



Board Meeting Minutes

November 9, 2020

Call to order: Zoom meeting ID 81154790932 started at 5pm.

Members Present: Larry Anderson, Marty Rathje, Harry Swanson, Terry Swanson, Rachel McGrew, Diane Munns, Chris Dean, Jeanie Smith

Consent items:

- a. The August 26 board minutes were circulated in advance and approved.
- b. The October 31, 2020 Financial Report and November 8, 2020 memo from Larry Anderson were circulated in advance. YTD nearly \$26,000 in general donations were raised including large donations to pay for a new truck. So far we have received five grants in 2020 and service fees from 87 clients. More details about investments and expenses are discussed in the attached November 8 memo from Larry.

I-990 working papers were sent to LWBJ and are filed on the website under Board Log in. The LWBJ accountant has been on maternity leave and working down to the wire. We still need to get individual Board members to approve the 990 before filing.

A financial procedures document is still in process.

Reports:

- a. Executive Committee:
 - i. Strategic Plan update: Marty gave progress updates on the Year 3 Goals and Objectives. COVID19 has slowed us down this year. The updated plan with progress notes is attached.
- b. Warehouse and Truck update: Marty said that Mike Smith thinks things are going well in the warehouse. Covid has slowed us up a bit but we have gained some great volunteers. Cube Smart has increased their rates. We may release some of the space we have with them.
- c. Reopening update: We are still quarantining but not sure we need to.
- d. Fall newsletter update and timing: It's ready to go and Diane will get it sent.

- e. Manual of Operations update: Gloria Gray is working on a volunteer guide addition. Marty is reviewing the volunteer guide and may add emergency contact procedures.
- f. Tech Committee: Pat McDermott is working on procedures to gather all volunteer hours. A volunteer hour link is posted in the Volunteer section of the web site. The warehouse log sheet will continue and a volunteer will load it to spread sheets.
- g. YTD activity: We're down compared to other years but are regularly serving clients using pandemic guidelines of masks and social distancing.

Decision items:

- a. 2021 Budget approval: Larry Anderson led a discussion for a 2021 budget. Larry reviewed items in his November 8 budget memo to the board. A copy of the memo is attached.
- b. Delivery procedure changes: The board approved changes for all clients via e-mail on October 14 after receiving a recommendation from the Executive Committee.
 - i. Use FreeStore trucks for deliveries to all clients
 - ii. Use approved FreeStore volunteers to drive the trucks.
 - iii. Add an additional \$10 to the fee currently charged to agencies for clients.
 - iv. This is a 6 month pilot with evaluation during and after the 6 month period.
- c. YSS request for services in Ames: Youth and Shelter Services is starting a new Rapid Rehousing program for victims of human trafficking in Ames. They expect to help 18 youths over the 36 month grant period. We will support their human trafficking clients and ask a donation of \$70 plus \$50 extra for each client we help in Ames.

Discussion items:

- a. Strategic planning in 2021: Covid-19 slowed down our Year 3 plan activity and we'll roll the Year 3 Goals ahead for Year 4 Goals.
- b. What is the "new normal" for FreeStore? Discussion on this topic is deferred.
- c. Future projects: Discussion on this topic is deferred.

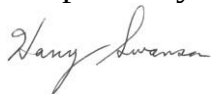
Deferred Discussion Items

- a. Lawyer review of contracts

Next board meeting: February 8, 2021

Adjourn:

Respectfully submitted,



Harry Swanson, Board Secretary

Attach: Treasurer Reports, Year 3 Strategic Planning Report, 2021 Budget mem

MEMO

To: FreeStore Board of Directors

From: Larry Anderson 

Date: November 8, 2020

Subject: October 31, 2020 Financial Report

Here are some thoughts on the October 31, 2020 financial report.

Page 1 - Revenue

- General donations (those received with no reference to a newsletter) continue very strong, with more than \$26,000 raised, including large donations to help pay for the new truck. Overall, regardless of the turmoil in our world, our donors remain solidly behind us. The Spring/Summer Newsletter is another indicator of this, with nearly \$17,000 raised from slightly more than 100 donations received. I believe it fair to say that responses from that newsletter have slowed, as they usually do in the Fall.
- We have received five grants thus far in 2020, with the first two coming from the Chrysalis Foundation and then the \$15,000 grant from the BWA Foundation in support of the truck purchase. Grants of \$1,000 each have also been received from the United Way of Story County and from the WDM Churches Outreach Group. (No change in grants from the previous report.)
- Our services to client families continue be curtailed by the pandemic, but we have helped some 87 families who are victims of non-domestic violence, in addition to the domestic violence client families.
- I call your attention to the table at the top of page 4. It shows the status of our investment with the Community Foundation of Greater Des Moines. Considering all the turmoil of 2020, our fund remains remarkably stable, having lost approximately \$4,300 or two per cent over the year. As you know, we borrowed against that investment in order to transfer funds to the Birdies for Charity program. The borrowed funds were paid back to the investment fund.
- The tables on pages 4 and 5 show the distribution of revenue over the various categories.

Page 2 - Operating Expenses, Investments and Capital Expenditures

- Under *Warehouse Operation and Maintenance*, the costs are shown for our renting of spaces at CubeSmart on East University Avenue and the quarantine container (MobileMini) at the warehouse. The rent amounts may seem difficult to follow, mainly because of “start-up costs” on both, like padlocks and various fees. Overall, our costs for these facilities are less than we were paying for the Delaware Avenue warehouse. We rent four CubeSmart spaces, in addition to the MobileMini container. I should note that CubeSmart has recently raised their monthly rates, such that they are approximately \$100 per month per unit (\$404 total charges for the four units). The MobileMini container has been sent back.
- You’ll notice that purchases of items for client families are lower than expected. This is directly due to our being closed during much of the Spring and slowly opening up after that.
- The other items on this page are within expectations.

Page 3 - Operating Expenses, Investments and Capital Expenditures

- The costs shown on this page are generally within expectations. I would point out the cost of the newsletter is slightly over \$1 per copy for its production and bulk mailing costs. I am confident this is less than most other organizations pay for their publications. While we received some copies back from the Postal Service, the number was less than other times. Working the mailing over list has been helpful with this.

Pages 4 and 5 - Other Financial Information

- These two pages give details on our revenue, its sources and the investment at the Community Foundation.
- The table at the bottom of page 5 pulls these data together, so you can see how the various sources compare.



Financial Report

As of October 31, 2020



FreeStore, Inc.
2020 Budget Report
 As of October 31, 2020

Start Over <u>Description</u>	2020	<u>Actual Amounts</u>	
	<u>Budget</u>	<u>Year 2020</u>	<u>Aug 1 - Oct 31</u>
<u>Revenue</u>			
<i>Use of Cash on Hand</i>	\$17,349.00	\$12,937.76	\$847.80
<i>Fund Raising Activities</i>			
2019 Fall Newsletter	8,000.00	460.00	0.00
2020 Spring/Summer Newsletter	10,000.00	16,992.00	1,520.00
2020 Fall Newsletter	13,000.00	0.00	0.00
Third Fund Raising Activity and/or Grants	27,200.00	0.00	0.00
Birdies for Charity (10% bonus is added in August)	9,000.00	6,881.65	6,881.65
Memorial and "In Honor of" Donations	500.00	200.00	80.00
<i>Fill the Mayflower Event</i>			
Cash Donations	0.00	0.00	0.00
<i>General Donations (Excludes Fill the Mayflower, Amazon Smile & Benevity)</i>	14,000.00	26,473.97	6,627.96
Dressers for Kids Donations (Buy dressers only when funded)	6,000.00	780.00	0.00
<i>Grants</i>			
BWA Foundation	0.00	15,000.00	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	0.00	0.00	0.00
Prairie Meadows Foundation	5,000.00	0.00	0.00
Domestic Abuse Coordinating Council	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
The Sammons Group	0.00	0.00	0.00
<i>Other Sources of Revenue</i>			
Services to Outside Agencies Clients	9,000.00	5,870.00	1,725.00
Polk County Family Enrichment Services Clients	3,000.00	300.00	0.00
Sale of FreeStore Clothing	250.00	90.00	0.00
Amazon Smile Foundation	100.00	80.18	35.11
Benevity	1,000.00	340.00	0.00
Insurance Claim Settlement	0.00	1,791.99	0.00
Interest on Checking Account	135.00	18.00	0.00
Return on Investments (Stays in CFGDM Account. See page 4)	0.00	0.00	0.00
Miscellaneous	200.00	50.00	0.00
Total - Revenue	\$133,734.00	\$98,265.55	\$17,717.52



FreeStore, Inc.
2020 Budget Report
 As of October 31, 2020

<u>Description</u>	2020	<u>Actual Amounts</u>	
	<u>Budget</u>	<u>Year 2020</u>	<u>Aug 1 - Oct 31</u>
<u>Operating Expenses, Investments 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	\$3,104.56	\$671.02
Telephone	1,200.00	970.04	296.52
Waste Disposal	2,100.00	1,695.41	459.99
Pest Control (Monthly)	1,200.00	481.50	240.75
Bed Bug Inspections (Quarterly)	700.00	418.50	139.50
Cleaning - Eleventh Street Warehouse (Monthly)	2,700.00	2,250.00	675.00
Cleaning - Delaware Avenue Warehouse (Odd Numbered Months)	1,200.00	400.00	0.00
Warehouse Operation	900.00	463.83	162.63
Miscellaneous	100.00	0.00	0.00
Rent			
Eleventh Street (Mark Clark)(\$1,141.25 per month, plus snow removal share)	14,000.00	11,412.50	3,423.75
Delaware Avenue (Iles & McKinney, Inc.)(\$1,200 per month, most months)	14,400.00	4,695.80	0.00
CubeSmart Self Storage (CubeSmart, Inc.)	0.00	1,449.63	1,095.80
MobileMini Rent	0.00	957.35	444.90
Maintenance	400.00	0.00	0.00
Shop Supplies and Tools	500.00	230.13	0.00
<i>Purchase, Pick Up and Deliver Household Items</i>			
Three FreeStore Trucks - Operation and Maintenance			
Operation			
Fuel (2018 and 2019: 1,000 gal.; 2020: at \$3.25 per gal.)	3,250.00	1,876.77	705.44
Licenses and Fees	100.00	87.00	0.00
Insurance	2,300.00	3,880.00	0.00
Maintenance	2,800.00	6,589.17	1,972.99
Repairs Due to Vandalism	0.00	2,265.24	0.00
Rental Trucks - Rental and Fuel			
Rental	200.00	0.00	0.00
Fuel	50.00	0.00	0.00
Dressers			
Kids (2020: IKEA 100 at \$60) (Buy when funded; FS pays shipping)	6,000.00	0.00	0.00
Tool Kits (No purchases needed in 2020)+A87:A101	0.00	0.00	0.00
Adults (Iowa Prison Industries) (No purchases in 2020)	0.00	0.00	0.00
Shipping & Miscellaneous	600.00	54.47	0.00
<i>Purchase Items for Clients</i>			
Bed Frames (2018 & 2019, 90; 2020, 100 at \$40)	4,000.00	0.00	0.00
Children's Bunk Beds (Complete) (2020, 10 at \$200)	2,000.00	0.00	0.00
Cribs (Complete) (17 at approx. \$82)	1,394.00	0.00	0.00
Bedding (Sheets and Pillows)	500.00	0.00	0.00
Mattresses, Box Springs and Bed Boards	1,500.00	0.00	0.00
Mattress Covers (300 at \$5)	1,500.00	1,539.56	847.09
Small Microwaves (200 at \$40)	8,000.00	2,392.80	2,392.80
Kitchen Items (Crock pots, cutlery, utensils, etc.)	1,000.00	343.98	70.19
Small Kitchen Appliances (Toasters, etc.)	1,000.00	671.84	494.00
Vacuum Cleaners (2018, 50; 2019, 70; 2020, 70 at \$50)	3,500.00	3,047.16	1,998.00
Clean Start (Cleaning Supplies Baskets) (200 at \$26)	5,200.00	1,966.33	526.42
Other Items	500.00	465.08	332.91
<i>Business Insurance</i>			
Property and Casualty	3,400.00	3,679.00	73.00
Total - Operating Expenses for Client Services	\$93,194.00	\$57,387.65	\$17,022.70



FreeStore, Inc.
2020 Budget Report
 As of October 31, 2020

Description	2020	Actual Amounts	
	Budget	Year 2020	Aug 1 - Oct 31
Operating Expenses, Investments and Capital Expenditures			
Other Operating Expenses			
Fund Raising			
Fill the Mayflower Event	\$700.00	\$0.00	\$0.00
2020 Spring/Summer Newsletter	2,200.00	2,010.02	0.00
2020 Fall Newsletter	2,200.00	0.00	0.00
Fund Raising Consulting Services	1,000.00	0.00	0.00
Miscellaneous	100.00	0.00	0.00
Office Operation			
Office Supplies	700.00	584.55	0.00
Publications	100.00	100.00	0.00
Bulk Mail Permit Fee	240.00	240.00	240.00
Postage	380.00	165.00	0.00
Printing and Advertising	300.00	1,120.49	91.38
Clerical Support (St. Timothy's Episcopal Church, WDM)	600.00	0.00	0.00
Technology Maintenance and Upgrading	1,000.00	437.00	0.00
Website Development	1,920.00	1,918.20	0.00
Business Insurance			
Property and Casualty			0.00
Management Liability	900.00	900.00	0.00
Miscellaneous			
Purchase of FreeStore Clothing	250.00	0.00	0.00
Board of Directors' Expense	750.00	590.74	363.44
Volunteer Recognition and Thanks	0.00	194.36	0.00
Refunds and Miscellaneous Costs	0.00	97.97	0.00
Total - Other Operating Expenses	\$13,340.00	\$8,358.33	\$694.82
Total - Operating Expenses	\$106,534.00	\$65,745.98	\$17,717.52
Capital Expenditures			
Replacement Truck	\$27,200.00	\$31,793.00	\$0.00
Total - Capital Expenditures	\$27,200.00	\$31,793.00	\$0.00
Total Operating Expenses and Capital Expenditures	\$133,734.00	\$97,538.98	\$17,717.52
Results for the Year/This Period	\$0.00	\$726.57	\$0.00
Per Cent of Operating Expenses Used for Client Benefit:	87.48%	87.29%	96.08%

Investment and Other Financial Information

As of October 31, 2020

Investments

Certificates of Deposit

None

FreeStore Charitable Fund

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

\$258,955.92	Fund Balance - January 1, 2020	(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)
(907.04)	Less Administrative Fees	(charged quarterly)
(20,000.00)	Less Other Activity (Withdrawal)	
20,000.00	Plus Other Activity (Repayment)	
(4,328.99)	Less Change in Investment Value	
\$253,719.89	Equals Fund Balance - October 31, 2019	

Change =	-2.02%
(End Balance - Begin Bal.) / Begin Bal.	

\$12,947.80 Withdrawable ("spendable") Cash (5.00% of the January 1, 2020 Fund Balance)
 This amount, currently \$0.00, will be restored once the \$20,000.00 is paid back
 (Amounts in excess of the spendable amount require FreeStore Board approval)

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

		<u>Cumulative</u>	<u>2020</u>
Services Provided to Clients of Other Agencies		1,151 Clients	87 Clients
Services began in July, 2007	Billed	\$80,192.50	\$6,120.00
121 Agencies Served to date	Paid	80,192.50	6,120.00
	Refunded		0.00
Services Provided to Clients of Polk County Family Enrichment Center		203 Clients	4 Clients
Services began in May, 2013	Billed	\$15,555.00	\$300.00
	Paid	15,555.00	300.00
FreeStore Clothing Sales (Cumulative Account Balance and Current Year Sales)		(\$3,961.35)	\$90.00

		<u>2019</u>	<u>2020</u>
Grant Funds Received In:		\$28,810.00	\$25,000.00
General Donations Received In: (Excludes Memorial & "In Honor of" donation)		\$15,527.58	\$26,473.97
Number of Donations Received In:		110	94
Dressers Funded at \$60.00 each in 2020:	13		\$780.00

Birdies for Charity (Sammons bonus: 2018: 10% / 100% of donations; 2019: 10% / 100%) \$9,050.90 \$6,881.65
 (Even though the golf tournament was canceled in 2020, due to Covid, The Sammons Group paid the 10% bonus)

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

	2019	2020
Fill the Mayflower		
Cash Donations Received In:	\$0.00	\$0.00
Number of Cash Donations Received In:	0	0
Summer Newsletters (excludes Birdies for Charity, Memorial & "In Honor of" donations)		
Donations Received In:	\$9,927.00	\$16,992.00
Number of Donations Received In:	64	108
Memorial and "In Honor of" Donations		
Donations Received In:	\$1,247.00	\$200.00
Number of Donations Received In:	13	6
Miscellaneous Revenue (Gift cards, Benevity & Amazon Smile Foundation)	\$2,493.58	\$470.18
Fall Newsletters (Excludes Memorial & "In Honor of" donations)		
2018	2019	
Donations Received In:	\$8,560.00	
Number of Donations Received In:	23	
2019		2020
Donations Received In:	\$12,217.50	\$460.00
Number of Donations Received In:	114	8
2020		
Donations Received In:		\$0.00
Number of Donations Received In:		0
Interest on Checking Account(s):	\$206.65	\$18.00
Totals of all Donations	2019 \$47,479.08	2020 \$44,905.97

Revenue Sources			
Sources	2019 (Full Year)	2020 (Year to Date)	
	Amounts	Per Cent	Amounts
Donations (except Birdies for Charity)	\$47,479.08	45.70	\$44,905.97
Grant Funds	28,810.00	25.44	25,000.00
Birdies for Charity	9,050.90	7.00	6,881.65
Services to Clients of Other Agencies	11,510.00	6.23	6,120.00
Polk County Family Enrichment Center	2,520.00	0.31	300.00
Miscellaneous Revenue	2,493.58	0.48	470.18
Sale of FreeStore Clothing	294.15	0.09	90.00
Interest on Checking Account	206.65	0.02	18.00
Cash on Hand and Insurance Payment	0.00	14.74	14,479.75
Totals	\$102,364.36	100.00	\$98,265.55

Operating Expense Funds Used for Client Benefit:	87.72%	87.29%
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Check Register

As of October 31, 2020

Bankers
Trust

<u>Check</u>	<u>Date Written</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
2870	January 7, 2020	Vonnie Salem (Reimb.)	Thank You Note Postage	\$55.00
2871	January 7, 2020	Aspen Waste Systems, Inc.	Waste Disposal Services - January Billing	156.26
2872	January 9, 2019	BankCard Center	Operating Supplies	11.51
2873		VOID		
2874	January 20, 2020	MacDonald Letter Service	375 Brochures	401.25
2875	January 20, 2020	WEX Bank	Truck Fuel	233.59
BC	January 21, 2020	Bankers Trust Co.	Net Analysis Fee	7.49
2876	January 27, 2020	CenturyLink	Telephone Service	96.21
2877	January 27, 2020	Des Moines Water Works	Water, Sanitary Sewer, Storm Sewer Service	104.08
2878	January 27, 2020	Mark Clark	Eleventh Street Warehouse Rent - February	1,141.25
2879	January 27, 2020	Iles & McKinney, Inc.	Delaware Avenue Warehouse Rent - February	1,200.00
2880	January 31, 2020	Genaro Mata	Clean Both Warehouses - January	425.00
2881	February 3, 2020	MidAmerican Energy Co.	Eleventh Street Warehouse Electricity and Gas	432.97
2882	February 3, 2020	Springer Professional Home Services	Pest Control - January	80.25
2883	February 3, 2020	Martin Rathje (Reimb.)	Waste Disposal	20.00
2884	February 4, 2020	Sam's Club	Membership Renewal	45.00
2885	February 10, 2020	Aspen Waste Systems, Inc.	Waste Disposal Services - February Billing	156.08
2886	February 10, 2020	BankCard Center	Operating Supplies	799.09
2887	February 10, 2020	Sam's Club	Membership Renewal	30.00
2888	February 25, 2020	MidAmerican Energy Co.	Eleventh Street Warehouse Electricity and Gas	419.25
2889	February 25, 2020	CenturyLink	Telephone Service	96.21
2890	February 25, 2020	Des Moines Water Works	Water, Sanitary Sewer, Storm Sewer Service	113.81
2891	February 25, 2020	WEX Bank	Truck Fuel	345.01
2892	February 25, 2020	Mark Clark	Eleventh Street Warehouse Rent - March	1,141.25
2893	February 25, 2020	Iles & McKinney, Inc.	Delaware Avenue Warehouse Rent - March	1,200.00
2894	February 29, 2020	Genaro Mata	Eleventh Street Warehouse Cleaning - February	225.00
2895	March 2, 2020	American Textile Co.	18 Twin & 144 Full Size Mattress Covers	594.90
2896	March 4, 2020	Martin Rathje (Reimb.)	Lunch for Mover Volunteers	81.36
2897	March 4, 2020	FedEx	Shipping - Mattress Covers (Chk 2895)	97.57
2898	March 4, 2020	Children & Families of Iowa	Refund (double payment)	75.00
2899	March 4, 2020	Bill Brentano (Reimb.)	Client Items	279.42
2900	March 4, 2020	Springer Professional Home Services	Pest Control - February	80.25
2901	March 6, 2020	BankCard Center	Operating Supplies	1,156.97
2902	March 6, 2020	Treasurer, Polk County, Iowa	Truck Licenses	87.00
2903	March 14, 2020	MacDonald Letter Service	1,500 Brochures	577.86
2904	March 14, 2020	Aspen Waste Systems, Inc.	Waste Disposal Services - March Billing	156.26
2905	March 23, 2020	WEX Bank	Truck Fuel	246.39
2906		VOID		
2907	March 27, 2020	Des Moines Water Works	Eleventh Street Warehouse Electricity and Gas	104.08
2908	March 27, 2020	MidAmerican Energy Co.	Eleventh Street Warehouse Electricity and Gas	313.06
2909	March 27, 2020	Mark Clark	Eleventh Street Warehouse Rent - April	1,141.25
2910	March 27, 2020	Iles & McKinney, Inc.	Delaware Avenue Warehouse Rent - April	1,200.00
2911	March 31, 2020	Genaro Mata	Clean Both Warehouses - March	425.00
2912	March 31, 2020	CenturyLink	Telephone Service	96.21
Total Checks Written (January 1 - March 31, 2020)				\$15,648.14
2913	April 1, 2020	Vonnie Salem (Reimb.)	Thank You Note Postage	\$55.00
2914	April 4, 2020	BankCard Center	Operating Supplies	1,368.40
2915	April 5, 2020	Springer Professional Home Services	Quarterly Bed Bug Check	139.50
2916	April 14, 2020	Aspen Waste Systems, Inc.	Waste Disposal - April Billing	155.09
2917	April 17, 2020	WEX Bank	Truck Fuel - Check Lost in Mail (Amount was \$140.03)	
2918	April 27, 2020	MidAmerican Energy Company	Eleventh Street Warehouse Electricity and Gas	180.09
2919	April 27, 2020	CenturyLink	Telephone Service	96.08
2920	April 27, 2020	Des Moines Water Works	Water, Sanitary Sewer, Storm Sewer Service	104.08
2921	April 27, 2020	MacDonald Letter Service	1,821 Newsletters and Bulk Mail Postage	1,910.02
2922	April 27, 2020	Mark Clark	Eleventh Street Warehouse Rent - May	1,141.25
2923	April 30, 2020	Genaro Mata	Eleventh Street Warehouse Cleaning - April	225.00
2924	May 4, 2020	Jester Insurance Services	Property and Casualty Insurance Renewals	6,729.00
2925	May 6, 2020	BankCard Center	CubaSmart Rent (Two Additional Units)	293.15
2926	May 9, 2020	Aspen Waste Systems, Inc.	Waste Disposal - May Billing	153.53
2927	May 9, 2020	Angela Griner	Assistance with Newsletter and Annual Report	200.00
2928	May 16, 2020	Preowned Solutions, Inc.	2019 Ford F350 Truck	31,793.00
2929	May 18, 2020	Martin Rathje (Reimb.)	Awards	113.00

Check Register

As of October 31, 2020

Bankers

Check	Date Written	Payee	Description	Amount
2930	May 20, 2020	WEX Bank	May Billing and to Replace No. 2917	\$175.39
2931	May 22, 2020	CubeSmart Store 5393	CubeSmart Rent - May, 2020	180.70
2932	May 26, 2020	CenturyLink	Telephone Service	96.10
2933	May 26, 2020	Des Moines Water Works	Water, Sanitary Sewer, Storm Sewer Service	114.20
2934	May 26, 2020	MidAmerican Energy Company	Eleventh Street Warehouse Electricity and Gas	101.39
2935	May 26, 2020	Mark Clark	Eleventh Street Warehouse Rent - June	1,141.25
2936	May 30, 2020	Genaro Mata	Eleventh Street Warehouse Cleaning - May	225.00
2937	May 30, 2020	TeamLogicIT	One Year Web Hosting	437.00
2938	June 8, 2020	Aspen Waste Systems, Inc.	Waste Disposal - June Billing	152.91
2939	June 8, 2020	BankCard Center	Operating Supplies	1,385.69
2940	June 11, 2020	TeamLogicIT	Second Half of Website Development Cost	1,918.20
2941	June 15, 2020	CubeSmart Store 5393	CubeSmart Rent - June, 2020	357.50
2942	June 15, 2020	Springer Professional Home Services	Quarterly Bed Bug Check	139.50
2943	June 22, 2020	MacDonald Letter Service	500 Thank You Notes and Envelopes	476.63
2944	June 22, 2020	WEX Bank	Truck Fuel	130.44
2945	June 24, 2020	Springer Professional Home Services	Pest Control - June	80.25
2946	June 24, 2020	CenturyLink	Telephone Service	96.09
2947	June 24, 2020	Des Moines Water Works	Water, Sanitary Sewer, Storm Sewer Service	104.08
2948	June 24, 2020	VOID		
2949	June 24, 2020	MidAmerican Energy Company	Eleventh Street Warehouse Electricity and Gas	121.99
2950	June 24, 2020	Mark Clark	Eleventh Street Warehouse Rent - July	1,141.25
2951	June 29, 2020	Genaro Mata	Eleventh Street Warehouse Cleaning - June	225.00
2952	June 29, 2020	Lynn Daugherty (Reimb.)	Thank You Note Postage	55.00
2953	June 29, 2020	Stivers Ford Lincoln	Replace Catalytic Converter & Insp. - Ford F350 Truck	2,291.99
2954	July 10, 2020	BankCard Center	Operating Supplies - Check Lost in Mail (Amount was \$707.51)	0.00
2955	July 10, 2020	Aspen Waste Systems, Inc.	Waste Disposal - July Billing	153.29
2956	July 10, 2020	Iowa Muffler & Brake	Protect Catalytic Converters on Three Trucks	912.71
2957	July 10, 2020	CubeSmart Store 5393	CubeSmart Rent - July, 2020	357.50
2958	July 13, 2020	Jester Insurance Services	Truck Insurance Changes (Add Third Truck and Rented Spaces)	1,657.00
2959	July 18, 2020	William Brentano (Reimb.)	Truck Repairs	3,287.75
2960	July 18, 2020	WEX Bank	Truck Fuel	40.51
See entries below for checks 2961 - 2967 for transferring donations to the Principal Charity Classic's Birdies for Charity Program				
2967	July 31, 2020	CenturyLink	Telephone Service	96.62
2968	July 31, 2020	Des Moines Water Works	Water, Sanitary Sewer, Storm Sewer Service	104.08
2969	July 31, 2020	MidAmerican Energy Company	Eleventh Street Warehouse Electricity and Gas	116.28
2970	July 31, 2020	Mark Clark	Eleventh Street Warehouse Rent - August	1,141.25
2971	July 31, 2020	Genaro Mata	Eleventh Street Warehouse Cleaning - July	225.00
Total Checks Written for Payments to Creditors (April 1 - July 31, 2020)				\$63,895.73
Total Checks Written for Payments to Creditors (January 1 - July 31, 2020)				\$79,543.87

Checks Transferring Donations Deposited Between August 1, 2019 and July 31, 2020 to the Principal Charity Classic

2961	July 24, 2020	Principal Charity Classic	Transfer to Birdies for Charity - 2019 General Donations	\$10,988.52
2962	July 24, 2020	Principal Charity Classic	Transfer to Birdies for Charity - 2019 Spring Newsletter	1,400.00
2963	July 24, 2020	Principal Charity Classic	Transfer to Birdies for Charity - 2019 Fall Newsletter	12,404.50
2964	July 24, 2020	Principal Charity Classic	Transfer to Birdies for Charity - 2020 General Donations	21,086.46
2965	July 24, 2020	Principal Charity Classic	Transfer to Birdies for Charity - 2020 Spring Newsletter	14,527.00
2966	July 24, 2020	Principal Charity Classic	Transfer to Birdies for Charity - 2019 Miscellaneous Donations	8,340.00
Total Amount Transferred				\$68,746.48
Total Amount Paid by Bank (April 1 - July 31, 2020)				\$132,642.21
Total Amount Paid by Bank (January 1 - July 31, 2020)				\$148,290.35

On Line	August 10, 2020	BankCard Center	These payments replace those made by check 2954	\$363.96
On Line	August 10, 2020	BankCard Center	which was lost in the mail. Three credit card accounts	246.45
On Line	August 10, 2020	BankCard Center	were involved. The total paid is \$707.51	97.10
2972	August 17, 2020	WEX Bank	Truck Fuel	158.45
2973	August 17, 2020	CubeSmart Store 5393	CubeSmart Rent - August, 2020	357.50
2974	August 17, 2020	Springer Professional Home Services	Pest Control - July	80.25
2975	August 17, 2020	BankCard Center	Operating Supplies	1,325.76

Check Register

As of October 31, 2020

Bankers
Trust

<u>Check</u>	<u>Date Written</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
2976	August 17, 2020	Bill Brentano (Reimb.)	Various Items for Clients	\$166.92
2977	August 17, 2020	Aspen Waste Systems, Inc.	Waste Disposal - August Billing	153.35
2978	August 20, 2020	Larry Anderson (Reimb.)	Toasters, Microwaves and Vacuums	3,484.80
2979	August 23, 2020	CenturyLink	Telephone Service	96.62
2980	August 23, 2020	Des Moines Water Works	Water, Sanitary Sewer, Storm Sewer Service	104.08
2981	August 23, 2020	MidAmerican Energy Company	Eleventh Street Warehouse Electricity and Gas	112.11
2982	August 24, 2020	Community Foundation of Greater Des Moines	Repayment of Borrowed Funds	20,000.00
2983	August 24, 2020	Mark Clark	Eleventh Street Warehouse Rent - September	1,141.25
2984	September 2, 2020	Jester Insurance Services	Add Coverage on Two Storage Units	73.00
2985	September 2, 2020	Genaro Mata	Eleventh Street Warehouse Cleaning - August	225.00
2986	September 8, 2020	Springer Professional Home Services	Pest Control - August	80.25
2987	September 8, 2020	U S Postal Service	Renew Bulk Mailing Permit No. 190	240.00
2988	September 8, 2020	Aspen Waste Systems, Inc.	Waste Disposal - September Billing	153.35
2989	September 8, 2020	BankCard Center	Operating Supplies	1,928.55
2990	September 8, 2020	CubeSmart Store 5393	CubeSmart Rent - September, 2020	357.50
2991	September 11, 2020	Bill Brentano (Reimb.)	Truck Repair	329.15
2992	September 11, 2020	Springer Professional Home Services	Quarterly Bed Bug Check	139.50
2993	September 26, 2020	WEX Bank	Truck Fuel	309.31
2994	September 26, 2020	CenturyLink	Telephone Service	99.92
2995	September 26, 2020	MidAmerican Energy Company	Eleventh Street Warehouse Electricity and Gas	132.57
2996	September 26, 2020	Des Moines Water Works	Water, Sanitary Sewer, Storm Sewer Service	114.38
2997	September 28, 2020	Mark Clark	Eleventh Street Warehouse Rent - October	1,141.25
2998	September 28, 2020	Genaro Mata	Eleventh Street Warehouse Cleaning - September	225.00
2999	October 3, 2020	Springer Professional Home Services	Pest Control - September	80.25
3000	October 7, 2020	CubeSmart Store 5393	CubeSmart Rent - October, 2020	380.80
3001	October 7, 2020	BankCard Center	Operating Supplies	898.92
3002	October 8, 2020	Aspen Waste Systems, Inc.	Waste Disposal - October Billing	153.29
3003	October 10, 2020	BankCard Center	Operating Supplies	715.56
3004	October 26, 2020	WEX Bank	Truck Fuel	237.68
3005	October 26, 2020	American Textile Company	144 Twin Mattress Covers	462.24
3006	October 26, 2020	MidAmerican Energy Company	Eleventh Street Warehouse Electricity and Gas	103.80
3007	October 26, 2020	Des Moines Water Works	Water, Sanitary Sewer, Storm Sewer Service	104.08
3008	October 26, 2020	CenturyLink	Telephone Service	99.98
3009	October 26, 2020	Mark Clark	Eleventh Street Warehouse Rent - November	1,141.25
3010	October 30, 2020	Genaro Mata	Eleventh Street Warehouse Cleaning - October	225.00
3011	October 30, 2020	FedEx	Shipping - Mattress Covers (See Check No. 3005)	<u>384.85</u>
Total Payments to Creditors (August 1 - October 31, 2020)				\$18,425.03
(^^ Includes online payments; see check no. 2954. Excludes check no. 2982)				
Total Payments to Creditors (January 1 - October 31, 2020)				\$97,968.90
Total Amount Paid by Bank (August 1 - October 31, 2020)				\$38,425.03
Total Amount Paid by Bank (January 1 - October 31, 2020)				\$186,715.38

Comparison of Checking and Investment Account Balances	
As of 8/1/2020	As of October 31, 2020
\$68,746.48	Location of Funds:
\$7,918.92	(Transferred on July 24, 2020 to Principal Charity Classic's Birdies for Charity Program) \$0.00
230,233.02	Bankers Trust Company Checking Account (Checkbook Balance Reconciled to Bank) \$55,636.94
\$306,898.42	Community Foundation of Greater Des Moines (FreeStore Charitable Fund) * 253,719.89
Difference,	\$309,356.83
August 1, 2020 -	The principal amount of funds held in the Community Foundation of Greater Des Moines is subject to market
October 31, 2020:	fluctuations. The original contribution of \$100,000 was made by the FreeStore on December 11, 2012. Additional
\$2,458.41	contributions of \$50,000 on May 7, 2013 and \$15,000 on November 7, 2017 have also been made by the FreeStore.
	The Foundation added a \$10,000 "bonus" in August, 2013, on which the FreeStore receives investment income.
	The \$10,000 bonus cannot be withdrawn by the FreeStore.
	* On July 23, 2020, \$20,000.00 was withdrawn from the FreeStore Charitable Fund to make
	possible the transfer of funds to the 2020 Birdies for Charity Program.
	This amount was returned to the Charitable Fund on August 24, 2020.
FreeStore Memorial Fund	
Fund Balance on October 31, 2020: \$10,842.01	
(Memorial and "In Honor of" donations totaling \$200.00 have been received during 2020)	

FreeStore Strategic Plan – Year 3 Goals and Objectives

June 2020

GOALS May 2020 – APRIL 2021

	GOAL	MEASUREMENT	Responsible Person	Progress Report
ASSETS	Replace or repair trucks	Determine most viable options	Mike Smith	<u>Done</u>
	Establish long-term plan for warehouse	Long-term lease Parking lot repaired	Larry Anderson	<u>Long term lease in place.</u> <u>Parking lot under discussion.</u>
	Create policy for inventory management including standards/expectations Create guidelines for excess inventory and inventory rotation	Policy completed Procedures completed	Mike Smith/Bill Brentano/ <u>Ellen MacRoy/ Marty Rathje</u> Harry Swanson	
	Create procedures for access to facility and vehicles including tracking	Procedure implemented and training completed	Mike Smith and Bill Brentano	<u>Vehicles completed.</u> <u>Facility access not started.</u>
FINANCIAL STABILITY	Complete financial policies and procedures manual and training.	Board approval, implemented and training completed.	Gloria Gray/Larry Anderson	<u>Sent to board and accountants for review.</u>
	Create and implement annual fund development plan including all sources of income	Plan completed and implemented	Jeanie Smith/Chris Dean	<u>Delayed due to Covid</u>
OPERATIONS	Determine officers and committee chairs and responsibilities for each • Create and implement rotation plan • Develop succession plan	Policy and plans completed and communicated.	Marty Rathje/Diane Munns	<u>Job descriptions written.</u>
	Develop and implement volunteer management program • Application process/background check	Plan completed and implemented, including training.	Marty Rathje/Diane Munns/Gloria Gray	

FreeStore Strategic Plan – Year 3 Goals and Objectives

June 2020

GOALS May 2020 – APRIL 2021

	• Training and orientation • Volunteer manual completed including guidelines and standards			
	Create and implement marketing plan including communications	Plan completed	Harry Swanson/TBD	<u>Volunteer recruiting brochure.</u>
	Create incident report plan and process	Plan and documents completed, volunteers trained	Rachal McGrew/Bill Brentano	
STRATEGIC GROWTH	Determine timeline post-COVID-19		Marty Rathje/Exec Committee	<u>Expansion of services to all clients on pilot basis.</u>

MEMO

To: ~~FreeStore Executive Committee~~ FreeStore Board of Directors
From: Larry Anderson 
Date: ~~October 10, 2020~~ November 8, 2020
Subject: Budget for 2021

Here's a copy of the memo I sent to the Executive Committee last month. I believe it might be helpful to start our budget conversation tomorrow.

Preliminary discussion about next year's budget is on our agenda for Monday's meeting. As I explain below, I think we could be coming to a situation that other non-profit organizations have had to deal with annually: Financial uncertainty. We've been very fortunate to have had funding that meets, or exceeds, what we perceive to be our needs.

As you well know, Covid-19 has made many changes in our lives and the ways in which the agencies we work with do their business. Most important, though, all this turmoil has made dramatic changes in the lives of our client families.

With these things in mind, it seemed to me that we should start talking about the next year's budget a bit earlier than we've done in the past and then take a different approach to budgeting this time. I know that each one of us brings a different perspective to this, which I believe is healthy. I hope we can come to consensus on the direction we should travel this next year. It promises to be just as messy as 2020 has been.

So, on Monday, I need you to help decide what the FreeStore should be doing next year and how we should get that work accomplished from the financial perspective. I think we can be well-served by starting the budgeting process in this way, instead of beginning with pouring over pages filled with numbers. I think they can come later, say at next month's Board meeting, based on our Executive Committee conversation on Monday and emails between the two meetings. Another way of saying this is to look first at our principles, decide which ones we want to keep, which ones our screwed-up world may need us to change, etc. (I'm not suggesting that we change anything about "helping families start over". Only the way in which we accomplish that.)

Here are some thoughts for you to start the conversation:

1. Our fund-raising efforts have consisted of two newsletters each year and seeking grants from various agencies in and around Central Iowa. While there are other sources of funds, these are the primary ones. The newsletters are sent to approximately 2,000 addresses and we receive donations from something like 150 – 200 donors, many of whom have supported us faithfully for years. Their advancing ages, like our own, concern me. We've also sought and received larger

donations from a few families or individuals. Continue, change formats, take different approaches to fund-raising, or ____?

2. We have had a pretty good idea on the numbers of the various kinds of client families we'd serve each year. What might be our best estimates for 2021?
3. We used to deliver furniture to the new homes of domestic violence client families and to places like Ames and Marshalltown. More recently, we've become much more helping to all client families. Change, continue what we're doing now or something else?
4. There are certain items (vacuum cleaners, bed frames, cribs, cleaning supplies, microwaves, etc.) that we've been willing to purchase to fill needs. Change our method, prioritize the items e purchase, continue what we've been doing, drop some items, add others, provide these things (or some of them) to different groups of client families, etc.?
5. Once we set our fees for serving non-domestic violence client families, we haven't changed them. Do we want to do anything with them now?
6. Our service area consists of nearly all the greater Des Moines area. In consideration of point 3, above, should we change that?

I've enclosed a copy of the 2020 budget for your reference. (It's titled "Second Draft" but it was adopted by the Board in January, 2020.) It shows pretty clearly the areas in which we obtain and spend our finances. Those are the areas that, I think, deserve our attention on Monday and after, since they really affect the bottom line.

I really look forward to Monday's discussion on budgeting. The FreeStore will benefit greatly from it.

Thanks.



FreeStore, Inc.
First Draft of a Budget for Calendar Year 2021 (11/9/2020)

<u>Description</u>	<u>Draft 2021 Budget</u>	<u>2020 Budget</u>	<u>2019 Actual</u>	<u>2019 Budget</u>
<u>Revenue</u>				
<i>Use of Cash on Hand</i>	\$1,290.00	\$17,349.00	(\$6,363.36)	\$25,715.00
<i>Fund Raising Activities</i>				
Previous Year Fall Newsletter	8,600.00	8,000.00	8,560.00	3,000.00
Budget Year Summer Newsletter	10,000.00	10,000.00	9,927.00	10,000.00
Budget Year Fall Newsletter	12,000.00	13,000.00	12,217.50	7,000.00
Third Fund Raising Activity and/or Grants (2020)	0.00	27,200.00		
Birdies for Charity	7,000.00	9,000.00	9,050.90	11,000.00
Memorial and "In Honor of" Donations	500.00	500.00	1,247.00	500.00
<i>General Donations (Excluding Fill the Mayflower & Amazon Smile)</i>	13,000.00	14,000.00	15,527.58	13,000.00
Dressers for Kids Donations (Buy dressers only when funded)	0.00	6,000.00		
<i>Grants</i>				
Grants from New Sources (2021)	10,000.00			
BWA Foundation	0.00	0.00	3,510.00	5,900.00
Chrysalis Foundation	7,500.00	7,500.00	7,500.00	7,500.00
Chrysalis Foundation Community Partner Emergency Fund	500.00	500.00	500.00	500.00
Polk County Community Betterment	0.00	0.00	0.00	5,000.00
Prairie Meadows Foundation	0.00	5,000.00	0.00	15,000.00
Domestic Abuse Coordinating Council	0.00	0.00	300.00	
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	1,000.00
United Way of Central Iowa	0.00	0.00	0.00	
The Sammons Group	0.00	0.00	15,000.00	
<i>Other Sources of Revenue</i>				
Services to Outside Agencies Clients	9,500.00	9,000.00	11,510.00	8,000.00
Polk County Family Enrichment Services Clients	3,000.00	3,000.00	2,520.00	3,000.00
Sale of FreeStore Clothing	250.00	250.00	294.15	400.00
Amazon Smile Foundation	100.00	100.00	79.26	100.00
Benevity	0.00	1,000.00	2,414.32	0.00
Interest on Checking Account	0.00	135.00	206.65	30.00
Return on Investments (Stays in CFGDM Account)	0.00	<u>0.00</u>	0.00	<u>0.00</u>
Miscellaneous	<u>200.00</u>	<u>200.00</u>	<u>149.97</u>	
Total - Revenue	\$85,440.00	\$133,734.00	\$96,150.97	\$117,645.00



FreeStore, Inc.
First Draft of a Budget for Calendar Year 2021 (11/9/2020)

<u>Description</u>	<u>Draft 2021 Budget</u>	<u>2020 Budget</u>	<u>2019 Actual</u>	<u>2019 Budget</u>
<u>Operating Expenses and Capital Expenditures</u>				
<u>Operating Expenses for Client Services</u>				
<i>Warehouse Operation and Maintenance</i>				
<i>Operation</i>				
Utilities (Electricity, Gas, Water, Sewer, Storm Drainage)	\$5,500.00	\$5,000.00	\$4,874.89	\$5,000.00
Telephone	1,200.00	1,200.00	1,133.88	1,200.00
Waste Disposal	1,900.00	2,100.00	1,909.73	1,900.00
Pest Control (monthly)	1,200.00	1,200.00	1,185.05	1,100.00
Bed Bug Inspections (4 per year)	700.00	700.00	650.00	580.00
Cleaning - Eleventh Street	2,700.00	2,700.00	2,425.00	2,700.00
Cleaning - Delaware Avenue	0.00	1,200.00	1,475.00	1,200.00
Warehouse Operation	900.00	900.00	872.79	1,000.00
Miscellaneous	100.00	100.00	28.90	200.00
<i>Rent</i>				
Eleventh Street (\$1,141.25 per month, plus snow removal share)	14,000.00	14,000.00	13,938.00	14,000.00
Delaware Avenue (\$1,200.00 [six bays] per month)	0.00	14,400.00	14,800.00	14,400.00
CubeSmart (Four cubies at \$120 per month each)	5,800.00			
<i>Maintenance</i>				
Shop Supplies and Tools	600.00	500.00	426.66	300.00
<i>Purchase, Pick Up and Deliver Household Items</i>				
<i>Two FreeStore Trucks - Operation and Maintenance</i>				
<i>Operation</i>				
Fuel (2018 and 2019: 1,000 gal.; 2021: 1,250 gal. at \$2.30 per gal.)	2,900.00	3,250.00	2,893.18	3,190.00
Licenses and Fees	270.00	100.00	87.00	100.00
Insurance	2,300.00	2,300.00	2,245.00	2,000.00
<i>Maintenance</i>				
	2,400.00	2,800.00	2,504.69	2,800.00
<i>Rented Trucks (two days)</i>				
Rental	200.00	200.00	467.24	0.00
Fuel	50.00	50.00	94.43	0.00
<i>Dressers</i>				
Kids (2020: IKEA 100 at \$60) (Buy when funded; FS pays shipping)	0.00	6,000.00	10,714.83	0.00
Tool Kits (No purchases needed in 2020)	0.00	0.00	105.89	0.00
Adults (Iowa Prison Industries) (No purchases in 2020)	0.00	0.00	0.00	0.00
Shipping & Miscellaneous	0.00	600.00	0.00	0.00
<i>Purchase Items for Clients</i>				
Bed Frames (2018 & 2019, 90; 2020, 100 at \$40; 2021, 50 at \$40)	2,000.00	4,000.00	1,279.36	1,900.00
Children's Bunk Beds (Complete) (2020, 10 at \$200; 2021, 5 at \$200)	1,000.00	2,000.00	0.00	3,000.00
Cribs (Complete) (2020, 17 at approx. \$82; 2021, 8 at \$85)	680.00	1,394.00	2,176.56	5,900.00
Bedding (Sheets and Pillows)	300.00	500.00	136.15	500.00
Mattresses, Box Springs and Bed Boards	1,200.00	1,500.00	0.00	1,500.00
Mattress Covers (2020, 300 at \$5; 2021, 250 at \$8, incl. shipping)	2,000.00	1,500.00	997.65	1,500.00
Small Microwaves (2020, 300 at \$40; 2021, 225 at \$45)	10,150.00	8,000.00	1,260.00	8,000.00
Kitchen Items (Crock pots, cutlery, utensils, etc.)	900.00	1,000.00	1,222.01	1,000.00
Small Kitchen Appliances (Toasters, etc.)	1,000.00	1,000.00	1,229.10	900.00
Vacuum Cleaners (2018, 50; 2019, 70; 2020, 70 at \$50; 2021, 60 at \$50)	3,000.00	3,500.00	3,871.28	2,800.00
Clean Start (Cleaning Supplies Baskets)(2019 & 2020, 200; 2021, 175)	5,250.00	5,200.00	4,655.06	5,200.00
Other Items	500.00	500.00	508.16	500.00
<i>Business Insurance</i>				
Property and Casualty	3,400.00	3,400.00	3,352.00	3,400.00
Total - Operating Expenses for Client Services	\$74,500.00	\$93,194.00	\$83,887.90	\$88,070.00

Client benefit:

87.20%	87.48%	87.72%	90.19%
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FreeStore, Inc.
First Draft of a Budget for Calendar Year 2021 (11/9/2020)

<u>Description</u>	<u>Draft 2021 Budget</u>	<u>2020 Budget</u>	<u>2019 Actual</u>	<u>2019 Budget</u>
<u>Operating Expenses and Capital Expenditures</u>				
<u>Other Operating Expenses</u>				
<i>Fund Raising</i>				
Fill the Mayflower Event	\$300.00	\$700.00	\$823.61	\$700.00
Summer Newsletters	2,200.00	2,200.00	2,539.18	2,200.00
Fall Newsletters	2,200.00	2,200.00	1,943.91	2,200.00
Fund Raising Consulting Services	1,000.00	1,000.00		
Miscellaneous	100.00	100.00	0.00	100.00
<i>Office Operation</i>				
Office Supplies	700.00	700.00	1,005.22	300.00
Publications	100.00	100.00	0.00	100.00
Bulk Mail Permit Fee	240.00	240.00	235.00	225.00
Postage	300.00	380.00	295.00	350.00
Printing and Advertising	300.00	300.00	160.02	1,000.00
Clerical Support (St. Timothy's Episcopal Church, WDM)	600.00	600.00	600.00	600.00
Technology Maintenance and Upgrading	1,000.00	1,000.00	0.00	0.00
Website Development (remaining 1/2 of approved cost)	0.00	1,920.00		
<i>Business Insurance</i>				
<i>Property and Casualty</i>				
Management Liability	900.00	900.00	900.00	900.00
<i>Miscellaneous</i>				
Purchase of FreeStore Clothing	250.00	250.00	1,918.20	400.00
Board of Directors Expense	750.00	750.00	1,321.70	400.00
Refunds	0.00	0.00	3.11	100.00
Total - Other Operating Expenses	\$10,940.00	\$13,340.00	\$11,744.95	\$9,575.00
Total - Operating Expenses	\$85,440.00	\$106,534.00	\$95,632.85	\$97,645.00
<u>Capital Expenditures</u>				
Budgeted	\$0.00	\$0.00	\$0.00	\$0.00
Not Budgeted in 2019 (Utility Carts and Shop Equipment)	0.00	\$0.00	518.12	\$0.00
Replacement Truck [Funded by a fund raiser and/or grant(s)]	0.00	<u>\$27,200.00</u>	<u>\$0.00</u>	<u>\$20,000.00</u>
Total - Capital Expenditures	\$0.00	<u>\$27,200.00</u>	<u>\$518.12</u>	<u>\$20,000.00</u>
Total Operating Expenses and Capital Expenditures	<u>\$85,440.00</u>	<u>\$133,734.00</u>	<u>\$96,150.97</u>	<u>\$117,645.00</u>
Result for the Year	\$0.00	\$0.00	\$0.00	\$0.00