

Draft



FreeStore Board Meeting Minutes

February 8, 2021

Zoom Meeting 873 5440 1320 started at 5pm

1. Members present: Larry Anderson, Marty Rathje, Harry Swanson, Rachel McGrew, Diane Munns, Chris Dean, Jeanie Smith, Mike Smith, Gloria Gray, Pat McDermott
2. Consent items:
 - a. Minutes from November 9 board meeting were approved
 - b. Treasurer's report
 - i. A 2-page memo Dated Feb 3 described highlights of the Dec 31, 2020 financial report. The memo and financial report are both attached. General donations and newsletter donations in 2020 are strong and show our donors are still standing behind us. We approved a transfer of \$30k from checking to the Community Foundation Fund.
 - ii. 2021 Budget – we committed funds to buy 200 Target dressers at \$30 each and approved the 2021 budget as amended.
3. Reports
 - a. Executive Committee – Marty
 - i. 2020 was a tough year to work on Strategic plan issues and we've carried the 2020 status into 2021. We're focusing on operations while waiting for "normalcy".
 - ii. We're still working on the 2020 annual plan because of the COVID impact. We will hold a planning meeting on April 12, 5-7pm, via Zoom facilitated by Chrysalis.
 - iii. Our Annual meeting will be May 10, 4-6pm via Zoom, and we do not plan any in person volunteer recognition this year.
 - iv. We reassigned all of Terry's tasks in the Succession plan to other team members. Harry will write up a plan for food stocked in the freezers.
 - b. Jeanie reported that grants were submitted to Chrysalis, BWA, and Polk County. Chrysalis is in and we asked for microwaves in the other grants. Prairie Meadows is undecided if they'll open up for requests this year and we're considering a capacity building grant with Community Foundation of Greater DSM. We will submit another grant this year from Story County United Way.
 - c. Harry is working with Central Furniture Rescue in Cedar Rapids and Houses into Homes from Iowa City to create an Iowa Furniture Bank Coalition to help others start Furniture Banks.
 - d. Mike reported that COVID has stretched our volunteer availability with the client loads we have. We're looking forward to help from returning snowbirds for some relief.
 - e. We're still using COVID procedures developed in 2020 by Mike and Marty. Procedures include using masks at all times in the warehouse, one person in the truck cab (unless from same household), and no clients in the warehouse.
 - f. A Spring Newsletter will go out in April. There will be no Fill the Mayflower this year again and our message in the newsletter will be about needs that people have and how we're covering those needs.

Draft

- g. Gloria wrote the Manual of Operations defining committees to do the work. But our committees are not working and we'll make committee processes part of our April planning meeting. We'll need to update the Manual of Operations after the April planning meeting.
 - h. Tech committee – Pat reported that the event calendar on the Home page was replaced with a photo gallery. Initial feedback is very positive. We'll also add a page on the website to recognize our donors. Our logging host is now working. We need to review host support when the current host agreement expires in May.
 - i. Our 2020 activity is described in the Year End Report draft. We need to make some correction in the ACCESS data base yet to complete the 2020 Year End Report.
4. Decision items:
- a. The 2021 budget was approved as part of the Treasurer's Report
 - b. Fill the MayFlower will be discussed in April but it will likely be cancelled In May while looking ahead to a possible fall event this year.
 - c. Items from the Board Manual were not covered in this meeting, other than the decision to focus on operating committees at the Board planning meeting in April.
 - d. Succession planning implications were not covered in this meeting.
5. The following discussion items were not covered in this meeting.
- a. What is the "new normal" for the FreeStore?
 - i. Client deliveries
 - ii. Warehouse operations
 - b. Future projects
6. Meeting adjourned at 7pm

Respectfully submitted,



Harry Swanson, Board Secretary

Attach: Treasurer Reports, 2021 Budget memo

MEMO

To: FreeStore Board of Directors

From: Larry Anderson

Date: February 3, 2021 LNA

Subject: December 31, 2020 Financial Report

Some thoughts on the December 31, 2020 financial report:

Page 1 - Revenue

- General donations (those with no reference to a newsletter) continue very strong, with \$32,666.94 raised, including some large donations to help pay for the new truck.
- The Spring/Summer Newsletter raised \$17,377 through the 108 donations received. That is very good news, especially compared to the \$10,000 budgeted for this newsletter.
- The Fall newsletter, published in late November, has raised \$18,710 by December 31, from 142 donations. Donations from this newsletter will continue into Spring, 2021.
- Each of these statistics show that the people who support the FreeStore continue to do so, regardless of the turmoil taking place in the world.
- We received six grants during 2020. Three, totaling \$15,500, came from The Chrysalis Foundation. Two grants are for \$7,500 each which can be used as we need them – half in 2020 and half in 2021. Further, \$500 from the Client Emergency Fund to help pay the costs for veterans and clients referred by schools and Women at the Well. The \$15,000 grant from the BWA Foundation was for the truck purchase. Grants of \$1,000 each came from the United Way of Story County and the WDM Churches Outreach Group.
- Our services to client families continue be curtailed by the pandemic, but we did help 105 families who are victims of non-domestic violence.

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. Overall, our costs for these facilities are less than we were paying for the Delaware Avenue warehouse. CubeSmart has recently raised their monthly rates to approximately \$100 per unit (\$404 total per month). The MobileMini container has been returned.

- 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 after that.
- The other items on this page are within expectations, with the exceptions of truck insurance, maintenance and the repairs due to vandalism. Insurance premiums have increased, due to covering three trucks for part of the year. Collision coverage was dropped on the 2004 truck. We did receive insurance assistance for the portion of the vandalism events greater than our \$1,000 deductible. All the trucks have new catalytic converters and steel bars protecting them. Hopefully, the bars and additional lighting of the parking lot, will deter future vandalism. The trucks required several trips to repair shops during 2020. Trips were well worth the expense incurred.

Page 3 - Operating Expenses, Investments and Capital Expenditures

- The costs shown on this page are generally within expectations. The newsletters cost slightly over \$1 per copy for their production and bulk mailing costs. I am confident this is less than most organizations pay for their fundraising publications. While we received some copies back from the Postal Service, the number was less than other times.

Pages 4 and 5 - Other Financial Information

- The table at the top of page 4 shows our investment in the Community Foundation of Greater Des Moines. That investment remains a significant part of our financial portfolio, having gained approximately \$24,000, or close to nine per cent for the year. We borrowed against that investment during 2020. The details of these transactions are shown "Comparison . . ." table on page 9. We can withdraw \$12, 947.80 from the fund during 2021, without formal Board approval. Higher withdrawals may be made with written Board approval.
- The table at the bottom of page 5 pulls the revenue data together to show how the various sources compare. The portion of our operating expense funds used for client benefit remains high, at 85%.

Pages 6 through 9 – Check Register

- These pages show data on checks written during 2020, three online payments and one bank charge.

Pages 9 – Comparison of Checking and Investment Account Balances and FreeStore Memorial Fund

- The "Comparison . . ." table sets out the changes in values of the FreeStore's checking and investment accounts from November 1 to December 31, 2020.
- The FreeStore Memorial Fund table shows the fund's balance on December 31, 2020 and the total of memorial donations given during the year.



Financial Report

As of December 31, 2020



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

<u>Description</u>	2020	<u>Actual Amounts</u>	
	<u>Budget</u>	<u>Year 2020</u>	<u>Nov 1 - Dec 31</u>
<u>Revenue</u>			
<i>Use of Cash on Hand</i>	\$17,349.00	\$0.00	\$0.00
<i>Fund Raising Activities</i>			
2019 Fall Newsletter	8,000.00	460.00	0.00
2020 Spring/Summer Newsletter	10,000.00	17,377.00	385.00
2020 Fall Newsletter	13,000.00	18,710.00	18,710.00
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	0.00
Memorial and "In Honor of" Donations	500.00	2,057.50	1,777.50
<i>Fill the Mayflower Event (Canceled due to COVID)</i>			
Cash Donations	0.00	0.00	0.00
<i>General Donations (Excludes Fill the Mayflower, Amazon Smile & Benevity)</i>	14,000.00	32,666.94	6,477.07
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 (Grants for 2020 and 2021)	7,500.00	15,000.00	7,500.00
Chrysalis Community Partner Emergency Fund (for 2021)	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	7,750.00	1,820.00
Polk County Family Enrichment Services Clients	3,000.00	300.00	0.00
Sale of FreeStore Clothing	250.00	210.00	120.00
Amazon Smile Foundation	100.00	109.02	28.84
Benevity	1,000.00	340.00	0.00
Insurance Premium Refunds and Claim Settlement; Damage Payment	0.00	2,180.09	102.00
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	<u>200.00</u>	<u>0.00</u>	<u>0.00</u>
Total - Revenue	\$133,734.00	\$122,340.20	\$36,920.41



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

Description	2020	Actual Amounts	
	Budget	Year 2020	Nov 1 - Dec 31
Operating Expenses, Investments and Capital Expenditures			
Operating Expenses for Client Services			
Warehouse Operation and Maintenance			
Operation			
Utilities (Electricity, Gas, Water, Sewer, Storm Drainage)	\$5,000.00	\$3,878.08	\$773.52
Telephone	1,200.00	1,170.92	200.88
Waste Disposal	2,100.00	2,057.42	362.01
Pest Control (Monthly)	1,200.00	642.00	160.50
Bed Bug Inspections (Quarterly)	700.00	558.00	139.50
Cleaning - Eleventh Street Warehouse (Monthly)	2,700.00	2,700.00	450.00
Cleaning - Delaware Avenue Warehouse (Odd Numbered Months)	1,200.00	400.00	0.00
Warehouse Operation	900.00	746.94	283.11
Miscellaneous	100.00	0.00	0.00
Rent			
Eleventh Street (Mark Clark)(\$1,141.25 per month, plus snow removal share)	14,000.00	13,935.00	2,522.50
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	2,257.63	808.00
MobileMini Rent	0.00	957.35	0.00
Maintenance	400.00	0.00	0.00
Shop Supplies and Tools	500.00	246.72	16.59
Purchase, Pick Up and Deliver Household Items			
Three FreeStore Trucks - Operation and Maintenance			
Operation			
Fuel (2018 and 2019: 1,000 gal.; 2020: at \$3.25 per gal.)	3,250.00	1,983.34	106.57
Licenses and Fees	100.00	87.00	0.00
Insurance	2,300.00	3,880.00	0.00
Maintenance	2,800.00	6,952.09	362.92
Repairs Due to Vandalism	0.00	3,172.60	907.36
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
Purchase Items for Clients			
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	366.03	366.03
Mattresses, Box Springs and Bed Boards	1,500.00	0.00	0.00
Mattress Covers (300 at \$5)	1,500.00	1,539.56	0.00
Small Microwaves (200 at \$40)	8,000.00	2,392.80	0.00
Kitchen Items (Crock pots, cutlery, utensils, etc.)	1,000.00	431.12	87.14
Small Kitchen Appliances (Toasters, etc.)	1,000.00	671.84	0.00
Vacuum Cleaners (2018, 50; 2019, 70; 2020, 70 at \$50)	3,500.00	3,047.16	0.00
Clean Start (Cleaning Supplies Baskets) (200 at \$26)	5,200.00	2,321.80	355.47
Other Items	500.00	508.07	42.99
Business Insurance			
Property and Casualty	3,400.00	3,679.00	0.00
Total - Operating Expenses for Client Services	\$93,194.00	\$65,332.74	\$7,945.09



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

Description	2020	Actual Amounts	
	Budget	Year 2020	Nov 1 - Dec 31
<u>Operating Expenses, Investments and Capital Expenditures</u>			
<u>Other Operating Expenses</u>			
<i>Fund Raising</i>			
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	2,117.39	2,117.39
Fund Raising Consulting Services	1,000.00	0.00	0.00
Miscellaneous	100.00	0.00	0.00
<i>Office Operation</i>			
Office Supplies	700.00	584.55	0.00
Publications	100.00	100.00	0.00
Bulk Mail Permit Fee	240.00	240.00	0.00
Postage	380.00	280.00	115.00
Printing and Advertising	300.00	1,213.64	93.15
Clerical Support (St. Timothy's Episcopal Church, WDM)	600.00	600.00	600.00
Technology Maintenance and Upgrading	1,000.00	437.00	0.00
Website Development	1,920.00	1,918.20	0.00
<i>Business Insurance</i>			
Property and Casualty			
Management Liability	900.00	900.00	0.00
<i>Miscellaneous</i>			
Purchase of FreeStore Clothing	250.00	0.00	0.00
Board of Directors' Expense	750.00	711.38	120.64
Volunteer Recognition and Thanks	0.00	194.36	0.00
Refunds and Miscellaneous Costs	<u>0.00</u>	<u>142.97</u>	<u>45.00</u>
Total - Other Operating Expenses	\$13,340.00	\$11,449.51	\$3,091.18
Total - Operating Expenses	\$106,534.00	\$76,782.25	\$11,036.27
 <u>Capital Expenditures</u>			
Replacement Truck	<u>\$27,200.00</u>	<u>\$31,793.00</u>	<u>\$0.00</u>
Total - Capital Expenditures	<u>\$27,200.00</u>	<u>\$31,793.00</u>	<u>\$0.00</u>
Total Operating Expenses and Capital Expenditures	<u>\$133,734.00</u>	<u>\$108,575.25</u>	<u>\$11,036.27</u>
Results for the Year/This Period	\$0.00	\$13,764.95	<u>\$25,884.14</u>
Per Cent of Operating Expenses Used for Client Benefit:	87.48%	85.09%	71.99%

Investment and Other Financial Information

As of December 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)	
<u>23,907.41</u>	Less Change in Investment Value	
\$281,956.29	Equals Fund Balance - December 31, 2020	
\$12,947.80	Withdrawable ("spendable") Cash (5% of the January 1, 2020 Fund Balance)	
	(Amounts in excess of the spendable amount require FreeStore Board approval)	

Change =	8.88%
(End Balance - Begin Bal.) / Begin Bal.	

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	\$81,702.50	\$7,750.00
129 Agencies Served to date	Paid	81,702.50	7,750.00
	Refunded		0.00
Services Provided to Clients of Polk County Family Enrichment Center		206 Clients	7 Clients
Services began in May, 2013	Billed	\$15,770.00	\$515.00
	Paid	15,555.00	300.00
	(\$215.00 paid in January, 2021)		
FreeStore Clothing Sales	(Cumulative Account Balance and Current Year Sales)	\$3,841.55	\$210.00

		<u>2019</u>	<u>2020</u>
Grant Funds Received In:		\$28,810.00	\$32,500.00
General Donations Received In: (Excludes Memorial & "In Honor of" donation)		\$15,527.58	\$32,666.94
Number of Donations Received In:		110	115
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)

	<u>2019</u>	<u>2020</u>
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	\$17,377.00
Number of Donations Received In:	64	108
Memorial and "In Honor of" Donations		
Donations Received In:	\$1,247.00	\$2,057.50
Number of Donations Received In:	13	29
Miscellaneous Revenue	\$2,493.58	\$2,435.11
(Gift cards, Benevity, Amazon Smile Foundation, Truck Damage)		
Fall Newsletters (Excludes Memorial & "In Honor of" donations)		
2018	<u>2019</u>	
Donations Received In:	\$8,560.00	
Number of Donations Received In:	23	
2019		<u>2020</u>
Donations Received In:	\$12,217.50	\$460.00
Number of Donations Received In:	114	8
2020		
Donations Received In:		\$18,710.00
Number of Donations Received In:		142
Interest on Checking Account(s):	\$206.65	\$18.00
	<u>2019</u>	<u>2020</u>
Totals of all Donations	\$47,479.08	\$72,051.44

Revenue Sources			
<u>Sources</u>	<u>2019 (Full Year)</u>	<u>2020 (Full Year)</u>	
	<u>Amounts</u>	<u>Per Cent</u>	<u>Amounts</u>
Donations (except Birdies for Charity)	\$47,479.08	58.89	\$72,051.44
Grant Funds	28,810.00	26.57	32,500.00
Birdies for Charity	9,050.90	5.63	6,881.65
Services to Clients of Other Agencies	11,510.00	6.33	7,750.00
Polk County Family Enrichment Center	2,520.00	0.25	300.00
Miscellaneous Revenue	2,493.58	1.99	2,435.11
Sale of FreeStore Clothing	294.15	0.17	210.00
Interest on Checking Account	206.65	0.01	18.00
Insurance Premium Reimbursements	0.00	0.16	194.00
Totals	\$102,364.36	100.00	\$122,340.20

Operating Expense Funds Used for Client Benefit:	87.72%	85.09%
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Check Register

As of December 31, 2020

Bankers Trust				
Check	Date Written	Payee	Description	Amount
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	Water, Sanitary Sewer, Storm Sewer Service	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)	0.00
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+E61:E69	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
BC	April 30, 2020	Bankers Trust Co.	Net Analysis Fee	7.49
2924	May 4, 2020	Jester Insurance Services	Property and Casualty Insurance Renewals	6,729.00
2925	May 6, 2020	BankCard Center	CubeSmart 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

Check Register

As of December 31, 2020

Bankers Trust	Check	Date Written	Payee	Description	Amount
	2929	May 18, 2020	Martin Rathje (Reimb.)	Awards	\$113.00
	BC	May 19, 2020	Bankers Trust Co.	Net Analysis Fee	7.49
	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 the Two Newer 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)					\$63,910.71
Total Checks Written for Payments to Creditors (January 1 - July 31, 2020)					\$79,558.85
<u>Checks Transferring Donations Deposited Between August 1, 2019 and July 31, 2020 to the Principal Charity Classic</u>					
	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)					\$132,657.19
Total Amount Paid by Bank (January 1 - July 31, 2020)					\$148,305.33
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

Check Register

As of December 31, 2020

Bankers Trust	Check	Date Written	Payee	Description	Amount
	2975	August 17, 2020	BankCard Center	Operating Supplies	\$1,325.76
	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	360.80
	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	482.24
	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)	384.85
			Total Payments to Creditors (August 1 - October 31, 2020)		\$18,425.03
			Total Payments to Creditors (January 1 - October 31, 2020)		\$97,983.88
			(** Includes online payments; see check no. 2954. Excludes check no. 2982)		
			Total Amount Paid by Bank (August 1 - October 31, 2020)		\$38,425.03
			Total Amount Paid by Bank (January 1 - October 31, 2020)		\$186,730.36
	3012	November 12, 2020	CubeSmart Store 5393	CubeSmart Rent - November, 2020	\$404.00
	3013	November 12, 2020	Aspen Waste Systems, Inc.	Waste Disposal - November Billing	153.11
	3014	November 12, 2020	BankCard Center	Operating Supplies	533.54
	3015	November 27, 2020	MidAmerican Energy Company	Eleventh Street Warehouse Electricity and Gas	201.50
	3016	November 27, 2020	CenturyLink	Telephone Service	100.63
	3017	November 27, 2020	MacDonald Letter Service	1,980 Newsletters	2,042.39
	3018	November 27, 2020	Springer Professional Home Services	Pest Control - November	80.25
	3019	November 27, 2020	WEX Bank	Truck Fuel	106.57
	3020	November 27, 2020	Mark Clark	Eleventh Street Warehouse Rent - December	1,141.25
	3021	November 27, 2020	Genaro Mata	Eleventh Street Warehouse Cleaning - November	225.00
	3022	November 27, 2020	Des Moines Water Works	Water, Sanitary Sewer, Storm Sewer Service	104.08
	3023	December 2, 2020	Angela Griner	Newsletter Assistance	75.00
	3024	December 4, 2020	Harry Swanson (Reimb.)	Flowers	58.15
	3025	December 4, 2020	Iowa Muffler & Brake	2004 Truck - Catalytic Converter, Protection & Exhaust System Repair	1,201.61
	3026	December 4, 2020	Harry Swanson (Reimb.)	Sheets	366.03
	3027	December 4, 2020	Aspen Waste Systems, Inc.	Waste Disposal - December Billing	154.91
	3028	December 4, 2020	Mark Clark	Eleventh Street Warehouse - Annual Snow Removal Share	240.00
	3029	December 4, 2020	U S Postal Service	Replenish Returned Mail Account	60.00

Check Register

As of December 31, 2020

Bankers Trust				
<u>Check</u>	<u>Date Written</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
3030	December 4, 2020	BankCard Center	Operating Supplies	\$422.17
3031	December 5, 2020	Lynn Daugherty (Reimb.)	100 Stamps for Thank You Notes	55.00
3032	December 7, 2020	CubeSmart Store 5393	CubeSmart Rent - December, 2020	404.00
3033	December 17, 2020	Bill Brentano (Reimb.)	Warehouse Supplies	45.40
3034	December 17, 2020	Springer Professional Home Services	Quarterly Bed Bug Check	139.50
3035	December 18, 2020	St. Timothy's Episcopal Church	Clerical Assistance	600.00
3036	December 29, 2020	Springer Professional Home Services	Pest Control - December	80.25
3037	December 29, 2020	Sam's Club	Membership Renewal	45.00
3038	December 29, 2020	CenturyLink	Telephone Service	100.25
3039	December 29, 2020	Des Moines Water Works	Water, Sanitary Sewer, Storm Sewer Service	113.36
3040	December 29, 2020	MidAmerican Energy Company	Eleventh Street Warehouse Electricity and Gas	354.58
3041	December 29, 2020	Mark Clark	Eleventh Street Warehouse Rent - January	1,141.25
3042	December 29, 2020	Genaro Mata	Eleventh Street Warehouse Cleaning - December	225.00
3043	December 31, 2020	Jeanie Smith (Reimb.)	Flowers	62.49
<i>Total Payments to Creditors (November 1 - December 31, 2020)</i>				\$11,036.27
<i>Total Payments to Creditors (January 1 - December 31, 2020)</i>				\$109,020.15
<i>(** Includes online payments; see check no. 2954. Excludes check no. 2982)</i>				
<i>Total Amount Paid by Bank (November 1 - December 31, 2020)</i>				\$11,036.27
<i>Total Amount Paid by Bank (January 1 - December 31, 2020)</i>				\$197,766.63

Comparison of Checking and Investment Account Balances		
<u>As of 11/1/2020</u>	<u>As of December 31, 2020</u>	
	<u>Location of Funds:</u>	
\$55,636.94	Bankers Trust Company Checking Account (Checkbook Balance Reconciled to Bank)	\$81,166.23
<u>253,719.89</u>	Community Foundation of Greater Des Moines (FreeStore Charitable Fund) *	<u>281,956.29</u>
\$309,356.83		\$363,122.52
Difference, November 1, 2020 - December 31, 2020: \$53,765.69	The principal amount of funds held in the Community Foundation of Greater Des Moines is subject to market fluctuations. The original contribution of \$100,000 was made by the FreeStore on December 11, 2012. Additional 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 December 31, 2020:		\$12,619.51
(Memorial and "In Honor of" donations totaling \$2,057.50 have been received during 2020)		

MEMO

To: FreeStore Board of Directors

From: Larry Anderson

Date: February 6, 2021 LWA

Subject: Final Draft (Revised) Budget for Calendar Year 2021

This revision corrects the righthand column in the previous version to correctly show 2018 results.

A few final thoughts on the 2021 Budget that correspond to the entries in color on the attached draft.

Page 1 - Revenue

- Nothing is budgeted for dressers for kids, but this is where donations for those dressers would be shown as the donations arrive.
- The estimated grant from the BWA Foundation is shown as \$3,000 and is subject to your final thoughts on the matter.
- We received the \$7,500 grant for 2021 from the Chrysalis Foundation in December, 2020. That's why the amount in the budget is zero. However, I'm showing it in the "Use of Cash on Hand" at the top of the page.
- The total budgeted revenue for the year changes accordingly.

Page 2 – Operating Expenses and Capital Expenditures

Operating Expenses for Client Services

- Bed Bug inspections are increased from four to six. Springer says they keep the \$139.50 cost for them.
- Under rent for the Eleventh Street Warehouse, I've provided for a 10% rent increase, starting with the May payment (for June). Negotiations on the lease renewal, which will be effective June 1, are not complete at this time, but 10% should be adequate.
- If shipping charges on dressers for kids are charged, the budget allows for the FreeStore to pay those charges. (\$500)
- The cost of truck fuel is increased to \$4,550 to allow for price per gallon increases, as well as an increased quantity of fuel, since we are delivering household good for some clients.
- There is an entry for purchasing dining room chairs.
- The total Operating Expenses for Client Services changes accordingly, as do other totals.



FreeStore, Inc.
(Final Draft) Budget for Calendar Year 2021

<u>Description</u>	<u>2021 Budget</u>	<u>2020 Budget</u>	<u>2019 Actual</u>	<u>2018 Actual</u>
	<u>Revenue</u>			
<i>Use of Cash on Hand</i>	\$8,600.00	\$17,349.00	(\$6,363.36)	\$2,408.55
<i>Fund Raising Activities</i>				
Previous Year Fall Newsletter	8,600.00	8,000.00	8,560.00	2,620.00
Budget Year Summer Newsletter	10,000.00	10,000.00	9,927.00	6,975.00
Budget Year Fall Newsletter	12,000.00	13,000.00	12,217.50	12,722.00
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	11,365.74
Memorial and "In Honor of" Donations	500.00	500.00	1,247.00	335.00
General Donations (Excluding Fill the Mayflower & Amazon Smile)	13,000.00	14,000.00	15,527.58	16,588.65
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	3,000.00	0.00	3,510.00	6,100.00
Chrysalis Foundation	0.00	7,500.00	7,500.00	7,500.00
Chrysalis Foundation Client Emergency Fund	500.00	500.00	500.00	500.00
Polk County Community Betterment	0.00	0.00	0.00	2,500.00
Prairie Meadows Foundation	0.00	5,000.00	0.00	5,000.00
Domestic Abuse Coordinating Council	0.00	0.00	300.00	0.00
United Way of Story County	1,000.00	1,000.00	1,000.00	0.00
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	12,371.14
The Sammons Group	0.00	0.00	15,000.00	0.00
<i>Other Sources of Revenue</i>				
Services to Outside Agencies Clients	9,500.00	9,000.00	11,510.00	10,677.50
Polk County Family Enrichment Services Clients	3,000.00	3,000.00	2,520.00	2,935.00
Sale of FreeStore Clothing	250.00	250.00	294.15	570.00
Amazon Smile Foundation	100.00	100.00	79.26	41.83
Benevity	0.00	1,000.00	2,414.32	0.00
Interest on Checking Account	0.00	135.00	206.65	33.58
Return on Investments (Stays in CFGDM Account)	0.00	0.00	0.00	0.00
Miscellaneous	200.00	200.00	149.97	134.11
Total - Revenue	\$88,250.00	\$133,734.00	\$96,150.97	\$102,378.10



FreeStore, Inc.
(Final Draft) Budget for Calendar Year 2021

Description	2021 Budget	2020 Budget	2019 Actual	2018 Actual
<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)	\$5,500.00	\$5,000.00	\$4,874.89	\$5,033.80
Telephone	1,200.00	1,200.00	1,133.88	1,103.71
Waste Disposal	1,900.00	2,100.00	1,909.73	1,835.72
Pest Control (monthly)	1,200.00	1,200.00	1,185.05	874.50
Bed Bug Inspections (6 per year)	900.00	700.00	650.00	558.00
Cleaning - Eleventh Street	2,700.00	2,700.00	2,425.00	2,765.00
Cleaning - Delaware Avenue	0.00	1,200.00	1,475.00	1,304.94
Warehouse Operation	900.00	900.00	872.79	1,069.67
Miscellaneous	100.00	100.00	28.90	0.00
Rent				
Eleventh Street (\$1,141.25 x 4 + \$1,250.00 x 8 + \$240.00 snow removal)	15,000.00	14,000.00	13,938.00	13,941.00
Delaware Avenue (\$1,200.00 [six bays] per month)	0.00	14,400.00	14,800.00	14,400.00
CubeSmart (Four cubes at \$120 per month each)	5,800.00			0.00
Maintenance	400.00	400.00	368.41	2,820.66
Shop Supplies and Tools	600.00	500.00	426.86	266.87
<i>Purchase, Pick Up and Deliver Household Items</i>				
<i>FreeStore Trucks - Operation and Maintenance</i>				
Operation				
Fuel (2018 and 2019: 1,000 gal.; 2021: 1,300 gal. at \$3.50 per gal.)	4,550.00	3,250.00	2,893.18	2,646.07
Licenses and Fees	300.00	100.00	87.00	97.00
Insurance	2,600.00	2,300.00	2,245.00	1,968.00
Maintenance	2,400.00	2,800.00	2,504.89	2,249.99
Rented Trucks (two days)				
Rental (and fuel in 2018)	200.00	200.00	467.24	582.53
Fuel	50.00	50.00	94.43	
Obtain Furniture - Urbandale Sleepinn Motel				394.36
Dressers				
Kids (2021: 100 at \$50; Buy when funded; FS pays shipping @ \$10 ea.)	500.00	6,000.00	10,714.83	10,786.60
Tool Kits	0.00	0.00	105.89	1,074.68
Adults (Iowa Prison Industries) (and Norwalk High School in 2018)	0.00	0.00	0.00	2,148.65
Shipping & Miscellaneous	0.00	600.00	0.00	769.05
<i>Purchase Items for Clients</i>				
Bed Frames (2018 & 2019, 90; 2020, 100 at \$40; 2021, 80 @ \$40)	3,200.00	4,000.00	1,279.36	1,709.10
Children's Bunk Beds (Complete) (2020, 10 at \$200; 2021, 5 at \$200)	1,000.00	2,000.00	0.00	0.00
Cribs (Complete) (2020, 17 at approx. \$82; 2021, none)	0.00	1,394.00	2,176.56	553.26
Bedding (Sheets and Pillows)	300.00	500.00	136.15	0.00
Mattresses, Box Springs and Bed Boards (2021, none)	0.00	1,500.00	0.00	0.00
Mattress Covers (2020, 300 at \$5; 2021, 250 at \$6, incl. shipping)	2,000.00	1,500.00	997.65	1,803.50
Small Microwaves (2020, 300 at \$40; 2021, 225 at \$45)	10,150.00	8,000.00	1,260.00	2,524.87
Kitchen Items (Crock pots, cutlery, utensils, etc.)	900.00	1,000.00	1,222.01	717.77
Small Kitchen Appliances (Toasters, etc.)	1,000.00	1,000.00	1,229.10	714.26
Vacuum Cleaners (2018, 50; 2019, 70; 2020, 70 at \$50; 2021, 60 at \$50)	3,000.00	3,500.00	3,871.28	3,620.32
Clean Start (Cleaning Supplies Baskets) (2019 & 2020, 200; 2021, 175)	5,250.00	5,200.00	4,655.06	4,591.76
Dining Room Chairs (100 at \$5.00)	500.00			
Other Items	500.00	500.00	508.16	704.31
<i>Business Insurance</i>				
Property and Casualty	4,000.00	3,400.00	3,352.00	3,352.00
Total - Operating Expenses for Client Services	\$78,600.00	\$93,194.00	\$83,887.90	\$88,961.95
Client benefit:	89.07%	87.48%	87.72%	89.14%



FreeStore, Inc.
(Final Draft) Budget for Calendar Year 2021

<u>Description</u>	<u>2021 Budget</u>	<u>2020 Budget</u>	<u>2019 Actual</u>	<u>2018 Actual</u>
<u>Operating Expenses and Capital Expenditures</u>				
<u>Other Operating Expenses</u>				
<i>Fund Raising</i>				
Fill the Mayflower Event	\$0.00	\$700.00	\$823.61	\$717.34
Summer Newsletters	2,200.00	2,200.00	2,539.18	2,178.15
Fall Newsletters	2,200.00	2,200.00	1,943.91	2,419.07
Fundraising Consulting Services	0.00	1,000.00		
Miscellaneous	100.00	100.00	0.00	0.00
<i>Office Operation</i>				
Office Supplies	700.00	700.00	1,005.22	341.77
Publications	0.00	100.00	0.00	0.00
Bulk Mail Permit Fee	250.00	240.00	235.00	225.00
Postage	300.00	380.00	295.00	348.65
Printing and Advertising	300.00	300.00	160.02	128.88
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	0.00	0.00
<i>Business Insurance</i>				
<i>Property and Casualty</i>				
Management Liability	1,000.00	900.00	900.00	900.00
<i>Miscellaneous</i>				
Purchase of FreeStore Clothing	250.00	250.00	1,918.20	2,570.20
Board of Directors Expense	750.00	750.00	1,321.70	416.32
Refunds	0.00	0.00	3.11	0.00
Total - Other Operating Expenses	\$9,650.00	\$13,340.00	\$11,744.95	\$10,845.38
Total - Operating Expenses	\$88,250.00	\$106,534.00	\$95,632.85	\$99,827.33
<u>Capital Expenditures</u>				
Budgeted	\$0.00	\$0.00	\$0.00	\$0.00
Not Budgeted (2019: Utility Carts, Shop Equipment)(2018: Shelving)	0.00	\$0.00	518.12	2,550.77
Replacement Truck [Funded by a fund raiser and/or grant(s)]	0.00	\$27,200.00	\$0.00	\$0.00
Total - Capital Expenditures	\$0.00	\$27,200.00	\$518.12	\$2,550.77
Total Operating Expenses and Capital Expenditures	\$88,250.00	\$133,734.00	\$96,150.97	\$102,378.10
Result for the Year	\$0.00	\$0.00	\$0.00	\$0.00