



Education and Housing Equity Project Records.

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Education & Housing Equity Project
Balance Sheet
June 30, 1997

ASSETS

Current Assets		
Cash in Checking	\$	<u>17,542.72</u>
Total Current Assets		17,542.72
Property and Equipment		<u> </u>
Total Property and Equipment		0.00
Other Assets		<u> </u>
Total Other Assets		0.00
Total Assets	\$	<u><u>17,542.72</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
Payroll taxes payable	\$	<u>235.35</u>
Total Current Liabilities		235.35
Long-Term Liabilities		<u> </u>
Total Long-Term Liabilities		0.00
Total Liabilities		235.35
Capital		
Net Income		<u>17,307.37</u>
Total Capital		<u>17,307.37</u>
Total Liabilities & Capital	\$	<u><u>17,542.72</u></u>

Education & Housing Equity Project
Income Statement
For the Six Months Ending June 30, 1997

	Current Month		Year to Date	
Revenues				
Foundations & Corporations	5,000.00	100.00	40,000.00	100.00
Individuals	0.00	0.00	0.00	0.00
Earned income	0.00	0.00	0.00	0.00
Miscellaneous	0.00	0.00	0.00	0.00
Total Revenues	5,000.00	100.00	40,000.00	100.00
Cost of Sales				
Total Cost of Sales	0.00	0.00	0.00	0.00
Gross Profit	5,000.00	100.00	40,000.00	100.00
Expenses				
Wages	0.00	0.00	10,161.25	25.40
Payroll taxes	0.00	0.00	1,295.08	3.24
Fringe Benefits	0.00	0.00	0.00	0.00
Professional Services	1,029.80	20.60	5,644.47	14.11
Local Auto	0.00	0.00	33.41	0.08
Staff Expense	10.00	0.20	17.50	0.04
Fiscal Agent fees	1,575.00	31.50	1,575.00	3.94
Office Supplies	38.00	0.76	322.69	0.81
Postage	403.87	8.08	987.02	2.47
Conferences & Meetings	530.14	10.60	680.14	1.70
Printing	442.87	8.86	1,851.10	4.63
Telephone	77.39	1.55	77.39	0.19
Miscellaneous	10.13	0.20	47.58	0.12
Total Expenses	4,117.20	82.34	22,692.63	56.73
Net Income	\$ 882.80	17.66	\$ 17,307.37	43.27

**EDUCATION AND HOUSING EQUITY PROJECT
INCOME STATEMENT AND FUND BALANCE RECAP
PERIOD ENDING SEPTEMBER 30, 1999**

	REVENUE	Budgeted	Year to Date	Remaining
4001	Grants	\$ 100,000	\$ 41,100	\$ 58,900
	Total Revenue:	\$ 100,000	\$ 41,100	\$ 58,900
	EXPENSES			
5001	Consulting	\$ 14,600	\$ 138	\$ 14,462
5002	Office Supplies	\$ 600	\$ 492	\$ 108
5003	Telephone/Fax	\$ 750	\$ 572	\$ 178
5004	Postage	\$ 1,800	\$ 1,078	\$ 722
5005	Copying	\$ 3,500	\$ 2,216	\$ 1,284
5006	Printing	\$ 800	\$ 279	\$ 521
5007	Publications	\$ 150	\$ 72	\$ 78
5008	Equipment	\$ 1,300	\$ 241	\$ 1,059
5009	Dues, Fees, Registration	\$ 100	\$ 90	\$ 10
5010	Conferences and Meetings	\$ 10,000	\$ 587	\$ 9,414
5011	Travel	\$ 500	\$ 43	\$ 457
5012	Mileage	\$ 1,500	\$ -	\$ 1,500
5013	Miscellaneous	\$ 250	\$ 160	\$ 90
5014	Office Rental	\$ 1,800	\$ 1,200	\$ 600
5015	Insurance	\$ -	\$ -	\$ -
5016	Staff Development	\$ 1,000	\$ 430	\$ 571
5201	Director Salary	\$ 26,500	\$ 17,000	\$ 9,500
5202	Clerical Salary	\$ 11,610	\$ 7,273	\$ 4,338
5203	Accounting Services	\$ 1,750	\$ 1,450	\$ 300
5204	EFICA Expenses	\$ 3,049	\$ 1,968	\$ 1,081
5205	State Unemp Insurance	\$ 80	\$ 75	\$ 5
5301	Program Training Events	\$ 3,200	\$ 1,132	\$ 2,068
	Total Expenses:	\$ 84,839	\$ 36,494	\$ 48,345
	Total Surplus/(Deficit):		<u>\$ 4,606</u>	
Beginning Fund Balance Jan 1, 1999:			\$ 3,296	
Revenue Added January 1 thru September 30, 1999:			\$ 41,100	
Expenses Added January 1 thru September 30, 1999:			\$ (36,494)	
Ending Fund Balance September 30, 1999:			<u>\$ 7,902</u>	

**EDUCATION AND HOUSING EQUITY PROJECT
BALANCE SHEET
SEPTEMBER 30, 1999**

ASSETS

Cash (Riverside Bank)	\$	7,112
Petty Cash	\$	50
Equipment	\$	1,474
Total Assets:	<u>\$</u>	<u>8,636</u>

LIABILITIES and FUND BALANCE

Accounts Payable		
Augsburg College - Computer	\$	(704)
Payroll Taxes Payable		
Federal Income Tax Withheld	\$	(11)
FICA Tax Withheld	\$	79
EFICA Tax Withheld	\$	11
State Income Tax Withheld	\$	(109)
Fund Balance	\$	(7,902)
Total Liabilities and Fund Balance:	<u>\$</u>	<u>(8,636)</u>
	\$	0

1998 Chart of Accounts

Income

4100	Congregations & Organizations
4200	Individuals
4300	Foundations & Corporations
4400	Denominations
4600	Interest
4900	Miscellaneous

Expenses

5000	Wages
5050	Payroll taxes
5070	Fringe Benefits
5100	Professional Services
5220	Local Auto
5240	Staff Expense
5260	Staff Development
5280	Subscriptions & Memberships
5320	Office Supplies
5330	Equipment purchase & maintenance
5340	Printing - Non-program
5360	Rent
5380	Telephone
5420	Postage
5440	Conferences & Meetings
5460	Program Printing & Supplies
5800	Insurance
5900	Miscellaneous

Liabilities

2305	403(b) Deductions
2310	Federal W/H tax payable
2320	FICA Employee
2330	Medicare Employee
2340	FICA Employer
2350	Medicare Employer
2360	State W/H tax payable
2410	MN UC payable
2510	Cafeteria Plan payable
2520	Child Support W/H payable

Program Categories

AD	- Administration
FR	- Fundraising
ED	- Education
AV	- Advocacy
SV	- Service
ET	- Educational Theater
RC	- Regional Opportunities Counseling (ROC)

****The full account code is the number first and then the program category e.g. 5000AD**

Expense Account Descriptions

5000 Wages

Payroll expenses including temporary employees, both hourly and salary

5050 Payroll taxes

Social Security, Medicare, Unemployment, Worker's Comp

5070 Fringe Benefits

Health insurance, dental insurance, disability insurance, 403b contributions

5100 Professional Services

Audit and any other consultation services. Anyone who provides services that is not an employee

5220 Local Auto

Mileage (\$.28/mile), parking, bus fare

5240 Staff Expense

Expenses that staff incur in conducting MICAH business such as dining expense

5260 Staff Development

Trainings and conferences that MICAH staff attend

5280 Subscriptions & Memberships

Memberships in organizations as well as periodicals and books for MICAH library

5320 Office Supplies

Any office supplies with a worth of less than \$500 - over \$500 is considered equipment

5330 Equipment Purchase & Maintenance

Includes any maintenance agreements and capital purchases for office

5340 Printing - Non-program

Printing of letterhead, envelopes, reports, fundraising materials, etc.

5360 Rent

Office and storage space rent; expenses related to changes in the office (electrician, carpenter)

5380 Telephone

Regular and long distance phone service; beeper service; fax expenses; installation charges

5420 Postage

Stamps, mailing permits, delivery services

5440 Conferences & Meetings

Expenses associated with a conference or meeting sponsored by MICAH

5460 Program Printing & Supplies

Supplies and printing directly associated with MICAH programs

5800 Insurance

General liability, auto, professional liability, employee dishonesty, property, etc.

5900 Miscellaneous

Any expenses that do not fit into one of the other categories - keep to a minimum

**EDUCATION AND HOUSING EQUITY PROJECT
BALANCE SHEET
DECEMBER 31, 1999**

ASSETS

Cash (Riverside Bank)	\$	62
Petty Cash	\$	50
Equipment	\$	1,474
Total Assets:	<u>\$</u>	<u>1,586</u>

LIABILITIES and FUND BALANCE

Accounts Payable		
Augsburg College - Computer	\$	(704)
Augsburg College - Other	\$	(1,792)
Accounting Services	\$	(300)
Payroll Taxes Payable		
Federal Income Tax Withheld	\$	(11)
FICA Tax Withheld	\$	79
EFICA Tax Withheld	\$	11
State Income Tax Withheld	\$	(111)
Fund Balance	\$	(850)
Total Liabilities and Fund Balance:	<u>\$</u>	<u>(3,679)</u>
	\$	(2,092)

**EDUCATION AND HOUSING EQUITY PROJECT
INCOME STATEMENT AND FUND BALANCE RECAP
PERIOD ENDING DECEMBER 31, 1999**

	REVENUE	Budgeted	Year to Date	Remaining
4001	Grants	\$ 100,000	\$ 42,241	\$ 57,760
	Total Revenue:	\$ 100,000	\$ 42,241	\$ 57,760
	EXPENSES			
5001	Consulting	\$ 14,600	\$ 2,588	\$ 12,012
5002	Office Supplies	\$ 600	\$ 492	\$ 108
5003	Telephone/Fax	\$ 750	\$ 572	\$ 178
5004	Postage	\$ 1,800	\$ 1,078	\$ 722
5005	Copying	\$ 3,500	\$ 2,216	\$ 1,284
5006	Printing	\$ 800	\$ 279	\$ 521
5007	Publications	\$ 150	\$ 72	\$ 78
5008	Equipment	\$ 1,300	\$ 241	\$ 1,059
5009	Dues, Fees, Registration	\$ 100	\$ 90	\$ 10
5010	Conferences and Meetings	\$ 10,000	\$ 5,587	\$ 4,414
5011	Travel	\$ 500	\$ 43	\$ 457
5012	Mileage	\$ 1,500	\$ -	\$ 1,500
5013	Miscellaneous	\$ 250	\$ 160	\$ 90
5014	Office Rental	\$ 1,800	\$ 1,200	\$ 600
5015	Insurance	\$ -	\$ -	\$ -
5016	Staff Development	\$ 1,000	\$ 430	\$ 571
5201	Director Salary	\$ 26,500	\$ 17,000	\$ 9,500
5202	Clerical Salary	\$ 11,610	\$ 7,963	\$ 3,648
5203	Accounting Services	\$ 1,750	\$ 1,450	\$ 300
5204	EFICA Expenses	\$ 3,049	\$ 2,021	\$ 1,028
5205	State Unemp Insurance	\$ 80	\$ 75	\$ 5
5301	Program Training Events	\$ 3,200	\$ 1,132	\$ 2,068
	Total Expenses:	\$ 84,839	\$ 44,686	\$ 40,153
	Total Surplus/(Deficit):		<u>\$ (2,446)</u>	
Beginning Fund Balance Jan 1, 1999:			\$ 3,296	
Revenue Added January 1 thru January 26, 2000			\$ 42,241	
Expenses Added January 1 thru January 26, 2000			\$ (44,686)	
Ending Fund Balance January 26, 2000			<u>\$ 850</u>	

**EDUCATION AND HOUSING EQUITY PROJECT
BALANCE SHEET
JANUARY 31, 2000**

ASSETS

Cash (Riverside Bank)	\$	6,733
Petty Cash	\$	-
Equipment	\$	-
Total Assets:	\$	<u>6,733</u>

LIABILITIES and FUND BALANCE

Accounts Payable		
Augsburg College - Computer	\$	(704)
Augsburg College - Other	\$	(1,942)
Accounting Services	\$	(450)
Payroll Taxes Payable		
Federal Income Tax Withheld	\$	-
FICA Tax Withheld	\$	-
EFICA Tax Withheld	\$	-
State Income Tax Withheld	\$	109
Fund Balance	\$	(9,296)
Total Liabilities and Fund Balance:	\$	<u>(12,283)</u>
	\$	(5,550)

**EDUCATION AND HOUSING EQUITY PROJECT
INCOME STATEMENT AND FUND BALANCE RECAP
PERIOD ENDING JANUARY 31, 2000**

	REVENUE	Budgeted	Year to Date	Remaining
4001	Grants	<u>\$ 100,000</u>	<u>\$ 6,000</u>	<u>\$ 94,000</u>
	Total Revenue:	\$ 100,000	\$ 6,000	\$ 94,000
	EXPENSES			
5001	Consulting		\$ -	\$ -
5002	Office Supplies		\$ -	\$ -
5003	Telephone/Fax		\$ -	\$ -
5004	Postage		\$ -	\$ -
5005	Copying		\$ -	\$ -
5006	Printing		\$ -	\$ -
5007	Publications		\$ -	\$ -
5008	Equipment		\$ -	\$ -
5009	Dues, Fees, Registration		\$ -	\$ -
5010	Conferences and Meetings		\$ -	\$ -
5011	Travel		\$ -	\$ -
5012	Mileage		\$ -	\$ -
5013	Miscellaneous		\$ -	\$ -
5014	Office Rental		\$ -	\$ -
5015	Insurance		\$ -	\$ -
5016	Staff Development		\$ -	\$ -
5201	Director Salary		\$ -	\$ -
5202	Clerical Salary		\$ -	\$ -
5203	Accounting Services		\$ -	\$ -
5204	EFICA Expenses		\$ -	\$ -
5205	State Unemp Insurance		\$ -	\$ -
5301	Program Training Events		<u>\$ -</u>	<u>\$ -</u>
	Total Expenses:	\$ -	\$ -	\$ -
	Total Surplus/(Deficit):		<u>\$ 6,000</u>	
Beginning Fund Balance Jan 1, 1999:			\$ 3,296	
Revenue Added January 1 thru January 26, 2000			\$ 6,000	
Expenses Added January 1 thru January 26, 2000			\$ -	
Ending Fund Balance January 26, 2000			<u>\$ 9,296</u>	

Delivered-To: eh@augsbuurg.edu
Reply-To: "Ken Darling" <kdarling@expsolutions.com>
From: "Ken Darling" <kdarling@expsolutions.com>
To: "Dick Little" <eh@augsbuurg.edu>
Cc: "Jayne Marecek" <jmarecek@expsolutions.com>, "Gloria McLenighan" <info@mnmeeting.com>
Subject: Final details
Date: Wed, 26 Jan 2000 14:13:26 -0600
Organization: EXPRESS Interactive Solutions
X-MSMail-Priority: Normal
X-Mailer: Microsoft Outlook Express 5.00.2314.1300
X-MimeOLE: Produced By Microsoft MimeOLE V5.00.2314.1300

I just met with Gloria and Jayne about Minnesota Meeting expenses for the Community Summit. You will be getting a final bill from the Minnesota Meeting in the next few days, reflecting your discussions with Gloria and I over the last few weeks and incorporating all the dollars pledged to the project by the MM in our contract. That bill will also include updated information on attendees who have outstanding invoices to the project.

Also, Dick, I want to formally make our the offer to compensate you for our failure to provide you with the data gathered at the meeting. Again, we are tremendously apologetic and truly sorry -- and truly want to compensate you for the loss. You have two choices:

- 1) We will provide you free of charge a full-service meeting package, including upto eight hours of design/consultation time, my facilitation at the event, a complete technology system at the event, and data report for a meeting of upto 100 participants, which would need to be used in the calendar year of 2000 and occur on a mutually agreed-upon date. This package has a value of \$7500. This might be the ideal option; it will allow you to respond to the desire in the room to craft a more open-ended process; we could convene a second summit and this time ask invitees to, in advance, sign up for a specific topic area and come prepared to the meeting with their ideas/proposals on that topic. At the meeting, say in the evening from 6:30 to 9, they convene first in small groups to share/consolidate ideas and then convene as a whole to react to/prioritize those ideas using the technology. Just an idea.
- 2) We will refund you a full \$2,500 (and will absorb the nearly \$1,000 we paid outside experts in an attempt to recover the data) from the fees charged to you by Express.

Which one would you prefer? Please give us an answer in the next four weeks. Just shoot me back an e-mail or, of course, call. I'm out the rest of today, but am around some tomorrow, then in Washington (with its 22 inches of snow) till Tuesday.

I hope all is well, Dick.

Ken Darling
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**EDUCATION AND HOUSING EQUITY PROJECT
INCOME STATEMENT AND FUND BALANCE RECAP
PERIOD ENDING JANUARY 26, 2000**

	REVENUE	Budgeted	Year to Date	Remaining
4001	Grants	<u>\$ 100,000</u>	<u>\$ 48,241</u>	<u>\$ 51,760</u>
	Total Revenue:	\$ 100,000	\$ 48,241	\$ 51,760
	EXPENSES			
5001	Consulting	\$ 14,600	\$ 2,588	\$ 12,012
5002	Office Supplies	\$ 600	\$ 492	\$ 108
5003	Telephone/Fax	\$ 750	\$ 572	\$ 178
5004	Postage	\$ 1,800	\$ 1,078	\$ 722
5005	Copying	\$ 3,500	\$ 2,216	\$ 1,284
5006	Printing	\$ 800	\$ 279	\$ 521
5007	Publications	\$ 150	\$ 72	\$ 78
5008	Equipment	\$ 1,300	\$ 241	\$ 1,059
5009	Dues, Fees, Registration	\$ 100	\$ 90	\$ 10
5010	Conferences and Meetings	\$ 10,000	\$ 5,587	\$ 4,414
5011	Travel	\$ 500	\$ 43	\$ 457
5012	Mileage	\$ 1,500	\$ -	\$ 1,500
5013	Miscellaneous	\$ 250	\$ 160	\$ 90
5014	Office Rental	\$ 1,800	\$ 1,200	\$ 600
5015	Insurance	\$ -	\$ -	\$ -
5016	Staff Development	\$ 1,000	\$ 430	\$ 571
5201	Director Salary	\$ 26,500	\$ 17,000	\$ 9,500
5202	Clerical Salary	\$ 11,610	\$ 7,963	\$ 3,648
5203	Accounting Services	\$ 1,750	\$ 1,450	\$ 300
5204	EFICA Expenses	\$ 3,049	\$ 2,021	\$ 1,028
5205	State Unemp Insurance	\$ 80	\$ 75	\$ 5
5301	Program Training Events	<u>\$ 3,200</u>	<u>\$ 1,132</u>	<u>\$ 2,068</u>
	Total Expenses:	\$ 84,839	\$ 44,686	\$ 40,153
	Total Surplus/(Deficit):		<u>\$ 3,554</u>	
Beginning Fund Balance Jan 1, 1999:			\$ 3,296	
Revenue Added January 1 thru January 26, 2000			\$ 48,241	
Expenses Added January 1 thru January 26, 2000			\$ (44,686)	
Ending Fund Balance January 26, 2000			<u>\$ 6,850</u>	

GENERAL LEDGER

1001 Cash

		<u>Check #</u>	<u>Balance</u>
1/1/1999	Beginning Balance		\$ 10,565.25
2/1/1999	Management Assistance	5001	\$ 10,315.25
2/1/1999	General Office Products	5002	\$ 10,188.25
2/1/1999	Citizen's League	5003	\$ 10,148.25
2/1/1999	ConnectCo.	5004	\$ 10,118.35
2/1/1999	Alpha Print, Inc	5005	\$ 10,058.36
2/1/1999	James J McDonough	5006	\$ 9,628.36
2/1/1999	Vector Internet	5007	\$ 9,508.66
2/1/1999	Community Media Servic	5008	\$ 9,450.16
2/1/1999	University of St. Thomas	5009	\$ 9,305.16
2/1/1999	Pam Jewison	5010	\$ 9,266.66
2/1/1999	Snap Print	5011	\$ 8,642.57
2/1/1999	Richard Little	5012	\$ 8,541.47
2/1/1999	Grants	Deposit	\$ 24,641.47
2/1/1999	Checks	Bank	\$ 24,569.72
2/3/1999	Feigenbaum Design Gro	5013	\$ 23,569.72
2/3/1999	Riverside Bank	5014	\$ 23,519.72
2/26/1999	Pam Jewison	5015	\$ 23,067.09
2/26/1999	Richard Little	5016	\$ 22,338.59
3/1/1999	Stamps	Bank	\$ 22,321.64
3/15/1999	Pam Jewison	5017	\$ 22,052.72
4/1/1999	Pam Jewison	5018	\$ 21,687.82
4/1/1999	Richard Little	5019	\$ 20,923.32
4/1/1999	Printing Rebate	Deposit	\$ 20,993.41
4/12/1999	Richard Little	5020	\$ 20,228.91
4/12/1999	Feigenbaum Design Gro	5021	\$ 19,343.91
4/12/1999	Vector Internet	5022	\$ 19,293.91
	VOID	5023	\$ 19,293.91
4/12/1999	Metropolitan State Univer	5024	\$ 19,213.91
4/12/1999	Aramark	5025	\$ 19,101.91
4/12/1999	Edward Schulte	5026	\$ 18,963.91
4/12/1999	Minnesota Facilitators Ne	5027	\$ 18,910.13
4/12/1999	CMAL	5028	\$ 18,892.16
4/12/1999	St Paul Area Council of C	5029	\$ 18,862.16
4/12/1999	MMEP	5030	\$ 18,219.65
4/14/1999	Augsburg College	5031	\$ 14,662.02
4/14/1999	United States Treasury	5032	\$ 14,142.11
4/14/1999	Mn Dept of Revenue	5033	\$ 14,037.11
4/15/1999	Jeff Swenson	5034	\$ 13,830.07
4/15/1999	Richard Little	5035	\$ 13,065.57
4/15/1999	Pam Jewison	5036	\$ 12,709.20
4/30/1999	Pam Jewison	5037	\$ 12,344.92
4/30/1999	Richard Little	5038	\$ 11,580.42
4/30/1999	Jeff Swenson	5039	\$ 11,476.90
5/6/1999	SPIDR	5040	\$ 11,456.90
5/6/1999	Prom Catering	5041	\$ 11,081.90
4/30/1999	Minnesota U.C. Fund	5042	\$ 11,078.04
5/17/1999	Richard Little	5043	\$ 10,313.54
5/17/1999	Pam Jewison	5044	\$ 9,932.48

5/17/1999	Carbiner International	\$ (75.00)	5045	\$ 9,857.48
5/17/1999	Vector Internet	\$ (119.70)	5046	\$ 9,737.78
5/31/1999	Richard Little	\$ (764.50)	5047	\$ 8,973.28
5/31/1999	Pam Jewison	\$ (378.78)	5048	\$ 8,594.50
5/31/1999	Jeff Swenson	\$ (103.52)	5049	\$ 8,490.98
5/31/1999	Richard Little	\$ (2,148.30)	5050	\$ 6,342.68
5/31/1999	Richard Little	\$ (2,199.39)	5051	\$ 4,143.29
6/15/1999	Richard Little	\$ (764.50)	5052	\$ 3,378.79
6/15/1999	Pam Jewison	\$ (414.00)	5053	\$ 2,964.79
6/15/1999	Pam Jewison	\$ (33.00)	5054	\$ 2,931.79
6/15/1999	Augsburg College	\$ (270.00)	5055	\$ 2,661.79
6/22/1999	Rainbow Foods	\$ (342.93)	5056	\$ 2,318.86
6/30/1999	Pam Jewison	\$ 43.74	Deposit	\$ 2,362.60
7/1/1999	Pam Jewison	\$ (285.62)	5057	\$ 2,076.98
7/1/1999	Richard Little	\$ (764.50)	5058	\$ 1,312.48
7/1/1999	Jeff Swenson	\$ (103.52)	5059	\$ 1,208.96
7/16/1999	Richard Little	\$ (764.50)	5060	\$ 444.46
7/19/1999	Pam Jewison	\$ (40.18)	5061	\$ 404.28
7/19/1999	Jeff Swenson	\$ (77.35)	5062	\$ 326.93
7/19/1999	United States Treasury	\$ (2,823.15)	5063	\$ (2,496.22)
7/19/1999	Mn Dept of Revenue	\$ (543.98)	5064	\$ (3,040.20)
7/19/1999	Minnesota U.C. Fund	\$ (21.16)	5065	\$ (3,061.36)
7/20/1999	Pam Jewison	\$ (28.87)	5066	\$ (3,090.23)
7/30/1999	Pam Jewison	\$ (235.28)	5067	\$ (3,325.51)
7/30/1999	Richard Little	\$ (764.50)	5068	\$ (4,090.01)
7/30/1999	Jeff Swenson	\$ (103.52)	5069	\$ (4,193.53)
7/30/1999	Minnesota U.C. Fund	\$ (29.54)	5070	\$ (4,223.07)
7/30/1999	State of Minnesota	\$ (25.00)	5071	\$ (4,248.07)
7/30/1999	MMEP	\$ (188.85)	5072	\$ (4,436.92)
7/30/1999	SPNN	\$ (70.00)	5073	\$ (4,506.92)
7/30/1999	Kinko's	\$ (191.27)	5074	\$ (4,698.19)
7/30/1999	Citizen's League	\$ (16.50)	5075	\$ (4,714.69)
7/30/1999	Augsburg College	\$ (1,259.68)	5076	\$ (5,974.37)
7/30/1999	United States Treasury	\$ (1,102.14)	5077	\$ (7,076.51)
7/31/1999	Wilder Foundation	\$ 72.78	Deposit	\$ (7,003.73)
7/31/1999	Otto Bremer	\$ 15,000.00	Deposit	\$ 7,996.27
8/13/1999	Richard Little	\$ (764.50)	5078	\$ 7,231.77
8/13/1999	Pam Jewison	\$ (104.36)	5079	\$ 7,127.41
9/3/1999	Snap Print	\$ (117.83)	5080	\$ 7,009.58
9/3/1999	First Tech	\$ (155.00)	5081	\$ 6,854.58
9/3/1999	Pam Jewison	\$ (231.05)	5082	\$ 6,623.53
9/3/1999	Richard Little	\$ (764.50)	5083	\$ 5,859.03
9/3/1999	Jeff Swenson	\$ (103.52)	5084	\$ 5,755.51
9/3/1999	Riverside Bank	\$ (288.64)	5085	\$ 5,466.87
9/16/1999	Richard Little	\$ (764.50)	5086	\$ 4,702.37
9/16/1999	Pam Jewison	\$ (41.18)	5087	\$ 4,661.19
9/16/1999	Maire McMahan	\$ (460.60)	5088	\$ 4,200.59
9/16/1999	Rockhurst College	\$ (69.50)	5089	\$ 4,131.09
9/16/1999	Citizen's League	\$ (40.00)	5090	\$ 4,091.09
9/16/1999	MMEP	\$ (20.00)	5091	\$ 4,071.09
9/30/1999	Richard Little	\$ (764.50)	5092	\$ 3,306.59
9/30/1999	Maire McMahan	\$ (535.87)	5093	\$ 2,770.72

9/30/1999	Jeff Swenson	\$ (69.26)	5094	\$ 2,701.46
9/30/1999	Paul Pierson	\$ (62.26)	5095	\$ 2,639.20
9/30/1999	MMEP	\$ (33.40)	5096	\$ 2,605.80
9/30/1999	Voided	\$ -	5097	\$ 2,605.80
9/30/1999	State of Minnesota	\$ (463.01)	5098	\$ 2,142.79
9/30/1999	Riverside Bank	\$ (1,247.19)	5099	\$ 895.60
9/30/1999		\$ 10,000.00	Deposit	\$ 10,895.60
10/15/1999	Richard Little	\$ (764.50)	5100	\$ 10,131.10
10/15/1999	Maire McMahon	\$ (501.25)	5101	\$ 9,629.85
10/15/1999	OfficeMax	\$ (79.60)	5102	\$ 9,550.25
10/15/1999	Emily Chen	\$ (25.52)	5103	\$ 9,524.73
10/15/1999	Vector Internet	\$ (119.70)	5104	\$ 9,405.03
10/31/1999	Richard Little	\$ (764.50)	5105	\$ 8,640.53
10/31/1999	Maire McMahon	\$ (386.87)	5106	\$ 8,253.66
10/31/1999	Paul Pierson	\$ (138.52)	5107	\$ 8,115.14
10/31/1999	United States Treasury	\$ (731.72)	5108	\$ 7,383.42
10/31/1999	MMEP	\$ (126.55)	5109	\$ 7,256.87
10/31/1999	Star Tribune	\$ (30.00)	5110	\$ 7,226.87
10/31/1999	OfficeMax	\$ (94.34)	5111	\$ 7,132.53
10/31/1999	Minnesota U.C. Fund	\$ (20.12)	5112	\$ 7,112.41
11/5/1999	Express Interactive Solut	\$ (5,000.00)	5113	\$ 2,112.41
11/12/1999	Karima Vargas Bushnell	\$ (450.00)	5114	\$ 1,662.41
11/15/1999	Maire McMahon	\$ (413.57)	5115	\$ 1,248.84
11/17/1999	American Program Bur	\$ (1,000.00)	5116	\$ 248.84
11/30/1999	Maire McMahon	\$ (221.64)	5117	\$ 27.20
11/30/1999	United States Treasury	\$ (105.58)	5118	\$ (78.38)
12/14/1999	American Program Bur	\$ (1,000.00)	5119	\$ (1,078.38)
12/15/1999	Deposit	\$ 1,140.50		\$ 62.12
1/14/2000	Deposit	\$ 5,000.00		\$ 5,062.12
1/21/2000	Mn Dept of Revenue	\$ (109.00)	5120	\$ 4,953.12
1/26/2000	Deposit	\$ 500.00		\$ 5,453.12
1/26/2000	Deposit	\$ 500.00		\$ 5,953.12
		\$ 5,953.12		

1002 Petty Cash

1/1/1999	Beginning Balance	\$ -		
2/1/1999	Add to Petty Cash	\$ 50.00	5014	
		\$ 50.00		

1003 Equipment

1/1/1999	Beginning Balance	\$ 1,204.00		
6/15/1999	Augsburg College	\$ 270.00	5055	
		\$ 1,474.00		

2001 Accounts Payable

1/1/1999	Beginning Balance	\$ (8,473.12)		
2/1/1999	Management Assistance	\$ 250.00	5001	
2/1/1999	General Office Products	\$ 127.00	5002	
2/1/1999	Citizen's League	\$ 40.00	5003	

2/1/1999	Alpha Print, Inc	\$	59.99	5005
2/1/1999	James J McDonough	\$	430.00	5006
2/1/1999	Vector Internet	\$	119.70	5007
2/1/1999	Community Media Servic	\$	58.50	5008
2/1/1999	University of St. Thomas	\$	145.00	5009
2/1/1999	Snap Print	\$	624.09	5011
2/1/1999	Richard Little	\$	101.10	5012
2/3/1999	Feigenbaum Design Gro	\$	1,000.00	5013
4/12/1999	Feigenbaum Design Gro	\$	885.00	5021
4/12/1999	MMEP	\$	62.31	5030
4/14/1999	Augsburg College	\$	1,718.13	5031
5/31/1999	Richard Little	\$	2,148.30	5050
		\$	(704.00)	

2201 Federal Income Tax Withheld

1/1/1999	Beginning Balance	\$	-	
2/26/1999	Pam Jewison	\$	(55.00)	
2/26/1999	Richard Little	\$	(135.00)	
3/15/1999	Pam Jewison	\$	(35.00)	
4/14/1999	United States Treasury	\$	225.00	5032
4/1/1999	Pam Jewison	\$	(56.00)	
4/1/1999	Richard Little	\$	(111.00)	
4/12/1999	Richard Little	\$	(111.00)	
4/15/1999	Jeff Swenson	\$	(46.01)	
4/15/1999	Pam Jewison	\$	(54.00)	
4/15/1999	Richard Little	\$	(111.00)	
4/30/1999	Jeff Swenson	\$	(23.01)	
4/30/1999	Pam Jewison	\$	(55.00)	
4/30/1999	Richard Little	\$	(111.00)	
5/17/1999	Pam Jewison	\$	(56.00)	
5/17/1999	Richard Little	\$	(111.00)	
5/31/1999	Jeff Swenson	\$	(23.01)	
5/31/1999	Pam Jewison	\$	(56.00)	
5/31/1999	Richard Little	\$	(111.00)	
6/15/1999	Pam Jewison	\$	(58.00)	
6/15/1999	Richard Little	\$	(111.00)	
7/1/1999	Jeff Swenson	\$	(23.01)	
7/1/1999	Pam Jewison	\$	(42.00)	
7/1/1999	Richard Little	\$	(111.00)	
7/19/1999	Jeff Swenson	\$	(10.00)	
7/19/1999	Pam Jewison	\$	(4.00)	
7/16/1999	Richard Little	\$	(111.00)	
7/19/1999	United States Treasury	\$	1,204.03	5063
7/19/1999	Jeff Swenson	\$	(23.01)	
7/19/1999	Pam Jewison	\$	(34.00)	
7/16/1999	Richard Little	\$	(111.00)	
7/19/1999	United States Treasury	\$	469.02	5077
8/13/1999	Richard Little	\$	(111.00)	
8/13/1999	Pam Jewison	\$	(12.00)	
9/3/1999	Pam Jewison	\$	(31.00)	5082
9/3/1999	Richard Little	\$	(111.00)	5083

9/3/1999	Jeff Swenson	\$	(23.01)	
9/16/1999	Richard Little	\$	(111.00)	5086
9/16/1999	Pam Jewison	\$	(3.00)	5087
9/16/1999	Maire McMahon	\$	(6.00)	
9/30/1999	Richard Little	\$	(111.00)	5092
9/30/1999	Maire McMahon	\$	(27.00)	5093
9/30/1999	Paul Pierson	\$	(5.00)	5095
9/30/1999	United States Treasury	\$	123.00	5085
9/30/1999	United States Treasury	\$	428.01	5099
10/15/1999	Richard Little	\$	(111.00)	5100
10/15/1999	Maire McMahon	\$	(27.00)	5101
10/31/1999	Richard Little	\$	(111.00)	5105
10/31/1999	Paul Pierson	\$	(11.48)	5107
10/31/1999	United States Treasury	\$	249.00	5108
		\$	(11.48)	

2202 FICA Withheld

1/1/1999	Beginning Balance	\$	-	
2/26/1999	Richard Little	\$	(76.50)	
2/26/1999	Pam Jewison	\$	(44.36)	
3/15/1999	Pam Jewison	\$	(26.59)	
4/14/1999	United States Treasury	\$	147.45	5032
4/1/1999	Richard Little	\$	(76.50)	
4/1/1999	Pam Jewison	\$	(37.10)	
4/12/1999	Richard Little	\$	(76.50)	
4/15/1999	Richard Little	\$	(76.50)	
4/15/1999	Pam Jewison	\$	(36.15)	
4/15/1999	Jeff Swenson	\$	(22.95)	
4/30/1999	Richard Little	\$	(76.50)	
4/30/1999	Pam Jewison	\$	(36.72)	
4/30/1999	Jeff Swenson	\$	(11.48)	
5/17/1999	Richard Little	\$	(76.50)	
5/17/1999	Pam Jewison	\$	(38.45)	
5/31/1999	Richard Little	\$	(76.50)	
5/31/1999	Pam Jewison	\$	(38.25)	
5/31/1999	Jeff Swenson	\$	(11.48)	
6/15/1999	Richard Little	\$	(76.50)	
6/15/1999	Pam Jewison	\$	(41.50)	
7/1/1999	Richard Little	\$	(76.50)	
7/1/1999	Pam Jewison	\$	(28.88)	
7/1/1999	Jeff Swenson	\$	(11.48)	
7/16/1999	Richard Little	\$	(76.50)	
7/19/1999	Pam Jewison	\$	(3.83)	
7/19/1999	Jeff Swenson	\$	(7.65)	
7/19/1999	United States Treasury	\$	809.56	5063
7/30/1999	Richard Little	\$	(76.50)	
7/30/1999	Pam Jewison	\$	(23.72)	
7/30/1999	Jeff Swenson	\$	(11.48)	
7/19/1999	United States Treasury	\$	316.56	5077
8/13/1999	Richard Little	\$	(76.50)	
8/13/1999	Pam Jewison	\$	(10.14)	

9/3/1999	Pam Jewison	\$	(22.95)	
9/3/1999	Richard Little	\$	(76.50)	
9/3/1999	Jeff Swenson	\$	(11.48)	
9/16/1999	Richard Little	\$	(76.50)	
9/16/1999	Pam Jewison	\$	(3.82)	
9/16/1999	Maire McMahon	\$	(39.40)	
9/30/1999	Richard Little	\$	(76.50)	
9/30/1999	Maire McMahon	\$	(47.63)	
9/30/1999	Jeff Swenson	\$	(5.74)	
9/30/1999	Paul Pierson	\$	(5.74)	
9/30/1999	United States Treasury	\$	165.64	
9/30/1999	United States Treasury	\$	366.27	5099
10/15/1999	Richard Little	\$	(76.50)	
10/15/1999	Maire McMahon	\$	(44.75)	
10/31/1999	Richard Little	\$	(76.50)	5105
10/31/1999	Maire McMahon	\$	(32.13)	5106
10/31/1999	Paul Pierson	\$	(11.48)	5107
10/31/1999	United States Treasury	\$	241.36	5108
11/15/1999	Maire McMahon	\$	(34.43)	5115
11/30/1999	Maire McMahon	\$	(18.36)	5117
11/30/1999	United States Treasury	\$	52.79	5118
		\$	79.01	

2203 EFICA Withheld

1/1/1999	Beginning Balance	\$	-	
2/26/1999	Richard Little	\$	(76.50)	
2/26/1999	Pam Jewison	\$	(44.37)	
3/15/1999	Pam Jewison	\$	(26.59)	
4/14/1999	United States Treasury	\$	147.46	5032
4/1/1999	Richard Little	\$	(76.50)	
4/1/1999	Pam Jewison	\$	(37.10)	
4/12/1999	Richard Little	\$	(76.50)	
4/15/1999	Richard Little	\$	(76.50)	
4/15/1999	Pam Jewison	\$	(36.15)	
4/15/1999	Jeff Swenson	\$	(22.95)	
4/30/1999	Richard Little	\$	(76.50)	
4/30/1999	Pam Jewison	\$	(36.72)	
4/30/1999	Jeff Swenson	\$	(11.48)	
5/17/1999	Richard Little	\$	(76.50)	
5/17/1999	Pam Jewison	\$	(38.45)	
5/31/1999	Richard Little	\$	(76.50)	
5/31/1999	Pam Jewison	\$	(38.25)	
5/31/1999	Jeff Swenson	\$	(11.48)	
6/15/1999	Richard Little	\$	(76.50)	
6/15/1999	Pam Jewison	\$	(41.50)	
7/1/1999	Richard Little	\$	(76.50)	
7/1/1999	Pam Jewison	\$	(28.88)	
7/1/1999	Jeff Swenson	\$	(11.48)	
7/16/1999	Richard Little	\$	(76.50)	
7/19/1999	Pam Jewison	\$	(3.83)	
7/19/1999	Jeff Swenson	\$	(7.65)	

7/19/1999	United States Treasury	\$	809.56	5063
7/30/1999	Richard Little	\$	(76.50)	
7/30/1999	Pam Jewison	\$	(23.72)	
7/30/1999	Jeff Swenson	\$	(11.48)	
7/19/1999	United States Treasury	\$	316.56	5077
8/13/1999	Richard Little	\$	(76.50)	
8/13/1999	Pam Jewison	\$	(10.14)	
9/3/1999	Pam Jewison	\$	(22.95)	
9/3/1999	Richard Little	\$	(76.50)	
9/3/1999	Jeff Swenson	\$	(11.48)	
9/16/1999	Richard Little	\$	(76.50)	
9/16/1999	Pam Jewison	\$	(3.82)	
9/16/1999	Maire McMahan	\$	(39.40)	
9/30/1999	Richard Little	\$	(76.50)	
9/30/1999	Maire McMahan	\$	(47.63)	
9/30/1999	Jeff Swenson	\$	(5.74)	
9/30/1999	Paul Pierson	\$	(5.74)	
9/30/1999	United States Treasury	\$	452.91	5099
10/15/1999	Richard Little	\$	(76.50)	
10/15/1999	Maire McMahan	\$	(44.75)	
10/31/1999	Richard Little	\$	(76.50)	5105
10/31/1999	Maire McMahan	\$	(32.13)	5106
10/31/1999	United States Treasury	\$	241.36	5108
11/15/1999	Maire McMahan	\$	(34.43)	5115
11/30/1999	Maire McMahan	\$	(18.36)	5117
11/30/1999	United States Treasury	\$	52.79	5118
		\$	11.49	

2204 State Income Tax Withheld

1/1/1999	Beginning Balance	\$	-	
2/26/1999	Pam Jewison	\$	(28.00)	
2/26/1999	Richard Little	\$	(60.00)	
3/15/1999	Pam Jewison	\$	(17.00)	
4/14/1999	Mn Dept of Revenue	\$	105.00	5033
4/1/1999	Pam Jewison	\$	(27.00)	
4/1/1999	Richard Little	\$	(48.00)	
4/12/1999	Richard Little	\$	(48.00)	
4/15/1999	Jeff Swenson	\$	(24.00)	
4/15/1999	Pam Jewison	\$	(25.98)	
4/15/1999	Richard Little	\$	(48.00)	
4/30/1999	Jeff Swenson	\$	(12.00)	
4/30/1999	Pam Jewison	\$	(24.00)	
4/30/1999	Richard Little	\$	(48.00)	
5/17/1999	Pam Jewison	\$	(27.00)	
5/17/1999	Richard Little	\$	(48.00)	
5/31/1999	Jeff Swenson	\$	(12.00)	
5/31/1999	Pam Jewison	\$	(27.00)	
5/31/1999	Richard Little	\$	(48.00)	
6/15/1999	Pam Jewison	\$	(29.00)	
6/15/1999	Richard Little	\$	(48.00)	
7/1/1999	Jeff Swenson	\$	(12.00)	

7/1/1999 Pam Jewison	\$	(21.00)	
7/1/1999 Richard Little	\$	(48.00)	
7/19/1999 Jeff Swenson	\$	(5.00)	
7/19/1999 Pam Jewison	\$	(2.00)	
7/16/1999 Richard Little	\$	(48.00)	
7/19/1999 Mn Dept of Revenue	\$	543.98	5064
7/30/1999 Jeff Swenson	\$	(12.00)	
7/30/1999 Pam Jewison	\$	(17.00)	
7/30/1999 Richard Little	\$	(48.00)	
8/13/1999 Richard Little	\$	(48.00)	
8/13/1999 Pam Jewison	\$	(6.00)	
9/3/1999 Pam Jewison	\$	(15.00)	
9/3/1999 Richard Little	\$	(48.00)	
9/3/1999 Jeff Swenson	\$	(12.00)	
9/16/1999 Richard Little	\$	(48.00)	
9/16/1999 Pam Jewison	\$	(2.00)	
9/16/1999 Maire McMahan	\$	(9.00)	
9/16/1999 Richard Little	\$	(48.00)	
9/30/1999 Maire McMahan	\$	(12.00)	
9/30/1999 Paul Pierson	\$	(2.00)	
9/30/1999 Mn Dept of Revenue	\$	463.01	5098
10/15/1999 Richard Little	\$	(48.00)	5100
10/15/1999 Maire McMahan	\$	(12.00)	5101
10/31/1999 Richard Little	\$	(48.00)	5105
10/31/1999 Maire McMahan	\$	(1.00)	5106
11/15/1999 Maire McMahan	\$	(2.00)	5115
1/21/2000 Mn Dept of Revenue	\$	109.00	5120
	\$	(1.99)	

4001 Grants

2/1/1999 Grants	\$	(16,100.00)	Deposit
7/31/1999 Otto Bremer	\$	(15,000.00)	Deposit
9/30/1999	\$	(10,000.00)	Deposit
12/15/1999	\$	(1,140.50)	Deposit
1/14/1999 Study Circle	\$	(5,000.00)	Deposit
1/26/2000 General Mills	\$	(500.00)	Deposit
1/26/2000 MICAH	\$	(500.00)	Deposit
	\$	(48,240.50)	

**EDUCATION AND HOUSING EQUITY PROJECT
INCOME STATEMENT AND FUND BALANCE RECAP
PERIOD ENDING DECEMBER 31, 1999**

	REVENUE	Budgeted	Year to Date	Remaining
4001	Grants	\$ 100,000	\$ 42,241	\$ 57,760
	Total Revenue:	\$ 100,000	\$ 42,241	\$ 57,760
	EXPENSES			
5001	Consulting	\$ 14,600	\$ 2,588	\$ 12,012
5002	Office Supplies	\$ 600	\$ 492	\$ 108
5003	Telephone/Fax	\$ 750	\$ 572	\$ 178
5004	Postage	\$ 1,800	\$ 1,078	\$ 722
5005	Copying	\$ 3,500	\$ 2,216	\$ 1,284
5006	Printing	\$ 800	\$ 279	\$ 521
5007	Publications	\$ 150	\$ 72	\$ 78
5008	Equipment	\$ 1,300	\$ 241	\$ 1,059
5009	Dues, Fees, Registration	\$ 100	\$ 90	\$ 10
5010	Conferences and Meetings	\$ 10,000	\$ 5,587	\$ 4,414
5011	Travel	\$ 500	\$ 43	\$ 457
5012	Mileage	\$ 1,500	\$ -	\$ 1,500
5013	Miscellaneous	\$ 250	\$ 160	\$ 90
5014	Office Rental	\$ 1,800	\$ 1,200	\$ 600
5015	Insurance	\$ -	\$ -	\$ -
5016	Staff Development	\$ 1,000	\$ 430	\$ 571
5201	Director Salary	\$ 26,500	\$ 17,000	\$ 9,500
5202	Clerical Salary	\$ 11,610	\$ 7,963	\$ 3,648
5203	Accounting Services	\$ 1,750	\$ 1,450	\$ 300
5204	EFICA Expenses	\$ 3,049	\$ 2,021	\$ 1,028
5205	State Unemp Insurance	\$ 80	\$ 75	\$ 5
5301	Program Training Events	\$ 3,200	\$ 1,132	\$ 2,068
	Total Expenses:	\$ 84,839	\$ 44,686	\$ 40,153
	Total Surplus/(Deficit):		<u>\$ (2,446)</u>	
Beginning Fund Balance Jan 1, 1999:			\$ 3,296	
Revenue Added January 1 thru December 31, 1999:			\$ 42,241	
Expenses Added January 1 thru December 31, 1999:			\$ (44,686)	
Ending Fund Balance December 31, 1999:			<u>\$ 850</u>	

Education & Housing Equity Project
Income Statement
For the Twelve Months Ending December 31, 1997

	Current Month		Year to Date	
Revenues				
Foundations & Corporations	0.00	0.00	55,800.00	100.00
Individuals	0.00	0.00	0.00	0.00
Earned income	0.00	0.00	0.00	0.00
Miscellaneous	0.00	0.00	0.00	0.00
Total Revenues	0.00	0.00	55,800.00	100.00
Cost of Sales				
Total Cost of Sales	0.00	0.00	0.00	0.00
Gross Profit	0.00	0.00	55,800.00	100.00
Expenses				
Wages	360.00	0.00	23,937.50	42.90
Payroll taxes	27.54	0.00	2,558.79	4.59
Fringe Benefits	0.00	0.00	0.00	0.00
Professional Services	1,000.00	0.00	7,233.47	12.96
Local Auto	0.00	0.00	33.41	0.06
Staff Expense	0.00	0.00	23.03	0.04
Staff Development	245.00	0.00	485.00	0.87
Fiscal Agent fees	0.00	0.00	2,250.00	4.03
Office Supplies	0.00	0.00	484.59	0.87
Equipment	0.00	0.00	1,738.00	3.11
Postage	14.14	0.00	1,510.68	2.71
Conferences & Meetings	68.28	0.00	1,126.18	2.02
Printing	322.88	0.00	3,850.83	6.90
Telephone	56.24	0.00	204.33	0.37
Miscellaneous	0.00	0.00	47.58	0.09
Total Expenses	2,094.08	0.00	45,483.39	81.51
Net Income	\$ <2,094.08>	0.00	\$ 10,316.61	18.49

Education & Housing Equity Project Balance Sheet
December 31, 1997

ASSETS

Current Assets		
Cash in Checking	\$	<u>10,548.74</u>
Total Current Assets		10,548.74
Property and Equipment		
Total Property and Equipment		<u>0.00</u>
Other Assets		
Total Other Assets		<u>0.00</u>
Total Assets	\$	<u><u>10,548.74</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
Payroll taxes payable	\$	<u>232.13</u>
Total Current Liabilities		232.13
Long-Term Liabilities		
Total Long-Term Liabilities		<u>0.00</u>
Total Liabilities		232.13
Capital		
Net Income		<u>10,316.61</u>
Total Capital		<u>10,316.61</u>
Total Liabilities & Capital	\$	<u><u>10,548.74</u></u>

EHEP 1998 ORGANIZATION BUDGET

Adopted by the Board of Directors 3-27-98

<u>Expenses</u>	<u>Base</u>	<u>Priorities</u>
Staff Salary and Wages		
Executive Director	24,000	6,000
Administrative Assistant		15,000
Payroll Taxes	2,640	2,310
Fringe Benefits		3,600
Professional/Contract Services	10,600	3,500
Transportation (Local Auto)	500	800
Staff Expenses		200
Conferences and Meetings		
Citizens Summit	8,000	
Other	1,000	500
Staff and Board Development (Training)	250	250
Educational Resources (Publications, Subscriptions, Memberships)	100	100
Fiscal Agent Fee (MICAH) (incl. rent & utilities, phone and fax lines, use of fax/printer/copier, and payroll, financial reporting and other fiscal management services; audit to be included in 1999 budget)	3,960	
Office Supplies	500	
Equipment	1,800	
Phone and Fax Service (Long Distance)	200	
E-mail Service	240	
Postage	1,500	500
Printing and copying		
Program	3,000	1,000
Non-program	250	250
Insurance	2,000	
Miscellaneous	50	
<u>TOTAL</u>	\$60,590	\$34,010 (\$94,600)

<u>Support and Revenue</u>	<u>Current</u>	<u>Committed</u>
Retained earnings (from 1997) (Minneapolis and Saint Paul Foundations)	9,931	
Otto Bremer Foundation	25,000	
Cowles Media Foundation		10,000
National Council for Community and Justice (Formerly Natl. Council of Christian and Jews)	252.50	
Norwest Mortgage-Maple Grove Branch		500
Individual Donations (Thomas Stanley)	500	
<u>TOTAL</u>	35,683.50	10,500 (46,183.50)

TOTAL PROJECTED EXPENDITURES \$60,590 (minimum) to \$94,600

TOTAL CURRENT AND COMMITTED INCOME \$46,183.50

FUND RAISING TARGET (rounded) \$14,500 (minimum) to \$48,500

EHEP 1999 PROJECT & ORGANIZATIONAL BUDGET

January 1, 1999 – December 31, 1999

Adopted by the Board of Directors 6-18-99

Expenses	Base	Priorities
Staff Salary and Wages		
Executive Director	26,500	
Administrative Assistant (part-time, full year)	11,610	
Program Coordinator (full-time, half year)		15,660
Payroll Taxes/EFICA Expenses	3,049	913
Fringe Benefits	3,100	2,660
State Unemployment Insurance / Workers' Comp	80	50
Fiscal and Accounting Services (\$150/month)	1,750	
Professional/Contract/Third Party Services	14,600	
Travel	500	
Mileage and Parking	1,500	500
Conferences and Meetings	2,000	
Citizens Summit	8,000	
Program Training Events	3,200	
Staff and Board Development	1,000	500
Educational Resources (Publications, Subscriptions, Memberships)	150	
Administrative Dues, Fees, Registrations	100	
Office Rental (\$150/month)	1,800	600
Office Supplies	600	100
Equipment and Maintenance	1,300	1,500
Phone, Fax and E-mail Service	750	250
Postage	1,800	
Printing and Copying	4,300	
Insurance	Covered by MICAH	
Miscellaneous Expenses	250	
Total	87,939	22,733 (\$110,672)

<u>Support and Revenue</u>	<u>Current</u>	<u>Committed</u>
Beginning Fund Balance, January 1, 1999	13,296	
United Way of Saint Paul Community Investment Fund	3,000	2,000
First Universalist Foundation	3,000	
Higher Education Consortium for Urban Affairs	100	
Minnesota League of Human Rights Commissions	43.74	
Otto Bremer Foundation	15,000	(25,000 over two years)
TOTAL	34,439.74	2,000 (36,439.74)

<u>Additional Support and Revenue</u>	<u>Requested</u>
The Saint Paul Companies	15,000 (\$25,000 over two years)
McKnight Foundation	50,000 (50,000/year, 3-5 yrs.)
Star Tribune Foundation	10,000 (\$20,000 over two years)
The Minneapolis Foundation	25,000+ (Year 2000)
The Saint Paul Foundation	25,000+ (Year 2000)
Study Circle Resource Fund	20,000
TOTAL	\$145,000

Note: The **second year budget** will incorporate an executive director salary of \$35,000 per year, a wage of \$12 per hour for clerical and administrative support (which may become a full-time position), and a program coordinator starting at \$15 per hour. Activities and associated costs will be determined by a strategic planning process that will engage EHEP board members and Community Circle partners. The second year budget will also be defined by the results of the Community Circle dialogues to be completed this year. An audit will be conducted in early 2000, soon after the closeout of the 1999 program year. Based on the recommendation of the Bremer Foundation, we will reorient some of our resources to building an independent financial base (donor/partner/member support in addition to foundation and corporate support).

**EDUCATION AND HOUSING EQUITY PROJECT
BALANCE SHEET
DECEMBER 31, 1998**

ASSETS

Cash and Cash Equivalents	\$ 10,565
Equipment	\$ 1,204
Total Assets:	<u><u>\$ 11,769</u></u>

LIABILITIES and FUND BALANCE

Accounts Payable	
Augsburg College - Rent, Misc	\$ (1,218)
Augsburg College - Computer	\$ (1,204)
Richard Little - Reimbursements	\$ (2,249)
Miscellaneous	\$ (3,802)
Fund Balance	\$ (3,296)
Total Liabilities and Fund Balance:	<u><u>\$ (11,769)</u></u>

**EDUCATION AND HOUSING EQUITY PROJECT
BUDGET PERFORMANCE AND FUND BALANCE RECAP
FOR PERIOD ENDING DECEMBER 31, 1998**

REVENUE	Budgeted	Actual	Difference
Grants			
Otto Bremer Foundation	\$ 25,000	\$ 25,000	\$ -
StarTribune Foundation	\$ 10,000	\$ 10,000	\$ -
Norwest Mortgage-Maple Grove Branch	\$ 500	\$ -	\$ (500)
Individual Donations (Thomas Stanley)	\$ 500	\$ 500	\$ -
Miscellaneous Income			
National Council for Community and Justice	\$ 253	\$ 253	\$ -
MICAH (Sale of Equipment)		\$ 693	
Total Revenue:	<u>\$ 36,253</u>	<u>\$ 36,446</u>	\$ 193

EXPENSES	Budgeted	Actual	Difference
Staff Salary and Wages			
Executive Director	\$ 24,000	\$ 18,228	\$ (5,772)
Administrative Assistant	\$ -	\$ -	\$ -
Payroll Taxes	\$ 2,640	\$ 2,394	\$ (246)
Fringe Benefits		\$ -	\$ -
Professional/Contract Services	\$ 10,600	\$ 9,515	\$ (1,085)
Transportation	\$ 500	\$ 316	\$ (184)
Staff Expenses	\$ -	\$ 5	\$ 5
Conferences and Meetings			
Citizens Summit	\$ 8,000	\$ 417	\$ (7,583)
Other	\$ 1,000	\$ -	\$ (1,000)
Staff and Board Development	\$ 250	\$ 899	\$ 649
Educational Resources	\$ 100	\$ 131	\$ 31
Fiscal Agent Fee	\$ 3,960	\$ 3,610	\$ (350)
Office Supplies	\$ 500	\$ 766	\$ 266
Equipment	\$ 1,800	\$ 2,140	\$ 340
Phone and Fax Service	\$ 200	\$ 605	\$ 405
E-Mail Service	\$ 240	\$ -	\$ (240)
Postage	\$ 1,500	\$ 694	\$ (806)
Printing and Copying			
Program	\$ 3,000	\$ 2,722	\$ (278)
Non-Program	\$ 250	\$ 62	\$ (188)
Insurance	\$ 2,000	\$ -	\$ (2,000)
Miscellaneous	\$ 50	\$ 276	\$ 226
Total Expenses:	<u>\$ 60,590</u>	<u>\$ 42,780</u>	\$ (17,810)

Total Surplus/(Deficit): \$ (6,334)

Beginning Fund Balance January 1, 1998	\$ 9,630
Revenue Added January 1 thru December 31, 1998	\$ 36,446
Expenses Added January 1 thru December 31, 1998	\$ (42,780)
Ending Fund Balance December 31, 1998	<u>\$ 3,296</u>

Education & Housing Equity Project
Income Statement
For the Five Months Ending May 31, 1998

	Current Month	Year to Date
Support		
Foundations & Corporations	0.00	25,000.00
Individuals	0.00	752.50
Earned income	0.00	0.00
Miscellaneous	0.00	0.00
	<hr/>	<hr/>
Total Support	0.00	25,752.50
	<hr/>	<hr/>
Expenses		
Wages	4,000.50	12,991.50
Payroll taxes	370.06	1,515.63
Fringe Benefits	0.00	0.00
Professional Services	0.00	2,348.00
Local Auto	0.00	217.74
Staff Expense	0.00	2.70
Staff Development	0.00	270.00
Resource Development	0.00	105.45
Fiscal Agent fees	0.00	1,110.00
Office Supplies	0.00	108.88
Equipment	0.00	1,803.00
Postage	0.00	217.46
Conferences & Meetings	0.00	0.00
Printing	0.00	480.67
Telephone	0.00	47.52
Miscellaneous	0.00	17.95
	<hr/>	<hr/>
Total Expenses	4,370.56	21,236.50
	<hr/>	<hr/>
Net Income	\$ <4,370.56>	\$ 4,516.00
	<hr/> <hr/>	<hr/> <hr/>

Education & Housing Equity Project Balance Sheet
May 31, 1998

ASSETS

Current Assets		
Cash in Checking	\$ 15,041.60	
Total Current Assets		15,041.60
Property and Equipment		
Total Property and Equipment		0.00
Other Assets		
Total Other Assets		0.00
Total Assets	\$	<u>15,041.60</u>

LIABILITIES AND CAPITAL

Current Liabilities		
Payroll taxes payable	\$ 1,193.99	
Total Current Liabilities		1,193.99
Long-Term Liabilities		
Total Long-Term Liabilities		0.00
Total Liabilities		1,193.99
Net Assets		
Retained Earnings	9,331.61	
Net Income	4,516.00	
Total Net Assets		<u>13,847.61</u>
Total Liabilities & Net Assets	\$	<u>15,041.60</u>

Education & Housing Equity Project
Income Statement
For the Six Months Ending June 30, 1998

	Current Month Actual	Year to Date Actual	Year to Date Budget	Yearly Budget	Percent YTD Actual to
Revenues					
Foundations & Corporations	0	25,000	0	0	0.00
Individuals	0	752	0	0	0.00
Earned income	0	0	0	0	0.00
Miscellaneous	0	0	0	0	0.00
Total Revenues	<u>0</u>	<u>25,752</u>	<u>0</u>	<u>0</u>	<u>0.00</u>
Expenses					
Wages	2,390	15,382	12,000	24,000	128.18
Payroll taxes	221	1,737	1,320	2,640	131.59
Fringe Benefits	0	0	0	0	0.00
Professional Services	1,000	3,348	5,300	10,600	63.17
Local Auto	21	239	250	500	95.60
Staff Expense	2	5	0	0	0.00
Staff Development	284	554	125	250	443.20
Educational Resources	0	105	50	100	210.00
Fiscal Agent fees	1,650	2,760	1,980	3,960	139.39
Office Supplies	43	152	250	500	60.80
Equipment	0	1,803	900	1,800	200.33
Postage	125	343	750	1,500	45.73
Conferences & Meetings	74	74	4,500	9,000	1.64
Printing	287	767	1,625	3,250	47.20
Telephone	121	169	220	440	76.82
Insurance	0	0	1,000	2,000	0.00
Miscellaneous	0	18	25	50	72.00
Total Expenses	<u>6,218</u>	<u>27,456</u>	<u>30,295</u>	<u>60,590</u>	<u>90.63</u>
Net Income	<u>\$ <6,218></u>	<u>\$ <1,704></u>	<u>\$ <30,295></u>	<u>\$ <60,590></u>	<u><5.62></u>

Education & Housing Equity Project Balance Sheet
June 30, 1998

ASSETS

Current Assets		
Cash in Checking	\$	<u>8,601.84</u>
Total Current Assets		8,601.84
Property and Equipment		<u> </u>
Total Property and Equipment		0.00
Other Assets		<u> </u>
Total Other Assets		0.00
Total Assets	\$	<u><u>8,601.84</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
Payroll taxes payable	\$	<u>973.02</u>
Total Current Liabilities		973.02
Long-Term Liabilities		<u> </u>
Total Long-Term Liabilities		0.00
Total Liabilities		973.02
Net Assets		
Retained Earnings		9,331.61
Net Income		<u><1,702.79></u>
Total Net Assets		<u>7,628.82</u>
Total Liabilities & Net Assets	\$	<u><u>8,601.84</u></u>