

Management Report  
South Uptown Neighborhood Association  
For the period ended January 31, 2021



Prepared February 15, 2021

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For Management Purposes Only



# South Uptown Neighborhood Association

Statement of Activity  
October 2020 - January 2021

	TOTAL
Revenue	
4200 City Contracts	
4211 CPP Contract	8,654
4213 NRP Implementation	13,937
4217 NRP Programs	1,470
<b>Total 4200 City Contracts</b>	<b>24,060</b>
4300 Fundraising	
4307 Individual Giving	4,359
4311 T-shirt Sales	80
<b>Total 4300 Fundraising</b>	<b>4,439</b>
4730 Interest Income	123
<b>Total Revenue</b>	<b>\$28,622</b>
<b>GROSS PROFIT</b>	<b>\$28,622</b>
Expenditures	
5130 Payroll Expenses	
5131 Wages	15,840
5132 Taxes	1,123
5160 Health Insurance	1,203
5170 Other Benefits	500
<b>Total 5130 Payroll Expenses</b>	<b>18,666</b>
5320 Accounting	570
5340 Program Support	80
5440 Office Supplies	672
5445 Project Supplies	187
5450 Web Hosting	252
5510 Printing & Copying	402
5520 Postage & Delivery	347
5550 Meetings & Special Events	111
5610 Rent	2,127
5640 Insurance General Liability	539
<b>Total Expenditures</b>	<b>\$23,953</b>
<b>NET OPERATING REVENUE</b>	<b>\$4,670</b>
Other Revenue	
7000 NRP Contracts	
7700 NRP Crime and Safety	3,630
<b>Total 7000 NRP Contracts</b>	<b>3,630</b>
<b>Total Other Revenue</b>	<b>\$3,630</b>
Other Expenditures	
8700 NRP Safety	
8701 Graffiti Elimination	2,390
8703 Home Security Grants	1,240
<b>Total 8700 NRP Safety</b>	<b>3,630</b>
<b>Total Other Expenditures</b>	<b>\$3,630</b>
<b>NET OTHER REVENUE</b>	<b>\$0</b>
<b>NET REVENUE</b>	<b>\$4,670</b>



# South Uptown Neighborhood Association

## Statement of Financial Position

As of January 31, 2021

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1000 SU Operations	14,285.17
1001 SU Grants	2,190.71
<b>Total Bank Accounts</b>	<b>\$16,475.88</b>
Other Current Assets	
1201 TruStone CD 4001	5,998.53
1202 Trustone CD 4002	5,661.96
1251 Contract receivables	28,257.60
<b>Total Other Current Assets</b>	<b>\$39,918.09</b>
<b>Total Current Assets</b>	<b>\$56,393.97</b>
<b>TOTAL ASSETS</b>	<b>\$56,393.97</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2200 Payroll Liabilities	1,048.18
2250 Direct Deposit Payable	1,384.32
2300 City Contract Advances	17,500.00
<b>Total Other Current Liabilities</b>	<b>\$19,932.50</b>
<b>Total Current Liabilities</b>	<b>\$19,932.50</b>
<b>Total Liabilities</b>	<b>\$19,932.50</b>
Equity	<b>\$36,461.47</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$56,393.97</b>

### Note

Line 1251 Contract Receivables represents expenses that are reimbursable through City contracts. Invoices on three contracts have been prepared and submitted to the City for payment.

Line 2200 Payroll Liabilities includes federal and state income tax and MN Unemployment Insurance Liabilities due as of the end of January. Federal taxes and MN Withholding have been paid as of February 11. MN Unemployment is due April 15.

Line 2250 Direct Deposit Payroll is January Payroll payable in February.

Line 2300 represents advances on three NRP contracts with the City totaling \$17,500.



# South Uptown Neighborhood Association

Budget vs. Actuals: 2021 full budget - FY21 P&L

October 2020 - January 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Revenue</b>				
4110 Special Projects		500.00	-500.00	
4200 City Contracts				
4211 CPP Contract	8,653.98	40,597.00	-31,943.02	21.32 %
4213 NRP Implementation	13,936.85	21,500.00	-7,563.15	64.82 %
4215 NRP Crime and Safety	0.00		0.00	
4217 NRP Programs	1,469.59	2,500.00	-1,030.41	58.78 %
<b>Total 4200 City Contracts</b>	<b>24,060.42</b>	<b>64,597.00</b>	<b>-40,536.58</b>	<b>37.25 %</b>
4300 Fundraising		1,000.00	-1,000.00	
4305 Other Events		2,000.00	-2,000.00	
4307 Individual Giving	4,359.12	2,500.00	1,859.12	174.36 %
4311 T-shirt Sales	80.00		80.00	
<b>Total 4300 Fundraising</b>	<b>4,439.12</b>	<b>5,500.00</b>	<b>-1,060.88</b>	<b>80.71 %</b>
4730 Interest Income	122.88	200.00	-77.12	61.44 %
<b>Total Revenue</b>	<b>\$28,622.42</b>	<b>\$70,797.00</b>	<b>\$ -42,174.58</b>	<b>40.43 %</b>
<b>GROSS PROFIT</b>	<b>\$28,622.42</b>	<b>\$70,797.00</b>	<b>\$ -42,174.58</b>	<b>40.43 %</b>
<b>Expenditures</b>				
5130 Payroll Expenses				
5131 Wages	15,840.00	42,600.00	-26,760.00	37.18 %
5132 Taxes	1,122.56	3,300.00	-2,177.44	34.02 %
5140 Worker's Comp		300.00	-300.00	
5160 Health Insurance	1,203.15	2,400.00	-1,196.85	50.13 %
5170 Other Benefits	500.00	2,000.00	-1,500.00	25.00 %
5180 Payroll Service		250.00	-250.00	
<b>Total 5130 Payroll Expenses</b>	<b>18,665.71</b>	<b>50,850.00</b>	<b>-32,184.29</b>	<b>36.71 %</b>
5310 Professional Services&Legal		100.00	-100.00	
5320 Accounting	570.00	2,500.00	-1,930.00	22.80 %
5323 Legal Fees		100.00	-100.00	
5340 Program Support	80.00	1,500.00	-1,420.00	5.33 %
5345 Licenses & Fees		100.00	-100.00	
5440 Office Supplies	671.92	1,500.00	-828.08	44.79 %
5445 Project Supplies	186.82	2,300.00	-2,113.18	8.12 %
5450 Web Hosting	252.00	120.00	132.00	210.00 %
5500 Communications-Outreach		200.00	-200.00	
5510 Printing & Copying	402.25	1,000.00	-597.75	40.23 %
5520 Postage & Delivery	347.00	750.00	-403.00	46.27 %
5550 Meetings & Special Events	110.90	583.34	-472.44	19.01 %
5551 Food Expense		500.00	-500.00	
5610 Rent	2,127.32	6,400.00	-4,272.68	33.24 %
5630 Insurance Dir. & Officers		800.00	-800.00	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5640 Insurance General Liability	539.00	500.00	39.00	107.80 %
5810 Contributions		3,000.00	-3,000.00	
<b>Total Expenditures</b>	<b>\$23,952.92</b>	<b>\$72,803.34</b>	<b>\$ -48,850.42</b>	<b>32.90 %</b>
NET OPERATING REVENUE	<b>\$4,669.50</b>	<b>\$ -2,006.34</b>	<b>\$6,675.84</b>	<b>-232.74 %</b>
Other Revenue				
7000 NRP Contracts				
7700 NRP Crime and Safety	3,629.80	2,500.00	1,129.80	145.19 %
<b>Total 7000 NRP Contracts</b>	<b>3,629.80</b>	<b>2,500.00</b>	<b>1,129.80</b>	<b>145.19 %</b>
<b>Total Other Revenue</b>	<b>\$3,629.80</b>	<b>\$2,500.00</b>	<b>\$1,129.80</b>	<b>145.19 %</b>
Other Expenditures				
8700 NRP Safety				
8701 Graffiti Elimination	2,390.30		2,390.30	
8703 Home Security Grants	1,239.50		1,239.50	
<b>Total 8700 NRP Safety</b>	<b>3,629.80</b>		<b>3,629.80</b>	
<b>Total Other Expenditures</b>	<b>\$3,629.80</b>	<b>\$0.00</b>	<b>\$3,629.80</b>	<b>0.00%</b>
NET OTHER REVENUE	<b>\$0.00</b>	<b>\$2,500.00</b>	<b>\$ -2,500.00</b>	<b>0.00 %</b>
NET REVENUE	<b>\$4,669.50</b>	<b>\$493.66</b>	<b>\$4,175.84</b>	<b>945.89 %</b>



# South Uptown Neighborhood Association

## Statement of Activity by Program Area

October 2020 - January 2021

	CPP	NRP	SUNA	TOTAL
<b>Revenue</b>				
4200 City Contracts				\$0
4211 CPP Contract	8,654			\$8,654
4213 NRP Implementation		13,937		\$13,937
4217 NRP Programs		1,470		\$1,470
<b>Total 4200 City Contracts</b>	<b>8,654</b>	<b>15,406</b>		<b>\$24,060</b>
4300 Fundraising				\$0
4307 Individual Giving			4,359	\$4,359
4311 T-shirt Sales			80	\$80
<b>Total 4300 Fundraising</b>			<b>4,439</b>	<b>\$4,439</b>
4730 Interest Income			123	\$123
<b>Total Revenue</b>	<b>\$8,654</b>	<b>\$15,406</b>	<b>\$4,562</b>	<b>\$28,622</b>
<b>GROSS PROFIT</b>	<b>\$8,654</b>	<b>\$15,406</b>	<b>\$4,562</b>	<b>\$28,622</b>
<b>Expenditures</b>				
5130 Payroll Expenses				\$0
5131 Wages	5,280	10,560		\$15,840
5132 Taxes	414	810	-102	\$1,123
5160 Health Insurance	555	648		\$1,203
5170 Other Benefits	500			\$500
<b>Total 5130 Payroll Expenses</b>	<b>6,750</b>	<b>12,017</b>	<b>-102</b>	<b>\$18,666</b>
5320 Accounting	570			\$570
5340 Program Support		80		\$80
5440 Office Supplies	210	462		\$672
5445 Project Supplies		187		\$187
5450 Web Hosting	12	240		\$252
5510 Printing & Copying		402		\$402
5520 Postage & Delivery		347		\$347
5550 Meetings & Special Events	49	62		\$111
5610 Rent	1,064	1,064		\$2,127
5640 Insurance General Liability		539		\$539
<b>Total Expenditures</b>	<b>\$8,654</b>	<b>\$15,400</b>	<b>\$ -102</b>	<b>\$23,953</b>
<b>NET OPERATING REVENUE</b>	<b>\$0</b>	<b>\$6</b>	<b>\$4,664</b>	<b>\$4,670</b>
<b>Other Revenue</b>				
7000 NRP Contracts				\$0
7700 NRP Crime and Safety		3,630		\$3,630
<b>Total 7000 NRP Contracts</b>		<b>3,630</b>		<b>\$3,630</b>
<b>Total Other Revenue</b>	<b>\$0</b>	<b>\$3,630</b>	<b>\$0</b>	<b>\$3,630</b>
<b>Other Expenditures</b>				
8700 NRP Safety				\$0
8701 Graffiti Elimination		2,390		\$2,390
8703 Home Security Grants		1,240		\$1,240
<b>Total 8700 NRP Safety</b>		<b>3,630</b>		<b>\$3,630</b>
<b>Total Other Expenditures</b>	<b>\$0</b>	<b>\$3,630</b>	<b>\$0</b>	<b>\$3,630</b>
<b>NET OTHER REVENUE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>NET REVENUE</b>	<b>\$0</b>	<b>\$6</b>	<b>\$4,664</b>	<b>\$4,670</b>



# South Uptown Neighborhood Association

Statement of Cash Flows  
October 2020 - January 2021

	TOTAL
<b>OPERATING ACTIVITIES</b>	
Net Revenue	4,669.50
Adjustments to reconcile Net Revenue to Net Cash provided by operations:	
1151 Accounts Receivable (A/R)	0.00
1201 TruStone CD 4001	-77.19
1202 Trustone CD 4002	-45.69
1251 Contract receivables	-21,506.43
2211 Payroll Liabilities:Federal Taxes (941/944)	-1.50
2213 Payroll Liabilities:MN Income Tax	-278.68
2215 Payroll Liabilities:MN Unemployment Taxes	-11.70
2250 Direct Deposit Payable	1,384.32
<b>Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:</b>	<b>-20,536.87</b>
<b>Net cash provided by operating activities</b>	<b>\$ -15,867.37</b>
<b>FINANCING ACTIVITIES</b>	
3100 Net Assets w/o Donor Restrictio	23,909.08
3201 Net Assets with Donor Restrictions:Bryant Square Park	0.00
3900 Retained Earnings	-23,909.08
<b>Net cash provided by financing activities</b>	<b>\$0.00</b>
<b>NET CASH INCREASE FOR PERIOD</b>	<b>\$ -15,867.37</b>
Cash at beginning of period	32,343.25
<b>CASH AT END OF PERIOD</b>	<b>\$16,475.88</b>



# South Uptown Neighborhood Association

## Monthly Transaction Report

January 2021

DATE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT	BALANCE
SU Operations					
Beginning Balance					14,441.69
01/22/2021	ACH	Dog Waste Depot	Dog waste bags	-130.34	14,311.35
01/25/2021	ACH	Padlet	Project supplies	-10.00	14,301.35
01/26/2021	ACH	Zoom	Zoom subscription	-16.18	14,285.17
<b>Total for SU Operations</b>				<b>\$ -156.52</b>	
SU Grants					
Beginning Balance					8,327.64
01/08/2021	DD	Scott A. Engel	Pay Period: 12/27/2020-01/09/2021	-1,385.07	6,942.57
01/11/2021		IRS	Tax Payment for Period: 12/1 to 12/31/20	-881.30	6,061.27
01/12/2021		MN Revenue	Tax Payment for Period: 10/1 to 12/31/2020	-487.69	5,573.58
01/13/2021	Auto	MN UC Fund	Tax Payment for Period: 10/1 to 12/31/2020	-4.00	5,569.58
01/15/2021	5297	Ace in the City	January Office Rent	-531.83	5,037.75
01/19/2021	5302	Paul Hebert	Health Benefit Stipend	-555.30	4,482.45
01/19/2021	5300	Scott Engel	IRA contribution	-500.00	3,982.45
01/19/2021	5298	Scott Moss	Home security grant	-221.44	3,761.01
01/19/2021	5301	Maura Lynch	Home security grant	-173.23	3,587.78
01/19/2021	5299	Scott Engel	Google - web hosting	-12.00	3,575.78
01/22/2021	DD	Scott A. Engel	Pay Period: 01/10/2021-01/23/2021	-1,385.07	2,190.71
<b>Total for SU Grants</b>				<b>\$ -6,136.93</b>	
<b>TOTAL</b>				<b>\$ -6,293.45</b>	



South Uptown Neighborhood Association

1001 SU Grants, Period Ending 01/31/2021

RECONCILIATION REPORT

Reconciled on: 02/11/2021

Reconciled by: Robert Thompson

Any changes made to transactions after this date aren't included in this report.

<b>Summary</b>	<b>USD</b>
Statement beginning balance	9,070.64
Checks and payments cleared (15)	-6,499.78
Deposits and other credits cleared (0)	0.00
Statement ending balance	<u>2,570.86</u>
Uncleared transactions as of 01/31/2021	-1,764.47
Register balance as of 01/31/2021	806.39
Cleared transactions after 01/31/2021	0.00
Uncleared transactions after 01/31/2021	2,595.79
Register balance as of 02/11/2021	<u>3,402.18</u>

**Details**

Checks and payments cleared (15)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/03/2020	Check	5287	Darla Recht	-232.24
12/14/2020	Check	5289	American Family Insurance	-539.00
12/23/2020	Check	5295	Scott Engel	-21.44
12/23/2020	Check	5296	Paul Hebert	-22.00
12/23/2020	Check	5294	Mark L. Olson	-80.00
01/08/2021	Payroll Check	DD	Scott A. Engel	-1,385.07
01/11/2021	Check		IRS	-881.30
01/12/2021	Check		MN Revenue	-487.69
01/13/2021	Check	Auto	MN UC Fund	-4.00
01/19/2021	Check	5298	Scott Moss	-221.44
01/19/2021	Check	5300	Scott Engel	-500.00
01/19/2021	Check	5301	Maura Lynch	-173.23
01/19/2021	Check	5302	Paul Hebert	-555.30
01/19/2021	Check	5299	Scott Engel	-12.00
01/22/2021	Payroll Check	DD	Scott A. Engel	-1,385.07
<b>Total</b>				<b>-6,499.78</b>

South Uptown Neighborhood Association

1000 SU Operations, Period Ending 01/31/2021

RECONCILIATION REPORT

Reconciled on: 02/11/2021

Reconciled by: Robert Thompson

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance	16,941.69
Checks and payments cleared (3)	-156.52
Deposits and other credits cleared (0)	0.00
Statement ending balance	<u>16,785.17</u>
Uncleared transactions as of 01/31/2021	-2,500.00
Register balance as of 01/31/2021	14,285.17
Cleared transactions after 01/31/2021	0.00
Uncleared transactions after 01/31/2021	-5,000.00
Register balance as of 02/11/2021	9,285.17

Details

Checks and payments cleared (3)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/22/2021	Expense	ACH	Dog Waste Depot	-130.34
01/25/2021	Expense	ACH	Padlet	-10.00
01/26/2021	Expense	ACH	Zoom	-16.18
<b>Total</b>				<b>-156.52</b>