



Education and Housing Equity Project Records.

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EHEP 1999 - 2000 FUNDING PLAN

1999 funding sources to date

The Saint Paul Companies	\$10,000	General Operating Support
Community Investment Fund United Way of the Saint Paul Area	\$5,000 (\$3,000 dispursed)	Saint Paul Community Circles Outreach to low income and communities of color
First Universalist Foundation	\$3,000	Facilitator, Sponsor, Scribe Training on Undoing Racism And Printing Discussion Guides
Higher Education Consortium For Urban Affairs	\$100	Honorarium

1999/2000 fund raising plan - grant proposals

Otto Bremer Foundation	\$100,000 (50,000 per year for two years)	Operating Support
The Saint Paul Companies	\$25,000 (\$15,000 in first of two years)	Operating Support
McKnight Foundation	25,000	Program Support
Star Tribune Foundation	20,000 (\$10,000 per year)	Operating Support
The Minneapolis Foundation	15,000	
The Saint Paul Foundation	15,000	
General Mills Foundation		
Honeywell Foundation		
H.B. Fuller Corporation/Foundation		

Metropolitan Citizens Summit

December 17, 1999
Minneapolis

BUDGET

Expenses

Meeting space	\$ 1,000	
AV/Projector/Screen/Sound System/Technician/morning	\$ 600	EHEP
AV/Sound System/Technician/lunch meeting	\$ 800	
Materials/Event folders	\$ 500	EHEP
Event signage	\$ 200	
Invitation printing, postage, follow-up mailing	\$ 1,200	
Registration handling/onsite support	\$ 1,200	
Continental breakfast (\$8/person)	\$ 1,600	PARTICIPANTS (\$7.00)
Beverage service (\$2/person)	\$ 400	
Lunch (\$18/person)	\$ 3,600	PARTICIPANTS
Speaking Fee to Lani Guinier	\$ 2,000	EHEP
Travel, lodging, expenses for Lani Guinier	\$ 2,000	
Project management/meeting design/communications	\$ 4,000	
Interactive meeting technology/professional facilitation	\$ 4,500	* No report on product
EHEP internal costs	\$ 3,000	* No salary; see other bills
Admin expenses	\$ 225	?
TOTAL EXPENSES	\$26,825	

Revenue

Minnesota Meeting		\$ 6,200
Facility costs	\$ 750	
AV costs for lunch	\$ 800	
Mailing	\$1,000	
Registration	\$1,200	
Lani Guinier all expenses	\$2,000	
* Luncheon Scholarships (25)	\$ 450*	

Participant fees		\$ 4,375
(175 @ \$25)		

Donor support, to date		\$13,000 \$10,000
Minneapolis Foundation	\$5,000	
St. Paul Foundation	\$5,000	
Metropolitan Council	\$1,000	
Center for Urban and Regional Affairs	\$500	
General Mills Foundation	\$500	
Headwaters Fund	\$500	
MICAH	\$500	

*ch - w/ US Bank

TOTAL REVENUE **\$23,575**

To Be Raised **\$ 3,250**

* Because we are anticipating a significant level of participation by persons with low incomes and persons of color, we will be using support from the Saint Paul United Way to increase the number of scholarships for participants from Saint Paul. Additional funding from your organization could assure funding for scholarships needed by Minneapolis and suburban participants.

EHEP 1999 PROJECT & ORGANIZATIONAL BUDGET

January 1, 1999 – December 31, 1999

Adopted by the Board of Directors 6-18-99

<u>Expenses</u>	<u>Base</u>	<u>Priorities</u>
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	3,296	
The St. Paul Companies (awarded 9-98)	10,000	
United Way of Saint Paul Community Investment Fund (awarded 12-98)	3,000	2,000
First Universalist Foundation (Awarded 11-98 & 1-99)	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 St. 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
INCOME STATEMENT AND FUND BALANCE RECAP
PERIOD ENDING SEPTEMBER 30, 1999**

	REVENUE	Budgeted	Year to Date	Remaining
4001	Grants	<u>\$ 100,000</u>	<u>\$ 41,100</u>	<u>\$ 58,900</u>
	Total Revenue:	\$ 100,000	\$ 41,100	\$ 58,900

EXPENSES

5001	Consulting	\$ 14,600	\$ 138	\$ 14,462
5002	Office Supplies	\$ 600	\$ 318	\$ 282
5003	Telephone/Fax	\$ 750	\$ 452	\$ 298
5004	Postage	\$ 1,800	\$ 1,052	\$ 748
5005	Copying	\$ 3,500	\$ 2,090	\$ 1,410
5006	Printing	\$ 800	\$ 279	\$ 521
5007	Publications	\$ 150	\$ 42	\$ 108
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	\$ 15,000	\$ 11,500
5202	Clerical Salary	\$ 11,610	\$ 6,268	\$ 5,343
5203	Accounting Services	\$ 1,750	\$ 1,300	\$ 450
5204	EFICA Expenses	\$ 3,049	\$ 1,726	\$ 1,323
5205	State Unemp Insurance	\$ 80	\$ 55	\$ 25
5301	Program Training Events	<u>\$ 3,200</u>	<u>\$ 1,132</u>	<u>\$ 2,068</u>
	Total Expenses:	\$ 84,839	\$ 32,601	\$ 52,238

Total Surplus/(Deficit): \$ 8,499

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:	\$ (32,601)
Ending Fund Balance September 30, 1999:	<u><u>\$ 11,795</u></u>

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

ASSETS

Cash (Riverside Bank)	\$	10,896
Petty Cash	\$	50
Equipment	\$	1,474
Total Assets:		<u>\$ 12,420</u>

LIABILITIES and FUND BALANCE

Accounts Payable		
Augsburg College - Computer	\$	(704)
Payroll Taxes Payable		
Federal Income Tax Withheld	\$	(0)
FICA Tax Withheld	\$	79
EFICA Tax Withheld	\$	0
State Income Tax Withheld	\$	0
Fund Balance	\$	(11,795)
Total Liabilities and Fund Balance:		<u>\$ (12,420)</u>
	\$	0

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

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

	REVENUE	Budgeted	Year to Date	Remaining
4001	Grants	\$ 100,000	\$ 31,100	\$ 68,900
	Total Revenue:	\$ 100,000	\$ 31,100	\$ 68,900
	EXPENSES			
5001	Consulting	\$ 14,600	\$ 138	\$ 14,462
5002	Office Supplies	\$ 600	\$ 318	\$ 282
5003	Telephone/Fax	\$ 750	\$ 452	\$ 298
5004	Postage	\$ 1,800	\$ 1,052	\$ 748
5005	Copying	\$ 3,500	\$ 2,056	\$ 1,444
5006	Printing	\$ 800	\$ 161	\$ 639
5007	Publications	\$ 150	\$ 42	\$ 108
5008	Equipment	\$ 1,300	\$ 86	\$ 1,214
5009	Dues, Fees, Registration	\$ 100	\$ 50	\$ 50
5010	Conferences and Meetings	\$ 10,000	\$ 567	\$ 9,434
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	\$ 360	\$ 640
5201	Director Salary	\$ 26,500	\$ 11,000	\$ 15,500
5202	Clerical Salary	\$ 11,610	\$ 4,648	\$ 6,963
5203	Accounting Services	\$ 1,750	\$ 1,000	\$ 750
5204	EFICA Expenses	\$ 3,049	\$ 1,274	\$ 1,775
5205	State Unemp Insurance	\$ 80	\$ 55	\$ 25
5301	Program Training Events	\$ 3,200	\$ 1,132	\$ 2,068
	Total Expenses:	\$ 84,839	\$ 25,793	\$ 59,046
	Total Surplus/(Deficit):		<u>\$ 5,307</u>	
Beginning Fund Balance Jan 1, 1999:			\$ 13,296	
Revenue Added January 1 thru July 30, 1999:			\$ 21,100	
Expenses Added January 1 thru July 30, 1999:			\$ (25,793)	
Ending Fund Balance July 30, 1999:			<u>\$ 8,603</u>	

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

	REVENUE	Year to Date	Budgeted
4001	Grants	\$ 16,100	
	Total Revenue:	\$ 16,100	
	EXPENSES		
5001	Consulting	\$ 138	
5002	Office Supplies	\$ 301	
5003	Telephone/Fax <i>/email</i>	\$ 326	\$ 60/mo.
5004	Postage	\$ 863	
5005	Copying	\$ 1,641	}
5006	Printing	\$ 161	
5007	Publications	\$ 25	
5008	Equipment <i>/maint</i>	\$ 86	
5009	Dues, Fees, Registration	\$ 25	
5010	Conferences and Meetings	\$ 497	
5011	Travel	\$ 43	
5012	Mileage	\$ -	
5013	Miscellaneous	\$ -	
5014	Office Rental	\$ 450	\$ 1,800 \$ 150/mo.
5015	Insurance	\$ -	
5016	Staff Development	\$ 360	
5201	Director Salary	\$ 7,000	\$ 21,000
5202	Clerical Salary	\$ 3,368	\$ 10,158
5203	Accounting Services	\$ 600	\$ 1,750
5204	EFICA Expenses	\$ 839	\$ 2,158
5205	State Unemp Insurance	\$ 4	\$ 66
5301	Program Training Events	\$ 862	
	Total Expenses:	\$ 17,588	
	Total Surplus/(Deficit):	\$ (1,488)	
Beginning Fund Balance Jan 1, 1999:		\$ 3,296	
Revenue Added January 1 thru May 31, 1999:		\$ 16,100	
Expenses Added January 1 thru May 31, 1999:		\$ (17,588)	
Ending Fund Balance May 31, 1999:		\$ 1,808	

DICK,
I've INCLUDED
THE ~~DISCRETIONARY~~ DISCRETIONARY LINE
ITEMS THAT I WOULD KNOW
ALL OTHER ITEMS ARE
DISCRETIONARY OR PROGRAM
RELATED.
JREP

DICK LITTLE

**EDUCATION AND HOUSING EQUITY PROJECT
BALANCE SHEET AND INCOME STATEMENT
JANUARY 1 THRU MAY 18, 1999**

Assets	
Cash	7,538.39
Petty Cash	50.00
Equipment	1,204.00
<i>Total Assets:</i>	<u>8,792.39</u>

Liabilities	
Accounts Payable	(2,852.30)
Federal Income Tax Withheld	(845.00)
FICA Tax Withheld	(565.33)
EFICA Tax Withheld	(565.32)
State Income Tax Withheld	(380.00)
<i>Total Liabilities:</i>	<u>(5,207.95)</u>

Fund Balance	
Fund Balance	(3,584.44)
<i>Total Liabilities and Fund Balance:</i>	<u>(8,792.39)</u>

Revenue	
Grants	(16,100.00)
<i>Total Revenue:</i>	

Expenses	
Office Supplies	300.54
Telephone/Fax	326.10
Postage	863.17
Copying	555.20
Printing	50.30
Publications	25.08
Equipment	85.54
Dues, Fees, Registration	25.00
Conferences and Meetings	496.50
Travel	43.10
Mileage	-
Miscellaneous	-
Office Rental	450.00
Insurance	-
Staff Development	360.00
Director Salary	6,000.00
Clerical Salary	2,867.50
Accounting Services	450.00
Consulting	-
EFICA Expenses	712.78
State Unemployment Insurance	3.86
Program Training Events	1,000.00
Program Printing	1,197.02
<i>Total Expenses:</i>	<u>15,811.69</u>
<i>Total (Surplus)/Deficit:</i>	<u>(288.31)</u>

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

ASSETS

Cash (Riverside Bank)	\$	4,143
Petty Cash	\$	50
Equipment	\$	1,204
Total Assets:		<u><u>\$ 5,397</u></u>

LIABILITIES and FUND BALANCE

Accounts Payable		
Augsburg College - Computer	\$	(704)
Payroll Taxes Payable		
Federal Income Tax Withheld	\$	(1,035)
FICA Tax Withheld	\$	(692)
EFICA Tax Withheld	\$	(692)
State Income Tax Withheld	\$	(467)
Fund Balance	\$	(1,808)
Total Liabilities and Fun Balance:		<u><u>\$ (5,397)</u></u>

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

REVENUE

4001	Grants	\$ 16,100
	Total Revenue:	\$ 16,100

EXPENSES

5001	Consulting	\$ 138
5002	Office Supplies	\$ 301
5003	Telephone/Fax	\$ 326
5004	Postage	\$ 863
5005	Copying	\$ 1,641
5006	Printing	\$ 161
5007	Publications	\$ 25
5008	Equipment	\$ 86
5009	Dues, Fees, Registration	\$ 25
5010	Conferences and Meetings	\$ 497
5011	Travel	\$ 43
5012	Mileage	\$ -
5013	Miscellaneous	\$ -
5014	Office Rental	\$ 450
5015	Insurance	\$ -
5016	Staff Development	\$ 360
5201	Director Salary	\$ 7,000
5202	Clerical Salary	\$ 3,368
5203	Accounting Services	\$ 600
5204	EFICA Expenses	\$ 839
5205	State Unemp Insurance	\$ 4
5301	Program Training Events	\$ 862
	Total Expenses:	\$ 17,588

Beginning Fund Balance Jan 1, 1999:	\$ 3,296
Revenue Added January 1 thru May 31, 1999:	\$ 16,100
Expenses Added January 1 thru May 31, 1999:	\$ (17,588)
Ending Fund Balance May 31, 1999:	<u>\$ 1,808</u>

GENERAL LEDGER

5001 Consulting

4/12/99 Edward Schulte \$ 138.00 5026 p

\$ 138.00

5002 Office Supplies

2/1/99 Contact Services \$ 29.90 5004 a

5/31/99 Richard Little \$ 116.28 5051 a

2/1/99 Riverside-Checks \$ 71.75 Bank a

3/1/99 Riverside-Stamps \$ 16.95 Bank a

\$ 234.88

5003 Telephone/Fax

4/22/99 Vector Internet \$ 50.00 5022 a

4/14/99 Augsburg College \$ 316.56 5031 a

5/17/99 Vector Internet \$ 119.70 5046 a

\$ 486.26

5004 Postage

4/14/99 Augsburg College \$ 80.52 5031 p

5/31/99 Richard Little \$ 167.86 5051 p

\$ 248.38

5005 Copying

4/12/99 MMEP \$ 555.20 5030 p

5/31/99 Richard Little \$ 1,156.03 5051 p

4/30/99 Deposit \$ (70.09) Refund p

\$ 1,641.14

5006 Printing

2/1/99 Pam Jewison \$ 38.50 5010 p

4/12/99 Min Facil Netwrk \$ 53.78 5027 p

4/12/99 CMAL \$ 17.97 5028 p

4/14/99 Augsburg College \$ 28.75 5031 p

\$ 139.00

5007 Publications

5/31/99 Richard Little \$ 25.08 5051 p

\$ 25.08

5008 Equipment

	5/31/99 Richard Little	\$ 85.54	5051 a
		<hr/>	
		\$ 85.54	
5009 Dues, Fees, Registration			
	4/12/99 MMEP	\$ 25.00	5030 p
		<hr/>	
		\$ 25.00	
5010 Conferences and Meetings			
	4/12/99 St Paul Area Churches	\$ 30.00	5029 a
	4/14/99 Augsburg College	\$ 55.50	5031 a
	5/31/99 Richard Little	\$ 45.50	5051 p
		<hr/>	
		\$ 131.00	
5011 Travel			
	5/31/99 Richard Little	\$ 43.10	5051 p
		<hr/>	
		\$ 43.10	
5012 Mileage			
		<hr/>	
		\$ -	
5013 Miscellaneous			
	4/14/99 Augsburg College	\$ 136.80	5031 a
		<hr/>	
		\$ 136.80	
5014 Office Rental			
	4/14/99 Augsburg College	\$ 600.00	5031 a
		<hr/>	
		\$ 600.00	
5015 Insurance			
		<hr/>	
		\$ -	
5016 Staff Development			
	5/31/99 Richard Little	\$ 360.00	5051 a
		<hr/>	

\$ 360.00

5201 Director Salary

2/26/99	Richard Little	\$ 1,000.00	5016
4/1/99	Richard Little	\$ 1,000.00	5019
4/12/99	Richard Little	\$ 1,000.00	5020
4/15/99	Richard Little	\$ 1,000.00	5035
4/30/99	Richard Little	\$ 1,000.00	5038
5/17/99	Richard Little	\$ 1,000.00	5043
5/31/99	Richard Little	\$ 1,000.00	5047

\$ 7,000.00

5202 Clerical Salary

2/26/99	Pam Jewison	\$ 580.00	5015
3/15/99	Pam Jewison	\$ 347.50	5017
4/1/99	Pam Jewison	\$ 485.00	5018
4/15/99	Pam Jewison	\$ 472.50	5036
4/30/99	Pam Jewison	\$ 480.00	5037
5/17/99	Pam Jewison	\$ 502.50	5044
5/31/99	Pam Jewison	\$ 500.00	5048

\$ 3,367.50

5203 Accounting Services

4/15/99	Jeff Swenson	\$ 300.00	5034 a
4/30/99	Jeff Swenson	\$ 150.00	5039 a
5/31/99	Jeff Swenson	\$ 150.00	5049 a

\$ 600.00

5204 EFICA Expenses

2/26/99	Richard Little	\$ 76.50	
2/26/99	Pam Jewison	\$ 44.37	
3/15/99	Pam Jewison	\$ 26.59	
4/1/99	Richard Little	\$ 76.50	
4/1/99	Pam Jewison	\$ 37.10	
4/12/99	Richard Little	\$ 76.50	
4/15/99	Richard Little	\$ 76.50	
4/15/99	Pam Jewison	\$ 36.15	
4/15/99	Jeff Swenson	\$ 22.95	
4/30/99	Richard Little	\$ 76.50	
4/30/99	Pam Jewison	\$ 36.72	
4/30/99	Jeff Swenson	\$ 11.48	
5/17/99	Richard Little	\$ 76.50	
5/17/99	Pam Jewison	\$ 38.45	
5/31/99	Richard Little	\$ 76.50	
5/31/99	Pam Jewison	\$ 38.25	
5/31/99	Jeff Swenson	\$ 11.48	

\$ 839.04

5205 State Unemp Insurance

4/30/99 Minn U.C. Fund \$ 3.86 5042

\$ 3.86

5301 Program Training Events

4/12/99 Metro State \$ 80.00 5024 p

4/12/99 Aramark \$ 112.00 5025 p

5/9/99 SPIDR/Minnesota \$ 20.00 5040 p

5/6/99 Prom Catering \$ 375.00 5041 p

5/17/99 Varbiner International \$ 75.00 5045 p

5/31/99 Richard Little \$ 200.00 5051 p

\$ 862.00

EHEP 1999 PROJECT & ORGANIZATIONAL BUDGET

January 1, 1999 – December 31, 1999

Adopted by the Board of Directors 6-18-99

<u>Expenses</u>	<u>Base</u>	<u>Priorities</u>
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	3,296	
The Saint Paul Companies	10,000	
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	
TOTAL	19,439.74	2,000 (21,439.74)

<u>Additional Support and Revenue</u>	<u>Requested</u>
Otto Bremer Foundation*	50,000 (\$100,000 over two years)
The Saint Paul Companies*	15,000 (\$25,000 over two years)
McKnight Foundation	25,000
Star Tribune Foundation	10,000 (\$20,000 over two years)
The Minneapolis Foundation	15,000+ (Year 2000)
The Saint Paul Foundation	15,000+ (Year 2000)
H.B. Fuller Corporation/Foundation	
General Mills or Honeywell Foundation	
*Applications submitted to date	
TOTAL	\$100,000

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).

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

**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 Twelve Months Ending December 31, 1997

	Current Month Actual	Year to Date Actual	Year to Date Budget	Yearly Budget	Percent YTD Actual to YT
Revenues					
Foundations & Corporations	55,800	55,800	0	0	0.00
Individuals	0	0	0	0	0.00
Earned income	0	0	0	0	0.00
Miscellaneous	0	0	0	0	0.00
Total Revenues	55,800	55,800	0	0	0.00
Expenses					
Wages	24,853	24,853	0	0	0.00
Payroll taxes	2,629	2,629	0	0	0.00
Fringe Benefits	0	0	0	0	0.00
Professional Services	7,233	7,233	0	0	0.00
Local Auto	33	33	0	0	0.00
Staff Expense	23	23	0	0	0.00
Staff Development	485	485	0	0	0.00
Educational Resources	0	0	0	0	0.00
Fiscal Agent fees	2,250	2,250	0	0	0.00
Office Supplies	485	485	0	0	0.00
Equipment	1,738	1,738	0	0	0.00
Postage	1,511	1,511	0	0	0.00
Conferences & Meetings	1,126	1,126	0	0	0.00
Printing	3,851	3,851	0	0	0.00
Telephone	204	204	0	0	0.00
Insurance	0	0	0	0	0.00
Miscellaneous	48	48	0	0	0.00
Total Expenses	46,469	46,469	0	0	0.00
Net Income	\$ 9,331	\$ 9,331	\$ 0	\$ 0	0.00

For Management Purposes Only

**Education & Housing Equity Project Balance Sheet
December 31, 1997**

ASSETS

Current Assets		
Cash in Checking	\$	<u>9,827.47</u>
Total Current Assets		9,827.47
Property and Equipment		
Total Property and Equipment		<u>0.00</u>
Other Assets		
Total Other Assets		<u>0.00</u>
Total Assets	\$	<u><u>9,827.47</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
Payroll taxes payable	\$	<u>495.86</u>
Total Current Liabilities		495.86
Long-Term Liabilities		
Total Long-Term Liabilities		<u>0.00</u>
Total Liabilities		495.86
Net Assets		
Net Income		<u>9,331.61</u>
Total Net Assets		<u>9,331.61</u>
Total Liabilities & Net Assets	\$	<u><u>9,827.47</u></u>

Education & Housing Equity Project**Chart of Accounts**

As of Oct 31, 1998

Filter Criteria includes: Report order is by ID. Report is printed with Accounts having Zero Amounts and in Detail Format.

Account ID	Account Description	Active	Account Type
1000	Cash in Checking	Yes	Cash
1100	Accounts Receivable	Yes	Accounts Receivable
2300	Accounts Payable	Yes	Accounts Payable
2350	Payroll taxes payable	Yes	Accounts Payable
3000	Net Assets-Unrestricted	Yes	Equity-doesn't close
3010	Net Assets-Temp restricted	Yes	Equity-doesn't close
3020	Retained Earnings	Yes	Equity-Retained Earnings
4100	Foundations & Corporations	Yes	Income
4200	Individuals	Yes	Income
4300	Earned income	Yes	Income
4900	Miscellaneous	Yes	Income
5000	Wages	Yes	Expenses
5050	Payroll taxes	Yes	Expenses
5070	Fringe Benefits	Yes	Expenses
5100	Professional Services	Yes	Expenses
5220	Local Auto	Yes	Expenses
5240	Staff Expense	Yes	Expenses
5260	Staff Development	Yes	Expenses
5280	Educational Resources	Yes	Expenses
5300	Fiscal Agent fees	Yes	Expenses
5320	Office Supplies	Yes	Expenses
5330	Equipment	Yes	Expenses
5420	Postage	Yes	Expenses
5440	Conferences & Meetings	Yes	Expenses
5460	Printing	Yes	Expenses
5500	Telephone	Yes	Expenses
5800	Insurance	Yes	Expenses
5900	Miscellaneous	Yes	Expenses

Education & Housing Equity Project**Chart of Accounts**

As of Oct 31, 1998

Filter Criteria includes: Report order is by ID. Report is printed with Accounts having Zero Amounts and in Detail Format.

Account ID	Account Description	Active	Account Type
1000	Cash in Checking	Yes	Cash
1100	Accounts Receivable	Yes	Accounts Receivable
2300	Accounts Payable	Yes	Accounts Payable
2350	Payroll taxes payable	Yes	Accounts Payable
3000	Net Assets-Unrestricted	Yes	Equity-doesn't close
3010	Net Assets-Temp restricted	Yes	Equity-doesn't close
3020	Retained Earnings	Yes	Equity-Retained Earnings
4100	Foundations & Corporations	Yes	Income
4200	Individuals	Yes	Income
4300	Earned income	Yes	Income
4900	Miscellaneous	Yes	Income
5000	Wages	Yes	Expenses
5050	Payroll taxes	Yes	Expenses
5070	Fringe Benefits	Yes	Expenses
5100	Professional Services	Yes	Expenses
5220	Local Auto	Yes	Expenses
5240	Staff Expense	Yes	Expenses
5260	Staff Development	Yes	Expenses
5280	Educational Resources	Yes	Expenses
5300	Fiscal Agent fees	Yes	Expenses
5320	Office Supplies	Yes	Expenses
5330	Equipment	Yes	Expenses
5420	Postage	Yes	Expenses
5440	Conferences & Meetings	Yes	Expenses
5460	Printing	Yes	Expenses
5500	Telephone	Yes	Expenses
5800	Insurance	Yes	Expenses
5900	Miscellaneous	Yes	Expenses

CHECK REGISTER

Total Checks Written: \$22,503.35

Check #	Amount	Vendor	Date
5001	\$250.00	Management Assistance Program	2/1/99
5002	\$127.00	General Office Products	2/1/99
5003	\$40.00	Citizen's League	2/1/99
5004	\$29.90	ConnectCo.	2/1/99
5005	\$59.99	Alpha Print, Inc	2/1/99
5006	\$430.00	James J McDonough	2/1/99
5007	\$119.70	Vector Internet	2/1/99
5008	\$58.50	Community Media Services	2/1/99
5009	\$145.00	University of St. Thomas	2/1/99
5010	\$38.50	Pam Jewison	2/1/99
5011	\$624.09	Snap Print	2/1/99
5012	\$101.10	Richard Little	2/1/99
5013	\$1,000.00	Feigenbaum Design Group	2/3/99
5014	\$50.00	Riverside Bank	2/3/99
5015	\$452.63	Pam Jewison	2/26/99
5016	\$728.50	Richard Little	2/26/99
5017	\$268.92	Pam Jewison	3/15/99
5018	\$364.90	Pam Jewison	4/1/99
5019	\$764.50	Richard Little	4/1/99
5020	\$764.50	Richard Little	4/12/99
5021	\$885.00	Feigenbaum Design Group	4/12/99
5022	\$50.00	Vector Internet	4/12/99
5023	\$0.00	VOID	
5024	\$80.00	Metropolitan State University	4/12/99
5025	\$112.00	Aramark	4/12/99
5026	\$138.00	Edward Schulte	4/12/99
5027	\$53.78	Minnesota Facilitators Network	4/12/99
5028	\$17.97	CMAL	4/12/99
5029	\$30.00	St Paul Area Council of Churches	4/12/99
5030	\$642.51	MMEP	4/12/99
5031	\$3,557.63	Augsburg College	4/14/99
5032	\$519.91	United States Treasury	4/14/99
5033	\$105.00	Mn Dept of Revenue	4/14/99
5034	\$207.04	Jeff Swenson	4/15/99
5035	\$764.50	Richard Little	4/15/99
5036	\$356.37	Pam Jewison	4/15/99
5037	\$364.28	Pam Jewison	4/30/99
5038	\$764.50	Richard Little	4/30/99
5039	\$103.52	Jeff Swenson	4/30/99
5040	\$20.00	SPIDR	5/6/99
5041	\$375.00	Prom Catering	5/6/99
5042	\$3.86	Minnesota U.C. Fund	4/30/99
5043	\$764.50	Richard Little	5/17/99
5044	\$381.06	Pam Jewison	5/17/99
5045	\$75.00	Carbiner International	5/17/99
5046	\$119.70	Vector Internet	5/17/99
5047	\$764.50	Richard Little	5/31/99

5048	\$378.78 Pam Jewison	5/31/99
5049	\$103.52 Jeff Swenson	5/31/99
5050	\$2,148.30 Richard Little	5/31/99
5051	\$2,199.39 Richard Little	5/31/99

CHECK REGISTER

Total Checks Written: \$16,908.86

Check #	Amount	Vendor	Date
5001	\$250.00	Management Assistance Program	2/1/99
5002	\$127.00	General Office Products	2/1/99
5003	\$40.00	Citizen's League	2/1/99
5004	\$29.90	ConnectCo.	2/1/99
5005	\$59.99	Alpha Print, Inc	2/1/99
5006	\$430.00	James J McDonough	2/1/99
5007	\$119.70	Vector Internet	2/1/99
5008	\$58.50	Community Media Services	2/1/99
5009	\$145.00	University of St. Thomas	2/1/99
5010	\$38.50	Pam Jewison	2/1/99
5011	\$624.09	Snap Print	2/1/99
5012	\$101.10	Richard Little	2/1/99
5013	\$1,000.00	Feigenbaum Design Group	2/3/99
5014	\$50.00	Riverside Bank	2/3/99
5015	\$452.63	Pam Jewison	2/26/99
5016	\$728.50	Richard Little	2/26/99
5017	\$268.92	Pam Jewison	3/15/99
5018	\$364.90	Pam Jewison	4/1/99
5019	\$764.50	Richard Little	4/1/99
5020	\$764.50	Richard Little	4/12/99
5021	\$885.00	Feigenbaum Design Group	4/12/99
5022	\$50.00	Vector Internet	4/12/99
5023	\$0.00	VOID	
5024	\$80.00	Metropolitan State University	4/12/99
5025	\$112.00	Aramark	4/12/99
5026	\$138.00	Edward Schulte	4/12/99
5027	\$53.78	Minnesota Facilitators Network	4/12/99
5028	\$17.97	CMAL	4/12/99
5029	\$30.00	St Paul Area Council of Churches	4/12/99
5030	\$642.51	MMEP	4/12/99
5031	\$3,557.63	Augsburg College	4/14/99
5032	\$519.91	United States Treasury	4/14/99
5033	\$105.00	Mn Dept of Revenue	4/14/99
5034	\$207.04	Jeff Swenson	4/15/99
5035	\$764.50	Richard Little	4/15/99
5036	\$356.37	Pam Jewison	4/15/99
5037	\$364.28	Pam Jewison	4/30/99
5038	\$764.50	Richard Little	4/30/99
5039	\$103.52	Jeff Swenson	4/30/99
5040	\$20.00	SPIDR	5/6/99
5041	\$375.00	Prom Catering	5/6/99
5042	\$3.86	Minnesota U.C. Fund	4/30/99
5043	\$764.50	Richard Little	5/17/99
5044	\$381.06	Pam Jewison	5/17/99
5045	\$75.00	Carbiner International	5/17/99
5046	\$119.70	Vector Internet	5/17/99

Richard Little	Federal and State Taxable Wages	Federal Withheld	Social Sec Withheld	Medicare Withheld	State Withheld	Net Pay	Check Number
26-Feb	\$ 1,000.00	\$ 135.00	\$ 62.00	\$ 14.50	\$ 60.00	\$ 728.50	5016
1-Apr	\$ 1,000.00	\$ 111.00	\$ 62.00	\$ 14.50	\$ 48.00	\$ 764.50	5019
4/12/1999 for 3-15	\$ 1,000.00	\$ 111.00	\$ 62.00	\$ 14.50	\$ 48.00	\$ 764.50	5020
15-Apr	\$ 1,000.00	\$ 111.00	\$ 62.00	\$ 14.50	\$ 48.00	\$ 764.50	5035
30-Apr	\$ 1,000.00	\$ 111.00	\$ 62.00	\$ 14.50	\$ 48.00	\$ 764.50	5038
17-May	\$ 1,000.00	\$ 111.00	\$ 62.00	\$ 14.50	\$ 48.00	\$ 764.50	5043
31-May	\$ 1,000.00	\$ 111.00	\$ 62.00	\$ 14.50	\$ 48.00	\$ 764.50	5047
YTD Totals:	\$ 7,000.00	\$ 801.00	\$ 434.00	\$ 101.50	\$ 348.00	\$ 5,315.50	

Pamela Jewison	Federal and State Taxable Wages	Federal Withheld	Social Sec Withheld	Medicare Withheld	State Withheld	Net Pay	Check Number
26-Feb	\$ 580.00	\$ 55.00	\$ 35.96	\$ 8.41	\$ 28.00	\$ 452.63	5015
15-Mar	\$ 347.50	\$ 35.00	\$ 21.55	\$ 5.04	\$ 17.00	\$ 268.92	5017
1-Apr	\$ 485.00	\$ 56.00	\$ 30.07	\$ 7.03	\$ 27.00	\$ 364.90	5018
15-Apr	\$ 472.50	\$ 54.00	\$ 29.30	\$ 6.85	\$ 25.98	\$ 356.37	5036
30-Apr	\$ 480.00	\$ 55.00	\$ 29.76	\$ 6.96	\$ 24.00	\$ 364.28	5037
17-May	\$ 502.50	\$ 56.00	\$ 31.16	\$ 7.29	\$ 27.00	\$ 381.06	5044
31-May	\$ 500.00	\$ 56.00	\$ 31.00	\$ 7.25	\$ 27.00	\$ 378.75	5048
YTD Totals:	\$ 3,367.50	\$ 367.00	\$ 208.79	\$ 48.83	\$ 175.98	\$ 2,566.91	

Jeff Swenson	Federal and State Taxable Wages	Federal Withheld	Social Sec Withheld	Medicare Withheld	State Withheld	Net Pay	Check Number
15-Apr	\$ 300.00	\$ 46.01	\$ 18.60	\$ 4.35	\$ 24.00	\$ 207.04	5034
30-Apr	\$ 150.00	\$ 23.01	\$ 9.30	\$ 2.18	\$ 12.00	\$ 103.52	5039
31-May	\$ 150.00	\$ 23.01	\$ 9.30	\$ 2.18	\$ 12.00	\$ 103.52	5049
YTD Totals:	\$ 600.00	\$ 92.03	\$ 37.20	\$ 8.70	\$ 48.00	\$ 414.07	

Quarter 1	\$ 1,927.50	\$ 225.00	\$ 119.51	\$ 27.95	\$ 105.00	\$ 1,450.05	
Quarter 2	\$ 9,040.00	\$ 1,035.03	\$ 560.48	\$ 131.08	\$ 466.98	\$ 6,846.43	
Quarter 3							
Quarter 4							
	\$ 10,967.50	\$ 1,260.03	\$ 679.99	\$ 159.03	\$ 571.98	\$ 8,296.48	
Employee Totals	\$ 10,967.50	\$ 1,260.03	\$ 679.99	\$ 159.03	\$ 571.98	\$ 8,296.48	

X-Sender: swenson@aug1.augsburg.edu
X-Mailer: QUALCOMM Windows Eudora Light Version 3.0.2 (32)
Date: Wed, 16 Jun 1999 15:18:40 -0500
To: ehpe
From: Jeff Swenson <swenson@augsborg.edu>
Subject: Adjusted Budget

The attached file includes columns with adjusted totals for non-discretionary lines per salary increase and one additional employee. Any additional mileage or telephone expenses are something you will have to decide on. I don't believe you have any recourse for additional office space with the addition of Fon Du Lac to the building so additional space and phone lines may be out of the question. Parking permits are \$108 a year.

Getting the 990 and a copy of the extension may be a little difficult. I have been tied up since Tuesday and I am off campus tomorrow afternoon so you may wish to send Pam over to get them. I will leave them on the counter where you first walk into the Business Office.

Thanks
Jeff

Attachment Converted: "c:\eudora\Attach\test.xls"

Jeff Swenson
Accountant
Augsburg College
2211 Riverside Avenue
Minneapolis, MN 55454
ph #(612) 330-1333
fax #(612) 330-1515
email: swenson@augsborg.edu

Begin account: 1-80-00-81300-308-000 Selected status: Begin date: 3/01/99
End account: 1-80-00-81300-308-000 Ending date: 7/31/99
Account desc.: Agency Fund Balance
Beginning balance: 1,274.46
Posted balance: 300.68 Encumbered balance: .00
Unposted balance: 150.00 Free balance: 1,725.14-
Current Balance: 1,725.14

Account Number	Description	Date	Folio	Proj	Amount
1-80-00-81300-308-000	P 1ST CLS LTRS 46 Pieces	3/02/99	0044	0	19.58
1-80-00-81300-308-000	Envelopes/paper	3/15/99	0047	0	6.82
1-80-00-81300-308-000	P DAILY MAIL 18 Pieces	3/16/99	0070	0	25.74
1-80-00-81300-308-000	Xerox PAM	3/16/99	0013	0	10.71
1-80-00-81300-308-000	Xerox PAM	3/16/99	0014	0	16.68
1-80-00-81300-308-000	While you wait JEWSON	3/16/99	0043	0	13.00
1-80-00-81300-308-000	EDUCATION & HOUSING EQUITY PROJECT RENT	3/24/99	701	0	150.00
1-80-00-81300-308-000	P 1 Pieces	3/25/99	0048	0	1.65
1-80-00-81300-308-000	LONG DISTANCE FAXES MARCH	3/29/99	707	0	4.86
1-80-00-81300-308-000	P 2 Pieces	4/01/99	0058	0	5.06
1-80-00-81300-308-000	P DAILY MAIL 22 Pieces	4/12/99	0052	0	22.22
1-80-00-81300-308-000	P 2 Pieces	4/12/99	0073	0	6.20
1-80-00-81300-308-000	P 15 Pieces	4/14/99	0071	0	4.95
1-80-00-81300-308-000	RENT	4/20/99	762	0	150.00
1-80-00-81300-308-000	EDUCATION & HOUSING VARIOUS ITEMS	4/20/99	5031	0	3,557.63
1-80-00-81300-308-000	LONG DISTANCE FAXES APRIL	4/30/99	761	0	4.07
1-80-00-81300-308-000	P 8 Pieces	5/04/99	0055	0	4.40
1-80-00-81300-308-000	P 11 Pieces	5/24/99	0005	0	3.63
1-80-00-81300-308-000	LONG DISTANCE MAY	5/26/99	832	0	.47
1-80-00-81300-308-000	LONG DISTANCE FAXES	5/26/99	832	0	2.42
1-80-00-81300-308-000	P 1ST CLS LTRS 131 Pieces	5/28/99	0077	0	43.23
1-80-00-81300-308-000	While you wait	5/28/99	0039	0	22.65
1-80-00-81300-308-000	custom sign and installation	5/30/99			160.00
	Vendor: Northern Lights Sign & Neon, I		AP 214396		
1-80-00-81300-308-000	RENT E&H EQUITY PROJECT	5/31/99	894	0	150.00
1-80-00-81300-308-000	POSTAGE DUE	5/31/99	953	0	6.66
1-80-00-81300-308-000	P 1 Pieces	6/01/99	0035	0	1.65
1-80-00-81300-308-000	While you wait	6/01/99	0036	0	2.25
1-80-00-81300-308-000	P 22 Pieces	6/03/99	0007	0	7.26
1-80-00-81300-308-000	P 6 Pieces	6/04/99	0025	0	3.30
1-80-00-81300-308-000	P 4 Pieces	6/07/99	0022	0	2.20
1-80-00-81300-308-000	P 1 Pieces	6/08/99	0093	0	.55
1-80-00-81300-308-000	P 3 Pieces	6/09/99	0053	0	.99
1-80-00-81300-308-000	While you wait	6/09/99	0038	0	6.68
1-80-00-81300-308-000		6/14/99			10.00
	Vendor: Barnes and Noble		AP 215111		
1-80-00-81300-308-000	P 1 Pieces	6/16/99	0006	0	.33
1-80-00-81300-308-000	P 2 Pieces	6/16/99	0028	0	3.08
1-80-00-81300-308-000	While you wait	6/18/99	0003	0	8.12
1-80-00-81300-308-000	Xerox LITTLE	6/22/99	0039	0	16.00
1-80-00-81300-308-000	supplies	6/29/99			7.92
	Vendor: Barnes and Noble		AP 215803		
1-80-00-81300-308-000	JUNE 29 PHONE SUPPORT	6/30/99	13	0	75.00
1-80-00-81300-308-000	JUNE LONG DISTANCE	6/30/99	19	0	1.38
1-80-00-81300-308-000	JUNE LONG DISTANCE FAXES	6/30/99	19	0	7.26
1-80-00-81300-308-000	RENT EHE PROJECT	6/30/99	24	0	150.00
1-80-00-81300-308-000	While you wait	7/15/99	0027	0	11.28
1-80-00-81300-308-000	LONG DISTANCE FAX JULY	7/28/99	31	0	1.43

Account Number	Description	Date	Folio	Proj	Amount
1-80-00-81300-308-000	JULY RENT E&HE PROJECT	7/28/99	37	0	150.00
Transaction Total: 46		Total Amount Shown:			2,297.95-

** END OF REPORT **

**EDUCATION AND HOUSING EQUIPMENT
INCOME STATEMENT AND FUND BALANCE
PERIOD ENDING JULY 1, 1999**

REVENUE		Year to Date
4001	Grants	\$ 16,100
	Total Revenue:	\$ 16,100
EXPENSES		
5001	Consulting	\$ 138
5002	Office Supplies	\$ 301
5003	Telephone/Fax	\$ 326
5004	Postage	\$ 896
5005	Copying	\$ 1,641
5006	Printing	\$ 161
5007	Publications	\$ 25
5008	Equipment	\$ 86
5009	Dues, Fees, Registration	\$ 25
5010	Conferences and Meetings	\$ 497
5011	Travel	\$ 43
5012	Mileage	\$ -
5013	Miscellaneous	\$ -
5014	Office Rental	\$ 450
5015	Insurance	\$ -
5016	Staff Development	\$ 360
5201	Director Salary	\$ 9,000
5202	Clerical Salary	\$ 4,288
5203	Accounting Services	\$ 750
5204	EFICA Expenses	\$ 1,074
5205	State Unemp Insurance	\$ 4
5301	Program Training Events	\$ 1,205
	Total Expenses:	\$ 21,269
	Total Surplus/(Deficit):	<u>\$ (5,169)</u>
Beginning Fund Balance Jan 1, 1999:		\$ 3,296
Revenue Added January 1 thru March 31 ^{July 1} , 1999:		\$ 16,100
Expenses Added January 1 thru March 31 ^{July 1} , 1999:		\$ (21,269)
Ending Fund Balance March 31 ^{July 1}, 1999:		<u>\$ (1,873)</u>

DICK,
PLEASE PROVIDE ME
WITH THE BOARD APPROVED
BUDGET AND I CAN THEN
INCLUDE THE BUDGET
VARIANCES IN YOUR
MONTHLY REPORT.
THANKS
JEFF
7/19/99
PICK

**EDUCATION AND HOUSING EQUITY PROJECT
BALANCE SHEET
JULY 1, 1999**

ASSETS

Cash (Riverside Bank)	\$	1,165
Petty Cash	\$	50
Equipment	\$	1,474
Total Assets:	<u>\$</u>	<u>2,689</u>

LIABILITIES and FUND BALANCE

Accounts Payable		
Augsburg College - Computer	\$	(704)
Payroll Taxes Payable		
Federal Income Tax Withheld	\$	(1,380)
FICA Tax Withheld	\$	(926)
EFICA Tax Withheld	\$	(926)
State Income Tax Withheld	\$	(625)
Fund Balance	\$	1,873
Total Liabilities and Fun Balance:	<u>\$</u>	<u>(2,689)</u>
	\$	0

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

ASSETS

Cash (Riverside Bank)	\$	7,996
Petty Cash	\$	50
Equipment	\$	1,474
Total Assets:		<u>\$ 9,520</u>

LIABILITIES and FUND BALANCE

Accounts Payable		
Augsburg College - Computer	\$	(704)
Payroll Taxes Payable		
Federal Income Tax Withheld	\$	-
FICA Tax Withheld	\$	-
EFICA Tax Withheld	\$	-
State Income Tax Withheld	\$	(213)
Fund Balance	\$	(8,603)
Total Liabilities and Fun Balance:		<u>\$ (9,520)</u>
	\$	<u>0</u>

BUDGET

Project Budget

Budget for period: 5/1/96 to 4/30/97

INCOME	
Source	Amount
<u>Support</u>	
Government grants & contracts	
Foundations	
Corporations	
United Way or other federated campaigns	
Individual contributions	
Fundraising events & products	
Membership income	
In-kind support	
<u>Revenue</u>	
Earned Income	
Other (specify)	

EXPENSE		
Item	Amount	% FT/PT
Salaries & wages		
Coordinators	\$ 20,000	1 FTE/8 mos
Researcher	\$ 5,000	1 FTE/10 wks
Subtotal	\$ 25,000	
Insurance benefits & other related taxes (15% of salary)	\$ 3,750	
Consultants & professional fees		
Translators (20 groups x 10 hrs x \$12/hr)	\$ 2,400	
Facilitators (20 groups x 10 hrs x \$12/hr)	\$ 2,400	
Travel (group transportation)	\$ 4,000	
Equipment	\$ 500	
Supplies	\$ 500	
Printing & copying		
Brochures	\$ 1,000	
Discussion Guides	\$ 2,500	
Community Forums	\$ 1,000	
General	\$ 500	
Telephone & fax	\$ -	
Postage & delivery	\$ 1,500	

Tim: 41-1715777

Can I get
MICAH's tax I.D.
#?

Thanks -
Darcy

Education & Housing Equity Project
Balance Sheet
August 31, 1997

ASSETS

Current Assets		
Cash in Checking	\$ 24,030.37	
Total Current Assets		24,030.37
Property and Equipment		
Total Property and Equipment		0.00
Other Assets		
Total Other Assets		0.00
Total Assets	\$	<u>24,030.37</u>

LIABILITIES AND CAPITAL

Current Liabilities		
Payroll taxes payable	\$ 634.21	
Total Current Liabilities		634.21
Long-Term Liabilities		
Total Long-Term Liabilities		0.00
Total Liabilities		<u>634.21</u>
Capital		
Net Income	23,396.16	
Total Capital		<u>23,396.16</u>
Total Liabilities & Capital	\$	<u>24,030.37</u>

Education & Housing Equity Project
Income Statement
For the Eight Months Ending August 31, 1997

	Current Month		Year to Date	
Revenues				
Foundations & Corporations	10,000.00	100.00	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
	<hr/>		<hr/>	
Total Revenues	10,000.00	100.00	55,800.00	100.00
Cost of Sales				
	<hr/>		<hr/>	
Total Cost of Sales	0.00	0.00	0.00	0.00
	<hr/>		<hr/>	
Gross Profit	10,000.00	100.00	55,800.00	100.00
Expenses				
Wages	2,413.75	24.14	16,635.00	29.81
Payroll taxes	225.70	2.26	1,903.43	3.41
Fringe Benefits	0.00	0.00	0.00	0.00
Professional Services	500.00	5.00	6,233.47	11.17
Local Auto	0.00	0.00	33.41	0.06
Staff Expense	0.00	0.00	17.50	0.03
Fiscal Agent fees	0.00	0.00	1,575.00	2.82
Office Supplies	0.00	0.00	419.29	0.75
Postage	0.00	0.00	987.02	1.77
Conferences & Meetings	0.00	0.00	1,057.90	1.90
Printing	1,325.00	13.25	3,416.85	6.12
Telephone	0.00	0.00	77.39	0.14
Miscellaneous	0.00	0.00	47.58	0.09
	<hr/>		<hr/>	
Total Expenses	4,464.45	44.64	32,403.84	58.07
	<hr/>		<hr/>	
Net Income	\$ 5,535.55	55.36	\$ 23,396.16	41.93
	<hr/>		<hr/>	

Education & Housing Equity Project
Income Statement
For the Three Months Ending March 31, 1997

	Current Month		Year to Date	
Revenues				
Foundations & Corporations	0.00	0.00	35,000.00	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	0.00	0.00	35,000.00	100.00
Cost of Sales				
Total Cost of Sales	0.00	0.00	0.00	0.00
Gross Profit	0.00	0.00	35,000.00	100.00
Expenses				
Wages	2,025.00	0.00	5,868.75	16.77
Payroll taxes	189.35	0.00	548.72	1.57
Fringe Benefits	0.00	0.00	0.00	0.00
Professional Services	697.67	0.00	697.67	1.99
Local Auto	0.00	0.00	33.41	0.10
Staff Expense	7.50	0.00	7.50	0.02
Fiscal Agent fees	0.00	0.00	0.00	0.00
Office Supplies	83.47	0.00	284.69	0.81
Postage	265.92	0.00	583.15	1.67
Conferences & Meetings	0.00	0.00	0.00	0.00
Printing	930.18	0.00	998.34	2.85
Miscellaneous	37.45	0.00	37.45	0.11
Total Expenses	4,236.54	0.00	9,059.68	25.88
Net Income	\$ <4,236.54>	0.00	\$ 25,940.32	74.12

For Management Purposes Only

Education & Housing Equity Project
Balance Sheet
May 31, 1997

ASSETS

Current Assets		
Cash in Checking	\$	<u>17,478.16</u>
Total Current Assets		17,478.16
Property and Equipment		
Total Property and Equipment		<u>0.00</u>
Other Assets		
Total Other Assets		<u>0.00</u>
Total Assets	\$	<u><u>17,478.16</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
Payroll taxes payable	\$	<u>1,053.59</u>
Total Current Liabilities		1,053.59
Long-Term Liabilities		
Total Long-Term Liabilities		<u>0.00</u>
Total Liabilities		1,053.59
Capital		
Net Income		<u>16,424.57</u>
Total Capital		<u>16,424.57</u>
Total Liabilities & Capital	\$	<u><u>17,478.16</u></u>

Education & Housing Equity Project
Income Statement
For the Five Months Ending May 31, 1997

	Current Month		Year to Date	
Revenues				
Foundations & Corporations	0.00	0.00	35,000.00	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
	<hr/>		<hr/>	
Total Revenues	0.00	0.00	35,000.00	100.00
Cost of Sales				
	<hr/>		<hr/>	
Total Cost of Sales	0.00	0.00	0.00	0.00
	<hr/>		<hr/>	
Gross Profit	0.00	0.00	35,000.00	100.00
Expenses				
Wages	3,472.50	0.00	10,161.25	29.03
Payroll taxes	669.69	0.00	1,295.08	3.70
Fringe Benefits	0.00	0.00	0.00	0.00
Professional Services	0.00	0.00	4,614.67	13.18
Local Auto	0.00	0.00	33.41	0.10
Staff Expense	0.00	0.00	7.50	0.02
Fiscal Agent fees	0.00	0.00	0.00	0.00
Office Supplies	0.00	0.00	284.69	0.81
Postage	0.00	0.00	583.15	1.67
Conferences & Meetings	150.00	0.00	150.00	0.43
Printing	0.00	0.00	1,408.23	4.02
Telephone	0.00	0.00	0.00	0.00
Miscellaneous	0.00	0.00	37.45	0.11
	<hr/>		<hr/>	
Total Expenses	4,292.19	0.00	18,575.43	53.07
	<hr/>		<hr/>	
Net Income	\$ <4,292.19>	0.00	\$ 16,424.57	46.93
	<hr/>		<hr/>	

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
	<hr/>		<hr/>	
Total Revenues	5,000.00	100.00	40,000.00	100.00
Cost of Sales				
	<hr/>		<hr/>	
Total Cost of Sales	0.00	0.00	0.00	0.00
	<hr/>		<hr/>	
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
	<hr/>		<hr/>	
Total Expenses	4,117.20	82.34	22,692.63	56.73
	<hr/>		<hr/>	
Net Income	\$ 882.80	17.66	\$ 17,307.37	43.27
	<hr/>		<hr/>	