

Exhibit "A"
Delray Beach CRA FY 2018-19
Goals and Outcomes Report

	EPOCH - ACTIVITY # <u>A</u> : Museum Programming: Exhibits, Education Programs, Archives	Yearly Goal	Qtr 1 Ending 12/31/18	Qtr 2 Ending 3/31/19	Qtr 3 Ending 6/30/19	Qtr 4 Ending 9/30/19	TOTAL	% Annual Goal Achieved	On target	Below expected goal
OUTPUTS										
1. Exhibits										
Total exhibit revenue - door receipts	\$6,500	\$1,470	\$1,057	\$0	\$0	\$2,527	39%	x		
Exhibits on Loan	1	1	0	0	0	1	100%	x		
Williams Cottage Exhibit and Ancillary	1	1	0	0	0	1	100%	x		
Palm Beach County residents	2,400	980	783	0	0	1,763	73%	x		
Out-of-area visitors	100	30	221	0	0	251	251%	x		
Children visiting exhibits	215	75	51	0	0	126	59%	x		
2. Educational Programs										
Annual MLK breakfast with 2-4 speakers	200	0	230	0	0	230	115%	x		
MLK Breakfast net income	\$6,000	\$0	\$9,450	\$0	\$0	\$9,450	158%	x		
Delray Speaks Community Forum	10	5	7	0	0	12	120%	x		
Delray Speaks Community Forum Attendance	150	95	122	0	0	217	145%	x		
Delray Speaks Community Forum revenue	\$200	\$0	\$360	\$0	\$0	\$360	180%	x		
Juneteen Celebration attendees	100	0	0	0	0	0	0%			
Juneteen Celebration income	\$1,600	\$0	\$0	\$0	\$0	\$0	0%			
Ride & Remember Bus Tours	18	2	6	0	0	8	44%	x		
Ride & Remember Bus Tour attendees	330	29	140	0	0	169	51%	x		
Ride & Remember Bus Tour income	\$ 6,200	\$818	\$2,407	\$0	\$0	\$3,225	52%	x		
Youth Cultural Camp attendees	30	0	0	0	0	0	0%			
Youth Cultural Camp income	\$ 250	\$0	\$0	\$0	\$0	\$0	0%			
3. Archives										
E-Newsletters	4	2	0	0	0	2	50%	x		
Teacher Workshop	1	0	0	0	0	0	0%			
OUTCOMES										
1. Exhibits										
Museum visitors that live outside Palm Beach County	20%	31%	35%	0%	0%	66%	330%	x		
Museum visitors will indicate how they found out about the museum(i.e., newspaper, email, social media, word of mouth, etc)	40%	15%	25%	0%	0%	40%	100%	x		
Museum visitors spend money in Delray Beach	50%	61%	55%	0%	0%	116%	232%	x		
2. Educational Programs										
MLK Breakfast attendees are PBC residents	60%	0%	75%	0%	0%	75%	125%	x		
Attendees will indicate how they found out about the Breakfast(i.e., newspaper, email, social media, word of mouth, etc)	40%	0%	50%	0%	0%	50%	125%	x		
Juneteenth attendees live outside of Palm Beach County	30%	0%	0%	0%	0%	0%	0%			

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	Annual MLK breakfast with 2- 4 speakers	This was our most successful MLK Breakfast. We were sold out before the event and were at capacity with attendance -230 attendees!
	MLK Breakfast net income	We grossed \$9450 which is a 65% increase from 2018.
	Delray Speaks Community Forum	The Delray Speaks Community Forum attendance was a combination of Maria Nhambu Book Signing, Kingdom of this World book club, and the monthly Sankofa Study Group. There was a small fee for the Kingdom of this World book club.
	Delray Speaks Community Forum Attendance	The Maria Nhambu Book Signing, Kingdom of this World book club, and the monthly Sankofa Study Group were well attended as are the monthly Sankofa Study Group.
	Delray Speaks Community Forum revenue	Participants paid a fee to be in the online and face-to-face book club.
	Juneteen Celebration attendees	3rd qtr activity
	Juneteen Celebration income	3rd qtr activity
	Ride & Remember Trolley Tours	We did exceedingly well with our private bus tours. It averages 25 people per tour and has increased income for 2nd qtr.
	Ride & Remember Trolley Tour attendees	We did exceedingly well with our private bus tours. It averages 25 people per tour and has increased income for 2nd qtr.
	Ride & Remember Trolley Tour income	We did exceedingly well with our private bus tours. It averages 25 people per tour and has increased income for 2nd qtr.
	Youth Cultural Camp attendees	4th qtr activity
	Youth Cultural Camp income	4th qtr activity
3. Archives		
	E-Newsletters	We are on track with our e-newsletters
	Teacher Workshop	4th qtr activity
OUTCOMES		
1. Exhibits		
	Museum visitors that live outside Palm Beach County	According to our 2nd quarter Cultural Council survey data 35% of visitors were from outside the county.
	Museum visitors will indicate how they found out about the museum(i.e., newspaper, email, social media, word of mouth, etc)	According to our 2nd quarter Cultural Council survey data 25% indicated how they found out about the museum. Others left that question unanswered.
	Museum visitors spend money in Delray Beach	According to our 2nd quarter Cultural Council survey data 55% of the respondents indicated that they spend money Delray Beach. Many go out to lunch on Atlantic Ave after the Ride and Remember Tour.
2. Educational Programs		
	MLK Breakfast attendees are PBC residents	According to our 2nd quarter Cultural Council survey data 75% of attendees are PBC residents.
	Attendees will indicate how they found out about the Breakfast(i.e., newspaper, email, social media, word of mouth, etc)	According to our 2nd quarter Cultural Council survey data 50% indicated how they found out about the breakfast. Others left that question unanswered.
	Juneteenth attendees live outside of Palm Beach County	3rd qtr activity
	Ride and Remember Tour riders live outside of Delray Beach.	2nd quarter increased due to seasonal visitors. We also used our Visit Florida marketing grant to contract with CTM Media Group for the distribution of Rack Cards

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	Ride and Remember Tour riders will indicate how they found out about the Breakfast(i.e., newspaper, email, social media, word of mouth, etc)	2nd quarter increased due to seasonal visitors. We also used our Visit Florida marketing grant to contract with CTM Media Group for the distribution of Rack Cards
	Ride and Remember Tour riders will spend additional money in Delray Beach on the day of their tour.	We are on target.
	Ride and Remember Tour riders will visit (during their tour) at least one other historical venue in Delray Beach on the day of their tour.	The Ride and Remember Tour stops at 2 or more historical sites for riders to tour the facility (i.e. Delray Beach Historical Society, Old School Square, Sandoway House, etc.)
	Ride and Remember Tour riders will be first time visitor to the Spady Museum	2nd quarter increased due to seasonal visitors. We also used our Visit Florida marketing grant to contract with CTM Media Group for the distribution of Rack Cards
	Cultural Empowerment Camp youth will demonstrate a better understanding of the black history in Florida by scoring 60% or better on the post-test.	4th qtr activity
3. Archives		
	Course Curriculum will be created based on archive materials	4th qtr activity

Charlene Farve for 4/10/19

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 2018-2019									
3	CRA Combined Quarterly Budget Report									
4	ORGANIZATION NAME: <u>Expanding and Preserving Our Cultural Heritage, Inc.</u>					FY 2018-2019 Budget		Quarter: <u>2</u>		
5										
6	INCOME		FY 2018-19 Quarter 2 <u>1/1/19 to</u> <u>3/31/19</u>		FY 2017-2018 Year-to-Date <u>10/1/18</u> <u>to</u> <u>9/30/19</u>		FY Budget 2018-19	Variance Favorable (Unfavorable)		Percentage
7	Fees, Tickets, Registration, etc.	1,055		2,556		6,500		(3,944)		39%
8	Corporate Grants/Contributions	8,008		9,958		7,000		2,958		142%
9	Individual Donations	3,738		9,227		12,000		(2,773)		77%
10	Foundation Grants	-		60,129		70,000		(9,871)		86%
11	Government - Federal	-		-		-		-		#DIV/0!
12	Government- Local/County	-		-		28,500		(28,500)		0%
13	Government- State	1,893		1,893		3,785		(1,892)		50%
14	In-Kind							-		
15	Membership	2,355		4,850		8,000		(3,150)		61%
16	CRA Actual or Requested	27,750		55,500		111,000		(55,500)		50%
17	Other: City of Delray Beach	-		-		-		-		#DIV/0!
18	Other: Education Programs	12,518		13,335		14,000		(665)		95%
19	Other: Florida African American Heritage Preservation Network (FAAHPN)	4,700		4,950		10,500		(5,550)		47%
20	Other: Great Give Day and FL Classic Raffle	373		2,298		5,500		(3,202)		42%
21	Total Income	62,389		164,695		276,785		(112,090)		60%
22										
23	Expense		FY 2018-19 Quarter <u>1/1/19 to</u> <u>3/31/19</u>		FY 2017-2018 Year-to-Date <u>10/1/18</u> <u>to</u> <u>9/30/19</u>		FY Budget 2018-19	Variance Favorable (Unfavorable)		Percentage
24	Marketing/Advertising	11,946		25,761		44,700		(18,939)		58%
25	Conferences/Meetings /Trainings/Travel	60		1,006		2,500		(1,494)		40%
26	Dues & Subscriptions	851		1,000		3,000		(2,000)		33%

	A	B	C	D	E	F	G	H	I	J
27	Insurance		1,750		3,206		5,500		(2,294)	58%
28	Bank Fees		-		-		50		(50)	0%
29	Interest		116		261		1,750		(1,489)	15%
30	Licenses, Registration, Permits		306		306		600		(294)	51%
31	Office Supplies		1,607		2,174		3,000		(826)	72%
32	Paypal Charges/EventBrite		127		219		200		19	109%
33	Postage & Delivery		300		652		1,500		(849)	43%
34	Professional Svcs/Consulting									
35	Accounting		1,130		1,955		9,500		(7,545)	21%
36	Other (Consultant through CCPBC Grant)		-		-				-	#DIV/0!
37	Education Programs Expense		14,048		36,714		14,000		22,714	262%
38	Exhibit Rental, Fabrications, Installation		7,114		15,925		33,000		(17,075)	48%
39	Artists/Performers/Speakers		-		-		10,321		(10,321)	0%
40	Printing		-		-		500		(500)	0%
41	Repairs/Maintenance		2,733		4,169		5,500		(1,331)	76%
42	Salaries/Taxes/Benefits		26,900		59,045		125,164		(66,119)	47%
43	Storage		886		1,490		5,000		(3,510)	30%
44	Telecommunication		1,662		2,595		5,500		(2,905)	47%
45	Utilities		2,523		4,459		5,500		(1,041)	81%
46	Other:		0		400		-		400	#DIV/0!
47	Sub-Total Expenses		74,059		161,336		276,785		(115,449)	58%
48	Total Expense		74,059		161,336		276,785		(115,449)	58%
49										
50	NET INCOME		(11,670)		3,359		1			
51										
52	CRA Budget Narrative Form									
53	ORGANIZATION NAME: <u>Expanding and Preserving Our Cultural Heritage, Inc.</u>				FY 2018-2019 Budget		Quarter: <u>2</u>			
54	<input type="checkbox"/> Exceeding Projection	<input checked="" type="checkbox"/> On Target			<input type="checkbox"/> Below Projection					
55	INCOME: Explanation of Variances									
56	Fees, Tickets, Registration, etc.				At the end of 2nd quarter we are slightly under target. We are installing a new exhibition for Spring and Summer that will increase traffic as it did in 1st quarter.					

	A	B	C	D	E	F	G	H	I	J
57	Corporate Grants/Contributions	We have exceeded our corporate contribution goal with another generous sponsorship of \$5,000 from IBMSECU for the Highwaymen presentation in partnership with Arts Garage and the City of Delray.								
58	Individual Donations	We only need 23% in individual donations to make our year end goal.								
59	Foundation Grants	We are almost at goal with our foundation grants due in large part from our auditor								
60	Government - Federal	We did not budget for federal funds this year; however, after the budget was approved, we had an opportunity to submit an application to the NEA, which we just received notice on April 9, 2019 that we're recommended for funding at \$20,000!								
61	Government- Local/County	We submitted our 1st quarter reimbursement from the Cultural Council and we are waiting on the disbursement.								
62	Government- State	1st quarter payment received.								
63	In-Kind									
64	Membership	we are on target with membership due to our monthly membership mailings.								
65	CRA Actual or Requested	We have received our 2nd quarter disbursement.								
66	Other: City of Delray Beach									
67	Other: Education Programs	The majority of our educational programs are underwritten by foundations. For instance we received \$20,000 from the Jim Moran Foundation to support the Make a Gift Holiday Village in November 2018. The 2nd quarter shows an increase of \$11K due to our earned income programs such as MLK Breakfast, Ride and Remember Tour, etc. MLK grossed over \$9,400 which is record breaking!								
68	Other: Florida African American Heritage Preservation Network (FAAHPN)	This is our 1st quarter reimbursement, 2nd quarter has been submitted which will be reflected in 3rd quarter.								
69	Other: Great Give Day	We had one small event that required a fee in 2nd quarter.								
70										
71										
72	<input type="checkbox"/> Lower than Projection	<input checked="" type="checkbox"/> On Target	<input type="checkbox"/> Exceeding Projection							
73	EXPENSES: Explanation of Variances									
74	Marketing/Advertising	We are a little over in 2nd quarter marketing expenses. We initiated several marketing campaigns that are underwritten by Visit FL and Cultural Council, which will be reflected in the income as soon as the reimbursements are disbursed.								

	A	B	C	D	E	F	G	H	I	J
75	Conferences/Meetings /Trainings/Travel				We hosted the African American Task Force Meeting, attended FAAPHN members mtg and other small mtgs during 1st and 2nd qtr.					
76	Dues & Subscriptions				We renewed various memberships to National and local organizations.					
77	Insurance				We're on track with insurance.					
78	Bank Fees				no fees for 2nd quarter					
79	Interest				interest expense is under projection.					
80	Licenses, Registration, Permits				Renewal of our SunBiz.					
81	Office Supplies				Office supplies is over projection for 2nd qtr.					
82	Paypal Charges/EventBrite				Under projection.					
83	Postage & Delivery				We are on track.					
84	Professional Svcs/Consulting									
85	Accounting				Payment for the \$6,000 audit will be reflected in 3rd qtr					
86	Other (Consultant)				n/a					
87	Programs Expense				Education expense is over budget due to Make a Gift Village, which was underwritten by Jim Moran Foundation and sponsored by IBMSECU. No budgeted monies were used for this program.					
88	Exhibit Rental, Fabrications, Installation				We are on track.					
89	Artists/Performers/Speakers				We reallocated artists fees for Make a Gift Village to Other: Unique Events, which was underwritten by Jim Moran Foundation and sponsored by IBMSECU. No budgeted monies were used for this program.					
90	Printing				Printing was reallocated to other accounts such as Marketing and Advertising.					
91	Repairs/Maintenance				Repairs were done to our fire control panel, etc. which increased expenses during 2nd qtr. We should be on track for the rest of the fiscal year with general maintenance.					
92	Salaries/Taxes/Benefits				We are on track.					
93	Storage				We reduced our storage units from 3 to 1, which has lowered our costs.					
94	Telecommunication				We are on track.					
95	Utilities				We are a little over on utilities due to increase in water bill for our sprinkler system					
96	Other				board of directors withdrawal					

	A	B	C	D	E	F	G	H	I	J	K	
1			Exhibit "B"									
2		Quarterly Budget Report "Program A"										
3	ORGANIZATION NAME: <u>Expanding and Preserving Our Cultural Heritage, Inc.</u>			FY 2018-2019 Budget			Quarter: <u>2</u>					
4												
5	INCOME		FY 2018-19 Quarter 2 <u>1/1/19 to 3/31/19</u>	FY 2017-2018 Year-to-Date <u>10/1/18 to 9/30/19</u>	FY Budget 2018-19		Variance Favorable (Unfavorable)		Percentage			
6	Fees, Tickets, Registration, etc.		1,055	2,556	3,500		(944)		73%			
7	Corporate Grants/Contributions		8,008	9,958	1,200		8,758		830%			
8	Individual Donations		3,738	9,227	3,000		6,227		308%			
9	Foundation Grants		-	60,129	17,200		42,929		350%			
10	Government- Local/County		-	-	28,500		(28,500)		0%			
11	Government-State		-	-	3,785		(3,785)		0%			
12	Membership		2,355	4,850	3,000		1,850		162%			
13	CRA Actual or Requested		27,750	55,500	111,000		(55,500)		50%			
14	Other: City of Delray Beach		-	-	-		-		#DIV/0!			
15	Other: Education Programs		12,518	13,335	14,000		(665)		95%			
16	Total Income		55,423	155,554	185,185		(29,631)		84%			
17												
18	Expense		FY 2018-19 Quarter 2 <u>1/1/19 to 3/31/19</u>	FY 2017-2018 Year-to-Date <u>10/1/18 to 9/30/19</u>	FY Budget 2018-19		Variance Favorable (Unfavorable)		Percentage			
19	Advertising		11,946	25,761	12,130		13,631		212%			
20	Insurance		1,750	3,206	3,800		(594)		84%			
21	Office Supplies		1,607	2,174	3,000		(826)		72%			
22	Postage & Delivery		300	652	1,500		(849)		43%			
23	Programs Expense		14,048	36,714	13,555		23,159		271%			
24	Exhibit Rental, Fabrications, Installation		7,114	15,925	27,000		(11,075)		59%			
25	Artists/Performers/Speakers		-	-	8,000		(8,000)		0%			
26	Printing		-	-	500		(500)		0%			
27	Repairs/Maintenance		2,733	4,169	4,700		(531)		89%			
28	Salaries/Taxes/Benefits		26,900	59,045	95,000		(35,955)		62%			
29	Storage		886	1,490	5,000		(3,510)		30%			

	A	B	C	D	E	F	G	H	I	J	K
30	Telecommunication		1,662		2,595		5,500		(2,905)	47%	
31	Utilities		2,523		4,459		5,500		(1,041)	81%	
32	Sub-Total Expenses		71,468		156,188		185,185		(28,997)	84%	
33	Total Expense		71,468		156,188		185,185		(28,997)	84%	
34											
35	NET INCOME		(16,045)		(634)		-		(634)		
36											
37											
38	CRA Budget Narrative Report "A"										

39	ORGANIZATION NAME: <u>Expanding and Preserving Our Cultural Heritage, Inc.</u>	FY 2018-2019 Budget	Quarter: <u>2</u>
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40	<input checked="" type="checkbox"/> Exceeding Projection	<input type="checkbox"/> On Target	<input type="checkbox"/> Below Projection
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41	INCOME: Explanation of Variances:		
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42	Fees, Tickets, Registration, etc.	At the end of 2nd quarter we are almost 75% to our projection. This is due to increased marketing of our exhibition program, which now under the guidance of our contracted gallery manager also included planned group tours and educational components such as book clubs, gallery talks and artist talks.	
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43	Corporate Grants/Contributions	We have exceeded our projection.	
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44	Foundation Grants	We have exceeded our projection.	
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45	Government- Local/County	We submitted our 1st quarter reimbursement from the Cultural Council and we are waiting on the disbursement.	
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46	Membership	We have exceeded our projection.	
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47	CRA Actual or Requested	We have received our 2nd quarter disbursement.	
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48	Other: City of Delray Beach		-
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49	Other: Education Programs	The majority of our educational programs are underwritten by foundations. For instance we received \$20,000 from the Jim Moran Foundation to support the Make a Gift Holiday Village in November 2018. The 2nd quarter shows an increase of \$11K due to our earned income programs such as MLK Breakfast, Ride and Remember Tour, etc. MLK grossed over \$9,400 which is record breaking!	
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50			
51			
52	<input type="checkbox"/> Lower than Projection	<input checked="" type="checkbox"/> On Target	<input type="checkbox"/> Exceeding Projection

	A	B	C	D	E	F	G	H	I	J	K
53	EXPENSES: Explanation of Variances										
		We are over in 2nd quarter marketing expenses. We initiated several marketing campaigns that are underwritten by Visit FL and Cultural Council, which will be reflected in the income as soon as the reimbursements are disbursed.									
54	Marketing/Advertising										
55	Insurance	we are on track. Both D&O and Liability are paid in full for the year. Fine Arts is paid on a quarterly basis.									
56	Office Supplies	We are over projection on office supplies									
57	Postage & Delivery	we are on track.									
58	Programs Expense	Education expense is over budget due to Make a Gift Village, which was underwritten by Jim Moran Foundation and sponsored by IBMSECU. No budgeted monies were used for this program.									
59	Exhibit Rental, Fabrications, Installation	We are halfway to goal with exhibition expenses									
60	Artists/Performers/Speakers	We reallocated artists fees for Make a Gift Village to Other: Unique Events, which was underwritten by Jim Moran Foundation and sponsored by IBMSECU. No budgeted monies were used for this program.									
61	Printing	Printing was reallocated to other accounts such as Marketing and Advertising.									
62	Repairs/Maintenance	Repairs were done to our fire control panel, etc. which increased expenses during 2nd qtr. We should be on track for the rest of the fiscal year with general maintenance.									
63	Salaries/Taxes/Benefits	we are on track.									
64	Storage	We reduced our storage units from 3 to 1, which has lowered our costs.									
65	Telecommunication	we are on track									
66	Utilities	We are a little over on utilities due to increase in water bill for our sprinkler system									

11:49 AM

04/09/19

Accrual Basis

Expanding and Preserving Our Cultural Heritage, Inc.
Balance Sheet
As of March 31, 2019

		<u>Mar 31, 19</u>
ASSETS		
Current Assets		
Checking/Savings		
1006 · TD Bank Operating 0744	18,549.87	
1007 · TD Bank Discretionary 5681	1,934.60	
1010 · Petty Cash	200.00	
<hr/>		
Total Checking/Savings	20,684.47	
Other Current Assets		
1265 · Prepaid Expenses	57.00	
1230 · Inventory - Gift Shop Merch.	625.00	
1273 · Prepaid Insurance - Liability	1,399.00	
1274 · Prepaid Insurance - Officers	55.07	
1300 · Grants Receivable	5,000.00	
<hr/>		
Total Other Current Assets	7,136.07	
Total Current Assets		27,820.54
Fixed Assets		
1500 · Equipment	39,859.97	
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	-186,201.05	
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Total Fixed Assets		181,462.66
Other Assets		
1520 · Museum Artifacts	126,311.15	
1800 · Deposits	757.00	
<hr/>		
Total Other Assets		127,068.15
TOTAL ASSETS		<u>336,351.35</u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
2010 · Salaries Payable	4,265.79	
2350 · Federal W/H Tax Payable	2,626.67	
2360 · Social Security Tax Payable	2,617.22	
2370 · Medicare Tax Payable	617.18	
2400 · Payroll Tax Deposits	-4,330.66	
<hr/>		
Total Other Current Liabilities		5,796.20
Total Current Liabilities		5,796.20
Long Term Liabilities		
2450 · Due To Board of Directors	4,000.00	
2525 · Loan Payable - Wachovia/TD Bank	7,024.46	
<hr/>		
Total Long Term Liabilities		11,024.46
Total Liabilities		16,820.66
Equity		
Temporarily Restr Net Assets	16,872.68	
3010 · Beg. Fund Balance	299,299.16	
Net Income	3,358.85	
<hr/>		
Total Equity		319,530.69
TOTAL LIABILITIES & EQUITY		<u>336,351.35</u>