

Management Report

Rogue Valley Genealogical Society
For the period ended May 31, 2024



Prepared by
Treasurer and Capstone CPA

Prepared on
June 6, 2024

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Treasurer's Notes

Noteworthy Income

- 4309 Membership dues (\$1,195)
- 4310 Low Direct Support total (\$42.62); received a Membership Assistance Fund donation (\$10)
- 4471-1 Classes & Workshops (\$190) in spite of cancelled May 17 DNA class requiring refunds
- 4940 In Kind Contributions - received donation of \$180 from Jeff Bales for tech support (scanner) and \$1.85 from Anne for eNews postage

Total Income \$1,812.42

Noteworthy Expenses

- 6611 Facility Maintenance (\$252.54) included \$160.75 for March HVAC service from Baumer Heating & Air
- 6612 Insurance (\$1,028.08) included the annual indemnity bond at \$705, increased from \$555. This is the first increase since at least 2019.
- 6625 General Postage (\$398.70) includes 300 stamps for Membership use (\$203.25) and prepaid postage for Annual Fund Drive letter mailing (\$193.60)
- 6645 Printing (\$164.61) is the last estimated meter reading invoice from Kelley Create. We now have a credit of about \$600, which will cover printing for most of the remaining year.
- 6650 Volunteer Recognition Expense (\$257.72) was the expense reimbursement to Katie Hauge for food for the Strategic Planning retreat on May 7.
- 6658 Marketing: Printing & Reproduction (\$228) for 1,000 new rack cards.
- 6660 Marketing Subscriptions (\$208) was the biannual prepay balance for Constant Contact.
- 6681 Accounting & Taxes (\$1804.53) for Capstone CPA, includes remaining January balance (billing error by them), March, and April fees. Our account is now current, and we are set up for ACH autopay.
- 7716 Web Subscriptions (\$525) for annual renewal of card catalog service with LibraryWorld; increased from \$495 the previous two years.
- 7717 Technology Support (\$1,022.95) included purchase of scanner software (\$119.95) for Epson V800 scanner and multiple invoices from March through May for Garon Lee Sound (\$855, with \$180 offset by In Kind donation).
- 7771-1 Classes & Workshops Expense (\$100): Christine Cohen's presenter fee for the April 6 class.

Total Expenses \$7,406.18

Net Operating Income \$-5,593.76

- 9940 Rewards Income (\$38.17) includes \$35.17 from Fred Meyer and \$3.00 from PayPal Giving Fund.

Net Income \$-5,542.46

Designated Funds balance

- 3520 Capital Improvements: \$3,060 (added \$60 received in April)
- 3541 Connie Miller Memorial Fund: \$3,881.60 (added \$10 MAF donation, deducted \$40 for one membership and \$120 for reimbursement of NGS Focus dues for Anne B, Frank M, and Cyndi H.)
- 3545 Scholarship: \$15,000

Statement of Activity

May 2024

		Total
	May 2024	Apr 2024 (PP)
INCOME		
4000 GENERAL INCOME		
4309 Dues	1,195.00	1,530.00
4310 Direct Support	11.62	35.00
4310-1 Annual Fund Drive	25.00	75.00
4310-2 Memorial Funds	10.00	
4310-8 Building Imp Donations		60.00
Total 4310 Direct Support	46.62	170.00
Total 4000 GENERAL INCOME	1,241.62	1,700.00
4400 PROGRAMS		
4411 Day Use	5.00	5.00
4421 Copy	28.15	38.10
4435 Services		
4435-1 Research		
4435-2 Online Research	35.00	80.00
Total 4435-1 Research	35.00	80.00
4435-4 Photo Restoration	15.80	
Total 4435 Services	50.80	80.00
4441 Sale Items	21.00	37.30
4465 Quilt Project		
4465-2 Quilt Project Raffle	26.00	25.00
4465-3 Quilt Documentation		70.00
Total 4465 Quilt Project	26.00	95.00
4471 Education Programs		
4471-1 Classes & Workshops	190.00	130.00
Total 4471 Education Programs	190.00	130.00
4472 Other Funds Received		
4472-1 Book sales	68.00	52.00
Total 4472 Other Funds Received	68.00	52.00
Total 4400 PROGRAMS	388.95	437.40
4940 In Kind Contributions	181.85	629.00
Total Income	1,812.42	2,766.40
GROSS PROFIT	1,812.42	2,766.40
EXPENSES		
6600 GENERAL EXPENSE		
6610 Utilities	769.70	987.34
6611 Facility Maintenance	252.54	704.00
6612 Insurance	1,028.08	323.10

	May 2024	Apr 2024 (PP)	Total
6613 Janitorial service	325.00		325.00
6614 Copier Rent	126.25		126.25
6625 Postage-General	398.70		
6645 Printing	164.61		242.60
6650 Volunteer Recognition Expense	257.72		
6657 Marketing			60.00
6658 Printing & Reproduction	228.00		
6659 Website & Hosting			150.00
6660 Marketing Subscriptions	208.00		
Total 6657 Marketing	436.00		210.00
6680 Legal & Professional Fees			
6681 Accounting & Taxes	1,804.53		
Total 6680 Legal & Professional Fees	1,804.53		
6690 Admin & Board Expense			
6692 PayPal Fees	32.97		33.29
Total 6690 Admin & Board Expense	32.97		33.29
Total 6600 GENERAL EXPENSE	5,596.10		2,951.58
7700 PROGRAM EXPENSE			
7701 Collection Development	34.96		
7702 Records Development	32.00		16.00
7716 Web Subscriptions	525.00		1,880.00
7717 Technology Support	1,022.95		48.00
7731 Library Supplies	82.82		43.96
7731-2 Copy Paper	12.35		
Total 7731 Library Supplies	95.17		43.96
7741 Resale Items			49.98
7771 Education Programs			
7771-1 Classes & Workshops Expense	100.00		
Total 7771 Education Programs	100.00		
Total 7700 PROGRAM EXPENSE	1,810.08		2,037.94
Total Expenses	7,406.18		4,989.52
NET OPERATING INCOME	-5,593.76		-2,223.12
OTHER INCOME			
9391 Interest	13.33		12.89
9940 Rewards Income	38.17		2.00
Total Other Income	51.50		14.89
NET OTHER INCOME	51.50		14.89
NET INCOME	\$ -5,542.26		\$ -2,208.23

Statement of Financial Position

As of May 31, 2024

	As of May 31, 2024	As of Apr 30, 2024 (PP)	Total
ASSETS			
Current Assets			
Bank Accounts			
1010 Cash In Drawer	100.00		100.00
1020 Banner Bank Checking	26,773.24		30,540.01
1030 PayPal Account	737.45		773.71
1040 Designated Funds Savings	21,943.42		22,033.05
1050 BB MM Reserves	50,995.21		50,982.25
Total Bank Accounts	100,549.32		104,429.02
Other Current Assets			
12000 Undeposited Funds	30.00		100.00
1960 Oregon Community Foundation	109,615.28		109,115.28
Total Other Current Assets	109,645.28		109,215.28
Total Current Assets	210,194.60		213,644.30
Fixed Assets			
1800 Furnishings & Equipment	22,779.99		22,779.99
1810 Building and Lot	320,601.00		320,601.00
1820 Accumulated Depreciation	-139,368.00		-139,368.00
1830 Building Improvements	151,492.20		151,492.20
1880 Website Development	11,500.00		11,500.00
Total Fixed Assets	367,005.19		367,005.19
TOTAL ASSETS	\$577,199.79		\$580,649.49
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Credit Cards			
2200 Kim Thurman CC 3230	949.33		340.72
2206 Anne CC 2003	34.96		43.00
2207 Sharon CC 1047	205.90		93.94
2210 Richard Miles CC 6542	255.93		87.98
2211 Laurie Gallo CC 4676	3,751.80		2,539.72
Total Credit Cards	5,197.92		3,105.36
Total Current Liabilities	5,197.92		3,105.36
Total Liabilities	5,197.92		3,105.36
Equity			
32000 Retained Earnings	543,817.44		543,817.44
3500 DESIGNATED FUNDS	0.00		0.00
3520 Capital Improvements	3,000.00		3,000.00

	As of May 31, 2024	As of Apr 30, 2024 (PP)	Total
3541 Memorial Fund	3,951.60		3,951.60
3545 Scholarships	15,000.00		15,000.00
Total 3500 DESIGNATED FUNDS	21,951.60		21,951.60
Net Income	6,232.83		11,775.09
Total Equity	572,001.87		577,544.13
TOTAL LIABILITIES AND EQUITY	\$577,199.79		\$580,649.49

Budget vs Actuals: Budget vs Actuals 2024

January - December 2024

	Actual	Budget	over Budget	Total % of Budget
INCOME				
4000 GENERAL INCOME				
4100 Grants Income	5,000.00	7,000.00	-2,000.00	71.43 %
4308 Guest Passes		50.00	-50.00	
4309 Dues	10,055.00	27,000.00	-16,945.00	37.24 %
4310 Direct Support	150.82	150.00	0.82	100.55 %
4310-1 Annual Fund Drive	780.89	20,000.00	-19,219.11	3.90 %
4310-2 Memorial Funds	70.00		70.00	
4310-8 Building Imp Donations	60.00		60.00	
Total 4310 Direct Support	1,061.71	20,150.00	-19,088.29	5.27 %
4350 Volunteer Event Income		100.00	-100.00	
Total 4000 GENERAL INCOME	16,116.71	54,300.00	-38,183.29	29.68 %
4400 PROGRAMS				
4411 Day Use	40.00	350.00	-310.00	11.43 %
4421 Copy	196.15	600.00	-403.85	32.69 %
4435 Services				
4435-1 Research		1,000.00	-1,000.00	
4435-2 Online Research	305.00	1,000.00	-695.00	30.50 %
Total 4435-1 Research	305.00	2,000.00	-1,695.00	15.25 %
4435-4 Photo Restoration	15.80	100.00	-84.20	15.80 %
4435-5 Scanning		100.00	-100.00	
Total 4435 Services	320.80	2,200.00	-1,879.20	14.58 %
4441 Sale Items	149.30	250.00	-100.70	59.72 %
4465 Quilt Project				
4465-2 Quilt Project Raffle	52.00	200.00	-148.00	26.00 %
4465-3 Quilt Documentation	80.00	150.00	-70.00	53.33 %
Total 4465 Quilt Project	182.00	350.00	-168.00	52.00 %
4471 Education Programs				
4471-1 Classes & Workshops	1,590.00	6,380.00	-4,790.00	24.92 %
4471-3 Seminars		1,350.00	-1,350.00	
Total 4471 Education Programs	1,590.00	7,730.00	-6,140.00	20.57 %
4472 Other Funds Received				
4472-1 Book sales	264.00	1,000.00	-736.00	26.40 %
4472-7 Online Book Sales		325.00	-325.00	
4472-8 Shipping Fee Collected		112.00	-112.00	
4472-9 Shipping Cost		-100.00	100.00	
Total 4472-8 Shipping Fee Collected		12.00	-12.00	

				Total
	Actual	Budget	over Budget	% of Budget
Total 4472-7 Online Book Sales		337.00	-337.00	
Total 4472 Other Funds Received	264.00	1,337.00	-1,073.00	19.75 %
Total 4400 PROGRAMS	2,742.25	12,817.00	-10,074.75	21.40 %
4940 In Kind Contributions	1,191.32	125.00	1,066.32	953.06 %
Total Income	20,050.28	67,242.00	-47,191.72	29.82 %
GROSS PROFIT	20,050.28	67,242.00	-47,191.72	29.82 %
EXPENSES				
6600 GENERAL EXPENSE				
6610 Utilities	4,376.22	9,875.00	-5,498.78	44.32 %
6611 Facility Maintenance	1,201.03	3,400.00	-2,198.97	35.32 %
6612 Insurance	2,408.95	4,585.00	-2,176.05	52.54 %
6613 Janitorial service	1,950.00	3,900.00	-1,950.00	50.00 %
6614 Copier Rent	631.25	1,515.00	-883.75	41.67 %
6625 Postage-General	615.99	850.00	-234.01	72.47 %
6645 Printing	1,098.84	1,600.00	-501.16	68.68 %
6650 Volunteer Recognition Expense	257.72	1,000.00	-742.28	25.77 %
6654 Small Tools & Equipment		200.00	-200.00	
6655 Hospitality		250.00	-250.00	
6657 Marketing	110.00	750.00	-640.00	14.67 %
6658 Printing & Reproduction	228.00	400.00	-172.00	57.00 %
6659 Website & Hosting	300.00	3,000.00	-2,700.00	10.00 %
6660 Marketing Subscriptions	408.00	600.00	-192.00	68.00 %
Total 6657 Marketing	1,046.00	4,750.00	-3,704.00	22.02 %
6680 Legal & Professional Fees				
6681 Accounting & Taxes	3,914.88	6,000.00	-2,085.12	65.25 %
Total 6680 Legal & Professional Fees	3,914.88	6,000.00	-2,085.12	65.25 %
6690 Admin & Board Expense				
6691 Bank Charges		100.00	-100.00	
6692 PayPal Fees	230.02	750.00	-519.98	30.67 %
6693 Online Sales Fees		100.00	-100.00	
Total 6690 Admin & Board Expense	350.02	1,700.00	-1,349.98	20.59 %
6694 Donor Recognition		80.00	-80.00	
Total 6600 GENERAL EXPENSE	17,850.90	39,705.00	-21,854.10	44.96 %
7700 PROGRAM EXPENSE				
7701 Collection Development	240.69	1,000.00	-759.31	24.07 %
7702 Records Development	225.00	500.00	-275.00	45.00 %
7703 Collection Preservation & Bindi		500.00	-500.00	
7716 Web Subscriptions	2,938.07	9,935.00	-6,996.93	29.57 %
7717 Technology Support	1,901.67	4,000.00	-2,098.33	47.54 %
7731 Library Supplies	262.59	600.00	-337.41	43.77 %
7731-1 Ink Cartridges	110.00	500.00	-390.00	22.00 %

				Total
	Actual	Budget	over Budget	% of Budget
7731-2 Copy Paper	132.23	400.00	-267.77	33.06 %
Total 7731 Library Supplies	504.82	1,500.00	-995.18	33.65 %
7741 Resale Items	57.97	120.00	-62.03	48.31 %
7750 Scholarships Awarded				
7750-1 High School Awards		2,000.00	-2,000.00	
7750-2 Financial Assistance Award		300.00	-300.00	
Total 7750 Scholarships Awarded		2,300.00	-2,300.00	
7771 Education Programs				
7771-1 Classes & Workshops Expense	250.00	1,650.00	-1,400.00	15.15 %
7771-4 Seminars		750.00	-750.00	
Total 7771 Education Programs	250.00	2,400.00	-2,150.00	10.42 %
7790 Technology Equipment	1,031.96	5,000.00	-3,968.04	20.64 %
Total 7700 PROGRAM EXPENSE	7,150.18	27,255.00	-20,104.82	26.23 %
7940 In Kind Expenditures		250.00	-250.00	
Total Expenses	25,001.08	67,210.00	-42,208.92	37.20 %
NET OPERATING INCOME	-4,950.80	32.00	-4,982.80	-15,471.25 %
OTHER INCOME				
9391 Interest	65.32	100.00	-34.68	65.32 %
9930 Endowment Fund Income				
9931 Endowment Donations		1,000.00	-1,000.00	
9931-1 Life Memberships	500.00	1,000.00	-500.00	50.00 %
Total 9931 Endowment Donations	500.00	2,000.00	-1,500.00	25.00 %
9932 End. Interest & Dividends		150.00	-150.00	
9933 Realized Gain/Loss on Investnts		500.00	-500.00	
9934 Unrealized Gain/Loss on Investm	8,977.21	100.00	8,877.21	8,977.21 %
Total 9930 Endowment Fund Income	9,477.21	2,750.00	6,727.21	344.63 %
9940 Rewards Income	69.38	1,000.00	-930.62	6.94 %
Total Other Income	9,611.91	3,850.00	5,761.91	249.66 %
OTHER EXPENSES				
9951 Endowment Fund Exp				
9952 Investment Management Expense		200.00	-200.00	
9953 OCF Fees		500.00	-500.00	
Total 9951 Endowment Fund Exp		700.00	-700.00	
9960 Depreciation		10,500.00	-10,500.00	
Total Other Expenses	0.00	11,200.00	-11,200.00	0.00%
NET OTHER INCOME	9,611.91	-7,350.00	16,961.91	-130.77 %
NET INCOME	\$4,661.11	\$ -7,318.00	\$11,979.11	-63.69 %

