



Virtual Meeting of the Board of Directors August 19, 2019

Background. The Society’s fiscal year ended June 30th. We are tardy in adopting a budget for the new fiscal year. Unanticipated, non-discretionary expenses last year exceeded our approved budget by \$3,002. These overages are covered in the July Treasurer’s Report. The balances in our operating accounts are down to \$2,215. We need to withdraw funds from the Foundation to replenish our operating accounts. Before proceeding, the Society Board of Directors must approve a proposed budget and approve the proposed withdrawal from the Foundation. The proposed budget was not ready for presentation to the Board at the meeting on August 6th. Rather than wait until the September 10th meeting, these decisions are presented to the Board for review and voting via email. Any officer or director may call to have the issues decided at a meeting of the Board.

Virtual Meeting Agenda

1. Review and decision on the proposed Society budget for FY19-20
2. Review and decision on the proposal to withdraw \$9,000 from the Foundation.

Item 1. Budget

Proposed FY19-20 Budget

	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Total</u>
Fees			\$50					\$35					\$85
Information Services			\$144					\$804		\$540			\$1,488
Insurance						\$225			\$1,500				\$1,725
Maintenance	\$210		\$512	\$410	\$200	\$710			\$210	\$700	\$200		\$3,152
Membership						\$98	\$135						\$233
Merchandise					\$2,000						\$500		\$2,500
Misc	\$5	\$5	\$5	\$5	\$5	\$10	\$10	\$10	\$20	\$5	\$10	\$10	\$100
Office Expense	\$391	\$90	\$90	\$100	\$50	\$250	\$50	\$50	\$250	\$50	\$50	\$250	\$1,671
Utilities	\$221	\$221	\$271	\$421	\$771	\$871	\$871	\$821	\$671	\$521	\$371	\$271	\$6,302
Reserve	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$1,200
Grand Total	\$927	\$416	\$1,028	\$1,036	\$3,126	\$1,231	\$2,064	\$1,955	\$1,041	\$2,926	\$1,731	\$831	\$18,456

Please refer to the attachments for more detail:

- A. FY19-20 Proposed Budget Detail. This table breaks out the proposed budget by payee in the same format as item B to make it easier to compare the budget for the coming year to last year's expenses.
- B. FY18-19 Actual Expenses Detail. This table breaks out the expenses by payee or, for petty cash disbursements, by subcategory.
- C. FY18-19 Actual Income & Expense Summary. This table shows the data we will report on our tax return. It contains one correction from the income and expense summary in the August Treasurer's Report. \$50 in dues were erroneously recorded as a credit to membership expense instead of as dues income.
- D. FY18-19 Budget (Approved at the 2018 Annual Meeting) including the budget worksheet with actual expenses for the two previous years.

Last year's budget was **\$16,149** but the Society's actual expenses were **\$19,161**. The proposed budget for this year is **\$18,456**.

Major features of the proposed budget:

- No capital expenses are planned.
- Information services have been reduced to reflect recurring costs for the digital catalog (PastPerfect with Online Catalog) and anticipated lower costs for our accounting software (QuickBooks online).
- Maintenance has increased with an allowance for Museum upkeep.
- Merchandise has been added as a separate category due to the need to replenish stock.
- Office expenses have increased to accommodate three mailings to members without online access.
- Utilities have increased slightly in anticipation of higher energy costs this winter.
- Reserve for contingency has been added as a separate category to cover major, unanticipated expenses.

The budget before the addition of categories for merchandise and contingencies is \$14,756.

Item 2. Withdrawal from Foundation

The proposed withdrawal from our account at the Maine Community Foundation is **\$9,000.**

This is the same as our withdrawal for FY18-19. It is sufficient for the Society to “keep the lights on” for the coming year based upon our track record for donations. Additional donations would be needed for major items such as repair of the fire truck or purchase of merchandise.

Actions Requested

Please respond via email to the Secretary with your vote on both decisions:

- A. Aye
- B. Nay
- C. Abstain
- D. Defer (for consideration a meeting with a quorum present)

The Secretary will prepare minutes documenting the results of the vote for distribution via email and reporting at the next meeting of the Board.



David Farnham
President, The Falmouth Historical Society

Attachments - as

Attachment A

FY19-20 Proposed Budget Detail

		<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	
Fees	State of Maine			\$50.00					\$35.00					\$85.00
	Total	\$0.00	\$0.00	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35.00	\$0.00	\$0.00	\$0.00	\$0.00	\$85.00
Information Services	GoDaddy								\$72.00					\$72.00
	Carbonite			\$144.00										\$144.00
	PastPerfect Software								\$732.00					\$732.00
	Wild Apricot									\$540.00				\$540.00
	Total	\$0.00	\$0.00	\$144.00	\$0.00	\$0.00	\$0.00	\$0.00	\$804.00	\$0.00	\$540.00	\$0.00	\$0.00	\$1,488.00
Insurance	JC Taylor							\$225.00						\$225.00
	Philadelphia Insurance Companies									\$1,500.00				\$1,500.00
	Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$225.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,725.00
Maintenance	AAA Energy Service	\$210.00			\$210.00			\$210.00			\$210.00			\$840.00
	Cunningham Security			\$312.00										\$312.00
	Hoot Landscaping							\$500.00				\$500.00		\$1,000.00
	Museum Upkeep			\$200.00	\$200.00	\$200.00							\$200.00	\$1,000.00
	Total	\$210.00	\$0.00	\$512.00	\$410.00	\$200.00	\$0.00	\$710.00	\$0.00	\$0.00	\$210.00	\$700.00	\$200.00	\$3,152.00
Membership	AASLH							\$98.00						\$98.00
	Maine Archives & Museum								\$35.00					\$35.00
	Maine Association Of Non-Profits								\$100.00					\$100.00
	Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$98.00	\$135.00	\$0.00	\$0.00	\$0.00	\$0.00	\$233.00
Merchandise	Books	\$0.00				\$2,000.00						\$500.00		\$2,500.00
	Total	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$2,500.00
Misc	Affinipay	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$10.00	\$10.00	\$10.00	\$20.00	\$5.00	\$10.00	\$10.00	\$100.00
	Total	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$10.00	\$10.00	\$10.00	\$20.00	\$5.00	\$10.00	\$10.00	\$100.00
Office Expense	Mailings & Supplies	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$250.00	\$50.00	\$50.00	\$250.00	\$50.00	\$50.00	\$250.00	\$1,200.00
	Intuit	\$40.00	\$40.00	\$40.00	\$50.00									\$170.00
	Norton (Symantec)	\$85.00												\$85.00
	The UPS Store	\$216.00												\$216.00
	Total	\$391.00	\$90.00	\$90.00	\$100.00	\$50.00	\$250.00	\$50.00	\$50.00	\$250.00	\$50.00	\$50.00	\$250.00	\$1,671.00
Utilities	Time Warner Cable	\$161.00	\$161.00	\$161.00	\$161.00	\$161.00	\$161.00	\$161.00	\$161.00	\$161.00	\$161.00	\$161.00	\$161.00	\$1,932.00
	Portland Water District	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$120.00
	Dead River Fuel Services				\$50.00	\$300.00	\$400.00	\$400.00	\$350.00	\$200.00	\$50.00			\$1,750.00
	Central Maine Power	\$50.00	\$50.00	\$100.00	\$200.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$200.00	\$100.00	\$2,500.00
	Total	\$221.00	\$221.00	\$271.00	\$421.00	\$771.00	\$871.00	\$871.00	\$821.00	\$671.00	\$521.00	\$371.00	\$271.00	\$6,302.00
Reserve	Contingency	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$1,200.00
	Total	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$1,200.00
Grand Total		\$927.00	\$416.00	\$1,172.00	\$1,036.00	\$3,126.00	\$1,231.00	\$2,064.00	\$1,955.00	\$1,041.00	\$2,926.00	\$1,731.00	\$831.00	\$18,456.00

Attachment B

FY18-19 Actual Expenses Detail

		<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	
Fees	Secretary Of State, Maine								\$35.00					\$35.00
	United States Treasury											\$600.00		\$600.00
	Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35.00	\$0.00	\$0.00	\$600.00	\$0.00	\$635.00
Information Services	GoDaddy								\$21.17					\$21.17
	PastPerfect Software								\$1,934.00					\$1,934.00
	Wild Apricot										\$540.00			\$540.00
	Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,955.17	\$0.00	\$540.00	\$0.00	\$0.00	\$2,495.17
Insurance	JC Taylor								\$225.00					\$225.00
	Philadelphia Insurance Companies										\$1,456.00			\$1,456.00
	Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$225.00	\$0.00	\$0.00	\$1,456.00	\$0.00	\$0.00	\$1,681.00
Maintenance	AAA Energy Service	\$210.00			\$210.00	\$669.22		\$210.00		\$240.98	\$210.00			\$1,750.20
	Burr Signs											\$2,500.00		\$2,500.00
	Cunningham Security			\$312.00										\$312.00
	Railings			\$64.84	\$149.93									\$214.77
	Hoot Landscaping							\$455.00				\$420.00		\$875.00
	Painting					\$262.60								\$262.60
	Safe Environmental Solutions									\$300.00				\$300.00
	Total	\$210.00	\$0.00	\$376.84	\$359.93	\$931.82	\$0.00	\$665.00	\$0.00	\$540.98	\$210.00	\$2,920.00	\$0.00	\$6,214.57
Membership	AASLH							\$98.00						\$98.00
	Maine Archives & Museum								\$35.00					\$35.00
	Maine Association Of Non-Profits								\$100.00					\$100.00
	Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$98.00	\$135.00	\$0.00	\$0.00	\$0.00	\$0.00	\$233.00
Merchandise	Books	\$225.00										\$369.25		\$594.25
	Total	\$225.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$369.25	\$0.00	\$594.25
Misc	Affinipay											\$0.28	\$4.50	\$4.78
	Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.28	\$4.50	\$4.78
Office Expense	Mailings & Supplies				\$109.06	\$114.92					\$220.26			\$444.24
	Intuit	\$35.00	\$35.00	\$224.85	\$35.00	\$168.96	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$743.81
	Norton (Symantec)	\$73.84												\$73.84
	The UPS Store	\$216.00												\$216.00
	Total	\$324.84	\$35.00	\$224.85	\$144.06	\$283.88	\$35.00	\$35.00	\$35.00	\$255.26	\$35.00	\$35.00	\$35.00	\$1,477.89
Utilities	Time Warner Cable	\$158.43	\$158.30	\$158.23	\$158.23	\$158.58	\$158.61	\$158.61	\$158.60	\$160.83	\$160.83	\$160.67	\$160.67	\$1,910.59
	Portland Water District	\$9.40	\$9.40	\$9.40	\$9.40	\$9.40	\$9.40	\$9.40	\$9.40	\$9.40	\$9.40	\$9.47	\$9.75	\$113.22
	Dead River Fuel Services				\$35.32	\$268.29	\$390.89	\$405.44	\$320.04	\$200.45	\$29.94	\$10.41		\$1,660.78
	Central Maine Power	\$40.87	\$42.87	\$70.33	\$159.23	\$276.71	\$260.97	\$253.21	\$291.39	\$257.01	\$230.36	\$161.74	\$86.41	\$2,131.10
	Total	\$208.70	\$210.57	\$237.96	\$362.18	\$712.98	\$819.87	\$826.66	\$779.43	\$627.69	\$430.53	\$342.29	\$256.83	\$5,815.69
Grand Total		\$968.54	\$245.57	\$839.65	\$866.17	\$1,928.68	\$854.87	\$1,849.66	\$2,939.60	\$1,423.93	\$2,671.53	\$4,266.82	\$296.33	\$19,151.35

Attachment C

FY18-19 Actual Income & Expense Summary

STATEMENT OF ACTIVITY BY MONTH

July 2018 - June 2019

	JUL 2018	AUG 2018	SEP 2018	OCT 2018	NOV 2018	DEC 2018	JAN 2019	FEB 2019	MAR 2019	APR 2019	MAY 2019	JUN 2019	TOTAL
Revenue													
Donations	75.00						0.00		500.00		1,000.00		\$1,575.00
Dues	360.00	250.00		90.00			280.00		1,422.00	130.00	530.00	90.00	\$3,152.00
Fund Raising									235.00				\$235.00
Grant							1,000.00						\$1,000.00
Investments	0.09	0.08	0.08	0.06	0.04	0.03	9,000.05	0.13	0.14	0.10	0.07	0.03	\$9,000.90
Other Inc										87.43	77.55		\$164.98
Sales	276.00			139.00			44.00		181.00		10.00		\$650.00
Total Revenue	\$711.09	\$250.08	\$0.08	\$229.06	\$0.04	\$0.03	\$10,324.05	\$0.13	\$2,338.14	\$217.53	\$1,617.62	\$90.03	\$15,777.88
GROSS PROFIT	\$711.09	\$250.08	\$0.08	\$229.06	\$0.04	\$0.03	\$10,324.05	\$0.13	\$2,338.14	\$217.53	\$1,617.62	\$90.03	\$15,777.88
Expenditures													
Fees								35.00			600.00		\$635.00
Information Services								1,955.17		540.00			\$2,495.17
Insurance							225.00			1,456.00			\$1,681.00
Maintenance	210.00		376.84	359.93	931.82		665.00		540.98	210.00	2,920.00		\$6,214.57
Membership							98.00	135.00					\$233.00
Merchandise	225.00										369.25		\$594.25
Misc											0.28	4.50	\$4.78
Office Expense	324.84	35.00	224.85	144.06	283.88	35.00	35.00	35.00	255.26	35.00	35.00	35.00	\$1,477.89
Utilities	208.70	210.57	237.96	362.18	712.98	819.87	826.66	779.43	627.69	430.53	342.29	256.83	\$5,815.69
Total Expenditures	\$968.54	\$245.57	\$839.65	\$866.17	\$1,928.68	\$854.87	\$1,849.66	\$2,939.60	\$1,423.93	\$2,671.53	\$4,266.82	\$296.33	\$19,151.35
NET OPERATING REVENUE	\$ -257.45	\$4.51	\$ -839.57	\$ -637.11	\$ -1,928.64	\$ -854.84	\$8,474.39	\$ -2,939.47	\$914.21	\$ -2,454.00	\$ -2,649.20	\$ -206.30	\$ -3,373.47

Attachment D

FY18-19 Budget (Approved at the 2018 Annual Meeting)

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
Archives					\$1,914								\$1,914
Fees					\$100	\$110		\$135					\$345
Information Services									\$650				\$650
Insurance							\$225			\$1,450			\$1,675
Maintenance	\$310	\$100	\$415	\$310	\$1,800	\$300	\$710	\$400	\$300	\$310	\$100	\$100	\$5,155
Office Expense	\$350	\$55	\$305	\$55	\$55	\$55	\$20	\$20	\$140	\$20	\$20	\$20	\$1,115
Utilities	\$250	\$250	\$250	\$250	\$515	\$515	\$1,095	\$555	\$505	\$505	\$355	\$250	\$5,295
Total	\$910	\$405	\$970	\$615	\$4,384	\$980	\$2,050	\$1,110	\$1,595	\$2,285	\$475	\$370	\$16,149
<u>Major Expenses</u>													
Replacement sign					\$1,700								
Catalog Software					\$1,914								

FY18-19 Budget Worksheet

Total Expense	Budgeted 17-18	\$580	\$1,955	\$505	\$2,430	\$680	\$855	\$1,890	\$1,040	\$1,725	\$3,765	\$925	\$325	\$16,675
	Actual 17-18	\$600 ✓	\$342	\$690 ✓	\$512	\$537	\$411	\$2,189	\$740	\$2,265	\$2,580	\$300	\$275	\$14,385
	Actual 16-17	\$563	\$450	\$688	\$544	\$468	\$600	\$1,252	\$1,039	\$1,676	\$1,976	\$452	\$508	\$10,215
	Average	\$582 ✓	\$396	\$689 ✓	\$528	\$502	\$506	\$1,720	\$890	\$1,971	\$2,278	\$376	\$392	\$12,300
	Proposed 18-19	\$910	\$405	\$970	\$615	\$4,384	\$980	\$2,050	\$1,110	\$1,595	\$2,285	\$475	\$370	\$16,149

Major expenses of new computer and boiler removed from Actual 17-18 (tick marks indicated affected entries)