



FY22-23 1st Quarter Activities
2nd Annual Christmas Toy Giveaway
December 17, 2022





FY22-23 1st Quarter Activities
Kwanzaa and Kuumba Village
with Kwanzaa 365
December 26, 2022

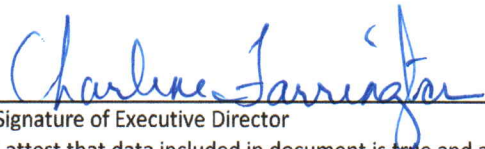


FY 2022-2023
A-GUIDE Goals and Outcomes Report

Spady Cultural Heritage Museum (SPADY) PROGRAM A: Museum Programming - To collect, preserve and share the history of Delray Beach's Black community through Exhibits, Education Programs and Archives.		Yearly Goal	Qtr 1 Ending 12/31/2022	Qtr 2 Ending 3/31/2023	Qtr 3 Ending 6/30/2023	Qtr 4 Ending 9/30/2023	TOTAL	% Annual Goal Achieved (*See Notes)
OUTPUTS								
Exhibits								
1	Visitors (in-person & virtual)	1,900	109				109	6%
Educational Programs								
2	Ride & Remember Bus Tour attendance	60	0				0	0%
3	MLK Brunch attendance (Q2 or Q3 activity)	300					0	0%
4	Kwanzaa/Kuumba Village attendance (Q1 or Q2 activity)	100	90				90	90%
5	Emancipation Celebrations attendance (Q3 activity)	100					0	0%
Archives								
6	Teacher Workshop	1	0				0	0%
OUTCOMES								
Exhibits								
1	In-person museum visitors spend money in Delray Beach	50%	50%				13%	25%
2	Visitors told about Delray Beach's Black History	100%	100%				25%	25%
Educational Programs								
5	Ride & Remember attendees who spend money in Delray Beach	50%	0%				0%	0%
6	Ride & Remember attendees told about Delray Beach's Black history	100%	0%				0%	0%
7	MLK Brunch attendees have the opportunity to celebrate the legacy of Dr. King	100%					0%	0%
8	Kwanzaa/Kuumba Village attendees learn about this African-American holiday <i>-happens once per year</i>	100%	100%				25%	25%
9	Emancipation Celebrations attendees receive a timeline on the US emancipation	100%					0%	0%
Archives								
10	Course Curriculum created from archive source materials	1					0%	0%

FY 2022-2023
A-GUIDE Goals and Outcomes Report

Spady Cultural Heritage Museum (SPADY) PROGRAM A: Museum Programming - To collect, preserve and share the history of Delray Beach's Black community through Exhibits, Education Programs and Archives.	Yearly Goal	Qtr 1 Ending 12/31/2022	Qtr 2 Ending 3/31/2023	Qtr 3 Ending 6/30/2023	Qtr 4 Ending 9/30/2023	TOTAL	% Annual Goal Achieved (*See Note)
OTHER ACTIVITIES							
Activity/Program/Project 1: Host Site for Community Exchange Event							
Shows/Exhibits/Programs		1				1	
Attendees		100				100	
Revenue		\$0.00				\$0.00	
Activity/Program/Project 2: NEW Program: Sip & See (November & December)							
Shows/Exhibits/Programs		2				2	
Attendees		68				68	
Revenue		\$220.00				\$220.00	
Activity/Program/Project 3: NPHC Toy Giveaway							
Shows/Exhibits/Programs		1				1	
Attendees		300				300	
Revenue		\$0.00				\$0.00	
Activity/Program/Project 4:							
Shows/Exhibits/Programs						0	
Attendees						0	
Revenue						\$0.00	
Activity/Program/Project 5:							
Shows/Exhibits/Programs						0	
Attendees						0	
Revenue						\$0.00	
Activity/Program/Project 6:							



Signature of Executive Director

I attest that data included in document is true and accurate

***NOTE:**

(1) Goals & Outcomes Report is intended to evaluate programmatic activities of CRA Funded A-GUIDE Program(s) only. Goals are evaluated on a quarterly basis based on data provided in the A-GUIDE Program Logic Model Form, which complements this Form.

(2) Please note that the CRA's A-GUIDE Program reporting structure and forms are not intended as a tool to inform other/external grant programs.

FY 2022-2023
A-GUIDE Goals and Outcomes Report

Spady Cultural Heritage Museum (SPADY) PROGRAM A: Museum Programming - To collect, preserve and share the history of Delray Beach's Black community through Exhibits, Education Programs and Archives		Q1: OCTOBER 2022 - DECEMBER 2022
OUTPUTS		
Exhibits		
1	Visitors (in-person & virtual)	1st Qtr is typically slow with visitation. During 2nd & 3rd Qtr visitation increases because it's season.
Educational Programs		
2	Ride & Remember Bus Tour attendance	No activity during 1st qtr.
3	MLK Brunch attendance (Q2 or Q3 activity)	
4	Kwanzaa/Kuumba Village attendance (Q1 or Q2 activity)	The event was successful despite the cold and rainy weather.
5	Emancipation Celebrations attendance (Q3 activity)	
Archives		
6	Teacher Workshop	The workshop usually occurs during the 3rd or 4th qtr.
OUTCOMES		
Exhibits		
1	In-person museum visitors spend money in Delray Beach	The museum requires museum admissions. We also collect surveys, required by the Cultural Council for PBC, that asks about different types of spending before and after a visit.
2	Visitors told about Delray Beach's Black History	Visitors learn about Delray's Black History through information given about the Spady House, West Settler's District and other historical facts about Delray Beach's Black community.
Educational Programs		
5	Ride & Remember attendees who spend money in Delray Beach	No activity during 1st qtr.
6	Ride & Remember attendees told about Delray Beach's Black history	No activity during 1st qtr.
7	MLK Brunch attendees have the opportunity to celebrate the legacy of Dr. King	2nd Qtr activity
8	Kwanzaa/Kuumba Village attendees learn about this African-American holiday	Attendees learn about the principles of Kwanzaa through the ceremony and other program activities.
9	Emancipation Celebrations attendees receive a timeline on the US emancipation	3rd quarter activities (FL Emancipation and Juneteenth)
Archives		
10	Course Curriculum created from archive source materials	No activity during 1st qtr.

FY 2022-2023
A-GUIDE Goals and Outcomes Report

Spady Cultural Heritage Museum (SPADY) PROGRAM A: Museum Programming - To collect, preserve and share the history of Delray Beach's Black community through Exhibits, Education Programs and Archives	Q1: OCTOBER 2022 - DECEMBER 2022	
OTHER ACTIVITIES		
Activity/Program/Project 1: Host Site for Community Exchange Event		
Shows/Exhibits/Programs		The museum grounds was the host site for the culminating event of this conference that was sponsored by The EJS Project and Palm Health Foundation.
Attendees		The group were conference attendees from across the country.
Revenue		We did not charge for the event. It was a collaboration.
Activity/Program/Project 2: NEW Program: Sip & See (November & December)		
Shows/Exhibits/Programs		This is a new exhibit program that was developed after grant submission. The intent of the program is present a different topic that talks about Black culture and the Black experience.
Attendees		Attendees are generally from Delray Beach and the surrounding area.
Revenue		\$220.00
Activity/Program/Project 3: NPHC Toy Giveaway		
Shows/Exhibits/Programs		It only occurs once a year.
Attendees		Attendees are generally from Delray Beach and the surrounding area.
Revenue		We did not charge for this event.
Activity/Program/Project 4:		
Shows/Exhibits/Programs		
Attendees		
Revenue		
Activity/Program/Project 5:		
Shows/Exhibits/Programs		
Attendees		
Revenue		
Activity/Program/Project 6:		
Shows/Exhibits/Programs		
Attendees		
Revenue		

FY 2022-2023 A-GUIDE COMBINED BUDGET

Organization Name:	Spady Cultural Heritage Museum, Inc.
Executive Leader:	Charlene Farrington, Executive Director
Key Financial Manager:	Sharon Blake, Finance and Development Officer
Current FY 2022-2023 Total Organization Budget:	\$417,225.00
Program/Project A:	Exhibits, Education Programs and Archives
Program/Project B:	N/A
REPORT PERIOD:	Q1: OCTOBER 2022 - DECEMBER 2022

INCOME	ORGANIZATION BUDGET REPORTING				PROGRAM (A) REPORTING			
	FY 2022-2023 TOTAL ORGANIZATION BUDGET	FY 2022-2023 ORGANIZATION BUDGET YEAR-TO-DATE ACTUALS	VARIANCE [FAVORABLE OR (UNFAVORABLE)]	PERCENT- AGE	FY 2022-2023 TOTAL PROGRAM BUDGET (A)	FY 2022-2023 TOTAL PROGRAM BUDGET CRA FUNDING ONLY (A)	PROGRAM YEAR- TO-DATE ACTUALS CRA FUNDING ONLY (A)	CURRENT QUARTER-TO-DATE ACTUALS CRA FUNDING ONLY
Fees, Tickets, Registration, etc.	\$ 5,243.00		\$ 5,243.00	0%	\$ -			
Corporate Grants/Contributions	\$ -	\$ 640.00	\$ (640.00)	0%	\$ -			
Individual Donations	\$ 5,000.00	\$ 17,115.00	\$ (12,115.00)	342%	\$ -			
Foundation Grants	\$ 70,000.00	\$ 3,265.00	\$ 66,735.00	5%	\$ -			
Government - Federal	\$ -		\$ -	0%	\$ -			
Government- Local/County	\$ 109,302.00		\$ 109,302.00	0%	\$ -			
Government- State	\$ 58,200.00	\$ 14,550.00	\$ 43,650.00	25%	\$ -			
In-Kind	\$ -		\$ -	0%	\$ -			
Interest Income	\$ -		\$ -	0%	\$ -			
Membership	\$ 10,000.00	\$ 870.00	\$ 9,130.00	9%	\$ -			
CRA Actual or Requested	\$ 109,000.00	\$ -	\$ 109,000.00	0%	\$ 109,000.00	\$ 109,000.00	\$ 27,250.00	\$ 27,250.00
Other: Education Programs	\$ 25,000.00	\$ 870.00	\$ 24,130.00	3%	\$ -			
Other: FL African American Heritage Preservation Network	\$ 15,000.00	\$ 6,000.00	\$ 9,000.00	40%	\$ -			
Other:Unique Events and Fundraisers	\$ 21,500.00	\$ 966.00	\$ 20,534.00	4%	\$ -			
TOTAL INCOME	\$ 428,245.00	\$ 44,276.00	\$ 383,969.00		\$ 109,000.00	\$ 109,000.00	\$ 27,250.00	\$ 27,250.00
CRA % of Total Income	25%	0%			25%	25%	62%	62%

NOTES:
 CRA % of projected Total Organization Income may not exceed 25% unless approved by CRA.
 Program budget changes of more than 10% in any Budget line item must be approved in advance.
 For quarterly reporting, additional supporting documentation is required to justify the expense of CRA funds for each expense over \$2,500 such as bank statements, receipts, cancelled checks, paid invoices, etc.

FY 2022-2023 A-GUIDE COMBINED BUDGET

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Program/Project A:	Exhibits, Education Programs and Archives
Program/Project B:	N/A
REPORT PERIOD:	Q1: OCTOBER 2022 - DECEMBER 2022

EXPENSES	ORGANIZATION BUDGET REPORTING				PROGRAM (A) REPORTING			
	FY 2022-2023 TOTAL ORGANIZATION BUDGET	FY 2022-2023 ORGANIZATION BUDGET YEAR-TO-DATE ACTUALS	VARIANCE [FAVORABLE OR (UNFAVORABLE)]	PERCENT- AGE	FY 2022-2023 TOTAL PROGRAM BUDGET (A)	FY 2022-2023 TOTAL PROGRAM BUDGET CRA FUNDING ONLY (A)	FY 2022-2023 PROGRAM YEAR- TO-DATE ACTUALS CRA FUNDING ONLY	FY 2022-2023 CURRENT QUARTER-TO-DATE ACTUALS CRA FUNDING
Salaries & Related Taxes (list each position/title seperately)								
Position: Executive Director	\$ 69,221.00	\$ 15,158	\$ 54,063.00	22%	\$ 9,592.00	\$ 9,592.00	\$ 3,900.00	\$ 3,900.00
Position: Finance and Development Officer	\$ 64,918.00	\$ 10,860	\$ 54,058.00	17%	\$ 9,000.00	\$ 9,000.00	\$ 5,445.00	\$ 5,445.00
Position: TBD	\$ 34,000.00	\$ 2,340	\$ 31,660.00	7%	\$ -			
Spady Payroll Tax Expense	\$ 9,943.00	\$ 2,623	\$ 7,320.00	26%	\$ -			
SUB-TOTAL SALARIES	\$ 178,082.00	\$ 30,981.00	\$ 147,101.00	17%	\$ 18,592.00	\$ 18,592.00	\$ 9,345.00	\$ 9,345.00
Fringe Benefits (list each position/title)								
Position:	\$ -		\$ -	0%	\$ -			
SUB-TOTAL FRINGE BENEFITS	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	\$ -
Capital Expenditures (list each seperately)								
	\$ -		\$ -	0%	\$ -			
SUB-TOTAL CAPITAL EXPENDITURES	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	\$ -
Conferences & Meetings (list each seperately)								
American Alliance of Museums	\$ -		\$ -	0%	\$ -			
The Association for the Study of African American Life and	\$ 1,000.00		\$ 1,000.00	0%	\$ -			
TBD	\$ 500.00	\$ 2,067.00	\$ (1,567.00)	413%	\$ -			
FL African American Heritage Preservation Conference	\$ 1,000.00		\$ 1,000.00	0%	\$ -			
SUB-TOTAL CONFERENCES & MEETINGS	\$ 2,500.00	\$ 2,067.00	\$ 433.00	83%	\$ -	\$ -	\$ -	\$ -
Copying & Printing (list each seperately)								
	\$ -		\$ -	0%	\$ -			
SUB-TOTAL COPYING & PRINTING	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	\$ -
Equipment Rental/Maintenance (list each seperately)								
Alarm Systems	\$ 6,500.00	\$ 888.00	\$ 5,612.00	14%	\$ 6,500.00	\$ 6,500.00	\$ 888.00	\$ 888.00
Elevator	\$ 2,150.00	\$ 358.00	\$ 1,792.00	17%	\$ 2,150.00	\$ 2,150.00	\$ 358.00	\$ 358.00
Security Systems	\$ 400.00	\$ 57.00	\$ 343.00	14%	\$ 400.00	\$ 400.00		
Cleaning	\$ 1,800.00	\$ 450.00	\$ 1,350.00	25%	\$ 1,800.00	\$ 1,800.00		
Other	\$ -		\$ -	0%	\$ -			
General Building Maintenance	\$ 600.00		\$ 600.00	0%	\$ 600.00	\$ 600.00		
SUB-TOTAL EQUIPMENT RENTAL/MAINTENANCE	\$ 11,450.00	\$ 1,753.00	\$ 9,697.00	15%	\$ 11,450.00	\$ 11,450.00	\$ 1,246.00	\$ 1,246.00

FY 2022-2023 A-GUIDE COMBINED BUDGET

Organization Name:	Spady Cultural Heritage Museum, Inc.
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Program/Project A:	Exhibits, Education Programs and Archives
Program/Project B:	N/A
REPORT PERIOD:	Q1: OCTOBER 2022 - DECEMBER 2022

	ORGANIZATION BUDGET REPORTING				PROGRAM (A) REPORTING			
Insurance (list each seperately)								
Fine Arts Insurance	\$ 1,450.00	\$ 1,285.00	\$ 165.00	89%	\$ 1,450.00	\$ 1,450.00	\$ 1,285.00	\$ 1,285.00
D&O Insurance	\$ 1,100.00	\$ 1,197.00	\$ (97.00)	109%	\$ -			
GL Insurance	\$ 1,400.00	\$ 1,458.00	\$ (58.00)	104%	\$ -			
Other	\$ -		\$ -	0%	\$ -			
SUB-TOTAL INSURANCE	\$ 3,950.00	\$ 3,940.00	\$ 10.00	100%	\$ 1,450.00	\$ 1,450.00	\$ 1,285.00	\$ 1,285.00
Licenses, Registration, Permits (list each seperately)								
Sunbiz	\$ 70.00		\$ 70.00	0%	\$ -			
Other	\$ 430.00		\$ 430.00	0%	\$ -			
SUB-TOTAL LICENSES, REGISTRATION, PERMITS	\$ 500.00	\$ -	\$ 500.00	0%	\$ -	\$ -	\$ -	\$ -
Local Travel (list each seperately)								
	\$ -		\$ -	0%	\$ -			
SUB-TOTAL LOCAL TRAVEL	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	\$ -
Office & Program Supplies (list each seperately)								
Office & Program Supplies	\$ 3,000.00	\$ 1,151.00	\$ 1,849.00	38%	\$ -			
SUB-TOTAL OFFICE & PROGRAM SUPPLIES	\$ 3,000.00	\$ 1,151.00	\$ 1,849.00	38%	\$ -	\$ -	\$ -	\$ -
Postage & Delivery (list each seperately)								
USPS	\$ 2,000.00	\$ 274.00	\$ 1,726.00	14%	\$ -			
SUB-TOTAL POSTAGE & DELIVERY	\$ 2,000.00	\$ 274.00	\$ 1,726.00	14%	\$ -	\$ -	\$ -	\$ -
Professional Svcs/Consulting (list each seperately)								
Auditor	\$ 8,500.00		\$ 8,500.00	0%	\$ -			
CPA & Bookkeeper	\$ 4,000.00	\$ 150.00	\$ 3,850.00	4%	\$ -			
Capacity Building Consultant	\$ 4,000.00	\$ 5,250.00	\$ (1,250.00)	131%	\$ -			
Impact 100-Archivist and Intern	\$ -		\$ -	0%	\$ -			
SUB-TOTAL PROFESSIONAL SVCS/CONSULTING	\$ 16,500.00	\$ 5,400.00	\$ 11,100.00	33%	\$ -	\$ -	\$ -	\$ -
Rent/Mortgage & Maintenance (list each seperately)								
Storage	\$ 5,000.00	\$ 1,181.00	\$ 3,819.00	24%	\$ -			
SUB-TOTAL RENT/MORTGAGE & MAINTENANCE	\$ 5,000.00	\$ 1,181.00	\$ 3,819.00	24%	\$ -	\$ -	\$ -	\$ -
Telecommunication (list each seperately)								
Phone	\$ 5,000.00	\$ 1,178.00	\$ 3,822.00	24%	\$ 5,000.00	\$ 5,000.00		
Internet	\$ 2,500.00	\$ 488.00	\$ 2,012.00	20%	\$ 2,500.00	\$ 2,500.00		
SUB-TOTAL TELECOMMUNICATION	\$ 7,500.00	\$ 1,666.00	\$ 5,834.00	22%	\$ 7,500.00	\$ 7,500.00	\$ -	\$ -
Utilities (list each seperately)								
Water	\$ 2,500.00	\$ 137.00	\$ 2,363.00	5%	\$ 1,000.00	\$ 1,000.00		
Electric	\$ 5,000.00	\$ 578.00	\$ 4,422.00	12%	\$ 1,800.00	\$ 1,800.00		
Trash Pick Up	\$ 470.00	\$ 139.00	\$ 331.00	30%	\$ -			
SUB-TOTAL UTILITIES	\$ 7,970.00	\$ 854.00	\$ 7,116.00	11%	\$ 2,800.00	\$ 2,800.00	\$ -	\$ -

FY 2022-2023 A-GUIDE COMBINED BUDGET

Organization Name:	Spady Cultural Heritage Museum, Inc.
Executive Leader:	Charlene Farrington, Executive Director
Key Financial Manager:	Sharon Blake, Finance and Development Officer
Current FY 2022-2023 Total Organization Budget:	\$417,225.00
Program/Project A:	Exhibits, Education Programs and Archives
Program/Project B:	N/A
REPORT PERIOD:	Q1: OCTOBER 2022 - DECEMBER 2022

	ORGANIZATION BUDGET REPORTING				PROGRAM (A) REPORTING			
Other: (list each seperately)								
Advertising/Marketing	\$ 71,020.00	\$ 7,518.00	\$ 63,502.00	11%	\$ 16,208.00	\$ 16,208.00	\$ 7,849.00	\$ 7,849.00
Education Programs	\$ 61,613.00	\$ 9,219	\$ 52,394.00	15%	\$ 26,000.00	\$ 26,000.00		
Exhibit Rental, Fabrications, Installation	\$ 44,960.00	\$ 7,628.00	\$ 37,332.00	17%	\$ 25,000.00	\$ 25,000.00	\$ 7,525.00	\$ 7,525.00
Dues & Subscriptions	\$ 6,500.00	\$ 1,764.00	\$ 4,736.00	27%	\$ -			
Other Expense	\$ 500.00	\$ 70.88	\$ 429.12	14%	\$ -			
Credit Card Processing Fees	\$ 200.00	\$ 11.48	\$ 188.52	6%	\$ -			
Bank Fees	\$ -		\$ -	0%	\$ -			
Unique Events	\$ 5,000.00	\$ 666.00	\$ 4,334.00	13%	\$ -			
SUB-TOTAL OTHER	\$ 189,793.00	\$ 26,877.36	\$ 162,915.64	14%	\$ 67,208.00	\$ 67,208.00	\$ 15,374.00	\$ 15,374.00
SUB-TOTAL EXPENSES	\$ 428,245.00	\$ 76,144.36	\$ 352,100.64	61%	\$ 109,000.00	\$ 109,000.00	\$ 27,250.00	\$ 27,250.00
	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
TOTAL EXPENSES	\$ 428,245.00	\$ 76,144.36	\$ 352,100.64		\$ 109,000.00	\$ 109,000.00	\$ 27,250.00	\$ 27,250.00
NET INCOME	\$ -	\$ (31,868.36)	\$ 31,868.36		\$ -	\$ -	\$ -	\$ -

Organization Name:

Spady Cultural Heritage Museum, Inc.

Program/Project A:

Exhibits, Education Programs and Archives

INCOME	Quarter-to-date amount for CRA Funds ONLY	PROGRAM A Narrative for CRA Funds Only
Fees, Tickets, Registration, etc.	\$ -	
Corporate Grants/Contributions	\$ -	
Individual Donations	\$ -	
Foundation Grants	\$ -	
Government - Federal	\$ -	
Government- Local/County	\$ -	
Government- State	\$ -	
In-Kind	\$ -	
Interest Income	\$ -	
Membership	\$ -	
CRA Actual or Requested	\$ 27,250.00	1st quarter reimbursement
Other: Education Programs	\$ -	
Other: FL African American Heritage Preservation Network	\$ -	
Other:Unique Events and Fundraisers	\$ -	
TOTAL INCOME	\$ 27,250.00	

NOTES:

CRA % of projected Total Organization Income may not exceed 25% unless approved by CRA.

Program budget changes of more than 10% in any Budget line item must be approved in advance.

For quarterly reporting, additional supporting documentation is required to justify the expense of CRA funds for each expense over \$2,500 such as bank statements, receipts, cancelled checks, paid invoices,

Organization Name:

Spady Cultural Heritage Museum, Inc.

Program/Project A:

Exhibits, Education Programs and Archives

EXPENSES	AMOUNT	PROGRAM A Justification/Narrative for How CRA Funds Will be Used
Salaries & Related Taxes (list each position/title seperately)		
Position: Executive Director	\$ 3,900.00	December payroll
Position: Finance and Development Officer	\$ 5,445.00	November and December payroll
<i>SUB-TOTAL SALARIES</i>	<i>\$ 9,345.00</i>	<i>Total Salaries & Related Taxes</i>
Fringe Benefits (list each position/title)		
Position:	\$ -	
<i>SUB-TOTAL FRINGE BENEFITS</i>	<i>\$ -</i>	<i>Total Fringe Benefits</i>
Capital Expenditures (list each seperately)		
0	\$ -	
<i>SUB-TOTAL CAPITAL EXPENDITURES</i>	<i>\$ -</i>	<i>Total Capital Expenditures</i>
Conferences & Meetings (list each seperately)		
American Alliance of Museums	\$ -	
The Association for the Study of African American Life and History	\$ -	
TBD	\$ -	
FL African American Heritage Preservation Conference	\$ -	
<i>SUB-TOTAL CONFERENCES & MEETINGS</i>	<i>\$ -</i>	<i>Total Conferences & Meetings</i>
Copying & Printing (list each seperately)		
0	\$ -	
<i>SUB-TOTAL COPYING & PRINTING</i>	<i>\$ -</i>	<i>Total Copying & Printing</i>
Equipment Rental/Maintenance (list each seperately)		
Alarm Systems	\$ 888.00	October payment to Johnson Controls
Elevator	\$ 358.00	December payment to TK Elevators
Security Systems	\$ -	
Cleaning	\$ -	
Other	\$ -	
General Building Maintenance	\$ -	
<i>SUB-TOTAL EQUIPMENT RENTAL/MAINTENANCE</i>	<i>\$ 1,246.00</i>	<i>Total Equipment Rental/Maintenance</i>

Organization Name:

Spady Cultural Heritage Museum, Inc.

Program/Project A:

Exhibits, Education Programs and Archives

Insurance (list each seperately)	\$ -	
Fine Arts Insurance	\$ 1,285.00	FY22-23 full payment for Fine Arts Insurance
D&O Insurance	\$ -	
GL Insurance	\$ -	
Other	\$ -	
<i>SUB-TOTAL INSURANCE</i>	\$ 1,285.00	Total Insurance
Licenses, Registration, Permits (list each seperately)	\$ -	
Sunbiz	\$ -	
Other	\$ -	
<i>SUB-TOTAL LICENSES, REGISTRATION, PERMITS</i>	\$ -	Total Licenses, Registration, Permits
Local Travel (list each seperately)		
0	\$ -	
<i>SUB-TOTAL LOCAL TRAVEL</i>	\$ -	Total Local Travel
Office & Program Supplies (list each seperately)		
Office & Program Supplies	\$ -	
<i>SUB-TOTAL OFFICE & PROGRAM SUPPLIES</i>	\$ -	Total Office & Program Supplies
Postage & Delivery (list each seperately)	\$ -	
USPS	\$ -	
<i>SUB-TOTAL POSTAGE & DELIVERY</i>	\$ -	Total Postage & Delivery
Professional Svcs/Consulting (list each seperately)		
Auditor	\$ -	
CPA & Bookkeeper	\$ -	
Capacity Building Consultant	\$ -	
Impact 100-Archivist and Intern	\$ -	
<i>SUB-TOTAL PROFESSIONAL SVCS/CONSULTING</i>	\$ -	Total Professional Svcs/Consulting
Rent/Mortgage & Maintenance (list each seperately)		
Storage	\$ -	
<i>SUB-TOTAL RENT/MORTGAGE & MAINTENANCE</i>	\$ -	Total Rent/Mortgage & Maintenance
Telecommunication (list each seperately)		
Phone	\$ -	
Internet	\$ -	
<i>SUB-TOTAL TELECOMMUNICATION</i>	\$ -	Total Telecommunication
Utilities (list each seperately)		
Water	\$ -	
Electric	\$ -	
Trash Pick Up	\$ -	
<i>SUB-TOTAL UTILITIES</i>	\$ -	Total Utilities

Organization Name:

Spady Cultural Heritage Museum, Inc.

Program/Project A:

Exhibits, Education Programs and Archives

Other: (list each seperately)		
Advertising/Marketing	\$ 7,849.00	1st quarter expenses for marketing and advertising
Education Programs	\$ -	
Exhibit Rental, Fabrications, Installation	\$ 7,525.00	1st quarter expenses for exhibit program
Dues & Subscriptions	\$ -	
Other Expense	\$ -	
Credit Card Processing Fees	\$ -	
Bank Fees	\$ -	
Unique Events	\$ -	
SUB-TOTAL OTHER	\$ 15,374.00	Total Other
SUB-TOTAL EXPENSES	\$ 27,250.00	Sub-Total Expenses
	\$ -	Administrative Expenses
TOTAL EXPENSES	\$ 27,250.00	Total Expenses

A-GUIDE SUPPORTING DOCUMENTATION FOR QUARTERLY PROGRAM BUDGET EXPENSES

ORGANIZATION: EPOCH-Spady Museum
PERIOD: Q1 - OCTOBER 2022 - DECEMBER 2022

EXPENSES	FY 2022-2023 CURRENT QUARTER- TO-DATE ACTUALS CRA FUNDING ONLY (A)	
Salaries & Related Taxes (list each position/title separately)		
Position: Executive Director	\$ 3,900.00	See note
Position: Finance and Development Officer	\$ 5,445.00	See note
SUB-TOTAL SALARIES	\$ 9,345	
Equipment Rental/Maintenance (list each separately)		
Alarm Systems	\$ 888.00	
Elevator	\$ 358.00	
Security Systems		
Cleaning		
Other		
General Building Maintenance		
SUB-TOTAL EQUIPMENT RENTAL/MAINTENANCE	\$ 1,246	
Insurance (list each separately)		
Fine Arts Insurance	\$ 1,285.00	
SUB-TOTAL INSURANCE	\$ 1,285	
Telecommunication (list each separately)		
Phone		
Internet		
SUB-TOTAL TELECOMMUNICATION	\$ -	
Utilities (list each separately)		
Water		
Electric		
Trash Pick Up		
SUB-TOTAL UTILITIES	\$ -	
Other: (list each separately)		
Advertising/Marketing	\$ 7,849.00	See note
Education Programs		
Exhibit Rental, Fabrications, Installation	\$ 7,525.00	See note
SUB-TOTAL OTHER	\$ 15,374	
SUB-TOTAL EXPENSES	\$ 27,250	
	\$ -	
TOTAL EXPENSES	\$ 27,250	

EXPENSE BREAKDOWN FOR EXPENSES OVER \$2,500

For quarterly reporting, additional supporting documentation is required to justify the expense of CRA funds for

EXPENSE LINE-ITEMS OVER \$2,500	TOTAL EXPENSE	SUPPORTING DOCUMENTATION	Q1 DATE
Position: Executive Director	\$ 3,900	NOTE: No supporting documentation required. These line items are a combination of expenses and not one single expense is more than \$2,500.	
Position: Finance and Development Officer	\$ 5,445		
Advertising/Marketing	\$ 7,849		
Exhibit Rental, Fabrications, Installation	\$ 7,525		
TOTAL	\$ 24,719		

Q1 Resports submitted:
Q1 Check-in call:

1/28/2023
2/7/2023

From: [Sharon Blake](#)
To: [Jeannite, Alexina](#)
Cc: [Farrington, Charlene](#)
Subject: Re: FY22-23 1st Qtr Report
Date: Thursday, February 9, 2023 12:33:12 PM

****Please be cautious****

This email originated from outside of The City of Delray Beach. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Alexina,

Thank you for clarifying my questions about documentation for \$2,500 line items. The line items in question are a combination of expenses and not one single expense of \$2,500.

As for CRA funds making up 62% of our operating budget, most of the museum grant funds for FY 22-23 are based on reimbursement from activities in the 1st quarter. Grant fund disbursements as well as earned income from events such as the MLK Brunch will be reflected in the 2nd quarter.

Please let me know if you have further questions.

All my best,
Sharon Blake
Finance and Development Officer
Spady Cultural Heritage Museum
170 NW 5th Ave
Delray Beach, FL 33444

phone: 561-279-8883
email: sharblake68@gmail.com
website: www.spadymuseum.com
facebook: <https://www.facebook.com/SpadyMuseum>

Please use [THIS LINK](#) when shopping on Amazon.com

On Wed, Feb 8, 2023 at 5:01 PM Jeannite, Alexina <jeannitea@mydelraybeach.com> wrote:

Sharon,

I'm following up from our check-in call earlier this week.

In reviewing your Q1 documents in more detail, a couple things still need to

be addressed.

1. Please provide backup documentation for the following line-items that have expenses that are over \$2,500.
 - Salaries & Related Expenses (Executive Director)
 - Salaries & Related Expenses (Finance and Development Officer)
 - Other (Advertising/Marketing)
 - Other (Exhibit Rental, Fabrications, Installation)

2. For Q1, the CRA percentage of funds is above the allowable 25% - your budget form shows CRA funds would make up 62% of the organization's budget.

Feel free to contact me if you have any questions.

Regards,

Alexina J.

Alexina Jeannite

Community Engagement Director

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DELRAY BEACH CRA
COMMUNITY REDEVELOPMENT AGENCY

Spady Cultural Heritage Museum

Balance Sheet

As of December 31, 2022

	<u>Dec 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
1006 · TD Bank Operating 0744	133,893.87
1007 · TD Bank Discretionary 5681	1,270.78
1009 · TD Bank Remembrance Coalition	141.05
1010 · Petty Cash	200.00
Total Checking/Savings	<u>135,505.70</u>
Other Current Assets	
1265 · Prepaid Expenses	4,263.30
1230 · Inventory - Gift Shop Merch.	625.00
1273 · Prepaid Insurance - Liability	1,225.69
1300 · Grants Receivable	-20,550.46
Total Other Current Assets	<u>-14,436.47</u>
Total Current Assets	121,069.23
Fixed Assets	
1500 · Equipment	40,533.97
1510 · Furniture & Fixtures	16,008.11
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	-245,256.00
Total Fixed Assets	<u>129,380.37</u>
Other Assets	
1520 · Museum Artifacts	125,311.15
1800 · Deposits	65.00
Total Other Assets	<u>125,376.15</u>
TOTAL ASSETS	<u>375,825.75</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	196.55
Total Accounts Payable	<u>196.55</u>
Other Current Liabilities	
2010 · Salaries Payable	0.23
2350 · Federal W/H Tax Payable	3,642.67
2360 · Social Security Tax Payable	4,642.62
2370 · Medicare Tax Payable	1,090.50
2400 · Payroll Tax Deposits	-5,552.58
Total Other Current Liabilities	<u>3,823.44</u>
Total Current Liabilities	4,019.99
Long Term Liabilities	
2450 · Due To Board of Directors	1,000.00
Total Long Term Liabilities	<u>1,000.00</u>
Total Liabilities	5,019.99
Equity	
3012 · NA with donor restrictions	14,783.89
3010 · Net Assets	382,510.98
Net Income	-26,489.11
Total Equity	<u>370,805.76</u>
TOTAL LIABILITIES & EQUITY	<u>375,825.75</u>