

LEE CONLEE HOUSE
BOARD OF DIRECTORS MEETING
October 5, 2015
12:00 P.M.

Agenda

- I. Welcome
Comments from President Marshall Fulghum, President
- II. Approval of September Minutes Marshall Fulghum, President
- III. Treasurer's Report TBA
- Agency/Shoppe Financials
- IV. Committee Reports Marshall Fulghum, President
-
- V. New Business Marshall Fulghum, President
- **Gretchen's resignation**
 - **Discussion to reconvene Nomination Committee**
 - **Jamila Theobold (Julie McClain)**
 - **Nominations for VP**
 - **Nominations for Treasurer**
- VI. Old Business Marshall Fulghum, President
Angie Pye, ED
- **ED Employment Contract & Evaluation**
- VII. Director's Report Angie Pye, Executive Director
- **Transitional Housing/ Emergency Shelter/ Outreach**
 - **October Domestic Violence Awareness Month Activities**
- IX. Adjourn

Next Meeting

**November 2, 2015
Noon
Location: Valhalla Hall**

Lee Conlee House, Inc.
Special Board of Director's Meeting
September 14, 2015

The meeting was called to order at 12:02 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, Julie McClain, Betsy Driggers, Meghan Deputy, Shelley Payne, Margie Payne, Pat Freeman, John Theobald and Jared Guy.

Not in Attendance: Vernon Myers

Also Present: Angie Pye, Executive Director, Hannah Fossette, LCH Programs Director, Sylva, Cannon Bookkeeping and Valerie Brooks, administration.

A quorum was established by President Fulghum.

A motion was made by Gretchen Lunsford and a second by Pat Freeman to approve the minutes of August 10, 2015. The motion passed unanimously.

Treasurers' Report: Angie Pye presented the financials for August and the Final year-end budget which will have to be vetted further as there is a \$98.9K item over the adopted budget for expenditures. President Fulghum asked about the travel reimbursement figures in the financial notes for June \$18,753 travel plus \$3,000. Angie Pye stated that she will have to review the issue and send the Board an explanation. It was proposed that the Financial Committee meet, and a consent agenda be incorporated into the Financial Reports. Betsy Driggers moved to approve the June 30th and the year-end financials Melissa Miller seconded. The Board approved both unanimously.

Angie Pye reported on The Shoppe's earnings of \$2.3K for 2014-2015. She further explained that she moves the profits to the money market account periodically which further reduces the final annual figure. Pat Freeman moved to approve the report, Betsy Driggers seconded, The Board approved unanimously.

The 2015-2016 budget was presented by Angie Pye and she suggested that it be reviewed by the Finance Committee before board approval.

Old Business: The Executive Director's contract and evaluation will be considered after each board member sends their evaluations to President Fulghum, and he has only received two evaluations to date.

Gretchen Lunsford suggested that a committee review the contract prior to submission. The suggested members are the Executive Committee, Melissa Miller, Margie Payne, Julie McClain and Betsy Driggers. The meeting is scheduled for 9/28/15 at 4:00pm at Valhalla. The contract is projected to come before the board at the October 5th meeting.

New Business: Valerie Brooks reported on the LCH golf tournament, stating that we have more money in sponsorships than last year. She also asked that all volunteers be at the Golf course by 8:00am.

Julie McClain presented a new board member, Jamila Theobald. The Nominating Committee will meet and review this nomination and present to the full board.

Director's Report: Angie Pye reviewed a letter to the editor, contact sheet, and asked each board member to email their head shots to her as soon as possible. She also asked that the Finance committee consider increasing the employee insurance contribution.

Angie reminded the board that October was Domestic Violence Awareness Month for which she will provide purple ribbons for all to wear. She also announced the annual purple light night on 10/10/15, and passed out sponsor packets for the Courthouse light night.

Angie announced that 10/17 will be the Basketball Explosion at 10:00am. On 9/24/15 at 6pm the City of Palatka Commission will present a proclamation on domestic violence month. Marshall Fulghum announced on 10/30/15 the Palatka Girls softball team will have a Celebrity softball game, and the proceeds from the gate and concession stands will be donated to LCH.

The meeting adjourned at 1:15pm. The Next meeting will be 10/5/15 @ Valhalla Hall.

Respectfully submitted,

Yvonne Parrish, Secretary

PALATKA'S FOOTBALL TEAM TRAVELS TO BAKER COUNTY. WE PREVIEW IT FOR YOU. 1B

WHO WILL CUT PUTNAM COUNTY'S GRASS? 4B

Scattered T-storms
40% chance of rain
89 | 70
For details, see 2A

www.mypdn.com

PALATKA DAILY NEWS

THURSDAY, OCTOBER 1, 2015

S1

BLOCKED Building permit on hold

Developer must provide line of credit, contract and city leaders say

By ASIA AIKINS
Palatka Daily News

Before there is any further construction on the 100 block, the city of Palatka wants to see a developer's financial backing.

Palatka building officials said they are waiting for a letter of credit to permit further construction on the 100 block of South Second Street. A letter of credit is a document from a bank ensuring the bank will cover an outstanding amount owed on the project if the developer does not

complete the project. City Manager Terry Suggs said Riverfront Development Group submitted plans for a city building permit earlier

See BLOCKED, Page 6A



Work at the 100 block construction site was slow Tuesday with only one worker inside the gutted historic buildings currently in the process of a renovation.

CHRIS DEWITTO
Palatka Daily News

DOMESTIC VIOLENCE AWARENESS MONTH

THE PAIN IS REAL

Lee Conlee House spreads awareness about domestic violence

By ASIA AIKINS
Palatka Daily News

While many residents think pink for Breast Cancer Awareness during the month of October, local domestic violence victim advocates are encouraging residents to display purple in

See PAIN, Page 6A

DO YOU NEED HELP?

Visit www.leeconlee.org and go to the resource page for information about domestic violence. For information about the local Domestic Violence Awareness Month events or sponsorship, call 325-4447.

Lee Conlee House Director Angie Pye talks about domestic violence and its prevention Wednesday in her office.

CHRIS DEWITTO/Palatka Daily News

Revenge porn will be illegal and paying for sex not costly under 27 new Florida laws

By BRENDAN FARRINGTON
Associated Press

TALLAHASSEE — Florida passed 227 bills during its annual special session and 27 of those become laws today. They address issues ranging from revenge porn and prostitution to training law enforcement officers on how to recognize health emergencies brought on by diabetes. The following is a look at some of the new laws.

■ **PAYING FOR SEX:** People who solicit prostitutes will face tougher penalties and repeat offenders could

wind up in prison for years. Paying for sex will become a first-degree misdemeanor for a first offense instead of a second-degree misdemeanor. A second offense would be a third-degree felony, punishable by up to five years in prison, and a third offense would be a second-degree felony, punishable by up to 15 years in prison.

First offenders would also have to take a course on the dangers of prostitution and perform 100 hours of community service. And judges will be forced to sentence repeat offenders to at least 10 days in jail.

■ **REVENGE PORN:** It will now be illegal in Florida to post sexually explicit photos or videos of exes online without their consent. The practice is known as revenge porn, and it involves people getting back at exes by posting photos and videos taken in better times that were meant to remain private.

A first offense would be a first-degree misdemeanor. A second violation would be a third-degree felony, punishable by up to five years in prison.

■ **JUVENILE JUSTICE:** Police officers will have greater discretion to

issue civil citations to juveniles instead of arresting them for minor offenses. Offenders would be able to complete community service to keep charges off their records.

■ **IMPERSONATING FIREFIGHTERS:** It will be illegal for people to display badges or wear uniforms or clothing that would lead people to believe someone is a firefighter when they're actually not. It would also apply to driving vehicles with the words "fire department" if they don't actually belong to a department.

■ **TRACKING DEVICES:** It will

be illegal to put electronic tracking devices on people's property or vehicles without their consent. The law makes an exception for law enforcement, but not private investigators. It also doesn't apply to parents tracking minor children.

■ **DIABETES TRAINING:** Requires the Florida Department of Law Enforcement to create an online training program so law enforcement officers can recognize and respond to diabetic emergencies and distinguish them from alcoholic intoxication or drug overdoses.



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PALATKA, FLA.
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Blocked

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this month, but a permit was not issued as of Thursday.

It is my understanding that there was some contractual language in the purchase agreement for the 100 block, (and) there are some requirements that need to be met prior to the plans being officially approved," Suggs said.

Planning Director Thad Crowe said the city is waiting for a letter of credit before approving building plans.

"The building official informed me that the work will be stopped at the end of the week if the required letter of credit is not provided," Crowe said Tuesday.

Riverfront Development Group owner Corky Diamond purchased four buildings on the 100 block of South Second Street and the adjoining parking lot for \$150,000 last year. The city previously owned the properties.

At the time, Diamond estimated a cost of about \$3 million to develop the property, which would require a \$3.3 million irrevocable letter of credit and a bank approved by the city. The purchase agreement said the letter of credit should be at least 110 percent of the approved loan amount to construct the contemplated improvements to the property.

Diamond was not available for comment Tuesday.

With the letter of credit, the city could regain ownership of the property within 10 days if the development group defaults on the project. The city would also receive the proceeds of the letter of credit to pay off liens or mortgages and complete improvements.

The purchase agreement also said the city would have the option of purchasing the four buildings for a share of the sale price if improvements are not completed on that portion of the property within two years of the sale.

If improvements are not complete on what is currently the parking lot portion of the property within four years, the city could buy that portion of the property for a share of the sale price.

Plans submitted with the purchase agreement included redevelopment of the four 100 block buildings to include commercial and retail use on the first floors of the buildings and residential use on the upper floors of the buildings.

A new building facing Reid Street is planned for commercial office use, and a new building facing St. Johns Avenue is planned to include commercial/retail use. The two buildings would be constructed in what is now the parking lot east of the 100 block buildings.

Mayor Terrill Hill asked Suggs to make sure Riverfront Development Group was in compliance with all areas of the purchase agreement and give the commission an update at a later meeting. The commission also asked for updates on the water taxi project and Hampton Inn development.

askins@palatkadailynews.com

BARGAINS!
BARGAINS!
BARGAINS!
IN THE CLASSIFIEDS

Pain

CONTINUED FROM PAGE 1A

support of domestic violence survivors.

Since 1981, October has been recognized as Domestic Violence Awareness Month.

Conceived by the National Coalition Against Domestic Violence as a day of unity in October, recognition of domestic violence has grown throughout the years to include many nationally recognized events throughout the month.

"The Nicole Brown Simpson case (in 1995) was when things changed," said Angie Pye, executive director of the Lee Conlee House domestic violence organization in Putnam County. "It painted a picture we had never seen before, with it being such a high-profile case. It resulted in the Violence Against Women Act, and in that, came awareness."

Domestic violence includes physical, emotional, psychological, financial and sexual abuse.

Last year, the Lee Conlee House provided services for more than 200 victims of domestic violence in Putnam County. According to organization statistics, 67 adults and 68 children were housed in the organization's shelter last year.

While shelter stays decreased and the organization added more beds, Pye said the shelter remains, on average, 115 percent over capacity.

"It's still a huge issue," she said. "Particularly in small, rural areas like this. The perpetrators are people you know, and people don't want to see them go to jail. Our challenge is in accountability."

Each year, events are held in Putnam to show support for domestic violence victims and families, while offering a network of resources in open settings throughout the month. For the second year, Lee Conlee will partner with the Woman's Club of Palatka to display pamphlets on the Putnam County Courthouse lawn, beginning at 9 a.m. Monday.

The Lee Conlee organization will also host an inaugural Purple Light Night Walk at 6 p.m. Oct. 10, beginning at the St. Johns River Center in Palatka.

The organization's first Purple Sock Event, a three-on-three basketball tournament, will be held at 10 a.m. Oct. 17, at C.L. Overturf Jr. Sixth Grade Center.

Both events support the Lee Conlee House and its services. While supporting the organization, Pye said the events also aim to



CHRIS DEVITO/PALATKA DAILY NEWS

Lee Conlee House Director Angie Pye will highlight domestic violence and its prevention during October's Domestic Violence Awareness Month.

encourage survivors to speak out and encourage perpetrators to ask for help.

Pye said the Lee Conlee organization works with entities throughout Putnam to provide services before the onset of domestic violence, during a domestic violence situation and after domestic violence.

How to get help before domestic violence occurs

■ After nearly 20 years of experience working in a certified domestic violence center, Pye said the two most common early signs of domestic violence are jealousy and early acceleration into relationship commitments such as marriage, children and living together.

■ The cause of domestic violence is often the perpetrator's belief system and entitlement. Pye said it is a learned behavior and substance abuse is often a symptom of the violence, but not a cause.

"The most important thing victims need to realize is it's not their fault," Pye said.

■ Call the Lee Conlee House 24-hour hotline at 325-5141 for help identifying a domestic violence situation. Calls are anonymous, and treatment is tailored to each situation.

How to get help during a domestic violence situation

■ Acknowledging a domestic violence situation can be difficult, but Pye said the Lee Conlee House offers many resources for those involved. Calling the Lee Conlee House for help is the first step to recovery.

is located in an undisclosed location for the protection of female victims and families fleeing a dangerous situation.

■ The Lee Conlee House partnered with Stowart-Marchman Act behavior health services to provide substance abuse counseling for those receiving assistance through the Lee Conlee shelter or organization.

■ The Lee Conlee House offers an economic empowering program, providing financial education to help domestic violence victims become financially independent. Pye said financial dependence is a huge factor for victims returning to a domestic violence situation.

How to get help when recovering from domestic violence

■ Pye said there is a 75

percent increase of risk for murder when a domestic violence victim flees. To ensure safety of victims and families, Pye said Lee Conlee representatives work with the courts to provide injunctions and create safety plans based on the abuser's behavioral patterns.

■ Since abuse is a learned behavior, the Lee Conlee House includes a prevention program for children who

witnessed domestic violence in its Children of Hope safety planning program.

"It's important that our survivors also reach out and let victims know they're not alone," Pye said. "A lot of times, family members know (domestic violence) is going on, churches know, at work, your coworkers know. They can help. Confront the issue. Don't walk away."

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LINE ITEM	NOTES
Balance Sheet	
INCOME	
Grants & Contracts	
A. Salaries & Wages	
B. Taxes & Benefits	Our health insurance costs are more than budgeted because we had a recent increase in that expense. I will try to work that into the new budget so we don't have to do another adjustment.
C. Travel and Training	
D. Professional Services Contracts	Security expense looks high because we upgraded cameras with contribution money and this was not a budgeted expense.
E. Participant Expenses	
F. Operating Expenses	
G. Equipment & Inventory	
H. Rental of Use of Space	
I. Insurance	
J. Membership Dues	
K. Advertising	

Additional Notes:

- Spending has been higher than income but that is because our ESG grant has not started yet so we are spending high on FCADV, even though they only pay us a set amount each month. When ESG starts then we can reduce FCADV spending which will balance it out.
- Overall we are at 16.2% of budget, which is right in line with where we should be, which is 16.7% (100% divided by 12 times 2).

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

	Aug 31, 15
ASSETS	
Current Assets	
Checking/Savings	
10000 · Cash Accounts	
10010 · Checking Account...4711	55,416.96
10050 · The Shoppe....5256	8,153.70
10250 · Petty Cash	
10251 · Petty Cash Admin	264.04
10252 · Petty Cash Shelter	340.35
Total 10250 · Petty Cash	604.39
10400 · Savings....5118	51,080.54
Total 10000 · Cash Accounts	115,255.59
Total Checking/Savings	115,255.59
Accounts Receivable	
11000 · Accounts Receivable	
11200 · Grants Receivable	70,370.67
11000 · Accounts Receivable - Other	253.21
Total 11000 · Accounts Receivable	70,623.88
Total Accounts Receivable	70,623.88
Other Current Assets	
12000 · Prepaid Expenses	
12100 · Prepaid Insurance	2,214.00
Total 12000 · Prepaid Expenses	2,214.00
12002 · Inventory	6,000.00
Total Other Current Assets	8,214.00
Total Current Assets	194,093.47
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	180,258.95
15900 · Accumulated Depreciation	-341,491.68
Total 15000 · Property, Furniture & Equipment	1,005,407.46
Total Fixed Assets	1,005,407.46
TOTAL ASSETS	1,199,500.93
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	-81,662.99
Total Accounts Payable	-81,662.99
Other Current Liabilities	
22200 · Other Current Liabilities	
22280 · Misc. Payroll Deductions	500.98
22210 · Payroll Liabilities	7,066.18
22230 · Accrued Payroll	-0.03
22250 · Sales Tax Payable	270.30
22260 · Employee Paid Health Insurance	2,705.00
Total 22200 · Other Current Liabilities	10,542.43

11:01 PM
09/30/15
Accrual Basis

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

	<u>Aug 31, 15</u>
Total Other Current Liabilities	10,542.43
Total Current Liabilities	<u>-71,120.56</u>
Total Liabilities	-71,120.56
Equity	
31100 · Unrestricted Net Assets	1,295,575.15
Net Income	<u>-24,953.66</u>
Total Equity	<u>1,270,621.49</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,199,500.93</u></u>

11:04 PM
09/30/15
Accrual Basis

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

	<u>Aug 15</u>
Income	
40000 · Grants & Contracts	30,611.35
41000 · Discretionary Funds	<u>12,978.47</u>
Total Income	<u>43,589.82</u>
Gross Profit	43,589.82
Expense	
A · Salaries & Wages	32,505.62
B · Taxes & Benefits	6,129.40
C · Travel & Training Expenses	1,836.50
D · Professional/Contract Services	2,570.88
F · Participant Expenses	1,588.48
G · Operating Expense	6,087.79
H · Equipment Inventory	406.35
I · Rental or Use of Space	5,625.76
J · Rental of Equipment	429.47
L · Membership Dues & Subscriptions	83.67
M · Advertising	<u>99.00</u>
Total Expense	<u>57,362.92</u>

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

	Aug 15
Income	
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	1,242.16
Total 40100 · FCADV	29,909.18
40400 · DOH	702.17
Total 40000 · Grants & Contracts	30,611.35
41000 · Discretionary Funds	
41100 · Thrift Store Sales	4,299.44
41200 · Contributions	
41210 · Individual Contributions	3,847.83
41220 · Business Contributions	1,140.00
41230 · Church Contributions	100.00
Total 41200 · Contributions	5,087.83
41300 · Fundraising	
41330 · Golf Tournament	3,290.00
Total 41300 · Fundraising	3,290.00
41400 · Other Discretionary Income	
41410 · Thrift Shop Cash Over/Short	-10.74
41420 · Interest Earned	7.73
41430 · Miscellaneous Income	304.21
Total 41400 · Other Discretionary Income	301.20
Total 41000 · Discretionary Funds	12,978.47
Total Income	43,589.82
Gross Profit	43,589.82
Expense	
A · Salaries & Wages	
60110 · Regular Wages	29,915.08
60120 · Overtime Wages	0.00
60140 · Paid Time Off	2,590.54
60150 · Holiday Pay	0.00
Total A · Salaries & Wages	32,505.62
B · Taxes & Benefits	
61110 · FICA	2,486.71
61120 · SUTA	211.82
61140 · Employee Health Insurance	3,338.57
61160 · Car Allowance	92.30
Total B · Taxes & Benefits	6,129.40
C · Travel & Training Expenses	
62110 · Mileage	849.50
62120 · Per diem	124.00
62130 · Lodging	213.00
62150 · Training registration fees	650.00

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

	Aug 15
Total C · Travel & Training Expenses	1,836.50
D · Professional/Contract Services	
63110 · Professional Svcs-Accounting	1,351.88
63120 · Professional Svcs - Legal	924.00
63510 · Cleaning	100.00
63520 · Lawn Service	125.00
63530 · Pest Control	70.00
	2,570.88
Total D · Professional/Contract Services	
F · Participant Expenses	
65110 · Food	259.29
65120 · Personal Items & Clothing	117.73
65130 · Household Supplies	101.06
65150 · Outpatient Health Services	
65151 · Prescription Medications	143.95
	143.95
Total 65150 · Outpatient Health Services	
65170 · Accommodations	399.10
65180 · Participant Transportation	
65181 · Bus tickets	412.50
	412.50
Total 65180 · Participant Transportation	
65190 · Document Replacement	12.00
65230 · Employment Asst ./ Job Training	105.00
65290 · Other Participant Expenses	37.85
	1,588.48
Total F · Participant Expenses	
G · Operating Expense	
63550 · Payroll Processing Fees	306.50
66110 · Communications	
66111 · Telephone, Internet & Cable	831.94
66112 · Cellphones	349.97
66110 · Communications - Other	92.32
	1,274.23
Total 66110 · Communications	
66120 · Utilities	
66121 · Electricity	1,850.18
66122 · Water	456.98
66123 · Gas	232.52
	2,541.68
Total 66120 · Utilities	
66130 · Repairs & Maintenance	266.05
66140 · Office supplies	1,284.31
66150 · Postage	24.85
66170 · Licenses & Permits	0.00
66190 · Credit Processing Fees	64.88
66200 · Personnel Development	
66202 · Staff Training	113.57
	113.57
Total 66200 · Personnel Development	
66220 · Thrift Store Operating Supplies	93.63
66290 · Other Operating Expenses	
66299 · Misc. Expenses	103.43
66290 · Other Operating Expenses - Other	14.66
	118.09
Total 66290 · Other Operating Expenses	
Total G · Operating Expense	6,087.79
H · Equipment Inventory	
67510 · Dep. Exp. - Equipment	406.35
	406.35
Total H · Equipment Inventory	
I · Rental or Use of Space	
68110 · Thrift Store Rent	1,200.00
68120 · Storage Space	60.00

11:04 PM
09/30/15
Accrual Basis

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

	<u>Aug 15</u>
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>429.47</u>
Total J · Rental of Equipment	429.47
L · Membership Dues & Subscriptions	
71100 · Membership Dues	<u>83.67</u>
Total L · Membership Dues & Subscriptions	83.67
M · Advertising	
72200 · Newsletter	<u>99.00</u>
Total M · Advertising	<u>99.00</u>
Total Expense	<u>57,362.92</u>

11:15 PM
 09/30/15
 Accrual Basis

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

	Jul - Aug 15	Budget	\$ Over Budget
Income			
40000 · Grants & Contracts	74,905.97	536,991.69	-462,085.72
41000 · Discretionary Funds	18,501.15	133,052.44	-114,551.29
Total Income	<u>93,407.12</u>	<u>670,044.13</u>	<u>-576,637.01</u>
Gross Profit	93,407.12	670,044.13	-576,637.01
Expense			
A · Salaries & Wages	65,866.43	435,523.00	-369,656.57
B · Taxes & Benefits	12,365.27	67,602.36	-55,237.09
C · Travel & Training Expenses	1,274.01	12,686.71	-11,412.70
D · Professional/Contract Services	7,360.73	24,025.00	-16,664.27
F · Participant Expenses	2,079.37	33,500.00	-31,420.63
G · Operating Expense	12,803.42	61,528.40	-48,724.98
H · Equipment Inventory	812.70	3,500.00	-2,687.30
I · Rental or Use of Space	11,251.52	71,665.28	-60,413.76
J · Rental of Equipment	758.99	3,500.00	-2,741.01
K · Insurance	0.00	9,913.38	-9,913.38
L · Membership Dues & Subscriptions	3,590.34	3,000.00	590.34
M · Advertising	198.00	3,000.00	-2,802.00
Total Expense	<u>118,360.78</u>	<u>729,444.13</u>	<u>-611,083.35</u>

11:15 PM
09/30/15
Accrual Basis

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

	<u>% of Budget</u>
Income	
40000 · Grants & Contracts	13.9%
41000 · Discretionary Funds	13.9%
Total Income	<u>13.9%</u>
Gross Profit	13.9%
Expense	
A · Salaries & Wages	15.1%
B · Taxes & Benefits	18.3%
C · Travel & Training Expenses	10.0%
D · Professional/Contract Services	30.6%
F · Participant Expenses	6.2%
G · Operating Expense	20.8%
H · Equipment Inventory	23.2%
I · Rental or Use of Space	15.7%
J · Rental of Equipment	21.7%
K · Insurance	0.0%
L · Membership Dues & Subscriptions	119.7%
M · Advertising	6.6%
Total Expense	<u>16.2%</u>

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

	Jul - Aug 15	Budget	\$ Over Budget
Income			
40000 · Grants & Contracts			
40100 · FCADV			
40105 · FCADV - Prevention	750.00	20,000.00	-19,250.00
40110 · FCADV - GR	4,860.90	29,165.42	-24,304.52
40115 · FCADV - DVTF	2,186.56	13,119.34	-10,932.78
40120 · FCADV - FVPSA	1,956.64	11,739.83	-9,783.19
40125 · FCADV - TANF	15,985.94	95,915.60	-79,929.66
40130 · FCADV - CCII / SA	8,677.34	52,064.00	-43,386.66
40135 · FCADV - L & C			
40136 · L&C	9,875.00		
40137 · CPI GR	2,625.00		
40135 · FCADV - L & C - Other	0.00	60,182.50	-60,182.50
Total 40135 · FCADV - L & C	12,500.00	60,182.50	-47,682.50
40140 · FCADV - RURAL	9,666.66	58,000.00	-48,333.34
40150 · FCADV - Training Scholarships	1,242.16		
Total 40100 · FCADV	57,826.20	340,186.69	-282,360.49
40200 · DCF			
40210 · DCF (ESG)	0.00	54,657.00	-54,657.00
Total 40200 · DCF	0.00	54,657.00	-54,657.00
40300 · VOCA	8,159.81	104,717.00	-96,557.19
40400 · DOH	1,404.34	9,919.00	-8,514.66
40500 · Putnam County	0.00	9,612.00	-9,612.00
40600 · United Way			
40610 · EFSP	2,600.00	500.00	2,100.00
40620 · United Way of Putnam Co. Grant	4,915.62	17,400.00	-12,484.38
Total 40600 · United Way	7,515.62	17,900.00	-10,384.38
Total 40000 · Grants & Contracts	74,905.97	536,991.69	-462,085.72
41000 · Discretionary Funds			
41100 · Thrift Store Sales	8,535.46		
41200 · Contributions			
41210 · Individual Contributions	4,766.97		
41220 · Business Contributions	1,280.00		
41230 · Church Contributions	300.00		
41240 · Civic Group Contributions	25.00		
41200 · Contributions - Other	0.00		
Total 41200 · Contributions	6,371.97		
41300 · Fundraising			
41330 · Golf Tournament	3,290.00		
Total 41300 · Fundraising	3,290.00		
41400 · Other Discretionary Income			
41410 · Thrift Shop Cash Over/Short	-12.52		
41420 · Interest Earned	12.03		
41430 · Miscellaneous Income	304.21		
Total 41400 · Other Discretionary Income	303.72		
41000 · Discretionary Funds - Other	0.00	133,052.44	-133,052.44
Total 41000 · Discretionary Funds	18,501.15	133,052.44	-114,551.29
Total Income	93,407.12	670,044.13	-576,637.01
Gross Profit	93,407.12	670,044.13	-576,637.01
Expense			
A · Salaries & Wages			
60110 · Regular Wages	61,042.97	401,552.21	-340,509.24
60120 · Overtime Wages	7.69		
60140 · Paid Time Off	4,815.77	27,002.43	-22,186.66
60150 · Holiday Pay	0.00	6,968.36	-6,968.36

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

	Jul - Aug 15	Budget	\$ Over Budget
Total A · Salaries & Wages	65,866.43	435,523.00	-369,656.57
B · Taxes & Benefits			
61110 · FICA	5,038.84	33,317.51	-28,278.67
61120 · SUTA	464.68	6,937.70	-6,473.02
61130 · Workers Comp Insurance	0.00	7,578.11	-7,578.11
61140 · Employee Health Insurance	6,677.14	18,569.14	-11,892.00
61160 · Car Allowance	184.60	1,199.90	-1,015.30
B · Taxes & Benefits - Other	0.01		
Total B · Taxes & Benefits	12,365.27	67,602.36	-55,237.09
C · Travel & Training Expenses			
62110 · Mileage	1,388.76		
62120 · Per diem	-977.75		
62130 · Lodging	213.00		
62150 · Training registration fees	650.00		
C · Travel & Training Expenses - Other	0.00	12,686.71	-12,686.71
Total C · Travel & Training Expenses	1,274.01	12,686.71	-11,412.70
D · Professional/Contract Services			
63110 · Professional Svcs-Accounting	2,476.88	12,000.00	-9,523.12
63120 · Professional Svcs - Legal	924.00		
63140 · Professional Services-I.T.	772.50	2,500.00	-1,727.50
63150 · Prof. Svcs - Web Design/Hosting	0.00	250.00	-250.00
63160 · Professional Svcs-Other	0.00	1,000.00	-1,000.00
63510 · Cleaning	200.00	1,300.00	-1,100.00
63520 · Lawn Service	250.00	2,500.00	-2,250.00
63530 · Pest Control	140.00	1,000.00	-860.00
63540 · Security	2,597.35	300.00	2,297.35
63580 · Other Contract Labor	0.00	0.00	0.00
63590 · Thrift Store Services	0.00	3,175.00	-3,175.00
Total D · Professional/Contract Services	7,360.73	24,025.00	-16,664.27
F · Participant Expenses			
65110 · Food	505.18	10,250.00	-9,744.82
65120 · Personal Items & Clothing	117.73	1,750.00	-1,632.27
65130 · Household Supplies	101.06	3,000.00	-2,898.94
65150 · Outpatient Health Services			
65151 · Prescription Medications	143.95		
65150 · Outpatient Health Services - Other	0.00	3,500.00	-3,500.00
Total 65150 · Outpatient Health Services	143.95	3,500.00	-3,356.05
65160 · Mental Health Services	0.00	2,500.00	-2,500.00
65170 · Accommodations	399.10	1,000.00	-600.90
65180 · Participant Transportation			
65181 · Bus tickets	412.50		
65182 · Gas Cards	245.00		
65180 · Participant Transportation - Other	0.00	5,000.00	-5,000.00
Total 65180 · Participant Transportation	657.50	5,000.00	-4,342.50
65190 · Document Replacement	12.00	500.00	-488.00
65210 · Child Care	0.00	500.00	-500.00
65220 · Education	0.00	1,000.00	-1,000.00
65230 · Employment Asst ./ Job Training	105.00	1,000.00	-895.00
65240 · Substance Abuse Treatment	0.00	2,500.00	-2,500.00
65290 · Other Participant Expenses	37.85	1,000.00	-962.15
Total F · Participant Expenses	2,079.37	33,500.00	-31,420.63
G · Operating Expense			
63550 · Payroll Processing Fees	778.70	3,000.00	-2,221.30
66110 · Communications			
66111 · Telephone, Internet & Cable	1,666.24		
66112 · Cellphones	699.94		
66110 · Communications - Other	184.64	14,190.93	-14,006.29
Total 66110 · Communications	2,550.82	14,190.93	-11,640.11

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

	Jul - Aug 15	Budget	\$ Over Budget
66120 · Utilities			
66121 · Electricity	3,621.82		
66122 · Water	799.05		
66123 · Gas	319.96		
66120 · Utilities - Other	0.00	26,667.68	-26,667.68
Total 66120 · Utilities	4,740.83	26,667.68	-21,926.85
66130 · Repairs & Maintenance	1,083.55	3,000.00	-1,916.45
66140 · Office supplies	1,429.69	6,376.55	-4,946.86
66150 · Postage	385.87	1,634.40	-1,248.53
66160 · Printing & Copying	214.00	1,220.87	-1,006.87
66170 · Licenses & Permits			
66171 · Business Licenses	300.00		
66170 · Licenses & Permits - Other	0.00	525.00	-525.00
Total 66170 · Licenses & Permits	300.00	525.00	-225.00
66180 · Bank Fees	0.00	325.47	-325.47
66190 · Credit Processing Fees	127.26	626.45	-499.19
66200 · Personnel Development			
66202 · Staff Training	113.57		
66200 · Personnel Development - Other	0.00	1,500.00	-1,500.00
Total 66200 · Personnel Development	113.57	1,500.00	-1,386.43
66220 · Thrift Store Operating Supplies	127.22	1,076.79	-949.57
66290 · Other Operating Expenses			
66299 · Misc. Expenses	304.10		
66290 · Other Operating Expenses - Other	14.66	1,384.26	-1,369.60
Total 66290 · Other Operating Expenses	318.76	1,384.26	-1,065.50
67140 · Software	633.15		
Total G · Operating Expense	12,803.42	61,528.40	-48,724.98
H · Equipment Inventory			
67510 · Dep. Exp. - Equipment	812.70		
H · Equipment Inventory - Other	0.00	3,500.00	-3,500.00
Total H · Equipment Inventory	812.70	3,500.00	-2,687.30
I · Rental or Use of Space			
68110 · Thrift Store Rent	2,400.00	14,400.00	-12,000.00
68120 · Storage Space	120.00		
68210 · Rent - Admin Offices			
68211 · Admin Rent Expense	3,000.00		
68212 · In Kind Admin Rent Deduction	-3,000.00		
Total 68210 · Rent - Admin Offices	0.00		
68510 · Dep. Exp. - Buildings	8,731.52	57,265.28	-48,533.76
Total I · Rental or Use of Space	11,251.52	71,665.28	-60,413.76
J · Rental of Equipment			
69110 · Equip Rental and Maintenance	758.99	3,500.00	-2,741.01
Total J · Rental of Equipment	758.99	3,500.00	-2,741.01
K · Insurance	0.00	9,913.38	-9,913.38
L · Membership Dues & Subscriptions			
71100 · Membership Dues	3,590.34	2,700.00	890.34
71200 · Subscriptions	0.00	300.00	-300.00
Total L · Membership Dues & Subscriptions	3,590.34	3,000.00	590.34
M · Advertising			
72100 · Print, Radio & Online Ads	0.00	400.00	-400.00
72200 · Newsletter	198.00	2,600.00	-2,402.00
Total M · Advertising	198.00	3,000.00	-2,802.00
Total Expense	118,360.78	729,444.13	-611,083.35

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

	% of Budget
Income	
40000 · Grants & Contracts	
40100 · FCADV	
40105 · FCADV - Prevention	3.8%
40110 · FCADV - GR	16.7%
40115 · FCADV - DVTF	16.7%
40120 · FCADV - FVPSA	16.7%
40125 · FCADV - TANF	16.7%
40130 · FCADV - CCH / SA	16.7%
40135 · FCADV - L & C	
40136 · L&C	
40137 · CPI GR	
40135 · FCADV - L & C - Other	0.0%
Total 40135 · FCADV - L & C	20.8%
40140 · FCADV - RURAL	16.7%
40150 · FCADV - Training Scholarships	
Total 40100 · FCADV	17.0%
40200 · DCF	
40210 · DCF (ESG)	0.0%
Total 40200 · DCF	0.0%
40300 · VOCA	7.8%
40400 · DOH	14.2%
40500 · Putnam County	0.0%
40600 · United Way	
40610 · EFSP	520.0%
40620 · United Way of Putnam Co. Grant	28.3%
Total 40600 · United Way	42.0%
Total 40000 · Grants & Contracts	13.9%
41000 · Discretionary Funds	
41100 · Thrift Store Sales	
41200 · Contributions	
41210 · Individual Contributions	
41220 · Business Contributions	
41230 · Church Contributions	
41240 · Civic Group Contributions	
41200 · Contributions - Other	
Total 41200 · Contributions	
41300 · Fundraising	
41330 · Golf Tournament	
Total 41300 · Fundraising	
41400 · Other Discretionary Income	
41410 · Thrift Shop Cash Over/Short	
41420 · Interest Earned	
41430 · Miscellaneous Income	
Total 41400 · Other Discretionary Income	
41000 · Discretionary Funds - Other	0.0%
Total 41000 · Discretionary Funds	13.9%
Total Income	13.9%
Gross Profit	13.9%
Expense	
A · Salaries & Wages	
60110 · Regular Wages	15.2%
60120 · Overtime Wages	
60140 · Paid Time Off	17.8%
60150 · Holiday Pay	0.0%

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

	% of Budget
Total A · Salaries & Wages	15.1%
B · Taxes & Benefits	
61110 · FICA	15.1%
61120 · SUTA	6.7%
61130 · Workers Comp Insurance	0.0%
61140 · Employee Health Insurance	36.0%
61160 · Car Allowance	15.4%
B · Taxes & Benefits - Other	
Total B · Taxes & Benefits	18.3%
C · Travel & Training Expenses	
62110 · Mileage	
62120 · Per diem	
62130 · Lodging	
62150 · Training registration fees	
C · Travel & Training Expenses - Other	0.0%
Total C · Travel & Training Expenses	10.0%
D · Professional/Contract Services	
63110 · Professional Svcs-Accounting	20.6%
63120 · Professional Svcs - Legal	
63140 · Professional Services-I.T.	30.9%
63150 · Prof. Svcs - Web Design/Hosting	0.0%
63160 · Professional Svcs-Other	0.0%
63510 · Cleaning	15.4%
63520 · Lawn Service	10.0%
63530 · Pest Control	14.0%
63540 · Security	865.8%
63580 · Other Contract Labor	0.0%
63590 · Thrift Store Services	0.0%
Total D · Professional/Contract Services	30.6%
F · Participant Expenses	
65110 · Food	4.9%
65120 · Personal Items & Clothing	6.7%
65130 · Household Supplies	3.4%
65150 · Outpatient Health Services	
65151 · Prescription Medications	
65150 · Outpatient Health Services - Other	0.0%
Total 65150 · Outpatient Health Services	4.1%
65160 · Mental Health Services	0.0%
65170 · Accommodations	39.9%
65180 · Participant Transportation	
65181 · Bus tickets	
65182 · Gas Cards	
65180 · Participant Transportation - Other	0.0%
Total 65180 · Participant Transportation	13.2%
65190 · Document Replacement	2.4%
65210 · Child Care	0.0%
65220 · Education	0.0%
65230 · Employment Asst ./ Job Training	10.5%
65240 · Substance Abuse Treatment	0.0%
65290 · Other Participant Expenses	3.8%
Total F · Participant Expenses	6.2%
G · Operating Expense	
63550 · Payroll Processing Fees	26.0%
66110 · Communications	
66111 · Telephone, Internet & Cable	
66112 · Cellphones	
66110 · Communications - Other	1.3%
Total 66110 · Communications	18.0%

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

	% of Budget
66120 · Utilities	
66121 · Electricity	
66122 · Water	
66123 · Gas	
66120 · Utilities - Other	0.0%
Total 66120 · Utilities	17.8%
66130 · Repairs & Maintenance	36.1%
66140 · Office supplies	22.4%
66150 · Postage	23.6%
66160 · Printing & Copying	17.5%
66170 · Licenses & Permits	
66171 · Business Licenses	
66170 · Licenses & Permits - Other	0.0%
Total 66170 · Licenses & Permits	57.1%
66180 · Bank Fees	0.0%
66190 · Credit Processing Fees	20.3%
66200 · Personnel Development	
66202 · Staff Training	
66200 · Personnel Development - Other	0.0%
Total 66200 · Personnel Development	7.6%
66220 · Thrift Store Operating Supplies	11.8%
66290 · Other Operating Expenses	
66299 · Misc. Expenses	
66290 · Other Operating Expenses - Other	1.1%
Total 66290 · Other Operating Expenses	23.0%
67140 · Software	
Total G · Operating Expense	20.8%
H · Equipment Inventory	
67510 · Dep. Exp. - Equipment	
H · Equipment Inventory - Other	0.0%
Total H · Equipment Inventory	23.2%
I · Rental or Use of Space	
68110 · Thrift Store Rent	16.7%
68120 · Storage Space	
68210 · Rent - Admin Offices	
68211 · Admin Rent Expense	
68212 · In Kind Admin Rent Deduction	
Total 68210 · Rent - Admin Offices	
68510 · Dep. Exp. - Buildings	15.2%
Total I · Rental or Use of Space	15.7%
J · Rental of Equipment	
69110 · Equip Rental and Maintenance	21.7%
Total J · Rental of Equipment	21.7%
K · Insurance	0.0%
L · Membership Dues & Subscriptions	
71100 · Membership Dues	133.0%
71200 · Subscriptions	0.0%
Total L · Membership Dues & Subscriptions	119.7%
M · Advertising	
72100 · Print, Radio & Online Ads	0.0%
72200 · Newsletter	7.6%
Total M · Advertising	6.6%
Total Expense	16.2%

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09/30/15
Accrual Basis

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

	<u>Jul - Aug 15</u>
Income	
41000 · Discretionary Funds	8,664.91
Total Income	<u>8,664.91</u>
Gross Profit	8,664.91
Expense	
A · Salaries & Wages	5,762.00
B · Taxes & Benefits	1,059.17
C · Travel & Training Expenses	165.85
D · Professional/Contract Services	200.00
G · Operating Expense	1,679.54
I · Rental or Use of Space	2,520.00
Total Expense	<u>11,386.56</u>
Net Income	<u><u>-2,721.65</u></u>

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

	Jul - Aug 15
Income	
41000 · Discretionary Funds	
41100 · Thrift Store Sales	8,535.46
41200 · Contributions	
41210 · Individual Contributions	141.97
41200 · Contributions - Other	0.00
Total 41200 · Contributions	141.97
41400 · Other Discretionary Income	
41410 · Thrift Shop Cash Over/Short	-12.52
Total 41400 · Other Discretionary Income	-12.52
Total 41000 · Discretionary Funds	8,664.91
Total Income	8,664.91
Gross Profit	8,664.91
Expense	
A · Salaries & Wages	
60110 · Regular Wages	5,762.00
60120 · Overtime Wages	0.00
60140 · Paid Time Off	0.00
60150 · Holiday Pay	0.00
Total A · Salaries & Wages	5,762.00
B · Taxes & Benefits	
61110 · FICA	440.81
61140 · Employee Health Insurance	618.36
Total B · Taxes & Benefits	1,059.17
C · Travel & Training Expenses	
62110 · Mileage	165.85
Total C · Travel & Training Expenses	165.85
D · Professional/Contract Services	
63110 · Professional Svcs-Accounting	200.00
Total D · Professional/Contract Services	200.00
G · Operating Expense	
63550 · Payroll Processing Fees	77.89
66110 · Communications	
66111 · Telephone, Internet & Cable	219.32
Total 66110 · Communications	219.32
66120 · Utilities	
66121 · Electricity	920.92
66122 · Water	206.93
Total 66120 · Utilities	1,127.85
66190 · Credit Processing Fees	127.26
66220 · Thrift Store Operating Supplies	127.22
Total G · Operating Expense	1,679.54
I · Rental or Use of Space	
68110 · Thrift Store Rent	2,400.00
68120 · Storage Space	120.00
Total I · Rental or Use of Space	2,520.00
Total Expense	11,386.56
Net Income	-2,721.65

11:14 PM
09/30/15
Accrual Basis

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

	<u>Aug 15</u>
Income	
41000 · Discretionary Funds	4,346.53
Total Income	<u>4,346.53</u>
Gross Profit	4,346.53
Expense	
A · Salaries & Wages	2,783.50
B · Taxes & Benefits	522.13
C · Travel & Training Expenses	0.00
G · Operating Expense	837.13
I · Rental or Use of Space	1,260.00
Total Expense	<u>5,402.76</u>
Net Income	<u><u>-1,056.23</u></u>

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

	Aug 15
Income	
41000 · Discretionary Funds	
41100 · Thrift Store Sales	4,299.44
41200 · Contributions	
41210 · Individual Contributions	57.83
Total 41200 · Contributions	57.83
41400 · Other Discretionary Income	
41410 · Thrift Shop Cash Over/Short	-10.74
Total 41400 · Other Discretionary Income	-10.74
Total 41000 · Discretionary Funds	4,346.53
Total Income	4,346.53
Gross Profit	4,346.53
Expense	
A · Salaries & Wages	
60110 · Regular Wages	2,783.50
60120 · Overtime Wages	0.00
60140 · Paid Time Off	0.00
60150 · Holiday Pay	0.00
Total A · Salaries & Wages	2,783.50
B · Taxes & Benefits	
61110 · FICA	212.95
61140 · Employee Health Insurance	309.18
Total B · Taxes & Benefits	522.13
C · Travel & Training Expenses	
62110 · Mileage	0.00
Total C · Travel & Training Expenses	0.00
G · Operating Expense	
63550 · Payroll Processing Fees	30.66
66110 · Communications	
66111 · Telephone, Internet & Cable	109.66
Total 66110 · Communications	109.66
66120 · Utilities	
66121 · Electricity	432.87
66122 · Water	105.43
Total 66120 · Utilities	538.30
66190 · Credit Processing Fees	64.88
66220 · Thrift Store Operating Supplies	93.63
Total G · Operating Expense	837.13
I · Rental or Use of Space	
68110 · Thrift Store Rent	1,200.00
68120 · Storage Space	60.00
Total I · Rental or Use of Space	1,260.00
Total Expense	5,402.76
Net Income	-1,056.23

Monday
Dear Angie, Betsy & Caroline, & Valerie!

Thanks so much for putting on such a fun golf tournament and breakfast + lunch. I look forward to it every year, and appreciate all your hard work. Hopefully, this will mean you many thanks at our 'old' course.
Love, Joyce Oliver