

# Management Report

Rogue Valley Genealogical Society

For the period ended February 28, 2023



Prepared by

Treasurer and Cramer & Associates

Prepared on

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# Treasurer's Notes

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## Noteworthy Income

- By sheer coincidence, collected membership dues and Annual Fund donations both equaled \$1,660 for February. The numbers have been verified.
- Income from Education programs totaled \$1,394.98 (Lytle seminar \$855, classes \$539.98)
- The surplus book sale brought in \$665.
- In Kind contribution of an iPhone X for library use (\$225 value)

**Total Income    \$5,979.20**

## Noteworthy Expense

- Additional accounting expense of \$185 for 2022 1099 preparation
- Education program expense of \$625 (Lytle seminar \$450, DAR & Ohio classes \$175)
- Technology equipment expense of \$1,004.97. Three refurbished desktop computers were purchased for \$779.97, \$225 for iPhone X (offset by in-kind contribution)

**Total Expense    \$4,046.81**

**Net Operating Income    \$1,932.39**

## Other Income

- The Amazon Smile program officially ended in February. Our last program contribution was \$28.19. We may possibly receive up to two additional payments in April/May based on 2022 and Q1 2023 accruals.

**Net Income    \$1,972.22**

## Endowment Fund Comment

- As part of the year end accounting review, a journal entry was made for 1 January 2023 to reflect \$9,804.75 drop in our Endowment Fund valuation due to 2022 market performance. The unrealized loss on investment has significantly impacted our net income performance YTD.

# Statement of Activity

February 2023

	Feb 2023	Jan 2023 (PP)	Total
<b>INCOME</b>			
4000 GENERAL INCOME			
4100 Grants Income			5,000.00
4309 Dues	1,660.00		3,280.00
4310 Direct Support	28.00		
4310-1 Annual FundDrive	1,660.00		260.00
<b>Total 4310 Direct Support</b>	<b>1,688.00</b>		<b>260.00</b>
<b>Total 4000 GENERAL INCOME</b>	<b>3,348.00</b>		<b>8,540.00</b>
4400 PROGRAMS			
4411 Day Use	15.00		25.00
4421 Copy	74.80		41.55
4435 Services			
4435-1 Research	30.00		251.80
4435-2 Online Research	80.00		90.00
<b>Total 4435-1 Research</b>	<b>110.00</b>		<b>341.80</b>
4435-4 Photo Restoration	15.00		30.00
<b>Total 4435 Services</b>	<b>125.00</b>		<b>371.80</b>
4441 Sale Items	37.00		9.00
4465 Quilt Project			
4465-2 Quilt Project Raffle	15.00		20.00
4465-3 Quilt Documentation	60.00		
<b>Total 4465 Quilt Project</b>	<b>75.00</b>		<b>20.00</b>
4471 Education Programs			
4471-1 Classes & Workshops	539.98		344.16
4471-3 Seminars	855.00		495.00
<b>Total 4471 Education Programs</b>	<b>1,394.98</b>		<b>839.16</b>
4472 Other Funds Received			
4472-1 Book sales	665.00		258.00
4472-7 Online Book Sales			131.65
4472-8 Shipping Fee Collected	9.57		15.96
4472-9 Shipping Cost			-14.78
<b>Total 4472-8 Shipping Fee Collected</b>	<b>9.57</b>		<b>1.18</b>
<b>Total 4472-7 Online Book Sales</b>	<b>9.57</b>		<b>132.83</b>
<b>Total 4472 Other Funds Received</b>	<b>674.57</b>		<b>390.83</b>
<b>Total 4400 PROGRAMS</b>	<b>2,396.35</b>		<b>1,697.34</b>
4940 In Kind Contributions	234.85		
<b>Total Income</b>	<b>5,979.20</b>		<b>10,237.34</b>
<b>GROSS PROFIT</b>	<b>5,979.20</b>		<b>10,237.34</b>
<b>EXPENSES</b>			
6600 GENERAL EXPENSE			
6610 Utilities	745.35		828.86

		Total
	Feb 2023	Jan 2023 (PP)
6611 Facility Maintenance	26.98	909.52
6612 Insurance	357.50	459.50
6613 Janitorial service	325.00	1,625.00
6614 Copier Rent	126.25	126.25
6625 Postage-General	9.85	
6645 Printing	53.58	50.52
6657 Marketing		
6659 Website & Hosting	21.17	150.00
6660 Marketing Subscriptions	43.83	10.00
<b>Total 6657 Marketing</b>	<b>65.00</b>	<b>160.00</b>
6680 Legal & Professional Fees		
6681 Accounting & Taxes	560.00	325.00
<b>Total 6680 Legal &amp; Professional Fees</b>	<b>560.00</b>	<b>325.00</b>
6690 Admin & Board Expense		
6691 Bank Charges	4.00	4.00
6692 PayPal Fees	85.33	69.19
6693 Online Sales Fees		33.31
<b>Total 6690 Admin &amp; Board Expense</b>	<b>89.33</b>	<b>106.50</b>
6694 Donor Recognition	10.00	10.00
<b>Total 6600 GENERAL EXPENSE</b>	<b>2,368.84</b>	<b>4,601.15</b>
7700 PROGRAM EXPENSE		
7702 Records Development		129.00
7716 Web Subscriptions		3,818.77
7717 Technology Support	48.00	108.00
7731 Library Supplies		28.99
7731-1 Ink Cartridges		130.44
<b>Total 7731 Library Supplies</b>		<b>159.43</b>
7771 Education Programs		
7771-1 Classes & Workshops Expense	175.00	
7771-4 Seminars	450.00	
<b>Total 7771 Education Programs</b>	<b>625.00</b>	
7790 Technology Equipment	1,004.97	2,372.00
<b>Total 7700 PROGRAM EXPENSE</b>	<b>1,677.97</b>	<b>6,587.20</b>
<b>Total Expenses</b>	<b>4,046.81</b>	<b>11,188.35</b>
<b>NET OPERATING INCOME</b>	<b>1,932.39</b>	<b>-951.01</b>
<b>OTHER INCOME</b>		
9391 Interest	9.64	9.94
9930 Endowment Fund Income		
9931 Endowment Donations		
9931-1 Life Memberships		500.00
<b>Total 9931 Endowment Donations</b>		<b>500.00</b>
9934 Unrealized Gain/Loss on Investm		-9,804.75
<b>Total 9930 Endowment Fund Income</b>		<b>-9,304.75</b>

		Total
	Feb 2023	Jan 2023 (PP)
9940 Rewards Income	30.19	44.05
<b>Total Other Income</b>	<b>39.83</b>	<b>-9,250.76</b>
NET OTHER INCOME	39.83	-9,250.76
NET INCOME	<b>\$1,972.22</b>	<b>\$ -10,201.77</b>

# Statement of Financial Position

As of February 28, 2023

	As of Feb 28, 2023	As of Jan 31, 2023 (PP)	Total
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Bank Accounts</b>			
1010 Cash In Drawer	100.00		100.00
1020 Banner Bank Checking	34,085.95		23,729.64
1030 PayPal Account	0.00		5,387.96
1040 Designated Funds Savings	24,632.73		26,132.33
1050 BB MM Reserves	50,806.63		50,797.39
1200 Amazon Marketplace Account	0.00		110.60
<b>Total Bank Accounts</b>	<b>109,625.31</b>		<b>106,257.92</b>
<b>Other Current Assets</b>			
12000 Undeposited Funds	256.50		934.05
1960 Oregon Community Foundation	96,657.19		96,657.19
<b>Total Other Current Assets</b>	<b>96,913.69</b>		<b>97,591.24</b>
<b>Total Current Assets</b>	<b>206,539.00</b>		<b>203,849.16</b>
<b>Fixed Assets</b>			
1800 Furnishings & Equipment	22,779.99		22,779.99
1810 Building and Lot	320,601.00		320,601.00
1820 Accumulated Depreciation	-139,814.00		-139,814.00
1830 Building Improvements	151,492.20		151,492.20
1880 Website Development	11,500.00		11,500.00
<b>Total Fixed Assets</b>	<b>366,559.19</b>		<b>366,559.19</b>
<b>TOTAL ASSETS</b>	<b>\$573,098.19</b>		<b>\$570,408.35</b>
<b>LIABILITIES AND EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Credit Cards</b>			
2200 Kim Thurman CC 3230	4,554.82		3,959.96
2204 Barbara CC 1897/8672	0.00		240.00
2207 Sharon CC 1047	263.06		317.99
2209 Marijo CC 1381	1,396.51		1,871.79
2210 Richard Miles CC 6542	3,402.78		2,509.81
<b>Total Credit Cards</b>	<b>9,617.17</b>		<b>8,899.55</b>
<b>Total Current Liabilities</b>	<b>9,617.17</b>		<b>8,899.55</b>
<b>Total Liabilities</b>	<b>9,617.17</b>		<b>8,899.55</b>
<b>Equity</b>			
32000 Retained Earnings	546,444.67		546,444.67
3500 DESIGNATED FUNDS	200.00		200.00
3541 Memorial Fund	2,712.64		2,712.64
3545 Scholarships	22,353.26		22,353.26

	As of Feb 28, 2023	As of Jan 31, 2023 (PP)	Total
<b>Total 3500 DESIGNATED FUNDS</b>	25,265.90		25,265.90
Net Income	-8,229.55		-10,201.77
<b>Total Equity</b>	<b>563,481.02</b>		<b>561,508.80</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$573,098.19</b>		<b>\$570,408.35</b>



# Budget vs Actuals 2023 Budget

January - December 2023

	Actual	Budget	over Budget	Total % of Budget
<b>INCOME</b>				
4000 GENERAL INCOME				
4100 Grants Income	5,000.00	10,000.00	-5,000.00	50.00 %
4308 Guest Passes		50.00	-50.00	
4309 Dues	5,460.00	28,000.00	-22,540.00	19.50 %
4310 Direct Support	28.00	1,000.00	-972.00	2.80 %
4310-1 Annual FundDrive	1,920.00	20,000.00	-18,080.00	9.60 %
4310-7 Scholarship Fund		2,000.00	-2,000.00	
<b>Total 4310 Direct Support</b>	<b>1,948.00</b>	<b>23,000.00</b>	<b>-21,052.00</b>	<b>8.47 %</b>
4350 Volunteer Event Income		100.00	-100.00	
<b>Total 4000 GENERAL INCOME</b>	<b>12,408.00</b>	<b>61,150.00</b>	<b>-48,742.00</b>	<b>20.29 %</b>
4400 PROGRAMS				
4411 Day Use	45.00	350.00	-305.00	12.86 %
4421 Copy	117.55	500.00	-382.45	23.51 %
4435 Services				
4435-1 Research	431.80	200.00	231.80	215.90 %
4435-2 Online Research	180.00	2,000.00	-1,820.00	9.00 %
<b>Total 4435-1 Research</b>	<b>611.80</b>	<b>2,200.00</b>	<b>-1,588.20</b>	<b>27.81 %</b>
4435-3 Mentoring		100.00	-100.00	
4435-4 Photo Restoration	45.00	100.00	-55.00	45.00 %
<b>Total 4435 Services</b>	<b>656.80</b>	<b>2,400.00</b>	<b>-1,743.20</b>	<b>27.37 %</b>
4441 Sale Items	47.00	250.00	-203.00	18.80 %
4465 Quilt Project				
4465-2 Quilt Project Raffle	35.00	200.00	-165.00	17.50 %
4465-3 Quilt Documentation	60.00	200.00	-140.00	30.00 %
<b>Total 4465 Quilt Project</b>	<b>95.00</b>	<b>400.00</b>	<b>-305.00</b>	<b>23.75 %</b>
4471 Education Programs				
4471-1 Classes & Workshops	964.14	6,380.00	-5,415.86	15.11 %
4471-3 Seminars	1,350.00	2,800.00	-1,450.00	48.21 %
<b>Total 4471 Education Programs</b>	<b>2,314.14</b>	<b>9,180.00</b>	<b>-6,865.86</b>	<b>25.21 %</b>
4472 Other Funds Received				
4472-1 Book sales	925.50	750.00	175.50	123.40 %
4472-7 Online Book Sales	131.65	750.00	-618.35	17.55 %
4472-8 Shipping Fee Collected	25.53	225.00	-199.47	11.35 %
4472-9 Shipping Cost	-14.78	-200.00	185.22	7.39 %
<b>Total 4472-8 Shipping Fee Collected</b>	<b>10.75</b>	<b>25.00</b>	<b>-14.25</b>	<b>43.00 %</b>
<b>Total 4472-7 Online Book Sales</b>	<b>142.40</b>	<b>775.00</b>	<b>-632.60</b>	<b>18.37 %</b>
<b>Total 4472 Other Funds Received</b>	<b>1,067.90</b>	<b>1,525.00</b>	<b>-457.10</b>	<b>70.03 %</b>
<b>Total 4400 PROGRAMS</b>	<b>4,343.39</b>	<b>14,605.00</b>	<b>-10,261.61</b>	<b>29.74 %</b>
4940 In Kind Contributions	234.85	125.00	109.85	187.88 %
<b>Total Income</b>	<b>16,986.24</b>	<b>75,880.00</b>	<b>-58,893.76</b>	<b>22.39 %</b>

				Total
	Actual	Budget	over Budget	% of Budget
<b>GROSS PROFIT</b>	<b>16,986.24</b>	<b>75,880.00</b>	<b>-58,893.76</b>	<b>22.39 %</b>
<b>EXPENSES</b>				
6600 GENERAL EXPENSE				
6610 Utilities	2,237.74	8,735.00	-6,497.26	25.62 %
6611 Facility Maintenance	1,022.50	2,000.00	-977.50	51.13 %
6612 Insurance	1,174.50	4,250.00	-3,075.50	27.64 %
6613 Janitorial service	2,275.00	4,500.00	-2,225.00	50.56 %
6614 Copier Rent	378.75	1,800.00	-1,421.25	21.04 %
6625 Postage-General	9.85	850.00	-840.15	1.16 %
6631 Research Costs		10.00	-10.00	
6645 Printing	181.69	1,500.00	-1,318.31	12.11 %
6650 Volunteer Recognition Expense		150.00	-150.00	
6654 Small Tools & Equipment		200.00	-200.00	
6655 Hospitality		100.00	-100.00	
6657 Marketing		1,000.00	-1,000.00	
6658 Printing & Reproduction		200.00	-200.00	
6659 Website & Hosting	171.17	3,000.00	-2,828.83	5.71 %
6660 Marketing Subscriptions	88.00	600.00	-512.00	14.67 %
<b>Total 6657 Marketing</b>	<b>259.17</b>	<b>4,800.00</b>	<b>-4,540.83</b>	<b>5.40 %</b>
6680 Legal & Professional Fees				
6681 Accounting & Taxes	885.00	6,000.00	-5,115.00	14.75 %
<b>Total 6680 Legal &amp; Professional Fees</b>	<b>885.00</b>	<b>6,000.00</b>	<b>-5,115.00</b>	<b>14.75 %</b>
6690 Admin & Board Expense				
6691 Bank Charges	10.00	750.00	-740.00	1.33 %
6692 PayPal Fees	12.00	100.00	-88.00	12.00 %
6692 PayPal Fees	154.52	750.00	-595.48	20.60 %
6693 Online Sales Fees	33.31	400.00	-366.69	8.33 %
<b>Total 6690 Admin &amp; Board Expense</b>	<b>209.83</b>	<b>2,000.00</b>	<b>-1,790.17</b>	<b>10.49 %</b>
6694 Donor Recognition	20.00	80.00	-60.00	25.00 %
<b>Total 6600 GENERAL EXPENSE</b>	<b>8,654.03</b>	<b>36,975.00</b>	<b>-28,320.97</b>	<b>23.41 %</b>
7700 PROGRAM EXPENSE				
7701 Collection Development		1,000.00	-1,000.00	
7702 Records Development	129.00	2,400.00	-2,271.00	5.38 %
7703 Collection Preservation & Bind		500.00	-500.00	
7716 Web Subscriptions	3,818.77	9,800.00	-5,981.23	38.97 %
7717 Technology Support	204.00	5,000.00	-4,796.00	4.08 %
7731 Library Supplies	28.99	600.00	-571.01	4.83 %
7731-1 Ink Cartridges	130.44	1,000.00	-869.56	13.04 %
7731-2 Copy Paper		500.00	-500.00	
<b>Total 7731 Library Supplies</b>	<b>159.43</b>	<b>2,100.00</b>	<b>-1,940.57</b>	<b>7.59 %</b>
7741 Resale Items		120.00	-120.00	
7750 Scholarships Awarded				
7750-1 High School Awards		2,000.00	-2,000.00	
7750-2 Financial Assistance Award		300.00	-300.00	

	Actual	Budget	over Budget	Total % of Budget
<b>Total 7750 Scholarships Awarded</b>		<b>2,300.00</b>	<b>-2,300.00</b>	
7771 Education Programs				
7771-1 Classes & Workshops Expense	275.00	1,650.00	-1,375.00	16.67 %
7771-4 Seminars	450.00	1,500.00	-1,050.00	30.00 %
<b>Total 7771 Education Programs</b>	<b>725.00</b>	<b>3,150.00</b>	<b>-2,425.00</b>	<b>23.02 %</b>
7790 Technology Equipment	3,415.95	9,000.00	-5,584.05	37.96 %
<b>Total 7700 PROGRAM EXPENSE</b>	<b>8,452.15</b>	<b>35,370.00</b>	<b>-26,917.85</b>	<b>23.90 %</b>
7940 In Kind Expenditures		250.00	-250.00	
<b>Total Expenses</b>	<b>17,106.18</b>	<b>72,595.00</b>	<b>-55,488.82</b>	<b>23.56 %</b>
<b>NET OPERATING INCOME</b>	<b>-119.94</b>	<b>3,285.00</b>	<b>-3,404.94</b>	<b>-3.65 %</b>
<b>OTHER INCOME</b>				
9391 Interest	19.58	50.00	-30.42	39.16 %
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 %
<b>Total 9931 Endowment Donations</b>	<b>500.00</b>	<b>2,000.00</b>	<b>-1,500.00</b>	<b>25.00 %</b>
9932 End. Interest & Dividends		150.00	-150.00	
9933 Realized Gain/Loss on Investmnts		500.00	-500.00	
9934 Unrealized Gain/Loss on Investm	-9,804.75	100.00	-9,904.75	-9,804.75 %
<b>Total 9930 Endowment Fund Income</b>	<b>-9,304.75</b>	<b>2,750.00</b>	<b>-12,054.75</b>	<b>-338.35 %</b>
9940 Rewards Income	74.24	500.00	-425.76	14.85 %
<b>Total Other Income</b>	<b>-9,210.93</b>	<b>3,300.00</b>	<b>-12,510.93</b>	<b>-279.12 %</b>
<b>OTHER EXPENSES</b>				
9951 Endowment Fund Exp				
9952 Investment Management Expense		200.00	-200.00	
9953 OCF Fees		300.00	-300.00	
<b>Total 9951 Endowment Fund Exp</b>		<b>500.00</b>	<b>-500.00</b>	
9960 Depreciation		12,000.00	-12,000.00	
<b>Total Other Expenses</b>	<b>0.00</b>	<b>12,500.00</b>	<b>-12,500.00</b>	<b>0.00%</b>
<b>NET OTHER INCOME</b>	<b>-9,210.93</b>	<b>-9,200.00</b>	<b>-10.93</b>	<b>100.12 %</b>
<b>NET INCOME</b>	<b>\$ -9,330.87</b>	<b>\$ -5,915.00</b>	<b>\$ -3,415.87</b>	<b>157.75 %</b>