



Agenda Item  
Fiscal Year 2019-2020 Budget

Meeting of the Board of Directors  
October 1, 2019

**Background.** The Society's fiscal year ended June 30<sup>th</sup>. 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 \$1,395. 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 6<sup>th</sup>. A proposed budget was presented to the Board on August 18<sup>th</sup> for review and voting via email. At least one member of the Board expressed reservations about the level of spending. Discussion and decisions were deferred until the regular, scheduled meeting of the Board in September. Two alternative budgets were prepared for consideration and distributed to the Board on August 22<sup>nd</sup>. Two members of the Board were absent from the September meeting; the Board tabled a decision on the budget until the October meeting.

## Full FY19-20 Budget *Business as Usual*

	<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
<b>Grand Total</b>	<b>\$927</b>	<b>\$416</b>	<b>\$1,028</b>	<b>\$1,036</b>	<b>\$3,126</b>	<b>\$1,231</b>	<b>\$2,064</b>	<b>\$1,955</b>	<b>\$1,041</b>	<b>\$2,926</b>	<b>\$1,731</b>	<b>\$831</b>	<b>\$18,456</b>

## Reduced (to ⅓) FY19-20 Budget *Museum Closed November-April*

	<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								\$452		\$540			\$992
Insurance							\$225			\$1,500			\$1,725
Maintenance	\$210		\$512	\$410			\$360			\$210	\$350	\$200	\$2,252
Membership							\$98	\$135					\$233
Merchandise											\$500		\$500
Misc	\$5	\$5	\$5	\$5	\$5	\$10	\$10	\$10	\$20	\$5	\$10	\$10	\$100
Office Expense	\$391	\$90	\$90	\$100						\$50	\$50	\$50	\$821
Utilities	\$221	\$221	\$271	\$421	\$606	\$676	\$676	\$641	\$536	\$431	\$371	\$271	\$5,342
Reserve													
<b>Grand Total</b>	<b>\$827</b>	<b>\$316</b>	<b>\$928</b>	<b>\$936</b>	<b>\$611</b>	<b>\$686</b>	<b>\$1,369</b>	<b>\$1,273</b>	<b>\$556</b>	<b>\$2,736</b>	<b>\$1,281</b>	<b>\$531</b>	<b>\$12,050</b>

## Minimized (to ½) FY19-20 Budget *Museum Shut Down November-April*

	<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								\$452		\$540			\$992
Insurance							\$225			\$1,500			\$1,725
Maintenance	\$210		\$512	\$410			\$210			\$210	\$200	\$200	\$1,952
Membership							\$98	\$135					\$233
Merchandise											\$500		\$500
Misc	\$5	\$5	\$5	\$5	\$5	\$10	\$10	\$10	\$20	\$5	\$10	\$10	\$100
Office Expense	\$391	\$90	\$90	\$100						\$50	\$50	\$50	\$821
Utilities	\$221	\$221	\$271	\$421	\$221	\$221	\$221	\$221	\$221	\$271	\$371	\$271	\$3,152
Reserve													
<b>Grand Total</b>	<b>\$827</b>	<b>\$316</b>	<b>\$928</b>	<b>\$936</b>	<b>\$226</b>	<b>\$231</b>	<b>\$764</b>	<b>\$853</b>	<b>\$241</b>	<b>\$2,576</b>	<b>\$1,131</b>	<b>\$531</b>	<b>\$9,560</b>

Last year's budget was **\$16,149** but the Society's actual expenses were **\$19,161**.

The proposed full budget for this year is **\$18,456**.

Major features of the proposed full 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.

After Board members expressed reservations about our level of spending, two alternative budgets with reduced expenses were prepared. Both reduce merchandise to \$500 and eliminate the reserve.

The proposed reduced budget (to  $\frac{2}{3}$  of full) for this year is **\$12,050**.

We would close the Museum for Six Months (November-April). We would turn down the thermostat to 38°. Based on US Department of Energy guidelines, this should reduce our heating expenses by 30%. We would still need to plow once a month for a scheduled propane delivery. We would rely on manual backups of the Museum computers. We would drop PastPerfect technical support. We would eliminate quarterly printing and mailing of newsletters to members without email.

The proposed minimized budget (to  $\frac{1}{2}$  of full) for this year is **\$9,560**.

This is the same as the reduced budget except we would turn off the HVAC system and drain the water. Electricity and telecom services would remain for the alarm system.

In both scenarios, we would still have an online presence. We would also need to affix a notice reading "Closed for Winter" to the sign out front.

Please refer to the attachments for more detail:

- A. Full FY19-20 Proposed Budget Detail. This table breaks out the proposed budget by payee in the same format as item D to make it easier to compare the budget for the coming year to last year's expenses.
- B. Reduced FY19-20 Proposed Budget Detail.
- C. Minimized FY19-20 Proposed Budget Detail.
- D. FY18-19 Actual Expenses Detail. This table breaks out the expenses by payee or, for petty cash disbursements, by subcategory.
- E. FY18-19 Actual Income & Expense Summary. This table shows the data we will reported 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.
- F. FY18-19 Budget (Approved at the 2018 Annual Meeting) including the budget worksheet with actual expenses for the two previous years.

# Attachment A

## Full FY19-20 Budget Detail *Business as Usual*

		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
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
<b>Grand Total</b>		<b>\$927.00</b>	<b>\$416.00</b>	<b>\$1,172.00</b>	<b>\$1,036.00</b>	<b>\$3,126.00</b>	<b>\$1,231.00</b>	<b>\$2,064.00</b>	<b>\$1,955.00</b>	<b>\$1,041.00</b>	<b>\$2,926.00</b>	<b>\$1,731.00</b>	<b>\$831.00</b>	<b>\$18,456.00</b>

# Attachment B

## Reduced FY19-20 Budget Detail Museum Closed November-April

		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
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
<b>Grand Total</b>		<b>\$927.00</b>	<b>\$416.00</b>	<b>\$1,172.00</b>	<b>\$1,036.00</b>	<b>\$3,126.00</b>	<b>\$1,231.00</b>	<b>\$2,064.00</b>	<b>\$1,955.00</b>	<b>\$1,041.00</b>	<b>\$2,926.00</b>	<b>\$1,731.00</b>	<b>\$831.00</b>	<b>\$18,456.00</b>

# Attachment C

## Minimized FY19-20 Budget Detail Museum Shut Down November-April

		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
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
<b>Grand Total</b>		<b>\$927.00</b>	<b>\$416.00</b>	<b>\$1,172.00</b>	<b>\$1,036.00</b>	<b>\$3,126.00</b>	<b>\$1,231.00</b>	<b>\$2,064.00</b>	<b>\$1,955.00</b>	<b>\$1,041.00</b>	<b>\$2,926.00</b>	<b>\$1,731.00</b>	<b>\$831.00</b>	<b>\$18,456.00</b>

# Attachment D

## 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
<b>Grand Total</b>		<b>\$968.54</b>	<b>\$245.57</b>	<b>\$839.65</b>	<b>\$866.17</b>	<b>\$1,928.68</b>	<b>\$854.87</b>	<b>\$1,849.66</b>	<b>\$2,939.60</b>	<b>\$1,423.93</b>	<b>\$2,671.53</b>	<b>\$4,266.82</b>	<b>\$296.33</b>	<b>\$19,151.35</b>



# Attachment E

## 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
<b>Revenue</b>													
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
<b>Total Revenue</b>	<b>\$711.09</b>	<b>\$250.08</b>	<b>\$0.08</b>	<b>\$229.06</b>	<b>\$0.04</b>	<b>\$0.03</b>	<b>\$10,324.05</b>	<b>\$0.13</b>	<b>\$2,338.14</b>	<b>\$217.53</b>	<b>\$1,617.62</b>	<b>\$90.03</b>	<b>\$15,777.88</b>
<b>GROSS PROFIT</b>	<b>\$711.09</b>	<b>\$250.08</b>	<b>\$0.08</b>	<b>\$229.06</b>	<b>\$0.04</b>	<b>\$0.03</b>	<b>\$10,324.05</b>	<b>\$0.13</b>	<b>\$2,338.14</b>	<b>\$217.53</b>	<b>\$1,617.62</b>	<b>\$90.03</b>	<b>\$15,777.88</b>
<b>Expenditures</b>													
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
<b>Total Expenditures</b>	<b>\$968.54</b>	<b>\$245.57</b>	<b>\$839.65</b>	<b>\$866.17</b>	<b>\$1,928.68</b>	<b>\$854.87</b>	<b>\$1,849.66</b>	<b>\$2,939.60</b>	<b>\$1,423.93</b>	<b>\$2,671.53</b>	<b>\$4,266.82</b>	<b>\$296.33</b>	<b>\$19,151.35</b>
<b>NET OPERATING REVENUE</b>	<b>\$ -257.45</b>	<b>\$4.51</b>	<b>\$ -839.57</b>	<b>\$ -637.11</b>	<b>\$ -1,928.64</b>	<b>\$ -854.84</b>	<b>\$8,474.39</b>	<b>\$ -2,939.47</b>	<b>\$914.21</b>	<b>\$ -2,454.00</b>	<b>\$ -2,649.20</b>	<b>\$ -206.30</b>	<b>\$ -3,373.47</b>

## Attachment F

### 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
<b>Total</b>	<b>\$910</b>	<b>\$405</b>	<b>\$970</b>	<b>\$615</b>	<b>\$4,384</b>	<b>\$980</b>	<b>\$2,050</b>	<b>\$1,110</b>	<b>\$1,595</b>	<b>\$2,285</b>	<b>\$475</b>	<b>\$370</b>	<b>\$16,149</b>
<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)