



Board Meeting Minutes

February 10, 2020

Call to order: The meeting was called to order at 5pm at St. Timothy's Episcopal Church, 1020 24th St. West Des Moines

Members Present: Jeanie Smith, Larry Anderson, Marty Rathje, Gloria Gray, Harry Swanson, Terry Swanson, Chris Dean, Mike Smith

Consent items:

- a. November 11, 2019 minutes were circulated in advance and approved.
- b. The December 31, 2019 Financial Report and January 27, 2020 memo from Larry Anderson were circulated in advance. Both were approved and are attached. We finished the year with a surplus of \$6,213.39 and it is apparent that 2019 was successful from a financial standpoint. The changing income tax situation had little effect on peoples' willingness for donations. It appears that donors believe in our cause, rather than whether their donations are deductible. Larry said that 2020 FreeStore Birdies for Charity donations will be distributed in August.
- c. Send in nominations for 2020 Volunteer of the Year. Jeanie, Diane and Marty as past, future and current chairs will make the final selection. Recognition will be at the Annual Meeting in May.

2020 Budget approval

- a. We recommended changes that increased the operating budget \$11,000. The changes were to the replacement truck estimate, fund raising consulting fees, and bed frame and crib purchases. We also increased the income estimates from the BWA Grant and a third fund raising activity. Larry will send this budget plan out for board approval by email. Budget memo attached

Reports:

- a. Executive Committee:

2019 Activity update

2019 was another busy year for us as we served 336 families in 2019, an increase of 46 families over 2018. We served 939 people in 2019,

up from 760 persons in 2018. Marty presented a 12 page year-end report to file on the website. 2019 year end result memo is attached.

Grants update

Jeanie filed a request with BWA in February. She will also file with Prairie Meadows and Polk County in February. BWA suggested we file for a truck and our fingers are crossed.

Expanded Deliveries

The trial use of our trucks by Iowa Homeless Youth is going well and now we're receiving requests from other agencies. We're telling other agencies that IHYC is using our trucks as a trial only. IHYC drivers are included in the FreeStore insurance policy with Jester.

FreeStore drivers are making deliveries to CIAC, Veterans, and LUNA Marshalltown clients as we have crews available.

Mary Chinchilla from LUNA has been acting as a FreeStore greeter for LUNA clients in Des Moines, but the board decided to stop this procedure and asked Marty to advise Mary.

b. Strategic Planning:

Website Development.

On Dec 9, 2019 we signed a contract with Team Logic to finish the web site started by Johnny McManus. Pat McDermott is the FreeStore focal point with Eric Summers from Team Logic. Marty, Harry, Terry, and Doug Ogren have been suggesting edits to the site. The site is looking very good. The contract is attached.

Succession Planning.

The Executive committee recommends we do annual planning as a way to finish out the 3 year plan we built two years ago. Marty will suggest some dates in April for a planning meeting

Review Funding Model.

Jeanie is looking for people to work in her group to help explore new funding approaches for the FreeStore.

Volunteer Recruiting and Management.

Diane and Marty are working this issue and will explore trainings, seminars, etc. We're looking for volunteers with fundraising experience, marketing, volunteer recruitment, and/or technology skills. We're also quite worried about warehouse worker burn out primarily in the upper warehouse.

c. Spring newsletter update and timing.

Diane said the newsletter will be mailed in April. We will need an updated mailing list for Macdonald Letter Service.

d. Dressers for Kids Update.

We have budgeted for 100 dressers for kids but will only buy when we have funding from a group that wants to build.

e. Pick up and Scheduling Changes

We are occasionally adding extra pickups and have been able to get crews but need to keep track of the additional truck usage. We're also adding extra deliveries to Veterans, DV agencies, and IHYC is using our trucks. It looks like we need a system to keep track of our trucks as well.

Decision Items:

a. How to handle increased client volume

Continuation of IHYC truck usage

Truck usage by IHYC volunteers is working well. We'll continue this trial.

Allowing DV advocates to act as greeters

We are not comfortable having DV advocates act as greeters in the warehouse. Marty will contact Mary Chincilla and ask her to run LUNA requests through Terry.

Encryption of client request by some agencies

We will probably not be able to stop agencies from sending requests in encrypted messages. Terry will adjust how she manages encrypted messages.

Metering of client requests

Terry will decide if some requests don't match our goal of helping people start over, and will just say "no".

b. 2020 Planning review

We need to stay focused on planning and will work on annual reviews to meet objectives in the 3-year plan.

c. 2020 Board Nominees

Terry, Marty, Larry, and Judy's terms expire. All but Judy will continue on the board. We'd like a replacement for Judy and will look for a person with IT or marketing background. Send suggestions to Marty.

Our meetings tend to focus on tactical rather than strategic discussions. As we grow our staffing we need to work to becoming a strategic board and we should look for strategic thinking candidates.

Annual Meeting:

We will combine the annual meeting with a volunteer recognition program at the May board meeting similar to last year. Our 2020 board/annual meeting is on the board calendar for May 13, 2020.

Discussion items:

We deferred discussions about Truck replacement, Lawyer review of contracts, Technology and web development topics.

Adjourn:

Next board meeting: April 13, 2020

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Harry Swanson".

Harry Swanson, Board Secretary

**Attach: Dec 31, 2019 Financial report and memo, Budget memo,
2019 Year End Report as of February 10 2020, Signed Contract with Team LogicIT**



Financial Report

As of December 31, 2019



FreeStore, Inc.
2019 Budget Report
 As of December 31, 2019

<u>Description</u>	<u>2019 Budget</u>	<u>Actual Amounts</u>	
		<u>Year 2019</u>	<u>Nov 1 - Dec 31</u>
<u>Revenue</u>			
Use of Cash on Hand	\$25,715.00	\$0.00	\$0.00
<i>Fund Raising Activities</i>			
2018 Fall Newsletter	3,000.00	8,560.00	0.00
2019 Summer Newsletter	7,000.00	9,927.00	0.00
2019 Fall Newsletter	10,000.00	12,217.50	12,217.50
Birdies for Charity (10% bonus is added in August)	11,000.00	9,050.90	0.00
Memorial and "In Honor of" Donations	500.00	1,247.00	\$12.00
<i>Fill the Mayflower Event</i>			
Cash Donations	0.00	0.00	0.00
General Donations (Excludes Fill the Mayflower, Amazon Smile & Benevity) (includes donations for Dressers for Kids in 2019)	13,000.00	15,527.58	3,993.34
<i>Grants</i>			
BWA Foundation	5,900.00	3,510.00	0.00
Chrysalis Foundation	7,500.00	7,500.00	0.00
Chrysalis Community Partner Emergency Fund	500.00	500.00	0.00
Polk County Community Betterment	5,000.00	0.00	0.00
Prairie Meadows Foundation	15,000.00	0.00	0.00
Domestic Abuse Coordinating Council	0.00	300.00	300.00
Principal Financial Group, Inc. Foundation	0.00	0.00	0.00
United Way of Story County	1,000.00	1,000.00	0.00
West Des Moines Churches Outreach Group	1,000.00	1,000.00	0.00
United Way of Central Iowa	0.00	0.00	0.00
A Community Thrives (Gannett)	0.00	0.00	0.00
The Sammons Group	0.00	15,000.00	0.00
<i>Other Sources of Revenue</i>			
Services to Outside Agencies Clients	8,000.00	11,510.00	3,365.00
Polk County Family Enrichment Services Clients	3,000.00	2,520.00	880.00
Sale of FreeStore Clothing	400.00	294.15	75.00
Amazon Smile Foundation	100.00	79.26	13.53
Benevity	0.00	2,414.32	349.32
Interest on Checking Account	30.00	206.65	43.73
Return on Investments (Stays in CFGDM Account. See page 4)	0.00	0.00	0.00
Miscellaneous	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total - Revenue	\$117,645.00	\$102,364.36	\$21,749.42



FreeStore, Inc.
2019 Budget Report
 As of December 31, 2019

	2019	Actual Amounts	
<u>Description</u>	<u>Budget</u>	<u>Year 2019</u>	<u>Nov 1 - Dec 31</u>
<u>Operating Expenses, Investments and Capital Expenditures</u>			
<u>Operating Expenses for Client Services</u>			
<u>Warehouse Operation and Maintenance</u>			
Operation			
Utilities (Electricity, Gas, Water, Sewer, Storm Drainage)	\$5,000.00	\$4,874.89	\$881.48
Telephone	1,200.00	1,133.88	193.02
Waste Disposal	1,900.00	1,909.73	169.98
Pest Control (Monthly)	1,100.00	1,185.05	387.80
Bed Bug Inspections (Quarterly and Osceola Bedding)	580.00	650.00	0.00
Cleaning - Eleventh Street Warehouse (Monthly)	2,700.00	2,425.00	450.00
Cleaning - Delaware Avenue Warehouse (Odd Numbered Months)	1,200.00	1,475.00	200.00
Warehouse Operation	1,000.00	872.79	250.27
Miscellaneous	200.00	28.90	0.00
Rent			
Eleventh Street (Mark Clark)(\$1,141.25 per month, plus snow removal share)	14,000.00	13,938.00	2,522.50
Delaware Avenue (Iles & McKinney, Inc.)(\$1,200 per month, most months)	14,400.00	14,800.00	2,400.00
Maintenance	300.00	366.41	0.00
Shop Supplies and Tools	300.00	426.66	31.52
<u>Purchase, Pick Up and Deliver Household Items</u>			
Two FreeStore Trucks - Operation and Maintenance			
Operation			
Fuel	3,190.00	2,893.18	766.19
Licenses and Fees	100.00	87.00	0.00
Insurance	2,000.00	2,245.00	766.19
Maintenance	2,800.00	2,504.69	365.64
Rental Trucks - Rental and Fuel			
Rental	0.00	467.24	0.00
Fuel	0.00	94.43	0.00
Dressers			
Kids (Costs paid by special donations)(included in General Donations)	0.00	10,714.63	0.00
Tool Kits	0.00	105.89	0.00
Adults	0.00	0.00	0.00
Transportation, Protective Wrapping & Miscellaneous	0.00	0.00	0.00
Purchase Items for Clients			
Bed Frames (90 at \$38)	1,900.00	1,279.36	0.00
Children's Bunk Beds (Complete) (25 at \$200)	3,000.00	0.00	0.00
Cribs (50 at \$118.00)	5,900.00	2,176.56	2,176.56
Bedding (Sheets and Pillows)	500.00	136.15	0.00
Mattresses, Box Springs and Bed Boards	1,500.00	0.00	0.00
Mattress Covers (300 at \$5)	1,500.00	997.65	997.05
Small Microwaves (200 at \$40)	8,000.00	1,260.00	0.00
Kitchen Items (Crock pots, cutlery, utensils, etc.)	1,000.00	1,222.01	657.55
Small Kitchen Appliances (Toasters, etc.)	900.00	1,229.10	415.16
Vacuum Cleaners (70 at \$40)	2,800.00	3,871.28	1,278.72
Clean Start (Cleaning Supplies Baskets) (200 at \$26)	5,200.00	4,655.06	1,185.82
Other Items	500.00	508.16	147.52
<u>Business Insurance</u>			
Property and Casualty	<u>3,400.00</u>	<u>3,362.00</u>	<u>0.00</u>
Total - Operating Expenses for Client Services	\$88,070.00	\$83,887.90	\$15,477.38



FreeStore, Inc.
2019 Budget Report
 As of December 31, 2019.

Description	2019	Actual Amounts	
	Budget	Year 2019	Nov 1 - Dec 31
Operating Expenses, Investments and Capital Expenditures			
Other Operating Expenses			
Fund Raising			
Fill the Mayflower Event	\$700.00	\$823.61	0.00
2019 Summer Newsletter	2,200.00	2,539.18	0.00
2019 Fall Newsletter	2,200.00	1,943.91	1,943.91
Miscellaneous	100.00	0.00	0.00
Office Operation			
Office Supplies	300.00	1,005.22	342.13
Publications	100.00	0.00	0.00
Bulk Mail Permit Fee	225.00	235.00	0.00
Postage	350.00	295.00	0.00
Printing and Advertising	1,000.00	160.02	25.00
Clerical Support (St. Timothy's Episcopal Church, WDM)	600.00	600.00	600.00
Business Insurance			
Management Liability	900.00	900.00	0.00
Miscellaneous			
WebSite Development	0.00	1,918.20	1,918.20
Purchase of FreeStore Clothing	400.00	0.00	0.00
Board of Directors' Expense	400.00	1,321.70	63.50
Refunds	100.00	3.11	0.00
Total - Other Operating Expenses	\$9,575.00	\$11,744.95	\$4,892.74
Total - Operating Expenses	\$97,645.00	\$95,632.85	\$20,370.12
Investment Results			
Community Foundation of Greater Des Moines (CFGDM)	\$0.00	\$0.00	\$0.00
Total - Investments	\$0.00	\$0.00	\$0.00
Capital Expenditures			
Two Warehouse Utility Carts	50.00	\$335.58	\$0.00
Shop Equipment	0.00	182.54	0.00
Replacement Truck	\$20,000.00	0.00	0.00
Total - Capital Expenditures	\$20,000.00	\$518.12	\$0.00
Total Operating Expenses, Investments and Capital Expenditures	\$117,645.00	\$96,150.97	\$20,370.12
Results for the Year/This Period	\$0.00	\$6,213.39	\$1,379.30
Per Cent of Operating Expenses Used for Client Benefit:	90.19%	87.72%	

Investment and Other Financial Information

As of December 31, 2019

Investments

Certificates of Deposit

None

FreeStore Charitable Fund

Community Foundation of Greater Des Moines (CFGDM) (Long-Term Growth Portfolio)

\$218,772.58	Fund Balance - January 1, 2019	(Total FreeStore Investment: \$165,000.00)
0.00	Plus Contributions	(\$10,000 "bonus" from CFGDM is included in Fund Balances)
0.00	Plus Earnings Allocated to Fund	(credited quarterly)
-1,207.95	Less Administrative Fees	(charged quarterly)
0.00	Plus Other Activity	
<u>41,391.29</u>	Plus Change in Investment Value	
\$258,955.92	Equals Fund Balance - December 31, 2019	
\$12,947.80	Withdrawable ("spendable") Cash - December 31, 2019 :	
		5.00%

Change =	18.37%
(End Balance - Begin Bal.) / Begin Bal.	

Statistical Information (dollar amounts are included in the Budget Report)

	<u>Cumulative</u>	<u>2019</u>
Services Provided to Clients of Other Agencies	1,063 Clients	155 Clients
Services began in July, 2007	Billed \$73,557.50	\$11,510.00
121 Agencies Served to date	Paid 73,542.50	11,510.00
	Refunded	0.00
Services Provided to Clients of CFI Transitional Housing & Emergency Services Programs		
Services began in January, 2011	35 Clients	0 Clients
	Billed \$4,900.00	\$0.00
	Paid 4,900.00	0.00
Services Provided to Clients of Polk County Family Enrichment Center		
Services began in May, 2013	199 Clients	32 Clients
	Billed \$15,255.00	\$2,520.00
	Paid 15,255.00	2,520.00
FreeStore Clothing Sales (Cumulative Account Balance and Current Year Sales)	\$5,040.38	\$294.15

	<u>2018</u>	<u>2019</u>
Grant Funds Received In:	\$34,971.14	\$28,810.00
General Donations Received In: (Excludes Memorial & "In Honor of" donations)	\$16,588.65	\$15,527.58
Number of Donations Received In:	99	110
Birdies for Charity (Sammons bonus: 2018: 10% / 100% of donations; 2019: 10% / 100%)	\$11,365.74	\$9,050.90
(Transfers to Birdies made in June & July; funds received back, including bonus, in August)		

MEMO

To: FreeStore Board of Directors

From: Larry Anderson

Date: January 27, 2020

Subject: December 31, 2019 Financial Report

Here are some thoughts on the December 31, 2019 financial report. Some copies will also be available at the meeting.

Page 1 - Revenue

- During 2019, the three newsletters (includes donations from the Fall 2018 newsletter that were received during 2019) raised a total of \$30,704.50, as compared to \$20,000 budgeted. General donations (those received without a reference to a newsletter) totaled \$15,527.58, compared to the budgeted \$13,000. Donations made in honor or memory of someone totaled \$1,247 versus the \$500 budgeted. Thus, donations received last year totaled \$47,479.08, compared to \$33,500 budgeted. The 10% "bonus" from Birdies for Charity was \$9,050.90 versus \$11,000 budgeted.
- We received seven grants, totaling \$28,810, including the very nice and very unexpected grant of \$15,000 from The Sammons Group. While we asked for \$5,900 from the BWA Foundation to purchase baby cribs, we received \$3,510. A portion of this amount (\$1,333) carries over into 2020.
- Revenue from services provided to clients of other agencies totaled \$14,030, versus \$11,000 budgeted. The agencies include the Polk County Family Enrichment Center and the churches and other agencies we work with.
- Benevity, the philanthropic organization that donates to non-profits when employees of a company (in our case, John Deere) donate their time, gave us \$2,414.32 last year, another welcome surprise.
- We finished the year with a surplus of \$6,213.39, as shown at the bottom of page 3.
- The table on page 5 shows the percentages of each of these categories of revenue.

Page 2 - Operating Expenses, Investments and Capital Expenditures

- Under Warehouse Operation and Maintenance, the various costs are either under the budgeted estimates or, if they are over, the deviations aren't large. No cause for concern with these costs.
- Under Purchase, Pick Up and Deliver Household Items, note the need for us to rent a truck(s) on some special occasions. You'll note in the 2020 budget there is an allowance for renting trucks this year. Situations may arise where our two trucks need some "help".
- The non-budgeted expense for Dressers for Kids is because of the withdrawal of funding by the United Way of Central Iowa and our decision to purchase these dressers when earmarked donations will fund them. The \$10,714.83 shown on page 2 is the total of donations used for this purpose.
- Of the other client-related expenses, the purchase of vacuum cleaners was about \$1,100 over the budgeted estimate. This is the result of our practice of making them available to most families and our ongoing problem of not having many vacuum cleaners donated.

Page 3 - Operating Expenses, Investments and Capital Expenditures

- Under Fund Raising, postage costs have risen more than expected. We have edited our mailing list to be sure we have good addresses and to stop mailing newsletters to people who have moved away from central Iowa or have not donated in several years. That explains much of the difference between the costs of the Summer and Fall Newsletters. (About \$600)
- Of the other expenses, Office Supplies and Board of Directors Expense came in higher than budgeted. As you know, we are developing a new website and half of that cost (\$1,918.20) was paid in late-2019.

Page 4 - Other Financial Information

- The good news on this page continues to be the upward change in the value of our investment account with the Community Foundation of Greater Des Moines. We've benefited by the favorable stock market conditions in 2019. (An 18.37% gain for the year, after administrative fees!) The Birdies for Charity results, shown at the bottom of this page at \$9,050.90, down somewhat from last year's total of \$11,588.65.

Page 5 - Other Financial Information

- At end of this fiscal year, it is apparent that 2019 was successful from a financial standpoint. Thus far, the changing income tax situation appears to have had little

effect on peoples' willingness to donate to us. It seems fair to say that people believe in our cause, rather than whether their donations are deductible.

Pages 6, 7, 8 and 9 - Check Register

- These pages show withdrawals from our checking accounts by check, an on line payment and a bank charge. The checks written in November and December start on page 8, with the on line payment and check number 2735. The last check written on the MetaBank account (number 2752) is shown on page 8. Page 9 shows the checks written on the Bankers Trust Company account, beginning with number 2850.
- As noted on page 9, the MetaBank account remains open, pending my getting changes made in the electronic deposit information for Benevity and Amazon Smile. All the checks written on the MetaBank account have been paid. I plan to close that account by withdrawing the cash or using an electronic transfer.

Page 9 – Comparison of Checking and Investment Account Balances

- The table shows the balances in our accounts as of the beginning and end of this reporting period. It shows that our value increased somewhat more than \$13,000 between during November and December, primarily due to the favorable return on investments.

Page 9 – FreeStore Memorial Fund

- This table shows a balance of \$10,642 in this fund, after it received \$1,247 in these kinds of donations during 2019.

MEMO

To: FreeStore Board of Directors

From: Larry Anderson 

Date: January 22, 2020

Subject: Draft Budget for 2020

The second draft of our budget for this year (attached) is the result of comments by Marty, the work of the Executive Committee and a bit of tweaking by me, based on last year's results. As a result of this work, some new, and some not so new, ideas form the basis for this budget. We need to discuss and adopt a budget during the February Board meeting. Your comments and thoughts are very welcome.

- We must deviate from the first draft budget for 2020 because it proposed taking in excess of \$60,000 from our reserves and that isn't sustainable.
- We return to the idea that if we have run out of some item(s), that's ok. We do not need to purchase those items, if a family would not have to purchase the item(s) right away to start over. Yet, we will continue to purchase other items when needed, if they are items required right away when a family moves to a new-to-them apartment or home.
- We may need to restrict certain items to certain groups of client families (like domestic violence). This is where we really need your help to determine what is reasonable.
- We will need to ensure that all of our volunteers who deal directly with our client families are aware of these ideas and why we're needing to put them in place. This is not intended to be draconian or to deviate from our mission of Helping Families Start Over. Rather, it is the need to be intentional that the FreeStore will remain financially viable for the long term.

I ask that you review all of the budget, so you'll be prepared to offer your thoughts on it. Please check out the **dark red** entries in the budget for sure.

Thank you so much for your help with this and for all your support of the FreeStore.



2019

Year End Review



We support children and families who have escaped domestic violence situations and those suffering from some other form of trauma including natural disaster and criminal assault. We provide donated furniture and household goods as these families begin new, independent, productive lives in safe environments.



2019 Year End Review Executive Summary

2019 was another busy year for the FreeStore as we helped families begin new lives. The FreeStore served 336 families in 2019, an increase of 46 families (16%) over 2018 and an increase of 107 families over 2017, an increase of 47% in just two years.

Of the 336 families served in 2019, 129 were domestic violence clients. In addition, we served 4 clients who were recent releases from Iowa Correctional Institution for Women. In total, we served 939 people in 2019, up from 760 persons in 2018 and up from 662 in 2017. Of those 939 people, 549 were children.

The FreeStore provided about 548,000 pounds of furniture and household goods in 2019, up from 452,000 pounds in 2018 and the value of the 2019 goods we estimate to be worth approximately \$683,000. We served clients in central Iowa with most of them in Polk County.

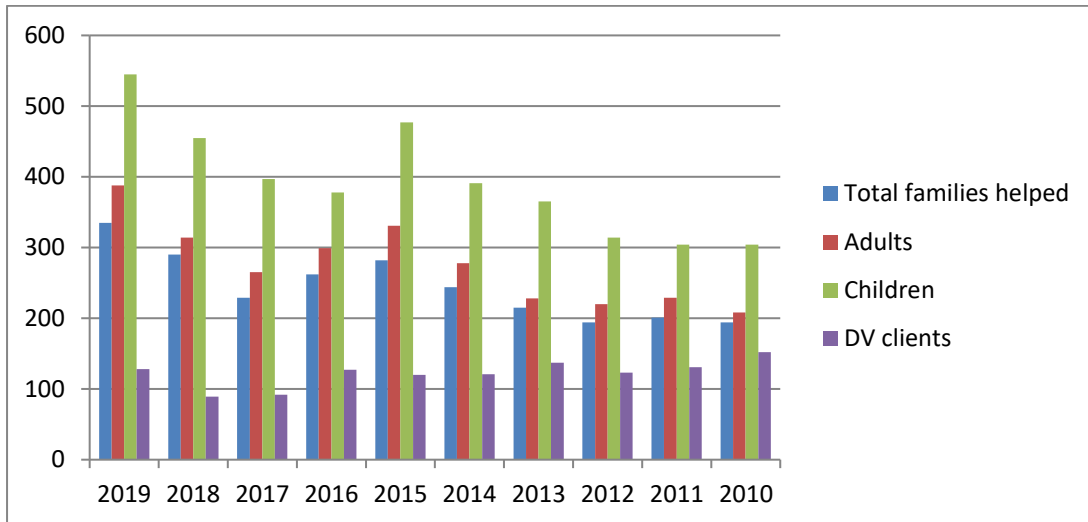
The FreeStore operates with 0 paid employees and around 120 volunteers. Our 2019 actual expenses were around \$96,000. Major expenses were for warehouse rental, truck maintenance, and purchase of items for clients. All but around \$11,000 of our expense was direct client assistance.

Our income for 2019 was over \$102,000. The majority of our income comes from donations from individuals and grants. About \$14,000, or around 13% of income, comes from a small charge for our services to non-domestic violence agencies for services provided.

As we look ahead, 2020 is starting off even busier than past years. The challenges this presents are to secure enough donations of goods and to recruit more volunteers to meet the expanding needs of the Central Iowa community.



10 year View of Client Data



	Total families helped	Adults	Children		DV clients
2019	336	390	549		129
2018	290	314	455		89
2017	229	265	397		92
2016	262	299	378		127
2015	282	331	477		120
2014	244	278	391		121
2013	215	228	365		137
2012	194	220	314		123
2011	201	229	304		131
2010	194	208	304		152



Client Data by Family Type

		2015	2016	2017	2018	2019
Families helped		282	262	229	290	336
Adults		331	390	265	314	389
Children		477	378	397	455	549
DV clients*		120	127	92	89	129
ICIW**				6	4	4
Needy clients		133	94	99	146	159
Youth		26	39	31	51	43
Refugee		2	1	0	0	0
Vet		1	1	1	0	1
Estimated value of goods in thousands		\$603	\$530	\$451	\$526	\$683
Total estimated weight of goods		236 tons	212 tons	186 tons	226 tons	274 tons

*The FreeStore served Domestic Violence clients from Assault Care Center Extending Shelter and Support (ACCESS), Children and Families of Iowa – Domestic Violence Services (CFI-DVS), Crises Intervention and Advocacy Center (CIAC), Latinas for a New Dawn (LUNA), Nissa African Family Services and Monsoon United Asian Women in Iowa in 2019.

** Released from Iowa Correctional Institution for Women.



Family Description - 2019

		Requests	Women	Men	Children
Families with Children	68%	228	221	51	549
Single Parent		184	168	17	438
2 or more Adults		42	53	34	110
Other		1	-	-	1
Families with no children	32%	108	76	42	
Single		100	68	31	
2 Adult Families		8	8	11	
Totals		336	297	93	

62% of our clients are single parents with children.



Client Ethnicity

	2017		2018		2019	
Ethnicity	Clients	%	Clients	%	Clients	%
African American	66	29%	114	39%	129	38.4%
Asian	14	6%	3	1%	1	0.3%
Caucasian	102	45%	137	47%	163	48.5%
Hispanic	21	9%	25	9%	27	8.0%
Other/Multi	26	11%	11	4%	16	4.8%
	229		290		336	

Family Size in 2019

Family Size	Number	Percentage
1	102	30.4%
2	65	19.3%
3	68	20.2%
4	46	13.7%
5	28	8.3%
6	17	5.1%
7	7	2.1%
8	2	0.6%
9	0	0%
10	0	0%
NA	1	0.3%
Total	336	



2019 Cash Revenue

Fund Raising	\$41,001
General donations	\$15,527
Grants	\$28,810
Services	\$14,030
Other	\$2,993
Total	\$102,361

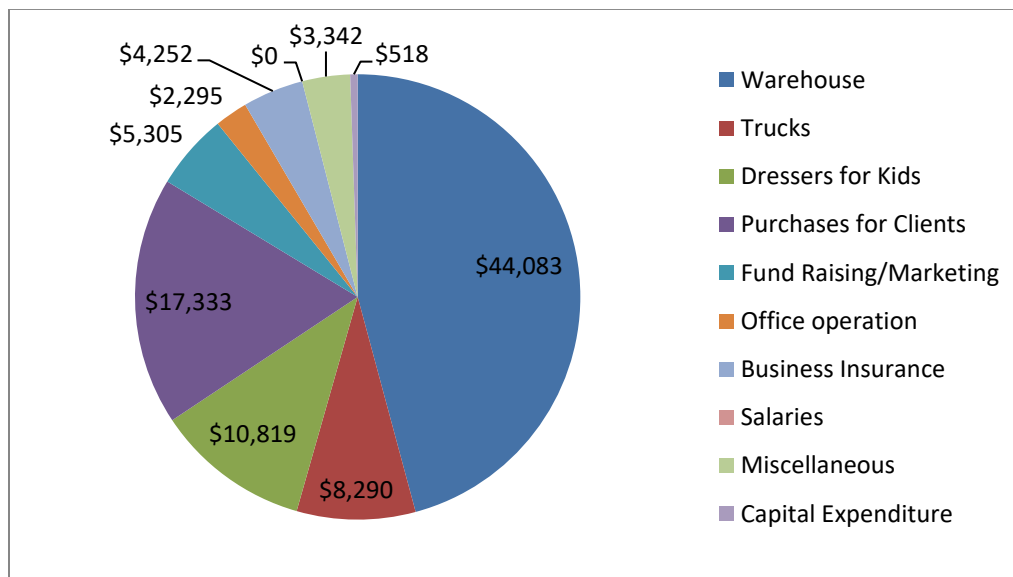


Unaudited results.



2018 Expenses

Warehouse	\$44,083
Trucks	\$8,290
Dressers for Kids	\$10,819
Purchases for Clients	\$17,333
Fund Raising/Marketing	\$5,305
Office operation	\$2,295
Business Insurance	\$4,252
Salaries	\$0
Miscellaneous	\$3,342
Capital Expenditure	\$518
Total	\$96,237



All but \$10,942 of expense goes directly to client assistance.
Unaudited results.



Agency Activity

Agency	2016	2017	2018	2019
ACCESS	19	19	19	19
ACCESS-Marshalltown	2			
ACCESS-Shelter	1			
Aging Advocates	3		2	
ARL	9	9	16	14
ARL-Newton	1			
Broadlawns Path	7	1		
Bond of Unity			3	8
CFI		6	13	9
CFI-DVS	95	61	69	77
CFI-DVS Shelter	1	1	1	
Child DevCen		1		
CIAC	7	4	3	18
Children and Families Urban Min				1
Christ Apostolic Temple				4
CommSupport Adv		1	8	15
Corinthian Baptist Church				1
Crossroads of Iowa			2	
Dad's With a Purpose				1
DeptVetAffairs	1			
Des Moines Public School	1		1	1
DAV		1		
DHS	8	9	7	8
DHS/Cen IA Juvenile Detention Cen			1	
DHA – Marshall County				1
DMACC			1	
DowntownDisciples		1		5
East Side Family, Inc			1	
EMBARC	1			
Everly Ball	6	6	7	12
Fair Meadows Elementary				1
Faith Tabernacle of God				1
Families First Inc				1
FamilyPromise	1			1

First Family Church Bondurant			1	
Garden Gate Ranch				1
GoldenCircle	4			
GoldenCircleISP	2			
Grace UMC			1	
HawthornHill	1			1
Highpark Church		1		
HolyTrinityPATCH	2	1		1
HOME, Inc	2	1	2	1
IHYC	38	26	52	45
Immanuel UMC			1	
Joppa	5	3	1	
Juvenile Court Services				1
Kingdom Connection Outreach				1
Latinas Unidas Por Un Nuervo				1
LUNA	5	5	5	11
LUNA DSM	1	1		
LUNA Marshalltown				1
Lutheran Services				1
MainstreamLiving		1	2	
McCombs Middle School				1
MIFTC	17	37	36	27
Monsoon	1	4	1	1
MtHebronBap		1		1
New Life Center			1	
Nisaa African Family Services			1	2
NorwalkNurs&Rehab	1			
OrchardPlace	2	4	6	5
Other			1	
PlymouthChurch	1			
Polk County DHS				2
Polk County FEC			23	28
PolkCoFADSS	34	28	11	5
PrimaryHealthCare		2		
Refugee Rest		1		
Resurrchurch ICIW			1	
Roosevelt High School				1
Royal View				2
SalvationArmy	1			
Sequel		1		
Soaring Hearts			1	
St Annes			1	
St.Timothy's	2	6	5	3

St Tims (Women at Well)			1	4
StJohnLutheran		1	2	1
StVincentdePaul	40	31	16	40
TrinityUnitMeth	1	1		
The Family Connection IA			1	
UrbanBicycleFM	4	3	4	5
UrbHeightCovCh	1			
UrbandaleCAT		1		
VA Hospital		1		1
WDMSchool		1	3	6
WDM Human Services				1
Willird Elementary				1
Windsor United Methodist				1
Woodland Hills Elementary				1
YouthJusticeInitiative	1			
Totals	329	283	335	402



Quote

Quote Number: 332

Payment Terms: Net 15
Expiration Date: 11/17/2019

Quote Prepared For

Pat McDermott
The Free Store
834 10th St.
Des Moines, IA 50309
United States
Phone: 515-210-8046
anmcderm@yahoo.com

Quote Prepared By

Eric Summers
TeamLogic IT of Des Moines, IA
102 SE 30th St., Ste. 2
Ankeny, IA 50021
United States
Phone: 515-318-7411
Fax: 515-528-2206
esummers@teamlogicit.com

Item#	Quantity	Item	Unit Price	Adjusted Unit Price	Extended Price
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One-Time Items

1)	1	Website Modifications	\$3,836.40	\$3,836.40	\$3,836.40
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Finish website based on specs provided by the customer, and from conversation with our Programming Manager, Brandon Nader and customer today.

- ITEMS WE WILL NEED FROM THE CUSTOMER (as discussed on call):

- Website document provided by customer incomplete. They will revise and resend.
- Recommend the client send a site-map, since some titles in the website document don't match the site. Brandon explained that a simple bulleted list with indented bullets for sub-pages would be sufficient.
- Logo and all the images in the word doc must be sent as individual image files -- jpg / jpeg / png files are fine.
- Annual reports and Get Help Allotment docs in PDF format.
- Confirmation on using PayPal or another merchant gateway for collecting payments.
- PayPal login email address for testing current donations setup.

One-Time Total \$3,836.40

Proposed effort to complete new website that is in-process.

Subtotal \$3,836.40

Total Taxes \$0.00

Total \$3,836.40

Authorizing Signature

Martin J. Pate
11-12-2019

Interest Charges on Past Due Accounts and Collection Costs: Overdue amounts shall be subject to a monthly finance charge. In addition, customer shall reimburse all costs and expenses for attorney's fees incurred in collecting any amounts past due. Additional training or Professional Services can be provided at our standard rates.



FreeStore, Inc.
Second Draft of a Budget for Calendar Year 2020 (1/22/2020)

Description	Second Draft 2020 Budget	2019 Actual	2019 Budget	2018 Budget
Revenue				
<i>Use of Cash on Hand</i>	\$13,773.00	(\$6,363.36)	\$25,715.00	\$21,160.00
<i>Fund Raising Activities</i>				
Previous Year Fall Newsletter	8,000.00	8,560.00	3,000.00	3,000.00
Budget Year Summer Newsletter	10,000.00	9,927.00	10,000.00	7,000.00
Budget Year Fall Newsletter	13,000.00	12,217.50	7,000.00	7,000.00
Third Fund Raising Activity and/or Grants (Funds the truck purchase)	15,000.00			
Birdies for Charity	9,000.00	9,050.90	11,000.00	11,000.00
Memorial and "In Honor of" Donations	500.00	1,247.00	500.00	1,000.00
<i>Fill the Mayflower Event</i>				
Cash Donations				
General Donations (Excluding Fill the Mayflower & Amazon Smile)	14,000.00	15,527.58	13,000.00	13,000.00
Dressers for Kids Donations (Buy dressers only when funded)	6,000.00			
<i>Grants</i>				
BWA Foundation (Balance of 2019 BWA Grant for Cribs)	1,542.00	3,510.00	5,900.00	6,100.00
Chrysalis Foundation	7,500.00	7,500.00	7,500.00	7,500.00
Chrysalis Community Partner Emergency Fund	500.00	500.00	500.00	
Polk County Community Betterment	0.00	0.00	5,000.00	5,000.00
Prairie Meadows Foundation	5,000.00	0.00	15,000.00	27,000.00
Domestic Abuse Coordinating Council	0.00	300.00	0.00	0.00
United Way of Story County	1,000.00	1,000.00	1,000.00	1,000.00
West Des Moines Churches Outreach Group	1,000.00	1,000.00	1,000.00	
United Way of Central Iowa	0.00	0.00	0.00	13,000.00
The Sammons Group	0.00	15,000.00	0.00	0.00
<i>Other Sources of Revenue</i>				
Services to Outside Agencies Clients	9,000.00	11,510.00	8,000.00	7,000.00
Polk County Family Enrichment Services Clients	3,000.00	2,520.00	3,000.00	3,000.00
Sale of FreeStore Clothing	250.00	294.15	400.00	75.00
Amazon Smile Foundation	100.00	79.28	100.00	100.00
Benevity	1,000.00	2,414.32	0.00	0.00
Interest on Checking Account	135.00	206.65	30.00	25.00
Return on Investments (Stays in CFGDM Account)	0.00	0.00	0.00	0.00
Miscellaneous	200.00	149.97		
Total - Revenue	\$119,500.00	\$96,150.97	\$117,645.00	\$132,960.00



FreeStore, Inc.
Second Draft of a Budget for Calendar Year 2020 (1/22/2020)

Description	Second Draft 2020 Budget	2019 Actual	2019 Budget	2018 Budget
<u>Operating Expenses and Capital Expenditures</u>				
<u>Operating Expenses for Client Services</u>				
<i>Warehouse Operation and Maintenance</i>				
Operation				
Utilities (Electricity, Gas, Water, Sewer, Storm Drainage)	\$5,000.00	\$4,874.89	\$5,000.00	\$4,200.00
Telephone	1,200.00	1,133.88	1,200.00	1,200.00
Waste Disposal	2,100.00	1,909.73	1,900.00	1,700.00
Pest Control (monthly)	1,200.00	1,185.05	1,100.00	1,200.00
Bed Bug Inspections (4 per year)	700.00	650.00	580.00	550.00
Cleaning - Eleventh Street	2,700.00	2,425.00	2,700.00	2,700.00
Cleaning - Delaware Avenue	1,200.00	1,475.00	1,200.00	0.00
Warehouse Operation	900.00	872.79	1,000.00	600.00
Miscellaneous	100.00	28.90	200.00	300.00
Rent				
Eleventh Street (\$1,141.25 per month, plus snow removal share)	14,000.00	13,938.00	14,000.00	14,000.00
Delaware Avenue (\$1,200.00 [six bays] per month)	14,400.00	14,800.00	14,400.00	14,400.00
Maintenance	400.00	368.41	300.00	1,200.00
Shop Supplies and Tools	500.00	426.66	300.00	900.00
<i>Purchase, Pick Up and Deliver Household Items</i>				
<i>Two FreeStore Trucks - Operation and Maintenance</i>				
Operation				
Fuel (2018 and 2019: 1,000 gal.; 2020: at \$3.25 per gal.)	3,250.00	2,893.18	3,190.00	3,190.00
Licenses and Fees	100.00	87.00	100.00	100.00
Insurance	2,300.00	2,245.00	2,000.00	2,000.00
Maintenance	2,800.00	2,504.69	2,800.00	1,800.00
Rented Trucks (two days)				
Rental	200.00	467.24	0.00	0.00
Fuel	50.00	94.43	0.00	0.00
Dressers				
Kids (2020: IKEA 100 at \$60) (Buy when funded; FS pays shipping)	6,000.00	10,714.83	0.00	10,000.00
Tool Kits (No purchases needed in 2020)	0.00	105.89	0.00	1,000.00
Adults (Iowa Prison Industries) (No purchases in 2020)	0.00	0.00	0.00	3,900.00
Shipping & Miscellaneous	600.00	0.00	0.00	2,000.00
<i>Purchase Items for Clients</i>				
Bed Frames (2018 & 2019, 90; 2020, 20 at \$40)	800.00	1,279.36	1,900.00	3,420.00
Children's Bunk Beds (Complete) (2020, 10 at \$200)	2,000.00	0.00	3,000.00	5,000.00
Cribs (Complete) (19 at approx. \$82) (From 2019 BWA Grant)	1,560.00	2,176.56	5,900.00	0.00
Bedding (Sheets and Pillows)	500.00	136.15	500.00	1,200.00
Mattresses, Box Springs and Bed Boards	1,500.00	0.00	1,500.00	1,500.00
Mattress Covers (300 at \$5)	1,500.00	997.65	1,500.00	1,500.00
Small Microwaves (125 at \$40)	5,000.00	1,260.00	8,000.00	7,000.00
Kitchen Items (Crock pots, cutlery, utensils, etc.)	1,000.00	1,222.01	1,000.00	800.00
Small Kitchen Appliances (Toasters, etc.)	1,000.00	1,229.10	900.00	800.00
Vacuum Cleaners (2018, 50; 2019, 70; 2020, 70 at \$50)	3,500.00	3,871.28	2,800.00	2,000.00
Clean Start (Cleaning Supplies Baskets) (2018, 140; 2019 & 2020, 200)	5,200.00	4,655.06	5,200.00	6,100.00
Other Items	500.00	508.16	500.00	500.00
<i>Business Insurance</i>				
Property and Casualty	3,400.00	3,352.00	3,400.00	2,500.00
Total - Operating Expenses for Client Services	\$87,160.00	\$83,887.90	\$88,070.00	\$99,260.00
Client benefit:	83.41%	87.72%	90.19%	91.94%



FreeStore, Inc.
Second Draft of a Budget for Calendar Year 2020 (1/22/2020)

Description	Second Draft 2020 Budget	2019 Actual	2019 Budget	2018 Budget
<u>Operating Expenses and Capital Expenditures</u>				
<u>Other Operating Expenses</u>				
<i>Fund Raising</i>				
Fill the Mayflower Event	\$700.00	\$823.61	\$700.00	\$325.00
Summer Newsletters	2,200.00	2,539.18	2,200.00	2,000.00
Fall Newsletters	2,200.00	1,943.91	2,200.00	2,000.00
Fund Raising Consulting Services	5,000.00			
Miscellaneous	100.00	0.00	100.00	100.00
<i>Office Operation</i>				
Office Supplies	700.00	1,005.22	300.00	300.00
Publications	100.00	0.00	100.00	200.00
Bulk Mail Permit Fee	240.00	235.00	225.00	225.00
Postage	380.00	295.00	350.00	350.00
Printing and Advertising	300.00	160.02	1,000.00	1,200.00
Clerical Support (St. Timothy's Episcopal Church, WDM)	600.00	600.00	600.00	600.00
Technology Maintenance and Upgrading	1,000.00	0.00	0.00	0.00
Website Development (remaining 1/2 of approved cost)	1,920.00			
<i>Business Insurance</i>				
Property and Casualty				
Management Liability	900.00	900.00	900.00	500.00
<i>Miscellaneous</i>				
Purchase of FreeStore Clothing	250.00	1,918.20	400.00	400.00
Board of Directors Expense	750.00	1,321.70	400.00	400.00
Refunds	0.00	3.11	100.00	100.00
Total - Other Operating Expenses	\$17,340.00	\$11,744.95	\$9,575.00	\$8,700.00
Total - Operating Expenses	\$104,500.00	\$95,632.85	97,645.00	\$107,960.00
<u>Capital Expenditures</u>				
Budgeted	\$0.00	0.00	0.00	\$0.00
Not Budgeted in 2019 (Utility Carts and Shop Equipment)	\$0.00	\$516.12	0.00	\$0.00
Replacement Truck (Funded by a fund raiser and/or grant(s))	\$15,000.00	\$0.00	\$20,000.00	\$25,000.00
Total - Capital Expenditures	\$15,000.00	\$516.12	\$20,000.00	\$25,000.00
Total Operating Expenses and Capital Expenditures	\$119,500.00	\$96,150.97	\$117,645.00	\$132,960.00
Result for the Year	\$0.00	\$0.00	\$0.00	\$0.00