



20 N. Swinton Avenue  
Delray Beach, FL 3444

Agenda Item # *8012*  
September 28, 2017

**~ CRA BOARD SUMMARY ~**  
**FY 2016-17 CRA A-GUIDE 3rd QUARTER REPORT**  
**DELRAY BEACH HISTORICAL SOCIETY (DBHS)**

The CRA awarded the Delray Beach Historical Society a \$75,000 A-GUIDE grant in the CRA FY 2016-2017 budget. This represents 34% of DBHS's \$220,000 budget. The CRA also provided DBHS \$50,000 this year to replace funding typically received from the City with a total amount of funding of \$125,000 and utilized towards A-GUIDE programs, which represents 57% of DBHS's budget. The grant was awarded for the Cultural Heritage and Museum Program. Below is information on the financial award for the programs and reported progress as of the 3rd Quarter.

**Program A: Cultural Heritage and Museum Program**

Funding Amount: \$125,000

Program Budget: \$220,000

Percentage of Program Budget: 57%

The following outputs fell below quarterly expectations:

- Halloween Fall Festival Exhibit & Events donor revenue - (45%) and sponsorship (0%) - Due to unforeseen changes in the schedules of many of their chef partners for the Fall Harvest Fundraiser, the Halloween Fall Fest fell very close to the Harvest event. Therefore, fundraising capabilities were hindered and did not raise the money they expected through sponsorships and utilized their time to raise money for The Harvest
- Halloween Fall Festival Exhibit & Events sponsor revenue - (0%) focused time to raise money for The Harvest
- History Exhibit & Events ticket sales - (0%) tickets were not sold
- Autumn Harvest/Fish Tales Exhibit ticket sales and sponsor revenue - (56%) Autumn Harvest has not occurred yet

The following outcomes fell below quarterly expectations:

- History Exhibit attendance increase from 350 to 500 - (26%) this reflects smaller fundraising and membership events such as Delray Affair History Exhibit and Membership Drive, and a co-op event with the Coastal Conservation Association
- Halloween Fall Fest Exhibit & Event donor revenue - (0%) did not reach out to donors
- History Exhibit ticket sales increase - (0%) tickets were not sold

The following outputs have met or surpassed annual goals:

- Halloween Fall Festival Exhibit and Event  
Attendees (106%)  
New Members (100%)
- Cason Cottage  
Attendees (101%)  
New Members (160%)
- History Exhibit & Event  
Attendees (134%)  
New Members (820%)  
Sponsor Revenue (107%)

- Autumn Harvest/Fish Tales Exhibit
  - Attendees (103%)
  - New Members (122%)
  - Attendance consistent with prior year 140-144 - (126%)

Please review the attached worksheet for the progress (in percentages) of all outputs and outcomes which includes narrative response to all outputs and outcomes that are below expectations as of the 3<sup>rd</sup> quarter.

**Recommended Action:**

Receive and File the 3<sup>rd</sup> Quarter FY2016-17 Reports for the DBHS

**Submitted By:** Lori Hayward, Financial & Operations Director

Attachments: Goals and Outcome Report, CRA Combined Budget Form, CRA Program/Project Budget, Balance Sheet

Exhibit "A"

DBHS - ACTIVITY # <u>A</u> : Cultural Heritage and Museum Program		Yearly Goal	Qtr 1 Ending 12/31/16	Qtr 2 Ending 3/31/17	Qtr 3 Ending 6/30/17	Qtr 4 Ending 9/30/17	TOTAL	% Annual Goal Achieved	On target	Below expected goal
<b>OUTPUTS</b>										
<b>1. Halloween Fall Fest Exhibit &amp; Event</b>										
1	Attendees	400	425	0	0	0	425	106%		
2	Donor revenue	\$1,100	\$492	\$0	\$0	\$0	\$492	45%		
3	New Members	3	3	0	0	0	3	100%		
4	Sponsor Revenue	\$3,000	\$0	\$0	\$0	\$0	\$0	0%		
<b>2. Cason Cottage Historical House Museum</b>										
5	Attendees	400	142	262	0	0	404	101%		
6	Donor revenue	\$2,000	\$0	\$1,257	\$294	\$0	\$1,551	78%		
7	New Members	5	2	3	3	0	8	160%		
<b>3. History Exhibit &amp; Event</b>										
9	Attendees	350	0	320	150	0	470	134%		
10	New Members	5	0	41	0	0	41	820%		
11	Sponsor Revenue	\$8,000	\$0	\$1,605	\$6,928	\$0	\$8,533	107%		
12	Ticket Sales	\$2,500	\$0	\$0	\$0	\$0	\$0	0%		
<b>4. Autumn Harvest/Fish Tales Exhibit</b>										
13	Attendees	140	144	0	0	0	144	103%		
14	Ticket Sales	\$19,000	\$10,374	\$320	\$0	\$0	\$10,694	56%		
15	New Members	9	11	0	0	0	11	122%		
16	Sponsor Revenue	\$9,400	\$4,820	\$862	\$129	\$0	\$5,811	62%		
<b>OUTCOMES</b>										
<b>1. Halloween Fall Fest Exhibit &amp; Event</b>										
17	Raise donor funds consistant with prior year									
18	Increase sponsor dollars by 50% from prior year (\$2,000)	3,000								
19	Donor revenue remains the same	1					0	0%		
<b>2. Cason Cottage Historical House Museum</b>										
20	Attendance increased from 325 to 400	400	36	101	65	0	202	51%		
21	Revenue from entrance fees increase from \$1,800 to \$2,000	200	0	63	0	0	63	32%		
<b>3. History Exhibit &amp; Event</b>										
22	Attendance increase from 350 to 500	350	0	91	0	0	91	26%		
23	Ticket Sales increase from to	0	0	0	0	0	0	0%		

Exhibit "A"

	4. Autum/Fish Tales Exhibit & Event										
24	Attendance consistant with prior year 140-144	350	0	320	120	0	440	126%			
25	Ticket Sales consistant with prior year \$19,000-\$19,000	100	0	82	0	0	82	82%			
<b>NARRATIVE</b>											
	<i>DBHS - ACTIVITY # <u>A</u> : Cultural Heritage and Museum Program</i>	<i>Yearly Goal</i>	<i>Qtr 1 Ending 12/31/16</i>	<i>Qtr 2 Ending 3/31/17</i>	<i>Qtr 3 Ending 6/30/17</i>	<i>Qtr 4 Ending 9/30/17</i>	<i>TOTAL</i>	<i>% Annual Goal Achieved</i>	<i>On target</i>	<i>Below expected goal</i>	
<b>OUTPUTS</b>											
	<b>1. Halloween Fall Fest Exhibit &amp; Event</b>										
1	Attendees										
2	Donor revenue										
3	New Members										
4	Sponsor Revenue										
	<b>2. Cason Cottage Historical House Museum</b>										
5	Attendees										
6	Donor revenue										
7	New Members										
8	Sponsor Revenue										
	<b>3. History Exhibit &amp; Event</b>										
9	Attendees										
10	New Members										
11	Sponsor Revenue										
12	Ticket Sales										
	<b>4. Autum Harvest/Fish Tales Exhibit</b>										
13	Attendees										
14	Ticket Sales										
15	New Members										
16	Sponsor Revenue										

We have met our attendance goals, and are on track for our donation goals. We also have a "Fish Tales" Fishing History Exhibit. Often visitors will give one donation to both. so there is additional donation money listed in the Fish Tales section.

This category was created as a place holder. This will continue to be a combined category reflecting smaller fundraising and membership events. Thus far, this reflects Delray Affair History Exhibit and Membership Drive, and a co-op event with the Coastal Conservation Association.

Autumn Harvest portion has not occurred yet.

Exhibit "A"

OUTCOMES																				
<b>1. Halloween Fall Fest Exhibit &amp; Event</b>																				
17	Attendance increase from 380 to 400																			
18	Donor revenue increases from \$850 to \$1037																			
<b>2. Cason Cottage Historical House Museum</b>																				
19	Attendance increased from 265 to 313																			
20	Revenue from entrance fees increase from \$1580 to \$1769																			
<b>3. History Exhibit &amp; Event</b>																				
21	Attendance increase from 200 to 375																			
22	Ticket Sales increase																			
<b>4. Agricultural Heritage/Fish Tales Exhibit &amp; Event</b>																				
23	Attendance increase																			
24	Ticket Sales increase																			

*Wendell D. 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
2	<b>Quarterly Budget Report "Program A"</b>								
3	<b>ORGANIZATION NAME: Delray Beach Historical Society</b>			FY 2016-2017 Budget			Quarter: <u>3</u>		
4									
5	<b>INCOME</b>	FY 2016-17 Quarter 3: APR - JUN		FY 2016-2017 Year- to-Date OCT - JUN		FY Budget 2016-17		Variance Favorable (Unfavorable)	
6	Fees, Tickets, Registration, etc.					-		-	
7	Corporate Grants/Contributions			-		-		-	
8	Individual Donations							-	
9	Foundation Grants							-	
10	Government - Federal							-	
11	Government- Local/County	-				15,000		(15,000)	
12	Government- State							-	
13	In-Kind							-	
14	Interest Income					-		-	
15	Membership							-	
16	<b>CRA Actual or Requested</b>	31,250		75,500		75,000		500	
17	<b>CRA/City</b>					50,000		(50,000)	
18	Other: Event Income	7,057		21,852		47,000		(25,148)	
19	Other: Photo/Gift Shop Sales & Misc.	875		1,133		3,000		(1,867)	
20	<b>Total Income</b>	<b>39,182</b>		<b>98,485</b>		<b>190,000</b>		<b>(91,515)</b>	
21									
22	<b>Expense</b>	FY 2016-17 Quarter 2 JAN - MAR		FY 2016-2017 Year- to-Date OCT - MAR		FY Budget 2016-17		Variance Favorable (Unfavorable)	
23	Salaries & Related Taxes	10,372		26,709		58,500		(31,791)	
24	Fringe Benefits	464		1,392		4,320		(2,928)	
25	Professional Svcs/Consulting	1,679		4,664		1,250		3,414	
26	Insurance	1,611		2,569		5,600		(3,031)	
27	Licenses, Registration, Permits	-		-		-		-	
28	Conferences & Meetings	1,241		2,837		-		2,837	
29	Marketintg, Copying & Printing	361		1,289		-		1,289	
30	Equipment Rental/Maintenance	-		-		-		-	
31	Rent/Mortgage & Maintenance	1,621		3,092		3,500		(408)	
32	Utilities	982		2,433		5,600		(3,167)	
33	Telecommunication	305		575		2,100		(1,525)	

DATE DUE:

	A	B	C	D	E	F	G	H	I
34	Office & Program Supplies		383		1,865		2,800		(935)
35	Postage & Delivery		111		365		840		(475)
36	Local Travel		-		-		-		-
37	Contract Services		-		-		-		-
38	Other: Pest Control, Security, Storage		513		1,292		3,830		(2,538)
39	Other: Bank fees		32		225		360		(135)
40	Other: Event Expenses		2,440		19,356		23,000		(3,644)
41	Other: Website Computers & Software		12		284		1,800		(1,516)
42	Other: Children Program		-		-		3,500		
43	Other: Grant Writing		-		-		-		
44	Other: Dues & Subscriptions		236		356		-		356
45	<b>Sub-Total Expenses</b>		<b>22,365</b>		<b>69,305</b>		<b>117,000</b>		<b>(44,195)</b>
46	<b>Total Expense</b>		<b>22,365</b>		<b>69,305</b>		<b>117,000</b>		<b>(44,195)</b>
47									
48	<b>NET INCOME</b>		<b>16,817</b>		<b>29,180</b>		<b>73,000</b>		<b>(47,320)</b>
49									
50									

**CRA Budget Narrative Report "A"**

52	<b>ORGANIZATION NAME: Delray Beach Historical Society</b>	FY 2016-2017 Budget	Quarter: <u>  3  </u>
53	<input type="checkbox"/> Exceeding Projection	<input checked="" type="checkbox"/> On Target	<input type="checkbox"/> Below Projection

54	<b>INCOME: Explanation of Variances</b>	
55	Fees, Tickets, Registration, etc.	
56	Corporate Grants/Contributions	
57	Individual Donations	
58	Foundation Grants	
59	Government - Federal	
60	Government- Local/County	We received funding beyond request.
61	Government- State	
62	In-Kind	
63	Interest Income	
64	Membership	
65	<b>CRA Actual or Requested</b>	
66	<b>CRA Marketing Grant</b>	
67	Other: Gift Shop	
68	Other: Special Exhibit Income	

DATE DUE:

	A	B	C	D	E	F	G	H	I
69	Other: Event Contributions								
70									
71									
72	<input type="checkbox"/> Lower than Projection	<input checked="" type="checkbox"/> On Target		<input checked="" type="checkbox"/> Exceeding Projection					
73	<b>EXPENSES:</b>	<b>Explanation of Variances</b>							
74	Salaries & Related Taxes								
75	Fringe Benefits								
76	Professional Svcs/Consulting								
77	Insurance								
78	Licenses, Registration, Permits								
79	Conferences & Meetings								
80	Copying & Printing								
81	Equipment Rental/Maintenance								
82	Rent/Mortgage & Maintenance								
83	Utilities								
84	Telecommunication								
85	Office & Program Supplies								
86	Postage & Delivery								
87	Local Travel								
88	Capital Expenditures								
89	Other: Advertising								
90	Other: Pest Control, Security, Storage								
91	Other: Bank Fees								

DATE DUE:



Delray Beach Historical Society, Inc.  
**Balance Sheet**  
As of June 30, 2017

	Jun 30, 17
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1000 · Northern Trust Anchor Acct	160,095.32
1001 · PAYPAL	2,966.60
1040 · Petty Cash	200.00
Total Checking/Savings	163,261.92
Accounts Receivable	
1200 · Accounts Receivable	500.00
Total Accounts Receivable	500.00
Other Current Assets	
1215 · Linton Book	4,078.12
1499 · Undeposited Funds	750.00
Total Other Current Assets	4,828.12
Total Current Assets	168,590.04
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
<b>TOTAL ASSETS</b>	<b>243,613.04</b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
3000 · Opening Bal Equity	288,348.05
3900 · Retained Earnings	-61,184.53
Net Income	16,449.52
Total Equity	243,613.04
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>243,613.04</b>