



EXPANDING, PRESERVING AND
SHARING THE CULTURALLY
DIVERSE HISTORY OF THE
BLACK COMMUNITIES IN PALM
BEACH COUNTY

**Expanding and Preserving
Our Cultural Heritage, Inc.**
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Vera R. Farrington

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C. Spencer Pompey

Museum Director
Charlene Farrington

*"Until the lions have their historians
the tales of the hunt will continue to
glorify the hunter." ...an African proverb*

To: Jeff Costello, Executive Director
Joan Goodrich, Economic Development Director

From: Charlene Farrington, Museum Director

Re: FY17-18 4th Quarter A-Guide Narrative

Date: October 12, 2018

The Spady Museum ended FY17-18 on a high note with a total income of \$321,786, which is \$46,000 more than we projected in our FY17-18 A-Guide Grant Application.

Curated by Khaulah Naima Nuruddin, *the Youth Program Exhibition* showcased art created by youth from The Daughter of Zion Jr. Academy (DOZ). During the academic year, we send teaching artists such as Kianga Janaki and Michiko Kurisu to provide afterschool programs such as quilting, sewing and gardening. The exhibition was exquisite -- on more than one occasion, visitors asked if they could purchase one of the youth's art pieces. We are entering our 3rd year of afterschool programs with DOZ and we are thrilled that this partnership continues to grow and help shape these talented students.

Community Greening, The EJS Project and the Spady Museum were each awarded funding for the Planting Pride Project. This is a youth oriented community project in which Community Greening will teach tree planting and environmental care; the EJS Project will teach personal development and story collection; and, Spady Museum will teach history and tour narration to selected elementary, middle and high school students. The first planting was on September 15th at Mt. Olive Baptist Church. The Youth were amazing in their presentation of both the local and environmental history of Delray Beach.

EPOCH Board and staff continue to be appreciative of the support and partnership with the Delray Beach CRA and the City of Delray Beach.

Charlene Farrington, Museum Director

A handwritten signature in blue ink that reads "Charlene Farrington".

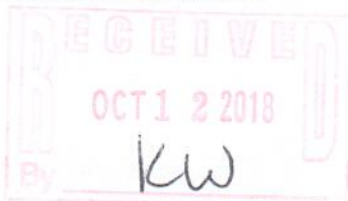


Exhibit "A"

Delray Beach CRA FY 2017-18
Goals and Outcomes Report

EPOCH - ACTIVITY # A : Museum Programming: Exhibits, Education Programs, Archives	Yearly Goal	Qtr 1 Ending 12/31/17	Qtr 2 Ending 3/31/18	Qtr 3 Ending 6/30/18	Qtr 4 Ending 9/30/18	TOTAL	% Annual Goal Achieved	On target	Below expected goal
OUTPUTS									
1. Exhibits									
1 Total exhibit revenue - door receipts	\$6,500	\$572	\$3,084	\$860	\$1,204	\$5,720	88%		x
2 Traveling Exhibits	1	1	0	0	0	1	100%	x	
4 Williams Cottage Exhibit and Ancillary	1	1	0	0	0	1	100%	x	
5 Palm Beach County residents	2,400	912	948	500	650	3,010	125%	x	
6 Out-of-area visitors	100	28	31	12	20	91	91%		x
7 Children visiting exhibits	215	25	139	96	101	361	168%	x	
2. Educational Programs									
8 Annual MLK breakfast with 2-4 speakers	200	0	210	0	0	210	105%	x	
9 MLK Breakfast net income	\$7,600	\$0	\$7,175	\$0	\$0	\$7,175	94%	x	
10 Delray Speaks Community Forum	10	5	5	6	4	20	200%	x	
11 Delray Speaks Community Forum Attendance	150	28	56	30	45	159	106%	x	
12 Delray Speaks Community Forum revenue	\$200	\$60	\$60	\$60	\$60	\$240	120%	x	
13 Juneteenth Celebration attendees	100	0	0	60	0	60	60%		x
14 Juneteenth Celebration income	\$1,600		\$0	\$0	\$0	\$0	0%		x
15 Living Heritage Festival attendees	400	0	350	0	0	350	88%		x
16 Living Heritage Festival income from Sponsors	\$20,800	\$0	\$21,087	\$0	\$0	\$21,087	101%	x	
17 Ride & Remember Trolley Tours	18	6	5	3	2	16	89%		x
18 Ride & Remember Trolley Tour attendees	330	75	100	29	18	222	67%		x
19 Ride & Remember Trolley Tour income	\$ 6,200	\$1,365	\$1,870	\$645	\$740	\$4,620	75%		x
20 Youth Cultural Camp attendees	30	0	0	0	0	0	0%		x
21 Youth Cultural Camp income	\$ 40,000	\$0	\$0	\$0	\$0	\$0	0%		x
3. Archives									
22 E-Newsletters	4	1	1	1	1	4	100%	x	
23 Teacher Workshop	1	0	0	1	0	1	100%	x	
OUTCOMES									
1. Exhibits									
24 Museum visitors that live outside Palm Beach County	20%	11%	25%	3%	3%	42%	210%	x	
25 Museum visitors spend money in Delray Beach	50%	8%	18%	15%	10%	51%	102%	x	
2. Educational Programs									
26 MLK Breakfast attendees are PBC residents	60%	0%	70%	0%	0%	70%	117%	x	
MLK Breakfast attendees are black	70%	0%	74%	0%	0%	74%	106%	x	
MLK Breakfast attendees are white	28%	0%	25%	0%	0%	25%	89%	x	
MLK Breakfast attendees are "other"	2%	0%	1%	0%	0%	1%	50%		x
27 Juneteenth attendees live outside of Palm Beach County	30%	0%	0%	1%	0%	1%	3%		x
Juneteenth attendees are black	70%	0%	0%	80%	0%	80%	114%	x	
Juneteenth attendees are white	28%	0%	0%	19%	0%	19%	68%		x
Juneteenth attendees are "other"	2%	0%	0%	1%	0%	1%	50%		x

Exhibit "A"

29	Spady Living Heritage Festival attendees live in Delray Beach.	50%	0%	75%	0%	0%	75%	0%	150%	x
	Spady Living Heritage Festival attendees are black	70%	0%	75%	0%	0%	75%	0%	107%	x
	Spady Living Heritage Festival attendees are white	28%	0%	23%	0%	0%	23%	0%	82%	x
	Spady Living Heritage Festival attendees are "other"	2%	0%	2%	0%	0%	2%	0%	100%	x
30	Trolley Tour riders live outside of Delray Beach.	60%	45%	50%	20%	5%	120%	200%	200%	x
	Trolley Tour riders are black	25%	15%	5%	10%	5%	35%	140%	140%	x
	Trolley Tour riders are white	70%	83%	92%	90%	95%	360%	514%	514%	x
	Trolley Tour riders are "other"	5%	2%	3%	0%	0%	5%	100%	100%	x
31	Trolley Tour riders will spend additional money in Delray Beach on the day of their tour.	30%	15%	25%	15%	10%	65%	217%	217%	x
32	Trolley Tour riders will visit (during their tour) at least one other historical venue in Delray Beach on the day of their tour.	95%	100%	100%	100%	100%	400%	421%	421%	x
33	Trolley Tour riders will be first time visitor to the Spady Museum	50%	65%	45%	25%	15%	150%	300%	300%	x
34	Cultural Empowerment Camp youth will demonstrate a better understanding of the black history in Florida by scoring 60% or better on the post-test.	90%	0%	0%	0%	0%	0%	0%	0%	x
	3. Archives									
36	Course Curriculum will be created based on archive materials	1	0	0	1	0	1	100%	100%	x
	NARRATIVE									
	EPOCH - ACTIVITY # A : Museum Programming: Exhibits, Education Programs, Archives									
	OUTPUTS									
	1. Exhibits									
1	Total exhibit revenue - door receipts									Door receipts slightly increased from 3rd quarter but due to it being off season, we were not able to reach our goal.
2	Traveling Exhibits									During 1st qtr we partnered with Artists for Black Lives Matter to exhibit a collage installation on loan in the Williams Cottage. 4th Quarter is our annual Youth Exhibition in which we showcased work by students from Daughter of Zion Jr. Academy, which took place during the 17-18 school year.
4	Williams Cottage Exhibit and Ancillary									During 1st qtr we partnered with Artists for Black Lives Matter to exhibit a collage installation on loan in the Williams Cottage.
5	Palm Beach County residents									We are on target with our in-county visitors due to increased collaborations at the Museum with local partners such as Sankofa, Inc.
6	Out-of-area visitors									We experienced a slight increase during 4th quarter; however, since it's off season we were not able to reach our goal.
7	Children visiting exhibits									We're in partnership with organizations such as Prime Time and MLK Peace Camp, who bring youth to the museum during the summer.

Exhibit "A"

[illegible]

Exhibit "A"

Yellow Highlights indicates the quarter in which the activity occurs

Signature of Executive Director

I attest that data included in document is true and accurate

	A	B	C	D	E	F	G	H	I	J
1	Exhibit "B"									
2	FY 2017-2018									
3	CRA Combined Quarterly Budget Report									
4	ORGANIZATION NAME:_Expanding and Preserving Our Cultural Heritage, Inc._____									
5	FY 2017-2018 Budget Quarter: 4_									
6	INCOME									
7	Fees, Tickets, Registration, etc.									
8	Corporate Grants/Contributions									
9	Individual Donations									
10	Foundation Grants									
11	Government - Federal									
12	Government- Local/County									
13	Government- State									
14	In-Kind									
15	Membership									
16	CRA Actual or Requested									
17	Other: City of Delray Beach									
18	Other: Education Programs									
19	Other: Florida African American Heritage Preservation Network (FAAHPN)									
20	Other: Great Give Day and FL Classic Raffle									
21	Total Income									
22										
23	Expense									
24	Marketing/Advertising									
25	Conferences/Meetings /Trainings/Travel									
26	Dues & Subscriptions									
27	Insurance									
DATE DUE: October 31, 2018										
Expanding and Preserving Our Cultural Heritage, Inc., Combined										

	A	B	C	D	E	F	G	H	I	J
28	Bank Fees		45		68		100		(32)	68%
29	Interest		175		856		1,750		(894)	49%
30	Licenses, Registration, Permits		200		200		600		(400)	33%
31	Office Supplies		816		4,194		3,000		1,194	140%
32	Paypal Charges/EventBrite		46		259		150		109	172%
33	Postage & Delivery		354		1,301		1,500		(199)	87%
34	Professional Svcs/Consulting									
35	Accounting		700		9,083		9,500			96%
36	Other (Consultant through CCPBC Grant)		3,120		6,220		8,350		(2,130)	74%
37	Programs Expense		7,237		47,817		29,405		18,412	163%
38	Exhibit Rental, Fabrications, Installation		3,613		27,405		33,000		(5,595)	83%
39	Artists/Performers/Speakers		-		12,218		16,000		(3,782)	76%
40	Printing		-		225		732		(507)	31%
41	Repairs/Maintenance		3,835		9,463		4,700		4,763	201%
42	Salaries/Taxes/Benefits		26,900		116,975		121,518		(4,543)	96%
43	Storage		1,428		6,524		5,000		1,524	130%
44	Telecommunication		1,384		6,026		6,000		26	100%
45	Utilities		1,886		6,495		7,800		(1,305)	83%
46	Misc Expense per Joan's Approval		0		1913		0		1912.89	
47	Sub-Total Expenses		66,054		307,260		275,505		32,172	112%
48	Total Expense		66,054		307,260		275,505		32,172	112%
49										
50	NET INCOME		(11,827)		14,526		-			
51										
52	CRA Budget Narrative Form									
53	ORGANIZATION NAME: Expanding and Preserving Our Cultural Heritage, Inc.			FY 2017-2018 Budget			Quarter: 4			
54	Exceeding Projection			x On Target			Below Projection			
55	INCOME: Explanation of Variances									
	Fees, Tickets, Registration, etc.			We ended 4th quarter at 90% of our projections.						
56										

	A	B	C	D	E	F	G	H	I	J
	Corporate Grants/Contributions		We have exceeded our projections (151%) for Corporate Contributions. Gifts in 4th quarter were from The South FL Tuskegee Alumni Club.							
57										
58	Individual Donations		We have exceeded our projections for individual donations (140%). 4th quarter brought in a \$1,000 gift from a community member.							
	Foundation Grants		We have exceeded our projections due to grants from Children Services Council at \$28,750 for the Technology Leadership Academy; Kayne Anderson at \$15,000 for the Planting Pride project with EJS Project; and Community Greening. We also received \$50,000 from the Community Foundation of Palm Beach and Martin Counties for general operating support. Smaller grants include the FL Humanities Council, etc.							
59										
60	Government - Federal		We received a National Endowment for the Arts (NEA) for the Spady Living Heritage Festival in February 2018.							
61	Government- Local/County		Cultural Council of Palm Beach County (CCPBC) paid in full. \$8,350 was anticipated 3rd award for Capacity Building, which they discontinued so we didn't receive the							
62	Government- State		Full payment of FY17-18 Gen Op grant							
	In-Kind		We decided to put into practice recording inkind from professional consultants and service providers (i.e. Accountant--Gracelyn Stuart, Youth Program contractor--Nerd Alert, Kaliah Communications, etc)							
63										
	Membership		Exceeded our membership goal by \$947 for the year.							
64										
65	CRA Actual or Requested		100% Awarded							
66	Other: City of Delray Beach		Funding is coming through the Delray Beach CRA--not the City of Delray Beach							
	Other: Education Programs		Earned income for our education programs are lower than anticipated; however, the majority of our programs are fully underwritten with foundation support (i.e. Children Services Council, Kayne Anderson, etc)							
67										
	Other: Florida African American Heritage Preservation Network (FAAHPN)		FAAHPN is underwriting our paid intern as well as the researcher for our archives projects (Norris Collection, etc.)							
68										
	Other: Great Give Day		Contributions through the Great Give has allowed us to exceed our projections.							
69										
70										
71										

	A	B	C	D	E	F	G	H	I	J
72	Lower than Projection		x_On Target		Exceeding	Projection				
73	EXPENSES: Explanation of Variances									
	Marketing/Advertising									
74										
	Conferences/Meetings /Trainings/Travel									
75										
76	Dues & Subscriptions									
	Insurance									
77										
78	Bank Fees									
79	Interest									
80	Licenses, Registration, Permits									
81	Office Supplies									
82	Paypal Charges/EventBrite									
83	Postage & Delivery									
84	Professional Svcs/Consulting									
85	Accounting									
86	Other (Consultant)									
87	Programs Expense									
88	Exhibit Rental, Fabrications, Installation									
89	Artists/Performers/Speakers									

	A	B	C	D	E	F	G	H	I	J
90	Printing									
	Repairs/Maintenance		We are below our projections due to our in-house printing capacity.							
91			We have exceeded our projections due to increase in maintenance and repair costs.							
92	Salaries/Taxes/Benefits		We are on target							
93	Storage		Storage fees increased after budget was submitted to CRA							
94	Telecommunication		We are on target							
95	Utilities		We are on target							

	A	B	C	D	E	F	G	H	I	J
2	Quarterly Budget Report "Program A"									
3	ORGANIZATION NAME:_Expanding and Preserving Our Cultural Heritage, Inc._									
4	FY 2017-2018 Budget									
5	Quarter: 4									
	INCOME	FY 2017-18 Quarter __7/1/18 to 9/30/18	FY 2017-2018 Year-to-Date _10/1/17 __to 9/30/18	FY Budget 2017-18	Variance Favorable (Unfavorable)	Percentage				
6	Fees, Tickets, Registration, etc.	1,238	5,840	3,500	2,340	167%				
7	Corporate Grants/Contributions	170	9,803	1,200	8,603	817%				
8	Individual Donations	1,408	15,358	1,500	13,858	1024%				
9	Foundation Grants	-	94,250	12,000	82,250	785%				
10	Government- Local/County	13,500	26,950	26,950	-	100%				
11	Government-State	1,892	9,097	7,205	1,892	126%				
12	Membership	2,500	8,447	3,000	5,447	282%				
13	CRA Actual or Requested	27,750	111,000	99,000	12,000	112%				
14	Other: City of Delray Beach	-	-	-	-					
15	Other: Education Programs	1,940	13,786	19,500	(5,714)	71%				
16	Total Income	50,398	294,531	173,855	120,676	169%				
17										
18	Expense	FY 2017-18 Quarter __7/1/18 to 9/30/18	FY 2017-2018 Year-to-Date _10/1/17 __to 9/30/18	FY Budget 2017-18	Variance Favorable (Unfavorable)	Percentage				
19	Advertising	12,364	38,190	8,000	30,190	477%				
20	Insurance	1,698	6,412	3,800	2,612	169%				
21	Office Supplies	816	4,194	3,000	1,194	140%				
22	Postage & Delivery	354	1,301	1,500	(199)	87%				
23	Programs Expense	7,237	47,817	13,323	34,494	359%				
24	Exhibit Rental, Fabrications, Installation	3,613	27,405	15,000	12,405	183%				
25	Artists/Performers/Speakers	-	12,218	10,000	2,218	122%				
26	Printing	-	225	732	(507)	31%				
27	Repairs/Maintenance	3,835	9,463	4,700	4,763	201%				
28	Salaries/Taxes/Benefits	26,900	116,975	95,000	21,975	123%				
29	Storage	1,428	6,524	5,000	1,524	130%				
30	Telecommunication	1,384	6,026	6,000	26	100%				

	A	B	C	D	E	F	G	H	I	J
31	Utilities		1,886		6,495		7,800		(1,305)	83%
32	Sub-Total Expenses		61,515		283,245		173,855		109,390	163%
33	Total Expense		61,515		283,245		173,855		109,390	163%
34										
35	NET INCOME		(11,117)		11,286		-		11,286	
36										
37										
38	CRA Budget Narrative Report "A"									
	ORGANIZATION NAME: Expanding and Preserving Our									
39	Cultural Heritage, Inc.				FY 2017-2018 Budget			Quarter: __4		
40	x Exceeding Projection		On Target		Below Projection					
41	INCOME:		Explanation of Variances:							
	Fees, Tickets, Registration, etc.			We have exceeded our goal						
42										
43	Corporate Grants/Contributions			We have exceeded our goal						
44	Foundation Grants			We have exceeded our goal						
	Government- Local/County			FY17-18 Funding paid in full						
45										
	Membership			We have exceeded our goal						
46										
47	CRA Actual or Requested			Paid in full						
48	Other: City of Delray Beach			Funding is coming through the Delray Beach CRA--not the City of Delray Beach						
	Other: Education Programs			Earned income for our education programs are lower than anticipated; however, the majority of our programs are fully underwritten with foundation support (i.e. Children Services Council, Kayne Anderson, etc)						
49										
50										
51										
52	Lower than Projection		x On Target		Exceeding Projection					
53	EXPENSES:		Explanation of Variances							
				We increased our marketing/advertising budget due to reallocating Cultural Council funds from program support to marketing/advertising which has paid for 3 months of ad space in the Delray Forum and 3 months in various Sun Sentinel publications.						
54	Marketing/Advertising									

	A	B	C	D	E	F	G	H	I	J
55	Insurance		We exceeded our projections due in part by paying for Directors and Officers insurance in full instead of financing it.							
56	Office Supplies		We have exceeded our projections due to increased activities at the museum.							
57	Postage & Delivery		We are below our projections due to increase in digital communications and decrease in direct mailings.							
58	Programs Expense		Program expenses reflect the Youth Program funded in part by the Community Foundation, Kayne Anderson and Children Services Council.							
59	Exhibit Rental, Fabrications, Installation		We have exceeded our Program A goal but under budget in our Combined Budget							
60	Artists/Performers/Speakers		We have exceeded our Program A goal but under budget in our Combined Budget							

1:00 PM
10/12/18
Accrual Basis

Expanding and Preserving Our Cultural Heritage, Inc.
Balance Sheet
As of September 30, 2018

	Sep 30, 18
ASSETS	
Current Assets	
Checking/Savings	
1006 · TD Bank Operating 0744	56,693.35
1007 · TD Bank Discretionary 5681	1,875.38
1010 · Petty Cash	200.00
Total Checking/Savings	58,768.73
Other Current Assets	
1265 · Prepaid Expenses	191.00
1230 · Inventory - Gift Shop Merch.	625.00
1273 · Prepaid Insurance - Liability	1,299.40
1274 · Prepaid Insurance - Officers	-109.75
Total Other Current Assets	2,005.65
Total Current Assets	60,774.38
Fixed Assets	
1600 · Equipment	33,247.67
1510 · Furniture & Fixtures	9,709.45
1400 · Munnings Cottage	218,349.29
1525 · Land Improvements	1,930.00
1560 · Education Video Series	25,815.00
1570 · Leasehold Improvements-Spady	72,000.00
1600 · Accum. Depreciation	-170,049.60
Total Fixed Assets	191,001.81
Other Assets	
1520 · Museum Artifacts	126,311.15
1800 · Deposits	758.00
Total Other Assets	127,069.15
TOTAL ASSETS	378,845.34
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Accounts Payable Other	197.82
2010 · Salaries Payable	9,327.91
2350 · Federal W/H Tax Payable	5,711.67
2360 · Social Security Tax Payable	6,337.19
2370 · Medicare Tax Payable	1,487.28
2400 · Payroll Tax Deposits	-12,005.65
Total Other Current Liabilities	11,056.22
Total Current Liabilities	11,056.22
Long Term Liabilities	
2450 · Due To Board of Directors	4,000.00
2525 · Loan Payable - Wachovia/TD Bank	11,085.30
Total Long Term Liabilities	15,085.30
Total Liabilities	26,141.52
Equity	
Temporarily Restr Net Assets	41,913.60
3010 · Beg. Fund Balance	296,263.19
Net Income	14,527.03
Total Equity	352,703.82
TOTAL LIABILITIES & EQUITY	378,845.34