



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

**Expanding and Preserving
Our Cultural Heritage, Inc.**

**170 NW 5th Avenue
Delray Beach, FL 33444**

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www.spadymuseum.org

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Founder

Vera R. Farrington

Memorialized Member

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 2nd Quarter A-Guide Narrative

Date: April 17, 2018

EPOCH began 2nd quarter with a strong financial position in terms of grants and earned income sources.

The annual MLK, Jr. Breakfast, kicked off the quarter, which has become the "place to be" for Delray Beach community members, leaders and public officials as they begin their day of service to honor Dr. King.

We also added a new program offering in honor MLK, Jr. Day. Staff invited Washington, DC based Pin Points Theatre to perform "The Meeting," which is a fictitious account of Dr. King and Malcolm X meeting together. The collaboration with the Arts Garage was instrumental in providing an extraordinary, cultural experience for Delray Beach residents and visitors in commemoration of Dr. King.

The Youth Cultural Empowerment Program has increased our reach to Delray Beach youth. We have a core group of girls, between the ages of 9-14, participating in our Technology Leadership Academy which focuses on computer coding, life skills, entrepreneurship, and the history of black female inventors and innovators. During 2nd quarter, teaching artists engaged youth at the Daughter of Zion Academy in fabric arts (sewing and assembling) and gardening at the Swinton Ave garden as an afterschool program.

Through funding from the National Endowment for the Arts the Spady Museum brought to the Delray Beach community two performing artists recognized for their artistic excellence. These artists, Darius Daughtry and Jamal Jones, worked with youth at the Milagro Youth Center in a month-long residency program that focused on poetry, music and lyrics, and live performance. As a result, the Milagro youth were prepared to perform in front of a live audience at the Spady Festival.

Spady Museum exhibits have, once again, become a robust program with educational lectures and workshops to provide the community with a deeper level of understanding about the exhibit content. In 2nd quarter, the museum had on display the "Discrimination and Disparity" Exhibit in the museum and "Artists for Black Lives Matter" Exhibit in the Williams Cottage. The intent of these exhibits was to reflect the current events on the national radar about race relations that have impacted all of us on various levels, whether from a personal standpoint or a concerned citizen within our community.

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 cursive script 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	\$0	\$0	\$3,656	56%	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	0	0	1,860	78%	x	
6 Out-of-area visitors	100	28	31	0	0	59	59%	x	
7 Children visiting exhibits	215	25	139	0	0	164	76%	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	0	0	10	100%	x	
11 Delray Speaks Community Forum Attendance	150	28	56	0	0	84	56%	x	
12 Delray Speaks Community Forum revenue	\$200	\$60	\$60	\$0	\$0	\$120	60%	x	
13 Juneteenth Celebration attendees	100	0	0	0	0	0	0%		
14 Juneteenth Celebration income	\$1,600		\$0	\$0	\$0	\$0	0%		
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	0	0	11	61%	x	
18 Ride & Remember Trolley Tour attendees	330	75	100	0	0	175	53%	x	
19 Ride & Remember Trolley Tour income	\$ 6,200	\$1,365	\$1,870	\$0	\$0	\$3,235	52%	x	
20 Youth Cultural Camp attendees	30	0	0	0	0	0	0%		
21 Youth Cultural Camp income	\$ 40,000	\$0	\$0	\$0	\$0	\$0	0%		
3. Archives									
22 E-Newsletters	4	1	1	0	0	2	50%	x	
23 Teacher Workshop	1	0	0	0	0	0	0%		
OUTCOMES									
1. Exhibits									
24 Museum visitors that live outside Palm Beach County	20%	11%	25%	0%	0%	36%	180%	x	
25 Museum visitors spend money in Delray Beach	50%	8%	18%	0%	0%	26%	52%	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%	0%	0%	0%	0%		
Juneteenth attendees are black	70%	0%	0%	0%	0%	0%	0%		
Juneteenth attendees are white	28%	0%	0%	0%	0%	0%	0%		
28 Juneteenth attendees are "other"	2%	0%	0%	0%	0%	0%	0%		

APR 7 2018

Exhibit "A"

[illegible]

[illegible]

Exhibit "A"

[illegible]

Yellow Highlights indicate

Carlene Jarrold
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
2	Quarterly Budget Report "Program A"									
3	ORGANIZATION NAME: Expanding and Preserving Our Cultural Heritage, Inc.									
4	FY 2017-2018 Budget Revised as of 5/31/18									
5	INCOME	FY 2017-18 Quarter 1/1/18 to 3/31/18	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.	3,084	3,716	3,500	216	106%				
7	Corporate Grants/Contributions	6,223	8,098	1,200	6,898	675%				
8	Individual Donations	2,746	10,655	1,500	9,155	710%				
9	Foundation Grants	500	29,250	12,000	17,250	244%				
10	Government- Local/County	5,865	5,865	26,950	(21,085)	22%				
11	Government-State	1,801	5,403	7,205	(1,802)	75%				
12	Membership	2,025	3,480	3,000	480	116%				
13	CRA Actual or Requested	27,750	55,500	99,000	(43,500)	56%				
14	Other: City of Delray Beach	-	-	-	-	#DIV/0!				
15	Other: Education Programs	7,199	9,841	19,500	(9,659)	50%				
16	Total Income	57,193	131,808	173,855	(42,047)	76%				
17										
18	Expense	FY 2017-18 Quarter 1/1/18 to 3/31/18	FY 2017-2018 Year-to-Date 10/1/17 to 9/30/18	FY Budget 2017-18	Variance Favorable (Unfavorable)	Percentage				
19	Advertising	6,492	15,780	8,000	7,780	197%				
20	Insurance	1,871	3,959	3,800	159	104%				
21	Office Supplies	1,411	2,040	3,000	(960)	68%				
22	Postage & Delivery	201	495	1,500	(1,005)	33%				
23	Programs Expense	19,452	36,039	13,323	22,716	270%				
24	Exhibit Rental, Fabrications, Installation	11,140	20,105	15,000	5,105	134%				
25	Artists/Performers/Speakers	11,270	11,518	10,000	1,518	115%				
26	Printing	-	-	732	(732)	0%				
27	Repairs/Maintenance	1,337	2,808	4,700	(1,892)	60%				
28	Salaries/Taxes/Benefits	26,675	57,782	95,000	(37,218)	61%				
29	Storage	1,074	3,131	5,000	(1,869)	63%				
30	Telecommunication	1,738	3,067	6,000	(2,933)	51%				

	A	B	C	D	E	F	G	H	I	J
31	Utilities		1,570		2,869		7,800		(4,931)	37%
32	Sub-Total Expenses		84,231		159,592		173,855		(14,263)	92%
33	Total Expense		84,231		159,592		173,855		(14,263)	92%
34										
35	NET INCOME		(27,038)		(27,784)		-		(27,784)	
36										
37										
38	CRA Budget Narrative Report "A"									
39	ORGANIZATION NAME: Expanding and Preserving Our Cultural Heritage, Inc.			FY 2017-2018 Budget			Quarter: 2			
40	x Exceeding Projection			On Target			Below Projection			
41	INCOME: Explanation of Variances: Revised as of 5/31/18									
42	Fees, Tickets, Registration, etc.			We have exceeded our goal						
43	Corporate Grants/Contributions			We have exceeded our goal						
44	Foundation Grants			We have exceeded our goal						
45	Government- Local/County			Cultural Council of Palm Beach County (CCPBC) 1st qtr reimbursement received and second qtr is pending approval.						
	Membership			We have exceeded our goal						
46										
47	CRA Actual or Requested			We are on target						
48	Other: City of Delray Beach			Funding is coming through the Delray Beach CRA--not the City of Delray Beach						
49	Other: Education Programs			We are on target						
50										
51										
52	Lower than Projection			x On Target			Exceeding Projection			
53	EXPENSES: Explanation of Variances: Revised as of 5/10/18									
		We increased our marketing/advertising budget due to increase in Cultural Council funding and paid for a 1/2 page ad in Discover the Palm Beaches Visitors Guide. We anticipate that will be the largest expenditure for the fiscal year. The remaining budget will used monthly fees to Kaliah Communications and Timbr Tech contractors.								
54	Marketing/Advertising									
55	Insurance			We are above our goal in 2nd quarter due to paying D&O insurance in full instead of						

	A	B	C	D	E	F	G	H	I	J
56	Office Supplies									
57	Postage & Delivery									
58	Programs Expense									
59	Exhibit Rental, Fabrications, Installation									
60	Artists/Performers/Speakers									

	A	B	C	D	E	F	G	H	I	J
28	Bank Fees			25		25	100		(75)	25%
29	Interest			225		479	1,750		(1,271)	27%
30	Licenses, Registration, Permits					-	600		(600)	0%
31	Office Supplies			1,411		2,040	3,000		(960)	68%
32	Paypal Charges/EventBrite			88		173	150		23	116%
33	Postage & Delivery			201		495	1,500		(1,005)	33%
34	Professional Svcs/Consulting									
35	Accounting			6,658		7,558	9,500			80%
36	Other (Consultant through CCPBC Grant)					100	8,350		(8,250)	1%
37	Programs Expense			19,452		36,039	29,405		6,634	123%
38	Exhibit Rental, Fabrications, Installation			11,140		20,105	33,000		(12,895)	61%
39	Artists/Performers/Speakers			11,270		11,518	16,000		(4,482)	72%
40	Printing					-	732		(732)	0%
41	Repairs/Maintenance			1,337		2,808	4,700		(1,892)	60%
42	Salaries/Taxes/Benefits			26,675		57,782	121,518		(63,736)	48%
43	Storage			1,074		3,131	5,000		(1,869)	63%
44	Telecommunication			1,738		3,067	6,000		(2,933)	51%
45	Utilities			1,570		2,869	7,800		(4,931)	37%
46	Sub-Total Expenses			92,300		172,240	275,505		(101,323)	63%
47	Total Expense			92,300		172,240	275,505		(101,323)	63%
48										
49	NET INCOME			(20,777)		(24,584)	-			
50										
51	CRA Budget Narrative Form									
52	ORGANIZATION NAME: Expanding and Preserving Our Cultural Heritage, Inc.			FY 2017-2018 Budget			Quarter: 2			
53	Exceeding Projection			x On Target			Below Projection			
54	INCOME: Explanation of Variances: Revised as of 5/31/18									
55	Fees, Tickets, Registration, etc.	We are on target with our projections due to cottage rental payments and increased museum visitation in second qtr.								
56	Corporate Grants/Contributions	We have exceeded our projections for Corporate Contributions due to a \$3500 gift from Comefor Care and other unanticipated gifts such as funds from Bill Bathhurst's campaign.								

	A	B	C	D	E	F	G	H	I	J
	Individual Donations									
57			We are almost at goal for individual donations and will exceed it when we participate in the Great Give in April.							
	Foundation Grants		We received \$28,7500 from Childrens Services Council to support our Technology Leadership Academy (TLA) program for youth. We received \$500 from FL Humanities to present a speaker during Black History Month.							
58										
	Government - Federal		The National Endowment for the Arts award of \$10,000 for the Spady Fest was paid out during second qtr.							
59										
	Government- Local/County		Cultural Council of Palm Beach County (CCPBC) 1st qtr reimbursement received and second qtr is pending approval.							
60										
	Government- State		1st -3rd qtr 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)							
62										
	Membership		We are on target with membership dues.							
63										
	CRA Actual or Requested		50% of total award							
64										
	Other: City of Delray Beach		Funding is coming through the Delray Beach CRA--not the City of Delray Beach							
65										
	Other: Education Programs		We are on target with education income due revenue from MLK Breakfast and Ride & Remember bus tours.							
66										
	Other: Florida African American Heritage Preservation Network (FAAHPN)		FAAHPN is undwriting our paid intern as well as the researcher for our archives projects (Norris Collection, etc.) 1st qtr reimbursement received.							
67										
	Other: Great Give Day		Revenue from Agricultural Tour. Great Give in 3rd qtr will get us closer to goal.							
68										
69										
70										
71	Lower than Projection		x	On Target			Exceeding Projection			
72	EXPENSES:		Explanation of Variances: Revised as of 5/10/18							
	Marketing/Advertising		We increased our marketing/advertising budget due to increase in Cultural Council funding and paid for a 1/2 page ad in Discover the Palm Beaches Visitors Guide. We anticipate that will be the largest expenditure for the fiscal year. The remaining budget will used monthly fees to Kaliah Communications and Timbr Tech contractors.							
73										

	A	B	C	D	E	F	G	H	I	J
	Conferences/Meetings /Trainings/Travel		Staff has participated in most of the professional development activities scheduled for the year. We don't anticipate exceeding our projection.							
74										
	Dues & Subscriptions		We have renewed all of our dues and subscriptions for the year. We are on target.							
75										
	Insurance		We are above our goal in 2nd quarter due to paying D&O insurance in full instead of financing it to avoid finance fees.							
76										
	Bank Fees		below projection							
77										
	Interest		we are under budget							
78										
	Licenses, Registration, Permits		expenditures will occur during 3rd quarter							
79										
	Office Supplies		We are at 68% due to increased activities at the museum							
80										
	Paypal Charges/EventBrite		Increased Paypal fees due to increased usage							
81										
	Postage & Delivery		We are on target							
82										
	Professional Svcs/Consulting									
83										
	Accounting		Payment for Audit was incurred during 2nd qtr, remaining budget will be for monthly bookkeeping/auditor expenses.							
84										
	Other (Consultant)		minor expenses related to consulting services.							
85										
	Programs Expense		Program expenses reflect the Youth Program funded in part by the Community Foundation and Children Services Council.							
86										
	Exhibit Rental, Fabrications, Installation		We are on target							
87										
	Artists/Performers/Speakers		The majority of expenditures occurred during qtr 2 for Spady Fest. The remaining will be used in 3rd and 4th qtr.							
88										
	Printing		We did in-house printing during 1st qtr and 2nd qtr							
89										
	Repairs/Maintenance		We are on target							
90										
	Salaries/Taxes/Benefits		We are on target							
91										
	Storage		Storage fees increased after budget was submitted to CRA							
92										
	Telecommunication		We are on target							
93										
	Utilities		We are on target							
94										

1:28 PM

04/11/18

Accrual Basis

Expanding and Preserving Our Cultural Heritage, Inc.

Balance Sheet

As of March 31, 2018

	<u>Mar 31, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
1006 · TD Bank Operating 0744	22,154.00
1007 · TD Bank Discretionary 5681	1,867.46
1010 · Petty Cash	200.00
Total Checking/Savings	<u>24,221.46</u>
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	<u>2,005.65</u>
Total Current Assets	26,227.11
Fixed Assets	
1500 · 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	<u>191,001.81</u>
Other Assets	
1520 · Museum Artifacts	126,311.15
1800 · Deposits	758.00
Total Other Assets	<u>127,069.15</u>
TOTAL ASSETS	<u><u>344,298.07</u></u>
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	2,620.67
2360 · Social Security Tax Payable	2,531.39
2370 · Medicare Tax Payable	597.22
2400 · Payroll Tax Deposits	-4,245.66
Total Other Current Liabilities	<u>11,029.35</u>
Total Current Liabilities	11,029.35
Long Term Liabilities	
2450 · Due To Board of Directors	4,000.00
2525 · Loan Payable - Wachovia/TD Bank	15,030.38
Total Long Term Liabilities	<u>19,030.38</u>
Total Liabilities	30,059.73
Equity	
Temporarily Restr Net Assets	41,913.60
3010 · Beg. Fund Balance	296,263.19
Net Income	-23,938.45
Total Equity	<u>314,238.34</u>
TOTAL LIABILITIES & EQUITY	<u><u>344,298.07</u></u>