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A non-profit 501(c)3 organization
3 NE 1st 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,

Executive Director

Exhibit "A"
Delray Beach Historical Society
FY 2017/18 Goals and Outcomes Report

	DBHS - ACTIVITY # <u>A</u> : 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	575	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	Fulfillment Requests Remain Constant	0.00%						0%		
16	Image Order Revenue Increase Year Over Year (from \$4,100)	56%						0%		
	NARRATIVE									
	DBHS - ACTIVITY # <u>A</u> : 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								
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 fundraising events and community events. We are very close to meeting our goal for the year. With the Delray Affair and our Harvest being reported on next quarter, we plan to exceed our goal. We are allocating \$14,500 of our total fundraising sponsors dollars to next quarter and with tickets sales for our Harvest being reported on next quarter, we will meet our goal.

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

Exhibit "A"

Q2. We have acquired 7 new members total thus far through special tours of Cason Cottage and Exhibit Tours.

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 Allfall for next Q.

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.

Winnifred Edwards

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: Delray Beach Historical Society				FY 2017-18 Budget		Quarter: 2			
4										
5	INCOME	FY 2017-18	Quarter: Jan-Mar	FY 2017-18 Date	Year-to- 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 Date	Year-to- 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:										

DATE DUE:

	A	B	C	D	E	F	G	H	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 G								
56	Other: Special Exhibit Income	Our Fall Fest is a free event. Our ticket sales for the Exhibit opening reflected 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	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: 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	B	C	D	E	F	G	H	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										
45	CRA Budget Narrative Form									
46	ORGANIZATION NAME: Delray Beach Historical Society, Inc.			FY 2017-18 Budget		Quarter: 2				
47	x Exceeding Projection		x On Target		Below Projection					
48	INCOME: Explanation of Variances									
49	Programs									
50	Donations									
51	CRA Grant									
52	City Grant									
53	Grants-Other									
54	Interest Income									
55	Membership									
56	Other: Gift Shop									
57	Other: Special Exhibit Income									
58	Other: Event Contributions									
59										
60										
61	Lower than Projection		x On Target		x Exceeding Projection					
62	EXPENSES: Explanation of Variances									
63	Salaries & Related Taxes									
64	Fringe Benefits									
65	Professional Svcs/Consulting									
66	Insurance									

	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									

Delray Beach Historical Society, Inc.

04/30/18

Balance Sheet

Accrual Basis

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