

November 8, 2023

To: Molly Clifford, Executive Director

RE: Financial Reports for October 2023

- Statement of Activity- Oct 2023 v Budget
- Statement of Activity- YTD Oct 2023 v Budget
- Statement of Activity – Oct 2023 v Oct 2022
- Statement of Activity- YTD Oct 2023 v YTD Oct 2022
- Statement of Financial Position as of Oct 2023 v Oct 2022
- Statement of Cash Flow Oct 2023
- Statement of Cash Flow YTD Oct 2023

The month of October had a net loss of \$5k versus a budgeted \$14k net loss and a \$28k loss last October. The YTD net income is now \$145k versus a \$34k net loss budgeted and a loss of \$45k in the prior year.

Revenue was \$10k for Oct compared to \$13k budgeted for the month and \$6k in the prior year. The YTD revenue is now \$291k versus \$134k budgeted and \$139k last year. The primary area over budget for the year is in Bequests. The most significant area under budget is in Individual Donations partially due to the seasonal nature of donations received. It is expected that this line item will increase in the last quarter.

Expenses for Oct were \$15k versus \$27k budgeted and \$34k in the prior year. YTD Expenses are now \$142k versus \$162k budgeted and \$160k in the prior year. The two areas most under budget are in Printing and Pension. The accrual for Pension will be determined at year end if approved.

The balance in all bank accounts and investments was \$298.5k at 10/31/23, a \$204k increase from the prior year. The increase is primarily due to Bequests.

Please let me know if you have any further questions.

Thank you,

Stephanie Farley

Stephanie Farley, CPA, MBA

Hire an Accountant

Prisoner Visitation & Support

Budget vs. Actuals: FY 2023 Budget - FY23 P&L

October 2023

			TOTAL	
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
Donations				
4000 Individuals				
4010 Individual Donors	7,845	10,000	-2,155	78.00 %
4015 Visitors	818	833	-15	98.00 %
4016 Board	500	1,667	-1,167	30.00 %
4020 Combined Federal Campaign	120		120	
Total 4000 Individuals	9,283	12,500	-3,217	74.00 %
4030 Congregations	360	250	110	144.00 %
4040 Foundations		208	-208	
4050 Companies		125	-125	
Total Donations	9,643	13,083	-3,441	74.00 %
Grants and Program Fees				
4250 Workshop/Conference Registration	400		400	
Total Grants and Program Fees	400		400	
Other Misc Income				
4400 Miscellaneous Income	95		95	
4070 Interest Income	0		0	
Total 4400 Miscellaneous Income	95		95	
Total Other Misc Income	95		95	
Total Revenue	\$10,138	\$13,083	\$ -2,945	77.00 %
GROSS PROFIT	\$10,138	\$13,083	\$ -2,945	77.00 %
Expenditures				
Conferences & Program Expenses				
7200 Travel	489		489	
7350 Conferences	1,395		1,395	
Total Conferences & Program Expenses	1,984		1,984	
Dues and Fees				
7420 Bank Fees	30	21	9	144.00 %
7430 Credit Card Processing Fees	158	208	-50	76.00 %
7450 Administrative costs		13	-13	
7455 Compliance Reg & Memberships		500	-500	
Total Dues and Fees	188	742	-553	25.00 %
Employee Related Costs				
5000 Salary & Wages	6,351	8,379	-2,028	76.00 %
5100 Payroll Taxes	606	637	-31	95.00 %
5200 Employee Benefits	1,000	1,000	0	100.00 %
66000 Payroll Expenses	120	117	3	103.00 %
Total Employee Related Costs	8,076	10,133	-2,056	80.00 %
Office Related				
6800 Office Supplies		83	-83	

Prisoner Visitation & Support

Budget vs. Actuals: FY 2023 Budget - FY23 P&L

October 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
6900 Rent (Includes Phone & Internet)	1,007	987	20	102.00 %
Total Office Related	1,007	1,070	-63	94.00 %
Other Expenses				
5275 Subscriptions		21	-21	
5299 Miscellaneous Expenses		417	-417	
6300 Insurance	1,483	2,000	-517	74.00 %
6850 Equipment		83	-83	
7405 Information Technology	485	625	-140	78.00 %
7700 Marketing & Fundraising	1,165		1,165	
Total Other Expenses	3,133	3,146	-13	100.00 %
Printing & Mailings				
6500 Postage	128	2,450	-2,323	5.00 %
6600 Printing		9,250	-9,250	
Total Printing & Mailings	128	11,700	-11,573	1.00 %
Professional & Consultant Fees				
7400 Audit & 990 Prep Fees	375	0	375	
7410 Consultant Fees (includ Acctg)	431	583	-152	74.00 %
Total Professional & Consultant Fees	806	583	223	138.00 %
Total Expenditures	\$15,322	\$27,374	\$ -12,052	56.00 %
NET OPERATING REVENUE	\$ -5,184	\$ -14,291	\$9,106	36.00 %
NET REVENUE	\$ -5,184	\$ -14,291	\$9,106	36.00 %

Prisoner Visitation & Support

Budget vs. Actuals: FY 2023 Budget - FY23 P&L

January - October, 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
Donations				
4000 Individuals				
4010 Individual Donors	52,899	103,500	-50,601	51.00 %
4013 Fundraising Events	1,083		1,083	
4015 Visitors	7,884	8,333	-449	95.00 %
4016 Board	17,808	16,667	1,141	107.00 %
4020 Combined Federal Campaign	889		889	
Total 4000 Individuals	80,563	128,500	-47,937	63.00 %
4030 Congregations	2,600	2,500	100	104.00 %
4035 Organizations	2,100		2,100	
4040 Foundations	21,800	2,083	19,717	1,046.00 %
4050 Companies	1,200	1,250	-50	96.00 %
Total Donations	108,263	134,333	-26,070	81.00 %
Grants and Program Fees				
4250 Workshop/Conference Registration	4,960		4,960	
Total Grants and Program Fees	4,960		4,960	
Other Misc Income				
4400 Miscellaneous Income	600		600	
4060 Bequests	175,793		175,793	
4070 Interest Income	30		30	
4400-3 Dividend Income	1,538		1,538	
4400-5 Investment interest	1		1	
Total 4400 Miscellaneous Income	177,961		177,961	
Total Other Misc Income	177,961		177,961	
Total Revenue	\$291,184	\$134,333	\$156,851	217.00 %
GROSS PROFIT	\$291,184	\$134,333	\$156,851	217.00 %
Expenditures				
Conferences & Program Expenses				
7200 Travel	1,004		1,004	
7350 Conferences	1,650		1,650	
Total Conferences & Program Expenses	2,754		2,754	
Dues and Fees				
7420 Bank Fees	153	208	-56	73.00 %
7430 Credit Card Processing Fees	1,408	2,083	-675	68.00 %
7450 Administrative costs	434	125	309	347.00 %
7455 Compliance Reg & Memberships	200	4,000	-3,800	5.00 %
Total Dues and Fees	2,195	6,417	-4,222	34.00 %
Employee Related Costs				
5000 Salary & Wages	79,345	83,792	-4,446	95.00 %
5100 Payroll Taxes	7,880	6,368	1,511	124.00 %
5200 Employee Benefits	10,000	10,000	0	100.00 %

Prisoner Visitation & Support

Budget vs. Actuals: FY 2023 Budget - FY23 P&L

January - October, 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
6400 Pension	0	4,957	-4,957	0.00 %
66000 Payroll Expenses	1,303	1,167	136	112.00 %
Total Employee Related Costs	98,528	106,284	-7,756	93.00 %
Office Related				
6800 Office Supplies	285	833	-549	34.00 %
6900 Rent (Includes Phone & Internet)	9,806	9,871	-65	99.00 %
Total Office Related	10,091	10,704	-614	94.00 %
Other Expenses				
5275 Subscriptions	743	208	534	356.00 %
5299 Miscellaneous Expenses		4,167	-4,167	
6300 Insurance	6,780	6,500	280	104.00 %
6850 Equipment		833	-833	
7405 Information Technology	6,225	6,250	-25	100.00 %
7600 Staff, Board & Visitor Appreciation	899		899	
7700 Marketing & Fundraising	1,906		1,906	
Total Other Expenses	16,552	17,958	-1,406	92.00 %
Printing & Mailings				
5265 Mailing List Appeal	1,480		1,480	
6500 Postage	1,898	3,800	-1,903	50.00 %
6600 Printing	634	10,000	-9,366	6.00 %
Total Printing & Mailings	4,012	13,800	-9,788	29.00 %
Professional & Consultant Fees				
7400 Audit & 990 Prep Fees	3,750	7,500	-3,750	50.00 %
7410 Consultant Fees (incld Acctg)	4,388	5,833	-1,445	75.00 %
Total Professional & Consultant Fees	8,138	13,333	-5,195	61.00 %
Total Expenditures	\$142,269	\$168,496	\$ -26,227	84.00 %
NET OPERATING REVENUE	\$148,916	\$ -34,163	\$183,078	-436.00 %
Other Revenue				
4400-9 Gain/Loss on Investment	-3,996		-3,996	
Total Other Revenue	\$ -3,996	\$0	\$ -3,996	0%
NET OTHER REVENUE	\$ -3,996	\$0	\$ -3,996	0%
NET REVENUE	\$144,919	\$ -34,163	\$179,082	-424.00 %

Prisoner Visitation & Support

Statement of Activity

October 2023

	TOTAL			
	OCT 2023	OCT 2022 (PY)	CHANGE	% CHANGE
Revenue				
Donations				
4000 Individuals				
4010 Individual Donors	7,845	330	7,515	2,277.00 %
4011 Internet		3,592	-3,592	-100.00 %
4015 Visitors	818	928	-110	-12.00 %
4016 Board	500	100	400	400.00 %
4016-5 Susannah Makes		600	-600	-100.00 %
Total 4016 Board	500	700	-200	-29.00 %
4020 Combined Federal Campaign	120	135	-15	-11.00 %
Total 4000 Individuals	9,283	5,685	3,598	63.00 %
4030 Congregations	360	200	160	80.00 %
Total Donations	9,643	5,885	3,758	64.00 %
Grants and Program Fees				
4250 Workshop/Conference Registration	400		400	
Total Grants and Program Fees	400		400	
Other Misc Income				
4400 Miscellaneous Income	95		95	
4070 Interest Income	0	0	0	50.00 %
Total 4400 Miscellaneous Income	95	0	95	476,550.00 %
Total Other Misc Income	95	0	95	476,550.00 %
Total Revenue	\$10,138	\$5,885	\$4,253	72.00 %
GROSS PROFIT	\$10,138	\$5,885	\$4,253	72.00 %
Expenditures				
Conferences & Program Expenses				
7200 Travel	100		100	
7350 Conferences	489		489	
7350 Conferences	1,395		1,395	
Total Conferences & Program Expenses	1,984		1,984	
Dues and Fees				
7420 Bank Fees	30		30	
7425 PayPal Fees		13	-13	-100.00 %
7430 Credit Card Processing Fees	158	269	-110	-41.00 %
7455 Compliance Reg & Memberships		350	-350	-100.00 %
Total Dues and Fees	188	631	-443	-70.00 %
Employee Related Costs				
5000 Salary & Wages	6,351	6,587	-236	-4.00 %
5100 Payroll Taxes	606	504	102	20.00 %
5200 Employee Benefits	1,000	1,000	0	0.00 %

Prisoner Visitation & Support

Statement of Activity

October 2023

	TOTAL			
	OCT 2023	OCT 2022 (PY)	CHANGE	% CHANGE
66000 Payroll Expenses	120	99	21	21.00 %
Total Employee Related Costs	8,076	8,189	-113	-1.00 %
Office Related				
6800 Office Supplies		151	-151	-100.00 %
6900 Rent (Includes Phone & Internet)	1,007	1,015	-8	-1.00 %
Total Office Related	1,007	1,166	-159	-14.00 %
Other Expenses				
6300 Insurance	1,483	1,143	340	30.00 %
7405 Information Technology	485	215	271	126.00 %
7700 Marketing & Fundraising	1,165		1,165	
Total Other Expenses	3,133	1,358	1,775	131.00 %
Printing & Mailings				
5265 Mailing List Appeal		1,243	-1,243	-100.00 %
6500 Postage	128	3,785	-3,657	-97.00 %
6600 Printing		10,443	-10,443	-100.00 %
Total Printing & Mailings	128	15,471	-15,343	-99.00 %
Professional & Consultant Fees				
7400 Audit & 990 Prep Fees	375	6,690	-6,315	-94.00 %
7410 Consultant Fees (includ Acctg)	431	440	-9	-2.00 %
Total Professional & Consultant Fees	806	7,130	-6,324	-89.00 %
Total Expenditures	\$15,322	\$33,945	\$ -18,622	-55.00 %
NET OPERATING REVENUE	\$ -5,184	\$ -28,060	\$22,875	82.00 %
NET REVENUE	\$ -5,184	\$ -28,060	\$22,875	82.00 %

Prisoner Visitation & Support

Statement of Activity

January - October, 2023

	TOTAL			
	JAN - OCT, 2023	JAN - OCT, 2022 (PY)	CHANGE	% CHANGE
Revenue				
Donations				
4000 Individuals		6,000	-6,000	-100.00 %
4001 Sponsors				
4010 Individual Donors	52,899	39,881	13,019	33.00 %
4011 Internet		25,190	-25,190	-100.00 %
4013 Fundraising Events	1,083		1,083	
4015 Visitors	7,884	5,994	1,890	32.00 %
4016 Board	17,808	52,097	-34,289	-66.00 %
4016-5 Susannah Makes		600	-600	-100.00 %
Total 4016 Board	17,808	52,697	-34,889	-66.00 %
4020 Combined Federal Campaign	889	1,826	-936	-51.00 %
Total 4000 Individuals	80,563	131,587	-51,024	-39.00 %
4030 Congregations	2,600	2,425	175	7.00 %
4035 Organizations	2,100		2,100	
4040 Foundations	21,800	1,650	20,150	1,221.00 %
4050 Companies	1,200		1,200	
Total Donations	108,263	135,662	-27,399	-20.00 %
Grants and Program Fees				
4100 Grants		1,400	-1,400	-100.00 %
4250 Workshop/Conference Registration	4,960		4,960	
Total Grants and Program Fees	4,960	1,400	3,560	254.00 %
Other Misc Income				
4400 Miscellaneous Income	600		600	
4060 Bequests	175,793	358	175,435	49,051.00 %
4070 Interest Income	30	1	30	5,480.00 %
4400-3 Dividend Income	1,538	1,400	138	10.00 %
4400-5 Investment interest	1	0	0	58.00 %
Total 4400 Miscellaneous Income	177,961	1,758	176,203	10,022.00 %
Total Other Misc Income	177,961	1,758	176,203	10,022.00 %
Total Revenue	\$291,184	\$138,820	\$152,364	110.00 %
GROSS PROFIT	\$291,184	\$138,820	\$152,364	110.00 %
Expenditures				
Conferences & Program Expenses				
7200 Travel	1,004		1,004	
7350 Conferences	1,650		1,650	
Total Conferences & Program Expenses	2,754		2,754	
Dues and Fees				
7420 Bank Fees	153	189	-37	-19.00 %
7425 PayPal Fees		28	-28	-100.00 %

Prisoner Visitation & Support

Statement of Activity

January - October, 2023

	TOTAL			
	JAN - OCT, 2023	JAN - OCT, 2022 (PY)	CHANGE	% CHANGE
7430 Credit Card Processing Fees	1,408	1,579	-171	-11.00 %
7450 Administrative costs	434	122	312	255.00 %
7455 Compliance Reg & Memberships	200	2,453	-2,253	-92.00 %
Total Dues and Fees	2,195	4,372	-2,178	-50.00 %
Employee Related Costs				
5000 Salary & Wages	79,345	84,562	-5,217	-6.00 %
5100 Payroll Taxes	7,880	8,681	-802	-9.00 %
5200 Employee Benefits	10,000	10,000	0	0.00 %
6400 Pension	0	4,300	-4,300	-100.00 %
66000 Payroll Expenses	1,303	1,147	156	14.00 %
Total Employee Related Costs	98,528	108,691	-10,163	-9.00 %
Office Related				
6800 Office Supplies	285	373	-89	-24.00 %
6900 Rent (Includes Phone & Internet)	9,806	8,537	1,269	15.00 %
Total Office Related	10,091	8,910	1,180	13.00 %
Other Expenses				
5275 Subscriptions	743		743	
6300 Insurance	6,780	4,598	2,181	47.00 %
7405 Information Technology	6,225	6,208	17	0.00 %
7600 Staff, Board & Visitor Appreciation	899	246	653	266.00 %
7700 Marketing & Fundraising	1,906		1,906	
Total Other Expenses	16,552	11,052	5,500	50.00 %
Printing & Mailings				
5265 Mailing List Appeal	1,480	2,827	-1,347	-48.00 %
6500 Postage	1,898	4,798	-2,901	-60.00 %
6600 Printing	634	11,803	-11,169	-95.00 %
Total Printing & Mailings	4,012	19,429	-15,417	-79.00 %
Professional & Consultant Fees				
7400 Audit & 990 Prep Fees	3,750	6,690	-2,940	-44.00 %
7410 Consultant Fees (incld Acctg)	4,388	973	3,415	351.00 %
Total Professional & Consultant Fees	8,138	7,663	475	6.00 %
Total Expenditures	\$142,269	\$160,117	\$ -17,848	-11.00 %
NET OPERATING REVENUE	\$148,916	\$ -21,297	\$170,213	799.00 %
Other Revenue				
4400-9 Gain/Loss on Investment	-3,996	-23,655	19,659	83.00 %
Total Other Revenue	\$ -3,996	\$ -23,655	\$19,659	83.00 %
NET OTHER REVENUE	\$ -3,996	\$ -23,655	\$19,659	83.00 %
NET REVENUE	\$144,919	\$ -44,952	\$189,871	422.00 %

Prisoner Visitation & Support

Statement of Financial Position

As of October 31, 2023

	TOTAL			
	AS OF OCT 31, 2023	AS OF OCT 31, 2022 (PY)	CHANGE	% CHANGE
ASSETS				
Current Assets				
Bank Accounts				
1001 PNC Bank Checking	43,364	24,589	18,775	76.00 %
1002 Brokerage - PNC Investments	1	0	1	675.00 %
1126 Business Premium Money Market	2,731	2,579	152	6.00 %
1175 Friends Fiduciary	244,132	65,522	178,610	273.00 %
1200 PayPal Bank	-337	1,780	-2,116	-119.00 %
1300 BlueVine Checking (5057)	8,704		8,704	
Total Bank Accounts	\$298,595	\$94,470	\$204,125	216.00 %
Total Current Assets	\$298,595	\$94,470	\$204,125	216.00 %
TOTAL ASSETS	\$298,595	\$94,470	\$204,125	216.00 %
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable	\$0	\$440	\$ -440	-100.00 %
Credit Cards	\$200	\$0	\$200	0%
Other Current Liabilities				
2090 Payroll Direct Deposit	2,332	2,087	244	12.00 %
2100 Payroll Taxes Withheld	-30	-30	0	0.00 %
2105 Accrued Expense-1	7,906	21,290	-13,384	-63.00 %
Total Other Current Liabilities	\$10,207	\$23,347	\$ -13,140	-56.00 %
Total Current Liabilities	\$10,407	\$23,787	\$ -13,380	-56.00 %
Total Liabilities	\$10,407	\$23,787	\$ -13,380	-56.00 %
Equity	\$288,188	\$70,683	\$217,505	308.00 %
TOTAL LIABILITIES AND EQUITY	\$298,595	\$94,470	\$204,125	216.00 %

Prisoner Visitation & Support

Statement of Cash Flows

October 2023

	TOTAL
OPERATING ACTIVITIES	
Net Revenue	-5,184
Adjustments to reconcile Net Revenue to Net Cash provided by operations:	
PNC Credit Card	126
2090 Payroll Direct Deposit	0
2100 Payroll Taxes Withheld	0
2105 Accrued Expense-1	917
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	1,043
Net cash provided by operating activities	\$ -4,141
NET CASH INCREASE FOR PERIOD	\$ -4,141
Cash at beginning of period	302,736
CASH AT END OF PERIOD	\$298,595

Prisoner Visitation & Support

Statement of Cash Flows

January - October, 2023

	TOTAL
OPERATING ACTIVITIES	
Net Revenue	144,919
Adjustments to reconcile Net Revenue to Net Cash provided by operations:	
Accounts Payable (A/P)	-440
PNC Credit Card	200
2090 Payroll Direct Deposit	0
2100 Payroll Taxes Withheld	0
2105 Accrued Expense-1	-12,325
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	-12,565
Net cash provided by operating activities	\$132,354
NET CASH INCREASE FOR PERIOD	\$132,354
Cash at beginning of period	166,241
CASH AT END OF PERIOD	\$298,595