</u>	<u>-65,873.75</u>	<u>91.0%</u>
Net Income	<u><u>32,277.93</u></u>	<u><u>-37,238.92</u></u>	<u><u>69,516.85</u></u>	<u><u>-86.7%</u></u>

2:49 PM
05/27/15
Accrual Basis

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

	<u>Apr 15</u>
Income	
40000 · Grants & Contracts	52,002.72
41000 · Discretionary Funds	31,936.78
Total Income	<u>83,939.50</u>
Gross Profit	83,939.50
Expense	
A · Salaries & Wages	31,016.48
B · Taxes & Benefits	9,255.92
C · Travel & Training Expenses	2,001.78
D · Professional/Contract Services	3,577.10
F · Participant Expenses	4,949.57
G · Operating Expense	8,237.62
H · Equipment Inventory	-9,643.65
I · Rental or Use of Space	5,625.76
J · Rental of Equipment	354.16
K · Insurance	5,176.51
L · Membership Dues & Subscriptions	77.67
M · Advertising	99.00
Total Expense	<u>60,727.92</u>
Net Income	<u><u>23,211.58</u></u>

2:13 PM
05/27/15
Accrual Basis

Lee Conlee House, Inc
YTD Profit & Loss Summary - Thrift Shoppe
July 2014 through April 2015

	<u>Jul '14 - Apr 15</u>
Income	
41000 - Discretionary Funds	68,209.41
Total Income	<u>68,209.41</u>
Gross Profit	68,209.41
Expense	
A - Salaries & Wages	32,423.00
B - Taxes & Benefits	5,640.80
C - Travel & Training Expenses	1,443.96
D - Professional/Contract Services	456.00
G - Operating Expense	9,746.78
I - Rental or Use of Space	11,405.00
L - Membership Dues & Subscriptions	25.00
Total Expense	<u>61,140.54</u>
Net Income	<u><u>7,068.87</u></u>

LINE ITEM	NOTES
Balance Sheet	
INCOME	
Grants & Contracts	<p>Over all percentage as of the end of May shows 101.5% of budget- this leaves us on target to close fiscal year within budget.</p> <p>At next meeting – board will receive an annual overview of budget vs expense along with anticipated 2015-2016 Budget overview.</p> <p>Thrift Store financials seem to hold a discrepancy over last month – Cannon is assisting with analyzing this change. The third pay period also impacts the overall financial.</p>
EXPENSES	
Salaries & Wages	Wages appears to be up due to three payroll dates in may – (May 1, 15, 29 th)
Taxes & Benefits	Same as above
Travel and Training	Awaiting reimbursements
Professional Services Contracts	
Participant Expenses	Will see an increase in participant expense over May and June due to Basic Needs Grant and other unbudgeted funds received.
Operating Expenses	Increase in electric bills for shelter and thrift store due to being moved into higher cost bracket
Equipment & Inventory	
Rental of Use of Space	
Rental of Equipment	
Insurance	
Membership Dues	
Advertising	

Lee Conlee House, Inc
Balance Sheet
 As of May 31, 2015

	<u>May 31, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
10000 · Cash Accounts	
10010 · Checking Account...4711	9,888.29
10050 · The Shoppe....5256	10,882.62
10250 · Petty Cash	
10251 · Petty Cash Admin	264.04
10252 · Petty Cash Shelter	340.35
Total 10250 · Petty Cash	<u>604.39</u>
10400 · Savings....5118	56,066.63
Total 10000 · Cash Accounts	<u>77,441.93</u>
Total Checking/Savings	77,441.93
Accounts Receivable	
11000 · Accounts Receivable	
11200 · Grants Receivable	138,009.77
11000 · Accounts Receivable - Other	253.21
Total 11000 · Accounts Receivable	<u>138,262.98</u>
Total Accounts Receivable	138,262.98
Other Current Assets	
12002 · Inventory	6,000.00
Total Other Current Assets	<u>6,000.00</u>
Total Current Assets	221,704.91
Fixed Assets	
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	264,377.95
15900 · Accumulated Depreciation	-327,175.35
Total 15000 · Property, Furniture & Equipment	<u>1,103,842.79</u>
Total Fixed Assets	<u>1,103,842.79</u>
TOTAL ASSETS	<u><u>1,325,547.70</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	3,230.58
Total Accounts Payable	<u>3,230.58</u>
Other Current Liabilities	
22200 · Other Current Liabilities	
22280 · Misc. Payroll Deductions	500.98
22210 · Payroll Liabilities	7,374.86
22230 · Accrued Payroll	-0.03
22250 · Sales Tax Payable	254.73
22260 · Employee Paid Health Insurance	3,327.10
Total 22200 · Other Current Liabilities	<u>11,457.64</u>
Total Other Current Liabilities	<u>11,457.64</u>
Total Current Liabilities	<u>14,688.22</u>

3:04 PM
07/09/15
Accrual Basis

Lee Conlee House, Inc
Balance Sheet
As of May 31, 2015

	<u>May 31, 15</u>
Total Liabilities	14,688.22
Equity	
31100 · Unrestricted Net Assets	1,265,400.30
Net Income	45,459.18
Total Equity	<u>1,310,859.48</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,325,547.70</u></u>

3:01 PM
07/09/15
Accrual Basis

Lee Conlee House, Inc
YTD Profit & Loss Summary - Thrift Shoppe
July 2014 through May 2015

	<u>Jul '14 - May 15</u>
Income	
41000 · Discretionary Funds	72,411.25
Total Income	<u>72,411.25</u>
Gross Profit	72,411.25
Expense	
A · Salaries & Wages	36,879.50
B · Taxes & Benefits	6,125.18
C · Travel & Training Expenses	1,840.46
D · Professional/Contract Services	636.00
G · Operating Expense	10,556.51
I · Rental or Use of Space	13,865.00
L · Membership Dues & Subscriptions	25.00
Total Expense	<u>69,927.65</u>
Net Income	<u><u>2,483.60</u></u>

Lee Conlee House, Inc
YTD Profit & Loss Detail - Thrift Shoppe
 July 2014 through May 2015

	Jul '14 - May 15
Income	
41000 · Discretionary Funds	
41100 · Thrift Store Sales	70,437.29
41200 · Contributions	
41210 · Individual Contributions	1,809.36
41250 · Thrift Store Donations	359.93
Total 41200 · Contributions	2,169.29
41400 · Other Discretionary Income	
41410 · Thrift Shop Cash Over/Short	-188.44
41440 · Sales Tax Adjustments	-16.29
41460 · Deliveries From Thrift Shoppe	40.00
Total 41400 · Other Discretionary Income	-164.73
41000 · Discretionary Funds - Other	-30.60
Total 41000 · Discretionary Funds	72,411.25
Total Income	72,411.25
Gross Profit	72,411.25
Expense	
A · Salaries & Wages	
60110 · Regular Wages	34,130.25
60120 · Overtime Wages	659.25
60140 · Paid Time Off	1,582.50
60150 · Holiday Pay	332.50
60160 · Bonus Pay	175.00
Total A · Salaries & Wages	36,879.50
B · Taxes & Benefits	
61110 · FICA	2,773.36
61120 · SUTA	1,237.70
61130 · Workers Comp Insurance	97.88
61140 · Employee Health Insurance	2,016.24
61170 · FUTA	0.00
61190 · Misc. Additions	
66000 · Payroll Expenses-Quick Books	0.00
Total 61190 · Misc. Additions	0.00
Total B · Taxes & Benefits	6,125.18
C · Travel & Training Expenses	
62110 · Mileage	1,712.46
62150 · Training registration fees	128.00
Total C · Travel & Training Expenses	1,840.46
D · Professional/Contract Services	
63110 · Professional Svcs-Accounting	636.00
Total D · Professional/Contract Services	636.00
G · Operating Expense	
66110 · Communications	
66111 · Telephone, Internet & Cable	1,220.51
Total 66110 · Communications	1,220.51
66120 · Utilities	
66121 · Electricity	4,182.63
66122 · Water	869.51
66120 · Utilities - Other	210.86
Total 66120 · Utilities	5,263.00
66140 · Office supplies	478.75
66180 · Bank Fees	5.00
66190 · Credit Processing Fees	1,175.77
66220 · Thrift Store Operating Supplies	1,798.06
66290 · Other Operating Expenses	

3:02 PM
07/09/15
Accrual Basis

Lee Conlee House, Inc
YTD Profit & Loss Detail - Thrift Shoppe
July 2014 through May 2015

	<u>Jul '14 - May 15</u>
66291 · Employee background checks	48.00
66293 · Reconciliation Discrepancies	-1.82
66299 · Misc. Expenses	<u>569.24</u>
Total 66290 · Other Operating Expenses	<u>615.42</u>
Total G · Operating Expense	10,556.51
I · Rental or Use of Space	
68110 · Thrift Store Rent	13,200.00
68120 · Storage Space	<u>665.00</u>
Total I · Rental or Use of Space	13,865.00
L · Membership Dues & Subscriptions	
71100 · Membership Dues	<u>25.00</u>
Total L · Membership Dues & Subscriptions	<u>25.00</u>
Total Expense	<u>69,927.65</u>
Net Income	<u><u>2,483.60</u></u>

3:05 PM
07/09/15
Accrual Basis

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

	<u>May 15</u>
Income	
40000 · Grants & Contracts	61,970.26
41000 · Discretionary Funds	4,376.06
Total Income	<u>66,346.32</u>
Gross Profit	66,346.32
Expense	
A · Salaries & Wages	46,819.86
B · Taxes & Benefits	5,327.87
C · Travel & Training Expenses	2,246.11
D · Professional/Contract Services	2,881.62
F · Participant Expenses	4,834.09
G · Operating Expense	5,673.62
H · Equipment Inventory	406.35
I · Rental or Use of Space	6,825.76
J · Rental of Equipment	338.85
L · Membership Dues & Subscriptions	77.67
M · Advertising	99.00
Total Expense	<u>75,530.80</u>
Net Income	<u><u>-9,184.48</u></u>

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

	May 15
Income	
40000 · Grants & Contracts	
40100 · FCADV	
40105 · FCADV - Prevention	3,250.00
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	4,338.66
40135 · FCADV - L & C	
40136 · STOP	5,015.23
40137 · CPI GR	1,234.77
Total 40135 · FCADV - L & C	6,250.00
40140 · FCADV - RURAL	5,272.72
40100 · FCADV - Other	15,145.02
Total 40100 · FCADV	46,751.42
40200 · DCF	
40210 · DCF (ESG)	14,516.67
Total 40200 · DCF	14,516.67
40400 · DOH	702.17
Total 40000 · Grants & Contracts	61,970.26
41000 · Discretionary Funds	
41100 · Thrift Store Sales	4,275.27
41200 · Contributions	
41210 · Individual Contributions	138.22
Total 41200 · Contributions	138.22
41400 · Other Discretionary Income	
41410 · Thrift Shop Cash Over/Short	-44.11
41420 · Interest Earned	6.68
Total 41400 · Other Discretionary Income	-37.43
Total 41000 · Discretionary Funds	4,376.06
Total Income	66,346.32
Gross Profit	66,346.32
Expense	
A · Salaries & Wages	
60110 · Regular Wages	43,019.63
60120 · Overtime Wages	108.75
60140 · Paid Time Off	3,691.48
60150 · Holiday Pay	0.00
Total A · Salaries & Wages	46,819.86
B · Taxes & Benefits	
61110 · FICA	3,581.72
61120 · SUTA	1,016.93
61130 · Workers Comp Insurance	590.77
61160 · Car Allowance	138.45
Total B · Taxes & Benefits	5,327.87
C · Travel & Training Expenses	
62110 · Mileage	729.35
62120 · Per diem	411.00
62130 · Lodging	977.76
62140 · Transportation	0.00
62150 · Training registration fees	128.00
62160 · AG Training & Travel Reimb	0.00
Total C · Travel & Training Expenses	2,246.11
D · Professional/Contract Services	

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

	<u>May 15</u>
63110 · Professional Svcs-Accounting	1,468.24
63140 · Professional Services-I.T.	461.25
63510 · Cleaning	150.00
63520 · Lawn Service	125.00
63530 · Pest Control	70.00
63540 · Security	607.13
Total D · Professional/Contract Services	2,881.62
F · Participant Expenses	
65110 · Food	1,849.22
65120 · Personal Items & Clothing	124.48
65130 · Household Supplies	721.44
65150 · Outpatient Health Services	
65151 · Prescription Medications	18.37
65152 · Other Outpatient Health Svcs	16.77
Total 65150 · Outpatient Health Services	35.14
65170 · Accommodations	80.00
65180 · Participant Transportation	
65181 · Bus tickets	-206.50
65182 · Gas Cards	171.03
65183 · Other transportation	202.21
65180 · Participant Transportation - Other	206.50
Total 65180 · Participant Transportation	373.24
65190 · Document Replacement	108.50
65210 · Child Care	0.00
65290 · Other Participant Expenses	
65294 · Transitional Housing	1,220.00
65292 · Gift Cards	250.00
65290 · Other Participant Expenses - Other	72.07
Total 65290 · Other Participant Expenses	1,542.07
Total F · Participant Expenses	4,834.09
G · Operating Expense	
63550 · Payroll Processing Fees	296.70
66110 · Communications	
66111 · Telephone, Internet & Cable	845.54
66112 · Cellphones	352.22
66110 · Communications - Other	138.48
Total 66110 · Communications	1,336.24
66120 · Utilities	
66121 · Electricity	1,301.91
66122 · Water	301.51
66123 · Gas	379.50
66120 · Utilities - Other	-202.03
Total 66120 · Utilities	1,780.89
66130 · Repairs & Maintenance	170.50
66140 · Office supplies	757.46
66150 · Postage	105.93
66170 · Licenses & Permits	50.00
66190 · Credit Processing Fees	92.52
66200 · Personnel Development	
66202 · Staff Training	600.00
Total 66200 · Personnel Development	600.00
66220 · Thrift Store Operating Supplies	137.90
66290 · Other Operating Expenses	
66299 · Misc. Expenses	345.48
Total 66290 · Other Operating Expenses	345.48
Total G · Operating Expense	5,673.62
H · Equipment Inventory	

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

	<u>May 15</u>
67510 · Dep. Exp. - Equipment	406.35
Total H · Equipment Inventory	406.35
I · Rental or Use of Space	
68110 · Thrift Store Rent	2,400.00
68120 · Storage Space	60.00
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	6,825.76
J · Rental of Equipment	
69110 · Equip Rental and Maintenance	338.85
Total J · Rental of Equipment	338.85
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	75,530.80
Net Income	<u><u>-9,184.48</u></u>

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Accrual Basis

Lee Conlee House, Inc
YTD P&L Budget vs. Actual Summary
 July 2014 through May 2015

	Jul '14 - May 15	Budget	\$ Over Budget	% of Budget
Income				
40000 · Grants & Contracts	656,977.11	571,593.20	85,383.91	114.9%
41000 · Discretionary Funds	128,334.34	120,612.01	7,722.33	106.4%
42000 · Other Incomes	605.00			
Total Income	<u>785,916.45</u>	<u>692,205.21</u>	<u>93,711.24</u>	<u>113.5%</u>
Gross Profit	785,916.45	692,205.21	93,711.24	113.5%
Expense				
A · Salaries & Wages	405,471.59	435,523.00	-30,051.41	93.1%
B · Taxes & Benefits	84,540.11	67,602.36	16,937.75	125.1%
C · Travel & Training Expenses	15,948.74	12,686.71	3,262.03	125.7%
D · Professional/Contract Services	29,094.51	27,025.00	2,069.51	107.7%
F · Participant Expenses	46,488.65	33,500.00	12,988.65	138.8%
G · Operating Expense	66,214.26	58,528.40	7,685.86	113.1%
H · Equipment Inventory	10,123.15	3,500.00	6,623.15	289.2%
I · Rental or Use of Space	61,937.86	71,665.28	-9,727.42	86.4%
J · Rental of Equipment	3,563.11	3,500.00	63.11	101.8%
K · Insurance	11,611.24	9,913.38	1,697.86	117.1%
L · Membership Dues & Subscriptions	4,429.05	3,000.00	1,429.05	147.6%
M · Advertising	1,035.00	3,000.00	-1,965.00	34.5%
Total Expense	<u>740,457.27</u>	<u>729,444.13</u>	<u>11,013.14</u>	<u>101.5%</u>
Net Income	<u><u>45,459.18</u></u>	<u><u>-37,238.92</u></u>	<u><u>82,698.10</u></u>	<u><u>-122.1%</u></u>

Lee Conlee House, Inc
YTD P&L Budget vs. Actual Detail
 July 2014 through May 2015

	Jul '14 - May 15	Budget	\$ Over Budget	% of Budget
Income				
40000 · Grants & Contracts				
40100 · FCADV				
40105 · FCADV - Prevention	20,000.00	20,000.00	0.00	100.0%
40110 · FCADV - GR	26,734.95	29,165.42	-2,430.47	91.7%
40115 · FCADV - DVTF	12,026.08	13,119.34	-1,093.26	91.7%
40120 · FCADV - FVPSA	10,761.52	11,739.83	-978.31	91.7%
40125 · FCADV - TANF	87,922.67	95,915.60	-7,992.93	91.7%
40130 · FCADV - CCII / SA	47,725.26	52,064.00	-4,338.74	91.7%
40135 · FCADV - L & C				
40136 · STOP	55,167.53	60,182.76	-5,015.23	91.7%
40137 · CPI GR	13,582.47	14,817.25	-1,234.78	91.7%
Total 40135 · FCADV - L & C	68,750.00	75,000.01	-6,250.01	91.7%
40140 · FCADV - RURAL	52,727.20	35,000.00	17,727.20	150.6%
40145 · FCADV - Capital Improvement	62,488.86			
40150 · FCADV - Training Scholarships	189.66			
40100 · FCADV - Other	15,145.02			
Total 40100 · FCADV	404,471.22	332,004.20	72,467.02	121.8%
40200 · DCF				
40210 · DCF (ESG)	116,122.01	54,657.00	61,465.01	212.5%
40220 · DCF Capital Improvement Grant	-14,837.86			
Total 40200 · DCF	101,284.15	54,657.00	46,627.15	185.3%
40300 · VOCA				
40400 · DOH	82,273.30	97,826.00	-15,552.70	84.1%
40500 · Putnam County	10,303.64	9,919.00	384.64	103.9%
40600 · United Way	0.00	9,612.00	-9,612.00	0.0%
40600 · United Way				
40610 · EFSP	0.00	4,700.00	-4,700.00	0.0%
40620 · United Way of Putnam Co. Grant	8,937.50	17,875.00	-8,937.50	50.0%
40630 · United Way, CFC Contributions	390.55			
40600 · United Way - Other	4,316.75			
Total 40600 · United Way	13,644.80	22,575.00	-8,930.20	60.4%
40700 · Other Grants & Contracts				
40710 · Weyerhaeuser Family Foundation	25,000.00	25,000.00	0.00	100.0%
Total 40700 · Other Grants & Contracts	25,000.00	25,000.00	0.00	100.0%
40800 · Mary Kay Grant				
40800 · Mary Kay Grant	20,000.00	20,000.00	0.00	100.0%
Total 40000 · Grants & Contracts	656,977.11	571,593.20	85,383.91	114.9%
41000 · Discretionary Funds				
41100 · Thrift Store Sales				
41200 · Contributions	70,187.29	80,548.27	-10,360.98	87.1%
41200 · Contributions				
41210 · Individual Contributions	4,794.36			
41220 · Business Contributions	16,267.00			
41230 · Church Contributions	3,686.51			
41240 · Civic Group Contributions	795.00			
41250 · Thrift Store Donations	359.93			
41200 · Contributions - Other	0.00	40,063.74	-40,063.74	0.0%
Total 41200 · Contributions	25,902.80	40,063.74	-14,160.94	64.7%
41300 · Fundraising				
41320 · Celebrity Chef Event				
41321 · Celebrity Chef Event Income	22,350.00			
41322 · Celebrity Chef Event - Expenses	-3,130.86			
41320 · Celebrity Chef Event - Other	1,950.00			
Total 41320 · Celebrity Chef Event	21,169.14			
41330 · Golf Tournament				
41331 · Golf Tournament Income	12,993.00			
41332 · Golf Tournament Expenses	-4,047.96			
41330 · Golf Tournament - Other	500.00			
Total 41330 · Golf Tournament	9,445.04			
41360 · 5K				
41361 · 5K Income	3,596.46			
41362 · 5K Expenses	-1,425.70			
41360 · 5K - Other	100.00			
Total 41360 · 5K	2,270.76			
Total 41300 · Fundraising	32,884.94			
41310 · Capital Project-Shelter				

Lee Conlee House, Inc
YTD P&L Budget vs. Actual Detail
 July 2014 through May 2015

	Jul '14 - May 15	Budget	\$ Over Budget	% of Budget
41311 · Capital Project-Shelter Income	1,111.00			
41312 · Capital Project-Shelter Expense	-2,308.41			
Total 41310 · Capital Project-Shelter	-1,197.41			
41400 · Other Discretionary Income				
41410 · Thrift Shop Cash Over/Short	-187.20			
41420 · Interest Earned	87.28			
41430 · Miscellaneous Income	739.84			
41440 · Sales Tax Adjustments	-16.29			
41460 · Deliveries From Thrift Shoppe	40.00			
Total 41400 · Other Discretionary Income	663.63			
41000 · Discretionary Funds - Other	-106.91			
Total 41000 · Discretionary Funds	128,334.34	120,612.01	7,722.33	106.4%
42000 · Other Incomes				
42100 · Rent - Transitional Housing	605.00			
Total 42000 · Other Incomes	605.00			
Total Income	785,916.45	692,205.21	93,711.24	113.5%
Gross Profit	785,916.45	692,205.21	93,711.24	113.5%
Expense				
A · Salaries & Wages				
60110 · Regular Wages	366,429.49	401,552.21	-35,122.72	91.3%
60120 · Overtime Wages	4,080.56			
60140 · Paid Time Off	26,934.88	27,002.43	-67.55	99.7%
60150 · Holiday Pay	6,326.66	6,968.36	-641.70	90.8%
60160 · Bonus Pay	1,700.00			
Total A · Salaries & Wages	405,471.59	435,523.00	-30,051.41	93.1%
B · Taxes & Benefits				
61110 · FICA	30,974.74	33,317.51	-2,342.77	93.0%
61120 · SUTA	9,664.70	6,937.70	2,727.00	139.3%
61130 · Workers Comp Insurance	7,856.66	7,578.11	278.55	103.7%
61140 · Employee Health Insurance	34,775.64	19,769.04	15,006.60	175.9%
61160 · Car Allowance	1,265.30			
61170 · FUTA	3.07			
61190 · Misc. Additions				
66000 · Payroll Expenses-Quick Books	0.00			
Total 61190 · Misc. Additions	0.00			
Total B · Taxes & Benefits	84,540.11	67,602.36	16,937.75	125.1%
C · Travel & Training Expenses				
62110 · Mileage	7,794.88	3,450.00	4,344.88	225.9%
62120 · Per diem	1,525.23			
62130 · Lodging	6,209.68			
62140 · Transportation	2,968.15			
62150 · Training registration fees	2,563.00			
62160 · AG Training & Travel Reimb	-2,526.20			
62170 · Training scholarships	-2,650.00			
62180 · Parking	64.00			
C · Travel & Training Expenses - Other	0.00	9,236.71	-9,236.71	0.0%
Total C · Travel & Training Expenses	15,948.74	12,686.71	3,262.03	125.7%
D · Professional/Contract Services				
63110 · Professional Svcs-Accounting	18,821.90	12,000.00	6,821.90	156.8%
63140 · Professional Services-I.T.	3,674.85	2,500.00	1,174.85	147.0%
63150 · Professional Svcs - Web Design	0.00	250.00	-250.00	0.0%
63160 · Professional Svcs-Other	572.96			
63510 · Cleaning	1,901.32	1,300.00	601.32	146.3%
63520 · Lawn Service	1,500.00	2,500.00	-1,000.00	60.0%
63530 · Pest Control	1,414.00	1,000.00	414.00	141.4%
63540 · Security	1,209.48	300.00	909.48	403.2%
63580 · Other Contract Labor	0.00	4,000.00	-4,000.00	0.0%
63590 · Thrift Store Services	0.00	3,175.00	-3,175.00	0.0%
Total D · Professional/Contract Services	29,094.51	27,025.00	2,069.51	107.7%
F · Participant Expenses				
65110 · Food	16,666.51	10,250.00	6,416.51	162.6%
65120 · Personal Items & Clothing	502.71			
65130 · Household Supplies	13,935.67	3,000.00	10,935.67	464.5%
65150 · Outpatient Health Services				

Lee Conlee House, Inc
YTD P&L Budget vs. Actual Detail
 July 2014 through May 2015

	Jul '14 - May 15	Budget	\$ Over Budget	% of Budget
65151 · Prescription Medications	851.39			
65152 · Other Outpatient Health Svcs	827.04			
65150 · Outpatient Health Services - Other	593.26	3,500.00	-2,906.74	17.0%
Total 65150 · Outpatient Health Services	2,271.69	3,500.00	-1,228.31	64.9%
65160 · Mental Health Services	550.00	2,500.00	-1,950.00	22.0%
65170 · Accommodations	2,840.86	1,000.00	1,840.86	284.1%
65180 · Participant Transportation				
65181 · Bus tickets	923.00			
65182 · Gas Cards	1,139.79			
65183 · Other transportation	1,579.91			
65180 · Participant Transportation - Other	790.77	5,000.00	-4,209.23	15.8%
Total 65180 · Participant Transportation	4,433.47	5,000.00	-566.53	88.7%
65190 · Document Replacement	351.94	500.00	-148.06	70.4%
65210 · Child Care	355.00	500.00	-145.00	71.0%
65220 · Education	328.99	1,000.00	-671.01	32.9%
65230 · Employment Asst ./ Job Training	424.68	1,000.00	-575.32	42.5%
65240 · Substance Abuse Treatment	0.00	2,500.00	-2,500.00	0.0%
65290 · Other Participant Expenses				
65294 · Transitional Housing	1,455.00			
65291 · Court Fees	27.00			
65292 · Gift Cards	370.00			
65293 · Christmas Gifts	877.66			
65290 · Other Participant Expenses - Other	1,097.47	2,750.00	-1,652.53	39.9%
Total 65290 · Other Participant Expenses	3,827.13	2,750.00	1,077.13	139.2%
F · Participant Expenses - Other	0.00			
Total F · Participant Expenses	46,488.65	33,500.00	12,988.65	138.8%
G · Operating Expense				
63550 · Payroll Processing Fees	4,392.18			
66110 · Communications				
66111 · Telephone, Internet & Cable	11,470.61			
66112 · Cellphones	2,821.98			
66110 · Communications - Other	1,015.52	14,190.93	-13,175.41	7.2%
Total 66110 · Communications	15,308.11	14,190.93	1,117.18	107.9%
66120 · Utilities				
66121 · Electricity	13,113.91			
66122 · Water	3,730.39			
66123 · Gas	1,159.69			
66124 · Property Tax - Waste disposal	766.30			
66120 · Utilities - Other	1,946.45	26,667.68	-24,721.23	7.3%
Total 66120 · Utilities	20,716.74	26,667.68	-5,950.94	77.7%
66130 · Repairs & Maintenance	8,878.67	3,000.00	5,878.67	296.0%
66140 · Office supplies	7,110.20	6,376.55	733.65	111.5%
66150 · Postage	1,373.88	1,634.40	-260.52	84.1%
66160 · Printing & Copying	1,330.74	1,220.87	109.87	109.0%
66170 · Licenses & Permits				
66171 · Business Licenses	150.00			
66170 · Licenses & Permits - Other	161.25	525.00	-363.75	30.7%
Total 66170 · Licenses & Permits	311.25	525.00	-213.75	59.3%
66180 · Bank Fees	7.00	325.47	-318.47	2.2%
66190 · Credit Processing Fees	1,175.77	626.45	549.32	187.7%
66200 · Personnel Development				
66201 · Staff Meetings & Retreats	294.63			
66202 · Staff Training	1,457.15			
66200 · Personnel Development - Other	0.00	1,500.00	-1,500.00	0.0%
Total 66200 · Personnel Development	1,751.78	1,500.00	251.78	116.8%
66210 · Curriculae	169.90			
66220 · Thrift Store Operating Supplies	1,814.11	1,076.79	737.32	168.5%
66230 · Prevention Program Expenses	249.16			
66290 · Other Operating Expenses				
66291 · Employee background checks	456.00			
66292 · PO Box Rental	58.00			
66293 · Reconciliation Discrepancies	-910.42			
66299 · Misc. Expenses	1,333.33			
66290 · Other Operating Expenses - Other	622.87	1,384.26	-761.39	45.0%
Total 66290 · Other Operating Expenses	1,559.78	1,384.26	175.52	112.7%
67140 · Software	64.99			

Lee Conlee House, Inc
YTD P&L Budget vs. Actual Detail
 July 2014 through May 2015

	Jul '14 - May 15	Budget	\$ Over Budget	% of Budget
Total G · Operating Expense	66,214.26	58,528.40	7,685.86	113.1%
H · Equipment Inventory				
67110 · Equipment	301.08			
67120 · Appliances	1,091.94			
67130 · Furniture	4,260.28			
67510 · Dep. Exp. - Equipment	4,469.85			
H · Equipment Inventory - Other	0.00	3,500.00	-3,500.00	0.0%
Total H · Equipment Inventory	10,123.15	3,500.00	6,623.15	289.2%
I · Rental or Use of Space				
68110 · Thrift Store Rent	13,200.00	14,400.00	-1,200.00	91.7%
68120 · Storage Space	714.50			
68210 · Rent - Admin Offices				
68211 · Admin Rent Expense	16,500.00			
68212 · In Kind Admin Rent Deduction	-16,500.00			
Total 68210 · Rent - Admin Offices	0.00			
68510 · Dep. Exp. - Buildings	48,023.36	57,265.28	-9,241.92	83.9%
Total I · Rental or Use of Space	61,937.86	71,665.28	-9,727.42	86.4%
J · Rental of Equipment				
69110 · Equip Rental and Maintenance	3,563.11	3,500.00	63.11	101.8%
Total J · Rental of Equipment	3,563.11	3,500.00	63.11	101.8%
K · Insurance				
70110 · Liability Insurance	2,795.93			
70120 · Property Insurance	8,815.31			
K · Insurance - Other	0.00	9,913.38	-9,913.38	0.0%
Total K · Insurance	11,611.24	9,913.38	1,697.86	117.1%
L · Membership Dues & Subscriptions				
71100 · Membership Dues	4,335.37	2,700.00	1,635.37	160.6%
71200 · Subscriptions	93.68	300.00	-206.32	31.2%
Total L · Membership Dues & Subscriptions	4,429.05	3,000.00	1,429.05	147.6%
M · Advertising				
72100 · Print, Radio & Online Ads	45.00	400.00	-355.00	11.3%
72200 · Newsletter	990.00	2,600.00	-1,610.00	38.1%
Total M · Advertising	1,035.00	3,000.00	-1,965.00	34.5%
Total Expense	740,457.27	729,444.13	11,013.14	101.5%
Net Income	45,459.18	-37,238.92	82,698.10	-122.1%