DELRAY BEACH HISTORICAL SOCIETY
DBHS
Est 1964



A non-profit 501(c)3 organization
3 NE 1· Street, Delray Beach, FL 33444
561.274.9578 • www.delraybeachhistory.org

***"A knowledge of our history is an absolute necessity if we are to be sensitive and constructive artisans of our future."***

April 30th, 2018

Dear CRA Partners,

We are pleased to present our Second Quarter Report for 2018 and Balance Sheet.

After seven months of preparation, we opened our doors in January to three new history exhibits. They have been well received by the public so far. We are open Thursday, Friday and Saturday from 11am – 3pm, with special tours given by appointment. We've welcomed both visitors to Delray Beach, locals and record schools and group tours. We are combining our House Museum Tours with the Exhibits for a "package entry" and it's really working out well. We've especially enjoyed sharing with children our pre-historic Delray section of the exhibit.

We had another lecture, participated in the Green Market, The Delray Affair and we're preparing as we speak for the our Annual Harvest Fundraiser, which we will report on next quarter.

We're continuing our Wise Elder Council meetings the first Monday of each month. This group is growing and it's fascinating to watch. They help us fill in gaps of Delray history and identify photos. We're capturing some of their stories on video for the City archives.

We're planning for our Annual Meeting, later this month and our first Summer Camp in July, with two sessions. The title is "The Art and History of Letter Writing." We're also planning our participation in the Palm Beach County Historic Institute Teacher's Workshop in June. We host teachers from around Palm Beach County for a day of local history education, curriculum development and fun.

Thank you once again for your continued support and for believing in our mission.

Most sincerely,

Winnie D. Edwards

***Executive Director***

Exhibit "A"

Delray Beach Historical Society

**FY 2017/18 Goals and Outcomes Report**

| | DBHS - ACTIVITY # _A_ : Cultural Heritage and Museum Program | 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* | | | | | | | | | |
| | **Events and Celebrations** *(Halloween Fall Fest Exhibit & Event, Christmas at Cason Cottage, Annual Harvest Dinner, Exhibit Kick-Off Event, Neighborhood Series, Lecture 1 and Lecture 2)* | | | | | | | | | |
| 1 | Attendees | 1,400 | 675 | 322 | | | 997 | 71% | | |
| 2 | Ticket Sales | $20,000 | $185 | $2,630 | | | 2,815 | 14% | | |
| 3 | Sponsor Dollars | $49,000 | 7,500 | 7,090 | | | 14,590 | 30% | | |
| 4 | New Members | 12 | 5 | 6 | | | 11 | 92% | | |
| | | | | | | | | | | |
| | **Exhibits and Museum Tours** | | | | | | | | | |
| 5 | Attendees | 1,400 | 505 | 472 | | | 977 | 70% | | |
| 6 | Entrance Fees | $5,000 | | $1,706 | | | 1,706 | 34% | | |
| 7 | New Members | 8 | 2 | 5 | | | 7 | 88% | | |
| | | | | | | | | | | |
| | **Archive Preservation & Learning Center Services** | | | | | | | | | |
| 8 | Research Projects & Image Orders | 350 | 39 | 47 | | | 86 | 25% | | |
| 9 | Image Orders Dollars | $5,575 | $127 | $1,215 | | | 1,342 | 24% | | |
| 10 | New Members | 3 | 1 | 2 | | | 3 | 100% | | |
| | | | | | | | | | | |
| | *OUTCOMES* | | | | | | | | | |
| | **Events and Celebrations** *(Halloween Fall Fest Exhibit & Event, Christmas at Cason Cottage, Annual Harvest Dinner, Exhibit Kick-Off Event, Neighborhood Series, Lecture 1 and Lecture 2)* | | | | | | | | | |
| 11 | Attendance Increase Year Over Year (up from $1,260) | 10% | | | | | | 0% | | |
| 12 | Ticket Sales Increase Year Over Year (up from $6,400) | 68% | | | | | | 0% | | |
| 13 | Sponsor Dollars Increase Year Over Year (up from $22,540) | 54% | | | | | | 0% | | |
| | | | | | | | | | | |
| | **Exhibits and Museum Tours** | | | | | | | | | |
| 14 | Entrance Fees Increase Year Over Year (up from $2,800) | 150% | | | | | | 0% | | |
| | | | | | | | | | | |
| | **Archive Preservation & Learning Center Services** | | | | | | | | | |
| 15 | Fullfillment Requests Remain Constant | 0.00% | | | | | | 0% | | |
| 16 | Image Order Revenue Increase Year Over Year (from $4,100) | 56% | | | | | | 0% | | |

## NARRATIVE

| | DBHS - ACTIVITY # _A_ : Cultural Heritage and Museum Program | 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* | | | | | | | | | |
| | **Events and Celebrations** *(Halloween Fall Fest Exhibit & Event, Christmas at Cason Cottage, Annual Harvest Dinner, Exhibit Kick-Off Event, Neighborhood Series, Lecture 1 and Lecture 2)* | | | | | | | | | |
| 1 | Attendees | 1,400 | This category will monitor our aggregate goals for the year for fundraising events and community events. We are very close to meeting out goal for the year. With the Delray Affair and our Hravest being reported on next quarter, we plan to exceed our goal. We are allocating $14,500 of our total fundraising sponsors dollarts to next quarter and with tickets sales for our Harvest being reported on next quarter, we will meet our goal. | | | | | | | |
| 2 | Ticket Sales | $20,000 | | | | | | | | |
| 3 | Sponsor Dollars | $49,000 | | | | | | | | |
| 4 | New Members | 12 | | | | | | | | |
| | | | | | | | | | | |
| | **Exhibits and Museum Tours** | | | | | | | | | |
| 5 | Attendees | 1,400 | This category will monitor our aggregate goals for the year for main Exhibit and pop up Exhibit entrance fees. Our new Exhibits opened in January, so we collected entrance fees both in Q1 and | | | | | | | |

| | | | |
|---|---|---|---|
| 6 | Entrance Fees | $5,000 | Q2. We have acquired 7 new members total thus far through special tours of Cason Cottage and Exhibit Tours. |
| 7 | New Members | 8 | |
| | | | |
| | **Archive Preservation & Learning Center Services** | | |
| 8 | Research Projects & Image Orders | 350 | This category will monitor our aggregate goals for the year for complimentary research we offer the community, historic image orders and any new members we acquire during this process. We are behind in image orders, but have better numbers to report from this month from the Delray Affair for next Q. |
| 9 | Image Orders Dollars | $5,575 | |
| 10 | New Members | 3 | |
| | | | |
| | *OUTCOMES* | | |
| | **Events and Celebrations** *(Halloween Fall Fest Exhibit & Event, Christmas at Cason Cottage, Annual Harvest Dinner, Exhibit Kick-Off Event, Neighborhood Series, Lecture 1 and Lecture 2)* | | |
| 11 | Attendance Increase Year Over Year | 10% | We made just over $2,600 in tickets sales for our Exhibit Opening and will have good numbers to report from our Harvest Fundraiser next Q. We are on target to meet or exceed our goal. |
| 12 | Ticket Sales Increase Year Over Year | 68% | |
| 13 | Sponsor Dollars Increase Year Over Year | 54% | |
| | | | |
| | **Exhibits and Museum Tours** | | |
| 14 | Entrance Fees Increase Year Over Year | 89% | |
| | | | |
| | **Archive Preservation & Learning Center Services** | | |
| 15 | Fullfillment Requests (Remain Constant) | | |
| 16 | Image Order Revenue Increase Year Over Year | 53% | |
| | Winnie D. Edwards | | |
| | Signature of Executive Director | | |
| | I attest that data included in document is true and accurate | | |

## Quarterly Budget Report "Program A"

**ORGANIZATION NAME: Delray Beach Historical Society** | FY 2017-18 Budget | Quarter: __2___

| | | | | | | |
|---|---|---|---|---|---|---|
| 5 | **INCOME** | FY 2017-18 Quarter: Jan-Mar | FY 2017-18 Year-to-Date Oct - Mar | FY Budget 2017-18 | Variance Favorable (Unfavorable) | Percentage of Budget |
| 6 | Programs | | - | - | - | |
| 7 | Donations | | - | | - | |
| 8 | CRA Grant | 31,250 | 62,500 | 125,000 | (62,500) | 50% |
| 9 | Grants-Other | | - | | - | |
| 10 | Interest Income | | - | | - | |
| 11 | Membership | | - | | - | |
| 12 | Other: Gift Shop | 1,302 | 1,461 | 5,500 | (4,040) | 27% |
| 13 | Other: Special Exhibit Income | 1,162 | 1,162 | 5,000 | (3,838) | 23% |
| 14 | Other: Event Contributions | 4,720 | 6,647 | 69,000 | (62,353) | 10% |
| 15 | **Total Income** | **38,434** | **71,770** | **204,500** | **(132,731)** | |
| 16 | | | | | | |
| 17 | **Expense** | FY 2017-18 Quarter Jan-Mar | FY 2017-18 Year-to-Date Oct - Mar | FY Budget 2017-18 | Variance Favorable (Unfavorable) | Percentage of Budget |
| 18 | Salaries & Related Taxes | 13,228 | 27,612 | 54,480 | (26,868) | 51% |
| 19 | Fringe Benefits | 464 | 928 | 3,840 | (2,912) | 24% |
| 20 | Professional Svcs/Consulting | 244 | 684 | 6,000 | (5,316) | 11% |
| 21 | Insurance | 555 | 555 | 2,600 | (2,045) | 21% |
| 22 | Licenses, Registration, Permits | 34 | 114 | 160 | (46) | 72% |
| 23 | Conferences & Meetings | 79 | 430 | 480 | (50) | 90% |
| 24 | Marketing, Copying & Printing | 724 | 935 | 2,400 | (1,465) | 39% |
| 25 | Repairs & Maintenance | 918 | 2,028 | 8,400 | (6,372) | 24% |
| 26 | Utilities | 1,475 | 2,373 | 4,800 | (2,427) | 49% |
| 27 | Office & Program Supplies | 452 | 1,223 | 1,600 | (377) | 76% |
| 28 | Postage & Delivery | 85 | 292 | 520 | (228) | 56% |
| 29 | Exhibits | 1,614 | 2,918 | 1,000 | 1,918 | 292% |
| 30 | Capital Expenditures | 104 | 104 | 9,840 | (9,736) | 1% |
| 31 | Security & Storage | 903 | 1,285 | 1,000 | 285 | 129% |
| 32 | Other: Bank fees | 139 | 213 | 720 | (507) | 30% |
| 33 | Other: Event Expenses | 2,690 | 4,442 | 24,000 | (19,558) | 19% |

DATE DUE:

| | A | C | E | G | I | J |
|---|---|---|---|---|---|---|
| 34 | Other: Website Computers & Software | 827 | 1,185 | 400 | 785 | 296% |
| 35 | Other: Programs | 783 | 783 | 2,740 | (1,957) | 29% |
| 36 | Other: Membership & Meetings | - | - | 1,120 | (1,120) | 0% |
| 37 | Other: Dues & Subscriptions | - | 160 | 300 | (140) | 53% |
| 38 | **Sub-Total Expenses** | **25,316** | **48,262** | **126,400** | **(78,138)** | |
| 39 | **Total Expense** | 25,316 | 48,262 | 126,400 | **(78,138)** | |
| 40 | | | | | | |
| 41 | **NET INCOME** | **13,118** | **23,508** | **78,100** | **(54,593)** | |
| 42 | | | | | | |
| 43 | | | | | | |
| 44 | **CRA Budget Narrative Report "A"** | | | | | |
| 45 | **ORGANIZATION NAME: Delray Beach Historical Society** | | FY 2017-18 Budget | | Quarter: ___1__ | |
| 46 | __x__Exceeding Projection | _x___On Target | _____Below Projection | | | |
| 47 | INCOME: | Explanation of Variances | | | | |
| 48 | Programs | | | | | |
| 49 | Donations | | | | | |
| 50 | CRA Grant | | | | | |
| 51 | City Grant | | | | | |
| 52 | Grants-Other | | | | | |
| 53 | Interest Income | | | | | |
| 54 | Membership | | | | | |
| 55 | Other: Gift Shop | Our Gift Shop and historic photo sales have been slow. We have plans to see photos and other items at the Delray Affair and Gr | | | | |
| 56 | Other: Special Exhibit Income | Our Fall Fest is a free event. Our ticket sales for the Exhibit opening relfected now and our largest fundraiser, the Har | | | | |
| 57 | Other: Event Contributions | There is sponsor money to offset this from "Donations" in Combined. | | | | |
| 58 | | | | | | |
| 59 | | | | | | |
| 60 | _____Lower than Projection | _x___On Target | __x___Exceeding Projection | | | |
| 61 | EXPENSES: | Explanation of Variances | | | | |
| 62 | Salaries & Related Taxes | | | | | |
| 63 | Fringe Benefits | | | | | |
| 64 | Professional Svcs/Consulting | | | | | |
| 65 | Insurance | | | | | |
| 66 | Licenses, Registration, Permits | | | | | |
| 67 | Conferences & Meetings | | | | | |

DATE DUE:

| | A | B | C | D | E | F | G | H | I | J |
|---|---|---|---|---|---|---|---|---|---|---|
| 68 | Marketing, Copying & Printing | | | | | | | | | |
| 69 | Repairs & Maintenance | | | | | | | | | |
| 70 | Utilities | | | | | | | | | |
| 71 | Office & Program Supplies | | | | | | | | | |
| 72 | Postage & Delivery | | | | | | | | | |
| 73 | Exhibits | | | | | | | | | |
| 74 | Capital Expenditures | | | | | | | | | |
| 75 | Security & Storage | | | | | | | | | |
| 76 | Other: Bank fees | | | | | | | | | |
| 77 | Other: Event Expenses | | | | | | | | | |
| 78 | Other: Website Computers & Software | | | | | | | | | |
| 79 | Other: Programs | | | | | | | | | |

DATE DUE:

| | A | C | E | G | I | J |
|---|---|---|---|---|---|---|
| 1 | **Exhibit "B"** | | | | | |
| 2 | **FY 2017 - 2018** | | | | | |
| 3 | **CRA Combined Quarterly Budget Report** | | | | | |
| 4 | **ORGANIZATION NAME: Delray Beach Historical Society, Inc.** | | FY 2017 - 2018 Budget | | Quarter: ___2__ | |
| 5 | | | | | | |
| 6 | INCOME | **FY 2017-18 Quarter Jan-Mar** | **FY 2017-18 Oct - Mar** | **FY Budget 2017-18** | **Variance Favorable (Unfavorable)** | **Percentage** |
| 7 | Programs | 544 | 544 | 2,425 | (1,881) | 0% |
| 8 | Donations | 7,250 | 21,565 | 15,000 | 6,565 | 144% |
| 9 | CRA Grant | 31,250 | 62,500 | 125,000 | (62,500) | 50% |
| 10 | Grants-Other | | - | 8,000 | (8,000) | 0% |
| 11 | Interest Income | 6 | 13 | 75 | (62) | 0% |
| 12 | Membership | 15,505 | 21,360 | 55,000 | (33,640) | 39% |
| 13 | Other: Gift Shop | 1,302 | 1,461 | 5,500 | (4,040) | 27% |
| 14 | Other: Special Exhibit Income | 1,162 | 1,162 | 5,000 | (3,838) | 0% |
| 15 | Other: Event Contributions | 4,720 | 19,147 | 69,000 | (49,853) | 28% |
| 16 | **Total Income** | **61,739** | **127,752** | **285,000** | **(157,249)** | |
| 17 | | | | | | |
| 18 | Expense | **FY 2017-18 Jan-Mar** | **FY 2017-18 Oct - Mar** | **FY Budget 2017-18** | **Variance Favorable (Unfavorable)** | **Percentage** |
| 19 | Salaries & Related Taxes | 33,069 | 69,028 | 136,200 | (67,172) | 51% |
| 20 | Fringe Benefits | 1,161 | 2,322 | 9,600 | (7,278) | 24% |
| 21 | Professional Svcs/Consulting | 610 | 1,710 | 15,000 | (13,290) | 11% |
| 22 | Insurance | 1,387 | 1,387 | 6,500 | (5,113) | 21% |
| 23 | Licenses, Registration, Permits | 86 | 286 | 400 | (114) | 72% |
| 24 | Conferences & Meetings | 197 | 1,075 | 1,200 | (125) | 0% |
| 25 | Marketing, Copying & Printing | 1,809 | 2,336 | 6,000 | (3,664) | 39% |
| 26 | Repairs & Maintenance | 2,294 | 5,070 | 21,000 | (15,930) | 24% |
| 27 | Utilities | 3,687 | 5,933 | 12,000 | (6,067) | 49% |
| 28 | Office & Program Supplies | 1,129 | 3,057 | 4,000 | (943) | 76% |
| 29 | Postage & Delivery | 212 | 729 | 1,300 | (571) | 56% |
| 30 | Exhibits | 4,034 | 7,293 | 2,500 | 4,793 | 292% |
| 31 | Capital Expenditures | 259 | 259 | 24,600 | (24,341) | 1% |
| 32 | Security & Storage | 2,258 | 3,212 | 2,500 | 712 | 128% |

DATE DUE:

| | A | C | E | G | I | J |
|---|---|---|---|---|---|---|
| 33 | Other: Bank fees | 348 | 532 | 1,800 | (1,268) | 30% |
| 34 | Other: Event Expenses | 2,690 | 4,442 | 24,000 | (19,558) | 19% |
| 35 | Other: Website Computers & Software | 2,067 | 2,963 | 1,000 | 1,963 | 296% |
| 36 | Other: Programs | 1,958 | 1,958 | 6,850 | (4,892) | 29% |
| 37 | Other: Membership & Meetings | - | - | 2,800 | (2,800) | 0% |
| 38 | Other: Dues & Subscriptions | - | 399 | 750 | (351) | 53% |
| 39 | **Sub-Total Expenses** | **59,255** | **113,991** | **280,000** | **(166,009)** | |
| 40 | **Total Expense** | 59,255 | 113,991 | 280,000 | **(166,009)** | |
| 41 | | | | | | |
| 42 | **NET INCOME** | **2,484** | **13,761** | **5,000** | **8,761** | |
| 43 | | | | | | |
| 44 | | | | | | |

## CRA Budget Narrative Form

**ORGANIZATION NAME: Delray Beach Historical Society, Inc.** FY 2017-18 Budget Quarter: ___2__

__x__Exceeding Projection _x___On Target ______Below Projection

| | INCOME: | Explanation of Variances |
|---|---|---|
| 49 | Programs | |
| 50 | Donations | |
| 51 | CRA Grant | CRA Grant is $125,000 |
| 52 | City Grant | |
| 53 | Grants-Other | |
| 54 | Interest Income | |
| 55 | Membership | We are on target to meet our goal. |
| 56 | Other: Gift Shop | We are behind on gift shop and photo sales by have plans to sell at Green Market a |
| 57 | Other: Special Exhibit Income | |
| 58 | Other: Event Contributions | We are on target to meet out goal. |
| 59 | | |
| 60 | | |

_____Lower than Projection _x___On Target ___x__Exceeding Projection

| | EXPENSES: | Explanation of Variances |
|---|---|---|
| 63 | Salaries & Related Taxes | |
| 64 | Fringe Benefits | |
| 65 | Professional Svcs/Consulting | This will be increasing as the year progresses and our largest fundraiser is in April. |
| 66 | Insurance | |

DATE DUE:

| | A | B | C | D | E | F | G | H | I | J |
|---|---|---|---|---|---|---|---|---|---|---|
| 67 | Licenses, Registration, Permits | | | | | | | | | |
| 68 | Conferences & Meetings | | | | | | | | | |
| 69 | Marketing, Copying & Printing | | | | | | | | | |
| 70 | Repairs & Maintenance | | | | | | | | | |
| 71 | Rent/Mortgage & Maintenance | | | | | | | | | |
| 72 | Utilities | | | | | | | | | |
| 73 | Telecommunication | | | | | | | | | |
| 74 | Office & Program Supplies | | | | | | | | | |
| 75 | Postage & Delivery | | | | | | | | | |
| 76 | Exhibits | | | | | | | | | |
| 77 | Capital Expenditures | | | | | | | | | |
| 78 | Security & Storage | | | | | | | | | |
| 79 | Other: Bank fees | | | | | | | | | |

DATE DUE:

1:33 PM
04/30/18
Accrual Basis

# Delray Beach Historical Society, Inc.
## Balance Sheet
### As of March 31, 2018

| | | Mar 31, 18 |
|---|---|---|
| ASSETS | | |
| Current Assets | | |
| Checking/Savings | | |
| 1000 · Northern Trust Anchor Acct | | 181,275.39 |
| 1001 · PAYPAL | | 1,908.05 |
| 1040 · Petty Cash | | 200.00 |
| Total Checking/Savings | | 183,383.44 |
| Other Current Assets | | |
| 1215 · Linton Book | | 3,728.12 |
| 1499 · Undeposited Funds | | 1,620.00 |
| Total Other Current Assets | | 5,348.12 |
| Total Current Assets | | 188,731.56 |
| Fixed Assets | | |
| 1500 · Depot | | |
| 1501 · F.E.C. Depot | 117,739.51 | |
| 1510 · Accumulated Depreciation | -44,861.00 | |
| Total 1500 · Depot | | 72,878.51 |
| 1530 · Office Furniture & Equipment | | |
| 1536 · Cason Cottage | 5,419.69 | |
| 1537 · Depot | 649.99 | |
| 1538 · Office Furnishings | 2,231.97 | |
| 1539 · Accumulated Depreciation | -9,591.43 | |
| 1530 · Office Furniture & Equipment - Other | 1,289.78 | |
| Total 1530 · Office Furniture & Equipment | | 0.00 |
| Total Fixed Assets | | 72,878.51 |
| Other Assets | | |
| 1216 · Book Inventory | | 2,144.49 |
| Total Other Assets | | 2,144.49 |
| TOTAL ASSETS | | **263,754.56** |
| LIABILITIES & EQUITY | | |
| Equity | | |
| 3000 · Opening Bal Equity | | 288,348.05 |
| 3900 · Retained Earnings | | -37,604.01 |
| Net Income | | 13,010.52 |
| Total Equity | | 263,754.56 |
| TOTAL LIABILITIES & EQUITY | | **263,754.56** |