

Management Report
South Uptown Neighborhood Association
For the period ended February 28, 2021



Prepared March 16, 2021

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For Management Purposes Only



South Uptown Neighborhood Association

Statement of Financial Position

As of February 28, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 SU Operations	14,090.81
1001 SU Grants	22,981.44
Total Bank Accounts	\$37,072.25
Other Current Assets	
1201 TruStone CD 4001	5,998.53
1202 Trustone CD 4002	5,661.96
1251 Contract receivables	6,253.75
Total Other Current Assets	\$17,914.24
Total Current Assets	\$54,986.49
TOTAL ASSETS	\$54,986.49
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2200 Payroll Liabilities	
2211 Federal Taxes (941/944)	879.80
2213 MN Income Tax	139.14
2215 MN Unemployment Taxes	36.08
Total 2200 Payroll Liabilities	1,055.02
2300 City Contract Advances	17,500.00
Total Other Current Liabilities	\$18,555.02
Total Current Liabilities	\$18,555.02
Total Liabilities	\$18,555.02
Equity	\$36,431.47
TOTAL LIABILITIES AND EQUITY	\$54,986.49

Note

Line 1251 Contract Receivables represents expenses that are reimbursable through City contracts. Invoices on three contracts were submitted to the City and paid in February 2021.

Line 2200 Payroll Liabilities includes federal and state income tax and MN Unemployment Insurance Liabilities due as of the end of January. Federal and MN Withholding have been paid as of March 12. MN Unemployment is due April 15.

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



South Uptown Neighborhood Association

Statement of Activity

October 2020 - February 2021

	TOTAL
<hr/>	
Revenue	
4200 City Contracts	
4211 CPP Contract	13,399
4213 NRP Implementation	13,937
4217 NRP Programs	1,861
Total 4200 City Contracts	29,197
4300 Fundraising	
4307 Individual Giving	4,359
4311 T-shirt Sales	80
Total 4300 Fundraising	4,439
4730 Interest Income	123
Total Revenue	\$33,759
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GROSS PROFIT	\$33,759
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Expenditures	
5130 Payroll Expenses	
5131 Wages	19,360
5132 Taxes	1,399
5140 Worker's Comp	308
5160 Health Insurance	1,203
5170 Other Benefits	500
Total 5130 Payroll Expenses	22,770
5320 Accounting	570
5340 Program Support	80
5350 Bank Charges	30
5440 Office Supplies	672
5445 Project Supplies	317
5450 Web Hosting	264
5510 Printing & Copying	514
5520 Postage & Delivery	497
5550 Meetings & Special Events	207
5610 Rent	2,659
5640 Insurance General Liability	539
Total Expenditures	\$29,119
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NET OPERATING REVENUE	\$4,640
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Other Revenue	
7000 NRP Contracts	
7700 NRP Crime and Safety	4,130

	TOTAL
7800 NRP Programs	50
Total 7000 NRP Contracts	4,180
Total Other Revenue	\$4,180
Other Expenditures	
8700 NRP Safety	
8701 Graffiti Elimination	2,390
8703 Home Security Grants	1,740
Total 8700 NRP Safety	4,130
8800 Phase II Programs	
8801 Energy Audit Program	50
Total 8800 Phase II Programs	50
Total Other Expenditures	\$4,180
NET OTHER REVENUE	\$0
NET REVENUE	\$4,640



South Uptown Neighborhood Association

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

October 2020 - February 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4110 Special Projects		500.00	-500.00	
4200 City Contracts				
4211 CPP Contract	13,398.51	40,597.00	-27,198.49	33.00 %
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	1,861.43	2,500.00	-638.57	74.46 %
Total 4200 City Contracts	29,196.79	64,597.00	-35,400.21	45.20 %
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	
Total 4300 Fundraising	4,439.12	5,500.00	-1,060.88	80.71 %
4730 Interest Income	122.88	200.00	-77.12	61.44 %
Total Revenue	\$33,758.79	\$70,797.00	\$ -37,038.21	47.68 %
GROSS PROFIT	\$33,758.79	\$70,797.00	\$ -37,038.21	47.68 %
Expenditures				
5130 Payroll Expenses				
5131 Wages	19,360.00	42,600.00	-23,240.00	45.45 %
5132 Taxes	1,398.88	3,300.00	-1,901.12	42.39 %
5140 Worker's Comp	308.00	300.00	8.00	102.67 %
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	
Total 5130 Payroll Expenses	22,770.03	50,850.00	-28,079.97	44.78 %
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	
5350 Bank Charges	30.00		30.00	
5440 Office Supplies	671.92	1,500.00	-828.08	44.79 %
5445 Project Supplies	317.16	2,300.00	-1,982.84	13.79 %
5450 Web Hosting	264.00	120.00	144.00	220.00 %
5500 Communications-Outreach		200.00	-200.00	
5510 Printing & Copying	513.75	1,000.00	-486.25	51.38 %
5520 Postage & Delivery	497.00	750.00	-253.00	66.27 %
5550 Meetings & Special Events	207.28	625.01	-417.73	33.16 %
5551 Food Expense		500.00	-500.00	
5610 Rent	2,659.15	6,400.00	-3,740.85	41.55 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5630 Insurance Dir. & Officers		800.00	-800.00	
5640 Insurance General Liability	539.00	500.00	39.00	107.80 %
5810 Contributions		3,000.00	-3,000.00	
5999 Uncategorized Expense				
Total Expenditures	\$29,119.29	\$72,845.01	\$ -43,725.72	39.97 %
NET OPERATING REVENUE	\$4,639.50	\$ -2,048.01	\$6,687.51	-226.54 %
Other Revenue				
7000 NRP Contracts				
7700 NRP Crime and Safety	4,129.80	2,500.00	1,629.80	165.19 %
7800 NRP Programs	50.00		50.00	
Total 7000 NRP Contracts	4,179.80	2,500.00	1,679.80	167.19 %
Total Other Revenue	\$4,179.80	\$2,500.00	\$1,679.80	167.19 %
Other Expenditures				
8700 NRP Safety				
8701 Graffiti Elimination	2,390.30		2,390.30	
8703 Home Security Grants	1,739.50		1,739.50	
Total 8700 NRP Safety	4,129.80		4,129.80	
8800 Phase II Programs				
8801 Energy Audit Program	50.00		50.00	
Total 8800 Phase II Programs	50.00		50.00	
Total Other Expenditures	\$4,179.80	\$0.00	\$4,179.80	0.00%
NET OTHER REVENUE	\$0.00	\$2,500.00	\$ -2,500.00	0.00 %
NET REVENUE	\$4,639.50	\$451.99	\$4,187.51	1,026.46 %



South Uptown Neighborhood Association

Statement of Activity by Program Area

October 2020 - February 2021

	ADMIN	CHILI FEST	CPP	NRP	SUNA	TOTAL
Revenue						
4200 City Contracts						\$0
4211 CPP Contract			13,399			\$13,399
4213 NRP Implementation				13,937		\$13,937
4217 NRP Programs				1,861		\$1,861
Total 4200 City Contracts			13,399	15,798		\$29,197
4300 Fundraising						
4300 Fundraising						\$0
4307 Individual Giving					4,359	\$4,359
4311 T-shirt Sales					80	\$80
Total 4300 Fundraising					4,439	\$4,439
4730 Interest Income					123	\$123
Total Revenue	\$0	\$0	\$13,399	\$15,798	\$4,562	\$33,759
GROSS PROFIT	\$0	\$0	\$13,399	\$15,798	\$4,562	\$33,759
Expenditures						
5130 Payroll Expenses						\$0
5131 Wages			8,800	10,560		\$19,360
5132 Taxes			691	810	-102	\$1,399
5140 Worker's Comp			308			\$308
5160 Health Insurance			555	648		\$1,203
5170 Other Benefits			500			\$500
Total 5130 Payroll Expenses			10,854	12,017	-102	\$22,770
5320 Accounting			570			\$570
5340 Program Support				80		\$80
5350 Bank Charges	30					\$30
5440 Office Supplies			210	462		\$672
5445 Project Supplies				317		\$317
5450 Web Hosting			24	240		\$264
5510 Printing & Copying		112		402		\$514
5520 Postage & Delivery		150		347		\$497
5550 Meetings & Special Events			145	62		\$207
5610 Rent			1,595	1,064		\$2,659
5640 Insurance General Liability				539		\$539
Total Expenditures	\$30	\$262	\$13,399	\$15,531	\$ -102	\$29,119
NET OPERATING REVENUE	\$ -30	\$ -262	\$0	\$268	\$4,664	\$4,640
Other Revenue						
7000 NRP Contracts						\$0
7700 NRP Crime and Safety				4,130		\$4,130

	ADMIN	CHILI FEST	CPP	NRP	SUNA	TOTAL
7800 NRP Programs				50		\$50
Total 7000 NRP Contracts				4,180		\$4,180
Total Other Revenue	\$0	\$0	\$0	\$4,180	\$0	\$4,180
Other Expenditures						
8700 NRP Safety						\$0
8701 Graffiti Elimination				2,390		\$2,390
8703 Home Security Grants				1,740		\$1,740
Total 8700 NRP Safety				4,130		\$4,130
8800 Phase II Programs						\$0
8801 Energy Audit Program				50		\$50
Total 8800 Phase II Programs				50		\$50
Total Other Expenditures	\$0	\$0	\$0	\$4,180	\$0	\$4,180
NET OTHER REVENUE	\$0	\$0	\$0	\$0	\$0	\$0
NET REVENUE	\$ -30	\$ -262	\$0	\$268	\$4,664	\$4,640



South Uptown Neighborhood Association

Statement of Cash Flows

October 2020 - February 2021

	TOTAL
OPERATING ACTIVITIES	
Net Revenue	4,639.50
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	497.42
2211 Payroll Liabilities:Federal Taxes (941/944)	-1.50
2213 Payroll Liabilities:MN Income Tax	-278.88
2215 Payroll Liabilities:MN Unemployment Taxes	-4.66
2250 Direct Deposit Payable	0.00
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	89.50
Net cash provided by operating activities	\$4,729.00
FINANCING ACTIVITIES	
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
Net cash provided by financing activities	\$0.00
NET CASH INCREASE FOR PERIOD	\$4,729.00
Cash at beginning of period	32,343.25
CASH AT END OF PERIOD	\$37,072.25



South Uptown Neighborhood Association

Monthly Transaction Report

February 2021

DATE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT	BALANCE
SU Operations					
Beginning Balance					14,285.17
02/07/2021		Dog Waste Depot	Dog waste bags	-130.34	14,154.83
02/11/2021			Temp transfer	-5,000.00	9,154.83
02/17/2021				5,000.00	14,154.83
02/27/2021		Zoom	Zoom subscription	-54.02	14,100.81
02/27/2021		Padlet	Meeting software	-10.00	14,090.81
Total for SU Operations				\$ -194.36	
SU Grants					
Beginning Balance					806.39
02/05/2021	DD	Scott A. Engel	Pay Period: 01/24/2021-02/06/2021	-1,385.07	-578.68
02/07/2021	5307	Ace in the City	February Office Rent	-531.83	-1,110.51
02/07/2021	5305	Uptown Condominium Association	Home Security Grant	-500.00	-1,610.51
02/07/2021	5304	Center For Energy & Environment	Home Energy Audits	-50.00	-1,660.51
02/07/2021		Zoom	Zoom subscription	-16.18	-1,676.69
02/07/2021	5306	Scott Engel	Web Hosting (Google)	-12.00	-1,688.69
02/08/2021		IRS	Tax Payment for Period: 01/01/2021-01/31/2021	-879.80	-2,568.49
02/08/2021	5309	Void		0.00	-2,568.49
02/08/2021		TruStone	Overdraft Fee	-30.00	-2,598.49
02/08/2021	5308	Travelers	Workers Comp Insurance 2/1/21 to 2/1/22	-308.00	-2,906.49
02/11/2021		MN Revenue	Tax Payment for Period: 01/01/2021-01/31/2021 Manual pay MN withholding tax	-139.34	-3,045.83
02/11/2021			Temp transfer	5,000.00	1,954.17
02/17/2021				-5,000.00	-3,045.83
02/17/2021		12838 NRP Implementation		13,936.85	10,891.02
02/19/2021	DD	Scott A. Engel	Pay Period: 02/07/2021-02/20/2021	-1,385.27	9,505.75
02/27/2021		Zoom	Zoom subscription	-16.18	9,489.57
02/27/2021	5311	Scott Engel	ChiliFest Flyer	-111.50	9,378.07
02/27/2021	5312	Max Ehalt		-150.00	9,228.07
02/27/2021				13,753.37	22,981.44
Total for SU Grants				\$22,175.05	
TOTAL				\$21,980.69	

South Uptown Neighborhood Association

1000 SU Operations, Period Ending 02/28/2021

RECONCILIATION REPORT

Reconciled on: 03/07/2021

Reconciled by: Robert Thompson

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

Summary

USD

Statement beginning balance	16,785.17
Checks and payments cleared (3)	-5,064.02
Deposits and other credits cleared (1)	5,000.00
Statement ending balance	<u>16,721.15</u>

Uncleared transactions as of 02/28/2021	-2,630.34
Register balance as of 02/28/2021	<u>14,090.81</u>

Details

Checks and payments cleared (3)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/11/2021	Transfer			-5,000.00
02/27/2021	Expense		Padlet	-10.00
02/27/2021	Expense		Zoom	-54.02
Total				-5,064.02

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/17/2021	Transfer			5,000.00
Total				5,000.00

Additional Information

Uncleared checks and payments as of 02/28/2021

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/14/2020	Check	10157	Bryant Square Park	-2,500.00
02/07/2021	Expense		Dog Waste Depot	-130.34
Total				-2,630.34

South Uptown Neighborhood Association

1000 SU Operations, Period Ending 02/28/2021

RECONCILIATION REPORT

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Summary

USD

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Statement ending balance	<u>16,721.15</u>
Uncleared transactions as of 02/28/2021	-2,630.34
Register balance as of 02/28/2021	14,090.81

Details

Checks and payments cleared (3)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/11/2021	Transfer			-5,000.00
02/27/2021	Expense		Padlet	-10.00
02/27/2021	Expense		Zoom	-54.02
Total				-5,064.02

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/17/2021	Transfer			5,000.00
Total				5,000.00

Additional Information

Uncleared checks and payments as of 02/28/2021

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/14/2020	Check	10157	Bryant Square Park	-2,500.00
02/07/2021	Expense		Dog Waste Depot	-130.34
Total				-2,630.34